

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> 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 9, 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
  - March 26, 2019 ~ 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):*
- H. Department Head/Elected Officials Reports *(limited to ten minutes):*
  - Administrator's Report
- I. Action Items
  - 1. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve adding an additional Assistant Prosecuting Attorney position in the Prosecuting Attorney's office at a pay grade 12.
  - 2. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ 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.
  - 3. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve new and updated job descriptions for the Chief Assistant Prosecuting Attorney and the Assistant Prosecuting Attorney.

*Steven Gromala*

*Gerald Piche – Chairperson*

*William Cech – Vice Chairperson*

*Larry Phelps*

*Larry Johnson Jr.*

*Jan Hufeman*

*David Prestin*

*Bernie Lang*

*Larry Schei*

4. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ 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.
5. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ 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.
6. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve changing the current full time "Lineman" title to a "Lead Operations Technician" at a pay grade 10.
7. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the new and updated job descriptions for the Airport Lead Operations Technician and Airport Operations Technician positions.
8. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve updating the County Administrator's job description to include management responsibilities of the Menominee Regional Airport.
9. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ 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.
10. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ 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"
11. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Commissioner per diems and expenses as recently submitted.
12. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve miscellaneous bills paid on March 21, 2019 in the amount of \$77,172.80.
13. 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. Parks Price list – Kleinke: buy six nights get 7<sup>th</sup> night free
  - b. Parks Solid waste removal bids
  
3. Miscellaneous Items:
  - a. Security & Detection Systems quote
  - b. Judge Hass request for employee vacation roll over or payout
  - c. Building Code spring/summer hours
  
4. Finance Items:
  - a. FOIA Fee Schedule – update Equalization info.
  - b. FEMA payout of invoices to patrons who helped with the flood
  - c. Auditor Bids
  - d. Courthouse complex cleaning contract
  - e. Review Commissioner per diems and expenses
  - f. Miscellaneous bills paid on March 21, 26, 29 & April 4, 2019 in the combined amount of \$271,302.98.

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ 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: \_\_\_\_\_ Time: \_\_\_\_\_

O. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to return to open session.

P. Adjourn

March 26, 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 in Courtroom B, Courthouse, Menominee, Michigan.

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

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

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

**Absent:** None.

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

Moved by Com. Hafeman, seconded by Com. Cech to approve the minutes from the March 12, 2019 Regular County Board Meeting. Motion was approved 9-0.

**Public Comment:**

- Jacqueline M. Boudreau – Commented in support of the CASA matching grant.

**Presentations:**

- Parker Jones, MSUE Innovation Counselor – Updated the board on the work he has been doing in Menominee County and the U.P. over the past 10 months.
- Senator Ed McBroom, Judge Mary Barglind and Judge Christopher Ninomiya – Updated the board on the passage of SB 87 and thanked the board for their support. This was the very first bill that Governor Whitmer signed. This allows Menominee County to retain the judicial position in the 95A District Court.

**Department Head/Elected Officials Reports:**

- Jason Carviou, County Administrator – Gave Administrator's Report with updates and announcements.

**Action Items:**

Moved by Com. Gromala, seconded by Com. Hafeman to approve Resolution 2019-08 recognizing the Honorable Jeffrey Barstow for 34 years of service with Menominee County. Motion was approved by a roll call vote 9-0. (Attachment A)

Moved by Com. Cech, seconded by Com. Schei to approve an invoice from Morning Dove Productions in the amount of \$2,600 for parks advertising. (Account 208-751-901.00). Motion was approved 9-0.

- d. Airport – Restructure of Organizational Chart and Personnel. – The Personnel Committee recommends eliminating the Airport Manager and Part-Time Lineman positions at the airport and adding one Full-Time position. The current Lineman position would be renamed as the Lead Operations Technician and the new position would be the Operations Technician. The County Administrator and Lead Operations Technician would take on the roles of the previous Airport Manager position. The consensus of the board is to move this item forward to the next meeting as an action item.
- e. Airport – Lead Operations Technician & Operations Technician Job Descriptions/Pay Grades. – The Personnel Committee recommends changing the positions titles at the airport to “Lead Operations Technician and Operations Technician respectively. The Lead Operations Technician would be pay grade 10 and the Operations Technician would be pay grade 9. The consensus of the board is to move this item forward to the next meeting as an action item.
- f. Airport – County Administrator’s Job Description. – The Personnel Committee recommends updating the County Administrator’s job description to reflect new responsibilities as the Airport Director. - The consensus of the board is to move this item forward to the next meeting as an action item.
- g. Administration – County Administrator’s Performance Evaluation Form. – The County Board will be discussing the County Administrator’s Performance Evaluation at the April 9, 2019 meeting. This is a review of the evaluation form and opportunity for any changes before being sent to Commissioners to complete. The consensus of the board is to continue using the same Evaluation Form that was used at the last evaluation.
- h. Drug-Free Workplace Policy. – The Personnel Committee recommends a change to the current Drug Free Workplace policy to include an exemption for law enforcement and staff that handle controlled substances as part of their job duties after a request was received from the Teamsters Union. The consensus of the board is to move this item forward to the next meeting as an action item.

**Building and Grounds/Parks Items:**

- a. Art Place Sculpture & Location. – The MBDC received a grant for \$67,500 to be used for public art in regards to economic development. The MBDC has chosen a project that creates three fish sculptures that tie in to the local economy and recreation in the community and would like to place one of the sculptures on the courthouse property. The consensus of the board is to move this forward as an action item at this meeting.

Moved by Com. Hafeman, seconded by Com. Schei to make the approval of placing the art sculpture on the courthouse property an action item at this meeting. Motion was approved by a roll call vote 9-0.

Moved by Com. Hafeman, seconded by Com. Schei to approve the placement of an art sculpture on the courthouse property (exact location to be determined at a later date). Motion was approved by a roll call vote 9-0.

**Miscellaneous Items:**

- a. Friend of Court – Cyber Security Audit. – The Finance Committee recommends approving a quote from MGT in the amount of \$17,020 (\$6,500 County Responsibility) for the security audit required by the State of Michigan in the Friend of Court and Prosecuting Attorney’s Office. The consensus of the board is to move this item forward to the next meeting as an action item.
- b. Veteran’s Grant Budget Amendment. – The Finance Committee recommends allowing the County Administrator to submit his proposed budget amendment to the MVAA for consideration as presented. There is no action needed on this item. The consensus of the board is to allow the County Administrator to present this proposed budget amendment to the MVAA for conderation.
- c. Airport Runway Lighting Regulator. – The Airport Committee recommends approving a quote from J. Ranck Electric to replace the capacitors in the regulator that operates the runway lights on runway 3-21 in the amount of \$4,986.61. The consensus of the board is to move this item forward as an action item at tonight’s meeting due to the urgency of replacing the capacitors.

Moved by Com. Hafeman, seconded by Com. Cech to make the approval of a quote from J. Ranck Electric to replace the capacitors in the regulator that operates the runway lights on runway 3-21 in the amount of \$4,986.61 an action item at this meeting. Motion was approved by a roll call vote 9-0.

Moved by Com. Hafeman seconded by Com. Cech to approve a quote from J. Ranck Electric to replace the capacitors in the regulator that operates the runway lights on runway 3-21 in the amount of \$4,986.61. Motion was approved by a roll call vote 9-0.

**Finance Items:**

- a. Commissioner Per Diems and Expenses. – The consensus of the board is to move this item forward to the next meeting for approval.
- b. Miscellaneous bills paid on March 21, 2019 in the combined amount of \$77,172.80. – The consensus is to move this item forward for approval at the next meeting.

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

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

**Public Comment:**

- Pat Cheski – Commented on the approval of creating new positions and pay grades without going through a DMG study first. She cautioned the board about doing this.

**Commissioner Comment:**

- Com. Cech – Commented that the board got a lot done tonight. Also, it was good news that the county was able to retain the judicial position in the 95A District Court.
- Com. Piche – Commented that Judge Ninomiya brought cupcakes from his wife's bakery for everyone to enjoy after the meeting.
- Com. Lang – Commented that he thanked Pat Cheski for her comments and encouraged the board to listen to her.
- Com. Phelps – Commented that he would like to keep the community in our thoughts and prayers with things that have happened recently.

Moved by Com. Prestin, seconded by Com. Cech to adjourn at 8:28 p.m. Motion was approved 9-0.

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Gerald Piche, Chairman

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Marc Kleiman, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Prosecuting Attorney Office Restructure</b>
<b>DEPARTMENT:</b>	<b>Admin. /Personnel</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Personnel Committee recommends adding another full-time attorney to the Prosecuting Attorney's Office and restructure the current organizational structure by designating a Chief Assistant Prosecuting Attorney.</p>	
<b>RECOMMENDED MOTION</b>	
<ul style="list-style-type: none"> <li>• To approve adding an additional Assistant Prosecuting Attorney position in the Prosecuting Attorney's office at a pay grade 12.</li> <li>• 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.</li> <li>• To approve new and updated job descriptions for the Chief Assistant Prosecuting Attorney and the Assistant Prosecuting Attorney.</li> </ul>	

Submitted by: Jason Carviou

04/05/2019

Date

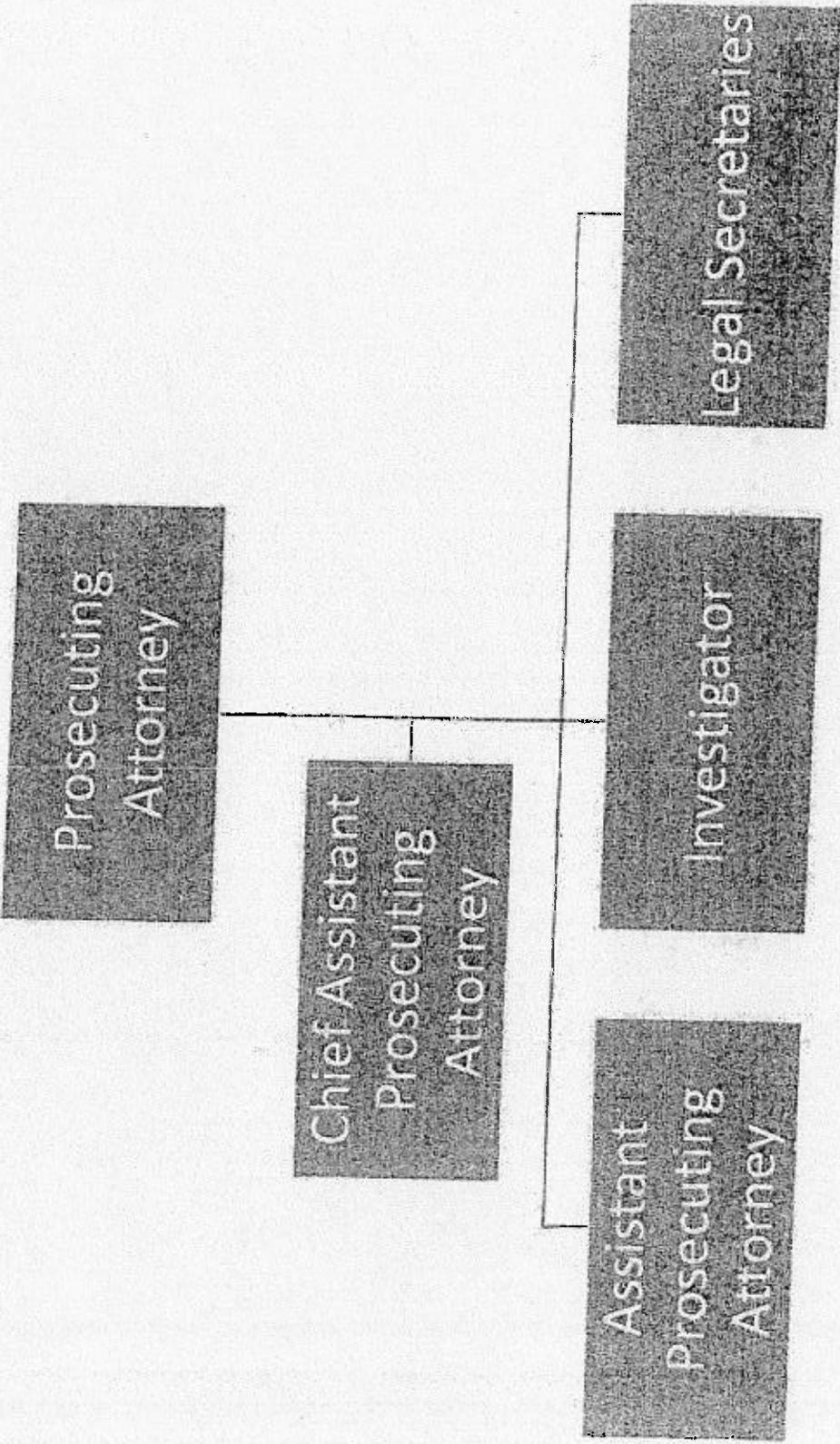
### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

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



Position	Grade/Step	Salary	Medical Insurance	Life Insurance	FICA	FIC - MED	Worker's Compensation	Retirement	TOTAL
Assistant Prosecuting Attorney	Grade 16/Step 1	\$ 60,256.41	\$ 19,286.78	\$ 30.00	\$ 3,735.90	\$ 873.72	\$	\$ 4,820.51	\$ 89,241.93
Assistant Prosecuting Attorney	Grade 15/Step 1	\$ 57,390.99	\$ 19,286.78	\$ 30.00	\$ 3,558.24	\$ 832.17	\$	\$ 4,591.28	\$ 85,916.73
Assistant Prosecuting Attorney	Grade 14/Step 1	\$ 54,527.19	\$ 19,286.78	\$ 30.00	\$ 3,390.69	\$ 790.64	\$	\$ 4,362.18	\$ 82,593.40
Assistant Prosecuting Attorney	Grade 13/Step 1	\$ 51,660.15	\$ 19,286.78	\$ 30.00	\$ 3,202.93	\$ 749.07	\$	\$ 4,132.81	\$ 79,266.32
Assistant Prosecuting Attorney	Grade 12/Step 1	\$ 48,794.73	\$ 19,286.78	\$ 30.00	\$ 3,025.27	\$ 707.52	\$	\$ 3,903.58	\$ 75,941.11

## Menominee County, Michigan Position Description

**Title:** Chief Assistant Prosecuting Attorney  
**Department:** Prosecuting Attorney  
**Date:** February 2019 -DRAFT

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### **Purpose of Position**

Under the direction of the Prosecuting Attorney, regularly performs the functions of an Assistant Prosecuting Attorney, including reviewing and authorizing requests for warrants, determining the appropriate charge and prosecuting criminal cases. Regularly assumes responsibility for prosecuting the more serious and sensitive cases. Supervises legal staff and assists the Prosecutor with other management and administrative functions of the office. Acts for the Prosecuting Attorney in the absence of that official.

### **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.**

- As supervisor of legal staff, participates in employment interviews and selection, assists in the training of staff, assigns work, and assists with employee relations matters.
- Regularly performs the duties of an Assistant Prosecuting Attorney, including researching and preparing criminal cases for trial, appearing in court for pleas, sentencing, arraignments, pre-trials, trials and other matters to represent the Prosecuting Attorney, and drafting various legal documents, briefs and memoranda.
- Assists in administering departmental operations, developing policies and procedures, and other administrative functions. Assists the Prosecuting Attorney in ensuring compliance with all policies and procedures of the office.
- Assists legal and support staff with inquiries related to operational and procedural matters.
- Assists professional staff in the analysis of specific cases, advises on case development and serves as a mentor on legal matters.
- Advises and assists law enforcement officers within the County on legal issues and problems, questions of law and procedure, interpretation of court rulings, case preparation and other matters related to criminal prosecution. Gives legal advice and drafts and authorizes search warrants.
- Prepares and argues appeals, includes legal research, responding to appellant's brief, and preparing pleadings and briefs to be presented and/or argued before the appellate courts. Reviews appellate matters and assigns to legal staff within the office.

## Chief Assistant Prosecuting Attorney

- Provides legal opinions to County officials and performs civil work for designated departments as assigned by the Prosecuting Attorney.
- Represents the Prosecuting Attorney at various meetings and functions as designated. Collaborates with other agencies and groups on educational and other efforts designed to address criminal justice issues.
- Acts for the Prosecutor in the absence of that official.
- Performs other related functions as assigned or required.

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

Juris Doctorate with one year of law clerk and/or trial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a license to practice Law in Michigan.

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

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

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as police reports, legal documents and court orders, complaints, warrants, petitions, motions, briefs, subpoenas, statutes, ordinances, administrative rules, legal Webster, warrant and trial manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Prosecuting Attorney and all department personnel, Judges and Court personnel, law enforcement personnel and agencies, witnesses, victims, medical professionals, social workers, mental health workers, other attorneys and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Menominee County, Michigan Position Description

**Title:** Assistant Prosecuting Attorney  
**Department:** Prosecuting Attorney  
**Date:** October 2000

*Will remain as  
 position for  
 next 3-4  
 yrs -  
 Chief of  
 Police*

### Purpose of Position

*(MDHHS) MI Dept. of Health + Human Services*

The purpose of this position is to prosecute criminal offenses in District and Circuit Courts, prosecute juveniles and represent the ~~Family Independency Agency (FIA)~~ in Probate Court and the Court of Appeals, and to prosecute mental commitment hearings for Northpointe Behavioral in Probate Court. The work is performed under the direction of the Prosecuting Attorney.

### 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.

- Prosecutes criminal and juvenile delinquent offences; prosecutes civil forfeitures and infractions; prosecutes mental commitment hearings; prosecutes order to show cause/reimbursement orders for Probate Court; prosecutes personal protection order violations.
- Prosecutes child abuse cases for the FIA including termination of parental rights and appeals; prosecutes child support cases for the Friend of the Court.
- Prepares a variety of legal documents, reports and correspondence; writes briefs on appeals and motions on pending cases; prepares search and arrest warrants. Prepares document subpoenas to obtain blood results from Wisconsin hospitals. Submits documents to Judges for signature.
- Meets with crime victims and witnesses; meets with defendants regarding criminal offences and traffic matters.
- Provides legal advice to law enforcement personnel and agencies.
- Makes criminal charging decisions; requests police reports.
- Coordinates videotaped testimony.
- Reschedules Court hearings because of witness unavailability.
- Performs other related functions as assigned or required.

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

Juris Doctorate with one year of law clerk and/or trial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a license to practice Law in Michigan.

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

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

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as police reports, legal documents and court orders, complaints, warrants, petitions, motions, briefs, subpoenas, statutes, ordinances, administrative rules, legal Webster, warrant and trial manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Prosecuting Attorney and all department personnel, Judges and Court personnel, law enforcement personnel and agencies, witnesses, victims, medical professionals, social workers, mental health workers, other attorneys and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

#### **Physical Requirements**

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

**Environmental Adaptability**

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>Sheriff Dept. – (3)PT to (2)FT</b>
<b>DEPARTMENT:</b>	<b>Personnel/Sheriff Dept.</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Personnel Committee has recommended that 3 part-time positions at the Sheriff's Office be converted to 2 full-time positions.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>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.</p>	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

Position	FTE	Hrs/Week	Hourly Wage	Projected Salary	Holiday Pay	Longevity	Hospital Ins.	Life Ins.	FICA	FICA-MED	Work Comp	Retirement	Uniform Allowance	TOTAL
Corrections - PT	0.63	25	\$ 15.00	\$ 19,500.00	\$	\$	\$	\$	\$ 1,209.00	\$ 282.75	\$ 656.37	\$	\$ 600.00	\$ 22,248.12
Corrections - PT	0.63	25	\$ 15.00	\$ 19,500.00	\$	\$	\$	\$	\$ 1,209.00	\$ 282.75	\$ 656.37	\$	\$ 600.00	\$ 22,248.12
Corrections (casual) Work Van	0.33	15	\$ 10.50	\$ 7,098.00	\$	\$	\$	\$	\$ 440.08	\$ 102.92	\$ 238.92	\$	\$	\$ 7,879.92
TOTALS	1.59	63	\$	\$ 46,098.00	\$	\$	\$	\$	\$ 2,858.08	\$ 668.42	\$ 1,551.66	\$	\$ 1,200.00	\$ 52,376.16
Position	FTE	Hrs/Week	Hourly Wage	Projected Salary	Holiday Pay	Longevity	Hospital Ins.	Life Ins.	FICA	FICA-MED	Work Comp	Retirement	Uniform Allowance	TOTAL
Corrections - FT	1	40	\$ 17.95	\$ 37,336.00	\$ 4,272.10	\$	\$ 19,286.78	\$ 30.00	\$ 2,280.76	\$ 533.40	\$ 2,508.97	\$ 3,328.65	\$ 600.00	\$ 70,176.66
Corrections - FT	1	40	\$ 17.95	\$ 37,336.00	\$ 4,272.10	\$	\$ 19,286.78	\$ 30.00	\$ 2,280.76	\$ 533.40	\$ 2,508.97	\$ 3,328.65	\$ 600.00	\$ 70,176.66
TOTALS	2	80	\$	\$ 74,672.00	\$ 8,544.20	\$	\$ 38,573.56	\$ 60.00	\$ 4,561.51	\$ 1,066.81	\$ 5,017.94	\$ 6,657.30	\$ 1,200.00	\$ 140,958.31
PROJECTED BUDGET IMPACT														
\$ 87,977.16														

2016/2019 OT YTD 02/28/2019  
2018/2019 OT TREND YEAR ENDING  
2017/2018 ACTUAL  
2016/2017 ACTUAL

\$ 50,209.44  
\$ 120,302.66  
\$ 145,310.71  
\$ 123,463.00



# Menominee County Sheriff's Office

**Kenny Marks, Sheriff**

**Mike Holmes, Undersheriff**

831 Tenth Avenue • Menominee, MI 49858  
Phone: (906) 863-4441 • Toll Free: 1-800-236-0242 • Fax: (906) 863-2239

January 10, 2019

## REPORT

*Overtime Paid for Fiscal years ending 2016, 2017 and 2018 - Corrections Deputies*

The below figures are only for the following overtime reasons:

- Coverage due to illness, vacation, personal or compensatory time off.
- Coverage due to transport of inmate to or from a hospital or to or from another facility.
- Courthouse security - including, bailiff, vestibule, high profile trials.
- Part-time employee working more than 43 hours in one week.
- Mandatory 4-hour overtime to cover 8-hour straight time into a 12-hour shift.
- Including compensatory time earned

Fiscal Year Ending	Value of Overtime Paid	% Above previous year
2016	61,905.93	
2017	109,692.25	77.19% increase
2018	155,616.58	42.77% increase

These figures result in safety issues for the staff.

- Staff gets burned out
- Scheduling issues results in conflicts with employee's health and employment moral

Several of the employees will work their 12-hour shift and stay to cover another 4 hours of the next shift. Or they will go home, sleep for 2 hours and return for another 4. Or sleep for 4 hours and come in to cover the last 4 of a 12-hour shift and stay for their next shift. It has not been unusual for an employee to work 16 hours, sleep for a few hours and come back for another 12-hour shift. Not only is this a safety concern, but the employee no longer has a family life to enjoy.

A more detailed hourly breakdown of the past 3 fiscal years:

Fiscal Year Ending	Full-Time Overtime Hours Worked	Part-time Hours Worked	Total hours	Equivalent of Full-Time Positions
2016	1950	3175	5125	2.46
2017	3845	3320	7165	3.45
2018	4973	3524	8497	4.09

*\*\*Menominee County is an equal opportunity provider and employer\*\**

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Airport Restructure</b>
<b>DEPARTMENT:</b>	<b>Administration/personnel</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Personnel Committee recommends eliminating the Airport Manager and Part-Time Lineman positions at the airport and adding one full-time position. The current lineman position would be renamed as the Lead Operations Technician and the new position would be the Operations Technician. The County Administrator and Lead Operations Technician would take on the roles of the previous Airport Manager position.</p>	
<b>RECOMMENDED MOTION:</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• To approve changing the current full time "Lineman" title to a "Lead Operations Technician" at a pay grade 10.</li> <li>• To approve the new and updated job descriptions for the Airport Lead Operations Technician and Airport Operations Technician positions</li> </ul>	

Submitted by: Jason Carviou

04/05/2019  
Date

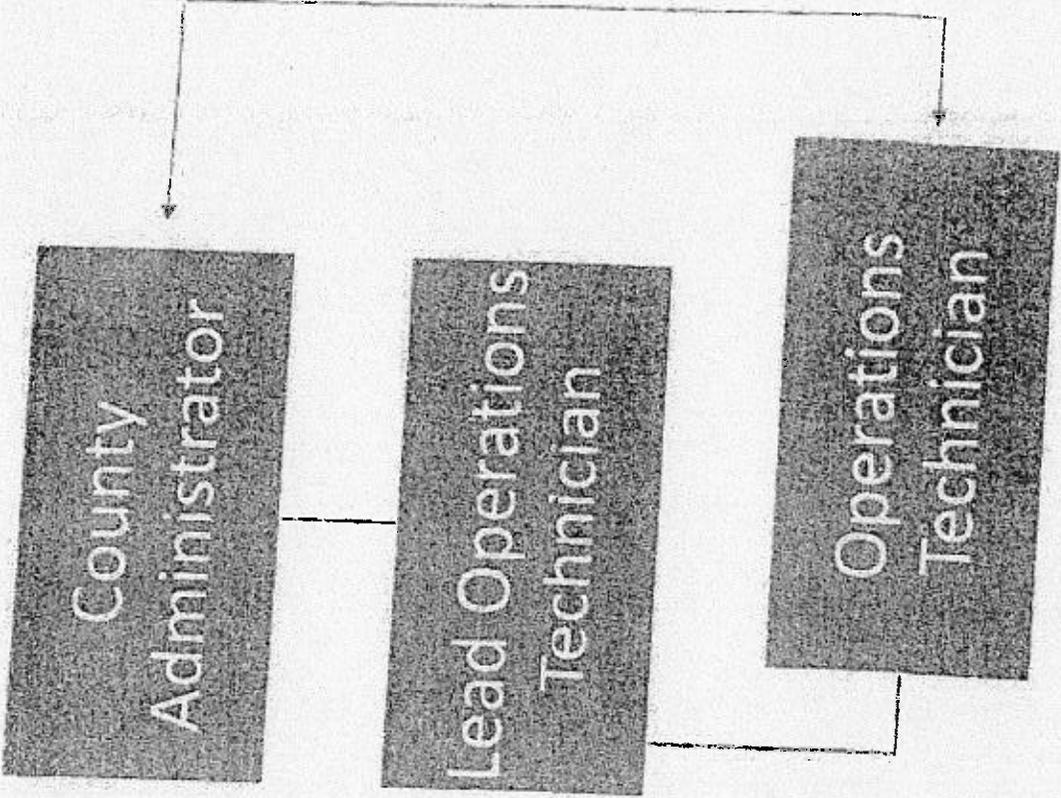
### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

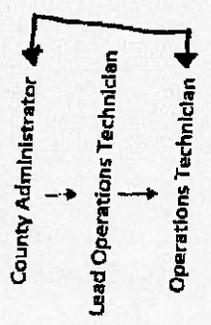
**DATE:**

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



Department	Position	FTE	Addition	Deletion	Salary	Longevity	Health Insurance	Life Insurance	FICA	FICA - MED	Worker's Compensation	Retirement	Total
Airport	Manager	1.0	0.0	0.0	1.0 \$ 50,647.00	\$ -	\$ 19,287.00	\$ 30.00	\$ 2,841.00	\$ 664.00	\$ 2,443.00	\$ 4,051.00	\$ 79,963.00
Airport	Line man	0.5	0.0	0.0	0.5 \$ 26,130.00	\$ -	\$ -	\$ -	\$ 1,620.00	\$ 379.00	\$ 1,261.00	\$ -	\$ 29,390.00
Airport	Lineman	1.0	1.0	0.0	0.0 \$ 40,200.00	\$ -	\$ 19,287.00	\$ 30.00	\$ 2,193.00	\$ 513.00	\$ 1,999.00	\$ 3,216.00	\$ 67,378.00
										Budget Impact		\$ 41,975.00	

**Manominee Regional Airport  
Organizational Structure**



Menominee County, Michigan  
Position Description

**Title:** Lead Operations Technician  
**Department:** Menominee Regional Airport  
**Reports to:** County Administrator  
**Date Adopted:**

---

**Purpose of Position**

Plans and directs the day-to-day operations of the Menominee Regional Airport while maintaining a safe, secure, and enjoyable environment.

**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.**

- Advises the County Administrator, Airport Committee, and County Board on airport operations, policies, procedures, and programs as directed.
- Ensures the Menominee Regional Airport is in compliance with all Federal, State, and Local laws and regulations.
- Reports any actual or suspected violations of Federal, State, or Local laws at the airport to the County Administrator.
- Assists the County Administrator in preparing the annual budget for the airport.
- Prepares and submits invoices, financial documents, certifications, applications, grant agreements, and contracts to the County Administrator.
- Supervises other airport staff as directed.
- Files NOTAMS (Notice to Airmen) in a timely matter with pertinent information for airport users.
- Maintains and preserves an airport register indicating arrivals, departures, number of passengers, and other pertinent information.
- Conducts regular and preventative interior and exterior maintenance on airport buildings.
- Operates and maintains airport equipment, including heavy equipment, small engines, and hand tools.
- Conducts safe fueling operations on aircraft purchasing fuel at the airport, which requires maintaining familiarity with all types of aircraft, fueling procedures, and guidelines.

- Inspects and maintains the fuel farm, pumping equipment, hoses, and underground storage tanks. This also requires routine pumping of the tanks at regular intervals.
- Maintains all airport surface lighting (runway, taxiways, rotating beacon, building lights, etc.) and security fencing.
- Performs snow removal and grass cutting as required.
- Maintains fuel and aircraft engine oil inventories to insure sufficient supplies.
- Ensures wildlife does not interfere with aircraft operations and takes necessary steps to remove wildlife from aircraft operating areas.
- Provides customer service and assistance to airport users and others with questions or concerns regarding the airport.

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

- High school diploma or equivalent; experience with aviation, airport management, or operating heavy machinery is preferred.
- Possess a current and valid driver's license.
- Licensed with the State of Michigan as an "Airport Manager" within 60 days of hire.
- Class A Underground Storage Tank Certification within 6 months of hire.
- Storm Water Certification within 6 months of hire.

#### **Knowledge, Skills, Abilities and Experience Required to Perform Essential Job Functions**

- Ability to read, comprehend and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.
- Training and/or experience in mechanics, diesel and gas engine repair and basic plumbing and basic electricity.
- Be in good physical condition and capable of performing tasks that require physical stamina.
- Ability to operate all airport equipment to include, but not limited to, fuel farm, grader, plow truck, sander, blower, front end loader, tractors, lawn mowers, pick-up trucks, and miscellaneous power and hand tools.
- Be capable of working with minimum supervision and make independent decisions regarding work to be done on a daily basis.

- Ability to calculate fuel costs, credit card charges and charges to standing credit accounts accurately.
- Knowledge of how to respond to emergencies at the airport involving aircraft accidents or incidents, fires or personal injuries.
- Be familiar with use of the UNICOM and broad casting of weather and traffic advisories.

**Environmental Adaptability**

- Safety must be considered paramount in all aspects of airport operations. Hazards that may be encountered include operation of machinery and heavy equipment, grass cutting, snow removal, fueling of aircraft, working outside inclement weather that will bring discomfort, summer temperatures and occasional high noise levels.

The above statements are intended to describe the general nature and level of work being performed by an airport maintenance/lineman at the Twin County Airport. They are a general summary of the job, responsibilities, duties and skills required.

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:** Operations Technician  
**Department:** Menominee Regional Airport  
**Reports to:** Lead Operations Technician  
**Date Adopted:**

---

**Purpose of Position**

Assists in the day-to-day operations of the Menominee Regional Airport while maintaining a safe, secure, and enjoyable environment.

**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.**

- Ensures the Menominee Regional Airport is in compliance with all Federal, State, and Local laws and regulations.
- Reports any actual or suspected violations of Federal, State, or Local laws at the airport to the Lead Service Technician.
- Files NOTAMS (Notice to Airmen) in a timely matter with pertinent information for airport users.
- Conducts regular and preventative interior and exterior maintenance on airport buildings.
- Operates and maintains airport equipment, including heavy equipment, small engines, and hand tools.
- Conducts safe fueling operations on aircraft purchasing fuel at the airport, which requires maintaining familiarity with all types of aircraft, fueling procedures, and guidelines.
- Inspects and maintains the fuel farm, pumping equipment, hoses, and underground storage tanks. This also requires routine pumping of the tanks at regular intervals.
- Maintains all airport surface lighting (runway, taxiways, rotating beacon, building lights, etc.) and security fencing.
- Performs snow removal and grass cutting as required.
- Maintains fuel and aircraft engine oil inventories to insure sufficient supplies.
- Ensures wildlife does not interfere with aircraft operations and takes necessary steps to remove wildlife from aircraft operating areas.

- Provides customer service and assistance to airport users and others with questions or concerns regarding the airport.

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

- High school diploma or equivalent; experience with aviation, airport management, or operating heavy machinery is preferred.
- Possess a current and valid driver's license.
- Licensed with the State of Michigan as an "Airport Manager" within 60 days of hire.
- Class A Underground Storage Tank Certification within 6 months of hire.
- Storm Water Certification within 6 months of hire.

#### **Knowledge, Skills, Abilities and Experience Required to Perform Essential Job Functions**

- Ability to read, comprehend and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.
- Training and/or experience in mechanics, diesel and gas engine repair and basic plumbing and basic electricity.
- Be in good physical condition and capable of performing tasks that require physical stamina.
- Ability to operate all airport equipment to include, but not limited to, fuel farm, grader, plow truck, sander, blower, front end loader, tractors, lawn mowers, pick-up trucks, and miscellaneous power and hand tools.
- Be capable of working with minimum supervision and make independent decisions regarding work to be done on a daily basis.
- Ability to calculate fuel costs, credit card charges and charges to standing credit accounts accurately.
- Knowledge of how to respond to emergencies at the airport involving aircraft accidents or incidents, fires or personal injuries.
- Be familiar with use of the UNICOM and broadcast of weather and traffic advisories.

**Environmental Adaptability**

- Safety must be considered paramount in all aspects of airport operations. Hazards that may be encountered include operation of machinery and heavy equipment, grass cutting, snow removal, fueling of aircraft, working outside inclement weather that will bring discomfort, summer temperatures and occasional high noise levels.

The above statements are intended to describe the general nature and level of work being performed by an airport maintenance/lineman at the Twin County Airport. They are a general summary of the job, responsibilities, duties and skills required.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Administrator Job Description – Airport duties</b>
<b>DEPARTMENT:</b>	<b>Administration/personnel</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
The Personnel Committee recommends updating the County Administrator’s job description to reflect new responsibilities as the Airport Director.	
<b>RECOMMENDED MOTION:</b>	
To approve updating the County Administrator’s job description <b>to include</b> management responsibilities of the Menominee Regional Airport.	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## Menominee County Administrator Job Description

### Position Summary:

Directs and coordinates the day-to-day operations of County government under the Board of Commissioner's jurisdiction; assists the Board to ensure its governance practices are consistent with the law; researches, develops and recommends County policies and/or programs for consideration by the Board; oversees all phases of budget development and implementation; implements Board policies; represents the commission at meetings at the local and state level; promotes and motivates a service-oriented environment and positive County image to employees and the general public; performs highly effective administrative work in planning and directing the administrative business of the County.

**Education/Experience:** Bachelor's Degree in Public or Business Administration with five years of administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### Knowledge, Skills and Abilities:

- Knowledge of administrative and executive management of local government
- Knowledge of local governmental accounting, financial reporting and budgeting
- Ability to provide effective leadership and coordination in developing solutions, innovating new techniques and supervision of staff
- Knowledge of organizational principles, staffing patterns and program objectives
- Knowledge of Michigan law as applicable to the authority and jurisdiction and operations, functions, policies and procedures of local government
- Knowledge of jurisdictional authorities and limits between elected and appointed office holders of County positions
- Ability to engage and maintain effective working relationships with the County Board, elected and appointed officials, County employees, labor unions and representatives of other governmental agencies
- Strong communication, negotiation, mediation and conflict management skills
- Knowledge of federal and state labor laws and regulations sufficient to analyze proposed personnel policies and effectively educate elected and appointed officials
- Knowledge of public sector collective bargaining including scope of representations, contract compliance and public sector labor union.

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

#### 1. County Administration:

- Coordinates, implements and enforces County by-laws, policies, and rules.
- Attends County Board and committee meetings in an advisory role.
- Approves agenda packets.
- Records meeting minutes.
- Maintains relationships with federal, state, county, city and township officials.
- Oversees and coordinates building projects.
- Conducts research for lawsuits, financial matters, commission information, etc. as needed.
- Drafts resolutions, ordinances and other recommendations to come before the Board

- Acts as Building & Grounds and Parks Superintendent and will manage and oversee department operations including the maintenance of Jail, Courthouse, Health Department, Annex, Library (all buildings) and all grounds and parks; prepares the annual department budgets and orders supplies and equipment.

## 2. Finance:

- Acts as Chief Fiscal Officer for the County.
- Develops annual budget for review and improvement.
- Develops Capital Improvement Plan.
- Forecasts revenue and expenditures.
- Enforces budget policies.
- Prepares RFP's for bidding process.
- Oversees Remonumentation Program.
- Writes, researches, tracks, and finalizes grants for the County
- Administers grants for Michigan State Housing Development Authority (MSHDA).
- Oversees County's fixed asset reports.
- Submits insurance reports.
- Approves all County bills and standing payments.
- Prepares various financial analyses for projects.
- Negotiates leases, contracts and other agreements for goods and services subject to approval by the board; ensures all terms and conditions of leases, contracts and other agreements are performed.

## 3. Human Resources

- Serves as Human Resource Director
- Enforces the personnel manual
- Negotiates employment contracts
- Prepares employment letters
- Coordinates meetings
- Coordinates health insurance, workers' compensation, and retirement program
- Enforces and oversees compliance with Cobra and Family Medical Leave Act
- Supervises department heads and administrative staff
- Assists Commissioners in hiring/firing employees
- Conducts performance evaluations
- Assists department heads and elected officials with administering consistent hiring, leave and termination practices, in compliance with State and Federal laws, according to County policies and collective bargaining agreements.
- Oversees employee timesheets, pension and disability, group health and life insurance, leaves of absence and compensation plan administration.
- Assists Board Committees in the development and implementation of policies and guidelines for salary administration, including classifying, compensating and evaluating all positions.
- Advise Board of hiring, suspension, discharge and job performance evaluations for all Department Heads under the jurisdiction of the Board, except persons appointed by the Board as required by laws of the State. The jurisdiction of the board includes Buildings

& Grounds/Parks, E911, Veteran Services, Emergency Management, and Administrative Office employees.

**4. Airport Administration:**

- Serves as the Airport Director
- Advises the Airport Committee & County Board on airport policy
- Ensures compliance with FAA and MDOT-Aero regulations and assurances
- Drafts agreements, leases, and documents for County Board approval
- Enforces agreements, laws, regulations, ordinances, and rules
- Negotiates leases and agreements with airport tenants
- Responsible for the safety and security of the airport facility and users
- Supervises airport staff

**Language Ability and Interpersonal Communication:**

- Requires the ability to perform mid-to upper-level data analysis, including the ability to coordinate, strategize, systematize, and correlate, using discretion in determining time, place, and or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.
- Requires the ability to manage and direct a group of workers, including the ability to provide counseling and mediation.
- Requires the ability to persuade, convince and train others.
- Requires the ability to advise and interpret regarding the application of policies, procedures and standards specific to situations.
- Requires the ability to utilize reference, descriptive, consulting, design, and advisory data and information such as invoice, correspondence, reports, records, ordinances, legal briefs, economic analysis and organizational analysis
- Requires the ability to communicate orally and in writing with the County Commissioners, all County employees, the media and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform operations with fractions and geometry.

**Work Environment/Physical Demands Summary:**

- The position typically functions in an office environment and uses computer, telephone and other office equipment as needed to perform duties.
- The noise level in the work environment is typical of that of an office.
- The position may encounter frequent interruptions throughout the work day.
- The position is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, stand, reach, bend or lift up to five to ten pounds.

The Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 Signature

Date: \_\_\_\_\_, 2017

Menominee County Administrator 2017

\_\_\_\_\_  
County Board Chairman Signature

Date: \_\_\_\_\_, 2017

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>Drug Free Work Policy</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Personnel Committee recommends a change to the current Drug Free Workplace policy to include an exemption for law enforcement and staff that handle controlled substances as part of their job duties after a request was received from the Teamsters Union.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>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.</p>	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY

## *Drug-Free Workplace Policy*

Illegal drugs in the work place present a danger to us all. Drugs impair safety and health, promote crime, lower productivity and work quality, and undermine public confidence. Menominee County will not tolerate the illegal use of drugs. The Drug-Free Workplace Act of 1988 requires Menominee County to maintain a drug-free workplace in order to be considered a "responsible source" for the receipt of federal grant funds. As such, Menominee County has adopted the following policy:

Effective immediately all Menominee County premises, including worksites, temporary worksites, and county vehicles are declared to be drug-free work places. This means:

All employees, officials, and independent contractors are absolutely prohibited from manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. Controlled substances are those defined by The Controlled Substances Act (21 U.S.C. Chapter 13). This includes manufacturing, distributing, possessing, or using marijuana in the work place as marijuana remains a controlled substances under Federal law. Any confirmed positive test for marijuana will establish "use" and be considered in violation of this policy.

All employees, officials, and independent contractors are absolutely prohibited from manufacturing, distributing, dispensing, possessing, or using alcohol in the workplace. Any employee under the influence of alcohol in or on any county worksite, temporary worksite, or county vehicle shall be considered in violation of this policy. All employees, officials, and independent contractors may be subject to discipline, up to and including termination.

This policy is not to be construed to prohibit any employees, officials, or independent contractors from using a medication prescribed by a licensed physician, given that the medication is being used in accordance with the physician's instructions.

Elected officials and department heads may have their own drug-free workplace policies due to the job duties and responsibilities of employees within certain departments. These policies may be more restrictive than this policy, but not less restrictive. All employees, officials, and independent contractors are covered by this policy.

Law enforcement, correction officers, employees, officials, and independent contractors that are required to possess, distribute, dispense, or handle any controlled substances as part of their job responsibilities are exempt from this policy while acting in the performance of their duties.

Employees, officials, and independent contractors violating this policy are subject to appropriate personnel/disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees, officials, and independent contractors have a right to know the dangers of drug abuse in the workplace, the County's policy regarding drug use, and what help is available to combat drug problems. To assist employees in overcoming drug abuse problems, Menominee County will provide drug counselling, rehabilitation, and employee assistance program information.

Drug or alcohol testing may be required with suspicion of violation. Drug testing may be required preceding return to work following rehabilitation. Testing will be at the expense of the agency.

Any employee, official, or independent contractor convicted of violating a criminal drug statute in a County workplace or convicted of an operating while intoxicated/driving under the influence statute in a county vehicle must inform the County of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to so inform the County subjects the employee, official, and independent contractor to disciplinary action, up to and including termination for the first offense.

The County reserves the right to offer employees, officials, and independent contractors convicted of violating a criminal drug statute in the work place participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, official, or independent contractor, then the employee, official, or independent contractor must satisfactorily participate in and complete the program as a condition of continued employment.

The County supports the purpose and goals of the Act and by this policy, announces its intention to comply with the Act and make continuing "good faith" efforts to provide a drug-free work place. All employees, officials, or independent contractors are expected to cooperate and give this policy their full support.

**ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED EMPLOYMENT.**

DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>FOC – Security Audit</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Finance Committee recommends approving a quote from MGT in the amount of \$17,020 (\$6,500 County Responsibility) for the security audit required by the State of Michigan in the Friend of Court and Prosecuting Attorney’s Office.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>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”</p>	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## Jason Carviou

---

**From:** Jodie Barrette  
**Sent:** Friday, January 25, 2019 10:58 AM  
**To:** Sherry DuPont; Jason Carviou; Derick Robinette  
**Subject:** FW: IT Security Audit  
**Attachments:** Menominee Cyber Security Agreement 1-16-2019.pdf

**Importance:** High

CyberSecurity Proposal and Contract.

**From:** Donna Smigiel <DSmigiel@mgtconsulting.com>  
**Sent:** Friday, January 25, 2019 10:39 AM  
**To:** Jodie Barrette <JBarrette@Menomineeco.com>  
**Subject:** IT Security Audit  
**Importance:** High

Jodie: Attached please find our proposal and contract for the IT Security Audit for the FOC and PA. The total cost would be \$17,020 – this amount can now be direct billed through the CRP with 66% federal funding making the net cost to the county approximately \$6,500.

Pursuant to your CRP contract, the deadline for having this audit completed is September 2019 and every three years after.

We look forward to working with you on this project.

Please feel free to reach out with any concerns or questions.

Have a nice weekend!

**Donna J. Smigiel**

Manager

2343 Delta Road | Bay City, MI 48706

P 989.316.2220 | C 989.450.7701

[dsmigiel@mgtconsulting.com](mailto:dsmigiel@mgtconsulting.com)

[www.mgtconsulting.com](http://www.mgtconsulting.com)



## CONSULTING SERVICES AGREEMENT

By and Between  
Menominee County, Michigan  
and  
MGT of America Consulting, LLC

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between Menominee County, Michigan ("Client"), and MGT of America Consulting, LLC, a Florida company ("MGT").

In consideration of the mutual covenants set forth in this Agreement, the parties agree as follows:

### 1. Description of Services.

MGT shall, as an independent contractor, provide the services specified in section 1.1 below ("the Services").

#### 1.1 Scope of Services

MGT shall provide a cyber security assessment in accordance with the proposal submitted to the Client dated 1-15-2019 which has been incorporated into this agreement as Exhibit A.

### 2. Compensation.

For its work under this Agreement, MGT shall be paid the following fixed fees as set out in Exhibit A:

\$ 17,020 for the Cyber Security Risk Assessment Report

\$ 1,200 not to exceed amount for Travel Expenses

#### 2.1 Invoicing

MGT will render to Client one invoice for \$ 17,020, plus travel expenses, upon delivery of the Security Risk Assessment Report.

Invoice payment will be due thirty (30) days after submission.

### 3. Additional Services.

Additional services may be provided to the Client as requested by the Client. Any request for additional services will be made in writing, will include a detailed scope of work, will be signed by each party, and will be included as an amendment to this agreement.

Additional services will be billed at an hourly rate of \$ 185.00 per hour. MGT will invoice client monthly for any additional services, with payment due 30 days after each submission unless otherwise identified in the mutually agreeable scope of work.

#### **4. Term and Termination.**

This agreement shall become effective upon its execution and delivery by the parties and shall remain in effect until completion of, and full payment for, the Services. This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party. In the event of early termination by Client, MGT shall be paid, upon invoicing in accordance with this Agreement, the agreed compensation (or if, due to termination, there is no agreed value for the services performed to date, MGT's standard hourly rates) for Services performed, plus expenses incurred, prior to termination.

#### **5. Independent Contractor Status**

The relationship of MGT to Client is that of an independent contractor, and nothing in this Agreement shall be construed as creating any other relationship. As an independent contractor, MGT shall comply with all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations. Neither MGT nor anyone employed or subcontracted by MGT shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant to Client.

#### **6. Project Managers**

Tony Martinez shall serve as Principal in Charge for point of contact and overseeing quality control for MGT under this Agreement.

Jodie Barrette, shall serve as Project Managers and point of contact for Client under this Agreement.

By written notice to the other party, either party may change the identity of its project manager during the term of this Agreement.

#### **7. Miscellaneous**

##### **7.1. No Continuing Waiver**

The failure or forbearance by either party in exercising any remedy available to it upon a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or continuing breach by either party.

##### **7.2. Entire Agreement.**

This written Agreement represents the entire agreement of the parties, and neither party is relying upon any negotiation, representation, warranty, promise, or covenant not set forth in this Agreement. This Agreement may not be modified or amended except by a written instrument for that purpose duly executed by both parties.

##### **7.3. Subcontracting and Assignment.**

MGT may use subcontractors in performing the Services, but MGT shall remain responsible to Client for performance under this Agreement. This contract shall be binding upon and inure to the benefit of both Client and MGT and their respective successors and assigns, if any, and legal representatives.

##### **7.4. Interpretation, Venue, and Severability.**

This agreement shall be construed, interpreted, and enforced in accordance with Michigan law without regard to conflicts of laws principles. Should any provision of this Agreement be held invalid or unenforceable by final judgment of a court of competent jurisdiction, it is the parties' intention that the remainder of this Agreement shall nevertheless be given effect as written. Any action arising out of or relating to this Agreement may be brought in the Michigan state court having jurisdiction.

**7.5. Prior Performance.**

Services performed by MGT pursuant to Client's authorization, but before execution of this Agreement, shall be considered as having been performed pursuant to the terms and conditions of this Agreement.

**7.6. Notices.**

All written notices, demands or requests pursuant to this Agreement may be served (as an alternate to personal service) by registered or certified mail or air freight services that provide proof of delivery, with postage and fees thereon fully prepaid, and addressed to the parties so to be served as follows

If to MGT:

MGT of America Consulting, LLC.  
Attn: Tony Martinez  
2343 Delta Road  
Bay City, Michigan 48706

If to Client:

Menominee County Friend of the Court  
Attn: Jodie Barrette  
839 10<sup>th</sup> Ave.  
Menominee, MI 49858

Service of any such notice or demand so made by mail shall be deemed complete on the day of actual delivery as shown by the addressee's registry or certification receipt. Either party hereto may, from time to time, by written notice served upon the other as aforesaid, designate a different mailing address, or (a) different or additional person(s) to which or to whom all such notices or demands are thereafter to be addressed. Persons named to receive copies of notices are listed for accommodation only and are not required to be personally served to comply with service of notice on a party.

IN WITNESS WHEREOF, this agreement has been executed and delivered by Client and MGT on the date first written above.

**MENOMINEE COUNTY, MICHIGAN**

**MGT of AMERICA CONSULTING, LLC**

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

By: 

Name: \_\_\_\_\_

Name: J. Bradley Burgess

As its: \_\_\_\_\_

As its: Executive Vice President

Address: \_\_\_\_\_

Address: 2343 Delta Road

City/State/Zip: \_\_\_\_\_

City/State/Zip: Bay City, MI 48706

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

Date: 1-16-2019

**EXHIBIT A – INDEPENDENT SECURITY AUDIT PROPOSAL**

ORIGINAL

1/15/2019



SUBMITTED BY:

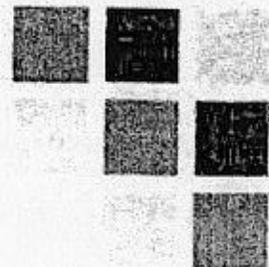
MR. TONY MARTINEZ  
VP, CYBER SECURITY SERVICES

813.454.8386

[tmartinez@ingtconsulting.com](mailto:tmartinez@ingtconsulting.com)

**MENOMINEE COUNTY**  
**INDEPENDENT SECURITY**  
**AUDIT:**

- NIST 800-53
- OCSE SECURITY AGREEMENT
- IRS PUBLICATION 1075,
- DTMB TECHNICAL POLICIES, STANDARDS,  
& PROCEDURES, AND
- MDHHS-OCS SECURITY &  
CONFIDENTIALITY POLICIES



**TABLE OF CONTENTS**

1. INTRODUCTION .....	1
2. RESPONSE TO GENERAL REQUIREMENTS.....	2
REQUIREMENT INDEPENDENT SECURITY AUDIT .....	2
3. RISK ASSESSMENT SCOPE.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3. PROJECT TIME REQUIREMENTS.....	8
3. MGT BACKGROUND & QUALIFICATIONS.....	9
4. COST PROPOSAL .....	10

## I. INTRODUCTION

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MGT Consulting Group (MGT) is pleased to present this proposal to provide Independent Information Security Audit Services for the entire County as well as in accordance with the requirements presented in the IV-D MEMORANDUM 2017-011 Issued to all Prosecuting Attorney (PA) Office Directors and all Friend of the Court (FOC) Office Directors.

With a cyber security team bringing 18+ years of experience to our clients, we are confident this proposal delivers all key components required for an engagement of these characteristics, the critical project management back bone to ensure a successful delivery in a complex project scenario, and the strategic expertise to help the County meet, and surpass, compliance requirements as well as harden their overall security posture.

With a focus on evaluating overall security posture for FOC and PA through a comprehensive NIST-based security risk assessment including vulnerability scanning on their information environment, we will be optimizing this engagement to account for specific compliance requirements that must be addressed for specific departments within the county. These include:

- FOC and PA must meet the requirements set forth in the IV-D MEMORANDUM 2017-011, MGT's security team will follow defined industry best practices in order to perform a comprehensive independent security audit and provide the deliverables required by the OCS and MDHHS as well as IRS p 1075 (if applicable).

## **2. RESPONSE TO GENERAL REQUIREMENTS**

### **REQUIREMENT SPECIFIC TO FOC AND PA**

#### **INDEPENDENT SECURITY AUDIT**

All FOC and PA Offices are required to perform an independent security audit to remain in compliance with Section 4.33(b) of the current (FY 2017) CRP agreement:

*At least once every three years, the Grantee must obtain an independent security audit that evaluates its compliance with the management, operational, and technical controls required by the OCSE Security Agreement, Internal Revenue Service (IRS) Publication 1075, DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies. The audit must be conducted by an unbiased, independent entity. The entity must issue an audit report that includes detailed findings and recommendations to improve the Grantee's procedures, practices and systems in order to meet the control requirements. The Grantee must provide the report to MDHHS.*

#### **SOLUTION:**

MGT Consulting will provide an Information Security Risk Assessment and determine the degree to which information system security controls are correctly implemented, whether they are operating as intended, and whether they are producing the desired level of security.

In order to meet compliance requirements, we will leverage the security controls found in IRS publication 1075 (as needed), DTMB policies, standards and procedures, as well as the security and confidentiality policies provided by MDHHS-OCS.

#### **KEY COMPONENTS OF THE INFORMATION SECURITY RISK ASSESSMENT PROCESS:**

- **Project Initiation**
  - o Define project rules of engagement
  - o Review project schedule
  - o Define key project tasks and milestones
  - o Define project communications between MGT and County
- **Security Assessment Categories and Framework**

## 2. RESPONSE TO GENERAL REQUIREMENTS

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- (if applicable) IRS p 1075 security controls as stipulated in (“Publication 1075 Tax Information Security Guidelines For Federal, State and Local Agencies. Safeguards for Protecting Federal Tax Returns and Return Information”)
- DTMB Policies, Standards and Procedures
- MDHHS-OCS Security and Confidentiality Policies
- NIST SP 800-53 (as needed)
- **Data Gathering/Information Discovery**
  - Review of security assessment scope
  - Gathering of all security policy and procedure documentation as applicable to the security controls being assessed.
- **Management Controls Review**
  - Review of all managerial security controls per security standard
- **Operational Controls Review**
  - Review of all operational/administrative security controls per security standard
- **Technical Controls Review**
  - Review of all technical security controls per security standard
  - May include full penetration test if vulnerability scan brings up critical findings
- **Risk assessment Report Development & Submission**
  - Completion of assessment report with all relevant findings

### RISK ASSESSMENT REPORT: WHAT TO EXPECT?

- A documented list of in-scope inventory, listing all system components and establishing the system boundary for the purposes of the Report;
- Documentation of the system's policies and procedures, and details of its operation;
- List of threat / vulnerability pairs, with severity of impact and likelihood of occurrence;
- List of safeguards for controlling these threats and vulnerabilities and outcomes of control review;
- List of recommended changes, with approximate levels of effort for each;
- The level of residual risk that would remain after the recommended changes are implemented.
- Attestation of compliance and narrative regarding current state.

### VULNERABILITY ASSESSMENT OVERVIEW (FOR REFERENCE):

Due to the importance of the vulnerability assessment task within a comprehensive risk assessment, we are including a detailed breakdown of this process for reference.

#### Best Practices Implementation

Our team utilizes a number of recognized Information Security best practices and standards while providing services to our clients. Some of the main standards include:

- IEC/ISO 27000 Series (Security Management and Control).
- National Institute of Standards and Technology (NIST) – Computer Security Standards.
- SANS Institute Guidance – Testing Methodologies and Approaches.
- Open Web Application Security Project (OWASP) – Web Application Testing and Assessment.
- Open Source Security Testing Methodology Manual (OSSTMM) – Methodology for performing security tests and metrics.
- Payment Card Industry Data Security Standard (PCI-DSS).
- Information Systems Security Assessment Framework (ISSAF) – Methodology for information system security assessments.
- Penetration Testing Framework v0.58 – Community updated penetration testing framework.

#### Actions / Approach

Our assessments are conducted with the use of both non-intrusive and robust commercial scanning tools and manual tests by our team of experts who will provide comprehensive infrastructure reports of active IP systems. When necessary, open-source tools are used to validate certain checks to remove any false positives.

#### Software / Tools

Our choice of tools and techniques will enable us to identify and map network devices, to determine if the IT infrastructure services implement sufficient security measures to protect sensitive corporate information. Our choice of VA scanning tools combined with the knowledge of our expert Penetration Testers and risk assessors will help to determine the level of security and evaluate how vulnerable the identified systems are to potential system attacks, penetration, and information loss due to external hacker threats or internal malicious/curious network usage.

We conduct our testing using recognized frameworks such as OSSTMM<sup>1</sup>, PTES<sup>2</sup>, and NIST<sup>3</sup>. Our consultants are authorized, trained, and licensed to use the following commercial packages as well as other popular solutions, all driven by project requirements:

- SAINT Scanner/Exploit ([www.saintcorporation.com](http://www.saintcorporation.com)).

<sup>1</sup> Open Source Security Testing Methodology Manual (<http://www.isecm.org/research/osstmm.html>)

<sup>2</sup> Penetration Testing Execution Standard ([http://www.pentest-standard.org/index.php/Main\\_Page](http://www.pentest-standard.org/index.php/Main_Page))

<sup>3</sup> National Institute of Standards and Technology (<http://csrc.nist.gov/publications/nistpubs/800-115/SP800-115.pdf>)

## 2. RESPONSE TO GENERAL REQUIREMENTS

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- BurpSuite Pro (<http://portswigger.net/burp/>).
- Nessus ([www.nessus.org](http://www.nessus.org)).
- Cobalt Strike ([www.advancedportest.com](http://www.advancedportest.com)).
- Acunetix Web Application Security ([www.acunetix.com](http://www.acunetix.com)).

In addition to the commercial software, the following open source tools/distributions will be used, as required:

- **Kali 1.x** – Linux distribution aimed at penetration testing and digital forensics. These toolkits include a wide range of software to aid a tester in testing networks and applications for vulnerabilities and using the results to penetrate a network. Kali contains a wide variety of open source tools for use during penetration testing including:
  - Metasploit Framework.
  - BurpSuite.
  - w3af – open source web application security scanner.
  - nmap.
  - CSRFTester.
  - WebScarab
- **Samaurai** – a live Linux environment that has been pre-configured to function as a web pen-testing environment. While similar to the BackTrack distribution, this framework focuses on Web Application testing.

### **Methodology and Approach (manual penetration testing components only if scan finds critical vulnerabilities)**

- Our approach consists of several defined phases with key subtasks below them:
  1. Kick-Off, Scheduling, and Deliverables.
  2. Vulnerability scanning.
  3. Penetration testing plan.
  4. Definition of penetration testing tools
  5. Schedule review external vs internal tests.
  6. Penetration testing plan execution.
  7. Analysis and recommendations: Remediation and Guidance.
  8. Reporting.
  9. Complimentary re-scanning.
  - 1) **Kick-Off, Scheduling, and Deliverables**
    - Definition of stakeholders
    - Scheduling of primary tasks and data gathering
    - Confirm communication guidelines
    - Deliverable schedule
  - 2) **Vulnerability Scanning**

## 2. RESPONSE TO GENERAL REQUIREMENTS

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- Initial scan of environment according to client sample of IPs/overall IS environment
- 3) **Penetration Testing Plan**
  - Define penetration test schedule. Primarily define internal vs external plans and define valid sample-to-test system.
- 4) **Definition of Penetration Testing Tools**
  - We use a combination of commercial and open source tools. The advantage to using open source tools is they are often designed for a specific purpose and therefore have a narrow focus, and they are also the tools most likely to be used by hackers and malicious users. Commercial tools will be used to provide a higher level of assurance in scanning results, and to confirm results from open source tools.
- 5) **Schedule Review External vs. Internal Tests**
  - We understand this is a delicate process and often it becomes challenging to keep management in the loop. Project management and transparency are critical in our process making sure you are aware of our activities resulting in no unwanted surprises.
- 6) **Penetration Testing Plan Execution**
  - Reconnaissance.
  - Enumeration.
  - Vulnerability Assessment.
  - Penetration Test (network and web applications) Internal and External.
- 7) **Analysis and Recommendations: Remediation and Guidance**
  - Overall findings
  - External and Internal testing results

### **Key Penetration Test Phases (Deep Dive)**

- Definition of External Test Conditions (Black Box/Grey Box/White Box).
- Surveying and Discovery.
  - Definition of digital foot print or sample IP list provided by the County POC (IP search, social, crawls, etc.).
  - Network mapping and discovery.
  - Available services mapping.
  - Topology.
- Enumeration and Target Identification.
  - Define service functions and their purpose.
  - Tools and techniques based on findings.

## 2. RESPONSE TO GENERAL REQUIREMENTS

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- Definition of targets based on criticality.
- Vulnerability Scanning and Assessment
  - Execute vulnerability scanning.
  - Execute secondary scans using additional scanning tool.
  - Manual tasks according to scan results.
- Penetration test, Exploitation, and Verification.
  - (As requested by client) Manual exploitation of critical services, systems, or applications.
  - Verification of critical findings.
  - Elimination of false positives and error mitigation.

### KEY MILESTONES:

- Discovery and Data Gathering
- Interview and Questionnaires with key Stakeholders within IT
- Interview and Questionnaires with Key Stakeholders within County Departments
- Onsite Visit
- Complete Review of Security Controls per NIST Standards
- Penetration Testing: External and Internal Network, Web Apps, Wireless
- Initial Remediation Guidance and Knowledge for Critical Findings
- Report Development
- Report Submission and De-brief
- Complimentary Re-Testing After Remediation

### **3. PROJECT TIME REQUIREMENTS**

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Per the County's request, we will be providing time requirements for an FOC and PA Assessment, only.

MGT anticipates the following timeline for the completion of the work:

- FOC and PA Security Risk Assessment:
  - o Deliverable: Risk Assessment Report following IRS p 1075 standards (if applicable), DTMB Technical Policies, Standards, and Procedures, and MDHHS-OCS security and confidentiality policies.
  - o Time for Completion: **92 hours**



### 3. MGT BACKGROUND & QUALIFICATIONS

MGT was established in 1974 by a group of former public sector employees to provide management consulting services to assist state and local governments clients operate more efficiently, effectively, and with more accountability to the communities they serve. For over 42 years, MGT has provided high quality management consulting services to government agencies nationwide and is dedicated to providing the most creative yet practical solutions to the challenges faced by public organizations and entities.

Since its founding in Tallahassee, Florida, MGT has grown to include offices around the country as evidenced below.

**FLORIDA**  
Tallahassee | Tampa

**CALIFORNIA**  
Sacramento | Pasadena

**COLORADO**  
Centennial

**KANSAS**  
Wichita

**MICHIGAN**  
Bay City

**TEXAS**  
Austin

**WASHINGTON**  
Olympia



MGT offers an impartial perspective of the outcomes and findings. As an independent entity, our only vested interest is that of the clients; therefore, we apply our extensive experience to generating objective independent solutions to assist our client needs.

MGT understands lasting and meaningful changes require innovative and bold thinking, and we do not shy away from questioning everything from organizational structures and work processes to the very statutes and ordinances that create and guide the work of an agency or institution. MGT is committed to offering useful recommendations that achieve real results and is ever mindful of the practical and political realities an organization may face.

Our information security and compliance solutions are centered on helping public and private organizations build and optimize a security and risk management program, harden their overall information systems, meet regulatory compliance across all industries, and more effectively and efficiently achieve their goals and serve constituents (using security as an organizational tool). Our team of certified information security experts is committed to helping our clients make cyber security a core competency.

**Team Certifications:**

CISSP, GPEN, GWAPT, QSA, CIEH, GICSP, GMOB, GCIH, GCFE, OPST.

4. COST PROPOSAL

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## 4. COST PROPOSAL

Below is a breakdown of the time allocations for each key task within the independent security risk assessment:

Key Task	FOC/PA Time
- Risk Assessment Questionnaires (key personnel)	10
- Risk Assessment Interview (key personnel)	24
- Policy and Procedure Review	8
- External Scan	14
- Internal Scan/Penetration Test	14
- Web Apps Penetration Test	0
- Wireless Access Point Test	0
- Report Development	12
Total	92 hours

	FOC/PA Cost
TOTAL COST: SECURITY RISK ASSESSMENT	\$17,020

Travel Expenses:

- NOT to exceed \$1,200.

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

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

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

CO-Y

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 Phelps ~ District 3

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
2/13/19	Stephenson Annex	36	.58	20.88	101-101-860.03
2/19/19	County Garage	41	.58	23.78	101-101-860.03
2/26/19	Stephenson Annex	36	.58	20.88	101-101-860.03
3/5/19	County Garage	41	.58	23.78	101-101-860.03
3/12/19	Meno. Court house	5	.58	2.90	101-101-860.03
3/13/19	Meno. Court house	5	.58	2.90	101-101-860.03
					101-101-860.03
					101-101-860.03
		164	.58	95.12	101-101-860.03
			Total Mileage		
<b>Total Mileage Fee</b>					<b>95.12</b>

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

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

  
\_\_\_\_\_  
Signed

3/19/19  
\_\_\_\_\_  
Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>  Miscellaneous bills paid on March 21, 2019 in the amount of \$77,172.80	
<b>RECOMMENDED MOTION:</b>  Motion to approve miscellaneous bills as paid on March 21, 2019 in the amount of \$77,172.80	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**APPROVED**

MAR 21 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: ABILITA</b>				
190310	Telephone Reduction Service	101-103-850.00	1,741.27	1,741.27
TOTAL VENDOR ABILITA				1,741.27
<b>VENDOR NAME: ADVANCE AUTO PARTS</b>				
527920	B&G Vehicle Maintenance	101-265-981.00	29.97	29.97
TOTAL VENDOR ADVANCE AUTO PARTS				29.97
<b>VENDOR NAME: ANDERSON, TACKMAN &amp; CO, PLC</b>				
68562	Progress Billing for 2018 Audit	101-103-801.01	15,000.00	15,000.00
TOTAL VENDOR ANDERSON, TACKMAN & CO, PLC				15,000.00
<b>VENDOR NAME: AT&amp;T - CAROL STREAM, IL</b>				
906863298903	Telephone Services	101-103-850.00	40.76	40.76
906863299103	Telephone Services	101-103-850.00	40.85	40.85
906863298603	Telephone Services	101-103-850.00	40.93	40.93
906753458203	Shakay Lakes - Telephone Service	101-103-850.00	52.76	52.76
906753220903	Telephone Services	101-103-850.00	230.32	230.32
TOTAL VENDOR AT&T - CAROL STREAM, IL				405.62
<b>VENDOR NAME: AT&amp;T MOBILITY</b>				
287252150867X0308201	908-792-0211 & 906-792-5968	101-132-850.00	66.48	66.48
TOTAL VENDOR AT&T MOBILITY				66.48
<b>VENDOR NAME: AUTOMOTIVE SUPPLY CO.</b>				
080442623	Airport Supplies	216-585-981.00	5.21	5.21
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				5.21
<b>VENDOR NAME: BAY AREA MEDICAL CENTER, INC.</b>				
27489	Pre Employment Physicals (N. Cazares)	101-103-801.02	113.00	113.00
TOTAL VENDOR BAY AREA MEDICAL CENTER, INC.				113.00
<b>VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.</b>				
2370	2017 Ford Explorer	205-315-934.02	25.97	25.97
2488	Vehicle Maintenance - 18 Chevy Tahoe	205-315-934.02	96.72	96.72
2507	Vehicle Maintenance - 18 Ford Intercept	205-315-934.02	38.10	38.10
2538	Vehicle Maintenance - 16 Ford Explorer	205-315-934.02	143.10	143.10
2559	Vehicle Maintenance - 16 Ford Intercept	205-315-934.02	577.74	577.74
2584	Vehicle Maintenance - 17 Ford Intercept	205-315-934.02	38.10	38.10
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				918.73
<b>VENDOR NAME: BODY WORKS PLUS, LLC</b>				
M269014	De-Stripe Impala	205-315-934.02	1,000.50	1,000.50
M269020	2009 Chevy Windshield Install	205-315-934.02	240.00	240.00
TOTAL VENDOR BODY WORKS PLUS, LLC				1,240.50
<b>VENDOR NAME: BP</b>				
55583612	Road Patrol - Gasoline Sales	205-315-742.00	417.26	417.26
TOTAL VENDOR BP				417.26
<b>VENDOR NAME: CEDAR RIVER PLAZA</b>				
MECD2/28/19	Road Patrol - Gasoline Sales	205-315-742.00	87.94	87.94
TOTAL VENDOR CEDAR RIVER PLAZA				87.94
<b>VENDOR NAME: CELL.COM</b>				
400365	Cellular Service	292-663-850.00	40.68	40.68
		292-664-850.00	40.68	40.68
		292-665-850.00	40.68	40.68
TOTAL VENDOR CELL.COM				122.04
402316	Airport - Cellular Services	216-585-850.00	56.50	56.50
TOTAL VENDOR CELL.COM				178.54
<b>VENDOR NAME: GENEX FLEETCARD</b>				
172782	Gasoline Sales (EMS)	101-428-860.00	40.29	40.29
TOTAL VENDOR GENEX FLEETCARD				40.29
<b>VENDOR NAME: CITY OF MENOMINEE</b>				
				40.29

APPROVED

MAR 21 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS AMOUNTS		AMOUNT
VENDOR NAME: CITY OF MENOMINEE				
#RENT-1009	March 2019 Rent (911)	286-325-976.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				351.67
VENDOR NAME: CLARE COUNTY SHERIFF				
3/18/19	Mounted Police Academy (x5)	101-301-745.01	875.00	875.00
TOTAL VENDOR CLARE COUNTY SHERIFF				875.00
VENDOR NAME: CLOVERLAND PAPER CO				
119192	Inmate Supplies	101-301-770.00	61.18	61.18
119233	Inmate Supplies	101-301-770.00	112.89	112.89
119191	Janitorial Supplies (Library)	101-265-755.01	64.82	64.82
119193	Janitorial Supplies (Courthouse)	101-265-755.01	173.94	173.94
119232	Janitorial Supplies (Courthouse)	101-265-755.01	56.49	56.49
TOTAL VENDOR CLOVERLAND PAPER CO				469.12
VENDOR NAME: COHL STOKER & TOSKEY P C				
50078	Legal Services	101-211-807.00	3,364.08	3,364.08
TOTAL VENDOR COHL STOKER & TOSKEY P C				3,364.08
VENDOR NAME: CORTECH				
120592	Endurance Bench, Cuff Ring	280-362-755.00	687.50	687.50
TOTAL VENDOR CORTECH				687.50
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I				
34854	Shredding Documents (3/7/19)	101-265-801.00	294.89	294.89
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCTION I				294.89
VENDOR NAME: DELLISSE, MIKE				
Reimbursement	Mileage	101-682-860.00	189.19	189.19
TOTAL VENDOR DELLISSE, MIKE				189.19
VENDOR NAME: DEWOLF & ASSOCIATES, LLC				
2328	FTO Training	205-315-881.03	745.00	745.00
TOTAL VENDOR DEWOLF & ASSOCIATES, LLC				745.00
VENDOR NAME: ENERGY CONTROL & DESIGN, INC.				
0084393-IN	Adding Graphic Interface	101-103-998.13	6,754.00	6,754.00
TOTAL VENDOR ENERGY CONTROL & DESIGN, INC.				6,754.00
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE				
93121731	Annex - Garbage Removal	101-261-930.04	65.95	65.95
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				65.95
VENDOR NAME: GROENHOUT, KAREN E.				
February 2019	CAFA	260-266-801.01	150.00	150.00
		260-266-801.02	100.00	100.00
TOTAL VENDOR GROENHOUT, KAREN E.				250.00
VENDOR NAME: HANSON, JUDI				
Reimbursement	Uniform Allowance	205-315-745.00	119.98	119.98
TOTAL VENDOR HANSON, JUDI				119.98
VENDOR NAME: HENSLEY, RN, JOEL				
March 2019	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
Reimbursement	MA Cellular & Postage	101-648-850.00	53.33	53.33
		101-648-729.00	11.00	11.00
March 2019	Medical Examiner	101-648-709.00	1,080.00	1,080.00
		101-648-835.00	2,850.00	2,850.00
TOTAL VENDOR HENSLEY, RN, JOEL				3,930.00
Blood Draws	J.C. (12/18) B.R. (2/10)	101-267-801.01	200.00	200.00
TOTAL VENDOR HENSLEY, RN, JOEL				200.00
				5,559.33

MAR 21 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: IMAGEWORKS</b>				
13452	Uniforms - 911	266-325-745.00	368.00	368.00
13447	Uniforms (911)	266-325-745.00	60.00	60.00
<b>TOTAL VENDOR IMAGEWORKS</b>				<b>428.00</b>
<b>VENDOR NAME: J S ELECTRONICS, INC.</b>				
20401	Radio's (x10)	101-301-934.00	2,975.00	2,975.00
20413	Radio Maintenance	205-315-934.01	189.78	189.78
<b>TOTAL VENDOR J S ELECTRONICS, INC.</b>				<b>3,164.78</b>
<b>VENDOR NAME: JACK'S FRESH MARKET</b>				
2/28/19	Inmate Supplies (215, 103, 102)	101-301-770.00	23.44	23.44
<b>TOTAL VENDOR JACK'S FRESH MARKET</b>				<b>23.44</b>
<b>VENDOR NAME: KLEIMAN, MARC</b>				
Reimbursement	Mileage	263-215-860.00	145.00	145.00
		101-215-860.00	48.72	48.72
<b>TOTAL VENDOR KLEIMAN, MARC</b>				<b>193.72</b>
<b>VENDOR NAME: KLUMB, JOSEPH</b>				
Reimbursement	CDAM Spring Conference	260-266-860.02	332.29	332.29
		260-266-860.03	8.00	8.00
		260-266-860.00	203.54	203.54
		260-266-860.01	34.50	34.50
		260-266-861.00	50.00	50.00
<b>TOTAL VENDOR KLUMB, JOSEPH</b>				<b>628.33</b>
<b>VENDOR NAME: LARSON, MICHELLE</b>				
3/15/19	Can Zone (Jan/Feb)	292-668-801.00	180.00	180.00
		292-668-801.00	35.96	35.96
<b>TOTAL VENDOR LARSON, MICHELLE</b>				<b>215.96</b>
<b>VENDOR NAME: LENCA SURVEYING</b>				
19020	Remon Yr 2019 (March 7 - March 17, 2019)	243-245-801.07	2,832.40	2,832.40
19018	Remon Yr 2019 (Feb 20 - March 6, 2019)	243-245-801.07	5,691.54	5,691.54
<b>TOTAL VENDOR LENCA SURVEYING</b>				<b>8,523.94</b>
<b>VENDOR NAME: LINDA A. MENACHER</b>				
Reimbursement	Cellular Services (Oct - March)	101-136-727.00	285.60	285.60
<b>TOTAL VENDOR LINDA A. MENACHER</b>				<b>285.60</b>
<b>VENDOR NAME: M &amp; M BUSINESS MACHINES</b>				
937475	ROD Scanner Maintenance	101-268-831.00	60.00	60.00
<b>TOTAL VENDOR M &amp; M BUSINESS MACHINES</b>				<b>60.00</b>
<b>VENDOR NAME: MANPOWER, INC.</b>				
33685840	Week Ending 3/3/19 (D. Averill)	216-585-704.00	204.00	204.00
33711199	Week Ending 3/10/19 (D. Averill)	216-585-705.00	340.00	340.00
<b>TOTAL VENDOR MANPOWER, INC.</b>				<b>544.00</b>
<b>VENDOR NAME: MASTERCARD</b>				
Credit Card	Airport Supplies	216-585-742.00	85.10	85.10

MAR 21 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: MASTERCARD</b>				
Credit Card	Courthouse, 911	101-268-729.00	7.35	915.12
		101-265-934.00	112.63	
		101-265-934.00	137.62	
		101-268-729.00	7.35	
		101-265-934.00	201.58	
		101-268-729.00	7.35	
		101-265-981.00	34.19	
		101-268-729.00	7.35	
		101-268-729.00	7.35	
		101-265-930.01	218.35	
		101-268-729.00	7.35	
		266-325-881.00	159.30	
		101-268-729.00	7.35	
<b>TOTAL VENDOR MASTERCARD</b>				
<b>VENDOR NAME: MENARDS - MARINETTE</b>				
80348	B&G Operational Supplies	101-265-755.00	131.38	131.38
79802	Building Maintenance	101-265-930.01	138.02	
79851	Building Maintenance	101-265-930.01	73.96	
79985	Building Maintenance	101-265-930.01	141.84	
80630	Building Maintenance	101-265-930.01	28.24	
<b>TOTAL VENDOR MENARDS - MARINETTE</b>				<b>513.44</b>
<b>VENDOR NAME: MENOMINEE COUNTY JOURNAL</b>				
109	Advertising	101-101-901.00	31.50	31.50
110	Advertising	101-101-901.00	37.00	
112	Advertising (Dog License)	101-253-901.00	72.00	
<b>TOTAL VENDOR MENOMINEE COUNTY JOURNAL</b>				<b>140.50</b>
<b>VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI</b>				
11215	Power to Radio (Dec - Feb 2019)	101-301-934.01	171.80	171.80
<b>TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI</b>				<b>171.80</b>
<b>VENDOR NAME: MENOMINEE COUNTY TREASURER</b>				
Reimbursement	Petty Cash (District Court)	101-136-805.00	95.13	95.13
<b>TOTAL VENDOR MENOMINEE COUNTY TREASURER</b>				<b>95.13</b>
<b>VENDOR NAME: MGT OF AMERICA, INC.</b>				
35350	FY 2019 CRP Billing (FOC)	101-141-801.00	1,268.80	1,268.80
<b>TOTAL VENDOR MGT OF AMERICA, INC.</b>				<b>1,268.80</b>
<b>VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I</b>				
0144256-001	Office Supplies - Sheriff Dept	101-301-727.00	34.74	34.74
0144278-001	Office Supplies - Sheriff Dept	101-301-727.00	9.45	
0144312-001	Office Supplies - Sheriff Dept Credit Memo	101-301-727.00	(8.43)	
<b>TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I</b>				<b>35.76</b>
<b>VENDOR NAME: NASTOFF &amp; BERGMAN, P.C.</b>				
67	Legal Services	101-211-807.00	1,610.20	1,610.20
<b>TOTAL VENDOR NASTOFF &amp; BERGMAN, P.C.</b>				<b>1,610.20</b>
<b>VENDOR NAME: NORTH CENTRAL MICH COLLEGE</b>				
PS-628	Corrections Academy (x2)	101-301-881.00	1,500.00	1,500.00
<b>TOTAL VENDOR NORTH CENTRAL MICH COLLEGE</b>				<b>1,500.00</b>
<b>VENDOR NAME: OFFICE DEPOT, INC.</b>				
283438313001	District Court - Office Supplies	101-136-727.00	53.14	53.14
284732834001	Admin - Office Supplies	101-172-727.00	89.85	
284732089001	LaserJet Printer	101-103-970.18	614.97	
<b>TOTAL VENDOR OFFICE DEPOT, INC.</b>				<b>757.96</b>
<b>VENDOR NAME: PAN-C-GOLD BAKING CO.</b>				
40068319060009	Inmate Supplies	101-301-770.00	113.29	113.29
400088319067001	Inmate Supplies	101-301-770.00	89.68	
<b>TOTAL VENDOR PAN-O-GOLD BAKING CO.</b>				<b>89.68</b>
				<b>202.97</b>

APPROVED

MAR 21 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: PHELPS, LARRY</b>				
Reimbursement	Mileage - February & March 2019	101-101-860.00	95.12	95.12
<b>TOTAL VENDOR PHELPS, LARRY</b>				
<hr/>				
<b>VENDOR NAME: PHILIPPS, THOMAS</b>				
Reimbursement	Mileage	101-426-860.00	126.44	126.44
<b>TOTAL VENDOR PHILIPPS, THOMAS</b>				
<hr/>				
<b>VENDOR NAME: POMP'S TIRE SERVICE, INC.</b>				
670027293	Remaining Balance - Airport	216-585-984.00	45.02	45.02
<b>TOTAL VENDOR POMP'S TIRE SERVICE, INC.</b>				
<hr/>				
<b>VENDOR NAME: QUILL CORPORATION</b>				
5454708	Office Equipment - 911	266-325-728.01	38.38	38.38
5387633	Office Supplies - 911	266-325-727.00	78.33	78.33
5470907	Office Supplies - 911	266-325-755.00	53.55	53.55
<b>TOTAL VENDOR QUILL CORPORATION</b>				
<hr/>				
<b>VENDOR NAME: REINHART FOODSERVICE</b>				
688376	Inmate Supplies	101-301-770.00	1,570.79	1,570.79
693829	Inmate Supplies	101-301-770.00	849.01	849.01
<b>TOTAL VENDOR REINHART FOODSERVICE</b>				
<hr/>				
<b>VENDOR NAME: S &amp; O LOCK AND PHONE SERVICE</b>				
50338	Shakey Lakes Bathroom	208-751-930.03	315.00	315.00
<b>TOTAL VENDOR S &amp; O LOCK AND PHONE SERVICE</b>				
<hr/>				
<b>VENDOR NAME: SAM'S CLUB MC/SYNCB</b>				
Credit Card	Inmate Supplies	101-301-742.00	12.95	12.95
		101-301-745.00	64.00	64.00
		101-301-770.00	307.35	307.35
<b>TOTAL VENDOR SAM'S CLUB MC/SYNCB</b>				
<hr/>				
<b>VENDOR NAME: SHERWIN WILLIAMS COMPANY</b>				
7601-0	Stain - Courtroom A	101-265-930.01	19.98	19.98
7521-0	Paint (Annex)	101-265-930.01	39.55	39.55
<b>TOTAL VENDOR SHERWIN WILLIAMS COMPANY</b>				
<hr/>				
<b>VENDOR NAME: SQUIRES-STEPNIAK, REBECCA</b>				
Reimbursement	February 2019 - Mileage	292-665-860.00	252.30	252.30
<b>TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA</b>				
<hr/>				
<b>VENDOR NAME: STATE OF MICHIGAN POB 30266</b>				
551-533934	1/1/19 - 3/31/19 (AVPN 4-Way Line)	101-301-976.00	1,325.00	1,325.00
<b>TOTAL VENDOR STATE OF MICHIGAN POB 30266</b>				
<hr/>				
<b>VENDOR NAME: STEPHENSON MARKETING COOPERATI</b>				
015579	Road Patrol - Gasoline Sales	205-315-742.00	1,902.51	1,902.51
462643	Parks	208-751-981.00	12.06	12.06
		101-265-930.00	11.20	11.20
		208-751-742.00	147.10	147.10
008096	Building Code	249-371-742.00	144.45	144.45
<b>TOTAL VENDOR STEPHENSON MARKETING COOPERATI</b>				
<hr/>				
<b>VENDOR NAME: TD CARWASH</b>				
201905	Car Washes (x20)	205-315-742.00	140.00	140.00
<b>TOTAL VENDOR TD CARWASH</b>				
<hr/>				
<b>VENDOR NAME: TIME WARNER CABLE</b>				
710008401030319	March 2 - April 1, 2019	101-103-850.00	532.07	532.07
621199203030319	3/2/19 - 4/1/19 (Airport)	216-585-850.00	305.20	305.20
620475202030719	Jail (3/6 - 4/5)	101-301-770.00	142.85	142.85
<b>TOTAL VENDOR TIME WARNER CABLE</b>				
<hr/>				
				980.12

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

CUSTOM INVOICE REPORT FOR COUNTY OF MENOMINEE  
 EXP CHECK RUN DATES 03/21/2019 - 03/21/2019  
 UNJOURNALIZED  
 OPEN

APPROVED

MAR 21 2019

CHIEF FISCAL OFFICER  
 MEMONINE COUNTY WISCONSIN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS AMOUNTS		AMOUNT
VENDOR NAME: TWIN CITY ELECTRIC, INC.				
81460	Telephone Maintenance	101-103-850.00	88.50	88.50
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				
VENDOR NAME: U.C.O.A.				
Registration	Conference - Marc Kleiman	101-268-802.00	175.00	175.00
TOTAL VENDOR U.C.O.A.				
VENDOR NAME: U.E.S. COMPUTERS, INC.				
80907	Remote Access (1 Year)	101-103-857.02	982.00	982.00
80895	Cisco Smartnet (1 Yr Service)	101-103-857.02	1,358.00	1,358.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
380400283	Bizhub 423 Copier	101-103-831.00	133.07	133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				
VENDOR NAME: VALENTI, SUSAN F.				
Reimbursement	Mileage & Meals (February 2019)	101-131-860.00	182.40	182.40
TOTAL VENDOR VALENTI, SUSAN F.				
VENDOR NAME: VERIZON WIRELESS				
9825258337	Cellular Services	101-265-850.01	142.30	142.30
		101-301-850.00	378.65	378.65
		101-428-850.00	52.68	52.68
		101-882-850.00	40.42	40.42
		205-315-850.00	325.21	325.21
		266-325-850.00	0.54	0.54
TOTAL VENDOR VERIZON WIRELESS				
VENDOR NAME: WEST GROUP PAYMENT CENTER				
839872270	Feb 5 - March 4, 2019	101-103-802.00	272.00	272.00
0838736076	PA's Office	101-267-802.00	65.00	65.00
839859706	Feb 5 - March 4, 2019	101-132-802.00	192.00	192.00
839859707	Feb 5 - March 4, 2019	101-136-802.00	272.00	272.00
TOTAL VENDOR WEST GROUP PAYMENT CENTER				
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00010	1000 9th Street	101-265-920.03	195.16	195.16
0402047856-00011	1004 9th Street	101-265-920.03	54.38	54.38
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				
VENDOR NAME: XEROX CORPORATION				
096165190	Sheriff Department	101-301-727.00	42.71	42.71
096165191	Sheriff Department	101-301-727.00	325.50	325.50
TOTAL VENDOR XEROX CORPORATION				
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
March 2019	Medical Examiner	101-848-709.00	2,030.00	2,030.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.				
GRAND TOTAL:				
				77,172.80

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by: Jason Carviou

04/05/2019

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 Personnel Committee  
Minutes of Meeting  
December 7, 2018

\*\*\*\*\*APPROVED\*\*\*\*\*  
3/12/19

The Personnel Committee met on December 7, 2018 at 9:00 AM at the Menominee County Courthouse, Administrator's office.

**Call Meeting to order:** Com. Phelps called the meeting to order at 11:00 AM.

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

**Roll Call:** Roll call was taken; Lang, Phelps, Schei & Cech are present. (All present)

Others present at the meeting were Sherry DuPont, Mike Holmes, Marc Kleiman, Diane Lesperance, Ken Marks, Steve Gromala.

**Agenda** was approved by Com. Cech, seconded by Com. Lang. Motion carried 4/0.

**Previous Meeting minutes:** Motion to approve minutes from September 20, 2018 meeting was made by Com. Phelps, seconded by Com. Cech. Motion carried 4/0.

**Public Comment:** None

**Business:**

- a) **Discussion/Action: Emergency Services Coordinator Job Description** -- Jason: Rich is planning on retiring at the end of January. That will require us to make a decision on a new Emergency Manager. We placed in the budget to make this a full time position. Rich has been continuing on part time to build up a bit of surplus to allow for training of the new person. With Rich retiring, it provides an opportunity for the County to consider re-organizing how we do Emergency Management. I put together a couple of different proposals of the job description. Rich went through and changed all of the specifics, when it comes to qualifications. The courses that the person will need to have to get the grant money and for FEMA. The big question is; who do we want the Emergency Coordinator to fall under? Currently that position reports to the Administration. **Proposal 2:** (in agenda) would keep the EM position the same as it currently is; reports to the County Administrator. Right now we have a lack of the secondary coordinator. I would like to ensure that we have a primary/and secondary. It makes sense to me that Brian (911 Director) would be the secondary. **Proposal 1:** EM still reports to the Co. Admin, but allows the Emergency Manager to work in coordination with the 911 Director. With the 911 director as secondary, should something happen, the primary quits/retires, we still have a secondary with the knowledge to continue on with duties until another person is placed. **Proposal 3:** would move the EM from the direction of the Administrator to under the direction of the 911 Director. Put the EM into the 911 Department under the 911 Director. You'd have Brian as the 911 Director, Andy as the 911 asst. director (secondary) then you'd have the emergency coordinator working with the 911 Director (secondary) in the same office. You could possibly utilize dispatchers on down time to be support staff for the EM, updating some plans, etc. Rich has stated that it would be beneficial to have some support to help with updating paperwork because he attends a lot of (necessary)

meetings. **Proposal 4:** would be what a couple of other counties are doing in the UP (brought up by Com. Piche); would be to eliminate the EM position altogether and put the duties under the 911 Director. What is the best way to go forward with the County? **Schei:** The physical location of the duties of the EM are all over the county, is that a workable situation if the 911 director takes on the duties? Is that going to be an issue? What's the difference between the fourth proposal and the third proposal? **Jason:** Three would be to hire a person to replace Rich that would answer to the 911 Director, the position would move into the 911 department. Four would be to give all duties to the current 911 director and NOT hire an Emergency Manager. **Schei:** As the County Administrator, do you have a preference? **Jason:** Let's talk about pros and cons first. Lang; according to these job descriptions, it says the Emergency Management coordinator serves all municipalities within the county with a population of less than 10,000, so that's everyone in the county. Who does he get his authority from the county board or the state? **Jason:** the state requires we have an emergency manager. It's acceptable to have the 911 director do those duties. He does get his authority from the County Board, but the County Board is required to have Emergency Management in the County. **Sherry:** Per statute; in the absence of an emergency management coordinator, the chairman of the County Board is responsible for those duties. **Jason:** If we didn't hire a new manager, we'd be looking at saving \$65,000/yr. We have examples from other counties that this can work via 911. **Pros:** basically financial. **Cons:** more duties onto the 911 Director. Will that entail a salary increase in the future, can that person handle the additional work? Hiring another EM in the same department as 911. **Pros:** Two people working in closer quarters would likely improve communications between the two of them (primary and secondary). Open up the possibility for support staff, using Andy as the assistant, or possibly using dispatchers on downtime to help update emergency plans and do some of the paperwork that the EM does. **Com:** taking away the control of EM under Admin/county chair; now falls under 911 Director. Leaving it the way it is, we've had a really good EM here however **Cons:** communications aren't where I'd like to see it between the current EM and the 911 Director. **Phelps:** in what perspective Jason? **Jason:** Rich now feels that the administrator falls into play when the EM is not able to go to meetings, etc. and would be the secondary EM. I don't have much experience in EM, none actually. I'm not a former law enforcement or EMS. I feel it's most appropriate/logical for EM to fall under law enforcement or emergency service type department; then that person would be secondary. **Ken Marks:** I think that position needs a backup. I was operations/incident command. Emergency management has their duties but are separate from the sheriff dept. I have many volunteers to detail duties to. I don't have the time to take on the EM duties too. Some counties do have the sheriff in charge of emergency management. My recommendation is to choose one of the options, but don't let it go. I support this position; I think this position is very important. To save \$60,000 and only look at it money wise, I don't recommend. Ultimately the responsibility falls under the County Chair. Current EM has been very active in the schools and bringing grant \$ in for use at the schools for security. We are way ahead of the other counties on this. Rich has done a great job. **Schei:** Emergency plan at the airport. EM looked at the plan, the manager of the airport calls 911, then the sheriff dept. is contacted. Plan needs to be updated and EM would be involved in the emergency, if one happens. 1. - money for a full time person, I think is warranted. 2. Having a person responsible that will be able to do these duties. 3. The backup person; I don't think the administrator has the time or experience to do that. It's not in his contract and we're not paying him to do that. **Jason:** what I want to do is improve the communications & coordination between our EM and who our secondary is going to be. If it comes down to me as Co. Admin, to designate that person, I'll choose the 911 Director. Right now, if Rich isn't here, we have no one that knows what's going on. DuPont in an emergency situation, it's always better to have two people in the know of what's going on, than one. Sifts may be necessary in emergency situations. **Phelps:** having the 911 Director as back up, I agree with that. I'd like to hear from the Emergency Services coordinator and the

911 Director and they're not here. I'm in favor of number 1. How did Rich feel about it being combined with 911? He had two things that he would support. One would be to combine it together with 911 and no EM would be hired. Also, he thought it would work if the EM would oversee the entire dept. and the 911 director be under the EM. **Cech:** I believe we need to have someone oversee any emergency that comes about. Proposal 1: we've got a great EM with Rich. I like number 1 at this time, keep a full time position and have Rich train as much as possible. **Com Piche:** One part that Rich talked about was adding another dispatcher/Asst. EM coordinator. **Cech:** Andy's main job is backup of 911 operations. **Phelps:** If Rich is leaving, we have to make a decision. I'd like Brian's opinion on this. **Schei:** I recommend proposal #1 go to the full board for discussion. **Cech:** I agree. We can always tweak it at another time if need be. But I think #1 is the way to go. **Bernie:** We're going to have a hard time hiring someone, much less with extensive experience. I move we recommend proposal #1 to the full board, Com. Schei seconds. 4/0

- b) **Discussion/Action: Security Personnel at County Board Meetings – Cech:** Where did this come from? **Phelps:** Me. It's come to my attention that some safety and unbecoming conduct with people of the public has been happening at meetings. Airport meetings, some of the commissioners are being harassed. We've got some issues coming down the pike here, which I feel after speaking with Sheriff Marks, we may have some incidents of hostility coming down the pike. I'd like to have security at our board meetings. I'd like Sheriff Marks to enlighten this for us. **Bernie:** I don't disagree with the sheriff providing security at meetings; the most security is right here at the courthouse, we've got an x-ray machine, metal detector, and an officer at the single entry door. That's the best security anyone in the county can have. Perhaps one of the solutions is to have more meetings at the courthouse. **Phelps:** we were looking at security at the annex building, some locks and active shooter training; did that ever occur? **DuPont:** Yes. **Sheriff:** Courthouse security is here for operations and CB meetings. That person is paid out OT for meetings. We've had deputies at the Airport. Sometimes they are paid overtime. Each shift we only have two deputies on duty in the county. We cover it as we can, but we pay overtime for our officers to cover. If meetings are at the Courthouse, we can call the City police, and our jail officers over if something happens, to help with costs. If you have meetings outside of the courthouse, I can have coverage...but it will cost the county in overtime. **Phelps:** we talked about no cost to the county. **Ken:** Most of the time we can get a road officer to a meeting. But if we call someone to cover a meeting, there will be costs to do that. We have armed reserves, but they can't arrest anyone. They don't have the power to do that. They're volunteers, they don't have arrest power. I'm getting more requests for security from townships for their meetings lately. **Cech:** If meetings are at the annex, the sheriff will know. I don't think this issue is that much of an issue. **Phelps:** when people are being followed to their vehicles, I'm obligated to bring it to the board's attention. **Schei:** I think there have been issues at the airport that could have used help. I'm a proponent to having meetings at the courthouse. It's the county seat. I was uncomfortable with over 300 people for the mining issue at the annex and was glad the sheriff dept. was there. I personally think that this is the only place to have County Board meetings, at the county seat. **Bernie:** I've been saying that for years. I wholly agree with you. **Schei:** We should be proactive rather than reactive. **Ken:** We do have camera's observing the parking lot at that office. When an officer is there, the cameras are watched; but there is not always a deputy there. Townships don't pay us to go to their meetings but they do provide taxes and the road patrol millage is part of those taxes. We help out where we can when we can. **DuPont:** We'll have two proposals at the re-organizational meeting (as in the past) to have all CB meetings here and another to have meetings split between here and the annex. But it's the CB that will make the final decision on this. **Schei:** Do we want the full board to discuss this further? (To Chairman) As board chairman, do you think this should be discussed as a full board? **Schei:** I move to send this forward to the CB meeting

for discussion seconded by Com. Phelps. 3/1 Com. Lang voted no. **Bernie:** I think we covered the subject quite well at this meeting.

**Public Comment:** **Steve Gromala,** Com. Cech cleans up well, and owes me a dollar for being quiet for over an hour. **Diane Lesperance:** I'm hoping that the board continues to talk about having all of the meetings at the county seat. You paid all of this money for security and then you keep opening up the commissioners and the public to a chance of some problems because you're not using your courthouse (county seat) for your meetings. I hope you pursue the meetings to be at the courthouse. **Gerald Piche:** Emergency Coordinator position. I've had a problem for the last 6 years about the County Chair taking over the duties of EM. No county chair "can" do that job. We don't have that knowledge. We need someone on the payroll that is going to be relativity ready and I think that's the important key. You can word it in the rules that the CB chair is second in command, but it's not realistic. **Steve Gromala:** I agree with Gerry, the one area that the CB has, is the power to make financial decisions. Recommendation of #1 is a good idea. **Gerry:** I like what Steve said and I think he covered what I had to say. **Ken:** We've had some board meetings at my township, at one time they were overheated. I felt if it weren't for me being there, I believe the people were put at risk. Townships don't have the security to deal with public issues. By law, my office has to be at the county seat, I believe the Commissioners should also be at the county seat for County Board meetings.

**Commissioner Comment:** **Bernie:** awhile back we approved a \$25,000 grant to augment veteran's services. Where are we with that? **Jason:** I sent them an email yesterday. The legislature is making some changes so we are going to get \$25,000 by Jan 31<sup>st</sup>, and about \$4,000 above that (which will be reimbursed if used). I was told we can put together a PT job description together and get ready for January hire. Some of the left over money can be used for computer equipment. It will be a yearly recurring grant according to the state. **Phelps:** In the spring when I spoke to some of the departments, I found that there has not been a fire drill here in a very long time. I would like to see Com. Schei and Com. Cech organize this with our fire chief, Mr. Peterson. We have some newer employees in the courthouse and don't have a clue what to do in case of a fire. **DuPont:** That's not the Commissioners' job to organize a fire drill. That duty belongs to the Emergency Manager to coordinate with the administrator. That is what needs to happen. **Phelps:** Then that's what I'd like to see what happens.

**Adjournment:** **Cech** made a motion to adjourn at 10:30 AM, **Schei** seconded. Motion carried. 4/0

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Parks Price list – Kleinke: buy six nights get 7th night free</b>
<b>DEPARTMENT:</b>	<b>Parks/Admin.</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<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) <b>Buy six nights, get the 7<sup>th</sup> night free</b>. This has been past procedure to bring more patrons to the park for camping.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

04/05/2019

Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**MENOMINEE COUNTY 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 1<sup>st</sup>, 2019. Reservations for the 2019 camping season at Shakey Lakes will be starting April 22<sup>nd</sup> at 7:00 am C.S.T. at the Shakey Lakes Park Office, Stephenson, MI or phone 906-753-4582. On April 22<sup>nd</sup>, reservations will be limited to five (5) reservations per person (Adults). From February 15<sup>th</sup> thru March 15<sup>th</sup> - 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)-----	\$20.00
Non-Electric Campsites-----	\$15.00
Non Season Daily Rate (after Nov. 1, no running water, no plowing)	\$15.00

**Camping~ River Park**

Non-Electric Campsites only (4 available)-----	\$10.00
--	---------

**Camping~ Shakey Lakes Park**

Reservations-----	\$10.00
Electric Campsites (20/30/50 amp electric)-----	\$24.00
Non-Electric Campsites-----	\$15.00
Non Season - Daily Rate (after Nov. 1 no running water, no plowing)	\$15.00
Senior Citizen Discount Per Night-----	N/A

**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-65-70 yrs. old-----	\$ 10.00
Boat Launch - Seniors 70 + Menominee County Resident	Free

Free entrance and boat launch into Park on Michigan	
Free Fishing Weekend (Saturday, Sunday)	Yes

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

**Shakey Lakes Lease Site Rates**

	Menominee County Resident	Non County Resident
Seasonal Rates for Electric Site (6 Months) May 1 <sup>st</sup> to November 1 <sup>st</sup>	\$1600.00	\$1780.00
Seasonal Rates for "Non-electric" Site (6 Months) May 1 <sup>st</sup> to November 1 <sup>st</sup>	\$960.00	\$1140.00
Seasonal Rates for Electric Site (5 Months) May 1 <sup>st</sup> to October 1 <sup>st</sup>	\$1450.00	\$1600.00
Seasonal Rates for "Non-electric" Site (5 Months) May 1 <sup>st</sup> to October 1 <sup>st</sup>	\$840.00	\$990.00

**Kleinke Park Lease Site Rates**

Seasonal Rates (6 Months) for Electrical Site May 1 <sup>st</sup> to November 1 <sup>st</sup> or May 15 <sup>th</sup> to November 15 <sup>th</sup>	\$1,600.00	\$1780.00
Seasonal Rates (5 Months) for Electric Site May 1 <sup>st</sup> to October 1 <sup>st</sup> or May 15 <sup>th</sup> to October 15 <sup>th</sup>	\$1450.00	\$1600.00
Four (4) Month Rate for Electric Site Commence on 1 <sup>st</sup> or 15 <sup>th</sup> of the month	\$1350.00	1470.00
Three (3) Month Rate for Electric Site Commence on 1 <sup>st</sup> or 15 <sup>th</sup> of the month	\$1150.00	\$1240.00
Two (2) Month (back to back) Rate for Electric Site Commence on 1 <sup>st</sup> or 15 <sup>th</sup> of the month	\$925.00	\$985.00
One Month Rate for Electric Site	\$500.00	\$530.00

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

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Parks solid waste removal bids</b>
<b>DEPARTMENT:</b>	<b>Parks/Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Administration has requested bids for the parks solid waste removal for multi years. We've received two bids. County board to review the bids and make a decision for the 2019 camping season, and beyond.	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

04/05/2019

Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY  
MENOMINEE, MICHIGAN  
BID RECAPITULATION**

**ITEM(S): Parks Solid Waste Removal**

Bids due by: April 5, 2019 @ 4:30 pm

Company Name	Bid	Options
<p>Waste Management 1861 East Allouez Ave. Green Bay, WI 54311 ATTN: Scott Penovich 920-469-4831 office 920-680-7101 cell</p>	<p><u>Shakey Lakes</u> 3 ~ 8 yd. \$288.00/mo.(1x/wk) \$70/on call pickup 1 ~ 20 yd. on call-\$325/haul (4 ton) \$34/ton (over 4 tons) \$45/mo. container rental <u>Kleinke Park</u> 1 ~ 8 yd. \$110/mo. (1x/wk) \$70/ on call pickup</p>	
<p>Great American Disposal (GAD) P.O. Box 2002 Kingsford, MI 49802-2002 ATTN: Steve – 906-250-3496</p>	<p><u>Shakey Lakes</u> 2~8 yd. \$401/mo. (1x/mo) 1 ~ 10 yd. \$240/mo. (1x/mo) 1 ~ 20 yd. - on call \$275/haul 20 yd. disposal \$55/ton <u>Kleinke</u> 1 ~ 8 yd. \$235/mo. (1x/wk)</p>	

Bids opened on: Friday, April 5, 2019 @ 4:30 pm.

In the presence of: Administrator Carviou, Sherry DuPont, Larry Phelps

Recommended Bid Award to:



3/27/19

Menominee County  
Attn: 2019/2020/2021 Parks Solid Waste Containers  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

Dear County Administrator,

I want to thank you on behalf of Waste Management for the opportunity to bid on this project.

Enclosed is the 2019/2020/2021 bid for Shakey Lake and Kleinke Park. If you have any questions, please do not hesitate to contact me. I can be reached via phone at (920)680-7101 or via email at [spenovic@wm.com](mailto:spenovic@wm.com).

Again, thank you for this opportunity. We look forward to serving you.

Sincerely,

A handwritten signature in black ink that reads "Scott Penovich". The signature is written in a cursive, flowing style.

Scott Penovich  
Territory Manager  
O 920-469-4831  
C 920-680-7101  
[spenovic@wm.com](mailto:spenovic@wm.com)



**-PROPOSAL-**

**3/27/19**

**Menominee County Parks  
(Waste Management of WI, Inc.)**

**Shakey Lakes Park**

(3) 8yd Trash, 1xwk (May1-Nov1)

\$288.00 per month

\$70 per On Call Pickup

\*No charges during vacation months (Nov-April)

\*Qualified (3) 8yd containers as 10yd not available.

(1) 20yd open top, On Call

\$325.00 per haul (Includes 4 ton)

\$34.00 per ton (over 4 tons)

\$45.00 per month container rental

\*Container removed and put on VAC at end of camping season.

**Kleinke Park**

(1) 8yd Trash, 1xwk (May1-Nov1)

\$110.00 per month

\$70 per On Call Pickup

\*No charges during vacation months (Nov-April)

**Note:**

- 1) All pricing for services noted as "All In Rates", no additional charges or fees.
- 2) 3yr Agreement, with service to begin May1st, 2019, pricing locked for 12 months, then 4% price increase for 5/1/20 and 5/1/21.
- 3) No additional charges, unless there is extra yardage beyond the 8yd container, then it will be charged \$85 for the extras.



## Solid Waste/Trash Service Proposal

PO Box 186  
Norway, MI 498870

Office 906-250-3496  
Fax 906-563-8834

March 22, 2019

Attention: Jason

Menominee County Parks  
Shakey & Kleinke Parks  
839 10<sup>th</sup> Ave  
Menominee, MI 49858

### \$ Per Month – Flat Rate/Includes all Surcharges/Fees

Quantity/Size	Material	Frequency	Charge	Description
<b>Shakey Lakes</b>				
2-8yd	Trash	1xwk	\$401.00	Per Month
1-10yd	Trash	1xwk	\$240.00	Per Month
20yd Roll Off	Ash	On Call	\$275.00	Per Haul
20yd Roll Off	Ash	Disposal	\$55.00	Per Ton
<b>Kleinke Park</b>				
1-8yd	Trash	1xwk	\$235.00	Per Month

**First year no price increase or fuel surcharge, A CPI increase after the first year will apply.**

Overflow Fee/Lids Sticking up and/or Material falls on ground	\$10.00 /Cubic Yard
Extra Dump Fee	\$ 80.00 per/Lift
	\$ ----/Lift
Equipment Condition	New or Newer
Tax Included in Monthly Fee	Tax-State/Local
/Removal Fee	\$65.00 ea.
Fuel, Environmental, Admin Fees Included in Monthly Fee	
Agreement Stipulation	<u>36 months</u>
Other Terms Available	

After reviewing this service proposal, please feel free to contact me directly at 906-250-3496 to discuss questions or comments regarding this proposal and our service terms available.

*Steve Coron,*

Sales Representative

**Great American Disposal**

100 W 9<sup>th</sup> Avenue

Norway, Michigan 49870

Phone: 906-250-3496 Fax: 906-563-8834- [sales@greatamericandisposal.com](mailto:sales@greatamericandisposal.com)

*This message (including any attachments) may contain confidential and privileged information intended for a specific purpose and may be protected by law. If you are not the intended recipient, please delete this message and any attachments. You are hereby notified that any disclosure, copying, or distribution of this message, or any attachments, or the taking of any action based on it, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Great American Disposal of Wisconsin shall be understood as neither given nor endorsed by them.*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Security &amp; Detection Systems quote</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>On (or about) March 14<sup>th</sup>, the courthouse had an electrical outage (off &amp; on). Since then, we've had issues with the xray scanner belt in the vestibule...it is now having sporadic electrical power outages. (We also had issues with the fuel pump at the airport since this power spike. Those issues have been corrected.) We have submitted the power outage damage to our Liability insurance carrier. The quote within is an estimate to have the xray 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.</p>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

04/05/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

10E Commerce Way  
 Woburn, MA 01801  
 Telephone: (800) 776-3031  
 Fax: (781) 939-3815



**Security & Detection Systems**

**L-3 SDS Proprietary**

**Customer Support Estimate**

<b>Customer</b>	MENOMINEE COUNTY SHERIFF 839 10TH AVE MENOMINEE, MI 49858	<b>Contact:</b>	Deputy Michael Kass
<b>Serial Number</b>	PS641184	<b>Telephone:</b>	(906) 863-4441 ext 158
<b>System Type</b>	PROSCAN 6.4C	<b>Fax:</b>	
<b>Service Request #</b>	1-726363826	<b>E-mail:</b>	mkass@menomineeco.com
<b>Problem</b>	BELT AND MONITOR KEEPS FREEZING	<b>Date Issued</b>	03/31/19
<b>Sales Order</b>		<b>Cell Phone</b>	
<b>Technician</b>	Derek Van Winkle		

Notes: This estimate is for the assessment of the unit. If additional parts or labor are required a follow-up estimate will be provided.

Item #	Description	Quantity	Price	Amount
1	Labor	3	\$200.00	600.00
2	Travel	22	\$100.00	2,200.00
3	Mileage	1250	\$0.535	668.75
4	Parking	1	\$10.00	10.00
5	Auto Rental	1	\$500.00	500.00
6	Air Fare			0.00
7	Tolls	1	\$30.00	30.00
8	Lodging	1	\$125.00	125.00
9	Miscellaneous-Per Diem	1	\$110.00	110.00
10	Survey			0.00
11	FedEx Standard Overnight®	1	\$125.00	125.00
	<b>Parts</b>			
12	0255-24886-04 / Belt	1	\$816.00	816.00
13				0.00
14				0.00
15				0.00
<b>TOTAL</b>				<b>\$5,184.75</b>

This Estimate is expressly subject to L-3's Standard Terms and Conditions per Document No. 8100-11901-02 herewith enclosed.

Any resultant Purchase Order must explicitly state that it is issued pursuant to L-3's Estimate Number \_\_\_\_\_  
 No Purchase Order will be accepted without this statement."

Additional parts, labor and expenses that are required to complete the service will be billed at current pricing. Prices do not include applicable taxes. **Payment terms are net 30 days USD**

L-3 Communications SDS accepts VISA, MasterCard, American Express, Purchase Orders and Electronics Funds Transfer.

If the non-working part is returned within 21 days, a credit will applied to the customer's account for 20 percent of the discounted price paid. If part is received after 21 days but before 60 days a credit will be applied to the customer's account for 10 percent of the discounted price paid. Any parts received after 60 days of RMA issuance will not receive a credit to their account. The credits issued to the customers account may be used toward open balances or future purchases with L-3 Communications Security & Detection Systems.

Doris Bustillo  
 \_\_\_\_\_  
 Call Center Representative

APPRD LAK 033119

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Judge Hass, employee payout or rollover of vacation hours</b>
<b>DEPARTMENT:</b>	<b>Probate Court</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<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>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY 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 blue ink that reads "Daniel E. Hass".

Daniel E. Hass

Judge of Probate and Family Court Judge

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Building Code – spring/summer hours</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<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>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

04/05/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

Krista Marciniak - 2017

Amount for February of 150  
 100 for  
 amount of 150  
 for February  
 amount of 150  
 for February  
 amount of 150  
 for February

	January	February	March	April	May	June	July	August	September	October	November	December
1	6					6	5		5	5		5
2	5.5					5.5	5		5		5	3
3	5			5		6	6		5	5	5	5
4				5		6			5			
5				6		5.5	5		5	5		5
6			0	5		6	6		5	5		5
7			6	5			6		5		5	5
8			5.5			5.5	8		5		5	5
9			5.5				5		5		5	5
10			6	6		6	5		5	5	0	
11				6		5	6		5	5		5
12						5	5		5	5		5
13			6			5.5	5.5		5	5		5
14			5.5			6	7.5		5	5		5
15			5.5				5		5	5		4
16			6			5	6		5	5		5
17			5			5	5		5	5		5
18				5		6	5		5	5		5
19				6		5	5		5	5		0
20			5	7		5	5		5	5	0	5
21			5	6			5		5	5		0
22			5	6		5	0		5	5	5	5
23			5			5	5		5	5		5
24			5	6		5	5		5	5	0	5
25				6.5		5	5		5	5	0	5
26				6.5		5	5		5	5		5
27			5	5		6	6		5	5	4	5
28			3	5		5.5	5		5	5	0	5
29			5.5			5.5	8		5	5	5	5
30			5			5	5		5	5	5	5
31			5.5			5	6		5	5	5	5
	104.5	106.00	116.5	97	116.5	118.5	90	95	90	109	83	84

average  
 100.8  
 12/10



**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Resolution 2019-09 ~ FOIA Fee Schedule – update Equalization info.</b>
<b>DEPARTMENT:</b>	<b>Finance/Equalization/Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
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.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY  
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 DISCUSSION ITEM

<b>SUBJECT:</b>	<b>FEMA payout of invoices to patrons who helped with the flood</b>
<b>DEPARTMENT:</b>	<b>Emergency Management/Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>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 use to help save the road. Board to discuss reimbursement.</p>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

04/05/2019  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

Notice: This is not an official check or EFT notification. It may not be used as a substitute for the original document received.

STATE OF MICHIGAN  
REMITTANCE ADVICE

Check/EFT No. 4011228204  
Check/EFT Date: 1/5/2019

Vendor Code: CV0048192  
Vendor Name: COUNTY OF MENOMINEE  
Alias/DBA:  
Assignee Name:  
Assignee Alias/DBA:

Document ID #: EFT 551 190000385032  
Check/EFT Amount: 6648.56  
Amount includes freight and/or is net of discount

DEPARTMENT NAME	INVOICE DATE	VENDOR INV #	INVOICE AMOUNT	LINE AMOUNT	CHECK/ET DESCRIPTION
State Police		1944592	6648.56	6,648.56	1381 DR MI PUBLIC ASSISTANCE

2/20/19  
GAX 551  
County Clerk  
Emergency Services  
FEMA

101-600-67200

3/6

# Martin Custom Harvesting, L.L.C.

W5293 #13 Road • Wallace, MI 49893 • Phone (906) 788-4198 • Cell (715) 587-4707

## Tillage, Planting & Manure Handling Invoice ~ Statement

BILL TO Menominee County

BILLING DATE 6/22/18

### TILLAGE

ACREAGE	DESCRIPTION	RATES PER ACRE	TOTAL
	DISC CHISEL		
	FIELD CULTIVATOR		
	MOLDBOARD PLOW		

### PLANTING

	CORN		
	GRAIN DRILL		

### MANURE HANDLING

HOURS	DESCRIPTION	RATES PER HOUR	TOTAL
	TANKER		
<i>2 Tractors @ 9.5 hrs</i>	OPEN SPREADER		
<i>19 hrs</i>	PUMP	<i>\$ 90.00</i>	<i>\$ 1710.00</i>
	<i>fuel 200/gals</i>	<i>\$ 2.59/gal</i>	<i>\$ 518 is fuel</i>

Tractor, fuel, operator included in rates.

<b>AMOUNT DUE</b>	<del><i>\$ 1710</i></del> <i>\$ 2228.00</i>
-------------------	--

Interest at the rate of 1.5% per month (18% annually) will be assessed on any charges incurred by the customer for services that remain unpaid for 30 days or more following billing date.



# Stephenson Volunteer Fire Department

W628 Samuel Street, P.O. Box 467, Stephenson, MI 49887  
svfd5507@stephenson-mi.com



## INVOICE

Date: 06/23/2018  
INVOICE # 18-031

To Kristie Rice  
W3762 County Road G-12  
Stephenson, MI 49887  
906-753-2601

### Location Address

W3762 County Road G-12,  
Stephenson, MI 49887

### Date of Service

6/16/2018

### Payment Terms

Due Upon Receipt

### Description

### Unit Price

### Line Total

Fire Department Services - 1<sup>st</sup> Hour

\$350

\$350

Fire Department Services - Subsequent Hours

\$150

\$150

**Total**

**\$500**

"Protecting Our Community"

# INVOICE

## Keeter's Construction

E621 Division St  
Stephenson MI 49887  
(906)458-0384  
Keeter03@yahoo.com

Invoice No : 2001  
Date : 6/26/2018  
Customer ID : DMF

Don Machalk

County Road G12  
Stephenson MI 49887  
(906) 753-4002

Labor Due upon receipt

Column1	6/16/2018	Price	Total
Excavator	4HR	\$120.00	\$480.00
Genral labor	11HR	\$55.00	\$605.00

Subtotal

\$ 1,085.00

Sales Tax @ 6.00%

\$ -

\$ 1,085.00

Make all checks payable to Keeter's Construction .

THANK YOU FOR YOUR BUSINESS!



## Sherry DuPont

---

**From:** Richard Sexton  
**Sent:** Friday, October 05, 2018 12:25 PM  
**To:** Jason Carviou; Sherry DuPont; Darrell Moilanen; Ken; Judy COS Clerk; Lisa Savord; Bernie Lang; Charlie Meintz; Gerald Piche; Jan Hafeman; John Nelson; Larry Phelps; Larry Schei; Steven Gromala; William Cech  
**Subject:** Fw: FEMA Grant match

Good news,  
the State is going to cover 100% of the FEMA match for the disaster. Which means, when the final approved amount comes back to the applicants, the state will pick up the total 25% match that we would have been responsible for. Let me know if you have any questions.  
Rich

*Richard Sexton  
Emergency Management Coordinator  
Menominee County*

*839 10th Ave  
Menominee, MI 49858*

*Work 906-863-9817  
Fax 906-863-8839  
Cell 906-295-0309*

*Confidentiality: The information contained in this electronic mail message or facsimile and any attachments is intended for the use of the individual or entity to which it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this electronic mail message or facsimile is strictly prohibited. If you have received this message in error, please notify me immediately and delete the original message from your system.*

---

**From:** Derusha, Steve (MSP) <DerushaS1@michigan.gov>  
**Sent:** Friday, October 5, 2018 10:23 AM  
**To:** Bob Berbohm (bberbohm@deltacountymi.org); Brent Wilson (luce911em@lighthouse.net); Chris Van Arsdale (oem@houghtoncounty.net); Jeff Hubbard (baragaem@up.net); Jim Loeper (jloeper@gogebiccountymi.gov); Mike Kasper (emd49@mackinacounty.net); Mike Kocher (emontonagon@jamadots.com); Missy Robbins (mrobbins@chippewacountymi.gov); Pete Schlitt (petecschlitt@gmail.com); Richard Sexton; Scott Rutter (scottrutter@dickinsoncountymi.gov); Steve Webber; Teresa Schwalbach (tschwalbach@mqtc.org); Vern Jones (vjones@ironmi.org)  
**Subject:** FEMA Grant match

Just FYI,

I just received news that the state is now going to cover 100% of the FEMA grant match regarding the June flood that effected Houghton, Menominee, and Gogebic Counties.

Lt. Steven P. Derusha  
MSP Emergency Management and Homeland Security Division  
8th District Coordinator

## SUMMARY OF COST

**APPLICANT:** Menominee Couonty

**Project Name:** Emergency Protective Measures

LABOR	EQUIPMENT	MATERIALS	CONTRACTOR	DIRECT ADMIN
\$ 2,516.49	\$ 219.66	-	\$ 5,011.15	\$ 1,109.89
<b>PROJECT TOTAL</b>				<b>\$ 8,857.19</b>

**NOTE:** The suggested purpose of this form is to provide an organized summary of the costs of one PW. Totals from the activity worksheets may be transferred as appropriate to summary this log. This form should be maintained in the specific PW/case management File.



Site #	SITE SUMMARY WORKSHEET									
FIPS#	APPLICANT: Menominee County									
CATEGORY:	LOCATION:									
EMPLOYEE NAME	Perm / Temp	DATE OF WORK	REGULAR HOURS		OVERTIME HOURS		FRINGE BENEFIT RATE		TOTAL LABOR COST	
			Hours	Pay Rate	Hours	Pay Rate	RT%	OT%		
R. Sexton	P	6/16			5.5	\$ 35.32		15.65%	\$ 224.66	
R. Sexton	P	6/17			12	\$ 35.32		15.65%	\$ 490.17	
R. Sexton	P	6/18			5.5	\$ 35.32		15.65%	\$ 224.66	
S. DuPont	P	6/18			2	\$ 34.11		5.22%	\$ 71.78	
R. Sexton	P	6/19			5.5	\$ 35.32		15.65%	\$ 224.66	
S. DuPont	P	6/19			2	\$ 34.11		5.22%	\$ 71.78	
R. Sexton	P	6/20			5.5	\$ 35.32		15.65%	\$ 224.66	
S. DuPont	P	6/20			2	\$ 34.11		5.22%	\$ 71.78	
R. Sexton	P	6/21			5.5	\$ 35.32		15.65%	\$ 224.66	
R. Sexton	P	6/22			6	\$ 35.32		15.65%	\$ 245.09	
R. Sexton	P	6/25			10	\$ 35.32		15.65%	\$ 408.48	
S. DuPont	P	6/27			0.5	\$ 34.11			\$ 17.06	
S. DuPont	P	6/28			0.5	\$ 34.11			\$ 17.06	
<b>FORCE ACCOUNT TOTALS</b>									\$ 2,516.49	
			REG HOURS	0	OT HOURS	62.5	TOTAL LABOR HOURS		62.5	

EQUIPMENT						
TYPE OF EQUIPMENT	DESCRIPTION / SIZE/CAPACITY	FEMA ID	DATE OF WORK	HOURS / MILES	FEMA RATE	TOTAL
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>TOTAL EQUIPMENT HOURS</b>				0	<b>EQUIPMENT TOTAL</b>	\$ -

MATERIALS					NOTES:
MATERIALS	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL COSTS	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
<b>MATERIALS TOTAL</b>				\$ -	

<b>CONTRACTOR USED AT THIS SITE</b>	YES / NO	<b>Site Total</b>	\$ 2,516.49
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## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Auditor Bids</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<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>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

04/05/2019  
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  
MENOMINEE, MICHIGAN**

**BID RECAPITULATION**

**ITEM(S): Audit Proposals**

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

Company Name	Bid	Options
<p>Anderson, Tackman &amp; Company, PLC 901 Ludington St. Escanaba, MI 49829 906-786-3111</p>	<p>2019 - \$25,500+ 2020 - \$25,500+ 2021 - \$25,750+ (\$3,250 for options 1-3)  If required: Single Audit \$4,000</p>	<ol style="list-style-type: none"> <li>1. State form F-65 – \$600-900</li> <li>2. Net Pension Liability-GASB 68 - \$900-1,100</li> <li>3. Maintain &amp; Track of Fixed Assets - \$750-1,250</li> <li>4. Additional costs for consultation of special projects/budget or future GASB statements</li> </ol>

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

## TABLE OF CONTENTS

Transmittal Letter .....	1
Understanding of Services to be Provided .....	2
Firm Profile .....	2
Quality Assurance .....	3
Compliance Criteria .....	4
Summary of Personnel Assigned .....	4
Engagement Expertise .....	4
Audit Approach .....	5
Letter of Reportable Conditions .....	7
Proposed Fees .....	8
Authorized Negotiator .....	8
Appendix A - Resumes of Engagement Professionals .....	9
Appendix B - Prior Auditing Experience .....	10
Peer Review Opinion Letter .....	11



**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 10<sup>th</sup> 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,

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](http://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
- Cornell
- 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](http://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](http://www.wf-cpas.com)

Bay City | Clare | Gladwin | West Branch



**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Courthouse complex cleaning contract</b>
<b>DEPARTMENT:</b>	<b>Administration/Buildings &amp; Grounds</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	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.
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY  
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:

## 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 28<sup>th</sup>. 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.

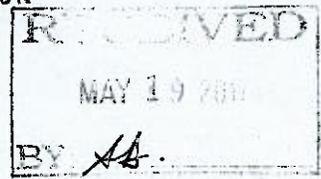
Have a wonderful day!

Brooke Hogan  
(O) 616-662-1623 ext. 113  
(F) 616.662.2166  
[blhogan@hitec-services.com](mailto:blhogan@hitec-services.com)  
[www.hitec-services.com](http://www.hitec-services.com)

**HI-TEC**   
BUILDING SERVICES

Cleaning without compromise.

RECEIVED MAY 15 2017



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

This agreement is made this 27<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> 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.

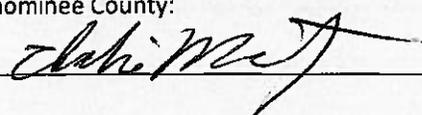
**10.** The Contractor is, and shall be deemed for all purposes to be an independent contractor and all persons performing services hereunder are and shall be deemed to be employees of the Contractor.

Contractor:

By: 

Date: 5-16-17

Menominee County:

By: 

Date: 5-9-17

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Commissioner Per Diems &amp; Expenses</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	Review commissioner per diems and expenses as recently submitted.
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

04/05/2019

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 26 2019

*AP*

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
					101-101-860.10
		228	<b>Total Mileage</b>		
<b>Total Mileage Fee</b>					<b>132.24</b>

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

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

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

3/36/19

Date





MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

COPY

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		36.40	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 10<sup>th</sup> Ave., Menominee, MI 49858

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

*Larry Schei*

Signed

3/29/19

Date









COPY

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.	15			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 10<sup>th</sup> Ave., Menominee, MI 49858

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

*William Cech*  
Signed

3/29/19  
Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b> Miscellaneous bills paid on March 21, 26, 29 & April 4, 2019 in the combined amount of \$271,302.98.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

04/05/2019  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## 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		808.89		
	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	

03/26/2019 03:08 PM  
User: jessicaw  
DB: Menominee County

CUSTOM INVOICE REPORT FOR COUNTY OF MENOMINEE  
EXP CHECK RUN DATES 03/26/2019 - 03/26/2019  
UNJOURNALIZED  
OPEN

Page: 1/1

**APPROVED**

MAR 26 2019

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

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

*MI Assoc. 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

COPY

**APPROVED**

APR 04 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI</b>				
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
<b>TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI</b>				<b>481.37</b>
<b>VENDOR NAME: ANDERSON AUTO &amp; RV SALES INC</b>				
Parks	Trailer Bearings	208-751-930.02	15.19	15.19
<b>TOTAL VENDOR ANDERSON AUTO &amp; RV SALES INC</b>				<b>15.19</b>
<b>VENDOR NAME: ASHBY, DAVID</b>				
Reimbursement	Uniform Allowance	205-315-745.00	315.00	315.00
<b>TOTAL VENDOR ASHBY, DAVID</b>				<b>315.00</b>
<b>VENDOR NAME: AT&amp;T - CAROL STREAM, IL</b>				
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
<b>TOTAL VENDOR AT&amp;T - CAROL STREAM, IL</b>				<b>1,299.29</b>
<b>VENDOR NAME: BARRETTE, JODIE</b>				
Reimbursement	Tolls, Mileage, Meals	101-141-860.00	146.55	146.55
<b>TOTAL VENDOR BARRETTE, JODIE</b>				<b>146.55</b>
<b>VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.</b>				
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
<b>TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.</b>				<b>348.87</b>
<b>VENDOR NAME: BLUETARP FINANCIAL, INC.</b>				
F09381	Inmate Supplies	101-301-770.00	256.50	256.50
1623354848	B&G Supplies	101-265-930.00	416.50	481.62
		101-265-755.00	65.12	
<b>TOTAL VENDOR BLUETARP FINANCIAL, INC.</b>				<b>738.12</b>
<b>VENDOR NAME: BODY WORKS PLUS, LLC</b>				
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
<b>TOTAL VENDOR BODY WORKS PLUS, LLC</b>				<b>1,645.00</b>
<b>VENDOR NAME: BRAZEAU, DAWN</b>				
M18-4015 & M19-4018	Transcripts	101-131-806.00	98.70	98.70
<b>TOTAL VENDOR BRAZEAU, DAWN</b>				<b>98.70</b>
<b>VENDOR NAME: BRUNELLE, JENNIFER</b>				
March 2019	Crisis Intervention	292-668-801.00	385.00	385.00
Reimbursement	NMJO Dues & Conference	101-132-802.00	40.00	75.00
		292-665-860.00	35.00	
<b>TOTAL VENDOR BRUNELLE, JENNIFER</b>				<b>460.00</b>
<b>VENDOR NAME: CARVIOU, JASON</b>				
Reimbursement	Mileage, Car Rental, Fuel, Meals	101-172-860.00	175.91	480.87
		101-101-860.00	304.96	

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

APR 04 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CARVIQU, JASON TOTAL VENDOR CARVIQU, JASON				480.87
VENDOR NAME: CECH, WILLIAM Reimbursement	March 2018 Mileage	101-101-860.00	36.54	36.54
TOTAL VENDOR CECH, WILLIAM				36.54
VENDOR NAME: CIMA COMPANIES, INC. 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 90103028	Airport	216-585-920.01	2.08	2.08
801010700	Airport Terminal	216-585-920.01	47.32	102.06
		216-585-920.02	54.74	
80101069	Airport Terminal	216-585-920.01	47.32	102.06
		216-585-920.02	54.74	
80101198	Airport	216-585-920.01	42.82	92.50
		216-585-920.02	49.68	
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 709	Annex - Water/Electric/Sewer	101-261-920.01	20.06	219.62
		101-261-920.02	34.20	
		101-261-920.03	165.36	
TOTAL VENDOR CITY OF STEPHENSON				219.62
VENDOR NAME: CLOVERLAND PAPER CO 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 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 164946	Contract # 2740-01	101-136-931.00	254.94	254.94
TOTAL VENDOR COOPER OFFICE EQUIPMENT				254.94
VENDOR NAME: CORTECH 120592	Inmate Supplies	280-362-755.00	134.00	134.00
TOTAL VENDOR CORTECH				134.00
VENDOR NAME: CRIMINAL DEFENSE ATTORNEYS OF MI 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 MC CLOREY DAVIS & ACHO 62919	Legal Charges (Powell/Men Co)	101-211-807.00	1,275.00	1,275.00
TOTAL VENDOR CUMMINGS MC CLOREY DAVIS & ACHO				1,275.00
VENDOR NAME: DEKETO, LLC DK 3-19	March 2019 Documents (x289)	256-277-857.00	750.00	750.00
TOTAL VENDOR DEKETO, LLC				750.00

APR 04 2019

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: GBS 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

APR 04 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

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				
19021	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.				

APR 04 2019

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	
		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				
3/28/19	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

APR 04 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	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					
46621	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

APR 04 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	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		117.70
		101-132-801.00	36.00		
		101-132-801.00	66.70		
3/22/19	Transport	101-132-801.01	16.25		121.95
		101-132-801.00	39.00		
		101-132-801.00	66.70		
TOTAL VENDOR QUAAK, BRENDA					239.65
VENDOR NAME: QUILL CORPORATION					
5062339	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		400.00
		260-266-801.02	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

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	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		86.79
023851	Parks	208-751-742.00	88.09		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					
019088	Legal Size Folders (District)	101-136-727.00	335.00		335.00
019081	Legal Size Folders (District)	101-136-727.00	402.00		402.00
019084	Legal Size Folders (District)	101-136-727.00	268.00		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		33.40
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST					66.80
VENDOR NAME: U.E.S. COMPUTERS, INC.					
45620	Weekly Maintenance	101-103-857.00	3,919.98		3,919.98
61036	Cisco SMARTNet	101-103-857.02	710.00		710.00
80765	Cable & Adapter	101-103-970.18	91.00		91.00

APR 04 2019

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	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	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		51.00
		101-132-801.00	36.00		
3/22/19	Transport	101-132-801.01	17.50		59.50
		101-132-801.00	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	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	266-325-745.00	100.00		100.00
TOTAL VENDOR WEDELL, MARY ANN					100.00
VENDOR NAME: WEST GROUP PAYMENT CENTER					
839949436	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: WISCCNSIN PUBLIC SERVICE CORP					

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
2638701670-00000	Parks	208-751-920.01	16.36	96.06
		208-751-920.01	36.61	
		208-751-920.01	15.81	
		208-751-920.01	27.28	
0402047856-00006	Parks	208-751-920.01	41.99	41.99
0402047856-00005	Kleinke Park	208-751-920.01	40.09	40.09
2638704613-00000	Airport	216-585-920.00	251.84	1,383.46
		216-585-920.00	242.73	
		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

APR 04 2019  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: Jason Carviou

04/05/2019  
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 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 10<sup>th</sup> Street  
Menominee, MI 49858**

**BOARD MEMBERS**

**JEFF NASER, CHAIR  
GARY EICHHORN  
SHEILA VERAGHEN**

**DIRECTOR**

**MATTHEW YOHE**

**Date:** February 26<sup>th</sup>, 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 29<sup>th</sup>, 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](http://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:**

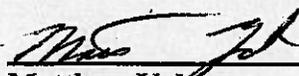
1. **MCSSA:** None

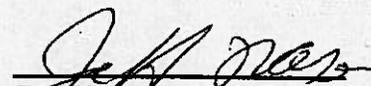
**NEW BUSINESS:** There was no new business presented.

**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 Yohe  
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**

**Patrick 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 years' 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 23<sup>rd</sup> and 24<sup>th</sup>.
- **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. Prud'homme 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 5<sup>th</sup>.

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.

February Library Board Minutes page 2

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.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary

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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		
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, 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