

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com

Sherry DuPont – Interim County Administrator
Doreen Averill – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
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The Menominee County Board of Commissioners
will meet on Tuesday ~ March 13, 2018 @ 6:00 p.m.
Menominee County Courthouse, Courtroom B
839 10th Ave., Menominee, MI 49858

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
 - February 27, 2018 ~ Regular Meeting
 - March 2, 2018 ~ Special Meeting
- F. Public Comment (*Statements not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*):
 - Tim Smith, Smith & Johnson Attorneys ~ Opioid Litigation
 - Julie Moberg, Community Action Agency ~ Millage Renewal
- H. Department Head/Elected Officials Reports (*limited to ten minutes*): None
- I. Action Items
 - 1. Moved by _____ supported by _____ to approve the recommendation from the Parks Committee to purchase a Parks lawnmower in the amount of \$7,399.99 from Jakes Sales.
 - 2. Moved by _____ supported by _____ to approve the MERS Defined Contribution Plan Adoption Agreement amendment. This is to close the HA (Hybrid Administrator) division to all new hires beginning on March 1, 2018. All newly hired Administrators will go into the existing DC division #110258.
 - 3. Moved by _____ supported by _____ to approve the "updated" Letter of Understanding between the Menominee County Board of Commissioners and the Menominee Regional Airport Committee. (Update is Airport name change only)
 - 4. Moved by _____ supported by _____ to approve "updated" Letter giving Sheriff Marks authority to act on behalf of the Menominee County Board of Commissioners and the Airport Committee. (Update is Airport name change only)
 - 5. Moved by _____ supported by _____ to approve Resolution 2018-08 ~ Menominee Regional Airport Use Ordinance and to repeal the Menominee-Marquette Twin County Airport Use Ordinance. (Update of Resolution 2017-08 -- is airport name change only.)

Steven Gromala

Charlie Meintz

William Cech – Vice Chairperson

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche - Chairman

Bernie Lang

Larry Schei

6. Moved by _____ supported by _____ to approve the "updated" Menominee Regional Airport Minimum Standards. (Update is Airport name change only)
7. Moved by _____ supported by _____ to approve Commissioner per Diems and Expenses.
8. Moved by _____ supported by _____ to approve miscellaneous bills as paid on February 21, 2018, in the amount of \$71,079.39.
9. Moved by _____ supported by _____ to approve miscellaneous boards/committees/commission reports to be placed on file in the office of the County Clerk.

J. New Business (discussion only)

1. Personnel Items:
 - a. Administrator Employment Agreement
2. Building and Grounds/Park Items:
 - a. None
3. Miscellaneous Items:
 - a. Community Action Agency Millage Renewal Request
4. Finance Items:
 - a. Damaged sewer pipes ~ Payment \$4,785.34
 - b. Commissioner Per Diems & Expenses
 - c. Miscellaneous bills paid on March 8, 2018 for the amount of \$157,188.99

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Adjourn

February 27, 2018
UNAPPROVED

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

Chairman Piche called the meeting to order at 6:10 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, Bernie Lang, Charlie Meintz (6:16 p.m.), John Nelson, Larry Phelps, Gerald Piche, and Larry Schei.

Absent: None.

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

Moved by Com. Hafeman, seconded by Com. Nelson to approve the minutes from the February 13, 2018 Regular County Board Meeting. Motion was approved 8-0.

Public Comment: None.

Presentations:

- Tim Smith, Smith & Johnson Attorneys was scheduled to do a presentation on the Opioid Litigation. Mr. Smith was feeling under the weather so he asked to move his presentation to another meeting.

Department Head/Elected Officials Reports: None.

Action Items:

Moved by Com. Cech, seconded by Com. Hafeman to approve the closure of MERS Health Care Savings Program (Div. #300366 – County Administrator and Div. #300367 County Investigator) to any/all new hires, rehires or transfers effective March 1, 2018. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Nelson to appoint and approve the contract for Dr. Michael E. Zevitz as Menominee County Medical Examiner to serve a 2nd term of office, commencing April 1, 2018, for a duration of 4 years. Motion was approved 8-0.

- Commissioner Charlie Meintz arrived at the meeting at 6:16 p.m.

Moved by Com. Cech, seconded by Com. Lang to approve 2% salary increase for Elected Officers. Discussion ensued regarding not giving the County Commissioners a raise at this time because by law the board can't. The motion as amended was approved by a roll call vote 5-4, Coms. Hafeman, Meintz, Nelson and Schei voted nay.

Moved by Com. Gromala, seconded by Com. Cech to amend the previous motion to state approving a 2% salary increase for Elected Officers EXCEPT for the nine County Commissioners. Motion was approved by a roll call vote 8-1, Com. Hafeman voted nay.

Moved by Com. Hafeman, seconded by Com. Cech to approve the Commissioner per diems and expenses. Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Meintz to approve miscellaneous bills as paid on January 24&26, 2018 and February 5&9, 2018 in the combined amount of \$137,972.14. Motion was approved 9-0.

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 9-0.

Moved by Com. Hafeman, seconded by Com. Schei to remove Com. Meintz from the Menominee County Airport Committee and replace him with Com. Piche. Motion was approved by roll call vote 5-2. Com. Cech and Lang voted nay.

New Business (discussion only)

Personnel Items:

- a. Equalization Director Job description. – Sherry DuPont discussed that Peggy Schroud is retiring on June 15, 2018. The Personnel Committee met and discussed this. In the board packet is the revised job description. She would like this moved forward for a vote so the County can begin the hiring process.

Moved by Com. Cech, seconded by Com. Meintz to move approval of the Equalization Director Job description forward as an action item at this meeting. Motion was approved by a roll call vote 9-0.

- b. Notice to hire Equalization Director. – Sherry DuPont explained that if the job description is approved she would like to get the notice out for advertisement.

Moved by Com. Meintz, seconded by Com. Cech to move the approval of advertising to hire an Equalization Director an action item at this meeting. Motion was approved by a roll call vote 9-0.

Moved by Com. Meintz, seconded by Com. Hafeman to approve the revised Equalization Director Job description. Motion was approved by a roll call vote 9-0.

Moved by Com. Cech, seconded by Com. Phelps to send out the Notice to hire Equalization Director. Discussion ensued and Com. Hafeman stated that she would like to see the notice only going out to local newspapers and not sending it to MAC, MTA or Green Bay newspapers. Motion was approved by a roll call vote 9-0.

Building and Grounds/Parks Items:

- a. None.

Commissioner Comment:

- Com. Cech – Thanked all the people who came to the presentation and meeting tonight.
- Com. Schei – Read a letter that was sent to the Airport Manager complementing Jeff LaFleur and the county.
- Com. Lang – Commented on the DMG study that was conducted years ago and asked why the Road Patrol was not included in that. He also commented that new officers make about \$15,000 less per year in Menominee County. He would like to see a new DMG study done.
- Com. Phelps – Commented on the presentation and that Jan Allman from Marinette Marine will be coming to a future meeting to make a presentation.
- Com. Piche – Commented on an article in the EagleHerald from today written by Cassandra Sturos. He wanted to give her credit for the good work and the nice article.

Moved by Com. Cech, seconded by Com. Meintz to go into closed session, for strategy and negotiations of the Teamsters “Corrections, and Road Patrol” collective bargaining agreement. (Pursuant to the Open Meetings Act, Act 267 of 1976, 15.268 Section 8(c)). Motion was approved at 7:29 p.m. by a roll call vote 9-0. Present will be all nine commissioners, Sherry DuPont and County Clerk Marc Kleiman.

- Com. Nelson left prior to the start of closed session at 7:33 p.m.
- The board returned to open session at 8:18 p.m.

Moved by Com. Gromala, seconded by Com. Cech to approve Resolution 2018-06 ~ Tentative Agreement between the Menominee County Board of Commissioners and the Menominee County Sheriff Road Patrol Officers AND General Teamsters, International Brotherhood of Teamsters, Local Union No. 406, effective 1.1.2018 through 9.30.2021. Motion was approved by a roll call vote 7-1. Com. Meintz voted nay.

Moved by Com. Cech, seconded by Com. Gromala to approve Resolution 2018-07 ~ Tentative Agreement between the Menominee County Board of Commissioners and the Menominee County Sheriff Corrections Officers AND General Teamsters, International Brotherhood of Teamsters, Local Union No. 406, effective 1.1.2018 through 9.30.2021. Motion was approved by a roll call vote 6-2. Com. Hafeman and Meintz voted nay.

Moved by Com. Meintz, seconded by Com. Cech to adjourn at 8:22 p.m. Motion was approved 8-0.

Gerald Piche, Chairman

Marc Kleiman, County Clerk

March 2, 2018

UNAPPROVED

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

Chairman Piche called the meeting to order at 8:40 A.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, Bernie Lang, Larry Phelps, Gerald Piche and Larry Schei.

Absent: Commissioners: Charlie Meintz (excused) and John Nelson.

Public Comment: None.

Moved by Com. Hafeman, seconded by Com. Gromala to approve the agenda. Motion was approved 7-0.

Discussion Items:

- Sharon Klumpp from Springsted/Waters, briefed the commissioners on the interview process for the County Administrator Applicants.
- First interview, applicant Jason Carviou. 9:07 a.m. – 10:10 a.m.
- Second interview, applicant Joseph Fitzgerald. 10:27 a.m. – 11:38 a.m.

A majority of the board would like to have Sharon Klumpp contact applicant Jason Carviou and let him know the board would like to make him an offer for the position of County Administrator.

The board would also like Sherry DuPont to contact MERS about closing the current County Administrator division. The current division has a hybrid defined contribution/defined benefit plan. The board would like for the new County Administrator to fall under the defined contribution plan that was approved for all other new hires.

Public Comment: None.

Moved by Com. Hafeman, seconded by Com. Cech to adjourn at 12:45 p.m. Motion was approved 7-0.

Gerald Piche, Chairman

Marc Kleiman, County Clerk

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
ADENDA ITEM**

SUBJECT:	Lawn Mower Bids for Parks
DEPARTMENT:	Parks
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Parks Committee met to discuss the bids for a parks lawnmower. Nine (9) bids were received. After viewing and discussing the differences with the bidding agencies, the parks committee recommends the Hustler X-One - Model #936286 (60 inch deck) from Jakes Sales in the amount of \$7,399.99 to the county board for approval.</p>	
RECOMMENDED MOTION:	
<p>To approve the recommended bid (Jakes Sales in the amount of \$7,399.99) from the Parks Committee for a Parks lawnmower.</p>	

Submitted by: Sherry DuPont

03/08/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

**MENOMINEE COUNTY
MENOMINEE, MICHIGAN**

BID RECAPITULATION

ITEM(S): Riding Lawnmower
Bids were due by: Friday, Feb. 2, 2018

<u>Company Name</u>	<u>Bid</u>	<u>After added options</u>
Linsmeier Implement N3522 US HWY 41 Menominee, MI 49858	<u>Grasshopper Mod #227VEFI Mod #329B</u> \$6,938.10 \$8,480.40	<u>Mod #329B w/4X rear discharge deck</u> \$8,739.40
Jakes Sales W8271 Cty. Rd. P Beaver, WI 54114	<u>Hustler X-One Mod #936286</u> \$7,399.99	<u>Hustler FasTrak Mod #938050</u> \$5,599.99
Menominee Industrial Supply 1112 26 th Ave. Menominee, MI 49858	<u>Gravelly ProTurn 260 Mod #992269</u> \$9,243.04	<u>Hustler Z Diesel w/60" Deck</u> \$12,899 (add \$200 more for 72" Deck)
Fred Thoune Mid County Small Engines N7984 US HWY 41 Stephenson, MI 49887	<u>SnapperPro Zero Turn S200XTB Mod #5901280</u> \$7,500.00	
Northgate Equipment 6687 HWY 2&41 M35 Escanaba, MI 49829	<u>John Deere Ztrak Mod #Z950M</u> \$8,300.00	<u>John Deere Ztrak Mod #Z950M w/Mulcher</u> \$8,900.00
Cozy's Polaris W1740 US 41 Marinette, WI 54143	<u>Toro 6000 Series Mod #74960</u> \$9,779.99	
Riesterer & Schnell, Inc. N3979 N. 13 th Rd. Pound, WI 54161	<u>John Deere Ztrak Mod #Z950M Mod #945M</u> \$8,480.00 \$8,741.00	<u>JD Z997R Diesel w/60" Deck - side discharge</u> \$16,382.00 <u>JD Z997R Diesel w/60" Deck - rear discharge</u> \$16,802.00
Ward's Outdoor Equipment P.O. Box 285 Dollar Bay, MI 49922	<u>Woods ZeroTurn Mod #FZ28K</u> \$14,900.00	

Bids opened on: February 5, 2018

In the presence of: Interim Administrator, Sherry DuPont; Menominee County Parks Committee; Commissioners Phelps, & Cech

Recommended Bid Award to: Hustler X-One Model In the Amount of: \$ 7,399.99
Jakes Sales

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
ADENDA ITEM**

SUBJECT:	MERS HA (Hybrid Administrator) Division Closure
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: The county board discussed the retirement plan currently active for the County Administrator (HA Hybrid Administrator). The board thought that was a closed division to new hires ensuring the next Administrator enrolls in the Defined Contribution (DC) plan currently in place, that is not correct. Admin discussions with MERS is that this HA division IS open but can be closed to all new hires if we amend the current DC agreement to allow the County Administrator to be a part of that plan. MERS will need to do an impact study on the HA division prior to closing. A flat rate will be charged for closing this division.	
RECOMMENDED MOTION: To approve the MERS Defined Contribution Plan Adoption Agreement amendment. This is to close the HA (Hybrid Administrator) division to all new hires beginning on March 1, 2018. All newly hired Administrators will go into the existing DC division #110258.	

Submitted by: Sherry DuPont

03/08/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name Menominee County Municipality #: 5502

If new to MERS, provide your municipality's/court's fiscal year: _____ through _____.
(Month) (Month)

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

Vesting credit from date of hire No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division # _____ and/or current Hybrid division # _____

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see Plan Document, Section 64 for more information):

Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete *MERS Defined Contribution Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for participants to make their election is: ___/___/___

Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

** By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B. If this is an **amendment** of an existing Adoption Agreement (existing division number 110258), the effective date shall be the first day of March, 2018.

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

New hires of HA division going into existing DC #110258

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees** from an existing Defined Contribution division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- D. If this is to **merge division(s)** _____ into division(s) _____, the effective date shall be the first of _____, 20____.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

All new hires (including administrator hired after xx/xx/20xx, ^{01 March 2018} ~~part time 911 EEs~~)

(Name of Defined Contribution division – e.g. All Full Time Employees, or General After 7/01/13)

To further define eligibility, (check all that apply):

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be _____ month(s).

MERS Defined Contribution Plan Adoption Agreement

IV. Provisions

1. Vesting (Check one):

- Immediate
- Cliff Vesting (fully vested after below number years of service)
 - 1 year 2 years 3 years 4 years 5 years
- Graded Vesting
 - _____ % after 1 year of service
 - _____ % after 2 years of service
 - _____ % after 3 years of service (min 25%)
 - _____ % after 4 years of service (min 50%)
 - _____ % after 5 years of service (min 75%)
 - _____ % after 6 years of service (min 100%)

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, a participant's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

a. Will be remitted (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (must specify) _____

b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts					
Employee Contribution	0-5%					
Employer Contribution	5-8%					

Direct mandatory employee contributions as pre-tax

c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

MERS Defined Contribution Plan Adoption Agreement

3. Compensation:

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

- Medicare taxable wages reported in Box 5 of Form W-2
- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals
- Compensation, for retirement purposes, is defined as base wages. Any of the following may be included:
 - Longevity pay
 - Overtime pay
 - Shift differentials
 - Pay for periods of absence from work by reason of vacation, holiday, and sickness
 - Workers' compensation weekly benefits (if reported and are higher than regular earnings)
 - A member's pre-tax contributions to a plan established under Section 125 of the IRC
 - Transcript fees paid to a court reporter
 - A taxable car allowance
 - Short term or long term disability payments
 - Payments for achievement of established annual (or similar period) performance goals
 - Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
 - Lump sum payments attributable to the member's personal service rendered during the FAC period
 - Other: _____
 - Other 2: _____

NOTE: In either of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

4. **Loans:** shall be permitted shall not be permitted
If Loans are elected, please complete and attach the *MERS Defined Contribution Loan Addendum*.

5. Rollovers from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

MERS Defined Contribution Plan Adoption Agreement

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by M.C. Board of Commissioners on the 13th day of March, 2018.
(Name of Approving Employer)

Authorized signature: _____
Title: GERALD PICHE, Chairman of the M.C. Board of Commissioners
Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Update of Airport Documents
DEPARTMENT:	Airport
ATTACHMENTS:	Yes
SUMMARY:	
<p>Since the County Airport now has a new name, we need to update their legal documents to reflect the new name. Four documents are included for updates of name changes.</p> <ol style="list-style-type: none"> 1. Letter of Understanding between the Menominee County Board of Commissioners and the Menominee Regional Airport Committee. 2. Letter giving Sheriff Marks authority to act on behalf of the Menominee County Board of Commissioners and the Airport Committee. 3. Resolution 2018-08 -- Menominee Regional Airport Use Ordinance and to repeal the Menominee-Marquette Twin County Airport Use Ordinance. 4. Menominee Regional Airport Minimum Standards. 	
RECOMMENDED MOTION:	
To approve all four documents with updated Airport name changes to the Menominee Regional Airport	

Submitted by: Sherry DuPont

03/08/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com*

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

LETTER OF UNDERSTANDING
BETWEEN THE MENOMINEE COUNTY BOARD OF COMMISSIONERS
AND
THE MENOMINEE REGIONAL AIRPORT COMMITTEE

WHEREAS, Menominee County (hereafter referred to as "County") has established the Menominee Regional Airport Committee (hereafter referred to as "Airport Committee") and appointed members to same, and

WHEREAS, Menominee County and the Airport Committee is desirous of maintaining an excellent working relationship it is agreed as follows:

WHEREAS, the Airport Committee shall:

- Promote and develop the Airport facility to its highest potential.
- Recommend short and long term goals for the Menominee Regional Airport facility, with an annual review to determine if past goals have been achieved.
- Recommend goals for the Airport and be responsible for the preparation of plans to achieve the goals set.
- Review performance evaluations for Airport staff.
- Periodically review and develop a job description recommendation for the Airport Manager position, to be forwarded to the County Board for their review and possible action.
- Assist the County Board in job description development as needed for all Airport staff including but not limited to Airport Lineman, Assistant Airport Manager and Airport Manager.
- Render to the County Board reports covering the activities and financial conditions of the Airport.
- Furnish the County Board with information or reports governing the operations of the Airport.
- Work with the County Administrator to create an annual standard operating budget, which includes capital outlay and improvement projects.

WHEREAS, the Menominee County Administration Office shall:

- Assist the Airport Committee in establishing goals for the Airport Manager and assist in the performance evaluations of the Airport Manager.
- Furnish the Airport Committee with information or reports to assist in the preparations of the annual budget.
- Transmit concerns, issues, etc., to the Menominee County Board of Commissioners.
- Be the official record keeper and act as the FOIA Coordinator for the Airport.

WHEREAS, the Menominee County Board of Commissioners shall:

- Adopt the job description of the Airport Manager with input and participation by the Airport Committee.
- Hire the Airport Manager with input and participation by the Airport Committee, set the salary and fringe benefit package for the Airport Manager.
- Meet jointly with the Airport Committee or its representatives for updates on an as needed basis.
- Enforce all rules and regulations as mandated by Michigan Department of Transportation Aeronautics Division and the Federal Aviation Administration pertaining to the operations of the Airport.

Steven Gromala

Charlie Meintz

William Cech – Vice Chairperson

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche - Chairman

Bernie Lang

Larry Schei

- Provide enforcement of the Airport Minimum Standards, Airport Use Ordinance and all other current and future rules and regulations as pertaining to the operation of the Airport.

THEREFORE, the County Board and the Airport Committee wish to enter into this Letter of Understanding this 13th day of March, 2018.

Menominee County Board of Commissioners

Chairman ~ Gerald Piche

County Clerk -Marc Kleiman

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com*

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

Dear Sheriff Marks,

In an effort to comply with the LETTER OF UNDERSTANDING BETWEEN THE MENOMINEE COUNTY BOARD OF COMMISSIONERS AND THE MENOMINEE REGIONAL AIRPORT COMMITTEE dated the 13th day of March, 2018; specific bullet points reading:

"Enforce all rules and regulations as mandated by Michigan Department of Transportation Aeronautics division and the Federal Aviation Administration pertaining to the operations of the Airport"

"Provide enforcement of the Airport Minimum Standards, Airport Use Ordinance and all other current and future rules and regulations as pertaining to the operation of the Airport."

The Menominee County Board of Commissioners and The Menominee Regional Airport Committee hereby appoint Sheriff Kenny Marks to provide assistance with the following duties which include, but are not limited to:

- Ordinance Compliance
- Emergency Plans
- Safety and Security (HAZMAT)
- Lease Agreement Compliance

Sheriff Marks has the authority to act on behalf of the Menominee County Board of Commissioners and the Airport Committee in all legal matters and court actions in his efforts to assume full compliance at the Menominee Regional Airport.

Dated this 13th day of March, 2018

Chairman of the County Board – Gerald Piche

County Clerk – Marc Kleiman

Steven Gromala

Charlie Meintz

William Cech – Vice Chairperson

Larry Phelps

John Nelson

Jan Hafeman

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MENOMINEE COUNTY BOARD OF COMMISSIONERS

RESOLUTION 2018-08

TO ADOPT THE MENOMINEE REGIONAL AIRPORT USE ORDINANCE AND TO REPEAL THE MENOMINEE-MARINETTE TWIN COUNTY AIRPORT USE ORDINANCE

WHEREAS, the Menominee County Board of Commissioners previously adopted and amended the Menominee-Marquette Twin County Airport Use Ordinance; and

WHEREAS, Marinette County has terminated its involvement in the Airport; and

WHEREAS, it is necessary to repeal the Menominee-Marquette Twin County Airport Use Ordinance, as amended, and replace it with a new Menominee Regional Airport Use Ordinance.

THEREFORE, BE IT RESOLVED, that the Menominee County Board of Commissioners adopts the Menominee Regional Airport Use Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution.

BE IT FURTHER RESOLVED, that the Menominee Regional Airport Use Ordinance shall be published in hard copy and posted on the County's internet website.

BE IT FURTHER RESOLVED, that the Menominee Regional Airport Use Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

BE IT FINALLY RESOLVED, that the Menominee-Marquette Twin County Airport Use Ordinance, as amended, is repealed.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES: _____ **NAYS:** _____

RESOLUTION DECALRED ADOPTED.

Chairman, Menominee County Board of Commissioners

I hereby certify that the foregoing is a true and complete copy of Resolution 2018-08 adopted by the County Board of Commissioners at a regular meeting held on March 13, 2018, and I further certify that the public notice of such meeting was given as provided by law.

Marc Kleiman, Menominee County Clerk

Steven Gromala

Charlie Meintz

William Cech - Vice Chairperson

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche - Chairman

Bernie Lang

Larry Schei

MENOMINEE REGIONAL AIRPORT USE ORDINANCE

An ordinance providing regulations pertaining to the use of the Menominee Regional Airport

Temporary airport closing; Procedures for operating aircraft; Designating airport tie-down areas; regulation of flying clubs; dispensing of aviation fuel; fire regulations, private hangars; rendering of commercial service; repealing prior ordinances, and providing penalties for the violation of ordinance requirements.

WHEREAS, Menominee County, by authority of Act 327 of Public Acts of 1945, as amended, is empowered to enact ordinances for the management, governance and use of the Menominee Regional Airport; and

WHEREAS, the Board of County Commissioners for the County of Menominee has determined that it is necessary that it adopt an ordinance providing legal regulations pertaining to the use of the Menominee Regional Airport so as to provide for the health, welfare and safety of all persons using the Airport and for the protection of the facilities and personal property located thereon;

NOW, THEREFORE, the Board of County Commissioners for the County of Menominee ordains:

DEFINITIONS

Section 1. **AIRCRAFT** - Any contrivance now known, or hereafter invented, used, or designated for navigation of or flight in the air.

Section 2. **AIRPORT** - The Menominee Regional Airport, including all the lands within its boundaries and all the physical facilities located thereon.

Section 3. **AIRPORT COMMITTEE**- The advisory Committee appointed by the Board of County Commissioners for the County of Menominee.

Section 4. **AIRPORT MANAGER** - The Menominee Regional Airport Manager and his or her designated assistant when acting in his or her absence.

Section 5. **CERTIFICATED AIRCRAFT** - Aircraft certified and/or licensed and/or registered by the State of Michigan or the federal government when so required by the laws of either government or the rules and/or regulations of aeronautic agency or agencies of either government.

Section 6. **CERTIFICATED PERSON** - A person certified and/or licensed and/or registered by the State of Michigan or the federal government with respect to services performed when so required by the laws of either government or the rules and/or regulations of the aeronautic agency or agencies of either government.

Section 7. **COMMERCIAL AIR CARRIER** - Any governmentally approved scheduled air carrier engaged in the carrying of passengers and/or freight, the services of which constitute an act of interstate or foreign commerce, or in the part of such commerce which is interstate in character, and the personnel of such aircraft.

Section 8. COUNTY BOARD - The Board of Commissioners for the County of Menominee.

Section 9. FIXED BASED OPERATION -The conduct of any activity involving the services of a Fixed Based Operator.

Section 10. FIXED BASE OPERATOR - Any person who provides one or more of the following services:

- (a) Sale of new and used aircraft.
- (b) Sale and/or installation and/or maintenance of parts, equipment and other accessories for aircraft, including sale, and/or installation, and/or maintenance of aviation associated electronic equipment.
- (c) Maintenance, and/or inspection of aircraft and aircraft engines.
- (d) Air ambulance service, and/or air taxi service, and/or air freight service.
- (e) Air crop spraying or pest control service.
- (f) Aviation instruction service.
- (g) Any other type of aviation and ground services.

Section 11. FLYING CLUB - Any group of persons owning, leasing or operating one or more aircraft, not for profit or reward, and using such aircraft for the purpose of giving flight instruction to its members.

Section 12. FUEL - Any or all gasoline, distillates, benzene, naphtha, benzoyl, and other volatile and flammable liquids produced or which may hereafter be invented, produced, compounded and used for propelling aircraft.

Section 13. PERSON - Any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, assignee, or similar representative thereof.

Section 14. TENANT - The owner or lessee of a hangar or other physical facility located on the Airport.

Section 15. OTHER DEFINITIONS - If any terms used in this ordinance are not defined but are defined by any law of the State of Michigan, such statutory definition shall apply, and if there be none, then their commonly accepted aeronautical definition shall apply.

CLOSING AIRPORT

Section 16. The Airport Manager or his or her representative shall have the authority to close one or more runways to aircraft flights, when, in his or her opinion, the condition of the landing area is such as to make flying operations unsafe. Upon closing any one or more such facility, the Airport Manager, or his or her representative, shall promptly notify the Flight Service Station at Green Bay, Wisconsin.

Section 17. Aircraft engines shall not be started unless a pilot or a competent mechanic remains at the controls.

Section 18. Aircraft engines shall not be started when the air stream may blow loose debris at buildings, parking areas, or spectators.

Section 19. When starting engines, if the aircraft is not equipped with adequate brakes, blocks and ropes or other suitable device shall be placed in the front of the wheels. Such blocks or devices shall be removed from the path of other aircraft after use.

Section 20. Aircraft shall be taxied at a moderate rate of speed and with caution. Extra caution shall be taken while in the vicinity of other aircraft.

Section 21. Parked aircraft shall be appropriately secured by proper tie-down or chocks. The aircraft owner and/or pilot shall be responsible for tying down and chocking his own aircraft.

AIRCRAFT PARKING AND TIE-DOWN AREAS

Section 22. Neither the County of Menominee nor the Airport Committee shall be responsible for any damage or theft to any aircraft parked or tied down at the Airport.

Section 23. Transient aircraft using the terminal parking aprons shall park in areas designated by signs.

Section 24. The terminal gate areas shall only be used for aircraft loading and unloading, not to exceed a period of twenty (20) minutes.

Section 25. All based aircraft shall use the tie-down area on the south end of the Airport unless otherwise authorized by the Airport Manager.

Section 26. Aircraft that is not certified shall not be stored on any tie-down area or parking ramp.

FLYING CLUBS

Section 27. The President of every flying club shall (a) register each flying club with the Airport Manager's office, (b) secure a copy of this Ordinance and (c) familiarize all members with same. All flying clubs must operate according to the Michigan Aeronautics Commission Flying Club Rules and Regulations.

Section 28. Aircraft owned and/or operated by a flying club shall be registered with the Airport Manager's office and must be certified.

Section 29. All instructors, both ground and flight, acting as such, belonging to a flying club shall be properly certificated and shall register with the Airport Manager's office.

AVIATION FUEL REGULATIONS

Section 30. Only fixed base operators whose basic lease provides the right to dispense aviation

fuel to the general public shall be permitted to dispense fuel at the Airport and they shall:

- (a) Secure written approval from the Airport Committee for the installation of storage and fixed dispensing units.
- (b) Submit to the Airport Manager a letter which shall specify hours and types of services, types of fuels offered, lubricants, associated products, fees and charges.
- (c) Establish and file with the Airport Manager a schedule of retail prices of all grades of aviation fuel, which prices shall be comparable to fuel prices charged to other airports in the State of Michigan.
- (d) Utilize only fuel storage and dispensing facilities which meet all safety requirements of appropriate local, State and Federal authorities.
- (e) Furnish evidence of sufficient insurance coverage for public liability, property damage and products liability as determined by the Airport Committee. This insurance shall be carried with an insurance company licensed to do business in the State of Michigan and such company shall furnish the Michigan Department Of Aeronautics with a certificate indicating the coverage and expiration date of any policy.
- (f) Not operate aviation fuel tenders on taxi-ways or runways.
- (g) The Airport Manager, as a condition of approving fuel dispensing services under this section, may require an applicant to provide such service during certain hours, either on an "attendant on duty" or "on call" basis. "On call" service shall be provided within an hour at a rate not to exceed \$10.00 per call unless the Airport Manager approves a different rate. If a fixed base operator does not desire to provide service on a 24 hour basis, and there be more than one such operator, the Airport Manager may pro-rate on a weekly basis the hours of duty service to be provided by each so as to provide total duty service for 24 hours; provided, however, that this section shall not prohibit a fixed base operator authorized hereunder to offer fuel service at any time.
- (h) Fixed base operators shall be required to pay a flowage fee for each gallon of fuel delivered to the premises as may be established by the Airport Committee and shall submit monthly supporting invoices and payment to the Airport Committee.
- (i) Specified fuel service or increase charges or fees without approval of the Airport Manager, who shall have the right to reject any change of hours, or increase of charges or fees if such increase be more than similar comparable charges being made at other airports in the State of Michigan.
- (j) The Airport Manager shall prepare appropriate notices detailing the type and hours of services offered by each operator and designating the 24 hour service responsibilities. Such notices shall be posted by each operator in a conspicuous manner in their place of business and further shall be posted by the Airport Manager in the Manager's office.
- (k) Any violation of these provisions shall constitute grounds for revocation of fuel sales privileges in addition to the penalties hereinafter provided.

FIRE REGULATIONS

Section 31. All persons using the Airport area or facilities of the Airport shall exercise the utmost care to guard against fire or injury to persons or property and shall comply with "No Smoking", "Fire Lane", and other signs.

Section 32. No aircraft shall be fueled or drained while the engine is running or while in a hangar or other enclosed space.

Section 33. The cleaning of engine parts or other parts of the aircraft shall preferably be with non-flammable liquids. If volatile flammable liquids are employed for this purpose, cleaning operations shall be carried on in the open air.

Section 34. Aircraft maintenance in hangars shall be limited to inspection and replacement of parts and repairs incident thereto, and the final assembly of aircraft under construction, provided such repairs do not involve appliances using open flames or highly heated parts other than an electric soldering iron. The use of open flame or highly heated parts shall not be allowed in hangars until all other aircraft and flammable materials have been removed.

Section 35. Hangar tenants shall provide suitable metal receptacles with air-tight covers for the storage of oily waste, rags, and other rubbish. The contents of these receptacles shall be removed at reasonable intervals.

Section 36. Empty oil paint and varnish cans, bottles, or other containers shall be immediately removed from the hangars and shall not be allowed to remain on floors or wall stringers.

Section 37. No rubbish, paper, or debris of any kind shall be permitted to be stored in or about the hangars, or other structures.

Section 38. Gasoline, kerosene, ethyl, ether, or other flammable liquids, including those used in connection with the process of doping shall not be stored in the hangars. Such liquids shall only be stored in structures which comply with the regulations of the National Board of Fire Underwriters. Use of flammable liquids shall also comply with local and State Fire Regulations.

Section 39. Persons maintaining and repairing aircraft outside of hangars shall do so in a manner so as not to endanger structures or other parked aircraft, and shall promptly dispose of and keep the premises free of flammable items as described in Sections 36 through 38 thereof.

PRIVATE HANGARS

Section 40. No private hangars shall be constructed on Airport lands excepting as may be leased by the Airport Committee for such purpose, and the lessee shall comply with all the terms and conditions of the leases.

Section 41. The type and construction of hangars shall be subject to approval of the Airport Committee.

Section 42. All future leases shall require that rentals include rental of hangar space, adequate parking space for the lessee and the employees or guests of lessee, ramp space in front of or adjacent to the hangar of not less than 15,000 square feet, and providing sufficient liability insurance to protect the County, the Airport Committee and other Airport users in the event of property damage or personal injuries.

Section 43. Unless existing leases otherwise provide, upon this ordinance becoming effective rentals will be charged for parking and ramp space as well as building space.

Section 44. It shall be the responsibility of the lessor to provide, at its expense, paved taxi-ways from ramps to runways. Utility hook-ups from the closest source will be the responsibility of the lessee.

Section 45. No private hangars shall be used for commercial activities of any nature.

COMMERCIAL SERVICES

Section 46. No commercial air carrier shall carry on any activities on the Airport excepting those for which it has been certified.

Section 47. No other person shall, without the written consent of the Airport Committee, use the lands or facilities of the Airport for the purpose of fixed base operations.

Section 48. As a condition of approval by the Airport Committee for the providing of any of the services provided by fixed based operators, an applicant shall be required to comply with the following minimum requirements:

(a) Provide a hangar type structure no less than 100 x 100 feet and an adjoining office of at least 40 x 24 feet, to be constructed on Airport land leased from the Airport Committee. However, if only a single phase of fixed based operations is to be provided, such fixed based operator shall provide a hangar of a size no less than 40 x 60 feet with suitable adjoining office space.

(b) Provide proof of sufficient financial and technical ability which in the opinion of the Airport Committee will be adequate to permit acquisition, construction, and operation of the required facility.

(c) Qualified, and where required, certificated personnel for the type of services offered shall be available during regular hours of operation.

PENALTY PROVISIONS

Section 49. Violation of this ordinance shall constitute a misdemeanor punishable by a fine not exceeding Five Hundred Dollars (\$500.00), or imprisonment in the County jail for a period not exceeding ninety (90) days, or both. Each day a violation continues after notice shall constitute a separate offense.

Section 50. A violation of this Ordinance shall also be deemed to be good and sufficient cause for the Airport Manager to deny use of the Airport to the offending person; provided, however, that any person denied use of the Airport hereunder shall be given written notice of the reasons for any such denial, and shall have ten (10) days from date of serving or mailing such notice to appeal to the Airport Committee. The appeal shall be made in writing, and shall be heard by the Committee within ten (10) days after receipt thereof. Upon hearing an appeal, the Committee may affirm, reverse, or modify the decision of the Airport Manager.

SEVERABILITY AND REPEALER

Section 52. If any provision or clause of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 53. The Menominee-Marinette Menominee Regional Airport Use Ordinance, as amended, is hereby repealed. Any other ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

EFFECTIVE DATE

Section 54. This Ordinance shall take effect upon publication of notice of its adoption in a newspaper of general circulation in the County. The County Clerk shall cause a notice of the adoption of this Ordinance to be published at least once in a newspaper of general circulation in the County, and shall furnish the Airport Manager with sufficient copies which shall be available to all persons affected by this Ordinance. One copy shall be posted in a conspicuous place in the Airport Manager's office.

Dated: _____

Chairman, County Board of Commissioners

Attest:

County Clerk

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MENOMINEE REGIONAL AIRPORT

MENOMINEE, MI

2801 22ND STREET MENOMINEE, MI 49858

MINIMUM STANDARDS

**FOR COMMERCIAL OPERATORS PROVIDING AERONAUTICAL SERVICES TO
THE PUBLIC**

ESTABLISHED BY THE MENOMINEE REGIONAL AIRPORT COMMITTEE

APPROVED BY THEM MENOMINEE COUNTY BOARD OF COMMISSIONERS

CHAPTER ONE

GENERAL PROVISIONS

SECTION 1.1 PURPOSES OF THE MINIMUM STANDARDS

Minimum standards as outlined in this document are intended to provide the minimum requirements for those wishing to provide aeronautical services to the public at the Menominee Regional Airport, and to do so in such a manner as to ensure the safety of its users and allow fair competition for those who choose to provide services to the public on the premises. These minimum standards are intended to be reasonable, non-arbitrary and non-discriminatory, and therefore apply equally to everyone making application to the Airport Committee and final approval made by the Menominee County Board of Commissioners to provide aeronautical services on the airport.

SECTION 1.2 DEFINITIONS

AERONAUTICAL ACTIVITY means any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to, or is required, for the safety of such operations. These activities include, but are not limited to air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultra light operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.

AERONAUTICAL SERVICE means any service which involves, makes possible, or is required for the operation of aircraft, or which contributes to, or is required for, the safety of aircraft operations commonly conducted on the Airport by a person who has a lease or permit from the Menominee County Board of Commissioners to provide such service.

AIRCRAFT means a device that is used, or intended to be used, for flight.

AIRPORT means all property including easements and right of ways belonging to the Menominee Regional Airport and also including areas not used for aeronautical purposes.

AIR OPERATIONS AREA (AOA) means that portion of the Airport designated for use by aircraft and includes all runways, taxiways, taxi lanes, ramps and aprons.

AIRPORT COMMITTEE is the advisory committee for the airport which offers recommendations to the Menominee County Board of Commissioners for considerations pertaining to the operation, budget, personnel and all other aspects and issues associated with the Menominee Regional Airport.

MENOMINEE COUNTY BOARD OF COMMISSIONERS is the governing body that is lawfully empowered to exercise legal control and set policy over the Airport.

AIRPORT MANAGER means the manager of the Airport as hired by the County Administrator, or the designated acting Airport manager.

ALP means the Airport Layout Plan for the Menominee Regional Airport that is current and approved by the FAA, but may be revised from time to time. Still requires Airspace review and approval by FAA via MDOT AERO

BUSINESS means a commercial or industrial enterprise that is located physically on the airport property, for the purpose of providing services to the public.

BUSINESS FLIGHT DEPARTMENT means an enterprise on airport property providing in-house aeronautical services and facilities not for public use.

COMMERCIAL OPERATING AGREEMENT means a written agreement with the Menominee County Board of Commissioners to conduct an aeronautical activity or service or a business enterprise, defined herein, on the Airport.

EMERGENCY VEHICLE means a police or fire vehicle, ambulance, or any vehicle conveying an authorized airport official or employee in response to an emergency call.

FIXED BASE OPERATOR (FBO) means any person, authorized by the Menominee County Board of Commissioners to offer aeronautical services to the public at the Airport as a tenant, subtenant or by permit.

FBO LEASE means any lease agreement between the Menominee County Board of Commissioners and a person, leasing property at the Airport, or sub-leasing property via an agreement approved by the Menominee County Board of Commissioners, for the purpose of providing aeronautical services to the public at the Airport.

LEASE TENANT means a person who leases or rents something from someone. A lessee of land is a tenant; a person, or entity, who holds land or a building by rent or lease.

MINIMUM STANDARDS means the standards that are recommended by the Airport Committee and approved by the Menominee County Board of Commissioners as amended from time to time, stating the minimum requirements to be met by a tenant, subtenant or proposed tenant as a condition for the right to provide aeronautical services to the public at the Airport.

NORMAL BUSINESS HOURS means 8 am to 4 pm, Monday through Friday, CST.

PERSON means any individual, firm, partnership, corporation, company, association, or any other legal entity, and includes any director, trustee, receiver, agent or similar representative.

PILOT means any person who is physically responsible for the control of an aircraft and has current license.

SHALL means mandatory and not merely discretionary.

T AXIWAY means a taxiway designated by Airport management connected to a runway and thereby serving all aircraft based on, or using the Airport and essential to the use and operation of the airport.

VEHICLE means any device in which any person or property may be transported on the ground.

SECTION 1.3 LEASING TERMS FOR COUNTY OWNED LAND AT THE MENOMINEE REGIONAL AIRPORT

- A. Lessee's activity must comply with the Minimum Standards and the Rules & Regulations.
- B. Lessee may construct additional buildings, fueling facilities or other facilities on the Airport, but only with the prior written consent of the Menominee County Board of Commissioners and after obtaining proper written approval from the appropriate fire control official and any other township, city, state and/or federal entity that may have additional authority and responsibility above those of the Menominee County Board of Commissioners.
- C. All new leases and existing leases, upon the next renewal thereof, shall include a provision allowing Menominee Regional Airport the first right of refusal to match any offer to purchase any building located on leased property. Menominee County shall have 30 days from the date of receipt, by the Menominee County Administrator, of notification of a bona fide offer to purchase any building and/or structure located on leased airport property, in which to match said offer, including all of its terms. In the event that written notice is not given to the proposed seller by certified mail to Lessee's address of record in said lease, within 30 days of the receipt of notice of the offer by the Menominee County Administrator, Menominee County shall have waived its right to match said offer, and the facility owner is then free to accept said offer. Said offer shall have no modifications and/or qualifications that are not revealed to the Menominee County Board of Commissioners, through a written notice to its secretary.

CHAPTER TWO

AERONAUTICAL ACTIVITIES

SECTION 2.1 POLICY

The Minimum Standards are intended to be the minimum requirements for those wishing to provide aeronautical services to the public and to ensure that those who have undertaken to provide commodities and services, as approved, are not exposed to unfair or irresponsible competition. These standards were developed taking into consideration the aviation role of the airport, facilities that currently exist at the airport, services being offered at the airport, the future development planned for the airport and to promote fair competition at Menominee Regional Airport. The uniform application of these standards, containing the minimum levels of service that must be offered by the prospective service provided, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the airport patrons.

SECTION 2.2 OPERATING AGREEMENT OR LEASE

- A. Any person who intends to conduct a business or service to the public, wherein use of the airport provides a commercial benefit to said person, must negotiate an Operating Agreement and/or Lease with the Menominee County Board of Commissioners relative to qualification, operating areas, and rent and/or fee payments, and such other matters as the Menominee County Board of Commissioners deem fit. The authorization by the Menominee County Board of Commissioners to a person wishing to provide aeronautical service to the public does not imply that said business has exclusive rights to provide those services on the airport. The Menominee Regional Airport, being the recipient of Federal funds via the FAA, is obligated to comply with FAA Grant Assurance on "Exclusive Rights." A copy of said FAA Grant Assurance shall be on file at the Airport Manager's office for review, upon reasonable notice.
- B. The FAA considers that the existence of an exclusive right conduct any aeronautical activity limits the usefulness of an airport and deprives the using public of the benefits of competitive enterprise. Apart from the legal considerations, the FAA considers that it is inappropriate to apply Federal funds to the improvements of any airport where full realization of the benefit would be restricted by the exercise of an exclusive right to engage in aeronautical activity.

SECTION 2.3 QUALIFICATIONS

Demonstration of intent to conduct a business operation at the Menominee Regional Airport shall be by application to the Airport Committee who will review and forward to the Menominee County Board of Commissioners with a recommendation. The Menominee County Board of Commissioners will have the final approval authority. The written application shall contain, at the minimum:

- A. The proposed nature of the business.
- B. The signatures of all parties owning an interest in the business and those whose signatures will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.

C. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the airport as part of the activity for which approval is sought. Applicant must comply with all applicable ordinances and building codes.

D. Proof (provide copy) of liability insurance coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance, as designated by the Menominee County Board of Commissioners.

E. All insurance required by the Airport Commission for any operation, lease, or other activity on the airport property shall include Menominee Regional Airport as an additional insured.

SECTION 2.4 ACTIONS ON APPLICATIONS

All applications will be reviewed and acted upon by the Menominee County Board of Commissioners within sixty (60) days from receipt of the application. Applications may be denied for one or more of the following reasons:

- A. The applicant does not meet qualifications, standards and requirements established by these minimum standards.
- B. The applicant's proposed operations or construction will create a safety hazard on the airport.
- C. Granting the application will require the expenditure of local funds, labor or materials on the facilities described in, or related to, the application, or the operation will result in a financial loss to Menominee Regional Airport.
- D. There is no adequate available space or building on the airport to accommodate the entire activity of the airport.
- E. The proposed operation, airport development or construction does not comply with the approved ALP.
- F. The development or use of the area requested will result in a congestion of aircraft or building, or will result in significant interference with the operations of any present FBO on the airport. Such problems may include, but are not limited to, problems in connection with aircraft traffic or service, preventing free access to and from the existing FBO area, or will result in depriving, without the proper economic study, an existing FBO of the use of significant portions of its leased area in which it is operating.
- G. Any party applying, or having an interest in the business has supplied false information or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
- H. Any party applying, or having an interest in the business, or its management, has a record of violating the Menominee Regional Airport Rules & Regulations or the rules and regulations of any other Airport, FARs (Federal Aviation Regulations) or any other rules and regulations applicable to this or any other Airport.

I. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Menominee County Board of Commissioners or any lease or other agreement at any other airport.

J. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible, in the sole judgment of the Menominee County Board of Commissioners, to provide and maintain the business to which the application relates and to promptly pay amounts due under the terms of any lease.

K. The applicant has committed any crime, or violated any county ordinance, rule or regulation which adversely reflects on the ability to operate the FBO operation or service for which the application is made.

SECTION 2.5 FIXED BASE OPERATORS (FBO)

A. A fixed base operator is a person who has entered into a valid operating agreement, paid all applicable fees, and has entered into a lease agreement with the Menominee County Board of Commissioners establishing airport space lease terms, rental amounts, insurance requirements or other terms and conditions required by the Menominee County Board of Commissioners, and has met the qualifications, standards and requirements contained herein for the aeronautical services to be provided to the public. The FBO may be in business to provide one or more of the following services:

1. Aircraft Sales
2. Charter operations which include, but are not limited to, passenger or air taxi, freight or delivery services.
3. Aircraft rental.
4. Flight instruction and ground schools.
5. Maintenance services, parts and accessories sales which shall include services in one or more of the following:
 - a. Airframe overhaul and repair.
 - b. Engine overhaul and repair.
 - c. Radio and electrical shop.
 - d. Instrument shop.
 - e. Aircraft interior work. f Refinishing and painting.
6. Aircraft fueling including line services
7. The storage of aircraft, inside and/or outside of building structures.

8. Manufacture and/or assembly of parts and accessories directly or indirectly related to aircraft, or conduct Research, Development, Testing and Evaluation (RTD&E) of aircraft and related systems.
9. Sale of pilot supplies, accessories and gifts.

B. The application for a FBO operating agreement shall specify all services from the above list which the applicant desires to offer at the airport. The applicant may also propose services other than on the above list with appropriate justification for consideration by the Menominee County Board of Commissioners. FBO may provide or conduct only those services for which it has executed a lease agreement.

SECTION 2.6 MINIMUM QUALIFICATIONS

A fixed base operator shall, in addition to meeting all other requirements and qualifications of this written agreement, meet the following minimum qualifications for each type of service which they intends to provide:

A. Aircraft Sales

1. The FBO who engages in an aircraft sales business at the airport shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land sufficient in size to provide the office space required and the space needed for storage of aircraft.
2. Have available a minimum of one fully qualified demonstrator pilot with appropriate and current FAA pilot certificate and current Airman Medical Certificate.
3. The FBO shall provide personnel on duty during normal business hours, as designated by the Airport Commission, or at other times, subject to the operator's discretion with the prior written approval of the airport manager.
4. Have satisfactory arrangements at the airport or at another airport for repair and servicing of aircraft.

B. Charter Operations

1. The FBO who engages in a charter operation at the airport shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land sufficient in size to provide the office space required to support their operation. The FBO shall also lease sufficient apron area to stage flights and provide for the storage, parking or tie-down of as many aircraft as such operator reasonably expects to have on hand in FAR 135 business at any one time.

C. Aircraft Rental

1. The FBO who engages in an aircraft rental business at the airport shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the

Menominee County Board of Commissioners, an area of airport land sufficient in size to provide the office space required with provisions for a flight planning area and the space needed for storage, parking or tie-down of a minimum of as many aircraft as the operator reasonably expects to have on hand at any one time.

2. Have adequate facilities or arrangements for storing, parking, servicing and repairing all of its aircraft.

D. Flight Instruction and/or Ground School

1. The FBO who engages in a flight instruction and/or ground school business at the airport shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land, hangar and/or office space sufficient to accommodate the services offered.

2. The FBO who engages in flight instruction and/or ground school business at the airport shall obtain appropriate state licenses.

E. Aircraft Maintenance Services and Sale of Parts and Accessories

1. The FBO who engages in a maintenance service business and sells parts and accessories at the airport shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of land, office and hangar space sufficient in size to provide the services offered.

2. The hangar required shall be equipped by the FBO (lessee) with such tools, machinery, equipment, parts and supplies as are normally necessary to conduct a full-time business operation in the maintenance service area being offered and shall be staffed by mechanic(s) and other full-time personnel who are qualified and who hold all necessary certificates required by the FAA.

3. If the business includes aircraft refinishing and painting it shall:

a. Comply with and abide by all applicable Federal, State and Local laws.

b. Comply with the current standards of the National Fire Protection Association on Paint Spraying and Spray Booths with regard to the arrangement, construction, and protection of spray booths and the storing and handling of materials used in connection with aircraft painting, varnishing and spray-painting operations.

c. Prohibit any stripping, painting, varnishing, doping, materials or agents, or other contaminants from flowing into rivers, lakes, streams, etc., or being placed in any sewer system, unless pretreated and the pre-treating process has been approved in advance and in writing by the Airport Manager.

d. Properly treat and dispose of all hazardous material in compliance with the governing agencies.

F. Aircraft Fueling and Line Services

1. In order for any person to engage in the business of providing aircraft fuel sales and line services at the airport, the person shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land sufficient in size to provide sufficient space for the office and inside floor space for the pilot lounge and flight planning area. The operator shall also lease the space needed to accommodate the aircraft fueling and line servicing equipment and supply adequate ramp space for the aircraft being serviced and the flow of traffic in and out of the aircraft fueling areas.
1. In addition, an operator under this provision, shall provide and maintain a fuel storage facility and all necessary pumps, tanks, and mobile gas trucks, fueling areas, ramps and other fueling facilities that may be necessary, provided that the operator shall not place or maintain any fueling facilities on the airport, mobile or fixed, which have not previously been approved by the Airport Manager and the appropriate fire authorities as designated by the Airport Manager. The operator shall not deliver fuel into any aircraft unless the fuel has first been placed in a suitable and approved filtration tank. There shall be no direct fueling from a common carrier transport truck into a mobile re-fueler without filtration. In all fueling operations the FBO will comply with State and Local Fire Codes and the current edition of NFPA 407 including all NFP A Standards referenced in NF PA 407. The Airport Manager may have available a copy of NFP A 407 or be able to direct any inquiries to an appropriate source for that information.
2. An operator under this provision shall keep a current, complete and accurate record of all fuel, oil and other products sold and shall, at the request of the Airport Manager, make available all records of such sales for at least two years after the sale of such products. Failure of an operator to keep an accurate record of all sales shall be reason to revoke the operator's lease/operating agreement and authority to do business of the airport.
3. Each operator offering aircraft fuel sales and line services shall maintain sufficient fulltime attendants on duty to service aircraft without unreasonable delay during the hours of operation. The hours of operation for fuel sales and line services shall be those agreed to with the Menominee County Board of Commissioners. Any deviation from this schedule must be approved in advance and in writing by the Airport Manager.
4. The operator with fueling facilities shall at all times maintain an adequate supply of the fuels, oils and fluids normally called for at the airport.
5. Services provided in addition to fuel will include emergency starting, non-chemical deicing, parking, washing, tire inflation, adding oil and any service not requiring a certified mechanics license.

G. Aircraft Storage, Inside and or Outside

1. Inside Storage: The FBO who engages in the business of storing airplanes shall lease

from the Menominee County Board of Commissioners, an area of airport land sufficient in size for the construction of a storage building with proper access ramps and other accessories and shall construct the building, ramps and accessories in locations stipulated in the approved ALP at the operator's cost and expense, according to plans and specifications previously submitted and approved, and according to all applicable laws and regulations, If no office is maintained on the airport, the operator shall post, in conspicuous places on the building, the name, address and telephone number of the person who is in charge of the facility,

2, Outside storage: All outside aircraft tie-downs will be coordinated by Airport Management

H, Specialized Commercial Aeronautical Services

1, A specialized commercial aeronautical service is a person engaged in air transportation for hire for the purpose of providing the use of aircraft for the aeronautical activities listed below:

a, Non-stop sightseeing flights, b, Aerial photography or survey, c, Fire watch and fire fighting, d, Power line, underground cable or pipe line patrol, e, Aerial application of agricultural chemicals, f, Other operations specifically excluded from Part 135 of the FARs,

2, Other specialized commercial aeronautical services which have varied requirements are: a, Avionics sales and/or services b, Aircraft manufacturing c, Engine or sub-assembly/overhaul station, d, Upholstery shop, e, Sale of pilot supplies, accessories and gifts,

3, Requirements for these activities in item 2 are so varied that the minimum standards and insurance coverage requirement will be determined by the Menominee County Board of Commissioners based upon a recommendation from the Airport Committee and Airport Manger,

SECTION 2.7 SPECIFIC REQUIREMENTS

A, Commencement of Activities: Each FBO shall, upon authorization, and as the construction of any required physical facilities permits, immediately commence and conduct on a full-time basis all business activities and services which are authorized,

B, Office Space

1, Each FBO shall provide and maintain an office adequate for the services provided and open to the public during the normal business hours or as otherwise required, The

office shall be at the operator's place of business on the airport.

2. These facilities shall be kept in a neat, clean and orderly condition and be properly maintained. This requirement includes the maintenance of the area outside of the facility. This includes lawn mowing and landscaping.

C. Auto Parking: The FBO shall provide auto parking for his employees and customers in his leased area or make adequate arrangements for such parking, acceptable to the Airport Manager.

D. FAAIMAC Requirements: The FBO and all personnel and employees shall be competent and shall hold all current and valid certificates, permits, licenses or other authorizations required by the FAA and MAC including any FAA air taxi permits. If, as a result of any action, order or ruling of the FAA, any of the FBO's aircraft are grounded or commercial pilot certificates or instructor's certificates are suspended or revoked, and this reduces the FBO operation to less than the minimum standard for the activity being provided for a period of ninety (90) days or more, the FBO's license and authority to operate at the airport may be revoked by the Menominee County Board of Commissioners.

E. Indemnity and Insurance

1 The FBO shall agree, and by operation at the airport, does agree, to indemnify, defend, and save Menominee County, the Menominee County Board of Commissioners and the Menominee Regional Airport Commission, its authorized agents, officers, representatives and employees, and hold harmless from and against any and all actions, penalties, liabilities, claims, demands, damages, or losses, resulting from claims or court action, whether civil, criminal or in equity, and arising directly, or indirectly out of acts or omissions of the FBO, his agents, employees, guests, business visitors, invitees or customers.

2 In addition to the foregoing indemnity agreement provisions, the FBO agrees to secure, maintain and keep in force during the term of the agreement the insurance policies, forms and conditions required by the Menominee County Board of Commissioners and the Rules and Regulations.

3 Nondiscriminatory Service: The FBO shall furnish to all users all authorized or licensed services on a fair, equal, and not unjustly discriminatory basis and shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or service, provided that the FBO may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers, if permitted by law and the Rules & Regulations.

F. Approval of Construction

1. No buildings, structures, tie-downs, ramps, paving, taxi areas, or a BY other improvements or additions shall be placed or constructed on the airport or altered or removed without prior approval of the Menominee County Board of Commissioners. In the event of any construction, alteration or removal, an appropriate bond to guarantee the completion of the work may be required in accordance with submitted plans and specifications and all applicable state and local standards.

1. Unless otherwise agreed to within its designated area, any aeronautical service provider shall, at its own expense, provide, construct, install, equip and maintain all utilities, buildings, structures, ramps, tie-down areas, taxiway, fences and all other facilities and improvements which have been approved by the Menominee County Board of Commissioners as being necessary for the operation.
2. Final plans and specifications for all construction shall be submitted with ninety (90) days after approval of the application, and construction shall commence and be completed pursuant to a progress schedule coordinated and approved by the Menominee County Board of Commissioners and the Airport Manager. All construction shall comply with applicable building codes and state and local ordinances.
3. Construction areas will be in accordance with Rules and Regulations, approved plans and the current approved ALP.

SECTION 2.8 WAIVERS OF MINIMUM STANDARDS

Upon the written recommendation of the Airport Manager the Menominee County Board of Commissioners may, at its discretion, waive all or any portion of the Minimum Standards set forth herein for the benefit of any government or governmental agency performing nonprofit public services to the aircraft industry or performing fire prevention or firefighting or rescue service operations. The Menominee County Board of Commissioners may further temporarily waive any of the Minimum Standards for non-governmental applicants when it deems such waiver to be in the best interest of the airport and/or its operations.

CHAPTER THREE LEASE PROVISIONS

SECTION 3.1 TERMINATIONS

The Menominee County Board of Commissioners shall have the right, at its discretion, to terminate any lease, operating agreement, or other agreement with any permit holder, or FBO, which authorizes any services on the airport and to revoke any FBO license, authority, or permit to do business on the airport for any reason provided in the Rules & Regulations, Operating Agreement, or by law, and, in addition, upon the happening of anyone or more of the following:

A. For Cause (Termination)

1. Filing of petition, voluntarily or involuntarily, for an adjudication of bankruptcy.
2. The permit holder or FBO making any general assignment for the benefit of creditors without the written approval of the Menominee County Board of Commissioners.
3. The abandonment or discontinuance of any licensed operation at the airport by said permit holder or FBO or the failure to conduct such operation on a full-time basis without prior approval of the Menominee County Board of Commissioners or the Airport Manager.
4. The failure of the permit holder or FBO to pay, when due, to the airport, all rents, fees and other charges.
5. The failure of the permit holder or FBO to remedy any default, breach or violation by the operator or his employees, in keeping, observing, performing and complying with the Rules & Regulations and the terms and conditions in any lease or agreement entered into, pursuant hereto, on the part of the permit holder or FBO to be performed, kept or preserved (not involving the payment of rents, fees and other charges to be paid to the Menominee Regional Airport, within thirty (30) days from the date written notice from the Airport Manager has been mailed or delivered to the place of business of the permit holder or FBO at the airport.)
6. The permit holder or FBO, or any partner, officer, director, employee or agent thereof, commits any of the following:
 - a. Violates any of the Rules & Regulations
 - b. Engages in unsafe, or reckless practices in the operation of any aircraft or motor vehicle on, or in the vicinity or, the airport which creates a hazard to the safety of other airport users, other aircraft, or the general public; endangers property which could result in causing personal injuries or death to a person, or damage to property;or
 - c. Causes serious personal injury or the death of a person, or property damage involving damage in excess of \$1 0,000 for repairs of loss arising from the permit

holder's or the FBO's negligent or wrongful conduct of business at the airport.

- d. Operates the permitted activity or the FBO in such fashion as to create a safety hazard on the airport for other airport users, aircraft or property on the airport, the general public, or any other pilots, students or passengers.
- e. Is convicted of a felony that occurred on airport property.
- f. Engages in any conduct on airport property that disrupts the safe operation of the airport.
- g. Has been convicted of any serious crime that directly relates to moral character and/or trustworthiness and the ability of that person to conduct business at the airport.

B. Without Cause (Termination)

I. In the event the Menominee County Board of Commissioners determines to close the airport in its entirety or close the airport to all traffic it is not legally bound to honor existing leases or operating agreements.

C. Vacation and Possession of Premises After Termination

I. In the event of termination, the permit holder or FBO shall forthwith peaceably vacate the airport and surrender possession of the premises and cease all operations on the premises and any other operations on the airport. Should the operator or permit holder fail to make such surrender, the Menominee County Board of Commissioners shall have the immediate right, and without further notice to the permit holder or FBO, to enter, by force, or otherwise and take full possession of the space occupied by the permit holder or FBO on the airport and, with legal process, expel any and all parties and any and all goods not belonging to the Menominee County Board of Commissioners that may be found within or upon the space at the expense of the operator or permit holder and without being liable to prosecution or to any claim for damages. Upon such termination, all rights, powers and privileges of the permit holder or FBO shall cease and the permit holder or FBO shall immediately vacate any space it occupies under this agreement, or any permit or lease, and shall make no claim of any kind whatsoever against the Menominee County Board of Commissioners, its agents or representatives by reason of such termination or any act incident thereto. In the event of termination cause, all structures and other improvements made to the airport by the permit holder or FBO shall become the property of Menominee County and shall remain on the airport after the permit holder or FBO ceases operations and vacates the premises. In the event of termination without cause, the operator or permit holder shall be given a reasonable period of time, not to exceed ninety (90) days from the actual stated date of termination, within which to negotiate with the Menominee County Board of Commissioners the sale to the Airport Commission, at fair market value all structures and improvements erected by it on the airport property. Any structures or improvements on the airport after such reasonable period has elapsed shall be and remain the property of Menominee County.

2. In addition to all other rights and remedies provided in these Minimum Standards, the Menominee County Board of Commissioners shall have any and all other rights and remedies at law or in equity.

Appeals shall be submitted to the Menominee County Administrator within 60 days of termination for consideration and should be acted upon within 60 days of receipt.

SECTION 3.2 INSPECTIONS AND MAINTENANCE

A. To the extent necessary to protect its right and interests or to investigate compliance with the terms of the lease and the Airport Rules and Regulations, the Menominee County Board of Commissioners, its Airport Manager, its Engineer, its Attorney and appropriate Police Officers shall have the right to inspect, at all reasonable times, all airport premises together with all structures, or improvements, and as provided by law and/or Federal Regulations and/or Rules of Michigan Aeronautics Code, all aircraft, equipment, all licenses and registrations and determine the identity of all employees.

B. Each FBO shall be responsible for the removal of snow and ice from its leased area or areas in which it is authorized to operate and shall keep such leased area and areas in which it is authorized to operate free and clear of all weeds, rocks, debris and other material which is unsightly or could cause damage to aircraft, buildings, persons or automobiles.

C. No person shall throw, dump or deposit any waste, refuse or garbage on the Airport property. All waste, refuse or garbage shall be placed and kept in closed garbage cans or containers and all operating areas shall be kept in a safe, neat, clean and orderly manner at all times and in such a manner as to minimize any hazards.

SECTION 3.3 SUBLEASING/SALE OF LEASE

No right, privilege, permit or license to do business on the airport, or any lease of any area of the airport, or personal property located thereon, shall be assigned, sublet, sold, or otherwise transferred or conveyed in whole or in part without prior written consent of the Menominee County Board of Commissioners based upon recommendation of the Airport Manager and Airport Committee. Any unauthorized attempt to do so shall result in the immediate cancellation and/or revocation of said right, privilege, lease, permit or license.

SECTION 3.4 ASSIGNED AREAS

No person or persons authorized to operate as an FBO on, or conduct business activities as a permit holder at the airport shall conduct any of his business activities or park any aircraft on any areas except those specified in the lease or written agreement. An aeronautical service provider shall not use any common areas except as authorized the Rules & Regulations or as approved in writing in advance by the Airport Manager.

SECTION 3.5 SIGN REQUIREMENTS No signs shall be placed on Airport property, or buildings without prior written permission from the Airport Manager.

SECTION 3.6 FAA REQUIRED LEASE PROVISIONS

A. Lease Subordinate to Agreement between Lessor and the United States: This lease shall be subordinate to the provisions of any existing agreement between the Lessor and the United States, relative to the operation or maintenance of the airport, the execution of which has been required as a condition precedent to the expenditure of Federal funds for the development of the airport.

B. Emergency Lease to United States

I. During time of war or national emergency, the lessor shall have the right to lease the landing area or any part thereof to the United States Government for military or naval use, and if any such lease is executed, the provisions of this instrument insofar as they inconsistent with the provision of the lease to the Government shall be suspended.

2. All facilities of the airport developed with Federal financial assistance and all facilities usable for landing and takeoff or aircraft will be available to the United States for use by Government aircraft, in common with other aircraft, at all times, without charge, except, if the use by Government aircraft is substantial, a charge may be made for a reasonable share, proportional to such use, of the cost for operating and maintaining the facilities used.

C. Public Responsibility

1. All permit holders and FBO's shall furnish to all users all authorized or licensed services on a fair, equal, and not unjustly discriminatory basis and shall charge fair, reasonable and not unjustly discriminatory prices for each unit or service, provided that the permit holder or FBO may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers as described in the Minimum Standards and as governed by the Rules & Regulations.

2. The aeronautical operator for itself, its personal representative, Successors in interest and assignees shall agree that:

a. No person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits, of, or be otherwise subjected to discrimination in the use of said facilities,

b. In the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits, of, or otherwise be subjected to discrimination,

c. That the lessee shall use the premises in compliance with all other

requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of Secretary, Part 21, Non-discrimination in Federally assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

d. That in the event of breach of any of the above non-discrimination covenants, and Menominee County Board of Commissioners shall have the right to terminate the lease and re-enter and repossess said land and the facilities thereon and hold the same as if said lease had never been issued.

Revised March 13, 2018 – Name Change Only

Menominee County Chairman – Jerry Piche

Date

Menominee County Clerk - Marc Kleiman

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Commissioner Per Diems & Expenses
DEPARTMENT:	Administration
ATTACHMENTS:	
SUMMARY:	A motion for the County Board to approve Commissioners per diems and expenses as recently submitted.
RECOMMENDED MOTION	Approve Commissioners per diems and expenses as recently submitted

Submitted by: Sherry DuPont

03/07/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED
FEB 21 2018
BY: *da*

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

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

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

Name: Larry Phelps ~ District 3

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
1/15/18	Menom. Co. Courthouse	5	.545	2.72	101-101-860.03
1/23/18	Menom. Co. Courthouse	5	.545	2.72	101-101-860.03
1/24/18	Menom. Co. Courthouse	5	.545	2.72	101-101-860.03
1/29/18	Menom. Co. Courthouse	5	.545	2.72	101-101-860.03
2/1/18	Menom. Co. Courthouse	5	.545	2.72	101-101-860.03
2/15/18	Stephenson Annex	36	.545	19.62	101-101-860.03
2/16/18	Menominee Courthouse	5	.545	2.72	101-101-860.03
2/11/18	Stephenson Annex	36	.545	19.62	101-101-860.03
					101-101-860.03
			Total Mileage		
				Total Mileage Fee	55.56

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th 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.

Lawrence B. Phelps

Signed

2/21/18

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

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

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

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

Name: Jan Hafeman ~ District 8

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
1/9/18	Co. Bd. Menominee	76		41.42	101-101-860.10
1/15/18	Co Bd. Spec.- Menominee	76		41.42	101-101-860.10
1/23/18	Co. Bd. Menominee	76		41.42	101-101-860.10
1/25/18	Pinecrest-Pinecrest	14		7.63	101-101-860.10
1/29/18	Co Bd. Spec- Menominee	76		41.42	101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
		318	Total Mileage		
				Total Mileage Fee	\$173.31 ✓

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

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

Jan Hafeman
Signed

1/31/18

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
County Board to review and approve recently submitted Miscellaneous Bills as paid on February 21, 2018, in the amount of \$71,079.39.	
RECOMMENDED MOTION	
To approve Miscellaneous Bills as paid on February 21, 2018, in the amount of \$71,079.39.	

Submitted by: Sherry DuPont

03/07/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

Miscellaneous Bills Account Number List

General Fund Expenditures

101-101 Board of Commissioners
101-103 Other Legislative
101-131 Circuit/Family Court
101-132 Family Court
101-136 District Court
101-141 Friend of Court
101-148 Probate Court
101-150 Jury Commission
101-172 County Administrator
101-192 Board of Canvassers
101-211 Legal
101-215 County Clerk
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 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 Airport
218 IT - Computer Serv.
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
286 Medical Marijuana Grant
289 SOM Salvage Vehicle Title Inspections
292 Child Care
294 Veterans' Trust
292 Special Child Care Funds
401 3-Way Road
516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

APPROVED

FEB 21 2018

AB

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: ADE INCORPORATED					
41677	SALCE Assessment (x25)	101-136-755.00	150.00		150.00
TOTAL VENDOR ADE INCORPORATED					150.00
VENDOR NAME: ALL CARE AUTOMOTIVE					
47042	Vehicle Maintenance - 2008 Chevrolet Impala	101-265-981.00	228.19		228.19
TOTAL VENDOR ALL CARE AUTOMOTIVE					228.19
VENDOR NAME: ANDERSON, TACKMAN & CO, PLC					
66033	Audit - year ending 9/30/17	101-103-801.01	15,000.00		15,000.00
TOTAL VENDOR ANDERSON, TACKMAN & CO, PLC					15,000.00
VENDOR NAME: ARAMARK UNIFORM SERVICES INC					
1677738996	WB Foam (Airport)	216-585-755.01	113.55		113.55
1677761453	Airport Supplies	216-585-755.01	55.91		113.79
		216-585-745.00	57.88		
1677756943	Airport Supplies	216-585-755.01	55.91		113.79
		216-585-745.00	57.88		
1677801862	Airport Supplies	216-585-755.01	53.11		114.51
		216-585-745.00	61.40		
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC					455.64
VENDOR NAME: ARDAUGH, JOHN R.					
Reimbursement	Mileage & Hotel	101-172-704.00	408.73		408.73
TOTAL VENDOR ARDAUGH, JOHN R.					408.73
VENDOR NAME: AT&T - CAROL STREAM, IL					
906753458202	Jan 2 - Feb 1, 2018 (Shakey Lakes)	101-103-850.00	44.78		44.78
906753220902	Jan 2 - Feb 1, 2018 (Annex)	101-103-850.00	221.88		221.88
TOTAL VENDOR AT&T - CAROL STREAM, IL					266.66
VENDOR NAME: AT&T MOBILITY					
287252150867X0208201	906-792-0211 & 906-792-5968	101-132-850.00	69.02		69.02
TOTAL VENDOR AT&T MOBILITY					69.02
VENDOR NAME: AUTOMOTIVE SUPPLY CO.					
080422178	Tire Pressure Gage for Equipment	216-585-729.01	40.08		40.08
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.					40.08
VENDOR NAME: BERGMAN, JOHN M.A.					
2013-068-MI	Court Appointed Legal (M.M. Anderta)	101-148-807.00	126.30		126.30
TOTAL VENDOR BERGMAN, JOHN M.A.					126.30
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.					
239.7	Vehicle Maintenance - 2008 Chevy Impala	101-265-981.00	62.18		62.18
23971	Vehicle Maintenance - 2017 Ford Explorer	205-315-934.02	34.90		34.90
23987	Vehicle Maintenance - 2016 Ford Explorer	205-315-934.02	43.49		43.49
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.					140.57
VENDOR NAME: BLUETARP FINANCIAL, INC.					
1618638752	B&G Operational Supplies	101-265-755.00	34.64		34.64
TOTAL VENDOR BLUETARP FINANCIAL, INC.					34.64
VENDOR NAME: BP					
52529331	Road Patrol Gasoline Charges	205-315-742.00	391.30		391.30
TOTAL VENDOR BP					391.30
VENDOR NAME: BRUNELLE, JENNIFER					
Reimbursement	Northern MI Juvenile Officers Assoc.	292-663-860.00	40.00		40.00
TOTAL VENDOR BRUNELLE, JENNIFER					40.00
VENDOR NAME: CARQUEST AUTO PARTS					
					40.00

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: CARQUEST AUTO PARTS					
2825-ID-373919	Building Maintenance	101-265-930.01	63.94		63.94
TOTAL VENDOR CARQUEST AUTO PARTS					63.94
VENDOR NAME: CEDAR RIVER PLAZA					
MEC01/31/18	Road Patrol - Gasoline Charges	205-315-742.00	24.07		24.07
TOTAL VENDOR CEDAR RIVER PLAZA					24.07
VENDOR NAME: CELLCOM					
676937	Medical Examiner Cellular Services	101-648-850.00	57.97		57.97
681350	Cellular Services	292-663-850.00	40.20		120.60
		292-664-850.00	40.20		
		292-664-850.00	40.20		
676612	Airport - Cellular Services	216-585-850.00	54.87		54.87
TOTAL VENDOR CELLCOM					233.44
VENDOR NAME: CENEX FLEETCARD					
152054	Building Code - Gasoline Sales	249-371-742.00	181.35		181.35
TOTAL VENDOR CENEX FLEETCARD					181.35
VENDOR NAME: CLOVERLAND PAPER CO					
116354	Inmate Supplies	101-301-770.00	364.91		364.91
116416	Janitorial Supplies (Library)	101-265-755.01	95.24		95.24
116413	Janitorial Supplies (Courthouse)	101-265-755.01	104.54		104.54
TOTAL VENDOR CLOVERLAND PAPER CO					564.69
VENDOR NAME: COLEMAN ENGINEERING COMPANY					
30303	Additional Mapping - Menominee Township	517-252-970.00	7,500.00		7,500.00
TOTAL VENDOR COLEMAN ENGINEERING COMPANY					7,500.00
VENDOR NAME: COOPER OFFICE EQUIPMENT					
152933	Contract # 1408-01	101-172-931.01	380.48		380.48
TOTAL VENDOR COOPER OFFICE EQUIPMENT					380.48
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I					
30707	Shredding Documents (2/8/18)	101-265-801.00	307.51		307.51
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCTION I					307.51
VENDOR NAME: DELLISSE, MIKE					
Reimbursement	Mileage	101-682-860.00	127.42		127.42
TOTAL VENDOR DELLISSE, MIKE					127.42
VENDOR NAME: DOUGOVITO, GREG					
2/16/18	Transportation	101-132-801.01	20.00		20.00
		101-132-801.00	48.00		76.56
		101-132-801.00	8.56		
TOTAL VENDOR DOUGOVITO, GREG					76.56
VENDOR NAME: DTE ENERGY					
910020910998	Annex	101-261-920.04	227.68		227.68
TOTAL VENDOR DTE ENERGY					227.68
VENDOR NAME: DUROCHER, TONY					
2/16/18	Transportation	101-132-801.01	17.50		17.50
		101-132-801.00	42.00		124.90
		101-132-801.00	65.40		
TOTAL VENDOR DUROCHER, TONY					124.90
VENDOR NAME: EICKMEYER HEATING & SHEET ME					
11607	Service call - Gas Leak in Terminal Bldg	216-585-981.00	121.68		121.68
TOTAL VENDOR EICKMEYER HEATING & SHEET ME					121.68

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 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNT	AMOUNT
VENDOR NAME: GARCIA LINDA				
2/9/18	Transportation	101-132-801.01	15.00	51.00
		101-132-801.00	36.00	
TOTAL VENDOR GARCIA LINDA				51.00
VENDOR NAME: GBS INC.				
18-31262	Marriage (#9) & Death Binder(#31)	101-215-727.00	294.47	294.47
TOTAL VENDOR GBS INC.				294.47
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE				
82102555	Annex - Garbage Removal	101-261-930.04	61.88	61.88
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				61.88
VENDOR NAME: GRIME FIGHTERS				
4346	Steam Cleaning Service for Jail	101-265-930.01	290.00	290.00
TOTAL VENDOR GRIME FIGHTERS				290.00
VENDOR NAME: HENSLEY, RN, JOEL				
February 2018	Nursing Services	101-301-770.01	1,365.00	3,170.00
February 2018	Medical Examiner	101-648-709.00	1,080.00	
		101-648-835.00	2,090.00	
Reimbursement	Phone Equipment (Medical Examiner)	101-648-850.00	17.94	17.94
TOTAL VENDOR HENSLEY, RN, JOEL				4,552.94
VENDOR NAME: HI TEC BUILDING SERVICES, INC.				
016490	Remaining Balance due for January 2018	101-265-801.00	169.20	169.20
TOTAL VENDOR HI TEC BUILDING SERVICES, INC.				169.20
VENDOR NAME: INTERNATIONAL CODE COUNCIL				
3183477	ICC Membership (Bidg Code)	249-371-802.00	135.00	135.00
TOTAL VENDOR INTERNATIONAL CODE COUNCIL				135.00
VENDOR NAME: J.F. AHERN COMPANY				
240835	Fire Equipment Inspection (Annual)	101-265-801.00	153.00	153.00
TOTAL VENDOR J.F. AHERN COMPANY				153.00
VENDOR NAME: KLEIMAN, MARC				
Reimbursement	Mileage	101-215-860.00	22.89	22.89
TOTAL VENDOR KLEIMAN, MARC				22.89
VENDOR NAME: LARSON, MICHELLE				
Reimbursement	Supplies	292-668-801.00	97.53	113.98
January 2018	Can Zone	292-668-801.00	90.00	
		292-668-801.00	23.98	
TOTAL VENDOR LARSON, MICHELLE				211.51
VENDOR NAME: M.A.C.V.C.				
Dues	2018 Spring Conference (M. Dellisse)	101-682-860.00	65.00	65.00
TOTAL VENDOR M.A.C.V.C.				65.00
VENDOR NAME: MANPOWER, INC.				
32428170	Week Ending 2/11/18 (D. Averill)	101-172-704.00	680.00	680.00
32404028	Week Ending 2/4/18 (D. Averill)	101-172-704.00	680.00	
TOTAL VENDOR MANPOWER, INC.				1,360.00
VENDOR NAME: MARINETTE COUNTY SHERIFF DEPT.				
1715973DP	Service & Mileage (R.J. Karlin)	101-267-804.00	142.00	142.00
TOTAL VENDOR MARINETTE COUNTY SHERIFF DEPT.				142.00
VENDOR NAME: MENARDS - MARINETTE				
53113	Inmate Supplies	101-301-770.00	7.26	11.19
52923	Annex Mail Box	101-265-755.00	11.19	

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: MENARDS - MARINETTE 52859	Park Equipment	208-751-984.00	39.99		39.99
TOTAL VENDOR MENARDS - MARINETTE					58.44
VENDOR NAME: MENOMINEE COUNTY 4-H FOUNDATIO 803	Wall Map (Sheriff Dept)	101-301-727.00	50.00		50.00
TOTAL VENDOR MENOMINEE COUNTY 4-H FOUNDATIO					50.00
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI 11113	Power To Radio Tower (Jan 2018)	101-301-934.01	52.98		52.98
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI					52.98
VENDOR NAME: MI ASSO. OF COUNTY CLERKS Dues	2018 Membership Dues	101-215-802.00	250.00		250.00
TOTAL VENDOR MI ASSO. OF COUNTY CLERKS					250.00
VENDOR NAME: MICHIGAN SHERIFFS' ASSOCIATION 20180131	Registration - Summer Conference (M. Holmes)	101-301-881.00	275.00		275.00
TOTAL VENDOR MICHIGAN SHERIFFS' ASSOCIATION					275.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I 0134478-001	Office Supplies - Sheriff Dept	101-301-727.00	58.98		58.98
0134351-001	Office Supplies (Probate/Family)	101-132-727.00	30.19		60.38
		101-148-727.00	30.19		
0134432-001	Office Supplies (Probate/Family)	101-132-727.00	15.99		31.99
		101-148-727.00	16.00		
0134490-001	Binder & Mailers	516-253-727.00	207.41		207.41
0134558-001	Ink Cartridge (Family/Probate)	101-148-727.00	57.49		114.99
		101-132-727.00	57.50		
0134418-001	Office Supplies (PA)	101-267-727.00	37.95		37.95
0132534-001	Office Supplies (Family/Probate)	101-132-727.00	17.74		35.49
		101-148-727.00	17.75		
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I					547.19
VENDOR NAME: MORNING DOVE PRODUCTIONS 270	Advertising for Parks	208-751-901.00	2,600.00		2,600.00
TOTAL VENDOR MORNING DOVE PRODUCTIONS					2,600.00
VENDOR NAME: MURPHY, KEITH 2/15/18	Transportation	101-132-801.01	20.00		130.13
		101-132-801.00	48.00		
		101-132-801.00	62.13		
TOTAL VENDOR MURPHY, KEITH					130.13
VENDOR NAME: NMCOA TREASURER Daniel J. Menacher	Dues & Subscription Rate	249-371-802.00	400.00		400.00
TOTAL VENDOR NMCOA TREASURER					400.00
VENDOR NAME: NORTHERN STAR PATHOLOGY, PC 2/10/18	Autopsy (J. Falk)	101-648-836.00	1,450.00		1,450.00
TOTAL VENDOR NORTHERN STAR PATHOLOGY, PC					1,450.00
VENDOR NAME: NUTT, MICHAEL Reimbursement	Mileage	292-664-860.00	107.64		107.64
TOTAL VENDOR NUTT, MICHAEL					107.64
VENDOR NAME: OFFICE DEPOT, INC. 104229023001	Office Equipment (Parks)	208-751-728.00	32.96		32.96

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: OFFICE DEPOT, INC.				
104227478001	Office Supplies - Parks & Admin	208-751-727.00	18.12	23.71
		101-172-727.00	5.59	
TOTAL VENDOR OFFICE DEPOT, INC.				23.71
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068318033001	Inmate Supplies	101-301-770.00	167.08	167.08
40068318026001	Inmate Supplies	101-301-770.00	76.88	
TOTAL VENDOR PAN-O-GOLD BAKING CO.				243.96
VENDOR NAME: PHILIPPS, RANDALL				
February 2018	Court Appointed Show Cause	101-132-807.00	500.00	1,500.00
		101-131-807.00	1,000.00	
TOTAL VENDOR PHILIPPS, RANDALL				1,500.00
VENDOR NAME: PROGRESSIVE BUSINESS COMPLIANCE				
510497	MI Complete Compliance Posters	101-301-755.00	44.95	44.95
TOTAL VENDOR PROGRESSIVE BUSINESS COMPLIANCE				44.95
VENDOR NAME: QUAACK, BRENDA				
2/9/18	Holdover	101-132-801.01	55.00	187.00
		101-132-801.00	132.00	
TOTAL VENDOR QUAACK, BRENDA				187.00
VENDOR NAME: QUILL CORPORATION				
4619324	Office Supplies (PA)	101-267-727.00	173.14	173.14
4641496	Office Supplies (PA)	101-267-727.00	18.58	
TOTAL VENDOR QUILL CORPORATION				191.72
VENDOR NAME: REDWOOD BIOTECH, INC.				
634658	Drug Testing Supplies	101-136-727.00	621.58	621.58
TOTAL VENDOR REDWOOD BIOTECH, INC.				621.58
VENDOR NAME: REINHART FOODSERVICE				
381173	Inmate Supplies	101-301-770.00	1,375.37	1,647.95
386448	Inmate Supplies	101-301-770.00	1,647.95	
TOTAL VENDOR REINHART FOODSERVICE				3,023.32
VENDOR NAME: SAM'S CLUB MC/SYNCB				
Credit Card	Inmate Supplies	101-301-770.00	1,310.38	1,310.38
TOTAL VENDOR SAM'S CLUB MC/SYNCB				1,310.38
VENDOR NAME: SHERWIN WILLIAMS COMPANY				
8231-5	Paint (Security Door/Window)	101-265-970.07	74.98	74.98
TOTAL VENDOR SHERWIN WILLIAMS COMPANY				74.98
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA				
Reimbursement	Mileage - January 2018	292-665-860.00	235.99	235.99
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				235.99
VENDOR NAME: ST. OF MI-MANAG/BUDGET/PO30681				
18-000617	Activation 1/25 - 1/31/18	205-315-934.01	250.00	250.00
TOTAL VENDOR ST. OF MI-MANAG/BUDGET/PO30681				250.00
VENDOR NAME: STANDARD INSURANCE COMPANY				250.00

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
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VENDOR NAME: STANDARD INSURANCE COMPANY
 March 2018 Life Insurance Premium

101-101-713.00	21.24
101-132-713.00	6.49
101-136-713.00	11.80
101-141-713.00	9.44
101-148-713.00	0.59
101-215-713.00	11.80
101-172-713.00	4.72
101-267-713.00	11.80
101-268-713.00	4.72
101-253-713.00	7.08
101-257-713.00	4.72
101-265-713.00	4.72
101-301-713.00	49.56
101-882-713.00	2.36
101-426-713.00	2.36
216-585-713.00	2.36
271-790-713.00	7.08
292-663-713.00	2.36
292-664-713.00	2.36
292-665-713.00	2.36
208-751-713.00	2.36
205-316-713.00	2.36
205-315-713.00	30.68
266-325-713.00	21.24

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CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

226.56

TOTAL VENDOR STANDARD INSURANCE COMPANY

VENDOR NAME: STATE OF MICHIGAN

D95A	Jan, Feb, March 2018 (District)	101-136-931.01	3,727.35	
P55	Jan, Feb, March 2018 (Probate)	101-132-858.03	2,816.63	
C41	Jan, Feb, March (Circuit)	101-131-858.03	1,939.24	

226.56

3,727.35
 2,816.63
 1,939.24

TOTAL VENDOR STATE OF MICHIGAN

VENDOR NAME: STEPHENSON MARKETING COOPERATI

015579	Road Patrol Gasoline Charges	205-315-742.00	2,711.93	
462643	Parks - January 2018	208-751-755.02	10.00	
		208-751-742.00	71.15	

8,483.22

2,711.93
 81.15

023851 Parks - January 2018

208-751-742.00 72.81

72.81

TOTAL VENDOR STEPHENSON MARKETING COOPERATI

2,865.89

VENDOR NAME: TARGET INFORMATION MANAGEMENT

285083	Forms (District Court)	101-136-727.00	102.44	
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102.44

TOTAL VENDOR TARGET INFORMATION MANAGEMENT

102.44

VENDOR NAME: THE JANITOR'S CLOSET

43387	Janitorial Supplies	101-265-755.01	68.05	
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68.05

TOTAL VENDOR THE JANITOR'S CLOSET

68.05

VENDOR NAME: THORNTON, JEFF

Reimbursement	Travel Expenses	101-172-704.00	503.09	
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503.09

TOTAL VENDOR THORNTON, JEFF

503.09

VENDOR NAME: TWIN CITY ELECTRIC, INC.

81145	Install Network Camera & Microphone	101-265-970.07	1,525.00	
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1,525.00

TOTAL VENDOR TWIN CITY ELECTRIC, INC.

1,525.00

VENDOR NAME: U.E.S. COMPUTERS, INC.

78484	Website Domain Registration/Renewal	101-103-851.00	20.00	
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20.00

TOTAL VENDOR U.E.S. COMPUTERS, INC.

20.00

VENDOR NAME: U.P. RESOURCE CONSERVATION &

Dues	2018 Council Dues (B. Lang)	101-103-802.00	350.00	
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350.00

TOTAL VENDOR U.P. RESOURCE CONSERVATION &

350.00

VENDOR NAME: U.S. BANK EQUIPMENT FINANCE

350.00

02/21/2018 09:49 AM
 User: jessicaw
 DB: Menominee County

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 02/21/2018 - 02/21/2018
 UNJOURNALIZED
 OPEN

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE					
350787511	Bixhub 423 Copier	101-172-942.00	133.00		133.00
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE					133.00
VENDOR NAME: VERIZON WIRELESS					
9800854413	Cellular Services	101-265-850.01	191.76		997.75
		101-301-850.00	452.00		
		101-426-850.00	2.53		
		101-682-850.00	32.45		
		205-315-850.00	318.57		
		266-325-850.00	0.44		
TOTAL VENDOR VERIZON WIRELESS					997.75
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					
0402047856-00011	1004 9th Street	101-265-920.03	57.36		204.21
0402047856-00010	1000 9th Street	101-265-920.03	204.21		
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP					261.57
VENDOR NAME: ZERATSKY EXTREME HEATING & 12027					
	Library - Heat Maintenance	101-265-934.00	275.00		275.00
TOTAL VENDOR ZERATSKY EXTREME HEATING &					275.00
VENDOR NAME: ZEVITZ, DR. MICHAEL E.					
February 2018	Medical Examiner	101-648-709.00	2,030.00		2,030.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.					2,030.00
GRAND TOTAL:					66,538.70

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 02/20/2018 - 02/20/2018
 UNJOURNALIZED OPEN
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 57603*	Mastercard 1/12 - 2/09/18 (Courthouse)	02/09/2018 jessicaw	02/20/2018	1,196.29	1,196.29	Open
	101-101-710.00 Little Caesars			16.94		
	101-265-930.01 Amazon			152.09		
	263-215-860.00 Holiday			31.73		
	101-268-729.00 USPS			6.65		
	101-268-729.00 USPS			6.65		
	263-215-860.00 Comfort Inns			76.50		
	263-215-860.00 Marathon Petro			39.50		
	263-215-860.00 Holiday			25.06		
	296-667-801.01 K Mart			47.69		
	101-268-729.00 USPS			6.70		
	101-268-729.00 USPS			6.70		
	101-268-729.00 USPS			6.70		
	101-172-704.00 Subway			99.63		
	101-172-704.00 Walmart Supercenter			53.33		
	101-172-704.00 Jack's			18.00		
	101-268-729.00 USPS			6.70		
	101-268-729.00 USPS			6.70		
	208-751-981.00 Amazon			195.65		
	292-668-801.00 K Mart			6.32		
	296-667-801.01 Jack's			21.16		
	101-268-729.00 USPS			6.70		
	101-268-729.00 USPS			6.70		
	215-141-934.00 Amazon			455.00		
	208-751-981.00 Ball Auto Parts			16.49		
	517-252-860.00 Credit Memo - Shanty Creek Resorts			(119.00)		

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 CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 57604	Mastercard 1/12 - 2/08/18 (Sheriff/Road)	02/09/2018 jessicaw	02/20/2018	3,344.40	3,344.40	Open
	101-301-742.00 Cenex			10.00		
	101-301-742.00 Kwik Trip			31.50		
	101-301-770.00 A & W			110.00		
	101-301-770.00 Bob Barker			279.03		
	101-301-860.01 Wendy's			7.76		
	101-301-860.01 Wendy's			9.23		
	101-301-881.00 Police One			435.00		
	101-301-881.00 PayPal			275.00		
	205-315-742.00 Holiday			25.42		
	205-315-742.00 Magic Wand			11.00		
	205-315-742.00 Speedway			28.98		
	205-315-742.00 Superior Touchless			11.00		
	205-315-742.00 Superior Touchless			11.00		
	205-315-755.00 Sirchie Fingerprint			332.27		
	205-315-755.02 UPS - PO# 03849			750.00		
	205-315-860.00 Biggby Coffee			7.29		
	205-315-860.00 Biggby Coffee			7.29		
	205-315-860.00 Buffalo Wild Wings			19.53		
	205-315-860.00 Finley's			19.32		
	205-315-860.00 Finley's			19.06		
	205-315-860.00 Lansing Fairfield Suites			168.00		
	205-315-860.00 Mackinaw Bridge			4.00		
	205-315-860.00 McDonalds			8.26		
	205-315-860.00 Outback			28.28		
	205-315-860.00 Subway			11.12		
	205-315-860.00 Tim Horton			5.06		
	205-315-881.03 PoliceOne			225.00		
	205-315-881.03 Wayne State University			495.00		

# of Invoices:	2	# Due:	2	Totals:	4,540.69	4,540.69
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					4,540.69	4,540.69

* 1 Net Invoices have Credits Totalling: (119.00)

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Boards/Committees/Commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous Boards/Committees/Commission Reports	
RECOMMENDED MOTION	
Approve Miscellaneous Boards/Committees/Commission Reports to be placed on file in the office of the County Clerk	

Submitted by: Sherry DuPont

03/07/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

Menominee Regional Airport Committee
Minutes of Meeting
September 19, 2017

Approved
12/19/2017

*****APPROVED*****

The Menominee Regional Airport Committee met on September 19, 2017 at 4:00 PM at the Menominee Regional Airport, Conference Room.

Call Meeting to order: Chairperson Schei called the meeting to order at 4:00 PM

Pledge of Allegiance: Recited by all

Roll Call: Coms. Schei, Meintz and Gromala - all present

Also, present at the meeting were Jeff LaFleur, Com. William Cech, Jay Wessely, Nancy Douglas and Penny Mullins.

Approval of Agenda: Motion to approve by Com. Gromala, Seconded by Com. Schei – 3/0

Approval of Previous Minutes – June 20, 2017: Motion to approve by Com. Gromala, Seconded by Com. Schei – 3/0

Public Comment: None

Presentation:

Com. Schei: I want to introduce Jay Wessely to give us a follow-up on the Airport Event, on September 9th, 2017. **Jay:** I want to thank the County Board for believing in us – The Train Club, my son and myself. There were helicopter rides, bouncers - out in front, tractors (light on the agenda), 70 vehicles, army vehicles, food booths, trains on display in the big hangers, train vendors, crafters, 4 fire trucks, the rescue squad, face painting, balloon art and the Valley Med. Flight, out of Escanaba, couldn't make it because they were booked up the emergency flights. We really appreciated everyone's help, especially Jeff LaFleur. We would very much like to book the facility for next year – September 8th, 2018. We have new things planned for next year – the owners of Orange County Chopper, to bring in custom bikes and choppers, we're look to get Specialty Snap-on and Miller Welding in with their bikes next year, too. **Com. Schei:** Well, we'd have to get the board approval for your event next year. I'll have to say that the event was well received, better than I thought it would be. It was a great turn-out, with no negative comments. **Com. Gromala:** My grandchildren just loved it immensely. **Com. Schei:** You may need to have a tent next year, because we can't guarantee that hanger will be available for use next year. We're actively trying to get a business in there, and if so, we can put you in a smaller hanger and you would need a tent – in case of inclement weather. That would be the only caveat to the whole thing. We are thinking of incorporating an airshow along with it – aren't we Jeff? **Jeff:** Yes. **Com. Schei:** That would be another possibility to expand it and

make it bigger. At this point, you have our blessing, but we still have to run it by the County Board so we can get the date reserved for you. **Jay:** I would also like to thank CC Sales for all they did – they made the “goodie bags” look good, so thank you, again!

Business:

1. Financial

Month-End Budget Status: Com. Schei: We’re not over budget on anything and all the percentages look good. The current budget ends September 30th with the new budget year beginning October 1st. **Jeff:** Everything looks good. We lived within our means that’s the best thing. **Com. Gromala:** We do have funds to work on our courtesy van? **Com. Schei:** Yes, Jeff will report on that as part of the Manager’s report.

2. Manager Report

Fuel Sales: Jeff: Fuel sales were fairly good. Helicopter fuel sales were up which helped tremendously. It will get us by for another month. It’s all dependent on the comings and goings of everyone and the weather – that plays a major role, too.

Activity: Jeff: Again, this also depends on the weather. **Com. Schei:** Do you foresee sales going down the next few months? **Jeff:** Well, yes. Fall we should be ok, but, it’s all dependent on the weather and everyone’s comings and goings. As you know, planes are not well equipped for the cold. So hope for good weather and people moving.

Fence Damage: Com. Schei: Can you explain what happened with that fence? **Jeff:** Yes, the fence has been an ongoing thing. It was hit twice – 2 different times by 2 different drivers (drunk driving) who were not insured. So now, it falls on us to repair it. Steve Goddard, Gary and I will pull the old stakes, cut fencing and weave in a new sections. The material is all from when Enstrom expanded their building, so we saved money there. There will be a small bill for his assistance, but he has all the tools and the know-how for the job to get it done. **Com. Meintz:** What dollar value in damages are we look at – is it worth doing a small claims action? **Com. Schei:** Did they get citations – do they know who they are? **Jeff:** Oh yes, they know who they are and they were issued citations. But, doing a small claims suit – if we are awarded judgement, and they aren’t working, what good does the judgement do? I think, in this case, just fix the fence and move forward.

Courtesy Van: Com. Schei: We put money in the new budget for a used van, but in the meantime, the old van is too far gone to put the money in it that it needs. So at the Finance Committee, we discussed using funds available in this year’s budget to purchase a used van without going into next year’s budget. The committee recommended that this be moved forward to the County Board for approval. What’s the status on this, Jeff? **Jeff:** I called for quotes from Dodge, Ford, Chevy and Linder-Sorenson. I got a couple of bites, but I don’t want to jump on the first thing available. I’m still working on it – I want to get the best bang for our buck. **Com. Schei:** So, it’s an ongoing process? **Jeff:** Yes. **Com. Gromala:** It will be nice to have it back again so we don’t lose business to “Yupper Uber”. Our tourists will be able to enjoy our city and see more things.

3. MAAE Conference – Escanaba

Com. Schei: MAAE is Michigan Administration of Airport Executives. Most Airport

Managers in the state are involved in organization. The show was sponsored by Delta County and Iron Mountain. During the amount of time I was at the conference, they had an MDOT-Aero update, FAA Update and a Round Table Discussion. I learned a lot. Bigger airports (like in Detroit) are run by an Authority, some are run by a Commission (like our old Twin County Airport Commission). The difference – Authorities have the ability to levy taxes and collect money, whereas Commissions operate on budgets by the owner. There are 100+ airports in Michigan that are publicly owned and fall under FAA and MDOT-Aero guidelines and funding. There are 90+ airports that are privately owned and fall under FAA guidelines but are not funded by FAA and MDOT-Aero – not able to get grant funding. Then there were exhibitors and other things, but I needed to leave for a Library meeting and then the CB meeting. Are there any questions or comments, ok then let's move on.

4. Status of Sponsorship with MDOT-Aero/FAA

Airport Land Transfer Status: Com. Schei: There are two things involved with sponsorship-MDOT-Aero mainly and the FAA handles the land transfer. The Great Lakes Regional FAA has finally submitted the land transfer/Quick Claim Deed to the Federal FAA office for approval. Once approved, the land transfer will be complete, to Menominee County. We can then proceed with the name change.

Airport Name Change: Com. Schei: As far as the name change, the only thing that is required is a letter to MDOT-Aero/FAA stating the name change along with a copy of a signed resolution by the County Board showing the approved name change. The name we came up with is Menominee Area Regional Airport. Any questions? **John Hart – Menominee Township:** What's wrong with Menominee County Airport like it used to be? **Com. Schei:** That wasn't the name the committee came up with way back when Brian Bousley was here. This is the name the committee came up with back then and this is what will be submitted to the CB.

5. MAP Meeting w/MDOT-AERO-Aero

Com. Schei: This was a meeting introducing a new software program in preparing both State and Federal grant applications for the Airport. The software contains 2 parts - Project-Wise and E-Invoice. Jeff went to train on this in July. Jeff tell us a little bit about this. **Jeff:** Basically, it streamlines projects so that State and Federal agencies know what's going on instead of waiting on all the paperwork.

MDOT-Aero Budget Status: Com. Schei: The State and Governor have reduced their budget and they are going to be downsized (retiring pilots will not be replaced). Asked what our intentions were and I told them that the CB was thinking about sending them a letter stating that the county was no longer in the position to fund the airport. There is an option to get the state to participate in funding the airport, but they're not in a position to help. This is just to help us operate the airport – we don't intend on closing the airport or anything like that, it's just to get help to operate the airport. Their lack of funds/reduced budget has nothing to do with grant projects or federal funding or anything like that. We don't intend on closing this airport. We're just looking for additional funding to help operate it.

Existing Projects (None): Com. Schei: There are currently no open projects with the State, MDOT-Aero or the FAA. The ILS system is something the FAA funded, installed, and

maintain. It's not from a grant or anything else. They bought, installed and maintain it.

Consultant Procurement Status for New Projects (2013): Com. Schei: Every 5 years, we have to approve, by letter, a new consultant with MDOT-Aero. We will have to issue a new letter of approval to Mead & Hunt (our current consultant). Once the FAA approves the land transfer and airport name, this is one of the first things that needs to get done in order for any work or projects can be done by Mead & Hunt – regarding the Airport.

Airport Layout Plan (ALP) and Exhibit "A" Map: Com. Schei: The ALP (now on line) has to be updated every 10 years – last time it was done was 2012. It has mapping of the airport, buildings, layout, measurements, etc. – but a smaller version.

Exhibit "A" is an addendum to the AIP (Airport Improvement Plan) that includes maps (URS shows most current) of the airport layout, measurements, property layout, and runways, buildings, fencing – the whole ball of wax. The back shows airport owned interests and easements.

All of this needs to be updated (currently a 2012 version) and needs to be current in Exhibit "A" (through aerial surveys, topical mapping etc.), as required by the FAA, to be done by Mead & Hunt, once the land transfer is approved.

Now, none of this has anything to do with applying for grants. The first thing they said to us, at the meeting, was that our ALP does not meet specs. It is out of date with URS, and it has to be on record at our current consultant of record (Mead & Hunt). All of this needs to be updated (currently 2012).

The plan for the airport must be on file with the FAA in order to qualify as a General Aviation Airport and have a license. This all needs to get done – both the ALP and Exhibit "A" map – and it's an expense item that needs to get done – it's required.

Review of Airport Inspection Report (8/31/16) and Airport License (General Utility): Com. Schei: The last time the inspection was done was August 2016. At that time, we were considered a General Utility Airport and is on file with the FAA/MDOT-Aero as such. The ALP is required to be up to date at all times for grant assurances and everything else. Our Exhibit "A" map is dated 2014, but is on record with URS not Mead & Hunt. It must be redone by Mead & Hunt to bring it up to spec.

Inspections are usually done yearly. The last one was August 31, 2016. It was done by Brian Roucheon. The comment he had was "please maintain your approach markers.

Status of Federal Funds (expires 9/30/18): Com. Schei: The State has money set in an escrow account for different airports that are on a priority list. We are still on that list yet. There's \$150,000 in there as a part of the 90% share for the runway resurfacing project. It's still available and funded by FAA/MDOT-Aero, the State and locally. 90% is Federal, 5% is State and 5% is local. It expires September 30, 2018.

If we don't apply for that money – apply for that grant and continue to be a part of FAA/MDOT-Aero as far as sponsorship (That's where sponsorship comes in. You have to qualify for sponsorship by having ALP, Exhibit "A" map, land ownership all up to date to

qualify for sponsorship with the FAA/MDOT-Aero), we need to get that grant done and submitted – hopefully by April 2018 - before it expires September 30, 2018. The application is on line and easy enough to complete, but we need to get all these other things up to date first – which includes environmental issues that are now federal law, current economic development condition of the area, remove any and all critical obstructions/safety issues and an aerial survey done through LYDAR – all of which the consultant will complete through CVA software (will need approval by CB, resolution for updating the ALP/Exhibit “A”, etc.). The long and short of it is - we just need to get things up to spec., which I am told should take 2 – 3 months.

Pavement Condition Index Survey (2015) Com. Schei: This is done separately from the ALP. The survey was done in 2015 and published in 2016. It shows the conditions of all runway surfaces of Michigan airports. We're listed at 48-50% surface condition on our runways. This survey is done by MDOT-Aero/FAA.

We were told it is our responsibility to keep our records up to date – all monthly drive-by inspections, pavement maintenance/conditions – to be done on line. It's also a requirement by the FAA (for economic reasons) to have current records of the number of Based Aircraft on site. We were at 34 aircraft, now we are at 41 which puts us at a higher level. This is updated on “Based Net Aircraft. Com”.

Sponsor's (owner) Airport Capital Improvement Plan (ACIP) and New Grant Application Timeframe: Com. Schei: This a 10 year plan. This and grant applications are published on-line. The first one is a 3 year project – Resurfacing/Rehab of runways 1 4 3 2. We have until September 30, 2018 to apply for this \$150,000 in grant money or we lose it.

There are 3 major questions that need to be answered: 1) Do we want the grant? 2) Is the ALP up-to-date? 3) Has an advisory committee (made up of 10-12pp) been established consisting of businessmen, educators and citizens) to provide input to help update the ALP?

The information on-line is still listing URS (as our consultant) not Mead & Hunt. So this all needs to be updated and entered on-line. So the earliest we can apply for the grant is April 2018 for the funds available before the September 30, 2018 deadline. The FAA has stated that the runways need to be resurfaced, so, if we don't get everything corrected and up-to-date before the September 30th deadline, the resurfacing will be at the cost of the county. You realize that, don't you Charlie? **Com. Meintz:** Yes. **Com. Gromala:** We have the funds is the 2017/18 budget, under Capital Outlay, to satisfy our obligation of these monies. **Com. Schei:** Yes, we budgeted \$53,000 to \$55,000 for the next 10 years to satisfy our obligation. We cover 5% of the cost, the state covers 5% of the cost and the federal government covers 90% of the cost.

We budgeted, in a separate Capital Outlay account, \$100,000 to expand the fire crash building. This is to put all the equipment in a building, under a roof and out of the weather elements. This will free up the large hanger to have an FBO to lease to a business for monthly income. We are also looking at getting an A&P Mechanic and, possibly (or in addition to), a certified flight instructor. This is something that has been missing on our site. That's our goal!

6. Airport 3 year Inspection Report (9/14/17)

Inspector Randy Coller – MDOT-Aero/FAA: We had a surprise inspection done to

check safety areas on each side of the runways along with any obstructions on either side of the runways. In the beginning of the summer, Brian Roucheon (inspector from Marquette) came in and raised our PATHY markers from 3 degrees to 4 degrees to help clear the trees at the end of the runway. But after all his measurements and calculations, Randy Collier showed us where there were critical obstructions and handed us a provisional license stating we had 60 days to correct the critical obstruction or lose our General Utility license (where we would lose our funding – meaning any monies are gone). The critical obstructions are the trees and shrubs in the trapezoidal areas of 3 2 4 runways. The FAA requires 20 degrees to 1 for non-precision runways. We are at 12 degrees to 1 which is way below the requirement and a violation. Jeff, can you explain this better? **Jeff:** What this means is that for every 20 ft. of runway, you need to go up a foot to create an open corridor. Basically saying the angles are not correct in the approach of the airport.

We were told to correct our critical obstruction within 60 days first, then we can work on getting our ALP updated. So, I would like to make a motion take the option of hiring Penske Trim a Tree at a fee of \$3500.00 and move it to the CB for approval. **Com. Gromala:** I'll make a motion to move it forward. **Com. Meintz:** I'll support. Passed 3/0.

Airport License Status: Com. Schei: Until our critical obstructions are corrected (within the 60 days), we are have a provisional license – we are *temporarily* no longer a General Utility licensed airport.

Public Comment – None

Commissioner Comment – Com. Cech: Asked what was remaining on the Fuel Farm plan bill. **Com. Schei:** There is 6 payments left (approx. \$6,000 plus interest). **Com. Meintz:** I would like to state the reason for submitting the letter to the state regarding not funding the airport. My intention was to have the state step in, and if the runways needed to be resurfaced, it would then fall on the state. **Com. Schei:** At the beginning of the meeting, I stated that the state did not want any part of it and would not accept any letter stating we were not going to fund the airport. **Com. Gromala:** I just want to state that we did set aside funds in the 2017/18 – as if we will get the sponsorship and be able to apply for the grant in a timely manner. **Com. Meintz:** I would just like to say, Larry, that you did a very nice job representing and going over all the issues concerning the airport. **Com. Schei:** Steve, Jeff and I went over and submitted the operational budget the best we could. We need to get the ALP and everything that needs updating completed so we can apply for the grants/funding needed for our improvements.

Next meeting date 10/17/17

Adjourn: A motion was made to adjourn by Com. Charlie Meintz and seconded by Com. Gromala. The motion was approved 3/0. Meeting adjourned at 5:35 p.m.

LEPC Agenda(minutes)

October 12, 2017 at 1:30 PM CDT
Menominee ISD Building Conference Room
1201 41st Avenue, Menominee, Michigan 49858

approved
2/15/18

- 1) Call to Order Mike Shaffer called meeting to order at 1:40 p.m.
- 2) Introductions and sign-in sheet: Present were Rich Sexton, Char Staffeldt, Mike Shaffer, Mark Erickson and Don DeTemple. Excused were Mike Lemke and Krista Marciniak
- 3) Review/Approve Agenda: Mark Erickson moved to approve the agenda, second by Don DeTemple, motion carried.
- 4) Review/Approve Minutes of Last Meeting: Mark Erickson moved to approve minutes from previous meeting, second by Don DeTemple, motion carried.
- 5) Public Comment: None
- 6) Presentations: TBD None
- 7) Old Business:
 - Rail Car Incident Response: 15 July training – Was held at Mellen Township hall, 22 people attended, instructor from Indiana had a mock rail car on a trailer with him. Nine fire departments, reps from Menominee fire dept., two from Marinette FD hazmat team. *Most important is that until you know what cargo you are dealing with approach with extreme caution. Some of these explosions have sent a rail car ¾ of a mile through the air.* The railroad has its own HazMat team. Stressed the need to know which equipment to use based on the hazards of the incident. Question raised as to whether EPA or DNR would ever get involved in the clean-up process.
- 8) New Business:
 - Sara Title III Tier II plans: Briefing at MEMA conference, new packets are coming out and they will be large. Hospital/LTC/Medicare/Medicaid facilities, if exercises are not completed by November 15, funding could be affected. Rich hopes to work on off-site plans beginning in December. Mike Shaffer mentions that the format for the Tier II are changing. Quite extensive. There can be a fine if these are not done/completed in time, so start early.
- 9) Any Other Items of Interest or suggested presentations for next meeting: Rich would still like to see someone from Marinette Marine and Aquila Resources reps as well. Rich shared his experience of a tour he was given of the proposed mine site. Mark added some of his experience with the company.
- 10) Adjournment: Mark Erickson moves to adjourn, second by Don DeTemple....motion carried. Meeting adjourned at 2:48 p.m.

Next meeting January 11, 2018, 1:30 pm Menominee ISD building

MENOMINEE COUNTY LIBRARY BOARD

Minutes January 9, 2018

Approved: February 13, 2018

C. Peterson called the meeting of the Menominee County Library Board to order at 4:01 PM on Tuesday, January 9, 2018.

Present: C. Peterson, J. Freis, M. Fagan, N. Tuinstra, and Commissioner L. Schei.
Excused: K. McNeely.

J Freis moved to approve the agenda, support by N. Tuinstra. Motion carried.

Public Participation: Pat Cheski, Menominee County Library's representative to the Superiorland Library Cooperative Board, reported: The Superiorland Library Cooperative held a special meeting on December 15, 2017 to address budget issues and personnel concerns. During this meeting Director Pam Christensen resigned. Pat will provide a more detailed report to the Menominee County Library Board and will keep them apprised on Cooperative issues. The next meeting of Superiorland Library Cooperative will be on January 26, 2018.

J. Freis moved to approve the minutes from the December 12, 2017 meeting, support by M. Fagan. Motion carried.

M. Fagan moved to approve the December financials, support from N. Tuinstra. Motion carried.

N. Tuinstra moved to approve the January bills, support by J. Freis. Motion carried.

Director's Report

Library: There is a display of pop up books in the lobby case.

Staff: Jen Hirn has accepted the Cataloger Position effective January 21, 2018. J. Hirn will attend the M & M grant writing workshop on January 10, 2018.

Programing: A "Grateful Art" contest will be running in January and February. The prizes have been donated by Carrie Grinsteiner. This month marks 40 years of preschool Storytime on Friday Morning at the Menominee County Library.

Friends: Are hosting an open house on January 19, 2019 for C. Laurin's retirement. She has worked at the library for more than 21 years.

Volunteers: 10 volunteer hours this month.

Building and Grounds: There was a mishap with the snow plow and now our back steps are in real need of repair. Jim Mekash is aware of the problem and will address this in the spring.

New Business

- A. M. Fagan moved to adopt the 2018 Holiday Schedule/Library closure dates. Support by N. Tuinstra. Motion carried.

Public Participation: No public comment.

As there was no further business, M. Fagan moved to adjourn the meeting. Support by J. Freis. Motion carried. Meeting adjourned at 4:25 PM.

Submitted by:
Amanda Winnicki, Library Director

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 8, 2018 – 4:30 p.m.

CALL TO ORDER/ROLL CALL:

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

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

* Video television conference from the Northpointe Menominee office

** Telephone

REPRESENTING ADMINISTRATION: J. McCarty, B. Ducoli, K. Stankevich

Joe Stevens attended on behalf of A. Martin, Dickinson County.

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

PUBLIC COMMENTS –None

APPROVAL OR AMEND AGENDA

J. McCarty requested an addition of “Wage Scale Proposal for Emergency Services Manager/Clinical Training Coordinator” under new business, bullet number 3. Board member M. Negro requested an addition of “Anonymous Letter” under new business, bullet number 4.

ACTION: Approval of amended agenda.

Motion by: J. Hafeman supported by N. Pasternak to approve amended agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the January 25, 2018 regular Board meeting minutes.

ACTION: Moved to approve 1-25-18 regular Board meeting minutes.

Motion by: G. McCole supported by P. Phillips to approve the 1-25-18 regular Board meeting minutes.

Motion carried unanimously.

ACTION ITEMS

• **Finance**

a) Check Disbursement – December 2017

Action: A motion was made by G. McCole supported by R. Roberge to approve Check Disbursement – December 2017

Motion carried unanimously.

b) Financial Statement – December 2017

Action: A motion was made by J. Hafeman supported by G. McCole to approve Financial Statement – December 2017

Motion carried unanimously.

c) ~~Board Member Finance Questions/Responses - None~~

• **Stakeholder’s Advisory Committee Applications of Interest**

Applicable policies, procedures, and Stakeholder’s by-laws provided to Board per request as informational items for review. Policy statements to be revisited at later date, not yet specified, as needed to further clarify residential location criteria to serve on committee.

M. Zevitz arrived 5:44 p.m.

Action: A motion was made by M. Negro supported by R. Roberge to approve J. Morin, F. McClain, and D. Hehn to Stakeholders Advisory Committee.

Motion carried unanimously.

• **Greenshades Proposal**

ACTION: A motion was made by J. Hafeman supported by G. McCole to approve Greenshades software purchase proposal for \$13044.29.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Peretto	X	
Roberge	X		McCole	X	
Zevitz	X		Negro	X	
Luhtanen	X				

Motion carried unanimously.

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

a) **FY 16/17 Final Balance Sheet Income Statement**

Overall review of integral areas of the Final Balance Sheet. Discussed new format to be presented to the Board for reporting to the Board that would better illustrate our financial standing as it relates to different funding sources. Miscellaneous questions addressed.

Outcome: Action item for next meeting.

b) **Board Member Finance Questions/Responses**

None

• **Board Bylaws and Policy Review**

Chairperson Luhtanen requested clarification on calling emergency meetings. Members to be contacted via telephone for 2/3 vote to hold emergency meeting. Request to make Quarterly QI Outcomes and Stakeholders mandatory reports by adding to Board by-laws under Article III, #6. Recommended Change to Board policy F. *Meeting Notifications and Meeting Minutes* using Open Meetings Act verbiage requested. All other revisions taken from last meeting unanimously approved.

Outcome: Discussion item for next meeting. Once final draft is acceptable, will remain on agenda for 30 days prior to Board approval.

- **Wage Scale Proposal for Emergency Service Manager/Clinical Training Coordinator**
Reviewed proposal and how proposed salary amounts were calculated. Position will be vacant 2/23/18 and is time sensitive.

ACTION: A motion was made by J. Hafeman supported by P. Phillips to move the Wage Scale Proposal to an Action item at present meeting.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Peretto	X	
Roberge	X		McCole	X	
Zevitz	X		Negro	X	
Luhtanen	X				

Motion carried unanimously

ACTION: A motion was made by J. Hafeman supported by R. Roberge to approve the Emergency Services Manager/Clinical Training Coordinator Wage Scale Proposal as presented.

Motion approved unanimously.

- **Anonymous Letter**
Discussion of anonymous letter received by all Board members. Miscellaneous questions addressed.
Outcome: No Board action taken.

PUBLIC COMMENTS – None

BOARD COMMENT

R. Roberge requested a report showing number of clients in each service by County. Would like to analyze year-to-year trends. G. McCole committed to present report on MACMHB Winter Conference he attended in Kalamazoo, MI, at next meeting. He reports NorthCare CEO Search Committee update: CEO, B. Slavin, is remaining at NorthCare until further notice. A new CEO has not been appointed at this time.

J. Luhtanen encouraged Board members to watch the 2018 Winter Olympics on February 14 to support local Iron River citizen, Nick Baumgartner.

ADJOURN

A motion was made by G. McCole supported by J. Hafeman to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5: 55 p.m.

The next regular Board meeting is scheduled for Thursday, February 22, 2018 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Administrator Contract
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Discuss the Administrator Contract	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

03/08/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

EMPLOYMENT AGREEMENT

THIS AGREEMENT dated this ____ day of _____, by and between the **County of Menominee**, through its board of Commissioners, whose address is 839 10th Avenue, Menominee, MI 49858 (hereinafter referred to as the "County"); and _____ (hereinafter referred to as the "Employee"). The County and the Employee may hereinafter be individually referred to as a "Party" or may hereinafter be jointly referred to as the "Parties."

WITNESSETH:

WHEREAS, the County is desirous of hiring the Employee as the County Administrator of Menominee County pursuant to the terms and conditions herein provided; and

WHEREAS, the Employee is willing and desirous of committing his/her full time professional efforts toward serving the County as its County Administrator pursuant to the terms and conditions herein provided.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and obligations hereinafter set forth, the County and the Employee hereto hereby agree as follows:

- 1) **Employment.** The county hereby agrees to employ the Employee as the County Administrator of the County during the Employment Term (as defined in Section 3), and the Employee hereby accepts such Employment and agrees to serve the County subject to the general supervision, advice and direction of the Board of Commissioners of the County ("Board") and upon the terms and conditions set forth in this Agreement.
- 2) **Duties.** During the Employment Term, or any extension thereof, the Employee shall be the County Administrator of the County with such authority and duties as is customary for the chief administrative officer in such position, and shall perform such other services and duties as the Board may from time to time designate or require consistent with such position.

The Employee shall devote his full time, best efforts and undivided attention to the business and affairs of the County except for, vacations and leave time to which he/she is entitled pursuant to the terms of this Agreement and except for illness or incapacity; provided, however, that the Employee may serve, or continue to serve in any position or capacity that will not present a conflict of interest with the county or materially affect the performance of the Employee's duties pursuant to this Agreement.

The parties agree that the Employee's performance shall be reviewed by the County after the completion of the Employee's first six (6) months of Employment, at the completion of the Employee's first year of Employment and on an annual basis thereafter.

3) Employment Term.

(a) The Employee shall be Employed under this Agreement for a term (the "Employment Term") commencing on _____ ("Commencement Date") and terminating on the close of business on _____, unless sooner terminated as provided in Section 6 hereof. Upon expiration of the initial term on _____, this Agreement shall thereafter automatically be renewed from year to year unless either party provides written notification to the other of its intention not to so renew, which such notice must be given not later than sixty (60) days prior to the end of the initial term or any yearly renewal hereof. Neither the expiration of this Agreement nor the giving of notice by either party that said Party does not wish to extend the Employment Term (or any extension thereof) shall constitute a breach of this Agreement or termination of the Employee for the purposes of Section 6 or 7 of this Agreement.

(b) The date on which the Employment Term or any extensions thereof is scheduled to terminate under Sections 3(a) or 3(b) shall hereinafter be referred to as the "Scheduled Termination Date."

4) Compensation.

a) **Base Salary.** The County shall pay the Employee annual base salary as compensation for his/her services hereunder as follows:

\$72,000 – 4/2/2018- 4/1/2019
\$73,440 – 4/2/2019 – 4/1/2020
\$75,000 – 4/2/2020 – 4/1/2021

The Employee's compensation shall be payable in approximately equal installments in accordance with the payroll practices of the County for salaried Employees.

b) **Varied Work Hours.** The Parties acknowledge that the Employee is a supervisory Employee, will work varied hours, and is compensated on a salary basis. Without regard to the hours actually worked by the Employee, the Employee shall regularly receive each pay period a predetermined amount which shall be a prorata portion of the Employee's annual base salary. The amount of the Employee's regular compensation shall not be subject to reduction for any week in which the Employee works more or less hours than in other weeks, except that the Employee's compensation may be reduced by unpaid leaves of absences as approved by the Board.

c) **Additional Benefits.** During the Employment Term, or any extension thereof, in addition to base salary, the Employee shall be entitled to participate in and receive other additional benefits available to non-union salaried County Employees, except as otherwise provided in this Agreement.

i) **Vacation Leave.** Use of vacation leave and other types of authorized leave are available to the Employee effective beginning on the Commencement Date and will be credited to the Employee on each anniversary date of County Employment. For purposes of determining vacation leave, Employee will be given credit for four (4) years of previous service to local government. Employee's vacation leave in 2018 will be fourteen (14) days.

ii) **Insurance.** The County will provide the Employee with life insurance in the amount of Ten Thousand Dollars (\$10,000)

iii) **Retirement Benefits.** The Employee shall follow the same plan as followed by the Courthouse bargaining unit and will be required to participate in the County's Defined Contribution Retirement Plan ("DC Plan") administered through MERS.

iv) **Reimbursement of Relocation Costs.** The County will reimburse the Employee for up to \$ _____ for reasonable expenses incurred in moving his/her household from Luxemburg, Wisconsin to the Menominee-Marquette Area on or before _____, 2018 and temporary housing expenses incurred during the same. The employee must retain and submit receipts to the County. Actual expenses will be paid by the County upon tender of said receipts for the same.

5) **Reimbursement of Expenses.** In addition to the compensation provided for pursuant to Section 4 of this Agreement, upon submission of proper vouchers and in accordance with the policies and procedures established by the County in effect from time to time, the County shall pay or reimburse the Employee for all normal and reasonable expenses, including travel expenses, incurred by the Employee during the Employment Term, or any extension thereof, in connection with the Employee's responsibilities to the County.

6) **Termination.** The County hereby employs the Employee and the Employee accepts employment in the "at will" position of County Administrator upon the terms and conditions herein set forth. It is understood that the County Administrator serves at the pleasure of the Board of Commissioners. Notwithstanding Section 3 hereof, the Employment Term, or any extension thereof, shall terminate prior to the Scheduled Terminate Date upon the occurrence of any of the following events:

a) **Death.** The death of the Employee.

b) **Disability.** The Employee's Permanent Disability [as such term is defined in Section 6(e)].

c) **Termination Without Cause.** The Employee's Termination Without Cause [as such term is defined in Section 6(e)].

d) **Termination For Cause.** The Employee's Termination For Cause [as defined in Section 6(e)].

Employee any compensation or benefits in excess of those which are authorized under this Agreement. Further, the arbitrator shall have no authority to award compensation to the Employee for a period beyond the expiration of this Agreement which _____, or one hundred and eighty (180) calendar days, whichever is less.

- iii) "Termination Without Cause" shall mean any termination of the Employment of the Employee by the County other than Termination For Cause or upon death or Permanent Disability. Termination With or Without Cause may occur only upon the affirmative vote of at least a majority of the entire membership of the Board at a meeting called and held for that purpose.
- iv) Any termination of the Employee's Employment by the County [other than termination pursuant to Section 6(a)] shall be communicated by written "Notice of Termination" to the Employee. For purposes of this Agreement, a "Notice of Termination" shall mean a notice which shall indicate the specific termination provision in this Agreement relied upon and shall set forth in reasonable detail the facts and circumstances claimed to provide a basis for termination of the Employee's Employment under the provision so indicated.
- v) The "Date of Termination" shall mean (A) if the Employee is terminated by his death, the date of this death, (B) if the Employee's Employment is terminated due to a Permanent Disability, the date specified in the Notice of Termination, (C) if the Employee's Employment is terminated pursuant to a Termination for Cause, the date specified in the Notice of Termination, (D) if the Employee's Employment is terminated for any other reason, the date specified in the Notice of Termination.

7) Termination Benefits.

- a) **Death.** If the Employee's Employment is terminated by his death, the County shall pay to his surviving spouse, or if he leaves no spouse, to his estate, any and all earned but unpaid compensation and benefits earned by the Employee or vested under Section 4 of this Agreement through the Employee's date of Termination.
- b) **Permanent Disability.** If the Employee's Employment is terminated by his Permanent Disability, the County shall pay through the Employee's Date of Termination any compensation and benefits earned or vested by the Employee under Section 4 of this Agreement. The employee may discuss any "after employment" options with the current health care provider for coverage after employment.
- c) **Termination for Cause.** In the case of a termination of the Employee pursuant to Section 6(e)(ii) of this Agreement, the County's obligations to the Employee shall cease after the Employee's Date of Termination and the County shall not be liable to pay the Employee's Base Salary and supplemental compensation; nor shall the Employee have any rights to further participate in Employee benefit plans of the county pursuant to Section 4, except the Employee shall be entitled to any rights or benefits that have become vested prior to the Date of Termination. The county shall pay the Employee his

Base Salary and any other compensation or benefits earned or vested through the Date of Termination, at the rate in effect at the time the Notice of Termination is given, in a lump sum, within thirty (30) days of the Date of Termination.

- d) **Termination Without Cause.** If during the Employment Term, or any extension thereof, the Employee shall be terminated from Employment based on a Termination Without Cause, the Employee shall be entitled to receive the following payments and benefits:
- i) **Salary.** The Employee's Base Salary earned through the Date of Termination at the rate in effect at the time the Notice of Termination is given.
 - ii) **Benefits.** All fringe benefits shall cease upon the Date of Termination.
 - iii) **Severance Payment.** In the event that the Employee's termination pursuant to his Section 7(d) causes the Employment Term, or any extension thereof, to end before the Scheduled Date of Termination, the County shall pay as severance compensation to the Employee an amount equal to six (6) months of Employee's Base Salary (excluding any and all fringe benefits costs) that the County would have paid to the Employee if the County had elected not to terminate this Agreement.

Any such payments, unless otherwise agreed to the contrary by the parties, shall be paid in a single sum within forty-five (45) days following the Employee's Termination Date.

- 8) **Return of Property.** Upon termination of this Agreement for any reason, the Employee agrees to promptly return all documents, correspondences, files, papers, or property of any kind, in all type or nature pertaining to the County that the Employee may have in his possession or control. The Employee agrees to sign a statement verifying the return of all such property.
- 9) **Notices.** Any notice required or permitted by this Agreement shall be in writing, sent by registered or certified mail, return receipt requested, addressed to the County and the Employee at the County's then principal office, or to the Employee at the address set forth in the preamble, as the case may be, or to such other address or addresses as any party hereto may from time to time specify in writing for the purpose in a notice given to the other parties in compliance with this Section 9. Notices shall be deemed given when received, or ten (10) days after mailing, whichever is first.
- 10) **Reporting and Disclosure.** The County, from time to time, may be required by law to provide government agencies with reports concerning this Agreement. The county shall provide the Employee with such disclosure concerning this Agreement as may be required by law or as the County may deem appropriate.
- 11) **Professional Development.** The Employee may attend, with prior Board approval, professional meetings at the local, state and national level, the reasonable expenses of such attendance to be paid by the Board, as long as it is in the County budget and for the good of the County.

12) Employee's Best Efforts. The Employee agrees that all services required by this Agreement will be performed faithfully and to the best of the Employee's ability, experience, and talents. The Employee shall report to the Board and such other representatives as may be designated by the Board.

13) Outside Employment.

A. The Employee shall not engage in any employment or business outside of this Agreement, except when approved in advance by the Board and under the following circumstances:

1. Not use the County's facilities as a source of referral for private customers or clients.
2. Not be engaged in outside employment during the Employee's regular working hours.
3. Not use the County's supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment.
4. Maintain a clear separation of outside or supplemental employment from activities performed for the County.
5. Not cause any conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the Employee's duties.

B. The Board and County shall not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.

14) Complete Agreement. This Agreement constitutes the complete agreement concerning the Employment arrangements between the Parties and shall, as of the effective date hereof, supersede any and all prior contracts, oral or written, between the Parties, if any. It is understood and agreed that this Contract shall supersede and take precedence over any other document, handbook, benefit plan, compensation scale system, or other material which could otherwise be construed as being contractual in nature, whether in existence prior to, currently, or subsequent to the execution of this Agreement, unless such other document, handbook, plan, compensation scale system, or material is made expressly applicable to the Employee by formal resolution of the county. It is further understood that no County personnel has authority to enter in any Employment agreement with the Employee for any specified period of time or to make any agreement contrary to the provisions herein, except when the same is approved by the Board.

15) Modification and Waiver. No modification or amendment of this Agreement shall be valid unless in writing and signed by or on behalf of the parties to this Agreement. A waiver of the breach of any term or condition of this Agreement shall not be deemed to constitute a waiver of any subsequent breach of the same or any other term or condition.

16) Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by all applicable laws, ordinances, rules, and regulations. If any provisions of this Agreement or the application thereof to any person or circumstance shall,

for any reason and to any extent, be held invalid or unenforceable, such invalidity and unenforceability shall not affect the remaining provisions hereof and the application of such provisions to other persons or circumstances, all of which shall be enforced to the greatest extent permitted by law.

- 17) Non-Discrimination.** The Employee, as required by law, shall not discriminate against any person seeking services from the County or against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matters directly or indirectly related to employment because of physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position, or because of race, color, height, weight, marital status, religion, national origin, age, or sex. Breach of this covenant may be regarded as a material breach of this Agreement and just cause for termination.
- 18) Compliance with the Law.** The Employee shall perform all duties and obligations hereunder in complete compliance with all applicable federal, state and local laws, ordinances, rules and regulations.
- 19) Withholding.** The compensation provided to the Employee pursuant to his Agreement shall be subject to any withholdings and deductions required by any applicable tax laws. In the event the County fails to withhold such sums for any reason, it may require the Employee to promptly remit the County sufficient cash to satisfy applicable income and Employment withholding taxes.
- 20) Headings.** The headings in this Agreement are inserted for convenience of reference only and shall not be a part of or control or affect the meaning of any provision hereof.
- 21) Invalid Provisions.** If any provision of this Contract is held to be invalid, the remainder of the Contract shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or enforceability of this Contract.
- 22) Consultation with Attorney.** Both Parties expressly acknowledge the opportunity to consult with one (1) or more attorneys of said Party's choosing prior to the executing of this Agreement.
- 23) Governing Law.** To the extent not governed by Federal law, this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Michigan.
- 24) Assignment or Subcontracting.** The Employee may not assign, subcontract, or otherwise transfer the Employee's duties and/or obligations pursuant to this Agreement.

IN WITNESS WHEREOF, the parties have duly executed and delivered this Agreement as of the day and year first above written.

IN THE PRESENCE OF:

COUNTY OF MENOMINEE:

By: Gerald Piche

Its: Chairman of the Board of Commissioners

IN THE PRESENCE OF:

EMPLOYEE:

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Community Action Agency Millage Renewal Request
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Julie Moberg has contacted me to speak with the board about the renewing Senior Citizens millage. Currently the millage is .6000 and will expire on 12/2019. Renewal is requested now so there is no lapse in loss millage funds. To be on the August ballot, the wording for the ballot must be approved by the County Board before May 15th.</p>	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

03/08/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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



COMMUNITY ACTION AGENCY
HUMAN RESOURCES AUTHORITY
Menominee ■ Delta ■ Schoolcraft

February 22, 2018

Chairman Gerald Piche
Menominee County Board of Commissioners
839 10th Avenue
Menominee, MI 49858

Dear Chairman Piche:

The millage that supports the Community Action Agency Senior Services Programs needs to be renewed prior to expiration at the end of 2019. We are asking that the senior millage be put onto the August 2018 ballot. It is our understanding that the County Board of Commissioners needs to approve the millage renewal being on the ballot.

We are asking that the County Board of Commissioners consider the request at the March 13th County Board meeting. Our thoughts are to hold the renewal vote at the August primary. We intend to be at the meeting on March 13th to provide additional information and answer questions.

We are seeking a 10-year millage renewal, with no changes in the ballot language from the previous three millage. The language reads as follows:

"To renew the amount of taxes which may be assessed upon all property within the county of Menominee, for a period of 10 years from tax years 2020 through 2029, inclusive, at the rate of .6 mills (.60 per 1,000.00 taxable value) for the purpose of continuing the operation of the Community Action Agency Senior Services Programs in Menominee County."

Thank you for your consideration of our request. We look forward to hearing from you.

Sincerely,

Julie Moberg 906-786-1941
Executive Director

Cc: Sherry DuPont, County Administrator

2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes: **MENOMINEE**

2017 Taxable Value of ALL Properties in the Unit as of 5-23-17: **\$786,839,435**

Local Government Unit Requesting Millage Levy: **MENOMINEE COUNTY**

For LOCAL School Districts: 2017 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties:

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2017 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2017 Current Year "Headlee" Millage Reduction Fraction	(7) 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy**	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOC	OPER	11-00	7.5000	7.0612	1.0000	7.0612	1.0000	7.0612	7.0612	NONE	NONE
VOTE	RD PTRL	05-11	1.7950	1.7950	1.0000	1.7950	1.0000	1.7950	1.7950	1.7950	12-17
VOTE	SR CIT	05-08	.6000	.6000	1.0000	.6000	1.0000	.6000	.6000	.6000	12-19

Prepared by: **MARGARET J. SCHROUD** Telephone Number: **(906) 863-2683** Title of Preparer: **EQUALIZATION DIRECTOR** Date: **4/18/2017**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 37), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Clerk
 Secretary
 Chairperson
 President

Signature: *M. Kleiman* Print Name: **MARC KLEIMAN** Date: **4/18/2017**

Signature: *Charlie Meintz* Print Name: **CHARLIE MEINTZ** Date: **4/18/17**

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See 610 Bulletin 3 of 2017 for instructions on completing this section.

Total School District Operating Rates to be Levied (HS/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Sherry DuPont

From: Marc Kleiman
Sent: Monday, February 19, 2018 3:34 PM
To: Sherry DuPont
Subject: August Ballot

The deadline for the County Board to approve wording to place a ballot proposal on the August Ballot would be Tuesday, May 15th by 4:00 p.m.

Marc Kleiman

Menominee County Clerk/Register of Deeds
839 10th Ave.
Menominee, MI 49858
Clerk: 906-863-9968
Register of Deeds: 906-863-2822

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Damaged Sewer Pipes
DEPARTMENT:	Buildings/Grounds
ATTACHMENTS:	Yes
SUMMARY:	
<p>Attached are the invoices for the cost to correct the issue in the boiler room. We have not heard back from the boring company on payment of the invoices. We have paid them and will continue to pursue reimbursement from the boring company.</p>	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

03/08/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

Tri-City Plumbing, Inc.

1504 Cleveland Ave.

P.O. Box 634

Marinette, WI 54143

Phone: 715-732-9795

Invoice

BILL TO:

Menominee County

804 9th Ave.

Menominee, MI 49858

JOB NAME/LOCATION

Building and Grounds sewer

INVOICE NO.	DATE	Terms	P.O. No.		
16513	1/24/2018	Net 30			
Description		Qty	Unit Price	Amount	
6" X 4" ferro		1	22.95	22.95	
4" PVC 90 elbow		2	11.99	23.98	
4" x 3" PVC closet collar		1	5.95	5.95	
Wax ring with hub		1	2.95	2.95	
Set fast Johnl bolts		1	5.95	5.95	
4" PVC pipe		4	2.59	10.36	
Steamer charge		1	60.00	60.00	
Camera charge		1	150.00	150.00	
Marinette Concrete		1	382.20	382.20	
Barley Excavating-to break out 6" thick and froze concrete		1	429.00	429.00	
Hours labor		43	79.00	3,397.00	
<hr/> <p>101-265-934.00 Jm 3/1/18</p>					
		Subtotal		\$4,490.34	
		Sales Tax (0.0%)		\$0.00	
		Total		\$4,490.34	
Late fee is 18% annually		Payments/Credits		\$0.00	
		BALANCE DUE		\$4,490.34	

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Commissioner Per Diems and Expenses
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Board to review Commissioner Per diems and expenses as recently submitted for payment.	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

03/07/2018

Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED
MAR 2 2018
BY: *See*

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

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

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

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
2/13/18	LIBRARY-STEPHENSON	32		# 17.44	101-101-860.04
2/13/18	ANNEX-STEPHENSON	—		—	101-101-860.04
2/26/18	AIRPORT-MENOMINEE	15		8.18	101-101-860.04
2/27/18	COURTHOUSE	16		8.72	101-101-860.04
3/01/18	COURTHOUSE	16		8.72	101-101-860.04
3/02/18	COURTHOUSE	16		8.72	101-101-860.04
		95		51.75	101-101-860.04
				51.75	101-101-860.04
			Total Mileage	95	
				Total Mileage Fee	\$ 51.78 ✓

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

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

Larry Schei

Signed

3/02/18

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED
MAR 1 2018
BY: _____

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

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

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

Name: Bernie Lang ~ District 2

2018

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
2-6	CT. HSE	3			101-101-860.02
2-13	"	3			101-101-860.02
2-27	"	3			101-101-860.02
		<u>9</u>	→	<u>4.91</u>	101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
			Total Mileage		
				Total Mileage Fee	<u>\$ 4.91</u> ✓

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

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

Signed _____

Date _____

02-28-18

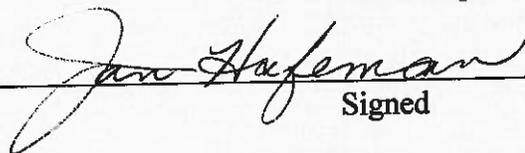
MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

RECEIVED
 FEB 27 2018
 BY: *Ja*

Mileage: \$.545/mile – effective 01 January 2018
 *Meals: Breakfast - \$ 9.00
 Lunch - \$11.00 Dinner \$20.00
 *must attach receipt for reimbursement
 *meals provided by conference will NOT be reimbursed
 Name: **Jan Hafeman ~ District 8**

	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
2/1/18	CB Finance- Stephenson	34		18.53	101-101-860.10
2/5/18	Pinecrest-Pinecrest	14		7.63	101-101-860.10
2/13/18	Co. Board - Stephenson	34		18.53	101-101-860.10
2/15/18	BOH Fin- Escanaba	58		31.61	101-101-860.10
2/15/18	BOH-Pinecrest	14		7.63	101-101-860.10
2/22/18	Pinecrest-Pinecrest	14		7.63	101-101-860.10
2/27/18	CB-Menominee	76		41.42	101-101-860.10
					101-101-860.10
					101-101-860.10
	244		Total Mileage		
Total Mileage Fee					132.98 ✓

**Expenses shall be submitted to County Administrator's office by the last day of
 The following month, or be forfeited. Send to: 839 10th 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

2/27/18
 Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

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

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

RECEIVED

MAR 5 2018

BY: *da*

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

Name: Gerald L. Piche ~ District 7

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
2/19/18	Arnet - County Board	30		16.35	101-101-860.07
2/15/18	Pinecroft - Public Health	14		7.63	101-101-860.07
2/27/18	Courthouse - County Board	72		39.24	101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
116			Total Mileage		
				Total Mileage Fee	63.22 ✓

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

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

Gerald Piche

Signed

3/5/18

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
Board to review Miscellaneous Bills as recently paid on March 8, 2018 for the amount of \$157,188.99	

Submitted by: Sherry DuPont

03/08/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

Miscellaneous Bills Account Number List

<u>General Fund Expenditures</u>		<u>Special Revenue Funds</u>
101-101 Board of Commissioners	205	Road Patrol
101-103 Other Legislative	206	Sheriff Work Van
101-131 Circuit/Family Court	208	County Parks
101-132 Family Court	215	Friend of Court
101-136 District Court	216	Airport
101-141 Friend of Court	218	IT - Computer Serv.
101-148 Probate Court	220	Park Improvements
101-150 Jury Commission	243	Remonumentation
101-172 County Administrator	249	Building Code
101-192 Board of Canvassers	256	ROD - Automation Fund
101-211 Legal	263	Pistol Licensing
101-215 County Clerk	264	Local Corrections Officers Training
101-253 County Treasurer	265	Drug Law Enforcement Forfeiture
101-257 Equalization	266	E911
101-261 MSU Extension	269	Law Library
101-262 Elections	271	County Library
101-265 Courthouse Grounds	272	CDBG - Wells Fargo Grant
101-267 Prosecuting Attorney	274	CDBG - County
101-268 Register of Deeds	277	LEPC
101-275 Drain Commissioner	280	Inmate Canteen fund
101-301 Sheriff Department	281	K-9
101-331 Marine Law	282	Justice Training
101-332 Snowmobile Law	285	Senior Citizens
101-334 Off-Road Recreational Vehicle	286	Medical Marijuana Grant
101-335 ATV Education	289	SOM Salvage Vehicle Title Inspections
101-401 Planning Commission	292	Child Care
101-402 Brownfield Authority	294	Veterans' Trust
101-426 Emergency Management	292	Special Child Care Funds
101-526 Waste Management	401	3-Way Road
101-601 Health & Welfare	516	DTRF-Delinquent Tax Revolving Fund
101-648 Medical Examiner	517	DTRF-PA 123 Foreclosure
101-681 Vets Burial & Relief		
101-682 Veterans Affairs		
101-728 Economic Development		
101-997 Appropriations		
101-999 Operating Transfers		

03/07/2018 02:37 PM
 User: jessicaw
 DB: Menominee County

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 03/07/2018 - 03/07/2018
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card						
57845	Mastercard	02/09/2018	03/07/2018	122.68	0.00	Paid
	Airport (1/22 - 2/9/18	jessicaw				
	216-585-742.00	Holiday		66.09		
	216-585-729.00	USPS		24.99		
	216-585-728.00	Bulb America		31.60		
# of Invoices:	1	# Due:	0	Totals:	122.68	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				122.68	0.00	
--- TOTALS BY FUND ---						
	216 - TWIN COUNTY AIRPORT			122.68	0.00	
--- TOTALS BY DEPT/ACTIVITY ---						
	585 - AIRPORT EXPENDITURE			122.68	0.00	

APPROVED

MAR 08 2018

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN



INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: SAM'S CLUB MC/SYNCB				
Credit Card	Inmate Supplies	101-301-755.00	71.78	423.03
		101-301-770.00	440.41	
		101-301-881.00	59.00	
		101-301-770.00	(148.16)	

TOTAL VENDOR SAM'S CLUB MC/SYNCB

423.03

GRAND TOTAL:

423.03

APPROVED

MAR 08 2018



CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI				MAR 08 2018
383101	Bass Lakes Camp Sites	208-751-920.01	29.22	29.22
1614900	Bath House	208-751-920.01	46.86	46.86
383001	Shakey Lakes Park/Horse	208-751-920.01	29.22	29.22
383200	N8380 Co Park Rd 20.5	208-751-920.01	29.22	29.22
383301	Shakey Lakes Park/Cattle	208-751-920.01	29.22	29.22
1503500	N8380 Co Park Rd 20.5	208-751-920.01	29.22	29.22
370500	Shakey Lakes Office/Shop	208-751-920.01	223.17	223.17
379700	Storage Shed	208-751-920.01	62.88	62.88
380300	Shower Building	208-751-920.01	30.54	30.54
367100	N8390 Beach House	208-751-920.01	31.13	31.13
367200	Northwest Campsites	208-751-920.01	35.10	35.10
369802	W8449 Co Rd G12 Campsites	208-751-920.01	32.01	32.01
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				607.79
VENDOR NAME: APEX SOFTWARE				
300207	Maintenance Renewal (Equalization)	101-103-857.02	470.00	470.00
TOTAL VENDOR APEX SOFTWARE				470.00
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677806369	Airport Supplies	216-585-755.01	53.11	114.51
		216-585-745.00	61.40	
1677815374	Airport Supplies	216-585-755.01	59.24	128.96
		216-585-745.00	69.72	
1677811814	Airport Supplies	216-585-755.01	59.24	128.96
		216-585-745.00	69.72	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				372.43
VENDOR NAME: ASHBY, DAVID				
Reimbursement	Uniform Allowance	205-315-745.00	56.28	56.28
TOTAL VENDOR ASHBY, DAVID				56.28
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863299102	Fax Machine (Veterans)	101-103-850.00	90.22	90.22
906863298902	Fax Machine (Detectives)	101-103-850.00	90.22	90.22
906863298602	Fax Machine (M. Vanni)	101-103-850.00	98.50	98.50
906863202302	Fax/Modems	101-103-850.00	177.06	177.06
906863444102	Sheriff's Office	101-103-850.00	567.40	567.40
906863661402	Telephone Services (911)	266-325-850.00	290.39	290.39
TOTAL VENDOR AT&T - CAROL STREAM, IL				1,313.79
VENDOR NAME: BARDOWSKI, JAMES				
2/26/18	Transportation, Mileage, Meals	101-132-801.01	45.00	401.71
		101-132-801.00	108.00	
		101-132-801.00	218.55	
		101-132-801.00	30.16	
3/5/18	Transportation	101-132-801.01	21.25	72.25
		101-132-801.00	51.00	
3/1/18	Transportation, Mileage, and Meals	101-132-801.01	65.00	547.26
		101-132-801.00	156.00	
		101-132-801.00	280.13	
		101-132-801.00	46.13	
TOTAL VENDOR BARDOWSKI, JAMES				1,021.22
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
23971	2017 Ford Explorer - Vehicle Maintenance	205-315-934.02	34.90	34.90
23987	2016 Ford Explorer - Vehicle Maintenance	205-315-934.02	43.49	43.49
24002	2017 Ford Escape - Vehicle Maintenance	205-315-934.02	34.90	34.90

APPROVED

MAR 08 2018

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
24059	2016 Ford Explorer - Vehicle Maintenance	205-315-934.02	353.59	353.59
24071	2017 Ford Explorer - Vehicle Maintenance	205-315-934.02	34.90	34.90
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				501.78
VENDOR NAME: BLUETARP FINANCIAL, INC.				
E48173	Inmate Supplies	101-301-770.00	4.99	4.99
E49323	Inmate Supplies	101-301-770.00	243.00	243.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				247.99
VENDOR NAME: BRUNELLE, JENNIFER				
February 2018	Crisis Intervention	292-668-801.00	530.00	530.00
TOTAL VENDOR BRUNELLE, JENNIFER				530.00
VENDOR NAME: CAIRNS, HOLLY NIKKOLE				
2/11/18	Ice Rink	296-667-801.01	35.00	35.00
TOTAL VENDOR CAIRNS, HOLLY NIKKOLE				35.00
VENDOR NAME: CECH, WILLIAM				
Reimbursement	Mileage - February 2018	101-101-860.05	34.88	34.88
TOTAL VENDOR CECH, WILLIAM				34.88
VENDOR NAME: CITY OF STEPHENSON				
709	Annex - Electric/Water/Sewer	101-261-920.01	19.48	19.48
		101-261-920.02	33.20	33.20
		101-261-920.03	204.58	204.58
TOTAL VENDOR CITY OF STEPHENSON				257.26
VENDOR NAME: CLOVERLAND PAPER CO				
116502-4	Courthouse Janitorial Supplies	101-265-755.01	227.82	227.82
116417	Inmate Supplies	101-301-770.00	67.36	67.36
116462	Inmate Supplies	101-301-770.00	52.13	52.13
116501	Inmate Supplies	101-301-770.00	235.03	235.03
116457	Liners (Courthouse)	101-265-755.01	67.36	67.36
116461	Janitorial Supplies (Courthouse)	101-265-755.01	234.47	234.47
116547	Janitorial Supplies (Courthouse)	101-265-755.01	228.20	228.20
TOTAL VENDOR CLOVERLAND PAPER CO				1,112.37
VENDOR NAME: COLEMAN ENGINEERING COMPANY				
30501	GIS Mapping (Menominee Township)	517-252-970.00	3,750.00	3,750.00
TOTAL VENDOR COLEMAN ENGINEERING COMPANY				3,750.00
VENDOR NAME: COOPER OFFICE EQUIPMENT				
153600	Contract # 2418-01	101-261-942.00	638.52	638.52
153601	Contract # 2146-01	101-172-931.00	285.56	285.56
153443	Contract # 2721-01	101-267-801.00	266.80	266.80
		101-172-931.01	457.44	457.44
TOTAL VENDOR COOPER OFFICE EQUIPMENT				1,648.32
VENDOR NAME: COREY'S AUTO SALVAGE				
3714	2006 Silverado Door Handle (Parks)	208-751-981.00	10.00	10.00
TOTAL VENDOR COREY'S AUTO SALVAGE				10.00
VENDOR NAME: COZZY'S POLARIS				
2/15/18	ATV Replacement Parts	101-334-755.00	300.00	300.00
TOTAL VENDOR COZZY'S POLARIS				300.00
VENDOR NAME: DEKETO, LLC				
DK 2-18	February 2018 Documents (x 304)	256-277-857.00	750.00	750.00
TOTAL VENDOR DEKETO, LLC				750.00
VENDOR NAME: DELLISSE, MIKE				
Reimbursement	Mileage	101-682-860.00	101.15	101.15

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: DELLISSE, MIKE TOTAL VENDOR DELLISSE, MIKE				101.15
VENDOR NAME: DOUGOVITO, GREG				
3/1/18	Transportation & Meal Reimbursement	101-132-801.01	65.00	
		101-132-801.00	156.00	
		101-132-801.00	1.99	
2/26/18 Transportation & Meals				
		101-132-801.01	45.00	
		101-132-801.00	108.00	
		101-132-801.00	2.73	
TOTAL VENDOR DOUGOVITO, GREG				378.72
VENDOR NAME: DUPONT, SHERRY				
Reimbursement	Supplies for Admin Interviews	101-172-704.00	6.19	
TOTAL VENDOR DUPONT, SHERRY				6.19
VENDOR NAME: EAGLEHERALD PUBLISHING, LLC				
1406	Appointment for Boards	101-101-901.00	63.42	
1406	Advertising - County Board Meetings	101-101-901.00	67.23	
		101-101-901.00	4.57	
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC				135.22
VENDOR NAME: ENERGY CONTROL & DESIGN, INC.				
0081359-IN	B&G - Boiler Room Graphics Maintenance	101-265-934.00	703.80	
TOTAL VENDOR ENERGY CONTROL & DESIGN, INC.				703.80
VENDOR NAME: ESSER PAINT & GLASS				
5137	1" Insulating Glass	101-265-970.07	334.33	
6015	1/4" Laminated Glass (20 x 36)	101-265-970.07	35.00	
6016	Truck Mirror (Parks)	208-751-981.00	12.00	
TOTAL VENDOR ESSER PAINT & GLASS				381.33
VENDOR NAME: FIDLAR TECHNOLOGIES, INC.				
R222135-IN	Custom Binder (ROD)	101-268-727.00	159.14	
TOTAL VENDOR FIDLAR TECHNOLOGIES, INC.				159.14
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT				
03554	FOC - Office Supplies	101-141-727.00	116.93	
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT				116.93
VENDOR NAME: GBS INC.				
18-31293	Traffic Citations (x25)	205-315-727.00	273.38	
18-31311	Vital Record Envelopes (x2165)	101-215-727.00	819.84	
TOTAL VENDOR GBS INC.				1,093.22
VENDOR NAME: GOOD SOURCE				
S10435553	Inmate Supplies	101-301-770.00	1,721.48	
TOTAL VENDOR GOOD SOURCE				1,721.48
VENDOR NAME: GROMALA, STEVEN				
Reimbursement	Mileage - February 2018	101-101-860.01	45.78	
TOTAL VENDOR GROMALA, STEVEN				45.78
VENDOR NAME: HAFEMAN, JAN				
Reimbursement	Mileage - February 2018	101-101-860.10	132.98	
Reimbursement	Mileage - January 2018	101-101-860.10	173.31	
TOTAL VENDOR HAFEMAN, JAN				306.29
VENDOR NAME: HEARTLAND BUSINESS SYSTEMS, LLC				
255002-H	Annual File Direction Support Services	101-103-857.02	1,934.00	
TOTAL VENDOR HEARTLAND BUSINESS SYSTEMS, LLC				1,934.00
VENDOR NAME: HENSLEY, RN, JOEL				

MAR 08 2018
 CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

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 DB: Menominee County

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 03/08/2018 - 03/08/2018
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MAR 08 2018

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: HENSLEY, RN, JOEL					
March 2018	Inmate Nursing Services	101-301-770.01	1,365.00		1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL					1,365.00
VENDOR NAME: HEYNSSENS-SELINS					
310830	Installation Flooring	101-265-970.07	385.00		385.00
TOTAL VENDOR HEYNSSENS-SELINS					385.00
VENDOR NAME: HI TEC BUILDING SERVICES, INC.					
016735	Cleaning Services (Feb 2018)	101-265-801.00	1,861.20		1,861.20
TOTAL VENDOR HI TEC BUILDING SERVICES, INC.					1,861.20
VENDOR NAME: HOLMES, LANI					
2/27/18	Ice Rink (2/10 & 2/11)	296-667-801.01	70.00		70.00
TOTAL VENDOR HOLMES, LANI					70.00
VENDOR NAME: ICLE					
741652	MI Model Criminal Jury Instructions (11/17)	101-136-802.00	138.50		138.50
TOTAL VENDOR ICLE					138.50
VENDOR NAME: ID NETWORKS, INC.					
273055	Annual Service Plan - Livescan	101-301-976.00	1,995.00		1,995.00
TOTAL VENDOR ID NETWORKS, INC.					1,995.00
VENDOR NAME: JONES, JENNIFER					
2/10/18	Ice Rink	296-667-801.01	35.00		35.00
TOTAL VENDOR JONES, JENNIFER					35.00
VENDOR NAME: LANG, BERNARD					
Reimbursement	Mileage - February 2018	101-101-860.02	4.91		4.91
TOTAL VENDOR LANG, BERNARD					4.91
VENDOR NAME: LARSON, MICHELLE					
3/2/18	Can Zone	292-668-801.00	60.00		60.00
		292-668-801.00	20.71		20.71
TOTAL VENDOR LARSON, MICHELLE					80.71
VENDOR NAME: LEFLEUR, JEFF					
Reimbursement	Flash Drive	216-585-727.00	6.32		6.32
TOTAL VENDOR LEFLEUR, JEFF					6.32
VENDOR NAME: LENCA SURVEYING					
18027	Remon Yr 2018 (1/31 - 2/22/18)	243-246-801.07	3,793.02		3,793.02
18028	Remon Yr 2018 (2/23 - 2/28/18)	243-246-801.07	2,699.80		2,699.80
TOTAL VENDOR LENCA SURVEYING					6,492.82
VENDOR NAME: LUFTS ADVERTISER, INC.					
2/27/18	Advertising (February 2018)	101-101-901.00	226.00		226.00
TOTAL VENDOR LUFTS ADVERTISER, INC.					226.00
VENDOR NAME: MACINTYRE, KAYLEIGH					
2/27/18	Ice Rink (2/10 & 2/11)	296-667-801.01	70.00		70.00
TOTAL VENDOR MACINTYRE, KAYLEIGH					70.00
VENDOR NAME: MANPOWER, INC.					
32453800	Week Ending 2/19/18 (D. Averill)	101-172-704.00	680.00		680.00
32481514	Week Ending 2/25/18 (D. Averill)	101-172-704.00	680.00		680.00
32506901	Week Ending 3/4/18 (D. Averill)	101-172-704.00	680.00		680.00
32346213	Week Ending 1/21/18 (D. Averill)	101-172-704.00	680.00		680.00
TOTAL VENDOR MANPOWER, INC.					2,720.00
VENDOR NAME: MECHANICAL TECHNOLOGIES, INC.					
28872	High Gas Pressure Switch	101-265-934.00	262.00		262.00
TOTAL VENDOR MECHANICAL TECHNOLOGIES, INC.					262.00

MAR 08 2018

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MENARDS - MARINETTE				
53887	Inmate Supplies	101-301-770.00	61.04	61.04
53990	B&G Operating Supplies	101-265-755.00	33.40	33.40
54317	Sheriff Dept Operating Supplies	101-301-755.00	88.30	88.30
54371	Sheriff Dept Operating Supplies	101-301-755.00	95.91	95.91
TOTAL VENDOR MENARDS - MARINETTE				278.65
VENDOR NAME: MENOMINEE COUNTY 4-H FOUNDATIO				
806	Wall Map (x2)	205-315-727.00	50.00	100.00
		101-301-727.00	50.00	
TOTAL VENDOR MENOMINEE COUNTY 4-H FOUNDATIO				100.00
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
111	Advertising (911)	266-325-755.00	76.00	76.00
108	Advertising	101-101-901.00	54.00	54.00
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				130.00
VENDOR NAME: MENOMINEE COUNTY SHERIFF DEPT				
WV351	Work Van Services	208-751-930.04	243.00	243.00
TOTAL VENDOR MENOMINEE COUNTY SHERIFF DEPT				243.00
VENDOR NAME: MGT OF AMERICA, INC.				
32962	Report Discovery & Development (FOC)	215-141-801.00	1,850.00	1,850.00
TOTAL VENDOR MGT OF AMERICA, INC.				1,850.00
VENDOR NAME: MICHIGAN DISTRICT JUDGES ASSOC				
Dues	Annual Dues - 2018	101-136-802.00	225.00	225.00
TOTAL VENDOR MICHIGAN DISTRICT JUDGES ASSOC				225.00
VENDOR NAME: MICHIGAN ELECTION RESOURCES				
39504	Petitions & School Nominating Petitions	101-262-727.00	31.85	31.85
TOTAL VENDOR MICHIGAN ELECTION RESOURCES				31.85
VENDOR NAME: MICHIGAN MUNICIPAL RISK				
R0001135	Second installment (Liability Insurance)	101-103-831.00	12,500.00	12,500.00
M0001135	Second Installment (Liability Insurance)	101-103-831.00	54,975.00	54,975.00
TOTAL VENDOR MICHIGAN MUNICIPAL RISK				67,475.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0134726-001	Office Supplies (Sheriff Dept)	101-301-727.00	100.34	100.34
0134758-001	Office Supplies (Sheriff Dept)	101-301-727.00	21.89	21.89
0134888-001	Stamps (Circuit/Clerk)	101-215-727.00	80.99	110.85
		101-131-727.00	29.86	
0135035-001	Office Supplies (Clerk's Office)	101-215-727.00	35.79	35.79
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				268.87
VENDOR NAME: MURPHY, KEITH				
3/8/18	Transportation, Mileage, Meals	101-132-801.01	21.25	145.91
		101-132-801.00	51.00	
		101-132-801.00	62.13	
		101-132-801.00	11.53	
TOTAL VENDOR MURPHY, KEITH				145.91
VENDOR NAME: NELSON, JOHN R.				
Reimbursement	Mileage - February 2018	101-101-860.11	107.91	107.91
TOTAL VENDOR NELSON, JOHN R.				107.91
VENDOR NAME: NIEMI, DANIEL				
2/26/18	Holdover	101-132-801.01	35.00	119.00
		101-132-801.00	84.00	

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 03/08/2018 - 03/08/2018
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APPROVED ^{Page 649}

MAR 08 2018

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: NIEMI, DANIEL				
TOTAL VENDOR NIEMI, DANIEL				119.00
VENDOR NAME: NORWAY SPRINGS, INC.				
528984	Airport Water	216-585-801.00	7.20	7.20
TOTAL VENDOR NORWAY SPRINGS, INC.				7.20
VENDOR NAME: NUTT, MICHAEL				
February 2018	Crisis Intervention	292-668-801.00	70.00	70.00
TOTAL VENDOR NUTT, MICHAEL				70.00
VENDOR NAME: OFFICE DEPOT, INC.				
107045559001	District Court Office Supplies	101-136-727.00	73.68	73.68
106200897001	Office Supplies (Family/Probate)	101-132-727.00	16.62	33.24
		101-148-727.00	16.62	
TOTAL VENDOR OFFICE DEPOT, INC.				106.92
VENDOR NAME: OTIS ELEVATOR COMPANY				
CVE05003318	3/1/18 - 5/31/18	101-265-801.00	700.65	700.65
TOTAL VENDOR OTIS ELEVATOR COMPANY				700.65
VENDOR NAME: OWENS, KAREN A.				
3/1/18	After School Program	292-668-801.00	135.00	135.00
TOTAL VENDOR OWENS, KAREN A.				135.00
VENDOR NAME: PACK-N-SHIP CENTER				
2/28/18	Elcom Systems	205-315-934.01	9.70	9.70
TOTAL VENDOR PACK-N-SHIP CENTER				9.70
VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE				
150012	Remon Supplies	243-246-765.00	29.27	29.27
150008	Park Supplies	208-751-756.01	18.99	208.41
		208-751-981.00	7.99	
		208-751-930.02	8.48	
		208-751-930.02	18.56	
		208-751-756.01	27.78	
		208-751-756.01	23.95	
		208-751-756.01	16.99	
		208-751-930.04	9.47	
		208-751-930.02	14.97	
		208-751-755.02	5.99	
		208-751-930.04	8.98	
		208-751-930.04	8.98	
		208-751-930.03	37.28	
TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE				237.68
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068318040002	Inmate Supplies	101-301-770.00	110.72	110.72
40068318047009	Inmate Supplies	101-301-770.00	43.52	43.52
TOTAL VENDOR PAN-O-GOLD BAKING CO.				154.24
VENDOR NAME: PHELPS, LARRY				
Reimbursement	Mileage	101-101-860.03	55.56	55.56
TOTAL VENDOR PHELPS, LARRY				55.56
VENDOR NAME: PICHE, GERALD L.				
Reimbursement	Mileage - February 2018	101-101-860.07	63.22	63.22
TOTAL VENDOR PICHE, GERALD L.				63.22
VENDOR NAME: REINHART FOODSERVICE				
391920	Inmate Supplies	101-301-770.00	1,293.94	1,293.94
397275	Inmate Supplies	101-301-770.00	1,170.38	1,170.38
TOTAL VENDOR REINHART FOODSERVICE				2,464.32

MAR 08 2018



INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER	AMOUNT
VENDOR NAME: S & O LOCK AND PHONE SERVICE					MENOMINEE COUNTY MICHIGAN
48104	Keys and Grade 2 Entrance Knob (Jail)	101-265-930.01	118.95		118.95
TOTAL VENDOR S & O LOCK AND PHONE SERVICE					118.95
VENDOR NAME: SCHEI, LARRY					
Reimbursement	Mileage - February 2018	101-101-860.04	51.78		51.78
TOTAL VENDOR SCHEI, LARRY					51.78
VENDOR NAME: SEXTON, RICHARD					
Reimbursement	Mileage	101-426-860.00	96.47		96.47
Reimbursement	Phone Bill	101-426-850.00	66.06		66.06
TOTAL VENDOR SEXTON, RICHARD					162.53
VENDOR NAME: SHERWIN WILLIAMS COMPANY					
8531-8	Paint (2 gallons)	101-265-970.07	74.98		74.98
TOTAL VENDOR SHERWIN WILLIAMS COMPANY					74.98
VENDOR NAME: STATE OF MICHIGAN					
1/31/18	Charge Back	292-662-843.01	14,247.20		14,247.20
TOTAL VENDOR STATE OF MICHIGAN					14,247.20
VENDOR NAME: STATE OF MICHIGAN POB 30266					
551-507556	AVPN 3-Way 1/1/18 to 3/31/18	101-301-976.00	1,765.00		1,765.00
TOTAL VENDOR STATE OF MICHIGAN POB 30266					1,765.00
VENDOR NAME: STATELINE APPAREL					
50688	Uniform Allowance (J. Quist)	208-751-745.00	190.95		190.95
TOTAL VENDOR STATELINE APPAREL					190.95
VENDOR NAME: STEPHENSON MARKETING COOPERATI					
462643	Park Gasoline Sales	208-751-742.00	124.60		124.60
023851	Park Gasoline Sales	208-751-742.00	23.22		23.22
TOTAL VENDOR STEPHENSON MARKETING COOPERATI					147.82
VENDOR NAME: STERICYCLE, INC.					
4007682727	Inmate - Training Supplies	101-301-881.00	81.25		81.25
TOTAL VENDOR STERICYCLE, INC.					81.25
VENDOR NAME: THE PRINT SHOP					
7032667	Envelopes for BOC	101-172-727.01	75.86		75.86
TOTAL VENDOR THE PRINT SHOP					75.86
VENDOR NAME: THOMSON REUTERS					
New Edition	MI Rules of Court (PA's Office)	101-267-802.00	396.00		396.00
TOTAL VENDOR THOMSON REUTERS					396.00
VENDOR NAME: TIME WARNER CABLE					
621199203022618	Airport	216-585-850.00	302.37		302.37
710008401022618	3/2/18 - 4/1/18	101-103-850.00	532.00		532.00
TOTAL VENDOR TIME WARNER CABLE					834.37
VENDOR NAME: TORDEUR, AUBREY ELIZABETH					
2/11/18	Ice Rink	296-667-801.01	35.00		35.00
TOTAL VENDOR TORDEUR, AUBREY ELIZABETH					35.00
VENDOR NAME: TRANSUNION RISK & ALTERNATIVE					
325577	2/1 - 2/28/18	101-301-755.00	25.00		25.00
TOTAL VENDOR TRANSUNION RISK & ALTERNATIVE					25.00
VENDOR NAME: TRI-CITY PLUMBING, INC.					
16513	Boiler House Emergency Sewer Repair	101-265-934.00	4,490.34		4,490.34
TOTAL VENDOR TRI-CITY PLUMBING, INC.					4,490.34
VENDOR NAME: TWIN CITY ELECTRIC, INC.					

MAR 08 2018

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: TWIN CITY ELECTRIC, INC.				
81163	Phone Lines & Date Lines (FOC & Jail)	215-141-801.00	1,207.93	1,418.38
		101-103-857.03	210.45	
81161	Lawyer/Client Project (Jail)	101-265-970.07	3,542.00	3,542.00
81162	Lawyer/Client Project (Jail)	101-265-970.07	274.85	274.85
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				5,235.23
VENDOR NAME: U P A A				
Dues	5/1/18 - 4/30/19 (Schroud & Curran)	101-257-802.00	30.00	30.00
TOTAL VENDOR U P A A				30.00
VENDOR NAME: U.E.S. COMPUTERS, INC.				
78515	Toner (911)	266-325-934.00	188.00	188.00
78528	Back Up Storage for Corrections Video's	101-103-857.03	1,097.00	1,097.00
78562	Symantec Endpoint Protection	101-103-857.02	12.25	12.25
48028	Computer Weekly Maintenance	101-103-857.03	123.95	123.95
		101-103-857.00	4,957.50	4,957.50
78633	Toner (J. Klumb)	101-215-727.00	192.99	192.99
TOTAL VENDOR U.E.S. COMPUTERS, INC.				6,571.69
VENDOR NAME: UP ASSOC OF CTY COMMISSIONERS				
Dues	UPACC Dues (2018)	101-103-802.00	150.00	150.00
TOTAL VENDOR UP ASSOC OF CTY COMMISSIONERS				150.00
VENDOR NAME: UP JUDGES ASSOCIATION				
Dues	2018 Membership Dues	101-148-802.00	50.00	50.00
TOTAL VENDOR UP JUDGES ASSOCIATION				50.00
VENDOR NAME: UWC				
9068634705	Telephone Services	101-103-850.00	23.21	23.21
9067532209	Telephone Services	101-103-850.00	6.90	6.90
9068632023	Telephone Services	101-103-850.00	20.92	20.92
9067534582	Telephone Services	208-751-850.00	1.00	1.00
9068634441	Telephone Services	101-103-850.00	31.38	31.38
TOTAL VENDOR UWC				83.41
VENDOR NAME: VALENTI, SUSAN F.				
Reimbursement	January 2018 - Mileage/Meals	101-131-860.00	258.90	258.90
TOTAL VENDOR VALENTI, SUSAN F.				258.90
VENDOR NAME: VAN EYCK, STEPHEN				
2/26/18	Holdover	101-132-801.01	22.50	76.50
		101-132-801.00	54.00	
TOTAL VENDOR VAN EYCK, STEPHEN				76.50
VENDOR NAME: VILLAS, CHLOE				
2/9/18	Ice Rink	296-667-801.01	20.00	20.00
TOTAL VENDOR VILLAS, CHLOE				20.00
VENDOR NAME: WALTER BROTHERS INC				
20106	Airport Supplies	216-585-981.02	7.98	7.98
TOTAL VENDOR WALTER BROTHERS INC				7.98
VENDOR NAME: WASTE MANAGEMENT, INC.				
1595437-1856-4	Twin County Airport	216-585-801.00	146.04	146.04
1594794-1856-2	Garbage Removal	101-265-801.00	610.46	610.46
TOTAL VENDOR WASTE MANAGEMENT, INC.				756.50
VENDOR NAME: WIL-KIL PEST CONTROL				
3318530	Jail & Courthouse	101-265-801.00	64.50	64.50
3318750	Health Department	101-265-801.00	33.25	33.25
TOTAL VENDOR WIL-KIL PEST CONTROL				97.75

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 DB: Menominee County

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 03/08/2018 - 03/08/2018
 UNJOURNALIZED
 OPEN

APPROVED ^{9/9}

MAR 08 2018 

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: WINDER POLICE EQUIPMENT					
20180383	Partitions (2018 Tahoe Setina)	205-315-981.00	1,254.50		1,254.50
TOTAL VENDOR WINDER POLICE EQUIPMENT					<u>1,254.50</u>
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					
0402047856-00006	Stoney Point	208-751-920.01	42.48		42.48
2335107621-00000	Parks	208-751-920.01	24.05		104.60
		208-751-920.01	37.25		
		208-751-920.01	16.29		
		208-751-920.01	27.01		
0403823200-00006	Hanger Gate Center	216-585-920.03	27.36		27.36
0402047856-00005	Kleinke Park	208-751-920.01	43.68		43.68
0402191663-00001	Health Care Center	101-265-920.03	550.91		550.91
0403823200-00005	Airport Gate Center	216-585-920.03	27.36		27.36
2335105377-00000	Airport	216-585-920.00	282.65		1,806.23
		216-585-920.03	720.35		
		216-585-920.00	351.18		
		216-585-920.03	151.71		
		216-585-920.00	300.34		
0402055840-00001	Jail	101-265-920.03	3,873.27		3,873.27
0402047856-00004	Courthouse	101-265-920.04	2,083.40		2,083.40
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP					<u>8,559.29</u>
GRAND TOTAL:					156,643.28

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Miscellaneous Boards/Committees/Commission Reports
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

03/07/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Menominee County Fair Board

January 24, 2018

Approved
2/21/18

Present: Larry Roetzer, Glenn Hanson, Eric Tickler, Ed Grandquist, Bill Cech, Lori Rasmussen, Jesse Betters, Nikki Tebo, Chad Oczus

Public: Barb Palzewicz, Sandy Granquist

Meeting called to order at 6:00 by Larry

Glen made motion to approve agenda. Nikki second. Motion passed

Motion to approve previous minutes by Lori seconded by Nikki. Motion passed

Public comment: None

Old business:

Treasurer's report given including 2017 Profit and Loss

Sponsorship 2018 letter and sponsorship levels discussed by board and motion to make proposed changes to sponsorship levels made by Jesse seconded by Chad. Motion passed.

Bill will discuss beer sales with Legion. Mugs with advertising could be sold. Legion could keep profit on beer and fair would get profit from mugs. Chad has information on cost of mugs.

Larry informed the board that Jack's will not be paying for the Jack's awards from 2017 fair. Nikki made motion that the Fair Board send \$50 to each Overall Species winner with letter of regret and explanation.

Bill will address the County Board about the building at the park. Larry said there is no actual contract/lease for the transfer of the building to the County. His request is a lease for the building for 50 years for amount of \$1 and fair receives half of the winter storage. Bill will take care of getting the lease drawn up with the County Board and report back to Fair Board.

Eric is writing grant for funding for improvements for fair grounds.

New ideas 2018

Friday morning ideas: Barb is meeting with American Legions in Menominee County about a veterans assembly. She is requesting two new flag poles, POW-MIA, USA flag and MI flags \$150 poles \$100 flags Menominee Co Choir. They have a veteran ensemble \$125 for 1 hour production.

Bill made motion to allow Barb to approach the Legions to discuss the Veterans Assembly as well as flag poles and flags. Seconded by Nikki. Motion passed

Nikki is waiting to hear from Lumberjack shows. Eric spoke with Timberman's Association and they interested in coming back to the fair. Fair history display. Chad discussed local loggers having a log loading contest on Friday. He has spoken with a few local loggers who expressed interest.

Ultimate Air Dogs contacted us and cost is \$5500. No decision made.

Chainsaw carver Lonnie Glines contacted us to come to the fair this year. Chad makes a motion to book Mr Glines for \$500 package Nikki seconded. Motion passed. Eric will fill out contract and contact Mr Glines. Discussion of using carvings as fundraisers for fair.

The eliminator and WUMPA are booked for Saturday. A band will be booked for afterwards. Ed made motion Bill seconded for Chad to book Neon Detour for Saturday night. Location to be determined.

Tractor Club is getting an eliminator for stock lawnmowers and would like to do Sunday afternoon competition.

Nikki contacted magician from last year, Jumpin Good Times for bouncers both are available and holding dates for fair. Nikki will get cost for bouncers for weekend.

UP Trappers Club will have a booth at the fair. Bean bag tournament sponsored by Menominee County Young Farmers will again be held. Would like to have Horseshoe Tournament again and Eric will contact Mike Laurin.

Board discussed having bands Thursday and Friday night as well as Saturday to draw crowds each day of fair. Big name bands Thurs/Friday. Lori made a motion that Chad will contact bands for Thursday, Friday night and book them. Eric will book a polka band for Sunday afternoon. Nikki seconded. Motion passed.

Superintendents needed for adult still, horse pull and poultry if possible. Steph Bruno, Lynette Verbisky, Cate Havelka, Mandy Baumler were mentioned. Eric will contact. Ed Granquist is willing to be superintendent of horse/pony pulls. Chad will be superintendent for tractor/truck pulls, Ed will help.

Larry's last meeting is tonight. New member will begin at next meeting.

This year's meeting calendar is set for 3rd Wed of each month at 6pm at Annex July 25th meeting will be at the park.

Motion to adjourn meeting by Nikki Glenn seconded Motion passed.

Meeting adjourned 8:59 pm

Respectfully submitted by Nikki Tebo, Secretary/Treasurer

2574



Public Health Delta & Menominee Counties



Board of Health Meeting

Harris Township Fire Hall
Harris, MI

Meeting Minutes
Thursday, January 25, 2018

Board Members Present

Jan Hafeman (via phone)	Amanda Hess	Patrick Johnson
Gerald Piche	Gerard Tatrow	Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Kim Gustafson, Assistant Program Coordinator

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on January 25, 2018. The meeting was called to order at 4:00 p.m. CST by Mr. Snyder. Roll call was taken by the Assistant Program Coordinator, and is recorded above. Ms. Hafeman joined the meeting via phone until 4:28 CST

2. Approval of Agenda

**Mr. Tatrow moved the January 25, 2018 agenda be approved.
Motion was supported by Mr. Johnson and carried unanimously.**

3. Public Comment

There was no public comment on the January 25, 2018 agenda.

2575

4. Annual Meeting Business

a. Election of Chair

Mr. Johnson nominated Mr. Trudgeon as Chairman of the Board, with support from Mr. Tatrow. No other nominations were made. A role call was taken by the Assistant Program Coordinator and is recorded as follows:

- Ms. Hafeman - Yes**
- Ms. Hess - Yes**
- Mr. Johnson - Yes**
- Mr. Piche – Yes**
- Mr. Tatrow - Yes**
- Chairman Trudgeon – Yes**

Nomination passed 6-0.

From this point on, the meeting was chaired by Chairman Trudgeon.

b. Election of Vice-Chair

Mr. Johnson nominated Ms. Hafeman as Vice-Chair. Support was given from Mr. Tatrow. A role call was taken by the Assistant Program Coordinator and is recorded below:

- Ms. Hafeman - Yes**
- Ms. Hess - Yes**
- Mr. Johnson – Yes**
- Mr. Schei – Yes**
- Mr. Piche - Yes**
- Chairman Trudgeon – Yes**

Nomination passed 6-0.

c. Committee Assignments

Chairman Trudgeon appointed the following committee assignments for 2018:

- i. Finance – Chairman Trudgeon and Jan Hafeman**
- ii. Personnel – Amanda Hess and Gerard Tatrow**
- iii. Building and Grounds – Patrick Johnson and Gerald Piche**

d. Approval of 2018 Meeting Schedule

Ms. Hafeman moved the 2018 Meeting Schedule be approved. Motion was supported by Mr. Johnson and carried unanimously.

5. Approval of Minutes

Ms. Hafeman noted the time at the beginning and end of the minutes needed to be changed from CDT/EDT to CST/EST.

Mr. Johnson moved the minutes from December 21, 2017, with the suggested amendments, be approved. Motion was supported by Mr. Tatrow and carried unanimously.

6. Low Risk Temporary Food License Surcharge

Mr. Snyder explained a proposed change to waive the surcharge for the Low Risk Temporary Food License.

Ms. Hafeman moved to waive the Low Risk Temporary Food License Surcharge. Motion was supported by Mr. Tatrow and carried unanimously.

7. On-site Sewage Treatment/Disposal System Installer Licensing

Mr. Snyder explained licensed sewage system installers are required to attend the annual installer meeting, once every three years, in order to renew their license. It is being proposed to change the procedure to allow other Educational Opportunities in place of the annual meeting.

Mr. Tatrow moved the On-site Sewage Treatment/Disposal System Installer Licensing annual meeting wording in the Technical Guidance Manual, be replaced with a "PHDM Educational Opportunity", be approved. Motion was supported by Ms. Hafeman and carried unanimously.

8. Governance in Action for Public Health – Module 1 – Public Health Primer – Part A

Mr. Snyder gave a brief explanation on the Governance in Action for Public Health – Module 1 – Public Health Primer – Part A video prior to playing it for the BOH.

9. Review and Approval of December Check Register

The Board of Health reviewed the December check register. Questions were answered by Mr. Snyder.

Mr. Johnson moved the December check register be approved. Motion was supported by Ms. Hess and carried unanimously.

2577

10. Medical Director's Report

Dr. Frankovich gave the BOH an update on the Hep A outbreak that has been occurring in Michigan. She reported there are now 715 total cases in the State of Michigan. Of those, 644 are primary cases, with the remaining 71 being secondary, which means transmission to a close contact such as a household member.

The high risk groups are still those that were initially reported: substance abuse individuals (50%), gay males (14%), homeless (11.5%), food workers (4%), and healthcare workers (3%). Recently incarcerated individuals are also being identified as high risk for Hep A.

Initially the state was restricting use of "public" vaccine, (i.e. "free" vaccine to these high risk groups in outbreak areas of the state). Because supply of vaccine has improved, non-outbreak areas are now also encouraged to target these populations for vaccination. The vaccine is given in a two dose series with doses given six months apart.

Flu season is now in full swing and is more severe than in recent years. This particular strain is known to be associated with more complications in young children and seniors. Dr. Frankovich drafted a letter today that was sent to the area schools reminding people to vaccinate against the flu, as well as taking precaution by washing their hands, etc. It is a relatively rare event for healthy children and adults to pass away from complications due to the flu, but it happens every year in the U.S.

Dr. Frankovich discussed Syringe Service Programs (SSP's), also called needle exchange programs. These are a proven, effective strategy to decrease the spread of blood-borne pathogens like hepatitis B and C as well as HIV. The U.P. has a high rate of Hep C in young adults and most of it is attributable to IV drug use. Providing clean materials for injection and teaching addicts ways to decrease their risk while using not only decreases infection risk but is also shown to bring these folks into the medical and treatment systems and increase recovery. There is a pilot program starting in Marquette County soon. Dr. Frankovich is searching for more possible funding to widen the exchange program to other areas in the U.P.

11. Health Officer's Report

- Mr. Snyder welcomed Gerald Piche to the BOH.
- PHDM has hired Robb MacGregor as the new Environmental Health Specialist.
- PHDM will be undergoing Accreditation the week of April 23rd. The food service program will be evaluated the following week. Mr. Snyder will provide the BOH with updates after the Accreditation site visit is completed.
- Mr. Snyder noted Dr. Frankovich will not be able to attend the February BOH meeting.

12. Public Comment (three minutes maximum)

No public comment.

2578

13. Board Member Comments

- BOH members welcomed Gerald Piche to the board.
- Gerald Piche thanked everyone and stated he is looking forward to being a member of the BOH.

14. Adjournment

There being no further business, Mr. Johnson made a motion the meeting be adjourned at 4:50 p.m. CST. Motion was supported by Ms. Hess and carried unanimously.

Thomas L. Pedersen 2-15-2018

Chairperson

:kg Approved February 15, 2018 K&L



**MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES**

Date: Thursday, January 25, 2018	Place: Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00 p.m. Central Time
Recording: Lois Ball, Executive Assistant	

Call to Order: The meeting was called to order at 2:00 p.m. Central time by Chairperson Driscoll.

Roll Call:
Trustees present: Elaine Boyne, Donna Schomin, Theresa Nelson, Catherine Driscoll, John Degenaer, Gary Eichhorn and Jan Hafeman.
Trustee absent: Kristine Mulder and Jeff Naser
Team Leader Members present: Candace Meintz, CFO; Nicole Freeland, Director of Nursing.
Guests: Todd Flath, Terri Grondine, Renee Whitens, Becky Dombrowski, Lori Gatien, Scott Bal

TOPIC	DISCUSSION	OUTCOME
Approval of the January 2018 Agenda	There were no additions or deletions from the Agenda	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Agenda. Motion carried.
Board action on Minutes of the December 2017 meeting	The minutes of the meeting had been sent to Trustees for review prior to this meeting.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve

	<p>the minutes as presented. Motion carried.</p> <p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Manifest of Invoices as present. Motion carried.</p> <p>A motion was made by Trustee Hafeman, supported by Trustee Nelson, to approve the November Financial Statement as presented. Motion carried.</p> <p>A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the December Financial Statement as presented. Motion carried.</p> <p>A motion was made by Trustee Boyne, to approve the report as presented. Motion carried.</p>
<p>Board action on the December Manifest of Invoices</p>	<p>The Manifest of Invoices had been sent to Trustees for review prior to this meeting.</p>
<p>Board action on Financial Statements for November and December.</p>	<p>CFO Meintz presented the Financial Statements for November and December 2017. She reported that the monthly provider tax we pay to the State of Michigan has increased by approximately \$5000 per month. A discussion was held on costs and operations of the facility.</p>
<p>Report from Whispering Pines Committee Meeting</p>	<p>Trustee Driscoll reported that the Whispering Pines Committee met prior to this meeting. All facilities are doing well. They approved policies and procedures that had come up and the vision, mission and goals were approved. Trustee Nelson inquired about staffing at those facilities and it was reported that it varies from facility to facility, but it is better than before. We are cross training staff to assist from one home to another.</p>
<p>Sub Committee Report on search for Administrator's position.</p>	<p>Trustee Degenauer reported that the committee had interviewed two candidates. The Committee will report to the full board at a special meeting</p>

Review and request permission for write-offs	scheduled for February 5, 2018 at 1:00 p.m. Central time. There were no write offs this month.	
Board discussion on one-acre parcel of land to be deeded to Spalding Township for Walking Trail	We are waiting on written decision from Dickinson County to move forward with this.	
Report of Quality Assurance and Resident Council Committees	Nicole Freeland, Director of Nursing reported on the QA Committee meeting. She noted that we have been having Active Shooter Trainings, monthly mandatory meetings with nursing, and consultants were here this week for therapy and nursing. She noted that we have people interested in the sponsorship program we offer for CNA training. She also reported on the Resident Council meetings from the homes, noting that the residents would like to start the Employee of the Month program up again. They asked to have their Valentine's breakfast on the 13 th (because Ash Wednesday is the 14 th), and they would like a suggestion box.	A motion was made by Trustee Nelson, supported by Trustee Degenauer, to approve the Quality Assurance and Resident Council Committees reports. Motion carried.
Safety Committee Report	Administrator Smith reported that we held Active Shooter trainings in place of our monthly Safety Committee Meeting. She discussed a broken water line that caused problems in laundry, leading to a lot of clean up and replacement of tile,	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Safety Committee Report as presented. Motion carried.

<p>insulation, etc. in that area. She thanked the laundry staff and maintenance for all of their hard work.</p>	<p>Administrator Smith reported that on January 9th, she attended the Alzheimer's Support Meeting and on January 16th she attended the OSF Home, Health and Hospice Board Meeting. On January 22nd she met with the AFSCME Union and discussed upcoming negotiations. We will be negotiating with AFSCME on February 6 and 7. She has had preliminary talks with the SEIU group, but they are waiting to hear from their representative to set a date for negotiations with them.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Administrator's report as presented. Motion carried.</p>
<p>Administrator's Report</p>	<p>There were no comments from the Public.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to adjourn. Motion carried.</p>
<p>Comments from the Public</p>	<p>The meeting adjourned at 2:31 p.m.</p>	
<p>Adjournment</p>		

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith 2-22-18

Menominee County Parks and Recreation Committee

Meeting Minutes – February 5, 2018

Approved
3/5/18

The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at the Annex in Stephenson.

Reporting for roll call were: Bob Desjarlais, Dick Peterson, Kathy Branz, Mike Kass County Commissioners Bill Cech and Larry Phelps and County Administrator Sherry DuPont. Excused were Vola Bleile. Others present were Jim Quist, Karen Kayser, Collen Van Ells (Morning Dove Productions), Noreen Johnson, Kathy Coppock and Jerry Pische.

Approval of agenda: Motion by Kathy Branz; support by Mike Kass to approve the agenda. Motion carried.

Minutes: Motion by Mike Kass to approve the December 4, 2017 minutes; second by Dick Peterson. Motion carried.

Public Comments: Noreen Johnson reported that since the last meeting, they received an anonymous donation of \$18,000 to help the cost of the septic system and new building at Bailey Park. They hope to do the septic system and pour the slab with these funds in the spring. Kathy Coppock stated her husband is thrilled with the no motorized vehicles on the beach sign. They seem to be working.

Business:

- a. Colleen Van Ells – Morning Dove Productions presented her ideas for the 2018 TV ads. She passed out a handout with the background of Polka! Polka! Polka! and stated a lot of listeners are now recording the show and sending it to family members and friends across the US. This is spreading our advertising way beyond expectations. The promotional ads for the Menominee County Parks & Campgrounds start the first Sunday in April and run for 26 weeks.

Colleen spoke with Eric and Lori from the Fair Board and wanted to know how we wanted to incorporate the Fair into our ads. She stated these could be separate ads for the Fair if they wanted to pay for the ads.

Colleen also stated they have a very active Website and have incorporated YouTube on the web. These ads are now going to be shown to viewers of the YouTube which will supply even more exposure.

Bill mentioned that the rustic camping should also be mentioned.

Dick mentioned that with the electrical updates we can now accommodate campers over 35' and up to 50'.

Colleen stated there will be no charge for YouTube at this time. Bob asked that a calendar of events be placed on the YouTube or website stating what is available each weekend – Michigan free fishing, Fair, Kayak fishing, and any other events taking place.

A motion by Mike to recommend to the County Commissioners to pay the invoice for Morning Dove Productions supported by Kathy. All were in favor.

- b. Election of Officers: Bob turned the meeting over to Sherry. A motion by Dick to nominate Bob as Chairman supported by Kathy. No other nominations – all were in favor. Bob Desjarlais is Chair. Sherry then turned the meeting back to Bob.

A nomination by Bill for Dick as Vice-Chair supported by Mike. No other nominations – all were in favor. Dick Peterson is Vice-Chair. A nomination by Bill for Kathy as Secretary supported by Mike. No other nominations – all were in favor. Kathy Branz is Secretary.

- c. Parks Committee Bylaws/Charter/rules & policies: A motion by Larry to move forward until the next meeting supported by Mike. All in favor.
- d. Park Rules: A motion by Larry to move forward until the next meeting supported by Mike. All in favor.
- e. Opening bids for the following RFQ's:

- Lawnmower for parks:

Linsmeier, Menominee Implement,	Model 329B	\$8,480.40
(Both Grasshopper)	Model 227VEFI	\$6,938.10
Jake's Sales, Beaver Wi –	Hustler Model 936286	\$7,399.99
	Hustler Model 938050	\$5,599.99
Menominee Ind. Supply (Men.)–	Pro Turn Model 992269	\$9,243.04
Cozzys, Marinette – (5yr war or 1400 hrs)		
	Toro Model 74960-6000	\$9,779.00
Mid County Small Eng,(Steph)	SnapperPRO S200xt	\$7,500.00
Northgate, Escanaba	John Deere Z950M Ztrak	\$8,300.00
	John Deere (same) w/mulch on demand	\$8,900.00
Riesterer & Schnell, Pound	John Deere Z950M Ztrak	\$8,480.00
	John Deere Z945M EFI	\$8,741.00
Ward's, Dollar Bay Wood's	FZ28K WOOW	\$14,900.00

A motion by Bob for Dick and Jim to narrow down to 3-4 bids to be decided in March supported by Kathy with all in favor

- 2 – dual 50 amp Pedestals on big blacktop

Twin City (4 pedestals needed)	\$14,515.00
Solanders Electric (4 pedestals)	\$6,300.00
First Contracting	\$15,900.00

A motion by Dick to recommend to the County Board, Solander's at \$6,300 supported by Kathy with all in favor.

- Rewire Fair Building with a 200 amp service and new lights

Twin City	\$14,110.00
Solander's 25 receptacles 6 LED lites, storage area	\$11,615.00
First Contracting	\$14,900.00

A motion by Dick to recommend to the County Board Solanders at \$11,615.00 supported by Mike with all in favor.

f. 2018 Parks price list – question regarding gift certificates. A motion by Bob to follow the price list as is and no gift certificates supported by Mike with all in favor.

g. Other Discussion Items

- Timber Cutting Update: Jim reported that Shakey Lake's is done. There are approximately 4 loads to haul. Jim said it looks really good where they are done. They have not started anywhere else as of yet.

- Annual Park Passes-Availability of passes prior to first of year (Christmas gifts) Consensus to leave as is, as you do not know who the pass is for re: Senior price vs Regular price.

- Left over firewood: General discussion not a good idea at this time. Bob also stated it was part of the cutting agreement to leave the brush piles for small species.

Bailey deed was also questioned at this time if we could cut. Noreen stated the deed was done in 1923 along with Kleinke and River and stated there needed to be upkeep of the parks and improvements. As the cutting is to be done for walking trails on the West side of Bailey this should suffice. Sherry said she will check into the deed.

h. 2017/2018 Monthly Budget Review: Check the total paid for the timber and the breakdown by park to be removed from the budget and put under Timber Cutting. The sheet for the Improvement Fund Balance was missing and Sherry will send that out. A motion by Mike to approve the budget supported by Bill. All in favor.

8. Correspondence: None

9. Public Comment: Zach, from Wind Rose North Outfitters said he attended a Fishing Derby at Mason Park. There were 55 registered fishermen and over 100 people present. They had food, gave away an ice auger and flasher. The purpose was to break even and find the interest in the sport. Mason Park has a great opportunity to

promote fishing. Larry Smith Outdoors – Green Bay would be a good source for promoting this.

He stated that fishing in Menominee County is a very large draw to the tourist, both winter and summer. The area supports bass and walleye fishing but is lax in pan fish such as blue gills, perch, sun fish and crappie. He said he would like to see language in our five year plan to support fishing, as well as in the Counties Five Year Plan. Next month he will bring in a formal statement to include in our plan.

Kathy stated that the DNR still had some grant money available and would look for the web site and send it to Larry.

We are still looking at a date for the Kayak Fishing Tournament based on the light weekends that Karen indicated. Pick a date so we can get it to Colleen for promotion.

Charlene stated it is on the Agenda to review the County Master Plan this year.

Larry said the reason Zach was here is Larry is on the Economic Development and he felt this was a great opportunity to promote growth in the County.

A question came up on why fees are not charged in the winter for park usage. The biggest reason is it is not worth it because people then start accessing the parks through private property.

The DNR is now checking scales on the fish in Michigan Lakes to check on the aging of different species.

Bob stated that Vola has been reappointed to the Parks and Recreation Committee for 3 years.

A motion to adjourn by Mike supported by Kathy at 8:35PM with all in favor.