

# MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

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

The Menominee County Board of Commissioners  
will meet on Tuesday ~ January 22, 2019 @ 6:00 p.m.  
Menominee County Courthouse, Courtroom B  
839 10<sup>th</sup> Avenue, Menominee, MI 49858  
(906) 863-7779

## AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
  - January 8, 2019 ~ Organizational Meeting
  - January 8, 2019 ~ Regular CB Meeting
- F. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only):*
- G. Presentations *(limited to twenty minutes):*
- H. Department Head/Elected Officials Reports *(limited to ten minutes):*
  - Honorable Judge Mary Barglind (Re: Resolution 2019-04)
  - Administrator's Report
- I. Action Items

1. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a flat rate salary increase of \$1,427 each for the following elected officials for 2019: Clerk/Register of Deeds; Treasurer; Sheriff; and Prosecuting Attorney. And a flat rate of \$11 for the Drain Commissioner.

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

Steven Gromala      Gerald Piche – Chairperson      William Cech – Vice Chairperson      Larry Phelps  
 Larry Johnson Jr.      Jan Hafeman      David Prestin      Bernie Lang      Larry Schei

2. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a 2% salary increase for the Clerk/Register of Deeds, Treasurer, Sheriff Prosecuting Attorney and Drain Commissioner for 2019.

Elected Official	2018 (current)	2% increase	2019 Salary
Clerk/ROD	60,095	1,202	61,297
Treasurer	57,094	1,142	58,236
Sheriff	67,626	1,353	68,979
Prosecuting Atty.	100,661	2,013	102,674
<b>totals</b>	<b>285,476</b>	<b>5,710</b>	<b>291,186</b>
Drain Comm.	537	11	548

3. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to appoint Kenneth Kline as nominated from the Road Commission to represent Menominee County's citizen/transportation vacancy on the M.C. Planning Commission for a three year term. (2.1.2019-1.31.2022)
4. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to appoint Deborah Smith to the Menominee County Fair Board for a three year term. (2.1.19-1.31.2022)
5. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a recommendation from the Airport Committee to approve a sub-lease from Garry Anderson to Scot Meinke in Hangar #31 at the Menominee Regional Airport.
6. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a recommendation from the Airport Committee to approve a sub-lease from Mark Burbey to Everett Anderson in Hangar #8 at the Menominee Regional Airport.
7. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a recommendation from the Airport Committee to approve a sub-lease from Merlin Zelm to William Kuntze in Hangar #14D at the Menominee Regional Airport.
8. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a recommendation from the Airport Committee to approve a sub-lease from the Eagles Flying Club of Menominee, Inc. to Justin Brown in Hangar #16 at the Menominee Regional Airport.
9. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a recommendation from the Airport Committee to approve the Menominee Regional Airport Committee By-Laws, Rules, and Charter.
10. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a recommendation from the Airport Committee to approve the tentative Airport Committee Meeting Schedule for 2019.
11. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Commissioner per diems and expenses as recently submitted.

J. New Business (Discussion Only)

1. Personnel Items:
  - a. None
  
2. Building and Grounds/Park Items:
  - a. HVAC Control quote
  
3. Miscellaneous Items:
  - a. Airport Advisory Committee
  - b. Economic Development Committee
  - c. Resolution 2019-04 ~ In Support of Retaining the 95A District Court Judicial Positon.
  - d. Resolution 2019-05 ~ #MyMarinetteMenominee Campaign.
  
4. Finance Items:
  - a. Review Commissioner per diems and expenses
  - b. Miscellaneous bills paid on January 8 & 10, 2019 in the combined amount of \$72,825.12.

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to enter into closed session under section 8(h) of the Open Meetings Act, to consider materials exempt from discussion or disclosure by state or federal statute, pursuant to section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure information or records subject to the attorney-client privilege in connection with Merkel v. Menominee County litigation. (*Members entering into closed session: \_\_\_\_\_ Time : \_\_\_\_\_*)

O. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to return to open session.

P. Take action, if any, from closed session.

Q. Adjourn

January 8, 2019

UNAPPROVED

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

Chairman Pro Tem Marc Kleiman called the meeting to order at 5:00 P.M. followed by the Pledge of Allegiance.

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

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

**Absent:** None.

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

**Public Comment:** None

Moved by Com. Gromala, seconded by Com. Hafeman to adopt the Board Rules/By-Laws/Policies/Charters of Standing Committees. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Prestin to adopt the Election Procedures for Chairman and Vice-Chairman. Motion was approved 9-0.

Chairman Pro Tem Marc Kleiman called for nominations for Chairman. Com. Hafeman nominated Com. Piche. Chairman Pro Tem Marc Kleiman called for other nominations—there were none. A roll call vote was conducted for Com. Piche. Com. Piche was elected Chairman by a 9-0 roll call vote

Com. Piche then assumed the Chair.

Chairman Piche called for nominations for Vice-Chairman. Com. Lang nominated Com. Cech. Com. Hafeman nominated Com. Schei. Chairman Piche called for further nominations for Vice-Chairman—there were none. A roll call vote was conducted for Com. Cech. Com. Cech, Gromala, Lang, Phelps, Piche and Prestin voted for Com. Cech. Com. Hafeman, Johnson Jr. and Schei voted nay. Com. Cech received a majority of the votes for Vice-Chairman.

Moved by Com. Hafeman, seconded by Com. Cech to approve Proposed County Board Meeting Schedule 2 with the meeting times being 6:00 p.m. instead of 5:00 p.m. Motion was approved by a roll call vote 5-4. Com. Cech, Lang, Phelps and Schei voted nay. (Attachment A)

Chairman Piche asked of a 5 minute recess to review the appointments to Standing Committees. The board recessed at 5:20 p.m. The board reconvened at 5:27 p.m.

Moved by Com. Schei, seconded by Com. Johnson Jr. to approve the attached 2019 Committee Assignments. Motion was approved by roll call vote 9-0. (Attachment B)

Moved by Com. Gromala, seconded by Com. Hafeman to approve Fiscal Resolution 2019-01. (Depository Resolution). Motion was approved 9-0 by a roll call vote. (Attachment C)

Moved by Com. Hafeman, seconded by Com. Cech to approve Fiscal Resolution 2019-02. (Deferred Payment resolution). Motion was approved 9-0 by a roll call vote. (Attachment D)

Moved by Com. Hafeman, seconded by Com. Cech to approve Fiscal Resolution 2019-03. (Investment policy resolution). Motion was approved 9-0. (Attachment E)

**Public Comment:**

- Charlene Peterson – Thanked the board for approving the meeting schedule with every other month being at the Annex in Stephenson

Moved by Com Schei, seconded by Com. Cech to adjourn at 5:40 p.m. Motion was approved 9-0.

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Gerald Piche, Chairman

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Marc Kleiman, County Clerk

**COUNTY BOARD OF COMMISSIONERS  
COUNTY BOARD MEETINGS**

**2019 Schedule - Approved 1.8.2019**

<u><b>JANUARY</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Re-Organization/COUNTY BOARD	January 8, 2019	5:00/6:00 PM	COURTROOM B
COUNTY BOARD	January 22, 2019	6:00 PM	COURTROOM B
<u><b>FEBRUARY</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	February 12, 2019	6:00 PM	Annex-Stephenson
COUNTY BOARD	February 26, 2019	6:00 PM	Annex-Stephenson
<u><b>MARCH</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	March 12, 2019	6:00 PM	COURTROOM B
COUNTY BOARD	March 26, 2019	6:00 PM	COURTROOM B
<u><b>APRIL</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD - Equalization Session	April 9, 2019	5:45 PM	Annex-Stephenson
COUNTY BOARD	April 9, 2019	6:00 PM	Annex-Stephenson
COUNTY BOARD	April 23, 2019	6:00 PM	Annex-Stephenson
<u><b>MAY</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	May 14, 2019	6:00 PM	COURTROOM B
COUNTY BOARD	May 28, 2019	6:00 PM	COURTROOM B
<u><b>JUNE</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	June 11, 2019	6:00 PM	Annex-Stephenson
COUNTY BOARD	June 25, 2019	6:00 PM	Annex-Stephenson
<u><b>JULY</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	July 9, 2019	6:00 PM	COURTROOM B
COUNTY BOARD	July 23, 2019	6:00 PM	COURTROOM B
<u><b>AUGUST</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	August 13, 2019	6:00 PM	Annex-Stephenson
COUNTY BOARD	August 27, 2019	6:00 PM	Annex-Stephenson
<u><b>SEPTEMBER</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	September 10, 2019	6:00 PM	COURTROOM B
COUNTY BOARD	September 24, 2019	6:00 PM	COURTROOM B
<u><b>OCTOBER</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	October 8, 2019	6:00 PM	Annex-Stephenson
COUNTY BOARD	October 22, 2019	6:00 PM	Annex-Stephenson
<u><b>NOVEMBER</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	November 12, 2019	6:00 PM	COURTROOM B
COUNTY BOARD	November 26, 2019	6:00 PM	COURTROOM B
<u><b>DECEMBER</b></u>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
COUNTY BOARD	December 10, 2019	6:00 PM	Annex-Stephenson
COUNTY BOARD	December 23, 2019**	6:00 PM	Annex-Stephenson

\*\*Monday

2019 Committee Members

CB Approved 1.8.19

Road Commission

Larry Phelps

Delta-Men. Health Department

Larry Johnson Jr.

Larry Schei

Intergovernmental Relations (MTA)

David Prestin

Department of Human Services (DHS)

Bernie Lang

Northpointe Behavior Health

Jan Hafeman

UP Resource Conservation & Develop.

Bernie Lang

Fair Board

Bill Cech

Park & Rec Committee

Larry Phelps

Bill Cech

Financial Hardship

Bernie Lang

Remonumentation

Larry Schei

UPWARD Talent Council/MiWorks!

Bernie Lang

David Prestin

Pinecrest Board of Trustees

Gerald Piche

E911 Governing Board

David Prestin

Menominee Regional Airport Committee

Steve Gromala (Chair)

Bill Cech

Jerry Piche

NorthCare Substance Abuse Disorder Policy Brd.

Steve Gromala

Northwoods Rail Transit Committee

Steve Gromala

County Security Committee

Larry Schei

Larry Johnson Jr.

WCUP Community Corrections Board

Jan Hafeman

Community Action Agency

Bernie Lang

UPCAP (2 yr. appt.)

Jan Hafeman

UPCAP - UP Energy Workgrp

Jan Hafeman

Men. Business Dev. Corp

County Administrator

Bill Cech

Local Emergency Planning Comm. (LEPC)

(chairman of the board) - Jerry Piche

Library Liaison (no vote)

Larry Schei

3 Way Road - Ad Hoc Committee

Larry Johnson Jr.

Larry Phelps

Planning Commission

Steve Gromala

Buildings & Grounds Committee

Larry Schei

Larry Phelps

Negotiating Committee

(a member from finance com.) Steve Gromala

(a member from personnel com.) Larry Phelps

County Administrator

Personnel Committee

Larry Phelps (Chair)

Bernie Lang

Bill Cech

Larry Johnson Jr.

Finance Committee

Jan Hafeman (Chair)

Larry Schei

David Prestin

Steve Gromala

Executive Committee

Jerry Piche

Larry Phelps

Jan Hafeman

GIS Ad Hoc

Bill Cech

David Prestin

County Administrator

CUPPAD Regional Commission

Steve Gromala

January 8, 2019

**UNAPPROVED**

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

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

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

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

**Absent:** None.

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

Moved by Com. Cech, seconded by Com. Lang to approve the minutes from the December 26, 2018 Regular County Board Meeting. Motion was approved 9-0.

**Public Comment:**

- James Hoffman – Commented on the Building Code Construction Board of Appeals.

**Presentations:** None.

**Department Head/Elected Officials Reports:**

- Diane Lesperance, County Treasurer – Welcomed the new Commissioners.
- Kenny Marks, County Sheriff – Welcomed the new Commissioners and offered a tour of the jail.
- Jason Carviou, County Administrator – Gave Administrator's Report with updates and announcements. He also addressed the Building Code Construction Board of Appeals. There are two positions up for appointment. One is for two years and one is for three years. Applicant David Herold would like to be appointed to the two year term.

**Action Items:**

Moved by Com. Hafeman, seconded by Com. Schei to appoint David Herold to the Building Code Construction Board of Appeals for a two year term (February 1, 2019 – January 31, 2021). Motion was approved by roll call vote 5-4. Com. Cech, Johnson, Phelps and Schei voted nay.

Moved by Com. Schei, seconded by Com. Johnson Jr. to appoint James Hoffman to the Building Code Construction Board of Appeals for a three year term (February 1, 2019 – January 31, 2022). Motion was approved by roll call vote 9-0.

Moved by Com. Gromala, seconded by Com. Hafeman to appoint Florence Rivard to the Library Board for a five year term (February 1, 2019 – January 31, 2024). Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Lang to appoint Richard Peterson to the Parks & Recreation Committee for a three year term (February 1, 2019 – January 31, 2024). Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Cech to appoint Janis Linderoth to the U.P. State Fair Authority Governing Board for a two year term (January 1, 2019 – December 31, 2020). Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Schei to adopt a new Drug-Free Workplace Policy (Version #1) as presented by the County Administrator. Motion was approved 9-0.

Moved by Com. Gromala, seconded by Com. Cech to provide advanced authorization for the County Administrator to file an insurance claim with the Michigan Municipal Risk Management Authority (MMRMA) and to authorize MMRMA to utilize Attorney Allan Vander Laan should Menominee County be served with a lawsuit resulting from tax foreclosure litigation in the State of Michigan. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Schei to approve the purchase of 22 Dell computers and 22 Dell monitors as quoted by UES Computers in the amount of \$17,710.00 (This excludes the 22 stands quoted at \$2,002.00). Motion was approved 9-0.

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

Moved by Com. Hafeman, seconded by Com. Schei to approve miscellaneous bills as paid on December 7, 13, 18 & 19, 2018 in the combined amount of \$145,656.23. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 9-0.

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

#### **Personnel Items:**

- a. Elected Officials Salaries – At the December 26, 2018 County Board Meeting an action item was on the agenda to increase the elected officials (Clerk/ROD, Treasurer, Sheriff and Prosecuting Attorney) salaries 2% following most other courthouse employees' raises on January 1, 2019. Discussion ensued about providing a flat rate instead of a percentage increase. The item was requested to be brought back for discussion with a percentage and flat rate option to be presented. A 2% increase for the four listed elected officials would total \$5,710. Administrator Carviou presented a flat rate option of \$1,427 for each of the four listed elected officials. That total would be \$5,708. Discussion ensued. The consensus of the board is to bring both options forward to the next meeting. If one of the options are approved the other option will be removed.

**Building and Grounds/Parks Items:**

- a. None.

**Miscellaneous Items:**

- a. Jail – Quote for New Ovens. – The jail is requesting to purchase two new ovens for the jail as the current equipment does not have the capacity to meet the needs of the jail any longer. The quote provided by the jail is for two new convection ovens and equipment stand - \$4,530.23. The jail is requesting to use money from the inmate canteen fund balance (\$21,375.52) for this purchase. If approved this will require a budget amendment. The consensus of the board is to move this item forward as an action item as this meeting for approval.

Moved by Com. Hafeman, seconded by Com. Schei to make the approval of purchasing two new ovens for the jail an action item at this meeting. Motion was approved by roll call vote 9-0.

Moved by Com. Schei, seconded by Com. Hafeman to approve the purchase of two new convection ovens and stands from Doyon & Nu-Vu Baking Equipment in the amount of \$4,530.23. Motion was approved by roll call vote 9-0.

**Finance Items:**

- a. Commissioner Per Diems and Expenses. – The consensus of the board is to move this item forward to the next meeting for approval.

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

- None.

Chairman Piche called for public comment

**Public Comment:** None.

**Commissioner Comment:**

- Com. Hafeman – Welcomed the new County Commissioners.
- Com. Gromala – Commented that he would like the Finance Committee to look at sending additional money to MERS. Welcomed the new County Commissioners.
- Com. Cech – Commented on the Finance Committee and additional MERS payments. Welcomed the new County Commissioners.
- Com. Piche – Thanked the commissioners for electing him Chairman again. Commented on the Finance Committee.
- Com. Schei – Commented that he would like the commissioners to make some goals county board for their upcoming term.
- Com. Johnson Jr. – Agreed with Com. Schei, but would like to take that one step further and have some 5, 10 and 20 year goals.

Moved by Com. Gromala, seconded by Com. Hafeman to adjourn at 6:59 p.m. Motion was approved 9-0.

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Gerald Piche, Chairman

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Marc Kleiman, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Elected Official FY 2019 Pay Increase</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>At the December 26, 2018 an action item was on the agenda to increase the elected officials (Clerk/ROD, Treasurer, Sheriff, and Prosecuting Attorney) 2% following most other courthouse employees raises on January 1, 2019. Discussion ensued about providing a flat rate instead of a percentage increase. The item was requested to be brought back for discussion with a percentage and flat rate option to be presented. 1.8.19 – Discussion is to move forward for a vote and have a motion on the agenda for each choice (2% or flat rate).</p>	
<b>RECOMMENDED MOTION</b>	
<p>to approve a flat rate salary increase of \$1,427 each for the following elected officials for 2019: Clerk/Register of Deeds, Treasurer, Sheriff, and Prosecuting Attorney. And a flat rate of \$11 for the Drain Commissioner.</p> <p>OR</p> <p>to approve a 2% salary increase for the Clerk/Register of Deeds, Treasurer, Sheriff Prosecuting Attorney and Drain Commissioner for 2019.</p>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

<b>Elected Official</b>	<b>2018 Salary (Current)</b>	<b>2% Increase</b>	<b>2019 Salary</b>
Clerk/ROD	\$ 60,095	\$ 1,202	\$ 61,297
Treasurer	\$ 57,094	\$ 1,142	\$ 58,236
Sheriff	\$ 67,626	\$ 1,353	\$ 68,979
Prosecuting Attorney	\$ 100,661	\$ 2,013	\$ 102,674
<b>TOTALS</b>	<b>\$ 285,476</b>	<b>\$ 5,710</b>	<b>\$ 291,186</b>
Drain Commissioner	\$ 537	\$ 11	\$ 548

<b>Elected Official</b>	<b>2018 Salary (Current)</b>	<b>Flat Increase</b>	<b>2019 Salary</b>
Clerk/ROD	\$ 60,095	\$ 1,427	\$ 61,522
Treasurer	\$ 57,094	\$ 1,427	\$ 58,521
Sheriff	\$ 67,626	\$ 1,427	\$ 69,053
Prosecuting Attorney	\$ 100,661	\$ 1,427	\$ 102,088
<b>TOTALS</b>	<b>\$ 285,476</b>	<b>\$ 5,708</b>	<b>\$ 291,184</b>
Drain Commissioner	\$ 537	\$ 11	\$ 548

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Committee Appointment – Planning Commission</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>There is one vacancy for the citizen/transportation member on the Planning Commission. The term is for three years beginning February 1, 2019 and ending January 31, 2022. We received one nomination from the Road Commission to appoint Ken Kline to the Planning Commission.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To appoint Kenneth Kline as nominated from the Road Commission to represent Menominee County's citizen/transportation vacancy on the M.C. Planning Commission for a three year term. (2.1.2019-1.31.2022)</p>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

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



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

P. O. BOX 527 • STEPHENSON, MICHIGAN 49887 • 877-857-8444 or 906-753-6914  
FAX 906-753-4319

DARRELL W. MOILANEN  
ENGINEER-MANAGER

LISA K. SAVORD  
FINANCE DIRECTOR/CLERK

January 17, 2019

Ms. Sherry Dupont, Administrative Assistant  
Menominee County Administrator  
839 Tenth Avenue  
Menominee, MI 49858

Dear Ms. Dupont,

At their regular monthly meeting held on January 15, 2019, the Menominee County Road Commission chose Kenneth Kline, Road Commission Vice Chair, as it's nominee to represent the road commission on the Menominee County Planning Commission. Mr. Kline's "Application for Appointment" form is enclosed.

If you require any further information please call me at (906) 753-6914, ext. 11. Thank you.

Best Regards,

MENOMINEE COUNTY ROAD COMMISSION

A handwritten signature in cursive script that reads "Lisa Savord".

Lisa Savord, Finance Director/Clerk

Cc: Kenneth Bower  
Anthony Kakuk  
Kenneth Kline  
Darrell Moilanen

**APPLICATION FOR APPOINTMENT  
MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION**  
(Please note only legible applications can be considered)

I, Benneth W Kline, hereby submit an application for appointment to  
NAME  
Planning  
Road Commission for 3 years from \_\_\_\_\_  
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment  
to \_\_\_\_\_

**TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:**

1. I reside at N-4158 US41 WALLACE 49893  
Street City Zip  
Menominee and have since 1957  
County

Mailing address if different than above: \_\_\_\_\_

Telephone: 906-864-2975 Cell Phone: 715-225-0159

Email Address: vkline1956@gmail.com

2. I am at least 18 years of age: YES  NO \_\_\_\_\_

3. I am currently registered to vote: YES  NO \_\_\_\_\_

4. Employer: Retired Telephone: \_\_\_\_\_

a. Indicate nature of your work: warehouseman

b. Title: \_\_\_\_\_

5. Educational Level and degrees received:

12<sup>th</sup> Stephenson High School grad

6. I presently hold the following appointments and elected positions:

Road Commissioner

7. Previously held appointments and/or elected positions:

None

8. Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.

NO

9. Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment).

NO

10. List any family members who are or have been employed by Menominee County or are or have been elected to County offices.

2 UNCLE'S

11. Is this an application for reappointment? Yes \_\_\_\_\_ No X

If yes, how many years have you served on this board? \_\_\_\_\_

Please indicate your attendance record for the term(s) served \_\_\_\_\_ / \_\_\_\_\_  
No. of meetings attended No. of meetings held

Comments/clarification (only if necessary)

12. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.

\_\_\_\_\_

13. I hereby apply for appointment to Planning Commission and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

Kenneth W Kline  
Signature

Kenneth W Kline  
Name (Print or Type)

- Note: Applicants may attach additional information pertaining to this application for appointment.
- Resume
  - Letter of Reference
  - Letter of Intent

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Committee Appointment – Menominee County Fair Board</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>There is one vacancy on the Menominee County Fair Board. The term is for three years beginning February 1, 2019 and ending January 31, 2022. One interested candidate applied for the position: Deborah Smith.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To appoint Deborah Smith to the Menominee County Fair Board for a three year term. (2.1.19-1.31.2022)</p>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

JAN 4 2019

**APPLICATION FOR APPOINTMENT**  
**MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION**  
(Please note only legible applications can be considered)

I, Deborah Smith, hereby submit an application for appointment to  
NAME  
Menominee County Fair Board for 3 from January 2019  
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment  
to December 31, 2021.

**TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:**

1. I reside at 6620 Hendriken Street Stephenson, MI 49887  
Street City Zip  
Menominee and have since 1992  
County

Mailing address if different than above: \_\_\_\_\_

Telephone: 906-753-2722 Cell Phone: 906-271-0190

Email Address: bdsmith747@gmail.com

2. I am at least 18 years of age: YES  NO \_\_\_\_\_

3. I am currently registered to vote: YES  NO \_\_\_\_\_

4. Employer: Retired Telephone: \_\_\_\_\_

a. Indicate nature of your work: \_\_\_\_\_

b. Title: \_\_\_\_\_

5. Educational Level and degrees received: High School Graduate

6. I presently hold the following appointments and elected positions: Menominee County Fair Superintendent

7. Previously held appointments and/or elected positions:

None

8. Have you ever been convicted of a felony? No If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.

N/A

9. Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment).   N/A  

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10. List any family members who are or have been employed by Menominee County or are or have been elected to County offices.   N/A  

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11. Is this an application for reappointment? Yes \_\_\_\_\_ No   X  

If yes, how many years have you served on this board?   N/A  

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Please indicate your attendance record for the term(s) served   N/A   / \_\_\_\_\_  
No. of meetings attended No. of meetings held

Comments/clarification (only if necessary)

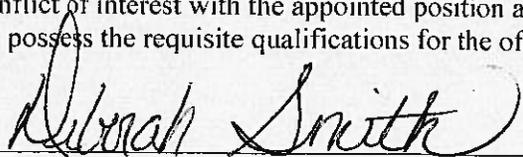
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12. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.   I express a genuine interest in working with the current board to create a community fair for the residents of Menominee County.  

13. I hereby apply for appointment to the Menominee County Fair Board and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

  
Signature

Deborah Smith  
Name (Print or Type)

Note: Applicants may attach additional information pertaining to this application for appointment.

- Resume
- Letter of Reference
- Letter of Intent

E620 Hendricksen Street  
Stephenson, MI 49887  
906-753-2722

DEBORAH SMITH

## PROFILE

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- Self motivated and experienced individual with a strong work ethic
- Experience supervising associates
- Effective team player with strong communication and interpersonal skills
- 13 years' experience working in credit & collections in the industrial and specialty gas business
- Experience performing the following job responsibilities: customer service representative, collector, cash applications, customer account set up & maintenance of customer accounts, credit manager, and customer account analyst
- Dedication to provide problem solving solutions and excellent customer service to all customers

## EXPERIENCE

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### **Collector**

**Marinette, WI (1999-2000)**

Interstate Welding Sales Corporation

- Collection calls to customers
- Set up & maintenance of new accounts
- Set up master pricing contract & tax contracts
- Applied payments and bank deposits

### **Credit Department Supervisor**

**Marinette, WI (2000-2004)**

Interstate Welding Sales Corporation

- Supervised associates
- Assisted CFO in reviewing accounts receivable reports
- Responsible for reviewing & updating all customer credit limits annually
- Responsible for bad debts, bad debt recovery's and co-ordination of bad debts with collection agency
- Developed custom Excel summary billing invoices with customer & outsourcer
- Developed department procedure manual and implemented of cross training for all department associates

**Assistant Credit Manager****Marinette, WI (2004-2009)**

Airgas North Central, Inc

- Reviewed customer ownership changes and mailed statement of account letters, credit applications and coordinated set up of new account and transfer of cylinder assets
- Responsible for reviewing & updating all customer credit limits biannually
- Backup for Credit Manager for the review and approval of credit memo's, cylinder adjustments, account changes and credit limits using the AFMR process
- Processing of Customer Dunning Letters & Potential Bad Debt List monthly
- Developed the 60/90 Spreadsheet as the main tool used for collections

**Credit Manager****Marinette, WI (2009-2012)**

Airgas North Central, Inc

- Responsible for all aged accounts receivables for the monthly reserve discussion with the controller
- Collection calls to higher risk accounts to negotiate and/or implement payment plans
- Review of D&B and Experian Credit Reports and established credit limits
- Mentoring, training, and provided supervision to 21 associates
- Reviewed and approved credit memos, cylinder adjustments, account changes and credit limits

**Customer Account Analyst****Marinette, WI (2012-2018)**

Airgas USA, LLC

- Provided problem solving solutions and excellent customer service to all customers after company conversion to new software and new business service center platform
- Assisted in designing custom monthly invoicing for customers
- Processed all robotic installment sales
- Handled all consignment inventory audits

**EDUCATION**

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1976 Roscommon High School  
Diploma

Roscommon, MI

**AWARDS**

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2008 Support Specialist of the Year

Airgas North Central

## SPECIAL SKILLS

Exceptional Computer knowledge  
Software Programs: SAP, Microsoft Office, Internet Explorer,  
Windows XP, Outlook  
60-65 WPM  
General Skills:  
Excellent Communication Skills- both written & oral  
Excellent Organizational Skills  
Excellent Time Management

## REFERENCES

Available upon request

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Airport Sub-Lease recommendation</b>
<b>DEPARTMENT:</b>	<b>Administration/Airport Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
A recommendation from the Airport committee is to approve the sub-lease from Garry Anderson to Scot Meinke in hangar #31.	
<b>RECOMMENDED MOTION</b>	
to approve a recommendation from the Airport Committee to approve a sub-lease from Garry Anderson to Scot Meinke in Hangar #31 at the Menominee Regional Airport.	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**MENOMINEE REGIONAL AIRPORT  
CONSENT TO SUBLEASE**

This Consent to Sublease is made by and between Menominee County, as Lessor, and GARRY ANDERSON as Lessee, of the Private Tenant Land Lease dated 1-06-2012, for sublease of a portion of the Leased Premises described as HANGAR # 31 located at the Menominee Regional Airport, to SCOT MEINKE, as Sublessee, under a Sublease dated 12-26-2018.

1. Pursuant to Sec. 10 of the Lease, Lessor consents to the Sublease and the transactions contemplated. Lessor's consent to the Sublease will not be deemed as consent to:

- (i) Any further or other subleasing of the Subleased Premises;
- (ii) Any subleasing of any other portion of the Leased Premises, or;
- (iii) The subleasing of any portion of the Leased Premises to any other sublessee or on any other or different terms than those stated in the Sublease.

Lessee will provide Lessor with a fully executed copy of the Sublease promptly after execution.

2. Lessee acknowledges that:

- (i) Lessee will remain primarily liable for, and will not be released from, the full and faithful performance of all terms and conditions of the Lease, notwithstanding the existence of (and Lessor's consent to) the Sublease, or any breach committed by Sublessee under the Sublease, and
- (ii) Lessor will be entitled to pursue all remedies available in the event of the Lessee's breach of the Lease, without regard to the performance or nonperformance of the terms of the Sublease by Sublessee.

3. All covenants and agreements contained in the Lease are binding upon Lessee and Sublessee.

4. This Consent to Sublease expires upon expiration or termination of the Lease or Sublease, whichever occurs first.

MENOMINEE COUNTY, Lessor

\_\_\_\_\_ Date: \_\_\_\_\_

Garry Anderson, Lessee

GARRY ANDERSON Date: 12-26-2018

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Airport Sub-lease recommendation</b>
<b>DEPARTMENT:</b>	<b>Administration/Airport</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Airport committee recommended to approve a sub-lease from Mark Burbey to Everett Anderson in Hangar #8 at the Menominee Regional Airport.</p>	
<b>RECOMMENDED MOTION</b>	
<p>to approve a recommendation from the Airport Committee to approve a sub-lease from Mark Burbey to Everett Anderson in Hangar #8 at the Menominee Regional Airport.</p>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**MENOMINEE REGIONAL AIRPORT  
CONSENT TO SUBLEASE**

This Consent to Sublease is made by and between Menominee County, as Lessor, and Mark Burbey as Lessee, of the Private Tenant Land Lease dated March 17<sup>th</sup> 2003, for sublease of a portion of the Leased Premises described as Hangar # 8 located at the Menominee Regional Airport, to Everett Anderson, as Sub-Lessee, under a Sublease dated 12-19-18.

1. Pursuant to Sec. 10 of the Lease, Lessor consents to the Sublease and the transactions contemplated. Lessor's consent to the Sublease will not be deemed as consent to:

- (i) Any further or other subleasing of the Subleased Premises;
- (ii) Any subleasing of any other portion of the Leased Premises, or;
- (iii) The subleasing of any portion of the Leased Premises to any other sublessee or on any other or different terms than those stated in the Sublease.

Lessee will provide Lessor with a fully executed copy of the Sublease promptly after execution.

2. Lessee acknowledges that:

(i) Lessee will remain primarily liable for, and will not be released from, the full and faithful performance of all terms and conditions of the Lease, notwithstanding the existence of (and Lessor's consent to) the Sublease, or any breach committed by Sublessee under the Sublease, and

(ii) Lessor will be entitled to pursue all remedies available in the event of the Lessee's breach of the Lease, without regard to the performance or nonperformance of the terms of the Sublease by Sublessee.

3. All covenants and agreements contained in the Lease are binding upon Lessee and Sublessee.

4. This Consent to Sublease expires upon expiration or termination of the Lease or Sublease, whichever occurs first.

MENOMINEE COUNTY, Lessor

\_\_\_\_\_ Date: \_\_\_\_\_

MARK BURBEY, Lessee

Mark Burbey Date: Dec 23, 2018

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Airport Sub-Lease recommendation</b>
<b>DEPARTMENT:</b>	<b>Administration/Airport</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Airport Committee recommends approval of a sub-lease from Merlin Zelm to William Kuntze in Hangar #14D at the Menominee Regional Airport</p>	
<b>RECOMMENDED MOTION</b>	
<p>to approve a recommendation from the Airport Committee to approve a sub-lease from Merlin Zelm to William Kuntze in Hangar #14D at the Menominee Regional Airport.</p>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**MENOMINEE REGIONAL AIRPORT  
CONSENT TO SUBLEASE**

This Consent to Sublease is made by and between Menominee County, as Lessor, and Merlin Zelm as Lessee, of the Private Tenant Land Lease dated May 25, 2018, for sublease of a portion of the Leased Premises described as Hangar # 3 located at the Menominee Regional Airport, to William Kuntze, as Sub-lessee,<sup>140</sup> under a Sublease dated 12-28-18 ..

1. Pursuant to Sec. 10 of the Lease, Lessor consents to the Sublease and the transactions contemplated. Lessor's consent to the Sublease will not be deemed as consent to:

- (i) Any further or other subleasing of the Subleased Premises;
- (ii) Any subleasing of any other portion of the Leased Premises, or;
- (iii) The subleasing of any portion of the Leased Premises to any other sublessee or on any other or different terms than those stated in the Sublease.

Lessee will provide Lessor with a fully executed copy of the Sublease promptly after execution.

2. Lessee acknowledges that:

(i) Lessee will remain primarily liable for, and will not be released from, the full and faithful performance of all terms and conditions of the Lease, notwithstanding the existence of (and Lessor's consent to) the Sublease, or any breach committed by Sublessee under the Sublease, and

(ii) Lessor will be entitled to pursue all remedies available in the event of the Lessee's breach of the Lease, without regard to the performance or nonperformance of the terms of the Sublease by Sublessee.

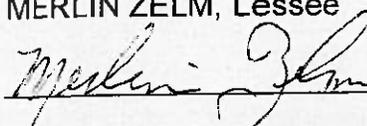
3. All covenants and agreements contained in the Lease are binding upon Lessee and Sublessee.

4. This Consent to Sublease expires upon expiration or termination of the Lease or Sublease, whichever occurs first.

MENOMINEE COUNTY, Lessor

\_\_\_\_\_ Date: \_\_\_\_\_

MERLIN ZELM, Lessee

 \_\_\_\_\_ Date: 12-28-2018

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Airport Sub-Lease recommendation</b>
<b>DEPARTMENT:</b>	<b>Administration/Airport</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Airport Committee recommends a sub-lease from the Eagles Flying Club of Menominee, Inc. to Justin Brown in Hangar #16 at the Menominee Regional Airport.</p>	
<b>RECOMMENDED MOTION</b>	
<p>to approve a recommendation from the Airport Committee to approve a sub-lease from the Eagles Flying Club of Menominee, Inc. to Justin Brown in Hangar #16 at the Menominee Regional Airport.</p>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**MENOMINEE REGIONAL AIRPORT  
CONSENT TO SUBLEASE**

This Consent to Sublease is made by and between Menominee County, as Lessor, and Eagles Flying Club of Menominee as Lessee, of the Private Tenant Land Lease dated May 25, 2018, for sublease of a portion of the Leased Premises described as Hangar 16 located at the Menominee Regional Airport, to Justin Brown, as Sublessee, under a Sublease dated 12-26-18.

1. Pursuant to Sec. 10 of the Lease, Lessor consents to the Sublease and the transactions contemplated. Lessor's consent to the Sublease will not be deemed as consent to:

- (i) Any further or other subleasing of the Subleased Premises;
- (ii) Any subleasing of any other portion of the Leased Premises, or;
- (iii) The subleasing of any portion of the Leased Premises to any other sublessee or on any other or different terms than those stated in the Sublease.

Lessee will provide Lessor with a fully executed copy of the Sublease promptly after execution.

2. Lessee acknowledges that:

(i) Lessee will remain primarily liable for, and will not be released from, the full and faithful performance of all terms and conditions of the Lease, notwithstanding the existence of (and Lessor's consent to) the Sublease, or any breach committed by Sublessee under the Sublease, and

(ii) Lessor will be entitled to pursue all remedies available in the event of the Lessee's breach of the Lease, without regard to the performance or nonperformance of the terms of the Sublease by Sublessee.

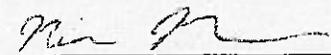
3. All covenants and agreements contained in the Lease are binding upon Lessee and Sublessee.

4. This Consent to Sublease expires upon expiration or termination of the Lease or Sublease, whichever occurs first.

MENOMINEE COUNTY, Lessor

\_\_\_\_\_ Date: \_\_\_\_\_

EAGLES FLYING CLUB OF MENOMINEE, Lessee

 \_\_\_\_\_ Date: 1-2-19

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Menominee Regional Airport Committee Bylaws, Rules, Charter</b>
<b>DEPARTMENT:</b>	<b>Administration/Airport</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The airport committee met for their reorganizational meeting and approved these bylaws, Rules, Charters. They ask if the County Board would also approve them.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>To approve a recommendation from the Airport Committee to approve the Menominee Regional Airport Committee By-Laws, Rules, and Charter.</p>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**DRAFT**

**MENOMINEE REGIONAL  
AIRPORT**

**MENOMINEE REGIONAL AIRPORT COMMITTEE**

**BY-LAWS**

**RULES**

**CHARTER**

# Menominee Regional Airport Committee Bylaws

## Article I Name/Purpose

- A. The name of the Committee shall be the Menominee Regional Airport Committee.
- B. The purpose the Menominee Regional Airport Committee is act as an advisory committee for the airport and to offer recommendations to the County Board for considerations pertaining to the operation, budget, personnel and all other aspects and issues associated with the Menominee Regional Airport.

## Article II Members

- A. The Menominee Regional Airport Committee will consist of three (3) Menominee County Board of Commissioners members. The Commissioners will be appointed for a one year term.
- B. Voting
  - 1. All members who are present shall vote whenever the question is put forth by the chair.
  - 2. If there is an appearance of a conflict of interest, the Commissioner shall so state before a vote is called for. No member may **ABSTAIN** from voting "yes" or "no".

## Article III Officers

- A. The officers of the Menominee Regional Airport Committee shall be the Chairperson and Secretary.
- B. The term of office shall be for one year. The individual may succeed her/himself.
- C. Candidates for these offices shall be nominated from the floor at the first meeting of the year (year is defined as January 1<sup>st</sup> to December 31<sup>st</sup>). It shall take a simple majority vote of the Committee to elect. Voting for the Chairperson shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall take place. After the recess the presiding chair of the meeting will ask each nominee if the wish their name to remain in nomination. Another random roll call vote and the above process continued until one nominee obtains a simple majority. The nomination and election for secretary shall take place after the selection of a Chairperson. The voting shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall be called. After the recess the Chairperson will ask each nominee if they wish their names to remain in nomination. Another random roll call vote shall be taken and the above process continued until the secretary is selected.

**Article IV  
Duties of Officers**

- A. Chairperson shall preside over and conduct all meetings of the Committee. The Chairperson will be responsible for the preparation of the meeting agendas with cooperation from the Menominee County Administration Office. Except for those powers and duties prescribed to the Chairperson by the County Board and the above mentioned duties, the Chairperson has no power to act on behalf of the committee unless the committee specifically grants that power.
- B. Secretary (or designee) shall attend all meetings of the Committee and shall record meeting minutes. The Secretary shall be responsible for sending all meeting minutes to the Menominee County Administration Office to be placed on file. In the absence of the Chairperson the Secretary shall assume the duties of the Chair.

**Article V  
Meetings**

- A. The Menominee Regional Airport Committee is only an advisory committee and all final decisions pertaining to but limited to the operations, personnel, buildings and grounds, and policy and procedures will be determined by the Menominee County Board of Commissioners.
- B. A schedule containing the date, time and place of regular monthly meetings of the Committee shall be established at the first meeting of the year. The Menominee Regional Airport Committee will meet once a month.
- C. Special Meetings will comply with the Michigan Open Meetings Act (MCL 15.261). Reason for a Special Meeting is to deal with important matters that may arise between regular meetings and requires actions before the next regular meeting. Special Meetings of the Committee shall be held only when two members of the Committee request a special meeting. The Special meeting will be posted at least eighteen (18) hours before the time of the meeting. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice to the members and post the date and time at least eighteen (18) hours prior to the time of the meeting.
- D. A majority of the members of the Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise during the meeting of the committee shall be determined by the votes of the majority of the members present.
- E. Minutes will be recorded by the Secretary. The names and votes of members shall be recorded on an action which is taken by the Menominee Regional Airport Committee if the action is on an ordinance, resolution or appointment or election of an officer. A record which is made pursuant to this section shall be available for public inspection.

**Article VI**  
**Parliamentary Authority**

- A. The current edition of "Robert's Rules of Order" shall be the Parliamentary Authority. The rules, with special attention to small committees, contained in the above mentioned reference shall govern the Committee in all cases to which they are applicable.

**Article VII**  
**Amendment of Bylaws**

- A. The following bylaws may not be suspended.  
B. These bylaws, rules regulations and policies shall remain in effect until properly amended.  
C. These bylaws may be amended at a regular meeting of the Menominee County Board of Commissioners by a 2/3 majority vote of the County Board.

The Menominee Regional Airport Committee Shall follow all Bylaws (not addressed here) as set forth by the Menominee County Board of Commissioners.

## **Menominee Regional Airport Committee Rules**

- R15-1      **The Order of Business shall be as follows:**
1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of Agenda
  5. Approval of Previous Minutes
  6. Public Comment (pertaining to agenda items only, limited to 5 minutes)
  7. Presentations (limited to 20 minutes)
  8. Business
  9. Public Comment
  10. Commissioner Comment
  11. Adjournment
- R15-2      **Complex or controversial issues may be discussed by the Committee prior to being introduced in the form of a motion. The Chair may declare the floor open for debate prior to a motion if no member objects. If there is an objection, the Chair shall call for a vote. A majority vote of the Committee shall sustain the Chair. Any motion (s) arising from such debate shall be reduced to writing prior to being voted upon, upon the request of any member.**
- R15-3      **Committee Members attending authorized conferences, seminars, etc. shall be reimbursed mileage, meals and lodging at the Menominee County Board of Commissioners rate stated in the bylaws of the County Board. All applicable conference fees shall be paid in advance by the County when possible. Lodging shall be reimbursed at actual cost not to exceed the room rate at the conference headquarters hotel. Lodging necessary in route to or from a conference shall be reimbursed at actual cost not to exceed the rate listed in the current bylaws of the Menominee County Board of Commissioners. Travel costs will be reimbursed at the IRS rate per mile for personal automobile or at actual cost for commercial carriers. Any travel allowances advanced in excess of actual cost shall be reimbursed to the County. Meals not included in conference fees shall be paid in accordance with County policy.**
- R15-4      **Committee members are responsible for submitting all of their own expenses including all meeting expenses. These expenses should be submitted to the County Administrator's Office.**
- R15-5      **Dissemination of Information. It shall be the policy of the Committee that all information pertaining to the business of the Committee obtained by individual committee members, shall be transmitted in a timely fashion to all Committee members so that they would be better able to make informed decisions. This information shall be made available to the County Administrator so that it may be included in the meeting packet. Committee agenda packets will be available to the public three (3) days prior to the meeting date.**

- R15-6 **Purchasing Policy.** The Menominee Regional Airport Committee has no authority to make purchases. Purchases of five hundred dollars (\$500.00) or less can be made by the Airport Manager/Assistant Airport Manager. Any purchases greater than five hundred dollars (\$500.00) and up to five thousand dollars (\$5,000.00) the County Administrator must approve. Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees, ~ Purchasing Guidelines (P91-4).
- R15-7 **Credit Card Policy –** Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees ~ Credit Card Policy P98-3.
- R15-8 **Committee Communications.** It shall be the policy of the Committee that the official spokesperson of the Committee shall be the Committee’s Chairperson or the County Administrator.
- R15-9 **Public Comment.** It shall be the policy of the Committee that all meetings of the Committee come under the jurisdiction of the Michigan Open Meetings Act that the following rules apply: speakers shall identify themselves and if representing a group, the name of the group, and shall state their address; a speaker shall be limited to five minutes; only one speaker may address the Committee on behalf of a group; 30 minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda; the Committee reserves the right to extend the above mentioned time limits; a member of the public can request permission to address the Committee relative to a particular item on the agenda at the time is being considered by the Committee or a Committee member can yield the floor to a member of the public, under the constraints of the above mentioned time limits; these rules shall be available on the Menominee County website at [www.menomineecounty.com](http://www.menomineecounty.com).
- R15-10 **Committee Member Compensation –** Compensation will follow Menominee County Board of Commissioners compensation structure and rules.

**NOTE:** The Menominee Regional Airport Committee shall follow all rules (not addressed here) as set forth by the Menominee County Board of Commissioners. Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees.

## **Menominee Regional Airport Committee Charter**

The Menominee Regional Airport Committee is an advisory committee with the purpose of providing advice, direction and recommendations to the Airport Manager/Airport Assistant Airport Manager, County Administrator and the Menominee County Board of Commissioners. The Committee has no final authority or responsibility for final policy making or administration.

Responsibilities of the Menominee Regional Airport Committee are as follows:

1. Recommend objectives and goals of the Menominee Regional Airport
2. Recommend rules and policies governing the Menominee Regional Airport
3. Recommend annual and long term financial plans
4. Recommend establishing and maintaining an effective public relations program
5. Recommend establishing and maintain an effective public use program
6. Recommend short-term and long-term planning necessary to develop and maintain facilities and services to meet the needs of the county.
7. Encourage economic development within the Menominee Regional Airport
8. Recommend a Menominee Regional Airport fee structure
9. Act as a mediator between citizens and management disputes
10. Receive public input on the Menominee Regional Airport
11. Annually recommend revisions to the Menominee Regional Airport Capital Improvement Plan
12. Work with the aeronautic engineering firm to determine capital projects and maintenance schedules.
13. Review the Financial of the Menominee Regional Airport

The Menominee Regional Airport Committee shall follow all Charters, rules and policies and Bylaws as set forth by the Menominee County Board of Commissioners.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Airport Committee 2019 Meeting Schedule</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Airport Committee met for their organizational meeting and approved the 2019 Meeting Schedule as attached. They would like the full CB to also approve.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>To approve a recommendation from the Airport Committee to approve the tentative Airport Committee Meeting Schedule for 2019.</p>	

Submitted by: Jason Carviou

01/18/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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



## **MENOMINEE REGIONAL AIRPORT**

**2801 22<sup>nd</sup> Avenue**

**Menominee, MI 49858**

**906-863-8408**

---

*Note: Quorum of the Menominee County Board of Commissioners may be present. If you are an individual who needs special accommodations while attending the meeting, as required by the "Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 6 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777)*

### **REGULAR AIRPORT COMMITTEE MEETING SCHEDULE, 2019**

**\*\*\*\*DRAFT\*\*\*\***

The Menominee Regional Airport Committee will hold the Airport Committee meetings in Courtroom B at the Menominee County Courthouse on the 3<sup>rd</sup> Tuesday of every month of 2019 at 4:00 pm.

Special meetings may be held at the discretion of the Chairperson. Notice of these special meetings will be announced and posted at the Menominee Regional Airport at least 24 hours prior to the meeting.

01/15/2019	Regular Meeting
02/19/2019	Regular Meeting
03/19/2019	Regular Meeting
04/16/2019	Regular Meeting
05/21/2019	Regular Meeting
06/18/2019	Regular Meeting
07/16/2019	Regular Meeting
08/20/2019	Regular Meeting
09/17/2019	Regular Meeting
10/15/2019	Regular Meeting
11/19/2019	Regular Meeting
12/17/2019	Regular Meeting

These meetings are open to the public under Michigan's Open Meeting Act.

**Menominee Regional Airport Committee**

*Steve Gromala, Chair, Gerald Piche, William Cech*

**Menominee County Board of Commissioners**

*Gerald Piche, Chairman William Cech, Vice Chairman Steve Gromala Bernie Lang Larry Phelps Larry Schei  
Dave Prestin Jan Hafeman Larry Johnson*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by: Jason Carviou

01/18/2019  
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

DEC 27 2018

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

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

COPY

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

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
12/07/18	COURTHOUSE	16		\$ 8.72	101-101-860.04
12/11/18	LIBRARY - STEPHENSON	32		17.44	101-101-860.04
12/11/18	ANNEX - STEPHENSON	32		17.44	101-101-860.04
12/14/18	COURTHOUSE	16		8.72	101-101-860.04
12/20/18	PINECREST - POWERS	73		39.79	101-101-860.04
12/26/18	ANNEX - STEPHENSON	32		17.44	101-101-860.04
		201		109.55	101-101-860.04
					101-101-860.04
					101-101-860.04
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>\$ 109.55</b>

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

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

Larry Schei

Signed

12/27/18

Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

DEC 27 2018

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

\*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: Steven T. Gromala ~ District 1

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
12/11/2018	Stephanson - Cty. Bd.	42		22.89	101-101-860.01
12/24/2018	Stephanson - Cty. Bd.	42		22.89	101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			<b>Total Mileage</b>		
<b>Total Mileage Fee</b>					<b>45.78 ✓</b>

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

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

*Steven T. Gromala*

\_\_\_\_\_  
Signed

12/27/2018

\_\_\_\_\_  
Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

Mileage: 57.5 cents/mile ~ effective 01 January 2015

\*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: William Cech ~ District 5

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
12/13/18	Annex	32		17.44	101-101-860.05
12/17/18	Ct. house	16		8.72	101-101-860.05
12/10/18	City hall (men.)	15		8.19	101-101-860.05
12/11/18	Ct. house	16		8.72	101-101-860.05
12/18/18	Ct. house	16		8.72	101-101-860.05
12/19/18	Annex	32		17.44	101-101-860.05
12/20/18	Ct. house	16		8.72	101-101-860.05
					101-101-860.05
					101-101-860.05
		143	Total Mileage	77.94	
				Total Mileage Fee	86.65

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

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

William Cech

Signed

12/20/18

Date

COPY

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

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

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

DEC 28 2018

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

COPY

Name: Bernie Lang ~ District 2

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
12-11	CO. BD.	—			101-101-860.02
12-13	SAA	112			101-101-860.02
12-14	RCED	3			101-101-860.02
12-18	DH'S	84			101-101-860.02
12-26	CO. BD.	—			101-101-860.02
		199	X .545 =	108.46	101-101-860.02
					101-101-860.02
					101-101-860.02
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>108.46</b>

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

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

*Bernie Lang*  
\_\_\_\_\_  
Signed

~~12~~ 12-26-18  
\_\_\_\_\_  
Date





# MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

COPY

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

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

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

Name: Gerald L. Piche - District 7

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
12/11/18	Annex - County Board	30		16.35	101-101-860.07
					101-101-860.07
12/18/18	Courthouse - Airport Comm	72		39.24	101-101-860.07
					101-101-860.07
12/26/18	Annex - County Board	30		16.35	101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
132			Total Mileage		
				Total Mileage Fee	71.94 ✓

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

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

*Gerald Piche*

Signed

1/2/19

Date

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	HVAC Control Quote
<b>DEPARTMENT:</b>	Administration/Buildings-grounds
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
<p>We have budgeted the HVAC Control project for this year. We are currently having issues with updates not properly loading due to the age of the systems and new software. Commissioners will be asked to approved the quoted price to upgrade the HVAC Control for the Courthouse complex.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/18/2019

Date

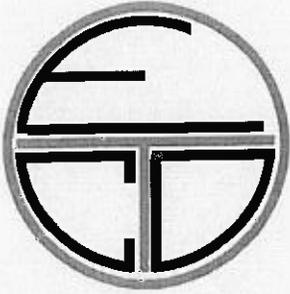
### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

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



# ENERGY CONTROL & DESIGN, INC.

P.O. Box 12 (54912-0012) 3137 N. Roemer Road Appleton, WI 54911-8637  
(920) 739-6885 FAX (920) 739-0734  
[www.energycontroldesign.com](http://www.energycontroldesign.com)

Distributor for Siemens  
Building Technologies

August 10, 2018

Menominee County Courthouse & Jail  
Attn: **Jim MeKash**  
839 10<sup>th</sup> Ave.  
Menominee, MI 49858-3013

**Re: Adding a graphic interface to the existing Siemens building automation system.**

Dear Jim;

Listed below is a proposal for adding a web-based graphic user interface onto your existing building automation system.

## **OVERVIEW:**

The Field Panel Web Server is a software option that can be added onto your existing Siemens DDC system. This Field Server is a graphical approach for managing and controlling a building with an easy-to-use interface. This is a web-based application that will allow you to:

- Monitor and control the building systems by using graphic pictures of the building and equipment.
- Access your building automation system from anywhere and at any time via a web connection.
- Collect, view and analyze the trend information.
- View the building systems from any networked computer in the facility without the need of a dedicated work station.

## **PROPOSAL:**

1. Convert the two existing proprietary controller panels to BACnet panels. This is done adding a firmware flash upgrade to the existing panels.
2. Add Field Panel Web Server licenses with graphic user interfaces.

## **PRICE:**

The price for the Field Panel Web Server is **\$6,754.00.**

**INCLUDED IN PRICE:**

1. Two (2) Field Panel Web Server licenses.
2. Two (2) firmware flash upgrades.
3. Graphics will be built for the following equipment:
  - a. Five (5) rooftop units (serving the jail).
  - b. Three (3) furnaces (serving the jail).
  - c. Three (3) boilers (serving the courthouse).
  - d. One (1) chiller & condensing unit (serving the courthouse).
  - e. Hot water and chilled water pumps (serving the courthouse).
4. Eight (8) hours of on-site installation labor\*.
5. Travel labor.
6. Truck and mileage expenses.

**NOT INCLUDED:**

1. Personal computer (to be provided by owner).
2. Anything that is not included in the list above.
3. Two (2) IP addresses, to be provided by the owner.

**\*NOTE 1:** Installation labor can vary depending on the level of in-house IT support. Therefore, any installation labor beyond eight (8) hours will be charged at our current programmer labor rate of \$121.00 per hour.

If you would like to proceed with this project, please sign below and email or fax this proposal back to our office. Please include any necessary purchase orders or applicable paperwork.

We appreciate having the chance to do business with you.

Regards,

Bill Beachkofski  
Energy Control & Design, Inc.  
920-739-6885  
Fax: 920-739-0734

**APPROVED BY:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_











### SIEMENS BUILDING AUTOMATION

by ENERGY CONTROL & DESIGN, Inc.  
(820) 729-6885  
WWW.ENERGYCONTROLDESIGN.COM

AIR HANDLERS	AIR HANDLERS	FLOOR PLANS	CONDITIONS/MISC EQUIPMENT
AHU-1 (Calders Atrium) GYM AHUs (Gym Area)	AHU-3 (Serves Rm A109) AHU-4 (Serves Rm A101)	Basement Floor Plan 1st Floor Plan 2nd Floor Plan	RAVDOCC ON 16 RAVDOCC OFF 16 EUPR START OCC ON 16 GYM OCC ON 16 HEAD START OCC ON 16 MAIN OFFICE OCC ON 16 OUT DOOR OCC ON 16 LOW DISPERC OCC ON 16 FREE COOLING SET -35 FACI CLO SUPPLY 65.0 °F INT UNIT CAC DIS OFF 15 INT UNIT CAC DIS -16.0 °F
AHU-1 (Serves Rm 214)	AHU-5 (Serves Rm C101)	KITCHEN HALL ON KITCHEN HALL ON RECREATION HALL ON	HEATING SYSTEM BOILERS (Serves Entire BLD)
AHU-2A (Serves Rm 203)	AHU-6 (Serves Rm 118)		
AHU-2B (Serves Rm 022)	AHU-8 (Serves Rm 103A)		

**CURSEIT CONDITIONS**  
OUTSIDE AIR TEMP 78.6 °F  
HEATING SYSTEM OFF 16  
81 FLAME FAILURE OFF Normal  
82 FLAME FAILURE OFF Normal

## Jason Carviou

---

**From:** James Mekash  
**Sent:** Monday, January 14, 2019 9:01 AM  
**To:** Jason Carviou  
**Cc:** James Mekash  
**Subject:** FW: Proposal for web graphics for the building automation system

---

**From:** William Beachkofski [mailto:[bbeach@energycontroldesign.com](mailto:bbeach@energycontroldesign.com)]  
**Sent:** Tuesday, August 14, 2018 8:02 AM  
**To:** James Mekash <[jmekash@Menomineeco.com](mailto:jmekash@Menomineeco.com)>  
**Subject:** RE: Proposal for web graphics for the building automation system

Good morning Jim;

See my replies to your questions highlighted in red.

Thanks,  
Bill

---

**From:** James Mekash [mailto:[jmekash@Menomineeco.com](mailto:jmekash@Menomineeco.com)]  
**Sent:** Monday, August 13, 2018 3:00 PM  
**To:** William Beachkofski  
**Cc:** James Mekash  
**Subject:** Re: Proposal for web graphics for the building automation system

Bill,

Thank you for putting together this proposal. For my clarification, this would ~~illuminate~~ eliminate the Java graphics requirement which we now have and the potential for losing our visual control should someone accidentally upgraded our Java version. Correct? The new Field Panel Web Server graphics will still be Java-based, but it will not be dependent on a single version of Java, as is the case now. That said, with the new Field Panel Web Server you will not be losing your graphics when Java is upgraded.

Is this a one time licensing fee? Yes, this is a one-time cost for the license. There are no on-going fees for renewals or upgrades.

How much lead time would be necessary to implement your proposed change? We currently have a very large summer workload and it will take a bit longer to clear that out of our system, so the lead time will be about 60 days, maybe longer.

Jim

Sent from my iPhone

On Aug 13, 2018, at 1:10 PM, William Beachkofski <[bbeach@energycontroldesign.com](mailto:bbeach@energycontroldesign.com)> wrote:

Hi Jim,

Attached is a proposal for adding web-based graphics onto your existing Siemens building automation controller panels. Also attached are some screenshots of the same type of graphics that we installed at another customer's site. You can scroll down to see the graphics of different types of machines.

Feel free to contact me if you have any questions.

Thanks,  
Bill

<Menominee County Courthouse field panel web server 2018.pdf>

<Field Panel Web Server.pdf>

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Airport Advisory Committee</b>
<b>DEPARTMENT:</b>	<b>Airport Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The airport committee has voiced that they would like to expand the number of members on the committee. This is an overview of possible changes to the committee structure. If approved, the airport bylaws will need to be amended to accommodate these changes.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

## Airport Advisory Committee

**Purpose:** The purpose of the Airport Advisory Committee is to provide advice, direction, and recommendations to the Menominee County Board of Commissioners regarding the function and operation of the Menominee Regional Airport. The committee has no final authority or responsibility for policymaking or administration.

**Membership:** The Airport Advisory Committee shall consist of three commissioners from the Menominee County Board of Commissioners. The three commissioners shall be appointed by the County Board Chairman at the organizational meeting at the beginning of each calendar year. The first appointed commissioner shall serve as the Airport Advisory Committee Chairman and the second appointed commissioner shall serve as the Airport Advisory Committee Secretary.

The Airport Advisory Committee shall also consist of one resident of Menominee County that has a land lease agreement with Menominee County, is a sub-lease tenant in a hangar located at the Menominee Regional Airport, or is a frequent user of the Menominee Regional Airport. This appointment shall follow the process defined in Article VI, Section 5 of the Menominee County Bylaws. The term of this appointment shall be for two years beginning February 1 and expiring January 31 two years thereafter.

The Airport Advisory Committee shall also consist of one individual that represents the commercial interests of a business located in either Menominee County or in the City of Marinette that frequently uses the Menominee Regional Airport as part of their commercial operations. This appointment shall follow the process defined in Article VI, Section 5 of the Menominee County Bylaws. The term of this appointment shall be for two years beginning February 1 and expiring January 31 two years thereafter.

**Meetings:** The Airport Advisory Committee shall approve a tentative meeting schedule for the year at their first meeting of the year, which is not to be held any later than January 31. The Airport Advisory Committee meeting shall meet once monthly, unless the Airport Advisory Committee Chairman deems a meeting is not necessary, in which case the meeting shall be cancelled, or that additional meetings are necessary, in

which case the Airport Advisory Committee Chairman shall have the authority to call additional meetings.

**\*\*The addition of two members to the Airport Advisory Committee and updates requires a 2/3 majority vote of the Menominee County Board of Commissioners to amend the Menominee County Bylaws. Upon approval, the committee bylaws will be updated and presented to the County Board reflecting the changes made by the County Board.\*\***

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Economic Development Committee</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Administration would like to discuss creating an Economic Development Committee	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/18/2019

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):

## Economic Development Committee

**Purpose:** The purpose of the Economic Development Committee is to provide oversight, guidance, and recommendations on economic development policy in Menominee County. This committee will receive quarterly reports from the Executive Director of the Menominee Business Development Corporation, research the viability of establishing a Menominee County Land Bank and Brownfield Authority, and develop comprehensive economic development policies for Menominee County.

**Membership:** The Economic Development Committee shall consist of three commissioners of the Menominee County Board of Commissioners, the Menominee County Administrator, the Menominee County Treasurer, and the Executive Director of the Menominee Business Development Corporation. The first named commissioner appointed to the committee by the Chairman of the Board will serve as the Chairman of the Economic Development Committee.

**Meetings:** The Economic Development Committee shall meet a minimum of once per quarter in the calendar year, and may meet more often when a meeting is called for by the Chairman of the Economic Development Committee or by the County Administrator.

**\*\*The creation of the Economic Development Committee requires a 2/3 majority vote of the Menominee County Board of Commissioners to amend the Menominee County Bylaws to establish the Economic Development Committee as a standing committee under Article VI, Section 1; and, to add the purpose, membership, and meeting information to the appendix of the Menominee County Bylaws. \*\***

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Resolution 2019-04 ~ In Support of Retaining the 95A District Court Judicial Positon.</b>
<b>DEPARTMENT:</b>	<b>Administration/Circuit Court</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Circuit Courts would like to retain our 95A District Court Judicial position within Menominee County. A resolution presenting the reasons / need is enclosed.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

### **RESOLUTION 2019-04**

#### **Resolution In Support of Retaining the 95A District Court Judicial Position**

**WHEREAS**, in 2011, the SCAO Judicial Resource Recommendations report recommended eliminating numerous judicial positions throughout the State of Michigan; and

**WHEREAS**, the legislature passed legislation eliminating a number of positions upon vacancy, including the 95A District Court Judicial position in Menominee County; and

**WHEREAS**, the Honorable Jeffrey Barstow is expected to retire from the Menominee County District Court Judicial position in early 2019; and

**WHEREAS**, the elimination of the 95A District Court Judicial position will leave only one resident judge in Menominee County to serve both district court and probate court; and

**WHEREAS**, felony cases have increased significantly in Menominee County as a result of the serious substance abuse epidemic plaguing the entire country, resulting in a significant increase in felony cases in Menominee County between 2015 and 2017; and

**WHEREAS**, Menominee County is desirous of establishing a sobriety treatment court to address the substance abuse epidemic and the elimination of the 95A District Court Judicial position will likely derail that effort; and

**WHEREAS**, there are only two Circuit Court judges that serve the 41<sup>st</sup> Circuit, which is comprised of Dickinson, Menominee, and Iron Counties, therefore they are required to travel to all counties in the Circuit and are not available every day in Menominee County; and

**WHEREAS**, eliminating the 95A District Court Judicial position will make it difficult for Menominee County residents to have quick access to the Courts and will be a tremendous burden on the sole remaining resident judge in Menominee County; and

**WHEREAS**, the Menominee County Board of Commissioners has determined that it would be in the best interest of the residents of Menominee County to preserve the Menominee District Court Bench judgeship.

**NOW, THEREFORE BE IT RESOLVED** that the Menominee County Board of Commissioners opposes the elimination of the 95A District Court Judicial position and calls for legislation to retain that position.

*Steven Gromala      Gerald Piche – Chairperson      William Cech – Vice Chairperson      Larry Phelps  
Larry Johnson Jr.      Jan Hafeman      David Prestin      Bernie Lang      Larry Schei*

**BE IT FURTHER RESOLVED** that this resolution will be forwarded to Dickinson County, Iron County, the Upper Peninsula Judges Association, Michigan House Representative Beau LaFave, Michigan State Senator Ed McBroom, and Michigan Governor Gretchen Whitmer.

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

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

**RESOLUTION DECLARED ADOPTED.**

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Gerald Piche, Chairman, Menominee County Board of Commissioners

I hereby certify that the foregoing is a true and complete copy of **Resolution 2019-04** adopted by the County Board of Commissioners at a regular meeting held on **January 22, 2019**, and I further certify that the public notice of such meeting was given as provided by law.

---

Marc Kleiman, Menominee County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Resolution 2019-05 ~ #MyMarinetteMenominee Campaign</b>
<b>DEPARTMENT:</b>	<b>Administration/Com. Phelps</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Commissioner Phelps would like to see the Menominee County Board approve the enclosed resolution for the #MyMarinetteMenominee Small business revolution.	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

01/18/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

### **RESOLUTION 2019-05**

#### **Resolution In Support of the #MyMarinetteMenominee Campaign**

**WHEREAS**, the Deluxe Corporation created the Small Business Revolution in 2015 as a way to celebrate the small businesses that drive our economy, bring our communities together, and create a movement of support for small businesses; and

**WHEREAS**, communities across the United States compete each year to win a grand prize of \$500,000 to provide a boost to six small businesses in their community, and document the transformation in an original series; and

**WHEREAS**, the City of Menominee, Michigan and the City of Marinette, Wisconsin joined the Small Business Revolution competition in a joint effort as the #MyMarinetteMenominee Campaign; and

**WHEREAS**, the #MyMarinetteMenominee Campaign has been elevated into the TOP 10 out of 12,000 nominations submitted across the nation to compete in the fourth season of the Small Business Revolution; and

**WHEREAS**, the TOP 5 communities will be announced by the Deluxe Corporation on February 12, 2019; and

**WHEREAS**, the winning town will be determined by a nationwide vote beginning February 12, 2019 and lasting seven days; and

**WHEREAS**, the opportunity for community and economic development has been bolstered by the collaboration between our communities; and

**WHEREAS**, the unity and passion that the members of both communities have shown in supporting the #MyMarinetteMenominee Campaign is inspirational for future growth and progress in our region; and

**WHEREAS**, the #MyMarinetteMenominee Campaign has demonstrated we are better and stronger together, working as one unified force, to support our business community, expand our consumer and employment opportunities, and provide a more vibrant community for our families.

*Steven Gromala      Gerald Piche – Chairperson      William Cech – Vice Chairperson      Larry Phelps  
Larry Johnson Jr.      Jan Hafeman      David Prestin      Bernie Lang      Larry Schei*

**NOW, THEREFORE BE IT RESOLVED** that the Menominee County Board of Commissioners supports the #MyMarinetteMenominee Campaign and the grass roots community effort to propel our communities to the top spot in the Small Business Revolution; and

**BE IT FURTHER RESOLVED** that the Menominee County Board of Commissioners commends the organizers of the #MyMarinetteMenominee Campaign, current and former residents of Marinette and Menominee, and all of those involved in showing unsurpassed community pride and unity in the Small Business Revolution competition; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be forwarded to the organizers of the #MyMarinetteMenominee Campaign, the City of Menominee, the City of Marinette, Marinette County, Michigan House Representative Beau LaFave, Michigan State Senator Ed McBroom, and Michigan Governor Gretchen Whitmer.

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

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

**RESOLUTION DECLARED ADOPTED.**

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

I hereby certify that the foregoing is a true and complete copy of **Resolution 2019-05** adopted by the County Board of Commissioners at a regular meeting held on **January 22, 2019**, and I further certify that the public notice of such meeting was given as provided by law.

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: Jason Carviou

01/18/2019

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**

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

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

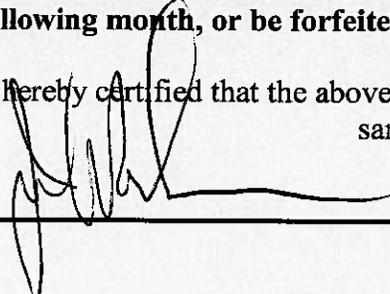
\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

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

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

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

  
 \_\_\_\_\_  
 Signed  
 \_\_\_\_\_  
 Date





**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

JAN 08 2019

COPY

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

\*Meals: Breakfast - \$ 9.00

Lunch - \$11.00 Dinner \$20.00

\*must attach receipt for reimbursement

\*meals provided by conference will NOT be reimbursed

Name: **Jan Hafeman ~ District 8**

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

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

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

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

1/8/19

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

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

Submitted by: Jason Carviou

01/18/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## Miscellaneous Bills Account Number List

### General Fund Expenditures

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

### Special Revenue Funds

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

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

Inv Num Inv Ref#	Vendor Address GL Distribution	Inv Date Description	Due Date	Inv Amt Entered By	Amt Due Status	Jrnalized Post Date	PO Number
62478	Sam's Club MC/SYNCR P.O. Box 960016 Orlando, FL 32896-0016	01/02/2019 Inmate Supplies	01/08/2019	934.51 jessicaw	934.51 Open		N 01/05/2019
		OFFICE SUPPLIES		45.99			
		OTHER OPERATING SUPPLIES		475.30			
		PRISONERS BOARD		346.72			
		RECEIPTS REFUNDABLE		66.50			
# of Invoices:		1	# Due:	934.51	934.51		
# of Credit Memos:		0	# Due:	0.00	0.00		
Net of Invoices and Credit Memos:				934.51	934.51		
---- TOTALS BY GL DISTRIBUTION ----							
	101-301-727.00	OFFICE SUPPLIES		45.99			
	101-301-755.00	OTHER OPERATING SUPPLIES		475.30			
	101-301-770.00	PRISONERS BOARD		346.72			
	701-000-376.00	RECEIPTS REFUNDABLE		66.50			
---- TOTALS BY FUND ----							
	101 - GENERAL FUND			668.01	868.01		
	701 - TRUST AND AGENCY			66.50	66.50		
---- TOTALS BY DEPT/ACTIVITY ----							
	000 - NONE			66.50	66.50		
	301 - SHERIFF DEPARTMENT			868.01	868.01		

JAN 11 2019

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

JAN 11 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BURNHAM & FLOWER OF MICHIGAN				
TOTAL VENDOR BURNHAM & FLOWER OF MICHIGAN				1,071.00
VENDOR NAME: CARVIOU, JASON				
Reimbursement	Mileage - December 2018	101-172-860.00	43.60	43.60
TOTAL VENDOR CARVIOU, JASON				43.60
VENDOR NAME: CECH, WILLIAM				
Reimbursement	Mileage - December 2018	101-101-860.00	77.94	77.94
TOTAL VENDOR CECH, WILLIAM				77.94
VENDOR NAME: CEDAR RIVER PLAZA				
MECO12/31	Gasoline Charges - Road Patrol	205-315-742.00	58.63	58.63
TOTAL VENDOR CEDAR RIVER PLAZA				58.63
VENDOR NAME: CITY OF MENOMINEE				
#Rent-1006	December 2018 Rent	266-325-976.00	351.67	351.67
20101017	1004 Ninth Street	101-265-920.00	126.32	126.32
20102038	Court House	101-265-920.00	4,176.92	4,176.92
90103011	Court House	101-265-920.00	31.36	31.36
801010700	Airport Terminal (Water/Sewer)	216-585-920.01	45.07	97.28
		216-585-920.02	52.21	
80101069	Airport Terminal (Water/Sewer)	216-585-920.01	45.07	97.28
		216-585-920.02	52.21	
80101198	Airport (Water/Sewer)	216-585-920.01	40.57	87.72
		216-585-920.02	47.15	
90103028	Airport	216-585-920.01	2.08	2.08
TOTAL VENDOR CITY OF MENOMINEE				4,970.63
VENDOR NAME: CITY OF STEPHENSON				
709	Annex - Water/Electric/Sewer	101-261-920.01	20.06	223.06
		101-261-920.02	34.20	
		101-261-920.03	168.80	
TOTAL VENDOR CITY OF STEPHENSON				223.06
VENDOR NAME: CLOVERLAND PAPER CO				
118727	Courthouse - Janitorial Supplies	101-265-755.01	96.65	96.65
118706	Library Supplies	101-265-755.01	92.91	92.91
118707	Courthouse - Janitorial Supplies	101-265-755.01	249.57	249.57
118660	Janitorial Supplies (Library)	101-265-755.01	30.37	30.37
118661	Janitorial Supplies (Annex)	101-265-755.01	76.68	76.68
118759	Janitorial Supplies - Courthouse	101-265-755.01	153.41	153.41
118757	Janitorial Supplies - Library	101-265-755.01	32.11	32.11
TOTAL VENDOR CLOVERLAND PAPER CO				731.70
VENDOR NAME: COOPER OFFICE EQUIPMENT				
162434	Contract # 2740-01	101-136-931.00	254.94	254.94
TOTAL VENDOR COOPER OFFICE EQUIPMENT				254.94
VENDOR NAME: DAVIS, MEL				
11/9/18	Peer Group Per Diem	243-246-710.00	90.00	90.00
12/21/18	Peer Group Per Diem	243-246-710.00	90.00	90.00
TOTAL VENDOR DAVIS, MEL				180.00
VENDOR NAME: DEKETO, LLC				
DK 12-18	December 2018 Documents (x319)	256-277-857.00	750.00	750.00
TOTAL VENDOR DEKETO, LLC				750.00
VENDOR NAME: DELTA COLLEGE				
3971370	Recertification Trng (S. Christiansen)	101-301-881.00	330.00	330.00

APPROVED

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

JAN 11 2019  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**APPROVED**

JAN 11 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: LANG, BERNARD				
TOTAL VENDOR LANG, BERNARD				108.46
VENDOR NAME: LARSON, MICHELLE				
Can Zone/Reimb	November & December	292-668-801.00	165.00	212.96
		292-668-801.00	47.96	
Reimbursement	Bags & Gloves (Can Zone)	292-668-801.00	23.88	23.88
TOTAL VENDOR LARSON, MICHELLE				236.84
VENDOR NAME: LENCA SURVEYING				
18189	Remon Yr 2018 (12/17 - 12/31/18)	243-246-801.07	4,635.24	4,635.24
TOTAL VENDOR LENCA SURVEYING				4,635.24
VENDOR NAME: LESPERANCE, DIANE				
Reimbursement	Mileage	101-253-860.00	49.05	72.05
		517-252-860.00	23.00	
TOTAL VENDOR LESPERANCE, DIANE				72.05
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
98956	Receipt Book (FOC)	101-141-727.00	375.00	375.00
98931	Window Envelopes - Clerks (x5000)	101-215-727.00	147.50	295.00
		263-215-727.00	147.50	
98872	CCW Permit Sleeves (x1000)	263-215-727.00	305.00	305.00
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				975.00
VENDOR NAME: LUFTS ADVERTISER, INC.				
12/20/18	Advertising (December 2018)	101-101-901.00	275.00	275.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				275.00
VENDOR NAME: M.A.C.C.				
Dues	2019 Association Dues	101-215-802.00	200.00	200.00
TOTAL VENDOR M.A.C.C.				200.00
VENDOR NAME: MANPOWER, INC.				
33496644	Week Ending 12/30/18 (D. Averill)	216-585-705.00	229.50	229.50
33455575	Week Ending 12/16/18 (D. Averill)	216-585-704.00	340.00	340.00
33517399	Week Ending 1/6/19 (D. Averill)	216-585-704.00	136.00	136.00
TOTAL VENDOR MANPOWER, INC.				705.50
VENDOR NAME: MENARDS - MARINETTE				
74735	Building Maintenance Supplies	101-265-930.01	23.33	23.33
74886	Operating Supplies	101-265-755.00	20.89	20.89
75045	B&G Operating Supplies	101-265-755.00	44.00	44.00
74458	B&G Supplies	101-265-755.00	10.86	10.86
74168	Building & Ground Supplies	101-265-755.00	5.30	5.30
74187	Building & Ground Maintenance Supplies	101-265-930.01	19.75	19.75
75433	B&G Other Operating Supplies	101-265-755.00	30.81	30.81
75143	Annex Security (Grant)	101-172-934.03	77.40	77.40
TOTAL VENDOR MENARDS - MARINETTE				232.34
VENDOR NAME: MENOMINEE ANIMAL SHELTER, INC				
1802	Animal Impound (2nd 1/2 of 2018)	101-601-958.00	147.50	147.50
TOTAL VENDOR MENOMINEE ANIMAL SHELTER, INC				147.50
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
117	Advertising (December 2018)	101-101-901.00	136.00	136.00
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				136.00
VENDOR NAME: MENOMINEE COUNTY TREASURER				
Plat Book	Veterans Affairs	101-682-727.00	35.00	35.00
TOTAL VENDOR MENOMINEE COUNTY TREASURER				35.00
VENDOR NAME: MGT OF AMERICA, INC.				

APPROVED

JAN 11 2019

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

APPROVED

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068318348002	Inmate Supplies	101-301-770.00	91.78	91.78
40068318355001	Inmate Supplies	101-301-770.00	112.28	112.28
40068318362002	Inmate Supplies	101-301-770.00	46.09	46.09
TOTAL VENDOR PAN-O-GOLD BAKING CO.				250.15
VENDOR NAME: PHILIPPS, RANDALL				
December 2018	Show Cause Court Appointed	101-131-807.00	500.00	1,000.00
		101-132-807.00	500.00	
TOTAL VENDOR PHILIPPS, RANDALL				1,000.00
VENDOR NAME: PICHE, GERALD L.				
Reimbursement	Mileage - December 2018	101-101-860.07	71.94	71.94
TOTAL VENDOR PICHE, GERALD L.				71.94
VENDOR NAME: PIPP, JEREMY				
12/21/18	Peer Group Per Diem	243-246-710.00	90.00	136.44
		243-246-710.00	46.44	
TOTAL VENDOR PIPP, JEREMY				136.44
VENDOR NAME: PLASTOCOIN, INC				
97056	Inmate Supplies	101-301-770.00	220.30	220.30
TOTAL VENDOR PLASTOCOIN, INC				220.30
VENDOR NAME: POLICE LEGAL SCIENCES, INC.				
8752	Renewal of Dispatch Pro	266-325-881.01	1,080.00	1,080.00
TOTAL VENDOR POLICE LEGAL SCIENCES, INC.				1,080.00
VENDOR NAME: POMP'S TIRE SERVICE, INC.				
0100148054	Tires (x2)	205-315-934.02	235.80	235.80
670027557	Replacement Tires for Airport Truck	216-585-981.00	721.44	721.44
TOTAL VENDOR POMP'S TIRE SERVICE, INC.				957.24
VENDOR NAME: QAAK, BRENDA				
1/2/19	Transport & Mileage	101-132-801.01	13.75	113.45
		101-132-801.00	33.00	
		101-132-801.00	66.70	
TOTAL VENDOR QAAK, BRENDA				113.45
VENDOR NAME: QUILL CORPORATION				
3735961	911 - Office Supplies	266-325-755.00	52.96	52.96
3761638	PA - Office Supplies	101-267-727.00	116.96	116.96
TOTAL VENDOR QUILL CORPORATION				169.92
VENDOR NAME: REDWOOD TOXICOLOGY LABORATORY				
670246	Drug Testing Supplies	101-136-727.00	326.20	326.20
TOTAL VENDOR REDWOOD TOXICOLOGY LABORATORY				326.20
VENDOR NAME: REGISTER OF DEEDS				
Copies	Remon Grant Yr 2018	243-246-765.00	3.00	3.00
Copies	Remon Copies - Grant Year 2018	243-246-765.00	20.00	20.00
TOTAL VENDOR REGISTER OF DEEDS				23.00
VENDOR NAME: REINHART FOODSERVICE				
631102	Inmate Supplies	101-301-770.00	1,954.33	1,954.33
635134	Inmate Supplies	101-301-770.00	1,463.62	1,463.62
639533	Inmate Supplies	101-301-770.00	1,147.26	1,147.26
TOTAL VENDOR REINHART FOODSERVICE				4,565.21
VENDOR NAME: SCHEI, LARRY				
Reimbursement	Mileage - December 2018	101-101-860.00	109.55	109.55

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: SCHEI, LARRY				
TOTAL VENDOR SCHEI, LARRY				109.55
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Cellular Services	101-426-850.00	68.06	68.06
Reimbursement	EMS Radio Supplies	101-426-963.01	110.72	110.72
TOTAL VENDOR SEXTON, RICHARD				178.78
VENDOR NAME: SHORT, MARY KAY				
18-4010-FH	Transcripts (Ryan Matthew Twork)	101-131-806.00	11.75	11.75
TOTAL VENDOR SHORT, MARY KAY				11.75
VENDOR NAME: SPALDING TOWNSHIP TREASURER				
12/18/18	DHS Meeting	101-601-837.00	50.00	50.00
TOTAL VENDOR SPALDING TOWNSHIP TREASURER				50.00
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA				
Reimbursement	Mileage - November 2018	292-665-860.00	124.81	124.81
Reimbursement	Mileage - December 2018	292-665-860.00	150.42	150.42
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				275.23
VENDOR NAME: STANDARD INSURANCE COMPANY				
January 2019	Life Insurance Premium	101-101-713.00	21.24	228.92
		101-132-713.00	4.13	
		101-136-713.00	11.80	
		101-141-713.00	9.44	
		101-148-713.00	2.95	
		101-215-713.00	11.80	
		101-172-713.00	4.72	
		101-267-713.00	11.80	
		101-268-713.00	4.72	
		101-253-713.00	7.08	
		101-257-713.00	4.72	
		101-265-713.00	4.72	
		101-301-713.00	54.28	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	2.36	
		271-790-713.00	7.08	
		292-663-713.00	2.36	
		292-664-713.00	2.36	
		292-665-713.00	2.36	
		208-751-713.00	2.36	
		205-316-713.00	2.36	
		205-315-713.00	25.96	
		266-325-713.00	23.60	
TOTAL VENDOR STANDARD INSURANCE COMPANY				228.92
VENDOR NAME: STATE OF MICHIGAN				
BLR425372	Boiler Inspection	101-265-801.00	370.00	370.00
TOTAL VENDOR STATE OF MICHIGAN				370.00
VENDOR NAME: STERICYCLE, INC.				
4008313258	Sheriff Department	101-301-755.00	16.81	84.99
		101-301-881.00	68.18	
TOTAL VENDOR STERICYCLE, INC.				84.99
VENDOR NAME: THE ADVERTISER				
120139	Community Awareness	101-301-802.00	26.00	26.00
TOTAL VENDOR THE ADVERTISER				26.00
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST				
628840339	FOC Service Charge	101-141-817.00	32.60	32.60
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				32.60

CHIEF FISCAL OFFICER  
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APPROVED

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: THE JANITOR'S CLOSET				
44862	Floor Care - Health Dept.	101-265-755.02	29.57	29.57
TOTAL VENDOR THE JANITOR'S CLOSET				29.57
VENDOR NAME: TIME WARNER CABLE				
710008401122618	1/2 - 2/19/19 (Courthouse)	101-103-850.00	532.11	532.11
621199203122618	1/2/19 - 2/11/19 (Airport)	216-585-850.00	305.25	305.25
620475202123018	Inmate Supplies	101-301-770.00	139.55	139.55
TOTAL VENDOR TIME WARNER CABLE				976.91
VENDOR NAME: TRANSUNION RISK & ALTERNATIVE				
352277	December 2018	101-301-755.00	25.00	25.00
TOTAL VENDOR TRANSUNION RISK & ALTERNATIVE				25.00
VENDOR NAME: U.C.O.A.				
Dues	2019 Membership Dues	101-215-802.00	110.00	110.00
TOTAL VENDOR U.C.O.A.				110.00
VENDOR NAME: U.E.S. COMPUTERS, INC.				
49260	Computer Weekly Maintenance	101-103-857.00	5,172.88	5,172.88
80430	Cisco Service for SmartNet	101-103-857.02	283.00	283.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				5,455.88
VENDOR NAME: U.P. COUNTY TREASURER'S ASSOC				
Dues	2019 Calendar Year Dues	101-253-802.00	25.00	25.00
TOTAL VENDOR U.P. COUNTY TREASURER'S ASSOC				25.00
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
373269695	Bizhub 423 Copier	101-103-931.00	133.07	133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				133.07
VENDOR NAME: UNIFORM SHOPPE				
283780	Uniform Allowance	101-301-745.00	49.95	49.95
TOTAL VENDOR UNIFORM SHOPPE				49.95
VENDOR NAME: VANTAGE FLEX				
8879	Annual Compliance Fee	101-103-712.00	300.00	300.00
TOTAL VENDOR VANTAGE FLEX				300.00
VENDOR NAME: VERAGHEN, SHEILA				
12/18/18	DHS Meeting	101-601-837.00	50.00	50.00
TOTAL VENDOR VERAGHEN, SHEILA				50.00
VENDOR NAME: VIQ SOLUTIONS, INC.				
30482	Software Support for Courts	101-132-931.00	306.00	1,836.00
		101-148-931.00	306.00	
		101-136-931.00	612.00	
		101-131-858.03	612.00	
TOTAL VENDOR VIQ SOLUTIONS, INC.				1,836.00
VENDOR NAME: VOGLER, MICHAEL				
17-3923-FH	Michael Bertrand	101-131-807.01	1,563.30	1,563.30
TOTAL VENDOR VOGLER, MICHAEL				1,563.30
VENDOR NAME: WALTER BROTHERS INC				
20106	Airport Supplies	216-585-981.00	5.37	13.36
		216-585-981.02	7.99	
TOTAL VENDOR WALTER BROTHERS INC				13.36
VENDOR NAME: WANIC, TERENCE				
12/21/18	Peer Group Per Diem	243-246-710.00	90.00	90.00
TOTAL VENDOR WANIC, TERENCE				90.00

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

JAN 11 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: WASTE MANAGEMENT, INC. 1620776-1856-7 Garbage Removal				
		101-265-801.00	612.32	612.32
TOTAL VENDOR WASTE MANAGEMENT, INC.				612.32
VENDOR NAME: WATCHGUARD VIDEO ACCINV0018135 Road Patrol Office Supplies				
		205-315-727.00	218.00	218.00
TOTAL VENDOR WATCHGUARD VIDEO				218.00
VENDOR NAME: WIL-KIL PEST CONTROL 3542531 Health Department 3542339 Jail & Courthouse				
		101-265-801.00	33.25	33.25
		101-265-801.00	64.50	64.50
TOTAL VENDOR WIL-KIL PEST CONTROL				97.75
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP 0402047856-00005 Kleinke Park 0402047856-00006 Stoney Point 0403823200-00006 Hanger Gate Center (Airport) 0403823200-00005 Gate Center (Airport) 2570539917-00000 Airport				
		208-751-920.01	44.55	44.55
		208-751-920.01	38.41	38.41
		216-585-920.03	28.51	28.51
		216-585-920.03	28.68	28.68
		216-585-920.00	197.05	1,269.74
		216-585-920.03	547.14	
		216-585-920.00	241.56	
		216-585-920.03	76.27	
		216-585-920.03	207.72	
0402055840-00001 County Jail 0402047856-00004 Courthouse 0402191663-00001 Health Care Center				
		101-265-920.03	3,728.94	3,728.94
		101-265-920.04	2,459.71	2,459.71
		101-265-920.03	230.06	558.62
		101-265-920.04	328.56	
2570543295-00000 Parks				
		208-751-920.01	14.87	90.35
		208-751-920.01	33.33	
		208-751-920.01	13.93	
		208-751-920.01	28.22	
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				8,247.51
VENDOR NAME: XERCX CORPORATION 095267706 Probation/Parole 095569970 Sheriff Department 095569971 Sheriff Department				
		101-131-942.00	96.61	96.61
		101-301-727.00	46.07	46.07
		101-301-727.00	342.00	342.00
TOTAL VENDOR XEROX CORPORATION				484.68
GRAND TOTAL:				71,890.61

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: Jason Carviou

01/18/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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



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

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

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

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

**MINUTES**

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

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

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

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

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

**IX. Old Business**

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

**X. Fiduciary/Budget/Projects**

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

**C. 2017 Regional Projects**

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

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

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

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

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

XIV. **Announcements**

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

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

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

**Strategy**

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

# DRAFT

Approved  
1/17/2019

Page 1 of 1

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

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

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

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

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

## Menominee County Fair Board Meeting

August 15<sup>th</sup> 2018

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

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

Absent: Nikki Tebo, Eric Tickler, Ed Granquist

Guests: None

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

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

Review of 2018 fair:

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

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

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

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

**Menominee County Fair Board Meeting**

**November 21<sup>st</sup> 2018**

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

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

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

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

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

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

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

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

**Committee reports:**

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

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

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

Menominee county Fair Board

December 19, 2018

*Approved*  
*1/17/2019*

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

Absent: Jesse Betters, , Ed Granquist

Meeting called to order at 6:04 pm by Nikki

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

Motion to approve minutes: no minutes

Public Comment:

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

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

New Business:

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

Chad moved to adjourn Nikki 2nd motion passed.

Meeting adjourned 8:41 pm

Respectfully submitted,

Eric Tickler

Fair Manager/Secretary

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

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

**8. Correspondence:** None.

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

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

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

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

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

**10. Public Comment:** None.

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

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

Menominee Regional Airport Committee  
Minutes of Meeting  
October 16, 2018

\*\*\*\*\*APPROVED\*\*\*\*\* 11-20-18

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

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

**H. Business**

**Financial**

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

**Other Business**

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

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

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

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

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

**I. Public Comment:** None

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

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

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

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

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

1-15-19

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

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

**Financial**

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

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

**Other Business**

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

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

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

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

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

## *Attachment 1*

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

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

Both appointees should be residents of Menominee County.

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

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

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

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

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

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

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

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

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

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

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

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

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

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