

*"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 ~ March 11, 2014 @ 6:00 p.m. CST**  
At the Menominee County Courthouse ~ Courtroom B

### AGENDA

- A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Approval of the Agenda
  - E. Approval of Previous Minutes  
February 25, 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 appoint one citizen to the DHS/Pinecrest Board of Trustees for a three (3) year term (11/1/2013-10/31/2016). (Interested candidates: Dr. Thomas C. Neumeier and Gary Eichhorn).
  2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the FY 2013/14 Budget Amendments #2 ~ Amendments #9-13.  
  
#9 – County Library - \$500 (donation)  
#10 – Building Code - \$34,570 (line item changes)  
#11 – Remonumentation - \$40,197 (increase)  
#12 – MSU - \$13,387 (increase from Bldg. code)  
#13 – throughout the budget \$36,312 (Changes to WC, MERS, Health Ins., EO salaries)
  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 February 13 & 14, 2014 in the combined amount of \$87,563.65.
  5. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.

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

**J. New Business (discussion only)**

1. **Personnel Items:**
  - a. **Medical Examiner**
  - b. **Emergency Management Coordinator**
  - c. **Employee Evaluation Form**
  
2. **Building and Grounds/Park Items:**
  - a. **Parks Concessionaire Agreement**
  
3. **Miscellaneous Items:**
  - a. **Planning Commission – two (2) appts. to Expire 4/30/14**
  - b. **MERS Defined Contribution Division**
  - c. **NorthCare Network- Proposed contract – Judi Brugman**
  
4. **Finance Items**
  - a. **3 Way Road Program funding**
  - b. **Commissioner Per Diems and expenses**
  - c. **Miscellaneous bills as paid on February 25 & 27, 2014 in the combined amount of \$82,618.43**

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

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

**M. Commissioner Comment**

**N. Adjourn**

February 25, 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 Building, 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, Lang, Meintz, Nelson, Piche, Plutchak, and Schei.

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

Moved by Com. Hafeman, seconded by Com. Piche to approve the agenda. Discussion ensued. Com. Nelson would like to see an amendment to the agenda. He would like to have removed under New Business – Personnel Items: - (b) Temporary Staff of Register of Deeds Dept. & Equalization Dept.

Moved by Com. Hafeman, seconded by Com. Plutchak to amend the agenda and remove the following item: New Business – Personnel Items: - (b) Temporary Staff of Register of Deeds Dept. & Equalization Dept. Motion was approved 7-1. Com. Schei voted nay.

Moved by Com. Hafeman, seconded by Com. Plutchak to approve the minutes from the February 11, 2014 Regular County Board Meeting. Motion was approved 8-0.

**Public Comment:**

- Bob Desjarlais – Asked if the item that was just removed from the agenda would be brought up again at another meeting.

**Presentations:** None.

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

**Action Items:**

Moved by Com. Furlong, seconded by Com. Nelson to approve Resolution 2014-4 ~ Revenue Sharing for FY 2015. Motion was approved 8-0. (Attachment A)

Moved by Com. Nelson, seconded by Com. Furlong to 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. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Lang to approve payment of Commissioner Per Diems and expenses as recently submitted. Motion was approved 8-0.

Moved by Com. Nelson, seconded by Com. Schei to approve miscellaneous bills as paid on January 30 & 31, 2014 in the combined amount of \$57,956.13. Motion was approved 8-0.

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

**New Business (discussion only)**

**Personnel Items:**

- a. Medical Examiner position. – Brian Bousley explained to the board that as of noon on Friday we had only received one applicant for the position of Medical Examiner. The person who applied is Dr. Michael E. Zevitz. Com. Meintz asked if there would be any issues hiring a person who does not live in Menominee County. Brian stated that would not be a problem. Dr. Haupt said he would help out until we have a new doctor in place. Dr. Zevitz stated he would perform the service for a similar fee as Dr. Haupt was charging the county. Com. Nelson stated that Dr. Zevitz is his personal doctor, and he does not feel that there is any conflict with this. He just would like it to be known. Com. Lang asked Brian if there was a conflict since Dr. Zevitz sits on the Mental Health Board. Brian stated that he will check into Com. Lang's question regarding the Mental Health Board. Brian also stated we have two deputy medical examiners in the county, and Dr. Zevitz would have the choice to keep them, or appoint new deputies. Brian stated that he will try to answer all the commissioner's questions, and work out the details of the contract with Dr. Zevitz. The proposed contract should be ready for the next meeting.

**Building and Grounds/Parks Items:**

- a. None.

**Miscellaneous Items:**

- a. RFP for Jail Food Services. – Brian explained to the board that the cook in the Sheriff Dept. will be retiring in May. Discussions with the Sheriff Dept. concluded with trying to outsource for services. Com. Lang asked what the per meal cost would be. He stated that Meals on Wheels provides meals for \$3/meal. Brian explained that it would be 3 meals per day, with one being a cold supper. Brian explained the company that is granted the bid will be using their own food, but they will be using our equipment to do preparations on site. He said this will reduce cost and save the county money because we will pay per meal and not for a full-time employee. When the jail census is lower we will see a further reduction in our expense. The consensus of the board is to move this item forward for approval after the bids have been received.
- b. Affordable Care Act – final regulations. – Brian explained that this item was brought before the board at the last meeting. There have been more changes and if we have under 99 employees we can have a one year reprieve on implementation. We currently have 98 employees. Com. Hafeman stated that we need to keep seasonal employees for under 6 months. Brian stated that we currently do. She also stated students who are employed do not fall under the Act for our purposes. The consensus of the board is to err on the side of caution since we are close to 99 employees and stick with the plan that we have in place.
- c. NorthCare Network – Proposed contract. – Brian explained that he has received information 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 was given to us. Brian also stated that he has asked representatives from NorthCare Network to come to the meeting to explain the contract to the board. They were unable to attend tonight's meeting. He recommends the board not take any action until their representatives are able to come

to a meeting and explain the contract. The consensus of the board is to wait until NorthCare Network can explain the contract before they take action.

- d. **Community Tracking Cost related to Freezing Temperatures.** – Brian has provided the commissioners with an email from State Police Lt. Don Brown in reference to the costs related to the freezing temperatures and broken pipes/freezing pipes. Possible funding from the federal government depends on the number of people that have had issues. We need hard numbers from the community. Brian stated that he is going to send letters to all of the Township Supervisors and the municipalities asking them to help collect these numbers. He will be advertising this information to the citizens of Menominee County. Brian will continue to monitor this information and report back to the board.

**Finance Items:**

- a. **MAC Legislative Conference 2014 – March 24-26 in Lansing.** Com. Nelson commented that he is not happy with what the conference agenda looks like. Brian asked if any commissioners were interested in attending. None of the commissioners are interested in attending this year.
- b. **Commissioner Per Diems and expenses** – The consensus of the board is to move this item forward for approval at the next meeting.
- c. **Miscellaneous Bills as paid on February 13 & 14, 2014 in the combined amount of \$87,563.65.** – Com. Hafeman asked if there is some way we can reduce some of our long distance charges. Brian explained that we had a company that had come in and reduced some of those charges. We no longer have a contract with them. Com. Hafeman commented that Mental Health was able to reduce their cost. Com. Hafeman also asked what a Glory Machine was from Automated Business Equipment. Brian explained it is the postage machine in the Treasurer's office. The consensus of the board is to move this item forward for approval at the next meeting.

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

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

Chairman Meintz called for public comment

**Public Comment:**

- Charlene Peterson – Commented that Brian should send a letter to the Township Clerks in addition to the Township Supervisors just in case someone unavailable.
- Clyde Thoune – He is the Chair of the Conservation District. They are having their annual dinner on March 13<sup>th</sup>. He is inviting the commissioners to attend.

**Commissioner Comment:**

- Com. Meintz – Commented that we are all living the dream during this coldest winter on record.

Moved by Com. Plutchak, seconded by Com. Nelson to adjourn at 6:40 p.m. Motion was approved 8-0.

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Charlie Meintz, Chairman

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Marc Kleiman, County Clerk

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	DHS/Pinecrest Board of Trustees
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
We have received two applications for the DHS/Pinecrest Board of Trustees. Board is to appoint one person to the board.	
<b>RECOMMENDED MOTION</b>	
To appoint <u>one</u> citizen to the DHS/Pinecrest Board of Trustees for a three (3) year term (11/1/2013-10/31/2016). (Interested candidates: Dr. Thomas C. Neumeier and Gary Eichhorn).	

Submitted by: Brian Bousley

03/06/2014  
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):	

**THE SOCIAL WELFARE ACT (EXCERPT)**  
**Act 280 of 1939**

**400.46 County social services board; administration of powers and duties; appointment and terms of members; oath; vacancies; conducting business at public meeting; notice; quorum; meetings; chairperson; effect of failure to attend meetings; compensation and expenses; availability of writings to public.**

Sec. 46. (1) The administration of the powers and duties of the county department shall be vested in a county social services board of 3 members, appointed from persons residing within the county and not holding an elective office, for 3-year terms as follows: 2 members shall be appointed by the county board of commissioners, and 1 member by the director of social services. Members appointed before October 27, 1965, shall continue in office until the expiration of their terms and until successors are appointed and qualified. Each member shall qualify by taking and filing with the county clerk the constitutional oath of office, and shall hold office until the appointment and qualification of a successor. Vacancies in the membership of the board shall be filled for the expiration of the unexpired term, in the same manner as provided for appointment of the original members.

(2) The business which the county social services board may perform shall be conducted at a public meeting of the county social services board held in compliance with Act No. 267 of the Public Acts of 1976. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976. A majority of the board constitutes a quorum for the transaction of business. The board shall meet on the call of the chairperson, or on a written request to the chairperson signed by 2 members of the board, or at times and places as prescribed by the rules of the board. The board shall hold not less than 12 meetings each fiscal year with an interval of not more than 5 weeks between 2 meetings.

(3) At the first meeting following the appointment of a new member to the board, the members shall choose 1 member as chairperson, who shall continue to act as chairperson of the board until the selection of a successor.

(4) If a member of the county social services board, upon receiving notification, fails to attend 3 consecutive regularly scheduled meetings of the board, the county board of commissioners after notification from the county social services board of the failure of a member to attend without reasonable cause such as illness or other circumstances beyond the member's control shall by formal vote excuse the member or declare the office vacant. The vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment was made.

(5) Members of the board shall be reimbursed for necessary travel and other expenses, and shall be paid such amount as shall be fixed by the board of commissioners or board of county auditors.

(6) Except as prescribed in sections 35 and 64, a writing prepared, owned, used, in the possession of, or retained by the county social services board in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

**History:** 1939, Act 280, Imd. Eff. June 16, 1939;—Am. 1945, Act 53, Eff. Sept. 6, 1945;—CL 1948, 400.46;—Am. 1965, Act 401, Imd. Eff. Oct. 27, 1965;—Am. 1967, Act 60, Imd. Eff. June 20, 1967;—Am. 1978, Act 224, Imd. Eff. June 13, 1978.

**Popular name:** Act 280

Rec  
2/10/2014  
BIB

334 10 1011 V C  
MEMORANDUM  
M2 49858

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

I, THOMAS C. NEUMEIER, hereby submit an application for appointment to  
NAME

DHS / PINECREST MED CARE for \_\_\_\_\_ from \_\_\_\_\_  
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment

to \_\_\_\_\_

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

1. I reside at 3508 - 17TH ST. MENOMINEE MI. 49858  
Street City Zip

MENOMINEE and have since 1938  
County

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

Telephone: 906-863-3966 Cell Phone: \_\_\_\_\_

OFFICE 906-863-3888  
Email Address: \_\_\_\_\_

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

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

4. Employer: SELF Telephone: 1-906-863-3888

a. Indicate nature of your work: DENTIST

b. Title: PRESIDENT

5. Educational Level and degrees received:

UNIV. OF MICH. B.S. 1961

UNIV. OF MICH. DDS 1965

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

NONE

7. Previously held appointments and/or elected positions:

NONE

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

NO

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

NO

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

NONE

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

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

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

Comments/clarification (only if necessary)

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

49 YEARS IN DENTAL PROFESSION - DEALING IN HEALTH MATERIAL

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

Thomas C. Neumeier DDS  
Signature

THOMAS C. NEUMEIER DDS.  
Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

## Sherry DuPont

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**From:** Gary Eichhorn <geichhorn3@hotmail.com>  
**Sent:** Monday, February 10, 2014 3:40 PM  
**To:** Sherry DuPont  
**Subject:** Application for Appointment Submission

First Name: Gary

Last Name: Eichhorn

Address: N14998 Eichhorn Lane

City: Powers

State: Michigan

Zip Code: 49874

Email Address: geichhorn3@hotmail.com

Phone Number: 9064975839

What board or committee are you applying for?: DHS Board of Trustees

Are you at least 18 years of age?: Yes

Are you currently registered to vote?: Yes

Current Employer and telephone number; Indicate your title and nature of your work.: Self employed Plumbing and Heating

Please indicate education level and degrees received:: 12th grade and labor management courses Licensed Mechanical, Plumbing and Unlimited boiler

Do you currently hold any County appointments or elected positions? If yes, please explain.: NO

Have you previously held any appointments and/or elected positions? If yes, please explain.: Menominee County Board of Commissioners 12 years was a lay member of pinecrest for 12 years

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

Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment): NO

List any family members who are or have been employed by Menominee County or are or have been elected to County offices?: None \* See Attached Email From Gary

Is this an application for re-appointment?

If yes, how many years have you served on this board? Please indicate your attendance record for the term(s) served.

Comments:: NO

Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.: 12 years as a lay member of Pinecrest board and member of Co. Board of Commissioners related to all aspects of County Government.

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

(Please sign the box, by typing your name here.): Gary Eichhorn

\* ATTACHED EMAIL ↓

### Sherry DuPont

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**From:** Gary Eichhorn <geichhorn3@hotmail.com>  
**Sent:** Monday, February 10, 2014 8:17 PM  
**To:** Sherry DuPont

Sherry I misread Family members who are or (have been) employed by Men. Co. My mother worked for the library for a time retiring in 1999-2000 as I recall. Thank You for your attention in this matter Gary Eichhorn

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>2013/14 Budget Amendments #2 – Amendments 9-13</b>
<b>DEPARTMENT:</b>	<b>Finance Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>On 2.26.14 the Finance Committee met and discussed the budget amendments. All were moved to the full board for approval.</p>	
<b>RECOMMENDED MOTION</b>	
<p>1. To approve the FY 2013/14 Budget Amendments #2 ~ Amendments #9-13.</p> <p style="margin-left: 40px;">#9 – County Library - \$500 (donation)  #10 – Building Code - \$34,570 (line item changes)  #11 – Remonumentation - \$40,197 (increase)  #12 – MSU - \$13,387 (increase from Bldg. code)  #13 – throughout the budget \$36,312 (Changes to WC, MERS, Health Ins., EO salaries)</p>	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

2013-2014

BUDGET AMENDMENT  
NUMBER #9  
January 10, 2014

**Re: Anonymous Donation Received for the Library**

<b>Account Number</b>	<b>DESCRIPTION</b>		<b>Budget</b>
271-000-544.00	Grants, Bequests, Etc.	\$	500.00
271-790-727.03	Restricted Purchases	\$	500.00

Check # 2418 deposited on 12/30/13 (Transmittal #7257)

MENOMINEE COUNTY  
REQUEST FOR BUDGET AMENDMENT

#9

BUDGET YEAR: 2013-2014

Please Increase  
Revenue/~~Expenditure~~ Account 271-000-544.00 by \$500.00

<sup>Increase</sup>  
Please ~~Decrease~~  
~~Revenue/Expenditure~~ Account 271-790-727.03 by \$500.00

Date of Request: 1-10-14

Justification: Anonymous Donation Received

Requesting Department: Library

Elected Official/Dept Head Pat Cheski

Chief Fiscal Officer's Approval \_\_\_\_\_

Date Posted to G/L \_\_\_\_\_

Posted by: \_\_\_\_\_



# MENOMINEE COUNTY LIBRARY

S 319 RAILROAD STREET

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

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January 10, 2014

Jessy White  
Menominee County Clerk's Office  
839 Tenth Avenue  
Menominee, MI 49858

Dear Jessy:

We were fortunate to receive another \$500.00 from  
bequest to remain **anonymous**.

She would like her

We are requesting the following budget amendment for the current 2013/2014 fiscal  
year, to reflect the amount of this bequest.

\$500.00	271-000-544.00	Grants, bequests, etc.
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\$500.00	271-790-727.03	Restricted purchases
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Her check #2418 for \$500.00 was deposited with the Treasurer's Office on  
December 30, 2013 -- Transmittal #618.

Please let me know if you have any questions. Thanks for your assistance.

Sincerely,

Patricia F. Cheski  
Library Director

2013-2014

BUDGET AMENDMENT  
NUMBER #10  
January 7, 2014

**Re: When Budget was Created, there was no contract in place  
for the Building Code Services with Delta County  
Bldg. Code Secretary was originally budgeted here...  
MSU budget has increased to accommodate the Secretary**

<b>Account Numb</b>	<b>DESCRIPTION</b>		<b>Budget</b>
249-371-801.00	Professional Contractual Services	\$	17,000.00
249-371-705.00	Part Time Salaries	\$	(17,000.00)
249-371-801.01	Overhead Costs - Rent/Staff/Phone Internet		17,570.00
249-371-705.00	Part Time Salaries		(9,972.00)
249-371-707.00	Longevity		(50.00)
246-371-712.00	Hospital Insurance		(3,707.00)
249-371-713.00	Life Insurance		(8.00)
249-371-715.00	FICA - OASDI		(1,625.00)
249-371-715.01	FICA - Med		(380.00)
249-371-716.00	Workmen's Compensation		(110.00)
246-371-718.00	Retirement		(1,717.00)

#10

# Menominee County

## Request for Budget Amendment

Budget Year: 2013/2014

Please Increase

Revenue/Expenditure Account	249-371-801.00	by	\$17,000
	249-371-801.01		\$17,570

Please Decrease

Revenue/Expenditure Account	249-371-705.00	by	\$17,000.00
	249-371-705.00		\$9,972.00
	249-371-707.00		\$50
	249-371-712.00		\$3,707
	249-371-713.00		\$8
	249-371-715.00		\$1,625
	249-371-715.01		\$380
	249-371-716.00		\$110
	249-371-718.00		\$1,717

Date of Request

1/7/2014 - 2/26/14

Justification

Contract amt. w/ Delta Co. \$17,000 - Remove P.T. exp. to MSU Bldg. Code insofar as contract  
Overhead Costs - Bldg Code \$17,570 - will be reimb. to B.L. at year end -

Requesting Department

Bldg Code/MSU - Administration

Elected Official/Dept. Head

Brian Bousley

Chief Fiscal Officer's Approval

\_\_\_\_\_

Date Posted to General Ledger

\_\_\_\_\_

Posted by:

\_\_\_\_\_

**Building Code Department Budget - Revenues****Fund: Special Revenue (249)****Activity: Building Department (000)**

<u>Account Number</u>	<u>Account Title</u>	<u>2011/2012 Budget</u>	<u>2011/2012 Actual</u>	<u>2012/2013 Budget</u>	<u>2013/2014 Budget</u>
480.00	Building Code Enforcement	31,435	34,914	34,579	35,479
480.01	Building Code Services	-	-	-	-
482.00	Soil and Sedimentation Control	2,500	6,335	2,750	5,000
699.00	General Fund Appropriation	0	-	-	-
	<b>Total</b>	<b>33,935</b>	<b>41,249</b>	<b>37,329</b>	<b>40,479</b>

**Building Code Department Budget - Expenditures****Fund: Special Revenue (249)****Activity: Building Department (371)**

<u>Account Number</u>	<u>Account Title</u>	<u>2011/2012 Budget</u>	<u>2011/2012 Actual</u>	<u>2012/2013 Budget</u>	<u>2013/2014 Budget</u>
704.00	Salaries - Permanent	27,307	26,472	28,919	0
705.00	Salaries - Part time				26,972
707.00	Longevity	-	-	-	50
712.00	Hospital Insurance	-	-	-	3,707
713.00	Life Insurance	-	-	-	8
715.00	FICA-OASDI	1,693	1,708	1,793	1,625
715.01	FICA-Med	396	399	419	380
716.00	Workmen's Compensation	397	386	563	384
718.00	Retirement	-	-	-	1,717
727.00	Office Supplies	300	319	300	300
728.00	Office Equipment	-	-	500	500
729.00	Postage	150	142	175	175
742.00	Gas, Oil, Etc.	2,500	1,917	3,000	3,000
802.00	Memberships/Subscriptions	300	425	500	500
860.00	Travel	600	147	850	850
964.00	Refunds/Rebates	292	-	310	310
	<b>Total</b>	<b>\$ 33,935</b>	<b>\$ 31,916</b>	<b>\$ 37,329</b>	<b>\$ 40,479</b>

*"Original"  
Budgeted  
9/11/12  
jmc*

**Building Code Department Budget - Revenues**

**Fund: Special Revenue (249)**

**Activity: Building Department (000)**

<u>Account Number</u>	<u>Account Title</u>	<u>2011/2012 Budget</u>	<u>2011/2012 Actual</u>	<u>2012/13 Budget</u>	<u>2013/2014 Budget</u>
480.00	Building Code Enforcement	31,435	34,914	34,579	35,479
480.01	Building Code Services	-	-	-	-
482.00	Soil and Sedimentation Control	2,500	6,335	2,750	5,000
699.00	General Fund Appropriation	0	-	-	-
	<b>Total</b>	<b>33,935</b>	<b>41,249</b>	<b>37,329</b>	<b>40,479</b>

**Building Code Department Budget - Expenditures**

**Fund: Special Revenue (249)**

**Activity: Building Department (371)**

<u>Account Number</u>	<u>Account Title</u>	<u>2011/2012 Budget</u>	<u>2011/2012 Actual</u>	<u>2012/2013 Budget</u>	<u>2013/2014 Budget</u>
704.00	Salaries - Permanent	27,307	26,472	28,919	0
705.00	Salaries - Part time	-	-	-	-
707.00	Longevity	-	-	-	-
712.00	Hospital Insurance	-	-	-	-
713.00	Life Insurance	-	-	-	-
715.00	FICA-OASDI	1,693	1,708	1,793	-
715.01	FICA-Med	396	399	419	-
716.00	Workmen's Compensation	397	386	563	274
718.00	Retirement	-	-	-	-
727.00	Office Supplies	300	319	300	300
728.00	Office Equipment	-	-	500	1,350
729.00	Postage	150	142	175	175
742.00	Gas, Oil, Etc.	2,500	1,917	3,000	3,000
801.00	Contractual - Building Inspector	-	-	-	17,000
801.01	Overhead costs-rent/staff/phone/internet	-	-	-	17,570
802.00	Memberships/Subscriptions	300	425	500	500
860.00	Travel	600	147	850	-
964.00	Refunds/Rebates	292	-	310	310
	<b>Total</b>	<b>\$ 33,935</b>	<b>\$ 31,916</b>	<b>\$ 37,329</b>	<b>\$ 40,479</b>

*Checked  
Per Finance  
2/26/14*

Fund: General (101)  
 Activity: Revenues (000)

Account Number	Account Title	2011/2012 Budget	2011/2012 Actual Rev.	2012/2013 Budget	2013/2014 Budget
645.04	Conveying Convicts/State Reim	500	871	500	500
645.05	SSA Incentive/Sheriff	800	1,800	300	500
645.06	Sheriff D/D Assessment	2,000	2,725	2,000	2,000
649.00	PA Check Collections	200	210	200	200
656.00	Ordinance Fines & Cost	35,000	39,315	40,000	25,000
657.00	Bond Forfeiture	3,000	3,092	4,000	3,000
658.00	Circuit Ct Fines & Forfeits	3,000	2,399	1,500	1,500
659.00	NSF Charges	500	385	350	350
665.00	Interest Earned	100,000	56,866	90,000	55,000
672.00	Miscellaneous	10,000	6,675	6,853	10,000
673.00	Sale of Property	-	-	350	350
676.00	F O I A	500	72	100	100
677.00	Reimbursements	2,322	3,298	3,000	3,000
677.01	Reimbursements PA123	15,000	22,952	15,000	23,000
677.02	Workers Comp Refund/MMRMA	35,000	85,962	35,000	60,000
677.04	Commissioner Reimbursements	2,000	-	100	100
677.06	Fam.CT RDSS Reimbursements	9,000	2,865	8,000	8,000
677.07	Fam.CT Drug Test Reimburse	-	283	500	500
677.08	FOC - move reimbursements	-	-	-	-
677.09	BCBS reimbursements	-	85,994	-	-
677.10	MMRMA designated grant	-	-	40,000	-
677.11	Airport Phase 2	-	-	-	-
677.12	Non lapsing building fund	-	-	-	-
677.13	Bldg. Code-overhead cost reimb.	-	-	-	-
<b>Total</b>		<b>7,060,921</b>	<b>7,321,839</b>	<b>7,007,733</b>	<b>7,186,779</b>

General Ledger  
 \$17,570 to be  
 reimbursed  
 at Year end  
 \* Assuming all  
 revenues have  
 received as  
 budgeted for  
 2013/14

2013-2014

BUDGET AMENDMENT  
NUMBER #11  
January 10, 2014

**Re: Grant Money Received was More than Budgeted**

<b>Account Number</b>	<b>DESCRIPTION</b>		<b>Budget</b>
243-246-709.00	Admin/Monumentation of Corners	\$	(50.00)
243-246-710.00	Per Diems	\$	(330.00)
243-246-765.00	Supplies/material - Monumentation of Corners	\$	2,445.00
243-246-801.07	Contract Services/Survey	\$	38,132.00
243-000-542.01	State Grants	\$	40,197.00

# 11

Menominee County  
Request for Budget Amendment

Budget Year: 2013/2014

*Remuneration*

Please Increase

Revenue/Expenditure Account	<u>243-000-542.01</u>	by	<u>+\$40,197</u>	<i>Total Budget</i> <u>90,197</u>

Please Decrease

Revenue/Expenditure Account	<u>243-246-709.00</u>	by	<u>&lt;50.00&gt;</u>	<i>Total Budget</i> <u>1700.00</u>
	<u>246-710.00</u>		<u>&lt;330.00&gt;</u>	<u>420.00</u>
	<u>246-765.00</u>		<u>+2445.00</u>	<u>4445.00</u>
	<u>246-801.07</u>		<u>+38,132</u>	<u>53,632</u>
				<u>90,197</u>

Date of Request 2/10/14

Justification Grant \$ Amt. Approved \$90,197  
only \$50,000 Budgeted.

Requesting Department \_\_\_\_\_

Elected Official/Dept. Head \_\_\_\_\_

Chief Fiscal Officer's Approval \_\_\_\_\_

Date Posted to General Ledger \_\_\_\_\_

Posted by: \_\_\_\_\_

**Remonumentation Fund Budget - Revenues**

**Fund: Special Revenue (243)**

**Activity: Remonumentation (000)**

COPY

*Jan-Dec 2014*

<u>Account Number</u>	<u>Account Title</u>	<u>2011/2012 Budget</u>	<u>2011/2012 Actual</u>	<u>2012/2013 Budget</u>	<u>2013/2014 Budget</u>
542.01	State Grant for 2011/12 (13/14)	91,708	68,615	under acct	<del>50,000</del> 90,197
542.02	State Grant for 2010/11(12/13)	-	-	243-245	-
615.00	Recording Fees	-	-		-
699.00	General Fund Appropriation	-	16,217		-
<b>Total</b>		<b>\$ 91,708</b>	<b>\$ 84,832</b>		<del>50,000</del> 90,197

**Remonumentation Fund Budget - Expenditures**

**Fund: Special Revenue (243)**

**Activity: Remonumentation (246)**

<u>Account Number</u>	<u>Account Title</u>	<u>2011/2012 Budget</u>	<u>2011/2012 Actual</u>	<u>2012/2013 Budget</u>	<u>2013/2014 Budget</u>
709.00	A/M Admin/Mon of Corners				1750 / 1700. <sup>00</sup>
710.00	PG Peer Group (per diems)	420	219	under acct	<del>750</del> 4090. <sup>00</sup>
765.00	SM/M S&M/Mon of Corners	4,026	78	243-245	<del>2,000</del> 4,445. <sup>00</sup>
801.07	CSS/M Cntrct Serv/Mon of Cmr	87,262	13,021		<del>45,500</del> 83,632. <sup>00</sup>
<b>Total</b>		<b>\$ 91,708</b>	<b>\$ 83,432</b>		<del>\$ 50,000</del> 90,197

*\$ 90,197 - Grant Amt.*

*Budget Amendments*

**2014 SURVEY AND REMONUMENTATION GRANT APPLICATION**

County of: MENOMINEE

<b>ADMINISTRATION</b> Up to 15% of the Total Annual Budget		
<b>Item E - Administration Staff Fees/Wages</b> Attach additional pages as necessary		
Grant Administrator	Hours <u>10</u> x Rate \$ <u>25</u> =	\$ 250.00
County Representative/Surveyor	Hours <u>30</u> x Rate \$ <u>40</u> =	\$ 1,200.00
<b>Additional Staff</b> Identify staff by name and explain delegated duties and responsibilities	Hours _____ x Rate \$ _____ =	\$ 0.00
		<b>Subtotal Item E</b>
		\$ 1,450.00
<b>Item F - Administrative Supplies and Indirect Costs</b> Identify items and estimated expenses for each item (or identify a flat overhead rate). (Attach additional pages as necessary)		
L.C.R.C. Copies/Postage	\$ <u>200</u>	<b>Subtotal Item F</b>
Ad for Project Area	\$ <u>50</u>	
	\$ _____	\$ 250.00
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b> Not to exceed 15% of Total Annual Budget	<b>Percent of Budget</b>	<b>Total Administrative Costs</b>
	Total of Items E + F	\$ 1,700.00
	1.884763%	
<b>TOTAL ANNUAL BUDGET</b>		
<b>Item A - Remonumentation Services</b>		\$ 83,632.00
<b>Item B - Remonumentation Supplies and Materials</b>		\$ 4,445.00
<b>Item C - Peer Review Group</b>		\$ 420.00
<b>Item D - State Plane Coordinates</b>		\$ 0
<b>Item E - Administrative Staff Fees/Wages</b>		\$ 1,450.00
<b>Item F - Administrative Supplies and Indirect Costs</b>		\$ 250.00
<b>Total MUST Equal "Total Annual Budget" (Page 1)</b>		\$ 90,197.00

2013-2014

BUDGET AMENDMENT  
NUMBER #12  
February 26, 2014

**Re: Move Secretary back into MSU from Building Code Budget**

<b>Account Number</b>	<b>DESCRIPTION</b>		<b>Budget</b>
101-261-704.00	Salaries	\$	9,365.00
101-261-707.00	Longevity	\$	50.00
101-261-713.00	Life Insurance	\$	7.00
101-261-715.00	FICA - OASDI	\$	947.00
101-261-715.01	FICA - Med	\$	222.00
101-261-716.00	Workmen's Compensation	\$	43.00
101-261-718.00	Retirement	\$	2,753.00

#12

# Menominee County

## Request for Budget Amendment

Budget Year: 2013/2014

Please Increase

Revenue/ <u>Expenditure</u> Account	101-261-704.00	by	\$9,365
	101-261-707.00		\$50
	101-261-713.00		\$7
	101-261-715.00		\$947
	101-261-715.01		\$222
	101-261-716.00		\$43
	101-261-718.00		\$2,753

Please Decrease

Revenue/ <u>Expenditure</u> Account		by	

Date of Request 2/26/14

Justification Move Secretary back in MSU F.T. (from Bldg. Code) F.T.

Requesting Department Admin. / Finance Com. 2/26/14

Elected Official/Dept. Head Brian Bousley

Chief Fiscal Officer's Approval \_\_\_\_\_

Date Posted to General Ledger \_\_\_\_\_

Posted by: \_\_\_\_\_

**Fund: General (101)**  
**Activity: Annex Bldg. /MSU (261)**

<u>Account Number</u>	<u>Account Title</u>	<u>2011/2012 Budget</u>	<u>2011/2012 Actual</u>	<u>2012/2013 Budget</u>	<u>2013/2014 Budget</u>
704.00	Salaries - Permanent	34,420	34,238	36,332	28,096
707.00	Longevity	100	100	150	150
712.00	Hospital Insurance-opt out	-	-	-	-
713.00	Life Insurance	30	28	30	23
715.00	FICA-OASDI	2,009	2,030	2,166	1,164
715.01	FICA-Med	470	475	507	272
716.00	Workmen's Compensation	106	103	150	88
718.00	Retirement	5,430	5,390	6,545	4,116
727.00	Office Supplies	200	167	200	200
728.00	Office Equipment	300	-	300	300
801.00	Contractual Services - MOA	38,209	38,209	38,209	30,000
850.00	internet/DSL& Wireless	1,200	770	1,200	850
860.00	Travel	300	298	300	300
920.01	Water	400	264	412	450
920.02	Sewer	400	407	400	360
920.03	Electric	2,700	2,175	2,748	2,300
920.04	Natural Gas	1,600	952	1,600	1,200
930.04	Grounds Maint./garbage	650	624	650	650
934.00	Equipment Repair	-	-	100	100
942.00	Equipment Rental/maint.	5,000	4,659	-	2,136
<b>Total</b>		<b>\$ 93,524</b>	<b>\$ 90,890</b>	<b>\$ 91,998</b>	<b>\$ 72,754</b>

Hospital Ins. - other (consist) 17,180 13,014 17,120  
 \$17,180 \$13,014 \$17,120

*"Original"*  
*Budgeted 9/13/13*  
*final*

**Fund: General (101)**  
**Activity: Annex Bldg. /MSU (261)**

<u>Account Number</u>	<u>Account Title</u>	<u>2011/2012 Budget</u>	<u>2011/2012 Actual</u>	<u>2012/2013 Budget</u>	<u>2013/2014 Budget</u>
704.00	Salaries - Permanent	34,420	34,238	36,332	37,461
707.00	Longevity	100	100	150	200
712.00	Hospital Insurance-opt out	-	-	-	-
713.00	Life Insurance	30	28	30	30
715.00	FICA-OASDI	2,009	2,030	2,166	2,111
715.01	FICA-Med	470	475	507	494
716.00	Workmen's Compensation	106	103	150	131
718.00	Retirement	5,430	5,390	6,545	6,869
727.00	Office Supplies	200	167	200	200
728.00	Office Equipment	300	-	300	300
801.00	Contractual Services - MOA	38,209	38,209	38,209	30,000
850.00	internet/DSL& Wireless	1,200	770	1,200	850
860.00	Travel	300	298	300	300
920.01	Water	400	264	412	450
920.02	Sewer	400	407	400	360
920.03	Electric	2,700	2,175	2,748	2,300
920.04	Natural Gas	1,600	952	1,600	1,200
930.04	Grounds Maint./garbage	650	624	650	650
934.00	Equipment Repair	-	-	100	100
942.00	Equipment Rental/maint.	5,000	4,659	-	2,136
964.00	Hannahville Refund				
970.00	Capital Outlay (Hannahville grant, window replacement)				2,500
<b>Total</b>		<b>\$ 93,524</b>	<b>\$ 90,890</b>	<b>\$ 91,998</b>	<b>\$ 88,642</b>

*#1 amendment*

*Hospital Ins. - other legislative* 17 180  
 \$110,700

17 814 14 837  
 \$105,912 \$103,078

*Checked per  
 Finance Com.  
 2/26/14*

2013-2014

BUDGET AMENDMENT  
NUMBER #13  
February 25, 2014

**Re: Amendments made to MERS, Insurance, & Workers Comp  
Removed Elected Officials 2% inc.**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>Budget</b>
GENERAL FUND		\$ 36,312.00





# Consumer's Mutual Ins. Of MI

*New Ins. 911  
1/1/2014*

Effective Rates: 01.01.14

Insurance Coverage - E911

<b>Premium</b>	<b>12.5%</b>	<b>Full month premium</b>	<b>Biweekly</b>
Single (S)	68.02	544.12	34.01
Two Person (2P)	129.23	1,033.83	64.61
Family (F)	210.85	1,686.77	105.42

## Sherry DuPont

---

**From:** Joann Klumb  
**Sent:** Tuesday, December 03, 2013 9:23 AM  
**To:** Sherry DuPont; Brian Bousley  
**Subject:** FW: Confirmation of new division from carve out of div 10 - Menominee Co #5502

**From:** Karima LaJoie [mailto:klajoie@mersofmich.com]  
**Sent:** Tuesday, December 03, 2013 8:32 AM  
**To:** Joann Klumb  
**Cc:** Stacy Hansen; Tony Radjenovich  
**Subject:** Confirmation of new division from carve out of div 10 - Menominee Co #5502

Dear Mr. Bousley:

Division #18 (911 Employees) was created effective January 01, 2014 from division(s) #10 (Courthouse) with the same benefit provisions. These changes are based upon the Supplemental Valuation results dated August 20, 2013.

These adoptions have your Contribution Rates changing as listed below:

Division	Effective Date	New Employer Rate	Old Employer Rate	New Employee Rate	Old Employee Rate
10 - Courthouse	01/01/2014	17.21%	15.73%	0.00%	0.00%
10 - Courthouse	10/01/2014	18.00%	16.52%	0.00%	0.00%
18 - 911 Employees	01/01/2014	13.51%	N/A	0.00%	0.00%
18 - 911 Employees	10/01/2014	13.51%	N/A	0.00%	0.00%

Your payroll coordinator needs to **transfer all 911 active employees** to the new division 18 via the employer reporting portal. Active employees can be moved retro-actively, back to the effective date of this change, or on the next monthly report. All non-active members will be transferred by MERS if applicable.

If the effective date of this benefit change is retroactive an adjusted invoice will be sent. Invoices are available online at [www.mersofmich.com](http://www.mersofmich.com).

Please let me know if you have any questions.

**Karima LaJoie**  
**Senior Benefit Plan Coordinator**  
**MERS of Michigan**  
**Ph: 1-800-767-2308 ext. 335**  
**Fx: 517-703-9704**

--

CONFIDENTIALITY NOTICE:

## Sherry DuPont

---

**From:** Joann Klumb  
**Sent:** Tuesday, December 03, 2013 9:23 AM  
**To:** Sherry DuPont; Brian Bousley  
**Subject:** FW: Confirmation of new division from carve out of div 20 - Menominee Co #5502

**From:** Karima LaJoie [mailto:klajoie@mersofmich.com]  
**Sent:** Tuesday, December 03, 2013 8:34 AM  
**To:** Joann Klumb  
**Cc:** Stacy Hansen; Tony Radjenovich  
**Subject:** Confirmation of new division from carve out of div 20 - Menominee Co #5502

Dear Mr. Bousley:

Division #23 (*Road Patrol Deputies*) was created effective January 01, 2014 from division(s) #20 (*Sheriff Lcl 328*) with the same benefit provisions. These changes are based upon the Supplemental Valuation results dated August 20, 2013.

These adoptions have your Contribution Rates changing as listed below:

Division	Effective Date	New Employer Rate	Old Employer Rate	New Employee Rate	Old Employee Rate
20 - <i>Sheriff Lcl 328</i>	01/01/2014	20.11%	18.63%	2.30%	2.30%
20 - <i>Sheriff Lcl 328</i>	10/01/2014	21.35%	19.87%	2.30%	2.30%
23 - <i>Rd Patrol Deputies</i>	01/01/2014	16.33%	N/A	2.30%	2.30%
23 - <i>Rd patrol Deputies</i>	10/01/2014	16.33%	N/A	2.30%	2.30%

Your payroll coordinator needs to **transfer all Road Patrol active employees** to the new division 23 via the employer reporting portal. Active employees can be moved retro-actively, back to the effective date of this change, or on the next monthly report. All non-active members will be transferred by MERS if applicable.

If the effective date of this benefit change is retroactive an adjusted invoice will be sent. Invoices are available online at [www.mersofmich.com](http://www.mersofmich.com).

Please let me know if you have any questions.

**Karima LaJoie**  
**Senior Benefit Plan Coordinator**  
**MERS of Michigan**  
**Ph: 1-800-767-2308 ext. 335**  
**Fx: 517-703-9704**

--

CONFIDENTIALITY NOTICE:

**Michigan Counties Workers' Comp Fund  
Worker's Compensation**

COPY

February 6, 2013

Ms. Sherry Smith  
Menominee County

Invoice Number: 9223

839 10th Avenue  
Menominee MI 49858

Member Number: 781

Policy Term: 01/01/2013 To 12/31/2013

**2013 Second Quarter Installment Billing**

Code	Description	Payroll	2013 Rate	2014 Rate	Premium	Comments
7720	Police Officers	\$1,566,420	\$3.53	3.55	\$55,295	main
8810	Clerical	\$4,800	\$0.29	.28	\$14	casual-parks mgr
8810	Clerical	\$1,636,886	\$0.29	.28	\$4,747	main
8820	Attorneys	\$303,560	\$0.23	.22	\$698	main
8820	Attorneys	\$165,599	\$0.23	.22	\$381	subcontractors
8832	Physicians	\$36,273	\$0.44	.42	\$160	casual
8832	Physicians	\$20,000	\$0.44	.42	\$88	subcontractors
9015	Janitorial Operations	\$17,940	\$4.16	3.95	\$746	main
9015	Janitorial Operations	\$16,972	\$4.16	3.95	\$706	casual
9015	Janitorial Operations	\$66,655	\$4.16	3.95	\$2,773	BNG Emp
9058	Food Service Operations	\$44,283	\$1.97	1.87	\$872	main
9101	Public Library - Oth Emp	\$67,346	\$2.53	2.40	\$1,704	main
9102	Parks	\$86,540	\$3.42	3.25	\$2,960	main & casual
9410	Municipal Employees	\$422,113	\$1.37	1.30	\$5,783	main
		<u>\$4,455,387</u>			<u>\$76,926</u>	
<b>Experience Modification:</b>				1.43		1.24
<b>Modified Premium:</b>					\$110,004	
<b>Expense Constant:</b>					\$0	
<b>Estimated Premium:</b>					\$110,004	
<b>Quarterly Installment Due:</b>					\$27,501	
<b>Additional or Return Premium:</b>						
<b>Adjusted Total Due:</b>						

Payment should be made within 45 days of invoice date above. Please make the check payable to: MICHIGAN COUNTIES WORKERS' COMPENSATION FUND. Please mail to: FIFTH THIRD BANK, TRUST DEPARTMENT, 2501 COOLIDGE ROAD, EAST LANSING, MI 48823. If you should have any questions, please call Yvonne Dzurka at (800) 336-2018.

# Memo

**To:** Elected Officials  
**From:** Sherry DuPont – Administrative Assistant  
**CC:** Brian Bousley  
**Date:** October 24, 2013  
**Re:** Board actions – 10/22/2013

---

**The Menominee County Board of Commissioners, during their  
October 22, 2013 meeting:**

1. Approved the salaries of the current Menominee County Elected Officials to remain the same as last year. (FY 2012/13)

Clerk/ROD-\$54,847

Treasurer-\$52,107

Sheriff-\$61,706

Prosecuting Attorney-\$91,870

Board Chairman-\$4,500

Board members-\$4,000

Drain Commission-\$500

(So for the 2013/14 FY, No changes will be made to Elected Officials' Pay)

	Budget 2011-2012	Actual per Audit 2011-2012	Budget 2012-2013	Budget 2013-2014
<b>Revenues</b>				
Property Taxes	\$ 4,718,100	\$ 5,015,023	\$ 4,848,706	\$ 4,971,190
Other - without property taxes	2,342,821	2,076,072	2,159,027	2,215,589
Transfers In from other funds	-	-	-	-
<b>Total Revenues</b>	<b>7,060,921</b>	<b>7,091,095</b>	<b>7,007,733</b>	<b>7,186,779</b>
<b>Expenditures</b>				
Board of Commissioners	\$ 65,821	\$ 57,349	\$ 108,489	\$ 115,009
Other Legislative	1,123,154	813,556	988,323	1,409,873
Circuit/Family Court	211,934	209,262	212,483	212,455
Family Court	268,127	252,378	275,200	276,485
District Court	382,367	350,389	392,056	400,917
Friend of Court	238,895	229,541	247,185	253,192
Probate Court	104,947	111,951	108,059	122,097
Jury Commission	6,691	4,926	6,691	6,691
County Administrator	167,882	157,542	170,205	153,354
Board of Canvassers	1,950	1,411	1,950	2,000
Legal	10,000	1,116	10,000	10,000
County Clerk	266,595	263,429	306,609	278,961
County Treasurer	205,150	195,778	220,816	223,222
Equalization	117,336	120,344	128,601	129,515
MSU Extension	93,524	90,889	91,998	88,642
Elections	45,000	56,781	45,000	45,000
Buildings n Grounds	356,076	317,297	354,536	328,136
Prosecuting Attorney	348,710	345,370	367,323	370,604
Register of Deeds	84,735	77,372	89,807	85,212
Drain Commission	539	538	539	539
Sheriff's Dept	1,544,102	1,513,063	1,682,668	1,656,918
Marine Law	7,003	8,712	7,037	7,031
Snowmobile Law	7,000	6,110	7,000	7,000
Off Road Recreational Vehicles	8,500	7,905	8,500	8,500
ATV Education	3,500	-	3,500	3,500
Planning Commission	1,200	655	900	1,150
Brownfield Authority	-	-	2,000	2,000
Emergency Management	43,543	64,947	51,112	51,185
Waste Management	16,600	13,550	18,000	-
Health & Welfare	47,250	33,289	46,500	48,350
Medical Examiner	46,485	51,688	52,858	53,058
Vets Burial & Relief	13,680	12,900	13,680	13,680
Veterans Affairs	53,555	51,901	58,144	60,557
Economic Development	20,000	20,000	20,000	20,000
<b>Sub Total</b>	<b>\$ 5,911,849</b>	<b>\$ 5,441,939</b>	<b>\$ 6,097,770</b>	<b>\$ 6,444,833</b>
Appropriations	350,882	345,752	357,082	316,882
Operating Transfers	690,008	686,131	444,791	388,460
<b>Total Expenditures</b>	<b>\$ 6,952,739</b>	<b>\$ 6,473,822</b>	<b>\$ 6,899,643</b>	<b>\$ 7,150,175</b>
<b>Fund Balance</b>	<b>\$ 5,065,469</b>	<b>\$ 5,118,514</b>	<b>\$ 5,370,773</b>	
reserved				
designated*	(\$125,000)	\$474,423	(\$40,000)	
undesignated		\$9,033		
<b>Fund Balance - beginning Next YR</b>	<b>\$5,118,514</b>	<b>\$5,370,773</b>		
<b>Excess (Deficit)</b>				<b>\$ 36,604</b>

**Menominee County - General Fund**

2/25/2014

	<b>Budget</b>	<b>Actual per Audit</b>	<b>Budget</b>	<b>Budget</b>
	2011-2012	2011-2012	2012-2013	2013-2014
<u>Revenues</u>				
Property Taxes	\$ 4,718,100	\$ 5,015,023	\$ 4,848,706	\$ 4,971,190
Other - without property taxes	2,342,821	2,076,072	2,159,027	2,209,414
Transfers In from other funds	-	-	-	-
<b>Total Revenues</b>	<b>7,060,921</b>	<b>7,091,095</b>	<b>7,007,733</b>	<b>7,180,604</b>
<u>Expenditures</u>				
Board of Commissioners	\$ 65,821	\$ 57,349	\$ 108,489	\$ 116,489
Other Legislative	1,123,154	813,556	988,323	1,421,832
Circuit/Family Court	211,934	209,262	212,483	212,488
Family Court	268,127	252,378	275,200	277,123
District Court	382,367	350,389	392,056	403,126
Friend of Court	238,895	229,541	247,185	256,425
Probate Court	104,947	111,951	108,059	122,614
Jury Commission	6,691	4,926	6,691	6,691
County Administrator	167,882	157,542	170,205	153,400
Board of Canvassers	1,950	1,411	1,950	2,000
Legal	10,000	1,116	10,000	10,000
County Clerk	266,595	263,429	306,609	282,105
County Treasurer	205,150	195,778	220,816	225,300
Equalization	117,336	120,344	128,601	131,519
MSU Extension	93,524	90,889	91,998	72,754
Elections	45,000	56,781	45,000	45,000
Buildings n Grounds	356,076	317,297	354,536	329,577
Prosecuting Attorney	348,710	345,370	367,323	374,791
Register of Deeds	84,735	77,372	89,807	85,703
Drain Commission	539	538	539	539
Sheriff's Dept	1,544,102	1,513,063	1,682,668	1,665,942
Marine Law	7,003	8,712	7,037	7,038
Snowmobile Law	7,000	6,110	7,000	7,000
Off Road Recreational Vehicles	8,500	7,905	8,500	8,500
ATV Education	3,500	-	3,500	3,500
Planning Commission	1,200	655	900	1,150
Brownfield Authority	-	-	2,000	2,000
Emergency Management	43,543	64,947	51,112	51,124
Waste Management	16,600	13,550	18,000	-
Health & Welfare	47,250	33,289	46,500	48,350
Medical Examiner	46,485	51,688	52,858	53,058
Vets Burial & Relief	13,680	12,900	13,680	13,680
Veterans Affairs	53,555	51,901	58,144	60,827
Economic Development	20,000	20,000	20,000	20,000
<b>Sub Total</b>	<b>\$ 5,911,849</b>	<b>\$ 5,441,939</b>	<b>\$ 6,097,770</b>	<b>\$ 6,471,645</b>
Appropriations	350,882	345,752	357,082	316,882
Operating Transfers	690,008	686,131	444,791	391,785
<b>Total Expenditures</b>	<b>\$ 6,952,739</b>	<b>\$ 6,473,822</b>	<b>\$ 6,899,643</b>	<b>\$ 7,180,312</b>
<b>Fund Balance</b>	<b>\$ 5,065,469</b>	<b>\$ 5,118,514</b>	<b>\$ 5,370,773</b>	
reserved				
designated*	(\$125,000)	\$474,423	(\$40,000)	
undesignated		\$9,033		
Fund Balance - beginning Next YR	\$5,118,514	\$5,370,773		
<b>Excess (Deficit)</b>	<b>\$ 108,192</b>		<b>\$ 108,090</b>	<b>\$ 292</b>

*As Budgeted  
10/11/13*

## 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**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

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

Mileage: \$~~.56~~<sup>57</sup>/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
		<b>256</b>	<b>Total Mileage</b>		
<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

# Commissioner Meeting Fee Expense Form

**RECEIVED**

2/11/14

Marionette County Administrator

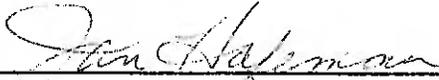
Name of Commissioner Jan Hafeman

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

\$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
1/7/14	Co. Board Mtg.	50.00
1/15/14	Bd. Of Health	50.00
1/22/14	Spec. Board Mtg.	50.00
1/23/14	Pinecrest Bd. Mtg.	50.00
1/28/14	Co. Board Mtg.	50.00
<b>Total Per Diem</b>		<b>\$250.00</b>

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

Commissioner Signature: 

Date: 2-11-14

## 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 February 13 & 14, 2014 in the combined amount of \$87,563.65.	
<b>RECOMMENDED MOTION</b>	
To approve Miscellaneous Bills as paid on February 13 & 14, 2014 in the combined amount of \$87,563.65.	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

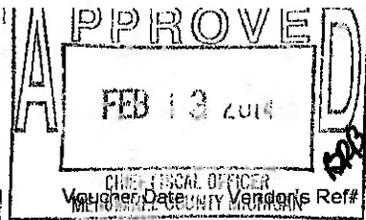
	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

### 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

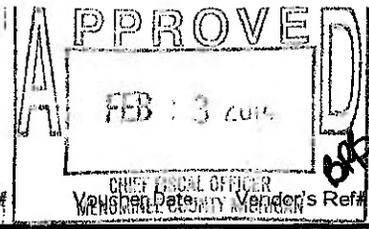
### Special Revenue Funds

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



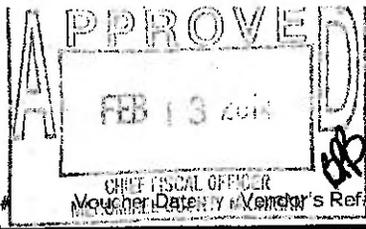
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Invoice Date	Invoice 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	Cauk for the Jail	101-265-930.01	4.99		
Ade Incorporated							
34454	02/04/2014	89756	Needs Pass Web Records (x25)	101-136-755.00	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	48.46		
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	369602	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	0072625-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	906753456202	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							
34396	01/19/2014	854528091	Telephone Services	101-103-850.00	1,419.03		\$1,419.03
AT&T Mobility							
34500	02/10/2014	287252150867X02082014	February 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 # 01061970)	101-301-770.01	30.10		\$30.10
Big 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 Maintenance	205-315-934.02	1,545.19		
Brian Bousley							
34520	02/13/2014	Reimbursement	Mileage - November 2013 (Homeland)	101-426-860.00	108.75		\$108.75



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vchcr#	Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	Claim Total SepCK
Bank Account: General						
Chamborlain, 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
Cozzy'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						
34386	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 Of 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	101-101-360.10	143.36	\$143.36
Hashimoto Sewer Service, Inc.						
34363	02/03/2014	11316	3 Month Service (Grease Pits)	101-265-801.00	205.00	\$205.00



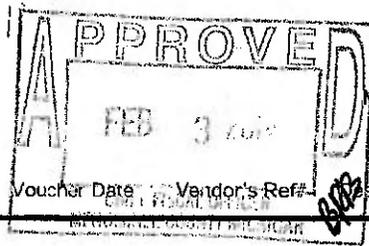
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Moucher Date	Vendor's Ref	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
IMAGEWORKS 34510	02/12/2014	6251	Uniform Allowance - Jim Mekash	101-265-745.00	196.00		\$196.00
J S ELECTRONICS, INC. 34367	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
	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
Larry L.D. King, DVM 34486	01/15/2014	25900	PO# 02678 - Surgery for Vesta	101-301-881.01	840.15		\$840.15
Lauzer, Jason 34392	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
	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
	01/19/2014	26630711	Week Ending 1/19/14 (Regina Mistark)	215-141-705.00	127.44		
	01/26/2014	26662149	Credit Memo (Regina Mistark)	215-141-705.00	-1.44		



MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Ch. Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Mastercard								\$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 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	101-265-934.00	146.06	*	
	34430	01/12/2014		Credit Card Pack N Ship Center	269-145-982.00	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 # 02880 Far North Fiberglass	208-751-930.03	755.68	*	
	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 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 - Marinette								\$433.52
	34377	01/31/2014	45018	Security - District Court	101-103-970.10	27.06		
	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	6' Steel Fence Post (x50)	243-246-765.00	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	16.38		
	34523	02/07/2014	45572	Courthouse Security	101-103-970.10	53.51		
MENOMINEE COUNTY JOURNAL								\$66.00
	34418	02/01/2014	112	Notice for Serving on Boards	101-101-901.00	66.00		
Michigan Sheriffs' Association								\$550.00
	34497	02/04/2014	20140184	PO# 02883 Summer Conference - Mar	264-363-881.00	550.00		
MICHIGAN STATE INDUSTRIES								\$540.00
	34471	10/29/2013	1229 11045	Dish Detergent	101-301-770.00	32.95		
	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								\$22.95
	34524	01/10/2014	842	Oil & Filter	208-751-742.00	22.95		
MILLERS ACTION OFFICE SUPPLY I								\$23.83
	34381	02/06/2014	0099493-001	Office Supplies - Treasurers Office	517-252-727.00	23.83		
Motorola								\$84.00
	34494	01/28/2014	13664458	Battery (x2)	205-315-934.00	84.00		
MPJRA - Mary Haskamp, Treasure								\$75.00
	34390	01/31/2014	5405	2014/2015 (Sharon Salfai)	101-148-802.00	75.00		
Northreach Healthcare								\$918.00
	34484	01/21/2014	800008074	PO# 02882 Pre Employment Exams (x	101-301-835.00	918.00		

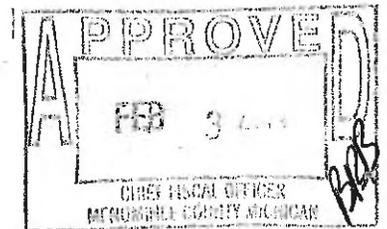


MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vchcr#	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.	34484	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. N	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.	34396	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)	215-141-934.00	405.00		
UNIFORM SHOPPE	34469	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		

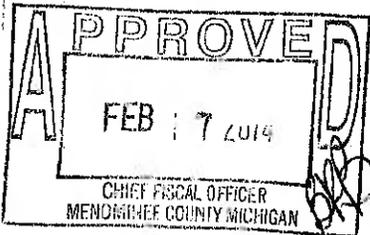
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Verizon Wireless								\$818.21
	34464	02/01/2014	9719304123	Cellular Services	101-265-850.01	84.52		
	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								\$11.99
	34490	01/22/2014	C33014	Laminated Padlock	101-301-935.00	11.99		
Warner, Fredrick								\$104.56
	34502	02/11/2014	5413	Car Zone	296-668-801.00	48.16		
	34503	02/11/2014	Reimbursement	Mileage - Car Zone	296-668-801.00	56.40		
Waste Management								\$508.14
	34422	02/01/2014	1450600-1856-4	February 2014	101-265-801.00	508.14		
Wells Fargo Bank - Finance & Acct - Minneapolis								\$250.00
	34371	02/03/2014	10/1/13 - 12/31/13	Quarterly Interest Payment	272-692-998.00	250.00		
Wil-Kil Pest Control								\$62.25
	34400	01/27/2014	2397525	Courthouse	101-265-801.00	62.25		
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								\$8,604.57
	34423	01/28/2014	0402047856-00004	Courthouse	101-265-920.04	3,899.87		
	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								\$517.31
	34388	02/01/2014	072301976	February - Probation/Parole	101-131-942.00	95.55		
	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 &								\$2,881.00
	34362	02/06/2014	22727	PO# 02879 - Furnace (Robert Carrivea	284-683-835.00	2,771.00		
	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	02/05/2014	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	266-325-712.00	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	266-325-712.00	2.48		
	34529	01/03/2014	3900	Admin Fee & Vision for E911	266-325-712.00	2.48		
	34529	01/03/2014	3900	Admin Fee & Vision for E911	266-325-712.00	3.56		
HOTFLAME GAS COMPANY	34525	02/08/2014	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 Dellisee	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	67.64		
	34531	01/31/2014	023851	January 2014	208-751-742.00	18.70		
	34531	01/31/2014	023851	January 2014	208-751-704.00	28.50		
	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 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 2.25.2014 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 2.25.2014 County Board meeting	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## 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 concur 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.

*Jan Gagn* 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 Hofmeister, 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 Better.

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 Hanson-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 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  
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 LaFoille 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 CROASELL 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 CROASELL, 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 LaFoille, 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.**

**HRA Governing Board Minutes**

**Thursday, January 9, 2014**

**Page 2**

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 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 CROASELL; 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 snowbulance 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 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 ¼ 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.**

*Thomas L. Paulson*  
Chairperson 2-19-2014

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Medical Examiner</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b> Discussion at the last meeting was for Brian to get some answers to questions the commissioners had and bring back to the board for discussion.  Dr. Haupt has extended his services to the County per the current contract until April 1, 2014 to allow for a smooth transition for the newly hired ME.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

RECEIVED  
2/20/2014  
Menominee County Administrator

**MICHAEL E. ZEVITZ, M.D. PLLC  
ANDERSON MEMORIAL MEDICAL CLINIC  
400 MAIN STREET, SUITE #3  
NORWAY, MI 49870  
906 563 5800  
906 563 5809 (fax)**

February 17, 2014

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

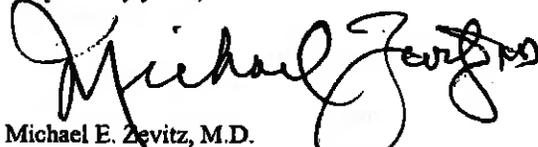
Re: REQUEST FOR PROPOSALS

Dear Mr. Bousley,

I am interested in serving Menominee County as the Medical Examiner. I am specialist academically in Internal Medicine and in Cardiology and have extensive experience in Emergency Medicine, having previously worked part time over 8500 hours over a 9 year period from 1990-1999, in Emergency departments in Chicago, Southern Wisconsin and at Dickinson County of Michigan, many of those facilities being Level 1 Trauma Centers. Prior to my moving up to Norway, MI, I was a faculty member at University of Health Science/The Chicago Medical School in the Division of Cardiology, stationed at Mt. Sinai Hospital in Chicago, IL, a tertiary care teaching hospital, and practiced both invasive and non-invasive Cardiology. I am a solo independent physician in Norway, MI for the last 11 years, specializing in Internal Medicine and Cardiology. I also am a Certified Medical Examiner, registered with the National Registry of Certified Medical Examiners, and perform Department of Transportation physical examinations on commercial vehicle drivers for numerous motor carriers. I also serve as a Medical Review Officer in the performance of Drug and Alcohol Testing for the very same motor carriers, as well as the State of Michigan. My CV is enclosed for review. While my practice is busy, I am very capable and will be able to respond promptly and appropriately for all duties and services required of a Medical Examiner. I am willing to serve as Medical Examiner for whatever the Menominee County Board deems is fair compensation and in line with what previous individuals in that capacity have been compensated. County Board Commissioner John Nelson is well aware of my capabilities as a physician and can attest to my character and work ethic. I believe that I can serve the County of Menominee with the same excellent commitment and service that I provide, and continue to provide, my patients and my community in Dickinson County. I live less than 20 minutes west of the Menominee County border. I am able to travel to Menominee, MI for any and all necessary duties required of the Menominee County Medical Examiner.

I thank you for your serious consideration of my proposal to serve as Menominee County Medical Examiner. I am very confident that, if appointed, Menominee County will be quite pleased with my performance and service.

Respectfully yours,



Michael E. Zevitz, M.D.  
Practice of Cardiology and Internal Medicine  
NRCME No. 1035258968

02/01/14

## **CURRICULUM VITAE**

**NAME:** Michael Edward Zevitz, M.D.  
**BIRTHDATE:** October 2, 1957  
**BIRTHPLACE:** Omaha, NE  
**ADDRESS:** 529 Norway Street  
Norway, MI 49870  
**OFFICE ADDRESS:** 400 Main Street, Suite 3  
Norway, MI 49870  
**OFFICE PHONE:** 906-563-5800  
**OFFICE FAX:** 906-563-5809  
**HOME PHONE:** 906-563-5469

### **EDUCATION**

**UNDERGRADUATE:** Creighton University, Graduated 1975  
Degree: BA, History  
**MEDICAL SCHOOL:** University of Nebraska College of Medicine  
Graduated: 1984  
Degree: M.D.

### **POST GRADUATE TRAINING**

**1984-1985:** Internship-Internal Medicine, University of Health Sciences/The Chicago  
Medical School Affiliated Hospitals, North Chicago, IL  
**1985-1987:** Residency-Internal Medicine, University of Health Sciences/The Chicago  
Medical School Affiliated Hospitals, North Chicago, IL  
**1987-1990:** Fellowship-Cardiovascular Medicine, University of Health Sciences/The  
Chicago Medical School Affiliated Hospitals, North Chicago,  
IL

## **PROFESSIONAL LICENSES AND CERTIFICATION**

Diplomat, FLEX: December 1986

Medical Licenses: Michigan 4301067254  
Wisconsin 37857

American Board of Internal Medicine: 115549, Board Eligible in Internal Medicine

National Registry of Certified Medical Examiners (NRCME): No. 1035258968

## **PROFESSIONAL SOCIETIES**

American Medical Association, Member, 1990-1996  
American College of Physicians, Member  
American College of Cardiology, Member  
Illinois State Medical Society, Member 1990-1996  
Chicago Medical Society, Member 1990-1996  
Michigan State Medical Society, Member 1996-present

## **ACADEMIC RANK**

1990-1994 Clinical Instructor of Medicine, Finch University of Health Sciences/The  
Chicago Medical School, North Chicago, IL  
1994-Present Clinical Assistant Professor of Medicine, Finch University of Health  
Sciences/The Chicago Medical School, North Chicago, IL

## **DEPARTMENT TITLES AND HOSPITAL AFFILIATION**

1990-1996 Associate Chief, Division of Cardiology, Mount Sinai Hospital Medical  
Center, Chicago, IL  
1990-1996 Attending Physician, Department of Emergency Medicine, Mount Sinai  
Hospital Medical Center, Chicago, IL  
1992-1996 Director, Medical Telemetry Unit, Mount Sinai Hospital Medical Center,  
Chicago, IL  
1993-1996 Staff Cardiologist, Bethany Hospital, Chicago, IL

- 1996 Staff Physician, Dickinson County Memorial Hospital, Iron Mountain, MI, Practice of Cardiology and Internal Medicine (February-July, 1996)
- 1996-2002 Staff Physician, Veterans Affairs Medical Center, Iron Mountain, MI, Cardiology and Internal Medicine (August 19, 1996-July 18, 2002)
- 2002-present Private Practice, Cardiology and Internal Medicine, Norway, MI

### **PRACTICE ASSOCIATIONS**

- 1990-1996 Member, Associated Internists of Chicago, LTD.
- 1990-1996 Member, Sinai Medical Group, LTD
- 1993-1996 Member, Board of Directors, Associated Internists of Chicago, LTD and Sinai Medical Group
- 1995-1996 Member, Mount Sinai Medical Group
- 1996-2002 Staff Physician, Veterans Affairs Medical Center, Iron Mountain, Michigan (August 19, 1996-July 18, 2002)
- 2002-Present Solo Practice, Internal Medicine and Cardiology, Norway, Michigan (December 15, 2002-Current date)

### **ADMINISTRATIVE POSITIONS**

- 2012- Present Member, Board of Directors, Northpointe Behavioral Healthsystem
- 2013-Present Member, Northcare Advisory Board of Directors

### **ABSTRACTS**

1. Weinstein A, Zevitz M, Deshmukh H, Gergans G, Nowak T, Somberg J: Dose-Related Effects of Oral Dipyridamole in Thallium Imaging, J Clin Pharm 29,9:862, 1989.
2. Weinstein A, Zevitz M, Gergans G, Deshmukh H, Nowak T, Singh R, Bushnell D, Somberg J: A Comparison of IV Adenosine versus Oral Dipyridamole in Thallium Imaging, J Clin Pharm 30,9:850, 1990.

3. Weinstein A, Zevitz M, Deshmukh H, Gergans G, Nowak T, Somberg J: Incremental Dosing of Oral Dipyridamole in the Performance of Thallium Imaging, J Clin Pharm 30,9:878, 1990.
4. Zevitz M, Varga D, Somberg J: The Effect of Isosorbide Dinitrate on Exercise Performance in Patients on Captopril, Digoxin, and Diuretic Therapy, J Clin Pharm 30,9:878, 1990.

### PUBLICATIONS

1. Kreamer J, Zevitz M, Somberg J: The Role of Electrophysiology Testing in the Selection of Amiodarone Therapy. J Clin Pharm 29:429-435, 1989.
2. Zevitz M, Goldman I, Somberg J: Advances in Cardiovascular Arrhythmic Therapy. Annals of Emergency Medicine, 1990.
3. Somberg, John and Zevitz, Michael: Antiarrhythmic Drug Therapy. **Principles and Practice of Emergency Medicine**, Third Edition, Lea & Febiger, 1992, pp. 1404-1414.
4. Zevitz M, Plantz SM, Adler J, and Gossman W: **ACLS, "Pearls of Wisdom"**, 1<sup>st</sup> Edition, Boston Medical Publishing, 2000.
5. Zevitz M, Plantz SM, and Gossman W: **ACLS, "Pearls of Wisdom"**, 2<sup>nd</sup> Edition, McGraw-Hill Publishing, 2005.
6. Zevitz M, Plantz SM, and Gossman W: **ACLS, "Pearls of Wisdom"**, 3<sup>rd</sup> Edition, McGraw-Hill Publishing, 2008.
7. Lenhardt R, Adler J, Plantz S, and Zevitz M: **Critical Care "Pearls of Wisdom"**, 1<sup>st</sup> Edition, Boston Medical Publishing, 1999.
8. Zevitz M, Plantz S, and Lenhardt R: **Critical Care "Pearls of Wisdom"**, 2<sup>nd</sup> Edition, McGraw-Hill Publishing, 2005.
9. Zevitz M, Plantz S, and Adler J: **Internal Medicine "Pearls of Wisdom"**, 1<sup>st</sup> Edition, Boston Medical Publishing, 1998.
10. Zevitz M, Plantz S, and Adler J: **Internal Medicine "Pearls of Wisdom"**, 2<sup>nd</sup> Edition, Boston Medical Publishing, 1999.
11. Zevitz M and Plantz S: **Internal Medicine "Pearls of Wisdom"**, 3<sup>rd</sup> Edition, McGraw-Hill Publishing, 2005.

12. Zevitz, Michael: **Cardiology "Pearls of Wisdom"**, 1<sup>st</sup> Edition, Boston Medical Publishing, 1999.
13. Zevitz, Michael: **Cardiology "Pearls of Wisdom"**, 2<sup>nd</sup> Edition, McGraw-Hill Publishing, 2005.
14. Zevitz M and Lenhardt R: **Pulmonary "Pearls of Wisdom"**, 2<sup>nd</sup> Edition, McGraw-Hill Publishing, 2005.
15. Zevitz M, Plantz S, and Adler J: **Internal Medicine Medical Student "Pearls of Wisdom" USMLE Parts II and III Board Review**, Boston Medical Publishing, 1998.
16. Zevitz M: **Hypertrophic Cardiomyopathy**, Emedicine Journal [serial online], 2001, updated 2011. Available at: <http://www.emedicine.com/>.
17. Berul C, and Zevitz M: **Hypertrophic Cardiomyopathy**, Emedicine Journal [serial online], 2001, updated 2010. Available at <http://www.emedicine.com/>.
18. Zevitz M: **Heart Failure**, Emedicine Journal [serial online], 2001, updated 2008. Available at <http://www.emedicine.com/>.
19. Zevitz M, and Singh V N: **Myocardial Ischemia**, Emedicine Journal [serial online], 2001, updated 2008. Available at <http://www.emedicine.com/>.
20. Zevitz M: **Ventricular Fibrillation**, Emedicine Journal [serial online], 2001, updated 2013. Available at <http://www.emedicine.com/>.
21. Sharma S, and Zevitz M: **Cardiogenic Shock**, Emedicine Journal [serial online], 2001, updated 2013. Available at <http://www.emedicine.com/>.
22. Mattu A, Sharma S, Perkins A, and Zevitz, M: **Pulmonary Edema, Cardiogenic**, Emedicine Journal [serial online], 2001, updated 2013. Available at <http://www.emedicine.com/>.
23. Founding Editor-in-Chief, Emedicine Medicine, Surgery, OB/GYN and Psychiatry Journal [serial online], 1998-2005. Available at <http://www.emedicine.com/>.
24. Editorial Board, Emedicine Medicine, Surgery, OB/GYN and Psychiatry Journal [serial online], 1998-2014, edited over 270 chapters. Available at <http://www.emedicine.com/>.

## **PARTICIPATION IN CLINICAL INVESTIGATIONS**

1. **A Multicenter Dose Response of Terazosin in the Treatment of Patients with Mild to Moderate Essential Hypertension.**
2. **A Double-Blind, Placebo-Controlled, Parallel Multicenter Study to Assess the Effects of Digoxin Withdrawl on Exercise Tolerance and Other Measures of Clinical Efficacy in Patients with Chronic Congestive Heart Failure (NYHA Class II-III) in Normal Sinus Rhythm.**
3. **A Double-Blind, Placebo-Controlled, Parallel Multicenter Withdrawl Study to Assess the Effects of Withdrawl of Benazepril on Exercise Tolerance and Clinical Signs and Symptoms in Patients with Chronic Congestive Heart Failure (NYHA II-III) Receiving Concomitant Diuretic Therapy.**
4. **Evaluation of the Efficacy and Safety of Ramipril in Patients with Congestive Heart Failure in a Placebo Controlled Study.**
5. **Intravenous Adenosine in Cardiac Imaging.**
6. **DIG Study: A Double-Blind, Placebo-Controlled, Randomized Multicenter Trial to Assess the Survival Benefit of Digoxin in Patients with Congestive Heart Failure (NYHA I-IV) Receiving Concomitant ACE Inhibitors.**

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	Emergency Management Coordinator
<b>DEPARTMENT:</b>	Executive Committee
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
<p>It was discussed at the 2.28.14 Exec. Com. meeting to hire a part time (24 hr. per week) person for the Emergency Management Coordinator position. Discussion from the full board and permission to advertise is needed.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
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):

*Grade 10*

**Menominee County, Michigan  
Position Description**

**Title:** Emergency Services Coordinator  
**Department:** Administration  
**Date:** September 2001 (updated 10/2013)

**Purpose of Position**

The purpose of this position is to plan, train and coordinate the Emergency Response to imminent disaster of Law Enforcement, Fire, Red Cross, Health, and Volunteer groups and to direct, coordinate and administer the County Emergency Operations Plan and activate the Emergency Operations Center (EOC). The work is performed under the direction of the County Administrator.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Comply with the Michigan Emergency Act – Act 390 of 1976
- Review, update and develop emergency response plans/resources/lists as needed, to include directing and coordinating the development and implementation of the Menominee County Emergency Action Guidelines.
- Research and apply for grant funding as available.
- Serves as the Emergency Management Coordinator for all municipalities within the county with populations less than 10,000.
- Participate in/attend a variety of meetings including District 8 Homeland Security, Planning Board, Fire Chief/Fire Association, Marinette & Menominee Area Safety & Security Committee, Port Security planning, Marinette/Menominee Amateur Radio Club, Local Planning Team (LPT) and Local Emergency Planning Committee (LEPC)
- Assists with the coordination of Local Emergency Planning Committee meetings.
- Assists the LEPC with bylaws.
- Assists the LEPC with review, update and development of off-site (302 sites) emergency response plans for extremely hazardous substances.
- Administers SARA Title III forms.
- Track department expenditures
- Ensures compliance with Federal, state and local regulations.

- Recruits and trains EOC staff and volunteers
- Oversee the implementations of all functions necessary during an emergency or disaster when the Emergency Operations Center (EOC) is activated.
- Develops and hosts disaster exercises.
- Answers questions from the public.
- Maintains preparedness to activate and coordinate the Emergency Operations Center (EOC)
- Identify mitigation opportunities within the county.
- Reports important news to the Administrator.
- Serve as the county's liaison with FEMA in the event of a disaster declaration.
- Interact with EMS, Fire, Law Enforcement, Public Health, Amateur Radio, volunteer organizations and other response partners at the local, state, tribal and federal levels. Interact with utility companies; dam/hydro owners and operators; and adjacent jurisdictions.
- Assist American Red Cross with contracts/agreements for shelters. Develop/review/implement/assist with other contracts/agreements for transportation, mutual aid and other necessary response functions.
- Coordinate with National Weather Service (NWS), Marquette, to provide weather spotter training.
- Coordinate preparedness training, exercising, public information and planning efforts as needed.
- Attend training, conferences and other informational sessions pertaining to Emergency Management and emergency response.
- Performs other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in Emergency Management, Planning or a closely related field with two to three years of related emergency management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Required Courses to receive EMPG funding, IS-700.a, IS-800.b, IS-100.b, IS-200.b, IS-1.a (all independent study). After hired: requires Incident Command System (ICS)-300, ICS-400 (in-person training), IS-139, IS-230.a, IS-235.a, IS-240.a, IS-241.a, IS-242.a, IS-244.a (all independent study) for EMPG funding.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as reports, records, plans, lists, agreements, surveys, guidebooks, manuals, maps, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator, County Board Chair, Fire and Law Enforcement agencies, township supervisors, NOAA, industry managers, schools, resource people, CUPPAD, the media and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

**Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, radios, scanners, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Employee Evaluation form</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Discussion at a personnel committee meeting was to have Brian make changes to the form and bring back to the board for approval to use in evaluating the Department Heads/employees.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY EMPLOYEE EVALUATION.**

Name of Employee:	
Title/Position:	
Date of Evaluation:	
Evaluation Timeframe:	TO

**Rating Scale:**

- U (0) Unsatisfactory: Employee does not perform at an acceptable level
- N (1) Needs improvement: Performs at minimum level; significant improvement necessary
- M (2) Meets requirements: Consistently meets job requirements; performance is fully acceptable
- H (3) Highly satisfactory: Occasionally exceeds job requirements of the position
- E (4) Exceptional: Consistently exceed job requirements of the position
- N/A Not applicable: Performance factor does not apply to the position being evaluated

ACCOUNTABILITY	U	N	M	H	E	N/A
Accepts responsibility for all aspects of assignments given						
Accurately reports sick leave and vacation hours in a timely manner						
TOTAL						

ATTENDANCE/PUNCTUALITY	U	N	M	H	E	N/A
Reports to work regularly						
Reports to work on time and maintains scheduled hours						
TOTAL						

COMMUNICATION	U	N	M	H	E	N/A
Uses good interpersonal skills with customers and other employees						
Uses effective verbal skills						
Uses effective written skills						
TOTAL						

CONTINUOUS LEARNING IMPROVEMENT	U	N	M	H	E	N/A
Strives to improve knowledge and skills in relevant areas						
TOTAL						

CUSTOMER SERVICE	U	N	M	H	E	N/A
Addresses customer needs courteously, professionally, and efficiently						
TOTAL						

DECISION MAKING	U	N	M	H	E	N/A
Takes into consideration the probable results of actions when making decisions						
TOTAL						

FLEXIBILITY	U	N	M	H	E	N/A
Prioritizes effectively in order to meet deadlines						
Adjusts quickly to new situations and customer expectations						
TOTAL						

FOLLOW-UP	U	N	M	H	E	N/A
Keeps appropriate personnel informed of work progress and related issues						
TOTAL						

INITIATIVE	U	N	M	H	E	N/A
Takes appropriate action without waiting to be told or without direction						
Makes constructive suggestions to improve work methods and processes						
Seeks out new responsibilities; undertakes new work when task is completed						
TOTAL						

JOB KNOWLEDGE	U	N	M	H	E	N/A
Knows what to do and how to do it (without assistance)						
Adequately demonstrates computer/technical and/or relevant skills of knowledge						
Understands fundamentals, policies, procedures, equipment required by job						
Understands the unit's operational function						
TOTAL						

ORGANIZATIONAL ABILITY	U	N	M	H	E	N/A
Efficiently organizes work and uses available resources effectively						
TOTAL						

TEAMWORK	U	N	M	H	E	N/A
Contributes effectively to group projects, meetings, or team efforts						
Effectively shares info and communicates with other employees and/or supervisor						
During slow periods or when necessary, employee assists co-workers as needed						
Effectively addresses and resolves conflict/problem situations						
Demonstrates a team orientation by working cooperatively with fellow employees						
TOTAL						

TIME MANAGEMENT	U	N	M	H	E	N/A
Works steadily; refrains from wasting time; manages work effectively						
TOTAL						

WORK QUALITY	U	N	M	H	E	N/A
Work is accurate, timely, and complete						
TOTAL						

Total Score	U	N	M	H	E	N/A

Comments from Supervisor:

Comments from Employee:

Date of Evaluation Review with employee:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Employee

## Employee Self Evaluation

1. What do you consider to be your major on-the-job accomplishments since your last review?
2. Do you have the resources you need to perform your job? What additional resources or information would be helpful?
3. What skills or new knowledge would you like to develop to improve your performance?
4. How would you assess communication within your department? How well informed are you of the information necessary to perform your duties efficiently? What additional information do you need?
5. What goals would you be interested in working toward between now and the next performance evaluation?

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Concessionaire Agreement</b>
<b>DEPARTMENT:</b>	<b>Parks</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
The Parks committee has revised the concessionaire agreement to have the concessionaire maintain liability insurance with a minimum level of \$1,000,000/\$1,000,000 per incident.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY PARKS AND RECREATION  
LEASE AGREEMENT**

THIS AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the Menominee County Board of Commissioners, hereinafter referred to as "Board/ Lessor" and \_\_\_\_\_ whose address is \_\_\_\_\_, hereinafter referred to as "Concessionaire/Lessee".

1. Term. The Board/Lessor, for the period of three years, effective May 1<sup>st</sup>, 2014 to April 30<sup>th</sup>, 2017, leases, demises, and lets the building known as the Shakey Lakes Concession Stand and Laundry facilities located at Shakey Lakes County Park to the Concessionaire/Lessee for the exclusive right to sell food, refreshments, firewood, ice and other camping necessities to the general public at the Shakey Lakes Park Area in Lake Township in said County, with the exception of Fair Days and two (2) additional weekends of the Superintendent's choice; (2) to operate a pleasure boat livery service to such public, and; (3) to operate a permanent coin-operated laundry facility. In addition to the foregoing Board/Lessor also leases to concessionaire/Lessee the right to park a camper behind the main concession stand building without the payment of additional rent. This camper should be used for the soul use of the Lessor and/or concession stand employees and not to be used as a summer cottage. The camper shall be parked at a non-electric site. **No fireworks sales (of any kind) are permitted.**
  
2. Consideration. In consideration for this lease, said Concessionaire/Lessee shall pay the annual fee of **Six Hundred (\$600.00)** to the Board/Lessor. Payment for the year 2014 shall be made within ten (10) days of signing this agreement. Subsequent payments shall be made by May 1st of each year covered by the contract.  
  
The lessee shall be responsible for all utilities and any and all personal & real property tax as may be imposed by Lake Township.  
  
Concessionaire/Lessee shall follow all the campground rules.
  
3. Said Concessionaire/Lessee shall at all times during the term of this agreement, maintain liability insurance in an amount as stated by the County Board of Commissioners approval **(Minimum of \$1,000,000/\$1,000,000)**. Further, said Concessionaires/Lessee jointly and severally, shall execute an indemnification agreement holding harmless the County of Menominee for any liability for loss or damage to any person, firm, or corporation of said concession by said Concessionaires. Said policy of insurance shall be deposited and remain with the County Administrator and at the Parks Office.
  
4. Location. Prior to the operation of said concession, Menominee County Administrator shall designate and identify the specific area in which any structure of any kind shall be used in the operation of said concession.

5. Fair Days. It is also agreed between the Board/Lessor and the Concessionaires/Lessee that the "Fair Days" are excluded from this agreement, in that others also may be given the right to dispense food and refreshments during said "Fair Days".
6. Assignment of Lease. This lease can only be reassigned with written approval of the County Board/Lessor.
7. Termination of Lease by Lessor. If default is made in payment of rent at the times above stated, the Board/Lessor may terminate said lease after giving said Concessionaire/Lessee a five day notice to quit or pay rent. Further, if the Concessionaire/Lessee shall break any of the covenants and agreements herein contained, or shall willfully or maliciously do injury to the premises, or shall file a petition in bankruptcy or have an involuntary petition in bankruptcy filed against him, or make an assignment for the benefit of creditors, the Board/Lessor or their legal representatives shall have the right, at any time thereafter, without notice, to declare this lease void and the term herein contained ended without prejudice to any remedies which the Board/Lessor may have to collect arrears of rent.
8. Hours of operation: The Concessionaire/Lessee agrees to open and operate the Concession stand from Memorial Day weekend through Labor Day weekend with posted daily/weekly scheduled hours. Should the Concessionaire/Lessee fail to open and operate during these posted hours, the building will revert ownership to Menominee County Parks, and personal property will be retained by the Lessee.
9. Care of Premises. The Concessionaire/Lessee agrees to keep the premises in good repair and reasonably clean at his expense. The Board/Lessor shall have the right to inspect the premises at all reasonable times and if the concessionaire/Lessee fails to keep the premises in reasonable good condition, the Board/Lessor may clean the premises and charge the cost thereof to the Concessionaire/Lessee.
10. Property Improvements: The Lessee has the right, at their expense to install a gravity fed septic system according to the Health Department's specifications. In the event that the Lessee sells the concession stand, the new owners would also be entitled to the use of the septic system. However, the septic system for the concession building will remain property of Menominee County Parks. Annual maintenance, I.E. pumping and/or repair shall be the responsibility of the Lessee.
11. Alterations and Repairs by Concessionaire/Lessee. The Concessionaire/Lessee may, at its expense, make such alterations and repairs to the demised premises as may be required for the purpose of its business during the term of this lease. The Concessionaire/Lessee shall receive written approval from Board/Lessor before making any alterations or repairs.

12. Removal of Fixtures. Upon the termination of this agreement or any renewal thereof, the Concessionaire/Lessee may remove any and all improvements owned by the Concessionaire/Lessee and placed upon the premises by the Concessionaire/Lessee.
13. Covenants, Conditions and Terms Binding on Assigns. The covenants, conditions and terms of this lease shall be binding upon the respective parties, their successors and assigns.
14. Option to Renew. Provided that Concessionaire/Lessee is not in default in the performance of this lease, Concessionaire/Lessee shall have the option to renew the lease for an additional term of three (3) years commencing at the expiration of the initial lease term. The option shall be exercised by written notice given to Board/Lessor not less than ninety (90) days prior to the expiration of the initial lease term. If notice is not given in the manner provided herein within the time specified, this option shall expire.

IN WITNESS WHEREOF, this instrument is executed the day and year above written.

MENOMINEE COUNTY BOARD OF COMMISSIONERS  
MENOMINEE COUNTY, MICHIGAN

BY:

\_\_\_\_\_  
Charlie Meintz, Chairperson  
Menominee County Board of Commissioners  
839 10<sup>th</sup> Avenue  
Menominee, Michigan 49858

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian R. Bousley  
County Administrator  
839 10<sup>th</sup> Ave  
Menominee, Michigan 49858

\_\_\_\_\_  
Date

CONCESSIONAIRE

BY:

\_\_\_\_\_  
Date

**MENOMINEE COUNTY PARKS AND RECREATION  
INDEMNIFICATION AGREEMENT**

THIS AGREEMENT, made the \_\_\_\_ day of \_\_\_\_\_, 2014 by and between the Menominee County Board of Commissioners hereinafter referred to as "Board/Lessor" and \_\_\_\_\_ whose address is \_\_\_\_\_, hereinafter referred to as "Concessionaire/Lessee".

Concessionaires/Lessee agree to hold Menominee County, the Menominee County Board of Commissioners and the Menominee County Parks & Recreation Commission harmless from any and all claims for damage or injury arising out of the operation of the concession stand, laundry facilities, boat livery or any other activities governed by the lease agreement dated \_\_\_\_\_. Menominee County, the Menominee County Board of Commissioners or the Menominee County Parks & Recreation Commission shall not be liable for any loss, injury, death, or damage to persons or property or by any person, whosoever may at any time be using or occupying or visiting the concession stand or stands whether such loss, injury, death, or damage shall be caused by or, in any way, result from or arise out of any act, omission or negligence of the concessionaire/lessee or its agent or shall result from or be caused by any other matter or thing whether of the same kind or of a different kind than the matters or things about set forth and the concessionaires/lessee shall indemnify Menominee County, the Menominee County Board of Commissioners, or the Menominee County Parks & Recreation Commission, against all claims, liability, loss, or damage whatsoever, on account of any such loss, injury, death or damage.

IN WITNESS WHEREOF, this instrument is executed the day and year above written.

MENOMINEE COUNTY BOARD OF COMMISSIONERS  
MENOMINEE COUNTY, MICHIGAN

BY: \_\_\_\_\_  
Charlie Meintz, Chairperson  
Menominee County Board of Commissioners  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

\_\_\_\_\_  
Date

CONCESSIONAIRE

BY: \_\_\_\_\_

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Planning Commission expiring appointments. (2)</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The County Planning Commission has two appointments that will expire on 4/30/2014. Admin. asks the board for permission to advertise/send nomination letters to agencies for the upcoming vacancies.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

Mental Health/NORTHPOINTE Board of Directors		Members	Appointed	Term Expiration
<b>Advertise</b>		Millie Hofer	re- 4/1/12	March 31, 2015
<b>3 year term</b>	members must be sworn in by the clerk	Mari Negro	re-April 1, 2013	March 31, 2016
		Janet Dehn	April 1, 2013	March 31, 2016
		Karen Raether	re- 4/1/12	March 31, 2015
	<b>Board</b>	John Nelson	Annually	appointed 1/2/13
<b>PLANNING COMMISSION</b>				
		<b>Members</b>	<b>Appointed</b>	<b>Term Expiration</b>
		Citizen-environmental interests (county advertise)	Dec. 28, 2010	April 30, 2014
		Citizen-Menominee County interests OR recreational & tourist interests (county advertise)	Paul- Appointed 5.1.13 Donna- Appointed 5.1.12	Paul appointed 4.28.13 Donna appointed 4.10.12
	<b>3 year term (after initial term)</b>	Citizen- Educational interests/school board (nominations)		
	<b>Restructure of Commission following ordinance Adopted 5.25.10 to begin October 2010. Must consist of 7 members. Shall be a qualified elector of Menominee county. Shall not hold any elected office or employment with the local unit of government (unless County board member). Shall meet conditions provided for each individual member of Ordinance.</b>	Citizen-Agricultural, forestry, land use interests OR Citizen-governmental municipal interests (nominations) OR Citizen-tourism & economic interests OR Citizen-sanitation, environmental health, housing, & human services interests (nominations)	Warren- 4/30/2014 Lillian-4/30/2015	Warren- 3-year term Lillian-4.10.12
		Citizen-transportation & communication interests (nomination)	re-appointed 5.1.13	April 30, 2016
	<b>Board</b>	Menominee County Board member	Commission term	two year term
<b>PLAT BOARD</b>				
		<b>Members</b>		<b>Statutory</b>
		County Clerk		Marc Kleiman
		County Treasurer		Diane Lesperance
		County Board Chair		Charlie Meintz

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>MERS Defined Contribution Division</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b> Brian received the final paperwork to create the MERS Defined Contribution division, for new employees. Commissioners will be asked to choose a vesting option.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# Resolution Adopting the MERS Defined Contribution Plan



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Restated Plan Document of 2012 (the "MERS Plan Document"), as each may be amended.

**WHEREAS**, the participating entity desires to adopt the MERS Defined Contribution Plan for its designated employees;

**WHEREAS**, the participating entity has furnished MERS with required data regarding each eligible employee and retiree;

**WHEREAS**, as a condition of MERS membership, and pursuant to the MERS Retirement Board's power as plan administrator and trustee under Plan Document Section 36 and MCL 38.1536, as each may be amended, it is appropriate and necessary to enter into a binding agreement providing for the administration of the Defined Contribution Plan, the reporting of wages, and the payment of the required contributions of a participating entity and withholding of employee contributions; now, therefore,

## IT IS HEREBY RESOLVED:

1. On behalf of the participating entity, the governing body of Menominee County adopts the MERS Defined Contribution Plan in accordance with Plan Section 41 for its eligible employees as described in the MERS Defined Contribution Adoption Agreement, subject to the MERS Plan Document and as authorized by 1996 PA 220, as both may be amended;
2. The governing body agrees to the terms of and authorizes (title) \_\_\_\_\_ to execute the initial MERS Defined Contribution Adoption Agreement, a copy of which is attached hereto and which is hereby incorporated by reference; and

I hereby certify that the above is a true copy of the Defined Contribution Resolution adopted at the official meeting held by the governing body of this municipality:

Dated: \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
(Signature of Authorized Official)

This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution is filed with MERS, MERS determines that all necessary requirements under the Plan Document, the Adoption Agreement, and this Resolution have been met, and MERS certifies the Resolution below.

## Received and Approved by the Municipal Employees' Retirement System of Michigan:

Dated: \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
(Authorized MERS Signatory)

# MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 [www.mersofmich.com](http://www.mersofmich.com)

The Employer, a participating municipality or participating court within the state of Michigan that has adopted MERS coverage, hereby establishes the following MERS Defined Contribution Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

**I. Employer Name** Menominee County **Municipality #:** 5502

If new to MERS, please provide your municipality's fiscal year: \_\_\_\_\_ through \_\_\_\_\_.  
(Month) (Month)

## II. Effective Date

Check one:

A.  If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

Vesting credit from date of hire

No vesting credit

This division is currently in the MERS Defined Benefit Plan or Hybrid Plan and meets the applicable funding level requirements to adopt MERS Defined Contribution, as set forth in Plan Document Section 43C. Unless otherwise specified, the standard transfer/rehire rules will apply.

This division is for new hires, rehires, and transfers of current Defined Benefit division # 10 and/or current Hybrid division # N/A

We elect to offer a one-time conversion from the existing plan into the new MERS Defined Contribution Plan (see attached MERS Defined Contribution Conversion Addendum incorporated herein by reference).

B.  If this is an **amendment** of an existing Adoption Agreement (Defined Contribution division number \_\_\_\_\_), the effective date shall be the first day of \_\_\_\_\_, 20\_\_.

*Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C.  If this is to **separate employees** from an existing Defined Benefit division (existing division number(s) \_\_\_\_\_) into a new division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_.

# MERS Defined Contribution Plan Adoption Agreement

## III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

i.e. Courthouse after \_\_\_ / \_\_\_ / \_\_\_\_\_

(Name of Defined Contribution division – e.g. All Full Time Employees, or General After 7/01/13)

**These employees are** (check one or both):

- In a collective bargaining unit (attach cover page, retirement section, and signature page)
- Subject to the same personnel policy

**To further define eligibility,** (check all that apply):

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be \_\_\_\_\_ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be \_\_\_\_\_ month(s).

## IV. Provisions

1. **Vesting (Check one):**

- Immediate**
- Cliff Vesting (fully vested after below number years of service)**
  - 1 year     2 years     3 years     4 years     5 years
- Graded Vesting**
  - \_\_\_\_\_ % after 1 year of service
  - \_\_\_\_\_ % after 2 years of service
  - \_\_\_\_\_ % after 3 years of service (min 25%)
  - \_\_\_\_\_ % after 4 years of service (min 50%)
  - \_\_\_\_\_ % after 5 years of service (min 75%)
  - \_\_\_\_\_ % after 6 years of service (min 100%)

In the event of disability or death, a participant's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) \_\_\_\_\_

*If an employee is still employed with the municipality at the age specified here, their entire employer contribution will become 100% vested regardless of years of service.*

2. **Contributions**

a. Will be remitted (check one):

- Weekly                       Bi-Weekly                       Monthly

# MERS Defined Contribution Plan Adoption Agreement

- b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts						
Employee Contribution							
Employer Contribution							

Direct mandatory employee contributions as pre-tax

- c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

3. Compensation *includable* wages, up to the 401(a)(17) limits published every year by the IRS are:

- Wages as reported on box 5 of the employees W2. This includes bonuses, sick/vacation time payments, back pay, and compensation that would have been earned while an employee was in qualified military service, and contributions to plans like 457 deferred compensation plans.
- Any amounts contributed to a 125 cafeteria plan, Health Care Savings Program, simplified employee pension, simple retirement account and a 457 deferred compensation plan.

*Note:* Items *excluded* from compensation include items such as taxable meal reimbursements; taxable group term life; clothing, food, or gun allowances

4. **Loans:**  shall be permitted  shall not be permitted  
If Loans are elected, please complete and attach the *MERS Defined Contribution Loan Addendum*.
5. Rollovers from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

## V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Defined Contribution Plan, the provisions of the Plan Document control.

## VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

## VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;

# MERS Defined Contribution Plan Adoption Agreement

3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 45A(3), and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43B of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43B or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

## VIII. Execution

### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by \_\_\_\_\_ on  
the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. (Name of Approving Employer)

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Witness signature: \_\_\_\_\_

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

# MERS Defined Contribution Loan Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 | www.mersofmich.com

## I. Loan Reference

This loan addendum is for the Courthouse after \_\_\_ / \_\_\_ / \_\_\_\_\_ employees of the Menominee County (Eligible Employees) which modifies the Defined Contribution Plan Adoption Agreement effective \_\_\_\_\_ (Adoption Date) with respect to current members in MERS. (MM/DD/YYYY)

The Employer offers the following retirement plans (e.g., 457, 401a, 403(b) plans, etc.) to its employees in addition to the MERS Defined Contribution Plan: \_\_\_\_\_  
 None

If the Employer has other plans listed above, the Employer agrees to coordinate the application of the maximum loan limits among the MERS Defined Contribution Benefit Plan and any other retirement plans which the Employer may sponsor. The Employer hereby acknowledges that MERS is not able to perform such coordination and accepts the delegation of this responsibility.

The Employer agrees to report to MERS within 1 month any of the following events relating to a participant with an outstanding loan: death, disability, unpaid leave of absence, military leave, change to a part-time position, termination of employment or any other circumstances which the Employer has reason to believe will impact the repayment of the outstanding loan.

## II. Loan Procedures

- 1. Availability.** Any member who is an active employee may apply to the Employer, or its designee, for a loan from the employee's account balance in the Plan. Loans will be available to all such members on a uniform and nondiscriminatory basis upon submission of the required loan application forms. All loans are subject to the approval of the Employer and MERS, or its designee.
- 2. Purpose.** A general purpose loan may be obtained for any purpose.
- 3. Restrictions on Availability.** A member may not have more than two (2) outstanding loan(s) at any one time.
- 4. Frequency.** A member may not apply for a loan any more frequently than once per a rolling 12-month period.
- 5. Minimum Amount.** The minimum loan amount is One Thousand Dollars (\$1,000.00).

## MERS Defined Contribution Loan Addendum

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### 6. **Maximum Amount**

The maximum amount for all outstanding loans to the member from the Plan and all other plans the member participates in is the lesser of:

- (a) Fifty Thousand Dollars (\$50,000.00), reduced by the highest outstanding balance of loans from all the plans in which the member participates during the one (1) year period ending on the day before the date on which the loan is to be made; or
- (b) One-half (1/2) of the sum of the vested account balance, reduced by the member's current outstanding balance of all loans from all plans of the member for that member, determined as of the loan application date.

The maximum amount will also be reduced by the amount of any existing loan balance (including accrued interest).

### 7. **Domestic Relations Orders**

No loans will be made during a period when MERS, or its designee, is determining whether a domestic relations order affecting the member's accounts is an "eligible domestic relations order" as defined by the Eligible Domestic Relations Order Act, MCL 38.1701, et seq.

### 8. **Interest Rate**

- (a) The interest rate to be charged on a loan will be the prime interest rate (as reported by the Wall Street Journal or any successor thereto) in effect on the month end prior to the date the loan application is approved by MERS or its designee, plus two percent (2.00%). This interest rate will remain unchanged for the term of the loan.
- (b) Interest payments on the loans by members are not deductible for tax purposes.

### 9. **Term**

- (a) The term of the loan must extend for at least one (1) year from the date of the loan but must not exceed five (5) years.
- (b) The term of the loan will end prior to the end of the applicable period and the outstanding balance (principal and accrued interest) will become immediately due and payable on the earlier of:
  - (1) in the case of a member who becomes eligible for a plan distribution (other than an in-service distribution beginning at age 70½) which begins after the beginning date of the loan, the date such distribution begins;
  - (2) the date of distribution or separation of (1) the member's accounts pursuant to an eligible domestic relations order, or (2) any portion of the accounts which causes the remaining portion of the accounts to be less than the security interest established at the time of inception of the loan;
  - (3) the date of termination of employment of the member as provided in paragraph 15; or
  - (4) the date of a default on the loan as provided in paragraph 16.
- (c) The term of the loan shall not exceed a period which would cause the payment to be less than Five Dollars (\$5.00) per week.
- (d) Loans may not be refinanced for any reason.

### 10. **Repayment**

- (a) Each loan must be repaid in substantially equal installments, with payments not less frequently than each payroll period beginning as specified in loan document but no later than 30 days from receipt of payment.
- (b) The member must authorize repayment of the principal and interest of each loan to be made by regular payroll deduction payments and reported to MERS according to reporting cycle selected in Adoption Agreement. If the scheduled repayment amount is greater than the member's payroll, the member must make payment in full for any remaining repayment amount not collected through payroll deduction by delivering to the Employer or its designee, a check or other negotiable instrument (not cash) payable to the Employer.
- (c) Repayments will be reallocated to the member's account according to the investment election made by the member, and in effect at the time the payment is processed to the member's account.

### 11. **Unpaid Leave of Absence**

During the term of a loan, if a member takes an approved leave of absence without pay, the member may choose to suspend regular loan payments for up to one year during such unpaid leave of absence. Suspension of payments will not cause the term of the loan to be extended beyond its original term, and such suspended payments (and accrued interest) will become due and payable at the end of the original loan term in one lump sum payment. If a member on a leave of absence without pay chooses to continue regular payments during such unpaid leave of absence, payments may be made by check or other negotiable instrument (not cash) made payable to the Employer and delivered to the Employer, or its designee.

### 12. **Military Service**

As permitted under Code Section 414(u), if a member with an outstanding plan loan takes a leave of absence for a period of military service; such member may elect to suspend regular loan payments during such period of military service, regardless of the duration of such service. Upon completion of such military service, the member must resume making loan repayments in an amount which is not less than the original repayment amount, and in installments which are not less frequent than the frequency required under the terms of the original loan. The loan must be repaid in full (including interest that accrues during the period of military service at a rate not to exceed 6% compounded annually) by no later than the date of the original loan plus the period of military service. Any balance due and payable at the end of the adjusted loan term must be paid in one lump sum payment. Such lump sum payments may be made by check or other negotiable instrument (not cash) made payable to the Employer and delivered to the Employer, or its designee.

### 13. **Prepayments**

The member may repay, without penalty, the entire outstanding principal balance of the loan and accrued interest to date of repayment. Partial prepayments are not permitted. Prepayments should be made by check or other negotiable instrument (not cash) made payable to the Employer and delivered to the Employer or its designee, who shall report the payment to MERS.

## MERS Defined Contribution Loan Addendum

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### 14. **Loan Processing Fees**

Any loan processing fee charged by MERS will be paid by the member. The initial processing fee of One Hundred and Fifty Dollars (\$150.00) charged by MERS for each loan will be added to the amount of the loan requested by the member to the extent the addition of such fee will not cause the amount of the loan to exceed the maximum permitted under paragraph 6 of these Loan Procedures. The initial processing fee will be deducted from the remaining vested account balance and paid to MERS at the time the loan proceeds are distributed to the member. MERS reserves the right to charge an annual maintenance fee.

### 15. **Termination of Employment**

- (a) The entire amount outstanding on the member's loan will be due and payable on the date of the member's termination of employment. The date a member terminates employment is the date on which the member quits, retires, is discharged, or dies. If the loan is not paid in full at termination, default will occur and paragraph 16 applies.
- (b) No distributions to a member (other than in-service withdrawals, as limited under paragraph 18(b)) will be made prior to repayment of all outstanding loans, including interest, costs, and expenses due thereon regardless of termination of employment. If there is a distributable event with respect to the member, the accounts of the member will be applied against any outstanding loans to the extent necessary to fully repay the same as provided in paragraph 17.

### 16. **Defaults and Remedies**

- (a) The Plan, or its designee, may declare a default on a loan as of the last day of the quarter following the quarter in which either of the following occurs:
  - (1) the member fails to make a payment (other than due to an unpaid leave of absence as provided in item 11 or military service as provided in item 12 of these Loan Procedures); or
  - (2) MERS, or its designee, in good faith deems the Benefit Program DC insecure with respect to the repayment of the loan and notifies the member of this deemed insecurity.
- (b) In the event of default on a loan prior to a distributable event occurs in the plan (i.e., the member is eligible for distribution from the Plan), a member shall incur a taxable deemed distribution. The member's account balance shall reflect the continued loan balance, plus accrued interest, until such time as the member has a distributable event. When the member has a distributable event, the member's account balance shall be offset by the unpaid balance of the member's loan, plus accrued interest. A participant will not be eligible to receive any subsequent loans if the participant has ever defaulted on a plan loan.
- (c) MERS may condition a new loan on a member's written disclosure of any prior defaulted loan, and MERS or its designee may rely on such member's certification concerning the status of prior loans, provided that MERS or its designee has no reason to doubt the member's certification.

### 17. **Source of Loan Funds**

Any loan to a member will be considered a separate asset of the trust fund segregated for the benefit of such member. The loan proceeds will come from the fund or funds of the member in which the vested accumulated balance is invested on a pro-rata basis.

## MERS Defined Contribution Loan Addendum

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### 18. Security

- (a) The member must pledge his or her vested account balance as collateral for the loan. MERS will have a security interest in the accounts of the member provided, however, the security interest of MERS will not exceed fifty percent (50%) of the value of the member's accounts at the inception of the loan.
- (b) No in-service withdrawals will be permitted to the extent any such withdrawal would cause the accounts of such member to be less than the security interest established at the time of the inception of the loan.

### 19. Loan Application and Processing

- (a) Loan applications may be made by completing the required forms obtained from the Employer or its designee, and submitting them to the Employer or its designee.
- (b) All loans will be subject to approval by the Employer or its designee. The Employer, or its designee, will designate the individual or individuals authorized to approve loans.
- (c) If a loan application is approved, the Employer, or its designee, will forward the approved application materials to MERS. The amount of the loan will be issued to the member as soon as administratively feasible after the completed application is submitted to MERS and MERS determines that the member is eligible for the requested loan.
- (d) If a loan application is denied, the Employer, or its designee, will notify the member in writing.

### III. Enforcement

In the event a filing under the IRS Employee Plans Compliance Resolution System becomes necessary with respect to a loan, the filing may, at MERS' discretion, be managed by MERS; however, the Employer shall be responsible for paying all legal costs and fees associated with such filing.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Northcare Network</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>This was discussed at the last meeting, discussion ended with having Northcare Network representation at a future meeting to discuss this. Judi Brugman will be here to discuss the proposed contract.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/07/2014**      
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>

# 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

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.

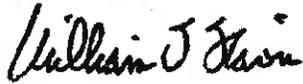


Copper Country CMHSP • Gogebic CMHSP • Hiawatha CMHSP • Northpointe CMHSP • Pathways CMHSP

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: \_\_\_\_\_

**ONTONAGON COUNTY**

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

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

**SCHOOLCRAFT COUNTY**

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

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

Proposed

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Three Way Road Program Funding</b>
<b>DEPARTMENT:</b>	<b>Executive Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Discussion at the Executive committee meeting was to include funding for the 3-way road program in the 2015 budget. Discussion to go before the full board.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/07/2014**      
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>

## House Supplemental Focuses on Increase Funding for Roads

The House Appropriations Committee took action on SB 608, sponsored by Senator Roger Kahn (R-Saginaw County), a supplemental appropriations bill for the current fiscal year. The bill passed out of committee mostly along party line vote 18-10 with Rep. Sean McCann (D-Kalamazoo County) abstaining and Rep. Greg MacMaster (R-Antrim County) the lone Republican voting no. A significant component of the amendment is an extra \$115 million from the Roads and Risks Reserves Funds for priority projects and \$100 million of General Fund dollars for winter maintenance. The \$100 million would be dispersed based on PA 51 and county road agencies would see about \$39.1 million. It is likely that the Senate will not concur with the House changes, and the bill will go to conference committee and have further action in the next few weeks. Other changes to the Senate passed bill include:

- Reduction of \$2 million for the Regional Transit Authority
- Reduction \$15 million for armory improvements
- Funding to pay for a \$3 administrative rate increase for foster care providers
- CMH non-Medicaid funding to make up for the delayed implementation of the Healthy Michigan Medicaid expansion program

**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**    

    **03/06/2014**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
3/4/14  
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
2/11/14	Co. Bd.-Annex	34	19.04		101-101-860.10
2/18/14	PHDM- Escanaba	58	32.48		101-101-860.10
2/19/14	PHDM- Pinecrest	14	7.84		101-101-860.10
2/25/14	Co Bd.-Annex	34	19.04		101-101-860.10
2/26/14	Co. Bd. Finance- Menominee	76	42.56		101-101-860.10
2/27/14	Pinecrest- Pinecrest	14	7.84		101-101-860.10
2/28/14	UPCAP-Escanaba	58	32.48		101-101-860.10
					101-101-860.10
					101-101-860.10
		<b>288</b>	<b>Total Mileage</b>		
<b>Total Mileage Fee</b>					<b>161.28</b>

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

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

  
Signed

2-28-14

Date

# Commissioner Meeting Fee Expense Form

**RECEIVED**  
3/4/14  
Manatee County Administrator *BRB*

Name of Commissioner Jan Hafeman

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

Date	Meeting Description & Duration	Meeting Expense
2/11/14	County Board Mtg. - 6:00	\$50.00
2/18/14	Public Health- Finance 12:00-2:00	50.00
2/19/14	Public Health- Bd. Mtg. 3:00-4:30	50.00
2/25/14	County Board Mtg.- 6:00	50.00
2/26/14	County Board Finance - 2:00-3:45	50.00
2/27/14	Pinecrest Board - 2:00 - 3:30	50.00
2/28/14	UPCAP Mtg 10:00 - 12:30	50.00
<b>Total Per Diem</b>		<b>350.00</b>

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

Commissioner Signature: *Jan Hafeman*

Date: 2-28-14

# Commissioner Meeting Fee Expense Form

COPY

Name of Commissioner Doug Kruehse

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

Date	Meeting Description & Duration	Meeting Expense
1-7-14	Reg County Board CH	50.00
"	MBDC City Hall	—
9	CAA Absent	—
22	Sp1 County Board	50.00
24	" " "	50.00
28	Reg County Board	50.00
<b>Total Per Diem</b>		<b>200.00</b>

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

Commissioner Signature: Doug Kruehse

Date: 2-10-14

# Commissioner Meeting Fee Expense Form

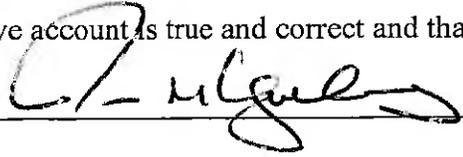
REC  
2-25-14  
RFB

Name of Commissioner James Furlong

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

Date	Meeting Description & Duration	Meeting Expense
2-3-2014	Parks + Recreation	50. <sup>00</sup>
2-11-2014	County Board	50. <sup>00</sup>
2-25-2014	County Board	50. <sup>00</sup>
<b>Total Per Diem</b>		<b>150.<sup>00</sup></b>

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

Commissioner Signature: 

Date: 2-25-14



**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: Bernie Lang ~ District 2

2014

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
2-11	CO. PD.	44			
2-25	SOC. SERV.	3			101-101-860.02
2-25	CO. PD.	44			101-101-860.02
2-26	FINANCE	13			101-101-860.02
		<hr/>			
		94	X .56 →	52.64	101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	52.64

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

02-27-14

Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
2/28/14  
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: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
2/11/14	ANNEX	32		17.92	101-101-860.04
2/12/14	ANNEX	32		17.92	101-101-860.04
2/20/14	PINECREST	73		40.88	101-101-860.04
2/25/14	ANNEX	32		17.92	101-101-860.04
2/26/14	COURTHOUSE	16		8.96	101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			<b>Total Mileage</b>	185	
				<b>Total Mileage Fee</b>	\$ 103.60

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

2/28/14  
\_\_\_\_\_  
Date

# Commissioner Meeting Fee Expense Form

**RECEIVED**  
2/28/14  
Marionette County Administrator

Name of Commissioner \_\_\_\_\_

LARRY SCHEI

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

Date	Meeting Description & Duration	Meeting Expense
2/11/14	COUNTY BOARD - 6-7 PM	50.00
2/12/14	FAIR BOARD - 6-7:30 PM	50.00
2/20/14	PUBLIC HEALTH - 3-4:20 PM	50.00
2/25/14	COUNTY BOARD - 6-7 PM	50.00
2/26/14	FINANCE - 2-3:30 PM	50.00
<b>Total Per Diem</b>		<b>250.00</b>

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

Commissioner Signature: Larry Schei

Date: 2/28/14





RECEIVED

3/4/14

Menominee County Administrator

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

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

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

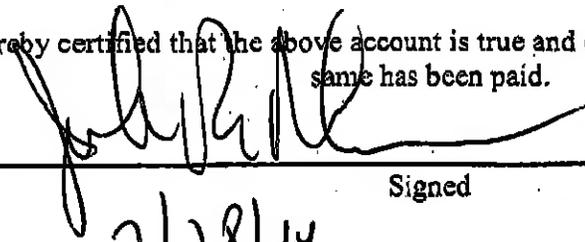
\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson - District 9

Date	Meeting Place	# of miles	X .56/mile	Total Cost	Account Number
2/11/14	STEPHENSON ANNEX	52	"	29.12	
2/17/14	STEPHENSON ANNEX	52	"	29.12	101-101-860.11
2/18/14	KINGSFORD NORTHPOINT	74	4"	41.44	101-101-860.11
2/25/14	STEPHENSON ANNEX	52	"	29.12	101-101-860.11
2/26/14	MENOMINEE Courthouse	94	"	52.64	101-101-860.11
2/27/14	KINGSFORD, NORTHPOINT	74	"	41.44	101-101-860.11
2/28/14	STEPHENSON, ANNEX	52	"	29.12	101-101-860.11
					101-101-860.11
					101-101-860.11
		450		252.00	
			<b>Total Mileage</b>		
<b>Total Mileage Fee</b>					<b>252.00</b>

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

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



Signed

2/28/14

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 25 & 27, 2014 in the combined amount of \$82,618.43	
<b>RECOMMENDED MOTION</b>	

Submitted by: Brian Bousley

03/06/2014  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**General Fund Expenditures**

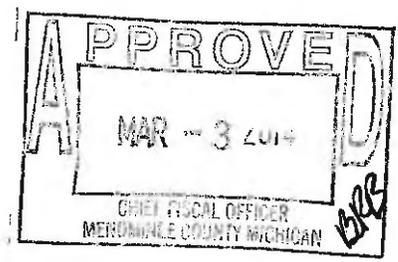
101-101 Board of Commissioners  
101-103 Other Legislative  
101-131 Circuit/Family Court  
101-132 Family Court  
101-136 District Court  
101-141 Friend of Court  
101-148 Probate Court  
101-150 Jury Commission  
101-172 County Administrator  
101-192 Board of Canvassers  
101-211 Legal  
101-215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

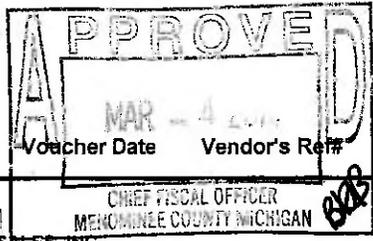
**Special Revenue Funds**

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

MENOMINEE COUNTY  
Claims Audit Report

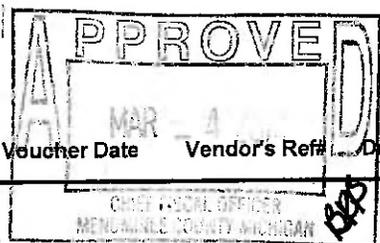
Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
UPEDA - 2950 College Avenue 34655	02/25/2014	Registration	Gerald Piche	101-101-859.00	25.00		\$25.00
Total Amount for Bank Account: General							\$25.00





MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
<b>ANDERSON AUTO &amp; RV SALES INC</b>								<b>\$1,031.65</b>
34697		01/03/2014	1275	Batteries (x2)	205-315-934.02	297.00		
34698		01/08/2014	1276	Brakes (2012 Impala)	205-315-934.02	452.70		
34699		01/13/2014	1279	Battery	205-315-934.02	125.00		
34700		01/09/2014	1277	Oil Change/Filter & Valve Stem	101-301-981.00	87.00		
34701		01/10/2014	1278	Oil Change & Filter	101-301-981.00	34.95		
34702		01/14/2014	1280	Oil Change & Filter	101-301-981.00	35.00		
<b>Anderson, Paul</b>								<b>\$11.20</b>
34662		02/24/2014		Reimbursement Mileage - Planning Commission	101-401-710.00	11.20		
<b>APCO INTERNATIONAL</b>								<b>\$639.00</b>
34627		02/20/2014	00013652	EMD Recertification (Peterson & Bourq	266-326-881.00	210.00		
34635		02/21/2014	265221	PO# 02884 - EMD Training (Monica Ba	266-326-881.00	429.00	x	
<b>Barrette, Jodie</b>								<b>\$12.23</b>
34629		02/21/2014		Reimbursement Bridge Tolls (x2)	101-141-860.00	8.00		
34639		02/21/2014		Reimbursement Lunch for Conference	101-141-860.00	4.23		
<b>BAYSHORE VETERINARY CLINIC</b>								<b>\$38.41</b>
34689		02/14/2014	168425	Brix - K9 Care	101-301-881.01	38.41		
<b>BERNTSEN INTERNATIONAL, INC.</b>								<b>\$2,038.89</b>
34665		02/12/2014	156116	PO# 02885 - Remon Supplies	243-246-765.00	2,038.89		
<b>Big O's Lube and Service, Inc.</b>								<b>\$65.80</b>
34704		02/21/2014	13638	Oil Change & Filter (2008 Chevy Tahoe	205-315-934.02	32.90		
34705		02/06/2014	13539	Oil Change & Filter (2013 Chevy Impala	205-315-934.02	32.90		
<b>Bob Barker Company, Inc.</b>								<b>\$118.58</b>
34683		02/11/2014	WEB000304148	Inmate Supplies	101-301-770.00	118.58		
<b>BP</b>								<b>\$442.43</b>
34677		02/06/2014	40424859	Sheriff Department	101-301-742.00	442.43		
<b>Brunelle, Jennifer</b>								<b>\$89.04</b>
34719		02/25/2014		Reimbursement Mileage	296-664-860.00	89.04		
<b>Carquest Auto Parts</b>								<b>\$27.48</b>
34703		02/18/2014	2825-257755	Washer Fluid (x12)	205-315-934.02	27.48		
<b>Cellcom Wisconsin RSA 04</b>								<b>\$87.77</b>
34624		02/05/2014	581034	Cellular Services	101-132-850.00	20.99		
34624		02/05/2014	581034	Cellular Services	296-664-850.00	52.03		
34624		02/05/2014	581034	Cellular Services	296-665-850.00	14.75		
<b>CITY OF MENOMINEE - 2511 10TH ST.</b>								<b>\$3,288.22</b>
34672		02/21/2014	3657	Gasoline Sales - January 2014	101-265-742.00	125.10		
34692		01/31/2014	3661	Gasoline Sales - Road Patrol	205-315-742.00	3,163.12		
<b>City of Stephenson - P.O. Box 467</b>								<b>\$246.59</b>
34715		02/19/2014	709	Annex - Water, Electric, Sewer	101-261-920.01	17.50		
34715		02/19/2014	709	Annex - Water, Electric, Sewer	101-261-920.02	30.00		
34715		02/19/2014	709	Annex - Water, Electric, Sewer	101-261-920.03	199.09		
<b>CLOVERLAND PAPER CO</b>								<b>\$206.05</b>
34613		02/14/2014	104227	Towels	101-265-755.01	64.62		
34679		02/14/2014	104230	Bleach, Lysol	101-301-770.00	141.43		

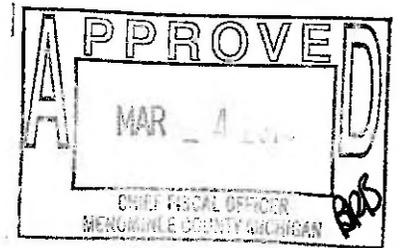


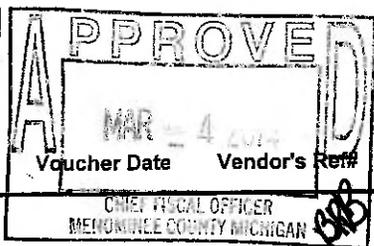
**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
<b>Cooper Office Equipment</b>								<b>\$863.80</b>
	34633	02/07/2014	107920	Contract 1411-01 (Annex Copier)	101-261-942.00	538.80		
	34634	02/07/2014	107922	Contract # 1410-01 (PA's Office )	101-267-801.00	190.00		
	34674	02/07/2014	107919	Contract # 1408-01 (Pinecrest Office)	101-301-727.00	135.00		
<b>Decamp, Shane</b>								<b>\$81.25</b>
	34733	02/25/2014	5435	Transport of Juvenile to Bay Pines (B.L.	101-132-801.01	7.50		
	34733	02/25/2014	5435	Transport of Juvenile to Bay Pines (B.L.	101-132-801.00	12.00		
	34735	02/25/2014	5421	Transport of Juvenile to Bay Pines (B.H	101-132-801.01	15.00		
	34735	02/25/2014	5421	Transport of Juvenile to Bay Pines (B.H	101-132-801.00	24.00		
	34736	02/25/2014	5430	Transport of Juvenile from Bay Pines (C	101-132-801.01	8.75		
	34736	02/25/2014	5430	Transport of Juvenile from Bay Pines (C	101-132-801.00	14.00		
<b>DeDamos, Sarah</b>								<b>\$84.50</b>
	34723	02/25/2014	5424	Transport of Juvenile to Bay Pines (D.T.	101-132-801.01	15.00		
	34723	02/25/2014	5424	Transport of Juvenile to Bay Pines (D.T.	101-132-801.00	24.00		
	34728	02/25/2014	5429	Transport of Juvenile from Bay Pines (B	101-132-801.01	17.50		
	34728	02/25/2014	5429	Transport of Juvenile from Bay Pines (B	101-132-801.00	28.00		
<b>Dennis-Ruleau, Dawn</b>								<b>\$600.00</b>
	34734	02/25/2014	5436	Crisis Intervention - February 2014	296-668-801.00	600.00		
<b>Donna Buechler</b>								<b>\$20.16</b>
	34658	02/24/2014	Reimbursement	Mileage - Planning Commission	101-401-710.00	20.16		
<b>EL-COM SERVICES INC</b>								<b>\$367.00</b>
	34695	02/07/2014	46566	Radio Maintenance	205-315-934.01	367.00		
<b>Friends Ofc Prod Whse Direct</b>								<b>\$334.90</b>
	34657	02/14/2014	020057	FOC - Office Supplies	101-141-727.00	334.90		
<b>Furlong, James</b>								<b>\$67.20</b>
	34739	02/25/2014	Reimbursement	February 2014 Mileage	101-101-860.03	67.20		
<b>Garcia Linda</b>								<b>\$109.12</b>
	34729	02/25/2014	5431	Transport Juvenile from Bay Pines (D.T	101-132-801.01	8.75		
	34729	02/25/2014	5431	Transport Juvenile from Bay Pines (D.T	101-132-801.00	14.00		
	34730	02/25/2014	Reimbursement	Mileage - Transport of Juvenile from Ba	101-132-801.00	31.81		
	34731	02/25/2014	5433	Transport of Juvenile to Bay Pines (B.L.	101-132-801.01	8.75		
	34731	02/25/2014	5433	Transport of Juvenile to Bay Pines (B.L.	101-132-801.00	14.00		
	34732	02/25/2014	Reimbursement	Mileage - Transport of Juvenile to Bay F	101-132-801.00	31.81		
<b>GENESIS GRAPHICS</b>								<b>\$996.75</b>
	34747	02/24/2014	48043	PO# 02892 Markers for Remonumentat	243-246-765.00	996.75		
<b>Hi Tec Building Services</b>								<b>\$1,410.00</b>
	34749	02/26/2014	006890	Cleaning Services for February 2014	101-265-801.00	1,410.00		
<b>J S ELECTRONICS, INC.</b>								<b>\$45.49</b>
	34688	02/11/2014	18134	K9 Vehicle Maintenance	101-301-881.01	45.49		
<b>Joel Hensley, RN</b>								<b>\$1,365.00</b>
	34687	02/24/2014	Nursing Services	Februrary 2014	101-301-770.01	1,365.00		
<b>KUSTOM SIGNALS INC</b>								<b>\$55.00</b>
	34696	02/13/2014	493979	Cable Antenna	205-315-934.01	55.00		
<b>Lang, Bernard</b>								<b>\$52.64</b>
	34750	02/27/2014	Reimbursement	Mileage - February 2014	101-101-860.02	52.64		

**MENOMINEE COUNTY  
Claims Audit Report**

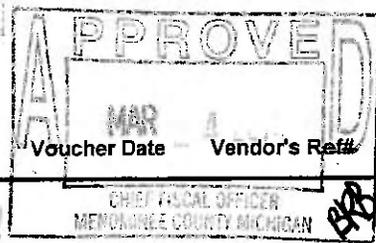
Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>							
<b>LENCA SURVEYING</b>							<b>\$5,751.55</b>
34669	02/21/2014	14021	Remon Yr 2014 (2/10 - 2/16/14)	243-246-801.07	3,370.65		
34740	02/25/2014	14022	Remon Yr 2014 (Feb 17 - Feb 23, 2014)	243-246-801.07	2,380.90		
<b>Lesperance, Diane</b>							<b>\$506.64</b>
34637	02/21/2014	Reimbursement	Mileage & Meals (MACT Conference)	517-252-860.00	498.00		
34638	02/21/2014	Reimbursement	Meal - BCR Training (2/18/14)	517-252-860.00	8.64		
<b>Lithocrafters Printing, Inc.</b>							<b>\$205.15</b>
34713	02/25/2014	80580	Order to Appear Form (x800) - FOC	101-141-727.00	205.15		
<b>Lufts Advertiser</b>							<b>\$606.00</b>
34742	02/25/2014	2/25/14	Advertising	243-246-765.00	34.00		
34742	02/25/2014	2/25/14	Advertising	101-101-901.00	572.00		
<b>M &amp; M Business Machines</b>							<b>\$24.00</b>
34618	02/18/2014	238153	Repair Calculator (J. Klumb)	101-215-931.00	24.00		
<b>Manpower</b>							<b>\$1,169.78</b>
34606	02/16/2014	26747739	Week Ending 2/16/14 (Regina Mistark)	215-141-705.00	63.00		
34607	02/16/2014	26749750	Credit Memo for Week Ending 2/9/14 (F	215-141-705.00	-1.44		
34608	02/16/2014	26749749	Credit Memo for Week Ending 1/26/14 (	215-141-705.00	-2.16		
34616	01/19/2014	26622563	Week Ending 1/19/14 (Kelly Hofer)	256-277-705.00	159.30		
34616	01/19/2014	26622563	Week Ending 1/19/14 (Kelly Hofer)	101-268-704.00	454.01		
34617	01/26/2014	26653234	Credit Memo week ending 1/19/14 (K. H	256-277-705.00	-1.80		
34617	01/26/2014	26653234	Credit Memo week ending 1/19/14 (K. H	101-268-704.00	-5.13		
34746	02/23/2014	26768171	Week Ending 2/23/14 (Krista Marciniak)	101-268-704.00	189.00		
34748	02/23/2014	26775832	Week Ending 2/23/14 (Regina Mistark)	215-141-705.00	315.00		
<b>Marinette Farm &amp; Garden</b>							<b>\$63.98</b>
34690	02/11/2014	272729	K9 Supplies	101-301-881.01	63.98		





MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$3,028.57
Mastercard								
34621	02/09/2014	Credit Card	Staples	101-253-727.00	122.99	x		
34621	02/09/2014	Credit Card	Jardeen Consumer Solutions	266-325-755.00	28.86	x		
34621	02/09/2014	Credit Card	USPS	101-268-729.00	5.05	x		
34621	02/09/2014	Credit Card	Staples	101-253-727.00	221.38	x		
34621	02/09/2014	Credit Card	PayPal	517-252-860.00	125.00	x		
34621	02/09/2014	Credit Card	USPS	101-268-729.00	5.05	x		
34621	02/09/2014	Credit Card	Pack n Ship	101-131-729.00	65.51	x		
34621	02/09/2014	Credit Card	Global Industrial	208-751-755.02	79.40	x		
34621	02/09/2014	Credit Card	USPS	101-268-729.00	5.05	x		
34621	02/09/2014	Credit Card	USPS	101-268-729.00	5.05	x		
34621	02/09/2014	Credit Card	USPS	101-268-729.00	5.05	x		
34621	02/09/2014	Credit Card	USPS	101-268-729.00	5.05	x		
34621	02/09/2014	Credit Card	USPS	101-268-729.00	5.05	x		
34621	02/09/2014	Credit Card	Credit - Staples	101-253-727.00	-12.29	x		
34621	02/09/2014	Credit Card	Credit - Staples	101-253-727.00	-110.69	x		
34621	02/09/2014	Credit Card	Interest	101-103-755.00	14.85	x		
34714	02/09/2014	Credit Card	Shell Oil	101-301-704.00	19.82	x		
34714	02/09/2014	Credit Card	Walmart	101-301-770.00	29.92	x		
34714	02/09/2014	Credit Card	Kmart	205-315-755.00	31.78	x		
34714	02/09/2014	Credit Card	NWTC	101-301-881.00	269.10	x		
34714	02/09/2014	Credit Card	Kmart	205-315-755.00	31.78	x		
34714	02/09/2014	Credit Card	PayPal	264-363-881.00	275.00	x		
34714	02/09/2014	Credit Card	Shell Oil	101-301-860.00	34.35	x		
34714	02/09/2014	Credit Card	Intelius	101-301-755.00	19.95	x		
34714	02/09/2014	Credit Card	Mission Point Resort	264-363-881.00	164.22	x		
34714	02/09/2014	Credit Card	Mission Point Resort	264-363-881.00	164.22	x		
34714	02/09/2014	Credit Card	Mission Point Resort	264-363-881.00	164.22	x		
34714	02/09/2014	Credit Card	McDonalds	282-302-881.00	6.12	x		
34714	02/09/2014	Credit Card	Malarky's Grand Rapids	205-315-860.00	18.65	x		
34714	02/09/2014	Credit Card	Buffalo Wild Wings	101-301-860.00	20.00	x		
34714	02/09/2014	Credit Card	Buffalo Wild Wings	101-301-860.00	20.00	x		
34714	02/09/2014	Credit Card	Holiday	282-302-881.00	37.50	x		
34714	02/09/2014	Credit Card	Taco Bell	101-301-860.00	5.91	x		
34714	02/09/2014	Credit Card	Taco Bell	101-301-860.00	6.03	x		
34714	02/09/2014	Credit Card	Taco bell	101-301-860.00	6.57	x		
34714	02/09/2014	Credit Card	Fuller C-Store	282-302-881.00	37.71	x		
34714	02/09/2014	Credit Card	Portside Inn	101-301-860.00	35.14	x		
34714	02/09/2014	Credit Card	Malarky's Grand Rapids	205-315-860.00	13.99	x		
34714	02/09/2014	Credit Card	Hunan Chinese Restaurant	205-315-860.00	9.94	x		
34714	02/09/2014	Credit Card	Big Boy	101-301-860.00	31.00	x		
34714	02/09/2014	Credit Card	Malarky's Grand Rapids	205-315-860.00	19.77	x		
34714	02/09/2014	Credit Card	Subway	101-301-860.00	6.89	x		
34714	02/09/2014	Credit Card	Subway	101-301-860.00	4.51	x		
34714	02/09/2014	Credit Card	Subway	101-301-860.00	8.59	x		
34714	02/09/2014	Credit Card	Hunan Chinese Restaurant	205-315-860.00	9.94	x		
34714	02/09/2014	Credit Card	Lagniappe Cajun Creole	101-301-860.00	19.00	x		
34714	02/09/2014	Credit Card	Lagniappe Cajun Creole	101-301-860.00	20.00	x		
34714	02/09/2014	Credit Card	Lagniappe Cajun Creole	101-301-860.00	20.00	x		
34714	02/09/2014	Credit Card	Carne's BP	282-302-881.00	27.94	x		
34714	02/09/2014	Credit Card	Marathon Petro	282-302-881.00	41.29	x		
34714	02/09/2014	Credit Card	Little Caesars	101-301-860.00	9.52	x		
34714	02/09/2014	Credit Card	Public Agency Training	282-302-881.00	295.00	x		
34714	02/09/2014	Credit Card	Border Grill Marquette	101-301-860.00	8.96	x		

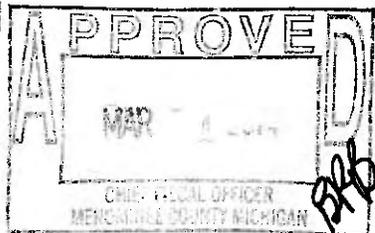


**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>							
<b>Mastercard</b>							<b>\$3,028.57</b>
34714	02/09/2014	Credit Card	Border Grill Marquette	101-301-860.00	7.00	x	
34714	02/09/2014	Credit Card	Papa Murphy's	282-302-881.00	16.42	x	
34714	02/09/2014	Credit Card	McDonalds	282-302-881.00	6.35	x	
34714	02/09/2014	Credit Card	Country Inn & Suites	205-315-860.00	13.50	x	
34714	02/09/2014	Credit Card	Country Inn & Suites	205-315-860.00	245.25	x	
34714	02/09/2014	Credit Card	Shell Oil	101-301-860.00	51.70	x	
34714	02/09/2014	Credit Card	Ramada Inn of Marquette	101-301-860.00	40.00	x	
34714	02/09/2014	Credit Card	Candlewood Suites	101-301-860.00	84.75	x	
34714	02/09/2014	Credit Card	Trenary Mini Mart	101-301-860.00	43.86	x	
<b>Menards - Marinette</b>							<b>\$183.24</b>
34612	02/16/2014	46358	Wicking Filter & Batteries	101-265-755.00	31.06		
34642	02/16/2014	46357	Courthouse Security	101-103-970.10	16.00		
34663	02/20/2014	46633	Courthouse Security	101-103-970.10	121.33		
34671	02/20/2014	46634	Building & Ground - Other Operating	101-265-755.00	14.85		
<b>Menominee Industrial Supply</b>							<b>\$33.97</b>
34631	02/04/2014	10035563	Couplings (Shakey Lakes)	208-751-755.02	33.97		
<b>MI DEPT OF ENVIRONMENTAL QUAL</b>							<b>\$200.00</b>
34630	01/14/2014	850843	Groundwater Annual Permit (Shakey La	208-751-755.08	200.00		
<b>Michigan Counties Workers'</b>							<b>\$23,778.25</b>
34619	02/19/2014	9617	2014 Second Quarter Installment	101-101-716.00	183.96		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-131-716.00	40.69		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-132-716.00	97.05		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-136-716.00	338.06		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-141-716.00	445.83		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-148-716.00	29.17		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-150-716.00	2.71		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-172-716.00	333.52		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-215-716.00	180.83		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-253-716.00	135.51		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-257-716.00	264.62		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-261-716.00	24.54		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-265-716.00	1,050.40		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-267-716.00	659.17		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-268-716.00	51.95		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-301-716.00	10,855.87		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-331-716.00	10.45		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-426-716.00	33.39		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-648-716.00	47.33		
34619	02/19/2014	9617	2014 Second Quarter Installment	101-682-716.00	35.27		
34619	02/19/2014	9617	2014 Second Quarter Installment	205-315-716.00	6,026.80		
34619	02/19/2014	9617	2014 Second Quarter Installment	205-316-716.00	413.51		
34619	02/19/2014	9617	2014 Second Quarter Installment	208-751-716.00	904.95		
34619	02/19/2014	9617	2014 Second Quarter Installment	249-371-716.00	68.94		
34619	02/19/2014	9617	2014 Second Quarter Installment	249-371-716.00	37.98		
34619	02/19/2014	9617	2014 Second Quarter Installment	266-325-716.00	348.80		
34619	02/19/2014	9617	2014 Second Quarter Installment	266-326-716.00	32.72		
34619	02/19/2014	9617	2014 Second Quarter Installment	271-790-716.00	604.37		
34619	02/19/2014	9617	2014 Second Quarter Installment	296-663-716.00	202.46		
34619	02/19/2014	9617	2014 Second Quarter Installment	296-664-716.00	164.61		
34619	02/19/2014	9617	2014 Second Quarter Installment	296-665-716.00	152.79		

**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>								
<b>U.S. Bank Equipment Finance</b>								
	34623	02/13/2014	247337132	Konica Bizhub 423	101-172-942.00	133.07		\$191.80
	34673	02/11/2014	247205750	Sheriff - Konica Copier	101-301-727.00	58.73		
<b>UP Assoc of Cty Commissioners</b>								
	34614	02/14/2014	Dues	2014 UPACC Dues	101-103-802.00	150.00		\$150.00
<b>UPCAP SERVICES INC</b>								
	34632	01/31/2014	2169	Work Crew Services (@ Shakey Lakes)	208-751-942.00	130.00		\$130.00
<b>Valley Mechanical, Inc.</b>								
	34666	01/20/2014	2688 - Engin	PO# 02866 - Replace Valves on Heating	101-103-998.02	4,050.00		\$9,030.50
	34667	01/17/2014	2676 - Engin	PO# 02867 - Replace 3-way valves	101-103-998.02	4,980.50		
<b>Wallace Building &amp; Supply, Inc</b>								
	34626	01/10/2014	176042	2 x 10 x 8' (x6)	208-751-756.01	45.60		\$45.60
<b>Warner, Fredrick</b>								
	34720	02/25/2014	5422	Transport of Juvenile to Bay Pines (B.H)	101-132-801.01	15.00		\$321.52
	34720	02/25/2014	5422	Transport of Juvenile to Bay Pines (B.H)	101-132-801.00	24.00		
	34721	02/25/2014	Reimbursement	Mileage - Transport Juvenile to Bay Pines	101-132-801.00	63.84		
	34724	02/25/2014	5425	Transport of Juvenile to Bay Pines (D.T.)	101-132-801.01	17.50		
	34724	02/25/2014	5425	Transport of Juvenile to Bay Pines (D.T.)	101-132-801.00	28.00		
	34725	02/25/2014	Reimbursement	Mileage - Transport of Juvenile to Bay Pines	101-132-801.00	63.84		
	34726	02/25/2014	5427	Transport Juvenile to Bay Pines (B.H.)	101-132-801.01	17.50		
	34726	02/25/2014	5427	Transport Juvenile to Bay Pines (B.H.)	101-132-801.00	28.00		
	34727	02/25/2014	Reimbursement	Mileage - Transport to Bay Pines	101-132-801.00	63.84		
<b>Warren Suchovsky</b>								
	34660	02/24/2014	Reimbursement	Mileage - Planning Commission	101-401-710.00	10.08		\$10.08
<b>WEST GROUP PAYMENT CENTER</b>								
	34620	02/01/2014	828930364	Jan 1 - Jan 31, 2014	269-145-801.00	446.44		\$446.44
<b>WISCONSIN PUBLIC SERVICE CORP - 700 N. Adams Street</b>								
	34641	02/18/2014	0402047856-00005	Kleinke Park	208-751-820.01	41.73		\$149.83
	34743	02/25/2014	1276443630-00000	Bailey House	208-751-820.01	32.80		
	34743	02/25/2014	1276443630-00000	Kleinke Street Lighting	208-751-820.01	29.30		
	34743	02/25/2014	1276443630-00000	Bailey Street Lighting	208-751-820.01	12.74		
	34745	02/25/2014	0402047856-00006	Stoney Point Street Lighting	208-751-820.01	33.26		
<b>Total Amount for Bank Account: General</b>								<b>\$82,593.43</b>



## 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**    

    **03/06/2014**      
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):

# 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

02/27/2014

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P12990-14	02/04/14	BRODZINSKI JESSICA & BLOM ERIC	N3209 HWY M-35	INGALLSTON TWP.	\$100.60
Work : 12.OTHER		640 SQ FT ADD ON			007-327-007-00 IN-27&28 3/6
P12991-14	02/19/14	COAKLEY DANIEL S & TRACEY J	W3055 CO RD 338	INGALLSTON TWP.	\$148.00
Work : 3.GARAGE		30X30 DETACHED GARAGE			007-426-011-00

**Total Permits**

**2**

**Total Fees**

**\$248.60**

Personnel Committee  
December 4, 2013  
Minutes

~~~~~Approved 3.3.14~~~~~

The Personnel Committee of the Menominee County Board met on December 4, 2013 at 7:30 AM at the County Annex Building in Stephenson.

**Call Meeting to order:** 7:30 AM

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

**Roll Call:** Coms. Krienke, Plutchak, Piche, & Furlong are all present.

**Agenda:** Com. Plutchak, I'd like to switch item "a" and item "c" and add item d, the Sheriff Department Staffing Issue. Moved by Com. Furlong and supported by Com. Krienke to approve the agenda with the switch of items a and c and the addition of (d) the Sheriff Dept. Staffing Issue.

**Previous Minutes:** 10.18.2013~change public comment, Larry Schei "I commend" (not recommend). Moved by Com. Piche supported by Com. Krienke.

**Public Comment:** None

**Business:**

- a. Discussion of E-911 Part time vacancy:** Debra Wormwood: We have had a part time position that has been vacant since June of this year. A few problems for us is that we are having to pay overtime on a regular basis in order to maintain our staffing. My part timers are working 40 or more hours per week. Last week when I read in the paper that the county board was considering filling a position in Equalization. I feel that they should also consider a vacancy I have in my department. We cannot use other county employees because the State has passed minimum training standards. We have to maintain the training but I can't even send people to training because of being understaffed. If you consider hiring someone else in another county department, I think you should also consider hiring for a vacancy in 9-1-1. Plutchak: You are understaffed right now? That is a full time position? Debra: No it's a part time position. I have had to deny vacation in order to keep dispatch staffed. Plutchak: If you are not able to get to a call, what happens? Does it go to a state central dispatch? Say everyone is busy and a call comes in and everyone is currently on another line, what happens to that call? Debra: That call after it rings so many times will go to Delta County. Plutchak: Does anything go the State Police out of Negaunee? Debra: I don't know of anyone going to them as alternate dispatch. Furlong: What kind of benefits do the part timers get? Sick, vacation leave. Credit for MERS if they work 10- eight hour days per month. Debra: We have 7 full time and 2 part time with a Part time vacancy and myself. We try to maintain two dispatchers

at a time. Furlong: with the hiring freeze that the board imposed on itself, it's pretty hard to pick and choose which dept. we're going to hire based on the importance, until the county board gets rid of the hiring freeze, I don't know how we can fill these positions without going back on something that we enacted. Plutchak: We've got to get this hiring freeze taken care of. You're going to have to push harder or something Brian, this has to get dealt with, and we're starting to put people in bad positions. Furlong: the hiring freeze was to save money on the MERS system for long term financial liability. But what we're starting to see now is we're spending more money up front with overtime. Debra: We're paying overtime on a regular basis right now. Our part timers are working over 40 hrs/wk. we try to use part timers at straight pay rather than use the full timers with time and one/half (OT) to cover the shifts. Plutchak: the minimum training requirements, how much does that entail. Debra: First we do the dispatch training. 6-20 weeks based on skill level. State requirements, 40 hr. class plus 6 or 8 classes that are needed within their first two years. Total of about 100 hours of training. Piche: Keep in mind we're waiting for cooperation from the unions. When that happens, a lot of this can be resolved fairly quickly. Debra: I feel our position is as important as the position discussed in the newspaper for equalization.

- b. Discussion of Equalization Department, Staff Restructuring:** Plutchak: We're trying to fill a position for the longevity of the county, so we can keep this county running smoothly in the Equalization Dept., for the future. I suggest we post internally to see how many candidates we have that would be interested to fill that vacant position. So that person can continue with training if they don't have the qualifications yet to replace Peg if she leaves or if something should happen. Furlong: I'm a little confused. In my tenure here with the county, there has always been two positions in that office. I heard discussion at the CB meeting that previously there were three positions in that office. Somewhere down the road, one of those positions was eliminated and so was the funding. Now there are two positions in the office, Eq. Director and Staff Cartographer. I don't think it's fair to say, because somewhere down the line there "was" three positions in that office, so we hire another person. The board has a hiring freeze that they imposed on themselves. If we go ahead and "recreate" or fill this position that has been vacant and eliminated for a number of years, I think all of the other Dept. heads will try to follow, they all have immediate needs as well. You can't say one dept. is more important than another dept. This idea of recreating this position in the EQ dept., which really doesn't exist anymore, would be going against the hiring freeze that the county imposed on itself. Plutchak: There is a backup at 911, Debra just told us, if we can't catch the phones here, it goes to Delta County. If something happens at the Sheriff Dept., the state police will backup the sheriff dept., they have a backup. EQ doesn't have a backup; which is almost 70% of our budget and we are required by the state to maintain that office. Furlong: I'm not going to argue the point that dept. is rather important to our financial needs in the county. This idea of recreating a position that no longer exists, then we're hiring. If we hire in one dept. then every other dept. will be asking to do the same thing. When we voted on the hiring freeze, I asked if this would be an all or nothing thing, and the board said it was "all" a total hiring freeze in Men. Co. I voted against this because I knew something would happen, and here we are. Plutchak: We're not proposing to go outside,

we're posting internally and see if we have any applicants that are internal. Furlong: Then we get the trickledown effect. One office would be short in the end. John Anderson: Requests to speak since he missed the Public comment period due to icy roads. The board allowed John to speak. I don't think the EQ director would have requested a certified person in that office if it wasn't needed. There are certain things that a cartographer can do, and certain things they cannot. I made a request on Monday morning to get some work to do my job for 9 twps. and one city in this county. That request is sitting on the EQ director's desk. I can't get any work until she gets back. Because that work needs to be certified by an assessor. I can guarantee you that the requests I need won't be received until the Director comes back, because there is not another certified person in that office. There are other counties that have non-certified people in the office. I think a certified assessor should have been requested in that office long before this. It's time to do the right thing in the EQ dept. If you bury your head in the sand this won't go away. I hope you move this forward to the board for approval. Furlong: Annette has been in there with Peggy a long time, she's taken vacation before, and this is not something new. With the hiring freeze it's extremely hard for me to say the EQ dept. is more important because the assessors can't get their work when Peggy is gone as opposed to saying, it's not really important for 911 to not have people in place, or it's not important in the Clerk's office to not have people in their positions. Until we get the hiring freeze out of the way, or come to some kind of resolution, I am totally against hiring another person in any office. If there were a vacant position in that office, I wouldn't have a problem with this, but as it stands, we're trying to create a position in that office. Plutchak: Letter from the state tax commission. It states the importance of the requirements for the EQ office. Furlong: I'm not arguing the importance of that office. Plutchak: We're not creating a position at this point. Furlong: It's gone, it's been eliminated. Brian: It's a position that hasn't been there for a while. It's not currently on the position allocation list. It's something that was there before, but has been left aside for years. What's going to happen with Annette's position? Plutchak: The thing that really concerns me is, in order to receive the level three assessor certifications they need 3 years of training. If something would happen to Peg, that office would shut down. The assessors won't be able to get the info they need. Peg came to me and said she's considering retirement, then what do we do? If we don't make this happen now, we have to wait another year for this person to continue training. The sign up date is the end of Dec. This office is very important to this county to keep this county running. We can't fowl this up. We can post and transfer internally. I think this needs to go to the board and let them vote on it. We have no backup. Furlong: You're talking about this position that is lingering out there, it hasn't been filled or funded. Deb Wormwood is talking about a position that is there, is funded and she can't hire because of the hiring freeze. I think this board would be hypocritical to go out and say we're going to "recreate" this position when there are other positions that are in need and we can't do because of the hiring freeze. Plutchak: I'm not going to disagree, but the EQ dept. (not saying other depts. aren't as important) has no backup. People don't run businesses with no backups. 911 has backups, EQ has nothing. Furlong: this has been going on for the last five years. She took vacation for the last five years too. In my opinion, they're going to have to wait on this. Krienke: Brian when a position goes unstaffed and unfunded for a period of time, is it considered eliminated and wiped off of the books? Brian: you have to

look at the position allocation list of what is budgeted. The ones that aren't filled are vacant. The ones that aren't on there are off the books. Not that it doesn't exist, it was just never put back on the books. It can be added back on the position allocation list if the commissioners choose to restructure. Krienke: to fill the position we're talking about, the training required, is it required to be paid for by the county or can a person go out and get the training on their own. Brian: Some counties pay for training with an agreement for the employee to work for the county for so many years. Others do not pay for the training. Some counties allow a pay back of training after they've worked so many years. Krienke: But a person can go out on their own initiative to get this training and not expect to be reimbursed. Piche: I can't imagine the board wanting to go out on a limb on this one, saying we're right and everyone else is wrong. I can't see why we would want to do that? Have we had a legal opinion on this? Brian: I spoke to Stoker, says yes and no. he's on vacation now. The union doesn't have a problem posting the position as long as it's done correctly, but will have a problem if Annette loses her job. Plutchak: Did the union say anything about transferring Annette to another department? Would that cause any repercussion? Brian: We should ask Annette too. Plutchak: Annette has seniority over quite a few other employees in the courthouse. How many years before Annette considers retirement? Brian: I don't know, I didn't talk to her about that. Piche: I tend to agree with James a lot. The hiring freeze, if we keep trying to pass this, pass that, we're not going to get any cooperation with the unions. It's nothing new, the EQ dept. it's been going on this way for a long time. I would proceed with caution. Krienke: I don't understand why the hiring freeze is still in place and not resolved long ago. The hiring freeze does not affect the current employees. So I can't understand the resistance to this notion. We've had 20 opportunities for department heads to come in and offer an alternative. Come and talk to us. Give us some ideas on what to do here. Brian: On a positive note. I did talk to the union agent. He may be bringing this to the members after the holidays. As far as 911 goes, that union agent has everything, we may move on this a bit quicker. Plutchak: It sounds like everyone is split on whether to move this to the board or not. My opinion is it needs to be dealt with. Time is crucial, three years is a long time. We should do a roll call vote. I recommend moving it forward to the board, the filling of that position in advertisement within the county employee system right now. To fill that vacancy so that the individuals that apply that meet the requirements of level two assessor, can take and go start the training to continue to take the level three class to move into the equalization dept. if they choose to take Pegs place if Peg shall leave. Brian: So the recommendation would be to post for the staff appraiser. Plutchak: Yes, to fill that vacancy position from June of 2001. Krienke: This is not a new position. Plutchak: No. DuPont: It's not a vacant position either. It is not listed in the current position allocation list in the budget. Brian: We would have to put it in there. DuPont: It would have to be listed as a vacancy in there, so you would have to redo that also, as a board. And, there'll be an increase in the budget. Plutchak: It would be an increase in the EQ budget. I feel we really need to fill this. If we don't fill this we're putting the whole county in turmoil for years. It's not like someone can just walk in and fill this job. It should have been dealt with years ago, but we're stuck with it here. Brian: Recommendation is to post for the staff appraiser position – roll call vote: Furlong: No; Krienke: Yes; Plutchak: Yes; Piche: No. A tie vote is a dead issue. It can be brought back to the personnel committee again for discussion.

**c. Discussion of Administrator's Evaluation:** Brian: The first part is what existed. The self-evaluation, is what I added. After looking at it, I would also add number 6 as "review of previous goals". Krienke: Correct number 1, (accomplishments) plural. Furlong: This is like your previous evaluations with the exception of the self-evaluation. Plutchak: I don't see a problem with it. It fills the requirements of the bylaws. Furlong: Who will do the review? Plutchak: Personnel committee will do the annual review. We'll do this after the first of the year. Brian: We'll make the changes and get this back to the personnel committee prior to the eval. meeting. Plutchak: Let's take a vote on approving this structure and use it as our template. Furlong: I'll move we approve the admin. evaluation template, with corrections, Krienke: supports.

**d. Discussion of Sheriff Department Staffing issue:** Piche: I'd like Brian to bring us up to speed with where we're at. Brian: Basically the Sheriff dept. had a couple of vacancies of part timers in the jail. Now they're down to one part timer. He would like to get his vacant part time positions filled. He is having a hard time filling positions in the jail causing staffing issues. He has stopped all vacation time in order to staff the jail. I also spoke with the Undersheriff. Courthouse security is an issue as well. If there were a few part timers to fill in, we could possibly get the bailiff back in the courthouse as well. It's something that could be worked out. Right now it's a staffing issue. The sheriff put out a letter last week and I put a letter out to Stoker as well, but he's on vacation. Plutchak: I pretty much read the emails. Brian: Kenny did put out an ad for an eligibility list. That is a list for interviewing at a later date. Plutchak: He's trying to prepare himself so when the hiring freeze goes off he can get some people in there, which makes sense. I understand he's shorthanded. It doesn't do us any good. 911 is shorthanded. We need to get the unions moving. Brian: There is one thing in the jail. Corrections officers, part timers are not included in the contract as far as the union. Plutchak: if they move from PT to full time, are they? Brian: I have asked to get that in writing. The use of PT to replace full timers in the jail would be a breach of the contract. Furlong: The hiring freeze is working, every department is showing signs of stress. But if we go start picking and choosing, hire in this dept., hire in that dept., it's all going to fall apart. I got a feeling the hiring freeze was put in place to use as a bargaining chip to have the unions come to the table to negotiate that part of the contract to have new employees not be part of the "defined benefit" MERS system. Departments are spending a lot in overtime. There's a degree of stress, burnout and decreased morale. If the County commissioners decide they're going to start hiring here and hiring there, we're circumventing what the whole hiring freeze was meant to be. Reading through the sheriff's emails, it sounds to me that he is going to hire people. Is that what he's doing or is he creating an eligibility list for future hires? Brian: Originally he was going with the eligibility list. With this latest letter, he's looking at hiring. Furlong: what kind of law is he basing this on? Brian: That's what I asked Stoker? Furlong: If there is a law, I'm supportive, if not, I can't support this.

**Public Comment:** John Anderson: I thought the administrator had a vote. EQ director being signaled out, that they can't have the type of person that they want working for them in their office, like the other departments. She requested this over six weeks ago. Plutchak: The hiring freeze is a problem. John Anderson: Is there any discrimination going on here against the EQ director, that she can't request a person that she wants certified in that office. Furlong: It's not about the EQ Director or the EQ dept. It's about the hiring freeze that we put in place. It's not in

our best interest to pick and choose who's important. Am I against the EQ department, No. Plutchak: There are other offices that are short staffed that haven't come to us to complain. I have to be in a certain amt. of agreement with James on this. Jan Hafeman: My concern that the hiring freeze is putting emphasis on dept. heads, not employees. Charlene Peterson: We hear the same two problems hamstringing, MERS and Hiring Freeze. You have to operate, you can't continue to put yourself in this position. You're not allowing departments to grow in a healthy way. I recommend you bring the hiring freeze back to the board for re-evaluation. Kandace Curran: Background of what it takes to be an assessor. It took 18 months to become a level two. It'll take another year for the five pre-requisite courses. The state tax commission has made this very regulated. If we don't have assessors, then the state can take over. It is very important that we have certified assessors. I will go on for my level three because I made that commitment two years ago with my own money, sacrificed my kids, my weekends. It is very important to me and our county. I don't want to see Peggy retire, she has been great to work with. But I also feel that the office needs to be covered by someone that is certified. It's disheartening that this hiring freeze has gone on longer than six months. It's really a sad situation that this isn't moving forward. Charlene Peterson: At one point my husband was on the board. At that point, Annette was in EQ with Peggy. I like Annette as a person, but she is not capable of doing that job. I was also told at that time that she was instructed to go ahead and get her assessing degree and go to classes for this. I don't think she has made any attempt to do this. She isn't willing to go to school like Kandace did. Is the position right for that employee? Mari Negro: what do we have to do to push to get the hiring freeze brought to the table? How diligent are we at pushing this issue. Brian: I'm after them every day. Mari Negro: Do you have a call log? Brian: No, I don't keep track of calls. If someone's going to point the finger, then do. If you want to call the union, do. The employees are a little apprehensive.

**Commissioner Comment:** Plutchak: I'm a little disappointed on the way some things are headed. But I have to be in agreement with some things also, so it's a dead issue.

**Adjournment:** Moved by Com. Piche supported by Com. Furlong to adjourn at 8:59 AM

Menominee County Planning Commission  
S904 U.S. Highway 41 Stephenson, MI 49887  
Planning Commission Minutes  
December 9, 2013

Call To Order: Menominee County Planning Commission regular meeting was called to order at 5:00 PM CST by Vice Chair Charlene Peterson at the Michigan State University Extension office in Stephenson, MI with the Pledge of Allegiance.

Roll Call: Present: Paul Anderson, Donna Buechler, Charlene Peterson, Bill Anderson.

Excused: Lillian Schultz. Absent: Warren Suchovsky, Commissioner James Furlong.

Quorum was present to conduct business.

Guests: Brian Bousley and presenter Wendy Gehlhoff of Northwoods Rail Transit Commission.

Public Comment: None

Approval of Agenda: Motion by B. Anderson to approve agenda, support by P. Anderson. Motion carried.

Approval of Previous Minutes: Motion by P. Anderson, support by Buechler. Motion carried.

Old Business: County Board decided the per diem issue was a moot point and nothing was changed.

New Business: None.

Presentation: Wendy Gehlhoff of Northwoods Rail Transit Commission explained their mission "To sustain and enhance safe, reliable and efficient rail service critical to the businesses, communities and economies in northern Wisconsin and the Upper Peninsula of Michigan" They are looking at adding Menominee County to their group as there are rail lines in the county. More information will be given at the next meeting on a letter of support.

Next Meeting Date: To be determined.

Adjournment: Motion by B. Anderson, second by P. Anderson. Motion carried.  
Meeting adjourned at 5:45 pm

Minutes Submitted by:



Donna Buechler  
Menominee County Planning Commission

Approved 2/24/2014

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

**BOARD MEMBERS**

MICHAEL KAUFMAN, CHAIR  
MARY BRADLEY  
JEFF NASER

**DIRECTOR**

RUSSELL K. SEXTON

Date: December 17, 2013

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

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

Others Present: None.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF NOVEMBER 26, 2013 MINUTES:**

Minutes of the November 26, 2013 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Ms. Bradley. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for November 2013 was reviewed. There was \$149.72 in expenditures for DHS Board Meeting; leaving a balance of \$6,900.56.

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

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

**DIRECTOR'S REPORT:**

**Staffing Information:** Mr. Sexton reviewed the current staffing situation with the Board.

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

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

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

**Miscellaneous:** None

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

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

**UNIT REPORT:** None.

**BOARD BUSINESS:**

1. **Approval of Vouchers:**  
Vouchers were reviewed and a motion to approve all vouchers was made by Ms. Bradley and supported by Mr. Naser. Motion passed without opposition.
2. **MCSSA:** The next meeting is on January 15, 2014 at the Landmark Inn, Marquette.

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

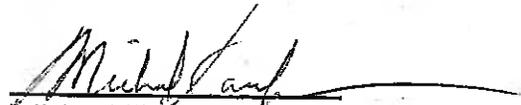
**PUBLIC COMMENT:** None.

**NEXT MEETING:** January 14, 2014 at 9:00 a.m. in the Menominee County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Ms. Bradley and supported by Mr. Naser. Meeting adjourned at 9:17 a.m.



Russell K. Sexton  
Board Secretary



Michael Kaufman  
Chairperson

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

Menominee County Finance Committee  
Minutes of Meeting  
December 18, 2013

\*\*\*\*\*Approved 2.26.2014\*\*\*\*\*

The Finance Committee met on Dec. 18, 2013 at 8:30 AM at the Menominee County Courthouse, Administrative Office.

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

**Call Meeting to order:** Chairperson Nelson called the meeting to order at 8:30 AM.

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

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

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

**Previous Meeting minutes:** November 12, 2013– moved by Com. Hafeman and supported by Com. Lang to approve the minutes of the Nov. 12, 2013 Finance Committee meeting. Motion approved 4/0.

Update on the heat, we busted a line and have had to fix that. The valve was being replaced and the line blew up. This happened in the ROD vault. No records were damaged. We're up and running now.

**Public Comment:** None

**Business:**

- a. **Unfunded Accrued Liability Plan:** Brian: This is part of the EVIP for revenue sharing that the governor wants to put into place. There's usually a template for doing these things but it's so new, they don't have one yet. By June first we have to come up with a plan to show our unfunded accrued liability and list a few things we have done to correct that. We have approached the union to go from DB to DC, budgeting money aside to pay down MERS. We have a plan in place as far as the steps we're going to take. Ray will be here for the audit in a few weeks and he'll be happy to meet with us then if anyone has any questions. Nelson: It sounds like we're ahead of the game in comparison to other people. Next year the cost for MERS is raised to 770,000. Is that something we'll have to address by June 1, 2014? Brian: I think this will be shown in the following year's plan. Nelson: We've been falling behind 5-600,000 per year. Instead of having finance looking at budget in June/July/Aug. we should look at it prior to that. Brian: Last year we had to have accountability, consolidation, and PA 152 for compliance with the revenue sharing return. Bernie: To be in compliance with the act, we have three options, 80/20, State hard caps, or opt out. Schei: Can we use that as a compliance thing? Bernie: we still have unions not paying 20%. If the contract was in play before a certain time, they follow their contract. Nelson: we should have a finance com. meeting while Ray will be here. You can see revenue sharing by county on the internet.

- b. **FY 2012/2013 Budget ~ Road Patrol Budget Amendments:** Brian: When we put the budget together and added a deputy in, that line item was not added into the final numbers. Leaving the salaries, fica, fica med., etc. over in their budget. The payroll and HR software can be purchased to eliminate these issues with excel. We really need to discuss that. Everything is correct in the 2013/14 budget. Nelson: Did that switch from the Sheriff Dept. budget to the Road Patrol? DuPont/Bousley: No. Nelson: There's money in the Road Patrol budget from the millage about 1.3 mil. We set aside \$250,000 for the FY 2013/14 budget in MERS. Bousley: Even after the \$61,000 correction we're still about \$237,000 to the good. Everything is corrected now and with the current budget. Nelson: but it has been corrected for 2013/14. Brian: Yes, 2013/14 is correct. Increase in salary \$44,119; health Insurance \$13,914; Life ins. \$30; FICA \$2,639, FICA MED \$617; for a grand total of \$61,319. Hafeman: moves to make the adjustments, Lang supports. All commissioners concur to send this to the full board for approval.
- c. **Required positions in the Sheriff Dept. per state law:** Nelson: The Sheriff sent a letter saying he was going to hire. I asked Brian to get an opinion on that and according to Stoker, he can't just go ahead and hire. There's still a shortage in the sheriff dept. and the shortage in the jail because of part time positions. But if we hire part time then we add to the defined benefit plan. One thing we can do is look at current people in the sheriff dept. If there are positions that are currently funded and not required by law, can we use those positions to cover in the jail at least until the hiring freeze is over, that's a lifetime cost. Hafeman: what about the secretary? Nelson: that's not required by law. Nelson: Can those people do jail responsibilities? We must have the jail covered, that's the law, the Sheriff's right. But if we have positions not required, can those positions be used either (a) adjusted to cover or (b) to be altered? I think it would be incompetent on our part to assume any additional cost right now considering we know we have to correct the problem we have already with our budget. Brian: I spoke to the sheriff and undersheriff about it. Both of them fill in at the jail right now. Nelson: So is this a problem where we have to do an emergency hire now or is this no longer an issue. Schei: They have to be certified corrections officers too, don't they? Bousley: Yes Lang: So he's covering that with overtime now. Do you have any idea how much overtime we're spending to cover? Nelson: We had the same last year as we did the year before, no additional overtime. The sheriff said that it was a tremendous cost to overtime because of the hiring freeze, he was incorrect, it was about the same. Our overtime cost is well within the perimeters. Schei: The total cost is the same even though there's less employees getting overtime. Nelson: Yes, there's no change. It didn't affect the budget at all. And we're not paying the additional cost of insurances and retirement when bringing new people on so it's still a better system for us right now. It's not the best thing; I'd like to see the hiring freeze done, but we have to keep within this budget until we know where we're at. Lang: Is there such a thing as employee burn out for all the added overtime? Nelson: I didn't have that issue with my staff with child abuse/neglect children protective services, sometimes working 100 hrs/wk., so I don't think that's... Schei: Law enforcement is a whole different ballgame, I can't compare that to anyone else. Does he have any other certified officers that can fill in? Brian: They have the Jail Lieutenant that runs the jail, she fills in too. He's down to one part time person who can only work 4 hours per month, due to his own restriction. He doesn't want to hire all six vacancies, he'd like two or three now. Hafeman: How long is the certification process? Brian: If they're not already certified, there is a 4-6 week program (Corrections Academy) at Northern, after that there is an on the job training for about 6 weeks. Nelson: So if we hire temporary, we end up with ten weeks, and they would have no ability to get into the defined benefits, but we'd have all this cost in training and expenditures to do so. If you look short term it doesn't seem like much, but if you look into a 30 year process, retirement

is probably going to add another mil. What about the Supervisory unit, can't they be utilized in the jail? Schei: Are we qualified to make decisions like that as a board? Aren't we more policy and budget oriented than making decisions on how you staff. Hafeman: for one thing we have a hiring freeze. Schei: If we need people to be certified, do we need what they have to be in order to get certified. What their qualifications are. We're talking about moving people from one place to another which is a personnel function, maybe they don't have the qualifications, and maybe they're not eligible. Nelson: the positions that were created... There were two lieutenants and two sergeants, and an Exec. Secretary position. Lang: they were legitimately hired and they were funded in the budget, I think we're trying to micromanage the sheriff department and I don't think we're qualified for that. Nelson: I think we're qualified to manage budget. Lang: We already approved the budget. Nelson: We approved the budget but we have a hiring freeze, no new hires. We have no increase in revenues. We are losing some property taxes. Schei: If these positions are in the budget and we approved the budget but in long term we don't want them in there because they cost too much. Why did we approve the budget and leave those positions in there? Why weren't we proactive and look at the long term? Now the positions are there and are funded and he wants to put 2 or 3 back in there... what are we supposed to say to him, we approved your budget but No, you can't! That's my problem with this. We're supposed to honor our financial commitment. Nelson: Our financial commitment is our 7.5 million dollar liability we have from MERS. Because previous people chose not to do it doesn't mean we don't have to do it. The state now says we have to do it, that's something we have to address. We have a hiring freeze on so we don't increase the cost of our retirement. Schei: The sheriff told me that he can't get people to work overtime because they've already worked too many hours. As is their right. I disagree with you and I'm not in favor of what you're proposing. I think the sheriff knows better how to run his department than we do as a finance committee. Lang: I don't think the hiring freeze is working. How long are we going to keep it in place? The hiring freeze isn't going to force the employees to change the retirement plan. The thing that's going to do that is negotiations. If you want concession from the union, you have to be able to give... it's called negotiating. It's time for us to seriously start negotiating the defined benefits vs. the defined contribution and probably lift the hiring freeze because it's doing us more damage than good. Nelson: There's no evidence that its doing us any damage, there's comments. I look at things I can measure. We've had people comment that there is no problem with MERS. That is absolutely absurd. Every last person in the know, that has some knowledge, has said there's a problem except a couple of people who have said things at meetings that they didn't know what they were talking about. We have a problem we have to fix. It would be incompetent of us to increase our cost. Lang: What percent of unfunded will satisfy the state? I think the board is a solution looking for a problem, I don't think the problem is that serious. To work to 100% funding I think is unrealistic. 100% funding would cover the county if everyone retires tomorrow. Nelson: It's ok not to fund things until people who have worked all their life and then it's not there. We owe our employees and taxpayers that respect. Is there positions in the Sheriff Dept. that can be used to fill in, that aren't required by law. Again I ask, are there positions in the Sheriff Dept. (not required by law) to temporary cover until we can get through this. Hafeman: Right now we're funded at 61% it would be ludicrous for our people to retire and only have 61% of retirement given to them. Schei: I think we should ask the Sheriff that, we don't know. Brian: Part timers are not covered by the contract like they are here in the courthouse. The only way they could gain the DB is if they are hired full time. If you were to hire them part time and they remain PT, MERS is not effected. DuPont: They actually sign a waiver in the sheriff department for part timers, waiving any benefits when their hired on. Nelson: If we can get it in writing that they never go to defined benefits from the union, I have less concerns about this. That's not what we've

been seeing. Our concern was that if they go FT they would go to DB. We can't afford a future expenditure. Schei: that's a moot point with the hiring freeze anyway. As long as the hiring freeze is in place, unless we make an exception to it, per Stoker's letter for non-union people. Otherwise we have a hiring freeze, so there can't be anyone hired for anything right now. There's nothing we can do with the hiring freeze in place as it is. Lang: Our status with the retirement we're talking about employees that aren't enrolled in the retirement plan in the first place, they still come under the hiring freeze? Schei: The hiring freeze is for everyone. Stoker said that the board can make an exception for Non-union employees only. Nelson: I would never agree to increase our long term costs during the hiring freeze. Hafeman: I agree, as long as we don't increase our long term obligations.

**d. FY 2013/14 Budget Amendments ~ #1:**

1. Postage – veterans trust to veteran's affairs, \$300 done annually.
2. Building Code, transfer of funds for a computer \$850.
3. FOC's 215 acct. for the manpower staff they have \$5,000,
4. Courthouse security – moving \$5,000 from building fund to the Courthouse security
5. Hannahville grant received for the Annex window (glass) replacement, \$2,500
6. Hannahville grant received for CH Security \$3,675.
7. Anonymous donations (2) for the library at \$500 each.

Com. Schei/Hafeman agree to move these items to the full board for approval of the amendments. All commissioners concur.

Back to part b (items missed for discussion) – K-9 account to be reimbursed with the designated K-9 (donations) account. Total \$16,875.03 the fund balance acct. currently has \$21,769.20. These should have been paid out of the fund balance acct. but were mistakenly taken from the Sheriff K-9 acct.

Com. Hafeman/Lang agree to move these items to the full board for approval. All commissioners concur.

**Public Comment:** Doug Krienke – Sheriff has declared a state of emergency in the Jail. Can we get any part time staffing from the City (mutual aid agreement)? Jerry Piche: MERS observation, 2013 was a good year for investing. We can hope it continues. The word “actuarial” if very misleading. Should be a better word.

**Adjourn:** Moved by Hafeman supported by Schei to adjourn the meeting at 9:37 AM. Motion approved  
4/0

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Monthly Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**December 19, 2013 - 4:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Karen Raether, Board Chairperson, called the meeting to order at 4:11 p.m. Mary Wendt, Board Secretary, conducted the roll call.

| <b><u>MEMBERS</u></b> | <b><u>Present</u></b> | <b><u>Excused<br/>Absent</u></b> | <b><u>Absent</u></b> | <b><u>MEMBERS</u></b> | <b><u>Present</u></b> | <b><u>Excused<br/>Absent</u></b> | <b><u>Absent</u></b> |
|-----------------------|-----------------------|----------------------------------|----------------------|-----------------------|-----------------------|----------------------------------|----------------------|
| Connors, Peggy        | X(phone)              |                                  |                      | Martin, Ann           | X                     |                                  |                      |
| DeDie, William        | X                     |                                  |                      | Negro, Mari           |                       | X                                |                      |
| Dehn, Janet           |                       | X                                |                      | Nelson, John          |                       | X                                |                      |
| Erickson, Peggy       | X                     |                                  |                      | Raether, Karen        | X                     |                                  |                      |
| Hofer, Millie         |                       | X                                |                      | Spence, Christine     | X                     |                                  |                      |
| Luhtanen, Joan        | X                     |                                  |                      | Zevitz, Michael, Dr.  |                       | X                                |                      |

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

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

**PUBLIC COMMENTS** – No public comments

**APPROVAL OF THE CONSENT AGENDA:**

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

- a. Approval of the Minutes-November 25, 2013 regular monthly Board meeting
- b. Personnel Committee Meeting Report-December 9, 2013
- c. Finance Committee Meeting Report-December 16, 2013
- d. Planning Committee Meeting Report-December 16, 2013

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

**Motion by:** C. Spence, supported by J. Luhtanen. **Motion carried unanimously.**

**APPROVAL OF THE AGENDA:**

(Request for additional agenda items).

The were no additions to the agenda.

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

**Motion by:** J. Luhtanen, supported by C. Spence. **Motion carried unanimously**

**PRESENTATION:** A tour of the new program space being rented from TRICO was held prior to the meeting.

**REVISED INFORMATION TECHNOLOGY (IT) SALARY RANGES**

Karen Thekan stated that it is being recommended to revise the salary ranges for two current IT staff. The job descriptions for these two staff have changed to reflect what they are currently doing and make up for the differences with Deb Davis and Josef Pelc leaving. The current pay scale for this position is \$38,805.00 to \$56,650.00 and being recommended to change the pay scale to \$43,000.00 to \$58,000.00. Ms. Thekan stated that with this pay scale change, the new hire in the IT department, and the Camera Corner contract there will be a saving of \$90,000.00 for the coming year.

**ACTION:** A motion was made by P. Connors, supported by J. Luhtanen to approve the new pay scale salary range to \$43,000.00 to \$58,000.00. Miscellaneous questions were addressed by Ms. Thekan.

**ROLL CALL VOTE:**

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

**Motion carried unanimously.**

**COMMUNITY HOUSING SUPERVISOR**

Karen Thekan stated that over the last few months she has been meeting with managers to begin planning for future changes. Ms. Thekan further stated that changes will be made to Laurie Whear's job description, who is the current Director of Developmental Disabilities. Ms. Whear will become the liaison for the upcoming Dual Eligible project, will be taking over the Northpointe respite program and the Hab. Support Waiver program. Ms. Thekan stated that Ms. Whear currently is responsible for all of the group home managers and what is now being proposed is that a new position, called a Community Housing Supervisor, be created that will report to Ms. Whear but will be directly responsible for all of the group homes. Ms. Thekan stated that the pay scale for the Community Housing Supervisor would be \$30,000.00 to \$42,837.00 and this position will be posted.

**ACTION:** A motion was made by C. Spence, supported by J. Luhtanen to approve the pay scale for the Community Housing Supervisor of \$30,000.00 to \$42,837.00.

**ROLL CALL VOTE:**

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

**Motion carried unanimously.**

**OPERATING AGREEMENT BETWEEN NORTHPOINTE AND NORTHCARE**

Karen Thekan stated that with NorthCare becoming a separate, legal entity starting January 1, 2014 an operating agreement will need to be signed with them. This agreement will run from January 1, 2014 to September 30, 2014. Ms. Thekan stated that scope of services and who is responsible for doing what is included in this agreement. Bill Adrian and Luanne Guiliani were on the regional committee who put this agreement together.

**ACTION:** A motion was made by P. Connors, supported by P. Erickson to approve the Operating Agreement between Northpointe and NorthCare. **Motion carried unanimously.**

**MEDICAID SUB-CONTRACT WITH NORTHCARE**

Karen Thekan stated that this contract is for the Medicaid dollars that flow from the regional entity to the U.P. regional Community Mental Health (CMH) agencies. Ms. Thekan stated that the main difference in this contract is that it is requiring a net cost settlement to return unpaid Medicaid funds quarterly back to the entity and there was concern regarding this when it was discussed at the December Finance Committee meeting. Ms. Thekan and Mr. Adrian contacted Leslie Luke, NorthCare CFO, regarding this concern. Ms. Thekan stated that after talking with Ms. Luke the quarterly net cost settlement is to try and get a handle on CMH Boards that are over-spending and not wait until the end of the fiscal year. Ms. Thekan also stated that there will be policies forthcoming to outline more of the specifics in the contract and for now this is an interim process. NorthCare feels that for the first year of this contract they need to get a better handle on how all the CMH Boards are spending their money throughout the course of a year. Ms. Luke clarified that at the end of a quarter, Medicaid money that has been saved, will go back to NorthCare and held there until the end of the fiscal year.

**ACTION:** A motion was made by C. Spence, supported by P. Erickson to approve the Medicaid Sub-Contract with NorthCare.

**ROLL CALL VOTE:**

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

**Motion carried unanimously.**

**BOARD POLICY REVISIONS**

Karen Thekan stated when revisions to the Open Meetings Act were received they were reviewed and it was found that there needed to be a change in the Northpointe Board Policies. Ms. Thekan stated the change is the total time of public comments cannot be limited to 20 minutes as it had been stated on Northpointe agendas but per person public comments can be limited to 5 minutes. Ms. Thekan reviewed this change to the Board Policies.

**ACTION:** A motion was made by J. Luhtanen, supported by P. Erickson to approve the Board Policy revision.

**Motion carried unanimously.**

P. Connors excused at 4:25 p.m.

**CEO REPORT**

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

**State/Federal Activity:**

- On December 11, Bill Slavin, Karen Raether, and Karen Thekan attended a Directors’ meeting in Lansing. Highlights of the meeting were: updates were provided on the Mental Health and Wellness report, Marquette was announced as one of the pilot areas for the governor’s diversion council, and the Hab. Waiver program was discussed.
- Two services will now need to be implemented at CMH agencies: Wraparound and Parent-to-Parent which are mandated Medicaid services. Northpointe will need to submit a plan to NorthCare for these services by February 10, 2014 on how the requirements for the services will be met. Miscellaneous questions were addressed by Ms. Thekan.

**Local Activity:**

- Northpointe will be holding a Public Forum on January 22, 2014 at 6:00 p.m. This forum will be advertised in the local newspapers and if possible, Board members, should spread the word about this to the public.

**NEW BUSINESS** – No new business

**UNFINISHED BUSINESS** – No unfinished business

**NORTHCARE REPORT**

- A NorthCare Board meeting is scheduled for January 8, 2014.

**CHAIRPERSONS REPORT** - K. Raether

- A copy of the updated Great Lakes By-Laws were provided to Board members for their information.
- Ms. Raether attended a telephone conference meeting on December 6 with the State Pre-Paid Inpatient Health Plan (PIHP) Board Chairs.
- The Board Association winter conference will be held on February 11-12, 2014 in Lansing.

**BOARD PREROGATIVE/AMBASSADOR MOMENT**

- Joan Luhtanen stated that she enjoyed the tour before today’s Board meeting at the new Northpointe Trico offices. It was a good move and she expressed best wishes to the staff that moved there.

**PUBLIC COMMENTS** – No public comments

**ADJOURNMENT**

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 4:40 p.m.

The next regular monthly Board meeting is scheduled for **Thursday, January 30, 2014 in Kingsford, Michigan at 4:00 p.m.**

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

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

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

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

**BOARD MEMBERS**

Vacant, CHAIR  
MARY BRADLEY  
JEFF NASER

**DIRECTOR**

RUSSELL K. SEXTON

Date: January 14, 2014

The regular meeting of the Menominee County Department of Human Services Board could not occur due to the lack of a quorum. There are only two board members currently appointed, Jeff Naser, State Appointee and Mary Bradley, County Appointee. January 14, 2014 was the only date where both appointees could be simultaneously available for a meeting during the month of January or the first part of February. Unfortunately, unforeseen circumstances caused Ms. Bradley to be unable to attend on January 14<sup>th</sup>. As a result, no meeting was held in January, 2014.

Present: Jeff Naser, Board Member and Russell Sexton, Board Secretary.

Absent: Mary Bradley (excused).

Others Present: Bernie Lang, Menominee County Board of Commissioners.

**APPROVAL OF AGENDA:**

Tabled due to lack of quorum.

**APPROVAL OF December 17, 2013 MINUTES:**

Tabled due to lack of quorum.

**FINANCIAL REPORT:**

Tabled due to lack of quorum.

**DIRECTOR'S REPORT:** None

**Staffing Information:**

**Statewide Director's Meeting Information:**

**Collaborative Issues:**

**Business Plan Update:**

Miscellaneous:

Board Member Input/Suggestions:

UNIT REPORT: None.

BOARD BUSINESS: None

1. Approval of Vouchers:

2. MCSSA:

NEW BUSINESS: None.

PUBLIC COMMENT: None.

NEXT MEETING: February 25, 2014 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT:



Russell K. Sexton  
Board Secretary



Vacant  
Chairperson

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

J. Bejgrowicz called the regular meeting of the Menominee County Library Board to order at 11:03 AM on Tuesday, January 21, 2014.

Roll call was taken and present were J. Bejgrowicz, M. Fagan, J. Freis, and C. Peterson.

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

Public Participation: No public participation at this time.

C. Peterson moved to approve the minutes from the December 18, 2013 meeting. Seconded by J. Freis, motion carried.

C. Peterson moved to approve the December financial reports. Seconded by M. Fagan, motion carried.

J. Freis moved to pay the January bills. Seconded by C. Peterson, motion carried.

#### Director's Report:

- A. The monthly circulation stat comparisons for December were in the board packets.
- B. The Friends of the Library will be meeting this Thursday, January 23 at 3:00 PM. P. Cheski will ask the Friends to purchase two new printers for the staff computer and the director's computer. The fuser sections on the old printers need to be replaced and the cost is prohibitive. The staff printer is 15 years old and the director's printer (formerly the public networked printer) is 10 years old.
- C. We are still waiting for the park rangers to finish cleaning the carpet in the library.
- D. Due to inclement weather, the library closed at 4:15 PM on Tuesday, January 14. The staff waited until all children in the library had been picked up by their parents.

#### Old Business:

- A. Michigan Energy Rebates – Update – We received \$104.40 in rebates.
- B. K. McNeely – Term Expired December 31, 2013 – The county administrator did receive K. McNeely's application for reappointment. As of the January 17 deadline, one other person has applied.

#### New Business:

- A. USF Form 470 – Telecommunications – The 470 form has been filed, and we are now accepting quotes for the next funding year. We will then file the USF 471 Form.
- B. Library Board Liaison – James Furlong – We received official notification that Commissioner Furlong has been appointed as our board liaison.

- C. Library of Michigan Annual Report – P. Cheski will be filing the annual report before the February due date.

Other Board Concerns: There were no board concerns at this time.

Public Participation: There was no public participation at this time.

As there was no further business, C. Peterson moved to adjourn the meeting. Seconded by J. Freis, motion carried. The meeting adjourned at 11:14 AM.

The Menominee County Board of Road Commissioners continued their annual meetings with township officials in the Road Commission offices north of Stephenson on Thursday, January 23, 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 Hanson-MCRC Stephenson District Foreman.

ABSENT: None.

The Pledge of Allegiance was recited.

### **LAKE TOWNSHIP**

(8:30 a.m.) Present for Lake Township was Supervisor Ron Johnson.

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

Moilanen gave Supervisor Johnson a copy of the proposed work to be done in the county for 2014 and noted that the two projects on CR577 are being funded through the Road and Risks Reserve Fund. Also included on the list were shouldering which includes G-12 and CR577 in Lake Township, sign upgrades, crack sealing which will include G-12 west of US41, pothole patching, pavement markings on federal aid routes, bridge maintenance and stump removal.

Moilanen stated that the planks on the Shakey Lakes Dam were going to be replaced this year and that the draw down pipe will probably need to be relined in approximately 2 years due to corrosion.

At the 2013 meeting Trustee Alan Majkrzak had asked Moilanen to look at S-4 Lane. Moilanen stated that it was a gravel road and that one of the residents has a paved driveway that extends into the right of way, so it would be difficult to cut the hill. The road will be sanded as needed.

Z-1 Road has a drainage issue that will be checked this spring.

Moilanen stated that most calls received from Lake Township residents are regarding the Sturgeon Landing Road which gets rough due to the large amount of logging truck traffic on the road. He also noted that Linderoth Road may be chip sealed in the future. G-12 will likely be chip sealed in 2016. Supervisor Johnson advised that there was a rough stretch on G-12 near River Road. Moilanen will have the patch truck work on that area.

Moilanen stated that CR356 was bad beginning at Linderoth Road, heading west to CR577, and will be considered as a future project. Church Road will also be monitored. Supervisor Johnson also noted that P-1 Road, south of G-12, and South Cheese Factory Road, just south of the stop sign, have pot holes that need to be filled and Whispering Pines Road has areas that are washed out.

Supervisor Johnson asked if gravel was added to bad areas on the roads. Moilanen answered that it depends on how the base was. Sometimes pit run would need to be added first. Supervisor Johnson asked what happened on River Road, south of the substation. Foreman Bob Hanson responded that there is a hole in the culvert there and also a spring under the road.

Supervisor Johnson inquired about what wording to use when he orders a new sign for Lake Township's end of Palmer Road. Moilanen suggested that he call Central Dispatch to be sure the name on the sign is the same that they use when calling out emergency responders.

Supervisor Johnson and Robert Hanson left the meeting at 8:54 a.m.

### **MELLEN TOWNSHIP**

(8:55 a.m.) Present for Mellen Township was Supervisor Gerald Newlin. Menominee District Foreman Denny Kosewski also joined the meeting.

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

Moilanen also gave Mr. Newlin 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 and G-08 would be shouldered this year and Wallenslager Road was scheduled to be crack filled.

Moilanen asked if the township had any plans for graveling this year. Supervisor Newlin will check the roads in the spring and let the foreman know if the township wants any graveling done.

Moilanen asked if the township wanted to close the park entrance on 14 Road. Supervisor Newlin stated that the township did want to proceed with the closure and he will coordinate this with Kosewski in the spring.

Moilanen stated that G-08 should eventually be chip sealed. Wildwood Road is also being monitored and may be considered to be pulverized and double chip sealed in the future. Supervisor Newlin asked for the cost to double chip seal. Moilanen responded it is approximately \$75,000 per mile, which includes pulverizing, graveling and double chip sealing. Supervisor Newlin stated he thought that CR342 was on the list of road projects about 5 years ago. Moilanen replied that it was bumped out further as we are currently trying to preserve the roads that are in decent shape, then CR342 and others that need to be rebuilt will be looked at.

Supervisor Newlin asked if there was any way to keep ORV's from tearing up the shoulders of the roads, such as calling the DNR or State Police. Moilanen replied that the county ordinance allows ORV's to travel along the shoulders and that he thought the damage was a low priority item for local law enforcement since it has been occurring in isolated areas only. Mr. Newlin also commented that it was a shame that money was being spent on shouldering just so to have it tore up right away.

Kakuk noted that the electric pole at the intersection of CR346 and CR577 was close to the road and could be a safety hazard. He asked if the power company should move the pole or if guard rail should be installed. Moilanen said the area has been monitored and to date there had not been any accidents there. The area is sanded in the winter and delineators could be installed. The cost of guard rail would be approximately \$12,000. Kakuk asked if the power company could be asked to pay for the cost of the guard rail. Moilanen stated that the electric company had received a permit to install the pole in the right of way. It was also noted that the road commission's liability was from white line to white line.

Betzinger asked Mr. Newlin what was being done at the old school building in Wallace. Mr. Newlin replied that the company manufactures a blender that is used in plastic container manufacturing. The business currently employs around 50 people and hopes to expand into tire recycling in the future.

Supervisor Newlin left the meeting at 9:22 a.m.

#### **INGALLSTON TOWNSHIP**

(9:29 a.m.) Supervisor Paul Anderson, Clerk Kay Keefer-Bronkhorst and Trustee Carl Johnson were present for Ingallston 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.

Supervisor Anderson asked where the money comes from for closing a railroad crossing. Moilanen replied that for the Nadeau Township closing \$125,000 came from MDOT, with the amount determined based on a formula that uses the number of trains and vehicles at the crossing per day. An additional \$7,500 is then received from the railroad and the MDOT provides an additional \$7,500 match.

Moilanen noted that Rangeline Road and CR577 would be shouldered using the gravel that was crushed in the Windbiel pit and that the DEQ permit had been received for the Behrend driveway.

Township officials had sent a list of their road priorities to the road commission office. Paving Pinewoods Loop was listed as the top priority, but would have to wait until funds were available. Moilanen stated that Beatie Creek Road needed to be ditched and he gave an estimate of \$30,000 to pulverize, gravel and double chip seal Butchli Road.

Clerk Keefer-Bronkhorst asked about having brushing Dale's Lane. Moilanen replied that we were waiting for the go ahead from the township. It was also noted that Rangeline Road may be chip sealed in the future.

Clerk Keefer-Bronkhorst stated that crack filling had not been completed in the area of CR338 east of her home and asked why it had not been done. Moilanen replied that the crew had to be moved to other areas that had been committed to, and by the time they were done there the rental agreement had run out. The crack filler will be rented again this year and the crew will return to CR338 to finish up where they left off.

Supervisor Anderson asked if the chip seals would be done using the black chips that were brought in from the Ishpeming area. Moilanen stated that it would be up to the contractor where they wanted to haul the chips in from, as long as they meet spec. The black stone was usually more expensive and the chip seals will be fog sealed regardless.

Moilanen noted that Wildwood Road would eventually have to be pulverized and double chip sealed. Clerk Keefer-Bronkhorst asked if there was any talk of additional funding for roads from Lansing. Moilanen replied there was not at this time, but possibly during lame duck. Without additional funding the three leased graders will be going back at the end of their lease terms, leaving the county with just three graders.

Supervisor Anderson what the cost will be to the township for brushing Dale's Lane. Moilanen stated it would be done at no cost to the township. Clerk Keefer-Bronkhorst asked how it was decided which roads to ditch. Moilanen said the foremen and equipment operators monitor the roads and the ditching is done on roads that can be drained within the right of way.

Ingallston Township officials left the meeting at 9:57 a.m.

### **CEDARVILLE TOWNSHIP**

(9:59 a.m.) Supervisor Lin Peterson was present for Cedarville Township.

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

Moilanen gave Ms. Peterson 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 G-12 would be shouldered and new signs installed.

Moilanen stated that the DEQ permit for the Camp O headwall was obtained and that it would be repaired this year. Supervisor Peterson replied that she had received calls from residents on this.

Moilanen noted that the G-12 chip seal was scheduled for 2016. The culverts on CR551 are still in good shape and an extra culvert was installed on County Line Road along the bay. A resident had requested ditching on the east side of Blue Fox Lane. The gravel retriever will be run in the Menominee district this year. It was also stated that 28 Road, east of M-35, now has a year round resident so the road will be monitored during spring breakup.

Supervisor Peterson asked if the approach to the stop sign on G-12 where it intersects to M-35 could be sanded for a longer distance. Moilanen will have the foreman check on this.

Supervisor Peterson noted that since CR551 had been graded, the gravel had built up under the guardrails, and asked if it was alright if she moved it. Moilanen said it was okay for her to do so, but she should work on the ends of the guardrail only as the DEQ does not want the gravel falling into the stream.

Supervisor Peterson said she had talked to Senator Casperson regarding culvert permit fees and asked if the road commission had to pay them. Moilanen replied that a portion of the ACT 51 funds goes to the DEQ for permits so there is no additional fee to the road commissions.

Supervisor Peterson stated that CR551 in the area where the river comes close to the road was in need of more gravel. Moilanen will check on this. She also stated that the biggest issue for Cedarville Township at this time was the Camp O headwall.

Supervisor Peterson left the meeting at 10:29 a.m.

### **MENOMINEE TOWNSHIP**

(10:30 a.m.) Supervisor Ken Goffin, Treasurer David Wesoloski and Trustee Darlene Nerat were present for Menominee Township. John Nerat also joined the meeting.

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 Barley Trucking & Excavating has been awarded the contract for River Drive and the pre-construction meeting will be held on February 4, 2014. The two projects on CR577 have been funded through the Road and Risk Reserve Program. The project on Bay de Noc Drive will start after spring break up, with the dirt work scheduled to be complete by Memorial Day, after which the road can be double chip sealed. The estimated cost to the township for the chip seal is approximately \$100,000. Supervisor Goffin asked why the township has to pay 100% when in the past the township share had been 50%. Moilanen responded this was due to the road commission's cash reserve being lower than it used to be. Supervisor Goffin stated that since the bid on River Drive came in lower than the original estimate, the township's cost of \$285,000 is now nearly 35% of the total project.

Treasurer Wesoloski noted that if the township's cost on Bay de Noc Road is more than \$100,000 they may have to push it into a future year.

Treasurer Wesoloski asked what the engineering costs will be on the River Drive project. Moilanen stated that the design cost was \$16,000 and that UP Engineering had just been awarded the bid for the construction inspection at \$30,000.

Trustee Nerat asked about the large trees that needed to be cut on Bay de Noc Drive. Moilanen stated that there were six trees that had already been removed by a contractor.

Supervisor Goffin asked what the cost would be to pulverize Bay de Noc Drive. Moilanen replied it would be approximately \$10,000 if done by a contractor or \$2,000 if done by the road commission's grader. Supervisor Goffin asked that the road commission grader be used to cut costs and also asked the road commission to consider contributing 25% to the cost of the project if possible.

Supervisor Goffin asked what the problem was with the chip seal that was supposed to be cutting bike tires. Moilanen replied that Mr. Tanguay may be using thin high performance tires that would be more easily cut by the chips. The only other option would be to turn the road back to gravel.

Supervisor Goffin asked if MDOT specified the materials to be used on River Drive. Moilanen responded that MDOT specs must be used for all federal aid eligible routes.

It was noted that Bay de Noc Drive was currently posted for no trucks. Supervisor Goffin stated that a 1 ½ inch layer of cold mix may hold up better than a chip seal.

Moilanen stated that CR577, from 38<sup>th</sup> Ave. to No. 2 Road, would eventually be reconstructed to an all seasons road.

Treasurer Wesoloski asked if there was any bridge maintenance scheduled this year in the county. Moilanen said there will be routine brushing performed.

Trustee Nerat asked if the 2.5 Road Bridge was scheduled for replacement. Moilanen stated it had been submitted for 2016, but hadn't gotten funded. Ms. Nerat asked if anything could be done for better drainage. Moilanen said the area had already been ditched.

Treasurer Wesoloski asked when the first payment for River Drive would be due. Moilanen said it depends on when the project starts. The first pay estimate would be done within two week of the start date.

Supervisor Goffin stated that No. 2 Road, east of CR577 and R-1 Drive, between #3 and # 5 roads, were in poor condition. These roads will be monitored.

Menominee Township officials, John Nerat and Denny Kosewski left the meeting at 11:10 a.m.

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

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Finance Director/Clerk

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Chair

The Menominee County Board of Road Commissioners held a special meeting in their offices north of Stephenson on Wednesday, February 5, 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 and Darrell Moilanen.

ABSENT: Lisa Savord

The Pledge of Allegiance was recited.

Public comments - None

Public appearances – None

Act on resolution to allow chair or vice-chair to sign Federal aid contracts for CR 358 East project –

Commissioner Betzinger moved for the adoption of the following resolution:

WHEREAS, it is the intent of the Menominee County Road Commission to Reconstruct and Pave CR 358 from US-41 to K-1 Road (Phase I and II) within Menominee County, using Federal STP, Federal D and State D Funding.

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

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

Seconded by Commissioner Kakuk and carried by the following vote:

Ayes: 3; Nays: 0.

Any other business – Kakuk complimented Moilanen and U.P. Engineers & Architects, Inc. on doing a good job on getting the various federal aid projects out.

Betzinger inquired about the possibility of setting aside money for new equipment in the 2015 fiscal year budget. A discussion ensued with regards to revenues from the State Maintenance Contract, the condition of the Road Commission's current equipment and the status of the Road Commission's three leased graders.

Public Comment – None.

There being no further business, Anderson declared the meeting adjourned at 9:33 a.m.

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Road Commission Engineer-Manager, P.E.

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Chair