

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

The Menominee County Board of Commissioners  
will meet on **Tuesday ~ January 7, 2014 @ 6:00 p.m. CST**  
At the Menominee County Courthouse, Courtroom B  
839 10<sup>th</sup> Ave., Menominee, MI 49863

### AMENDED AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes  
Dec. 23, 2013 – County Board
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items
  1. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve a seven month "look back period" from March 1, 2014 to Sept. 30, 2014 for compliance of the Affordable Care Act.
  2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to enforce any **current regular part time** Menominee County Employees work **no more than 29 hours per week** due to the Affordable Care Act during the look back period (and beyond if enacted).
  3. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve payment of Commissioner Per Diems and expenses as recently submitted.
  4. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve miscellaneous bills as paid on Dec. 19, 2013 in the amount of \$72,149.31
  5. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.
  6. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint (**Robert Burie**) to the Delta-Menominee District Board of Health for a three year term (1/1/2014 – 12/31/2017)

Doug Krienke    Bernie Lang    James Furlong    Larry Schei    Chris Plutchak

Charlie Meintz    Gerald Piche    Jan Hafeman    John Nelson

J. New Business (discussion only)

1. Personnel Items:
  - a. Equalization Department Personnel
2. Building and Grounds/Park Items:
  - a. **Meyer Township property request**
3. Miscellaneous Items:
  - a. Disposal of Surplus property (2 ~ 2006 Chevy Impalas)
4. Finance Items
  - a. CUPPAD Membership Dues for 2014
  - b. Commissioner Per Diems and expenses
  - c. Miscellaneous bills as paid on Dec. 19, 2013 & Jan. 2, 2014 in the combined amount of \$50,085.44

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

December 23, 2013

UNAPPROVED

Proceedings of a Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the Menominee County Annex, Stephenson, Michigan.

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

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

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

**Absent:** Plutchak (Excused).

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

Moved by Com. Nelson, seconded by Com. Hafeman to approve the minutes from the December 10, 2013 Regular County Board Meeting. Discussion ensued. Com. Piche noted that the header on the minutes for December 10<sup>th</sup> stated the meeting was held in Courtroom B at the Courthouse. The meeting actually took place at the Annex in Stephenson. Moved by Com. Nelson, seconded by Com. Hafeman to amend the motion to make the change of meeting location from Courtroom B to the Annex. Motion was approved 8-0.

**Public Comment:** None.

**Presentations:** None.

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

Moved by Com. Hafeman, seconded by Com. Nelson to ratify the appointment of Marc Jamo as a director of the Bay Area Medical Center Board of Directors for a four year term. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Nelson to approve Resolution 2013-18 ~ Compliance with PA 152 of 2011. Commissioners agree on the 80/20 option. Discussion ensued. Com. Lang argued on behalf of the employees that they are losing money by having to pay 20% of their health insurance premium. Com. Nelson argued against that position. Com. Meintz asked for a roll call vote. Motion was approved by roll call vote 7-1. Com. Lang voted nay. (Attachment A)

Moved by Com. Nelson, seconded by Com. Schei to approve final 2012/13 budget amendments in the Road Patrol budget. Salaries-\$44,119; Insurance-\$13,914; Life Ins.-\$30; FICA-\$2,639; FICA MED-\$617. Also in the Sheriff Dept.-K9-\$12,293 & Road Patrol Travel-\$4,581.17 to be reimbursed from the K9 special revenue account. Motion was approved 8-0.

Moved by Com. Nelson, seconded by Com. Hafeman to approve 2013/14 Budget Amendments #1. Veterans trust-\$300; Building Code-\$850; FOC Special Rev.-\$5,000; Courthouse Security-\$5,000; Hannahville Grant-Annex-\$2,500; Hannahville Grant Courthouse-\$3,675; Library Donations-(two different) each \$500. Motion was approved 8-0.

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

Moved by Com. Nelson, seconded by Com. Schei to approve miscellaneous bills as paid on November 21, 22 & December 5, 2013 in a total amount of \$201,331.28. Motion was approved 8-0.

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

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

#### **Personnel Items:**

- a. Equalization Dept. Personnel. – Brian Bousley explained that Prosecuting Attorney Dan Hass has provided him with the written opinion that the board requested. He forwarded this opinion to all commissioners shortly before the meeting. Com. Schei stated that he has read the opinion. Com. Meintz commented on the fact that he has just received the opinion but has not had enough time to review it. Com. Nelson commented that he read the opinion and nothing looks different, but all the commissioners should have a chance to review it before the board discusses this position further. The consensus of the board is to move this item to the next meeting as a discussion item.
- b. Affordable Care Act. – Brian explained that per the law, employers “must” pay insurance for any part-time employees working 30 or more hours per week, or 130 hours per month. Brian stated that we need to establish a 6 month look back period establishing part-time hours. This was something he had looked at implementing in January, but due to several factors he has decided to wait until March 1<sup>st</sup>. He feels we should schedule all PT employees at 29 hrs per week to keep them under 30 hrs. Com. Meintz asked if the board can dictate to the judge what hours a PT employee of his can work. Com. Schei asked if this affect temporary employees and those hired through temp agencies. Brian explained those hired through temp agencies do not fall under this restriction. Com. Hafeman stated that previous discussion were to have employees only scheduled for 25 hrs per week, so that we have a little flexibility if they are required to work longer. Com. Nelson and Meintz agreed that it was discussed at scheduling 25 hrs. Com. Schei does not agree with only scheduling for 25 hrs per week. The consensus of the board is to move this item forward to the next meeting for approval.

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

- a. Courthouse Security Projects. – Brian explained that Com. Schei asked for an update on the courthouse security projects. Brian further explained that the Clerk, Treasurer, Prosecutor and Friend of Court have all had bullet proof glass put in place at their service windows. The building and grounds department along with a few of the park rangers have been working on the security enhancements in District Court. Brian explained that he would like to close down the multiple access points to the courthouse, and only have one point of entry. In addition he would like to have the courthouse not open until 7:45 a.m. Com. Meintz asked if the sheriff’s department have been doing more random walk

through since the last meeting. Com. Meintz also asked Brian if he has heard anything additional from the private security firm he was in contact with. Brian explained he gave them more information, but has not heard anything yet. Brian will continue to keep the board posted.

**Miscellaneous Items:**

- a. Re-Organizational Meeting – January 7, 2014. – Brian discussed that we will be holding our annual re-organizational meeting on Tuesday, January 7, 2014 at 5:30 p.m. We will hold our regular county board meeting immediately after at 6:00 p.m.
- b. Misc. Board/Committee Appointments expiring. – Brian provided the commissioners a list of all appointments that are expiring. He has advertised these positions, and hopes to have everything back by January 17<sup>th</sup>. Com. Hafeman asked if we have received any applications yet. Brian stated that we have not.

**Finance Items:**

- a. Commissioner Per Diems and expenses. – The consensus of the board is to move this item forward to the next meeting for approval.
- b. Miscellaneous bills as paid on December 19, 2013 in the amount of \$72,149.31. - 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:**

- Bob Desjarlais – Commented on local board of reviews and there are 120 veterans that are not going to have to pay property taxes. The boards should talk to the Equalization Department about how much revenue will be lost. They may need to adjust the budget. When the Park Rangers are working at the courthouse, he hopes their salaries are not being paid out of the Parks budget. He also feels caller ID should be removed from the courthouse. And, he encouraged the board to hurry up and make a decision on the Equalization position.
- Charlene Peterson – Wished everyone on the board a Merry Christmas and a Happy New Year.

**Commissioner Comment:**

- Com. Piche – Discussed the MTA meeting on December 14<sup>th</sup> at the Casino. Larry Merrel gave a good presentation on the Open Meetings Act. He also discussed meeting with Ed McBroom. He also invited Roy Berto, Post Commander of VFW Post #5966 to read an article from the Veteran's News titled Silent Night Christmas in the Trenches.
- Com. Hafeman – Wished everyone a Merry Christmas and a wonderful New Year.
- Com. Schei – Commented that his grandfather served in the trenches during WWI. He thanked Mr. Berto for his article.
- Com. Meintz – Wished everyone a Merry Christmas. He thanked the board for the past year. He also wished everyone a Happy Holidays and to drive safe.

Moved by Com. Hafeman, seconded by Com. Nelson to adjourn at 6:46 p.m. Motion was approved 8-0.

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Charlie Meintz, Chairman

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Marc Kleiman, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Affordable Care Act</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Discussion of how the affordable care act will work. Per the law, employers "must" pay insurance for any part time employees working 30 or more hours per week. Brian to discuss how we will handle this within the County.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve a seven month "look back period" from March 1, 2014 to Sept. 30, 2014 for compliance of the Affordable Care Act. <b>AND</b> To enforce any <b>current regular part time</b> Menominee County Employees work <b>no more than 29 hours per week</b> due to the Affordable Care Act during the look back period (and beyond if enacted).</p>	

Submitted by:     **Brian Bousley**    

    **01/03/2014**      
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>

Part-Time Employee Policy Effective 3/01/2014

Effective March 1, 2014: All part time Menominee County Employees shall not be allowed to work more than 29 hours per week. All County Department Heads/Elected Officials/Judges shall not schedule part time employees more than 29 hours per week. **All Departments Heads shall seek prior approval from the Administrator if you have to schedule an employee for more than twenty nine hours per week. (i.e. training and/or emergency situation).**

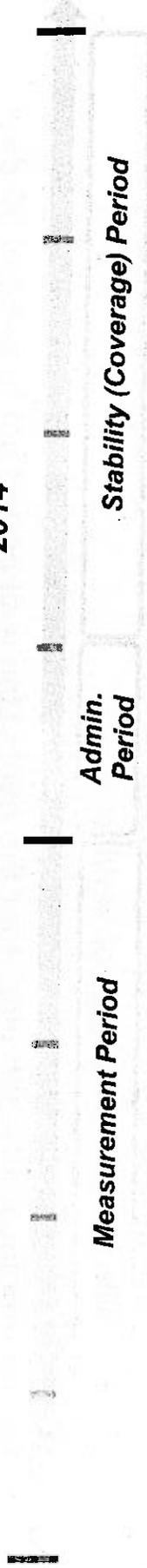
Look-Back: Measurement and Stability Periods

The Look-Back Period will be from March 1, 2014 through September 30, 2014

Administration Period will be from October 1 through December 31, 2014

# “Look-back” Measurement and Stability Periods

## Measurement & Stability Period Example for New Employee (Illustrative Purposes only)

**2013****2014**

**“Look-back” Measurement Period:** An optional employer-selected period of 3 to 12 months used to determine employee full-time status.

**Stability Period:** The period following the measurement period (and any administrative period) during which an employer must treat an employee as full-time if the employee was determined to be full-time during the measurement period. Must generally be at least as long as the measurement period and, in any event, not less than 6 months.

**Administrative Period:** An optional employer-selected period (up to 90 days) between the measurement period and stability period, used to notify and enroll new employees. (Cannot create a gap in coverage of previously covered employees)

# Who is a full-time employee under the ACA?

**Full-time employee:** Defined as an employee who works on average 30 hours per week, per month or 130 hours of service per calendar month.

**Hour of service:** Each hour for which an employee is paid or entitled to payment for the performance of duties, vacation, leave, holiday, illness, incapacity, layoff, jury duty, military duty or other leave of absence

## **Calculation for hourly and non-hourly employees:**

Hourly employees: Count actual hours served

Non-hourly employees: Select one of three methodologies that does not understate hours:

Count actual hours

Days worked equivalence: Count 8 hours for each day credited with at least one hour of service

Weeks worked equivalence: Count 40 hours of service for each week credited with at least one hour of service

**General rule:** Employees who are classified or determined to be full time are eligible for the employer's health plan after the applicable wait period not to exceed 90 days.

**Safe harbors:** Available for part-time, seasonal, and variable hour employees to determine when they are treated as full-time employees.

# Definition of full-time employee: safe harbors

The Department of Treasury provides a "measurement/stability period" safe harbor to allow for a measuring period for employees where it cannot be determined if the employee is reasonably expected to work on average at least 30 hours per week. Employers can select a measurement period of three to 12 months.

If the employee is determined to be full time during the measurement period, then the employee is treated as full time during a subsequent stability period in which coverage must be offered. A measurement period must be at least six months long.

Specific safe harbor methods are provided for ongoing employees, and newly hired variable hour and seasonal employees.

Employers can use an optional administrative period not to exceed 90 days between the standard measurement period and the associated stability period to determine which employees are eligible for coverage, and notify and enroll them. For newly hired variable hour or seasonal employees, the combined length of the initial measurement period and administrative period is effectively limited to no more than 13 months.

Proposed Treasury regulations reserve the definition of "seasonal employee" and confirm that through 2014 large employers are permitted to use a reasonable, good-faith interpretation of the term for purposes of determining full-time status.

Proposed regulations also provide special rules for change in employee status, multiemployer plans, education organizations, and temporary staffing.

**Transition relief:** Employers may adopt measurement periods in 2013 shorter than their plan's stability period of 2014. To do so, the measurement period must be no less than six months and end no sooner than 90 days before the start of the plan year beginning in 2014.

## Part-time employees

Large employers are not required to offer coverage to part-time employees (those who work less than 30 hours per week per month).

For large employers who offer coverage to part-time employees:

The application of the limitation of 90-day waiting period prior to coverage applies. Notice 2012-59 states that other conditions for eligibility under the plan are permissible as long as the conditions do not avoid compliance with the 90-day waiting period. Example: *A cumulative hours of service requirement of no more than 1,200 hours for part-time employees may be utilized before the 90-day waiting period applies.*

Certain insurance market reforms apply, such as preventive care without cost sharing, and no annual and lifetime limits on Essential Health Benefits.

## Additional affordability safe harbors



- **Rate of pay safe harbor:** If the cost to the employee of self-only coverage for a month is not more than 9.5% of an amount equal to 130 hours multiplied by the employee's hourly rate of pay (and the employee's hourly rate of pay is not reduced during the year), the employer is deemed to have offered affordable coverage for purposes of employer shared responsibility.
- **Federal poverty line safe harbor:** If the cost to the employee of self-only coverage for a month is not more than 9.5% of a monthly amount determined as the federal poverty line for a single individual for the applicable calendar year, divided by 12 (for the state where the employee is employed), the employer is deemed to have offered affordable coverage for purposes of employer shared responsibility.

See Proposed Treasury Regulation 54.4980H-5(e)(2) for the 3 affordability safe harbors (<http://www.irs.gov/pub/newsroom/reg-138006-12.pdf>)

## What does it mean to offer coverage that is affordable?



- Coverage is considered affordable if the full-time employee's share of self-only coverage costs no more than 9.5% of his/her annual household income.
- **Three Affordability safe harbors:**
  - **Form W-2 safe harbor:** If the cost to the employee of self-only coverage is not more than 9.5% of his/her wages as reported in Box 1 of the employee's Form W-2, the employer is deemed to have offered affordable coverage for purposes of the shared responsibility provision.

**Example:** Employee A is employed by Company Z (which is subject to employer shared responsibility). In 2015 Z offers minimum essential coverage to at least 95% of Z's full-time employees and their dependents, and offers A and his dependents minimum essential coverage that meets the minimum value standard. For 2015, A's contribution for self-only coverage is \$100/month or \$1,200/year, and A's Form W-2 wages from Z are \$24,000. Because A's contribution for 2015 does not exceed 9.5% of his W-2 wages from Z for 2015 (since \$1,200 is 5% of \$24,000), Z does not owe a shared responsibility payment with respect to A for 2015.

## 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 and expenses as paid.	

Submitted by:     **Brian Bousley**    

    **01/03/2014**      
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**

**RECEIVED**

12/16/13  
Menominee County Administrator

Mileage: \$ .565/mile ~ effective 01 January 2013

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

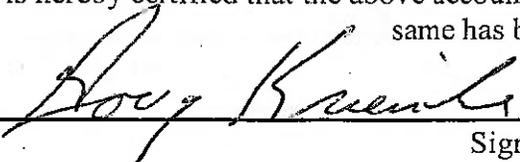
\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: Doug Krienke ~ District 1

Date	Meeting Place	# of miles	X .565/mile	Total Cost	Account Number
11-7-13	CAA Esky	108	48¢/m	51.84	101-101-860.01
12	MBDC Men.	0			101-101-860.01
"	County Bid Men.	0			101-101-860.01
26	" " "	0			101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>51.84</b>

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

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

  
\_\_\_\_\_  
Signed

12-16-2013  
\_\_\_\_\_  
Date

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	Miscellaneous Bills
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on Dec. 19, 2013 in the amount of \$72,149.31	
<b>RECOMMENDED MOTION</b>	
To approve Miscellaneous Bills as paid on Dec. 19, 2013 in the amount of \$72,149.31	

Submitted by:     **Brian Bousley**    

    **01/03/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

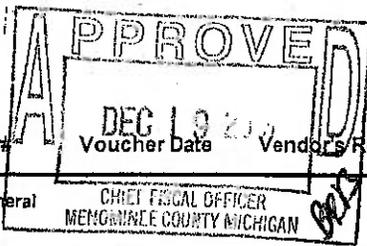
	Approved
	Disapproved
	Approved with the following change(s):

### General Fund Expenditures

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

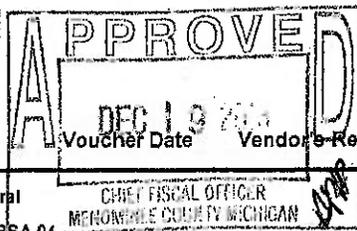
### Special Revenue Funds

205 Road Patrol  
208 County Parks  
215 Friend of Court  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
272 CDBG - Wells Fargo Grant  
274 CDBG - County  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
284 Revenue Sharing  
285 Senior Citizens  
292 Child Care  
294 Veterans' Trust  
296 Special Child Care Funds  
  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcherr	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Aaron A. Ihander	33628	10/31/2013	Reimbursement	Uniform Allowance	205-315-745.00	186.33		\$186.33
Ace Hardware	33595	11/21/2013	209144/2	Courthouse Security	101-103-970.10	33.99		\$38.99
	33598	11/27/2013	209200/2	Keys (x2)	101-265-755.00	5.00		
AIRGAS NORTH CENTRAL	33733	12/03/2013	9022279991	Oxygen	205-315-727.00	12.31		\$12.31
ALGER-DELTA COOPERATIVE ASSOC	33606	11/30/2013	370500	Shakey Lakes Office/Shop	208-751-920.01	181.11		\$608.08
	33607	11/30/2013	379700	Storage Shed	208-751-920.01	29.06		
	33608	11/30/2013	380300	Shower Building	208-751-920.01	47.73		
	33609	11/30/2013	367100	N8390 Beach House	208-751-920.01	28.76		
	33610	11/30/2013	367200	Northwest Campsites	208-751-920.01	63.75		
	33611	11/30/2013	369802	W8449 Co Rd G12 Campsites	208-751-920.01	35.53		
	33612	11/30/2013	383001	Shakey Lakes Plk/Horse Ara	208-751-920.01	36.41		
	33613	11/30/2013	383200	N8380 Co Park Rd 20,5	208-751-920.01	28.47		
	33614	11/30/2013	383301	Shakey Lk/Cattle Ara	208-751-920.01	28.47		
	33615	11/30/2013	1503500	N8360 Co Pk Rd 20 pt 5	208-751-920.01	61.28		
	33616	11/30/2013	1614900	Bath House	208-751-920.01	67.51		
Anderson, Bill	33620	12/09/2013	Reimbursement	Mileage - Planning Commision	101-401-710.00	24.86		\$24.86
Anderson, Paul	33623	12/09/2013	Reimbursement	Mileage - Planning Commision	101-401-710.00	11.30		\$11.30
ANGELIS MENOMINEE INC	33727	11/03/2013	0081941-IN	Inmate Groceries	101-301-770.00	78.41		\$306.26
	33728	11/10/2013	0123541-IN	Inmate Groceries	101-301-770.00	60.11		
	33729	11/17/2013	0131741-IN	Inmate Groceries	101-301-770.00	44.96		
	33730	11/22/2013	0100929-IN	Inmate Groceries	101-301-770.00	50.94		
	33731	11/27/2013	0065520-IN	Inmate Groceries	101-301-770.00	73.84		
AT&T - Carol Stream, IL	33579	12/01/2013	906753458212	December 1 - December 31, 2013	101-103-850.00	28.70		\$1,023.79
	33597	12/01/2013	906R41083912	December 1 - December 31, 2013	101-103-850.00	691.23		
	33655	12/01/2013	906753220912	December 1 - December 31, 2013	101-103-850.00	303.86		
AT&T Mobility	33633	12/12/2013	287252150867	December 1 - December 31, 2013	101-132-850.00	36.04		\$36.04
Batteries Plus #988	33590	11/05/2013	988-102862	Back Up Batteries (x2)	266-325-876.00	123.10		\$123.10
BAY AREA MEDICAL CENTER - 3100 SHORE DRIVE	33577	11/30/2013	MENCC	Gerod F. Prince	101-648-836.00	875.40		\$875.40
Big O's Lube and Service, Inc.	33736	12/04/2013	13023	2011 Chevy Impala - Oil Change	205-315-934.02	32.95		\$32.95
Brunelle, Jennifer	33765	12/17/2013	Reimbursement	Supplies & Mileage	296-664-727.00	9.58		\$75.12
	33765	12/17/2013	Reimbursement	Supplies & Mileage	296-664-860.00	65.54		

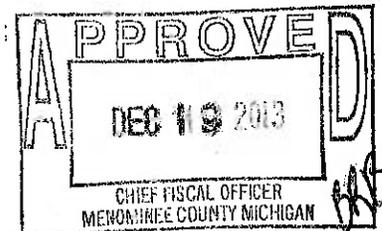


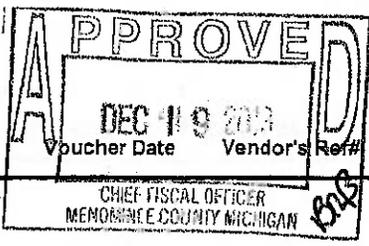
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>								
<div style="border: 1px solid black; padding: 2px; display: inline-block;">             CHIEF FISCAL OFFICER              MENOMINEE COUNTY MICHIGAN           </div>								
<b>Cellcom Wisconsin RSA-04</b>								<b>\$163.22</b>
33661	12/05/2013	053815		Medical Examiner - Cellular Services	101-648-727.00	73.77		
33761	11/05/2013	461414		Cellular Services	101-132-850.00	20.95		
33761	11/05/2013	461414		Cellular Services	296-664-850.00	51.41		
33761	11/05/2013	461414		Cellular Services	296-665-850.00	17.09		
<b>CITY OF MENOMINEE - 2511 10TH ST.</b>								<b>\$351.67</b>
33619	12/09/2013	November 2013		Monthly Rent	266-328-942.00	351.67		
<b>CLOVERLAND PAPER CO</b>								<b>\$871.50</b>
33585	09/27/2013	103125		Toilet Tissue	101-265-755.01	56.49		
33587	12/06/2013	103703		Toilet Tissue & Multifold Towels (Library	101-265-755.01	86.86		
33588	12/06/2013	103702		Damp Mop Cleaner	101-265-755.01	40.16		
33886	12/13/2013	103752		Towels, Liners, Broom (Annex)	101-265-755.01	123.67		
33687	12/13/2013	103751		Towels, Tissues, Liners, Wipes	101-265-755.01	270.37		
33722	09/27/2013	103127		Liners, Gloves, Degreaser, Cleanser, L)	101-301-770.00	293.95		
<b>COHL STOKER &amp; TOSKEY P C</b>								<b>\$1,807.50</b>
33658	12/09/2013	44082		Legal Services	101-211-807.00	1,807.50		
<b>Cooper Office Equipment</b>								<b>\$356.12</b>
33576	12/06/2013	105928		Contract # 2146-01 (12/11 - 3/10 & Impr	101-172-931.01	356.12		
<b>Country Mile Document Destruct</b>								<b>\$73.24</b>
33692	12/09/2013	17008		Shred Documents (12/5/13)	101-265-801.00	73.24		
<b>David Ashby</b>								<b>\$79.95</b>
33627	10/31/2013	Reimbursement		Tactical Flashlight (Uniform Allowance)	205-315-745.00	79.95		
<b>David F. Oeming, Jr.</b>								<b>\$160.00</b>
33574	12/09/2013	2013-068-MI		Court Appointed Legal - Anderla	101-148-807.00	160.00		
<b>Davis, Mel</b>								<b>\$70.00</b>
33581	12/06/2013	Peer Group		Meeting Date: 12/6/13	243-245-710.00	70.00		
<b>Delta County - 310 Ludington Street, Ste 222</b>								<b>\$8,500.00</b>
33624	12/04/2013	13-0001986		Building Code Services	249-371-705.00	4,250.00		
33625	12/04/2013	13-0001987		Building Code Services	249-371-705.00	4,250.00		
<b>Directional Drilling Services</b>								<b>\$4,200.00</b>
33657	12/04/2013	401902		PO# 2862 Conduit (Jail & Courthouse)	101-103-970.00	4,200.00		
<b>Donna Buechler</b>								<b>\$20.34</b>
33621	12/09/2013	Reimbursement		Mileage - Planning Commision	101-401-710.00	20.34		
<b>Dreamscape Communications</b>								<b>\$69.99</b>
33575	11/20/2013	w3548		Wireless Internet - Annex	101-261-850.00	69.99		
<b>EAGLEHERALD PUBLISHING, LLC</b>								<b>\$65.38</b>
33605	11/30/2013	1408		DHS Board & Community Action Age	101-101-901.00	65.38		
<b>Eldercare Home Pharmacy</b>								<b>\$8.54</b>
33735	11/30/2013	4017479		Inmate Medication	101-301-770.01	8.54		
<b>Explorer Solutions, LLC</b>								<b>\$8,900.00</b>
33775	12/16/2013	US131204		Installment 5 (Phase II Strategic Positio	101-101-710.01	8,900.00		
<b>Forms Trac Enterprises, Inc.</b>								<b>\$182.33</b>
33584	12/05/2013	61359		14 Day Notice (x1100)	101-136-727.00	182.33		
<b>Friends Ofc Prod Whse Direct</b>								<b>\$423.16</b>
33629	12/06/2013	0196721		ROD - Office Supplies	101-268-727.00	91.03		
33748	12/17/2013	0197371		FOC - Office Supplies	101-141-727.00	332.13		

**MENOMINEE COUNTY  
Claims Audit Report**

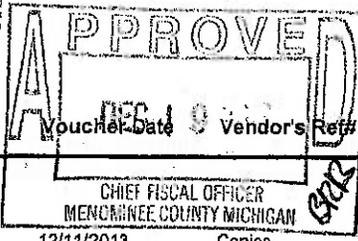
Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
GREAT AMERICAN DISPOSAL CO THE 33591	12/01/2013	3C101509	Annex - Garbage Removal	101-261-930.04	56.02		\$56.02
HERRILD, RENEE 33691	12/16/2013	Reimbursement	Lunch (x3)	101-141-860.00	31.51		\$31.51
IMAGEWORKS 33744	12/12/2013	6108	Polo Shirts (Mary Palmer)	208-751-745.01	28.50		\$28.50
INSTITUTE OF CONTINUING LEGAL 33586	11/29/2013	691187	MI Model Criminal Jury Instruction	101-267-802.00	92.50		\$92.50
IOD Incorporated 33762	12/12/2013	772581	Guardianship Expense (D.K.)	101-148-804.00	7.50		\$7.50
J S ELECTRONICS, INC. 33593	12/01/2013	18029	Numeric Paging - PA's Office	101-267-850.00	27.00		\$508.00
33617	12/01/2013	18028	Alphanumeric Paging - Medical Examin	101-648-727.00	42.00		
33732	11/22/2013	18037	Installation of Light Bar on Squad 5503	205-315-934.02	439.00		
Joel Hensley, RN 33742	12/01/2013	Nursing Services	Nursing Services	101-301-770.01	1,365.00		\$1,365.00
K MART 7031 33737	09/06/2013	070310906130104573	Bath Towels (x20)	101-301-770.00	79.80		\$94.77
33738	10/21/2013	070311021130100313	Matte Supplies	101-301-770.00	14.97		
Kakuk, Tammany 33768	12/18/2013	5373	Foster Care Cost (C.F.)	292-662-843.02	186.13		\$186.13
Krienke, Doug 33745	12/16/2013	Reimbursement	Mileage - November 2013	101-101-860.01	51.84		\$51.84
LENCA SURVEYING 33774	12/17/2013	13256	Remon Yr 2013 (Nov. 25 - Dec. 17th)	243-245-801.07	4,408.00		\$4,408.00
Lesperance, Diane 33688	12/16/2013	Reimbursement	Mileage (MTA Meeting)	101-253-860.00	51.36		\$51.36
Linderoth, Janis 33580	12/09/2013	Reimbursement	October & December 2013	101-101-710.00	99.54		\$99.54
Linsmeier Implement, inc. 33653	11/30/2013	52098	Filter	208-751-742.00	13.60		\$13.60
Manpower 33572	12/08/2013	26465473	Week Ending 12/8/13 (Kelly Hofer)	101-268-704.00	551.25		\$1,827.01
33573	12/08/2013	26469083	Week Ending 12/8/13 (Regina Mistark)	215-141-705.00	126.00		
33770	12/15/2013	26500726	Week Ending 12/15/13 (Regina Mistark)	215-141-705.00	244.13		
33771	12/15/2013	26497928	Week Ending 12/15/13 (Kelly Hofer)	101-268-704.00	496.13		
33772	11/17/2013	26381019	Week Ending 11/17/13 (Kelly Hofer)	101-268-704.00	409.50		





MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debt Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
<b>Menards - Marinette</b>							
33594	12/02/2013	40095	Courthouse Security	101-103-970.10	41.44		\$637.49
33598	12/03/2013	40211	Courthouse Security	101-103-970.10	55.25		
33599	12/02/2013	40094	Ratchet Tiedown, Finishing Nailer	101-265-931.00	63.98		
33600	12/02/2013	40096	Nails, Hardboard and Oak Bkband	101-265-755.00	122.48		
33603	09/25/2013	34477	Laminate Sheet for Treasurer's Office	101-253-728.00	193.98		
33684	12/13/2013	41050	Pail & Mop Bucket	101-265-755.01	49.77		
33685	12/13/2013	41051	Slide Bolt & Braille Restroom Sign	101-265-755.00	17.97		
33695	12/11/2013	40899	Mounting Clips, Tarp Straps, Cable Clar	101-265-755.00	28.71		
33746	12/11/2013	40898	Security Project	101-103-970.10	53.95		
33747	12/13/2013	41049	Security Project	101-103-970.10	9.96		
<b>MENOMINEE ANIMAL SHELTER</b>							
33659	12/11/2013	1310	October 2013 Impounding	101-601-958.00	225.00		\$225.00
<b>MENOMINEE COUNTY JOURNAL</b>							
33604	12/01/2013	127	November 2013 - CAA Board/Trustees	101-101-901.00	84.00		\$3,234.20
33720	12/01/2013	131	Advertising	517-252-900.00	3,150.20		
<b>MENOMINEE COUNTY ROAD COMMISSI</b>							
33721	12/09/2013	10749	Power to Radio & Repair to Tower	101-301-934.01	567.66		\$567.66
<b>MERS</b>							
33769	12/18/2013	Division #10	Projection Study	101-103-718.01	700.00		\$700.00
<b>MGT of America, Inc.</b>							
33690	12/03/2013	24565	Oct, Nov, Dec 2013 (CRP FY 2014)	101-141-801.00	1,277.20		\$1,277.20
<b>MI Assoc. of County Treasurer</b>							
33652	12/13/2013	Dues	2014 Membership Dues	101-253-802.00	150.00		\$150.00
<b>MICH COMM DIRECTORS ASSOC</b>							
33589	12/11/2013	Renewal	Annual Membership Fee	286-325-802.00	100.00		\$100.00
<b>MILLERS ACTION OFFICE SUPPLY I</b>							
33630	12/10/2013	0098230-001	Toner	101-132-727.00	79.00		\$185.97
33630	12/10/2013	0098230-001	Toner	101-148-727.00	78.99		
33767	12/17/2013	0098297-001	Planner & Desk Calendar	296-664-727.00	27.98		
<b>Northern Screen Printing</b>							
33626	10/11/2013	33607	Greg Peterson - Tshirts (Uniform Allowa	205-315-745.00	48.00		\$48.00
<b>Pan-O-Gold Baking Co.</b>							
33734	11/26/2013	00040683333008	Inmate Groceries	101-301-770.00	26.25		\$26.25
<b>Peterson, Charlene</b>							
33622	12/09/2013	Reimbursement	Mileage - Planning Commision	101-401-710.00	19.21		\$19.21
<b>Physio-Control Inc.</b>							
33725	12/02/2013	114070552	Battery & Combo	205-315-934.01	407.35		\$407.35
<b>Poupore Collision &amp; Towing</b>							
33723	12/09/2013	586	2012 Chevy Impala - Oil Change	205-315-934.02	32.00		\$62.00
33724	12/09/2013	587	2013 Chevy Impala - Oil Change	205-315-934.02	30.00		
<b>Randall Phillips</b>							
33618	12/05/2013	5364	Guardian Ad-Litem Fees	101-132-807.00	1,600.00		\$1,600.00
<b>REDWOOD TOXICOLOGY LABORATORY</b>							
33766	12/17/2013	446486	Drug Test Supplies	296-668-835.00	402.31		\$402.31

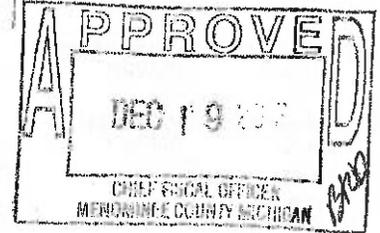


MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher#	Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General REGISTER OF DEEDS	33654	12/11/2013	Copies	Remon Grant Year 2013	243-245-801.07	59.00		\$59.00
Sault Tribe Youth Facility	33632	12/11/2013	5366	Out of Home Placement Cost (J.V.)	292-662-843.05	960.00		\$960.00
Sherwin Williams Company	33694	12/02/2013	8863-5	Paint (Jail Painting)	101-265-930.01	240.67		\$415.49
	33749	12/18/2013	9077-1	Paint (Jail Painting)	101-265-930.01	174.82		
State of Michigan - MI Dept. of Human Services	33631	12/10/2013	October 2013	Monthly Offset Billing	292-662-843.01	9,556.60		\$9,556.60
STEPHENSON MARKETING COOPERATI	33578	11/30/2013	462643	November 2013 Invoices	208-751-742.00	23.90		\$443.90
	33578	11/30/2013	462643	November 2013 Invoices	208-751-744.00	378.00		
	33578	11/30/2013	462643	November 2013 Invoices	208-751-742.00	42.00		
SVINICKI, GAIL M.	33592	12/09/2013	Reimbursement	Genetic Testing (Gromala/Dammith 13-	101-267-840.00	25.60		\$25.60
TERENCE S WANIC PS	33582	12/06/2013	Peer Group	Meeting Date: 12/6/13	243-245-710.00	70.00		\$70.00
THE JANITOR'S CLOSET	33693	12/13/2013	36622	Floor Cleaner	101-265-755.01	10.09		\$10.09
The Print Shop - 1340 Main Street	33689	12/13/2013	7028692	Return Address Labels (Roll)	101-267-727.00	79.70		\$79.70
Time Warner Cable	33726	11/28/2013	10404 620475202 800	December 6 - January 5, 2013	101-301-770.00	124.15		\$124.15
TWIN CITY ELECTRIC, Inc.	33656	12/11/2013	73733	PO# 2863 Install 24 Strand Single-Modr	101-103-970.00	4,625.00		\$4,625.00
Verizon Wireless	33717	12/01/2013	9715879880	Cellular Services	266-325-850.00	1.75		\$1,141.91
	33717	12/01/2013	9715879880	Cellular Services	101-301-850.00	628.76		
	33717	12/01/2013	9715879880	Cellular Services	101-426-850.00	61.64		
	33717	12/01/2013	9715879880	Cellular Services	101-265-850.01	83.24		
	33717	12/01/2013	9715879880	Cellular Services	205-315-850.00	334.06		
	33717	12/01/2013	9715879880	Cellular Services	101-682-850.00	32.46		
VIQ Solutions, Inc.	33583	12/10/2013	21358	PO# 2861 Software Support & Mainten	101-103-857.02	1,836.00		\$1,836.00
WALTER BROTHERS INC	33741	11/25/2013	A211248	Keys & Universal Pin	101-301-727.00	17.67		\$17.67
Warner, Fredrick	33763	12/17/2013	5368	Can Zone	296-668-801.00	91.65		\$161.71
	33764	12/17/2013	Reimbursement	Mileage - Can Zone	296-668-801.00	70.06		
WEST GROUP PAYMENT CENTER	33660	12/01/2013	828515909	November 1 - November 30, 2013	269-145-801.00	425.18		\$425.18
Wii-Kill Pest Control	33601	11/25/2013	2368180	Courthouse	101-265-801.00	62.25		\$62.25
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003	33602	12/05/2013	0402055840-00001	Jail - Electrical Service	101-265-920.03	3,478.29		\$3,519.82
	33773	12/17/2013	0402047856-00005	Kleinke Park - Electric Services	208-751-920.01	41.53		

**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>								
Xerox Corporation - 26152 Network Place								\$493.85
33739		12/01/2013	071310190	Sheriff Department (10/21 - 11/21/13)	101-301-770.00	35.53		
33740		12/01/2013	071310191	Sheriff Department (10/21 - 11/21/13)	101-301-727.00	458.32		
<b>Total Amount for Bank Account: General</b>								<b>\$72,149.31</b>



## 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 12.23.13 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 12.23.2013 County Board meeting	

Submitted by:     **Brian Bousley**    

    **01/03/2014**      
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>

# U.P. State Fair Authority Board Meeting

## Minutes

July 17, 2013  
1:00 p.m. ET

UPCAP Office  
Escanaba, MI

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### Members Present:

Dave Rivard - Vice Chair, *Delta Cty*  
John Degenaer, Jr., *Dickinson Cty*  
James Gale, *Houghton Cty*  
Gary Burk, *Iron Cty*  
Joe Langdon, *Keweenaw Cty*  
Phyllis French, *Luce Cty*  
Chuck Bergdahl, *Marquette Cty*  
Janis Linderoth, *Menominee Cty*  
Ann Harrington – Treasurer, *Schoolcraft Cty*  
Dave Anthony, *Hannahville*

### Members Absent:

Micky Rondeau, *Alger Cty*  
Jake Campbell – Chair, *Chippewa Cty*  
Dan Siirila, *Gogebic Cty*  
Calvin McPhee, *Mackinac Cty*  
Hubert Lukkari, *Ontonagon Cty*

### Agent Staff & Guests:

Jonathan Mead, UPCAP (Administrative Agency/Secretary)  
Vickie Micheau, Delta County Chamber of Commerce (Management Agent)  
Tracy Lektzian, UPCAP  
Steve Masters, Delta County Convention and Visitor's Bureau  
Sheila Kruger, Delta County Chamber of Commerce  
Herb Pomeroy, UP State Fair  
Joe Cilc, Steam & Gas  
Skip Dufour, Steam & Gas  
Tom DuBord, UPIR  
Jim Baldwin, UPIR  
Bill Menge, Baraga County

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### 1. Call to Order / Roll Call

Vice Chairman Rivard called the meeting to order at 1:34 p.m. Roll call is recorded above.

### 2. Public Comment

There was no public comment.

### 3. Adoption of Agenda

**Motion by Degenaer, supported by Linderoth, to approve the agenda.  
Motion carried.**

**4. Approval of Minutes**

**Motion by Gale, supported by Harrington, to approve the minutes of the June 19, 2013 Meeting. Motion carried.**

**5. Treasurer's Report**

Ann Harrington presented the Profit & Loss, Balance Sheet and Check Detail with the Authority. Ms. Harrington noted that there is now a UPIR account set up and that exhibition and midway fees are up due to collecting ahead of time.

**Motion by Bergdahl, supported by Gale, to approve the Profit & Loss Statement, Balance Sheet and Check Detail in the amount of \$35,229.97 thru June 30, 2013. Motion carried.**

**6. Management Report**

Ms. Micheau discussed the following with the Authority:

- Hired a retired accounting instructor to help during fair week
- 8 Point Promotions will be refunding our \$10,000 and will attempt to get 100% commitment in 2014
- 2013 Advertising budget

**7. Old Business/New Business**

Building Repair List

Steve Masters will be putting together the 10 year plan for the September meeting.

Steam & Gas request for new building

Mr. DuFour stated Steam & Gas would like to put up a small building in the Steam & Gas Village Area. This would be approximately 18 x 18 located by barbershop. This would be used for an antique drug store or other shop. The cost would be approximately \$18,000 and would be paid for by the Steam & Gas Village. They would also like to extend the sidewalk to the museum.

**Motion by Bergdahl, supported by Linderoth, to allow Steam & Gas to build a drug store in their village. Motion carried.**

UPIR request to replace windows in the grandstand

Mr. DuBord asked for approval to have the windows in the grandstand replaced. UPIR would pay for the cost of replacement which would be approximately \$798.

**Motion by Degenaer, supported by French, to allow UPIR to replace windows in the grandstand. Motion carried.**

Mr. DuBord would like to purchase an additional cooler for the grandstand. UPIR is requesting that the Authority pay for ½ of the fee. Ms. Micheau stated that the Authority's half could come out of the concession sales. Cost to purchase is \$1,000.

**Motion by Degenaer, supported by Burk, to allow UPIR to purchase cooler for grandstand with Authority paying for half. Total not to exceed \$1,500 with Authority portion not to exceed \$750.**

Handicapped parking at fair

Management Agent received a letter asking for more handicapped parking during the fair. Authority members discussed matter and Ms. Micheau will be drafting a letter back to the concerned individual addressing her concerns.

Scholarship Info from Fifth Third Bank Michigan State Fair

Authority members discussed information received. Administrative Agent will return documents and draft a letter thanking them and stating that we are not a county fair, but rather the only state fair.

**Motion by Degenaer, supported by Gale, to draft letter to Fifth Third Bank. Motion carried.**

TB Testing Update

Authority members discussed recent discussions with Representative Ed McBroom and TB infected animals in Lower Michigan. After calling Representative McBroom and having further discussions with members, it was unanimously decided that counties adjacent to or with intersecting corners to any of the three counties where current outbreaks have been discovered, would need to have their animals tested prior to exhibiting at our fair. Those counties would be Saginaw, Gratiot, Midland, Bay, Ionia, Clare, Tuscola, Genesee, Shiawassee, Clinton, Montcalm, Isabella and Gladwin.

Also the Authority will pay for animal testing at a cost of \$8 per head and also pay \$50 towards the veterinary expense of testing.

**Motion by Gale, supported by Bergdahl, to require all cattle in adjacent and intersecting corners to be TB tested with Authority paying for \$8 per head and \$50 towards veterinary expense. If TB test is clear, they will be allowed to exhibit at our fair. Motion carried.**

**8. Next Meeting**

The next meeting will be Thursday, September 26<sup>th</sup>, 2013 directly following the Buildings & Ground Committee Meeting which will start at 12:00.

**9. Adjournment**

**Motion by French, supported by Gale, to adjourn the meeting. Motion carried. The time was 3:30 p.m.**

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Jonathan Mead, Admin. Agent / Secretary  
UP State Fair Authority

Menominee County Planning Commission  
S904 U.S. Highway 41 Stephenson, MI 49887  
Planning Commission Minutes  
September 23, 2013

Call To Order: Menominee County Planning Commission regular meeting was called to order at 5:35 PM by Chair Lillian Schultz at the Michigan State University Extension office in Stephenson, MI with the pledge of allegiance.

Roll Call: Present: Paul Anderson, Donna Buechler, Charlene Peterson, Lillian Schultz, Warren Suchovsky. Absent: Bill Anderson and Commissioner James Furlong. Quorum was present to conduct business. Guest: Ron Yesney of MI DNR.

Public Comment: None (Bob Desjarlais and Dick Peterson present)

Approval of Agenda: Motion by Peterson to approve agenda; support by Suchovsky. Motion carried.

Approval of Minutes: Motion by Suchovsky to approve June 24, 2013 minutes as presented, support by Peterson. Motion carried.

Old Business: Brownfield Redevelopment Authority - No report.

New Business: Brian Bousley, County Administrator sent a letter to the Planning Commission informing them of the County Board's bylaw change re: Committees to now allow payment of per diems for all non-County Board members attending meetings up to \$50 / person per meeting. The annual budget for the Planning Commission is only \$1000.00 per year. Budgets would not be increased to cover meeting fees. PC members wanted to know why there were no guidelines; the Planning Commission members all felt they were there to represent a specific area of interest, not to be paid; the possible idea of a postponement to take action until the PC is re-organized in the Spring of 2014 was also presented. Suchovsky made the following motion supported by P. Anderson: *County Board should establish the volunteer per diem fee equal for all board members including the County Commissioner members assigned to the respective boards.* Carried

**PRESENTATION: Ron Yesney of the MICHIGAN DNR**

Ron presented a lengthy program on the potential for trail development and use opportunities in Menominee County. The hope is that this will assist in the promotion of more tourism in the county. Multi-use trails rather than separate ones for each type of outdoor activity seem to be the wave of the future for equestrians, ORV and ATV and Snowmobile riders as well as bikers and hikers. Many issues need to be addressed including financial and law enforcement before any development occurs.

Suchovsky proposed a recommendation the Menominee County Planning Commission advise the Menominee County Parks and Recreation Board that when they next review the 5-year Recreation Plan that an amendment to recognize the potential for trail opportunities be included. Buechler supported this motion. Motion carried.

Next Meeting Date: MONDAY, January 27, 2013 – 5:00 pm.

Adjournment: Motion by Peterson to adjourn; support by P. Anderson.  
Motion carried.

Meeting adjourned at 7:03 PM.

Minutes Submitted by:

Donna Buechler  
Menominee County Planning Commission

*Minutes Approved 12-9-13*

Cedarville Township Board Meeting

October 9, 2013

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

Roll Call: Supervisor-Lin Peterson, Treasurer-Kathie Prestin, Clerk-Donna Buechler, Trustees-Jim Prestin & Tony Williams and 3 guests were present.

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

Moved by Tony to approve minutes of previous meeting with the change of 'fire department made at the bridge walk', second by Jim. Motion carried.

Treasurer's Report: Fund balances and bank accounts reconcile at \$99,097.21. There is a Board of Review chargeback-Kathie will try to find out why.

Fire Chief's Report-Leah Leaveck was served on Sept. 30, 2013. County emergency services coordinated resigned and County Board wants to put the position back to part time. Jim & Kathie are working on getting a SAM #. Dry hydrants were flushed on Sept. 22<sup>nd</sup>. Department discussed have a FFI & II class, possibly starting in January. Gary needs the signed copy of MABAS. No runs this past month.

Assessor's Report-Communicating with owners of undocumented buildings. Jill will determine if BOR can add value. There is also an estate that has not properly processed transfers of ownership. Jill is consulting with State Tax Commission on best way to uncap these parcels.

Clerk's Report-Moved by Jim to approve warrant list 15187-15212 voiding 15186 & 15184 from 9-11-13 to Airgas (double payment), second by Kathie. Motion carried. Correspondence included a LOMA letter, lighthouse check was OK, DEQ permit to DNR to dredge, IRS penalty Donna paid, IRS letter stating they haven't had time to check into our case, workman's comp insurance requesting more information-it has been sent, credit cards do not need a pin, IRS notified us Bay Property Management isn't under Gerry's Social Security number-CPA says we do not need to do anything.

Fox Park Report-16 registered campers for \$245 in fees. There was a large amount of trash dumped in woods across from toilets. Recommending gating off picnic area in winter. New fire pits and gate posts up on Oct. 19<sup>th</sup>. Close park before Halloween.

Supervisor/Building Authority Report-No new construction.

Old Busines:

No Wake Zone-nothing yet

DNR Land Division-nothing

Horse Trails-nothing

Fisheries-nothing

Zettle-waiting on information

Outdoor outlets-RT Electric looked, but haven't heard back

Septic-Tony knew where it was

Economic Development-several clubs are working on connecting trails.

Dump-not reviewed for harvesting yet, but Gary did the DEQ inspection. There are trees on the cap and ORV's and trucks are accessing the site.

**New Business:**

Newsletter-Post no trespassing at the dump site, bridge walk updates, Fox Park updates including spring clean up dates of April 11, & 19, 2014.

County Board-met in Cedarville on Oct. 8<sup>th</sup>. They will be voting on if elected officials should receive raises. Moved by Jim for Lin to pursue supporting giving the raises. Motion failed due to lack of support.

SORVA-would like a Cedarville representative. Moved by Jim to appoint Dave Prestin, second by Tony. Motion carried.

Fire Department/Township separation-Department is a subsidiary of the township.

Resolution 2013-10-9 was adopted to support the Belle Isle Trail Southern Route through Menominee County. Jim=yes, Donna=yes, Lin=yes, Kathie=yes, Tony=yes.

Clerk Position-Gina may be interested since Donna's new job will have her resigning by Spring.

Next Meeting-November 12, 2013

Moved by Tony to adjourn, second by Jim.

# U.P. State Fair Authority Board Meeting

## Minutes

October 14, 2013  
1:00 p.m. ET

Fairgrounds  
Escanaba, MI

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### Members Present:

Jake Campbell, Chair, *Chippewa Cty*  
Dave Rivard - Vice Chair, *Delta Cty*  
John Degenaer, Jr., *Dickinson Cty*  
James Gale, *Houghton Cty* – **by phone**  
Gary Burk, *Iron Cty*  
Joe Langdon, *Keweenaw Cty*  
Phyllis French, *Luce Cty*  
Chuck Bergdahl, *Marquette Cty*  
Janis Linderoth, *Menominee Cty*  
Ann Harrington – Treasurer, *Schoolcraft Cty*  
Dave Anthony, *Hannahville*

### Members Absent:

Micky Rondeau, *Alger Cty*  
Dan Siirila, *Gogebic Cty*  
Calvin McPhee, *Mackinac Cty*  
Hubert Lukkari, *Ontonagon Cty*

### Agent Staff & Guests:

Jonathan Mead, UPCAP (Administrative Agency/Secretary)  
Vickie Micheau, Delta County Chamber of Commerce (Management Agent)  
Tracy Lektzian, UPCAP  
Steve Masters, Delta County Convention and Visitor's Bureau  
Sheila Kruger, Delta County Chamber of Commerce  
Lisa Beem, Anderson, Tackman  
Kristine Berhow, Anderson, Tackman  
Vern Viau  
Amber Hanson  
Carol Quist  
Rob Mitchell  
Stephanie Bruno  
Lori Branstrom  
Jenny Starynski  
Alexis Berube  
Sam Berube  
Rep. Ed McBroom  
Dave Radloff

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### 1. Call to Order / Roll Call

Chairman Campbell called the meeting to order at 1:18 p.m. ET. Roll call is recorded above.

## 2. Public Comment

None.

## 3. Adoption of Agenda

**Motion by French, supported by Degenauer, to approve the agenda as presented. Motion carried.**

## 4. Approval of Minutes

**Motion by Burk, supported by Rivard, to approve the minutes of the July 17, 2013 Meeting. Motion carried.**

## 5. Treasurer's Report

Kristine Berhow and Lisa Beem from Anderson Tackman were present to review the Balance Sheet and Profit and Loss Statements.

Ms. Berhow reviewed financials from July – September and noted that they are “draft” reports.

**Motion by Degenauer, supported by Rivard, to approve the “draft” Reports as presented. Motion carried.**

## 6. Management Agent Report

Vickie Micheau reviewed the Management Agent Report. She noted the following from the report:

- Winter Storage income \$77,359
- The Ruth Butler building will go back to the layout for 2011 Fair
- Submitted 2 grant request for 2% funds for final upgrades to electric service
- Considering sending RFP's for veterinarian services. During check in times could use more staff.
- Facilities and Grounds Mgr Position. Already posted for Herb's job and have been receiving applications.

## 7. Public Comment

The following members of public spoke about their concerns related to the three incidents during the fair:

- Sam Berube
- Jenny Starynski
- Rep. Ed McBroom

Livestock Committee Recommendation

Ed McBroom, from the Livestock Advisory Committee, stated that the Committee would like to change the show fitting policy in the Junior Market Show. They want to allow free choice and allow the families to assist. Professional fitters will not be allowed to assist at the fair.

The LAC also would like to have professional fitting clinics in the future. Several members of the public also thought this would be a good idea.

**8. New Business**

Disciplinary Action – Golf Cart

Authority members reviewed documentation involving the Golf Cart Incident with Mr. Moker. Members noted that he is already on probation for a previous incident.

**Motion by Bergdahl, supported by Smith, that Jim Moker receive a lifetime ban during fair week (Sunday to Sunday) with a review in 5 years. Motion carried.**

**Roll call vote: 8 yes, 3 no**

Disciplinary Action – Altercation

Authority members reviewed documentation involving the altercation between Timothy Beauchamp and Dennis Miron.

**Motion by Bergdahl, supported by Degenauer, that Timothy Beauchamp and Dennis Miron receive a 2 year ban during fair week (Sunday to Sunday) followed by a 3 year probation. Motion carried unanimously.**

Disciplinary Action - DNA Test Failure

Authority members reviewed documentation involving the DNA Test failure at length.

**Motion by Anthony, supported by Degenauer, that exhibitor, Dayton Miron, receive a 3 year ban from showing during the fair. Motion carried unanimously.**

UPIR Organizational Structure

Authority members discussed organizational structure of UPIR.

**Motion by Degenauer, supported by Burk, that Management Agent work with UPIR to become a separate entity and manage their own funds and race events. A letter of understanding will be prepared regarding track rental. Motion carried.**

**9. Next Meeting**

The next meeting will be on Thursday, December 5<sup>th</sup>.

**10. Adjournment**

**Motion by Degenauer, supported by Bergdahl, to adjourn the meeting.  
Motion carried. The time was 3:40 p.m. ET**

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Jonathan Mead, Secretary  
UP State Fair Authority



# Public Health Delta & Menominee Counties



## Board of Health Meeting

Pinecrest Medical Care Facility  
Powers, MI

Meeting Minutes  
Wednesday, October 30, 2013

### Board Members Present

Bob Burie  
Tom Elegeert

Jan Hafeman  
Mary Harrington

Larry Schei  
Tom Trudgeon

### Public Health Staff

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

### 1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on October 30, 2013. The meeting was called to order at 3:00 p.m. CDT by Chairman Burie. Roll call was taken by the Executive Secretary and is recorded above.

### 2. Approval of Agenda

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

### 3. Approval of Minutes

Ms. Hafeman moved that the minutes from September 18, 2013, be approved. Motion was supported by Mr. Trudgeon and carried.

### 4. Finance Committee- FY13 Year-End Report

Mr. Trudgeon reported that the Finance Committee met on Monday, October 28, 2013. The committee went over the year-end report and stated it looked good.

**Ms. Hafeman moved to approve the FY13 Year-End Report. Motion was supported by Ms. Harrington and carried.**

**5. Review and Approval of September Check Register**

The BOH reviewed the September check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

**Ms. Hafeman moved to approve the September check register. Motion was supported by Mr. Trudgeon and carried.**

**6. Medical Director's Report**

Dr. Frankovich reported she did an interview with Radio Results Network today before the board of health meeting regarding the flu and other health related topics. It is to air on October 31, 2013. One focus was new research on the efficacy of high dose flu vaccine in senior citizens. She stated older people (65 years and older), don't respond as well as younger people to standard vaccine doses, so scientists were testing a high-dose vaccine. The high dose vaccine is more expensive and has slightly more risk of a local reaction. Newly released data suggests a 24% decrease in influenza illnesses among seniors who receive the high dose vaccine as compared to those who receive the regular dose. The Centers for Disease Control will be reviewing these results and making a recommendation as to whether this high dose vaccine will be the preferred agent for seniors next year.

Dr. Frankovich also brought to the board's attention a recent cholera outbreak in Mexico. Cholera is typically a third world diarrheal illness associated with poverty and poor sanitation but she notes that an outbreak so close to home serves as a reminder about the value of surveillance and the critical importance of basic public health safeguards such as maintenance of clean water supplies and waste management.

Ms. Harrington asked about the Erlichia muris-like disease (EML), reported on previously in Menominee County, and whether or not the state came and did the planned dragging for ticks. Dr. Frankovich reported the state has not yet come up to Menominee to do local tick collection. Dr. Frankovich will report results to the board if any testing is done.

**7. Health Officer's Report**

- Bob Berbohm presented on Active Shooters for the All Staff Training on September 17, 2013, and then did a 'walk-through' of PHDM's Delta county office on September 18, 2013. He came back and presented his findings at the October 7, 2013 Supervisor's meeting and gave suggestions on how to make PHDM a safer environment in case of an Active Shooter. Mr. Snyder and staff are following through with Mr. Berbohm's advisements.
- A survey was done recently on Breastfeeding initiation rates. Our district was at 64% last year and have climbed to 71% this year. Mr. Snyder feels it's due to the MIHP and WIC Peer Counseling Programs. He feels PHDM employees are doing a wonderful job!

- Mr. Snyder reminds the board members to read the newspaper articles in the back of the packet. He explained more about the "Every 15 Minutes" picture and program.
- Reminder there is no November meeting. The next Board of Health meeting will be on Wednesday, December 18, 2013 at Pinecrest.

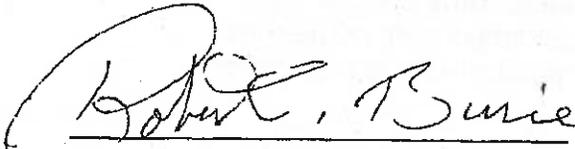
8. **Public Comment—None**

9. **Board Member Comments**

- Mr. Schei announced the outside of the Menominee Health Department was pressured washed. He feels it should be done again in the spring.
- Mr. Snyder is in the process of getting bids for signs for the Menominee office that will better identify PHDM to the public.
- Ms. Hafeman asked about the status of the automatic, handicap accessible doors. Mr. Snyder reported the door at the Delta County office is almost complete. The project in Menominee has not been started yet.
- Mr. Trudgeon was curious to know if there is any help around the area for those that are mentally impaired and not in what the state of Michigan defines as a "crisis." Dr. Frankovich reported there is really no help out there. She feels that MIHP and other early intervention programs are the key to helping younger generations. Mr. Trudgeon would like the board to be aware of this issue and bring any information to the board.

10. **Adjournment**

**There being no further business, a motion was made by Ms. Harrington with support by Mr. Trudgeon to adjourn the meeting. Motion was carried and the meeting adjourned at 4:05 p.m. CDT.**

  
Robert, Burie

Chairperson

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, November 12, 2013.

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

Present: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Joe Skrobiak, Gerald Piche, Joe Linder and Larry Barker.

Absent: None

The Pledge of Allegiance was recited.

Public comments – None.

Public appearances – None.

Additions/corrections to minutes for 10/08/13 and 10/23/13 – There being no additions or corrections, Kakuk declared that the minutes will stand as written.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, October 7, 2013				\$1,158,243.85
Receipts thru 10/31/13	404,863.71			
Expenditures thru 10/31/13		234,669.25		
Balance, October 31, 2013				1,328,438.31
Michigan Transportation Funds	282,725.07			
Receipts thru 11/11/13				
Expenditures thru 11/11/13		285,199.52		
State Maint. & Equip. Advances			117,398.00	
Balance, November 11, 2013	687,588.78	519,868.77	117,398.00	1,208,565.86
<u>Payables &amp; Reserves</u>				
Payroll 11/21, and 12/05 (Est.)			125,000.00	
Soc. Sec. 11/21 and 12/05 (Est.)			9,562.50	
Reserve for workers compensation insurance			20,846.02	
Reserve for liability insurance			83,820.31	
Reserve for rental grader lease (Dec 2009)			36,798.06	
Reserve for rental grader leases (Oct 2010)			128,018.34	
Reserve for F-4 Lane bridge (Harris Twp)			575.25	
Reserve for Mussel Surveys on bridges			0.00	
Reserve for snowplow cutting edges			54,688.80	
Reserve for design of CR 358 (US41 to K-1 Road)			8,275.00	
Reserve for Forest Funds			161,015.11	
Reserve for dump box repairs/paint on plow trucks			11,053.38	
Reserve for design of Pach Lane bridge			32,000.00	
Reserve for 2013 Federal Aid match			30.96	(671,683.73)
				\$ 536,882.13

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

Vouchers # 14-0003, 14-1031, 14-0005 and 14-0007 – Kakuk inquired about an invoice from Northwest Hydraulics. It was noted that the invoice was for cylinders for inventory. Moved by Betzinger, seconded by Anderson that the vouchers be approved and ordered paid. Carried unanimously.

Action on resolution allowing Chair or Vice-chair to sign agreements for the 2014 Chip seal projects –

Commissioner Anderson moved for the adoption of the following resolution:

WHEREAS, it is the intent of the Menominee County Road Commission to Crack Fill, Chip Seal and install pavement markings on various roads within Menominee County, using STP and/or State D Funding.

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

NOW THEREFORE BE IT RESOLVED, that the Chair or Vice-Chair are herewith authorized and empowered to enter into and sign any and all agreements necessary to receive STP and/or State D Funds for the project listed above.

Seconded by Commissioner Betzinger and carried by the following vote: Ayes: 3; Nays: 0.

Discuss future use of road commission gravel crusher – Moilanen stated that the gravel crusher is a 1963 Universal and that it is currently in need of over \$15,000 in parts. The crusher was used only about 2 weeks so far in 2013, and private contractors can usually crush gravel for less cost than we can run the crusher. Betzinger asked if the crusher loader was being used. Moilanen replied that it was used for construction when not in use with the crusher. Moved by Anderson, seconded by Betzinger to have any useable parts removed from the crusher and to sell the balance for scrap. The loader and stacker will be retained for use with other road commission operations. Carried unanimously.

Any other business – Moilanen stated that the Hannahville Indian Community had awarded the road commission a 2% Grant in the amount of \$18,862.50 to be used toward the 2014 Overband Crack Filling operations. Chair Kakuk signed the agreements to receive the funds.

Moilanen stated that CRAM had sent information regarding annual membership fees for NACE, ARTBA and APWA. It was decided to keep the one NACE membership that CRAM pays for, in Moilanen's name, and to decline membership in ARTBA, and APWA.

Moilanen presented the board with information received from MDOT requesting any comments regarding the implementation of connector trails in the MDOT right of way for ORV use along M35. Betzinger asked if the connectors included the area from CR551 to Cedar River. Moilanen replied that they currently did not, but that was a suggestion that could be given to MDOT. Kakuk noted that they were also looking to extend the ORV trails from County Line Road in Hannahville to Camp O Road in Cedar River.

Gerald Piche wished everyone good luck with hunting.

Public Comment – Joe Linder stated that he had received several requests for grading in Nadeau Township. He also asked if geo-grid was necessary for the grade lift on M-4 Lane. Due to the high cost of the product, the township would prefer that it be left out and just use pit run gravel. Moilanen replied that the grade lift should have something under the gravel for a more stable base, and suggested the use of a less expensive fabric for the approximately 600 feet of the grade lift. Mr. Linder asked why not just put maintenance gravel on the hill and not cut any trees? Moilanen explained that there would not be any ditches. Gerald Piche asked if the road commission could abandon a road that has such minimal use. Moilanen said that could be done, but all landowners would have to be guaranteed access to their property. Mr. Linder asked if the road commission would pay half of the cost of the grade lift. Moilanen stated that they would not be doing any cost sharing at this time. Moilanen and Mr. Linder will meet at the road to decide the best way to proceed with the grade lift.

Joe Skrobiak stated that a good job had been done on State W-2 Road.

There being no further business, Kakuk declared the meeting adjourned at 9:36 a.m.

Menominee County Finance Committee  
Minutes of Meeting  
Nov. 12, 2013

\*\*\*\*\*Approved 12.18.2013\*\*\*\*\*

The Finance Committee met on Nov. 12, 2013 at 5:00 PM at the Menominee County Courthouse, Courtroom B.

Present at the meeting were Com. Lang, Com. Nelson, Com. Schei, Com. Hafeman, Brian Bousley, & Sherry DuPont

**Call Meeting to order:** Chairperson Nelson called the meeting to order at 5:00 P.M.

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

**Roll Call:** Roll call was taken; all finance commissioners are present.

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

**Previous Meeting minutes:** Aug. 21, 2013 – moved by Com. Hafeman and supported by Com. Lang to approve the minutes of the Aug. 21, 2013 Finance Committee meeting. Motion approved 4/0

**Public Comment:** None

**Business:**

- a. **FY 2012/2013 Budget ~ Final amendments:** Administrator Bousley discussed the three amendments we have to approve. UP 911 Authority – Computer replacement (CAD). This is for 911, the funds for reimbursement came in later than expected, \$44,804. The second amendment is for reimbursement for training in the Sheriff Dept. The training was cancelled so we were reimbursed the funds, \$1,150. The third one is to balance line items for the Board of Canvassers travel \$50 from the elections travel. Com. Nelson makes a motion to approve the amendments all together. Com. Schei seconded. All Commissioners agree.
- b. **FY 2012/2013 Budget ~ Discussion of Year End final numbers:** Administrator Bousley discussed the final numbers. In the GF, basically all the positive accounts added up to \$316,239.41. There was a few deficit accts. that added up to \$35,775 total \$280,464.00 Under budget in the GF accounts. Plus we had a little bit of revenue over what was budgeted, \$350,000. Gives us a grand total of about \$600,000. Com. Nelson: is that what we anticipated? Bousley: I expected lower than that, about 3. Some things can change. A couple of departments were in deficit. Circuit Court: 11,000. Admin fees, unexpected jury trials. Probate Court: 2,500 over, legal fees to hire an attorney to get money back to us. Administration: 15,000 over there, due to the closed division. MERS gives us the projected cost, this is for previous Administrator. This one they did not give us. The hybrid is supposed to be bridged in to stop the accelerated funding. It should be changed for this budget year. Com. Lang: the benefits in the hybrid, is that DB or DC. Bousley: Both; And the final is elections over \$98.00. All in all we did pretty well in the GF side. When we go

to the Special Revenue side, Road Patrol is over about \$23,000, salaries/ot. . . Nelson: why there's plenty of money in the RP fund. Bousley: Yes, there's about \$216,000 in the fund. Nelson: this year, did they go over the money taken in from the taxes? Bousley: Yes, about \$23,000. Nelson: so if they're over the amount of taxes taken in, we're not collecting enough taxes for road patrol. Bousley: If we didn't have a fund balance in there, they would have been a little short this year. Nelson: Are we concerned about this for the future. This millage goes on for the next six years. It looks like our millage is going to be unfunded. We're not going to go back and take it from the GF. So will we have to re-do the millage? Bousley: No, they said they would make adjustments, cuts to fulfil their promise in the millage. Everything else is good. ROD Automation fund was about \$2,300 short there. Because of projected revenues not being received; they have a fund balance. 911 should be even with the budget amendment we just moved forward. Nelson: 911 is another one that's on a surcharge. That has to cover the cost of 911. Do they have a surplus? Bousley: yes, about \$222,000 in their fund balance. Nelson: Will they have enough money in the future to fund 911 including the retirement structure? Bousley: They should be good. State Special Child care is about \$20,000. We did not receive all of the grant funding there. PA123 about \$47,000 under there. That's all the Hermansville Building. Nelson: Did we pay over the contracted amount? Bousley: No we paid out the contracted amount and the tipping fees for removal of the debris. Diane: the contract is for \$49,250 plus \$3,500 to take the asbestos from the shed bldg. there. The total cost was \$111,340.95. Nelson: so we paid almost \$60,000 in tipping fees? Diane: yes due to all debris having to be removed as though it contained asbestos. Some of the invoices went into the 2013/14 budget because of the invoice dates. Bousley: These are all pre-audit numbers. Ray will be here the first part of Jan. to start the audit. Since I've been here, each year Ray has to dig deep to find stuff. That's why the audit costs less than previously.

**Public Comment:** None

**Adjourn:** Moved by Hafeman supported by Lang to adjourn the meeting at 5:18 PM. Motion approved  
4/0

# MINUTES

## TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET  
MENOMINEE, MI 49858  
906-863-8408

### REGULAR SESSION MEETING

NOVEMBER 19, 2013

**MEMBERS PRESENT:** Jason Lauzer, Mary Johns, Nick Lakari, Charlie Meintz, and Ted Sauve  
**OTHERS PRESENT:** Airport Manager Tony Krysiak, Nancy Douglas, and Peshtigo Times  
**EXCUSED:** Chris Plutchak

1. Call to order  
Meeting called to order at 5:00 pm by Jason Lauzer
2. Pledge of Allegiance
3. Roll call  
Roll call taken by Chair Jason Lauzer.
4. Approve/amend agenda  
**Motion** (Sauve/Lakari) to approve the agenda with the addition of item 6a Explorer Solutions update.  
Motion carried.
5. Approve/amend minutes of the October 15, 2013 regular session meeting & the November 13, 2013 Special Meeting  
**Motion** (Lakari/Johns) to approve the minutes as presented for the October 15 regular meeting.  
Motion carried. Motion carried. No negative vote.  
**Motion** (Meintz/Johns) to accept the November 13, 2013 special meeting minutes with the correction of Item #5 to read "Mead" & Hunt. Motion carried. No negative vote.
6. Public comment – speakers will be limited to 5 minutes on agenda items only  
Bill Klondike, Peshtigo Times, introduced himself
- 6a: Explorer Solutions – Nancy Douglas  
Nancy provided an update on the status of the flight training school as well as the charter service.  
Jason reported on the efforts of trying to bring in a mechanic on the field.
7. Discuss/Consider approving Bylaw changes, action, if any  
**Motion** (Johns/Sauve) to approve the bylaws as presented again. Motion carried. No negative vote.
8. Discuss/Consider Avis Letter, action, if any  
Avis searching for a new partner to rent vehicles to for general public; asking to continue current situation through March 31. Avis is requesting to leave a vehicle at airport for pilot rental.  
Commission stay at 15%. Avis pay for office supplies and cleaning supplies.

TCAC minutes  
November 19, 2013  
Page 1 of 3

Discussion regarding cleaning of the vehicle.

Jason will draft a response for tentative agreement.

9. Discuss Consider Tenant Leases, action, if any  
Proposed version sent out last month. Tenants wanted to remove the comment regarding rules & regulations (item #11). Jason spoke with Atty Dan Hass who suggested not striking out the language. He did agree to give the tenants a transition period with any policy changes.

Jason will make changes and forward to George for response prior to next meeting.

10. Discuss/Consider Minimum Standards, action, if any  
Changes incorporated and emailed. Jason will forward to George for review before final committee approval.
11. Discuss/Consider User Study, action, if any  
Discussion regarding runway. Nick will put together a summary response to FAA.
12. Executive/Finance Committee report:
  - A. Discuss/Consider Profit & Loss for October 2013, action if any
  - B. Discuss/Consider Reconciliation Summaries for October 2013, action if any
  - C. Discuss/Consider Vendor Balance for October 2013, action if any
  - D. Discuss/Consider Customer Balance for October 2013, action if any
  - E. Discuss/Consider Check Detail (#12851 - 12874) and in the amount of \$100,918.53 for October 2013, action if any
  - F. Discuss/Consider Fuel Sales Report for October 2013, action if any
  - G. Discuss/Consider airport traffic for October 2013, action if any

Recommendation for approval not made by Finance due to some discrepancies. Tony provided answers to the requests for clarification on several items.

**MOTION** (Lakari/Johns) that the commission approve payment for check #12581 through 12874 for a total amount of \$100,918.53 and items A through G, as presented. Motion carried. No negative vote.

13. Communications/correspondence
  - a. Letter from Sheriff Jerry Sauve

Sheriff thanked committee for use of airport during EVOC training. Special recognition extended to Jeff LaFleur.

Letter from Ellen Sorensen, Marinette County Administrator, addressed to Nick Lakari regarding renewing seat on commission.

Thank you letter sent to John Seaborg for his assistance on the display helicopter.

14. Dialog between Airport Manager and the TCAC  
Tony updated the committee on the Enstrom project.

Both the taxilane and the fence have been completed with the exception of a few holes that need to be filled.

Tony is planning to rebuild cap out account after the beginning of the year obligations are met to plan for other projects.

Jason indicated they are trying to locate the final location of the fence. Updates & approvals to the master plan must be noted.

A lease amendment will be needed for Enstrom next month due to added pad on East side of airport. Jason will work with Dan to amend lease. Also Enstrom is looking to move one of their hangars, which will lead to another amendment.

15. Dialog between airport users and the TCAC  
None
16. Public comment -- speakers will be limited to 5 minutes  
None
17. Future agenda items  
Tenant leases.  
Enstrom lease  
Minimum standards  
User Study update  
Update on gates
18. Schedule next meeting  
December 17, 2013 at 5:00 pm
19. Adjourn  
**MOTION** (Johns/Meintz) to adjourn at 6:14 pm. Motion carried. No negative vote.

Respectfully Submitted:

Jennifer Seguin  
Marinette County Administrative Secretary

Date approved:



# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Delta-Menominee District Board of Health Appt.</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	<p>The appointment of the Menominee County representative on the Delta-Menominee District board of health expired on Dec. 31, 2013. Administration spoke with Mike Snyder, the board's re-organizational meeting is Jan. 15<sup>th</sup>. They would like a member from Menominee County present if possible. The appointment has been advertised and only one candidate is interested. <i>Robert Burie is the current member whose term is expiring.</i></p>
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **01/06/2014**      
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>

**NOTICE**

Menominee County is seeking applications of appointment from persons wishing to serve on the following Boards/Committees.

---

Delta-Menominee District Board of Health

One ~ 3-year term (1/1/2014 – 12/31/2017)

***Interested Candidate: Robert Burie***

Ra  
12/26/11  
BR

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

I, Robert Burie, hereby submit an application for appointment to  
NAME

Delta-Menom. Health Bd. for 3 from Jan 2014 - Dec 31 2016  
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment

to \_\_\_\_\_

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

1. I reside at \_\_\_\_\_ wallace \_\_\_\_\_ 49893  
Street City Zip

Menominee and have since 1937-1955 - 1965 to 2013  
County

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

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

a. Indicate nature of your work: Retired

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

5. Educational Level and degrees received:

2 yrs. Agri. Tech. MSU, + Kellogg Fellowship MSU

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

Health Dept. Bd.

7. Previously held appointments and/or elected positions:

County Bd. of Commissioners 18 yrs

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.

1/0.

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.

11. Is this an application for reappointment? Yes  No

If yes, how many years have you served on this board? About 20, off + on

Please indicate your attendance record for the term(s) served 99% /             
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.

My 20 yrs. Experience + Knowledge of  
the workings of the Health Dept.

13. I hereby apply for appointment to Delta, Menominee Health Dept. 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.

Robert A. Burie  
Signature

Robert A. Burie  
Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Equalization Department Personnel</b>
<b>DEPARTMENT:</b>	<b>County Board</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Continued discussion of hiring a FT person in the equalization department as Staff Appraiser. Dan Hass will provide a written opinion to the County Board. Discussion was tabled, there was not enough time to read Dan's opinion prior to the meeting.	

Submitted by:     **Brian Bousley**    

    **01/03/2014**      
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>

**WILLIAM G. MERKEL**  
Assistant Prosecutor

**GAIL M. SVINICKI**  
Investigator



**TONI ERDMAN**  
Legal Staff

**DANA L. COLE**  
Legal Staff

**DANIEL E. HASS**  
Prosecuting Attorney  
COUNTY OF MENOMINEE

COURTHOUSE  
839 TENTH AVENUE  
MENOMINEE, MICHIGAN 49858-3000  
Phone (906) 863-2002 • Fax (906) 863-2980

December 23, 2013

Administrator Brian Bousley  
Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, Michigan 49858

RE: Staff Appraiser Position

Dear Administrator Bousley:

The Menominee County Board has requested an opinion regarding the creation of a Staff Appraiser position in the Equalization Department. For this opinion, I have reviewed the 2013/2014 budget; the union contract; the personnel manual; Menominee County Bylaws and job descriptions.

The Position Allocation List approved by the County Board for the 2013/2014 Menominee County Budget lists two positions in the Equalization Department. The positions are Equalization Director and Cartographer/Tax Bill collector. These positions are currently filled by Menominee County employees and money has been budgeted for their compensation. The Cartographer position is recognized as a union position according to the union contract effective January 1, 2012 through December 31, 2014.

I have reviewed the job descriptions for the Equalization Director and Cartographer/Tax Bill Collector. I have also reviewed a job description for Staff Appraiser that has not been used since around 2004. After review of the job descriptions, if the Staff Appraiser position that the board wants to create would be similar to the former Staff Appraiser job description, then the Staff Appraiser position would be a new position in the Equalization Department. A problem I have in reviewing this matter is that there is not an updated job description for the Staff Appraiser position. This is important because the board has to decide if the Staff Appraiser duties would be added to the Cartographer/Tax Bill Collector position or would be a new separate and distinct position with different job duties.

If the board decides to create a new distinct position of Staff Appraiser, a job description has to be created. Assuming the board intends to create a new Staff Appraiser position in the Equalization Department, the board has to address what to do with the Cartographer/Tax Bill Collector position. Without knowing what the intent of the board is, this issue will have to be addressed at a later date.

Administrator Bousley  
December 23, 2013  
Page 2

The establishment and classification of new positions is covered in the Menominee County Personnel Manual, Section 8. Paragraph B requires the board to establish new positions only on the recommendation of the Personnel Committee at the request of the Department Head. This also requires DMG to create a job description and classification.

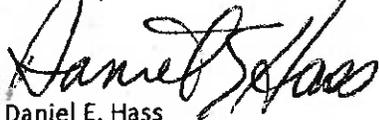
The first step the board should take is to decide if the Staff Appraiser position will be separate and distinct from the Cartographer/Tax Bill Collector position. After a job description is created and a wage classification is assigned to the position, the position has to be added to the Position Allocation List. Along with the position being added to the list, money has to be budgeted for the position.

This requires amending the County of Menominee Budget for 2013/2014. Before money can be budgeted for the position, a decision has to be made whether this will be a union or non-union position. This decision may affect what type of pension plan will be offered for the position. If the position is a union position, the union contract has to be followed, specifically, Article 1, Recognition.

On March 12, 2013, the board adopted a hiring freeze resolution. Because the Staff Appraiser position would be a new position, the board has to take action to amend the hiring freeze resolution. According to the discussion regarding the hiring freeze, the freeze would be across the board and would affect all positions that fall under current retirement divisions. The freeze would be in effect to allow time for a new retirement division for new hires to be established. As of the date of my review, no new division has been created.

After a job description and wage classification is approved by the board, Menominee County, being an equal opportunity employer, must follow the Menominee County Personnel Manual and union contract, if it is a union position, during the employee hiring and selection procedure.

Sincerely,



Daniel E. Hass  
Menominee County Prosecuting Attorney



**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Meyer Township request letter</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
In Dec. Admin. sent a letter to the Commissioners from Meyer township requesting the property, at no cost to the township, next to the clubhouse in Hermansville (former red brick building). Commissioners are to discuss this request.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **01/06/2014**      
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>

# MEYER TOWNSHIP

PO BOX 185  
HERMANVILLE, MI 49847  
906-498-2251  
[www.hermansville.com](http://www.hermansville.com)

11-24-2013

**Subject: Vacant Lots (Former Red Brick Building)**

Dear Mr. Brian Bousley

At our November Meyer Township Board Meeting the Board discussed the vacant lots next to the Club House on First Street in Hermansville. We decided to ask the Menominee County Board of Commissioners for the vacant lots at no cost for use as additional parking.

It was also brought to our Boards attention that the Menominee County Library is housed in the Club House at no cost to the County for many- many years. If rent, heat and electric were added up over the years it would far exceed the value placed on the vacant lots.

The Club House also houses the Community Action Agency who holds a Health Fair, Distributes Food Commodities, and has meals and events for the seniors. Meetings and voting are held in the Meyer Township Office also located in the Club House. Each year in the spring the Gold Medal Tourment is held and brings in hundreds of players and spectators.

So as you can see by the daily actives and yearly events the additional parking would be a great asset and improve safety on First Street.

I thank you in advance for your consideration of this request.

Meyer Township Supervisor  
Bob Gurgall

Robert Gurgall  
Supervisor

Beth Bertolini  
Clerk

Sheryl Lauscher  
Treasurer

Mark Sohoen  
Trustee

Pat Dani  
Trustee

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited for discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.  
Meyer Township is an equal opportunity provider and employer

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Disposal of Surplus Property ~ 2 Chevy Impala's (2006)</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Brian has received a notice from the Sheriff Dept. that there are two vehicles that need to be disposed of.                  2006 Chevy Impala – vin# 2G1WS551069285485 &amp; 2006 Chevy Impala – vin# 2G1WS551669435325</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **01/03/2014**      
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>

Adopted: September 25, 2000  
Amended: March 25, 2002  
Amended: September 27, 2004  
Amended: August 24, 2010

**P2001-01 FOIA COORDINATOR**

All FOIA requests will be received at the Office of the County Administrator. Any requests received by Department Heads will be immediately forwarded to the FOIA Coordinator for receipting and tracking. The request will be copied to all interested parties and the maintaining Official will provide the requested information. Only specific FOIA's will be reviewed by the County Attorney at the discretion of the FOIA Coordinator.

The information requested will be provided, or a reason for the denial of the request will be given to the person, through the Office of the County Administrator. The Administrator will be responsible for the flow of information within the time lines established by the Act, the information request is filed with the county.

Adopted: January 22, 2001  
Amended: March 25, 2002  
Amended: August 24, 2010

**P2001-02 DISPOSAL OF SURPLUS PROPERTY**

It will be the policy of the Chief Fiscal Officer to follow these steps in disposing of County surplus property.

1. County property to be disposed of must first be declared as surplus by the Department Head having custody of the property.
2. The County Administrator will make available to all County Departments the list of available surplus property, which may be assigned to any department having a governmental use for it.
3. Any surplus property not reassigned to other departments will be presented to the Board of Commissioners for a declaration of surplus. That property will then be disposed of in a public manner to be determined by the Board. (Exception: In the case of working dogs (K-9), upon decommission of the dog, the K-9 handler has first rights to the dog.)

Adopted: May 21, 2001  
Amended: April 9, 2013

**P2001-03 REPORT TO WORK**

It will be the policy of all Employees (except Road Patrol Deputies) to report to their primary work site first before being dispatched to other work sites. Seasonal adjustments to this policy can be made by the Department Head With the approval of the county administrator.

Adopted: May 21, 2001

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>CUPPAD Membership Dues for 2014</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Administration received a letter from CUPPAD for 2014 annual Membership dues for \$9,000. The board chose to "refuse" membership last year. Discussion for renewal of membership, or not.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **01/03/2014**      
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>



*Central Upper Peninsula Planning And Development Regional Commission*

2415 14th Avenue South • Escanaba, MI 49829  
906.786.9234 • Fax: 906.786.4442 • 800.562.9828 • [cuppad@cuppad.org](mailto:cuppad@cuppad.org)

RECEIVED

12/20/13

Menominee County Administrator

December 18, 2013

Mr. Charlie Meintz  
Menominee County Board Chair  
W4060 Wery Road  
Stephenson, MI 49887

Dear Mr. Meintz:

The Central Upper Peninsula Planning and Development Regional Commission was established in 1968 as a multi-county organization to pool resources to assist local governments in the central U.P. We value Menominee County's support of CUPPAD as we seek to improve the quality of life in the region. Enclosed is an invoice requesting your association with the CUPPAD Regional Commission. As you know, the annual CUPPAD membership dues are \$9,000; this amount has been the same for the last 12 years.

CUPPAD provides the following services to member counties:

- Provides 25 hours of free service for basic services such as researching grants, researching census data, liaison between the County and state or federal agencies;
- Assists with grant writing for economic development, fire protection and EMS, recreation, transportation, and other projects;
- Develops and maintains a Geographic Information System (GIS) with an extensive digital data base. Colored infrared aerial photos and customized mapping services are available to local governments;
- Prepares master or strategic plans and local ordinances to help communities prepare for the future and deal with various land use issues;
- Drafts recreation plans and assists with recreation and similar grant-in-aid applications for the county;
- Works closely with county Economic Development Corporations, Michigan Works!, the Upper Peninsula Economic Development Alliance, Michigan Economic Development Corporation, Federal Economic Development Administration, and others to develop business and industry in the central U.P. region;

Menominee County

Page Two

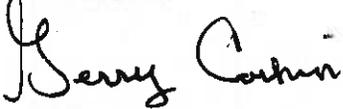
- Provides a wealth of current and historical data, including census statistics, economic information, and past planning and development efforts;
- Serves as a neutral party in mediation activities between the County and local cities, townships, and villages on matters impacting the region;
- Serves as a liaison between local units of government and state and federal agencies;
- Provides technical assistance on items literally from A to Z; from affirmative action to zoning;
- Recognizes that it cannot assist your county with all issues and concerns. In that case, CUPPAD will make an effort to assist your County in finding someone who can provide the assistance you need.

We appreciate your support and look forward to working with Menominee County in the coming year. We, in the Central Upper Peninsula, can only maintain and strengthen our capabilities by acting together and sharing resources for the common good of local governance. In my view the CIJPPAD Regional Commission is one of the best resources for accomplishing this.

Should you have any questions on the Commission's activities, or desire a representative to meet with your governing body, please contact the Commission's Director, Joel Schultz

Thank you for your consideration of this request.

Sincerely,



Gerry Corkin  
Chairperson

gc:bs

Enclosure



Central Upper Peninsula Planning & Development Regional Commission  
 2415 14<sup>th</sup> Avenue South, Escanaba, MI 49829  
 Phone: (906) 786-9234 Fax: (906) 786-4442

Invoice Date: December 18, 2013	<b>INVOICE</b>	Due Date: Net 30 Days
---------------------------------	----------------	-----------------------

<b>Bill To:</b> Brian Bousley Menominee County Controller Cthse 839 10 <sup>th</sup> Avenue Menominee MI 49858
--

Quantity	Description	Price	Amount Due
1	FY 2014 Membership Dues		\$9,000.00
	Thank You!		
	<b>Total Amount Due</b>		<b>\$9,000.00</b>

## 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:     **Brian Bousley**    

    **01/03/2014**      
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>



RECEIVED

1/2/14

Menominee County Administrator

# Commissioner Meeting Fee Expense Form

Name of Commissioner

*Cerald Piche*

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

Date	Meeting Description & Duration	Meeting Expense
12/10/13	Road Commission	50.-
12/10/13	Board - County Annex	50.-
12/23/13	Board - County Annex	50.-
12/4/13	Personnel Committee - Annex	50.-
Total Per Diem		200.-

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

Commissioner Signature:

*Cerald Piche*

Date:

1/2/14

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**

12/23/13

Menominee County Administrator

Mileage: ~~\$.555/mile~~ ~ effective 01 January 2013

~~\$.555~~  
\$.565

\*Meals Maximum of \$40 per day.

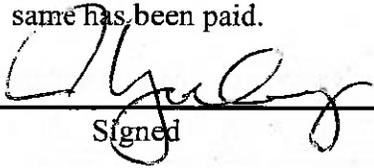
\*must attach receipt for reimbursement

\*meals provided by conferences will NOT be reimbursed

Name: James Furlong ~ District 3

Date	Meeting Place	# of miles	<del>.555</del> X .565/mile	Total Cost	Account Number
12-4-13	Stephenson	44			101-101-860.03
12-10-13	Stephenson	44			101-101-860.03
12-17-13	Stephenson	44			101-101-860.03
12-23-13	Stephenson	44			101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
			Total Mileage	176	
				Total Mileage Fee	99.44

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

  
 \_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Date

12-23-13

# Commissioner Meeting Fee Expense Form

**RECEIVED**

12/23/13

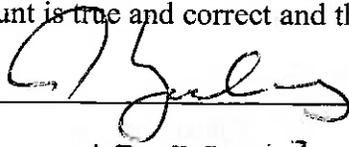
Marionines County Administrator

Name of Commissioner James Furlong

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

Date	Meeting Description & Duration	Meeting Expense
12-4-13	Personnel committee	50. <sup>00</sup>
12-10-13	County Board	50. <sup>00</sup>
12-17-13	Library Board	50. <sup>00</sup>
12-23-13	county Board	50. <sup>00</sup>
<b>Total Per Diem</b>		200. <sup>00</sup>

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

Commissioner Signature: 

Date: 12-23-13

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**

12/23/13

Menominee County Administrator

Mileage: \$ .565/mile ~ effective 01 January 2013

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

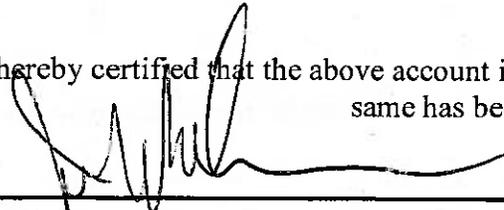
\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

P.O. Box 141  
Powers -

Date	Meeting Place	# of miles	X .565/mile	Total Cost	Account Number
12/10/13	STEPHENS Avenue	52	<del>29.38</del>	29.38	
12/16/13	KESGISTERS, Mental Health	74	"	41.81	101-101-860.11
12/19/13	MENOMINEE, FDWNC	94	"	53.11	101-101-860.11
12/19/13	ESCANABA, Mi. County	32	"	18.08	101-101-860.11
12/23/13	STAPTON Ave., Co. Board	52	"	29.38	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
				171.76	
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	171.76

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

  
 \_\_\_\_\_  
 Signed  
 12/23/13  
 \_\_\_\_\_  
 Date

\* 12/19/13 Powers to Menominee, Menominee to Escanaba, returns to Powers

42  
 53 (2940 college fund)  
 26  
 126

# Commissioner Meeting Fee Expense Form

**RECEIVED**

12/23/13

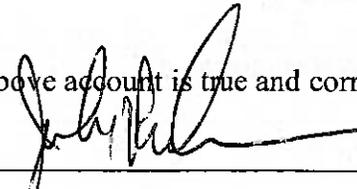
Manominee County Administrator

Name of Commissioner John Nelson

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

Date	Meeting Description & Duration	Meeting Expense
DEC 10, 13	STEPHENSON Annex Co. Bd.	50. <sup>00</sup>
DEC 14, 13	MENTAL HEALTH Finance.	50. <sup>00</sup>
DEC 14, 13	Co. BOARD Finance, Memo.	50. <sup>00</sup>
DEC 19, 13	MICH WORKS ESCORTA	50. <sup>00</sup>
DEC. 23, 13	STEPHENSON Annex, Co. Bd.	50. <sup>00</sup>
<b>Total Per Diem</b>		<b>250.<sup>00</sup></b>

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

Commissioner Signature: 

Date: 12/23/13

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	Miscellaneous Bills
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	yes
<b>SUMMARY:</b>  Board to review recently submitted Miscellaneous Bills as paid on Dec. 19, 2013 & Jan. 2, 2014 in the combined amount of \$50,085.44	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **01/03/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

### General Fund Expenditures

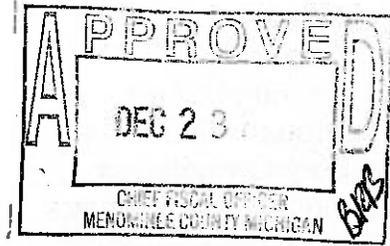
101-101 Board of Commissioners  
101-103 Other Legislative  
101-131 Circuit/Family Court  
101-132 Family Court  
101-136 District Court  
101-141 Friend of Court  
101-148 Probate Court  
101-150 Jury Commission  
101-172 County Administrator  
101-192 Board of Canvassers  
101-211 Legal  
101-215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

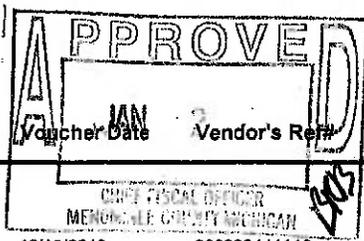
### Special Revenue Funds

205 Road Patrol  
208 County Parks  
215 Friend of Court  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
272 CDBG - Wells Fargo Grant  
274 CDBG - County  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
284 Revenue Sharing  
285 Senior Citizens  
292 Child Care  
294 Veterans' Trust  
296 Special Child Care Funds  
  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Cellcom Wisconsin RSA 04								
	33776	12/05/2013	047120	Cellular Services	101-132-850.00	20.95		\$91.79
	33776	12/05/2013	047120	Cellular Services	296-664-850.00	51.41		
	33776	12/05/2013	047120	Cellular Services	296-665-850.00	19.43		
Total Amount for Bank Account: General								\$91.79





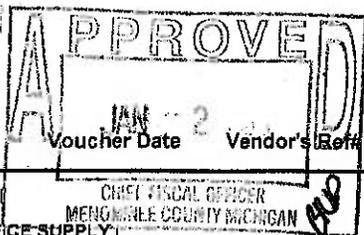
**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
AT&T - Carol Stream, IL								\$981.76
	33827	12/19/2013	906863444112	December 19 - January 18, 2014	101-103-850.00	528.62		
	33828	12/19/2013	906863202312	December 19 - January 18, 2014	101-103-850.00	453.14		
AT&T Long Distance								\$1,471.48
	33839	12/19/2013	854528091	Long Distance Telephone Services	101-103-850.00	1,471.48		
BAYSHORE VETERINARY CLINIC								\$38.41
	33823	12/20/2013	167027	K9 Care (Brix)	101-301-881.01	38.41		
Big O's Lube and Service, Inc.								\$49.00
	33819	12/16/2013	13128	Tire Disposal (x14)	205-315-934.02	49.00		
BP								\$529.81
	33809	12/05/2013	39877288	Gasoline Sales	101-301-742.00	529.81		
Bradley, Mary								\$50.00
	33791	12/31/2013	Per Diem	DHS Board	101-601-837.00	50.00		
Burnham & Flower of Michigan								\$1,400.00
	33841	12/06/2013	38094	13 - 14 Winter Tax Bond	101-253-830.00	1,400.00		
Carquest Auto Parts								\$23.16
	33808	12/20/2013	309668	Wiper Fluid (x12)	205-315-934.02	23.16		
CITY OF MENOMINEE - 2511 10TH ST.								\$2,803.56
	33787	11/30/2013	3619	Gasoline Sales - November 2013	101-172-860.00	10.09		
	33787	11/30/2013	3619	Gasoline Sales - November 2013	101-265-742.00	56.53		
	33807	11/30/2014	3623	Gasoline Sales - Road Patrol	205-315-742.00	2,736.94		
City of Stephenson - P.O. Box 467								\$220.40
	33782	12/19/2013	709	Annex - Utilities	101-261-920.01	17.50		
	33782	12/19/2013	709	Annex - Utilities	101-261-920.02	30.00		
	33782	12/19/2013	709	Annex - Utilities	101-261-920.03	172.90		
DTE Energy								\$179.77
	33783	12/23/2013	462245200011	Annex - Heating	101-261-920.04	179.77		
Friends Ofc Prod Whse Direct								\$138.97
	33784	12/19/2013	019760	Equalization - Office Supplies	101-257-727.00	138.97		
Furlong, James								\$99.44
	33837	12/23/2014	Reimbursement	Mileage - December 2013	101-101-860.03	99.44		
GBS Inc.								\$142.77
	33840	12/27/2013	13-17917	Marriage Binder #7	101-215-727.00	142.77		
Good Source								\$923.49
	33816	12/06/2013	S10321458	Inmate Groceries	101-301-770.00	923.49		
Hanna, Brenda								\$30.51
	33824	12/30/2013	Reimbursement	Mileage (October 1 - December 30)	101-253-860.00	30.51		
Hi Tec Building Services								\$1,410.00
	33834	12/30/2013	006555	December 2013 Cleaning Services	101-265-801.00	1,410.00		
Jeff Naser								\$99.72
	33789	12/31/2013	Per Diem	DHS Board	101-601-837.00	50.00		
	33790	12/31/2013	Reimbursement	DHS Board Mileage	101-601-837.00	49.72		
Joel Hensley, RN								\$1,465.00
	33802	12/26/2013	Blood Draw	B. B. (12/26)	101-267-801.01	100.00		
	33806	12/31/2013	12/31/13	Nursing Services	101-301-770.01	1,365.00		



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>							
Kaufman, Michael 33792	12/31/2013	Per Diem	DHS Board	101-601-837.00	50.00		\$50.00
Kleiman, Marc 33798	12/23/2013	Reimbursement	Mileage	101-215-860.00	188.71		\$188.71
Lesperance, Diane 33825	01/02/2014	Reimbursement	Mileage (October - December 2013)	101-253-860.00	31.64		\$31.64
Lufts Advertiser 33832	12/23/2013	December 2013	Advertising	101-101-901.00	100.75		\$100.75
<b>Manpower</b>							\$1,126.13
33785	12/29/2013	26543236	Week Ending 12/29/13 (Kelly Hofer)	101-268-704.00	378.00		
33799	12/22/2014	26517843	Week Ending 12/22/13 (Kelly Hofer)	101-268-704.00	496.13		
33801	12/22/2014	26526726	Week Ending 12/22/13 (Regina MlstarK	215-141-705.00	189.00		
33826	12/29/2013	26548019	Week Ending 12/29/13 - Regina MlstarK	215-141-705.00	63.00		
<b>Marinette Farm &amp; Garden</b>							\$57.97
33822	12/07/2013	265970	K9 Supplies (Avery)	101-301-881.01	57.97		
<b>Mastercard</b>							\$719.71
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	Paypal	101-265-934.00	29.95	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33803	12/12/2013	Credit Card	Labor Law Posters	101-103-755.00	193.62	x	
33803	12/12/2013	Credit Card	Staples Direct	101-253-727.00	208.16	x	
33803	12/12/2013	Credit Card	USPS	101-268-729.00	5.05	x	
33804	12/12/2013	Credit Card	intellius	101-301-727.00	19.95		
33804	12/12/2013	Credit Card	Late Fee	101-301-755.00	20.00		
33804	12/12/2013	Credit Card	Kwik Trip	101-301-860.00	34.50		
33804	12/12/2013	Credit Card	Krist Oil	101-301-860.00	20.16		
33804	12/12/2013	Credit Card	Wendy's	101-301-860.00	18.62		
33804	12/12/2013	Credit Card	Shell Oil	205-315-742.00	19.89		
33804	12/12/2013	Credit Card	Shell Oil	205-315-742.00	29.75		
33804	12/12/2013	Credit Card	Shell Oil	205-315-742.00	23.00		
33804	12/12/2013	Credit Card	St. Ignace EZ Mart	205-315-742.00	34.56		
33804	12/12/2013	Credit Card	Winners Circle - Car Wash	205-315-860.00	6.00		
33804	12/12/2013	Credit Card	Parking EP	205-315-860.00	6.00		
<b>Menards - Marinette</b>							\$161.36
33786	12/18/2013	41428	Credit Memo (Spring Mounting Clips)	101-265-755.00	-7.88		
33796	12/18/2013	41398	10' 4x4 (x10)	208-751-930.04	119.70		
33797	12/18/2013	41431	Courthouse Security	101-103-970.10	49.54		
<b>Michigan Municipal Risk</b>							\$28,291.25
33794	12/09/2013	M0001135	Second Installment	101-103-831.00	23,041.25		
33795	12/09/2013	R0001135	Second Installment	101-103-831.00	5,250.00		

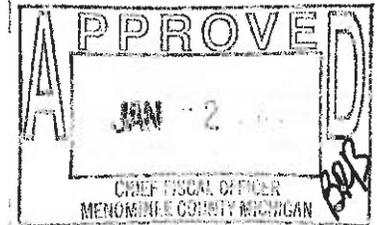


**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
<b>MILLERS ACTION OFFICE SUPPLY</b>								
	33818	12/16/2013	98376-001	Appointment Book	101-301-727.00	20.49		\$34.96
	33842	01/02/2014	0098656-001	Prosecutors - Office Supplies	101-267-727.00	14.47		
<b>MOORE MEDICAL CORP</b>								
	33817	11/26/2013	1	Inmate Medical Supplies	101-301-770.01	391.79		\$391.79
<b>Nelson, John R.</b>								
	33836	12/25/2013		Reimbursement	101-101-860.11	171.76		\$171.76
<b>Office Depot, Inc.</b>								
	33800	12/13/2013	688732023001	Duster - District Court	101-136-727.00	19.98		\$19.98
<b>Pan-O-Gold Baking Co.</b>								
	33812	12/17/2013	40683335109	Inmate Groceries	101-301-770.00	36.05		\$88.55
	33813	12/03/2013	40683333710	Inmate Groceries	101-301-770.00	28.25		
	33814	12/10/2013	40683334412	Inmate Groceries	101-301-770.00	28.25		
<b>Piche, Gerald L.</b>								
	33838	01/02/2014		Reimbursement	101-101-860.07	64.98		\$64.98
<b>Quill Corporation</b>								
	33815	12/18/2013	8068027	Sheriff Department - Office Supplies	101-301-727.00	196.14		\$196.14
<b>REGISTER OF DEEDS</b>								
	33788	12/20/2013		Copies	243-245-801.07	6.00		\$6.00
<b>Securus Technologies</b>								
	33820	11/30/2013	123415	Debit Calls	101-301-850.01	440.88		\$440.88
<b>Standard Insurance Company</b>								
	33805	01/02/2014	January 2014	Life Insurance Premium	101-101-713.00	20.70		\$209.30
	33805	01/02/2014	January 2014	Life Insurance Premium	101-132-713.00	6.32		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-136-713.00	11.50		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-141-713.00	9.20		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-148-713.00	0.58		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-215-713.00	11.50		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-172-713.00	4.60		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-261-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-267-713.00	9.20		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-268-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-253-713.00	6.90		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-257-713.00	4.60		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-265-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-301-713.00	48.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-682-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	101-103-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	271-790-713.00	9.20		
	33805	01/02/2014	January 2014	Life Insurance Premium	296-683-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	296-634-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	296-665-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	208-751-713.00	4.60		
	33805	01/02/2014	January 2014	Life Insurance Premium	205-316-713.00	2.30		
	33805	01/02/2014	January 2014	Life Insurance Premium	205-315-713.00	23.00		
	33805	01/02/2014	January 2014	Life Insurance Premium	266-325-713.00	16.10		
	33805	01/02/2014	January 2014	Life Insurance Premium	266-326-713.00	2.30		
<b>STEPHENSON MARKETING COOPERATI</b>								
	33810	11/30/2013	4200-453336	Gasoline Sales	205-315-742.00	2,307.18		\$2,307.18

**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>							
Time Warner Cable 33833	12/18/2013	10404 700185701 000	December 25 - January 24, 2014	101-103-851.01	329.95		\$329.95
TWIN CITY ELECTRIC, Inc. 33835	12/30/2013	78770	Telephone Problems	101-103-850.00	1,633.96		\$1,633.96
U.S. COMPUTERS, INC. 33831	12/21/2013	66601	Fiber Install	101-103-970.00	561.00		\$561.00
U.S. Bank Equipment Finance 33793	12/16/2013	243159696	Bizhub 423 Copier	101-172-842.00	133.07		\$194.80
	12/14/2013	243159811	Konica C20 Copier - Sheriff Department	101-301-755.00	58.73		
Upper Peninsula Assc. of 33821	12/10/2013	55820	Inmate Medical Exam	101-301-770.01	196.00		\$196.00
<b>WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003</b>							
33829	12/26/2013	0402047856-00006	Stoney Point Street Lighting	208-751-920.01	33.22		\$106.87
33830	12/26/2013	1260635531-00000	Bailey House	208-751-920.01	31.89		
33830	12/26/2013	1260635531-00000	Kleinke Park Street Lighting	208-751-920.01	29.24		
33830	12/26/2013	1260635531-00000	Bailey Park Street Lighting	208-751-920.01	12.72		
<b>Total Amount for Bank Account: General</b>							<b>\$49,735.87</b>



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
AT&T - Carol Stream, IL	33843	12/19/2013	906863661412	December 19 - January 18, 2014	266-325-850.00	257.78		\$257.78
Total Amount for Bank Account: General								\$257.78

## 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: Brian Bousley

01/03/2014  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Monthly Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**November 25, 2013 - 4:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Karen Raether, Board Chairperson, called the meeting to order at 4:00 p.m. Mary Wendt, Board Secretary, conducted the roll call.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>
Connors, Peggy	*X			Martin, Ann	X		
DeDie, William			X	Negro, Mari	X		
Dehn, Janet	*X(4:08 pm)			Nelson, John	X (4:20 pm)		
Erickson, Peggy		X		Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.	X		

\*(Video Television Conference (vtc) from the Northpointe Iron River & Menominee offices)

**REPRESENTING ADMINISTRATION:** K. Thekan, B. Adrian, T. Wendt, L. Dionne, M. Wendt, \*G. Takala

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

Karen Raether stated there has been a slight change in the Open Meetings Act (OMA). At this point in time when individuals vtc meetings from the Iron River and Menominee County offices it is okay to mute the microphone but there cannot be any side talking during the meeting with other individuals. Ms. Raether further stated that this issue will be looked further into for clarification.

**PUBLIC COMMENTS** – No public comments

**APPROVAL OF THE CONSENT AGENDA:**

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

- a. Approval of the Minutes-October 24, 2013 regular monthly Board meeting
- b. Finance Committee Meeting Report-November 18, 2013
- c. Planning Committee Meeting Report-November 18, 2013

**ACTION:** The consent agenda was approved as presented.

**Motion by:** M. Negro; supported by C. Spence. **Motion carried unanimously.**

**APPROVAL OF THE AGENDA:**

(Request for additional agenda items).

The were no additions to the agenda.

**ACTION:** Moved to approve the agenda as presented.

**Motion by:** A. Martin; supported by M. Negro. **Motion carried unanimously**

J. Dehn present at 4:08 p.m.

J. Nelson present at 4:20 p.m.

**PRESENTATION:** NorthCare - Mr. William Slavin and Leslie Luke

Karen Raether introduced William Slavin, NorthCare CEO, and Leslie Luke, NorthCare CFO. Mr. Slavin and Ms. Luke presented a power point presentation on the NorthCare Network: their mission, an overview of their responsibilities, the NorthCare organizational chart, and data on total expenses/costs from the U.P. regional Community Mental Health (CMH) Boards on individuals served. Questions were addressed by Mr. Slavin and Ms. Luke.

**CEO REPORT**

Karen Thekan stated that her September 2013 CEO Report was in Board packets; she provided the following updates and highlights:

**State/Federal Activity:**

- A proposal from the Board Association was in Board packets regarding the mild to moderate benefit for everyone who has Medicaid. The Board Association is recommending that the CMH system provide the mild to moderate benefit for anyone on Medicaid who is now currently being served through the health plan. This proposal is now in the hands of the Department of Community Health (DCH) and under advisement/consideration by them.

**Regional Activity:**

- It was discussed at a recent NorthCare Advisory meeting the OMA and whether or not a vote can be done by telephone. Ms. Thekan has received updated OMA information, is currently reviewing it, and will have this as an agenda item at the December Planning Committee meeting to update Board Policies in regards to OMA. A copy of the updated OMA information will be provided to Board members for their information. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan

**Local Activity:**

- A tour of the new Northpointe office space at TRICO is scheduled before the December 19, 2013 Board meeting at 3:15 p.m. All Board members are encouraged to participate in this tour and further information will be sent out in the December Board packets regarding it.

P. Connors excused at 5:18 p.m.

- Ms. Thekan will be participating in a Menominee School Justice Partnership meeting on November 26, 2013 that is being facilitated by the Department of Human Services.

**RESOLUTION - SALE OF LANE STREET HOME**

Karen Thekan stated that this resolution was discussed at the November Finance Committee meeting. The title company that is involved in the selling of the Lane Street Home was sent the October 24, 2013 Board meeting minutes, where the Board approved the sale of the Lane Street Home. The title company has now requested that there be a resolution to complete the sale of the home. Karen Raether read the following resolution:

*"The Northpointe Behavioral Healthcare Systems Board of Directors hereby certify that with full knowledge of this Authority we approve this Resolution. Be it Resolved, that Bill Adrian, Chief Financial Officer, and/or Karen Thekan, CEO, are authorized and empowered in the name and on behalf of this Authority to execute any documents necessary for the sale of 340 Lane Avenue, Kingsford, MI 49802 until such time as the sale is final. In witness whereof, I have hereto set my hand*

Name \_\_\_\_\_ Position \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_."

**ACTION:** A motion was made by J. Nelson, supported by A. Martin to approve the above resolution as read.

**DISCUSSION:** Mari Negro stated that she would like to suggest in the title for the above resolution to include that it is for the Lane Street Home with today's date.

**ACTION:** J. Nelson rescinded his motion, A. Martin rescinded her support.

**ACTION:** A motion was made by J. Nelson, supported by A. Martin to approve the above resolution as read with the addition of Lane Street Home with today's date being added to the resolution title.

**ROLL CALL VOTE:**

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy			Martin, Ann	X	
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**LLOYD HOUSE GRANT**

Karen Thekan stated that Lloyd House Grant was also discussed at the November Finance Committee meeting. Northpointe is being given \$25,000.000, through the National Equity Fund, which is a grant for the Lloyd House in Menominee. The new Northpointe clubhouse program will be located in the Lloyd House. Ms. Thekan stated that

that Board needs to approve that Northpointe can accept the grant money which will be used for furnishings, computers, etc. for the clubhouse program. Miscellaneous questions were addressed by Ms. Thekan.

**ACTION:** A motion was made by J. Nelson, supported by M. Zevitz to approve that the \$25,000.00 grant from the National Equity Fund be accepted by Northpointe. **Motion carried unanimously.**

**NEW BUSINESS**

• Occupational Therapist Pay Scale

Karen Thekan stated that Northpointe has been trying to recruit an Occupational Therapist (OT) since 2009 with no success. There are currently three contracts for OT services that cost Northpointe \$166,000.00 for the last year. Terri Wendt was contacted by an OT, that currently works elsewhere, expressing their interest in the Northpointe OT position. Ms. Thekan stated that this individual has been interviewed, Northpointe would like to offer her the OT position, but Northpointe's current OT pay range is not competitive. The current pay scale range is from \$43,000.00 to \$58,000.00. Ms. Thekan stated that it is being proposed for the Board to take action to change the OT pay scale range to \$49,942.00 to \$64,942.00. Ms. Thekan further stated that if this individual accepts the OT position the three contracts for OT services will be transitioned out.

**ACTION:** A motion was made by J. Nelson, supported by M. Zevitz to approve the pay scale range for the OT from \$49,942.00 to \$64,942.00.

**ROLL CALL VOTE:**

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy			Martin, Ann	X	
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**UNFINISHED BUSINESS** – No unfinished business

**NORTHCARE REPORT**

Karen Raether stated at the last NorthCare Advisory meeting items discussed were quality assessment/ improvement plan, the coordinating agency, Board travel/per diems, OMA, and the meetings which are scheduled for the 2<sup>nd</sup> Wednesday of each month from 12:00-2:00 (EST).

**CHAIRPERSONS REPORT** - K. Raether

- The Great Lakes Executive Committee and the NorthCare Advisory Council recently met.
- The December Northpointe committee meetings are scheduled on December 16 with the Board meeting then scheduled for December 19. As there is not a lot of time between the committee meetings and Board meeting the committee meeting minutes will be sent out via e-mail to Board members to review before the Board meeting. A post office mailing will also be done but Board members should be aware to check their e-mail for the minutes as the post office mail may not get to them in time for the Board meeting. Ms. Raether asked if Board members were interested in having a holiday get-together after the December Board meeting. Discussion ensued and consensus of Board members is to have a holiday get-together after the meeting.
- Ms. Raether will be participating in a teleconference call on December 6 with the State Pre-paid Inpatient Health Plan (PIHP) Board chairs.
- Ms. Raether will be attending a PIHP meeting in Lansing with Mr. Slavin and Ms. Thekan on December 11.

**BOARD PREROGATIVE/AMBASSADOR MOMENT**

- Ann Martin stated that Commissioner Stevens has requested that when something is put out for bids that all the bids amounts appear in the minutes.
- Joan Luhtanen stated that she is thankful for the Northpointe staff as they always help her put things into prospective.

**PUBLIC COMMENTS**

- Lisa Dionne stated that she will take the Board picture for the Northpointe annual report calendar at the December Board meeting.

**ADJOURNMENT**

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:44 p.m.

The next regular monthly Board meeting is scheduled for **Thursday, December 19, 2013 in Kingsford, Michigan at 4:00 p.m.**

\_\_\_\_\_  
Karen Raether, Chairperson

\_\_\_\_\_  
Peggy Connors, Secretary

\_\_\_\_\_  
Mary Wendt, Board Secretary

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

**BOARD MEMBERS**

**MICHAEL KAUFMAN, CHAIR  
MARY BRADLEY  
JEFF NASER**

**DIRECTOR**

**RUSSELL K. SEXTON**

**Date:** November 26, 2013

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

Present: Mike Kaufman, Board Chair; Jeff Naser, Board Member and Russell Sexton, Board Secretary.

Excused Absence: Mary Bradley, Board Member.

Others Present: Sherry Salo, Menominee County DHS.

**APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Mr. Kaufman and supported by Mr. Naser. Motion carried.

**APPROVAL OF OCTOBER 29, 2013 MINUTES:**

Minutes of the October 29, 2013 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Mr. Kaufman. Motion passed without opposition.

**FINANCIAL REPORT:**

The Board received its FY 2014 allocation from the Menominee County Board of Commissioners. Allocation is \$7,350.00. The Board Fund balance will be changed to reflect the new amount.

The financial report for October 2013 was reviewed. There was \$149.72 in expenditures for DHS Board Meeting attendance and \$150.00 in expenditures for MCSSA District One dues; leaving a balance of \$7,050.28.

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

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

**DIRECTOR'S REPORT:**

**Staffing Information:** Mr. Sexton reviewed the current staffing situation with the Board and provided board members with an organizational chart as well as a current phone list separated by unit and supervisors.

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

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

**Business Plan Update:** Mr. Sexton reviewed the current performance of Menominee County DHS with the board.

**Miscellaneous:** None

**Board Member Input/Suggestions:** A variety of suggestions were provided by the Board members, which Mr. Sexton appreciated.

A motion to accept the Director's Report was made by Mr. Naser, with support from Mr. Kaufman. Motion carried.

**UNIT REPORT:** Sherry Salo, General Services Program Manager, provided the board with a comprehensive report on all of the Adult Services programs. The board members had a variety of questions, which we answered by Ms. Salo and Mr. Sexton.

A motion to accept the unit report was made by Mr. Kaufman, with support from Mr. Naser. Motion carried.

**BOARD BUSINESS:**

1. **Approval of Vouchers:**

Vouchers were reviewed and a motion to approve all vouchers was made by Mr. Naser and supported by Mr. Kaufman. Motion passed without opposition.

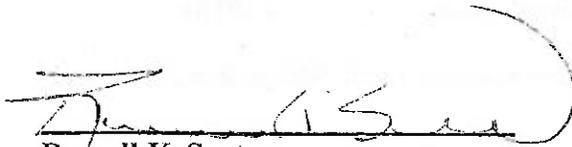
2. **MCSSA:** The next meeting is on January 15, 2014 at a location to be determined.

**NEW BUSINESS:** No new business was presented.

**PUBLIC COMMENT:** None.

**NEXT MEETING:** December 17, 2013 at 9:00 a.m. in the Menominee County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Mr. Kaufman and supported by Mr. Naser. Meeting adjourned at 9:38 a.m.



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



**Michael Kaufman**  
**Chairperson**

Pc: DHS Board Members  
Menominee County BOC  
Menominee County DHS Office File

# REMONUMENTATION COMMITTEE

December 27, 2012

County Administrator's Office

3:30 PM

**Present:** Commissioner Mark Jasper, Darrell Moilanen, Roger Freis, Paul Anderson, Marc Kleiman, Bill Lenca

**Others:** Jeff Lenca; Brian Bousley

**Absent:** Dan Hass, Lillian Schultz, Tom Lesperance, Peggy Schroud, Cindy Payne

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**Approval of Agenda** - Moved by Roger Freis, seconded by Darrell Moilanen to approve the agenda. Motion carried unanimously.

**Approval of Previous Minutes** - Moved by Marc Kleiman, seconded by Paul Anderson to approve minutes from December 1, 2011. Motion carried unanimously.

**Public Comment** - none

**2012 Work Progress Report:** Bill Lenca handed out progress for the 2012 grant year. In 2012 we worked in Harris Twp. and Spaulding Twp. (39/26 & 39/27) with a total of 132 corners this year. We're complete. We found a lot of original monuments in the area. It makes it easier to find corners when you have a starting point.

**2013 Grant Application:** Everyone received the grant application with their agendas. This year our state funding is \$58,113. We're planning on doing 72 corners this year. The grant has already been submitted and they have already received the grant application.

**2013 Work Areas:** This year we'll work on sections continuing on from this past year; T39N – R26W & R27W. There'll be a lot of company properties there. We usually have real good luck with the property owners. Not a lot of complaints.

Com. Jasper told Bill Lenca that the County Board approved his request for an increase in pay (\$80.00/hr. for a two man crew).

**Any Other Items:** None

**Public Comment:** None

**Adjournment:** Moved by Marc Kleiman, seconded by Paul Anderson to adjourn the meeting at 3:45 PM. Motion carried unanimously.

**Minutes approved: 12/17/2013**  
Sherry DuPont, Admin. Asst.