

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858

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

The Menominee County Board of Commissioners
will meet on Tuesday ~ February 23, 2016 @ 6:00 p.m. CDT
at the Menominee County Annex, (MSU Extension)
Stephenson, MI 49887

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
 - Feb. 9, 2016 – County Board Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items
 - 1. Moved by _____ seconded by _____ to approve Resolution 2016-06 – Honoring Sally Harris.
 - 2. Moved by _____ seconded by _____ to approve the MSUE - 2016 proposed Annual Work Plan in the amount of \$71,929 for one Full time Extension Educator and one Full time 4-H program coordinator.
 - 3. Moved by _____ seconded by _____ to approve Commissioner per diems and expenses as recently submitted.
 - 4. Moved by _____ seconded by _____ to approve miscellaneous bills as paid on January 26, 28, and 29, 2016 in the combined amount of \$50,756.78.
 - 5. Moved by _____ seconded by _____ to approve miscellaneous boards/committees/commission reports on file in the office of the County Clerk.
- J. New Business (discussion only)
 - 1. Personnel Items:
 - a. None

Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Raymond Williams John Nelson William Cech Gerald Piche Jan Hafeman

2. **Building and Grounds/Park Items:**
 - a. None

 3. **Miscellaneous Items:**
 - a. Lake Township Mine Work Group
 - b. County Airport Minimum Standards

 4. **Finance Items**
 - a. GIS
 - b. Commissioner Per Diems and Expenses
 - c. Miscellaneous bills as paid on February 9 & 11, 2016 in the combined amount of \$228,016.56.
-

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

February 09, 2016
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.

Vice-Chairman Schei 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. Cech, Furlong, Hafeman, Lang, Meintz, Nelson, Piche, Schei, and Williams.

Coms. Lang and Meintz arrived at 6:02 P.M.

Absent: None

Motion to Amend the Agenda was made by Com. Hafeman seconded by Com. Furlong to Amend the Agenda to include Action Item #5 "Misc. Boards/Committees/Commissions Reports" seconded by Com. Furlong. Motion approved 9-0.

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

Moved by Com. Hafeman seconded by Com. Schei to approve the minutes from the January 26, 2016 County Board Meeting. Motion was approved 9-0.

PUBLIC COMMENT: None.

PRESENTATIONS: None.

DEPARTMENT HEAD/ELECTED OFFICIALS REPORTS: Paul Putnam - District 1 Coordinator of MSU Extension updated the board on extension programs and activities. Adm. Bousley updated the board as to the vestibule progress (request for bids are being prepared), MI Rescue Grant Program (Menominee County is ahead of schedule), the GIS ad hoc committee will be meeting 02/22/2016 @ 2:30 at the Annex, and the County's annual audit has been completed and the auditor will be meeting the county representatives soon (presentation to the board in March). Com. Nelson inquired as to Substance Abuse Funds update, Adm. Bousley advised that he had submitted a proposal for \$40,000.

ACTION ITEMS:

Moved by Com. Cech and seconded by Com. Hafeman to approve the Local Emergency Planning Commission Bylaws as adopted and signed by the LEPC on 01/18/2016. Motion approved 9-0.

Moved by Com. Furlong and seconded by Com. Williams to approve paying the newly hired Deputy County Clerk at a pay grade 7 Step 3 effective 02/15/2016. Motion approved 9-0.

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

Moved by Com. Hafeman and seconded by Com. Cech to approve miscellaneous bills as paid on January 4, 5, 14, & 20, 2016 in the combined amount of \$262,364.20. Com. Lang questions bill for legal services paid. After discussion the Motion was approved 7-2 (Com. Cech and Com. Lang opposed).

Moved by Com. Furlong and seconded by Com. Nelson to Approve Miscellaneous Board Committee and Commission Reports. Motion approved 9-0.

NEW BUSINESS (DISCUSSION ONLY)

PERSONNEL ITEMS:

- a. Resolution 2016-06 ~ Honoring Sally Harris. Adm. Bousley read the proposed Resolution. Forwarded to the County Board for Approval as Recommended.

BUILDING AND GROUNDS/PARKS ITEMS:

- a. None

MISCELLANEOUS ITEMS:

- a. Notice of vacant committee assignments. Re-advertising open committee assignment vacancies.

FINANCE ITEMS:

- a. GIS ~ CUPPAD Regional Memorandum of Agreement. Nathan Fazer and Steve Lenaker of Central Upper Peninsula Planning & Development Commission were introduced and presented what services CUPPAD is capable of providing Menominee County, proposed costs estimates, and reviewed the Memorandum of Agreement between CUPPAD and Menominee County. The Board questioned the CUPPAD representatives as to costs projections, staff utilization, ownership of data created, and continued services. The matter will be continued for further discussion and review.
- b. MSUE – 2016 proposed Annual Work Plan. Paul Putnam - District 1 Coordinator of MSU Extension stated that the MSU Extension appreciates the board's continued support. Forwarded to the County Board for Approval as Recommended.
- c. Commissioner Per Diems and Expenses. Forwarded to the County Board for Approval as Recommended.
- d. Miscellaneous bills as paid on January 26, 28, and 29, in the combined amount of \$50,756.78. Forwarded to the County Board for Approval as Recommended.

MISC. BOARDS/COMMITTEES/COMMISSIONS REPORTS:

- a. Moved Fordard.

PUBLIC COMMENT:

Bob Desjarlais commented on the GIS plan and what may or may not be mandated by the State and expressed concerns as to fees and costs of the CUPPAD proposal.

Krista Marciniak expressed MSU Extension concerns.

Dana Dzedzic Candidate for the 108th State House District introduced herself to the board.

Nathan Fazer from CUPPAD mentioned the CUPPAD broadband survey results

COMMISSIONER COMMENT:

Com. Furlong the Personnel Committee met and thought that the County Board as a whole should evaluate the County Administrator. Evaluation forms were included in their packets and the committee would appreciate return by 02/23/2016.

Com. Lang mentioned that Delta County Park System was applying for a Michigan Trust Fund Grant to acquire timberland that they would manage and harvest, and questioned if Menominee County should consider doing likewise.

Com. Schei reported that he was invited to tour the Delta County airport he attended. Further that the US Department of the Navy purchase of jet fuel when they as a result of the Marinette Marine launch, and updated the board as to the status of renaming the Menominee County Airport.

Com. Piche stated that he planned to explore some of the concerns expressed as to the MSU Extension. Further he read a letter received from the Menominee Conservation District Board re encouraging Back 40 proceed with care to insure the quality of our natural resources.

Moved by **Com. Hafeman** seconded by **Com. Nelson** to adjourn at 7:11 pm Motion approved 9-0.

Charlie Meintz, Chairman

Tom Faller Chief Deputy, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Resolution 2016-06 ~ Honoring Sally Harris
DEPARTMENT:	Library Board/Administration
ATTACHMENTS:	Yes
SUMMARY:	
County Board is asked to pass a resolution honoring Sally Harris for her 25 years of dedicated service to Menominee County.	
RECOMMENDED MOTION	
To approve Resolution 2016-06 – Honoring Sally Harris for her years of service.	

Submitted by: **Brian Bousley**

 02/18/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY RESOLUTION 2016-06

HONORING

SALLY HARRIS

WHEREAS, Sally Harris has served Menominee County communities on the staff at the Menominee County Library for 25 years, beginning in 1990; and,

WHEREAS, Sally served 18 faithful years on the Menominee County Library Bookmobile, as the Outreach Coordinator; and

WHEREAS, she has always been helpful, courteous, friendly, and accommodating to the library patrons she served; and

WHEREAS, she has performed her duties with professionalism, dignity and respect for the members of the Public; and

WHEREAS, Sally has given of herself in both time and service for the benefit of the Menominee County Library; and

WHEREAS, she has been a credit to the County of Menominee and has exemplified Public Service at its finest, at all times demonstrating a sense of pride in our County; and

THEREFORE BE IT RESOLVED that the Menominee County Board of Commissioners, hereby recognizes Sally Harris for her twenty-five (25) years of loyal and dedicated service to the residents and all library patrons of Menominee County; and

THEREFORE BE IT RESOLVED that in honor of her 25 years of service this resolution be presented to Sally Harris.

Marc Kleiman

Menominee County Clerk

Date

Charlie Meintz, Chairman

Menominee County Board of Commissioners

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	MSUE – FY 2016 Annual Work Plan – Agreement for Extension Services
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
MSUE has provided us with the new agreement for the 2015/16 budget year. That agreement spells out the personnel needed/purchased by Menominee County. 1 FT Extension educator; & 1 FT 4-H program coordinator.	
RECOMMENDED MOTION	
To approve the MSUE - 2016 proposed Annual Work Plan as submitted.	

Submitted by: **Brian Bousley**

 02/18/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

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

A. Specific Contributions by MSUE:

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

B. Specific Contributions by the County:

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

C. Assessment to County:

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

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

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

MICHIGAN STATE UNIVERSITY

MENOMINEE COUNTY

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

By: _____

Title: _____

Date: _____

Date: _____

By: _____

Title: _____

Date: _____

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

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

Submitted by: **Brian Bousley**

 02/18/2016
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):

rec
1-28-16
BRS

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

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

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

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

Name: William Cech ~ District 5

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
1/5/16	Courthouse	16		8.64	
1/26/16	Courthouse	16		8.64	101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
			Total Mileage	32	
				Total Mileage Fee	17.38

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

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

William Cech

Signed

1/28/16

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

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

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

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

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
1/05/16	COURTHOUSE	16		\$ 8.64	101-101-860.04
1/12/16	FNB MENOMINEE	12		6.48	101-101-860.04
1/19/16	STEPHENSON, MI	32		17.28	101-101-860.04
1/19/16	AIRPORT	15		8.10	101-101-860.04
1/20/16	PINEDREST, Powers	73		39.42	101-101-860.04
1/24/16	COURTHOUSE	16		8.64	101-101-860.04
		<u>164</u>			101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage		
				Total Mileage Fee	\$ 88.56

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

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



Signed

1/28/16

Date

Rec.
1/26/16

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

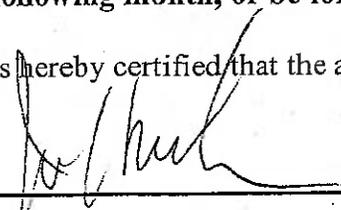
*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	$\$ \times$.575/mile	Total Cost	Account Number
1/5/16	Co. Bd Menominee	94	54	50.76	101-101-860.11
1/7/16	MI Wks Escanaba	56	54	30.34	101-101-860.11
1/26/16	Co. Bd Menominee	94	54	50.76	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		294	57	141.76	
			Total Mileage	141.76	
				Total Mileage Fee	141.76

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

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



Signed

1/26/16

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on January 26, 28, and 29 in the combined amount of \$50,756.78	
RECOMMENDED MOTION	
To approve Miscellaneous Bills as paid on January 26, 28, and 29 in the combined amount of \$50,756.78	

Submitted by: **Brian Bousley**

 02/18/2016
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
206 Sheriff Work Van
208 County Parks
215 Friend of Court
216 County Airport
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

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

MEMONINEE COUNTY
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Norway Springs, Inc. 45337	01/25/2016	398033	Water & Cups for Twin County Airport	216-585-801.00	85.93		\$85.93
REGISTER OF DEEDS 45338	01/25/2016	Copies	Grant Year 2015 - Additional Copies	243-245-709.00	82.00		\$82.00
Total Amount for Bank Account: General							\$167.93

APPROVED


MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Ace Hardware	45446	01/22/2016	218126/2	Inmate Medical Supplies	101-301-770.00	134.75		\$134.75
ANDERSON, TACKMAN & CO PLC	45383	12/31/2015	61751	Amended Fuel Tax Sales (Airport)	216-585-801.01	980.00		\$980.00
Andrew C. Titus	45389	01/28/2016	2013-068-MI	Court Appointed Legal - Anderla	101-148-807.00	160.00		\$160.00
ARAMARK UNIFORM SERVICES INC	45112	01/20/2016	1677307006	Airport Supplies	216-585-755.01	21.51		\$41.52
	45412	01/20/2016	1677307006	Airport Supplies	216-585-745.00	20.01		
AT&T Mobility	45398	01/27/2016	267252234966	12/10/15 - 2/9/16 (906-792-5968)	101-132-850.00	67.92		\$99.38
	45399	01/27/2016	237252150867	1/1 - 1/31/16 (906-792-0211)	101-132-850.00	31.46	*	
Bastian Family Enterprises, LL	45458	01/25/2016	1/25/16	PO# 03251 Foreclosure Site Visits (x81	517-252-801.00	2,430.00		\$2,430.00
Bellin Health	45424	01/25/2016	2631992	Pre Employment Physical	101-301-835.00	107.00		\$107.00
Big O's Lube and Service, Inc.	45434	01/05/2016	18615	2008 Chevy Tahoe - Vehicle Maintena	205-315-934.02	45.22		\$1,949.06
	45435	01/06/2016	18627	2016 Ford Explorer - Vehicle Maintena	205-315-934.02	71.14		
	45436	01/06/2016	18632	2014 Chevy Impala - Vehicle Maintena	205-315-934.02	189.10		
	45437	01/08/2016	18644	2013 Chevy Tahoe - Vehicle Maintena	205-315-934.02	265.00		
	45438	01/12/2016	18668	2012 Chevy Impala - Vehicle Maintena	205-315-934.02	32.90		
	45439	01/14/2016	18697	2013 Chevy Impala - Vehicle Maintena	205-315-934.02	32.90		
	45440	01/14/2016	18700	2014 Chevy Impala - Vehicle Maintena	205-315-934.02	258.70		
	45441	01/21/2016	18751	2013 Chevy Impala - Vehicle Maintena	205-315-934.02	32.90		
	45443	01/21/2016	18749	PO# 03247 - Assorted Repairs to 5517	205-315-934.02	1,021.20		
Bob Barker Company, Inc.	45418	01/20/2016	NC1001266514	PO# 03163 - Inmate Uniforms	101-301-770.00	556.27		\$556.27
Brunelle, Jennifer	45388	01/25/2016	January 2016	Crisis Intervention	296-668-601.00	675.00		\$696.79
	45395	01/26/2016	Reimbursement	Meat - Bay Pines Staff	101-132-801.00	21.79		
CBM Managed Services	45419	01/06/2016	STDINV94446	Inmate Meals	101-301-770.00	2,025.95		\$4,080.71
	45420	01/13/2016	STDINV94730	Inmate Meals	101-301-770.00	2,054.76		
Cech, William	45456	01/28/2016	Reimbursement	Mileage - January 2016	101-101-860.05	17.28		\$17.28
Cellcom - P.O. Box 7555	45387	01/05/2016	391315	Medical Examiner	101-648-850.00	55.38		\$55.38

APPROVED
BAB

MEMORINEE COUNTY
Claims Audit Report

BIB

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Init Account: General								
CITY OF MENOMINEE - 2511 10TH ST.								
	45397	01/13/2016	4142	Gasoline Sales (October 2015)	101-215-860.00	23.69		\$5,423.03
	45397	01/13/2016	4142	Gasoline Sales (October 2015)	101-141-860.00	46.57		
	45397	01/13/2016	4142	Gasoline Sales (October 2015)	101-265-742.00	154.57		
	45408	01/14/2016	4152	Gasoline Sales (November 2015)	101-265-742.00	41.17		
	45408	01/14/2016	4152	Gasoline Sales (November 2015)	266-325-860.00	7.21		
	45409	01/19/2016	4169	Gasoline Sales (December 2015)	101-265-742.00	18.60		
	45409	01/19/2016	4169	Gasoline Sales (December 2015)	101-265-742.00	93.57		
	45430	01/14/2016	4156	Road Patrol Gasoline Sales - November	205-315-742.00	1,226.91		
	45430	01/14/2016	4156	Road Patrol Gasoline Sales - November	206-301-742.00	41.51		
	45431	01/13/2016	4146	Road Patrol Gasoline Sales (October 2	206-301-742.00	49.32		
	45431	01/13/2016	4146	Road Patrol Gasoline Sales (October 2	205-315-742.00	2,230.34		
	45432	01/19/2016	4173	Road Patrol Gasoline Sales (December	206-301-742.00	61.50		
	45432	01/19/2016	4173	Road Patrol Gasoline Sales (December	205-315-742.00	1,428.13		
CLOVERLAND PAPER CO								
	45362	01/22/2016	110587	Courthouse Supplies	101-265-755.01	171.83		\$696.64
	45363	01/22/2016	110548	Courthouse Supplies	101-265-755.01	58.68		
	45375	01/15/2016	110520	Library Supplies	101-265-755.01	30.37		
	45373	01/15/2016	110519	Annex Supplies	101-265-755.01	60.96		
	45380	01/15/2016	110518	Courthouse Supplies	101-265-755.01	183.59		
	45381	01/15/2016	110457	Courthouse Supplies	101-265-755.01	45.18		
	45421	01/08/2016	110417	Jail - Supplies	101-301-770.00	52.78		
	45422	01/08/2016	110453	Jail - Supplies	101-301-770.00	93.25		
Country Mile Document Destruct								
	45455	01/13/2016	23323	Shredding Documents (1/7/16)	101-265-801.00	135.41		\$135.41
Dick Myers Custom Welding								
	45444	01/11/2016	022253	PC# 03245 Grill Guards for 2016 Vehic	205-315-981.00	1,865.00		\$1,865.00
Dougovito, Greg								
	45391	01/18/2016	6083	Holdover Attendant (J.A.)	101-132-801.01	20.00		\$68.00
	45391	01/18/2016	6083	Holdover Attendant (J.A.)	101-132-801.00	48.00		
DRAZE, THOMAS								
	45447	01/25/2016	Reimbursement	K9 Certification in Marquette	101-301-681.00	34.99		\$34.99
DTE Energy								
	45371	01/13/2016	462245200011	Annex	101-261-920.04	164.68		\$164.68
Foster, Mitchell T.								
	45349	12/15/2015	15-3737-FH	Court Appointed Legal - Ferkovich	101-131-807.00	1,985.00		\$3,933.77
	45350	12/15/2015	15-3737-FH	Court Appointed Legal - Mileage, Meals	101-131-807.00	541.66		
	45351	01/05/2016	15-3765-FH	Court Appointed Legal - Mileage & Exp	101-131-807.00	242.01		
	45352	01/05/2016	15-3765-FH	Court Appointed Legal - Gleisner	101-131-807.00	1,165.10		
Governmental Products LLC								
	45372	10/16/2015	3521	Dog Tags, O Rings, Receipt Books	101-253-727.00	350.00		\$350.00
GREAT AMERICAN DISPOSAL CO THE								
	45385	01/01/2016	61101524	Annex	101-261-930.04	56.39		\$56.39
Greg Peterson								
	45133	01/19/2016	Reimbursement	Uniform Allowance	205-315-745.00	143.36		\$143.36
Harbor Town Marina, Inc.								
	45427	12/17/2015	H32448	Propeller - Marina	101-331-755.00	222.98		\$222.98

APPROVED

BAK

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Junk Account: General								
Hashimoto Sewer Service, Inc.								\$180.00
	45361	01/27/2016	13108	Sewer Cleaning	101-265-930.01	95.00		
	45375	01/14/2016	13096	Toilet Maintenance nt Jail	101-265-930.01	85.00		
J S Electronics, Inc.								\$2,219.00
	45369	01/15/2016	19127	Alphanumeric Paging Service (J. Hensl	101-646-850.00	45.00		
	45445	01/21/2016	19097	PO# 03246 Light Bar & Mounting Brack	205-315-981.00	2,174.00		
Jay's Auto Service, Inc.								\$79.44
	45416	01/15/2016	18840	Vehicle Maintenance	101-301-745.01	79.44		
Joel Hensley, RN								\$4,415.00
	45357	01/24/2016	January 2016	Medical Examiner	101-643-709.00	1,080.00		
	45357	01/24/2016	January 2016	Medical Examiner	101-648-835.00	1,970.00		
	45423	01/24/2016	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		
Lithocrafters Printing, Inc.								\$153.49
	45376	01/15/2016	87494	Substance Abuse Evaluation Forms (x1	101-136-727.00	87.74		
	45377	01/15/2016	87506	Business Cards (Mike Pfankuch x1000)	101-136-727.00	65.75		
MARINETTE COUNTY DISPATCH								\$750.00
	45348	01/18/2016	PO# 03250	1 Year Tower Rental for EMS (Keller R	266-326-942.00	750.00		
Mastercard								\$2,092.03
	45346	01/12/2016	Credit Card	Bob Barker	101-301-770.00	300.40		
	45346	01/12/2016	Credit Card	Amazon	205-315-727.00	104.94		
	45346	01/12/2016	Credit Card	Holiday	101-301-860.01	16.25		
	45346	01/12/2016	Credit Card	Amazon	101-301-770.00	27.04		
	45346	01/12/2016	Credit Card	Amazon	101-301-770.00	27.04		
	45346	01/12/2016	Credit Card	Amazon	101-301-770.00	54.08		
	45346	01/12/2016	Credit Card	Amazon	101-301-770.00	27.04		
	45346	01/12/2016	Credit Card	Holiday	101-301-742.00	34.60		
	45346	01/12/2016	Credit Card	Delta College PO# 3249	205-315-881.03	500.00		
	45346	01/12/2016	Credit Card	Delta College PO# 3249	101-301-881.00	500.00		
	45346	01/12/2016	Credit Card	Mighty Pet	101-301-881.01	52.99		
	45411	01/12/2016	Credit Card	Menards	216-585-755.02	15.35	*	
	45411	01/12/2016	Credit Card	Twin County Airport	216-585-743.00	5.10	*	
	45411	01/12/2016	Credit Card	Krist Oil	216-585-742.00	48.75	*	
	45411	01/12/2016	Credit Card	Menards	216-585-981.02	85.85	*	
	45411	01/12/2016	Credit Card	Interest	216-585-755.02	4.41	*	
	45415	01/12/2016	Credit Card	Ramada Inn	101-262-860.00	79.50	*	
	45415	01/12/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45415	01/12/2016	Credit Card	Amazon	101-265-755.00	43.64	*	
	45415	01/12/2016	Credit Card	Amazon	101-265-704.00	5.81	*	
	45415	01/12/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45415	01/12/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45415	01/12/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45415	01/12/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45415	01/12/2016	Credit Card	Krist Food Mart	101-265-742.00	28.81	*	
	45415	01/12/2016	Credit Card	Amazon	101-265-755.00	40.59	*	
	45415	01/12/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45415	01/12/2016	Credit Card	Angell's	296-667-801.01	50.00	*	
	45415	01/12/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45415	01/12/2016	Credit Card	Credit Voucher (USPS)	101-268-729.00	-5.05	*	
	45415	01/12/2016	Credit Card	Credit Voucher (USPS)	101-268-729.00	-5.05	*	
	45415	01/12/2016	Credit Card	Late Fee	101-103-755.00	14.59	*	

APPROVED

MENOMINEE COUNTY
Claims Audit Report

003

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Menards - Marinette								\$718.71
	45353	01/21/2016	860	FOC - Office Renovation	215-141-931.00	244.50		
	45354	01/20/2016	766	Pipe Clamp	101-265-931.00	23.94		
	45359	01/21/2016	868	Door Bottom Brown	101-265-930.01	3.99		
	45402	01/12/2016	216	Red Oak Board (x12) - Security	101-132-970.00	183.48		
	45403	01/12/2016	308	Red Oak Board (x1)	101-265-930.01	14.99		
	45404	01/12/2016	215	Red Oak Board (x8)	101-265-930.01	175.92		
	45405	01/15/2016	463	Hole Saw	101-265-931.00	13.99		
	45410	01/19/2016	715	Janitorial Supplies	101-265-755.01	30.95		
	45414	01/20/2016	767	Building & Ground Supplies	101-265-755.00	26.95		
MENOMINEE COUNTY ROAD COMMISS								\$119.46
	45448	01/13/2016	10952	Power to Radio Tower (Dec 2015 & Jan	101-301-931.01	119.46		
MENOMINEE COUNTY SHERIFF DEPT								\$87.50
	45382	01/11/2016	WV39	Work Van Services (Shakey Lakes)	208-751-930.04	87.50		
Michigan Asso. of Counties								\$600.00
	45400	01/27/2016	Registration	2016 Legislative Conference - Jerry Pic	101-101-859.00	300.00		
	45401	01/27/2016	Registration	2016 Legislative Conference - Jan Hafe	101-101-859.00	300.00		
MILLERS ACTION OFFICE SUPPLY I								\$29.99
	45428	01/13/2016	0115071-001	Stamp - Road Patrol	205-315-727.00	29.99		
Nelson, John R.								\$141.76
	45460	01/29/2016	Reimbursement	Mileage - January 2016	101-101-360.11	141.76		
Neopost USA, Inc.								\$216.00
	45384	01/09/2016	53585097	February 8 - May 7, 2016 (Postage Mat	101-253-729.01	216.00		
Nutt, Michael								\$94.23
	45394	01/26/2016	Reimbursement	Mileage	295-864-660.00	94.23		
Office Depot, Inc.								\$237.51
	45356	01/13/2016	8174998502001	BOC - Office Supplies	101-101-727.00	28.67		
	45370	01/08/2016	816627737001	Admin Office Supplies	101-172-727.00	129.11		
	45374	01/07/2016	816261482001	District Court - Office Supplies	101-136-727.00	24.65		
	45457	01/11/2016	816628154001	CDR - Circuit Court Judges	101-131-727.00	55.08		
Piche, Gerald L.								\$91.26
	45401	01/27/2016	Reimbursement	Mileage - January 2016	101-101-860.07	91.26		
Primeaux, Andy								\$57.38
	45413	01/19/2016	Reimbursement	Meals (Training)	266-326-881.00	57.38		
Profile Evaluations, Inc.								\$199.00
	45386	01/13/2016	14-7717	Registration On Line Class - Penny Box	266-326-881.00	199.00		
Psychological Consultants								\$950.00
	45425	01/07/2016	1/7/16	Post-Conditional Offer - Charles F. Van	101-301-835.00	495.00		
	45426	01/06/2016	1/6/16	Post-Conditional Offer - Treg D. Brezsk	101-301-835.00	495.00		
Quill Corporation								\$213.17
	45384	01/11/2016	87904468	PA - Office Supplies	101-257-727.00	213.17		
S & O LOCK AND PHONE SERVICE								\$74.00
	45365	01/21/2016	43040	Equalization Keys & Relock	101-265-930.01	74.00		
Sexton, Richard								\$462.76
	45407	01/21/2016	Reimbursement	EMS Supplies	101-426-755.00	29.88		
	45407	01/21/2016	Reimbursement	EMS Supplies	101-426-934.02	429.94		
	45407	01/21/2016	Reimbursement	EMS Supplies	101-426-963.00	2.97		

APPROVED

MENOMINEE COUNTY
Claims Audit Report

Boys

Vendor Name	Vcnr#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Sherwin Williams Company	45360	01/08/2016	8327-1	Courtroom A - Stain	101-265-930.01	15.70		\$15.70
Siaminski, Alexander Jon	45390	01/19/2016	637	Guardian Ad Litem (E.V.)	101-148-807.00	1,200.00		\$1,200.00
Standard Insurance Company	45368	01/22/2016	February 2016	Life Insurance Premium	101-101-713.00	21.24		\$224.20
	45368	01/22/2016	February 2016	Life Insurance Premium	101-132-713.00	6.49		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-136-713.00	11.80		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-141-713.00	9.44		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-148-713.00	0.59		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-215-713.00	9.44		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-172-713.00	4.72		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-267-713.00	11.80		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-268-713.00	4.72		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-253-713.00	7.08		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-257-713.00	4.72		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-265-713.00	4.72		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-301-713.00	51.92		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-682-713.00	2.36		
	45368	01/22/2016	February 2016	Life Insurance Premium	101-426-713.00	2.36		
	45368	01/22/2016	February 2016	Life Insurance Premium	216-585-713.00	2.36		
	45368	01/22/2016	February 2016	Life Insurance Premium	271-790-713.00	11.80		
	45368	01/22/2016	February 2016	Life Insurance Premium	296-663-713.00	2.36		
	45368	01/22/2016	February 2016	Life Insurance Premium	296-664-713.00	2.36		
	45368	01/22/2016	February 2016	Life Insurance Premium	293-665-713.00	2.36		
	45368	01/22/2016	February 2016	Life Insurance Premium	208-751-713.00	2.36		
	45368	01/22/2016	February 2016	Life Insurance Premium	206-315-713.00	2.36		
	45368	01/22/2016	February 2016	Life Insurance Premium	205-315-713.00	25.96		
	45368	01/22/2016	February 2016	Life Insurance Premium	266-325-713.00	16.52		
	45368	01/22/2016	February 2016	Life Insurance Premium	266-328-713.00	2.36		
State of Michigan - MI Dept. of Environmental Quis	45396	01/13/2016	Renewal	Storm Water Construction Certification	249-371-802.00	95.00		\$95.00
Stateline Apparel	45450	11/18/2015	39858	Mike Sieg - Uniform Allowance	101-265-745.00	33.98		\$144.01
	45451	12/14/2015	40425	Jim Quist - Uniform Allowance	208-751-745.00	110.93		
STEPHENSON MARKETING COOPERATI - P O BOX 399	45440	12/31/2015	015579	Road Patrol Gasoline Charges - Decon	205-315-742.00	2,050.92		\$2,050.92
Stephenson Township Cemetery	45365	01/20/2016	1/20/16	Military Marker Setting Charge (x2)	101-681-761.00	50.00		\$50.00
Strongren, Peggy	45392	01/18/2016	6084	Holdover Attendant (J.A.)	101-132-801.01	20.00		\$128.48
	45392	01/18/2016	6084	Holdover Attendant (J.A.)	101-132-801.00	48.00		
	45393	01/18/2016	Reimbursement	Holdover Attendant - Mileage	101-132-801.00	60.48		
The Print Shop - 1310 Main Street	45429	01/15/2016	7030898	Envelopes (x1000) - Road Patrol	205-315-727.00	172.49		\$308.33
	45459	01/26/2016	7030927	Letterhead (x500) Envelopes (x500)	101-101-727.00	135.89		
U.S. Bank Equipment Finance	45366	01/16/2016	290232879	Konica Minolta (Billhub 423)	101-172-942.00	133.07		\$133.07

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
UNIFORM SHOPPE								
	45417	01/14/2016	251419	Emblems (x50)	101-301-746.01	251.50		\$2,311.50
	45442	01/15/2016	251289	PO# 03214 Bulletproof Vests (x3)	101-301-746.00	2,090.00		
Veraghen, Sheila								\$96.00
	45453	01/26/2016	Per Diem	DHS Board	101-601-837.00	50.00		
	45454	01/26/2016	Reimbursement	DHS Board - Mileage	101-601-837.00	46.00		
WISCONSIN PUBLIC SERVICE CORP								\$3,236.52
	45367	01/19/2016	0402047856-00005	Kleinke Park	208-751-920.01	48.65		
	45432	01/06/2016	0402055840-00001	Jail	101-265-920.03	3,187.87		
Zenatsky Extreme Heating &								\$80.00
	45373	01/12/2016	9178	Jail Gym Heat Maintenance	101-265-934.00	80.00		
Zevitz, Dr. Michael E.								\$2,030.00
	45358	01/24/2016	January 2016	Medical Examiner	101-648-709.00	2,030.00		
Total Amount for Bank Account: General								\$50,556.85

APPROVED

MICHAEL E. ZEVITZ

BAB

ENCLER COUNTY OFFICER
MICHIGAN

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account. General								
UPAA	45462	01/29/2016	Registration	Board of Review School - D. Lesperanc	517-252-860.00	30.00		\$30.00
Total Amount for Bank Account. General								\$30.00

1-29-16
BLS

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: Miscellaneous reports discussed at the 2.9.2016 County Board meeting	
RECOMMENDED MOTION To approve the miscellaneous reports discussed at the 2.9.2016 County Board meeting	

Submitted by: **Brian Bousley**

 02/18/2016
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):



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, December 17, 2015	Place: Island Resort and Casino
Presiding: Jeff Naser, Chairperson	Time: 4:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order by Chairperson Naser at 4:00 p.m. Central Time.

Roll Call:
Trustees Present: Gerald Smith, Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, John Degenauer, Jr. (joined the meeting at 4:07 p.m.), Jeff Naser, Gary Eichhorn, Jan Hafeman, Darlene Smith Administrator.
Leadership Team Members Present: Candace Meintz, CFO
Guests: Gerald McCole, Jessica Boucher

TOPIC	DISCUSSION	OUTCOME
Approval of the December 2015 Agenda	Administrator Smith noted that the CFO had been able to complete the Financial Statements in time for this meeting. She asked that Review of the Financials be added to the Agenda. "Review of Financial Statements" was added to the Agenda after the review of the Manifest of Invoices.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Agenda as amended. Motion carried.

<p>Board action on Minutes of the November 2015 meeting</p>	<p>The minutes had been sent to Trustees prior to this meeting for review.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the minutes as presented. Motion carried.</p>
<p>Board action on the November Manifest of Invoices</p>	<p>Trustee Hafeman asked what the Ameritas Life insurance payment was for. Lois explained that this is the Dental and Vision coverage for employees. Trustee Degenauer asked why the boiler shut down was now in December. Administrator Smith explained that the shutdown began in October and is ongoing until we have it repaired.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Manifest of Invoices and to pay the bills. Motion carried.</p>
<p>Review and request for approval of the November Financial Statement</p>	<p>Candace Meintz, CFO, reviewed the Financial Statements with the Board.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Financial Statements as presented. Motion carried.</p>
<p>Board Committee Reports</p> <ul style="list-style-type: none"> a. Whispering Pines/Powers Activity Center Committee b. Timber Committee Report 	<p>There was no meeting held for the Whispering Pines/Powers Activity Center Committee in December. Committee Chairperson Smith reported that the bids had been opened and we will be awarding the bid preparing the contract next week. We got higher than minimum required prices on just about everything. Administrator Smith added that the official letter should go out on Monday and then we have 21 days to</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Timber Report and awarding of bid. Motion carried.</p>

<p>Review of By-Laws</p>	<p>get the contract done. The successful bidder was Chad LaFave.</p> <p>Trustees gave suggestions on revisions to the By-Laws.</p> <p>The wording for Department of Health and Human Services should be rolled back to old language for the early. It needs to mention that the appointed County Health and Human Service members are members of the Trustees along with 1 County Commissioner from each county.</p> <p>In the 2nd paragraph, Section 2, DHHS... suggested wording taken from Jan Hafeman. Wording in Section 2 was questioned – the word “instrumentality”. The word was Googled and the meaning of the word is appropriate language for this section. This item was tabled until the January Board Meeting when the members can review it again.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Smith, to approve the Write-off in the amount of \$25,746.43. Motion carried.</p> <p>A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the reports as presented. Motion carried.</p>
<p>Review and Request for approval of Write-Offs</p>	<p>Candace Meintz, CFO reviewed the Write off request of \$25,746.43 and explained the circumstances around this claim.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Smith, to approve the Write-off in the amount of \$25,746.43. Motion carried.</p>
<p>Unfinished and New Business Report of Quality Assurance and Resident Council Committees</p>	<p>Administrator reported that the QA Committee is working on citation tags F323 and F241.</p> <p>Resident Council Committees did meet at each home, they reviewed the activity</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Boyne, to approve the reports as presented. Motion carried.</p>

	<p>calendars, resident rights. Decorations are being put up with nothing on the ceilings and everything being sprayed so that we are complying with the Fire Marshal.</p>	
<p>Safety Committee Report</p>	<p>Lois Ball reported that the Safety Committee Meeting was held this month. Davey Vandermissen attended and discussed decorations, what we can and cannot do. We reviewed winter parking restrictions. All incidents and accidents for residents and employees were reviewed. Lois stated that she feels the staff is doing a good job of working safely.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Degenauer, to approve the Safety Committee Report.</p>
<p>Update on Employee Health Insurance</p>	<p>Lois stated that all employees currently enrolled in Consumers Mutual Insurance have been census enrolled into the Blue Cross Blue Shield plan. We are waiting for Blue Cross to give us final rates and to receive the necessary paperwork in order to start an open enrollment period.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the report as presented. Motion carried.</p>
<p>Update on Packerland Cable TV</p>	<p>Administrator Smith reported that Packerland did an upgrade to their cable system, and with that came an upgrade in their pricing. She told the Trustees that we negotiated with them and we brought the price down to \$9.43 for each person to get basic cable. They had wanted to charge for all TV hookups in the building but we will them a number each month of TV's being used and they will charge us accordingly. Charter is on the other side of</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Smith, to accept the Update on Packerland Cable TV. Motion carried.</p>

	<p>the road but to come up the hill to us it would cost us thousands.</p> <p>She also told the Board that Packerland is offering an enhanced package to residents with a cost of about \$27.00 per month for 140 channels. Packerland would bill the resident directly for this service. Packerland is also looking at a package for internet for us. She was asked if it was for the facility and/or residents. It would be for both. Right now we have Charter. Merit runs along the highway and we are looking at that. Packerland is going to sell us at their cost the fiber need for running the cable and will fix the bad spots in the facility. This will be a 3 year contract.</p>	
<p>Administrator's Report</p>	<p>Administrator Smith reported that she attended the Water Authority Meeting on 11/25 and will be attending the Village Board Meeting about our water and sewer rates.</p> <p>The YMCA in Escanaba will be coming out to start a Wellness Program. They have a grant from Hannahville for this. They started by doing employee surveys. She also discussed the day care area with them.</p> <p>The monthly HCAM meeting was cancelled.</p> <p>We had a MISOHA visit this week. There was not a complaint, not an accident that caused the visit. A few years ago we had received a</p>	<p>A motion was made by Trustee Smith, supported by Trustee Degenauer, to approve the Administrator's report. Motion carried.</p>

	<p>couple of citations and then you are on the docket for a revisit 2 to 3 years later. The inspector went through the whole building, went outside, looked at our 300 Logs. We received no citations. The Board congratulated everyone for a good job.</p> <p>Administrator Smith discussed the difficult time we are having to get employees. She discussed sponsoring a couple of employees to go through the Nurse Aide Training Class at Bay College. Paying upfront, having them sign a contract with us. She would like to sponsor 4 people into the class (which starts January 21st) She noted that other facilities are doing this as well. Rob Arndt, from the Job Force, would help us with this. We have been going to the high schools and colleges looking for applicants.</p> <p>Jessica Boucher explained that she is part of a team that goes out to the schools through the Job Force to talk to students about careers in the health field and about how drug arrests and felonies kids get while in high school follow them and prevent them from working in the health care field.</p> <p>There were no comments from the Public at this time.</p> <p>The meeting adjourned at 4:41 pm.</p>	
Comments from the Public		
Adjournment		A motion was made by Trustee Eichhorn, supported by Trustee

		Smith, to adjourn the meeting. Motion carried.
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Catherine Driscoll, Secretary

Catherine Driscoll

Darlene Smith, Acting Secretary

Darlene Smith 1/28/16

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

BOARD MEMBERS

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

DIRECTOR

RUSSELL K. SEXTON

Date: December 29, 2015

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

Present: Jeff Naser, Board Chair; Sheila Veraghen, Board Member and Russell Sexton, Board Secretary.

Absent: Gary Eichhorn, Board Member.

Others Present: Community members – Jim, Leanne and Breanne Bedgood.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Minutes of the November 24, 2015 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Ms. Veraghen. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for November 2015 was reviewed. There were \$200.05 in expenditures for the DHS Board meeting; leaving a balance of \$3,099.90.

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 Ms. Veraghen and supported by Mr. Naser. Motion passed without opposition.

DIRECTOR'S REPORT:

Mr. Sexton provided an update on the current staffing situation in Menominee County: There are 2 full time management staff including 1 children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director and 1 general program supervisor. There is also a tri-county community resource coordinator. There are 3

administrative support staff consisting of 2 general office assistants and 1 departmental technician. There are 3 children's protective services specialists. There are 2 foster care and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist.

Statewide Director's Meeting Information: Mr. Sexton provided the board with a brief overview of the statewide director's meeting that took place on December 9, 2015. Mr. Sexton discussed the Modified Settlement Agreement, Overtime for workers, staffing for fiscal year 2016 and various issues in the Assistance Payments area.

Collaborative Issues: No new information was provided. Rob Villas, Assistance Payments Supervisor, attends these meetings for DHHS.

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

Assistance Payments:

Assistance Payments Standard of Promptness: 98.33%. Business Services Center 1 average is 96.38% and State average is 96.43%.

Family Independence Program Work Participation Rate: 0%. Goal is 50%.

Child Welfare:

CFC Plan Approvals	100%
CFC Service Plans	25%
CPS Commencement	100%
CPS Face-to-Face	95%
CPS Plan Approvals	100%
CPS Service Plans	100%
Dental	0%
Medical	25%
Worker/Child Visits	71%
Worker/Supervisor	78%

Adult Services:

APS 24 Hour SOP	100%
APS 72 Hour SOP	100%
APS 30 Day SOP	100%
APS Ongoing Contacts	100%

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

July 2015 data:

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

- Family Independence Program: 21 cases; 39 recipients; \$5,559.00 in benefits.
- Food Assistance Program: 1,383 cases; 2,582 recipients; \$279,922.00 in benefits.
- State Disability Assistance: 13 cases; 13 recipients; \$2,674.00 in benefits.
- Child Development and Care: 24 cases; 34 recipients; \$8,050.00 in benefits.
- State Emergency Relief: 3 cases; \$341.00 in benefits.
- Unduplicated total: 1,401 cases; 2,604 recipients; \$296,546.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 670 cases; 1,377 recipients
- Other Children < Age 21: 114 cases; 129 recipients
- Pregnant Women & Children Under 19: 613 cases; 1,014 recipients
- Non-SSI Aged, Blind & Disabled: 654 cases; 685 recipients
- SSI Aged, Blind & Disabled: 512 cases; 512 recipients
- Medicaid Eligible Total: 2,307 cases; 3,715 recipients

Total Healthy Michigan Enrollments: 1039+

This information is available on the www.michigan.gov/dhs website in the "Green Book".

Board Member Input/Suggestions: None

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

UNIT REPORT: None

BOARD BUSINESS:

1. Approval of Vouchers:

Vouchers for November 2015 were reviewed and a motion to approve all vouchers was made by Mr. Naser and supported by Ms. Veraghen. Motion passed without opposition.

2. Menominee County DHHS Board State Appointee:

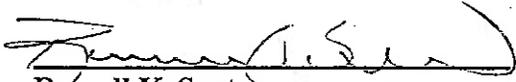
A letter was received appointing Ms. Sheila Veraghen as the State Appointee Board Member for the Menominee County Department of Health and Human Services Board with a term of service commencing on November 1, 2015 through October 31, 2018.

NEW BUSINESS: None

PUBLIC COMMENT: None.

NEXT MEETING: January 26, 2016 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mr. Naser and supported by Ms. Veraghen. Meeting adjourned at 0932 a.m.



Russell K. Sexton
Board Secretary



Jeff Naser
Board Chairperson

Pc: DHS Board Members; Menominee County BOC

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

January 14, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Vice-Chairperson, called the meeting to order at 4:05 p.m. Cindy Adrian, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
DeDie, William	X(4:14 pm)			Negro, Mari	X(4:10 pm)		
Dehn, Janet	*X			Nelson, John		X	
Freeman, Peggy	X (4:06 pm)			Peretto, Patti	X		
Hofer, Millie	*X			Phillips, Patricia	X		
Luhtanen, Joan	X			Spence, Christine			X
Martin, Ann	X			Zevitz, Michael, Dr.			X

*(video television conference from the Northpointe Menominee office)

REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, C. Adrian

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

PUBLIC COMMENTS - No public comments

P. Freeman - present 4:06 p.m.

APPROVAL OR AMEND AGENDA

Vice-Chair Luhtanen asked that the agenda be amended to add under New Business: Staff input from the last meeting regarding wages and asked for any further additions. No discussion.

ACTION: Moved to approve the agenda as presented.

Motion by: A. Martin, supported by P. Peretto to approve the amended agenda. **Motion carried unanimously.**

APPROVAL OF AD HOC COMMITTEEMEETING MINTUES

Vice-Chair Luhtanen asked for a motion to approve the December 16, 2015 Ad Hoc Committee meeting minutes.

ACTION: Moved to approve the Ad Hoc Committee meeting minutes as presented.

Motion by: P. Phillips, supported P. Freeman to approve the minutes. **Motion carried unanimously.**

M. Negro - present at 4:10 p.m.

APPROVAL OF REGULAR BOARD MEETING MINTUES

Vice-Chair Luhtanen asked for a motion to approve the December 17, 2015 regular Board meeting minutes.

ACTION: Moved to approve the regular Board meeting minutes as presented.

Motion by: A. Martin, supported M. Hofer to approve the minutes.

Mari Negro asked that the minutes be corrected under Board comment to reflect Mr. Nelson, not Ms. Nelson.

ACTION: A. Martin rescinded her motion, M. Hofer rescinded her support.

Motion by: A. Martin, supported by M. Hofer to approved corrected minutes as stated above. **Motion carried unanimously.**

PRESENTATION - No presentation

ACTION ITEMS

- Finance
 - a) Check Disbursement Report-November 2015

ACTION: A motion was made by M. Negro, supported by P. Phillips to approve the check disbursement report. **Motion carried unanimously.**

W. DeDie - present 4:14 p.m.

b) Financial Statement-November 2015

ACTION: A motion was made by A. Martin, supported by P. Phillips to approve the financial statement.

Motion carried unanimously.

c) Back-Up System for Computer System

Further information was provided on how the information will be stored for Northpointe and who has access to it.

ACTION: A motion was made by P. Freeman, supported by J. Dehn to approve the back-up system for the computer system for the amount of: \$18, 899.00. **Motion carried unanimously.**

- New Board Member Orientation Meeting Sample

Mari Negro provided changes to the new Board member orientation meeting sample. Consensus of the board is that this item will move forward to the next meeting for approval.

- Board By-Laws

ACTION: A motion was made by M. Negro, supported by M. Hofer to approve the Board by-laws as presented. **Motion carried: 8 ayes; 1 nay.**

- Board Policies

ACTION: A motion was made by M. Negro, supported by M. Hofer to approve the Board policies. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

a) Contracts-January 14, 2016

The following contracts were reviewed:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Birchwood AFC	Residential Services	1/1/16-12/31/16	n/a	\$56.17/day	Inc. of \$56.17/day
This is an addendum to the current contract for one additional person for PC and CLS services.						
B.	TRICO Opportunities, Inc.	Cleaning-Iron River Office	1/1/16-9/30/16	\$34.75/day	\$36.15/day	Inc. of \$1.50/day
This increase is due to the minimum wage increasing by 4% in January 2016.						

Consensus of the Board is that this item will move forward to the next meeting for approval.

- b) Vehicle Bids

Bill Adrian reviewed the vehicle bids and addressed miscellaneous questions.

Consensus of the Board is that this item will move forward to the next meeting for approval.

- **Belling Health Proposal**

Jennifer McCarty provided further information on this item. When Northpointe health claims data is reviewed there are four top providers that are most utilized by staff: Dickinson County Healthcare System-941 claims; Aurora Healthcare System-555 claims; Bellin Healthcare System-330 claims; and NorthStar (Aspiris in Iron River)-213 claims. There is an NBHS negotiated agreement in place now with Dickinson County HealthCare system and a UMR negotiated agreement with Aurora Healthcare system for a discounted rate for services. There is currently no agreement with Bellin. NorthStar/Aspiris is currently in negotiations with UMR to offer discounted rates. Discussion ensued and miscellaneous questions were addressed by Ms. McCarty. Ms. McCarty added that if the board approved a contract with Bellin, this would be a significant cost saving opportunity for the agency and also cost savings to employees.

Consensus of the Board is that this item will move forward to the next meeting for approval under contracts as a cost savings item.

- **CEO Report**

CEO report reviewed with the following additions: Northpointe is implementing ways to improve performance improvement measures; the Northpointe website is currently being updated by the Information Technology (IT) department to make it more user-friendly for community members; the Autism benefit expansion was approved for up to age 21; and the on-call system for Menominee County is being modified to discontinue any provision of on call services outside of the state of Michigan to be in compliance with legal/licensing requirements. Discussion ensued and miscellaneous questions were addressed by Ms. McCarty.

- **Staff Input from the Last Meeting Regarding Wages**

Joan Luhtanen stated at the last meeting Christy Harvey and Kathy Johnson both provided public comment to the Board. Discussions have been held in the past on how to retain employees and increase longevity and Ms. Luhtanen stated that it takes a lot for an employee to come forward with concerns to the Board. Ms. Luhtanen asked if the wage package can be looked at. Mari Negro stated that the Ad Hoc Committee will be looking into this. Jennifer McCarty stated that research is being done on regional salary information which will be discussed at the next Ad Hoc meeting.

Joan Luhtanen, Vice-Chairperson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Meeting Report
Consensus of the Board is to place this report on file.

PUBLIC COMMENTS - No public comments

BOARD COMMENT

- Mari Negro stated the NorthCare meeting was held on 1/13/16 and an item that came up during the meeting was at the end of the presentation it provided that Northpointe is the only agency left in the region that does not have a wait list. Ms. Negro stated that she felt proud of this but it was asked how it was possible that Northpointe is able to carry on business without a wait list. Ms. Negro requested wait list information be placed on the next board meeting agenda for discussion.
- Patti Peretto stated the government rate for mileage reimbursement is \$.54 and Northpointe is still below the government rate.

ADJOURN

A motion was made by M. Negro, supported by J. Luhtanen to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 5:05 p.m. The next regular Board meeting is scheduled for Thursday, January 28, 2016 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Vice-Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant

Mary Wendt, Board Secretary

Transcribed 1/14/16 Board meeting minutes from audio recording

U.P. State Fair Authority Board Meeting

Minutes

February 27, 2015

Escanaba, MI

Members Present:

Micky Rondeau, *Alger Cty*
Daune Smith, *Baraga Cty*
Jake Campbell, *Chippewa Cty*
Tom Elegeert, *Delta Cty*
Dan Siirila, *Gogebic Cty – by phone*
Jim Gale, *Houghton Cty – by phone*
Gary Burk, *Iron Cty*
Phyllis French, *Luce Cty*
Calvin McPhee, *Mackinac Cty*
Chuck Bergdahl, *Marquette Cty*
Janis Linderoth, *Menominee Cty*
Richard Bourdeau, *Ontonagon Cty*

Members Absent:

Henry Wender, *Dickinson Cty*
Joe Langdon, *Keweenaw Cty*
Ann Harrington, *Schoolcraft Cty*
Dave Anthony, *Hannahville*

Agent Staff & Guests:

Jonathan Mead, UPCAP (Administrative Agent/Secretary)
Vickie Micheau, Delta County Chamber of Commerce (Management Agent)
Tracy Lektzian, UPCAP
Sheila Krueger, Delta County Chamber of Commerce
Lori Branstrom, UP State Fair
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
James Moker
Jenny Skarzinski
Steve Wery, Delta Parks Manager
Rory Mattson, Delta Conservation
Diane Mattson, Delta Conservation
Katie Botsford, PHDM
Kristi Steger, PHDM
Tonya LaFave, UPCAP

1. Call to Order / Roll Call

Chairman Bergdahl called the meeting to order at 12:01 p.m. ET. Roll call is recorded above.

2. Public Comment

Rory Mattson ~ DNR, addressed the board regarding development grants.

Jim Moker, addressed the board about being allowed back into the fair. Ms. Micheau and Mr. Mead will set up a meeting with Mr. Moker to discuss.

Kristi Steger, Health Educator for Public Health, addressed the board on health concerns and making the fair tobacco free. Ms. Steger will be put on the agenda for the next UP State Fair Mtg.

3. Approval of Agenda

Motion by French, supported by Linderoth to adopt the agenda. Motion carried.

4. Board Appointments

Board members welcomed new members, Tom Elegeert from Delta County and Richard Bourdeau from Ontonagon County.

5. Approval of Minutes

Motion by Burk, supported by Smith, to approve the minutes from the November 21, 2014 Meeting. Motion carried.

6. Treasurer's Report

Ms. Micheau summarized the Balance Sheet & Profit & Loss Statements through January 31, 2015. Overall the Authority maintains a strong financial position.

Motion by Linderoth, supported by French, to approve the Profit & Loss and Balance Sheet as presented. Motion carried.

7. Management Report

Ms. Micheau reported on the following:

- Received first grant award of \$15,000 from Hannahville – will be used for upgrades to equestrian center
- Premium books and wrist band changes
- Golf cart policy – will bring to next meeting
- MAFE Conference

8. Old Business / New Business

CUPPAD Grant Status – The Authority did not receive the grant

DAC Recommendations -

- Poultry: Discussion on exhibitors being responsible for taking care of their own animals i.e. feeding, watering and cleaning of pens.

Motion by Campbell, supported by Linderoth, for all junior exhibitors camping on the fairgrounds or showing other animals, to be responsible for the care of their own poultry, rabbits or covies. Motion carried.

- Sheep Classifications: Discussion on sheep classifications and possible grievance if changes were not made.

Motion by Campbell, supported by French, to mirror open class breeding to reflect on junior show. Motion carried. Abstentions: Burk

Motion by Campbell, supported by French, that we do not add extra breeding class. Motion carried.

- Fraud or Procedure Policy Violations:

Motion by Linderoth, supported by Campbell, to approve the recommendations to the Policy as recommended by the DAC. Changes will go in the premium book.

- Market Class Verbiage: Discussion market class.

Motion by Campbell, supported by Linderoth, that if entered as a “market animal,” that animal shall not be allowed to move to open class. Must stay as market animal. Motion carried.

9. Public Comment

None.

10. Next Meeting – Friday, April 24th

11. Adjournment

Motion by Campbell, supported by Rondeau, to adjourn. Motion carried. The time was 2:35 p.m.

Jonathan Mead, Secretary/Admin. Agent

U.P. State Fair Authority Board Meeting

Minutes

April 21, 2015

Escanaba, MI

Members Present:

Micky Rondeau, *Alger Cty*
Daune Smith, *Baraga Cty*
Jake Campbell, *Chippewa Cty*
Tom Elegeert, *Delta Cty*
Henry Wender, *Dickinson Cty*
Jim Gale, *Houghton Cty (via phone)*
Gary Burk, *Iron Cty*
Calvin McPhee, *Mackinac Cty*
Chuck Bergdahl, *Marquette Cty*
Janis Linderoth, *Menominee Cty*
Ann Harrington, *Schoolcraft Cty*
Dave Anthony, *Hannahville*

Members Absent:

Dan Siirila, *Gogebic Cty*
Joe Langdon, *Keweenaw Cty*
Phyllis French, *Luce Cty*
Richard Bourdeau, *Ontonagon Cty*

Agent Staff & Guests:

Jonathan Mead, UPCAP (Administrative Agent/Secretary)
Vickie Micheau, Delta County Chamber of Commerce (Management Agent)
Tracy Lektzian, UPCAP
Sheila Krueger, Delta County Chamber of Commerce
John Kositzky, UP State Fair Maintenance
Representative Ed McBroom, Chairman Advisory Committee
Lori Branstrom, UP State Fair
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
Katie Botsford, PHDM
Kristi Steger, PHDM
Tonya LaFave, UPCAP
Dr. Barry Waener
Stephanie Bruno, Swine Superintendent UPSF
Casey Young, PHDM
Shanna Hammond, Hannahville Health Educator
Tiffany Oisick, PHDM
Jeff Sicotte, Rainbow Packing

1. Call to Order / Roll Call

Chairman Bergdahl called the meeting to order at 12:21 p.m. Roll call is recorded above.

2. Public Comment

Ed McBroom expressed the need for a tank washer in the milk house. Approximate cost is \$1500.

Jeff Sicotte, Rainbow Packing discussed youth livestock sale concerns with recent closure of Michigan Meats.

3. Approval of Agenda

Motion by Elegeert, supported by Campbell, to approve the agenda. Motion carried.

4. Approval of Minutes

Motion by Campbell, supported by Linderoth, to approve the minutes of the February, 2015 Meeting. Motion carried.

5. Tobacco-Free / Smoke-Free Presentation ~ Kristi Steger, Public Health

Ms. Steger presented information and handouts on a Tobacco Free Fairground. She noted some fairs whom have already gone "tobacco free." PHDM can offer assistance in helping with preparing a policy and will provide free signs to post at fairgrounds.

Discussion on continuing discussion and educating the public. The Board will do research on other events held at fairgrounds.

Motion by Anthony; supported by Harrington, to set up a committee to investigate a smoking policy for UPSF. Motion carried.

6. Treasurer's Report

Ms. Harrington reviewed the Balance Sheet and Profit and Loss Statements through March 31, 2014.

Motion by Linderoth, supported by Rondeau, to approve the Balance Sheet and Profit & Loss Statements as presented. Motion carried.

The Audit will be presented at the June Mtg.

7. Management Report

Ms. Micheau reported on various activities going on at fairgrounds.

Maintenance:

Mr. Kositzky reported on communications with American Transmission Company. They will lease road space effective May 1st which is currently used for overflow

parking during the fair. They will fix the road when leave and UPSF will net about \$20,000.

Mr. Kositzky stated they are currently getting bids to finish horse arena.

Mr. Kositzky also reported on four incidents with winter storage at fairgrounds. Discussion on contract and possibly taking pictures when units are delivered.

8. Old Business / New Business

Moker Appeal:

Mr. Mead and Ms. Micheau updated the board on their meeting with Jim Moker. Mr. Moker realizes he made a mistake and would like to be given the chance to come back to the fair. Board discussion on allowing Mr. Moker to be on the fairgrounds for any activities related to his children from a half hour before to a half hour after the exhibiting. Board also discussed limitations and getting something in writing. Mr. Moker cannot assist at the auction. He can be there on sale day, but cannot be allowed in the ring.

Motion by Cambell, supported by Rondeau, to allow Mr. Moker to be on the fairgrounds during the 2015 UP State Fair for any activites related to his children from a half hour before to a half hour after the exhibition. This will be in writing and signed by Mr. Moker. In addition, Mr. Moker will not be allowed to assist at auction. Motion carried.

DAC Recommendations:

- Medical Revision Policy Proposal:

If a Jr. Market Livestock Exhibitor is unable to be ringside during the judging, due to a medical emergency, a substitute exhibitor may be used. Upon verification in writing of the emergency from a licensed medical professional, a Jr. Market Exhibitor (preferable a family or same club member) approved and designated by the Department Superintendent may act as a substitute exhibitor to show and/or sell the market animal. The animal must meet all eligibility requirements and a completed record book must still be entered. The Exhibitor's Manager and the Department Superintendent must be notified as soon as possible to request this exemption, with enough time allowed for the necessary medical verification(s). The medical emergency must have occurred after the July 15th deadline, and does not apply to the Showmanship or open classes.

Motion by Campbell, supported by Campbell, to accept the DAC Recommendations to the Medical Policy Proposal as noted above. Motion carried.

- Elimination of Keyhole classes in Open & Jr. Horse Show:

Elimination of Keyhole classes in the Open & Jr. Horse Shows and change them to Pole Rollback class and to add a Pole Rollback class (all ages) into Department 12, Section 2 Registered Jr. Horse.

Motion by Harrington, supported by Wender, to eliminate keyhole classes and change to rollback class and to add a pole rollback class as noted above. Motion carried.

- Addition of class into Department 27, Section 5 (creative arts) for homemade bath and body products (soaps, balms, scrubs, etc.)

Motion by Harrington, supported by Burk, to add homemade bath and body products class to Department 27, Section 5 as noted above. Motion carried.

- Ventilation in Swine Barn – Lori recapped earlier discussion with Dr. Waener regarding air exchange/ventilation in swine barn. Discussion that Buildings & Grounds will work on updating ventilation.
- Jr. Beef Breeding Show – Ms. Harrington stated open show was split up with addition of following classes:

Aged cow & last calf born (cow 3, 4 and 5 years old, calf born after prior year's fair – will be premium pay out class)

Aged cow & last calf born (cow 6 years and older, calf born after prior year's fair – will be a premium pay out class)

Champion cow & calf – will be premium pay out class

Motion by Campbell, supported by Harrington, to add classes as noted above. Motion carried.

- Elimination of underlined portion of rule #4 under Junior Exhibitor Livestock Rules:

Currently reads: If an animal in the junior show is to be shown in the open show, it must be done by the same youth or member of the family. In the case of a partnership animal, the junior may show in the junior show and another partner in the open show.

Motion by Campbell, supported by Gale, to eliminate underlined portion of rule #4 under Junior Exhibitor Livestock Rules. Motion carried.

- Proposal to change language of rule #2 under the Junior Exhibitor Livestock Rules:

Currently reads: Animals that have been given tranquilizers other than which are normally fed shall not be shown. No drugs shall be administered to market livestock that are prohibited by state or federal regulations. Livestock receiving

such drugs shall not be sold. Animals must be past the withdrawal period to **show or sell** at the fair.

Motion by Burk, supported by Harrington, that states animals must be past withdrawal period to show or sell in the fair. Motion carried.

- Department 4, Beef Cattle Open Show Rule #2

Currently reads: Proof of breed registration shall include all 2015 calves or animals will show in crossbred/commercial (section 10). Registered purebred animals must be registered in their respective registers and records. It shall be the duty of each exhibitor to present his certificates or registration and transfers for all entries to the Superintendent. Transfers must be signed by secretaries of the registry association and must show date transfers were made. The herd books and records recognized by the fair management include all American her books and records of their respective breeds and all Canadian and European her books and records that are recognized by the American Record Association for the same breeds. Proposal to add: **Pending papers** will not be accepted.

Motion by Campbell, supported by Gale, that we leave rule #2 "as is" for this year and investigate it more for next year. Motion carried. Rondeau opposed.

9. Public Comment

There was no public comment.

10. Next Meeting – June 19th – Media Reception @ Island Resort & Casino

11. Adjournment

Motion by Wender, supported by Campbell, to adjourn. Motion carried.
The time was 2:42 p.m.

Jonathan Mead, Secretary/Admin. Agent

U.P. State Fair Authority Board Meeting

Minutes

June 19, 2015

Escanaba, MI

Members Present:

Daune Smith, *Baraga Cty*
Jake Campbell, *Chippewa Cty*
Tom Elegeert, *Delta Cty*
Henry Wender, *Dickinson Cty*
Gary Burk, *Iron Cty*
Joe Langdon, *Keweenaw Cty*
Phyllis French, *Luce Cty*
Calvin McPhee, *Mackinac Cty*
Chuck Bergdahl, *Marquette Cty*
Janis Linderoth, *Menominee Cty*
Richard Bourdeau, *Ontonagon Cty*
Ann Harrington, *Schoolcraft Cty*
Dave Anthony, *Hannahville*

Members Absent:

Dan Siirila, *Gogebic Cty*
James Gale, *Houghton Cty*

Agent Staff & Guests:

Jonathan Mead, UPCAP (Administrative Agent/Secretary)
Vickie Micheau, Delta County Chamber of Commerce (Management Agent)
Tracy Lektzian, UPCAP
Sheila Krueger, Delta County Chamber of Commerce
Lori Branstrom, UP State Fair
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
John Kositzky, UP State Fair
Lisa Kositzky, UP State Fair
Karen Meiers, Schneider, Larche, Haapala & Company
Sarah Pearson, Schneider, Larche, Haapala & Company

1. Call to Order / Roll Call

Chairman Bergdahl called the meeting to order at 1:00 p.m. Roll call is recorded above.

2. Public Comment

There was no public comment.

3. Approval of Agenda

Motion by Wender, supported by Anthony, to approve the agenda as presented. Motion carried.

4. Approval of Minutes

Ms. Harrington noted the spelling of Dr. Wehner was incorrect.

Motion by Harrington, supported Anthony, to approve the minutes of the April, 2015 Meeting with the above noted change. Motion carried.

5. FY2015 Audit

Ms. Karen Meiers from Schneider, Larche, Haapala & Company, PLLC presented the FY2015 Audit. Ms. Meiers noted the gate receipts are actually higher than last year, however due to promotions it "looks" like they are lower.

Ms. Meiers also noted the comments and recommendations to the Authority.

Motion by Bergdahl, supported by Campbell, to approve the audit as presented. Motion carried.

6. Treasurer's Report

Ann Harrington reviewed the Balance Sheet and Profit and Loss Statements through May 31, 2015. Ms. Harrington noted the additional sponsorship money already received.

Motion by McPhee, supported by Langdon, to approve the Balance Sheet and Profit and Loss Statements as presented. Motion carried.

7. Management Report

Vickie Micheau reported on the following:

- There will not be any discounts offered this year at the fair.
- Waiting to hear back on DNR grant proposals.
- Arena updates.

8. Public Comment

There was no public comment.

9. Next Meeting

The next meeting will be September 18, 2015.

10. Adjournment

**Motion by Wender, supported by Harrington to adjourn the meeting.
Motion carried. The time was 2:05 p.m.**

DRAFT

U.P. State Fair Authority Board Meeting

Minutes

October 23, 2015

Escanaba, MI

Members Present:

Micky Rondeau, Alger Cty
Daune Smith, Baraga Cty
Jake Campbell, Chippewa Cty
Tom Elegeert, Delta Cty
Henry Wender, Dickinson Cty
Dan Siirila, Gogebic 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, Schoolcraft Cty
Dave Anthony, Hannahville

Members Absent:

James Gale, Houghton Cty
Calvin McPhee, Mackinac Cty
Richard Bourdeau, Ontonagon Cty

Others Present:

Jonathan Mead, UPCAP (Administrative Agent/Secretary)
Vickie Micheau, Delta County Chamber of Commerce (Management Agent)
Tracy Lektzian, UPCAP
Sheila Krueger, Delta County Chamber of Commerce
Lori Branstrom, UP State Fair
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
John Kositzky, UP State Fair

1. Call to Order

The meeting was called to order at 12:23 p.m. Roll call is recorded above.

2. Public Comment

There was no public comment.

3. Adoption of Agenda

Ms. Harrington asked to move #7 – Treasurers Report ahead of FY2016 Budget.

Motion by French, supported by Burk, to adopt the agenda with change noted above. Motion carried.

4. Approval of Minutes

Motion by Campbell, supported by Anthony, to approve the minute of the June, 2015 Meeting. Motion carried.

5. Treasurer's Report

Ms. Harrington presented the Profit & Loss and Balance Sheet through September, 2015. Compared to last year, most income generating categories have increased.

UPSF continues to strengthen financial position and still have money set aside in rainy day fund. Gross income was \$1.2M which was higher than every other year except last year. This year's fair had the worst weather to date.

Motion by Elegeert, supported by Linderoth, to approve the Profit & Loss/Balance Sheet through September, 2015 as presented. Motion carried.

6. FY2016 Budget

Ms. Harrington reviewed the FY2016 Budget. Storage revenues are projected to be lower due to more competition in area. Pioneer Trail Park is now offering storage.

Motion by Campbell, supported by Smith, to approve the FY2016 budget as presented. Motion carried.

7. Management Agent Report

Ms. Micheau gave a wrap up of last year and final results from the fair.

Discussion on the following:

- Fair Promotion / Advertising. Make sure to include info in "free" papers
- Tara Kutz Video Documentary
- Woodcarvings – wayfinding signs
- Tractor Supply "adopting" some of projects in facility improvement plan
- Grant Applications
- Logging Congress. Organizers love coming to Delta County.
- Market Livestock Sale
- National Trappers Convention in 2018. Requested a bathroom in pocket park area and also extend the roof line in show arena (more undercover seating). Approx cost \$3-4,000.
- Look to CVB for sponsorships. Definitely need more bathrooms.
- Apply for \$20,000 to Dept of Ag for equestrian upgrade

Micky Rondeau asked about Vets building status. Ms. Micheau stated this is part of plan for a new Commerce Center or Veterans Museum. The group sent out letters to all Vets Organizations across the UP looking for endorsements. Mr. Anthony stated they are looking at strategies to raise money for this venture.

8. Old Business / New Business

Recommendations from Building & Grounds Committee:

- **Department of Agriculture \$20,000 Grant**
Would like to apply for Capital Improvement Grant Program to finish improvements to Equestrian Center.

Motion by Elegeert, supported by Anthony, to submit application to the Department of Agriculture for the \$20,000 Grant for Equestrian Center. Motion carried.

- **10 year implementation plan - Facility Improvement Plan**
Need to update plan and then submit to Delta County to be submitted with their Delta County Recreation Plan. Once included in Delta County Plan, it can then be considered for future trust fund dollars.

Motion by Anthony, supported by Smith, to submit Facility Improvement Plan to Delta County to be included in their Recreation Plan. Motion carried.

Request from Delta County for Emergency Response Services

Ms. Micheau reviewed the letter from Delta County Board asking that the Authority encourage MMA events and promoters to have available at all of their events an ambulance in addition to EMT's and a Doctor. This request is outside what is included in lease agreement with Delta County. Contact has been made with Chris Skoglund (promoter) regarding concerns.

Discussion on tabling discussion until we get more information on law waiting to be signed. Mr. Mead will discuss with Delta County.

Motion by Langdon, supported by Anthony, to table discussion pending outcome of Bill and gathering of further information. Motion carried.

Board Terms

Discussion on Board Terms being up at the end of this year. Clerks will be receiving notices at the end of the month. All terms are for three years.

9. Committee Comments

Authority Members reported on outcomes of their various county fairs.

Mr. Burk suggested giving out more award money for exhibitor premiums and lowering costs to Superintendants. Discussion took place on premiums at other fairs.

Ms. Micheau suggested giving out report on entries for each department so we can compare.

Discussion on ribbons given out as awards.

10. Next Meeting

The next meeting will be Friday, November 20th

11. Adjournment

Motion by Campbell, supported by French, to adjourn. Motion carried.
The time was 1:50 p.m.

U.P. State Fair Authority Board Meeting

Minutes

November 20, 2015

Escanaba, MI

Members Present:

Micky Rondeau, *Alger Cty*
Daune Smith, *Baraga Cty*
Jake Campbell, *Chippewa Cty*
Tom Elegeert, *Delta Cty*
Henry Wender, *Dickinson Cty*
Dan Siirila, *Gogebic Cty - By Phone*
Gary Burk, *Iron Cty*
Joe Langdon, *Keweenaw Cty*
Phyllis French, *Luce Cty*
Chuck Bergdahl, *Marquette Cty*
Janis Linderoth, *Menominee Cty*
Richard Bourdeau, *Ontonagon Cty*
Ann Harrington, *Schoolcraft Cty*
Dave Anthony, *Hannahville*

Members Absent:

James Gale, *Houghton Cty*
Calvin McPhee, *Mackinac Cty*

Others Present:

Jonathan Mead, UPCAP/Administrative Agent
Vickie Mischeau, Management Agent
John Kositzky, UP State Fair
Sheila Krueger, Chamber of Commerce
Lori Branstrom, UP State Fair
Joe Cilc, Steam & Gas
Skip DuFour, Steam & Gas
Tracy Lektzian, UPCAP
Kristi Steger, Public Health, Delta & Menominee Counties
Tyler LaPlant, Health Educator with Sault Tribe of Chippewa Indians

1. Call to Order

The meeting was called to order at 12:30 p.m. ET. Roll call is recorded above.

2. Public Comment

There was no public comment.

3. Adoption of Agenda

Motion by Harrington, supported by Bourdeau, to approve the agenda as presented. Motion carried.

4. Approval of Minutes from the October, 2015 Meeting

Motion by French, supported by Harrington, to approve the minutes of the October 23, 2015 Meeting. Motion carried.

5. Tobacco-Free Survey Results

Kristi Steger, Public Health Delta Menominee Counties presented the U.P. State Fair Outdoor Tobacco Use Survey Data.

Ms. Steger noted that during fair week they were set up in the Ruth Butler Building to provide education and raise public awareness. Through a grant from SSM Tribe of Chippewa Indians, PHDM was able to purchase 20 temporary signs which were posted on fairgrounds and about 100 t-shirts which were given out during the week of the fair.

Over 2,500 responses were received on dot survey and of that 81% were favorable for a tobacco free fair.

Recommendation to set up a Tobacco Committee to discuss designated areas for smoking. Dave Anthony, Phyllis French and Joe Langdon will all be on committee.

6. Treasurer's Report

Ann Harrington presented the Profit & Loss and Balance Sheet for October. Proceeds from sale of equipment \$10,678(truck and tractor) will show up on next balance sheet.

Would like to have the audit presented at April mtg if possible. UPCAP will check on status.

Motion by Linderoth, supported by French, to approve the Profit & Loss/Balance Sheet as presented. Motion carried.

7. Management Agent Report

Vickie Micheau updated the board on the following:

- 2016 Fair Entertainment
- Online program for exhibitor entries "Show Works"
- Received \$13,000 from Hannahville which will go to Equestrian Center.
- Maintenance/Winter Storage
- 120 Report

8. 2016 Meeting Schedule

Discussion on 2016 Meeting Schedule. Request to move the April meeting to Friday, April 22nd. Suggested to start Buildings and Grounds meetings at 10:00 a.m.

Motion by Anthony, supported by Linderoth, to approve the 2016 Meeting Schedule with above noted changes. Motion carried.

9. Old Business / New Business

Approval of 120 Day Report

Vickie presented the 120 Day Report to the Board.

Motion by Smith, supported by Elegeert to approve the 120 Day Report and submit to the State. Motion carried.

DAC Recommendations

Laurie presented the following recommendations from the Dept. Advisory Committee as noted on the attached minutes dated November 7, 2015.

- Steer Fitting. Exhibitor can have two people assist, but only if exhibitor is there participating. Also, if you are not directly involved in the fair, you cannot assist.
- Proposed DAC Executive Committee Members at fair week.
- Dept. Superintendent solely responsible for stall and pen assignments.
- Substitution of animals within same breeding class.
- Time line change for all breeding and market animals.
- Rabbit Show rule changes.
- Lowered market goat weight.
- Proposed Sheep, Youth and Beef Representatives.

Motion by Bergdahl, supported by Anthony, to approve the DAC recommendations as noted above and as presented in the November 7, 2015 DAC Minutes. Motion carried.

Facility Improvement Plan

Mr. Bergdahl noted there is one change to Facility Improvement Plan that has been submitted by Buildings and Grounds. One change noted: Page 12 – change Facility name to: Multi-Use Building (building 26)

Motion by Elegeert, supported by Anthony, to approve the Facility Improvement Plan with above noted change and to submit to Delta County. Motion carried.

10. Committee Comments

Mr. Bergdahl thanked Chamber staff for all the hard work they do for fair.

11. Public Comment

Next meeting is January 22, 2015.

12. Adjournment

Motion by Bergdahl, supported by Elegeert, to adjourn. Motion carried.
The time was 1:45 p.m. ET

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Lake Township Mine Work Group
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Lake Township has formed a Mine Work Group per the request of Aquila Resources. Lake Township would like the County Administrator and two Commissioners to be members of this group.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 02/18/2016
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):

LAKE TOWNSHIP

February 12, 2016

Aquila Resources USA Inc

c/o Barry Hildred

414 10th Avenue – Suite 1

Menominee MI 49858

Mr. Hildred:

Per your request, at the February 10, 2016 Lake Township Board meeting, a motion was set forth to form a work group to discuss mine-related issues with Aquila Resources. By a unanimous vote, the work group was established. It will include Lake Township and Menominee County officials and board members.

It was further set forth that the meetings shall be held at **5:30 PM** on the second Wednesday of the month, prior to the regular Township Board meetings which begin at 7:00 pm at the Lake Township Hall. Requests for meetings shall be sent to the Township Clerk, Barbara Racsek, via email. These requests shall be submitted not less than two weeks' prior to any given meeting via email. This will allow time for proper notification to work group members, and preparing an agenda for the meeting.

The Zoning Administrator will facilitate the meetings along with the Supervisor who will act as co-facilitator. The Zoning Clerk shall be the recording secretary for this work group. Please copy the Zoning Clerk on meeting requests via email as well at charanne21@gmail.com.

In summary, Lake Township has formed a work group per your request to address mining-related concerns. Meetings will be held the second Wednesday at the Lake Township Hall at 5:30pm any month in which proper notice has been provided to the township and zoning clerks via email.

Sincerely,

Barbara H. Racsek

racsekb@wildblue.net

906-753-6369

MINING WORK GROUP

Lake Township and Menominee County

As requested by Aquila Resources in a letter dated October 14, 2015 to Lake Township, a work group has been formed to discuss mining related matters pertaining to the Township of Lake and Menominee County, MI.

PURPOSE: The purpose of this work group is to listen to and consider the concerns that Aquila Resources has related to mining matters in Lake Township and Menominee County, MI. Conversely, Issues of public concern may also be addressed with Aquila Resources to promote a better understanding of the Back Forty Project and its operations.

The work group consists of the following:

Lake Township Board (5)

Lake Township Planning Commission (5)

Lake Township Zoning Staff (2)

County Administrator

County Board Commissioners (2)-(including one from this district)

The Zoning Administrator will be the Facilitator of the group; the Township Supervisor will assist as co-facilitator. The Zoning Clerk will be the recording secretary for the group.

Meetings will be held at the Lake Township Hall at 5:30 PM on the second Wednesday of the month in which there has been proper advance notice (not less than 14 days) given to both the Township Clerk and the Zoning Clerk via email transmission.

NOTE: As a work group, we are charged with discussion and consideration of issues to bring about deeper understanding with or without a consensus of agreement. We can only make recommendations as we do not have an authority to take action.

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Twin County Airport Minimum Standards
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Commissioner Schei would like to discuss the Airport's Minimum Standards with the entire County Board to discuss "enforcement" of the Minimum Standards.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 02/18/2016
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):	

TWIN COUNTY AIRPORT MENOMINEE, MI

2801 22ND STREET MENOMINEE, MI 49858

MINIMUM STANDARDS

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

ESTABLISHED BY THE TWIN COUNTY AIRPORT COMMITTEE

CHAPTER ONE

GENERAL PROVISIONS

SECTION 1.1 PURPOSES OF THE MINIMUM STANDARDS

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

SECTION 1.2 DEFINITIONS

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

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

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

AIRPORT means all property including easements and rights of way belonging to the Twin County Airport and also including areas not used for aeronautical purposes.

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

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

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

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

ALP means the Airport Layout Plan for the Twin County Airport that is current and approved by the FAA, but may be revised from time to time.

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

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

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

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

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

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

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

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

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

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

PILOT means any person who is physically responsible for the control of an aircraft.

SHALL means mandatory and not merely discretionary.

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

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

SECTION 1.3 LEASING TERMS FOR COUNTY OWNED LAND AT THE TWIN COUNTY AIRPORT

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

CHAPTER TWO AERONAUTICAL ACTIVITIES

SECTION 2.1 POLICY

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

SECTION 2.2 OPERATING AGREEMENT/LEASE

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

SECTION 2.3 QUALIFICATIONS

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

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

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

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

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

SECTION 2.4 ACTIONS ON APPLICATIONS

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

A. The applicant does not meet qualifications, standards and requirements established by these minimum standards.

B. The applicant's proposed operations or construction will create a safety hazard on the airport.

C. Granting the application will require the expenditure of local funds, labor or materials on the facilities described in, or related to, the application, or the operation will result in a financial loss to Twin County Airport.

D. There is no adequate available space or building on the airport to accommodate the entire activity of the airport.

E. The proposed operation, airport development or construction does not comply with the approved ALP.

F. The development or use of the area requested will result in a congestion of aircraft or building, or will result in significant interference with the operations of any present FBO on the airport. Such problems may include, but are not limited to, problems in connection with aircraft traffic or service, preventing free access to and from the existing FBO area, or will result in depriving, without the proper economic study, an existing FBO of the use of significant portions of its leased area in which it is operating.

G. Any party applying, or having an interest in the business has supplied false information or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.

H. Any party applying, or having an interest in the business, or its management, has a record of violating the Twin County Airport Rules & Regulations or the rules and regulations of any other Airport, FARs or any other rules and regulations applicable to this or any other Airport.

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

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

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

SECTION 2.5 FIXED BASE OPERATORS (FBO)

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

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

aircraft, or conduct Research, Development, Testing and Evaluation (RTD&E) of aircraft and related systems.

9. Sale of pilot supplies, accessories and gifts.

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

SECTION 2.6 MINIMUM QUALIFICATIONS

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

A. Aircraft Sales

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

B. Charter Operations

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

C. Aircraft Rental

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

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

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

D. Flight Instruction and/or Ground School

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

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

E. Aircraft Maintenance Services and Sale of Parts and Accessories

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

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

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

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

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

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

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

F. Aircraft Fueling and Line Services

1. In order for any person to engage in the business of providing aircraft fuel sales and line services at the airport, the person shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land sufficient in size to provide sufficient space for the office and inside floor space for the pilot lounge and flight planning area. The operator shall also lease the space needed to accommodate the aircraft fueling and line servicing equipment and supply adequate ramp space for the aircraft being serviced and the flow of traffic in and out of the aircraft fueling areas.

2. In addition, an operator under this provision, shall provide and maintain a fuel storage facility and all necessary pumps, tanks, and mobile gas trucks, fueling areas, ramps and other fueling facilities that may be necessary, provided that the operator shall not place or maintain any fueling facilities on the airport, mobile or fixed, which have not previously been approved by the Airport Manager and the appropriate fire authorities as designated by the Airport Manager. The operator shall not deliver fuel into any aircraft unless the fuel has first been placed in a suitable and approved filtration tank. There shall be no direct fueling from a common carrier transport truck into a mobile refueler without filtration. In all fueling operations the FBO will comply with State and Local Fire Codes and the current edition of NFPA 407 including all NFP A Standards referenced in NF PA 407. The Airport Manager may have available a copy of NFPA 407 or be able to direct any inquiries to an appropriate source for that information.

3. An operator under this provision shall keep a current, complete and accurate record of all fuel, oil and other products sold and shall, at the request of the Airport Manager, make available all records of such sales for at least two years after the sale of such products. Failure of an operator to keep an accurate record of all sales shall be reason to revoke the operator's lease/operating agreement and authority to do business of the airport.

4. Each operator offering aircraft fuel sales and line services shall maintain sufficient full-time attendants on duty to service aircraft without unreasonable delay during the hours of operation. The hours of operation for fuel sales and line services shall be those agreed to with the Menominee County Board of Commissioners. Any deviation from this schedule must be approved in advance and in writing by the Airport Manager.

5. The operator with fueling facilities shall at all times maintain an adequate supply of the fuels, oils and fluids normally called for at the airport.

6. Services provided in addition to fuel will include emergency starting, non-chemical de-icing, parking, washing, tire inflation, adding oil and any service not requiring a certified mechanics license.

G. Aircraft Storage, Inside and/or Outside

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

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

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

H. Specialized Commercial Aeronautical Services

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

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

2. Other specialized commercial aeronautical services which have varied requirements are:

- a. Avionics sales and/or services
- b. Aircraft manufacturing
- c. Engine or sub-assembly/overhaul station.
- d. Upholstery shop.
- e. Sale of pilot supplies, accessories and gifts.

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

SECTION 2.7 SPECIFIC REQUIREMENTS

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

B. Office Space

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

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

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

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

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

E. Indemnity and Insurance

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

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

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

F. Approval of Construction

1. No buildings, structures, tie-downs, ramps, paving, taxi areas, or a JIY other improvements or additions shall be placed or constructed on the airport or altered or removed without prior approval of the Menominee County Board of Commissioners. In

the event of any construction, alteration or removal, an appropriate bond to guarantee the completion of the work may be required in accordance with submitted plans and specifications and all applicable state and local standards.

2. Unless otherwise agreed to within its designated area, any aeronautical service provider shall, at its own expense, provide, construct, install, equip and maintain all utilities, buildings, structures, ramps, tie-down areas, taxiway, fences and all other facilities and improvements which have been approved by the Menominee County Board of Commissioners as being necessary for the operation.

3. Final plans and specifications for all construction shall be submitted with ninety (90) days after approval of the application, and construction shall commence and be completed pursuant to a progress schedule coordinated and approved by the Menominee County Board of Commissioners and the Airport Manager. All construction shall comply with applicable building codes and state and local ordinances.

4. Construction areas will be in accordance with Rules and Regulations, approved plans and the current approved ALP.

SECTION 2.8 WAIVERS OF MINIMUM STANDARDS

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

CHAPTER THREE LEASE PROVISIONS

SECTION 3.1 TERMINATIONS

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

A. For Cause (Termination)

1. Filing of petition, voluntarily or involuntarily, for an adjudication of bankruptcy.
2. The permit holder or FBO making any general assignment for the benefit of creditors without the written approval of the Menominee County Board of Commissioners.
3. The abandonment or discontinuance of any licensed operation at the airport by said permit holder or FBO or the failure to conduct such operation on a full-time basis without prior approval of the Menominee County Board of Commissioners or the Airport Manager.
4. The failure of the permit holder or FBO to pay, when due, to the airport, all rents, fees and other charges.
5. The failure of the permit holder or FBO to remedy any default, breach or violation by the operator or his employees, in keeping, observing, performing and complying with the Rules & Regulations and the terms and conditions in any lease or agreement entered into, pursuant hereto, on the part of the permit holder or FBO to be performed, kept or preserved (not involving the payment of rents, fees and other charges to be paid to the Twin County Airport, within thirty (30) days from the date written notice from the Airport Manager has been mailed or delivered to the place of business of the permit holder or FBO at the airport.)
6. The permit holder or FBO, or any partner, officer, director, employee or agent thereof, commits any of the following:
 - a. Violates any of the Rules & Regulations
 - b. Engages in unsafe, or reckless practices in the operation of any aircraft or motor vehicle on, or in the vicinity of, the airport which creates a hazard to the safety of other airport users, other aircraft, or the general public; endangers property which could result in causing personal injuries or death to a person, or damage to property;or
 - c. Causes serious personal injury or the death of a person, or property damage involving damage in excess of \$10,000 for repairs of loss arising from the permit

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

d. Operates the permitted activity or the FBO in such fashion as to create a safety hazard on the airport for other airport users, aircraft or property on the airport, the general public, or any other pilots, students or passengers.

e. Is convicted of a felony that occurred on airport property.

f. Engages in any conduct on airport property that disrupts the safe operation of the airport.

g. Has been convicted of any serious crime that directly relates to moral character and/or trustworthiness and the ability of that person to conduct business at the airport.

B. Without Cause (Termination)

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

C. Vacation and Possession of Premises After Termination

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

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

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

SECTION 3.2 INSPECTIONS AND MAINTENANCE

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

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

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

SECTION 3.3 SUBLEASING/SALE OF LEASE

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

SECTION 3.4 ASSIGNED AREAS

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

SECTION 3.5 SIGN REQUIREMENTS

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

SECTION 3.6 FAA REQUIRED LEASE PROVISIONS

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

B. Emergency Lease to United States

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

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

C. Public Responsibility

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

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

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

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

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

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

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

Revised October 13, 2015

Menominee County Chairman – Charlie Meintz

Date

Menominee County Clerk – Marc Kleiman

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	GIS
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
GIS – This meeting is scheduled for Feb. 22, 2016 at the Annex. Brian will discuss that meeting.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 02/18/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

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

Submitted by: **Brian Bousley**

 02/18/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
FEB 02 2016
BY: _____

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

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

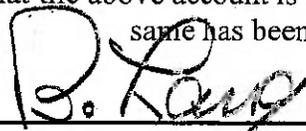
*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: Bernie Lang ~ District 2

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
2016					
01-05	CO. Bd				
01-07	CAA	11.2			101-101-860.02
01-26	SOC. SERV.				101-101-860.02
01-26	STOW CHURCH				101-101-860.02
01-26	CO. Bd.				101-101-860.02
		12.4	X .54 =	6.696	101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
			Total Mileage		
				Total Mileage Fee	6.696

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

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



Signed

01-26-16

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on February 9 & 11, 2016 in the combined amount of \$228,016.56.	
RECOMMENDED MOTION	

Submitted by: Brian Bousley

 02/18/2016
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
206 Sheriff Work Van
208 County Parks
215 Friend of Court
216 County Airport
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

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

MENOMINEE COUNTY
Check Register Report

Check	Vendor Name	Vendor's Ref	Description	Status	Debit Account	Check Date	Check Amount
General 106343	M & M Trucking, Inc.	7265	PO# 03253 (Demolition of 365 & 367 6th Ave)	Open	517-252-801.00	02/09/2016	\$26,850.00
Total General							<u>\$26,850.00</u>
Grand Total:							<u>\$26,850.00</u>

APPROVED
[Signature]

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Accident Fund	45542	01/21/2016	WCV 0165534 29 03 PO# 3257	Airport - Workers Comp Poli	216-585-716.00	4,189.00		\$4,189.00
Ace Hardware	45567	02/02/2016	281	Building & Ground Supplies	101-265-755.00	16.97		\$98.95
	45567	02/02/2016	281	Building & Ground Supplies	101-265-930.01	81.98		
Ade Incorporated*	45559	02/01/2016	97789	Pass Web Records (Order # 27687)	101-136-755.00	125.00		\$125.00
AIRGAS NORTH CENTRAL	45712	01/28/2016	9047753061	Oxygen	205-315-755.00	41.86		\$41.86
ALGER-DELTA COOPERATIVE ASSOCI	45591	01/31/2016	1614900	Bath House	208-751-920.01	45.90		\$569.28
	45592	01/31/2016	367100	N8390 Beach House	208-751-920.01	28.46		
	45593	01/31/2016	367200	Northwest Campsites	208-751-920.01	28.46		
	45594	01/31/2016	269802	W8449 Co Rd G12 Campsites	208-751-920.01	36.10		
	45595	01/31/2016	370500	Shakes Lakes Office/Shop	208-751-920.01	189.04		
	45596	01/31/2016	379700	Storage Shed	208-751-920.01	78.73		
	45597	01/31/2016	380300	Shower Building	208-751-920.01	48.75		
	45598	01/31/2016	383001	Shakey Lakes Park/Horse	208-751-920.01	28.46		
	45599	01/31/2016	383200	N8380 Co Park Rd 20.5	208-751-920.01	28.46		
	45600	01/31/2016	383301	Shakey Lakes Park/Cattle	208-751-920.01	28.46		
	45601	01/31/2016	1503500	N8380 Co Park Rd 20.5	208-751-920.01	28.46		
ANDERSON, TACKMAN & CO PLC	45722	01/31/2016	61810	September 30, 2015 Audit	101-103-801.01	11,000.00		\$11,000.00
ARAMARK UNIFORM SERVICES INC	45530	01/27/2016	1677311654	Airport Supplies	216-585-755.01	21.01		\$173.84
	45530	01/27/2016	1677311654	Airport Supplies	216-585-745.00	20.51		
	45531	11/25/2015	1677270203	Airport Supplies	216-585-755.01	21.01		
	45531	11/25/2015	1677270203	Airport Supplies	216-585-745.00	20.51		
	45555	02/03/2016	1677316309	Airport Supplies	216-585-755.01	21.01		
	45555	02/03/2016	1677316309	Airport Supplies	216-585-745.00	20.51		
	45727	02/10/2016	1677320913	Airport Supplies	216-585-755.01	25.47		
	45727	02/10/2016	1677320913	Airport Supplies	216-585-745.00	23.81		
AT&T - Carol Stream, IL	45572	01/19/2016	906863661401	January 19 - February 18, 2016	266-325-850.00	346.87	*	\$2,395.40
	45580	01/19/2016	906863202301	January 19 - February 18, 2016	101-103-850.00	634.71	*	
	45581	01/19/2016	906863444101	January 19 - February 18, 2016	101-103-850.00	963.72	*	
	45616	02/01/2016	906753220902	February 2016	101-103-850.00	403.18	*	
	45617	02/01/2016	906753458202	February 2016	101-103-850.00	46.92	*	
AT&T Long Distance	45577	01/19/2016	854528091	Telephone Services	101-103-850.00	16.50		\$16.50
AUTOMOTIVE SUPPLY COMPANY	45515	01/29/2016	080376965	Oil - Plow on Yellow Truck (Airport)	216-585-742.00	25.98		\$25.98
Badger Mailing & Shipping	45549	01/29/2016	83002	Pressure Sensitive Tapes (x525)	101-253-729.01	36.64		\$36.64
Bay Cities Radio	45702	02/01/2016	IN-WLS-115075353	Crime Stoppers Promo's	101-301-802.00	89.50		\$89.50
Big O's Lube and Service, Inc.	45713	01/28/2016	18807	2008 Chevy Tahoe - Vehicle Maintenan	205-315-934.02	51.21		\$51.21

APPROVED

02/13

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Brunelle, Jennifer	45574	01/28/2016	Reimbursement	After School Pizza Incentive	296-668-801.00	21.20		\$59.90
	45655	02/09/2016	Reimbursement	Supplies for Ice Rink	296-667-801.01	38.70		
Carquest Auto Parts	45537	02/02/2016	2825-317430	Headlight Bulb - Car #1	101-265-981.00	13.99		\$13.99
CBM Managed Services	45691	01/20/2016	STDINV94999	Inmate Meals	101-301-770.00	2,090.49		\$4,138.91
	45692	01/27/2016	STDINV95352	Inmate Meals	101-301-770.00	2,048.42		
CITY OF MENOMINEE - 2511 10TH ST.	45557	02/08/2016	February 2016	Monthly Rent	266-326-942.00	351.67		\$351.67
City of Stephenson - P.O. Box 467	45607	01/20/2016	709	Annex - Water/Electric/Sewer	101-261-920.01	18.73		\$260.96
	45607	01/20/2016	709	Annex - Water/Electric/Sewer	101-261-920.02	31.91		
	45607	01/20/2016	709	Annex - Water/Electric/Sewer	101-261-920.03	210.32		
Clare County Sheriff	45684	02/08/2016	Training	Becky Perron	101-301-745.01	125.00		\$625.00
	45685	02/08/2016	Training	Dennis Morton	101-301-745.01	125.00		
	45686	02/08/2016	Training	Roberta Morton	101-301-745.01	125.00		
	45687	02/08/2016	Training	Nancy Dechert	101-301-745.01	125.00		
	45688	02/08/2016	Training	Molly Bonjean	101-301-745.01	125.00		
CLOVERLAND PAPER CO	45693	01/29/2016	110661	Inmate Supplies	101-301-770.00	199.37		\$326.66
	45721	02/05/2016	110713	Courthouse Janitorial Supplies	101-265-755.01	127.29		
Coast to Coast Computer Prod.	45720	02/03/2016	A1440212	Toner (Treasurer's Office)	101-253-727.00	239.97		\$239.97
COHL STOKER & TOSKEY P C	45724	02/05/2016	46212	PO# 3265 Legal Services (Eichhorn v M	101-211-807.00	1,250.72		\$1,250.72
Cooper Office Equipment	45521	01/06/2016	129948	Contract # 2043-01 - FOC	215-141-942.00	374.22		\$374.22
Country Mile Document Destruct	45728	02/09/2016	23613	Shredding Documents (2/4/16)	101-265-801.00	228.22		\$228.22
DEKETO, LLC	45573	02/01/2016	DK 1-16	January 2016 Documents (x355)	256-277-857.00	750.00		\$972.00
	45602	02/04/2016	309	Thermal Transfer Labels & Ribbon (RO	101-268-727.00	222.00		
Dellisse, Mike	45556	02/04/2016	Reimbursement	Mileage - February 2016	101-682-860.00	134.44		\$134.44
Dickinson County Treasurer	45726	02/09/2016	Circuit Court 2015-4	Oct, Nov, December 2015	101-131-702.00	75.00		\$75.00
EAGLEHERALD PUBLISHING, LLC	45614	01/31/2016	1445	PO# 03261 - Employment Ad & Voter F	101-215-727.00	196.12		\$726.61
	45614	01/31/2016	1445	PO# 03261 - Employment Ad & Voter F	101-262-727.00	304.05		
	45689	01/31/2016	1422	Help Wanted Advertising	101-301-755.00	113.22		
	45689	01/31/2016	1422	Help Wanted Advertising	205-315-755.00	113.22		
Eichhorn, Gary	45553	01/26/2016	Per Diem	1/26 DHS Board Meeting	101-601-837.00	50.00		\$99.45
	45554	01/26/2016	Reimbursement	1/26 DHS Board Meeting - Mileage	101-601-837.00	49.45		

MB

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Election Systems & Software	45576	02/02/2016	950367	PO# 03254 Ballot Layout - Presidential	101-262-727.00	1,785.00		\$1,785.00
Fidlar Technologies, Inc.	45603	01/29/2016	R221043-IN	Land Corner Book (14)	101-268-727.00	148.30		\$148.30
Friends Ofc Prod Whse Direct	45522	01/11/2016	00559	FOC - Office Supplies	101-141-727.00	264.27		\$264.27
Hafeman, Jan	45536	02/02/2016	Reimbursement	January 2016 - Mileage	101-101-860.10	97.20		\$97.20
Hashimoto Sewer Service, Inc.	45546	02/01/2016	13145	3 Month Service at Jail	101-265-801.00	210.00		\$210.00
Hi Tec Building Services	45533	01/30/2016	011073	January 2016	101-265-801.00	1,400.00		\$1,400.00
Ihander, Aaron	45709	01/20/2016	Reimbursement	Uniform Allowance	205-315-745.00	291.17		\$291.17
INSTITUTE OF CONTINUING LEGAL	45589	01/28/2016	719051	MI Model Civil Jury Instructions, Novem	269-145-982.00	103.50		\$207.00
	45664	01/28/2016	719052	MI Model Civil Jury Instructions (Novem	269-145-982.00	103.50		
J S Electronics, Inc.	45558	02/01/2016	19155	Tower Lease February 2016	266-326-942.00	425.00		\$3,577.82
	45714	02/08/2016	19130	PO# 03259 Removal of Old Equipment	281-345-981.00	3,152.82		
J.F. Ahern Company	45520	01/21/2016	128374	Agreement 21462 - Fire Equipment Insq	101-265-801.00	152.90		\$1,743.80
	45547	01/26/2016	128881	Agreement 21462 - Supplies for Fire In	101-265-801.00	435.00		
	45548	01/27/2016	128975	Annex & Library	101-265-801.00	168.00		
	45578	02/02/2016	130030	Agreement 22679 - Annex & Library	101-265-801.00	103.50		
	45710	01/26/2016	128880	Agreement 21475 (Annual Inspection)	205-315-755.00	148.00		
	45711	01/29/2016	129792	Agreement 21474 (Annual Inspection)	205-315-755.00	736.40		
Joel Hensley, RN	45650	02/07/2016	Blood Draws	B.L. (2/2) J.L. (2/7) T.G. (2/6)	101-267-801.01	300.00		\$1,799.00
	45697	02/07/2016	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		
	45698	02/07/2016	Reimbursement	Malpractice Insurance	101-301-770.01	134.00		
Kewley, Mikayla Rae	45658	02/08/2016	Ice Rink	January 24 & February 7, 2016	296-667-801.01	100.00		\$100.00
Kleiman, Abigail Marie	45657	02/08/2016	Ice Rink	January 16 & January 29, 2016	296-667-801.01	105.00		\$105.00
Lang, Bernard	45534	01/26/2016	Reimbursement	January 2016 Mileage	101-101-860.02	66.96		\$66.96
Larry L.D. King, DVM	45703	01/20/2016	30061	K9 Care - Vesta	101-301-881.01	84.40		\$84.40
LENCA SURVEYING	45725	02/10/2016	16026	Remon Yr 2016 - (1/1 - 2/10/16)	243-246-801.07	2,091.85		\$2,091.85
LexisNexis	45661	01/31/2016	1601440549	January 2016	269-145-801.00	360.00		\$360.00
Linderoth, Janis	45532	01/27/2016	Reimbursement	U.P. State Fair Authority - Mileage	101-101-710.00	47.52		\$47.52

BRS

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Lithocrafters Printing, Inc.								\$370.74
	45566	01/29/2016	87678	Envelopes (x2500) Judge Hass	101-148-727.00	185.37		
	45566	01/29/2016	87678	Envelopes (x2500) Judge Hass	101-132-727.00	185.37		
Lufts Advertiser								\$375.00
	45569	01/26/2016	1/26/16	January 2016 Advertising	101-101-901.00	152.00		
	45569	01/26/2016	1/26/16	January 2016 Advertising	101-262-727.00	190.00		
	45569	01/26/2016	1/26/16	January 2016 Advertising	101-215-727.00	33.00		
Marinette Farm & Garden								\$49.99
	45704	02/01/2016	348012	K9 Food	101-301-881.01	49.99		
Maus, Katie Jo								\$130.00
	45656	02/08/2016	Ice Rink	January 16 - February 6, 2016	296-667-801.01	130.00		
Menards - Marinette								\$677.87
	45604	02/01/2016	1669	Construction Project - FOC	215-141-931.00	205.10		
	45605	02/01/2016	1668	Building & Ground Supplies	101-265-755.00	41.96		
	45648	02/05/2016	1974	Construction Project - FOC	215-141-934.00	70.06		
	45649	02/04/2016	1857	Building Maintenance Supplies	101-265-930.01	21.36		
	45660	02/02/2016	1729	Scaffolding for Pavilion Roof	220-752-953.01	77.80		
	45674	02/03/2016	1792	FOC - Lights (Construction Project)	215-141-934.00	79.98		
	45681	02/06/2016	2073	Keypad (Jail Bathroom)	101-265-930.01	129.00		
	45705	01/25/2016	1164	Batteries	205-315-727.00	35.85		
	45729	02/08/2016	2167	Building Maintenance Supplies	101-265-930.01	16.76		
MENOMINEE COUNTY CLERK								\$10.00
	45731	02/11/2016	Notary	Notary Bond - Marc Kleiman	101-215-727.00	10.00		
MENOMINEE COUNTY JOURNAL								\$880.95
	45612	02/01/2016	106	January 2016 Advertising	101-101-901.00	133.50		
	45613	02/01/2016	108	PO# 03262 - Voter Registration & Empl	101-215-727.00	20.25		
	45613	02/01/2016	108	PO# 03262 - Voter Registration & Empl	101-262-727.00	600.00		
	45690	02/01/2016	110	Advertising (Help Wanted)	101-301-755.00	63.60		
	45690	02/01/2016	110	Advertising (Help Wanted)	205-315-755.00	63.60		
MENOMINEE COUNTY SHERIFF DEPT								\$87.50
	45540	02/01/2016	WV48	Work Van Services	208-751-930.04	87.50		
Menominee Industrial Supply								\$36.57
	45543	02/03/2016	10190571	Chain for Snowthrower	101-265-934.00	6.92		
	45575	01/31/2016	110189342-1	Chain for Saw	101-265-934.00	29.65		
MI Asso. of County Clerks								\$200.00
	45586	02/09/2016	Dues	2016 Association Dues	101-215-802.00	200.00		
MICH ASSN OF REGISTER OF DEEDS								\$237.00
	45538	02/08/2016	Dues	2016 Dues (C. Brzezinski & A. Filibeck)	101-268-802.00	237.00		
Michelle Larson								\$360.48
	45523	01/28/2016	Can Zone	December 2015	296-668-801.00	150.00		
	45524	01/28/2016	Can Zone	January 2016	296-668-801.00	150.00		
	45525	01/28/2016	Reimbursement	January 2016 - Mileage	296-668-801.00	30.24		
	45526	01/28/2016	Reimbursement	December 2015 - Mileage	296-668-801.00	30.24		
MICHIGAN ELECTION RESOURCES								\$19,415.83
	45570	01/23/2016	35203	PO# 03252 Ballots for March 2016 Elec	101-262-727.00	19,415.83		

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MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vchar#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MILLERS ACTION OFFICE SUPPLY I								\$915.72
	45517	01/27/2016	0115413-001	Office Supplies (911)	266-325-727.00	109.70		
	45518	01/27/2016	0115414-001	Office Supplies (911)	266-325-727.00	5.79		
	45563	02/03/2016	0115581-001	Probate Printer (L. Gullicksen)	101-148-727.00	103.99		
	45564	02/03/2016	0115566-001	Stamper	101-132-727.00	24.00		
	45564	02/03/2016	0115566-001	Stamper	101-148-727.00	24.00		
	45565	01/29/2016	0115470-001	Correction Tape	101-132-727.00	9.75		
	45565	01/29/2016	0115470-001	Correction Tape	101-148-727.00	9.75		
	45613	02/02/2016	0115527-001	Chair (Sheriff Dept)	101-301-728.00	259.99		
	45619	01/28/2016	0115448-001	Dry Erase Marker (Sheriff)	101-301-727.00	22.38		
	45647	02/08/2016	0115662-001	Copier Toner & Drum (Clerk's Office)	101-215-727.00	322.37		
	45717	02/08/2016	0115670-001	Stamp (Judge of Probate)	101-132-727.00	12.00		
	45717	02/08/2016	0115670-001	Stamp (Judge of Probate)	101-148-727.00	12.00		
MOORE MEDICAL CORP								\$123.02
	45699	01/21/2016	98939775	Inmate Medical Supplies	101-301-770.01	123.02		
NMJOA - Kim Loop, Lake Co Trial Court								\$40.00
	45673	02/05/2016	Dues	2016 Membership Dues (J. Brunelle)	101-132-802.00	40.00		
Northcare Network								\$2,219.00
	45529	02/02/2016	Tax	Convention & Tourism Tax	101-601-835.01	2,219.00		
Nutt, Michael								\$143.48
	45652	02/09/2016	Reimbursement	Mileage	296-664-860.00	143.48		
Office Depot, Inc.								\$278.26
	45516	01/22/2016	819483883001	FOC - Printer (Stacy)	101-141-931.00	186.49		
	45528	02/10/2016	816628154-001	Circuit Court - CDR (x100)	101-131-727.00	55.08		
	45561	01/21/2016	819285760001	District Court - Office Supplies	101-136-727.00	36.69		
Omnicare, Inc.								\$186.78
	45700	01/31/2016	5013681	Inmate Medical	101-301-770.01	186.78		
Owens, Karen A.								\$189.00
	45562	02/02/2016		Afterschool Program Juvenile Delinquency & Family Structur	296-668-801.00	189.00		
PAIDL'S TRUE VALUE HARDWARE								\$3,572.54
	45587	01/31/2016	150008	Park Supplies	208-751-756.01	53.95		
	45587	01/31/2016	150008	Park Supplies	208-751-756.01	3.40		
	45587	01/31/2016	150008	Park Supplies	208-751-742.00	19.77		
	45587	01/31/2016	150008	Park Supplies	208-751-755.02	5.29		
	45587	01/31/2016	150008	Park Supplies	208-751-755.02	6.18		
	45587	01/31/2016	150008	Park Supplies	208-751-755.02	5.94		
	45587	01/31/2016	150008	Park Supplies	208-751-755.02	6.98		
	45587	01/31/2016	150008	Park Supplies	208-751-755.02	5.99		
	45587	01/31/2016	150008	PO# 3260	220-752-953.01	3,444.77		
	45587	01/31/2016	150008	Park Supplies	208-751-755.02	5.99		
	45587	01/31/2016	150008	Park Supplies	208-751-755.02	2.29		
	45587	01/31/2016	150008	Park Supplies	208-751-742.00	11.99		
REDWOOD TOXICOLOGY LABORATORY								\$20.00
	45654	02/09/2016	00719820161	Drug Testing Supplies	296-667-730.00	20.00		
REGISTER OF DEEDS								\$44.00
	45514	02/01/2016	Copies	Remon Grant Year 2016	243-246-709.00	44.00		
S & O LOCK AND PHONE SERVICE								\$22.00
	45527	01/27/2016	43092	Keys	101-265-930.01	22.00		

MENOMINEE COUNTY
Claims Audit Report

BUB

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Schei, Larry	45535	01/28/2016	Reimbursement	Mileage - January 2016	101-101-860.04	88.56		\$88.56
Sexton, Richard	45568	01/28/2016	Reimbursement	January 2016	101-426-934.02	277.77		\$711.73
	45568	01/28/2016	Reimbursement	January 2016	101-426-963.00	61.33		
	45583	02/02/2016	Reimbursement	Cellular Services	101-426-850.00	87.28		
	45718	02/10/2016	Reimbursement	Mileage	101-426-860.00	96.12		
	45719	02/09/2016	Reimbursement	Equipment for MCC Trailer & Flashlight	101-426-934.02	155.27		
	45719	02/09/2016	Reimbursement	Equipment for MCC Trailer & Flashlight	101-426-963.00	33.96		
Signature Ford	45584	11/15/2015	8294Q	PO# 03162 - 2016 Ford Interceptor (x2)	205-315-981.00	52,980.00		\$78,908.00
	45585	12/18/2015	8298Q	PO# 03162 - 2016 Ford Interceptor (x1)	101-301-970.00	25,928.00		
Squires-Stepniak, Rebecca	45651	02/09/2016	Reimbursement	Mileage (January 2016)	296-665-860.00	216.00		\$216.00
State of Michigan - Dept. of Management & Budget	45671	02/01/2016	MI DEAL-740	January 1 2016 - December 31, 2016	101-103-802.00	230.00		\$230.00
State of Michigan - MI Dept. of Human Services	45653	02/08/2016	December 2015	Monthly Offset	292-662-843.01	13,695.74		\$13,695.74
State of Michigan - MI Dept. of State/Cash/Notary	45732	02/11/2016	Notary	Notary Bond - Marc Kleiman	101-215-727.00	10.00		\$10.00
State of Michigan - MI Supreme Court Finance	45541	02/03/2016	D95A	District Court (Jan, Feb, March 2016)	101-136-931.01	3,380.81		\$3,380.81
STEPHENSON MARKETING COOPERATI - P O BOX 399	45662	01/31/2016	023851	Parks - January 2016	208-751-742.00	48.19		\$2,507.53
	45663	01/31/2016	462643	Parks - January 2016	208-751-742.00	115.16		
	45708	01/31/2016	015579	Road Patrol (Gasoline Charges)	205-315-742.00	2,344.18		
Stericycle, Inc.	45701	02/01/2016	4006091793	Inmate Medical	101-301-770.01	33.37		\$33.37
Syn-Tech Systems	45539	01/27/2016	122088	Limited Maintenance (1/21/16 - 1/20/17	216-585-981.00	495.00		\$495.00
Taser Training Academy	45715	02/02/2016	TASE40868	Greg Smith	282-302-881.00	225.00		\$450.00
	45715	02/02/2016	TASE40867	Greg Peterson	282-302-881.00	225.00		
The First National Bank&Trust	45571	12/31/2015	628840339	FOC Service Charge	101-141-817.00	33.60		\$66.60
	45578	01/31/2016	628840339	FOC Service Charge	101-141-817.00	33.00	x	
The Print Shop - 1340 Main Street	45588	01/26/2016	7030926	Envelopes (x500) Letterhead (x500) Bu	101-267-727.00	205.29		\$205.29
Time Warner Cable	45606	01/24/2016	10404 710008401 100	February 2 - March 1, 2016	101-103-850.00	531.54		\$1,001.00
	45572	01/24/2016	10404 621199203 900	February 2 - March 1, 2016 (Airport)	216-585-850.00	339.98		
	45694	01/28/2016	10404 620475202 800	February 6 - March 5, 2016	101-301-770.00	129.48		
TimeKeeping Systems, Inc.	45695	01/26/2016	340434	PO# 03248 (Inmate Cell Check System	101-301-770.00	4,892.66		\$4,892.66

BWS

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Tractor Supply Credit Plan								\$299.96
45659	01/29/2016	Credit Card	Building/Grounds & Park Supplies	101-265-934.00	20.00			
45659	01/29/2016	Credit Card	Building/Grounds & Park Supplies	208-751-984.00	279.96			
TWIN CITY ELECTRIC, Inc.								\$1,343.00
45723	02/10/2016	80133	PO# 3264 - Security Video Camera Sof	101-103-857.02	1,343.00			
TWIN CITY SERVICE AGENCY INC								\$55.00
45730	02/10/2016	65	Notary Bond - Marc Kleiman	101-215-727.00	55.00			
U.E.S. COMPUTERS, INC.								\$8,506.45
45550	01/18/2016	73305	PO# 3259 (48 Port Gigabit Ethernet Sw	101-103-970.16	5,416.00			
45615	02/03/2016	44550	Virus Removal	101-103-857.00	58.00			
45665	01/29/2016	44410	Weekly Computer Maintenance	101-103-857.00	2,892.50			
45706	11/18/2015	72855	Adapter	205-315-727.00	59.99			
45707	12/07/2015	72980	32 Gb SD CArd	205-315-727.00	79.97			
UPCAP SERVICES INC								\$1,000.00
45670	02/05/2016	Dues	2016 Membership Dues	101-103-802.00	1,000.00			
UWC								\$79.12
45666	02/01/2016	9067534582	Shakey Lakes Park - Telephone Service	101-103-850.00	1.16			
45667	02/01/2016	9068634441	Sheriff Department - Telephone Service	101-103-850.00	36.91			
45668	02/01/2016	9068632023	Telephone Services	101-103-850.00	26.27			
45669	02/01/2016	9067532209	Annex - Telephone Services	101-103-850.00	14.78			
Valenti, Susan F.								\$523.00
45610	01/31/2016	Reimbursement	Mileage & Meals (January 2016)	101-131-860.00	523.00			
Veraghen, Sheila								\$96.00
45551	02/02/2016	Reimbursement	2/2/16 DHS Board - Mileage	101-601-837.00	46.00			
45552	02/02/2016	Per Diem	2/2/16 DHS Board	101-601-837.00	50.00			
WALTER BROTHERS INC								\$123.12
45611	01/31/2016	20106	Airport Supplies	216-585-981.00	3.59			
45611	01/31/2016	20106	Airport Supplies	216-585-981.02	119.53			
Waste Management								\$596.91
45603	02/01/2016	1523509-1856-0	February 2016	101-265-801.00	496.26			
45603	02/01/2016	1523513-1856-2	February 2016 (Airport)	216-585-801.00	100.65			
Wil-Kil Pest Control								\$94.25
45544	01/27/2016	2829806	Health Department	101-265-801.00	32.00			
45545	01/27/2016	2828994	Jail	101-265-801.00	62.25			
WISCONSIN PUBLIC SERVICE CORP								\$7,222.07
45675	01/29/2016	0402191663-00001	Health Care Center	101-265-920.03	592.89			
45676	01/29/2016	0402047856-00004	Courthouse (Gas)	101-265-920.04	2,882.55			
45677	01/27/2016	0403823200-00005	Airport (Gate Center)	216-585-920.03	26.55			
45678	01/26/2016	0403823200-00006	Airport (Hanger Gate Center)	216-585-920.03	26.45			
45679	01/26/2016	0402047856-00006	Stoney Point	208-751-920.01	36.11			
45680	01/29/2016	0402055840-00001	Jail	101-265-920.03	3,657.52			
Xerox Corporation - 26152 Network Place								\$487.48
45560	02/01/2016	083160270	February 2016 - Probation/Parole	101-131-942.00	93.21			
45682	02/01/2016	083160268	January 2016 (Sheriff Dept)	101-301-727.00	31.74			
45683	02/01/2016	083160269	January 2016 (Road Patrol)	205-315-727.00	362.53			
Zeratsky Extreme Heating &								\$192.00
45519	01/21/2016	9219	Maintenance - Walk in Freezer (Jail)	101-265-934.00	192.00			

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Total Amount for Bank Account: General								\$201,166.56

BKS

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

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

Submitted by: Brian Bousley

 02/18/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

Menominee County Personnel Committee
Minutes of Meeting
October 14, 2015

*****APPROVED 2.4.16*****

The Personnel Committee met on October 14, 2015 at 9:00 AM at the Menominee County Courthouse, Administrative Office.

Present at the meeting were Coms. Lang, Piche, Williams, Furlong and Brian Bousley. Diane Lesperance, Marc Kleiman. Other members of the public: Bill Cech; Larry Schei.

Call Meeting to order: Chairperson Furlong called the meeting to order at 9:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; all Personnel Committee Commissioners are present.

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

Previous Meeting minutes: Previous minutes from 9/2/2015 were approved. Moved by Com. Piche and seconded by Com. Williams 4/0.

Public Comment: None

Business:

- a. **Airport Manager Job Description:** Bousley: The Airport Committee went through and changed the job description of the Airport Manager. Basically where it says "commission" it was changed to "committee" and also a few times it changes from "commission" to "County Board". All is highlighted throughout. Also "reports to the county administrator" has changed. Added "maintain FAA standards for general aviation Airport" That may be redundant but I thought it should be in there just to make the Airport manager aware that the FAA standards need to be followed. Language cleanup since we are no longer an Airport "commission". Lang: Where are we as far as changing the name of the airport? Bousley: I spoke to M-DOT, They're waiting for the paperwork to do that. I'm having the title search done right now. Then the Quit Claim deed will be drawn up. Then I send everything to MDOT AERO for approval. Motion to approve the Airport Manager Job Description to send to the County Board for approval by Williams/supported by Piche. 4/0
- b. **Airport Lineman Job Description:** Bousley: There were only two changes on this one. Department – is "Twin County Airport" removing "commission"; And the second one was on the second page, removing "Marinette County". Lang moves to support this to go to the County Board for approval, Williams supports. 4/0
- c. **Airport Work Rules/Policies:** Bousley: Since the lineman and the airport manager are Menominee County employees, everything should revert back to the Menominee County Personnel Manual. We'll remove the Airport work rules/policies. They were originally taken from the personnel manual and there is actually a little more detail in the personnel manual. Furlong: Basically we're rescinding the Airport work rules/policies and reverting to the Menominee County Personnel Manual instead so you don't have two sets of work rules. Bousley: Right. Williams moves to approve and send this to the CB for approval, Piche seconds the motion. 4/0.
- d. **DMG Report/Recommendation Treasurer's office employees:** Bousley: This is the one we sent in

over the summer. Diane had her office re-evaluated. One position came back with the recommendation to keep the position at a grade six (6) as it currently is. The other two are at a grade 8 and it was recommended to move them to a grade 9. Furlong: Is this the only information we get back from the DMG as far as their methodology or their grading. Bousley: Yes. Furlong: Open for discussion: Piche, that's what we hire them for, we don't have too much say do we? Diane Lesperance: Kim took over half of the General Ledger and she's at an 8 and Jessie's at a 9. Plus Kim does all of the bank reconciliation too, so that increase would level them out. Julie, back when she started doing title searches for the PA, it was never put into the job description. Plus I don't have a Chief deputy in my office, which would be at an 11. In order for one of them to take that position, they'd have to leave the union and neither one of them wants to do that. Furlong: What would the chief deputy do if you had one. Would it take on some of the duties of these other two positions? Diane: No it would just be the responsibility of taking over in case I'm not able to be there. Lang: There's more at stake here than just these positions. I find that anytime we ignore the classification recommendations we end up with quite a problem. If we don't listen to the classification people, why do we bother with them? Furlong: Every time we have an action, there's always a reaction. Hearing today that one of them could have stepped up into a higher paying position with more responsibility, but they want to stay within the safety of the union, yet get a pay raise on top of it, doesn't sit all that well with me. Williams: Is it better off for us to leave them where they are and allow them that little bit of a raise or force them to make a decision. Diane would probably lose her employees. Furlong: I have to agree with both you and Bernie, even though I have serious reservations about stepping them up a grade, then where does it end? Piche: You have to have confidence that the classification people know what they're doing. If you don't then get rid of them entirely. Diane: They were classified as an 8 but this added duties that they weren't doing when the DMG was originally done. Julie had the extra work of the title searches and the PA. Kim with the taking over of the Finance person. Furlong: All the extra work that they assumed, are they still putting in a 40 hour week? Diane: Yes. Furlong: It's not like they're putting in overtime to get this extra stuff done, they're still putting in 40 hrs./wk. Lang: When Deters did our classification, he explained that to us. You have to change the complexity of the duties, not the amount of time doing them, in order to change the classification. Diane: Which in this case has happened, the complexity has changed. Now the complexity of the Airport has been added and aren't included in this job description. Furlong, I make a recommendation that we approve the two position recommendations to a grade nine (9) supported by Lang. 4/0

- e. **Elected Official Salaries:** Kleiman: At the last meeting it was discussed that the Undersheriff would be making more money than the sheriff. So I was asked to put some proposals together to help alleviate that. So I put a couple of proposals together. I gave those to the other elected officials and Brian to review. Marc discusses his three proposals. Lang: Why is it important that the Sheriff makes more than the undersheriff? Kleiman: Because you have the head of a department, running the department, making less than someone he's supervising. Lang: So, you've got plenty of circumstances where people work overtime, and because they work overtime, they make more than their boss does. I don't understand why that's an issue. Bousley: When you have a command structure like we do, the boss should be making top dollar. Base salary, the boss should make more. Furlong: I have to agree with that. All other commissioners agree. Furlong: If something goes wrong, he's the one standing out in front of the camera. Com Furlong thanks Marc Kleiman for the time and thought he put into his proposals. Appreciates his integrity. Furlong: If I were the sole guy responsible, I would opt for proposal 2. It's the fairest and the cheapest. Lang: proposal 3 is the cheapest. Furlong: Yes, I said "Fairest" and cheapest. Lang: I've got a problem with #2. I can't see why the sheriff needs to make more money than the undersheriff. Of course it's our fault it got that way in the first place. Williams: And we're cleaning this stuff up so down the road it'll be to our advantage. Piche: I would go for proposal two (2). Williams: I like two, I can understand one (1) for coms gone past. Two seems fair. Diane: I have another concern, the difference between the clerks' salary and the treasurer's salary has gotten wider over the years. The clerk started out about \$1500 over the treasurer I think because of having the Register of deeds responsibility. As the percentage

raises go in, the gap keeps getting wider between the salaries too. I checked with many counties the salaries vary. When the DMG was first done, the clerk and treasurer salaries were recommended at a grade 14, level positions. I don't know what happened or why they weren't accepted at that level. Now the two salaries have about a \$3000 difference. It keeps getting a wider gap. Piche: We've had this discussion before. Have there been any ideas or thoughts been put into this gap widening that's happening? Bousley: Back when the DMG was first done, Sherry and I both looked at it, The clerk and the treasurer were both recommended at a grade 14. Then for some reason they were never brought into the DMG. Furlong: The clerk and treasurer are two different jobs. The clerk of courts has court that can run from 7 am till the middle of the night. He or one of his deputies has to be there. County board meetings, he has to be there. It's not the same job. I'm not trying to minimize the treasurer's job and I'm certainly not going to put the county clerk up on a pedestal because he did a fine job with this proposal (he jokes). It's two different functions. Lang: At the CB meeting last night, Com. Hafeman brought up setting the Elected Official salaries for the term of office, so they would know their salaries for the length of their term. Kleiman: Some counties set the elected official pays every two years (com. Term length). Some set them every four years (PA, Clerk, Treas, Sheriff term lengths). We've customarily done ours every year. Furlong: I wasn't at the meeting last night, I apologize for that. But there was a discussion on the pay raises for the elected officials? Williams, it wasn't really a discussion about the pay raises, it was more John just wanted to make sure that when someone runs for office they know what their pay will be for the full term. Kleiman: I think what Com. Nelson was getting at was next year is an election year. That maybe next year they should look at setting the pay for the full term of the elected officials. Com Furlong makes a motion to recommend proposal #2 to the County Board for approval; Williams supported the motion. 4/0 vote.

Public Comment: Bill Cech: RE: Proposal #2; will this proportionately keep the salaries in line with subordinates? Larry Schei: It has been brought to my attention, if our current sheriff was not to run again, we would be limiting our choices if the salary of the current sheriff is less than the salary of the employee wanting to run for office. This is something the county board should be aware of when making the decision here. Diane Lesperance: I don't know if you brought up the commissioner salary, but it seems like you haven't had an increase in many years. It might not be a bad idea for you all to look into that. Everyone else has been getting a 2% increase, except the commissioners.

Commissioner Comment: Williams: at least we're not doing what the city of Menominee did about a decade ago, and lower it.

Adjourn: Moved by Com. Piche supported by Com. Williams to adjourn the meeting at 9:35 A.M. Motion approved 4/0.

MINUTES
AIRPORT COMMITTEE

December 15, 2015
AIRPORT CONFERENCE ROOM

Approved
2/16/16

1. Call to order

Chairman Larry Schei called the meeting to order at 4:02 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited.

3. Roll call

Members present: Chairman Schei, Commissioners: Ray Williams and Charlie Meintz. **Others present:** Assistant Airport Manager LaFleur, County Administrator Bousley was excused.

4. Approve/Amend agenda.

Motion by Williams and seconded by Meintz to approve the agenda.
Motioned passed.

5. Approve of Previous Minutes November 12, 2015 Meeting.

Motion by Williams and seconded by Meintz to approve minutes.
Motion carried.

6. Public Comment – Limited to 5 Minutes (on Agenda items only)

None

7. Presentations

None

8. Business

a. Financial

aa. Monthly Budget Review

Commissioner Schei ask if there were any questions. Commissioner Meintz commented on the fuel sales, projected sales looked favorable even during this slow time of year. Commissioner Schei did state there was an expense to fix the runway lights due to an aircraft going off the runway and damaging the light at a cost of \$436.48 to replace the light plus time and labor. Mr. LaFleur explained it must have been an aircraft that did not land squarely on the runway and took out the light and also skidded into the grass after hours. The aircraft

and pilot has not been identified. Commissioner Meintz stated it was unfortunate that some did not come forward so the airport could have recouped some of the damage costs from the individual responsible. Commissioner Schei discussed the airport audit preform by Ray LaMarche, from Anderson Tackman. The audit was for a period of 10 months, October 1, 2014 to July 31, 2015. The last two month, August 2015 and September 2015 will be included in the Menominee County audit. Copies of the audit can be reviewed in the County Administration Office. Commissioner Schei also stated the Quit Claim Deed has been sent to the title company for a title search and we are currently wait for search to be completed. Commissioner Meintz stated all financials are being completed by Menominee County and the bills for the airport are being reviewed by the County Board during County Board meetings. Commissioner Williams confirmed the budget process as the committee will recommend an airport budget and the entire county board will review and approve the financials on a monthly basis. Commissioner Meintz would like to see future budgeting for development at the airport, to promote business at the airport. Commissioner Schei report that the out of state University is working with Northern Michigan University and the respective state Departments of Education to hammer out an agreement for the flight school. Commissioner Williams added the two states can work together and are willing to work together to promote the partnership between the two colleges.

b. Buildings and Grounds

aa. Roof Terminal Building

Mr. LaFleur reported the roof repairs have been completed, all the seams have been repaired. Commissioner Schei added the work that had been done is guaranteed for five years.

bb. Runway Light Damage

Commissioner Schei stated this was discussed at length during the financial review earlier in the meeting.

cc. Waterline Replacement

Mr. LaFleur reported that the contractor will be in by the end of the month with a crew to bore the hole and repair and replace the waterline. He will keep the committee and the administrator updated.

c. Land Release

Commissioner Schei stated the land release is a one to two year process that Brian is working on with the Airport Engineering firm. Commissioner Meintz added that this project has been brought up during the commission meetings of the past but was never put into motion. The airport needs to have this completed so development can occur

at the airport but there is a lot of red tape to go through. Commissioner Schei stated the land release proposal was approved by the County Board. The county board does not want to sell any of the land but lease the land to business. But the land has to be declared excess to aviation to allow any type of business to locate at the airport. Right now only businesses associated with aeronautics can locate on airport properties.

d. Airport Manager Report-

Mr. LeFleur reported that he passed the test for "A" Certification for fuel testing. If he did not pass then the fuel farm would have been red flagged and the airport could not sell any fuel. The airport will split a half of tank of fuel with another airport about 4000 gallons. The 100 LL is not in high demand and not much is being sold. There will be a few plans coming in over the weekend that will need some fuel, Enstrom Helicopter does purchase a steady amount of Jet Fuel. MDOT Aero will reschedule their meeting with the airport and Mead & Hunt at a later date.

9. Correspondence – None

10. Public Comment (Limited to 5 Minutes)

None

11. Commissioner Comment

Commissioner Williams would like to see the leased hangers be owned by the airport.

Commissioner Meintz would like to see a different fee structure for county residents and outside county residents at the airport, much like the fee structure for the Menominee County Parks as Menominee County is the sole funding source of the airport with Marinette County pulling out.

Commissioner Schei stated the lease agreements may have to be redone once the Quit Claim Deed is signed giving sole sponsorship to the Menominee County due to the official dissolving of the Twin County Airport Commission. Commissioner Schei also stated that he was invite to tour Delta County Airport by the Delta County Chairperson. Delta County's airport is solely operated by the county with a full time airport manager, an assistant manager and several full time lineman. Commissioner Schei will visit the airport and see if there are any best practices or ideas that can be incorporated into the Menominee County Airport (which is the new proposed name).

13 Adjourn

Motion made by Commissioner Williams and seconded by Commissioner Schei to adjourn at 4:54pm.

MENOMINEE COUNTY LIBRARY BOARD Minutes January 19, 2016 approved February 16, 2016
K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:06 AM
TUESDAY- January 19, 2016

Present: J. Bejgrowicz, J. Freis, K. McNeely, and Commissioner L. Schei. Excused M. Fagen and C. Peterson

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

No public participation at this time.

J. Freis moved to approve the minutes from the December 15, 2015 Meeting, seconded by J. Bejgrowicz, motion carried.

J. Bejgrowicz moved to approval of December Financial Report, seconded by J. Freis, motion carried.

J. Freis moved to approve the January Bills, seconded by J. Bejgrowicz, motion carried.

Director's Report

- A. The circulation statistical comparisons for December are in your packets. December was another Holiday month but things went well.
- B. Tax forms and instructions were ordered, not yet arrived though we have started to get questions. We will print off "masters" and instructions if the forms from the IRS do not arrive before the end of the week. Links are on the public computers and we will put up signage and provide help as needed to get forms and instructions.
- C. The Coop switched servers from local sever in Marquette to a "cloud" based company. The switch went well and we are learning the new features.
- D. Sally has retired, there is a reception for her on Thursday 1/21 from 3-5. Ann Best has moved up to the Outreach Coordinator position and Jennifer (Jen) Hirn has started as the Bookmobile Assistant.
- E. I put in a disposal with the county to remove old outdated computers and the old microfiche reader.
- F. Phone bill issues continue and I am working with an account rep. at AT&T to figure out why we did not get the December bill; copy was received and amount is included with the January payment.
- G. Summer Reading Club theme – "Get Ready, Set, Go" we are working with the Friends to get our program in place for the main branch and Hermansville.
- H. Discussion on shelving changes and looking at comfortable reading chairs; one for the Hayward Room and 1 for the Children's room. Possibly moving the adult computers out of the children's area. Shelving options were also discussed.

Old Business

- A. Sally Harris retirement arrangements were discussed.

New Business

- A. **Library Facebook Page with help from UPROC this will be initiated.**
- B. **Substitute Position; Director will research for further discussion.**

Other Board Concerns: L. Schei was reappointed as the County Commissioner liaison.

Public Participation

As there was no further business J. Freis moved to adjourn the meeting, seconded by J. Bejgrowicz, motion carried. Meeting adjourned at 11:40

TWIN COUNTY AIRPORT COMMITTEE
Tuesday, January 19, 2016
AIRPORT CONFERENCE ROOM

Meeting Minutes

- 1. Call to Order**
County Administrator Brian Bousley called meeting to order at 4:10pm
- 2. Pledge of Allegiance**
The Pledge of Allegiance was recited.
- 3. Roll Call**
Commissioner Schei, Commissioner Williams and Commissioner Meintz were present. Others present were County Administrator Bousley and Airport Manager Jeff LaFleur.
- 4. Approval of Agenda**
Commissioner William moved and Commissioner Schei seconded to approve the agenda. Motion passed
- 5. Approval of Previous Minutes**
Meeting minutes were tabled until next meeting.
- 6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)**
None
- 7. Presentations**
None
- 8. Business**
 - a. Election of Officers**
 - aa. Chairman**
Nominations were taken for the position of Chairman. Commissioner Williams nominated Commissioner Schei and Commissioner Meintz seconded. No other nominations were offered and the nominations were closed and Commissioner Schei was voted unanimously as the 2016 Chairman. At this point County Administrator Bousley turned the meeting over to Commissioner Schei.
 - bb. Secretary**
Nominations were taken for the position of Secretary. Commissioner Meintz nominated Commissioner Williams and Commissioner Schei seconded. No other nominations were offered and the nominations were closed and Commissioner Williams was voted unanimously as the 2016 Secretary.
 - b. Approval of Meeting schedule**
Commissioner Schei proposed to keep the printed meeting schedule, the committee meeting will be held at 4pm on the third Tuesday of the month except for the month of November when the meeting will be held on the 10th.
 - c. Explorer Solution Update**
Nancy Douglas updated the committee on the dealings between the university and NMU. The two universities are working hard to provide the necessary curriculum for the flight school. Both Departments of Education in the respective states are working together for this program as well. The University is looking for the cost of the hanger rental and to review a lease agreement. Administrator Bousley is discussing the lease and fee structures with Christian Perrault from Explorer Solutions to promote dialog between the County and University. Commissioner Meintz asked if the University was still start this fall. Ms. Douglas replied that this fall would be a very ambitious timeframe, but the two states are working hard towards that goal. Commissioner Schei added if the University needs to expand the airport/county would look for additional space on the airport grounds. The University offers an accredited flight school for fixed wings at their

current location and here they would expand to rotary wing program. Ms. Douglas confirmed that the program at our airport would be an accredited rotary winged program. The University is looking at the costs for startup. Enstrom Helicopters will also meet with Ms. Douglas and Explorer Solutions to discuss options as well as support for the University program. Ms. Douglas also informed the committee that a national recognized maintenance company is interested in explore options at the airport. Commissioner Schei stated MDOT Aeronautics will be setting up as meeting to discuss the capital outlay projects and the declaration process for declaring certain areas of the airport excess to aviation for the potential development of non-aviation businesses locating to airport property. Administrator Bousley is working with Mead and Hunt on that process. Commissioner Meintz asked if the University t would be looking for a full time lease (an entire calendar year) or just a lease during the school year. Ms. Douglas replied that the University is looking for a year long lease and would even like to see a multiyear lease. Commissioner Schei added that was his understanding as well and that the airport/county needs to accommodate the needs of the University. Ms. Douglas went on to report the only concern the University has is maintenance for the aircraft. The flight school needs maintenance, but the maintenance facility does not need the flight school to operate. Ms. Douglas went on to say that she does not promise the businesses she meets with anything but just introduces the businesses to the right people, so each party can discuss and see what can be done.

d. Financial

aa. Monthly Budget Review

Commissioner Schei asked Administrator Bousley to provide a review of the monthly budget for the airport. Administrator Bousley went on to review the revenues and expense for the first quarter of the 2015-2016 Budget Year. Revenues received are at 21.39% and expenses are at 17.04% percent both below the anticipated 25% after the first quarter. Capital outlay expenses for the airport are currently at \$10,300 due to the repairs to the terminal roof (\$5,800) and the waterline repair/replacement (\$4,500). The current fund balance is \$211,639.19 which is a floating number. The fund balance at the beginning of the fiscal year was \$193,018.36. Administrator Bousley also went on to say the county is looking at including the airport in the telecommunications audit to see of savings can be obtained.

bb. Capital Projects Update

Commissioner Schei asked Administrator Bousley for an update on the capital projects. Administrator Bousley informed the Committee that Rick Hammond from MDOT Aeronautics has retired and Betsy Strudel will be his replacement. Betsy will reschedule the capital improvement meeting with Mead and Hunt and meet with the airport personnel to reviewed the capital improvement schedule. As of right now a meeting date and time has not been set.

e. Buildings and Grounds

aa. Baggage Room Renovation

Commissioner Schei complimented Jeff and Gary and doing a good job on the renovation. The renovation has made the area more energy efficient.

bb. Waterline Replacement

Mr. LaFleur explained the contractor came in and fixed the waterline. The only portion of the project that needs to be completed is the instillation of an additional water meter. This project will allow the water to be turned off to the hanger and still feed the terminal building and vice versa.

cc. Fire Hydrant by Hangers

Commissioner Schei stated Administrator Bousley and Mr. LaFleur had been in contact with the City Fire Chief regarding the installation of a fire hydrant near the hangers and Enstrom's building. Mr. LaFleur informed the committee that he spoke to the Fire Chief about fighting a fire near the hangers and that response plan would be to run about 1000 feet of house from the current hydrant. The installation of a new hydrant would greatly improve the fire protection. Commissioner Meintz stated that this discussion has been ongoing for several years.

Commissioner Schei would like a letter drafted from the County Board addressed to the City requesting a fire hydrant be installed.

f. Airport Manager Vacancy

Administrator Bousley stated there has not been an Airport Manager for over a year and that Mr. LaFleur has no desiring in becoming the full time Airport Manager. Administrator Bousley would like some direction on how to continue to address the vacancy. Right now Mr. LaFleur is recognized the Manager a new Manger would have 60 days to pass the manger test from the state. Commissioner Meintz stated that there are too many unknowns at this point in the future operations of the airport. Commissioner Meintz also stated that Mr. LaFleur does a great job for the airport and recognizes his hard work and his desire to stay more hands on and blue collar rather than white color, but at this point cannot support hiring and airport manager due to uncertainty of how the airport is going to operate in the near future. Commissioner Williams and Schei both supported the comments from Commissioner Meintz. Commissioner Williams added a lot of projects in the works and the needs and duties of the airport manager may be different in a few months as compared to present day. Commissioner Schei also added that the airport is in need of a backup for Mr. LaFleur maybe not at the manager level but at the Lineman level but the budget is going to have to look at and additional revenue streams have to be looked at for the future to maintain staffing levels at the airport including the current leases. Commissioner Meintz posed the question of asking if Delta or Dickinson could step in to help out in an emergency if something where to happen to Mr. LaFleur. Mr. LaFleur commented that there is an agreement with an Enstrom employee that use to be a casual/emergency employee at the airport that he could be called in if anything ever happened Mr. LaFleur. Commissioner Williams state that with all the variables the committee cannot really committee to hiring an Airport Manager at this time. All commissioners agreed to wait.

g. Business Development Engagement

Commissioner Meintz wants to develop a plan and steps to entice development on the grounds at the airport. Guidelines need to be developed and implemented for business, possibly discounted lease rates or other incentives. Commissioner Williams echoed the need for guidelines and the need for the development opportunities for growth. Commissioner Schei added that he would like to see a business plan from potential FBOs and other business that would like to locate to the airport. Commissioner Meintz also commented that if the airport had enough capital it would be great to construct a few hangers for rent or lease.

h. Airport Manager Report

Mr. LaFleur commented that the fuel price are within \$.10 per gallon of other area airports. Mr. LaFleur did purchase a load of Jet and a half of load of 100LL. This is the lean time of year where it is slow for fuel sales. The deicing truck is being use occasionally as well. Commissioner Meintz comment that the fuel sales are a majority of our revenue and we have to concentrate the sale of the fuel.

9. Correspondence

None

10. Public Comment (Limited to 5 Minutes)

Richard Sexton – Menominee County Emergency Management discuss the updating the Accident Response Plan and the Emergency and Security Plan. Plans were handed out and Richard would like the plans to be reviewed internally and not publicly and any comments to be sent to him.

11. Commissioner Comment

Commissioner Schei would like to see younger people take an interest in the airport and the need to continue to promote the airport for future development.

Commissioner Williams would like to development at the airport and would like to see what can be done to entice the potential school to expand at the airport as well as other business as the airport has a lot to offer.

Commissioner Meintz agrees that the development of the airport will benefit everyone and in the future meetings the current leases have to be reviewed and possible rates for residents and nonresidents. Also promote the airport as

12. Adjourn

Motioned by Commissioner Williams and seconded by Commissioner Meintz to adjourn at 4:57pm.

Note: Quorum of Menominee County Board of Commissioners maybe present

If you are an individual who needs a special accommodation while attending the meeting, as required by the "Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 24 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).

Minutes were approved 2.16.2016

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

January 28, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

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

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
DeDie, William	X			Negro, Mari		X	
Dehn, Janet	*X			Nelson, John	X		
Freeman, Peggy	X			Peretto, Patti		X	
Hofer, Millie	X			Phillips, Patricia	X		
Luhtanen, Joan	X			Spence, Christine	**X		
Martin, Ann	X			Zevitz, Michael, Dr.			X

*(video television conference from the Northpointe Menominee office)

** (phone)

REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, M. Wendt

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

PUBLIC COMMENTS - No public comments

APPROVAL OR AMEND AGENDA

Chair Nelson asked for approval or amendment of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: J. Luhtanen, supported by A. Martin to approve the agenda. **Motion carried unanimously.**

APPROVAL OF REGULAR BOARD MEETING MINTUES

Chair Nelson asked for a motion to approve the January 14, 2016 regular Board meeting minutes.

ACTION: Moved to approve the regular Board meeting minutes as presented.

Motion by: J. Luhtanen, supported P. Phillips to approve the minutes. **Motion carried unanimously.**

PRESENTATION - No presentation

ACTION ITEMS

• Finance

a) Contracts-January 14, 2014

ACTION: A motion was made by P. Freeman supported by M. Hofer to approve the contracts. **Motion carried unanimously.**

b) Vehicle Bids

ACTION: A motion was made by P. Freeman, supported by W. DeDie to approve the vehicle bids.

DISCUSSION: Vehicle bids were previously discussed/reviewed at the last Board meeting. Miscellaneous questions were addressed by Bill Adrian.

ACTION: P. Freeman amended her motion, supported by P. Phillips to approve the purchase of one (1) 2015 Chevrolet Sonic LT from Lindwall Motors for \$16,235.00 and one (1) 2016 Ford Focus SE Sedan from Town & Country Sales for \$16,609.00. **Motion carried unanimously.**

• New Board Member Orientation Meeting Sample

ACTION: A motion was made by M. Hofer, supported by P. Phillips to approve the new Board member orientation meeting sample. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

a) Check Disbursement Report-December 2015

Bill Adrian reviewed the following checks per Board member request: #76479-deferred compensation provider; #76775-speech therapy contract services; #76590-inpatient hospitalization. Miscellaneous questions were addressed by Bill Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

b) Financial Statement-December 2015

Miscellaneous questions were addressed by Bill Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

c) Contracts-January 28, 2016

The following contracts were reviewed:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	TRICO Opportunities	Lease	11/01/15-10/31/16	\$2,062.50/mo.	\$2,185.42/mo. (\$10.49/sq. ft.)	\$122.92/mo. increase
Increase in rent required by Trico.						
B.	St. Jude's AFC	Specialized Residential	3/1/16-2/28/17	\$56.23/diem	Same	n/a
This is a renewal agreement for one individual living there.						
C.	Bellin Psychiatric Center	Inpatient Care	1/1/16-12/31/16	\$1138.00/day	\$1187.50/day	\$49.50/day increase
This is a renewal agreement for inpatient care. This rate is reflective of the Wisconsin Medicaid rate. This rate is exclusive of physician charges and is for the facility fee only.						
D.	Bellin Health Nearsite Services	Health Services	3/1/16-2/28/17	Full Fee for Service	\$20.00/15 min. unit	n/a
This is a new agreement for Nearsite Services.						

Jennifer McCarty stated she had a request for the Board to consider moving the contracts to an action item at today's meeting because of the need to utilize the contracts for TRICO and Bellin. Miscellaneous questions were addressed by Bill Adrian. Chair Nelson asked if there were any objections to moving the contracts to an action item.

ACTION: A motion was made by J. Luhtanen, supported by a. Martin to move the contracts to an action item.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William	X		Negro, Mari		
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Peretto, Patti		
Hofer, Millie	X		Phillips, Patricia	X	
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann	X		Zevitz, Michael, Dr.		

Motion carried unanimously.

ACTION: A motion was made by C. Spence, supported by M. Hofer to approve the contracts.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William	X		Negro, Mari		
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Peretto, Patti		
Hofer, Millie	X		Phillips, Patricia	X	
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann	X		Zevitz, Michael, Dr.		

Motion carried unanimously.

- **Northpointe Wait List**

Jennifer McCarty provided and reviewed the Northpointe data on intake request for service denials as it was requested from some Board members for informational purposes. Discussion ensued and miscellaneous questions were addressed by Ms. McCarty.

- **CEO Report**

Jennifer McCarty provided the following verbal CEO updates: A Medical Service Administration (MSA) bulletin #1601 was provided for information as it addresses Medicaid coverage for early intervention services in treating individuals which can include the early stages of psychosis and Ms. McCarty is part of a new workgroup, Conflict Free Case Management, and will provide updates from the workgroup as it progresses.

John Nelson, Chairperson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- **January 26, 2016 Ad Hoc Committee Meeting Minutes Report**

The January 26, 2016 ad hoc committee meeting minutes was reviewed by John Nelson. Information is now in the process of being compiled into one document so it will be more uniform to review. Updates from the ad hoc committee will continue to be provided as they meet. Consensus of the Board is to put the above report on file.

PUBLIC COMMENTS - No public comments

BOARD COMMENT

- Millie Hofer expressed her concerns regarding information that was received on the privatization of mental health: The system of privatization is already in place with the Pre-Paid Inpatient Health Plans (PIHPs), the system is fragmented, has poor outcomes, they are serving the mild-moderates, and there is no communication between the public mental health and the PIHPs. Ms. Hofer stated that everyone in the public service and local boards sat back and let privatization sneak in without really becoming actively involved in proving to them that a better job can be done by not privatizing.
- Joan Luhtanen thanked Mary Wendt for her years of service as Board secretary and wished her the best in her retirement.
- John Nelson stated that NorthCare needs to take the leadership on what they can do to make things more efficient and nothing is being done at the NorthCare Board level. Issues need to be minimized not maximized.
- Millie Hofer thanked Mary Wendt for her years of service.

ADJOURN

A motion was made by P. Freeman supported by P. Phillips to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 4:50 p.m.

The next regular Board meeting is scheduled for Thursday, February 11, 2016 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Mary Wendt, Board Secretary

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, February 16, 2016 4:00 PM
AIRPORT CONFERENCE ROOM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
 - December 15, 2015
 - January 19, 2016
6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)
7. Presentations
8. Business
 - a. Financial
 - aa. Monthly Budget Review
 - b. Buildings and Grounds
 - aa. Cameras
 - bb. Fuel Farm
 - c. Additional Full Time Airport Lineman Position
 - d. Airport Manager Report
9. Correspondence
10. Public Comment (Limited to 5 Minutes)
11. Commissioner Comment
12. Adjourn

Note: Quorum of Menominee County Board of Commissioners maybe present

If you are an individual who needs a special accommodation while attending the meeting, as required by the "Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 24 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).