

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

– 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 24, 2017 @ 6:00 p.m. CST  
at the Menominee County Courthouse ~ Courtroom B  
839 10<sup>th</sup> Ave., Menominee, MI 49858

### AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
  - January 3, 2017 ~ Reorganizational & County Board Meetings
  - January 17, 2017 ~ Special County Board Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
  - Colleen Van Ells – Morning Dove Productions
  - Ken Marks – State of the Sheriff Dept.
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items
  - 1. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to allow the Admin. Assistant to use other “interested” part time employees for clerical assistance in the Administrative office during the absence of a County Administrator. Per union contracts, seniority will be followed. No P.T. employee will go over 29 hours per week.
  - 2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve purchase of the building at 1000 9<sup>th</sup> Street, Menominee, MI in the amount of \$85,000 to be used for space needs for the courthouse & jail.
  - 3. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the MSU Extension 2016/17 ~ Agreement for Services contract. Total amount of the agreement is \$71,689 for the 2016/17 Fiscal year
  - 4. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint one member \_\_\_\_\_ to the M.C. Building Code Construction Board of Appeals for a term to expire 1/31/2019 (*interested candidate: David Herold*)

Steven Gromala

Charlie Meintz – Chairperson

William Cech – Vice Chairman

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche

Bernie Lang

Larry Schei

5. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint one member \_\_\_\_\_ to the M.C. Fair Board for a term to expire 1/31/2020. (*interested candidate: Eric Tickler*)
6. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint one member \_\_\_\_\_ to the M.C. Library Board for a five year term. 2/1/2017-1/31/2022 (*interested candidate: Margaret Fagan*)
7. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint two members \_\_\_\_\_ & \_\_\_\_\_ to the Parks & Recreation Committee for a term to expire on 1/31/2020. (*Interested Candidates: Bob Desjarlais, Kathy Branz, Eric Milbach*)
8. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Budget Amendments #3 as recommended by the Finance Committee as follows:

<b>Budget Amendments #3</b>				
10	1/9/2017	Port Security Grant from 2012 that was not received. Funds from GF Fund Balance.	\$ 14,082.00	101-331-985.00
11	1/9/2017	Created Special Rev. Account - Salvage Title Inspections	\$ 300.00	289-000-619.00
			\$ 200.00	289-315-706.00
			\$ 25.00	289-315-715.00
			\$ 25.00	289-315-715.01
			\$ 25.00	289-315-716.00
			\$ 25.00	289-315-755.00
12	1/9/2017	New Committee Members Mileage/perdiems Funds from GF Fund Balance	\$ 1,000.00	101-101-710.00
13	1/9/2017	Payout for DW - retirement - Vacation/Sick From 266 Fund Balance.	\$ 17,190.00	266-325-704.00
14	1/9/2017	New County Appropriation - Fair Board	\$ 6,000.00	101-997-999.04
		- Fair Manager	\$ 4,000.00	101-997-999.32
		Funds from GF Fund Balance		

9. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve commissioner per diems and expenses as recently submitted.
10. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve miscellaneous boards/committees/commission reports be placed on file in the office of the County Clerk.

J. New Business (discussion only)

1. Personnel Items:
  - a. County Administrator – hire process
2. Building and Grounds/Park Items:
  - a. Recommendation from B & G Committee – space needs moves

3. Miscellaneous Items:
  - a. Request for Civil War Veteran grave markers
  - b. Road Patrol Millage Renewal resolution
  - c. Airport Committee
  
4. Finance Items
  - a. Cost Allocation/Job Classification RFP
  - b. Commissioner Per Diems and Expenses
  - c. Miscellaneous bills as paid on January 3, 5, 11, 12, 13, 2017 in the combined amount of \$143,408.54

- K. Misc. Boards/Committees/Commissions Reports
- L. Public Comment (*limited to 5 minutes*)
- M. Commissioner Comment
- N. Adjourn

January 3, 2017

UNAPPROVED

Proceedings of the Reorganizational 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 5:32 P.M. followed by the Pledge of Allegiance.

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

**Present:** Com. Cech, Gromala, Hafeman, Lang, Meintz, Nelson, Phelps, Piche, and Schei.

**Absent:** None.

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

**Public Comment:** None

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

Moved by Com. Piche, seconded by Com. Hafeman 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. Meintz. Com. Lang nominated Com. Schei. Com. Schei stated that he would like to decline the nomination for Chairman. Chairman Pro Tem Marc Kleiman called for other nominations—there were none. A roll call vote was conducted for Com. Meintz. Com. Cech, Gromala, Hafeman, Meintz, Nelson, Phelps, Piche and Schei voted for Com. Meintz as Chariman. Com. Lang voted nay.

Moved by Com. Nelson, seconded by Com. Hafeman to accept the results of the election for Com. Meintz as Chairman. Motion was approved 8-1. Com. Lang voted nay.

Com. Meintz then assumed the Chair.

Chairman Meintz called for nominations for Vice-Chairman. Com. Nelson nominated Com. Schei. Com. Schei stated that he would like to decline the nomination for Vice-Chairman. Com. Schei nominated Com. Cech. Com. Nelson nominated Com. Hafeman. Chairman Meintz called for further nominations for Vice-Chairman—there were none. A roll call vote was conducted for Com. Cech. Com. Cech, Gromala, Lang, Phelps and Schei voted for Com. Cech. Com. Hafeman, Meintz, Nelson and Piche voted nay. Com. Cech received a majority of the votes for Vice-Chairman.

Moved by Com. Schei, seconded by Com. Hafeman to accept the results of the election for Com. Cech as Vice-Chairman. Motion was approved 9-0.

Moved by Com. Schei, seconded by Com. Piche to approve proposed County Board of Commissioners Meeting Schedule #2. Discussion ensued. Com. Hafeman and Nelson commented that they liked meetings being held at the township halls in addition to the County Courthouse. Com. Piche agrees with Com. Hafeman and Nelson, but has concerns about winter meetings. Com. Meintz, Schei and Phelps like Schedule #2. Com. Gromala asked about have 3 locations. Com. Lang prefers Schedule #1. Com. Phelps asked about commissioners riding to meetings together. It was discussed about possibly changing a summer meeting date to Spalding Township at a later meeting. Motion was approved 8-1. Com. Lang voted nay. (Attachment A)

Chairman Meintz stated that he feels the current committee assignments have been working but he would like to make a few changes to replace Com. Furlong and Williams with Com. Gromala and Phelps.

Moved by Com. Nelson, seconded by Com. Hafeman to approve the attached 2016 Committee Assignments. Motion was approved 9-0. (Attachment B)

Moved by Com. Hafeman, seconded by Com. Cech to approve Fiscal Resolution 2017-01. (Depository Resolution) Motion was approved 9-0 by a roll call vote. (Attachment C)

Moved by Com. Hafeman, seconded by Com. Piche to approve Fiscal Resolution 2017-02. (Deferred Payment resolution) Motion was approved 9-0 by a roll call vote. (Attachment D)

Moved by Com. Nelson, seconded by Com. Hafeman to approve Fiscal Resolution 2017-03. (Investment policy resolution) (With the name change of Menominee County Credit Union to Integra First Credit Union on page 2). Motion was approved 9-0. (Attachment E)

**Public Comment:**

- Charlene Peterson – Commented that she would like to thank the board for continuing to have meetings in the Mid County area.

Moved by Com Nelson, seconded by Com. Hafeman to adjourn at 6:06 p.m. Motion was approved 9-0.

---

Charlie Meintz Chairman

---

Marc Kleiman, County Clerk

## 2017 Committee Members

### Road Commission

Gerald Piche

### Delta-Men. Health Department

Jan Hafeman  
Larry Schei

### Intergovernmental Relations (MTA)

Charlie Meintz

### Department of Human Services (DHS)

Bernie Lang

### Northpointe Behavior Health

John Nelson

### UP Resource Conservation & Develop.

Bernie Lang

### Fair Board

Gerald Piche

### Park & Rec Committee

Larry Phelps  
William Cech

### Financial Hardship

Bernie Lang

### Remonumentation

Larry Schei

### Six County Alliance/MI Works!

John Nelson  
Charlie Meintz (ALT)

### Pinecrest Liaison (no vote)

Jan Hafeman

### E911 Governing Board

William Cech

### Airport Committee

Larry Schei  
Larry Phelps  
Charlie Meintz

### NorthCare Substance Abuse Disorder Policy Brd.

John Nelson

### Northwoods Rail Transit Committee

Gerald Piche

### County Security Committee

Larry Schei  
John Nelson

### Community Action Agency

Bernie Lang

### UPCAP (2 yr. appt.)

Jan Hafeman

### UPCAP - UP Energy Workgrp

Jan Hafeman

### Men. Business Dev. Corp

County Administrator  
Larry Schei

### Local Emergency Planning Comm.

(chairman of the board)-Charlie Meintz

### Library Liaison (no vote)

Larry Schei

### 3 Way Road - Ad Hoc Committee

John Nelson  
Gerald Piche

### Planning Commission

Steven Gromala

### Buildings & Grounds Committee

Larry Schei  
William Cech

### Negotiating Committee

John Nelson  
Gerald Piche  
Bernie Lang

### Personnel Committee

Gerald Piche - Chairman  
Larry Phelps  
Bernie Lang  
Jan Hafeman

### Finance Committee

John Nelson - Chairman  
William Cech  
Larry Schei  
Steven Gromala

### Executive Committee

Charlie Menitz - Chairman  
Gerald Piche  
John Nelson

### GIS Ad Hoc

Jan Hafeman  
Charlie Menitz  
Co. Administrator

**COUNTY BOARD OF COMMISSIONERS  
COUNTY BOARD MEETINGS**

**2017 Schedule ~ Approved 1.3.17**

<u>JANUARY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Re-Organization/COUNTY BOARD	January 3, 2017	5:30/6:00 PM	COURTROOM B
COUNTY BOARD	January 24, 2017	6:00 PM	COURTROOM B
<u>FEBRUARY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	February 14, 2017	6:00 PM	Annex-Stephenson
COUNTY BOARD	February 28, 2017	6:00 PM	Annex-Stephenson
<u>MARCH</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	March 14, 2017	6:00 PM	COURTROOM B
COUNTY BOARD	March 28, 2017	6:00 PM	COURTROOM B
<u>APRIL</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD - Equalization Session	April 11, 2017	5.45 PM	Annex - Stephenson
COUNTY BOARD	April 11, 2017	6.00 PM	Annex - Stephenson
COUNTY BOARD	April 25, 2017	6:00 PM	Annex - Stephenson
<u>MAY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	May 9, 2017	6:00 PM	COURTROOM B
COUNTY BOARD	May 23, 2017	6:00 PM	COURTROOM B
<u>JUNE</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	June 13, 2017	6:00 PM	Annex-Stephenson
COUNTY BOARD	June 27, 2017	6:00 PM	Annex-Stephenson
<u>JULY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	July 11, 2017	6:00 PM	COURTROOM B
COUNTY BOARD	July 25, 2017	6:00 PM	COURTROOM B
<u>AUGUST</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	August 8, 2017	6:00 PM	Annex-Stephenson
COUNTY BOARD	August 22, 2017	6:00 PM	Annex-Stephenson
<u>SEPTEMBER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	September 12, 2017	6:00 PM	COURTROOM B
COUNTY BOARD	September 26, 2017	6:00 PM	COURTROOM B
<u>OCTOBER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	October 10, 2017	6:00 PM	Annex-Stephenson
COUNTY BOARD	October 24, 2017	6:00 PM	Annex-Stephenson
<u>NOVEMBER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	November 14, 2017	6:00 PM	COURTROOM B
COUNTY BOARD	November 28, 2017	6:00 PM	COURTROOM B
<u>DECEMBER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
COUNTY BOARD	December 12, 2017	6:00 PM	Annex-Stephenson
COUNTY BOARD	December 27, 2017**	6:00 PM	Annex-Stephenson

\*\* Wednesday

January 3, 2017

**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 Meintz called the meeting to order at 6:12 P.M. followed by the Pledge of Allegiance.

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

**Present:** Com. Cech, Gromala, Hafeman, Lang, Meintz, Nelson, Phelps, Piche, and Schei.

**Absent:** None.

Moved by Com. Nelson, seconded by Com. Hafeman to approve the agenda. Com. Nelson then stated that he would like to have the agenda amended to add under New Business, Miscellaneous Items B, Airport Management.

Moved by Com. Meintz, seconded by Com. Hafeman to amend the agenda adding New Business, Miscellaneous Item B, Airport Management. Motion was approved 9-0.

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

Moved by Com. Hafeman, seconded by Com. Piche to approve the minutes from the December 27, 2016 Regular County Board Meeting. Motion was approved 9-0.

**Public Comment:** None.

**Presentations:** None.

**Department Head/Elected Officials Reports:** None.

**Action Items:**

Moved by Com. Hafeman, seconded by Com. Nelson to approve payment of 10.75 hours of vacation time for Peggy Schroud. She was unable to use all of her leave in 2016. Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Nelson to approve miscellaneous bills as paid on December 15 & 19, 2016 in the combined amount of \$251,605.84. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Lang 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. County Administrator. – This is a continued discussion from last meeting. The county still has only received 3 applications. Com. Schei commented that the board will need to go into Closed Session at the Special Meeting to review the applications. Com. Meintz stated that he would like to have a Special Meeting on Tuesday, January 17, 2017 at 5:00 p.m. Com. Gromala commented that at the time of the Closed Session the board could decide if they would like to go out for more options if the board does not receive enough qualified applicants. He also commented that the board should bring in someone local to moderate the interview process so that the board can just focus on the answers and the candidates. Com. Schei commented that there is also an Airport meeting that day and it could be adjusted if needed. Com. Nelson commented that he did not see a need for a moderator for the interviews. He feels the board can handle the interviews on their own. Com. Schei commented that the board may need to conduct 2 sets on interviews. An initial round of interviews to narrow the search down and maybe a second interview if needed. Com. Schei asked who was going to ask the questions. Com. Lang stated that you need to have someone asking the questions that know what kind of question you can and can't ask. Com. Phelps commented that everyone is on point and the board needs to stay focused on how they are going to interview. He also feels the county shouldn't put someone in the position just to fill a vacancy. Com. Gromala discussed hiring previous Administrators. He stated that in the past the board used a moderator to ask the questions. They board used John Hofer previously. Com. Cech agrees with the need for a moderator. There will be a Special Meeting and the board will go into Closed Session on Tuesday, January 17, 2017 at 5:30 p.m.
- b. Clarification of OT and Assistance in the Admin office. – Com. Nelson would like clarification on the overtime money that the board put into the Administrative account. Was it the board's intent to use that money to run the office, even if that means paying overtime for Sherry DuPont? Com. Hafeman stated that the board set the overtime amount at \$6,000. It can be used towards any position within the Administrative office. Sherry stated that she has not been using any overtime or an additional employee, but she really needs the help. Brenda from the County Treasurer's office was assisting before and her time was just charged to the Treasurer. The funds could be transferred at a later date from the Administrative account to the Treasurer's account to cover the hours worked. Diane Lesperance stated that Brenda works in her office 20 hours per week and can put in 5 hours per week in the Administrator's office if necessary. If the board would like to adjust their policy she could work up to 9 hours a week. The consensus of the board is to leave the hours at 25/week. It was agreed that the intent of the board is for Sherry to be paid overtime as necessary from the overtime account that was created.

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

- a. Purchase of building on 9<sup>th</sup> Street. – The Buildings and Grounds Committee met on December 21, 2016 and discussed some space needs issues within the county. Jim Mekash has been searching for answers within the area. He found some buildings that would work for purchase. One building was agreed upon, looked at, and an offer was made by Com. Meintz to purchase with some conditions. One of those conditions would be full approval of the County Board. The offer that Com. Meintz made was for \$85,000. That amount was accepted by the seller. Jim Mekash explained that it would give us 3,300 square feet of usable office space.

Approximately 2,100 square feet of office space and 1,200 square feet of storage space. Jim has also contacted the City of Menominee Building Inspector regarding an occupancy inspection. There would be less than \$300 worth of work that would need to be done to bring the building up to code for our occupancy. Jim also stated that he looked at the cost of utilities and they were approximately \$170/month. Even if that amount went up to \$200/month we would still only be looking at \$2,400 per year in utilities. The insurance based on a sole business would be \$1,800/year. If under the County policy it will be significantly lower. The building had a new roof put on last year and the location is ideal. Com. Lang asked if there are any issues with asbestos or handicap ramps. Jim said he did not see any issues with asbestos and to add the handicap ramps would not take much work. Com. Hafeman asked about security. Jim explained he could add security cameras and it would probably cost around \$500. Com. Hafeman also commented that we haven't yet occupied the second floor of the vestibule. Jim also addressed the mandate that the jail is currently facing to provide a meeting room for attorneys and inmates. That will cause for an additional need for space for the Probation/Parole Department. Com. Nelson feels that the county is adding space that they don't need and additional cost. He suggests putting the Equalization Department on the second floor of the vestibule. And then the Probation/Parole Department could occupy the spot formerly used by the Equalization Department. Com. Phelps commented about the mandates and that he is not familiar enough with the situation or the buildings yet to make a decision. Com. Phelps would like to have the board tour the proposed building with Jim and have him explain the layout. Com. Nelson asked about the additional space at the airport that is not being used. Com. Schei commented that we can't use that space for anything other than airport use. Com. Meintz commented that the board had an opportunity to take advantage of this building so he did. The board will have to vote on the purchase of this building at the next meeting. It wasn't brought before the board earlier because they did not want someone in the public to drive the bid up on the county. Com. Lang commented that he and Com. Gromala were on the board previously when the county was looking at these types of issues and we have come a long way. He feels that the board should look at all options. Including using the Health Department building and moving them to a different location. Com. Schei stated that moving the Health Department was looked at by the Buildings and Grounds Committee, but it would have an increased cost to renovate it to offices. The current offer is good until January 31<sup>st</sup>. The board is encouraged to meet with Jim and tour the proposed site before the next meeting. The consensus of the board is to move this item forward to the next meeting for a vote.

**Miscellaneous Items:**

- a. County Vehicle Insurance & Airport. – A discussion with our risk management agent led the county to having to adjust the insurance coverage on the courtesy van at the airport. We received a quote and Com. Nelson authorized it because it was less than \$5,000. It was \$639 for a year. This was just an informational item.
- b. Airport Management. – Com. Nelson discussed the fact that Com. Schei, as the chair of the Airport Committee has done a tremendous amount of work on getting the airport transitioned over from the Twin City Airport to the Menominee County Airport. He would like to know what the board can legally do so that if the Airport Committee Chairman is doing all of this work they can compensate him for it. Com. Meintz agrees and would like to have this looked at by the Executive Committee. Com. Hafeman asked what would happen if we hire an Airport Manager? At that point the manager would take over. This will be move to the Executive Committee.

**Finance Items:**

- a. MSU-Extension Agreement for services. – Paul Putnam presented this agreement to the board at the last meeting and discussed all the items that were included in this service agreement. MSU is currently looking for an Educator. Com. Meintz commented on his concerns with the agreement only stating a half time educator. He would like to show good faith with MSU and send them a letter. Com. Schei commented that Sherry sent a letter. There were additional questions about having someone at the Annex in the afternoons. Sherry stated that the building is open from 8:00 – 4:30. Com. Cech commented about MSU having someone cover the building when the county employee wasn't there. He remembers it being discussed, but isn't sure if it was ever put in writing. Com. Nelson commented about having the Annex open from 10:00 – 3:00 as core hours. Com. Piche commented that it was an agreement years back that someone would always be in the office. He said it is very quiet in the Annex most of the time. Com. Hafeman commented that it would be a good idea to see what hours most people come in. She stated that 10:00 – 3:00 might be adequate. Com. Piche talked about the advantages we have with Paul Putnam and he is sure he will get this worked out. He also commented on the need for 4H in Menominee County. Com. Hafeman further commented on the service agreement and it states that we will have access to an educator. It doesn't guarantee and educator will actually be onsite. Com. Schei asked if we should have a sign on the window with the hours. Sherry stated that MSU agreed to cover the office when Krista wasn't there. Krista mostly works with the Building Code Office but helps with MSU and Emergency Services. She has found that most of the builders are there in the morning so she has been working from 8:00 – 1:00 instead of 10:00 – 3:00. She has locked up the building in the past but people have complained about the building being locked. Krista had a sign in the window with the hours but MSU took it down and replaced it with a different one. Com. Schei commented that we need to have the Building Code hours strictly from 8:00 – 1:00 and MSU should have their own hours posted. Sherry commented that the office hours are a separate issue, but they need to be decided for sure. Com. Nelson would like to see the agreement moved forward to the next meeting for a vote. The consensus of the board is to move this item forward to the next meeting for a vote.
- b. 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:**

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

Chairman Meintz called for public comment

**Public Comment:**

- Charlene Peterson – Commented that when she was working on the County Master Plan she was at the Annex a lot. There previously was a full-time person for the county at the Annex and most of the employees from MSU are working outside of the office.

**Commissioner Comment:**

- Com. Meintz – Wishes everyone a Happy New Year. The thanked the board for electing him as Chairman and he looks forward to working with everyone this upcoming year.
- Com. Schei – Commented that he would like to welcome the new commissioners. He also agrees with the committee assignments.
- Com. Cech – Commented that he is optimistic with the new commissioners and the commissioner that are back on the board for another term.
- Com. Hafeman – Welcomed the new commissioners.

Moved by Com. Nelson, seconded by Com. Hafeman to adjourn at 7:47 p.m. Motion was approved 9-0.

---

Charlie Meintz, Chairman

---

Marc Kleiman, County Clerk

January 17, 2017

**UNAPPROVED**

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

Chairman Meintz called the meeting to order at 5:30 P.M. followed by the Pledge of Allegiance.

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

**Present:** Com. Cech, Gromala, Lang, Meintz, Nelson, Phelps, Piche, and Schei.

**Absent:** Com. Hafeman (excused).

Chairman Meintz called for public comment.

**Public Comment:** None.

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

**Discussion Items:**

The board is meeting to discuss the seven applicants for the position of Menominee County Administrator. All commissioners present at the meeting were given the seven application/resumes with the names of the candidates removed and replaced with a number. This was done to avoid having a candidate's name discussed if they were eventually removed as a candidate for the position. Com. Lang commented that he does not feel comfortable reviewing the applicants without having their names. Com. Nelson commented that we are hiring based on a resume and their qualifications, not a name. Administrative Assistant Sherry DuPont has a listing of all applicants and the number they were assigned. She passed out a sheet with the names and numbers to all commissioners. Com. Gromala stated that the board would still refer to applicants by their number and not their name. Com. Cech asked if the board would be moving forward tonight with applicants to interview? Com. Lang questioned whether the board should conduct background checks on the applicants before moving them forward for interviews to make sure that they meet the qualifications. Com. Nelson feels that the board should not move forward with this too quickly. He commented that the county has been without an administrator for three and a half months now and we are getting along just fine. We should not rush into this and make sure that we get it right the first time. Com. Meintz commented that he read through the applications on Friday and there are some applicants that do not meet the qualifications. Com. Phelps has drafted a guide for the board to use in the process of hiring an administrator if the board was interested in reviewing it. Com. Meintz stated that it was ok for Com. Phelps to pass his plan along to the rest of the board. Com. Schei commented on the process the airport used when it was looking to hire a manager. He stated that the board could adopt a process similar to that. Com. Schei also commented that he feels any candidate should meet the qualifications that are set forth in the job description for County Administrator. Com. Gromala stated that we have some very good candidates. Most if not all of them lack the experience on county or city level. It is good to have candidates with good qualifications that you can mold into this position. The

board will be most likely looking at two typed of candidates applying for this position. The first would be someone looking to step up in their careers or someone looking to coast into retirement. The county is limited with what they can offer salary wise and this limits the board from getting candidates with more experience. He also went on to comment that he has three candidates he would like to see moved forward for an interview. Com. Meintz stated that he had four candidates that he would move forward. He has them numbered in order of his preference. He also agreed that the county has a limited budget to spend. Com. Nelson commented that he has broken his applicants down into five categories. He has found four candidates that fall under at least four of the five categories. Com. Gromala commented that he could come up with a fourth candidate if that is what the other commissioners are doing. Com. Gromala also commented that the last time he was involved with hiring a County Administrator two of his top three candidates weren't even on the list for interviews. Com. Lang commented that one of the applicants is applying for the Administrator/Equalization position. He would like to know if something has changed and is the board hiring under a new job description. Com. Nelson again brought up his concerns over whether or not the county even needs a full-time administrator or not. He stated that we have shown in the past 3 ½ months that we may not need a full-time administrator. Com. Meintz agreed that the board has not decided exactly what we need or what we are going to pay. Right now we are educating ourselves on our options. Com. Piche stated that we have vast differences that we need to look into. He feels that there are four candidates on paper that he likes. He would like to see the actual person in order to really decide. Com. Nelson commented that he did some research on combining the administrator position with another position. Com. Lang commented that if we are paying for a full-time administrator and a full-time Equalization Director then we are paying too much somewhere. Com. Nelson also has some questions regarding the requirements listed in the job description. He feels that some of those requirements might be a violation of the Americans with Disabilities Act. Com. Phelps commented that is why he feels the board should hire an outside professional source to help with hiring. They would be more likely to catch some of those types of things. Com. Meintz commented that we are never going to find a candidate that meets all of our bullet points. He reiterated that he has four candidates to move forward for interviews, but he still doesn't know if anyone of them is really good enough. We should not feel that we just need to pick someone just to pick. Com. Phelps asked what the next step is. Com. Meintz asked if everyone has had time to review and have broken down the applications. Com. Schei commented that he thinks everyone is all wet. He feels we need someone who is better than what we just had. We have no one in this group that has previous county administrator experience. He would like to see a candidate that has prior county administrator experience. He also commented regarding the minimum education requirements. These requirements are not met by all candidates. He also wants to be careful that we don't insult someone that currently works for the county. He does not feel that there are four candidates that meet our requirements. He is not prepared to interview anyone at this point. Com. Nelson commented on some of the items in the job description. He said items like the budget and bill paying has been done through Sherry DuPont and not the County Administrator. He continued to discuss the fact that the previous administrator was attending meetings and other things that probably weren't truly required. He does not think we need someone with county administrator experience per se. If Sherry were not still in the office and the board were looking at hiring two people then that would be a different discussion. Com. Piche commented that if we throw out those who do not have experience as a county administrator that would not necessarily be a good thing. Com. Nelson commented that Dickinson County hired an administrator that met all of those requirements and then they left after one year. Com. Meintz commented that most administrators do not last a lifetime in one location. Com. Gromala commented that most administrators last on average three to five years. Com. Nelson does not see this as a position we need to hire a head hunter for. Com. Nelson commented on how things have gone over the past three months. He does not feel this is a complex job. He compared the position to the work he

did as Regional Director for DHS. Com. Gromala commented that dealing with nine individuals on the board of commissioners is complex. He also commented that he previously was not in favor of a full-time administrator when he was on the board before. That was until he had to handle a lot of the county issues in the absence of an administrator. That gave him a new understanding that the county needs a full-time administrator. Com. Meintz talked about Com. Schei wanting to hire a perfect administrator so the board can just sit back. He stated that boards change and the molds change. He discussed managerial skills that are needed. Com. Schei commented that he is looking for a perfect administrator and this is his feelings. Com. Phelps asked Sherry if she can handle doing any additional work. Sherry stated that she cannot handle any additional work. She is already swamped and getting behind on what she needs to have done. Com. Meintz has some concerns with some of the things that Sherry is taking the time to handle. He also feels that some of the departments are passing work down to the administrator's office that should be done in their own offices. We should also be looking at why that work isn't being done in those other offices. Com. Cech commented about the County Clerk and County Treasurer helping to run the county in other counties. He also discussed that it seems like we always run into a difficult time trying to get Sherry extra help. He is not in a rush to hire an administrator. Presently it is working, but we need to continue to look at this. Com. Phelps commented that we have some applicants here, but if we get to interviewing we need to follow a process. We need to have someone responsible for the county because that shouldn't be put on Sherry. Com. Cech wants to do a background check on applicants for sure. Com. Piche commented that he doesn't want to get off track, but he feels there are too many bodies hanging around in Sherry's office and slowing Sherry down from getting her work done. He stated that he doesn't want to point fingers, but Com. Schei seems to be in Sherry's office a lot. Com. Piche commented that maybe he isn't doing his job correct, but he tries to only take up a little of Sherry's time when he has a question and moves on. Com. Schei commented that Com. Piche is out of line and being disrespectful. He stated that if he feels that way then he is done working on the airport and he is not voting for any of these candidates for administrator. Com. Phelps commented that as a new commissioner he is looking at this from a different perspective than others who have been on the board for a while. He discussed that at the last meeting Com. Nelson complimented Com. Schei on all the work he has done at the airport. He does not want to see that stop. He also commented that Com. Nelson is doing an excellent job with the finances and he doesn't want to see that stop either. He would like to see everyone calm down. Com. Cech commented that Com. Schei is doing an excellent job with the airport. Com. Nelson and Com. Lang commented that we need to get back on track with what we are here for. Com. Lang also commented that one of the problems is the board goes to Sherry for things that should go to an administrator.

The board decided to go district by district and state who the candidates were that they would like to see interviewed for the position of County Administrator. The candidates would be listed by their number and not their name.

- Com. Gromala - 4, 1, 5 & 2
- Com. Lang - 2, 4, 3 & 5
- Com. Phelps - 1, 2, 4 & 5
- Com. Schei - 3, 2 & 6
- Com. Cech - 1, 2, 4 & 6
- Com. Meintz - 2, 6, 1 & 4
- Com. Piche - 1, 2, 4 & 6
- Com. Hafeman - Absent
- Com. Nelson - 1, 2, 4 & 6

The four candidates receiving the most votes were 2, 4, 1 & 6.

**Action Items:**

Moved by Com. Piche, seconded by Com. Nelson to move candidates 1, 2, 4 & 6 forward to be interviewed for the position of Menominee County Administrator. Motion was approved 6-2. Com. Lang and Schei voted nay.

Discussion ensued regarding how and when the board would like to conduct the interviews. It is the consensus of the board that they would like more time to think about these issues.

Moved by Com. Nelson, seconded by Com. Gromala to table the motion to set the date and time for the interview process until the next regular meeting on January 24, 2017. Motion was approved 8-0.

Chairman Meintz called for public comment.

**Public Comment:** None.

Moved by Com. Nelson, seconded by Com. Cech to adjourn at 7:18 p.m. Motion was approved 8-0.

---

Charlie Meintz, Chairman

---

Marc Kleiman, County Clerk

**Sherry DuPont**

---

Presentation

**From:** Colleen Van Ells <morningdoveproductions@gmail.com>  
**Sent:** Wednesday, January 04, 2017 8:16 AM  
**To:** Sherry DuPont  
**Subject:** Re: Invoice #252 from Morning Dove Productions for television advertising

Hi

Yes, please.

Thank you  
Colleen

On Jan 4, 2017 7:44 AM, "Sherry DuPont" <[SDuPont@menomineeco.com](mailto:SDuPont@menomineeco.com)> wrote:  
Good morning Colleen, Happy New Year!

The parks committee will not meet in Jan. I can put u on the next county board agenda for the 24th of Jan if u like. It's ultimately the full board that will make the decision to advertise. Please let me know if u would like to b placed on the agenda for the 24th.

Thank you, have a great day!

Sent from my iPad  
Sherry DuPont  
[Sdupont@menomineeco.com](mailto:Sdupont@menomineeco.com)  
[906-863-7779](tel:906-863-7779)

On Dec 27, 2016, at 1:25 PM, Colleen Van Ells <[morningdoveproductions@gmail.com](mailto:morningdoveproductions@gmail.com)> wrote:

Hi Sherry,

I hope that your Christmas was wonderful.

I still had your email in my addresses.

I have attached the invoice for the 2017 season. Would you please let me know for certain when the next board meeting will be and what time you would like me to be there. That way they can ask me any questions and I can get a feel for what else they would like me to promote. I have the 9th marked down.

Here is a recap of what we discussed. I will mention this at the meeting as well.

I would like to produce 2 new ads to run utilizing the beautiful video that I took this last summer of both Shakey Lakes Park and Kleinke Park. There is no additional charge for this. I can still run the current ad at times.

I also have enough video to produce a segment featuring both parks and I already did the voice over for the segment. It took a great deal of time and thought which was worth it.

I present it as a travelogue with beautiful footage to accompany the audio which guides you through the amenities of each park. It was the perfect day for filming with a gentle breeze swaying the leaves and branches of the trees. It set the stage providing a very peaceful and inviting atmosphere. I am waiting for the approval of the board before I finalize the segment.

If the board would like me to, I can provide a segment which could be placed into the website. There would be an additional charge to do this because of the expense involved. It would be minimal though. I do plan to run it on the television show at no additional cost simply as a thank you for sponsoring the show.

If there are other areas and events that the board would like me to do a segment on, they can share that with me. I know that I have seen many points of interest to draw the attention of variety of people and entice them to explore more of Menominee County Michigan.

Thank you for all of your help!  
Colleen

Colleen Van Ells

Creator & Producer of the television shows:

Welcome To Our North  
On Tour with Colleen Van Ells  
Polka! Polka! Polka! with Colleen Van Ells  
Wonderful Living Wisconsin  
Wonderful Living America  
P O Box 65  
Shawano WI 54166  
[morningdoveproductions@gmail.com](mailto:morningdoveproductions@gmail.com)  
Telephone 715 524-4664

<Invoice #252 Menominee County MI.doc>

# Morning Dove Productions

# INVOICE

Morning Dove Productions  
PO Box 65 Shawano, WI 54166  
715-524-4664



**DATE:** December 27, 2016  
**INVOICE #** #252  
**FOR:** Sponsorship

## Bill To:

Menominee County Michigan  
839 10th Ave.  
Menominee, Michigan  
906-863-7779

DESCRIPTION	AMOUNT
<p>\$2600.00 Due upon receipt for sponsorship on the POLKA! POLKA! POLKA! TV Show. Two ads per show scheduled to air for 26 weeks for a total of 52 spots. Renewal to start airing April 2 of 2017 for 26 weeks</p> <p>Colleen Van Ells Producer POLKA! POLKA! POLKA! TV Show</p>	<p>\$2,600.00</p>
<p>Total</p>	
<p>Please make all checks payable to Morning Dove Productions If you have any questions concerning this invoice, contact Colleen Van Ells 715-524-4664</p>	
<p><b>Thank You</b></p>	

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>Admin office OT and assistance</b>
<b>DEPARTMENT:</b>	<b>County Board</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Clarification is needed in the Admin office during the absence of an administrator.</p> <p>1. Is over time still allowed for the admin asst.? Comp time is not to accumulate more than 40 hours.</p> <p>2. Can assistance still be used in the admin office from other PT employees and be paid from the Admin salary account for the time used in the admin office?</p>	
<b>RECOMMENDED MOTION</b>	
<p>To allow the Admin. Assistant to use other "interested" part time employees for clerical assistance in the Administrative office during the absence of a County Administrator. Per union contracts, seniority will be followed. No P.T. employee will go over 29 hours per week.</p>	

Submitted by: Sherry DuPont

01/20/2017  
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>

**LETTER OF AGREEMENT**  
**Between**  
**MENOMINEE COUNTY – COURTHOUSE**  
**And**  
**GENERAL TEAMSTERS LOCAL UNION NO. 406**

**REGARDING TEMPORARY PART-TIME ASSIGNMENT**

**WHEREAS** the undersigned are parties to a Collective Bargaining Agreement expiring on December 31, 2017, and the Union and the Employer agree to the following:

In the absence of a County Administrator, it has become necessary to add general office duties to assist the temporary needs of the Administrator's office during the transition period. The additional hours will be offered to regular part-time employees as defined in Article 7, Section 1. B. according to their seniority.

The parties recognize the need is temporary and limited to the transition period. The provisions of this understanding will not set precedent and the parties will review the temporary assignment as needed but no later than May 1, 2017.

**WHEREBY** all other terms and conditions of the current agreement remain unchanged and in effect, the parties signify agreement to the above by representative signatures appearing hereon.

**MENOMINEE COUNTY:**  
**COURTHOUSE**

**GENERAL TEAMSTERS**  
**LOCAL UNION NO. 406**

\_\_\_\_\_  
*Charlie Meints*  
*Chairman of the County Board*

\_\_\_\_\_  
Kevin Keveney  
Business Agent

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

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Purchase of Building on 9<sup>th</sup> Street</b>
<b>DEPARTMENT:</b>	<b>County Board</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Buildings and Grounds Committee met on 12/22/16 and discussed some space needs issues within the county. Jim M. has been searching for answers within the area. He found some buildings that would work...for purchase. One building was agreed upon, looked at, and an offer (by Com. Meintz) has been made to the realtor.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve purchase of the building at 1000 9<sup>th</sup> Street, Menominee, MI in the amount of \$85,000 to be used for space needs for the courthouse &amp; jail.</p>	

Submitted by: Sherry DuPont

01/20/2017  
Date

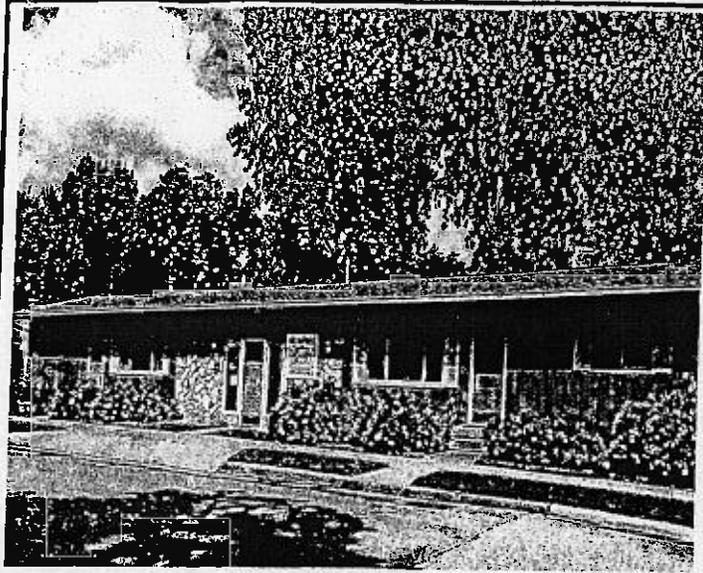
### WORKSHOP ACTION

	<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>



# BROADWAY REAL ESTATE LLC

1600 13th Street - Menominee, MI 49858  
 PHONE (906) 863-4484 FAX (906) 863-8500  
[www.broadwayrealestate.com](http://www.broadwayrealestate.com)



MULTIPLE LISTING SERVICE  
**MLS**

Address 1000 9TH ST, MENOMINEE, MI 49858	Price \$89,900.00
------------------------------------------	-------------------

Legal Description:  
 STEPHENSON & KIRBYS 1ST ADD LOT 6 & W 5.8' OF LOT 7 BLK 31

PARCEL #: 1045-000	Lot Size 124' X 60'	Zoning COMMERCIAL	2015 Taxes \$2984.16
--------------------	---------------------	-------------------	----------------------

Type Business	Est. Sq. Ft. APPROX 2200
---------------	--------------------------

**Description / Remarks**

3 SEPARATE OFFICES IN THIS BUILDING WITH SEPARATE HEAT AND WATER.

**OFFICE 1:**

INCLUDES 24 X 15 MAIN ROOM, KITCHENETTE, FULL BATH WITH SHOWER, 2 OTHER ROOMS: 12 X 10 & 13 X 12, FULL BASEMENT, CENTRAL AIR

**OFFICE 2:**

INCLUDES 20 X 13 MAIN ROOM, 1/2 BATH, 2 OTHER ROOMS BOTH 12 X 11, CENTRAL AIR, NO BASEMENT UNDER THIS OFFICE

**OFFICE 3:**

INCLUDES 24 X 15 MAIN ROOM, KITCHENETTE, FULL BATH WITH SHOWER, 2 OTHER ROOMS: 12 X 10 & 13 X 12, FULL BASEMENT, FENCED IN YARD AND SEPARATE CENTRAL AIR

LOCATED WITHIN WALKING DISTANCE OF THE COURTHOUSE, CHURCHES, SHOPPING, SCHOOLS AND THE DOWNTOWN WATERFRONT DISTRICT. THIS SPACE COULD BE TRANSFORMED INTO APARTMENTS OR KEPT AS OFFICES

Note: All dimensions are approximate		Owner: STUPAK	
Sign: YES	Listing Agent: KAREN KLOIDA	Office Phone: 906-863-4484	
Key: ELB	MLS Number: 15-1148	Cell Phone:	



EQUAL HOUSING OPPORTUNITY

Information herein is not warranted and subject to change without notice  
 We assume no liability for errors. We think it is correct, but buyers should check for themselves.

We thank you for dealing with the same agent each time you contact our office.  
 All Broadway Real Estate Agents work on a commission basis only.



PURCHASE AGREEMENT



1600 13th ST. - MENOMINEE, MI 49858  
PHONE (906) 893-4484 FAX (906) 863-8500

Listing Office Broadway Real Estate Realtor Karen Kloida Date 12-23-2016  
Buyer (s) Menominee County Time 2:00 a.m. / p.m.

1. PROPERTY DESCRIPTION: MLS # 15-1148 Buyer agrees to buy from Seller the property located at 1000 9th Street  
Menominee Menominee Michigan  
legally described as: Stephenson + Kirbys 1st Addition Lot 6 + W 5.8' of  
Lot 7 Block 31. subject to final title work.

The property is purchased subject to zoning ordinances and building codes, and to restrictions, reservations, exceptions, and easements of record.

2. PURCHASE PRICE shall be \$85,000.00 and this offer is  / is not  contingent on the sale of another property.  
3. METHOD OF PAYMENT All funds for closing must be paid by cash, certified check, cashiers check, or money order. The sale will be completed by the following method:

- CASH Buyer will pay the sales price in cash upon Seller's delivery of a warranty deed conveying marketable title.
- NEW MORTGAGE The full purchase price upon execution and delivery of Warranty Deed conveying marketable title, subject to Buyer's ability to obtain a written mortgage commitment with contingencies, in the amount of \$ \_\_\_\_\_ within \_\_\_\_\_ days from signed acceptance by Buyer and Seller. Buyer agrees to seek mortgage commitment in good faith and accept promptly if tendered. If Buyer fails to deliver to Seller evidence of a final loan approval \_\_\_\_\_ days after acceptance, Seller may cancel this contract.
- LAND CONTRACT Buyer will pay \$ \_\_\_\_\_ down payment upon Buyer and Seller signing a land contract. (form 5050 or comparable land contract.) Buyer will pay monthly installments (principal and interest) of \$ \_\_\_\_\_ or more, including annual interest of \_\_\_\_\_ % Buyer will pay the entire balance, which may require a lump-sum payment, within \_\_\_\_\_ years after closing. Escrow Set Up Fee to be paid by \_\_\_\_\_. Monthly collection fee to be paid by \_\_\_\_\_. Deed to be held in escrow at a mutually agreed upon location.

4. EVIDENCE OF TITLE Seller shall provide to Buyer, at Seller's expense an Owner's Policy of title Insurance in the amount of the sales price.

5. CLOSING DATE Sale to close within 90 days after signed acceptance by Buyer and Seller.

6. OCCUPANCY Seller will give occupancy as follows:  
 Immediately after closing.  
 Within \_\_\_\_\_ days after 6:00 p.m. From the day after closing through the date of vacating. Seller will pay Buyer \$ \_\_\_\_\_ per day as an occupancy charge plus utilities. At closing Seller will give \$ \_\_\_\_\_ to Listing Broker as escrowed rent. The Listing Broker will use this money for the occupancy charge and then reimburse Seller for any unused days. Buyer shall assume all cost of loss or damage not caused by acts of the Seller from the date of closing  
If tenants occupy the property, then:  Seller will vacate the tenants before closing.  
 Buyer will assume responsibility for the tenants.

7. PROPERTY INSPECTION Buyer has personally inspected the property and accepts it in its AS IS present condition and agrees that there are no additional written or oral understandings except as otherwise provided in this contract.

- This offer is contingent upon a home inspection of the property at the Buyer's expense by a licensed contractor and/or inspector of Buyer's choice which discloses no defects as defined in item #28 on reverse side. This contingency shall be deemed satisfied unless Buyer, within 30 days of acceptance, delivers to seller and listing broker a copy of the inspector's written inspection report (s) and a written notice listing the defect(s) identified in this inspection report(s) to which Buyer objects. If notice is given within allotted time frame this offer will then terminate, and any deposit shall be refunded to Buyer.
- Buyer acknowledges that the salesperson has recommended that Buyer obtain an inspection of the property by a licensed contractor and/or an inspector. Buyer does not desire to obtain an inspection of the property.

8. ATTORNEY RECOMMENDED buyer acknowledges that the salesperson has recommended that an attorney be retained to review the marketability of title and determine that the requirements of this contract have been met.

9. SELLER'S DISCLOSURE STATEMENT has been acknowledged by the buyer on N/A. If not acknowledged by Buyer, this sale is contingent upon buyer acknowledging a signed Seller's Disclosure Statement within \_\_\_\_\_ days of Seller's acceptance.

10. AGENCY DISCLOSURE Buyer and Seller agree and understand that Selling Agent is an Agent of Seller. Agency Disclosure form has been signed by buyer on 12-23-2016.

11.  Seller agrees to provide a city occupancy inspection report to buyer within \_\_\_\_\_ days of acceptance. Any necessary repairs to obtain the City Occupancy Permit to be at Seller's/Buyer's expense.

12. N/A The attached Lead Based Paint addendum is made part of this offer.

13. DEPOSIT Buyer deposits \$ -0- showing good faith. Buyer agrees to make an additional earnest money deposit of \$ 1,000.00 upon receipt of Seller's acceptance of this offer. This money, which will be applied to the sales price, will be deposited in the Selling Broker's trust account. If the conditions in this contract cannot be met, Seller authorizes the Selling Broker to refund the deposit.

14. DEFAULT If Buyer defaults, Seller may enforce this contract or may cancel the contract, keep the deposit and pursue legal remedies. If Seller defaults, Buyer may enforce this contract or may demand a refund of the deposit and pursue legal remedies. (Subject to item #13 on reverse side)

15. OTHER CONDITIONS : This offer is contingent upon the necessary repairs that will be needed to meet city code, not to exceed \$10,000.00. If repairs exceed \$10,000.00 this offer may become null and void by Buyer. This offer is contingent up the Menominee County Board of Commissioners approving the purchase no later than January 31, 2017.

16. This offer will expire unless responded to in writing on or before 12-28-16 am \_\_\_\_\_ pm \_\_\_\_\_

17. BUYER'S RECEIPT Buyer has received a copy of this contract. IT IS ACKNOWLEDGED THAT "GENERAL CONDITIONS" ON REVERSE SIDE HAVE BEEN READ.

DEPOSIT RECEIPT The selling broker has received from Buyer the deposit in the form of \_\_\_\_\_, by \_\_\_\_\_

BUYER(S) SIGNATURE(S)  
→ Signature Charlie M. Melitz Date: 12-23-2016  
Print Name: Charlie M. Melitz Home Ph: \_\_\_\_\_  
Board Chair Work Ph: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Home Ph: \_\_\_\_\_  
Work Ph: \_\_\_\_\_  
Buyer's Address: 839 10th Avenue, Menominee, MI

18. SELLER'S ACCEPTANCE Seller accepts this contract as written or with the following changes: \_\_\_\_\_



**Inspection Report**

January 3, 2017

PROPERTY OWNER OF RECORD  
PUBLO INC  
205 LUDINGTON ST  
ESCANABA MI, 49829

AGENT/CONTACT  
JIM MEKASH  
MENOMINEE COUNTY  
839 10TH AVE  
MENOMINEE MI 49858  
(906) 863-7525  
jmekash@menomineeco.com

---

ADDRESS INSPECTED	PARCEL	USE GROUP
1000 9TH ST	1045-000	B - BUSINESS OFFICE

---

**1 INTERIOR EXIT STAIRWAYS FROM BASEMENT**

Given the original building used as a dwelling, it is clear why the interior exit stairs were not enclosed by fire-resistive rated construction. However, when converted to business office use, the stairways should have been enclosed by a minimum 1-hour fire-resistive rated construction leading to the exterior of the building as required by MBC Section 1022.

**REQ'D ACTION:** The building owner shall limit use of the basement level to mechanical equipment unless an enclosed stairway and extended means of egress to the exterior of the building can be constructed in compliance with this code.

---

**2 STAIRWAY TREADS, RISERS & HANDRAILS**

Stair treads and risers shall comply with this section as they pertain to uniform riser height and tread depth. Walking surface of the treads shall be uniform for the full width of the stair treads. Risers shall be solid or comply with Section 1007.3, provided that the openings between the treads do not permit the passage of a sphere with a diameter of 4 inches (102 mm). Stairways shall also have handrails on both sides of a stairway installed in compliance with Sec. 1012.

**REQ'D ACTION:** Replace tread materials so the walking surface is level and uniform across the full width and depth of the treads.

Install solid risers or sufficient risers to limit the passage of an object with a diameter of 4 inches between the treads.

Install handrails on both sides of each stairway (including entrance stairs) in compliance with this code.

---

**3 FALL PROTECTION GUARDS AT OPEN SIDES OF STAIRWAYS**

Guards shall comply with Sections 1013.2 through 1013.7 when a walking surface, including basement stair treads, that are located more than 30 inches (762 mm) measured vertically to the floor below.

**REQ'D ACTION:** Install appropriate fall protection on both sides of the open stair from the basement where the basement floor is 30 inches or more below the walking surface (above the fourth tread).

---

4 GIRDER BEAM SUPPORT

The building's center structural beam supporting the floor system shall support the floor loading conditions imposed on the accordance with Table 1607.1 - Minimum Distributed Live Loads and Minimum Concentrated Live Loads.

**REQ'D ACTION:** Prior to loading the floor with file cabinets and equipment associated with the intended business, have structural engineer verify the center beam is appropriately supported as the splice pattern of the beam does not align with the support column.

---

5 PLUMBING IN BASEMENT

The Michigan Plumbing Code does not permit the sump pump to discharge directly into the sanitary sewer and the plumbing system is not vented properly in compliance with this code.

**REQ'D ACTION:** Arrange for a plumbing contractor to correctly install the plumbing or remove the sink draining into the sump pump.

Disconnect the sump pump from the sanitary sewer and discharge to the exterior through the box sill to grade.

Install the proper rigid discharge piping from the water heater safety relief valve in the basement in compliance with MPC Sec. 1006

---

6 PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be installed in accordance with MBC Section 906 and NFPA such that the maximum travel distance to an extinguisher does not exceed 75 feet.

**REQ'D ACTION:** Install portable fire exitinguishers on each level of of each office space mout in an unobstructed location on hangers or brackets securely attached to structure in accordance with the manufacturer's installation instruction.

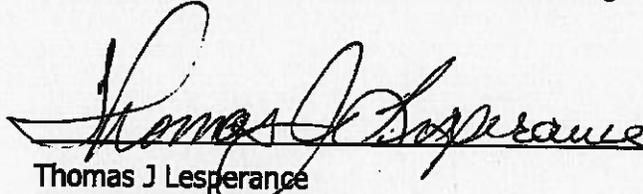
---

**FOLLOW-UP INSPECTION REQUIRED:** Please notify the code enforcement officer listed below to schedule a follow-up inspection after corrections have been completed. No additional fees are assessed for this inspection. All violations of the property maintenance code must be corrected before a final Certificate of Occupancy will be issued. A Temporary Certificate of Occupancy may be issued for a period not to exceed one year to allow occupancy while corrections are being made of violations deemed not to pose a threat to the safety of occupants or public.

---

If you have any questions about this inspection report, please contact the Building Department.

Respectfully,

A handwritten signature in black ink, appearing to read "Thomas J Lesperance", is written over a horizontal line.

Thomas J Lesperance  
Code Enforcement Officer  
City of Menominee  
2511 10th Street  
Menominee MI 49858  
Direct: (906) 863-1742 / Dept: (906) 863-3029

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>MSU-Extension Agreement for services</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Paul Putnam has submitted an agreement for the 2016/17 Service agreement with Menominee County and MSU-Extension. Total of the agreement is \$71,689 for the 2016/17 Fiscal year.	
<b>RECOMMENDED MOTION</b>	
To approve the MSU Extension 2016/17 ~ Agreement for Services contract. Total amount of the agreement is \$71,689 for the 2016/17 Fiscal year.	

Submitted by: Sherry DuPont

01/20/2017  
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):

Agreement for Extension Services provided by  
Michigan State University

**COPY**

Michigan State University Extension ("MSUE"), in collaboration with Menominee County ("County") are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes:

- Enhancing Michigan's First Green Industry: Agriculture & Agribusiness
- Preparing Michigan's Children & Youth for the Future
- Greening Michigan: Leveraging Natural and Human Assets for Prosperity
- Improving the Health & Nutrition of Michigan's residents

MSUE and the County have a long history of working cooperatively to deliver Extension services. We agree to each contribute resources to continue the delivery of Extension services in the County.

**I. Basic Contributions. Generally, each of us agrees to contribute the following:**

**A. MSUE will provide:**

1. Access to programs in all four MSUE Institutes by residents in your County. This includes access to educators appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension educators' salaries and benefits. At least one extension educator will be assigned to your County. The County may contract for additional extension educators at additional cost.
3. A 4-H program coordinator will be assigned for at least .5 FTE to the County, with up to 3.0 FTE assigned based on the youth population of the County. The County may contract for additional FTE employees at additional cost.
4. Administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty ("Personnel") who provide programming to counties. Operating expenses include, for example, travel reimbursement, professional development and communications costs.
5. Supervision of the Personnel providing services to the residents of the county.
6. Supervision of County clerical staff assigned to the County Extension office, if desired.
7. Reporting at least once per year on the scope of services provided, the audiences served, and the impacts of programs delivered by MSUE in the County.

**B. The County will provide:**

1. Office space for a County Extension office. The office will include space for at least one extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. The office must have access to high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office and meeting space must be at least comparable to the average office space used by County employees. MSUE Administration will work with the county, clients and employees to meet applicable accommodations in order to be compliant with the ADA.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media.
3. Operating expenses for the office and Personnel.

Menominee County 2011-2012  
Name \_\_\_\_\_ Year \_\_\_\_\_

## II. Funding

- A. MSU will pay the salary and benefits of the Personnel and the cost of the administrative oversight. These funds will be provided and disbursed within the University.
- B. The County will directly pay for the cost of the clerical staff (salary and benefits) and the general operating costs of the Extension office (see Appendix B).
- C. The County will provide funds to an annual assessment (see Annual Work Plan) that will be charged to the county and administered by MSU. The assessment will fund the operating expenses of the Personnel including the 4-H coordinator and the salary and fringe benefits of the 4-H coordinator position. The operating costs to be funded from the annual assessment are included in Appendix B. The assessment will be reviewed annually by MSU in consultation with the county.

## III. Specific Contributions

Specific contributions and terms specific to the County are listed on Exhibit A, which is attached. Exhibit A will be updated annually to reflect the commitments for the upcoming year.

## IV. Term and Termination

This agreement is effective on October 1, 2011 and terminates on September 30, 2016 (5 yrs later). Either MSUE or the County may terminate this agreement, with or without cause, with 120 days written notice.

## V. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and the University do not have the relationship of legal partners, joint venturers, principals or agents. MSUE Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** The agreement, with its Exhibit A, is the entire agreement between MSUE and the County, superseding all previous agreements, for the subject matter of this Agreement. The agreement can only be modified in writing signed by both MSUE and the County.
5. **No Third Party Beneficiaries.** The agreement is solely for the benefit of MSUE and the County. It does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, in any way incident to or arising out of the performance or non-performance of services by the other party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.

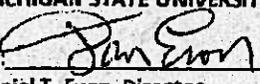
Menominee County 2011-2012

Name                      Year

7. Nondiscrimination: The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. The University, as required by law, will not discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

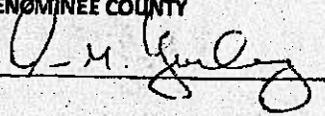
**MICHIGAN STATE UNIVERSITY**

By:   
Daniel T. Evon, Director,  
Contract & Grant Administration

Its: \_\_\_\_\_

Date: 8/4/11

**MENOMINEE COUNTY**

By: 

Its: County Board Chair

Date: 7-27-2011

Menominee County 2011-2012

Name

Year

**Agreement for Extension Services provided by  
Michigan State University to MENOMINEE County  
Annual Work Plan FY 2016 (Exhibit A)**

**A. Specific Contributions by MSUE:**

1. At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county
2. 1.0 FTE - Extension educators. Please indicate the area(s) of Expertise: \_\_\_\_\_
3. .5 FTE - 4-H program coordinator(s).
4. .5 FTE - Additional 4-H program coordinators/other paraprofessional.
5. \_\_\_\_\_ FTE - Support Staff
6. \_\_\_\_\_ FTE - Other Staff to be included Agreement for Extension Services. Please indicate title and rank \_\_\_\_\_
7. Administrative oversight included in annual assessment.
8. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.
9. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
10. Annual reporting of services provided, audiences served, and impact of programs in the county.

**B. Specific Contributions by the County:**

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone.  
The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.
3. General operating expenses for the office and non-MSU Personnel.

C. Assessment to County:

2016 TOTAL BASE Assessment	\$ 40,929.00
<b>ADDITIONAL PERSONNEL</b>	
1. Educator	0
2. 4-H Program Coordinators	\$31,000
3. Additional 4-H program coordinators/other paraprofessional	0
4. Support Staff	0
5. Other Staff	
<b>TOTAL COUNTY PAYMENT FOR 2016</b>	<b>\$71,929.00</b>

For the period, October 1, 2015 to September 30, 2016, MENOMINEE County shall pay to MSUE \$71,929.00, which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to

MSUE Extension Budget Office  
446 W. Circle Dr.  
160 Agriculture Hall  
East Lansing, MI 48824

MICHIGAN STATE UNIVERSITY

MENOMINEE COUNTY

By: \_\_\_\_\_  
Daniel T. Evon, Director,  
Contract & Grant Administration

By: Charlie Meintz  
CHARLIE MEINTZ

Title: County Board Chairman

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

Date: 2/23/2016

By: Brian R. Bousley  
BRIAN R. BOUSLEY

Title: County Administrator

Date: 2/23/2016

New  
for 2017

## AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into this 1st day of October, 2016 by and between Menominee County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

WHEREAS the United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

WHEREAS MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

WHEREAS For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

WHEREAS It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

WHEREAS MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

**A. MSUE will provide:**

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 0.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

**B. The County will Provide:**

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
  - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
  - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
  - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
  - d. Access to space for delivering Extension programs.
  - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

**0.5 FTE County employed Clerical Support Staff**

*Optional:*

4. Funding for additional Extension educators at \$0. (0 FTE \* \$98,225.) assigned to County and reporting to 0.
5. Funding for additional 4-H program capacity 0.5 FTE
6. Funding for additional paraprofessional(s) at 0 FTE

7. Total Annual Assessment in the amount of \$71,689.

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Room 160 Justin S. Morrill Hall of Agriculture, 446 West Circle Drive, Michigan State University, East Lansing, MI 48824.

C. Staffing and Financial Summary

A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) \$41,338.

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU \$0.

C. 0 FTE Educator (Program Area) \$0.

D. 0.5 FTE Additional 4-H Program Coordination \$30,351.

E. 0.5 FTE Additional paraprofessional staff \$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2017: \$71,689.

I. Term and Termination

The obligations of the parties under this Agreement will commence on October 1, 2016 the first day of the County budget year 2017 and shall terminate on the last day of such County budget year 2017. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to , 839 10th Avenue, , Menominee, MI 49858, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.

3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF  
MICHIGAN STATE UNIVERSITY**

**Menominee COUNTY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Daniel T. Evon, Director,  
Contract & Grant Administration

Print name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

(title)

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

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

**Appendix A**  
**Technical Standards for County Internet Connections**

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange      35.8.0.0 - 35.9.255.255  
CIDR            35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)  
35.9.160.36 (1935,443) (authentication)  
35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)  
35.9.83.132 (all) (vpn.msu.edu)  
35.9.81.150 (zoom.msu.edu)  
35.9.121.189 and 190 (443) (SharePoint)  
35.8.200.57 (80 and 443) (SharePoint)  
35.9.121.221, 223, and 225 (443) (Exchange)  
35.8.200.56 (80 and 443) (Exchange)  
35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)  
35.8.201.200 (443 TCP) (Lync)  
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP - 135, 137-139, 2701-2704, 49152-65535)  
35.8.200.58 (80 and 443) (Lync)  
35.9.14.169 (80 and 443) (D2L - Desire to Learn)

The following applications are necessary on all computers - MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu - 35.8.201.199  
MSUE.anr.msu.edu - 35.8.201.199  
Events.anr.msu.edu - 35.8.200.220  
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220  
Expression Engine - 35.8.201.215

Web Hosting environment (other ANR websites) – 35.8.201.217  
Master Gardener (External) – 128.120.155.54  
Extension.org (External) – 152.46.27.147  
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to [support@anr.msu.edu](mailto:support@anr.msu.edu), where they will be routed to the best person to assist you.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Misc. Board appointments</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Administration advertised for misc. board appointments and received some applications. Not all boards received enough applications to fill all vacancies.	
<b>RECOMMENDED MOTION</b>	
to appoint one member _____ to the M.C. Building Code Construction Board of Appeals for a term to expire 1/31/2019 ( <i>interested candidate: David Herold</i> )	
to appoint one member _____ to the M.C. Fair Board for a term to expire 1/31/2020. ( <i>interested candidate: Eric Tickler</i> )	
to appoint one member _____ to the M.C. Library Board for a five year term. 2/1/2017-1/31/2022 ( <i>interested candidate: Margaret Fagan</i> )	
to appoint two members _____ & _____ to the Parks & Recreation Committee for a term to expire on 1/31/2020. ( <i>Interested Candidates: Bob Desjarlais, Kathy Branz, Eric Milbach</i> )	

Submitted by: Sherry DuPont

01/20/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

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

# Menominee County miscellaneous appointments: Interested Candidates

1.20.2017

<p style="text-align: center;"><b>Building Code Construction Board of Appeals</b></p> <p><i><u>Interested Candidates:</u> 1. David Herold</i></p>	<p style="text-align: center;"><b>Two ~ 2-year terms (2/1/2017 – 1/31/2019)</b></p>
<p style="text-align: center;"><b>Fair Board</b></p> <p><i><u>Interested Candidates:</u> 1. Eric Tickler</i></p>	<p style="text-align: center;"><b>Three ~ 3-year terms (2/1/2017 - 1/31/2020)</b></p>
<p style="text-align: center;"><b>Library Board</b></p> <p><i><u>Interested Candidates:</u> 1. Margaret Fagan (expiring member)</i></p>	<p style="text-align: center;"><b>One ~ 5-year term (2/1/2017 - 1/31/2022)</b></p>
<p style="text-align: center;"><b>Park and Recreation Committee</b></p> <p><i><u>Interested Candidates:</u> 1. Bob Desjarlais (expiring member) 2. Kathy Branz (expiring member) 3. Eric Milbach</i></p>	<p style="text-align: center;"><b>Two ~ 3-year terms (2/1/2017 - 1/31/2020)</b></p>
<p style="text-align: center;"><b>Buildings &amp; Grounds Committee</b></p> <p><i><u>Interested Candidates:</u> None</i></p>	<p style="text-align: center;"><b>One ~ 3-year term (2/1/2017 – 1/31/2020)</b></p>

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

I, David S Herald, hereby submit an application for appointment to  
NAME  
Building Code Board of Appeals for 2 from \_\_\_\_\_  
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment  
to 1-31-2019

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

1. I reside at 5000 13<sup>th</sup> St 102 Menominee MI 49854  
Street City Zip  
Menominee and have since 2009  
County

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

Telephone: 906.792.9028 Cell Phone: 906.792.9028

Email Address: ds herald@yahoo.com

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

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

4. Employer: Self Employed Telephone: \_\_\_\_\_

a. Indicate nature of your work: Contractor

b. Title: Owner

5. Educational Level and degrees received:  
High School, Certificate  
licenses

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

7. Previously held appointments and/or elected positions:  
M

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.

RECEIVED  
JAN 05 2017  
BY: AS

Yes  
Forgery 2005  
Dane County, WI 1 year, case closed

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.

NA

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

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

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

Comments/clarification (only if necessary)  
NA

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

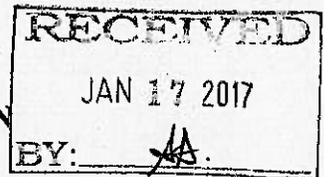
licensed contractor in the Residential and commercial trade

13. I hereby apply for appointment to Building Code Board of Appraiser 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]  
Signature  
David S. Hendon  
Name (Print or Type)

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

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



I, Eric Tickler, hereby submit an application for appointment to  
NAME  
Menominee County Fair Board for 3 from 1-31-17  
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment  
to 1-31-2020

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

1. I reside at W9317 Deacon Lane No 29 rd Darrett 49821  
Street City Zip  
Menominee and have since May 2016  
County

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

Telephone: 906-639-2319 Cell Phone: 906-250-7167

Email Address: et\_8\_9@hotmail.com

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

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

4. Employer: Anderson milk Transit Telephone: 906-458-0153

a. Indicate nature of your work: milk hauler

b. Title: milk hauler

5. Educational Level and degrees received:

Studied wild life management at Bay De Noc  
community college

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

N/A

7. Previously held appointments and/or elected positions:

N/A

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.

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

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

11. Is this an appointment or 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.

I have attended the fair for many years as a 4-H participant also as a 4-H leader. With an outside perspective I feel I could better the fair.

13. I hereby apply for appointment to 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.

Eric Ticker  
Signature

Eric Ticker  
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 LIBRARY

S 319 RAILROAD STREET

P. O. BOX 128 • STEPHENSON, MI 49887 • 906-753-6923

---

December 20, 2016

Menominee County Board of Commissioners  
Menominee County Courthouse  
839 Tenth Avenue  
Menominee, MI 49858

RE: Library Board Recommendation

At the December 20, 2016 meeting the Menominee County Library Board unanimously agreed to support the reappointment of Margaret (Midge) Fagan for a five-year term on the Library Board.

Mitch is a conscientious member of the Library Board, she is a long time library user and provides insights into library issues. She helps support the library's mission and goals. Her experience and dedication to the library makes her a valuable asset on the Library Board.

We encourage you to re-appoint Margaret Fagan to the Library Board. Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Charlene Peterson".

Charlene Peterson, President  
Menominee County Library Board

APPLICATION FOR APPOINTMENT  
MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION

(Please note only legible applications can be considered)

I, Margaret Fagan, hereby submit an application for appointment to  
Library Board for 5 from 01/31/17  
to 12/31/22

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

1. I reside at W5200 Old 352 Rd Stephenson 49887  
Menominee and have since 01/03/03

Mailing address if different than above: Same as above

Telephone: \_\_\_\_\_ Cell Phone: 906 290 0752

Email Address: mmfagan01@yahoo.com

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

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

4. Employer: SOM - Dept. of Health + Human (Menominee Co) Services Telephone: 906 290 2403

a. Indicate nature of your work: 5 1/2

b. Title: Children's Service Specialist

5. Educational Level and degrees received:

Bachelors in Social Work

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

Menominee Co Library Board term ending 01/31/17

7. Previously held appointments and/or elected positions:

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.

Attachment A

Rec- 1/4/17

- None -

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).

None

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

None

11. Is this an application for reappointment? Yes  No

If yes, how many years have you served on this board? 2 yrs

Please indicate your attendance record for the term(s) served 16 / 21  
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.

Supporting the library and the community it serves is the utmost importance to myself. The library allows patrons to utilize services that they may not have the ability to give in their own home.

13. I hereby apply for appointment to Menominee Co 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.

Margaret Fagan

Signature

Margaret Fagan

Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

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

1. Eric Milbach, hereby submit an application for appointment to  
NAME  
Park and Recreation Committee for 3 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 1116 15<sup>th</sup> Ave Menominee 49858  
Street City Zip  
Menominee and have since 1998  
County

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

Telephone: 906-792-2507 Cell Phone: 906-792-2507

Email Address: emilbach24@yahoo.com

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

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

4. Employer: SGI - Pembine, WI 54156 Telephone: 715-324-5201

a. Indicate nature of your work: Mining

b. Title: Quarry Supervisor

5. Educational Level and degrees received:

High School / NWTC

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

None

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.

Attachment

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.

None

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.

I have visited many of the parks in Menominee County and would like to be able to help make them better.

13. I hereby apply for appointment to Park and Recreation Committee 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.

Eric Milbach  
Signature

Eric Milbach  
Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

December 15, 2016

Menominee County Board of Commissioners

c/o Menominee County Administration

839 Tenth Avenue

Menominee, MI 49858

Commissioners:

With this letter, I am submitting my application for re-appointment to the Parks & Recreation Committee for the upcoming open three-year position ending January 31, 2020. County application form is on file in the Administration office. I am currently serving as Chairman of this committee.

I am a lifelong resident of Menominee County and have watched the development of the county parks over the years. I truly enjoy serving on this committee. Presently, the Parks committee has developed a forest management plan and is working with a state forester. The county updated the Parks 5-Year Management Plan and all the policies/rules in 2016.

Our County Parks in Menominee County are a major attraction asset for the county's TOURISM industry. They provide wonderful places for park guests, both resident and out of the area visitors, to enjoy while in the county. We need to attract more enthusiasts to the area through *more effective promotion of the parks* and the county.

I fully support managing the parks to be self-funding thus lessening the burden of parks operations to the taxpayers. In recent terms on this committee, I feel I have been instrumental in moving the Parks to a more self-supporting position.

Looking forward to continuing to serve on the Parks and Recreation Committee. Thank you.

Robert J Desjarlais

N9166 Cheese Factory Road

Daggett, MI 49821

906-753-4387 (If questions, please call)

**APPROVED**

**DEC 18 2016**

**CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN**

December 22, 2016

**Menominee County Board of Commissioners**

**c/o Menominee County Administration**

**839 Tenth Avenue**

**Menominee MI 49858**

**RE: Support for the RE-appointment of Kathy Branz to Parks Committee**

**Commissioners:**

**This is a recommendation of support for the re-appointment of Kathy Branz to the Parks & Recreation Committee for the open three-year (ending 1/31/2020) term for Kathy Branz. She is also currently serving as the Secretary to the Parks Committee.**

**Having attended a number of the Parks meetings, I have watched Kathy's knowledge grow with each new topic addressed and her interest deepen in this Committee. She is definitely an asset.**

**As a person of the public at many of these meetings, I would recommend her term be extended.**

**THANK YOU.**

**Charlene Peterson**

**N8650 #21.75 Road**

**Stephenson, MI 49887**

**906-753-6966**

Kathleen Branz  
W8283 Bird Road  
Vulcan MI 49892

December 22, 2016

Menominee County Board of Commissioners  
C/O Menominee County Administrator  
Menominee County Courthouse  
839 Tenth Avenue  
Menominee MI 49858

Commissioners:

With this letter, I am submitting an application for re-appointment to the Parks & Recreation Committee for the open three-year (ending 1/31/2020) position that was recently advertised.

I am a resident of Faithorn Township where I serve as the Township Clerk. I have enjoyed my time on the Parks Committee and learned much about the county parks as we traveled to the various parks for the summer meetings. I see a potential for future growth and development of our Park system through the projects that we are currently working on such as the forest management plan and the upgrading of services.

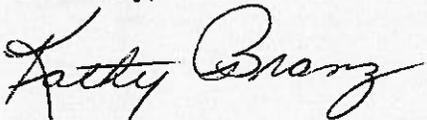
Menominee County Parks are a major asset for the county. They provide wonderful places for residents and out of the area visitors to enjoy while in the county. We need to attract more park patrons through more effective promotion of the parks and the county.

I also currently serve as the Secretary to the Parks Committee.

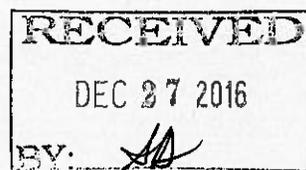
I look forward to continuing to serve on the Parks and Recreation Committee should the County Board of Commissioners wish to endorse my re-appointment. Thank you in advance for your support.

If you should have any questions please feel free to contact me at 906-438-2221 or by email [pbranz@alphacomm.net](mailto:pbranz@alphacomm.net).

Sincerely,



Kathy Branz



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

I, Kathleen BRANZ, hereby submit an application for appointment to  
NAME  
Menominee Cnty Parks & Rec for 3 from 2-1-17  
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment  
to 1-31-20

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

1. I reside at W8283 Bird Rd Vulcan 49892  
Street City Zip  
Menominee and have since 2011  
County

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

Telephone: 906-438-2221 Cell Phone: \_\_\_\_\_

Email Address: pbranz@alphacomm.net

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:

Associate degree - Accounting, Business & AutoCAD

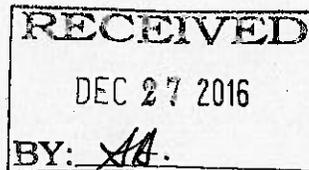
6. I presently hold the following appointments and elected positions:

Secretary Menominee County Parks & Rec Com.  
Clerk Faithorn Township

7. Previously held appointments and/or elected positions:

Clerk, Faithorn Township

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.



Attachment 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).

NO

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

None

11. Is this an application for reappointment? Yes  No

If yes, how many years have you served on this board? 1

Please indicate your attendance record for the term(s) served 10 / 10  
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.

I have learned a lot while on the board and feel I can now do a better job as I understand the procedures and goals due to my involvement.

13. I hereby apply for appointment to Menominee County Parks & Rec. Committee 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.

Kathleen Branz  
Signature

Kathleen Branz  
Name (Print or Type)

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

- Resume in file
- Letter of Reference
- Letter of Intent

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Budget Amendments #3 (10-14)</b>
<b>DEPARTMENT:</b>	<b>Finance Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>

**SUMMARY-RECOMMENDATION:**

The Finance Committee met to discuss budget amendments and recommended to the CB to approve the following amendments.

Budget Amendments #3				
10	1/9/2017	Port Security Grant from 2012 that was not received. Funds from GF Fund Balance.	\$ 14,082.00	101-331-985.00
11	1/9/2017	Crested Special Rev. Account - Salvage Title Inspections	\$ 300.00 \$ 200.00 \$ 25.00 \$ 25.00 \$ 25.00 \$ 25.00	289-000-619.00 289-315-706.00 289-315-715.00 289-315-715.01 289-315-716.00 289-315-755.00
12	1/9/2017	New Committee Members Mileage/perdiems Funds from GF Fund Balance	\$ 1,000.00	101-101-710.00
13	1/9/2017	Payout for DW - retirement - Vacation/Sick From 266 Fund Balance.	\$ 17,190.00	266-325-704.00
14	1/9/2017	New County Appropriation - Fair Board - Fair Manager Funds from GF Fund Balance	\$ 6,000.00 \$ 4,000.00	101-997-999.04 101-997-999.32

Submitted by: Sherry DuPont

01/20/2017  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## Budget Amendments #3

10	1/9/2017	Port Security Grant from 2012 that was not received. Funds from GF Fund Balance.	\$ 14,082.00	101-331-985.00
11	1/9/2017	Created Special Rev. Account - Salvage Title Inspections	\$ 300.00	289-000-619.00
			\$ 200.00	289-315-706.00
			\$ 25.00	289-315-715.00
			\$ 25.00	289-315-715.01
			\$ 25.00	289-315-716.00
			\$ 25.00	289-315-755.00
12	1/9/2017	New Committee Members Mileage/perdiems Funds from GF Fund Balance	\$ 1,000.00	101-101-710.00
13	1/9/2017	Payout for DW - retirement - Vacation/Sick From 266 Fund Balance.	\$ 17,190.00	266-325-704.00
14	1/9/2017	New County Appropriation - Fair Board - Fair Manager Funds from GF Fund Balance	\$ 6,000.00	101-997-999.04
			\$ 4,000.00	101-997-999.32

2016-17

BUDGET AMENDMENT  
NUMBER: 11  
Date: January 9, 2017

Re: Created Special Revenue Account - Auto Theft Prevention

Account Number	DESCRIPTION		Budget
289-000-619.00	Salvage Vehicle Inspection	\$	300.00
289-315-706.00	On Call/Overtime	\$	200.00
289-315-715.00	FICA	\$	25.00
289-315-715.01	FICA MED	\$	25.00
289-315-716.00	Workers Comp	\$	25.00
289-315-755.00	Other Operating	\$	25.00

New Account for the Sheriff Dept to conduct Salvage Vehicle  
Inspections - for the Secretary of the State

2016-17

BUDGET AMENDMENT  
NUMBER: 10  
Date: January 9, 2017

Re: Port Security Grant from 2012 wasn't completed

Account Number	DESCRIPTION	Budget
101-331-985.00	Marine Equipment	\$ 14,082.00

This was a Port Security Grant from 2012 that was not completed.  
The work was done by Baycomm, but they were only partially paid.

Funds to be taken from GF Fund Balance.

2016-17

BUDGET AMENDMENT  
NUMBER: 12  
Date: January 9, 2017

Re: New Committee Members are Entitled to Per Diem/Mileage  
per the bylaws.

Account Number	DESCRIPTION		Budget
101-101-710.00	Committee Per Diem/Mileage	\$	1,000.00

New Committee Members are entitled to Per Diem/Mileage per the  
Bylaws (UP State Authority, Security Committee, and B&G Committee)

Funds from the General Fund Fund Balance

2016-17

BUDGET AMENDMENT  
NUMBER: 13  
Date: January 9, 2017

Re: Payout of Debra Wormwood's Vacation and Sick Leave  
due to Retirement

Account Number	DESCRIPTION		Budget
266-325-704.00	911 Salaries	\$	17,190.00

Funds from the 911 Fund Balance (266)

2016-17

BUDGET AMENDMENT  
NUMBER: 14  
Date: January 9, 2017

Re: New County Appropriation

Account Number	DESCRIPTION		Budget
101-997-999.04	Fair Board	\$	6,000.00
101-997-999.32	Fair Manager	\$	4,000.00

From General Fund - Fund Balance

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>Commissioner Per Diems and Expenses</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>  Board to review Commissioner Per diems and expenses as recently submitted for payment.	
<b>RECOMMENDED MOTION</b>  To approve commissioner per diems as recently submitted.	

Submitted by: Sherry DuPont

01/20/2017  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

Mileage: .54 cents/mile ~ effective 01 January 2016

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

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

Name: Bernie Lang ~ District 2

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
2016					
12-8	RC # D	3			101-101-860.02
12-13	CO. BD.	43			101-101-860.02
12-27	SOC. SERV.	3			101-101-860.02
12-27	CO. BD.	43			101-101-860.02
12-8	PERS.	3			101-101-860.02
					101-101-860.02
			92 X .54 =	49.68	101-101-860.02
		95		51.30	101-101-860.02
			Total Mileage		51.30 AD
Total Mileage Fee					<del>49.68</del>

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

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

B. Lang  
Signed

12-28-16  
Date

RECEIVED

DEC 27 2016

AD



# MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

Mileage: \$ .54/mile – effective 01 January 2016

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

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

Name: Jan Hafeman ~ District 8

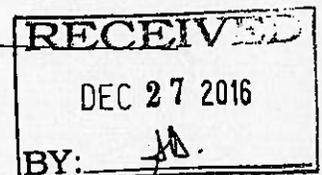
Date	Meeting Place	# of miles	X.54/mile	Total Cost	Account Number
12/01/16	CB Finance- Annex	34		18.36	101-101-860.10
12/13/16	CB Meeting- Annex	34		18.36	101-101-860.10
12/14/16	BOH Finance-Escanaba	58		31.32	101-101-860.10
12/15/16	BOH-Pinecrest	14		7.56	101-101-860.10
12/15/16	BOH-Casino	30		16.20	101-101-860.10
12/16/16	UPCAP-Escanaba	58		31.32	101-101-860.10
12/27/16	CB-Annex	34		18.36	101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>141.18</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

12/27/16  
\_\_\_\_\_  
Date





**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

Mileage: .54 cents/mile ~ effective 01 January 2016

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

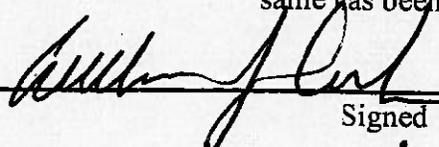
\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: William Cech ~ District 5

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
12/5/16	Annex	32		17.28	101-101-860.05
12/13/16	Annex	32		17.28	101-101-860.05
12/27/16	Annex	32		17.28	101-101-860.05
12/27/16	Annex	32		17.28	101-101-860.05
				<u>217.28</u>	101-101-860.05
				69.12	101-101-860.05
		128			101-101-860.05
					101-101-860.05
					101-101-860.05
			Total Mileage		
				Total Mileage Fee	69.12

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  
 12/27/16  
 \_\_\_\_\_  
 Date

**RECEIVED**  
 DEC 28 2016  
 BY: 





MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

COPY

Mileage: .54 cents/mile ~ effective 01 January 2016

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

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

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
12/05/16	COURTHOUSE	16		8.64	101-101-860.04
12/06/16	ANNEX - STEPHENSON	32		17.28	101-101-860.04
12/09/16	COURTHOUSE	16		8.64	101-101-860.04
12/12/16	DPIPH - OFFICE - ESCANABA	100		54.00	101-101-860.04
12/13/16	ANNEX - STEPHENSON	32		17.28	101-101-860.04
12/15/16	PINECREST - POWERS	73		39.42	101-101-860.04
12/20/16	LIBRARY - STEPHENSON	32		17.28	101-101-860.04
12/20/16	AIRPORT - MENOMINEE	15		8.10	101-101-860.04
12/21/16	<del>COURTHOUSE</del> ANNEX	32		17.28	101-101-860.04
12/27/16	ANNEX - STEPHENSON	32		17.28	
		380	Total Mileage		
Total Mileage Fee				\$ 205.20	

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

12/29/16

---

Date

RECEIVED

DEC 29 2016

BY:

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Boards/Committees/Commission Reports</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous reports discussed at the 1.3.2017 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 1.3.17 County Board meeting	

Submitted by: Sherry DuPont

01/20/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

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

MENOMINEE COUNTY LIBRARY BOARD  
Minutes November 15, 2016

Approved: December 20, 2016

C. Peterson called the regular meeting of the Menominee County Library Board to order at 11:01 AM on Tuesday November 15, 2016.

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

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

Public Participation: No public present.

J. Freis moved to approve the minutes from the October 18, 2016 meeting, support by N. Tuinstra. Motion carried.

N. Tuinstra moved to approve the October Financial Reports, support by J. Freis. Motion carried.

K. McNeeley moved to approve the November bills, support by N. Tuinstra. Motion carried.

Director's Report

- A. **Library:** Mary Palmer has accepted the Janitorial Position for the library. I wrote a mini grant for a train table to Thrivent Financial and had a meeting with the Jim Quayle, their area representative.
- B. **Bookmobile:** The bookmobile had the muffler replaced and the oil changed in the generator.
- C. **Technology:** We purchased a webcam and headphones to use for computer based meetings.
- D. **Programing:** The evening Halloween Storytime was successful all participants had fun. Dianne Connor demonstrated Native American Crafts on Saturday 11/12/16.
- E. **Friends:** The Friends fall raffle was on November 5<sup>th</sup>. They are installed a watering system in the front garden.
- F. **Volunteers:** October Hours 50.
- G. **Financial:** Our E-rate reimbursement for FY 2015 has been received and deposited. We received a donation for children's programming and we will use that for seed money if needed for the Books on the Bus program.
- H. **Additional Issues:** We are collecting books in conjunction with Spies for the "Give a Kid a Book" donation drive. I am going to Marquette this week to participate with a focus group for the Library of Michigan five year plan, this is one of 3 sites around the state for public library input.

New Business

N. Tuinstra moved to approve the 2017 Holiday schedule with support by C. Peterson. Motion carried.

Public Participation: No public present.

As there was no further business, K. McNeely moved to adjourn the meeting with support by N. Tuinstra. Motion carried. Meeting adjourned at 11:27.

Submitted by:  
Amanda Winnicki, Library Director

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	County Administrator
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	No
<b>SUMMARY:</b>	
<p>Commissioners met at the 1.17.17 Special meeting to go through the applications we received. (Seven). All commissioners came up with their top four candidates. Discussion now as to what are the next steps we take, hire an agency to perform the interview/background procedure or not.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Sherry DuPont

01/20/2017  
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 DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Recommendation from B &amp; G Committee – Space Needs Moves</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	
<b>SUMMARY:</b>	
<p>The Buildings &amp; Grounds Committee met to discuss employee moves throughout the courthouse and jail. Recommendations from Jim Mekash were discussed and revised. The final recommendations from the B &amp; G committee are enclosed within.</p>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Sherry DuPont

01/20/2017  
Date

### WORKSHOP ACTION

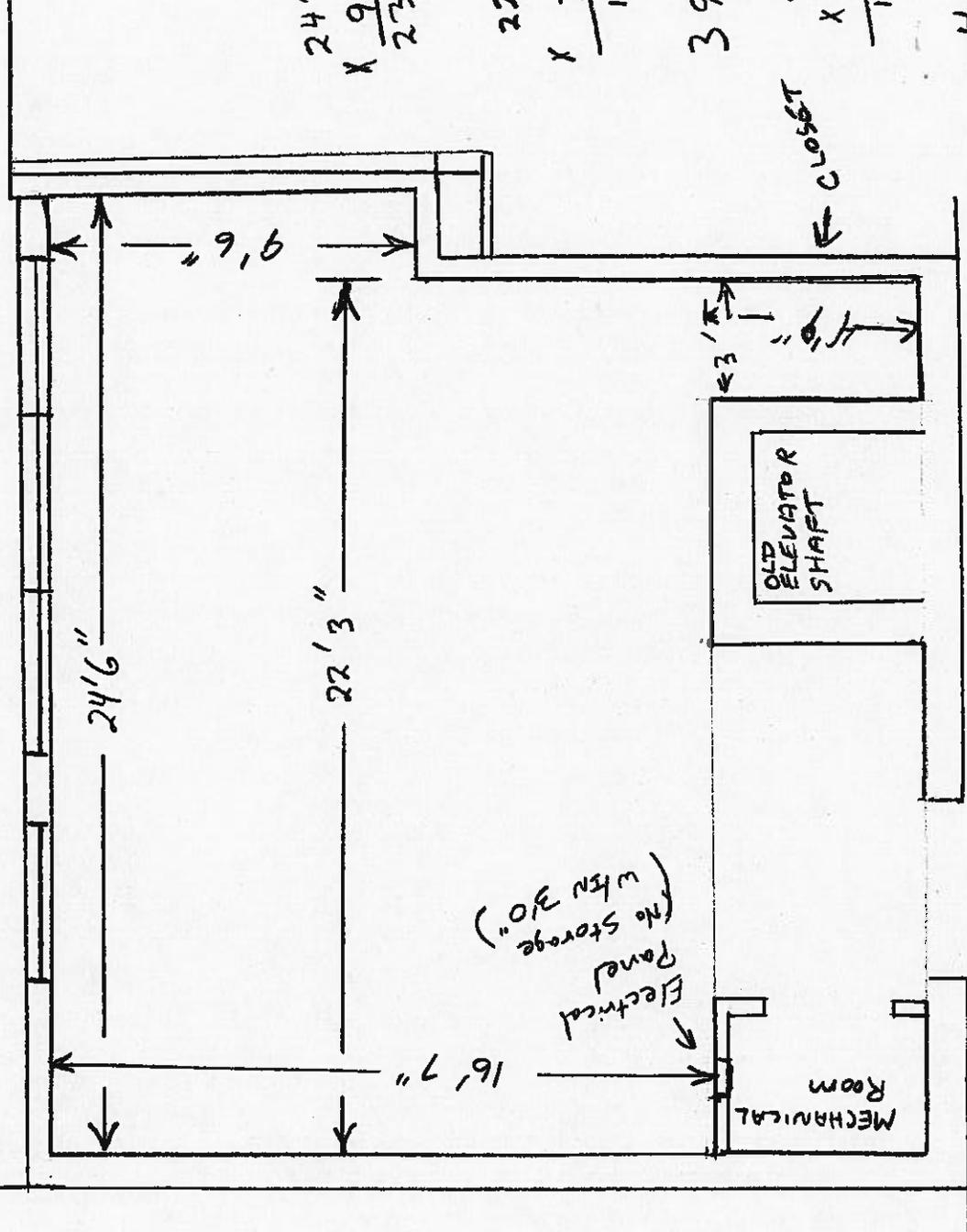
	<b>Forwarded to County Board for Approval as Recommended</b>
	<b>Reviewed with no motion to carry forward</b>
	<b>Continue after additional review/research is obtained</b>
	<b>Recommended with the following change(s):</b>

### COUNTY BOARD ACTION

**DATE:**

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

# 2ND FLOOR VESTIBULE



$$\begin{array}{r} 24'6'' \\ \times 9'6'' \\ \hline 233.70 \end{array}$$

$$\begin{array}{r} 22'3'' \\ \times 7'1'' \\ \hline 156.33 \end{array}$$

$$390.03 \text{ sq ft}$$

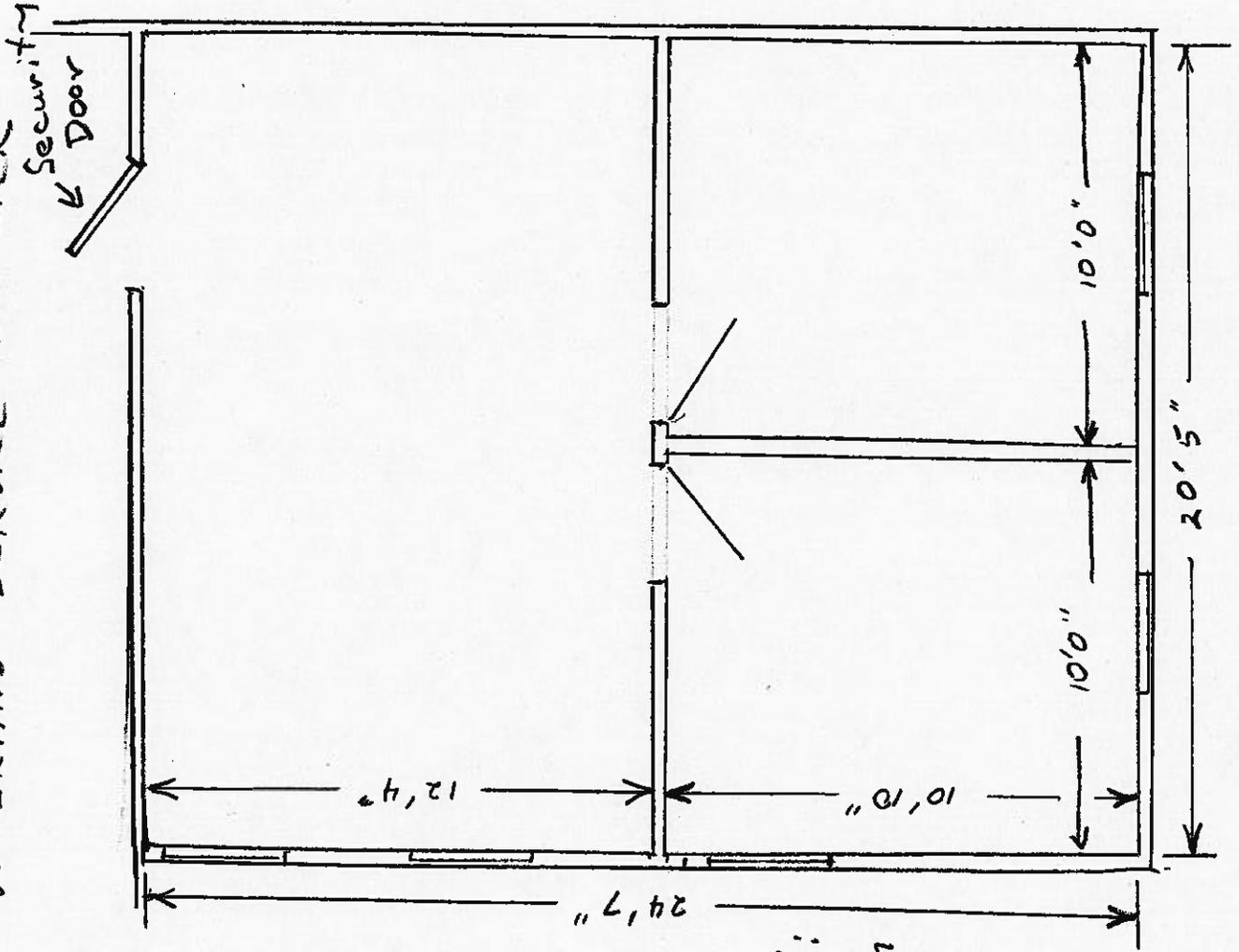
$$\begin{array}{r} 4'9'' \\ \times 3'0'' \\ \hline 14.25 \end{array}$$

$$404.28$$

Recommended: Equalization

Presently ADMINISTRATION AND  
VETERANS SERVICE OFFICER

1st Floor - South



12'4"  
x 20'6"

253 59 ft

10'0"  
x 10'10"  
108 59 ft

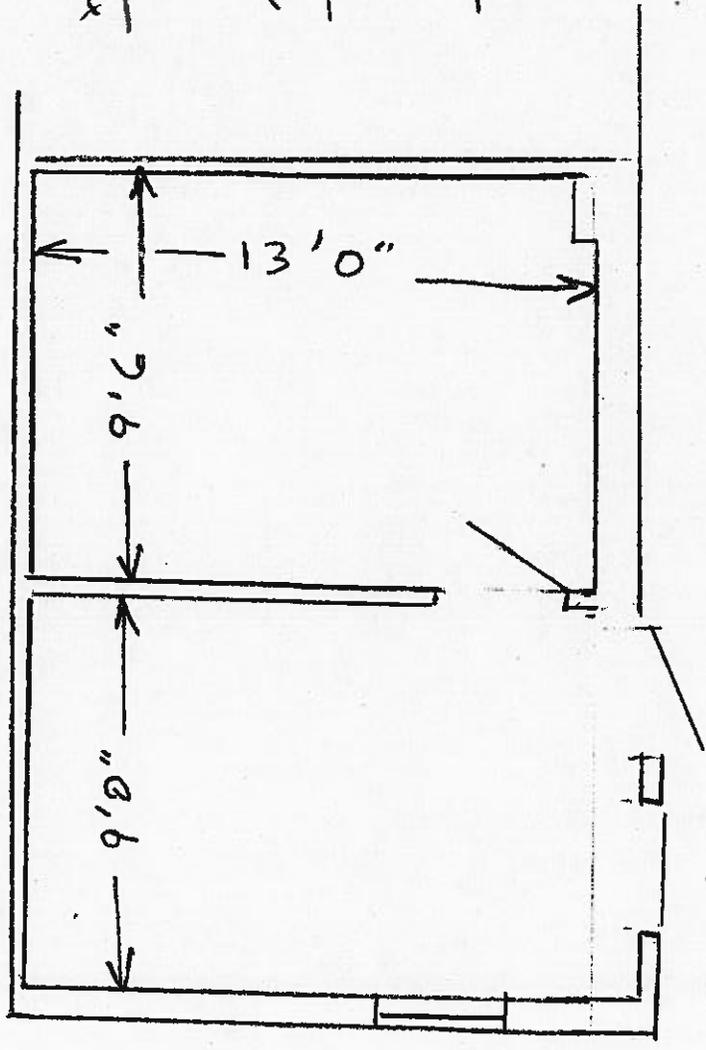
10'0"  
x 10'10"  
108 59 ft

469 59 ft

Recommended:  
Administration

Presently Equalization

1st Floor - North



$$\begin{array}{r}
 13'0'' \\
 \times 9'0'' \\
 \hline
 117 \text{ Sq}' \\
 \\
 13'0'' \\
 \times 9'6'' \\
 \hline
 123.5 \text{ Sq}' \\
 \\
 \hline
 240 \text{ Sq}'
 \end{array}$$

Recommended:  
Probate Juvenile  
Officer

Storage Closet

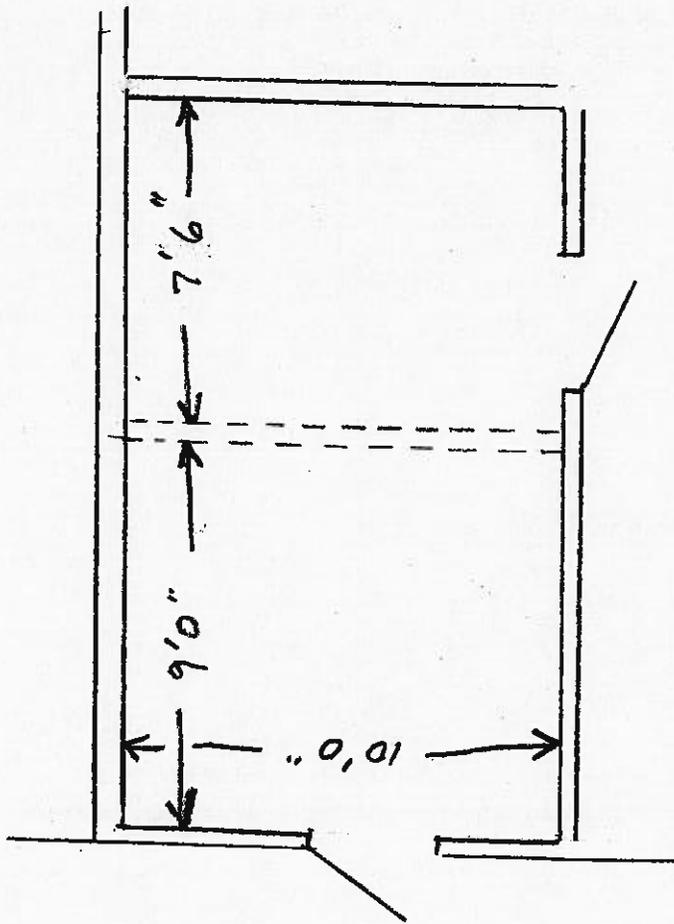
$$\begin{array}{r}
 8'0'' \\
 \times 4'0'' \\
 \hline
 32'0'' \text{ Sq}'
 \end{array}$$

Probate Waiting Area

$$\begin{array}{r}
 \hline
 272.5 \text{ Sq}'
 \end{array}$$

Presently Probate Juvenile + Proc Atty  
Investigator

2nd Floor - South



$$\frac{10'0'' \times 9'0''}{90 \text{ sq ft}}$$

$$\frac{10'0'' \times 7'6''}{75 \text{ sq ft}}$$

Recommended.:

Proc. Atty Investigator  
& Interview/Waiting Area

# JAIL

- 1 State of Michigan Probation + Parole -  
to 9th St. - North Portion
- 2 Detectives to 9th St - South Portion -
- 3 Brian Helfert to Probation + Parole  
area.
- 4 Lawyer / Client meeting room in  
former Brian Helfert office.
- 5 G.E.D Classroom  
to former detectives office

Note: Bars would be placed on 2 windows  
in new Lawyer / Client office,  
Metal cage panels would be placed  
in former road patrol area to  
protect DWI equipment.

Veterans Service Officers  
to 9th St building -  
Center section.

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Request for Civil War Veteran Grave Markers</b>
<b>DEPARTMENT:</b>	<b>Veterans – Admin.</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>We received a letter from Patrick Kennedy in reference to Civil War Veteran grave markers within Menominee County. We currently have 20 Civil War Veterans in Menominee County. The request is for the County to purchase 20 grave markers at \$5.75 each. (\$115). Per the Veteran's Service Officer, these markers could be purchased from the Veterans Burial &amp; Relief account (101-681-761.00). State Statute is enclosed within.</p>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Sherry DuPont

01/20/2017  
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>

December 26, 2016

Menominee Country Board  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

Dear Board Chairman,

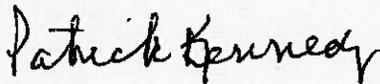
I would like to make a short presentation at your next board meeting to request that Menominee County purchase Civil War grave markers for the 20 Civil War veterans buried in Menominee County. Public Act 63 of the Public Acts of 1915, **Markers for Veterans' Graves**, as amended, calls upon jurisdictions to do this. A copy of the law is enclosed.

I am a member of Camp 266, Sons of Union Veterans of the Civil War, a patriotic organization listed in 36 United States Code, Subtitle II, Part B, Chapter 2003. We are the successor organization to the GAR, the veterans' organization established in 1866 for Civil War veterans. Our organization identifies, registers, and properly marks graves of Civil War veterans buried in the Upper Peninsula, as well as provide educational talks and exhibits about the Civil War throughout the UP and participate in parades and other patriotic events.

We are requesting the you purchase 20 plastic Civil War grave markers at a cost of \$5.75 each for a total of \$115. In the past, we have used bronze and aluminum markers which are much more expensive, but unfortunately many of these have been stolen for the scrap metal value.

I would appreciate it if you would place my request on your next Agenda under the title "Request for Grave Markers". You can contact me at the following phone number or e-mail address: 906-863-7686, ~~upperpeninsula@yahoo.com~~. *uppermichigan@yahoo.com*

Respectfully,



Patrick Kennedy  
1014 38<sup>th</sup> Avenue  
Menominee, MI 49858

Greetings, *Larry*.

I have enclosed a petition requesting that Menominee County purchase 20 grave markers for the Civil War veterans buried in Menominee County. I have also enclosed a copy of a Michigan Act which requests cities, villages, municipalities, and townships to purchase flag holders for Civil War veterans.

I am a member and Past Commander of the Albert and James Lyon Camp 266 of the Sons of Union Veterans of the Civil War. As indicated in the petition, our order is a patriotic organization recognized by the U.S. Congress in the Code of Federal Regulations. We identify, register, and properly mark the graves of Civil War veterans buried in the Upper Peninsula. You can find out more about our organization on the web at [www.suvcw.org](http://www.suvcw.org).

As indicated in the attached petition, I would appreciate it if you would place my request on your next Agenda under the title "Request for Grave markers". I would like to present my request at your next meeting.

Respectfully,

*Patrick Kennedy*

Patrick Kennedy  
1014 38<sup>th</sup> Avenue  
Menominee, MI 49858  
906-863-7686  
[uppermichigan@yahoo.com](mailto:uppermichigan@yahoo.com)

**MARKERS FOR VETERANS' GRAVES**  
**Act 63 of 1915**

AN ACT to provide for the furnishing of suitable flag holders and United States flags for the graves of veterans who served in the armed forces of the United States for the marking and designation of the graves for memorial purposes; and to provide a penalty for the removal or destruction of the flag holders and United States flags when placed.

**History:** 1915, Act 63, Imd. Eff. Apr. 20, 1915;—Am. 1979, Act 142, Imd. Eff. Nov. 8, 1979;—Am. 1988, Act 263, Imd. Eff. July 15, 1988.

*The People of the State of Michigan enact:*

**35.831 Flag holders and United States flag for veterans' graves in cemetery belonging to city, village, municipality, or township; petition; expense; purpose; assembly or manufacture within this state or elsewhere in United States; purchase; noncompliance as civil infraction.**

Sec. 1. (1) The legislative body of a city, village, municipality, or township in this state, upon the petition of a local recognized veterans' organization, an affiliate of a recognized veterans' organization, or 5 eligible voters of the city, village, municipality, or township, shall procure for and furnish to the petitioners, at the expense of the city, village, municipality, or township, a suitable flag holder and United States flag for the grave of each veteran who served in the armed forces of the United States and who is buried within the limits of a public or private cemetery located within the city, village, municipality, or township. The requirement to provide a suitable flag holder and United States flag for private cemeteries does not apply in the fiscal year in which an initial request for a suitable flag holder and United States flag exceeds 50 graves within a particular township, but would apply in the immediately succeeding fiscal year in that township.

(2) A flag holder and United States flag shall be placed on the grave of a veteran for the purpose of marking and designating the grave for memorial purposes.

(3) A city, village, municipality, or township shall not purchase flag holders or United States flags assembled or manufactured outside of the United States if competitively priced and of comparable quality flag holders or United States flags made in this state or elsewhere in the United States are available. If a city, village, municipality, or township purchases flag holders or United States flags assembled or manufactured outside of the United States because competitively priced and comparable quality flag holders or United States flags made in this state or elsewhere in the United States were not available, that city, village, municipality, or township shall post on a website maintained by that city, village, municipality, or township notification that the city, village, municipality, or township purchased flag holders or United States flags assembled or manufactured outside of the United States because competitively priced and comparable quality flag holders or United States flags made in this state or elsewhere in the United States were not available, and that city, village, municipality, or township shall also post on that website the country of origin of the flag holders or United States flags purchased. If a city, village, municipality, or township purchases flag holders or United States flags assembled or manufactured outside of the United States because competitively priced and comparable quality flag holders or United States flags made in this state or elsewhere in the United States were not available, and that city, village, municipality, or township does not maintain a website, that city, village, municipality, or township shall post at its principal office and any other locations considered appropriate by that city, village, municipality, or township notification that the city, village, municipality, or township purchased flag holders or United States flags assembled or manufactured outside of the United States because competitively priced and comparable quality flag holders or United States flags made in this state or elsewhere in the United States were not available, and that city, village, municipality, or township shall also post at its principal office and any other locations considered appropriate by that city, village, municipality, or township the country of origin of the flag holders or United States flags purchased. If a city, village, municipality, or township does not comply with this subsection, that city, village, municipality, or township is responsible for a state civil infraction and may be ordered to pay a civil fine of not more than \$500.00. As used in this subsection, "United States" includes territories of the United States and the District of Columbia.

**History:** 1915, Act 63, Imd. Eff. Apr. 20, 1915;—CL 1915, 1062;—CL 1929, 936;—CL 1948, 35.831;—Am. 1979, Act 142, Imd. Eff. Nov. 8, 1979;—Am. 1988, Act 263, Imd. Eff. July 15, 1988;—Am. 2005, Act 26, Imd. Eff. May 23, 2005;—Am. 2006, Act 627, Imd. Eff. Jan. 3, 2007;—Am. 2014, Act 19, Eff. May 26, 2014.

**35.831a Flag holder and United States flag; procurement by county; expense; purpose;**

Rendered Thursday, December 8, 2016

Page 1

Michigan Compiled Laws Complete Through PA 327 of 2016

© Legislative Council, State of Michigan

Courtesy of [www.legislature.mi.gov](http://www.legislature.mi.gov)

**assembly or manufacture within this state or elsewhere in United States; noncompliance as civil infraction.**

Sec. 1a. (1) The legislative body of a county in this state, upon petition of a local recognized veterans' organization, or a local affiliate of a recognized veterans' organization, or of 5 eligible voters of the county, may procure for and furnish to the petitioners, at the expense of the county, a suitable flag holder and United States flag for the grave of each veteran who served in the armed forces of the United States and who is buried in any public or private cemetery located within the limits of the county.

(2) A flag holder and United States flag shall be placed on the grave of a veteran for the purpose of marking and designating the grave for memorial purposes.

(3) A county shall not purchase flag holders or United States flags assembled or manufactured outside of the United States if competitively priced and of comparable quality flag holders or United States flags made in this state or elsewhere in the United States are available. If a county purchases flag holders or United States flags assembled or manufactured outside of the United States because competitively priced and comparable quality flag holders or United States flags made in this state or elsewhere in the United States were not available, that county shall post on a website maintained by that county notification that the county purchased flag holders or United States flags assembled or manufactured outside of the United States because competitively priced and comparable quality flag holders or United States flags made in this state or elsewhere in the United States were not available, and that county shall also post on that website the country of origin of the flag holders or United States flags purchased. If a county purchases flag holders or United States flags assembled or manufactured outside of the United States because competitively priced and comparable quality flag holders or United States flags made in this state or elsewhere in the United States were not available, and that county does not maintain a website, that county shall post at its principal office and any other locations considered appropriate by that county notification that the county purchased flag holders or United States flags assembled or manufactured outside of the United States because competitively priced and comparable quality flag holders or United States flags made in this state or elsewhere in the United States were not available, and that county shall also post at its principal office and any other locations considered appropriate by that county the country of origin of the flag holders or United States flags purchased. If a county does not comply with this subsection, that county is responsible for a state civil infraction and may be ordered to pay a civil fine of not more than \$500.00. As used in this subsection, "United States" includes territories of the United States and the District of Columbia.

History: Add. 2005, Act 27, Imd. Eff. May 23, 2005;—Am. 2006, Act 627, Imd. Eff. Jan. 3, 2007;—Am. 2014, Act 19, Eff. May 26, 2014.

**35.832 Contents of petition.**

Sec. 2. In a petition to the legislative body of a city, village, or township, the petitioners shall set forth the name of the airman, soldier, sailor, and marine whose grave has not been appropriately marked as contemplated in this act, together with the number of the graves at the time of petitioning, and the cemetery where the graves are located.

History: 1915, Act 63, Imd. Eff. Apr. 20, 1915;—CL 1915, 1063;—CL 1929, 937;—CL 1948, 35.832;—Am. 1979, Act 142, Imd. Eff. Nov. 8, 1979.

**35.832a United States flags for veterans' graves in privately owned cemetery; request; expense.**

Sec. 2a. (1) A privately owned cemetery, upon the request of a family member of a veteran of the armed forces of the United States who is buried within the cemetery, shall provide a suitable United States flag not larger than 12 inches by 18 inches, at the cemetery's expense, for the grave of the veteran. The cemetery shall be responsible for the cost and maintenance of the United States flag.

(2) A privately owned cemetery shall provide the United States flags required under subsection (1) for placement during Memorial day, the fourth of July, and Veterans day, and may, but shall not be required to, provide the United States flags during any other times of the year.

(3) A request to a privately owned cemetery under this section shall include the location of the grave of the veteran for whom a United States flag is to be provided. The family member who makes the request is responsible for placing the United States flag on the grave of the veteran, and may supply and use, at his or her own expense, a suitable flag holder. The privately owned cemetery is not responsible for placing the United States flag or flag holder on the grave of the veteran. The privately owned cemetery may remove the flag and flag holder if they are not removed by the family member who made the request.

(4) In the case of a mausoleum or other burial chamber containing the graves of more than 1 veteran, a privately owned cemetery need only supply 1 United States flag for placement at the mausoleum or burial

chamber to memorialize all of those veterans' graves.

**History:** Add. 1988, Act 263, Imd. Eff. July 15, 1988.

**35.833 Taking down, destroying, defacing, carrying away, or possessing flag holder or flag as misdemeanor; penalty.**

Sec. 3. A person who willfully takes down, destroys, defaces, or carries away or possesses a flag holder or other design or memorial flag placed at a grave for memorial purposes without authority from the owner of the cemetery or the person causing the flag holder or other design or memorial flag to be placed in the cemetery or at the grave is guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not less than \$5.00 or more than \$500.00, or both.

**History:** 1915, Act 63, Imd. Eff. Apr. 20, 1915;—CL 1915, 1064;—CL 1929, 938;—CL 1948, 35.833;—Am. 1979, Act 142, Imd. Eff. Nov. 8, 1979;—Am. 1996, Act 281, Imd. Eff. June 17, 1996.

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Resolution 2017-04 ~ Menominee County Road Patrol Millage Renewal</b>
<b>DEPARTMENT:</b>	<b>Sheriff Dept.</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	Sheriff Marks has submitted a resolution for the proposed Road Patrol Millage Renewal for a six year period. The current millage expires at the end of 2017.
<b>RECOMMENDED MOTION:</b>	

Submitted by: Sherry DuPont

01/20/2017  
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>

old

Minutes of a regular meeting of the Menominee County Board of Commissioners, held at the Menominee County Courthouse, 839 10th Ave., Menominee, Michigan 49858, on the twenty-first (21<sup>st</sup>) day of February, 2011, at 4:30 p.m.

PRESENT: Com. Furlong, Com. Jasper, Com. Lang, Com. Meintz, Com. Pearson

ABSENT:

The following preamble and resolution were offered by Commissioner Lang and supported by Commissioner Pearson.

**RESOLUTION NO. 2011-06**

**SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES  
MILLAGE RENEWAL PROPOSAL**

**WHEREAS**, County Sheriff Emergency Response Services are of substantial benefit to the citizens of the County of Menominee; and

**WHEREAS**, the Board of Commissioners of the County of Menominee deems it necessary and expedient for the County to operate and maintain the County Sheriff's Emergency Response/24-Hour Road Patrol functions; and

**WHEREAS**, a county-wide Sheriff's Emergency Response/24-Hour Road Patrol millage of 1.15 mills was authorized by the voters on August 6, 2002, August 6, 1998, and November 15, 1994, and will expire in 2011; and

**WHEREAS**, it is anticipated that 1.795 mills will be necessary to continue a county-wide Sheriff's Emergency Response/24-Hour Road Patrol Services Program; and

**WHEREAS**, the Board of Commissioners of the County of Menominee has determined that it is appropriate to submit a millage proposition to the electors of the County to determine whether or not they desire to raise funds for the purpose of continued Sheriff's Emergency Response/ 24-Hour Road Patrol Services at the next election to be held on May 3, 2011; and

**WHEREAS**, the Board of Commissioners for the County of Menominee seeks to have the voters of said County determine whether or not they desire to raise funds for the purpose of supportive activities directed toward the provision of Sheriff's Emergency Response/24-Hour Road Patrol Services by approving a millage 1.795 mills for a period of six (6) years, 2012 through 2017, inclusive.

**NOW, THEREFORE, BE IT RESOLVED**, that the following question be submitted to a vote of the electorate of Menominee County at the next election to be held on May 3, 2011.

**SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES MILLAGE PROPOSAL**

For the purpose of authorizing funding for the operation of Sheriff's Emergency Response/24-Hour Road Patrol Services, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Menominee, Michigan, be increased by up to 1.795 mills (\$1.795 per \$1,000 of taxable value) and levied for a period of six (6) years, from 2012 through 2017 inclusive?

(If approved and levied in full, this millage will raise an estimated \$1,211,226.06 for Sheriff Emergency Response Road Patrol purposes in the first calendar year.)

- Yes  
 No

**BE IT FURTHER RESOLVED**, that this question is hereby certified to the County Clerk.

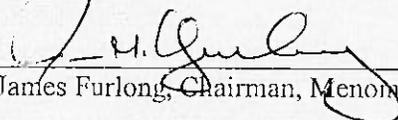
**BE IT FURTHER RESOLVED**, that the County Clerk is hereby directed to cause the proposition to be stated on the May 3, 2011 ballot and to be prepared and distributed in the manner required by law.

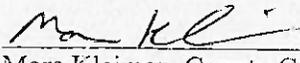
A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES: Com. Furlong, Com. Lang, Com. Pearson

NAYS: Com. Jasper, Com. Meintz

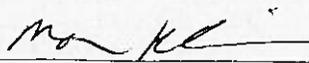
**RESOLUTION DECLARED ADOPTED.**

  
James Furlong, Chairman, Menominee County Board of Commissioners

  
Marc Kleiman, County Clerk

STATE OF MICHIGAN        )  
                                          ) ss.  
COUNTY OF Menominee    )

I hereby certify that the foregoing is a true and complete copy of Resolution 2011-06 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on February 21, 2011, and I further certify that public notice of such meeting was given as provided by law.

  
Marc Kleiman, County Clerk

NEW

Minutes of a regular meeting of the Menominee County Board of Commissioners, held at the Menominee County Courthouse, 839 10th Ave., Menominee, Michigan 49858, on the fourteenth (14<sup>th</sup>) day of February, 2017, at 6:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 2017-04**

**SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES  
MILLAGE RENEWAL PROPOSAL**

**WHEREAS**, County Sheriff Emergency Response Services are of substantial benefit to the citizens of the County of Menominee; and

**WHEREAS**, the Board of Commissioners of the County of Menominee deems it necessary and expedient for the County to operate and maintain the County Sheriff's Emergency Response/24-Hour Road Patrol functions; and

**WHEREAS**, a county-wide Sheriff's Emergency Response/24-Hour Road Patrol millage of 1.795 mills was authorized by the voters on May 3, 2011 and 1.15 mills was authorized by the voters on August 6, 2002, August 6, 1998, and November 15, 1994, and will expire in 2017; and

**WHEREAS**, it is anticipated that 1.795 mills will be necessary to continue a county-wide Sheriff's Emergency Response/24-Hour Road Patrol Services Program; and

**WHEREAS**, the Board of Commissioners of the County of Menominee has determined that it is appropriate to submit a millage proposition to the electors of the County to determine whether or not they desire to raise funds for the purpose of continued Sheriff's Emergency Response/ 24-Hour Road Patrol Services at the next election to be held on August 8, 2017 or November 7, 2017; and

**WHEREAS**, the Board of Commissioners for the County of Menominee seeks to have the voters of said County determine whether or not they desire to raise funds for the purpose of supportive activities directed toward the provision of Sheriff's Emergency Response/24-Hour Road Patrol Services by approving a millage 1.795 mills for a period of six (6) years, 2018 through 2023, inclusive.

**NOW, THEREFORE, BE IT RESOLVED**, that the following question be submitted to a vote of the electorate of Menominee County at the next election to be held on August 8, 2017 or November 7, 2017.

**SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES MILLAGE PROPOSAL**

For the purpose of authorizing funding for the operation of Sheriff's Emergency Response/24-Hour Road Patrol Services, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Menominee, Michigan, be renewed by up to 1.795 mills (\$1.795 per \$1,000 of taxable value) and levied for a period of six (6) years, from 2018 through 2023 inclusive?

(If approved and levied in full, this millage will raise an estimated \$1,318,623.54 for Sheriff Emergency Response Road Patrol purposes in the first calendar year. In accordance with State law, a portion of the millage may be disbursed to the City of Menominee Downtown Development and Brownfield Redevelopment Authorities)

- Yes
- No

**BE IT FURTHER RESOLVED**, that this question is hereby certified to the County Clerk.

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby directed to cause the proposition to be stated on the August 8, 2017 or November 7, 2017 ballot and to be prepared and distributed in the manner required by law.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED.**

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

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

STATE OF MICHIGAN        )  
                                  ) ss.  
COUNTY OF Menominee    )

I hereby certify that the foregoing is a true and complete copy of Resolution \_\_\_\_\_ adopted by the County Board of Commissioners of Menominee County at a regular meeting held on \_\_\_\_\_, 2017, and I further certify that public notice of such meeting was given as provided by law.

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Airport Committee</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>No</b>
<b>SUMMARY:</b>	
<p>Discussion of whether Commissioner Schei will remain on the Airport committee or not. He has some unfinished business that he would like to accomplish before he decides whether to step down from the committee or not. He would like approval of the board to continue with the FAA required title search and approval to use Attorney Stoker to review the "draft" lease agreements (per the FAA) for the Menominee County Airport (to be used for the lessees once we are finally awarded sponsorship).</p>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Sherry DuPont

01/20/2017  
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  
DISCUSSION ITEM**

<b>SUBJECT:</b>	County Wide Central Services indirect "Cost Allocation Plan" RFP
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	<p>Finance Chair Nelson reviewed a proposal for the request for proposals for the County Wide Central Services indirect "Cost Allocation Plan". It was recommended to request bids for the services. An advertisement for the RFP has been sent to the newspapers for publishing, to be received by 3:00 PM on 2.21.2017</p>
<b>RECOMMENDED MOTION:</b>	

Submitted by: Sherry DuPont

01/20/2017  
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):

January 18, 2017

**NOTICE for SEALED BIDS**

Menominee County is currently accepting sealed bids for a County-Wide Central Services Indirect Cost Allocation Plan and Job Classification and Compensation Updates and Maintenance.

The complete scope of the project can be obtained from the Menominee County Administrator's Office or online at [www.menomineecounty.com](http://www.menomineecounty.com) under "Latest News" or by calling 906-863-7779.

The sealed bids are to be labeled "Cost Allocation Plan" on the outside of the envelope and are to be submitted by February 21, 2017 @ 3:00 PM (C.S.T.) to: Menominee County Administrator, 839 10<sup>th</sup> Ave., Menominee, MI 49858.

*Menominee County reserves the right to accept or reject any and all bids*

---

**Please advertise in the most cost efficient way to the County**

**Eagle Herald; Journal and Lufts: No affidavit is necessary.**

**Please publish twice: Once the week of Jan. 30 and the week of Feb. 6<sup>th</sup>, 2017**

Bill to: Menominee County Administrator  
839 Tenth Ave  
Menominee, MI 49858

## Request For Proposal

### For Central Services Indirect Cost Allocation Plan and Job Classification and Compensation Updates and Maintenance.

Your firm is invited to submit your proposal to be selected to provide the following professional service.

#### 1. County-Wide Central Services Indirect Cost Allocation Plan

- a) To prepare the FY 2016, FY 2017, FY 2018 County-Wide Central Services Indirect Cost Allocation Plan in accordance with Federal Office of Management and Budget (OMB) Circulars A-87 and A 133.
- b) Submit the completed plan to the County Administrator no later than 8 months after the completion of the fiscal year by which costs are calculated.
- c) To negotiate the completed cost allocation plan with the representatives of the Department of Health and Human Services (DHHS) and/or the State of Michigan when required.
- d) To provide upon request assistance in preparing the initial claims to the state for recovery of funds due to the County and to monitor the progress of claims through the state to insure the County receives recoveries due.
- e) To explain the calculation methods and assumptions used in the indirect cost allocation to County Elected Officials, County Administrator and the County Board of Commissioners. This explanation may be presented in writing or as part of a verbal presentation.
- f) To provide recommendation on methods to enhance indirect cost revenues.

#### 2. Job Classifications and Compensation Updates and Maintenance

- a) As needed Job Classification Updates
- b) Determine job classifications for new employees or newly created positions based on job descriptions provided by the County
- c) Determine job salary ranges for new employees or newly created positions based on job descriptions provided by the County
- d) Provide a unit cost for each update requested
- e) Provide a hourly rate for additional services

Interested organizations should submit the following information not later than 3:00 PM (C.S.T.) Tuesday February 21, 2017 to the Menominee County Administration Office located at the Menominee County Courthouse at 839 10<sup>th</sup> Ave, Menominee, Michigan 49858. Any proposals received after this date will be disqualified. Menominee County reserves the right to accept or reject any and all bids.

At a minimum, proposals should include the following:

- a) Provide the general history of the firm as well as key members of the project team, what office the key members of the project are based out of, and submission of a sample cost allocation plan prepared by the key members. b) Demonstrate knowledge of the problems of preparing a cost allocation plan and the opportunities afforded by the study.
- b) List the experience and specific qualifications of the firm. The selected vendor shall have a proven track record of performing work of a similar nature to the project described her-in. The vendor shall submit the names of three previous projects as references. Include the following information: date of project, location of project, client contact and title, and telephone number of contact. Indicate any prior experience with the County.
- c) List all consulting personnel who will participate in the project and the area of responsibility assigned to each. Include the following information for each: experience in conducting similar engagements, background with government either as an employee or as a consultant.
- d) Provide information regarding the firm's professional liability insurance coverage.
- e) Fees and Expenses -For Central Services Indirect Cost Allocation Plan.
- f) Fees and Expenses -For Job Classification and Compensation Updates and Maintenance. Provide a unit cost for each updated request and an hourly rate for additional services.

**Please submit your proposals to:**

Menominee County Administration Office "Cost Allocation Plan" 839 10<sup>th</sup> Avenue Menominee, Michigan  
49858

Thank you for your proposals. Proposals will be opened on February 21<sup>st</sup> at 3:05 pm and discussed at the Menominee County Board of Commissioners Meeting to be held on February 28<sup>th</sup> at 6:00 PM (C.S.T.) At the MSU Extension Building, Stephenson, MI

**Menominee County reserves the right to accept or reject any and all bids.**

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: Sherry DuPont

01/20/2017  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

Mileage: .54 cents/mile ~ effective 01 January 2016

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

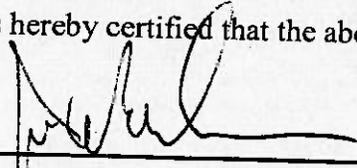
\*must attach receipt for reimbursement  
 \*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
12/5/16	Menominee	96	.54	51.84	101-101-860.11
12/6/16	Stephenson	56	"	30.24	101-101-860.11
12/13/16	<del>Menominee</del> Stephenson	56	"	30.24	101-101-860.11
12/15/16	Menominee	96	"	51.84	101-101-860.11
12/27/16	Stephenson	56	"	30.24	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		360	Total Mileage	194.40	
				Total Mileage Fee	193.40

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 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  
 \_\_\_\_\_  
 11/3/17  
 \_\_\_\_\_  
 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>	
Board to review recently submitted Miscellaneous Bills as paid on January 3, 5, 11, 12, 13, 2017 in the combined amount of \$143,408.54.	
<b>RECOMMENDED MOTION</b>	

Submitted by: Sherry DuPont

01/20/2017  
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>

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY  
EXP CHECK RUN DATES 01/03/2017 - 01/03/2017  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS		AMOUNTS	AMOUNT
VENDOR NAME: CITY OF MENOMINEE					
Permit	Accessory Building Permit for Storage Container	101-265-755.00	30.00		30.00
Permit	Occupancy Permit (1000 9th Street)	101-103-998.00	50.00		50.00
TOTAL VENDOR CITY OF MENOMINEE					80.00
GRAND TOTAL:					80.00

**APPROVED**

**JAN 03 2017**

**CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN**

11/3/17 *[Signature]* ATF.

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY  
 EXP CHECK RUN DATES 01/05/2017 - 01/05/2017  
 UNJOURNALIZED  
 OPEN

APPROVED  
 Page: 1/6

JAN 10 2017

*[Handwritten signature]*  
 1/10/17

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ALFREDSON BROTHERS CONST CO.				
16-1007	Final Payment - Vestibule Project	101-103-998.04	5,405.60	5,405.60
TOTAL VENDOR ALFREDSON BROTHERS CONST CO.				5,405.60
VENDOR NAME: APCO INTERNATIONAL				
491604	2017 Membership Dues	266-325-802.00	92.00	92.00
TOTAL VENDOR APCO INTERNATIONAL				92.00
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677527743	Airport Supplies	216-585-755.01	32.86	67.39
		216-585-745.00	34.53	
1677532204	Airport Supplies	216-585-755.01	34.42	67.39
		216-585-745.00	32.97	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				134.78
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863661412	December 19 - January 18, 2017	266-325-850.00	700.95	700.95
906863444112	December 19 - January 18, 2016	101-103-850.00	1,015.93	1,015.93
906863202312	December 19 - January 18, 2016	101-103-850.00	646.84	646.84
TOTAL VENDOR AT&T - CAROL STREAM, IL				2,363.72
VENDOR NAME: AT&T MOBILITY				
287252234966	December 10 - January 9, 2017 (906-792-5968)	101-132-850.00	31.61	31.61
TOTAL VENDOR AT&T MOBILITY				31.61
VENDOR NAME: BLUETARP FINANCIAL, INC.				
208785	Building & Ground Supplies	101-265-755.00	67.16	67.16
TOTAL VENDOR BLUETARP FINANCIAL, INC.				67.16
VENDOR NAME: BRUNELLE, JENNIFER				
December 2016	Crises Intervention	292-668-801.00	680.00	680.00
TOTAL VENDOR BRUNELLE, JENNIFER				680.00
VENDOR NAME: CECH, WILLIAM				
Reimbursement	December 2016	101-101-860.05	69.12	69.12
TOTAL VENDOR CECH, WILLIAM				69.12
VENDOR NAME: CELLCOM				
827434	Medical Examiner Cellular Services	101-648-850.00	87.72	87.72
TOTAL VENDOR CELLCOM				87.72
VENDOR NAME: CITY OF MENOMINEE				
90103011	10/1/16 - 12/31/16	101-265-920.00	31.36	31.36
20102038	10/1/16 - 12/31/16	101-265-920.00	2,638.47	2,638.47
January 2017	Monthly Rent	266-326-942.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				3,021.50
VENDOR NAME: CITY OF STEPHENSON				
709	Annex - Electric/Water/Sewer	101-261-920.01	19.10	245.20
		101-261-920.02	32.55	
		101-261-920.03	193.55	
TOTAL VENDOR CITY OF STEPHENSON				245.20
VENDOR NAME: CLOVERLAND PAPER CO				
113194	Janitorial Supplies (Annex)	101-265-755.01	26.23	26.23
113196	Janitorial Supplies (Courthouse)	101-265-755.01	110.56	110.56
113082	Janitorial Supplies	101-265-755.01	70.05	70.05
113080	Janitorial Supplies	101-265-755.01	112.98	112.98
113136	Courthouse - Janitorial Supplies	101-265-755.01	167.01	167.01
113177	Janitorial Supplies	101-265-755.01	56.49	56.49
113049	Credit Memo	101-265-755.01	(56.49)	(56.49)
TOTAL VENDOR CLOVERLAND PAPER CO				486.83

**APPROVED**

JAN 10 2017

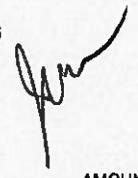
INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: COOPER OFFICE EQUIPMENT					
141000	Contract # 2740-01 (District)	101-136-931.00	254.94		254.94
TOTAL VENDOR COOPER OFFICE EQUIPMENT					254.94
VENDOR NAME: COUNTRY VISIONS					
164937	Airport Diesel Fuel (x567.1 Gallons)	216-585-744.00	1,321.34		1,321.34
TOTAL VENDOR COUNTRY VISIONS					1,321.34
VENDOR NAME: DAVIS, MEL					
Per Diem	Peer Group	243-245-710.00	70.00		70.00
TOTAL VENDOR DAVIS, MEL					70.00
VENDOR NAME: DEKETO, LLC					
DK 12-16	December 2016 Documents (x465)	256-277-857.00	930.00		930.00
TOTAL VENDOR DEKETO, LLC					930.00
VENDOR NAME: DTE ENERGY					
462245200011	Annex	101-261-920.04	134.00		134.00
TOTAL VENDOR DTE ENERGY					134.00
VENDOR NAME: FORTRESS FENCE					
166001101	Security Fence, Installation, & Credit Memo	101-103-998.06	35,990.00		35,384.00
		101-103-998.06	(606.00)		
TOTAL VENDOR FORTRESS FENCE					35,384.00
VENDOR NAME: HAFEMAN, JAN					
Reimbursement	December 2016	101-101-860.10	141.18		141.18
TOTAL VENDOR HAFEMAN, JAN					141.18
VENDOR NAME: HANNA, BRENDA					
Reimbursement	Bank Trips (Oct - Dec 2016)	101-253-860.00	27.54		27.54
TOTAL VENDOR HANNA, BRENDA					27.54
VENDOR NAME: INSTITUTE OF CONTINUING LEGAL					
730730	MI Model Criminal Jury Instructions (District)	101-136-802.00	124.50		124.50
730771	MI Model criminal Jury Instruction	269-145-982.00	239.50		239.50
TOTAL VENDOR INSTITUTE OF CONTINUING LEGAL					364.00
VENDOR NAME: K & M RENTALS					
6903	Portable Toilet (Final Billing)	208-751-801.00	90.00		90.00
TOTAL VENDOR K & M RENTALS					90.00
VENDOR NAME: KASS, MICHAEL					
Parks Committee	Per Diem & Mileage	208-751-860.00	21.60		71.60
		208-751-860.00	50.00		
TOTAL VENDOR KASS, MICHAEL					71.60
VENDOR NAME: KLEIMAN, MARC					
Reimbursement	Mileage - December 2016	101-262-860.00	45.36		113.40
		101-215-860.00	68.04		
TOTAL VENDOR KLEIMAN, MARC					113.40
VENDOR NAME: KOZIKOWSKI WELL & PUMP INC					
D11593	Maintenance Bldg Well at Shakey Lakes Park	208-751-930.03	360.20		360.20
D11612	Maintenance at River & Shakey Lakes Park	208-751-930.03	731.92		731.92
TOTAL VENDOR KOZIKOWSKI WELL & PUMP INC					1,092.12
VENDOR NAME: LANG, BERNARD					
Reimbursement	December 2016	101-101-860.02	51.30		51.30
TOTAL VENDOR LANG, BERNARD					51.30

**JAN 10 2017**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN				
VENDOR NAME: LESPERANCE, DIANE Reimbursement	Bank Trips (Oct - Dec 2016)	101-253-860.00	30.78	30.78
TOTAL VENDOR LESPERANCE, DIANE				30.78
VENDOR NAME: LEXISNEXIS 3090794987	December 2016	269-145-801.00	370.00	370.00
TOTAL VENDOR LEXISNEXIS				370.00
VENDOR NAME: LUFTS ADVERTISER 12/27/16	Advertising	101-101-901.00	138.00	138.00
TOTAL VENDOR LUFTS ADVERTISER				138.00
VENDOR NAME: MENARDS - MARINETTE 24881	Park Supplies	208-751-755.02	72.07	72.07
25653	Building & Ground Supplies	101-265-755.00	27.80	27.80
25282	Building & Ground Supplies	101-265-755.01	49.94	49.94
25283	Building & Ground Supplies	101-265-755.00	74.90	74.90
TOTAL VENDOR MENARDS - MARINETTE				224.71
VENDOR NAME: METCOM 98185	District Forms	101-136-727.00	342.84	342.84
TOTAL VENDOR METCOM				342.84
VENDOR NAME: MGT OF AMERICA, INC. 29167	DHS 286 (Oct, Nov, Dec 2016)	101-141-801.00	1,364.00	1,364.00
TOTAL VENDOR MGT OF AMERICA, INC.				1,364.00
VENDOR NAME: MI COMMUNICATION DIRECTORS ASSOCIAT 2017	Annual Membership Fee	266-325-802.00	100.00	100.00
TOTAL VENDOR MI COMMUNICATION DIRECTORS ASSOCIAT				100.00
VENDOR NAME: MICHIGAN PROBATE JUDGES ASSOCIATION Dues	2016/17 Dues	101-132-802.00	200.00	200.00
		101-148-802.00	200.00	400.00
TOTAL VENDOR MICHIGAN PROBATE JUDGES ASSOCIATION				400.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I 0123851-001	Office Supplies	101-132-727.00	54.00	54.00
		101-148-727.00	53.99	107.99
0123856-001	Office Supplies (Probate)	101-148-727.00	7.15	7.15
0123688-001	Toner	101-132-727.00	35.99	35.99
		101-148-727.00	36.00	71.99
0123825-001	Desktop Calendar	101-132-727.00	9.29	9.29
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				196.42
VENDOR NAME: MOTOR COMPANY, THE 6123280	2017 Ford - Vehicle Maintenance	101-265-981.00	33.09	33.09
TOTAL VENDOR MOTOR COMPANY, THE				33.09
VENDOR NAME: MURPHY, KIETH 6231	Transport of Juvenile	101-132-801.01	30.00	30.00
		101-132-801.00	72.00	102.00
Reimbursement	Mileage	101-132-801.00	122.04	122.04
TOTAL VENDOR MURPHY, KIETH				224.04
VENDOR NAME: OFFICE DEPOT, INC. 887511345001	ROD Office Supplies	101-268-729.00	223.98	223.98
887512127001	ROD Office Supplies	101-268-729.00	43.67	43.67
887512128001	ROD Office Supplies	101-268-729.00	1.99	1.99
888983871001	District - Office Supplies	101-136-727.00	191.96	191.96

JAN 10 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: OFFICE DEPOT, INC.				
887149525001	CDR - (Probate/Family)	101-132-727.00	9.44	18.89
		101-148-727.00	9.45	
TOTAL VENDOR OFFICE DEPOT, INC.				480.49
VENDOR NAME: PAC VAN				
SFQ-322850	20' Storage Container	101-265-970.06	3,775.00	3,775.00
TOTAL VENDOR PAC VAN				3,775.00
VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE				
150008	Shakey Lakes Supplies	208-751-755.02	17.77	17.77
TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE				17.77
VENDOR NAME: PFANKUCH, MIKE				
Reimbursement	Continuing Ed Credits & CCJP Renewal Fee	101-136-802.00	162.00	162.00
TOTAL VENDOR PFANKUCH, MIKE				162.00
VENDOR NAME: PHILLIPPS, RANDALL				
December 2016	Show Cause Hearings	101-131-807.00	500.00	1,000.00
		101-132-807.00	500.00	
TOTAL VENDOR PHILLIPPS, RANDALL				1,000.00
VENDOR NAME: PICHE, GERALD L.				
Reimbursement	December 2016	101-101-860.07	45.90	45.90
TOTAL VENDOR PICHE, GERALD L.				45.90
VENDOR NAME: POLICE LEGAL SCIENCES, INC.				
7483	Renew Dispatch Pro - (Jan - Dec 2017)	286-326-881.00	1,080.00	1,080.00
TOTAL VENDOR POLICE LEGAL SCIENCES, INC.				1,080.00
VENDOR NAME: REGISTER OF DEEDS				
Copies	Remon Copies - Grant Yr 2016	243-246-709.00	33.00	33.00
TOTAL VENDOR REGISTER OF DEEDS				33.00
VENDOR NAME: SAM'S CLUB MC/SYNCB				
Credit Card	Inmate Supplies	101-301-770.00	470.33	493.40
		101-301-802.00	23.07	
TOTAL VENDOR SAM'S CLUB MC/SYNCB				493.40
VENDOR NAME: SCHEI, LARRY				
Reimbursement	December 2016	101-101-860.04	205.20	205.20
TOTAL VENDOR SCHEI, LARRY				205.20
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Mileage (THIRA Planning Mtg)	101-426-860.00	94.50	94.50
Reimbursement	Trailer Supplies	101-426-934.02	93.17	93.17
Reimbursement	Verizon Phone Bill	101-426-850.00	65.97	65.97
Reimbursement	Mileage - HLS District & Regional Mtg	101-426-860.00	94.16	94.16
TOTAL VENDOR SEXTON, RICHARD				347.80
VENDOR NAME: STANDARD INSURANCE COMPANY				



INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: STANDARD INSURANCE COMPANY</b>				
January 2017	Life Insurance Premium	101-101-713.00	21.24	226.56
		101-132-713.00	6.48	
		101-136-713.00	11.80	
		101-141-713.00	9.44	
		101-148-713.00	0.59	
		101-215-713.00	11.80	
		101-172-713.00	4.72	
		101-267-713.00	11.80	
		101-268-713.00	4.72	
		101-253-713.00	7.08	
		101-257-713.00	4.72	
		101-265-713.00	4.72	
		101-301-713.00	51.92	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	2.36	
		271-790-713.00	9.44	
		292-663-713.00	2.36	
		292-664-713.00	2.36	
		292-665-713.00	2.36	
		208-751-713.00	2.36	
		205-318-713.00	2.36	
		205-315-713.00	25.96	
		266-325-713.00	18.88	
		266-326-713.00	2.37	
<b>TOTAL VENDOR STANDARD INSURANCE COMPANY</b>				
<b>VENDOR NAME: STEPHEN VAN EYCK</b>				
6230	Transport of Juvenile	101-132-801.01	30.00	102.00
		101-132-801.00	72.00	
<b>TOTAL VENDOR STEPHEN VAN EYCK</b>				<b>102.00</b>
<b>VENDOR NAME: SYN-TECH SYSTEMS</b>				
137732	Airport Maintenance Agreement (1/21/17 - 1/20/18)	216-585-981.00	550.00	550.00
<b>TOTAL VENDOR SYN-TECH SYSTEMS</b>				<b>550.00</b>
<b>VENDOR NAME: TERENCE S WANIC PS</b>				
Per Diem	Peer Group	243-245-710.00	70.00	70.00
<b>TOTAL VENDOR TERENCE S WANIC PS</b>				<b>70.00</b>
<b>VENDOR NAME: THE EBCO COMPANY, LLC</b>				
016263	Legal Size Court Folders	101-148-727.00	240.00	441.00
		101-132-727.00	201.00	
<b>TOTAL VENDOR THE EBCO COMPANY, LLC</b>				<b>441.00</b>
<b>VENDOR NAME: THE JANITOR'S CLOSET</b>				
41616	Floor Cleaner (x4)	101-265-755.01	63.16	63.16
<b>TOTAL VENDOR THE JANITOR'S CLOSET</b>				<b>63.16</b>
<b>VENDOR NAME: TIME WARNER CABLE</b>				
104047100084011001	January 2 - February 1, 2017	101-103-850.00	531.49	531.49
<b>TOTAL VENDOR TIME WARNER CABLE</b>				<b>531.49</b>
<b>VENDOR NAME: TWIN CITY ELECTRIC, INC.</b>				
80578	LED Parking Lot & East Jail Light	101-265-930.01	1,371.00	1,371.00
<b>TOTAL VENDOR TWIN CITY ELECTRIC, INC.</b>				<b>1,371.00</b>
<b>VENDOR NAME: U.E.S. COMPUTERS, INC.</b>				
75691	Cables	101-103-998.04	55.00	55.00
75754	Annual Cisco Renewal	218-656-857.00	264.00	264.00
75755	Anti Virus License Renewal	218-656-857.00	19.25	19.25
75721	Computer Equipment for Vestibule	101-103-970.02	4,776.00	4,776.00

Page: 6/6  
**APPROVED**  
 JAN 10 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: U.E.S. COMPUTERS, INC.				
TOTAL VENDOR U.E.S. COMPUTERS, INC.				
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
319790960	Konica Minolta Bizhub 423	101-172-942.00	140.93	140.93
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				
VENDOR NAME: US PETROLEUM EQUIPMENT				
228422	Electronic Pulser Maintenance (Airport)	216-585-981.00	227.60	227.60
TOTAL VENDOR US PETROLEUM EQUIPMENT				
VENDOR NAME: WHITE WATER ASSOCIATES, INC.				
149752	Water Analysis	208-751-920.00	17.00	17.00
TOTAL VENDOR WHITE WATER ASSOCIATES, INC.				
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402191663-00001	Health Care Center	101-265-920.03	247.63	590.18
		101-265-920.04	342.55	
0402055840-00001	Jail	101-265-920.03	3,602.73	3,602.73
0402047856-00004	Courthouse	101-265-920.04	2,562.13	2,562.13
0402047856-00005	Kleinke Park	208-751-920.01	44.88	44.88
1716099937-00000	Parks Electrical	208-751-920.01	26.69	104.02
		208-751-920.01	34.35	
		208-751-920.01	15.01	
		208-751-920.01	27.97	
0402047856-00006	Stoney Point Street Lighting	208-751-920.01	39.12	39.12
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				
VENDOR NAME: ZERATSKY EXTREME HEATING &				
10465	Replacement Blower, Installation (Jail)	101-265-934.00	628.00	628.00
TOTAL VENDOR ZERATSKY EXTREME HEATING &				
GRAND TOTAL:				
				80,221.15

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN



**APPROVED**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MASTERCARD				
Credit Card	Airport	216-585-742.00	55.22	55.22
Credit Card	11/11 - 12/09/16 (Courthouse)	101-257-860.00	13.76	1,241.56
		101-257-742.00	25.44	
		101-257-742.00	26.03	
		101-257-860.00	509.95	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-265-755.00	31.25	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-265-934.00	48.04	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-265-755.00	16.89	
		101-265-931.00	87.04	
		101-268-729.00	6.45	
		101-265-931.00	179.46	
		101-103-970.02	149.99	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-265-755.00	35.97	
		101-268-729.00	6.45	
		101-268-729.00	6.45	
		101-265-850.02	20.99	
		101-268-729.00	6.45	

JAN 10 2017

CHIEF CLERK OFFICER  
 MENOMINEE COUNTY MICHIGAN

TOTAL VENDOR MASTERCARD

1,296.78

GRAND TOTAL:

1,296.76

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CITY OF MENOMINEE				
80101069	Airport - Terminal	216-585-920.01	47.67	102.76
		216-585-920.02	55.09	
801010700	Airport - Fire Garg	216-585-920.01	43.33	93.54
		216-585-920.02	50.21	
80101198	Airport - New Hanger	216-585-920.01	38.99	84.32
		216-585-920.02	45.33	
90103028	Airport - Sprinklers	216-585-920.01	2.08	2.08
TOTAL VENDOR CITY OF MENOMINEE				282.70
GRAND TOTAL:				282.70

**APPROVED**

**JAN 13 2017**

**CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN**

*[Handwritten Signature]* 1/13/17

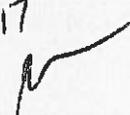
INVOICE REGISTER REPORT FOR MENOMINEE COUNTY  
 EXP CHECK RUN DATES 01/11/2017 - 01/11/2017  
 UNJOURNALIZED OPEN  
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 50994	Mastercard November 18 - December 12, 2016	12/12/2016 jessicaw	01/11/2017	1,358.82	1,358.82	Open
	101-301-755.00	Wind Rose North		160.95		
	101-301-770.00	Jack's Fresh Market		17.94		
	101-301-770.01	American Screening		387.00		
	101-301-881.01	Service Dog Supplies		153.00		
	101-301-742.00	Superior Touchless		8.00		
	101-301-770.00	Bob Barker		272.83		
	101-301-860.00	QDoba		31.11		
	101-301-742.00	Holiday		32.73		
	101-301-742.00	Krist Food		29.27		
	101-301-860.00	Village Inn		49.72		
	101-301-755.00	TLO Transuniion		75.00		
	205-315-742.00	Holiday		36.14		
	205-315-742.00	Holiday		36.21		
	101-301-742.00	Krist Oil		15.15		
	101-301-770.00	Readers Digest		14.98		
	205-315-742.00	Speedway		24.00		
	205-315-860.00	Wendy's		7.41		
	205-315-860.00	Wendy's		7.38		
# of Invoices:	1	# Due: 1	Totals:	1,358.82	1,358.82	
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				1,358.82	1,358.82	
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			1,247.68	1,247.68	
	205 - ROAD PATROL			111.14	111.14	
--- TOTALS BY DEPT/ACTIVITY ---						
	301 - SHERIFF DEPARTMENT			1,247.68	1,247.68	
	315 - ROAD PATROL			111.14	111.14	

**APPROVED**

JAN 13 2017

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

1/13/17  


**APPROVED**

AMOUNT

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI				
1614900	Bath House	208-751-920.01	41.94	41.94
367100	N8390 Beach House	208-751-920.01	28.42	28.42
367200	Northwest Campsites	208-751-920.01	40.18	40.18
369802	W8449 Co Rd G12 Campsites	208-751-920.01	35.48	35.48
370500	Shakey Lakes Office/Shop	208-751-920.01	197.53	197.53
379700	Storage Shed	208-751-920.01	70.46	70.46
380300	Shower Building	208-751-920.01	56.20	56.20
383001	Shakey Lakes/Horse	208-751-920.01	35.62	35.62
383200	N8380 Co Park Rd 20.5	208-751-920.01	28.42	28.42
383301	Shakey Lakes/Cattle	208-751-920.01	40.18	40.18
1503500	N8380 Co Park Rd 20.5	208-751-920.01	40.18	40.18
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				614.61
VENDOR NAME: ANDERSON AUTO & RV SALES INC				
12/28/16	Vehicle Maintenance	205-315-934.02	39.95	809.60
		205-315-934.02	87.50	
		205-315-934.02	59.95	
		205-315-934.02	225.00	
		205-315-934.02	397.20	
TOTAL VENDOR ANDERSON AUTO & RV SALES INC				809.60
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677537045	Airport Supplies	216-585-755.01	32.86	67.39
		216-585-745.00	34.53	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				134.78
VENDOR NAME: AT&T - CAROL STREAM, IL				
906753458201	January 2017	101-103-850.00	68.26	68.26
906753220901	January 2017	101-103-850.00	421.28	421.28
TOTAL VENDOR AT&T - CAROL STREAM, IL				489.54
VENDOR NAME: AT&T MOBILITY				
287252150867X0108201	January 2017 (906-792-5968)	101-132-850.00	72.22	72.22
TOTAL VENDOR AT&T MOBILITY				72.22
VENDOR NAME: AUTOMOTIVE SUPPLY CO.				
080397480	Car Maintenance Supplies	205-315-934.02	3.00	3.00
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				3.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
21096	Vehicle Maintenance	205-315-934.02	32.95	32.95
21102	Vehicle Maintenance	205-315-934.02	190.40	190.40
21116	Vehicle Maintenance	205-315-934.02	36.58	36.58
21136	Vehicle Maintenance	205-315-934.02	52.40	52.40
21154	Vehicle Maintenance	205-315-934.02	301.91	301.91
21192	Vehicle Maintenance	205-315-934.02	27.95	27.95
21206	Low Beam Bulb	205-315-934.02	10.99	10.99
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				653.18
VENDOR NAME: BLUETARP FINANCIAL, INC.				
1615516456	Inmate Supplies	101-301-770.00	245.00	245.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				245.00
VENDOR NAME: BODY WORKS PLUS				
M268841	New Decals (2017 Police Ford Interceptor)	205-315-981.00	475.00	475.00
M268842	Deductable for 5516	205-315-934.02	250.00	250.00
TOTAL VENDOR BODY WORKS PLUS				725.00
VENDOR NAME: CARQUEST AUTO PARTS				
2825-343941	Bulbs	205-315-934.02	13.99	13.99

JAN 13 2017

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN



**APPROVED**

**JAN 13 2017**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CARQUEST AUTO PARTS				
TOTAL VENDOR CARQUEST AUTO PARTS				13.99
VENDOR NAME: CEDAR RIVER PLAZA				
MEN 11-30	Gasoline Charges (Road)	205-315-742.00	64.82	64.82
TOTAL VENDOR CEDAR RIVER PLAZA				64.82
VENDOR NAME: CELLCOM				
952970	Airport Cellular Services	216-585-850.00	54.70	54.70
TOTAL VENDOR CELLCOM				54.70
VENDOR NAME: CITY OF MENOMINEE				
4421	Gasoline Charges (Road & Work Van)	206-301-742.00	185.95	1,449.73
		205-315-742.00	1,263.78	
4431	Gasoline Charges (Road)	205-315-742.00	989.08	989.08
4427	Gasoline Sales	101-265-742.00	23.52	109.50
		101-265-742.00	43.77	
		101-257-742.00	20.94	
		292-664-860.00	21.27	
4417	Gasoline Sales (October 2016)	101-265-742.00	19.75	179.38
		101-265-742.00	94.13	
		101-257-742.00	46.79	
		292-664-860.00	8.53	
		266-326-881.00	10.18	
TOTAL VENDOR CITY OF MENOMINEE				2,727.69
VENDOR NAME: CLOVERLAND PAPER CO				
113077	Inmate Supplies	101-301-770.00	26.06	26.06
113081	Inmate Supplies	101-301-770.00	47.83	47.83
113137	Inmate Supplies	101-301-770.00	69.48	69.48
113178	Inmate Supplies	101-301-770.00	30.59	30.59
113213	Janitorial Supplies	101-265-755.01	68.89	68.89
TOTAL VENDOR CLOVERLAND PAPER CO				242.85
VENDOR NAME: COLEMAN ENGINEERING COMPANY				
27893	GIS Mapping	517-252-970.00	6,127.50	6,127.50
TOTAL VENDOR COLEMAN ENGINEERING COMPANY				6,127.50
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCT				
26783	Shredding Documents 1/5/17	101-265-801.00	39.94	39.94
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCT				39.94
VENDOR NAME: CRAWFORD FUNERAL HOMES				
Transportation	Anthony S. Williams Sr.	101-648-861.00	540.00	540.00
TOTAL VENDOR CRAWFORD FUNERAL HOMES				540.00
VENDOR NAME: CVS PHARMACY INC.				
6005 4320 4404 9416	Inmate Medical	101-301-770.01	36.17	36.17
TOTAL VENDOR CVS PHARMACY INC.				36.17
VENDOR NAME: DELLISSE, MIKE				
Reimbursement	Mileage	101-682-860.00	125.08	125.08
TOTAL VENDOR DELLISSE, MIKE				125.08
VENDOR NAME: DELTA COUNTY				
17-0011380	Vehicle Reimbursement	249-371-801.00	901.08	901.08
17-0011379	Building Code Services	249-371-801.00	4,250.00	4,250.00
TOTAL VENDOR DELTA COUNTY				5,151.08
VENDOR NAME: DICKINSON COUNTY HEALTHCARE				
1221008846-0002	Anthony S. Williams	101-648-836.00	1,881.50	1,881.50
TOTAL VENDOR DICKINSON COUNTY HEALTHCARE				1,881.50

**APPROVED**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	JAN 13 2017	AMOUNT
VENDOR NAME: DUROCHER, TONY					
6235	Transport of Juvenile	101-132-801.01	102.00	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	102.00
6238	Transport of Juvenile	101-132-801.01	25.00		85.00
		101-132-801.00	60.00		
6241	Transport of Juvenile	101-132-801.01	30.00		102.00
		101-132-801.00	72.00		
Reimbursement	Mileage & Meals	101-132-801.00	128.90		128.90
Reimbursement	Mileage & Meals	101-132-801.00	106.27		106.27
Reimbursement	Mileage	101-132-801.01	165.85		165.85
TOTAL VENDOR DUROCHER, TONY					690.02
VENDOR NAME: EAGLEHERALD PUBLISHING, LLC					
1406	Advertising	101-101-901.00	143.01		143.01
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC					143.01
VENDOR NAME: FIORUCCI, TONY & TEENA					
December 2016	Foster Care (B.F.)	292-662-843.02	534.44		534.44
December 2016	Foster Care (J.F.)	292-662-843.02	534.44		534.44
TOTAL VENDOR FIORUCCI, TONY & TEENA					1,068.88
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT					
02025	Office Supplies (Equalization)	101-257-727.00	35.99		35.99
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT					35.99
VENDOR NAME: GARCIA LINDA					
6242	Transport of Juvenile	101-132-801.01	123.25		123.25
Reimbursement	Meals	101-132-801.01	6.95		6.95
TOTAL VENDOR GARCIA LINDA					130.20
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE					
71101059	Annex	101-261-930.04	58.93		58.93
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE					58.93
VENDOR NAME: HENSLEY, RN, JOEL					
January 2017	Inmate Nursing Services	101-301-770.01	1,365.00		1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL					1,365.00
VENDOR NAME: HUBBARD, VONNIE					
6250	Transport	101-132-801.01	25.00		85.00
		101-132-801.00	60.00		
TOTAL VENDOR HUBBARD, VONNIE					85.00
VENDOR NAME: INSTITUTE OF CONTINUING LEGAL					
730728	MI Model Criminal Jury Instruction	101-267-801.00	124.50		124.50
TOTAL VENDOR INSTITUTE OF CONTINUING LEGAL					124.50
VENDOR NAME: J S ELECTRONICS, INC.					
19582	Replacement Battery for Portable Radio	101-301-934.01	62.00		62.00
19566	Build New 5517 (Nettleton)	205-315-981.00	3,058.05		3,058.05
19519	Install M4 Rifle on Mounting Bracket	205-315-934.02	80.00		80.00
19567	Maintenance on Utility & Mag Lights	205-315-934.02	83.15		83.15
TOTAL VENDOR J S ELECTRONICS, INC.					3,283.20
VENDOR NAME: JACK'S FRESH MARKET					
15000500187	Inmate Supplies	101-301-770.00	55.18		55.18
TOTAL VENDOR JACK'S FRESH MARKET					55.18
VENDOR NAME: JENNINGS, PATRICK L.					
2016-121-MI	Court Appointed (Harris)	101-148-807.00	60.00		60.00
TOTAL VENDOR JENNINGS, PATRICK L.					60.00
VENDOR NAME: L.A. BUSSE, INC.					

**APPROVED**

**JAN 13 2017**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: L.A. BUSSE, INC.				
ZB70787	Dishwasher Maintenance	101-301-770.00	319.25	319.25
TOTAL VENDOR L.A. BUSSE, INC.				319.25
VENDOR NAME: LENCA SURVEYING				
17003	Remon Yr 2017 (1/1 - 1/8/17)	243-245-801.07	3,950.66	3,950.66
TOTAL VENDOR LENCA SURVEYING				3,950.66
VENDOR NAME: LESPERANCE, DIANE				
Reimbursement	Mileage	101-253-860.00	20.49	20.49
TOTAL VENDOR LESPERANCE, DIANE				20.49
VENDOR NAME: MARINETTE FARM & GARDEN				
382695	K9 Supplies	101-301-881.01	58.97	58.97
TOTAL VENDOR MARINETTE FARM & GARDEN				58.97
VENDOR NAME: MENARDS - MARINETTE				
25298	Park Supplies	208-751-756.01	75.50	75.50
TOTAL VENDOR MENARDS - MARINETTE				75.50
VENDOR NAME: MENOMINEE ANIMAL SHELTER, INC				
1604	October, November, December 2016	101-801-958.00	442.50	442.50
TOTAL VENDOR MENOMINEE ANIMAL SHELTER, INC				442.50
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
126	Advertising	101-101-901.00	218.40	218.40
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				218.40
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0124225-001	Sheriff Department - Office Supplies	101-301-727.00	130.72	130.72
0124230-001	Credit Memo - Clerk's Office	101-103-755.00	(17.31)	(17.31)
0124134-001	1099's (Clerk's Office)	101-103-755.00	279.12	279.12
0123586-001	Office Supplies (Sheriff & Inmates)	101-301-727.00	47.58	85.96
		101-301-770.00	38.38	
0123767-001	Office Supplies (Sheriff Dept)	101-301-727.00	57.56	57.56
0123974-001	Office Supplies (Sheriff Dept)	101-301-727.00	21.23	21.23
0124070-001	Office Supplies (Sheriff Dept)	101-301-727.00	2.10	2.10
0124148-001	Office Supplies (Clerk's Office)	101-215-727.00	118.03	181.00
		101-103-755.00	62.97	
0123985-001	Road Patrol Office Supplies	205-315-727.00	35.47	35.47
0124087-001	Road Patrol Office Supplies	205-315-727.00	4.19	4.19
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				780.04
VENDOR NAME: MOORE MEDICAL CORP				
99325629 I	Inmate Medical Supplies	101-301-770.01	291.08	291.08
TOTAL VENDOR MOORE MEDICAL CORP				291.08
VENDOR NAME: MORTON, DENNIS				
Reimbursement	PLS Mileage	101-301-745.01	355.77	355.77
TOTAL VENDOR MORTON, DENNIS				355.77
VENDOR NAME: MOTOROLA				
3144395	Antenna Switch & Batteries	205-315-934.01	203.00	203.00
TOTAL VENDOR MOTOROLA				203.00
VENDOR NAME: MURPHY, KEITH				
Reimbursement	Mileage	101-132-801.00	116.10	116.10
TOTAL VENDOR MURPHY, KEITH				116.10
VENDOR NAME: NELSON, JOHN R.				
Reimbursement	Mileage - December 2016	101-101-860.11	194.40	194.40
TOTAL VENDOR NELSON, JOHN R.				194.40
VENDOR NAME: NIEMI, DANIEL R.				

**APPROVED**

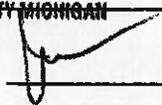
**JAN 13 2017**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: NIEMI, DANIEL R.</b>				
6246	Reimbursement Meal	101-132-801.00	6.67	6.67
	Transport of a Juvenile	101-132-801.01	45.00	45.00
		101-132-801.00	108.00	108.00
6251	Transport	101-132-801.01	48.75	48.75
		101-132-801.00	117.00	117.00
<b>TOTAL VENDOR NIEMI, DANIEL R.</b>				<b>325.42</b>
<b>VENDOR NAME: NORWAY SPRINGS, INC.</b>				
464395	Airport Supplies	216-585-755.02	9.49	9.49
466501	Airport Supplies	216-585-755.02	9.49	9.49
<b>TOTAL VENDOR NORWAY SPRINGS, INC.</b>				<b>18.98</b>
<b>VENDOR NAME: NUTT, MICHAEL</b>				
	Reimbursement Mileage - January 2017	292-664-860.00	43.34	43.34
	Reimbursement CVS - Medical Supplies	296-667-730.00	10.59	10.59
<b>TOTAL VENDOR NUTT, MICHAEL</b>				<b>53.93</b>
<b>VENDOR NAME: OFFICE DEPOT, INC.</b>				
890127947001	CDR - Concealed Carry	263-215-727.00	36.96	36.96
890128222001	Concealed Carry Office Supplies	263-215-727.00	16.00	16.00
<b>TOTAL VENDOR OFFICE DEPOT, INC.</b>				<b>52.96</b>
<b>VENDOR NAME: OWENS, KAREN A.</b>				
1/4/17	Teen Awareness Program	292-668-801.00	54.00	54.00
1/4/17	After School Program	292-668-801.00	162.00	162.00
<b>TOTAL VENDOR OWENS, KAREN A.</b>				<b>216.00</b>
<b>VENDOR NAME: PAN-O-GOLD BAKING CO.</b>				
040883635102	Inmate Supplies	101-301-770.00	9.32	9.32
40683635817	Inmate Supplies	101-301-770.00	9.32	9.32
40683636523	Inmate Supplies	101-301-770.00	30.80	30.80
<b>TOTAL VENDOR PAN-O-GOLD BAKING CO.</b>				<b>49.44</b>
<b>VENDOR NAME: PISANI GRAPHIX</b>				
7790	Name Plates (Gromala/Phelps)	101-101-727.00	29.80	29.80
<b>TOTAL VENDOR PISANI GRAPHIX</b>				<b>29.80</b>
<b>VENDOR NAME: PLASTOCON, INC</b>				
90109	Inmate Supplies	101-301-770.00	214.78	214.78
90202	Inmate Supplies	101-301-770.00	134.94	134.94
<b>TOTAL VENDOR PLASTOCON, INC</b>				<b>349.72</b>
<b>VENDOR NAME: POMP'S TIRE SERVICE, INC.</b>				
1020171614	Tires (x4)	205-315-934.02	437.49	437.49
<b>TOTAL VENDOR POMP'S TIRE SERVICE, INC.</b>				<b>437.49</b>
<b>VENDOR NAME: PSYCHOLOGIE CLINIQUE, S.C.</b>				
1/4/17	Correctional Office Eval: Jason Schultz	101-301-835.00	475.00	475.00
<b>TOTAL VENDOR PSYCHOLOGIE CLINIQUE, S.C.</b>				<b>475.00</b>
<b>VENDOR NAME: QUILL CORPORATION</b>				
2756146	Office Supplies (PA's Office)	101-267-727.00	114.88	114.88
<b>TOTAL VENDOR QUILL CORPORATION</b>				<b>114.88</b>
<b>VENDOR NAME: REINHART FOODSERVICE</b>				
949336	Inmate Supplies	101-301-770.00	29.61	29.61
952697	Inmate Supplies	101-301-770.00	732.06	732.06
953616	Inmate Supplies	101-301-770.00	19.67	19.67
958402	Inmate Supplies	101-301-770.00	878.06	878.06
962643	Inmate Supplies	101-301-770.00	560.57	560.57
<b>TOTAL VENDOR REINHART FOODSERVICE</b>				<b>2,219.97</b>
<b>VENDOR NAME: SCHEI, LARRY</b>				

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN



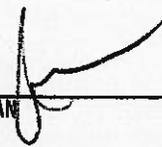
JAN 13 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: SCHEI, LARRY					
Reimbursement	Copies of Airport Layout Maps	216-585-755.02	22.50		22.50
TOTAL VENDOR SCHEI, LARRY					22.50
VENDOR NAME: SIMPLEXGRINNELL					
79127285	Annual Fire Alarm Inspection	101-265-801.00	1,531.69		1,531.69
TOTAL VENDOR SIMPLEXGRINNELL					1,531.69
VENDOR NAME: STATE OF MICHIGAN					
C 41	October, November, December 2016	101-131-858.03	1,849.47		1,849.47
TOTAL VENDOR STATE OF MICHIGAN					1,849.47
VENDOR NAME: STATE OF MICHIGAN POB 30266					
551-478784	3 Way Line (10/1 - 12/31/16)	101-301-976.00	1,765.00		1,765.00
TOTAL VENDOR STATE OF MICHIGAN POB 30266					1,765.00
VENDOR NAME: STATEWIDE REAL ESTATE					
16-010(55)	Rent for Veteran (D. D. Graham )	294-683-835.00	900.00		900.00
TOTAL VENDOR STATEWIDE REAL ESTATE					900.00
VENDOR NAME: STEPHEN VAN EYCK					
6234	Transport of Juvenile	101-132-801.01	30.00		102.00
		101-132-801.00	72.00		
6237	Transport of Juvenile	101-132-801.01	25.00		85.00
		101-132-801.00	60.00		
TOTAL VENDOR STEPHEN VAN EYCK					187.00
VENDOR NAME: STEPHENSON NATIONAL BANK&TRUST					
2017-1	ROD Safe Deposit Boxes (x4)	101-268-802.00	140.00		140.00
TOTAL VENDOR STEPHENSON NATIONAL BANK&TRUST					140.00
VENDOR NAME: STERICYCLE, INC.					
4006800054	Inmate Medical Supplies	101-301-770.01	33.37		33.37
TOTAL VENDOR STERICYCLE, INC.					33.37
VENDOR NAME: SUPERIOR FIRE SAFETY					
430	Jail - Fire Safety Inspection	101-301-755.00	412.80		412.80
TOTAL VENDOR SUPERIOR FIRE SAFETY					412.80
VENDOR NAME: TD CARWASH					
20181	Carwashes (x10)	205-315-934.02	70.00		70.00
TOTAL VENDOR TD CARWASH					70.00
VENDOR NAME: THE ADVERTISER					
120240	Advertising - Community Awareness	101-301-802.00	24.00		24.00
TOTAL VENDOR THE ADVERTISER					24.00
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST					
628840339	FOC - Service Charge December 2016	101-141-817.00	33.00		33.00
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST					33.00
VENDOR NAME: THE JANITOR'S CLOSET					
41661	Janitorial Supplies	101-265-755.01	83.36		83.36
TOTAL VENDOR THE JANITOR'S CLOSET					83.36
VENDOR NAME: THE PRINT SHOP					
7031732	Envelopes & Business Cards (PA's Office)	101-267-727.00	198.74		198.74
7031751	Case of Request Forms (Inmate Supplies)	101-301-770.00	193.50		193.50
TOTAL VENDOR THE PRINT SHOP					392.24
VENDOR NAME: TIME WARNER CABLE					
104046204752028001	January 6 - February 5, 2017	101-301-770.00	134.28		134.28
104046211992039001	Airport (1/2 - 2/1/17)	216-585-850.00	342.61		342.61

JAN 13 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER	AMOUNT
VENDOR NAME: TIME WARNER CABLE					
TOTAL VENDOR TIME WARNER CABLE					476.89
VENDOR NAME: TWIN CITY ELECTRIC, INC.					
80611	Annex - Telephone Maintenance	101-261-728.00	93.75		93.75
TOTAL VENDOR TWIN CITY ELECTRIC, INC.					93.75
VENDOR NAME: U.E.S. COMPUTERS, INC.					
75858	Toner (Jessy)	101-215-727.00	94.00		94.00
46181	December 2016 - Weekly Computer Maintenance	218-656-857.00	2,504.92		2,541.91
		101-268-931.00	36.99		
TOTAL VENDOR U.E.S. COMPUTERS, INC.					2,635.91
VENDOR NAME: UNIFORM SHOPPE					
261569	Uniform Allowance - Jason Schultz	101-301-745.00	113.85		113.85
262063	Sheriff/Road - Shirt Emblems (x200)	101-301-745.00	360.00		540.00
		205-315-745.00	180.00		
TOTAL VENDOR UNIFORM SHOPPE					653.85
VENDOR NAME: UWC					
9068632023	Telephone Services	101-103-850.00	51.93		51.93
9067532209	Telephone Services - Annex	101-103-850.00	13.42		13.42
9068634441	Telephone Services	101-103-850.00	71.62		71.62
9068634705	Telephone Services (Probation)	101-103-850.00	76.76		76.76
TOTAL VENDOR UWC					213.73
VENDOR NAME: VALENTI, SUSAN F.					
Reimbursement	December 2016 - Mileage & Meals	101-131-860.00	181.00		181.00
TOTAL VENDOR VALENTI, SUSAN F.					181.00
VENDOR NAME: VERIZON WIRELESS					
9777910020	Cellular Services	101-265-850.01	161.63		982.29
		101-301-850.00	452.34		
		101-682-850.00	32.45		
		205-315-850.00	335.43		
		266-325-850.00	0.44		
TOTAL VENDOR VERIZON WIRELESS					982.29
VENDOR NAME: VILLAGE OF CARNEY					
3 - Way road	Gustafson Road & Lickman Road	401-446-970.00	1,106.64		1,106.64
TOTAL VENDOR VILLAGE OF CARNEY					1,106.64
VENDOR NAME: WALTER BROTHERS INC					
13215	Work Van Supplies	206-301-984.00	71.97		71.97
20106	Airport Supplies - December 2016	216-585-755.02	24.49		34.96
		216-585-755.01	10.47		
TOTAL VENDOR WALTER BROTHERS INC					108.93
VENDOR NAME: WARNER, FREDRICK					
6244	Transport of Juvenile	101-132-801.01	45.00		153.00
		101-132-801.00	108.00		
Reimbursement	Meals/Mileage	101-132-801.00	226.43		226.43
TOTAL VENDOR WARNER, FREDRICK					379.43
VENDOR NAME: WASTE MANAGEMENT					
1555918-1856-4	January 2017	101-265-801.00	551.58		551.58
1555923-1856-4	Airport	216-585-801.00	121.82		121.82
TOTAL VENDOR WASTE MANAGEMENT					673.40

JAN 18 2017



INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: WINDER POLICE EQUIPMENT					
20162961	Lower Setina (x3) Window Setina (x3)	205-315-981.00	3,298.78		3,298.78
TOTAL VENDOR WINDER POLICE EQUIPMENT					3,298.78
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					
0403823200-00005	Airport - Gate Center	216-585-920.03	27.24		27.24
0403823200-00006	Airport - Hanger Gate Center	216-585-920.03	28.28		28.28
1716098415-00000	Airport	216-585-920.00	268.19		1,722.35
		216-585-920.03	761.77		
		216-585-920.00	327.34		
		216-585-920.03	82.30		
		216-585-920.00	282.75		
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP					1,777.87
VENDOR NAME: XEROX CORPORATION					
087497244	Sheriff Department	101-301-727.00	44.96		44.96
087640602	Road Patrol	205-315-727.00	119.04		119.04
087386847	Sheriff Department	101-301-727.00	118.76		118.76
TOTAL VENDOR XEROX CORPORATION					282.76
GRAND TOTAL:					59,529.57

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: TWIN CITY SERVICE AGENCY INC				
1/12/17	Insurance for Airport Passenger Van	216-585-831.00	639.52	639.52
TOTAL VENDOR TWIN CITY SERVICE AGENCY INC				639.52
GRAND TOTAL:				639.52

**APPROVED**

JAN 16 2017

*cm*

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

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

Submitted by: Sherry DuPont

01/20/2017  
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):

# MONTH END BALANCE SHEET

12/31/2016

IMPREST CASH GENERAL FUND	\$ 3,350.00
IMPREST CASH OTHER FUNDS	\$ 660.00
	\$ 4,010.00

<b>GENERAL FUND INVESTMENTS</b>	
Stephenson National	\$ 1,127,993.48
Stephenson National	\$ 851,709.56
First National Bank & Trust	\$ 257,698.25
Integra First	\$ 8.53
Integra First	\$ 216,904.21
Tri-County Credit Union	\$ 115.39
Mbank	\$ 353,912.17
Peninsula Federal Credit Union	\$ 5.00
Michigan Class	\$ 1,403,000.69
MBS	\$ 10,488.20
	\$ 4,221,835.48

<b>GENERAL FUND CD's &amp; BONDS</b>	
SNBT	\$ 525,299.00
Tri County Credit Union	\$ 138,707.06
Integra First	\$ 219,877.48
Peninsula Federal Credit Union	\$ 111,163.83
Mbank	\$ 100,000.00
Mbank	\$ 117,136.31
Nicolet	\$ 530,241.91
	\$ 1,742,425.59

<b>MBS CD'S GENERAL FUND (Market Value)</b>	
Mason St Bank	\$ 199,230.00
Bank Northern MI Petoskey	\$ 200,136.00
First Nat Bank of Mich Kalamazoo	\$ 250,170.00
Bank Holland Mich	\$ 250,062.50
First Nat Bank America East	\$ 48,059.50
JP Morgan Chase Bank	\$ 197,978.00
Privatebank & TC Chicago IL	\$ 253,230.00
Federal Home Loan	\$ 199,168.00
Traverse City St Bk	\$ 203,074.64
Mercantile Bank	\$ 101,065.00
First Nat Bk Amer East Lansing	\$ 198,356.00
Federal Home Ln Mtg	\$ 96,437.00
Wells Fargo Bk Sioux Falls	\$ 251,127.50
Wells Fargo Bank San Francisco	\$ 109,840.50
Federal Home Loan	\$ 310,252.80
Federal Home Loan	\$ 189,468.00
Federal Home Loan	\$ 189,100.00
Level One Bank Farmington Hills	\$ 188,400.00
	\$ 3,435,155.44

TOTAL CO-MINGLED CASH	\$ 9,399,416.51
-----------------------	-----------------

<b>COUNTY ROAD INVESTMENTS</b>	
Stephenson National	\$ 1,066,576.79
Stephenson National	\$ 583,143.04
Integra First	\$ 111,741.86
Tri-County Credit Union	\$ 5.00
Tri-County Credit Union	\$ 30,321.93
Mbank	\$ 370,791.86
Mbank Payroll Acct	\$ 38.85
	\$ 2,162,619.33

<b>COUNTY ROAD CD'S</b>	
Stephenson National	\$ 107,132.29
<b>TOTAL COUNTY ROAD</b>	<b>\$ 2,269,751.62</b>

<b>DTRF INVESTMENTS</b>	
Nicolet National MM#	\$ 164,954.54
Stephenson National	\$ 247,912.73
MBS	\$ 10,226.97
	\$ 423,094.24

<b>DTRF CD'S</b>	
Mbank	\$ 117,136.31
Nicolet National	\$ -
Peninsula Fed CU	\$ 105,050.27

<b>DTRF INVESTMENTS (Market Value)</b>	
Morgan Stanley	\$ 200,973.19
Federal Home Loan	\$ 134,982.40
	\$ 558,142.17

TOTAL DTRF	\$ 981,236.41
------------	---------------

<b>SECTION 125</b>	
Stephenson National Bank	\$ 11,849.28

<b>LILJA BEQUEST</b>	
Stephenson National Bank	\$ 2,000.00

<b>TOTAL</b>	<b>\$ 12,668,263.82</b>
--------------	-------------------------

Diane L. Sperance

# MENOMINEE COUNTY BUILDING CODE DEPARTMENT

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

## MONTHLY BUILDING PERMIT REPORT

01/12/2017

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
<b>P13476-16</b>	11/03/16	BARIL JOHN R & LINDA L	N10318 25.5 LN	DAGGETT TWP.	\$267.00
Work :	3.GARAGE	40 x 60 storage garage			002-129-006-75
<b>P13477-16</b>	11/03/16	GRONDINE JAMES D & NANCY M	N15980 Normenco Roa	SPALDING TWP.	\$238.52
Work :	4.MANUFACTURED	27 x 48 new manufactured home on a 4' crawl space			013-214-011-00
<b>P13478-16</b>	11/08/16	KUDEJ RAYMOND F & MARIE A	W2007 CO RD 557	GOURLEY TWP.	\$136.44
Work :	3.GARAGE	24 x 32 garage			004-005-005-00
<b>P13479-16</b>	11/08/16	LABONTE PHILIP & CAMBRIA	N16000 FOX FARM RD	MEYER TWP.	\$222.84
Work :	3.GARAGE	30 x 40 pole barn 2 lean to's			011-015-006-10
<b>P13480-16</b>	11/17/16	FORTE INDUSTRIES	CO RD 352	STEPHENSON TWP.	\$270.00
Work :	11.COMMERCIAL	30X30 STORAGE			014-226-016-00
<b>P13481-16</b>	11/16/16	CAPPAERT STEVEN F & DONNA M & N14911 TOWNLINE RD		SPALDING TWP.	\$290.04
Work :	3.GARAGE	64 x 42 storage building			013-236-001-00
<b>P13482-16</b>	11/16/16	BECKER BRENDA L	N7583 Z-1 RD	LAKE TWP.	\$172.92
Work :	2.ADDITION	24x24 living addition			008-435-027-00
<b>P13483-16</b>	11/17/16	GUSTAFSON JEFFREY J	W6662 CO RD 388	MEYER TWP.	\$190.20
Work :	3.GARAGE	36X40 STORAGE GARAGE			011-005-014-00
<b>P13484-16</b>	11/28/16	FRANCIS MICHAEL	N6348 HWY M-35	INGALLSTON TWP.	\$305.00
Work :	1.NEW BUILDING	28x46 modular home deck and porches			007-017-010-80
<b>P13485-16</b>	11/28/16	CORNMAN MATTHEW ML & MICHAN5574 RANGELINE DR		INGALLSTON TWP.	\$522.74
Work :	1.NEW BUILDING	40x60 panelized home, detached garage and deck			007-430-010-00
<b>P13486-16</b>	11/22/16	THONEY SCOTT J & LINDA	N9060 LINDEROTH RD	LAKE TWP.	\$407.80
Work :	3.GARAGE	24 x 24 garage addition to home porch/deck			008-009-012-00

construction already begun

---

<b>P13487-16</b>	11/30/16	MCLEOD II RANDALL	N16565 CO RD 400	SPALDING TWP.	\$235.00
Work :	3.GARAGE	60 x 34 garage			013-201-013-00
<hr/>					
<b>P13488-16</b>	11/29/16	OCZUS CHAD & LISA	W6674 10 RD	MENOMINEE TWP.	\$329.80
Work :	3.GARAGE	64 x 40 garage			010-108-014-20
<hr/>					
<b>P13489-16</b>	11/29/16	RIVARD RONALD & ALICE	W398 DAGGETT AVE	DAGGETT TWP.	\$132.60
Work :	3.GARAGE	24x30 garage			041-602-035-00
<hr/>					
<b>P13490-16</b>		ANDERSON BRAD J & ASHLEY L	W895 MAZUR RD	HARRIS TWP.	\$121.08
Work :	3.GARAGE	24x24 garage			005-102-007-00
<hr/>					
<b>P13491-16</b>	12/06/16	KEMPKA TIM & TERRI	N1832 S-1 LN	MENOMINEE TWP.	\$117.56
Work :	5.MOVED STRUCTURE	14x76 mobile home			010-007-010-20
<hr/>					
<b>P13492-16</b>	12/13/16	SCHULTZ ILENE & FRANK	N15933 MAIN ST	SPALDING TWP.	\$75.00
Work :	9.DEMOLITION	Demolition of condemned house			043-723-007-00

---

**Total Permits**

**17**

**Total Fees**

**\$4,034.54**

Twin County Airport Committee  
Minutes of Meeting  
October 18<sup>th</sup> 2016

\*\*\*\*\*APPROVED 12.20.16\*\*\*\*\*

The Twin County Airport Committee met on October 18, 2016 at 4:00 PM at the Twin County Airport, Conference Room.

Present at the meeting were Coms. Williams, Schei, Meintz. All here

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

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

**Roll Call:** Roll call was taken;

**Agenda** was approved by Com. Ray and Charlie 3/0

**Previous Meeting minutes:** Previous minutes from 9/20/2016 were approved motion carries. Ray/Charlie 3/0

**Public Comment:** Mike Meyers from Menominee Township: Why isn't there a dialog with the Airport duties on the agenda? We fallow the county board polices for the airport last month I did put it on there this month we did not put it on. It's a onetime item last month actually public comment is not debate so I can't really answer you but I did.

**Presentations:** None

**Business:**

- 1. MDOT AERO/FAA: Sponsorship status update:** I've been in contact with the Prosecuting Attorney Bill Merkel and also been in contact with the FAA about AERO and the currant director about AERO. The information was sent twice to them, and they claim and said they never received the first bunch of information but the Prosecuting Attorney said he did send it. So there's been some miscommunication on whether or not they have the information they need. And also they said they need additional information and I was waiting for Bill Merkel to respond. He was going to call that person directly to talk to her. Did you hear anything from him Sherry? (No I did not ) I tried to get ahold of him today but he was tied up in court in meetings. Don't really know if he got ahold of her, but he was going to talk to that director in person.to try and find out exactly what it was they think we are missing. We think we gave them everything they required. And it just seems they don't acknowledge they received everything. And seems to be a chain of command thing going on. We have to just wait and find out what they really want. Ball is in their court.

**2. Airport Security Plan: revision:** update all names and phone numbers. Need sponsorship and need to wait for the document is approved by the FAA. Keep for the next meeting.

**3. Financial Monthly Budget Review:**

**a. Year End- Budget Review:** Good standing, close to correct. New budget took place October 1<sup>st</sup>. (Sherry for Kim said as of October 1<sup>st</sup> we have a value of \$29,168.00 in our tanks.)

**4. Buildings & Grounds Update:** The light and Furnace update. The inferred heater in the fire crash building failed, and it is 20 years old and seen its better days they suggest we put in a new one. Ekmeyer's gave a bid of \$5,055.00 dollars for labor and installation. And that would replace the whole thing and the inferred tube that runs through the whole safety building. And at this time I'm just looking for direction do we. It looks like its coasting over \$5,000.00. Brian had approval of the county board to deal with anything up to \$5,000.00 and Sherry does not have the authority to do so. So we and get some bids we have one already and see how much it would take to replace before winter. We don't have much choice. Also the roof on the fire crash house would need to be repaired we can get through the winter. In the spring have someone get up there with a latter. Have Jim come out and take a look at it. Should have answer by the next meeting.

**5. Explore Solutions: status update-Nancy Douglas:** Most of you know we had a company come in June of this year that has a strong interest in the Airport and working with Enstrom Helicopter. We stayed in touch with that company there an International Company with headquarters overseas and hear. We had two conference calls with them and the last was in August. They have several new huge Department of Defense contracts. So there are very interested, but there busy do what they need for their overseas location. And they are a relatively small growing company. We talked about growing a time line, but asked for two or three months to get back to us and would really put us under the year. We are working on a time line for decision making. The problem I have I don't know who they what to negotiate with and aren't ready to respond. And if they come and we are ready to talk we have to be ready to talk. And are interested in flight school and have certifications for that meeting with the University that we've been talking with. They are interested in rotary maintenance and have certifications in that. And take a look at airport management if that's something the county is interested in. (ok when you say management is that to take over a contract with the county, or taking over the county's management? Are you speaking a FBO management that will take care of fuel and provide services that will take care of everything under the sun that an airport can provide that deals with curtesy , maintenance and mechanic work. (We are not there at that level of discussion. When we were talking back in the spring you guys said your open with that. We just threw it on the table it's you guys to decide what you really want. They do it in another place. And properties we thought would be developed were turned down what is up with that? Brian and I went to the FAA even though they did not acknowledge our sponsorship; they told us that we cannot deal with all the six parcels of land as one package. Some of them are wet land actually claimed two or three are went land. So they said to Brian if we have an interested business that wants to locate on one of those parcels come back to them and they will start the process, it might take up to a year. Basically they are saying yes we this have piece of land but we are not turning them loose, unless you have someone and that would want to stand around for a year and has an credible business that wants to start a business. Then

we would have to apply for a non-aeronautical type business if it's outside the fence and that's where the parcels are. And that's coming from the director of Emvat-Aero and from the FAA in Lansing. So you asked if it could be accesses to aviation and they said, they said come back with one parcel at a time with a business that wants access to aviation otherwise at that's time and they would consider it. Otherwise don't bother them. (You need to have more dialogs with them.) They also have a question on the transfer of the land title and Marinette never owned the land and it's not like they owned the land they gave permission to the twin county airport commission to have title to it. And they can't warranty the title back to us. And this is from our P.A. and the title search. Would you want to put in a good word since you have ties to Lansing? (Yes if you ask me I would do that.) The federal regional FAA in Detroit has not signed off yet, and a misunderstanding they didn't realize that Wisconsin is another state then Michigan. (Nancy will step in and find out) stay friendly and be patient and keep them interested. This might take a while to find someone. We need to get ownership that is the main focus. And that's what the county board wants us to do.

#### **6. Airport Manager Report:**

- a. **Fuel report:** We are in good shape, we are selling fuel on a daily bases. And we don't have to order any because we have inventory at a lower price. In a hundred mile radius of the airport we are below Escanaba and Iron Mountain and as far as Green Bay we are within .09 cents of what they are selling it. Witch I think is really good, because we can even stick with Green Bay, I mean they sell a lot more fuel and a lot more activity. So I think we are where we should be price wise and it's good.
- b. **Graybar- Fuel Farm light fixture quote:** After the last meeting I thought we could go with led lights, and doing a little homework through Gray Bar they run a program and they assess what you have and had and they give you an idea as far as what you Can replace it with an how much money, My biggest fear is was to put lights up that didn't do what we wanted them to do. (Let's make it clear separate from the runway lights from the FAA.) It is the lights over the fuel farm. The parking lot. I went through Gray Bar and they have a guy named Doug he will do a program and see if there is any money in through public service rebates. He will be here this next Wednesday. Led rents about the quarter of the electricity and that would be a savings and he will have all the numbers to steer us on the right direction. Next meeting you should have some information on that will take some time to do that before bad weather.

**Correspondence:** None

**Public Comment:** None

**Commissioner Comment:** (Ray) Thanks' Nancy for your report and volunteering to try to cut some of the red tape. (Nancy)- I'll do my best (Schei )- I agree, and I'm still waiting for Bill Merkel to get back to me he was tied up today in meetings and I hear anything I'll bring it up next Tuesday at the County Board meeting.

**Next meeting date:** Nov? Before 11/12 or none? 12/20/2016 -May be called sooner if needed.

**Adjourn:** Moved by Com. Supported by Com. Charlie and Ray to adjourn the meeting at 4:00 P.M.  
Motion approved 3/0

**Menominee-Delta-Schoolcraft  
Community Action Agency  
GOVERNING BOARD MEETING  
Thursday, November 10, 2016  
12:30 p.m. (eastern)  
511 First Ave. No., Escanaba**

**MINUTES**

Chair Wigand called the meeting to order at 12:30 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFolle, Schoolcraft  
Clyde Thoune, Menominee  
Craig Reiter, Schoolcraft  
Andrea Raygo, Menominee  
Myra Croasdell, Delta  
Lee Robbert, Schoolcraft  
Peter Thoune, Menominee  
Susan Kleikamp, Menominee  
Bernie Lang, Menominee  
Geri Nelson, Delta  
John Stapleton, Schoolcraft  
Tom Lippens, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Myra Smeester, ECP Director  
Mary Ciminskie, HR Manager/IT  
Connie Maule, SCP Director  
Kris Thibeault, Finance Director  
Naomi Fletcher, WX/Housing Director  
Sarah Cantrell, RSVP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Dave Moyle  
Amanda Ely

**APPROVAL OF OCTOBER 6, 2016 GOVERNING BOARD**

Members received a draft of the October 6, 2016 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM FOM PETER THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met today and reviewed the CAA Sept. Accounts Payable Schedule and charges. **Clyde Thoune moved to approve the CAA September Accounts Payable Schedule, seconded by Omer Doran; motion carried.**

Finance Director Kris Thibeault presented the agency-wide budget to the board and **IT WAS APPROVED WITH A MOTION FROM PETER THOUNE, SECONDED BY MYRA CROADELL; MOTION CARRIED.**

**APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2017**

Members received the proposed board meeting schedule for 2017 and **IT WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

**APPROVAL OF ECP MONTHLY REPORT**

Members received a copy of the September ECP report for their review and **IT WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

**ACCEPTANCE OF 9/27/16 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 9/27/16 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**APPROVAL OF VEHICLE USE POLICY**

Members received a draft of an agency Vehicle Use Policy for the board's consideration and **IT WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

**UPDATES ON HEAD START PERFORMANCE STANDARDS**

The Chair called on Myra Smeester, ECP Director who reported that there was an 11/7/16 deadline for some of the new standards to be in place. Myra reported that her staff have reviewed the current changes and believe they are meeting all of the requirements. The changes will be coming throughout the next few years and Myra will keep the board up to date.

**EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on the Executive Director who noted that she and Myra will be attending training in Chicago next week on the new performance standards. She assured the board that Myra and her staff are working diligently to ensure that we are in compliance.

She reported that the Head Start Continuation grant was approved by the regional Head Start office and we have not received word yet on the duration grant request.

**THE EXECUTIVE DIRECTOR'S REPORT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

**PUBLIC COMMENT**

There were no public comments.

**OTHER BUSINESS**

There was no other business.

**CAA Governing Board Minutes**  
**Thursday, November 10, 2016**  
**Page 3**

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 1:00 P.M. WITH A MOTON FROM CLYDE THOUNE, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2016 ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	269,532
EARLY HEAD START		82,663
EARLY-ON CHILDHOOD		2,197
GSRP		18,262
ASSET & LIABILITY ACCOUNTS		29,301
TOTAL	\$	401,954

SIGNED

*Susan E. Kleiberg*  
(TREASURER)

DATE

11-10-16

**Menominee-Delta-Schoolcraft  
Human Resources Authority  
GOVERNING BOARD MEETING  
Thursday, November 10, 2016  
12:45 p.m. (eastern)  
511 First Ave. No., Escanaba**

**MINUTES**

Chair Wigand called the meeting to order at 1:01 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Dan LaFolle, Schoolcraft  
Clyde Thoune, Menominee  
Craig Reiter, Schoolcraft  
Andrea Raygo, Menominee  
Myra Croasdell, Delta  
Lee Robbert, Schoolcraft  
Peter Thoune, Menominee  
Susan Kleikamp, Menominee  
Bernie Lang, Menominee  
Geri Nelson, Delta  
John Stapleton, Schoolcraft  
Tom Lippens, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Myra Smeester, ECP Director  
Mary Ciminskie, HR Manager/IT  
Connie Maule, SCP Director  
Kris Thibeault, Finance Director  
Naomi Fletcher, WX/Housing Director  
Sarah Cantrell, RSVP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Dave Moyle  
Amanda Ely

**APPROVAL OF OCTOBER 6, 2016 GOVERNING BOARD**

Members received a draft of the October 6, 2016 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM FOM PETER THOUNE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met today and reviewed the HRA Sept. Accounts Payable Schedule and charges. **Dave Anthony moved to approve the CAA September Accounts Payable Schedule, seconded by Tom Lippens; motion carried.**

The committee also reviewed the annual 403b Audit through the year ending 12/31/15. **THE 403B AUDIT WAS FOR YEAR ENDING 12/31/15 WAS APPROVED WITH A MOTON FROM DAN LAFOILLE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

The Finance Committee reviewed a recommendation from staff to authorize a 2% or \$.25/hour wage increase for non-charted HRA employees. The committee recommends that the board approve this as staff have indicated it can be sustained. **DAN LAFOILLE MOTIONED TO APPROVE A 2% OR \$.25/HOUR WAGE INCREASE FOR NON-CHARTED HRA EMPLOYEES EFFECTIVE 1/2/2017, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

Finance Director Kris Thibeault presented the agency-wide budget to the board and **IT WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

#### **APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2017**

Members received the proposed board meeting schedule for 2017 and **IT WAS APPROVED WITH A MOTION FROM ANDREA RAYGO, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

#### **APPROVAL OF MONTHLY REPORTS**

Members received copies of the FGP, SCP & RSVP monthly reports and they were **APPROVED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

#### **ACCEPTANCE OF ADVISORY COMMITTEE MINUTES**

Members received copies of the following Advisory Committee minutes for their review:

- 9/8 (Delta) & 10/14/16 (Mid-Co.) Foster Grandparent Program Advisory Committee minutes
- 9/26/16 (Delta) Senior Companion Program Advisory Committee minutes
- 9/20/16 (M/M) & 9/21/16 (Delta) Retired & Senior Volunteer Program Advisory Committee minutes

**THEY WERE ACCEPTED WITH A MOTION FROM PETER THOUNE, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

#### **APPROVAL OF VEHICLE USE POLICY**

Members received a draft of an agency Vehicle Use Policy for the board's consideration and **IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

#### **ACCEPTANCE OF DHHS PROGRAMMATIC MONITORING REPORT DATED 10/4/16**

Members received a copy of the DHHS Programmatic Monitoring report dated 10/4/16. Overall the report was good with a couple of minor recommendations. **CRAIG REITER MOVED TO ACCEPT THE DHHS MONITORING REPORT DATED 10/4/16, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

#### **REPORT ON ORGANIZATIONAL STANDARDS BOARD TRAINING EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Julie Moberg who reported that the National Community Action Program (NCAP) provided training to CAA board members on the Organizational Standards. Tom Lippens who attended reported that our CAA is spot on in meeting the standards and the things we are doing. Susan Kleikamp who also attended noted that they urged CAA's to get the people we help more

involved in our programs and governance. Lee Robbert also attended and noted that the theme of the training was Beyond Compliance.

### **EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on Julie Moberg who reported that Naomi Fletcher is working with Marquette staff for the intake process and energy audits now that we are serving Alger and Marquette Counties too. She has also applied for new rehab dollars for Delta and Schoolcraft Counties.

The Senior Companion Program has been heavily recruiting and have four new volunteers in the last two months.

The Foster Grandparent Program has been getting a lot of media coverage with the help of our Communications Specialist, Rick Rudden. TV6 will be doing a story on the program. They are participating in the Younkers Goodwill Sale November 10<sup>th</sup> & 11<sup>th</sup>.

RSVP has been working on training the program's transportation drivers that provide rides for people trying to get to medical appointments.

Our heat assistance grants have been approved and we are now accepting applications for assistance.

Sally Kidd and the Adult Day Center established an annual fundraiser during November for Alzheimer's Awareness month. The "Brats for Bucks" event was held today. Senior Center staff are busy with Medicare open enrollment counseling that began Oct. 15<sup>th</sup> and runs through December 7<sup>th</sup>.

We are working with our new retirement provider – WIPFLI Hewins. The new plan will go into effect January 1, 2017. We have also been working with our health insurance provider to obtain affordable health plans for our employees for 2017. **LEE ROBBERT MOVED TO APPROVE THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

### **PUBLIC COMMENT**

The Chair announced that former FGP Director and FGP Foundation Founder has passed away. Former long-time board member, Ruth Helwig also passed away.

### **OTHER BUSINESS**

Lee Robbert asked if we have given any more thought to having a board meeting at the Adult Day Center. It is not a good set-up for a meeting, however, we will plan to hold a lunch and tour prior to one of our upcoming board meetings.

### **ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 1:30 P.M. WITH A MOTON FROM JOHN STAPLETON, SECONDED BY GERI NELSON; MOTION CARRIED.**

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2016 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	161,589
VOLUNTEER PROGRAMS		44,102
NUTRITION		109,754
STATE & LOCAL PROGRAMS		184,084
ENERGY AND HOUSING		26,776
ASSET & LIABILITY ACCOUNTS		109,241
TOTAL	\$	<u>635,546</u>

SIGNED *Susan E. Kleibopf*  
(TREASURER)

DATE 11-10-16

**Menominee County  
Department of Health and Human Services Board  
2612 10<sup>th</sup> Street  
Menominee, MI 49858**

**BOARD MEMBERS**  
**JEFF NASER, CHAIR**  
**GARY EICHHORN**  
**SHEILA VERAGHEN**

**DIRECTOR**  
**RUSSELL K. SEXTON**

**Date:** November 29, 2016

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

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

Others Present: None.

Absent: Sheila Veraghen, Board Member.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES:**

Minutes of the October 25, 2016 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for October 2016 was reviewed. There were \$190.72 in expenditures for the DHHS Board meeting; leaving a balance of \$3,809.28.

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

The Menominee County Board of Commissioners allocated \$4,000.00 to the Menominee County Department of Human Services Board for FY 2017. There was no allocation provided for the Child Care Fund.

Mr. Sexton presented the Board with an invoice from the Michigan County Social Services Association (MCSSA) for District One dues of \$150.00.

Mr. Naser made a motion to deny payment as the Board does not feel that participation in the MCSSA is value added. The motion was supported by Mr. Eichhorn. The motion passed without opposition.

**DIRECTOR'S REPORT:**

Mr. Sexton provided an update on the current staffing situation in Menominee County: There are 3 full time management staff including 1 second line children's services supervisor, 1 first line children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director. There is a tri-county community resource coordinator. There are 2 administrative support staff consisting of 1 general office assistant and 1 departmental technician. There are 3 children's protective services specialists. There are 2 foster care and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist.

**Statewide Director's Meeting Information:** No new information provided.

**Collaborative Issues:** No new information provided.

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

FY 2017 Operating Funds: Menominee County allocation is: To be determined. Year-to-date expenditures are: \$2,521.62.

FY 2016 Travel Funds: Menominee County allocation is: To be determined. Year-to-date expenditures are: \$0.

Assistance Payments:

Assistance Payments Standard of Promptness: 98.45%. Business Service Center 1 average is 97.48% and State average is 97.02%.

Family Independence Program Work Participation Rate: 0%. Year to date average is 45.83%.

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

August 2016 data:

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

- Family Independence Program: 22 cases; 50 recipients; \$10,717.00 in benefits.
- Food Assistance Program: 1,352 cases; 2,552 recipients; \$272,006.00 in benefits.
- State Disability Assistance: 19 cases; 19 recipients; \$3,869.00 in benefits.
- Child Development and Care: 36 cases; 56 recipients; \$17,518.00 in benefits.
- State Emergency Relief: 3 cases; \$2,558 in benefits.
- Unduplicated total: 1,374 cases; 2,587 recipients; \$306,669.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 638 cases; 1,339 recipients
- Other Children < Age 21: 106 cases; 118 recipients
- Pregnant Women & Children Under 19: 506 cases; 889 recipients
- MiChild: 59 cases; 100 Recipients
- Non-SSI Aged, Blind & Disabled: 631 cases; 664 recipients
- SSI Aged, Blind & Disabled: 480 cases; 480 recipients
- Medicaid Eligible Total: 2,178 cases; 3,587 recipients

Total Healthy Michigan Enrollments: 1200+

This information is available on the [www.michigan.gov/dhs](http://www.michigan.gov/dhs) website in the “Green Book”.

Child Welfare:

CPS Commencement	97%
CPS Investigations	93%
CPS Service Plan Completion	96%
CPS Service Plan Approvals	100%
CFC Service Plan Completion	100%
CFC Service Plan Approvals	100%
Medicals	N/A
Dentals	100%
Worker/Child Contacts	22%
Worker/Parent Contacts	0%
Worker/Supervisor Contacts	0%

The FY 2016 Foster Home Licensing Goal for the Delta, Dickinson and Menominee Triad is 9 homes and we have 13 licensed.

**Board Member Input/Suggestions:** None

A motion to accept the Director’s Report was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**UNIT REPORT:** None.

**BOARD BUSINESS:**

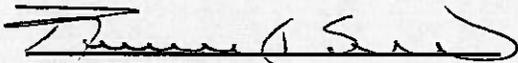
1. **Approval of Vouchers:**  
Vouchers for October 2016 were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**NEXT MEETING:** December 27, 2016 at 9:00 a.m. in the Menominee County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 0922 a.m.



**Russell K. Sexton**  
**Board Secretary**



**Jeff Naser**  
**Board Chairperson**

Pc: DHS Board Members;  
Menominee County BOC

Menominee County Buildings & Grounds Committee  
Minutes of Meeting  
December 21, 2016

Approved  
1/10/17

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

The Buildings & Grounds Committee met on December 21, 2016 at 3:00 PM at the Menominee County Annex, Conference Room, Stephenson.

Others present at the meeting were Peggy Schroud, Marc Kleiman, Sheriff Marks; ex-officio Com. Meintz

**Call Meeting to order:** Commissioner Schei called the meeting to order at 3:00 PM.

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

**Roll Call:** Roll call was taken; Larry Schei, Bill Cech, Dan Menacher, Tom Philipps, Jim Mekash; All present

**Agenda** was approved by Com. Schei and supported by Com. Cech to approve the agenda as written. Motion approved 5/0.

**Previous Meeting minutes:** There were no previous minutes. This was the first meeting of this committee.

**Public Comment:** None

**Business:**

**a. Election of Officers:**

- 1. Chairman:** Jim Mekash nominated Larry Schei nomination seconded by Dan Menacher. Approved vote 5/0 - Larry Schei is the Chairman
- 2. Vice Chairman:** Larry Schei nominated Dan Menacher nomination seconded by Tom Philipps. Approved vote 5/0. - Dan Menacher is Vice Chairman
- 3. Secretary:** Larry Schei nominated Jim Mekash nomination seconded by Tom Philipps. Approved vote 5/0 – Jim Mekash is the secretary.

**b. Vestibule Addition occupied area (1<sup>st</sup> floor) Information: J. Mekash:** Final inspection was 12.15.16 @ 3:00 PM. We opened the doors to the public 12.16.16. On January 3, 2017 it will become the single point of entry. Security cameras are on order and the wiring is installed. Body scanner and package scanners are in place. Menominee County Sheriff security officer is at the station to greet patrons. Very positive experience at this time. The officer will also help direct patrons to offices. Request from **Peggy Schroud** to enter the discussion. She suggests contacting Mike Kaufman to obtain historic pictures to place on vestibule walls. **Schei:** that's a good idea. The planter in the center is a nice touch also.

**c. Projects recently completed: J. Mekash:** New window installation is completed. Security fence is installed. Looking to have swipe card access for security still requires RFP and selection of a vendor. **Schei:** would like the security committee involved in this phase of the project. **Sheriff Marks:** We've had a consultant come and work with us to give us some solutions for a ball park price. We do have some grants outstanding that we can use. We have to build an RFP and get it out to the contractors to get a price.

**d. Planned Projects: J. Mekash:** Emergency exit door for Jail is to be installed once the fencing is secured. We have purchased the door to be installed. Postpone until the fence is secure. **Cech:** What

kind of security door? **J. Mekash:** A heavy duty prison door; a special door and lock for the prison/jail applications. **Cech:** is there a back up to the system for electricity? **J. Mekash:** there would be a “manual open” available just in case. (Charlie Meintz enters as public). Courthouse window escape route? Forward to the security committee. Security concerns of any courthouse first floor windows of persons entering the courthouse. **Schei:** are we putting in any landscaping in front of the fence? We have to be careful in placing shrubbery, people can hide within them. **Schroud:** First floor windows open... security issue. **Schei:** Suggest we send this to the Security committee for discussion. **Mekash:** Emergency Generator for courthouse; jail; and boiler room. Including backup for IT. The generator at the health dept. was provided by the health dept. for their refrigerators of medications needing to be kept cold. Consultant engineer is being used for generator and power system design. Consultant will be responsible for all of the state licensing/permits. **Menacher:** Public service will need to be notified, will need an engineered plan. **Mekash:** I don't know if there are any grants available for the cost of the generator. You can get a diesel or natural gas generator. Diesel may be more costly, not as efficient. **Cech:** There was an allowance made for \$ put aside for the generator. **Mekash,** yes it has been budgeted...the cost of the generator is in the current budget. **Meintz:** What is state mandated as far as a generator in the jail? Currently the generator is wired to the IT closet in the jail. It will run the jail, but not the kitchen. Statute says we have to have a generator to run the jail. Engineering cost is \$4,000, fixed price.

- e. **Pending County Space needs in the next few months:** A lot of the space needs come from mandates for the jail. We have a mandate to the jail that by Feb. 2017, we have to provide a special lawyer/inmate area to be provided within the jail within a secure area. Recording equipment is not to be installed in this area. We discussed the sergeants' area, because it is within the secured area of the jail. Then that would displace 3-4 people from that office. Road Patrol room now has investigators in there and they would be displaced if we use that area. They could use the area where the current probation and parole are located. The SOM Probation and parole office is too small for their staff needs. DNR building was investigated as a new site for purchase. This option has been deemed too expensive for rental, it is not for sale as we were previously informed. The Health Dept. option was presented (to use space in the health dept. for office space), and the idea was rejected.
- f. **Space availability in County owned buildings:** - Discussed above.
- g. **Proposal to meet needs and space available:** Commercial building @ 1000 9<sup>th</sup> Street. Description of the building was provided. List price was \$89,900 for 2112 Sq. ft. Tax roll value is \$92,400. Potential departments for relocation: Probation and Parole; Veterans officer; Detectives; E911. Recommendation to look at this building. Building will be toured on 12.22.16 @1:00 PM. Can write offer without earnest money per Karen Kloida, Broadway real estate. An offer of \$85,000 was made by Charlie Meintz with contingencies per approval of the county board and to contact the City building inspector. Location of this building is a major plus. Need to explore network and phone installation expenses. Courthouse floor plan handout. 2<sup>nd</sup> floor vestibule layout rationale: get departments in proximity. Register of Deeds – Clerk is supervisor of this dept. 2 Conference rooms for ROD computer access and/or lawyer/client use. Also a third computer for ROD files in open area. Courthouse office location changes recommended in a four page handout. **Tom P.:** Questions the traffic flow. **Mekash:** Further explains the lawyer/client meeting room opportunities. **Cech:** What is the current size of the Equalization Dept. **Mekash:** No calculations have been made as of yet. **Schei:** allows **Peggy Schroud** to speak. She suggests moving the EQ department and the IT person to the 2<sup>nd</sup> floor vestibule. Hire a third EQ person and have the IT person do the Equalization mapping. Veterans officer proposed to move to the building at 1,000 9<sup>th</sup> Street. **Sheriff Marks** – reduce size of the veteran's officer waiting room, on proposal. **Marc Kleiman:** Move Veterans' officer to new building; move equalization to the Admin office/Veterans' office. 2<sup>nd</sup> floor plan OK; Check size of sq. footage vs current size. **Schei:** Other building should be the first thing to consider. Then rework drawings with actual size comparisons produced. **Sheriff Marks:** Veterans with PTSD may be a factor to affecting entering the Courthouse. **Peggy Schroud:** Storage Concerns for the Equalization Dept. **Meintz:** Veterans to the new building and Equalization needs a Mapping area. Review the

entire picture of space usage while trying to limit moving departments. Try to get Equalization Dept. and their storage files all in one location. **Schei:** Look into the 9<sup>th</sup> Street building, review all department change recommendations. Also we need to discuss the meeting fee to the public committee meeting. We will provide a form and it's up to the committee member to submit the form if desired. The meeting fee is \$50/meeting and the IRS rate for mileage (.535 as of 1.1.17).

**Menacher:** recommends a person to take minutes. Possibly Sherry or another PT person.

**Public Comment: Peggy Schroud:** Has concerns with limited mobility to give people access to offices.

**Next Meeting Date:** None at this time.

**Adjourn:** Moved by Menacher supported by Com. Cech to adjourn the meeting at 5:08 P.M. Motion approved 5/0.