

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

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

The Menominee County Board of Commissioners
will meet on Tuesday ~ April 23, 2019 @ 6:00 p.m.
Menominee County MSU-E, Conference Room
S904 US HWY 41, Stephenson, MI 49887
906-753-2209

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
 - April 9, 2019 ~ Equalization Meeting & Regular CB Meeting
- F. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only):*
- G. Presentations *(limited to twenty minutes):*
 - CASA ~ Teresa Boscarino
 - Audit ~ Kathleen Ciantar – Anderson, Tackman & Co., PLC
- H. Department Head/Elected Officials Reports *(limited to ten minutes):*
 - Any Department Head/Elected Official Report
 - Administrator's Report
- I. Action Items
 1. Moved by _____ supported by _____ to appoint Ms. Darlene Schraub as recommended by Judge Barglind to the Menominee County Jury Commission for a six (6) year term expiring 4.30.2025.
 2. Moved by _____ supported by _____ to approve a three (3) year bid from Anderson, Tackman & Company, PLC for the Menominee County Audit (2019-2021). 2019-\$25,500; 2020-\$25,500; 2021-\$25,750; Plus up to \$3,250 for options 1-3, each year.

Steven Gromala

Gerald Piche – Chairperson

William Cech – Vice Chairperson

Larry Phelps

Larry Johnson Jr.

Jan Hafeman

David Prestin

Bernie Lang

Larry Schei

3. Moved by _____ supported by _____ to approve adding “*Buy six nights, get the 7th night free*” to the 2019 Parks price list for Kleinke Park daily camping.
4. Moved by _____ supported by _____ to approve a payout for employee Linda Gullicksen, for unused vacation (after 5.13.19) due to extenuating circumstances in the Probate Court office. Payout may be made up to 103 hours.
5. Moved by _____ supported by _____ to approve an increase in hours, not to exceed 30 hours/week for the Building Code secretary during the busy season (May-Nov).
6. Moved by _____ supported by _____ to approve Resolution 2019-09 ~ Freedom of Information Act Fee Schedule for Public Record Requests.
7. Moved by _____ supported by _____ to approve Resolution 2019-10 ~ Honoring Richard Sexton, for his service as the Menominee County Emergency Management Director for the past five (5) years.
8. Moved by _____ supported by _____ to approve the hiring of a part time employee for the cleaning of the Courthouse, Health Bldg., 9th St. Bldg., the Library, and Annex Bldg. in Stephenson. Hours are not to exceed 29 hours/week for all locations.
9. Moved by _____ supported by _____ to approve an increase in pay for the County Administrator for his one year evaluation and an increase in his job duties to include the Airport Director. From 4/10/2019 to 4/9/2020, the County Administrator is to receive \$80,000 for the year.
10. Moved by _____ supported by _____ to approve Commissioner per diems and expenses as recently submitted.
11. Moved by _____ supported by _____ to approve miscellaneous bills paid on March 21, 26, 29 & April 4, 2019 in the combined amount of \$271,302.98.
12. Moved by _____ supported by _____ to approve miscellaneous boards/committees/Commissioners reports to be placed on file in the office of the County Clerk.

J. New Business (Discussion Only)

1. Personnel Items:
 - a. None
2. Building and Grounds/Park Items:
 - a. None
3. Miscellaneous Items:
 - a. Telecommunications System Consultation ~ Phase 2
4. Finance Items:
 - a. Miscellaneous bills paid on April 10 & 17, 2019 in the combined amount of \$103,390.90.

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Moved by _____ to enter into closed session under section 8(h) of the Opening Meetings Act to consider material exempt from discussion or disclosure by state or federal statute, pursuant to section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure information or records subject to the attorney-client privilege in connection with the Corrections Bargaining Unit Grievance #E0457 & E0702; motion supported by _____.

Individuals attending closed session _____ (Note Time) _____

O. Moved by _____ supported by _____ to return to open session.

P. Adjourn

April 9, 2019

UNAPPROVED

Proceedings of an Equalization Session of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the Menominee County Annex, Stephenson, Michigan.

Chairman Piche called the meeting to order at 5:45 P.M. followed by the Pledge of Allegiance.

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

Present: Commissioners: William Cech, Steven Gromala, Larry Johnson Jr., Bernie Lang, Larry Phelps, Gerald Piche, David Prestin, and Larry Schei.

Absent: Commissioner: Jan Hafeman (excused).

Moved by Com. Gromala, seconded by Com. Johnson Jr. to approve the agenda. Motion was approved 8-0.

Public Comment: None.

Department Head/Elected Officials Reports: None.

Action Items:

Moved by Com. Cech, seconded by Com. Lang to approve the 2019 Equalization Report (L-4024) as submitted by the Equalization Director, Kandace Curran. Motion was approved 8-0.

Public Comment: None.

Moved by Com. Gromala, seconded by Com. Johnson Jr. to adjourn at 5:52 p.m. Motion was approved 8-0.

Gerald Piche, Chairman

Marc Kleiman, County Clerk

April 9, 2019

UNAPPROVED

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

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

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

Present: Commissioners: William Cech, Steven Gromala, Larry Johnson Jr., Bernie Lang, Larry Phelps, Gerald Piche, David Prestin and Larry Schei.

Absent: Commissioner: Jan Hafeman (excused).

Moved by Com. Cech, seconded by Com. Prestin to approve the agenda. Motion was approved 8-0.

Moved by Com. Prestin, seconded by Com. Johnson Jr. to approve the minutes from the March 26, 2019 Regular County Board Meeting. Motion was approved 8-0.

Public Comment: None.

Presentations: None.

Department Head/Elected Officials Reports:

- Jeffrey Rogg, Prosecuting Attorney – Discussed the possible addition of an Assistant Prosecuting Attorney in his office.
- Kenny Marks, County Sheriff – Discussed the possible conversion of three part time corrections positions to two full time corrections positions.
- Jason Carviou, County Administrator – Gave Administrator’s Report with updates and announcements.

Action Items:

Moved by Com. Cech, seconded by Com. Prestin to approve adding an additional Assistant Prosecuting Attorney position in the Prosecuting Attorney’s office at a pay grade 12. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Prestin to approve designation of one of the Assistant Prosecuting Attorney positions in the Prosecuting Attorney’s office as the “Chief” Assistant Prosecuting Attorney at a pay grade 17. Motion was approved 8-0.

Moved by Com. Prestin, seconded by Com. Cech to approve new and updated job descriptions for the Chief Assistant Prosecuting Attorney and the Assistant Prosecuting Attorney. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Johnson Jr. to approve eliminating two part time Deputy Corrections Officer positions and one part time Corrections Work Van position in the Sheriff's Office, and adding two additional full time Deputy Corrections Officer positions at a pay grade 8. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Gromala to approve eliminating the full time Airport Manager's position and the part time lineman position at the Menominee Regional Airport, and add one additional full time Operations Technician at a pay grade 9. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Cech to approve changing the current full time "Lineman" title to a "Lead Operations Technician" at a pay grade 10. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Cech to approve the new and updated job descriptions for the Airport Lead Operations Technician and Airport Operations Technician positions. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Prestin to approve updating the County Administrator's job description to include management responsibilities of the Menominee Regional Airport. Motion was approved 8-0.

Moved by Com. Johnson Jr., seconded by Com. Lang to approve an updated version of the Menominee County Drug-Free Workplace Policy to include an exemption for the law enforcement and staff that handle controlled substances as part of their job responsibilities. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Gromala to approve the contract agreement with MGT Consulting to provide an IT Security Audit for a cost of \$17,020 (net cost to the County is \$6,500) for the Friend of the Court and Prosecuting Attorney's offices, as required by the State of Michigan. To be paid from the "Cyber Security Risk Assessment Account, #101-103-970.20". Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Johnson Jr. to approve Commissioner per diems and expenses as recently submitted. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Johnson Jr. to approve miscellaneous bills as paid on March 21, 2019 in the combined amount of \$77,172.80. Motion was approved 8-0.

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

New Business (discussion only)

Personnel Items:

- a. None.

Building and Grounds/Parks Items:

- a. Parks Price List – Kleinke: buy six nights get 7th night free. – The County Board approved the parks list for 2019 on 11.13.2018. Now the parks committee would like the board to agree to add (for Kleinke Park only) buy six nights, get the 7th night free. This has been past procedure to bring more patrons to the park for camping. Lengthy discussed ensued regarding moving this item forward at this meeting along with if it should be approved for just Kleinke or other parks also. Administrator Carviou stated that if the board did not approve this amendment then he would not be allowing this option for this year. The consensus of the board is to move this item forward to the next meeting as an action item.
- b. Parks solid waste removal bids. – Administration has requested bids for the parks solid waste removal for multiple years. We've received two bids. The two bids came from Waste Management and Great American Disposal (GAD). Administrator Carviou is asking that this item be moved forward at this meeting with the approval of the bid from Waste Management.

Moved by Com. Cech, seconded by Com. Prestin to move the approval of a parks solid waste removal bid and action item at this meeting. Motion was approved by a roll call vote 8-0.

Moved by Com. Johnson Jr., seconded by Com. Cech to approve a three year bid from Waste Management for solid waste removal at both Shakey Lakes and Kleinke Parks. Motion was approved by a roll call vote 8-0.

Miscellaneous Items:

- a. Security & Detection Systems quote. – On or about March 14, 2019, the courthouse had an electrical outage (off & on). Since then, we've had issues with the x-ray scanner belt in the vestibule. It is also now having sporadic electrical power outages. We have submitted the power outage damage to our liability insurance carrier. The quote within the board packet is an estimate to have the x-ray scanner looked at and have the belt replaced. Costs could be more than what is quoted. We won't know until they are able to come here to inspect the equipment. Administrator Carviou has questioned some items in the quote, but he would like permission for him to pursue the quote. The consensus of the board is to allow Administrator Carviou to have the x-ray scanner looked at and fixed.
- b. Judge Hass request for employee vacation roll over or payout. – Judge Hass is asking for the board to either roll over or payout vacation hours for his employee, Linda Gullicksen. His office had an employee leave awhile back and has been short staffed since. Under these circumstances Ms. Gullicksen has not been able to use her vacation time. She will need to carry over or be paid out for 103 hours. The consensus of the board is to move paying out Ms. Gullicksen for unused vacation time forward as an action item at the next meeting.
- c. Building Code spring/summer hours. – It's the busy season again for building code enforcement. The Building Code secretary is currently being paid for 25 hours/week. Administrator Carviou is looking for board approval to allow her up to 30 hours/week if needed during the spring/summer months. The consensus of the board is to move this item forward as an action item at the next meeting.

Finance Items:

- a. FOIA Fee Schedule – update Equalization info. – At the March 22, 2019 Finance Committee meeting, discussion of adding fees for documents/databases within the Equalization office. Recommendations from the Equalization Director (based on fees for surrounding areas) are on the enclosed Resolution. The consensus of the board is to move this item forward as an action item at the next meeting.
- b. FEMA payout of invoices to patrons who helped with the flood. – During the flooding last June, we had some local patrons help with saving a road in Menominee County by using their heavy equipment to pump water from one side of the road to the other. Without their help, this road may have been washed away and still not be in use. We have received the 75% Federal Share of the FEMA funding \$6,648.56. Administration would like to reimburse the patrons for their time and equipment used to help save the road. Administrator Carviou would like this item moved forward as an action item at this meeting.

Moved by Com. Prestin, seconded by Com. Cech to make the approval of paying out invoices to the local patrons who assisted with the June 2018 flooding in Menominee County an action item at this meeting. Motion was approved by a roll call vote 8-0.

Moved by Com. Cech, seconded by Com. Prestin to approve paying the invoices to the local patrons that assisted with the June 2018 flooding in Menominee County. Motion was approved by a roll call vote 8-0.

- c. Auditor Bids. – Our contract for audit services has expired with the 2018 audit. Administration has advertised for a multi-year contract for audit services. We have received one bid from our current auditor. The consensus of the board is to move this item forward as an action item at the next meeting.
- d. Courthouse complex cleaning contract. – Administration has advertised for the courthouse complex cleaning contract. Bids were due back to us on April 1, 2019, however no bids were received. On April 2nd Jim Mekash received an email from Hi-Tec in reference to why the bid was not received by the deadline. Administrator Carviou would the board to discuss whether they would like to allow the late bid, or move forward with an additional proposal from administration. Administrator Carviou has put together a proposal to hire a part time person at 29 hours/week or less for cleaning of the Courthouse, Health Department, Annex, Library and the 9th Street building. The consensus of the board is to move this item forward as an action item at the next meeting.
- e. Commissioner Per Diems and Expenses. – The consensus of the board is to move this item forward to the next meeting for approval.
- f. Miscellaneous bills as paid on March 21, 26, 29 & April 4, 2019 in the amount of \$271,302.98. – 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 to the next meeting for approval.

Public Comment:

- Prosecuting Attorney Jeffrey Rogg – Thanked the board for the addition of an Assistant Prosecuting Attorney and complimented Administrator Carviou on his hard work.

Commissioner Comment:

- Com. Gromala – Commented on the 4H event being held at the Stephenson High School this Saturday.
- Com. Phelps – Commented on Prosecuting Attorney Jeffrey Rogg's swearing in ceremony.
- Com. Cech – Commented on all the decisions that the board came to an agreement on tonight.

Moved by Com. Johnson Jr., seconded by Com. Cech to enter into closed session under section 8(a) of the Open Meetings Act, as requested by the County Administrator, Jason Carviou to discuss his one year personnel evaluation. Members entering into closed session will be all nine Commissioners, Administrator Carviou, County Clerk Kleiman and Administrative Assistant DuPont. Motion was approved by roll call vote 8-0 at 7:46 p.m.

Returned to open session at 8:45 p.m.

Moved by Com. Prestin, seconded by Com. Cech to adjourn at 8:45 p.m. Motion was approved 8-0.

Gerald Piche, Chairman

Marc Kleiman, County Clerk



CASA of Menominee County

P.O. Box 456 Menominee, MI 49858

www.casaofmenomineecounty.com casa@new.rr.com

715.923.7250

April 23, 2019

CASA
of
Menominee County

CASA of Menominee County Board Resolution

BOARD MEMBERS

Vola Bleile
Sandra Bayerl
Gloria Anderson
Nikki Sotka
Brigette Michaels
Adebukola Adebayo
Kim Pericolosi

STAFF

Teresa Boscarino,
Executive
Director
Faith Sandahl, Advocate
Supervisor

Dear Menominee County Board,

We are honored that you have decided to support CASA this year and to include us on your annual budget. We understand that there are a great many responsibilities you have, and we greatly appreciate that each of you decided to collectively make this a priority.

This shows your great commitment to our community, by helping us continue to serve some of our most vulnerable children who find themselves in Family Court due to abuse and neglect. We value your commitment to our program and to the families and children we serve.

Moving forward with your support, our organization will continue to give these children a fighting chance.

Thank you so very much for your support!

All CASA of Menominee Board Members and Staff

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Menominee County Jury Commission – Appointee
DEPARTMENT:	Administration/Circuit Court Judge
ATTACHMENTS:	Yes
SUMMARY:	
<p>Judge Barglind has sent the board a letter to recommend an appointee for the Jury Commission. She has recommended to re-appoint Ms. Darlene Schraub to the M.C. Jury Commission for another six (6) year term, to expire 4.30.2025</p>	
RECOMMENDED MOTION:	
<p>To appoint Ms. Darlene Schraub as recommended by Judge Barglind to the Menominee County Jury Commission for a six (6) year term expiring 4.30.2025.</p>	

Submitted by: Jason Carviou

04/16/2019
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):

THE CIRCUIT COURT
FOR
THE FORTY-FIRST JUDICIAL CIRCUIT
MICHIGAN
COUNTIES OF DICKINSON - IRON - MENOMINEE

Circuit Judge
MARY B. BARGLIND

P.O. Box 609
Dickinson County Courthouse
Iron Mountain, MI 49801



Circuit Judge
CHRISTOPHER S. NINOMIYA

Phone (906) 774-2266
Fax (906) 779-0587

April 12, 2019

Menominee County Clerk Marc Kleiman
Menominee County Board of Commissioners
Menominee MI 49858

Re: Menominee County Jury Board

Dear Mr. Kleiman and the Menominee County Board of Commissioners:

I have reviewed the one applicant for the position of Menominee County Jury Board since we currently have an opening in the position. Upon review of this application it is my privilege and pleasure to recommend to the Menominee County Board of Commissioners that Ms. Darlene Schraub of Menominee, Michigan be reappointed to fill the position that expired April 5, 2019. Her term will expire on April 30, 2025.

I thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Mary B. Barglind".

Mary B. Barglind
41st Circuit Court Judge

MBB/rh

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Auditor Bids
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Our contract for Audit services has expired with the 2019 Audit. Administration has advertised for a multi-year contract for Audit services. We received one bid, from our current Auditor.</p>	
RECOMMENDED MOTION:	
<p>To approve a three (3) year bid from Anderson, Tackman & Company, PLC for the Menominee County Audit (2019-2021). 2019-\$25,500; 2020-\$25,500; 2021-\$25,750; Plus up to \$3,250 for options 1-3, each year.</p>	

Submitted by: Jason Carviou

04/16/2019
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
 MENOMINEE, MICHIGAN

BID RECAPITULATION

ITEM(S): Audit Proposals

Bids due by: April 1, 2019 @ 3:00 pm

Company Name	Bid	Options
Anderson, Tackman & Company, PLC 901 Ludington St. Escanaba, MI 49829 906-786-3111	2019 - \$25,500+ 2020 - \$25,500+ 2021 - \$25,750+ (\$3,250 for options 1-3) If required: Single Audit \$4,000	*1. State form F-65 – \$600-900 *2. Net Pension Liability-GASB 68 - \$900-1,100 *3. Maintain & Track of Fixed Assets - \$750-1,250 4. Additional costs for consultation of special projects/budget or future GASB statements

Bids opened on: Monday, April 1, 2019 @ 3:15 pm.

In the presence of: Administrator Carviou, Sherry DuPont, Doreen Averill

Recommended Bid Award to:

**PROPOSAL TO PERFORM THE
SEPTEMBER 30, 2019, 2020, & 2021**

**AUDIT SERVICES FOR
MENOMINEE COUNTY, MICHIGAN**

By

ANDERSON, TACKMAN & COMPANY, PLC

901 Ludington Street

Escanaba, Michigan 49829

906-786-3111

Contact Person

Kathleen A. Ciantar, CPA
Principal

March 19, 2019

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ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants

Kristine P. Berhow, CPA, Principal
Brandy M. Olson, CPA, Principal
Kathleen A. Ciantar, CPA, Principal

"A Regional Firm Within the Upper Peninsula of Michigan"

Alan M. Stotz, CPA

March 19, 2019

Members of the County Board and Administrator
Menominee County, Michigan
839 10th Avenue
Menominee, Michigan 49858

Dear Members of the County Board and Administrator:

We appreciate this opportunity to present our qualifications to serve Menominee County, Michigan as its independent auditors, as outlined in your request for proposal.

Our attached proposal package addresses our approach to auditing, our qualifications, and our proposed fees.

A financial statement audit is the examination of an entity's financial statements and accompanying disclosures by an independent auditor. The result of this examination is a report with an opinion by the auditor, attesting to the fairness of presentation of the financial statements and related disclosures. Many clients request that we perform additional non-attest services in conjunction with the audit of the financial statements. Non-attest services are services provided to a client that are not specifically related to the performance of an attest engagement and for which an opinion is not issued. For example, non-attest services include activities such as financial statement preparation, cash to accrual conversions, reconciliations, and preparation of other forms or reporting for which no opinion is issued. As long as we ensure certain safeguards are in place, we are able to provide these services without impairing our independence. We strive to be a trusted advisor to you on all of your financial matters. We believe this relationship strengthens over time and that one size does not fit all when it comes to an audit and related services. You may request or need various combinations of attest and non-attest services each year. Therefore, we have provided you with various potential services and the related fees in our attached proposal package.

We welcome any questions regarding our proposal and will respond as directed at your convenience.

Very truly yours,

Anderson, Tackman & Company P.C.

Kathleen A. Ciantar, CPA
ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants

UNDERSTANDING OF SERVICES TO BE PROVIDED

We propose to perform audits of the accounts and records of Menominee County, Michigan sufficient in scope to enable us to render our opinion on the financial statements for the years ended September 30, 2019, 2020, and 2021. Our audits would be in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and procedures set forth in state and federal audit guides and pronouncements, including Uniform Guidance and the Single Audit Act (if applicable).

Our engagement would include preparation of the:

- Independent Auditor's Report on the basic financial statements,
- Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, and
- Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance, if applicable.

Menominee County has not needed an audit required by the Uniform Guidance in the past several years.

The scope of our services would not include the Menominee County Road Commission beyond those services required of the group auditor per AU-C 600. Although the primary purpose of our audit would be to express our opinion on the financial statements of Menominee County, we would also prepare a report to management relative to areas within the County's accounting system where improvements would be appropriate and advantageous.

In addition, we will provide the following non-attest services as required by the Request for Proposals:

- preparation of the financial statements and notes to the financial statements,
- preparation of the Schedule of Federal Expenditures of Federal Awards based on information provided by the County (if applicable), and

We would file all reports as necessary. Services would also include reasonable and incidental consultation during the fiscal year and presentation of the audit report. Our services would include appropriate testing and disclosure of information provided by the County in order to be in compliance with all Government Auditing Standards Board (GASB) pronouncements including GASB 68.

The scope of our services would not include non-attest services such as preparation of State of Michigan Department of Treasury Form F-65, fixed asset tracking, net pension liability calculations, or other reconciliations and calculations that are management's responsibility. These non-attest services can be provided at the request of the County in a separate, mutually agreed upon contract. Please reference the Proposed Fee section of this proposal for additional information regarding these non-attest services.

FIRM PROFILE

Anderson, Tackman & Company, PLC is a regional certified public accounting firm with four offices in Michigan's Upper Peninsula. There are presently ten principals in the firm and approximately forty supervisory and professional staff personnel.

We provide services to a diversified group of clients in five basic areas: audit, tax, management consulting, commercial accounting, and financial planning. Our clients include varied types of commercial enterprises, individuals, governmental units, financial institutions, school districts and non-profit organizations.

FIRM PROFILE (continued)

Our company is very active in the area of providing services to governmental units and non-profit entities. Governmental clients make a significant portion of our client base because of our desire to provide high quality services to our community. Our involvement includes the normal audit function as well as providing systems and consulting as needed by our clients. We take a personal interest in our clients and provide them with a team of professionals to serve their needs. Our clients appreciate this approach as evidenced by our long-standing client relationships. We take great pride in being within close proximity of our clients. We believe in maintaining our relationships with our clients all year long rather than just during the engagement.

QUALITY ASSURANCE

Anderson, Tackman & Company, PLC participates in the American Institute of Certified Public Accountants (AICPA) Peer Review/Quality Control Program. The opinion letter from our latest peer review is attached or can be obtained at the www.aicpa.org website. The clients of Anderson, Tackman & Company, PLC therefore receive the services of a quality-oriented organization combined with a personal, non-institutional approach, geared to their specific needs. Each peer review period covered includes governmental and non-profit engagements as those are the largest audit areas for our firm.

We also voluntarily became a member of the AICPA's Governmental Audit Quality Center which requires member firms to adhere to various requirements which are geared toward the improvement of the quality of governmental audits as well as providing member firms with additional resources in the performance of governmental audits. We are very proud to demonstrate our commitment to quality and integrity. Anderson, Tackman & Company, PLC is also a dedicated member of the AICPA Private Companies Practice Center (PCPS), AICPA Employee Benefit Plan Audit Quality Center, and AICPA PCPS Center for Plain English Accounting. These resources ensure we meet the highest standards in performing quality audits.

In addition, our involvement with the Michigan Association of Certified Public Accountants (MICPA) and Wisconsin Institute of Certified Public Accountants (WICPA) provides a forum for sharing ideas and resources in order to provide benefits to our clients in a consistently superior manner. As part of our firm's association with these organizations, we receive a wide range of support that includes education, training, contacts, and resources to help us better service our clients.

Anderson, Tackman & Company, PLC uses Practitioners Publishing Company (PPC) manuals on all engagements to ensure all professional standards are followed, including the policies and procedures detailed in our own internally developed Quality Control Document. A detailed review of all workpapers and the financial statements will be performed to ensure all audit procedures listed in the PPC checklists and audit programs are adequately completed and documented. External peer review of our audit workpapers are performed tri-annually with internal inspections performed in the alternate years. In our last external peer review and our most recent internal inspection we received clean opinions with no significant findings.

Compliance with quality standards is discussed at all staff levels throughout the year on audits as well as during staff meetings and training sessions. Continued education is key to quality assurance. All professional staff and partners earn a minimum of 40 hours of continuing professional education credits (CPE) through in-house presentations, webinars and outside conferences. We have appointed a firm specialist in key audit areas, such as governmental accounting and single audit, to ensure all new accounting, auditing, and disclosure requirements are followed. Anderson, Tackman & Company, PLC assures quality in the field through workpaper review, inspection, and conformance to audit programs during the engagement.

COMPLIANCE CRITERIA

Anderson, Tackman & Company, PLC is licensed to practice public accounting in the states of Michigan and Wisconsin.

Anderson, Tackman & Company, PLC meets all independence standards relative to Menominee County as promulgated by the U.S. Government Accountability Office in their *Governmental Auditing Standards* (Yellow Book). We are also independent with respect to contracted service providers of the County and are not aware of any conflicts of interest between our firm and the County's contracted service providers, employees or officers.

SUMMARY OF PERSONNEL ASSIGNED

The engagement team would consist of the principal and up to three staff auditors. The team would be selected from the following list of auditors:

<u>Team Member</u>	<u>Title</u>	<u>Duties</u>	<u>Years of Experience</u>
Kathleen Ciantar, CPA	Principal	Partner in charge, overall responsibility, review & supervision, single audit testing	10
Brandy Olson, CPA	Principal	Fieldwork review & assistance	12
Alan Stotz, CPA	Retired Principal	Technical advice	34
Ashleigh Young	Staff Auditor	Field auditing	3
Sheena Landers	Staff Auditor	Field auditing	<1

See Appendix A for additional information on the personnel listed above. If staff changes cause a change in personnel, the credentials of replacement staff would be reviewed with you for your approval.

ENGAGEMENT EXPERTISE

As noted in Appendix B, our firm has extensive experience in governmental/non-profit audits as well as the performance of Uniform Guidance/OMB Circular A-133 audits. The engagement would be performed by the Escanaba office of Anderson, Tackman & Company, PLC. On occasion, we integrate staff from other offices on an as-needed basis. Also, we may consult with our other offices on auditing issues, however, the responsibility for audit performance and staffing will remain with the Escanaba office.

AUDIT APPROACH

Our audit would be performed in accordance with generally accepted auditing standards and will be for the primary purpose of expressing an opinion on the financial statements. Our audit would be subject to the inherent risk that errors or irregularities may not be detected; however, if conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we would promptly advise management and the Board. In addition, our proposed engagement would encompass only those procedures referred to above, any additional or extended services would not be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.

Our audit is planned using a risk-based approach to determine the extent of audit procedures including, but not limited to inquiries, substantive procedures, reasonableness tests, analytical procedures, and other standard auditing techniques. To efficiently plan and perform the audit we use PPC's Smart Audit Suite, and PPC's Single Audit Suite, which allows us to customize procedures specific to the County's audit risk assessment. Our audit procedures are designed to maximize our efficiency and to minimize your projected cost. We also utilize Thompson Reuters Checkpoint for research and support tools in performing our audits to ensure we have the most up to date accounting and auditing information. The audit process is streamlined with the use of various technological aids including an electronic drop box.

Anderson, Tackman & Company, PLC is dedicated to developing an engagement plan tailored to Menominee County's unique needs. When we perform an audit, a critical step is understanding our client's operations and the unique facts which differentiate your entity. We develop a thorough understanding of our client's activities, operating systems, personnel and special needs. We use this information to plan a complete but efficient audit; areas which require more attention or expertise are identified and unnecessary or redundant procedures are eliminated. As Menominee County's current auditor, we have tailored our audit approach based on our advanced understanding of your needs. Below, we present our basic audit approach, which will be customized with management's assistance.

PHASE 1: ORIENTATION, REVIEW AND PLANNING

Our principal objectives would be to:

Familiarize ourselves with the County's accounting policies and operating procedures through inquiry review of budgets, procedure manuals, policies, and correspondence from regulatory agencies

Meet with management to discuss our audit plan and the scope of the audit.

Complete various engagement planning and evaluation forms including internal control questionnaires to document our understanding of the system and to assist in the planning of the engagement.

Plan and coordinate the audit procedures that will be performed by us.

AUDIT APPROACH (continued)

PHASE 2: DETAIL TESTING OF THE SYSTEMS AND RELATED COMPLIANCE ISSUES

This phase of the audit would involve:

Perform risk analysis of the various audit areas of the County.

Determine the amount of reliance we can place on your internal controls and develop an audit program designed for your system.

Confirm our understanding of the County's system of internal control over its assets and liabilities as well as the operational system through testing of transactions and other analytical procedures.

Perform a preliminary review of the federal programs to determine major programs as required by Uniform Guidance and perform compliance testing if deemed necessary.

PHASE 3: YEAR-END PROCEDURES

Our year-end procedures include:

Performing the year-end audit fieldwork, including testing support for various asset and liability account balances and analyzing appropriate revenue and expenditure accounts. Proposed audit adjustments would be determined during this phase and we would review with the appropriate personnel the validity of those proposed adjustments.

Testing account balances is done by sampling items within accounts, inquiry and by comparative analysis. Sample sizes are determined by statistical sampling methodologies as set forth in the PPC manuals.

Preparation of non-attest services such as fixed asset schedule maintenance or net pension liability calculations (if requested)

Perform/complete compliance testing of federal programs as required by the Uniform Guidance (if applicable).

PHASE 4: AUDIT FINALIZATION

This phase would involve:

The preparation of our reports on the audited financial statements.

Preparation of the financial statements and related notes with preliminary drafts submitted for review prior to final processing.

Preparing our letter of comments and recommendations incorporating our interim and year-end observations and suggestions for improvements.

Preparation of State of Michigan Form F-65 (if requested)

The delivery and presentation of these reports to management and the Board.

AUDIT APPROACH (continued)

We feel by careful planning and the utilization of technology we will minimize the disruption to your operations. This would be an important goal throughout all of the phases above. In order to meet and exceed your expectations, we are diligent about maintaining open communication throughout the entire engagement. In our experience, this results in a more effective engagement. Our approach depends on the timely response and assistance of Menominee County personnel. This cooperation will further ensure our work is completed in an efficient and cost-effective manner.

The phases of the audit listed above would be performed within the timelines agreed upon with management. A large portion of the planning, risk assessment, and finalization will be performed outside of fieldwork in order to limit disruptions to your personnel. However, we do perform all year-end procedures in the field as we believe this contact is valuable to both you and us. We have found that our clients that provide us with auditor access to their financial software find significantly less disruptions during the audit process. We anticipate that fieldwork would last about two weeks. We do not anticipate any audit delays other than our audit cannot be completed until the completion of the audit and preparation of the financial statements of the discretely presented component unit. For this reason, we expect that our audit report would be issued in mid to late March. Should additional delays arise during the course of our audit, we would address these issues with the appropriate level of management or the Board.

LETTER OF REPORTABLE CONDITIONS

Our audit service to you will also include a written summary of our comments and recommendations for operational improvements designed to conform to your specific needs and interest. We will follow these general guidelines:

The primary intent will be to cover matters of substance relating to your operations and internal controls.

We will cover current developments in the governmental/non-profit sector which may be of special importance to you as well as the potential impact of these developments on the County's operations.

Our comments and recommendations will keep in mind the relationship of the cost versus the benefits to be derived.

We will follow up to see what is done to carry out the previous year's recommendations and will assist County personnel as directed by management.

PROPOSED FEES

PROPOSED FEES

Our fees for professional services are based upon our hourly rates applied to the anticipated time expected to complete the engagement. Our staff members are well aware of the need to control and spend their time to the best advantage. We feel, by careful planning, our fees can be kept to a minimum. As the current auditor for Menominee County, we have managed to keep fees almost the same since 2011. We have avoided inflationary increases by gaining efficiencies based on experience with County personnel and procedures. Our fee quoted below includes all costs and expenses and is based upon the activities of the County as of the date of this proposal.

Our proposal for Menominee County's financial audits and non-attest services as described in the Understanding of Services to be Provided section for the years ended September 30, 2019, 2020, and 2021 is as follows. The fee for each year is an all-inclusive, not-to-exceed fee.

<u>Fiscal Year-Ended</u>	<u>Audit Services Fee</u>	<u>Single Audit (if required)</u>
9/30/2019	\$ 25,500	\$ 4,000
9/30/2020	\$ 25,500	\$ 4,000
9/30/2021	\$ 25,750	\$ 4,000

Below is a list of popular non-attest services that may be requested in addition to the financial statement audit and financial statement preparation services above. Often when we are involved in financial matters throughout the year, we are able to gain efficiencies during the audit. These services are typically based on our hourly rates and can vary by client. Should you request any of these services, we can come to an agreed upon fee that fits your needs.

- Preparation of State of Michigan Form F-65 – \$600-\$900
- Preparation of net pension liability calculation for compliance with GASB 68 – \$900-\$1,100
- Maintenance and tracking of fixed asset schedule – \$750-\$1,250
- Consultation regarding budget or special projects – varies based on hourly rate and time required
- Reconciliations or calculations for compliance with future GASB Statements – varies based on hourly rate and time required

If you feel that we may be able to assist you with other services, please do not hesitate to let us know. We look forward to developing an audit services plan that supports both the board's and management's wishes.

AUTHORIZED NEGOTIATOR

The individual from our organization authorized to negotiate the proposed contract with the County is:

Kathleen A. Ciantar, CPA

906-786-3111

**APPENDIX A
RESUMES OF ENGAGEMENT PROFESSIONALS**

A summary of professional personnel who would be assigned to the engagement follows:

KATHLEEN A. CIANTAR, CPA

Kathleen has a B.A. degree in economics and management with a concentration in accounting from Albion College. She is a licensed CPA in Michigan and Wisconsin. She is a member of the American Institute of Certified Public Accountants, the Michigan Association of Certified Public Accountants, and the Wisconsin Institute of Certified Public Accountants. Kathleen joined the firm in 2015 and became partner in 2018. Kathleen has 10 years of public accounting experience and has held lead roles in auditing many of the governmental entities and non-profit organizations listed in Appendix B. She also has significant experience performing single audits at many of these clients. Kathleen is the primary partner for governmental audits and the partner in charge of quality control for the Escanaba office.

BRANDY M. OLSON, CPA

Brandy has a B.S. degree in accounting from Lake Superior State University. She is a licensed CPA in Michigan and is a member of the American Institute of Certified Public Accountants and the Michigan Association of Certified Public Accountants. Brandy joined our firm in November of 2006 and became a partner in 2017. She has 12 years of experience working on the governmental and non-profit clients listed in Appendix B. She also performs benefit plan audits and is a member of our income tax department.

ALAN M. STOTZ, CPA

Alan has a B.B.A. in accounting from Andrews University. He holds CPA certificates in Michigan and Wisconsin and is a member of the American Institute of Certified Public Accountants and the Michigan Association of Certified Public Accountants. Alan has thirty plus years of public accounting experience with the majority of his career at Anderson, Tackman & Company, PLC. Alan is a retired principal who will assist with quality control review and technical expertise. Throughout his career, Alan has been the principal in charge of many of the governmental entities and non-profit organizations list in Appendix B.

ASHLEIGH YOUNG

Ashleigh received a B.S. degree in accounting and business management with a minor in marketing from Lake Superior State University. Ashleigh joined our firm in June of 2015 and has experience in several of the governmental and non-profit organizations listed in Appendix B as well as three years of experience on the Menominee County audit. She is a member of the American Institute of Certified Public Accountants and is working toward CPA certification.

SHEENA LANDERS

Sheena received a B.S. degree in accounting from Northern Michigan University. She joined our firm in June of 2018 and has started gaining experience auditing governmental and non-profit clients. She is a member of the American Institute of Certified Public Accountants and is working toward CPA certification.

**APPENDIX B
PRIOR AUDITING EXPERIENCE**

To assist you in evaluating our qualifications, we have listed below governmental and non-profit clients for which the Escanaba office has provided audit services for within the past three years. Should you desire to discuss any of the services performed or the qualifications of our firm, we would be pleased to have you contact any of our clients directly. Please call for names and phone numbers of those selected for direct contact.

COUNTY AUDITS:

- Delta County
- Schoolcraft County
- Dickinson County

CITY AUDITS:

- City of Manistique
- City of Gladstone

TOWNSHIP AUDITS:

- Garden
- Seney
- Thompson
- Turin
- Comell
- Inwood

SCHOOL DISTRICT AUDITS:

- Gladstone Area Schools
- Delta Schoolcraft Intermediate School District

NATIVE AMERICAN ORGANIZATION AUDITS:

- Hannahville Indian Community Chip-In Casino
- Hannahville Indian Community

NON-PROFIT ORGANIZATIONS AND OTHER GOVERNMENTAL AUDITS:

- Upward Talent Council (Michigan Works!)
- Delta Area Transportation Authority
- Delta County Solid Waste Authority
- Public Health Department of Delta and Menominee Counties
- Hiawatha Behavioral Health Board
- Northpointe Behavioral Health Systems
- Schoolcraft County Public Transit System
- UPCAP Services, Inc.
- MDS Community Action Agency
- Bays de Noc Convention and Visitors Bureau



WEINLANDER FITZHUGH

CERTIFIED PUBLIC ACCOUNTANTS
& CONSULTANTS

System Review Report

December 8, 2016

To the Members of Anderson, Tackman & Company, PLC
and the Peer Review Committee of the
Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Anderson, Tackman & Company, PLC (the firm) in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the Government Auditing Standards and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Anderson, Tackman & Company, PLC in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Anderson, Tackman & Company, PLC has received a peer review rating of pass.

Weinlander Fitzhugh

1600 Center Avenue | PO Box 775 | Bay City, MI 48707-0775

1.800.624.2400 | 989.893.5577 | Fax: 989.895.5842 | www.wf-cpas.com

Bay City | Clare | Gladwin | West Branch

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Parks Price list – Kleinke: buy six nights get 7th night free
DEPARTMENT:	Parks/Admin.
ATTACHMENTS:	Yes
SUMMARY:	
<p>The County Board approved the parks price list for 2019 on 11.13.2018. Now the parks committee would like the board to agree to add (for Kleinke park only) Buy six nights, get the 7th night free. This has been past procedure to bring more patrons to the park for camping.</p>	
RECOMMENDED MOTION	
<p>To approve adding “Buy six nights, get the 7th night free” to the 2019 Parks price list for Kleinke Park daily camping.</p>	

Submitted by: Jason Carviou

04/16/2019

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 PARKS AND RECREATION COMMITTEE
2019 Parks Price List**

Menominee County Parks are now accepting reservations for 5-month and 6-month lease sites for the 2019 camping season. Lease site must be paid in full by March 1st, 2019. Reservations for the 2019 camping season at Shakey Lakes will be starting April 22nd at 7:00 am C.S.T. at the Shakey Lakes Park Office, Stephenson, MI or phone 906-753-4582. On April 22nd, reservations will be limited to five (5) reservations per person (Adults).

From February 15th thru March 15th - 1, 2, 3, or 4 month leases will be available at **KLEINKE PARK ONLY**. Lease site applications for Kleinke Park can be picked up at the Menominee County Administrator's Office or by calling Karen at 906-290-2708. These leases will be awarded to the longest term lease requested down to the shortest term lease. The maximum number of leases per month will be limited to a total of 15.

Gate Fee's ~ Shakey Lakes Park

Annual (Menominee County Resident w/vehicle registration)--	\$ 10
Annual (Non-Resident)-----	\$ 12
Annual Senior Citizen (Menominee County Resident 65-69 yrs.)	\$ 8
Annual Senior Citizen (Non-Resident 65-69 yrs.)-----	\$ 10
Daily (Menominee County Resident w/vehicle registration)---	\$ 2.00
Daily (Non-Resident)-----	\$ 3.00
Daily Senior Citizen (Menominee County Residents 70 + yrs.)	FREE

(In order to receive the County Resident Rate, the leasee must maintain permanent residency within Menominee County)

Camping~ Kleinke Park

Reservations-(first come basis)-----	N/A
Electric Campsites (20/30/50 amp electric)-----	\$21.00
Nor-Electric Campsites-----	\$15.00
Non Season Daily Rate (after Nov. 1, no running water, no plowing)	\$15.00
Kleinke only: Buy six (6) nights get seventh (7) night free!	
<i>(There is a 14 day maximum stay per site for daily campers)</i>	

Camping~ River Park

Non-Electric Campsites only (4 available)-----	\$10.00
<i>(There is a 14 day maximum stay per site for daily campers)</i>	

Camping~ Shakey Lakes Park

Reservations-----	\$10.00
Electric Campsites (20/30/50 amp electric)-----	\$25.00
Non-Electric Campsites-----	\$15.00
Non Season -- Daily Rate (after Nov. 1 no running water, no plowing)	\$15.00
<i>(There is a 14 day maximum stay per site for daily campers)</i>	

General fees

Pavilion Rental-----	\$ 50.00
Storage rental fee-(Shakey)-----	\$1.00 sq/ft
Boat Launch (Mason, Shakey, Stoney)-----	\$ 2.00/day
Boat Launch Annual-----	\$ 20.00
Boat Launch Senior-65-69 yrs. old-----	\$ 10.00
Boat Launch -- Seniors 70 + Menominee County Resident	Free

All entrance and boat launch fees are waived on Michigan's free fishing weekends.
In 2019, free fishing weekends are February 16 & 17 and June 8 & 9.
Come enjoy Menominee County's Beautiful Parks!

(In order to receive the County Resident Rate, the leasee must maintain permanent residency within Menominee County)

<u>Shakey Lakes Lease Site Rates</u>	Menominee County Resident	Non County Resident
Seasonal Rates for Electric Site (6 Months) May 1 st to November 1 st	\$1590.00	\$1770.00
Seasonal Rates for "Non-electric" Site (6 Months) May 1 st to November 1 st	\$960.00	\$1140.00
Seasonal Rates for Electric Site (5 Months) May 1 st to October 1 st	\$1425.00	\$1575.00
Seasonal Rates for "Non-electric" Site (5 Months) May 1 st to October 1 st	\$840.00	\$990.00

Kleinke Park Lease Site Rates

Seasonal Rates (6 Months) for Electrical Site May 1 st to November 1 st or May 15 th to November 15 th	\$1590.00	\$1770.00
Seasonal Rates (5 Months) for Electric Site May 1 st to October 1 st or May 15 th to October 15 th	\$1425.00	\$1575.00
Four (4) Month Rate for Electric Site Commence on 1 st or 15 th of the month	\$1320.00	1440.00
Three (3) Month Rate for Electric Site Commence on 1 st or 15 th of the month	\$1125.00	\$1215.00
Two (2) Month (back to back) Rate for Electric Site Commence on 1 st or 15 th of the month	\$900.00	\$960.00
One Month Rate for Electric Site	\$495.00	\$525.00

Campers that arrive before the start of their lease or depart after the last day of their lease will be charged a daily rate for any additional days in the park.

For More Lease Site Information, Please Call Karen at (906) 290-2708

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Judge Hass, employee payout or rollover of vacation hours
DEPARTMENT:	Probate Court
ATTACHMENTS:	Yes
SUMMARY:	
<p>Judge Hass is asking for the board to either roll over OR payout vacation hours for his employee, Linda Gullicksen. His office had an employee leave awhile back and has been short staffed since. Under the circumstances (short staffed) Ms. Gullicksen has not been able to use her vacation time. Current vacation hrs. – 127. Will gain 216 hours on 5.13.19 = 343 hrs. Per contract an employee may only carry 240 hours of vacation time. Any time above 240 hrs. will need to be tracked manually via HR. Our system only accepts up to 240 hrs. Therefore, she will need to carryover or be paid out 103 hours.</p>	
RECOMMENDED MOTION:	
<p>To approve a payout for Linda Gullicksen for unused vacation (after 5.13.19) due to extenuating circumstances in the Probate Court office. Payout may be made up to 103 hours.</p>	

Submitted by: Jason Carviou

04/16/2019
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 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

March 28, 2019

Menominee County Board
839 Tenth Avenue
Menominee MI 49858

RE: Vacation Time

I am requesting that my employee, Linda Gullicksen be allowed to roll over, or be paid out for her vacation time not used, her starting date is May 13. There are extenuating circumstances; I have an employee that has quit and has not been replaced as of this date, and there is additional scheduling of hearings between the Family/Probate Court and District Court at this time.

Thank you for your consideration of this matter.

Respectfully,

A handwritten signature in cursive script that reads "Daniel E. Hass".

Daniel E. Hass

Judge of Probate and Family Court Judge

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Building Code – spring/summer hours (Busy season)
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>It's busy season again for building code enforcement. The Building code secretary is currently being paid for 25 hours/week. Permission to allow her up to 30 hours/week if needed during the spring/summer months. Per federal law, a one year look back period average per month will not exceed 130 hours/mo.</p>	
RECOMMENDED MOTION:	
<p>To approve an increase in hours, not to exceed 30 hours/week for the Building Code secretary during the busy season (May-Nov).</p>	

Submitted by: Jason Carviou

04/16/2019
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
AGENDA ITEM**

SUBJECT:	Resolution 2019-09 ~ FOIA Fee Schedule for public records
DEPARTMENT:	Finance/Equalization/Administration
ATTACHMENTS:	Yes
SUMMARY:	
At the 3.22.19 Finance Committee meeting, discussion of adding fees for documents/databases within the Equalization office. Recommendations from the Equalization Director (based on fees for surrounding areas) are on the enclosed Resolution.	
RECOMMENDED MOTION:	
To approve Resolution 2019-09 ~ Freedom of Information Act Fee Schedule for Public Record Requests.	

Submitted by: Jason Carviou

04/16/2019
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
RESOLUTION
2019-09
Freedom of Information Act
Fee Schedule for Public Record Requests**

BE IT RESOLVED, that the Menominee County Board does hereby adopt the following fee schedule for establishing the proper charge for public records under Public Act 442 of 1976, Freedom of Information Act. (MCL 15.234) For complete Menominee County FOIA procedures and guidelines, go to [www.menomineecounty.com / forms & documents](http://www.menomineecounty.com/forms&documents). Search under the Letter F, for FOIA.

I. Duplication

A. Photo Copies and Electronic copies of documents:

- \$.10 per page - letter sized copy (8 1/2 x 11)
- \$.10 per page - legal sized copy (8 1/2 x 14)
- \$.20 per page - ledger sized copy (11 x 17)

B. Telefaxed/scanned copies:

\$1.00 plus .10 per page for incoming & outgoing faxes/scans

C. Certified copies:

\$1.00 per page plus department specific fees for certification

D. Recording fees:

\$3.00 per CD

E. Equalization GIS/database/land division fees:

- \$ 2.00 per page – color copy of GIS map (8 ½ X 11)
- \$1600 per County - Electronic Database BS&A via email
- \$100 per unit - Electronic Database BS&A via email
- \$1500 GIS Shapefile (County) Electronic Database via email
- Costs will vary - GIS Shapefile (Individual units)
- \$30 per land division split or combination (for each new parcel created)

F. Mailing Fees:

If copies are mailed, actual mailing costs will be added

G. Subscription Fees: (Subscriptions are valid for up to 6 months)

- \$.10 per page – letter size copy (8 1/2 x 11)
- \$.10 per page - legal sized copy (8 1/2 x 14)
- \$.20 per page - ledger sized copy (11 x 17)

II. Labor Fees

Labor charges incurred to make copies or create other digital media; labor incurred to search for and locate public records; labor incurred to separate and delete exempt from non-exempt materials; calculated in 15 min. increments.

III. Deposit

If the anticipated charges for a request record will exceed \$50, a good faith deposit of one-half of the total anticipated charges shall be required. (If the requestor has an outstanding invoice for a prior request, that invoice must be paid prior to execution of another request.)

IV. Waiver of Fees

If an individual submits an affidavit stating that he or she is receiving public assistance or is able to state facts showing inability to pay fees because of indigence, a copy of a public record shall be furnished without charge for the first \$20 of the fee for each request.

Motion by Commissioner _____ supported by Commissioner _____
to adopt above resolution at a regular meeting of the Menominee County Board of Commissioners, this
_____ day of _____, 2019.

Yeas: _____

Nays: _____

Gerald Piche, Chairperson
Menominee County Board of Commissioners

Marc Kleiman
Menominee County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Resolution 2019-10 ~ Honoring Richard Sexton
DEPARTMENT:	Administration/County Board
ATTACHMENTS:	Yes
SUMMARY:	
Richard Sexton has retired from Menominee County after five years of service. We have hired his replacement and he's now comfortable leaving his position, and ready for fishing!	
RECOMMENDED MOTION	
To approve Resolution 2019-10 ~ Honoring Richard Sexton, for his service as the Menominee County Emergency Management Director for the past five (5) years.	

Submitted by: Jason Carviou

04/17/2019

Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

**MENOMINEE COUNTY
RESOLUTION 2019-10
HONORING**

RICHARD SEXTON

WHEREAS, RICHARD SEXTON HAS DILIGENTLY SERVED MENOMINEE COUNTY AS THE EMERGENCY MANAGEMENT DIRECTOR, BEGINNING ON JUNE 5, 2014; DURING THIS 5 YEARS OF SERVICE, RICH HAS FAITHFULLY AND PROFESSIONALLY PERFORMED HIS DUTIES; AND

WHEREAS, RICH HAS ALWAYS BEEN PATIENT, HELPFUL, COURTEOUS, PROFESSIONAL AND ACCOMMODATING TO ALL PEOPLE HE HAS DEALT WITH, WHETHER IT BE HIS CO-WORKERS, OR FELLOW COUNTY AND STATE EMPLOYEES; HE HAS TREATED THEM ALL WITH THE UTMOST OF RESPECT; AND

WHEREAS, RICH HAS SERVED MANY FAMILIES OF MENOMINEE COUNTY BY HELPING TO MAKE THEIR LIVES SAFER. HE HAS EXCELLED AT REACHING OUT TO THE SURROUNDING COMMUNITIES FOR THEIR SAFETY CONCERNS; AND

WHEREAS, RICH HAS APPLIED FOR MANY GRANTS IN THE AREA, WITH SUCCESS IN HELPING SCHOOLS RECEIVE SAFETY DOOR LOCKS, FIRE AND RESCUE DEPARTMENTS TO RECEIVE COMMUNICATIONS EQUIPMENT, EMERGENCY SERVICES TO RECEIVE SAFETY EQUIPMENT AND REIMBURSEMENT OF FUNDS FROM FEMA DURING OUR JUNE OF 2018 FLOODING IN MENOMINEE COUNTY;

NOW THEREFORE BE IT RESOLVED, THAT WE, THE MEMBERS OF THE MENOMINEE COUNTY BOARD OF COMMISSIONERS, RECOGNIZE WITH THANKS AND DEEP APPRECIATION, THE PROFESSIONAL SERVICE RENDERED TO MENOMINEE COUNTY BY RICHARD SEXTON.

WE WISH HIM ALL THE BEST AS HE ENTERS HIS WELL-DESERVED RETIREMENT; AND

BE IT FURTHER RESOLVED, THAT THIS TESTIMONY OF OUR ESTEEM BE MADE A PART OF THE RECORDS OF THIS BOARD, AND THAT A COPY BE PRESENTED TO RICHARD SEXTON.

MARC KLEIMAN
MENOMINEE COUNTY CLERK

GERALD L. PICHE
COUNTY BOARD CHAIR

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Courthouse complex cleaning contract
DEPARTMENT:	Administration/Buildings & Grounds
ATTACHMENTS:	Yes
SUMMARY:	
<p>Administration has advertised for the Courthouse complex cleaning contract. Bids were due back to us on April 1, however no bids were received. On April 2, Jim Mekash received an email from Hi-Tec in reference to why the bid was not received by the deadline. County Board to discuss allowing the bid and to discuss other options with the County Administrator.</p>	
RECOMMENDED MOTION:	
<p>To approve the hiring of a part time employee for the cleaning of the Courthouse, Health Bldg., 9th St. Bldg., And the Library, and Annex Bldg. in Stephenson. Hours are not to exceed 29 hours/week for all locations.</p>	

Submitted by: Jason Carviou

04/16/2019
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
MENOMINEE, MICHIGAN**

BID RECAPITULATION

ITEM(S): Courthouse Complex cleaning

Bids due by: April 1, 2019 @ 4:00pm

Company Name	Bid	Options
NO BIDS RECEIVED		

Bids opened on: Monday, April 1, 2019 @ 4:15 pm.

In the presence of: Administrator Carviou, Sherry DuPont, Jim Mekash

Recommended Bid Award to:

Pricing: Menominee County, 639 10th Avenue, Menominee, MI 49858
 *Cleaning facility 5 days per week at Courthouse, Health Department, and 9th Street Building.

Cost Proposal

Annual:

Proposal #1 - Labor Only

\$23,040.00

Pricing includes: All labor, cleaning tools, taxes and insurance, hiring cost, HR/Payroll and Management.

All consumables will be provided by Menominee County.

Proposal #2 - Labor and Chemicals

\$23,860.00

Pricing includes: All labor, cleaning tools, chemicals, taxes and insurance, hiring cost, HR/Payroll and Management.

All consumables will be provided by Menominee County.

Proposal #3 - Labor, Chemicals, and Equipment

\$24,180.00

Pricing includes: All labor, cleaning tools, chemicals, equipment, taxes and insurance, hiring cost, HR/Payroll and Management.

All consumables will be provided by Menominee County.

Five (5) Days a Week Cleaning at Courthouse, Health Department, and 9th Street Building

Building Personnel	Pay Rate	Shift Time	Hours	Days of Week
Team Cleaner	\$11.50	TBD	5.5	Monday-Friday
Weekly Total			27.5	

Emergency Cleaning Rate \$21.00/hr
Carpet Cleaning \$0.14/sqft
Strip and Wax \$0.45/sqft
Buff and Recoat \$0.35/sqft

****Please note, minimum for these floor care service is \$250.00/time. Travel expenses may also be additional to this cost.**

Sherry DuPont

From: James Mekash
Sent: Tuesday, April 02, 2019 7:48 AM
To: Jason Carviou; Sherry DuPont
Cc: James Mekash
Subject: FW: Hi-Tec Building Services Janitorial Bid
Attachments: Electronic Copy - Hi-Tec Building Services Janitorial Bid.pdf

Importance: High

Jason / Sherry,

Brooke called me today and I told her that we would receive the the electronic copy but would not be bound by it since it is received after the deadline.

Jim

From: Brooke Hogan [mailto:Blhogan@hitec-services.com]
Sent: Tuesday, April 02, 2019 7:37 AM
To: James Mekash <jmekash@Menomineeeco.com>
Subject: Hi-Tec Building Services Janitorial Bid
Importance: High

Good morning James,

I sent out our bid for Menominee County Janitorial Services on Thursday morning March 28th. This package was overnighted to Menominee, MI for a Friday/Monday morning delivery. I wanted to touch base with you as I did not get notification that this arrived yesterday morning. It is now showing it won't deliver until Wednesday at 4 pm. Please consider the attached electronic copy of our proposal.

We hope you will consider us for these services even though we were not able to get a hard copy to you by the proposal deadline.

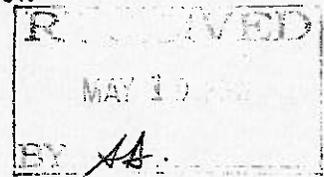
Again, I apologize for this proposal not arriving on Monday morning as it was supposed to.

Have a wonderful day!

Brooke Hogan
(O) 616-662-1623 ext. 113
(F) 616.662.2166
blhogan@hitec-services.com
www.hitec-services.com

HI-TEC 
BUILDING SERVICES

Cleaning without compromise.



Janitorial Service for Menominee County
Courthouse/Health Dept./9th St. Bldg.

This agreement is made this 27th day of April, 2017 by and between Hi-Tec Building Services, (hereafter the "contractor") and the Menominee County Board of Commissioners (hereafter the "County") as follows:

1. Work to be performed:

The contractor shall have all of the duties, functions, and preform such work as described on the attached specifications, as incorporated herein and made a part of this agreement. This work shall be done in a good and workmanlike manner, subject to the standards and satisfaction of the County as to insure the proper maintenance of the Courthouse, Health Department and 9th Street Building. Should any areas currently opted out of the cleaning service (Friend of the Court; Probate/Family Court; Detectives; Prosecuting Atty. Office) choose to be included, the payment provisions shall be subject to adjustment through negotiations.

2. Terms:

This agreement shall be in effect for the period commencing on April 27, 2017 and ending on April 26, 2019. It is the intent of this agreement that the Contractor will provide daily cleaning services for the Courthouse, Health Department & the 9th St. Building, Monday through Friday excluding any Federal Holidays recognized by the County.

3. Termination of Agreement:

The parties agree that a good faith effort must be made by the parties to give the contractor a reasonable time to correct any deficiencies in the work performed. This agreement may be terminated by either party upon 30 days written notice to the other party.

4. Payment:

The County shall pay the contractor for those services set forth in the specifications at an annual rate of \$22,560, to be invoiced by the contractor on a monthly basis, in the amount of \$1,880. The first and the last month of the contract shall be pro-rated and adjusted to account for the partial months. The county will be invoiced for services performed on the first of each month, for the month prior, all accounts are a net 30 days.

In the event that any part of the County's premises are partially destroyed or damaged, or in the event that the County elects to close any facility or any part thereof, the amount due the Contractor and the responsibilities of the Contractor with respect to such property shall be reduced proportionately.

The Contractor assumes full responsibility and liability for compliance with any and all local state and federal laws and regulations applicable to the Contractor and its employees, including but not limited to compliance with the Occupational Safety and Health Act, and all Civil Rights and Employment Rights Acts.

5. Insurance:

The Contractor shall keep and maintain in force the following insurance coverage:

- a. Workman's compensation and unemployment compensation insurance coverage as required by applicable statutes.

b. Product liability and comprehensive general liability insurance coverage providing minimum coverage for bodily injury or not less than \$300,000 for each

c. Umbrella general liability coverage of \$1,000,000

6. Interruption of Service:

In the event that the Contractor is prevented from performing its obligations under this agreement for any reason beyond its control, such as strike by County employees, riot, civil disorder, legislative act, or other such reason, the obligation of the parties hereunder shall be suspended and the County shall have no obligation for payments.

In the event that the contractor fails to provide the scheduled service of any given day, due to the employee of the contractor being sick, or not working for other reasons and no substitute employee is provided, the contractor shall prorate the monthly payment from the county for that "missed" day.

7. Indemnification by Contractor:

The Contractor agrees and assumes full responsibility and risk for and holds the County harmless against any loss, cost, damage, expense, injury, or claim of damage to person or property.

8. General Conditions:

The Contractor shall comply with the following additional terms:

a. The Contractor and its employees shall comply with all rules and regulations established by the county regarding security, privacy, and building use.

b. The Contractor's personnel shall report all fires, hazardous conditions, all items in need of repair or maintenance including but not limited to leaking faucets, toilets, urinals, and drain stoppages.

c. In the event that activities are scheduled within the county facility as such a time so as to interfere with the Contractors normal cleaning schedule, the County shall so advise the Contractor in advance and the Contractor shall arrange such schedule so that the work may be performed before and/or after the activity in question.

9. The Contractor may not subcontract nor otherwise delegate their duties thereunder without prior written approval of the County.

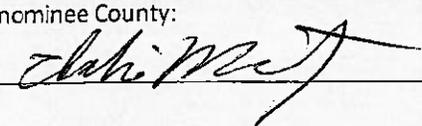
10. The Contractor is, and shall be deemed for all purposes to be an independent contractor and all persons performing services hereunder are and shall be deemed to be employees of the Contractor.

Contractor:

By: 

Date: 5-16-17

Menominee County:

By: 

Date: 5-9-17

Position	FTE	HRs/Week	Hourly Wage	Projected Salary	Life Ins.	FICA	FICA-MED	Work Comp	TOTAL
Custodian HI-Tec	0.5	20	\$ 12.00	\$ 12,480.00	\$ -	\$ 773.76	\$ 180.96	\$ 887.33	\$ 14,322.05
				CONTRACT					\$ 23,040.00
									\$ 37,362.05
Custodian	0.75	29	\$ 13.82	\$ 20,835.28	\$ -	\$ 1,250.12	\$ 302.11	\$ 1,481.39	\$ 23,868.90
Custodian	0.75	29	\$ 12.00	\$ 18,096.00	\$ -	\$ 1,121.95	\$ 262.39	\$ 1,286.63	\$ 20,766.97
Custodian	0.75	29	\$ 12.00	\$ 18,096.00	\$ -	\$ 1,121.95	\$ 262.39	\$ 1,286.63	\$ 20,766.97
Custodian	0.5	20	\$ 12.00	\$ 12,480.00	\$ -	\$ 773.76	\$ 180.96	\$ 887.33	\$ 14,322.05
Custodian	0.25	10	\$ 12.00	\$ 6,240.00	\$ -	\$ 374.40	\$ 90.48	\$ 443.66	\$ 7,148.54
Custodian	0.5	20	\$ 12.00	\$ 12,480.00	\$ -	\$ 773.76	\$ 180.96	\$ 887.33	\$ 14,322.05
Custodian	0.5	20	\$ 12.00	\$ 12,480.00	\$ -	\$ 773.76	\$ 180.96	\$ 887.33	\$ 14,322.05
									Difference
									\$ 13,493.15
									\$ 16,595.08
									\$ 2,273.03
									\$ 9,446.54
									\$ 8,717.95

HI-Tec
Annex/Library
TOTAL

27.5 Hours
10.625 Hours
38.125 Hours

Schedule

	M	TU	W	TH	F	TOTAL
Courthouse	4			4	4	20
Health	0.5			0.5	0.5	2.5
Annex	1.5				1.5	3
Library	1.5				1.5	3
9th Street				0.5	0.5	0.5
TOTAL	6		6	5	6	29

Menominee County, Michigan Position Description

NEW

Title: Custodian (Part-Time)
Department: Buildings & Grounds
Date: April 2019

Purpose of Position

The purpose of this position is to clean and maintain Menominee County buildings and facilities. The work is performed under the direction of the Assistant Building & Grounds Maintenance Superintendent.

Essential Duties and Responsibilities

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

- Cleans offices and restrooms; maintains supplies. Cleans windows. Sweeps, mops, dusts and vacuums floors. Collects and empties trash.
- Clean and scrub carpets.
- Removes snow and ice from parking lots and sidewalks when necessary.
- Locks and unlocks building.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as time sheets, material safety data sheets, and general operating manuals.

- Requires the ability to communicate orally and in writing with the Assistant Buildings & Grounds Maintenance Superintendent, all department staff and building occupants.

Mathematical Ability

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

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as vacuums, hand and power tools, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as cleaning.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

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

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan Position Description

Title: Custodian
Department: Buildings, Grounds & Parks
Date: October 2000

Purpose of Position

The purpose of this position is to clean and maintain County buildings and facilities. The work is performed under the direction of the ~~B&G~~ Superintendent.

Essential Duties and Responsibilities

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

- Cleans offices and restrooms; maintains supplies. Cleans windows. Sweeps, mops, dusts and vacuums floors. Collects and empties trash.
- ~~Strips, buffs, wax floors.~~ Clean and scrub carpets.
- Removes snow and ice from parking lots and sidewalks. ~~Performs landscaping and grounds maintenance duties; mows lawns etc.~~
- ~~Performs minor repairs including plumbing, electrical and carpentry. Changes light bulbs and ballasts.~~
- ~~Paints interior and exterior walls and surfaces.~~
- Locks and unlocks buildings.
- ~~Completes work orders.~~
- Performs other related functions as assigned or required.
- ~~On call.~~

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent ~~with vocational/technical training in Maintenance or a related field with six months of related experience~~ or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as time sheets, material safety data sheets, and general operating manuals.
- Requires the ability to communicate orally and in writing with the B&G Superintendent, all department staff and building occupants.

Mathematical Ability

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

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as vacuums, hand and power tools, ~~lawn mowers and snow removal equipment~~ and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as cleaning.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

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

Employee's Signature

Supervisor's Signature

Date

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Jason Carviou – evaluation/Airport duties ~ pay increase
DEPARTMENT:	Administration
ATTACHMENTS:	No
SUMMARY:	
<p>Jason has had his one year employee evaluation. Due to this evaluation and an increase in his job duties to include the Airport Director, a consensus of the board would like to pay Jason \$80,000 for the upcoming year 4/10/2019-4/9/2020.</p>	
RECOMMENDED MOTION:	
<p>To approve an increase in pay for Jason Carviou due to his one year evaluation and an increase in his job duties to include the Airport Director. From 4/10/2019 to 4/9/2020, Jason is to receive \$80,000 for the year.</p>	

Submitted by: Jason Carviou

04/16/2019
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 AGENDA ITEM

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

Submitted by: Jason Carviou

04/16/2019
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

MAR 28 2019

AA

Mileage: \$.58/mile – effective 01 January 2019

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

COPY

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

Name: Jan Hafeman ~ District 8

	Meeting Place	# of miles	X.58/mile	Total Cost	Account Number
3/12/19	County Bd. Mtg-Courthouse	76		44.04	101-101-860.10
3/22/19	Co Bd. Finance-Courthouse	76		44.04	101-101-860.10
32610	County Bd. Mtg-Courthouse	76		44.04	101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
		228	Total Mileage		
				Total Mileage Fee	132.24

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

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

Jan Hafeman
Signed

3/36/19

Date

COPY

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: .58 cents/mile ~ effective 01 January 2019

*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 .58/mile	Total Cost	Account Number
3/12/19	LIBRARY-STEPHENSON	32		\$18.56	101-101-860.04
3/12/19	COURT HOUSE	16		9.28	101-101-860.04
3/22/19	COURT HOUSE	16		9.28	101-101-860.04
3/26/19	COURT HOUSE	16		9.28	101-101-860.04
		80			101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage	80	
				Total Mileage Fee	\$ 46.40

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

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

Larry Schei

Signed

3/29/19

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

MAR 29 2019

JS

Mileage: .58 cents/mile ~ effective 01 January 2019

*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 .58/mile	Total Cost	Account Number
3/12/19	City Bd	16			101-101-860.05
3/12/19	Economic Dev.	18			101-101-860.05
3/12/19	Personnel	16			101-101-860.05
3/20/19	City Bd	15			101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
				36.54	
			Total Mileage	63	
				Total Mileage Fee	36.54

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

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

William Cech

Signed

3/29/19

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous bills paid on March 21, 26, 29 & April 4, 2019 in the combined amount of \$271,302.98	
RECOMMENDED MOTION:	
Motion to approve miscellaneous bills as paid on March 21, 26, 29 & April 4, 2019 in the combined amount of \$271,302.98	

Submitted by: Jason Carviou

04/16/2019
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 Buildings & 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
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
260 MI Indigent Defense Counsel (MIDC)
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
274 MSHDA- County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training (PA302)
285 Senior Citizens
286 Medical Marijuana Grant
289 SOM Salvage Vehicle Title Inspections
292 Child Care/Special Child care funds
296 Juvenile Diversion-Teen Court/Beautification
401 3-Way Road
516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 63610	Mastercard Sheriff & Road Patrol	03/12/2019 jessicaw	03/21/2019	6,960.96	6,960.96	Open
	101-301-742.00	GAS, OIL, ETC		285.14		
	101-301-755.00	OTHER OPERATING SUPPLIES		200.00		
	101-301-770.00	PRISONERS BOARD		808.39		
	101-301-860.00	TRAVEL		110.44		
	101-301-881.00	GENERAL TRAINING		99.00		
	205-315-742.00	GAS, OIL ETC		277.94		
	205-315-860.00	TRAVEL		1,404.00		
	101-301-742.00	GAS, OIL, ETC		96.29		
	264-363-881.00	CORRECTIONS ACTIVITIES - TRAINING		3,679.26		
# of Invoices:	1 # Due: 1	Totals:		6,960.96	6,960.96	
# of Credit Memos:	0 # Due: 0	Totals:		0.00	0.00	
Net of Invoices and Credit Memos:				6,960.96	6,960.96	
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			1,599.76	1,599.76	
	205 - ROAD PATROL			1,681.94	1,681.94	
	264 - LOCAL CORRECTIONS OFFICERS TRAINING			3,679.26	3,679.26	
--- TOTALS BY DEPT/ACTIVITY ---						
	301 - SHERIFF DEPARTMENT			1,599.76	1,599.76	
	315 - ROAD PATROL			1,681.94	1,681.94	
	363 - CORRECTIONS ACTIVITIES - TRAINING			3,679.26	3,679.26	

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: M.A.T.C.P.				
Registration	20th Annual Conference	101-132-802.00	153.00	305.00
		101-148-802.00	152.00	
TOTAL VENDOR M.A.T.C.P.				305.00
GRAND TOTAL:				305.00

MAR 26 2019
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

*MI Assoe. of treatment Court Professionals
Probate Family*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STATE OF MICHIGAN-MISCELLANEOUS				
Renewal	Marine Boat Registration Renewals (x3)	101-331-755.00	9.00	9.00
TOTAL VENDOR STATE OF MICHIGAN-MISCELLANEOUS				9.00
GRAND TOTAL:				9.00

APPROVED

MAR 29 2019

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI				
1614900	Bath House	208-751-920.01	44.95	44.95
380300	Shower Building	208-751-920.01	31.13	31.13
379700	Storage Shed	208-751-920.01	76.70	76.70
370500	Shakey Lakes Office/Shop	208-751-920.01	94.54	94.54
383200	N8380 Co Park Rd 20.5	208-751-920.01	29.22	29.22
383001	Shakey Lakes Park/Horse	208-751-920.01	29.22	29.22
1503500	N8380 Co Park Rd 20.5	208-751-920.01	29.22	29.22
383301	Shakey Lakes Park/Cattle	208-751-920.01	29.22	29.22
369802	W8449 Co Rd G12 Campsites	208-751-920.01	29.22	29.22
367200	Northwest Campsites	208-751-920.01	29.22	29.22
367100	N8390 Beach House	208-751-920.01	29.51	29.51
383101	Bass Lakes Campsites	208-751-920.01	29.22	29.22
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				481.37
VENDOR NAME: ANDERSON AUTO & RV SALES INC				
Parks	Trailer Bearings	208-751-930.02	15.19	15.19
TOTAL VENDOR ANDERSON AUTO & RV SALES INC				15.19
VENDOR NAME: ASHBY, DAVID				
Reimbursement	Uniform Allowance	205-315-745.00	315.00	315.00
TOTAL VENDOR ASHBY, DAVID				315.00
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863661403	911 - Telephone Services	266-325-850.00	291.53	291.53
906863444103	Telephone Services	101-103-850.00	559.15	559.15
906863202303	Telephone Services	101-103-850.00	448.61	448.61
TOTAL VENDOR AT&T - CAROL STREAM, IL				1,299.29
VENDOR NAME: BARRETTE, JODIE				
Reimbursement	Tolls, Mileage, Meals	101-141-860.00	146.55	146.55
TOTAL VENDOR BARRETTE, JODIE				146.55
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
2608	2017 Ford Explorer - Vehicle Maintenance	205-315-934.02	38.10	38.10
2641	Ford Explorer - Vehicle Maintenance	205-315-934.02	310.77	310.77
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				348.87
VENDOR NAME: BLUETARP FINANCIAL, INC.				
F09381	Inmate Supplies	101-301-770.00	256.50	256.50
1623354848	B&G Supplies	101-265-930.00	416.50	416.50
		101-265-755.00	65.12	65.12
TOTAL VENDOR BLUETARP FINANCIAL, INC.				738.12
VENDOR NAME: BODY WORKS PLUS, LLC				
M269025	2019 Ford Explorer Decals	205-315-934.02	1,395.00	1,395.00
M269028	Deductible	205-315-934.02	250.00	250.00
TOTAL VENDOR BODY WORKS PLUS, LLC				1,645.00
VENDOR NAME: BRAZEAU, DAWN				
M18-4015 & M19-4018	Transcripts	101-131-806.00	98.70	98.70
TOTAL VENDOR BRAZEAU, DAWN				98.70
VENDOR NAME: BRUNELLE, JENNIFER				
March 2019	Crisis Intervention	292-668-801.00	385.00	385.00
Reimbursement	NMJO Dues & Conference	101-132-802.00	40.00	40.00
		292-665-860.00	35.00	35.00
TOTAL VENDOR BRUNELLE, JENNIFER				460.00
VENDOR NAME: CARVIOU, JASON				
Reimbursement	Mileage, Car Rental, Fuel, Meals	101-172-860.00	175.91	175.91
		101-101-860.00	304.96	304.96

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

APR 04 2019

CHIEF FINANCIAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CARVIOU, JASON				480.87
TOTAL VENDOR CARVIOU, JASON				480.87
VENDOR NAME: CECH, WILLIAM				36.54
Reimbursement	March 2018 Mileage	101-101-860.00	36.54	36.54
TOTAL VENDOR CECH, WILLIAM				36.54
VENDOR NAME: CIMA COMPANIES, INC.				1,132.49
MIMENO1	Volunteer Insurance	101-132-831.00	1,132.49	1,132.49
TOTAL VENDOR CIMA COMPANIES, INC.				1,132.49
VENDOR NAME: CITY OF MENOMINEE				102.06
90103028	Airport	216-585-920.01	2.08	2.08
801010700	Airport Terminal	216-585-920.01	47.32	47.32
		216-585-920.02	54.74	54.74
TOTAL VENDOR CITY OF MENOMINEE				102.06
80101069	Airport Terminal	216-585-920.01	47.32	47.32
		216-585-920.02	54.74	54.74
TOTAL VENDOR CITY OF MENOMINEE				102.06
80101198	Airport	216-585-920.01	42.82	42.82
		216-585-920.02	49.68	49.68
TOTAL VENDOR CITY OF MENOMINEE				92.50
20101017	1004 9th Street	101-265-920.00	126.32	126.32
20102038	Court House	101-265-920.00	4,812.66	4,812.66
90103011	Court House	101-265-920.00	31.36	31.36
TOTAL VENDOR CITY OF MENOMINEE				5,269.04
VENDOR NAME: CITY OF STEPHENSON				219.62
709	Annex - Water/Electric/Sewer	101-261-920.01	20.06	20.06
		101-261-920.02	34.20	34.20
		101-261-920.03	165.36	165.36
TOTAL VENDOR CITY OF STEPHENSON				219.62
VENDOR NAME: CLOVERLAND PAPER CO				96.92
119268	Janitorial Supplies - Annex	101-265-755.01	12.40	12.40
119266	Janitorial Supplies - Courthouse	101-265-755.01	214.96	214.96
119267	Inmate Supplies	101-301-770.00	116.26	116.26
119316	Courthouse Janitorial Supplies	101-265-755.01	96.92	96.92
TOTAL VENDOR CLOVERLAND PAPER CO				440.54
VENDOR NAME: COLEMAN ENGINEERING COMPANY				1,500.00
33541	2019 Map Maintenance Svcs	266-325-934.02	1,500.00	1,500.00
TOTAL VENDOR COLEMAN ENGINEERING COMPANY				1,500.00
VENDOR NAME: COOPER OFFICE EQUIPMENT				254.94
134946	Contract # 2740-01	101-136-931.00	254.94	254.94
TOTAL VENDOR COOPER OFFICE EQUIPMENT				254.94
VENDOR NAME: CORTECH				134.00
120592	Inmate Supplies	280-362-755.00	134.00	134.00
TOTAL VENDOR CORTECH				134.00
VENDOR NAME: CRIMINAL DEFENSE ATTORNEYS OF MI				300.00
A02072019	CDAM 2019 Spring Conference	260-266-881.00	300.00	300.00
TOTAL VENDOR CRIMINAL DEFENSE ATTORNEYS OF MI				300.00
VENDOR NAME: CUMMINGS MCCLOREY DAVIS & ACHO				1,275.00
62919	Legal Charges (Powell/Men Co)	101-211-807.00	1,275.00	1,275.00
TOTAL VENDOR CUMMINGS MCCLOREY DAVIS & ACHO				1,275.00
VENDOR NAME: DEKETO, LLC				750.00
DK 3-19	March 2019 Documents (x289)	256-277-857.00	750.00	750.00
TOTAL VENDOR DEKETO, LLC				750.00

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: DELTA COUNTY					
19-0017538	Building Code Services	249-371-801.00	5,083.00		5,083.00
19-0017539	Vehicle Reimbursement (Bldg Code)	249-371-801.00	901.09		901.09
TOTAL VENDOR DELTA COUNTY					5,984.09
VENDOR NAME: DELTA FORCE PI, LLC					
786	Private Investigator (Ruleau)	101-131-807.00	750.00		750.00
TOTAL VENDOR DELTA FORCE PI, LLC					750.00
VENDOR NAME: DESJARLAIS, ROBERT					
Reimbursement	Planning Commission Mileage	101-401-710.00	6.96		6.96
TOTAL VENDOR DESJARLAIS, ROBERT					6.96
VENDOR NAME: DTE ENERGY					
910020910998	Annex	101-261-920.04	176.78		176.78
TOTAL VENDOR DTE ENERGY					176.78
VENDOR NAME: DUGREE'S AUTO CENTER					
52413	Airport Vehicle Maintenance - 2001 Dodge	216-585-981.00	125.00		125.00
TOTAL VENDOR DUGREE'S AUTO CENTER					125.00
VENDOR NAME: EAGLEHERALD PUBLISHING, LLC					
2910	Letter of Interest - Jury Board	101-150-727.00	13.77		13.77
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC					13.77
VENDOR NAME: EICHHORN, GARY					
3/26/19	DHS Per Diem	101-601-837.00	50.00		50.00
TOTAL VENDOR EICHHORN, GARY					50.00
VENDOR NAME: GES INC.					
19-35946	Absentee Application & ICP Cleaner	101-262-727.00	44.90		44.90
TOTAL VENDOR GBS INC.					44.90
VENDOR NAME: GROENHOUT, KAREN E.					
March 2019	CAFA	260-266-801.01	750.00		750.00
		260-266-801.02	150.00		150.00
TOTAL VENDOR GROENHOUT, KAREN E.					900.00
VENDOR NAME: GROMALA, STEVEN					
Reimbursement	Mileage - March 2019	101-101-860.00	30.16		30.16
TOTAL VENDOR GROMALA, STEVEN					30.16
VENDOR NAME: GULLICKSEN, LINDA					
Reimbursement	Supplies for Jury Trial	101-132-805.00	10.57		10.57
TOTAL VENDOR GULLICKSEN, LINDA					10.57
VENDOR NAME: HAFEMAN, JAN					
Reimbursement	Mileage - March 2019	101-101-860.00	132.24		132.24
TOTAL VENDOR HAFEMAN, JAN					132.24
VENDOR NAME: HANSEN, JANE C.W.					
March 2019	CAFA	260-266-801.01	750.00		750.00
		260-266-801.02	370.00		370.00
TOTAL VENDOR HANSEN, JANE C.W.					1,120.00
VENDOR NAME: HANSEN, STACY					
Reimbursement	Bank Mileage	101-141-860.00	28.99		28.99
TOTAL VENDOR HANSEN, STACY					28.99
VENDOR NAME: HENSLEY, RN, JOEL					
April 2019	Inmate Nursing Services	101-301-770.01	1,365.00		1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL					1,365.00

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: HI TEC BUILDING SERVICES, INC.				
019934	Cleaning Services - March 2019	101-265-801.00	1,861.20	1,861.20
TOTAL VENDOR HI TEC BUILDING SERVICES, INC.				1,861.20
VENDOR NAME: ID NETWORKS, INC.				
274544	Annual Equipment Service Maintenance	101-301-976.00	2,249.00	2,249.00
TOTAL VENDOR ID NETWORKS, INC.				2,249.00
VENDOR NAME: J S ELECTRONICS, INC.				
20428	Replacement Antenna	101-301-934.01	22.99	22.99
20433	Change Over K9 2	205-315-934.02	3,573.25	3,573.25
20365	Final Payment - 911 Radio Console	266-325-970.04	78,845.00	78,845.00
20437	Tower Lease - April 2019	266-325-976.00	517.63	517.63
TOTAL VENDOR J S ELECTRONICS, INC.				82,958.87
VENDOR NAME: JAKE'S SALES & SERVICE				
031759	Park Supplies	208-751-930.02	115.99	115.99
TOTAL VENDOR JAKE'S SALES & SERVICE				115.99
VENDOR NAME: JENNINGS, PATRICK L.				
2019-022-MI	Court Appointed (J. Duffrin)	101-148-807.00	1,319.20	1,319.20
TOTAL VENDOR JENNINGS, PATRICK L.				1,319.20
VENDOR NAME: KASS, MICHAEL				
4/1/19	Parks - Mileage and Per Diem	208-751-860.00	50.00	50.00
		208-751-860.00	29.00	29.00
TOTAL VENDOR KASS, MICHAEL				79.00
VENDOR NAME: KLEIMAN, MARC				
Reimbursement	Hotel, Fuel, Bridge Toll, Meals	263-215-860.00	297.79	297.79
Reimbursement	Mileage	101-262-860.00	145.00	145.00
TOTAL VENDOR KLEIMAN, MARC				442.79
VENDOR NAME: KLINE, KEN				
Reimbursement	Planning Commission Mileage	101-401-710.00	14.50	14.50
TOTAL VENDOR KLINE, KEN				14.50
VENDOR NAME: KLUG, CRAIG				
Reimbursement	Camping Refund	208-751-964.00	960.00	960.00
TOTAL VENDOR KLUG, CRAIG				960.00
VENDOR NAME: KLUMB, JOSEPH				
March 2019	CAFA	260-266-801.01	900.00	900.00
		260-266-801.02	830.00	830.00
TOTAL VENDOR KLUMB, JOSEPH				1,730.00
VENDOR NAME: LANG, BERNARD				
Reimbursement	March 2018 Mileage	101-101-860.00	6.96	6.96
TOTAL VENDOR LANG, BERNARD				6.96
VENDOR NAME: LENCA SURVEYING				
19921	Remon Yr 2019 (3/18 - 3/27/19)	243-245-801.07	4,762.96	4,762.96
TOTAL VENDOR LENCA SURVEYING				4,762.96
VENDOR NAME: LINDER-LAURILA, NIKKI				
Reimbursement	Bridge Toll, Meals, Fuel	101-257-860.00	94.17	94.17
TOTAL VENDOR LINDER-LAURILA, NIKKI				94.17
VENDOR NAME: LUFTS ADVERTISER, INC.				

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: LUFTS ADVERTISER, INC.				
3/26/19	Advertising & Directories	101-101-901.00	274.00	
		101-301-755.00	118.00	577.00
		205-315-755.00	55.00	
		101-262-727.00	130.00	
TOTAL VENDOR LUFTS ADVERTISER, INC.				577.00
VENDOR NAME: MANPOWER, INC.				
33750082	Week Ending 3/24/19 (D. Averill)	216-585-704.00	365.50	365.50
33731308	Week Ending 3/17/19 (D. Averill)	216-585-704.00	357.00	357.00
33774804	Week Ending 3/31/19 (D. Averill)	216-585-704.00	272.00	272.00
TOTAL VENDOR MANPOWER, INC.				994.50
VENDOR NAME: MENARDS - MARINETTE				
80948	B&G Operational Supplies	101-265-755.00	84.06	84.06
80649	Remon Supplies	243-245-765.00	99.75	99.75
81316	B&G Operating Supplies	101-265-755.00	132.55	132.55
81491	B&G Operating Supplies	101-265-755.00	51.84	51.84
81418	Parks - Stoney Point Sign	208-751-755.02	7.98	7.98
TOTAL VENDOR MENARDS - MARINETTE				376.18
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY				
10573213	Airport Supplies	216-585-981.02	122.81	122.81
10573402	Park - Chainsaw Chain	208-751-930.02	27.11	27.11
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY				149.92
VENDOR NAME: MGT OF AMERICA, INC.				
35351	PA - FY 2019 CRP Billing	101-267-801.00	1,000.00	1,000.00
TOTAL VENDOR MGT OF AMERICA, INC.				1,000.00
VENDOR NAME: MICHIGAN STATE INDUSTRIES				
8278	Inmate Operating Supplies	280-362-755.00	399.20	399.20
TOTAL VENDOR MICHIGAN STATE INDUSTRIES				399.20
VENDOR NAME: MICHIGAN STATE UNIVERSITY				
3 Menominee 2019	3rd Qtr (April-June 2019)	101-261-801.00	17,785.00	17,785.00
TOTAL VENDOR MICHIGAN STATE UNIVERSITY				17,785.00
VENDOR NAME: MIKE'S AUTO				
4/2/19	Parks Vehicle Maintenance	208-751-981.00	378.07	378.07
TOTAL VENDOR MIKE'S AUTO				378.07
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0144479-001	Sheriff Department - Office Supplies	101-301-727.00	67.99	67.99
0144316-001	Sheriff Department - Office Supplies	101-301-727.00	80.65	80.65
0144368-001	Credit Memo - Sheriff Dept	101-301-727.00	(12.38)	(12.38)
0144441-001	Sheriff Dept - Office Supplies	101-301-727.00	64.90	64.90
0144467-001	Sheriff Dept - Office Supplies	101-301-727.00	57.59	57.59
0144881-001	Sheriff Dept - Office Supplies	101-301-727.00	31.22	31.22
0144832-001	Office Supplies - Clerk's Office	101-215-727.00	94.58	94.58
0144662-001	AP Checks (x5000)	101-103-755.00	500.06	500.06
0144710-001	Office Supplies - District	101-136-727.00	95.20	95.20
0144772-001	Credit Memo - District Court	101-136-727.00	(8.22)	(8.22)
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				971.59
VENDOR NAME: MORNING DOVE PRODUCTIONS				
290	Advertise of Shakey/Kleinke (TV x52)	208-751-901.00	2,600.00	2,600.00
TOTAL VENDOR MORNING DOVE PRODUCTIONS				2,600.00
VENDOR NAME: NASER, JEFF				
3/26/19	DHS Per Diem	101-601-837.00	50.00	50.00
TOTAL VENDOR NASER, JEFF				50.00
VENDOR NAME: NUTT, MICHAEL				
Reimbursement	Mileage	292-664-860.00	60.61	60.61
March 2019	Crisis Intervention	292-668-801.00	285.00	285.00

4/4/2019

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
VENDOR NAME: NUTT, MICHAEL				
TOTAL VENDOR NUTT, MICHAEL				345.61
VENDOR NAME: NUTTER, JON & JULIA				
3/22/19	Foster Care: K. Dahn	292-662-843.05	102.95	102.95
TOTAL VENDOR NUTTER, JON & JULIA				102.95
VENDOR NAME: OFFICE DEPOT, INC.				
289085742001	District Court - Office Supplies	101-136-727.00	7.69	7.69
289085925001	District Court - Office Supplies	101-136-727.00	63.54	63.54
289085926001	District Court - Office Supplies	101-136-727.00	27.19	27.19
289092991001	District Court - Office Supplies	101-136-727.00	49.95	49.95
291286062001	ROD Office Supplies	101-268-727.00	181.07	181.07
291282425001	ROD Office Supplies	101-268-727.00	43.52	43.52
TOTAL VENDOR OFFICE DEPOT, INC.				372.96
VENDOR NAME: OUTAGAMIE COUNTY JUSTICE CENTE				
13966	Copies & Certification	101-267-804.00	6.25	6.25
TOTAL VENDOR OUTAGAMIE COUNTY JUSTICE CENTE				6.25
VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE				
150007	B&G Operating Supplies	101-265-755.00	8.78	8.78
150008	Park Supplies	208-751-755.01	891.79	1,059.95
		208-751-755.02	168.16	
TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE				1,068.73
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068319081001	Inmate Supplies	101-301-770.00	32.96	32.96
40068319074001	Inmate Supplies	101-301-770.00	111.09	111.09
TOTAL VENDOR PAN-O-GOLD BAKING CO.				144.05
VENDOR NAME: PERSONNEL CONCEPTS				
P65530	Airport Posters	216-585-755.02	20.90	20.90
TOTAL VENDOR PERSONNEL CONCEPTS				20.90
VENDOR NAME: PETERSON, CHARLENE				
Reimbursement	Planning Commission Mileage	101-401-710.00	14.50	14.50
TOTAL VENDOR PETERSON, CHARLENE				14.50
VENDOR NAME: PFANKUCH, MIKE				
Reimbursement	Tolls, Meals, Conference, Hotel, Parking, Mileage	101-136-860.00	501.00	1,084.37
		101-132-860.00	583.37	
TOTAL VENDOR PFANKUCH, MIKE				1,084.37
VENDOR NAME: PHILIPPS, RANDALL				
March 2019	Court Appointed Show Cause	101-131-807.00	1,000.00	1,500.00
		101-132-807.00	500.00	
TOTAL VENDOR PHILIPPS, RANDALL				1,500.00
VENDOR NAME: PLASTOCON, INC				
97905	Inmate Supplies	101-301-770.00	364.45	364.45
TOTAL VENDOR PLASTOCON, INC				364.45
VENDOR NAME: PLUTCHAK FABRICATING				
45621	B&G Operating Supplies	101-265-755.00	113.61	113.61
TOTAL VENDOR PLUTCHAK FABRICATING				113.61
VENDOR NAME: PRESTIN, DAVID				
Reimbursement	Mileage - March 2019	101-101-860.00	27.84	27.84
Reimbursement	Mileage - February 2019	101-101-860.00	55.68	55.68
TOTAL VENDOR PRESTIN, DAVID				83.52

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FINANCIAL OFFICER	AMOUNT
VENDOR NAME: PRYOR LEARNING SOLUTIONS					
5262202	J. Carviou - Pryor+ with Seminar	101-172-802.00	199.00		199.00
TOTAL VENDOR PRYOR LEARNING SOLUTIONS					199.00
VENDOR NAME: QUAAK, BRENDA					
3/28/19	Transport	101-132-801.01	15.00		15.00
		101-132-801.00	36.00		36.00
		101-132-801.00	66.70		66.70
3/22/19	Transport	101-132-801.01	16.25		16.25
		101-132-801.00	39.00		39.00
		101-132-801.00	66.70		66.70
TOTAL VENDOR QUAAK, BRENDA					239.65
VENDOR NAME: QUILL CORPORATION					
5962339	911 - Office Supplies	266-325-727.00	76.45		76.45
5951653	911 - Office Supplies	266-325-727.00	6.99		6.99
6092471	Office Supplies - PA	101-267-727.00	12.49		12.49
6109469	Office Supplies - PA	101-267-727.00	69.97		69.97
TOTAL VENDOR QUILL CORPORATION					165.90
VENDOR NAME: QUIST, JAMES					
Reimbursement	Clothing Allowance	208-751-745.00	61.14		61.14
TOTAL VENDOR QUIST, JAMES					61.14
VENDOR NAME: REINHART FOODSERVICE					
699053	Inmate Supplies	101-301-770.00	1,295.09		1,295.09
704000	Inmate Supplies	101-301-770.00	922.25		922.25
TOTAL VENDOR REINHART FOODSERVICE					2,217.34
VENDOR NAME: RIESTERER & SCHNELL, INC.					
1502918	Park Supplies	208-751-930.02	207.21		207.21
TOTAL VENDOR RIESTERER & SCHNELL, INC.					207.21
VENDOR NAME: ROGG, JEFFREY					
Reimbursement	Meals	101-267-860.00	11.00		11.00
TOTAL VENDOR ROGG, JEFFREY					11.00
VENDOR NAME: SCHEI, LARRY					
Reimbursement	Mileage - March 2019	101-101-860.00	46.40		46.40
TOTAL VENDOR SCHEI, LARRY					46.40
VENDOR NAME: SCHOLTZ SR., GARY					
Reimbursement	Planning Commission Mileage	101-401-710.00	29.00		29.00
TOTAL VENDOR SCHOLTZ SR., GARY					29.00
VENDOR NAME: SCHULTZ, LILLIAN R.					
Reimbursement	Planning Commission Mileage	101-401-710.00	29.00		29.00
TOTAL VENDOR SCHULTZ, LILLIAN R.					29.00
VENDOR NAME: SCIMEMI, SALVATORE					
Reimbursement	Camping Refund	208-751-964.00	525.00		525.00
TOTAL VENDOR SCIMEMI, SALVATORE					525.00
VENDOR NAME: SEABORG, SARA D.					
March 2019	CAFA	260-266-801.01	150.00		150.00
		260-266-801.02	250.00		250.00
TOTAL VENDOR SEABORG, SARA D.					400.00
VENDOR NAME: SIGNATURE FORD					
9535T	2019 Police Interceptor (x3)	205-315-981.00	85,419.00		85,419.00
TOTAL VENDOR SIGNATURE FORD					85,419.00

APR 04 2019

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: SPALDING TOWNSHIP				
3/26/19	DHS Board Meeting	101-601-837.00	50.00	50.00
TOTAL VENDOR SPALDING TOWNSHIP				50.00
VENDOR NAME: STANDARD INSURANCE COMPANY				
April 2019	Life Insurance Premium	101-101-713.00	21.24	231.28
		101-132-713.00	4.13	
		101-136-713.00	11.58	
		101-141-713.00	9.44	
		101-148-713.00	2.95	
		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	54.28	
		101-682-713.00	2.36	
		101-426-713.00	4.72	
		216-585-713.00	2.36	
		260-266-713.00	0.22	
		271-790-713.00	7.08	
		292-663-713.00	2.36	
		292-664-713.00	2.36	
		292-665-713.00	2.36	
		208-751-713.00	2.36	
		205-316-713.00	2.36	
		205-315-713.00	25.96	
		266-325-713.00	23.60	
TOTAL VENDOR STANDARD INSURANCE COMPANY				231.28
VENDOR NAME: STATE OF MICHIGAN				
Registration	Nicole Linder	101-257-860.00	250.00	250.00
TOTAL VENDOR STATE OF MICHIGAN				250.00
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
023851	Parks	208-751-742.00	86.79	88.09
023851	Parks	208-751-742.00	88.09	
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				174.88
VENDOR NAME: STERICYCLE, INC.				
4008503623	Inmate Supplies	101-301-755.00	17.32	88.91
		101-301-881.00	71.59	
TOTAL VENDOR STERICYCLE, INC.				88.91
VENDOR NAME: SYN-TECH SYSTEMS				
185794	Airport	216-585-981.01	937.00	937.00
TOTAL VENDOR SYN-TECH SYSTEMS				937.00
VENDOR NAME: THE EBCO COMPANY, LLC				
019086	Legal Size Folders (District)	101-136-727.00	335.00	268.00
019081	Legal Size Folders (District)	101-136-727.00	402.00	
019084	Legal Size Folders (District)	101-136-727.00	268.00	
TOTAL VENDOR THE EBCO COMPANY, LLC				1,005.00
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST				
628840339	FOC - Service Charge	101-141-817.00	33.40	33.40
628840339	FOC - Service Charge	101-141-817.00	33.40	
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				66.80
VENDOR NAME: U.E.S. COMPUTERS, INC.				
49520	Weekly Maintenance	101-103-857.00	3,919.98	3,919.98
81036	Cisco SMARTNet	101-103-857.02	710.00	
80765	Cable & Adapter	101-103-970.18	91.00	
TOTAL VENDOR U.E.S. COMPUTERS, INC.				4,720.98

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: U.E.S. COMPUTERS, INC.					
80659	Microsoft Licenses (x22)	101-103-970.18	5,280.00		5,280.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.					10,000.98
VENDOR NAME: U.P. RESOURCE CONSERVATION & Dues					
	2019 Council Dues	101-103-802.00	350.00		350.00
TOTAL VENDOR U.P. RESOURCE CONSERVATION &					350.00
VENDOR NAME: UP ASSOC OF CTY COMMISSIONERS					
Dues	UPACC Dues - 2019	101-103-802.00	150.00		150.00
TOTAL VENDOR UP ASSOC OF CTY COMMISSIONERS					150.00
VENDOR NAME: UWC					
9068632023	Telephone Services	101-103-850.00	24.25		24.25
9068634441	Telephone Services	101-103-850.00	46.50		46.50
9067532209	Telephone Services	101-103-850.00	9.05		9.05
9067534582	Telephone Services	208-751-850.00	0.34		0.34
9068634705	Telephone Services	101-103-850.00	16.03		16.03
TOTAL VENDOR UWC					96.17
VENDOR NAME: VALENTI, SUSAN F.					
Reimbursement	March 2019 - Mileage & Meals	101-131-860.00	172.40		172.40
TOTAL VENDOR VALENTI, SUSAN F.					172.40
VENDOR NAME: VAN EYCK, STEPHEN					
3/28/19	Transport	101-132-801.01	15.00		15.00
		101-132-801.00	36.00		36.00
TOTAL VENDOR VAN EYCK, STEPHEN					51.00
3/22/19	Transport	101-132-801.01	17.50		17.50
		101-132-801.00	42.00		42.00
TOTAL VENDOR VAN EYCK, STEPHEN					110.50
VENDOR NAME: VERAGHEN, SHEILA					
3/26/19	DHS Board Per Diem	101-601-837.00	50.00		50.00
TOTAL VENDOR VERAGHEN, SHEILA					50.00
VENDOR NAME: VINCENT, DAREN LEE					
Reimbursement	Mileage (Jury Duty)	101-132-805.00	63.80		63.80
TOTAL VENDOR VINCENT, DAREN LEE					63.80
VENDOR NAME: WALTER BROTHERS INC					
13185	B&G Operating Supplies	101-265-755.00	24.48		24.48
20106	Airport Supplies	216-585-981.00	2.85		2.85
TOTAL VENDOR WALTER BROTHERS INC					27.33
VENDOR NAME: WASTE MANAGEMENT, INC.					
1628390-1856-9	April 2019	101-265-801.00	612.32		612.32
TOTAL VENDOR WASTE MANAGEMENT, INC.					612.32
VENDOR NAME: WEDELL, MARY ANN					
Reimbursement	Uniform Allowance	266-325-745.00	100.00		100.00
TOTAL VENDOR WEDELL, MARY ANN					100.00
VENDOR NAME: WEST GROUP PAYMENT CENTER					
839949435	Feb 5 - March 4, 2019	101-267-802.00	310.00		310.00
TOTAL VENDOR WEST GROUP PAYMENT CENTER					310.00
VENDOR NAME: WIL-KIL PEST CONTROL					
3597913	Health Department	101-265-801.00	33.25		33.25
3597733	Jail & Courthouse	101-265-801.00	64.50		64.50
TOTAL VENDOR WIL-KIL PEST CONTROL					97.75
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
2638701670-00009	Parks	208-751-920.01	16.36	
		208-751-920.01	36.61	
		208-751-920.01	15.81	
		208-751-920.01	27.28	96.06
0402047856-00006	Parks	208-751-920.01	41.99	
0402047856-00005	Kleinke Park	208-751-920.01	40.09	41.99
2638704613-00000	Airport	216-585-920.00	251.84	40.09
		216-585-920.00	242.73	1,383.46
		216-585-920.03	515.26	
		216-585-920.03	109.03	
		216-585-920.00	264.60	
0403823200-00005	Airport - Gate Center	216-585-920.03	27.81	27.81
0402047856-00004	Courthouse	101-265-920.04	2,211.78	2,211.78
0402191663-00001	Health Care Center	101-265-920.03	224.65	526.88
		101-265-920.04	302.23	
0403823200-00006	Airport Hanger Gate Center	216-585-920.03	27.60	27.60
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				4,355.67
GRAND TOTAL:				264,028.02

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous boards and committee meeting minutes/reports are received as they are approved. The county board is to review minutes/reports for	
RECOMMENDED MOTION	
To place these miscellaneous boards and committee meeting minutes/reports on file in the office of the county clerk.	

Submitted by: Jason Carviou

04/16/2019

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 Planning Commission
S904 U.S. Highway 41 Stephenson, MI 49887
Planning Commission Minutes
October 29, 2018

The Menominee County Planning Commission meeting was called to order at 5:00 PM CDT by Chair Lillian Schultz at the Lake Township Hall in Stephenson, MI with the Pledge of Allegiance.

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

Approval of Agenda: Motion to approve by S. Gromala; support by C. Peterson. Motion carried.

Approval of Previous Minutes: Motion by Bob Desjarlais to approve regular minutes of September 24, 2018 meeting; support by S. Gromala. Motion carried.

Public Comment: Ken Kline from the Menominee County Road Commission attended. He is slated to fill the Road Commission representative seat when Bill Anderson retires at the end of the year.

Old Business:

- A) Marijuana regulations: PENDING –
 - a. Legalization of recreational marijuana on Nov ballot; may change everything?
- B) List of the larger local Menominee County businesses with over 25 employees. Steve Gromala presented a preliminary listing which can be expanded until changes are made to the Master Plan.

New Business:

- A) COUNTY MASTER PLAN – The fourth session of the 5 year review of the Menominee County Master Plan was Chapter 5 on Land Uses. Mostly common sense and historical notes.
 - a. A few updated changes should be made as noted on the review copy.

(Having met the mandatory 4 meetings requirement and with holidays in November & December:)

Next Meeting Date: **January or February, 2019.** CHAPTER 6 (Community Facilities and Services) will be discussed.

Adjournment: Motion by B. Desjarlais to adjourn, support by C. Peterson. Motion carried.
Meeting adjourned at 5:30pm.

Minutes Submitted by:

Charlene Peterson, Secretary
Menominee County Planning Commission

APPROVED 3/25/2019

**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

MATTHEW YOHE

Date: February 26th, 2019

The regular meeting of the Menominee County Department of Health and Human Services Board was called to order by Gary Eichhorn, Board Member at 9:05 a.m. Central Time. The meeting was held at the Spalding Township Hall, N15881 Pine Avenue, Powers, Michigan.

Present: Gary Eichhorn Board Member, Sheila Veraghen Board Member (via phone), & Matthew Yohe, Board Secretary.

Others Present: Megan Chartier, DHHS Executive Secretary.

Absent: Jeff Naser Board Member & Gerald Piche, Menominee County Board of Commissioners.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

The motion to approve the minutes for December 18, 2018 and January 29th, 2019 was made by Ms. Veraghen and seconded by Mr. Eichhorn. Motion was passed without opposition.

FINANCIAL REPORT:

The financial report for January 2019 was reviewed. There were \$0.00 in expenditures for the DHHS Board meeting and a \$50.00 expenditure to Spaulding Township for the use of their facility; leaving a balance of \$2,450.00.

Approval of Vouchers: Vouchers were reviewed and approved.

Motion was made by Ms. Veraghen and supported by Mr. Eichhorn. Motion passed without opposition.

DIRECTOR'S REPORT:

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

Business Plan Update: Mr. Yohe provided an update on current performance data including:

Operating Funds: Menominee County allocation for FY 2019 is \$25,896.00. Year-to-date expenditures are: \$6,665.05. This constitutes 25.7%% of the allocation spent with 33% of the fiscal year elapsed.

Travel Funds: Menominee County allocation for FY 2019 is \$35,261. Year-to-date expenditures are unknown at this time. The current SIGMA system is unable to verify the FY 2019 travel expenditures at this time.

Assistance Payments:

Assistance Payments Standard of Promptness: 60.96%. Business Service Center 1 average is 61.59%. Statewide Average is 88.87%.

Family Independence Program Work Participation Rate: N/A for November. Year to date average for CY 2018 is 100%. Federal goal is 50%. U.P. average is 99.85%, statewide average is not available at this time.

Miscellaneous: There was no updated data review with the board customer information since November 2018:

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

- Family Independence Program: N/A cases; N/A recipients; \$N/A in benefits.
- Food Assistance Program: N/A cases; N/A recipients; \$ N/A in benefits.
- State Disability Assistance: N/A cases; N/A recipients; \$ N/A in benefits.
- Child Development and Care: N/A cases; N/A recipients; \$ N/A in benefits.
- State Emergency Relief: N/A cases; \$ N/A in benefits.
- Unduplicated total: N/A cases; N/A recipients; \$ N/A in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: N/A cases; N/A recipients
- Other Children < Age 21: N/A cases; N/A recipients
- Pregnant Women & Children Under 19: N/A cases; N/A recipients
- MIChild: N/A cases; N/A Recipients
- Non-SSI Aged, Blind & Disabled: N/A cases; N/A recipients
- SSI Aged, Blind & Disabled: N/A cases; N/A recipients
- Medicaid Eligible Total: N/A cases; N/A recipients
- Healthy Michigan Program Total: N/A cases; N/A recipients

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

Child Welfare	
CPS Commencement	100%
CPS F2F Investigations	95%
CPS Ongoing F2F	10%
CPS Ongoing Caregiver F2F	94%
CPS Services Plans	100%
CPS Plan Approval	95%
CFC Service Plans	100%
CFC Plan Approval	100%
Medical	N/A
Dental	N/A
Worker/Child Contacts	100%
Worker/Parent Contacts	100%
Worker/Supervisor Contacts	100%
Parent/Child Contacts	74%

Percentages are not valid as it takes 33 cases minimum to meet statistical reliability. With the small caseload, one missed contact can throw off the percentages by a significant amount. The child welfare unit is doing a great job.

Board Member Input/Suggestions: None

Motion was made by Mr. Eichhorn and supported by Ms. Veraghen. Motion passed without opposition.

UNIT REPORT: None.

BOARD BUSINESS:

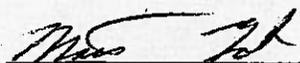
1. MCSSA: None

NEW BUSINESS: There was no new business presented.

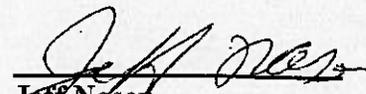
PUBLIC COMMENT: None.

NEXT MEETING: March 26th, 2019 at 9:00 a.m. at the Spalding Township Hall, N15881 Pine Avenue, Powers, Michigan

ADJOURNMENT: Motion was made by Ms. Veraghen and supported by Mr. Eichhorn. Motion passed without opposition. Meeting was adjourned at 9:15 am. CST



 Matthew Yoke
 Board Secretary



 Jeff Naser
 Board Chairperson

Pc: DHS Board Members; Menominee County BOC



Public Health

Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes
Thursday, February 28, 2019

Board Members Present

Amanda Hess
Larry Schei

Larry Johnson
Gerard Tatrow

Patrick Johnson, via telephone
Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Nancy Wahl, Clerical Supervisor
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 28, 2019. The meeting was called to order at 1:00 p.m. CST by Chairman Trudgeon. Roll call was taken by the Clerical Supervisor, and is recorded above.

2. Approval of Agenda

Mr. Tatrow moved the January 17, 2019 agenda be approved. Motion was supported by Mr. Schei and carried unanimously.

3. Public Comment

There was no public comment on the February 28, 2019 agenda.

4. **Approval of January 17, 2019 Minutes**

Mr. Tatrow moved the minutes from January 17, 2019, be approved and placed on file. Motion was supported by Mr. Schei and carried unanimously.

5. **Finance**

a. **FY19 First Quarter Report**

Chairman Trudgeon gave an overview of the FY19 First Quarter Report. BOH questions were answered by Mr. Snyder and Ms. Woelffer.

Mr. Tatrow moved the FY19 First Quarter Report be acknowledged and placed on file. Motion was supported by Ms. Hess and carried unanimously.

b. **American Express Statements**

Mr. Schei gave an overview of the American Express Statements. BOH questions were answered by Mr. Snyder and Ms. Woelffer.

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

6. **Procurement Policy**

Ms. Woelffer gave an overview on the new Procurement Policy. BOH questions were answered by Ms. Woelffer.

Mr. Tatrow moved the Procurement Policy be approved. Motion was supported by Mr. Schei. Chairman Trudgeon requested a roll call and is as follows:

Amanda Hess – Yes

Larry Johnson – Yes

Pactrick Johnson (via phone) – Yes

Larry Schei – Yes

Gerard Tatrow – Yes

Tom Trudgeon – Yes

Motion carried on a 6 – 0 Vote.

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.

Mr. Tatrow moved the January check register be approved and placed on file. Motion was supported by Mr. Larry Johnson and carried unanimously.

8. **Medical Director's Report**

Dr. Frankovich reported:

- **Measles Outbreak in the United States** – In 2000 Measles were eliminated in the United States meaning there had been more than 12 months with no continuous transmission anywhere in the country. Since that time, we have had sporadic outbreaks due to unvaccinated U.S. residents traveling abroad and becoming infected in areas where measles is still circulating widely *and* due to unvaccinated visitors from those countries bringing the virus to the U.S. 2014 was a record year since measles was eliminated here. There were 660 cases in under-vaccinated east coast communities, sparked largely by travel to Israel (which has circulating measles). This year we are on the path to exceed the 2014 total. So far, in 2019, we have already seen 159 reported cases in 10 states. Nearly all cases are in unvaccinated individuals. Measles is a highly contagious virus that spreads rapidly in communities with unvaccinated residents. It is unfortunate that we are seeing this at all because the vaccine is 97% effective in preventing the disease and is very safe. Local public health is getting some calls from providers concerned about measles in children presenting with rashes so awareness is up. Happily, none of these suspected cases have actually been measles to date.

- **Flu Season** – Influenza is still on the rise in Michigan. We started with A H1N1 which is a match for this year's vaccine; we are now seeing A H3N2 and a B strain. This season, beginning in the fall, there have been 41 pediatric deaths reported in the United States; adult deaths are not tracked. They are estimated at the end of the season. We have more flu season ahead and there is still time to get vaccinated. Getting vaccinated protects you and those around you who are at high risk.

9. **Health Officer's Report**

Mr. Snyder reported:

- **Mr. Larry Johnson** -- Mr. Snyder welcomed Mr. Johnson to the Board of Health

- **HepA Grant** -- PHDM applied for and received an additional \$20,000 to provide hand washing stations at Fairs and Festivals and to hold monthly HepA clinics in the Delta and Menominee county jails. PHDM has vaccinated 60+ inmates/staff in Delta and are working to schedule clinics for Menominee.

- **PHDM Staffing** – PHDM has 3 open positions: RD, Prevention Specialist and IT. We will continue working to fill these positions.

1629

- **Lead Rehabilitation Grant** – PHDM continues to work with the Delta and Menominee Community Action Agency on an application for a Lead Remediation Grant for the entire U.P. The grant provides \$400,000 in the first year. With the older housing in the U.P., lead is a major health concern. PHDM is sponsoring booths at local Building shows and Home & Garden shows to bring awareness to parents, home owners and contractors.
- **New Phone System** -- PHDM installed the new system in both offices on January 23rd and 24th.
- **Radon Kits** – PHDM had a good response to the free Radon test kits given out in January. A total of 218 kits were given to the general public; 75 in Delta and 143 in Menominee. PHDM is waiting for results.
- **WIC Program** – This past year, the WIC program brought \$756,339 dollars into our local grocery stores.

10. Public Comment (three minutes maximum)

No public comment.

11. Board Member Comments

There were no board member comments.

12. Adjournment

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

Thomas L. Prudgen 4-4-19

Chairperson

:nw Approved 4-4-19
NW

MENOMINEE COUNTY LIBRARY BOARD

Minutes February 19, 2019

Approved: March 12, 2019

C. Peterson called the meeting of the Menominee County Library Board to order at 11:02 AM on Tuesday February 19, 2019.

Present: C. Peterson, M. Fagan, A. Rivard, J. Freis and Commissioner L. Schei. Excused N. Tuinstra

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

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

J. Freis nominated C. Peterson for Library Board President, support by A. Rivard. As there were no other nominations; nominations were closed. C. Peterson accepted the nomination and was elected unanimously.

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

C. Peterson nominated J. Freis as Vice President, support by M. Fagan. Motion carried.

J. Freis moved to have regular Library Board meetings on the second Tuesday at 4:00 PM, support by M. Fagan. Motion carried

M. Fagan moved to approve the agenda, support by J. Freis. Motion carried.

Public Participation: No public present.

J. Freis moved to approve the minutes from the January 8, 2019 meeting, support by M. Fagan. Motion carried.

C. Peterson moved to approve the January financials, support by M. Fagan. Motion carried.

J. Freis moved to approve the February bills, support by A. Rivard. Motion carried.

Director's Report

We have started to work on the Summer Reading programs/schedules. We are looking at adding a summer reading program at the Carney/Nadaeu School. The Cabin Fever Family Fun day was successful and everyone had fun. The Sign Language class continues to be popular and a second class has started. The Loom knitters finished their hats and decided to continue as a group with a monthly meeting at the library. OSF Outreach is facilitating a monthly Grief support group at the library. The Friends and the 4-H Youth Leadership will be having the Pajama Storytime on March 5th.

The ceiling in the childrens area continues to leak. Jim Mekash is aware of the problem. Jim Quist has been very busy with snow removal and keeping the front walk ice free. The gas meter was changed this month.

New Business:

M. Fagan moved to have a trial of adjusted library hours starting April 1, 2019, support by J. Freis. Motion carried.

Library Hours: Monday 9:00 AM to 1:00 PM

Tuesday – Friday 9:00 AM to 6:00 PM

Saturday 9:00 AM to 3:00 PM

Library Board went into closed session to evaluate the library director. Following the closed session the scores and comments were reviewed with A. Winnicki.

Public Participation: No public present

As there was no further business, J. Freis moved to adjourn the meeting, support by M. Fagan. Motion carried. Meeting adjourned at 12:09 PM.

Submitted by:

Amanda Winnicki, Library Director

**Northpointe Healthcare Systems
Ad Hoc Meeting
Minutes
February 28, 2019 – 10:00 a.m.**

Member	Present	Absent
Joan Luhtanen	X	
Mari Negro	X	
Robert Roberge	X	

Representing Administration: None

Meeting called to order by J. Luhtanen, Chairperson, at 10:00 a.m.

Public Comment - None

1. CEO Evaluation Process

Discussed how to accurately, objectively evaluate CEO performance. Reviewed current Evaluation questions and suggested possible revisions. Proposed anonymous Board survey of staff, providers, and community partners.

Outcome: Present suggested Evaluation form and Board survey concept to full Board and CEO for input.

Public Comment – None

Board Comment – None

Adjourned by consensus.

Meeting adjourned at 11:25 a.m.

Respectfully submitted,
Kelly Stankevich
Administrative Assistant

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

March 7, 2019 – 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:00 p.m.; J. Lindow, Director of Finance, conducted the roll call.

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

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Cescolini, J. Lindow

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

PUBLIC COMMENTS – None

APPROVAL OR AMEND AGENDA

ACTION: Moved to approve agenda as presented.

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

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Amend 2-21-19 minutes to reflect that M. Zevitz was present.

ACTION: Moved to approve 2-21-19 minutes as amended.

Motion by: J. Hafeman supported by N. Pasternak to approve the amended 2-21-19 minutes.

Motion carried unanimously.

PRESENTATION – None.

ACTION ITEMS

- **Board By Laws and Policies**

Proposed changes discussed.

Outcome: Return to next agenda. Board to meet at 4:00 p.m. for further discussion.

- **Finance**

- a) **Financial Statement – September 2018 year-end**

ACTION: Moved to approve Financial Statement – September 2018 year-end.

Motion by: J. Hafeman supported by M. Negro to approve Financial Statement – September 2018 year-end.

Motion carried unanimously.

- b) **Financial Statement – December 2018**

ACTION: Moved to approve Financial Statement – December 2018

Motion by: J. Hafeman supported by M. Hofer to approve Financial Statement – December 2018.

Motion carried unanimously.

- **Dr. Razdan Contract Amendment**

Members discussed contract rates and length. Miscellaneous questions addressed.

ACTION: Moved to approve contract addendum for Dr. Razdan's wage increase.

Motion by: R. Roberge supported by M. Negro to approve a contract addendum allowing a wage increase for Dr. Razdan from \$188.75/hr. to 195.00/hr.; however, workload must consist of 60% direct care and 40% administration for remainder of contract expiring 9/20/20.

ROLL CALL conducted by J. Lindow, Director of Finance

ROLL CALL VOTE	YES	NO		YES	NO
Pasternak	X		Phillips	X	
Hafeman	X		Negro	X	
Hofer		X	Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X				
Luhtanen	X				

Motion carries 9 yes/1 no.

NEW BUSINESS (Discussion only)

- **Finance**

- a) **Check Disbursement – January 2019**

Miscellaneous questions addressed.

Outcome: Action Item for next meeting

- b) **Financial Statement – January 2019**

Miscellaneous questions addressed.

Outcome: Action Item for next meeting.

- **B. Ducoli Letter Discussion**

Board acknowledged content of letter and debated need to remain on agenda.

Outcome: Consensus of the Board is to remove from the agenda.

- **CEO Performance Appraisal Draft**

Discussed Ad Hoc recommended revisions. CEO suggested data driven questions and outsourcing CEO measurement standards to achieve results that are more accurate.

Outcome: CEO to present options for outsourcing surveys at next meeting.

- **Anthony House Recoupment FY15-FY18**

Discussed repayment for crisis intervention and crisis residential services when home did not meet Medicaid guidelines or criteria.

Outcome: Informational.

- **Organizational structure changes**

Discussed eliminating the Director of Nursing position and replacing with lead nurses. County Director role changes reviewed. More changes coming in the future.

Outcome: Informational with more to come.

- **Strategic Plan**

Discussed simpler vision, mission, and value statements approved at leadership meeting. Discussed potential logo change.

Outcome: Action item for next meeting.

- **TRICO contract for respite**

Discussed letter received stating TRICO will no longer provide FI services for respite. Miscellaneous questions addressed. CEO currently working with TRICO for potentially keeping services available.

Outcome: Informational.

M. Hofer departed 5:55 p.m.

- **J. Cescolini vacation April 1-5, 2019**
Outcome: Informational.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

None.

PUBLIC COMMENTS

J. Cescolini encouraged Northpointe employees to introduce themselves. A. Chouinard and J. Heath present.

BOARD COMMENTS

J. Luhtanen thanked the two NBHS employees who were at the "Women of Wellness" conference.

J. Luhtanen said PBS has a documentary series called "Frontline" that ran the program "Right to Fail" focusing on individuals with mental health in New York. She also stated the need for all mental health patients to get help.

J. Luhtanen said there is a mental health support group at Our Redeemer Lutheran Church.

J. Luhtanen reminded members to support the CMH PAC if able to do so.

K. Pilot questioned if the closing of the local Goodwill store would impact services to Northpointe individuals. J. Cescolini stated the storefront has closed but the building will remain a sorting hub. This will have no effect on services provided at this time.

ADJOURN

ACTION: Motion by M. Negro supported by P. Phillips to adjourn meeting.

Motion carried unanimously.

Meeting adjourned at 6:06 p.m.

The next Regular Board meeting is scheduled for Thursday, March 21, 2019 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

March 21, 2019 – 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:37 p.m.; K. Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy**	X		
Hofer, Millie	X			Phillips, Patricia	X		
Roberge, Robert	X			Zevitz, Michael Dr.	X		
Piriot, Kevin	X			Korpi, Thomas	X		
McCole, Gerald**	X			Luhtanen, Joan	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Cescolini, J. Lindow, K. Stankevich

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

PUBLIC COMMENTS

APPROVAL OR AMEND AGENDA

Endowment fund request, LPC Contract, Engagement Survey added under New Business. Article from Eagle Herald added to Board Comments.

ACTION: Moved to approve agenda as amended.

Motion by: J. Hafeman supported by P. Phillips to approve agenda as amended.

Motion carried unanimously.

N. Pasternak left meeting.

APPROVAL OF REGULAR BOARD MEETING MINUTES

ACTION: Moved to approve 3-21-19 minutes as presented.

Motion by: M. Negro supported by M. Hofer to approve the 3-21-19 minutes as presented.

Motion carried unanimously.

PRESENTATION - None

ACTION ITEMS

- **Board By Laws and Policies**

Reviewed Board Policies in work session prior to regular meeting. M. Hofer recommends using Hiawatha's attachment to by-laws for Board self-evaluations. She also recommended using the Code of Ethics contained in Hiawatha's by-laws.

Outcome: Members to receive new copy of Board Member Code of Conduct. Continue to review and meet at 4:00 p.m. for work session prior to next regular Board meeting.

- **Finance**

- a) **Check Disbursement – January 2019**

ACTION: Moved to approve Check Disbursement – January 2019

Motion by: J. Hafeman supported by M. Hofer to approve Check Disbursement – January 2019

Motion carried unanimously.

b) Financial Statement – January 2019

ACTION: Moved to approve Financial Statement – January 2019

Motion by: J. Hafeman supported by M. Hofer to approve Financial Statement – January 2019

Motion carried unanimously.

- **Strategic Plan mission, vision, values, high-level objectives, and logo**

Discussed Plan as presented. Miscellaneous questions addressed.

ACTION: Moved to proceed with presented Strategic Plan Missions, Visions, Values, High-Level Objectives, and Logo with CEO presenting signage costs at future Board meeting.

Motion by: M. Negro supported by P. Phillips to proceed with presented Strategic Plan Missions, Visions, Values, High-Level Objectives, and Logo with CEO presenting signage costs at future Board meeting. .

NEW BUSINESS (Discussion only)

- **Finance**

- a) **Check Disbursement – February 2019**

Miscellaneous questions addressed.

Outcome: Action Item for next meeting

- b) **Funding Summary through December 2018**

Miscellaneous questions addressed.

Outcome: Action Item for next meeting.

- **Strategic Plan: Next Steps**

Leadership team working on goals and actions for high-level objectives to present to the Board.

Outcome: Will bring Plan to Board for approval when completed by Leadership Team.

- **Contract Providers**

Northpointe is reviewing current providers to ensure service utilization is appropriate. Providers whose cost exceeds alternative procurement of services will be discontinued.

Outcome: More to come.

- **Genoa Pharmacy**

National company looking to assist with medication and distribution needs Northpointe has. Free service to Northpointe. Miscellaneous questions addressed.

Outcome: Company will do presentation at the next Regular Board meeting.

- **CEO Report**

Review of report with miscellaneous questions addressed.

Outcome: Informational

- **Policies (Conversion to document management system)**

Members reviewed new policy and procedure templates necessary to meet the system requirements for Lucidoc.

Motion by: M. Negro supported by J. Hafeman to move Policy/Procedure Lucidoc templates to an ACTION item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X				
Hafeman	X		Negro	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X		Phillips	X	

Motion by: M. Negro supported by J. Hafeman to approve the Lucidoc template for policy/procedure as presented.

Motion carried unanimously.

- **Endowment Fund request**

J. Lindow requested emergency fund disbursement for an individual with transportation needs.

Motion by: J. Hafeman supported by R. Roberge to move Endowment Fund request to an ACTION item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO	YES	NO
Dehn	X			
Hafeman	X		Negro	X
Hofer	X		Roberge	X
Pirlot	X		Zevitz	X
McCole	X		Korpi	X
Luhtanen	X		Phillips	X

Motion by: M. Negro supported by R. Roberge to approve the emergency disbursement of \$235.00 to help the individual.

Motion carried unanimously.

LPC Contract

To provide therapy services during periods of extreme need. Will be assisting in Menominee.

Motion by: M. Negro supported by P. Phillips to move LPC Contract to an ACTION item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO	YES	NO
Dehn	X			
Hafeman	X		Negro	X
Hofer	X		Roberge	X
Pirlot	X		Zevitz	X
McCole	X		Korpi	X
Luhtanen	X		Phillips	X

Motion by: M. Negro supported by P. Phillips to approve the LPC Contract as presented at \$36.50/hour on an as needed basis.

Motion carried unanimously.

- **Engagement Survey Demonstration**

Discussed impression of demonstration given prior to meeting. Cost of \$6,000.00 for survey and tool and results are independent of Northpointe. Results are immediately measurable.

Outcome: CEO meeting with other companies to have demonstrations. Board requests reviews of companies be included.

- **CEO Performance Appraisal Draft**

Request to table pending approval of Strategic Plan.

Outcome: Tabled pending approval of Strategic Plan.

ACTION: Moved to enter closed session.

Motion by M. Negro supported by P. Phillips to go into closed session at 5:48 p.m. to review and discuss an attorney-client privileged Opinion letter dated March 7, 2019, issued by Attorney Bonnie G. Toskey of Cohl, Stoker and Toskey, P.C., Lansing, Michigan pursuant to MCL 15.268(h)

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO	YES	NO
Dehn	X			
Hafeman	X		Negro	X
Hofer	X		Roberge	X
Pirlot	X		Zevitz	X
McCole	X		Korpi	X
Luhtanen	X		Phillips	X

Motion carried unanimously.

CLOSED SESSION

ACTION: Motion by M. Negro supported by P. Phillips to terminate closed session.

ROLL CALL conducted by K. Stankevich, Administrative Assistant					
ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X				
Hafeman	X		Negro	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X		Phillips	X	

Motion carried unanimously.

The Board Member Meeting reconvened into Open Session at 5:58 p.m.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

None.

PUBLIC COMMENTS

J. Heath thanked J. Cescolini for financial presentation and his newfound understanding of where monies come from and how they are spent. Stated he enjoys coming to the Board meetings and thanked them for caring so much.

BOARD COMMENTS

M. Hofer presented an article from the Eagle Herald dated March 2, 2019. Article focusses on Pathways interview and expresses what mental health in a community is all about. Discussed helping more completely if individuals were seen sooner.

J. Luhtanen sent congratulations and Board appreciation to Angela Coan for being Northpointe's Employee of the Month. J. Luhtanen thanked G. McCole for all his work on the Board over the last few years.

ADJOURN

ACTION: Motion by J. Hafeman supported by K. Pirlot to adjourn meeting.

Motion carried unanimously.

Meeting adjourned at 6:05 p.m.

The next Board meeting is scheduled for Thursday, April 4, 2019 in Kingsford, Michigan at 4:00 p.m. to discuss Board Policies and By-Laws with the regular meeting beginning at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Telecommunications System Consultation Proposal ~ Phase 2
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Abilita has completed phase 1 of the Telephone system upgrade (Discover/Define strategic plan). Now we go to phase two (Develop phase, including RFP process).
RECOMMENDED MOTION:	

Submitted by: Jason Carviou

04/18/2019
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):

TABLE OF CONTENTS

<i>Executive Overview</i>	3
<i>Experience & Qualifications</i>	5
<i>Process Methodology</i>	7
<i>Project Stages</i>	8
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<i>Terms of Engagement</i>	11
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**Telecommunications
System Consultation
Proposal For:**

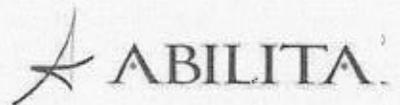
Menominee County

April 17, 2019
(Revised – Phase 2)

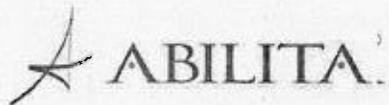
Presented by:

Paul Anker, Dan Aylward





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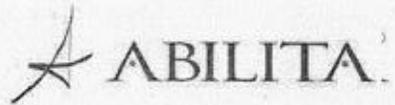
EXECUTIVE OVERVIEW

Abilita is pleased to submit its proposal to provide consulting services for Menominee County. We propose assisting in the procurement of a phone system solution as requested in discussions with the County recently. Based on our discussions and Abilita's evaluation we understand the following:

- Current phone system is over 10 years old and at "end of life". There are concerns about ongoing maintenance, parts availability and is difficult to administer.
- Connectivity to remote locations at the County has been established with the installation of fiber to the main County locations. A new phone system would allow the County to take better advantage of this network and provide the option of advanced features such as Unified Communications for these locations.
- There is interest in Voice over IP (VoIP) that would make it easier to tie the various sites in the County together. The County can evaluate VoIP on a Hosted (Cloud Based) or Premise Based (similar to what you have today).

The benefits of using Abilita to guide the County through the phone system Request for Proposal (RFP) process include:

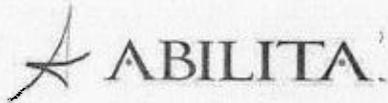
- User group and management interviews will help ensure that the County gets what it needs in a phone system – no more and no less.
- Abilita currently has a working relationship with the County and is familiar with telecommunications services. In fact, Abilita was initially engaged by the County in 2015 and **has uncovered approximately \$150,000 in savings over the years!**
- Abilita has the technical expertise in telecommunications equipment and services, as well as comprehensive understanding of the vendors' rates and services
- An independent, unbiased analysis will assist the County in understanding true cost alternatives to maximize Return of Investment..
- A detailed RFP will remove significant uncertainty from the vendors' perspective in determining what Menominee County requires
- Abilita will identify suitable vendor choices and put pressure on vendors to respond with an economical solution.
- Abilita will deliver an "apples to apples" comparison for the County's review.
- The competitive environment of an RFP and the resulting reduction in purchase price will more than cover the consulting fees paid.



In delivering our consulting services we will use a 3-phase approach.

- Phase 1 - Discover and Define **Completed**
- **Phase 2 - Develop**
- Phase 3 -- Deploy

These phases are detailed in our Process Methodology section on page 7 and in the Project Stages section.



EXPERIENCE & QUALIFICATIONS

Abilita has approximately 15 Consultants across the United States and Canada with diverse backgrounds in:

- Telecommunications systems technologies
- Voice, data, Internet, and wireless services
- Broadband and data networking
- Traffic studies and network design
- Telecommunications security, disaster recovery and service continuity
- Strategic planning and corporate development
- Project management
- Telecommunications engineering, operations, and administrative support

We have undertaken hundreds of major projects from coast to coast. Our Consultants also offer the benefit of their familiarity and broad knowledge of the region.

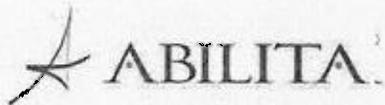
The value of Abilita's services is not only linked to the expertise of our Consultants in the telecommunications industry but to their experience in other related fields. In a world where new operating models are in continual development, dynamic, progressive solutions evolve from a blend of alternative approaches and conventional wisdom. This approach is the cornerstone of success for Abilita, which we have shared with many of our clients.

Our success as a consulting organization lies in our ability to formulate practical and realistic strategies and solutions in direct response to our clients' needs. Our approach hinges on our ability to listen and thoroughly understand an organization's requirements to develop solutions that fit the organization. Understanding our clients also allows us to focus our efforts on the task at hand by building from work that has already been completed, and spending less time re-crafting analyses and decisions that have already been made. We focus our efforts by completing the assignment within a framework that provides the highest degree of value.

During the course of our other assignments, Abilita has earned a reputation for a high degree of professionalism, quality, thoroughness, objectivity and technical competence, which we continually strive for through each of our engagements. We have also developed a track record of flexibility and adaptability by being able to respond quickly to adjustments in scope and direction of a project, as specific needs dictate.

With hundreds of hours of combined telecommunications planning and management experience, the Abilita consulting team has grown to specifically address the changing needs of municipalities. We have the proven ability to restructure the management of telecommunications functions within organizations. Abilita stands behind every project that it is assigned and will accept full responsibility & accountability to see that it is executed to our client's satisfaction.

Abilita was established in 2004, in Dallas, Texas, when a group of Consultants separated from another Consulting Firm to form their own organization. Across North America, Abilita has been providing professional advice to its clients since inception. Abilita is one of the largest independent telecom consulting companies in North America, with offices from coast to coast. Each Abilita office is owned and operated by a Strategic-Partner. Abilita Consultants are independent of all telecommunications companies and do not receive commissions, residuals, referral fees or "kickbacks" from any telecommunications vendors or suppliers. Therefore, the professional services provided to clients are designed to be the best solutions to meet only the clients' needs.



Experience Summaries for the Assigned Team Members are as follows:

Paul Anker

Paul Anker offers over thirty seven years of telecommunications expertise, all of which have been spent in the areas of Consulting and Technical Sales. His responsibilities have included assisting clients in evaluating their communications needs, develop long-term communications strategies and procure various telecommunications services and systems. Mr. Anker managed the Telecommunications Consulting practice at a regional accounting & consulting firm where he prepared and evaluated bid specifications for voice and data solutions at school systems, cities, a county, colleges and private industry. He coordinated installations of various multi-site clients, including telecommunications system contract negotiation, network evaluation and implementation.

He has conducted billing audits of telecommunications bills that have resulted in significant one-time and annual savings. In addition, he has significant experience with Contact Center and Enterprise VoIP solutions including multimedia queuing, speech-enabled IVR, outbound predictive dialing, workforce management, quality monitoring & recording and Unified Communications. Paul has a bachelor's degree in Business and Psychology from Hope College and an MBA in Marketing from The University of Michigan.

Dan Aylward

Dan is an experienced Senior Consultant in DeWitt, MI. He has over 17 years telecommunications experience with voice and data services as well as a BA in Telecommunications from Michigan State University. As an Abilita consultant he has assisted multiple organizations in Michigan and currently manages over \$5M in annual telecommunications expenses for primarily nonprofit organizations

Some of Mr. Aylward's accomplishments are:

- Recognized as a Subject Matter Expert and Speaker to CCMI's Voice Report, Michigan Finance Government Officers Association, Michigan Nonprofit Association, Michigan Association of Counties, interviewed by Michigan Radio and current Board Member of Abilita Inc
- Previous job functions as a Telecommunications Manager in an East Lansing Bank, Account Coordinator at a telecommunications company and Contractor for the State of Michigan has developed Dan's skill set in project management: lead installation, changes and call center development and reporting
- Post sales installation manager: lead installation, changes and disconnects for all WAN, Frame Relay, Internet, Long Distance, Audio Conferencing, Managed Router, Web and E-mail Hosting
- Certified in AOTMP Data Service Analysis, Avaya Traffic Management overview; Definity ECS G3 Administration, Avaya Intuity Messaging Solutions, Avaya Definity ECS World Class Routing and an active member of the Society of Communications Technology Consultants

PROCESS METHODOLOGY

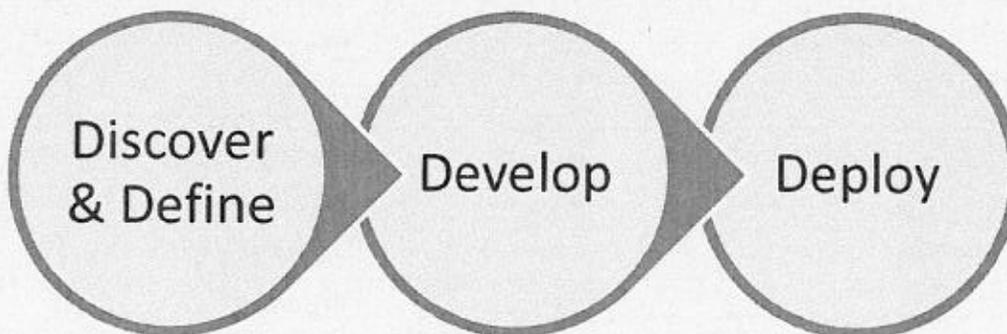
Abilita employs a three-stage, systematic, approach for implementing all telecom engagements. The approach uses documentation tools and dedicated resources to ensure that Abilita is in sync with the County during the entire duration of the project.

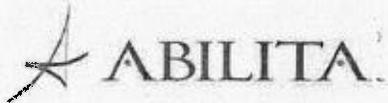
During the **Discover and Define** stage, Abilita further develops an understanding of Menominee County's requirements and begins to collect the necessary information required to begin the analysis and optimum configuration for least cost solutions or project-based deliverables. This discovery activity culminates with a Project Plan that provides the basis for moving forward with the project.

Documents are produced which define the project in progressively greater detail. These documents serve, as the project "blueprint" to support the work required for the Development stage.

The **Development** stage will result in the development and presentation of the findings and other identified deliverables associated with Expense Reduction or Project-based deliverables identified for the client. Abilita will only implement these recommendations upon authorization by the client.

The **Deployment** stage consists of the implementation of the project and is the final stage of the initial cycle of deliverables.



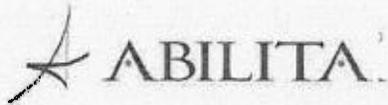


PROJECT STAGES

The following table identifies the proposed stages that would be completed throughout the term of this engagement and the responsibilities each of the players would need to fulfill.

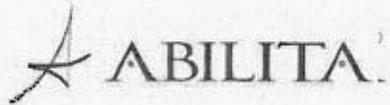
STAGES	RESPONSIBILITIES	DELIVERABLES
PHASE 1 (DISCOVER & DEFINE)		
Conduct user group meeting – staff and management	Menominee County to identify different representatives for a user group; Abilita to facilitate meeting and review summary material with management	Summary of departments use and need of phone system
Review Current Phone System & Circuit configuration	Abilita to review current phone system features, phone lines and discuss future feature needs with management.	
Deliver Plan in Requirements Document	Abilita to document needs identified previously, and using our industry knowledge, lay out a plan for implementing the next phone system	Plan includes network services, and hardware options (not including specific vendors)
Discussion of Strategic Plan with County management	Abilita will assist in planning the next steps	

Completed



STAGES	RESPONSIBILITIES	DELIVERABLES
PHASE 2 (DEVELOP)		
Create Request for Proposal	Abilita to create specifications & final RFP document and review it with the County personnel for approval	RFP document
Deliver RFP to selected vendors	Abilita to invite appropriate vendors to respond to RFP and answer any questions that vendors might have about the RFP document	
Conduct pre-proposal conference ("walk through")	Abilita to coordinate an on-site meeting with interested vendors to review key RFP components and answer any site related questions	
Analyze responses	Abilita to analyze responses and discuss responses with respondents to clarify	Comparison chart
Coordinate vendor presentations	Abilita to perform a preliminary evaluation of responses and recommend two finalists to present their solutions to Menominee County	Vendor presentations (on-site)
Perform vendor due diligence	After narrowing down the responses Abilita will follow up on vendor references for quality assurance purposes	
Recommend solution and vendor	Abilita will recommend a solution and vendor for the County's consideration	

STAGES	RESPONSIBILITIES	DELIVERABLES
PHASE 3 (DEPLOY)		
Oversee phone system solution implementation	Abilita will act as a liaison between selected vendor and Menominee County to ensure an acceptable implementation plan is presented and that implementation follows the plan. In addition, Abilita will assist with system design and oversee issue resolution.	Implemented solution



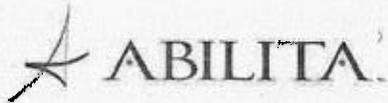
PROJECT PRICING

Phase 1 – Discover / Define, including a Telecommunications Strategic Plan will be \$4,500 plus travel and incidental expenses. **Completed**

Phase 2 –Develop Phase, including the RFP process, will be \$3,000 plus travel and incidental expenses.

Phase 3 – Fees for solution deployment are estimated in the range of \$1,500 - \$2,000 for budgetary purposes only. The fees are contingent on the solution the County approves. Fees will be charged at Abilita's discounted rate of \$175/hour plus travel and incidental expenses.

Payment terms for Phase 1 will be 10% (\$450.00) upon signing our engagement letter and monthly billings based on hours utilized.



TERMS OF ENGAGEMENT

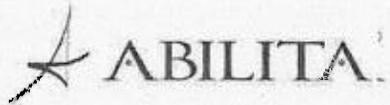
1. The Client, Menominee County, hereby authorizes Abilita to review its telecommunications system and to submit recommendations for improvements including recommendations for possible savings. This review may include the review of existing systems, services, equipment, suppliers, plans and other telecom functions; and the recommendations may include alternate methods, systems, services, equipment, suppliers or plans or other suggestions for improvement or cost savings.
2. Statements not paid prior to the due date shall be subject to an interest charge of 1.5% per month, compounded monthly. A charge of \$50 will be issued for any check tendered by customer and returned unpaid by a financial institution. Calculated savings shall be offset by the amount spent by Client to purchase systems or hardware recommended by Consultant.
3. Limitation of Liability. Consultant's pricing reflects the allocation of risk and limitation of liability specified in this paragraph. Consultant's total liability to Client under this Agreement or based on any other cause of action (tort, statute, or otherwise) relating in any way or to any degree to its performance hereunder, for damages, costs and expenses, shall not exceed \$10,000 or the compensation received by Consultant under this Agreement, whichever is less. NEITHER PARTY TO THIS AGREEMENT SHALL BE LIABLE FOR THE OTHER'S LOST PROFITS, OR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF THE PARTY HAS BEEN ADVISED BY THE OTHER PARTY OF THE POSSIBILITY OF SUCH DAMAGES.
4. If the client fails to pay invoices according to the terms of this Agreement, it will be responsible for the payment of all costs of collection, including, without limitation, court costs, attorney fees and related expenses. The client agrees to jurisdiction and venue in Clinton County, Michigan.

Menominee County accepts the terms of the above quote and hereby authorizes Abilita to complete Phase 2 of the Project.

Signature

Date

Title



REFERENCES

Select Engagements where Abilita assisted on phone system selection:

City of Sault Ste.Marie
Bonnie Raffaele
(906) 632-5704
braffaele@saultcity.com

City of Monroe
Ed Sell
(734) 384-9133
edward.sell@monroemi.gov

Manistee County:
Lisa Sagala
(231) 398-3501
lsagala@manisteecountymi.gov

Benzie County:
Mitch Deisch
(231) 882-0558
mdeisch@benzieco.net

City of Grandville
Tammy Hopman
(616) 530-4970
hopmant@cityofgrandville.com

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: Miscellaneous bills paid on April 10 & 17, 2019 in the combined amount of \$103,390.90.	
RECOMMENDED MOTION:	

Submitted by: Jason Carviou

04/18/2019
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):

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	APR 10 2019	AMOUNT
VENDOR NAME: BERGER CHEVROLET					
307837	2019 Chevy Tahoe	101-301-970.00	24,961.00		36,961.00
		205-000-444.00	12,000.00	- 2% Credit	
TOTAL VENDOR BERGER CHEVROLET					36,961.00
VENDOR NAME: M.A.C.V.C.					
Registration	2019 Spring Conference (M. Dellisse)	101-682-802.00	65.00		65.00
TOTAL VENDOR M.A.C.V.C.					65.00
VENDOR NAME: SAM'S CLUB MC/SYNCB					
Credit Card	Inmate Supplies	101-301-742.00	78.81		958.95
		101-301-755.00	59.60		
		101-301-770.00	712.64		
		101-332-755.00	107.90		
TOTAL VENDOR SAM'S CLUB MC/SYNCB					958.95
GRAND TOTAL:					37,984.95

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

205-315-934.03

COPY

APR 18 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN				
VENDOR NAME: ABILITA 190412	Phase 1 - Phone System Upgrade	101-103-970.19	1,500.00	1,500.00
TOTAL VENDOR ABILITA				1,500.00
VENDOR NAME: ADE INCORPORATED 47895	SALCE Assessment Forms	101-136-755.00	150.00	150.00
TOTAL VENDOR ADE INCORPORATED				150.00
VENDOR NAME: AIRGAS NORTH CENTRAL 9087124947	Oxygen	205-315-755.00	20.58	20.58
TOTAL VENDOR AIRGAS NORTH CENTRAL				20.58
VENDOR NAME: AT&T - CAROL STREAM, IL 906753220904 906753458204	Telephone Services Telephone Services	101-103-850.00 208-751-850.00	229.24 52.46	229.24 52.46
TOTAL VENDOR AT&T - CAROL STREAM, IL				281.70
VENDOR NAME: AT&T MOBILITY 287252150667	906-792-0211 & 906-792-5968	101-132-850.00	71.48	71.48
TOTAL VENDOR AT&T MOBILITY				71.48
VENDOR NAME: AUTOMOTIVE SUPPLY CO. 080443859	Airport - Oil Change	216-585-742.00	36.51	36.51
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				36.51
VENDOR NAME: BAY AREA MEDICAL CENTER, INC. 27788	Parks - PreEmployment Physical	208-751-801.01	113.00	113.00
TOTAL VENDOR BAY AREA MEDICAL CENTER, INC.				113.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC. 2760	Vehicle Maintenance - 16 Ford Explorer	205-315-934.02	38.10	38.10
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				38.10
VENDOR NAME: BLUETARP FINANCIAL, INC. F12357 F12489 F12382	Road Patrol Supplies Road Patrol Supplies Inmate Medical Supplies	205-315-755.00 205-315-755.00 101-301-770.01	31.91 104.94 5.10	31.91 104.94 5.10
TOTAL VENDOR BLUETARP FINANCIAL, INC.				141.95
VENDOR NAME: BODY WORKS PLUS, LLC M269031	LED quad light	205-315-934.02	127.20	127.20
TOTAL VENDOR BODY WORKS PLUS, LLC				127.20
VENDOR NAME: BP 55808713	Road Patrol Gasoline Sales	205-315-742.00	753.16	753.16
TOTAL VENDOR BP				753.16
VENDOR NAME: CEDAR RIVER PLAZA MECO3/31/19	Road Patrol Gasoline Sales	205-315-742.00	32.76	32.76
TOTAL VENDOR CEDAR RIVER PLAZA				32.76
VENDOR NAME: CELLCOM 540450 538243	Airport - Cellular Services Cellular Services	216-585-850.00 292-663-850.00 292-664-850.00 292-665-850.00	56.47 40.64 40.64 40.64	56.47 121.92
TOTAL VENDOR CELLCOM				178.39
VENDOR NAME: CENEX FLEETCARD 174301	Gasoline Sales	292-665-860.00 101-426-860.00	20.39 50.31	70.70
TOTAL VENDOR CENEX FLEETCARD				70.70

APR 18 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CIMA COMPANIES, INC.				
MIMENO	Volunteer Insurance Renewal	101-136-807.00	240.00	240.00
TOTAL VENDOR CIMA COMPANIES, INC.				240.00
VENDOR NAME: CITY OF MENOMINEE				
#RENT-1010	April 2019 Rent (911)	266-325-976.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				351.67
VENDOR NAME: CLARE COUNTY SHERIFF				
Registration	Horsemanship Academy	101-301-745.01	175.00	175.00
TOTAL VENDOR CLARE COUNTY SHERIFF				175.00
VENDOR NAME: CLOVERLAND PAPER CO				
119317	Inmate Supplies	101-301-770.00	256.83	256.83
119411	Inmate Supplies	101-301-770.00	30.59	30.59
119413	Janitorial Supplies (Courthouse)	101-265-755.01	167.84	167.84
119370	Janitorial Supplies - Annex	101-265-755.01	69.38	69.38
119376	Janitorial Supplies - Courthouse	101-265-755.01	178.59	178.59
TOTAL VENDOR CLOVERLAND PAPER CO				703.23
VENDOR NAME: COHL STOKER & TOSKEY P C				
50140	Legal Services	101-211-807.00	114.40	114.40
TOTAL VENDOR COHL STOKER & TOSKEY P C				114.40
VENDOR NAME: COLE, DANA L.				
Reimbursement	Postage (18-3932 & 3933-FH)	101-267-729.00	19.95	19.95
TOTAL VENDOR COLE, DANA L.				19.95
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I				
35140	Shredding Documents (4/4/19)	101-265-801.00	104.78	104.78
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCTION I				104.78
VENDOR NAME: CRETENS, HEIDI L.				
Reimbursement	Uniform Allowance	266-325-745.00	100.00	100.00
TOTAL VENDOR CRETENS, HEIDI L.				100.00
VENDOR NAME: DTE ENERGY				
910020910998	Annex	101-261-920.04	131.48	131.48
TOTAL VENDOR DTE ENERGY				131.48
VENDOR NAME: EAGLEHERALD PUBLISHING, LLC				
1406	Advertising	101-101-901.00	20.44	20.44
		294-383-755.00	91.50	91.50
		208-751-901.00	11.50	11.50
1422	Advertising	101-301-755.00	207.30	207.30
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC				330.74
VENDOR NAME: FCND DU LAC COUNTY				
1910072	Autopy - T. LaFramboise DOD 3/16/19	101-648-836.00	1,400.00	1,400.00
TOTAL VENDOR FOND DU LAC COUNTY				1,400.00
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE				
94101041	Annex	101-261-930.04	65.95	65.95
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				65.95
VENDOR NAME: HANNAHVILLE INDIAN COMMUNITY				
Refund	Return of 2% Grant for 911	266-325-970.03	6,500.00	6,500.00
TOTAL VENDOR HANNAHVILLE INDIAN COMMUNITY				6,500.00
VENDOR NAME: HANSON, JUDI				
Reimbursement	Uniform Allowance	205-315-745.00	32.94	32.94
TOTAL VENDOR HANSON, JUDI				32.94
VENDOR NAME: HENSLEY, RN, JOEL				
April 2019	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00

APPROVED

APR 18 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: HENSLEY, RN, JOEL				
April 2019	Medical Examiner	101-648-709.00	1,080.00	3,740.00
		101-648-835.00	2,660.00	
TOTAL VENDOR HENSLEY, RN, JOEL				5,105.00
VENDOR NAME: HOTFLAME GAS COMPANY				
U0015400	Parks	208-751-744.00	393.64	393.64
TOTAL VENDOR HOTFLAME GAS COMPANY				393.64
VENDOR NAME: IMAGEWORKS				
13532	Uniform Allowance (T. Nault)	266-325-745.00	45.00	45.00
TOTAL VENDOR IMAGEWORKS				45.00
VENDOR NAME: INSIGHT FS				
B0050410183	Gasoline (Parks)	208-751-742.00	903.85	903.85
TOTAL VENDOR INSIGHT FS				903.85
VENDOR NAME: J S ELECTRONICS, INC.				
20455	Change Over to New Vehicle	205-315-934.02	3,727.71	3,727.71
TOTAL VENDOR J S ELECTRONICS, INC.				3,727.71
VENDOR NAME: JOHNSON, LARRY				
Reimbursement	Mileage - March 2019	101-101-860.00	121.80	121.80
TOTAL VENDOR JOHNSON, LARRY				121.80
VENDOR NAME: KLEIMAN, MARC				
Reimbursement	Bridge Fare, Meals	101-262-860.00	49.35	49.35
Reimbursement	Laptop Backback (CPL)	263-215-728.00	42.24	42.24
TOTAL VENDOR KLEIMAN, MARC				91.59
VENDOR NAME: LARSON, MICHELLE				
Can Zone	Supplies, Hours, Mileage	292-668-801.00	22.28	104.32
		292-668-801.00	60.00	
		292-668-801.00	22.04	
TOTAL VENDOR LARSON, MICHELLE				104.32
VENDOR NAME: LESPERANCE, DIANE				
Reimbursement	Bank Mileage (Jan - March)	101-253-860.00	35.38	35.38
TOTAL VENDOR LESPERANCE, DIANE				35.38
VENDOR NAME: M & M TRUCKING, INC.				
7835	Snowplow Lighthouse Sidewalks	517-252-931.00	70.00	70.00
TOTAL VENDOR M & M TRUCKING, INC.				70.00
VENDOR NAME: MANPOWER, INC.				
33794718	Week Ending 4/7/19 (D. Averil)	216-585-704.00	340.00	340.00
33819905	Week Ending 4/14/19 (D. Averil)	216-585-704.00	340.00	340.00
TOTAL VENDOR MANPOWER, INC.				680.00
VENDOR NAME: MAYHEW, CATHEE				
Reimbursement	Post Office Mileage (Feb/Mar 2019)	101-253-860.00	17.98	17.98
TOTAL VENDOR MAYHEW, CATHEE				17.98
VENDOR NAME: MCRAE, MOLLY				
Reimbursement	Postage (F. Buelteman 18-3977-FH)	101-267-729.00	12.59	12.59
TOTAL VENDOR MCRAE, MOLLY				12.59
VENDOR NAME: MECHANICAL TECHNOLOGIES, INC.				
30861	Pressure Relief Valves (x3)	101-265-934.00	1,187.00	1,187.00
TOTAL VENDOR MECHANICAL TECHNOLOGIES, INC.				1,187.00
VENDOR NAME: MENARDS - MARINETTE				
81931	B&G Operating Supplies	101-265-755.00	33.34	33.34

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MENARDS - MARINETTE				
82499	B&G Operating Supplies	101-265-755.00	84.52	84.52
82288	B&G Operating Supplies	101-265-755.00	52.04	52.04
82374	B&G Operating Supplies	101-265-755.00	10.89	10.89
81669	Parks	208-751-930.02	13.80	13.80
81837	Park Supplies	208-751-755.02	47.47	47.47
81833	Park Supplies (Dog Waste)	208-751-970.03	70.84	70.84
81832	B&G Operating Supplies	101-265-755.00	8.99	8.99
81978	Building Maintenance Supplies	101-265-930.01	90.81	90.81
TOTAL VENDOR MENARDS - MARINETTE				412.70
VENDOR NAME: MENOMINEE ANIMAL SHELTER, INC				
1901	First Quarter 2019	101-601-958.00	147.50	147.50
TOTAL VENDOR MENOMINEE ANIMAL SHELTER, INC				147.50
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
119	Advertising (Jury Board)	101-150-727.00	22.50	22.50
117	Advertising	101-101-901.00	31.50	78.75
		101-101-901.00	24.75	
		208-751-901.00	22.50	
83	Advertising	294-683-755.00	56.00	56.00
4/12/19	Correctional Officer Advertisment	101-301-755.00	81.50	81.50
4/12/19	Road Patrol Deputy	205-315-755.00	46.58	46.58
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				285.33
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI				
11219	Power to Radio (March 2019)	101-301-934.01	67.61	67.61
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI				67.61
VENDOR NAME: MENOMINEE COUNTY SHERIFF DEPT				
WV413	Work Van Services	208-751-930.04	180.00	180.00
TOTAL VENDOR MENOMINEE COUNTY SHERIFF DEPT				180.00
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY				
10579419	Park Maintenance Supplies	208-751-930.02	27.11	27.11
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY				27.11
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0145038-001	FOC - Office Supplies	101-141-727.00	389.47	389.47
0145176-001	District Court - Office Supplies	101-136-727.00	63.80	63.80
0145088-001	District Court - Office Supplies	101-136-727.00	34.15	34.15
0145062-001	Can Zone Supplies	292-668-801.00	63.95	63.95
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				551.37
VENDOR NAME: NASTOFF & BERGMAN, P.C.				
125	Legal Services	101-211-807.00	176.45	176.45
TOTAL VENDOR NASTOFF & BERGMAN, P.C.				176.45
VENDOR NAME: NEOPOST USA, INC.				
55616204	May 8 - August 7, 2019 (Postage)	101-253-729.01	285.66	285.66
TOTAL VENDOR NEOPOST USA, INC.				285.66
VENDOR NAME: NORWAY SPRINGS, INC.				
599583	Airport Water	216-585-801.00	9.49	9.49
TOTAL VENDOR NORWAY SPRINGS, INC.				9.49
VENDOR NAME: OFFICE DEPOT, INC.				
291286063001	ROD Office Supplies	101-268-727.00	11.09	11.09
295823829001	Toner (J. Klumb)	101-215-727.00	154.60	154.60
294443954001	Toner (Road Patrol)	205-315-727.00	153.32	153.32
297507344001	District Court - Office Supplies	101-136-727.00	16.72	16.72
293269441001	District Court - Office Supplies	101-136-727.00	30.82	30.82
298362232001	Office Supplies - District Court	101-136-727.00	47.66	47.66
298524745001	Office Supplies - District Court	101-136-727.00	19.50	19.50

APPROVED

APR 18 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
VENDOR NAME: OFFICE DEPOT, INC.				
293437114001	Commissioner & Admin Office Supplies	101-172-727.00	4.53	9.06
		101-101-727.00	4.53	
TOTAL VENDOR OFFICE DEPOT, INC.				582.75
VENDOR NAME: FAN-O-GOLD BAKING CO.				
40068319088001	Inmate Supplies	101-301-770.00	107.69	107.69
TOTAL VENDOR PAN-O-GOLD BAKING CO.				107.69
VENDOR NAME: PESHTIGO TIMES & TIMES SAVER				
1184	Advertisement	101-301-755.00	68.00	204.00
		205-315-755.00	136.00	
TOTAL VENDOR PESHTIGO TIMES & TIMES SAVER				204.00
VENDOR NAME: PHILIPPS, THOMAS				
Reimbursement	Mileage & Hotel	101-426-860.00	189.44	189.44
TOTAL VENDOR PHILIPPS, THOMAS				189.44
VENDOR NAME: PISANI GRAPHIX				
8547	Park Signs	208-751-930.03	296.50	296.50
TOTAL VENDOR PISANI GRAPHIX				296.50
VENDOR NAME: PLASTOCON, INC				
97986	Inmate Supplies	101-301-770.00	74.54	74.54
TOTAL VENDOR PLASTOCON, INC				74.54
VENDOR NAME: PLAUTZ, DANA				
Reimbursement	Camping Refund	208-751-964.00	495.00	495.00
TOTAL VENDOR PLAUTZ, DANA				495.00
VENDOR NAME: PRIMEAUX, ANDY				
Reimbursement	Uniform Allowance	266-325-745.00	94.00	94.00
TOTAL VENDOR PRIMEAUX, ANDY				94.00
VENDOR NAME: REDWOOD TOXICOLOGY LABORATORY				
00718420193	Drug Testing	101-136-727.00	9.63	9.63
TOTAL VENDOR REDWOOD TOXICOLOGY LABORATORY				9.63
VENDOR NAME: REINHART FOODSERVICE				
709093	Inmate Supplies	101-301-770.00	1,359.46	1,359.48
714246	Inmate Supplies	101-301-770.00	1,274.25	1,274.25
TOTAL VENDOR REINHART FOODSERVICE				2,633.73
VENDOR NAME: SHERWIN WILLIAMS COMPANY				
8066-5	Court Room B Supplies	101-265-755.00	17.30	17.30
TOTAL VENDOR SHERWIN WILLIAMS COMPANY				17.30
VENDOR NAME: SHORT, MARY KAY				
15-3769-FC	Transcript (People vs G. Ihander)	101-131-806.00	72.85	72.85
TOTAL VENDOR SHORT, MARY KAY				72.85
VENDOR NAME: SIEG, III, MICHAEL J.				
Reimbursement	Cell Phone Charger for Parks Auto	208-751-850.01	19.08	19.08
TOTAL VENDOR SIEG, III, MICHAEL J.				19.08
VENDOR NAME: SMITH, GREGORY J.				
Reimbursement	Uniform Allowance	205-315-745.00	35.54	35.54
TOTAL VENDOR SMITH, GREGORY J.				35.54
VENDOR NAME: SORENSEN, MATTHEW & SARAH				
3/25/19	Foster Care (L. Workman)	292-662-843.05	86.20	86.20

APPROVED

APR 18 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: SORENSEN, MATTHEW & SARAH				
TOTAL VENDOR SORENSEN, MATTHEW & SARAH				86.20
VENDOR NAME: SPARLING CORPORATION				
60157	Jet Nozzle Screen (Airport)	216-585-981.00	124.47	124.47
TOTAL VENDOR SPARLING CORPORATION				124.47
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA				
Reimbursement	Mileage (March 2019)	292-665-860.00	237.22	237.22
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				237.22
VENDOR NAME: STATE OF MICHIGAN				
2/28/19	Offset Statement/Billing	292-662-843.01	17,900.03	17,900.03
TOTAL VENDOR STATE OF MICHIGAN				17,900.03
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
015579	Road Patrol Gasoline Sales	205-315-742.00	2,161.42	2,161.42
462643	Parks	208-751-742.00	40.80	293.11
		208-751-984.00	24.00	
		208-751-742.00	8.62	
		208-751-742.00	44.64	
		208-751-742.00	23.15	
		208-751-742.00	14.99	
		208-751-745.00	115.00	
		208-751-742.00	36.99	
		208-751-742.00	(15.08)	
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				2,454.53
VENDOR NAME: STUDER, VINCENT				
Reimbursement	Patrol Rifle Maintenance	205-315-755.02	23.32	23.32
TOTAL VENDOR STUDER, VINCENT				23.32
VENDOR NAME: THE ADVERTISER				
030105	Community Awareness	101-301-802.00	27.00	27.00
TOTAL VENDOR THE ADVERTISER				27.00
VENDOR NAME: THE PRINT SHOP				
7033598	Window Envelopes (Sheriff)	101-301-727.00	184.75	184.75
TOTAL VENDOR THE PRINT SHOP				184.75
VENDOR NAME: TIME WARNER CABLE				
620475202040719	Inmate Supplies	101-301-770.00	142.85	142.85
621199203040319	Airport	216-585-850.00	316.99	316.99
710008401040319	April 2 - May 1, 2019	101-103-850.00	532.07	532.07
TOTAL VENDOR TIME WARNER CABLE				991.91
VENDOR NAME: TIRE TRAX				
10433	Parks Trailer Maintenance	208-751-930.02	148.00	148.00
TOTAL VENDOR TIRE TRAX				148.00
VENDOR NAME: TRANSUNION RISK & ALTERNATIVE				
352277	March 2019	101-301-755.00	50.00	50.00
TOTAL VENDOR TRANSUNION RISK & ALTERNATIVE				50.00
VENDOR NAME: U.E.S. COMPUTERS, INC.				
81149	911 Toner	266-325-728.01	98.99	98.99
81161	SMARTNET Maintenance for Aironet	101-103-857.02	32.00	32.00
81169	911 Office Equipment (Monitor)	266-325-728.00	356.00	356.00
81150	Display Adapter	101-103-970.18	18.00	18.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				504.99
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
382731867	Bizhub 423 Copier	101-103-931.00	133.07	133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				133.07
VENDOR NAME: ULTIMATE CAR CARE				

APPROVED

APR 18 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: ULTIMATE CAR CARE					
7553	Car Towing	205-315-755.00	110.00		110.00
TOTAL VENDOR ULTIMATE CAR CARE					110.00
VENDOR NAME: UNIFORM SHOPPE					
286072	Uniform Allowance (Giese)	101-301-745.00	32.95		32.95
TOTAL VENDOR UNIFORM SHOPPE					32.95
VENDOR NAME: VANDERMISSEN AERONAUTICAL SOLUTIONS					
115	Aerial Photo Capture & Expenses	205-315-755.00	277.99		277.99
TOTAL VENDOR VANDERMISSEN AERONAUTICAL SOLUTIONS					277.99
VENDOR NAME: VERIZON WIRELESS					
9827261440	Cellular Services	101-265-850.01	141.98		938.15
		101-301-850.00	377.88		
		101-426-850.00	52.53		
		101-682-850.00	40.42		
		205-315-850.00	324.93		
		266-325-850.00	0.41		
TOTAL VENDOR VERIZON WIRELESS					938.15
VENDOR NAME: WEST SHORE COMMUNITY COLLEGE					
11604	Corrections Academy (B. Sellers)	101-301-881.00	1,500.00		1,500.00
TOTAL VENDOR WEST SHORE COMMUNITY COLLEGE					1,500.00
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					
0402055840-00001	Jail	101-265-920.03	3,706.94		3,706.94
0402047856-00010	1000 9th Street	101-265-920.03	156.62		156.62
0402047856-00011	1004 9th Street	101-265-920.03	53.86		53.86
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP					3,917.42
VENDOR NAME: XEROX CORPORATION					
096465998	Probation/Parole Office	101-131-942.00	102.04		102.04
096465995	Road Patrol	205-315-727.00	42.88		42.88
096465996	Sheriff Dept	101-301-727.00	332.23		332.23
TOTAL VENDOR XEROX CORPORATION					477.15
VENDOR NAME: ZEVITZ, DR. MICHAEL E.					
April 2019	Medical Examiner	101-648-709.00	2,030.00		2,030.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.					2,030.00
GRAND TOTAL:					65,405.95

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

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

Submitted by: Jason Carviou

04/16/2019
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):

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

January 24, 2019 – 4:30 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:34 p.m.; Terri Wendt, Human Resource Manager, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet*	X			Negro, Mari	X**		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie*	X			Phillips, Patricia	X		
Roberge, Robert		X		Zevitz, Michael Dr.	X		
Pirlot, Kevin	X			Korpi, Thomas	X		
McCole, Gerald	X			Luhtanen, Joan	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Cescolini, J. Lindow, T. Wendt

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

PUBLIC COMMENTS – None

APPROVAL OR AMEND AGENDA

J. Cescolini requested the addition of LPC Contract and Stoplight Report under Discussion items. G. McCole requested letter regarding appointments to the NorthCare Board be placed on record. Board reviewed letter disputing if County Commissioners or Northpointe have the authority to appoint members to NorthCare Board. Consensus is that Northpointe Board Chairperson appoints members to committees.

ACTION: Moved to approve agenda as amended.

Motion by: J. Hafeman supported by P. Phillips to approve agenda as amended.

Motion carried unanimously.

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

J. Dehn arrived at 4:40 p.m.

APPROVAL OF REGULAR BOARD MEETING MINUTES

ACTION: Moved to approve 1-10-19 Regular Board meeting minutes.

Correction to page 2 under CEO Report. Should read Menominee County not Iron County.

Motion by: M. Hofer supported by K. Pirlot to approve the 1-10-19 Regular meeting minutes as amended.

Motion carried unanimously.

PRESENTATION – Smiles on Wheels

Presenter: Amber Lindholm, Director of Nursing

Northpointe is the first U.P. CMH to offer this integrated healthcare program as an adult outreach program for underserved population. Smiles on Wheels will begin one day a month doing preventative oral care. In June, they will begin two days a week onsite care. They are grant funded and will bill insurance as needed. \$2.00 copay for Medicaid recipients oral care and fluoride treatments will be \$3.00. If non-Medicaid, the cost will be \$65.00 and Northpointe is working on grant money to cover this cost. Miscellaneous questions addressed.

ACTION ITEMS

• Finance

a) Check Disbursement – November 2018

ACTION: Moved to approve Check Disbursement – November 2018

Motion by: G. McCole supported by J. Hafeman to approve Check Disbursement – November 2018

Motion carried unanimously.

b) Financial Statement – November 2018

ACTION: Moved to approve Financial Statement – November 2018

Motion by: G. McCole supported by M. Hofer to approve Financial Statement – November 2018

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	TRICO Cleaning Iron	Cleaning	10-1-18 to 9-30-19	\$39.33/day	\$42.48/day on January 1, 2019, or when Minimum Wage increases	\$3.15/day

c) Contract Grid 12-27-18 (TRICO Iron River Cleaning)

Miscellaneous questions from last meeting addressed.

ACTION: Moved to approve Contract Grid 12-27-18

Motion by: G. McCole supported by J. Hafeman to approve Contract Grid 12-27-18 as presented.

Motion carried unanimously.

NEW BUSINESS (Discussion only)

- **Finance**

- a) **Check Disbursement – December 2018**

Miscellaneous questions addressed.

Outcome: Action Item for next meeting.

- b) **Contract Grid 1-24-19 (Stuart Wilson, FI)**

Miscellaneous questions addressed. Typo on dates of grid noted; contract should end 3/31/20 not 3/31/19.

Outcome: Action Item for next meeting.

- **Personnel Report**

T. Wendt reviewed report with members. Miscellaneous questions addressed.

Outcome: Informational

- **Goodwill Contract**

Contract for agreement reached to settle payback after audit revealed lack of documentation for services billed. Goodwill will pay \$6,487.67 for first two payments and then \$1,487.67 for a further 3 years until their portion of monies owed is received. Plan of correction completed.

Motion by: J. Hafeman supported by G. McCole to move Goodwill Repayment Contract to an ACTION Item at present meeting.

T. Wendt, Human Resource Manager, conducted roll call.

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Pirlot	X	
Zevitz	X		Korpi	X	
McCole	X		Luhtanen	X	
Negro	X				

Motion by: J. Hafeman supported by P. Phillips to approve the Goodwill Contract Agreement as presented.

Motion carried unanimously.

- **Dr. Razdan Contract Amendment**

J. Cescolini requested Board members consider increasing wage rate after reviewing regional salaries and other practitioners in our contract service. Miscellaneous questions addressed.

Outcome: Action item at next meeting. J. Lindow to provide options for Board to review and verify budget will allow increase.

- **QI Attendance**
Request for one or more Board members to attend QI meetings for informational purposes. Verified that several other CMH's do this. Meetings are the third Thursday every other month. Miscellaneous questions addressed.
Outcome: Board will discuss adding to Board Policies next month during review.
- **Board and NBHS Leader Retreat**
Discussed retreat for introductions and consultation during Strategic Planning.
Outcome: Consensus is to approve. Will schedule when weather is warmer.
- **CEO Report**
Brief review of report given. Brown Bag lunch program to educate staff on various programs discussed. Board members invited to All Staff meetings and Community Huddles. Miscellaneous questions addressed.
Outcome: Informational
- **Chief Clinical Officer**
Position and need for clinical workers discussed. Discussed job description, specialty skills required for proper organizational structure, and salary range expected.
Outcome: Action item for next meeting. J. Lindow to review budget and report at next meeting. Members to email questions or concerns to J. Lindow, J. Cescolini, or K. Stankevich prior to next meeting.
- **CEO Evaluation Ad Hoc Committee**
R. Roberge, M. Negro, and J. Luhtanen will meeting within the next month.
Outcome: First meeting scheduled for February 7, 2019.
- **Board By-Laws and Policies Approach**
Meeting on 2-7-19 at 4:00 p.m. to begin process.
Outcome: Members will meet at 4:00 p.m. prior to regular meetings until complete.
- **LPC Contract**
Discussed having a provider contracted in Menominee to assist with intakes and therapy in times of need. Current caseloads and workload balances are being reviewed to determine need.
Outcome: Contract to be developed and returned to Board for approval.
- **Stoplight Report**
Merits and feedback of report discussed.
Outcome: Board requested report be brought to retreat for Strategic Planning assistance.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Governing Board Minutes 12-12-18
Outcome: Place on file.
- CMHA Weekly Update 1-4-19
Outcome: Informational
- CMHA Weekly Update 1-11-19
Outcome: Informational
- RR Quarterly Report Oct – Dec 2018
Outcome: Place on file.

PUBLIC COMMENTS

Public comment announcing J. Cescolini was seen giving bath to individual this weekend and, even during this time of turmoil, positive things are happening.

BOARD COMMENTS

T. Korpi expressed concerns of marijuana usage by individuals now that it is legal and requested information on what Northpointe is doing to curb self-medication. Dr. Razdan and A. Lindholm have prepared educational handouts for staff and individuals.

K. Pirlot commented on 16 missed medications noted in the incident report. This is a contract home that uses a mail order pharmacy. The pharmacy is having difficulties getting refill requests from the primary care providers. Supervision of home is working on resolution.

T. Korpi asked why Dr. Burrows was not available in Iron County at this time. Currently she has no availability, but options will be considered in the future.

G. McCole noted the change in applying for deliverable fuel assistance and urged members to have anyone requesting help go to the DHS office and fill out the paperwork.

J. Luhtanen reminded members the Board meeting on February 7, 2019 will begin at 4:00 to start reviewing Board policies and procedures, and February 21, 2019 Dr. Kangas, NorthCare CEO, will be here at 3:30 for a meet and greet.

J. Cescolini states that the PMC Committee will begin working on regional issues and concerns.

ADJOURN

ACTION: Motion by G. McCole supported by P. Phillips to adjourn meeting.
Motion carried unanimously.

Meeting adjourned at 6:17 p.m.

The next Regular Board meeting is scheduled for Thursday, February 7, 2019 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Special Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 5, 2019 – 1:00 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 1:10 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet		X		Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy**	X		
Hofer, Millie	X			Phillips, Patricia	X		
Roberge, Robert		X		Zevitz, Michael Dr.		X	
Pirlot, Kevin	X			Korpi, Thomas	X		
McCole, Gerald**	X			Luhtanen, Joan	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Cescolini, K. Stankevich

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

PUBLIC COMMENTS – None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen asked for approval or amendment of agenda.

ACTION: Moved to approve agenda as presented.

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

Motion carried unanimously.

ACTION ITEMS

• **Residential Updates**

J. Luhtanen announced purpose of meeting to go over residential updates.

ACTION: Moved to enter closed session.

Motion by J. Hafeman supported by M. Hofer to go into closed session at 1:12 p.m. to review and discuss an attorney-client privileged Opinion letter dated February 4, 2019, issued by Attorney Bonnie G. Toskey of Cohl, Stoker and Toskey, P.C., Lansing, Michigan pursuant to MCL 15.268(h)

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Negro	X				
Hafeman	X		Phillips	X	
Hofer	X		Pasternak	X	
McCole	X		Korpi	X	
Pirlot	X		Luhtanen	X	

Motion carried unanimously.

CLOSED SESSION

ACTION: Motion by J. Hafeman supported by M. Hofer to terminate closed session.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Negro	X				
Hafeman	X		Phillips	X	
Hofer	X		Pasternak	X	
McCole	X		Korpi	X	
Pirlot	X		Luhtanen	X	

Motion carried unanimously.

The Board Member Meeting reconvened into Open Session at 2:14 p.m.

ACTION: Motion to direct CEO to impose discipline as necessary

Motion by: M. Negro supported by P. Phillips moved to direct the CEO to continue to review recent Recipient Rights and Licensing investigations of abuse and neglect and specifically, to use appropriate procedure to take whatever disciplinary steps are necessary and indicated to ensure client safety and keep clients from harms way.

ROLL CALL VOTE	YES	NO		YES	NO
Negro	X				
Hafeman	X		Phillips	X	
Hofer	X		Pasternak	X	
McCole	X		Korpi	X	
Pirlot	X		Luhtanen	X	

Motion carried unanimously.

PUBLIC COMMENTS – None

BOARD COMMENTS

G. McCole suggests J. Cescolini remain in contact with CEO Kangas at NorthCare during this time.

ADJOURN

ACTION: Motion by J. Hafeman supported by G. McCole to adjourn meeting.

Motion carried unanimously.

Meeting adjourned at 2:18 p.m.

The next Regular Board meeting is scheduled for Thursday, February 7, 2019 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Special Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 8, 2019 – 3:00 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 3:10 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet*	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Phillips, Patricia	X		
Roberge, Robert	X			Zevitz, Michael Dr.		X	
Pirlot, Kevin		X		Korpi, Thomas		X	
McCole, Gerald	X			Luhtanen, Joan	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Lindow, K. Stankevich

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

PUBLIC COMMENTS – None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen asked for approval or amendment of agenda.

ACTION: Moved to approve agenda as presented.

Motion by: G. McCole supported by P. Phillips to approve agenda as presented.

Motion carried unanimously.

J. Hafeman arrived at 3:15 p.m.

ACTION ITEMS

- **Hiring Interim Chief Clinical Officer**

J. Luhtanen discussed reasons for new position and duties to be assumed. Rate of pay proposed and provided for review. Review of funding options discussed. Concerns and benefits of hiring Interim CCO discussed. Miscellaneous questions addressed.

ACTION: Moved to approve hiring an Interim Chief Clinical Officer

Motion by P. Phillips supported by G. McCole to approve immediately hiring an Interim CCO at a salary of \$72,000.00 per year.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Negro	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
McCole	X		Pasternak	X	
Luhtanen	X				

Motion carried unanimously.

PUBLIC COMMENTS – None

BOARD COMMENTS - None

ADJOURN

ACTION: Motion by G. McCole supported by P. Phillips to adjourn meeting.

Motion carried unanimously.

Meeting adjourned at 3:30 p.m.

The next Regular Board meeting is scheduled for Thursday, February 21, 2019 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 21, 2019 – 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:03 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

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

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Cescolini, J. Lindow, K. Stankevich

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

PUBLIC COMMENTS – None

APPROVAL OR AMEND AGENDA

J. Luhtanen requested addition of Recommendation from Endowment Committee as Discussion item under CEO Report. J. Cescolini requested Attorney Client Privileged Opinion issued by Bonnie Toskey of Cohl, Stoker, and Toskey dated 2/20/19 be changed to 2/21/19. J. Cescolini reminded Board members to return the annual self-study signatures sent out in January to K. Stankevich, Administrative Assistant.

ACTION: Moved to approve agenda as amended.

Motion by: M. Negro supported by K. Pirlot to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

ACTION: Moved to approve 1-24-19 Regular, 2-5-19 Special, and 2-8-19 Special Board meeting minutes.

J. Dehn not present for voting on 2/5/19. Remove from minutes.

Motion by: J. Hafeman supported by N. Pasternak to approve the 1-24-19 Regular, 2-5-19 Special with corrections and 2-8 Special Board meeting minutes as presented.

Motion carried unanimously.

PRESENTATION – Dr. Kangas, NorthCare CEO

Dr. Kangas, new NorthCare CEO, presented his personal and professional experience, observations made thus far, and funding concerns noted. States the Upper Peninsula needs to present a solid agenda in Lansing and advocates for mental health care for all. Discussed the structural changes he is making at NorthCare in leadership and integrated health care on his agenda. Miscellaneous questions addressed.

Dr. Zevitz arrived at 4:15 p.m.

ACTION ITEMS

- **Board By Laws and Policies**

Outcome: Return to next agenda. Meet at 4:00 p.m. to begin.

- **Finance**

a) **Check Disbursement – December 2018**

ACTION: Moved to approve Check Disbursement – December 2018

Motion by: G. McCole supported by M. Hofer to approve Check Disbursement – December 2018
Motion carried unanimously.

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Stuart Wilson	FI	4-1-19-to 3-31-20	Individuals who engage own staff - \$137.50/mo. Individuals not engaging own staff - \$50.00/mo Individuals with budget of \$0-\$1000=\$8.00/mo. Budget of \$1000-\$1800 = \$35.00/mo. Budget of \$1800 or more = \$137.50/mo.	Individuals who engage own staff - \$137.50/mo. Individuals not engaging own staff - \$50.00/mo Individuals with budget of \$0-\$1000=\$8.00/mo. Budget of \$1000-\$1800 = \$35.00/mo. Budget of \$1800 or more = \$137.50/mo.	None

b) Contract Grid 1-24-19 (Stuart Wilson, FI)

ACTION: Moved to approve Contract Grid 1-24-19

Motion by: M. Negro supported by J. Hafeman to approve Contract Grid 1-24-19 as presented.

Motion carried unanimously.

- **Dr. Razdan Contract Amendment**

Several options presented to Board Members. Miscellaneous questions addressed. More information requested.

Outcome: Return to next agenda.

NEW BUSINESS (Discussion only)

- **Finance**

a) **Financial Statement – September 2018 year-end**

Miscellaneous questions addressed.

Outcome: Action Item for next meeting

b) **Financial Statement – December 2018**

Miscellaneous questions addressed.

Outcome: Action Item for next meeting.

c) **Contract Grid 2-21-19 (Bedford Specialized Care, Birchwood AFC, Diane Roell, NP)**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Bedford Specialized Care	CLS Supported Housing	2-22-19 to 2-21-20	\$95.00/per diem	\$95.00/per diem	None
B	Birchwood AFC	Residential	1-1-19 to 12-31-19	Based on individual needs	Based in individual needs	None
C	Diane Roell, RN	Nurse Practitioner – psych services	3-1-19 to 2-28-20	New Contract	\$105.00/hour	New

Motion by: J. Hafeman supported by M. Negro to move Contract Grid 2-21-19 to ACTION item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Negro	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X				

Motion by: M. Negro supported by J. Hafeman to approve Contract Grid 2-21-19 as presented.
Motion carried unanimously.

- **LPC Contract**
Outcome: Return to next agenda as discussion item.
- **B. Ducoli Letter Discussion**
Outcome: Return to next agenda as a discussion item.
- **Recipient Rights Application**
Miscellaneous questions addressed. Board members want to develop an official application that gives more background information on applicants during the review of Board By Laws and Policies.

Motion by: M. Negro supported by K. Pirlot to move Recipient Rights Application to an ACTION item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Negro	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X				

Motion by: M. Negro supported by K. Pirlot to approve the application of M. Christopherson to the Recipient Rights Committee.
Motion carried unanimously.

- **CEO Report**
J. Cescolini reviewed report with Board. Miscellaneous questions addressed.
Outcome: Informational
- **Endowment Committee Requests**
J. Lindow states the Endowment Committee met earlier today and approved the following items for Board review:
\$65.00 for individual without insurance to use the Smiles on Wheels program for dental work.
\$200.00 for gas and food cards for individual whose mother is in the hospital.
\$100.00 for gas cards for individual needing transportation from new home placement to foster home where children live.

Motion by: M. Negro supported by J. Hafeman to move Endowment Committee requests to ACTION item at the present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Negro	X	

Hofer	X	Roberge	X
Pirlot	X	Zevitz	X
McCole	X	Korpi	X
Luhtanen	X		

Motion by: M. Negro supported by J. Hafeman to approve all 3 Endowment Fund Committee recommendations for a total of \$365.00.

Motion carried unanimously.

• **Closed Session**

J. Hafeman requested a motion to go into closed session to review and discuss Attorney Client Privileged Opinion issued by Bonnie Toskey of Cohl, Stoker, and Toskey dated 2/21/19.

ACTION: Moved to enter closed session.

Motion by: J. Hafeman supported by M. Hofer to go into closed session at 5:31 p.m.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Negro	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X				

CLOSED SESSION

ACTION: Motion by T. Korpi supported by M. Negro to terminate closed session.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Negro	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X				

Motion carried unanimously.

The Board Member Meeting reconvened into Open Session at 6:07 p.m.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- CMHAM Weekly Updates 1-18-19
Outcome: Informational.
- CMHA Weekly Update 1-25-19
Outcome: Informational.
- RR Annual Report 2018
Outcome: Informational.
- NorthCare Governing Board Meeting Minutes 1-16-19
Outcome: Place on file.
- Stakeholder's Community Needs Assessment Survey
Outcome: Return to C. Luse.

PUBLIC COMMENTS – None

BOARD COMMENTS

J. Luhtanen encouraged Board members to donate to the P.A.C. if possible.

M. Negro thanked J. Cescolini for her diligent work during this difficult time and noted that the culture of Northpointe is changing for the better.

ADJOURN

ACTION: Motion by G. McCole supported by R. Roberge to adjourn meeting.

Motion carried unanimously.

Meeting adjourned at 6:17 p.m.

The next Regular Board meeting is scheduled for Thursday, March 7, 2019 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant

**MENOMINEE COUNTY PARKS COMMITTEE
MINUTES JANUARY 7, 2019**

Approved 3/4/2019

1. The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at Lake Township Town Hall in Stephenson.
2. Pledge of Allegiance was recited.
3. **Reporting for roll call were:** Bob Desjarlais, Dick Peterson, Kathy Branz, County Commissioners Bill Cech and Larry Phelps and Administrator Jason Carviou. Excused were Mike Kass and Vola Bleile.
4. **Approval of agenda:** Motion by Dick Peterson to approve the agenda supported by Bill Cech with all in favor.
5. **Minutes:** Bill Cech made a motion to accept the December 3, 2018 minutes supported by Larry Phelps. All were in agreement. Motion carried.
6. **Public Comments:** None.
7. **Business:**
 - a. **Review Financials** – Administrator Jason Carviou looked at the financials via his IPAD and said the Outside storage had an increase of \$385, the inside storage was down by \$150. The renewal applications for seasonal sites will be going out in January and will be due on March 1st.
 - b. **Picnic Tables** – The wood for the picnic tables is being purchased at Menards with the 11% off. There will be 80 -10"x2"x8' and 100 - 8"x2"x8'. Picnic table frames are just about completely assembled.
 - c. **Electrical at Shakey Lakes** – Administrator Jason Carviou and Jim Quist made a list of the sites for New and updated electrical for approval from the County Board to but out bids for an approved proposal. Jason said he would like to get pictures of an existing pedestal to put on line for the bids.
 - d. **New restrooms at Shakey Lakes (replace pit toilets)** – Administrator Jason Carviou is going to contact the Michigan DNR regarding the number of bathrooms we need to cover the existing campsites. With the removal of the pit toilets at Shakey Lakes that will only leave one pit toilet at Kleinke. Jason would like to do a walk through with Jim Quist, Jim Mekash, Bob Desjarlais and any board members that would like to participate to define the project. It was agreed by everyone on the Parks Committee was given a map of Shakey Lakes indicating which pit toilets would be removed and where the new restrooms would be placed. As decided at the December meeting we are doing a men, with one stall and an urinal and sink and women's, with two stalls and a sink. Both will be with handicap accessible.
 - e. **Ask Board for Engineering Study on New Restrooms** – Bill Cech said this was brought to the Menominee County Board of Commissioners but no decision had been made as of yet.

MENOMINEE COUNTY PARKS COMMITTEE MINUTES JANUARY 7, 2019

- f. List of Accomplishments over the last 5 years.** Everyone was asked to list the projects that have been completed over the last 5 years to be compiled for a posting at the parks.
 - g. Review the Meeting Schedule –** The schedule was approved as passed out with a motion by Dick Peterson supported by Bill Cech with all in favor.
- 8. Correspondence:** Jason had a bundle of 3 Hour National Firewood, a pre-package all natural wood compressed with starters that is to burn for up to 3 hours. He felt the Parks or the Concession stand could use this as an added income. This was going to be looked into further.
- 9. Any other item Members Wish to Present:** Dick Peterson stated he would like to see an increase in the parking lot at Resort Lake, as the current parking is partially submerged and too small. A suggestion to excavate the hill and possibly remove some trees to expand the parking area and to make a circular drive with parking on the side to accomplish this.
- Larry Phelps asked about the Shakey Lakes sign by County Road 577 and G12 being brushed out – Bob Desjarlais stated this was already in process. It was discussed to ask the Menominee County Road Commission to put some fill in by the sign to keep the weeds and brush down as this is in their right of way.
- 10. Public Comment:** None.
- 11. Adjournment –** Motion by Bill Cech to adjourn supported by Dick Peterson with all in favor at 7:45 PM
- 12. Next meeting** will be at Lake Township Hall in Stephenson on February 4, 2019 at 6PM.

**MENOMINEE COUNTY PARKS COMMITTEE
MINUTES MARCH 4, 2019**

*Approved
4/1/2019*

1. The meeting was called to order at 6:00 PM by Vice-Chair, Dick Peterson at Lake Township Town Hall in Stephenson.
2. Pledge of Allegiance was recited.
3. **Reporting for roll call were:** Dick Peterson, Kathy Branz, Mike Kass, Vola Bliele, County Commissioner Larry Phelps and County Administrator Jason Carviou. Excused was Bob Desjarlais. Others in attendance were Karen Kayser, Jim Quist, Charlene Peterson and Colleen VanElls.
4. **Approval of agenda:** Motion by Mike Kass to approve the agenda supported by Vola Bliele with all in favor.
5. **Minutes:** Dick Peterson made a motion to accept the January 7, 2019 minutes supported by Larry Phelps. All were in agreement. Motion carried.
6. **Public Comments:** None.
7. **Business:**
 - a. **Review Financials** – Administrator Jason Carviou stated the Shakey Lakes lease sites are at \$55,000. Karen Kayser said 3-4 are late and one has to be filled. Kleinke lease sites are at \$11,000 the balance will be for the one/two month leases done during the summer. \$3,151 for the stump removal has been paid and was added to the budget by the County Board.
 - b. **Picnic Tables** – All the current picnic tables have been placed. Jim Quist stated we could use 60 more to complete this project. A motion by Kathy Branz to apply for a grant for 30 more tables supported by Mike Kass. All were in favor.
 - c. **Electrical at Shakey Lakes – review ad/specs for bid:** Administrator Jason Carviou presented the board with a bid proposal for update and new for Shakey Lakes – after much discussion Bass Lake will be done at a later date and the sites to be updated V1, 6 & 7 and 70 to 75. New will be P1,2, 9, & 10 along with adding the three pavilions. Jason will redo the bid and present to the County Board.
 - d. **New restrooms at Shakey Lakes (replace pit toilets)** – Administrator Jason Carviou stated he contacted the DNR/DEQ regarding removal of the pit toilets. We do have enough stalls to cover our campsites. Jim will remove the two pit toilets across from the old bath house. They must be pumped, filled with dirt (no wood) and then covered with sod. As the new toilets are installed we will remove the other pit toilets.
 - e. **Ask Board for Engineering Study on New Restrooms** – DGR Engineering presented a quote of \$3,500 to do the “Engineered Drawings”. An addition \$750 for construction specification and \$150 for biding documents. These services total \$4,400 a motion by Vola Bleile to ask the County Board to approve this supported by Mike Kass. All were in favor.

- f. **List of Accomplishments over the last 5 years.** A list of accomplishments was attached to the meeting packet. Items to be added are Kleinke –increased size of 4 campsites, Shakey Lakes – Reroofed 2 pavilions with steel, added 4-handicap accessible sites with 50amp service, pavilion by playground, 200+ stumps removed on grounds. Increased walking trails at all parks.
- g. **Morning Dove Productions – Colleen Van Ells** – Colleen said she got this idea from a lady that does fund raisers – to get sponsors to cover some of the cost – example Anderson Diehm will sponsor the band for the fair. She also follows up with a thank you ad for the sponsor. She asked about any other activities and Branz stated there is the Ice Cream Social and plant sale at Bailey Park. Jason also informed her about the Kayak Tournament which will be held on free fishing weekend June 8 & 9th. She suggested checking for vendors – Zack does bring in some kayak vendors but there could be others. A motion by Kathy Branz to approve the continuation of advertising on POLKA POLKA POLKA supported by Vola Bleile with all in favor.
- h. **Porches/decks on lease sites:** Jim Quist and Karen both said no to porches/decks on sites. It is on the lease agreement allowed with board approval. A suggestion to give specifications if allowed such as 6 X 8 on cement blocks and must be removed when leave site. To be reviewed for next year's lease.
- i. **Solid Waste Container Bids** – A bid for 3 – 8 cubic yard containers (to be emptied once a week) and 1-10 cubic yard container for ash and 1 – 8 cubic yard container for Kleinke. Jim also said he could use 15 steel barrels for parks. Bid approved by Parks Committee.
- j. **Amended budget for stump removal** – This was already approved by the County Board. After discussion it was decided to add for more stump removal at Kleinke and Shakey on next year's budget.

8. **Correspondence:** None.

9. **Any other item Members Wish to Present:** Parking by the boat launch was a subject that arose. We had talked about it at an earlier time and it was suggested to get a cost on taking out part of the hill and circling the road back to the road coming in to have parking on both sides. This would more than double the parking space at the boat ramp. Both Larry Phelps and Dick Peterson felt this would be a large improvement at a minimal cost, Jim Quist felt it could be accomplished by removing the top soil and just the cost of gravel..

Jim Quist he would like to remove 8 lights from the old bath house and new bath house and replace with LED lighting. This would be a cost effective move.

10. **Public Comment:** None.

11. **Adjournment** – Motion by Mike Kass to adjourn supported by Vola Bleile with all in favor at 8:20 PM

12. **Next meeting** will be at Lake Township Hall in Stephenson on April 1st at 6 P.M.

Menominee Regional Airport Committee
Minutes of Meeting
March 19th, 2019

Approved
4/16/19

*****DRAFT*****

The Menominee Regional Airport Committee met on March 19th, 2019 at 4:00 PM at the Menominee County Courthouse, Courtroom B.

- A. **Call Meeting to order:** Com. Gromala called the meeting to order at 4:00 PM
- B. **Pledge of Allegiance:** Recited by all
- C. **Roll Call:** Coms. Gromala, Piche present; Com. Cech-absent, excused. Also present were Jason Carviou, Jeff LaFleur and Doreen Averill
- D. **Approval of Agenda:** Jason Carviou requested to amend agenda to include discussion of Japanese Knot-weed as #3 under Other Business. Com. Piche made a motion to amend the agenda as requested, seconded by Com. Gromala ~ motion carried 2/0. A motion was made to approve the amended agenda by Com. Piche, seconded by Com. Gromala ~ motion carried 2/0.
- E. **Approval of Previous Minutes:** Com. Piche moved to approve the minutes from the February 19th, 2019 meeting, Com. Gromala seconded ~ motion carried – 2/0
- F. **Public Comment:** None
- G. **Presentations:** None
- H. **Business**

Financial

- 1) Month-End Budget Report Status – **Jason:** The budget is looking good except for a couple areas. We already know about the Airfield Maintenance account. The others, Overtime and Equipment Fuel Purchase-Diesel – is due to the excessive snow/snow removal for this winter season. Diesel fuel won't be needed now until late summer. Office supplies is over because the printer was in need of ink cartridges – the printer is good now for quite a while.

Another issue, the circuit board at the fuel farm. I'll have Jeff explain it. **Jeff:** We had a power surge at the Airport. It took out the circuit board at the fuel farm. Immediate repairs needed to be done ~ it's completely fixed now, however, the cost will be around \$937. It is *supposed* to come out the of "Field Maintenance" account – which is already over budget. We just want to make you aware of the situation.

- 2) Manager's Report ~

- a) Fuel Sales: **Jason:** Fuel sales have been down, but we've had a horrible winter season. We're sure sales will pick up now that we're headed toward the summer months. We sold 367 gal. 100LL: totaling \$1,854.00, and 348 gal. AvGas: totaling \$1,670.00 for a grand total of \$3,524.00 for the month of February.
- b) Activity: **Jeff:** This time of year is always slow in activity. The weather has put a crimp on everyone's activities. Hope to turn the corner on activities now that the

weather's improving.

Other Business

- 1) Discussion/Action ~ Regulator/Transformer for Runway Lighting System – **Jason:** Jeff obtained a couple of estimates for the Runway Lighting System. 1) We can rebuild it – meaning rewire the unit, replace all 24 capacitors and test the unit for \$4986.61. 2) Remove existing Constant Current Regulator (CCR) and replace it with a new ADB Safegate CCR for \$19,051.10 or 3) Remove existing CCR and replace it with a new Astronics CCR for \$18,231.55. **Com. Gromala:** I'm in favor of the rebuild; **Com. Piche:** As long as it's brought up to safety standards, I'll go along with the rebuild. **Jason:** Both Jeff and I recommend the rebuild. A motion was made by Com. Piche to recommend the rebuild to the full CB, seconded by Com. Gromala. Motion carried 2/0
- 2) Update ~ Civil Air Patrol Lease ~ **Jason:** I talked to the Commander last week. She is ok with everything presented in the lease. "In-kind" services will be done on a priority basis. It will need to go their attorneys and their Corporate Headquarters for signatures.
- 3) Discussion/Informational ~ **Jason:** We have received word that an invasive species, Japanese Knotweed, has been found at the Airport. The "Wild Rivers Invasive Species Coalition" (WRISC) has sent notification that the Airport shows the presence of the invasive species "Japanese Knotweed". They would like to come out to the Airport to eradicate, free of charge, but they need permission to access the Airport. **Com. Gromala:** Do I have a motion to allow WRISC into the Airport to treat against the "Japanese Knotweed"? **Jason:** This is something that does not need a Committee vote. This was just an FYI for the Committee. We are just going to go ahead with it.

A. **Public Comment:** None

B. **Commissioner Comment:** **Com. Piche:** I just wanted to say that the sun is shining and it's the sign that spring is coming!

C. **Next Meeting:** April 16th, 2019

D. **Adjourn:** A motion to adjourn was made by Com. Piche, seconded by Com. Gromala. Motion carried 2/0.

Menominee county Fair Board

March 20, 2019 - Minutes

Present: Deb Smith, Eric Tickler, Judith Dobinkr, Dave Pomeroy, Nikki Tebo, Chad Oczus, Jim Moker

Absent: Bill Czech, Jessie Betters

Meeting called to order at 6:08 pm by Nikki

Motion for approval of agenda by Dave, Jim Seconded. Motion Carried

Motion to approve minutes by Chad Deb Seconded Motion Carried

Public Comment:

None

Old Business:

Nikki Moved to ask Roy Berto to run veterans and church programs. Deb 2nd motion passes.

New Business:

Dave moves to accept bylaws with edits Nikki 2nd motion passed.

Chad Moves to add Deb Smith to checking account. Nikki 2nd motion passed

Officer elections 2019:

President -Nikki Tebo

Vice President- Chad Oczus

Treasurer- Deb Smith

Next meeting was set for Apr 17th at MSU extension at 6:00pm.

deb moved to adjourn Judith 2nd motion passed.

Meeting adjourned 8:49 pm

Respectfully submitted,

Eric Tickler

Fair Manager/Secretary

MENOMINEE COUNTY LIBRARY BOARD
Minutes March 12, 2019

Approved: April 9, 2019

C. Peterson called the meeting of the Menominee County Library Board to order at 4:00 PM on Tuesday March 12, 2019.

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

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

Public Participation: No public present.

J. Freis moved to approve the minutes from the February 19, 2019 meeting, support by N. Tuinstra. Motion carried.

M. Fagan moved to approve the February financials, support by A. Rivard. Motion carried.

J. Freis moved to approve the March bills, support by N. Tuinstra. Motion carried.

Director's Report

The Friends and the 4-H Youth Leadership had their Pajama Storytime on March 5th. While overall attendance was down the Youth Volunteers still had a wonderful time.

We added a community stops for the Bookmobile at Gary's in Wallace and at the Goodwill workshop in Carney. The Easter Bunny is coming on April 20th with an Egg Hunt and pictures the Library. Rosie May, and egg artist will be here for two workshops demonstrating Ukrainian egg decoration on April 8.

Ann Murray is working with the Pocket Park Planners in Hermansville and is writing an M&M Grant to install a story trail up there. Gina is also writing a grant for replacing our aging water fountain and Heather is looking for some additional funding for our Summer Reading Programs.

The roof/ceiling in the children's area continues to leak. Jim Mekash is aware of the issues and is working on the problem. The fax machine is becoming quirky. The display function no longer displays though it still will send a fax.

New Business:

Discussion on migrating library computers to Windows 10 and the logistics of which machines to replace and which to retire as more people are using the library Wi-Fi connection with their own devices.

Public Participation: No public present

As there was no further business, M. Fagan moved to adjourn the meeting, support by N. Tuinstra. Motion carried. Meeting adjourned at 4:50 PM.

Submitted by:
Amanda Winnicki, Library Director

To be Approved
4/18/19

January 17, 2019

5:02 PM – Menominee County 9-1-1 Governing Board Meeting called to order at Menominee Police Department by Chairman Dessart.

Members in attendance: Josh Jones, John Starzynski, Jerry Christiaens, Mark Petersen, Josh Dessart, Carl Johnson, Rick Bastien, Ken Marks

Also in attendance: 911 Director Brian Barrette, Deputy Director Andy Primeaux, Commissioner Jerry Piche, Commissioner Bill, Cech, Jim Swanson – JS Electronics.

1. Approval of Agenda as amended (Added Item 3.5 – Changes in representatives Motioned: Jerry Christiaens, 2nd: John Starzynski, AIF.
2. Minutes of previous meeting, Motioned to accept minutes as printed: Carl Johnson, 2nd: Jerry Christiaens, AIF
3. Public Comment: None Motion to close by John Starzynski, 2nd: Jerry Christiaens, AIF
- 3.5 Changes in Representatives (County Commissioner David Prestin, Stephenson Fire Rick Bastien).
4. Meeting Schedule: A meeting schedule established to meet on the 3rd Thursday of January, April, July and October. Meeting times to be 5 PM standard time. 2 of the meetings to be held in Menominee, and 2 of the meetings to be held in Stephenson. Motion by Rick Bastien, 2nd by John Starzynski, AIF
5. Chairman Dessart passed out copies of the current 9-1-1 Final Plan.
6. Upcoming Training: - ICS 300 & ICS 400 being held at the Island Resort in Harris.
7. Director's Report: Brian & Andy spoke about the problems the Regional 9-1-1 Authority has with the CAD server in Chippewa County.
8. Next Meeting: April 18, 2019 @ 5 PM in Stephenson.
9. Governing Board Member Comments:
 - John Starzynski – The radio tower in Stephenson is being sold, but the City of Stephenson and Menominee County will still have full access to the tower for communication needs. John also stated that the radio coverage in his area is much improved since the repeater repairs.
 - Sheriff Marks – The Sheriff's Department is moving forward with installing Mobile Data Terminals in their squad cars which will interface with the Region's CAD. - This also includes a new Record Management System. The RMS servers will be hosed in Chippewa County and in Negaunee. A company from North Carolina is overseeing the install.
 - Mark Petersen – Questioned Director why the time given by the Dispatcher was not accurate. - Dep. Director Primeaux believes it may be related to time settings with the radio console. Questioned Director why Menominee Fire Department is being dispatched to call outside the City. - Director Primeaux is working on CAD mapping to remedy. Questioned Director when will CAD AVL be available. - Director Barrette stated there are updates needed on the Region's server before AVL can be available
10. Public Comment:
 - Bill Cech – Radio coverage is much improved since repairs made to Bagely Repeater. County Board working with JS Electronics on a repeater maintenance contract.
 - Commissioner Piche – Thanked the Governing Board for progress on radio improvements. Thanked Chairman Dessart for the moment of silence for Firefighter Kollman. Stated that Commissioner Cech was replaced because Commissioner Prestin really wanted to be on 9-1-1 Governing Board.
11. Motion to adjourn by Carl Johnson, 2nd by Jerry Christiaens, AIF