

*"Menominee – Where the best of Michigan Begins"*

## 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  
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The Menominee County Board of Commissioners  
will meet on Tuesday ~ May 28, 2019 @ 6:00 p.m.  
Menominee County Courthouse – Courtroom B  
839 10<sup>th</sup> Ave., Menominee, MI 49858  
906-863-7779

### AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
  - May 14, 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):*
  - Any Department Head/Elected Official Reports
  - Administrator's Report
- I. Action Items
  1. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the Personnel Manual Amendment, (section 20) - Family and Medical Leave Act.
  2. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the Personnel Manual Amendment, (section 23; (R)) - Employee Parking.

*Steven Gromala*

*Gerald Piche – Chairperson*

*William Cech – Vice Chairperson*

*Larry Phelps*

*Larry Johnson Jr.*

*Jan Hafeman*

*David Prestin*

*Bernie Lang*

*Larry Schei*

3. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve hiring one additional employee "seasonal parks worker" for the 2019 parks season. The County Parks budget will be responsible for costs related to this employee.
4. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the MERS 457 Supplemental Retirement Program to offer to employees at no cost to the County.
5. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 2019-12 ~ Land Division & Combination Procedures.
6. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 2019-13 ~ Freedom of Information Act Fee Schedule for Public Record Requests.
7. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the 2019 Tax Rate Request - L-4029 as submitted by the Equalization Director.
8. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to appoint three (3) Commissioners to the newly created Economic Development Committee.  
Commissioners: \_\_\_\_\_
9. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Commissioner per diems and expenses as recently submitted and paid.
10. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve miscellaneous bills paid on April 23, May 2 & 3, 2019 in the combined amount of \$133,564.10.
11. 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.
2. Building and Grounds/Park Items:
  - a. Shakey Lakes Electrical Project
3. Miscellaneous Items:
  - a. Hannahville Grants

b. Board Procedures – Move forward discussion items unless objected

4. Finance Items:

a. Commissioner Per diems and expenses

b. Miscellaneous bills paid on May 16, 2019 in the amount of \$112,133.11

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Adjourn

May 14, 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. Cech, seconded by Com. Hafeman to amend the agenda by adding New Business Miscellaneous Items (f. Airport culvert discussion). Motion was approved 9-0.

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

Moved by Com. Hafeman, seconded by Com. Johnson Jr. to approve the minutes from the April 23, 2019 Regular County Board Meeting. Motion was approved 9-0.

**Public Comment:** None.

**Presentations:** None.

**Department Head/Elected Officials Reports:**

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

**Action Items:**

Moved by Com. Lang, seconded by Com. Hafeman to approve a recommendation from the Executive Committee to amend the County Bylaws (Charter of Standing Committees) to create an Economic Development Committee as presented. Motion was approved by roll call vote 9-0.

Moved by Com. Hafeman, seconded by Com. Gromala to approve a recommendation from the Executive Committee to amend the County Bylaws (Charter of Standing Committees) to add two (2) additional members to the Airport Advisory Committee as presented. Motion failed on a roll call vote 5-4. (Amendments to the County Bylaws require a 2/3 majority vote to approve.)

Moved by Com. Gromala, seconded by Com. Phelps to approve a Menominee Regional Airport Private Tenant Land Lease with the Civil Air Patrol (hangar #27) as executed on Jan 1, 2019. Motion was approved by a roll call vote 9-0.

Moved by Com. Cech, seconded by Com. Lang to approve MDOT Contract No. 2019-0400 "Rehabilitate Runway – Airfield Paint Marking Project". The County share of the costs (\$3,250) will be paid from the ACIP account, #216-585-970.00. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve Resolution 2019-11 ~ Menominee Regional Airport Official Signatory for the Rehabilitate Runway – Airfield Paint Marking Project – Contract 2019-0400, from the MDOT. Motion was approved by roll call vote 9-0. (Attachment A)

Moved by Com. Cech, seconded by Com. Phelps to approve a Commercial Operating Agreement with M & M Aviation LLC to provide Airframe and Power Plant Repair/Maintenance and Flight Instruction/Training at the Menominee Regional Airport and to rent space in the Community Hangar for said commercial operation. Motion was approved by roll call vote 9-0.

Moved by Com. Hafeman, seconded by Com. Gromala to approve Phase 2 of the Telecommunications System Consultation proposal from Abilita. Cost of Phase 2 in the amount of \$3,000 (+ travel and incidental expenses, if any) will be paid from account #101-103-970.19. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Gromala to approve miscellaneous bills paid on April 10 & 17, 2019 in the combined amount of \$103,390.90. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 9-0.

### **New Business (discussion only)**

#### **Personnel Items:**

- a. Personnel Manual Amendments.
  - a. Family and Medical Leave Act (section 20). – Administrator Carviou explained that this is something that the County needs to add to the Personnel Manual to be complaint with Labor Law. The consensus of the board is to move this item forward for a vote at the next meeting.
  - b. Employee Parking (section 23; (R)). – Administrator Carviou explained how he would like to change the parking at the courthouse to better accommodate the public and require the county employees to not park in the first row of parking lot facing the courthouse. The consensus of the board is to move this item forward for a vote at the next meeting.

#### **Building and Grounds/Parks Items:**

- a. Parks request an additional seasonal worker – Administrator Carviou explained that the County Board approved the current budget with 5 seasonal workers at the parks (plus Karen and Jim Q). Jim and Karen are requesting one more seasonal worker to be added for the 2019 camping season. The consensus of the board is to move this item forward for a vote at the next meeting.

**Miscellaneous Items:**

- a. Resolution 2019-12 ~ Land Division & Combination Procedures. – The Equalization Director, Kandace Curran, had a meeting with all township assessors on May 1<sup>st</sup>. The original cost for her office to do these procedures was set at \$30. The assessors did some research and felt that a \$250 fee was more appropriate. Administrator Carviou stated that we could be looking at an additional \$65,000 in revenues. If the County Board approves this resolution, Kandace will provide every township/city board with a resolution that they will need to approve. The consensus of the board is to move this item forward for a vote at the next meeting.
- b. 2019 Tax Rate Request, L-4029 – Equalization Director Kandace Curran explained that each year the County Board has to authorize the L-4029 showing the tax rates for levy on the Tax Roll. The consensus of the board is to move this item forward for a vote at the next meeting.
- c. MERS 457 Plan – Administrator Carviou explained that the county currently offers two 457 plans. This can be offered at no cost to the county. Jason explained the benefits of adding this. Jason recommends that the board approves this. The consensus of the board is to move this item forward for a vote at the next meeting.
- d. Microsoft Windows 10 Operating System. – Administrator Carviou explained that Microsoft will no longer offer security updates or technical support for computers running Windows 7. UES informed us that the free upgrade from Microsoft will end at the end July. Jason explained that we budgeted \$40,000 for this upgrade this year. Jason would like the board to know that he will be moving forward with upgrading the additional 18 computers to Windows 10 before the free upgrade is no longer available. This will have an additional labor cost from UES of approximately 3 hours per computer at \$70/hour.
- e. Courthouse/Jail Camera System. – Administrator Carviou explained that we are still experiencing issues with our camera system. Jason explained what the county's different options are. The consensus of the board is to have Jason continue pursuing the options to fix this problem.
- f. Airport culvert – Administrator Carviou discussed a sink hole that is forming out at the airport on a heavily traveled portion of the south end hangar aprons. M&M trucking looked at this and the cost to repair would be less than \$5,000. There currently is not money budgeted for this in the Airport's budget but this is an item that should be taken care of immediately. The board would like to move this item forward tonight.

Moved by Com. Hafeman, seconded by Com. Prestin to move this item forward as an action item at this meeting. Motion was approved by a roll call vote 9-0.

Moved by Com. Prestin, seconded by Com. Hafeman to allow Administrator Carviou to exceed the budgeted amount of the airfield maintenance/repair line item (216-585-981.01) in the Airport's budget to repair the culvert. 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 April 23, May 2 & 3, 2019 in the combined amount of \$133,564.10. 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:**

- Nancy Douglas – Commented that she would like to thank the board for approving the Economic Development Committee.
- Kandace Curran, Equalization Director – Commented that her office is heading out tomorrow to start working on field studies. They usually go out every Wednesday. She also invited all commissioners to ride along if they would like.

**Commissioner Comment:**

- Com. Lang – Commented on the letter that was received from Gift of Life Michigan.
- Com. Gromala – Commented on the Northcare Substance Abuse Board grant issued to Bark River Harris Schools.
- Com. Piche – Commented that this week is Police Officers Appreciation Week.

Moved by Com. Cech, seconded by Com. Lang to adjourn at 7:58 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>Personnel Manual – Amendments; Family and Medical Leave Act &amp; Designated Employee Parking</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The County Administrator has revised two items written within the Personnel Manual.</p> <ol style="list-style-type: none"> <li>1. Family and Medical Leave Act. (section 20)</li> <li>2. Employee Parking (section 23, (R))</li> </ol>	
<b>RECOMMENDED MOTION:</b>	
<p>To approve the Personnel Manual Amendment, (section 20) - Family and Medical Leave Act.          To approve the Personnel Manual Amendment, (section 23; (R)) - Employee Parking.</p>	

Submitted by: Jason Carviou

05/21/2019  
Date

**WORKSHOP ACTION**

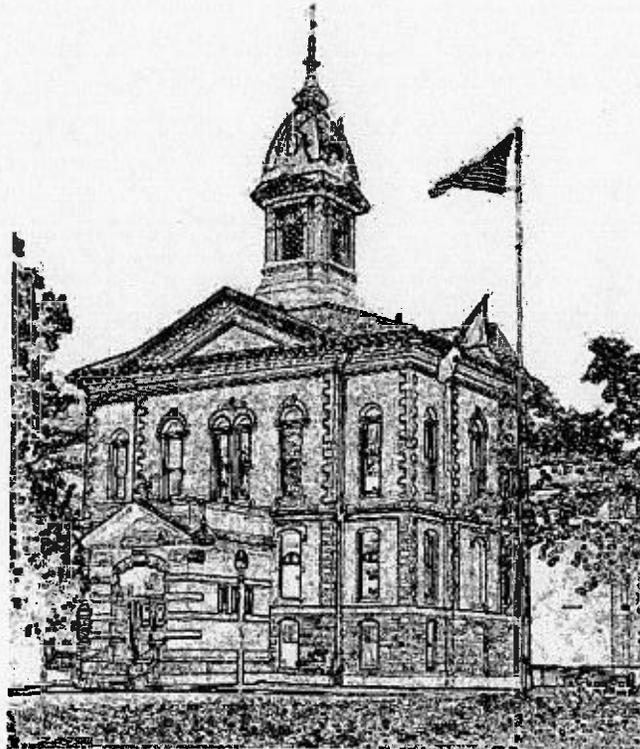
	<b>Forwarded to County Board for Approval as Recommended</b>
	<b>Reviewed with no motion to carry forward</b>
	<b>Continue after additional review/research is obtained</b>
	<b>Recommended with the following change(s):</b>

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY



## PERSONNEL MANUAL

*May 2019*

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## ***SECTION 1***

### **PURPOSE AND INTENT**

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

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

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

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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

## ***SECTION 2***

### **COVERAGE OF THE PERSONNEL MANUAL**

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

DEPARTMENT

CLASSIFICATION

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

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

- B. Elected officials or applicable Judge will be responsible for employees within their departments and shall comply with said rules and regulations for those employees under their supervision. The County Board of Commissioners will oversee positions mandated by the State (Equalization Director) but not under the supervision of other Elected Officials or applicable Judge. The County Administrator will oversee all departments and employees not under direct supervision of Elected Officials or applicable Judges. The County Administrator's supervision will include Parks and Recreation Department, Building and Grounds Department, Veteran Service Officer, Administrator's Office, E-911 Director, Emergency Management Director, MSU-Extension County employees.
- C. This Manual applies to employees of the County of Menominee in recognized collective bargaining units that are represented by a certified collective bargaining representative, except to the extent that the policy indicates that it is not applicable. In all instances where a conflict exists between this Personnel Manual and an applicable collective bargaining agreement, the collective bargaining agreement shall be deemed to prevail over the provisions of this Manual.
- D. The Board of Commissioners shall have the final determination as to who will be covered within the intent of this Manual.

**SECTION 3**

**EMPLOYMENT STATUS**

Definition of Employees

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

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

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

Seasonal Employees. Seasonal employees may be full-time or part-time and do not work more than seven hundred eighty (780) compensated hours in any one (1) year, unless otherwise provided in a negotiated labor contract or established by the County Board of Commissioners. Seasonal employees are generally hired to address the seasonal demands, such as camping season in the parks. Seasonal employees will be paid at the rate to be determined; any exceptions to this must be authorized in advance by the County Board of Commissioners. Seasonal employees shall receive no benefits and do not follow negotiated labor contracts.

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

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

#### ***SECTION 4***

#### **EMPLOYEE HIRING AND SELECTION PROCEDURE**

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

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

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

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

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

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

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

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

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

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

- D. Public Applications.

1. Each applicant shall be required to fill out the County application form. These completed application forms will be considered active for six (6) months only, unless renewed by the applicant.

2. Current County employees wishing to be considered for an opening must also fill out an application.
3. All departments shall retain applications for a period of at least three (3) years.

E. Employee Selection and Processing.

1. The County Administrator or Elected Official or Judge shall be responsible for screening and interviewing candidates for the position.
2. No new employee shall start work until they have signed a Drug-Free Workplace Policy statement.
3. No new employee shall start work until they complete an employment physical examination which may include x-rays, tests for alcohol and controlled substances, background checks and any other indicated tests and examinations which are determined to be job related. This shall be paid for by the County and shall be taken from a County appointed physician. No new employee covered under this section shall commence work for the County until the results of the employment physical examination are received and are determined satisfactory by the County Administrator.
4. When the results of the employment physical are determined satisfactory, the official starting date shall be set for the employee. The County Administrator or Elected Official or Judge shall notify the Personnel Committee, via a personnel action form, as to the candidate selected for the position.
5. The new employee shall be required to fill out the appropriate paperwork (including benefit enrollment forms, if applicable) and will review the programs and policies of the County and their new department prior to commencing work. The responsibilities and duties of the position will also be reviewed with the County Administrator or Elected Official or Department Head, as appropriate, so that the new employee understands what is expected of him/her. The County Administrator shall verify that these steps have been completed by signing the personnel action form and the "New Employee Checklist" (filled out by the Department Head), which will then be forwarded to the Personnel Committee through the Administration office.
6. Current County employees, who are changing positions, and the affected departments shall be notified by the County Administrator in writing, of the promotion or transfer and the official starting date will be determined (up to two [2] weeks notice should be given to affect an orderly transition). Appropriate paperwork will then be filled out, and if the County Administrator, or Department Head or hiring Elected Official deems it appropriate for the new position, a physical examination may be required. County employees transferred or promoted will meet with their new Department Head in order to discuss the duties and responsibilities of the new position and to be familiarized with the new department prior to commencing work.

## *SECTION 5*

### **EMPLOYMENT DATES**

- A. Date of Hire. The effective date on which an individual is officially hired as an employee of Menominee County shall be designated as that individual's "Date of Hire". This date is used to determine vacation time, sick time and retirement benefits. An employee's "Date of Hire" will remain in effect throughout the employee's continuous consecutive years of Employer paid employment with the County. The following shall alter an employee's Date of Hire:
1. Layoffs which exceed one (1) year, which shall change ones hire date to the date of return to employment.
  2. Authorized medical leaves of absence or other authorized leaves of absence exceeding one (1) year, which will change one's hire date to the date of return.
  3. Termination of employment for any reason.
- B. Anniversary Date. The effective anniversary date of employment shall be their first day of work. A part-time employee or casual employee moving to full-time status will retain their anniversary date. When transferring to another pay grade, the employee will receive a new anniversary date corresponding to the first day at the new pay grade. Step increases will be given yearly (based on a 6 year progressive wage scale) on the anniversary date.

## *SECTION 6*

### **HOURS OF WORK**

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

## *SECTION 7*

### **OVERTIME**

- A. Overtime. Employees working more than 80 hours a pay cycle shall receive time plus one-half (1/2) of their hourly rates. This provision will exclude bargaining units and exempt employees of the county.
- B. Compensatory Time. Time will be earned on an equal hour for hour basis. This will be allowed for exempt employees at the discretion of their Department Heads.
- C. Exempt Employees. "Exempt" employees, as used in this Article, shall refer to employees exempt from the overtime provisions of the Federal Fair Labor Standards Act, being 29 USC 201, et seq.

These employees shall be compensated on a salary basis. These employees include, by way of example and not limitation:

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

### ***SECTION 8***

#### **CLASSIFICATION PLAN**

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

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

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

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

## *SECTION 9*

### COMPENSATION

- A. All County wages and salaries shall be set by the Board of Commissioners. All employees covered by these policies will be classified and placed on the approved Wage Schedule for each year. This wage rate shall not include longevity, shift differential, or other bonuses.
- B. Starting Wage Rates. The starting wage rates for an employee in a given classification will normally be the base rate of the wage range, except:
1. When the employee enters the new classification by way of promotion from another County classification with a lower maximum wage rate, the employee shall be started at the lowest rate in the new classification which is at least three percent (3%) higher than the employee's current rate of pay.
  2. When the employee brings recent directly comparable work qualifications to the classification, the Department Head may petition the Board of Commissioners to start the employee at a rate of a three (3) year level (under this level is Dept. Head discretion), provided this rate will be within the Department's budget and the Department Head notifies the County Board of the starting rate.
  3. Menominee County utilizes a six (6) year wage progression range.
- C. Longevity Bonus. Full Time employees will receive longevity pay effective on or after their 3<sup>rd</sup> anniversary date. Employees will receive longevity pay on the first paycheck in December of each year, one hundred dollars (\$100) plus fifty dollars (\$50) for each additional year above three (3) years, up to a maximum of one thousand dollars (\$1000).

## *SECTION 10*

### RETIREMENT PLAN

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

- B. Plan. Individual Employees who were previously covered under individual contracts will continue under those plans, all others or any new hires after January 1, 2005 shall follow the same plans as followed by the Courthouse bargaining unit. Full Time Employees hired on or after 1/1/2015 will be required to participate in the county's Defined Contribution Retirement Plan (DC Plan) administered through MERS. The terms of the DC Plan shall be as follows: The County shall contribute an automatic five percent (5%) of an employee's gross pay into the plan. The County will match up to an additional three percent (3%) pre-tax contribution by the employee. Employees will be vested at the completion of three (3) years of service.
- C. MERS Regulations. The above benefits are subject to amendments of Act 135, of the Public Acts of 1945 and the MERS regulations. Additional information explaining the retirement system is available through the County Administrator.

## ***SECTION 11***

### **LIFE INSURANCE**

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

## ***SECTION 12***

### **HOSPITALIZATION AND MEDICAL INSURANCE**

- A. Health Insurance. The Employer agrees to provide a health insurance program for full time employees and his/her dependents. Coverage provided will be substantially equal to the coverage including premium co-pay as negotiated with the Courthouse bargaining unit. Those wishing to opt out of group coverage will be paid a stipend (in lieu of) as agreed to by the Courthouse Bargaining unit.
- B. Retirement Insurance. Upon retirement from the County's service, the Employee may elect to remain in the group hospital insurance program subject to the same being approved by the Employer's group hospitalization carrier. In the event that an employee shall remain a member of the group hospitalization program, he/she must pay the full cost of the insurance premium charged by the group carrier for said benefit. The premium will be paid to the Employer, who shall forward the same to the group carrier. (COBRA) Consolidated Omnibus Budget Reconciliation Act.
- C. Per the Affordable Care Act, those employees who no longer meet the requirements of qualification for health insurance will be offered COBRA as described above.

## *SECTION 13*

### TRAVEL ALLOWANCE

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

1. Mileage Allowance.

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

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

- (a) Attendance at a meeting, convention, conference or seminar shall have the prior approval of the County Administrator.
- (b) Travel by private automobile shall be reimbursed at the rate as provided in section 1 (a) above.
- (c) If transportation is by an Employer-owned vehicle, no mileage shall be allowed. Actual expenses of operation of said vehicle will be paid by the Employer.
- (d) If travel is by common carrier, coach fares will be reimbursed.
- (e) Reimbursement for meals will follow the policy (R91-11) and rate adopted by the County.
- (f) When a member of an employee's family, i.e. wife, husband, son or daughter, shares the hotel or motel room, the single occupancy rate only will be reimbursed to the employee.

- (g) Business expenses such as tolls, telephone and fax expenses will be reimbursed when it is necessary as a part of the trip on behalf of the Employer.
- (h) Parking fees during the conference, convention, seminar or meeting will be reimbursed.
- (l) Expense Vouchers shall be submitted within one (1) week following the convention, conference, seminar or meeting attended by the employee. All vouchers that contain reimbursement requests for personal out of pocket expenses such as meals, tolls, or fuel must be submitted with a receipt documenting the expense.
- (j) The Board of Commissioners may determine that certain items will not be reimbursed under any circumstances, including, but not limited to:
  - 1) Travel insurance;
  - 2) Laundry or dry cleaning; or
  - 3) Hospitality or entertainment expense.
  - 4) Alcoholic Beverages

3. Advance Payment.

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

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

## ***SECTION 14***

### **HOLIDAYS**

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

## ***SECTION 15***

### **PERSONAL LEAVE**

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

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

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

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

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

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

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

## ***SECTION 16***

### **FUNERAL LEAVE**

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

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

## ***SECTION 17***

### **MILITARY RESERVE TRAINING LEAVES**

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

## ***SECTION 18***

### **WORKER'S COMPENSATION**

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

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

## *SECTION 19*

### **LEAVES OF ABSENCE FOR JURY DUTY OR COURT APPEARANCES**

- A. Court appearance time during scheduled working hours. This type of leave is caused by an employee being subpoenaed as a witness to appear in Court on behalf of the County because of their County position. The employee shall suffer no loss of salary and benefits from that which they would have normally accrued and been paid while on this leave, provided all witness fees, less mileage, are deposited with the Office of the County Treasurer.
- B. Court appearance time during non-scheduled working time. When a County employee that is not exempt from overtime is required because of their County position to appear in Court on behalf of the County during their nonscheduled working time, the time so spent in Court shall be counted as hours worked for salary and benefits. The court appearance must be verified, in writing, by the court involved in order to receive payment for this leave.
- C. Jury Duty. This is an absence from work caused by an employee being ordered to serve as a juror in a court of law. Employees ordered to serve as a juror must show proof and will be required to deposit the jury fee, less mileage and expense allowances, in the Office of the County Clerk. Then the employee will be paid and will accrue all benefits that they would have normally received while not on jury duty. Employees excused from Jury Duty are expected to return immediately to their County duties.

## *SECTION 20*

### **FAMILY AND MEDICAL LEAVE ACT**

**LEAVE ENTITLEMENTS:** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**BENEFITS & PROTECTIONS:** While employees are on FMLA leave, employers must continue health insurance coverages as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer must not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**ELIGIBILITY REQUIREMENTS:** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\* Special "hours of service" requirements apply to airline flight crew employees.

**REQUESTING LEAVE:** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**EMPLOYER RESPONSIBILITIES:** Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

**ENFORCEMENT:** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

**EMPLOYER SPECIFIC REQUIREMENTS:** In accordance with the Family and Medical Leave Act, Menominee County will require the following:

- All elected officials, department heads, and/or supervisors are required to notify the County Administrator as soon as possible if they believe an employee has requested leave that may qualify for FMLA leave, regardless if the employee specifically requests FMLA leave or uses the term FMLA.
- Any request for leave that qualifies for FMLA leave shall be designated as such.
- Employees are required to substitute accrued paid leave (vacation, sick, and personal) for FMLA leave. Substitute means that the accrued paid leave will run concurrently with the unpaid FMLA leave. Accrued paid leave used for and FMLA-covered reason is FMLA-protected.
- The 12-month FMLA "leave year" is defined as the 12-month period beginning on the first day of an employee's work anniversary.

*SECTION 21*

**LEAVES OF ABSENCE WITHOUT PAY WITHOUT BENEFITS**

- A. Administrative Leaves. At his/her request, a regular employee in good standing may be granted an administrative leave of absence without pay with the approval of the County Administrator under the following conditions:
1. The employee will indicate the duration of such leave in his/her initial request.
  2. The requested leave is for additional training to better qualify him/her in work assignments, or the leave is needed because of reasons sufficient in the opinion of the County Administrator to warrant such leave of absence.
  3. Extensions of administrative leaves may be granted provided a written request is made, where possible, at least seven (7) days prior to the expiration of the leave.
  4. All paid vacation and personal leave accumulations must be used prior to approval of an administrative leave.

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

- B. Health Leave. A leave of absence without pay due to sickness and injury which prevents the employee from discharging his/her normal duties, may be granted on the following basis:
1. A regular employee may be granted a leave of absence upon the approval of the County Administrator or Elected Official for the period of disability, but not to exceed twelve (12) weeks, provided the employee's request is supported by a physician's statement verifying the need for a leave, the diagnosis and expected duration of the leave. Upon the employee's request, the County Administrator may grant extension periods for such health leave if, when requested, the need for such extensions are medically verified and the County Administrator or Elected official feel such extension is justified. The Employer may request the employee to provide the County with a physician's statement attesting to an employee's continued inability to work on a reasonable basis. Upon the employee's return to work from such leave, the employee shall furnish the County a physician's statement as to his/her fitness for work.
  2. The employee must utilize his/her personal leave (i.e.: illness, vacation, personal) before requesting an unpaid leave of absence for illness or injury. (If not requesting via FMLA).

3. The employee shall submit a medical certification as the employee's ability to resume work after (1) all unpaid leaves in excess of thirty (30) days taken for the employer's health or injury reasons; (2) all unpaid leaves taken for the employee's mental health reasons; and (3) after any absence from work during which the employee received worker's compensation benefits. Employees shall be provided specific notice that a return to work certificate is required when they go on unpaid leave, or when it is determined that the leave will require such a return to work certification.
  4. The Employer may request an employee to submit to a physical or psychological or occupational examination with a physician designated by the County in the event the employers question the necessity for a health or injury leave. If required, the exam will be paid for by the County.
- C. When a leave of absence without pay under this Article is granted for a specific time period of not more than twelve (12) weeks, and is not extended beyond such period, the individual shall normally be entitled, at the termination of such leave, to reinstatement to his/her former position. When a leave of absence is required for a period of more than twelve (12) weeks, the employee's position will not automatically be held open for him/her. The employee may be reinstated after return from leave if and when comparable employment is available.
  - D. Benefits. All leaves of absence under this Article will be without pay and fringe benefits, including, but not limited to, employer paid insurances, except that the County will continue Employer paid health insurance for the duration of a duly approved health leave of absence, up to a maximum of twelve (12) months. The employee must pay their portion of health insurance or it may be terminated. No benefits or seniority shall accrue during such leaves. To the extent required by federal law, the County will also continue to make available group health coverage for leaves other than Employer approved health leaves which are covered by the Federal Family and Medical Leave Act of 1993 (PL 103-3), as amended. Employees may also continue health insurance coverages under the County group policies at the employee's expense to the extent required by Federal law. (COBRA) Consolidated Omnibus Budget Reconciliation Act.
  - E. Failure to Return. In the event that any employee fails to return from an unpaid leave after the end of the approved leave period, the employee will be considered to have voluntarily resigned from County service. Employees may also continue health insurance coverages under the County group policies at the employee's expense to the extent required by Federal law. (COBRA)
  - F. The County reserves all employer rights relating to leaves of absence that may be provided under Federal Family Leave Act.

## SECTION 22

### PERSONAL CONDUCT

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

The examples of behavior listed below are considered unacceptable conduct:

1. Habitual tardiness at commencement of the workday or after lunch (habitual shall be interpreted to be two instances in one month without sufficient reason, as determined by the Department Head).
2. Absenteeism without sufficient reason or proper notification.
3. Disregard of safety rules or common safety practices.
4. Abuse of break time.
5. Use of profanity or obscene language in the presence of fellow employees or the public.
6. Faulty work and/or covering up faulty work.
7. Failure to complete work assignments.
8. Inefficient work, incompetence or neglect of duty.
9. Conduct disruptive to the work of other employees.
10. Dress inappropriate for work areas and/or which fails to take into consideration public contacts, public expectations and safety or sanitation.
11. Unprofessional conduct.
12. Injurious or dangerous pranks.
13. Fighting on the premises (quarreling not considered fighting).
14. Gambling during working hours.

15. Making or publishing false, vicious, or malicious statements concerning any County employee or the County government
16. Malicious destruction of County property.
17. Unjustified abuse toward the public, either verbal or physical.
18. Willful disobedience to the proper directive of a supervisor, or other acts of insubordination.
19. Unauthorized use of County property, equipment or facilities (including telephones and duplicating equipment).
20. Violation of any County work rules, this manual, or Department rules established by your Department Head.
21. Carelessness or negligence which results in injury to another employee, client or visitor.
22. Sleeping on duty.
23. The misuse of, or removal from the premises without authorization of, any County records or confidential information, or any other County property.
24. Theft of any property of fellow employees or of the County.
25. Knowingly falsifying any timekeeping records, or intentionally giving false information to any whose duty it is to make such records.
26. Possession, consumption or use of any alcoholic beverages on the County premises or while on duty.
27. Possession, consumption or use of a non-prescribed controlled substance. (Refer to drug free work policy)
28. Reporting to work while impaired by the use of alcoholic beverages or controlled substances.
29. Absence on workdays without notice or leave, and without justifiable reason for failure to report.
30. Violation of departmental rules on confidentiality.
31. Immoral conduct.
32. Failure to abide by the standards of conduct established by State law in 1968 PA 317, as amended (being MCL 15.321-15.330) and/or the standards of conduct applicable to State employees in 1973 PA 196, as amended (being MCL 15.341-15.348), which statutes relate to conflicts of interest.
33. Instigating, aiding or participating in any illegal strike or work stoppage.

34. Illegal activity on County premises (misdemeanor or felony) during work or non-work hours.
35. Criminal conviction of a felony, or a serious or work related misdemeanor.
36. Unauthorized possession of firearms, dangerous weapons for personal protection devices, while on duty or on County premises.
37. Falsification or unauthorized altering of employment application information, or County records.
38. Sexual harassment of any other employees or members of the public while on duty or in connection with County assignments.

### **SECTION 23**

#### **COUNTY POLICIES**

- A. Telephone Calls. Use of County telephones is not permitted for personal long distance calls except in emergencies. Department Heads may require employees to log all telephone calls.
- B. Change of Name, Address or Telephone Number. If you change your name, marry, have children, change your phone number, or change your address, it is important that you inform your supervisor and the County Clerk's Office as soon as possible so that your records and insurances may be adjusted. It is your responsibility to keep the Clerk's Office up to date regarding these matters.
- C. Resignation. Should an employee decide to leave employment, a minimum of a two (2) weeks' notice in writing must be given to your Department Head.
- D. Employment of Relatives. It is the policy of the County to permit the employment of qualified individuals who are related to an existing employee, provided a *direct* supervisory-subordinate relationship would not exist as a result of that employment, or such persons do not work in the same department. Relatives are defined as spouse, brothers, sisters, parents, in-laws, and natural or adopted children.  
  
If a *direct* supervisory-subordinate relationship occurs as a result of a marriage between two employees working or if such persons would work in the same department, then the County will attempt to transfer one of the individuals, but it is not required to do so. If a transfer does not occur, one of the employees will be required to resign within sixty (60) days of the marriage.
- E. Personnel Records. Personnel records are maintained for employees with the County Clerk. These records include information on initial employment or re-employment, professional credentials, salary increases, promotion, demotions, disciplinary actions and other pertinent employment information. You may have access to review and have a copy made of your personnel file provided the County Clerk or their designee, are present during the review.

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

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

1. Employees engaged in outside or supplemental employment shall:
    - (a) Not use County facilities as a source of referral for private customers or clients.
    - (b) Not be engaged in during the employee's regularly scheduled working hours.
    - (c) Not use the name of the County or any County agency as a reference or credential in advertising or soliciting customers or clients.
    - (d) Not use County supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
    - (e) Maintain a clear separation of outside or supplemental employment from activities performed for the County.
    - (f) Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of employee's duties.
  2. The County shall not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.
- G. Tardiness. Employees who are late may be docked for time lost, and may be otherwise disciplined and/or dismissed at the discretion of the Department Head.
- H. Absenteeism. Employees are required to notify their immediate supervisor prior to any absence as soon as possible.
- I. Dress and Grooming. Employees are expected to maintain a neat and well-groomed appearance in accordance with their position and working conditions. A Department Head may implement a code for his/her department.
- J. Public Decorum. All employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person.
- K. Acceptance of Gifts. Employees shall not accept any gifts or gratuity from any individual or agency that may be construed as influencing a decision of a County employee.

- L. Personal Mail. Personal mail should not be addressed to the County address. Employees shall not use County postage or other County property for personal business.
- M. Visitors. Friends, relatives and children of employees are not allowed in the working areas without the approval of the Department Head.
- N. Sexual Harassment. Menominee County does not condone any form of sexual harassment in the workplace. Menominee County will provide employee a copy of the Menominee County's Sexual Harassment: Your Rights and Responsibilities policy. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

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

1. Make an attempt to rectify the situation by direct confrontation with the harasser, stating that the advances are not welcome.
  2. If direct confrontation is unsuccessful or if you are unable to confront the harasser, the employee may: 1) report the harassment to the Department Head who will investigate or attempt to resolve the problem; 2) Report the harassment to the County Administrator, then the complaint may be then heard in executive session of Personnel Committee; and/or 3) file a formal charge with the Michigan Department of Civil Rights or, under the Title BI, with the Equal Employment Opportunity Commission.
- O. Personal Equipment and Valuables. It is impossible to secure insurance coverage for personal equipment and valuables brought on County premises. You are discouraged from having personal items at your office and the County cannot be responsible for any loss or damage to such items.
  - P. County Property. Employees shall conform to all rules for use and treatment of County facilities and property, and shall not use any County property, equipment, facilities or staff for personal matters or gain.

Q. Political Activities

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

R. Parking. ~~Employees are to use designated parking areas only so that parking is available to the public.~~ The first row of parking along the west side of the Courthouse is designated for visitor parking. No employee shall park in this section of the Courthouse parking lot unless they receive prior approval from the County Administrator. The County Administrator shall only permit employees to park in the visitor section when there is a legitimate need deemed necessary for health or security as determined by the County Administrator.

Employees parking at other County facilities should do so in a manner that allows the public direct and easy access to the County facility.

The County Administrator may enact additional parking policies at the Courthouse or other County facilities when or if necessary to ensure adequate parking for the public is available.

S. Inclement Weather.

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

T. Time Records and Payroll Records.

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

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

V. Identification Badge.

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

*SECTION 24*

**DISCIPLINARY PROCEDURE**

Types of Disciplinary Actions.

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

Prior to any of the following disciplinary actions being taken by the County, the employee department head is required to conduct a thorough investigation into the alleged offense. The investigation is to be placed on the County's Personnel Action Form along with any other pertinent documents attached to this form. The investigation is to include giving the employee's an opportunity to respond to any accusation. A report of the investigation will be submitted to the County Administrator's Office by use of the Personnel Action Form within one (1) business day. The County Administrator's Office will then distribute the Personnel Action Form as follows within one (1) business day of receiving the form: Original with Attachments - Personnel Records; Copy without attachments - Employee, Department Head(s), Payroll & County Board of Commissioners.

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

A. Oral Reprimand

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

B. Written Reprimand

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

C. Suspension

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

D. Discharge

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

***SECTION 25***

**COMPLAINT PROCEDURE**

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

- Step 1. Employees who believe they have a justifiable request or complaint should discuss the grievance with the immediate supervisor. This will lead to a fair and speedy solution of most of the complaints arising out of the day-to-day operation of the County.
- Step 2. An employee not satisfied with the verbal decision received in step 1, should submit a grievance in writing to the immediate supervisor. The immediate supervisor shall give an answer to the grievance in writing within five (5) working days, after the written grievance has been received.
- Step 3. An employee not satisfied with the decision received in step 2, should submit the grievance in writing to the Department Head. The Department Head shall give an answer to the grievance in writing on the same form, within five (5) working days, after the written grievance has been received.
- Step 4. An employee not satisfied with the decision received in step 3, should submit the grievance in writing to the County Administrator. The County Administrator, in concert with the Board Chair and the Personnel Committee Chair, shall give an answer to the grievance in writing on the same form, within five (5) working days, after the written grievance has been received.

Step 5. An employee not satisfied with the decision received in step 4, should submit the grievance in writing to the County Board thru the County Administrator. The County Board shall give an answer to the grievance in writing on the same form, after a regular scheduled meeting. (Per Act 267 of 1976 15.268 (8)(c)) If requested, may be held in closed session. This decision shall be considered as final.

APPENDIX "A"

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS, PERSONNEL COMMITTEE  
NEW EMPLOYEE CHECKLIST

1. Department: \_\_\_\_\_
2. Position: \_\_\_\_\_
3. Date of Position Vacancy: \_\_\_\_\_
4. Date Position Filled: \_\_\_\_\_
5. Starting Rate of Pay: Grade: \_\_\_\_\_ Step: \_\_\_\_\_; being \$ \_\_\_\_\_/hr.)
6. Employee Hired: \_\_\_\_\_  
(name)  
\_\_\_\_\_  
(address)
7. Employee Status: Regular Full-Time \_\_\_\_\_ Regular Part-Time \_\_\_\_\_  
Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_
8. Position was advertised through: \_\_\_\_\_  
(Name of Media Sources Used)
9. The New Employee's Pre-employment Application was submitted on: \_\_\_\_\_  
(Date)
10. a. The Employee's Pre Employment Physical was conducted on: \_\_\_\_\_  
(Date)  
b. Employee's Physical Reflected no Limitations, except: (list any) \_\_\_\_\_  
\_\_\_\_\_
11. New Employee filled out Necessary Employment and Benefit Enrollment Forms at Clerk's Office on: \_\_\_\_\_
12. New Employee signed Drug-Free Workplace Policy on \_\_\_\_\_  
(Date)
13. New employee signed Computer Usage Policy on \_\_\_\_\_  
(Date)

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

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

\_\_\_\_\_  
Department Head Signature

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Hire one additional Parks seasonal worker</b>
<b>DEPARTMENT:</b>	<b>Parks/Administration</b>
<b>ATTACHMENTS:</b>	<b>No</b>
<b>SUMMARY:</b>	
<p>The County Board approved the current budget with 5 seasonal workers at the parks (plus Karen and Jim Q). Jim and Karen are requesting one more seasonal worker to be added for the 2019 camping season. The scheduling of only five workers leaves them short if anyone calls in sick or if Jim or Karen need to leave the park. They request to hire one more "floater" that can do the office work and the maintenance work. Board to discuss adding another seasonal worker.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>To approve hiring one additional employee "seasonal parks worker" for the 2019 parks season. The County Parks budget will be responsible for costs related to this employee.</p>	

Submitted by: Jason Carviou

05/21/2019  
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>

PARKS	Employee Name	PROJECTED SALARIES	HOSPITAL INS	FICA	FICA MED	WORK COMP	RETIREMENT	Uniform Allowance	TOTAL
		780							
Park Ranger	Quist, Jim	\$37,925	\$15,429.46	\$2,167.97	\$307.03	\$2,271.24		400	\$59,630
Parks Seas Office Mgr.	Kayser, Karen	\$10,920	\$0.00	\$677.04	\$158.34	\$55.04	n/a		\$11,810
Parks Seas Office Worker	Hannah	\$7,800	\$0.00	\$483.60	\$113.10	\$39.31	n/a		\$8,436
Parks Seas. Parks/office Worker	vacant	\$7,800	\$0.00	\$483.60	\$113.10	\$456.30	n/a		\$8,853
Parks Seasonal Worker	Mikus, Shaun	\$7,800	\$0.00	\$483.60	\$113.10	\$456.30	n/a		\$8,853
Parks Seasonal Worker	vacant	\$7,800	\$0.00	\$483.60	\$113.10	\$456.30	n/a		\$8,853
Parks Seasonal Worker	Ken Anderson	\$9,360	\$0.00	\$580.32	\$135.72	\$547.56	n/a		\$10,624
									\$117,059

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>MERS 457 Supplemental Retirement Program</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The MERS 457 Program is a supplemental retirement program. We currently offer one supplemental retirement program. MERS is offering the 457 plan for employees.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>To approve the MERS 457 Supplemental Retirement Program to offer to employees at no cost to the County</p>	

Submitted by: Jason Carviou

05/21/2019  
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>

**MERS Uniform 457 Supplemental Retirement  
Program Resolution**



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

www.mersofmich.com

This Resolution, together with the MERS 457 Supplemental Retirement Program and Trust Master Plan Document and the MERS 457 Supplemental Retirement Program Participation Agreement and any Addendum thereto, constitute the entire MERS 457 Deferred Compensation Plan Document.

**WHEREAS**, the Municipal Employees Retirement Act of 1984, Section 36(2)(a), MCL 38.1536(2)(a) (MERS Plan Document (Section 36(2)(a)) authorizes the Municipal Employees' Retirement Board (the "Board") to "establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other postemployment benefit programs," and on November 8, 2011, the Municipal Employees' Retirement Board adopted the MERS 457 Deferred Compensation Plan.

**WHEREAS**, this Uniform Resolution has been approved by the Board under the authority of Section 36(2)(a), and the Board has authorized the MERS 457 Deferred Compensation Plan, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution.

**WHEREAS**, the Participating Employer, a participating "municipality" (as defined in Section 2b(2) in the Municipal Employees Retirement Act of 1984; MCL 38.1502b(2); Plan Document Section 2b(4)) or participating "court" (circuit, district or probate court as defined in Section 2a(4) – (6) of the Act, MCL 38.1502a(4) – (6); Plan Document Section 2a(4) – (6)) within the State of Michigan has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a deferred compensation plan;

**WHEREAS**, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering salary reduction contributions;

**WHEREAS**, the Participating Employer has reviewed the MERS 457 Supplemental Retirement Program ("Plan");

**WHEREAS**, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

**WHEREAS**, the Participating Employer is an Employer as defined in the Plan;

**WHEREAS**, concurrent with this Resolution, and as a continuing obligation, this Governing Body has completed and approved, and submitted to MERS and the Board documents necessary for adoption and implementation of the Plan; and

**WHEREAS**, the Governing Body for and on behalf of the Participating Employer is authorized by law to adopt this Resolution approving the Participation Agreement on behalf of the Participating Employer. In the event any alteration of the terms or conditions stated in this Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to continue to administer (or to have administered) the MERS 457 Supplemental Retirement Program for the Participating Employer.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body adopts the MERS 457 Supplemental Retirement Program as provided below.

## MERS Uniform 457 Supplemental Retirement Program Resolution

---

- I. The Participating Employer adopts the Plan for its Employees.
- II. The Participating Employer hereby adopts the terms of the Participation Agreement, which is attached hereto and made a part of this Resolution. The Participation Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participation Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board.
- III. The Participating Employer shall abide by the terms of the Plan, including amendments to the Plan made by the Board, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.
- IV. The Participating Employer acknowledges that the Board is only responsible for the Plan and any other plans of the Employer administered by MERS and that the Board has no responsibility for other employee benefit plans maintained by the Employer that are not part of MERS.
- V. The Participating Employer accepts the administrative services to be provided by MERS and any services provided by a Service Manager as delegated by the Board. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' accounts.
- VI. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.
- VII. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Board to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
- VIII. This Resolution and the Participation Agreement shall be submitted to the Board for its approval. The Board shall determine whether the Resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Board may refuse to approve a Participation Agreement by an Employer that does not possess State statutory authority to participate in the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this Resolution and the Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

# MERS Uniform 457 Supplemental Retirement Program Resolution

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**BE IT FINALLY RESOLVED:** This Resolution shall have no legal effect under the Plan until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under the 457 Supplemental Retirement Program Plan and Trust, the Participation Agreement, and this Resolution have been met. All dates for implementation of the Plan shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer.

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred by this Governing Body and MERS (and a third-party administrator, if applicable and necessary). The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on

\_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
(Signature of authorized official)

Printed name: \_\_\_\_\_ Position title: \_\_\_\_\_  
(Authorized Official - printed) (Authorized Official - position)

Municipality name: Menominee County

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

Dated: \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_  
(Authorized MERS signatory)

# MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. **Employer Name:** Menominee County  
(Name of municipality or court)

**Municipality Number:** 5502 **Division Number (if amendment):** \_\_\_\_\_

II. **Effective Date:** The MERS 457(b) Program will be effective as follows (choose one):

- Original Adoption.** The MERS 457(b) Program will be effective 06/2019,  
(Month and year)  
with respect to contributions upon approval by the Program Administrator.
  - To establish a new plan or replace current 457 carrier with the MERS 457 Program.
  - To add the MERS 457 Program in addition to: Nationwide and FTJ  
(Other plan provider)

**VERY IMPORTANT:** All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Master Plan Document provisions.

- Amendment and Restatement.** The amended and restated MERS 457(b) Program will be effective \_\_\_\_\_, with respect to contributions upon approval by the  
(Month and year)  
Program Administrator. *Please note:* You only need to mark *changes* to your plan throughout the remainder of this Agreement.

III. **Eligible Employees:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

IV. **Contributions will be submitted (check one):**

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly

# MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

## Compensation

Employers may designate the definition of compensation per division participating in MERS 457(b) Supplemental Retirement Program Plan Document (check one):

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

NOTE: For purposes of applying the Internal Revenue Code Section 415(c) limits on annual additions, compensation shall be defined as required under that law.

V. **Roth Deferral Contributions:**  shall be permitted       shall not be permitted

If Roth Deferral Contributions are elected, the Program will allow Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers will also be allowed. Roth in-plan rollovers allow a participant who has reached 70½ or who has incurred a severance from employment to elect to have all or a portion of his or her pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

# MERS 457 Participation Agreement

VI. **Loans:**  shall be permitted  shall not be permitted

If Loans are elected, please complete and attach the *MERS 457 Loan Addendum*.

VII. **Automatic Enrollment:**  shall be permitted  shall not be permitted

If selected, please complete and attach the *MERS 457 Eligible Automatic Contribution Arrangement (EACA) Addendum*.

VIII. **Employer Contributions:**  shall be permitted  shall not be permitted

If selected, please complete and attach the *MERS 457 Employer Contribution Addendum*.

IX. **Modification of the Terms of the Participation Agreement**

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

X. **Enforcement**

1. This Participation Agreement, including attachments/addendums may be terminated only in accordance with the Master Plan Document
2. The Employer hereby agrees to the provisions of the *MERS 457 Supplemental Retirement Program and Trust Master Plan Document*.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. **Execution**

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

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

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

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

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

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

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

**Resolution Establishing Authorized Signatories for MERS  
Contracts and Service Credit Purchase Approvals**



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

www.mersofmich.com

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

This resolution applies to reporting unit(s) # NA of the participating municipality listed below.

**WHEREAS**, Menominee County ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS**, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS**, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS**, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. \_\_\_\_\_

Optional additional job positions:

2. \_\_\_\_\_

3. \_\_\_\_\_

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on \_\_\_\_\_, 20\_\_\_\_\_.

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

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

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

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

Witness name: \_\_\_\_\_

Witness title: \_\_\_\_\_

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Resolution 2019-12 ~ Land Division &amp; Combination Procedures</b>
<b>DEPARTMENT:</b>	<b>Equalization/Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Equalization Director had a meeting with all townships and came back with discussion of the fee schedule that the county board approved at the prior meeting. Discussion was to allow the EQ dept. to take care of all of the split/combinations of land parcels in the county due to the fact that there is a lot of back and forth between the EQ department and the townships through the process now. The townships will still need to approve the divisions, and this resolution. But the process should be charging a lot more than \$30. There are a lot of details that the department will need to verify prior to execution.</p>	
<b>RECOMMENDED MOTION:</b>	
To approve Resolution 2019-12 ~ Land Division & Combination Procedures.	

Submitted by: Jason Carviou

05/21/2019  
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>

## **RESOLUTION 2019-12**

### **Menominee County Land Division and Combination Procedures**

**WHEREAS**, Menominee County Equalization Department is responsible for specific duties in the process of dividing and combining parcels of property in Menominee County; and

**WHEREAS**, the Equalization Department agrees to adhere to the State of Michigan Land Division Act 288 of 1967 as Amended, The Zoning & Enabling Act of 2006, and each Municipality's Land Division Ordinance; and

**WHEREAS**, the Equalization Department agrees to accept all applications for land division, combinations, and reconfiguration of land boundaries in the County and: positively identify all land owners of parcels; verify and re-write all legal descriptions for proposed new parcels; verify proof of taxes or special assessments are paid and current on all parent parcels; verify allocated divisions available on parcels; draw proposed new parcels, and confirm the accuracy of legal descriptions on potential deeds for recording; and

**WHEREAS**, the Equalization Department will confirm the municipality, school district, Town, Range, Section, class of property, and contiguous nature of proposed new parcel(s); and

**WHEREAS**, the Equalization Department will collect a non-refundable application fee of \$250.00 per Land Division and Combination Application prior to any proposed changes; and

**WHEREAS**, the Equalization Department will process each application within 21 days and forward to the municipality for final approval, and adhere to the 45-day approval or denial period pursuant to the Land Division Act 288 of 1967 as Amended; and

**WHEREAS**, the Equalization Department will set the deadline to receive Land Division and Combination applications as November 1<sup>st</sup> of each current year to be completed for the following tax year. Any applications received between November 1 and December 15 will have an additional \$50 fee assessed for the application and processing. Applications received after December 15 will be processed after January 1 in the following tax year; and

**WHEREAS**, the purpose of this Resolution is to carry out the provisions of the Land Division Act 288 of 1967 as Amended and; to prevent the creation of parcels of property which do not comply with applicable ordinances of said Act: to minimize potential boundary disputes, to maintain orderly development of the community, and to otherwise provide for the health, safety and welfare of the residents and property owners of Menominee County by establishing reasonable

standards for prior review and approval of land divisions, combinations, and reconfigurations within the County.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Menominee County Board of Commissioners hereby adopts this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution will be forwarded to all municipalities in Menominee County for their approval and agreement of such.

**A ROLL CALL VOTE WAS TAKEN AS FOLLOWS**

**AYES:** \_\_\_\_\_ **NAYS:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
Gerald Piche, Chairman, Menominee County Board of Commissioners

\_\_\_\_\_  
Date

I hereby certify that the foregoing is a true and complete copy of **Resolution 2019-12** adopted by the County Board of Commissioners at a regular meeting held on **May 28, 2019**, and I further certify that the public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Marc Kleiman, Menominee County Clerk

**LAND DIVISION ACT**  
**Act 288 of 1967**

AN ACT to regulate the division of land; to promote the public health, safety, and general welfare; to further the orderly layout and use of land; to require that the land be suitable for building sites and public improvements and that there be adequate drainage of the land; to provide for proper ingress and egress to lots and parcels; to promote proper surveying and monumenting of land subdivided and conveyed by accurate legal descriptions; to provide for the approvals to be obtained prior to the recording and filing of plats and other land divisions; to provide for the establishment of special assessment districts and for the imposition of special assessments to defray the cost of the operation and maintenance of retention basins for land within a final plat; to establish the procedure for vacating, correcting, and revising plats; to control residential building development within floodplain areas; to provide for reserving easements for utilities in vacated streets and alleys; to provide for the filing of amended plats; to provide for the making of assessors plats; to provide penalties for the violation of the provisions of this act; to repeal certain parts of this act on specific dates; and to repeal acts and parts of acts.

**History:** 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1982, Act 529, Eff. Mar. 30, 1983;—Am. 1991, Act 59, Imd. Eff. June 27, 1991;—Am. 1996, Act 591, Eff. Mar. 31, 1997.

**Popular name:** Plat Act

**Popular name:** Subdivision Control

*The People of the State of Michigan enact:*

**GENERAL PROVISIONS**

**560.101 Short title.**

Sec. 101. This act shall be known and may be cited as the "land division act".

**History:** 1967, Act 288, Eff. Jan. 1, 1968;—Am. 1996, Act 591, Eff. Mar. 31, 1997.

**Compiler's note:** For transfer of powers and duties of the State Treasurer relative to subdivision control to the Department of Commerce, see E.R.O. No. 1980-1, compiled at MCL 16.732 of the Michigan Compiled Laws.

**Transfer of powers:** See MCL 16.732.

**Popular name:** Plat Act

**Popular name:** Subdivision Control

**560.102 Definitions.**

Sec. 102. As used in this act:

- (a) "Plat" means a map or chart of a subdivision of land.
- (b) "Land" means all land areas occupied by real property.
- (c) "Preliminary plat" means a map showing the salient features of a proposed subdivision submitted to an approving authority for purposes of preliminary consideration.
- (d) "Division" means the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors, or assigns for the purpose of sale, or lease of more than 1 year, or of building development that results in 1 or more parcels of less than 40 acres or the equivalent, and that satisfies the requirements of sections 108 and 109. Division does not include a property transfer between 2 or more adjacent parcels, if the property taken from 1 parcel is added to an adjacent parcel; and any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of this act or the requirements of an applicable local ordinance.
- (e) "Exempt split" means the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors, or assigns that does not result in 1 or more parcels of less than 40 acres or the equivalent. For a property transfer between 2 or more adjacent parcels, if the property taken from 1 parcel is added to an adjacent parcel, any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of this act or the requirements of an applicable local ordinance.
- (f) "Subdivide" or "subdivision" means the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors, or assigns for the purpose of sale, or lease of more than 1 year, or of building development that results in 1 or more parcels of less than 40 acres or the equivalent, and that is not exempted from the platting requirements of this act by sections 108 and 109. "Subdivide" or "subdivision" does not include a property transfer between 2 or more adjacent parcels, if the property taken from 1 parcel is added to an adjacent parcel; and any resulting

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Resolution 2019-13 ~ Freedom of Information Act Fee Schedule for Public Record Requests</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The County Board just approved Resolution 2019-09 with the FOIA fee schedule. Due to Resolution 2019-12, a new resolution is to be approved including the revised fees via the Equalization Director.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve Resolution 2019-13 ~ Freedom of Information Act Fee Schedule for Public Record Requests.</p>	

Submitted by: Jason Carviou

05/21/2019

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  
RESOLUTION  
2019-13  
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)
- \$250 per land division split or combination application (non-refundable) Dec. 15 - Nov. 1
- \$300 per land division split or combination application (non-refundable) Nov. 2 - Dec. 15

**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  
28th day of May, 2019.

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_  
Gerald Piche, Chairperson  
Menominee County Board of Commissioners

\_\_\_\_\_  
Marc Kleiman  
Menominee County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>2019 Tax Rate Request – L-4029</b>
<b>DEPARTMENT:</b>	<b>Equalization</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Each year the County Board has to authorize the L-4029 showing the tax rates for levy on the Tax Roll. Currently Menominee County has three (3) millages to be levied.	
<b>RECOMMENDED MOTION:</b>	
To approve the 2019 Tax Rate Request - L-4029 as submitted by the Equalization Director.	

Submitted by: Jason Carviou

05/21/2019  
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>

**2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes  
**MENOMINEE**  
 Local Government Unit Requesting Millage Levy  
**MENOMINEE COUNTY**  
 2019 Taxable Value of ALL Properties in the Unit as of 5-28-19  
**798,885,229**  
 For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOC	OPER	11-80	7.5000	7.0612	1.0000	7.0612	1.0000	7.0612	7.0612		NONE
VOTE	RD PTRL	11-17	1.7950	1.7950	1.0000	1.7950	1.0000	1.7950		1.7950	12-23
VOTE	SR CIT	08-08	.6000	.6000	1.0000	.6000	1.0000	.6000		.6000	12-19

Prepared by  
**Kandace R Curran**  
 Telephone Number  
**906-863-2683**  
 Title of Preparer  
**Equalization Director**  
 Date

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Clerk  
 Secretary  
 Chairperson  
 President

Signature  
**MARC KLEIMAN**  
 Date

Signature  
**GERALD L. PICHE**  
 Date

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**Instructions For Completing  
Form 614 (L-4029) 2019 Tax Rate Request,  
Millage Request Report To County Board Of Commissioners**

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2: Purpose of millage.** Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 3 of 2019 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2018 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2018** permanently reduced rate can be found in column 7 of the **2018** Form L-4029. For operating millage approved by the voters after April 30, 2018, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2019 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2019 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2019. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2019 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2019 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2019 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 3 of 2019. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2019 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 3 of 2019. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Economic Development Committee</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>At the 5.14.19 CB meeting, the board approved to add the Economic Development Committee to their list of standing committees. Now the board needs to appoint three Commissioners to this committee.</p>	
<b>RECOMMENDED MOTION</b>	
To appoint three (3) Commissioners to the newly created Economic Development Committee.	

Submitted by: Jason Carviou

05/21/2019

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>

**2019 Committee Members**

Approved - 1.8.19

**Road Commission**

Larry Phelps

**Community Action Agency**

Bernie Lang

**Economic Development Committee**

1. Commissioner - Chairman

2. Commissioner

3. Commissioner

County Administrator

County Treasurer

Exec. Director, MBDC

**Delta-Men. Health Department**

Larry Johnson Jr.

Larry Schei

**UPCAP (2 yr. appt.)**

Jan Hafeman

**UPCAP - UP Energy Workgrp**

Jan Hafeman

**Intergovernmental Relations (MTA)**

David Prestin

**Men. Business Dev. Corp**

County Administrator

Bill Cech

**Department of Human Services (DHS)**

Bernie Lang

**Northpointe Behavior Health**

Jan Hafeman

**Local Emergency Planning Comm. (LEPC)**

(chairman of the board) - Jerry Piche

**UP Resource Conservation & Development Library Liaison (no vote)**

Bernie Lang

Larry Schei

**Fair Board**

Bill Cech

**3 Way Road - Ad Hoc Committee**

Larry Johnson Jr.

Larry Phelps

**Park & Rec Committee**

Larry Phelps

Bill Cech

**Planning Commission**

Steve Gromala

**Financial Hardship**

Bernie Lang

**Buildings & Grounds Committee**

Larry Schei

Larry Phelps

**Remonumentation**

Larry Schei

**Negotiating Committee**

(a member from finance com.) Steve Gromala

(a member from personnel com.) Larry Phelps

County Administrator

**UPWARD Talent Council/MiWorks!**

Bernie Lang

David Prestin

**Personnel Committee**

Larry Phelps (Chair)

Bernie Lang

Bill Cech

Larry Johnson Jr.

**Pinecrest Board of Trustees**

Gerald Piche

**E911 Governing Board**

David Prestin

**Finance Committee**

**Menominee Regional Airport Committ**

Steve Gromala (Chair)

Bill Cech

Jerry Piche

Larry Schei

David Prestin

Steve Gromala

**NorthCare Substance Abuse Disorder Executive Committee**

Steve Gromala

Jerry Piche

Larry Phelps

Jan Hafeman

**Northwoods Rail Transit Committee**

Steve Gromala

**GIS Ad Hoc**

Bill Cech

David Prestin

County Administrator

**County Security Committee**

Larry Schei

Larry Johnson Jr.

**WCUP Community Corrections Board CUPPAD Regional Commission**

Jan Hafeman

Steve Gromala

## 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

05/21/2019  
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  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

MAY 07 2019  
MB

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
3/26/19	Menom. Co. Courthouse	5	.58	2.90	101-101-860.03
4/1/19	Lake Township	40	.58	23.20	101-101-860.03
4/9/19	Menom. Co. Garage	40	.58	23.20	101-101-860.03
4/9/19	Menom. Co. Annex	36	.58	20.88	101-101-860.03
4/23/19	Menom. Co. Annex	36	.58	20.88	101-101-860.03
4/24/19	Menom. Co. Courthouse	5	.58	2.90	101-101-860.03
5/6/19	Baily Park	28	.58	16.24	101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
		196	Total Mileage		
				Total Mileage Fee	\$113.68

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 Phelps  
Signed

5/7/19  
Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

MAY 02 2019  
AA

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

COPY

Name: Steven T. Gromala ~ District 1

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
4/19/2019	City Bd. Mtg. - Stephenson	42		24.36	101-101-860.0
4/23/2019	City Bd. Mtg. - Stephenson	42		24.36	101-101-860.0
					101-101-860.0
					101-101-860.0
					101-101-860.0
					101-101-860.0
					101-101-860.0
					101-101-860.0
					101-101-860.0
					101-101-860.0
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>48.72</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  
 \_\_\_\_\_  
 5/2/2019  
 \_\_\_\_\_  
 Date











COPY

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

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

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

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

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
4/04/19	PINECREST, POWERS	73		<del>42.34</del>	101-101-860.04
4/09/19	LIBRARY - STEPHENSON	32		18.56	101-101-860.04
4/09/19	ANNEX - STEPHENSON	—		—	101-101-860.04
4/23/19	ANNEX - STEPHENSON	32		18.56	101-101-860.04
		137		—	101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage	137	
				Total Mileage Fee	<del>79.46</del>

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

4/20/19

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 April 23, May 2 & 3, 2019 in the combined amount of \$133,564.10.	
<b>RECOMMENDED MOTION:</b>	
Motion to approve miscellaneous bills as paid on April 23, May 2 & 3, 2019 in the combined amount of \$133,564.10.	

Submitted by: Jason Carviou

05/21/2019  
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 Courthouse Grounds  
101-267 Prosecuting Attorney  
101-268 Register of Deeds  
101-275 Drain Commissioner  
101-301 Sheriff Department  
101-331 Marine Law  
101-332 Snowmobile Law  
101-334 Off-Road Recreational Vehicle  
101-335 ATV Education  
101-401 Planning Commission  
101-402 Brownfield Authority  
101-426 Emergency Management  
101-526 Waste Management  
101-601 Health & Welfare  
101-648 Medical Examiner  
101-681 Vets Burial & Relief  
101-682 Veterans Affairs  
101-728 Economic Development  
101-997 Appropriations  
101-999 Operating Transfers

### Special Revenue Funds

205 Road Patrol  
206 Sheriff Work Van  
208 County Parks  
215 Friend of Court  
216 Menominee Regional Airport  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
260 MI Indigent Defense Attorneys  
263 Concealed Pistol Licensing  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E-911  
269 Law Library  
271 County Library  
274 Comm.Dev.BlockGrant - MSHDA  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
285 Senior Citizens  
289 SOM Salvage Vehicle Title Inspections  
292 Child Care  
292 Special Child Care Funds  
294 Veterans' Service Fund Grant  
401 3-Way Road  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CFFDC				
Registration	2019 Drug Awareness Conference (Helfert)	205-315-881.03	30.00	30.00
TOTAL VENDOR CFFDC				30.00
GRAND TOTAL:				30.00

APPROVED

APR 23 2019

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

APPROVED

MAY 02 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ANDERSON, TACKMAN & CO, PLC				
69041	2017/18 Audit	101-103-801.01	13,900.00	13,900.00
TOTAL VENDOR ANDERSON, TACKMAN & CO, PLC				13,900.00
VENDOR NAME: APCO INTERNATIONAL				
596271	Recertification (Primeaux)	266-325-860.00	45.00	45.00
TOTAL VENDOR APCO INTERNATIONAL				45.00
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863661404	911 - Telephone Services	266-325-850.00	290.90	290.90
906863202304	Telephone Services	101-103-850.00	459.31	459.31
906863470504	Telephone Services	101-103-850.00	197.00	197.00
906863444104	Telephone Services	101-103-850.00	582.43	582.43
TOTAL VENDOR AT&T - CAROL STREAM, IL				1,529.64
VENDOR NAME: BERNTSEN INTERNATIONAL, INC.				
135339	Remon Supplies	243-245-765.00	1,476.20	1,476.20
TOTAL VENDOR BERNTSEN INTERNATIONAL, INC.				1,476.20
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
2831	Vehicle Maintenance - 16 Ford Intercept	205-315-934.02	38.10	38.10
2841	Vehicle Maintenance - 18 Ford Explorer	205-315-934.02	38.10	38.10
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				76.20
VENDOR NAME: BLUETARP FINANCIAL, INC.				
F14136	Inmate Supplies	101-301-770.00	310.50	310.50
1623728363	B&G Operating Supplies	101-265-755.00	86.39	86.39
TOTAL VENDOR BLUETARP FINANCIAL, INC.				396.89
VENDOR NAME: BRUNELLE, JENNIFER				
April 2019	Crisis Intervention	292-668-801.00	570.00	570.00
TOTAL VENDOR BRUNELLE, JENNIFER				570.00
VENDOR NAME: CECH, WILLIAM				
Reimbursement	Mileage - April 2019	101-101-860.00	89.90	89.90
TOTAL VENDOR CECH, WILLIAM				89.90
VENDOR NAME: CITY OF STEPHENSON				
709	Annex - Water/Electric/Sewer	101-261-920.01	20.06	20.06
		101-261-920.02	34.20	34.20
		101-261-920.03	186.12	186.12
TOTAL VENDOR CITY OF STEPHENSON				240.38
VENDOR NAME: CLOVERLAND PAPER CO				
119521	Janitorial Supplies - Courthouse	101-265-755.01	169.07	169.07
119532	Janitorial Supplies - Library	101-265-755.01	40.24	40.24
119462	Inmate Supplies	101-301-770.00	159.69	159.69
119523	Inmate Supplies	101-301-770.00	30.59	30.59
119464	Janitorial Supplies - Annex	101-265-755.01	34.25	34.25
119467	Janitorial Supplies - Courthouse	101-265-755.01	348.10	348.10
TOTAL VENDOR CLOVERLAND PAPER CO				781.94
VENDOR NAME: COLE, DANA L.				
Reimbursement	Mailing (18-3932-FH & 3933-FH)	101-267-729.00	14.35	14.35
TOTAL VENDOR COLE, DANA L.				14.35
VENDOR NAME: COOPER OFFICE EQUIPMENT				
165368	Contract # 2836-01	215-141-942.00	629.94	629.94
165538	Contract # 2761-01	101-103-931.00	239.94	239.94
165648	Contract # 2310-01	101-103-931.00	205.77	205.77
TOTAL VENDOR COOPER OFFICE EQUIPMENT				1,075.65
VENDOR NAME: CUMMINGS MC CLOREY DAVIS & ACHO				
300744	Legal Services (Powell/Airport)	101-211-807.00	4,030.00	4,030.00
TOTAL VENDOR CUMMINGS MC CLOREY DAVIS & ACHO				4,030.00

**APPROVED**

MAY 02 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: DEKETO, LLC</b>				
DK 4-19	April 2019 Documents (x647)	256-277-857.00	1,294.00	1,294.00
CLK 282	Vital Records Software Maintenance (5/1 - 4/30/20)	101-103-857.02	1,300.00	1,300.00
TOTAL VENDOR DEKETO, LLC				2,594.00
<b>VENDOR NAME: DICK MYERS CUSTOM WELDING</b>				
022274	Grill Guards (New & Reconditioned)	205-315-934.02	760.00	760.00
TOTAL VENDOR DICK MYERS CUSTOM WELDING				760.00
<b>VENDOR NAME: DICKINSON COUNTY TREASURER</b>				
Circuit Court 2019-1	Jan, Feb, March 2019 (Cisco)	101-131-702.00	75.00	75.00
Circuit Court 2019-1	Jan, Feb, March 2019 (GL, Benefits)	101-131-702.00	30,750.80	30,750.80
TOTAL VENDOR DICKINSON COUNTY TREASURER				30,825.80
<b>VENDOR NAME: EPIC AVIATION, LLC</b>				
7190904	Aviation Fuel	216-585-743.00	16,081.80	16,081.80
TOTAL VENDOR EPIC AVIATION, LLC				16,081.80
<b>VENDOR NAME: GALBRAITH, DANIEL</b>				
Reimbursement	Camping Refund	208-751-964.00	1,215.00	1,215.00
TOTAL VENDOR GALBRAITH, DANIEL				1,215.00
<b>VENDOR NAME: GARCIA LINDA</b>				
4/29/19	Holdover	101-132-801.01	10.00	10.00
		101-132-801.00	24.00	34.00
TOTAL VENDOR GARCIA LINDA				34.00
<b>VENDOR NAME: GROMALA, STEVEN</b>				
Reimbursement	April 2019 Mileage	101-101-860.00	48.72	48.72
TOTAL VENDOR GROMALA, STEVEN				48.72
<b>VENDOR NAME: HASHIMOTO SEWER SERVICE, INC.</b>				
15237	Jail Grease Pit Cleaning	101-265-801.00	235.00	235.00
TOTAL VENDOR HASHIMOTO SEWER SERVICE, INC.				235.00
<b>VENDOR NAME: HASS, DANIEL</b>				
Reimbursement	Meal	101-148-860.00	9.81	9.81
TOTAL VENDOR HASS, DANIEL				9.81
<b>VENDOR NAME: HENSLEY, RN, JOEL</b>				
Reimbursement	Cellular Svcs and Malpractice Insurance	101-648-729.00	47.37	47.37
		101-301-770.01	136.00	183.37
Blood Draw	Inmate Blood Draw (x2)	101-267-801.01	200.00	200.00
4/26/19	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL				1,748.37
<b>VENDOR NAME: HI TEC BUILDING SERVICES, INC.</b>				
020143	Cleaning Services	101-265-801.00	1,861.20	1,861.20
TOTAL VENDOR HI TEC BUILDING SERVICES, INC.				1,861.20
<b>VENDOR NAME: HUBBARD, VONNIE</b>				
4/18/19	Holdover	101-132-801.01	12.50	12.50
		101-132-801.00	30.00	42.50
4/30/19	Holdover	101-132-801.01	32.50	32.50
		101-132-801.00	78.00	110.50
TOTAL VENDOR HUBBARD, VONNIE				153.00
<b>VENDOR NAME: J S ELECTRONICS, INC.</b>				
20457	Light Bar Maintenance	101-301-981.00	404.39	404.39

**APPROVED**

MAY 02 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: J S ELECTRONICS, INC. TOTAL VENDOR J S ELECTRONICS, INC. 404.39				
VENDOR NAME: KEETER'S CONSTRUCTION 2001	Flood Control - County Road G12	101-426-934.04	1,085.00	1,085.00
TOTAL VENDOR KEETER'S CONSTRUCTION				1,085.00
VENDOR NAME: KLEIMAN, MARC Reimbursement	Mileage	101-215-860.00	48.72	48.72
TOTAL VENDOR KLEIMAN, MARC				48.72
VENDOR NAME: LAFLEUR, JEFF Reimbursement	Uniform Allowance	216-585-745.00	84.39	84.39
TOTAL VENDOR LAFLEUR, JEFF				84.39
VENDOR NAME: LANG, BERNARD Reimbursement	Mileage - April 2019	101-101-860.00	113.68	113.68
TOTAL VENDOR LANG, BERNARD				113.68
VENDOR NAME: LENCA SURVEYING 19030	Remon Yr 2019 (3/28 - 4/24/19)	243-245-801.07	3,541.24	3,541.24
TOTAL VENDOR LENCA SURVEYING				3,541.24
VENDOR NAME: UNDEROTH, JANIS Reimbursement	Mileage - UP State Fair Authority	101-101-710.00	102.08	102.08
TOTAL VENDOR LINDEROTH, JANIS				102.08
VENDOR NAME: LUFTS ADVERTISER, INC. 5/1/19	Advertising	205-315-755.00 208-751-901.00 216-585-901.00 101-101-901.00	55.00 108.00 37.00 39.00	239.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				239.00
VENDOR NAME: MANPOWER, INC. 33841372	Week Ending 4/21/19 (D. Averill)	216-585-704.00	340.00	340.00
TOTAL VENDOR MANPOWER, INC.				340.00
VENDOR NAME: MARTIN CUSTOM HARVESTING, LLC 1212	Flood Control - County Road G12	101-426-934.04	2,228.00	2,228.00
TOTAL VENDOR MARTIN CUSTOM HARVESTING, LLC				2,228.00
VENDOR NAME: MASTERCARD Credit Card	Courthouse, Parks, & 911	101-265-755.00 101-268-729.00 101-265-755.00 101-265-930.01 208-751-984.00 101-268-729.00 101-257-860.00 101-262-860.00 101-265-755.00 208-751-970.00 101-265-930.01 101-265-934.00 101-268-729.00 101-215-729.00 266-325-934.00 101-265-755.00 701-000-276.00 101-265-755.00 101-257-860.00	6.08 7.35 11.01 130.89 79.99 7.35 49.57 90.10 60.96 681.30 304.45 64.65 7.35 15.45 366.95 51.74 15.36 18.50 115.94	2,084.99

**APPROVED**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
<b>VENDOR NAME: MASTERCARD</b>				
Credit Card	Airport	216-585-742.00	77.62	411.06
		216-585-981.01	210.00	
		216-585-755.02	123.44	
Credit Card	Sheriff/Road Patrol	101-301-742.00	209.59	4,358.48
		101-301-755.00	36.00	
		101-301-770.00	138.91	
		101-301-770.01	177.04	
		101-301-860.01	43.88	
		101-301-881.01	497.75	
		101-301-934.00	223.82	
		101-332-755.00	25.46	
		205-315-742.00	68.18	
		205-315-755.00	290.25	
		264-363-881.00	2,647.60	
<b>TOTAL VENDOR MASTERCARD</b>				<b>6,854.53</b>
<b>VENDOR NAME: MCKESSON MEDICAL - SURGICAL</b>				
52000609	Inmate Medical Supplies	101-301-770.01	75.83	298.83
52673060	Inmate Medical Supplies	101-301-770.01	298.83	
<b>TOTAL VENDOR MCKESSON MEDICAL - SURGICAL</b>				<b>374.66</b>
<b>VENDOR NAME: MENARDS - MARINETTE</b>				
82920	Inmate Supplies	101-301-770.00	63.21	90.78
82943	B&G Operating Supplies	101-265-930.01	37.18	
82861	Park Supplies	208-751-755.02	7.98	
82859	Credit Memo - B&G Operating Supplies	101-265-755.00	(17.59)	
<b>TOTAL VENDOR MENARDS - MARINETTE</b>				<b>90.78</b>
<b>VENDOR NAME: MICHIGAN APCO</b>				
2019-41	Registration (Brian Barrette)	266-325-881.01	465.00	465.00
<b>TOTAL VENDOR MICHIGAN APCO</b>				<b>465.00</b>
<b>VENDOR NAME: MICHIGAN ASSO. OF COUNTIES</b>				
Registration	2019 Regional Summits (x5)	101-101-859.00	105.00	175.00
		101-215-860.00	35.00	
		101-172-860.00	35.00	
<b>TOTAL VENDOR MICHIGAN ASSO. OF COUNTIES</b>				<b>175.00</b>
<b>VENDOR NAME: MICHIGAN STATE INDUSTRIES</b>				
1226	Inmate Supplies	280-362-755.00	499.00	499.00
<b>TOTAL VENDOR MICHIGAN STATE INDUSTRIES</b>				<b>499.00</b>
<b>VENDOR NAME: NELSON PAINT COMPANY</b>				
12597	Remon Supplies	243-245-765.00	132.98	132.98
<b>TOTAL VENDOR NELSON PAINT COMPANY</b>				<b>132.98</b>
<b>VENDOR NAME: NUTT, MICHAEL</b>				
Reimbursement	Mileage	292-664-860.00	72.79	95.00
April 2019	Crisis Intervention	292-668-801.00	95.00	
<b>TOTAL VENDOR NUTT, MICHAEL</b>				<b>167.79</b>
<b>VENDOR NAME: OFFICE DEPOT, INC.</b>				
298871119001	Office Equipment (Shredder) - Annex	101-261-728.00	197.75	197.75
<b>TOTAL VENDOR OFFICE DEPOT, INC.</b>				<b>197.75</b>
<b>VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE</b>				
150008	Park Operating Supplies	208-751-755.02	394.50	394.50
<b>TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE</b>				<b>394.50</b>
<b>VENDOR NAME: PAN-O-GOLD BAKING CO.</b>				
40068319106001	Inmate Supplies	101-301-770.00	106.03	106.03

MAY 02 2019  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

APPROVED

MAY 02 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PAN-O-GOLD BAKING CO. TOTAL VENDOR PAN-O-GOLD BAKING CO.				
VENDOR NAME: PHILIPPS, RANDALL April 2019 Show Cause - Court Appointed				
		101-131-807.00	1,000.00	1,000.00
TOTAL VENDOR PHILIPPS, RANDALL				1,000.00
VENDOR NAME: PHILIPPS, THOMAS Reimbursement Mileage				
		101-426-860.00	76.56	76.56
TOTAL VENDOR PHILIPPS, THOMAS				76.56
VENDOR NAME: QUAAK, BRENDA 4/30 - 5/1 Holdover				
		101-132-801.01	45.00	153.00
		101-132-801.00	108.00	
4/29 - 4/30/19 Holdover				
		101-132-801.01	26.25	89.25
		101-132-801.00	63.00	
TOTAL VENDOR QUAAK, BRENDA				242.25
VENDOR NAME: QUALITY WATER SPECIALISTS 202288 Supplies for Annex Water Softener				
		101-265-801.00	17.70	17.70
TOTAL VENDOR QUALITY WATER SPECIALISTS				17.70
VENDOR NAME: QUILL CORPORATION 6655349 911 - Office Equipment				
		266-325-728.00	65.57	65.57
TOTAL VENDOR QUILL CORPORATION				65.57
VENDOR NAME: REDWOOD TOXICOLOGY LABORATORY 682026 Drug Testing Supplies				
		101-136-727.00	479.34	479.34
TOTAL VENDOR REDWOOD TOXICOLOGY LABORATORY				479.34
VENDOR NAME: REINHART FOODSERVICE 719749 Inmate Supplies 724803 Inmate Supplies				
		101-301-770.00	1,098.16	1,098.16
		101-301-770.00	1,147.15	1,147.15
TOTAL VENDOR REINHART FOODSERVICE				2,245.31
VENDOR NAME: SCHEI, LARRY Reimbursement Mileage - April 2019				
		101-101-860.00	79.46	79.46
TOTAL VENDOR SCHEI, LARRY				79.46
VENDOR NAME: SHERIFF SCOTT RUTTER Registration Criminal Justice Training (x3)				
		205-315-881.03	120.00	120.00
TOTAL VENDOR SHERIFF SCOTT RUTTER				120.00
VENDOR NAME: SHERWIN WILLIAMS COMPANY 8475-8 Gallon (x2) 9699-3 Parks Paint - Shower Floor				
		101-265-930.01	79.10	79.10
		208-751-930.03	130.00	130.00
TOTAL VENDOR SHERWIN WILLIAMS COMPANY				209.10
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA Reimbursement Mileage - April 2019				
		292-665-860.00	308.56	308.56
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				308.56
VENDOR NAME: STATE OF MICHIGAN C41 April, May, June 2019				
		101-131-858.03	2,018.17	2,018.17
TOTAL VENDOR STATE OF MICHIGAN				2,018.17
VENDOR NAME: STERICYCLE, INC. 4008566339 Supplies (Sheriff Dept)				
		101-301-755.00	17.32	88.91
		101-301-881.00	71.59	
TOTAL VENDOR STERICYCLE, INC.				88.91
VENDOR NAME: THE PRINT SHOP				

**APPROVED**

MAY 02 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: THE PRINT SHOP				
7033633	Envelopes (Board of Commissioners)	101-101-727.00	75.86	90.86
		208-751-755.02	15.00	
TOTAL VENDOR THE PRINT SHOP				90.86
VENDOR NAME: TWIN CITY TRUCKING				
1274	Digging at Waste Management	205-315-755.00	2,035.00	2,035.00
TOTAL VENDOR TWIN CITY TRUCKING				2,035.00
VENDOR NAME: VALENTI, SUSAN F.				
Transcripts	M18-003932-FH & M18-003933-FH	101-131-806.00	1,287.80	1,287.80
TOTAL VENDOR VALENTI, SUSAN F.				1,287.80
VENDOR NAME: VANEYCK, STEPHEN				
4/30 - 5/1	Holdover	101-132-801.01	47.50	161.50
		101-132-801.00	114.00	
TOTAL VENDOR VANEYCK, STEPHEN				161.50
VENDOR NAME: WALTER BROTHERS INC				
20106	April 2019 - Airport Charges	216-585-755.02	6.49	16.96
		216-585-981.02	10.47	
TOTAL VENDOR WALTER BROTHERS INC				16.96
VENDOR NAME: WASTE MANAGEMENT, INC.				
1631293-1856-0	May 2019	101-265-801.00	614.87	680.31
1631816-1856-8	Airport (May 2019)	216-585-801.00	65.44	
TOTAL VENDOR WASTE MANAGEMENT, INC.				680.31
VENDOR NAME: WHITE WATER ASSOCIATES, INC.				
163957	Bailey Park - 1st Test	208-751-920.00	17.00	102.00
163901	Water Analysis (2 of 2)	208-751-920.00	102.00	
163873	Water Analysis (1 of 2)	208-751-920.00	102.00	
TOTAL VENDOR WHITE WATER ASSOCIATES, INC.				221.00
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
2661949478-00000	Parks	208-751-920.01	22.27	104.52
		208-751-920.01	36.75	
		208-751-920.01	15.90	
		208-751-920.01	29.60	
2661952096-00000	Airport	216-585-920.00	106.66	878.30
		216-585-920.03	463.63	
		216-585-920.00	120.47	
		216-585-920.03	63.86	
		216-585-920.00	123.68	
0403823200-00006	Hanger Gate Center	216-585-920.03	28.54	28.54
0402047856-00006	Stoney Point - Street Lighting	208-751-920.01	42.10	
0402047856-00008	Kleinke Park	208-751-920.01	99.38	
0402047856-00005	Kleinke Park	208-751-920.01	42.20	
0403823200-00005	Airport Gate Center	216-585-920.03	28.75	
			28.75	
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				1,223.79
GRAND TOTAL:				110,105.52

APPROVED

MAY 03 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BS&A SOFTWARE				
123235	Annual Service & Support (5/1 - 5/1/20)	101-103-857.02	12,204.00	12,204.00
TOTAL VENDOR BS&A SOFTWARE				12,204.00
VENDOR NAME: GRAINGER				
9156310840	B&G Operating Supplies	101-265-755.00	14.91	14.91
TOTAL VENDOR GRAINGER				14.91
VENDOR NAME: HASHIMOTO SEWER SERVICE, INC.				
15276	Jail Maintenance	101-265-755.00	155.00	155.00
TOTAL VENDOR HASHIMOTO SEWER SERVICE, INC.				155.00
VENDOR NAME: JAKE'S SALES & SERVICE				
031770	X One Side Sheild	208-751-930.02	59.99	59.99
TOTAL VENDOR JAKE'S SALES & SERVICE				59.99
VENDOR NAME: MENOMINEE CONSERVATION DISTRIC				
2013-415	Extra Tree Sale (Parks)	208-751-755.05	50.00	50.00
TOTAL VENDOR MENOMINEE CONSERVATION DISTRIC				50.00
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
101	Display Ad (Electrical at Parks)	208-751-901.00	20.25	20.25
102	Banner - Park Reservations	208-751-901.00	40.00	40.00
99	Parks Office & Maintenance Worker	208-751-901.00	56.00	56.00
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				116.25
VENDOR NAME: MENOMINEE COUNTY SHERIFF DEPT				
WV416	Work Van Services	208-751-930.04	481.50	481.50
TOTAL VENDOR MENOMINEE COUNTY SHERIFF DEPT				481.50
VENDOR NAME: SHCRT, MARY KAY				
18-4000-FH	Transcripts (Nicoll)	101-131-806.00	131.60	131.60
TOTAL VENDOR SHORT, MARY KAY				131.60
VENDOR NAME: U.E.S. COMPUTERS, INC.				
49725	Weekly Computer Maintenance	101-103-857.00	4,270.00	4,270.00
		101-103-970.18	270.91	270.91
TOTAL VENDOR U.E.S. COMPUTERS, INC.				4,540.91
VENDOR NAME: UWC				
9067532209	Telephone Services	101-103-850.00	6.56	6.56
9068634441	Telephone Services	101-103-850.00	55.40	55.40
9068634705	Telephone Services	101-103-850.00	9.73	9.73
9067534582	Telephone Services	208-751-850.00	2.39	2.39
9069632023	Telephone Services	101-103-850.00	23.88	23.88
TOTAL VENDOR UWC				97.96
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00004	Courthouse	101-265-920.04	1,585.04	1,585.04
0402191663-00001	Health Care Center	101-265-920.03	450.65	450.65
0402055840-00001	County Jail	101-265-920.03	3,540.77	3,540.77
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				5,576.46
GRAND TOTAL:				23,428.58

## 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

05/21/2019

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 Regional Airport Committee  
Minutes of Meeting  
March 19<sup>th</sup>, 2019

Approved  
4/16/19

\*\*\*\*\*FINAL, APPROVED\*\*\*\*\*

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

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

**Financial**

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

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

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

weather's improving.

### **Other Business**

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

A. **Public Comment:** None

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

C. **Next Meeting:** April 16<sup>th</sup>, 2019

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

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

*Approved  
4/23/19*

**BOARD MEMBERS**

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

**DIRECTOR**

**MATTHEW YOHE**

**Date:** March 26, 2019

The regular meeting of the Menominee County Department of Health and Human Services Board was called to order by Jeff Naser, Board Chair at 9:04 a.m. Central Time. The meeting was held at the Spalding Township Hall, N15881 Pine Avenue, Powers, Michigan.

Present: Jeff Naser-Board Chair, Gary Eichhorn-Board Member, Sheila Veraghen-Board Member & Sue Asplund-Acting Board Secretary.

Others Present: Megan Chartier-DHHS Executive Secretary.

Absent: Matthew Yohe-Board Secretary & Gerald Piche-Menominee County Board of Commissioners.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES:**

The motion to approve the minutes for February 26, 2019 was made by Mr. Eichhorn and seconded by Ms. Veraghen. Motion was passed without opposition.

**FINANCIAL REPORT:**

The financial report for February 2019 was reviewed. There were \$50.00 in expenditures for the DHHS Board members and a \$50.00 expenditure to Spaulding Township for the use of their facility; leaving a balance of \$2,350.00.

**Approval of Vouchers:** Vouchers were reviewed and approved.

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

**DIRECTOR'S REPORT:**

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

**Business Plan Update:** Ms. Asplund provided an update on current fiscal data including:

Staffing: Received an extra allocation for a Foster Care worker in Menominee, a Dickinson County employee will transfer to Menominee & a worker from Houghton will transfer to Dickinson.

Operating Funds: Menominee County allocation for FY 2019 is \$25,896.00. Year-to-date expenditures are: \$7,796.86. This constitutes 30.1% of the allocation spent with 42% 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: Standard of Promptness: 58.94%. Business Service Center 1 average is 60.99%. Statewide Average is 87.69%.

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

**Miscellaneous:** There was no updated data review with the board customer information since January 2019:

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

- Family Independence Program: 13 cases; 27 recipients; \$4,016 in benefits.
- Food Assistance Program: 1,142 cases; 2,022 recipients; \$217,256 in benefits.
- State Disability Assistance: 5 cases; 5 recipients; \$1,200 in benefits.
- Child Development and Care: 23 cases; 40 recipients; \$12,479 in benefits.
- State Emergency Relief: 24 cases; \$16,428 in benefits.
- Unduplicated total: 1,180 cases; 2,078 recipients; \$251,379 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 687 cases; 1,479 recipients
- Other Children < Age 21: 113 cases; 121 recipients
- Pregnant Women & Children Under 19: 492 cases; 869 recipients
- MICHild: 55 cases; 103 recipients
- Non-SSI Aged, Blind & Disabled: 569 cases; 591 recipients
- SSI Aged, Blind & Disabled: 473 cases; 473 recipients
- Medicaid Eligible Total: 2,174 cases; 3,636 recipients

Healthy Michigan Program Total: 1,234 cases; 1,391 recipients

This information is available on the [www.michigan.gov/dhs](http://www.michigan.gov/dhs) website in the "Green Book"

<b>Child Welfare</b>	
CFC Plan Approval	100%
CFC Service Plans	91%
CPS Commencement	100%
CPS F2F Investigations	95%
CPS Plan Approval	92%
CPS Services Plans	100%
Medical	N/A
Dental	N/A
Worker/Child Contacts	80%
Worker/Supervisor Contacts	100%
Worker/Parent Contacts	100%
Parent/Child Contacts	25%
CPS Ongoing Caretaker F2F	83%
CPS Ongoing Child F2F	100%
Return Home Children	N/A

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:** Sue Asplund talked about the Children Protective Services Unit: 4 workers total, 2 CPS workers in training, 1 CPS veteran employee, & 1 ongoing caseworker.

**BOARD BUSINESS:**

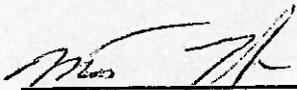
1. MCSSA: None

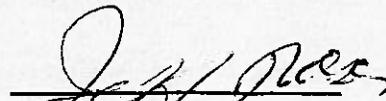
**NEW BUSINESS:** There was no new business presented.

**PUBLIC COMMENT:** None

**NEXT MEETING:** Thursday, April 25, 2019 at the Pinecrest Medical Care Faculty Board Room at 1:00 PM CST

**ADJOURNMENT:** Motion was made by Mr. Eichhorn and supported by Ms. Veraghen. Motion passed without opposition. Meeting was adjourned at 9:36 am. CST

  
 \_\_\_\_\_  
 Matthew Xohe  
 Board Secretary

  
 \_\_\_\_\_  
 Jeff Naser  
 Board Chairperson

Pc: DHS Board Members; Menominee County BOC

# LEPC Minutes(draft)

Jan 24, 2019 at 1:30 PM CDT  
Menominee ISD Building Conference Room  
1201 41<sup>st</sup> Avenue, Menominee, Michigan 49858

Approved 4/25/19

- 1) Call to Order - Meeting called to order at 1:33 p.m. by Mike Shaffer
- 2) Introductions and sign-in sheet: Rich Sexton, (Rob Villas, Terry Pearson, Krista Marciniak, excused), Ken Marks, Don DeTemple, Steve Gromala, Mike Shaffer, Valerie Hallam, Doug Dooley, Brian Barrette, Mark Petersen, (Dayna, Josh Dessart, Steve Durusha call-in).
- 3) Review/Approve Agenda: Brian Barrette moved to approve, Don DeTemple second, motion carried.
- 4) Review/Approve Minutes of Last Meeting: Brian Barrette moved to approve, Don DeTemple second, motion carried.
- 5) Public Comment: None
- 6) Presentations: None
- 7) Old Business:
  - a. FEMA disaster update – With government shut-down, not much is moving forward. Make sure all policies with Road Commission road repairs are up to date, have been followed and meet FEMA guidelines or you will not be reimbursed.
  - b. Tower workgroup – ongoing, generator bid was awarded, needs to be installed at Bagley tower.
- 8) New Business:
  - a. Plan reviews with WPS – Can request GIS mapping for inundation, Run of the river explained.
  - b. Tier II Reports – Stephenson report sent out, received one from Menominee Water Treatment. \$500 annually for access to state tier II computer copy, too much to pay for just a few sites. Information can be gained by having state send a copy.
  - c. Election of Officers: Chairperson, Vice Chairperson, Secretary, Public Information Officer. Emergency Manager/Coordinator or Alternate EM is the appointed Representative at the Homeland Security Council.  
Chair: Mike Shaffer – Brian Barrette motion, Don DeTemple second, unanimous  
Vice Chair: Mike Lemke – Rich Sexton motion, Brian Barrette second, unanimous  
Secretary: Krista Marciniak – Rich Sexton motion, Mike Shaffer second, unanimous  
PIO: Ken Marks – Brian Barrette motion, Mike Shaffer second, unanimous  
By-Laws should be reviewed at next meeting due to elections. Elections to be done in Oct 2019
  - d. Meeting dates, times and locations for next year: Meetings at 1:30 PM, Menominee ISD, 25 April 2019, 25 July 2019, 24 October 2019 and 23 January 2020. ISD building has these dates confirmed.
- 9) Any Other Items of Interest or suggested presentations for next meeting:
- 10) Adjournment: Don DeTemple makes motion to adjourn, Brian Barrette second, adjourned at 2:01 p.m.

Next meeting April 25, 2019, 1:30 pm Menominee ISD building

**MENOMINEE COUNTY PARKS COMMITTEE**  
**MINUTES APRIL 1, 2019**

Approved 5/6/19

1. The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at Lake Township Town Hall in Stephenson.
2. Pledge of Allegiance was recited.
3. **Reporting for roll call were:** Bob Desjarlais, Dick Peterson, Kathy Branz, Mike Kass, County Commissioners Larry Phelps and Bill Cech, County Administrator Jason Carviou. Excused was Vola Bleile. Others in attendance were Karen Kayser, Jim Quist, Charlene Peterson, Eric Tickler and Dave Pomeroy.
4. **Approval of agenda:** Motion by Mike Kass to approve the agenda supported by Bill Cech with all in favor.
5. **Minutes:** Bill Cech made a motion to accept the March 4, 2019 minutes supported by Mike Kass. All were in agreement. Motion carried.
6. **Public Comments:** Eric Tickler said the Fair will be the same as last year. They have an opportunity to rent a stage for the bands – it will be a semi-trailer, the Parks Board approved this. Eric questioned if we could get extra camp site permits from the DEQ for extra camping during the fair weekend. Jim Quist stated we could do 12 rustic sites for fair weekend and the Fair Board rents 25 extra porta-potties to accommodate the crowd. The cost for the permit from the DEQ would be around \$50. A motion by Bill Cech to add these sites for the Fair supported by Kathy Branz with all in favor.

Dave Pomeroy said they have a donation for portable bleachers to use where needed. Bob Desjarlais stated we would have to check on liability insurance for coverage. Jason Carviou said he would look into the insurance issue.

Eric also said they were putting a billboard at the end of the weight pull so people could not stand at the end of the track. This was being done for safety purposes.

Eric asked if drones were allowed. Jim Quist stated no drones in the park for privacy of the park guest.

Bill Cech asked if it is still a policy that at Kleinke you pay for 6 days and get the 7<sup>th</sup> free. Karen said it is still in the policy and should be reviewed for next year. A motion was made by Bill Cech to honor pay 6 days at Kleinke with 7<sup>th</sup> date free to be reviewed for next year supported by Mike Kass with all in favor.

**7. Business:**

- a. **Review Financials** – As this is so early in the year the financials show the lease income but very little of the expenses stated Administrator Jason Carviou. Bob Desjarlais asked where we ended last year now that the audit has been completed. Jason said it was around \$35,000 to \$40,000 and he would send us the numbers.
- b. **Picnic Tables – grant:** Jason said the grant for 40 tables has been submitted to Hannahville.

- c. **Electrical at Shakey Lakes** – After much discussion, a motion by Kathy Branz supported by Dick Peterson to do a walk through for any interested parties wanting to submit a bid for the Electrical Work at Shakey Lakes Park (update sites V1, 6 & 7 and 7 to 75, new power at sites P1, 2, 9 & 10 and update panels in the pavilions) on April 17<sup>th</sup> with the bids being due on April 30<sup>th</sup>. The bids can then be reviewed at the Parks May 6<sup>th</sup> meeting and present the County Board with the recommended bid on May 14<sup>th</sup> with the project commencing on May 20<sup>th</sup> or before. All were in favor – Jason will oversee the proper procedure to make this happen.
- d. **New restrooms at Shakey Lakes (replace pit toilets)** – Administrator Jason Carviou stated the County Board approved the \$4,400 for Engineering Plans, Construction Specs and bidding documents. They are awaiting the contract from DGR to proceed.
- e. **Added Parking at Shakey Lakes Boat Launch** – Jim Quist will do a walk through with Darrell Moilanen from the Road Commission to see about taking the grade down on the hill and filling in by the boat launch and making a circle drive to add more parking for vehicles and trailers.
- f. **List of Accomplishments over the last 5 years.** A list of accomplishments was attached to the meeting packet. Kathy Branz added to the list and will email everyone the latest list. If anyone has any other items to add notify Kathy.
- g. **Porches/decks on lease sites** – at this time there is only one campsite interested so we are going to deny.
- h. **Solid Waste container bids – Shakey Lakes and Kleinke** – The bid ads were placed in the Menominee County Journal and the Luft's Advertiser with 2 bids coming in. The bids were presented to the County Board for containers at Shakey Lakes, River and Kleinke Parks.

8. **Correspondence:** None.

9. **Any other item Members Wish to Present:** Larry Phelps asked about the 4 rustic sites we talked about last year for the North end of Kleinke Park. Karen Kayser stated our permit for Kleinke is for 35 sites and with those that were removed to enlarge some smaller ones we now have 31. A motion by Larry Phelps to add the 4 rustic sites supported by Mike Kass with all in favor. The DEQ license will have to be reviewed to verify the number. Karen also said the maps will have to be updated for next year to stay in compliance with the DEQ permits as we have added and updated electrical sites at Shakey Lakes and we could then include the 4 rustics at Kleinke. Jim Quist said he can add numbered stakes at Kleinke as the sites are self-explanatory.

Mike Kass stated there is now a Facebook page for the parks. It is Menominee County Parks.

Bill Cech said he talked to Zach regarding the kayak fishing derby and Zach would like to have a demonstration at the Fair due to the large crowd for registration for the tournament which will be held on July 27<sup>th</sup>. Kathy Branz stated that Colleen Van Ells would have to be contacted to correct the information she was given in March. Bill Cech said he will contact her.

10. **Public Comment:** None.

**MENOMINEE COUNTY PARKS COMMITTEE  
MINUTES APRIL 1, 2019**

**11. Adjournment** – Motion by Mike Kass to adjourn supported by Dick Peterson with all in favor at 7:55 PM

**12. Next meeting** will be at Bailey Park on M35 on May 6th at 6 P.M.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Shakey Lakes Electrical Project</b>
<b>DEPARTMENT:</b>	<b>Parks Committee/Admin.</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Parks Committee met on May 6<sup>th</sup> to discuss the bids received for the Shakey Lakes Electrical Project. Three Bids were received. The parks committee viewed and recommended to award Robert Arndt, Master Electric for a total cost of \$29,177. The Parks have \$20,000 budgeted for this project.</p>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

05/21/2019  
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 Electrical Upgrade Bids**

Bids due by: May 1, 2019 @ 4:30 pm

Company Name	Bid	Options
Twin City Electric N1203 US 41, P.O. Box 511 Menominee, MI 49858 906-863-6986	Project Area #1 - \$11,732.27 + —→ Project Area #2 - \$3,845.09 Project Area #3 - \$14,036.70 Project Area #4 - \$12,893.73 <b>Total: \$43,071.10</b> (includes options)	Project Area #1 - optional work \$563.31
Solander Electric, Inc. E118 South Drive P.O Box 367 Stephenson, MI 49887 906-753-2236	Project Area #1 - \$12,000 Project Area #2 - \$2,000 Project Area #3 - \$12,000 Project Area #4 - \$13,000 Project Area #5 - \$495 <b>Total: \$39,495</b>	
Rob Arndt Master Electric Estimator/Project Manager 906-786-4600	Project Area #1 - \$10,845 Project Area #2 - \$4,134 Project Area #3 - \$5,703 Project Area #4 - \$8,495 <b>Total: \$29,177</b>	

Bids opened on: Monday May 6, 2019  
 In the presence of: M.C. Parks Committee  
 Recommended Bid Award to: **Rob Arndt, Master Electric**



## Twin City Electric, Inc.

N1203 US 41, P.O. Box 511  
Menominee, MI 49858  
906-863-6986 fax 906-863-6388  
url: tceonline.net

# QUOTATION

Jason Carviou  
Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49848

April 30, 2019  
Quote # 9269

Project: Shakey Lakes Electrical Upgrades  
Architect: Design/ Build

### Project Area #1 –

- Install new Panel-A, 400A Main Breaker, 240/120V, 1PH, electric service with 320A meter pedestal located just west of 2 large Pavilions.
- Replace existing pedestals VA6 & VA7 with new CHU1N7N4NP 50/30/20 direct bury pedestals. Run new 125A feeder from Panel-A to supply.
- Install new 100A, Main, 240/120V Nema 3R, 12-circuit breaker panel in West Pavilion. Pick up existing circuits. Feed from new Panel-A.
- Install new 100A, Main, 240/120V Nema 3R, 12-circuit breaker panel in East Pavilion. Pick up existing circuits. Feed from new Panel-A.

**Total for Project Area #1 \$11,732.27**

### Project Area #1 Optional Work –

- Replace existing pedestal VA1 with new CHU1N7N4NP 50/30/20 direct bury pedestal.

**Total for Project Area #1-Option \$563.31**

### Project Area #2 –

- Install new 100A, Main, 240/120V Nema 3R, 12-circuit breaker panel in Resort Lake Pavilion. Pick up existing circuits. Run new 100A feeder from existing Beach Panel to supply.

**Total for Project Area #2 \$3,845.09**

### Project Area #3 –

- Install new Panel-B, 400A Main Breaker, 240/120V, 1PH, electric service with 320A meter pedestal located just south of East Lake by Sites 70 thru 75.
- Replace existing pedestals 70 thru 75 with new CHU1N7N4NP 50/30/20 direct bury pedestals. Run new 200A feeder from Panel-B to supply.

**Total for Project Area #3 \$14,036.70**

### Project Area #4 –

- Install new Panel-C, 400A Main Breaker, 240/120V, 1PH, electric service with 320A meter pedestal located by east point.
- At Sites P9 & P10 install 2 new CHU1N7N4NP 50/30/20 direct bury pedestals. Run new 125A feeder from Panel-C to supply.
- At Sites P1 & P2 install 2 new CHU1N7N4NP 50/30/20 direct bury pedestals. Run new 200A feeder from Panel-C to supply.

Note: Feeder to Sites P1 & P2 is large enough to pick up additional sites in future

**Total for Project Area #4 \$12,893.73**

**TOTAL for PROJECT AREA's ABOVE INCLUDING OPTIONAL WORK \$43,071.10**



# Twin City Electric, Inc.

N1203 US 41, P.O. Box 511  
Menominee, MI 49858  
906-863-6986 fax 906-863-6388  
url: tceonline.net

# QUOTATION

**Notes:**

- Feeder sizes, and voltage drop was calculated based on NEC 2017 changes requiring 50A sites to now be rated at 12000VA instead of 9600VA in previous Code. We used the new calculations to determine wire sizes and loads.

**Clarifications:**

- Price doesn't include any charges from Alger Delta for new electric service connections.
- Price includes State of MI electrical permit and fee.
- Quote good for 30 days from above date.

Thanks for your consideration,

*Ron Barley*

Ron Barley  
Twin City Electric, Inc

**Payments:**

Payments as work progresses..

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

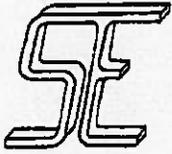
I accept the terms and conditions of this quotation.

Signed: \_\_\_\_\_

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

PO Number: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: (906) 863-7779  
Fax:  
Email: jCarviou@menomineeco.com



# Solander Electric, Inc.

"SERVING YOU SINCE 1954"

P. O. Box 367 • E 118 South Drive • Stephenson, MI 49887

Phone: 906-753-2236 • FAX: 906-753-2666

May 1, 2019

Jason Carviou

Menominee County

839 10<sup>th</sup> Avenue

Menominee, MI 49858

RE: 2019 Shakey Lakes Electrical Upgrades

Mr. Carviou:

Attached please find our proposal for the Electrical work at Shakey Lakes Park, Stephenson, MI per project specifications and your email dated April 17, 2019.

Submitted by:

Mark Solander

Solander Electric, Inc.

C 715-923-9322



# Solander Electric, Inc.

"SERVING YOU SINCE 1954"

P. O. Box 367 • E 118 South Drive • Stephenson, MI 49887

Phone: 906-753-2236 • FAX: 906-753-2666

May, 1, 2019

Proposal submitted for 2019 Shakey Lakes Park Electrical Upgrades:

## Project Area #1

Install a new 400-amp single phase service on pavilion near Fair Building, upgrade electrical service to both pavilion's 100-amp 20 circuit panels, reconnect existing branch circuits, remove existing breaker panels. All electrical equipment shall be exterior grade.

Install 2 each 20/30/50-amp pedestals for sites VA6 and VA7, install underground direct burial feeder from the above 400-amp service to the new pedestal locations.

Total price for Project Area #1.....\$ 12,000.00

## Project Area #2

Install 100 amp underground direct burial feeder from existing service to Beach pavilion with 100-amp 20 circuit panel, reconnect existing branch circuits, remove existing breaker panel. All equipment shall be exterior grade.

Total price for Project Area #2.....\$ 2,000.00

## Project Area #3

Install new 20/30/50-amp pedestals for sites 70,71,72,73,74, & 75 and install new underground direct burial feeder from existing 800-amp service located near site 13 to these upgraded sites. Remove existing pedestals at these sites.

Total price for Project Area #3.....\$ 12,000.00

## Project Area #4

Install a new 400-amp single phase service near site P9. Install new 20/30/50-amp pedestals for sites P1, P2, P9 & P10, install underground direct burial feeder to these sites from the new service location near site P9. The underground feeders and new service will be sized to provide expansion for future sites P3 thru P8.

Total price for Project Area #4.....\$ 13,000.00

Cont. on page 2

Page 2

May 1, 2019

Project Area #5

Upgrade pedestal at site VA1 to 20/30/50-amp, existing underground feeder and supply breaker is adequate for upgrade.

Total price for Area #5.....\$ 495.00

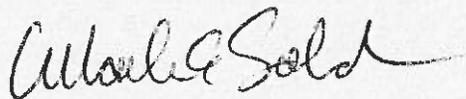
Total combined price for above.....\$ 39,495.00

Note: Project Area 1 and 4 will require Alger Delta Utility to provide a new 400-amp single phase underground service and CT metering setup for hookup to the new services. The cost of this is not included in the proposal's and is to be paid directly by Menominee County.

At time of proposal being submitted the lead time on the switchgear and pedestals is 4 weeks, installation before Memorial Day weekend is doubtful with this lead time, most of the installations should be able to be done in June & July 2019 as long as Alger Delta Utility can do their installations in this time frame.

Pedestals shall be Eaton #CHU1N7N4NPTZ

Submitted by:



Mark Solander

Solander Electric, Inc.

To: Menominee County Board of Commissioners

Attn: Jason Carviou-County Administrator

Re: Menominee County - Shakey Lakes Electrical Project

We are pleased to present this proposal for the above referenced project. Our bid is based on plans and specs.

Our bid consists of:

Four different Project Areas,

**Area # 1:** I propose running a new 400 amp service with meter and new grounding to pavilion #1. The service will feed pavilions 1&2 along with two RV pedestals. Each Pavilion will have 3seperate GFI circuits using existing boxes and conduits, a lighting circuit and a 50 amp 240 volt circuit. The service and breaker boxes will be mounted on 3/4" treated plywood and held into place by 4x4 treated post.

Total Base Bid for Area 1- \$10,845.00

**Area # 2:** Proposal will be to run underground from the existing breaker box and install a new breaker box at the pavilion with 3 GFI receptacle circuits including all boxes, Conduit, wiring and GFI's 1-lighting circuit including 2 jelly jar lights, weather proof switch conduit and wire and 1-50 amp 240v receptacle, box, conduit and wire. The breaker box will be mounted on 3/4" treated plywood and held into place by 4x4 treated post.

Total Base Bid for Area #2- \$4,134.00

**Area # 3:** Proposal is to install new underground wiring and install 6 new RV pedestals with receptacles 50/30/20 and to demo the old pedestals.

Total base Bid Area #3- \$5,703

**Area # 4:** I propose running a new 400 amp service with meter, panel and new grounding to area 4. The service and breaker boxes will be mounted on 3/4" treated plywood and held into place by 4x4 treated post.

Total base Bid Area #4- \$8,495.00

I spoke with Alger Delta and the said that they could do the new service within a couple of weeks if you let them know immediately to get it on the schedule before Memorial Day. They also said it was easier for them to bill you.

If you have any questions please call or email.

There is one other thing that the maintenance guy mentioned about 180" V1 to new box which I don't see that on the plans if you need something on this please let me know.

Respectfully,

Rob Arndt  
Master Electric  
Estimator/Project Manager  
906 786 4600

WELCOME TO

# SHAKEY LAKES PARK

N-8390 COUNTY PARK ROAD, STEPHENSON, MI 49887  
906-753-4582

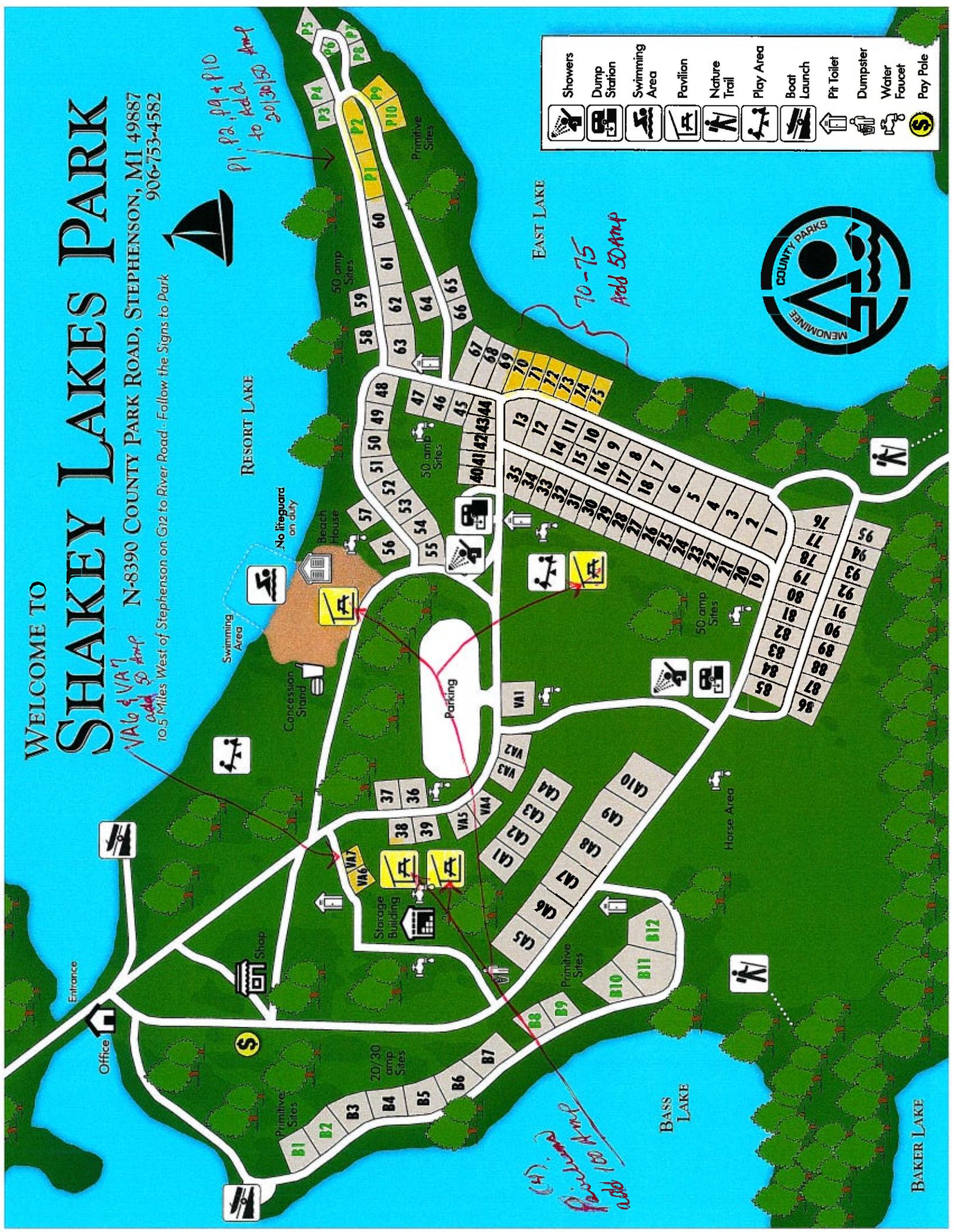
*VA 6 & VA 7  
add 50 amp  
to 20/30/50*

10.5 Miles West of Stephenson on Gr2 to River Road - Follow the Signs to Park



*P1, P2, P9 & P10  
to add  
to 20/30/50 amp*

Shower	Dump Station	Swimming Area	Pavilion	Nature Trail	Play Area	Boat Launch	Pit Toilet	Dumpster	Water Faucet	Pay Pole



*add 50 amp  
to 20/30/50*

*70-75  
add 50 amp*

# 2019 Shakey Lakes Electrical Upgrades

## *Project Specifications*

### **Scope of Work**

Menominee County is seeking proposals to add 20/30/50 AMP pedestal electric service to four sites (indicated in pink on the attached map), and to upgrade from 20/30 AMP to 20/30/50 AMP pedestal electric service at eight sites (indicated in orange on the attached map). The project also includes upgrading four pavilions to 100 AMP electric service (indicated in yellow on the attached map).

### **Specifications**

There is currently no electric service supplied to sites P1, P2, P9, and P10. The selected contractor will need to run new electric service to these four sites. The County believes that the service line that already supplies site 60 may be extended to these additional sites; however, it is the responsibility of the contractor to verify where electrical lines will need to be run before placing a proposal on this project. The project should be completed in a manner that would allow future electrical service to be run to sites P3-P8 in the most cost effective manner.

Sites 70, 71, 72, 73, 74, 75, VA6, and VA7 currently have 20/30 AMP pedestal electrical service. The selected contractor will need to upgrade these sites to 20/30/50 AMP pedestal electrical service. The contractor will be responsible for identifying how best to upgrade these sites to 20/30/50 AMP service before placing a bid on this project.

All sites receiving new or upgraded electrical service will require new pedestals with 20/30/50 AMP receptacles. All new pedestals should be as similar as possible to those already located in the park. The selected contractor is to receive approval from the County Administrator before ordering the pedestals. However, the contractor's bid should include an estimated cost for pedestals for this project.

There are four pavilions in the park that currently have electric service that are to be upgraded to 100 AMP electrical service. The selected contractor will need to run 100 AMP service to each of the pavilions and upgrade the electrical panel to 120/240 volt, single phase exterior panel with a minimum of 8 breaker slots in each pavilion. The new service is then to be tied into existing wiring in each pavilion.

Each site and area is to be returned to the condition prior to the beginning of any work.

### **Requirements**

Contractor is responsible for coordination with the local power utility and for any expenses incurred from the power utility as part of this project,

Contractor is responsible for securing any and all permits required to complete this project, including marking of existing utilities.

Contractor is responsible for providing certificate of liability insurance and worker's compensation insurance to the County Administrator prior to beginning any work on the project.

Contractor is responsible for maintaining safe conditions at all times in the park as park patrons may be present in the park.

**Mandatory On-Site Inspection**

Any contractor interested in bidding on this project is required to attend a mandatory on-site inspection on April 17, 2019 at 10 AM with park staff. We will assemble in the park shop (see map) prior to a walk through the park.

**Deadlines**

Bids are due to the County Administrator by May 1, 2019 at 4:30 PM by mailing to:

Menominee County  
Attn: Shakey Lakes Electrical Project  
839 10th Avenue  
Menominee, MI 49858

Project is to be completed as soon as possible after the bid is awarded. Preferably the work will be completed before Memorial Weekend; however, the County will work on a timeline with the selected contractor.

**Contact**

If you have questions regarding this project, please contact:

Jason Carviou  
County Administrator  
906-863-7779  
[JCarviou@menomineeco.com](mailto:JCarviou@menomineeco.com)

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Hannahville Indian Community 2% Grants</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The County has received six 2% grants for various departments/agencies in the county;</p> <p>Parks Communication System – Emergency Management grant - \$3,975</p> <p>Parks Picnic Tables – Admin Grant - \$4,000; County Roundup Rodeo – Roping Chute - \$2,000</p> <p>Menominee Animal Shelter – Hannahville Community Spay, Neuter/Vaccination Event - \$2,000</p> <p>Sheriff's Office Victim Services Unit – VSU Emergency Response fund - \$300</p> <p>Sheriff's Office – Narcan Kits - \$2,401</p>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

05/21/2019  
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>

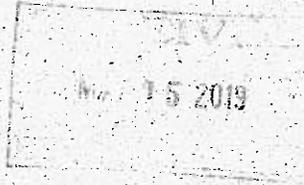


**HANNAHVILLE**  
INDIAN COMMUNITY  
N14911 HANNAHVILLE B1 RD.  
WILSON, MICHIGAN 49896-9728  
Administration: (906) 466-2932; (906) 723-2600  
Fax: (906) 466-2933



May 8, 2019

Menominee County  
Attn: County Administrator  
839 10th Avenue  
Menominee, Michigan 49858



COPY

**Project Information:**

*Implementing Agency:* Menominee County Emergency Management  
*Project Title:* Menominee County Parks Communication System  
*Grant #:* 036-19-0519-049M

Dear County Administrator:

Congratulations! The Hannahville Indian Community's Tribal Council has approved a 2% Grant to your agency in the amount of \$3975 for the grant project listed above.

Enclosed you will find 2 copies of the grant agreement. Please sign both copies and return them both by Tuesday, May 28, 2019 to:

Jill Beaudou  
Resource Development  
Hannahville Indian Community  
N14911 Hannahville B-1 Rd.  
Wilson, MI 49896.

Upon receipt of the signed grant agreement, a check will be issued for the approved amount and sent to the authorizing government agency as indicated on the grant application along with a copy of the grant agreement. Funding will not be released to grantees until this agreement is signed and on file. Failure to return both signed copies of the grant agreement by May 28<sup>th</sup> may result in the withdrawal of your grant award.

All required reporting for this grant award will now be completed within the new online grant portal <https://hannahville2percent.smapply.io>. Please log-in using the same username and password you used to submit the application. The report form includes both financial and program status components in one form that is due semi-annually (July 31 and January 31) until your project is complete.

Should you have any questions, please contact Jill Beaudou, Resource Developer at 906-723-2625. Congratulations and good luck with your project.

Sincerely,

Kenneth Meshigaud, Tribal Chairperson

Enclosures

**KENNETH MESHIGAUD**  
Tribal Chairperson

**ELAINE MESHIGAUD**  
Tribal Vice-Chairperson

**TAMMY SAGATAW**  
Tribal Secretary

**LISA LITTLE**  
Tribal Treasurer

**Council Members:** John Meshigaud Sr., Noreena Meshigaud-Dwyer, Robin Halfaday, Jeremy Brunette  
Christopher Halfaday, Tonto Wandahsega, Amanda Hess, Lois Tovar



**HANNAHVILLE**  
INDIAN COMMUNITY  
N14911 HANNAHVILLE B1 RD.  
WILSON, MICHIGAN 49896-9728  
Administration: (906) 466-2932; (906) 723-2600  
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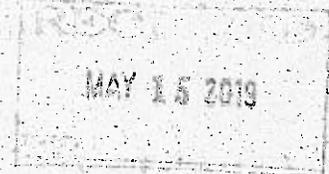


May 8, 2019

Menominee County  
Attn: County Administrator  
839 10th Avenue  
Menominee, Michigan 49858

**Project Information:**

Implementing Agency: Menominee County  
Project Title: County Parks Picnic Tables  
Grant #: 036-19-0519-012M



Dear County Administrator:

Congratulations! The Hannahville Indian Community's Tribal Council has approved a 2% Grant to your agency in the amount of \$4000 for the grant project listed above.

Enclosed you will find 2 copies of the grant agreement. Please sign both copies and return them both by Tuesday, May 28, 2019 to:

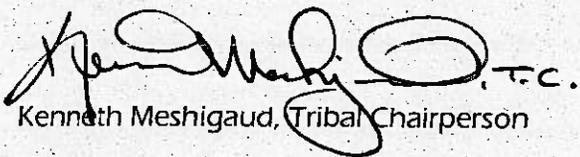
Jill Beaudou  
Resource Development  
Hannahville Indian Community  
N14911 Hannahville B-1 Rd.  
Wilson, MI 49896.

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Should you have any questions, please contact Jill Beaudou, Resource Developer at 906-723-2625. Congratulations and good luck with your project.

Sincerely,

  
Kenneth Meshigaud, Tribal Chairperson

Enclosures

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Tribal Chairperson

ELAINE MESHIGAUD  
Tribal Vice-Chairperson

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Council Members: John Meshigaud Sr., Noreena Meshigaud-Dwyer, Robin Halfaday, Jeremy Brunette  
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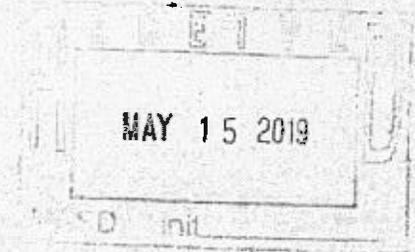


**HANNAHVILLE**  
INDIAN COMMUNITY  
N14911 HANNAHVILLE B1 RD.  
WILSON, MICHIGAN 49896-9728  
Administration: (906) 466-2932; (906) 723-2600  
Fax: (906) 466-2933



May 8, 2019

Menominee County Sheriff Department  
Attn: County Sheriff  
831 10th Ave.  
Menominee, Michigan 49858



**Project Information:**

Implementing Agency: Carney Roundup Rodeo  
Project Title: Roping Chute  
Grant #: 036-19-0519-046M

Dear County Sheriff:

Congratulations! The Hannahville Indian Community's Tribal Council has approved a 2% Grant to your agency in the amount of \$2000 for the grant project listed above.

Enclosed you will find 2 copies of the grant agreement. Please sign both copies and return them both by Tuesday, May 28, 2019 to:

Jill Beaudo  
Resource Development  
Hannahville Indian Community  
N14911 Hannahville B-1 Rd.  
Wilson, MI 49896.

Upon receipt of the signed grant agreement, a check will be issued for the approved amount and sent to the authorizing government agency as indicated on the grant application along with a copy of the grant agreement. Funding will not be released to grantees until this agreement is signed and on file. Failure to return both signed copies of the grant agreement by May 28<sup>th</sup> may result in the withdrawal of your grant award.

All required reporting for this grant award will now be completed within the new online grant portal <https://hannahville2percent.smapply.io>. Please log-in using the same username and password you used to submit the application. The report form includes both financial and program status components in one form that is due semi-annually (July 31 and January 31) until your project is complete.

Should you have any questions, please contact Jill Beaudo, Resource Developer at 906-723-2625. Congratulations and good luck with your project.

Sincerely,

Kenneth Meshigaud, Tribal Chairperson

Enclosures

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Tribal Chairperson

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Tribal Vice-Chairperson

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Council Members: John Meshigaud Sr., Noreena Meshigaud-Dwyer, Robin Halfaday, Jeremy Brunette  
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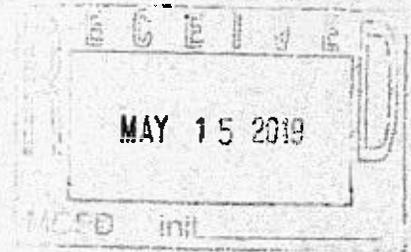


**HANNAHVILLE**  
 INDIAN COMMUNITY  
 N14911 HANNAHVILLE B1 RD.  
 WILSON, MICHIGAN 49896-9728  
 Administration: (906) 466-2932; (906) 723-2600  
 Fax: (906) 466-2933



May 8, 2019

Menominee County Sheriff's Office  
 Attn: County Sheriff  
 831 10th Avenue  
 Menominee, Michigan 49858



**Project Information:**

*Implementing Agency:* Menominee Animal Shelter  
*Project Title:* Hannahville Community Spay, Neuter, Vaccination Event  
*Grant #:* 036-19-0519-031M

Dear County Sheriff:

Congratulations! The Hannahville Indian Community's Tribal Council has approved a 2% Grant to your agency in the amount of \$7500 for the grant project listed above.

Enclosed you will find 2 copies of the grant agreement. Please sign both copies and return them both by Tuesday, May 28, 2019 to:

Jill Beaudo  
 Resource Development  
 Hannahville Indian Community  
 N14911 Hannahville B-1 Rd.  
 Wilson, MI 49896.

Upon receipt of the signed grant agreement, a check will be issued for the approved amount and sent to the authorizing government agency as indicated on the grant application along with a copy of the grant agreement. Funding will not be released to grantees until this agreement is signed and on file. Failure to return both signed copies of the grant agreement by May 28<sup>th</sup> may result in the withdrawal of your grant award.

All required reporting for this grant award will now be completed within the new online grant portal <https://hannahville2percent.smapply.io>. Please log-in using the same username and password you used to submit the application. The report form includes both financial and program status components in one form that is due semi-annually (July 31 and January 31) until your project is complete.

Should you have any questions, please contact Jill Beaudo, Resource Developer at 906-723-2625. Congratulations and good luck with your project.

Sincerely,

  
 Kenneth Meshigaud, Tribal Chairperson

Enclosures

**KENNETH MESHIGAUD**  
 Tribal Chairperson

**ELAINE MESHIGAUD**  
 Tribal Vice-Chairperson

**TAMMY SAGATAW**  
 Tribal Secretary

**LISA LITTLE**  
 Tribal Treasurer

**Council Members:** John Meshigaud Sr., Noreena Meshigaud-Dwyer, Robin Halfaday, Jeremy Brunette  
 Christopher Halfaday, Tonto Wandahsega, Amanda Hess, Lois Tovar



**HANNAHVILLE**  
INDIAN COMMUNITY  
N14911 HANNAHVILLE B1 RD.  
WILSON, MICHIGAN 49896-9728  
Administration: (906) 466-2932; (906) 723-2600  
Fax: (906) 466-2933



May 8, 2019

Menominee Sheriff's Dept. Victim Services Unit  
Attn: County Sheriff  
831 10th Ave,  
Menominee,, Michigan 49858

MAY 15 2019

**Project Information:**

*Implementing Agency* Menominee Sheriff's Dept. Victim Services Unit  
*Project Title* Victim Service Unit Emergency Response Fund  
*Grant #* 036-19-0519-087M

Dear County Sheriff:

Congratulations! The Hannahville Indian Community's Tribal Council has approved a 2% Grant to your agency in the amount of \$300 for the grant project listed above.

Enclosed you will find 2 copies of the grant agreement. Please sign both copies and return them both by Tuesday, May 28, 2019 to:

Jill Beaudo  
Resource Development  
Hannahville Indian Community  
N14911 Hannahville B-1 Rd.  
Wilson, MI 49896.

Upon receipt of the signed grant agreement, a check will be issued for the approved amount and sent to the authorizing government agency as indicated on the grant application along with a copy of the grant agreement. Funding will not be released to grantees until this agreement is signed and on file. Failure to return both signed copies of the grant agreement by May 28<sup>th</sup> may result in the withdrawal of your grant award.

All required reporting for this grant award will now be completed within the new online grant portal <https://hannahville2percent.smappi.io>. Please log-in using the same username and password you used to submit the application. The report form includes both financial and program status components in one form that is due semi-annually (July 31 and January 31) until your project is complete.

Should you have any questions, please contact Jill Beaudo, Resource Developer at 906-723-2625. Congratulations and good luck with your project.

Sincerely,

Kenneth Meshigaud, Tribal Chairperson

Enclosures

**KENNETH MESHIGAUD**  
Tribal Chairperson

**ELAINE MESHIGAUD**  
Tribal Vice-Chairperson

**TAMMY SAGATAW**  
Tribal Secretary

**LISA LITTLE**  
Tribal Treasurer

**Council Members:** John Meshigaud Sr., Noreena Meshigaud-Dwyer, Robin Halfaday, Jeremy Brunetta  
Christopher Halfaday, Tonto Wandahsega, Amanda Hess, Lois Tovar

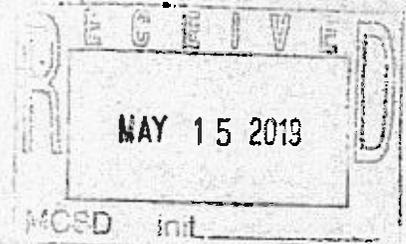


**HANNAHVILLE**  
INDIAN COMMUNITY  
N14911 HANNAHVILLE B1 RD.  
WILSON, MICHIGAN 49896-9728  
Administration: (906) 466-2932; (906) 723-2600  
Fax: (906) 466-2933



May 8, 2019

Menominee County Sheriff Department  
Attn: County Sheriff  
831 Tenth Avenue  
Menominee, Michigan 49858



**Project Information:**

Implementing Agency: *Menominee County Sheriff Department*  
Project Title: *Narcotics Kits*  
Grant #: *036-19-0519-035M*

Dear County Sheriff:

Congratulations! The Hannahville Indian Community's Tribal Council has approved a 2% Grant to your agency in the amount of \$2401 for the grant project listed above.

Enclosed you will find 2 copies of the grant agreement. Please sign both copies and return them both by Tuesday, May 28, 2019 to:

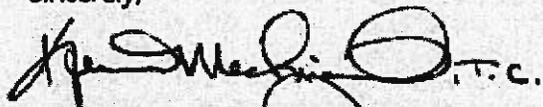
Jill Beaudo  
Resource Development  
Hannahville Indian Community  
N14911 Hannahville B-1 Rd.  
Wilson, MI 49896.

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## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Board Procedures for Discussion Items</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>No</b>
<b>SUMMARY:</b>	
<p>Currently many of the board members don't vote (via consensus) to move the discussion items forward to the next meeting for approval (or not). Jason would like the discussion items to "automatically" be moved forward to the next CB meeting for a vote unless objected by the Majority of the Board. This will help in moving the meeting along a little quicker, without waiting for approval to move forward.</p>	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

05/21/2019  
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 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>	
Discussion of Commissioner per diems & expenses as recently submitted for payment	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

05/21/2019  
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

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: Gerald L. Piche ~ District 7

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
4/9/19	Alnet County Board	30		17.40	101-101-860.00
4/23/19	Alnet County Board	30		17.40	101-101-860.00
4/24/19	Adm. Office Exec. Comm.	72		41.76	101-101-860.00
4/25/19	Pinecrest Pinecrest Board	14		8.12	101-101-860.00
					101-101-860.00
					101-101-860.00
146			Total Mileage		
<b>Total Mileage Fee</b>					<b>84.68</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.

*Gerald Piche*

Signed

5/21/19

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 May 16, 2019 in the amount of \$112,133.11	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

05/21/2019  
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 Courthouse Grounds  
101-267 Prosecuting Attorney  
101-268 Register of Deeds  
101-275 Drain Commissioner  
101-301 Sheriff Department  
101-331 Marine Law  
101-332 Snowmobile Law  
101-334 Off-Road Recreational Vehicle  
101-335 ATV Education  
101-401 Planning Commission  
101-402 Brownfield Authority  
101-426 Emergency Management  
101-526 Waste Management  
101-601 Health & Welfare  
101-648 Medical Examiner  
101-681 Vets Burial & Relief  
101-682 Veterans Affairs  
101-728 Economic Development  
101-997 Appropriations  
101-999 Operating Transfers

### Special Revenue Funds

205 Road Patrol  
206 Sheriff Work Van  
208 County Parks  
215 Friend of Court  
216 Menominee Regional Airport  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
260 MI Indigent Defense Attorneys  
263 Concealed Pistol Licensing  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E-911  
269 Law Library  
271 County Library  
274 Comm.Dev.BlockGrant - MSHDA  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
285 Senior Citizens  
289 SOM Salvage Vehicle Title Inspections  
292 Child Care  
292 Special Child Care Funds  
294 Veterans' Service Fund Grant  
401 3-Way Road  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

**APPROVED**

MAY 17 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI</b>				
383200	N8380 Co Park Rd. 20.5	208-751-920.01	58.62	58.62
367200	Northwest Campsites	208-751-920.01	82.14	82.14
1614900	Bathhouse	208-751-920.01	99.78	99.78
383001	Shakey Lakes Park/Horse	208-751-920.01	29.37	29.37
383301	Shakey Lakes Pk/Cattle	208-751-920.01	29.22	29.22
1503500	N8380 Co Pk Rd 20.5	208-751-920.01	29.22	29.22
369802	W8449 Co Rd G12 Campsites	208-751-920.01	29.22	29.22
383101	Bass Lakes Camp Sites	208-751-920.01	29.22	29.22
380300	Shower Building	208-751-920.01	75.82	75.82
367100	N8390 Beach House	208-751-920.01	36.13	36.13
37500	Shakey Lakes Office/Shop	208-751-920.01	107.48	107.48
379700	Storage Shed	208-751-920.01	78.91	78.91
<b>TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI</b>				<b>685.13</b>
<b>VENDOR NAME: ANDERSON AUTO &amp; RV SALES INC</b>				
1397	Vehicle Maintenance - 2018 Tahoe	205-315-934.02	59.95	59.95
1399	Vehicle Maintenance - 2014 Chevy Impala	205-315-934.02	59.95	59.95
1400	Vehicle Maintenance - 2009 Tahoe	205-315-934.02	260.16	260.16
1401	Vehicle Maintenance - 2017 Explorer	205-315-934.02	49.95	49.95
<b>TOTAL VENDOR ANDERSON AUTO &amp; RV SALES INC</b>				<b>430.01</b>
<b>VENDOR NAME: ANDERSON DIEHM FUNERAL HOME</b>				
Transportation	T. LaFramboise (Transport to Fondulac)	101-648-861.00	500.00	500.00
<b>TOTAL VENDOR ANDERSON DIEHM FUNERAL HOME</b>				<b>500.00</b>
<b>VENDOR NAME: ANDERSON, DAVE &amp; ANITA</b>				
Reimbursement	Camping Refund	208-751-964.00	900.00	900.00
<b>TOTAL VENDOR ANDERSON, DAVE &amp; ANITA</b>				<b>900.00</b>
<b>VENDOR NAME: ANDERSON, JOANNE</b>				
Benefits	VA Burial Benefits - Jack W. Anderson	101-681-833.00	300.00	300.00
<b>TOTAL VENDOR ANDERSON, JOANNE</b>				<b>300.00</b>
<b>VENDOR NAME: AT&amp;T - CAROL STREAM, IL</b>				
906863299105	1000 9th Avenue	101-103-850.00	82.39	82.39
906863298605	1000 9th Avenue	101-103-850.00	82.56	82.56
906863298905	1000 9th Avenue	101-103-850.00	82.56	82.56
906753220905	Annex	101-103-850.00	229.24	229.24
906753458205	Shakey Lakes Park	208-751-850.00	52.28	52.28
<b>TOTAL VENDOR AT&amp;T - CAROL STREAM, IL</b>				<b>529.03</b>
<b>VENDOR NAME: AT&amp;T MOBILITY</b>				
287252150867X0508201	906-792-0211 & 906-792-5968	101-132-850.00	66.48	66.48
<b>TOTAL VENDOR AT&amp;T MOBILITY</b>				<b>66.48</b>
<b>VENDOR NAME: BARSTOW, SELSOR, &amp; KLUMB P.C.</b>				
18-4429-1179	Legal Services (B. Stuart)	101-148-807.00	1,060.00	1,060.00
<b>TOTAL VENDOR BARSTOW, SELSOR, &amp; KLUMB P.C.</b>				<b>1,060.00</b>
<b>VENDOR NAME: BAY AREA MEDICAL CENTER, INC.</b>				
28300	Pre Employment Physicals (x2)	208-751-801.01	113.00	226.00
		294-683-755.00	113.00	
<b>TOTAL VENDOR BAY AREA MEDICAL CENTER, INC.</b>				<b>226.00</b>
<b>VENDOR NAME: BECKER, BRENDA</b>				
Benefits	VA Burial Benefits - Michael Vieth	101-681-833.00	300.00	300.00
<b>TOTAL VENDOR BECKER, BRENDA</b>				<b>300.00</b>
<b>VENDOR NAME: BERNTSEN INTERNATIONAL, INC.</b>				
205570	Freight Charges on #135339 (Remon)	243-245-765.00	210.68	210.68
<b>TOTAL VENDOR BERNTSEN INTERNATIONAL, INC.</b>				<b>210.68</b>
<b>VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.</b>				
2950	Vehicle Maintenance - 08 Chevy Impala	101-265-981.00	273.28	273.28
2967	Vehicle Maintenance - 2017 Ford Intercept	205-315-934.02	140.13	140.13

**APPROVED**

MAY 17 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
2996	Vehicle Maintenance - 2019 Ford Intercept	205-315-934.02	137.94	137.94
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				551.35
VENDOR NAME: BODY WORKS PLUS, LLC				
M269039	DeStrip old K-9 SUV	205-315-934.02	466.00	466.00
TOTAL VENDOR BODY WORKS PLUS, LLC				466.00
VENDOR NAME: BP				
56040691	Road Patrol - Gasoline Charges	205-315-742.00	614.78	614.78
TOTAL VENDOR BP				614.78
VENDOR NAME: BRUNELLE, JENNIFER				
Reimbursement	Drug Awareness Conference (x2)	292-664-860.00	30.00	60.00
		292-665-860.00	30.00	
TOTAL VENDOR BRUNELLE, JENNIFER				60.00
VENDOR NAME: CADIEU THIELEN FUNERAL HOME				
Benefits	VA Burial Benefits - Bernard Barker	101-681-833.00	300.00	300.00
Benefits	VA Burial Benefits - Frances Brett	101-681-833.00	300.00	300.00
Benefits	VA Burial Benefits - Carol Quever	101-681-833.00	300.00	300.00
Benefits	VA Burial Benefits - Shirley Neumeier	101-681-833.00	300.00	300.00
Benefits	VA Burial Benefits - Robert Hamm	101-681-833.00	300.00	300.00
Benefits	VA Burial Benefits - Bernice Laduron	101-681-833.00	300.00	300.00
Benefits	VA Burial Benefits - William LeGault	101-681-833.00	300.00	300.00
TOTAL VENDOR CADIEU THIELEN FUNERAL HOME				2,100.00
VENDOR NAME: CELLCOM				
664196	Cellular Services	292-663-850.00	40.64	121.92
		292-664-850.00	40.64	
		292-665-850.00	40.64	
666555	Airport - Cellular Services	216-585-850.00	56.47	56.47
TOTAL VENDOR CELLCOM				178.39
VENDOR NAME: CITY OF MENOMINEE				
#RENT-1011	May 2019 Rent (911)	266-325-976.00	351.67	351.67
4896	Road Patrol - Gasoline Charges	205-315-742.00	1,525.98	1,525.98
4907	Road Patrol - Gasoline Charges	206-301-742.00	29.25	1,470.54
		205-315-742.00	1,441.29	
4917	Road Patrol - Gasoline Charges	206-301-742.00	31.00	2,126.75
		205-315-742.00	2,095.75	
TOTAL VENDOR CITY OF MENOMINEE				5,474.94
VENDOR NAME: CLOVERLAND PAPER CO				
119569	Janitorial Supplies (Courthouse)	101-265-755.01	187.66	187.66
119619	Janitorial Supplies (Courthouse)	101-265-755.01	117.23	117.23
TOTAL VENDOR CLOVERLAND PAPER CO				304.89
VENDOR NAME: COHL STOKER & TOSKEY P C				
50248	Legal Services	101-211-807.00	1,538.81	1,538.81
TOTAL VENDOR COHL STOKER & TOSKEY P C				1,538.81
VENDOR NAME: COOPER OFFICE EQUIPMENT				
166240	Contract # 3025-01	101-103-931.00	461.48	461.48
TOTAL VENDOR COOPER OFFICE EQUIPMENT				461.48
VENDOR NAME: CORTECH				
121352	Endurance Desk (x2)	280-362-755.00	998.85	998.85
TOTAL VENDOR CORTECH				998.85

MAY 17 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I				
35525	Shredding Documents (5/9/19)	101-265-801.00	133.61	133.61
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCTION I				133.61
VENDOR NAME: DICKINSON COUNTY CLERK				
Autopsy	T. Zimmerman	101-648-836.00	265.00	265.00
Autopsy	T. Tylee	101-648-836.00	479.00	479.00
TOTAL VENDOR DICKINSON COUNTY CLERK				744.00
VENDOR NAME: EAGLEHERALD PUBLISHING, LLC				
1406	Advertising (Parks)	208-751-901.00	11.50	11.50
1422	Road Patrol - Advertising	205-315-755.00	91.50	91.50
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC				103.00
VENDOR NAME: ENGLUND, PAULA				
Benefits	VA Burial Benefits - Ronald Englund	101-681-833.00	300.00	300.00
TOTAL VENDOR ENGLUND, PAULA				300.00
VENDOR NAME: GARCIA LINDA				
5/1/19	Transport	101-132-801.01	47.50	397.54
		101-132-801.00	114.00	
		101-132-801.00	225.04	
		101-132-801.00	11.00	
4/30/19	Holdover	101-132-801.01	57.50	195.50
		101-132-801.00	138.00	
TOTAL VENDOR GARCIA LINDA				593.04
VENDOR NAME: GENESIS GRAPHICS				
55338	Remon Supplies	243-245-765.00	284.00	284.00
TOTAL VENDOR GENESIS GRAPHICS				284.00
VENDOR NAME: GOOD SOURCE				
S10470357	Inmate Supplies	101-301-770.00	88.96	88.96
TOTAL VENDOR GOOD SOURCE				88.96
VENDOR NAME: GRAINGER				
9164517741	Park Supplies	208-751-755.02	52.15	52.15
TOTAL VENDOR GRAINGER				52.15
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE				
94X00114	Ash Container (Shakey)	208-751-920.02	512.42	512.42
95123306	Annex	101-261-930.04	65.95	65.95
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				578.37
VENDOR NAME: GUSTIN, OLIVIA				
5/1/19	Transport	101-132-801.01	48.75	181.16
		101-132-801.00	117.00	
		101-132-801.00	15.41	
TOTAL VENDOR GUSTIN, OLIVIA				181.16
VENDOR NAME: HAFEMAN, JAN				
Reimbursement	Mileage - April 2019	101-101-860.00	63.80	63.80
TOTAL VENDOR HAFEMAN, JAN				63.80
VENDOR NAME: HANSEN, JANE C.W.				
April 2019	CAFA	260-266-801.01	900.00	1,620.00
		260-266-801.02	720.00	
TOTAL VENDOR HANSEN, JANE C.W.				1,620.00
VENDOR NAME: HENSLEY, RN, JOEL				

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**APPROVED**

MAY 17 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: HENSLEY, RN, JOEL</b>				
May 2019	Medical Examiner	101-648-709.00	1,080.00	2,410.00
		101-648-835.00	1,330.00	
Reimbursement	MA Cellular & Stamps	101-648-850.00	48.07	70.07
		101-648-729.00	22.00	
May 2019	Nursing Services (Ending 5/11/19)	101-301-770.01	1,365.00	1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL				3,845.07
<b>VENDOR NAME: J S ELECTRONICS, INC.</b>				
20469	911 Tower Lease (May 2019)	266-325-976.00	517.63	517.63
20465	Strip out Old 55-005 & Install into New	205-315-934.02	2,698.90	2,698.90
20477	Reassemble 55-K92	205-315-934.02	200.00	200.00
20483	Install Lights & Sirens into 55-020	101-301-981.00	912.28	3,451.28
		101-301-970.00	2,539.00	
TOTAL VENDOR J S ELECTRONICS, INC.				6,867.81
<b>VENDOR NAME: KASS, MICHAEL</b>				
5/6/19	Parks Per Diem & Mileage	208-751-860.00	50.00	52.32
		208-751-860.00	2.32	
TOTAL VENDOR KASS, MICHAEL				52.32
<b>VENDOR NAME: LEFLEUR, JEFF</b>				
Reimbursement	Mileage - Operator Training	216-585-860.00	150.80	150.80
TOTAL VENDOR LEFLEUR, JEFF				150.80
<b>VENDOR NAME: LESPERANCE, SHIRENE</b>				
Benefits	VA Burial Benefits - Donald Hirsch	101-681-833.00	300.00	300.00
TOTAL VENDOR LESPERANCE, SHIRENE				300.00
<b>VENDOR NAME: MECHANICAL TECHNOLOGIES, INC.</b>				
30988	Repair of Water Piping to Boiler Room	101-265-934.00	938.00	938.00
TOTAL VENDOR MECHANICAL TECHNOLOGIES, INC.				938.00
<b>VENDOR NAME: MENARDS - MARINETTE</b>				
83973	B&G Operating Supplies	101-265-755.00	25.63	25.63
83974	B&G Janitorial Supplies	101-265-755.01	43.94	43.94
TOTAL VENDOR MENARDS - MARINETTE				69.57
<b>VENDOR NAME: MICHIGAN COUNTIES WORKERS'</b>				

**APPROVED**

MAY 17 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MICHIGAN COUNTIES WORKERS'				
1782	2019 2nd Qtr Installment Billing	101-101-716.00	60.45	
		101-132-716.00	111.61	
		101-136-716.00	359.24	
		101-141-716.00	586.88	
		101-148-716.00	43.12	
		101-150-716.00	2.95	
		101-172-716.00	370.51	
		101-215-716.00	239.44	
		101-253-716.00	166.28	
		101-257-716.00	317.03	
		101-261-716.00	23.38	
		101-265-716.00	1,322.58	
		101-267-716.00	705.08	
		101-268-716.00	86.96	
		101-301-716.00	15,029.55	
		101-331-716.00	43.28	
		101-426-716.00	48.13	
		101-648-716.00	54.26	
		101-682-716.00	42.65	
		205-315-716.00	8,379.77	
		205-316-716.00	569.50	
		208-751-716.00	877.60	
		216-585-716.00	1,139.07	
		249-371-716.00	89.86	
		266-325-716.00	498.77	
		271-790-716.00	781.43	
		292-663-716.00	243.60	
		292-664-716.00	208.29	
		292-665-716.00	213.22	
TOTAL VENDOR MICHIGAN COUNTIES WORKERS'				32,614.49
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
014589-001	Probate/Family - Office Supplies	101-132-727.00	13.68	
		101-148-727.00	13.68	27.36
0145789-001	Clerk - Office Supplies	101-215-727.00	28.99	28.99
0145996-001	Clerk - Office Supplies	101-215-727.00	77.23	77.23
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				133.58
VENDOR NAME: MPJRA				
Registration	Summer Conference (L Frost)	101-132-860.00	50.00	
		101-148-860.00	50.00	100.00
TOTAL VENDOR MPJRA				100.00
VENDOR NAME: NASER, JEFF				
4/25/19	DHHS Board	101-601-837.00	50.00	50.00
TOTAL VENDOR NASER, JEFF				50.00
VENDOR NAME: NORWAY SPRINGS, INC.				
602305	Monthly Rental (Airport)	216-585-801.00	9.49	9.49
TOTAL VENDOR NORWAY SPRINGS, INC.				9.49
VENDOR NAME: OFFICE DEPOT, INC.				
310085809001	Office Supplies (Parks/Admin)	101-172-727.00	13.02	
		101-172-727.00	9.23	
		208-751-727.00	157.14	179.39
TOTAL VENDOR OFFICE DEPOT, INC.				179.39
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068319120001	Inmate Supplies	101-301-770.00	95.66	95.66
TOTAL VENDOR PAN-O-GOLD BAKING CO.				95.66

**APPROVED**

MAY 17 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PHELPS, LARRY				
Reimbursement	Mileage	101-101-860.00	113.68	113.68
TOTAL VENDOR PHELPS, LARRY				113.68
VENDOR NAME: PHILIPPS, THOMAS				
Reimbursement	Mileage, Hotel	101-426-860.00	909.80	909.80
TOTAL VENDOR PHILIPPS, THOMAS				909.80
VENDOR NAME: PLUDE, KEITH				
Benefits	VA Burial Benefits - Ivan Plude	101-681-833.00	300.00	300.00
TOTAL VENDOR PLUDE, KEITH				300.00
VENDOR NAME: REINHART FOODSERVICE				
728409	Inmate Supplies	101-301-770.00	9.25	9.25
729240	Inmate Supplies	101-301-770.00	868.76	868.76
734437	Inmate Supplies	101-301-770.00	2,205.06	2,205.06
TOTAL VENDOR REINHART FOODSERVICE				3,083.07
VENDOR NAME: REITER, KATHLEEN				
Benefits	VA Burial Benefits - Donald Reiter	101-681-833.00	300.00	300.00
TOTAL VENDOR REITER, KATHLEEN				300.00
VENDOR NAME: S & O LOCK AND PHONE SERVICE				
50669	N1241 River Road	517-252-931.00	132.85	132.85
50668	607 9th Avenue	517-252-801.00	89.95	89.95
50667	4421 10th Street	517-252-801.00	108.80	108.80
TOTAL VENDOR S & O LOCK AND PHONE SERVICE				331.60
VENDOR NAME: SAM'S CLUB MC/SYNCB				
Credit Card	Inmate Supplies	101-301-742.00	46.50	46.50
		101-301-860.00	4.00	4.00
		101-301-770.00	197.30	197.30
TOTAL VENDOR SAM'S CLUB MC/SYNCB				247.80
VENDOR NAME: SARKA, GLENN				
18552	Court Appointed (R. Priebe) 19-060-MI	101-148-807.00	105.00	105.00
TOTAL VENDOR SARKA, GLENN				105.00
VENDOR NAME: SCHOLTZ SR., GARY				
Reimbursement	Airport Supplies	216-585-755.01	26.18	26.18
TOTAL VENDOR SCHOLTZ SR., GARY				26.18
VENDOR NAME: SEABORG, SARA D.				
April 2019	CAFA	260-266-801.01	750.00	750.00
		260-266-801.02	900.00	900.00
TOTAL VENDOR SEABORG, SARA D.				1,650.00
VENDOR NAME: SHORT, MARY KAY				
15-15225-DO	Transcripts	101-131-806.00	54.25	54.25
TOTAL VENDOR SHORT, MARY KAY				54.25
VENDOR NAME: STATE OF MICHIGAN				
Registration	Industrial Storm Water Training (LaFleur)	216-585-755.03	30.00	30.00
D95A	April, May, June 2019	101-136-931.01	4,093.23	4,093.23
F55	April, May, June 2019	101-132-858.03	2,966.05	2,966.05
3/29/19	Monthly Offset	292-662-843.01	12,906.85	12,906.85
TOTAL VENDOR STATE OF MICHIGAN				19,996.13
VENDOR NAME: STATE OF MICHIGAN POB 30266				
551-534178	Live Scan	101-301-755.00	43.25	43.25
TOTAL VENDOR STATE OF MICHIGAN POB 30266				43.25
VENDOR NAME: STEPHENSON MARKETING COOPERATI				

APPROVED

MAY 17 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
462643	Parks	208-751-742.00	(6.57)	571.70
		208-751-755.01	27.00	
		208-751-981.00	80.00	
		208-751-742.00	32.00	
		208-751-755.02	22.50	
		208-751-930.02	60.33	
		208-751-981.00	15.00	
		208-751-744.00	341.44	
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				
				2,666.36
VENDOR NAME: STEPHENSON VOLUNTEER FIRE DEPT				
18-031	Fire Department Services (6/23/18)	101-426-934.04	500.00	500.00
TOTAL VENDOR STEPHENSON VOLUNTEER FIRE DEPT				
				500.00
VENDOR NAME: TEACHING FAMILY HOMES OF UPPER				
Foster Care	8-31-17 to Present (J.Smith Jr.)	292-662-843.05	6,624.00	6,624.00
TOTAL VENDOR TEACHING FAMILY HOMES OF UPPER				
				6,624.00
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST				
628840339	FOC Service Charge	101-141-817.00	33.80	33.80
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				
				33.80
VENDOR NAME: TIME WARNER CABLE				
620475202050719	May 6 - June 5, 2019 (Inmate)	101-301-770.00	142.85	142.85
710008401050319	Mileage - Operator Training	101-103-850.00	532.07	532.07
621199203050319	Airport	216-585-850.00	316.99	316.99
TOTAL VENDOR TIME WARNER CABLE				
				991.91
VENDOR NAME: TRANSUNION RISK & ALTERNATIVE				
252277-201904-1	April 2019	101-301-755.00	50.00	50.00
TOTAL VENDOR TRANSUNION RISK & ALTERNATIVE				
				50.00
VENDOR NAME: U.E.S. COMPUTERS, INC.				
81299	Dell Laptop (CPL)	263-215-728.00	880.00	880.00
81331	CPL - Microsoft Office	263-215-728.00	245.00	245.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				
				1,125.00
VENDOR NAME: VALENTI, SUSAN F.				
Reimbursement	April 2019 (Mileage & Meals)	101-131-860.00	453.60	453.60
TOTAL VENDOR VALENTI, SUSAN F.				
				453.60
VENDOR NAME: VERIZON WIRELESS				
9829237659	Cellular Services	101-265-850.01	153.18	968.76
		101-301-850.00	377.88	
		101-426-850.00	52.53	
		101-682-850.00	40.42	
		205-315-850.00	344.34	
		266-325-850.00	0.41	
TOTAL VENDOR VERIZON WIRELESS				
				968.76
VENDOR NAME: WASTE MANAGEMENT, INC.				
0055352-2808-3	Shakey & Kleinke	208-751-920.02	449.50	449.50
TOTAL VENDOR WASTE MANAGEMENT, INC.				
				449.50
VENDOR NAME: WATCHGUARD VIDEO				
SRINV0019255	RP Car Video Camera Maintenance	205-315-934.01	304.00	304.00
TOTAL VENDOR WATCHGUARD VIDEO				
				304.00
VENDOR NAME: WHITE WATER ASSOCIATES, INC.				
164012	Water Analysis #2 (Bailey)	208-751-920.00	17.00	17.00

**APPROVED**

MAY 17 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: WHITE WATER ASSOCIATES, INC. TOTAL VENDOR WHITE WATER ASSOCIATES, INC.				17.00
VENDOR NAME: WIL-KIL PEST CONTROL				
3615470	Health Department	101-265-801.00	33.25	33.25
3615183	Jail & Courthouse	101-265-801.00	64.50	64.50
TOTAL VENDOR WIL-KIL PEST CONTROL				97.75
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00011	1004 9th Street	101-265-920.03	91.20	91.20
0402047856-00010	1000 9th Street	101-265-920.03	93.05	151.17
		101-265-920.04	58.12	
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				242.37
VENDOR NAME: XEROX CORPORATION				
096754133	Sheriff Department	101-301-727.00	39.73	39.73
096754134	Sheriff Department	101-301-727.00	357.76	357.76
096754136	Probation/Parole	101-131-942.00	95.72	95.72
TOTAL VENDOR XEROX CORPORATION				493.21
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
May 2019	Medical Examiner	101-648-709.00	1,850.00	1,850.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.				1,850.00
GRAND TOTAL:				112,133.11

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

05/21/2019  
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>

# LEPC Minutes(draft)

Jan 24, 2019 at 1:30 PM CDT  
Menominee ISD Building Conference Room  
1201 41<sup>st</sup> Avenue, Menominee, Michigan 49858

*Approved  
4/25/19*

- 1) Call to Order - Meeting called to order at 1:33 p.m. by Mike Shaffer
- 2) Introductions and sign-in sheet: Rich Sexton, (Rob Villas, Terry Pearson, Krista Marciniak, excused), Ken Marks, Don DeTemple, Steve Gromala, Mike Shaffer, Valerie Hallam, Doug Dooley, Brian Barrette, Mark Petersen, (Dayna, Josh Dessart, Steve Durusha call-in).
- 3) Review/Approve Agenda: Brian Barrette moved to approve, Don DeTemple second, motion carried.
- 4) Review/Approve Minutes of Last Meeting: Brian Barrette moved to approve, Don DeTemple second, motion carried.
- 5) Public Comment: None
- 6) Presentations: None
- 7) Old Business:
  - a. FEMA disaster update – With government shut-down, not much is moving forward. Make sure all policies with Road Commission road repairs are up to date, have been followed and meet FEMA guidelines or you will not be reimbursed.
  - b. Tower workgroup – ongoing, generator bid was awarded, needs to be installed at Bagley tower.
- 8) New Business:
  - a. Plan reviews with WPS – Can request GIS mapping for inundation, Run of the river explained.
  - b. Tier II Reports – Stephenson report sent out, received one from Menominee Water Treatment. \$500 annually for access to state tier II computer copy, too much to pay for just a few sites. Information can be gained by having state send a copy.
  - c. Election of Officers: Chairperson, Vice Chairperson, Secretary, Public Information Officer. Emergency Manager/Coordinator or Alternate EM is the appointed Representative at the Homeland Security Council.  
Chair: Mike Shaffer – Brian Barrette motion, Don DeTemple second, unanimous  
Vice Chair: Mike Lemke – Rich Sexton motion, Brian Barrette second, unanimous  
Secretary: Krista Marciniak – Rich Sexton motion, Mike Shaffer second, unanimous  
PIO: Ken Marks – Brian Barrette motion, Mike Shaffer second, unanimous  
By-Laws should be reviewed at next meeting due to elections. Elections to be done in Oct 2019
  - d. Meeting dates, times and locations for next year: Meetings at 1:30 PM, Menominee ISD, 25 April 2019, 25 July 2019, 24 October 2019 and 23 January 2020. ISD building has these dates confirmed.
- 9) Any Other Items of Interest or suggested presentations for next meeting:
- 10) Adjournment: Don DeTemple makes motion to adjourn, Brian Barrette second, adjourned at 2:01 p.m.

Next meeting April 25, 2019, 1:30 pm Menominee ISD building

# MENOMINEE COUNTY LIBRARY BOARD

Minutes April 9, 2019

Approved: May 14, 2019

C. Peterson called the meeting of the Menominee County Library Board to order at 4:00 PM on Tuesday April 9, 2019.

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

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

Public Participation: No public present.

M. Fagan moved to approve the minutes from the March 12, 2019 meeting, support by N. Tuinstra. Motion carried.

J. Freis moved to approve the March financials, support by A. Rivard. Motion carried.

M. Fagan moved to approve the April bills, support by A. Rivard. Motion carried.

## Director's Report

The new library hours were effective April 1<sup>st</sup> and are being well received by the community. The large library sign has been replaced. The Ukrainian Egg workshops were successful and all participants had fun. We are supporting a community group with their annual Easter Bunny Visit scheduled for April 20<sup>th</sup>. Amanda attended the annual COSUGI Conference. COSUGI is the user group for the computer software program used by the library as a "card catalog" and the circulation system. Amanda went as a representative of Superiorland Library Cooperative and picked up pointers and ideas for both our library and the larger cooperative library community.

Amanda noted that the collected penal fines/income is about the same as last year. Library specific expenses are expected to remain flat or only small increase. She is recommending budgeting for replacing two computers each year. Capital issues to be considered are the driveway, roof, and to continue saving for future bookmobile replacement. J. Mekash has power washed and patched the roof and hopefully stopped the leaks. He plans on doing a more complete repair this summer.

## New Business:

Discussion and update on computer inventory and library layout.

Discussion on Fiscal Year 2019/20 Budget

Discussion on June 8<sup>th</sup> "Library in Bloom" Event.

Public Participation: Brad requested input from the Library Board on both the Menominee County Library needs and the issues facing Upper Peninsula Libraries for the Superiorland Library Cooperative's Plan of Service for next year.

As there was no further business, M. Fagan moved to adjourn the meeting, support by A. Rivard. Motion carried. Meeting adjourned at 4:40 PM.

Submitted by: Amanda Winnicki, Library Director

Menominee county Fair Board

April 17, 2019

Approved 5/15/19

Present: Deb Smith, Eric Tickler, Judith Dobinkr, Dave Pomeroy, Chad Oczus, Jesse Betters, Bill Czech,  
Absent: Nikki Tebo, Jim Moker

Meeting called to order at 6:00 pm by Chad

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

Motion to approve minutes by Dave, Chad Seconded Motion Carried

Public Comment:

None

Old Business: Bill Moved to purchase Bleachers Dave 2<sup>nd</sup> motion passed

Chas moved to give SMC a platinum Sponsorship, Bill 2<sup>nd</sup> Motion passed.

New Business:

Next meeting was set for May 15th at MSU extension at 6:00pm.

Bill moved to adjourn Judith 2nd motion passed.

Meeting adjourned 8:40 pm

Respectfully submitted,

Eric Tickler

Fair Manager/Secretary