

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

– County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
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The Menominee County Board of Commissioners
will meet on Tuesday ~ April 11, 2017 @ 6:00 p.m. CDT
at the Menominee County MSU-E, Conference Room
S904 US HWY 41, Stephenson, MI 49887

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
March 28, 2017 ~ County Board Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
108th District, State Representative ~ Beau LaFave (*not yet confirmed*)
Sheriff Marks – Road Patrol Millage
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items
 - 1. Moved by _____ seconded by _____ to adopt Resolution 2017-08 ~ Menominee County Airport Use Ordinance and to Repeal the Menominee-Marinette Twin County Airport Use Ordinance. This ordinance is effective immediately upon publication of "Notice of Adoption of Ordinance".
 - 2. Moved by _____ seconded by _____ to approve use of Hangar #4 to be used by "WI & MI Model Railroad Club" on September 9th, 2017.
 - 3. Moved by _____ seconded by _____ to approve a \$2,000 fee for drawings to be developed for emergency lighting in the Courthouse, Jail and Boiler room. *Fees will be in addition to the previous contract amount of \$4,000 to Harland Mathews of Midwest Design Solutions for the design of system specifications for the Courthouse/jail/Boiler room generator.*
 - 4. Moved by _____ seconded by _____ to approve miscellaneous bills as paid on March 23, 2017 in the combined amount of \$54,224.95

Steven Gromala

Charlie Meintz – Chairperson

William Cech – Vice Chairman

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche

Bernie Lang

Larry Schei

5. Moved by _____ seconded by _____ to approve miscellaneous boards/committees/commission reports be placed on file in the office of the County Clerk.

J. New Business (discussion only)

1. Personnel Items:
 - a. Employee request payout of unused Vacation leave
 - b. Probate Judge request for vacation payout of Deputy Register of Probate
 - b. Personnel Manual update
2. Building and Grounds/Park Items:
 - a. None
3. Miscellaneous Items:
 - a. Commissioner Appointment to WCUP Corrections Advisory Board
 - b. Resolution 2017-07 ~ CAA Head Start Month
4. Finance Items:
 - a. Resolution 2017-04 – Sheriff Emergency Response/24-Hour Road Patrol Services Millage Renewal Proposal.
 - b. Resolution 2017-05 ~ Deficit Elimination Plan
 - c. Resolution 2017-06 ~ Resolution to Adopt Monthly Surcharge within Menominee County.
 - d. Commissioner Per Diems and expenses
 - e. Miscellaneous bills as paid on March 23 & 29, 2017 in the combined amount of \$114,240.60

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Adjourn

March 28, 2017

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 Meintz called the meeting to order at 6:01 P.M. followed by the Pledge of Allegiance.

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

Present: Com. Cech, Gromala, Hafeman, Lang, Meintz, Nelson, Phelps, Piche, and Schei.

Absent: None.

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

Moved by Com. Hafeman, seconded by Com. Nelson to approve the minutes from the March 14, 2017 Regular County Board Meeting. Motion was approved 9-0.

Public Comment: None.

Presentations:

- John Madigan, GM – Pictured Rock Cruises, Inc. – Gave a presentation on the Pictured Rock Cruises and how they expanded their business through marketing.

Department Head/Elected Officials Reports:

- Amanda Winnicki, Library Director – Discussed that the library is seeking a 2% grant to help replace the bookmobile.
- Brian Barrette, 911 Director – Discussed applying for a 2% grant for upgrading the console at 911.

Action Items:

Moved by Com. Cech, seconded by Com. Lang to approve the quote from Twin City Electric in the amount of \$1,889 for the additional work to install 20/30 Amp electrical pedestals to five sites along Bass Lake (B3-B7) at Shakey Lakes Park. To be paid for from the Parks fund balance. Motion was approved 8-1, Com. Meintz voted no.

Moved by Com. Nelson, seconded by Com. Hafeman to approve the Parks maps as printed (to include the five electric sites above) and to allow the parks committee to purchase 2,500 copies from Boyle Design Group. Total cost is \$900 to be paid for from the Parks fund balance. Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Lang to approve the purchase of the 18' x 20" carport to be used as a pavilion for the play area near the beach at Shakey Lakes. Total cost is \$1,570 for all parts and installation to be paid from the Parks fund balance. Motion was approved by a roll call vote 5-4, Com. Hafeman, Meintz, Nelson and Piche voted no.

Moved by Com. Schei, seconded by Com. Hafeman to approve purchase of a full page ad from Menominee County in the 2017 M&M Regional Guide. Cost of the ad is \$1,750 to be paid from acct. #101-103-755.00 - Other Operating expense. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Gromala to allow the BAMC Menominee River Century Bicycle Riders use of River Park and the Chappee Rapids Historical Marker on June 25, 2017 as rest areas for their annual bike ride. Motion was approved 9-0.

Moved by Com. Nelson, seconded by Com. Hafeman to approve allowing the parks to request having the Prosecuting Attorney draw up a NO DRONE ordinance for use at the County Parks. Motion was approved by a roll call vote 6-3, Com. Cech, Meintz and Schei voted no.

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

Moved by Com. Hafeman, seconded by Com. Cech to approve miscellaneous bills as paid on March 7 & 9, 2017 in the combined amount of \$159,233.81. Motion was approved 9-0.

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 9-0.

New Business (discussion only)

Personnel Items:

- a. Advertising agencies – County Administrator. – Sherry DuPont has currently sent advertisements for the County Administrator position to Mi Works, Eagle Herald, Lufts, Menominee County Journal and Great Northern Connection and Wisconsin Job Center. She would like to know if there are any other places that the commissioners would like to see the position advertised. Discussion ensued over whether or not to advertise with MAC or MML or both. It appears the consensus of the board would be to advertise with MAC over MML based on the target group for MAC vs. MML. There are several different options to advertise with MAC ranging from \$75 to \$500. Discussion then led to the need for a full time Administrator or not. Com. Nelson would like to see what applicants we receive before we spend more money on advertising. He feels we have other issues that we need to address first. He still questions whether we need a full time Administrator or not. He stated that we have been finding a lot of problems and mistakes that were made when we had a full time Administrator. Com. Gromala and Com. Lang discussed that the county needs a full time Administrator in place. The consensus of the board is to move this item forward to the next meeting to approve additional places to advertise for the County Administrator position and at what cost.
- b. FAA noncompliance – Airport Manager necessary. – The Airport Committee met on March 21, 2017 and discussed information that was received from the FAA in reference to us having an Assistant Manager and not a Manager at the airport. The county must have a manager named at the airport or we are not in compliance with the FAA standards. Jeff LaFleur was previously named by the Twin County Airport Commission as the Interim Airport Manager. When Marinette County left, the Airport Committee appointed Jeff LaFleur, but the entire County Board had not official made this appointment. This will need to be moved forward as an action item tonight to make sure that Menominee County remain in compliance.

Moved by Com. Schei, seconded by Com. Nelson to make the appointment of Jeff LaFleur Interim Airport Manager at the Menominee County Airport an action item at this meeting. Motion was approved by a roll call vote 9-0.

Moved by Com. Schei, seconded by Com. Nelson to appoint Jeff LaFleur as Interim Airport Manager at the Menominee County Airport. Motion was approved by a roll call vote 9-0.

Building and Grounds/Parks Items:

- a. Emergency Generator Project. – Jim Mekash has been working with a contractor for the Emergency Generator Project. Approval of the contractor was given via the former County Administrator at a cost of \$4,000. Now we have some issues that need to be taken care of in order to be in compliant with electrical codes. Drawings of emergency lighting in the courthouse and jail needs to be done which will cost more than the original price. An additional \$2,000 is needed. Jim Mekash is not available to be at the meeting tonight to discuss this. It is the consensus of the board to forward this item to the Finance Committee to look at the additional cost.
- b. Clean Water Fund grant – Public Health. – Parks Committee discussed the Clean Water Fund grant info that was sent from the Health Department. There were different opinions on allowing the Health Department to carry out the grant. This would be for monitoring at Shakey Lakes Park and the Hermansville Pond. Com. Hafeman discussed that this is an optional grant and it would be just for one summer. Com. Phelps cautioned the board on what the ramifications could be if the county accepts this grant. He discussed the testing procedures and the complications that would be involved if E. coli levels exceed the DEQ standards. He strongly encourages the board not to approve this. The consensus of the board is to not move forward with this item.

Miscellaneous Items:

- a. Radio Control – Date (September 9, 2017) & Use of Hangar 4. – The Radio Control would like to have their annual car show/train show local vendor etc. gathering at the Airport this year. The dated that they are requesting is September 9, 2017. Approval for use of Hangar 4 for the shows on that date is requested. The consensus of the board is to move this item forward to the next meeting for approval.
- b. Airport Use Ordinance. – The Airport Committee approved this Airport Use Ordinance that was drafted by Attorney Stoker. The Ordinance has been sent to the FAA for approval but also will require the County Board to review and approve. The consensus of the board is to move this item forward for approval.

Finance Items:

- a. Hannahville 2% grants -- Parks and 911. – The Parks Committee is seeking a grant to pay for the electrical work that is being done at Shakey Lakes Park and Brian Barrette, 911 Director is seeking a grant to help with the cost of replacing Radios and the Console for the 911 department. The deadline to apply for these grants is March 31, 2017. The consensus of the board is to move this item forward as an action item tonight for approval.

Moved by Com. Cech, seconded by Com. Nelson to make the approval of applying for 2% grants for Shakey Lakes Park and 911 as an action item at this meeting. Motion was approved by a roll call vote 9-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve applying for 2% grants for Shakey Lakes Park and 911. Motion was approved by a roll call vote 9-0.

- b. Miscellaneous bills as paid on March 23, 2017 in the combined amount of \$54,224.95. The consensus of the board is to move this item forward to the next meeting for approval.

Misc. Boards/Committees/Commissions Reports:

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

Chairman Meintz called for public comment

Public Comment: None.

Commissioner Comment:

- Com. Hafeman – Commented that it was a very nice day and the weather was very nice.
- Com. Cech – Thanked John Madigan for the presentation on Pictured Rock Cruises.
- Com. Nelson – Commented that he thanked God for his mother and the support of the board in her passing. He also thanked God for the success of North Central and winning another State Championship in basketball.

Moved by Com. Hafeman, seconded by Com. Nelson to adjourn at 7:44 p.m. Motion was approved 9-0.

Charlie Meintz, Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	2017-08 ~ Airport Use Ordinance
DEPARTMENT:	Airport Committee
ATTACHMENTS:	Yes
SUMMARY:	
<p>The airport committee approved this airport use ordinance and would like the full board approve it. This is a necessary document to become sponsors for our airport.</p>	
RECOMMENDED MOTION:	
<p>To adopt Resolution 2017-08 ~ Menominee County Airport Use Ordinance and to Repeal the Menominee-Marquette Twin County Airport Use Ordinance. This ordinance is effective immediately upon publication of "Notice of Adoption of Ordinance".</p>	

Submitted by: Sherry DuPont

04/07/2017
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

RESOLUTION 2017-08

**TO ADOPT THE
MENOMINEE COUNTY AIRPORT USE ORDINANCE
AND TO REPEAL THE
MENOMINEE-MARINETTE TWIN COUNTY AIRPORT USE ORDINANCE**

WHEREAS, the Menominee County Board of Commissioners previously adopted and amended the Menominee-Marquette Twin County Airport Use Ordinance; and

WHEREAS, Marinette County has terminated its involvement in the Airport; and

WHEREAS, it is necessary to repeal the Menominee-Marquette Twin County Airport Use Ordinance, as amended, and replace it with a new Menominee County Airport Use Ordinance.

THEREFORE, BE IT RESOLVED, that the Menominee County Board of Commissioners adopts the Menominee County Airport Use Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution.

BE IT FURTHER RESOLVED, that the Menominee County Airport Use Ordinance shall be published in hard copy and posted on the County's internet website.

BE IT FURTHER RESOLVED, that the Menominee County Airport Use Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

BE IT FINALLY RESOLVED, that the Menominee-Marquette Twin County Airport Use Ordinance, as amended, is repealed.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES: _____ **NAYS:** _____

RESOLUTION DECALRED ADOPTED.

Chairman, Menominee County Board of Commissioners

I hereby certify that the foregoing is a true and complete copy of Resolution 2017-08 adopted by the County Board of Commissioners at a regular meeting held on April 11, 2017, and I further certify that the public notice of such meeting was given as provided by law.

Marc Kleiman, Menominee County Clerk

MENOMINEE COUNTY AIRPORT USE ORDINANCE

An ordinance providing regulations pertaining to the use of the Menominee County Airport

Temporary airport closing; Procedures for operating aircraft; Designating airport tie-down areas; regulation of flying clubs; dispensing of aviation fuel; fire regulations, private hangars; rendering of commercial service; repealing prior ordinances, and providing penalties for the violation of ordinance requirements.

WHEREAS, Menominee County, by authority of Act 327 of Public Acts of 1945, as amended, is empowered to enact ordinances for the management, governance and use of the Menominee County Airport; and

WHEREAS, the Board of County Commissioners for the County of Menominee has determined that it is necessary that it adopt an ordinance providing legal regulations pertaining to the use of the Menominee County Airport so as to provide for the health, welfare and safety of all persons using the Airport and for the protection of the facilities and personal property located thereon;

NOW, THEREFORE, the Board of County Commissioners for the County of Menominee ordains:

DEFINITIONS

Section 1. **AIRCRAFT** - Any contrivance now known, or hereafter invented, used, or designated for navigation of or flight in the air.

Section 2. **AIRPORT** - The Menominee County Airport, including all the lands within its boundaries and all the physical facilities located thereon.

Section 3. **AIRPORT COMMITTEE**- The advisory Committee appointed by the Board of County Commissioners for the County of Menominee.

Section 4. **AIRPORT MANAGER** - The Menominee County Airport Manager and his or her designated assistant when acting in his or her absence.

Section 5. **CERTIFICATED AIRCRAFT** - Aircraft certified and/or licensed and/or registered by the State of Michigan or the federal government when so required by the laws of either government or the rules and/or regulations of aeronautic agency or agencies of either government.

Section 6. **CERTIFICATED PERSON** - A person certified and/or licensed and/or registered by the State of Michigan or the federal government with respect to services performed when so required by the laws of either government or the rules and/or regulations of the aeronautic agency or agencies of either government.

Section 7. **COMMERCIAL AIR CARRIER** - Any governmentally approved scheduled air carrier engaged in the carrying of passengers and/or freight, the services of which constitute an act of interstate or foreign commerce, or in the part of such commerce which is interstate in character, and the personnel of such aircraft.

Section 8. **COUNTY BOARD** - The Board of Commissioners for the County of Menominee.

Section 9. **FIXED BASED OPERATION** -The conduct of any activity involving the services of a Fixed Based Operator.

Section 10. **FIXED BASE OPERATOR** - Any person who provides one or more of the following services:

- (a) Sale of new and used aircraft.
- (b) Sale and/or installation and/or maintenance of parts, equipment and other accessories for aircraft, including sale, and/or installation, and/or maintenance of aviation associated electronic equipment.
- (c) Maintenance, and/or inspection of aircraft and aircraft engines.
- (d) Air ambulance service, and/or air taxi service, and/or air freight service.
- (e) Air crop spraying or pest control service.
- (f) Aviation instruction service.
- (g) Any other type of aviation and ground services.

Section 11. **FLYING CLUB** - Any group of persons owning, leasing or operating one or more aircraft, not for profit or reward, and using such aircraft for the purpose of giving flight instruction to its members.

Section 12. **FUEL** - Any or all gasoline, distillates, benzene, naphtha, benzoyl, and other volatile and flammable liquids produced or which may hereafter be invented, produced, compounded and used for propelling aircraft.

Section 13. **PERSON** - Any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, assignee, or similar representative thereof.

Section 14. **TENANT** - The owner or lessee of a hangar or other physical facility located on the Airport.

Section 15. **OTHER DEFINITIONS** - If any terms used in this ordinance are not defined but are defined by any law of the State of Michigan, such statutory definition shall apply, and if there be none, then their commonly accepted aeronautical definition shall apply.

CLOSING AIRPORT

Section 16. The Airport Manager or his or her representative shall have the authority to close one or more runways to aircraft flights, when, in his or her opinion, the condition of the landing area is such as to make flying operations unsafe. Upon closing any one or more such facility, the Airport Manager, or his or her representative, shall promptly notify the Flight Service Station at Green Bay, Wisconsin.

Section 17. Aircraft engines shall not be started unless a pilot or a competent mechanic remains at the controls.

Section 18. Aircraft engines shall not be started when the air stream may blow loose debris at buildings, parking areas, or spectators.

Section 19. When starting engines, if the aircraft is not equipped with adequate brakes, blocks and ropes or other suitable device shall be placed in the front of the wheels. Such blocks or devices shall be removed from the path of other aircraft after use.

Section 20. Aircraft shall be taxied at a moderate rate of speed and with caution. Extra caution shall be taken while in the vicinity of other aircraft.

Section 21. Parked aircraft shall be appropriately secured by proper tie-down or chocks. The aircraft owner and/or pilot shall be responsible for tying down and chocking his own aircraft.

AIRCRAFT PARKING AND TIE-DOWN AREAS

Section 22. Neither the County of Menominee nor the Airport Committee shall be responsible for any damage or theft to any aircraft parked or tied down at the Airport.

Section 23. Transient aircraft using the terminal parking aprons shall park in areas designated by signs ~~or the control tower~~.

Section 24. The terminal gate areas shall only be used for aircraft loading and unloading, not to exceed a period of twenty (20) minutes.

Section 25. All based aircraft shall use the tie-down area on the south end of the Airport unless otherwise authorized by the Airport Manager.

Section 26. Aircraft that is not certified shall not be stored on any tie-down area or parking ramp.

FLYING CLUBS

Section 27. The President of every flying club shall (a) register each flying club with the Airport Manager's office, (b) secure a copy of this Ordinance and (c) familiarize all members with same. All flying clubs must operate according to the Michigan Aeronautics ~~Committee-Commission~~ Flying Club Rules and Regulations.

Section 28. Aircraft owned and/or operated by a flying club shall be registered with the Airport Manager's office and must be certified.

Section 29. All instructors, both ground and flight, acting as such, belonging to a flying club shall be properly certificated and shall register with the Airport Manager's office.

AVIATION FUEL REGULATIONS

Section 30. Only fixed base operators whose basic lease provides the right to dispense aviation

fuel to the general public shall be permitted to dispense fuel at the Airport and they shall:

(a) Secure written approval from the Airport Committee for the installation of storage and fixed dispensing units.

(b) Submit to the Airport Manager a letter which shall specify hours and types of services, types of fuels offered, lubricants, associated products, fees and charges.

(c) Establish and file with the Airport Manager a schedule of retail prices of all grades of aviation fuel, which prices shall be comparable to fuel prices charged to other airports in the State of Michigan.

(d) Utilize only fuel storage and dispensing facilities which meet all safety requirements of appropriate local, State and Federal authorities.

(e) Furnish evidence of sufficient insurance coverage for public liability, property damage and products liability as determined by the Airport Committee. This insurance shall be carried with an insurance company licensed to do business in the State of Michigan and such company shall furnish the Michigan Department Of Aeronautics with a certificate indicating the coverage and expiration date of any policy.

(f) Not operate aviation fuel tenders on taxi-ways or runways.

(g) The Airport Manager, as a condition of approving fuel dispensing services under this section, may require an applicant to provide such service during certain hours, either on an "attendant on duty" or "on call" basis. "On call" service shall be provided within an hour at a rate not to exceed \$10.00 per call unless the Airport Manager approves a different rate. If a fixed base operator does not desire to provide service on a 24 hour basis, and there be more than one such operator, the Airport Manager may pro-rate on a weekly basis the hours of duty service to be provided by each so as to provide total duty service for 24 hours; provided, however, that this section shall not prohibit a fixed base operator authorized hereunder to offer fuel service at any time.

(h) Fixed base operators shall be required to pay a flowage fee for each gallon of fuel delivered to the premises as may be established by the Airport Committee and shall submit monthly supporting invoices and payment to the Airport Committee.

(i) Specified fuel service or increase charges or fees without approval of the Airport Manager, who shall have the right to reject any change of hours, or increase of charges or fees if such increase be more than similar comparable charges being made at other airports in the State of Michigan.

(j) The Airport Manager shall prepare appropriate notices detailing the type and hours of services offered by each operator and designating the 24 hour service responsibilities. Such notices shall be posted by each operator in a conspicuous manner in their place of business and further shall be posted by the Airport Manager in the Manager's office.

(k) Any violation of these provisions shall constitute grounds for revocation of fuel sales privileges in addition to the penalties hereinafter provided.

FIRE REGULATIONS

Section 31. All persons using the Airport area or facilities of the Airport shall exercise the utmost care to guard against fire or injury to persons or property and shall comply with "No Smoking", "Fire Lane", and other signs.

Section 32. No aircraft shall be fueled or drained while the engine is running or while in a hangar or other enclosed space.

Section 33. The cleaning of engine parts or other parts of the aircraft shall preferably be with non-flammable liquids. If volatile flammable liquids are employed for this purpose, cleaning operations shall be carried on in the open air.

Section 34. Aircraft maintenance in hangars shall be limited to inspection and replacement of parts and repairs incident thereto, and the final assembly of aircraft under construction, provided such repairs do not involve appliances using open flames or highly heated parts other than an electric soldering iron. The use of open flame or highly heated parts shall not be allowed in hangars until all other aircraft and flammable materials have been removed.

Section 35. Hangar tenants shall provide suitable metal receptacles with air-tight covers for the storage of oily waste, rags, and other rubbish. The contents of these receptacles shall be removed at reasonable intervals.

Section 36. Empty oil paint and varnish cans, bottles, or other containers shall be immediately removed from the hangars and shall not be allowed to remain on floors or wall stringers.

Section 37. No rubbish, paper, or debris of any kind shall be permitted to be stored in or about the hangars, or other structures.

Section 38. Gasoline, kerosene, ethyl, ether, or other flammable liquids, including those used in connection with the process of doping shall not be stored in the hangars. Such liquids shall only be stored in structures which comply with the regulations of the National Board of Fire Underwriters. Use of flammable liquids shall also comply with local and State Fire Regulations.

Section 39. Persons maintaining and repairing aircraft outside of hangars shall do so in a manner so as not to endanger structures or other parked aircraft, and shall promptly dispose of and keep the premises free of flammable items as described in Sections 36 through 38 thereof.

PRIVATE HANGARS

Section 40. No private hangars shall be constructed on Airport lands excepting as may be leased by the Airport Committee for such purpose, and the lessee shall comply with all the terms and conditions of the leases.

Section 41. The type and construction of hangars shall be subject to approval of the Airport Committee.

Section 42. All future leases shall require that rentals include rental of hangar space, adequate parking space for the lessee and the employees or guests of lessee, ramp space in front of or adjacent to the hangar of not less than 15,000 square feet, and providing sufficient liability insurance to protect the County, the Airport Committee and other Airport users in the event of property damage or personal injuries.

Section 43. Unless existing leases otherwise provide, upon this ordinance becoming effective rentals will be charged for parking and ramp space as well as building space.

Section 44. It shall be the responsibility of the lessor to provide, at its expense, paved taxi-ways from ramps to runways. Utility hook-ups from the closest source will be the responsibility of the lessee.

Section 45. No private hangars shall be used for commercial activities of any nature.

COMMERCIAL SERVICES

Section 46. No commercial air carrier shall carry on any activities on the Airport excepting those for which it has been certified.

Section 47. No other person shall, without the written consent of the Airport Committee, use the lands or facilities of the Airport for the purpose of fixed base operations.

Section 48. As a condition of approval by the Airport Committee for the providing of any of the services provided by fixed based operators, an applicant shall be required to comply with the following minimum requirements:

(a) Provide a hangar type structure no less than 100 x 100 feet and an adjoining office of at least 40 x 24 feet, to be constructed on Airport land leased from the Airport Committee. However, if only a single phase of fixed based operations is to be provided, such fixed based operator shall provide a hangar of a size no less than 40 x 60 feet with suitable adjoining office space.

(b) Provide proof of sufficient financial and technical ability which in the opinion of the Airport Committee will be adequate to permit acquisition, construction, and operation of the required facility.

(c) Qualified, and where required, certificated personnel for the type of services offered shall be available during regular hours of operation.

PENALTY PROVISIONS

Section 49. Violation of this ordinance shall constitute a misdemeanor punishable by a fine not exceeding Five Hundred Dollars (\$500.00), or imprisonment in the County jail for a period not exceeding ninety (90) days, or both. Each day a violation continues after notice shall constitute a separate offense.

Section 50. A violation of this Ordinance shall also be deemed to be good and sufficient cause for the Airport Manager to deny use of the Airport to the offending person; provided, however, that any person denied use of the Airport hereunder shall be given written notice of the reasons for any such denial, and shall have ten (10) days from date of serving or mailing such notice to appeal to the Airport Committee. The appeal shall be made in writing, and shall be heard by the Committee within ten (10) days after receipt thereof. Upon hearing an appeal, the Committee may affirm, reverse, or modify the decision of the Airport Manager.

SEVERABILITY AND REPEALER

Section 52. If any provision or clause of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 53. The Menominee-Marquette Twin County Airport Use Ordinance, as amended, is hereby repealed. Any other ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

EFFECTIVE DATE

Section 54. This Ordinance shall take effect upon publication of notice of its adoption in a newspaper of general circulation in the County. The County Clerk shall cause a notice of the adoption of this Ordinance to be published at least once in a newspaper of general circulation in the County, and shall furnish the Airport Manager with sufficient copies which shall be available to all persons affected by this Ordinance. One copy shall be posted in a conspicuous place in the Airport Manager's office.

Dated: _____

Chairman, County Board of Commissioners

Attest:

County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	WI & MI Model Railroad Club - September 9th, 2017 & Use of Hangar 4
DEPARTMENT:	Airport Committee
ATTACHMENTS:	Yes
SUMMARY:	
<p>The WI & MI Railroad Club would like to have their annual car show/train show local vendor etc. gathering at the Airport this year. Date is September 9th, 2017. Approval to use Hangar 4 for the shows on the date requested.</p>	
RECOMMENDED MOTION:	
<p>To approve use of Hangar #4 to be used by “WI & MI Model Railroad Club” on September 9th, 2017.</p>	

Submitted by: Sherry DuPont

04/10/2017
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):

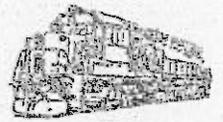
COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):



WISCONSIN AND MICHIGAN MODEL RAILROAD CLUB
OF MARINETTE, WI AND MENOMINEE, MI



THE 11TH ANNIVERSARY FALL CAR SHOW

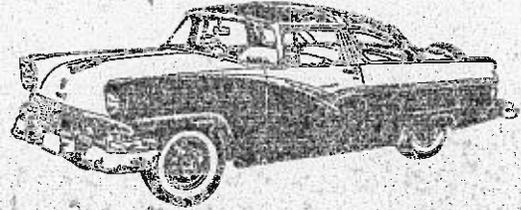
At the parking lot of
St. Thomas Aquinas Academy
Marinette Catholic Central High School

? At the Airport ? (2017)

REGISTRATION 9-11 A.M.

PRIZE DRAWINGS 1-3 P.M.

DASH PLAQUES FOR THE FIRST 30 CARS



9th 2017

Saturday, September 10th 2016, 9-4 p.m.

PRIZES • PRIZES • PRIZES

Most In Any
Local Show!

Best of Show – The Pirate's Cove

People's Choice – Shooby's Trophies & Awards

CLASS

- A. 1900-1954 – Witt "Country Style" Ford - Crivitz
- B. 1955-1963 – Automotive Products - Menominee
- C. 1964-1967 – Frank Forth Chevrolet
- D. 1968-1971 – Bayshore Radiator & Auto Care Center
- E. 1972-1984 – The Motor Company - Marinette
- F. 1900-2010 – (Modified Customs) Tony Furton - State Farm Insurance & Financial Services
- G. 1900-1984 – Twin City Trucking & Septic Service - Fred Reidell
- H. Special Interests – Olsen's Flip Side Coin Machines - Dave Olsen

Craft Show in the gym

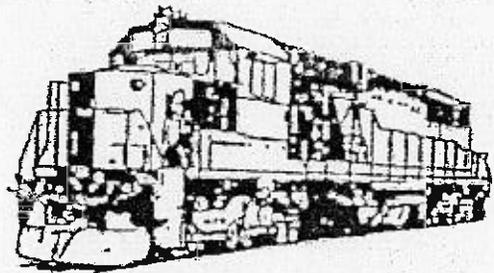
For information & available space, contact Tammie @ tkruse60@hotmail.com

Vendors Always Welcome!

Pre-Register by September 1st, 2016 and receive a complimentary T-Shirt, one per owner.

Additional shirts available for \$8.

For more information or Pre-Registration, Call Charles Renner Jr. 715.732.2122
or Jay Wessely, email: noisemaker383@yahoo.com or Cell: 906.792.5112



30th Annual

TRAIN SHOW

WISCONSIN AND MICHIGAN
MODEL RAILROAD CLUB

“30TH ANNUAL MODEL RAILROAD
SHOW AND SWAP MEET”

&

“THE 11TH ANNIVERSARY
FALL CAR SHOW”



9th, 2017
Saturday, September ~~10th, 2016~~

9:00 AM - 4:00 PM

~~-St. Thomas Aquinas Academy
-1200 Main Street, Marinette, WI~~

? At the Airport?

9th 2016

- Saturday, September ~~10th, 2016~~ Banquet -

Special Guest Speakers:

Al Chavez & Dan Hoenecke

@MarinetteElks

Topic: A Historical Tour of the WI & MI Railway

OPERATING MODEL RAILROAD LAYOUTS AND
MODEL RR EQUIPMENT FOR SALE AND TRADE

FREE - General Public Welcome

For more information or pre-registration, call Jay 906-792-5112
or e-mail Scott Wessely: noisemaker383@yahoo.com

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Emergency Generator Project
DEPARTMENT:	Buildings & Grounds
ATTACHMENTS:	Yes
SUMMARY:	
<p>Jim Mekash has been working with a contractor for the Emergency Generator Project. Approval of the contractor was give via the former County Administrator at a cost of \$4,000. Now we have some issues that need to be taken care of in order to be in compliant with the electrical codes. Drawings of emergency lighting in the courthouse and jail needs to be done which will cost more than the original price...an additional \$2,000 is needed.</p>	
RECOMMENDED MOTION:	
<p>To approve a \$2,000 fee for drawings to be developed for emergency lighting in the Courthouse, Jail and Boiler room. <i>Fees will be in addition to the previous contract amount of \$4,000 to Harland Mathews of Midwest Design Solutions for the design of system specifications for the Courthouse/jail/Boiler room generator.</i></p>	

Submitted by: Sherry DuPont

04/07/2017
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):

TO: Menominee County Commissioners

FR: Jim Mekash

RE: Emergency Generator Project

DT: March 21, 2017

Engineering planning is continuing for the addition of an emergency generator to serve the courthouse, jail and boiler room. Working with Harland Mathews of Midwest Design Solutions, the engineer who has been contracted for \$4000, to design the generator system specifications, a couple of items have come up.

1. The emergency lighting system which we now have in the courthouse is no longer acceptable by current code and would not be "grandfathered" as being acceptable. Current code requires emergency lighting be responsive to that hallway area it is serving versus our current all-or-nothing system with a building wide power outage. The ramifications of this change are to change the courthouse emergency lighting wiring and to add emergency lighting to the jail and boiler room. Drawings of the existing buildings and the proposed new emergency lighting are necessary. These drawings are beyond what the engineer has been contracted to perform under the design aspect. Since we do not have any of our building floor plans on AutoCAD, or other software based program, it will take additional time to develop the necessary drawing plans. These projected expenses are approximately \$ 2000.
2. Also, the engineer proposed having a contracted attorney to oversee the bidding process at a cost of \$800 --- \$1000 for these services.

The recommended project procedure is to have the complete generator project "under contract" that should there be any difficulties of installation or inspections that it is the responsibility of the contractors selected through the bidding process. Especially with the jail, there is no "weekend" to complete the project.

With your approval, it is desired to continue this project ASAP.

Sherry DuPont

From: Harland Matthews <harland@mwdolutions.com>
Sent: Wednesday, March 22, 2017 9:38 AM
To: James Mekash
Cc: Sherry DuPont
Subject: RE: Menominee Complex Generator Power

Thanks. With the changes, I think we're ok on the fees for this, it's hard to say for sure, but I think we'll be covered.

If you can get the electronic autocad files from the architect who designed the recent addition, that would be an excellent place to start. It would give accurate plans for the recent work, and we can extend from these plans to add the remainder of the building. The architect may charge a fee for these files. Check with them.

Harland Matthews, DES



Midwest Design Solutions, LLC
2676 Bay Settlement Rd
Green Bay, WI 54311
(920) 471-0805

Harland@mwdolutions.com

From: James Mekash [mailto:jmekash@Menomineeco.com]
Sent: Wednesday, March 22, 2017 9:28 AM
To: Harland Matthews <harland@mwdolutions.com>
Cc: James Mekash <jmekash@Menomineeco.com>; Sherry DuPont <SDuPont@menomineeco.com>
Subject: RE: Menominee Complex Generator Power

Harland,

The courthouse has a crawl space/piping level, three active floor levels, and attic areas for the old section (1800's) and the 1938 section. A new 2 story section was added this past year that has no crawl space or attic.

I do have prints from the 1983 courthouse remodel that provide the information you would need. These prints identify the levels as "Ground, 1st, and 2nd". We now identify them as levels 1, 2 and 3. I can make a set of these prints available for your use.

I will need to have our Commissioners approve this additional financial appropriation.

Jim

From: Harland Matthews [mailto:harland@mwdolutions.com]
Sent: Wednesday, March 22, 2017 9:13 AM

To: James Mekash <jmekash@Menomineeeco.com>

Subject: Menominee Complex Generator Power

Jim, I looked at the drawings that I have here of the complex, I only have floor plans of the jail facility. I have some plans for the courthouse, but the only actual floor plan that was included in this set was the attic. But, looking at the elevations for the building, I see that there are four floors for the courthouse, basement, attic and looks like two main floors.

To take the printed plans I have and get them into an electronic format and import them into autocad and trace over building walls, we can provide these services for an additional \$2000.00 over our original proposal provided last year. The plans would be to scale - to the best of our ability, and would be rudimentary in nature and not include every wall, door, or window in the building. The plans we would create would encompass the exterior walls, door and window openings, and would include limited interior walls that are necessary for us to accurately show the work that is needed for the current generator project.

In order to complete this, I will need to obtain additional printed plans that show the courthouse floor levels, with dimensions. Or, you may have a local printing facility scan the drawings into pdf or jpg format and email those plans to us.

Please let me know if you have any questions. If these services are acceptable to you, let me know and I will provide an updated proposal that includes these services.

Thanks,

Harland Matthews, DES



Midwest Design Solutions, LLC
2676 Bay Settlement Rd
Green Bay, WI 54311
(920) 471-0805

harland@mwdolutions.com

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.8007 / Virus Database: 4767/14162 - Release Date: 03/22/17

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Board to review recently submitted Miscellaneous Bills as paid on March 23, 2017 in the combined amount of \$54,224.95
RECOMMENDED MOTION	To approve Miscellaneous Bills as paid on March 23, 2017 in the combined amount of \$54,224.95

Submitted by: Sherry DuPont

04/07/2017
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):

Miscellaneous Bills Account Number List

General Fund Expenditures

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

Special Revenue Funds

205 Road Patrol
206 Sheriff Work Van
208 County Parks
215 Friend of Court
216 Airport
218 IT - Computer Serv.
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
289 SOM Salvage Vehicle Title Inspections
292 Child Care
294 Veterans' Trust
292 Special Child Care Funds
401 3-Way Road
516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 03/23/2017 - 03/23/2017
 UNJOURNALIZED OPEN
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 52215	Mastercard 2/14 - 3/11/17 (Road/Sheriff)	03/12/2017 jessicaw	03/23/2017	2,807.52	2,807.52	Open
	101-301-727.00	Quill		65.44		
	101-301-727.00	Quill		43.96		
	101-301-755.00	Galls		411.00		
	101-301-755.00	Galls		293.00		
	101-301-755.00	Galls		235.50		
	101-301-755.00	Galls		235.50		
	101-301-770.00	Bob Barker		464.60		
	101-301-770.00	Jack's Fresh Market		7.55		
	101-301-770.01	Quill		40.89		
	101-301-860.00	McDonalds		13.19		
	205-315-727.00	Quill		73.60		
	205-315-742.00	Shell		18.86		
	264-363-881.00	Safety Restraint Chair		50.00		
	264-363-881.00	Safety Restraint Chair		450.00		
	281-345-881.00	Boss Safety		224.94		
	281-345-881.00	Elite K9		158.29		
	281-345-881.00	Nerat Merchandising		21.20		
# of Invoices:	1	# Due:	1	Totals:	2,807.52	2,807.52
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>2,807.52</u>	<u>2,807.52</u>

--- TOTALS BY FUND ---

101 - GENERAL FUND	1,810.63	1,810.63
205 - ROAD PATROL	92.46	92.46
264 - LOCAL CORRECTIONS OFFICERS TRAINING	500.00	500.00
281 - K9 DONATIONS	404.43	404.43

--- TOTALS BY DEPT/ACTIVITY ---

301 - SHERIFF DEPARTMENT	1,810.63	1,810.63
315 - ROAD PATROL	92.46	92.46
345 - DONATIONS	404.43	404.43
363 - CORRECTIONS ACTIVITIES - TRAINING	500.00	500.00

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ACCENT BUILDING MAINTENANCE LT				
46872	Floor Refinishing (Jail)	280-362-755.00	489.00	489.00
TOTAL VENDOR ACCENT BUILDING MAINTENANCE LT				489.00
VENDOR NAME: ANDERSON AUTO & RV SALES INC				
1372	Vehicle Repairs to K93	281-345-981.00	1,089.00	1,089.00
Lease	11/18/16 - 2/18/17	205-315-755.00	900.00	900.00
1373	Oil Change - 2009 Tahoe	205-315-934.02	39.95	39.95
1371	Oil Change - 2017 Interceptor	205-315-934.02	39.95	39.95
TOTAL VENDOR ANDERSON AUTO & RV SALES INC				2,068.90
VENDOR NAME: APCO INTERNATIONAL				
423531	Training - A. Primeaux EMD-M	266-326-881.00	199.00	199.00
42359	Training - A. Primeaux EMD-M	266-326-881.00	389.00	389.00
TOTAL VENDOR APCO INTERNATIONAL				588.00
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677580692	Airport Supplies	216-585-755.01	44.38	92.77
		216-585-745.00	48.39	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				92.77
VENDOR NAME: AT&T - CAROL STREAM, IL				
906753458203	March 2017 - Telephone Services	101-103-850.00	72.08	72.08
906753220903	March 2017 - Telephone Services	101-103-850.00	440.14	440.14
TOTAL VENDOR AT&T - CAROL STREAM, IL				512.22
VENDOR NAME: AT&T MOBILITY				
287252150867X0308201	906-792-0211 & 906-792-5968	101-132-850.00	63.22	63.22
TOTAL VENDOR AT&T MOBILITY				63.22
VENDOR NAME: AUTOMOTIVE SUPPLY CO.				
080401915	Brake Cleaner (Airport)	216-585-742.00	8.78	8.78
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				8.78
VENDOR NAME: BARSTOW, SELSOR, & KLUMB P.C.				
7451	GAL 16-4429-859	101-148-807.00	620.00	620.00
TOTAL VENDOR BARSTOW, SELSOR, & KLUMB P.C.				620.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
21668	Oil Change - 2016 Ford Explorer	205-315-934.02	32.90	32.90
21670	Oil Change - 2017 Ford Explorer	205-315-934.02	32.90	32.90
21684	Vehicle Maintenance - 2008 Chevy Tahoe	205-315-934.02	380.22	380.22
21704	Oil Change - 2016 Ford Explorer	205-315-934.02	32.90	32.90
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				478.92
VENDOR NAME: BLUETARP FINANCIAL, INC.				
D92572	Inmate Medical Supplies	101-301-770.01	243.00	243.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				243.00
VENDOR NAME: BODY WORKS PLUS				
M268846	Replace Windshield	205-315-934.02	240.00	240.00
TOTAL VENDOR BODY WORKS PLUS				240.00
VENDOR NAME: BP				
49856001	Road Patrol Gasoline Sales	205-315-742.00	430.01	430.01
TOTAL VENDOR BP				430.01
VENDOR NAME: CARQUEST AUTO PARTS				
559401	Various Invoices - Buildings & Grounds	101-265-742.00	(27.00)	125.88
		101-265-742.00	139.49	
		101-265-742.00	13.39	
TOTAL VENDOR CARQUEST AUTO PARTS				125.88
VENDOR NAME: CELLCOM				

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CELLCOM				
216675	Airport - Cellular Services	216-585-850.00	54.70	54.70
219201	Cellular Services	292-663-850.00	40.16	120.48
		292-664-850.00	40.16	
		292-665-850.00	40.16	
223042	Medical Examiner Cellular Services	101-648-850.00	57.05	57.05
TOTAL VENDOR CELLCOM				232.23
VENDOR NAME: GENEX FLEETCARD				
999168	Gasoline Sales	292-665-860.00	47.61	47.61
TOTAL VENDOR GENEX FLEETCARD				47.61
VENDOR NAME: CITY OF MENOMINEE				
April 2017	Monthly Rent	266-326-942.00	351.67	351.67
4469	Gasoline Sales	101-265-742.00	48.61	91.90
		101-265-742.00	24.70	
		101-301-742.00	10.52	
		101-215-860.00	8.07	
4473	Road Patrol Gasoline Sales	205-315-742.00	1,119.61	1,119.61
TOTAL VENDOR CITY OF MENOMINEE				1,563.18
VENDOR NAME: CLOVERLAND PAPER CO				
113773	Janitorial Supplies	101-265-755.01	167.70	167.70
113649	Inmate Supplies	101-301-770.00	387.40	387.40
113722	Annex - Janitorial Supplies	101-265-755.01	30.37	30.37
113723	Courthouse - Janitorial Supplies	101-265-755.01	139.17	139.17
TOTAL VENDOR CLOVERLAND PAPER CO				724.64
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUT				
27380	Shredding Documents (3/10/17)	101-265-801.00	57.03	57.03
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUT				57.03
VENDOR NAME: CVS PHARMACY INC.				
6005432044049416	Inmate Medical Supplies	101-301-770.01	56.59	56.59
TOTAL VENDOR CVS PHARMACY INC.				56.59
VENDOR NAME: DICKINSON COUNTY HEALTHCARE				
1221008846-0003	Autopsy - Anthony S. Williams	101-648-836.00	2,270.30	2,270.30
TOTAL VENDOR DICKINSON COUNTY HEALTHCARE				2,270.30
VENDOR NAME: DTE ENERGY				
462245200011	Annex	101-261-920.04	169.71	169.71
TOTAL VENDOR DTE ENERGY				169.71
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT				
02290	FOC - Wireless Keyboard & Mouse, Rotary Card File	101-141-727.00	133.93	133.93
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT				133.93
VENDOR NAME: HANNA, BRENDA				
Reimbursement	Post Office Mileage	101-253-860.00	25.38	25.38
TOTAL VENDOR HANNA, BRENDA				25.38
VENDOR NAME: HANSON, JUDI				
Reimbursement	Uniform Allowance	205-315-745.00	46.63	46.63
TOTAL VENDOR HANSON, JUDI				46.63
VENDOR NAME: HENSLEY, RN, JOEL				
March 2017	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
Blood Draw	J.M. (3/1) G.P.(3/16) S.H.(3/8) S.R.(3/16)	101-267-801.01	400.00	400.00
TOTAL VENDOR HENSLEY, RN, JOEL				1,765.00
VENDOR NAME: IDENTISYS, INC.				

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: IDENTISYS, INC.				
325527-R	Body Camera (x16) & Freight	205-315-755.00	69.34	7,989.34
		205-315-934.03	7,920.00	
TOTAL VENDOR IDENTISYS, INC.				7,989.34
VENDOR NAME: J S ELECTRONICS, INC.				
19638	Maintenance on Camera system	205-315-934.02	168.88	168.88
19659	Light Bar Maintenance	205-315-934.02	80.00	80.00
19664	Maintenance Check on Jail Radios	101-301-934.01	39.13	39.13
TOTAL VENDOR J S ELECTRONICS, INC.				288.01
VENDOR NAME: JENNINGS, PATRICK L.				
2017-013-MI	Court Appointed Legal (Joslin)	101-148-807.00	60.00	60.00
2017-005-MI	Court Appointed Legal (Wodrazk)	101-148-807.00	55.00	55.00
TOTAL VENDOR JENNINGS, PATRICK L.				115.00
VENDOR NAME: KLUMB, JOANN				
Reimbursement	Mileage - Personnel Manual Meeting	101-215-860.00	23.00	23.00
TOTAL VENDOR KLUMB, JOANN				23.00
VENDOR NAME: LARRY L.D. KING, DVM				
32455	Vesta - K9 Care	101-301-881.01	133.00	133.00
TOTAL VENDOR LARRY L.D. KING, DVM				133.00
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
91502	Business Cards (x500) D. Lesperance	101-253-727.00	60.75	60.75
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				60.75
VENDOR NAME: LUFTS ADVERTISER, INC.				
3/8/17	County Directories (x300)	101-215-970.00	780.00	780.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				780.00
VENDOR NAME: MARINETTE FARM & GARDEN				
388670	K9 Supplies	101-301-881.01	125.97	125.97
TOTAL VENDOR MARINETTE FARM & GARDEN				125.97
VENDOR NAME: MENACHER, DAN				
Reimbursement	Online Code Access (MADCAD 1 Yr)	249-371-802.00	300.00	300.00
TOTAL VENDOR MENACHER, DAN				300.00
VENDOR NAME: MENARDS - MARINETTE				
30033	Inmate Supplies	101-301-770.00	33.13	33.13
30448	Inmate Supplies	101-301-770.00	97.95	97.95
30700	Building Purchase Supplies	101-103-998.11	101.31	101.31
30519	Building Purchase Supplies	101-103-998.11	114.67	114.67
30578	Janitorial Supplies	101-265-755.01	169.00	169.00
30579	Building Maintenance Supplies	101-265-930.01	28.89	28.89
30443	Supplies for New Building	101-103-998.11	165.14	165.14
30306	Supplies for Courthouse Moves	101-103-998.12	15.78	15.78
30307	Building & Ground Supplies	101-265-755.00	60.22	60.22
30520	Well Startup Materials (Parks)	208-751-920.00	135.88	135.88
30162	Inmate - Refrigerator	280-362-755.00	437.00	437.00
30164	Inmate Supplies	280-362-755.00	15.00	15.00
TOTAL VENDOR MENARDS - MARINETTE				1,373.97
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI				
551-483423	Power to Radio - February 2017	101-301-934.01	57.47	57.47
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI				57.47
VENDOR NAME: MGT OF AMERICA, INC.				
29553	DHS 286 Billings (Jan-Mar) FOC	101-141-801.00	1,364.00	1,364.00
TOTAL VENDOR MGT OF AMERICA, INC.				1,364.00
VENDOR NAME: MI FAMILY SUPPORT COUNCIL				
Registration	Fall Conference (Barrette & Topper)	101-141-860.00	150.00	150.00

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MI FAMILY SUPPORT COUNCIL				
TOTAL VENDOR MI FAMILY SUPPORT COUNCIL				150.00
VENDOR NAME: MICHIGAN COUNTIES WORKERS'				
3070	Premium Adjustment - 2nd Qtr Installment	216-585-716.00	691.24	691.24
TOTAL VENDOR MICHIGAN COUNTIES WORKERS'				691.24
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0126007-001	Family Court/Probate - Office Supplies	101-148-727.00	8.75	22.75
		101-132-727.00	14.00	
0126015-001	Sheriff Department - Office Supplies	101-301-727.00	57.04	57.04
0125904-001	Office Supplies - Clerk's Office	101-215-727.00	19.00	19.00
0125825-001	Office Supplies - Family/Probate	101-132-727.00	7.99	15.98
		101-148-727.00	7.99	
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				114.77
VENDOR NAME: MOTOROLA				
13153358	Batteries (x2)	205-315-934.01	84.00	84.00
TOTAL VENDOR MOTOROLA				84.00
VENDOR NAME: MURPHY, KEITH				
Reimbursement	Juvenile Transport - Mileage	101-132-801.00	114.49	114.49
6289	Juvenile Transport	101-132-801.01	30.00	102.00
		101-132-801.00	72.00	
TOTAL VENDOR MURPHY, KEITH				216.49
VENDOR NAME: NMCOA TREASURER				
Dues	Daniel Menacher	249-371-802.00	100.00	100.00
TOTAL VENDOR NMCOA TREASURER				100.00
VENDOR NAME: NORTHERN MI LAW ENFORCEMENT TRNG GR				
948	Training (Luke Wert)	282-302-881.00	240.00	240.00
TOTAL VENDOR NORTHERN MI LAW ENFORCEMENT TRNG GR				240.00
VENDOR NAME: NORTHERN MICHIGAN FAMILY				
Registration	Spring Conference (Barrette & Bourgeois)	101-141-802.00	25.00	50.00
		215-141-860.00	25.00	
TOTAL VENDOR NORTHERN MICHIGAN FAMILY				50.00
VENDOR NAME: OWENS, KAREN A.				
3/15/17	After School Program	292-668-801.00	189.00	189.00
TOTAL VENDOR OWENS, KAREN A.				189.00
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068317055001	Inmate Supplies	101-301-770.00	123.20	123.20
TOTAL VENDOR PAN-O-GOLD BAKING CO.				123.20
VENDOR NAME: PHILLIPPS, RANDALL				
March 2017	Court Appointed - Show Cause	101-131-807.00	1,000.00	1,500.00
		101-132-807.00	500.00	
TOTAL VENDOR PHILLIPPS, RANDALL				1,500.00
VENDOR NAME: POUPORE COLLISION & TOWING				
3/9/17	Deductible - 2016 Ford Explorer	205-315-934.02	250.00	250.00
3/09/17	Vehicle Maintenance - 2017 Ford Explorer	205-315-934.02	74.00	74.00
TOTAL VENDOR POUPORE COLLISION & TOWING				324.00
VENDOR NAME: PRINTERSPLUSI				
14986	Envelopes (PA123)	517-252-727.00	157.50	157.50

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PRINTERSPLUS!				
TOTAL VENDOR PRINTERSPLUS!				157.50
VENDOR NAME: QUILL CORPORATION				
4842493	911 Office Supplies	266-325-727.00	133.99	133.99
5143374	PA Office Supplies	101-267-727.00	19.95	19.95
5138031	PA Office Supplies	101-267-727.00	13.96	13.96
4843449	PA Office Supplies	101-267-727.00	260.46	260.46
TOTAL VENDOR QUILL CORPORATION				428.36
VENDOR NAME: REDWOOD TOXICOLOGY LABORATORY				
00719820172	Drug Testing	296-667-730.00	35.60	35.60
TOTAL VENDOR REDWOOD TOXICOLOGY LABORATORY				35.60
VENDOR NAME: REINHART FOODSERVICE				
119944	Inmate Supplies	101-301-770.00	1,072.25	1,072.25
120577	Inmate Supplies	101-301-770.00	101.86	101.86
125366	Inmate Supplies	101-301-770.00	611.16	611.16
TOTAL VENDOR REINHART FOODSERVICE				1,785.27
VENDOR NAME: RERUN FURNITURE				
12024	Flat Top Book Shelf (Equalization)	101-257-727.00	475.00	475.00
TOTAL VENDOR RERUN FURNITURE				475.00
VENDOR NAME: RIVERSIDE FORD				
23304	Vehicle Maintenance	205-315-934.02	454.69	454.69
TOTAL VENDOR RIVERSIDE FORD				454.69
VENDOR NAME: S & O LOCK AND PHONE SERVICE				
46036	Grade 1 Lever & Keys	101-103-998.12	181.95	181.95
TOTAL VENDOR S & O LOCK AND PHONE SERVICE				181.95
VENDOR NAME: SCHROUD, MARGARET				
Reimbursement	Countertop	101-257-727.00	46.41	46.41
TOTAL VENDOR SCHROUD, MARGARET				46.41
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Mileage	101-426-860.00	94.16	94.16
TOTAL VENDOR SEXTON, RICHARD				94.16
VENDOR NAME: STANDARD INSURANCE COMPANY				
April 2017	Life Insurance Premium	101-101-713.00	21.24	224.20
		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	51.92	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	2.36	
		271-790-713.00	9.44	
		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	25.96	
		266-325-713.00	16.52	
		266-326-713.00	2.36	

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STANDARD INSURANCE COMPANY				
TOTAL VENDOR STANDARD INSURANCE COMPANY				224.20
VENDOR NAME: STATE OF MICHIGAN				
D95A	Jan, Feb, Mar 2017 (District)	101-136-931.01	3,549.86	3,549.86
6294	Chargeback December 2016/January 2017	292-662-843.01	7,043.62	7,043.62
TOTAL VENDOR STATE OF MICHIGAN				10,593.48
VENDOR NAME: STATE OF MICHIGAN POB 30266				
551-483423	3-Way Line (1/1 - 3/31/17)	101-301-976.00	1,765.00	1,765.00
TOTAL VENDOR STATE OF MICHIGAN POB 30266				1,765.00
VENDOR NAME: STEPHEN VAN EYCK				
6291	Juvenile Transport	101-132-801.01	30.00	102.00
		101-132-801.00	72.00	
TOTAL VENDOR STEPHEN VAN EYCK				102.00
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
023851	Gasoline Sales (Parks)	208-751-742.00	78.89	78.89
462643	Park Supplies	208-751-755.02	4.48	66.53
		208-751-742.00	38.44	
		208-751-742.00	33.99	
		208-751-742.00	(10.38)	
023851	Gasoline Sales	208-751-742.00	78.89	78.89
015579	Road Patrol Gasoline Sales	205-315-742.00	2,204.78	2,204.78
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				2,429.09
VENDOR NAME: SVINICKI, GAIL M.				
Reimbursement	Registered Mail (2016-015633-DS)	101-267-804.00	16.06	16.06
TOTAL VENDOR SVINICKI, GAIL M.				16.06
VENDOR NAME: TD CARWASH				
20189	Car Washes (x10)	205-315-934.02	70.00	70.00
TOTAL VENDOR TD CARWASH				70.00
VENDOR NAME: TWIN CITY ELECTRIC, INC.				
80693	Move Extensions (Equalization)	101-103-998.12	231.81	231.81
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				231.81
VENDOR NAME: U.E.S. COMPUTERS, INC.				
76337	Cisco Maintenance (Jail)	218-656-857.00	74.00	74.00
76282	Symantec Endpoint Protection	218-656-857.00	24.50	24.50
TOTAL VENDOR U.E.S. COMPUTERS, INC.				98.50
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
326364429	Bizhub 423 Copier	101-172-942.00	133.07	133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				133.07
VENDOR NAME: UPCAP SERVICES INC				
Dues	2017 UPCAP Dues	101-103-802.00	1,000.00	1,000.00
TOTAL VENDOR UPCAP SERVICES INC				1,000.00
VENDOR NAME: VALENTI, SUSAN F.				
Reimbursement	Mileage & Meals	101-131-860.00	181.00	181.00
TOTAL VENDOR VALENTI, SUSAN F.				181.00
VENDOR NAME: VALLEY MECHANICAL, INC.				
3269	Thermostat for Hot Water Tank & Install	101-265-934.00	400.45	400.45
TOTAL VENDOR VALLEY MECHANICAL, INC.				400.45
VENDOR NAME: VERIZON WIRELESS				

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: VERIZON WIRELESS				
9781258907	Cellular Services	101-265-850.01	159.02	977.18
		101-301-850.00	452.34	
		101-426-850.00	2.53	
		101-682-850.00	32.45	
		205-315-850.00	330.40	
		266-325-850.00	0.44	
TOTAL VENDOR VERIZON WIRELESS				977.18
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00010	1000 9th Street	101-265-920.03	15.17	49.88
		101-265-920.04	34.71	
0402047856-00005	Kleinke Park	208-751-920.01	40.63	40.63
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				90.51
GRAND TOTAL:				51,417.43

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 3.28.2017 County Board meeting	
RECOMMENDED MOTION	
To approve the miscellaneous reports discussed at the 3.28.17 County Board meeting	

Submitted by: Sherry DuPont

04/07/2017
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):



Public Health Delta & Menominee Counties

Board of Health AGENDA

February 16, 2017
1:00 p.m. (CST), 2:00 p.m. (EST)
Pinecrest Medical Care Facility
Powers, MI

Board Members:

Jan Hafeman
Larry Schei

Amanda Hess
Gerard Tatrow

Patrick Johnson
Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator
Dr. Terry Frankovich, Medical Director
Lynn Woelffer, Finance Director
Kim Gustafson, Assistant Program Coordinator

- 1) Call to Order/Roll Call
- 2) Approval of February 16, 2017 Agenda
- 3) Public Comment on Agenda Items (five minutes maximum)
- 4) Approval of January 19, 2017 Board of Health Meeting Minutes
- 5) Environmental Health Board of Appeals
- 6) Finance Committee
 - a. FY 2017 First Quarter Report
 - b. American Express Statement
- 7) Review and Approval of January Check Register
- 8) Medical Director's Report
- 9) Health Officer's Report
- 10) Public Comment (three minutes maximum)
- 11) Board Member Comments
- 12) Adjournment



Public Health Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes

Thursday, February 16, 2017

Board Members Present

Jan Hafeman
Larry Schei

Amanda Hess
Gerard Tatrow

Patrick Johnson (via phone)
Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
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 16, 2017. 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 in person, but joined via teleconference. Ms. Hess joined the meeting at 1:10 p.m.

2. Approval of Agenda

Chairman Trudgeon would like to add agenda item 6c, MCIR Funding.

Mr. Schei moved the addition of agenda item 6c MCIR Funding to the agenda, be approved. Motion was supported by Ms. Hafeman and carried.

Ms. Hafeman moved to approve the amended February 16, 2017 agenda. Motion was supported by Mr. Schei and carried.

3. Public Comment

There was no public comment.

4. Approval of Minutes

Ms. Hafeman moved the minutes from January 19, 2017, be approved. Motion was supported by Mr. Tatrow and carried.

5. Environmental Health Board of Appeals (EHBA)

Mr. Snyder updated the BOH on the status of the individuals who agreed to participate in the EHBA. He stated he also received a phone call from Mr. Donald Mlostek wondering if a date/time has been set for his appeal request. Mr. Snyder informed him the tentative date is scheduled for March 7, 2017. He will send a letter to the appointees, along with guidelines regarding the appeal process.

Ms. Hafeman moved Ray Fettig; Dave Holmgren, P.E.; Randy Demeuse, RS; Bryan Kozikowski; and Chuck Schwenner, be appointed to the EHBA, with Dennis Bittner, P.E., being designated as an alternate. Motion was supported by Mr. Schei and carried.

6. Finance Committee

a. FY2017 First Quarter Report

Chairman Trudgeon gave an overview on the FY 2017 First Quarter Report.

Ms. Hafeman moved the FY 2017 First Quarter Report be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried.

b. American Express Statements

Ms. Hafeman briefed the BOH on the American Express Statements from November, December, and January.

Chairman Trudgeon moved the American Express statements be acknowledged and placed on file. Motion was supported by Ms. Hafeman and carried.

c. MCIR Funding

Chairman Trudgeon and Mr. Snyder informed the BOH on the status of the MCIR Funding and amount of local funds that continue to be put into the program; due to lack of additional funding from the State. Mr. Snyder has repeatedly contacted Mr. Robert Swanson, but still has not heard any response. It was suggested a letter be written and signed by Mr. Snyder and Chairman Trudgeon and mailed to Mr. Swanson.

Ms. Hafeman moved a letter be drafted to Mr. Swanson stating if PHDM does not receive additional funding for the MCIR program, they will not renew the contract for FY 2018. Motion was supported by Mr. Tatrow and carried.

7. 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. Hafeman moved the January check register be approved. Motion was supported by Mr. Schei and carried.

8. Medical Director's Report

Dr. Frankovich informed the BOH that the flu has finally hit the area and positive tests are now being seen. The vaccine seems to have been a good match this year. She also gave an overview of the Family Planning program and how it impacts women in their child bearing years. Data reported from 2014 showed there were about 67 million women of child-bearing age (13 to 44 years) in the U.S. Of those, roughly 38 million were not pregnant or wishing to become pregnant and were sexually active—hence, needing contraception. Twenty million of those women were in need of publicly-funded reproductive health services because they were low income and/or adolescents. Four out of every 10 women reported that these publicly funded services were their only source of healthcare.

Approximately 75% of the funding for the Family Planning program comes from Medicaid reimbursement for services, 12% from State funding, 10% from federal Title X, and 3% from other sources. It has been calculated that for every \$1 invested in publicly

funded Family Planning services, saves approximately \$7 in Medicaid expenses for pregnancy, delivery, and early childhood care.

Publicly funded reproductive health services are provided in multiple venues: 38% in federally qualified health centers, 29% in health departments, 10% through Planned Parenthood agencies, and the remaining are in hospitals or other clinic settings. Services include: education; screening for cervical cancer; immunizations; physical exams; contraception; and the testing, diagnosis and treatment of STI's. Dr. Frankovich emphasized that contrary to some information circulating, there is no federal funding for abortion in Planned Parenthood clinics. Furthermore, federal Medicaid dollars do not cover abortion in any setting except in the case of rape, incest or a health threat to the mother's life. In 2014, it was estimated publicly funded reproductive health programs helped women avoid:

- 2 million unintended pregnancies
- 1 million unintended births
- 700,000 abortions
- 3,700 cases of cervical cancer
- 2,100 cervical cancer deaths

Last year, PHDM served 726 clients, which is 344% of the caseload they are required to have by State funding. Of those, 10% were males, 72% were at or below 250% of the federal poverty level, while 86% were less than 150% of the federal poverty level. In summary, Dr. Frankovich noted the PHDM Family Planning program is an enormous community asset and that while individuals may have personal/religious concerns about reproductive health programs, there is absolutely no doubt about their value in improving the health of populations.

9. Health Officer's Report

- PHDM is currently undergoing their annual audit. Mr. Snyder asked the BOH members if they received their questionnaires from the audit company; which they had.
- PHDM received an email regarding the possible repeal of the Affordable Care Act. If repealed, it will affect the Prevention and Public Health funding, including losing approximately \$10,000 in Lead Poisoning Prevention and \$14,000 in the Immunization programs. Other cuts would be testing ticks for Lyme's Disease and the Public Health Accreditation program.

10. Public Comment (three minutes maximum)

No public comment.

11. Board Member Comments

- Ms. Hafeman would like the BOH to consider moving the BOH meeting scheduled for September 28, 2017, be moved from 1:00 p.m. to 4:00 p.m. C.S.T. They will vote on the request at the March 16, 2017, BOH meeting.

12. Adjournment

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 2:11 p.m. CST. Motion was supported by Mr. Tatrow and carried.

Thomas L. P. [Signature] 3-16-17

Chairperson

:kg

Approved March 16, 2017

[Signature]

*Menominee-Delta-Schoolcraft
Community Action Agency*
GOVERNING BOARD MEETING
Thursday, January 12, 2017
511 First Avenue North, Escanaba MI
12:30 p.m. (EST)

MINUTES

Chair Karen Wigand called the meeting to order at 12:31 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFoilie, Schoolcraft
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Karen Wigand, Delta
John Stapleton, Schoolcraft
Bernie Lang, Menominee
Tom Lippens, Delta
Myra Croasdell, Delta
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
Dave Anthony, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Naomi Fletcher, Weatherization Director
Cathy Pearson, Executive Assistant
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Erin Russell, Family Community Coordinator
Sarah Cantrell, RSVP Director
Kris Thibeault, Finance Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Geri Nelson, excused
Andrea Raygo, excused
Shanna Jasmin, excused
Ken Penokie
Peter Thoune
Dave Moyle

APPROVAL OF NOVEMBER 10, 2016 GOVERNING BOARD MINUTES & REVISED BOARD SCHEDULE FOR 2017

Members received a draft of the 11/10/16 Governing Board minutes for their review and a revised copy of the board meeting schedule changing the September meeting from the 4th (Labor Day) to the 7th. **JOHN STAPLETON MOVED TO APPROVE THE 11/10/16 GOVERNING BOARD MINUTES AND THE REVISED BOARD MEETING SCHEDULE, - SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Kleikamp who reported that the Finance Committee met today and reviewed the CAA November Accounts Payable Schedule and recommends their approval. **THE CAA NOVEMBER ACCOUNTS PAYABLE SCHEDULES WAS APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

The committee also reviewed and recommends approval of a sole source purchase of two vision screeners for \$15,044.42 and ***THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.*** The committee also recommends authorizing the Treasurer to be on the CAA General Account and Payroll Account ***AND THIS WAS AUTHORIZED WITH A MOTION FROM DAVE ANTHONY, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

SAFETY COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the committee met on 12/6/16 and reviewed one accident in the Early Childhood Program. ***THE SAFETY COMMITTEE REPORT WAS APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.***

APPROVAL OF SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD

Members were informed that the Head Start Policy Council has appointed Shanna Jasmin to be their representative on the Governing Board. Myra Croasdell disclosed that Shanna is her niece. ***SUSAN KLEIKAMP MOTIONED TO APPROVE SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

APPROVAL OF UNION CONTRACT

This was tabled.

ACCEPTANCE OF NOVEMBER ECP MONTHLY REPORT

Members were mailed a copy of the November ECP monthly report. There were no questions and ***IT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY CRAIG REITER; MOTION CARRIED.***

APPROVAL OF 11/29/2016 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 11/29/2016 Head Start Policy Council minutes. There were no questions and ***THEY WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.***

APPROVAL OF ECP ATTENDANCE PROCEDURE

Members were mailed a copy of the revised Early Childhood Program Attendance Procedure and ***IT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

Thursday, January 12, 2017

Page 3

UPDATE ON THE STRATEGIC PLAN GOALS

The Chair called on Julie Moberg who indicated that the Organizational Standards required a yearly review of the Strategic Plan. She noted that we are through our first year of the plan and members were mailed a copy of the plan goals indicating what has been done this past year. She told the board that staff have worked diligently on family education and increasing collaborative partners. **CLYDE THOUNE MOVED TO APPROVE THE STRATEGIC PLAN GOALS UPDATE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that she and the ECP Director, Myra Smeester, attended regional Head Start training in Chicago on the new program regulations. Myra and her staff are working hard to make sure we will be in compliance.

The Head Start duration grant request has been approved. This will extend the time in the classrooms to meet the new performance standards. The program is fully enrolled at this time.

One of the new focus areas is on attendance which is one reason you were presented with a revised attendance procedure.

The union contract has been negotiated. It is before the union members for ratification and then will be brought to the full board.

We have had a complaint filed with the Dept. of Civil Rights from an employee who disagrees with her termination.

CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED.

PUBLIC COMMENT

There were no public comments.

OTHER BUSINESS

There was no further business.

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 1:00 P.M. WITH A MOTION FROM CRAIG REITER, SUPPORTED BY DAVE ANTHONY; MOTION CARRIED.**

NEXT MEETING IS THURSDAY, MARCH 9, 2017

*Menominee-Delta-Schoolcraft
Human Resources Authority*
GOVERNING BOARD MEETING
Thursday, January 12, 2017
511 First Avenue North, Escanaba MI
12:45 p.m. (EST)

MINUTES

Chair Karen Wigand called the meeting to order at 12:31 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFoilie, Schoolcraft
Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Karen Wigand, Delta
John Stapleton, Schoolcraft
Bernie Lang, Menominee
Tom Lippens, Delta
Myra Croasdell, Delta
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
Dave Anthony, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Naomi Fletcher, Weatherization Director
Cathy Pearson, Executive Assistant
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Erin Russell, Family Community Coordinator
Sarah Cantrell, RSVP Director
Kris Thibeault, Finance Director
Sally Kidd, Senior Services Director

MEMBERS ABSENT

Geri Nelson, excused
Andrea Raygo, excused
Shanna Jasmin, excused
Ken Penokie
Peter Thoune
Dave Moyle

APPROVAL OF NOVEMBER 10, 2016 GOVERNING BOARD MINUTES & REVISED BOARD SCHEDULE FOR 2017

Members received a draft of the 11/10/16 Governing Board minutes for their review and a revised copy of the board meeting schedule changing the September meeting from the 4th (Labor Day) to the 7th. **JOHN STAPLETON MOVED TO APPROVE THE 11/10/16 GOVERNING BOARD MINUTES AND THE REVISED BOARD MEETING SCHEDULE, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Kleikamp who reported that the Finance Committee met today and reviewed the HRA November Accounts Payable Schedule and recommends their approval. **THE HRA NOVEMBER ACCOUNTS PAYABLE SCHEDULES WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

The committee also reviewed and recommends approval of a sole source bid from Ness Contracting for \$30,375 to remodel the front entrance of the administrative office building. **DAN LAFOILLE MOVED TO APPROVE THE BID FROM NESS CONTRACTING, SECONDED BY TOM LIPPENS; MOTION CARRIED.** The committee also recommends authorizing the Treasurer to be on the HRA General Account, Payroll and Housing Accounts **AND THIS WAS AUTHORIZED WITH A MOTION FROM DAVE ANTHONY, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT A NEW FUNDING REQUEST TO THE SUPERIOR HEALTH FOUNDATION FOR RSVP TRANSPORTATION

The Chair called on Sarah Cantrell, RSVP Director, who reported that we have volunteers that transport people to get groceries or prescriptions and for medical appointments. Since there is a big demand for this service Sarah is seeking authorization to apply for funds to be used to pay for mileage in these instances. **SUSAN KLEIKAMP MOVED TO AUTHORIZE THE SUBMISSION OF A FUNDING REQUEST TO THE SUPERIOR HEALTH FOUNDATION FOR RSVP TRANSPORTATION, SECONDED BY CRAIG REITER; MOTION CARRIED.**

APPROVAL OF SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD

Members were informed that the Head Start Policy Council has appointed Shanna Jasmin to be their representative on the Governing Board. Myra CroasdeLL disclosed that Shanna is her niece. **DAN LAFOILLE MOTIONED TO APPROVE SHANNA JASMIN TO REPLACE AMANDA ELY AS THE POLICY COUNCIL REPRESENTATIVE ON THE GOVERNING BOARD, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members received copies of the FGP, SCP & RSVP Oct./Nov. monthly reports, the first quarter Client Services report and the 2016 in-home services customer satisfaction report. There were no questions **AND THEY WERE ACCEPTED UPON A MOTION FROM LEE ROBBER, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL OF ADVISORY COMMITTEE MINUTES

Members were mailed copies of the following Advisory Committee minutes for their review:

- 10/14 (Men), 11/18 (School), 12/8/16 (Delta) FGP Advisory Committee minutes
- 11/9 (Men), 11/30/16 (School) SCP Advisory Committee minutes
- 10/20 (Delta), 11/15 (M/M), 11/17/16 (Delta) RSVP Advisory Committee minutes
- 12/12/16 (Hermansville) Senior Center Advisory Committee minutes

There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

UPDATE ON THE STRATEGIC PLAN GOALS

The Chair called on Julie Moberg who indicated that the Organizational Standards required a yearly review of the Strategic Plan. She noted that we are through our first year of the plan and members were mailed a copy of the plan goals indicating what has been done this past year. She told the board that staff have worked diligently and have made significant strides in marketing our programs and services. **CRAIG REITER MOVED TO APPROVE THE STRATEGIC PLAN GOALS UPDATE, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

AUTHORIZATION TO MANAGE SCHOOLCRAFT CDBG PROGRAM INCOME FUND

Karen Wigand called on Naomi Fletcher, Weatherization/Housing Director, who explained that the lack of current funding for housing rehabilitation has prevented the City of Manistique or the EDC to manage the minimal amount of program income that has recently been paid from mortgage liens that were secured for housing rehabilitation through MSHDA's Small Cities grant program that was originally managed by the Schoolcraft Economic Development Commission. The City asked if MDS CAA would manage said funds similar to our agreement with Schoolcraft County. **DAN LAFOILLE MOVED TO AUTHORIZE MDS CAA TO MANAGE THE SCHOOLCRAFT COUNTY CDBG PROGRAM INCOME FUND, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on the Executive Director who reported that the Weatherization Program is meeting its targeted goals so far. Naomi has worked out a process with Marquette staff for the intake process and energy audits. Eleven jobs have been completed so far this year.

Julie reported that SCP and FGP have moved to an easy to read monthly report for the Board. The Senior Companion Program held a fundraiser in December and raised \$1695. Both programs had Christmas parties for their volunteers.

She noted that Sarah Cantrell provided a comprehensive year-end look in her RSVP board report which is quite impressive. She also requested and received \$1,000 donation from the Sackerson Foundation and is also writing grants to the United Way and Superior Health Foundation. The RSVP volunteers assisted the Red Cross in a blood drive right after Christmas and exceeded their goal.

The Executive Director reported that we are in the thick of heat assistance requests and have just begun our Walk for Warmth campaigns. Walks will be held in Escanaba, Manistique & Menominee on February 25th. Julie indicated that she and Cathy will be meeting with DHHS-BCAEO to discuss the lack of administrative funding to administer our heat funds.

Julie Moberg reported that the Senior Centers held their Christmas dinners which are always well attended. She noted that the in-home customer satisfaction report was given to the members, which includes home delivered meals and adult day center services.

Julie informed the board that we continue to clear the complaints with the National Labor Relations Board and the US Wage and Hour Division. Both settlement agreements are made and will be completed by 2/1/2017. There is one more complaint with the MI Department of Civil Rights.

The board was informed that we continue to see people daily who are in need of housing assistance, even in winter. Our new Homeless Resource Specialist is serving people in all three counties. On a related note the Executive Director reported that we will be hosting a Bachelor level social work intern for four months starting in January. She will be working with the homeless program and with the personal care program.

Julie reported that the Welcome Newborns program has been a good fit for this office, particularly for the close referrals with the Early Childhood Program.

CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.

PUBLIC COMMENT

The Chair noted that in the Finance Committee it was strongly recommended that the Nutrition menu be put back in the monthly senior newsletters.

OTHER BUSINESS

There was some discussion on whether the cancellation of board meetings should occur if schools are cancelled in any of our three-county service area. **DAVE ANTHONY MOVED TO HAVE BOARD MEETING CANCELLATIONS FOLLOW THE SAME AS SCHOOL CLOSINGS IN ANY OF OUR THREE COUNTIES, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

ADJOURNMENT

There being no other business **THE MEETING ADJOURNED AT 1:40 P.M. WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

NEXT MEETING IS THURSDAY, MARCH 9, 2017

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 9, 2017 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Nelson, Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, 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	
Hamm, Ray	X			Nelson, John	X		
Hofer, Millie	X*			Peretto, Patti	X		
Luhtanen, Joan	X			Phillips, Patricia		X	
Martin, Ann	X			Schinderle, Katie	X 4:28		
McCole, Gerald	X			Zevitz, Michael Dr.	X 4:05		

*video television conference from the Northpointe Menominee office

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

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Nelson asked for approval or amend of agenda.

ACTION: Moved to amend the agenda with addition of Start Time of Meetings under New Business.

Motion by: G. McCole, supported by J. Luhtanen to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Nelson asked for a motion to approve the January 26, 2017 regular Board meeting minutes.

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

Motion by: G. McCole supported by A. Martin to approve the 1-26-17 regular Board meeting minutes.

Motion carried unanimously.

M. Zevitz present at 4:05 p.m.

PRESENTATION – Jail Services Presenter: Jill Doll

J. Doll, Dickinson County Director/Regional Jail Liaison reviewed with the Board Northpointe's jail services/crisis intervention/jail diversion programs. Miscellaneous questions were addressed regarding referral process; medication administration; etc.

ACTION ITEMS

• **Finance**

a) Financial Statement - December, 2016

ACTION: A motion was made by G. McCole supported by M. Hofer to approve the Financial Statement – December, 2016. **Motion carried unanimously.**

b) Check Disbursement – December, 2016

ACTION: A motion was made by A. Martin supported by G. McCole to approve the Check Disbursement – December, 2016. **Motion carried unanimously.**

c) Contracts 1-26-17 (Birchwood AFC; Ihander AFC; Kutha AFC; Schlaud AFC; Anthony House)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Birchwood AFC	Specialized Residential	1/1/17-12/31/17	\$190.78/day	Current \$117.48/day; variable with changes in LOC needs	\$73.30/day decrease
This is a renewal agreement for four residents. Individual rates are determined by their level of care. Decrease due to one resident no longer under contract and one resident's decrease in level of care.						
B.	Ihander AFC	Specialized Residential	1/1/17-12/31/17	\$65.97/day	Same; variable with changes in LOC needs	n/a
This is a renewal agreement for two residents. Individual rates are determined by their level of needs.						
C.	Kutha AFC	Specialized Residential	1/1/17-12/31/17	\$293.90/day	\$200.40/day; variable with changes in LOC needs	\$93.50/day decrease
This is a renewal agreement for five residents. Individual rates are determined by their level of needs. Decrease due to one less resident in the home.						
D.	Schlaud AFC	Specialized Residential	1/1/17-12/31/17	\$454.11/day	\$409.48/day; variable with changes in LOC needs	\$44.63/day decrease
This is a renewal agreement for seven residents. Individual rates are determined by their level of needs. The rate decrease is due to a change in residents.						
E.	Anthony House	Crisis Residential	1/1/17 – 12/31/17	\$53.11/hour case mngt/asmt; \$200/day	\$60/hr case mngmt./assessments; \$225/day	6.89/hr \$25/day
This is a renewal agreement for crisis residential services. Rate increase due to increase in staffing needs to provide safe diversion environment.						

ACTION: A motion was made by J. Luhtanen supported by M. Zevitz to approve Contracts 1-26-17 as listed on above grid. **Motion carried unanimously.**

K. Schinderle present at 4:28 p.m.

- **Board By-Laws and Policies**

ACTION: A motion was made by J. Luhtanen supported by G. McCole to approve Board By-Laws and Policies as presented. **Motion carried unanimously.**

- **Janitor Pay Scale**

ACTION: A motion was made by K. Schinderle supported by J. Luhtanen to approve janitor pay scale with range of \$8.90 to \$12.45. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

- a) FY15-16 Final Balance Sheet Income Statement

Miscellaneous questions were addressed regarding the FY15-16 Final Balance Sheet Income Statement. Consensus of the Board is that this item will move forward to the next meeting for approval.

OUTCOME: Action item for next meeting

b) Contracts 2-9-17 (*Waste Mngt of Michigan – Boyington, Iron River & Menominee; Lloyd House Limited Dividend Housing; Bedford Specialized Care; Theresa & Mark Balicki*)

Discussed and reviewed Contracts 2-9-17. Miscellaneous questions were addressed regarding Lloyd House contract, i.e. attendance at Clubhouse, length of contract; contract for Theresa and Mark Balicki is for respite services for children and need for action regarding this contract.

ACTION: A motion was made by J. Luhtanen, supported by M. Zevitz that the contract for Theresa and Mark Balicki become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Peretto, P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

ACTION: A motion was made by K. Schinderle, supported by M. Zevitz to approve the contract for Theresa and Mark Balicki.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Peretto, P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

Contracts 2-9-17 with exception of Theresa and Mark Balicki. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting.

c) Vehicle Bids (*Fox Negaunee; Riverside Iron Mountain; Town & Country*)

Discussed and reviewed the four vehicle bids received for two (2) mid-size 4 door sedans.

Miscellaneous questions were addressed and need for action on this item.

ACTION: A motion was made by J. Luhtanen, supported by M. Zevitz that Vehicle Bids become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Peretto P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Martin, A.	X		Nelson J.	X	

Motion carried unanimously.

ACTION: A motion was made by G. McCole, supported by R. Hamm to accept the bid from Riverside Iron Mountain for two (2) vehicles in the amount of \$19,296.00/each.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Peretto P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Martin, A.	X		Nelson J.	X	

Motion carried unanimously.

• **MERS Defined Benefit Plan Closure Projection Study**

Discussed and reviewed the proposed study for Northpointe’s MERS Defined Benefit Plan Closure Projection. Cost of study is \$700 – 1 Division and \$500 each additional. Miscellaneous questions were addressed. Consensus of the Board is to discuss at the next Board meeting closure of Northpointe’s Defined Benefit Plan but that no study be conducted.

OUTCOME: Discussion item at next meeting.

• **Forever Friends Drop In Center**

Discussed and reviewed information regarding Forever Friends Drop In Center that was requested at last Board meeting. Miscellaneous questions were addressed regarding location of facility, transportation, advertisement and attendance.

OUTCOME: Discuss PR issues with management and Board of Directors of the Drop-In Center.

• **CEO Report**

Discussed and reviewed CEO Report. Miscellaneous questions were addressed.

• **Start Time of Meetings**

Request was made by Board members to review and discuss start time of meetings due to Board member’s work schedules. Consensus was to discuss at next meeting the pros and cons of changing start time of meetings.

OUTCOME: Discussion item at next meeting

J. Nelson assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- J. Nelson stated the Board received a letter from Anderson Tackman inquiring as to if there is any Board member interested in meeting with Anderson Tackman as they are currently conducting an audit. A full report will be presented to the Board once the audit is completed.

PUBLIC COMMENTS

None

BOARD COMMENT

J. Luhtanen stated that recently Northpointe staff and residents were at Pizza Hut for a gathering this past week and was enjoyed by all and commended staff on a good job.

J. Dehn requested to be placed on the next Board meeting agenda for discussion “Services for Individuals”.

J. Nelson on behalf of his mother thanked J. Luhtanen for her assistance during his absence.

ADJOURN

A motion was made by G. McCole, supported by M. Zevitz to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5:50 p.m.

The next regular Board meeting is scheduled for Thursday, February 23, 2017 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 23, 2017 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Nelson, Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, 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		
Hamm, Ray	X			Nelson, John	X		
Hofer, Millie	X			Peretto, Patti		X	
Luhtanen, Joan	X			Phillips, Patricia		X	
Martin, Ann		X**		Schinderle, Katie	X 4:30		
McCole, Gerald	X			Zevitz, Michael Dr.	X		

*video television conference from the Northpointe Menominee office

** Joe Stevens, Board of Commissioner, attending meeting on behalf of Ann Martin.

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

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Nelson asked for approval or amend of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: M. Negro, supported by G. McCole to approve agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Nelson asked for a motion to approve the February 9, 2017 regular Board meeting minutes.

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

Motion by: G. McCole supported by M. Negro to approve the 2-9-17 regular Board meeting minutes.

Motion carried unanimously.

PRESENTATION - None

ACTION ITEMS

• **Finance**

a) FY15-16 Final Balance Sheet Income Statement

ACTION: A motion was made by M. Negro supported by J. Luhtanen to approve the FY15-16 Final Balance Sheet Income Statement. **Motion carried unanimously.**

b) Contracts 2-9-17 (*Waste Mngt of Michigan – Boyington, Iron River & Menominee; Lloyd House Limited Dividend Housing; Bedford Specialized Care*)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Waste Management of Michigan, Inc.	Trash Removal Iron River 115 Boyington Street	4/1/17-3/31/18	\$160.00 Base rate plus Fuel and Environmental*	\$160.00 Base rate plus Fuel and Environmental*	None
*Fuel and Environmental/RCR charges fluctuate and are determined at the time of invoicing.						
B.	Waste Management of Michigan, Inc.	Trash Removal Iron River 703 N. 2 nd Ave.	4/1/17-3/31/18	\$55.00 Base rate plus Fuel and Environmental*	\$55.00 Base rate plus Fuel and Environmental*	None
*Fuel and Environmental/RCR charges fluctuate and are determined at the time of invoicing.						
C.	Waste Management of Michigan, Inc.	Trash Removal Menominee 401 10 th Avenue	4/1/17-3/31/18	\$80.00 Base rate plus Fuel and Environmental*	\$80.00 Base rate plus Fuel and Environmental*	None
*Fuel and environmental/RCR charges fluctuate and are determined at the time of invoicing.						
D.	Lloyd House Limited Dividend Housing	Lease Addendum	4/1/17-3/31/20	\$12,000/year	3% annual increase starting 4/1/18 YR 1 - \$12,360.00 YR 2 - \$12,730.80 YR 3 - \$13,112.72	3%/year
Renewal agreement for Menominee Clubhouse						
E.	Bedford Specialized Care Inc.	AFC Home 128 Eisenhower Battle Creek, MI	2/22/17-2/21/18	\$95.00 per diem for H0043	\$95.00 per diem	None
Renewal agreement for specialized residential care						

ACTION: A motion was made by J. Luhtanen supported by G. McCole to approve Contracts 2-9-17 as listed on above grid. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

a) Check Disbursement-January, 2017

Miscellaneous questions were addressed regarding cost of computer services. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

b) Contracts 2-23-17 (*Stuart Wilson, CPA; Anderson, Tackman & Company, PLC*)

Discussed and reviewed Contracts 2-23-17. Miscellaneous questions were addressed regarding the bidding process and policies regarding contracts.

Outcome: Action item for next meeting.

K. Schinderle present at 4:30 p.m.

• **MERS Defined Benefit Plan**

Discussed further Northpointe's MERS Defined Benefit Plan. Miscellaneous questions were addressed regarding benefits, staff retention and cost associated with a defined benefit plan. Consensus of the Board was to request a draft resolution from MERS regarding closure of Defined Benefit Plan for further review.

Outcome: Request from MERS a draft Resolution for MERS Defined Benefit Plan Closure for Board review and move item forward.

- **Start Time of Meetings**

Discussed the possibility of changing the start time of Board meetings to a later start time due to Board member's work schedules, recruitment of future members, public attendance. Suggested start times were 5:00 p.m. and 4:30 p.m. Consensus was a start time of 5pm and to set a start date for the new time at the next meeting.

Outcome: Action item for next meeting.

- **Services for Individuals**

Discussed and reviewed skill building services as listed in Written Plan of Service that Northpointe offers internally. Miscellaneous questions were addressed regarding what other services are available for individuals who no longer qualify for skill building that would better serve their needs, etc. Consensus was to establish an Ad Hoc Committee to review further the parameters/limitations of direct billable services per the Written Plan for Professional Services and Michigan Medicaid Provider Manual.

Outcome: Ad Hoc Committee to be formed to review opportunities available and financial issues/restrictions related to available services per the Medicaid Provider Manual.

- **Great Lakes Rural Mental Health Association – Officer Nominations**

Request was made by GLRMHA for 2017 officer nominations. Discussion held and consensus of the Board was to nominate Joan Luhtanen as Secretary to GLRMHA.

Outcome: Consensus of the Board is to submit a letter to GLRMHA nominating Joan Luhtanen for Secretary.

- **NBHS Policy regarding Wage Scales**

Discussed and reviewed proposed revision to the Wage Scale policy that was requested at last Board meeting. Miscellaneous questions were addressed regarding statement in policy applying to all wage scales; pay scale of all employees. Consensus was to make further revisions to policy and revisit issue regarding wages once budget is established for fiscal year.

Outcome: Action item for next meeting.

J. Nelson assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Meeting Minutes 1-11-17
To be placed on file. Further clarification was requested regarding PIHP Performance Incentive Bonus Pool Memo – will be addressed by Northpointe representatives of the NorthCare Board.

PUBLIC COMMENTS

None

BOARD COMMENT

J. Luhtanen inquired as to any further updates regarding Boyington group home restructuring to 12 beds. Committee meets regularly and are awaiting budget information.

J. Stevens commended and thanked the Board for their dedication as the future of mental health is very challenging for all.

ADJOURN

A motion was made by M. Negro, supported by G. McCole to adjourn the meeting.
Motion carried unanimously.

Meeting adjourned at 5:35 p.m.

The next regular Board meeting is scheduled for Thursday, March 9, 2017 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Employee request payout of unused Vacation leave
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>The administrative assistant has not been able to use all of her vacation leave within the last year. Due to having the duties of both the Administrator and the Admin. Asst. she was unable to take all of her vacation leave. She is requesting to be paid 48 hours of vacation leave rather than lose it.</p>	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/07/2017
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):

Hello Commissioners,

I received the message below from Joann in reference to my vacation leave. We spoke about this earlier in the year, and I was able to take a few days off of the balance, however I still have 48 hours that I will lose on 4/7/17 if I can't use it. With me being in the position of manning the office and duties of the Administrator and Asst. Administrator for the past six months, there has not been time allowed for me to use my vacation leave.

With that being said, the only way I can use the time left, is to take the whole week off next week. This office cannot go for a full week without a person being here for the day to day business...and to get an agenda out for the April 11th meetings.

So I request to be paid out the 48 hours of vacation leave...should I use any of the hours prior to 4.7.17, the payout will be less than 48 hrs.

Thank you!

Sherry DuPont
Administrative Assistant
Menominee County

From: Joann Klumb
Sent: Friday, March 31, 2017 8:39 AM
To: Sherry DuPont <SDuPont@menomineeco.com>
Subject: vacation

Hi Sherry,

At the end of the pay period 03.25 you had:

Vacation	152 hrs
Earn 04.07.17	<u>152</u>
Total	304
Limit	<u>240</u>
Used this pay period	16
Need to use or pay out	48

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Probate Judge request for vacation payout of Deputy Register of Probate
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Probate Judge submitted a letter to the County Board requesting a payout of vacation for one of his employees. Due to the turnover of new employees within his office, this employee was not able to take all of her vacation leave.</p>	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/07/2017
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 PROBATE COURT

Menominee County Courthouse • 839 Tenth Avenue

Menominee, Michigan 49858



Daniel E. Hass
Judge of Probate
and
Family Court Judge

Lisa S. Frost
Register

Linda Gullicksen
Deputy Register

Jennifer Brunelle
County Juvenile Officer
(906) 863-5213

April 7, 2017

TO: Menominee County Board
Menominee County Administration

My department has experience; the resignation of a part-time Deputy Register, the hiring of the replacement (January 2017) and her departure, and the hiring of a new part time Deputy Register (March 2017). Also, some medical issues with my Register requiring time off.

I am requesting a pay out of five vacation days for my Deputy Register, Linda Gullicksen for approval from the Board.

Thank you.

Respectfully,

A handwritten signature in blue ink, appearing to read "DE Hass".

Honorable Daniel E. Hass

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Personnel Manual update
DEPARTMENT:	Personnel Committee
ATTACHMENTS:	Yes
SUMMARY:	The personnel committee has met to discuss the personnel manual (a few times). Consensus of the personnel committee was to forward this to the County Board for approval.
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/07/2017
Date

WORKSHOP ACTION

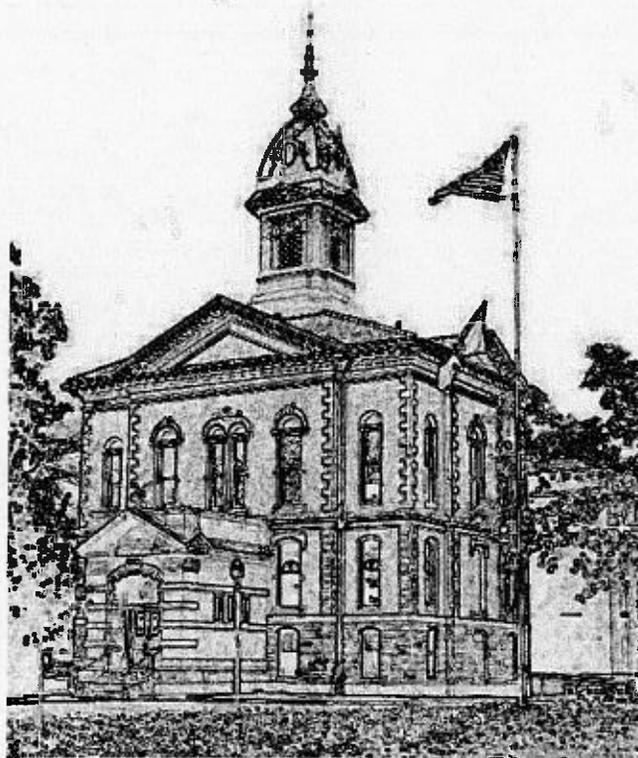
<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

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

MENOMINEE COUNTY



PERSONNEL MANUAL

Amended 4/11/2017

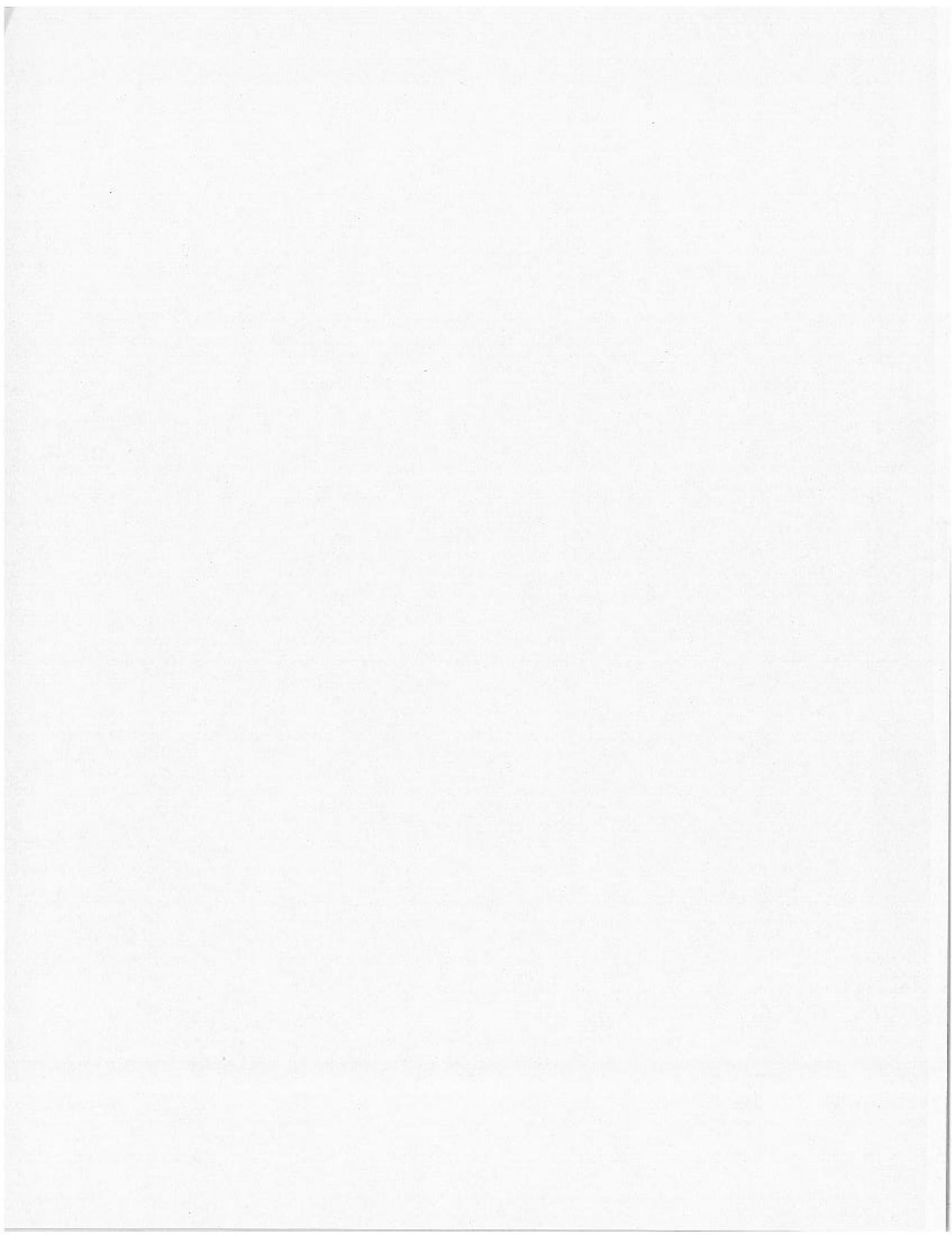


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PURPOSE AND INTENT

The interpretation and operation of the benefits and provisions of this Policy are within the sole discretion of the Menominee County Board of Commissioners (hereinafter sometimes referred to as "County Board"). The Policies outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the Menominee County Board of Commissioners and any such modifications in the manual shall be solely within the discretion of the County Board. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs, and neither the constitutional nor the statutory rights, duties and obligations of the Employer shall in any way whatsoever be abridged by the terms of this manual.

For the purposes of this Personnel Manual, the term "Employer" shall mean:

- A. The County Board of Commissioners and Elected Officials, as co-employers in the case of employees working in the County Clerk's office, County Treasurer's office, County Prosecuting Attorney's office, County Drain Commissioner's office, the County Sheriff's Department, and the Court Systems. The Menominee County Road Commission is a separate entity and oversees their own personnel.
- B. The County Board of Commissioners in the case of all other county employees.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is a policy of the Menominee County Board of Commissioners to provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, marital status, height, weight, or handicap as required by law.

SECTION 2
COVERAGE OF THE PERSONNEL MANUAL

- A. This Manual applies to all employees of the County of Menominee; with the exception of:
 - (1) The Menominee County Library Employees. (Per PA 138 of 1917)
 - (2) County officers elected by popular vote, and persons appointed to fill vacancies in such elected position.

DEPARTMENT

County Clerk's Office
Register of Deed's Office
Prosecuting Attorney's Office
Sheriff's Department
Drain Office
Treasurer's Office

CLASSIFICATION

County Clerk
Register of Deeds
Prosecuting Attorney
Sheriff
Drain Commissioner
County Treasurer

B. Elected officials or applicable Judge will be responsible for employees within their departments and shall comply with said rules and regulations for those employees under their supervision. The County Board of Commissioners will oversee positions mandated by the State (Equalization Director) but not under the supervision of other Elected Officials or applicable Judge. The County Administrator will oversee all departments and employees not under direct supervision of Elected Officials or applicable Judges. The County Administrator's supervision will include Parks and Recreation Department, Building and Grounds Department, Veteran Service Officer, Administrator's Office, E-911 Director, Emergency Management Director, MSU-Extension County employees.

C. This Manual applies to employees of the County of Menominee in recognized collective bargaining units that are represented by a certified collective bargaining representative, except to the extent that the policy indicates that it is not applicable. In all instances where a conflict exists between this Personnel Manual and an applicable collective bargaining agreement, the collective bargaining agreement shall be deemed to prevail over the provisions of this Manual.

D. The Board of Commissioners shall have the final determination as to who will be covered within the intent of this Manual.

SECTION 3 EMPLOYMENT STATUS

Definition of Employees

Regular Full-Time Employees. Regular employees are hired to fill job positions/classifications that are classified in accordance with assigned job duties, and are authorized by the County Board of Commissioners. Funds for regular status positions are budgeted specifically to support the positions/ classifications. To be considered a regular full time employee, he/she must be scheduled a minimum of 30 hours a week. Regular full time employees will be paid at the hourly rate of the wage rate of the position/ classification they occupy unless otherwise provided in a negotiated labor contract.

Regular Part-Time Employees. Regular part-time employees are hired to fill job positions/ classifications that are classified in accordance with assigned job duties and are authorized by the County Board of Commissioners. Funds for regular status positions are budgeted specifically to support the positions. Regular part-time employees are regularly scheduled to work no more than twenty five (25) hours per work week. Regular part-time employees will be paid at the rate to be determined or otherwise provided in a negotiated labor contract or established by the County Board of Commissioners. Regular part-time employees shall receive no benefits unless otherwise provided in a negotiated labor contract. Regular Part-time employees may not work more than 25 hours per week unless approved by the County Board, in advance.

Temporary/Substitute Employees. Temporary/substitute employees may be full-time or part-time, are employed by the County in a specified position/classification for less than twelve (12) months and are authorized by the County Board of Commissioners. These employees are generally hired for the purpose of relieving regular employees who are absent due to illness, vacation, or leave of absence. Temporary/substitute employees will generally be paid at the rate to be determined; any exceptions to this must be authorized in advance by the County Board of Commissioners. Temporary/substitute employees shall receive no benefits and do not follow negotiated labor contracts.

demands, such as camping season in the parks. Seasonal employees will be paid at the rate to be determined; any exceptions to this must be authorized in advance by the County Board of Commissioners. Seasonal employees shall receive no benefits and do not follow negotiated labor contracts.

Casual Employees. Casual employees are employed to be on-call to fill shift vacancies created by regular employees who are absent due to illness, vacation, or leave of absence. Casual employees will work irregular hours. Unless otherwise provided in a negotiated labor contract or established by the County Board of Commissioners, casual employees will be paid at the hourly rate to be determined while in training. When qualified, the employee will be compensated at the base pay of the classification/position they occupy. Casual employees shall receive no benefits and do not follow negotiated labor contracts.

Conversion of Time Earned. Regular Part Time employees shall receive prorated time for credit years for the purpose of calculating vacation and sick leave.

SECTION 4

EMPLOYEE HIRING AND SELECTION PROCEDURE

A. Selection for employment by Menominee County will be through open competition. The selection process will stress ability and subscribe to the principles of Equal Opportunity Employment. Race, color, creed, country of origin, ancestry, sex, age, height, weight, marital status, physical disability, political affiliation, or other factors not pertinent to performance shall not be considered in recruitment, training, promotion, retention, salary determination, or any other conditions or employment, except in cases where they constitute a bona fide occupational qualification.

The County Administrator, Elected Official or applicable Judge, where applicable will ultimately be responsible for selecting the qualified applicant, but the selection process must follow the guidelines set forth in this procedure.

When a vacancy occurs, it will be the responsibility of the County Administrator, Elected Official or Judge, where applicable, to obtain the approval of the Board of Commissioners and to adhere to the following procedure or as otherwise directed by resolution of the Board of Commissioners.

The County Administrator, elected Official or applicable Judge will be responsible for the advertising, receipt of applications, testing (if required), and the screening process. Before an employee is placed on the payroll, the selection process and placement of the salary schedule, via a personnel action form, must be forwarded to the Personnel Committee along with the "new employee check list" (Appendix "A").

B. Recruitment. Recruitment shall be conducted based on current staff needs. The recruiting efforts will be directed by the hiring County Administrator or Elected Official or Judge. Recruitment will be tailored to the various classifications of positions to be filled and will be directed to appropriate sources of applicants in order to attract an adequate number of candidates for consideration.

In order to attract qualified applicants for openings, the following procedures will be followed:

1. Notices of vacant positions will be posted on the public bulletin board in the County Courthouse and Jail. Notices may also be sent to the Hannahville Indian Community.

1. Notices of vacant positions will be posted on the public bulletin board in the County Courthouse and Jail. Notices may also be sent to the Hannahville Indian Community.
2. Concurrent with the posting, the position will be advertised. Other sources will be utilized in accordance with the County's Affirmative Action Plan.
3. All position openings will be listed with the local Michigan Employment Security Commission.

Posted job notices and advertisements shall contain the job title, job summary, minimum qualifications, wage rate, application deadline, and the logo: "An equal opportunity employer ". Department heads will be responsible for composing the notices and advertisements. All notices and advertisements will be screened by the County Administrator prior to publication, to assure compliance to equal employment guidelines and regulations. The application deadline will be established by the department head in conjunction with the County Administrator.

C. Promotion of a Present County Employee. For a vacancy, a County Administrator or Elected Official or Judge may promote a present County employee who meets all of the following considerations:

1. The employee has regular status in classification in the same department.
2. The employee meets the minimum qualifications for the vacancy.
3. The employee applies for the vacant position through the recruitment process.

D. Public Applications.

1. Each applicant shall be required to fill out the County application form. These completed application forms will be considered active for six (6) months only, unless renewed by the applicant.
2. Current County employees wishing to be considered for an opening must also fill out an application.
3. All departments shall retain applications for a period of at least three (3) years.

E. Employee Selection and Processing.

1. The County Administrator or Elected Official or Judge shall be responsible for screening and interviewing candidates for the position.
2. No new employee shall start work until they have signed a Drug-Free Workplace Policy statement.
3. No new employee shall start work until they complete an employment physical examination which may include x-rays, tests for alcohol and controlled substances, background checks and any other indicated tests and examinations which are determined to be job related. This shall be paid for by the County and shall be taken

from a County appointed physician. No new employee covered under this section shall commence work for the County until the results of the employment physical examination are received and are determined satisfactory by the County Administrator.

4. When the results of the employment physical are determined satisfactory, the official starting date shall be set for the employee. The County Administrator or Elected Official or Judge shall notify the Personnel Committee, via a personnel action form, as to the candidate selected for the position.
5. The new employee shall be required to fill out the appropriate paperwork (including benefit enrollment forms, if applicable) and will review the programs and policies of the County and their new department prior to commencing work. The responsibilities and duties of the position will also be reviewed with the County Administrator or Elected Official or Department Head, as appropriate, so that the new employee understands what is expected of him/her. The County Administrator shall verify that these steps have been completed by signing the personnel action form and the "New Employee Checklist" (filled out by the Department Head), which will then be forwarded to the Personnel Committee through the Administration office.
6. Current County employees, who are changing positions, and the affected departments shall be notified by the County Administrator in writing, of the promotion or transfer and the official starting date will be determined (up to two [2] weeks notice should be given to affect an orderly transition). Appropriate paperwork will then be filled out, and if the County Administrator, or Department Head or hiring Elected Official deems it appropriate for the new position, a physical examination may be required. County employees transferred or promoted will meet with their new Department Head in order to discuss the duties and responsibilities of the new position and to be familiarized with the new department prior to commencing work.

SECTION 5

EMPLOYMENT DATES

A. Date of Hire. The effective date on which an individual is officially hired as an employee of Menominee County shall be designated as that individual's "Date of Hire". This date is used to determine vacation time, sick time and retirement benefits. An employee's "Date of Hire" will remain in effect throughout the employee's continuous consecutive years of Employer paid employment with the County. The following shall alter an employee's Date of Hire:

1. Layoffs which exceed one (1) year, which shall change ones hire date to the date of return to employment.
2. Authorized medical leaves of absence or other authorized leaves of absence exceeding one (1) year, which will change one's hire date to the date of return.

3. Termination of employment for any reason.

B. Anniversary Date. The effective anniversary date of employment shall be their first day of work. A part-time employee or casual employee moving to full-time status will retain their anniversary date. When transferring to another pay grade, the employee will receive a new anniversary date corresponding to the first day at the new pay grade. Step increases will be given yearly (based on a 6 year progressive wage scale) on the anniversary date.

SECTION 6

HOURS OF WORK

Hours of work are to be determined by Department Heads with approval of the County Board.

SECTION 7

OVERTIME

A. Overtime. Employees working more than 80 hours a pay cycle shall receive time plus one-half (1/2) of their hourly rates. This provision will exclude bargaining units and exempt employees of the county.

B. Compensatory Time. Time will be earned on an equal hour for hour basis. This will be allowed for exempt employees at the discretion of their Department Heads.

C. Exempt Employees. "Exempt" employees, as used in this Article, shall refer to employees exempt from the overtime provisions of the Federal Fair Labor Standards Act, being 29 USC 201, et seq. These employees shall be compensated on a salary basis. These employees include, by way of example and not limitation:

1. Officers elected by popular vote and persons appointed to fill vacancies in such offices.
2. Officers and employees for whom the Constitution specifically directs the manner of appointment.
3. Members of the boards and commissions specifically required by law to be appointees of the Board of Commissioners, the Governor or other non-County officials or official bodies.
4. Persons appointed by elected official to policy making positions (generally the one chief deputy or assistant to each of the elective officers.)
5. Bona fide Executive, Administrative and Professional employees as defined by the Fair Labor Standards Act legislation and in its implementing rules and regulations.
6. Non-Exempt Employees. "Non-exempt" employees, as used in this Article, shall be employees that are not exempt from the overtime provisions of the Federal Fair Labor Standards Act, being 29 USC 201, et seq.

A. The County has adopted a classification plan provided by its former consultant, DMG - Maximus (currently MGT Consulting Group), which is labeled "Appendix B", and is a part of this Personnel policy. All of the positions in the County are grouped into classifications so that all positions doing the same general type of work or with the same general level duties and responsibilities shall have the same classification. The classification of each position has been determined by the Study adopted by the Board of Commissioners on September 24, 2001. The Study has been in effect since October 1, 2001.

Requests for reclassification due to the assignment of significant additional duties will require the completion of a position questionnaire by the employee and reviewed by the Department Head and be approved by the Board of Commissioners. It will then be submitted to MGT who will provide a new job description and pay classification for the position. The request for new positions will follow a similar process. The Board of Commissioners may, at its discretion, initiate the reclassification process.

B. Establishment and Classification of New Positions. New positions shall be established only by the Board of Commissioners on the recommendation of the Personnel Committee. A Department Head wanting a new position established and classified shall make such a request to the Personnel Committee, through the County Administrator by March 1st then forwarded to the County Board for approval by March 31st. If approved by the Board, a job description must be completed by the Department Head and forwarded to MGT for a classification/ pay grade recommendation.

C. Reclassification Determination of Existing Positions. A Department Head wishing to recommend the reclassification of a position within their department shall make such a request to the Personnel Committee through the County Administrator only if there has been a substantial addition or deletion of requirements to the position. A position questionnaire must be completed by the employee and reviewed by the Department Head. The position questionnaire must show if any duties are being changed: how were they handled in the past? Who was responsible for doing those duties before? This process, if approved by the Board, will begin during the budget construction process for the next fiscal year. Implementation action will begin at the start of the next fiscal year, if funded.

SECTION 9

COMPENSATION

A. All County wages and salaries shall be set by the Board of Commissioners. All employees covered by these policies will be classified and placed on the approved Wage Schedule for each year. This wage rate shall not include longevity, shift differential, or other bonuses.

B. Starting Wage Rates. The starting wage rates for an employee in a given classification will normally be the base rate of the wage range, except:

1. When the employee enters the new classification by way of promotion from another County classification with a lower maximum wage rate, the employee shall be started at the lowest rate in the new classification which is at least three percent (3%) higher than the employee's current rate of pay.
2. When the employee brings recent directly comparable work qualifications to the classification, the Department Head may petition the Board of Commissioners to start the

1. When the employee enters the new classification by way of promotion from another County classification with a lower maximum wage rate, the employee shall be started at the lowest rate in the new classification which is at least three percent (3%) higher than the employee's current rate of pay.
2. When the employee brings recent directly comparable work qualifications to the classification, the Department Head may petition the Board of Commissioners to start the employee at a rate up to the three (3) year level, provided this rate will be within the Department's budget and the Department Head notifies the County Board of the starting rate.
3. Menominee County utilizes a six (6) year wage progression range.

C. Longevity Bonus. Full Time employees will receive longevity pay effective on or after their 3rd anniversary date. Employees will receive longevity pay on the first paycheck in December of each year, one hundred dollars (\$100) plus fifty dollars (\$50) for each additional year above three (3) years, up to a maximum of one thousand dollars (\$1000).

SECTION 10

RETIREMENT PLAN

A. MERS. The County participates in a retirement program administered by the Michigan Municipal Employees Retirement System (MERS) as provided by Act 135, of the Public Acts of 1945, as amended.

B. Plan. Individual Employees who were previously covered under individual contracts will continue under those plans, all others or any new hires after January 1, 2005 shall follow the same plans as followed by the Courthouse bargaining unit. Full Time Employees hired on or after 1/1/2015 will be required to participate in the county's Defined Contribution Retirement Plan (DC Plan) administered through MERS. The terms of the DC Plan shall be as follows: The county shall contribute an automatic five percent (5%) of an employee's gross pay into the plan. The County will match up to an additional three percent (3%) pre-tax contribution by the employee. Employees will be vested at the completion of three (3) years of service.

C. MERS Regulations. The above benefits are subject to amendments of Act 135, of the Public Acts of 1945 and the MERS regulations. Additional information explaining the retirement system is available through the County Administrator.

SECTION 11

LIFE INSURANCE

The Employer will provide life insurance for all regular full-time employees who are eligible for life insurance pursuant to the policy terms, a group life insurance policy in the amount of Ten Thousand Dollars (\$10,000).

SECTION 12

HOSPITALIZATION AND MEDICAL INSURANCE

A. Health Insurance. The Employer agrees to provide a health insurance program for full time employees and his/her dependents. Coverage provided will be substantially equal to the coverage including premium co-pay as negotiated with the Courthouse bargaining unit. Those wishing to opt out of group coverage will be paid a stipend (in lieu of) as agreed to by the Courthouse Bargaining unit.

B. Retirement Insurance. Upon retirement from the County's service, the Employee may elect to remain in the group hospital insurance program subject to the same being approved by the Employer's group hospitalization carrier. In the event that an employee shall remain a member of the group hospitalization program, he/she must pay the full cost of the insurance premium charged by the group carrier for said benefit. The premium will be paid to the Employer, who shall forward the same to the group carrier. (COBRA) Consolidated Omnibus Budget Reconciliation Act.

C. Per the Affordable Care Act, those employees who no longer meet the requirements of qualification for health insurance will be offered COBRA as described above.

SECTION 13

TRAVEL ALLOWANCE

The following schedule of mileage allowance shall apply to employees required to drive their own vehicle in the course of their employment.

1. Mileage Allowance.

- (a) The County shall provide a mileage allowance. The rate shall be the Internal Revenue Service standard mileage rate. Any changes in the standard IRS mileage reimbursement rate, either upward or downward, shall be effective prospectively only from and after the first full calendar month after the IRS announces such a change in writing.
- (b) Miles shall always be computed on the basis of the shortest distance between the point of departure and destination.
- (c) There shall be an explanation given on all claims made to the County for reimbursement expenses for all trips. The parameters of what is sufficient explanation will be established by the County.

2. Conferences, Conventions or Seminars. The following regulations shall apply to all claims for reimbursement of expenses for attending meetings, conventions, conferences, or seminars on behalf of the Employer: Only conferences directly affecting or applying to an employee's job will be reimbursed.

- (a) Attendance at a meeting, convention, conference or seminar shall have the prior approval of the County Administrator.
- (b) Travel by private automobile shall be reimbursed at the rate as provided in section 1 (a) above.
- (c) If transportation is by an Employer-owned vehicle, no mileage shall be allowed. Actual expenses of operation of said vehicle will be paid by the Employer.
- (d) If travel is by common carrier, coach fares will be reimbursed.
- (e) Reimbursement for meals will follow the policy (R91-11) and rate adopted by the County.
- (f) When a member of an employee's family, i.e. wife, husband, son or daughter, shares the hotel or motel room, the single occupancy rate only will be reimbursed to the employee.
- (g) Business expenses such as tolls, telephone and fax expenses will be reimbursed when it is necessary as a part of the trip on behalf of the Employer.
- (h) Parking fees during the conference, convention, seminar or meeting will be reimbursed.
- (i) Expense Vouchers shall be submitted within one (1) week following the convention, conference, seminar or meeting attended by the employee. All vouchers that contain reimbursement requests for personal out of pocket expenses such as meals, tolls, or fuel must be submitted with a receipt documenting the expense.
- (j) The Board of Commissioners may determine that certain items will not be reimbursed under any circumstances, including, but not limited to:
 - 1) Travel insurance;
 - 2) Laundry or dry cleaning; or
 - 3) Hospitality or entertainment expense.
 - 4) Alcoholic Beverages

3. Advance Payment.

Employees may receive an advanced payment for meals and mileage prior to traveling on the employer's business. The advancement requires the prior approval of the Department Head and the County Administrator and must be in compliance with the following provisions:

1. The request shall be in writing and received in the County Administrator's office at least five (5) days prior to the requested issuance date.
2. The advance shall be limited to meal and mileage expenses and shall be calculated based on the number of days and meals that the employee is out of the area on employer's business.
3. Within five (5) days after the employee's return, all receipts must be turned in with a travel report. All advance funds that are not accounted for with receipts must be returned at the same time.

SECTION 14

HOLIDAYS

1. **Recognized Holidays.** Recognized County holidays are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, the Friday after Thanksgiving, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.
2. **Holiday Pay.** Full-time employees not required to work on a recognized holiday shall receive eight (8) hours pay at their regular rate for the holiday.
3. **Holidays Worked.** Non-exempt employees required to work on a holiday shall receive time and one-half (1-1/2) times their regular rate of pay for hours worked on the holiday. Exempt employees will not receive additional compensation when working holidays.
4. **Designation.** Any of the recognized holidays falling on a Saturday shall be observed on the preceding Friday; any of the recognized holidays falling on a Sunday shall be observed on the following Monday, with the exceptions of holidays for employees working in a seven (7) day a week operation, for whom holidays will be recognized on the nationally designated date.

SECTION 15

PERSONAL LEAVE

The intent of the personal Leave policy is to allow employees the ability to take time from their employment during a year.

It is further understood that an employee, whenever possible, will attempt to schedule personal leave time in advance with the department head so normal operations will not be affected.

Vacation Eligibility: Vacation leave with pay will be granted to all permanent full-time and regular part-time employees who have completed one (1) year of service; said vacation to be credited to the employee on each anniversary date of County employment.

Vacation Benefit: The vacation benefit will follow the Collective Bargaining Agreement of the Menominee County Courthouse Employees Association in all aspects including but not limited to: amount earned, payment, accumulations, use, scheduling, payment upon separation, etc.

Sick Leave: Sick leave benefits shall follow the Collective Bargaining Agreement of the Menominee County Courthouse Employees Association in all aspects including but not limited to: accumulation, use, payment upon separation, notification, verification, etc.

Personal Days: as per the Collective Bargaining Agreement of the Menominee County Courthouse Employees. If not used, personal days will not be paid for upon separation of employment.

Compensatory Time: No compensatory time may be accumulated beyond forty (40) hours at any one time. Any accrued compensatory time (no more than 40 hours) will be paid for in full upon separation of employment.

SECTION 16

FUNERAL LEAVE

Funeral leave will be granted in the event of a death in the immediate family as follows: three (3) days funeral leave will be granted in the case of the death of the spouse, mother, father, child, grandchildren, step-father, step-mother, step-son, step daughter, sister, brother, mother-in-law, father-in-law, son-in-law, and daughter-in-law of the employee. One (1) day funeral leave will be granted in the case of death of grandmother, grandfather, or step grandparent of the employee.

Funeral leave will not extend more than three (3) consecutive working days; provisions for taking such funeral leave must be approved by the Department Head.

SECTION 17

MILITARY RESERVE TRAINING LEAVES

Upon presentation of official orders requiring training, a full time employee who is a member of an armed forces reserve unit or National Guard will be granted a leave of absence to engage in annual training. Upon presentation by a regular full time employee of compensation records identifying the date of and payment made for the training program, the County shall pay the difference between the compensation that would have been received had the regular full time employee worked as scheduled for up to ten (10) working days annually. In the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee.)

SECTION 18

WORKER'S COMPENSATION

A. Employees are covered by the Worker's Compensation Laws of Michigan. Any employee involved in a work related accident or injury must report that accident or injury to his/her supervisor and the County Clerk within 24 hours after the mishap and fill out the proper reporting forms. Failure to properly report an injury may disqualify you for benefits under Workers' Compensation Insurance.

B. All employees covered under this manual who have been employed for one (1) year or more sustaining all occupational injury for which compensation is paid by the Workers' Compensation Insurance carrier may use accumulated sick or vacation leave pay to equal the difference between the compensation benefits and his/her regular bi-weekly salary less normal tax withholdings. An employee receiving Worker's Compensation payments shall not earn vacation and sick leave credits while on Worker's Compensation nor shall they be eligible to receive holiday pay. In the event a regular employee is off work and is being compensated under the Workers' Compensation Law for an on-the-job injury or illness, the Employer will continue, for eligible employees for a maximum of six (6) months from the date of the injury, to pay the premiums on health insurance, where applicable. Thereafter, the employee may make arrangements to pay the premiums to continue those insurances, provided that the insurance carrier permits the same. All other fringe benefits shall cease while on Worker's Compensation.

SECTION 19

LEAVES OF ABSENCE FOR JURY DUTY OR COURT APPEARANCES

A. Court appearance time during scheduled working hours. This type of leave is caused by an employee being subpoenaed as a witness to appear in Court on behalf of the County because of their County position. The employee shall suffer no loss of salary and benefits from that which they would have normally accrued and been paid while on this leave, provided all witness fees, less mileage, are deposited with the Office of the County Treasurer.

B. Court appearance time during non-scheduled working time. When a County employee that is not exempt from overtime is required because of their County position to appear in Court on behalf of the County during their nonscheduled working time, the time so spent in Court shall be counted as hours worked for salary and benefits. The court appearance must be verified, in writing, by the court involved in order to receive payment for this leave.

C. Jury Duty. This is an absence from work caused by an employee being ordered to serve as a juror in a court of law. Employees ordered to serve as a juror must show proof and will be required to deposit the jury fee, less mileage and expense allowances, in the Office of the County Clerk. Then the employee will be paid and will accrue all benefits that they would have normally received while not on jury duty. Employees excused from Jury Duty are expected to return immediately to their County duties.

SECTION 20

LEAVES OF ABSENCE WITHOUT PAY WITHOUT BENEFITS

A. Administrative Leaves. At his/her request, a regular employee in good standing may be granted an administrative leave of absence without pay with the approval of the County Administrator under the following conditions:

1. The employee will indicate the duration of such leave in his/her initial request.
2. The requested leave is for additional training to better qualify him/her in work assignments, or the leave is needed because of reasons sufficient in the opinion of the County Administrator to warrant such leave of absence.
3. Extensions of administrative leaves may be granted provided a written request is made, where possible, at least seven (7) days prior to the expiration of the leave.
4. All paid vacation and personal leave accumulations must be used prior to approval of an administrative leave.

Administrative leaves under this section shall be granted to employees to the extent required by the federal Family and Medical Leave Act of 1993 (PL 103-3), and any applicable amendment to such Act.

B. Health Leave. A leave of absence without pay due to sickness and injury which prevents the employee from discharging his/her normal duties, may be granted on the following basis:

1. A regular employee may be granted a leave of absence upon the approval of the County Administrator or Elected Official for the period of disability, but not to exceed twelve (12) weeks, provided the employee's request is supported by a physician's statement verifying the need for a leave, the diagnosis and expected duration of the leave. Upon the employee's request, the County Administrator may grant extension periods for such health leave if, when requested, the need for such extensions are medically verified and the County Administrator or Elected official feel such extension is justified. The Employer may request the employee to provide the County with a physician's statement attesting to an employee's continued inability to work on a reasonable basis. Upon the employee's return to work from such leave, the employee shall furnish the County a physician's statement as to his/her fitness for work.
2. The employee must utilize his/her personal leave (i.e.: illness, vacation, personal) before requesting an unpaid leave of absence for illness or injury. (If not requesting via FMLA)
3. The employee shall submit a medical certification as the employee's ability to resume work after (1) all unpaid leaves in excess of thirty (30) days taken for the employer's health or injury reasons; (2) all unpaid leaves taken for the employee's mental health reasons; and (3) after any absence from work during which the employee received worker's compensation benefits. Employees shall be provided specific notice that a return to work certificate is required when they go on unpaid leave, or when it is determined that the leave will require such a return to work certification.
4. The Employer may request an employee to submit to a physical or psychological or occupational examination with a physician designated by the County in the event the employers question the necessity for a health or injury leave. If required, the exam will be paid for by the County.

C. When a leave of absence without pay under this Article is granted for a specific time period of not more than twelve (12) weeks, and is not extended beyond such period, the individual shall normally be entitled, at the termination of such leave, to reinstatement to his/her former position. When a leave of absence is required for a period of more than twelve (12) weeks, the employee's position will not automatically be held open for him/her. The employee may be reinstated after return from leave if and when comparable employment is available.

D. Benefits. All leaves of absence under this Article will be without pay and fringe benefits, including, but not limited to, employer paid insurances, except that the County will continue Employer paid health insurance for the duration of a duly approved health leave of absence, up to a maximum of twelve (12) months. The employee must pay their portion of health insurance or it may be terminated. No benefits or seniority shall accrue during such leaves. To the extent required by federal law, the County will also continue to make available group health coverage for leaves other than Employer approved health leaves which are covered by the Federal Family and Medical Leave Act of 1993 (PL 103-3), as amended. Employees may also continue health insurance coverages under the County group policies at the employee's expense to the extent required by Federal law. (COBRA) Consolidated Omnibus Budget Reconciliation Act.

E. Failure to Return. In the event that any employee fails to return from an unpaid leave after the end of the approved leave period, the employee will be considered to have voluntarily resigned from County service. Employees may also continue health insurance coverages under the County group policies at the employee's expense to the extent required by Federal law. (COBRA)

F. The County reserves all employer rights relating to leaves of absence that may be provided under Federal Family Leave Act.

SECTION 21

PERSONAL CONDUCT

- A. All County employees are expected to adhere to the following rules of conduct. The list of rules is not intended to be an all-inclusive list of rules of conduct expected of employees. Further, the list may be added to, modified or supplemented by the Board, the Department Head or elected County officers. The purpose of these rules is to set forth some rules of conduct which can result in disciplinary action, including possible discharge. Other type behavior can subject an employee to disciplinary action including discharge.
- B. The progressive discipline procedures within the bargaining unit contracts will be followed.

The examples of behavior listed below are considered unacceptable conduct:

1. Habitual tardiness at commencement of the workday or after lunch (habitual shall be interpreted to be two instances in one month without sufficient reason, as determined by the Department Head).
2. Absenteeism without sufficient reason or proper notification.
3. Disregard of safety rules or common safety practices.

4. Abuse of break time.
5. Use of profanity or obscene language in the presence of fellow employees or the public.
6. Faulty work and/or covering up faulty work.
7. Failure to complete work assignments.
8. Inefficient work, incompetence or neglect of duty.
9. Conduct disruptive to the work of other employees.
10. Dress inappropriate for work areas and/or which fails to take into consideration public contacts, public expectations and safety or sanitation.
11. Unprofessional conduct.
12. Injurious or dangerous pranks.
13. Fighting on the premises (quarreling not considered fighting).
14. Gambling during working hours.
15. Making or publishing false, vicious, or malicious statements concerning any County employee or the County government
16. Malicious destruction of County property.
17. Unjustified abuse toward the public, either verbal or physical.
18. Willful disobedience to the proper directive of a supervisor, or other acts of insubordination.
19. Unauthorized use of County property, equipment or facilities (including telephones and duplicating equipment).
20. Violation of any County work rules, this manual, or Department rules established by your Department Head.
21. Carelessness or negligence which results in injury to another employee, client or visitor.
22. Sleeping on duty.
23. The misuse of, or removal from the premises without authorization of, any County records or confidential information, or any other County property.
24. Theft of any property of fellow employees or of the County.

25. Knowingly falsifying any timekeeping records, or intentionally giving false information to any whose duty it is to make such records.
26. Possession, consumption or use of any alcoholic beverages on the County premises or while on duty.
27. Possession, consumption or use of a non-prescribed controlled substance. (Refer to drug free work policy)
28. Reporting to work while impaired by the use of alcoholic beverages or controlled substances.
29. Absence on workdays without notice or leave, and without justifiable reason for failure to report.
30. Violation of departmental rules on confidentiality.
31. Immoral conduct.
32. Failure to abide by the standards of conduct established by State law in 1968 PA 317, as amended (being MCL 15.321-15.330) and/or the standards of conduct applicable to State employees in 1973 PA 196, as amended (being MCL 15.341-15.348), which statutes relate to conflicts of interest.
33. Instigating, aiding or participating in any illegal strike or work stoppage.
34. Illegal activity on County premises (misdemeanor or felony) during work or non-work hours.
35. Criminal conviction of a felony, or a serious or work related misdemeanor.
36. Unauthorized possession of firearms, dangerous weapons for personal protection devices, while on duty or on County premises.
37. Falsification or unauthorized altering of employment application information, or County records.
38. Sexual harassment of any other employees or members of the public while on duty or in connection with County assignments.

SECTION 22

COUNTY POLICIES

A. Telephone Calls. Use of County telephones is not permitted for personal long distance calls except in emergencies. Department Heads may require employees to log all telephone calls.

B. Change of Name, Address or Telephone Number. If you change your name, marry, have children, change your phone number, or change your address, it is important that you inform your supervisor and the County Clerk's Office as soon as possible so that your records and insurances may be adjusted. It is your responsibility to keep the Clerk's Office up to date regarding these matters.

C. Resignation. Should an employee decide to leave employment, a minimum of a two (2) weeks notice in writing must be given to your Department Head.

D. Employment of Relatives. It is the policy of the County to permit the employment of qualified individuals who are related to an existing employee, provided a *direct* supervisory-subordinate relationship would not exist as a result of that employment, or such persons do not work in the same department. Relatives are defined as spouse, brothers, sisters, parents, in-laws, and natural or adopted children.

If a *direct* supervisory-subordinate relationship occurs as a result of a marriage between two employees working or if such persons would work in the same department, then the County will attempt to transfer one of the individuals, but it is not required to do so. If a transfer does not occur, one of the employees will be required to resign within sixty (60) days of the marriage.

E. Personnel Records. Personnel records are maintained for employees with the County Clerk. These records include information on initial employment or re-employment, professional credentials, salary increases, promotion, demotions, disciplinary actions and other pertinent employment information. You may have access to review and have a copy made of your personnel file provided the County Clerk or their designee, are present during the review.

F. Outside Employment. While outside or supplemental employment is discouraged, employees may engage in outside or supplemental employment in accordance with the following limitations. In no case shall outside or supplemental employment, conflict with, or impair your responsibilities to the County.

The following guidelines shall be applicable to all employees engaged in outside or supplemental employment.

1. Employees engaged in outside or supplemental employment shall:
 - (a) Not use County facilities as a source of referral for private customers or clients.
 - (b) Not be engaged in during the employee's regularly scheduled working hours.
 - (c) Not use the name of the County or any County agency as a reference or credential in advertising or soliciting customers or clients.
 - (d) Not use County supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
 - (e) Maintain a clear separation of outside or supplemental employment from activities performed for the County.

(f) Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of employee's duties.

2. The County shall not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.

G. Tardiness. Employees who are late may be docked for time lost, and may be otherwise disciplined and/or dismissed at the discretion of the Department Head.

H. Absenteeism. Employees are required to notify their immediate supervisor prior to any absence as soon as possible.

I. Dress and Grooming. Employees are expected to maintain a neat and well groomed appearance in accordance with their position and working conditions. A Department Head may implement a code for his/her department.

J. Public Decorum. All employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person.

K. Acceptance of Gifts. Employees shall not accept any gifts or gratuity from any individual or agency that may be construed as influencing a decision of a County employee.

L. Personal Mail. Personal mail should not be addressed to the County address. Employees shall not use County postage or other County property for personal business.

M. Visitors. Friends, relatives and children of employees are not allowed in the working areas without the approval of the Department Head.

N. Sexual Harassment. Menominee County does not condone any form of sexual harassment in the workplace. Menominee County will provide employee a copy of the Menominee County's Sexual Harassment: Your Rights and Responsibilities policy. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission of such conduct is made either explicitly a term of condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee engaging in an act of sexual harassment shall be subject to the disciplinary action, up to and including suspension and/or discharge.

If an employee is being sexually harassed he/she should:

1. Make an attempt to rectify the situation by direct confrontation with the harasser, stating that the advances are not welcome.
2. If direct confrontation is unsuccessful or if you are unable to confront the harasser, the employee may: 1) report the harassment to the Department Head who will investigate or attempt to resolve the problem; 2) Report the harassment to the County Administrator, then the complaint may be then heard in executive session of Personnel Committee; and/or 3) file a formal charge with the Michigan Department of Civil Rights or, under the Title BI, with the Equal Employment Opportunity Commission.

O. Personal Equipment and Valuables. It is impossible to secure insurance coverage for personal equipment and valuables brought on County premises. You are discouraged from having personal items at your office and the County cannot be responsible for any loss or damage to such items.

P. County Property. Employees shall conform to all rules for use and treatment of County facilities and property, and shall not use any County property, equipment, facilities or staff for personal matters or gain.

Q. Political Activities

1. Political activities on the part of County employees shall in all cases be in accordance with the applicable State law, being 1976 PA 169, as amended (MCL 15.401, *et seq*) and, where applicable to employees funded through Federal funds, by Federal law, being 5 USC '1501-1508 (commonly known as the "Hatch Act") and any applicable regulations relating to these statutes.
2. Any political activities on the part of County employees in violation of these laws may result in dismissal from County services.

R. Parking. Employees are to use designated parking areas only so that parking is available to the public.

S. Inclement Weather.

1. Upon notification of the County Administrator, the County Chair will determine if weather conditions are severe enough to close the Courthouse. Notice of closing will be broadcast over local radio stations. All employees will be paid for their regularly scheduled hours that day if the Courthouse is closed.
2. Employees who are unable, due to weather conditions, to report for work when the Courthouse is open must use annual leave, sick leave, or compensatory time in order to be paid for that day.
3. If weather conditions or other acts of God make it necessary to close the Courthouse after the business day has started, all employees will be paid for their regularly scheduled shifts for the period the Courthouse is closed. This decision will be made

by the County Administrator, then the County Chair. In the County Chair's absence, the Vice-Chair will be contacted and if Vice-Chair is absent the following steps will be taken: 1. Contact Finance Chair; 2. Contact Personnel Chair.

T. Time Records and Payroll Records.

1. All employees covered by this personnel policy must submit a Time Report with their payroll voucher. Time Reports must be fully completed with hours worked, vacation and sick leave accumulation, Compensatory Time, and reasons for any absence. Failure to submit a Time Report will be cause to withhold wages until the Time Reports are submitted.
2. In the event it becomes necessary for an employee to change any facet of their payroll information, such as number of deductions, address, wage scale, etc., the proper form must be completed and submitted with the payroll voucher prior to the change. All necessary forms will be furnished by the Clerk's Office upon request.

U. Departmental Policies.

Department Heads may have additional policies to be applicable to their employees as deemed necessary with prior approval of the County Board of Commissioners. These department policies must be on file at the County Administrator's office.

V. Identification Badge

1. County Employees, except Sheriff Department who will wear the uniform identification per department policy, are required to wear a photo identification badge.
2. Badges are to be worn in a highly visible manner to identify individuals as Menominee County employees.
3. The Sheriff Department shall produce an identification badge for all employees.

SECTION 23

DISCIPLINARY PROCEDURE

Types of Disciplinary Actions

For each type of disciplinary action there is a separate disciplinary procedure. If the employee being disciplined is not satisfied with the action taken or the procedure used, the employee may submit a complaint in accordance with the complaint procedure. In the case of employees covered by a collective bargaining agreement, the procedures within the collective bargaining agreement shall also be followed.

Prior to any of the following disciplinary actions being taken by the County, the employee department head is required to conduct a thorough investigation into the alleged offense. The investigation is to be placed on the County's Personnel Action Form along with any other pertinent documents attached to this form. The investigation

is to include giving the employee's an opportunity to respond to any accusation. A report of the investigation will be submitted to the County Administrator's Office by use of the Personnel Action Form within one (1) business day. The County Administrator's Office will then distribute the Personnel Action Form as follows within one (1) business day of receiving the form: Original with Attachments - Personnel Records; Copy without attachments - Employee, Department Head(s), Payroll & County Board of Commissioners.

However, nothing herein shall bar the Employer from taking immediate and necessary action when necessary under the circumstances. This may include relieving an employee from duty pending completion of an investigation to avoid disruption of the Employer's operations when deemed necessary by the department head. Upon any employee being relieved of duty, the County Administrator shall be notified as soon as possible.

a. Oral Reprimand

- 1) The employee's department head will discuss the offense with the employee.
- 2) The employee will be told what potential action may occur if misconduct continues. Documentation of further reprimands will be placed in his/her personnel file.

b. Written Reprimand

- 1) The employee's department head will discuss the offense with the employee.
- 2) The employee will be told what potential action may be taken if another violation occurs.
- 3) A reprimand memo stating the offense and potential action will be prepared by the employee's department head. The employee will receive a copy and a copy will be placed in the employee's personnel file with another copy sent to the Personnel Committee and County Administrator. Signatures of the department head and employee must appear on all copies. The employee will sign the memo indicating he/she has read and received the reprimand memo.

c. Suspension

- 1) The County Administrator and Elected Official will review the offense with the employee.
- 2) A record of the meeting stating the offense and length of suspension will be prepared by the County Administrator or Elected Official. The County Administrator and Elected Official will review the suspension memo with the employee. The employee will receive a copy and a copy will be placed in the employee's personnel file. Another copy will be sent to the Personnel Committee. Signatures of the County Administrator and Elected Official and the employee must appear on all copies. The employee will sign the memo indicating he/she has read and received the suspension memo.
- 3) The employee will be suspended for a specified period.
- 4) Only the County Administrator or Elected Official can suspend an employee.

d. Discharge

- 1) The County Administrator and Elected Official will review the offense with the employee.
- 2) A record of the meeting stating the offense and the action to be taken will be prepared by the County Administrator. The County Administrator and Elected Official will review the discharge memo with the employee. The employee will receive a copy and a copy will be placed in the employee's personnel file. Another copy will be sent to the County Board in the form of a personnel action form. Signatures of the County Administrator and Elected Official and the employee must appear on all copies. The employee will sign the memo indicating he/she has read and received the discharge memo.
- 3) The employee will be terminated. Only the County Administrator or Elected Official can terminate an employee.
- 4) Any discharged employee wishing to appeal the discharge must do so in accordance with the complaint procedure.

SECTION 24

COMPLAINT PROCEDURE

In any organization problems and differences of opinion occur. On important matters concerning the individual employee, the County wants to be sure the employee is treated fairly. An earnest effort shall be made to settle the problems in the following manner:

- Step 1. Employees who believe they have a justifiable request or complaint should discuss the grievance with the immediate supervisor. This will lead to a fair and speedy solution of most of the complaints arising out of the day-to-day operation of the County.
- Step 2. An employee not satisfied with the verbal decision received in step 1, should submit a grievance in writing to the immediate supervisor. The immediate supervisor shall give an answer to the grievance in writing within five (5) working days, after the written grievance has been received.
- Step 3. An employee not satisfied with the decision received in step 2, should submit the grievance in writing to the Department Head. The Department Head shall give an answer to the grievance in writing on the same form, within five (5) working days, after the written grievance has been received.
- Step 4. An employee not satisfied with the decision received in step 3, should submit the grievance in writing to the County Administrator. The County Administrator, in concert with the Board Chair and the Personnel Committee Chair, shall give an answer to the grievance in writing on the same form, within five (5) working days, after the written grievance has been received.
- Step 5. An employee not satisfied with the decision received in step 4, should submit the grievance in writing to the County Board thru the County Administrator. The County Board shall give an answer to the grievance in writing on the same form, after a regular scheduled meeting. (Per Act 267 of 1976 15.268 (8)(c)) If requested, may be held in closed session. This decision shall be considered as final.

Appendix "A"

MENOMINEE COUNTY
BOARD OF COMMISSIONERS, PERSONNEL COMMITTEE
NEW EMPLOYEE CHECKLIST

1. Department: _____
2. Position: _____
3. Date of Position Vacancy: _____
4. Date Position Filled: _____
5. Starting Rate of Pay: Grade: _____ Step: _____; being \$ _____/hr.)
6. Employee Hired: _____
(name)

(address)
7. Employee Status: Regular Full-Time _____ Regular Part-Time _____
Temporary _____ Seasonal _____
8. Position was advertised through: _____
(Name of Media Sources Used)
9. The New Employee's Pre-employment Application was submitted on: _____
(Date)
10. a. The Employee's Pre Employment Physical was conducted on: _____
(Date)
b. Employee's Physical Reflected no Limitations, except: (list any) _____

11. New Employee filled out Necessary Employment and Benefit Enrollment Forms at Clerk's Office on: _____
12. New Employee signed Drug-Free Workplace Policy on _____.
(Date)
13. New employee signed Computer Usage Policy on _____
(Date)

14. New employee signed Sexual Harassment-Your Rights and responsibilities policy on _____(Date)
15. The new Employee was oriented to his/her new position by _____
on _____(Date) (Name)
16. The Department Head/Elected Official is responsible to be sure the new employee has reviewed/received the information below. **Employee** will initial below when each item has been reviewed/received.
- a. ___ review and receipt of County Bylaws, Board Rules, County policies
 - b. ___ review and receipt of County Personnel Manual
 - c. ___ review and receipt of Union Contract
 - d. ___ review of Department Policies, if any
 - e. ___ review/receipt and sign position's duties and responsibilities (job description)
 - f. ___ review of fire safety/emergency planning rules (located in hallways)
 - g. ___ review of safety rules, such as blood borne pathogens, *applicable to position.*
 - h. ___ review what to do in event of injury or accident (*while on the job*)
 - i. ___ review of employment poster (located outside County Treasurer's Office).
 - j. ___ other:

Date: _____

Department Head Signature

This form must be submitted to the County Administrator with the Personnel Action form.

APPENDIX "B"
MENOMINEE COUNTY
JOB CLASSIFICATION LIST - GRADE ORDER

*Personnel
Manual
9.24.2001*

<u>Grade</u>	<u>Annual Salary Range</u>			<u>Job Code and Title</u>
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	
5	18,274	21,929	25,584	2005 Bookmobile Assistant (library) 2006 Branch Attendant - Hermansville (library) 1204 Custodian (B&G) 2007 Library Assistant (library)
6	20,096	24,115	28,134	2003 Circulation Coordinator (library) 1102 Building Inspector Secretary (PT) (bldg code) 1308 Deputy Clerk (PT) (clerk) 1904 Computer Operator/Clerk (FOC) 2312 Cook (sheriff) 1503 E911 Telecommunicator (e911) 1203 Park Ranger (Parks)
7	21,918	26,302	30,686	2002 Cataloger (library) 1405 Deputy District Court Clerk (dist ct) 2004 Outreach Coordinator (library) 1903 Computer Operator/Secretary (FOC) 1306 Dep. Cnty Clerk - Circuit/Family Ct (clerk) 1304 Dep. Cnty Clerk - Cir Ct records & Pay (clerk) 1305 Dep. Cnty Clerk - Elec&Acct Payable (clerk) 1307 Dep. Register of Deeds (register of deeds) 2203 Dep. Register of Probate (pro/fam ct) 2204 Dep. Register of Probate/Juvenile (pro/fam ct) 2404 Dep. Treasurer 1801 Extension Secretary (ext) 1702 Staff Cartographer/Tax Bill Coord (equalization)
8	23,740	28,489	33,237	1002 Administrative Secretary (admin) 1303 Chief Deputy ROD (clerk/register of deeds) 1404 District Court Clerk (dist. ct) 1403 District Court Reporter (dist ct) 2308 Secretary (sheriff) 2311 Bailiff (sheriff) 2310 Corrections (sheriff) 2313 Corrections - Corporal (sheriff) 1502 E911 Telecommunications Specialist (E911) 2104 Legal Secretary/Computer Operator (Prosecutor) 2501 Veterans Service Officer 2403 Dep. Treasurer - Taxes
9	25,563	30,674	35,787	1202 Asst. Maintenance Superintendent (B&G) 1902 Caseworker (FOC) 1402 Dist Ct Probation Officer (dist ct) 2205 Intense Probation Officer (prob/fam ct) 2103 Investigator (prosecutor) 2202 Register of Probate/Juv Court Rec (prob/fam ct)
10	27,385	32,861	38,339	Emergency Services Coordinator 2402 Chief Dpty Treasurer/Financial System Admin (treasr) 2404 Jail Sergeant 2309 Road Patrol

				1302 Chief Deputy Cnty Clerk/ROD (clerk/rod)
11	29,207	35,048	40,889	1101 Building Inspector 2201 Juvenile Probation Officer/Referee (prob/fam ct) 2303 Road Sergeant
12	31,027	37,233	43,439	2001 Library Director (library) 1401 Magistrate (dist ct) 1701 Dep. Equalization Director
13	32,850	39,420	45,990	1501 E911 Director (E911) 2305 Liet. Detective 2307 Liet/Jail Administrator 2306 Liet/Road Patrol
14	34,673	41,607	48,542	1301 County Clerk 2401 County Treasurer 1901 Friend of Court
15	36,494	43,793	51,091	1201 B&G/Parks Superintendent 2302 Undersheriff (sheriff) Equalization Director
17	40,138	48,166	56,194	2102 Assistant Prosecuting Attorney (Prosecutor)
19	43,782	52,538	61,295	2301 Sheriff
22	47,813	57,376	68,946	1001 County Administrator (admin)

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Commissioner Appointment to WCUP Corrections Advisory Board
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>We received a letter from CUPPAD needing the county to appoint a county board member to the West Central U.P. Regional Community Corrections Advisory Board.</p> <p>Due to the fact that there is a meeting set for April 14th, they would like the board to appoint a member tonight.</p>	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/07/2017
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):

WCUP Community Corrections

310 Ludington Street, Suite #210, Escanaba, MI 49829

Phone: (906) 789-0511 • Fax (810) 213-0135

www.upcap.org



"Providing guidance and support to U.P. residents since 1961"

TO: WCUPRCCAB Members
FROM: Becky McIntyre, 
Community Corrections Manager
DATE: April 3, 2017
RE: April 14, 2017 Board Meeting

A scheduled meeting of the West-Central U.P. Regional Community Corrections Advisory Board will be held at 12:00 p.m. central time on **Friday, April 14, 2017**. The location of the meeting will be at UPCAP's downstairs conference room (2501 14th Avenue South, Escanaba, MI). For those unable to attend in person, a conference call bridge will be set up.

The number to call to attend is:
906-786-4702
Bridge 10
Password 111222#

It is imperative that we hold this meeting, as the Board will need to decide at this time if they wish to proceed with the grant process. The packet that was mailed out for the March meeting will still be utilized.

If it is impossible for either you or your designate to attend, please contact me at (906) 789-0511 or mcintyrereb@upcap.org as soon as possible.

The Upper Peninsula Commission for Area Progress (UPCAP) is a regional 501 (c) (3) charitable organization, responsible for development, coordination, and provision of human, social, and community resources within the Upper Peninsula of Michigan. In 1974, UPCAP was designated as the Region XI (U.P.) Area Agency on Aging whose purpose is to advocate for and provide services to older adults residing in the 15 counties of the Upper Peninsula.

CORRECTIONS ADVISORY BOARD (WEST CENTRAL U.P.) JPCAP		Members	Appointed	Term Expiration
Becky McIntyre	Sheriff	Kenny Marks	By Statute	
Advertise	Business Sector	Dawn M. Wells	re- 2/1/15	January 31, 2016
	County board member	James Furlong	Annually	re-appoint 1.27.15 reappoint 1/31/15

Rec. call from Marylyn - We need to appoint a commissioner to this board. We still receive \$ from DOC. Need representation -

We stopped appointing when we were no longer receiving funds for the work van.

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Resolution 2017-07 ~ CAA Head Start Month
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>CAA sent a letter asking the County Board to celebrate the accomplishments and contributions of the local Head Start Program by proclaiming "May 2017" Head Start Month.</p>	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/07/2017
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):



Serving Menominee, Delta, and Schoolcraft Counties
111 North 5th Street
Mailing Address: 507 First Avenue North
Escanaba, Michigan 49829
Telephone: [906] 786-7080 FAX: [906] 786-6889

Julie Moberg
Executive Director

Myra Smeester
Early Childhood Director

April 2017

Menominee Co Bd of Commissioners
Charlie Meintz, Chairperson
839 10th Avenue Courthouse Building Courtroom B
Menominee, Michigan 49858

Dear Commissioner Meintz:

During the month of May 2017, the Menominee-Delta-Schoolcraft Community Action Agency will be celebrating the accomplishments and contributions of the local Head Start Program. Since 1965, Head Start has been a national model program with proven success in increasing the kindergarten readiness skills of children who are at the greatest risk of future school failure.

The MDS Community Action Agency has been operating the Head Start program since 1966 and currently provides exemplary early education and family support services to three hundred and twenty young children and their families through federal Head Start and Early Head Start funding.

Please support acknowledgement of the contributions the Head Start program has made in our community by asking the Board of Commissioners to proclaim May 2017 as our local "**Head Start Month**". Our staff sincerely appreciates the dedication demonstrated by the Board of Commissioners in their continuous efforts to ensure our community is a wonderful place for young children and their families to live. Thank you for your ongoing support.

Sincerely,

Myra Smeester, Director
MDS CAA Early Childhood Program / Head Start

MS:sr

Enclosure: Sample Resolution

RESOLUTION 2017 - 07

**PROCLAMATION
HEAD START MONTH
MAY 2017**

WHEREAS, Head Start has been a high quality, comprehensive early childhood education, health and social services program operating locally since the mid 1960's; and

WHEREAS, Head Start emphasizes individualized services and the involvement and leadership of parents in setting goals designed to maximize the successful development of school readiness attributes in each child;

WHEREAS, Head Start has earned an outstanding reputation as a most successful program that responds to educational and social challenges and has proven effective in reducing future grade retention, delinquency, school dropout, unemployment, and criminal activity; and

WHEREAS, Head Start provides GED and literacy tutoring and other services to support the self-sufficiency efforts of low income families; and

WHEREAS, Head Start provides parents with a wealth of information on child development, child guidance strategies and the importance of establishing and maintaining positive parent-child relationships; and

WHEREAS, Head Start is comprised of hundreds of young children and loving families, dedicated staff, outstanding community partners and volunteers; and

WHEREAS, The Head Start program, a positive environment where goals are identified and progress is recognized, has had a positive effect on the community through the positive impact on young children and their families;

NOW, THEREFORE, WE, the Menominee County Board of Commissioners do hereby **proclaim May 2017, as**

“HEAD START MONTH”

And urge all the citizens of Menominee County, to support and reflect on the outstanding results of Head Start.

Moved by _____, seconded by _____ that the resolution be adopted.

Date: April 25, 2017

Ayes:

Nays:

Absent:

I, Marc Kleiman, the duly qualified and acting Clerk of Menominee County, do hereby certify that the following resolution was adopted at a meeting of the county Board of Commissioners held on April 25, 2017 is on file; has not been amended, altered or revoked; and is in full force and effect.

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Resolution 2017-04 – Sheriff Emergency Response/24-Hour Road Patrol
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Road patrol millage will expire at the end of 2017. Sheriff Marks requests to “renew” the millage (1.795) for another 6 years. Request to add the proposed millage renewal to the ballot for the November 2017 election.</p>	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/07/2017
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 Menominee County Board of Commissioners, held at the Menominee County MSU Extension, S904 US HWY 41, Stephenson, Michigan 49887, on the twenty-fifth (25th) day of April, 2017, at 6:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION NO. 2017-04

**SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES
MILLAGE RENEWAL PROPOSAL**

WHEREAS, County Sheriff Emergency Response Services are of substantial benefit to the citizens of the County of Menominee; and

WHEREAS, the Board of Commissioners of the County of Menominee deems it necessary and expedient for the County to operate and maintain the County Sheriff's Emergency Response/24-Hour Road Patrol functions; and

WHEREAS, a county-wide Sheriff's Emergency Response/24-Hour Road Patrol millage of 1.795 mills was authorized by the voters on May 3, 2011 and 1.15 mills was authorized by the voters on August 6, 2002, August 6, 1998, and November 15, 1994, and will expire in 2017; and

WHEREAS, it is anticipated that 1.795 mills will be necessary to continue a county-wide Sheriff's Emergency Response/24-Hour Road Patrol Services Program; and

WHEREAS, the Board of Commissioners of the County of Menominee has determined that it is appropriate to submit a millage proposition to the electors of the County to determine whether or not they desire to raise funds for the purpose of continued Sheriff's Emergency Response/ 24-Hour Road Patrol Services at the next election to be held on November 7, 2017; and

WHEREAS, the Board of Commissioners for the County of Menominee seeks to have the voters of said County determine whether or not they desire to raise funds for the purpose of supportive activities directed toward the provision of Sheriff's Emergency Response/24-Hour Road Patrol Services by approving a millage 1.795 mills for a period of six (6) years, 2018 through 2023, inclusive.

NOW, THEREFORE, BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Menominee County at the next election to be held on November 7, 2017.

SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES MILLAGE PROPOSAL

For the purpose of authorizing funding for the operation of Sheriff's Emergency Response/24-Hour Road Patrol Services, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Menominee, Michigan, be continued and renewed by up to 1.795 mills (\$1.795 per \$1,000 of taxable value) and levied for a period of six (6) years, from 2018 through 2023 inclusive?

(If approved and levied in full, this millage will raise an estimated \$1,318,623.54 for Sheriff Emergency Response Road Patrol purposes in the first calendar year. In accordance with State law, a portion of the millage may be disbursed to the City of Menominee Downtown Development and Brownfield Redevelopment Authorities)

- Yes
- No

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposition to be stated on the November 7, 2017 ballot and to be prepared and distributed in the manner required by law.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

, Chairman, Menominee County Board of Commissioners

Marc Kleiman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF Menominee)

I hereby certify that the foregoing is a true and complete copy of Resolution _____ adopted by the County Board of Commissioners of Menominee County at a regular meeting held on _____, 2017, and I further certify that public notice of such meeting was given as provided by law.

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Resolution 2017-05 ~ Deficit Elimination Plan
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
We received the letter from the state requiring us to provide a deficit elimination plan to them for deficits pertaining to the audit ending FY September 30, 2016	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/07/2017
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*

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

RESOLUTION – 2017-05

Menominee County Deficit Elimination Plan
For FY ending September 30, 2016

WHEREAS, Menominee County experienced deficit fund balances at the conclusion of the Fiscal Year ending on September 30, 2016 in the following fund:

State-Special Child Care #296-000-001.00 in the amount of \$37,500
Child Care #292-000-001.00 in the amount of \$13,066
Sheriff Work Van #206-000-001.00 in the amount of \$2,917
Park Improvement #220-000-001.00 in the amount of \$1,508
Remonumentation #243-000-001.00 in the amount of \$5

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 \$52,955 to be transferred from General Fund, cash account #101-000-001.00 to balance the deficit fund incurred in State-Special Child Care/and Child Care accounts; the Sheriff Work Van, Park Improvement, and Remonumentation accounts at the conclusion of the Fiscal Year ending September 30, 2016.

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

Charlie Meintz, Board Chairman

Date

Marc Kleiman, County Clerk

Date

Charlie Meintz – Chairperson

William Cech – Vice Chairperson

Steven Gromala

Larry Phelps

Larry Schei

Bernie Lang

Gerald Piche

Jan Hafeman

John Nelson



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

April 3, 2017

**NOTICE OF INTENT TO
WITHHOLD STATE PAYMENTS**

Municipality Code: 550000
APR Form ID No: 12895

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 Numbered Letter 2016-1.

The Local Fiscal Accountability Division received an audit report from your local unit for the fiscal year ending 2016. 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	-\$13,066.00
State-Special Child Care Fund	-\$37,500.00
Sheriff Work Van	-\$2,917.00
Park Improvement	-\$1,508.00
Remonumentation	-\$5.00

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

Page 2
April 3, 2017

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 <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 or concerns, please do not hesitate to contact us at (517) 373-3227 or Treas_MunicipalFinance@Michigan.gov.

Sincerely,



Harlan Goodrich, Manager
Local Fiscal Accountability Division

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Resolution 2017-06 ~ Resolution to Adopt Monthly Surcharge within Menominee County
DEPARTMENT:	911
ATTACHMENTS:	Yes
SUMMARY:	
<p>In order to continue to receive monthly surcharge for the 911 Department, the County Board will need to adopt the resolution enclosed. We will continue to receive \$2.12 per device in Menominee County.</p>	
RECOMMENDED MOTION:	

Submitted by: Sherry DuPont

04/07/2017
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):

RESOLUTION 2017-06

**RESOLUTION TO ADOPT MONTHLY 9-1-1 SURCHARGE WITHIN
MENOMINEE COUNTY**

WHEREAS, under MCL 484.1714 (1) (g) the State 9-1-1 Committee is required to provide notice to communications providers of the 9-1-1 surcharges in Michigan; and

WHEREAS, this includes the counties' 9-1-1 operational surcharge, the state 9-1-1 surcharge, and the monthly prepaid surcharge; and

WHEREAS, surcharge guidelines set by the State of Michigan are:

- Counties may raise or lower their surcharge collection amount once annually.
- Modifications to the surcharge collection amounts go in to effect on July 1st each year.
- Counties requesting to raise their current surcharge, not to exceed voter approved cap, must do so by commissioner resolution.
- Resolutions must be to the State of Michigan by May 15th each year.
- 2 percent of the counties surcharge is retained by the telephone companies as a technical cost.
- Under the terms of Michigan Public Service Commission U-15489 Menominee County can collect a maximum of \$2.12 by approval of a County Board Resolution.

THEREFORE BE IT RESOLVED, that the Menominee County Board of Commissioners hereby determines the Menominee County 9-1-1 Surcharge shall continue at \$2.12 effective July 1, 2017 through June 30, 2018; and

BE IT FURTHER RESOLVED that the Board Chairman is authorized to sign the necessary documents on behalf of the County and that the County Administrator is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner _____, seconded by Commissioner _____ to immediately adopt the resolution as presented.

Charlie Meintz- Board Chair

Marc Kleiman – County Clerk

Date



Menominee County Central Dispatch

2509 10th Street, Menominee, MI 49858

Phone: (906) 863-6614, Fax: (906) 863-7704

Brian Barrette, E-911 Director, bbarrette@menomineeco.com

March 31, 2017

Please be advised that Menominee County will continue collection of its local commission-enacted 911 surcharge of \$2.12 with no change in the amount from July 1, 2017, through June 30, 2018.

Brian Barrette
E-911 Director
Menominee County E-911

We pledge to respond to the needs of all citizens and public safety professionals with continuous improvement, compassion, respect, commitment, and persistence.

**PUBLIC ACT 379 OF 2008 LOCAL 911 COLLECTION AND REMITTANCE CONTACT INFORMATION
FOR THE JULY 2017-JUNE 2018 COLLECTION PERIOD**

A. County Information

County Name Menominee County	
Name of Person Completing Form Brian Barrette	
Phone Number 906-863-6614	E-Mail Address bbarrette@menomineeco.com
Is the county collecting a local surcharge from July 1, 2017, to June 30, 2018? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes" to the above question, what is the monthly amount?	AMOUNT \$2.12
If collecting a local surcharge by ballot proposal, the ballot is valid (at a minimum) between (give dates):	Start/End Date:
Is the county interested in electronic fund transmittal of local surcharge funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

B. Primary Remittance Information

Primary Remittance Contact Name Kim Kewley, Treasure's Office	
Primary Remittance Contact Address 839 10th Avenue	
Phone Number (Include Area Code) (906) 863-5548	Fax Number (Include Area Code) (906) 863-8839
E-Mail Address kkewley@menomineeco.com	

C. Geographical Information

Geographical Contact Name Brian Barrette, E-911 Director	
Geographical Contact Address 2509 10th Street, Menominee, MI 49858	
Phone Number (Include Area Code) (906) 863-6614	Fax Number (Include Area Code) (906) 863-7704
E-Mail Address bbarrette@menomineeco.com	

D. County 911 Director/Coordinator Information

County 911 Director/Coordinator Contact Name Brian Barrette, E-911 Director	
County 911 Director/Coordinator Contact Address 2509 10th Street, Menominee, MI 49858	
Phone Number (Include Area Code) (906) 863-6614	Fax Number (Include Area Code) (906) 863-7704
E-Mail Address bbarrette@menomineeco.com	

E. Authorization

County Clerk or County Coordinator Printed Name 	Date 03/31/2017
County Clerk or County Coordinator Signature – if you are not able to enter an electronic signature or print the form, sign, and scan, typing your name and sending from a matching email will serve the same as a signature.	
AUTHORITY: 2008 PA 379; COMPLIANCE: Voluntary; PENALTY: No Funding	

Return to:

m��petsc@miღian.gov

This form must be signed and received at the State 911 Office by
Monday, May 15, 2017

This form can be accessed at www.miღian.gov/snc

**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

04/07/2017
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: .535 cents/mile ~ effective 01 January 2017

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

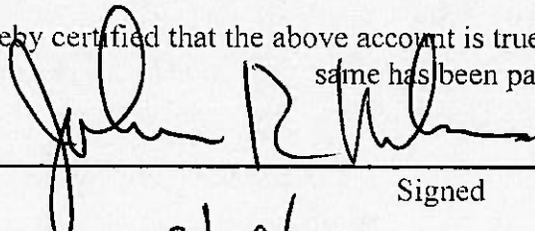
*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
3/2/17	MI WORKS, ESCANABA	54	.535	28.89	101-101-860.11
3/28/17	Countdown, Menominee	96	@.535	51.36	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
		150.			
			Total Mileage		
				Total Mileage Fee	80.25

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

3/28/17

Date

Rec. 3/29/17
AB.

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: .535 cents/mile ~ effective 01 January 2017

*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 .535/mile	Total Cost	Account Number
3/16/17	Stephenson Annex	32	17.12	17.12	
3/14/17	County Bd. Ct Hse	16	8.54	8.54	101-101-860.05
3/28/17	County Bd "	16	8.54	8.54	101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
			Total Mileage	64.0 miles 34.20	
Total Mileage Fee					34.20

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

3/29/17

Date

Rec. 3/29/17
AA.

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: .535 cents/mile ~ effective 01 January 2017

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

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

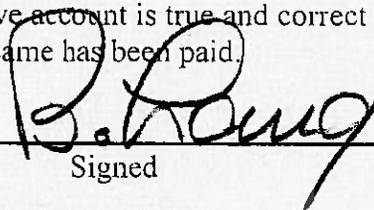
Name: Bernie Lang ~ District 2

2017

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
03-02	CT. HSE.	3			
03-28	MENO. H.H.S.	4			101-101-860.02
03-28	MENO.	3			101-101-860.02
03-14	MENO.	3			101-101-860.02
		<u>13 X .535 =</u>		<u>6.96</u>	101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
			Total Mileage		
				Total Mileage Fee	<u>6.96</u>

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

03-30-17

Date

Rec. ^{AS}
3/29/17

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: .535 cents/mile ~ effective 01 January 2017

*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 .535/mile	Total Cost	Account Number
3/14/17					
3/14/17	MENOMINEE CITY HALL	15		8.03	101-101-860.04
3/14/17	STEPHENSON-LIBRARY	32		17.12	101-101-860.04
3/14/17	COURTHOUSE	16		8.56	101-101-860.04
3/16/17	PINECREST-POWERS	73		39.06	101-101-860.04
3/21/17	MENOMINEE AIRPORT	15		8.03	101-101-860.04
3/28/17	COURTHOUSE	16		8.56	101-101-860.04
		167			101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage		
				Total Mileage Fee	\$ 89.36

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

3/31/17

Date



MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Milceage: .535 cents/mile ~ effective 01 January 2017

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

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

Name: Gerald L. Piche ~ District 7

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
3/2/17	Personnel - Court House	72		38.52	101-101-860.07
3/7/17	Road Commission	25		13.38	101-101-860.07
3/14/17	Court House - County Board	72		38.52	101-101-860.07
3/28/17	Court House - County Board	72		38.52	101-101-860.07
					101-101-860.07
					101-101-860.07
			Total Milceage		
				Total Milceage Fee	128.94

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.

Gerald Piche

Signed

4/6/17

Date



**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Board to review recently submitted Miscellaneous Bills as paid on March 23 & 29, 2017 in the combined amount of \$114,240.60.
RECOMMENDED MOTION	

Submitted by: Sherry DuPont

04/07/2017
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):

Miscellaneous Bills Account Number List

General Fund Expenditures

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

Special Revenue Funds

205 Road Patrol
206 Sheriff Work Van
208 County Parks
215 Friend of Court
216 Airport
218 IT - Computer Serv.
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
289 SOM Salvage Vehicle Title Inspections
292 Child Care
294 Veterans' Trust
292 Special Child Care Funds
401 3-Way Road
516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

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CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ACCENT BUILDING MAINTENANCE LT				
46872	Floor Refinishing (Jail)	280-362-755.00	489.00	489.00
TOTAL VENDOR ACCENT BUILDING MAINTENANCE LT				489.00
VENDOR NAME: ANDERSON AUTO & RV SALES INC				
1372	Vehicle Repairs to K93	281-345-981.00	1,089.00	1,089.00
Lease	11/18/16 - 2/18/17	205-315-755.00	900.00	900.00
1373	Oil Change - 2009 Tahoe	205-315-934.02	39.95	39.95
1371	Oil Change - 2017 Interceptor	205-315-934.02	39.95	39.95
TOTAL VENDOR ANDERSON AUTO & RV SALES INC				2,068.90
VENDOR NAME: APCO INTERNATIONAL				
423531	Training - A. Primeaux EMD-M	266-326-881.00	199.00	199.00
42359	Training - A. Primeaux EMD-M	266-326-881.00	389.00	389.00
TOTAL VENDOR APCO INTERNATIONAL				588.00
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677580692	Airport Supplies	216-585-755.01	44.38	92.77
		216-585-745.00	48.39	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				92.77
VENDOR NAME: AT&T - CAROL STREAM, IL				
906753458203	March 2017 - Telephone Services	101-103-850.00	72.08	72.08
906753220903	March 2017 - Telephone Services	101-103-850.00	440.14	440.14
TOTAL VENDOR AT&T - CAROL STREAM, IL				512.22
VENDOR NAME: AT&T MOBILITY				
287252150867X0308201	906-792-0211 & 906-792-5968	101-132-850.00	63.22	63.22
TOTAL VENDOR AT&T MOBILITY				63.22
VENDOR NAME: AUTOMOTIVE SUPPLY CO.				
080401915	Brake Cleaner (Airport)	216-585-742.00	8.78	8.78
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				8.78
VENDOR NAME: BARSTOW, SELSOR, & KLUMB P.C.				
7451	GAL 16-4429-859	101-148-807.00	620.00	620.00
TOTAL VENDOR BARSTOW, SELSOR, & KLUMB P.C.				620.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
21668	Oil Change - 2016 Ford Explorer	205-315-934.02	32.90	32.90
21670	Oil Change - 2017 Ford Explorer	205-315-934.02	32.90	32.90
21684	Vehicle Maintenance - 2008 Chevy Tahoe	205-315-934.02	380.22	380.22
21704	Oil Change - 2016 Ford Explorer	205-315-934.02	32.90	32.90
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				478.92
VENDOR NAME: BLUETARP FINANCIAL, INC.				
D92572	Inmate Medical Supplies	101-301-770.01	243.00	243.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				243.00
VENDOR NAME: BODY WORKS PLUS				
M268846	Replace Windshield	205-315-934.02	240.00	240.00
TOTAL VENDOR BODY WORKS PLUS				240.00
VENDOR NAME: BP				
49856001	Road Patrol Gasoline Sales	205-315-742.00	430.01	430.01
TOTAL VENDOR BP				430.01
VENDOR NAME: CARQUEST AUTO PARTS				
559401	Various Invoices - Buildings & Grounds	101-265-742.00	(27.00)	125.88
		101-265-742.00	139.49	
		101-265-742.00	13.39	
TOTAL VENDOR CARQUEST AUTO PARTS				125.88
VENDOR NAME: CELLCOM				

125.88

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CHIEF FINANCIAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CELLCOM				
216675	Airport - Cellular Services	216-585-850.00	54.70	54.70
219201	Cellular Services	292-663-850.00	40.16	120.48
		292-664-850.00	40.16	
		292-665-850.00	40.16	
223042	Medical Examiner Cellular Services	101-648-850.00	57.05	57.05
TOTAL VENDOR CELLCOM				232.23
VENDOR NAME: CENEX FLEETCARD				
999168	Gasoline Sales	292-665-860.00	47.61	47.61
TOTAL VENDOR CENEX FLEETCARD				47.61
VENDOR NAME: CITY OF MENOMINEE				
April 2017	Monthly Rent	266-326-942.00	351.67	351.67
4469	Gasoline Sales	101-265-742.00	48.61	91.90
		101-265-742.00	24.70	
		101-301-742.00	10.52	
		101-215-860.00	8.07	
4473	Road Patrol Gasoline Sales	205-315-742.00	1,119.61	1,119.61
TOTAL VENDOR CITY OF MENOMINEE				1,563.18
VENDOR NAME: CLOVERLAND PAPER CO				
113773	Janitorial Supplies	101-265-755.01	167.70	167.70
113649	Inmate Supplies	101-301-770.00	387.40	387.40
113722	Annex - Janitorial Supplies	101-265-755.01	30.37	30.37
113723	Courthouse - Janitorial Supplies	101-265-755.01	139.17	139.17
TOTAL VENDOR CLOVERLAND PAPER CO				724.64
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUT				
27380	Shredding Documents (3/10/17)	101-265-801.00	57.03	57.03
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUT				57.03
VENDOR NAME: CVS PHARMACY INC.				
6005432044049416	Inmate Medical Supplies	101-301-770.01	56.59	56.59
TOTAL VENDOR CVS PHARMACY INC.				56.59
VENDOR NAME: DICKINSON COUNTY HEALTHCARE				
1221008646-0003	Autopsy - Anthony S. Williams	101-648-836.00	2,270.30	2,270.30
TOTAL VENDOR DICKINSON COUNTY HEALTHCARE				2,270.30
VENDOR NAME: DTE ENERGY				
462245200011	Annex	101-261-920.04	169.71	169.71
TOTAL VENDOR DTE ENERGY				169.71
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT				
02290	FOC - Wireless Keyboard & Mouse, Rotary Card File	101-141-727.00	133.93	133.93
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT				133.93
VENDOR NAME: HANNA, BRENDA				
Reimbursement	Post Office Mileage	101-253-860.00	25.38	25.38
TOTAL VENDOR HANNA, BRENDA				25.38
VENDOR NAME: HANSON, JUDI				
Reimbursement	Uniform Allowance	205-315-745.00	46.63	46.63
TOTAL VENDOR HANSON, JUDI				46.63
VENDOR NAME: HENSLEY, RN, JOEL				
March 2017	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
Blood Draw	J.M. (3/1) G.P.(3/16) S.H.(3/8) S.R.(3/16)	101-267-801.01	400.00	400.00
TOTAL VENDOR HENSLEY, RN, JOEL				1,765.00
VENDOR NAME: IDENTISYS, INC.				

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: IDENTISYS, INC.				
325527-R	Body Camera (x16) & Freight	205-315-755.00	69.34	7,989.34
		205-315-934.03	7,920.00	
TOTAL VENDOR IDENTISYS, INC.				7,989.34
VENDOR NAME: J S ELECTRONICS, INC.				
19638	Maintenance on Camera system	205-315-934.02	168.88	168.88
19659	Light Bar Maintenance	205-315-934.02	80.00	80.00
19664	Maintenance Check on Jail Radios	101-301-934.01	39.13	39.13
TOTAL VENDOR J S ELECTRONICS, INC.				288.01
VENDOR NAME: JENNINGS, PATRICK L.				
2017-013-MI	Court Appointed Legal (Joslin)	101-148-807.00	60.00	60.00
2017-005-MI	Court Appointed Legal (Wodrazk)	101-148-807.00	55.00	55.00
TOTAL VENDOR JENNINGS, PATRICK L.				115.00
VENDOR NAME: KLUMB, JOANN				
Reimbursement	Mileage - Personnel Manual Meeting	101-215-860.00	23.00	23.00
TOTAL VENDOR KLUMB, JOANN				23.00
VENDOR NAME: LARRY L.D. KING, DVM				
32455	Vesta - K9 Care	101-301-881.01	133.00	133.00
TOTAL VENDOR LARRY L.D. KING, DVM				133.00
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
91502	Business Cards (x500) D. Lesperance	101-253-727.00	60.75	60.75
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				60.75
VENDOR NAME: LUFTS ADVERTISER, INC.				
3/8/17	County Directories (x300)	101-215-970.00	780.00	780.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				780.00
VENDOR NAME: MARINETTE FARM & GARDEN				
388670	K9 Supplies	101-301-881.01	125.97	125.97
TOTAL VENDOR MARINETTE FARM & GARDEN				125.97
VENDOR NAME: MENACHER, DAN				
Reimbursement	Online Code Access (MADCAD 1 Yr)	249-371-802.00	300.00	300.00
TOTAL VENDOR MENACHER, DAN				300.00
VENDOR NAME: MENARDS - MARINETTE				
30033	Inmate Supplies	101-301-770.00	33.13	33.13
30448	Inmate Supplies	101-301-770.00	97.95	97.95
30700	Building Purchase Supplies	101-103-998.11	101.31	101.31
30519	Building Purchase Supplies	101-103-998.11	114.67	114.67
30578	Janitorial Supplies	101-265-755.01	169.00	169.00
30579	Building Maintenance Supplies	101-265-930.01	28.89	28.89
30443	Supplies for New Building	101-103-998.11	165.14	165.14
30306	Supplies for Courthouse Moves	101-103-998.12	15.78	15.78
30307	Building & Ground Supplies	101-265-755.00	60.22	60.22
30520	Well Startup Materials (Parks)	208-751-920.00	135.88	135.88
30162	Inmate - Refrigerator	280-362-755.00	437.00	437.00
30164	Inmate Supplies	280-362-755.00	15.00	15.00
TOTAL VENDOR MENARDS - MARINETTE				1,373.97
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI				
551-483423	Power to Radio - February 2017	101-301-934.01	57.47	57.47
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI				57.47
VENDOR NAME: MGT OF AMERICA, INC.				
29553	DHS 286 Billings (Jan-Mar) FOC	101-141-801.00	1,364.00	1,364.00
TOTAL VENDOR MGT OF AMERICA, INC.				1,364.00
VENDOR NAME: MI FAMILY SUPPORT COUNCIL				
Registration	Fall Conference (Barrette & Topper)	101-141-860.00	150.00	150.00

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VENDOR NAME: MI FAMILY SUPPORT COUNCIL				
TOTAL VENDOR MI FAMILY SUPPORT COUNCIL				150.00
VENDOR NAME: MICHIGAN COUNTIES WORKERS' 3070	Premium Adjustment - 2nd Qtr Installment	216-585-716.00	691.24	691.24
TOTAL VENDOR MICHIGAN COUNTIES WORKERS'				691.24
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I 0126007-001	Family Court/Probate - Office Supplies	101-148-727.00 101-132-727.00	8.75 14.00	22.75
0126015-001	Sheriff Department - Office Supplies	101-301-727.00	57.04	57.04
0125904-001	Office Supplies - Clerk's Office	101-215-727.00	19.00	19.00
0125825-001	Office Supplies - Family/Probate	101-132-727.00 101-148-727.00	7.99 7.99	15.98
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				114.77
VENDOR NAME: MOTOROLA 13153358	Batteries (x2)	205-315-934.01	84.00	84.00
TOTAL VENDOR MOTOROLA				84.00
VENDOR NAME: MURPHY, KEITH Reimbursement 6289	Juvenile Transport - Mileage Juvenile Transport	101-132-801.00 101-132-801.01 101-132-801.00	114.49 30.00 72.00	114.49 102.00
TOTAL VENDOR MURPHY, KEITH				216.49
VENDOR NAME: NMCOA TREASURER Dues	Daniel Manacher	249-371-802.00	100.00	100.00
TOTAL VENDOR NMCOA TREASURER				100.00
VENDOR NAME: NORTHERN MI LAW ENFORCEMENT TRNG GR 948	Training (Luke Wert)	282-302-881.00	240.00	240.00
TOTAL VENDOR NORTHERN MI LAW ENFORCEMENT TRNG GR				240.00
VENDOR NAME: NORTHERN MICHIGAN FAMILY Registration	Spring Conference (Barrette & Bourgeois)	101-141-802.00 215-141-860.00	25.00 25.00	50.00
TOTAL VENDOR NORTHERN MICHIGAN FAMILY				50.00
VENDOR NAME: OWENS, KAREN A. 3/15/17	After School Program	282-668-801.00	189.00	189.00
TOTAL VENDOR OWENS, KAREN A.				189.00
VENDOR NAME: PAN-O-GOLD BAKING CO. 40068317055001	Inmate Supplies	101-301-770.00	123.20	123.20
TOTAL VENDOR PAN-O-GOLD BAKING CO.				123.20
VENDOR NAME: PHILLIPPS, RANDALL March 2017	Court Appointed - Show Cause	101-131-807.00 101-132-807.00	1,000.00 500.00	1,500.00
TOTAL VENDOR PHILLIPPS, RANDALL				1,500.00
VENDOR NAME: POUPORE COLLISION & TOWING 3/9/17 3/09/17	Deductible - 2016 Ford Explorer Vehicle Maintenance - 2017 Ford Explorer	205-315-934.02 205-315-934.02	250.00 74.00	250.00 74.00
TOTAL VENDOR POUPORE COLLISION & TOWING				324.00
VENDOR NAME: PRINTERSPLUS! 14986	Envelopes (PA123)	517-252-727.00	157.50	157.50

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PRINTERSPLUS!				
TOTAL VENDOR PRINTERSPLUS!				157.50
VENDOR NAME: QUILL CORPORATION				
4842493	911 Office Supplies	266-325-727.00	133.99	133.99
5143374	PA Office Supplies	101-267-727.00	19.95	19.95
5138031	PA Office Supplies	101-267-727.00	13.96	13.96
4843449	PA Office Supplies	101-267-727.00	260.46	260.46
TOTAL VENDOR QUILL CORPORATION				428.36
VENDOR NAME: REDWOOD TOXICOLOGY LABORATORY				
00719820172	Drug Testing	296-667-730.00	35.60	35.60
TOTAL VENDOR REDWOOD TOXICOLOGY LABORATORY				35.60
VENDOR NAME: REINHART FOODSERVICE				
119944	Inmate Supplies	101-301-770.00	1,072.25	1,072.25
120577	Inmate Supplies	101-301-770.00	101.86	101.86
125366	Inmate Supplies	101-301-770.00	611.16	611.16
TOTAL VENDOR REINHART FOODSERVICE				1,785.27
VENDOR NAME: RERUN FURNITURE				
12024	Flat Top Book Shelf (Equalization)	101-257-727.00	475.00	475.00
TOTAL VENDOR RERUN FURNITURE				475.00
VENDOR NAME: RIVERSIDE FORD				
23304	Vehicle Maintenance	205-315-934.02	454.69	454.69
TOTAL VENDOR RIVERSIDE FORD				454.69
VENDOR NAME: S & O LOCK AND PHONE SERVICE				
46036	Grade 1 Lever & Keys	101-103-998.12	181.95	181.95
TOTAL VENDOR S & O LOCK AND PHONE SERVICE				181.95
VENDOR NAME: SCHROUD, MARGARET				
Reimbursement	Countertop	101-257-727.00	46.41	46.41
TOTAL VENDOR SCHROUD, MARGARET				46.41
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Mileage	101-426-860.00	94.16	94.16
TOTAL VENDOR SEXTON, RICHARD				94.16
VENDOR NAME: STANDARD INSURANCE COMPANY				
April 2017	Life Insurance Premium	101-101-713.00	21.24	224.20
		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	
		101-289-713.00	4.72	
		101-253-713.00	7.08	
		101-257-713.00	4.72	
		101-265-713.00	4.72	
		101-301-713.00	51.92	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	2.36	
		271-790-713.00	9.44	
		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	25.96	
		266-325-713.00	16.52	
		266-326-713.00	2.36	

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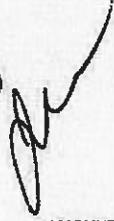
INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STANDARD INSURANCE COMPANY TOTAL VENDOR STANDARD INSURANCE COMPANY				224.20
VENDOR NAME: STATE OF MICHIGAN				
D95A	Jan, Feb, Mar 2017 (District)	101-136-931.01	3,549.86	3,549.86
6294	Chargeback December 2016/January 2017	292-662-843.01	7,043.62	7,043.62
TOTAL VENDOR STATE OF MICHIGAN				10,593.48
VENDOR NAME: STATE OF MICHIGAN POB 30266				
551-483423	3-Way Line (1/1 - 3/31/17)	101-301-976.00	1,765.00	1,765.00
TOTAL VENDOR STATE OF MICHIGAN POB 30266				1,765.00
VENDOR NAME: STEPHEN VAN EYCK				
6291	Juvenile Transport	101-132-801.01	30.00	102.00
		101-132-801.00	72.00	
TOTAL VENDOR STEPHEN VAN EYCK				102.00
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
023851	Gasoline Sales (Parks)	208-751-742.00	78.89	78.89
462643	Park Supplies	208-751-755.02	4.48	66.53
		208-751-742.00	38.44	
		208-751-742.00	33.99	
		208-751-742.00	(10.38)	
023851	Gasoline Sales	208-751-742.00	78.89	78.89
015579	Road Patrol Gasoline Sales	205-315-742.00	2,204.78	2,204.78
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				2,429.09
VENDOR NAME: SVINICKI, GAIL M.				
Reimbursement	Registered Mail (2016-015633-DS)	101-267-804.00	16.06	16.06
TOTAL VENDOR SVINICKI, GAIL M.				16.06
VENDOR NAME: TD CARWASH				
20189	Car Washes (x10)	205-315-934.02	70.00	70.00
TOTAL VENDOR TD CARWASH				70.00
VENDOR NAME: TWIN CITY ELECTRIC, INC.				
80693	Move Extensions (Equalization)	101-103-998.12	231.81	231.81
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				231.81
VENDOR NAME: U.E.S. COMPUTERS, INC.				
78337	Cisco Maintenance (Jail)	218-656-857.00	74.00	74.00
76282	Symantec Endpoint Protection	218-656-857.00	24.50	24.50
TOTAL VENDOR U.E.S. COMPUTERS, INC.				98.50
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
326364429	Bizhub 423 Copier	101-172-942.00	133.07	133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				133.07
VENDOR NAME: UPCAP SERVICES INC				
Dues	2017 UPCAP Dues	101-103-802.00	1,000.00	1,000.00
TOTAL VENDOR UPCAP SERVICES INC				1,000.00
VENDOR NAME: VALENTI, SUSAN F.				
Reimbursement	Mileage & Meals	101-131-860.00	181.00	181.00
TOTAL VENDOR VALENTI, SUSAN F.				181.00
VENDOR NAME: VALLEY MECHANICAL, INC.				
3269	Thermostat for Hot Water Tank & Install	101-265-934.00	400.45	400.45
TOTAL VENDOR VALLEY MECHANICAL, INC.				400.45
VENDOR NAME: VERIZON WIRELESS				

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VENDOR NAME: VERIZON WIRELESS					
9781258907	Cellular Services	101-265-850.01	159.02		977.18
		101-301-850.00	452.34		
		101-426-850.00	2.53		
		101-682-850.00	32.45		
		205-315-850.00	330.40		
		266-325-850.00	0.44		
TOTAL VENDOR VERIZON WIRELESS					977.18
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					
0402047856-00010	1000 9th Street	101-265-920.03	15.17		49.88
		101-265-920.04	34.71		
0402047856-00005	Kleinke Park	208-751-920.01	40.63		40.63
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP					90.51
GRAND TOTAL:					51,417.43

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date			Status
Credit Card 52215	Mastercard 2/14 - 3/11/17 (Road/Sheriff)	03/12/2017 jessicaw	03/23/2017	2,807.52	2,807.52	Open
	101-301-727.00 Quill			65.44		
	101-301-727.00 Quill			43.96		
	101-301-755.00 Galls			411.00		
	101-301-755.00 Galls			293.00		
	101-301-755.00 Galls			235.50		
	101-301-755.00 Galls			235.50		
	101-301-770.00 Bob Barker			464.60		
	101-301-770.00 Jack's Fresh Market			7.55		
	101-301-770.01 Quill			40.89		
	101-301-860.00 McDonalds			13.19		
	205-315-727.00 Quill			73.60		
	205-315-742.00 Shell			18.86		
	264-363-881.00 Safety Restraint Chair			50.00		
	264-363-881.00 Safety Restraint Chair			450.00		
	281-345-881.00 Boss Safety			224.94		
	281-345-881.00 Elite K9			158.29		
	291-345-881.00 Nerat Merchandising			21.20		
# of Invoices:	1 # Due: 1	Totals:		2,807.52	2,807.52	
# of Credit Memos:	0 # Due: 0	Totals:		0.00	0.00	
Net of Invoices and Credit Memos:				2,807.52	2,807.52	
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			1,810.63	1,810.63	
	205 - ROAD PATROL			92.46	92.46	
	264 - LOCAL CORRECTIONS OFFICERS TRAINING			500.00	500.00	
	281 - K9 DONATIONS			404.43	404.43	
--- TOTALS BY DEPT/ACTIVITY ---						
	301 - SHERIFF DEPARTMENT			1,810.63	1,810.63	
	315 - ROAD PATROL			92.46	92.46	
	345 - DONATIONS			404.43	404.43	
	363 - CORRECTIONS ACTIVITIES - TRAINING			500.00	500.00	

CHIEF FISCAL OFFICER
MENOMINEE COUNTY, WISCONSIN
[Signature]

APPROVED

APR 04 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677585606	Airport Supplies	216-585-755.01	44.38	92.77
		216-585-745.00	48.39	
1677590120	Airport Supplies	216-585-755.01	44.38	92.77
		216-585-745.00	48.39	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				185.54
VENDOR NAME: BAYERL, MONICA				
Reimbursement	Meal (Training)	266-326-881.00	15.37	15.37
TOTAL VENDOR BAYERL, MONICA				15.37
VENDOR NAME: HEARTLAND BUSINESS SYSTEMS, LLC				
224176-H	Annual FileDirector Support Agreement	218-656-857.00	1,915.00	1,915.00
TOTAL VENDOR HEARTLAND BUSINESS SYSTEMS, LLC				1,915.00
VENDOR NAME: JOHN DEERE FINANCIAL				
1818124	Payment #3 - B&G Lawn Mower	101-265-755.00	2,365.34	2,365.34
TOTAL VENDOR JOHN DEERE FINANCIAL				2,365.34
VENDOR NAME: LINDEROTH, JANIS				
Reimbursement	Mileage - UP State Fair Authority	101-101-710.00	47.08	47.08
TOTAL VENDOR LINDEROTH, JANIS				47.08
VENDOR NAME: MICHIGAN STATE UNIVERSITY				
1 Menominee 2017	First Qtr (Oct - Dec 2016)	101-261-801.00	17,922.25	17,922.25
2 Menominee 2017	2nd Qtr (Jan - March 2017)	101-261-801.00	17,922.25	17,922.25
TOTAL VENDOR MICHIGAN STATE UNIVERSITY				35,844.50
VENDOR NAME: NORTHERN MI JUVENILE OFFICER'S ASSO				
Registration	Spring Conference - Jennifer Brunelle	292-663-860.00	35.00	35.00
TOTAL VENDOR NORTHERN MI JUVENILE OFFICER'S ASSO				35.00
VENDOR NAME: OFFICE DEPOT, INC.				
913092003001	ROD Office Supplies	101-268-729.00	4.39	4.39
913092004001	ROD Office Supplies	101-268-729.00	1.99	1.99
913091513001	ROD Office Supplies	101-268-729.00	194.83	194.83
TOTAL VENDOR OFFICE DEPOT, INC.				201.21
VENDOR NAME: PHDM				
43690	Court Ordered Testing (J. Voge)	101-131-807.00	94.00	94.00
TOTAL VENDOR PHDM				94.00
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Supplies & Verizon Phone Bill	101-426-727.00	29.65	95.60
		101-426-850.00	65.95	
TOTAL VENDOR SEXTON, RICHARD				95.60
VENDOR NAME: STATE OF MICHIGAN				
P55	January, February, March 2017	101-132-858.03	2,682.50	2,682.50
C 41	Jan, Feb, March 2017	101-131-858.03	1,846.90	1,846.90
TOTAL VENDOR STATE OF MICHIGAN				4,529.40
VENDOR NAME: TOTAL ENERGY SYSTEMS, LLC				
284630	Maintenance Checks & Inspection on Jail Generator	101-265-934.00	655.00	655.00
TOTAL VENDOR TOTAL ENERGY SYSTEMS, LLC				655.00
VENDOR NAME: TWIN CITY SERVICE AGENCY INC				
13000530	Renewal of Airport Operations Liability	216-585-831.00	8,450.00	8,450.00
TOTAL VENDOR TWIN CITY SERVICE AGENCY INC				8,450.00
VENDOR NAME: U.E.S. COMPUTERS, INC.				
76357	Cisco Smartnet - 1 Yr on 3925 Router	218-656-857.00	1,192.00	1,192.00

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN
CM

APPROVED

APR 04 2017

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
<p style="text-align: right;">CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN <i>CM</i></p>						
Credit Card 52259	Mastercard Airport 216-585-742.00	03/12/2017 jessicaw	03/29/2017	49.10 49.10	49.10	Open
Credit Card 52251	Mastercard Courthouse 101-268-729.00 101-265-934.00 101-267-840.00 101-265-755.01 101-268-729.00 101-131-860.00 101-268-729.00 101-131-860.00 101-268-729.00 263-215-860.00 101-265-742.00 263-215-860.00 101-268-729.00 263-215-860.00 263-215-860.00 266-326-881.00 266-326-881.00 266-325-860.00 266-326-881.00 266-326-881.00 101-268-729.00 266-326-881.00 266-326-881.00 101-257-727.00 101-268-729.00 266-326-881.00 101-215-727.00 266-326-881.00 101-215-729.00 101-268-729.00 266-326-881.00 266-326-881.00 101-268-729.00 266-326-881.00 266-326-881.00 101-268-729.00 266-326-881.00 266-326-881.00 101-268-729.00 266-326-881.00 266-326-881.00 101-141-860.00 266-326-881.00 101-103-755.00	03/12/2017 jessicaw USPS Discount Plumbing Med-Pass, Inc. Amazon USPS Americinn Menominee USPS Americinn Menominee USPS Arby's Krist Food Mart Marathon Petro USPS The Comfort Inn Holiday Bridge Toll Wendy's Marathon The Lake House The Lake House USPS Pizza Hut El Tapatio LLC Rerun Furniture USPS The Heartstone Lansing Community College Fatty Lumpkins Pack N Ship USPS Arby's Subway The Lake House Boar's Belly USPS The Lake House The Lake House USPS Bridge Toll Exxon Mobil Treetops Lodging Shoreline Inn Phone Payment Fee	03/29/2017	2,776.35	2,776.35	Open
# of Invoices:	2	# Due:	2	Totals:	2,825.45	2,825.45
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				2,825.45	2,825.45	

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

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

Submitted by: Sherry DuPont

04/07/2017
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, December 15, 2016	Place: Island Resort and Casino
Presiding: Catherine Driscoll, Vice-President	Time: 4:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Vice-Chairperson Driscoll called the meeting to order at 4:00 p.m. Central Time

Roll Call:
Trustees present: Mary Harrington, Catherine Driscoll, John Degenauer, Jr., Jeff Naser, Jan Hafeman, Darlene Smith, Administrator.
Trustees absent: Elaine Boyne, Donna Schomin, Barbara Oliver, Gary Eichhorn.
Leadership Team Members Present: Candace Meintz, CFO; Susan Williamson, DON; Nicole Freeland, DON

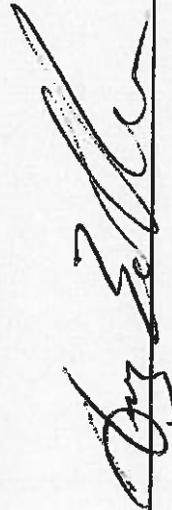
TOPIC	DISCUSSION	OUTCOME
Approval of the December 2016 Agenda	Administrator Smith asked the Board to amend the Agenda to include: 8. b. New IRS Mileage Standard	A motion was made by Trustee Hafeman, supported by Trustee Harrington to approve the amended agenda. Motion carried.
Board action on the Minutes of the November 2016 Meeting	The minutes of the meeting had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Naser, supported by Trustee Hafeman, to approve the minutes as presented. Motion carried.

Board action on the November Manifest of Invoices	The Manifest of Invoices had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Degenaer, supported by Trustee Harrington, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statements for December 2016	Due to time constraints December Financial information was not ready to be presented at this meeting.	
Request for approval of 2017 Operating Budget	The Operating Budget was reviewed with the Trustees by Administrator Smith and CFO Meintz.	A motion was made by Trustee Hafeman, supported by Trustee Harrington, to approve the 2017 Operating Budget as presented. Motion carried.
Whispering Pines Committee Report	There was no report from the Committee at this time.	
Review of 2017 board Meeting dates and request from Administrator for a change to the March 2017 Meeting date	Administrator Smith requested that the March 2017 Meeting date be changed to the 5 th Thursday, March 30 th .	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the change to the March meeting date. Motion carried.
New IRS Mileage Standard	Administrator Smith requested that the mileage rate be adjusted to reflect the new IRS rate of 53.5	A motion was made by Trustee Degenaer, supported
Report of Quality Assurance and Resident Council Meeting	Nicole Freeman, DON, reported on the Resident Council Meeting held at Pine Grove and Cedar Grove. The residents at Cedar Grove requested some outings to the casino. The QA Meeting minutes were reviewed. LPNs continue to do weekly med cart checks. We have begun the QAPI Project for falls and continue to work on Phase I implementation of new rules.	A motion was made by Trustee Hafeman, supported by Trustee Harrington, to approve the Reports of Quality Assurance and Resident Council Meetings. Motion carried.

<p>Report of Safety Committee Meeting</p>	<p>Lois Ball reported that the committee met and all incidents and accidents of residents and employees were reviewed. They discussed resident falls and the new QAPI Program.</p>	<p>A motion was made by Trustee Harrington, supported by Trustee Degenaer, to approve the Safety Committee Report as presented. Motion carried.</p>
<p>Administrator's Report</p>	<p>Administrator Smith reported that she attended the Water Authority Meeting held on December 7th, the Iron Mountain Networking Meeting held on Dec 13th, the HCAM Meeting held on Dec 14 where they learned about surveys taking place.</p> <p>She urged the Board to take a walk through the building. 100, 200 and 300 wings are getting new flooring.</p> <p>She thanked Mary Harrington for being on our board and supporting us through these years.</p> <p>Trustee Harrington stated that she has enjoyed being on the Board and stated that she feels Administrator Smith is doing a good job and stated that she urges the Board members to continue to support her.</p> <p>Trustee Naser asked about the Hannahville Grant. Administrator Smith stated that we did receive the Hannahville Grant for security and doors. We are very grateful to them for grant</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Harrington, to approve the Administrator's Report as presented. Motion carried.</p>

	<p>money which will enable us to do these upgrades.</p> <p>Administrator Smith noted that the Fire Marshal is at our building today.</p> <p>Trustee Degenaer asked about the logging project. Administrator Smith stated that Rory Mattson was out with the logger and as soon as the logger brings us the down payment due he will be able to start the project. Everything is going well, Rory is being very specific with him. She also noted that we certainly appreciate everything that Rory is doing for us on this project.</p>	
<p>Comments from the Public</p> <p>Adjournment</p>	<p>There were no comments at this time.</p> <p>The meeting adjourned at 4:20 p.m.</p> <p>The next meeting is scheduled for Thursday, January 27, 2017 at 2:00 p.m. in the Board Room at Pinecrest.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Degenaer to adjourn the meeting.</p>

Gary Eichhorn, Secretary



Darlene Smith, Acting Secretary

Darlene Smith 1/26/17



**MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES**

Date: Thursday, January 26, 2017	Place: Board Room
Presiding: Catherine Driscoll, Vice-Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Vice-Chairperson Driscoll called the meeting to order at 2:00 p.m. Central time.

Roll Call:
Trustees present: Donna Schomin, Theresa Nelson, Barbara Oliver, Catherine Driscoll, John Degenauer, Jr., Gary Eichhorn. Darlene Smith, Administrator.
Present via telephone: Jan Hafeman.
Trustees Absent: Elaine Boyne, Jeff Naser.
Leadership Team Members Present: Candace Meintz, CFO and Nicole Freeland, Director of Nursing.
Guests: Terry Grondine, Todd Flath, Rory Mattson, David Vandermissen, Jr., Kevin Johnson

TOPIC	DISCUSSION	OUTCOME
Approval of January 2017 Agenda	Trustee Eichhorn made a motion to amend the Agenda with the addition of 3.A. Closed Session to discuss timber contract and possible litigation. He asked that Rory Mattson, David Vandermissen, Jr., and Lois Ball remain in the meeting.	A motion was made by Trustee Degenauer, supported by Trustee Eichhorn to approve the amendment to the agenda to add the timber contract for the purpose to discuss possible litigation.

The meeting went into Closed session	The meeting went into closed session at 2:02 pm.	The Closed Session ended and went back into Open Session at 2:14 p.m.
Board Action on the minutes of the December 2016 meeting	The minutes of the meeting had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Degenaer, supported by Trustee Oliver, to approve the minutes as presented. Motion carried.
Board action on the December Manifest of Invoices	The Manifest of Invoices had been sent to the Board Members prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Degenaer, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statements for November and December 2016	CFO Meintz reviewed the Financial Statements with those present.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the November 2016 Financial Statement as reviewed. Motion carried. A motion was made by Trustee Eichhorn, supported by Schomin, to approve the December 2016 Financial Statement as reviewed. Motion carried.
Whispering Pines Committee Report	Trustee Driscoll reported that the Committee had reviewed the Manifest of Invoices for November and December and the Financial Statements for November and December.	
Review and Request Permission for Write-Offs	CFO Meintz reviewed the Write Offs request for January. She requested that the Board approve a write off in the amount of \$10,423.58	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the write off request in the amount of \$10,423.58. Motion carried.
Report of Quality Assurance and Resident Council Committees	Nicole Freeland, Director of Nursing reported that the LPNs are continuing	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to

	<p>their audits of med carts. We are continuing to work on the Policies of Phase I, the fall program for QAPI and we met with Vickie Burtlew to review Phase II.</p> <p>In the Resident Council Meeting at Pinecrest the residents reviewed the calendar and discussed the weather causing changes to outings. The requested that Happy Hour be removed and they play Bunco instead. They requested that a basketball game be scheduled as an outing in case someone would like to go. The refrigerator issue was discussed and this is working well so far. They requested a chicken and beans BBQ.</p> <p>At Cedar Groves, everyone was happy and no one wanted to go to a basketball game.</p> <p>At Pine Groves, everyone was happy, no outings were requested.</p>	<p>approve the reports as presented. Motion carried.</p>
<p>Safety Committee Meeting</p>	<p>Lois Ball reported on the monthly Safety Committee Meeting. She reported that they discussed the new falls program that is being put in place, winter weather, and reviewed all incidents and accidents for December.</p>	<p>A motion was made by Trustee Degenauer, supported by Trustee Eichhorn, to approve the report as presented. Motion carried.</p>
<p>Administrator Report</p>	<p>Administrator Smith reported that she attended:</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve</p>

	<p>Teleconference with HCAM on January 11, the OSF Home Health and Hospice Meeting on January 18th and the MCF Meeting on January 25th. She explained that HCAM if a group that we belong to that we look to for help with rules and regulations.</p>	<p>the Administrator's report as presented. Motion carried.</p>
<p>Comments from the Public</p>	<p>There were no comments from the Public at this time.</p>	
<p>Adjournment</p>	<p>The meeting adjourned at 2:46 p.m.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Degenauer, to adjourn the meeting. Motion carried.</p>

Gary Eichhorn, Secretary



Darlene Smith, Acting Secretary

Darlene Smith, Adm. 2/23/17



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, February 23, 2017	Place: Board Room
Presiding: Elaine Boyne, Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: Chairperson Boyne called the meeting to order at 2:00 p.m. Central Time

Roll Call:
 Trustees present: Elaine Boyne, Barbara Oliver, Catherine Driscoll, John Degenauer, Jr., Gary Eichhorn, Jan Hafeman, and Darlene Smith, Administrator.
 Trustees absent: Donna Schomin, Theresa Nelson, Jeff Naser.
 Leadership Team Members Present: Candace Meintz, CFO and Nicole Freeland, Director of Nursing.
 Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Discussion with Phillip Alt, Auditor from Plante and Moran	Mr. Alt addressed the Board. He complimented Candy and Darlene and their team on how well they are doing, and how prepared they were for the audit and worked well with the audit team. They will be back in April to	The Board thanked Mr. Alt and his team for their work here this week.

	present the final reports. He thanks everyone for having the team come here and asked if there were any specific questions.	
Approval of the February 2017 Agenda	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to add "Closed Session to discuss Timber Sale" as 4B.	A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to approve the Agenda with the addition of 4B.
Board action on the Minutes of the January 2017 Meeting	The minutes of the meeting had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the minutes as presented. Motion carried.
Board action on the minutes of The January 2017 Closed Meeting	Minutes of the Meeting were handed out to the Board Members, who reviewed them and turned them back in.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the minutes of the Closed Meeting as presented. Motion carried.
Closed Meeting to discuss the Timber Sale	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn to go into closed session. The meeting went into closed session at 2:07 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to return to open session. Motion carried. The meeting returned to Open Session at 2:15 p.m.
Board Action on the January Manifest of Invoices	The Manifest of Invoices had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statement for January 2017	CFO Meintz reviewed the Financial Statements.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver to approve the Financial Statement as presented.
Whispering Pines Committee Report	Trustee Driscoll reported that the Whispering Pines Committee had met prior to this meeting. All homes are	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve

	<p>doing quite well. The Committee reviewed the organizational charts for Whispering Pines and Great Northern Home Care.</p> <p>There were no write offs this month</p>	<p>the Whispering Pines Committee report as presented. Motion carried.</p>
<p>Review and request permission for write offs</p> <p>Permission for Administrator and D.O.N. to attend the Joint Provider Surveyor Training and request for \$378.00 for rooms</p>	<p>Administrator Smith explained that at this meeting they learn some of the things that they surveyors will be looking for when they come into the facility.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Hafeman. To approve permission to attend the conference and the cost of \$378.00 to attend. Motion carried.</p>
<p>Report of Quality Assurance and Resident Council Committees</p>	<p>Nicole Freeland, Director of Nursing reported on the Resident Council Committee Meeting stating that they reviewed the activity calendar and asked to have a Shopko outing and a breakfast outing added to the calendar. They would like to go out on a Smelt Fry. They were reminded that the Fire Marshal does not allow extension cords in the residents' rooms.</p> <p>She also reported on the Quality Assurance for February noting that we have completed Phase I and are continuing on with Phase II. She reviewed the different department reports for the month and reported that the new furniture and televisions purchased through the Ellen K. Russell,</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the report as presented.</p>

	<p>Michael Micketinac and Pinecrest Charitable Funds has been put out. She also reported to the Board that we have hired 14 CNA's (7 through our sponsorship of their training), 2 LPNs and 2 RNs so far this year and she will be interviewing 5 CNA's tomorrow.</p>	
<p>Report of Safety Committee</p>	<p>Lois Ball reported that there had not been a Safety Committee held in February. She did tell the Board that in planning for her retirement next year she has asked Davey Vandermissen to take over as Safety Committee Chairperson beginning next month.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the report as presented. Motion carried.</p>
<p>Administrator's Report</p>	<p>Administrator Smith reported to the Board that we have been working with Spalding Township regarding a parcel of land that Pinecrest had deeded them in 1998. The deed states that if the property isn't used it would revert back to the facility. This piece of property is part of what they now want to put a walking trail on. Since the land was not used back in 1998 for the wayside park, they feel that the deed as recorded will not pass for use now by the DNR and they are asking for a lease, or a new deed, to allow for the walking trail. Administrator Smith stated that the Township would draw up a new deed with the same wording.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the re-deeding of the property with the same wording as the previous deed. Motion carried.</p>

	<p>Administrator Smith reported that she attended the MCF Meeting held at Iron County on January 25th, the Alzheimer's Meeting on February 14th, the Water Authority on February 22nd and the Ellen K. Russell, Michael Miketinac and Pinecrest Charitable Trusts Meeting on February 22nd.</p> <p>We held contract reopeners with SEIU on February 8th and AFSCME on February 9th and we have settled both. Each group then ratified their contracts. We are asking the Board to ratify the contracts and approve a 2% wage increase for each group as well as a 2% wage increase for management personnel.</p> <p>Administrator Smith reported to the Board that SEIU Healthcare Michigan was placed in emergency Trusteeship while an investigation into wrongdoing is conducted. She read the letter she had received.</p> <p>Administrator Smith stated that there will be a House Committee Meeting following this meeting today.</p> <p>There were no comments from the public</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the ratification of the SEIU and AFSCME contracts and the wage increases for all groups. Motion carried.</p> <p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the Administrator's report as presented. Motion carried.</p>
Comments from the Public		

Adjournment	The meeting adjourned at 2:31 p.m. The next meeting is scheduled for Thursday, March 30 th at 2:00 p.m. Central Time. This is the 5 th Thursday of the month.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to adjourn. Motion carried.
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Gary Eichhorn, Secretary



Darlene Smith, Acting Secretary

Darlene Smith, 3/30/17

MENOMINEE COUNTY LIBRARY BOARD

Minutes February 14, 2017

Approved: Approved 3/14/17

C. Peterson called the meeting of the Menominee County Library Board to order at 4:02 PM on Tuesday February 14, 2017.

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

C. Peterson moved to amend the agenda to include the reorganizational meeting, support by J. Freis. Motion carried.

Public Participation: No public present.

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.

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

K. McNeely moved to adopt the new Library Board meeting time and day; to be on the second Tuesday at 4pm, support by N. Tuinstra. Motion carried.

J. Freis moved to approve the minutes from the January 23, 2017 meeting, support by M. Fagan. Motion carried.

K. McNeely moved to approve the January Financial Reports, support by J. Freis. Motion carried.

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

Director's Report

Library: We had a "make and take" Valentine station that was well received by the patrons.

Bookmobile: We have received price information on new bookmobiles. Ann and I will review the floor plans and make a recommendation to the board at the next meeting. We finished inputting student records so that now the Bookmobile checkouts show on the circulation computer. This is a big help to staff.

Technology: Our catalog system has a new inventory/circulation feature that uses a tablet with a remote scanner. Superiorland Library Cooperative is planning on offering training with "mobilcirc" soon. We have activated the on-line registration function. Eligible persons who log into the Library web site will receive a temporary number that lets them check out e-materials. These new patrons then have a week to contact the library to verify their address and receive a permanent library card.

February 14, 2017 Library Board Meeting Minutes page 2

Programing: The “Books on the Bus” book drive sponsored by Project Give, was very successful. Over 800 volumes were collected. A meeting with the CarneyNadeau Bus Drivers to set up their “station” will be scheduled. The Seed Library Open house went well, people enjoyed making origami seed starting pots. The igloo in the children’s room continues to be a huge hit. It was featured in the Menominee County Journal. March is reading month. We are giving away a heart basket with goodies including a NOOK e-reader donated by the Friends.

New Business

- A. J. Freis moved to rescind the Internet Signature Sheet form and the Internet Signature Sheet Minors form, support by N. Tuinstra. Motion carried.
- B. M. Fagan moved to approve the updated Internet Use Policy, the updated Wireless Internet Use policy, and the updated wording for public computer sign in screen, support by J. Freis. Motion carried.
- C. K. McNeely moved to approve use of the UPRLC restricted funds to pay for library staff training in this spring, support by M. Fagan. Motion carried.

Public Participation: No public present.

K. McNeely 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 4:45pm. 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 5:05pm. 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 first year’s performance.

As there was no further business, K. McNeely moved to adjourn the meeting with support by M. Fagan. Motion carried. Meeting adjourned at 5:14 PM.

Submitted by:
Amanda Winnicki, Library Director

**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: February '28 2017

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

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

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

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

FINANCIAL REPORT:

The financial report for January, 2017 was reviewed. There were \$96.44 in expenditures for the DHHS Board meeting; leaving a balance of \$3,371.36.

A motion to approve the financial report was made by Ms. Veraghen and supported by Mr. Eichhorn. 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 2017 Operating Funds: Menominee County allocation is: \$25,896.00. Year-to-date expenditures are: \$8,998.50. This constitutes 34.7% of the allocation spent with 33% of the year elapsed.

FY 2016 Travel Funds: Menominee County allocation is: \$35,261.00. Year-to-date expenditures are: \$4,051.52. This constitutes 11.5% of the allocation spent with 33% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: 97.27%. Business Service Center 1 average is 96.60% and State average is 96.74%.

Family Independence Program Work Participation Rate: 0%. Year to date average for CY 2017 is 0%. Federal goal is 50%. Menominee County finished the CY 2016 year with a 41.67% average participation rate.

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

December 2016 data:

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

- Family Independence Program: 19 cases; 40 recipients; \$5,669.00.00 in benefits.
- Food Assistance Program: 1,334 cases; 2,471 recipients; \$269,900.00 in benefits.
- State Disability Assistance: 13 cases; 13 recipients; \$2,600.00 in benefits.
- Child Development and Care: 32 cases; 53 recipients; \$11,653.00 in benefits.
- State Emergency Relief: 3 case; \$447 in benefits.
- Unduplicated total: 1,356 cases; 2,505 recipients; \$290,269.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 624 cases; 1,311 recipients
- Other Children < Age 21: 102 cases; 116 recipients
- Pregnant Women & Children Under 19: 505 cases; 902 recipients
- MiChild: 63 cases; 103 Recipients
- Non-SSI Aged, Blind & Disabled: 638 cases; 674 recipients
- SSI Aged, Blind & Disabled: 484 cases; 484 recipients
- Medicaid Eligible Total: 2,168 cases; 3,590 recipients

Total Healthy Michigan Enrollments: 1200+

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

Child Welfare:

CPS Commencement	100%
CPS Investigations	100%
CPS Ongoing Child FtoF	100%
CPS Ongoing Caregiver FtoF	80%
CPS Service Plan Completion	100%
CPS Service Plan Approvals	100%
CFC Service Plan Completion	N/A
CFC Service Plan Approvals	100%
Medicals	N/A
Dentals	N/A
Worker/Child Contacts	50%
Worker/Parent Contacts	0%
Worker/Supervisor Contacts	100%
Parent/Child Contacts	20%

The FY 2017 Foster Home Licensing Goal for the Delta, Dickinson and Menominee Triad is 11 homes. There are currently 3 licensed.

Board Member Input/Suggestions: None

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

UNIT REPORT: None.

BOARD BUSINESS:

1. Approval of Vouchers:

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

NEW BUSINESS: None

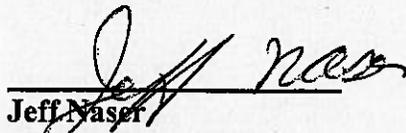
PUBLIC COMMENT: None

NEXT MEETING: March 28, 2017 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mr. Eichhorn and supported by Ms. Veraghen. Meeting adjourned at 0918 a.m.



Russell K. Sexton
Board Secretary



Jeff Naser
Board Chairperson

Pc: DHS Board Members;
Menominee County BOC

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

March 9, 2017 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Nelson, Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, 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**		
Hamm, Ray	X			Nelson, John	X		
Hofer, Millie	X			Peretto, Patti	X		
Luhtanen, Joan	X			Phillips, Patricia	X		
Martin, Ann		X***		Schinderle, Katie	X 4:12		
McCole, Gerald	X			Zevitz, Michael Dr.	X		

* Video television conference from the Northpointe Menominee office

** Via telephone

*** Joe Stevens, Board of Commissioner, attending meeting on behalf of Ann Martin.

REPRESENTING ADMINISTRATION: J. Doll, B, Ducoli, C. Adrian

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Nelson asked for approval/amend of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: G. McCole, supported by M. Zevitz to approve agenda.

Motion by: M. Hofer, supported by M. Zevitz to amend the agenda under New Business: Section 298.

Motion by: G. McCole, supported by M. Zevitz to approve the amended agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Nelson asked for a motion to approve the February 23, 2017 regular Board meeting minutes.

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

Motion by: J. Luhtanen supported by M. Hofer to approve the 2-23-17 regular Board meeting minutes.

Motion carried unanimously.

PRESENTATION – None

ACTION ITEMS

• **Finance**

a) Check Disbursement – January, 2017

ACTION: A motion was made by G. McCole supported by M. Hofer to approve the Check Disbursement – January, 2017. **Motion carried unanimously.**

b) Contracts 2-23-17 (Stuart Wilson, CPA; Anderson, Tackman & Company, PLC)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Stuart Wilson, CPA	Fiscal Intermediary	4/1/17-3/31/18	\$135.00/individual who engage support staff \$50.00/month for individual who do not engage support staff Respite individuals with a budget between \$1000-\$1800 are \$30.00/month Respite budget less than \$1000 are \$7.00/month	Same	No change
B.	Anderson, Tackman & Company, PLC	Financial audit and reports	4/1/17-3/31/20	YR 1 \$10,500.00 YR 2 \$10,500.00 YR 3 \$11,000.00	YR 1 \$11,000.00 YR 2 \$11,000.00 YR 3 \$11,500.00	YR 1 same YR 2 same YR 3 \$500.00 increase

ACTION: A motion was made by J. Luhtanen supported by M. Hofer to approve the contract for Stuart Wilson, CPA as listed on above grid.

Motion carried unanimously.

ACTION: A motion was made by M. Hofer supported by M. Zevitz to table contract for Anderson, Tackman & Company, PLC.

Motion carried unanimously.

K. Schinderle present at 4:12 p.m.

• **Start Time of Meetings**

Discussion ensued and miscellaneous questions addressed regarding changing of start time for Board meetings. Further information to be gathered regarding staff coverage, automatic lock-down of building entrances and any requirement for availability of VTC at other Northpointe sites.

ACTION: A motion was made by G. McCole supported by M. Zevitz to change the start time of Board meetings to 5:00 p.m. with effective date to be determined.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.		X	Peretto P.		X
Hamm R.	X		Phillips P.		X
Hofer M.	X		Schinderle K.	X	
Luhtanen J.		X	Zevitz M.	X	
Negro M.	X		Nelson J.	X	
McCole, G.	X				

Motion carried.

• **Wage Scale Policy**

ACTION: A motion was made by G. McCole supported by K. Schinderle to approve the revisions to the Wage Scale policy statement.

Motion carried unanimously.

Jill Doll conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

a) **Financial Statement - January, 2017**

Miscellaneous questions were addressed regarding FY17 budget. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

b) **Contracts 3-9-17 (Christine Bourassa)**

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Christine Bourassa	Respite/ Daycare	3-10-17	N/A	To be determined on an individual need basis per NBHS Respite guidelines.	N/A

Discussed and reviewed Contracts 3-9-17. Miscellaneous questions were addressed regarding contract rate and standard level of care grid rate for respite care providers.

ACTION: A motion was made by J. Dehn supported by G. McCole that the contract for Christine Bourassa become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		Peretto P.	X	
Hamm, R.	X		Phillips P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Negro M.	X		Nelson J.	X	
McCole G.	X				

Motion carried unanimously.

ACTION: A motion was made by J. Luhtanen supported by P. Phillips to approve the contract for Christine Bourassa as listed on above grid.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		Peretto P.	X	
Hamm, R.	X		Phillips P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Negro M.	X		Nelson J.	X	
McCole G.	X				

Motion carried unanimously.

• **Clinical Policy Manual Changes Overview**

Informed the Board that all clinical policies are being reviewed/revised to make policies more concise; combining policies with no major revisions.

Outcome: Informational

• **Contract Bidding**

Discussion ensued and miscellaneous questions were addressed regarding the bidding process for expenditures/contracts over \$5,000. Board reviewed the Procurement Process policy and how this applies to a service versus an item expenditure and if there is a need to revise the policy to specifically address this concern.

Outcome: Board members will further review Procurement Policy for any recommended revisions.

- **Accessibility and Accommodations Plan**
Reviewed recommended revisions to the Accessibility and Accommodations Plan for 2017, i.e. GPS systems purchased; physical access problem at Menominee site; grant money for transportation; decline in number of psychiatric beds available. Consensus was this item will move forward to the next meeting for approval.
Outcome: Action item for next meeting.
- **Cultural Competence/Diversity Plan**
Reviewed revisions to the Cultural Competence/Diversity Plan for 2017, i.e. change regarding statistics. Consensus was this item will move forward to the next meeting for approval.
Outcome: Action item for next meeting.
- **CEO Report**
Discussed and reviewed the CEO Report, i.e. smoke free campus as of March 1st; Willow Creek, a new 72 bed inpatient psychiatric facility opened in Green Bay and NorthCare is exploring a regional contract with that facility; websites recommended regarding FY18 State budget proposal.
- **Section 298 Boilerplate**
Discussed the inability to provide input regarding Section 298 via State survey. Upon access to the link it stated the survey was closed. Request was made to inquire as to any information NorthCare may have regarding Section 298.
Outcome: Interim CEO Jill Doll will request an update from Bill Slavin, NorthCare CEO, regarding Section 298.

J. Nelson assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Stakeholder Meeting Minutes 2-7-17
To be placed on file.

PUBLIC COMMENTS

- Kaina Tavonatti, CLS staff member, expressed his concerns regarding how employee pay is not keeping up with inflation and how this has negatively impacted employees especially those who are at the top of their pay scale and have not seen a pay increase for several years and the need for this to be addressed by the Board.
- Melissa Buffinton, Behavioral Analyst trainee, reiterated statements made by K. Tavonatti, and also the difficulty filling and maintaining ABA staff positions due to ABA technician pay significantly lower than other agencies who also do ABA work and would like to make the Board aware of these issues.

BOARD COMMENT

- R. Hamm expressed his concerns regarding community needs and some possible creative ways to help fund services, i.e. contract with Memorial Hospital; preferred provider thru V.A. under Choice Program; riders on agency insurance policies; creating Charter School for special needs children.
- J. Dehn requested an update at next Board meeting regarding staffing issues.
- J. Nelson stated there is a Draft regarding MERS Defined Benefit Plan closure and need to review. Also stated a two-fold approach is needed regarding wages and salaries pending a budget, i.e. recommendations and cost and also if funding is reduced a plan needs to be in place of proposed cuts that management would need to make.

ADJOURN

A motion was made by G. McCole, supported by P. Phillips to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5:20 p.m.

The next regular Board meeting is scheduled for Thursday, March 23, 2017 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant