

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858

Brian R. Bousley - County Administrator
Sherry DuPont - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

The Menominee County Board of Commissioners
will meet on **Tuesday** ~ June 24, 2014 @ 6:00 p.m. CDT
At the Cedarville Township Hall
Old Mill Rd. & M-35, Cedar River, MI

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
 - June 10, 2014 – County Board Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items
 - 1. Moved by _____ seconded by _____ to approve payment of Commissioner Per Diems and expenses as recently submitted.
 - 2. Moved by _____ seconded by _____ to approve miscellaneous bills as paid on May 22 and June 5, 2014 in the combined amount of \$44,142.23.
 - 3. Moved by _____ seconded by _____ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.
- J. New Business (discussion only)
 - 1. Personnel Items:
 - a.
 - 2. Building and Grounds/Park Items:
 - a.
 - 3. Miscellaneous Items:
 - a. WCUP Community Corrections – FY2015 Grant Renewal application

Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Doug Krienke John Nelson Chris Plutchak Gerald Piche Jan Hafeman

4. Finance Items

a. Commissioner Per Diems and Expenses

b. Miscellaneous bills as paid on June 5, 11, 12 & 13, 2014 in the combined amount of \$75,394.79

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Adjourn

June 10, 2014
Unapproved

Proceedings of a Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the Cedarville Township Hall, Cedar River, Michigan.

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

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

Present: Coms. Furlong, Hafeman, Krienke, Lang, Meintz, Nelson, Piche, and Schei.

Absent: Com Plutchak (arrived at 6:08 pm)

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

Moved by Com. Nelson, seconded by Com. Krienke to approve the minutes from the May 22, 2014 Special Meeting, the May 27, 2014 Regular County Board Meeting. Motion was approved 8-0.

- Com. Plutchak arrived (6:08 pm)

PUBLIC COMMENT: Bill Anderson (Spalding Township), Gary Eichhorn (Spalding Township), and Mary Negro (Meyer Township) spoke in support of the nomination of Garry Anderson to the Twin County Airport Commission.

PRESENTATIONS: None.

DEPARTMENT HEAD/ELECTED OFFICIALS REPORTS: None.

ACTION ITEMS:

Moved by Com. Schei and seconded by Com. Nelson to approve Resolution 2014-11 ~ Wireless Service. Com. Meintz mentioned that he has received calls from many residents concerned about the loss of their land line service. Com. Hafeman and Com. Lang agreed stating this may be premature because of lack of blanket wireless coverage. Com. Furlong stated that he appreciated the newspaper correction stating that the board is not supporting eliminating land lines but that the board is supporting wireless service coverage prior to the elimination of land lines. Com. Schei stated that he has a concern as to cell service being disconnected during a time of a national emergency. Motion was approved 7-2 (Com. Hafeman and Lang voting against). (see Attachment A)

Moved by Com. Nelson and seconded by Com. Piche to approve Resolution 2014-12 ~ Acceptance of Terms of DNR Grant for Stoney Point Boat Launch Improvements. Com. Hafeman expressed concerns as to the reimbursement payments under the grant, the useful life of the boat launch, and county's responsibility for overall maintenance. Motion approved 9-0. (see Attachment B)

Moved by Com. Schei and seconded by Com. Nelson to appoint Garry E. Anderson to the Twin county Airport Commission to represent Menominee County for the remainder of a resigning member's term (June 01, 2014 to December 31, 2015). Com. Furlong expressed concerns with the appointment, and Mr. Anderson's transfer of his airport hangar lease. Com.

Furlong acknowledged that he is certain that Mr. Anderson will represent the interests of the pilots well however suggests that the board not appoint either applicant and re-advertise the position looking for a member of the business community to assist with the continued improvement of the airport property. Com. Nelson supports the appointment of Mr. Anderson and feels that he will be fiscally responsible in the airport operation. Com. Lang feels that Mr. Anderson's transfer of his airport hangar lease is merely a way of circumventing Michigan law. Adm. Bousley referenced Prosecuting Attorney Hass' 06/10/2014 Memorandum "if Mr. Anderson conveyed his interest in the hanger lease, this would not prevent him from accepting an appointment". Com. Furlong feels if we're just going to allow him to circumvent the law, doesn't that speak to integrity and honesty. "It's just a game, this board would be extremely shortsighted if we went down that road again." Com. Schei commented that the hangar is personal property on land leased from the county and he sees no conflict of interest. Com. Meintz: "I sit on the airport commission and I believe it is important to have someone on the airport board that is a user of the airport and is familiar with what is happening. I believe Mr. Anderson did a good job when he was on there last time. I don't have any issues with it." Com. Piche inquired if the hangar has in fact been transferred. The board asked Mr. Anderson (who was in attendance) if the hangar has in fact been transferred. Mr. Anderson responded, "Yes it has happened." Com. Hafeman feels it would be good to know the workings of the airport if you're going to be on that commission. Com Krienke: "I support Mr. Anderson, he has an understanding of the workings at the airport. He is a retired successful business man who knows the value of earning a dollar." Motion approved 7-2 (Com. Furlong and Lang voting against).

Moved by Com. Hafeman and seconded by Com. Plutchak to approve payment of Commissioner Per Diems and expenses as recently submitted. Motion approved 9-0.

Moved by Com. Hafeman and seconded by Com. Nelson to approve miscellaneous bills as paid on May 22, 2014 in the amount of \$70,108.88. Com. Hafeman questions invoicing by North Shore Pathology and inquires whether the medical examiner has the capability to do that work himself. Adm. Bousley responded that the medical examiner is the only one that can authorize an autopsy however does not perform the actual autopsy. Motion approved 9-0.

Moved by Com. Nelson and seconded by Com. Hafeman to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion approved 9-0

NEW BUSINESS (DISCUSSION ONLY)

PERSONNEL ITEMS:

- a. None

BUILDING AND GROUNDS/PARKS ITEMS:

- a. None

MISCELLANEOUS ITEMS:

- a. Fair Board member resignation. Adm. Bousley reported that there has been a resignation of Diane Brazelton, a longtime member of the Fair Board, and that there have been no applicants for that position. It is the recommendation of Adm. Bousley that the position not be filled until after the County Fair.

FINANCE ITEMS:

- a. Commissioner Per Diems and Expenses. No questions/comments. The consensus is to move forward to the County Board for Approval as Recommended.
- b. Miscellaneous bills as paid on May 22, 2014 & June 05, 2014 in the combined amount of \$44,142.23. Com. Hafeman questions the AT&T bill and when the fiber cable will be installed. Adm. Bousley responded that the fiber will be installed by the end of the month and that there may be another AT&T billing prior to switching to Time Warner. Com. Hafeman question the purchase of flowers for the county properties and if Menominee County businesses could be given preference. Adm. Bousley responded that the flower purchases have been made based on a best prices received for the quantities purchased. Com. Hafeman further questioned the purchase of copier supplies from UES Computers. Adm. Bousley responded that the particular invoice questioned was for setting up the copier and that all purchases are shopped around for the lowest price. The consensus is to move forward to the County Board for Approval as Recommended.

MISC. BOARDS/COMMITTEES/COMMISSIONS REPORTS:

- a. No questions/comments. The consensus is to move forward to the County Board for Approval as Recommended.

PUBLIC COMMENT:

Dick Peterson, Lake Township, chairman of Wild Rivers Invasive Species Coalition, servicing Menominee, Dickinson, Florence, Forest, and Marinette, had its annual meeting 06/03/2014. The meeting was also attended by Adm. Bousley and Paul Anderson who were installed on the board of directors of the WRISC. The coalition has made a lot of progress over the year. The WRISC now has 31 partners including Menominee, Cedarville, Ingallston, and Lake Townships. Mr. Peterson further reported on upcoming actives of the coalition and provided contact information if there were topics of interest to be covered at upcoming meetings.

COMMISSIONER COMMENT:

Com. Meintz June is Dairy Month and there will be farm breakfasts in surrounding counties. Despite the wet spring, crops are growing well.

Com. Nelson acknowledged Com. Lang's a belated 81st Happy Birthday.

Com. Piche stated that despite rumors to the contrary the Menominee County Board is here to tell everyone that the Fair will go on. Com. Piche further would like to thank Adm. Bousley for his efforts in making the fair happen.

Any other items members may wish to present: None.

Moved by Com. Hafeman, seconded by Com. Nelson to adjourn at 6:39 p.m. Motion was approved 9-0.

Charlie Meintz, Chairman

Tom Faller Chief Deputy, County Clerk

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA 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 To approve commissioner per diems and expenses as paid.	

Submitted by: **Brian Bousley**

 06/19/2014
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):

Kec
5/28/14
BKL

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: \$.56/mile ~ effective 01 January 2014

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

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

Name: Bernie Lang ~ District 2

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
05-08-14	UPDAC	50			
05-08-14	UPDAC	50			101-101-860.02
05-13-14	CO. BD.	30			101-101-860.02
05-22-14	CO. BD. Spec.	30			101-101-860.02
05-27-14	DHS	30			101-101-860.02
05-27-14	CO. BD.	30			101-101-860.02
		112 →		62.72	101-101-860.02
				62.72	101-101-860.02
					101-101-860.02
			Total Mileage		62.72
				Total Mileage Fee	62.72

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.

B. Lang

Signed

05-28-14

Date

Rec
5/28/14
GAB

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: \$.56/mile ~ effective 01 January 2014

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

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

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
5/1/14	MI. WURTS ESCANABA MI	52	56	29.12	101-101-860.11
5/13/14	COURT HOUSE, MENOMINEE MI	94	56	52.64	101-101-860.11
5/28/14	" "	94	56	52.64	101-101-860.11
5/27/14	" "	94	56	52.64	101-101-860.11
5/29/14	NORTH POINT, KINGSTON	62	56	34.72	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		396	56	221.76	
			Total Mileage	221.76	
				Total Mileage Fee	221.76

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

5/27/14

Date

10-1
BOB

MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

Mileage: \$.56/mile ~ effective 01 January 2014

*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 .56/mile	Total Cost	Account Number
4/25/14	COURTHOUSE	16		8.96	101-101-860.04
5/13/14	COURTHOUSE	16		8.96	101-101-860.04
5/21/14	PINECREST	73		40.88	101-101-860.04
5/22/14	COURTHOUSE Spec Mtg.	16		8.96	101-101-860.04
5/25/14	COURTHOUSE	16		8.96	101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage	137	
				Total Mileage Fee	76.72

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.

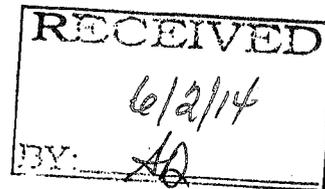
Larry Schei

Signed

5/30/14

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**



Mileage: \$.56/mile – effective 01 January 2013

*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.56/mile	Total Cost	Account Number
5/7/14	Pinecrest- Bylaws Cmte	N/C			101-101-860.10
5/8/14	UPACC- The Island	30		16.80	101-101-860.10
5/9/14	UPACC/UPCAP-The Island	30		16.80	101-101-860.10
5/13/14	Co.Bd.Mtg.-Menominee	76		42.56	101-101-860.10
5/21/14	Bd Of Health-Pinecrest	14		7.84	101-101-860.10
5/22/14	Pinecrest-Pinecrest	14		7.84	101-101-860.10
5/27/14	Co.Bd.Mtg.-Menominee	76	42.56	42.56	101-101-860.10
					101-101-860.10
					101-101-860.10
		240	Total Mileage	\$134.40	
Total Mileage Fee					134.40

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

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on May 22 and June 5, 2014 in the combined amount of \$44,142.23.	
RECOMMENDED MOTION	
To approve Miscellaneous Bills as paid on May 22 and June 5, 2014 in the combined amount of \$44,142.23.	

Submitted by: **Brian Bousley**

 06/19/2014
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):

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

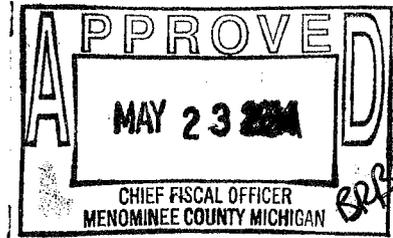
Special Revenue Funds

205 Road Patrol
208 County Parks
215 Friend of Court
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
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
284 Revenue Sharing
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MILLERS ACTION OFFICE SUPPLY I	36072	05/22/2014	0101673-001	For Deposit Only Stamper (Clerk's Offi	101-215-727.00	32.89		\$32.89
PAIDL'S TRUE VALUE HARDWARE								
36067	04/08/2014	A77816	Garden Hose	208-751-930.04	14.99			\$194.23
36068	04/11/2014	A78003	Credit Memo	208-751-930.04	-4.43			
36069	04/15/2014	B78367	Brake Cleaner & Circular Blade	208-751-981.00	11.43			
36070	04/24/2014	B78784	Hardware & Key	208-751-755.02	8.52			
36071	04/09/2014	B78130	Thread Nex Nut, Bolt, Duplex Nail	243-246-765.00	34.27			
36073	04/01/2014	A77481	Base Paint, Extension Handle, Drop Cl	208-751-930.03	64.05			
36074	04/02/2014	A77548	Light Base Paint	208-751-930.03	30.98			
36075	04/03/2014	A77587	Trimming Edger, Wood Cleaner	208-751-930.03	14.26			
36076	04/03/2014	A77590	Wire Roller Frame.	208-751-930.03	3.79			
36077	04/04/2014	B77930	Drywall Screws	208-751-930.03	4.99			
36078	04/04/2014	B77937	Nuts/Bolts	208-751-930.03	2.40			
36079	04/08/2014	B78095	Cable Clip & Phone Line Cord	208-751-930.03	8.98			
Total Amount for Bank Account: General								\$227.12



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Ace Hardware								
	36233	05/01/2014	210792/2	Roller Cover	101-265-755.00	6.99		\$76.20
	36234	05/12/2014	210899/2	Adapter	101-265-755.00	2.98		
	36235	05/14/2014	210939	Keys (x6)	101-265-755.00	9.00		
	36236	05/20/2014	211001/2	Switch	101-265-755.00	17.99		
	36237	05/28/2014	211087/2	Adapter, Cooper Tube, Key	101-265-755.00	39.24		
Ade Incorporated								
	36125	05/27/2014	90986	Needs Pass Web Records (#22947) x2	101-136-755.00	150.00		\$150.00
ALGER-DELTA COOPERATIVE ASSOCI								
	36242	06/02/2014	1614900	Bath House	208-751-920.01	78.09		\$2,831.25
	36243	06/02/2014	383001	Shakey Lakes Pk/Horse Ara	208-751-920.01	50.52		
	36244	06/02/2014	383200	N8380 Co Park Rd 20.5	208-751-920.01	610.59		
	36245	06/02/2014	383301	Shakey Lk Pk/Cattle Ara	208-751-920.01	163.86		
	36246	06/02/2014	1503500	N8380 Co Pk Rd 20 Pt 5	208-751-920.01	335.53		
	36247	06/02/2014	367100	N8390 Beach House	208-751-920.01	222.80		
	36248	06/02/2014	367200	Northwest Campsites	208-751-920.01	757.59		
	36249	06/02/2014	369802	W8449 Co Rd G12 Campsites	208-751-920.01	203.99		
	36250	06/02/2014	370500	Shakey Lks Office/Shop	208-751-920.01	125.99		
	36251	06/02/2014	379700	Storage Shed	208-751-920.01	119.46		
	36252	06/02/2014	380300	Shower Building	208-751-920.01	162.83		
All Phase								
	36103	05/20/2014	4430-640275	PO# 02919 Electrical Supplies & Condt	208-751-930.02	1,794.68		\$1,794.68
AT&T - Carol Stream, IL								
	36112	05/19/2014	906863661405	May 19 - June 18, 2014	266-325-850.00	288.25		\$1,379.39
	36142	05/19/2014	906863202305	May 19 - June 18, 2014	101-103-850.00	499.22		
	36143	05/19/2014	906863444105	May 19 - June 18, 2014	101-103-850.00	591.92		
AT&T Long Distance								
	36167	05/19/2014	854528091	Telephone Services	101-103-850.00	2,381.15		\$2,381.15
BAY AREA MEDICAL CENTER - 3100 SHORE DRIVE								
	36256	05/31/2014	Mencyt	Pre Employment Physicals	208-751-801.01	65.00		\$178.00
	36256	05/31/2014	Mencyt	Pre Employment Physicals	101-103-801.02	113.00		
Brunelle, Jennifer								
	36200	06/02/2014	Reimbursement	Mileage - May 2014	296-664-860.00	224.56		\$242.72
	36203	06/02/2014	Reimbursement	Meal - Training in Marquette	296-664-860.00	18.16		
Burkhart, Lewandowski & Miller								
	36224	06/02/2014	84426	Collective Bargaining	101-211-807.00	870.00		\$870.00
CLOVERLAND PAPER CO								
	36104	05/23/2014	105080	Tidyfoam & Toilet Tissue	101-265-801.00	105.79		\$341.63
	36214	05/23/2014	105084	Degreaser & Lysol (Jail)	101-301-770.00	88.24		
	36229	05/30/2014	105143	Toilet Tissue, Towels	101-265-755.01	86.86		
	36230	05/30/2014	105142	Towels	101-265-755.01	60.74		
Cody, Glenn								
	36099	05/29/2014	Reimbursement	Mileage - Parks Committee	208-751-860.00	16.50		\$16.50
Cooper Office Equipment								
	36150	05/29/2014	111615	Contract # 2146-01 Konica Bizhub	101-172-931.01	275.10		\$275.10
DEKETO, LLC								
	36166	06/02/2014	DK 5-14	May 2014 Documents	256-277-857.00	750.00		\$750.00

MENOMINEE COUNTY
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Dennis-Ruleau, Dawn 36199	05/29/2014	May 2014	Crisis Intervention	296-668-801.00	645.00		\$645.00
Diane Jarvis 36100	05/28/2014	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	46.00		\$46.00
Dougovito, Greg 36201	06/02/2014	5516	Saturday Detention (Tanner Crossman)	101-132-801.01	107.25		\$237.25
36227	06/04/2014	5523	Holdover Attendant (T.S.)	101-132-801.01	50.00		
36227	06/04/2014	5523	Holdover Attendant (T.S.)	101-132-801.00	80.00		
EAGLEHERALD PUBLISHING, LLC							
36239	06/02/2014	Advertising	Annual Statutory Review - Public Notic	101-141-803.00	34.90		\$113.14
36254	05/31/2014	1406	Fair Board Manager	101-101-901.00	51.74		
36255	05/31/2014	1408	Miscellaneous Boards	101-101-901.00	26.50		
Eichhorn, Garry							
36148	05/27/2014	Per Diem	DHS Board	101-601-837.00	50.00		\$98.16
36149	05/27/2014	Reimbursement	Mileage - DHS Board	101-601-837.00	48.16		
Employee Benefits Agency, Inc.							
36257	06/02/2014	4264	Vision Service Plan - June 2014	266-325-712.00	74.76		\$119.23
36257	06/02/2014	4264	Vision Service Plan - June 2014	266-326-712.00	32.07		
36257	06/02/2014	4264	Vision Service Plan - June 2014	701-000-231.00	12.40		
FLINN'S FLOWERS							
36110	05/23/2014	20592	Building & Ground Flowers/Plants	101-265-930.02	185.63		\$185.63
FRIEND OF COURT ASSOCIATION -							
36238	06/05/2014	Registration	2014 Conference (Herrild & Barrette)	215-141-860.00	200.00		\$200.00
Friends Ofc Prod Whse Direct							
36116	05/23/2014	020594I	ROD - Office Supplies	101-268-727.00	241.47		\$241.47
GBS Inc.							
36111	05/22/2014	14-18816	PO# 02911 Vital Record Envelopes (x2	101-215-727.00	644.00		\$644.00
Hafeman, Jan							
36136	06/02/2014	Reimbursement	Mileage - May 2014	101-101-860.10	134.40		\$134.40
Hi Tec Building Services							
36140	05/30/2014	007397	May 2014	101-265-801.00	1,410.00		\$1,410.00
J S ELECTRONICS, INC.							
36117	05/22/2014	18308	County Fire/Rescue - Tower Transmit I:	266-325-934.01	92.50		\$198.70
36161	06/01/2014	18332	Numeric Paging (PA Office)	101-267-850.00	27.00		
36220	04/29/2014	18262	Replacement Battery	101-331-755.00	22.95		
36221	04/30/2014	18265	Install of Replacement Radar Antenna	205-315-934.02	56.25		
J.F. Ahern Company							
36139	05/26/2014	203194	Annual Maintenance - Extinguisher	208-751-930.03	123.65		\$123.65
Jeff Naser							
36146	05/27/2014	Per Diem	DHS Board	101-601-837.00	50.00		\$99.28
36147	05/27/2014	Reimbursement	Mileage - DHS Board	101-601-837.00	49.28		
Jim & Pam Gerou							
36101	05/20/2014	Reimbursement	Camping Refund	208-751-964.00	75.00		\$75.00

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Joel Hensley, RN								\$3,888.44
	36163	05/29/2014	Medical Examiner	May 2014	101-648-709.00	720.00		
	36163	05/29/2014	Medical Examiner	May 2014	101-648-727.00	13.44		
	36163	05/29/2014	Medical Examiner	May 2014	101-648-835.00	1,590.00		
	36198	06/01/2014	Blood Draw	R.E. (5/24) D.J. (5/25)	101-267-801.01	200.00		
	36218	06/01/2014	Nursing Services	Nursing Services	101-301-770.01	1,365.00		
Kewley, Diane								\$117.00
	36226	06/04/2014	5524	Holdover Attendant (T.S.)	101-132-801.01	45.00		
	36226	06/04/2014	5524	Holdover Attendant (T.S.)	101-132-801.00	72.00		
Lang, Bernard								\$62.72
	36138	05/28/2014	Reimbursement	Mileage - May 2014	101-101-860.02	62.72		
Larry Peterson								\$45.00
	36154	06/01/2014	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	45.00		
LONG HEATING & COOLING INC								\$204.00
	36115	05/14/2014	37634	Air Conditioner Maintenance	266-325-934.00	204.00		
Lufts Advertiser								\$238.00
	36207	05/27/2014	Advertising	May 2014	243-246-709.00	30.00		
	36207	05/27/2014	Advertising	May 2014	101-132-802.00	100.00		
	36207	05/27/2014	Advertising	May 2014	101-101-901.00	108.00		
Manpower								\$819.00
	36108	05/25/2014	27146509	Week Ending 5/25/14 (Krista Marciniak	101-268-704.00	220.50		
	36133	05/25/2014	27151155	Week Ending 5/25/14 (Regina Mistark)	215-141-705.00	189.00		
	36141	05/25/2014	27146297	Week Ending 5/25/14 (Krista Marciniak	101-261-704.00	409.50		
Marinette Farm & Garden								\$24.97
	36219	05/21/2014	282992	Pet Wash & K9 Food	101-301-881.01	24.97		
Massopust, Whitney								\$445.00
	36164	05/29/2014	Medical Examiner	May 2014	101-648-709.00	255.00		
	36164	05/29/2014	Medical Examiner	May 2014	101-648-835.00	190.00		
Menards - Marinette								\$137.00
	36120	05/21/2014	53554	Screws, Screwdriver, Weed Stop, Clear	101-265-755.00	52.46		
	36121	05/23/2014	53773	Concrete Mix, Blade (x2)	101-265-755.00	37.65		
	36126	05/28/2014	54106	Earplugs, Coupling, Tee, Elbow, PVC F	101-265-755.00	46.89		
MENOMINEE COUNTY ROAD COMMISSI								\$646.44
	36253	06/04/2014	10792	Grading & Placing Gravel in County Pa	208-751-930.04	646.44		
Michigan Chamber Services, Inc								\$157.50
	36106	04/11/2014	475566	2014 Employment Law Handbook	101-172-802.00	157.50		
MICHIGAN ELECTION RESOURCES								\$608.42
	36123	10/08/2013	31724	PO# 02921 Precinct Supply Kit (x10)	101-262-727.00	608.42		
MILLERS ACTION OFFICE SUPPLY I								\$133.43
	36119	05/27/2014	0101690-001	Clerk - Office Supplies	101-150-727.00	51.98		
	36119	05/27/2014	0101690-001	Clerk - Office Supplies	101-215-727.00	60.46		
	36119	05/27/2014	0101690-001	Clerk - Office Supplies	101-131-727.00	20.99		
Nelson, John R.								\$221.76
	36131	05/27/2014	Reimbursement	Mileage - May 2014	101-101-860.11	221.76		
Northern Home Improvement								\$850.00
	36102	04/24/2014	1911	Removal of chimney at West Shore Mu	208-751-930.03	850.00		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Northern Star Pathology, PC	36105	05/20/2014	5/20/14	Autopsy - Christian Baumler	101-648-836.00	1,450.00		\$1,450.00
Office Depot, Inc.	36186	05/21/2014	714286611001	District - Office Supplies	101-136-727.00	82.95		\$211.18
	36225	05/20/2014	714191084001	Toner, Labels	101-172-727.00	59.99		
	36225	05/20/2014	714191084001	Toner, Labels	208-751-727.00	5.72		
	36225	05/20/2014	714191084001	Toner, Labels	101-172-727.00	62.52		
Olivares, E. Jay	36206	06/03/2014	Various	Court Appointed Legal	101-132-807.00	250.00		\$540.07
	36228	06/03/2014	Various	Court Appointed Attorney	101-131-807.00	290.07		
Owens, Karen A.	36232	06/04/2014	5525	JDFS Program	296-668-801.00	315.00		\$315.00
PAIDL'S TRUE VALUE HARDWARE								
	36128	05/14/2014	150007	Alkaline Battery, Swiffer Duster	101-265-755.01	13.48		\$791.42
	36223	05/31/2014	150008	A79187	208-751-756.01	17.97		
	36223	05/31/2014	150008	A79188	208-751-756.01	7.49		
	36223	05/31/2014	150008	A79464	208-751-756.01	83.98		
	36223	05/31/2014	150008	B79455	208-751-756.01	56.62		
	36223	05/31/2014	150008	A79594	208-751-930.03	29.07		
	36223	05/31/2014	150008	A79633	208-751-930.03	5.97		
	36223	05/31/2014	150008	A80042	208-751-756.01	34.79		
	36223	05/31/2014	150008	B79914	208-751-930.03	5.07		
	36223	05/31/2014	150008	A80130	208-751-930.03	4.19		
	36223	05/31/2014	150008	A80242	208-751-930.03	63.02		
	36223	05/31/2014	150008	A80280	208-751-930.03	27.47		
	36223	05/31/2014	150008	B80144	208-751-756.01	6.28		
	36223	05/31/2014	150008	B80447	208-751-930.03	-15.27		
	36223	05/31/2014	150008	B80545	208-751-981.00	28.99		
	36223	05/31/2014	150008	B80645	208-751-756.01	298.79		
	36223	05/31/2014	150008	B80895	208-751-754.00	22.28		
	36223	05/31/2014	150008	A81337	208-751-755.02	8.99		
	36223	05/31/2014	150008	B81022	208-751-755.02	84.27		
	36223	05/31/2014	150008	A81690	208-751-755.02	21.97		
	36223	05/31/2014	150008	A81787	208-751-755.02	24.99		
	36223	05/31/2014	150008	B81101	208-751-755.02	-38.99		
Pan-O-Gold Baking Co.	36216	04/29/2014	40683411913	Inmate Groceries	101-301-770.00	49.70		\$96.46
	36217	05/06/2014	40683412611	Inmate Groceries	101-301-770.00	46.76		
PLASTOCON, INC	36222	05/20/2014	81526	Disposable Tray Liners & Lids	280-362-755.00	251.34		\$251.34
Plutchak, Chris	36132	05/04/2014	Reimbursement	Mileage - April 2014	101-101-860.05	53.76		\$53.76
PrintersPlus!	36127	05/23/2014	13202	PO# 2922 Jury Questionnaires, Letters,	101-150-727.00	817.00		\$817.00
Quill Corporation	36211	05/15/2014	2979133	Sheriff Department - Office Supplies	101-301-727.00	184.29		\$184.29
Reinhart Foodservice	36215	05/20/2014	235511	Inmate Groceries	101-301-770.00	351.55		\$351.55

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Riesterer & Schnell, Inc.	36169	05/13/2014	647978	SnowBlower Repair Parts	101-265-934.00	120.57		\$120.57
S & O LOCK AND PHONE SERVICE	36118	05/23/2014	38179	LSDA Entry Locks (Secure Homes x4)	517-252-931.00	346.70		\$403.65
	36213	05/23/2014	38167	Lock & Keys	101-301-727.00	56.95		
Sage Checks & Forms	36153	05/27/2014	70001516975	Checks & Direct Deposit	101-172-727.00	316.45		\$316.45
Schei, Larry	36137	05/30/2014	Reimbursement	Mileage - (April 25 - May 27, 2014)	101-101-860.04	76.72		\$76.72
SimplexGrinnell	36151	05/23/2014	80159005	Repair to Replace 2 Smoke Detectors	101-265-801.00	401.50		\$401.50
Some's Uniforms, Inc.	36210	05/19/2014	V131012	Award Certificate	101-301-727.00	13.50		\$13.50
Squires-Stepniak, Rebecca	36240	06/05/2014	Reimbursement	Meals - Training in Marquette	296-665-860.00	17.75		\$334.15
	36241	06/05/2014	Reimbursement	Mileage	296-665-860.00	316.40		
The First National Bank&Trust	36231	05/30/2014	628840339	FOC - Service Charge	101-141-817.00	33.40		\$33.40
Tim Hanson - N1671 River Drive	36202	06/02/2014	5517	Bond Refund	292-662-964.00	300.00		\$300.00
Tony's Green Thumb	36109	05/23/2014	Flowers	Flowers & Plants - Grounds	101-265-930.02	191.40		\$191.40
TransUnion Risk & Alternative	36212	06/01/2014	352277	5/1/14 - 5/31/14	101-301-727.00	3.25		\$3.25
TWIN CITY ELECTRIC, Inc.	36107	05/27/2014	78981	Meeting with Time Warner	101-103-755.00	68.00		\$68.00
U.E.S. COMPUTERS, INC.	36134	06/02/2014	68199	Toner - FOC Office	215-141-934.00	75.99		\$3,762.98
	36135	05/23/2014	68119	Laserjet Printer - (Jodie in FOC)	215-141-934.00	269.99		
	36165	05/27/2014	68132	PO# 02923 Scanner (Jessy - A/P)	101-215-970.00	692.00		
	36258	06/02/2014	40747	May 2014 Weekly Computer Maintenan	101-103-857.00	2,725.00		
U.P. Assessors Association	36162	06/02/2014	Registration	Peggy Schroud - June 2014 Continutin	101-257-860.00	20.00		\$20.00
Valenti, Susan F.	36208	05/31/2014	Reimbursement	Meals & Mileage - May 2014	101-131-860.00	263.10		\$299.85
	36209	05/23/2014	M14-014642-DO	Transcript (Motto/Motto)	101-131-806.00	36.75		
Wallace Building & Supply, Inc	36155	05/30/2014	176311	2 x 4 x 4	208-751-756.01	22.50		\$22.50
Warner, Fredrick	36204	06/02/2014	Reimbursement	Mileage & Supplies	296-667-801.01	7.87		\$415.24
	36204	06/02/2014	Reimbursement	Mileage & Supplies	296-668-801.00	174.72		
	36205	06/02/2014	5519	Can Zone	296-668-801.00	232.65		
Waste Management	36168	06/01/2014	1464377-1856-3	June 2014	101-265-801.00	509.87		\$509.87

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
WEST GROUP PAYMENT CENTER	36124	05/01/2014	829492491	April 1 - April 30, 2014	269-145-982.00	446.44		\$446.44
Wil-Kil Pest Control	36113	05/13/2014	2455287	Annex	101-265-801.00	31.25		\$62.50
	36114	05/13/2014	2455286	Library	101-265-801.00	31.25		
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								
	36129	05/29/2014	0402047856-00004	Courthouse	101-265-920.04	2,254.72		\$6,584.21
	36130	05/29/2014	0402055840-00001	Jail	101-265-920.03	3,788.23		
	36144	05/27/2014	1300515224-00000	Bailey House	208-751-920.01	41.35		
	36144	05/27/2014	1300515224-00000	Kleinke Street Lighting	208-751-920.01	29.30		
	36144	05/27/2014	1300515224-00000	Kleinke	208-751-920.01	59.78		
	36144	05/27/2014	1300515224-00000	Bailey Street Lighting	208-751-920.01	12.74		
	36145	05/27/2014	0402047856-00006	Stoney Point	208-751-920.01	33.26		
	36152	05/29/2014	0402191663-00001	Health Care Center	101-265-920.03	213.54		
	36152	05/29/2014	0402191663-00001	Health Care Center	101-265-920.04	151.29		
WORMWOOD, DEBRA								
	36122	05/27/2014	Reimbursement	Bridge Fare (x2), Lunch	266-326-881.00	10.65		\$10.65
Total Amount for Bank Account: General								\$43,915.11

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 6.10.2014 County Board meeting	
RECOMMENDED MOTION	
To approve the miscellaneous reports discussed at the 6.10.2014 County Board meeting	

Submitted by: **Brian Bousley**

 06/19/2014
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):

MINUTES

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET
MENOMINEE, MI 49858

906-863-8408

April 15, 2014

REGULAR SESSION MEETING

TWIN COUNTY AIRPORT CONFERENCE ROOM

Members Present: Jason Lauzer, Mary Johns, Charlie Meintz, Nick Lakari, Chris Plutchak, Ted Sauve

Not Present: Jason Lauzer

Also Present: Penny Mullins, Eagle Herald; Tony Krysiak, Airport Manager; Jeff LaFleur; and Larry Barker

1. Call to order at 5:00 pm by Vice Chair Nick Lakari
2. Pledge of Allegiance recited
3. Roll call taken by Vice Chair Nick Lakari

4. Approve/amend agenda

MOTION (Johns/Sauve) to approve agenda as presented. Motion carried. No negative vote.

5. Approve/amend minutes of the March 18, 2014 Regular Session meeting

Item #8 should read: Voting Yes -5

MOTION (Johns/Plutchak) to approve the minutes as corrected. Motion carried. No negative vote.

6. Public comment – speakers will be limited to 5 minutes on agenda items only

None.

7. Discuss/Consider revised Security Plan as recommended by Building and Grounds Committee, action if any.

Ted Sauve expressed confidence on behalf of Mary Johns and himself in Mr. Kryziak's handling of the card requests and noting that the past commission members and pilots that did not rent hangers or own airport planes were not given access cards. Jason Lauzer's own investigations of this matter indicated that the only people refused cards were not defined as users of this airport.

Discussion involving Page 9, GATES AND ACCESS CONTROL, paragraph one, two sentences in red (second and third sentences of this paragraph).

MOTION (Johns/Sauve) to amend these two sentences to include the phrase ...access to an aircraft "at Twin County Airport". Motion carried. No negative vote.

MOTION (Sauve/Johns) to add the wording to the security plan as read, deleting the apostrophe in “credential’s”. Motion carried. No negative vote.

8. Discuss/Consider Avis letter, action if any.

Nick Lakari read the letter from Avis dated March 27, 2014 addressed to Mr. Jason Lauzer. Letter accepted and placed on file. No action.

9. Discuss/Consider establishing date/time for an Enstrom facility tour, action if any.

Nick indicated that a public notice should be provided regarding the tour beginning at 4:00 pm on May 20, 2014. The regular meeting will begin at 5:00 pm.

MOTION (Johns/Plutchak) that the commission will visit Enstrom at 4:00 pm on May 20 and notice it in such a way that it is evident that a quorum of commission members may be present.

10. Discuss/Consider Financial Audit Report, action if any.

Discussion only. No action taken. Future agenda item.

11. Discuss/Consider User Study for Runway Justification, action if any.

Charlie Meintz arrived at 5:28 pm.

MOTION (Meintz/Johns) to approve sending in the cover letter and the documentation as presented in support of keeping the runway original. Motion carried. No negative vote.

12. Report on two Executive/Finance committee meeting topics. Information, only.

Nick Lakari reported on a follow up of getting funding from WIDOT/Bureau of Aeronautics.

The Airport Capital Improvement Fund Resolution, adopted on July 11, 2007, was reviewed.

13. Discuss/Consider recommendation from Executive/Finance Committee to begin the hiring process for a part time, 20-hour Maintenance – Lineman, action, if any.

MOTION (Meintz/Johns) to table this until the next meeting when we will have all of the information to act on it. Motion carried. No negative vote.

MOTION (Meintz/Johns) to amend the previous motion to read as “postpone” rather than “table”. Motion carried. No negative vote.

14. Executive/Finance Committee report:

- A. Discuss/Consider Profit & Loss for March 2014, action if any
- B. Discuss/Consider Reconciliation Summaries for March 2014, action if any
- C. Discuss/Consider Vendor Balance for March 2014, action if any
- D. Discuss/Consider Customer Balance for March 2014, action if any
- E. Discuss/Consider Check Detail (#12970 to #12989) and in the amount of \$17,925.05 for March 2014, action if any
- F. Discuss/Consider Fuel Sales Report for March 2014, action if any
- G. Discuss/Consider airport traffic for March 2014, action if any

MOTION (Sauve/Meintz) to approve check #12970 to #12989 in the amount of \$17,925.05 and items A through G as presented in the March financial report. Motion carried. No negative vote.

15. Communications/correspondence

Tony relayed a request from Menominee County Administrator asking if we would be requesting an appropriation for next year. Tony has responded by saying Yes, but we do not know how much we will be requesting at this time.

16. Dialog between Airport Manager and the TCAC

Tony discussed wage issue.

17. Dialog between airport users and the TCAC

None.

18. Public comment – speakers will be limited to 5 minutes

Penny Mullins, Eagle Herald, addressed the issue of touring a non-public place and recommended discussing the item with legal advisors from Marinette County and Menominee County.

Ted Sauve discussed moving the fence to the south for the helicopter display.

19. Future agenda items

Audit

Bureau of Aeronautics report

Part time Maintenance Lineman recommendation

Cost of relocating fence for the helicopter display area

20. Schedule next meeting

May 20, 2014 at 5:00

21. Adjourn

MOTION (Meintz/Johns) to adjourn at 6:28 pm.

Respectfully Submitted:

Jennifer Seguin

Marinette County Administrative Secretary

Date approved:

5/20/14



Public Health
Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes

Wednesday, April 16, 2014

Board Members Present

Bob Burie
Tom Elegeert

Jan Hafeman

Larry Schei
Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Kim Gustafson, Executive Secretary
Lynn Woelffer, Director of Finance
Dayna Kapp, Emergency Preparedness Coordinator

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on April 16, 2014. The meeting was called to order at 3:00 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Executive Secretary, and is recorded above. Mary Harrington was previously excused from the meeting.

2. Approval of Agenda

Ms. Hafeman moved to approve the agenda. Motion was supported by Mr. Elegeert and carried.

3. Approval of Minutes

Mr. Snyder pointed out a correction that needed to be made in the March draft BOH minutes. The correction had been made prior to the meeting and was on the minutes needed for signature.

Mr. Elegeert moved that the minutes, with edits, from March 19, 2014, be approved. Motion was supported by Chairman Trudgeon and carried.

4. Educational Session: Close PODS, Long Term Care Facilities-Dayna Kapp

Ms. Kapp gave an update on Points Of Distribution (POD) and what their uses. The Strategic National Stockpile (SNS) distributes the needed supplies to POD's in cases of public health emergencies. Most PODs are set up in schools because they have the best access and it's easier to let community members know to go to their local school.

Closed PODS are going to be set up in nursing homes and jails/prisons and will not be open to the public. The plan is to have staff from the Closed POD pick up supplies at the designated site or have PHDM staff deliver them to the closed POD and the POD staff would then distribute to the needed residents or inmates. In order to become a recognized Closed POD, a plan must be in place, specifying how much medical supplies need to be delivered. They also have to have a licensed medical staff on-hand to distribute the medicine.

PHDM's current county jails/state prison partners:

- Menominee County Jail
- Delta County Correctional Facility
- Bay Pines will need to have its own plan and should be completed during June 2014.

Bishop Noa Home and Pinecrest Medical Care Facility are the first two long-care facilities to work on their plans and are expected to be completed this fall.

5. Cost-Based Reimbursement

At the March BOH meeting, a motion was made and passed requesting Mr. Snyder prepare a letter to be sent out to Senator Casperson and Representative McBroom explaining the issue and lack of Cost-Based Reimbursement payments by MDCH. Mr. Snyder did draft and send the letter out per the BOH request.

A financial reimbursement for the initial FY2011 payment was made the day after the letter was sent. They are still waiting on the final payment for FY2011 and entire payment FY 2012.

Senator Casperson responded to Mr. Snyder's letter indicting the 2012 initial payment should be paid by the end of June. No word has been received from Representative McBroom, but Commissioner Harrington notified Mr. Snyder prior to the BOH meeting, that she could set up an appointment. The BOH members did not feel a meeting was needed at this time.

6. Finance Committee

The finance committee met on Monday, April 14, 2014 at PHDM's Escanaba office.

6.1 January – March Quarterly Finances

Ms. Hafeman gave an overview of the status of the programs and budget. Questions were answered by Ms. Woelffer.

6.2 PHDM FY2013 Audit

Chairman Trudgeon was happy to report to the board that there were no findings in the audit and PHDM did extremely well and congratulated management.

7. Review and Approval of March Check Register

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

Mr. Burie moved to approve the March check register. Motion was supported by Mr. Elegeert and carried.

8. Medical Director's Report

Dr. Frankovich reports that childhood lead poisoning is still a threat, causing irreversible damage to an individual's health, including cognitive function. The biggest risk source of lead exposure for children in the U.S. is in lead-containing paint present in older homes. Recently, the CDC lowered the acceptable "normal" level for children from <10mcg/dl to <5 mcg/dl. This means is an individual has a lead level of five or higher, they will need to be retested and the parents provide with education regarding sources of lead, its dangers and resources for lead abatement. She has been asked to participate in an MDCH panel to develop interventions aimed at increasing the number of children screened for lead exposure through enhanced provider and parent awareness of the new guidelines. In 2011, approximately 5% of children in Delta County and 4% in Menominee County had unacceptable lead levels which would require parental education and retesting of the children over time. This year, PHDM received a \$10,000 grant to help educate local providers and the community on lead poisoning.

9. Health Officer's Report

- Mr. Snyder reported the methamphetamine house in Ford River has been cleared and the condemnation has been removed. The methamphetamine house in Gwinn is still condemned.
- PHDM's Escanaba office is in the process of remodeling the large conference room, and it should be completed soon.
- Mr. Snyder is presenting to the Delta County Township Association on Thursday, April 24, 2014.
- April 30, 2014 is the Drug Awareness Conference at the Casino. Over 200 people have already registered.

10. Public Comment—None

11. Board Member Comments

Ms. Hafeman congratulated the management staff at PHDM for the exceptional job they do.

12. Adjournment

There being no further business, a motion was made by Ms. Hafeman with support by Mr. Elegeert to adjourn the meeting. Motion was carried and the meeting adjourned at 4:13 p.m. CDT.

Thomas L. Punderson 5-21-2014
Chairperson

:kg



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, April 24, 2014	Place: Board Room
Presiding: Barbara Oliver, Chairperson	Time: 2:00 p.m. Central
Recording: Lois Bail, Executive Secretary	

Call to order	Chairperson Oliver called the meeting to order at 2:00 p.m. Central time
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Roll Call: Present: Gerald Smith, Elaine Boyne, Debbi Springinsguth, Mary Harrington, Barbara Oliver, Catherine Driscoll, Randall VanGasse, John Degenauer, Jr., Jeff Naser, Gary Eichhorn, Jan Hafeman, and Darlene Smith, Administrator.

Absent: Mary Bradley

Also present: Candace Meintz, Susan Williamson, Sharline Corrigan, Kelly Bellmore, Jessica Boucher

Guests: Terry Grondine, Lisa Kirschner, Amy Lantagne

Approval of April 24, 2014 Agenda	Trustee Driscoll made a motion that under number 8, letter g) be moved to before a) to allow the ladies from Whispering Pines to present their report and then leave.	A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the agenda with the changes as presented. Motion carried.
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<p>Board action on Minutes of the March 27, 2014 Meeting</p>	<p>Minutes were sent to the Board Members in their packets for review prior to the meeting.</p>	<p>A motion was made by Trustee Naser, supported by Trustee Smith, to approve the Minutes of the March Meeting as presented. Motion carried.</p>
<p>Financial Statements for March 2014</p>	<p>Candace Meintz, CFO, reviewed the Financial Statements. She stated that operations are stable. She reviewed pay backs to Medicaid and Write Offs of Bad Debts.</p>	<p>A motion was made by Trustee Degenauer, supported by Trustee Hafeman, to approve the Financial Statements. Motion carried.</p>
<p>Board action on the March Manifest of Invoices</p>	<p>The Manifest of Invoices had been mailed to Board Members prior to this meeting for review and the Board discussed the Manifest with the CFO.</p>	<p>A motion was made by Trustee VanGasse, supported by Trustee Smith, to approve the Manifest of Invoices and to pay the bills. Motion carried.</p>
<p>Board Committee Reports Whispering Pines/Powers Activity Center Committee Report</p>	<p>Jessica Boucher, Assistant Administrator of Whispering Pines spoke to the board regarding the Whispering Pines Authority Agreement and the Certification for Medicaid. She outlined the details of the two programs and stated that the Authority is separate from the Certification. They are not interested in doing the Certification. and discussed the need to bring the Authority Agreement back into focus. She discussed P.A. 280 and the need to decide what authority Pinecrest would/could have over Whispering Pines. Attorney Jeff VanWinkle is still involved with this project and there had been a phone conference earlier this week to discuss this with him. He will be contacting Eric Conway from Plante and Moran to get Eric's view of the</p>	<p>A motion was made by Trustee Eichhom, supported by Trustee Smith, to approve Mr. Van Winkle's presentation to the Board next month. Motion carried.</p>

	<p>situation. The authority was always supposed to be separate from the Medicaid Certification. She explained that it does not need the consenting votes of all three counties, two counties can agree to do it. We need to see what has to be done to tie up some of these projects that are sitting out there. In accordance to Mr. VanWinkle's contract, we had paid him to come to meetings here to explain the Authority. He is willing to come up next month for the May Board Meeting to discuss this with the Board. She felt that all of the Board needed to know this so they could act on the projects we need to finish.</p> <p>Trustee Boyne reported that at the Whispering Pines meeting just prior to this Board Meeting they reviewed the activities at each home, the financials, invoices, CARF, SOAR report, and brochures. She discussed Jessica going to local schools to canvas for employees and to inform them of the different services that they supply. Jessica added that if there is anyone to replace the Board would like to suggest that the "Talent Board" go, they would be happy to address the students of those schools. They have already been to Bark River Harris, and Stephenson Schools.</p>	
<p>Administrator's contract</p>	<p>Chairperson Oliver explained that the Executive Committee had worked together during this month to secure a contract with Darlene Smith, Administrator. She stated that the contract has</p>	<p>A motion was made by Trustee Smith, supported by Trustee Springinsguth, to approve the reports given by Jessica Boucher and Trustee Boyne regarding the Whispering Pines homes and activities.</p> <p>A motion was made by Trustee Smith, supported by Trustee Harrington, to approve the acceptance of the contract between the Pinecrest Board</p>

	<p>been approved and signed. Trustee Eichhorn asked if he could have a copy of the contract, and it was suggested that it be kept in house, noting that if he wanted to see the contract he could look at it while here. Trustee Harrington congratulated Mrs. Smith.</p>	<p>of Trustees and Darlene Smith, Administrator. Motion carried.</p>
<p>Bad Deb Write Office</p>	<p>The Board reviewed the request from Administration to write off a total of \$47,220.88 in Bad Debts. CFO Meintz explained that the Board had previously approved all old debts be written off, this brings us as up to date as possible. The Board asked several questions</p>	<p>A motion was made by Trustee Hafemen, supported by Trustee Springinsguth, to approve the Bad Debt Write off. Motion carried.</p>
<p>Board Approval for lodging for Administrator to attend UP Education Day.</p>	<p>Administrator Smith requested \$75.00 plus tax for a one night's lodging in Marquette while she attends the UP Education Day.</p>	<p>A motion was made by Trustee Degenaeer, supported by Trustee Boyne, to approve the cost of lodging as requested. Motion carried.</p>
<p>Discussion of Attendance for Board Members and Board Approval for cost of Room and Board for Administrator and Interim DON to attend MCMCFC Annual Spring Meeting.</p>	<p>The Board discussed members attending the Spring Meeting in Boyne Highlands. Trustee Naser suggested that if someone was interested in attending they contact Administrator Smith. The Board also discussed the Administrator and DON attending the conference and the Administrator asked for travel expenses of \$481.92 each.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the Administrator and DON attend the MCMCFC at a cost of \$481.92 each. Motion carried.</p>
<p>Board Approval to send one or two people to the Governor's Award of Excellence Recognition Day on May 9th in Bath Township</p>	<p>Administrator Smith requested \$435.00 for travel expenses for Kathy Teal, RN, to attend the Governor's Award Banquet. Trustee Harrington asked that she bring back pictures.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Harrington, to approve the \$435.00 for travel expenses related to Mrs.</p>

<p>Emergency Plan Writing Workshop</p>	<p>Administrator Smith requested Board approval for David Kausak to attend the Workshop in Milwaukee. She asked for a travel allowance of \$270.00.</p>	<p>Teal attending the Banquet. Motion carried.</p> <p>A motion was made by Trustee Boyne, supported by Trustee Driscoll, to approve \$270.00 expenditure for David Kausak to attend the Workshop. Motion carried.</p>
<p>Unfinished and New Business Report of Quality Assurance and Resident Council Committees</p>	<p>Susan Williamson, DON, reported on the Resident Council Meetings held during the month. There were no complaints from the residents. She also reported on the monthly Quality Assurance Meeting and the departments that presented this month.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Springinsguth, to accept the Report of Quality Assurance and Resident Council Committee as presented. Motion carried.</p>
<p>Report of Safety Committee</p>	<p>Lois Ball, Safety Committee Secretary reported that there had not been a meeting in April.</p>	
<p>Report of Spalding Township DNR Grant Committee Meetings.</p>	<p>Administrator Smith explained the purpose of this Committee and stated that Pinecrest is involved because they are looking to us to building a walkway through the woods to the river and end at the Veterans' Park. Board Members raised several concerns and a discussion was held. It was decided to contact the Committee's chairperson and once we find the date of the next meeting we will let the Board Members interested (in the Committee) know. Trustee Degenauer and Trustee Naser and Trustee Eichhorn will try to attend the next meeting. Trustee Harrington asked for more</p>	

<p>Discussion of By-Laws</p>	<p>information regarding this and she will pass it by Rory Mattson.</p> <p>Administrator Smith reviewed the By-Laws from 2003 and the revised By-Laws from 2011, noting that we have not seen a signed set of 2011 By-Laws. The Board discussed setting up a committee to review this. The following members were appointed to a special committee to review By-Laws: Trustees Hafeman, Driscoll, and Smith.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Smith, that the Board develop a Committee to review the By-Laws. Motion carried.</p>
<p>Discussion of M&M Area Foundation By-laws and Committee Members</p>	<p>Administrator Smith stated that the M&M Area Foundation is now in charge of our three funds, the Ellen K. Russell Trust, The Michael Micketinac Trust and the Pinecrest Charitable Trust. She gave an over view of the plans and Trustees currently serving on these Trusts. In review of the M&M Area Foundations By-Laws the Administrator and Trustees felt it should be Trustees serving on this Board as members. They asked that letters go to the current members thanking them for their years of service and appointing new members from among the Trustees. After more discussion Trustees asked that Michael Kaufman be asked to stay on the Foundation Board for a one year term. Members then suggested that another term be for a two year term and the third position be for a three year term. Trustee Driscoll nominated Trustee VanGasse to serve a three year term. Trustee Boyne nominated Trustee Springinsguth to a two year term.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Eichhorn to ask Michael Kaufman to remain on the Board for a one year term, to support the nomination of Trustee VanGasse to a three year term and the nomination of Trustee Springinsguth to a two year term. Motion carried.</p>

<p>Discussion of Water Authority By-Laws</p>	<p>Administrator Smith reported that Lil Schultz and Jim Cologna of the Water Authority have been asked for a copy of the By-Laws that govern the Water Authority. Currently Administrator Smith and Michael Kaufman are members.</p>	
<p>Administrator's Report and Meetings and Conferences Attended</p>	<p>Administrator Smith reported that she and Susan Williamson attended the Joint Provider Workshop. She also attended the OSF Advisory Meeting, the Alzheimer's Support Meeting, Perspectives Meeting, and the Iron Mountain Networking Meeting.</p> <p>Administrator Smith reported that employees will be given the opportunity to purchase day care items this coming Friday. Monday and Tuesday of next week the day care items will be put up for sale to local day cares, churches, schools.</p>	
<p>Chairperson's Comments on Committee Assignments</p>	<p>Chairperson Oliver stated that everyone had received a copy of the Board's Committee Assignments in their packets. She stated that she will attend their first meeting, but that each Committee will elect their own Chairperson.</p>	
<p>Comments from the Public</p>	<p>Amy Lantagne, CNA and Chief Steward for Pinecrest's Union Local 854 asked what was being planned for the Administrator's house and the day care center. Administrator Smith stated that we are looking at making the Administrator's home a SIP Home, where they live independently with a care giver, they pay rent to Pinecrest and care is provided under</p>	

Adjournment	Jessica. When the Day Care was closed it was reallocated to the Activities Dept and Plant Operations.	
	The meeting adjourned at 3:29 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to adjourn the meeting. Motion carried.

Elaine Boyne, Secretary

BY:

Barbara J. Quinn

Darlene Smith, Acting Secretary

Darlene Smith

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

April 24, 2014 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:01 p.m. Mary Wendt, Board Secretary, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Connors, Peggy	X			Martin, Ann	X		
DeDie, William	X (4:40 pm)			Negro, Mari	X		
Dehn, Janet	X			Nelson, John	X		
Freeman, Peggy	X			Raether, Karen	X		
Hofer, Millie		X		Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.		X	

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, L. Dionne, M. Wendt
G. Takala (video-television conference-Iron River office)

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

PUBLIC COMMENTS – No public comments

APPROVAL OF THE CONSENT AGENDA:

(Consent agenda items are being presented for review and action by a single vote without discussion. If a member believes that an item requires discussion, then a request is made to pull that one item from the Consent Agenda and to add it to the regular agenda as an item to be discussed).

- a. Approval of the Minutes-March 27, 2014 Regular Monthly Board Meeting
- b. Finance Committee Meeting Report-April 21, 2014
- c. Recipient Rights Committee Meeting Report-April 21, 2014
- d. Planning Committee Meeting Report-April 21, 2014

ACTION: The consent agenda was approved as presented.

Motion by: P. Freeman, supported by M. Negro. **Motion carried unanimously.**

APPROVAL OF THE AGENDA:

(Request for additional agenda items).

The agenda was amended to add CEO Report to the agenda.

ACTION: Moved to approve the amended agenda as presented.

Motion by: A. Martin; supported by J. Luhtanen. **Motion carried unanimously**

PRESENTATION: Northpointe Fiscal Year (FY) 2012-13 Annual Audit Report-Mr. Alan Stotz

Karen Raether introduced Mr. Alan Stotz, an auditor from Anderson, Tackman & Company. Mr. Stotz reviewed the Northpointe FY2012-13 audit report. Questions were addressed by Mr. Stotz.

Karen Thekan, Northpointe CEO, took over the meeting as election of officers took place

ELECTION OF OFFICERS - Nominations from the Floor

- Ms. Thekan opened the floor for nominations for the position of Chairperson.

ACTION: A motion was made by P. Connors, supported by A. Martin to nominate Karen Raether for Chairperson.

Ms. Thekan called for any other nominations three times.

ACTION: A motion was made by M. Negro to nominate John Nelson for Chairperson. Mr. Nelson stated at this time he would respectfully decline this nomination.

ACTION: A motion was made by C. Spence, supported by J. Luhtanen to close nominations for Chairperson and cast a unanimous ballot for Karen Raether as Chairperson. **Motion carried unanimously.**

Karen Raether as newly elected Board Chairperson, assumed the Chairperson position.

- Chairperson Raether opened the floor for nominations for the position of Vice-Chairperson.
ACTION: A motion was made by J. Nelson to nominate Mari Negro for Vice-Chairperson. Ms. Negro stated that she would decline this nomination.
Chairperson Raether called for any other nominations three times.
ACTION: A motion was made by P. Connors, supported by A. Martin to nominate Joan Luhtanen for Vice-Chairperson.
ACTION: A motion was made by A. Martin, supported by P. Freeman to close nominations at this time and cast a unanimous ballot for Joan Luhtanen as Vice-Chairperson. **Motion carried unanimously.**
- Chairperson Raether opened the floor for nominations for the position of Secretary.
ACTION: A motion was made by C. Spence, supported by J. Luhtanen to nominate Peggy Connors for Secretary.
Chairperson Raether called for any other nominations three times.
ACTION: A motion was made by A. Martin, supported by J. Luhtanen to close nominations at this time and cast a unanimous ballot for Peggy Connors for Secretary. **Motion carried unanimously.**
- Chairperson Raether opened the floor for nominations for the position of Treasurer.
ACTION: A motion was made by P. Connors, supported by J. Luhtanen to nominate Chris Spence for Treasurer.
Chairperson Raether called for any other nominations three times.
ACTION: A motion was moved by P. Connors, supported by J. Luhtanen to close nominations at this time and cast a unanimous ballot for Chris Spence as Treasurer. **Motion carried unanimously.**

Ms. Raether stated that there are no rules or regulations regarding appointments to the NorthCare Board and, at this time, Mari Negro, Dr. Zevitz and she are serving on the NorthCare Board. Ms. Raether further stated that she, Ms. Negro, and Dr. Zevitz have again signed up to be on the NorthCare Board and Ms. Luhtanen and Mr. Nelson have also signed up to be on this board. The NorthCare By-Laws do not list a special time that delegates are named to their board but states that there needs to be three U.P. Community Mental Health (CMH) board members on the NorthCare Board. Ms. Raether stated that if a CMH Board is happy with the three individuals serving on the NorthCare Board they can continue to serve on it with no term limit. Ms. Raether also stated that the Northpointe By-Laws do not contain language regarding Northpointe Board members serving on the NorthCare Board. Discussion ensued and miscellaneous questions were addressed by Ms. Raether and Ms. Thekan. Consensus of the Board is that the Planning Committee should update Northpointe Board By-Laws to include language regarding Northpointe Board members serving on the NorthCare Board and that Ms. Raether, Ms. Negro, and Dr. Zevitz should continue serving on the NorthCare Board.

W. DeDie present at 4:40 p.m.

CEO REPORT

Karen Thekan stated that her April 2014 CEO Report was in Board packets; she provided the following updates and highlights:

State/Federal Activity:

- Healthy Michigan was implemented on April 1 and as of a week ago approximately 100,000 individuals had signed up with a target of signing up over 300,000 in the State of Michigan. The rate is still uncertain as to what will be paid per member/per month as the State is waiting to see how many individuals are signed up by April 30. Medical Care Access Coalitions (MCACs) are the approved navigators to sign up individuals for Healthy Michigan and were at the Kingsford Northpointe office on April 22 to assist individuals to sign up for Healthy Michigan. There were 19 individuals that were signed up on April 22, MCAC will now be assisting the Iron River Northpointe office to sign up individuals for Healthy Michigan on April 29 and in Menominee, MCAC has opted to work on their own. The U.P. CMH directors recently met with the legislators in Marquette and Ms. Thekan invited them to attend a future Northpointe Board meeting. Mr. Haveman, CMH Director, provided at a recent meeting that CMH's will be 99.5% Medicaid by 2015 and this is who CMH's will be serving. Ms. Thekan stated that when talking about General Fund (GF) and expanding Northpointe services to other individuals she feels that a slow approach should be taken to see how everything plays out.

Ms. Thekan further stated that she does not want to start a service to begin serving individuals and 12 months from now have to say that these individuals can no longer be served. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.

P. Freeman excused at 4:48 p.m.

- The implementation date for the Dual Eligible Project (Medicare/Medicaid) has now been moved to January 2015. The U.P. and Southwest regions will be in Phase 1 of the implementation.

Local Activity:

- This year there will not be a NAMI/Northpointe lunch and Northpointe instead will be supporting the consumer recovery conference that is being sponsored by NorthCare in Marquette.
- It has been approved to implement crisis stabilization services in Menominee starting June 1. This is a mandated Medicaid State plan service and with the implementation of this service, Northpointe will have all State mandated Medicaid services to offer.
- The USDA federal grant (\$119,000) that was previously denied to expand Northpointe's tele-video capabilities has now been approved. This grant is for upgrading and adding sites (group homes) for teleconferencing capabilities. Northpointe has three years to implement this grant. Miscellaneous questions were addressed by Ms. Thekan.

PROPOSED FISCAL YEAR 2015 MICHIGAN ASSOCIATION OF COMMUNITY MENTAL HEALTH BOARD (MACMHB)-DUES AND BUDGET

Karen Raether stated at the spring MACMHB conference that the MACMHB dues and budget will be voted on by CMH voting delegates. Ms. Raether further stated that she, Karen Thekan and Millie Hofer will be attending the conference, are the voting delegates, and asked for a discussion on how they should vote on these issues. Ms. Thekan reviewed the MACMHB dues and budget information and miscellaneous questions were addressed by Ms. Raether and Ms. Thekan. Mari Negro asked if it was too late to sign up for the conference and since it was not she will now also be attending the conference.

ACTION: A motion was made by M. Negro, supported by P. Connors to approve that the Northpointe voting delegates vote affirmative on the MACMHB proposed dues and budget. **Motion carried unanimously.**

NEW BUSINESS – No new business

UNFINISHED BUSINESS

- General Fund and Additional Services
Janet Dehn stated that she understands Ms. Thekan's thinking about not wanting to provide additional services and then, at some point in time, having to say that these services can no longer be provided. Dr. Dehn further stated that at the present time, with respect to GF monies, Northpointe is not in a position to say what they have and do not have to spend money on but does not want this issue forgotten. Ms. Thekan stated that she does understand Dr. Dehn's concern. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.
- Board Per Diems
Karen Thekan stated that a final letter regarding Board per diems has been received from Northpointe's attorney, Clark Hill, who provided that they cannot give an opinion either way – whether Board members should be become a Northpointe employee or continue to receive per diems which is currently being done. Ms. Thekan further stated that as a Board a decision needs to be made whether per diems will be kept as is or if Board members should become a Northpointe employee.
ACTION: A motion was made by A. Martin, supported by P. Connors that Board per diems be kept as is.
Motion carried unanimously.

NORTHCARE REPORT

Mari Negro stated at the April 9 NorthCare Board meeting Dr. Zevitz asked (from questions put forth by the Northpointe Board) whether or not NorthCare is just another layer of governmental bureaucracy. Ms. Negro stated a good thing is that NorthCare is available for the possibility of consolidating services should the CMH's determine that this is something they would like to do. This may be a place for some cost savings for CMH's down the road but consolidating is not something that NorthCare will dictate to the CMH's. Ms. Negro stated that NorthCare is another layer but does have the potential to be something better and can actually help cut back on

expenses for CMH's. Discussion ensued. Consensus of Northpointe Board members is that a deadline should be asked for to have a beginning financial balance from Pathways for NorthCare.

J. Nelson excused at 5:20 p.m.

Karen Raether stated at NorthCare meetings there now will be a Board education presentation for members. Ms. Raether stated that the integration of substance abuse continues to be worked on and a substance abuse advisory board needs to be implemented by August 2014. The next NorthCare Board meeting is scheduled for May 14. Ms. Thekan stated that NorthCare Board meetings are open to the public and everyone is invited to attend them.

CHAIRPERSONS REPORT – K. Raether

- The spring MACMHB conference is scheduled for May 19-21 and Ms. Thekan, Ms. Raether, Ms. Hofer, and Ms. Negro will be attending it.
- Northpointe committee meetings are scheduled for Monday, May 19 and Board members attending the MACMHB conference can participate, via the telephone, in the committee meetings if they wish to do so.
- The following committee appointments were made:

Finance Committee

Chris Spence, Chairperson
John Nelson
Millie Hofer
Peggy Connors
Karen Raether

Personnel Committee

Peg Freeman, Chairperson
Joan Luhtanen
Ann Martin
Janet Dehn
Mari Negro
Karen Raether

Planning Committee

Joan Luhtanen, Chairperson
Millie Hofer
Janet Dehn
Karen Raether

Recipient Rights Committee

Mari Negro

Parliamentarian

Ann Martin

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Ann Martin stated at Kingsford High School the Student Against Drunk Driving (SADD) group sponsored a suicide awareness week and provided information on this event.
- Janet Dehn asked how the Mental Health First Aid Training went that was recently held in Menominee. Ms. Thekan stated that there was a good turnout and the training went well.
- Chris Spence stated that she was pleased to see the thank you note from an individual who received Northpointe endowment fund money to use in an emergency situation. Ms. Spence also stated that she was glad that it was decided to take money from the endowment fund for individuals to use in an emergency.

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:38 p.m.

The next regular monthly Board meeting is scheduled for **Thursday, May 29, 2014** in Kingsford, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary

**Menominee County
Department of Human Services Board
2612 10th Street
Menominee, MI 49858**

BOARD MEMBERS

**JEFF NASER, CHAIR
MARY BRADLEY
GARY EICHHORN**

DIRECTOR

RUSSELL K. SEXTON

Date: April 29, 2014

The regular meeting of the Menominee County Department of Human Services Board was called to order by Russell Sexton, Board Secretary, at 9:00 a.m. Central Time. The meeting was held at the Menominee County Department of Human Services Board Room.

Present: Jeff Naser, Board Member; Gary Eichhorn, Board Member and Russell Sexton, Board Secretary.

Absent: Mary Bradley, Board Member. Excused.

Others Present: Bernie Lang, Menominee County Board of Commissioners.

APPROVAL OF AGENDA:

Mr. Sexton requested an addition to the agenda to go under Board Business, specifically a discussion of the board budget for FY 2014/2015 per a communication received from the County Administrator.

A motion to approve the agenda with the addition requested by Mr. Sexton was made by Mr. Eichhorn and supported by Mr. Naser. Motion carried.

APPROVAL OF MARCH 25, 2014 MINUTES:

Minutes of the March 25, 2014 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for March 2014 was reviewed. There were \$197.44 in expenditures for the February DHS Board Meeting; leaving a balance of \$6,204.40.

There were no expenditures from the Child Care Fund leaving a balance of \$3,500.00.

A motion to approve the financial report was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

DIRECTOR'S REPORT:

Mr. Sexton provided an update on the current staffing situation in Menominee County: There are 2 full time management staff including 1 children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director and 1 general program supervisor who covers some assistance payments staff in Delta County, Indian outreach workers in Delta and Menominee counties and adult services specialists in Delta, Dickinson and Menominee counties. There is also 1 tri-county community resource coordinator who operates the volunteer services program, fund raising activities, medical transportation volunteer drivers, contracting and various other functions. There are 3 administrative support staff, 2 general office assistants and 1 departmental technician. There are 3 children's protective services specialists and 2 foster care and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist. Total Menominee County staff on-board count is 21. Total payroll is 1.04 Million dollars.

Statewide Director's Meeting Information: No meeting was held this month.

Collaborative Issues: No new information was provided.

Business Plan Update: Mr. Sexton provided the board with an update on current performance data including:

Operational Funds:

- Operating Funds Expenditure Report: Year-to-date expenditures of \$16,082.45, which constitutes 49% of the allocation spent with 50% of the fiscal year elapsed.
- Travel Funds Expenditure Report: Year-to-date expenditures of \$17,903.70, which constitutes 48% of the allocation spent with 50% of the fiscal year elapsed.

Assistance Payments:

- Assistance Payments Standard of Promptness: Year-to-date average for Menominee County is 95%. BSC 1 average is 95% and State average is 95%.
- Family Independence Program Work Participation Rate: Menominee County year-to-date average is 86.61%. Goal is 50%.

Child Welfare:

- CPS Commencement: Menominee County 100%; State 87%; BSC1 96%
- CPS Investigation Contacts: Menominee County 100%; State 84%, BSC1 94%
- CPS Opening Month Contacts: Menominee County 0%; State 68%; BSC1 77%
- CPS Ongoing Child Contacts: Menominee County 100%; State 78%; BSC1 84%
- CPS Closing Month Contacts: Menominee County 100%; State 85%, BSC1 87%
- CPS Contact Entry: Menominee County 86%, State 75%
- Parent/Child Visits Completed: Menominee County 58%; State 39%; BSC1 36%
- CPS ISP Completed: Menominee County 100%; State 87%; BSC1 94%
- CPS USP Completed: Menominee County 100%; State 88%; BSC1 91%
- CPS ISP Supervisor Approval: Menominee 100%, State 88%; BSC1 94%
- CPS USP Supervisor Approval: Menominee 100%; State 91%; BSC1 94%
- FC ISP Completed: Menominee 100%; State 72%; BSC1 70%

- FC ISP Approval: Menominee 100%, State 89%
- FC USP Completed: Menominee 100%; State 83%
- FC USP Approval: Menominee 100%; State 90%
- Initial Medical Completed: Menominee 100%, State 69%
- Periodic Medical Completed: Menominee 100%; State 58%
- Initial Dental Completed: Menominee 100%; State 55%; BSC1 66%
- Annual Dental Completed: Menominee 0%; State 30%; BSC1 33%
- Worker/Parent Visits Mother 1st Month: Menominee N/A, State 51%
- Worker/Parent Visits Mother 1st Month in-home: Menominee N/A, State 20%
- Worker/Parent Visits Father 1st Month: Menominee N/A, State 41%
- Worker/Parent Visits Father 1st Month in-home: Menominee N/A, State 19%
- Worker/Parent Visits Mother 2nd Month: Menominee 25%; State 68%
- Worker/Parent Visits Father 2nd Month: Menominee 7%, State 51%
- FC Contact Entry: Menominee 69%; State 71%

Miscellaneous:

Mr. Sexton reviewed with the board the Comprehensive Local Office Purchase Plan for the Delta, Dickinson and Menominee County Triad. This plan includes the following fund sources:

- Child Safety and Permanency Plan Fund - \$96,692.00
- Child Protection/Community Partner Fund - \$57,190.00
- Strong Family/Safe Children Fund - \$183,195.00
- Foster Parent Recruitment and Retention Fund - \$9,404.00
- Direct Supportive Services Fund - \$72,566.00
- Emergency Services Fund - \$27,468.00
- Guardianship Fund - \$1,372.00
- Youth in Transition Fund - \$4,663.00
- Donated Funds (MARA and CRC Funds) - \$63,002.00

Mr. Sexton reviewed with the board that there are many other non-local funding sources we rely on for the provision of various services for our customers. Those can be found in the policy manuals located on the DHS website at www.michigan.gov/dhs. Mr. Sexton reviewed some specific policy with the board, including: Field Operations Manual 722-12; 903-09; Bridges Eligibility Manual 232 and the Program Standards Manual in regard to Emergency Services payments eligibility.

Mr. Sexton reviewed with the board customer information as follows:

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

- Family Independence Program: 34 cases; 75 recipients; \$10,087.00 in benefits for the month of February.
- Food Assistance Program: 1,582 cases; 2,972 recipients; \$342,841.00 in benefits for the month of February.
- State Disability Assistance: 19 cases; 19 recipients; \$5,330.00 in benefits for the month of February.

- Child Development and Care: 29 cases; 45 recipients; \$7,678.00 in benefits for the month of February.
- State Emergency Relief: 44 cases; \$21,180.00 in benefits for the month of February.
- Unduplicated total for the month of February: 1,609 cases; 3,010 recipients; \$387,116.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 535 cases; 1,185 recipients
- Other Children < Age 21: 118 cases; 124 recipients
- Pregnant Women & Children Under 19: 828 cases; 1,491 recipients
- Non-SSI Aged, Blind & Disabled: 694 cases; 724 recipients
- SSI Aged, Blind & Disabled: 497 cases; 497 recipients
- Medicaid Eligible Total: 2,419 cases; 4,021 recipients

Mr. Sexton further related that you could also find all DHS policy for all programs, as well as anything else you would want to know about DHS at the www.michigan.gov/dhs site.

Mr. Sexton reviewed all of the programs that the Department of Human Services has available with the board. Those programs discussed are:

- Family Independence Program (cash assistance)
- Food Assistance Program (better known as food stamps)
- State Disability Assistance (financial assistance for disabled persons who are not eligible for cash assistance)
- State Emergency Relief (financial help to needy persons faced with emergency situations that threaten health and safety and can be resolved with the SER payment)
- Low Income Home Energy Assistance Program (assistance to disadvantaged households to help meet energy costs)
- Supplemental Security Income (federal program that DHS determines eligibility for on behalf of the federal government)
- Child Development and Care (Day Care assistance)
- Child Support Program
- Medicaid
- Youth in Transition (funding for eligible foster youth exiting the system)
- Educational Training Vouchers (scholarships for eligible youth adopted from the foster care system)
- Adoption Services/Adoption Subsidy Program
- Adult Services (adult community placement and independent living services – assistance with locating appropriate living arrangements and home help services)
- Adult Protective Services (protection of vulnerable adults who are at risk of harm due to abuse or neglect or exploitation)
- Child Abuse Prevention and Family Preservation Services (
- Children's Foster Care
- Children's Protective Services

- Juvenile Justice (delinquent youth programs)
- Michigan Children's Institute (legal guardian for children when parental rights have been terminated by the court)
- Migrant Services (coordination of services for agricultural workers)
- Native American Affairs and Indian Outreach (support, protect and strengthen Native American children and families)
- Refugee Services
- Runaway and Homeless Youth Services Program
- Teen Parent Program
- Volunteer Services

Detailed descriptions of these programs can be found at www.michigan.gov/dhs.

Mr. Sexton reviewed the Field Outstate Administration's CY 2014 Strategic Plan with the board and provided a copy of the plan to each board member.

Board Member Input/Suggestions: None at this time.

UNIT REPORT: Andrew Laurin, Child Welfare Supervisor, provided a comprehensive report to the board regarding Children's Protective Services, Foster Care, Foster Home Licensing and Juvenile Justice. Mr. Laurin provided the following information:

Menominee Co. Children's unit is fully staffed at 5.

- 1- CPS investigator, Mary Lou Nast
- 2- CPS investigator- JJ, Andrew Porath
- 3- CPS investigator-Ongoing, Erinn Anttila
- 4- Foster care – Adoption –Licensing, Midge Fagan
- 5- Foster care – JJ, Jeremy Munger

The unit provides services to all children within Menominee County including Hannahville Tribal youth who are referred to DHS.

Currently we are providing CPS ongoing services to 13 families, with 7 of those cases in the court system. Menominee County investigated 195 complaints of abuse or neglect last year. Of those complaints 192 of 195, 98% were completed within 30 days as required. Statewide average is 84%. Menominee County commenced 98% of the complaints timely, and made 97% of face to face contacts with all victims within the required time frames. Statewide averages are 90% and 84% respectively. We are providing direct care foster care services to 10 children in Menominee. An additional 16 children are being serviced by private agencies. We are providing JJ services to 12 youth, 8 of which are placed in residential programs throughout the UP, per court order.

Menominee County DHS currently has 5 licensed foster homes. The tribe maintains approximately 13 homes for placement of tribal youth.

SWSS, the current operating system for child welfare, went down on 4/24/12 and our new system, MiSACWIS, will roll out on April 30th. We have been involved in numerous webinars, and classroom training to prepare for what will be a huge but manageable challenge. We expect hick-ups with the system but will ensure children remain safe.

Mr. Laurin also discussed the CPS Centralized Intake unit with the board.

BOARD BUSINESS:

1. **Approval of Vouchers:**
Vouchers were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.
2. **MCSSA:** The next MCSSA District One meeting will be on July 16, 2014, at 11:45 Eastern at the Landmark Inn, Marquette. Subsequent meetings will also be held at the Landmark Inn, with that meetings being: October 15, 2014.
3. **Board Budget for FY 2014/2015:** A discussion was held in regard to what the board would be requesting for its FY 2014/2015 budget.

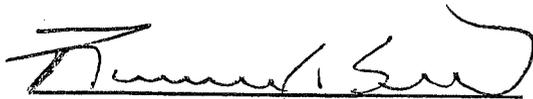
Mr. Eichhorn made a motion that a budget request to the Menominee County Board of Commissioners be made that mirrors the request for last year, with the addition of \$1,500.00 for Foster Parent Recruitment and Retention activities for Menominee County. Mr. Naser supported the motion. Motion passed without opposition.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

NEXT MEETING: May 27, 2014 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 11:25 a.m.



Russell K. Sexton
Board Secretary



Jeff Naser
Board Chairperson

Pc: DHS Board Members
Menominee County BOC

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	WCUP Community Corrections
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>WCUP Community Corrections has asked the board for approval of the FY 2015 Grant Renewal Application. This is the last year of a three year grant. Becky McIntyre will be at the meeting for any questions the Commissioners may have.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/19/2014
Date

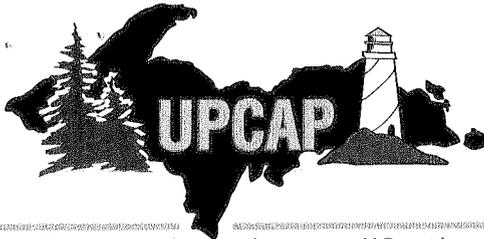
WORKSHOP ACTION

<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

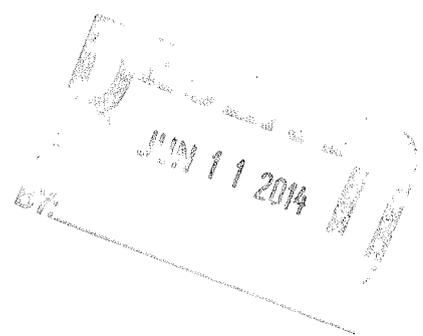
DATE:

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



WCUP Community Corrections
310 Ludington Street, Suite #210, Escanaba, MI 49829
Phone: (906) 789-0511 • Fax (906) 789-1877
www.upcap.org

"Providing guidance and support to U.P. residents since 1961"



June 10, 2014

Menominee County Board of Commissioners
Attn. Brian Bousley
Menominee County Administrator
839 10th Avenue
Menominee, MI 49858

Dear Sirs:

Enclosed, please find a summary of the FY2015 Grant Renewal Application for funds from the West-Central U.P. Regional Community Corrections Program to the Office of Community Corrections. This is the final year of a three year application that was submitted and approved in FY2013. As with past years, the West-Central U.P. Community Corrections Program needs to receive approval of the grant application from all six county boards in our region prior to State Board approval.

A full copy of the grant renewal is attached for your review.

We respectfully request the County Board's approval of this application. Once the County Board has approved the grant application, we request confirmation by letter.

If you have any questions, please do not hesitate to contact either myself or Mr. James Furlong, your Community Corrections Advisory Board representative. We thank you in advance for your prompt attention to this matter.

Sincerely,

Becky McIntyre
Community Corrections Manager,
WCUP Community Corrections

CC: James Furlong

EXECUTIVE SUMMARY
WEST-CENTRAL U.P. REGIONAL
COMMUNITY CORRECTIONS PROGRAM
APPLICATION FOR MULTI-YEAR PLAN 2013-2015
RENEWAL FY2015

For the Community Corrections Comprehensive Plan and Application, Fiscal Years 2013-15:

The work crew programs, individual community service work placement and tether programs will stay the same. Our office has been advised that there would be no additional monies available for any counties. This does place a burden on the program to strive to meet increased benchmarks with dwindling dollars.

Residential Services beds will be allocated in the same manner as past years. Residential Services are available for sentenced felony offenders with a sentencing guideline (SGL) score of 0-9 or greater. Circuit Court probation violators are eligible for Residential Treatment services if their original SGL was 0-6. The services cover treatment for up to 90 days.

An overview of our most important goals and objectives follows. These are just some of the areas the WCUP Community Corrections Program will be targeting:

- Maintain overall PCR at or below the State's current levels (FY2011 lists that at 20%).
- Increase enrollment of probation violators in appropriate in-jail programming to reduce jail stays (I.e. work detail, PRS, or cognitive programs).
- Continue the use of programming that offers earned release for credits for participants in county jails to reduce average length of stay on both felons and misdemeanants.
- Reduce PCR of Group 2 offenders to at or below the State's current level (12% or less)

The WCUP Manager will continue to meet with local probation supervisors and review the dispositions of straddle cell offenders. Supervisors are monitoring agents' sentencing recommendations for straddles and are suggesting local alternatives wherever possible. We will also work diligently to remove low-level offenders from the jails through programs like our work crews to make room for the normally prison-bound straddles. Last calendar year we were at 20% for an overall PCR and our Group 2 Straddle Cell commitment rate was below 10%.

Additional priorities include:

- Continue the use of programming that offers earned release for credits for participants in county jails to reduce average length of stay on both felons and misdemeanants.
- Work with various mental health agencies to create/continue accurate and timely referrals for mentally ill offenders

The total budget for the upcoming fiscal year, FY2015 will remain at \$319,480.

Should you have any questions, or need further information from me, please feel free to contact me at 906-789-0511 or e-mail at mcintyrereb@upcap.org. We look forward to another successful year of programs, plans and services in the West-Central U.P. and appreciate all the support received throughout the region.

MICHIGAN DEPARTMENT OF CORRECTIONS

“Expecting Excellence Every Day”



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2015

CCAB Name: *WCUP*

Application Type: *Update of FY 2013 Plan*

Email the application to:

MDOC-OCC@michigan.gov

and,

Send one copy of the application to:

DEPARTMENT OF CORRECTIONS
Office of Community Corrections
P.O. Box 30003
Lansing, Michigan 48909

DUE DATE: June 2, 2014

NOTE: CCABs in a multi-year contract will need to complete SECTION I (A, B, C) as well as the new BUDGET form and program descriptions for any proposed program changes.

SECTION I: INTRODUCTION –			
Name of CCAB: <i>WCUP Regional CCAB</i>		Federal I.D. Number: <i>38-1957176</i>	
A: General Contact Information:			
	Contact Person (manager)	Fiscal Agent	CCAB Chairperson
Name:	<i>Becky McIntyre</i>	<i>Rick Aird</i>	<i>Hon. Anders Tingstad</i>
Title:	<i>Manager</i>	<i>CFO</i>	<i>Board Chair</i>
Address:	<i>310 Ludington Street, Suite 201</i>	<i>PO Box 606</i>	Click here to enter text.
City:	<i>Escanaba</i>	<i>Escanaba</i>	<i>Bessemer</i>
State:	<i>MI</i>	<i>MI</i>	<i>MI</i>
Zip:	<i>49829</i>	<i>49829</i>	Click here to enter text.
Phone:	<i>906-789-0511</i>	<i>906-786-5858</i>	Click here to enter text.
Fax:	<i>906-789-1877</i>	<i>906-786-5853</i>	Click here to enter text.
Email:	<i>mcintyrereb@upcap.org</i>	<i>airdr@upcap.org</i>	Click here to enter text.

Type of Community Corrections Board: <i>Regional</i>
Counties/Cities Participating in the CCAB: <i>Delta, Dickinson, Gogebic, Iron, Menominee, Ontonagon</i>
Date application was approved by the local CCAB: Click here to enter text.
Date application was approved by county board(s) of commissioners (and city council): <i>pending</i>
Date application was submitted to OCC: Click here to enter text.

B: CCAB Membership	
Representing:	Name (and email if available):
County Sheriff:	<i>Sheriff Kenny Marks</i>
Chief of Police:	<i>Sheriff Dale Rantala</i>
Circuit Court Judge:	<i>Hon. Mary Barglind</i>
District Court Judge:	<i>Hon. Anders Tingstad</i>
Probate Court Judge:	<i>Hon. C. Joseph Schwedler</i>
County Commissioner(s):	<i>Dave Rivard – Delta, James Furlong – Menominee, Dennise O’Brien – Ontonagon, Ray Coates- Iron, Joe Stephens – Dickinson,</i>
Service Area:	<i>Vacant</i>
County Prosecutor:	<i>James Jessup</i>
Criminal Defense:	<i>Kalen Lipe</i>
Business Community:	<i>Dawn Wells</i>
Communications Media:	<i>Vacant</i>
Circuit/District Probation:	<i>Kevin Ayotte</i>
General Public:	<i>Judy Hickman</i>
City Councilperson:	<i>Joe Bonovitz</i>
Does your CCAB have Bylaws? If yes, have they been revised within the last 2 years? (Please send copy) <i>No. Last revised 2012</i>	
Does your CCAB have a “definition of a pattern of violence” that excludes offenders from any PA511 programming? If yes, please explain. <i>NO, eligibility is dealt with in each program.</i>	

C: Summary - Briefly summarize the key points of your Community Corrections Plan:

(all fields permit carriage returns)

1. What programs, practices and policies contribute to a reduction of (or maintenance of low) prison commitment rates: *Community Service, Work Crews (both programs), Cognitive programming and Electronic monitoring.*

a. How do they contribute to reduced/maintained PCRs? *All of the above programs are designed to reduce the numbers of offenders going to jail or prison, or to reduce the amount of time they spend incarcerated in a facility. The programs are designed to improve jail utilization by clearing out the lower-level offenders and making room for those offenders who truly need incarceration. The programs also provide a catalyst to change/modify thinking of current behaviors that lead to criminal activity. Our jail bed days have increased steadily over the years, freeing up more beds for those local felony offenders to be housed in jail as opposed to prison*

b. Explain what data/measures show your PA511 funded programs have contributed to reductions in your PCR: *OMNI and COMPAS data show maintenance of low prison commitment rates in line or below the State's current rate for target populations.*

2. What programs, practices and policies contribute to improved jail utilization? [Click here to enter text.](#)

a. How do they contribute to improved jail utilization? *The programs are designed to improve jail utilization by clearing out the lower-level offenders and making room for those offenders who truly need incarceration.*

b. Explain what data/measures show your PA511 funded programs have contributed to improvements in your jail utilization: *COMPAS jail bed days save, and in the future, JPIS data compiled by the Northpointe suite.*

SECTION II: ANALYSIS & STRATEGIC PLAN

A: INTRODUCTION AND INSTRUCTIONS FOR STRATEGIC PLAN:

Strategic Issues, Goals, and Priorities have been established by the Office of Community Corrections in accordance with Public Act 511 and State Board priorities. CCABs will be required to establish **Objectives and Strategies** based upon OMNI Felony Disposition, JPIS, CCIS and local data that will support State **Goals and Priorities**.

Strategic Issues are identified as *Felony Dispositions, Jail Utilization and Local Priorities*.

OCC will provide the CCABs with **OMNI Felony Disposition** and **JPIS** data. CCABs shall analyze this data along with local **CCIS data** (reports run locally from Case Manager) and develop **Key Objectives** and supporting **Strategies** that will lead toward attainment of **Goals and Priorities** established by the State Board and OCC, as well as local objectives and priorities promoted in the comprehensive plan.

A thorough review of the data should include:

- Overall PCRs, rates within sentencing guideline ranges, PCRs within Group 1 and Group 2 offense categories, status at time of offense and technical probation violation PCRs
- Reference to changes in PCRs compared to prior years
- Other changes in your CCAB/area that influence changes (new stakeholders, policies, emerging crimes, offender characteristics, etc.)
- Review your past OCC funding proposals for ideas

Example:

For the Strategic Issue of Felony Dispositions, consider the stated **Goal and Priority** as outlined on the following pages and complete an analysis of your county's prison commitment rate data provided by OCC. Establish objectives related to prison commitment rates. For example:

1. Reduce PV commitment rate from 32% to 25%
2. Reduce Straddle rate to from 43% to 35%

Under each **OBJECTIVE** outline in bullet form those **STRATEGIES** (steps) to be taken, including continuing, new and revised programs, or established and revised policies or practices, that will support the attainment of the objectives you have specified. Identify if these are "new", "continuations," or "modifications," or for short term (this fiscal year) or long term implementation.

Keep in mind that all of the programs for which you are requesting PA511 funding should be identified as strategies. Additionally, policies and practices you propose (such as targeting specific populations or characteristics) are also strategies. Strategies may apply to more than one objective and should be repeated under each objective as appropriate.

For Example, the objective of "Reduce PV rate from 32% to 25%" may have the following strategies:

1. Initiate structured sentencing with jail followed by RS followed by community Cognitive Behavioral Treatment program that targets Level 2 and 3 probation violators. (New, FY 2014)
2. Target Level 2 and 3 PVs as priorities for Residential Services. (Continuation)

The same strategies (with modifications) would be appropriate for the objective of reducing the PCR of Straddle Cell offenders. Further OMNI data analysis may support an additional strategy of:

3. Target CJRP eligible straddle cells, especially those from Group 2 without MDOC status, for local sanctions including _____.

B: Felony Disposition Analysis

(NOTE: Regional CCABs should complete analysis for each county. Carriage returns are permitted in this section.)

Strategic Issue: Felony Dispositions

Public Act 511 of 1988 stipulates that counties shall develop a community corrections comprehensive plan and provide an explanation of how the county or counties' prison commitment rate will be reduced by diverting non-violent offenders, and promote recidivism reduction while public safety is maintained. The Act is intended to encourage the participation in community corrections programs of offenders who would likely be sentenced to imprisonment in a state correctional facility or jail, who would not increase the risk to public safety, have not demonstrated a pattern of violent behavior, and do not have a criminal record that indicates a pattern of violent offenses.

Goal: Reduce demand for prison resources and related budgetary requirements.

Priority: Reduce prison commitment of offenders who can be safely and effectively sanctioned and treated in the community by following the principles of effective intervention (i.e., risk, need, responsivity).

Your analysis forms the basis for your objectives and strategies. A weak connection between data analysis, objectives and proposed programming (strategies) may result in denial or conditional approval of your plan.

B-1: Using OMNI Felony Disposition data supplied by OCC for FY 2012 and FY 2013:

1. Are felony dispositions increasing, decreasing, or stable? [Click here to enter text.](#)
2. Describe changes within SGL categories. Report rates with detailed explanation: [Click here to enter text.](#)
3. Can you attribute any changes to strategies/programs in your comprehensive plan? [Click here to enter text.](#)
4. Describe any changes in criminal justice system stakeholders that may have contributed to changes in rates: [Click here to enter text.](#)
5. Describe any changes in felony populations that warrant a change in your plan: [Click here to enter text.](#)
6. Provide additional analysis you feel necessary to explain your prison commitment rates here: [Click here to enter text.](#)

B-2: Key Objectives and Strategies

NOTE:

- Five objectives are not required; objectives should be measurable and provide sufficient detail so progress can be monitored.
- Each objective should be followed by **at least** one strategy (step, action, policy, program) that will help you achieve your objective.
- Your objectives and strategies should be supported by the analysis you did above. If you did not provide analysis for a PV or Group 2 population, you wouldn't develop an objective related to that population.
- Keep in mind that all programs for which you are requesting funding are considered **strategies**. Be sure to clearly identify them as strategies.

1. Objective #1: [Click here to enter text.](#)

Strategies in support of Objective #1 (number and separate strategies by using carriage return [enter]):

[Click here to enter text.](#)

2. Objective #2: [Click here to enter text.](#)

Strategies in support of Objective #2:

[Click here to enter text.](#)

3. Objective #3: [Click here to enter text.](#)

Strategies in support of Objective #3:

[Click here to enter text.](#)

4. Objective #4: Click here to enter text.
Strategies in support of Objective #4:
Click here to enter text.
5. Objective #5: Click here to enter text.
Strategies in support of Objective #5 :
Click here to enter text.

B-3: Assessment
<ul style="list-style-type: none">• Use OMNI data to track changes in prison commitment rates that were identified as objectives.• Monitor and report on changes in local circumstances or offender populations/characteristics that prevent attainment of your objectives.• Use CCIS data to determine the utilization of your programs by your targeted populations.
What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? Click here to enter text.

C: Jail Utilization Analysis:

(NOTE: Regional CCABs should complete analysis for each county.)

Current Jail Utilization

County	Click here to enter text.					
RDC	Click here to enter text.					
Utilization as % of RDC	Click here to enter text.					
Number of off-line beds	Click here to enter text.					

1. Does your county have a written county jail population management plan per PA 139 of 2007? Choose an item.
2. In CY 2013, did your sheriff initiate a reduction in population because the jail exceeded 95% of RDC for 5 consecutive days per Public Act 140 of 2007? Choose an item. If YES, explain how this was carried out: Click here to enter text.
3. In CY 2013 how many times did the county declare an official (in writing) jail overcrowding state of emergency (over 100% of RDC for 7 consecutive days) per Public Act 140 of 2007? Click here to enter text.
4. Does your jail submit JPIS data? Choose an item.
5. What vendor or jail management software is used to report jail utilization? Click here to enter text.

Strategic Issue: Jail Utilization

Jail resources should be prioritized for use by individuals convicted of crimes against persons and/or offenders who present a higher risk of recidivism or risk to the public. Local comprehensive community corrections plans should reduce the demand for jail beds by diverting non-violent and lower-risk offenders, promote recidivism reduction while maintaining public safety and reduce jail overcrowding.

Goal: Operate local jails at 90% or less of the rated design capacity which can reduce the costs and liability for the county.

Priority: Improve jail utilization and reduce need to board inmates in other facilities; avoid releases under the emergency overcrowding act; maintain jail below the rated design capacity.

C-1: Using JPIS data (or local data as available) provide an analysis of local jail utilization including the average daily populations/lengths of stay of jail populations including felon and misdemeanor utilization, sentenced and unsentenced populations, partially sentenced populations, boarders, and offense categories. (Regionals: use carriage return [Enter] to separate information by jail)

1. This application uses Choose an item.
2. Are bookings up, down, or stable? Click here to enter text.
3. Describe changes in ADP or AvLOS for major population groups: Click here to enter text.
4. Provide additional information to explain your jail utilization here including changes in stakeholders, law enforcement priorities, bed closures, etc.: Click here to enter text.

C-2: Describe policies and practices that influence jail population:

1. Does the jail have a "bed allocation plan"? Choose an item.
2. Does the county have a "jail task force" in place to address jail utilization issues? Choose an item.
3. How are sheriff's good time and trustee credits awarded / forfeited? Click here to enter text.
4. Is the jail "closed" to certain types of offenses/offenders/warrants? Choose an item.

5. Does the jail accept boarders from other counties? Choose an item. If YES, what is the daily rate charged for a boarder? Click here to enter text.
6. Does the jail have a county-imposed cap on local bed utilization to provide space for boarding? Choose an item. If YES, report number of boarders and the % of the RDC for all boarders. Click here to enter text.
7. Does the jail accept Parole Violators on MDOC detainees? Choose an item.
8. Does the jail accept MDOC or Federal boarders under contract? Choose an item. If YES, what is the daily rate charged for MDOC and/or Federal boarders? Click here to enter text.
9. What was the revenue from boarders for CY 2013? Click here to enter text.
10. What was the revenue from County Jail Reimbursement in CY 2013? Click here to enter text.
11. Does the jail operate a work release program (offenders leave the jail to work and then return to the jail)? Choose an item. If YES, how many beds (number and % of RDC) are work release beds? Click here to enter text. How much are offenders charged to be on work release? Click here to enter text.
12. Does the jail accept weekend sentences? Choose an item. If YES, approximately how many weekenders book in each weekend? Click here to enter text.
13. Provide additional analysis you feel is necessary to explain your jail utilization here: Click here to enter text.

C-3: Key Objectives and Strategies
NOTE:
<ul style="list-style-type: none"> • Five objectives are not required; objectives should be measureable and provide sufficient detail so progress can be monitored. • Each objective should be followed by at least one strategy (step, action, policy, program) that will help you achieve your objective. • Your objectives and strategies should be supported by the analysis you did above. If you did not identify the LOS of misdemeanants in your analysis, you wouldn't develop an objective related to that population. • Refer to the most recent JPIS data (or your local data/snapshot if you don't have JPIS). • Keep in mind that all programs for which you are requesting funding are considered strategies. Be sure to clearly identify them as strategies.
1. Objective #1: Click here to enter text.
Strategies in support of Objective #1 (number and separate strategies by using carriage return):
Click here to enter text.
2. Objective #2: Click here to enter text.
Strategies in support of Objective #2:
Click here to enter text.
3. Objective #3: Click here to enter text.
Strategies in support of Objective #3:
Click here to enter text.
4. Objective #4: Click here to enter text.
Strategies in support of Objective #4:
Click here to enter text.
5. Objective #5: Click here to enter text.
Strategies in support of Objective #5 :
Click here to enter text.

C-4: Assessment

- Use JPIS data (or local snapshot if JPIS isn't available) to track changes in jail utilization that were identified as objectives.
- Monitor and report on changes in local circumstances or offender populations/characteristics that prevent attainment of your objectives.
- Use CCIS data to determine the utilization of your programs by your targeted populations.

What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? [Click here to enter text.](#)

D: Local Priorities

Present any local priorities such as development of criminal justice coordinating councils, jail expansion/repair, public education, etc., which have not been identified in the above sections:

[Click here to enter text.](#)

MICHIGAN DEPARTMENT OF CORRECTIONS

OFFICE OF COMMUNITY CORRECTIONS

FY 2015 FUNDING PROPOSAL

for
WCUP

Comprehensive Plans & Services

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Community Service					
Placement	A19	47,222			-
Work Crew - Inmate	A25	72,525			-
Work Crew - Community	A26	77,525			-
Sub-Total		197,272	-	-	-
Group-Based Programs					
Education	B00	-			-
Employment	B15	-			-
Life Skills	B16	-			-
Cognitive	C01	26,457			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Substance Abuse	G18	-			-
Other Group Services	G00	-			-
Sub-Total		26,457	-	-	-
Supervision Programs					
Day Reporting	D04	-			-
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	22,426			-
Pretrial Supervision	F23	-			-
Sub-Total		22,426	-	-	-
Assessment Services					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	-			-
Sub-Total		-	-	-	-
Gatekeeper					
Jail Population Monitor	I23	-			-
Gatekeeper	I25	-			-
Sub-Total		-	-	-	-
Case Management	I24	-			-
Substance Abuse Testing	G17	-			-
Other	Z00	-			-
Program Total		246,155	-	-	-
Administration Total		73,325			-
Total Comprehensive Plans & Services		319,480	0	0	0
Drunk Driver Jail Reduction					
Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Assessment & Treatment Services	Z01	0			
5-Day In Jail Housing	Z02	0			
Residential Services	Z03	0			
Totals		0	0	0	0

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: **Brian Bousley**

 06/19/2014
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
REIMBURSEMENT VOUCHER

RECEIVED
JUN 10 2014
BY: *AO*

Mileage: S.56/mile ~ effective 01 January 2014

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

COPY

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

Name: Gerald L. Piche ~ District 7

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
5/6/14	Doggott Road Comm.	25		14.00	101-101-860.07
5/13/14	Court House Board	72		40.32	101-101-860.07
5/22/14	Court House - Spec. Meet	72		40.32	101-101-860.07
5/27/14	Court House Board	72		40.32	101-101-860.07
					101-101-860.07
					101-101-860.07
		241	Total Mileage		
Total Mileage Fee					134.96

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

6/10/14

Date

Commissioner Meeting Fee Expense Form

RECEIVED
 JUN 10 2014
 BY: *AD*

COPY

Name of Commissioner Gerald Fike

\$50.00 per meeting - Reg. or Special County Board meeting (and assigned committee meetings)
 \$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
5/6/14	Daggett - Road Commission	50.-
5/13/14	Court House Board	50.-
5/22/14	Court House - Special Meeting	50.-
5/27/14	Court House Board	50.-
Total Per Diem		200.-

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

Commissioner Signature: Gerald Fike

Date: 6/10/14

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on June 5, 11, 12 & 13, 2014 in the combined amount of \$75,394.79	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/19/2014
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):

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

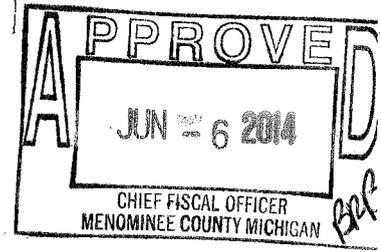
Special Revenue Funds

205 Road Patrol
208 County Parks
215 Friend of Court
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
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
284 Revenue Sharing
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Manpower	36260	06/05/2014	27176771	Week Ending 6/1/14 (Krista Marciniak)	256-277-705.00	252.00		\$252.00
U P A A	36259	06/05/2014	Registration	Contining Education Class - Diane Lesj	517-252-860.00	20.00		\$20.00
Zevitz, Dr. Michael E.	36261	06/05/2014	Medical Examiner	May 2014	101-648-709.00	3,100.00		\$3,100.00
Total Amount for Bank Account: General								\$3,372.00



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MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
FRIEND OF COURT ASSOCIATION -	36366	6/5/2014	Registration	2014 Conference (Herild & Barrette)	215-141-860.00	200.00		\$200.00
Total Amount for Bank Account: General								\$200.00

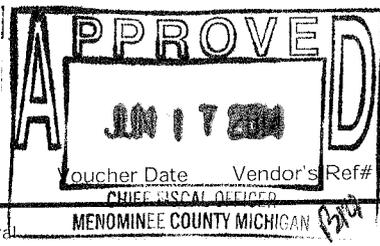
A **APPROVED** **D**
JUN 12 2014
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN
PREB

COPY

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
U S POSTMASTER - MENOMINEE	36369	06/12/2014	PO# 2925	First Mailing of Jury Questionaires	101-150-729.00	989.40		\$989.40
Total Amount for Bank Account: General								\$989.40

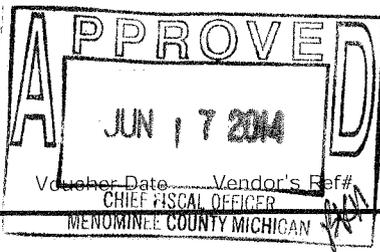
APPROVED
JUN 12 2014
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN
BBB



MENOMINEE COUNTY
Claims Audit Report

COPY
Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Anderson Culligan 36370	06/09/2014	20140609110X10002	Bottled Water for Circuit Court (x7)	101-131-931.00	47.50		\$47.50
AT&T - Carol Stream, IL 36326	06/01/2014	906R41083906	June 1 - June 30, 2014	101-103-850.00	692.97		\$1,062.00
36327	06/01/2014	906753220906	June 1 - June 30, 2014	101-103-850.00	333.49		
36328	06/01/2014	906753458206	June 1 - June 30, 2014	101-103-850.00	35.54		
Carquest Auto Parts 36341	05/01/2014	2825-ID-263877	Battery & Shrink Tubing	101-265-934.00	121.33		\$133.41
36342	05/09/2014	2825-264748	Antifreeze for Emergency Generator	101-265-934.00	12.08		
CLOVERLAND PAPER CO 36331	06/06/2014	105214	Tissue, Towels, Tissue Dispenser	101-265-755.01	135.43		\$135.43
Cooper Office Equipment 36324	06/02/2014	111688	Contract # 2418-01 (Annex)	101-261-942.00	534.00		\$534.00
dmi Studios 36387	06/12/2014	5278	PO# 2926 (Dedicated Web Site Hosting)	101-103-851.00	1,500.00		\$1,500.00
DuPont, Sherry 36356	06/10/2014	Reimbursement	Annex Keys	101-265-755.00	7.40		\$7.40
EAGLEHERALD PUBLISHING, LLC 36349	05/31/2014	1445	Fair Board Vacancy	101-101-901.00	98.40		\$98.40
Friends Ofc Prod Whse Direct 36372	06/11/2014	0206991	FOC - Office Supplies	215-141-821.00	410.03		\$410.03
Frontier - Servco F.S. 36381	06/06/2014	53597	Unleaded Gasoline (Shakey Lakes)	208-751-742.00	995.39		\$995.39
Furlong, James 36348	05/27/2014	Reimbursement	Mileage - May 2014	101-101-860.03	11.20		\$11.20
J S ELECTRONICS, INC. 36338	06/01/2014	18331	Medical Examiner Alphanumeric Paging	101-648-727.00	42.00		\$467.00
36346	06/01/2014	18329	Tower Lease - June 2014	266-326-942.00	425.00		
J.F. Ahern Company 36347	05/29/2014	203193	Annual Maintenance - Extinguisher	266-325-934.00	22.20		\$22.20
Jim Jenkins 36367	06/12/2014	6/9/14	W4522 34rd, Nadeau, Lawn Maintenanc	517-252-955.00	80.00		\$80.00
Linsmeier Implement, Inc. 36380	05/14/2014	54644	County Parks	208-751-930.02	195.94		\$195.94
M & M Business Machines 36321	06/06/2014	238197	Service Time Clock, Ribbon, Time Card	101-103-857.03	101.60		\$101.60
Manpower 36371	06/08/2014	27215111	Week Ending 6/8/14 (Regina Mistark)	215-141-705.00	299.25		\$582.75
36383	06/08/2014	27207149	Week Ending 6/8/14 (Krista Marciniak)	256-277-705.00	283.50		
Marinette County Printing Dept 36319	06/06/2014	12937	Camper Pass, Daily Pass, Permit Enve	208-751-755.04	225.55		\$225.55
MATHIEU MARYE 36358	06/04/2014	Per Diem	Jury Commission (x3)	101-150-710.00	150.00		\$152.52
36359	06/04/2014	Reimbursement	Mileage - Jury Commission (x3)	101-150-860.00	2.52		

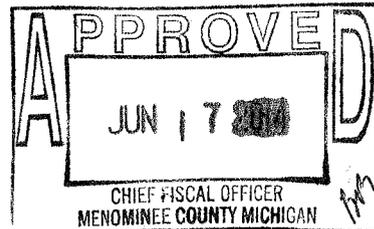


MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Menards - Marinette								\$341.10
36329	06/05/2014	54781		Electronic Ear Muff (x2)	208-751-755.02	57.98		
36330	06/04/2014	54706		Electronic Ear Muff	208-751-755.02	28.99		
36343	06/04/2014	54703		Mini Cultivator and 1 Yr Replacement P	101-265-931.00	163.96		
36344	06/04/2014	54704		Thermocouple	101-265-934.00	7.89		
36385	06/06/2014	54891		Deck Square, Treated Wood	517-252-955.00	57.37		
36386	06/09/2014	55120		Decks Sqaures, Treated 2 x 4 x 8 (x3)	517-252-955.00	24.91		
MENOMINEE COUNTY JOURNAL								\$65.00
36360	06/01/2014	123		Twin County Airport & Fair Board	101-101-901.00	65.00		
Michigan Counties Workers'								\$23,778.25
36357	06/10/2014	9692		2014 Third Quarter Installment	101-101-716.00	184.19		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-131-716.00	40.74		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-132-716.00	97.17		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-136-716.00	338.48		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-141-716.00	446.39		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-148-716.00	29.21		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-150-716.00	2.71		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-172-716.00	333.94		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-215-716.00	181.06		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-253-716.00	135.68		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-257-716.00	264.95		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-261-716.00	32.76		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-265-716.00	1,051.72		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-267-716.00	660.00		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-268-716.00	52.01		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-301-716.00	10,869.50		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-331-716.00	10.46		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-426-716.00	33.43		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-648-716.00	47.39		
36357	06/10/2014	9692		2014 Third Quarter Installment	101-682-716.00	35.32		
36357	06/10/2014	9692		2014 Third Quarter Installment	205-315-716.00	6,034.36		
36357	06/10/2014	9692		2014 Third Quarter Installment	205-316-716.00	414.03		
36357	06/10/2014	9692		2014 Third Quarter Installment	208-751-704.00	906.09		
36357	06/10/2014	9692		2014 Third Quarter Installment	249-371-716.00	69.03		
36357	06/10/2014	9692		2014 Third Quarter Installment	266-325-716.00	349.24		
36357	06/10/2014	9692		2014 Third Quarter Installment	266-326-716.00	32.76		
36357	06/10/2014	9692		2014 Third Quarter Installment	271-790-716.00	605.12		
36357	06/10/2014	9692		2014 Third Quarter Installment	296-663-716.00	202.71		
36357	06/10/2014	9692		2014 Third Quarter Installment	296-664-716.00	164.81		
36357	06/10/2014	9692		2014 Third Quarter Installment	296-665-716.00	152.99		
MICHIGAN MUNICIPAL LEAGUE								\$860.00
36350	06/01/2014	2863-614		MML Associate Dues (8/1/14 - 7/31/15)	101-103-802.00	860.00		
Michigan Townships Association								\$425.00
36355	06/03/2014	Dues		July 1, 2014 to June 30, 2015	101-103-802.00	425.00		
MILLERS ACTION OFFICE SUPPLY I								\$89.49
36340	06/06/2014	0101958-001		Office Supplies (911)	266-325-727.00	34.52		
36384	06/09/2014	0101950-001		Office Supplies	101-215-727.00	15.98		
36384	06/09/2014	0101950-001		Office Supplies	101-131-727.00	37.99		
36384	06/09/2014	0101950-001		Office Supplies	101-215-727.00	0.50		
36384	06/09/2014	0101950-001		Office Supplies	101-131-727.00	0.50		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Northern Home Improvement	36323	06/06/2014	1911	Removal of Chimney at West Shore M	208-751-984.00	850.00		\$850.00
Olivares, E. Jay	36316	05/22/2014	Reimbursement	Mileage	101-131-860.00	77.70		\$155.40
	36317	06/03/2014	Reimbursement	Mileage	101-131-860.00	77.70		
Piche, Gerald L.	36318	06/10/2014	Reimbursement	Mileage - May 2014	101-101-860.07	134.96		\$134.96
Polasky, Nancy	36334	06/06/2014	Per Diem	Jury Commission (x3)	101-150-710.00	150.00		\$166.80
	36335	06/06/2014	Reimbursement	Mileage - Jury Commission (x3)	101-150-860.00	16.80		
Riesterer & Schnell, Inc.	36368	06/10/2014	668757	Snow Blower Cable	101-265-934.00	134.64		\$134.64
Schraub, Darlene	36336	06/06/2014	Per Diem	Jury Commissio (x3)	101-150-710.00	150.00		\$154.95
	36337	06/06/2014	Reimbursement	Mileage - Jury Commissio (x3)	101-150-860.00	4.95		
Short, Mary Kay	36333	05/28/2014	Reimbursement	Mileage - May 2014	101-131-860.00	78.40		\$78.40
Tractor Supply Credit Plan	36351	04/29/2014	90483	Metal Primer, Tubes (Library Railing Re	101-265-930.01	28.97		\$459.83
	36352	04/29/2014	90485	Fuel Transfer Pump (Parks)	208-751-742.00	379.99		
	36353	05/01/2014	90900	Retail Hose, Thread Sealant, Coupling	208-751-742.00	50.87		
TWIN CITY ELECTRIC, Inc.	36320	06/05/2014	78996	Changes to Phone System	101-103-850.00	35.00		\$35.00
U.E.S. COMPUTERS, INC.	36325	06/06/2014	68235	1 Year Update for Spam Firewall	101-103-857.02	548.00		\$35,934.00
	36354	06/03/2014	68207	PO# 2924 (Lightning Strike)	101-103-970.14	35,386.00		
UPCAP SERVICES INC	36322	05/31/2014	531	Work Crew Services	208-751-942.00	155.00		\$193.00
	36345	05/31/2014	536	Work Crew Services	517-252-955.00	38.00		
White Water Associates, Inc.	36382	06/11/2014	138182	Water Analysis	208-751-920.00	145.00		\$145.00
Wil-Kil Pest Control	36332	05/29/2014	2455230	Courthouse	101-265-801.00	62.25		\$62.25
WORMWOOD, DEBRA	36339	06/01/2014	Reimbursement	Bridge Fare (x2)	266-326-881.00	8.00		\$8.00
Total Amount for Bank Account: General								\$70,833.39



MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	Miscellaneous Boards/Committees/Commission Reports, Discussion
RECOMMENDED MOTION	

Submitted by: Brian Bousley

 06/19/2014
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 BUILDING CODE DEPARTMENT

S904 US HIGHWAY 41 STEPHENSON, MI 49887
PHONE: 906-753-6343 www.menomineecounty.com FAX:906-753-2200

MONTHLY BUILDING PERMIT REPORT

06/05/2014

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13000-14	05/12/14	WEST DENNIS D & JEANETTE ETAL	N12709 MACK RD	GOURLEY TWP.	\$127.00
Work :	2.ADDITION	20X20 ADDITION			004-028-016-00 GU-28 7/5
P13001-14	05/19/14	KASS STEPHANIE	W9798 MISCAUNO ISLA	HOLMES TWP.	\$426.56
Work :	1.NEW DWELLING	38X38 FIRST FLOOR 11X12 SECOND FLOOR 20 SQ FT PORCH			006-436-004-10 HO-36 7/9
P13002-14	05/13/14	HEIDEN TERRANCE & KATHRYN	N8745 HWY 41	STEPENSON TWP.	\$104.44
Work :	11.COMMERCIAL	16X46 ADDITIOIN			014-114-007-75 ST-14 5/7 103D
P13003-14	05/13/14	PORTER SR VICTOR & LINDY	W5846 SOBIESKI RD	MENOMINEE TWP.	\$146.68
Work :	3.GARAGE	28X32 GARAGE			010-122-013-30 MO-22 3/7
P13004-14	05/13/14	SEBERO PATRICK & MARY	W5223 CO RD 338	MENOMINEE TWP.	\$136.44
Work :	3.GARAGE	24X32 GARAGE			010-112-011-50 MO-12 3/7
P13005-14	05/13/14	GRAHAM TIMOTHY	W3385 E LABELLE RD	SPALDING TWP.	\$215.80
Work :	1.NEW DWELLING	24X32 CAMP 8X32 PORCH			013-227-002-00 SD-27 8/6
P13006-14		MILLS ROBERT E & VIRGINIA L	N12702 CO RD 551	GOURLEY TWP.	\$128.76
Work :	1.NEW DWELLING	16X28 CABIN			004-027-019-27 GU-27 7/5
P13007-14	05/16/14	STROMING ELROY & JUDITH TRUST	W6547 2 RD	MENOMINEE TWP.	\$96.84
Work :	2.ADDITION	12X14 SUNROOM			010-029-001-25 MO-29 2/7
P13008-14	05/21/14	HANSON JUDI R	W3235 CO RD 366	NADEAU TWP.	\$171.00
Work :	3.GARAGE	30 X 40 GARAGE			012-164-005-00
P13009-14	05/19/14	GRINSTEINER OSCAR & ANNETTE	W5863 CO RD G-08	MELLEN TWP.	\$136.44
Work :	3.GARAGE	24 X32 GARAGE			009-122-026-60
P13010-14	05/21/14	PLUTCHAK ERIC D	W5240 13 RD	MELLEN TWP.	\$304.88
Work :	1.NEW DWELLING	SINGLE FAMILY DWELLING ON FOUNDATION			009-125-016-50

Menominee County Finance Committee
Minutes of Meeting
April 25, 2014

*****APPROVED 6.12.14*****

The Finance Committee met on April 25, 2014 at 9:30 AM at the Menominee County Courthouse, Administrative Office.

Present at the meeting were Coms. Lang, Nelson, Hafeman, and Schei, Brian Bousley, Sherry DuPont, & other members of the public.

Call Meeting to order: Chairperson Nelson called the meeting to order at 9:30 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited by all

Roll Call: Roll call was taken; All Finance commissioners were present.

Agenda was approved by Com. Hafeman and supported by Com. Schei to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: February 26, 2014— moved by Com. Lang and supported by Com. Schei to approve the minutes of the Feb. 26, 2014 Finance Committee meeting. Motion approved 4/0.

Public Comment: Kevin Keveney, Teamsters Union Business Agent – 35 hr. work week; we're continuously blamed because of your hiring freeze. We didn't have anything to do with your hiring freeze; that was a board action. You continuously say that Teamsters isn't doing anything to help the county. In the 2011 negotiations, it was members of the bargaining unit that went out and solicited other insurance. It saved the county about \$900,000 over three years. They also invited the administrative staff to join into that savings to provide better insurance for everyone. Quite a significant savings. There was talk about significant increases in the insurance, in those three years it went up 8% in the second year and 12% in the third year. The new ins. with comparable coverage is going down 1.6% the first year, up 5% in the 2nd year and up 2% in the 3rd year. We have an employer/employee plan, Taft Hartley, non-profit, self-funded plan. We're insulated from all of the fees and taxes from the affordable healthcare law. A lot of employers are experiencing an additional 6% increase in their insurance cost, due to the taxes and fees. That's not going to happen with the teamster insurance. Your premiums are your premiums, those are the increases that you're going to experience. There will be a new tier offered which will be a savings to the member, and a savings to the county. It's a second tier and it's available for single parents, for a parent plus child or as many children as they have. It's two times the single rate, normally the mid-tier is 1.4% of the single rate and your family rate is 3 times your single rate. So it can be a significant savings. These savings were sought by members. During the last negotiations there was a proposal by the county board to change the retirement plan for new hires. Currently they are B3's and the county proposed to change any new hires to a B2. We accepted that proposal. Good faith bargaining. Over the course of the years, employees have given up wage increases due to the health care increases and pension increases. It's a complete package. So for the board to consider a 12.5% pay reduction for the current members is horrible. I've negotiated many contracts, there isn't an employer who has tried to force, coerce, or bully us back to the table to make changes in the retirement benefits, and that's exactly what this board is doing, they're using bullying tactics against their members. I've read in the papers, "your commitment is to the community", your members live in the community, they are part of the community, they're the service you offer to the community, they're the

frontline troops. You service the county of Menominee, and your employees are the ones who do it. So to consider a 12.5% pay reduction for people is just unheard of. That would wipe out all increases in the contract and if you consider cost of living, I don't know how many years that would take them back. Com. Nelson reminds Mr. Keveney of the public comment five minute limit. Coms. Schei and Lang ask Com. Nelson to let him finish. Keveney: Your proposal to cut hours, we will respond to that through any means necessary, contractual, grievance procedures, arbitration and board charges. We believe the actions of the board are an attempt to coerce us back to the table. We have a collective bargaining agreement in place till the end of Dec. this year. We are ready and willing beginning in September of this year to begin bargaining on the contract. Brian Neumeier, Menominee Township: 35 hr. work week. I may be the only person in this room who worked for the county when they were working 35 hrs/wk. and I was also working for the county when it went to 40 hrs/wk at the request of the County Board. I would caution you as you look at this option. I've heard comments "Escanaba works 35, or this county works 35" and that's fine to look at it as a general practice, but three people in an office working 35 hrs/wk with wages and benefits is significantly higher than two people working 40 hrs/wk with wages benefits. What I think you need to do is look at the man hours in the office per week, rather than just a blanket statement.

Business:

- a. **2014/15 Budget Discussion:** Nelson: We had Ray LaMarche in, and he was explaining kind of the budget to us. In one breath we agree the county has a positive budget, with excess funds. However we also have not a whole lot of plans for building. Which could include this building and the sheriff bldg. which are in need of repairs. What do we do to fund 7.4 mil \$ of unfunded retirement that we promised and we will give to our employees? I've said from the beginning, we need to focus on the employees we currently have, they do a great job. We know we won't have any budget increases this year. There was a minimal decrease in taxes. The Gov. will request we put 20-25% of revenue sharing into roads. Bousley: through the new revenue sharing hoops. He's proposing a portion goes to roads and a portion goes to unfunded liabilities. So he's adding more things to it. Not only do we have to jump through the hoops to get "our" revenue sharing, they are telling us how to spend it too. Nelson: This year, the first year under MERS, we just have to make the minimum payment which is about \$135,000 more than last year. It's about a 20% increase in one year. That does not fully fund us. It doesn't affect the 7.4 mil we owe. That's the issues we need to look at moving forward. Schroud: We'll have a 1.01% increase in property taxes this year. Nelson: So we do have some issues. What do you see and what would you like Brian to gather for us as we move forward with the budget? After listening to Ray, at some time, we have to pay the bill. Schei: How much did we end up with out of the last budget that we were going to discuss next. Nelson: \$600,000 fund balance. Schei: We'll collect 1.01 more in taxes but we'll have more in expenses? What kind of a dollar number can we set as a goal for MERS for this year?
- b. **MERS Non-Lapsing fund:** Nelson: This addresses the \$1.2 mil that hasn't been put into a fund yet. It's still sitting in the General fund so our balance shows that. We were supposed to move 1.2 mil. and a portion of the fund balance, \$200,000. Bousley: What happens is that's a non-lapsing fund, so that will be moved at year end to carry over into the carryover fund, that's how we set it up. Nelson: so that \$600,000 will actually be \$400,000 plus we take a million from the fund we already have, and that would be satisfied to offset the 7.4 mil. we currently owe, which was up \$400,000 from last year. So if you look at everything from last year, \$200,000 applied, the \$400,000 we went further back, we had a 1% increase in taxes, we're going to have different requirements for the revenue sharing. So the money we count on for revenue sharing, if we take 25% of that it's about \$140,000 for roads. So we're not going to see an increase in that area. How do we take our current budget and set aside at least \$500,000 towards MERS? If there is a change to defined

contributions, it'll step it up to paying off in about 13 years. Non-lapsing fund, we should have a minimum of \$500,000. Bousley: If we move to defined contribution, they're going to accelerate the funding. Talking to everyone else, the first few years aren't bad, but the latter years may be a problem. We don't want to end up in a struggle making the payments. Schei: What does Brian recommend for the non-lapsing fund each year? Bousley: I'd have to look at everything first. If we have a target number we can adjust that as we go, if we have \$500,000 put aside, then let's concentrate on that. But it may need to be adjusted further down. Schei: Do you think a target number of \$500,000 is adequate this year? Bousley: We can shoot for it. Hafeman: we're putting aside 1.2 million, and we want to put another ½ mil aside, what kind of interest are we going to be able to draw on that? Will it be better than MERS? Nelson: This came from Furlong, the money we put into MERS was going nowhere. We actually went back \$150,000 a year ago, we lost money. His idea was, we set aside the money until we have to pay into MERS by law. We may only draw 1 to 1.5% so right now we're not gaining...it's a conservative decision. At some point, we're going to be forced to pay it. This is all about protecting the current employees we have and their retirements. That's what we're trying to do. Lang: Where does the half mil. come from? Nelson: We only have so many areas where we can cut; Library, Parks, wages, salaries and benefits, administration. It comes from us making some decisions. If we don't have our fixed costs in order, then where do we take that from? Lang: And we're still considering \$200,000 for the road program? Nelson: Well absolutely, that is something you give back to the taxpayers. Our roads are in horrible shape. We already have that commitment from the gov. we'll have to do it...Of course we will, we fund an Airport, we fund a library, we fund parks, we fund fishing museums we fund a lot of things. Lang: The airport is our responsibility, township roads are not. Nelson: Actually I think the County is our responsibility. The Gov. is making township roads our responsibility. Schei: Brian, when will we see a draft budget, so we have an idea what our costs are for the next budget? Bousley: You'll have it by June. Nelson: our biggest problem is, Oct. 1st is when our budget starts and we may not know until Jan. what our fixed costs will be. We need to have a plan in play. Nelson: Are there any building and ground issues we need to prepare for? Bousley: If you're looking at projects, a generator for the boiler room. GIS project, possibly 60 to \$80,000. We're looking at the EVIP grant possibly for the GIS project. Within the courthouse too, a couple of fire suppression things need to be done. In the Jail, we need a fire door in there. Jim's getting some quotes. Nelson: How much money can we put back into the building fund? Bousley: We'll need to see where we're at first. Nelson: Will we have a list of costs of projects by June? Bousley: Yes.

- c. **35 hour work week:** Nelson: We were going to get some information from other Counties in the UP. I think Marquette is the only one at 40 hrs/wk. Delta/Dickinson and the number of employees, both are bigger than us. Brian will meet with Nora and Nicole next week. You were going to get us some preliminary number 35 and 37.5 hr/wk. and the effects of that? Does it impact daily services? Is it doable? If we can't come up with a budget that supports all the stuff we have to pay for, then that's the consideration that was moved forward. Schei: Also, Mr. Bengry spoke of not getting the full benefit of the decrease in hours because the contribution of MERS will go down. I'd like to see the numbers. Nelson: The contributions will go down because the costs are based on wages paid out. It may reduce the cost you put in, but it may reduce the cost you fall behind in. Bousley: I heard what Mr. Bengry said but I didn't hear the whole conversation, what he was getting at. I would like to talk to him about it before I respond. Lang: you have to consider going to 35 hrs may increase the costs. Nelson: I looked at some other counties, Dickinson's assistant runs the airport. Spends 12% of her time at the airport. I don't have enough data. Lang: I don't know how you could do it. Example: take the Courthouse, look at it in the viewpoint of how many hours it takes to run and divide it out into 35 hrs/wk or

40 hrs/wk. I'm a believer that we don't have a lot of room to eliminate any more hours in the courthouse. Nelson: if you think this is a first option, it is not. It is a planning option if we can't get the funding correct to pay our debt. Ray was clear about the need to set the fixed costs. Even Northpointe, who got out of defined benefit years ago, has an increase in their MERS costs. The issue has to be addressed so we can get control of the finances. Hafeman: to Larry, Re what Bengry said, it would cost us more at first, but in the long run, a 35 hr. work week will bring it down.

- d. **Budget Amendments #3 2013/14 Budget year:** Bousley: We have two amendments. The first one is the Merit Fiber project. We went over the budgeted amount, would like to move \$5,000 from building fund to cover that account. In the long run we'll have our LEIN traffic set up via this too, which will save us some money in the long run. I'm looking at possibly having our phone lines through them also. The second one is courthouse security: went over a little over \$7,000 there. We got everything Treasurer's dept., Clerk's office done. The P.A.'s office and District court are almost done. So we ask to move \$8,000. Both of these are to come from the designated building fund. Com. Hafeman moves, Com. Schei seconds moving this forward to the Board for approval. All coms. concur. 3/0 (Com. Lang stepped out.)

Public Comment: Brian Neumeier: I'm confused with where some of your numbers are coming from for the MERS deficit. You're quoting the auditor, in the audit, the unfunded actuarial accrued liability is \$5,654,403. To me this means, if Menominee County writes a check for \$5,654,403 to MERS, you'll be paid up 100%, according to MERS. You can not mix the actuarial and the actuals. If you look at the actuarial value, it is \$19,554, they calculate raises that are significantly higher than the raises that these employees have gotten in my tenure here. They go nowhere near those numbers. If you're going to quote the auditor, then use the number in your audit. Page 46. I believe that's 5.6 mil., not 7.4 mil. Comments I've heard in past meetings, blaming other boards, pointing fingers at administration, there was nobody on the county board that had anything to do with the stock market crash of 2008. If you look back at your records, that's basically when your MERS liability doubled, or close to it. Even individual investors crashed in 2008. You say the State is going to step in and do something about the unfunded liabilities from MERS. A release from the gov. office in 2011. The deficit for the state unfunded retirement is 14.5 billion dollars. They hope to reduce to 8.9 billion. I'm not sure the state can say anything about your MERS debt. Diane Lesperance: Recently I saw a statement from the governor that he was recommending counties look into the hybrid plan. MERS called me and said that they are looking into all fire and police (would include sheriff) falling into a hybrid plan verses a defined contribution. MERS wouldn't require us to pay down faster if we go with a hybrid plan.

Commissioner Comment: Nelson: I researched 2001 we were 1.5 mil. unfunded according to the statistics the actuarial was 5.6 mil. We're not getting an 8% growth. Even with the crash in 2008, it's not reflected in the MERS statements. I do appreciate the comments but it has been looked at. I don't fault other people. I just say we have to work together to get this done. There are a lot of people who put good heart and good faith in this courthouse working. They deserve every last thing we've promised them. They should not have to sit around and wait for it to come.

Adjourn: Moved by Hafeman supported by Schei to adjourn the meeting at 10:22 A.M. Motion approved 4/0

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, May 6, 2014.

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

Present: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Darlene Nerat, John Nerat, Joe Skrobiak, Gerald Piche, Chuck Behrend, Larry Barker, Joe Linder, Bill Nicholson and David Wesoloski.

Absent: None.

The Pledge of Allegiance was recited.

Public comments – Joe Skrobiak thanked the road commission for the grading on Miscano Island Road.

Bill Nicholson thanked the road commission for the plowing done on CR577 this winter and asked if there were any restrictions against a private party plowing on a county road. Moilanen stated that any private citizen plowing on the county roads should carry liability insurance as they would not be covered under the road commission’s insurance. Mr. Nicholson asked if there was any liability to the road commission if they did not get a road plowed after a storm. Moilanen replied that there was not.

Joe Linder asked when the work on 4th Street was scheduled. Moilanen replied the work was scheduled to be done after Bay de Noc Road and M-4 but noted that work was already behind schedule due to the late spring break up. Mr. Linder asked for an estimate of the cost for the 4th Street project. Moilanen will send him a copy.

Public appearances – None.

Additions/corrections to minutes of 04/08/14 and 04/17/14 –There being no additions or corrections, Anderson declared that the minutes will stand as written.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, April 7, 2014				\$1,969,111.94
Receipts thru 04/30/14	112,689.23			
Expenditures thru 04/30/14		388,720.04		
Balance, April 30, 2014				1,693,081.13
Michigan Transportation Funds	274,006.63			
Receipts thru 05/05/14	3,526.08			
Expenditures thru 05/05/14		0.00		
State Maint. & Equip. Advances			128,438.00	
Balance, May 5, 2014	390,221.94	388,720.04	128,438.00	1,842,175.84
<u>Payables & Reserves</u>				
Payroll 05/08, and 05/22 (Est.)			125,000.00	
Soc. Sec. 05/08 and 05/22 (Est.)			9,562.50	
Reserve for workers compensation insurance			21,000.00	
Reserve for liability insurance			11,463.83	
Reserve for rental grader lease (Dec 2009)			18,261.53	
Reserve for rental grader leases (Oct 2010)			128,018.34	
Reserve for design of CR 358 (US41 to K-1 Road)			5,225.00	
Reserve for Forest Funds			161,015.11	
Reserve RR X'ing closure funds for Nadeau Twp. projects			123,250.00	
Reserve for design of Pach Lane bridge			1,000.00	
Reserve for Hannahville 2% funds-crack filling machine rental			18,862.50	

Reserve for 2013 Federal Aid match		30.96	
Reserve for 2014 Federal Aid Match		53,302.80	
Reserve for Construction Engineering on River Drive project		29,003.71	
Reserve for 2015 Three-Way Road Program		200,000.00	
Reserve for 2014 Culvert needs		30,236.86	
Reserve for Capital Outlay - Equipment		18,634.00	
Reserve for Capital Outlay - Boiler replacement		55,000.00	(1,008,867.14)
			\$ 833,308.70

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

Vouchers # 14-0036, 14-0038, and 14-0430 – Moved by Kakuk, seconded by Anderson that the vouchers be approved and ordered paid. Carried unanimously.

Discuss 3-Way Funding Program – Moilanen explained that a meeting had been held on April 28th to discuss the program and that the townships seemed to be very positive about running the program again in 2015. The county board would not be able to guarantee their share of the funds until the 2014/2015 budget was approved in September. It was decided at the April 28th meeting that the road commission should contact the townships and request that their list of projects for the 2015 program be submitted by the end of June, 2014. Moved by Betzinger, seconded by Kakuk to have Moilanen draft the letter for approval by the road commission at an upcoming special meeting. Carried unanimously.

Kakuk stated that he had received calls from some of the townships that were in attendance at the meeting, voicing their disappointment that there was too much discussion about topics that did not concern the 3-Way Program and some individuals also felt that the legislators in attendance had been invited as guests for the 3-Way Program meeting and should not have been questioned about non road related items at that time.

Anderson asked how the amount of each township’s contribution would be determined. Moilanen stated that it would be the same format as the last program, using road miles. Any changes to a township’s miles since the last program, such as road abandonments, would be used in the new calculation.

Kakuk stated that the Menominee City Engineer wants to use their share of the funds on some of the city streets. Moilanen explained that they can do that, but they can only receive funds from the county, as none of the road commission’s funds can be used on roads that are not in the road commission’s jurisdiction.

Betzinger asked that the road commission have a motion to set aside their share of the funds for the program. Moved by Kakuk, seconded by Anderson to allocate \$200,000 to the 3-Way Road Funding Program for 2015. Carried unanimously.

Discuss streets in the Villages of Ingalls and Spalding and road in Nadeau Township – Moilanen stated that the 2 roads were currently certified by the road commission, but have not been maintained for many years. [The street in Ingalls does not have a place for the plow to turn around, the street in Spalding runs directly through the parking lot of Graham Transport.] Due to snow cover, Moilanen has not had the opportunity to look at the Nadeau Township road yet. The road commission should decide if they are going to decertify the 2 roads or begin maintaining them. The commissioners will look at each of the areas so that a decision can be made at a future meeting.

Act on Resolutions to allow chair or vice-chair to sign Road & Risk Reserve Funds agreements –

Commissioner Kakuk moved for the adoption of the following resolution:

WHEREAS, it is the intent of the Menominee County Road Commission to pave a portion of County Road 577, from Klippel Lane northerly to Chalk Hills Road, using Road and Risk Reserve Funds.

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

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

It was seconded by Commissioner Betzinger and carried by the following vote: Ayes: 3; Nays 0.

Commissioner Anderson moved for the adoption of the following resolution:

WHEREAS, it is the intent of the Menominee County Road Commission to pave a portion of County Road 577, from 18th Avenue northerly to 38th Avenue, using Road and Risk Reserve Funds. AND WHEREAS, it is necessary to complete the forms and contracts for such funds, NOW THEREFORE BE IT RESOLVED, that the Chair or Vice-Chair are herewith authorized and empowered to enter into and sign any and all agreements necessary to receive Road and Risk Reserve Funds for the projects listed above.

It was seconded by Commissioner Kakuk and carried by the following vote: Ayes: 3; Nays 0.

Discuss request from WE Energies for a permit on River Road – Moilanen explained that WE Energies was requesting a permit to raise the grade on River Road by 4 inches for a distance of 175 feet. Moved by Kakuk, seconded by Anderson to have Moilanen issue the requested permit. Carried unanimously.

Permission to purchase a new server for accounting software – The current server has Windows XP as the operating system. Both Microsoft and Cogitate is discontinuing support for this platform. The current server is nearly 10 years old and not worth upgrading. A new computer with Windows 8 will cost under \$1,500. Moved by Betzinger, seconded by Kakuk to allow Savord to purchase the new computer and have UES Computers in to set it up. Carried unanimously.

Discuss request for Adopt-A-County Road permit – A request has been received from the House of Dreams Clubhouse to adopt a county road. They are leaving the choice of which road they will adopt up to the road commission. Moilanen suggested that the road commission issue the permit for Birch Creek Road, from US 41 to CR 577. Moved by Anderson, seconded by Kakuk to issue the permit for this road and have the appropriate signs made. Carried unanimously.

Any other business – Moilanen stated that he had received a request from Robert Kuntze for the Stephenson High School Girls & Boys Track & Field Teams, asking the road commission to provide barricades for road closures along the route of their 4th of July 5k Run/Walk Event. Moved by Betzinger, seconded by Kakuk to issue a permit for the event and provide the barricades as requested. Carried unanimously.

Moilanen advised that the Twin City Airport had sent correspondence regarding the amount of trash that is being dumped at the end of the West Drive cul de sac, stating they would like to have barricades put up on the road to discourage the dumping. Kakuk stated that “No Dumping” signs may help. It was decided to put up temporary barricades for the spring months if necessary.

Moilanen received a request from Coleman Engineering to do borings from Miscauno Island Road, thence east to past the double curve, on CR374. Coleman Engineering would like permission to do the borings in the right of way if they are unable to get permission from the landowners to do the borings on their property. They will also need a permit to bring in the equipment for the borings. Moved by Betzinger, seconded by Kakuk to work with Coleman on their request providing that the permit holds Coleman Engineering responsible for any damages to the road and right of way. Carried unanimously.

Moilanen asked permission to put the crusher shack out on bids to road commission employees. Moved by Anderson, seconded by Kakuk to sell to the highest bidder, with a \$180 minimum bid. Carried unanimously.

Moilanen asked the board to schedule a special meeting to open/award bids for the upcoming pulverizing projects. The special meeting will be held on Tuesday, May 20, 2014 at 9:00 a.m.

Betzinger asked if the plow trucks were being used to grade on the gravel roads. Moilanen responded that a few are grading with the underbodies, and that the crews are also working on removing the snow plow equipment from the trucks to be painted and repaired if necessary. Betzinger also asked how much more salt & sand were used this past winter than in prior years. Moilanen will prepare an analysis of the past few years.

Gerald Piche agreed with Kakuk that the 3-Way Funding meeting should not have been used to discuss other topics and that the legislators should not be criticized when you are asking them to find ways to provide additional funding. He thinks that the meeting should have been better controlled to avoid this. Betzinger responded that the meeting was hard to keep on track as there was no gavel

provided. It was also noted that there were no minutes from the prior meeting presented even though approval of those minutes was an agenda item.

Public Comments – Bill Nicholson noted that he had seen the US Senate use a rock for a gavel.

Joe Linder asked how much money the road commission had received for the closing of the railroad crossing in Nadeau Township. Moilanen stated that so far \$125,000 had been received from MDOT. There is another payment of \$7,500 expected from the railroad within in the next month and once received, there will be an additional \$7,500 to come from MDOT.

David Wesoloski asked when weight restrictions would be lifted. Moilanen stated that he is monitoring the roads and there may be a partial lifting of restrictions around May 17.

Bill Nicholson asked if log trucks should be hauling on CR577 during the restrictions. Moilanen stated that part of CR577 is all season road so regular hauling is allowed, and the sections of CR577 that are restricted can still be used with reduced loads. Mr. Nicholson asked when the paving projects would be done on CR577 and if there would be any road closures during the construction. Moilanen replied that the projects were scheduled to be completed by September 20 and there would be no closures necessary. Mr. Nicholson asked how far up Aman Lane the paving would go. Moilanen stated that only the radius would be paved.

Bill Nicholson asked how much it would cost for a private citizen to have dust control put on their road. Moilanen stated that the costs per gallon were the same as last year, and the total cost would depend on how heavy they wanted the brine sprayed. He also advised Mr. Nicholson that he would need to contact his township supervisor to get the dust control put down as the road commission doesn't deal directly with a private citizen.

Mr. Nicholson asked if a private citizen can cut grass in the road right of way. Moilanen replied that they can, but that they would be liable for any problems that may occur.

Closed session to discuss Teamsters Local 406 wage reopener proposal – Moved by Betzinger, seconded by Kakuk to move to closed session at 9:55 a.m. Carried unanimously.

Darlene Nerat, John Nerat, Joe Skrobiak, Gerald Piche, Chuck Behrend, Larry Barker, Joe Linder, Bill Nicholson and David Wesoloski left the meeting at this time.

Moved by Kakuk, seconded by Betzinger to return to open session at 10:18 a.m.

Moved by Kakuk, seconded by Betzinger to authorize Moilanen to continue with negotiations. Carried unanimously.

There being no further business, Anderson declared the meeting adjourned at 10:19 a.m.

Road Commission Finance Director / Clerk

Chair

MINUTES

TWIN COUNTY AIRPORT COMMISSION
2801 NORTH 22ND STREET
MENOMINEE, MI 49858
906-863-8408

EXECUTIVE / FINANCE COMMITTEE MEETING
MAY 13, 2014, 4:00 PM
Twin County Airport Conference Room

MEMBERS PRESENT: Ted Sauve and Nick Lakari

MEMBERS EXCUSED: Jason Lauzer

OTHERS PRESENT: Tony Krysiak; Jeff LaFleur; Larry Barker; Joe Ciochetto; Bill Clyma;

1. **Call to order**

Chair Lakari called the meeting to order at 4:00 pm.

2. **Pledge of Allegiance**

3. **Roll call**

4. **Approve/amend agenda**

Motion (Sauve / Lakari) to approve the agenda as presented. Motion carried.

5. **Approve / amend Minutes of April 8, 2014. Action, if any.**

Motion (Sauve / Lakari) to approve the minutes as presented. Motion carried.

6. **Public Comment – speakers will be limited to 5 minutes on agenda items, only.**

Mr. Ciochetto offered a perspective for item nine on the agenda.

7. **Review / discuss April 2014 Financials. Action, if any.**

An unusual bank fee related to a lost check was explained. Numerous questions were answered regarding the Profit & Loss statement.

Motion (Lakari / Sauve) to recommend Commission approve payment of checks numbered 12990 through 13013 in the amount of \$27,882.52. Motion carried.

8. **Discuss / consider wage level for 20-hour Maintenance / Lineman position. Recommendation for Commission May 20, 2014 meeting. Action, if any.**

Motion (Sauve / Lakari) to recommend a wage level of \$12.00 per hour. Motion carried.

9. **Discuss / consider adding vacation compensation to Airport Manager employment agreement arrangement. Action, if any.**

Airport Manager is satisfied maintaining 25 hours per week work arrangement. It may be beneficial to replace the term "vacation pay" with "holiday pay." Further research to be conducted, with alternative ideas to be brought back to next meeting.

10. **Begin 2014 - 2015 budget development process. Discussion, only.**

Manager Krysiak is in the process of building a budget document. The first draft will be available for review at the June 10, 2015 meeting.

11. **Public Comment - speakers will be limited to 5 minutes.**

None

12. **Future agenda items**

Review May Financials; Review draft budget document; Consider holiday pay;

13. **Schedule next meeting**

Next meeting scheduled for June 10, 2014.

14. **Adjournment**

Motion (Lakari / Sauve) to adjourn at 5:06 pm. Motion carried.

Approved 6/10/2014

Cedarville Township Board Meeting

May 14, 2014

Approved 6/11/14

Call to Order: Supervisor Lin Peterson called the meeting to order at 7:00 pm

Roll Call: Supervisor-Lin Peterson, Treasurer-Kathy Prestin, Trustee-Tony Williams, Trustee-Jim Prestin, Clerk-Gina Van Hoff and 3 guests

Agenda: Moved by Jim to approve agenda, second by Tony. Motion carried.

Minutes: Moved by Tony to approve minutes, second by Jim. Motion carried.

Assessor Report: Kathie Prestin and Jill will be working on creating the summer tax database for printing and mailing by July 1st. Continuing to work on projects mentioned in April in the land division areas. Jim and Jill will be working together to get the legal agreement drafted between the Township and Mr. Zettel.

Treasurer's Report: Reconciled at \$140,816.89

Fire Chief Report: A K970 Husqvarna Rescue saw and blade was purchased. Received 10 gallons of Silvex foam with variable flow nozzles. Dan Pomasl found foam eductors for brush truck. Received a letter from lawyer about retrieving the money for the gear, Leah did not accept the letter, so we wait and see what happens. Held first Adopt A Highway on April 30th. Waiting on spring hydrant flushing until frost goes out of 551. No runs in the past month

Clerk Report: Flags for cemetery will be picked up and put out. Township meetings ad will be placed in newspaper. 2014 Election Cycle Update Meeting in Stephenson yesterday. Marion prepared our 941s. Donna Buechler will bet get her Pension Account Settlement. Moved by Jim to approve the warrant list 15352-15368, second by Kathy, Motion carried. Moved by Tony to add to warrant 15369, second by Jim. Motion carried.

Fox Park Report: Park will open 5/16. Picnic tables in camping area have been reconditioned and rebuilt. Five new signs were installed to designate camping only and picnic only areas, along with a new OPEN sign at the entrance. Water testing completed. Prepaid reservations totaling \$405.00

Supervisor/Building: No permits issued

Accept Regular Report, moved by Jim, second by Tony, motion carried.

Old Business: Waste Water was rescheduled for June 17th, needed more information. Economic development- a board member to get paid \$40.00 if meeting is at Cedarville

Township Hall and \$60.00 away. Resolution #5-14-14-1. Roof retainer-Construction Services and Blahnik will get cost.

New Business: Expand designated route ATV Connector Route: Camp O to 551. Vote to submit request. Moved by Jim, second by Tony, motion carried. MTA Training Dates in Marquette in June, August 26-28 MTA Summit. 3 Way Road 2015 dollars: RC \$200k, County \$200K, Cedarville Twp:\$2444.56 share gives us \$22784.50 to spend in our township. Priorities: 1. 551, 2. Jimtown, 3. 29 Road. We decide gravel chip seal, etc. May 22 MTA on roads at Nadeau townhall. Camp O bridge: RC will contract out stone repair. Permit good for three years. Only thing planned for 2014 in Cedarville. Clean Kill Mowing completed at Fox Park where lots will be sold. Will work on finishing rest of township as water recedes, could be August. Boyle Design Group: M & M Guide will list all events, trails, etc. free. Will go to print in five weeks. Bridge Walk and Run listed, + Horse sites on 551, + Walley Line change, +DNR Connector Trails. More? Cemetary markers Gina will make calls.

Public Comment: Phil Williams wants to see records as far back as of 2002 regarding free launching at marina.

Adjournment moved by Tony, second by Jim. Motion carried.

Next Meeting June 11, 2014

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:01 AM on Tuesday, May 20, 2014.

Roll call was taken and present were J. Bejgrowicz, J. Freis, K. McNeely, and C. Peterson. M. Fagan was excused. Commissioner James Furlong was also present.

C. Peterson moved to approve the agenda. Seconded by J. Bejgrowicz, motion carried.

Public Participation: No public participation at this time.

C. Peterson moved to approve the minutes from the April 15, 2014 meeting. Seconded by J. Freis, motion carried.

J. Freis moved to approve the April financial report. Seconded by J. Bejgrowicz, motion carried.

C. Peterson moved to pay the May bills. Seconded by J. Bejgrowicz, motion carried.

Director's Report:

A. The monthly circulation stat comparisons for April were in the board packets.

B. The Friends of the Library will be holding their annual plant sale this Saturday, May 24 from 9:00 AM to 3:00 PM. The Friends latest newsletter will be printed this week.

Their next meeting will be the Friends annual membership meeting with election of officers on Tuesday, June 10 at 10:30 AM.

C. Jim Mekash installed reinforcement bars on the stair railings, repaired the steps, and then primed and painted the railings.

D. We were fortunate to receive \$500.00 from the Clarence and Rosemarie Hanson estate. Rose worked at the library for many years and Clarence was very active in the 4-H programs here in the County. Their children requested that the funds be used to purchase resources for the visually impaired. We also received another \$500 from a person who wishes to remain anonymous.

E. We upgraded the computer at Hermansville to Windows 7 and Microsoft Office 2010, and installed a new scanner donated by the Friends of the Library.

Old Business:

A. Library Millage Proposed by County Board – Update – At their April 22, 2014 meeting, the consensus of the County Board was to just drop this item from discussion for the time being.

New Business:

A. FY 2014-2015 Preliminary Budget – After reviewing each line item in the proposed budget, C. Peterson moved to approve the preliminary budget for submission to the County Administrator. Seconded by J. Bejgrowicz, motion carried.

- B. RIDES Delivery Service Charge – July 1, 2014 to June 30, 2015 – The Library of Michigan is again paying for the third day of delivery service, so our cost for next year will be the 2-day per week delivery charge of \$1,458.48.
- C. 2014 Park & Read Program – We will be participating in this program that runs from May 16 through September 30.

Other Board Concerns: There were no board concerns at this time.

Public Participation: No public participation at this time.

As there was no further business, J. Freis moved to adjourn the meeting. Seconded by C. Peterson, motion carried. The meeting adjourned at 11:27 AM.

The Menominee County Board of Road Commissioners held a special meeting in their offices north of Stephenson on Tuesday, May 20, 2014.

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

Present: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present was Jim Moraska, Eric Treichel and Kitty Treichel.

Absent: None.

The Pledge of Allegiance was recited.

Public comments – Kitty Treichel discussed an article she had read in the local newspaper regarding funding the state was providing for shovel-ready projects. She also spoke regarding gravel that she and her husband had sold to the road commission at a cost less than what they could have received from private contractors, and their hope to have some sort of cover installed on 36.5 Mile Road to reduce the dust as dust control brine does not seem to last for very long. She stated that there are 5-6 homes along a quarter mile stretch of the road that are affected by the dust.

Public appearances – None

Open/Award bid for 2014 pulverizing – Bids were opened and read aloud as follows:

Hein Reclamation, Green Bay, WI	\$ 8,481.23
Payne & Dolan, Gladstone, MI	\$12,583.84

Moved by Betzinger, seconded by Kakuk to award to the low bidder Hein Reclamation, Green Bay, WI, pending tabulation of the bids. Carried unanimously.

Open/Award bid for sale of crusher shack – Bids were opened and read aloud as follows:

Daniel Hubbard	\$236.00
Daniel Turcotte	\$230.00

Moved by Anderson, seconded by Kakuk to award the bid to Daniel Hubbard. Carried unanimously.

Approve letter/information to be sent to township supervisors regarding the potential 2015 Three-Way Road Funding program – Moilanen presented a draft letter, including a list of typical costs for various types of projects and the contribution to the program per entity, based on road miles. Moved by Betzinger, seconded by Kakuk to send out the letter & information as drafted. Carried unanimously.

Any other business – Moilanen stated that he had received a letter from Spalding Township Supervisor Jim Moraska asking the road commission to contribute \$6,300 toward the chip seal project on 36.5 Mile Road, based on a bid the township received from Fahrner Asphalt of \$34,000. The estimate for the road commission to do the project was \$27,711. Moilanen noted that it is road commission policy that if a township bids out a project on their own, they are responsible for 100% of the cost. If the road commission does the work with our own forces, we will absorb any additional costs above the estimated price.

Moved by Anderson to allow the township to contract with Fahrner for the project and to have the road commission pay the requested \$6,300. The motion died for want of a second.

Kakuk stated that K-3 Road had been chip sealed by the road commission for less cost than a contractor and that a good job had been done. Supervisor Moraska stated that the road commission had also done the chip seal on Vega Road and that it was not holding up. He also noted that the estimate the road commission provided was for a 24 foot width, but 36.5 Mile Road is only 22 feet wide in some areas. Mr. Moraska also stated that if the road commission did the project that the township would want the road properly prepared. Moilanen replied that the road had been rebuilt a few years prior and was in good condition already, and that Vega Road had more heavy truck traffic.

Moved by Betzinger, seconded by Kakuk that the road commission do the chip seal project on 36.5

Mile Road with the township paying the estimated cost of \$27,711. The road commission will absorb any cost overruns and will make any necessary repairs to the chip seal at no additional cost to the township for up to eight years. The motion passed by the following vote: Yes – Betzinger, Kakuk; No – Anderson. Supervisor Moraska will bring this decision to the Spalding Township board meeting tonight and advise the road commission of the township board's response. Kakuk advised that Dun-Rite Asphalt Maintenance from Marinette, WI may do the fog seal portion of the project at a lower cost than Fahrner.

Public Comment – Eric Treichel asked why the road commission trucks used 36.5 Mile Road as their route, instead of LaBelle Road, when they were working on Spring Green Road. Moilanen explained that the trucks that came from the Stephenson district shop would have taken 36.5 Mile Road to and from the project each day as it was a shorter route than LaBelle Road.

Supervisor Moraska asked if the same dust control would be used this year as last year and when it would be available. Moilanen stated the brine was the same and that the price hadn't changed. There is brine available now and he should call Stephenson district foreman Bob Hanson when he is ready to have it applied in Spalding Township.

Supervisor Moraska asked if the road commission would consider putting lower load limits on roads that were chip sealed. Moilanen responded that the road commission would need a letter from the township requesting the change before it would be considered.

Supervisor Moraska asked if the road commission would make repairs to any chip seals that we did. Moilanen stated that we would for the first 8 years. Mr. Moraska stated that there is an area on Land Lane that needed to be patched. Moilanen will check on this.

Supervisor Moraska asked when the LaBelle Road project would be started and how long it will take. Moilanen replied that the deadline for completion of the pulverization is June 12, and that it should take about 1 day to pulverize.

Moilanen stated that he had received a response from Teamsters Local 409 regarding the current wage reopener. Moved by Betzinger, seconded by Kakuk to move to closed session at 9:46 a.m. to discuss the proposal. Carried unanimously.

Jim Moraska, Eric & Kitty Treichel left the meeting.

Moved by Kakuk, seconded by Betzinger to return to open session at 9:55 a.m.

Moved by Kakuk, seconded by Anderson to approve payment of \$900 to each union employee, payable at \$45 per payroll for the next 20 pay periods. Carried unanimously.

Moved by Kakuk, seconded by Betzinger to make the same payments to the non-union hourly staff. Carried unanimously.

There being no further business, Anderson declared the meeting adjourned at 9:57 a.m.

Finance Director/Clerk

Chair

MINUTES
TWIN COUNTY AIRPORT COMMISSION
2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408
REGULAR SESSION MEETING
May 20, 2014
TWIN COUNTY AIRPORT CONFERENCE ROOM

Members Present: Nick Lakari, Mary Johns, Charlie Meintz, Chris Plutchak, and Ted Sauve

Not Present: Jason Lauzer

Also Present: Tony Krysiak, Airport Manager; Jeff LaFleur, Maintenance-Lineman; Bill Clyma, Peshtigo Times; Kevin Pascoe, Anderson & Tackman; and Penny Mullins, Eagle-Herald

1. Call to order

Vice Chair Nick Lakari called the meeting to order at 5:07 pm.

2. Pledge of Allegiance recited

3. Roll call taken by Vice Chair Nick Lakari

4. Approve/amend agenda

MOTION (Plutchak/Johns) to approve the agenda as presented. Motion carried. No negative vote.

5. Approve/amend minutes of the April 15, 2014 Regular Session meeting

MOTION (Sauve/Plutchak) to approve the minutes as presented. Motion carried. No negative vote.

6. Public comment – speakers will be limited to 5 minutes on agenda items only

None

7. Audit Report/Review: Mr. Pascoe from Anderson & Tackman

Kevin Pascoe reviewed the bound audit report and a two page report that was previously provided to the committee. He reminded the committee that the airport is required to have an audit based on Public Act 2. There were some verbal recommendations given but there was nothing significant to note.

8. Discuss/Consider amending Discharge Procedures as currently described in the Twin County Work Rules/Policies, action if any.

Nick provided a summary of the background of negotiating the Maintenance-Lineman employment agreement regarding Disciplinary Actions and Discharge Procedures. The committee will pursue further.

No action taken at this time.

9. Report from Personnel Committee on annual appraisal of Airport Manager, information only.

The Personnel Committee reviewed the appraisal process approximately one month ago with the Airport Manager. The committee determined that the Airport Manager is doing his job as expected and there are no areas identified as needing improvement.

10. Report from Airport Manager on annual appraisal of Maintenance-Lineman, information only.

Tony reported on the Maintenance-Lineman's annual appraisal. Tony is satisfied with the Maintenance-Lineman's performance and is able to rely on his expertise and reliability.

11. Discuss/Consider follow-up report from Executive/Finance Committee on questions raised for hiring part time 20-hour per week Maintenance-Lineman, action if any.

- A. Affect on Municipal Employee Retirement System (MERS) contributions.
- B. Recommendation for hourly wage.
- C. Job posting recommendation.
- D. Interview process/guidelines.
- E. Tentative offer procedures.

Zero dollars would be contributed to MERS for a 20-hour/week employee. To qualify, an employee would log eight hours for any ten days in a month. The Executive/Finance Committee has recommended \$12 per hour starting pay.

MOTION (Johns/Meintz) to recruit the 20 hour per week Maintenance-Lineman based on \$12.00 hourly wage to start. Motion carried. No negative vote.

Application deadline will be June 3, 2014. Interviews will be held during the week of June 9, 2014. An advertisement will be done on the Airport Facebook page, in the Peshtigo Times, the Eagle-Herald, the County Journal, the Menominee County Website, at the Wisconsin Job Center, and at Michigan Works. An Authorization/release will be included with applications. Each potential applicant will be required to fill out an application.

The Airport Manager will screen applications for interviews. One member of the Personnel Committee will be included in interviews. A recommendation will be confirmed by the full commission, pending background check.

Interview questions were reviewed.

12. Follow up on potential funding assistance from Wisconsin Department of Transportation - Bureau of Aeronautics, information only.

Discussion.

13. Executive/Finance Committee report:

- A. Discuss/Consider Profit & Loss for April 2014, action if any
- B. Discuss/Consider Reconciliation Summaries for April 2014, action if any
- C. Discuss/Consider Vendor Balance for April 2014, action if any
- D. Discuss/Consider Customer Balance for April 2014, action if any
- E. Discuss/Consider Check Detail (#12990 thru #13013) and in the amount of \$27,882.52 for April 2014, action if any
- F. Discuss/Consider Fuel Sales Report for April 2014, action if any
- G. Discuss/Consider airport traffic for April 2014, action if any

MOTION (Johns/Meintz) to pay check numbers #12990 thru #13013 and in the amount of \$27,822.52 for the month of April and items A through G. Motion carried. No negative vote.

14. Communications/correspondence

None

15. Dialog between Airport Manager and the TCAC

Tony indicated that a prototype will be going out for the budget and will be available at the June Executive Committee meeting. He also noted that business has been behind for this time of year.

Enstrom will be finished with their expansion in a couple of weeks. The lease agreement with Enstrom is complete and has been signed.

16. Dialog between airport users and the TCAC

None

17. Public comment – speakers will be limited to 5 minutes

None

18. Future agenda items

Building and Grounds Committee report

19. Schedule next meeting

June 17, 2014 at 5:00 pm

20. Adjourn

MOTION (Johns/Meintz) to adjourn at 6:25 pm. Motion carried. No negative vote.

Respectfully Submitted:

Jennifer Seguin

Marinette County Administrative Secretary

Date approved: 6/19/14