

*"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 25, 2014 @ 6:00 p.m. CST**  
At the Menominee County (MSU) Annex Bldg.  
S904 U.S. Hwy. 41, 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  
February 11, 2014 – County Board Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items
  - 1. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Resolution 2014-4 ~ Revenue Sharing for FY 2015.
  - 2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve/disapprove payment of the invoices to MSU for the first quarter (Oct.-Dec. 2013) and second quarter (Jan.-Mar. 2014) for FY 2014 per their contract agreement with Menominee County.
  - 3. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve payment of Commissioner Per Diems and expenses as recently submitted.
  - 4. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve miscellaneous bills as paid on January 30 & 31, 2014 in the combined amount of \$57,956.13
  - 5. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.
- J. New Business (discussion only)
  - 1. Personnel Items:
    - a. Medical Examiner position
    - b. Temporary Staff of Register of Deeds Dept. & Equalization Dept.

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

2. **Building and Grounds/Park Items:**
  - a. None
  
3. **Miscellaneous Items:**
  - a. RFP for Jail Food Service
  - b. Affordable Care Act – final regulations
  - c. NorthCare Network- Proposed contract
  - d. Community Tracking Costs related to Freezing Temperatures
  
4. **Finance Items**
  - a. MAC Legislative Conference 2014
  - b. Commissioner Per Diems and expenses
  - c. Miscellaneous bills as paid on February 13 & 14, 2014 in the combined amount of \$87,563.65.
  
- K. **Misc. Boards/Committees/Commissions Reports**
- L. **Public Comment** (*limited to 5 minutes*)
- M. **Commissioner Comment**
- N. **Adjourn**

February 11, 2014  
Unapproved

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

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

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

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

Absent: None

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

Moved by Com. Hafeman, seconded by Com. Nelson to approve the minutes from the January 22, 2014 Special Meeting, the January 24, 2014 Special Meeting, and the January 28, 2014 Regular County Board Meeting. Motion was approved 9-0.

**PUBLIC COMMENT:** None.

**PRESENTATIONS:** None.

**DEPARTMENT HEAD/ELECTED OFFICIALS REPORTS:** None.

**ACTION ITEMS:**

Moved by Com. Nelson and seconded by Com. Plutchak to the final 2014 County Board meeting schedule as submitted. Motion approved 9-0.

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

Moved by Com. Nelson and seconded by Com. Schei to approve miscellaneous bills as paid on January 16, 2014 in the amount of \$81,392.97. Motion approved 9-0.

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

**NEW BUSINESS (DISCUSSION ONLY)**

**PERSONNEL ITEMS:**

- a. None

**BUILDING AND GROUNDS/PARKS ITEMS:**

- a. None

**MISCELLANEOUS ITEMS:**

- a. MAC Revenue Sharing for 2015. Adm. Bousley reads proposed resolution thanking the governor and his administration for the recommendation of 100% full funding for county revenue sharing and to call upon the state legislature to adopt the Governor's recommendation. Adm. Bousley and Com. Hafeman point out that this is a recommendation and could change. Com. Hafeman encourages commissioners and the public to contact the governor and their legislators to support the Governor's recommendation. Com. Lang comments that the board should be mindful of the role that MAC has played in this process over the years and that although it is good that the county will be getting revenue sharing back after all this time there are still hoops that must be maneuvered to receive money that is rightfully the county's. Com. Meintz agrees. Com. Schei questioned as to where the funds would be coming from. Com. Nelson agrees that the board should support the resolution. The consensus is that the resolution will be moved forward to the County Board for Approval as Recommended.
  
- b. MSU Agreement for extension services. Adm. Bousley comments that representatives from MSU were unable to be in attendance and opens the item for discussion. Com. Piche, as a member of the hiring committee, comments that there just aren't many applicants for the position (there have been a total of 5 applicants and 1 might be a possibility for a personal interview). Com. Nelson questioned the education requirements of the position (currently a Master's Degree is required). Com. Piche, Com. Meintz, Com. Hafeman, and Com. Schei agreed that the current education requirement maybe a hindrance to filling the position. Com. Hafeman suggests reducing the MSU payments for each period when an educator is not filling the position. Com. Meintz questions if the amount of value lost by not having an educator on staff can be calculated and deducted from the payment. Com. Nelson and Com. Schei suggest that Adm. Bousley calculate and deduct the amount from the MSU payment. Com. Meintz stated that in order to have a successful extension service you needed to have someone that was involved with the local people. Adm. Bousley stated that Representative McBroom has inquired as to what extent the Ag services were being provided to Menominee County by the extension because other counties were not satisfied with the services being provided to their counties as well. Com. Meintz also stated that Joe Schultz from Michigan Works' (Ag Direct Program) has indicated that they were looking to fill some of the gaps from the inability of 4-H to provide services. Com. Lang asked if Menominee County could run local programs and just not call it 4-H. Com. Meintz stated that we could run local programs but we would not be able to participate in 4-H sponsored events. Com. Nelson commented the current issue with MSU is whether or not to pay for the services not being provided. Com. Nelson feels that Adm. Bousley should determine the value of the services not provided and deduct that amount from payment. Com. Furlong comments that the county has a memorandum of understanding with MSU as to the services to be provided and if we are not receiving those services then we should not pay the bill until such time as the services are provided. It was the consensus of the County Board to withhold payment of the MSU payment until such time as the services are provided.

**FINANCE ITEMS:**

- a. Commissioner Per Diems and Expenses. No questions/comments. The consensus is to move forward to the County Board for Approval as Recommended.
- b. Miscellaneous bills as paid on January 30&31, 2014 in the combined amount of \$57,956.13. Com Hafeman mentioned that she had some questions and concerns: relative to K9 dog food she encouraged that it be purchased from Menominee County businesses rather than from Wisconsin; was there a figure available at this time for the amount paid to date for bulletproofing; asked if the sheriff "walk troughs" were being performed; and further inquired as to the fire safety inspections and the cost of calculator repairs. Com. Schei inquired as to mileage reimbursements for Probate Court. The consensus is to move forward to the County Board for Approval as Recommended.

**MISC. BOARDS/COMMITTEES/COMMISSIONS REPORTS:**

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

**PUBLIC COMMENT**

**PUBLIC COMMENT:**

**Bob Desjarlais** stated that he likes the discussion of the MSU Extension hiring process and feels that there are many good individuals with experience that should be given serious consideration.

**Charlene Peterson** agrees with the board's decision to withhold payment until the educator position has been filled. Ms. Peterson also questioned the decision of the Parks Committee to pay its volunteers \$50/meeting if the volunteers requested. Ms. Peterson called upon the board to reconsider the per diem payments to volunteers.

**COMMISSIONER COMMENT:**

**Com. Plutchak** informed the board that the appointment at the airport becoming open as Jason Lauzer may not be able to complete his term as he may be relocating for employment reasons.

**Com. Hafeman** is excited for the possibility of full revenue sharing and that she is glad that the part time correction officers are in process with their training. Com. Hafeman further commented that from information she has read as to the employer mandates for companies under 100 and other portions of the mandate have been extended so "maybe we can think about holding off".

**Com. Piche** getting back to the Farm Management position, the committee is going to keep working on it and hopeful that they will find a qualified applicant. Com. Plutchak is going to schedule a Personnel Committee meeting and they will be talking about the situation in the Equalization Department. Com. Nelson has set a meeting for the 3 Way Road Commission for 02/17.

**Com. Krienke** attended a "Morning Break With MERS" meeting with Adm. Bousley represented by Tara from MERS. It appears that the county can address its unfunded liability by merely formulating a plan. Adm. Bousley stated that this was a part of the overall revenue sharing plan whereby the county needed to formulate a plan to address its unfunded liability. Currently the plan is due 06/01/2014. Com Krienke said that Tara from MERS offered to come to a county board meeting to review the meeting. Com. Nelson expressed his belief that an actuary needed to be involved to assist in formulating a long term plan. Com. Krienke stated that the MERS representative said there would never be a time when the county's liability is fully paid because the actuarial numbers are constantly changing. Com. Schei agrees with Com. Krienke's thoughts of having an special meeting with MERS to review the formulating of a plan. Com. Nelson cautions having MERS at a meeting in that it is in MERS' own interest. Com. Meintz states that he has asked Representative McBroom if there is a possibility of having legislation to allow counties to pull their money out of MERS and go to a different retirement manager. Com. Krienke also mentioned that on 02/22/2014 he would be participating in the Menominee County Walk for Warmth and there are 9 remaining openings on his pledge form.

**Com. Furlong** stated that he will be participating in Muscular Dystrophy's Jail and Bail on 02/26/2014.

**Any other items members may wish to present:** None.

Moved by Com. Hafeman, seconded by Com. Nelson to adjourn at 6:56 p.m. Motion was approved 9-0.

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Charlie Meintz, Chairman

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Tom Faller Chief Deputy, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>MAC – County Revenue Sharing for FY 2015</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>MAC has sent information to the board in reference to revenue sharing. The governor is recommending 100% full funding for county revenue sharing. Commissioners are encouraged to thank the governor and his administration for the recommendation. Discussion of what Menominee County would like to do, a letter or a resolution, or both.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve Resolution 2014-4 ~ Revenue Sharing for FY 2015.</p>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

*"Menominee – 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  
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Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### MENOMINEE COUNTY BOARD OF COMMISSIONERS

#### RESOLUTION #2014-04

**WHEREAS,** In the Governor's recommendation for the FY 2015 budget, counties are scheduled to receive 100% full funding of revenue sharing totaling \$211,134,899; and

**WHEREAS,** This will bring counties to the level of revenue sharing agreed upon in 2004 for the 2005 FY; and

**WHEREAS,** The Menominee County full funding allocation for FY 2015 is \$530,794; and

**WHEREAS,** This marks the first time in fourteen years that the administration has recommended full funding for county revenue sharing; and

**WHEREAS,** Counties have worked diligently for the past decade by leading the effort to reform, consolidate, and right size government in an effort to increase efficiency and adjust declining revenues; and

**WHEREAS,** Revenue sharing is more than just a pot of money to be allocated in whole or in part to counties but is a statutory promise made to counties in exchange for giving up local taxing authority and for a more recent change in local taxing administration; and

**WHEREAS,** Revenue sharing is used by counties to pay for the multitude of state mandated services including the courts, the jails, the constitutional officers, elections and the public health system and, coupled with the recent reductions in property values and increased mandated state service delivery, counties are stretched to the financial limit; and

**THEREFORE BE IT RESOLVED,** That the Menominee County Board of Commissioners would like to thank the Governor for fully funding county revenue sharing payments fiscal year 2015;

**THEREFORE BE IT ALSO RESOLVED,** That the Menominee County Board of Commissioners call upon the state legislature to live up to their promise and adopt the Governor's recommendation for fully funding county revenue sharing in FY 2015;

**BE IT FINALLY RESOLVED,** That copies of this resolution be forwarded to the Governor, our State Legislators, and the Michigan Association of Counties.

Adopted this 25th day of February, 2014

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

\_\_\_\_\_  
Date

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Agreement for Extension services - Invoices</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Per our agreement with MSU, Menominee County is supposed to be supplying a full time Extension Educator. To date, we have no information from MSU appointing an educator to our county. Discussion.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve/disapprove payment of the invoices to MSU for the first quarter (Oct.-Dec. 2013) and second quarter (Jan.-Mar. 2014) for FY 2014 per their contract agreement with Menominee County.</p>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

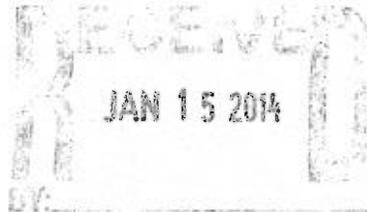
# Michigan State University

# INVOICE

MSUE Business Office  
Agriculture Hall  
446 W. Circle Drive, Rm 160  
East Lansing, MI 48824

**DATE:** January 10, 2014  
**INVOICE #** 1 MENOMINEE 2014  
**FOR:** STANDARD MOA  
2014 WORK PLAN

**Bill To:**  
Menominee County  
ATTN: Marc Kleiman, Clerk  
839 10th St  
Menominee, MI 49858



DESCRIPTION	AMOUNT
<p>First Quarter (October-December 2013) MOA 2014 Work Plan Payment :</p> <p>Assessment Fee</p>          <p>The total MOA fee for the period of October 1, 2013 to September 30, 2014 will be \$30,000 to be paid in four equal installments over the period of the MOA.</p>          <p>Payment is due in 30 days.</p>	<p>7,500.00</p>
<p><b>TOTAL</b></p>	<p><b>\$ 7,500.00</b></p>

Make all checks payable to Michigan State University and send to the address above.  
If you have any questions concerning this invoice, contact Christi Sovis, [sovis@msu.edu](mailto:sovis@msu.edu), 517-355-8275

THANK YOU

101-261-801.00

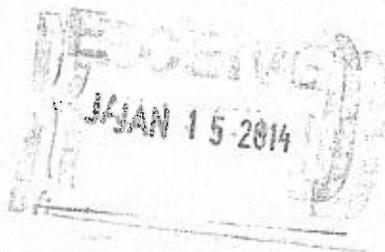
# Michigan State University

# INVOICE

MSUE Business Office  
Agriculture Hall  
446 W. Circle Drive, Rm 160  
East Lansing, MI 48824

DATE: January 10, 2014  
INVOICE # 2 MENOMINEE 2014  
FOR: STANDARD MOA  
2014 WORK PLAN

**Bill To:**  
Menominee County  
ATTN: Marc Kleiman, Clerk  
839 10th St  
Menominee, MI 49858



DESCRIPTION	AMOUNT
<p>Second Quarter (January-March 2014) MOA 2014 Work Plan Payment :</p> <p>Assessment Fee</p>     <p>The total MOA fee for the period of October 1, 2013 to September 30, 2014 will be \$30,000 to be paid in four equal installments over the period of the MOA.</p>  <p>Payment is due the first month of each quarter.</p>	<p>7,500.00</p>
<p style="text-align: right;"><b>TOTAL</b></p>	<p style="text-align: right;"><b>\$ 7,500.00</b></p>

Make all checks payable to Michigan State University and send to the address above.  
If you have any questions concerning this invoice, contact Christi Sovis, sovis@msu.edu, 517-355-8275

THANK YOU

101-261-801.00

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

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

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

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

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
1/7/14	COURT HOUSE, MENOMINEE	94	52.64	52.64	101-101-860.11
1/20/14	NORTH POINT, KINGSFORD	74	41.44	41.44	101-101-860.11
1/22/14	COURT HOUSE, MENOMINEE	94	52.64	52.64	101-101-860.11
1/24/14	COURT HOUSE, MENOMINEE	94	52.64	52.64	101-101-860.11
1/28/14	COURT HOUSE, MENOMINEE	94	52.64	52.64	101-101-860.11
x 1/30/14	NORTH POINT, KINGSFORD	74	41.44	41.44	101-101-860.11
	MEETING CANCELLED - WEATHER				101-101-860.11
		450		252.00	101-101-860.11
		332		187.92	
			<b>Total Mileage</b>	<b>\$252.00</b>	
				<b>Total Mileage Fee</b>	<b>\$187.92</b>

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

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

*John R. Nelson*

Signed

1/28/14

Date

SIGNED PER TO 1/30/14 NORTH POINT MEETING

Rec. 1/28/2014  
BBB



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
1/31/2014  
Menominee County Administrator

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

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

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

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
1/07/14	COURTHOUSE	16		8.96	101-101-860.04
1/15/14	PINECREST, POWERS, MI	73		40.88	101-101-860.04
1/22/14	COURTHOUSE	16		8.96	101-101-860.04
1/24/14	COURTHOUSE	16		8.96	101-101-860.04
1/28/14	COURTHOUSE	16		8.96	101-101-860.04
					101-101-860.04
		137			101-101-860.04
					101-101-860.04
					101-101-860.04
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>76.72</b>

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

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

*Larry Schei*  
\_\_\_\_\_  
Signed

1/31/14  
\_\_\_\_\_  
Date





**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
2/3/14  
Menominee County Administrator

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

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

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

Name: Bernie Lang ~ District 2

2014

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
01-07	REORG	m			
01-16	HARDSTAR	m			101-101-860.02
01-22	SP. CO. BD	m			101-101-860.02
01-24	SP. CO. BD	m			101-101-860.02
01-28	CO. BD	m			101-101-860.02
01-14	DIS. (LUGAN)	m			101-101-860.02
		18 →		10.08	101-101-860.02
					101-101-860.02
					101-101-860.02
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	10.08

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

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

*B. Lang*

Signed

01-30-14

Date





## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid January 30 & 31, 2014 in the combined amount of \$57,956.13	
<b>RECOMMENDED MOTION</b>	
To approve Miscellaneous Bills as paid on January 30 & 31, 2014 in the combined amount of \$57,956.13	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

### General Fund Expenditures

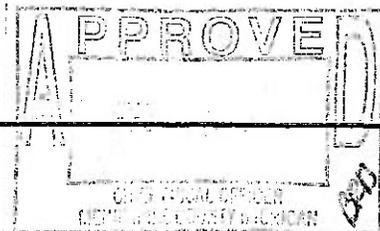
101-101 Board of Commissioners  
101-103 Other Legislative  
101-131 Circuit/Family Court  
101-132 Family Court  
101-136 District Court  
101-141 Friend of Court  
101-148 Probate Court  
101-150 Jury Commission  
101-172 County Administrator  
101-192 Board of Canvassers  
101-211 Legal  
101-215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

### Special Revenue Funds

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

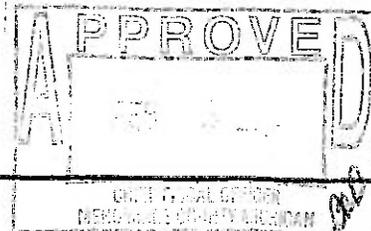
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vchcr#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
ANDERSON AUTO & RV SALES INC								
	34248	12/09/2013	1271	Oil Change & Filter	205-315-934.02	54.95		\$494.35
	34249	12/23/2014	1272	Oil Change & Filter	205-315-934.02	54.95		
	34250	12/23/2014	1273	Wheel Hub Assembly	205-315-934.02	330.00		
	34251	12/30/2014	1274	Oil Change/Filter	205-315-934.02	54.45		
AT&T - Carol Stream, IL								
	34192	01/19/2014	906863661401	January 19 - February 18, 2014	266-325-850.00	257.80		\$1,237.47
	34268	01/19/2014	906863202301	January 19 - February 18, 2014	101-103-850.00	451.60		
	34271	01/19/2014	906863444101	January 19 - February 18, 2014	101-103-850.00	528.07		
AT&T Mobility								
	34276	01/09/2014	287252234966	January 10 - February 9, 2014	101-132-850.00	31.04		\$31.04
Automated Confirmations, LLC								
	34273	12/31/2013	20111134	PO# 02867 Automated Certified Trans	517-252-727.00	850.00		\$850.00
BAY AREA MEDICAL CENTER - 3100 SHORE DRIVE								
	34239	12/31/2013	MCSOLO	Inmate Medical (T.P. - Pt # 01061970)	101-301-770.01	30.10		\$30.10
Brunelle, Jennifer								
	34282	01/27/2014	Reimbursement	Mileage	296-664-860.00	73.92		\$73.92
Cellcom Wisconsin RSA 04								
	34274	01/05/2014	452575	Cellular Services	101-132-850.00	20.99		\$90.12
	34274	01/05/2014	452575	Cellular Services	296-664-850.00	51.97		
	34274	01/05/2014	452575	Cellular Services	296-665-850.00	17.16		
Chamberlain, Sheila								
	34288	01/27/2014	5404	Foster Care Cost (J.L.D.)	292-662-843.02	493.36		\$493.36
Choices Counseling Center S.C.								
	34294	01/16/2014	2002-010235-DM	Psychotherapy - T.B.	101-131-858.01	275.00		\$275.00
City of Stephenson - Barbara Parrett, Treasurer								
	34203	01/21/2014	709	Annex - Water/Electric/Sewer	101-261-920.01	17.50		\$237.47
	34203	01/21/2014	709	Annex - Water/Electric/Sewer	101-261-920.02	30.00		
	34203	01/21/2014	709	Annex - Water/Electric/Sewer	101-261-920.03	189.97		
CLOVERLAND PAPER CO								
	34195	01/24/2014	104059	Courthouse - Liners, Tissues, Towels, C	101-265-801.00	282.67		\$994.42
	34196	01/24/2014	104038	Annex - Ice Melt (x40)	101-265-930.00	310.00		
	34210	10/01/2014	103126	Annex - Facial Tissue	101-265-755.01	32.11		
	34217	01/17/2014	104000	Annex - IceMelt (x25)	101-265-930.00	60.15		
	34232	01/17/2014	103948	Sheriff Department - Inmate Supplies	101-301-770.00	309.49		
Cooper Office Equipment								
	34231	01/14/2014	107075	Contract # 1408-01 (Pinecrest Copier)	101-301-727.00	109.00		\$279.91
	34252	01/24/2014	107425	Contract # 2310-01 (Treasurers Office)	101-253-728.00	170.91		
CORE TECHNOLOGY CORPORATION								
	34264	01/17/2014	ORD-04230-M3CCJCPO# 2866 - 1 Year Lein Renewal		266-326-942.00	600.00		\$600.00
Country Mile Document Destruct								
	34219	01/19/2014	17232	Shredding Documents (1/9/14)	101-265-801.00	257.05		\$257.05
DataSpec, LLC								
	34226	10/24/2013	2203	Year Fee - Veterans Affairs Program	101-682-802.00	399.00		\$399.00



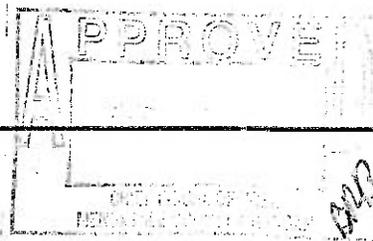
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Dennis-Ruteau, Dawn	34277	01/27/2014	January 2014	Crisis Intervention	296-668-801.00	665.00		\$810.93
	34279	01/27/2014	Reimbursement	Mileage & Supplies	296-663-727.00	14.78		
	34279	01/27/2014	Reimbursement	Mileage & Supplies	296-663-860.00	131.15		
Dougovito, Greg	34278	01/27/2014	5393	Transport of Juvenile to Bay Pines (P.D)	101-132-801.01	17.50		\$45.50
	34278	01/27/2014	5393	Transport of Juvenile to Bay Pines (P.D)	101-132-801.00	28.00		
Excel Systems Group, Inc.	34255	01/08/2014	118180	PO# 02864 - Casebinders (x400)	101-132-727.00	430.14		\$860.28
	34255	01/08/2014	118180	PO# 02864 - Casebinders (x400)	101-148-727.00	430.14		
Friends Ofc Prod Whse Direct	34204	01/16/2014	019876I	ROD - Office Supplies	101-268-727.00	196.98		\$482.56
	34220	01/21/2014	019896I	FOC - Office Supplies	101-141-727.00	179.60		
	34280	01/27/2014	0038550	Office Supplies	296-663-727.00	105.98		
GBS Inc.	34245	01/21/2014	14-18070	MI Traffic Citations (x25)	205-315-755.00	261.94		\$261.94
Hi Tec Building Services	34267	01/30/2014	006720	January 2014 - Cleaning Services	101-265-801.00	1,410.00		\$1,410.00
HOTFLAME GAS COMPANY	34256	01/17/2014	121398-02	Maintenance Bldg at Shakey Lakes (x1)	208-751-744.00	163.23		\$163.23
J S ELECTRONICS, INC.	34242	01/14/2014	18088	Squad 5502 - Battery Maintenance	101-301-981.00	37.00		\$37.00
J.F. Ahern Company	34213	01/13/2014	196076	Annual Extinguisher Maintenance	101-265-801.00	255.65		\$756.31
	34246	01/15/2014	196077	Annual Maintenance - Extinguisher (x1)	205-315-755.00	500.66		
Joel Hensley, RN	34190	01/27/2014	Blood Draw	G.R. (1/24/14)	101-267-801.01	100.00		\$1,465.00
	34241	01/27/2014	January 2014	Nursing Services	101-301-770.01	1,365.00		
Juvenile Justice Assoc of MI	34283	01/27/2014	5399	Juvenile Justice Assoc of MI Memberst	296-663-860.00	45.00		\$45.00
Kelly, Herb	34289	01/27/2014	Reimbursement	Mileage - Transport of Juvenile (P.D.)	101-132-801.00	64.96		\$110.46
	34290	01/27/2014	5391	Transport of Juvenile (P.D.)	101-132-801.01	17.50		
	34290	01/27/2014	5391	Transport of Juvenile (P.D.)	101-132-801.00	28.00		
Kirby of Marinette	34218	01/22/2014	1725	Brushroll & Belt	101-265-755.01	27.99		\$27.99
Krienke, Doug	34253	01/22/2014	Reimbursement	December 2013 - Mileage	101-101-860.01	71.19		\$71.19
LENCA SURVEYING	34214	01/21/2014	14011	Remon Yr 2014 (1/13 - 1/21/14)	243-246-801.07	2,561.45		\$2,561.45
M & M Business Machines	34209	01/15/2014	890694	Repair Calculator - Treasurer's Office	101-253-728.00	24.00		\$24.00



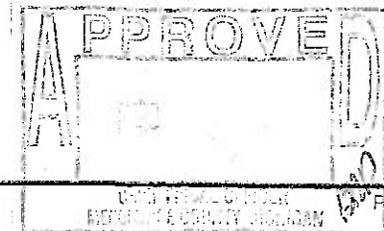
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepChk	Claim Total
Bank Account: General								
Manpower								
	34291	01/26/2014	26659556	Week Ending 1/26/14 (Regina Mistark)	215-141-705.00	191.16		\$822.51
	34292	01/26/2014	26662146	Credit Memo (Regina Mistark)	215-141-705.00	-4.05		
	34295	01/26/2014	26653230	Week Ending 1/26/14 (Kelly Hofer)	256-277-705.00	157.50		
	34295	01/26/2014	26653230	Week Ending 1/26/14 (Kelly Hofer)	101-263-704.00	477.90		
Mastercard								
	34228	01/12/2014	Credit Card	Superior Touchless	101-301-981.00	8.00	*	\$747.76
	34228	01/12/2014	Credit Card	Walters TV HDW & Lumber	101-301-755.00	72.04	*	
	34228	01/12/2014	Credit Card	Superior Touchless	101-301-981.00	8.00	*	
	34228	01/12/2014	Credit Card	International Police Work	101-301-881.01	45.00	*	
	34228	01/12/2014	Credit Card	Some's Uniforms	101-301-755.00	349.50	*	
	34228	01/12/2014	Credit Card	Intelius.Com	101-301-727.00	19.95	*	
	34228	01/12/2014	Credit Card	Helens Kitchen	101-301-860.00	17.22	*	
	34228	01/12/2014	Credit Card	Chula Vista Resort	101-301-860.00	78.05	*	
	34228	01/12/2014	Credit Card	CodeBlue	101-301-881.01	150.00	*	
Menards - Marinette								
	34197	01/24/2014	44405	Bar Clamp	101-265-931.00	58.44		\$170.97
	34198	01/24/2014	44404	Titebond (gallon)	101-265-755.00	15.45		
	34216	01/17/2014	43859	Building/Maintenance Supplies for Jail	101-265-930.01	9.94		
	34224	01/21/2014	44114	Swiffer Wet Jet Cleaner (x3)	101-265-801.00	13.38		
	34225	01/21/2014	44113	Filters, Humidifier Treatment, Coupling,	101-265-755.00	48.80		
	34259	01/17/2014	43861	District Court Security	101-103-970.10	24.96		
MENOMINEE COUNTY TREASURER								
	34199	01/17/2014	Plat Books	Register of Deeds (x2)	101-268-727.00	70.00		\$70.00
MILLERS ACTION OFFICE SUPPLY I								
	34205	01/17/2014	0099033-001	Credit Memo - Cash Register Tape	101-215-727.00	-2.00		\$320.64
	34206	01/15/2014	0098969-001	Office Supplies - Clerk's Office	101-215-727.00	208.45		
	34207	01/17/2014	0099034-001	District - Replacement Stamp Pad	101-136-727.00	4.99		
	34215	01/20/2014	0099078-001	911 - Office Supplies	266-325-727.00	109.20		
MOORE MEDICAL CORP								
	34240	01/21/2014	980472101	Inmate Medical Supplies	101-301-770.01	490.85		\$490.85
Office Depot, Inc.								
	34221	01/15/2014	694035091001	Annex - Office Supplies	101-261-727.00	27.16		\$96.32
	34222	01/15/2014	694035001001	Annex - Office Supplies	101-261-727.00	20.60		
	34223	01/15/2014	694035092001	Annex - Office Supplies	101-261-727.00	35.03		
	34263	01/06/2014	691042190001	Admin - Pen (x12)	101-172-727.00	13.53		
Pan-O-Gold Baking Co.								
	34237	01/14/2014	00040683401413	Inmate Groceries	101-301-770.00	29.26		\$51.66
	34238	01/07/2014	00040683400709	Inmate Groceries	101-301-770.00	22.40		
PHDM								
	34227	01/22/2014	42951	Court Ordered Testing (T. H.)	101-131-807.00	94.00		\$94.00
Physio-Control Inc.								
	34247	01/10/2014	114081639	Assembly Battery Replacement Kit (x2)	205-315-934.01	574.80		\$574.80
PrintersPlus!								
	34254	01/28/2014	12966	Treasurer's Envelopes (x1000 & x500)	101-253-727.00	97.50		\$427.50
	34266	01/28/2014	12963	Judgement of Sentence / 4 Part (x1000)	101-136-727.00	330.00		



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
PUBLIC HEALTH, DELTA-MENOMINEE - 2920 COLLEGE AVE								
	34284	01/27/2014	5400	2014 Drug Awareness Conference Fee	296-663-860.00	25.00	*	\$75.00
	34285	01/27/2014	5401	2014 Drug Awareness Conference Fee	296-664-860.00	25.00	*	
	34286	01/27/2014	5402	2014 Drug Awareness Conference Fee	296-665-860.00	25.00	*	
Quill Corporation								
	34193	01/22/2014	8935508	PA - Office Supplies	101-267-727.00	42.99		\$416.57
	34208	01/13/2014	8630534	PA - Office Supplies	101-267-727.00	194.08		
	34211	01/15/2014	8723880	PA - Office Supplies	101-267-727.00	33.98		
	34230	01/14/2014	8675786	Sheriff Department - Office Supplies	101-301-727.00	145.52		
REDWOOD TOXICOLOGY LABORATORY								
	34281	01/27/2014	007198201312	Drug Testing	296-668-835.00	70.00		\$70.00
Reinhart Foodservice								
	34235	01/23/2014	220485	Inmate Groceries	101-301-770.00	895.66		\$1,923.42
	34236	01/14/2014	219077	Inmate Groceries	101-301-770.00	1,027.76		
Salfai, Sharon								
	34275	01/21/2014	5388	Transcript (Lesperance/Lesperance)	101-132-806.00	19.25		\$19.25
Sherwin Williams Company								
	34194	01/22/2014	9887-3	Jail Floor Paint	101-265-930.01	42.59		\$42.59
Smogoleski, Jim								
	34287	01/27/2014	5403	Association Dues (Dawn Dennis-Rulear	101-132-802.00	40.00		\$40.00
Standard Insurance Company								
	34189	01/28/2014	February 2014	Life Insurance Premium	101-101-713.00	20.70		\$209.30
	34189	01/28/2014	February 2014	Life Insurance Premium	101-132-713.00	6.32		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-136-713.00	11.50		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-141-713.00	9.20		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-148-713.00	0.58		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-215-713.00	11.50		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-172-713.00	4.60		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-261-713.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-267-713.00	9.20		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-268-713.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-253-713.00	6.90		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-257-713.00	4.60		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-265-713.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-301-713.00	48.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-682-713.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	101-103-713.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	271-790-713.00	9.20		
	34189	01/28/2014	February 2014	Life Insurance Premium	296-663-712.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	296-664-713.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	296-665-713.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	208-751-713.00	4.60		
	34189	01/28/2014	February 2014	Life Insurance Premium	205-316-713.00	2.30		
	34189	01/28/2014	February 2014	Life Insurance Premium	205-315-713.00	23.00		
	34189	01/28/2014	February 2014	Life Insurance Premium	266-325-713.00	16.10		
	34189	01/28/2014	February 2014	Life Insurance Premium	266-326-713.00	2.30		



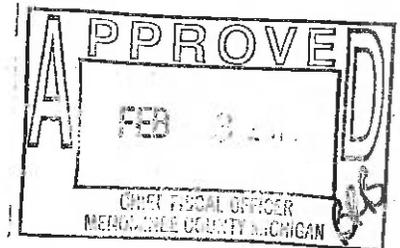
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
STEPHENSON MARKETING COOPERATI								
	34244	12/31/2013	015579	December 2013 Gasoline Charges (Ro	205-315-742.00	2,545.34		\$2,763.02
	34261	12/31/2013	023851	Parks - December 2013 Charges	208-751-742.00	97.08		
	34265	12/31/2013	462643	December 2013 Charges	208-751-755.02	57.35		
	34265	12/31/2013	462643	December 2013 Charges	208-751-742.00	63.25		
Superior Fire Safety								
	34234	01/19/2014	251	Annual DOC Jail Fire Safety Inspection	101-301-770.00	408.00		\$408.00
Time Warner Cable								
	34269	01/18/2014	10404 700185701 000	January 25 - February 24, 2014	101-103-351.01	337.45		\$337.45
TWIN CITY ELECTRIC, Inc.								
	34257	01/22/2014	78804	Assist in Connections from OH to UG F	101-103-970.00	102.00		\$102.00
U.E.S. COMPUTERS, INC.								
	34262	01/15/2014	66808	Battery Backup & Surge Protector	101-103-857.00	69.00		\$69.00
U.S. Bank Equipment Finance								
	34243	01/14/2014	245105812	Konica Copier at Sheriff Department	205-315-727.00	61.37		\$207.89
	34260	01/16/2014	245235072	Konica Bizhub 423 Copier	101-172-942.00	146.52		
Valenti, Susan F.								
	34212	12/18/2013	M13-3608-FH	Transcripts	101-131-806.00	42.30		\$42.30
Vangent, Inc.								
	34233	01/14/2014	80061743	29th Ed Reid Internet w/Books	101-301-770.00	126.00		\$126.00
Verizon Wireless								
	34229	01/01/2014	9717591059	Cellular Services (Dec 2 - Jan 1, 14)	101-265-850.01	85.11		\$916.94
	34229	01/01/2014	9717591059	Cellular Services (Dec 2 - Jan 1, 14)	101-301-850.00	467.04		
	34229	01/01/2014	9717591059	Cellular Services (Dec 2 - Jan 1, 14)	101-426-850.00	61.72		
	34229	01/01/2014	9717591059	Cellular Services (Dec 2 - Jan 1, 14)	101-682-850.00	32.46		
	34229	01/01/2014	9717591059	Cellular Services (Dec 2 - Jan 1, 14)	205-315-850.00	269.91		
	34229	01/01/2014	9717591059	Cellular Services (Dec 2 - Jan 1, 14)	266-325-850.00	0.70		
WISCONSIN PUBLIC SERVICE CORP - 700 N. Adams Street								
	34258	01/17/2014	0402047856-00005	Kleinke Park Electrical	208-751-920.01	41.41		\$148.23
	34270	01/24/2014	0402047856-00006	Stoney Point Street Lighting	208-751-920.01	33.26		
	34272	01/24/2014	1268359703-00000	Bailey House	208-751-920.01	31.52		
	34272	01/24/2014	1268359703-00000	Kleinke Street Lighting	208-751-920.01	29.30		
	34272	01/24/2014	1268359703-00000	Bailey Street Lighting	208-751-920.01	12.74		
WORMWOOD, DEBRA								
	34191	01/26/2014	Reimbursement	3 x 4 Utility Mat (from Menards)	266-325-755.00	14.99		\$14.99
Total Amount for Bank Account: General								\$27,275.01



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Friends Ofc Prod Whse Direct	34300	01/30/2014	019973I	ROD - Office Supplies	101-268-727.00	214.88		\$214.88
MILLERS ACTION OFFICE SUPPLY I	34298	01/29/2014	0099318-001	Treasurer's - Office Supplies	101-253-727.00	50.52		\$50.52
Nelson, John R.	34303	01/28/2014	Reimbursement	Mileage - January 2014	101-101-860.11	252.00		\$252.00
Northern Star Pathology, PC	34301	01/24/2014	1/24/14	Morgue Use - OSF (B. Anderson)	101-648-836.00	250.00		\$900.00
	34302	01/24/2014	1/24/14	Autopsy - B. Anderson	101-648-836.00	650.00		
Pacific Bulletproof Co.	34305	11/11/2013	22008-1	PO# 02869 - Clerk's Window & District	101-103-970.10	4,787.50		\$13,973.00
	34306	11/11/2013	22008-2	PO# 02870 - District Window & Door	101-103-970.10	4,787.50		
	34307	11/11/2013	22008-3	PO# 02871 - PA & District Window & D	101-103-970.10	4,398.00		
Pathways Substance Abuse Serv.	34297	01/31/2014	Tax	Convention & Tourism Tax	101-601-835.01	13,456.00		\$13,456.00
Ronald K. Mueller, DDS	34299	12/06/2013	21006	Dental Work - <i>Veteran</i>	294-683-835.00	1,758.00		\$1,758.00
Schei, Larry	34304	01/31/2014	Reimbursement	Mileage - January 2014	101-101-860.04	76.72		\$76.72
Total Amount for Bank Account: General								\$30,681.12



**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>Miscellaneous Boards/Committees/Commission Reports</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous reports discussed at the 2.11.2014 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 2.11.2014 County Board meeting	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY BUILDING CODE DEPARTMENT

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

## MONTHLY BUILDING PERMIT REPORT

02/03/2014

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P12988-14	01/08/14	HEIDEN TERRANCE & KATHRYN	N8745 HWY 41	STEPENSON TWP.	\$149.00
Work: 11.COMMERCIAL		16X30 ADDITION (ROOF ONLY)			014-114-007-75
P12989-14	01/29/14	HOOKER JAMES & JANICE	N9154 DUNKAS RD A-3	CEDARVILLE TWP.	\$185.88
Work: 3.GARAGE		30X42 STORAGE BUILDING WITH 6X42 LEANTOO			001-550-011-00

**Total Permits**

**2**

**Total Fees**

**\$334.88**

# Menominee County Parks and Recreation Committee

## Meeting Minutes

November 4, 2013

The meeting was called to order at 5:00 pm by Bob Desjarlais at the Stephenson Annex, Menominee County, MI on November 4, 2013.

Reporting for roll call was: Bob Desjarlais, Ruby Ivens, Vola Bleile, County Administrator Brian Bousley, and County Commissioner Charlie Meintz. Gail Jerzyk, Glenn Cody and County Commissioner James Furlong were excused from the meeting. There was a quorum present to conduct the meeting.

**Approval of agenda:** A motion was made by Charlie and seconded by Vola. The motion carried.

**Minutes:** A motion was made by Ruby to approve the minutes from the last meeting that was seconded by Bob. The motion carried.

**Public Comment:** None

### Business:

- a. **Park Ranger / Park Manager Updates:** Brian reported all the water has been shut off in the parks, but camping will still be allowed until the snow becomes too heavy. The Park Rangers have been pushing for the paving of the lot around the bathhouse.
- b. **Monthly Budget Review:** Brian distributed copies of the latest budget for the board's examination and comment. The adjusted pre-audit figure for the 2012/2013 Fiscal Year shows it cost about \$32,592 to run the county parks during the past FY. The current fund balance is \$62,603.23 and increase of roughly \$25,000 due to being under budget in expenditures in the 2012/2013 FY. The fund balance will be used to pay for the electrical upgrade to the park from Alger -Delta (\$20,000) and the remaining funds would proposed to be used for electrical upgrading of Shakey Lakes Park sites.
- c. **Park Projects / Grants:** Brian reported River Park Development Grant from the MDNR has a resolution needed for the acceptance of the funds and over the winter all the preplanning, bid documents and bids will be set up to complete the project in spring. The grant has a completion deadline of March 2015. The Stoney Point Boat Launch Grant is being reviewed by the DNR. Status of the grant (awarded or not) should be know by mid December.
- d. **Lease Program/Camping Update:** Brian had drawn up two changes to the lease program policy and procedures. The first states that all leases of 6,5,4,3 and 2 months at Kleinke Park would start either on the 1<sup>st</sup> or the 15<sup>th</sup> of month. The 1 month season could be for any time. The second addition stated: "In order to receive the County Resident Rate the leasee must maintain permanent residency within Menominee County." Brian will place the two changes on the County Board agenda.

- e. **Meeting Fees/Meeting Schedule:** A motion was made by Ruby to set the meeting fees at \$50.00 per meeting. The motion was seconded by Vola. The motion passed unanimously. The committee also wanted to keep the monthly meeting schedule.
- f. **Concessionaire Agreement:** The current contract for the concession stand at Shakey Lakes will expire April 30, 2014. The new owners had their first season this past summer and are willing and eager to come back and continue to be operators. Bob had commented on the all the good comments he had received from park patrons on the service and good food at the concession stand. Brian will prepare a new contract for the concession stand lease (the county owns the property but not the buildings of the concession stand). An annual fee of \$600.00 will be paid by the concessionaire to Menominee County as a lease payment. A concern in the contract was raised by Ruby and Vola. Within the current contract the Concessionaire/Lessee shall at all time during the term of this agreement, maintain liability insurance at a minimum of \$100,000/\$300,000. The committee felt the liability insurance should be raised to \$500,000 to \$1,000,000. Brian will contact the current operators, Tammy and Brian Baldwin and discuss the increase in liability insurance and bring back the contract to the committee.

**Correspondence:** None

**Any Other Items Members Wish to Present:** none

**Public Comment:** none

Ruby offered a motion to adjourn that was seconded by Charlie. The meeting was adjourned at 5:45 pm.

*Approved 2/3/14*

**Menominee-Delta-Schoolcraft  
Community Action Agency**

**GOVERNING BOARD MEETING  
Thursday, November 7, 2013  
1:30 p.m. (EST)**

**MINUTES**

The meeting was called to order at 1:30 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Doug Krienke, Menominee  
Ken Bryant, Schoolcraft  
Omer Doran, Schoolcraft  
Myra Croasdell, Delta  
Walter Multerer, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Karen, Wigand, Delta  
Gil Vandenhouten, Menominee  
Julie Moberg, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord,, Executive Director  
Pat Johnson, CAA Receptionist  
Kris Thibeault, Finance Director  
Joe Dehlin, Weatherization Director  
Mary Bunnin, FGP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Dan LaFolle, excused  
Tom Lippens, excused  
Cathy Mercier, excused  
John Stapleton, excused  
Mari Negro, excused  
Susan Phillips, excused  
Dave Moyle  
Dave Anthony

**ACCEPTANCE OF OCTOBER 10, 2013 GOVERNING BOARD MINUTES**

Members were mailed a draft of the October 10, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM DOUG KRIENKE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Julie Moberg who reported that the Finance Committee reviewed the CAA September Accounts Payable Schedule and recommends its approval. **KEN BRYANT MOVED TO ACCEPT THE SEPTEMBER ACCOUNTS PAYABLE SCHEDULE, KEN PENOKIE SUPPORTED THE MOTION; MOTION CARRIED.** The Finance Committee reviewed the CAA October Accounts Payable schedule and recommends its approval. **OMER DORAN MOVED TO ACCEPT THE OCTOBER ACCOUNTS PAYABLE SCHEDULE, SUPPORTED BY KEN BRYANT; MOTION CARRIED.** The Finance Committee reviewed the CAA September credit card statement and found

the charges to be reasonable and accurate. The Finance Committee tabled the proposed changes to the Financial Procedures Manual until the next meeting. **(See Attachment "A")**

#### ACCEPTANCE OF ECP MONTHLY REPORT

Members were mailed a copy of the ECP monthly report for their review **AND IT WAS ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

#### APPROVAL OF BOARD MEETING SCHEDULE FOR 2014

Members received a copy of the proposed Board Meeting schedule for 2014. Mr. Penokie asked the Executive Director how many times a year the Board is required to meet and if members have ever considered meeting every other month? Mr. Dubord responded CAA requires six meetings per year. Presently we hold ten meetings a year because there is very little activity during a couple of months. Six meetings a year may not work real well whereas often financial or other issues arise which requires Board action. After some discussion it was determined to eliminate the December meeting. **THE BOARD CHAIR ASKED THAT THE BOARD MEETING SCHEDULE FOR 2014 BE APPROVED WITH THE ELIMINATION OF THE DECEMBER MEETING. MR. DORAN MOVED TO APPROVE THE BOARD MEETING SCHEDULE WITH THE ELIMINATION OF THE DECEMBER MEETING; MR PENOKIE SECONDED THE MOTION. MOTION CARRIED. THERE WAS ONE NAY. MOTION CARRIED**

#### ACCEPTANCE OF RESIGNATION OF BETH PLETCHER

Board members were given a copy of Beth Pletcher's resignation letter. She has accepted a position with the City of Menominee which makes it impossible for her to attend the Board Meetings. **KEN PENOKIE MADE A MOTION TO ACCEPT BETH PLETCHER'S RESIGNATION, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.** Mr. Dubord stated Beth was appointed by Menominee County. A letter will be sent notifying them of the vacancy and a letter to Beth thanking her for the time she served on the Board

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director stated every other year we hold an all staff training. This year it is scheduled for December 6<sup>th</sup> at the Island Resort Convention Center. Mr. Dubord extended an invitation to all the Board members and welcomes their attendance. If you would like to attend please call your reservation in to Cathy Pearson no later than November 27<sup>th</sup>.

The Executive Director requested that due to the work involved with the Dec. 6<sup>th</sup> workshop, the December 5<sup>th</sup> Governing Board meeting be either rescheduled or cancelled. **KEN PENOKIE MADE A MOTION TO CANCEL THE DECEMBER 5<sup>TH</sup> GOVERNING BOARD MEETING, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.** A Finance Committee meeting will be scheduled sometime in December.

Ms. Wigand stated she met with Bill to review his yearly evaluation as Executive Director. She reported the majority of the comments stated that he was an outstanding administrator with

approximately only two being satisfactory. Comments included he is thoughtful, positive and thorough in his job performance along with being a trusted and valued director. Bill thanked the Board for their thoughtful comments and trust.

Mr. Dubord reported the Early Childhood Program year ended Oct. 31<sup>st</sup>. Last year ECP staff did not receive a raise due to budget constraints. There was enough funding remaining this year to give ECP employees a well deserved raise, to complete some computer upgrades and purchase some discretionary materials for programs. The raise authorized by the board at the October meeting, was very much appreciated by staff.

The Executive Director and ECP Director are in the midst of negotiations with the Union Bargaining unit. All is going well so hopefully Nov. 11<sup>th</sup> will be the last meeting. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY KEN BRYANT; MOTION CARRIED.**

#### **PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business to come before the board.

#### **ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 1:45 P.M. WITH A MOTION FROM PASTOR LEVIN, SUPPORTED BY OMER DORAN; MOTION CARRIED**

**THE NEXT MEETING IS JANUARY 9, 2014 AT 1:30 P.M.**

Respectfully submitted,

\_\_\_\_\_  
Ken Bryant, Secretary

THE FINANCE COMMITTEE HAS REVIEWED THE SEPTEMBER 2013 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	150,121
EARLY HEAD START		59,475
EARLY-ON CHILDHOOD		563
GSRP		5,104
ASSET & LIABILITY ACCOUNTS		55,174
TOTAL	\$	<u>270,436</u>

SIGNED Julie Mobers  
(TREASURER)

DATE 11-7-13

**Menominee-Delta-Schoolcraft  
Human Resources Authority**

**GOVERNING BOARD MEETING  
Thursday, November 7, 2013  
1:45 p.m. (EST)**

**MINUTES**

The meeting was called to order at 1:45 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance: -

**MEMBERS PRESENT**

Doug Krienke, Menominee  
Ken Bryant, Schoolcraft  
Omer Doran, Schoolcraft  
Myra Croasdell, Delta  
Walter Multerer, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Karen, Wigand, Delta  
Gil Vandenhouten, Menominee  
Julie Moberg, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

William Dubord,, Executive Director  
Pat Johnson, CAA Receptionist  
Kris Thibeault, Finance Director  
Joe Dehlin, Weatherization Director  
Mary Bunnin, FGP Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Gerri Nelson, excused  
Dan LaFoilie, excused  
Tom Lippens, excused  
Cathy Mercier, excused  
John Stapleton, excused  
Mari Negro, excused  
Susan Phillips, excused  
Dave Moyle  
Dave Anthony

**ACCEPTANCE OF OCTOBER 10, 2013 GOVERNING BOARD MINUTES**

Members were mailed a draft of the October 10, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Julie Moberg who reported that the Finance Committee reviewed the HRA September Accounts Payable Schedules and recommends their approval. **OMER DORAN MOVED TO ACCEPT THE SEPTEMBER ACCOUNTS PAYABLE SCHEDULES, KEN BRYANT SUPPORTED THE MOTION; MOTION CARRIED.** The Finance Committee reviewed the HRA October Accounts Payable schedules and recommends their approval. **KEN BRYANT MOVED TO ACCEPT THE OCTOBER ACCOUNTS PAYABLE SCHEDULES, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.** The Finance Committee reviewed the HRA September and October credit card

statements and found the charges to be reasonable and accurate. The Finance Committee tabled the proposed changes to the Financial Procedures Manual until the next meeting. **(See Attachment "A")**

#### **ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members received copies of the July/Aug. RSVP, Sept./Oct. SCP and 10/01/12 – 9/30/13 Senior Services reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM DOUG KRIENKE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

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

Member received copies of the following PAC minutes for their review: 9/26 (Delta) & 10/28/13 (Menominee) Foster Grandparent Program PAC minutes; 9/30/13 (Delta) Senior Companion Program PAC minutes; 9/10 (Men./Marinette) & 10/16/13 (Delta) Retired & Senior Volunteer Program PAC minutes; 4/16 & 7/18/13 (Esanaba), 9/25/13 (Gladstone) & 10/14/13 (Mid-County) Senior Citizen Program PAC minutes. There were no question or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM GIL VANDENHOUTEN, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

#### **APPROVAL OF BOARD MEETING SCHEDULE FOR 2014**

Members received a copy of the proposed Board Meeting schedule for 2014. After some discussion it was determined to eliminate the December Board meeting. **MR. DORAN MOVED TO APPROVE THE BOARD MEETING SCHEDULE WITH THE ELIMINATION OF THE DECEMBER BOARD MEETING; MR. PENOKIE SECONDED THE MOTION; MOTION CARRIED. THERE WAS ONE NAY.**

#### **ACCEPTANCE OF RESIGNATION OF BETH PLETCHER**

Board members were given a copy of Beth Pletcher's resignation letter. She has accepted a position with the City of Menominee which makes it impossible for her to attend the Board Meetings. **OMER DORAN MADE A MOTION TO ACCEPT BETH PLETCHER'S RESIGNATION, SUPPORTED BY WALTER MULTERER; MOTION CARRIED.** Mr. Dubord stated Beth was appointed by Menominee County. A letter will be sent notifying them of the vacancy and a letter to Beth thanking her for the time she served on the Board.

#### **ACCEPTANCE OF FUEL ASSISTANCE FUNDS FROM MCAA & DHS**

Mr. Dubord reported DHS received the contract for LIHEAP Deliverable Fuel Funds. From this contract CAA is eligible for \$219,000 with 8% being used to cover admin. costs. Board approval is needed to apply for this LIHEAP funding. **KEN BRYANT MADE A MOTION AUTHORIZING COMMUNITY ACTION AGENCY TO APPLY TO DHS FOR \$219,000 IN LIHEAP DELIVERABLE FUEL ASSISTANCE. PASTOR LEVIN SUPPORTED THE MOTION; MOTION CARRIED.**

Mr. Dubord explained most metered utility bills have a 2% surcharge attached. This year \$50 million dollars was attained from this surcharge. Michigan CAA's were granted \$7 million dollars out of this \$50 million. Our agency allocation will be \$55,000 which will be used to aid clients in need of

metered utility assistance. Both the City of Escanaba and Gladstone opted not to participate with this surcharge. It will have to be verified if residents of Escanaba and Gladstone will be eligible for this assistance. **KEN PENOKIE MADE A MOTION AUTHORIZING CAA TO APPLY FOR MCAAA FUNDS IN THE AMOUNT OF \$55,000 IN METERED UTILITY ASSISTANCE. KEN BRYANT SECONDED THE MOTION; MOTION CARRIED.** The guidelines for these funds are still being developed.

### UP COMMUNITY ACTION NETWORK UPDATE

The Executive Director explained the U.P. Community Action Network is still in the organizational stages. The six U.P. CAA's are working on developing a set of by-laws, searching for a director and board members and just doing a lot of brainstorming. Karen Wigand will represent the Board along with the Executive Director at UPCAN's organizational meeting.

### EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on the Executive Director who reported the agency had a very successful year and fund balances as a whole will increase. The Personal Care Program did especially well.

HRA year end reports have been closed out and Kris Thibeault, Finance Director, is in the process of closing out CAA. Ms. Thibeault is scheduled to attend a WIPFLi training session in mid-December.

Mr. Dubord informed the Board he will not be renewing the lease on the parking lot located across the road from the agency. Last year the rent and snow removal exceeded \$10,000. Parking space has been secured at the Escanaba Daily Press parking lot for staff. If Board members deem there are not enough parking spaces available on Board meeting days, the meetings can be moved to the Civic Center. **KEN BRYANT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.**

**MR. DUBORD WISHED EVERYONE A HAPPY THANKSGIVING AND CHRISTMAS HOLIDAY SEASON.**

### PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business to come before the Board.

### ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 2:20 P.M. WITH A MOTION FROM KEN BRYANT, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

**THE NEXT MEETING IS JANUARY 9, 2014 AT 1:30 P.M.**

Respectfully submitted,

\_\_\_\_\_  
Ken Bryant, Secretary

THE FINANCE COMMITTEE HAS REVIEWED THE OCTOBER 2013 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	185,140
EARLY HEAD START		61,230
EARLY-ON CHILDHOOD		590
GSRP		37,299
ASSET & LIABILITY ACCOUNTS		37,044
TOTAL	\$	<u>321,303</u>

SIGNED *Lulu Makers*  
(TREASURER)

DATE 11-7-13

## MINUTES

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

**Executive / Finance Committee Meeting, 12 / 12 / 2013 - 4:00 p.m.**

MEMBERS PRESENT: Jason Lauzer, Nick Lakari, and Ted Sauve  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Airport Manager - Tony Krysiak; Jeff LaFleur - Maintenance  
Lineman; Larry Barker - Menominee Township Trustee

**1. Call to order**

Chair Lauzer called the meeting to order at 4:00 p.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

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

**5. Public comment - Limited to 5 minutes on agenda items, only.**

None

**6. Approve / Amend Minutes of November 12, 2013, action, if any.**

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

**7. Discuss / consider Enstrom Lease Amendments. Action, if any.**

All information / data has been gathered to write necessary amendments to the Enstrom Lease. The amended document is expected to be completed and ready for review by the Commission on December 17, 2013. No action taken.

**8. User Study. Action, if any.**

Numerous reviews of the draft User Study are in progress. Projected cost saving figures portrayed in Appendix D have been questioned, previously unreported local wind conditions will be reviewed, and the proposed shortening of runway (14/32) is being reevaluated. Engineering consultant, Mead & Hunt, will assist with the review. Further discussion / evaluation will occur during the December 17, 2013 Commission meeting.

**9. Insurance Bidding - Discussion**

Mr. Krysiak explained that underwriters will not provide quotes outside of a 30-day window. Attempts will be made to secure additional competitive bids in January 2014. A special Commission meeting may be necessary in February 2014 to accommodate

insurance renewal timelines. No action taken.

**10. November Financials**

Questions were raised, and answers were provided for three check detail entries. Motion (Lakari / Sauve) to recommend the Commission approve payment of checks numbered 12875 through 12896 in the amount of \$18,790.55. Motion carried.

**11. Public Comment**

None

**12. Future Agenda Items**

None

**13. Schedule Next Meeting**

After the Commission reorganizes in January 2014, an Executive Committee will be reestablished.

**14. Adjourn**

Motion ( Sauve / Lakari ) to adjourn at 4:56 p.m. Motion carried.

Respectfully submitted,  
Nick Lakari

Date approved/corrected:

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Medical Examiner Position</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>No</b>
<b>SUMMARY:</b>	
<p>The County Medical Examiner will be resigning as of March 1, 2014. Administration has placed advertisements in the newspapers for a replacement. As of date there have been no applications/proposals received. We are accepting them until Feb. 21, at noon. Any applications received will be sent to the commissioners prior to the meeting.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

## REQUEST FOR PROPOSALS

### I. Intent of R.F.P

The intent of this process is to provide Menominee County with medical examiner services. The current Medical Examiner will resign as of March 1<sup>st</sup>, 2014

### II. Service Required

To administer: Act 181 of 1953, County Medical Examiners

### III. General Requirements

The proposal shall include the following:

1. Name, address and phone number
2. List of qualifications
3. Price of services
4. Your availability to respond to request for services.
5. Reason why you believe you should be selected

### IV. General Information

Proposals are due **February 21, 2014 at 12:00 noon.**

Questions regarding the R.F.P. are to be directed to:

Brian Bousley, County Administrator  
839 10th Avenue  
Menominee, MI 49858  
Phone: (906) 863-7779

Send proposals to name and address listed above.

Final selection of a Medical Examiner will be based on the following factors.

1. Price
2. Response to Proposal Requirements
3. Quality of Services
4. Reputation
5. Any Other Relevant Factor

### V. Summary

This R.F.P. is designed to obtain Medical Examiner services. The information contained in this R.F.P. shall enable prospective provider to provide Menominee County a detailed and comprehensive proposal.

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Creation of position in Equalization Department</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes – Opinion from Dan Hass</b>
<b>SUMMARY:</b>	
<p>On January 7<sup>th</sup> a consensus of the County Board was to send the discussion of creating a position in the Equalization Dept. to the Personnel Committee to begin the process of creating a job description and sending it to MGT for an evaluation and DMG wage classification. Discussion is necessary.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**WILLIAM G. MERKEL**  
Assistant Prosecutor

**GAIL M. SVINICKI**  
Investigator



**TONI ERDMAN**  
Legal Staff

**DANA L. COLE**  
Legal Staff

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

December 23, 2013

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

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

RE: Staff Appraiser Position

Dear Administrator Bousley:

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

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

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

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

Administrator Bousley  
December 23, 2013  
Page 2

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

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

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

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

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

Sincerely,



Daniel E. Hass  
Menominee County Prosecuting Attorney

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Request for Proposals – Jail Food Service</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
The Cook in the Sheriff Dept will be retiring in May. Discussions with the Sheriff Dept. concluded with trying to outsource for services. A copy of the RFP is included in this packet.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY JAIL  
REQUEST FOR PROPOSALS (RFP)  
Inmate Food Service and Management of Kitchen(s)**

**1. INTRODUCTION**

Menominee County Sheriff's Office is requesting sealed proposals for the provision of furnishing food service to include inmate and staff feeding seven days a week and program support services for a maximum population of 60 inmates. The contract period will be for one (1) year commencing on 06/01/2014 with an option for the County, at its discretion, to extend the contract for additional one year terms. The address of the current facility is:

Menominee County Sheriff Department  
831 10<sup>th</sup> Avenue  
Menominee, Michigan 49858

Current Average Daily Population: 33

**2. BIDDING PROCESS**

<b>EVENT</b>	<b>DATE</b>	The following is a schedule of events concerning the bid process:
Distribution of Bid Packets (from: Lt. Roxanne Drust)	<u>02/24/14</u>	
Mandatory Pre-Bidders Conference (Tour of Kitchen Available) Menominee County Sheriff Department 831 10 <sup>th</sup> Avenue Menominee, Michigan 49858 Please call Menominee County Jail Lt. Roxanne Drust (906) 863-4441 Ext. 305 By <u>03/14/14</u> if you will be attending	<u>03/10/14</u> 10:00 AM	
Bids Due (at: Menominee County Administrator's Office) 839 10 <sup>th</sup> Avenue Menominee, Michigan 49858	<u>03/24/14</u> 2:00 PM	

A complete original and three (3) exact duplicate copies of the sealed proposals, evidencing the name and address of the proposer.

**\*\* PLEASE MARK YOUR ENVELOPES: Inmate Food Service**

Scaled proposals must be received not later than 2:00 p.m., 03/24/14, at the address set forth above. Proposals received after 2:00 p.m. 03/24/14 will not be considered.

The bid is to be completed in legible form. Any additional written material such as professional records, certifications, etc., your company thinks important, may be attached and submitted to augment the data. The bidder must initial any corrections.

NO FAXED OR E-MAILED DOCUMENTS WILL BE ACCEPTED.

Questions regarding bid specifications shall be directed to the following individual:

Lt. Roxanne Drust [rdrust@menomineeco.com](mailto:rdrust@menomineeco.com)

**3. RESERVATION OF RIGHTS**

The Menominee County Sheriff's Office reserves the right to reject and refuse any and all proposals, to award the agreement to other than the low proposal, to award separate agreements for separate parts of the services required, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general to make award in the manner as determined to be in the County's best interest and its sole discretion.

**4. RESPONSIVE PROPOSALS**

Companies are expected to examine the RFP requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all information requested herein. The person signing the proposal must initial all erasures or other changes. If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP, he/she is advised to call and have the portion in question clarified.

**5. CHANGES AND ADDENDA TO BID DOCUMENTS**

Each change or addendum issued in relation to the RFP will be on file in the Sheriffs Office. In addition, to the extent possible, copies will be mailed to each person registered as having received a RFP. It shall be the contractor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

## 6. TAXES, TERMS AND CONDITIONS

Menominee County is exempt from Federal Excise and State Sales Tax. The county's tax number is 38-6005907

Payment terms are Net 30 days upon receipt and acceptance.

## 7. METHOD OF AWARD

The award will be made to the vendor whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal. The price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal.

The County reserves the right to award this contract not necessarily to the vendor with the lowest price, but to the bidder that demonstrates the best ability to fulfill the requirements of the RFP. The successful vendor will be chosen based on the qualifications and selection criteria discussed in Section 12 of this proposal.

The successful vendor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Menominee County. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract. All bids will be reviewed and recommendations for a selection will be made to the Menominee County Sheriff's Office.

Menominee County reserves the right to reject any and all proposals for any reason in whole or in part received in response to this RFP. Menominee County will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

Vendors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful vendor, all vendors will be notified in writing of the selected firm.

## 8. WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No proposal may be withdrawn for at least 90 days after opening except the successful company whose prices shall remain firm for the entire contract period. In case of error by the bidder in making up a bid, the Menominee County staff may, by discretion, reject such a proposal upon presentation of a letter by the Bidder which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

## **9. INDEMNIFICATION AND HOLD HARMLESS**

The Contractor whose proposal is accepted must agree to the following indemnification and hold harmless responsibilities:

The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless its own employees and Menominee County will at its own expense, protect, defend, indemnify and hold harmless elected and appointed officers, employees and agents from all claims, damages, costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors or sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

## **10. EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relates to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the Contract.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status and religion.

## **11. INSURANCE REQUIREMENTS**

The Contractor whose proposal is accepted must meet and agree to maintain during the term of the contract the following insurance coverage requirements. All coverage's shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage's shall be with insurance carriers acceptable to the County.

A. The Contractor shall carry Worker's Compensation and Employer's Liability Insurance Coverage, as required by law. In the event that the Contractor uses subcontractors and sub-subcontractors for the performance of services required under this proposal, the Contractor shall ensure that said subcontractors and sub-subcontractors carry Worker's Compensation and Employer's Liability Insurance coverage, as required by law.

B. The Contractor shall be responsible for insuring all its tools and equipment and all materials which it may use and/or leave at the work site. The County shall not be responsible for any loss or damage to the Contractor's tools and materials.

C. The Contractor shall procure and maintain during the term of the contract Commercial General Liability Insurance on an "Occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence and/or aggregate combines single limit, for Personal Injury or Bodily Injury and \$2,000,000 per occurrence and/or aggregate for Property Damage.

D. If any of the above coverage's expire during the term of the Agreement, the Contractor's insurer shall deliver renewal certification and/or policies to Menominee County at least thirty (30) days prior to expiration.

## 12. SELECTION CRITERIA

The primary criteria used in selecting a vendor will be as follows:

- A. The vendor's demonstrated experience and expertise in correctional facilities. Experience shall include current service in correctional facilities of similar size and volume, with at least three of said facilities in the state of Michigan, as well as experience of staff, district manager, transition team, and availability or alternative preparation sites that are in close proximity of the Menominee County Jail (sixty miles).
- B. The vendor's demonstrated ability to comply with American Correctional Association (ACA) standards for local detention facilities and to cooperate with Menominee County to attain ACA certification for food services. Vendors will indicate those facilities currently under contract that have attained accreditation as a result of their efforts.
- C. The price per meal proposed.
- D. Past history and references. Vendors shall include a listing of references with their proposals, indicating facility locations, name, and telephone number of facility contact person. The list should contain at least three (3) current references, preferably of a size comparable to or larger than Menominee County.
- E. The Vendor's preliminary Transition plan.

Submitted proposals will be reviewed by staff members from the Menominee County Sheriff's Office's Department. Vendors who are deemed, on a basis of selection criteria, fully qualified and best suited among those submitting proposals may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods, and all other relevant factors. Menominee County reserves the right to select a bidder based on the quality of the proposal – not necessarily the lowest bidder.

At the conclusion of discussions, the vendors will be ranked on the basis of selection criteria and final negotiations will be conducted with the vendor ranked first. If a satisfactory agreement can be reached, the contract shall be awarded to the vendor; otherwise, negotiations will be conducted with each subsequent vendor until a satisfactory contract can be established or until the determination is made that the rejection of all proposals is in the best interest of Menominee County.

### 13. QUALIFICATIONS OF BIDDER

To be considered for award of this contract, the vendor must meet the following minimum qualifications:

- A. The vendor must be organized for the purpose of providing institutional and/or volume food service and must have five (5) years previous correctional feeding experience with proven effectiveness in administering large scale corrections food service programs.
- B. The vendor must have a proven ability for a contract start-up by 06/01/2014.
- C. The vendor must have qualified and trained staff with sufficient back-up personnel within close proximity and background checks submitted for each employee that will be in supervisory capacity at the Menominee County Jail.
- D. The vendor must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services. In addition, the vendor must have an alternate emergency preparation site in the surrounding area.
- E. The vendor shall submit a list of three (3) references, including name of institution, address, contact person and phone number.

### 14. PROPOSAL PACKAGE

Vendors must submit a response in the form of a proposal which includes the following sections:

- A. Completed Signature Page – *See attached, Page 1*
- B. References – *See attached, Page 2*
- C. Technical Proposal

This portion of the proposal must address each item listed below:

- 1. Introduction
  - a. Company Profile

- (1) Date organized to provide food service management in institutional and correctional facilities.
- (2) Corporate background and depth of support
  - number of employees
  - number of years doing business
- (3) Facilities currently accredited by State or Federal Accreditation Board
  - name of facility
  - accrediting agency – list all

b. Company achievements in providing correctional food service management.

2. Operational Requirements

All proposals must include a sample of operational skills and job descriptions for foodservice workers as well as inmate labor in the kitchen.

3. Pricing - on a per meal basis.

## 15. SCOPE OF SERVICES

Vendor shall undertake, perform, and complete the following:

- A. Kitchen Operations. Vendor shall be responsible for the overall operations of the kitchen within the Menominee County Jail. Specifically, Vendor shall be responsible for the following:
1. Plan, coordinate, handle, prepare and provide meals for the Jail's inmates. All menus and special diets shall meet the standards for adult holding and detention facilities as established by the American Correctional Association. The Jail Administrator will approve all menus prior to commencement. All meals served shall be in compliance with the most recent Recommended Daily Allowance for adult males as established by the National Academy of Sciences.
  2. Line operation supervision of trustee inmates. Inmates shall not supervise other inmates.
  3. Ensure that all meals are served at appropriate temperatures (140 degrees hot, 45 degrees cold), and in a manner that makes them palatable and visibly pleasing, complete with condiments (dressing, sugar, salt, pepper, and catsup or mustard, where appropriate).
  4. Employment of staff where appropriate.

5. Ensure there is a minimum of one (1) employee assigned to each shift.
6. Employees of Vendor assigned to work at the Jail shall submit to periodic health examinations as required by law. Vendor shall submit satisfactory evidence of compliance with all health regulations, including health examinations, to the County upon request.
7. The County will purchase all consumable paper supplies and chemicals which are required for food service operation. These supplies shall remain the property of the County.
8. Responsible for routine cleaning and housekeeping of food service preparation, services and storage areas, and shall on a continuing basis, maintain standards of sanitation required by State and local regulations. The County shall be responsible for removal of trash and garbage from the loading dock.
9. Meet requirements of all federal, state and local health standards and any other applicable standards.

B. Inmate Food Service.

1. Prepare and serve three (3) meals for each day of the calendar year. Meals are to be available at the times specified by the Sheriff or his/her designated representative.
2. The Sheriff or their designated representative shall provide the Vendor written confirmation of the number of meals required to be served for each meal prior to service of that meal.
3. Adhere to a four (4) or five (5) week menu, at the Vendor's discretion, approved by a registered dietician and accepted by the Sheriff.
5. Prepare special meals, approved by a registered dietician, as required by the Jail Medical Section and communicated through the Sheriff including, but not limited to, medical and religious meals.
6. Provide daily meals to staff as requested and at a cost per meal mutually agreed upon between the Sheriff's Office and the Vendor.
7. Provide catered meals for special Menominee County events as determined by the Sheriff's Office, with not less than seventy-two (72) hours notice. The cost per meal shall be mutually agreed upon between the Sheriff and the Vendor.

8. Vendor shall make fullest use of the donated commodities when available, wholesome, and appropriate for menu purposes. Vendor may refuse acceptance of any such commodities which are contaminated or in excessive amounts. The utilization/control of donated commodities are subject to the following conditions:
  - a. Vendor shall properly handle, store, and prepare all commodities.
  - b. A weekly inventory shall be taken of all commodities by Vendor. The report shall include for each donated commodity, the commodities on hand at the beginning of the week, the quantity used, the quantity lost due to spoilage, theft, or shrinkage, and the balance at the end of the week.
  - c. Commodities received shall be used solely for the benefit of the persons in the Menominee County Corrections Division.
9. Cooperate with the County on its submission for accreditation from American Correctional Association.

C. Use of Jail Kitchen and Maintenance of Equipment.

In performing the services required by this request, Vendor shall use the County's kitchen for only those services set forth in Section 15, B. of this request. Vendor shall use the County's kitchen in accordance with rules and procedures set by the Sheriff and shall perform its work to the Sheriff's satisfaction. Vendor and the Sheriff's Office shall work in cooperation with one another.

Vendor shall be entitled to use all County owned equipment in the Menominee County Jail kitchen to provide the services set for in this request. The County shall provide appropriate utilities, including telephone service, for the operation of the kitchen.

The County shall be responsible for maintenance of the kitchen and the County owned equipment. In the event repairs or replacement of County owned equipment are required due to normal wear and tear, the County shall repair and/or replace such equipment at the County's expense in a reasonable amount of time. In the event repairs or replacement of County owned equipment are required due to neglect or willful misuse by Vendor, or lack of supervision of inmates while under Vendor's charge, Vendor shall repair and/or replace such equipment at Vendor's expense in a reasonable amount of time. Vendor shall provide written notice of any County owned equipment problems to the County Sheriff.

D. Compensation and Payment Procedure.

The County shall pay the Vendor a cost per meal basis. The Vendor shall submit invoices weekly based upon number of meals served. The County shall reimburse Vendor for services billed pursuant to its procedure for payment of Accounts Payable within thirty (30) days from the date of the Sheriffs' verification that the services billed have been satisfactorily performed.

E. Accounting Procedures.

The accounting procedures and internal financial controls of the Vendor shall conform to generally accepted accounting practices in order that the costs allowed by this request can be readily ascertained and expenditures verified.

F. Reports, Records and Inspection of Records.

Vendor shall keep full and accurate records of the meals served, as well as any receipt of donated commodities. A copy of the records shall be supplied to the Sheriff or his designated representative with the monthly invoices. In addition, the successful Vendor shall retain all records related to the services provided for six (6) years after the termination of an agreement. All records related to the service provided under this request shall be available for auditing by the County at any time during regular working hours.

G. Reporting of Accidents or Incidents at the Jail.

Vendor shall ensure that its employees immediately report any accidents or incidents of any unusual nature in writing to the Sheriff or his designated representative.

H. Staffing Requirements.

As the kitchen facility is located within the Menominee County Jail, the Vendor shall adhere to the following:

- a. Follow all security rules of the Menominee County Jail.
- b. Coordinate its shipping and receiving operations with the Sheriff as receipt and unloading of boxes and supplies is necessary for the providing of meals from the jail kitchen.
- c. Submit names, dates of birth, social security number and driver's license numbers of all employees who may work within the kitchen facility at least three (3) days prior to the commencement of work.

- d. Immediately notify the Sheriff of any termination of employment by Vendor in the kitchen or when an employee provides written notification of termination of employment in the kitchen.
- e. The Sheriff reserves the right to refuse admittance to any person or persons who may constitute a security risk to the Menominee County Jail.
- f. One current employee has the first right of refusal for employment.
- g. The Vendor shall process complaints received from inmates daily as follows:
  - 1. Vendor shall train its employees to act upon and resolve inmate complaints regarding food services.
  - 2. Vendor shall designate one of its employees as the recipient of the complaints and such person shall determine the appropriate manner in which to resolve the complaints daily.
  - 3. Any complaints that Vendor cannot resolve should be provided in writing within twenty-four (24) hours to the Sheriff or his designated representative.
- I. Inspection of Kitchen and Services Performed.

The Sheriff or his designated representative shall conduct periodic unannounced inspections of the jail's kitchen and the services performed under this request. Such inspections shall be conducted in a manner to be least disruptive to kitchen operations. Meals shall be inspected to ensure they are prepared in compliance with the menu requirements. If during an inspection, the meals, the kitchen or inventory are found not to be in compliance, the Sheriff shall inform the Vendor in writing. Vendor may also be subjected to periodic inspections by the Delta/Menominee County Health Department.

## **16. TRANSITION ON COMMENCEMENT OF CONTRACT**

The successful proposer shall assume full operations on June 1<sup>st</sup>, 2014. A preliminary transition plan must be submitted with each proposal. The Vendor shall coordinate and cooperate with the existing food service and employees to assure a smooth and orderly transition with uninterrupted food services. Upon award of contract, the Vendor shall name a Transition Manager who shall have responsibility for transition activities. Within thirty (30) days of award of contract, the Vendor shall submit a final Transition Plan to the Sheriff for approval. The final plan shall include, but not be limited to details for conducting inventories of on-site Menominee County owned equipment, hiring and staffing and menu plans, and coordination activity with current operations. The Sheriff may request any additional information determined necessary to assure

smooth operation of the facility.

### **17. Meal Plan Options**

Menominee County would like to explore, as a way to help contain costs, any meal plan options that you have available. Include pricing of all meal plan options you provide and describe in detail the staffing requirements that are needed for your company and Menominee County for each meal plan option.

### **18. Mandatory Pre-Bidders Conference**

A mandatory Pre-bidders conference will take place on March 10<sup>th</sup>, 2014, at the Menominee County Jail. Staff members from the Menominee County Sheriff's Office, and County Administration will be in attendance to review this request and answer questions. In addition, a tour of the kitchen facilities will be conducted. Please contact the Menominee County Jail Administrator at (906) 863-4441 ext. 305 by March 6<sup>th</sup>, 2014 if you will be attending.

**MENOMINEE COUNTY, MICHIGAN  
Inmate Food Service  
Signature Sheet**

<b>Name of Agency:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>E-Mail Address:</b>	<b>Federal Tax ID Number:</b>

**CHECK ONE OF THE FOLLOWING:**

**Partnership,**
 **Non Profit Corporation,**
 **Profit Corporation**

**Other, Specify:** \_\_\_\_\_

**If awarded a contract in response to this proposal, our company:**

**Will**
 **Will not**

**be able to meet the specifications as required in Section 11: Insurance Requirements.**

<b>Signature of Authorized Signatory:</b>	<b>Title and Name of Agency:</b>
<b>Name of Authorized Signatory (Print):</b>	<b>Date:</b>

**The above individual is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.**

**How did you learn about this bid opportunity?**

**VENDOR REFERENCE INFORMATION:**

City/County Name:	Contact Name:
Inmate Population:	Contact Phone Number:
Date of Services:	Contact Address:

City/County Name:	Contact Name:
Inmate Population:	Contact Phone Number:
Date of Services:	Contact Address:

City/County Name:	Contact Name:
Inmate Population:	Contact Phone Number:
Date of Services:	Contact Address:

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Affordable Care Act ~ Update</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
The Affordable Care Act has made it's final regulations. Brian to discuss how this will effect Menominee County.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## Pay or Play Rule: Final Regulations



On February 10, 2014, the IRS issued final regulations on the employer shared responsibility requirements, often known as the employer mandate or the pay or play rule. This is the requirement that large employers offer adequate coverage to their full-time employees or pay penalties. The final regulations follow the proposed regulations (which were issued in January of 2013) in many respects, but also contain some surprises.

For many employers, the most important part of these regulations is the transition rule that while employers with 100 or more full-time and full-time equivalent employees will still need to meet the play or pay requirements in 2015, those with 50-99 full-time and full-time equivalent employees generally do not have to comply until 2016. Employers with fewer than 50 full-time and full-time equivalent employees are not required to offer coverage at all. Note that for an employer with 50-99 full-time and full-time equivalent employees to be eligible for the delay, the employer will have to certify that, during the period beginning on February 9, 2014, and ending on the last day of its plan year beginning in 2015, the employer:

- Has not reduced the size of its workforce or the overall hours of service of its employees so that it could qualify for this delay, and
- Has not eliminated or materially reduced any coverage it had in effect on February 9, 2014. This means that the employer's contribution is at least 95% of the dollar amount of its contribution for single-only coverage on February 9, 2014, or is the same percentage the employer was paying on February 9, 2014. Any changes in benefits in place on February 9, 2014, will not cause the plan to fall below minimum value and the class of employees or dependents eligible for coverage on February 9, 2014, is not reduced.

It is expected that this certification will be part of the reporting form. Also note that this delay does not affect the effective date of the insurance market rules. Employers still must implement the changes required for 2014, including the 90-day maximum for waiting periods, discontinuance of pre-existing condition limitations, removal of annual dollar maximums, and cost-sharing maximum limits (out-of-pocket and some deductible). Small, fully insured groups still must offer the 10 essential health benefits at the metal levels and use community rating starting in 2014.

**Determining "Large" Employer Status** In 2015, employers that had 100 or more full-time and full-time equivalent employees in 2014 must offer coverage or pay penalties. In 2016, employers that had 50 or more full-time and full-time equivalent employees in 2015 must offer coverage or pay penalties. Counting is done on a calendar year basis, even for employers that do not operate on a calendar year. In 2014 only, an employer may count employees over a six or more consecutive month period, rather than all of 2014. When counting employees:

- Only "common law employees" are counted. This means that sole proprietors, partners, 2% shareholders, and leased employees are not counted. All other employees are counted, including those who are eligible for Medicare and Medicaid or who are exempt from the individual mandate.
- An employee who averages 30 or more hours per week is considered a "full-time" employee. An employee who averages fewer than 30 hours per week is counted as a partial employee; these partial employees are combined to get "full-time equivalent" employees.

- When counting an employee's hours, all hours for which an employee is paid are included. This means that vacation, holiday, sick pay, jury duty pay, and paid leave count, as well as pay for hours actually worked. An employer does not need to count the hours of "bona fide" volunteers, which includes many volunteer firemen and volunteers for non-profit organizations. A person is a bona fide volunteer if the person volunteers for a government entity or a 501(c) organization and is not paid, or is only paid a nominal amount (for instance, to cover expenses). An employer does not need to count hours worked by a student under a federal work-study program, but all other hours for which a student is paid must be counted. There is an optional safe harbor for adjunct professors under which the employer would credit 2.25 hours of service for each hour taught. The IRS is still considering special rules for employees who are solely paid commissions. In the meantime, employers are to adapt an existing method in a "reasonable" way; presumably the weekly or daily equivalency methods.
- Employers must count an hourly employee's actual hours. For salaried employees, an employer may use actual hours, daily equivalents (a day with at least one paid hour of service is considered eight hours worked), or weekly equivalents (a week with at least one paid hour of service is considered 40 hours worked).
- Hours worked in the U.S. (those that generate US source income) are counted, whether the worker is a US citizen or not. Conversely, work done overseas by US citizens does not count.
- Seasonal employees generally must be counted. When determining if the employer is large, seasonal employees may be excluded only if the employer exceeds the 100 full-time and full-time equivalent employee threshold for less than 120 days during 2014. Only those seasonal employees who work less than 120 days per year (whether consecutive or non-consecutive) who push the employer over the threshold may be excluded. The 100 full-time and full-time equivalent employee threshold reduces to 50 starting with calculations for 2016.
- When determining if an employer is large, all members in the controlled or affiliated service group (basically, entities that are completely or partly owned by the same people or corporations) are combined.

### **Large Employer Potential Penalties**

If an employer is large enough for the pay or play rule to apply (100 or more full-time and full-time equivalent employees for 2015 and 50 or more full-time and full-time equivalent employees for 2016 and beyond), two separate potential penalties apply.

Seasonal employees do not have to be offered coverage. A person may be considered "seasonal" if he/she normally works less than six months per year, at about the same time of the year. This is different than the 120-day measure used when counting employees for purposes of determining large employer status.

When deciding if a particular employee needs to be offered coverage, the employer may either look at the employee's hours at the end of each month or use a look-back approach. Under the look-back approach the employer tracks hours during a measurement period chosen by the employer of three to 12 consecutive calendar months, which determines whether the employee will be considered full-time for purposes of the following stability period, which generally must be the same length of time. However, for 2015, an employer may use a six-month measurement period beginning not later than July 1, 2014, followed by a 12-month stability period. Although the look-back rules are essentially the same as the proposed regulations, there is one noteworthy change. If an employee has a fairly short break in service (due to lay-off or non-FMLA unpaid leave), when the employee returns to work his full-time (or non-full-time) status must be restored for the rest of the stability

period if the period of unemployment is 13 weeks or less (26 weeks was the period in the proposed regulations), unless the employee works for an educational institution. The 26-week period has been retained for employees of educational institutions.

#### "No Coverage" Penalty

A large employer must offer "minimum essential coverage" (basic medical) to most of its full-time employees or pay a penalty of \$2,000 per full-time employee per year. For 2015 "most" means 70%. For 2016 and later, "most" means 95%.

If the employer does not meet this requirement, it will owe \$2,000 per full-time employee, even on employees who are offered coverage. However, for 2015 the first 80 employees are excluded from this calculation. Beginning in 2016, the first 30 employees may be excluded.

Example: Acme has 120 full-time employees but only offers minimum essential coverage to 30 employees. Acme will owe the \$2,000 penalty, but for 2015 it may exclude 80 employees so it will only owe 40 x \$2,000. For 2016 Acme may only exclude 30 employees from the penalty so it will owe 90 x \$2,000.

If an employer is part of a controlled or affiliated service group and the \$2,000 penalty for not offering coverage applies, the employee exclusion is applied pro rata, even if the penalty only applies to some of the members of the group. Also, if this penalty applies, an employer is only responsible for its own employees.

If Acme is in a controlled/affiliated services group and Beta offers coverage to all of its employees even though Acme does not, Beta will not be subject to the penalty and Acme will.

Beginning in 2016, employers must offer minimum essential coverage to full-time employees as well as dependent children up to age 26 to avoid the no offer penalty. Coverage does not have to be offered to spouses. An employer that offered coverage for dependent children in 2013 or 2014 is expected to maintain that eligibility. Coverage does not have to be offered to stepchildren or foster children.

#### "Inadequate Coverage" Penalty

A large employer must offer coverage that is both affordable and provides for minimum value to its full-time employee (30 or more hours per week) or pay a penalty of \$3,000 per year for each full-time employee who receives a subsidy for coverage purchased on the marketplace.

Coverage is affordable if the cost of single coverage for the least expensive plan option does not exceed 9.5% of the employee's household income. The cost of single coverage is always the measure of affordability, even if the employee has family coverage. An employer may use any of three safe harbors when measuring the employee's household income:

- The employee's Box 1 W-2 income
- The employee's rate of pay on the first day of the plan year (multiplied by 130 for hourly employees to create the assumed monthly income)
- The single Federal Poverty Level for a single individual. For 2014, the FPL for a single person in the 48 contiguous states is \$11,670 (\$14,580 for Alaska and \$13,420 for Hawaii).

Coverage is considered to provide minimum value if the actuarial value of coverage is at least 60%.

### **Non-calendar Year Plans**

Large employers with non-calendar year plans do not have to provide coverage until the start of the 2015 plan year but only if they meet a number of requirements. The most significant of these are:

- The employer had a group health plan in place on December 27, 2012
- The employer has not changed the plan year since December 27, 2012
- Affordable, minimum value coverage is offered to most (70%) employees as of the start of the 2015 plan year and most employees were eligible under the rules in place on February 9, 2014
- Affordable, minimum value coverage is offered to most (70%) employees as of the start of the 2015 plan year and, although most employees were not eligible under the rules in place on February 9, 2014, on at least one day during the period from February 10, 2013 to February 9, 2014, either one-quarter of its full-time employees were covered by the employer-sponsored group health plan or coverage was offered to at least one-third of its full-time employees during the open enrollment period that ended most recently before February 9, 2014

### **Next Steps**

Each year, all employers will need to determine whether they are large enough for the pay or play rule to apply to them in the following year. When making this determination, it's important to make sure all common-law employees are counted and that all employees in a family of companies are added together. While an employer has the option of using a six-month period in 2014 to determine if it has 100 or more full-time and full-time equivalent employees, it seems unlikely that this option will be carried over for later years so employers should be prepared to count employees over the full 2015 calendar year.

Employers with 100 or more full-time and full-time equivalent employees need to determine how they will count employees' hours in 2015. Employers with calendar year plans that choose to use measurement and stability periods will need to begin tracking hours not later than July 1, 2014, and will need to begin tracking sooner if they wish to use an administrative period.

Employers with 50 or more full-time and full-time equivalent employees need to determine how they will count employees' hours in 2016. Employers that choose to use measurement and stability periods will probably need to begin tracking hours not later than January 1, 2015, and will need to begin tracking sooner if they wish to use an administrative period.

### Final Regulations

### Treasury Fact Sheet

### IRS Question and Answer

**IMPORTANT:** The information contained herein is provided "as is" and without warranties of any kind either expressed or implied. The enclosed material is for informational purposes only and not for the purpose of providing legal advice. The authors, publishers, and distributors are not licensed to practice law in the state of Michigan and provide no warranty regarding content or accuracy of content enclosed. All information is distributed with the understanding that the authors, publishers, and distributors are not rendering legal, accounting, or other professional advice on specific facts or matters, and accordingly assume no liability whatsoever in connection with its use. Information provided is subjective. Consultation with a legal or tax advisor is recommended.



## U.S. TREASURY DEPARTMENT

### FACT SHEET

#### *Final Regulations Implementing Employer Shared Responsibility Under the Affordable Care Act (ACA) for 2015*

#### **Provisions to Assist Smaller Businesses and Businesses that Offer Most but Not All Employees Coverage in 2015**

Approximately 96 percent of employers are small businesses and have fewer than 50 workers and are exempt from the employer responsibility provisions. To ensure a gradual phase-in and assist the employers to whom the policy does apply, the final rules provide, for 2015, that:

- The employer responsibility provision will generally apply to larger firms with 100 or more full-time employees starting in 2015 and employers with 50 or more full-time employees starting in 2016.
- To avoid a payment for failing to offer health coverage, employers need to offer coverage to 70 percent of their full-time employees in 2015 and 95 percent in 2016 and beyond, helping employers that, for example, may offer coverage to employees with 35 or more hours, but not yet to that fraction of their employees who work 30 to 34 hours.

#### **Various Employee Categories**

- The final regulations provide clarifications – many of which are based on comments on the proposed regulations – regarding whether employees of certain types or in certain occupations are considered full-time, including:
  - Volunteers: Hours contributed by bona fide volunteers for a government or tax-exempt entity, such as volunteer firefighters and emergency responders, will not cause them to be considered full-time employees.
  - Educational employees: Teachers and other educational employees will not be treated as part-time for the year simply because their school is closed or operating on a limited schedule during the summer.

- Seasonal employees: Those in positions for which the customary annual employment is six months or less generally will not be considered full-time employees.
- Student work-study programs: Service performed by students under federal or state-sponsored work-study programs will not be counted in determining whether they are full-time employees.
- Adjunct faculty: Based on the comments we received, the final regulations provide as a general rule that, until further guidance is issued, employers of adjunct faculty are to use a method of crediting hours of service for those employees that is reasonable in the circumstances and consistent with the employer responsibility provisions. However, to accommodate the need for predictability and ease of administration and consistent with the request for a “bright line” approach suggested in a number of the comments, the final regulations expressly allow crediting an adjunct faculty member with 2 ¼ hours of service per week for each hour of teaching or classroom time as a reasonable method for this purpose.

#### **Provisions to Assist Businesses to Comply in 2015**

To provide a gradual phase-in of the employer responsibility provisions and assist employers in complying and providing coverage, the final rules provide transition relief for 2015.

- While the employer responsibility provisions will generally apply starting in 2015, they will not apply until 2016 to employers with at least 50 but fewer than 100 full-time employees if the employer provides an appropriate certification described in the rules.
- Employers that are subject to the employer responsibility provisions in 2015 must offer coverage to at least 70 percent of full-time employees as one of the conditions for avoiding an assessable payment, rather than 95 percent which will begin in 2016.

#### **Full-Time Employee Status Determinations**

- Like the December 2012 proposed regulations, the final rules allow employers to use an optional look-back measurement method to make it easier to determine whether employees with varying hours and seasonal employees are full-time.
- Responding to comments, the final regulations also clarify the application of this method and the alternative monthly method of determining full-time status.

#### **Affordability Safe Harbors**

- Like the proposed regulations, the final rules provide safe harbors that make it easy for employers to determine whether the coverage they offer is affordable to employees.
- These safe harbors permit employers to use the wages they pay, their employees’ hourly rates, or the federal poverty level in determining whether employer coverage is affordable under the ACA.

### **Other Specific 2015 Provisions**

- In addition to the two forms of 2015 transition relief noted earlier, a package of limited transition rules that applied to 2014 under the proposed regulations is extended to 2015 under the final regulations, including:
  - Employers first subject to shared responsibility provision: Employers can determine whether they had at least 100 full-time or full-time equivalent employees in the previous year by reference to a period of at least six consecutive months, instead of a full year. This will help facilitate compliance for employers that are subject to the employer shared responsibility provision for the first time.
  - Non-calendar year plans: Employers with plan years that do not start on January 1 will be able to begin compliance with employer responsibility at the start of their plan years in 2015 rather than on January 1, 2015, and the conditions for this relief are expanded to include more plan sponsors.
  - Dependent coverage: The policy that employers offer coverage to their full-time employees' dependents will not apply in 2015 to employers that are taking steps to arrange for such coverage to begin in 2016.
  - On a one-time basis, in 2014 preparing for 2015, plans may use a measurement period of six months even with respect to a stability period – the time during which an employee with variable hours must be offered coverage – of up to 12 months.
  - As these limited transition rules take effect, we will consider whether it is necessary to further extend any of them beyond 2015.

### **Next Steps: Final Rules Simplifying Employer Information Reporting**

Many comments on the proposed employer information reporting regulations have urged that final rules provide streamlined ways to comply with employer information reporting -- especially for employers that offer highly affordable coverage to all or virtually all of their full-time employees. Others have asked for a single form for employer and insurer reporting provisions when possible. Treasury and the IRS will issue final regulations shortly that aim to substantially simplify and streamline the employer reporting requirements.

For the final employer shared responsibility regulations, click [here](#).

For more information on determining whether an employer is subject to the employer shared responsibility regulations, click [here](#).

###

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	NorthCare Network
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
Administration received the information enclosed from NorthCare Network asking the Board to consider action to support the formal integration of the Pathways Coordinating Agency with NorthCare Network. A proposed Intergovernmental Contract is enclosed.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# NorthCare Network

200 W. SPRING STREET SUITE 2, MARQUETTE, MICHIGAN 49855  
Phone: (906) 225-7254 Toll-Free: (888) 333-8030 Fax: (906) 225-5149 Website: [www.northcare-up.org](http://www.northcare-up.org)

February 10, 2014

Menominee County Board of Commissioners  
c/o Marc Kleiman, County Clerk  
839 Tenth Avenue, 2<sup>nd</sup> Floor  
Menominee, MI 49858

Dear Menominee County Board Members:

Public Acts 500 and 501 of 2012 require Coordinating Agency integration within designated Regional Entities by October 1, 2014. For nearly 12 years, Pathways has served as the designated regional Coordinating Agency for substance abuse services in Alger, Chippewa, Delta, Luce, Mackinac, Marquette, Menominee, and Schoolcraft counties. During that time, Pathways also served as the lead agency for the affiliation of the five Upper Peninsula Community Mental Health Boards – known as NorthCare.

As of January 1, 2014 NorthCare Network became a separate entity and has been named by the Michigan Department of Community Health (MDCH) as one of 10 Regional Entity/PIHPs in Michigan. While the legislation requiring Coordinating Agency integration becomes effective as of October 1, 2014, both NorthCare Network and Pathways are interested in pursuing formal integration prior to October 1. Doing so requires approval by the counties currently served by Pathways as the Coordinating Agency.

Your support of our request is appreciated and would allow for an efficient transition of substance abuse services across the region. Please contact Judi Brugman, SA/CDR Supervisor at (906) 225-7286 or myself at (906) 225-7254 with questions. We are available to meet with your Board if that would be helpful.

Public Act 500 also requires the establishment of a Substance Use Disorder Oversight Policy Board. Specifically the Act calls for the PIHP to enter in to a contractual agreement with each of the counties served. A copy of the proposed contract to be used is enclosed for your review and comment. This contract model has been used by Region 4 in Southwest Michigan which includes Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, and St. Joseph counties. It has also been approved by the MDCH. Your feedback is appreciated until March 15, 2014. A final document will be sent to each of the Upper Peninsula counties for board consideration and membership recommendation by the end of March 2014.



Copper Country CMHSP • Gogebic CMHSP • Hiawatha CMHSP • Northpointe CMHSP • Pathways CMHSP

NorthCare Coordinating Agency

Please consider action to support the formal integration of the Pathways Coordinating Agency with NorthCare Network prior to October 1, 2014. Notice of action by your board on this matter can be sent to the attention of Judi Brugman, CA/CDR Supervisor.

Sincerely,



William Slavin, CEO  
NorthCare Network

Enc

CC: Alger County Board of Commissioners  
Chippewa County Board of Commissioners  
Delta County Board of Commissioners  
Luce County Board of Commissioners  
Mackinac County Board of Commissioners  
Marquette County Board of Commissioners  
Schoolcraft County Board of Commissioners

## **INTERGOVERNMENTAL CONTRACT**

This Contract (this "Contract") is made as of this First day of April, 2014, by and among NorthCare Network, Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft County (individually referred to as the "County," and collectively referred to as the "Counties").

### **RECITALS**

NorthCare Network is a community mental health regional entity formed under the Mental Health Code, MCL 330.1204b, that has submitted its Application For Participation as a prepaid inpatient health plan ("PIHP") under 42 CFR Part 438.

The Counties are located in a region designated by the Michigan Department of Community Health ("MDCH") as Region 1 under MDCH's restructuring of PIHPs in Michigan.

Under 2012 PA 500 and 2012 PA 501, the coordination of the provision of substance use disorder services will be transferred, no later than October 1, 2014, from existing coordinating agencies (Pathways and WUPSASCA) to community mental health entities designated by MDCH to represent a region of community mental health authorities, community mental health organizations, community mental health services programs or county community mental health agencies, as defined under MCL 300.1100a(22).

NorthCare Network represents five (5) community mental health authorities in Region 1, and qualifies for status as a MDCH-designated community mental health entity to coordinate the provision of substance use disorder services in Region 1.

NorthCare Network, as a MDCH-designated community mental health entity, will be required, under MCL 330.1287(5) to establish a substance use disorder oversight policy board (SUD Policy Board) through a contractual agreement, under appropriate law, between NorthCare Network and each of the Counties in Region 1.

NorthCare Network and the Counties are authorized to enter into contracts under 1951 PA 35, Intergovernmental Contracts Between Municipal Corporations, MCL 124.1 et. seq.

NorthCare Network and the Counties desire to enter into this Contract, under 1951 PA 35, to establish a SUD Policy Board.

NOW, THEREFORE, in furtherance of the foregoing and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

## ARTICLE I

### PURPOSE

**Section 1.1** PURPOSE. The purpose of this Contract is to set forth the terms and conditions for the establishment of a SUD Policy Board pursuant to MCL 330.1287(5).

## ARTICLE II

### SUD POLICY BOARD

**Section 2.1** FUNCTIONS AND RESPONSIBILITIES. The SUD Policy Board shall have the following functions and responsibilities:

2.1.1 Approval of any portion of NorthCare Network's budget that contains 1986 PA 2 (MCL 211.24e(11)), funds ("PA 2 Funds") for the treatment or prevention of substance use disorders which shall be used only for substance use disorder treatment and prevention in the Counties from which the PA 2 Funds originated;

2.1.2 Advise and make recommendations regarding NorthCare Network's budgets for substance use disorder treatment or prevention using non PA 2 Funds; and

2.1.4 Advise and make recommendations regarding contracts with substance use disorder treatment or prevention providers.

**Section 2.2** APPOINTMENT/COMPOSITION. The Board of Commissioners of each of the Counties shall appoint one (1) member of the SUD Policy Board. The Board of Commissioners may appoint County Commissioners or others, as allowed by Michigan law, that it deems best represents the interests of its County.

**Section 2.3** VACANCIES. A vacancy on the SUD Policy Board shall be filled by the County that originally filled the vacated position.

**Section 2.4** REMOVAL. The County that appointed a SUD Policy Board member may remove its appointee at any time. The SUD Policy Board is responsible for informing the relevant County of any lack of participation or attendance by the County's appointed SUD Policy Board member.

**Section 2.5** ETHICS AND CONFLICTS OF INTEREST. The SUD Policy Board shall adhere to all conflict of interest and ethics laws applicable to public officers and public servants, serving as members of the SUD Policy Board.

**Section 2.6** COMPLIANCE WITH LAWS. The SUD Policy Board shall fully comply with all applicable laws, regulations and rules, including without limitation 1976 PA 267 (the "Open Meetings Act"), 1976 PA 422 (the "Freedom of Information Act"), 2012 PA 500, 2012 PA 501 and 1986 PA 2.

**Section 2.7 BYLAWS.** The SUD Policy Board shall adopt Bylaws which shall be consistent with the terms of this Contract and the responsibilities of NorthCare Network as set forth under MCL 330.1204b. The SUD Board may amend the Bylaws as provided in those Bylaws. The parties hereto agree that said Bylaws are not subject to NorthCare Network's review or approval.

### ARTICLE III

#### NORTHCARE NETWORK

**Section 3.1 FUNDING.** NorthCare Network shall ensure that funding dedicated to substance use disorder services shall be retained for substance use disorder services and not diverted to fund services that are not for substance use disorders. MCL 330.1287(2).

### ARTICLE IV

#### TERM AND TERMINATION

**Section 4.1 TERM.** The Term of this Contract shall commence on July 1, 2014, and continue for a term of three (3) years ending June 30, 2017, unless terminated at an earlier date as provided in Section 4.2.

**Section 4.2 TERMINATION.** Any party may terminate this Contract at any time for any or no reason by giving all other parties thirty (30) days written notice of the termination. Any notice of termination of this Contract shall not relieve either party of its obligations incurred prior to the effective date of such termination.

### ARTICLE V

#### LIABILITY

**Section 5.1 LIABILITY/RESPONSIBILITY.** No party shall be responsible for the acts or omissions of the other party or the employees, agents or servants of any other party, whether acting separately or jointly with the implementation of this Contract. Each party shall have the sole nontransferable responsibility for its own acts or omissions under this Contract. The parties shall only be bound and obligated under this Contract as expressly agreed to by each party and no party may otherwise obligate any other party.

### ARTICLE VI

#### MISCELLANEOUS

**Section 6.1 AMENDMENTS.** This Contract shall not be modified or amended except by a written document signed by all parties hereto.

**Section 6.2 ASSIGNMENT.** No party may assign its respective rights, duties or obligations under this Contract.

**Section 6.3 NOTICES.** All notices or other communications authorized or required under this Contract shall be given in writing, either by personal delivery or certified mail (return receipt requested) and shall be deemed to have been given on the date of personal delivery or the date of the return receipt of certified mail.

**Section 6.4 ENTIRE AGREEMENT.** This Contract shall embody the entire agreement and understanding between the parties hereto with respect to the subject matter hereof. There are no other agreements or understandings, oral or written, between the parties with respect to the subject matter hereof and this Contract supersedes all previous negotiations, commitments and writings with respect to the subject matter hereof.

**Section 6.5 GOVERNING LAW.** This Contract is made pursuant to, and shall be governed by, construed, enforced and interpreted in accordance with, the laws and decisions of the State of Michigan.

**Section 6.6 BENEFIT OF THE AGREEMENT.** The provisions of this Contract shall not inure to the benefit of, or be enforceable by, any person or entity other than the parties and any permitted successor or assign. No other person shall have the right to enforce any of the provisions contained in this Contract including, without limitation, any employees, contractors or their representatives.

**Section 6.7 ENFORCEABILITY AND SEVERABILITY.** In the event any provision of this Contract or portion thereof is found to be wholly or partially invalid, illegal or unenforceable in any judicial proceeding, such provision shall be deemed to be modified or restricted to the extent and in the manner necessary to render the same valid and enforceable, or shall be deemed excised from this Contract, as the case may require. This Contract shall be construed and enforced to the maximum extent permitted by law, as if such provision had been originally incorporated herein as so modified or restricted, or as if such provision had not been originally incorporated herein, as the case may be.

**Section 6.8 CONSTRUCTION.** The headings of the sections and paragraphs contained in this Contract are for convenience and reference purposes only and shall not be used in the construction or interpretation of this Contract.

**Section 6.9 COUNTERPARTS.** This Contract may be executed in one or more counterparts, each of which shall be considered an original, but together shall constitute one and the same agreement.

**Section 6.10 EXPENSES.** Except as is set forth herein or otherwise agreed upon by the parties, each party shall pay its own costs, fees and expenses of negotiating and consummating this Contract, the actions and agreements contemplated herein and all prior negotiations, including legal and other professional fees.

**Section 6.11 REMEDIES CUMULATIVE.** All rights, remedies and benefits provided to the parties hereunder shall be cumulative, and shall not be exclusive of any such rights, remedies and benefits or of any other rights, remedies and benefits provided by law. All such rights and remedies may be exercised singly or concurrently on one or more occasions.

**Section 6.12 BINDING EFFECT.** This Contract shall be binding upon the successors and permitted assigns of the parties.

**Section 6.13 NO WAIVER OF GOVERNMENTAL IMMUNITY.** The parties agree that no provision of this Contract is intended, nor shall it be construed, as a waiver by any party of any governmental immunity or exemption provided under the Mental Health Code or other applicable law.

**ARTICLE VII**

**CERTIFICATION OF AUTHORITY TO SIGN THIS CONTRACT**

The persons signing this Contract on behalf of the parties hereto certify by said signatures that they are duly authorized to sign this Contract on behalf of said parties, and that this Contract has been authorized by said parties as provided in their governing body resolutions, meeting minutes or some other form of written verification of the same, copies of which shall be provided to NorthCare Network.

IN WITNESS WHEREOF, the parties hereto have entered into, executed and delivered this Contract as of the dates noted below.

**NORTHCARE NETWORK REGIONAL ENTITY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Its: \_\_\_\_\_

**ALGER COUNTY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Its: \_\_\_\_\_

**BARAGA COUNTY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Its: \_\_\_\_\_

**CHIPPEWA COUNTY**

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

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

**DELTA COUNTY**

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

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

**DICKINSON COUNTY**

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

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

**GOGEBIC COUNTY**

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

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

**HOUGHTON COUNTY**

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

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

**IRON COUNTY**

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

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

**KEWEENAW COUNTY**

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

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

**LUCE COUNTY**

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

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

**MACKINAC COUNTY**

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

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

**MARQUETTE COUNTY**

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

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

**MENOMINEE COUNTY**

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

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

Proposed

**ONTONAGON COUNTY**

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

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

**SCHOOLCRAFT COUNTY**

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

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

Proposed

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	Tracking costs related to freezing temperatures
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
<p>Enclosed is an email from Lt. Don Brown in reference to the costs related to the freezing temperatures and broken pipes/freezing pipes. Possible funding from the federal gov. depends on the number of people that have had issues. We need hard numbers from the community.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

Advises to track any and all costs related to the deep freeze and document it under your county in MICIMS. In order to receive any funds from the federal government we would have to have a State Declaration and we do that by meeting the state threshold. You may recall that this is met by multiplying \$1.39 X the total state Population which is \$13.7 million. The next step is meeting ur individual county threshold which is done by multiplying \$3.50 per person, to use Baraga County as an example; \$3.50 X 8,860 (population)= \$31,010.00. Joel was not sure about the cost of labor, but he suggests keeping track of that as well because the feds have been inconsistent on this. It is better to have it and not need it.....etc. Private residences are of course under their own insurance and it is their responsibility. Please let me know if you have any questions????

Lt. Don Brown  
District 8 Coordinator  
Emergency Management & Homeland Security Division  
Michigan State Police  
1924 Industrial Parkway  
Marquette, MI. 49855  
Office: (906) 227-7504  
Cell: 906-250-2365

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>2014 MAC Legislative Conference</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The 2014 MAC Legislative Conference is March 24-26 in Lansing. Discussion of board members interested in going.          Cost per person for 2 nights (Mon/Tues) is \$508 (registration fee, valet parking, hotel) plus gas or mileage; 3 nights (Sun/Mon/Tues) is \$637 plus gas or mileage, plus any commissioner going will receive \$75 for each day of the meeting...if requested via per diem forms.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# Michigan Association of Counties

In cooperation with



MICHIGAN COUNTY  
MEDICAL CARE  
FACILITIES  
COUNCIL

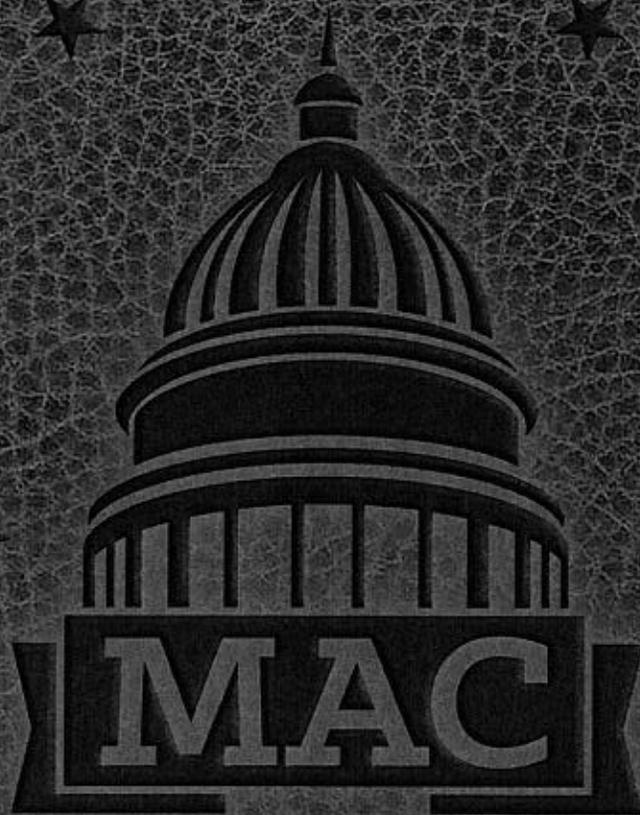
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## LEGISLATIVE CONFERENCE

# ★ 2014 ★

*March 24-26, 2014*

Lansing Center & Radisson Hotel | Downtown Lansing

Greater  
**Lansing** looks forward  
to hosting the  
**MAC 2014 Legislative Conference**



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800.648.6630  
[www.lansing.org](http://www.lansing.org)



## Agenda At-A-Glance

### Monday, March 24

2-4 pm	Pre Conference Educational Workshop: <ul style="list-style-type: none"> <li>■ Campaign *RH</li> </ul>
2:30 pm	Board Meeting *RH
3-5 pm	Registration *RH Exhibit set-up
4-6 pm	MCMCFC Board Meeting *RH
5 pm	Board Meeting *RH *Dinner on Own*

### Tuesday, March 25

7:30-8:30 am	Breakfast
8:30 am	Welcome & Opening
8:45 am	Off the Record - On the Road Moderated by Tim Skubick
9:30 am	How a Bill Becomes a Law
10-10:30 am	Networking Break with Exhibitors
10:30-11:45 am	MCMCFC - Bureau of Health Care Services Department Update
10:30-11:45 am	Educational workshops: <ul style="list-style-type: none"> <li>■ The Future of Rail in Michigan</li> <li>■ Agriculture in Michigan</li> <li>■ Budgeting for the Courts 101</li> </ul>
12 pm	Lunch
12:45 pm	Legislative Update
1:45-3pm	MCMCFC - Michigan Medicaid Recovery Audit Contractor (RAC)
1:45-3 pm	Education Workshops: <ul style="list-style-type: none"> <li>■ House Session at the Capitol</li> <li>■ Cloud Computing and Counties</li> <li>■ Municipal Finance, The Good, the Bad and the Ugly</li> <li>■ How We Support our Veterans</li> </ul>
3-3:30 pm	Networking Break with Exhibitors
3:30 pm	MACAO Board/General Membership & Nuts and Bolts
4:30-6:30 pm	MACPAC Legislative Reception *RH

### Wednesday, March 26

7:30-8:30 am	Breakfast
8:30 am	Governor Rick Snyder - Invited
9:30-10 am	Networking Break with Exhibitors
10-11:15 am	Educational Workshops: <ul style="list-style-type: none"> <li>■ Senate Session at the Capitol</li> <li>■ The Regional Prosperity Initiative</li> <li>■ Counties as Partners in Economic Development</li> <li>■ Recycling as an Environmental Responsibility and Economic Engine</li> </ul>
10-11:15 am	MCMCFC - Emergency Preparedness
11:30 am	Lunch

**\*RH - Events at Radisson Hotel. Unless noted, all other events will be at the Lansing Center**



## Workshop Descriptions

### Monday, March 24

2-4 p.m.

#### Campaign

This preconference session will focus on campaign strategies essential to winning an election in Michigan. Panel experts will discuss the do's and don'ts of running an election campaign.

### Tuesday, March 25

10:30-11:45 am

#### The Future of Rail in Michigan

What is the future of the railroad industry in Michigan? An in-depth look at the economic impact both passenger rail and freight rail could have on the state of Michigan.

#### Agriculture in Michigan

Department of Agriculture Director Jamie Clover Adams will come and discuss the administration's priorities for agriculture in 2014 and how that relates to the county level.

#### Budgeting for the Courts 101

This panel will decipher the complexities of court budgets, shed light on their revenues and funds, and discuss the appropriate allocations and expenditures within each line item.

1:45 pm

#### House Session

Take a short trip down to the Capitol to watch the Michigan house of Representatives hard at work. The group will have the opportunity to connect with their Representatives and watch how the House moves legislation.

#### Cloud Computing and Counties

Several Michigan counties have moved to a cloud computing system. This panel will discuss the benefits, efficiencies, planning and costs involved in moving to this technological model.

#### Municipal Finance, The Good, the Bad and the Ugly

This panel will discuss the trends in local government revenue, the history of municipal finance in Michigan and the lesser known facts about proposal A and the Headlee amendment in funding local units.

#### How We Support our Veterans

State and local services available to our Veterans will be highlighted by this panel of experts.

### Wednesday, March 26

10-11:15 am

#### Senate Session

Take a short trip down to the Capitol to watch the Michigan Senate hard at work. The group will have the opportunity to connect with their Senators and watch how the Senate moves legislation.

#### The Regional Prosperity Initiative

Come and hear from local and state experts on the development and goals of the Governor's Regional Prosperity Initiative.

#### Counties as Partners in Economic Development

This panel will discuss the contributions counties make to Michigan's economy from Brownfield investments to workforce development.

#### Recycling as an Environmental Responsibility and Economic Engine

Come hear about the recycling initiatives being discussed in Lansing and hear from industry experts how they are improving the environment by turning trash into cash.

[micounties.org](http://micounties.org)



[Facebook.com/MICounties](https://www.facebook.com/MICounties)



[Twitter.com/MICounties](https://twitter.com/MICounties)

#MACLeg14



# Conference Registration Form

The full registration includes: a complete conference registration packet, admission to all plenary sessions, workshops and programs as well as Tuesday and Wednesday's full breakfasts, morning coffee breaks, full lunch buffets, and Tuesday afternoon refreshment break.

*Please check the appropriate box(es)*

		MEMBER RATES		NON-MEMBER RATES*	
		Early Bird	After 3/7/14	Early Bird	After 3/7/13
<input type="checkbox"/>	Full Conference	\$250	\$280	<input type="checkbox"/>	\$350
<input type="checkbox"/>	One Day	\$130	\$180	<input type="checkbox"/>	\$350
<input type="checkbox"/>	Spouse/Guest**	\$125	\$150	<input type="checkbox"/>	

\*Attendees that are not currently county, corporate or affiliate members of MAC.

Get a 10% discount if you register online at [micounties.org](http://micounties.org)

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 County/Company \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Does you require special dietary or vegetarian meals?  Yes  No If yes, please explain: \_\_\_\_\_

## Payment Methods

Check enclosed: please make payable to Michigan Association of Counties  
 Please bill my credit card:  Visa  Mastercard  Discover  
 Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Providing your mobile number is granting MAC permission to contact you via text communication for information relevant to MAC. Std msg & data rates may apply. Mobile numbers will not be shared or sold.

Cardholder Name \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_

You may also register online via credit card payment at [www.micounties.org](http://www.micounties.org). Thank you for your sponsorship! Please return this form with your payment to MAC by mail. Fax or email this form to (517) 482-4599 or [fischer@micounties.org](mailto:fischer@micounties.org).

**Mail:** Michigan Association of Counties, 935 N. Washington Ave., Lansing, MI 48906 | FAX: 517-482-4599

**Questions:** 517-372-5324 or [sue@makeitriehl.com](mailto:sue@makeitriehl.com)

**EARLY BIRD DEADLINE IS FRIDAY, MARCH 7, 2014**  
**CANCELLATION POLICY:** Refund of registration fee, less an administrative fee of \$100 per registrant will be made if cancellation is necessary, provided written notice is postmarked no later than March 1, 2014. Absolutely no refunds will be given for requests postmarked after March 1, 2014.



# Hotel Reservations

Please submit this form when mailing in your overnight guestroom reservations. Reservations may also be made by calling 1-800-333-3333 and specifying the association name and dates in Lansing, Michigan or by logging on to our web address at [www.radisson.com/lansingmi](http://www.radisson.com/lansingmi). Use the **Promotional Code: MAC014** to receive your discounted group rate. Reservations made after **February 22, 2014** will be accepted on a space availability basis only.

**Reservations made after February 22, 2014 will be accepted on a space availability basis only.**

Arrival Date \_\_\_\_\_

Departure Date \_\_\_\_\_

Check in is at 4:00 PM. Check out is at 12:30 PM.  
Valet Parking is \$10.00 per vehicle, per night.

## Type of Room Requested

- Single (1 person/1 bed)
- Double (2 person/1 bed)
- Double (2 person/2 bed)
- Quad (3-4 person/2 bed)

**Hotel Should Confirm This Reservation To:**

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

## Payment Method

Reservations must be accompanied by a check for one night's deposit (made out to radisson hotel) or guaranteed with a major credit card.

- Check
- Visa
- Mastercard
- Discover
- American Express

Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Cardholder Signature \_\_\_\_\_

Reservations not cancelled by 6 pm on the day of arrival will be charged one night's room and tax.

Special requests: \_\_\_\_\_

Negotiated Group Rate: \$119.00\*

**Radisson Hotel Lansing**  
 111 N. Grand Avenue, Lansing, MI 48933  
 800.333.3333  
 Ph: 517.482.0188 Fax: 517.487.6646  
[www.radisson.com/lansingmi](http://www.radisson.com/lansingmi)

\*Rate does not include 13% tax. Per State of Michigan Tax guidelines, in order to be Tax Exempt, the room must be paid for by the exempt entity, (i.e. County). Payment can be by credit card or check that is enclosed with County name. State of Michigan Tax Exempt form must be presented with County Check or County Credit Card. This form does not serve as a credit card authorization form without submitting a photocopy of the actual credit card as well.



MICHIGAN ASSOCIATION OF COUNTIES  
935 N. WASHINGTON AVE.  
LANSING, MI 48906  
MICOUNTIES.ORG

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LANSING, MI  
PERMIT NO. 975

## *Thank You To Our Early Sponsors*



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**Nationwide**  
*On Your Side*

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

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

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
*2/11/14*  
Menominee County Administrator

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

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

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

Name: **Jan Hafeman ~ District 8**

Date	Meeting Place	# of miles	X.56/mile	Total Cost	Account Number
1/7/14	Co. Board- Menominee	76	42.56		101-101-860.10
1/15/14	Bd. Of Health- Pinecrest	14	7.84		101-101-860.10
1/22/14	Sp Bd Mtg- Menominee	76	42.56		101-101-860.10
1/23/14	Pinecrest Bd.- Pinecrest	14	7.84		101-101-860.10
1/28/14	Co Bd. Mtg- Menominee	76	42.56		101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
		256	Total Mileage		
<b>Total Mileage Fee</b>					<b>143.36</b>

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

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

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

*2-11-14*

\_\_\_\_\_  
Date



**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	Miscellaneous Bills
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	yes
<b>SUMMARY:</b>	Board to review recently submitted Miscellaneous Bills as paid on February 13 & 14, 2014 in the combined amount of \$87,563.65
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **02/20/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

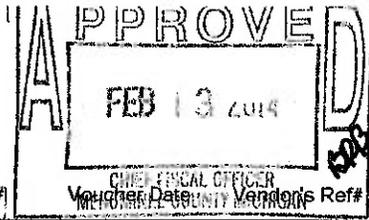
<input type="checkbox"/>	<b>Approved</b>
<input type="checkbox"/>	<b>Disapproved</b>
<input type="checkbox"/>	<b>Approved with the following change(s):</b>

**General Fund Expenditures**

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

**Special Revenue Funds**

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



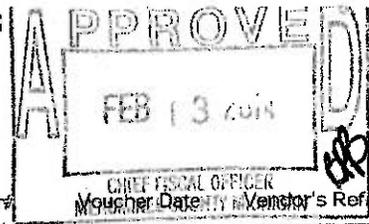
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Vendor Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Ace Hardware							
34426	01/08/2014	209560/2	Courthouse Security	101-103-970.10	8.62		\$28.57
34427	01/13/2014	209596/2	Socket Wrench	101-265-755.00	8.99		
34428	01/23/2014	209726/2	Courthouse Security	101-103-970.10	5.97		
34429	01/27/2014	209750/2	Caulk for the Jail	101-265-930.01	4.99		
Ade Incorporated							
34454	02/04/2014	89758	Needs Pass Web Records (x25)	101-138-755.00	125.00		\$125.00
AIRGAS NORTH CENTRAL							
34493	01/29/2014	9023946368	Oxygen	205-315-755.00	6.18		\$6.18
ALGER-DELTA COOPERATIVE ASSOCI							
34407	01/31/2014	370500	Shakey Lakes Office/Shop	208-751-920.01	143.19		\$484.99
34408	01/31/2014	379700	Storage Shed	208-751-920.01	28.62		
34409	01/31/2014	380300	Shower Building	208-751-920.01	48.48		
34410	01/31/2014	367100	N8390 Beach House	208-751-920.01	28.47		
34411	01/31/2014	367200	Northwest Campsites	208-751-920.01	28.47		
34412	01/31/2014	369802	W8449 Co Rd G12 Campsites	208-751-920.01	35.67		
34413	01/31/2014	383001	Shakey Lks Pk/Horse Ara	208-751-920.01	37.00		
34414	01/31/2014	383200	N8380 Co Park Rd 20.5	208-751-920.01	28.47		
34415	01/31/2014	383301	Shakey Lk Pk/Cattle Ara	208-751-920.01	28.47		
34416	01/31/2014	1503500	N8380 Co Pk Rd 20 Pt 5	208-751-920.01	28.47		
34417	01/31/2014	1614900	Bath House	208-751-920.01	49.70		
ANDERSON, TACKMAN & CO PLC							
34406	01/31/2014	57377	Year Ending 9/30/13	101-103-801.01	20,000.00		\$20,000.00
ANGELIS MENOMINEE INC							
34474	01/03/2014	1006341-IN	Inmate Groceries	101-301-770.00	90.98		\$515.61
34475	01/09/2014	0100641-IN	Inmate Groceries	101-301-770.00	70.36		
34476	01/12/2014	1343022-IN	Inmate Groceries	101-301-770.00	73.99		
34477	01/16/2014	0072825-IN	Inmate Groceries	101-301-770.00	69.84		
34478	01/22/2014	0090459-IN	Inmate Groceries	101-301-770.00	88.40		
34479	01/28/2014	0073629-IN	Inmate Groceries	101-301-770.00	4.85		
34480	01/31/2014	1004001-IN	Inmate Groceries	101-301-770.00	117.19		
AT&T - Carol Stream, IL							
34403	02/01/2014	906753458202	February 1 - February 28, 2014	101-103-850.00	32.43		\$1,045.85
34404	02/01/2014	906753220902	February 1 - February 28, 2014	101-103-850.00	321.77		
34405	02/01/2014	906R41083902	February 1 - February 28, 2014	101-103-850.00	691.65		
AT&T Long Distance							
34398	01/19/2014	854528091	Telephone Services	101-103-850.00	1,419.03		\$1,419.03
AT&T Mobility							
34500	02/10/2014	287252150867X020820	1 - February 28, 2014	101-132-850.00	31.04		\$31.04
Automated Business Equipment							
34387	01/20/2014	16213	Upgrade Glory Machine	101-253-931.00	250.00		\$250.00
BAY AREA MEDICAL CENTER - 3100 SHORE DRIVE							
34482	12/31/2013	MCSOLO	Inmate Medical (Pt # 01061870)	101-301-770.01	30.10		\$30.10
Blg O's Lube and Service, Inc.							
34495	01/31/2014	13487	2011 Chevy Impala - Oil Change/Filter	205-315-934.02	32.90		\$1,578.09
34496	01/16/2014	13375	2010 Chevy Impala - Vehicle Maintenar	205-315-934.02	1,545.19		
Brian Bousley							
34520	02/13/2014	Reimbursement	Mileage - November 2013 (Homeland S	101-426-860.00	108.75		\$108.75



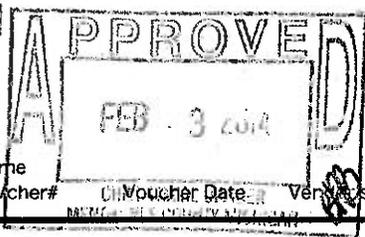
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	CHIEF FISCAL OFFICER VENOMINEE COUNTY MENDON	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Chamberlain, Shella 34499	02/10/2014	5410	Foster Care Cost (J.L.D.)	292-662-843.02	493.36		\$493.36
CITY OF MENOMINEE - 2511 10TH ST. 34368	02/07/2014	January 2014	Monthly Rent	266-326-942.00	351.67		\$4,032.05
34369	02/07/2014	February 2014	Monthly Rent	266-326-942.00	351.67		
34460	01/29/2014	3637	Gasoline Sales	266-325-860.00	5.80		
34460	01/29/2014	3637	Gasoline Sales	101-257-742.00	8.48		
34460	01/29/2014	3637	Gasoline Sales	101-265-742.00	165.99		
34492	01/30/2014	3642	Gasoline Sales (December 2013)	205-315-742.00	3,148.44		
CLOVERLAND PAPER CO 34364	01/31/2014	104090	Liners	101-265-755.01	46.70		\$257.48
34365	01/31/2014	104122	Annex - Wipes, Liners	101-265-755.01	117.66		
34509	02/07/2014	104175	Center Pull Towels & Toilet Tissue	101-265-755.01	93.12		
Cooper Office Equipment 34455	02/07/2014	107923	Contract # 1413-01, District Court	101-136-931.00	239.94		\$659.88
34521	02/07/2014	107921	Contract 1406-01 Bizhub 501	101-172-931.01	180.00		
34522	02/07/2014	107924	Contract 1849-01 Konica Minolta 7022	101-172-931.01	239.94		
Country Mile Document Destruct 34518	02/11/2014	17457	Shredding Documents (2/6/14)	101-265-801.00	74.14		\$74.14
Cozy's Polaris 34491	01/02/2014	104	Maintenance	101-332-755.00	391.30		\$391.30
DEKETO, LLC 34399	02/03/2014	DK 1-14	January 2014 Documents (x446)	256-277-857.00	892.00		\$892.00
Dougovito, Greg 34505	02/12/2014	5416	Transport of Juvenile (J.B.)	101-132-801.01	17.50		\$45.50
34505	02/12/2014	5416	Transport of Juvenile (J.B.)	101-132-801.00	28.00		
Dreamscape Communications 34366	01/20/2014	w3615	Annex - Wireless Internet	101-261-850.00	69.99		\$69.99
DTE Energy 34385	02/04/2014	462245200011	Annex - Heating	101-261-920.04	237.49		\$237.49
Durocher, Tony 34506	02/12/2014	5417	Transport of Juvenile (J.B.)	101-132-801.01	15.00		\$109.00
34506	02/12/2014	5417	Transport of Juvenile (J.B.)	101-132-801.00	24.00		
34507	02/12/2014	Reimbursement	Mileage - Transport of Juvenile (J.B.)	101-132-801.00	70.00		
EAGLEHERALD PUBLISHING, LLC 34379	01/31/2014	1408	Boards/Committees	101-101-901.00	30.97		\$30.97
Employee Benefits Agency, Inc. 34380	02/03/2014	3992	ABS Monthly admin Fee - February 201	101-103-712.02	96.00		\$96.00
Friends Ofc Prod Whse Direct 34458	01/28/2014	0199601	FOC - Office Supplies	101-141-727.00	42.98		\$42.98
GREAT AMERICAN DISPOSAL CO THE 34361	02/01/2014	42103849	Annex - Garbage Removal	101-261-930.04	56.02		\$56.02
Hafeman, Jan 34519	02/11/2014	Reimbursement	Mileage - January 2014	101-101-860.10	143.36		\$143.36
Hashimoto Sewer Service, Inc. 34363	02/03/2014	11318	3 Month Service (Grease Pits)	101-265-801.00	205.00		\$205.00



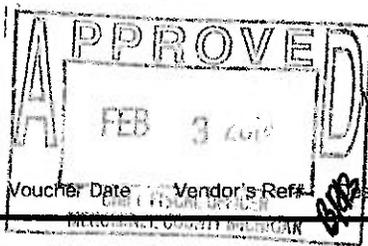
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vchcr#	CHIEF FISCAL OFFICER Voucher Date	CITY VENDOR'S REF	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
IMAGEWORKS	34510	02/12/2014	6251	Uniform Allowance - Jim Mekash	101-285-745.00	196.00		\$196.00
J S ELECTRONICS, INC.	34387	02/01/2014	18117	Tower Lease - February 2014	266-326-942.00	425.00		\$425.00
J.F. Ahern Company	34421	01/27/2014	196075	Annual Maintenance - Extinguisher	101-265-801.00	87.90		\$87.90
Jeff Naser	34372	01/14/2014		Reimbursement Mileage - DHS Mtg	101-601-837.00	49.28		\$99.28
	34373	01/14/2014		Per Diem DHS Mtg	101-601-837.00	50.00		
Joel Hensley, RN	34483	02/08/2014	February	Nursing Services	101-301-770.01	1,365.00		\$1,365.00
Julia Nutter - 813 Seventh Avenue	34370	01/30/2014	11-083-NA-1	Witness \$6.00 Mileage \$2.24	101-132-804.00	8.24		\$8.24
Lang, Bernard	34391	01/30/2014		Reimbursement Mileage - January 2014	101-101-860.02	10.08		\$10.08
Lerry L.D. King, DVM	34486	01/15/2014	25900	PC# 02878 - Surgery for Vesta	101-301-881.01	840.15		\$840.15
Lauzer, Jason	34382	01/31/2014		Per Diem Airport Commission (1/10 & 1/21/14)	101-101-860.08	100.00		\$100.00
LENCA SURVEYING	34419	02/07/2014	14018	Remon Yr 2014 (1/22 - 2/9/14)	243-246-801.07	3,719.25		\$3,719.25
Linsmeier Implement, Inc.	34378	01/27/2014	52314	Filter	208-751-742.00	13.60		\$13.60
Lithocrafters Printing, Inc.	34433	01/29/2014	80430	FOC Window Envelopes (x4000)	101-141-727.00	182.00		\$182.00
Lufts Advertiser	34397	01/28/2014	1/28/14	January Advertising	101-101-901.00	107.50		\$127.50
	34397	01/28/2014	1/28/14	January Advertising	101-253-901.00	20.00		
M & M Business Machines	34393	02/03/2014	13019	Toner Cartridge (Treasurer's Office)	101-253-727.00	167.99		\$167.99
Manpower	34366	02/02/2014	26684852	Week Ending 2/2/14 (Kelly Hofer)	101-268-704.00	270.81		\$396.81
	34456	01/19/2014	26630711	Week Ending 1/19/14 (Regina Mistark)	215-141-705.00	127.44		
	34457	01/28/2014	26662149	Credit Memo (Regina Mistark)	215-141-705.00	-1.44		



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Li Voucher Date	Vendor Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Mastercard								
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	\$1,364.19
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	
	34430	01/12/2014	Credit Card	Amazon Marketplace	101-103-970.10	107.75	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	15.55	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	72.00	*	
	34430	01/12/2014	Credit Card	Tacony Power Flite	101-285-934.00	146.06	*	
	34430	01/12/2014	Credit Card	Pack N Ship Center	289-145-982.00	25.89	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	
	34430	01/12/2014	Credit Card	PO # C2880 Far North Fiberglass	208-751-930.03	755.88	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	
	34430	01/12/2014	Credit Card	Magnatag Visible Systems	101-267-727.00	69.44	*	
	34430	01/12/2014	Credit Card	Staples Direct	101-172-727.00	22.41	*	
	34430	01/12/2014	Credit Card	Staples Direct	101-253-727.00	110.69	*	
	34430	01/12/2014	Credit Card	USPS	101-268-729.00	5.05	*	
	34430	01/12/2014	Credit Card	Credit Memo - Staples Direct	101-253-727.00	-11.78	*	
Menards - Marquette								
	34377	01/31/2014	45018	Security - District Court	101-103-970.10	27.06		\$433.52
	34383	02/02/2014	45161	Filter, Reflectors, Bulbs	101-265-930.01	69.32		
	34384	01/31/2014	45019	Metal Box, Keyless Lampholder, Outlet	101-265-755.00	32.47		
	34431	02/05/2014	45420	8' Steel Fence Post (x50)	243-246-766.00	169.50		
	34461	02/07/2014	45575	Outlet, Nails, Blades, Caulk Gun	101-265-755.00	53.30		
	34462	02/07/2014	45574	Hoover Allergen Bag (x2)	101-265-755.01	11.98		
	34463	02/07/2014	45573	Weatherbeater Wiper	101-265-981.00	18.38		
	34523	02/07/2014	45572	Courthouse Security	101-103-970.10	53.51		
MENOMINEE COUNTY JOURNAL								
	34418	02/01/2014	112	Notice for Serving on Boards	101-101-901.00	66.00		\$66.00
Michigan Sheriffs' Association								
	34497	02/04/2014	20140184	PO# 02883 Summer Conference - Mar	264-363-881.00	550.00		\$550.00
MICHIGAN STATE INDUSTRIES								
	34471	10/29/2013	1229 11045	Dish Detergent	101-301-770.00	32.95		\$540.00
	34472	10/01/2013	1229 10942	Inmate Supplies	101-301-770.00	123.40		
	34473	12/11/2013	1229 11139	Inmate Supplies	101-301-770.00	383.65		
MID-COUNTY SMALL ENGINES, LLC								
	34524	01/10/2014	842	Oil & Filter	208-751-742.00	22.95		\$22.95
MILLERS ACTION OFFICE SUPPLY I								
	34381	02/08/2014	0099493-001	Office Supplies - Treasurers Office	517-252-727.00	23.83		\$23.83
Motorola								
	34494	01/28/2014	13664458	Battery (x2)	205-315-934.00	84.00		\$84.00
MPJRA - Mary Haskamp, Treasure								
	34390	01/31/2014	5405	2014/2015 (Sharon Salfai)	101-148-802.00	75.00		\$75.00
Northreach Healthcare								
	34484	01/21/2014	800008074	PO# 02882 Pre Employment Exams (x	101-301-835.00	918.00		\$918.00

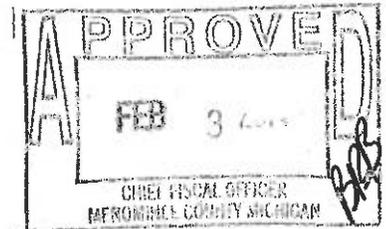


WENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Owens, Karen A.	34508	02/12/2014	5419	JDFS Program	296-668-801.00	270.00		\$270.00
Pan-O-Gold Baking Co.	34481	01/21/2014	40683402113	Inmate Groceries	101-301-770.00	44.80		\$44.80
Piche, Gerald L.	34374	02/03/2014	Reimbursement	Mileage - January 2014	101-101-860.07	134.96		\$134.96
Poupore, Kim	34420	01/31/2014	22726	PO# 02873 (Rent - Sandra R. Borucki)	294-683-835.00	1,000.00		\$1,000.00
Quest Diagnostics Inc.	34485	01/28/2014	9152661103	Pre Employment Drug Screen (x3)	101-301-835.00	114.87		\$114.87
Quill Corporation	34468	01/30/2014	9199706	LED Monitor	101-301-727.00	109.99		\$109.99
REDWOOD TOXICOLOGY LABORATORY	34504	02/12/2014	00719820141	Drug Testing Supplies	296-668-835.00	71.05		\$71.05
REGISTER OF DEEDS	34382	02/03/2014	Copies	Remon Grant Year 2014 (Research)	243-246-765.00	152.00		\$152.00
Squires-Stepniak, Rebecca	34501	02/11/2014	Reimbursement	Mileage	296-665-860.00	311.36		\$311.36
State of Michigan - MI Dept. of Human Services	34498	02/06/2014	5409	Monthly Offset (December 2013)	292-662-843.01	11,145.67		\$11,145.67
Stateline Apparel	34375	01/09/2014	31479	Uniform - Mike Sieg	208-751-745.00	95.98		\$161.96
	34376	01/10/2014	31493	Uniform - Jim Quist	208-751-745.00	65.98		
Strelcher's - Milwaukee	34487	02/03/2014	11072452	Flashlight & Carrier - Nast	101-301-881.01	129.99		\$163.96
	34488	01/13/2014	11068238	Pistol, Handcuff, Flashlight Pouch - T. P	101-301-881.01	33.97		
THE JANITOR'S CLOSET	34402	02/07/2014	35937	Floor Cleaner	101-265-755.01	11.89		\$11.89
TransUnion Risk & Alternative	34465	02/01/2014	352277	Vehicle Search	101-301-727.00	3.75		\$3.75
U.E.S. COMPUTERS, INC.	34386	01/22/2014	66870	Switch to Fiber	101-103-970.00	340.00		\$879.00
	34432	01/22/2014	66871	Toner - FOC	101-141-931.00	134.00		
	34459	01/22/2014	66869	Monitor (x2)	215-141-834.00	405.00		
UNIFORM SHOPPE	34489	01/30/2014	228611	Uniform Allowance - Kass	101-301-745.00	331.75		\$7,660.25
	34470	01/30/2014	228512	PO# 02881 - Patches (x200)	101-301-745.00	528.50		
	34489	11/25/2013	226665	PO# 02876 Point Blank II Vest (x10)	101-301-934.03	6,800.00		
Valenti, Susan F.	34389	02/04/2014	Reimbursement	January 2014 Mileage & Meals	101-131-860.00	350.80		\$350.80
Valley Mechanical, Inc.	34394	01/20/2014	2689 - Engin	PO# 02874 - Health Dept Rooftop Furn.	101-265-934.00	569.45		\$4,707.95
	34395	12/20/2013	2651 - Engin	PO# 02875 - Modifications to Jail Units	101-265-934.00	4,138.50		

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Verizon Wireless								
	34464	02/01/2014	9719304123	Cellular Services	101-265-850.01	84.52		\$818.21
	34464	02/01/2014	9719304123	Cellular Services	101-301-850.00	456.56		
	34464	02/01/2014	9719304123	Cellular Services	101-682-850.00	32.46		
	34464	02/01/2014	9719304123	Cellular Services	205-315-850.00	239.83		
	34464	02/01/2014	9719304123	Cellular Services	266-325-850.00	4.84		
WALTER BROTHERS INC								
	34490	01/22/2014	C33014	Laminated Padlock	101-301-935.00	11.99		\$11.99
Warner, Fredrick								
	34502	02/11/2014	5413	Can Zone	296-668-801.00	48.16		\$104.56
	34503	02/11/2014	Reimbursement	Mileage - Can Zone	296-668-801.00	56.40		
Waste Management								
	34422	02/01/2014	1450600-1856-4	February 2014	101-265-801.00	508.14		\$508.14
Wells Fargo Bank - Finance & Acct - Minneapolis								
	34371	02/03/2014	10/1/13 - 12/31/13	Quarterly Interest Payment	272-692-998.00	250.00		\$250.00
Wil-Kil Pest Control								
	34400	01/27/2014	2397525	Courthouse	101-265-801.00	62.25		\$62.25
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								
	34423	01/28/2014	0402047856-00004	Courthouse	101-265-920.04	3,889.87		\$8,604.57
	34424	01/27/2014	04020554840-00001	Jail	101-265-920.03	3,952.34		
	34425	01/28/2014	0402191663-00001	Health Care Center	101-265-920.03	298.62		
	34425	01/28/2014	0402191663-00001	Health Care Center	101-265-920.04	453.74		
Xerox Corporation - 26152 Network Place								
	34388	02/01/2014	072301976	February - Probation/Parole	101-131-942.00	95.55		\$517.31
	34466	02/01/2014	072301974	January 2014	101-301-727.00	40.29		
	34467	02/01/2014	072301975	January 2014	101-301-727.00	381.47		
Zeratsky Extreme Heating &								
	34362	02/06/2014	22727	PO# 02879 - Furnace (Robert Carnivea	294-663-835.00	2,771.00		\$2,881.00
	34401	02/05/2014	6579	Air Conditioning Unit in IT Room	101-265-934.00	110.00		
Total Amount for Bank Account: General								\$86,328.31

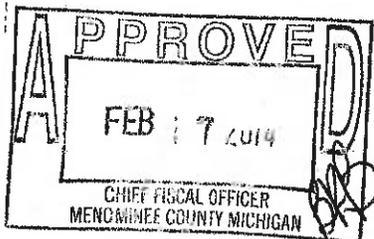


MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Cellcom Wisconsin RSA 04	34526	02/06/2014	584289	Cellular Services - Medical Examiner	101-648-727.00	73.11		\$73.11
Employee Benefits Agency, Inc.	34529	01/03/2014	3900	Admin Fee & Vision for E911	101-103-712.02	96.00		\$119.80
	34529	01/03/2014	3900	Admin Fee & Vision for E911	266-326-712.00	6.40		
	34529	01/03/2014	3900	Admin Fee & Vision for E911	266-326-712.00	6.40		
	34529	01/03/2014	3900	Admin Fee & Vision for E911	701-000-231.10	2.48		
	34529	01/03/2014	3900	Admin Fee & Vision for E911	266-326-712.00	2.48		
	34529	01/03/2014	3900	Admin Fee & Vision for E911	266-326-712.00	2.48		
	34529	01/03/2014	3900	Admin Fee & Vision for E911	266-326-712.00	3.56		
HOTFLAME GAS COMPANY	34526	02/06/2014	12139802	Maintenance Building @ Shakey Lakes	208-751-744.00	409.04		\$409.04
Lauzer, Jason	34527	02/14/2014	Per Diem	February 2014 (TCAC Mtg)	101-101-860.08	100.00		\$100.00
M.A.C.V.C. - Antrim Co Dept of Veterans Aff	34528	10/17/2013	Dues	2014 Dues - Mike Dellisse	101-682-802.00	55.00		\$55.00
Olivares, E. Jay	34532	02/13/2014	Reimbursement	Mileage - Court Appointed Legal	101-131-860.00	156.80		\$156.80
STEPHENSON MARKETING COOPERATI	34530	01/31/2014	462643	January 2014	208-751-755.02	15.00		\$321.59
	34530	01/31/2014	462643	January 2014	208-751-742.00	27.44		
	34530	01/31/2014	462643	January 2014	208-751-742.00	32.84		
	34530	01/31/2014	462643	January 2014	208-751-742.00	39.00		
	34530	01/31/2014	462643	January 2014	208-751-742.00	44.50		
	34530	01/31/2014	462643	January 2014	208-751-930.02	20.00		
	34530	01/31/2014	462643	January 2014	208-751-742.00	-17.55		
	34531	01/31/2014	023851	January 2014	208-751-742.00	67.54		
	34531	01/31/2014	023851	January 2014	208-751-742.00	18.70		
	34531	01/31/2014	023851	January 2014	208-751-704.00	26.50		
	34531	01/31/2014	023851	January 2014	208-751-742.00	31.50		
	34531	01/31/2014	023851	January 2014	208-751-981.00	14.00		
	34531	01/31/2014	023851	January 2014	208-751-742.00	30.82		
	34531	01/31/2014	023851	January 2014	208-751-742.00	-28.70		

Total Amount for Bank Account: General

\$1,235.34



## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: Brian Bousley

02/20/2014  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

## MINUTES

### **TWIN COUNTY AIRPORT COMMISSION**

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

#### **REGULAR SESSION MEETING**

**DECEMBER 17, 2013**

**Members Present:** Chairperson Jason Lauzer, Mary Johns, Nick Lakari, Charlie Meintz, & Ted Sauve  
**Excused:** Chris Plutchak  
**Others present:** Bill Clyma, Peshtigo Times; George Sporie, Twin County Pilot's Association

1. Call to order at 5:00 pm by Chairperson Lauzer
2. Pledge of Allegiance recited.
3. Roll call taken by Chairperson Lauzer.
4. Approve/amend agenda  
**MOTION** (Sauve/Johns) to approve the agenda as presented. Motion carried. No negative vote.
5. Approve/amend minutes of the November 19, 2013 regular session meeting  
**MOTION** (Johns/Meintz) with the correction of item #6 Bill Clyma's name correction.
6. Public comment – speakers will be limited to 5 minutes on agenda items only  
None.
7. Discuss/Consider Explorer Solutions Phase III Contract, action if any.  
Jason Lauzer noted that the contract was not sent to committee members, however he did send to Dan Hass for Legal Review as required by By-laws and he has approved. A report out of Phase II will ready in January. Will be ready to move to Phase III in January. The commission has already budgeted \$49,500 for Phase III.  
  
A meeting has been scheduled for January 10 to tie up Phase II.  
  
**MOTION** (Lakari/Sauve) to approve the Explorer Phase III contract as presented. Motion carried. No negative vote.
8. Discuss Consider New Tenant Lease Template, action, if any  
Discussion

9. Discuss/Consider Enstrom Lease Amendment, action, if any  
Attorney Dan Hass has made an amendment to the lease for additional square footage. Contract will go into effect the date of signing.

Thanks to Attorney Dan Hass for his work on this lease.

**MOTION** (Lakari/Meintz) to approve the amendment to the Enstrom Lease as presented effective December 17, 2013. Motion carried. No negative vote.

10. Discuss/Consider Revised Minimum Standards Document, action, if any  
**MOTION** (Johns/Meintz) to accept the revised minimum standards document as presented and also the new Operating Agreement as presented. Motion carried. No negative vote.

All commissioners shall receive copies of the documents for their packets.

11. Discuss/Consider New Operating Agreement, action if any.  
**See item 10.**

12. Discuss/Consider Request Menominee County to rescind the Menominee County Airport Use Ordinance, action if any.  
**MOTION** (Meintz/Johns) to request Menominee County to rescind the Menominee County airport use ordinance from 1974.

13. Discuss/Consider Selecting Mead & Hunt for 5-year term as airport Engineering Consultant - as recommend by Planning Committee, action if any.  
**MOTION** (Sauve/Meintz) to conquer with the Planning Committee to select Mead & Hunt for a five-year term effective January 1, 2014. Motion carried. No negative vote.

14. Discuss/Consider hiring Mead & Hunt to finalize Runway Justification User Study, action if any.  
**MOTION** (Johns/Lakari) to hire Mead & Hunt to finalize the Runway Justification User Study effective immediately. Motion carried. No negative vote.

15. Discuss/Consider 2014 Insurance Bidding, action if any.  
**Item will be discussed at the January meeting.**

16. Discuss/Consider adopting Personnel Committee recommendation for Statement of Intent for Maintenance - Lineman Employment Status and Conditions. Action, if any.  
Nick Lakari explained the background of the Maintenance Lineman position's employment background of the last 39 years.  
**MOTION** (Lakari/Sauve) that the commission adopt the Personnel Committee recommendation for the statement of intent for the Maintenance – Lineman employment status & conditions as presented. Motion carried. No negative vote.

17. Executive/Finance Committee report:
  - A. Discuss/Consider Profit & Loss for November 2013, action if any
  - B. Discuss/Consider Reconciliation Summaries for November 2013, action if any
  - C. Discuss/Consider Vendor Balance for November 2013, action if any
  - D. Discuss/Consider Customer Balance for November 2013, action if any
  - E. Discuss/Consider Check Detail (#12875 – 12896) and in the amount of \$18,790.55 for November 2013, action if any
  - F. Discuss/Consider Fuel Sales Report for November 2013, action if any
  - G. Discuss/Consider airport traffic for November 2013, action if any

**MOTION** (Meintz/Johns) to accept the finance report with the check details from check numbers 12875 through 12896 in the amount of \$18,790.55 for November 2103 and items A through G. Motion carried. No negative vote.

18. Communications/correspondence  
A facebook page has been established.

Mary Johns has volunteered to put out an end of year newsletter.

Swipe cards/readers will be installed tomorrow. If additional user cards are needed, a form will need to be filled out by the tenant.

19. Dialog between Airport Manager and the TCAC  
Tony reported Jet A project for next year has been approved. Projected start date is next fall.

Tree clearing needs to be done on the runway which is being looked at to be shortened by the FAA.

Ted Sauve commented that the committee was not made aware of the increase of flight patterns. Ted will contact the Wisconsin Counties Association to see if they can come up with some funding. Many of the trees are on private property

20. Dialog between airport users and the TCAC  
George Sporie spoke on behalf of the Twin Counties Pilot's Association their appreciation to the board members for all of their efforts and determination in administering and approving the airport for all of the users.

21. Public comment – speakers will be limited to 5 minutes  
None.

22. Future agenda items  
Tenant leases  
Insurance bids

23. Schedule next meeting  
Tuesday, January 21, 2014 at 5:00 pm.

The reorganizational meeting will be held prior to the regular meeting

24. Adjourn

**MOTION** (Meintz/Johns) to adjourn at 6:30 pm.

Respectfully Submitted,

Jennifer Seguin  
Marinette County Administrative Secretary

Date Approved: 1/21/2014

## MINUTES

TWIN COUNTY AIRPORT COMMISSION  
2801 N. 22ND STREET  
MENOMINEE, MI 49858  
906-863-8408  
Reorganizational Meeting  
January 21, 2014, 5:00 PM

Members Present: Jason Lauzer, Mary Johns, Charlie Meintz, Nick Lakari, Chris Plutchak, Ted Sauve  
Also Present: Eagle Herald, Bay Cities Radio, Peshtigo Times, Tony Krysiak, and Nancy Douglas

1. Call to order at 5:00 pm by Airport Manager Tony Krysiak
2. Pledge of Allegiance recited.
3. Roll call taken by Airport Manager Tony Krysiak
4. Approve/amend agenda  
**MOTION** (Lauzer/Meintz) to approve the agenda as written. Motion carried. No negative vote.
5. Public Comment  
None.
6. Discuss/Consider the adoption of:
  - Board Rules/Policies and by-laws, action if any  
**MOTION** (Lauzer/Plutchak) to adopt the board rules, policies, and by-laws as published currently.  
Motion carried. No negative vote.
  - Election Procedures for officers, action if any  
**MOTION** (Lauzer/Meintz) to adopt the Roberts Rules of Order for election of officers. Motion carried.  
No negative vote.
7. Discuss/consider the nomination and election of the following officers, action if any
  - Chairperson  
Mary Johns nominates Jason Lauzer for chairperson.  
Meintz moves the nominations for chairperson are closed. Motion carried. No negative vote.

**Chairperson Lauzer took control of the meeting.**

  - Vice Chairperson  
Ted Sauve nominates Nick Lakari for Vice Chairperson.  
Meintz moves to close the nomination for vice chairperson. Motion carried. No negative vote.

- Secretary/Treasurer

Nick Lakari nominates Ted Sauve for Secretary/Treasurer.

Meintz moves that nominations are closed. Motion carried. No negative vote.

8. Discuss/consider the selection/appointment of the following standing committees, action if any

- Executive/Finance Committee (3 members)
- By-laws Committee (3 members)
- Planning Committee (3 members)
- Buildings/Ground Committee (3 members)
- Personnel Committee (3 members)

**MOTION** (Meintz/Plutchak) to move that the committee stands as was. Motion carried. No negative vote.

9. Discuss/consider dates, times, and location of Commission meetings

**MOTION** (Johns/Meintz) to approve the meeting schedule with the revision of March 18 instead of March 13.

10. Communications/correspondence

None.

11. Dialog between airport users and the TCAC

None.

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

None.

13. Future agenda items

To be discussed at regular session meeting.

14. Schedule next meeting

To be discussed at regular session meeting.

15. Adjourn

**MOTION** (Plutchak/Johns) to adjourn at 5:08 pm. Motion carried. No negative vote.

Respectfully submitted:

Jennifer Seguin

Marinette County Administrative Secretary

Date approved:

2/13/2014

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

**REGULAR AIRPORT COMMISSION MEETING SCHEDULE, 2014**

The Twin County Airport Commission will hold the **Airport Commission** meetings in the airport conference room at the Twin County Airport on the 3rd Tuesday of every month of 2014 at 5:00 p.m; with exception of the February meeting, as noted below.

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

01/21/2014, 5:00 p.m.  
02/13/2014, 5:00 p.m.  
03/18/2014, 5:00 p.m.  
04/15/2014, 5:00 p.m.  
05/20/2014, 5:00 p.m.  
06/17/2014, 5:00 p.m.  
07/15/2014, 5:00 p.m.  
08/19/2014, 5:00 p.m.  
09/16/2014, 5:00 p.m.  
10/21/2014, 5:00 p.m.  
11/18/2014, 5:00 p.m.  
12/16/2014, 5:00 p.m.

 1-21-14

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

**TWINCOUNTY AIRPORT COMMISSION  
2801 22<sup>ND</sup> STREET  
MENOMINEE, MI 49858  
906-863-8408**

**COMMITTEE ASSIGNMENT – 2014**

**EXECUTIVE COMMITTEE**

**Jason Lauzer – Chairman  
Nick Lakari - Vice Chairman  
Ted Sauve - Secretary**

**PERSONNEL COMMITTEE**

**Nick Lakari – Chairman  
Ted Sauve  
Chris Plutchak**

**BUILDING & GROUNDS**

**Ted Sauve – Chairman  
Mary Johns  
Jason Lauzer**

**BY – LAWS**

**Chris Plutchak - Chairman  
Nick Lakari  
Charlie Meintz**

**PLANNING**

**Charlie Meintz - Chairman  
Jason Lauzer  
Mary Johns**

# MINUTES

TWIN COUNTY AIRPORT COMMISSION  
2801 N. 22ND STREET  
MENOMINEE, MI 49858  
906-863-8408  
REGULAR SESSION MEETING  
January 21, 2014, 5:15 PM

Members Present: Jason Lauzer, Mary Johns, Charlie Meintz, Nick Lakari, Chris Plutchak, Ted Sauve  
Also Present: Eagle Herald, Bay Cities Radio, Peshtigo Times, Tony Krysiak, and Nancy Douglas

1. Call to order at 5:15 pm
2. Pledge of Allegiance recited.
3. Roll call taken by Chair Jason Lauzer
4. Approve/amend agenda  
**MOTION** (Sauve/Meintz) to approve the agenda as presented. Motion carried. No negative vote.
5. Approve/amend minutes of the December 17, 2013 regular session meeting  
**MOTION** (Meintz/Lakari) to accept the minutes with the change that the minutes show Mary will assist in newsletter creations from time to time.
6. Public comment – speakers will be limited to 5 minutes on agenda items only  
None
7. Presentation: Explorer Solutions Phase III, Nancy Douglas, discussion only  
Five companies and two colleges have been at the airport, at their own expense. All five companies are still interested and are gathering more information. The two colleges are trying to work out an agreement to work together. Hope to know further information by the middle of the year.  
  
Phase III will primarily be helping those companies fill a business model unique to them.
8. Discuss Consider New Tenant Lease Template, action if any  
The revised template will be ready in February.
9. Discuss/Consider Anderson Tackman Extension, action if any  
**MOTION** (Meintz/Johns) to approve the extension. Motion carried. No negative vote.
10. Discuss/Consider 2014 Insurance Bidding, action if any.  
This item to be discussed at the next meeting.

11. Executive/Finance Committee report:
  - A. Discuss/Consider Profit & Loss for December 2013, action if any
  - B. Discuss/Consider Reconciliation Summaries for December 2013, action if any
  - C. Discuss/Consider Vendor Balance for December 2013, action if any
  - D. Discuss/Consider Customer Balance for December 2013, action if any
  - E. Discuss/Consider Check Detail (#12898 – #12915) and in the amount of \$13,212.77 for December 2013, action if any
  - F. Discuss/Consider Fuel Sales Report for December 2013, action if any
  - G. Discuss/Consider airport traffic for December 2013, action if any

**MOTION** (Lakari/Plutchak) to approve payment of checks numbered check #12898 – #12915 in the amount of \$13,212.77 and items A through G as presented. Motion carried. No negative vote.

12. Communications/correspondence  
None.

13. Dialog between Airport Manager and the TCAC  
Tony reported he will be going to the Manager's Conference on February 18 in Lansing. Will explore some venues regarding financing and grant availabilities to expand storage space.

The gate cards are out and programmed. Several have not pick up their cards; February 3 will be date of mandatory use of gate cards. 59 cards have been issued, another 20 cards have been ordered.

The hangar numbers will be done by spring; the weather caused a delay.

14. Dialog between airport users and the TCAC  
None.

15. Public comment – speakers will be limited to 5 minutes  
Ted Sauve complimented the staff on keeping up on the snow and cold conditions.

16. Future agenda items  
New Tenant Lease Template.  
2014 Insurance Bidding.  
Car rentals.  
Proposed calendar (Lakari).

17. Schedule next meeting  
Thursday, February 13, 2014 at 5:00 pm.

18. Adjourn  
**MOTION** (Meintz/Johns) to adjourn at 5:44 pm. Motion carried. No negative vote.

Respectfully submitted:  
Jennifer Seguin  
Marinette County Administrative Secretary

Date approved:

2/13/2014

Menominee Business Development Corporation  
Menominee, Michigan 49858

Board report December

**Summary of December activities \***

Continuing work with WODA on FNT/Lloyd House I and II projects. Conference calls on Odd Fellows building, document information on Pilot and begin additional work to finance project. Work with City and others on Temporary Certificate of Occupancy to satisfy investors in Lloyd House 1 so project can continue and be completed.

Work with Explorer Solutions on Twin County Airport project, to complete Phase 2 and move forward with Phase 3. Provide additional information to companies and colleges as they work through proposals.

Complete application for North Pier Light restoration planning grant and submit to State for consideration. Work with Jim Beyer on successful fundraiser which will provide the match money needed for the grant.

Continue to work with interim city manager and staff to resolve issues at Great Lakes Foods and Enstrom Helicopter relative to expansions at both facilities.

Meet with Aquila Back Forty on a number of issues as the project gets back on track with new financing partners. Schedule meeting with MDOT and other State officials.

Attend regular CDC meeting in Marquette; approve draft of public relations and demographics document to be used to promote business location in Michigan's Upper Peninsula. Provide Menominee County information which will become part of the package and was successful in having Enstrom Helicopter featured as one of the U.P. success stories.

Also attend the Redevelopment Ready Communities workshop with several City staff members.

Nominated Enstrom Helicopter and Great Lakes Foods for Operation Action U.P. award for business excellence. Enstrom was chosen and Great Lakes Foods will be considered next year. Award ceremony will take place Jan. 21 in Marquette.

Working with Beaver Creek Lumber on a number of issues, including financing options with their banker.

Continuing to monitor Northern Initiatives work on Revolving Loan Fund and the North Honda project.

Meeting arrangements and attendance at Manufacturers Association round table discussion "the state of the industries in 2013 and going forward". Most companies are experiencing growth and the biggest problems seems to center on recruiting qualified skilled workers.

Regular communication, etc. with MBDC Board members, city manager and county administrator, and Marinette Econ. Development and Tourism Committee.

\*edited for confidentiality

Menominee Business Development Corporation  
Menominee, Michigan 49858

January 2014 Board report

### **Summary of January activities \***

Continuing work with WODA on FNT/Lloyd House I and II projects. Determined new project would be mixed use, commercial on 1<sup>st</sup> floor and market rate on upper floors. WODA will also seek Historic Tax Credits so building will be historically restored. We are looking to work with MEDC rather than MSHDA on this project and will most likely be looking for a blighted building grant and will need to work closely with the City of Menominee. WODA is also looking for an OPRA tax exemption for a 12 year period. If these come together it appears the project will be financially possible.

Continue to work with Explorer Solutions on Twin County Airport project. We are hopeful of making a flight school announcement in the next few months. We are now in Phase 3 where we are helping specific companies build a business plan.

Continue to work with interim city manager and staff to resolve issues at Great Lakes Foods and Enstrom Helicopter relative to expansions at both facilities

Meet with local company on potential expansion plans, and schedule meetings with State officials to provide assistance.

Meetings with Cedarville Township and other stakeholders to finalize ORV trail from Cedar River to U.S. 2. Trail identified and local clubs requesting insurance riders necessary to complete DNR designation.

Attend regular CDC meeting in Marquette, focus on energy issues in U.P. particularly the Presque Isle plant closing request and the impact on the rest of the U.P. and Marinette, Menominee area. Arranging for speaker to attend local manufactures meeting in February. Attended lunch with John Hofemiester, former CEO of Shell Oil who spoke on energy issues and economic development activities.

Attended Operation Action U.P. meeting with Enstrom Helicopter who was awarded a business excellence award by the group.

CDC scheduling a meeting with the State and Northern Initiatives to work through issues we are having across the peninsula with the regionalization of the Revolving Loan Fund.

Hosted Amy Clickner, Lake Superior Partnership in Menominee. Visited several economic development projects and she attended a Manufacturers Association meeting at Enstrom Helicopter. Toured the facility and talked to manufacturers about the implications of the Presque Isle plant closing request in Marquette relative to energy costs locally.

Regular communication, etc. with MBDC Board members, city manager and county administrator, and Marinette Econ. Development and Tourism Committee.

\*edited for confidentiality

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, January 14, 2014.

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

Present: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Mike Tanguay, David LeBoeuf, David Wesoloski, Gerald Piche, Darlene Nerat and John Nerat.

Absent: None

The Pledge of Allegiance was recited.

Public comments – Mike Tanguay addressed the board regarding the chip seals on M-3 Drive and N-1 Road. He stated that the chips were cutting his bicycle tires and ruining them. He already has had to replace several tires. He had sent an email to MDOT and they suggested that he come to the road commission with his concerns. He brought with him a sample of the chips and stated that they seemed more like crushed glass than stone. He also felt that the excess chips had not been swept off the road. Menominee Township had contracted to have the chip seals applied. The board of road commissioners will discuss the issue with the Menominee Township board at the annual township meeting. A possible solution would be to apply a fog seal on the roads.

Public appearances – None.

Additions/corrections to minutes for 12/10/13 and 01/02/14 – There being no additions or corrections, Anderson declared that the minutes will stand as written.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, December 9, 2013				\$1,412,609.32
Receipts thru 12/31/13	42,002.05			
Expenditures thru 12/31/13		231,355.39		
Balance, December 31, 2013				1,223,255.98
Michigan Transportation Funds	263,505.86			
Receipts thru 01/13/14	108,248.66			
Expenditures thru 01/13/14		122,704.76		
State Maint. & Equip. Advances			117,398.00	
Balance, January 13, 2014	413,756.57	354,060.15	117,398.00	1,354,907.74
<u>Payables &amp; Reserves</u>				
Payroll 01/16, and 01/30 (Est.)			125,000.00	
Soc. Sec. 01/16 and 01/30 (Est.)			9,562.50	
Reserve for workers compensation insurance			10,897.36	
Reserve for liability insurance			107,768.97	
Reserve for rental grader lease (Dec 2009)			18,261.53	
Reserve for rental grader leases (Oct 2010)			128,018.34	
Reserve for F-4 Lane bridge (Harris Twp)			575.25	
Reserve for design of CR 358 (US41 to K-1 Road)			3,825.00	
Reserve for Forest Funds			161,015.11	
Reserve RR X'ing closure funds for Nadeau Twp. projects			123,250.00	
Reserve for design of Pach Lane bridge			14,000.00	
Reserve for Hannahville 2% funds-crack filling machine rental			18,862.50	
Reserve for 2013 Federal Aid match			30.96	
Reserve for Capital Outlay - Boiler replacement			55,000.00	(776,067.52)
				\$ 578,840.22

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

Vouchers # 14-0012, 14-0014, 14-1231, 14-0017 and 14-0018 – Moved by Kakuk, seconded by Anderson that the vouchers be approved and ordered paid. Carried unanimously.

Discuss correspondence from Spalding Township Supervisor regarding reverter clause in deed for town hall/fire department– Moilanen stated that the property had been deeded to the township by the road commission on 11/13/79 for \$1.00, with a reverter clause stating that if the property is not used for public use then it would revert back to the road commission. The township would like the reverter clause removed from the deed. David LeBoeuf stated that the township does not want to continue to invest money in the property if they do not own it outright. Moilanen stated that the clause could be changed so that if the property was ever sold to a private party the road commission would receive a portion of the proceeds from the sale to cover the cost of the donated land. Betzinger stated that those funds could then be put back into the roads in Spalding Township. The topic will be discussed further at the annual meeting between Spalding Township and the road commission.

Permission to bid Emulsion and quote pea stone for the patch truck – Moved by Kakuk, seconded by Betzinger to grant permission. Carried unanimously.

Permission to bid culverts for 2014 – Moved by Anderson, seconded by Kakuk to grant permission. Carried unanimously.

Permission to bid gravel crushing if needed – Moved by Betzinger, seconded by Kakuk to grant permission. Carried unanimously.

Permission to attend various meetings and conferences throughout 2014 – Moved by Kakuk, seconded by Betzinger to grant permission for staff to attend all regular conferences and meetings. Any additional meetings will be approved as they come up. Carried unanimously.

Discuss federal aid projects for 2014 - 2018 – Moilanen advised the board that any federal aid funds would have to be used in the year that they are available or be lost. They can no longer be carried over to future years, which will mean large projects, such as CR358, will have to be broken down between two or more years. Moilanen presented two options for applying the federal aid funds over the next few years. Moved by Kakuk, seconded by Anderson to have Moilanen proceed with the second scenario, which will have the CR358 project completed in two years. Carried unanimously.

Discuss the 2014 construction season - Moilanen presented a list of proposed work for the 2014 season. Betzinger asked how the River Drive reconstruction project was being funded. Moilanen explained that it was funded with federal funds, and that the matching dollars would come from township contribution and road commission funds. It was noted that funding for Bay de Noc Drive would be 100% township funds.

Discuss approve 2013 ACT51 Report – The report shows a decrease in the fund balance of \$6,839.76 and a transfer of \$868,111.96 from the Road Commission Fund to the Local Road Fund to cover expenses. Moved by Anderson, seconded by Kakuk to approve the ACT 51 Report as presented. Carried unanimously.

Discuss request from the Menominee Conservation District to use road commission cold storage building for the 2014 tree sale – Moved by Kakuk, seconded by Betzinger to have Moilanen send a letter to the conservation district allowing use of the building. Carried unanimously.

Discuss proposal for the design of the River Drive project – Moilanen clarified that the proposal was for project construction engineering and inspection, not design. Moved by Kakuk, seconded by Betzinger to accept the proposal from UP Engineers and Architects. Carried unanimously.

Any other business – Moilanen requested permission to create a retirement recognition program. Moved by Kakuk, seconded by Betzinger to grant permission. Carried unanimously.

Betzinger asked when the River Drive project would be started. Moilanen replied that the pre-construction meeting is being held in early February and the work schedule would be determined at that time.

Gerald Piche applauded Mike Tanguay for the research he did regarding the chip seals and for the way he presented the issue to the road commission.

Kakuk asked what would be done to respond to a letter received from Graham Transport regarding broken windows on some of their vehicles. Moilanen replied that MCRCSIP had been contacted and we are waiting for a reply from them as to how they want us to proceed. Kakuk asked if the vehicles had been parked within the right of way. Moilanen responded that it is likely that they were.

Public Comment – David Wesoloski stated there will be an MTA workshop in May for elected officials regarding roads within their townships. He also asked that Savord send him an invoice for Menominee Township's cost share of River Drive as each pay estimate is processed. He noted that even though the townships put money into the roads, the roads are still under the jurisdiction of the road commission.

David LeBoeuf asked if CR577 in Faithorn Township had been single or double chip sealed. Moilanen replied that as a paved road, it had received a single chip seal with fog seal.

John Nerat asked if there had been any complaints of cars or trucks having tire damage due to the chip seals. Moilanen responded that he had not received any. Mr. Nerat also asked if using MDOT specs for the bids for chip seals would be better. Moilanen stated that it would make it more difficult for local contractors to bid on non-federal aid road projects.

There being no further business, Anderson declared the meeting adjourned at 10:11 a.m.

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Road Commission Finance Director / Clerk

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Chair

The Menominee County Board of Road Commissioners began their annual meetings with township officials on Wednesday, January 15, 2014 at the Spalding Township Hall.

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen, Lisa Savord and Powers District Foreman Ray Betters.

ABSENT: None

**SPALDING TOWNSHIP**

Supervisor Jim Moraska called the meeting to order at 5:00 p.m.

Present for Spalding Township were Supervisor Jim Moraska, and Trustees David LeBoeuf and Kevin LaBonte.

Moilanen told the township officials to please call the road commission anytime they had a question about the roads in their township. It was also noted that the road commission's ACT 51 report would be sent to the townships by January 31.

Moilanen provided officials with a list of the proposed work for 2014 which included shouldering primary roads, sign upgrades, crack sealing and pothole patching, pavement markings on the Federal Aid eligible roads, DEQ Permits, bridge maintenance and stump removal. LaBelle Road, from US 41 to CR566 will be pulverized, graveled and double chip sealed. There will also be a need to bid crushed gravel in the north end of the county.

Also discussed was a change to the Federal Aid program that no longer allows a carryover of funds from one year to the next. Moilanen also noted that two projects in Menominee County will be funded by the Road and Risks Reserve Fund.

Moilanen stated the focus of the road commission will be on maintenance. He noted that the culvert on River Road that has a load limit of 24 tons is bent and would be monitored. Supervisor Moraska added that the culvert on the Sand Road at Dam 7 and the double culvert on Oro Road by the last swamp were in need of maintenance also.

Supervisor Moraska requested a listing of the federal aid eligible roads within Spalding Township. Moilanen will provide him with a map with those routes marked.

A discussion was held on the drainage in the ditch behind Fazer's store. Moilanen stated that some work had been done already, but that there is an area located outside of the right of way where the water is deeper than the ditch and culverts. Supervisor Moraska stated that the two vacant lots in that area were up for tax sale and that the township was hoping to be able to acquire them in the summer. A drainage ditch may then be able to be cut on the vacant lots to help with the problem.

Supervisor Moraska provided the following list of items that the township would like to see completed in the upcoming year:

- Crack sealing on the following roads: CR566, from LaBelle Road east; Maple Street in Spalding to Peterson's hill and then down to Benson's farm; Nelson Lane; and Old US 2 & 41.
- Shouldering on all paved roads within the township.
- Maintenance on the Hillside Road railroad crossing to fill potholes.
- The stop sign at the intersection of 1<sup>st</sup> Street and US 41 needs to have a permanent post.
- Graveling on various roads.

Supervisor Moraska asked for an estimate of the cost to pulverize, add gravel and double chip seal a mile of road. Moilanen stated it would be approximately \$75,000 per mile which would also include fog seal. Mr. Moraska advised that the township may want to pay to go further on LaBelle Road with the chip seal.

Supervisor Moraska stated that a resident had inquired if Herbert Street continued on the north side of US 41 in the area of Graham Transport. If it is within the road commission's jurisdiction they would like to see the trucks removed from the roadway and dust oil applied when needed. Moilanen will check if this road is within the road commission jurisdiction or not.

Trustee LaBonte stated that the west bank by the intersection of 400 Road and US 41, near Kell Road, needs to be cut back for better vision. Moilanen will discuss this with MDOT.

Supervisor Moraska asked that the 400 Road remain on the list of top priorities for the township. He asked why the townships were responsible for the local roads. Moilanen responded that the township was not responsible, but that any funds they invest into roads were a big help and may prevent some roads from being pulverized back to gravel. Betzinger added that by law the road commission had to receive 50% of their matching funds from other sources for local roads. Mr. Moraska asked that the patch truck be sent out to 400 Road this year.

Supervisor Moraska noted that it didn't appear that the crew was rolling over the cold patch when they were filling potholes and asked if they could be reminded to do so.

The deed for the township hall was discussed and it was agreed that the reverter clause could be removed and the deed changed to state that if the township were to sell the property to a private entity that 2 ½ % of the sale price would go to the road commission as compensation for the land. This will be brought before the Road Commission board at its next meeting for action, after which Moilanen will send a letter to the Spalding Township board for action at their meeting.

Supervisor Moraska stated that he had received a letter from CUPPAD advising of a meeting of the Planning Task Force on January 28<sup>th</sup> and asked if it was necessary for the township to attend. Moilanen replied that it was not necessary, but they could go if they wanted.

The meeting concluded at 5:53 p.m.

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Finance Director/Clerk

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Chair

The Menominee County Board of Road Commissioners continued their annual meetings with township officials in the Road Commission offices north of Stephenson on Monday, January 20, 2014.

Chair Anderson called the meeting to order at 6:00 p.m. with the following persons present or absent.

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present was Robert Hanson-MCRC Stephenson District Foreman.

ABSENT: None.

The Pledge of Allegiance was recited.

#### **FAITHORN TOWNSHIP**

(6:00 p.m.) Present for Faithorn Township were Treasurer Renee Augustine, Clerk Kathy Branz, and Trustees Bill DeVoe and Peggy Bryant.

The township officials were presented with a copy of the Road commission's ACT51 report for the fiscal year ending 9/30/13.

Moilanen gave each official a copy of the proposed work to be done in the county for 2014 and noted that a DEQ Permit had been applied for to replace the culvert on No. 36 Road over Bird Creek. The two projects on CR577 are being funded through the Road and Risks Reserve Fund. Also included on the list were shouldering, sign upgrades, crack sealing and pothole patching, pavement markings on federal aid routes, bridge maintenance and stump removal.

Clerk Branz stated she noticed some cracks in the new chip seals and asked if these would be filled. Moilanen replied that the crack filling machine was going to be rented again this summer and that those cracks would be taken care of.

A discussion was held regarding cars being parked on the loop road near the village limits. The plow has to plow around them. Kakuk asked if the township or village had a parking ordinance. They currently do not. The township may look into passing an ordinance to ban parking on the county roads during the winter months.

Moilanen stated that North Lake Road West would likely be stumped and ditched this year.

Clerk Branz asked why the Yield sign at the intersection of CR388 and CR577 had been moved from CR388 to CR577, since it seems more dangerous now for trucks to yield as the railroad tracks on CR577 are so close to the intersection. Moilanen replied that the through road normally has the right of way, so the intersecting road (CR577) would have to yield. It was also noted that the railroad crossing on CR577 has lights, so vehicles should be stopping for a train well before the intersection.

Trustee DeVoe stated that there were signs reducing the speed limit coming into the village on the south and west sides, but none on CR388 coming into the east side. Moilanen stated that CR388 may be outside of the village limits.

Faithorn Township officials and Robert Hanson left the meeting at 6:21 p.m.

#### **MEYER TOWNSHIP**

(6:33 p.m.) Present for Meyer Township were Supervisor Robert Gurgall and Clerk Beth Bertolini.

The township officials were presented with a copy of the Road commission's ACT51 report for the fiscal year ending 9/30/13.

Moilanen gave each official a copy of the proposed work to be done in the county for 2014. Items included on the list were shouldering, sign upgrades, crack sealing and pothole patching, pavement markings on federal aid routes, bridge maintenance and stump removal. Moilanen noted that the parking lines on First Street would be done as part of the pavement marking project.

Supervisor Gurgall presented the board with a list of the township's road priorities. The top priority within Hermansville is West Third Street, from Park Street to US 2. Moilanen stated that this road might be a good candidate to be pulverized, graveled and double chip sealed, but it would first have to be determined if the base is concrete or not. If it is, it will require additional work to break up the concrete base. Supervisor Gurgall noted that he had received calls from residents requesting driveway culverts also be installed on this street. Currently there are none under the Ducat and Dani driveways. Other streets on the priority list within Hermansville were Anderson Street, from S. Main to CR388; Park Avenue; South Main Street; First Street, from Park Street to the Pond; Third Street, from Park Street to Main street; and IXL Drive, from First Street to Earl Drive. Priorities for township roads outside of Hermansville were the CR579 loop; Vega Road, the last ½ mile past the chip seal; chip sealing M-3 Road; and chip sealing R-3 Road.

Supervisor Gurgall asked if the County 3-Way Road Funding program would be run again. Moilanen stated that the county board does still discuss it, but they did not set aside any funds in this year's budget.

Supervisor Gurgall stated that there were cars parked on First Street during recent snowstorms and that the grader had to plow around them. There are "No Parking" signs in the area, but the sheriff's deputy would not issue any tickets. Moilanen suggested that the township pass an ordinance prohibiting parking during winter months.

Moilanen noted that the swamp area on No. 40 Road gets soft in the spring. It was still passable last spring, but should be monitored.

Moilanen stated that the crack filling machine would be rented again this summer and that the township should let him know if there are any areas that need to be crack filled. Supervisor Gurgall responded that Vega Road needs it.

Moilanen asked if any complaints had been received on Kluba Lane since the grade lift had been completed. Supervisor Gurgall said he had not received any. The road will be monitored this spring during break up.

Meyer Township officials left the meeting at 6:56 p.m.

#### **GOURLEY TOWNSHIP**

(7:00 p.m.) Supervisor Stephen Wery, Clerk Cindy Berger, Treasurer Stephanie Walechka and Trustee Joe Bellmore were present for Gourley Township.

The township officials were presented with a copy of the Road commission's ACT51 report for the fiscal year ending 9/30/13.

Moilanen gave each official a copy of the proposed work to be done in the county for 2014. Items included on the list were shouldering, sign upgrades, crack sealing and pothole patching, pavement markings on federal aid routes, bridge maintenance and stump removal. It was noted that graveling should also be done on north and south CR551 and CR380.

Moilanen stated that the solar light that was suggested by Trustee Wery at last year's meeting had been installed and seemed to be working well, and that the culvert in the township hall parking lot had been installed and covered with cold patch.

Moilanen also noted that he had checked on Trustee Bellmore's concern from last year regarding the stopping distance to the school bus stop in the middle of the hill by Kellogg Lane. There is approximately a 600 foot distance from the crest of the hill to Kellogg Lane. A motorist could probably stop at Kellogg Lane, but it would be difficult to stop at the bus stop at the mobile home in the middle of the hill. Moilanen stated that the school had never called to request a sign be put up. Clerk Berger asked if extra sand could be spread in areas where the busses stop. Moilanen will check the area, but cautioned that it is better not to put up too many signs in one area as people then have a tendency to ignore them all.

Supervisor Wery asked if the County 3-Way Road Funding program would be run again. Moilanen stated that the county board does still discuss it, but they did not set aside any funds in this year's budget. Moilanen will talk to the county administrator in May when they are beginning to prepare

their new budget to see if any funds will be included for a 3-Way Program in 2015.

Supervisor Wery requested that all future invoices and statements be sent to Clerk Berger rather than himself. Savord will make this change.

Supervisor Wery noted that Wisconsin used mesh & concrete for their road base and asked if that was a better system. Moilanen replied that it holds up better for truck traffic, but repairs are more difficult to make with concrete.

Supervisor Wery commented that a good job had been done with dust oiling in the past year.

Gourley Township officials left the meeting at 7:30 p.m.

There being no further business, Anderson declared the meeting adjourned at 7:30 p.m.

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Finance Director/Clerk

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Chair

The Menominee County Board of Road Commissioners continued their annual meetings with township officials in the Road Commission offices north of Stephenson on Tuesday, January 21, 2014.

Chair Anderson called the meeting to order at 8:30 a.m. with the following persons present or absent.

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present was Robert Hansor-MCRC Stephenson District Foreman and Gerald Piche.

ABSENT: None.

The Pledge of Allegiance was recited.

### **NADEAU TOWNSHIP**

(8:30 a.m.) Present for Nadeau Township was Trustee Richard Corrigan.

Mr. Corrigan was presented with a copy of the Road commission's ACT51 report for the fiscal year ending 9/30/13.

Moilanen gave Trustee Corrigan a copy of the proposed work to be done in the county for 2014 and noted that the funds received for closing the railroad crossing on No. 34.5 Road in Nadeau Township would be used for the projects on 4<sup>th</sup> Street and M-4 Lane. The two projects on CR577 are being funded through the Road and Risks Reserve Fund. Also included on the list were shouldering, sign upgrades, crack sealing and pothole patching, pavement markings on federal aid routes, bridge maintenance and stump removal.

Moilanen stated that Supervisor Joe Linder had talked about J-1 Road being a priority for the township. Trustee Corrigan was asked to have the township board let the road commission know if they would like to proceed with this work and to also inform the road commission if they notice any problem areas on their roads in the spring.

Trustee Corrigan noted that 4<sup>th</sup> Street had not been plowed all the way to the Johnson residence after the last storm. He also advised that the area in front of the old township hall has been getting plowed, but it is now a private residence. Moilanen will check with the district foremen on these items.

Gerald Piche asked if the township wanted to proceed with the 4<sup>th</sup> Street project. Moilanen responded that Supervisor Linder had been given a cost estimate and had given his verbal approval, but the road commission was still waiting for a written confirmation. Mr. Piche asked if the township had to share in the cost of the project. Moilanen stated that the township was using the proceeds from the railroad crossing closure to pay for the project and other road expenses.

Trustee Corrigan left the meeting at 8:50 a.m.

### **HOLMES TOWNSHIP**

(9:28 a.m.) Present for Holmes Township were Supervisor Ray Guard and Trustees Michael Zemba and Ray Furmanski.

The township officials were presented with a copy of the Road commission's ACT51 report for the fiscal year ending 9/30/13.

Moilanen gave each official a copy of the proposed work to be done in the county for 2014. Items included on the list were shouldering, sign upgrades, crack sealing and pothole patching, pavement markings on federal aid routes, bridge maintenance and stump removal. Moilanen pointed out that CR577, from Klippel Lane to Chalk Hills Road, would be resurfaced using funds from the Roads and Risks Reserve Fund. The stump grinder will be used on CR356 and Rosebush where needed.

Supervisor Guard discussed the payment of the amount outstanding for the CR356 project and stated that \$36,372.00 would be paid in January, with the balance being paid in March when a township CD matures. He also noted that he had received positive responses regarding the chip seal.

Supervisor Guard asked what the current price of gravel was. Moilanen stated that it is approximately \$5 per yard, depending on which pit it comes from. Mr. Guard asked if the road commission was still getting gravel from the Topper pit. Moilanen replied that the pit had been leveled and closed. The road commission is currently using gravel from the Fredrickson pit in the mid county area.

Trustee Zemba asked if Snow Road would be redone. Moilanen stated that since the project was approximately 5 miles long, additional revenue would be needed to complete it, but it is a federal aid eligible route and will be kept on the long-term list of projects.

Holmes Township officials left the meeting at 9:42 a.m.

### **DAGGETT TOWNSHIP**

(10:00 a.m.) Clerk Edith Vincent was present for Daggett Township.

Clerk Vincent was presented with a copy of the Road commission's ACT51 report for the fiscal year ending 9/30/13.

Moilanen gave Ms. Vincent a copy of the proposed work to be done in the county for 2014. Items included on the list were shouldering, sign upgrades, crack sealing and pothole patching, pavement markings on federal aid routes, bridge maintenance and stump removal.

Moilanen stated that the CR358 was being designed and would likely be bid out in two phases with the portion from US41 to M-1 Road being bid first and the portion from M-1 Road to K-1 Road being the second phase. It is hoped that both phases can be completed in 2015. Total cost for both phases is estimated at \$1.6 million. Clerk Vincent asked about the section from K-1 Road to the end of CR358. Moilanen replied that would have to be a future project, possibly to be pulverized and chip sealed.

Moilanen stated that the dip in CR358 had been removed as discussed at the last annual meeting. He asked if the township was still considering finishing 25 Road from Johnson Farms to M-3 Lane and also improving M-1 Road. Clerk Vincent stated the township would like estimates on the cost to pave or chip seal these areas and also for L-3 Lane from Lyons to CR360. It was also noted that CR360, from M-2 to L-3 was in poor condition. Moilanen stated that road would likely need to be reconstructed. The culvert on 25 Road will need to be monitored also.

Clerk Vincent and Gerald Piche left the meeting at 10:13 a.m.

### **STEPHENSON TOWNSHIP**

(10:27 a.m.) Supervisor Mark Marklein was present for Stephenson Township.

Supervisor Marklein was presented with a copy of the Road commission's ACT51 report for the fiscal year ending 9/30/13.

Moilanen gave Mr. Marklein a copy of the proposed work to be done in the county for 2014. Items included on the list were shouldering, sign upgrades, crack sealing and pothole patching, pavement markings on federal aid routes, bridge maintenance and stump removal. It was noted that the G-12 project had been bumped out to 2016 as projects had to be reprioritized due to changes in the Federal Aid guidelines.

Moilanen asked if Wangerin Road was still the township's first priority. Supervisor Marklein stated that it was a priority for Stephenson Township but that he did not think that it was for Mellen Township. Moilanen also asked if the township still wanted to chip seal River Drive. Mr. Marklein stated they were hoping to do that project if the 3-Way program becomes available again. Moilanen will prepare an estimate for the job in the spring.

Supervisor Marklein noted that the residents were happy with the work that had been done on Caldie Lane last spring. Moilanen stated that CR354 and Old CR352 still needed to have work done on them.

Supervisor Marklein asked if there had been any problems with the fertilizer spreaders this past spring. Moilanen said there were none that he was aware of.

Supervisor Marklein asked if the chip sealed roads could be patched if needed. Moilanen stated that the patch truck could be used if they weren't in too bad of shape, otherwise another layer of chip seal could be added.

Supervisor Marklein left the meeting at 10:46 a.m.

There being no further business, Anderson declared the meeting adjourned at 10:46 a.m.

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Finance Director/Clerk

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Chair

**Menominee-Delta-Schoolcraft  
Community Action Agency**

**GOVERNING BOARD MEETING  
Thursday, January 9, 2014  
1:30 p.m.**

**MINUTES**

The meeting was called to order at 1:30 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Mari Negro, Menominee  
Ken Bryant, Schoolcraft  
Tom Lippens, Delta  
Walter Multerer, Menominee  
Karen Wigand, Delta  
Dave Anthony, Menominee  
Gil Vandenhouten, Menominee  
Omer Doran, Schoolcraft  
John Stapleton, Schoolcraft  
Dan LaFoilie, Schoolcraft  
Susan Phillips, Schoolcraft  
Geri Nelson, Delta  
Myra Croasdell, Delta  
Julie Moberg, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Sally Kidd, Senior Services Director  
Kim Johnson, Early Childhood Program  
Theresa Nelson, RSVP Director  
Kris Thibeault, Finance Director  
Joe Dehlin, Weatherization Director  
Connie Maule, SCP Director  
Mary Bunnin, FGP Director  
Ann Jousma-Miller, Delta Co. Bd. of Commissioners

**MEMBERS ABSENT**

Dave Moyle, excused  
Ken Penokie  
Doug Krienke, excused  
Cathy Mercier  
Pastor Levin, excused

**APPROVAL OF NOVEMBER 7, 2013 GOVERNING BOARD MINUTES**

Members received a draft copy of the November 7, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoilie who reported that the committee met on January 7<sup>th</sup>. The reviewed the November Accounts Payable Schedule and recommends their approval. **GERI NELSON MOVED TO APPROVE THE NOVEMBER ACCOUNTS PAYABLE SCHEDULE, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.** The committee also reviewed the October & November credit card charges. The committee also reviewed and revised the Financial Procedures Manual and recommends their approval. **JULIE MOBERG MOTIONED TO APPROVE THE FINANCIAL PROCEDURES MANUAL REVISION, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

Mr. LaFoilie noted that as a result of the Affordable Care Act there is an increase of approximately 4.5% in taxes and fees. Normally the employee pays 20% of premium and the agency pays 80%. The committee asks the board to consider waiving cost increase on to the employees for this year if the budget can handle the increase. Staff indicated the budget can handle the employee portion of the increase as well. **JOHN STAPLETON MOVED TO WAIVE THE INCREASE IN INSURANCE PREMIUM COST TO THE EMPLOYEE FOR ONE YEAR (TO BE REVIEWED EACH YEAR) DAVE ANTHONY SECONDED THE MOTION; MOTION CARRIED. (see Finance Committee minutes – attachment "A")**

#### **NOMINATING COMMITTEE REPORT**

Ms. Wigand called on John Stapleton who reported that the committee met today and reviewed the appointment of Lee Robbert to fill the vacancy in the Schoolcraft County Consumer Sector. He would represent the Senior Companion Program PAC. **MS. PHILLIPS MOVED TO ACCEPT THE APPOINTMENT OF LEE ROBBERT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.** The Menominee County Board of Directors has advertised to fill the vacancy created by Beth Pletcher's resignation. The Delta County Board of Commissioners reappointed Dave Moyle and named Ann Jousma-Miller as his alternate. **MR. ANTHONY MOVED TO ACCEPT THE APPOINTMENT OF ANN JOUSMA-MILLER TO SERVE AS DAVE MOYLE'S ALTERNATE, MYRA CROASDELL SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

#### **SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the committee met today and reviewed two accidents in the Early Childhood Program. The first involved a manager who injured her back while lifting a box. The employee was reminded of proper lifting techniques and to be cautious when lifting. The second involved a teacher who twisted her ankle when walking backwards to guide children onto the bus. The terrain was uneven. The employee was reminded not to walk backwards and to contact the owner of the lot to even out the gravel. **MR. BRYANT MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, MR. STAPLETON SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "C")**

#### **ACCEPTANCE OF EARLY CHILDHOOD PROGRAM MONTHLY REPORT 12/20/13**

Members were mailed a copy of the ECP monthly report dated 12/20/13. There were no questions or comments and **THE REPORT WAS ACCEPTED WITH A MOTION FROM MYRA CROASDELL, SECONDED BY GERI NELSON; MOTION CARRIED.**

#### **ACCEPTANCE OF ADOPTION AGREEMENT FOR CAA HEALTH REIMBURSEMENT PLAN**

The Chair called on Bill Dubord who explained that due to the Health Care Reform Act we have to change our timeline for new employees coming onto our insurance. It was the first month after 90 days of employment, it is being changed to the first month after 60 days. **MR. LAFOILLE MOVED TO ADOPT THE AGREEMENT REVISION FOR THE CAA HEALTH REIMBURSEMENT PLAN, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Wigand called on the Executive Director who reported that the extreme cold weather has caused our Early Childhood Program to close classes for several days. In addition, it has caused the pipes at our Menominee Center at Evergreen to freeze. We have contracted to get the situation taken care of.

We have a tentative agreement for the Union contract the expired in October. Once the Union ratifies the contract it will go to the full board for approval.

It looks as if there will be no sequester cuts.

Due to the upcoming events for our Walk for Warmth campaign Mr. Dubord asked the members if they would mind changing the board meeting from February 13<sup>th</sup> to the 6<sup>th</sup>. We would like to hold the Big Brat Sale in Escanaba on the 13<sup>th</sup> and there is much preparatory work the day or so before as well as the day of the sale. **JOHN STAPLETON MOVED TO CHANGE THE FEBRUARY BOARD MEETING TO FEBRUARY 6<sup>TH</sup>, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business.

**ADJOURNMENT**

There being no other business **THE MEETING ADJOURNED AT 2:00 P.M. WITH A MOTION FROM MR. STAPLETON, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

(Attachment A-1)

THE FINANCE COMMITTEE HAS REVIEWED THE NOVEMBER 2013 ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	338,509
EARLY HEAD START		107,380
EARLY-ON CHILDHOOD		279
GSRP		59,192
ASSET & LIABILITY ACCOUNTS		51,480
<b>TOTAL</b>	<b>\$</b>	<b>556,840</b>

SIGNED

  
(TREASURER)

DATE

1-8-14

**NOMINATING COMMITTEE MEETING**  
**Thursday, January 9, 2014**  
**1:00 p.m.**

**MINUTES**

The following were present: John Stapleton, Omer Doran, Dan LaFoilie, Dave Anthony, Gil Vandenhouten, Susan Phillips, Bill Dubord

The meeting was called to order at 1:00 p.m.

Members were mailed a copy of a letter from the Senior Companion Program PAC requesting a seat on the Governing Board in Schoolcraft County, with Lee Robbert as their representative. **SUSAN PHILLIPS MOVED TO RECOMMEND THE APPROVAL OF LEE ROBBERT TO THE GOVERNING BOARD TO FILL THE SCHOOLCRAFT CONSUMER SECTOR VACANCY, GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.**

The members were reminded that there is a vacancy in the Menominee County Public Sector left by Beth Pletcher. Bill told the members that the opening has been posted by the county, but it has not yet been filled.

Delta County has named Dave Moyle as their representative again, with Ann Jousma-Miller as his alternate. **MR. LAFOILLE MOVED TO APPROVE ANN JOUSMA MILLER AS DAVE MOYLE'S ALTERNATE, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED.**

We have not heard of any changes to the Schoolcraft County appointees.

The meeting adjourned at 1:15 p.m.

**SAFETY COMMITTEE MEETING  
ADMINISTRATIVE OFFICE, ESCANABA  
January 9, 2014  
12:15 p.m.**

**MINUTES**

The meeting was called to order with the following in attendance: Omer Doran, Walter Multerer, Mari Negro, Tom Lippens, Debby Wiltzius, Lucy Crofton and Pat Johnson.  
Absent – Cathy Mercier

The Committee reviewed the following three accidents:

- 1) (Personal Care Program): When an aide was walking up the ramp at a client's home, she slipped on a small patch of ice and twisted her knee. She was treated at the emergency room, is still under a doctor's care and may need physical therapy before returning to work. Recommendation: Be more vigilant of conditions and aware there may be patches of ice which could possibly be avoided.
- 2) (Early Childhood Program): The Escanaba center manager was bending over to pick up a light weight box and felt pain in her lower back. She did seek medical attention and was prescribed a muscle relaxant. She lost one day of work. Recommendation: Staff reviewed proper lifting procedures with her. Never assume because an item is light you won't hurt yourself.
- 3) (Early Childhood Program): A teacher was walking backwards while guiding a group of children out to the bus. She stepped on a loose piece of asphalt and twisted and sprained her ankle. She did seek medical treatment, lost 2 weeks of work and is using an ankle support. Recommendation: Never walk backwards because you can't see what's behind you. Also, notify the owner of the blacktop and see that it gets repaired.

The meeting adjourned at 12:50 p.m.

**Menominee-Delta-Schoolcraft  
Human Resources Authority**

**GOVERNING BOARD MEETING  
Thursday, January 9, 2014  
1:45 p.m.**

**MINUTES**

The meeting was called to order at 2:01 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Mari Negro, Menominee  
Ken Bryant, Schoolcraft  
Tom Lippens, Delta  
Walter Multerer, Menominee  
Karen Wigand, Delta  
Dave Anthony, Menominee  
Gil Vandenhouten, Menominee  
Omer Doran, Schoolcraft  
John Stapleton, Schoolcraft  
Dan LaFoille, Schoolcraft  
Susan Phillips, Schoolcraft  
Geri Nelson, Delta  
Myra Croasdell, Delta  
Julie Moberg, Delta

**OTHERS PRESENT**

William Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Sally Kidd, Senior Services Director  
Kim Johnson, Early Childhood Program Director  
Theresa Nelson, RSVP Director  
Kris Thibeault, Finance Director  
Joe Dehlin, Weatherization Director  
Connie Maule, SCP Director  
Mary Bunnin, FGP Director  
Ann Jousma-Miller, Delta Co. Bd. of Commissioners

**MEMBERS ABSENT**

Dave Moyle, excused  
Ken Penokie  
Doug Krienke, excused  
Cathy Mercier  
Pastor Levin, excused

**APPROVAL OF NOVEMBER 7, 2013 GOVERNING BOARD MINUTES**

Members received a draft copy of the November 7, 2013 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Dan LaFoille who reported that the committee met on January 7<sup>th</sup>. They reviewed the November Accounts Payable Schedules and recommends their approval. **SUSAN PHILLIPS MOVED TO APPROVE THE NOVEMBER ACCOUNTS PAYABLE SCHEDULES, TOM LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.** The committee also reviewed the October & November credit card charges. The committee also reviewed and revised the Financial Procedures Manual and recommends their approval. **JULIE MOBERG MOTIONED TO APPROVE THE FINANCIAL PROCEDURES MANUAL REVISION, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

Mr. LaFoille noted that as a result of the Affordable Care Act there is an increase of approximately 4.5% in taxes and fees. Normally the employee pays 20% of the premium and the agency pays 80%. The committee asked the board to consider waiving the cost increase on to the employees for this year if the budget can handle the increase. Staff indicated the budget can handle the employee portion of the increase. **MR. LAFOILLE MOVED TO WAIVE THE INCREASE IN INSURANCE PREMIUM COST TO THE EMPLOYEES FOR ONE YEAR (TO BE REVIEWED EACH YEAR) WALTER MULTERER SECONDED THE MOTION; MOTION CARRIED. (see Finance Committee minutes – attachment "A")**

#### **NOMINATING COMMITTEE REPORT**

Ms. Wigand called on John Stapleton who reported that the committee met today and reviewed the appointment of Lee Robbert to fill the vacancy in the Schoolcraft County Consumer Sector. He would represent the Senior Companion Program PAC. **MR. BRYANT MOVED TO ACCEPT THE APPOINTMENT OF LEE ROBBERT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.** The Menominee County Board of Commissioners has advertised to fill the vacancy created by Beth Pletcher's resignation. The Delta County Board of Commissioners reappointed Dave Moyle and named Ann Jousma-Miller as his alternate. **MR. ANTHONY MOVED TO ACCEPT THE APPOINTMENT OF ANN JOUSMA-MILLER TO SERVE AS DAVE MOYLE'S ALTERNATE, MR. LIPPENS SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

#### **SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the committee met today and reviewed one accident in the Personal Care Program. The employee slipped on ice on the ramp at a client's home. It was recommended for staff to be more vigilant, particularly during the winter months. **MR. BRYANT MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, MR. STAPLETON SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "C")** It was noted that training on proper lifting was given to all staff in December and information on preventing slips and falls.

#### **ACCEPTANCE OF STAFF MONTHLY REPORTS**

Members were given copies of various monthly program reports. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM SUSAN PHILLIPS, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

#### **ACCEPTANCE OF ADOPTION AGREEMENT FOR HRA HEALTH REIMBURSEMENT PLAN**

The Chair called on Bill Dubord who explained that due to the Health Care Reform Act we have to change our timeline for new employees coming onto our insurance. It was the first month after 90 days of employment, it is being changed to the first month after 60 days. **MR. BRYANT MOVED TO ADOPT THE AGREEMENT REVISION FOR THE HEALTH REIMBURSEMENT PLAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

**ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

Member received copies of the following PAC minutes for their review:

- 10/14/13 (Schoolcraft) Foster Grandparent Program PAC minutes
- 11/18 (Schoolcraft), 12/3 (Menominee) & 12/17/13 (Delta) Senior Companion Program PAC minutes
- 12/3 (Men./Marinette) & 12/4/13 (Delta) Retired & Senior Volunteer Program PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM GIL VANDENHOUTEN, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

**DISCUSSION OF BCAEO ADMINISTRATIVE RULES**

Ms. Wigand called on Bill Dubord who reported that there are a couple of items in the Bureau of Community Action & Economic Opportunity administrative rules that are of concern to the CAA network. The first is the rule that clients appealing a decision denying them assistance that it first goes to the Executive Director and then to the board for review. There was discussion on how the board would not have a better ability to determine income documentation than staff. In addition they indicated they would be uncomfortable getting confidential information from clients. **DAVE ANTHONY MOVED TO HAVE STAFF EXPRESS THE BOARD'S CONCERNS REGARDING THE HEARING OF APPEALS, MR. LAFOILLE SUPPORTED THE MOTION; MOTION CARRIED.**

The second rule requires that the Governing Board meet no later than once every 8 weeks. It was noted that federal regulations require a minimum of quarterly meetings. Our by-laws currently state a minimum of 4 meetings, but we typically schedule 10. Mr. Dubord noted that he doesn't believe 4 meetings per year are enough, but that the board decides the number. **JOHN STAPLETON ASKED STAFF TO EXPRESS THE CONCERNS OF THE BOARD REGARDING THE RULE THAT SAYS BOARD MEETINGS BE NO MORE THAN ONCE EVERY 8 WEEKS., DAVE ANTHONY SECONDED THE MOTION; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Mr. Dubord who reported that we began spending deliverable fuel funds on January 6<sup>th</sup> and have already spent approximately \$65,000. Additionally, we opened up Walk for Warmth funds December 6<sup>th</sup> as there were virtually no other sources for help beyond the Dept. of Human Services. Cathy Pearson gave a hats off to our intake staff for all they do in working with clients, often under challenging circumstances. She gave a special thanks to Cindy Gold, Client Service Worker in Delta County, who has assisted an extremely large number of folks.

Mr. Dubord indicated there is a lot of money available through other providers in our counties through the Michigan Public Service Commission (MPSC), however, there are changes in the program and there hasn't been much coordination to prevent sending folks to places unnecessarily. There has been a propane shortage that has caused some additional issues.

**HRA Governing Board Minutes**  
**Thursday, January 9, 2014**  
**Page 4**

Cathy Pearson reported that walks will be held in Escanaba, Menominee and Manistique on Saturday, February 22, 2014. In addition, the Big Brat Sale will be held in Escanaba on February 13<sup>th</sup> and the Brats for Breakfast in Menominee February 18<sup>th</sup>.

The Executive Director reported that the first senior newsletter printed by Liturgical Publications, Inc. was completed last month and things went pretty smoothly. We are under contract for one year and will assess the process and product at that time.

The board was informed that the cold weather forced us to cancel meal delivery in some of the rural areas but we always have frozen meals on hand for folks as a back up. Even if meal delivery is cancelled, every home delivered meal recipient is called to ensure that they are okay.

The Executive Director reported that we received our new lease with the City of Escanaba for the Escanaba Senior Center and they have removed the section charging us with monitoring for sex offenders. Bill thanked the board for their support on this issue.

The members were told that new operational guidelines from Health & Human Services required a strategic plan be done at least every five years with participation by the board. The Executive Director indicated he is working with Julie Moberg to find a facilitator to help us develop the plan with key staff and board members, hopefully this spring. **DAN LAFOILLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY OMER DORAN; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

The Executive Director asked if members had trouble parking since we no longer rent the lot across the street. No one indicated any problems and we are saving about \$7,500 per year.

**DAN LAFOILLE MOVED TO CHANGE THE FEBRUARY BOARD MEETING FROM FEBRUARY 13<sup>TH</sup> TO FEBRUARY 6<sup>TH</sup> AT 1:30 P.M., SECONDED BY OMER DORAN; MOTION CARRIED.**

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 2:40 P.M. WITH A MOTION FROM JOHN STAPLETON, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

(Attachment A-2)

THE FINANCE COMMITTEE HAS REVIEWED THE NOVEMBER 2013 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	177,570
VOLUNTEER PROGRAMS		52,529
NUTRITION		122,234
STATE & LOCAL PROGRAMS		63,651
ENERGY AND HOUSING		53,299
ASSET & LIABILITY ACCOUNTS		127,403
<b>TOTAL</b>	<b>\$</b>	<b>596,687</b>

SIGNED   
(TREASURER)

DATE 1-8-14

Cedarville Township Board Meeting

January 8, 2014

Call to Order: Supervisor Lin Peterson called the meeting to order at 7:10 pm

Roll Call: Supervisor-Lin Peterson, Treasurer-Kathie Prestin, Trustee-Jim Prestin, Clerk-Gina Van Hoff, and 1 guest were present.

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

Minutes: Moved by Jim to approve minutes of previous meeting as read, second by Kathy. Motion carried.

Fire Chief Report: Kyna has retyped the paperwork concerning Cedarville Twp. implementing a Cadet Program for firefighters. Gary is waiting for a reply from Dan Hammerberg to see if there is anything else needed to complete before they can adopt or implement the program. The snowbalance has been assembled. The fuel tank hold down straps was replaced on the pumper. A list of items is being made up so they can purchase with the bridge walk money. CFD had 1 run since the last meeting.

Treasurer's Report: Bank accounts and fund balances reconcile at \$96,516.68.

Assessor Report: Lin and Jill have 1 interior inspection to complete on a construction in progress. The 2014 assessment change notices will be mailed during the third week of February. Tentative dates for the BOR will be March 4, 11, and 13 and will require the Township Board to approve a resolution granting approval of the Board holding the first day of appeals on the second Tuesday of March rather than the second Monday. Resolution was updated and was approved #1-08-14-01. There were 4 roll call votes by Jim Prestin-(Yes), Kathy Prestin-(Yes), Lin Peterson-(Yes), and Gina Van Hoff -(Yes)

Clerks Report: Moved by Jim, second by Kathy to cancel Donna Buechler's credit card and issue a new one to Gina. Warrant list 15251-15255, void 15256, 15257-15262 and add 15263-15264.

Fox Park: In need of Registration envelopes. Lin will call Lenca to finish survey.

Supervisor/Building Authority Report: No permits issued.

Moved by Kathy, second by Jim to approve all previous reports, Motion carried.

Old Business: No Old Business. Nothing on Bike Route, Land Division, Fisheries, Tree Clean up at Wells, Zettel, Bridge walk, Outdoor outlets, parking in DNR lot, No wake zone, dumpsite logging. Campground Horse permit still in process.

Economic Development: Trails Division next meeting January 10th.

Waste Water: Lin hopefully meeting with Nancy re: Trust Fund money

New Business:

Sheriff Kenny Mark's is willing to present his state of the department review for any interested persons. The date is January 23, 2014.

Bookkeeping-100 checks from previous order were duplicates so they will be destroyed.

Project "To Do-Think about needs to come, purchasing items needed to be in budget, new Town Hall printer and Jim is checking into that. Gina will call MTA to get information on how to handle the cemetery. We need to further discuss the township records. Budget Review YTD: additions to budget? Medical Marijuana ordinance: nothing at this time.

Public Comment: Adjournment: We will recess and reconvene Monday, January 13, 2014 over financial record keeping. Moved by Jim, second by Kathy, Motion carried.

January 10: Trails Meeting at Hall at 9 a.m., January 21, Trails Meeting Traverse City

Next meeting: February 12, 2014

Reconvene at 12:17 p.m., Monday, January 13, 2014

Update records, files and make changes. Approve 15265-15266. Moved by Kathy, second by Gina, Motion carried.

Adjourn 3:20 p.m. moved by Kathy, second by Gina

*Approved 2/12/2014*



# Public Health Delta & Menominee Counties



## Board of Health AGENDA

January 15, 2014  
3:00p.m. (CST), 4:00p.m. (EST)  
Pinecrest Medical Care Facility  
Powers, MI

### Board Members:

Bob Burie  
Tom Elegeert

Jan Hafeman  
Mary Harrington

Larry Schei  
Tom Trudgeon

### Public Health Staff:

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

- 1) Call to Order/Roll Call
- 2) Approval of Agenda
- 3) Approval of December 18, 2013 Board of Health Meeting Minutes
- 4) Educational Session: Public Health Effects of Electromagnetic Fields-Mike Snyder
- 5) Annual Meeting Business
  - 5.1 Election of Chair and Vice-Chair
  - 5.2 Committee Assignments
    - Finance
    - Personnel
    - Building & Grounds
  - 5.3 Approval of 2014 Meeting Schedule
- 6) SCI Contract
- 7) Review and Approval of December Check Registers
- 8) Medical Director's Report
- 9) Health Officer's Report
- 10) Public Comment
- 11) Board Member Comments
- 12) Adjournment



# Public Health Delta & Menominee Counties



## Board of Health Meeting

Pinecrest Medical Care Facility  
Powers, MI

### Meeting Minutes

Wednesday, January 15, 2014

#### Board Members Present

Bob Burie  
Tom Elegeert

Jan Hafeman  
Mary Harrington

Larry Schei  
Tom Trudgeon

#### Public Health Staff

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

#### 1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on January 15, 2014. The meeting was called to order at 3:04 p.m. CST by Chairman Burie. Roll call was taken by the Executive Secretary and is recorded above.

#### 2. Approval of Agenda

Mr. Burie would like to amend the agenda to place the Annual Meeting Business to agenda item number three. Mr. Snyder would like to add Certified Water Supply Operator Training Fee Proposal to agenda item number seven.

**Ms. Hafeman moved to approve the amended the agenda. Motion was supported by Ms. Harrington and carried. The Annual Meeting Business was moved to number three and the Certified Water Supply Operator Training Fee Proposal became the number seven.**

#### 3. Annual Meeting Business –

##### 5.1 Election of Chair and Vice-Chair

**Ms. Harrington nominated Mr. Trudgeon for Chairman of the Board. Mr. Burie seconded the nomination. There were no other nominations and Mr. Trudgeon was voted in unanimously.**

From this point on, the meeting was chaired by Chairman Trudgeon.

**Mr. Schei nominated Ms. Hafeman for Vice-Chair of the Board. Mr. Burie seconded the nomination. There were no other nominations and Ms. Hafeman was voted in unanimously.**

## **5.2 Committee Assignments**

The assignments for 2014 are as follows:

- **Finance – Chairman Trudgeon and Jan Hafeman**

**Ms. Harrington nominated Chairman Trudgeon and Jan Hafeman for appointment on the Finance Committee. Mr. Elegeert seconded the nomination and the appointments carried.**

- **Personnel – Mary Harrington and Larry Schei**

**Mr. Elegeert nominated Mary Harrington and Larry Schei for appointment on the Personnel Committee. Ms. Hafeman seconded the nomination and the appointments carried.**

- **Building & Grounds – Tom Elegeert and Bob Burie**

**Ms. Hafeman nominated Tom Elegeert and Bob Burie for appointment on the Buildings and Ground Committee. Ms. Harrington seconded the nomination and the appointments carried.**

## **5.3 Approval of 2014 Meeting Schedule**

This schedule includes one meeting at the Escanaba office and one at the Menominee office.

**Mr. Burie moved the Board approve the 2014 Meeting Schedule. Motion was supported by Mr. Elegeert and carried.**

**4. Approval of Minutes**

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

**5. Educational Session: Public Health Effects of Electromagnetic Fields – Mike Snyder**

Mr. Snyder has researched Electromagnetic Fields (EMF) and the effects on people's health and groundwater since there are two transmission lines being proposed to be installed in Delta & Menominee counties.

Transmission lines are used to transport electricity from point of generation to region of use (substation).

The lines are privately owned and there is no federal oversight regarding placement and how close they can be placed near a resident. Very few states have regulations so it falls on local counties, townships and cities.

The transmission lines produce EMF, which are invisible areas of energy that surround any electrical device that is turned on. There are two parts of EMF.

- Electric Fields- produced by high voltage and always present in the wires, even if a device is turned off, but still plugged in.
- Magnetic Fields – created by the flow of electricity through wires and are the most concern to the public. They are only present when the electricity is flowing. They can pass through any material. One good thing about magnetic fields, these decrease quickly with distance.

Exposure to EMF depends on the strength of the magnetic field, the distance from the source, and the amount of time spent in the field. Items that give off EMF:

- ✓ Household electrical appliances – tv, microwave, hair dryer, electric blankets etc.
- ✓ Workplace exposures – computers, printers, etc
- ✓ Electrical transmission lines

Why the concern? A study done in 1979 showed possible association between children living near transmission lines and Leukemia. When further studies were done measuring the EMF it was found there was no association with exposure and leukemia in children. Other health effects thought be to be associated with EMF are brain tumors, breast cancer and reproductive and developmental effects.

Research reviews done in 1996 and 1999 found the scientific evidence was weak and there were no definitive causes of cancer found.

American Transmission Company (ATC) is the company that owns the transmission lines and are proposing the Delta & Menominee counties projects. The approximate cost of the Delta's Chandler Old Mead Road project is \$25,000,000 and will be six miles of line length. Menominee's Bay Lake project is approximately 60 miles long and could cost up to \$132,000,000.

The only negative Mr. Snyder found in his research was residential property that bordered the right of ways to the lines, the values went down on average of 1-34%. There is no potential impact on ground water due to the electrical lines.

**6. SCI Contract**

Mr. Snyder reported PHDM received the amended contract from SCI showing costs for the cleaning of the carpets. Per the Board of Health's December motion, Mr. Snyder reported SCI provided a quote for cleaning of the front hallway to the atrium, and the four restrooms.

**7. Certified Water Supply Operator Training Fee Proposal**

A non-community water supply, transient or non-transient, is a water supply which serves water from a well to at least twenty-five persons at least sixty days per year. Each non-transient, non-community water supply is required to have at least one certified water supply operator. PHDM was paid to do these trainings in the past per contractual agreement with Michigan Department of Environmental Quality (MDEQ). Beginning in 2014, PHDM will no longer receive payment from MDEQ for providing these trainings. Mr. Snyder proposed to charge a fee of \$50 per individual wishing to attend the training.

**Mr. Elegeert moved to approve the \$50 Certified Water Supply Operator Training Fee. Motion was supported by Ms. Hafeman and carried.**

**8. Review and Approval of December Check Register**

The BOH reviewed the December check register. Questions were answered by Mr. Snyder.

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

**9. Medical Director's Report**

Dr. Terry reported the flu is circulating in the Upper Peninsula. An "A" strain of influenza, H1N1, is the predominate strain nationally and within Michigan, causing over 90% of flu illness. Fortunately, it is a component of this year's vaccine. Michigan has had one child death due to the flu so far.

On a different note, Avian flu, which has been occurring at low levels in Asia, Africa and Europe since 2005, was recently diagnosed for the first time in North America (Canada). This flu can cause serious illness and the mortality rate is over 50%. Luckily it is not capable of transmitting easily person to person so there has been no community-wide spread. Nearly all illness has been caused by direct exposure to infected poultry. There is no vaccine currently available. Surveillance is on-going because any new mutation that allows this virus to spread easily from person to person, could have devastating consequences globally.

The annual Kids Count report was recently released. The report takes a look at a variety of indicators that impact the health and well-being of our children.

Approximately 1/4 of children in Michigan are living at or below poverty level, but 90% or more have some form of medical coverage. In most measures, Delta & Menominee counties are doing as well or better than the State. However, there is a lot of room for improvement in areas such as getting our children fully immunized and lead tested at appropriate ages and helping women access timely prenatal care.

**10. Health Officer's Report**

- Mr. Snyder reports the permit application for the Menominee office signs has been approved and the signs will be placed in the spring.
- The new panic buttons have been installed, tested, and reviewed with staff in the Menominee office.
- PHDM received a small grant for Lead Poisoning Education and Outreach for \$10,000. PHDM will be hosting a webinar presented by Dr. Terry aimed at local daycare providers and anyone else that would like to become educated on lead poisoning.
- PHDM received notification of another Meth residence bust in Delta County. A notice of condemnation has been posted, but the owner will not vacate the premises. The Sheriff will be going out to remove the owner and will notify them they are not allowed to return to the house until it has been proven to be safe.
- Staff is appreciative of the wellness stipend that was approved by the BOH. A survey will be given out towards the end of the year to check on the usage.
- Next month the BOH picture for the Annual Report will be taken.

**11. Public Comment—None**

**12. Board Member Comments**

- Ms. Hafeman commended the Board for passing the Wellness Stipend at the December meeting.

**13. Adjournment**

**There being no further business, a motion was made by Mr. Burie with support by Mr. Elegeert to adjourn the meeting. Motion was carried and the meeting adjourned at 5:29p.m. CST.**

  
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 Chairperson      2-19-2014