

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

Sherry DuPont – Interim County Administrator
Doreen Averill – Administrative Assistant
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The Menominee County Board of Commissioners
will meet on Tuesday ~ April 10, 2018 @ 6:00 p.m.
Menominee County MSU-E, Conference Room
S904 US Hwy 41, Stephenson, MI 49887

AMENDED AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
 - March 22, 2018 ~ Special Meeting
 - March 27, 2018 ~ Regular Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*):
 - Nancy Douglas – Menominee Business Development Corporation (MBDC) - Update*
- H. Department Head/Elected Officials Reports (*limited to ten minutes*):
 - Jason Carviou, Administrator: Administrator's Report – Updates & Announcements*
- I. Action Items
 - 1. Moved by _____ supported by _____ to approve Mead & Hunt's Final Draft of the Scope of Services for the Airport Layout Plan (ALP) as recommended by the Airport Committee. (May change pending approval from MDOT)
 - 2. Moved by _____ supported by _____ to approve Resolution 2018-11 ~ To Approve Outside Counsel for Opioid Litigation
 - 3. Moved by _____ supported by _____ to approve the payout of 34 hours of unused vacation time (\$1,240.92) to Sherry DuPont, due to not being able to take the vacation time while in the Interim Administrator Position.
 - 4. Moved by _____ supported by _____ to approve a full page advertisement in the amount of \$1,750 in the 2018-19 Marinette-Menominee Regional Guide.
 - 5. Moved by _____ supported by _____ to approve miscellaneous bills as paid on March 23, 2018, in the amount of \$85,826.01.
 - 6. Moved by _____ supported by _____ to approve miscellaneous boards/committees/commission reports to be placed on file in the office of the County Clerk.

Bernie Lang Charlie Meintz William Cech – Vice Chairperson Jan Hafeman

John Nelson Larry Schei Gerald Piche - Chairman Steven Gromala Larry Phelps

- J. New Business (discussion only)
 - 1. Personnel Items:
 - a. None
 - 2. Building and Grounds/Park Items:
 - a. None
 - 3. Miscellaneous Items
 - a. HA Division of MERS – Confirmation of closure
 - 4. Finance Items:
 - a. Review of Wexford County Resolution 18-09 ~ Opposing Amendatory Legislation to MI Public Act 93 of 2013
 - b. Review Resolution 2018-10 ~ Deficit Elimination Plan
 - c. Review Resolution 2018-13 ~ Corrective Action Plan
 - d. Review Resolution 2018-12 Consideration of Pinecrest Millage Proposal
 - e. Review Commissioner per Diems and Expenses
 - f. Miscellaneous bills paid on April 5, 2018 in the amount of \$52,608.11
- K. Misc. Boards/Committees/Commissions Reports
- L. Public Comment (*limited to 5 minutes*)
- M. Commissioner Comment
- N. Adjourn

March 22, 2018

UNAPPROVED

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

Chairman Piche 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: Commissioners: William Cech, Steven Gromala, Bernie Lang, Larry Phelps and Gerald Piche.

Absent: Commissioners: Jan Hafeman, Charlie Meintz, John Nelson and Larry Schei (All were excused).

Public Comment: None.

Action Items:

Moved by Com. Gromala, seconded by Com. Phelps to approve the agenda. Motion was approved 5-0.

Moved by Com. Gromala, seconded by Com. Cech to approve the County Administrator's Agreement as written. Motion was approved 5-0.

Moved by Com. Gromala, seconded by Com. Phelps to offer the County Administrator's Agreement to Jason Carviou. Motion was approved by a roll call vote 5-0.

Public Comment: None.

Moved by Com. Cech, seconded by Com. Gromala to adjourn at 6:06 p.m. Motion was approved 5-0.

Gerald Piche, Chairman

Marc Kleiman, County Clerk

March 22, 2018

UNAPPROVED

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

Chairman Piche called the meeting to order at 4:31 P.M. followed by the Pledge of Allegiance.

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

Present: Commissioners: William Cech, Steven Gromala, Bernie Lang, John Nelson and Gerald Piche.

Absent: Commissioners: Jan Hafeman, Charlie Meintz, Larry Phelps and Larry Schei (All were excused).

Public Comment: None.

Moved by Com. Cech, seconded by Com. Gromala to approve the agenda. Motion was approved 5-0.

Discussion Items:

- Stephanie Ward of Mead & Hunt gave a presentation on the draft and scope of the services for the Airport Layout Plan.

Public Comment:

- Kelly Smith – Commented on how nice the Menominee Regional Airport is.
- Terry Glenn – Commented on how nice the Menominee Regional Airport is.

Moved by Com. Lang, seconded by Com. Cech to adjourn at 5:34 p.m. Motion was approved 5-0.

Gerald Piche, Chairman

Marc Kleiman, County Clerk

March 27, 2018

UNAPPROVED

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

Chairman Piche 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: Commissioners: William Cech, Steven Gromala, Jan Hafeman, Bernie Lang, Charlie Meintz, John Nelson, Gerald Piche, and Larry Schei.

Absent: Commissioner: Larry Phelps (excused).

Moved by Com. Hafeman, seconded by Com. Gromala to amend the agenda by adding Action Item #5. A motion to approve miscellaneous bills as paid on March 8, 2018 in the amount of \$157,188.99. Also to add New Business, Finance Item 4c. Discussion of Sherry DuPont's unused vacation time. Motion was approved 8-0.

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

Moved by Com. Hafeman, seconded by Com. Cech to approve the minutes from the March 13, 2018 Regular County Board Meeting. Motion was approved 8-0.

Public Comment: None.

Presentations:

- Cindy Boyle, Boyle Design Group ~ Menominee/Marinette Regional Guide.
- Candace Meintz, CFO & Nicole Freeland, Director of Nursing (Pinecrest) ~ Presentation on possible millage proposal.
- Joe Dulak ~ Economic Development Outlook: A Realtor's Point of View (Mr. Dulak was scheduled to present, but had to cancel.)

Department Head/Elected Officials Reports:

- Marc Kleiman, Menominee County Clerk/Register of Deeds ~ Informed the commissioners and the public that all 9 County Commissioner seats are up for election this year, along with a regular term and partial term County Road Commission seat. The filing deadline is April 24th.
- Jason Carviou, New County Administrator ~ Introduced himself and stated he will begin working on April 9th.

Action Items:

Moved by Com. Hafeman, seconded by Com. Nelson to appoint two applicants Mildred Hofer and Patricia Phillips to the Northpointe Board of Directors for a term to expire 3.31.2021. Com. Piche stated that he had a conflict of interest with this appointment since his wife Mary Piche also applied. Motion was approved by a roll call vote 7-1. Com. Piche voted nay.

Moved by Com. Cech, seconded by Com. Lang to approve the CAA's request for Millage Renewal of .60 mills to be placed on the August 7, 2018 Primary Election Ballot. Motion was approved by a roll call vote 8-0.

Moved by Com. Schei, seconded by Com. Hafeman to approve the Ballot Language for millage renewal on the August 7, 2018 ballot ~ *To renew the amount of taxes which may be assessed upon all property within the county of Menominee for a period of 10 years, from tax years 2020 through 2029, inclusive, at the rate of .6 mills (.60 per 1,000.00 taxable value) for the purpose of continuing the operation of the Community Action Agency Senior Services Programs in Menominee County.*

Motion was approved by a roll call vote 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve the Commissioner per diems and expenses. Motion was approved 8-0.

Moved by Com. Meintz, seconded by Com. Hafeman to approve miscellaneous bills as paid on March 8, 2018 in the combined amount of \$157,188.99. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve 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. None.

Building and Grounds/Parks Items:

- a. None.

Miscellaneous Items:

- a. None.

Finance Items:

- a. Pinecrest Board of Trustees ~ Millage Proposal for Upcoming Election. – Discussion focused around the reasons that Pinecrest is in need of this millage. Pinecrest is owned by Delta, Dickinson and Menominee Counties. All three counties must agree to place this Millage Proposal on the ballot and it must pass in all three counties. The board still has questions that they would like to have answered. The deadline to place a proposal on the August 7, 2018 Primary Ballot is Tuesday, May 15, 2018. The consensus of the board is to move this item forward to the next meeting as an action item.

- b. Miscellaneous bills as paid on March 23, 2018 in the combined amount of \$85,826.01. – Com. Hafeman asked questions about several bills. The commissioners questioned the \$15 UPAA dues paid for by Diane Lesperance. The board is going to request that Diane pay that \$15 back to the county. The consensus of the board is to move this item forward to the next meeting for approval.
- c. Interim Administrator Sherry DuPont’s unused vacation. – Sherry has not been able to use all of her vacation time while acting as Interim Administrator. She is asking to be paid for 74 hours of unused vacation time. The consensus of the board is to move this item forward to the next meeting for approval.

Misc. Boards/Committees/Commissions Reports:

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

Chairman Piche called for public comment

Public Comment: None.

Commissioner Comment:

- Com. Hafeman – Welcomed Jason Carviou to Menominee County.
- Com. Schei - Welcomed Jason Carviou to Menominee County.
- Com. Cech - Welcomed Jason Carviou to Menominee County.

Moved by Com. Nelson, seconded by Com. Meintz to adjourn at 7:26 p.m. Motion was approved 8-0.

Gerald Piche, Chairman

Marc Kleiman, County Clerk

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Final Draft of the Scope of Services for the Airport Layout Plan (ALP)
DEPARTMENT:	Administration/Airport
ATTACHMENTS:	Yes
SUMMARY: Approve Mead & Hunt's Final Draft of the Scope of Services for the Airport Layout Plan (ALP), as recommended by the Airport Committee (Pending approval from MDOT-may change)	
RECOMMENDED MOTION: Approve the Final Draft of the Scope of Services Airport Layout Plan (ALP).	

Submitted by: Sherry DuPont

04/06/2018
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):

Draft Scope of Services
Airport Layout Plan Update
Menominee Regional Airport - Menominee, Michigan
March 22, 2018

The Menominee Regional Airport serves an important role in the general aviation infrastructure of Michigan's western upper peninsula. The County of Menominee, owners of the Airport (SPONSOR), and the Michigan Department of Transportation Office of Aeronautics (MDOT AERO) have elected to undertake a study to create an updated airport layout plan (ALP) and narrative report for the Airport. This study will address numerous areas of interest which have a bearing on the management and development of the airport in the future.

Specific elements that either lead to the development of this update or will be addressed as part of this update include:

- The age of the ALP drawing set warrants an update
- The current ALP drawing set does not meet current FAA standards per the FAA SOP 2.0
- The ALP update will include an aerial approach survey and review of the runway approaches for obstructions and meet airspace to FAA standards
- The Exhibit "A" Property Map will be developed to meet FAA SOP 3.0.
- The ALP will include a boundary survey and title search to support the identification of properties for the Exhibit "A" Property Map.

This scope of services will outline the tasks to be undertaken as part of this study. These tasks were discussed and reviewed by the County Board as part of a special meeting held on March 22, 2018.

The following sections provide a narrative description of the effort and tasks associated with each identified study element:

- 1.0 Study Design
- 2.0 Project Management, Coordination and Communication
- 3.0 Sponsor Involvement
- 4.0 Data Collection / Inventory
- 5.0 Projections of Aviation Operations
- 6.0 Facility Requirements
- 7.0 Alternatives Analysis
- 8.0 Environmental Overview
- 9.0 Airport Layout Plan Set
- 10.0 Documentation
- 11.0 Reviews

Each element is discussed in more detail on the following pages. The resulting ALP will be developed in accordance with the FAA Standard Operating Procedures ARP No. 2.00 *Standard Operating Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)* and ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit "A Airport Property Inventory Maps*, both effective October 1, 2013.

Task 1.0 Study Design

It is important at the onset of the planning process to design a detailed scope of services to guide the project. The design includes development of a comprehensive scope of services, definition of effort necessary to accomplish the work scope and the preparation of a realistic work effort and cost estimates for completing the work. It also serves to organize the project team, which includes the CONSULTANT and the SPONSOR.

The following outlines the assumptions that are being made based upon the discussion at this meeting:

- All new CADD files and drawings will be developed for the ALP.
- Existing critical aircraft categories are unknown at this time, due to the wide variety of aircraft that operate at the Airport. The CONSULTANT will coordinate with the Airport Manager to catalog the based and primary itinerant users to establish a critical aircraft for the airport. A user survey will be conducted as part of the study along with review of the FAA Traffic Flow Management System Counts (TFMSC)
- New wind data will be obtained using the most relevant wind data.
- Runway end coordinates will be obtained from the MDOT AERO and field verified as part of the aerial mapping. If data can be obtained from a WAAS survey effort, this data will also be incorporated.
- The current approaches for the Airport will be shown and assessed to determine their full impact.
- Evaluation of FAR Part 77 Surfaces and threshold siting surfaces to clear current obstructions will be provided.
- Obstruction information will be obtained from the aerial photography and digital mapping that will be completed for the VG Airspace Analysis surfaces (see Task 4.1). This will be completed during leaf-on conditions.
- The Exhibit "A" Property Map update will be included in the scope of services, along with illustration of any necessary future acquisition. To support the development of the Exhibit A to meet the SOP standards, a boundary survey will be included, along with a title search for the parcels that make up the airport.

Task 2.0 Project Management, Coordination and Communication

This task of the study defines the project management, project coordination and communication efforts. The approach provides routine and timely coordination with the SPONSOR throughout the study. Project management tasks will continue throughout all aspects of the anticipated project schedule.

Task 2.1 Project Management

This effort includes communication among the project team for purposes of tracking the progress of the studies. Managing the various technical work tasks among the project team is necessary for a successful project. Project management duties will include:

- Developing and documenting the project plan
- Organizing the project team
- Launching the project activities

- Executing project activities
- Monitoring and controlling the project to achieve results
- Managing/mitigating risks and solving challenges
- Invoicing and monitoring project budget
- Closing out the project

Task 2.2 Sponsor Briefings

Project status briefings will take place throughout the study process. These briefings will take place via a telephone call or an email between the SPONSOR Point of Contact and the CONSULTANT Project Manager. These briefings will include status reports of current work, upcoming meetings and work effort and discussion of any challenges in the study effort which may affect the schedule, process or budget.

The specific points of contact (POC) for the SPONSOR, Airport and the CONSULTANT will be:

SPONSOR POC

WHO ?

Title ?

Menominee Regional Airport

CONSULTANT POC

Stephanie Ward

Manager, Aviation Planning

Mead & Hunt, Inc.

Task 2.3 Sponsor Approval

Up to three (3) meetings are planned to provide engagement with the SPONSOR to provide information and subsequent approval of the final development to be reflected on the ALP document. This is expected to include presentations to the Menominee County Board of Commissioners who are owners of the Airport. The CONSULTANT POC will work with the SPONSOR POC to identify the appropriate points in the study when these meetings are necessary for approval of the ALP plan set.

Task 3.0 Stakeholder Involvement

This task includes two distinct elements meant to provide critical stakeholder involvement in the planning process.

Task 3.1 Advisory Committee

The CONSULTANT believes that coordinating with Stakeholders from the community is an important part of the planning process. We propose to create an Advisory Committee, comprised of not more than 12 individuals that represent a diverse group of interested parties from the local community. The CONSULTANT will work with the SPONSOR POC and the County Board to identify the specific representatives to this committee. Possible representation may include a mix of airport users (recreational and corporate users), businesses from the community, economic interests, elected officials and municipal representatives. The role of this group will be to serve as a sounding board and for the

CONSULTANT. Final approval of the project will reside with the Menominee County Board of Commissioners, the Advisory Committee will only be advisory in nature, as the name implies. Up to three (3) meetings, over the course of the project, will be held to provide interaction between the SPONSOR POC, the County Board, and the CONSULTANT team. These meetings will be scheduled to coincide with critical decision points in the process and will be used to solicit information and responses from the group regarding information presented by the CONSULTANT team. These meetings are separate from the approval meetings outlined in Task 2.3.

Deliverables associated with this task will be no more than twelve (12) project workbooks, including meeting handouts, meeting notification letters and meeting minutes. This will also include one hard copy of the working documents for each of the project work items. General review of all project work items will be handled with a review of a single hard copy document and then subsequent reviews will be handled by the SPONSOR. The SPONSOR will be responsible for providing the meeting location for the meetings. Copies of meeting materials will be provided to MDOT AERO.

SPONSOR POC will be responsible for coordinating and consolidating any comments on deliverables from the Advisory Committee to provide the CONSULTANT with a single set of comments that have been vetted by the SPONSOR POC for consistency in their direction to the CONSULTANT.

Task 3.2 Sponsor Involvement

The CONSULTANT believes that coordinating with the SPONSOR and the County Board will help assess the airport issues and be a vital part of the overall project. Up to three (3) meetings, over the course of the project, will be held to provide interaction between the SPONSOR POC, the County Board, and the CONSULTANT team. These meetings will be scheduled to coincide with critical decision points in the process and will be used to solicit information and responses from the group regarding information presented by the CONSULTANT team. These meetings are separate from the approval meetings outlined in Task 2.3.

SPONSOR POC will be responsible for coordinating and consolidating any comments on deliverables from the County Board to provide the CONSULTANT with a single set of comments that have been vetted by the SPONSOR POC for consistency in their direction to the CONSULTANT.

Task 4.0 Data Collection/Inventory

The initial step in the inventory process will be to review previous planning, environmental, and other issue-specific studies undertaken for the SPONSOR to determine their continued validity. Data collection and analysis will include:

Task 4.1 Aerial Photography, Digital Mapping and LIDAR Obstruction Survey

The collection of information that will support approach obstruction identification and the creation of the ALP set will come from two separate mapping efforts which include the use of LIDAR and traditional aerial photography and digital mapping which will be provided by a subconsultant (Quantum Spatial). This task will include an ortho-rectified photo, digital mapping and vegetation analysis. We understand that the purpose of this project is to accomplish FAA Airport Airspace Analysis Survey for all surfaces defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1 Runways with vertical guidance. This is inclusive of 2.7.1.1.1 through 2.7.1.1.7.

Specifics for this task are included in **Exhibit E1** (Supplemental Vegetation Analysis-LIDAR) and **Exhibit E2** (Aerial Photogrammetry and Digital Mapping for FAA Airspace Analysis). A ground-based survey will also be necessary to identify the specific location of trees identified in the LIDAR obstruction survey relative to individual property boundaries. This will allow the CONSULTANT to determine possible land acquisition requirements and/or use of existing easement to address obstruction removal for approach clearance.

Task 4.2 Existing Documentation

The CONSULTANT will review existing airport planning documents to assist in developing a comprehensive base of information to be used in the planning process. The SPONSOR shall provide the CONSULTANT with copies of any existing electronic files which may be of assistance in developing the ALP update, as well as reports or studies which contain information related to the planning topics identified during the scoping meeting. The CONSULTANT shall use the collected data resource information for the various work tasks. These may include documents such as, but not limited to the following:

- Existing Exhibit "A" Property Map drawings and documents
- Existing deeds related to property acquisition, aviation easements and utility easements
- Existing Airport Approach Protection Plans and/or Airport Zoning Ordinances
- Existing Airport Layout Plan Sets
- Historic aircraft operation reports
- Existing based aircraft
- Itinerant users
- Existing GIS database information

Task 4.3 Existing Facilities

The CONSULTANT will conduct an on-site visit to inventory the following facilities that will be illustrated on the existing ALP drawings:

- Runways and taxiways
- Apron and ramp areas
- Terminal area and airport access road
- Maintenance facilities
- Hangars
- Auto parking

- Fuel facilities
- Existing and proposed uses of Airport property
- Airfield lighting and landing aids and instrumentation
- Wind data
- FAA safety areas such as Runway Protection Zones, Runway Safety Areas, etc.

Deliverables for this sub-task will include a summary of the existing facilities at the airport, as part of the summary in the ALP narrative report required by the FAA SOP No. 2.

Task 4.4 Historical Levels of Air Traffic

The CONSULTANT will obtain the FAA's Traffic Flow Management System Counts (TFMSC) data provided by the FAA as a resource to identify airport use over the past five (5) years. This data will be used to assist in the identification of the critical aircraft.

Deliverables for this sub-task will include a summary of historic operations.

Task 4.5 Tenant and User Surveys

Survey instruments will be developed and sent to airport tenants and users to supplement the data collection effort. These surveys will solicit user and tenant input regarding the adequacy of specific airport facilities. The SPONSOR will provide a mailing list for use in the survey effort and the CONSULTANT will send out and tabulate the survey results. Surveys will be conducted for itinerant users, airport tenants and other community based or corporate users as identified by the SPONSOR, Airport Manager, and the CONSULTANT. Approximately 150 user surveys will be distributed, based upon the contact information generated by the SPONSOR, Airport Manager, and the CONSULTANT (30 based aircraft and up to 100 itinerant users based upon aircraft tail numbers provided by the SPONSOR). The most current user survey form developed by AERO will be utilized for the distribution of the survey.

Deliverables for this sub-task will include up to 150 user/tenant surveys which will be distributed by the CONSULTANT including delivery materials (envelope, postage, etc.). A summary of the survey findings will be provided for review and will serve as a data source for facility requirements.

Task 5.0 Projections of Aviation Operations

This task will utilize the data collected in Tasks 4.4 and 4.5 to review the likelihood of future development and generally summarize the needs identified in those tasks for inclusion in the SOP 2.0 Narrative Report and the ALP drawing set, where appropriate. Review of the current FAA Terminal Area Forecast (TAF) numbers will be conducted along with the use of forecasts generated in the recent Michigan Aviation System Plan (MASP 2017).

Deliverables for this task will be a working paper that summarizes the forecasts of operations and the critical aircraft for the airport.

Task 6.0 Facility Requirements

Required facilities will be identified through the inventory of existing facilities compared to the needs identified in Tasks 4.4, 4.5 and 5.0. The anticipated timing of required improvements will also be identified. FAA Advisory Circulars (AC) referenced as part of this task will include but not be limited to: AC 150/5300-13A *Airport Design*; FAR Part 77 – *Objects Affecting Navigable Airspace*; 150/5060-5 - *Airport Capacity and Delay*, and 150/5070-6B *Airport Master Plans*.

To create a more efficient use of the airfield facilities, an analysis will be done to identify individual aircraft reference codes for specific locations on the airport. Facilities to be analyzed include:

- Runways (number, orientation, strength, and length)
- Runway Safety Areas
- Taxiways
- Aircraft apron areas
- General aviation terminal/administration building
- Hangar areas
- Auto parking
- Support facilities such as maintenance, ARFF, fuel farms, utilities
- Lighting, NAVAIDs, AWOS

Deliverables for this task will include summaries of the facility requirements for review by the SPONSOR. Since the runway is not expected to be rehabilitated within the next five years, a runway justification study is not included as part of this work effort.

Task 7.0 Alternatives Analysis

Once the existing data is inventoried and user needs are cataloged, the CONSULTANT will develop and document feasible alternatives for the development of the Airport's facilities, based on the results of the previous tasks. Each of the alternatives will be graphically illustrated, as appropriate, and presented to the SPONSOR for review and consideration. These alternatives will take into consideration the long-term development of the airport, while also planning for the near-term implementation of projects.

The alternatives analysis will identify potential alternatives for meeting future facility requirements. Alternatives will be identified, graphically depicted, and evaluated considering the data collected in Tasks 3 through Task 6.

Deliverables for this task will include graphics and text as appropriate to summarize and document the merits of each alternative developed. This information will be presented in a working paper format which will be included in the summary project report.

Task 8.0 Environmental Overview

This element will provide a cursory review of environmental factors to determine if any of the impact areas identified in FAA Orders 1050.1E and 5050.4B need detailed review in a subsequent environmental assessment or other environmental document.

In accordance with the guidelines established in the referenced FAA Orders, the impact categories will be reviewed in a cursory manner using the existing information available from the Airport sources and available Federal and State sources. The CONSULTANT will coordinate with the various state and federal agencies having environmental concerns. The bulk of this review will involve correspondence with the appropriate resource agencies, whereby an opinion of potential environmental impacts/issues will be requested. **No additional wetland delineation and Section 106 (historic, archeological, and cultural resources) review will be included as part of this document.** This effort will be limited to the summarization of the responses received from the various resource agencies and no additional field verification will be completed. Results of this task will be included in the narrative report, as an appendix.

Deliverables for this task will be limited to the summarization of the responses received from the various resource agencies. Results of this task will be included in the narrative report, as an appendix.

Task 9.0 Airport Layout Plan Set (ALP)

Development recommended for the Airport over the 20-year planning period will be exhibited in a graphic manner within the ALP set. The ALP set will be created with the use of the aerial photography and associated topographic information generated by Quantum Spatial. The ALP set will be updated in accordance with the FAA ARP SOP No. 2.0 as well as FAA AC 150/5300-13A, change 1. Preparation of the ALP will be based on the findings of the previous tasks and will include the following individual drawings:

- **TITLE SHEET:** This sheet will include the approval signatures and the approval letter. The final approval letter will be entered into the electronic files so that it will be a part of the complete ALP drawing package.
- **AIRPORT DATA SHEET:** This sheet will contain runway data tables, airport data tables, the airport wind rose and wind data table and locational maps to illustrate the geographic location of the airport.
- **AIRPORT LAYOUT PLANS:** It is anticipated that multiple drawings may need to be created to show existing and future development of the airport. These plans will be line drawings showing major airport facilities, airport boundaries, runway protection zones, etc.
- **AIRPORT AERIAL PLAN:** The Airport Aerial Plan shall be drawn using aerial photography. This sheet is a line drawing showing existing facilities, airport boundaries, and runway protection zones superimposed on an aerial photo.
- **BUILDING AREA SHEETS:** This shall be a sheet (possibly two depending on the findings of the

building area alternatives) showing all new and future development in the administration, FBO, and other aeronautical use areas.

- **RUNWAY APPROACH SHEETS:** Approach drawings shall be drawn using the new aerial photography. Each runway end will be illustrated in separate sheets along with future sheets, if necessary, to provide more clarity in the information being conveyed. The locations of objects in plan and profile, existing and future, will be shown on separate sheets. Plan views shall be superimposed on aerial photos or a detailed line drawing. The data needed for these sheets will be a result of a field survey and photogrammetry, to determine obstructions to FAR Part 77 surfaces which must be numbered in plan and profile. The obstructions will be listed numerically in a table with data describing the obstruction type, top elevation, allowable elevation, amount of penetration, and proposed dispositions. Elevations of roads, railroads, power poles, trees, buildings, etc., in the approaches shall be shown. Part 77 surfaces for existing, future, and ultimate approaches will be shown. The FAA threshold siting surface (TSS) and any navigational aid surfaces such as the PAPI OCS surface will also be included.
- **FAR PART 77 SURFACES:** FAR Part 77 surfaces will be superimposed on a USGS quadrangle map. This sheet shall depict objects which violate FAR Part 77 surfaces that have not been identified on the ALP or approach sheets. Top elevation of each obstruction will be listed in a table. The CONSULTANT will receive an obstruction summary from the MDOT AERO which will be included on this drawing. This will include tall structures which are contained in the FAA OEAAA database. The CONSULTANT will field verify the existence of towers noted in the FAA OEAAA database using a driving tour of the area within the Part 77 Surfaces. The CONSULTANT will only confirm their existence, no validation of height or exact location will be part of this contract.
- **EXHIBIT "A" PROPERTY MAP PLAN:** Existing and future Airport property limits will be delineated. Base information will be taken from the existing files, airport Exhibit "A" Property Map and information provided to the CONSULTANT by the Airport and the MDOT AERO.

A boundary survey is being included in this effort, along with an informational title search for up to 20 parcels which include the properties that make up the airport and the associated aviation easements. This information will be used both to support the boundary survey and in the Exhibit A update. This data will be valuable in the development of the updated drawing set. This survey will be performed by May & Associates, Inc. Property information that will be required for the boundary survey will be provided through a title search performed by Commonwealth Associates and their sub-consultants (**Exhibit E3**).

This effort may result in several sheets being developed depending upon the legibility of the information. An update of the property acquisition dates is planned for the Exhibit "A" Property Map to meet FAA ARP SOP. 3.0 – *Standard Operating Procedure (SOP) for FAA Review of Exhibit "A" Airport Property Inventory Maps* requirements.

The Airport Layout Plan will consist of 24" x 36" sheets, containing sufficient data to obtain approvals from the FAA and MDOT AERO. The SOP 2.0 Appendix A which contains the ALP checklist and outlines in detail the items required on the base ALP sheets, shall become part of the agreement between the SPONSOR and the CONSULTANT. All of the sheets in the ALP shall depict existing conditions and shall reflect the current FAA and MDOT AERO standards and the changes based on this study.

The CONSULTANT will submit a signed copy of the SOP No. 2.0 checklist to the MDOT AERO for airspace review. Preparation of the ALP set shall be on CAD equipment. Specific deliverables associated with the production of the ALP are shown in Task 10 – Documentation.

Task 10.0 Documentation

An effective airport plan places emphasis on developing concise, effective study documentation. Several types of materials will be produced to document the planning process conducted as part of Tasks 1-9 and is noted below.

Task 10.1 Meeting Handouts

Meeting handouts documenting each phase of the study's technical analysis will be prepared and distributed for the SPONSOR POC review and comment. Not more than fifteen (15) copies of each handout will be developed for distribution as determined acceptable by the SPONSOR. In addition, a project notebook (three-ring binder) will be provided for collection of working papers and other project documents.

Task 10.2 Narrative Report

The CONSULTANT shall prepare a narrative report that catalogs the planning process and generally documents the findings of the tasks outlined in this scope of services per FAA ARP SOP 2.0. The draft report shall be submitted to MDOT AERO for review at the time the ALP is submitted for review. Five (5) final reports will be developed as part of the study with one copy being provided to the MDOT AERO and four copies provided to the SPONSOR.

Task 10.3 Airport Layout Plans

The Airport Layout Plan sets will be provided in a final draft form for FAA airspace review and SPONSOR approval. It will then be published as a final document for distribution upon receipt of FAA and MDOT AERO approval. The documentation will include the following:

AERO reviews:

- 1 full ALP set of 24" x 36" drawings 1st draft
- 1 electronic copy of ALP set in AutoCAD 2nd draft
- 1 full ALP set of 24" x 36" drawings 2nd draft

- 1 full Exhibit "A" Property Map 24" x 36" drawings 1st draft
- 1 electronic copy of Exhibit "A" Property Map in AutoCAD 2nd draft
- 1 full Exhibit "A" Property Map 24" x 36" drawings 2nd draft

FAA Airspace:	1 electronic PDF set of ALP drawings 1 electronic PDF Exhibit "A" Property Map
Final Drawings:	3 full ALP sets of 24" x 36" drawings 6 full ALP sets of 24" x 36" drawings in PDF and CAD

Task 11.0 Reviews

There will be several iterations for reviews to provide evaluation of the ALP and Exhibit "A" drawings as noted below.

Task 11.1 Sponsor Review

The CONSULTANT will meet with the SPONSOR once the ALP and Exhibit "A" Property Map are completed to approximately 75% to review the information contained in the documents prior to finalizing the documents for submission to the MDOT AERO and FAA.

Task 11.2 MDOT Review – 1st Draft

The CONSULTANT will meet with the MDOT AERO to review the draft ALP and Exhibit "A" Property Map after they have been submitted for review. This meeting will be used to review all sheets in the ALP set and the Exhibit "A" Property Map. The CONSULTANT will make any necessary edits to the ALP set and Exhibit "A" Property Map based upon comments from the meeting and resubmit to MDOT AERO as part of Task 11.3

Task 11.3 MDOT Review – 2nd Draft

The CONSULTANT will meet with the MDOT AERO to review the final draft ALP and Exhibit "A" Property Map after they have been submitted for review. This meeting will be used to review all sheets in the ALP set and the Exhibit "A" Property Map. The CONSULTANT will make any necessary changes to the ALP set and Exhibit "A" Property Map based upon comments from the meeting and resubmit to MDOT AERO to submit to the FAA for airspace review as part of Task 11.4.

Task 11.4 FAA Airspace Review

The CONSULTANT will meet with the MDOT AERO to review the comments from the FAA based upon the airspace review. The CONSULTANT will make any necessary edits to the ALP set based upon comments from the meeting and resubmit to MDOT AERO for final distribution noted in Task 11.5.

Task 11.5 Final Document Distribution

The CONSULTANT will produce the final ALP sets and Exhibit "A" Property Map as noted in Task 10.3 for distribution to the MDOT AERO/FAA and the SPONSOR.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Resolution 2018-11 to Approve Outside Counsel for Opioid Litigation
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Review and approve Resolution 2018-11 Approve Outside Counsel for Opioid Litigation	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/06/2018
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):

RETAINER AGREEMENT

The County of Menominee, State of Michigan, hereby retains, Weitz & Luxenberg, P.C. ("W&L"), as lead counsel and the Sam Bernstein Law Firm PLLC, and Smith & Johnson Attorneys PC (collectively, "Claimant's Counsel") to prosecute and adjust for the County of Menominee a claim for past and future damages and/or expenditures caused by the culpable conduct of any and all pharmaceutical manufacturers, distributors and/or retailers of opioid analgesics. The County of Menominee hereby gives Claimant's Counsel the exclusive right to take all legal steps to enforce its claims.

I. Fee.

In consideration of the services rendered and/or to be rendered by Claimant's Counsel, the County of Menominee hereby agrees to pay the following contingent fee:

Thirty (30) percent of the net sum recovered, whether recovered by suit, settlement or otherwise, for the County of Menominee's share of the recovery only.

This fee will be paid ONLY if there is a recovery and will be deducted after the reimbursement of the litigation expenses and/or costs. Litigation expenses and/or costs include, but are not limited to, filing fees, costs associated with conducting discovery, hearings, conferences, meetings, trials, expert consultation and testimony, and investigation costs.

W&L is authorized, in good faith and in the honest belief that it is in the best interests of the County of Menominee, to associate other firm(s) to assist in this matter at no additional fee to the County of Menominee. Regardless, W&L will maintain full control of the matter on behalf of the client at all times.

W&L will advance all costs of the litigation.

On behalf of the County of Menominee:

Signature: _____

Name: _____

Title: _____

Dated: _____

On behalf of Sam Bernstein Law Firm PLLC:

Signature: _____

Name: _____

Dated: _____

On behalf of Weitz & Luxenberg, P.C.:

Signature: _____

Name: _____

Dated: _____

On behalf of Smith & Johnson Attorneys PC:

Signature: _____

Name: _____

Dated: _____

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Unused Vacation Carry-Over Payout - Sherry DuPont
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: Approve the unused vacation carry-over payout for Sherry DuPont in the amount of \$1,240.9150	
RECOMMENDED MOTION: Approve unused vacation pay-out	

Submitted by: Sherry DuPont

04/06/2018
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):

3.27.18

Sherry DuPont vacation:

At the end of the pay period 03.24.18 I have:

162

Vacation	154 hrs.
Earn 04.07.18	+ <u>160</u>
Total	314
Max carryover hrs.	<u>240</u>
Used this pay period	0

Need to use or pay out 74 hrs.

- 40 used since 3/27/18

34 34 hrs

I request a payout of *34* 74 hours vacation time. I will not be able to use this time prior to April 7th.

34
~~74~~ x 36.4975 = \$2,700.8150

\$1,240.9150

ADupont



The Marinette/Menominee Regional Guide has been our go-to guide when guests ask for material about our beautiful counties. When a request is to be mailed, the Regional Guide is always included in the mailing. It is the most concise, informative guide in the Tri-City area!

Vivian Haight, Manager
Menominee Welcome Center

Our guests just love the M&M Regional Guide! It's our go to resource for local area activities, information and directions. Guests love being able to take something with them that has everything, especially the maps, they need when coming to an area they're unfamiliar with.

Megan Gagnon, General Manager
Country Inn & Suites By Carlson, Marinette

Our guests and staff love the complimentary Regional Guide! Returning guests enjoy the Calendar of Events and detailed map. New guests to the area are always thrilled to see the section on Marinette County Waterfalls and local area attractions. And, our guest services representatives use the colorful magazine in an effort to ensure travelers to our area see what this beautiful region is all about, bringing them back for more; and that's something we can all appreciate!

KC Wilson, Owner
Best Western Riverfront Inn, Marinette

The Regional Guide is a comprehensive compilation of event dates, local history, places and businesses to visit, and things to do in our area in a very colorful format. Businesses get great exposure due to the numerous locations to which they are distributed. The staff at Boyle Design Group is extremely helpful in assisting with ad set-up.

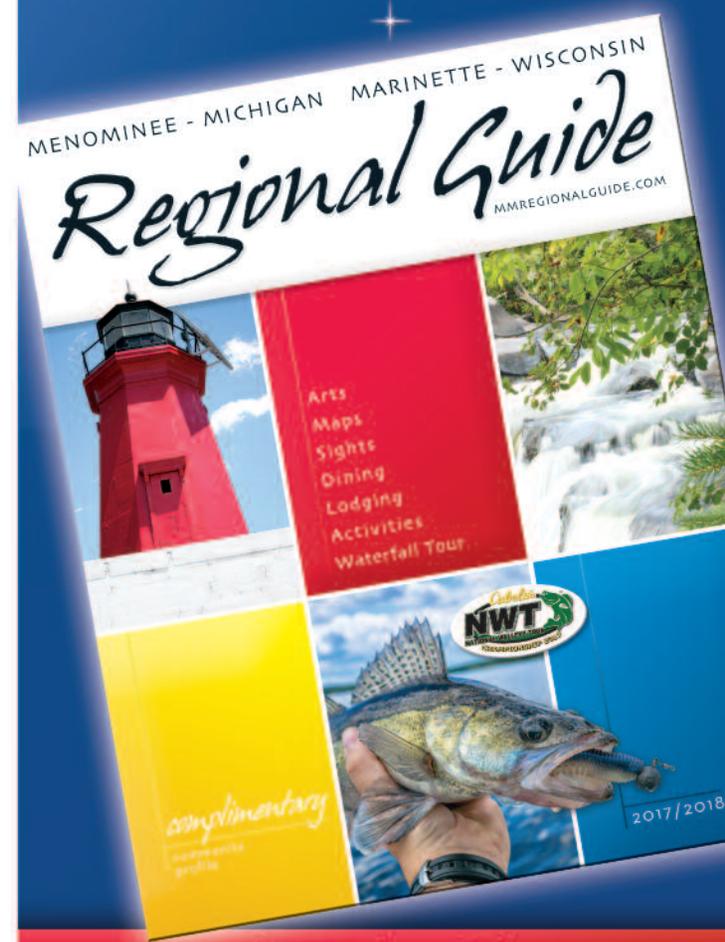
Brian Helfert
Menominee Downtown Business Association
& Menominee Marina

The staff of the AmericInn enjoys having this resource to hand out to our guests. The information, and maps are greatly appreciated by staff and guests alike!

Rita Waitz, General Manager
AmericInn Lodge & Suites, Menominee

bdg
BOYLE DESIGN GROUP
p.o. box 233 marinette, wi 54143

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Reservation

SIGN UP TODAY

Please **X** ad size (dimensions listed to the right):

<input type="checkbox"/>	Inside Front Cover	\$2,500.
<input type="checkbox"/>	Back Page	2,500.
<input type="checkbox"/>	Inside Back Cover	2,000
<input type="checkbox"/>	Full Page	1,750
<input type="checkbox"/>	1/2 Page	900.
<input type="checkbox"/>	1/4 Page	550.
<input type="checkbox"/>	1/8 Page	300.

Your ad will also be displayed in the new online e-book with a live link to your website!

Business _____

Contact _____

Address _____

Phone (____) _____

Fax (____) _____

e-mail _____

Signature _____ Date _____

Please check one:

- I will be using the same ad from last year's Regional Guide.
- I will be using the ad from last year's Regional Guide, with the revisions noted (Please make revisions on separate sheet and return with this reservation form).
- I will provide my ad electronically via email as a high resolution PDF (300 dpi).
- I require assistance in developing an ad.

E-mail files to:
art@boyledesigngroup.net

Printed Book

DIMENSIONS

	w	x	h
Full Page	7.5"	x	9.5"
1/2 Horizontal	7.5"	x	4.5"
1/2 Vertical	3.5"	x	9.5"
1/4	3.5"	x	4.5"
1/8	3.5"	x	2.25"
Back Cover	8"	x	7.5"



NOW INCLUDES A FREE NEW

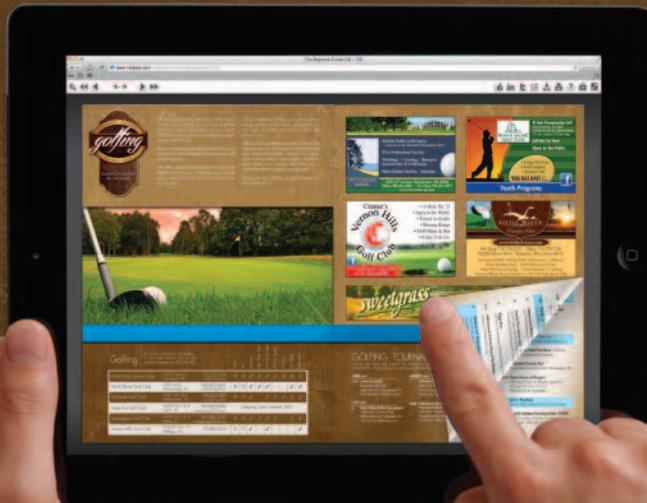
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mmregionalguide.com

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715.735.3130

Fax reservation form to:
715.735.3120

We thank you for your support!

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
County Board to review and approve recently submitted Miscellaneous Bills as paid on March 23, 2018, in the amount of \$85,826.01.	
RECOMMENDED MOTION	
Approve Miscellaneous Bills as paid on March 23, 2018, in the amount of \$85,826.01	

Submitted by: Sherry DuPont

04/05/2018
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):

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
EXP CHECK RUN DATES 03/23/2018 - 03/23/2018
UNJOURNALIZED
OPEN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677824366	Airport Supplies	216-585-755.01	59.24	
		216-585-745.00	69.72	128.96
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				<hr/>
VENDOR NAME: COOPER OFFICE EQUIPMENT				
154354	Contract # 2740-01	101-136-931.00	254.94	128.96
TOTAL VENDOR COOPER OFFICE EQUIPMENT				<hr/>
VENDOR NAME: JAKE'S SALES & SERVICE				
PO# 03878	LawnMower (Parks)	208-751-970.00	7,399.99	254.94
TOTAL VENDOR JAKE'S SALES & SERVICE				<hr/>
VENDOR NAME: U.E.S. COMPUTERS, INC.				
78719	Cisco Maintenance	101-103-857.02	30.88	7,399.99
TOTAL VENDOR U.E.S. COMPUTERS, INC.				<hr/>
GRAND TOTAL:				<hr/>
				30.88
				7,814.77

APPROVED

MAR 23 2018

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 03/22/2018 - 03/22/2018
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card						
58038*	Mastercard 2/8 - 2/23/18 (Sheriff/Road)	03/12/2018 jessicaw	03/22/2018	2,089.14	2,089.14	Open
	101-301-727.00 Quill			39.98		
	101-301-728.00 Miller's			165.25		
	101-301-728.00 Walmart			278.00		
	101-301-742.00 Cenes			30.00		
	101-301-742.00 Holiday			16.37		
	101-301-742.00 Holiday			38.74		
	101-301-742.00 Marathon Petro			32.25		
	101-301-742.00 Meijer			29.05		
	101-301-742.00 Meijer			19.00		
	101-301-742.00 Superior Touchless			11.00		
	101-301-742.00 Superior Touchless			11.00		
	101-301-742.00 Superior Touchless			11.00		
	101-301-742.00 White's Grocery			35.84		
	101-301-755.00 Harbor Freight Tools			232.09		
	101-301-770.00 Amazon			40.56		
	101-301-770.00 HomeDepot			52.26		
	101-301-770.01 American Screening			387.00		
	101-301-770.01 Quill Corporation			75.69		
	101-301-860.00 Buffalo Wild Wings			22.86		
	101-301-860.00 Firehouse Subs			9.74		
	101-301-860.00 Fourt Points by Sheraton			195.30		
	101-301-860.00 KFC/Taco Bell			8.67		
	101-301-860.00 Logans			19.07		
	101-301-860.00 Mackinac Bridge			4.00		
	101-301-860.00 Mackinac Bridge			4.00		
	101-301-860.00 McDonalds			4.76		
	101-301-860.00 McDonalds			3.70		
	101-301-860.00 McDonalds			8.68		
	101-301-860.01 Shell Oil			38.20		
	205-315-742.00 Holiday Inn			35.11		
	205-315-755.02 Sportsmans Guide			238.97		
	205-315-860.00 Credit Voucher (Fairfield Inn)			(9.00)		

APPROVED

MAR 23 2018

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

Credit Card						
58039*	Mastercard 2/12 - 2/23/18 (Courthouse)	03/12/2018 jessicaw	03/22/2018	1,350.35	1,350.35	Open
	208-751-981.00 Ball Auto Parts			17.99		
	101-215-729.00 Pack N Ship			21.30		
	101-268-729.00 USPS			6.70		
	101-265-934.00 Tractor Supply			28.99		
	101-141-727.00 Amazon			33.48		
	101-265-930.01 Amazon			16.26		
	101-132-801.00 Dollar Tree			7.39		
	101-265-755.00 Amazon			33.46		
	101-267-804.00 GPS			11.25		
	101-103-857.00 Amazon			95.28		
	101-103-857.00 Amazon			175.95		
	101-265-970.12 Amazon			85.49		
	101-268-729.00 USPS			6.70		
	101-268-729.00 USPS			6.70		
	101-268-729.00 USPS			6.70		
	208-751-981.00 AutoZone			27.51		
	208-751-981.00 AutoZone			26.08		
	101-268-729.00 USPS			6.70		
	101-268-729.00 USPS			6.70		
	101-103-857.00 Amazon			6.70		
	101-103-857.00 Amazon			37.98		
	101-172-704.00 Jack's Fresh Market			27.99		
	101-268-729.00 USPS			18.82		
	101-265-981.00 AutoZone			6.70		
	101-268-729.00 USPS			25.98		
	215-141-934.00 NBF Natl Biz Furniture (PO# 3873)			6.70		
	101-265-981.00 Amazon			573.22		
	101-265-755.00 Amazon			58.74		
				33.18		

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 03/22/2018 - 03/22/2018
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
	208-751-981.00	Credit Voucher (Ball Auto)		(16.49)		
	208-751-981.00	Credit Voucher (AutoZone)		(27.51)		
	208-751-981.00	Credit Voucher (Auto Zone)		(15.59)		
Credit Card						
58040	Mastercard	03/12/2018 jessicaw	03/22/2018	121.78	121.78	Open
	2/13 - 2/28 (Airport)					
	216-585-742.00	Holiday		34.58		
	216-585-742.00	Holiday		58.77		
	216-585-727.00	Walmart		26.46		
	216-585-755.02	Interest		1.97		
# of Invoices:	3 # Due: 3	Totals:		3,561.27	3,561.27	
# of Credit Memos:	0 # Due: 0	Totals:		0.00	0.00	
Net of Invoices and Credit Memos:				3,561.27	3,561.27	
* 2 Net Invoices have Credits Totalling:				(68.59)		
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			2,589.20	2,589.20	
	205 - ROAD PATROL			265.08	265.08	
	208 - COUNTY PARKS			11.99	11.99	
	215 - FRIEND OF COURT			573.22	573.22	
	216 - MENOMINEE REGIONAL AIRPORT			121.78	121.78	
--- TOTALS BY DEPT/ACTIVITY ---						
	103 - OTHER LEGISLATIVE			337.20	337.20	
	132 - FAMILY COURT			7.39	7.39	
	141 - FRIEND OF COURT			606.70	606.70	
	172 - ADMINISTRATION			18.82	18.82	
	215 - COUNTY CLERK			21.30	21.30	
	265 - BUILDINGS AND GROUNDS			282.10	282.10	
	267 - PROSECUTING ATTORNEY			11.25	11.25	
	268 - REGISTER OF DEEDS			53.60	53.60	
	301 - SHERIFF DEPARTMENT			1,824.06	1,824.06	
	315 - ROAD PATROL			265.08	265.08	
	585 - AIRPORT EXPENDITURE			121.78	121.78	
	751 - COUNTY PARKS			11.99	11.99	

APPROVED

MAR 23 2018

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

APPROVED

MAR 23 2018 **MS**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
VENDOR NAME: ABILITA				
180309	Telephone Line Maintenance	101-103-850.00	6,243.19	6,243.19
TOTAL VENDOR ABILITA				6,243.19
VENDOR NAME: ADERMAN, CHERYL				
Reimbursement	Lease Site (Kleinke) Cancellation	208-751-964.00	1,425.00	1,425.00
TOTAL VENDOR ADERMAN, CHERYL				1,425.00
VENDOR NAME: APCO INTERNATIONAL				
37416	Guide Cards (Position 1)	266-325-728.00	212.93	212.93
37415	EMD Guide Cards (Position 2)	266-325-728.00	319.93	319.93
37519	EMD Recertification (M. Bayerl)	266-325-881.01	30.00	30.00
TOTAL VENDOR APCO INTERNATIONAL				562.86
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677819822	Airport Supplies	216-585-755.01	59.24	128.96
		216-585-745.00	69.72	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				128.96
VENDOR NAME: AT&T - CAROL STREAM, IL				
906753220903	Feb 2 - March 1, 2018 (Annex)	101-103-850.00	218.49	218.49
906753458203	Feb 2 - March 1, 2018 (Shakay Lakes)	208-751-850.00	51.02	51.02
906863299103	March 7 - April 6, 2018	101-103-850.00	182.55	182.55
906863298903	March 7 - April 6, 2018	101-103-850.00	182.55	182.55
906863298603	March 7 - April 6, 2018	101-103-850.00	190.88	190.88
TOTAL VENDOR AT&T - CAROL STREAM, IL				825.49
VENDOR NAME: AT&T MOBILITY				
287252150867C0308201	906-786-0211 & 906-792-5968	101-132-850.00	64.02	64.02
TOTAL VENDOR AT&T MOBILITY				64.02
VENDOR NAME: BARRETTE, JODIE				
Reimbursement	FOC Office Supplies	101-141-727.00	13.04	13.04
TOTAL VENDOR BARRETTE, JODIE				13.04
VENDOR NAME: BAY AREA MEDICAL CENTER, INC.				
20603	Pre Employment Physical - J. Bedient	266-325-755.00	133.00	133.00
TOTAL VENDOR BAY AREA MEDICAL CENTER, INC.				133.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
24136	Vehicle Maintenance	205-315-981.00	34.90	34.90
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				34.90
VENDOR NAME: BLUETARP FINANCIAL, INC.				
1618922274	B&G Operating Supplies	101-265-755.00	55.57	55.57
TOTAL VENDOR BLUETARP FINANCIAL, INC.				55.57
VENDOR NAME: BP				
52761153	Road Patrol - Gasoline Sales	205-315-742.00	529.49	529.49
TOTAL VENDOR BP				529.49
VENDOR NAME: BRUNELLE, JENNIFER				
March 2018	Crisis Intervention	292-668-801.00	620.00	620.00
TOTAL VENDOR BRUNELLE, JENNIFER				620.00
VENDOR NAME: CARQUEST AUTO PARTS				
559401/MAR 718230	Courthouse & Parks Supplies	208-751-930.02	12.75	37.78
		101-265-930.01	25.03	
TOTAL VENDOR CARQUEST AUTO PARTS				37.78
VENDOR NAME: CEDAR RIVER PLAZA				
MESH2/28/18	Road Patrol - Gasoline Sales	205-315-742.00	26.82	26.82
TOTAL VENDOR CEDAR RIVER PLAZA				26.82

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CELLCOM				
799720	Airport Cellular Services	216-585-850.00	55.02	55.02
803012	Cellular Services	292-663-850.00	40.20	120.60
		292-664-850.00	40.20	
		292-665-850.00	40.20	
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803380	Credit Memo - Medical Examiner	101-648-850.00	(6.65)	(6.65)
TOTAL VENDOR CELLCOM				
				<hr/>
				168.97
VENDOR NAME: GENEX FLEETCARD				
153578	Gasoline Sales	249-371-742.00	107.23	121.46
		101-148-860.00	14.23	
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				121.46
VENDOR NAME: CITY OF MENOMINEE				
4680	Road Patrol and Work Van - Gasoline Sales	206-301-742.00	49.85	1,955.57
		205-315-742.00	1,905.72	
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4676	Gasoline Sales	101-265-742.00	94.10	179.63
		101-265-742.00	48.68	
		263-215-860.00	21.12	
		101-257-742.00	1.82	
		101-301-742.00	13.91	
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				2,135.20
VENDOR NAME: CLOVERLAND PAPER CO				
116647	Courthouse - Janitorial Supplies	101-265-755.01	361.64	361.64
116598	Courthouse Janitorial Supplies	101-265-755.01	18.41	18.41
116599	Inmate Supplies	101-301-727.00	149.27	149.27
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				529.32
VENDOR NAME: COHL STOKER & TOSKEY P C				
48524	Legal Services	101-211-807.00	884.92	884.92
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				884.92
VENDOR NAME: COOPER OFFICE EQUIPMENT				
153927	Contract # 2997-01	101-682-801.00	313.47	313.47
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				313.47
VENDOR NAME: CORTECH				
63619	Inmate Supplies	101-301-770.00	113.08	113.08
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				113.08
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I				
30991	Shredding Documents (3/8/18)	101-265-801.00	185.87	185.87
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				185.87
VENDOR NAME: CVS PHARMACY INC.				
6005432044049416	Inmate Medications	101-301-770.01	326.50	326.50
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				326.50
VENDOR NAME: DCT TECHNOLOGIES, INC.				
8281	Delinquent Taxes Button, Project # 68-1-9	101-103-851.00	250.00	250.00
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				250.00
VENDOR NAME: DELLISSE, MIKE				
Reimbursement	Mileage	101-682-860.00	127.99	127.99
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				127.99
VENDOR NAME: DELTA COLLEGE				
3840743	Recertification Course (S. Christiansen)	101-301-881.00	200.00	200.00
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				200.00

MAR 23 2018
 CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: DELTA COLLEGE TOTAL VENDOR DELTA COLLEGE				200.00
VENDOR NAME: DICK MYERS CUSTOM WELDING 022266 Grill Guard for 2018 Tahoe				635.00
TOTAL VENDOR DICK MYERS CUSTOM WELDING				635.00
VENDOR NAME: DICKINSON COUNTY SHERIFFS DEPT Registration CJA Conference (Brunelle/Peterson)				80.00
TOTAL VENDOR DICKINSON COUNTY SHERIFFS DEPT				80.00
VENDOR NAME: DTE ENERGY 910020910998 Annex				165.02
TOTAL VENDOR DTE ENERGY				165.02
VENDOR NAME: FOX VALLEY TECHNICAL COLLEGE 700237682 Basic SWAT (T. Draze)				275.00
TOTAL VENDOR FOX VALLEY TECHNICAL COLLEGE				275.00
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT 03613 FOC Office Supplies				259.70
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT				259.70
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE 83101052 Annex				61.88
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				61.88
VENDOR NAME: HENSLEY, RN, JOEL Blood Draws Inmate Blood Draws (x8) March 2018 Medical Examiner				3,170.00
March 2018 Nursing Services and Reimbursement				1,822.60
TOTAL VENDOR HENSLEY, RN, JOEL				5,592.60
VENDOR NAME: IMAGEWORKS 11850 911 Polo Shirts (x2)				60.00
TOTAL VENDOR IMAGEWORKS				60.00
VENDOR NAME: INSIGHT FS 2003527 Parks - Gasoline				611.66
TOTAL VENDOR INSIGHT FS				611.66
VENDOR NAME: J S ELECTRONICS, INC. 20078 Replace select & unselect speakers 20068 Tower Lease - March 2018 20070 Radio Repair (Medical Examiner) 20075 Strip 5518 - Install Equipment 20076 K9 Vehicle Maintenance				2,865.86
TOTAL VENDOR J S ELECTRONICS, INC.				4,045.07
VENDOR NAME: J.F. AHERN COMPANY 245700 Annual Fire Inspection				718.92
TOTAL VENDOR J.F. AHERN COMPANY				718.92
VENDOR NAME: JACK'S FRESH MARKET 171-10 Inmate Supplies				13.11
TOTAL VENDOR JACK'S FRESH MARKET				13.11
VENDOR NAME: KLEIMAN, MARC Reimbursement Meals (Election Training)				15.83
TOTAL VENDOR KLEIMAN, MARC				15.83
VENDOR NAME: LAFLEUR, JEFF				15.83

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CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

APPROVED

MAR 23 2018

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: LAFLEUR, JEFF				
Reimbursement	Airport Supplies	216-585-981.00	8.42	8.42
TOTAL VENDOR LAFLEUR, JEFF				8.42
VENDOR NAME: LARSON, MICHELLE				
Reimbursement	Can Zone Supplies	296-667-801.01	23.39	23.39
TOTAL VENDOR LARSON, MICHELLE				23.39
VENDOR NAME: LENCA SURVEYING				
18033	Remon Yr 2018 (2/28 - 3/14/18)	243-246-801.07	4,946.64	4,946.64
TOTAL VENDOR LENCA SURVEYING				4,946.64
VENDOR NAME: LINSMEIER IMPLEMENT, INC.				
58605 & 58638	Park Equipment Maintenance Supplies	208-751-930.02	140.10	140.10
TOTAL VENDOR LINSMEIER IMPLEMENT, INC.				140.10
VENDOR NAME: MANPOWER, INC.				
32531409	Week Ending 3/11/18 (D. Averill)	101-172-704.00	680.00	680.00
32554279	Week Ending 3/18/18 (D. Averill)	101-172-704.00	544.00	544.00
TOTAL VENDOR MANPOWER, INC.				1,224.00
VENDOR NAME: MECHANICAL TECHNOLOGIES, INC.				
28983	Repair Materials for Boilers	101-265-934.00	631.47	631.47
28982	Boiler Maintenance (x3)	101-265-934.00	767.00	767.00
28954	Boiler Maintenance	101-265-934.00	303.00	303.00
TOTAL VENDOR MECHANICAL TECHNOLOGIES, INC.				1,701.47
VENDOR NAME: MENARDS - MARINETTE				
54631	Operational Supplies	101-265-755.00	85.94	85.94
54765	Operational Supplies	101-265-755.00	10.01	10.01
54694	Building Maintenance Supplies	101-265-930.01	10.82	10.82
55089	Operational Supplies	101-265-755.00	5.33	5.33
54903	Inmate Supplies	101-301-770.00	13.07	13.07
TOTAL VENDOR MENARDS - MARINETTE				125.17
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI				
11120	Power to Radio Tower (Feb 2018)	101-301-934.01	54.60	54.60
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI				54.60
VENDOR NAME: MENOMINEE COUNTY SHERIFF DEPT				
W352	Work Van Services	208-751-930.04	87.75	87.75
TOTAL VENDOR MENOMINEE COUNTY SHERIFF DEPT				87.75
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY				
10440327	Chain Loop (Parks)	208-751-930.02	54.22	54.22
10444814	Bolt Cover & Washer (Parks)	208-751-930.02	11.67	11.67
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY				65.89
VENDOR NAME: MGT OF AMERICA, INC.				
33273	FY 2016 Cost Allocation Plan	101-103-801.08	3,978.21	3,978.21
33218	FY 2018 CRP Billing (FOC)	101-141-801.00	1,273.00	1,273.00
TOTAL VENDOR MGT OF AMERICA, INC.				5,251.21
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0135027-001	Probate & Family Office Supplies	101-132-727.00	9.92	9.92
		101-148-727.00	9.92	19.84
0135046-001	Probate & Family Office Supplies	101-132-727.00	108.50	216.99
		101-148-727.00	108.49	
0135311-001	USB Drive (District)	101-136-727.00	8.59	8.59
0135218-001	Office Supplies - Treasurer's Office	101-253-727.00	52.51	52.51
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				297.93
VENDOR NAME: MUFFLER CENTER OF MENOMINEE				
930672	Airport - Vehicle Maintenance	216-585-981.00	99.20	99.20

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER	AMOUNT
VENDOR NAME: MUFFLER CENTER OF MENOMINEE				MENOMINEE COUNTY MICHIGAN	
TOTAL VENDOR MUFFLER CENTER OF MENOMINEE					99.20
VENDOR NAME: NORTHERN STAR PATHOLOGY, PC 3/10/18	Review of Photos - Victor Berden	101-648-836.00	75.00		75.00
TOTAL VENDOR NORTHERN STAR PATHOLOGY, PC					75.00
VENDOR NAME: NORTHWOODS RAIL TRANSIT COMMISSION 116	Annual Administration Fee 2018	101-103-802.00	100.00		100.00
TOTAL VENDOR NORTHWOODS RAIL TRANSIT COMMISSION					100.00
VENDOR NAME: NUTT, MICHAEL	Reimbursement Mileage	292-664-860.00	130.53		130.53
March 2018	Crisis Invention	292-668-801.00	50.00		50.00
TOTAL VENDOR NUTT, MICHAEL					180.53
VENDOR NAME: NUTTER, JULIA	Foster	12/27 - 2/22/18	292-662-843.02	982.68	982.68
TOTAL VENDOR NUTTER, JULIA					982.68
VENDOR NAME: OFFICE DEPOT, INC.	110638486001	ROD Office Supplies	101-268-727.00	26.58	26.58
	110637973001	ROD Office Supplies	101-268-727.00	157.55	157.55
TOTAL VENDOR OFFICE DEPOT, INC.					184.13
VENDOR NAME: PAN-O-GOLD BAKING CO.	40068318061016	Inmate Supplies	101-301-770.00	109.74	109.74
	40068318054011	Inmate Supplies	101-301-770.00	42.56	42.56
TOTAL VENDOR PAN-O-GOLD BAKING CO.					152.30
VENDOR NAME: PHILIPPS, RANDALL	2014-027-GM	Special Fiduciary for Recovery of Monies	101-148-807.00	500.00	500.00
March 2018		Show Cause - Court Appointed	101-132-807.00	500.00	1,500.00
			101-131-807.00	1,000.00	
TOTAL VENDOR PHILIPPS, RANDALL					2,000.00
VENDOR NAME: QUILL CORPORATION	5195747	911 Operating Supplies	266-325-755.00	60.34	60.34
TOTAL VENDOR QUILL CORPORATION					60.34
VENDOR NAME: REDWOOD TOXICOLOGY LABORATORY	00719820182	Drug Testing	296-667-730.00	35.00	35.00
TOTAL VENDOR REDWOOD TOXICOLOGY LABORATORY					35.00
VENDOR NAME: REINHART FOODSERVICE	402480	Inmate Supplies	101-301-770.00	1,669.47	1,669.47
	408018	Inmate Supplies	101-301-770.00	1,156.34	1,156.34
TOTAL VENDOR REINHART FOODSERVICE					2,825.81
VENDOR NAME: SAULT STE MARIE CHIPPEWA IND	21821	Youth Care (C. Schalaus)	292-662-843.05	360.00	360.00
TOTAL VENDOR SAULT STE MARIE CHIPPEWA IND					360.00
VENDOR NAME: SEXTON, RICHARD	Reimbursement	Mileage	101-426-860.00	120.58	120.58
	Reimbursement	Supplies for Training	101-426-963.01	11.32	11.32
TOTAL VENDOR SEXTON, RICHARD					131.90
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA	Reimbursement	Mileage - February	292-665-860.00	124.26	124.26
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA					124.26
VENDOR NAME: ST. FRANCIS HOSPITAL	Autopsy	Jennifer Falk	101-648-836.00	418.95	418.95
TOTAL VENDOR ST. FRANCIS HOSPITAL					418.95

MAR 23 2018

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: STATE OF MICHIGAN					
2/28/18	Monthly Offset Billing	292-662-843.01	12,620.30		12,620.30
TOTAL VENDOR STATE OF MICHIGAN					12,620.30
VENDOR NAME: STEPHENSON MARKETING COOPERATI					
015579	Road Patrol - Gasoline Sales	205-315-742.00	2,116.89		2,116.89
TOTAL VENDOR STEPHENSON MARKETING COOPERATI					2,116.89
VENDOR NAME: THE EBCO COMPANY, LLC					
018049	FOC - Legal Size Court Folders (x100)	101-141-931.00	320.50		320.50
TOTAL VENDOR THE EBCO COMPANY, LLC					320.50
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST					
628840339	FOC Service Charge	101-141-817.00	33.20		33.20
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST					33.20
VENDOR NAME: THOMSON REUTERS					
837878748	Subscription Product Charges	101-132-802.00	85.00		170.00
		101-148-802.00	85.00		
837878749	District (Feb 5 - March 4)	101-136-802.00	244.00		244.00
837893709	Law Library (Feb 5 - March 4)	269-145-982.00	244.00		244.00
TOTAL VENDOR THOMSON REUTERS					658.00
VENDOR NAME: TIME WARNER CABLE					
620475202030118	Inmate Supplies	101-301-770.00	138.22		138.22
TOTAL VENDOR TIME WARNER CABLE					138.22
VENDOR NAME: TWIN CITY ELECTRIC, INC.					
81171	Move Extentions in FOC	215-141-801.00	170.66		170.66
TOTAL VENDOR TWIN CITY ELECTRIC, INC.					170.66
VENDOR NAME: U P A A					
Dues	May 1 - April 30, 2019 (D. Lesperance)	517-252-955.00	15.00		15.00
TOTAL VENDOR U P A A					15.00
VENDOR NAME: U.C.O.A.					
Registration	Legislative Conference (Marc Kleiman)	101-215-802.00	175.00		175.00
TOTAL VENDOR U.C.O.A.					175.00
VENDOR NAME: U.E.S. COMPUTERS, INC.					
78736	Service Agreement	101-103-857.02	710.00		710.00
48216	PA - Witness Fees	101-267-804.00	57.50		57.50
78678	Symantec Endpoint Protection	101-103-857.02	84.00		84.00
78695	Cisco SMARTnet 1 yr service	101-103-857.02	1,192.00		1,192.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.					2,043.50
VENDOR NAME: U.P. KIDS					
Foster Care	L. Guenette	292-662-843.05	775.80		775.80
TOTAL VENDOR U.P. KIDS					775.80
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE					
353048721	Bizhub 423 Copier	101-172-942.00	133.07		133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE					133.07
VENDOR NAME: UP JUDGES ASSOCIATION					
Dues	2018 Membership Dues - Jeffrey Barstow	101-136-802.00	50.00		50.00
TOTAL VENDOR UP JUDGES ASSOCIATION					50.00
VENDOR NAME: UPCAP SERVICES INC					
Dues	2018	101-103-802.00	1,000.00		1,000.00
TOTAL VENDOR UPCAP SERVICES INC					1,000.00
VENDOR NAME: US STANDARD PRODUCTS					
191435	Airport Safety Equipment	216-585-755.02	100.00		100.00

APPROVED

~~MAR 23 2018~~ *BM*

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS/AMOUNTS		AMOUNT
VENDOR NAME: US STANDARD PRODUCTS				
TOTAL VENDOR US STANDARD PRODUCTS				100.00
VENDOR NAME: VERIZON WIRELESS				
9802667917	Cellular Services	101-265-850.01	230.20	
		101-301-850.00	451.30	
		101-426-850.00	2.53	
		101-682-850.00	32.45	
		205-315-850.00	318.26	
		266-325-850.00	2.35	
TOTAL VENDOR VERIZON WIRELESS				1,037.09
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00005	Kleinke Park	208-751-920.01	41.95	41.95
0402047856-00010	1000 9th Street	101-265-920.03	103.45	172.78
		101-265-920.04	89.33	
0402047856-00011	1004 9th Street	101-265-920.03	54.94	54.94
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				269.67
VENDOR NAME: XEROX CORPORATION				
092387637	Probation/Parole	101-131-942.00	95.62	95.62
092387634	Sheriff Dept	101-301-727.00	37.74	37.74
092387635	Sheriff Dept	101-301-727.00	382.35	382.35
TOTAL VENDOR XEROX CORPORATION				515.71
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
March 2018	Medical Examiner	101-648-709.00	2,030.00	2,030.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.				2,030.00
GRAND TOTAL:				74,449.97

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous Boards/Committees/Commission Reports	
RECOMMENDED MOTION	
Approve Miscellaneous Boards/Committees/Commission Reports to be placed on file in the office of the County Clerk	

Submitted by: Sherry DuPont

04/05/2018
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 LIBRARY BOARD
Minutes February 13, 2018

Approved: March 13, 2018

C. Peterson called the meeting of the Menominee County Library Board to order at 4:05 PM on Tuesday, February 14, 2018.

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

C. Peterson turned the meeting over to A. Winnicki to begin reorganizational meeting.

A. Winnicki opened the floor for nominations for Library Board President.

N. Tuinstra nominated C. Peterson for President, support by J. Freis. As there were no other nominations; nominations were closed.

N. Tuinstra moved to elect C. Peterson President, support by J. Freis. Motion carried.

A. Winnicki turned the meeting over to C. Peterson.

M. Fagan nominated J. Freis for Vice President, support by N. Tuinstra. As there were no other nominations; nominations were closed.

M. Fagan moved to elect J. Freis as Vice President, support by N. Tuinstra. Motion carried.

J. Freis moved to approve the 2018 meeting schedule, support by N. Tuinstra. Motion carried.

Discussion on Bylaws. Minor changes were added. the Bylaws will be reviewed and voted on at the next regular Library Board meeting.

M. Fagan moved to approve the agenda, support by N. Tuinstra. Motion carried.

Public Participation: No public present.

J. Freis moved to approve the minutes from the January 9, 2018 meeting, support by K. McNeely. Motion carried.

M. Fagan moved to approve the January financials, support from N. Tuinstra. Motion carried.

K. McNeely moved to approve the February bills, support by N. Tuinstra. Motion carried.

Director's Report

Pat Cheski submitted a written report on the January meeting of Superiorland Library Cooperative, which was shared with the Board.

Staff: Both Ann Best and Amanda Winnicki will be presenting at Loteta Fyan Small & Rural Library Conference held this year in Traverse City. Conference dates are April 30-May 3rd. As presenters their conference fees and one night lodging each is covered. We applied for an M&M Foundation Philanthropy Grant for the creation of a story trail located in the side yard of the library.

Hermansville Branch: Ann Murray has painted the small chairs and table. We found a rocking chair and a small display case for the branch.

Programing: The Grateful Art contest is continuing and we are starting a monthly "Coffee and Book chat" on the 3rd Friday. The Easter Rabbit and egg hunt will be back to the Library in March.

Friends: The next Friends meeting is February 22, 2018 at the Library. They are purchasing two tablets with child appropriate games and puzzles that will replace the desk top computers in the Children's Room.

Volunteers: Total volunteer hours this month was 24.

Building and Grounds: We recently had a Fire Safety Inspection which resulted in relocating and re-positioning some of the fire extinguishers. Jim Mekash has looked at the roof drips on the front sidewalk area and is working on a fix for the problem. New thermostats have been installed.

New Business

A. N. Tuinstra will work with A. Winnicki to have a contest to name the new bookmobile.

Public Participation: No public present.

C. Peterson moved to go into closed session per MCL 15.268, section 8(a) to evaluate the library director, support by J. Freis, Motion carried. Board entered closed session 4:35 pm. Individuals in the closed session were all board members.

C. Peterson moved to end the closed session and resume the regular meeting, support by J. Freis. Motion carried. Regular meeting resumed at 4:50 pm. Following the closed session: Amanda was presented her review scores and constructive comments on areas of potential improvements were made as well as many positive comments on her performance.

As there was no further business, M. Fagan moved to adjourn the meeting. Support by N. Tuinstra. Motion carried. Meeting adjourned at 5:00 PM.

Submitted by:
Amanda Winnicki, Library Director



Public Health
Delta & Menominee Counties



2580

Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes

Thursday, February 15, 2018

Board Members Present

Jan Hafeman
Gerald Piche

Amanda Hess
Gerard Tatrow

Patrick Johnson (via telephone)
Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Kim Gustafson, Assistant Program Coordinator
Lynn Woelffer, Director of Finance

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on February 15, 2018. The meeting was called to order at 1:00 p.m. CST by Chairman Trudgeon. Roll call was taken by the Assistant Program Coordinator, and is recorded above. Mr. Johnson was not able to attend the meeting, but did join via telephone.

2. Approval of Agenda

Ms. Hafeman moved the February 15, 2018 agenda be approved.
Motion was supported by Mr. Tatrow and carried unanimously.

3. Public Comment

There was no public comment on the February 15, 2018 agenda.

4. Approval of Minutes

Mr. Tatrow moved the minutes from January 25, 2018, be approved. Motion was supported by Ms. Hafeman and carried unanimously.

5. Personnel Committee

a. Personnel Manual for Non-Union Employees Updates

Mr. Snyder and Mr. Tatrow briefed the BOH on the proposed changes to the Personnel Manual for the Non-Union Employees.

Ms. Hafeman moved to approve the updates to the Personnel Manual for Non-Union Employees, as presented. Motion was supported by Mr. Tatrow and carried unanimously.

6. Finance Committee

Chairman Trudgeon gave an overview on the Finance Committee meeting.

a. American Express Statements

Ms. Hafeman briefed the BOH on the American Express Statements.

Ms. Hafeman moved the American Express Statements be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.

b. FY18 First Quarter Report

Chairman Trudgeon informed the BOH there was a suggestion at the Finance Committee meeting to create a new line on the balance sheet titled Reserved Cash-CBR. The CBR funds are currently in the unreserved cash line. Ms. Woelffer will be discussing this with the PHDM auditors. It will be brought back before the BOH for approval, if needed.

Ms. Hafeman moved the FY18 First Quarter Report be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.

7. Governance in Action for Public Health – Module 2 – Public Health Primer – Part B

Mr. Snyder gave a brief explanation on the Governance in Action for Public Health – Module 2 – Public Health Primer – Part B video prior to playing it for the BOH.

8. Family Planning Fees

Ms. Woelffer discussed the proposed changes in the Family Planning Fees.

Ms. Hafeman moved the changes in the Family Planning Fees be approved, as presented. Motion was supported by Mr. Tatrow and carried unanimously.

2582

9. PHDM Plan of Organization

Mr. Snyder explained the changes in the PHDM Plan of Organization that is required for the upcoming Accreditation site review. If the BOH approves the changes, a Letter of Approval would need to be signed by Mr. Snyder and Chairman Trudgeon.

Ms. Hafeman moved the changes to the PHDM Plan of Organization be approved, as presented, and authorization for Chairman Trudgeon and Mr. Snyder to sign the Letter of Approval. Motion was supported by Mr. Tatrow and carried unanimously.

10. Review and Approval of January Check Register

The Board of Health reviewed the January check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

Ms. Hess moved the January check register be approved. Motion was supported by Mr. Tatrow and carried unanimously.

11. Health Officer's Report

- Dr. Frankovich asked Mr. Snyder to send her best wishes to the BOH members.
- Mr. Snyder brought the BOH's attention to the article in the back of the meeting packet, in regards to the first U.P. child death from the flu.
- The hepatitis A outbreak has now reached 18 local health jurisdictions. A total of 736 individuals have now been diagnosed with hepatitis A, since August of 2016; 81% of those have been hospitalized and 24 have died. Currently, there is one person who has been diagnosed in the U.P. with hepatitis A, associated with the outbreak. Dr. Frankovich is searching for funding that could be used for outreach to the high-risk population. A team at PHDM have been meeting to discuss the best ways to outreach in the local area to try and avoid an outbreak like in southeast Michigan.
- PHDM just completed the final part of their audit and Ms. Woelffer reported there were no findings.
- The Maternal Infant Health Program (MIHP) just passed their certification with no findings; all program requirements have been met.

12. Public Comment (three minutes maximum)

No public comment.

13. Board Member Comments

- Mr. Piche asked about what is involved with the Buildings and Grounds Committee. Chairman Trudgeon and Mr. Snyder answered his questions.

583

14. Adjournment

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 2:06 p.m. CST. Motion was supported by Mr. Tatrow and carried unanimously.

Thomas L. Prud'homme 3-15-2018

Chairperson

:kg

Approved March 15, 2018

Menominee County Fair Board

February 21, 2018

~~DRAFT~~

*Approved
3-21-18*

Present: Nikki Tebo, Eric Tickler, Jesse Betters, Glenn Hanson

Meeting called to order by Nikki at 6:05 pm

Jesse made motion to approve agenda seconded by Judith. Motion passed

Previous minutes read by members motion to approve by Glenn seconded by Jesse. Motion passed

Public comment None

Old Business:

Treasurers Report read by Nikki

Sponsorship letters sent by Luft's today. Sponsorship letters presented to board.

Live music booked thus far include Neon Detour Friday night, Next Myle Saturday. No act is booked for Thursday. Jesse will contact a couple acts and Nikki will contact Michael Reed from last year and another one person act for earlier in the day Friday and Saturday performances. Jesse will contact Brian Whitens about Thursday evening music. Eric is booking a polka band for Sunday afternoon.

Eric booked the log carver Friday – Sunday. We will get two carvings and Board will determine at a later date what we will do with them. Possibilities include selling tickets to raffle at Holiday Fest and/or at fair, or a free raffle at the fair.

Chad has spoken with local loggers and would like to add Friday 3pm log loading competition.

New Business:

Bylaws will be tabled until next month when more board members can be present. Jesse made motion, Glen seconded, motion passed.

Reorganization of Board included Officers appointed by consensus of board members present and previous discussion/acceptance of nominations with those absent: President- Nikki Tebo Vice-President: Chad Oczus Treasurer: Lori Rasmussen Secretary will be Eric Tickler, Fair Manager as Bylaws discuss.

Camping spots are being held for board members, sponsors, exhibitors and we need to get numbers needed to park by June 15th. Eric will check with Karen on number of spots held and will discuss the need for possibly more spots held due to change in sponsorships which some include campsites.

Lumberjack Show from Mackinaw city contacted Nikki and will know this month if they have staff to cover attending our fair. Nikki will continue to be in contact with them. Eric will contact K&M and Stenberg for porta potty rentals.

Jesse did confirm we have the use of the 30x60 tent from Legion. Tables and chairs Jesse will check on a couple options.

No group is available to run the beer tent but will continue to work on this or fair board will do it. Motion to apply for alcohol permit by Jesse seconded by Nikki. Motion passed. Nikki will fill out the permit.

Removal of Menominee County residence restrictions for all exhibitors motion made by Jesse seconded by Nikki. Motion passed. Nikki will notify superintendents and 4H Coordinator.

Glenn brought up that the Tractor Club will be having lawn tractors pull on Sunday. Stock 4 wheelers with eliminator after horse show on Sunday. Tractor obstacle course will be Sunday morning after church.

Motion by Judith Jesse seconded for Nikki to book Jumpin' Good Times Motion passed.

Superintendents needed: Poultry: Quak will do if we need them. Adult Still: Laura Haddock is possibly interested and Nikki will speak with her and confirm. Eric has a list of people who have helped in the past and will continue to help. With a larger group of helpers it should make it easier on the superintendent.

Low cost kid activities discussed include: Sawdust pile, three legged races, watermelon eating contest, greased pig contest, petting zoo, DeYoung Zoo may bring out animals.

Business list will be divided up at next meeting to do follow up for each board member. Committees to be formed for specific parts of the fair planning at next meeting as well.

Car show will be coordinated by Jodi and Chris Spaude this will be held on Saturday. Eric will contact Jim from the park to find a feasible area for car show set up.

Craft beer/wine tasting event will be added on Friday evening. Nikki has contacted multiple breweries and wineries and there is interest in both beer and wine as well as community interest to attend. Details are being discussed between Nikki and brewery representatives in order to find out best way to set it up. This would be held under pavilion or tent and approximate cost being discussed is \$20/ticket. Board is in favor of continuing the planning of this event. Jesse has snow fence and poles for fencing off this area.

Jesse has spoken with Wind Rose Outfitters in Menominee and they are interested in setting up as a vendor near the water and possibly having activities as well that include the water/beach area.

Whitetails Unlimited local chapter is interested in donating funds to the fair this year to be used toward kids activities. Board discussed possibility of a kids fishing tournament on Sunday.

Other events discussed: Possible cooking contest "Chopped" style event with local community members. Bean Bag Toss competition and horseshoe tournament will be included again this year. Board members would like to contact local sportsman groups to see about having displays and/or hosting an outdoor activity at the fair.

Motion for adjournment by Jesse, seconded by Nikki, motion passed and meeting adjourned at 8:45pm

Respectfully submitted by Nikki Tebo

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 22, 2018 – 4:30 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Peretto, Patti	X		
Luhtanen, Joan	X			Phillips, Patricia		X	
Martin, Ann	X			Zevitz, Michael Dr.	X		
McCole, Gerald	X			Roberge, Robert	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. McCarty, B. Ducoli, K. Stankevich

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

PUBLIC COMMENTS – None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen asked to amend agenda under new business after CEO report: Addition of updated Greenshades quote.

M. Hofer asked to amend the agenda under New Business: Addition of Board Questions before Vehicle bids, and Addition of Board Questions before CEO report.

ACTION: Moved to amend agenda under New Business as requested.

Motion by: M. Negro supported by J. Hafeman to approve amended agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the February 8, 2018 regular Board meeting minutes.

ACTION: Moved to approve 2-8-18 regular Board meeting minutes.

Motion by: G. McCole supported by J. Dehn to approve the 2-8-18 regular Board meeting minutes.

J. Dehn requested clarification that Board had not already agreed to purchase new vehicles. A. Martin requested purchase amounts authorized by the Board be added to Greenshades approval in 2-8-18 minutes, and future approved purchase amounts be documented in minutes.

Motion with correction carried unanimously.

M. Zevitz arrived at 4:40 p.m.

PRESENTATION T. Wendt – Workforce Analysis

T. Wendt presented Northpointe's workforce data trends to the Board for Calendar year 2017. Miscellaneous questions addressed. J. McCarty presented recommendations derived from data. Request for additional data and cost information on recommendations. Miscellaneous questions addressed.

ACTION ITEMS

- **Finance**

- a) FY16/17 Final Balance Sheet Income Statement

ACTION: A motion was made by G. McCole supported by M. Hofer to approve FY16/17 Final Balance Sheet Income Statement.

Motion carried unanimously.

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

- a) Check Disbursement – January 2018

Miscellaneous questions addressed.

Outcome: Action item for next meeting

- b) Contract Grid 2-22-18 (Whispering Pines South, Bellin Psychiatric)

Miscellaneous questions addressed.

Outcome: Action item for next meeting

- c) Board Member Questions/Responses

M. Hofer requested itemized data on all NBHS vehicles in next Board packet and for discussion on next agenda. Strategic Plan vehicle maintenance goals discussed.

Outcome: Discussion item for next agenda.

- d) Vehicle bids

Recommended vehicles discussed. Summary of bids and destination of each vehicle will be included in next Board mailing for action. Miscellaneous questions addressed.

Outcome: Action item for next meeting.

- e) Board Member Finance Questions - None

- Workforce Analysis – Full analysis of cost, if recommendations are implemented, requested.

OUTCOME: Discussion item for next meeting

- FY18 Budget & Financial Reporting

Misc. questions addressed.

OUTCOME: Action item for next meeting.

- Board Bylaws and Board Policy Review

Minor grammatical errors corrections that do not change intent of documents.

OUTCOME: Action item for next meeting. To Remain as Action item for 30 days prior to vote.

- Board Member Questions

M. Hofer requested information on General Fund and to develop a plan to prevent a wait list.

Miscellaneous questions addressed.

OUTCOME: Presentation for next agenda.

- CEO Report

CEO Report provided to the Board. Board requested a copy of the National Core Indicator report.

Miscellaneous questions addressed.

- Greenshades quote

Discount inadvertently applied twice before Board approval on 2-8-18. Excess discount removed and

quote resubmitted for Board approval.

ACTION: A motion was made by M. Negro supported by R. Roberge to move Greenshades purchase to an action item at present meeting.

ROLL CALL VOTE

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Dehn	X		Pasternak	X	
Hafeman	X		Hofer	X	
Peretto	X		Luhtanen	X	
Martin	X		Roberge	X	
McCole	X		Zevitz	X	
Negro	X				

ACTION: A motion was made by M. Negro and supported by R. Roberge to approve purchase of Greenshades for \$15,346.22.

Motion carried unanimously.

MISCELLANEOUS BOARD/COMMITTEE REPORTS FOR INFORMATION

- NorthCare Board Minutes 1-10-18

Outcome: Place on file.

PUBLIC COMMENTS – None

BOARD COMMENT

M. Negro noted website contains outdated items.

G. McCole encouraged all members to read CMAH Friday Facts Page 4 from February 21, 2018.

ADJOURN

A motion was made by G. McCole supported R. Roberge to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 6:30 p.m.

The next regular Board meeting is scheduled for Thursday, March 8, 2018 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	MERS – HA Division
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: CB to discuss the amendment of the HA Division of MERS. Beginning March 1, 2018, any new hires will no longer be able to join HA Division. The will automatically go into the DC #110258.	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/06/2018
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):

Sherry DuPont

From: Sonia Tauqi <stauqi@mersofmich.com>
Sent: Tuesday, April 03, 2018 2:03 PM
To: Sherry DuPont
Cc: Joann Klumb
Subject: Hybrid to DC Confirmation REF:0160992
Attachments: 20180403145723638.pdf

Good afternoon,

This email is to confirm that division HA is closed effective 03/01/2018 with all new hires, transfers and re-hires going into your existing Defined Contribution (DC) division #110258. You will continue to report wages and contributions for the current active members (if applicable) remaining in HA division for both DB and DC portions and begin reporting the new hires into your existing DC division #110258. I have attached a signed copy of the DC adoption agreement for your records.

Your DB portion of hybrid will no longer be billed as a percentage of payroll but will be billed as a fixed dollar amount (flat bill) for all future DB Reporting submissions. The flat bill for Employer contributions for the DB divisions will start with the submission of your next DB Report and will be as follow, and the DC portion of hybrid will remain the same:

Effective Date	DB division closing	New Employer flat rate (monthly)
03/01/2018	HA – Admin hired after 10/01/11	\$428
10/01/2018	HA – Admin hired after 10/01/11	\$0

New hires of Hybrid (HA) will be enrolled in DC division effective 3/1/2018 -The existing DC #110258 includes administrator hired after 3/1/18. The enrollment process and reporting for DC would be the same as your existing DC. If you have any questions regarding the reporting, please contact MERS Service Center at 1-800-767-6377.

Sincerely,

Sonia Tauqi, MPA
Benefit Plan Coordinator
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, MI 48917
Toll Free: 800.767.6377 x200
Local: 517.703.9030
Fax: 517.703.9707
stauqi@mersofmich.com



unleash your inner
SUPER SAVER



with tips and resources at www.mersofmich.com ▶

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS 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, provide your municipality's/court'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 for new hires, rehires, and transfers of current Defined Benefit* division # _____ and/or current Hybrid division # _____

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see Plan Document, Section 64 for more information):

Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Completes MERS Defined Contribution Conversion Addendum.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for participants to make their election is: ___/___/___

Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

** By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B. If this is an **amendment** of an existing Adoption Agreement (existing division number 110258), the effective date shall be the first day of March, 2018.

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

* New hires of HA division going into existing DC #110258

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees from an existing Defined Contribution division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- D. If this is to **merge division(s)** _____ into division(s) _____, the effective date shall be the first of _____, 20____.

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:

All new hires (including administrator hired after March 1, 2018)

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

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).

MERS Defined Contribution Plan Adoption Agreement

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%)

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

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 balance will become 100% vested regardless of years of service.

2. Contributions

a. Will be remitted (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (must specify) _____

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

	Enter % or \$ for contribution amounts					
Employee Contribution	0-5%					
Employer Contribution	5-8%					

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

MERS Defined Contribution Plan Adoption Agreement

3. Compensation:

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

- Medicare taxable wages reported in Box 5 of Form W-2
- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals
- Compensation, for retirement purposes, is defined as base wages. Any of the following may be included:
 - Longevity pay
 - Overtime pay
 - Shift differentials
 - Pay for periods of absence from work by reason of vacation, holiday, and sickness
 - Workers' compensation weekly benefits (if reported and are higher than regular earnings)
 - A member's pre-tax contributions to a plan established under Section 125 of the IRC
 - Transcript fees paid to a court reporter
 - A taxable car allowance
 - Short term or long term disability payments
 - Payments for achievement of established annual (or similar period) performance goals
 - Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
 - Lump sum payments attributable to the member's personal service rendered during the FAC period
 - Other: _____
 - Other 2: _____

NOTE: In either of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

- 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 of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, 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.

MERS Defined Contribution Plan Adoption Agreement

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;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, 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 Reporting and Contribution Enforcement Policy* and Plan Document Section 79, 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 43 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 43 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 Menominee County Board of Commissioners on the 13th day of March, 2018.
(Name of Approving Employer)

Authorized signature: _____

Title: Gerald Piche, Chairman of the Menominee County Board of Commissioners

Witness signature: _____

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

Dated: 3/30/18

, 20

Signature: _____

(Authorized MERS Signatory)

**Menominee Co (5502) - Division 17 & HA
Estimated Projected Employer Contributions and Funded Ratios**

Valuation Year Ending 12/31	Fiscal Year Beginning in Year	Modified Baseline - 1 Sample Active in Division HA				Proposed - Close DB to DC for New Hires - 1 Sample Active in DC Division					
		Actuarial Accrued Liability	Valuation Assets	Funded %	Required Annual Employer Contribution	Actuarial Accrued Liability	Valuation Assets	Funded %	Required Annual DB Employer Contribution	Employer DC Contrib.	Total Annual Employer Contribution
2016	2018	845,358	159,892	19%	\$63,504	859,336	159,892	19%	\$60,924	\$6,463	\$67,387
2017	2019	843,998	159,722	19%	\$63,972	854,108	159,680	19%	\$61,224	\$6,705	\$67,929
2018	2020	841,767	199,783	24%	\$65,496	847,529	199,170	24%	\$62,568	\$6,956	\$69,524
2019	2021	838,673	201,823	24%	\$65,748	839,559	198,468	24%	\$62,580	\$7,217	\$69,797
2020	2022	834,728	209,782	25%	\$66,096	830,164	203,282	24%	\$62,808	\$7,488	\$70,296
2021	2023	829,953	218,879	26%	\$66,360	819,316	208,793	25%	\$62,940	\$7,769	\$70,709
2022	2024	824,380	228,322	28%	\$66,504	806,990	214,163	27%	\$62,964	\$8,060	\$71,024
2023	2025	818,049	238,288	29%	\$66,516	793,172	219,625	28%	\$62,844	\$8,362	\$71,206
2024	2026	811,021	248,830	31%	\$66,408	777,859	225,194	29%	\$62,604	\$8,676	\$71,280
2025	2027	803,368	259,983	32%	\$66,168	761,056	230,878	30%	\$62,220	\$9,001	\$71,221
2026	2028	795,181	271,790	34%	\$67,332	742,780	236,677	32%	\$63,240	\$9,339	\$72,579
2027	2029	786,564	284,311	36%	\$69,864	723,059	242,609	34%	\$65,616	\$9,689	\$75,305
2028	2030	777,639	298,009	38%	\$72,468	701,931	249,088	35%	\$68,064	\$10,052	\$78,116
2029	2031	768,551	314,582	41%	\$75,192	679,447	257,762	38%	\$70,620	\$10,429	\$81,049
2030	2032	759,468	335,509	44%	\$78,000	655,677	270,053	41%	\$73,260	\$10,820	\$84,080
2031	2033	750,584	361,398	48%	\$80,928	630,710	286,512	45%	\$76,008	\$11,226	\$87,234
2032	2034	742,125	392,948	53%	\$83,844	603,222	306,339	51%	\$78,852	\$11,647	\$90,499
2033	2035	734,353	430,910	59%	\$86,844	571,723	328,589	57%	\$81,816	\$12,084	\$93,900
2034	2036	727,561	476,102	65%	\$89,868	539,110	356,774	66%	\$84,876	\$12,537	\$97,413
2035	2037	722,086	529,343	73%	\$93,240	505,552	391,710	77%	\$88,056	\$13,007	\$101,063
2036	2038	715,806	589,089	82%	\$10,632	471,244	434,308	92%	\$0	\$13,495	\$13,495
2037	2039	708,001	655,283	93%	\$11,028	436,409	485,552	111%	\$0	\$14,001	\$14,001
2038	2040	700,844	708,649	101%	\$11,436	401,303	522,809	130%	\$0	\$14,526	\$14,526
2039	2041	694,924	703,282	101%	\$11,868	366,209	497,085	136%	\$0	\$15,071	\$15,071

Notes: The phase-in was excluded for ballpark and comparison purposes.

The employer normal cost for new hires is 6.30% of payroll in the baseline (based on an average entry age of 40) and the employer DC rate of 8.00% of payroll in the proposed scenario.

The amortization schedule for Division 17 is 20 years (declining by 1/year). A description of the amortization policy can be found on page 24 of the annual valuation appendix:

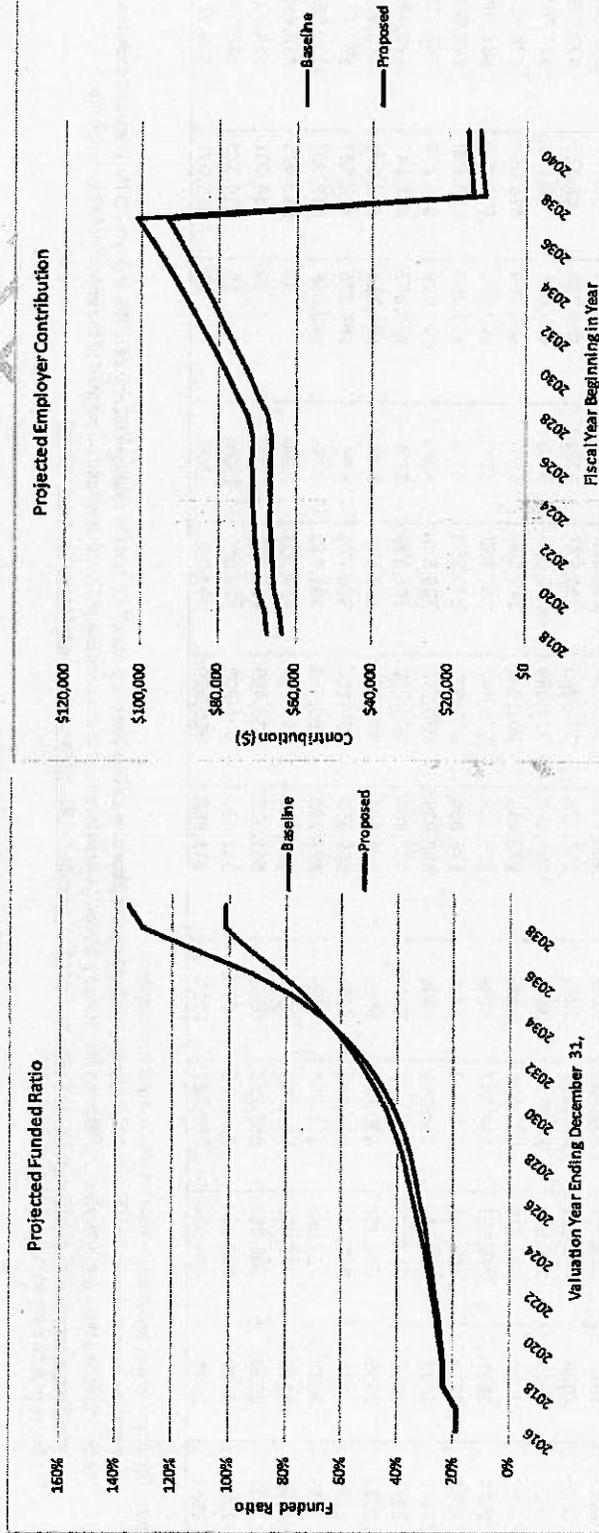
<http://www.mersofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2016AnnualActuarialValuation-Appendix.pdf>

The assumed future annual investment return is 7.75%.

Disclosure Statement

This document is not an actuarial report nor are the contribution amounts or rates certified by an actuary. The contribution amounts and rates in this document are estimates (not actual contribution amounts or rates) and are for illustrative purposes only. Neither the employer, nor any other party receiving or reviewing this document may rely on these calculations as indicative of future contribution amounts or rates. By requesting and accepting this document, the employer agrees that MERS shall have no liability arising out of the provision of these amounts and rates, and agrees to indemnify MERS for any liability arising from same due to the provision of this letter or any information therein to any other party or individual.

**Menominee Co (5502) - Division 17 & HA
Estimated Projected Employer Contributions and Funded Ratios**



Notes: The phase-in was excluded for ballpark and comparison purposes.
 The employer normal cost for new hires is 6.30% of payroll in the baseline (based on an average entry age of 40) and the employer DC rate of 8.00% of payroll in the proposed scenario.
 The amortization schedule for Division 17 is 20 years (declining by 1 year). A description of the amortization policy can be found on page 24 of the annual valuation appendix:
<http://www.mercofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2016AnnualActuarialValuation-Appendix.pdf>
 The assumed future annual investment return is 7.75%.

Disclosure Statement

This document is not an actuarial report nor are the contribution amounts or rates certified by an actuary. The contribution amounts and rates in this document are estimates (not actual contribution amounts or rates) and are for illustrative purposes only. Neither the employer, nor any other party receiving or reviewing this document may rely on these calculations as indicative of future contribution amounts or rates. By requesting and accepting this document, the employer agrees that MERS shall have no liability arising out of the provision of these amounts and rates, and agrees to indemnify MERS for any liability arising from same due to the provision of this letter or any information therein to any other party or individual.

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Resolution 2018-09 Opposing Amendatory Legislation to MI Public Act 93 of 2013
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: Review Resolution 2018-09 Opposing Amendatory Legislation to MI Public Act 93 of 2013	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/06/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the twenty-first day of March 2018 at 5:30 p.m.

PRESENT: Leslie D. Housler, Robert Hilty, Michael Bengelink, Michael Bush,
Gary Taylor, Julie Theobald, Judy Nichols, and Bill Goodwill;

ABSENT: Michael MacCready

The following preamble and resolution were offered by Commissioner Nichols and supported by Commissioner Taylor.

RESOLUTION NO. 18-09
OPPOSING AMENDATORY LEGISLATION TO MICHIGAN PUBLIC ACT 93 OF 2013

WHEREAS, Michigan Public Act 93 of 2013 created the Michigan Indigent Defense Commission (MIDC), authorized the MIDC to establish minimum standards for the provision of indigent defense services, mandated compliance plans from all Michigan counties by November 20, 2017 to address the first four indigent defense standards, and mandated that any additional costs required to implement these minimum standards be paid by the state; and

WHEREAS, Wexford County partnered with Missaukee County to develop a mandatory compliance plan for implementing the first four indigent defense standards and submitted this plan to the MIDC by the November 20, 2017 deadline, and

WHEREAS, Governor Rick Snyder has now proposed a FY19 budget for the state of Michigan, which includes insufficient funding to pay the additional indigent defense expenses that are anticipated in association with implementation of the first four indigent defense minimum standards, as required by Michigan Public Act 93 of 2013; and

WHEREAS, realizing state funding as currently proposed is insufficient and in violation of Michigan Public Act 93 of 2013, the Governor has further proposed amendatory legislation, "to clarify and improve" Michigan Public Act 93 of 2013, which include, among other things, establishing a new minimum local share of indigent defense costs to \$7.25 per capita and requiring that 90 percent of the revenue now collected by counties from partially indigent defendants be remitted to the state to support statewide system costs; and

WHEREAS, it has been determined that the proposed amendatory changes to Michigan Public Act 93 of 2013 would result in an increase in expenses to Wexford County to provide indigent defense services in compliance with the first four standards, and

THEREFORE BE IT RESOLVED, the Wexford County Board of Commissioners hereby opposes any amendatory legislation to Michigan Public Act 93 of 2013 that would reduce or eliminate the state of Michigan's fiduciary responsibility to pay any and all additional costs required to implement the minimum indigent defense standards, as presently legislated.

BE IT FURTHER RESOLVED, the Wexford County Board of Commissioners remains committed to implementing the new minimum indigent defense standards as mandated by the MIDC, so long as the state of Michigan remains true to its original commitment to pay for any additional costs necessary for their implementation.

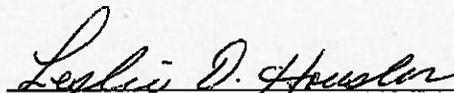
BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Governor Snyder, Representative Hoytenga, Senator Bocher, the Michigan Association of Counties, and the other 82 counties.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

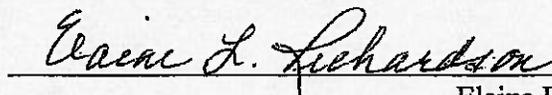
AYES: Theobald, Nichols, Goodwill, Housler, Hilty, Bengelink, Bush, and Taylor;

NAYS: None

RESOLUTION DECLARED ADOPTED.



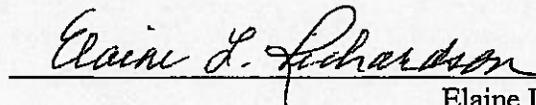
Leslie D. Housler, Chairman, Wexford County Board of Commissioners



Elaine L. Richardson, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 18-09 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on March 21, 2018, and I further certify that public notice of such meeting was given as provided by law.



Elaine L. Richardson, County Clerk

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Resolution 2018-10 Deficit Elimination Plan
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Review Resolution 2018-10 of the Deficit Elimination Plan for FY ending September 30, 2017
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/06/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Sherry DuPont – County Administrator
Doreen Averill – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

RESOLUTION – 2018-10

Menominee County Deficit Elimination Plan
For FY ending September 30, 2017

WHEREAS, Menominee County experienced deficit fund balances at the conclusion of the Fiscal Year ending on September 30, 2017 in the following fund:

Child Care #292-000-001.00 in the amount of \$49,887.00
Medical Marijuana #286-000-539.00 in the amount of \$42.00

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury:

NOW THEREFORE, IT IS RESOLVED that the Menominee County Board of Commissioners approves the amount of \$49,929.00 to be transferred from General Fund, cash account #101-000-001.00 to balance the deficit fund incurred in the Child Care and Medical Marijuana accounts, at the conclusion of the Fiscal Year ending September 30, 2017.

BE IT FURTHER RESOLVED that Menominee County's Board of Commissioners submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

Gerald Piche, Board Chairman

Date

Marc Kleiman, County Clerk

Date

Bernie Lang

Gerald Piche – Chairperson

William Cech – Vice Chairperson

Steven Gromala

Larry Phelps

Larry Schei

Charlie Meintz

Jan Hafeman

John Nelson



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

April 3, 2018

**Notice of Intent To
Withhold State Payments**
Municipality Code: 550000
APR Form ID Number: 49960
Report ID Number: 78096

Sent Via Email
Chief Administrative Officer
Menominee County
SDuPont@menomineeco.com

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in Treasury Website (Numbered Letter 2016-1).

The Community Engagement and Finance Division received an audit report from your local unit for the fiscal year ending 2017. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Child Care Fund	-\$49,887.00
Medical Marijuana	-\$42.00

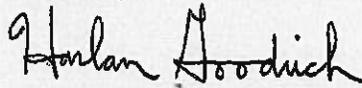
If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be actually collected. It shall not be merely the annual revenue and expenditures divided by

12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis.

Except where indicated "No Plan Necessary," please upload a deficit elimination plan for all funds listed above and a certified resolution online at Treasury Website (<http://www.michigan.gov/MunicipalFinance>) within 30 days from the date of this letter. Should a plan not be filed within 30 days, we may withhold 25% of the local unit's State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you have any questions, contact the Municipal Finance Section at (517) 373-3227 (option 0) or email questions to Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Harlan Goodrich". The signature is written in a cursive style with a large initial "H".

Harlan Goodrich, Municipal Finance Manager
Community Engagement and Finance Division

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Resolution 2018-13 ~ Corrective Action Plan for FY ending 9.30.2017
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Review Resolution 2018-13 ~ Corrective Action Plan for FY ending 9.30.2017
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/06/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Sherry DuPont – County Administrator
Doreen Averill – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

RESOLUTION – 2018-13

Menominee County Corrective Action Plan For FY ending September 30, 2017

WHEREAS, Menominee County experienced expenditures incurred in excess of amounts approved in the amended budget balances at the conclusion of the Fiscal Year ending on September 30, 2017 in the following Special Revenue Funds:

Drug Law Enforcement in the amount of (\$984)
911 Program in the amount of (\$27,068)
Canteen in the amount of (\$468)
K9 in the amount of (\$140)
PA 302 Justice Training in the amount of (\$487)
Senior Citizens in the amount of (\$20,192)
Salvage Title Inspection in the amount of (\$1,062)

WHEREAS, Act 621 of the Public Acts of 1978, as amended, requires the adoption of a balanced budget for the General Fund and Special Revenue Funds, as well as budget amendments as needed to prevent actual expenditures from exceeding those provided for in the budget.

NOW THEREFORE, IT IS RESOLVED that the Menominee County Board of Commissioners approves the following corrective action for the above accounts: To discuss with the Department Heads that all accounts are to remain within the approved budget, or amended budget. A positive fund balance for Special Revenue accounts, does not give the Department Heads the right to spend, without a budget amendment approved by the County Board of Commissioners. All accounts are to be reimbursed from the fund balances of those respective Special Revenue accounts, at the conclusion of the Fiscal Year ending September 30, 2017.

BE IT FURTHER RESOLVED that Menominee County's Board of Commissioners submits the Corrective Action Plan to the Michigan Department of Treasury for certification.

Gerald Piche, Board Chairman

Date

Marc Kleiman, County Clerk

Date

Bernie Lang

Gerald Piche – Chairperson

William Cech – Vice Chairperson

Steven Gromala

Larry Phelps

Larry Schei

Charlie Meintz

Jan Hafeman

John Nelson



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

April 3, 2018

**Request for Improvement
of Deficiencies -**

Corrective Action Plan

Fiscal Year: 2017

MuniCode: 550000

Report ID Number: 78083

Sent Via Email

Menominee County

sdupont@menomineeco.com

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Your certified public accountant has noted the following issues corresponding to questions on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.

The matters described above are either violations of State statute or are deficiencies of the local unit that may impede the local unit's ability to comply with State statute. Therefore, please submit to us, within **30 days** from the date of this letter, a detailed Corrective Action Plan to resolve the above-mentioned matters including other deficiencies noted in your audit report. Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Please submit your Corrective Action Plan by logging into the department's online filing site at: Michigan Department of Treasury/online report. You must request local unit user access if one does not already exist.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

If you have any questions, contact the audit review staff at (517) 373-3227 (option 0) or email questions to LAFD_Audits@michigan.gov.

Sincerely,



Cary Jay Vaughn, CPA, CGFM
Audit Manager
Community Engagement and Finance Division

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Resolution 2018-12 for Consideration of Pinecrest Millage Proposal
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Review the Resolution 2018-12 In Consideration of Pinecrest Medical Care Facility Millage Proposal
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/06/2018
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):	

**COUNTY OF MENOMINEE
STATE OF MICHIGAN**

**RESOLUTION IN CONSIDERATION OF PINECREST MEDICAL
CARE FACILITY MILLAGE PROPOSAL**

RESOLUTION NO. 2018-12

A regular meeting of the Board of County Commissioners of the County of Menominee (the "County") was held in Courtroom B, of the County Courthouse, Menominee, Michigan, on _____, 2018, at _____ p.m., local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, the Board of County Commissioners has determined that it is in the best interest of the County to provide funding for the operation and maintenance of the Pinecrest Medical Care Facility; and

WHEREAS, to provide for such funding, the Board of County Commissioners is considering the levy of a new dedicated millage for a _____ year period; and

WHEREAS, it is necessary for the qualified electors of the County to approve such a millage by a majority vote; and

WHEREAS, the General Property Tax Act, Public Act 206 of 1893, as amended, requires that the form in which the proposed millage shall be submitted on the ballot to the County's electors be determined by resolution of the Board of County Commissioners; and

WHEREAS, prior to its approval of such ballot language, it is necessary for the Board of County Commissioners to hold a public hearing to provide an opportunity for interested persons to be heard and to receive and consider communications in writing with reference to the proposed millage.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of County Commissioners proposes that a millage be placed on the ballot for consideration by the County's electors to read as follows:

**PINECREST MEDICAL CARE FACILITY
MILLAGE PROPOSAL**

Shall the County of Menominee levy a total of .70 mills (\$0.70 per \$1,000.00 on taxable value of property located in the County of Menominee) for _____ years beginning with the 2019 tax levy year, which will raise in the first year of such levy an estimated revenue of \$536,787.00, to be used for the purpose of operating, maintaining, renovating and repairing the Pinecrest Medical Care Facility, and for any other Pinecrest Medical Care Facility purpose authorized by law? If approved, this would be a new additional levied millage.

YES

NO

2. The Board of County Commissioners shall hold a public hearing on _____, at _____ p.m. at _____, at which interested persons may be heard and shall have the right to submit communications in writing with reference to the proposed millage and the proposed ballot language above. The County Clerk shall provide notice of the public hearing not less than 6 days before the public hearing as required by law.

3. The County Clerk, the County Attorney and all other County officials are authorized and directed to take any and all actions necessary to seek voter approval of the proposed millage.

4. All existing or previous resolutions and parts of resolutions, insofar as they may conflict with the provisions of this resolution, are hereby rescinded to the extent necessary to avoid such conflict.

YEAS:

NAYS:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Marc Kleiman, Clerk
County of Menominee

CERTIFICATION

The undersigned, duly qualified and acting Clerk of the County of Menominee, State of Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of County Commissioners at a regular meeting held on _____, 2018, the original of which is part of the Board of County Commissioners' minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the Act 267 of the Public Acts of Michigan of 1976, as amended.

Marc Kleiman, Clerk
County of Menominee

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: Sherry DuPont

04/05/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED
MAR 28 2018
BY: *de*

Mileage: .545 cents/mile ~ effective 01 January 2018

*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 .545/mile	Total Cost	Account Number
3/13/18	Menominee	94	"	51.23	101-101-860.11
3/22/18	"	94	"	51.23	101-101-860.11
3/27/18	"	94	"	51.23	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		282	Total Mileage	153.69	
				Total Mileage Fee	153.69 ✓

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

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

[Signature]

Signed

3/27/18

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED
MAR 28 2018
BY: *Ja*

Mileage: \$.545/mile – effective 01 January 2018

*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

	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
3/2/18	Co. Bd. Spec- Courthouse	76		41.42	101-101-860.10 ✓
3/13/18	Co. Bd. Mtg. – Courthouse	76		41.42	101-101-860.10 ✓
3/15/18	BOH- Pinecrest	14		7.63	101-101-860.10
3/22/18	Pinecrest -Pinecrest	14		7.63	101-101-860.10
3/27/18	Co. Bd. Mtg.- Courthouse	76		41.42	101-101-860.10 ✓
					101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
		256	Total Mileage		X .545=
Total Mileage Fee					139.52

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

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

Jan Hafeman

Signed

3/27/18

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED
MAR 28 2018
BY: *Ja*

Mileage: .545 cents/mile ~ effective 01 January 2018

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

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

Name: William Cech ~ District 5

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
3/1/18	Ct house	16		8.72	101-101-860.05
3/2/18	Interviews	16		8.72	101-101-860.05
3/13/18	Cty Bd	16		8.72	101-101-860.05
3/20/18	911	16		8.72	101-101-860.05
3/21/18	Fair Bd. mtg.	32		17.44	101-101-860.05
3/22/18	mead+Hunt+Spec	16		8.72	101-101-860.05
3/27/18	cty. mtg.	16		8.72	101-101-860.05
					101-101-860.05
					101-101-860.05
			Total Mileage	128	
				Total Mileage Fee	69.76 ✓

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

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

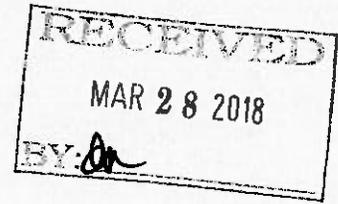
William J. Cech

Signed

3/28/18

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**



Mileage: .545 cents/mile ~ effective 01 January 2018

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

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

Name: Steven T. Gromala ~ District 1

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
3/26/2018	Planning - Lake Twp. Hall	26 x 2 = 52		28.34	101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			Total Mileage		
				Total Mileage Fee	\$ 28.34 ✓

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

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

St Gromala

Signed

3/28/2018

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: .545 cents/mile ~ effective 01 January 2018

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

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

Name: Bernie Lang ~ District 2

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
03-02	CB	4			101-101-860.02
03-08	CAA	110			101-101-860.02
03-13	CB	4			101-101-860.02
03-22	CB	4			101-101-860.02
03-27	DHS	86			101-101-860.02
03-27	CB	4			101-101-860.02
		212			101-101-860.02
			$212 \times .545 = 115.54$		101-101-860.02
					101-101-860.02
			Total Mileage		
				Total Mileage Fee	115.54 ✓

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

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

B. Lang

Signed

03-29-18

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED
MAR 29 2018
BY: *de*

Mileage: .545 cents/mile ~ effective 01 January 2018

*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 .545/mile	Total Cost	Account Number
3/13/18	LIBRARY-STEPHENSON	32		17.44	101-101-860.04
3/13/18	COURTHOUSE	16		8.72	101-101-860.04
3/27/18	COURTHOUSE	16		8.72	101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage	64	
				Total Mileage Fee	\$ 34.88 ✓

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

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

Larry Schei

Signed

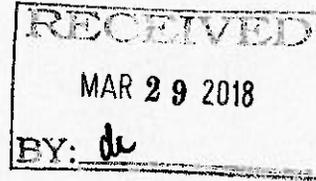
3/29/18

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: .545 cents/mile ~ effective 01 January 2018

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



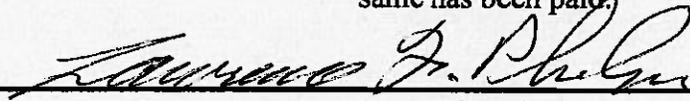
*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: Larry Phelps ~ District 3

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
2/27/18	Men. Co. Courthouse	5	.545	\$2.72	101-101-860.03
3/2/18	Men. Co. Courthouse	5	.545	\$2.72	101-101-860.03
3/5/18	Stephenson Annex	36	.545	\$19.62	101-101-860.03
3/13/18	Men. Co. Courthouse	5	.545	\$2.72	101-101-860.03
3/22/18	Men. Co. Courthouse	5	.545	\$2.72	101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
		56	Total Mileage		
				Total Mileage Fee	\$ 30.52 ✓

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

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



Signed

3-30-18

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: Board to review Miscellaneous Bills as recently paid on April 5, 2018 for the amount of \$52,608.11	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/06/2018
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):

APR 06 2018

10

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ALL CARE AUTOMOTIVE, INC.				
47553	2001 Dodge - Vehicle Maintenance Supplies	101-265-981.00	153.91	153.91
TOTAL VENDOR ALL CARE AUTOMOTIVE, INC.				153.91
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863202303	March 19 - April 18, 2018	101-103-850.00	429.68	429.68
906863470503	March 19 - April 18, 2018 (Credit Memo)	101-103-850.00	(341.96)	(341.96)
906863444103	March 19 - April 18, 2018	101-103-850.00	377.07	377.07
906863661403	911 Telephone Service	266-325-850.00	470.66	470.66
TOTAL VENDOR AT&T - CAROL STREAM, IL				935.45
VENDOR NAME: BARRETTE, JODIE				
Reimbursement	Postage (Essa to Wayne County)	101-141-729.00	23.90	23.90
TOTAL VENDOR BARRETTE, JODIE				23.90
VENDOR NAME: BERNTSEN INTERNATIONAL, INC.				
194771	Remon Supplies	243-246-765.00	2,098.39	2,098.39
TOTAL VENDOR BERNTSEN INTERNATIONAL, INC.				2,098.39
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
24239	Vehicle Maintenance - 2016 Ford Explorer	205-315-934.02	354.98	354.98
24256	Vehicle Maintenance - 2015 Chevy Impala	205-315-934.02	51.95	51.95
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				406.93
VENDOR NAME: BLUETARP FINANCIAL, INC.				
1619209319	B & G Supplies	101-265-870.12	320.00	345.48
		101-265-755.00	25.48	
E52338	Inmate Supplies	101-301-770.00	236.00	236.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				581.48
VENDOR NAME: BODY WORKS PLUS, LLC				
M268930	Vehicle Maintenance - Squad 55-000	205-315-934.02	200.00	200.00
TOTAL VENDOR BODY WORKS PLUS, LLC				200.00
VENDOR NAME: BRUNELLE, JEFF				
Reimbursement	Green Lab Training Expenses	286-301-881.00	87.49	87.49
TOTAL VENDOR BRUNELLE, JEFF				87.49
VENDOR NAME: CECH, WILLIAM				
Reimbursement	Mileage - March 2018	101-101-860.05	69.76	69.76
TOTAL VENDOR CECH, WILLIAM				69.76
VENDOR NAME: CIMA COMPANIES, INC.				
MIMEN01	Volunteer Insurance Renewal	101-132-831.00	1,082.18	1,082.18
MIMEN0	Volunteer Insurance Renewal (7/1/18 - 7/1/19)	101-136-807.00	240.00	240.00
TOTAL VENDOR CIMA COMPANIES, INC.				1,322.18
VENDOR NAME: CITY OF MENOMINEE				
20102038	1/1/18 - 3/31/18	101-265-920.00	4,721.50	4,721.50
20101017	1/1/18 - 3/31/18	101-265-920.00	124.15	124.15
90103011	1/1/18 - 3/31/18	101-265-920.00	31.36	31.36
90103028	1/1/18 - 3/31/18 (Airport)	216-585-920.01	2.08	2.08
801010700	1/1/18 - 3/31/18 (Airport)	216-585-920.01	46.40	100.07
		216-585-920.02	53.67	
80101069	1/1/18 - 3/31/18 (Airport)	216-585-920.01	46.40	100.07
		216-585-920.02	53.67	
80101198	1/1/18 - 3/31/18 (Airport)	216-585-920.01	59.66	128.21
		216-585-920.02	68.55	
TOTAL VENDOR CITY OF MENOMINEE				5,207.44

APPROVED

APR 06 2018 *JS*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
VENDOR NAME: CITY OF STEPHENSON				CHIEF FISCAL OFFICER
709	Annex - Water/Electric/Sewer	101-261-920.01	19.48	224.72
		101-261-920.02	33.20	
		101-261-920.03	172.04	
TOTAL VENDOR CITY OF STEPHENSON				224.72
VENDOR NAME: CLOVERLAND PAPER CO				
116740	Janitorial Supplies - Courthouse	101-265-755.01	131.55	131.55
116701	Janitorial Supplies - Courthouse	101-265-755.01	161.03	161.03
116650	Inmate Supplies	101-301-770.00	391.87	391.87
116699	Inmate Supplies	101-301-770.00	59.94	59.94
116702	Inmate Supplies	101-301-770.00	311.38	311.38
116734	Inmate Supplies	101-301-770.00	102.74	102.74
TOTAL VENDOR CLOVERLAND PAPER CO				1,158.51
VENDOR NAME: COAST TO COAST COMPUTER PROD.				
A1790295	FOC Toner Cartridge (x2)	101-141-931.00	279.98	279.98
TOTAL VENDOR COAST TO COAST COMPUTER PROD.				279.98
VENDOR NAME: COUNTRY VISIONS				
232399	Diesel Fuel (x700 gallons)	216-585-744.00	1,722.00	1,722.00
TOTAL VENDOR COUNTRY VISIONS				1,722.00
VENDOR NAME: DEKETO, LLC				
DK 3-18	March 2018 (x387 Documents)	256-277-857.00	774.00	774.00
TOTAL VENDOR DEKETO, LLC				774.00
VENDOR NAME: EICHHORN, GARY				
Per Diem	DHS Board	101-601-837.00	50.00	50.00
TOTAL VENDOR EICHHORN, GARY				50.00
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT				
03638	FOC Office Supplies	101-141-727.00	44.30	44.30
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT				44.30
VENDOR NAME: GBS INC.				
18-31397	Precinct Kit with Electronic Poll Book	101-262-727.00	56.91	56.91
18-31399	Precinct Kit with Standard Poll Book	101-262-727.00	59.76	59.76
18-31398	Precinct Kit with Standard Poll Book	101-262-727.00	59.73	59.73
TOTAL VENDOR GBS INC.				176.40
VENDOR NAME: GENESIS GRAPHICS				
535856	Remon Supplies	243-246-765.00	365.50	365.50
TOTAL VENDOR GENESIS GRAPHICS				365.50
VENDOR NAME: GROMALA, STEVEN				
Reimbursement	Mileage - March 2018	101-101-860.01	28.34	28.34
TOTAL VENDOR GROMALA, STEVEN				28.34
VENDOR NAME: HAFEMAN, JAN				
Reimbursement	Mileage - March 2018	101-101-860.10	139.52	139.52
TOTAL VENDOR HAFEMAN, JAN				139.52
VENDOR NAME: HANSON, JUDI				
Reimbursement	Uniform Allowance	205-315-745.00	205.62	205.62
TOTAL VENDOR HANSON, JUDI				205.62
VENDOR NAME: HENSLEY, RN, JOEL				
April 2018	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
Reimbursement	Cell Phone & Stamps	101-648-850.00	37.18	56.91
		101-648-729.00	19.73	
TOTAL VENDOR HENSLEY, RN, JOEL				1,421.91
VENDOR NAME: HI TEC BUILDING SERVICES, INC.				

APPROVED

APR 06 2018 

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: HI TEC BUILDING SERVICES, INC.				
016966	Cleaning Services - March 2018	101-265-801.00	1,861.20	1,861.20
TOTAL VENDOR HI TEC BUILDING SERVICES, INC.				1,861.20
VENDOR NAME: ID NETWORKS, INC.				
273158	LIEN System 4/1/18 - 3/31/19	101-301-976.00	2,249.00	2,249.00
TOTAL VENDOR ID NETWORKS, INC.				2,249.00
VENDOR NAME: J.F. AHERN COMPANY				
251155	Annex & Library Annual Inspection	101-265-801.00	620.19	620.19
TOTAL VENDOR J.F. AHERN COMPANY				620.19
VENDOR NAME: JOHN DEERE FINANCIAL				
1973731	5/2015 Lease - Final Payment	101-265-755.00	2,365.34	2,365.34
TOTAL VENDOR JOHN DEERE FINANCIAL				2,365.34
VENDOR NAME: KLEIMAN, MARC				
Reimbursement	Election Mileage	101-262-860.00	50.14	50.14
TOTAL VENDOR KLEIMAN, MARC				50.14
VENDOR NAME: LANG, BERNARD				
Reimbursement	Mileage - March 2018	101-101-860.02	115.54	115.54
TOTAL VENDOR LANG, BERNARD				115.54
VENDOR NAME: LENCA SURVEYING				
18034	Remon Yr 2018	243-246-801.07	3,074.12	3,074.12
TOTAL VENDOR LENCA SURVEYING				3,074.12
VENDOR NAME: LUFTS ADVERTISER, INC.				
3/27/18	March 2018 Advertising (Parks)	208-751-901.00	224.00	224.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				224.00
VENDOR NAME: MANPOWER, INC.				
32574878	Week Ending 3/25/18 (D. Averill)	101-172-704.00	680.00	680.00
32606334	Week Ending 4/1/18 (D. Averill)	101-172-704.00	544.00	544.00
TOTAL VENDOR MANPOWER, INC.				1,224.00
VENDOR NAME: MENARDS - MARINETTE				
56132	B&G Supplies	101-265-755.00	3.67	3.67
55502	Parks - Picnic Table Repair	208-751-970.00	139.35	139.35
55690	B&G Supplies	101-265-755.00	8.03	8.03
55730	B&G Maintenance Supplies	101-265-930.01	78.67	78.67
TOTAL VENDOR MENARDS - MARINETTE				229.72
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY				
10454801	B&G - Equipment Repair Supplies	101-265-934.00	9.48	9.48
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY				9.48
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0135602-001	Road Patrol - Office Supplies	205-315-727.00	8.49	8.49
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				8.49
VENDOR NAME: MOTOROLA				
13207901	Battery	205-315-934.01	49.00	49.00
TOTAL VENDOR MOTOROLA				49.00
VENDOR NAME: NASER, JEFF				
Per Diem	DHS Board	101-601-837.00	50.00	50.00
TOTAL VENDOR NASER, JEFF				50.00
VENDOR NAME: NELSON, JOHN R.				
Reimbursement	Mileage - March 2018	101-101-860.11	153.69	153.69
TOTAL VENDOR NELSON, JOHN R.				153.69
VENDOR NAME: OFFICE DEPOT, INC.				
116718521001	District - Office Supplies	101-136-727.00	75.59	75.59

APR 06 2018

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER	AMOUNT
VENDOR NAME: OFFICE DEPOT, INC. TOTAL VENDOR OFFICE DEPOT, INC.				MENOMINEE COUNTY MICHIGAN	75.59
VENDOR NAME: OWENS, KAREN A. 3/29/18	After School Program	292-668-801.00	216.00		216.00
TOTAL VENDOR OWENS, KAREN A.					216.00
VENDOR NAME: PACK-N-SHIP CENTER 750	Mailing to Safety Vision	101-301-934.00	33.80		33.80
TOTAL VENDOR PACK-N-SHIP CENTER					33.80
VENDOR NAME: PAN-O-GOLD BAKING CO. 40068318075013	Inmate Supplies	101-301-770.00	109.76		109.76
40068318068014	Inmate Supplies	101-301-770.00	104.82		104.82
TOTAL VENDOR PAN-O-GOLD BAKING CO.					214.58
VENDOR NAME: PHELPS, LARRY Reimbursement	Mileage - Feb 27 & March 2018	101-101-860.03	30.52		30.52
TOTAL VENDOR PHELPS, LARRY					30.52
VENDOR NAME: QAAK, BRENDA 3/23/18	5/2015 Lease - Final Payment	101-132-801.01 101-132-801.00	22.50 54.00		76.50
TOTAL VENDOR QAAK, BRENDA					76.50
VENDOR NAME: REINHART FOODSERVICE 413090	Inmate Supplies	101-301-770.00	1,395.32		1,395.32
418057	Inmate Supplies	101-301-770.00	871.52		871.52
420437	Credit Memo - Inmate Supplies	101-301-770.00	(12.79)		(12.79)
TOTAL VENDOR REINHART FOODSERVICE					2,254.05
VENDOR NAME: RIESTERER & SCHNELL, INC. 1309423	Park Supplies	208-751-930.02	34.65		34.65
TOTAL VENDOR RIESTERER & SCHNELL, INC.					34.65
VENDOR NAME: SCHEI, LARRY Reimbursement	Mileage - March 2018	101-101-860.04	34.88		34.88
TOTAL VENDOR SCHEI, LARRY					34.88
VENDOR NAME: SEXTON, RICHARD Reimbursement	Cell Phone and Training Supplies	101-426-850.00 101-426-963.00	68.02 10.95		78.97
Reimbursement	Mileage	101-426-860.00	96.47		96.47
TOTAL VENDOR SEXTON, RICHARD					175.44
VENDOR NAME: SPALDING TOWNSHIP TREASURER 3/27/18	DHHS Board	101-601-837.00	50.00		50.00
TOTAL VENDOR SPALDING TOWNSHIP TREASURER					50.00
VENDOR NAME: STANDARD INSURANCE COMPANY					

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STANDARD INSURANCE COMPANY				
May 2018	Life Insurance Premium	101-101-713.00	21.24	228.92
		101-132-713.00	6.49	
		101-136-713.00	11.80	
		101-141-713.00	9.44	
		101-148-713.00	0.59	
		101-215-713.00	11.80	
		101-172-713.00	4.72	
		101-267-713.00	11.80	
		101-268-713.00	4.72	
		101-253-713.00	7.08	
		101-257-713.00	4.72	
		101-265-713.00	4.72	
		101-301-713.00	49.56	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	2.36	
		271-790-713.00	7.08	
		292-663-713.00	2.36	
		292-664-713.00	2.36	
		292-665-713.00	2.36	
		208-751-713.00	2.36	
		205-316-713.00	2.36	
		205-315-713.00	30.68	
		266-325-713.00	23.60	
TOTAL VENDOR STANDARD INSURANCE COMPANY				228.92
VENDOR NAME: STERICYCLE, INC.				
4007747127	Inmate Medical Supplies	101-301-770.01	84.99	84.99
TOTAL VENDOR STERICYCLE, INC.				84.99
VENDOR NAME: STUDER, VINCENT				
Reimbursement	Uniform Allowance	205-315-745.00	256.90	256.90
TOTAL VENDOR STUDER, VINCENT				256.90
VENDOR NAME: TARGET INFORMATION MANAGEMENT				
285355	Divorce Packet Forms	101-215-727.00	65.81	65.81
TOTAL VENDOR TARGET INFORMATION MANAGEMENT				65.81
VENDOR NAME: TD CARWASH				
20184	Car Washes (x20)	205-315-742.00	140.00	140.00
TOTAL VENDOR TD CARWASH				140.00
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST				
628840339	FOC - Service Charge	101-141-817.00	33.60	33.60
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				33.60
VENDOR NAME: TIME WARNER CABLE				
710008401032618	4/2/18 - 5/1/18	101-103-851.01	535.17	535.17
TOTAL VENDOR TIME WARNER CABLE				535.17
VENDOR NAME: TWIN CITY SERVICE AGENCY INC				
Policy # 13000530	Airport Operations Liability	216-585-831.00	8,710.00	8,710.00
TOTAL VENDOR TWIN CITY SERVICE AGENCY INC				8,710.00
VENDOR NAME: U.P. KIDS				
4/3/18	Foster Care (L. Guenette)	292-662-843.05	241.36	241.36
TOTAL VENDOR U.P. KIDS				241.36
VENDOR NAME: UWC				
9067532209	Annex	101-103-850.00	5.66	5.66
9068634705	Dept of Probation	101-103-850.00	12.35	12.35
9067534582	Shakey Lakes Park	101-103-850.00	3.23	3.23
9068632023	Menominee County Offices	101-103-850.00	22.70	22.70
9068634441	Sheriff's Office	101-103-850.00	45.15	45.15
9068634705	Probation/Parole	101-103-850.00	12.35	12.35

APR 03 2018
 CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: UWC				
TOTAL VENDOR UWC				101.44
VENDOR NAME: WASTE MANAGEMENT, INC.				
1597136-1856-3	April 2018	101-265-801.00	609.71	609.71
TOTAL VENDOR WASTE MANAGEMENT, INC.				609.71
VENDOR NAME: WIL-KIL PEST CONTROL				
3341070	Health Department	101-265-801.00	33.25	33.25
3339889	Jail & Courthouse	101-265-801.00	64.50	64.50
TOTAL VENDOR WIL-KIL PEST CONTROL				97.75
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00004	Courthouse	101-265-920.04	1,894.97	1,894.97
0402055840-00001	Jail	101-265-920.03	3,538.18	3,538.18
0402191663-00001	Health Care Center	101-265-920.03	485.26	485.26
2358249652-00000	Parks	208-751-920.01	22.00	102.55
		208-751-920.01	37.25	
		208-751-920.01	16.29	
		208-751-920.01	27.01	
0402047856-00006	Stoney Point	208-751-920.01	42.48	42.48
0403823200-00005	Airport (Gate Center)	216-585-920.03	29.32	29.32
0403823200-00006	Airport (Hngr Gate Center)	216-585-920.03	27.46	27.46
2358248101-00000	Airport	216-585-920.00	123.02	1,169.58
		216-585-920.03	623.41	
		216-585-920.00	161.75	
		216-585-920.03	130.57	
		216-585-920.00	130.83	
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				7,289.80
GRAND TOTAL:				51,553.10

APR 06 2018

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
EXP CHECK RUN DATES 04/05/2018 - 04/05/2018
UNJOURNALIZED
OPEN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS AMOUNTS		AMOUNT
VENDOR NAME: CITY OF MENOMINEE				
February 2018	911 Monthly Rent	266-325-976.00	351.67	351.67
March 2018	911 Monthly Rent	266-325-976.00	351.67	351.67
April 2018	911 Monthly Rent	266-325-976.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				1,055.01
GRAND TOTAL:				1,055.01

APPROVED

APR 06 2018



CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Miscellaneous Boards/Committees/Commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Miscellaneous Boards/Committees/Commission Reports
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

04/05/2018
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

MENOMINEE COUNTY 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

04/06/2018

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13648-18	01/03/18	NEUMEIER BRIAN & JOSEPHINE	N644 RIVER DR		\$113.08
Work :	2.ADDITION	224 sq ft 4 season room			010-420-014-00
P13649-18	01/09/18	MY COMMUNITY DENTAL CENTER	N16088 BALSAM LN	SPALDING TWP.	\$300.00
Work :	11.COMMERCIAL	remodel/addition			013-215-007-00
Total Permits					2
Total Fees					\$413.08

MENOMINEE COUNTY BUILDING CODE DEPARTMENT

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MONTHLY BUILDING PERMIT REPORT

04/06/2018

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13650-18	02/01/18	JANIGA ANTHONY & ALINA	N9076 DUNKAS RD A-3	CEDARVILLE TWP.	\$183.80
Work :	2.ADDITION	640 sq ft 4 season room			001-112-004-50
P13651-18	02/02/18	GUNDERSON LEONARD & NORINE	SNUFF BOX RD	MEYER TWP.	\$177.40
Work :	3.GARAGE	40 x 32 Pole Barn			011-082-028-00
P13652-18	02/13/18	BANTES TIMOTHY A	15 LN	INGALLSTON TWP.	\$132.60
Work :	3.GARAGE	24 x 30 garage			007-018-012-00
P13653-18	02/19/18	SHAMPO JOHN & LOU ANN	N3399 HWY M-35	INGALLSTON TWP.	\$174.84
Work :	1.NEW BUILDING	24 x 32 camp			007-322-032-00
P13654-18	02/14/18	WOTRUBA WILLIAM F	N10432 HWY M-35	CEDARVILLE TWP.	\$136.44
Work :	3.GARAGE	24 x 32 attached garage			001-029-004-00

Total Permits

5

Total Fees

\$805.08

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

04/06/2018

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13655-18	03/01/18	PAGE TIM & PAGE TOM	NOWAK RD	SPALDING TWP.	\$264.28
Work :	1.NEW BUILDING	28 x 36 camp			013-203-005-00
P13656-18	03/02/18	AYLWARD SANDRA A & WELLMAN	W8173 DEACON LN 29	HOLMES TWP.	\$171.00
Work :	3.GARAGE	30 x 40 pole barn			006-210-002-10
P13657-18	03/14/18	BHJB REAL ESTATE LLC	W6674 CO RD 356	LAKE TWP.	\$75.00
Work :	9.DEMOLITION	demo of old building			008-008-010-00
P13658-18	03/26/18	ROSS JR WALTER A	MISCA RIVER FF & INTERIOR	HOLMES TWP.	\$167.16
Work :	3.GARAGE	24 x 48 storage building			006-425-002-05
P13659-18	03/29/18	MOUFORD DAVID J & PATRICIA A	N16185 HANSEN LN	HARRIS TWP.	\$445.80
Work :	3.GARAGE	42 x 84 two story storage building			005-007-038-10
Total Permits					5
Total Fees					\$1,123.24

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

BOARD MEMBERS
JEFF NASER, CHAIR
GARY EICHHORN
SHEILA VERAGHEN

DIRECTOR
RUSSELL K. SEXTON

Date: January 23, 2018

The regular meeting of the Menominee County Department of Health and Human Services Board was called to order by Russell Sexton, Board Secretary, at 9:15 a.m. Central Time. The meeting was held at the Spaulding Township Hall, N15881 Pine Avenue, Powers, Michigan.

Present: Gary Eichhorn, Board Member; Sheila Veraghen, Board Member and Russell Sexton, Board Secretary.

Absent: Jeff Naser, Board Chair. Excused.

Others Present: None.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Minutes of the December 26, 2017 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Eichhorn and supported by Ms. Veraghen. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for December 2017 was reviewed. There were \$100.00 in expenditures for the DHHS Board meeting and a \$50.00 expenditure for Spaulding Township for the use of their facility; leaving a balance of \$3,450.00.

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

DIRECTOR'S REPORT:

Mr. Sexton provided the board with an update on the current staffing situation in Menominee County.

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

Collaborative Issues: No new information provided.

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

FY 2018 Operating Funds: Menominee County allocation is: \$25,896.00. Year-to-date expenditures are: \$5,626.27. This constitutes 21.7% of the allocation spent with 25% of the year elapsed.

FY 2018 Travel Funds: Menominee County allocation is: \$35,261.00. Year-to-date expenditures are: \$0. This constitutes 0% of the allocation spent with 0% of the year elapsed (the data for this allocation is not yet available).

Assistance Payments:

Assistance Payments Standard of Promptness: 96.81%. Business Service Center 1 average is 96.84%. Statewide Average is 97.62%.

Family Independence Program Work Participation Rate: 0%. Year to date average for CY 2017 is 33.33%. Federal goal is 50%.

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

November 2017 data:

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

- Family Independence Program: 20 cases; 42 recipients; \$5,814.00 in benefits.
- Food Assistance Program: 1,277 cases; 2,384 recipients; \$264,020.00 in benefits.
- State Disability Assistance: 10 cases; 10 recipients; \$1,916.00 in benefits.
- Child Development and Care: 28 cases; 39 recipients; \$12,287.00 in benefits.
- State Emergency Relief: 9 cases; \$6,496.00 in benefits.
- Unduplicated total: 1,301 cases; 2,418 recipients; \$290,533.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 689 cases; 1,494 recipients
- Other Children < Age 21: 112 cases; 120 recipients
- Pregnant Women & Children Under 19: 447 cases; 833 recipients
- MiChild: 70 cases; 121 Recipients
- Non-SSI Aged, Blind & Disabled: 649 cases; 678 recipients
- SSI Aged, Blind & Disabled: 483 cases; 483 recipients
- Medicaid Eligible Total: 2,225 cases; 3,730 recipients
- Healthy Michigan Program Total: 1,223 cases; 1,386 recipients

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

Child Welfare:

CPS Commencement	100%
CPS F2F Investigations	100%
CPS Ongoing F2F	93%
CPS Ongoing Caregiver F2F	100%
CPS Services Plans	100%
CPS Plan Approval	100%
CFC Service Plans	100%
CFC Plan Approval	100%
Medical	75%
Dental	100%
Worker/Child Contacts	100%
Worker/Parent Contacts	75%
Worker/Supervisor Contacts	73%
Parent/Child Contacts	61%

Board Member Input/Suggestions: None

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

BOARD BUSINESS:

1. **Approval of Vouchers:**

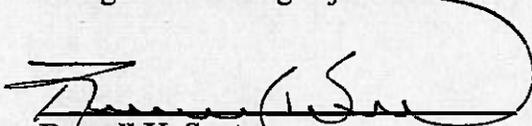
Vouchers for December 2017 were reviewed. A motion to approve all vouchers was made by Ms. Veraghen and supported by Mr. Eichhorn. Motion passed without opposition.

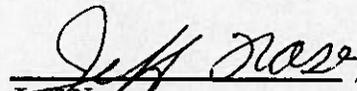
NEW BUSINESS: There was no new business presented.

PUBLIC COMMENT: None

NEXT MEETING: February 27, 2018 at 9:00 a.m. at the Spaulding Township Hall, N15881 Pine Avenue, Powers, Michigan

ADJOURNMENT: Motion to adjourn made by Mr. Eichhorn and supported by Ms. Veraghen. Meeting adjourned at 0937 a.m.


Russell K. Sexton
Board Secretary


Jeff Naser
Board Chairperson

Pc: DHS Board Members; Menominee County BOC



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, February 22, 2018	Place: Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Bali, Executive	

Call to Order: The meeting was called to order by Chairperson Driscoll at 2:00 p.m. CST

Roll Call:

Trustees present: Elaine Boyne, Donna Schomin, Kristine Mulder, Catherine Driscoll, John Degenaer, Jr., Jan Hafeman and Darlene Smith, Administrator

Trustees absent: Theresa Nelson, Jeff Naser and Gary Eichhorn.

Team Leader Members present: Candace Meintz, CFO; Nicole Freeland, Director of Nursing; David Vandermissen, Maintenance Supervisor

Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of February 2018 Agenda	Administrator Smith requested that two items be added to the Agenda: 8.b Discussion regarding Millage Proposal 9.c. Annual Report of Pinecrest Trusts	A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Agenda as amended. Motion carried.
Board action on Minutes of the January 2018 meeting.	The minutes had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the minutes as presented. Motion carried.
Board action on Minutes of February 5, 2018 meeting.	The minutes had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the minutes as presented. Motion carried.
Board action on the January Manifest of Invoices.	The Manifest of Invoices had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Degenauer, supported by Trustee Schomin, to approve the Manifest of invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statement for January 2018.	CFO Meintz presented and discussed the Financial Statement.	A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Financial Statements as presented. Motion carried.
Report from Whispering Pines Committee Meeting	Trustee Driscoll reported that all homes are doing well, the Committee reviewed the 2016-2017 Overtime chart, the A/R chart and 2017 Resignations and the reasons why.	A motion was made by Trustee Hafeman, supported by Trustee Degenauer, to approve the report as presented.
Review and request permission for Write-Offs	There were no Write-offs presented this month.	
Board Approval of the 2018-2010 AFSCME contract.	Administrator Smith stated that we had negotiated with AFSCME on February 6 th .	A motion was made by Trustee Degenauer, supported by Trustee Hafeman, that the

	<p>We reached a Tentative Agreement at the end of that day. The Union met and voted on the Agreement and it was ratified with a vote of 15-39. The wage increase will become effective the 1st full payroll after April 1st. CFO Meintz reported that the increases given to the AFSCME group had been budgeted for.</p>	<p>Board ratify the contract has agreed to with AFSCME Union Local 854. Motion carried.</p>
<p>Discussion regarding Millage Proposal</p>	<p>Administrator Smith discussed the need for the facility to approach the owner counties to discuss a millage proposal this fall on the August primary. She outlined the steps we would have to take to do this, asking each Commissioner to go to the County Board asking permission to put this on the ballot. We would need an attorney's help with wording the proposal and we do have an attorney that we can work with on this. We need the paperwork submitted by May 15th. The matter was discussed at length prior to a motion and roll call vote.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Mulder, that the Board move to pursue this issue. A roll call vote was taken: Trustee Boyne – yes Trustee Schomin – yes Trustee Nelson – absent Trustee Mulder – yes Trustee Driscoll – yes Trustee Degenaer – yes Trustee Naser – absent Trustee Eichhorn – absent Trustee Hafeman – yes The motion carried with all those present in favor.</p>
<p>Report of Quality Assurance and Resident Council Committees</p>	<p>Nicole Freeland, Director of Nursing reported that she had been to the Round-Table in Marquette and they discussed that facilities are struggling when it comes to bringing in new employees through the sponsorship because even though we pay for the program and pay their wages while they are going through</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the report at presented. Motion carried.</p>

	<p>the program, they are not staying with us. They discussed an internship where these potential employees would shadow staff prior to being enrolled in the sponsorship program and the facility pays tuition and wages.</p> <p>She also reported on the Resident Council meetings held during the month. They discussed fish fry outings, menu items, the flu outbreak, they would like an exercise activity at the Groves and they also discussed Resident Rights.</p>	
<p>Report of Safety Committee Meeting</p>	<p>David Vandermissen reported on the February Safety Committee Meeting informing the Board of all areas of concern and work or training being done.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Safety Committee Report as presented. Motion carried.</p>
<p>Administrator's Report</p>	<p>Administrator Smith stated that as a thank you to Dr. James Boydston for his many years of services as a member of the Pinecrest Board of Trustees and then as a member of the Pinecrest Trusts Committee we had purchased a plaque for him which was on display during this meeting.</p> <p>She reported attended the District MCF Meeting in Marquette on 2/8. She stated that is was she and Marquette County MCF and they discussed surveys and millage.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Hafeman, to approve the Administrator's report. Motion carried.</p>

	<p>She attended the Alzheimer's Support Meeting on 2/13, and the Water Authority Meeting and Pinecrest Trusts meeting on 2/21.</p> <p>She gave an annual report to the Board citing the value of each of the Trusts, the amounts of trust available to the Facility for use and the plans using the money, such as screening in the porches the Groves so the elders can sit outside in summer.</p>	
Comments from the Public	There were no comments.	
Adjournment	The meeting adjourned at 2:47 p.m.	A motion was made by Trustee Hafeman, supported by Trustee Degenauer, to adjourn the meeting. Motion carried.

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith 3-22-18

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 22, 2018 – 4:30 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Peretto, Patti	X		
Luhtanen, Joan	X			Phillips, Patricia		X	
Martin, Ann	X			Zevitz, Michael Dr.	X		
McCole, Gerald	X			Roberge, Robert	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. McCarty, B. Ducoli, K. Stankevich

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

PUBLIC COMMENTS – None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen asked to amend agenda under new business after CEO report: Addition of updated Greenshades quote.

M. Hofer asked to amend the agenda under New Business: Addition of Board Questions before Vehicle bids, and Addition of Board Questions before CEO report.

ACTION: Moved to amend agenda under New Business as requested.

Motion by: M. Negro supported by J. Hafeman to approve amended agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the February 8, 2018 regular Board meeting minutes.

ACTION: Moved to approve 2-8-18 regular Board meeting minutes.

Motion by: G. McCole supported by J. Dehn to approve the 2-8-18 regular Board meeting minutes.

J. Dehn requested clarification that Board had not already agreed to purchase new vehicles. A. Martin requested purchase amounts authorized by the Board be added to Greenshades approval in 2-8-18 minutes, and future approved purchase amounts be documented in minutes.

Motion with correction carried unanimously.

M. Zevitz arrived at 4:40 p.m.

PRESENTATION T. Wendt – Workforce Analysis

T. Wendt presented Northpointe's workforce data trends to the Board for Calendar year 2017. Miscellaneous questions addressed. J. McCarty presented recommendations derived from data. Request for additional data and cost information on recommendations. Miscellaneous questions addressed.

ACTION ITEMS

- **Finance**

- a) FY16/17 Final Balance Sheet Income Statement

ACTION: A motion was made by G. McCole supported by M. Hofer to approve FY16/17 Final Balance Sheet Income Statement.

Motion carried unanimously.

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

- a) Check Disbursement – January 2018

Miscellaneous questions addressed.

Outcome: Action item for next meeting

- b) Contract Grid 2-22-18 (Whispering Pines South, Bellin Psychiatric)

Miscellaneous questions addressed.

Outcome: Action item for next meeting

- c) Board Member Questions/Responses

M. Hofer requested itemized data on all NBHS vehicles in next Board packet and for discussion on next agenda. Strategic Plan vehicle maintenance goals discussed.

Outcome: Discussion item for next agenda.

- d) Vehicle bids

Recommended vehicles discussed. Summary of bids and destination of each vehicle will be included in next Board mailing for action. Miscellaneous questions addressed.

Outcome: Action item for next meeting.

- e) Board Member Finance Questions - None

- Workforce Analysis – Full analysis of cost, if recommendations are implemented, requested.

OUTCOME: Discussion item for next meeting

- FY18 Budget & Financial Reporting

Misc. questions addressed.

OUTCOME: Action item for next meeting.

- Board Bylaws and Board Policy Review

Minor grammatical errors corrections that do not change intent of documents.

OUTCOME: Action item for next meeting. To Remain as Action item for 30 days prior to vote.

- Board Member Questions

M. Hofer requested information on General Fund and to develop a plan to prevent a wait list.

Miscellaneous questions addressed.

OUTCOME: Presentation for next agenda.

- CEO Report

CEO Report provided to the Board. Board requested a copy of the National Core Indicator report.

Miscellaneous questions addressed.

- Greenshades quote

Discount inadvertently applied twice before Board approval on 2-8-18. Excess discount removed and

quote resubmitted for Board approval.

ACTION: A motion was made by M. Negro supported by R. Roberge to move Greenshades purchase to an action item at present meeting.

ROLL CALL VOTE

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Dehn	X		Pasternak	X	
Hafeman	X		Hofer	X	
Peretto	X		Luhtanen	X	
Martin	X		Roberge	X	
McCole	X		Zevitz	X	
Negro	X				

ACTION: A motion was made by M. Negro and supported by R. Roberge to approve purchase of Greenshades for \$15,346.22.

Motion carried unanimously.

MISCELLANEOUS BOARD/COMMITTEE REPORTS FOR INFORMATION

- NorthCare Board Minutes 1-10-18

Outcome: Place on file.

PUBLIC COMMENTS – None

BOARD COMMENT

M. Negro noted website contains outdated items.

G. McCole encouraged all members to read CMAH Friday Facts Page 4 from February 21, 2018.

ADJOURN

A motion was made by G. McCole supported R. Roberge to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 6:30 p.m.

The next regular Board meeting is scheduled for Thursday, March 8, 2018 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

March 8, 2018 – 4:30 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Peretto, Patti		X	
Roberge, Robert	X			Phillips, Patricia	X		
Martin, Ann	X			Zevitz, Michael Dr.	X		
McCole, Gerald	X			Luhtanen, Joan	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. McCarty, B. Ducoli, K. Stankevich

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

PUBLIC COMMENTS – None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen asked for approval of agenda. A. Martin requested the addition of telecommuting questions under new business after workforce analysis. M. Hofer requested vehicle fleet be moved to before vehicle bids under action item.

ACTION: Moved to approve amended agenda.

Motion by: A. Martin supported by G. McCole to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the February 22, 2018 regular Board meeting minutes. Correction to reflect A. Martin requesting dollar amounts for all approvals made by Board under Approval of Regular Board Meeting Minutes. M. Hofer requested change to wording under New Business Board Member Questions regarding waitlist. Change “strategies to develop a plan to avoid waitlist”.

ACTION: A. Martin Moved to approve the amended 2-22-18 regular Board meeting minutes.

Motion by: A. Martin supported by J. Hafeman to approve the 2-22-18 regular Board meeting minutes as amended.

Motion with correction carried unanimously.

PRESENTATION B. Ducoli, CFO-General Fund/Finance

Cost Summary from 1st quarter reviewed, including break down of costs charged to the general fund Review of FY16/17 total GF usage. Miscellaneous questions addressed.

J. McCarty presented a draft of the annual Financial Risk Management Plan due for approval by the Board later this year. Draft of UM Plan and Risk Management Plan also discussed.

ACTION ITEMS

• **Finance**

- a) Check Disbursement – January 2018

ACTION: A motion was made by G. McCole supported by J. Hafeman to approve Check Disbursement – January 2018

Motion carried unanimously.

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Bellin Psych	Hospital	1/1/18 to 12/31/18	\$1311.25/day \$126.46 for Psychiatric diagnostic evaluation with medical services	\$1154.08/day \$144.14 for Psychiatric diagnostic evaluation with medical services	Decrease of \$157.17/day Increase of \$17.68 for Psych. Diagnostic eval/medical services
B.	Whispering Pines South	Residential	8/31/17 to 9/30/18	\$171.89/per diem	\$137.07/per diem	\$34.82/diem Decrease

- b) **Contract Grid 2-22-18** (*Whispering Pines, Bellin Psychiatric*)

ACTION: Motion was made by J. Hafeman supported by M. Hofer to approve 2-22-18 Contract Grid

Motion carried unanimously

- c) **FY18 Budget**

ACTION: Motion was made by J. Hafeman supported by G. McCole to approve FY18 Budget Miscellaneous questions addressed.

Motion carried unanimously

- d) **Vehicle Fleet**

Discussion pertaining to location of vehicles, use of vehicles, cost of maintenance, gas costs etc. along with mileage reimbursements given as requested by Board. Miscellaneous questions addressed.

Outcome: Consensus of the Board is to review the Fleet Management Plan once complete.

- e) **Vehicle Bids**

Recommendations, Consumer Reports guide, and vehicle options discussed.

ACTION: A motion was made by G. McCole to approve purchase of the 3 recommended vehicles, which was not supported.

Motion does not carry

ACTION: A motion was made by A. Martin and supported by R. Roberge to approve the first 2 recommended vehicles and the Ford Fusion.

Kelly Stankevich, Administrative Assistant, conducted the roll call.

ROLL CALL VOTE

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer		X	Roberge	X	
Martin	X		Zevitz	X	
McCole		X	Luhtanen		X
Negro	X				

Bidder	Make/Model/Year	Price
*Riverside	2017 Chrysler 200 LX	20,318.00
*Riverside	2016 Chrysler 200 Limited	21,214.00
Town & Country	2018 Ford Fusion SE	19,165.00

Motion carried by Majority.

f) Board Member Finance Questions/Responses

A. Martin deferred her questions to a phone call with B. Ducoli next week.

• **Board Bylaws and Board Policy Review**

Outcome: To remain on Agenda until April 12, 2018 Board meeting (30 days).

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

a) Financial Statement – January 2018

Outcome: Action item for next meeting

b) Contract Grid 3-8-18 (*Whispering Pines Powers lease*)

Miscellaneous questions addressed.

Outcome: Action item for next meeting

c) Board Member Questions/Responses

UM Plan discussion.

Outcome: Informational

- **Workforce Analysis** –Additional information presented as requested. Miscellaneous questions addressed.

OUTCOME: Additional information requested. Consensus of the Board is to move Recommendation 1 to an Action item at next meeting.

- **Telecommuting** - A. Martin requested answers to her questions be given in writing to all Board members.

Outcome: Discussion item for next agenda.

MISCELLANEOUS BOARD/COMMITTEE REPORTS FOR INFORMATION

- National Core Indicator Report

Outcome: Place on file

PUBLIC COMMENTS –None

BOARD COMMENT

J. Luhtanen thanked G. McCole for his report on the CMHAM conference he attended.

G. McCole to report on new reimbursement opportunities for U.P. committee members attending CMHAM conferences.

J. Luhtanen urged members to support the PAC.

ADJOURN

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

Meeting adjourned at 6:40 p.m.

The next regular Board meeting is scheduled for Thursday, March 22, 2018 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

Menominee County Planning Commission
S904 U.S. Highway 41 Stephenson, MI 49887
Planning Commission Minutes
November 27, 2017

*approved
3/26/18*

The Menominee County Planning Commission meeting was called to order at 5:05 PM CDT by Chair Lillian Schultz at the Lake Township Hall in Stephenson, MI with the Pledge of Allegiance.

Roll Call: Present: Bill Anderson, Bob Desjarlais, Charlene Peterson, Lillian Schultz. Excused: Gary Scholtz and County Commissioner Steve Gromala. Absent: Terry Proos. Quorum was present to conduct business.

Approval of Agenda: Motion to approve by B. Desjarlais; support by B. Anderson. Motion carried.

Approval of Previous Minutes: Motion by Bob Desjarlais to approve regular minutes of September 25, 2017 meeting; support by C. Peterson. Motion carried.

Public Comment: none present

Old Business:

- A) Marijuana regulations: State is writing rules although they are only "emergency" status at this time. The State of MI is still in a flux about how to handle the multiple issues of regulating this currently illegal (by Federal standards) Substance. Peterson had been to an MTA class which addressed some potential avenues for local Townships to deal with the issues. Language was drafted by MTA for a Resolution for an Opt-Out (or) Opt-In Ordinance.

New Business:

- A) COUNTY MASTER PLAN – 5 year Review is due in 2018. By consensus, it was determined that new copies of the County Master Plan should be provided for each of the PC members at the next meeting. Then after members have had an opportunity to review the document; a plan to renew or upgrade the document would be discussed depending on the nature of the revisions needed.

Next Meeting Date: **Monday, January 22, 2018.** (OR to be called as needed)

Adjournment: Motion by B. Desjarlais to adjourn, support by B. Anderson. Motion carried.
Meeting adjourned at 5:25 pm.

Minutes Submitted by:

Charlene Peterson, Secretary
Menominee County Planning Commission

Menominee County Planning Commission
S904 U.S. Highway 41 Stephenson, MI 49887
Planning Commission Minutes
November 27, 2017

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Roll Call: Present: Bill Anderson, Bob Desjarlais, Charlene Peterson, Lillian Schultz. Excused: Gary Scholtz and County Commissioner Steve Gromala. Absent: Terry Proos. Quorum was present to conduct business.

Approval of Agenda: Motion to approve by B. Desjarlais; support by B. Anderson. Motion carried.

Approval of Previous Minutes: Motion by Bob Desjarlais to approve regular minutes of September 25, 2017 meeting; support by C. Peterson. Motion carried.

Public Comment: none present

Old Business:

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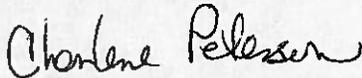
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Next Meeting Date: **Monday, January 22, 2018.** (OR to be called as needed)

Adjournment: Motion by B. Desjarlais to adjourn, support by B. Anderson. Motion carried.
Meeting adjourned at 5:25 pm.

Minutes Submitted by:



Charlene Peterson, Secretary
Menominee County Planning Commission

APPROVED 3-26-18
als

Menominee County Parks and Recreation Committee

Meeting Minutes – March 5, 2018

*approved
4-24-18*

The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at the Annex in Stephenson.

Reporting for roll call were: Bob Desjarlais, Dick Peterson, Kathy Branz, Vola Bleile, and County Commissioner Larry Phelps. Excused were County Administrator Sherry DuPont. Excused were Mike Kass & Commissioner Bill Cech. Others present were Jim Quist, Karen Kayser, Judy Bright, Glen Hanson and Jerry Pische-Piche.

Approval of agenda: Bob Desjarlais amended the agenda by adding Menominee Township. Motion by Vola Bleile to approve the amended agenda; support by Kathy Branz. Motion carried.

Minutes: Motion by Dick Peterson to approve the February 5, 2017 minutes; second by Larry Phelps. Motion carried.

Public Comments: None.

Business:

- a. Recommendation to the County Board on lawnmower for the parks: A motion by Dick Peterson to recommend to the County Board to purchase the Hustler#936286 for \$7,399.99 due to the construction of the lawnmower and they were willing to subtract another \$50 off if the county were to purchase another lawn mower supported by Kathy Branz with all in favor.

Jim Quist presented a quote to purchase 68 bouys \$770 and 450' of rope \$185 for a total of \$955. A motion by Vola Bleile to recommend to County Board to purchase the bouys and rope supported by Kathy Branz with all in favor.

- b. Judy Bright, Menominee Township Planning Commission: Judy stated they are looking for a Department of Natural Resource grant to improve the area by the baseball diamond. They are adding a pavilion, walkways, benches and a portable bleacher. They would like a letter of support. Bob Desjarlais and Kathy Branz will supply the letter of support. All were in favor.
- c. Other Discussion Items:
 - Wind Rose North Sponsored Kayak Fishing Derby June 9th and 10th at Shakey Lakes Park: Zach stated this is the furthest Kayak fishing derby north and expects a good turn out. Two kayak vendors, Old Towne and Native Water Crafts, will be present with 12 kayaks. He will have more information in April. It was suggested to contact Colleen at Polka Polka Polka to add to the Parks ads as well as other social media (County website, and Colleen's website). Zach is putting it on his website and is targeting the Green Bay and Appleton area. The Fair Building will be used for display if needed.
 - Parks Agenda – Parks Secretary: Sherry stated she does not have time to do the parks agenda and asked if the Parks Secretary would be

responsible. Kathy Branz said she would do the agenda – any information should be addressed to her. Sherry will still provide the financials.

- County Fair Grant Submittal – Electrical rewire of Fair Building: A copy of a grant submitted to the Michigan Department of Agriculture for rewiring of the Fair Building in the amount of \$68,000 was presented. A letter attached stated that it was a 50/50 grant and the County had the money in the Parks Budget, \$34,000, to meet the agreed 50%. After much discussion regarding this grant being signed and sent out when we already had a bid for \$11,615. Bids presented to the County were opened on February 5th which were sent out in January and the \$11,615 from Solander's was accepted. Jerry Piche stated he called _____ Tebo and she did not know anything about it. This was tabled until the next meeting until more information is available. Jerry Pische Piche and Glen Hanson were given copies and it will be discussed at the Fair Board Meeting. Bob Desjarlais and Kathy Branz will also attend the meeting.

- d. 2017/2018 Monthly Budget Review: Bob Desjarlais asked Sherry DuPont to include the carry over amounts from 2017. The reports show we had \$52,971.60 in the Park Improvement Fund (#220) and \$84,109.49 balance in the County Parks (#208).

8. Correspondence: None

9. Public Comment: Dick Peterson presented a copy from the DNR regarding Shakey Lakes which was last updated in 1982. This will be looked into and see who to update the information with. Karen Kayser stated the date for reservations is April 23. There are 5 sites that were not renewed on the seasonal but she will start calling from the list of approximately 80 names. She also stated there are 8 taken for the season at Kleinke, two of which are for only 1 month.

Bob Desjarlais and Kathy Branz will apply to Hannahville for two grants one for \$8,000 for the Fair Building Electrical showing \$3,615 committed and \$5,000 for the Handicap camping pedestals with a committed amount of \$1,300.

A motion to adjourn by Vola Bleile supported by Larry Phelps at 7PM with all in favor.

**Menominee County Park & Recreation Committee
c/o Menominee County Administrator
839 10th Avenue
Menominee MI 49858**

April 4, 2018

Menominee County Commissioners
839 10th Avenue
Menominee MI 49858

Dear Commissioners:

At the Menominee County Parks and Recreation Committee meeting last night it was brought to our attention that we could use one more part time person for the Parks.

A motion was made by Bob Desjarlais to add one more part time Parks personnel, in addition to the two that are being advertised for, to be split between office and maintenance. This motion was supported by Dick Peterson with all in favor. (This would be a total of 3 part time being advertised for.)

Thank you for your consideration of this request.

Sincerely,

Kathy Branz
Parks & Recreation Secretary

Menominee County Parks and Recreation Committee

Meeting Minutes – February 5, 2018

approved
3/5/18

The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at the Annex in Stephenson.

Reporting for roll call were: Bob Desjarlais, Dick Peterson, Kathy Branz, Mike Kass County Commissioners Bill Cech and Larry Phelps and County Administrator Sherry DuPont. Excused were Vola Bleile. Others present were Jim Quist, Karen Kayser, Collen Van Ells (Morning Dove Productions), Noreen Johnson, Kathy Coppock and Jerry Pische.

Approval of agenda: Motion by Kathy Branz; support by Mike Kass to approve the agenda. Motion carried.

Minutes: Motion by Mike Kass to approve the December 4, 2017 minutes; second by Dick Peterson. Motion carried.

Public Comments: Noreen Johnson reported that since the last meeting, they received an anonymous donation of \$18,000 to help the cost of the septic system and new building at Bailey Park. They hope to do the septic system and pour the slab with these funds in the spring. Kathy Coppock stated her husband is thrilled with the no motorized vehicles on the beach sign. They seem to be working.

Business:

- a. Colleen Van Ells – Morning Dove Productions presented her ideas for the 2018 TV ads. She passed out a handout with the background of Polka! Polka! Polka! and stated a lot of listeners are now recording the show and sending it to family members and friends across the US. This is spreading our advertising way beyond expectations. The promotional ads for the Menominee County Parks & Campgrounds start the first Sunday in April and run for 26 weeks.

Colleen spoke with Eric and Lori from the Fair Board and wanted to know how we wanted to incorporate the Fair into our ads. She stated these could be separate ads for the Fair if they wanted to pay for the ads.

Colleen also stated they have a very active Website and have incorporated YouTube on the web. These ads are now going to be shown to viewers of the YouTube which will supply even more exposure.

Bill mentioned that the rustic camping should also be mentioned.

Dick mentioned that with the electrical updates we can now accommodate campers over 35' and up to 50'.

Colleen stated there will be no charge for YouTube at this time. Bob asked that a calendar of events be placed on the YouTube or website stating what is available each weekend – Michigan free fishing, Fair, Kayak fishing, and any other events taking place.

A motion by Mike to recommend to the County Commissioners to pay the invoice for Morning Dove Productions supported by Kathy. All were in favor.

- b. Election of Officers: Bob turned the meeting over to Sherry. A motion by Dick to nominate Bob as Chairman supported by Kathy. No other nominations – all were in favor. Bob Desjarlais is Chair. Sherry then turned the meeting back to Bob.

A nomination by Bill for Dick as Vice-Chair supported by Mike. No other nominations – all were in favor. Dick Peterson is Vice-Chair. A nomination by Bill for Kathy as Secretary supported by Mike. No other nominations – all were in favor. Kathy Branz is Secretary.

- c. Parks Committee Bylaws/Charter/rules & policies: A motion by Larry to move forward until the next meeting supported by Mike. All in favor.
- d. Park Rules: A motion by Larry to move forward until the next meeting supported by Mike. All in favor.
- e. Opening bids for the following RFQ's:

- Lawnmower for parks:

Linsmeier, Menominee Implement,	Model 329B	\$8,480.40
(Both Grasshopper)	Model 227VEFI	\$6,938.10
Jake's Sales, Beaver Wi –	Hustler Model 936286	\$7,399.99
	Hustler Model 938050	\$5,599.99
Menominee Ind. Supply (Men.)–	Pro Turn Model 992269	\$9,243.04
Cozzys, Marinette – (5yr war or 1400 hrs)		
	Toro Model 74960-6000	\$9,779.00
Mid County Small Eng,(Steph)	SnapperPRO S200xt	\$7,500.00
Northgate, Escanaba	John Deere Z950M Ztrak	\$8,300.00
	John Deere (same) w/mulch on demand	\$8,900.00
Riesterer & Schnell, Pound	John Deere Z950M Ztrak	\$8,480.00
	John Deere Z945M EFI	\$8,741.00
Ward's, Dollar Bay Wood's	FZ28K WOOW	\$14,900.00

A motion by Bob for Dick and Jim to narrow down to 3-4 bids to be decided in March supported by Kathy with all in favor

- 2 – dual 50 amp Pedestals on big blacktop

Twin City (4 pedestals needed)	\$14,515.00
Solanders Electric (4 pedestals)	\$6,300.00
First Contracting	\$15,900.00

A motion by Dick to recommend to the County Board, Solander's at \$6,300 supported by Kathy with all in favor.

- Rewire Fair Building with a 200 amp service and new lights
- | | |
|---|-------------|
| Twin City | \$14,110.00 |
| Solander's 25 receptacles 6 LED lites, storage area | \$11,615.00 |
| First Contracting | \$14,900.00 |

A motion by Dick to recommend to the County Board Solanders at \$11,615.00 supported by Mike with all in favor.

f. 2018 Parks price list – question regarding gift certificates. A motion by Bob to follow the price list as is and no gift certificates supported by Mike with all in favor.

g. Other Discussion Items

- Timber Cutting Update: Jim reported that Shakey Lake's is done. There are approximately 4 loads to haul. Jim said it looks really good where they are done. They have not started anywhere else as of yet.

- Annual Park Passes-Availability of passes prior to first of year (Christmas gifts) Consensus to leave as is, as you do not know who the pass is for re: Senior price vs Regular price.

- Left over firewood: General discussion not a good idea at this time. Bob also stated it was part of the cutting agreement to leave the brush piles for small species.

Bailey deed was also questioned at this time if we could cut. Noreen stated the deed was done in 1923 along with Kleinke and River and stated there needed to be upkeep of the parks and improvements. As the cutting is to be done for walking trails on the West side of Bailey this should suffice. Sherry said she will check into the deed.

h. 2017/2018 Monthly Budget Review: Check the total paid for the timber and the breakdown by park to be removed from the budget and put under Timber Cutting. The sheet for the Improvement Fund Balance was missing and Sherry will send that out. A motion by Mike to approve the budget supported by Bill. All in favor.

8. Correspondence: None

9. Public Comment: Zach, from Wind Rose North Outfitters said he attended a Fishing Derby at Mason Park. There were 55 registered fishermen and over 100 people present. They had food, gave away an ice auger and flasher. The purpose was to break even and find the interest in the sport. Mason Park has a great opportunity to

promote fishing. Larry Smith Outdoors – Green Bay would be a good source for promoting this.

He stated that fishing in Menominee County is a very large draw to the tourist, both winter and summer. The area supports bass and walleye fishing but is lax in pan fish such as blue gills, perch, sun fish and crappie. He said he would like to see language in our five year plan to support fishing, as well as in the Counties Five Year Plan. Next month he will bring in a formal statement to include in our plan.

Kathy stated that the DNR still had some grant money available and would look for the web site and send it to Larry.

We are still looking at a date for the Kayak Fishing Tournament based on the light weekends that Karen indicated. Pick a date so we can get it to Colleen for promotion.

Charlene stated it is on the Agenda to review the County Master Plan this year.

Larry said the reason Zach was here is Larry is on the Economic Development and he felt this was a great opportunity to promote growth in the County.

A question came up on why fees are not charged in the winter for park usage. The biggest reason is it is not worth it because people then start accessing the parks through private property.

The DNR is now checking scales on the fish in Michigan Lakes to check on the aging of different species.

Bob stated that Vola has been reappointed to the Parks and Recreation Committee for 3 years.

A motion to adjourn by Mike supported by Kathy at 8:35PM with all in favor.

Menominee Regional Airport Committee
Minutes of Meeting
December 19, 2017

*****APPROVED*****

The Menominee Regional Airport Committee met on December 19, 2017 at 4:00 PM at the Menominee Regional Airport, Conference Room.

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

Pledge of Allegiance: Recited by all

Roll Call: Coms. Schei, Meintz and Gromala - all present

Also, present at the meeting were Jeff LaFleur, Sheriff Ken Marks

Approval of Agenda: Motion to approve by Com. Meintz, Seconded by Com. Gromala – 3/0

Approval of Previous Minutes –September 19, 2017: Motion to approve by Com. Gromala, Seconded by Com. Meintz – 3/0

Public Comment: None

Presentations: None

Business:

1. Financial

Month-End Budget Status: Com. Schei: Final budget figures are in this month. The audit will be starting and will be completed by March 2018. **Com. Meintz:** questions how much fuel we have on hand. **Jeff:** I just filled the tanks with 4000 gal. **Com. Schei:** That's listed under the Manager's report on the agenda. **Com. Meintz:** Well, it affects the budget in that the tank is empty showing that there was fuel sales, but there's also the expense to fill it. **Jeff:** The invoice is due to be paid the next pay cycle.

2. Airport Sponsorship Status: Com. Schei: It was announced in the paper and at the last CB meeting that we have official sponsorship approval from MDOT/Aero and the FAA. They will be sending a letter stating our sponsorship. This letter will be put on file in the County Clerk's office and we'll send the Marinette County Clerk a copy.

This means the Menominee County is the official owner of all the land and official sponsor for grants and FAA sponsorship going forward. It also involves the name change to Menominee Regional Airport – which is in process. MDOT will be taking care of most of the internet and directory changes. Sherry will be handling local changes – i.e. Chamber of Commerce. Jeff will have to handle the changes on the internet flight services. The call letters remain the same MNM – it's just the name that needs to be changed that goes along

with it.

3. Manager Report

Fuel Sales: Jeff: Fuel sales were fairly good. People move when the weather cooperates. Jet fuel – corporate people are done flying, for the most part, until after the holidays.

Activity: Jeff: Again, this also depends on the weather. It could be better – it's been hit or miss – between snow storms.

Courtesy Van: Com. Schei: We put money in the new budget for a used van. Jeff got the van repaired for under \$1000.00. **Jeff:** The body is better than anything else that we've seen out there. So, I went and got it repaired for around \$600.00. **Com. Schei:** Is it mechanically sound to drive? **Jeff:** Yes, except the turn signal doesn't cancel itself after completing a turn.

Snow Storms: Com. Schei: I just want to make a comment that with this last snow storm, Jeff was out plowing/scraping/grating runways through the night. Because we can't use salt on the runways, Jeff has to keep up with it so they don't ice up. We have more snow forecasted and temperatures around zero at Christmas. It's going to be a big job to keep the runways open and free of ice.

4 Review of RFQ's for Airport Engineer/Consultant: Com. Schei: As you know, we put out the advertisement for Consultants for the Airport. The deadline was Thurs. (12/14/17) at 3pm. Jeff received 2 proposals ~ the first is from Mead & Hunt (current consultant) had to resubmit; because the FAA requires, with the name change, they resubmit a proposal; the second is from QOE.

The normal procedure to select/reselect a consultant, by law, must be a separate meeting consisting of at least 3 people. We are going to have 5 ~ the 3 Commissioners on the Committee, Jeff and an Engineer/Planner. Jeff's going to contact Valarie Mellon (City Engineer) to see if she would like to participate. There is a scoring process that has to be completed and compiled in order to choose the best consultant. The panel will then recommend their choice of consultant to the County Board for approval.

Charlie, you've gone through this before, what are your thoughts? **Com. Meintz:** It's a pretty simple process, really. It seems more complicated than it really is. **Com. Schei:** This should be a pretty straight forward process. Once the consultant is chosen, the first thing that needs to get done is the ALP (per FAA/MDOT), in order to be able to get started on the grant submission for monies held in escrow for us (\$150,000.).

5. Discussion Airport Security Plan Update: Com. Schei: As you know, the CB has issued a letter of intent to where Sheriff Marks will be in charge of security issues at the Airport. Ken, would you give us an update on what's happen to right now? **Ken:** We have are currently getting an upgrade on our camera system at the jail. The current system runs great, it just can't handle the amount of data we need it to hold. So, I'm thinking we can transfer and utilize the older system at the Airport. I'm not sure when this can take place, but once our new updated system is completed, the Airport is more than welcome to have it – it's a rack system and should be stored in a cool, dry area. **Com. Schei:** We purchased cameras for the front gate, but

they were never installed because of the 9th St. project. But now that that project is somewhat complete, we can work on getting them installed. **Ken:** I've been working with Richard Sexton regarding security issues with the ramp at the terminal. There is major concerns with Marinette Marine and us regarding this when Admirals, CEO, etc. land at the Airport. The one thing is the cameras. The other idea is using Jersey Barriers to tighten up the ramp (the run 5 ft. long and weigh 2000 lbs. ea.). We approached MMC about a partnership in that area ~ use of the jersey barriers on the ramp at the terminal. They were very excited about teaming up with us and will provide us with them at no cost (just a cost to move them). They plan on giving us approx. 12 of them (approx. 24,000 lbs.). It has gone through the channels and MMC and have been approved. We can pick them up any time and don't have to be returned. **Com. Schei:** That's great, this is a donation, no cost to us. Jeff will get in touch with Plutchak to work out pick up plans, once they're here and the weather breaks, we can move forward with our security plan. **Ken:** The last thing is to talk about new Gate Key Cards, what the status on that? **Com. Schei:** Jeff has received the new key cards. They will be distributed once the tenants sign the new lease agreement. The card will be issued and registered to the owner only, so we can monitor its use. Ken is in charge of the entire security plan for the Airport as a whole and will be working with Jeff on this.

6. Discussion of Operational Agreement: **Com. Schei:** Business people providing services (FBO) on airport property – like servicing/working on a plane – need to have an FBO agreement signed along with liability insurance and workman's comp. coverage. We have a couple of documents that we're going to send to Stoker to clean up to use for such an occasion. We need to know who is doing work/services on Airport property (per FAA/MDOT regulations) and they must have liability and workman's comp. coverage. Once Stoker gets the document back to me, we can recommend to move it forward to the CB for approval. **Ken:** Yes, we do need to know who is doing work/services on Airport property – because of liability issues, in case there is an injury. We need to make sure they have liability & workman's comp. certification submitted to the Airport Manager along with this form. **Com. Schei:** This form will be filled out by any FBO/Service for Profit, Non-Profit Business, LLC, Subleases, Flying Clubs & their members, Flight Instruction Schools (there are specific FAA regulations must be met & followed) and the Civil Air Patrol. We need to make sure we are in compliance by having this paperwork filled out along with Certification of Liability & Workman's Comp. coverage.

7. Solicit proposals: Need to solicit proposals for a new diesel fueled lawnmower for the Airport (leased or purchased): **Com. Schei:** We are looking at soliciting proposals for a new diesel lawnmower to lease or purchase. The plan is to use any leftover money from the courtesy van repair. Jeff only used a couple thousand dollars, so whatever's left could be used to purchase the lawnmower. **Com. Meintz:** We should also look at the gas side of it, too. Diesel would cost about 3 thousand dollars more. **Com. Schei:** Well, we get government discounts that would be around 3 thousand dollars, too. We don't have anywhere to store gasoline on Airport property. The van and pickup are the only vehicles that use gasoline. **Com. Meintz:** Well, we should go out and get prices for it, then. **Com. Schei:** We have a couple of vendors that handle diesel engine lawnmowers. Steve, you have any comments? **Com. Gromala:** I'd rather purchase than lease, but that just my opinion. Diesel might have its advantages. Funding for it – using money set aside for the van really isn't a good thing. The taxpayer may wonder why money earmarked for a van is being used for a lawnmower. **Com. Meintz:** I still think we need to get pricing and maybe the cost for having it contracted out. **Ken:** The Road Commission has inmates cut their lawns – that might be another way to go.

Com. Schei: Contracting out and using inmates would open another can of worms, regarding compliance with MDOT/FAA. I don't even want to go there right now.

Public Comment – Terry Glimn – I just want to caution you on your Consultant selection. We had issues with ours – helicopter pad too close to fuel tanks – we park snow plows there now. I brought a sample of the Flight School Inspection Report that we use. It may help with Ciochetto incident. You might want to check who can legally drive your courtesy van. MMRMA requires that only an employee of the county can drive the courtesy van.

Commissioner Comment – Com. Schei: As far as the courtesy van, I know that we made sure that all the "I's" were dotted and "T's" crossed on this, regarding who can drive it; but we'll double check it.

Next meeting date: Com. Schei: Normally, our meetings fall on the third Tuesday of the month, but the Reorganization Meeting is scheduled for January 9, 2018. In the meantime, we'll go ahead and schedule the next meeting for January 16, 2018 at 4 pm.

Adjourn: A motion was made to adjourn by Com. Charlie Meintz and seconded by Com. Gromala. The motion was approved 3/0. Meeting adjourned at 6 pm.

Menominee Regional Airport Committee
Minutes of Meeting
January 4, 2018

*****APPROVED*****

The Menominee Regional Airport Committee met for a Special Meeting to selection an Airport Consultant firm and forward recommendation to the CB for approval at the Menominee Regional Airport, Conference Room, on January 4, 2018 at 11 am.

- A. Call Meeting to order:** Chairperson Schei called the meeting to order at 11:00 AM
- B. Pledge of Allegiance:** Recited by all
- C. Roll Call:** Coms. Schei and Gromala – present, Com. Meintz – excused absence. Also present were Jeff LaFleur, Valerie Mellon and Cassie Sturos, Eagle Herald, Mike Borta, QOE and Dan Kehoe, Mead & Hunt
- D. Approval of Agenda:** Motion is on the table to amend the Agenda to include Jeff LaFleur and Valarie Mell as part of the Selection Committee. A Motion to approve this amendment to the Agenda made by Com. Gromala, seconded by Com. Schei. Motion carried. A Motion to approve Agenda as amended by Com. Gromala, Seconded by Com. Gromala. Motion carried.
- E. Approval of Previous Minutes:** None available
- F. Public Comment:** Mike Borta, Project Manager with QOE introduced himself to let everyone know he would be the Project Manager, if QOE is selected. Dan Kehoe, Engineer and Project Manager with Mead & Hunt introduced himself as the current Engineer and Project Manager for Menominee Regional Airport and hopes to continue working as the Airport's Engineer/Consultant.
- G. Amendment to Agenda:** Include Jeff LaFleur, Interim Airport Manager and Valerie Mellon to the Selection Committee. A motion to include Jeff and Valerie in the Selection Committee, moved by Com. Gromala, seconded by Com. Schei. Motion carried.
- H. Discussion/Selection/Recommendation, for an approved Airport Consultant Services, to the County Board – Com. Gromala:** We are just doing a selection to recommend to the CB. **Com. Schei:** Yes. The plan, today, is to go through the selection process for an Airport Consultant. Our recommendation will then move forward to the CB for approval. The FAA, because of the change of ownership/sponsorship, requires to us to go through the selection process to hire an Airport Consultant (as if we are starting new/fresh). *The Selection Process will follow the requirements as set forth by MDOT/FAA. Some requirements are listed out as follows:* **Com. Schei:** Now, requirements for this Selection Committee are: at least a 3+ member committee, at least 2 Commissioners, 1 Engineer and

we're adding the Interim Airport Manager. There is a rating and a weight system used to score, which is then multiplied to come up with a total score. Today's selection is between QOE and Mead & Hunt ~ both were received by the deadline. Our final decision will then be forwarded to the CB (January 9, 2018) for approval. The paperwork would then be filled out and sent to MDOT & the FAA. Jeremy Riley, a representative from MDOT, will then take care of the paperwork. **Jeff:** To be fair to everyone, we need to decide whether Com. Meintz' score sheet will be used, because it's basically useless if we are going to use rank/weight scoring system. **Com. Schei:** Let's vote on how to do the scoring. Just weights, just rank or both. *After the vote, the committee decided to use both rank and weight – rendering Com. Meintz scoring sheet unusable!*

Com. Schei went through each item to get a consensus from everyone as to what the weight (of "importance") of each category should be. Each member to time to fill out the score sheet. Discussions/questions were addressed for a period of time.

After discussions/questions and tabulations, a choice as to which consultant was chosen was made.

Com. Gromala: Selection process was difficult because there were only 2 candidates that responded. **Com. Schei:** Yes. Now, going through the tabulations, it looks like Mead & Hunt came out on top. I can go through each one, if you like. **Com. Gromala:** I don't think that's necessary, at this time. **Com. Schei:** So, Mead & Hunt is the official high point winner and following the agenda, we need to move to make a motion to recommend Mead & Hunt as the Airport's consultant to the CB for approval– **Com. Gromala:** I so, move, seconded by Valerie. Motion carries.

- I. **Public Comment – Dan Kehoe (M & H):** thanks for this opportunity - Mike you were a worthy competitor. **Mike Borta (QOE):** I would also like to thank you for this opportunity and Dan, you are also a worthy competitor.
- J. **Commissioner Comment – Com. Gromala:** I just would like to restate that this was a difficult because they were both very comparable.
- K. **Adjourn:** A motion was made to adjourn by Com. Gromala, seconded by Jeff at 12:30pm