

*“Menominee County – 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*

### **Menominee County Board of Commissioners**

*Tuesday, January 7, 2020 – 6:00 PM*

*Menominee County Courthouse – Courtroom B*

*839 10<sup>th</sup> Avenue – Menominee, MI 49858*

*906-863-7779*

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call (Piche, Cech, Gromala, Lang, Phelps, Schei, Prestin, Hafeman, & Johnson)
- D. Approval of the Agenda
- E. Approval of the Previous Minutes (December 23, 2019)
- F. Public Comment (*Statements, Not Debate, Limited to 5 Minutes on Agenda Items Only*)
- G. Presentations (*Limited to 20 Minutes*): None
- H. Department Head/Elected Official Reports (*Limited to 10 Minutes*):
  - Department Head or Elected Official
  - County Administrator
- I. Action Items
  1. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 2020-05 Honoring Penny Bourque for her 24 years of service with Menominee County.
  2. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Commissioner Per Diems and Expenses.
  3. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve miscellaneous bills paid on December 12, 2019 in the amount of \$140,925.27.

4. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve miscellaneous board/committee/commissioner reports be placed on file in the Office of the County Clerk.

J. New Business

1. Personnel Items

- a. Custodian/Cleaning Contracts
- b. Temporary Part-Time Telecommunicator

2. Buildings & Grounds/Park Items

- a. None

3. Miscellaneous Items

- a. Resolution 2020-04 *Great Lakes Shoreline Disaster Area*
- b. Resolution 2020-06 *Acquisition of the Bagley Radio Tower*
- b. RFP 19/20-05 – Bagley Tower

4. Finance Items

- a. Commissioner Per Diems and Expenses
- b. Miscellaneous bills paid on December 20, 2019 & January 3, 2020 in the combined amount of \$42,284.61.

K. Miscellaneous Boards/Committee/Commission Reports - None

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

M. Commissioner Comment

N. Adjourn

December 23, 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 at the Menominee County Annex, Stephenson, 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, and Larry Schei.

**Absent:** Commissioner: David Prestin (excused).

Moved by Com. Hafeman, seconded by Com. Gromala to approve the agenda. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Hafeman to approve the minutes from the December 10, 2019 Regular County Board Meeting. Motion was approved 8-0.

**Public Comment:**

- Andie Rich – Commented on Aquila Resources and the Back Forty Mine.
- Jefferey J. Budish – Commented on Aquila Resources and the Back Forty Mine.

**Presentations:**

- Chantae Lessard, Aquila Resources – Presentation on the proposed Back Forty Mine.

**Department Head/Elected Officials Reports:**

- Jason Carviou, County Administrator – Gave Administrator’s Report with updates and announcements.

**Action Items:**

Moved by Com. Phelps, seconded by Com. Hafeman to approve Elected Official salaries as proposed below to begin January 1, 2020. Motion was approved by roll call vote 6-2. Com. Gromala and Schei voted nay.

County Clerk/Register of Deeds	\$63,060.05
County Treasurer	\$59,398.83
County Sheriff	\$75,000.00
County Prosecuting Attorney	\$102,088.00
County Drain Commissioner	\$548.00

Moved by Com. Hafeman, seconded by Com. Cech to approve Resolution 2019-26 ~ Compliance with Public Act 152 of 2011. Motion was approved by roll call vote 8-0. (Attachment A).

Moved by Com. Johnson Jr., seconded by Com. Schei to table the motion to approve a recommendation from the Personnel Committee to retain Janitor's Closet for the remainder of the 1 year contract (Oct. 2020) to clean the Courthouse Building and maintain use of the County's employee to clean the Health Dept. and the 9<sup>th</sup> Street Building. Cleaning services will be re-evaluated with the 2020/2021 Budget until the January 7, 2020 meeting. Motion was approved by roll call vote 8-0.

Moved by Com. Cech, seconded by Com. Lang to approve a recommendation from the Personnel Committee to raise the hourly wage of part-time jail cook positions (3) to \$15.00/hr. and increase the minimum number of hours an employee in this position can work in a week to 29 hours. Financial impact = \$15,928.15. Motion was approved 8-0.

Moved by Com. Gromala, seconded by Com. Schei to approve a recommendation from the Airport Committee to grant a utility easement at the Menominee Regional Airport for the purpose of improving existing utilities to buildings and facilities located on the property. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to appoint Thomas Sherry to the Building Code Construction Board of Appeals for a 2 year term to expire 1.31.2022. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Gromala to appoint Michael Lyons to the Menominee County Planning Commission for a 3 year term to expire 4.30.2023. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Hafeman to appoint Amanda Hess to the Delta, Menominee Board of Health for a 3 year term to expire 12.31.2022. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve Commissioner per diems and expenses. Motion was approved 8-0.

Moved by Com. Lang, seconded by Com. Cech to approve miscellaneous bills as paid on November 27, 2019 in the amount of \$73,314.62. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 8-0.

**New Business (discussion only)**

**Personnel Items:**

- a. None.

**Building and Grounds/Parks Items:**

- a. None.

**Miscellaneous Items:**

- a. None.

**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 as paid on December 12, 2019 in the amount of \$140,925.27. – 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 to the next meeting for approval.

**Public Comment:**

- Dale Burie – Commented on Aquila Resources and the Back Forty Mine.
- Andrea Piontek – Commented on Aquila Resources and the Back Forty Mine.
- Dave Behrend – Commented on Aquila Resources and the Back Forty Mine.
- Jefferey J. Budesh – Commented on Aquila Resources and the Back Forty Mine.
- Patricia Mueller – Commented on Aquila Resources and the Back Forty Mine.
- Elaine Meyer – Commented on Aquila Resources and the Back Forty Mine.
- Rick Prusack – Commented on Aquila Resources and the Back Forty Mine.
- Dave Behrend – Commented on the Health Department and a cancer study.
- Jefferey J. Budesh – Commented on Aquila Resources and the Back Forty Mine.
- Andie Rich – Commented on Aquila Resources and the Back Forty Mine.

**Commissioner Comment:**

- Com. Gromala – Commented that the Menominee County Road Commission is a separate entity than the Menominee County Board of Commissioners and Menominee County. He is not opposed to giving elected officials raises. He just feels all positions need to be addressed.
- Com. Schei – Commented that he doesn't think it's right to take money from the General Fund for raises that aren't budgeted for.
- Com. Cech – Commented Merry Christmas and Happy New Year.
- Com. Piche – Commented on Pinecrest.
- Com. Phelps – Commented on the meeting not being done yet and public being disrespectful.

Moved by Com. Hafeman, seconded by Com. Cech to adjourn at 7:31 p.m. Motion was approved 8-0.

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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>Resolution 2020 – 05 / Honoring Penny Bourque for 24 Years of Service</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Penny Bourque is retiring from Menominee County Central Dispatch on January 17, 2020. She began her career with Menominee County in 1996 and served Menominee County for 24 years.</p>	
<b>RECOMMENDED MOTION</b>	
<p>Motion to approve Resolution 2020-05 Honoring Penny Bourque for her 24 years of service with Menominee County.</p>	

Submitted by: Jason Carviou

01/03/2020  
Date

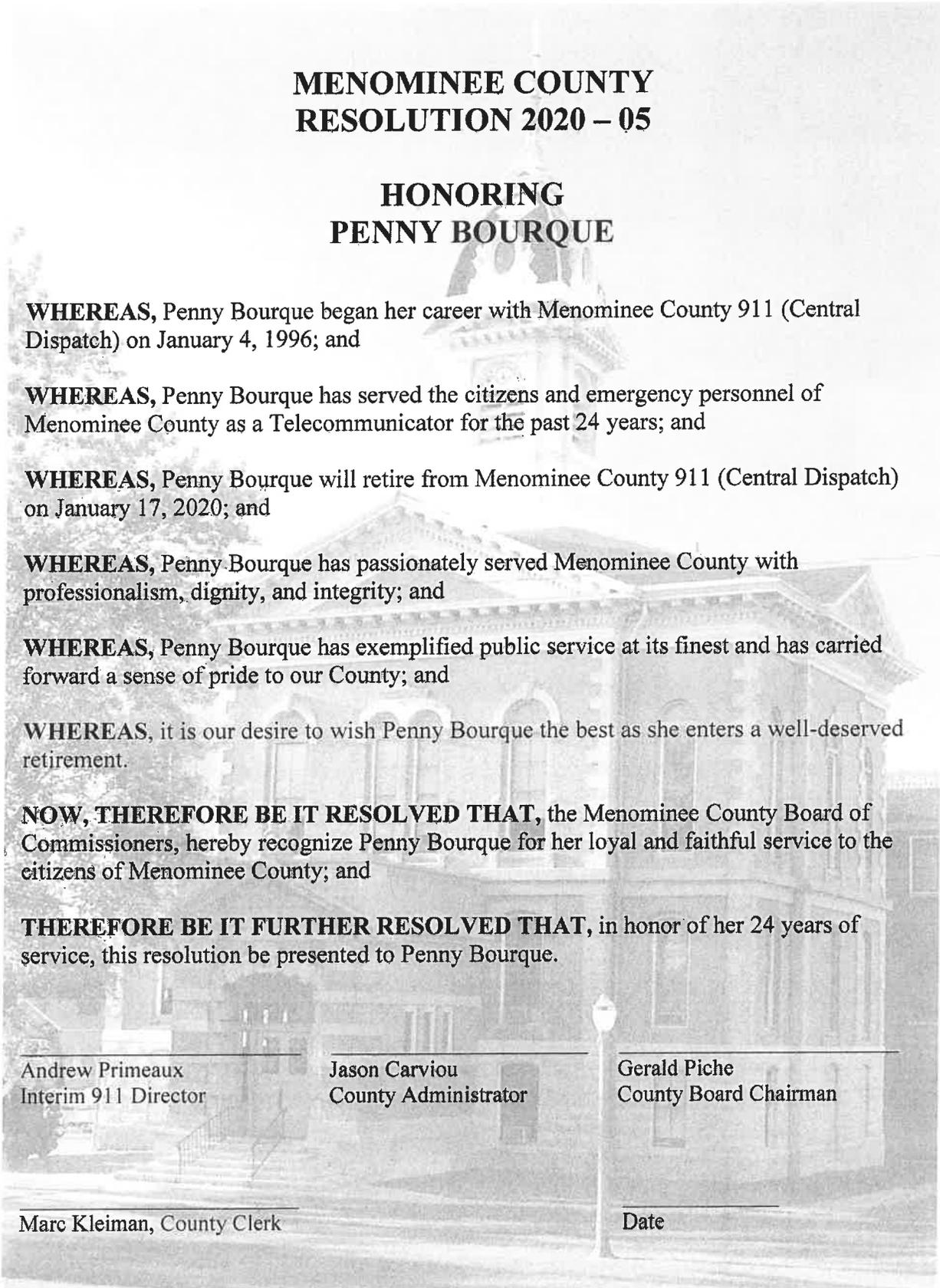
### WORKSHOP ACTION

	<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  
RESOLUTION 2020 – 05**

**HONORING  
PENNY BOURQUE**

**WHEREAS**, Penny Bourque began her career with Menominee County 911 (Central Dispatch) on January 4, 1996; and

**WHEREAS**, Penny Bourque has served the citizens and emergency personnel of Menominee County as a Telecommunicator for the past 24 years; and

**WHEREAS**, Penny Bourque will retire from Menominee County 911 (Central Dispatch) on January 17, 2020; and

**WHEREAS**, Penny Bourque has passionately served Menominee County with professionalism, dignity, and integrity; and

**WHEREAS**, Penny Bourque has exemplified public service at its finest and has carried forward a sense of pride to our County; and

**WHEREAS**, it is our desire to wish Penny Bourque the best as she enters a well-deserved retirement.

**NOW, THEREFORE BE IT RESOLVED THAT**, the Menominee County Board of Commissioners, hereby recognize Penny Bourque for her loyal and faithful service to the citizens of Menominee County; and

**THEREFORE BE IT FURTHER RESOLVED THAT**, in honor of her 24 years of service, this resolution be presented to Penny Bourque.

\_\_\_\_\_  
Andrew Primeaux  
Interim 911 Director

\_\_\_\_\_  
Jason Carviou  
County Administrator

\_\_\_\_\_  
Gerald Piche  
County Board Chairman

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

\_\_\_\_\_  
Date

## 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.	

Submitted by: Jason Carviou

01/03/2020  
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**

DEC 11 2019

*ALS.*

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

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

*COPY*

\*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
10/22/19	Menom. Co. Courthouse	5	.58	2.90	101-101-860.00
10/22/19	Stephenson Annex	36	.58	20.88	101-101-860.00
11/4/19	Lake Township	46	.58	26.68	101-101-860.00
11/26/19	Menom. Co. Courthouse	5	.58	2.90	101-101-860.00
12/3/19	Menom. Co. Courthouse	5	.58	2.90	101-101-860.00
12/10/19	Stephenson Annex	36	.58	20.88	101-101-860.00
					101-101-860.00
					101-101-860.00
					101-101-860.00
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>\$77.14</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

12/11/19  
\_\_\_\_\_  
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 December 12, 2019 in the amount of \$140, 925.27.	
<b>RECOMMENDED MOTION:</b>	
Motion to approve miscellaneous bills paid on December 12, 2019 in the amount of \$140, 925.27.	

Submitted by: Jason Carviou

01/03/2020  
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  
101-228 Computer Technology  
101-253 County Treasurer  
101-257 Equalization  
101-261 MSU Extension  
101-262 Elections  
101-265 Courthouse 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 Menominee Regional Airport  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
260 MI Indigent Defense Attorneys  
263 Concealed Pistol Licensing  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E-911  
269 Law Library  
271 County Library  
274 Comm.Dev.BlockGrant - MSHDA  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
285 Senior Citizens  
289 SOM Salvage Vehicle Title Inspections  
292 Child Care  
292 Special Child Care Funds  
294 Veterans' Service Fund Grant  
296 Juvenile Diversion Child Care  
401 3-Way Road  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

**APPROVED**

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: ABILITA</b>				
191207	Reduction of Telephone Services	101-228-850.00	1,741.27	1,741.27
<b>TOTAL VENDOR ABILITA</b>				<b>1,741.27</b>
<b>VENDOR NAME: ACE HARDWARE</b>				
1626659165	Operating Supplies & Snow Removal (Salt)	101-265-930.00	1,666.00	1,706.83
		101-265-755.00	40.83	
<b>TOTAL VENDOR ACE HARDWARE</b>				<b>1,706.83</b>
<b>VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI</b>				
367100	N8390 Beach House	208-751-920.01	29.21	29.21
369802	W8449 Co Rd G12 Campsites	208-751-920.01	29.21	29.21
383001	Shakey Lakes Park/Horse	208-751-920.01	29.21	29.21
383101	Bass Lakes Camp Sites	208-751-920.01	29.21	29.21
383200	N8380 Co Park Rd 20.5	208-751-920.01	29.21	29.21
383301	Shakey Lakes Park/Cattle	208-751-920.01	29.21	29.21
1614900	Bath House	208-751-920.01	29.21	29.21
15231	N8380 Co Park Rd 20.5	208-751-920.01	217.37	217.37
380300	Shower Building	208-751-920.01	62.73	62.73
379700	Storage Shed	208-751-920.01	43.91	43.91
370500	Office/Shop	208-751-920.01	158.63	158.63
367200	Northwest Campsites	208-751-920.01	58.61	58.61
<b>TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI</b>				<b>745.72</b>
<b>VENDOR NAME: AT&amp;T - CAROL STREAM, IL</b>				
906753220912	Telephone Services - Annex	101-228-850.00	236.24	236.24
906753458212	Telephone Services - Shakey Lakes Park	208-751-850.00	53.61	53.61
906863861411	Telephone Services - 911	266-325-850.00	305.64	305.64
<b>TOTAL VENDOR AT&amp;T - CAROL STREAM, IL</b>				<b>595.49</b>
<b>VENDOR NAME: AT&amp;T MOBILITY</b>				
287252150867X1208201	906-792-0211 & 906-792-5968	101-132-850.00	71.48	71.48
<b>TOTAL VENDOR AT&amp;T MOBILITY</b>				<b>71.48</b>
<b>VENDOR NAME: AUTO OWNERS INSURANCE</b>				
015475561	Airport Vehicle Insurance	216-585-831.00	189.15	189.15
<b>TOTAL VENDOR AUTO OWNERS INSURANCE</b>				<b>189.15</b>
<b>VENDOR NAME: BARRETTE, BRIAN</b>				
Reimbursement	Mileage	266-325-880.00	112.52	112.52
<b>TOTAL VENDOR BARRETTE, BRIAN</b>				<b>112.52</b>
<b>VENDOR NAME: BEAVER MACHINE, INC.</b>				
129503	Kabota Tractor, Loader, Snowblower	101-265-970.02	42,746.00	42,746.00
<b>TOTAL VENDOR BEAVER MACHINE, INC.</b>				<b>42,746.00</b>
<b>VENDOR NAME: BINDER, PAMELA</b>				
11/21/19	Transport & Holdover	101-132-801.01	62.50	212.50
		101-132-801.00	150.00	
<b>TOTAL VENDOR BINDER, PAMELA</b>				<b>212.50</b>
<b>VENDOR NAME: BLUETARP FINANCIAL, INC.</b>				
F53404	Income Supplies	101-301-770.00	295.00	295.00
<b>TOTAL VENDOR BLUETARP FINANCIAL, INC.</b>				<b>295.00</b>
<b>VENDOR NAME: CADIEU FUNERAL HOME</b>				
Burial	Mildred Marie Stuk	101-681-833.00	300.00	300.00
Burial	Joyce June O'Brien	101-681-833.00	300.00	300.00
<b>TOTAL VENDOR CADIEU FUNERAL HOME</b>				<b>600.00</b>
<b>VENDOR NAME: CASA</b>				
November 2019	Faith Sandahl	292-669-801.00	1,148.00	1,148.00
<b>TOTAL VENDOR CASA</b>				<b>1,148.00</b>

APPROVED

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
<b>VENDOR NAME: CITY OF STEPHENSON</b>				
709	Annex - Water, Electric, Sewer	101-261-920.01	20.66	232.79
		101-261-920.02	35.23	
		101-261-920.03	176.90	
<b>TOTAL VENDOR CITY OF STEPHENSON</b>				232.79
<b>VENDOR NAME: CLOVERLAND PAPER CO</b>				
121041	Inmate Supplies	101-301-770.00	418.16	418.16
121004	Inmate Supplies	101-301-770.00	24.40	24.40
121042	Janitorial Supplies (Courthouse)	101-265-755.01	80.32	80.32
121040	Janitorial Supplies (Courthouse)	101-265-755.01	233.63	233.63
121083	Janitorial Supplies - Annex	101-265-755.01	149.03	149.03
121078	Janitorial Supplies - Courthouse	101-265-755.01	128.98	128.98
<b>TOTAL VENDOR CLOVERLAND PAPER CO</b>				1,034.52
<b>VENDOR NAME: COLLISION CENTER</b>				
97714	Moving of Storage Container	101-265-755.00	250.00	250.00
<b>TOTAL VENDOR COLLISION CENTER</b>				250.00
<b>VENDOR NAME: COOPER OFFICE EQUIPMENT</b>				
172154	Contract # 2418-01 (Annex)	101-228-931.00	655.75	655.75
<b>TOTAL VENDOR COOPER OFFICE EQUIPMENT</b>				655.75
<b>VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I</b>				
37817	Shredding Documents (12/5/18)	101-265-801.00	114.69	114.69
<b>TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCTION I</b>				114.69
<b>VENDOR NAME: COUNTRY VISIONS</b>				
235147	Airport Diesel	216-585-744.00	1,614.00	1,614.00
<b>TOTAL VENDOR COUNTRY VISIONS</b>				1,614.00
<b>VENDOR NAME: DAVIS, MEL</b>				
Peer Group	Grant Year 2019	243-245-710.00	90.00	90.00
<b>TOTAL VENDOR DAVIS, MEL</b>				90.00
<b>VENDOR NAME: DEKETO, LLC</b>				
DK 11-19	November 2019 (x322 Documents)	256-277-857.00	750.00	750.00
<b>TOTAL VENDOR DEKETO, LLC</b>				750.00
<b>VENDOR NAME: EICHHORN, GARY</b>				
11/21/19	DHHS Board Meeting	101-801-837.00	50.00	50.00
<b>TOTAL VENDOR EICHHORN, GARY</b>				50.00
<b>VENDOR NAME: FORTRESS FENCE</b>				
196628801	Replace Airport Fence, Posts, Sign	216-585-981.01	1,544.00	1,544.00
<b>TOTAL VENDOR FORTRESS FENCE</b>				1,544.00
<b>VENDOR NAME: GOOD SOURCE</b>				
S10484858	Inmate Supplies	101-301-770.00	3,123.48	3,123.48
<b>TOTAL VENDOR GOOD SOURCE</b>				3,123.48
<b>VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE</b>				
9C141759	Annex	101-261-930.04	65.95	65.95
<b>TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE</b>				65.95
<b>VENDOR NAME: HAFEMAN, JAN</b>				
Reimbursement	Mileage - November 2019	101-101-860.00	88.16	88.16
<b>TOTAL VENDOR HAFEMAN, JAN</b>				88.16
<b>VENDOR NAME: HANSEN, JANE C.W.</b>				
November 2019	CAFA	260-266-801.01	750.00	1,045.00
		260-266-801.02	295.00	
<b>TOTAL VENDOR HANSEN, JANE C.W.</b>				1,045.00

**APPROVED**

DEC 12 2019  
 F  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS AMOUNTS		AMOUNT
VENDOR NAME: HANSON, JUDI				
Reimbursement	Uniform Allowance	205-315-745.00	84.79	84.79
TOTAL VENDOR HANSON, JUDI				84.79
VENDOR NAME: HASS, DANIEL				
Reimbursement	State Bar Dues	101-132-802.00	189.00	375.00
		101-148-802.00	186.00	
TOTAL VENDOR HASS, DANIEL				375.00
VENDOR NAME: HENSLEY, RN, JOEL				
Reimbursement	MA Cellular & Postage	101-648-850.00	96.14	107.25
		101-648-729.00	11.11	
December 2019	Medical Examiner	101-648-709.00	1,080.00	3,360.00
		101-648-835.00	2,280.00	
Blood Draw 12/7/19	J. Leclair (11/20/19) Inmate Nursing Services	101-267-801.01	100.00	100.00
		101-301-770.01	1,365.00	1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL				4,932.25
VENDOR NAME: J S ELECTRONICS, INC.				
20688	Tower Lease - December 2019	266-325-876.00	517.63	517.63
TOTAL VENDOR J S ELECTRONICS, INC.				517.63
VENDOR NAME: JAMO, ROBERT				
Reimbursement	Hotel - Regional Meeting	101-136-860.00	98.79	98.79
TOTAL VENDOR JAMO, ROBERT				98.79
VENDOR NAME: K & M RENTALS				
9514	Portable Toilet at Airport Park	208-751-801.00	90.00	90.00
TOTAL VENDOR K & M RENTALS				90.00
VENDOR NAME: KLEIMAN, MARC				
Reimbursement	Mileage, Meals, Hotel	101-262-860.00	24.36	686.02
		263-215-860.00	661.66	
TOTAL VENDOR KLEIMAN, MARC				686.02
VENDOR NAME: KLUMB, JOSEPH				
November 2019	CAFA	260-266-801.01	750.00	1,970.00
		260-266-801.02	1,220.00	
TOTAL VENDOR KLUMB JOSEPH				1,970.00
VENDOR NAME: LANG, BERNARD				
Reimbursement	Mileage - November 2019	101-101-860.00	129.92	129.92
TOTAL VENDOR LANG, BERNARD				129.92
VENDOR NAME: LARRY L.D. KING, DVM				
39498	K9 Care (Vesta)	101-301-881.01	171.08	171.08
TOTAL VENDOR LARRY L.D. KING, DVM				171.08
VENDOR NAME: LARSON, MICHELLE				
Can Zone	Hours, Mileage, & Supplies	292-668-801.00	90.00	139.83
		292-668-801.00	37.12	
		292-668-801.00	12.71	
TOTAL VENDOR LARSON, MICHELLE				139.83
VENDOR NAME: LEISNER, JENNA				
11/27/19	Transport & Bag	101-648-861.00	130.00	130.00

**APPROVED**

DEC 15 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: LEISNER, JENNA				
TOTAL VENDOR LEISNER, JENNA				130.00
VENDOR NAME: LENCA SURVEYING 19144	Ramon Yr 2019 (11/28 - 12/11/19)	243-245-801.07	3,890.72	3,890.72
TOTAL VENDOR LENCA SURVEYING				3,890.72
VENDOR NAME: LINSMEIER IMPLEMENT, INC. 61418	Parks Supplies	208-751-930.02	143.31	143.31
TOTAL VENDOR LINSMEIER IMPLEMENT, INC.				143.31
VENDOR NAME: LITHOCRAFTERS PRINTING, INC. 102736	Envelopes (District)	101-136-727.00	98.40	98.40
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				98.40
VENDOR NAME: LUFTS ADVERTISER, INC. 11/26/19	Advertising	101-101-901.00	206.00	206.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				206.00
VENDOR NAME: M.A.C.C. Dues	2020 Dues	101-215-802.00	200.00	200.00
Registration Fee	Quarterly Meeting - Marc Kleiman	101-215-802.00	50.00	50.00
TOTAL VENDOR M.A.C.C.				250.00
VENDOR NAME: MARINETTE MENOMINEE AREA CHAMBER 14871	Annual Membership Investment	101-103-802.00	275.00	275.00
TOTAL VENDOR MARINETTE MENOMINEE AREA CHAMBER				275.00
VENDOR NAME: MECHANICAL TECHNOLOGIES, INC 31931	Repair RTU at Jail & Kitchen	101-265-934.00	585.00	585.00
31925	Rebuild & Install Hot Water Pump	101-265-934.00	3,539.00	3,539.00
TOTAL VENDOR MECHANICAL TECHNOLOGIES, INC.				4,124.00
VENDOR NAME: MENARDS - MARINETTE 99636	Credit Memo (FOC)	215-141-970.00	(10.99)	(10.99)
99636	Janitorial Supplies	101-265-755.01	18.96	18.96
99637	Operating Supplies	101-265-755.00	5.59	5.59
TOTAL VENDOR MENARDS - MARINETTE				13.56
VENDOR NAME: MENOMINEE COUNTY JOURNAL 110	Advertising - PA123	517-252-900.00	2,845.00	2,845.00
107	Advertising	101-101-901.00	120.00	120.00
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				2,965.00
VENDOR NAME: MERKEL, WILLIAM November 2019	CAFA	260-266-801.01	750.00	1,150.00
		260-266-801.02	400.00	
TOTAL VENDOR MERKEL, WILLIAM				1,150.00
VENDOR NAME: METCOM 110908	Office Supplies - District Court	101-136-727.00	210.42	210.42
TOTAL VENDOR METCOM				210.42
VENDOR NAME: MICHIGAN ASSESSORS ASSOCIATION Dues	Kandace Curran & Nicole Linder	101-257-802.00	180.00	180.00
TOTAL VENDOR MICHIGAN ASSESSORS ASSOCIATION				180.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I 0151337-001	Office Supplies - Equalization	101-257-727.00	42.75	42.75
0151172-001	Office Supplies - Family Court	101-132-727.00	27.35	27.35
0151344-001	Office Furniture - PA's Office	101-267-970.01	352.85	352.85
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				422.95
VENDOR NAME: NASER, JEFF 11/21/19	DHHS Board Meeting	101-601-837.00	50.00	50.00

**APPROVED**

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MASER, JEFF				
TOTAL VENDOR MASER, JEFF				50.00
VENDOR NAME: NIEMI, DANIEL 12/5/19	Transport	101-132-801.01	45.00	
		101-132-801.00	108.00	153.00
TOTAL VENDOR NIEMI, DANIEL				153.00
VENDOR NAME: NORWAY SPRINGS, INC. 638458	Airport Water	216-585-801.00	34.81	34.81
TOTAL VENDOR NORWAY SPRINGS, INC.				34.81
VENDOR NAME: NUTT, MICHAEL				
Reimbursement	Mileage - November 2019	292-664-860.00	51.91	51.91
November 2019	Crisis Intervention	292-668-801.00	95.00	95.00
TOTAL VENDOR NUTT, MICHAEL				146.91
VENDOR NAME: OFFICE DEPOT, INC. 407899938001	Office Supplies - Admin	101-172-727.00	106.63	106.63
TOTAL VENDOR OFFICE DEPOT, INC.				106.63
VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE 150008	Park Supplies	208-751-755.02	39.14	39.14
TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE				39.14
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068319326003	Inmate Supplies	101-301-770.00	117.52	117.52
40068319305002	Inmate Supplies	101-301-770.00	114.29	114.29
40068319334003	Inmate Supplies	101-301-770.00	117.15	117.15
TOTAL VENDOR PAN-O-GOLD BAKING CO.				348.96
VENDOR NAME: PESHTIGO TIMES & TIMES SAVER 1184	Display Ad (Cook)	101-301-755.00	59.50	59.50
TOTAL VENDOR PESHTIGO TIMES & TIMES SAVER				59.50
VENDOR NAME: PHELPS, LARRY				
Reimbursement	Mileage - October & November 2019	101-101-860.00	77.14	77.14
TOTAL VENDOR PHELPS, LARRY				77.14
VENDOR NAME: PHILIPPS, THOMAS				
Reimbursement	Mileage	101-426-860.00	126.44	126.44
TOTAL VENDOR PHILIPPS, THOMAS				126.44
VENDOR NAME: PICHE, GERALD L.				
Reimbursement	Mileage - November 2019	101-101-860.00	133.40	133.40
TOTAL VENDOR PICHE, GERALD L.				133.40
VENDOR NAME: PINECREST MEDICAL CENTER 11/21/19	DHHS Board Meeting	101-601-837.00	50.00	50.00
TOTAL VENDOR PINECREST MEDICAL CENTER				50.00
VENDOR NAME: PIPP, JEREMY				
Peer Group	Grant Year 2019	243-245-710.00	90.00	116.50
		243-245-710.00	26.50	
TOTAL VENDOR PIPP, JEREMY				116.50
VENDOR NAME: QUAACK, BRENDA 11/21/19	Holdover & Transportation	101-132-801.01	42.50	406.28
		101-132-801.00	90.00	
		101-132-801.00	12.00	
		101-132-801.00	227.94	
		101-132-801.00	33.84	

**APPROVED**

DEC 12 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: QJAAK, BRENDA</b>				
12/3/19	Transport	101-132-801.01	40.00	770.22
		101-132-801.00	96.00	
		101-132-801.00	227.94	
TOTAL VENDOR QJAAK, BRENDA				770.22
<b>VENDOR NAME: QUILL CORPORATION</b>				
2882098	Office Supplies - PA's Office	101-267-727.00	97.30	97.30
TOTAL VENDOR QUILL CORPORATION				97.30
<b>VENDOR NAME: REINHART FOODSERVICE</b>				
902005	Inmate Supplies	101-301-770.00	1,827.50	1,827.50
907430	Inmate Supplies	101-301-770.00	1,084.74	1,084.74
TOTAL VENDOR REINHART FOODSERVICE				2,912.24
<b>VENDOR NAME: SARKA, GLENN</b>				
18883	Court Appointed - W. Truesdell	101-148-807.00	165.00	165.00
TOTAL VENDOR SARKA, GLENN				165.00
<b>VENDOR NAME: SAULT STE MARIE CHIPPEWA IND</b>				
111924	11/21/19 - 11/29/19 (A. Strom)	292-662-843.05	960.00	960.00
111921	11/18/19 - 11/30/19 (S. Kienast)	292-662-843.05	1,560.00	1,560.00
TOTAL VENDOR SAULT STE MARIE CHIPPEWA IND				2,520.00
<b>VENDOR NAME: SCHEI, LARRY</b>				
Reimbursement	Mileage - November 2019	101-101-860.00	37.12	37.12
TOTAL VENDOR SCHEI, LARRY				37.12
<b>VENDOR NAME: SEABORG, SARA D.</b>				
November 2019	CAFA	260-266-801.01	300.00	650.00
		260-266-801.02	350.00	
TOTAL VENDOR SEABORG, SARA D.				650.00
<b>VENDOR NAME: SHORT, MARY KAY</b>				
Reimbursement	Mileage	101-131-860.00	74.90	74.90
TOTAL VENDOR SHORT, MARY KAY				74.90
<b>VENDOR NAME: SOLANDER ELECTRIC, INC.</b>				
81999	Electrical Work - Bailey Fishing Museum	208-751-970.04	6,475.00	6,475.00
TOTAL VENDOR SOLANDER ELECTRIC, INC.				6,475.00
<b>VENDOR NAME: STEPHENSON MARKETING COOPERATI</b>				
462643	Park - Vehicle Maintenance	208-751-981.00	60.00	60.00
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				60.00
<b>VENDOR NAME: STERICYCLE, INC.</b>				
4009003341	Operating & Training Supplies	101-301-755.00	17.32	88.91
		101-301-881.00	71.59	
TOTAL VENDOR STERICYCLE, INC.				88.91
<b>VENDOR NAME: THE FIRST NATIONAL BANK&amp;TRUST</b>				
628840339	FOC Service Charge	101-141-817.00	33.00	33.00
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				33.00
<b>VENDOR NAME: THE JANITOR'S CLOSET</b>				
46341	Cleaning Services	101-265-801.00	1,900.00	1,900.00
TOTAL VENDOR THE JANITOR'S CLOSET				1,900.00
<b>VENDOR NAME: TIME WARNER CABLE</b>				
71008401120319	12/2 - 1/1/2020	101-228-850.00	534.11	534.11
621199203120319	December 2019	218-585-850.00	327.30	327.30

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CUSTOM INVOICE REPORT FOR COUNTY OF MENOMINEE  
 EXP CHECK RUN DATES 12/12/2019 - 12/12/2019  
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 DEC 12 2019

CHIEF CLERK OFFICE  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: TIME WARNER CABLE				
TOTAL VENDOR TIME WARNER CABLE				851.41
VENDOR NAME: TIRE TRAX				
11033	Tire Repair	101-265-981.00	20.00	20.00
TOTAL VENDOR TIRE TRAX				20.00
VENDOR NAME: TRANSUNION RISK & ALTERNATIVE				
352277-201911-1	November 2019	101-301-755.00	50.00	50.00
TOTAL VENDOR TRANSUNION RISK & ALTERNATIVE				50.00
VENDOR NAME: TWIN CITY ELECTRIC, INC.				
81752	FOC Remodel Project	215-141-970.00	854.55	854.55
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				854.55
VENDOR NAME: U.C.O.A.				
Dues	2020 Membership Dues	101-215-802.00	110.00	110.00
Dues	2020 UCOA Membership Dues	101-253-860.00	110.00	110.00
TOTAL VENDOR U.C.O.A.				220.00
VENDOR NAME: U.E.S. COMPUTERS, INC.				
50703	Weekly Computer Maintenance	101-228-857.00	3,645.00	3,645.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				3,645.00
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
500-0339478-000	Bizhub 423	101-228-931.00	141.07	141.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				141.07
VENDOR NAME: UNIFORM SHOPPE				
290852 & 293835	Uniform - Giese & Vilis	101-301-745.00	873.95	873.95
294234	Uniform Allowance (Mileski)	205-315-745.00	737.00	737.00
TOTAL VENDOR UNIFORM SHOPPE				1,610.95
VENDOR NAME: UWC				
9068632023	Telephone Services	101-228-850.00	28.07	28.07
9068634441	Telephone Services	101-228-850.00	43.26	43.26
9067532209	Telephone Services	101-228-850.00	4.75	4.75
9068634705	Telephone Services	101-228-850.00	6.11	6.11
TOTAL VENDOR UWC				82.19
VENDOR NAME: VALENTI, SUSAN F.				
Reimbursement	Mileage & Meals	101-131-860.00	258.90	258.90
TOTAL VENDOR VALENTI, SUSAN F.				258.90
VENDOR NAME: VANTAGE FLEX				
9622	Annual Compliance Fee	101-103-712.00	286.00	286.00
TOTAL VENDOR VANTAGE FLEX				286.00
VENDOR NAME: WALTER BROTHERS INC				
20106	Airport Supplies	216-585-981.02	39.98	115.44
		216-585-981.01	66.39	
		216-585-755.02	9.07	
13185	Office Supplies - 911	266-325-727.00	16.98	16.98
TOTAL VENDOR WALTER BROTHERS INC				132.42
VENDOR NAME: WANIC, TERENCE				
Peer Group	Grant Year 2019	243-245-710.00	90.00	90.00
TOTAL VENDOR WANIC, TERENCE				90.00
VENDOR NAME: WASTE MANAGEMENT, INC.				
0062482-2808-9	Parks	208-751-920.02	51.50	51.50
1648329-1856-3	December 2019	101-265-801.00	658.44	658.44
1648882-1856-1	Airport - December 2019	216-585-801.00	20.39	20.39
TOTAL VENDOR WASTE MANAGEMENT, INC.				730.33
VENDOR NAME: WIL-KIL PEST CONTROL				

**APPROVED**

DEC 1 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: WIL-KIL PEST CONTROL</b>				
3785829	Health Department	101-265-801.00	35.00	35.00
3785679	Jail & Courthouse	101-265-801.00	64.50	64.50
<b>TOTAL VENDOR WIL-KIL PEST CONTROL</b>				<b>99.50</b>
<b>VENDOR NAME: WILSON, MONICA</b>				
18-3947-FH	Court Appointed - J. Martin	101-131-807.01	750.00	1,831.54
		101-131-807.01	1,081.54	
<b>TOTAL VENDOR WILSON, MONICA</b>				<b>1,831.54</b>
<b>VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP</b>				
0402055840-00001	County Jail	101-265-920.03	3,432.49	3,432.49
0403823200-00005	Airport (Gate Center)	216-585-920.03	30.56	30.56
0403823200-00006	Airport (Hanger Gate Center)	216-585-920.03	28.60	28.60
0402191663-00001	Health Care Center	101-265-920.03	218.16	469.19
		101-265-920.04	271.03	
0402047856-00004	Courthouse	101-265-920.04	1,902.36	1,902.36
0402047856-00006	Stoney Point Street Lighting	208-751-920.01	42.56	42.56
0405249882-00005	County Parks	208-751-920.01	116.30	116.30
2834339332	Airport	216-585-920.00	131.08	1,212.36
		216-585-920.03	442.77	
		216-585-920.00	156.22	
		216-585-920.03	230.60	
		216-585-920.00	251.69	
<b>TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP</b>				<b>7,254.42</b>
<b>VENDOR NAME: ZEVITZ, DR. MICHAEL E.</b>				
December 2019	Medical Examiner	101-648-709.00	1,930.00	1,930.00
<b>TOTAL VENDOR ZEVITZ, DR. MICHAEL E.</b>				<b>1,930.00</b>
<b>GRAND TOTAL:</b>				<b>121,361.57</b>

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CUSTOM INVOICE REPORT FOR COUNTY OF MENOMINEE  
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DEC 15 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BURNHAM & FLOWER OF MICHIGAN				
10960	Renewal of Surety Bond	101-253-830.00	1,308.00	1,308.00
TOTAL VENDOR BURNHAM & FLOWER OF MICHIGAN				1,308.00
VENDOR NAME: CADIEU FUNERAL HOME				
Burial	Dale Francis Sieman	101-681-833.00	300.00	300.00
TOTAL VENDOR CADIEU FUNERAL HOME				300.00
VENDOR NAME: CITY OF MENOMINEE				
#RENT-1018	December 2019 911 Rent	266-325-976.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				351.67
VENDOR NAME: CONNIE L. LINDSTROM				
12/12/19	Arnold Hubert DeLaurelle - Burial Benefits	101-681-833.00	300.00	300.00
TOTAL VENDOR CONNIE L. LINDSTROM				300.00
VENDOR NAME: MGT OF AMERICA, INC.				
36902	FY 2020 CRP Billing (FOC)	101-141-801.00	1,277.00	1,277.00
TOTAL VENDOR MGT OF AMERICA, INC.				1,277.00
VENDOR NAME: MORROW, SAMUEL C.				
12/12/19	Donald M. Tenarvitz - Burial Benefits	101-681-833.00	300.00	300.00
TOTAL VENDOR MORROW, SAMUEL C.				300.00
VENDOR NAME: NATIONAL BUSINESS FURNITURE, LLC				
ZK074120-TDQ	FOC - Office Furniture	215-141-970.00	4,076.11	4,076.11
TOTAL VENDOR NATIONAL BUSINESS FURNITURE, LLC				4,076.11
VENDOR NAME: OFFICE DEPOT, INC.				
407958874001	Office Supplies - District	101-136-727.00	33.69	33.69
407959165001	Office Supplies - District	101-136-727.00	101.97	101.97
TOTAL VENDOR OFFICE DEPOT, INC.				135.66
VENDOR NAME: STATE OF MICHIGAN				
Reimbursement	Unused Veterans Service Grant Funds	101-103-755.00	305.70	11,457.46
		294-683-834.00	11,151.76	
TOTAL VENDOR STATE OF MICHIGAN				11,457.46
VENDOR NAME: THE PRINT SHOP				
7034081	Business Cards (M. McFee)	101-267-727.00	38.00	38.00
TOTAL VENDOR THE PRINT SHOP				38.00
GRAND TOTAL:				19,543.90

## 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 miscellaneous minutes/reports.	
<b>RECOMMENDED MOTION</b>	
Motion to approve miscellaneous boards/committees/commissioner reports to be placed on file in the Office of the County Clerk.	

Submitted by: Jason Carviou

01/03/2020  
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 BUILDING CODE DEPARTMENT

S904 US HIGHWAY 41 STEPHENSON, MI 49887

PHONE: 906-753-6343 www.menomineecounty.com FAX:906-753-2200

## MONTHLY BUILDING PERMIT REPORT

12/17/2019

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13914-19	10/22/19	LABELLE VERNON & LABELLE BRUCIN	15884 D-1 RD	HARRIS TWP.	\$395.00
Work :	3.GARAGE	40 x80 garage			005-015-011-00
P13915-19	10/03/19	BERNADEN JR ALEX & WIFE	N2976 HWY M-35	INGALLSTON TWP.	\$123.00
Work :	3.GARAGE	20 x 24 garage			007-560-010-00
P13916-19	10/08/19	HANSON TIMOTHY J	N1671 RIVER DR	MENOMINEE TWP.	\$400.00
Work :	3.GARAGE	40 x 80 garage			010-214-008-00
P13917-19	10/08/19	KLEIMAN HERMAN	W3938 PINE AVE	SPALDING TWP.	\$103.80
Work :	3.GARAGE	24 x 24 pole barn on existing slab			043-925-006-00
P13918-19	10/08/19	LESCOHIER KATHRYN 2013 REV TR	N5286 HWY M-35	INGALLSTON TWP.	\$195.00
Work :	3.GARAGE	30 x 40 garage			007-030-040-00
P13919-19	10/10/19	TICKLER RAYMOND E & NANCY	N1880 US HWY 41	MENOMINEE TWP.	\$144.60
Work :	3.GARAGE	2 car garage with upper attic room			010-011-020-50
P13920-19	10/22/19	THANOS ANDREW & MARY ANNE	W 8571 Broberg Lane 23 LN	LAKE TWP.	\$440.20
Work :	1.NEW BUILDING	camp			008-209-002-00
P13921-19	10/18/19	MOORE PATRICK	S-4 LN	LAKE TWP.	\$183.80
Work :	1.NEW BUILDING	14 x 34 camp			008-236-008-00
P13922-19	10/23/19	HEIDER JACK M & SUSAN A	W5616 CO RD 342	MELLEN TWP.	\$219.00
Work :	3.GARAGE	36 x 40 garage			009-180-069-00
P13923-19	10/22/19	MALONE GARETT & SAGATAW NICW	102 A-1 Road	HARRIS TWP.	\$207.00
Work :	2.ADDITION	22 x 30 addition			005-001-020-00
P13924-19	10/23/19	MENOMINEE CO	HWY M-35 BAILEY PARK	INGALLSTON TWP.	\$0.00
Work :	2.ADDITION	44 x 46 addition restrooms, meeting room, research room and storage room			007-031-012-00
P13925-19	10/23/19	BOGEMA JEFFREY	N8970 CO RD 551	CEDARVILLE TWP.	\$248.40
Work :	4.MANUFACTURED	mobile home on 17 x 68 slab			001-111-016-00



# MENOMINEE COUNTY AIRPORT COMMITTEE

Minutes of Meeting

November 19, 2019

**\*\*APPROVED 12.17.19\*\***

The Menominee County Airport Committee met on November 19, 2019 at 4:00 PM at the Menominee County Courthouse in Menominee, Michigan.

## **I. Call to Order**

The meeting was called to order by Chair Gromala at 4:00 PM.

## **II. Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

## **III. Roll Call**

Commissioners Present: Chair Gromala, Commissioner Piche, Commissioner Cech

Other Present: Administrator Carviou & Jeff LaFleur

## **IV. Approval of the Agenda**

Motion made by Commissioner Cech, seconded by Commissioner Piche to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

## **V. Approval of Previous Minutes (October 15, 2019)**

Motion made by Commissioner Piche, seconded by Commissioner Cech to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

## **VI. Public Comment**

None

## **VII. Business**

### *A. Budget Report*

Discussion ensued regarding budget reports for the Menominee Regional Airport through October 31, 2019. Administrator Carviou advised this was the first month of the new fiscal year, and there isn't anything that looks unusual or cause for concern.

*B. Fuel Sales Report*

Per the General Ledger, fuel sales were as follows:

Business Sales - \$5,558.76

Cash Sales - \$0.00

Credit Card Sales - \$7,190.85

**Total - \$12,749.61**

100LL – 1,261 Gallons Sold

Jet – 2,158 Gallons Sold

*C. Activity Report*

Jeff Lafleur advised that the Vice-President was supposed to fly-in to Menominee on October 23, 2019; however, that trip was cancelled the morning the Vice-President was supposed to arrive. The trip has been rescheduled for November 20, 2019, but the Vice-President will be flying into Green Bay this time instead of Menominee. They asked to fly-in to Menominee, but they want to bring a 757 this time compared to the smaller aircraft they were going to fly-in with last time. After talking to our engineer, it was determined that a 757 could land/take-off from Menominee; however, the weight of the aircraft would do damage to the taxiways and ramp. There were also logistical and operational issues with maneuvering the aircraft and turning it around on the runway. On the plus-side, the Navy will now be able to buy fuel from us on this trip. They wouldn't be able to otherwise due to the security necessary around the fuel farm if the Vice-President was there.

*D. Community Hangar - Roof*

Discussion ensued regarding the roof on the Community Hangar and options to fix the leaking. Administrator Carviou presented some pricing received by a vendor for various options, including repairing compared to replacing. The Committee decided to place a generic RFP allowing vendors to provide quotes for a new steel roof, a new roof over the existing roof, repairs, or other solutions. The Airport Committee would then consider the options and costs and make a recommendation to the County Board.

Motion made by Commissioner Piche, seconded by Commissioner Cech to advertise a Request for Proposals for replacement or repair options for the Community Hangar roof. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

*E. Airport Fund Balance*

Administrator Carviou advised that he would like to re-designate the amounts in the 216 Fund Balance to properly allocate funds for the Airport Capital Improvement Plan. Currently, the County budgets \$50,000 for ACIP, and at the end of the fiscal year that money is placed in the fund balance. However, that money has been mixed with undesignated funds and not specifically earmarked for future ACIP projects in the fund

balance. Administrator Carviou also noted that there is \$15,000 in the fund balance earmarked for a new courtesy vehicle; however, the County Board decided not to buy a new vehicle. Instead a used fleet vehicle from the Annex was transferred to the airport. That is working well for now, and he recommends that the \$15,000 be re-designated to the undesignated fund balance.

Motion made by Commissioner Cech, seconded by Commissioner Piche to recommend to the County Board that \$150,000 from account 216-000-390.00 be designated for ACIP projects and to re-designate \$15,000 from 216-000-393.01 to account 216-000-390.00. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

*F. 2020 Airport Event - Date*

Discussion ensued regarding setting a date for the 2020 “Airport Days” event, which will primarily be orchestrated by M & M Aviation LLC. Mark Yankovich from M&M Aviation LLC requested the date be set for August 16, 2020. It gets hard to schedule the skydivers if you get too late in August or into September because a lot of the employees are college students that go back to school. The date also doesn’t interfere with Waterfront and the weather is generally nicer in August.

Motion made by Commissioner Cech, seconded by Commissioner Piche to recommend to the County Board that August 16, 2020 be designated for “Airport Days” events and activities. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

**IX. Public Comment**

None

**X. Commissioner Comment**

None

**XI. Adjournment**

Motion made by Commissioner Cech, seconded by Commissioner Piche to adjourn. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Menominee County Remonumentation Committee  
Minutes of Meeting  
December 14, 2018

\*\*\*\*\*APPROVED 12.18.2019\*\*\*\*\*

The Remonumentation Committee met on December 14, 2018 at 3:00 PM at the Menominee County Administrator's office.

**Call Meeting to order:** Com. Schei called the meeting to order at 3:00 P.M.

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

**Roll Call:** Jason Carviou, Com. Schei, Bill Lenca, Jeff Lenca, Sherry DuPont, Paul Anderson, Darrell Moilanen, Kandace Curran

**Agenda:** Moved by Paul Anderson, seconded by Darrel Moilanen to approve the agenda. Motion carried unanimously.

**Previous Meeting minutes:** Moved by, seconded by Com. Schei to amend the minutes from December 22, 2017. Motion carried unanimously. **Amendment:** Bill Lenca had some issues with the minutes: Under "work progress report" it says "section #20/25" that should be: Twp range 40 North; Range 25 West. All throughout" and also, where it says 200 forties left to complete, that should be 200 corners. Jeff Lenca moves to approve the minutes as amended above, Darrell Moilanen seconds. Motion Carried.

**Public Comment:** None

**Business Items:**

**2018 Work Progress Report:** Bill Lenca: Basically we're up in 41/25 (township/range) was where the majority of our corners were located. We had a few left over in 40/25 that we completed, I believe 7. We did 62 total in 41/25 for a total of 69 corners. We still had some money left so we were working along Cedarville in 36/25. The original survey meandered the Cedar River and meander corners where the river crossed the section line. That's what we're doing, replacing those meander corners, a lot of them end up in the river; we're actually setting reference monuments to those, basically all they are is line markers; you have the section corner then you hit the river at the meander corner on the section line. We're trying to do as much as we can with that to use up our funds. A map explaining the area done was passed out. Jeff Lenca: The red dots are the ones we're projecting to do this year yet. And you can see that you've got section and quarter section corners on either side of the river where it crosses and the original survey where it placed meander corners where they hit the river on either side, intending to be on the section line on either side. Com Schei: Do they come out pretty close to the section lines both ways, I mean, there's not a big gap in between where it's not matching up, right? B. Lenca: No they should be on a straight line. Typically because it's a river and the river has eroded and

widened, you're not going to find much original evidence there; so we're placing them and making sure they're on the section line. J. Lenca: If we were to find original evidence, then we would use the original evidence to place the corner and that would control the line. Schei: There's not like witnesses or anything on those corner sections that were there from years ago, you're more or less establishing...B. Lenca: they witnessed those out just like they did section and quarter section corners, but again, it's 160 some years ago, the river's changes a bit in a lot of cases. We didn't find any original evidence. Same kind of monument is used at the river as is sections and quarter sections. So the reason we have this project is because it was 160 years ago when it was last surveyed. J. Lenca: Yes the original survey was the late 1840's early 1850's when they did this entire county. Jason C: so the purpose is to make everything more accurate? J. Lenca: it's not necessarily to make it more accurate, it's to try to perpetuate where those corners were, where they set them. If we can find original evidence of where those corners were, they go back in that place, no matter what the measurements are between corners. We're not attempting to update the calculations between corners; we're just trying to put them back in where they're supposed to be; where they originally were. Jason: So you're just making sure the original ones are there or putting new ones in. J. Lenca: Yes. If there's nothing there, then we have to use math to put them back in or some sort of evidence. Discussion of grant funding (to get Jason up to speed on the remon. grant). The grant started in 1993; that was the first year they started. The state has a formula to figure out what each county gets as a grant each year based on the size of the county in part and other factors. Based on that, we've been getting a grant since 1993. We spend the majority of that grant setting corners. The only other thing we spend it on is some supplies, and a couple of years we had to get some equipment. The funding comes from recording fees across the state in the Register of Deeds office. So a % from each deed recorded goes into this pot and that's the fund the state uses to divvy out the \$ to the counties. B. Lenca: two years the county contributed some money to the fund (in addition to what the state provided), but typically the grant is all we get. Darrel: Once all of the corners are in, does this program expire, or they can keep applying for? B. Lenca: When we complete this next township we'll be complete except for a couple of sporadic corners. Then starts a maintenance program. We have to go through and replace those that are missing etc. So basically do it all over again. It'll be tricky to know which ones to do.

Discussion of Links and Chains and rods: A chain (which has links) is 66 feet. Rods are 16.5 feet. Kandace: How are you doing with gates on the north end? Bill & Jeff: Very accommodating. No problems. Private owners we call and try to let them know, they understand. Bill brought in paperwork to show what is provided to the state for the grant. Darrell: are the deeds avail. to the public? Yes in the ROD office. We mark the state plane coordinate and that gets sent to the state. These are also on the internet on the state's website for Remon. They're not up to date, but from 2014 and prior, they're on there. Kandace: I spoke to our GIS, this could be a layer for our GIS if you want to go that route. Costs for a layer are about 4-500 dollars (per Coleman Engineers). But is this something that the public will use? How do you justify the costs? J. Lenca: We don't have state plane coordinates in most of the county. It wasn't available to us 20 years ago. Sherry: We'll have a budget amendment to coordinate the accounts how Bill did within his report. The final \$ amount won't change, just the line items to match the grant breakdown.

**2019 Grant Application & Work Area:** The 2019 Grant is approved for \$74,519. We plan to do 58 corners 12 Meander corners and 15 common corners with Marquette & Dickinson Co. - We're trying to coordinate with Marquette and Dickinson County on the "shared" corners. 36/25 along the river again, I think there's 12 additional corners there that we didn't get through this year. That'll bring us up to 70 corners for 2019.

**Public Comment:** None

**Adjournment:** P. Anderson moves to adjourn the meeting at 3:40 pm. D. Moilanen seconds. All agree.

Menominee County Personnel Committee  
Minutes of Meeting  
March 13, 2019

\*\*\*\*\*APPROVED 12.17.19\*\*\*\*\*

The Personnel Committee met on March 13, 2019 at 10:03 AM at the Menominee County Courthouse, Administrator's office.

**Call Meeting to order:** Com. Phelps called the meeting to order at 10:03 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Roll Call:** Roll call was taken; Lang, Phelps, Johnson & Cech are present. (All present)

**Others present at the meeting** were Marc Kleiman, Jeffrey Rogg, Dana Cole, Molly McRae, Sarah Maus, Tony LaPlant, Sheriff Marks

**Agenda** was approved by Com. Cech, seconded by Com. Lang. Motion carried 4/0.

**Previous Meeting minutes:** Motion to approve minutes from December 7, 2018 meeting was made by Com. Cech, seconded by Com. Johnson. Motion carried 4/0.

**Public Comment:** None

**Business:**

- a) **Prosecuting Attorney – Restructure/Add an Additional Attorney:** Jason: You've heard now from law enforcement agencies about the backlog of cases currently in the Prosecuting Attorney's office. A recommendation from the Prosecuting Attorney, Judge Barglind as well as Judge Hass is that this office does need an additional full time Assistant Attorney. This is due to the increased caseload, a lot of it has to do with the drug issues in Menominee County. They are also seeing more felony cases that take up more time to get through the system. They feel it justifies that this position is going to be a long term need, not something just to fix the current backlog of cases. What I put together based on those recommendations is adding an assistant PA in that office, restructuring the organizational chart slightly where you'll have the PA as the elected official (Dept. Head); then create a new position (actually the current Asst.PA) just to rename the position as Chief Asst. PA. This person would remain at the same salary scale the current position is in which is a grade 17. That person would then have supervisory duties over the Asst. PA, investigator and Legal Secretaries in that Dept. The Chief Asst. would also fill in for the Prosecuting Attorney if they were not there. The Asst. PA would be an entry level position coming in. We do have updated job descriptions within. We are recommending that the county does add another full time position. I did hand out info. from other openings for similar positions in MI to get an idea of what the salary range is for those positions. Based on that and after talking to the PA's office we believe that this position should start at a grade 12. (Grades 12-16 are shown with costs to the county) Adding an Asst. PA at Grade 12 step 1, with benefits and a starting salary of \$48,794.73 total cost to the County would be \$75,941.11. The Asst. PA and Judges are confident they can find an attorney to fill the position at that wage. I'd like the current Asst. PA to add anything he would like to say. Jeff Rogg: The MI PA's association has a very detailed website and one of the components of it is a place where jobs

can be posted. That's what the printouts are that Jason has provided. He and I worked on the job descriptions together and he and I talked about the salary ranges together. When he first approached me about it, he had a number in mind and I said "I think that's a little rich, so let me check into it". That's when I went onto the PA's website and found some current openings and salary ranges paid throughout the state. I think we need to look a comparable counties. I think the salary grade of a level 12 would work just fine. I envision that job as an entry level position. We believe (and I believe) that we currently don't have enough manpower resources to handle the workload. Atty. Rogg explains the process of each case which takes time depending on the severity of each. **Phelps:** Do you feel that in the field out there, you will find someone. Would they have a desire to stick it out with this heavy backlog? **Rogg:** Yes, I feel if we get someone directly out of college, they'd be happy to have a job; able to pay their student loans. We may not retain for a long period, a few years perhaps, but they get the experience they need and we get the help we need. **Carviou:** We have explored other options Reality is that the need is probably greater than one attorney, right now I think we can find a way to afford one attorney and get them the resources they need. We're told to operate like a business but there's reason for business administration and public administration are two different things. In a business if you don't have the money you cut services or product to make things balance. In public administration you have a double bottom line. Yes we have to make our finances balance, but we also have another bottom line, to provide a service that the public expects us to provide. **Rogg:** Another thing that I would envision with the addition of another Prosecutor would be to allow our office to be more proactive. We're currently running the office like a "MASH" unit; running triage. Stop the bleeding and move on to the next person and stop his bleeding. That's frustrating because the way I like to approach my job professionally, is to do everything that I can, that I think needs to be done to do the very best job that I can, and right now that's not possible. **Johnson:** Is the backlog going to be a continuing trend, is it going to just keep increasing, is it a sudden influx over a number of years, or... **Rogg:** well my understanding is that there was a backlog of cases when Dan Hass was appointed probate judge. During that interval, he took the bench in September, I showed up on Nov. 30<sup>th</sup>, so there was about a eight week gap there when bill was running around like "more than a chicken with his head cut off". Nothing was being done except the bare bones minimum. So we got even further behind there. Then we got the murder case and that takes precedence over almost every other case and all time is spent on that. So we got further behind then. That case was rescheduled like five times. So you spend weeks preparing for the trial and then, rescheduled. **Johnson:** The backlog, are we maintaining that level now, are we still increasing? **Rogg:** I don't believe it is, I think we're holding even right now. Jason: You've heard the recommendations from everyone. We would be recommending to make a motion to add an additional attorney to the Prosecuting attorney's office. If the board does that, they will also need to address the job descriptions, since they've been updated. Com. Phelps moves to add an additional attorney to the Prosecuting Attorney's office. Supported by Com. Lang. 4/0

- b) **Prosecuting Attorney – Chief Assistant Prosecuting Attorney & Assistant Prosecuting Attorney Job Descriptions** – Discussed above. Com. Cech moves to approve the job descriptions of the Chief Assistant PA and the Assistant PA. Com. Phelps supports. 4/0
- c) **Prosecuting Attorney – Legal Secretaries Job Descriptions, Investigator Job Descriptions, and DMG Studies - Jason:** The previous PA decided to change the job duties within his office. I supported the staff in that office in their desire to receive updated job descriptions. I asked the legal secretaries to provide me with updated job descriptions as well as the DMG study survey. We got the job descriptions back, which were quite lengthy and I asked Sherry to cut them down a bit. There was a lot of repetitive things in there. We'll need approval to send this to the DMG for a pay grade evaluation. **Phelps:** Speaking of the DMG, Do you foresee a

situation that is going to be way out of line here? Is this going to cause a lot of animosity? Once we do the DMG Study, there's no turning back. **Jason:** When job descriptions change, it's good to do a wage study on them. I don't think the changes here are going to be enough to make a change in their pay grade, personally, based on the responsibilities of those positions. Ultimately it's up to the board if the DMG comes back with a change in pay, to make a change or not. The PA's office understands that, it's not just about the money, it's about getting the job descriptions updated. Teamster's Business Agent **Tony LaPlant:** Asks that the board consider doing this. You're hiring an additional prosecutor, the ladies will be getting the work of three people now instead of two. At least consider getting the job descriptions updated. **Jason:** With all the other changes within that office, now may be the right time to get all of the positions done and then it'll be taken care of for that office. There is a cost of \$150 for each description. **Dana Cole:** I just want to reiterate, what we submitted for our job descriptions to the admin office. They asked us to list everything. That's why they're so lengthy. **Bernie:** DMG, The Deters' study in the beginning. Every department has the right to request a study within departments. Because circumstances in a department change, they should be requesting studies. **Cech:** Our County has many quality people in all departments. You could say that not everything is cut and dry as far as duties in the office. In the offices, you have to do to get the job done. I think we all agree we need to get some help in the office. Then worry until a later time to get the DMG done. **Sarah Maus** – My main goal to having my job description updated (Investigator) is because in the current job description, it has “NSF checks”, which the PA has determined we are no longer doing. I personally have not been trained to do that job. I'm not saying I'm not willing to do so. Also my job description has “crime victim rights reporting” which when I was hired on, Mr. Merkel told me I would not be doing that. Since I was hired, I have taken some training to accomplish that duty, because it effects funding for the crime victim rights program. I am an IV-D worker, meaning I investigate child support cases and establishment of maturity. Other than that, I don't handle any criminal aspect of the PA's office. I am funded 66% federally. By doing the criminal work, it takes away from the 66% funding of my IV-D work. Jason thought it would be best to do both the changes in the job description and the DMG study. **Jason:** I can give the committee your options. 1. Approve DMG Studies on the new job descriptions. 2. Forgo the DMG studies and just update the job descriptions. **Phelps:** I would not agree with that. I have no idea what would justify a change within their job descriptions. 3. Option of doing nothing and keep the job descriptions in place as they are. Phelps: My opinion is we do the DMG Study. **Molly McRae:** the job description that we submitted to Jason and Sherry has been changed. I feel they were drastic changes, better fit for the DMG Study to be done. We were not aware of those changes until last minute. You can see the changes that have been made in the job description. We are extremely short staffed. I think is unfortunate, we're doing a disservice to the community. We have victims that are not being properly served. We're not able to communicate with them the way we're supposed to because we are short staffed. Yes, I strongly believe that an assistant will go a long way, but I do think the additional job duties (since I've been here) have added tremendous duties to the secretaries. **Jason:** Quite frankly, after reviewing the job descriptions after being broken down, I think they need to be cut down more. Job descriptions are supposed to be bullet point aspects of what you're doing. At this time I think I need to re-evaluate this with the staff in the PA's office. I would not recommend sending the job descriptions forward for a DMG evaluation. We're not ready for that. We'll send this back to the administrator for the next personnel meeting.

- d) **Request to Convert 3 PT Positions to 2 FT Positions** – **Jason:** This came about when the undersheriff came to me with a report of the current overtime at about 70% at this time. The proposal that we came up with for the board to consider is...they currently have three part time positions that we pay out approx.. \$52,000/year. What the sheriff dept. has been noticing is, a

lot of times we hire a part time position and send them off for training (which we pay for); Then they move to a full time position somewhere else. We haven't filled a part time position (that stayed) for quite some time. Part time positions are no longer efficient. One full time position will cost the county about \$70,000, so two positions (FT) will be approx.. \$140,000. When you look at the overtime costs, we should save money by going with two full time employees and getting rid of the part time positions. The Undersheriff says that we'd get much better performance from our employees if a full time employee vs. paying OT to the ones we already have; and it'll be much safer. The trend for overtime in the past three years has been 16/17 – \$120,000; 17/18 - \$145,000; year to date 18/19 – we've already spent \$50,000 in the budget. I would like to see the board try this for one year (19/20) and see what it does to the overtime account. The unknown here is "how much will we save in overtime". **Sheriff Marks:** I'd prefer to have part time employees, they are resilient. But we can't get part timers to apply. Right now we're on mandatory overtime. That has an effect on the employee and their families. **Lang:** I think it's time we took the advice of our Sheriff who we trust very much and try this out. **Jason:** I agree. Worst case scenario, we try this out for a year, if it doesn't work out, then we go back to the part time positions. **Com. Phelps** moves to send this to the full board for a vote. **Com. Cech** supported the motion.

- e) **Airport – Restructure of Organizational Chart and Personnel – Jason:** This is a plan that came from me while working with Jeff at the airport. (we'll cover e, f, & g) Right now the structure at the airport is, every year we budget for an airport manager that we never hire. It wasn't in my job description when I was hired. What I'm proposing is to eliminate the airport manager position altogether, saving \$80,000. Eliminate the part time airport lineman position as well that would save about \$30,000. Hire a full time lineman. Basically have two positions at the airport as Jeff is doing now (and has been). I'd like to change the organizational structure. The County Administrator oversees the airport; Jeff's position to become the Lead Operations Technician and he'd have a full time operations technician (working under Jeff). This change would have a savings of \$42,000. Add the job description of the Airport manager to the County Administrator. **Lang:** would this new employee be trained to take over all of the duties that Jeff does? **Jason:** Yes absolutely. **Phelps:** If we take an individual on, if he can't operate a grader, he doesn't belong working at the facility. We need to have a backup. **Jason:** Yes, that person will also need to be qualified to take the certifications that Jeff currently has.
- f) **Airport – Lead Operations Technician Job Description & Operations Technician Job Description – Jason:** I'd like this committee to allow me to get the DMG done on the Lead Operations Tech. position. Since we're adding supervisory duties to Jeff's position, I'd prefer to send it to the DMG for the salary recommendation.
- g) **Administration – County Administrator Job Description: Jason:** The way I did these job descriptions is: I took the original lineman position and I took the airport manager's position. I took the high level stuff from the airport manager and put it into my own job description. Basically I'm setting myself up to be the airport director to oversee the high level management of the airport. I'm taking some of the everyday operations out of the job description and adding it to the Lead Operations tech. I've been doing the job already and would like to continue to do that until we have the airport issues resolved. **Com.Cech,** I move we have the board approve Jeff's Job description and pay one grade; to approve the new full time person in at the current grade (9) and allow the county administrator to add the airport manager duties to his job description. **Com Lang** supports the motion, to bring to the full board for discussion. What we just discussed would explode the DMG. 4/0
- h) **Administration – County Administrator Evaluation Form – Jason:** I will be here in April

for one year. There have been some suggestions to change the evaluation form. I really don't have any issues with it the way it is. I did add one from another county for you to look at. My performance is tied to the raise in my contract. The commissioners can make changes if suggested. Sherry would take care of sending out the evaluation form and have you give her the scores to tally. The day of the meeting of the evaluation is the day I was hired one year ago. Jason will send out the evaluation and have the committee suggest any changes before we send it out for the board's evaluations.

- i) **Drug-Free Workplace Policy – Jason:** We've approved the Drug-Free workplace policy in Dec./Jan. due to the Marijuana law. One of the unions said they had an issue because we didn't have an exemption for law enforcement and correction officer that have to handle control substances as part of their job duties. We added one paragraph that they agreed to. I'd like to move it forward to the board for employees to sign the updated version. The judges and their staff are employees of the Judicial Branch of the state of MI. The other employees fall under the Legislative Branch. We would like them to sign it, but we can't force them to. They will have to enforce this themselves. Elected officials are co-employers but sort of independent. I don't have any issues with them signing, so we should be good with that. It's a good policy and it protects the county. I would like to send this to the full board for consideration. Com. Phelps moves to recommend to the policy to the full board for approval, Com. Johnson supports. 4/0

**Public Comment:** None

**Commissioner Comment:** None

**Adjournment:** Com. Phelps made a motion to adjourn at 12:39 PM, Com. Cech seconded. Motion carried.  
4/0

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Custodian/Cleaning Contracts</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Discuss options for cleaning/custodial services for the courthouse complex.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

01/03/2020  
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>

**Policy Option A - \$12/29 Hours per Week (Menominee+Stephenson) - Current**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Total
A	\$ 12.00	\$ 18,096.00	\$ 1,121.95	\$ 262.39	\$ 1,429.58	\$ 200.00	\$ 21,109.93
<b>TOTALS</b>		\$ 18,096.00	\$ 1,121.95	\$ 262.39	\$ 1,429.58	\$ 200.00	\$ 21,109.93

**Policy Option B - \$12.00/25 Hours per Week (Menominee) + \$12.00/10 Hours per Week (Stephenson)**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Total
A	\$ 12.00	\$ 15,600.00	\$ 967.20	\$ 226.20	\$ 1,232.40	\$ 200.00	\$ 18,237.80
B	\$ 12.00	\$ 6,240.00	\$ 386.88	\$ 90.48	\$ 492.96	\$ 200.00	\$ 7,410.32
<b>TOTALS</b>		\$ 21,840.00	\$ 1,354.08	\$ 316.68	\$ 1,725.36	\$ 400.00	\$ 25,648.12

**Policy Option C - \$15.00/29 Hours per Week (Menominee+Stephenson)**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Total
A	\$ 15.00	\$ 22,620.00	\$ 1,402.44	\$ 327.99	\$ 1,786.98	\$ 200.00	\$ 26,337.41
<b>TOTALS</b>		\$ 22,620.00	\$ 1,402.44	\$ 327.99	\$ 1,786.98	\$ 200.00	\$ 26,337.41

**Policy Option C-1- \$17.50/29 Hours per Week (Menominee+Stephenson)**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Total
A	\$ 17.50	\$ 26,390.00	\$ 1,636.18	\$ 382.66	\$ 2,084.81	\$ 200.00	\$ 30,693.65
<b>TOTALS</b>		\$ 26,390.00	\$ 1,636.18	\$ 382.66	\$ 2,084.81	\$ 200.00	\$ 30,693.65

**Policy Option D - \$15.00/25 Hours per Week (Menominee) + \$15.00/10 Hours per Week (Stephenson)**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Total
A	\$ 15.00	\$ 19,500.00	\$ 1,209.00	\$ 282.75	\$ 1,540.50	\$ 200.00	\$ 22,747.25
B	\$ 15.00	\$ 7,800.00	\$ 483.60	\$ 113.10	\$ 616.20	\$ 200.00	\$ 9,212.90
<b>TOTALS</b>		\$ 27,300.00	\$ 1,692.60	\$ 395.85	\$ 2,156.70	\$ 400.00	\$ 31,960.15

**Policy Option E - Janitor's Closet (Courthouse + Health) + \$12.00/10 Hours per Week (Stephenson)**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Total
Contract - Janitor's Closet - Courthouse - \$1,900/Month							\$ 22,800.00
Contract - Janitor's Closet - Health - \$960/Month							\$ 11,520.00
A	\$ 12.00	\$ 6,240.00	\$ 386.88	\$ 90.48	\$ 492.96	\$ 200.00	\$ 7,410.32
<b>TOTALS</b>		\$ 6,240.00	\$ 386.88	\$ 90.48	\$ 492.96	\$ 200.00	\$ 41,730.32

**Policy Option F - Janitor's Closet (Courthouse) + \$12.00/20 Hours per Week (Health, 9th Street, Stephenson)**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Total
Contract - Janitor's Closet - Courthouse - \$1,900/Month							\$ 22,800.00
A	\$ 12.00	\$ 12,480.00	\$ 773.76	\$ 180.96	\$ 985.92	\$ 200.00	\$ 14,620.64
<b>TOTALS</b>		\$ 12,480.00	\$ 773.76	\$ 180.96	\$ 985.92	\$ 200.00	\$ 37,420.64

**Policy Option G - RFP (Menominee) + \$12.00/10 Hours per Week (Stephenson)**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Total
Contract - Menominee - Estimated							
A	\$ 12.00	\$ 6,240.00	\$ 386.88	\$ 90.48	\$ 492.96	\$ 200.00	\$ 7,410.32
TOTALS		\$ 6,240.00	\$ 386.88	\$ 90.48	\$ 492.96	\$ 200.00	\$ 31,590.32

**Policy Option H - Full-Time Employee (All Cleaning + Maintenance) - Move Mike S. to Parks Full-Time**

Employee	Hourly Rate	Annual Salary	FICA	FICA-MED	Worker's Compensation	Uniform Allowance	Health Ins.	Retirement	Life Ins.	Total
A	\$ 14.03	\$ 29,182.40	\$ 1,809.31	\$ 423.14	\$ 2,305.41	\$ 200.00	\$ 20,138.70	\$ 2,334.59	\$ 30.00	\$ 56,423.56
TOTALS		\$ 29,182.40	\$ 1,809.31	\$ 423.14	\$ 2,305.41	\$ 200.00	\$ 20,138.70	\$ 2,334.59	\$ 30.00	\$ 56,423.56

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Temporary Part-Time Telecommunicator</b>
<b>DEPARTMENT:</b>	<b>Central Dispatch</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Menominee County Central Dispatch is going to be facing a temporary employee shortage in Spring 2020 due to several employees expected to be on FMLA leave. The contract allows temporary employees for up to 180 days. Proposed salary - \$20/Hour (Step 3). Personnel would be used on an on-call basis, with no set weekly schedule. Would help reduce OT costs and avoid employee burnout if current employees are otherwise required to pick-up those hours.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/03/2020  
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>

writing of the names of the members of the collective bargaining committee. The Employer shall be promptly notified in writing of any changes in the collective bargaining committee as they occur during the negotiating process.

B. The bargaining committee's sole function shall be to meet with Employer representatives for the purpose of negotiations. It is understood that the Union and the Employer may bring additional personnel to the negotiating session to address certain areas of concern and/or expertise during the collective bargaining process. The designated bargaining committee members will receive release time from their regular scheduled work hours for negotiating sessions if negotiating sessions are scheduled during the member's regular scheduled working hours. Members of the bargaining committee shall be paid for all time spent in negotiations during their regularly scheduled working hours. The above will be restricted, for pay purposes only, to a maximum of two (2) employees.

Section 6. Union Bulletin Board. The employer will provide reasonable space on a bulletin board which may be used by the Union for posting notices of the following types:

- A. Notices of Union recreational and social events.
- B. Notices of Union elections.
- C. Notices of results of Union elections.
- D. Notices of Union meetings.

## **ARTICLE 7 DEFINITION OF EMPLOYEES**

Definitions. The terms "employee" and "employees", when used in this Agreement, shall refer to and include only those regular full-time employees and regular part-time employees who have completed their probationary period as set forth in this Agreement and who are employed by the Employer in the collective bargaining unit described in Article 1. For purposes of this Agreement, the following definitions shall be applicable:

A. Regular Full-Time Employees: Employees regularly scheduled on a permanent basis to work eighty (80) hours per two (2) week pay period shall be considered as regular, full-time employees.

B. Regular Part-Time Employees: Employees who are regularly scheduled to work at least (4) four shifts in a two (2) week pay period but no more than twenty five hours (25) per week shall be classified as regular part-time employees.

Unless a temporary or seasonal employee is filling in for the absence of a bargained unit employee, the Employer shall not be allowed to retain such temporary employee for a period longer than one hundred eighty (180) calendar days or such employee shall have attained seniority unless the one hundred eighty (180) calendar day period is extended by mutual agreement of the Employer and the Union.

Temporary employees may be retained longer than one hundred eighty (180) calendar days and shall attain seniority in cases in which the temporary employee is filling in for a regular bargaining unit employee on an approved leave of absence.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Resolution 2020-04/ Great Lakes Shoreline Disaster Area</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Resolution 2020-04 encourages the Governor &amp; State Legislature to declare the Great Lakes shoreline a disaster area due to the high water, flooding, and erosion. The resolution also supports the State to work with the President and Congress to appropriate disaster/emergency funds.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/03/2020  
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>

*"Menominee County – 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*

### **RESOLUTION 2020-04**

#### ***RESOLUTION REQUESTING THE GREAT LAKES SHORELINE BE DECLARED A DISASTER AREA AND SEEKING ASSISTANCE***

**WHEREAS**, record high water levels in the Great Lakes, Green Bay, and tributaries have contributed to on-going shoreline erosion across the State of Michigan; and

**WHEREAS**, it is anticipated that ice flows and jams will have a devastating impact on shorelines and property in Menominee County and the State of Michigan; and

**WHEREAS**, the US Army Corps of Engineers – Detroit District has published one forecast predicting that Lake Michigan could rise an additional 7-10 inches in 2020; and

**WHEREAS**, the State of Michigan boast 3,288 miles of Great Lakes shoreline, which support more than 200,000 jobs and generates millions of dollars in tourism revenue; and

**WHEREAS**, the County of Menominee recognizes the effects of storms, high water, and wind-driven wave action that is causing severe erosion to the shorelines, infrastructure, and private property along the Great Lakes; and

**WHEREAS**, the conditions of the Great Lakes shorelines directly effects businesses and tourism in the State of Michigan by limiting access to beaches, boat landings, and parks along the shorelines; and loss and damaged property directly effects the local, county, and state tax base; and

**WHEREAS**, Menominee County as well as other shoreline communities in the State of Michigan are desperately in need of additional resources to combat shoreline erosion and protect our natural resources;



## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Resolution 2020-06/ Acquisition of the Bagley Tower</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Resolution 2020-06 provides formal approval and authorization to acquire the Bagley Tower and Property from the Menominee County Road Commission.	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/03/2020  
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 – 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*

### **RESOLUTION 2020-06**

#### ***RESOLUTION TO ACQUIRE INTEREST IN THE BAGLEY RADIO TOWER SITE FROM THE MENOMINEE COUNTY ROAD COMMISSION***

**WHEREAS**, Menominee County’s 911 Dispatch Center and Sheriff’s Department have long used property located in Nadeau Township, Menominee County, State of Michigan, commonly referred to as the Bagley Radio Tower site for their radio communications; and

**WHEREAS**, Menominee County has shared the costs and use of the Bagley Radio Tower with the Menominee County Road Commission, which owns the Bagley Radio Tower Property; and

**WHEREAS**, the Road Commission’s ownership of the Bagley Radio Tower is no longer required or useful to the Road Commission’s routine operations since November 2019, when the Road Commission transitioned to a new radio communications system; and

**WHEREAS**, Menominee County’s 911 Dispatch Center and Sheriff’s Department still require use of the Bagley Radio Tower for their radio communications; and

**WHEREAS**, the Road Commission is willing to convey the Bagley Radio Tower property to the County by Quitclaim Deed for the sum of One and 00/100 Dollar (\$1.00) and other valuable consideration; and

**WHEREAS**, acquisition of the Bagley Radio Tower serves the best interests of the public by ensuring ongoing operation of Menominee County’s 911 Dispatch Center and Sheriff’s Department’s radio communications;

**NOW, THEREFORE, BE IT RESOLVED**, that Board of Commissioners for the County of Menominee hereby authorizes and directs the acquisition of the Bagley Radio Tower Property by



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

January 2, 2020

Mr. Jason Carviou, County Administrator  
Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 48858

Re: Bagley Tower Quit-Claim Deed, Road Commission Board Resolution and County Board Resolution

Dear Mr. Carviou:

At their meeting held on Thursday, January 2, 2020, the Menominee County Board of Road Commissioners adopted the enclosed Road Commission resolution (recommended by the Road Commission's attorney) and executed the quit claim deed associated with the Bagley Tower property.

Also, enclosed is a County Board Resolution (drafted up by the Road Commission's attorney) which is to be adopted by the County Board to indicate the acceptance of the Road Commission's quit-claim deed to the County.

After the adoption of the Resolution by the County Board, please send me a copy of the resolution and the payment of \$1.00, to signify the acceptance of the property by the County Board. At that point, the ownership and liability of the Bagley Tower property will reside with the County.

After receipt of payment and a copy of the resolution, the Road Commission will also record the Quit-Claim deed with the Register of Deeds for Menominee County.

If you have any questions, please do not hesitate to contact me.

Sincerely,

MENOMINEE COUNTY ROAD COMMISSION

A handwritten signature in cursive script that reads "Darrell W. Moilanen".

Darrell W. Moilanen, Engr-Mgr., P.E.

Enclosures

Cc: Larry Phelps

## QUITCLAIM DEED

On January 2, 2020, the Board of County Road Commissioners of the County of Menominee (“Grantor”), a Michigan Governmental Entity and Body Corporate, whose address is W5416 Belgiumtown Road, P.O. Box 527, Stephenson, Michigan 49887-8526, quitclaims to the Menominee County Board of Commissioners (“Grantee”), a Michigan Governmental Entity and Body Corporate, whose address is 839 10<sup>th</sup> Avenue, Menominee, Michigan 49858-3000, real property situated in Nadeau Township, Menominee County, State of Michigan and more particularly described as (the “Property”):

All that part of the NW ¼ of the NE ¼ of Section 34, of T37N of R27W, in Nadeau Township, Menominee County, Michigan, to be used as a radio antenna site, and more particularly described as follows:

Commencing on a point which is South 33.0 feet and West 108.0 feet from the N.E. corner of said NW¼-NE¼ of Section 34; Thence S 8°E, 420 feet; Thence S 50°W, 40.0 feet; Thence N 70°W, 400.0 feet; Thence N 10°W 40.0 feet; Thence N 50° E, 410.0 feet to the South Right-of-way line of a County Road; Thence East along said Right-of-way line 40.0 feet to the Point-of-beginning. Being 2.0 acres more or less.

Including the rights of ingress and egress to said parcel over a roadway of necessary width to be able to maintain and remove snow from said roadway, and the rights to place utility poles to service the radio tower.

This conveyance is given subject to the following condition: Edward Berger and Loretta Berger, husband and wife of Nadeau Township, Menominee County, Michigan and their heirs and assigns shall have the right to use the land herein conveyed for agricultural or other purposes which will not interfere with the radio tower and other equipment to be erected upon said premises.

with all of Grantor’s rights, title, and interest in the Property, together with all tenements, hereditaments, and appurtenances thereto, subject to matters of survey and all applicable building and use restrictions, easements, and zoning ordinances, if any, affecting the Property, for the sum of One and 00/100 Dollar (\$1.00) and other valuable consideration.

Grantor grants the Grantee the right to make no divisions under Section 108 of the Land Division Act, 1967 PA 288, MCL 560.108.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

This conveyance is exempt from all county and state transfer taxes pursuant to MCL 207.505(a) & (h).

Board of County Road Commissioners of  
the County of Menominee

Dated: JANUARY 2, 2020

By: Anthony S. Kakuk

Its: Chairperson

STATE OF MICHIGAN     )

MENOMINEE COUNTY    )

The foregoing instrument was acknowledged, subscribed, and sworn before me this 2nd day of JANUARY, 2020 by ANTHONY S. KAKUK, Chairperson of the Board of County Road Commissioners of the County of Menominee, a Michigan Governmental Entity and Body Corporate, on behalf of the Governmental Entity.

/s/ Lisa K. Savord

Name: LISA K SAVORD

Notary public, State of Michigan, County of MENOMINEE

My commission expires: 06/22/2021

**Lisa K. Savord**  
Notary Public - State of Michigan  
County of Menominee  
My Commission Expires June 22, 2021  
Acting in the County of MENOMINEE

Drafted by and when recorded return to:

William L. Henn  
HENN LESPERANCE PLC  
32 Market Avenue SW, Suite 400  
Grand Rapids, MI 49503  
(616) 551-1611

Send subsequent tax bills to:  
EXEMPT pursuant to MCL 211.7m

Recording Fee:

Transfer Tax:  
EXEMPT pursuant to MCL 207.505(a) & (h)

COMMISSIONERS:  
KENNETH BOWER  
BARK RIVER, MI 49807  
  
ANTHONY KAKUK  
DAGGETT, MI 49821  
  
KENNETH KLINE  
WALLACE, MI 49893



**MENOMINEE COUNTY**  
**BOARD OF COUNTY ROAD COMMISSIONERS**

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FAX 906-753-4319

DARRELL W. MOILANEN  
ENGINEER-MANAGER

LISA K. SAVORD  
FINANCE DIRECTOR / CLERK

STATE OF MICHIGAN  
BOARD OF COUNTY ROAD COMMISSIONERS OF MENOMINEE COUNTY  
MENOMINEE COUNTY  
W5416 BELGIUMTOWN ROAD  
STEPHENSON, MICHIGAN 49887

**RESOLUTION TO QUITCLAIM INTEREST IN THE BAGLEY RADIO TOWER  
SITE TO MENOMINEE COUNTY**

At a meeting of the BOARD OF COUNTY ROAD COMMISSIONERS OF  
MENOMINEE COUNTY, STEPHENSON, MENOMINEE County, State of Michigan, held on  
the 2<sup>nd</sup> day of January, 2020 at 9:00 a.m. with the membership as follows:

PRESENT: Kenneth Bower, Anthony Kakuk, Kenneth Kline

ABSENT: None

The following Resolution was offered by Anthony Kakuk, and  
seconded by Kenneth Bower:

WHEREAS, the Board of County Road Commissioners of Menominee County has  
owned property located in Nadeau Township, County of Menominee, State of Michigan  
commonly referred to as the Bagley Radio Tower since 1962, when it purchased said property  
from Edward and Loretta Berger for the sum of One and 00/100 Dollar (\$1.00) and other  
valuable consideration.

WHEREAS, the Road Commission used the Bagley Radio Tower Property for its radio communications until November 2019, when the Road Commission transitioned to a new radio communications system which no longer requires use of the Bagley Radio Tower.

WHEREAS, the Road Commission's ownership of the Bagley Radio Tower is no longer required or useful to the Road Commission's routine operations.

WHEREAS, Menominee County has long shared the costs and use of the Bagley Radio Tower with the Road Commission.

WHEREAS, Menominee County's 911 Dispatch Center and Sheriff's Department still require use of the Bagley Radio Tower for their radio communications.

WHEREAS, Menominee County is interested in purchasing the Bagley Radio Tower property for the sum of One and 00/100 Dollar (\$1.00) and other valuable consideration.

THEREFORE, BE IT RESOLVED, that Board of County Road Commissioners of the County of Menominee hereby authorizes and directs the conveyance of the Bagley Radio Tower Property by Quitclaim Deed to the County of Menominee for the sum of One and 00/100 Dollar (\$1.00) and other valuable consideration.

Upon roll call vote the following voted:

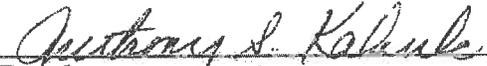
"AYE": Kenneth Bower, Anthony Kakuk, Kenneth Kline

"NAY": None

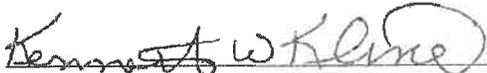
This Resolution has been adopted by majority vote of the Board of Road Commissioners of Menominee County.

BOARD OF ROAD COMMISSIONERS OF MENOMINEE COUNTY

Dated: JANUARY 2, 2020

  
By: ANTHONY S. KAKUK  
Its: Chairman

Dated: JANUARY 2, 2020

  
By: KENNETH W. KLINE  
Its: Vice Chairman

**CERTIFICATION**

I, Lisa Savord, Clerk of the Board of Road Commissioners of Menominee County, hereby certify that the foregoing is a true copy of a resolution duly adopted by the Board of Road Commissioners of Menominee County at a regular meeting thereof held January 2, 2020, and of the whole thereof, as appears from the records of the minutes of the meetings in my possession.

  
Lisa Savord, Clerk  
Board of Road Commissioners of Menominee County

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>RFP 19/20-5</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The County Administrator has finalized a draft RFP for the Bagley Tower Project. The County Board should review and provide feedback, if any, as we would like to publish the RFP on January 8, 2020 if the Board is in agreement.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/03/2020  
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**  
*MICHIGAN*

REQUEST FOR PROPOSAL  
PUBLIC SAFETY COMMUNICATION TOWER  
PROJECT #: 19/20 – 5

JANUARY 8, 2020

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## **Legal Notice**

Menominee County, Michigan is accepting proposals for a new public safety communication tower. A pre-proposal meeting will be held at the tower location located at W5805 Tower Road No. 30.75 Carney, MI 49812 on **Wednesday, January 29, 2020 at 10:00 AM CST**. All interested vendors are encouraged to meet at the tower location prior to submitting a proposal as this will be the only time allowed to view the site and current equipment on the existing tower. Sealed proposals for this project will be received at the below address until **Wednesday, February 19, 2020 at 4:00 PM CST**. Proposals will be publicly opened and read aloud on **Wednesday, February 19, 2020 at 4:01 PM CST** at the Menominee County Courthouse. All proposals must be physically received by the due date. Proposals not received by the due date will be returned, unopened to the vendor. Emailed or faxed bids will not be accepted for this project. All proposals should be addressed to:

Menominee County  
Project # 19/20-5 – SEALED PROPOSAL  
Attn: County Administrator  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

Proposal packets are available online at: [www.menomineecounty.com](http://www.menomineecounty.com). The link can be found under Departments – Administration – Purchasing – Open Projects. Proposal packets may also be picked up at the Menominee County Courthouse in the County Administrator's Office located at 839 10<sup>th</sup> Avenue Menominee, MI 49858.

Menominee County reserves the right to accept or reject any or all proposals and to waive any informality in the proposals. Contact Jason Carviou, County Administrator, at 906-863-7779 or [JCarviou@menomineeco.com](mailto:JCarviou@menomineeco.com) if assistance is required.

## Project Timeline

<u>EVENT</u>	<u>DATE</u>
RFP Published	January 8, 2020
RFP Public Notice Advertised	January 13-17, 2020 & January 20 -24, 2020
RFP Site Visit	January 29, 2020 at 10 AM CST
RFP Questions Due	February 7, 2020 at 12 PM CST
RFP Questions & Answers Published	February 12, 2020 at 4 PM CST
RFP Due Date	February 19, 2020 at 4 PM CST
RFP Proposal Opening	February 19, 2020 at 4:01 PM CST
Finance Committee Review & Recommendation	February 27, 2020
County Board Approval to Contract	March 10, 2020
Send out Thank You & Intent to Award Letters	March 11, 2020
Complete Contract Signing by	March 31, 2020
Project Completion Date	August 31, 2020

The project timeline is tentative and Menominee County may alter the dates and times contained within as necessary to meet the objectives of this project.

## **Project Details**

### **1. General**

It is the intent of Menominee County to contract with a contractor/vendor, hereafter referred to as “Contractor” to replace the existing public safety communication tower located at W5805 Tower Road No. 30.75 Carney, MI 49812.

Menominee County would prefer to award the contract to a contractor that can manage all aspects of the project, including but not limited to, deconstructing the current tower at the site, erecting a new tower at the same site, providing all new communication equipment to be placed on the tower, installing the new communication equipment on the tower, and tying the new equipment into the County’s current public safety communication system. Preference will be given to proposals that are turn-key and include all aspects of the project.

However, Menominee County is also giving potential contractors the option to submit proposals that do not include new communication equipment. In this case, Menominee County will procure the new communication equipment to be placed on the tower through a separate process. The Contractor will still be required to install this equipment on the new tower and run cabling to the utility building located at the site. Menominee County would be responsible for tying the new equipment into the current public safety communication system. This is described in more detail as Optional Bid # 1 in this RFP.

The selected Contractor will be responsible for all designs, studies, licenses, and permits that may be required to complete this project.

### **2. Addendums**

Should Menominee County feel it necessary to amend this proposal after it is published, any addendums will be published on the Menominee County website at [www.menomineecounty.com](http://www.menomineecounty.com). Addendums can be found in the same location as the proposal packet: Departments – Administration – Purchasing – Open Projects.

It is the responsibility of contractors submitting proposals for this project to monitor the Menominee County website for any such addendums that may be published.

If any addendums are published for this project, contractors will be required to acknowledge any such addendums by providing an RFP Addendum Acknowledgment Form (Attachment C) as part of their proposal.

**3. Site Visit**

Interested contractors are invited to attend a site visit at the tower location at W5805 Tower Road No. 30.75 Carney, MI 49812 on Wednesday, January 29, 2020 at 10 AM CST. The site visit is not mandatory, but is strongly encouraged.

The current tower at the site is a pivotal piece of the public safety communications system in Menominee County, and the tower may not be offline for any extended period of time. Therefore, the selected Contractor will need to erect the new tower, install the new equipment, and a switchover made to the new tower BEFORE the old tower can be deconstructed. It is strongly encouraged that interested contractors visit the site to assess the site, infrastructure, and equipment prior to submitting a proposal.

**4. RFP Questions**

Interested contractors may submit questions regarding the project by email to [JCarviou@menomineeco.com](mailto:JCarviou@menomineeco.com).

Questions submitted via mail, phone, or fax will not be accepted.

Answers to any properly submitted questions will be published on the Menominee County website at [www.menomineecounty.com](http://www.menomineecounty.com) : Departments – Administration- Purchasing - Open Projects on February 12, 2020 at 4 PM CST.

**5. Due Date & Delivery**

All sealed proposals must be delivered to the Menominee County Administrator by February 19, 2020 at 4 PM CST. Proposals are to be labeled and mailed to the following address:

Menominee County  
Project # 19/20-5 – SEALED PROPOSAL  
Attn: County Administrator  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

Menominee County will not accept any proposals received after the due date. Proposals received after the due date will be returned, unopened to the contractor that submitted it.

Proposals will be opened in front of the public on February 19, 2020 at 4:01 PM CST at the Menominee County Courthouse – County Administrator’s Office located at 839 10<sup>th</sup> Avenue Menominee, MI 49858.

Menominee County reserves the right to accept or reject any and all proposals and to waive any informality in the proposals.

## 6. **Award**

Proposals will first be evaluated during a special meeting of the Menominee County Finance Committee in conjunction with organizational stakeholders on February 27, 2020. Time to be determined. The Finance Committee will make a recommendation of the preferred proposal to the Menominee County Board of Commissioners.

Proposals will be considered on criteria including, but not limited to, cost, reputation of the contractor, proposed infrastructure and equipment, warranty, project completion timeframe, and external references.

The Menominee County Board of Commissioners will consider the recommendation from the Finance Committee on March 10, 2020. Intent to Award or Thank You letters will be sent via email shortly after this meeting to all vendors submitting responses.

## 7. **RFP Format & Submission Requirement**

Any deviation from these requirements may result in the proposal being eliminated from consideration. The proposal must include all of the following:

1. Contractor's proposal including cost, equipment specifications, warranty information, subcontractors, and a proposed timeline for completing the project.
2. Three (3) professional references.
3. Vendor Identification Form (Attachment A)
4. Bidder's Certificate (Attachment B)
5. RFP Addendum Acknowledgement Form (Attachment C)
6. Insurance Acknowledgment Form (Attachment D)
7. Vendor's Proof of Responsibility (Attachment E)
8. Bid Bond – Bond, certified check, or cashier's check in the amount of \$5,000.00 made payable to Menominee County.

## 8. **Bond Requirements for this Project**

Failure to submit a bid bond with your proposal will result in the immediate rejection of your proposal. Performance and payment bonds may be submitted after the contract is awarded and signed.

- **Bid Bond** – A bid bond, certified check, or cashier’s check of \$5,000 must be submitted with your proposal. If your proposal is not selected, the bid bond, certified check, or cashier’s check will be returned to you via the USPS. If your proposal is accepted, Menominee County will hold the bid bond, certified check, or cashier’s check until demonstrable work has begun on the project.
- **Payment Bond** – A payment bond in the amount of 100% of your total proposal must be submitted to Menominee County within 15 days of a contract being signed.
- **Performance Bond** – A Performance bond in the amount of 100% of your total proposal must be submitted to Menominee County within 15 days of a contract being signed.

If you have questions on bond requirements for this project, please email Jason Carviou at [JCarviou@menomineeco.com](mailto:JCarviou@menomineeco.com) .

## 9. **Insurance Requirements**

The selected Contractor is required to provide a certificate of insurance within three (3) business days of receiving the “Intent to Award” notice. Certificates are required to be valid and insurance must be maintained throughout the contract term. Certificates of Insurance are to be sent to:

Menominee County  
Attn: County Administrator  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

The Certificates of Insurance must include:

1. **Additional Insured:** Menominee County
2. **Cancellation:** Include a provision prohibiting cancellation of said policies except upon a 30 days prior written notice to Menominee County to include non-renewal or a material change in coverage.
3. **State of Michigan:** The policy shall be issued from a company licensed to sell insurance policies in the State of Michigan.
4. **Signatures:** Certificates must be signed by the insurer’s authorized agent.

The following are the limits required for this project:

**Comprehensive General Liability - \$1,000,000 per occurrence**

Products & Completed Operations  
 Personal Injury & Advertising Liability  
 Independent Contractors/Protective

**Business Automobile Liability - \$1,000,000 per occurrence**

Bodily Injury  
 Property Damage

**Worker's Compensation Insurance and Employers Liability - \$100,000 each accident**

Employer Liability

Any and all subcontractors must also comply with the above insurance requirements and must also submit Certificates of Insurance to Menominee County stating they have policies that comply with the above stated minimum policy limits.

The insurance requirements set forth for this project are minimum requirements to do business with Menominee County. These insurance requirements shall not be construed to limit the liability of the selected Contractor.

10. **Miscellaneous**

1. **Guarantees & Warranties:** Guarantees and warranties on workmanship and materials shall be stated in your proposal.
2. **Laws:** All work should conform to all applicable industry, Federal, State, and Local laws, codes, ordinances, OSHA requirements and standards.
3. **License:** All contractors, including subcontractors, performing work on this project are required to have a Contractor's License in the State of Michigan and must be current on the date the proposal is submitted and throughout the project.
4. **Measurements:** All measurements and specifications provided in this packet and/or by Menominee County are for reference only. Contractors are responsible for all measurements.
5. **Permits:** The selected Contractor shall be responsible for any and all necessary permits and underground utility locates.

6. **Project Manager:** The selected Contractor shall provide contact information for one individual designated as the Project Manager and that person shall serve as the single point of contact for Menominee County.
7. **Rejection of Proposals:** Menominee County reserves the right to accept or reject any or all proposals, to waive any technicality with any proposal, and to request clarification on any proposal.
8. **Site Protection/Cleanup:** The selected Contractor is responsible for the proper handling of materials and discard of debris to ensure a clean worksite. Contractor is responsible for restoring the site, premises, buildings, and landscaping to the condition prior to work commencing.
9. **Taxes:** Menominee County and its departments are exempt from payment of all Federal, State, and Local taxes.

## Project Specifications

### 1. **Contractor Discretion**

Information provided within this RFP is for reference to the current infrastructure and equipment in place and in need of replacement. However, Menominee County strongly encourages interested contractors to provide their expertise in proposals for alternative designs and/or equipment that can be incorporated into the current public safety communication system.

### 2. **Bagley Tower Inspection Report**

Included as an Attachment F to this packet is the latest major tower inspection report that Menominee County has received on the tower being replaced. This report along with pictures is intended to provide interested contractors with technical details regarding the current infrastructure to be replaced. Menominee County does not guarantee any of the measurements, information, or determinations of current condition provided within this report.

Interested contractors are still strongly encouraged to attend the on-site meeting on Wednesday, January 19, 2020 at 10 AM CST at the tower site.

### 3. **Studies, Reports, Construction Drawings & Designs, Surveys**

The selected Contractor shall be responsible for any studies, reports, construction drawings/designs, and surveys that may be required to complete this project, including but not limited to, engineering studies, geotechnical survey, construction plan, FAA/FCC approvals.

Menominee County has current licenses for the Bagley Tower and all the equipment on the tower. The selected Contractor will be responsible for working with the 911 Director to update or obtain any FCC licenses that may be required with the new tower or equipment.

### 3. **Tower Infrastructure**

The current tower (commonly referred to as the Bagley Tower) is a 300 feet, hollow leg, guyed tower that is approximately 50-55 years old. It is Menominee County's intent to replace the existing tower with another tower of the same height and design; however, Menominee County is open to other practical tower designs.

The current equipment on the Bagley Tower is listed below. There has also been interest in installing high-speed internet equipment on the tower if practical; however, there is no agreement in place at this time and no description of what equipment may need to be placed on the tower to meet this need. Menominee County is requesting that proposals include the capabilities of the tower infrastructure being proposed and the abilities to add additional equipment to the tower.

The new tower will need to be erected, new equipment installed, and a switchover to the new tower and equipment made BEFORE equipment is uninstalled from the old tower and the old tower being deconstructed.

The selected Contractor will be responsible for disposing of the old tower. The selected Contractor will receive the salvage rights to the old tower.

Menominee County will retain ownership and the salvage rights of any and all communications equipment on the old tower, including but not limited to, antennas, cables, and mounting brackets.

Existing concrete anchors/pads may be left in place and do not need to be removed.

The current utility/equipment building will remain in place and be used for the new tower and equipment.

#### 4. **Equipment**

The current antennas/equipment on the tower include:

- 300 Feet – Commander PD-620-3BN VHF with 7/8 coaxial cable with static straps top and bottom of cable.
- 280 Feet – Commander PD-220-3BN VHF with 7/8 inch coaxial cable with static straps top and bottom of cable, anti-sway arm/support near top non-metallic.
- 260 Feet – Commander PD-220-3BN VHF with 7/8 inch coaxial cable with static straps top and bottom of cable, side arm bracket at least ½ wavelength on east face.
- 200 Feet – Commander 1150-6N ½ coaxial cable with static straps top and bottom of cable, side arm bracket at least ½ wavelength on east face, anti-sway/support near top of antenna non-metallic.
- 100 Feet – Commander 1150-6N UHF ½ coaxial cable with static straps top and bottom of cable, side arm bracket at least ½ wavelength on east face, anti-sway arm/support near top of antenna non-metallic.
- All cables terminate with N-Female connectors to reach through bulkhead panel on building.

Preference will be given to proposals that include replacing the existing equipment with new and updated equipment. However, Menominee County is allowing interested contractors to submit proposals that do not include new equipment – see Optional Bid #1.

If an interested contractor submits a proposal under Optional Bid #1, that contractor will still be responsible for installing equipment procured by Menominee County on the new tower.

#### 5. **Optional Bid #1**

Contractors may submit a proposal that would not include new equipment. In this case, Menominee County would procure the equipment to be placed on the tower separately; however, the Contractor would still be responsible for installing the equipment on the new tower and running all cables to the utility building.

Menominee County would be responsible for making the final connections and switchover of the new tower/equipment into the current public safety communication system.

Preference will be given to proposals that include pricing for the tower and equipment portions of this RFP.

## 6. Questions

Any questions regarding this RFP, bond requirements, or insurance requirements may be directed to Jason Carviou, County Administrator, at (906) 863-7779 or by email at [JCarviou@menomineeco.com](mailto:JCarviou@menomineeco.com).

## Attachments

1. Attachment A – Vendor Identification Form
2. Attachment B – Bidder’s Certificate
3. Attachment C – RFP Addendum Acknowledgment Form
4. Attachment D – Insurance Acknowledgment Form
5. Attachment E – Vendor’s Proof of Responsibility
6. Attachment F – Menominee 911 Major Tower Inspection Report

ATTACHMENT A

**VENDOR IDENTIFICATION FORM**

**Company Name:** \_\_\_\_\_.

**Address:** \_\_\_\_\_ **.State** \_\_\_\_\_ **.Zip Code** \_\_\_\_\_.

**Phone Number:** \_\_\_\_\_.

**Primary Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_.

**Address:** \_\_\_\_\_ **.State** \_\_\_\_\_ **.Zip Code** \_\_\_\_\_.

**Phone Number:** \_\_\_\_\_.

**Email Address:** \_\_\_\_\_.

**Secondary Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_.

**Address:** \_\_\_\_\_ **.State** \_\_\_\_\_ **.Zip Code** \_\_\_\_\_.

**Phone Number:** \_\_\_\_\_.

**Email Address:** \_\_\_\_\_.

**Project Name:** \_\_\_\_\_.

**Project Number:** \_\_\_\_\_.

**Bid Price:** \_\_\_\_\_.

**Optional Bid Price #1:** \_\_\_\_\_.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_.

**ATTACHMENT B**

**BIDDER'S CERTIFICATE**

This Bidder's Certificate form must be completed by the contractor submitting a bid/proposal, and must be sworn to, notarized, and returned to Menominee County as part of your proposal.

**Statement of Bidder:**

I hereby incorporate this sworn Bidder's Certificate into my bid/proposal, and hereby make this Bidder's Certificate part of my bid/proposal.

I affirmatively state that I, or an authorized representative of mine, have/has examined and carefully prepared the bid/proposal submitted from the plans and specifications provided, and have checked the same in detail before submitting the bid/proposal to the County of Menominee. I have also included the names of subcontractors I propose to contract with and the class of work to be performed by each elsewhere in my bid/proposal.

**Printed Name of Signor:** \_\_\_\_\_.

**Signature of Signor:** \_\_\_\_\_.

**Date Signed:** \_\_\_\_\_.

**Title of Signor:** \_\_\_\_\_.

**Phone Number of Signor:** \_\_\_\_\_.

**Email of Signor:** \_\_\_\_\_.

**State of Michigan**

**County of:** \_\_\_\_\_.

**Signed and Sworn to Before Me on (Date):** \_\_\_\_\_.

**By (Printed Name):** \_\_\_\_\_.

**Notary's Signature:** \_\_\_\_\_.

**Notary's Expiration Date:** \_\_\_\_\_.

**Notary's Seal:**

ATTACHMENT C

# RFP ADDENDUM ACKNOWLEDGMENT FORM

(If addendums exist for this project, please sign and date and send with your proposal)

Important: Failure to submit this form when addendums have been issued may result in the rejection of your proposal.

The undersigned acknowledges receipt of the following addenda by circling the number(s) below:

1      2      3      4      5      6      7      8      9      10

I have examined and carefully prepared the bid/proposal from the plans and specifications and have checked the same in detail before submitting the bid/proposal to Menominee County.

The Undersigned agrees to the above statement:

**Printed Name:** \_\_\_\_\_.

**Signature:** \_\_\_\_\_.

**Date:** \_\_\_\_\_.

Contractors and vendors are responsible to check for addendums published on Menominee County's website at [www.menomineecounty.com](http://www.menomineecounty.com) for this project prior to the due date.

If a proposal/bid has already been submitted, the contractor/vendor is required to acknowledge receipt of the addendum via email prior to the due date. A new bid/proposal must be submitted by the contractor/vendor if the addendum effects costs.

Proposals/bids that do not acknowledge addendums may be rejected.

This form does not need to be returned as part of your proposal/bid if no addendums are published for this project.

**ATTACHMENT D****Insurance Acknowledgement Form**

Contractors are required to meet the following insurance requirements in order to be awarded a contract. By signing this form, an interested contractor acknowledges the insurance requirements for this project, and certifies that any and all contractors, sub-contractors, and vendors will maintain the required limits of insurance throughout the duration of the project.

The awarded contractor/vendor is required to provide a certificate of insurance within three (3) business days of receiving the 'Intent to Award' notice. Certificates are required to be valid and provided annually to the Menominee County Administration, 839 10<sup>th</sup> Avenue, Menominee, MI 49858 or by email to [JCarviou@menomineeco.com](mailto:JCarviou@menomineeco.com) AND [SDupont@menomineeco.com](mailto:SDupont@menomineeco.com) throughout the term of this contract.

**1. Hold Harmless**

Contractor/vendor hereby agrees to release, indemnify, defend, and hold harmless Menominee County, their officials, officers, employees, and agents from and against all judgements, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions, and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by the contractor/vendor, its officers, officials, employees, agent or assigns. Menominee County does not waive, and specifically reserves, its right to assert and all affirmative defenses and limitations of liability as specifically set forth in Michigan Statutes or as otherwise prescribed.

**2. Insurance Requirements**

Vendor, Contractor, Tenant, Provider, Organization, or other (will be referred to as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Michigan.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow sub-contractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this

section, and for purposes of this agreement, contractor/vendor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

Insurance requirements for Menominee County Project # 19/20-05:

**Comprehensive General Liability - \$1,000,000 per occurrence**

Products & Completed Operations  
 Personal Injury & Advertising Liability  
 Independent Contractors/Protective

**Business Automobile Liability - \$1,000,000 per occurrence**

Bodily Injury  
 Property Damage

**Worker's Compensation Insurance and Employers Liability - \$100,000 each accident**

Employer Liability

**3. Additional Insured**

The Outside Contractor agrees that all liability policies other than professional liability shall name Menominee County as additional insured with respects to: liability arising out of activities performed by or on behalf of the contractor/vendor; products and completed operations of contractor/vendor; premises owned, occupied, or used by contractor/vendor; or automobiles owned, leased, hired, or borrowed by the contractor/vendor. The coverage shall contain no special limitations on the scope of protection to the County.

**4. Adjustments to Insurance Coverage**

The limits of liability set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the Contractor/Vendor in writing of the new limits and the Contractor/Vendor shall make such adjustments to its insurance coverage within 60 days of such notice.

5. **Subcontractor**

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meets the same requirements outlined for the Outside Contractor.

6. **Waiver of Subrogation**

Insurers shall waive all subrogation rights against Menominee County on all policies required under this agreement.

7. **Certificate of Insurance**

The Certificate of Insurance must include:

1. **Additional Insured:** Menominee County
2. **Cancellation:** Include a provision prohibiting cancellation of said policies except upon a 30 days prior written notice to Menominee County to include non-renewal or a material change in coverage.
3. **State of Michigan:** The policy shall be issued from a company licensed to sell insurance policies in the State of Michigan.
4. **Signatures:** Certificates must be signed by the insurer's authorized agent.

8. **Questions**

If you have any questions regarding the insurance requirements for this project, or if for any reason the insurance requirements for this project cannot be met, please contact the County Administrator at (906) 863-7779 or by email at [JCarviou@menoineeco.com](mailto:JCarviou@menoineeco.com) .

**Statement of Bidder:**

I affirmatively state that I, or an authorized representative of mine, have/has examined the insurance requirements set forth for this project by the County of Menominee, and further state that all contractors, vendors, subcontractors, or other entities involved in this project will have the required insurance policies in effect prior to beginning work on the project. I further acknowledge that failure to obtain or maintain the required insurance by any contractor, vendor, subcontractor, or other entities involved in the project is a breach of contract under this agreement.

**Printed Name of Signor:** \_\_\_\_\_.

**Signature of Signor:** \_\_\_\_\_.

**Date Signed:** \_\_\_\_\_.

**Title of Signor:** \_\_\_\_\_.

**Phone Number of Signor:** \_\_\_\_\_.

**Email of Signor:** \_\_\_\_\_.

**State of Michigan**

**County of:** \_\_\_\_\_.

**Signed and Sworn to Before Me on (Date):** \_\_\_\_\_.

**By (Printed Name):** \_\_\_\_\_.

**Notary's Signature:** \_\_\_\_\_.

**Notary's Expiration Date:** \_\_\_\_\_.

**Notary's Seal:**

**ATTACHMENT E****VENDOR'S PROOF OF RESPONSIBILITY**

The Vendor's Proof of Responsibility form must be completed by the Contractor/Vendor submitting the proposal/bid, and must be notarized and submitted as part of your proposal/bid.

**Instructions:** Circle either "Yes" or "No" after each question. You may submit a separate sheet if you wish to provide more descriptive responses.

1. Does the Contractor/Vendor maintain a permanent place of business?

YES or NO

2. Is the Contractor/Vendor authorized to do business in the State of Michigan?

YES or NO

3. Has the Contractor/Vendor, agent, partner, employee, and/or officer of the Contractor/Vendor ever been debarred, suspended, or declared ineligible from contracting with any unit of federal, state, or local government?

YES or NO

4. Is the Contractor/Vendor in compliance with the provisions of the Equal Opportunity Employer Act?

YES or NO

5. Does the Contractor/Vendor, including all subcontractors, have the insurance policies required for this project?

YES or NO

6. Does the Contractor/Vendor have a written Drug-Free Workplace Policy?

YES or NO

7. Has the Contractor/Vendor been subject of any order or judgment from any state or federal agency or court due to the breach of any contract?

YES or NO

8. Does the Contractor/Vendor have a history of satisfactorily completing projects?

YES or NO

9. Does the Contractor/Vendor possess all applicable professional and trade licenses required for performing this project?

YES or NO

10. Does the Contract/Vendor have adequate financial resources to complete this project, and to complete all other projects the Contractor/Vendor is presently under contract to complete?

YES or NO

11. Is the Contractor/Vendor bondable for the terms proposed as part of this project?

YES or NO

12. Does the Contractor/Vendor have, and diligently maintain, a written safety program?

YES or NO

13. Is the Contractor/Vendor in compliance with all federal and state employment laws and regulations?

YES or NO

**No Restriction on Discretion:** If information is discovered or comes into the possession of the County or a County Department, official, and/or employee responsible for awarding the contract for this project, and if such information calls into question the contractor's abilities or competence to faithfully and responsibly comply with the terms of this agreement and is considered both credible and verifiable, then that information shall be considered in determining whether the contractor is a responsible contractor.

**By signing below, I affirm under oath I am the Contractor/Vendor submitting a proposal/bid or the I am an authorized representative of the Contractor/Vendor with the authority to complete this form, and that the information provided herein is true, accurate, and complete, and that my signature on this form was sworn to before an officer authorized by law to administer oaths. I understand this form is required to be considered a responsible vendor. I further understand that deliberately or knowingly providing false or inaccurate information on this form constitutes a breach of contract of this agreement and that I may be subject to civil and/or criminal fines and punishment as provided by the laws of the State of Michigan or as otherwise prescribed.**

**Printed Name of Signor:** \_\_\_\_\_.

**Signature of Signor:** \_\_\_\_\_.

**Date Signed:** \_\_\_\_\_.

**Title of Signor:** \_\_\_\_\_.

**Phone Number of Signor:** \_\_\_\_\_.

**Email of Signor:** \_\_\_\_\_.

**State of Michigan**

**County of:** \_\_\_\_\_.

**Signed and Sworn to Before Me on (Date):** \_\_\_\_\_.

**By (Printed Name):** \_\_\_\_\_.

**Notary's Signature:** \_\_\_\_\_.

**Notary's Expiration Date:** \_\_\_\_\_.

**Notary's Seal:**

## Major Tower Inspection Report: Menominee 911



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## Section 1 – Site Details:

<b>Owner Site Code:</b>	N/A
<b>Owner Site Name:</b>	Menominee County
<b>Site Address:</b>	W5805 Tower Rd. No.30.75
<b>City:</b>	Nadeau Twp
<b>State:</b>	MI

### 1.2 – Technical Information

<b>Latitude:</b>	45.56492
<b>Longitude:</b>	-87.62080
<b>Ground Elevation (ASL)</b>	828ft
<b>Site Access:</b>	2WD
<b>Gate Access:</b>	No

### 1.3 – Inspection Details:

<b>Customer:</b>	Menominee 911
<b>Inspection Date:</b>	July 25-26 2018
<b>Weather:</b>	Sunny
<b>Ambient Temperature:</b>	73°
<b>Wind Speed:</b>	8mph
<b>Wind Direction:</b>	NE
<b>Name of Inspector(s):</b>	John FitzSimmons
<b>Reported By:</b>	John FitzSimmons
<b>Office #:</b>	906 632-8383
<b>Cell #:</b>	906 630 -2542
<b>Email:</b>	john@elcomsystems.net
<b>Reviewed By:</b>	
<b>Office #:</b>	
<b>Cell #:</b>	
<b>Email:</b>	john@elcomsystems.net
<b>Inspection Standard(s):</b>	TIA-222

**1.4 – Structure Information:**

<b>Manufacturer:</b>	Unsure – Customer has no paperwork and no stamp
<b>Type:</b>	Guyed
<b>Construction</b>	Knock Down (Hollow Leg)
<b>Project Number:</b>	
<b>Install Date:</b>	Unknown (Estimated late 60's to mid 70's)
<b>Structure Height:</b>	300ft
<b>Section Height:</b>	10ft
<b>Face Width:</b>	18"
<b>Panel Height:</b>	19.25

**1.5 – Report Distribution:**

<b>Company:</b>	
<b>Contact Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Zip Code:</b>	
<b>State:</b>	
<b>Office #:</b>	
<b>Cell #:</b>	
<b>Email:</b>	
<b>Fax:</b>	

## Section 2 – Observations & Measurements:

### 2.1 – Foundation(s) (Tower/Guy Anchor/Building/Waveguide):

Item #:	Description:	Grade:
2.1.1	Foundation Bolts - Are they tight?	Y
	Foundation Bolts - Correct structural bolts for base and foot	Y

	Weldments?	
	Foundation Bolts - Any missing?	N
	Foundation Bolts - Is there corrosion present?	N
2.1.2	Foundation Welds - Are there any cracked welds?	NA
	Foundation Welds - Is there any deformation present?	NA
2.1.3	Foundation Pier(s) - Is there any cracking, spalling, or settling present?	N
	Foundation Pier(s) - Is drainage sufficient?	N
	Foundation Pier(s) - Are foundations above grade?	Slightly
2.1.4	Grout - Is there grout present?	N
	Grout - Is the grout installed properly	NA
	Grout - Are there any signs of deterioration or crumbling?	N
2.1.5	Articulation - Does the base articulate freely?	Y
2.1.6	Insulator(s) - Is the base insulator clean, free from cracks?	NA
	Insulator(s) - Are there signs of leaking oil?	NA

### 2.2 – Tower Profile:

Section #:	Section Height	Leg Size	Splice Bolts:	Splice Pad:	Horiz. Size:	Diag. Size:	Panel Height:	Face Width:	Bracing Type:
1	0-100'	1.5" Hollow Leg	5/16	NA	.75	.75	19.25	18"	Z Diag
2	100'-200'								
3	200'-300'								

### 2.2 – Tower Profile:

Item #:	Description:	Grade
2.2.1	Splice Bolts - Spot check 25% of splice bolts, are they tight? If one is found to be loose, check all bolts.	NA
	Splice Bolts - Are all bolts structural bolts?	Y
	Splice Bolts - Are full bearing washers present?	N
	Splice Bolts - Are the splice bolts corroded?	Y
2.2.2	Tower Members - Is the tower leg in good condition?	N
	Tower Members - Are there any bent or fractured members?	Y
	Tower Members - Are all welds in good condition?	NA
	Tower Members - Are there signs of corroded members?	Y
	Tower Members - Are weep holes clear to allow proper drainage?	N
2.2.3	Galvanizing - Is the tower galvanizing in good condition?	N

**2.3 – Guy Anchors:**

<b>Measurement:</b>	<b>Anchor “A”</b>	<b>Anchor “B”</b>	<b>Anchor “C”</b>
Anchor Radius	A1: 140 A2: 240	B1: 140 B2: 240	C1 -140 C2-240
Anchor Elevation (AGL)	A1: 0ft A2: -4ft	B1: -3ft B2: -10ft	C1: 2ft C2:-8ft
Anchor Azimuth	20°	140°	260°



**2.3 – Guy Anchors:**

Item #:	Description:	Grade
2.3.1	<b>Anchor Head</b> - Do guy anchor heads show signs of deformation or cracking?	N
	<b>Anchor Head</b> – Are all bolts tightly securing the anchor heads to the shafts?	Y
	<b>Anchor Head</b> - Are anchor heads in line with the tower?	Y
	<b>Anchor Head</b> - Are the anchor heads showing any signs of corrosion?	Y
2.3.2	<b>Anchor Shaft</b> - Do the anchor shafts show signs of deformation or cracking?	N
	<b>Anchor Shaft</b> – Is there damage to the concrete where the anchor shaft enters it?	NA
2.3.3	<b>Anchor Runs</b> – Are anchor runs clear of vegetation?	N
	<b>Anchor Runs</b> – Is there deadfall or trees in the area that could potentially fall and damage the anchor?	N
2.3.4	<b>Cathodic Protection</b> – Is there cathodic protection present?	N

**2.4 – Guy Hardware**

Anchor “A”							
Guy Level	Elev. (ft.)	Guy Size	Guy Type	Thimble Size	Turnbuckle Size	Shackle Size @ Anchor	Shackle Size @ Tower
1	40	1/4	G.S.	5/16	6”	NA	NA
2	80	1/4	G.S.	5/16	6”	NA	NA
3	130	1/4	G.S.	5/16	6”	NA	NA
4	180	1/4	G.S.	5/16	6”	NA	NA
5	230	1/4	G.S.	5/16	6”	NA	NA
6	280	1/4	G.S.	5/16	6”	NA	NA
Anchor “B”:							
Guy Level	Elev. (ft.)	Guy Size	Guy Type	Thimble Size	Turnbuckle Size	Shackle Size @ Anchor	Shackle Size @ Tower
1	40	1/4	G.S.	5/16	6”	NA	NA
2	80	1/4	G.S.	5/16	6”	NA	NA
3	130	1/4	G.S.	5/16	6”	NA	NA
4	180	1/4	G.S.	5/16	6”	NA	NA
5	230	1/4	G.S.	5/16	6”	NA	NA
6	280	1/4	G.S.	5/16	6”	NA	NA
Anchor “C”							
Guy Level	Elev. (ft.)	Guy Size	Guy Type	Thimble Size	Turnbuckle Size	Shackle Size @ Anchor	Shackle Size @ Tower
1	40	1/4	G.S.	5/16	6”	NA	NA
2	80	1/4	G.S.	5/16	6”	NA	NA
3	130	1/4	G.S.	5/16	6”	NA	NA
4	180	1/4	G.S.	5/16	6”	NA	NA
5	230	1/4	G.S.	5/16	6”	NA	NA
6	280	1/4	G.S.	5/16	6”	NA	NA

<b>Item #:</b>	<b>Description:</b>	<b>Grade</b>
2.4.1	<b>Visibility</b> – Are guy wires visibly marked with guy guards?	N - but fenced at anchor
2.4.2	<b>Guy Hardware</b> – Are there ice clips present, and are they the proper size/type?	NA
	<b>Guy Hardware</b> – Are preforms of the proper size, and made off within allowable specifications?	NA
	<b>Guy Hardware</b> – Are thimbles saddled properly within the preform	Y
	<b>Guy Hardware</b> – Are shackles present between the anchor head and turnbuckles? Do the turnbuckles articulate	N
	<b>Guy Hardware</b> – If cable clips are used in place of preforms, are they of proper size, quantity, and quality?	Y
	<b>Guy Hardware</b> – If cable clips are used in place of preforms, are they installed correctly?	Y
	<b>Guy Hardware</b> – Are guy tails terminated properly?	Y
2.4.3	<b>Maintenance</b> – Are there signs of any broken or damaged guy/bridge strands?	N
	<b>Maintenance</b> – If insulators are present, are they damaged in any way?	NA
	<b>Maintenance</b> – Are there any signs of wear, cracking, or bending in any of the anchor hardware components?	N
	<b>Maintenance</b> – Is there corrosion present on the guy hardware?	Y
	<b>Maintenance</b> – Are turnbuckles within allowable adjustment ranges	N

## 2.5 – Guy Tensions & Tower Alignment

Client: Menominee County

Site: Tower Rd

Inspector: John FitzSimmons

Date: July 25 2018

CALCULATED TWIST (DEGREES)							
Elevation	Torsion Resistor (N = no) (L = left) (R = right)	Distance B/W Elevations	Allowable Twist B/W Elev	Calculated Twist B/W Elev	Allowable Twist from Ground to Elev	Calculated Twist from Ground to Elev	PASS / FAIL
280	N	50.00	2.50	5.54	5.00	8.65	FAIL
230	N	50.00	2.50	0.51	5.00	3.10	PASS
180	N	50.00	2.50	6.72	5.00	3.61	FAIL
130	N	50.00	2.50	3.44	5.00	3.10	FAIL
80	N	40.00	2.00	0.52	4.00	0.34	PASS
40	N	40.00	2.00	0.86	2.00	0.86	PASS
CALCULATED OUT-OF-PLUMB (INCHES)							
Elevation	Allowable Out-of- Plumb B/W Elev	Calculated Out-of- Plumb B/W Elev	Allowable Out-of- Plumb from Ground to Elev	Calculated Out- of-Plumb from Ground to Elev	PASS / FAIL		
280	1.50	2.27	8.40	8.50	FAIL		
230	1.50	1.30	6.90	6.23	PASS		
180	1.50	1.01	5.40	4.93	PASS		
130	1.50	2.87	3.90	3.92	FAIL		
80	1.20	0.59	2.40	1.04	PASS		
40	1.20	0.45	1.20	0.45	PASS		

<b>REQUIRED TENSION / TEMP</b>			
<b>REQUIRED Temperature Adjusted Tension (lbs)</b>	<b>Initial Tensions ( %)</b>	<b>REQUIRED Temperature Adjusted Tension Range (lbs) ATC = 9% to 11% of BS</b>	<b>PASS / FAIL</b>

**GUY RUN A**

639	6.89%	575	703	FAIL
633	6.64%	569	696	FAIL
625	7.04%	563	688	FAIL
631	5.39%	567	694	FAIL
617	5.19%	555	678	FAIL
606	7.27%	545	666	FAIL

**GUY RUN B**

638	7.21%	575	702	FAIL
632	6.64%	569	696	FAIL
625	6.72%	562	687	FAIL
631	6.34%	568	694	FAIL
617	5.51%	555	679	FAIL
606	6.93%	546	667	FAIL

**GUY RUN C**

639	7.20%	575	703	FAIL
633	8.22%	569	696	FAIL
625	6.72%	563	688	FAIL
631	6.66%	568	694	FAIL
617	6.16%	555	679	FAIL
606	7.59%	545	667	FAIL

**2.6 – Ladder & Safety Devices:**

<b>Item #:</b>	<b>Description:</b>	<b>Grade</b>
<b>2.6.1</b>	<b>Ladder – Is there a proper climbing face/ ladder?</b>	Y
	<b>Ladder – Are there obstructions in the climb face (30” Diameter)</b>	N
	<b>Ladder – Are steps obstructed on the ladder (min. 4”)?</b>	N
	<b>Ladder – Are there signs of damage to the ladder of foot holds?</b>	N
	<b>Ladder – Are the rungs spaced more than 18”?</b>	Y
<b>2.6.2</b>	<b>Anti-Fall – Is there an approved anti-fall system present?</b>	N
	<b>Anti-Fall – Is the system installed correctly? Supported at proper intervals?</b>	NA

	<b>Anti-Fall</b> – If the system is of the cable type, are there any signs of slippage?	NA
	<b>Anti-Fall</b> – If the system is of the cable type, is it at proper tension?	NA
	<b>Anti-Fall</b> – Is there any visible damage to the cable or rail?	NA
	<b>Anti-Fall</b> – Does the slider/skate/trolley travel freely on the system?	NA
	<b>Anti-Fall</b> – Are there any signs of corrosion?	NA
	<b>Anti-Fall</b> - If the system is of the rail type, is there a stopper bolt at the top?	NA
<b>2.6.3</b>	<b>Anti-Climb</b> – Is there an Anti-Climb System Installed?	N
	<b>Anti-Climb</b> – Is the Anti-Climb System Installed Correctly?	NA
<b>2.6.4</b>	<b>Anti-Rotation</b> - Is a proper anti-rotation system installed to lock the turnbuckles?	Y
<b>2.6.5</b>	<b>Platforms</b> – If the tower has a platform, is it equipped with ladder- way opening protection?	NA
	<b>Platforms</b> – Is the tower platform in satisfactory condition?	NA
	<b>Platforms</b> – Is the platform equipped with a required railing? (min 4” toe board – 21” approx. mid rail –42” Top rail)	NA

### 2.7 – Antenna Mapping:

#	Elev. (ft.)	Appurtenance					Transmission Line	
		Name/Model/Type/Dimensions	Azim.	Leg	Mount	Stand-off	Type	Loc.
1	25	UHF YAGI	120	B	U CLAMP	N	RG-213	C
2	155	4FT FIBERGLASS (UNKNOWN)	NA	A	L BRACKET	Y	1/2” LDF5-50 HELIAX	A
3	230	PD220 20FT FIBERGLASS ANTENNA	NA	A	L BRACKET	Y	1/2” LDF5-50 HELIAX	C
4	250	PD220 20FT FIBERGLASS ANTENNA	NA	A	L BRACKET	Y	7/8” LDF5-50 HELIAX	A
5	280	PD220 20FT FIBERGLASS ANTENNA	NA	A	L BRACKET	Y	7/8” LDF5-50 HELIAX	C
6	300	PD220 20FT FIBERGLASS ANTENNA	TOP MOUN		L BRACKET	N	7/8” LDF5-50 HELIAX	C

**2.7 – Antenna Mapping:**

<b>Item #:</b>	<b>Description:</b>	<b>Grade</b>
<b>2.7.1</b>	<b>Antenna</b> – Are antennas properly and securely mounted?	NA
	<b>Antenna</b> – Is there corrosion present on antenna mounting hardware?	Y
	<b>Antenna</b> – Are there any signs of damage on the antennas (bent/cracked dipoles, or weathered/torn covers and raydomes)?	Y -230FT
	<b>Antenna</b> – Are antenna bulkheads and leads properly weatherproofed?	NA
	<b>Antenna</b> – Are antenna patch cables securely attached and have no sign of damage?	NA

**2.8 – Mounts & Dimensions:**

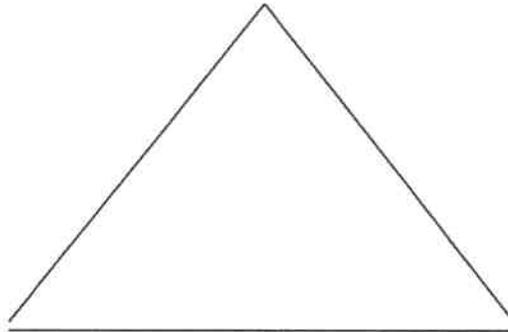
<b>#</b>	<b>Elev.</b>	<b>Mount Materials &amp; Dimensions</b>	<b>Location</b>
<b>1</b>	25'	U CLAMP	B
<b>2</b>	155'	2 L BRACKETS	BC
<b>3</b>	230	2 L BRACKETS	BC
<b>4</b>	250	2 L BRACKETS	BC
<b>5</b>	280	2 L BRACKETS	AB
<b>6</b>	300	POLE AND CLAMP TO CLAMP	TOP MOUNT

**2.8 – Mounts & Dimensions:**

<b>Item #:</b>	<b>Description:</b>	<b>Grade</b>
<b>2.8.1</b>	<b>Mounts</b> – Are all mounts properly installed?	NA
	<b>Mounts</b> - Is all the hardware tight and proper hardware used?	NA
	<b>Mounts</b> – Are the any mounts with physical damage?	NA
<b>2.8.2</b>	<b>Corrosion</b> – Is there mounts or hardware that are corroded?	Y

**2.9 – Transmission Lines & Mapping:**

**Leg "A"**



**Leg "A"**

<b>Cable #:</b>	<b>Type &amp; Size:</b>	<b>Location:</b>	<b>Quantity:</b>
1	½" LDF4-50		1
2	7/8" LDF5-50		1
3	7/8" LDF5-50		1

**Leg "C"**

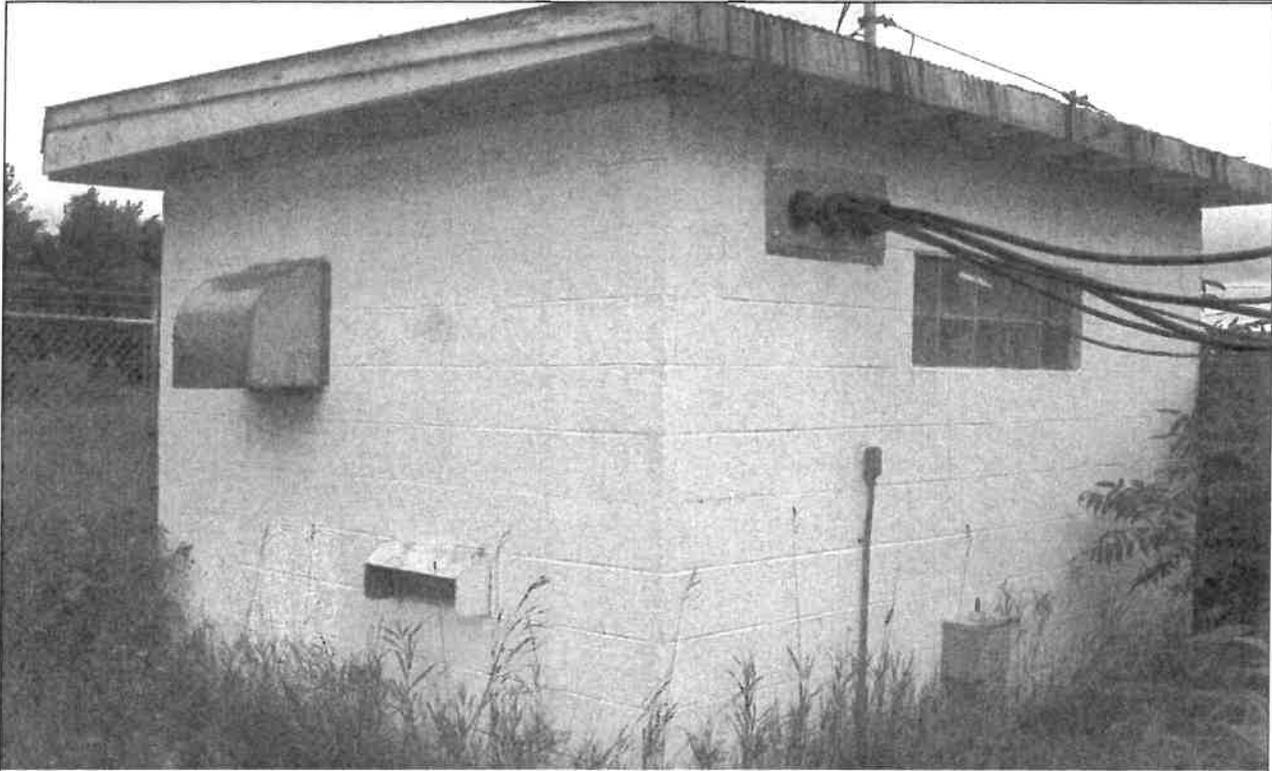
<b>Cable #:</b>	<b>Type &amp; Size:</b>	<b>Location:</b>	<b>Quantity:</b>
1	RG213		1
2	½" LDF4-50		1
3	7/8" LDF5-50		1

<b>2.9 – Transmission Lines &amp; Mapping:</b>		
<b>Item #:</b>	<b>Description:</b>	<b>Grade</b>
<b>2.9.1</b>	<b>Installation</b> – Are the transmission lines attached to the tower in a manner that meets manufacturers’ specification?	Y
	<b>Installation</b> – Are cables supported at proper intervals (30” Max)?	N
	<b>Installation</b> – Check transmission line attachment method for missing or corroded hardware.	NA
	<b>Installation</b> – If cable ties are used to secure transmission lines, inspect for ultraviolet damage	NA
	<b>Installation</b> – Is the minimum allowable bending radius exceeded at any point?	N
	<b>Installation</b> – Are there sufficient drip loops present at both the antenna and cable entry?	Y
<b>2.9.2</b>	<b>Maintenance</b> – Are there signs of damage to the cables?	N
	<b>Maintenance</b> – Are all connections properly weatherproofed?	NA
	<b>Maintenance</b> – Are there any signs of damage caused by others (bullet holes, cut, theft of copper)?	NA

<b>2.10 – Obstruction Lighting &amp; Paint:</b>				
<b>Manufacturer:</b>	<b>Model:</b>	<b>Type:</b>	<b>Elev.:</b>	<b>Cable:</b>
		DUAL SIDE MARKER	100	ROMEX
		DUAL SIDE MARKER	200	ROMEX
		TOP BEACON	300	ROMEX
<b>Item #:</b>	<b>Description:</b>			<b>Grade</b>
<b>2.10.1</b>	<b>Lighting</b> - Does the photo-electric control operate properly?			Y
	<b>Lighting</b> – Do all strobes, beacons, and DOL's operate properly?			N
	<b>Lighting</b> – Are the light fixtures intact?			NA
	<b>Lighting</b> – Are all safety chains in place? No Corrosion?			NA
	<b>Lighting</b> – Are all fixture cover gaskets in place? Is there moisture present?			NA
	<b>Lighting</b> – Is there corrosion or other visible damage present on sockets or terminal strips.			NA
	<b>Lighting</b> – Are the drain holes on the bottom of each fixture open/clear of debris?			NA
	<b>Lighting</b> – How many traffic bulbs are required for a tower re-lamp (DOL)?			6
	<b>Lighting</b> – How many beacon bulbs are required for a tower re-lamp, and what type are they?			2 LARGE 4 REGULAR
<b>2.10.2</b>	<b>Electrical</b> – Are all junction boxes in good condition?			NA
	<b>Electrical</b> – Are all junction boxes sealed and equipped with drain holes?			NA
	<b>Electrical</b> – Is the teck cable or conduit securely attached to the tower?			NA (ROMEX)
	<b>Electrical</b> – Are proper teck connectors used at junctions? Are they secure?			N
	<b>Electrical</b> – Is there any damage in the teck cable or conduit?			NA
<b>2.10.3</b>	<b>Paint</b> – Is the paint pattern visually effective?			Y
	<b>Paint</b> - Is the paint faded or peeling?			Y
	<b>Paint</b> – Is the tower properly color banded?			Y
	<b>Paint</b> - What is the coverage percentage of the white paint?			40%
	<b>Paint</b> - What is the coverage percentage of the orange paint?			60%

## Section 3 – Building & Support Equipment:

### ***3.1 – Building Details & Information:***



<b>Construction Type:</b>	Concrete Cinder Block
<b>Exterior Dimensions:</b>	8 X 10
<b>Interior Finish:</b>	WHITE PAINT
<b>Exterior Finish:</b>	WHITE PAINT
<b>Lock Type:</b>	DEADBOLT
<b>Lock Box Present:</b>	NO
<b>Electricity Supplier:</b>	NA
<b>Amperage of Service:</b>	200
<b>Panel Capacity Percentage:</b>	NA

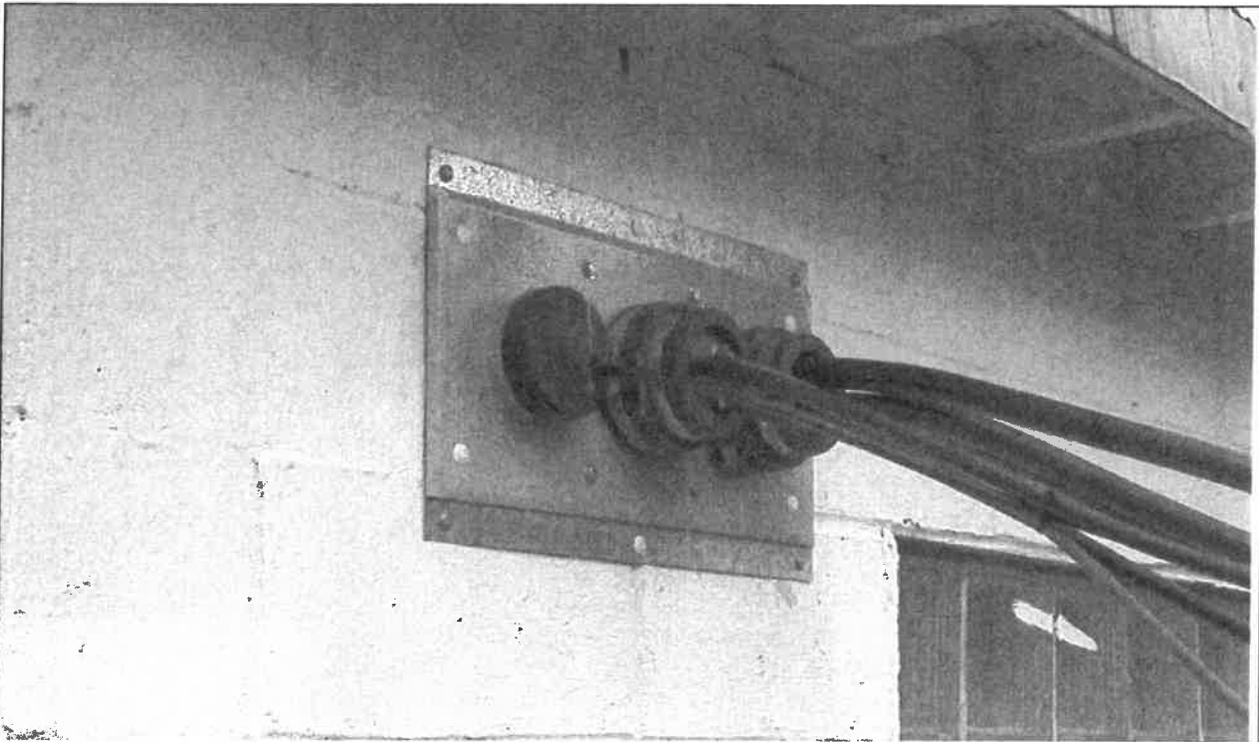
### ***3.1 – Building Details & Information:***

<b>Description:</b>	<b>#</b>	<b>Make:</b>	<b>Model:</b>	<b>Serial #:</b>
<b>Hydro Meter #:</b>	1	ELSTER	ADCEA	25112
<b>Electrical Panel:</b>	1	NA	NA	NA
<b>Heating System:</b>	1		NA	
<b>Cooling System:</b>	1		Y	
<b>Generator:</b>	1		KOHLER	

<b>Transfer Switch:</b>	<b>1</b>	
-------------------------	----------	--

<b>3.1 – Building Details &amp; Information:</b>		
<b>Item #:</b>	<b>Description:</b>	<b>Grade</b>
<b>3.1.1</b>	<b>Access</b> – Is the site access gate in good working order? Locked?	NA
	<b>Access</b> – Is the site access road in good shape. With no signs of washout, excessive settling, or blocked culverts?	Y
	<b>Access</b> – Is there a fenced compound present? Locked?	Y
	<b>Access</b> – Is the fence in good condition with no signs of damage?	Y
	<b>Access</b> – Is the building properly secured? Locked?	Y
	<b>Access</b> – Are there compound lights present? Do they work?	Y
<b>3.1.2</b>	<b>Safety</b> – Is there a (sign) notice prohibiting unauthorized climbing?	N
	<b>Safety</b> – Is there a (sign) notice identifying RF Dangers?	N
<b>3.1.3</b>	<b>Maintenance</b> – Is there garbage or excessive vegetation growth in the compound/building area?	Y
	<b>Maintenance</b> – Is the overall condition of the building good?	Y
	<b>Maintenance</b> – Are there signs of damage on the roof of the building from material/ ice falling from the tower?	N
	<b>Maintenance</b> – If there is a step present, is it properly secured? In good condition?	N
	<b>Maintenance</b> – Do the building support systems work (heating, cooling, generator, electrical)?	Y
	<b>Maintenance</b> – What is the fuel level for the generator?	LOCKED
	<b>Maintenance</b> – Is the generator due for service? Are there any leaks (fuel, oil, coolant)?	NA

### 3.2 – Waveguide Bridge & Entry Ports:



<b>Location of Entry Ports:</b>	SOUTH FACE OF BUILDING
<b>Type of Entry Ports:</b>	RUBBER GLAND
<b>Capacity of Entry Ports:</b>	6 EXISTING PLUS AND EMPTY CAN
<b>Height of Waveguide Bridge:</b>	NA
<b>Number of Waveguide Posts</b>	NA
<b>Length of Waveguide Bridge:</b>	NA

### 3.2 – Waveguide Bridge & Entry Ports:

<b>Item #:</b>	<b>Description:</b>	<b>Grade</b>
3.2.1	<b>Installation</b> – Is there a waveguide bridge installed?	N
	<b>Installation</b> - Is it constructed of appropriate materials?	NA
	<b>Installation</b> – Is the hardware on the waveguide bridge tight?	NA
	<b>Installation</b> – Are the cables securely attached to the waveguide bridge?	NA
	<b>Installation</b> – Does the waveguide bridge assembly protect all of the cables from falling objects or ice?	NA
	<b>Installation</b> – Is the waveguide bridge assembly sturdy?	NA

3.2.2	Maintenance – Is there damage to the waveguide bridge assembly from falling objects or ice?	NA
	Maintenance – Is there any corrosion present on the waveguide bridge assembly?	NA
	Maintenance – Are the entry ports properly sealed?	Y

## Section 4 – Site Grounding:

<b>4.1 – Tower Grounding &amp; Measurements:</b>			
Item #:	Location:	Size:	Reading:
4.1.1	Tower Base Face “AB”	NOT PRESENT	NA
4.1.2	Tower Base Face “BC”	6GA SOLID	72.41
4.1.3	Tower Base Face “CB”	NOT PRESENT	NA
4.1.4	Anchor “A1”	6GA SOLID	109.1
4.1.5	Anchor “A2”	6GA SOLID	102.0
4.1.6	Anchor “B1”	6GA SOLID	65.87
4.1.7	Anchor “B2”	6GA SOLID	62.53
4.1.8	Anchor “C1”	6GA SOLID	105.5
4.1.9	Anchor “C2”	6GA SOLID	85.38
4.1.10	Tower Ground Riser	NA – NONE PRESENT	

<b>4.2 – Coaxial Cable Grounding &amp; Measurements:</b>			
Item #:	Location:	Size:	Reading:
4.2.1	Riser to Cable Entry Bus Bar	NOT PRESENT	
4.2.2	Riser to Tower Base Bus Bar		NA

<b>4.3 – Building Grounding &amp; Measurements:</b>			
Item #:	Location:	Size:	Reading:
4.3.1	Building “Skid”		NA

<b>4.4 – Waveguide Grounding &amp; Measurements:</b>			
Item #:	Location:	Size:	Reading:
4.4.1	Post #1		NA
4.4.2	Post #2		NA

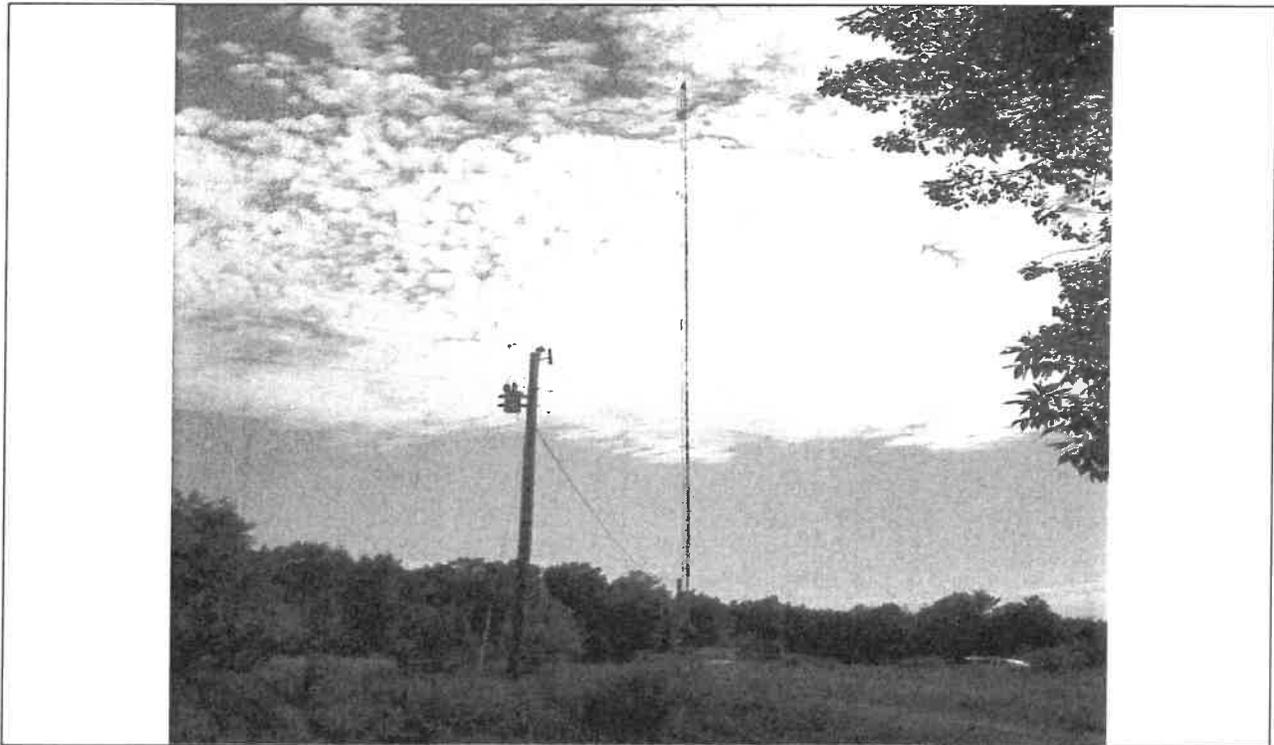
## Section 5 – Conclusion & Recommendations:

### ***5.1 - Conclusions***

**Based on the information in this report, we highly recommend having it reviewed by a structural engineer for further analysis and to offer potential solutions to ensure structural integrity or replacement.**

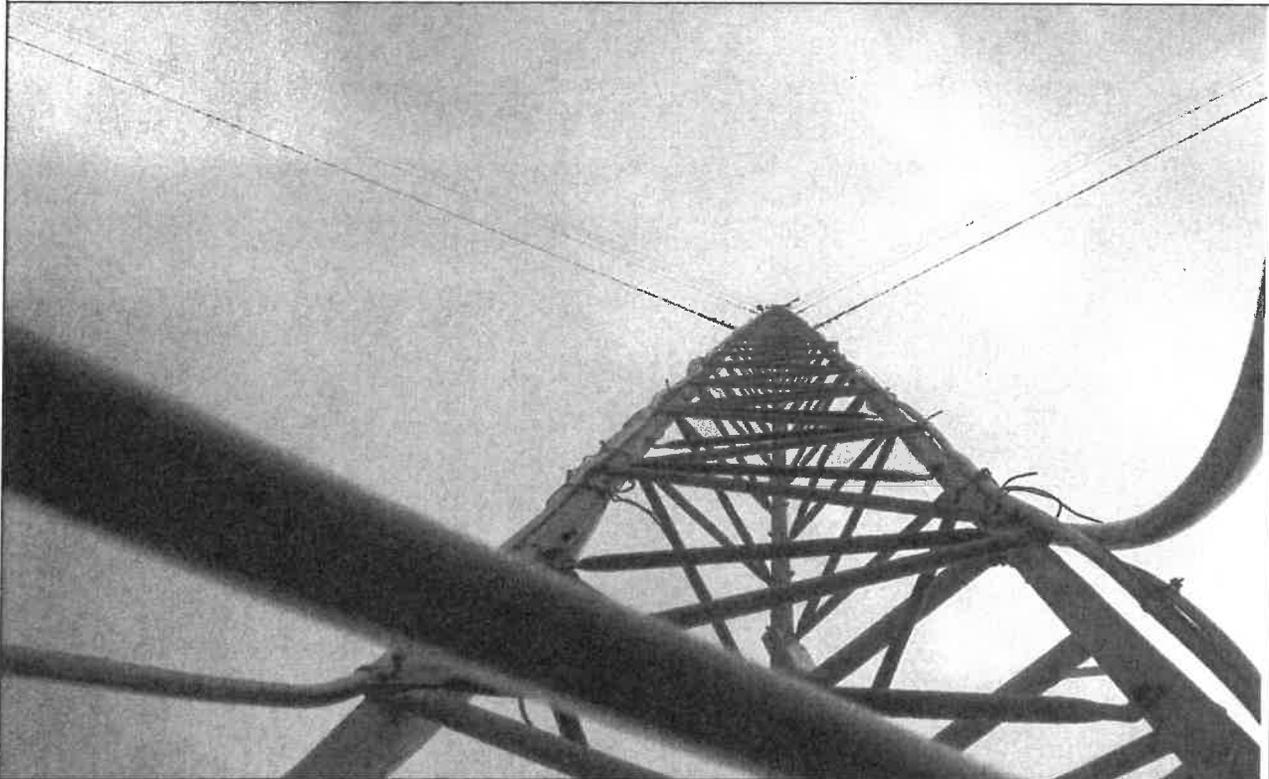
## Section 6 – Photos:

### ***6.1 –Site Photos:***

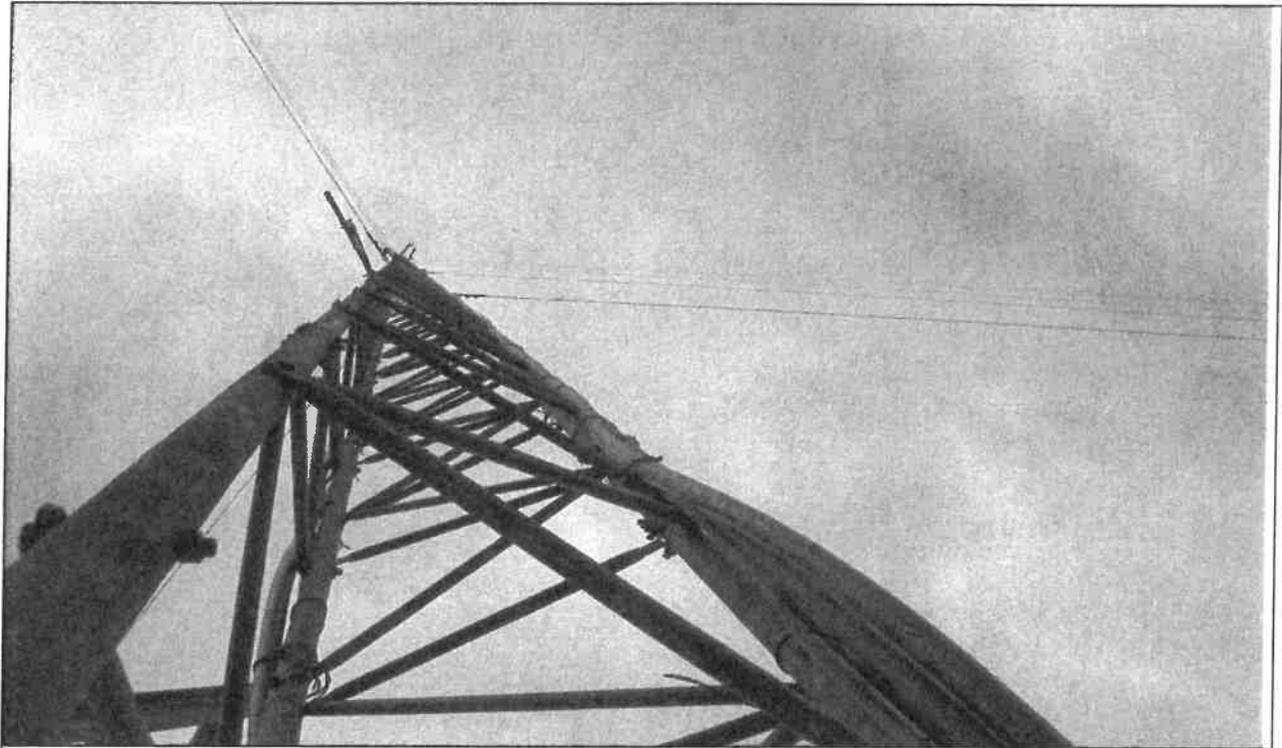




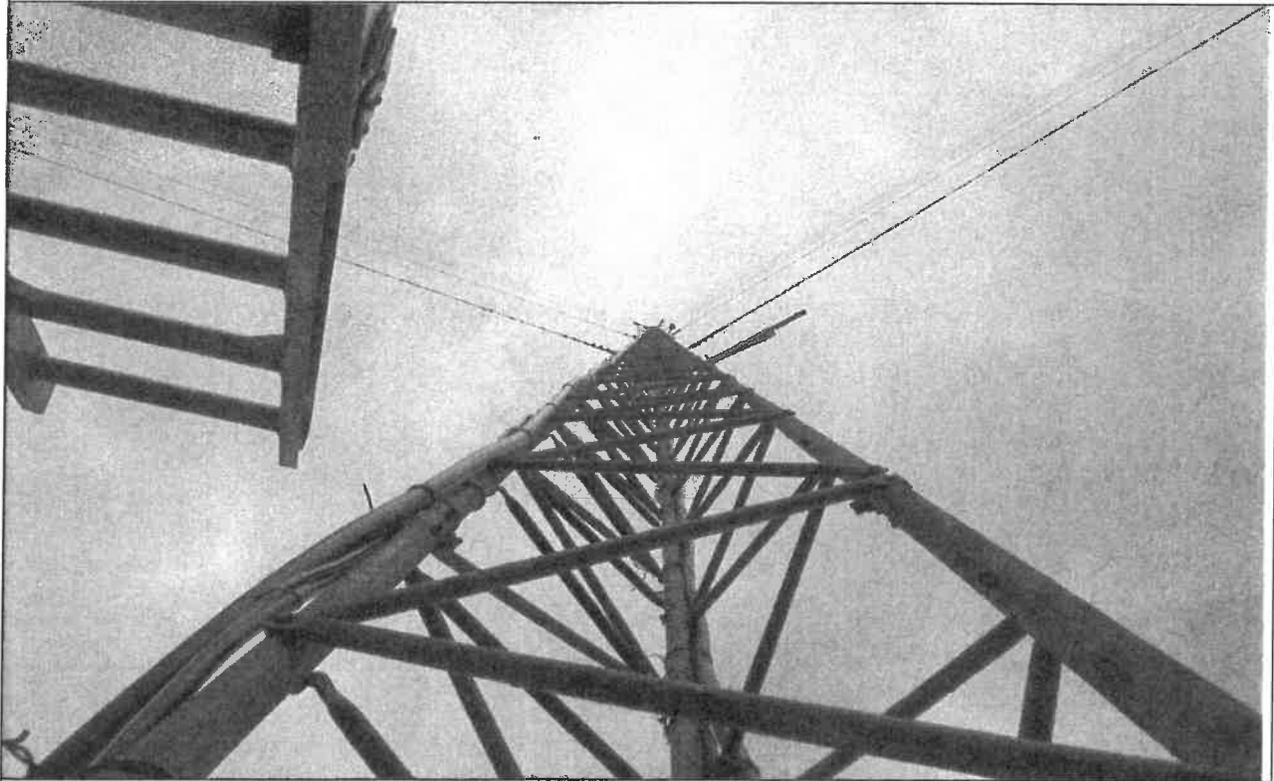
**TOWER SITE**



**Tower Face AC**



**Tower Face BA**



**TOWER FACE CB**



ANCHOR A1



ANCHOR A2



**ANCHOR B1**



**ANCHOR B2**



**ANCHOR C1**



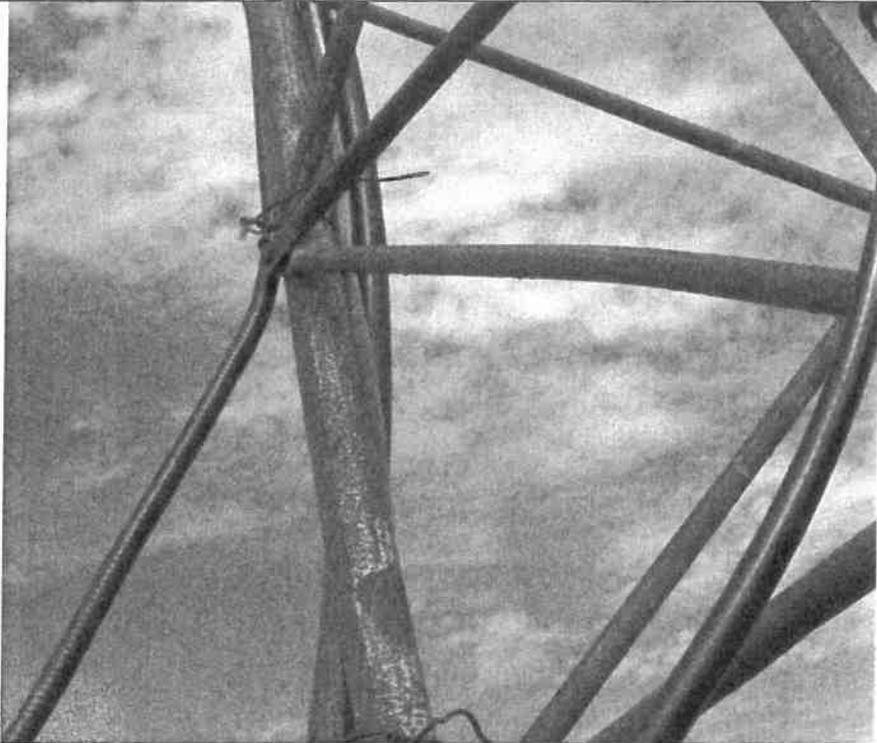
**ANCHOR C2**



**ANCHOR C2 CLOSE UP**



**MOST GUY RUNS -CORROSION**



**MULTIPLE BENT DIAGONALS THROUGHOUT THE TOWER AND CORRSION PRESENT (LEG A)**



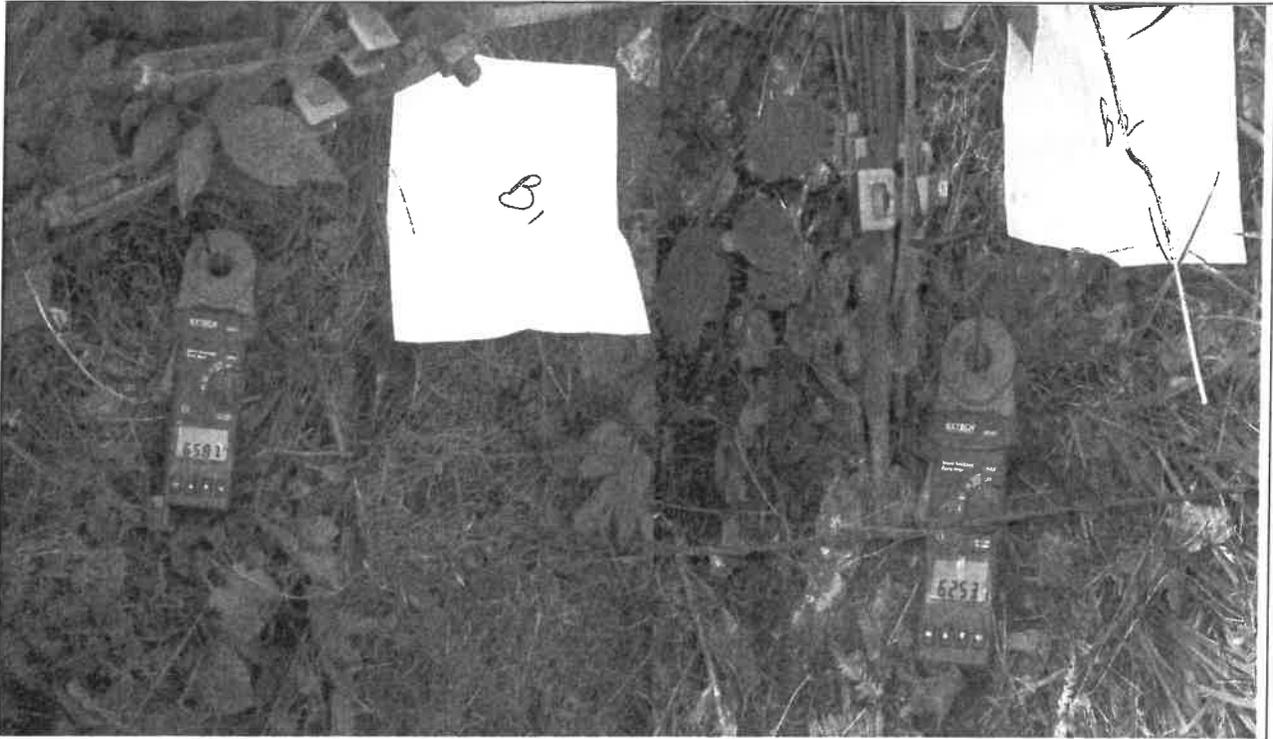
**ALL TOWER LEGS SHOWING SIGNS OF RUST AND POOR PAINT QUALITY (LEG B)**



**ALL TOWER LEGS SHOWING SIGNS OF RUST AND POOR PAINT QUALITY (LEG C)**



**GROUND READINGS A**



**GROUND READINGS B**



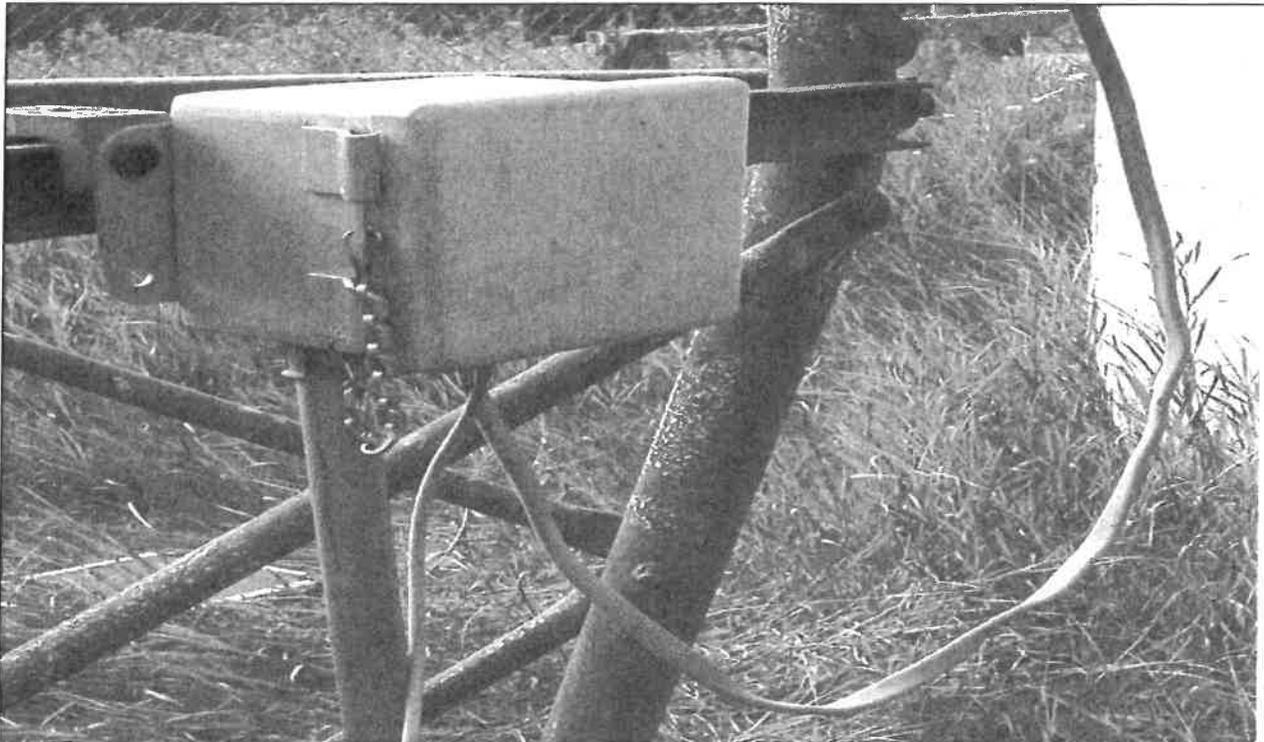
**GROUND READINGS C**



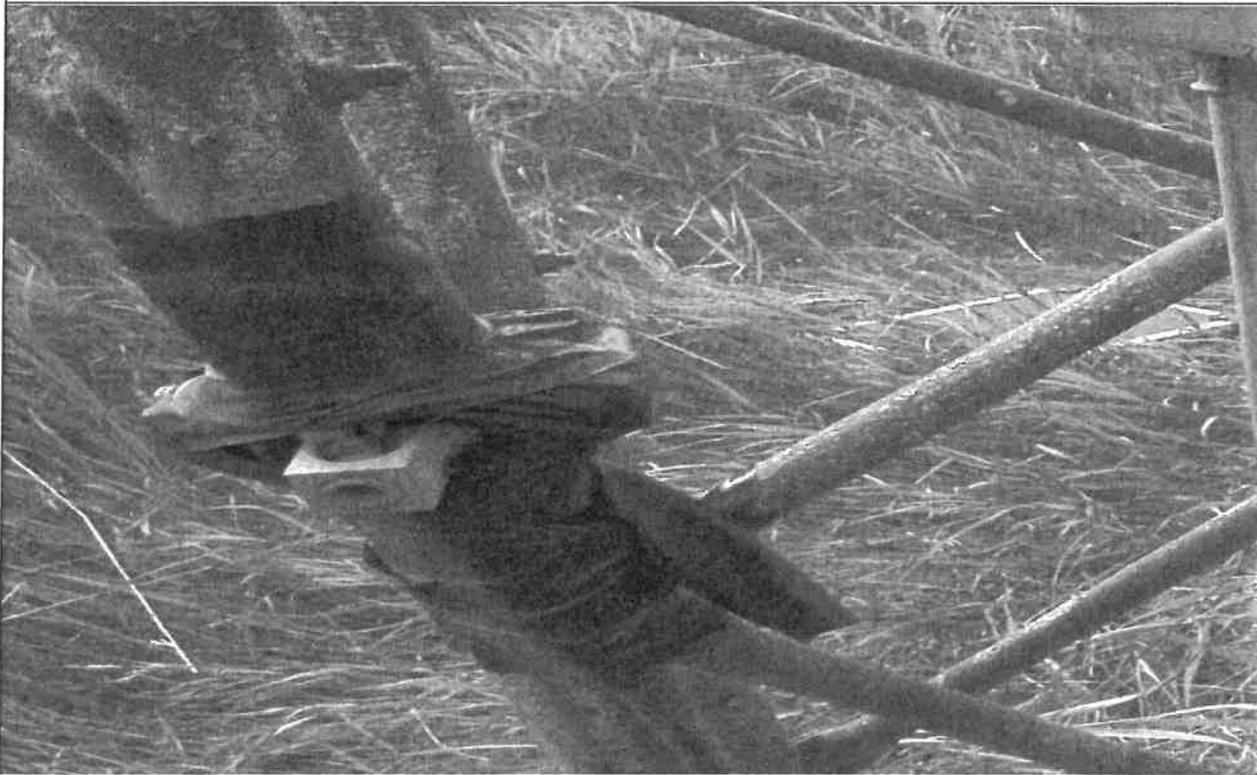
**GROUND READINGS - BASE**



**Tower Base Foundation**  
**ONLY SLIGHTLY ABOVE GRADE**  
**NO WEEP HOLES**



**TOWER LIGHTING ELECTRICAL IS ROMEX FROM TOP TO BOTTOM**



**IMPROPER GROUNDING TECHNIQUES**

## 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>	
Discussion of Commissioner Per Diems & Expenses as recently submitted for payment.	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/03/2020  
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>

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**APPROVED**

JAN 02 2020

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: **Steven T. Gromala ~ District 1**

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
12/10	Cty Bd. - Stephenson	42		24.36	101-101-860.01
12/23	Cty Bd. - Stephenson	42		24.36	101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>48.72</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



Signed

1-2-2020

Date









**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**APPROVED**

DEC 27 2019

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

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
12/10/19	C.B. Annex	34		19.72	101-101-860
12/23/19	C.B. Annex	34		19.72	101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
					101-101-860
		68	<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	39.44

**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.

  
Signed

12/26/19  
Date

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**APPROVED**

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

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

DEC 27 2019  
*F*  
CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

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

Name: William Cech ~ District 5

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
12/10/19	Ct. house	16			101-101-860.05
12/17/19	Ct. house	16			101-101-860.05
12/18/19	annex	32			101-101-860.05
12/23/19	Ct. house	16			101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
			<b>Total Mileage</b>	<b>80</b>	
				<b>Total Mileage Fee</b>	<b>46.40</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.

*William Cech*  
\_\_\_\_\_  
Signed

12/23/19  
\_\_\_\_\_  
Date







## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Review miscellaneous bills paid on December 20, 2019 & January 3, 2020 in the combined amount of \$42,284.61.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

01/03/2020  
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>

**APPROVED**

**DEC 20 2019**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ACEK9.COM				
269405	K9 Vehicle Accessories	281-345-981.00	1,799.29	1,799.29
TOTAL VENDOR ACEK9.COM				1,799.29
VENDOR NAME: ADVANCE AUTO PARTS				
2825-428872	Park Supplies	208-751-755.02	38.98	38.98
TOTAL VENDOR ADVANCE AUTO PARTS				38.98
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863298612	Telephone Services	101-228-850.00	41.86	41.86
906863298912	Telephone Services	101-228-850.00	41.86	41.86
906863299112	Telephone Services	101-228-850.00	41.95	41.95
TOTAL VENDOR AT&T - CAROL STREAM, IL				125.67
VENDOR NAME: BAYSHORE VETERINARY CLINIC				
236145	K9 Care (Brix)	101-301-881.01	93.61	93.61
TOTAL VENDOR BAYSHORE VETERINARY CLINIC				93.61
VENDOR NAME: BELSON CO.				
350856	Maintenance Check on Washer & Dryer	101-301-934.02	170.00	170.00
TOTAL VENDOR BELSON CO.				170.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
4404	Vehicle Maintenance - 2002 Jeep Liberty	101-265-981.00	721.95	721.95
4603	Vehicle Maintenance - 2017 Ford Intercept	205-315-934.02	33.15	33.15
4615	Vehicle Maintenance - 2016 Ford Intercept	205-315-934.02	33.15	33.15
4542	Vehicle Maintenance - 2009 Chevy Tahoe	205-315-934.02	72.95	72.95
4505	Vehicle Maintenance - 2018 Ford Intercept	205-315-934.02	158.15	158.15
4486	Vehicle Maintenance - 2017 Ford Explorer	205-315-934.02	182.10	182.10
4508	Vehicle Maintenance - 2017 Ford Interceptor	205-315-934.02	767.73	767.73
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				1,969.18
VENDOR NAME: BLUETARP FINANCIAL, INC.				
F57438	Sheriff Operating Supplies	101-301-755.00	67.50	67.50
TOTAL VENDOR BLUETARP FINANCIAL, INC.				67.50
VENDOR NAME: BODY WORKS PLUS, LLC				
M269165	Deductible (55-016)	205-315-981.00	250.00	250.00
TOTAL VENDOR BODY WORKS PLUS, LLC				250.00
VENDOR NAME: BP				
57384787	Road Patrol	205-315-742.00	577.93	577.93
TOTAL VENDOR BP				577.93
VENDOR NAME: CEDAR RIVER PLAZA				
MECO11/30/19	Road Patrol	205-315-742.00	25.85	25.85
TOTAL VENDOR CEDAR RIVER PLAZA				25.85
VENDOR NAME: CELLCOM				
589215	Cellular Services	292-663-850.00	45.90	137.70
		292-664-850.00	45.90	
		292-665-850.00	45.90	
TOTAL VENDOR CELLCOM				137.70
VENDOR NAME: CENEX FLEETCARD				
186994	Gasoline Sales	292-665-860.00	20.25	52.64
		101-426-860.00	17.46	
		101-426-860.00	14.93	
TOTAL VENDOR CENEX FLEETCARD				52.64
VENDOR NAME: CLOVERLAND PAPER CO				
121131	Janitorial Supplies	101-265-755.01	272.07	272.07
121129	Inmate Supplies	101-301-770.00	122.18	122.18
121084	Inmate Supplies	101-301-770.00	118.88	118.88

**APPROVED**

DEC 20 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CLOVERLAND PAPER CO				
TOTAL VENDOR CLOVERLAND PAPER CO				513.13
VENDOR NAME: COHL STOKER & TOSKEY P C 50881 Legal Services				76.40
TOTAL VENDOR COHL STOKER & TOSKEY P C				76.40
VENDOR NAME: COOPER OFFICE EQUIPMENT 172809 Shipping Charges to Return Copier				345.00
TOTAL VENDOR COOPER OFFICE EQUIPMENT				345.00
VENDOR NAME: CUMMINGS MCCLOREY DAVIS & ACHO 307371 Legal Services				135.00
TOTAL VENDOR CUMMINGS MCCLOREY DAVIS & ACHO				135.00
VENDOR NAME: HASHIMOTO SEWER SERVICE, INC. 15911 Bldg Maintenance - Huber Release Room				185.00
TOTAL VENDOR HASHIMOTO SEWER SERVICE, INC.				185.00
VENDOR NAME: HEARTLAND BUSINESS SYSTEMS, LLC 090236 v1 Annual File Director Support Svcs				1,963.00
TOTAL VENDOR HEARTLAND BUSINESS SYSTEMS, LLC				1,963.00
VENDOR NAME: HENSLEY, RN, JOEL 12/21/19 Inmate Nursing Services				1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL				1,365.00
VENDOR NAME: J S ELECTRONICS, INC. 20675 Vehicle Maintenance 20698 Vehicle Maintenance				108.68 563.89
TOTAL VENDOR J S ELECTRONICS, INC.				672.57
VENDOR NAME: J'S SPORT SUPPLY 098921 Road Patrol - Amunition				250.00
TOTAL VENDOR J'S SPORT SUPPLY				250.00
VENDOR NAME: LINSMEIER IMPLEMENT, INC. 61592 Parks - Tractor Lights				112.83
TOTAL VENDOR LINSMEIER IMPLEMENT, INC.				112.83
VENDOR NAME: MENARDS 90307 Picnic Table Materials				505.85
TOTAL VENDOR MENARDS				505.85
VENDOR NAME: MENARDS - MARINETTE 1103 Operating Supplies 601 Parks & Parks Improvement				4.97 27.96 335.58
TOTAL VENDOR MENARDS - MARINETTE				986.61
VENDOR NAME: MERIT NETWORK, INC. CI-00692 Merit Fiber Internet Svcs				9,094.00
TOTAL VENDOR MERIT NETWORK, INC.				9,094.00
VENDOR NAME: MGT OF AMERICA, INC. 36820 FY 2019 Dashboard				4,000.00
TOTAL VENDOR MGT OF AMERICA, INC.				4,000.00
VENDOR NAME: MICH ASSN OF REGISTER OF DEEDS				

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**APPROVED**

DEC 20 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MICH ASSN OF REGISTER OF DEEDS				
Dues	2020 Membership Dues	101-268-802.00	237.00	237.00
TOTAL VENDOR MICH ASSN OF REGISTER OF DEEDS				237.00
VENDOR NAME: MICHIGAN PROBATE JUDGES ASSOC.				
Dues	2019 - 2020 Dues	101-132-802.00	225.00	425.00
		101-148-802.00	200.00	
TOTAL VENDOR MICHIGAN PROBATE JUDGES ASSOC.				425.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0151384-001	Office Supplies - District Court	101-136-727.00	182.99	182.99
0151414-001	Office Supplies - FOC	101-141-727.00	207.59	207.59
0151380-001	Office Supplies - FOC	101-141-727.00	601.25	601.25
0151563-001	Colored Copy Paper - Clerk's Office	101-215-727.00	7.19	7.19
0151566-001	1099's (Jessy)	101-215-727.00	85.83	85.83
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				1,084.85
VENDOR NAME: MMTA				
2144	MMTA 2020 Basic Institute (B. Parrett)	101-253-860.00	550.00	550.00
TOTAL VENDOR MMTA				550.00
VENDOR NAME: NASTOFF, BERGMAN & MOORE, P.C.				
637	Legal Services	101-211-807.00	146.25	146.25
TOTAL VENDOR NASTOFF, BERGMAN & MOORE, P.C.				146.25
VENDOR NAME: NESTEGG MARINE				
8343	Fall Maintenance	101-331-755.00	114.01	114.01
TOTAL VENDOR NESTEGG MARINE				114.01
VENDOR NAME: OFFICE DEPOT, INC.				
411125516001	Clerk's Office Toner - Jessy White	101-215-727.00	85.65	85.65
413402403001	Clerk's Office - W2's	101-215-727.00	90.27	90.27
413408123001	Clerk's Office - W2 Envelopes	101-215-727.00	89.94	89.94
TOTAL VENDOR OFFICE DEPOT, INC.				265.86
VENDOR NAME: OFFICE ENTERPRISES, INC.				
454284	Postage Machine Cartridge	101-253-729.01	198.15	198.15
TOTAL VENDOR OFFICE ENTERPRISES, INC.				198.15
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068319340003	Inmate Supplies	101-301-770.00	122.77	122.77
40068319347009	Inmate Supplies	101-301-770.00	114.29	114.29
TOTAL VENDOR PAN-O-GOLD BAKING CO.				237.06
VENDOR NAME: PLASTOCON, INC				
100341	Inmate Supplies	101-301-770.00	343.71	343.71
TOTAL VENDOR PLASTOCON, INC				343.71
VENDOR NAME: PRESTIN, DAVID				
Reimbursement	Mileage - November 2019	101-101-860.00	41.76	41.76
TOTAL VENDOR PRESTIN, DAVID				41.76
VENDOR NAME: QUAACK, BRENDA				
12/4/19	Transport & Holdover	101-132-801.01	45.00	399.45
		101-132-801.00	108.00	
		101-132-801.00	227.94	
		101-132-801.00	18.51	
TOTAL VENDOR QUAACK, BRENDA				399.45
VENDOR NAME: REINHART FOODSERVICE				
913144	Inmate Supplies	101-301-770.00	3,021.45	3,021.45
911891	Credit Memo - Inmate Supplies	101-301-770.00	(43.75)	(43.75)
TOTAL VENDOR REINHART FOODSERVICE				2,977.70

**APPROVED**

DEC 20 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: RIVERSIDE AUTO SALES, INC.				
6062179	Vehicle Maintenance - 18 Jeep Cherokee	205-315-981.00	78.34	78.34
TOTAL VENDOR RIVERSIDE AUTO SALES, INC.				78.34
VENDOR NAME: SHERWIN WILLIAMS COMPANY				
4733-4	FOC - Office Remodel	215-141-970.00	39.55	39.55
TOTAL VENDOR SHERWIN WILLIAMS COMPANY				39.55
VENDOR NAME: STATE OF MICHIGAN POB 30266				
551-552894	Lein (10/1 - 12/31/19)	101-301-976.00	1,325.00	1,325.00
TOTAL VENDOR STATE OF MICHIGAN POB 30266				1,325.00
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
15579	Road Patrol	205-315-742.00	1,754.31	1,754.31
8096	Gasoline Sales - Bldg Code	249-371-742.00	124.83	124.83
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				1,879.14
VENDOR NAME: THE EBCO COMPANY, LLC				
019275	Folders (Probate/Family)	101-148-727.00	320.00	320.00
		101-132-727.00	317.00	637.00
TOTAL VENDOR THE EBCO COMPANY, LLC				637.00
VENDOR NAME: THE FLOWER GALLERY				
66887	Floral Arrangement - LaMack Funeral Svc	101-301-745.01	56.00	56.00
TOTAL VENDOR THE FLOWER GALLERY				56.00
VENDOR NAME: TIME WARNER CABLE				
620475202120719	12/6 - 1/5/2020	101-301-770.00	144.44	144.44
TOTAL VENDOR TIME WARNER CABLE				144.44
VENDOR NAME: U.E.S. COMPUTERS, INC.				
81691	Hard Drive Mounting Tray	101-228-970.01	789.00	789.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				789.00
VENDOR NAME: VERIZON WIRELESS				
9843293576	Cellular Services	101-265-850.01	116.21	116.21
		101-301-850.00	339.59	339.59
		101-426-850.00	53.34	53.34
		101-682-850.00	40.40	40.40
		205-315-850.00	238.59	238.59
		266-325-850.00	41.88	41.88
TOTAL VENDOR VERIZON WIRELESS				830.01
VENDOR NAME: VISA				



INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CECH, WILLIAM				
Reimbursement	Mileage - December 2019	101-101-860.00	46.40	46.40
TOTAL VENDOR CECH, WILLIAM				46.40
VENDOR NAME: GROMALA, STEVEN				
Reimbursement	Mileage - December 2019	101-101-860.00	47.72	47.72
TOTAL VENDOR GROMALA, STEVEN				47.72
VENDOR NAME: HAFEMAN, JAN				
Reimbursement	Mileage - December 2019	101-101-860.00	39.44	39.44
TOTAL VENDOR HAFEMAN, JAN				39.44
VENDOR NAME: SCHEI, LARRY				
Reimbursement	Mileage - December 2019	101-101-860.00	88.74	88.74
TOTAL VENDOR SCHEI, LARRY				88.74
GRAND TOTAL:				222.30

**APPROVED**

**JAN 03 2020**

**CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN**