

The Menominee County Board of Commissioners
will meet on Tuesday ~ June 27, 2017 @ 6:00 p.m. CDT
Menominee County MSU-E, Conference Room
S904 US HWY 41, Stephenson, MI 49887
906-753-2209

AMENDED ~ AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
 - June 13, 2017 ~ Public Input Meeting & County Board Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
 - Julie Moberg – Community Action Agency- Executive Director
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items
 - 1. Moved by _____ seconded by _____ to approve Menominee County Ordinance 2017-01~ Electrical Code Enforcement. (roll call vote needed)
 - 2. Moved by _____ seconded by _____ to approve MERS’ Employer resolution establishing uniform transfer provision.
 - 3. Moved by _____ seconded by _____ to approve hiring an outside firm (~~Stang Decision Systems; Slavin Management Consultants; OR Springsted Waters~~) to begin the hiring process for the County Administrator’s vacancy.
 - 4. Moved by _____ seconded by _____ to approve a recommendation by the personnel committee to appointment Sherry DuPont as the Interim Administrator with approval of all provision as requested within her letter to the Board. (To: pay Sherry the Admin. salary as is currently budgeted \$75,915; allow her to handle the day to day business decisions of the county; to hire a FT “temp” secretary; to hire a FT - IT Director). [Effective 6/28/2017.](#)
 - 5. Moved by _____ seconded by _____ to approve a recommendation by the Personnel Committee to approve the job descriptions of the E-911 Telecommunicator and E-911 Telecommunications Specialist. (The questionnaire & grade increase for these two job descriptions was approved 9/2010. No job description was ever provided.)
 - 6. Moved by _____ seconded by _____ to approve a recommendation by the Personnel Committee to send the E-911 Deputy Director’s Position description & the E-911 Director’s questionnaire to MGT for a DMG salary recommendation.

7. Moved by _____ seconded by _____ to approve payment to Menominee Abstract & Land Company in the amount of \$8,178 for the Search fee of the parcels at the Menominee County Airport to help enable MDOT to provide a sponsorship determination.
8. Moved by _____ seconded by _____ to approve a bid by _____ in the amount of \$ _____ to provide HVAC and Hot water heaters in the 9th St. Building.
9. Moved by _____ seconded by _____ to approve a bid by _____ in the amount of \$ _____ to provide carpeting replacement in the 9th St. Building.
10. Moved by _____ seconded by _____ to approve a bid by _____ in the amount of \$ _____ to provide Cabling (Network & Phones) in the 9th St. Building.
11. Moved by _____ seconded by _____ to approve a bid by _____ in the amount of \$ _____ to provide one Emergency Generator that will support our Jail, Courthouse, and boiler room.
12. Moved by _____ seconded by _____ to approve Commissioner per diems and expenses as recently submitted.
13. Moved by _____ seconded by _____ to approve miscellaneous bills as paid on May 17, 24, 25, 26, 31 & June 1 & 7, 2017 in the amount of \$231,603.61.
14. Moved by _____ seconded by _____ to approve miscellaneous boards/committees/commission reports be placed on file in the office of the County Clerk.
15. Moved by _____ to go into closed session to discuss a grievance regarding an employee in the E-911 Department, pursuant to section 8(a) of the Open Meetings Act. Motion seconded by _____. Name attendees _____
16. Moved by _____ seconded by _____ to re-enter open session.
17. Moved by _____ seconded by _____ to approve the E-911 employee grievance offer as written.

J. New Business (discussion only)

1. Personnel Items:
 - a. Building Code/MSU/Emergency Services Secretary – summer hours
2. Building and Grounds/Park Items:
 - a.
3. Miscellaneous Items:
 - a. WCUP Community Corrections FY2018 Grant application
4. Finance Items:
 - a. Miscellaneous bills as paid on June 15, 16 & 23, 2017 in the combined amount of \$58,885.90.

- K. Misc. Boards/Committees/Commissions Reports
- L. Public Comment *(limited to 5 minutes)*
- M. Commissioner Comment
- N. Adjourn

June 13, 2017

UNAPPROVED

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

Vice-Chairman Cech called the meeting to order at 5:31 P.M. followed by the Pledge of Allegiance.

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

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

Absent: Com Meintz (excused).

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

Business:

- Public Input for the future of the Menominee County Airport – Discussion and response.
- Com. Schei - discussed that this Public Input Session is to discuss the future of the Menominee County Airport. The Board is looking into all of the options available to the County for funding and sponsorship of the Menominee County Airport.
- Wayne Beyer – Commented about the Twin County Pilots Association. He stated that it would be a big mistake to try and close the airport. Industry depends on the airport and if the airport is closed Menominee will be a ghost town in the next 10 years.
- Com. Schei – Stated that it is not the Boards intent to close the airport. The County needs to find funding for the airport. The revenue is flat and only comes in from fuel sales, leases and landing fees. The freight carrier that was here did not renew their contract. The proposed budget for the next year is going to require a \$151,000 appropriation from the General Fund.
- Wayne Beyer – Commented that the airport is a service. He also stated that the County needs to make the airport more attractive to the pilots and attract more pilots to use the airport.
- Com. Nelson – Commented that the County is not planning on closing the airport. The citizens that are upset should be going to Marinette County, the City of Marinette and the City of Menominee to ask them to help Menominee County fund the airport.

- Com. Gromala – Commented on the airport budget and the improvements that will need to be made there in the next 5 years.
- Com. Schei – Discussed the legal procedure that the County needs to follow to send a resolution to MDOT Aero. The County will need to put in a 5% share each year if we decide to go forward with the block grants. He also discussed other revenue sources like a solar farm or an airport park.
- Com. Piche – Commented on the positive impact that the last meeting had. The County now has the public’s attention and we are receiving input now.
- Com. Cech – Commented on the fact that the entire board is looking for a solution.
- Aaron Tunstra – Commented that the County should be putting a positive spin on the airport.
- Delores Conrad – Commented that there use to be a lot of promotion of the airport. We need to give the people a reason to come out there.
- Com. Hafeman – Commented that the Board is looking for solutions not to close the airport.
- Scott Harts – Commented that he is looking to buy an airplane and would like to be a pilot. He would not put his plane at this airport because of all the negative politics and current situation. He feels the County needs better leadership at the airport.
- Com. Nelson – Commented that it is easy for people to sit back and say the County doesn’t have a plan.
- Kathy Branz – Commented that if people want to see more promotion of the airport that they should take it upon themselves to do the steps necessary to make that happen.

Moved by Com. Nelson, seconded by Com. Hafeman to adjourn at 6:15 p.m. Motion was approved 8-0.

William Cech, Vice-Chairman

Marc Kleiman, County Clerk

June 13, 2017

UNAPPROVED

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

Vice-Chairman Cech called the meeting to order at 6:20 P.M. followed by the Pledge of Allegiance.

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

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

Absent: Com. Meintz (excused).

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

Moved by Com. Nelson, seconded by Piche to approve the minutes from the May 23, 2017 Public Input and Regular County Board Meeting and May 30 & June 1, 2017 Special County Board Meetings. Discussion ensued regarding the May 23, 2017 Public Input meeting. Com. Hafeman stated that in Com. Meintz comments the statement that "the County was not looking to close the airport" needs to be added. Motion was approved 8-0 (With the stated corrections.)

Public Comment:

- Bob Desjarlais – Commented that he would like to be allowed to speak when the Board addresses Action Item #4 and #5.

Presentations: None.

Department Head/Elected Officials Reports:

- County Clerk/Register of Deeds Marc Kleiman – Commented that he would like to see Resolution 2017-13, that is on for discussion moved forward as an action item tonight so that he will be able submit his grant paperwork to the Secretary of State.

Action Items:

Moved by Com. Nelson, seconded by Com. Hafeman to approve Menominee County Ordinance 2017-1 ~ Electrical Code Enforcement. Motion was approved 8-0. (After the meeting it was noticed that the Board did not have a roll call vote for this motion. A roll call vote will need to be taken at the next meeting to reaffirm this vote.)

Moved by Com. Schei, seconded by Com. Hafeman to approve 2016/17 budget amendment #7 (#44-52) as recommended by the Finance Committee. Motion was approved 8-0.

Budget Amendment #7

44	5/9/2017	Hannahville Grant Received for Road Patrol	\$ 19,972.00	205-000-441.00
			\$ 19,972.00	205-315-934.03
45	5/8/2017	New Account Created for 911	\$ 900.00	266-325-745.00
			\$ (900.00)	266-326-942.00
46	5/15/2017	New Account Created - Anonymous Donation received for the Reserver Armed Unit for vests	\$ 10,000.00	101-000-629.04
			\$ 10,000.00	101-301-745.01
47	5/26/2017	Moving Funds from Office Equipment to Travel	\$ 1,500.00	263-215-860.00
		(CPL Fund)	\$ (1,500.00)	263-215-728.00
48	5/16/2017	Hannahville Grants Received for Bookmobile, 911 Console, and EMS	\$ 10,000.00	271-000-441.00
			\$ 10,000.00	271-790-970.01
			\$ 10,000.00	266-000-441.00
			\$ 10,000.00	266-325-970.00
			\$ 1,200.00	101-000-441.04
			\$ 1,200.00	101-426-934.02
49	10/1/2016	From Non Lapsing - EMS Grant	\$ 879.39	101-426-934.02
50	10/1/2016	From Non Lapsing - Flower Donation Account	\$ 370.15	101-265-930.02
51	10/1/2016	From Non Lapsing - Jail Emergency Exit	\$ 7,500.00	101-265-970.01
52	10/1/2016	From Non Lapsing - Video Teleconferencing	\$ 22,962.39	101-103-970.02

Moved by Com. Schei, seconded by Com. Hafeman to approve a recommendation from the Buildings and Grounds Committee to paint the 9th St. County Building the same color as the Jail and Health Dept. (cream color). Motion was approved 8-0.

Moved by Com. Gromala, seconded by Com. Hafeman to approve a recommendation from the Parks Committee to approve a three year lease agreement for the Shakey Lakes Park Concessionaire, Linda and Charles Busick. Motion was approved 8-0.

Moved by Com. Nelson, seconded by Com. Lang to approve a recommendation from the Parks Committee to accept a bid in the amount of \$70,117 by Sanville Logging, Inc. to cut/remove logs within the parks per the UP Land Management specifications. Motion was approved 8-0.

Moved by Com. Piche, seconded by Com. Hafeman to appoint Commissioner Gromala to replace Larry Phelps on the Airport Committee. Motion was approved 8-0.

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

Moved by Com. Piche, seconded by Com. Phelps to approve miscellaneous bills as paid on May 4, 2017 in the combined amount of \$142,534.09. Motion was approved 8-0.

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

New Business (discussion only)

Personnel Items:

- a. Offer letter to Commissioners from Admin. Asst. DuPont. – In the absence of an Administrator. Administrative Assistant Sherry DuPont has made an offer to be Interim Administrator. Her offer includes to be paid the salary of the County Administrator and be allowed to perform the duties of the Administrator which will include the hiring of a full time IT Director and a full time temporary office assistant until a full time Administrator can be hired. Discussion ensued. Com. Lang and Cech spoke in support of accepting Sherry's offer. Com. Nelson commented that he did not feel it was appropriate to take action on this tonight. He also felt that the board needed to see if anyone else was interested in the position. Com. Piche commented that he would prefer to wait on this item and discuss the County Administrator position first. Com. Schei commented that he doesn't want to wait. It may take the board 6 months or more before they hire an Administrator. Com. Gromala commented that since Prosecuting Attorney is at the meeting, maybe the board could ask him if this is legal. Com. Phelps commented that he does not want to see any repercussions if we make a decision tonight. Sherry commented that this action has been taken before at a previous meeting so it can be done again. Com. Nelson questioned the legality of appointing Sherry at this meeting and he also questioned when the board did the same thing previously. It was decided to take a motion to move the appointment of Sherry as Interim Administrator to an Action Item as this meeting.

Moved by Com. Schei, seconded by Com. Lang to make the appointment of Sherry DuPont as Interim County Administrator an Action Item at this meeting. Motion failed on a roll call vote 4-4. Com. Hafeman, Nelson, Phelps and Piche voted nay.

The consensus of the board is to send this item to the next Personnel Committee meeting and possibly have it as an Action Item on the next agenda.

- b. Future direction of County Administrator Position. – The County has gone through parts of the hiring process twice now. The board needs to discuss the future direction of the Administrator hiring process. Some of the items that need to be discussed are whether or not the board should offer a higher salary for the position, or use an outside hiring firm to help find a candidate. Com. Cech commented that the board needs to increase the salary for the position. Com. Hafeman, Phelps and Gromala all discussed the need to hire a firm to assist in finding the next Administrator. Com. Nelson commented that Sherry needs help in the office. He asked if Sherry had reasonable help would we need to have an Administrator. He would like to have the Personnel Committee look at this a little more in depth. Com. Nelson would like to know what we real need from that position. Com. Lang and Piche discussed that fact that we shouldn't be going in two different directions at the same time, meaning the appointment of Sherry as Interim Administrator and the direction of the Administrator search. The consensus of the board is to have the Personnel Committee look at hiring a firm to help with finding the next County Administrator, also the Committee will consider hiring another temporary employee in the Administrator's office.

Building and Grounds/Parks Items:

- a. Update on 9th St. Building. – Com. Schei gave an update from the Building and Grounds Committee. The RFP for the windows and doors have gone out. They are also looking into the boiler replacement.
- b. Update on the future of the Airport. – This it was already discussed during the Public Input session prior to tonight's meeting.

Miscellaneous Items:

- a. Resolution 2017-13 ~ Secretary of State Grant Application. – This resolution gives the County Clerk the authorization to submit a grant application to the Secretary of State for funding of a new election system to be implemented in Menominee County in 2017. County Clerk Marc Kleiman has asked that this resolution be moved forward as an Action Item at this meeting so that he can sign the grant application and speed up this process.

Moved by Com. Nelson, seconded by Com. Gromala to make the approval of Resolution 2017-13 ~ Secretary of State Grant Application an action item at this meeting. Motion was approved by a roll call vote 8-0.

Moved by Com. Nelson, seconded by Com. Hafeman to approve Resolution 2017-13 ~ Secretary of State Grant Application. Motion was approved by a roll call vote 8-0.

- b. Airport Committee Meeting – June 20, 2017 – Possible Date/Time Change. – Com. Schei stated that Com. Meintz would like to see this meeting moved to June 21, 2017 at 4:00 p.m. The consensus of the board is to publish this change.

- c. MERS Resolution – Establishing Uniform Transfer Provision. – MERS sent us a resolution to establish a uniform transfer provision for the county employees. Due to most employees currently having the defined benefit plan and these defined benefit divisions are now closed to new hires/transfers. If an employee transfers to a new position in the county under another division that is defined benefit they can choose to enter the non-union division and all of their current retirement earnings will move too. Or they can choose to be put into the defined contribution plan as we currently have in place. Com. Nelson discussed this. The resolution is normally done when the county changes their plans from defined benefit to defined contributions. It is not normally done retroactively, but it can be. Com. Cech commented that it will only affect those employees who are already employed and under the defined benefit plan. Com. Nelson commented that this same thing happened in Delta County when the Undersheriff became Sheriff and they chose not to pass this resolution. He also stated that it will come at a cost to the county. The consensus of the board is to move this item to the Finance Committee for further review.

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 as paid on May 17, 24, 25, 26, 31 & June 1 & 7, 2017 in the combined amount of \$231,603.61. Com. Hafeman asked a question about the AT&T bill. She commented on the number of cell phones that the county has through Verizon and she commented on a reimbursement paid to Diane Lesperance. The consensus of the board is to move this item forward for approval at the next meeting.

Misc. Boards/Committees/Commissions Reports:

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

Public Comment:

- Bob Desjarlais – Commented on the bids for the doors and windows for the 9th street building. He recommends that the board have language in the bid about not subcontracting.
- Pat Cheski – Commented that the Personnel Committee should immediately hire a full time person to help Sherry DuPont.
- Mark Petersen – Commented about the 911 Governing Board and the need to replace the radio console. He also commented about the fact the 911 Governing Board is not in favor of contracting out 911 services.
- Bill Merkel – Commented on a recent criminal case that he is prosecuting and the response time that 911 was able to provide. He does not know if this response time would be affected by contracting 911 out of the county.

Commissioner Comment:

- Com. Nelson – Commented that the board has a budget responsibility and a new radio console is going to be between \$500,000 - \$700,000. The board needs to look at where cuts can come from.

Moved by Com. Hafeman, seconded by Com. Phelps to adjourn at 7:41 p.m. Motion was approved 8-0.

Charlie Meintz, Chairman

Marc Kleiman, County Clerk

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

Menominee County Ordinance – 2017-01 Electrical Code Enforcement

An ordinance to designate an enforcing agency to discharge the responsibility of the County of Menominee, State of Michigan, under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The County of Menominee, ordains:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the Michigan State Electrical Code, in accordance with Section 8 (b)(6) of Act 230, of the Public Acts of 1972, as amended, the Building Official of the County of Menominee is hereby designated and as the enforcing agency to discharge the responsibility of the County of Menominee under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The County of Menominee assumes responsibility for the administration and enforcement of said Act throughout its corporate limits.

Section 2. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 3. PUBLICATION. This ordinance shall be effective after legal publication in accordance with provisions of the Act governing the same.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES:

NAYS:

ORDINANCE DECLARED ADOPTED.

Charlie Meintz, Chairman, Menominee County Board of Commissioners

Marc Kleiman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF Menominee)

I hereby certify that the foregoing is a true and complete copy of Ordinance 2017-01 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on _____, 2017, and I further certify that public notice of such meeting was given as provided by law.

Marc Kleiman, County Clerk

Steven Gromala

Charlie Meintz – Chairperson

William Cech – Vice Chairman

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche

Bernie Lang

Larry Schei

Sherry DuPont

From: Joann Klumb
Sent: Thursday, November 03, 2016 2:57 PM
To: Sherry DuPont
Subject: FW: Information about the Alternate Transfer provision REF:0021703
Attachments: Alternate Transfer provision.pdf

See below

From: Karima LaJoie [mailto:klajoie@mersofmich.com]
Sent: Thursday, November 03, 2016 2:39 PM
To: Joann Klumb <jklumb@Menomineeeco.com>
Cc: Tammy Marier <tmarier@mersofmich.com>
Subject: Information about the Alternate Transfer provision REF:0021703

Good afternoon Joann,

I understand you may be interested in the adopting the Alternate Transfer provision. I am attaching the resolution that would need to be adopted by your board for this. A few items to consider:

- This provisions applies only members transferring between positions, it does not apply to new hires or rehires who will always enroll in the open DC plan.
- A member can only transfer into a closed DB division IF:
 - 1) There **still are some active members remaining** in the closed DB division they want to transfer to.
And if,
 - 2) They are **currently enrolled in a DB division**. For instance, if Bob is enrolled in DB division 02 and transfers to a 911 position, he could choose to enroll in the closed DB division 18 (provided there still are active members in division 18). However, if a member is currently enrolled in your DC division and transfers position, they would not be able to transfer to the closed DB division, they can only transfer to a closed division of the same plan type (DB to DB, not DC to DB).
- This transfer provision applies to all the divisions of the County, it is adopted County-wide not just for specific division.
- The adoption cannot be retroactive, it can only be going forward.

As you review this information and the resolution attached, please let me know if you have any questions at all.
Sincerely,

Karima LaJoie
Senior Benefit Plan Coordinator
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, MI 48917
Toll Free: 800.767.MERS (6377) extension 335
Local: 517.703.9030
Fax: 517.703.9704



Stay informed about your retirement. [Sign up](#) for alerts regarding public pension issues.

Employer Resolution Establishing Uniform Transfer Provision



Michigan Municipal Employees' Retirement System (MERS) is a Michigan Public Employees' Retirement System (PERS) | www.mersofmich.com

WHEREAS, the _____ is a participating municipality or court in the Municipal Employees' Retirement System of Michigan ("MERS"); and

WHEREAS, the Standard MERS Transfer policy became effective in August 2007; and

WHEREAS, under the Standard Transfer policy, all transferred employees (and rehired employees) are covered under the open employee plan associated with the defined employee group. Where the new plan is MERS Defined Contribution or Hybrid, the accrued defined benefit of transferring employee is frozen as of transfer date. Where the new plan is the MERS Defined Benefit, the transferring employee's service and wages will transfer to the new plan for purposes of calculating their retirement benefit.

WHEREAS, pursuant to Retirement Board action on November 10, 2010, the employing municipality or court may adopt for all its MERS divisions (present and future) an alternate policy which allows all transferred employees an individual choice at the time of transfer to either be placed in: (1) the division's open plan, or (2) the closed plan if it is the same plan type, provided there are active employees remaining in the closed division.

WHEREAS, this alternate transfer provision applies to transferred employees only; rehired employees will continue to be enrolled into the open plan; and

NOW THEREFORE BE IT RESOLVED, that effective _____ 1st, 20____, the Governing Body adopts this Resolution (or for a participating court, the Chief Judge by Administrative Order) for all present and future employee divisions requiring that all transferred employees (select only one):

- shall be covered under the open plan in the division into which they are transferred.
- shall be given the individual choice to either be placed in the open or closed plan if it is the same plan type provided there are active employees remaining in the closed plan.

MERS' Standard Transfer policy is an administrative process. Changes to such policy may impact MERS' ability to administer alternate and standard transfers in the future.

CERTIFICATION FOR PARTICIPATING MUNICIPALITY OR COURT

I hereby certify that this Resolution was adopted by (check one):

The Governing Body of the _____ at its meeting held on _____
(Name of Municipality) (dd/mm/yyyy)

Administrative Order No. _____ adopted by the Chief Judge of the _____, on _____
(Order Number) (Name of Court) (dd/mm/yyyy)

Signature of Authorized Official: _____, Date: _____
(dd/mm/yyyy)

Printed name: _____ Title: _____

Employer Resolution Establishing Uniform Transfer Provision

In any transfer, employees' service is used toward vesting and eligibility in the new (active) plan. The employee takes on the benefit structure of the open plan on the first of the month that the plan is effective.

From DB	<p>Where a DB is the new benefit</p> <ul style="list-style-type: none"> All accrued wages, service transfer to the new plan and retirement is calculated using new DB benefits 	<p>Where DC is the new benefit</p> <ul style="list-style-type: none"> DB is frozen 	<p>Where Hybrid is the new benefit:</p> <ul style="list-style-type: none"> DB is frozen DB of Hybrid begins accruing benefit service
From DC	<p>Where DB is the new benefit</p> <ul style="list-style-type: none"> DC remains participant directed, no future contributions Service earned helps meet vesting in both DB and DC plans 	<p>Where DC is the new benefit</p> <ul style="list-style-type: none"> Previous DC account balance and investment allocation are transferred into the new DC plan New contributions are directed to default fund until investment allocation is elected Future investment allocation / realignment is managed by the participant 	<p>Where Hybrid is the new benefit</p> <ul style="list-style-type: none"> Previous DC account balance and investment allocations are transferred into the new DC of Hybrid plan DB of Hybrid begins accruing benefit service
From Hybrid	<p>Where DB is the new benefit</p> <ul style="list-style-type: none"> DB of Hybrid is frozen DC of Hybrid remains participant directed, no future contributions, same eligibility for distributions applies DB benefit accrual begins with effective date of the plan 	<p>Where DC is the new benefit</p> <ul style="list-style-type: none"> DB of Hybrid is frozen DC of Hybrid account balance and investment allocations are transferred to the new DC plan New contributions are defaulted until participant changes investment allocation Future investment allocation/realignment is managed by the participant 	<p>Where Hybrid is the new benefit</p> <ul style="list-style-type: none"> For DB of Hybrid – all accrued wages, service are transferred to the new plan and retirement is calculated using DB of H benefits For DC of Hybrid – previous DC of Hybrid account balance and investment allocations are transferred into the new DC of Hybrid plan

Example Scenarios of the Uniform Transfer Rules

Example 1

The City of Tree has two divisions: Division 01 has the MERS Defined Benefit Plan with a 2.0% multiplier. Division 99 converted from the MERS Defined Benefit Plan with a 2.25% multiplier to the MERS Defined Contribution Plan in 2000. Thus for division 99 the Defined Contribution Plan is the open plan, and the Defined Benefit Plan is the closed plan. However in this scenario the City of Tree still has active employees that are covered under the closed Defined Benefit Plan in division 99.

Under Standard Transfer Rules

John transfers from division 01 to division 99. Under the standard rules he would go into the active plan, which is the Defined Contribution Plan. John's accrued pension earned under the previous Defined Benefit Plan would be frozen and he would be enrolled in the Defined Contribution Plan moving forward.

Transfer Rules with Employee Choice

John transfers from division 01 to division 99. Under the alternative rules, he would receive the choice to either join the closed division with the same plan type (Defined Benefit) having active employees, or he could freeze his accrued pension and enroll in the open Defined Contribution Plan. If John chooses to enroll in the closed Defined Benefit Plan, then his entire accrued pension earned under the previous Defined Benefit Plan with the 2.0% multiplier would be transferred to the closed Defined Benefit Plan with the 2.25% multiplier (all defined benefit service applied to 2.25% multiplier).

Example 2

The City of Tree has two divisions: Division 01 has the MERS Defined Benefit Plan with a 2.0% multiplier. Division 99 converted from the MERS Defined Benefit Plan with a 2.25% multiplier to the MERS Defined Contribution Plan in 2000. Thus for division 99 the Defined Contribution Plan is the open plan, and the Defined Benefit Plan is the closed plan. However in this scenario the City of Tree has NO active employees under the closed Defined Benefit Plan in division 99.

Under Standard Transfer Rules

John transfers from division 01 to division 99. Under the standard rules he would go into the active plan, which is the Defined Contribution Plan. John's accrued pension earned under the previous Defined Benefit Plan would be frozen and he would be enrolled in the Defined Contribution Plan moving forward.

Transfer Rules with Employee Choice

John transfers from division 01 to division 99. He does not receive the choice to enroll in the closed Defined Benefit Plan however, because there are **NO** active employees in the closed plan. John's accrued pension earned under the previous Defined Benefit Plan would be frozen and he would be enrolled in the open Defined Contribution Plan moving forward.

5.31.2017

County Board of Commissioners,

It seems we are at yet another "bump in the road" for the County Administrator's position.

I suggest we DO NOT hire Ms. Rivard just because she's the only candidate that we interviewed. She has some qualifications we asked for but, in my opinion, not enough (or no) experience in the other fields needed.

Seeing we're not getting qualified candidates for the Administrator position, there MUST be a reason. I believe the board needs to "re-evaluate" the Administrator's pay. Don't forget, the Administrator's pay was never increased when the duties of the Buildings & Grounds/Parks Supervisor position was added to the administrator position. And MANY duties were added to the administrator.

To explain that...in 2009: County Administrator was paid \$70,603 (salary) \$122,022 w/full benefits
The Buildings & Grounds/Parks Supervisor was paid \$51,922 (salary) and \$102,480 w/full benefits

In 2010, Brian Bousley was hired to do all of the Admin and B&G/Parks supervisor duties for \$72,995 and was not allowed health ins. when hired (annual salary \$92,296) So the county saved \$132,206 for 2.5 years. In 2012 Brian's pay remained the same but was allowed to take the health insurance so annual salary \$103,596 (with benefits)...still saving the County over \$100,000/yr. for the next 4 years.

I think it's time the Board makes a decision to increase the pay of the Administrator to reflect the added duties of the B&G/Parks Supervisor...AND to discuss the contract of the Administrator prior to addressing the public for applications once again. Let's offer them a reason to be here...pay for travel involved in the interview process, take them on a tour of Menominee County, show them we care about who we hire to run our county. Make it a pleasant experience for them...and for us!

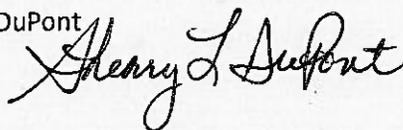
I am offering my resume to the County Board as an "Interim Administrator" until the right candidate for the Administrator position can be hired. This offer is not intended to be "long term". I have done the business (as much as humanly possible) of the County Administrator for the last 8 months...that's gotta count for something.

If my offer is accepted, I ask that the County Board allow me to handle the everyday business. I wish to be paid at the County Administrator pay rate (as budgeted in the current budget) during the interim. I intend to hire "full time temporary" office help for administration along with the full time IT person currently advertised for. This office cannot continue to be without help. I am sinking and a budget is looking VERY distant with all of the duties demanded in the office.

We are not providing the tax payers what they deserve, and that is "qualified" services.

Thank you for your time and consideration.

Sherry DuPont



Menominee County, Michigan Position Description

Title: E-911 Telecommunicator
Department: E-911
Date: May 2017

Purpose of Position

The position's purpose is to provide the public a source to report any emergency, non-emergency and/or complaint or concern they may have with expectation that the proper resources will be used to address their concerns. The work is performed under the direction of the E-911 Director or his designee.

Essential Duties and Responsibilities

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

Examples of the essential functions include the following:

- Answers E9-1-1 and administrative telephone lines.
- Questions callers to determine location and nature of problem and accurately classifies each as an emergency or non-emergency call.
- Identifies the jurisdictional responding agency and the priority of the call. Locate and dispatch the closest appropriate resource.
- Performs various tasks while answering calls including managing the process of simultaneous telephone and radio traffic from field personnel.
- Processes and prioritizes various police officer traffic and other information requests using LEIN and other state, federal and international databases.
- Enters and records data into CAD (Computer Aided Dispatch) from emergency and administrative telephone calls.
- Dispatches response personnel from different agencies and provides emergency information and instructions.
- Operates TDD, TTY and TEXTTY equipment.
- Monitors equipment alarms.
- Performs other related functions as assigned or required.

Based on the above functions and the CPQ, we recommend upgrading the position to pay grade 7.

Minimum Training and Experience Required to Perform Essential Job Functions

High School grad or equivalent certification in LEIN operation and Emergency Medical Dispatch and one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as calls, tapes, forms, logs, reports, training materials, policy and operational manuals, reference materials and books, policies, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director and all dispatch personnel, all responding agencies and the public.

Mathematical Ability

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

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan Position Description

Title: E-911 Telecommunications
Specialist

Department: E-911

Date: May 2017

Purpose of Position

The position's purpose is to receive, assess and process calls from the public, law enforcement, fire and EMS and to dispatch response personnel or relay call to appropriate agency. This is primarily a night time shift supervisory position to supervise telecommunicators. The work is performed under the direction of the E-911 Director or his designee.

Essential Duties and Responsibilities

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

- Supervises shift telecommunicators; makes decisions regarding difficult calls; assigns and reviews work; maintains standards; allocates personnel and evaluates performance.
- Answers E9-1-1 and administrative telephone lines.
- Prioritizes incoming calls and determines the need for and appropriate response personnel.
- Enters and records data into CAD (Computer Aided Dispatch) from emergency and administrative telephone calls.
- Dispatches response personnel from different agencies and provides emergency information and instructions.
- Maintains and updates Premise information data in Power 911.
- Maintains TAC certification for LEIN.
- Certifies new LIEN operators and re-certifies existing LEIN operators.
- Maintains knowledge of policies, procedures, reference sources, etc.
- Operates TDD, TTY and TEXTTY equipment.
- Performs other related functions as assigned or required.

Based on the above functions and the CPQ, we recommend upgrading the position to pay grade 9.

Minimum Training and Experience Required to Perform Essential Job Functions

High school grad or equivalent certification in LEIN operation and Emergency Medical Dispatch and one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as calls, tapes, forms, logs, reports, training materials, policy and operational manuals, reference materials and books, policies, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director and all dispatch personnel, all responding agencies and personnel and the public.

Mathematical Ability

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

Physical Requirements

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

Environmental Adaptability

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

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

Employee's Signature

Supervisor's Signature

Date

Date

**Menominee County, Michigan
Position Description**

Title: E-911 Deputy Director's Position

Department: E-911

Date: May 2017

Summary of Position

Under the direction of the Director, an employee will act as the second-in-command, and assist the Director in overseeing and managing a 911 emergency dispatch center that is responsible for dispatching all police, fire and emergency medical services within Menominee County. The Deputy Director assists in the planning, organizing, staffing and directing the day to day operations. The work is performed through the application of a body of knowledge related to procedures, practices, manuals, policies, rules, regulations, and laws; and the materials and equipment of the emergency dispatcher service.

Essential Duties and Responsibilities

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

1. Assumes second-in-command in the communications division
2. Works within general methods and guidelines, and exercises considerate independent judgment to select appropriate courses of action and discretion in supervising the work of subordinate employees.
3. Assures that orders, directives, communications, etc. of the E-911 Director are carried out in the form of assignments and/or by relaying them to personnel.
4. Provides advice, assistance and supervision to communications personnel in a variety of circumstances.
5. Reviews reports and records entered into the dispatch center's files for accuracy, completeness and adherence to accepted practices and procedures of the department.
6. Conducts evaluations of personnel, offering suggestions, providing and/or recommending formal training; when appropriate initiates rewards or disciplinary action.
7. Assists in developing goals for the department and develops long and short term goals for self and others.
8. Develops and implements plans designed to insure the accomplishment of division goals

and participates in the development of overall departmental plans.

9. Assists in policy development and implementation.
10. Assigns tasks and work priorities.
11. Inspects department equipment and facility to determine compliance with established standards and takes corrective action when necessary.
12. Regularly checks on the availability of supplies needed by communications personnel and may reorder supplies as necessary.
13. Participates in and is responsible for the training of communications personnel.
14. Maintain logs of communication activities.
15. Prepares special reports for the E-911 Director or others under the authority of the Director, for the proper operation of the department.
16. Assist the Director and staff when needed as a Terminal Agency Coordinator (TAC) and Local Agency Security Officer (LASO) for Law Enforcement Information Network (LEIN).
17. Perform the duties of a dispatcher as required by state law.
18. May be required to serve in an "on-call" capacity.
19. Performs other related functions as assigned or required by the Director.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate or equivalent certification. Prior emergency medical dispatching, leadership and supervisory management experience preferred or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as calls, tapes, forms, logs, reports, training materials, policy and

operational manuals, reference materials and books, policies, procedures and non-routine correspondence.

- Requires the ability to communicate orally and in writing with the Director and all dispatch personnel, all responding agencies and personnel and the public.

Mathematical Ability

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

Work Environment/Physical Demands Summary:

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

The Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date



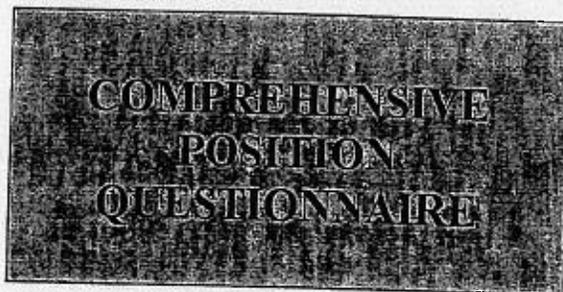
ORGANIZATION: Menominee County, MI (E-911)

NAME: Brian Barrette

DEPARTMENT: Menominee County E-911

DIVISION:

JOB TITLE: E-911 Director



© The Archer Company, 2010

INTRODUCTION TO THE COMPREHENSIVE POSITION QUESTIONNAIRE (CPQ)

This questionnaire is called the "Comprehensive Position Questionnaire" (CPQ). The purpose of the CPQ is to identify the compensable factors associated with the work of your position. The factors contained in the CPQ are universal in scope. They address the important compensation factors that exist in any type of position. In completing the CPQ, you should respond to every section that pertains to your position.

Your responses will not be used to evaluate your job performance. Rather, your responses will be used to develop a classification or job description and/or to determine the relative ranking of your position to other positions in the organization.

After you complete the CPQ, your immediate supervisor will review your responses for completeness and accuracy, using the Supervisor's Review section at the end of the CPQ.

The accuracy of job analysis, job evaluation, and classification/job description preparation will be dependent upon the accuracy of the information you provide when you complete this questionnaire. Errors in job analysis, job evaluation, and classification description preparation could result from inaccurate or incomplete information.

© The Archer Company, 2010

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the Archer Company.

Printed in the United States of America

The Archer Company
COMPREHENSIVE POSITION QUESTIONNAIRE

GENERAL INSTRUCTIONS:

1. Before beginning, please review the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to your position, please indicate by writing "N/A."
2. To complete the questionnaire, please write legibly in ink, or if you prefer, type your responses.
3. If you wish to make additional comments regarding your position, please use the space available in the Additional Information section on page 13 of this questionnaire. If you need more space, you may attach additional pages.

IDENTIFICATION INFORMATION:

Department: Menominee County E-911

Employee:			
Name:	<u>Brian Barrette</u>	Title:	<u>E-911 Director</u>
Phone:	<u>(906) 863-6614</u> ext.	Email:	<u>bbarrette@menomineeco.com</u>

Your Immediate Supervisor:			
Name:	<u>(Board Chairman, Charles Meintz)</u>	Title:	<u>County Administrator (VACANT)</u>
Phone:	<u>(906) 863-7779</u> ext.	Email:	_____

PLEASE CHECK (☑) THE APPROPRIATE BOX FOR THE STATEMENTS BELOW:

I am a:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Regular full-time employee | <input type="checkbox"/> Temporary full-time employee |
| <input type="checkbox"/> Regular part-time employee | <input type="checkbox"/> Temporary part-time employee |

I typically work the following shift:

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Night |
| <input type="checkbox"/> Evening | <input type="checkbox"/> Other: _____ |

The full-time standard work week for my position is:

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> 40 hours | <input type="checkbox"/> 35 hours |
| <input type="checkbox"/> 37 1/2 hours | <input type="checkbox"/> Other: _____ |

POSITION RESPONSIBILITIES AND TASKS

1. Position Purpose:

Summarize in one or two sentences the essential purpose of your position.

In charge of the Emergency E-911 Communications Division.

Plans and directs all the financial operations, supervises all personnel to assure that departmental orders are implemented and followed, including all state and county regulations.

It is important to carefully read the following directions.

2. Listing of Essential Position Tasks:

In the space provided on page 4, please list the **ESSENTIAL** tasks and duties involved in the performance of your current job. An essential task is one that is directly related to the purpose of the position and generally cannot be delegated to someone else. Describe each task in a clear, concise statement. **BEGIN EACH STATEMENT WITH AN ACTION VERB** (For example: drives, conducts, repairs, files, types, answers, summarizes, prepares). Avoid ambiguous words like: handles, participates, deals with. You may continue and attach additional sheets, if necessary. Where possible, please group tasks according to major functions.

In the first column, list all of the essential tasks you perform in your job, beginning with the most critical duties. Once your essential tasks are listed, carefully review each one and mark each column based on the following guidelines:

- **Frequency:** How often do you perform the task? Mark the column:
D=Daily W=Weekly M=Monthly Q=Quarterly S=Semi-annually A=Annually
- **Most Important:** Place a check mark (☑) in this column for the **FIVE** tasks you consider the most important.
- **Percentage of Time:** It is important to estimate the percentage of time and the total should equal 100 percent.
- **Physical, Environmental and Sensory Demands:** It is necessary to identify the significant physical, environmental and sensory requirements of each task you identify as essential to your job. Such requirements as unusual or prolonged physical exertion, special manual dexterity, hand and eye coordination, visual or audio perception, fast response or reaction, and deliberate manipulations should be considered.

For each essential position task, mark the columns Physical, Environmental, and Sensory with the appropriate code according to the definitions on the following page. List all that apply to that task or function. **PLEASE NOTE:** In describing the physical, environmental, and sensory requirements of your work, consider the **NORMAL** or **TYPICAL** work environments and demands; not those that are highly unusual or atypical.

Physical Requirements:

<u>CODE</u>	<u>REQUIREMENT</u>
1	<u>Sedentary to light work</u> . Some reaching, handling, fingering, and/or feeling of objects and materials.
2	<u>Light physical effort in sedentary to light work</u> . May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.
3	<u>Very moderate physical effort</u> . Light work with some combination of stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
4	<u>Moderate, though not constant physical effort</u> . Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
5	<u>Regular and, at times, sustained physically demanding work</u> . Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve manipulating of 21-50 pound items.
6	<u>Regular and sustained physically demanding work</u> . Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items.
7	<u>Heavy physical effort with greater emphasis on climbing and balancing</u> . Some combination of stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items. May occasionally involve heavier items (up to 100 pounds).
8	<u>Very heavy physical effort</u> . Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items up to 100 pounds. Occasionally heavier items (100 pounds or over).
9	<u>Extremely heavy physical effort</u> . Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items in excess of 100 pounds.

Environmental Requirements:

<u>CODE</u>	<u>REQUIREMENT</u>
0	No environmental risks
1	Temperature/Weather Extremes
2	Strong Odors
3	Toxic/Poisonous Agents
4	Smoke/Dust/Pollen
5	Wetness/Humidity
6	Animals/Wildlife
7	Disease/Blood/Bodily Fluids

Sensory Requirements

<u>CODE</u>	<u>REQUIREMENT</u>
8	Electric Currents
9	Explosives
10	Violence
11	Bright/Dim Light
12	Noise Extremes
13	Vibrations
14	Machinery
15	Traffic Hazards

<u>CODE</u>	<u>REQUIREMENT</u>
1	<u>Color</u> - perceive/discriminate
2	<u>Sound</u> - perceive/discriminate
3	<u>Taste</u> - perceive/discriminate
4	<u>Odor</u> - perceive/discriminate
5	<u>Depth</u> - perceive/discriminate
6	<u>Texture</u> - perceive/discriminate
7	<u>Visual</u> - perceive/discriminate
8	<u>Oral Communications</u> - ability

Essential Position Task (page 4a)	Frequency	Most Important	Percentage of Time	Physical	Environment	Sensory
Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, counseling, disciplining, grievances, Investigates and/or takes appropriate action regarding complaints made by or against departmental personnel.	W		5	2	0	7,8
Completes employee performance appraisals; provides directions, advice, and technical expertise; coordinates the recruitment and utilization of personnel.	A		2	2	0	7,8
Coordinates department work activities; organizes and prioritizes department workload, reviews work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.	D	X	15	2	0	7,8
Directs the operations of the E-911 department; performs financial research; prepares, maintains & operates within the annual budget	D	X	5	2	0	7,8
Develops, plans and implements policies and procedures; performs legislative research and review; analyzes productivity and makes recommendations regarding operations	M		5	2	0	7,8
Supervises and monitors staff on Computer Aided Dispatch (CAD) data entry and system maintenance.	M		2	2	0	7,8
Monitors and provides support to all mobile data terminal (MDT) and automatic vehicle locator (AVL) users.	M		1	2	0	7,8
Supervises and monitors the operations of Teletypewriter (TTY – hearing impaired) Textty (text to 911) and Smart 911	M		1	2	0	7,8
Performs data entry and system maintenance on other department systems including phone recorder, radio recorder, server, Power 911 phone system and other systems	W		3	2	0	7,8
Serves as liaison with the information technology department and contracted support related to software upgrades and equipment maintenance.	W		1	2	0	7,8
Prepares and maintains the following records: payroll (time accounting), leave of absence/attendance, equalized overtime, scheduling of staff etc.	W		5	2	0	7,8
Develops, plans, supervises and coordinates employee instruction and training	Q		1	2	0	7,8
Oversees the communications training officer program (CTO), plans, coordinates, assigns and reviews work; maintains standards	Q		1	2	0	7,8

Essential Position Task (page 4b)	Frequency	Most Important	Percentage of Time	Physical	Environment	Sensory
Monitors staff, receiving weather notifications and activations of weather sirens for Menominee County in case of bad weather	M		1	2	0	7,8
Provides support and technology to monitor Menominee City wide cameras including but not limited, bridges, marina, schools etc.).	M		1	2	0	7,8
Coordinates operations with other agencies and departments, supports and develops an engaged, team-based environment, empowers others and delegates effectively. (police, fire, EMS)	W	X	5	2	0	7,8
Prepares statistical reports, and submitting documents and reports as required to the 911 Governing Board	M		2	2	0	7,8
Prepares and represents Menominee County at the UP 911 Authority meetings and events.	Q		1	2	0	7,8
Prepares, writes and submits grants as necessary to help with expenditures on needed equipment and other related departmental needs.	Q		1	2	0	7,8
Purchases and maintains office, radio, recording and telephone equipment; makes recommendations for the replacement of equipment; troubleshoots equipment failures.	M		2	2	0	7,8
Maintains and oversees files, databases and spreadsheets; Master Street Address Guide (MSAG); maintains and reviews 911 records, FCC Licensing	M		1	2	0	7,8
Prepares a variety of reports and correspondence; processes FOIA and other requests from Public Safety Agencies	M		1	2	0	7,8
Originates, develops and proposes solutions and/or strategies for continuous improvement of county operations including evaluating/assessing priorities based on organizational needs.	D	X	15	2	0	7,8
Promotes and fosters an innovative environment encouraging transparency, accountability, feedback, open discussion and idea sharing.	D	X	10	2	0	7,8
Serves as the department's Terminal Agency Coordinator (TAC) and Local Agency Security Officer (LASO) for Law Enforcement Information Network (LEIN).	W		5	2	0	7,8
Conducts special projects as needed, attends seminars and conferences, meetings, and makes public speeches to organizations and other local groups in the interests to promote the department in a positive manner.	W		5	2	0	7,8
Promotes community involvement via social media and public relations events (website, Facebook, special events). etc.	W		3	2	0	7,8

3. Data/Information Used:

a. List below the type(s) of Data/Information you RECEIVE and/or REVIEW.

(Examples: vehicle maintenance reports, production reports, billing invoices, personal checks, patient records, insurance forms, attendance records, drafts of letters, time sheets, flow chart diagrams, architectural drawings, electrical diagrams, diagnostic reports, meter readings, etc.) **Beside each item you list, briefly describe the purpose or reason for which you receive it. Then briefly state what you do with it and/or the data/information contained in it after you receive it.** (Examples: transcribe, type, copy, record, edit, analyze, evaluate, file, calculate, make recommendations, make decisions, etc.. from the data/information it contains.)

Type of Record/Report, Chart, Etc.	Purpose or Reason for Receiving It	What You Do With It
Employee attendance & time sheets	review, approve, document,	calculate, submit to payroll, analyze use of time
Pager, weather, radio tests	to assure equipment is working properly	evaluate, make decisions, file
Invoices/Bills	manage dept and approve payment of bills	submit to payroll, document for budget purposes
Employee records	manage the dept, keep track of progress, issues etc.	Review, analyze, evaluate, make decisions, file
Computer Aided Dispatch (CAD) reports	analyze, evaluate	make recommendations, make decisions

b. List below the type(s) of Data/Information you must PREPARE.

(Examples: billing statements, production reports, vehicle maintenance reports, patient records, flow charts/diagrams, newspaper copy, laboratory reports, statistical analyses, payroll checks, performance appraisals, diagnostic reports, annual reports, purchase orders, etc.) **Beside each item you list, briefly describe the purpose for which you prepare it. Then briefly state what you do with it after you prepare it.** (Examples: make copy, mail, transmit, file, collate, publish, make presentation, discuss it with supervisor, etc.)

Type of Record/Report, Chart, Etc.	Purpose or Reason for Preparing It	What You Do With It
Policy & Procedures	Create, use for guidance & instructions	Implement polices and procedures
Scheduling	staffing personnel for job duties	make recommendations, evaluate, analyze and make decisions
Collection and remittance	collect 911 surcharge monies	complete report, submit to county board and state
Budget Report - Projections	stay within in projected budget, board approval	monitor, calculate and make decisions
Reports - call volumes, revenues, expenditures	Audits, mancated reporting	complete reports and submit to the state
Performance Evaluations	Evaluating employee performance	make recommendations & decisions based on the results of evaluation
Training records	state regulations and liability	Document, record, evaluate, file
Purchase orders/Invoices/Bills	complete, request, authorize	submit to finance dept.
Payroll time sheets	record data, attendance, vacation, sick leave, overtime etc.	submit to payroll dept and analyze and evaluate data yearly
Governing Board Reports	inform the board of dept. operations, events etc.	present it to the board via written and oral
Annual departmental report	statistics, projections,	present, discuss with employees and county board
Strategic Plan	define strengths & weaknesses, planning for the future	determine where we are today and where we want to be 1, 3, 5 years from now

c. List below the type(s) of Data/Information to which you REFER.

(Examples: computer program manuals, policy manuals, accounting principles, architectural drawings, vehicle maintenance manuals, medical books, electrical diagrams, zoning maps, law books, social service programs, handbooks, etc.) **Beside each item you list, briefly describe the purpose for which you refer to it.** (Examples: repair vehicles, write reports, teach classes, conduct appraisals, organize work, etc.)

Type of Manual/Book, Drawing, Etc.	Purpose for Which You Refer to It
Departmental Policy & Procedure Manual	Guidelines for employee to do their job, dept. operations, performance measures, consistency.
Communications Training Manual	Training tool, refresher, performance measures, foundation for improvement
Police-Fire-EMS-DNR	Protocols for sending appropriate response units
Water Rescue - Marine Patrol Manual	Protocol for sending appropriate response units to water rescue calls
LEIN Operations Manual	Protocol for LEIN operations
Computer Aided Dispatch (CAD)	Protocol, operations, mapping, addressing, unit response units

4. Human Interaction/Communication:

a. List those people or groups with whom you must communicate in the performance of your work. List the individuals you supervise in Section C. (Examples: customers, patients, clients, students, trainees, immediate supervisors, counselors, subordinates, supervisors in other departments, consultants, sales representatives, etc.) **Beside each person or group you list, state the purpose for which you interact and/or communicate.** (Examples: give directions, advise, counsel, discipline, examine, psychoanalyze, receive advice, receive directions, administer medicine, negotiate, influence, interview, instruct, present, assist, supervise, sell, accept payments, etc.)

Person/Group With Whom You Communicate/Interact	Purpose of Communication/Interaction
911 Governing Board	Informational, advise, receive direction, influence, plan, etc..
UP 911 Authority	Collaborative effort, brain storming, strategic/financial planning.
County Supervisors/Dept. Heads	Meetings, all work for the same County and all need to be, in general, working towards the same type of goals
County Board Members	Informational, advise, receive direction
Personnel & Finance Boards	Informational, advise, receive direction, negotiate, influence etc.
Police-Fire-EMS Agencies	Collaborative effort, informational, strategic planning etc.
Dept. Employees	Show leadership, provide management and empower employees to excel

b. Check (☑) below those supervisory responsibilities which are a part of your position:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Instructing | <input checked="" type="checkbox"/> Allocating personnel | (Recommend? <input type="checkbox"/> Approve? <input checked="" type="checkbox"/>) |
| <input checked="" type="checkbox"/> Assigning work | <input checked="" type="checkbox"/> Acting on employee problems | (Recommend? <input type="checkbox"/> Approve? <input checked="" type="checkbox"/>) |
| <input checked="" type="checkbox"/> Reviewing work | <input checked="" type="checkbox"/> Selecting new employees | (Recommend? <input type="checkbox"/> Approve? <input checked="" type="checkbox"/>) |
| <input checked="" type="checkbox"/> Planning work of others | <input checked="" type="checkbox"/> Transferring/promoting | (Recommend? <input type="checkbox"/> Approve? <input checked="" type="checkbox"/>) |
| <input checked="" type="checkbox"/> Maintaining standards | <input checked="" type="checkbox"/> Disciplining | (Recommend? <input type="checkbox"/> Approve? <input checked="" type="checkbox"/>) |
| <input checked="" type="checkbox"/> Coordinating activities | <input checked="" type="checkbox"/> Discharging | (Recommend? <input type="checkbox"/> Approve? <input checked="" type="checkbox"/>) |
| <input checked="" type="checkbox"/> Evaluating performance | <input checked="" type="checkbox"/> Salary increases | (Recommend? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>) |

c. List below the names of employees you directly supervise. Beside each individual you list, state his/her title, whether he/she is full-time or part-time, and, if applicable, the number of people he/she directly supervises.

Person(s) You Directly Supervise	His/Her Job Title	Part-Time or Full-Time	Number He/She Supervises
PENNY BOULQUE	TELECOMMUNICATOR	FULL-TIME	0
MIKE RAYGO	"	"	0
TAMMY NAULT	"	"	0
KIM PETERSEN	"	"	0
DARRYL MATHEWS	"	"	0
HEIDI CROSTENS	"	"	0
JEAN HASSE	TELE-SPECIALIST	FULL-TIME	0
KELLI DUCAINE	TELECOMMUNICATOR	PART-TIME	0
MONICA BAYLOR	"	"	0
ANDY PRIMEAUX	"	"	0

d. List any individuals you coordinate or supervise that are not employees, such as volunteers, students, etc.

5. Machinery, Equipment, Tools, Supplies, and Materials Used:

a. Machinery/Equipment

List below the type(s) of machinery and/or equipment that you use or service in the performance of your work. (Examples: personal computer, computer terminal, printer, typewriter, tractor, dump truck, air conditioner, dialysis machine, drill press, offset press, etc.) Beside each machine or piece of equipment you list, describe the purpose for which you use or service it. Then briefly specify what you do with it. (Examples: operate it, repair it, maintain it, etc.)

Type of Machinery/Equipment	Purpose For Which You Use or Service It	What You Do With It
Computer Terminal	Daily activities, memo, reports, social media, email	operate it
Computer Aided Dispatch (CAD)	Mapping/Addressing, dispatched events, Emergency Response Units,	operate, maintain it (basic - meaning not at an IT level)
Power 911 - (Intrado) - Phones	GUI, database - police, fire, EMS, personnel, other	operate, maintain it (basic)
VIPER	Calls for service, call volumes emergent, non-emergent	operate it, maintain it (basic)
Eventide - Phone & Radio Recorder	Recorded phone and radio traffic, copies - public safety & FOIA requests	Operate it, maintain it, copies etc.
Printers	Print documents	operate it

b. Computer Software

Listed below are some common reasons for using software. Next to each reason that applies to your work, list the type(s) of computer software you use. (Examples: Word, Excel, C++, Microsoft Access, etc.) Beside each type of software program you list, briefly describe the specific purpose(s) for which you use it. (Examples: prepare letters and memoranda, design spreadsheets, design databases, enter data into accounting system, etc.)

Reason for Using Software	Type of Computer Software	Specific Purpose For Use
Word processing	Microsoft Office	Memos, directives, policies, procedures
Data entry into computer system		
Desktop publishing	Microsoft PowerPoint	Presentations
Enter data in existing spreadsheet	Microsoft Excel	Training funds budget, state reporting
Design / format spreadsheets	Microsoft Excel	Budget, staffing, time accounting
Enter data in existing database	Computer Aided Dispatch	Addressing, response units
Design / develop new databases		
Develop/maintain website	County web-site, Facebook	Social media, public relations
Other	Quicken	Bills/Invoices, Accounting

c. Tools

List below the type(s) of tools that you use in the performance of your work. (Examples: mechanic's tools, drafting instruments, artist's instruments, surgical instruments, diagnostic instruments, sports paraphernalia, pick-ax, shovel, carpenter's tools, etc.) Beside each type of tool you list, briefly describe the purpose for which you use it.

Type of Tool	Purpose for Which You Use It
Keyboards, mice, headsets, computer terminals	Phone, computer aided dispatch, data entry,

d. Supplies and/or Materials (Supplies and materials that are used)

List below the types of supplies and/or materials that you use in the performance of your work. (Examples: secretarial supplies, clerical supplies, artist's supplies, medical supplies, testing materials, replacement parts, etc.) Beside each type of supply or material you list, briefly describe the purpose for which you use it.

Type of Supply/Material	Purpose for Which You Use It
Clerical Supplies/Secretarial Supplies	Day to day operations and activities
Software, replacement, updates	Weekly, monthly or yearly

6. Verbal / Language Requirements:

a. Check (☑) below the technical or professional language that you must use in the performance of your work. Also indicate the specialty associated with the language you check. Please be specific about your specialty:

- | | |
|---|-----------------------------------|
| Medical (specialty _____) | Accounting (specialty _____) |
| Engineering (specialty _____) | Mechanics (specialty _____) |
| Legal (specialty _____) | Electrical (specialty _____) |
| Counseling (specialty _____) | Human resources (specialty _____) |
| Music (specialty _____) | Marketing (specialty _____) |
| Other ? Police, Fire, EMS Jargon? _____ | Foreign (specify _____) |

b. Other language requirements: _____

7. Mathematical Requirements:

a. Check (☑) those statements below which most accurately describe the level of mathematics that you must use in the performance of your work:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Add/subtract | <input checked="" type="checkbox"/> Descriptive statistics | <input checked="" type="checkbox"/> Statistical inference |
| <input checked="" type="checkbox"/> Multiply/divide | <input type="checkbox"/> College algebra | <input checked="" type="checkbox"/> Statistical theory |
| <input checked="" type="checkbox"/> Decimals/percentages | <input type="checkbox"/> College geometry | <input type="checkbox"/> Linear programming |
| <input type="checkbox"/> High school algebra | <input type="checkbox"/> College trigonometry | <input type="checkbox"/> Quadratic programming |
| <input type="checkbox"/> High school geometry | <input type="checkbox"/> Integral calculus | <input type="checkbox"/> Dynamic programming |
| <input type="checkbox"/> High school trigonometry | <input type="checkbox"/> Differential calculus | <input type="checkbox"/> Other _____ |

b. For each item checked, give an example of how you use it in the performance of your work.

Budgeting, time accounting, payroll preparation, strategic planning, annual departmental reports, staffing analysis etc...

8. Situational Reasoning Requirements:

a. Give up to three (3) examples of the types of decisions required in your work which are likely to have the most impact on the work of your unit, department, and/or organization.

Hiring an employee, being an emergency 911 dispatcher isn't a job that just anyone can do. This is critical to do complete background, testing and evaluating of potential employees, then having them complete the Communications Training Officer Program, it is important to train, educate, and give new personnel the tools, equipment to succeed, having all phases of training documented

Scheduling of staff, based on staffing analysis and date/time of call volumes, proper policies regarding time off request (vacation, sick time, personal time off) to assure that all employees are treated fairly

Inspiring, Empowering and providing training opportunities equally to all employees so that all employees are trained at the highest level

b. If your work is not performed correctly, what types of errors or problems are likely to result which will seriously impact the work of your unit, department, and/or organization?

Dysfunctional operations in a 911 center could literally be the difference between life or death. There is no room for error and this job shall be performed correctly at all times.

Making sure that your employees have the proper equipment/software and are trained, focused, and ready to tackle the tasks at hand is a must at all times.

On the management side, if errors of not budgeting enough money, poor scheduling or lack of inspiring and training of personnel, could has a negative impact on the department.

c. How are such errors or problems usually identified?

On the management side, usually through monthly reports regarding budgetary issues, scheduling (burnout)

is usually sought out by an increase in sick days used, lack of leadership and or training of personnel sometimes shows

up in their work performance or lack of .

9. **Previous Experience Required:**

a. Check below the amount of previous work experience a person would have to have to perform the duties and responsibilities of your current job. Beside the item checked, state what kind of previous work experience would be required. Please answer in terms of previous experience and not how long you have held your current job.

Type of Previous Experience Required for the Work

0 - 30 days

up to 6 months

up to 1 year

up to 2 years

minimum 3 years

minimum 5 years

minimum 7 years

minimum 9 years

10 or more years

5 years of Leadership, management, supervisory experience along with 5 years in the field experience (911 dispatcher, police, fire, ems)

b. List below the last three jobs you have held prior to accepting your current position. Beside each previous job listed, state your employer and length of employment.

Previously Held Position(s)	Employer	Length of Employment
Communications Officer, Patrol Officer, School Liaison Officer.	City of Menominee	23 years
Detective Lieutenant, Police Captain	Same as above	Same as above
Volunteer Emergency Rescue Squad Member	Marinette/Menominee Emergency Rescue Squad	3 years

c. How long have you held your current position? Years _____ Months 5

10. Education Required:

- a. Check (☑) the statement(s) below which most accurately describes the amount of classroom education that is required to perform the tasks and responsibilities of your current position. Beside the item checked, describe the type of training required.

	Major Field of Concentration or Training
<input checked="" type="checkbox"/> High School diploma/GED Required	General Education
<input type="checkbox"/> Vocational/technical diploma	
<input checked="" type="checkbox"/> College Coursework	Continuing education in the field of Public Safety & administration
<input checked="" type="checkbox"/> Associate's degree	Minimum education in some public safety field
<input type="checkbox"/> Bachelor's degree	
<input type="checkbox"/> Master's degree	
<input type="checkbox"/> Doctoral degree	
<input type="checkbox"/> Other	

- b. List below the educational degrees, diplomas, certificates, etc. that you currently hold. Show the school or college which awarded them. Please be specific.

Degree, Diploma, Certificate Awarded	Awarding Institution
Associates Degree, Criminal Justice	Northeast Wisconsin Technical College
Many Certificates	Northern Michigan University, School Craft College, Fox Valley Technical College

- c. List below any professional, paraprofessional, or technical certificates or licenses, etc. that you currently hold. Beside each certification listed, state whether it is required for the position you now hold.

License or Certification Held	Required for Position		
Many Certificates - FEMA NIMS, Dispatcher, leadership, other etc.	<input type="checkbox"/>	Yes	No <input checked="" type="checkbox"/>
Law Enforcement Information Network Operator (LEIN)	<input checked="" type="checkbox"/>	Yes	No <input type="checkbox"/>
Technical Agency Coordinator	<input checked="" type="checkbox"/>	Yes	No <input type="checkbox"/>
Local Agency Security Officer	<input checked="" type="checkbox"/>	Yes	No <input type="checkbox"/>

11. Environmental Requirements:

For each of the environmental requirements you indicated on page 4 (Essential Tasks), explain the type and severity of the injury that could result. Then indicate the likelihood of such an injury occurring assuming standard safety precautions are taken and proper procedures are followed (examples: unlikely, slight likelihood, moderate likelihood, likely, very likely, extremely likely).

Environmental Requirement	Type of Possible Injury	Likelihood of Possible Injury

b. If you make mistakes in your work, could others be hurt physically? How badly? Explain.

Being part of the emergency 911 dispatch team, your leadership and preparation for the team is crucial. There isn't any time for mistakes, mistakes could mean life or death

c. Describe any degree of mental stress that you experience in the performance of your work. (Consider work that requires constant attention, work done under tight deadlines, and so on.) Please give examples.

Generally mental stress on an average day is the work stress I put on myself to do the best I can and to accomplish as much as I can in a given day/week/month.

Mental stress out in the dispatch center is unpredictable and can go from 0-100 in a second and all depends of the type of call or incident.

12. Planning / Scheduling Requirements:

a. Check (☑) below the planning/scheduling time frames that are typically required in the performance of your work.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> One day | <input type="checkbox"/> Two to three months | <input checked="" type="checkbox"/> One to two years |
| <input checked="" type="checkbox"/> One week | <input type="checkbox"/> Four to six months | <input type="checkbox"/> Three to five years |
| <input checked="" type="checkbox"/> One month | <input type="checkbox"/> Seven to twelve months | <input type="checkbox"/> Over five years |

b. For each time frame checked, give examples of the type of planning/scheduling required.

1 day, day to day operations for the day

1 week, goals for the week, scheduling of staff, invoices/bills/P.O, time sheets, time accounting,

1 month, goals for the month, budgeting analysis, meetings, training,

7-12 months, performance evaluations of employees, budgetary adjustments, training evaluations, 1-2 years policy & procedures updates

13. Financial Responsibilities:

a. Indicate below the approximate dollar amount over which your position has budget approval, expenditure approval, or authority over during the course of one year:

	Direct	Indirect
Salaries & Wages:	\$ 506,635	
Materials & Supplies:	\$ 13,970	
Equipment:	\$ 700,000	Current Major Project for new 911 radio console
Outside Services:	\$ 55,471	
Other:	\$ 210,666	
Total:	\$ 1,486,743.00	\$700,000.00 for radio console project is not included

b. Check the boxes below that describe your role in the budget process for your department or division:

Remit Payment To:

Menominee Abstract & Land Company
945 1st Street
Menominee, Michigan 49858

INVOICE

Billed To:
Menominee County Board Commissioner

Invoice Date: June 14, 2017
Please Pay Before: June 14, 2017
Our File Number: 25193
Your Reference Number:

Property:
839 10th Avenue
Menominee, MI 49858
Menominee County

Brief Legal: Airport Property

DESCRIPTION	AMOUNT
Search fee 75 Parcels	7,500.00
Copies 339 @ \$2.00	678.00
Invoice Total Amount Due	\$ 8,178.00

MENOMINEE COUNTY
MENOMINEE, MICHIGAN

BID RECAPITULATION

ITEM(S): 9th St. Building - Windows & Doors

Bids due by: June 22, 2017

Company Name	Bid	After added options
None		

*no bids
received*

Bids opened on: June 22, 2017

In the presence of: Larry Schei, Chairman – Buildings and Grounds Committee Chairman,
County Commissioner
Steve Gromola, County Commissioner
Sherry DuPont, Administrative Assistant
Jim Mekash, Assistant Superintendent – Buildings and Grounds

Recommended Bid Award to: ___ In the Amount of: \$ _____

9th St. Building – Windows & Doors

Rationale:

Recommend that Buildings & Grounds explore the replacement costs of purchasing and installing the identified 18 windows. Be authorized to enlist the services of added professional services as needed.

MENOMINEE COUNTY
MENOMINEE, MICHIGAN

BID RECAPITULATION

ITEM(S): 9th St Building – HVAC Replacement and Hot Water Heater(s)

Bids due by: June 22, 2017

Company Name	Bid	After added options
Zeratsky Extreme Heating & Cooling, Menominee, MI	\$16,385.00	Electric Service Panel Replacement – \$3000.00
Zeratsky Extreme Heating & Cooling, Menominee, MI	\$17,585.00	Electric Service Panel Replacement – \$3000.00
Sikora Sheet Metal Inc., Iron Mountain, MI	\$11,985.00	
Sikora Sheet Metal Inc., Iron Mountain, MI	\$15,398.00	
WDM, Marinette, WI	\$35,625.00	
Valley Mechanical, Menominee, MI	\$19,700.00	
Valley Mechanical, Menominee, MI	\$31,050.00	

Bids opened on:

In the presence of: Larry Schei, Chairman – Buildings and Grounds Committee Chairman,
County Commissioner
Steve Gromola, County Commissioner
Sherry DuPont, Administrative Assistant
Jim Mekash, Assistant Superintendent – Buildings and Grounds

Recommended Bid Award to: Zeratsky Extreme Heating & Cooling

In the Amount of: \$17,585.00 + \$3,000 = \$20,585.00

9th St Building – HVAC Replacement and Hot Water Heater(s)

Rationale:

Zeratsky Option #1 Summary

3 Forced Air Furnaces with 3 Air Conditioners, 2 6-gal Water Heaters, Use existing A/C duct, add cold air return duct to each room for proper air flow. (\$16,385) Also required electric service panel expansion to serve 3rd A/C and Cabling Project Server Equipment. (\$3,000)

Zeratsky Option #2 Summary

3 Forced Air Variable Speed Blower Fan Furnaces with 3 Air Conditioners, 2 6-gal Water Heaters, Use existing A/C duct, add cold air return duct to each room for proper air flow. (\$17,585.00) Also required electric service panel expansion to serve 3rd A/C and Cabling Project Server Equipment. (\$3,000)

Sikora Option #1 with Option 4 and Option #6 Summary

2 Forced Air Furnaces with 2 Air Conditioners and 1 Duct Damper, 2 30-gal Water Heaters. Use existing A/C duct. (\$11,985.00)

Sikora Option #3 with Option 5 and Option #6 Summary

2 Forced Air Furnaces with 2 Air Conditioners and 1 Duct Damper, 2 30-gal Water Heaters. Use existing A/C duct. (\$15,398.00)

WDM

1 Boiler with 3 Zone Pumps (each portion of building) and Built in Hot Water Heater to serve all three building sections. Eliminate 1 Nat Gas Meter (\$35,625.00) Requires State of Michigan inspection every 3 years.

Valley Mechanical Option #1

3 Forced Air Furnaces with 3 Air Conditioners, 1 Tankless Hot Water Heater serving all three building sections, Use existing A/C duct. Eliminate 1 Nat Gas Meter (\$19,700.00)

Valley Mechanical Option #2

1 Boiler with 3 Zone Pumps (each portion of building), 3 Air Conditioners and 1 Tankless Hot Water Heater to serve all three building sections. Eliminate 1 Nat Gas Meter (\$31,050.00) Requires State of Michigan inspection every 3 years.

Recommendation:

In my opinion, the Zeratsky Option #2 provides the greatest operating efficiency and the best individual building section control of the options provided by the various bids. This bid also most closely fulfills the bid goals of lower operating costs and greatest individual control in each section of the building.

Zeratsky has also provided timely repair service to Menominee County 24-hours per day (as needed).

The elimination of one natural gas meter is still an option which is being explored.

Jim Mekash

MENOMINEE COUNTY
MENOMINEE, MICHIGAN

BID RECAPITULATION

ITEM(S): 9th St. Building – Carpeting Replacement

Bids due by: June 22, 2017

Company Name	Bid	After added options
Heynssens-Selin's, Escanaba, MI	\$5,476.00	
Macco's Floor Covering Ctr, Marinette, WI	\$7,724.00	
Badker Floor Covering, Menominee, MI	\$7,485.00	

Bids opened on: June 22, 2017

In the presence of: Larry Schei, Chairman – Buildings and Grounds Committee Chairman,
County Commissioner
Steve Gromola, County Commissioner
Sherry DuPont, Administrative Assistant
Jim Mekash, Assistant Superintendent – Buildings and Grounds

Recommended Bid Award to: Heynssens-Selin's, Escanaba, MI In the Amount of: \$5,476.00

9th St. Building – Carpeting Replacement

Rationale:

The carpeting from Hynssens-Selin's is a 28 oz. Nylon solution composition which meets the quality of commercial carpet in the Class I or II flammability criteria. It also has a “no-zipper” quality which stops runs in the carpet.

Hynssens-Selin emphasis is on commercial accounts. They are replacing carpeting in seven area schools this summer.

The price is the lowest of the three bidders.

MENOMINEE COUNTY
MENOMINEE, MICHIGAN

BID RECAPITULATION

ITEM(S): 9th St. Building – Cabling (Networking & Phones)

Bids due by: June 22, 2017

Company Name	Bid	After added options
Twin City Electric, Menominee, MI	\$41,765.00	

Bids opened on: June 22, 2017

In the presence of: Larry Schei, Chairman – Buildings and Grounds Committee Chairman,
County Commissioner
Steve Gromola, County Commissioner
Sherry DuPont, Administrative Assistant
Jim Mekash, Assistant Superintendent – Buildings and Grounds

Recommended Bid Award to: Twin City Electric, Menominee, MI In the Amount of: \$41,765.00

9th St. Building – Cabling (Networking & Phones)

Rationale:

Twin City Electric has continued to provide quality communications service and is very knowledgeable of the Menominee County communications equipment. The equipment, installation, and programming is very complex and requires individuals very knowledgeable to perform the required tasks for a successful installation.

MENOMINEE COUNTY
MENOMINEE, MICHIGAN

BID RECAPITULATION

ITEM(S): Emergency Generator Project

Bids due by: June 22, 2017

Company Name	Bid	After added options
Mueller Electric, Porterfield, WI	\$179,000.00	
Twin City Electric, Menominee, MI	\$181,897.00	

Bids opened on: June 22, 2017

In the presence of: Larry Schei, Chairman – Buildings and Grounds Committee Chairman,
County Commissioner
Steve Gromola, County Commissioner
Sherry DuPont, Administrative Assistant
Jim Mekash, Assistant Superintendent – Buildings and Grounds

Recommended Bid Award to: Twin City Electric In the Amount of: \$181,897.00

Emergency Generator Project

Rationale:

The bids are close in dollar amount and are both based on utilizing the same Kohler generator for the emergency backup.

The transition of the installation of the new emergency generator must be performed without a flaw. The jail must maintain operations throughout the process and the boiler house and courthouse also need to maintain normal operations.

The selection of Twin City Electric is based upon their knowledge of the jail electrical system and the ability of their team to perform the required timely work. Mueller Electric is only a 2 person team and I would find it very difficult for such a small team to perform the needed physical and transfer of operations within the short window of time provided. Twin City Electric has a very positive track record of quality and delivery timeline to Menominee County. Twin City Electric has also been a long time dealer of the Kohler generators and has the clout of working with the company.

Jim Mekash

MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

Mileage: \$.535/mile – effective 01 January 2017

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

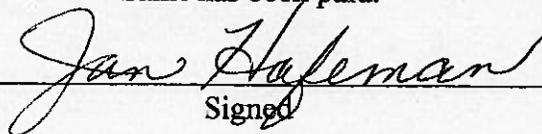
*must attach receipt for reimbursement
*meals provided by conference will NOT be reimbursed

Name: Jan Hafeman ~ District 8

Date	Meeting Place	# of miles	X.535/mile	Total Cost	Account Number
4/27/17	Northpointe-Kingsford	78	--	.00	101-101-860.10
5/9/17	Co.Bd.- Menominee	76		40.66	101-101-860.10
5/11/17	Northpointe- Kingsford	78	--	.00	101-101-860.10
5/18/17	Bd. Of Health- Pinecrest	14		7.49	101-101-860.10
5/18/17	UPACC-CASINO	30		16.05	101-101-860.10
5/19/17	UPACC-Casino	30		16.05	101-101-860.10
5/23/17	Co. Bd.-Menominee	76		40.66	101-101-860.10
5/25/17	Pinecrest-Pinecrest	14		7.49	101-101-860.10
5/25/17	Northpointe-Kingsford	78	--	.00	101-101-860.10
5/30/17	Admin Interview-Menominee	76		40.66	101-101-860.10
					101-101-860.10
		316	Total Mileage		
				Total Mileage Fee	169.06

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

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


Signed

5/23/17
Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

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

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

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

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
5/4/17	ESCAMADA ME WKS	54	"	28.89	101-101-860.11
5/9/17	MENOMINEE RD	96	"	51.36	101-101-860.11
5/22/17	MENOMINEE RD	96	"	51.36	101-101-860.11
5/30/17	MENOMINEE RD	96	"	51.36	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		342	@ 53.5	182.97	
			Total Mileage		182.97
				Total Mileage Fee	182.97

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

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

John R. Nelson

Signed

5/30/17

Date

RECEIVED

MAY 30 2017

BY: *AS*

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

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

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

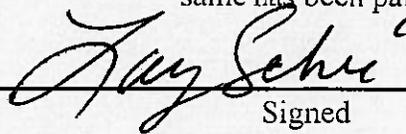
*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
5/19/17	LIBRARY - STEPHENSON	32		17.12	101-101-860.04
5/19/17	COURTHOUSE	16		8.56	101-101-860.04
5/16/17	MENOMINEE CITY HALL	15		8.03	101-101-860.04
5/18/17	ISLAND CASINO	90		48.15	101-101-860.04
5/23/17	COURTHOUSE	16		8.56	101-101-860.04
5/30/17	COURTHOUSE	16		8.56	101-101-860.04
6/01/17	COURTHOUSE	16		8.56	101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage	201	
				Total Mileage Fee	\$ 107.54

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

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



Signed

6/01/17

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

[C-17]

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

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

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

Name: Steven Gromala ~ District 1

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
5/18	UPCAP Conf	104		55.64	
5/19	UPCAP Conf	104		55.64	101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			Total Mileage		
				Total Mileage Fee	111.28

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

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

Steven Gromala

Signed

6/1/2017

Date

RECEIVED
JUN 01 2017
BY: *AS*

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

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

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

*must attach receipt for reimbursement

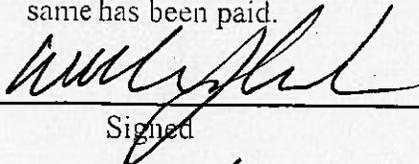
*meals provided by conferences will NOT be reimbursed

Name: William Cech ~ District 5

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
5/1/17	Parks & Rec.			1926	
5/9/17	cty Bd			856	101-101-860.05
5/23/17	cty Bd			856	101-101-860.05
May/30	Bld. tgr			856	101-101-860.05
5/30	Admin. Interview				101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
			Total Mileage		
Total Mileage Fee					44.94

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

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



Signed

6/1/17

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

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

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

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

Name: Bernie Lang ~ District 2

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
2017					
05-02	ESCA.	110			
05-09	CT. HSE.	3			101-101-860.02
05-11	ESCA.	110			101-101-860.02
05-18	CASINO	50			101-101-860.02
05-19	CASINO	50			101-101-860.02
05-23	CT. HSE.	3			101-101-860.02
		326			101-101-860.02
			$326 \times .535 =$	174.41	101-101-860.02
					101-101-860.02
					101-101-860.02
			Total Mileage		
				Total Mileage Fee	174.41

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

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

B. Lang

Signed

06-05-17

Date

RECEIVED

JUN 06 2017

BY: *AA*

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

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

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

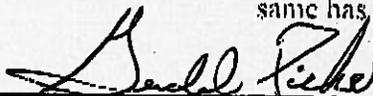
*must attach receipt for reimbursement
 *meals provided by conferences will NOT be reimbursed

Name: Gerald L. Piche ~ District 7

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
5/9/17	Court House - County Board	72		38.52	101-101-860.07
5/17/17	Harvey - Fair Board	30		—	101-101-860.07
5/19/17	Norshoods Rail Transit	—		—	101-101-860.07
5/23/17	Court House County Board	72		38.52	101-101-860.07
5/30/17	Court House Adm. Interview	72		—	101-101-860.07
		144	Total Mileage		
Total Mileage Fee					77.04

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

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



Signed

6/9/17

Date

Miscellaneous Bills Account Number List

General Fund Expenditures

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

Special Revenue Funds

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

MAY 23 2017 *cm*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ACCENT BUILDING MAINTENANCE LT 48459				
	Spray Buff VCT Floors	101-301-755.00	180.00	180.00
TOTAL VENDOR ACCENT BUILDING MAINTENANCE LT				180.00
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI				
383001	Shakey Lakes Park/Horse	208-751-920.01	30.94	30.94
383200	N8380 Co Park Rd 20.5	208-751-920.01	57.84	57.84
383301	Shakey Lakes Park/Cattle	208-751-920.01	28.44	28.44
1503500	N8380 Co Pk Rd 20.5	208-751-920.01	40.20	40.20
370500	Shakey Lakes Office/Shop	208-751-920.01	148.89	148.89
379700	Storage Shed	208-751-920.01	58.72	58.72
380300	Shower Building	208-751-920.01	69.89	69.89
367100	N8390 Beach House	208-751-920.01	39.91	39.91
367200	Northwest Campsites	208-751-920.01	51.96	51.96
369802	W8449 Co Rd G12 Campsites	208-751-920.01	28.44	28.44
1614900	Bathhouse	208-751-920.01	83.71	83.71
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				638.94
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677617111	Airport Supplies	216-585-755.01	44.38	44.38
		216-585-745.00	48.39	92.77
1677621613	Airport Supplies	216-585-755.02	44.38	44.38
		216-585-745.00	48.39	92.77
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				185.54
VENDOR NAME: AT&T - CAROL STREAM, IL				
906753458205	May 2017 (Shakey Lakes Park)	101-103-850.00	105.53	105.53
906753220905	May 2017	101-103-850.00	1,314.13	1,314.13
TOTAL VENDOR AT&T - CAROL STREAM, IL				1,419.66
VENDOR NAME: AT&T MOBILITY				
287252150867X0508201	906-792-0211 & 906-792-5968	101-132-850.00	64.02	64.02
TOTAL VENDOR AT&T MOBILITY				64.02
VENDOR NAME: AUTOMOTIVE SUPPLY CO.				
080403906	Airport Supplies	216-585-981.00	3.19	3.19
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				3.19
VENDOR NAME: BAY AREA MEDICAL CENTER, INC.				
15547	Pre-Employment Physicals (Parks)	208-751-801.01	199.00	199.00
TOTAL VENDOR BAY AREA MEDICAL CENTER, INC.				199.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
22124	2008 Chevy Impala - Vehicle Maintenance	101-265-981.00	94.00	94.00
21982	2006 Chevy Express - Vehicle Maintenance	206-301-981.00	250.25	250.25
22094	2016 Ford Explorer - Vehicle Maintenance	205-315-934.02	284.73	284.73
22098	2014 Chevy Impala - Vehicle Maintenance	205-315-934.02	32.90	32.90
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				661.88
VENDOR NAME: BP				
50334240	Road Patrol Gasoline Charges	205-315-742.00	488.61	488.61
TOTAL VENDOR BP				488.61
VENDOR NAME: BRANZ, KATHLEEN				
Reimbursement	Mileage - Parks & Rec	208-751-860.00	53.50	53.50
TOTAL VENDOR BRANZ, KATHLEEN				53.50
VENDOR NAME: BS&A SOFTWARE				
112676	Building Code - Training & Travel	249-371-727.00	3,485.00	3,485.00
TOTAL VENDOR BS&A SOFTWARE				3,485.00
VENDOR NAME: CARQUEST AUTO PARTS				
559401	Belt for Kitchen Roof Top Unit	101-265-934.00	28.48	28.48
TOTAL VENDOR CARQUEST AUTO PARTS				28.48

APPROVED

MAY 23 2017 *cm*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: CELLCOM				
487659	Cellular Services	292-863-850.00	40.11	
		292-664-850.00	40.11	
		292-865-850.00	40.11	
TOTAL VENDOR CELLCOM				120.33
VENDOR NAME: CENEX FLEETCARD				
137498	Gasoline Sales	292-865-860.00	22.07	
		249-371-742.00	104.59	
TOTAL VENDOR CENEX FLEETCARD				126.66
VENDOR NAME: CITY OF MENOMINEE				
4502	Gasoline Sales	101-265-742.00	6.27	
		101-265-742.00	29.05	
		101-132-860.00	38.95	
		215-141-860.00	42.55	
		101-215-860.00	17.07	
		266-325-860.00	12.05	
4505	Gasoline Sales (Road and Work Van)	206-301-742.00	115.98	
		205-315-742.00	1,038.02	
Summer Taxes	9th St. Bldg (051-010-450-00)	101-103-998.11	22.12	
Winter Taxes	9th St. Bldg (051-010-450-00)	101-103-998.11	1.74	
TOTAL VENDOR CITY OF MENOMINEE				1,323.80
VENDOR NAME: CLOVERLAND PAPER CO				
114145	Janitorial Supplies (Courthouse)	101-265-755.01	78.64	
114147	Janitorial Supplies (Annex)	101-265-755.01	84.60	
114089	Inmate Supplies	101-301-770.00	30.59	
114146	Inmate Supplies	101-301-770.00	30.59	
114120	Annex - Janitorial Supplies	101-265-755.01	52.38	
114187	Library - Janitorial Supplies	101-265-755.01	37.59	
114186	Courthouse Supplies	101-265-755.01	207.68	
TOTAL VENDOR CLOVERLAND PAPER CO				522.07
VENDOR NAME: COHL STOKER & TOSKEY P C				
47650	Legal Services (Airport)	101-211-807.00	435.66	
TOTAL VENDOR COHL STOKER & TOSKEY P C				435.66
VENDOR NAME: COOPER OFFICE EQUIPMENT				
144884	Contract # 1408-01	101-172-931.01	174.98	
144885	Contract # 1406-01	101-172-931.01	242.76	
TOTAL VENDOR COOPER OFFICE EQUIPMENT				417.74
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCT				
27996	Shredding Documents (5/4/17)	101-265-801.00	63.34	
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCT				63.34
VENDOR NAME: DELLISSE, MIKE				
Reimbursement	Mileage	101-682-860.00	125.08	
TOTAL VENDOR DELLISSE, MIKE				125.08
VENDOR NAME: FIORUCCI, TONY & TEENA				
April 2017	Foster Care (J.F.)	292-662-843.02	413.76	
April 2017	Foster Care (B.F.)	292-662-843.02	413.76	
TOTAL VENDOR FIORUCCI, TONY & TEENA				827.52
VENDOR NAME: FOREMOST PROMOTIONS				
392413	911 Bookmark, Sticker Roll, Bracelets	266-325-802.00	299.19	
TOTAL VENDOR FOREMOST PROMOTIONS				299.19
VENDOR NAME: GOOD SOURCE				

APPROVED

MAY 23 2017 GM

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: GOOD SOURCE				
S10412558	Inmate Supplies	101-301-770.00	187.20	187.20
S10414466	Inmate Supplies	101-301-770.00	1,300.99	1,300.99
TOTAL VENDOR GOOD SOURCE				1,488.19
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE				
042517	Shakey & Kleinke	208-751-801.00	107.10	107.10
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				107.10
VENDOR NAME: GREG PETERSON				
Reimbursement	Uniform Allowance	205-315-742.00	229.87	229.87
Reimbursement	Uniform Allowance	205-315-745.00	216.72	216.72
TOTAL VENDOR GREG PETERSON				446.59
VENDOR NAME: GROMALA, STEVEN				
Reimbursement	Mileage - April 2017	101-101-860.01	57.78	57.78
TOTAL VENDOR GROMALA, STEVEN				57.78
VENDOR NAME: HASHIMOTO SEWER SERVICE, INC.				
14209	Cleaned Grease Pits (Jail)	101-265-801.00	210.00	210.00
TOTAL VENDOR HASHIMOTO SEWER SERVICE, INC.				210.00
VENDOR NAME: HENSLEY, RN, JOEL				
May 2017	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
May 2016	Medical Examiner	101-648-709.00	1,080.00	2,600.00
		101-648-835.00	1,520.00	
TOTAL VENDOR HENSLEY, RN, JOEL				3,965.00
VENDOR NAME: INSIGHT FS				
2003527	Parks - Gasoline (x497.40)	208-751-742.00	984.73	984.73
TOTAL VENDOR INSIGHT FS				984.73
VENDOR NAME: J S ELECTRONICS, INC.				
19708	Service Call (Marinette City Fire Channel)	266-325-934.01	136.50	136.50
TOTAL VENDOR J S ELECTRONICS, INC.				136.50
VENDOR NAME: J.F. AHERN COMPANY				
197495	Service of Fire Extinguisher (1000 9th Street)	101-103-998.11	251.62	251.62
TOTAL VENDOR J.F. AHERN COMPANY				251.62
VENDOR NAME: JACK'S FRESH MARKET				
45000500187	Inmate Supplies	101-301-770.00	24.26	24.26
TOTAL VENDOR JACK'S FRESH MARKET				24.26
VENDOR NAME: K MART 7031				
703105021701040601	Inmate Supplies	101-301-770.00	64.57	64.57
0703105141701077948	Inmate Supplies	101-301-770.00	39.90	39.90
TOTAL VENDOR K MART 7031				104.47
VENDOR NAME: LARSON, MICHELLE				
Garden & Can Zone	Supplies, Hours, & Mileage	292-668-801.00	320.49	400.82
		292-668-801.00	60.00	
		292-668-801.00	20.33	
TOTAL VENDOR LARSON, MICHELLE				400.82
VENDOR NAME: LINSMEIER IMPLEMENT, INC.				
57246	Parks - Hydrolic System for Tractor	208-751-930.02	421.73	421.73
TOTAL VENDOR LINSMEIER IMPLEMENT, INC.				421.73
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
92418	Business Cards (Larry Schei)	101-101-727.00	27.75	27.75
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				27.75

MAY 23 2017 *cm*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: LONG HEATING & COOLING INC				CHIEF FISCAL OFFICER
41231	Galv Coupling	101-265-755.00	10.00	MENOMINEE COUNTY MICHIGAN 10.00
TOTAL VENDOR LONG HEATING & COOLING INC				10.00
VENDOR NAME: MENARDS - MARINETTE				
33462	Concrete Mix/Drive Guide Set	101-265-755.00	13.34	13.34
33461	New Building Supplies	101-103-998.11	18.76	18.76
33330	New Building Supplies	101-103-998.11	21.92	21.92
33564	B&G Supplies	101-265-755.00	19.98	19.98
33670	Park Supplies	208-751-930.03	53.90	53.90
33671	Building Purchase Supplies	101-103-998.11	50.45	50.45
33599	Building Purchase Supplies	101-103-998.11	38.73	38.73
33654	Building Purchase Supplies	101-103-998.11	55.77	55.77
TOTAL VENDOR MENARDS - MARINETTE				272.85
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
4/2 & 4/9/17	GNC ads for County Administrator	101-101-901.00	112.40	112.40
110	Advertising	101-101-901.00	41.50	41.50
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				153.90
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI				
11054	Power to Radio Tower (April 2017)	101-301-934.01	128.65	128.65
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI				128.65
VENDOR NAME: MENOMINEE COUNTY SHERIFF DEPT				
WV 245	Work Van Services	208-751-930.04	96.25	96.25
WV 249	Work Van Services	208-751-930.04	91.00	91.00
WV251	Work Van Services	517-252-931.00	35.00	35.00
TOTAL VENDOR MENOMINEE COUNTY SHERIFF DEPT				222.25
VENDOR NAME: MGT OF AMERICA, INC.				
29773	DMG Study - IT Director	101-103-755.00	250.00	250.00
TOTAL VENDOR MGT OF AMERICA, INC.				250.00
VENDOR NAME: MICHIGAN MUNICIPAL RISK MGMT AUTHOR				
2618	Training (x7)	205-315-881.03	225.00	225.00
		101-301-881.00	300.00	300.00
TOTAL VENDOR MICHIGAN MUNICIPAL RISK MGMT AUTHOR				525.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0127346-001	Office Supplies (Probate/Family)	101-132-727.00	9.95	9.95
		101-148-727.00	9.95	9.95
0127244-001	Family Court Office Supplies	101-132-727.00	54.99	54.99
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				74.89
VENDOR NAME: NELSON, JOHN R.				
Reimbursement	Mileage - April 2017	101-101-860.11	109.14	109.14
TOTAL VENDOR NELSON, JOHN R.				109.14
VENDOR NAME: NUTT, MICHAEL				
Reimbursement	May 2017 Mileage	292-664-860.00	72.76	72.76
Reimbursement	April 2017 - Meals	292-664-860.00	34.74	34.74
TOTAL VENDOR NUTT, MICHAEL				107.50
VENDOR NAME: OFFICE DEPOT, INC.				
923866326001	District Court Office Supplies	101-136-727.00	48.85	48.85
925291985001	Admin, Airport, Parks - Office Supplies	101-172-727.00	6.21	6.21
		216-585-727.00	267.72	267.72
		208-751-727.00	184.16	184.16
925139644001	Building Code - Office Supplies	249-371-727.00	17.99	17.99

APPROVED

MAY 23 2017 C M

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: OFFICE DEPOT, INC.				
922621247001	Office Supplies (Parks & Admin)	208-751-727.00	35.98	48.42
		101-172-727.00	12.44	
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN				
922621408001	Office Supplies (Parks & Admin)	208-751-727.00	59.80	88.49
		101-172-727.00	28.69	
TOTAL VENDOR OFFICE DEPOT, INC.				661.84
VENDOR NAME: PALMER, MARY				
Reimbursement	Janitorial Supplies	101-265-755.01	23.85	23.85
TOTAL VENDOR PALMER, MARY				23.85
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068317104001	Inmate Supplies	101-301-770.00	63.36	63.36
TOTAL VENDOR PAN-O-GOLD BAKING CO.				63.36
VENDOR NAME: PHILIPPS, THOMAS				
Per Diem	Buildings & Grounds Committee	101-101-710.00	50.00	50.00
TOTAL VENDOR PHILIPPS, THOMAS				50.00
VENDOR NAME: PICHE, GERALD L.				
Reimbursement	Mileage - April 2017	101-101-860.07	100.05	100.05
TOTAL VENDOR PICHE, GERALD L.				100.05
VENDOR NAME: POMP'S TIRE SERVICE, INC.				
2001601	Tires (Inv # 100109634 & 100110311)	206-301-981.00	610.84	1,233.72
		205-315-934.02	622.88	
TOTAL VENDOR POMP'S TIRE SERVICE, INC.				1,233.72
VENDOR NAME: QUILL CORPORATION				
6193767	911 Supplies (Heater)	266-325-728.01	59.99	59.99
6204796	911 Office Supplies	266-325-727.00	67.94	67.94
TOTAL VENDOR QUILL CORPORATION				127.93
VENDOR NAME: REDWOOD TOXICOLOGY LABORATORY				
00719820174	Drug Testing	296-667-730.00	81.95	81.95
TOTAL VENDOR REDWOOD TOXICOLOGY LABORATORY				81.95
VENDOR NAME: REINHART FOODSERVICE				
157434	Inmate Supplies	101-301-770.00	484.10	484.10
160017	Inmate Supplies	101-301-770.00	658.58	658.58
165270	Inmate Supplies	101-301-770.00	823.08	823.08
TOTAL VENDOR REINHART FOODSERVICE				1,965.76
VENDOR NAME: SAM'S CLUB MC/SYNCB				
Credit Card	Inmate Supplies	101-301-770.00	1,112.79	1,112.79
TOTAL VENDOR SAM'S CLUB MC/SYNCB				1,112.79
VENDOR NAME: SAULT STE MARIE CHIPPEWA IND				
41716	Youth Care (A.S.)	292-662-843.05	120.00	120.00
TOTAL VENDOR SAULT STE MARIE CHIPPEWA IND				120.00
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Supplies for Storm Spotter Presentation	101-426-963.00	12.97	12.97
Reimbursement	Mileage, Meals, Hotel, Conference Fee	101-426-860.00	1,238.88	1,238.88
TOTAL VENDOR SEXTON, RICHARD				1,251.85
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA				
Reimbursement	Adopt A Hwy - Snacks/Water	292-668-801.00	18.37	18.37
Reimbursement	Mileage	292-665-860.00	130.01	130.01
Reimbursement	April 2017 - Meals	292-665-860.00	34.76	34.76
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				183.14

MAY 23 2017
 CM

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ST. OF MI-MANAG/BUDGET/PO30681				
17-001098	Activation of Radios (x2)	101-334-755.00	500.00	500.00
TOTAL VENDOR ST. OF MI-MANAG/BUDGET/PO30681				500.00
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
015579	Gasoline Sales (Road Patrol)	205-315-742.00	2,251.63	2,251.63
462643	April 2017 - Gasoline Sales	208-751-930.04	16.00	157.01
		208-751-742.00	110.41	
		208-751-755.01	56.28	
		208-751-742.00	(25.68)	
023851	Credit Memo - Parks	208-751-742.00	(78.89)	(78.89)
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				2,329.75
VENDOR NAME: THE ADVERTISER				
040224	Advertising (Community Awareness)	101-301-802.00	25.00	25.00
TOTAL VENDOR THE ADVERTISER				25.00
VENDOR NAME: THE JANITOR'S CLOSET				
42171	Floor Cleaner (x8)	101-265-755.01	126.32	126.32
TOTAL VENDOR THE JANITOR'S CLOSET				126.32
VENDOR NAME: TIME WARNER CABLE				
104046204752028001	May 6 - June 5, 2017 (Inmates)	101-301-770.00	134.28	134.28
TOTAL VENDOR TIME WARNER CABLE				134.28
VENDOR NAME: U.E.S. COMPUTERS, INC.				
76797	District Court Workstation	101-136-970.00	1,104.00	1,104.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				1,104.00
VENDOR NAME: ULINE				
86675272	Building & Ground Supplies	101-265-755.00	289.42	289.42
TOTAL VENDOR ULINE				289.42
VENDOR NAME: UNIFORM SHOPPE				
265939	Holmes - Uniform Allowance	205-315-745.00	86.75	86.75
265537	Holmes - Uniform Allowance	101-301-745.00	195.85	195.85
265648	Point Blank Level II Vest	101-301-745.00	725.00	725.00
265649	Point Blank Level II Vest	101-301-745.00	725.00	725.00
265733	Holmes - Uniform Allowance	101-301-745.00	113.90	113.90
TOTAL VENDOR UNIFORM SHOPPE				1,846.50
VENDOR NAME: UP ASSOC OF CTY COMMISSIONERS				
Registration Fee	UPACC Spring 2017 Conference (x4)	101-101-859.00	240.00	240.00
TOTAL VENDOR UP ASSOC OF CTY COMMISSIONERS				240.00
VENDOR NAME: VALENTI, SUSAN F.				
Reimbursement	March 2017 - Meals/Mileage	101-131-860.00	181.00	181.00
TOTAL VENDOR VALENTI, SUSAN F.				181.00
VENDOR NAME: VERIZON WIRELESS				
9784886328	Cellular Services	101-265-850.01	187.64	1,001.48
		101-301-850.00	446.54	
		101-428-850.00	2.53	
		101-682-850.00	32.45	
		205-315-850.00	331.88	
		266-325-850.00	0.44	
TOTAL VENDOR VERIZON WIRELESS				1,001.48
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00010	1000 9th Street Building	101-265-920.03	37.31	86.62
		101-265-920.04	49.31	
0402055840-00001	County Jail	101-265-920.03	3,243.06	3,243.06

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
EXP CHECK RUN DATES 05/17/2017 - 05/17/2017
UNJOURNALIZED
OPEN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				<hr/> 3,329.68
VENDOR NAME: XEROX CORPORATION				
088957698	Probation/Parole - May 2017	101-131-942.00	93.85	93.85
TOTAL VENDOR XEROX CORPORATION				<hr/> 93.85
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
May 2017	Medical Examiner	101-648-709.00	2,030.00	2,030.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.				<hr/> 2,030.00
GRAND TOTAL:				<hr/> 42,357.45

APPROVED

MAY 23 2017
cm

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

05/24/2017 04:02 PM
 User: jessicaw
 DB: Menominee County

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 05/24/2017 - 05/24/2017
 UNJOURNALIZED
 OPEN

APPROVED 1/3
 MAY 30 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: ADE INCORPORATED					
36283	SALCE Assessment	101-136-755.00	180.00		180.00
TOTAL VENDOR ADE INCORPORATED					180.00
VENDOR NAME: APAMARK UNIFORM SERVICES INC					
1677626133	Airport Supplies	216-585-755.01	46.62		92.77
		216-585-745.00	46.15		
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC					92.77
VENDOR NAME: CELLCOM					
484161	Cellular Services - Airport	216-585-850.00	54.61		54.61
486653	Medical Examiner Cellular Services	101-648-850.00	115.73		115.73
TOTAL VENDOR CELLCOM					170.34
VENDOR NAME: CLOVERLAND PAPER CO					
114252	Janitorial Supplies (Courthouse)	101-265-755.01	121.71		121.71
TOTAL VENDOR CLOVERLAND PAPER CO					121.71
VENDOR NAME: COOPER OFFICE EQUIPMENT					
144886	Contract # 2721-01 (PA's Office)	101-267-801.00	296.51		296.51
TOTAL VENDOR COOPER OFFICE EQUIPMENT					296.51
VENDOR NAME: DABNEY, KIM					
Refund	Reimbursement - Camping Reservation	208-751-964.00	50.00		50.00
TOTAL VENDOR DABNEY, KIM					50.00
VENDOR NAME: EPIC AVIATION, LLC					
6972765	Low Lead Fuel (Airport)	216-585-743.00	28,366.78		28,366.78
TOTAL VENDOR EPIC AVIATION, LLC					28,366.78
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT					
02551	Equalization Office Supplies	101-257-727.00	17.16		17.16
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT					17.16
VENDOR NAME: HAFEMAN, JAN					
Reimbursement	Mileage	101-101-860.10	169.06		169.06
TOTAL VENDOR HAFEMAN, JAN					169.06
VENDOR NAME: HENSLEY, RN, JOEL					
Blood Draws	R.B. (5/7) M.D. (5/7)	101-267-801.01	200.00		200.00
TOTAL VENDOR HENSLEY, RN, JOEL					200.00
VENDOR NAME: J S ELECTRONICS, INC.					
19738	Recorder Maintenance	266-325-934.01	242.75		242.75
TOTAL VENDOR J S ELECTRONICS, INC.					242.75
VENDOR NAME: J.F. AHERN COMPANY					
200336	Fire Equipment Inspection (Agreement #26528)	208-751-801.00	111.00		111.00
TOTAL VENDOR J.F. AHERN COMPANY					111.00
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.					
92552	Window Envelopes (x2500)	101-132-727.00	93.50		187.00
		101-148-727.00	93.50		
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.					187.00
VENDOR NAME: MENARDS - MARINETTE					
34101	Supplies for Building Purchase	101-103-998.11	108.03		108.03
34100	Building & Ground Supplies	101-265-755.00	31.51		31.51
TOTAL VENDOR MENARDS - MARINETTE					139.54
VENDOR NAME: MENOMINEE COUNTY JOURNAL					
GNC Ads	County Administrator (4/2 & 4/9)	101-101-901.00	112.40		112.40

COPY

APPROVED

Page: 23

05/24/2017 04:02 PM
User: jessicaw
DB: Menominee County

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
EXP CHECK RUN DATES 05/24/2017 - 05/24/2017
UNJOURNALIZED
OPEN

MAY 30 2017

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				112.40
VENDOR NAME: MICHIGAN TOWNSHIPS ASSOCIATION				
Dues	Township Association Dues	101-103-802.00	470.00	470.00
TOTAL VENDOR MICHIGAN TOWNSHIPS ASSOCIATION				470.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0127568-001	Airport - Office Supplies	216-585-727.00	12.72	12.72
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				12.72
VENDOR NAME: NIEMI, DANIEL				
6313	Transport of Juvenile	101-132-801.01	22.50	76.50
		101-132-801.00	54.00	
Reimbursement	Meal	101-132-801.00	9.62	9.62
TOTAL VENDOR NIEMI, DANIEL				86.12
VENDOR NAME: OFFICE DEPOT, INC.				
927154261001	District Court Office Supplies	101-136-727.00	78.99	78.99
TOTAL VENDOR OFFICE DEPOT, INC.				78.99
VENDOR NAME: OTIS ELEVATOR COMPANY				
CVE05003617	6/1/17 - 8/31/17	101-265-801.00	680.25	680.25
TOTAL VENDOR OTIS ELEVATOR COMPANY				680.25
VENDOR NAME: OWENS, KAREN A.				
5/15/17	After School Program	292-668-801.00	162.00	162.00
TOTAL VENDOR OWENS, KAREN A.				162.00
VENDOR NAME: PHDM				
43721	Substance Abuse Assessment	296-667-730.00	175.00	175.00
TOTAL VENDOR PHDM				175.00
VENDOR NAME: PRINTERSPLUS!				
15101	Window Envelopes & Letterhead	101-253-727.00	150.00	150.00
15102	Window Envelopes & Letterhead	101-136-727.00	286.00	286.00
TOTAL VENDOR PRINTERSPLUS!				436.00
VENDOR NAME: QUILL CORPORATION				
6643177	PA - Office Supplies	101-267-727.00	146.82	146.82
TOTAL VENDOR QUILL CORPORATION				146.82
VENDOR NAME: STANDARD INSURANCE COMPANY				

05/24/2017 04:02 PM
 User: jessicaw
 DB: Menominee County

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 05/24/2017 - 05/24/2017
 UNJOURNALIZED
 OPEN

APPROVED ^{Page:} 3/3

MAY 30 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: STANDARD INSURANCE COMPANY					
June 2017	Life Insurance Premium	101-101-713.00	21.24		224.20
		101-132-713.00	6.49		
		101-136-713.00	11.80		
		101-141-713.00	9.44		
		101-148-713.00	0.59		
		101-215-713.00	11.80		
		101-172-713.00	4.72		
		101-267-713.00	11.80		
		101-268-713.00	4.72		
		101-253-713.00	7.08		
		101-257-713.00	4.72		
		101-265-713.00	4.72		
		101-301-713.00	51.92		
		101-682-713.00	2.36		
		101-426-713.00	2.36		
		216-585-713.00	2.36		
		271-790-713.00	9.44		
		292-663-713.00	2.36		
		292-664-713.00	2.36		
		292-665-713.00	2.36		
		208-751-713.00	2.36		
		205-316-713.00	2.36		
		205-315-713.00	25.96		
		266-325-713.00	16.52		
		266-326-713.00	2.36		
TOTAL VENDOR STANDARD INSURANCE COMPANY					224.20
VENDOR NAME: STATE OF MICHIGAN					
April 2017	Chargeback	292-662-843.01	29,950.48		29,950.48
TOTAL VENDOR STATE OF MICHIGAN					29,950.48
VENDOR NAME: SVINICKI ROOFING & CONTRACTING					
5/23/17	Steel Roof at Shakey Lakes	208-751-984.01	15,610.00		15,610.00
TOTAL VENDOR SVINICKI ROOFING & CONTRACTING					15,610.00
VENDOR NAME: TWIN CITY ELECTRIC, INC.					
80782	Relocate Extention (Juvenile Probation)	101-103-998.12	93.75		93.75
TOTAL VENDOR TWIN CITY ELECTRIC, INC.					93.75
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE					
330787144	Bizhub 423 Copier	101-172-942.00	133.07		133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE					133.07
VENDOR NAME: WARNER, FREDRICK					
Reimbursement	Meals/Mileage	101-132-801.00	119.56		119.56
6315	Transport of Juvenile	101-132-801.01	22.50		76.50
		101-132-801.00	54.00		
TOTAL VENDOR WARNER, FREDRICK					196.06
VENDOR NAME: WASTE MANAGEMENT, INC.					
1568801-1856-1	Treasurers Office	517-252-801.00	447.53		447.53
TOTAL VENDOR WASTE MANAGEMENT, INC.					447.53
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					
0415823155-00002	New Building	101-265-920.03	6.58		6.58
0402047856-00008	Kleinke Park	208-751-920.01	257.60		257.60
0402047856-00005	Kleinke Park	208-751-920.01	93.00		93.00
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP					357.18
GRAND TOTAL:					79,717.19

05/24/2017 03:32 PM
 User: jessicaw
 DB: Menominee County

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 05/24/2017 - 05/24/2017
 UNJOURNALIZED OPEN
 VENDOR CODE: 01095

MAY 30 2017
 CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 53184	Mastercard 4/13 - 5/10/17 (Courthouse)	05/12/2017 jessicaw	05/24/2017	3,763.16	3,763.16	Open
	101-103-753.00	US Fed Gov Systems		399.00		
	101-682-860.00	Dixie Saloon		19.07		
	101-682-860.00	Shell Oil		49.92		
	101-682-860.00	Shell Oil		56.42		
	101-682-860.00	Midtown Beer Co		13.73		
	101-682-860.00	Cracker Barrel		4.97		
	101-682-860.00	Applebees		19.47		
	101-268-729.00	USPS		6.65		
	292-663-860.00	Bayshore Resort		178.50		
	292-663-860.00	Shell Oil		40.49		
	101-682-860.00	BP		67.93		
	101-268-729.00	USPS		6.65		
	296-663-860.00	Krist Oil		37.57		
	292-664-860.00	Comfort Inn		85.49		
	292-665-860.00	Comfort Inn		85.49		
	215-141-860.00	Treetops Lodging		231.49		
	208-751-953.01	Alger Delta		100.00		
	101-268-729.00	USPS		6.65		
	101-265-931.00	Amazon.com		51.89		
	101-265-803.00	Amazon Prime Membership		99.00		
	266-326-881.00	Roberts Frozen Custard		11.37		
	266-326-881.00	Panda Express		10.56		
	266-326-881.00	Hung Hao Restaurant		8.98		
	266-326-747.50	Herc 247		88.00		
	266-326-881.00	Domino's		14.77		
	266-326-881.00	Market Basket		23.65		
	266-326-881.00	Dino's Restaurant		38.04		
	266-326-881.00	Hung Hao Restaurant		8.98		
	266-326-881.00	Panera Bread		16.25		
	266-326-881.00	Panda Express		9.29		
	266-326-881.00	Jimmy Johns		18.23		
	266-326-881.00	The Ball Room		26.37		
	266-326-881.00	Best Western		84.99		
	296-667-801.02	E Mart		24.81		
	266-326-881.00	McDonalds		7.49		
	266-326-881.00	Country Inn & Suites		570.00		
	101-268-729.00	USPS		6.65		
	215-141-860.00	BP		22.31		
	215-141-860.00	Dixie Saloon		39.55		
	208-751-755.08	Rotary Multiforma		419.60		
	215-141-860.00	Keyhole Bar & Grill		40.00		
	215-141-860.00	Nonna Lisa's		40.00		
	215-141-860.00	Starbucks		9.12		
	101-265-755.00	Amazon		164.88		
	215-141-860.00	Bridge Vista Beach		229.77		
	215-141-860.00	Bridge Vista Beach		229.77		
	215-141-860.00	Nonna Lisa's		37.15		
# of Invoices:	1	# Due:	1	Totals:	3,763.16	3,763.16
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					3,763.16	3,763.16

05/25/2017 02:50 PM
User: jessicaw
DB: Menominee County

COPY
CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
EXP CHECK RUN DATES 05/25/2017 - 05/26/2017
UNJOURNALIZED
OPEN

APPROVED

Page: 1/1
MAY 30 2017

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BATTERIES PLUS				
988-103357-01	4' LED Wraparound (New Bldg)	101-103-998.11	236.00	236.00
TOTAL VENDOR BATTERIES PLUS				236.00
VENDOR NAME: DTE ENERGY				
910020910998	Annex	101-261-920.04	228.26	228.26
TOTAL VENDOR DTE ENERGY				228.26
VENDOR NAME: MENARDS - MARINETTE				
34220	New Building Purchase	101-103-998.11	225.90	225.90
TOTAL VENDOR MENARDS - MARINETTE				225.90
VENDOR NAME: MURPHY, KEITH				
Reimbursement	Garden Fence	296-667-801.01	311.96	311.96
5/23/17	Transport, Meals & Mileage	101-132-801.01	28.75	221.76
		101-132-801.00	69.00	
		101-132-801.00	124.01	
TOTAL VENDOR MURPHY, KEITH				533.72
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Verizon & Office Supplies	101-426-850.00	65.97	121.53
		101-426-727.00	55.56	
TOTAL VENDOR SEXTON, RICHARD				121.53
VENDOR NAME: ST. FRANCIS HOSPITAL				
26885422	Autopsy (A. Graf)	101-648-836.00	420.00	420.00
26949373	Autopsy (D. Wilde)	101-648-836.00	420.00	420.00
TOTAL VENDOR ST. FRANCIS HOSPITAL				840.00
VENDOR NAME: STROMGREN, AARON				
5/24/17	Training & Mileage	101-132-801.01	10.00	249.07
		101-132-801.00	24.00	
		101-132-801.00	215.07	
TOTAL VENDOR STROMGREN, AARON				249.07
VENDOR NAME: WATER AND WASTEWATER BOARD				
20101018	Water/Sewer (1000 9th Street)	101-103-998.11	25.00	25.00
TOTAL VENDOR WATER AND WASTEWATER BOARD				25.00
VENDOR NAME: WIL-KIL PEST CONTROL				
3129118	Annex	101-265-801.00	32.50	32.50
3129117	Library	101-265-801.00	32.50	32.50
TOTAL VENDOR WIL-KIL PEST CONTROL				65.00
GRAND TOTAL:				2,524.48

05/26/2017 10:05 AM
User: jessicaw
DB: Menominee County

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
EXP CHECK RUN DATES 05/26/2017 - 05/26/2017
UNJOURNALIZED
OPEN

Page: 1/1

[COPY]

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STATE OF MICHIGAN #1192390(A51)	Penalty for Asbestos (Window Replacement)	101-103-998.10	1,500.00	1,500.00
TOTAL VENDOR STATE OF MICHIGAN				1,500.00
GRAND TOTAL:				1,500.00

APPROVED

MAY 30 2017

CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

JUN 09 2017

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card						
53208	Mastercard April 16 - April 28, 2017 (Airport)	05/12/2017 jessicaw	05/31/2017	162.13	162.13	Open
	216-585-981.02 Menards			45.45		
	216-585-981.02 Menards			52.06		
	216-585-742.00 Holiday			63.83		
	216-585-742.00 Airport			0.79		
Credit Card						
53209	Mastercard 4/14 - 5/12/17 (Sheriff/Road)	05/12/2017 jessicaw	05/31/2017	1,736.88	1,736.88	Open
	101-301-727.00 Progressive Business Compliance			152.44		
	101-301-742.00 Marathon			31.00		
	101-301-742.00 Admiral			32.00		
	101-301-742.00 Shell Oil			41.18		
	101-301-742.00 Superior Touchless			11.00		
	101-301-742.00 The Store			25.00		
	101-301-755.00 Trans Union			50.00		
	101-301-770.00 Bob Barker			187.02		
	101-301-770.00 Galls			54.00		
	101-301-860.00 Denny's			20.00		
	101-301-860.00 Denny's			24.52		
	101-301-860.00 Blue Tractor			14.00		
	101-301-860.00 Blue Tractor			9.49		
	101-301-860.00 Papa Johns			24.69		
	101-301-860.00 Slab Town			13.00		
	101-301-860.00 Slab Town			8.69		
	101-301-860.00 Brady's			15.00		
	101-301-860.00 Brady's			11.00		
	101-301-860.00 Bubbass			9.99		
	101-301-860.00 Bubbass			16.81		
	101-301-860.00 Red Lobster			20.00		
	101-301-860.00 Red Lobster			20.00		
	101-301-860.00 The Cottage			20.00		
	101-301-860.00 The Cottage			19.79		
	101-301-860.00 Mama Lus			10.60		
	101-301-860.00 Mama Lus			10.60		
	101-301-860.00 7 Eleven			7.19		
	101-301-860.00 7 Eleven			8.17		
	101-301-860.00 BWW			11.00		
	101-301-860.00 BWW			11.00		
	101-301-860.00 St Str Gill			16.96		
	101-301-860.00 St Str Gil			20.00		
	101-301-860.00 Squ Mall Food			8.55		
	101-301-860.00 Squ Mall Food			8.55		
	101-301-860.00 The Cottage			20.00		
	101-301-860.00 The Cottage			20.00		
	101-301-860.00 Bubbass			15.75		
	101-301-860.00 The Cottage			20.00		
	101-301-860.00 The Cottage			20.00		
	101-301-860.00 Blue Tractor			11.00		
	101-301-860.00 Blue Tractor			11.00		
	101-301-860.00 Swiches Deli			8.25		
	101-301-860.00 Swiches Deli			9.75		
	101-301-860.00 Bubbass			20.00		
	101-301-860.00 Bubbass			20.00		
	101-301-860.00 Swiches Deli			8.25		
	101-301-860.00 Swiches Deli			10.79		
	101-301-860.00 Jimmy Johns			15.00		
	101-301-860.00 Papa Johns			18.89		
	101-301-860.00 Jimmy Johns			14.00		
	101-301-860.00 Jimmy Johns			14.00		
	101-301-860.00 Sbarro			9.42		
	101-301-860.00 Sbarro			10.68		
	101-301-860.00 Squ*sq*Mall			11.67		
	101-301-860.00 China Woks			9.00		
	101-301-860.00 Thats a Pizza			18.29		

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	Status
101-301-860.00	Thats a Pizza			18.29	
101-301-860.00	Culvers			8.58	
101-301-860.00	Culvers			8.58	
101-301-860.00	St Str Grille			20.00	
101-301-860.00	St Str Grille			20.00	
101-301-860.00	Sq Sq Sparks			11.00	
101-301-860.00	Sq Sq Sparks			12.43	
101-301-860.00	Thats a Pizza			20.00	
101-301-860.00	Thats a Pizza			20.90	
101-301-860.00	Sq Sq Sparks			11.66	
101-301-860.00	Sq Sq Sparks			11.00	
101-301-860.00	Jimmy Johns			11.70	
101-301-860.00	Papa Johns			18.89	
101-301-860.00	7 Eleven			11.27	
101-301-860.00	St Str Grille			13.09	
101-301-860.00	St Str Grille			20.00	
101-301-860.00	Munson Marathon			25.50	
101-301-860.00	Jimmy Johns			16.00	
101-301-860.00	Jimmy Johns			13.60	
101-301-860.00	Subway			7.42	
101-301-860.00	Sbarro			11.64	
101-301-860.00	The Cottage			20.00	
101-301-860.00	Subway			8.05	
101-301-860.00	Subway			9.84	
101-301-860.00	7 Eleven			7.27	
101-301-860.00	Fu Hua Chinese			9.01	
101-301-860.00	Panera			10.05	
101-301-860.00	Panera			11.73	
101-301-860.00	Bagger Daves			15.00	
101-301-860.00	Bagger Daves			22.12	
101-301-860.00	Panera			9.28	
101-301-860.00	Jimmy Johns			13.60	
101-301-860.00	Papa Johns			20.40	
101-301-742.00	Magic Wand			10.00	

[Handwritten Signature]

# of Invoices:	2	# Due:	2	Totals:	1,899.01	1,899.01
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>1,899.01</u>	<u>1,899.01</u>

--- TOTALS BY FUND ---						
	101 - GENERAL FUND				1,736.88	1,736.88
	216 - TWIN COUNTY AIRPORT				162.13	162.13
--- TOTALS BY DEPT/ACTIVITY ---						
	301 - SHERIFF DEPARTMENT				1,736.88	1,736.88
	585 - AIRPORT EXPENDITURE				162.13	162.13

APPROVED

JUN 09 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677630600	Airport Supplies	216-585-755.01	46.62	92.77
		216-585-745.00	46.15	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				92.77
VENDOR NAME: ASHBY, DAVID				
Reimbursement	Helmet - ORV	101-334-755.00	84.75	84.75
TOTAL VENDOR ASHBY, DAVID				84.75
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863202305	May 19 - June 18, 2017	101-103-850.00	709.42	709.42
90686366142532	911 Telephone Services (5/19 - 6/18/17)	266-325-850.00	1,444.09	1,444.09
TOTAL VENDOR AT&T - CAROL STREAM, IL				2,153.51
VENDOR NAME: BARRETTE, JODIE				
Reimbursement	Bridge Tolls (x6), Certified Mail	101-141-860.00	24.00	35.54
		101-141-729.00	11.54	
TOTAL VENDOR BARRETTE, JODIE				35.54
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
22156	2012 Chevy Impala - Vehicle Maintenance	205-315-934.02	95.45	95.45
22178	Ford Explorer - Vehicle Maintenance	205-315-934.02	32.90	32.90
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				128.35
VENDOR NAME: BLUETARP FINANCIAL, INC.				
D99700	Road Patrol Supplies	205-315-755.00	1.50	1.50
E04186	Inmate Medical Supplies	101-301-770.01	202.50	202.50
1616712854	Building & Ground Supplies	101-265-755.00	7.75	56.36
		101-265-930.01	24.95	
		101-265-755.00	9.59	
		101-265-930.01	4.49	
		101-265-755.00	3.00	
		101-265-755.00	3.00	
		101-265-755.00	3.58	
TOTAL VENDOR BLUETARP FINANCIAL, INC.				260.36
VENDOR NAME: BRUNELLE, JENNIFER				
Reimbursement	Meal	292-663-860.00	11.80	11.80
May 2017	Crisis Intervention	292-668-801.00	600.00	600.00
TOTAL VENDOR BRUNELLE, JENNIFER				611.80
VENDOR NAME: CITY OF MENOMINEE				
4518	Gasoline Sales	101-132-860.00	45.44	169.84
		101-301-742.00	10.79	
		101-265-742.00	113.61	
4522	Gasoline Sales (Road & Work Van)	206-301-742.00	91.47	1,286.29
		205-315-742.00	1,194.82	
TOTAL VENDOR CITY OF MENOMINEE				1,456.13
VENDOR NAME: CITY OF STEPHENSON				
709	Annex - Water/Electric/Sewer	101-261-920.01	19.10	246.79
		101-261-920.02	32.55	
		101-261-920.03	195.14	
TOTAL VENDOR CITY OF STEPHENSON				246.79
VENDOR NAME: CLOVERLAND PAPER CO				
114314	Courthouse - Janitorial Supplies	101-265-755.01	56.49	56.49

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN



APPROVED

JUN 09 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: CLOVERLAND PAPER CO					
114316	Library - Janitorial Supplies	101-265-755.01	48.05		48.05
TOTAL VENDOR CLOVERLAND PAPER CO					104.54
VENDOR NAME: COZZY'S POLARIS					
5929	Oil Change & Belt	101-334-755.00	312.27		312.27
TOTAL VENDOR COZZY'S POLARIS					312.27
VENDOR NAME: DEKETO, LLC					
DK 5-17	May 2017 Documents (x400)	256-277-857.00	800.00		800.00
TOTAL VENDOR DEKETO, LLC					800.00
VENDOR NAME: GREG PETERSON					
Reimbursement	Uniform Allowance	205-315-745.00	90.08		90.08
TOTAL VENDOR GREG PETERSON					90.08
VENDOR NAME: HENSLEY, RN, JOEL					
May 2017	Inmate Nursing Services	101-301-770.01	1,365.00		1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL					1,365.00
VENDOR NAME: HI TEC BUILDING SERVICES					
014568	Cleaning Services - May 2017	101-265-801.00	1,880.00		1,880.00
TOTAL VENDOR HI TEC BUILDING SERVICES					1,880.00
VENDOR NAME: IMAGEWORKS					
10559	Park Ranger Tshirts and Hoodies	208-751-745.01	80.00		80.00
TOTAL VENDOR IMAGEWORKS					80.00
VENDOR NAME: J S ELECTRONICS, INC.					
19746	MultiBand Radios (x5)	205-315-934.03	14,895.00		14,926.90
		205-315-755.00	31.90		
TOTAL VENDOR J S ELECTRONICS, INC.					14,926.90
VENDOR NAME: KLEIMAN, MARC					
Reimbursement	Bridge Fare & Meals	263-215-860.00	22.79		22.79
TOTAL VENDOR KLEIMAN, MARC					22.79
VENDOR NAME: LENCA SURVEYING					
17088	Remon Yr 2017 (4/19 - 5/26/17)	243-245-801.07	2,522.68		2,522.68
TOTAL VENDOR LENCA SURVEYING					2,522.68
VENDOR NAME: LESPERANCE, DIANE					
Reimbursement	Mileage, Meals, Motel	101-253-860.00	274.79		274.79
Reimbursement	Mileage & Key Tags	517-252-860.00	39.81		45.89
		517-252-727.00	6.08		
TOTAL VENDOR LESPERANCE, DIANE					320.68
VENDOR NAME: LEXISNEXIS					
3090942771	April 2017 (Law Library)	269-145-801.00	370.00		370.00
TOTAL VENDOR LEXISNEXIS					370.00
VENDOR NAME: LINDEROTH, JANIS					
Reimbursement	U.P. State Fair Authority - Mileage	101-101-710.00	32.10		32.10
TOTAL VENDOR LINDEROTH, JANIS					32.10
VENDOR NAME: LINDNER & SORENSON, INC.					
54140	2012 Chevy Impala - Vehicle Maintenance	205-315-934.02	171.68		171.68
TOTAL VENDOR LINDNER & SORENSON, INC.					171.68
VENDOR NAME: MENARDS - MARINETTE					
34573	Building Maintenance Supplies	101-265-930.01	2.86		2.86
TOTAL VENDOR MENARDS - MARINETTE					2.86

APPROVED

JUN 09 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0127672-001	Sheriff Dept - Office Supplies	101-301-727.00	32.66	32.66
0127759-001	Sheriff Department - Office Supplies	101-301-727.00	15.75	15.75
0127182-001	Road Patrol - Office Supplies	205-315-727.00	3.00	3.00
0127515-001	Road Patrol - Office Supplies	205-315-727.00	8.85	8.85
0127667-001	Road Patrol - Office Supplies	205-315-727.00	169.05	169.05
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				229.31
VENDOR NAME: NELSON, JOHN R.				
Reimbursement	Mileage - May 2017	101-101-860.11	182.97	182.97
TOTAL VENDOR NELSON, JOHN R.				182.97
VENDOR NAME: OFFICE DEPOT, INC.				
928924067001	Building Code - Office Supplies	249-371-727.00	8.02	8.02
928921679001	Building Code & Annex Office Supplies	101-261-727.00	6.97	26.16
		249-371-727.00	19.19	
TOTAL VENDOR OFFICE DEPOT, INC.				34.18
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068317111001	Inmate Supplies	101-301-770.00	69.52	69.52
40068317118001	Inmate Supplies	101-301-770.00	32.56	32.56
40068317125001	Inmate Supplies	101-301-770.00	46.84	46.84
40068317132003	Inmate Supplies	101-301-770.00	69.52	69.52
TOTAL VENDOR PAN-O-GOLD BAKING CO.				218.44
VENDOR NAME: PHILLIPPS, RANDALL				
May 2017	Show Cause Hearings	101-131-807.00	500.00	1,000.00
		101-132-807.00	500.00	
TOTAL VENDOR PHILLIPPS, RANDALL				1,000.00
VENDOR NAME: PISANI GRAPHIX				
7964	Inmate Supplies (Dry Erase Boards)	101-301-755.00	25.46	25.46
TOTAL VENDOR PISANI GRAPHIX				25.46
VENDOR NAME: REINHART FOODSERVICE				
171603	Inmate Supplies	101-301-770.00	497.09	497.09
176733	Credit Memo - Inmate Supplies	101-301-770.00	(29.75)	(29.75)
178297	Inmate Supplies	101-301-770.00	1,024.00	1,024.00
TOTAL VENDOR REINHART FOODSERVICE				1,491.34
VENDOR NAME: STERICYCLE, INC.				
4007115336	Inmate Medical Supplies	101-301-770.01	81.25	81.25
TOTAL VENDOR STERICYCLE, INC.				81.25
VENDOR NAME: SUPPLYWORKS				
401372727	Jail Building Supplies	101-265-930.01	136.14	136.14
TOTAL VENDOR SUPPLYWORKS				136.14
VENDOR NAME: TD CARWASH				
20192	Car Washes (x10)	205-315-934.02	140.00	140.00
TOTAL VENDOR TD CARWASH				140.00
VENDOR NAME: UP 9-1-1 AUTHORITY				
167	County Dues	266-326-728.01	740.00	740.00
176	Maintenance Agreement (CAD)	266-326-728.01	32,774.31	32,774.31
TOTAL VENDOR UP 9-1-1 AUTHORITY				33,514.31
VENDOR NAME: VANEYCK, STEPHEN				
05/23/17	Transport of Juvenile	101-132-801.01	28.75	97.75
		101-132-801.00	69.00	
TOTAL VENDOR VANEYCK, STEPHEN				97.75

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN



APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	JUN 09 2017	AMOUNT
VENDOR NAME: WASTE MANAGEMENT, INC.					
1568957-1856-7	June 2017	101-265-801.00	571.58		571.58
TOTAL VENDOR WASTE MANAGEMENT, INC.					571.58
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					
0402047856-00004	Courthouse	101-265-920.04	1,004.79		1,004.79
0402191663-00001	Health Care Center	101-265-920.03	223.23		343.36
		101-265-920.04	120.13		
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN					
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP					4,867.46
GRAND TOTAL:					70,661.77

JUN 09 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI				
383001	Shakey Lakes Park/Horse	208-751-920.01	37.55	37.55
383200	N8380 Co Park Rd 20.5	208-751-920.01	492.96	492.96
383301	Shakey Lakes Park/Cattle	208-751-920.01	169.56	169.56
1503500	N8380 Co Park Rd 20.5	208-751-920.01	369.48	369.48
370500	Shakey Lakes Office/Shop	208-751-920.01	154.33	154.33
379700	Storage Shed	208-751-920.01	115.61	115.61
380300	Shower Building	208-751-920.01	96.06	96.06
367100	N8390 Beach House	208-751-920.01	66.51	66.51
367200	Northwest Campsites	208-751-920.01	992.76	992.76
369802	W8449 Co Rd G12 Campsites	208-751-920.01	186.02	186.02
1614900	Bath House	208-751-920.01	75.63	75.63
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				2,756.47
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677635173	Airport Supplies	216-585-755.01	44.38	44.38
		216-585-745.00	48.39	92.77
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				92.77
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863444105	May 19 - June 18 (Telephone Services)	101-103-850.00	1,090.75	1,090.75
TOTAL VENDOR AT&T - CAROL STREAM, IL				1,090.75
VENDOR NAME: AUTOMOTIVE SUPPLY CO.				
080405198	Airport (Oil Filter for J.D. Tractor)	216-585-981.00	17.99	17.99
080406346	Airport Supplies	216-585-981.00	21.97	21.97
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				39.96
VENDOR NAME: BRAZEAU, DAWN				
Reimbursement	Bridge Toll (x2)	101-215-860.00	8.00	8.00
TOTAL VENDOR BRAZEAU, DAWN				8.00
VENDOR NAME: BRIDGES OF WEST MICHIGAN PLLC				
5/15/17	Client: A. Chaney	101-132-801.00	1,150.00	1,150.00
TOTAL VENDOR BRIDGES OF WEST MICHIGAN PLLC				1,150.00
VENDOR NAME: CECH, WILLIAM				
Reimbursement	May 2017 - Mileage	101-101-860.05	44.94	44.94
TOTAL VENDOR CECH, WILLIAM				44.94
VENDOR NAME: CITY OF MENOMINEE				
June 2017	Monthly Rent	266-326-942.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				351.67
VENDOR NAME: CLOVERLAND PAPER CO				
114359	Janitorial Supplies	101-265-755.01	34.63	34.63
114356	Janitorial Supplies	101-265-755.01	310.56	310.56
TOTAL VENDOR CLOVERLAND PAPER CO				345.19
VENDOR NAME: COLEMAN ENGINEERING COMPANY				
28613	GIS Mapping (95% Complete)	517-252-970.00	12,255.00	12,255.00
TOTAL VENDOR COLEMAN ENGINEERING COMPANY				12,255.00
VENDOR NAME: COOPER OFFICE EQUIPMENT				
145631	Contract # 2146-01	101-172-931.01	259.95	259.95
145630	Contract # 2418-01	101-261-942.00	809.39	809.39
TOTAL VENDOR COOPER OFFICE EQUIPMENT				1,069.34
VENDOR NAME: DCT TECHNOLOGIES, INC.				
7636	Website Hosting	101-103-851.00	1,500.00	1,500.00
TOTAL VENDOR DCT TECHNOLOGIES, INC.				1,500.00
VENDOR NAME: FOREMOST PROMOTIONS				
394941	911 Supplies	266-325-802.00	274.40	274.40
395250	911 Supplies	266-325-802.00	110.00	110.00

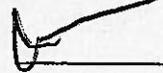
CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN



JUN 09 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: FOREMOST PROMOTIONS					
TOTAL VENDOR FOREMOST PROMOTIONS					384.40
VENDOR NAME: GEARHART, SARA					
Reimbursement	Camping Refund	208-751-964.00	50.00		50.00
TOTAL VENDOR GEARHART, SARA					50.00
VENDOR NAME: GROMALA, STEVEN					
Reimbursement	May 2017 Mileage	101-101-860.01	111.28		111.28
TOTAL VENDOR GROMALA, STEVEN					111.28
VENDOR NAME: HI TEC BUILDING SERVICES					
014329	April 2017 Cleaning Services	101-265-801.00	1,525.00		1,525.00
TOTAL VENDOR HI TEC BUILDING SERVICES					1,525.00
VENDOR NAME: HUBBARD, VONNIE					
5/30/17	Holdover	101-132-801.01	95.00		342.35
		101-132-801.00	24.00		
		101-132-801.00	223.35		
TOTAL VENDOR HUBBARD, VONNIE					342.35
VENDOR NAME: J S ELECTRONICS, INC.					
19758	Tower Lease - June 2017	266-326-942.00	425.00		425.00
TOTAL VENDOR J S ELECTRONICS, INC.					425.00
VENDOR NAME: K & M RENTALS					
7194	Portable Toilet - Parks	208-751-801.00	90.00		90.00
TOTAL VENDOR K & M RENTALS					90.00
VENDOR NAME: KASS, MICHAEL					
Parks & Rec	Per Diem	208-751-860.00	50.00		50.00
TOTAL VENDOR KASS, MICHAEL					50.00
VENDOR NAME: LANG, BERNARD					
Reimbursement	Mileage - May 2017	101-101-860.02	174.41		174.41
TOTAL VENDOR LANG, BERNARD					174.41
VENDOR NAME: MENARDS - MARINETTE					
34858	B&G Other Operating Supplies	101-265-755.00	42.47		42.47
34448	Stoney Point Supplies	208-751-755.02	28.47		28.47
34991	Vacuum Breaker (Parks)	208-751-755.02	28.63		28.63
TOTAL VENDOR MENARDS - MARINETTE					99.57
VENDOR NAME: MENOMINEE COUNTY JOURNAL					
114	Display Ad (Jury Board)	101-150-727.00	22.50		22.50
112	Information Technology Director	101-101-901.00	98.50		98.50
TOTAL VENDOR MENOMINEE COUNTY JOURNAL					121.00
VENDOR NAME: MICHIGAN MUNICIPAL LEAGUE					
2863-617	MML - Membership Dues (8/1/17 - 7/31/18)	101-103-802.00	910.00		910.00
TOTAL VENDOR MICHIGAN MUNICIPAL LEAGUE					910.00
VENDOR NAME: NASER, JEFF					
DHS Board	Per Diem & Mileage	101-601-837.00	50.00		97.08
		101-601-837.00	47.08		
TOTAL VENDOR NASER, JEFF					97.08
VENDOR NAME: NORWAY SPRINGS, INC.					
490962	Airport Water	216-585-801.00	9.49		9.49
TOTAL VENDOR NORWAY SPRINGS, INC.					9.49
VENDOR NAME: OFFICE DEPOT, INC.					
930545870001	Park - Operating Supplies	208-751-755.02	51.95		51.95
930546020001	Admin - Office Supplies	101-172-727.00	5.56		5.56

JUN 09 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER	AMOUNT
VENDOR NAME: OFFICE DEPOT, INC.				CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN 	
928924068001	Building Code - Office Supplies	249-371-727.00	19.79		19.79
930509065001	District Court Office Supplies	101-136-727.00	39.20		39.20
TOTAL VENDOR OFFICE DEPOT, INC.					118.50
VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE					
150008	Parks	208-751-755.01	66.00		715.36
		208-751-755.02	23.26		
		208-751-930.03	18.74		
		208-751-755.02	16.27		
		208-751-755.01	498.17		
		208-751-755.02	8.99		
		208-751-755.02	3.99		
		208-751-755.02	26.95		
		208-751-755.02	52.99		
TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE					715.36
VENDOR NAME: PHELPS, LARRY					
Reimbursement	Mileage - May 2017	101-101-860.03	32.10		32.10
TOTAL VENDOR PHELPS, LARRY					32.10
VENDOR NAME: PHILIPPS, THOMAS					
Per Diem	Buildings & Grounds Committee	101-101-710.00	50.00		50.00
TOTAL VENDOR PHILIPPS, THOMAS					50.00
VENDOR NAME: RIESTERER & SCHNELL, INC.					
1184672	Parks - Equipment Repair	208-751-930.02	256.63		256.63
TOTAL VENDOR RIESTERER & SCHNELL, INC.					256.63
VENDOR NAME: RONALD WINTERS					
05/31/17	Holdover	101-132-801.01	45.00		162.32
		101-132-801.00	108.00		
		101-132-801.00	9.32		
TOTAL VENDOR RONALD WINTERS					162.32
VENDOR NAME: S & O LOCK AND PHONE SERVICE					
46512	Keys (x5)	101-265-755.00	15.00		15.00
TOTAL VENDOR S & O LOCK AND PHONE SERVICE					15.00
VENDOR NAME: SCHEI, LARRY					
Reimbursement	May 2017 Mileage	101-101-860.04	107.54		107.54
TOTAL VENDOR SCHEI, LARRY					107.54
VENDOR NAME: SCHOLTZ SR., GARY					
Reimbursement	Airport Supplies	216-585-755.01	114.74		114.74
TOTAL VENDOR SCHOLTZ SR., GARY					114.74
VENDOR NAME: SHERWIN WILLIAMS COMPANY					
1784-0	Paint (x3) New Building	101-103-998.11	107.22		107.22
TOTAL VENDOR SHERWIN WILLIAMS COMPANY					107.22
VENDOR NAME: THE JANITOR'S CLOSET					
42289	Janitorial Supplies	101-265-755.01	9.49		9.49
TOTAL VENDOR THE JANITOR'S CLOSET					9.49
VENDOR NAME: TIME WARNER CABLE					
104046211992039001	June 2 - July 1 (Airport)	216-585-850.00	342.21		342.21
104047100084011001	June 2 - July 1, 2017	101-103-851.01	531.49		531.49
TOTAL VENDOR TIME WARNER CABLE					873.70
VENDOR NAME: UWC					
9067534582	Telephone Services	101-103-850.00	7.57		7.57
9067532209	Telephone Services	101-103-850.00	17.48		17.48
9068632023	Telephone Services	101-103-850.00	27.20		27.20

JUN 09 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: UWC				
9068634441	Telephone Services	101-103-850.00	42.02	42.02
TOTAL VENDOR UWC				94.27
VENDOR NAME: VERAGHEN, SHEILA				
DHS Board	Per Diem & Mileage	101-601-837.00	50.00	92.80
		101-601-837.00	42.80	
TOTAL VENDOR VERAGHEN, SHEILA				92.80
VENDOR NAME: WALTER BROTHERS INC				
20106	Airport Supplies	216-585-742.00	12.99	24.98
		216-585-981.00	11.99	
13185	Building & Ground Supplies	101-265-931.00	37.99	37.99
TOTAL VENDOR WALTER BROTHERS INC				62.97
VENDOR NAME: WARNER, FREDRICK				
05/31/17	Holdover	101-132-801.01	45.00	383.04
		101-132-801.00	108.00	
		101-132-801.00	230.04	
TOTAL VENDOR WARNER, FREDRICK				383.04
VENDOR NAME: WASTE MANAGEMENT, INC.				
1568962-1856-7	June 2017	216-585-801.00	121.82	121.82
TOTAL VENDOR WASTE MANAGEMENT, INC.				121.82
VENDOR NAME: WIL-KIL PEST CONTROL				
3130650	Health Department	101-265-801.00	33.25	33.25
3129087	Jail	101-265-801.00	64.50	64.50
TOTAL VENDOR WIL-KIL PEST CONTROL				97.75
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
2126593509-00000	Airport	216-585-920.00	37.76	553.93
		216-585-920.03	403.56	
		216-585-920.00	36.24	
		216-585-920.03	49.11	
		216-585-920.00	27.26	
0403823200-00005	Gate Center (Airport)	216-585-920.03	28.42	28.42
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				582.35
VENDOR NAME: XEROX CORPORATION				
089304137	Probation/Parole June 2017	101-131-942.00	91.28	91.28
TOTAL VENDOR XEROX CORPORATION				91.28
GRAND TOTAL:				29,180.55

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN



MENOMINEE COUNTY BUILDING CODE DEPARTMENT

S904 US HIGHWAY 41 STEPHENSON, MI 49887

PHONE: 906-753-6343 www.menomineecounty.com FAX:906-753-2200

MONTHLY BUILDING PERMIT REPORT

06/09/2017

PERMIT#	DATE ISSUED	OWNER	ADDRESS	I.W.P.	PERMIT FEE
P13426-17	03/07/17	DGOGPOWERS LLC	W3750 US 2&41		\$1,212.20
Work :	11.COMMERCIAL	9,122 sq ft Dollar General			013-116-028-00
P13493-17	01/18/17	GRANQUIST DANIEL & REBECCA	W2710 VESSER LN		\$252.76
Work :	4.MANUFACTURED	27x52 modular with covered porch			013-224-014-00
P13494-17	01/25/17	LAURIN ELEANOR & SHOOP RALPH	W4491 MENARD ST		\$264.83
Work :	2.ADDITION	695 sq ft addition 896 sq ft garage			012-017-008-00
P13495-17	02/06/17	TENARVITZ STEVE & MARY	N1626 US HWY 41		\$161.40
Work :	3.GARAGE	30x36 garage			010-014-036-00
P13496-17	03/07/17	STRAUSS RICHARD T	W5401 ELMWOOD RD 4		\$144.12
Work :	3.GARAGE	24x36 garage			010-014-011-00
P13497-17	03/07/17	JORDAN DENNIS E	N18774 CO RD 551		\$100.00
Work :	6.REPAIR/REMODEL	add 5' walls			005-111-019-00
P13498-17	03/15/17	SUESS TIMOTHY J & LYNN D	W7139 19 RD		\$78.20
Work :	7.DECK/PORCH	8x10 front porch			008-031-040-00
P13499-17	03/15/17	GRINSTEINER GILBERT G & DEBRAL	N7317 US HWY 41		\$75.00
Work :	9.DEMOLITION	demolition of 30x35 old house			009-371-003-00
P13500-17	05/11/17	SCHROEDER GERALD & CARLOYN	N11076 US Highway 41		\$272.32
Work :	1.NEW BUILDING	cabin on concrete slab metal garage			012-161-009-20
P13502-17	03/29/17	MINJUE JAMES & KAY TRUST	W4675 MILLION DOLLAR RD		\$305.40
Work :	3.GARAGE	40x72 garage			007-318-016-00
P13503-17	03/28/17	BINK III FRANCIS J & LEANN R	W186 A-1 RD		\$395.00
Work :	3.GARAGE	50x80 detached garage			005-001-019-00
P13504-17	03/28/17	MATHIAS KYLE A	W285 CONSTANTINEAU LN		\$467.64

Work :	1.NEW BUILDING	1984 sq ft New home 672 sq ft garage 40 sq ft deck		005-112-018-00
P13505-17	04/06/17	NEMETZ THOMAS JAMES & JOSHU	N16397 CO RD 577	\$238.00
Work :	1.NEW BUILDING	28x32 cabin with 250 sq ft deck		003-207-002-12
P13506-17	04/05/17	SIGL JAMES H & MARIE	11810 DELFOSSE LN T1	\$75.00
Work :	9.DEMOLITION	wings on garage old building		006-201-011-00
P13507-17	04/06/17	WANGERIN GERALD & GAYLE	N7848 CEMETERY RD	\$117.56
Work :	3.GARAGE	8x24 addition to garage 61x10 deck with roof 5x14 breezeway		014-225-014-00
P13508-17	04/06/17	CHARTIER PAUL T & MICHELLE ANN	W7010 SAND RD	\$171.00
Work :	3.GARAGE	30x40 garage		011-129-001-20
P13509-17	04/17/17	GUFFEY SCOTT M & CONSTANCE MN	15009 STATE RD V-4	\$144.12
Work :	3.GARAGE	24x36 garage		003-228-011-20
P13510-17	04/18/17	RIVARD GERALD & PAMELA E &	W5196 24.5 RD	\$237.56
Work :	1.NEW BUILDING	CAMP BEING BUILT ON EXISTING BASEMENT		002-336-011-00
P13511-17	04/11/17	MOTT RAYMOND & ANDREA	W1861 HWY M-69	\$789.24
Work :	1.NEW BUILDING	new home, garage, and deck		005-229-005-20
P13512-17	04/18/17	STEINERT JODY E	N8060 US HWY 41	\$85.56
Work :	7.DECK/PORCH	264 sq ft deck roof		014-226-013-00
P13513-17	04/19/17	MILLER GENE & VICKI	N3825 RANGELINE DR M-1	\$142.00
Work :	3 GARAGE	32x26 garage		010-113-017-00
P13514-17	04/19/17	VEESER CHRISTOPHER L & KAREN	N16456 CO RD 557	\$213.24
Work :	3.GARAGE	40x30 garage		005-008-004-00
P13515-17	04/20/17	PICHE DAVID & CHRISTINE	N15592 D-1 RD	\$316.28
Work :	1.NEW BUILDING	52 x 28 New Home 32 x 26 Garage		005-022-008-00
P13516-17	04/25/17	DREUTZER AMY L & LEIPHART JESSI	W6312 2 RD	\$324.60
Work :	3.GARAGE	45 x 60 storage garage with 14x60 leanto		010-021-012-30
P13517-17	05/05/17	BROWN JASON M & SAUNDRA S	NELSON LN	\$237.36
Work :	4.MANUFACTURED			013-222-004-00

32 x 5 porch
26 x 16 deck

P13518-17	04/21/17	POLLARD MATTHEW J & MARY S	W8480 CEDAR LN	\$213.24
Work :	3.GARAGE	48 x 36 garage		003-209-006-00
P13519-17	05/05/17	MURRAY WILFRED A TRUST	CO RD 374	\$187.00
Work :	3.GARAGE	48x27 garage 26 x 8 deck		004-022-020-20
P13520-17	05/16/17	STONE MICHAEL N	VAC 40 A. - CO RD 577	\$192.00
Work :	1.NEW BUILDING	30x30 2 bedroom cabin		006-236-017-00
P13521-17	04/25/17	VALLEY MECHANICAL	N3749 BAY DE NOC DR	\$196.00
Work :	3.GARAGE	24 x 50 addition on garage		010-113-014-25
P13522-17	04/25/17	LAPOINTE ELIZABETH J	W5641 CARLEY ST	\$83.32
Work :	7.DECK/PORCH	208 sq ft deck		009-372-007-00
P13523-17	04/26/17	DEVRIES RONALD H & LEILA J	N9850 HWY M-35	\$183.00
Work :	3.GARAGE	30 x 45 pole barn for storage		001-031-005-10
P13524-17	04/26/17	TRI-CITY STORAGE INC	3700 W HAYWARD LK DR	\$379.00
Work :	1.NEW BUILDING	40 x 40 cabin with 20 x 40 upper floor		007-409-016-00
P13525-17	05/02/17	LINDGREN DAVID	W7102 Olsen Road	\$184.44
Work :	3.GARAGE	24x32 storage pole building 30x 20 to be built by owner		006-031-003-50
P13526-17	04/28/17	SVINICKI J MICHAEL	KILN ST	\$259.32
Work :	3.GARAGE	48 x 48 storage garage		041-502-009-00
P13527-17	05/02/17	THE WIPFLI CAMP LLC	N10201 HOLMES BROOK RD	\$357.36
Work :	4.MANUFACTURED	demo of old home replace with new manufactured home		006-029-010-00
P13528-17	05/02/17	GRIGGS JR DAVID & VICTORIA L	N15513 M-3 RD	\$331.00
Work :	1.NEW BUILDING	32 x 40 new home 20 x 24 garage		011-024-011-20
P13529-17	05/04/17	JOSLIN LAWRENCE MICHAEL	W7525 ZIMMERMAN LN	\$106.00
Work :	3.GARAGE	24 x 16 storage garage		010-213-009-80
P13530-17	05/05/17	KUBIAK RONALD J	N5553 CO RD 577	\$105.72
Work :	3.GARAGE	16 x 24 garage		009-128-008-00

P13531-17	05/09/17	ANDERSON TRAVIS J &	W4813 MILLION DOLLAR RD	\$441.80
Work :	1.NEW BUILDING	1864 sq ft home 624 sq ft garage		007-318-012-50
P13532-17	05/10/17	WERTEPNY LELAND J & ELLEN E	N265 RIVER DR	\$523.19
Work :	1.NEW BUILDING	New Home Garage deck		010-460-019-00
P13533-17	05/12/17	PAHMEIER SHIRLEY	N11418 ZEMBA LN	\$85.24
Work :	7.DECK/PORCH	16x16 deck addition		006-009-007-25
P13534-17	05/16/17	THYNE MARK & HELEN	W6911 10 RD	\$139.00
Work :	3.GARAGE	20x40 storage garage		010-117-011-50
P13535-17	05/22/17	ZAMBORINI MICHAEL LORENZO	N6159 SHORE DR Q-4	\$148.92
Work :	1.NEW BUILDING	20 x 24 bunkhouse		009-320-034-00
P13536-17	05/17/17	THEILER BRANT C	N4208 RANGELINE DR M-1	\$102.00
Work :	7.DECK/PORCH	45x15 3 sided lean-to		007-307-014-00
P13537-17	05/19/17	KOVRT THOMAS	N932 P-3 DR	\$141.56
Work :	3 GARAGE	26 32 garage		010-021-014-00
P13538-17	05/19/17	LEIPHART TIMOTHY & CHERYL	W6836 23 LN	\$121.08
Work :	3.GARAGE	24 x 24 storage garage		008-005-009-00
P13539-17	05/19/17	DUPLER MURPHY & JACQUELINE	N4221 RIVER DR	\$188.12
Work :	1.NEW BUILDING	shop/cabin		010-312-014-00
P13540-17	05/22/17	BRUETTE BENJAMIN & KELLY	CO RD 338	\$185.08
Work :	1.NEW BUILDING	camp with covered porch		007-030-024-20
P13541-17	05/23/17	DELAURELLE MELVIN J	DEACON LN	\$135.00
Work :	5.MOVED STRUCTURE	move construction trailer to use as camp		006-202-012-51
P13542-17	05/22/17	SMITH STEVE & CHERYL	N12744 CO RD 551	\$187.48
Work :	4.MANUFACTURED	14 x 60 manufactured home with deck and porch		004-026-005-50
P13543-17	05/22/17	CHILSON MICHAEL A	W2328 KLEINKE PARK LN	\$211.80
Work :	4.MANUFACTURED	38 x 30 manufactured home		007-019-016-00
P13544-17	05/25/17	JENSEN JEFFREY & ROBIN JO		\$291.72

W

Work : 2.ADDITION remodel and put addition on existing cottage 008-108-002-00
add crawlspace, deck and porch

P13545-17 05/25/17 BRITTON NED & LINDA LE 16445 N BELLEFUEIL LN \$192.60

Work : 5.MOVED STRUCTURE Place a mobile on foundation 005-004-015-00

Total Permits 53
Total Fees \$12,692.38

Menominee County Finance Committee
Minutes of Meeting
04/13/2017

*****Approved 6.1.17*****

The Finance Committee met on April 13, 2017 at 9:00 AM at the Menominee County Administration Office

Others present at the meeting were Sherry DuPont, Diane Lesperance, Charlene Peterson, Mark Kleiman, Jody

Call Meeting to order: Com. Nelson called the meeting to order at 9:02 A.M.

Pledge of allegiance: was recited by all.

Roll Call: All Finance Com. Commissioners are present.

Agenda motion by Com. Gromala and supported by Com. Cech to amend the agenda to add a recommendation from the personnel committee for the Custodial Worker's pay, motion approved 4/0. Com. Gromala made a motion to approve the amended agenda, supported by Com. Cech. Motion approved 4/0.

Previous Meeting minutes: 2.24.2017 Motion to approve minutes Com. Cech and second by Com. Gromala. Motion carried 4/0

Public Comment: None

Department Head/Elected Official Reports: Diane Lesperance would like to be part of the discussion when MERS is the topic. All are in favor of that. Brian Barrette Hopes that by next month he has numbers from Motorola (radio control) and will get on the agenda to discuss it further.

Business Items

- a. **2016/17 Budget Amendments (#6) Sherry** The first ones are those that carried over from last years' budget that did not get used. Going thru a breakdown, the first one is window replacement. This was approved before budget, so it will be rolled into the new one. 2nd one is emergency generator wasn't done in that budget year, Jim is in the process of taking care of that. After the audit these came back as not being used, so they can be rolled into the current year, to be used within this year. There are still issues with the courthouse chiller project. There are valves and such that need to be replaced. Vestibule project had an amount that was not paid for, some of it carried into this budget year, it is paid for now. District court capital outlay, there is equipment that they will be getting. The PA office had money for replacing the window in the office, the doors and computer equipment, this will be used. Register of Deeds has \$2000 for scanning equipment. Sheriff Department will be getting equipment. **Com. Schei** Why

weren't these purchased during the budgeted year? **Mark** waiting for the old one to "go". It will be transferred into the new budget. **Sherry** Library Great Start grant are designated and have to be carried over from year to year. PA123 for GIS project, are still paying in on that. K-9 fund balance was a budget amendment coming from their fund balance to pay out. Approved projects for parks will be coming from the park fund balance, not the park improvement fund. Building Code vehicle was within the contract for Building Code, Dan Menacher. That extra amount was never added into the contracted amount, so we had the \$17,000 for the contract w/Delta Co., but the vehicle was never put in. So, \$3,607 is being paid out that is not in the budget. It has to be added in, it will still come from the Building Code fund balance. Deficit elimination plan will come from the general fund. Office support in the admin office, this is moving the salaries that were paid out from Treasurer's office and MSU Extension budget. There will be money transferred to the MSU and Treasurer's office from admin. DHS, we have been showing a deficit for years in the child care fund. There was an increase in the grant amount (\$65,000) we added \$32,000, because we are half the year into it already. **Com. Schei** made motion to approve budget amendment #6 and forward to the County Board. **Com. Gromala** seconds, motion carries 4/0.

- b. **Add Special Revenue Account for MI Medical Marijuana Operation & Oversight Grant provided for in the MI Medical Marijuana Act, MCL 333.26421 et seq.** **Sherry** This is an account that has to be set up for this grant, for tracking purposes. The Sheriff's department will be visiting and making sure they are complying. This will involve overtime for them. **Com. Nelson** This is money that we put in the budget and it is reimbursed from the state grant when it has been used. **Com. Cech** makes a motion to move this to the board. **Com. Schei** seconds, motion carries. **Diane Lesperance** questions if this is the same as the revenue gotten from the state as to how many bars, liquor licenses are in the area and then the sheriff department checks to make sure they are following rules. Townships used to get revenue as well but do not any longer.
- c. **Child Care funds – re-adjust the budgets...due to revolving fund "offset" at state.** **Sherry** Every year there is a deficit. This is basically state child care for DHS. The auditors wanted us to make some changes, it should not at the end of the year show this deficit if we correct it now. We get half of the reimbursed grant \$ from the state. We show it as revenue coming from the state, but we don't see this money. The state reduces their half from an account they control, but we owe to them for various reasons. We don't see this \$ on our end. So we will need it to show as the county putting in all of the money, so we are moving the funds around just a little bit. It does not change any bottom line amounts, this will also affect the operating transfer accounts. Working with Jenny and she will get us the updates. **Com. Nelson** What we've done will eliminate one more thing, just like we tried to do it with Workman's Comp. **Sherry** Unfortunately this won't work because each department has to do their own. If it were all put within one fund, we wouldn't have the breakdown I need to send to our insurance/cost allocation companies. **Com. Gromala** makes motion to re-adjust budget so this will not show as deficit at year end. **Com. Cech** seconds, motion carries 4/0.
- d. **Road Patrol Millage Discussion - Com. Nelson** From a finance perspective, the

millage remains the same. There are 2 things, we are still under in retirement, if road patrol doesn't pass, we will continue to pay into that retirement. If the millage does pass, hopefully we'll continue to pay down. 5.13 rate in 2015, actual show 7.75. Being underfunded we don't collect interest on that gap. Do we have any other questions?

Com. Cech Thought Ken's presentation was good, explains why the millage amount wasn't going to change with the upcoming election. We need to have this, we should support it. If they go for an increase in the millage, it doubtful that it would pass.

Com. Nelson There are auxiliary costs that the county normally covers, this is a non-issue at this point, because there are time limits on it and it is a one shot deal. **Com.**

Schei Mike, you feel comfortable in the annex the way they are now? **Mike** Yes, we are comfortable. **Com. Nelson** The K9 unit should have come out of road patrol, but

we also have a K9 budget. **Mike** It came out of the K9 fund. **Com. Cech** what about the cars and other equipment? In pretty good shape? **Mike** 2 new cars out of the millage and 2 out of the Hannahville grant. **Com. Schei** Feels comfortable with keeping it where it is, not increasing it. **Com. Gromala** Feels good about the presentation and answered any questions he would have had. **Com. Schei** makes a motion to present it to the board as is, **Com. Cech** seconds, motion carries 4/0.

- e. **MERS-discussion to pay down another \$1-2,000,000 of unfunded liability - Com. Nelson** is on a workgroup that is working on underfunding MERS statewide. Thought that after the 1.5 Mil, it would have brought it down under 80%, but doesn't think that it did. We reduced what we owe, but the % could remain unchanged. **Com. Schei** The board was putting into a fund, earmarking contributions. Has that been released to MERS? We are at a 0 level as far as any money allocated by the board. **Com. Nelson** We are going to have to put money into this at some point in time. County is 90% funded in MERS, it might look like there is a lot of money available in the county, but then we have this debt, our true standing is we could put every penny in, and we would be broke. Within the audit report, it will give a different picture. MERS actuarials and it is still not true cash value. This does not reflect any changes within the market, within the last 8 months, but it does have a breakdown of where MERS does the investments. **Sherry** The auditor will be at the next county board meeting. **Com. Nelson** 94 currently drawing benefits, 12 entitlement, and 78 active employees. Audit page 53, target investments. Balance as of 2015 is page 54, explains discount rate. **Com. Cech** In 2013 we put in how much? **Com. Nelson** \$900,000 a year plus 2.5 million additional. What we put aside, the interest drawn was minimal. The chart shows that we are not funded as well as other counties, and if the market is good, deficit is less, if the market is bad, deficit is more. All new employees are at a fixed cost. Would like to look at money to pay down on this again this year. **Com. Schei** I think we were being conservative as a board, when we decided to put the money aside and not pay out. **Com. Nelson** Go to page 60 in the audit report, no page 54, sums it up better. Shows the changes between Dec. 31, 2014 and 2015. Other departments for example, Public Health, Road Commission.....are also underfunded, who is to pick up the tab on all that? **Com. Cech** MERS is in business to make money, but we are supposed to be able to trust them. What they say doesn't seem to ever match what is. Why do we have to suffer, is there any way we can get around this? **Com. Nelson** There is no way to leave MERS. We have no say in what it is invested in, we have no control. Again, should we look at paying down....**Diane** Legislature has it on their radar to make

MERS more accountable for their investments. Thoughts are that everyone should be contacting their state legislators. Keep MERS on the table, and hopefully get some type of committees that can work on this. Provide investment information, service information and where the \$ are going. Kathleen (Auditor) does not think it's a good idea to pay out monies now, to hold on to it for the time being to see what happens.

Com. Nelson Ray had advised that some money be put towards it. Diane was not sure that what Ray said meant that the county should pay. **Com. Schei** These conversations shouldn't be taken out of context, things are different and changing. Moving target all the time. Did the auditor have a target date when she thought it would be good to release it? Did she think within this budget year? **Diane** She just said that she didn't think it's a good idea to pay out. Don't understand how county can let someone else handle their money without having info. **Com. Nelson** Without putting money in we go further behind. **Com. Schei** But we could wait another year to see where the President is, where the banking industry is and Wallstreet....**Com. Schei** what kind of money do we have available at this time, what would be the impact on our financial situation. **Diane** I can't just write a check, I need some time. **Com. Nelson** This is discussion for this topic, it may take awhile, but we need to have a plan. It will still break down to a board decision. **Com. Cech** They get an amount every year anyway, (900,000). **Com. Nelson** Not going to move anything forward at this time, this was just discussion.

- f. **2017/18 Budget "begin" discussion - Com. Nelson** Some things gotten back from Dave Stoker, we should not do any appropriations until required information is gotten. **Sherry** Currently what is used is a one page document that says the county is not responsible for liabilities, workers comp., and in return they give information as to what they do for the county. **Com. Nelson** We are going to fall short in 911, and there is capital outlay required. We will need to fund them in some way, surcharge will be at the max again, \$2.12, it either will be an internal funding...will have to look at both projected revenues and a "what if" ,,, we have to set a schedule, get budgets, road patrol budget adjustments depending on what happens with the millage. **Com. Schei** would like committees approval to work with airport manager to work on his budget. **Com. Nelson** Thanks to Sherry for her hard work and the time spent on the budget. **Sherry** Some departments are very good at supplying requested information. It is for them as well to be able to see what is being paid out and from where. **Com. Nelson** If the RP millage doesn't pass, there are still bills to pay. If anyone can help Larry with that budget, please do that. **Sherry** BS&A should be used more extensively, would save time. Each department should be using it to pay bills and so much more. **Com. Nelson** We will need a 6 week period of time to get the initial budget in, present it to the board, there is a public hearing, we have until second board meeting in July. Not even open to doing budget adjustments, its more work and the departments should know and do it right the first time.
- g. **Personnel Committee-custodial raise: Sherry** Mary Palmer requested raise, after 16 years, no raises..\$12.00 per hour and mileage if her vehicle is used. **Com. Cech** McDonalds pays more than that. **Com. Nelson** Has never heard a complaint about the cleanliness of the buildings. **Com. Schei** Mary gave an excellent presentation for herself, and another thing, she is very much in demand for the schools, ISD, and is paid much better by those other entities. She actually asked for more, and there was a

compromise made, she is worth more. **Sherry** The money would come from the general fund, fund balance. An extra approximate \$ 3000. **Com. Cech** makes a motion to pay Mary \$12.00 per hour plus mileage if she uses her vehicle for work purposes. **Com. Gromala** seconds, motion carries. **Com. Nelson** Brian is working hard to get them numbers, there are some other issues for cost savings. **Sherry** Are we also including mileage if she uses her own vehicle. Had a discussion with Jim Mekash, he said a lot of it is volunteering because she is going that way anyway.

Public Comment: Charlene Peterson Mary cleans township hall (Lake) she more than deserves a raise.

Commissioner Comment: Com. Schei Happy Easter and Good Friday **Com. Nelson** I do appreciate your input, Diane thanks for your comments.

Adjournment: Moved by Com.Cech, supported by Com. Schei to adjourn the meeting at 10:54 AM. Motion approved 4/0.

Menominee County Buildings & Grounds Committee
Minutes of Meeting
April 18, 2017

*****APPROVED 5.30.2017*****

The Buildings & Grounds Committee met on April 18, 2017 at 1:00 PM at the County Administrator's office, Menominee, MI

Others present at the meeting were Peggy Schroud, Jodie Barrette, Diane Lesperance, Mike Holmes, Mike Dellisse

Call Meeting to order: Commissioner Larry called the meeting to order at 1:01 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Jim Mekash, Larry Schei, Bill Cech, Tom Philipps, Dan Menacher excused.

Agenda motion by Tom Philipps and supported by Bill Cech to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Jim Mekash would like to make corrections, second page, last line, section C. The money amount is listed as \$11,000, it should be \$1,100. On top of page 3, the abbreviation should be DDS. Page 3, very bottom, the numbers in the thousands should be hundreds. \$11,000 to \$1,100. \$17,000 to \$1,700 and following through with the remaining. There is one on page 4 as well. Motion to approve the corrections by Bill Cech and second by Tom Phillipps. Motion carried. Motion to approve minutes from 2/20/2017 meeting with the corrections made by Bill Cech and supported by Tom Philipps. Motion carried

Public Comment: None

Business:

- a. **Review Courthouse office moves and progress status:-** Jim- Equalization has moved into the upstairs vestibule, second floor, totally operational. Thanks to Kandace and Peggy for assisting. There is still an issue with the ventilator motor and has been replaced a couple times. Where Equalization had been on the first floor, where the Juvenile Probation Officer will be relocating to has been totally redecorated and waiting for Judge Hass' approval to move Jenny down there. This will allow Gail to have a larger area in the PA's area. That is the progress so far, things are turning out well. **Sherry** We had talked about having an outside doorway from the hallway out into Gail's room, are we still leaving that at that? **Jim** Had recommended at the previous meeting that that door remain dead-bolted so that it wouldn't be used. Gail could choose whether or not to unlock that door for entrance. It would also give her a way of emergency escape. **Larry** There will be a door between Jenny's old room and Gail. **Peggy** In regards to the ventilator, it worked the first day, but the second day it had a loud hum and the blower didn't come on. **Jim** That was the problem each time, so not sure if it is the motor or electrical in nature. **Larry** If it has failed that many times, they should stay here to fix it. The contractor is Valley Mechanical and they are responsible for the cost of the continued work. **Peggy** Just want to add that the trim still needs to be finished and Jim Quist helped tremendously, he should be thanked. Also, in the area right outside the office, there is a wire sticking out that must have been used for the computer hook-up

when the trial was going on. There are a lot of young kids that run around up there and it is a hazard. **Jim** The data cable is coming out as soon as the sentencing is done and it won't be needed any longer. Ok, for the walking tour there are some things we can go over now rather than wait till we are over there. First of all we had asbestos lead paint analysis done of the building. There was no lead paint in the building. In the north and south ends there is some asbestos fibers in the dry-wall compound. So we will need to alert outside contractors of that. It is recommended that the light fixtures be replaced with LED and with 4000 lumens in place of what are there now. For the light fixtures there is a fair amount of rebate that we can get. For the hot water heater and boiler replacement we can also get rebate. Recommend that the outside doors be outward swings, metal and no window in it. Vinyl windows, single hung, low-E insulated glass that are energy star rated. Detectives and Probation and Parole would like to reduce the size of the front window. Detectives would like two windows permanently removed on the back wall and the kitchen sink and associated cabinetry taken out. Add a wall on the reception area, a soundproof interview room and in the center section, to relocate the door to the south and have a single window to the north side of it, this would allow the ramp to be worked to the ADA standards. With all of the window changes, possibly residing the building to finish off without patching. In the center section there is a mock-up setting to view. **Larry** What is the length of the term of the lease for that building. The parole guys, what are we going to be doing there? If we do all this work, are we guaranteed that they will be there for a while. Is there anything in writing? Just want to make sure that we aren't doing all this if they aren't going to be here. **Mike** Detectives will be staying.

b. Walkthrough of 1000 9th St. office Building (1:24 p.m.-2:13 p.m.)

Review remodeling requests- **Larry** Any questions or anything to add? **Bill** We should wait, fix the ramp as-is, move the door over to the south, and use that distance to make a ramp that would be ok with the building inspector. Stick with what we had originally talked about. **Tom** I agree, why change what we don't have to and thinks that is the best place for the veterans officer. **Larry** I agree with both of you, we are better off to put the veterans officer in the center office and do the minimal modifications. Wheelchair access should be inside because of the weather. **Jim** Concurs with both, the veterans would make the best use of the center. **Larry** For a recommendation to the county board, which is the next item, first to approve the requests of the detectives and the parole, this looks reasonable and do-able. **Tom** makes a motion that the work to be done for detectives, parole and probation be done as presented to the board for approval. **Bill** seconds, motion carries. **Larry** The other thing is the center office space. One option is to move Sherry and the Administrator office to the center. The other option is to move the Veteran Services office over there. Also, to use the possibly vacated veterans office as the IT office. **Tom** Makes a motion that we recommend to the county board that we move the veteran services office to the new office space, utilizing the interior handicapped accessibility and the space currently occupied by veterans services officer would be available for future IT or other use. **Bill** second the motion **Bill** It had been discussed that the room we are in was to be used by the Friend of Court as a conference room. Don't think that's a good idea, don't know if we should include that in the motion, that we keep this whole office as administrator and IT. **Larry** It is administration and committee room now, if you are going to have the IT in that office, it pretty much takes all the space. We will have to plan on an administrator at some point, we can't accommodate anyone else right at this point, as far as privacy or whatever they want, that's another issue, not to be discussed here. It's not just their office that has that issue, it is throughout the whole courthouse. **Marc** We need another room in the courthouse that the public can meet in with attorneys, judges, there had been discussion with the commissioners, that some opinion was that those meetings can take place in the private offices, but there are times that isn't realistic, they only need 10-15 minutes and need to meet in the courthouse. There have been citizens that have expressed concern/displeasure also at the lack of privacy. **Larry** I think that the motion for this office stands, that this is another

issue on the agenda. I would like to vote on this motion. Motion carries as stands. Back to the "meeting room", there really isn't room in the courthouse. There is no nice place to put anyone, even the old equalization office will be used by probation. Lunch room area is not private at this point. **Bill** In the future do you think we might consider the extra office as we propose the veterans office, there is another office there. **Larry** Don't know if this should be given to the board or left for future discussion. I'm assuming the 911 situation is static at the City Hall and that's not going to change. Also, at the last county board meeting, the need to have an extra \$2000 to have architecture engineered drawings to enhance the lighting for emergency system was tabled, but now it just needs a simple AutoCAD drawing. Jim explains why the separate circuit isn't needed. It will cost some, but not \$2,000. Dan Menacher could be a contact for this. Valerie Mellon? **Jim** There were some that wanted the window sizes changed, this would change the appearance of the outside of the building. Looking for a guideline as to whether this committee is willing to reside the building. If we are going to put an RFP out for windows, need to know the size. Recommendations are to stay with original plan, patch and re-patch the damaged siding. **Peggy** Called city assessor to see if she had a drawing and hasn't heard back.

Public Comment none

Select next meeting date County Board discretion

Adjournment Tom makes a motion to adjourn, second by Bill. Motion carries 2:39 p.m.

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

BOARD MEMBERS

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

DIRECTOR

RUSSELL K. SEXTON

Date: April 25, 2017

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

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

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

APPROVAL OF AGENDA:

A motion to approve the agenda, with the addition to the Board Business item: Location of Board Meetings", was made by Mr. Eichhorn and supported by Ms. Veraghen. Motion passed without opposition.

APPROVAL OF MINUTES:

Minutes of the March 28, 2017 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Eichhorn and supported by Ms. Veraghen. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for March, 2017 was reviewed. There were \$287.16 in expenditures for the DHHS Board meeting; leaving a balance of \$2,797.04.

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

DIRECTOR'S REPORT:

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

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

Collaborative Issues: No new information provided.

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

FY 2017 Operating Funds: Menominee County allocation is: \$25,896.00. Year-to-date expenditures are: \$10,675.35. This constitutes 41.2% of the allocation spent with 42% of the year elapsed.

FY 2016 Travel Funds: Menominee County allocation is: \$35,261.00. Year-to-date expenditures are: \$5,585.32. This constitutes 15.8% of the allocation spent with 42% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: 96.76%. Business Service Center 1 average is 97.76%.

Family Independence Program Work Participation Rate: N/A. Year to date average for CY 2017 is N/A (there were no cases that were mandated to participate in work activities) Federal goal is 50%.

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

March 2017 data:

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

- Family Independence Program: 20 cases; 36 recipients; \$5,615.00 in benefits.
- Food Assistance Program: 1,338 cases; 2,484 recipients; \$272,854.00 in benefits.
- State Disability Assistance: 11 cases; 11 recipients; \$3,200.00 in benefits.
- Child Development and Care: 32 cases; 44 recipients; \$14,239.00 in benefits.
- State Emergency Relief: 7 case; \$6,013 in benefits.
- Unduplicated total: 1,363 cases; 2,517 recipients; \$301,921.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 653 cases; 1,404 recipients
- Other Children < Age 21: 98 cases; 109 recipients
- Pregnant Women & Children Under 19: 492 cases; 870 recipients
- MiChild: 65 cases; 120 Recipients
- Non-SSI Aged, Blind & Disabled: 639 cases; 673 recipients
- SSI Aged, Blind & Disabled: 474 cases; 474 recipients
- Medicaid Eligible Total: 2,181 cases; 3,651 recipients

Total Healthy Michigan Enrollments: 1200+

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

Board Member Input/Suggestions: None

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

UNIT REPORT: None.

BOARD BUSINESS:

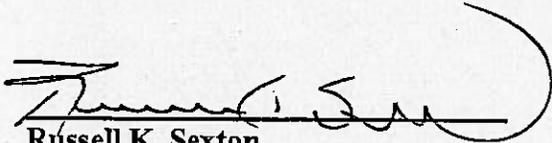
1. **Approval of Vouchers:**
Vouchers for March 2017 were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Ms. Veraghen. Motion passed without opposition.
2. **Location of Board Meetings:** A suggestion was made that the board meeting location be changed to Pinecrest since all three board members lived in Powers. Mr. Sexton will make inquiries regarding this and will report back at the May Board meeting.

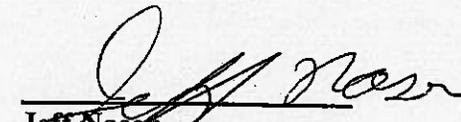
NEW BUSINESS: None

PUBLIC COMMENT: None

NEXT MEETING: May 30, 2017 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mr. Eichhorn and supported by Ms. Veraghen. Meeting adjourned at 0925 a.m.


Russell K. Sexton
Board Secretary


Jeff Naser
Board Chairperson

Pc: DHS Board Members;
Menominee County BOC



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, April 27, 2017	Place: Board Room
Presiding: Catherine Driscoll	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

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

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

TOPIC	DISCUSSION	OUTCOME
Approval of the March 2017 Agenda	There were no additions or deletions from the Agenda at this time.	A motion was made by Trustee Eichhorn, supported by Trustee Nelson.
Presentation by Eric Conway of Plante and Moran on the 2016 financial audit.	Phillip Ault, auditor skyped into the meeting as well. The two gentlemen reviewed the financial audits done for Pinecrest and Whispering Pines with the board.	

Board Action on the Minutes of the March 2017 Meeting	The minutes of the meeting had been sent to the Trustees prior to this meeting for their review.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the minutes as presented.
Board action on Minutes of the March Closed Meeting.	This review was delayed until the May meeting.	
Board Action on the Manifest of Invoices	The Manifest of invoices had been sent to the Trustees prior to this meeting for review.	A motion was made by Trustee Eichhorn, supported by Trustee Naser, to approve the Manifest of invoices as presented and to pay the bills. Motion carried.
Board Action on Financial Statements for March 2017	CFO Meintz reviewed the Financial Statements with those present. Trustee Naser voiced concerns regarding the investments. Following discussion, it was determined that the investment broker would be invited to attend an upcoming meeting to discuss Board concerns.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the Financial Statements as presented. Motion carried.
Whispering Pines Committee Report	Trustee Driscoll reported that they closed one home due staffing and lack of clients coming in. She reported that all homes are doing well.	A motion was made by Trustee Hafeman, supported by Trustee Degenauer, to approve the Whispering Pines report as presented. Motion carried.
Review and request permission for Write-Offs	CFO Meintz reviewed the write off request in the amount of \$21,336.00.	A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to approve the write off as requested. Motion carried.
Request for monies for lodging, food, transportation to the Spring Management Conference at Boyne	Administrator Smith requested \$1,358.00 for lodging, food, transportation for she and the Director of Nursing to attend the Spring Management Conference.	A motion was made by Trustee Eichhorn, supported by Trustee Nelson, to approve \$1,358.00 for the Administrator and Director of Nursing to attend the Spring Management Conference. Motion carried.
Request for lodging and meals for Administrator to attend the UP Educational Days in Marquette, May 3 rd and 4 th .	Administrator Smith requested \$170.00 for lodging and meals to attend the UP Educational Days in Marquette on May 3 rd and 4 th .	A motion was made by Trustee Eichhorn, supported by Trustee Nelson, to approve the expenditure of \$170.00. Motion carried.

<p>Report of Quality Assurance and Resident Council Committee Meetings by Nicole Freeland, Director Nursing.</p>	<p>Mrs. Freeland reported that the residents are excited about the tea party they will be having for Mother's Day and the cook out during National Nursing Home Week. She noted that nursing continues to work on the steps needed for the Requirements of Participation in the QA Program.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Degenauer, to approve the report as presented. Motion carried.</p>
<p>Safety Committee</p>	<p>Administrator Smith reported that we are working on having staff report things they see that are not appropriate. Our Nurse, Heather, is heading up a QAPI Program on falls and she reported on that during the meeting. This is also part of the Requirements of Participation. We have initiated a Stop and Watch Program. If you see something different concerning a resident, there is a form for you to fill out and give to the nurse for follow up.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Schomin, to approve the Administrator's report on the Safety Committee. Motion carried</p>
<p>Administrator's Report</p>	<p>Deed for Spalding Township. Administrator Smith reported that we have a new deed, drawn up by the attorney for Spalding Township. This was approved at last month's meeting. Today, we need signatures from the Board Chairperson and Secretary.</p> <p>She reported that we had our annual State Survey last week and we did very well. We received 3 citations and we are waiting for the results to come back from them. They were very complimentary of the cleanliness of the building, the food and how happy the</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried.</p>

	<p>residents are here. We also had the Fire Marshall.</p> <p>She reported that she attended the OSF Home Health and Hospice Meeting on April 25th and the MCF District I Meeting on April 26th. She stated that the other facilities are having the same problems as we are with staffing, acuity of residents and surveys.</p>	
<p>Comments from the Public Adjournment.</p>	<p>There were no comments at this time.</p> <p>The meeting adjourned at 3:28 p.m.</p> <p>The next meeting is scheduled for May 25, 2017 at 2:00 p.m. Central Time in the Board Room.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Eichhorn, to adjourn the meeting. Motion carried.</p>

Donna Schomin, Secretary

Catherine Desjardis for

Darlene Smith, Acting Secretary

Darlene Smith 5/25/17

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

May 11, 2017 - 5:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Luhtanen, Chairperson, called the meeting to order at 5:00 p.m. Cindy Adrian, Administrative Assistant conducted the roll call.

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

* Video television conference from the Northpointe Menominee office

** Per telephone – present at 5:30 p.m.

REPRESENTING ADMINISTRATION: C. Adrian

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen requested to amend agenda to include under New Business Finance Contracts 5-11-17 d) Gasperini Property Services.

ACTION: Moved to approve the amended agenda.

Motion by: J. Hafeman, supported by K. Schinderle to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the April 27, 2017 regular Board meeting minutes. Discussion held regarding clarification of minutes regarding NMU contract, recruitment/retention, CEO report, involuntary hospitalization. No revision to minutes was requested.

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

Motion by: G. McCole supported by P. Phillips to approve the 4-27-17 regular Board meeting minutes.

Motion carried unanimously.

PRESENTATION – None

ACTION ITEMS

• **Finance**

a) Financial Statement-March, 2017

ACTION: A motion was made by G. McCole supported by M. Zevitz to approve the Financial Statement for March, 2017. **Motion carried unanimously.**

b) Check Disbursement – March, 2017

ACTION: A motion was made by G. McCole supported by N. Pasternak to approve the Check Disbursement for March, 2017. **Motion carried unanimously.**

c) Contracts 4-27-17 (Northern Michigan University)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Northern Michigan University	Affiliation/unpaid work contract	04/21/2017	N/A	\$13,000 per semester (16 weeks) for each 20-hour per week student. Or \$40.62/hour	N/A
Student externships to implement Applied Behavioral Analysis (ABA) programming for eligible individuals.						

Discussion held regarding contract rate and request made for more information/clarification of rate/reimbursement at next Board meeting.

ACTION: A motion was made by P. Peretto supported by J. Hafeman to approve Contract 4-27-17 (Northern Michigan University) as listed on above grid.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.		X	Phillips P.	X	
Hafeman J.	X		Peretto P.	X	
Hofer M.		X	Schinderle K.	X	
Martin A.		X	Zevitz M.	X	
McCole G.	X		Luhtanen J.	X	
Pasternak N.	X				

Motion carried.

• **Application for Vacancy on Stakeholder Advisory Committee (Kristin M.)**

ACTION: A motion was made by G. McCole, supported by J. Hafeman to appoint Kristin M. to the Stakeholder Advisory Committee for a 2-year term effective 5/11/17.

Motion carried unanimously.

M. Negro present at 5:30 p.m.

• **Recruitment and Retention**

Board reviewed further information that was requested regarding pay increase scenarios. Discussion held regarding pay increases of \$.75/hour, \$1.00/hour and additional \$.50/hour for paraprofessionals, assistant home managers and care managers. Salary increase for all staff at \$1.00/hour and additional \$.50/hour for paraprofessionals, assistant home managers and care managers is at a total cost of \$367,469. It was noted that \$113,000 was set aside for this purpose. In FY2016 \$391,280 was returned to NorthCare because the funding was not used.

Request was made by Board members for a breakdown of staff salaries, full time opportunities and an annual salary review be conducted. J. Luhtanen stated on behalf of the whole Board that the Board values its employees and thanked staff for their patience throughout this process.

ACTION: A motion was made by P. Peretto supported by G. McCole to approve salary increase for all staff of \$1.00/hour and an additional \$.50/hour for paraprofessionals, assistant home managers and care managers effective next pay period 5-14-17.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.	X		Pasternak N.	X	
Hafeman J.	X		Phillips P.	X	
Hofer M.	X		Peretto P.	X	
Martin A.	X		Schinderle K.	X	
McCole G.	X		Zevitz M.	X	
Negro M.	X		Luhtanen J.	X	

Motion carried unanimously.

NEW BUSINESS (Discussion only)

• **Finance**

- a) Contracts 5-11-17 (*Trico lawn care; Trico cleaning; St. Jude's AFC, Gasperini Property Services*)
 Reviewed and discussed the contracts for 5-11-17.

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Trico, Inc.	Lawn Care	04/24/2017	Northpointe and Phoenix Center - \$131.25/occurrence Pines Home - \$47.25/occurrence Hughitt Apts. - \$21.72/occurrence Lighthouse - \$54.30/occurrence Belgium Pointe - \$97.74/occurrence \$10.50 per hour per person for additional work (spring clean-up, raking, etc.)	Northpointe and Phoenix Center - \$137.81/occurrence Pines Home - \$49.61/occurrence Hughitt Apts. - \$22.81/occurrence Lighthouse - \$57.02/occurrence Belgium Pointe - \$102.63/occurrence \$11.00 per hour per person for additional work (spring clean-up, raking, etc.) 'A' Street Apts. - \$45.00/occurrence	\$6.56/occur \$2.36/occur \$1.09/occur \$2.72/occur \$4.89/occur \$0.50 per hour per person New
B.	Trico, Inc.	Cleaning	04/24/2017	701 and 715 Pyle Drive - \$80.57/day	701 and 715 Pyle Drive - \$84.60/day	\$4.03/day
C.	St. Jude's AFC	AFC	03/1/2017 to 2/28/18	\$60.50 per diem	\$60.50 per diem	None
D.	Gasperini Property Services	Lawn Care in Iron River	05/01/2017	N/A	<u>Mowing:</u> Boyington \$25.00 Gathering Point \$25.00 Iron River Office \$45.00 Crossroads \$25.00 <u>Spring Clean-Up:</u> Boyington \$35.00 Gathering Point \$35.00 Iron River \$60.00 Crossroads \$35.00	New Provider

ACTION: A motion was made by G. McCole supported by J. Hafeman that the Contracts for Trico Inc. lawn care, Trico Inc. cleaning and Gasperini Property Services become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.	X		Pasternak N.	X	
Hafeman J.	X		Peretto P.	X	
Hofer M.	X		Phillips P.	X	
Martin A.	X		Schinderle K.	X	
McCole G.	X		Zevitz M.	X	
Negro M.	X		Luhtanen J.	X	

Motion carried unanimously.

ACTION: A motion was made by G. McCole supported by P. Phillips to approve the Contracts for Trico Inc. lawn care, Trico Inc. cleaning and Gasperini Property Services as listed on above grid.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.	X		Pasternak N.	X	
Hafeman J.	X		Peretto P.	X	
Hofer M.	X		Phillips P.	X	
Martin A.	X		Schinderle K.	X	
McCole G.	X		Zevitz M.	X	
Negro M.	X		Luhtanen J.	X	

Motion carried unanimously.

Contract 5-11-17 for St. Jude's AFC - Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting.

- **Financial Risk Management Plan 2017**

Reviewed revisions to the Financial Risk Management Plan 2017.

Outcome: Action item for next meeting.

- **Written Plan for Professional Services**

Discussed and reviewed Written Plan for Professional Services. Miscellaneous questions were addressed regarding treatment objectives of psychiatric services; overview of organization regarding establishing prevention activities. Board members to email CEO with specific questions/concerns.

Outcome: Action item for next meeting.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Governing Board Minutes 4-12-17
Report to be placed on file.

PUBLIC COMMENTS

- Kaina Tavonatti, CLS staff member, stated his appreciation for pay increase, felt it would go far in alleviating staff's personal stress but also would like to implore the Board to review yearly.
- Jane Lindow, Finance Specialist, stated her appreciation and thanked the Board for pay increase.

BOARD COMMENT

- Ann Martin and Gerald McCole attended the NorthCare Governing Board meeting and the latest developments regarding Section 298. Comments regarding Section 298 were also made by Board members M. Zevitz, J. Dehn, M. Hofer and J. Luhtanen and the need to oppose privatization.
- Ann Martin acknowledged the passing of Representative John Kivela.

ADJOURN

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

Meeting adjourned at 6:00 p.m.

The next regular Board meeting is scheduled for Thursday, May 25, 2017 in Kingsford, Michigan at 5:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Cindy Adrian, Administrative Assistant



Upper Peninsula Commission for Area Progress

P.O. Box 606 • Escanaba, Michigan 49829
(906) 786-4701 • Fax (906) 786-5853
www.upcap.org

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

June 19, 2017

Ms. Sherry DuPont
Menominee County Administrator
839 10th Avenue
Menominee, MI 49858

Dear Ms. DuPont:

Enclosed, please find the FY2018 Grant Application for Contracted Plans and Services for the West-Central U.P. Regional Community Corrections Program. This application has been submitted to the Office of Community Corrections for review. If approved, the new grant year will begin on October 1, 2017 and continue through September 30, 2018. As with past years, the West-Central U.P. Regional Community Corrections Program needs to request County Board support of the grant application from all six County Boards in our region, prior to the State Board meeting at the end of August.

A full copy of the application, along with a program summary, is attached for your review.

We respectfully request the County Board's support of this application. Once the County Board has approved the grant application, we request confirmation by letter.

If you have any questions, please do not hesitate to contact me at 906-217-3016 or your Community Corrections Board representative. We thank you in advance for your prompt attention to this matter.

Sincerely,

Becky McIntyre,
WCUP Community Corrections Manager

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

WCUP CCAB Program Summary FY2018

The following is a summary of proposed programming for the WCUP CCAB during FY2017. This is a brief overview of programs, for more detailed information; please refer to the attached Program Descriptions. These programs meet the standards for Evidence Based Practice programs, and address the current trends in our felony population. As a new programming note, a directive was issued from the Michigan Department of Corrections stating that no future programming would be approved that was co-ed. That means the grant application for this upcoming year breaks out programming for each program and will be run separately for both males and females. This will be an added expense for the programs, and has been reflected in the request for funds as appropriate. The total amount of funds requested is \$114,660.

Thinking Matters – This program is a continuation of prior programming. Thinking Matters provides a cognitive change program to address critical thinking errors and anti-social behaviors, continuing to target felony populations with a Cognitive need as a priority. Thinking Matters uses a set of ideas to teach offenders to discover their own personal logic that leads to breaking rules and laws. Because this logic is pervasive, offenders begin to understand their own thinking by helping others in a group setting.

MRT – Moral Recognition Therapy – How to Escape Your Prison

CCI's criminal justice curriculum, *How to Escape Your Prison*, addresses criminal thinking, co-occurring disorders, and substance abuse.

The curriculum is used in a variety of criminal justice settings, including jails, prisons, community corrections, TCs, halfway houses, diversion, parole and probation, and drug/mental health/DUI courts.

Additionally, the curriculum has been extensively used in substance abuse agencies, mental health centers, day reporting centers, intensive outpatient, residential psychiatric hospitals, educational settings, and private practices.

This MRT-based program utilizes 16 steps, with 12 of these typically completed in 24-36 open-ended group sessions. Each class is taught by a co-facilitator model.

Clients complete workbook homework prior to coming to each session. In the group, clients present their homework and the facilitator passes the client to the next step — or directs the client redo the homework based on objective criteria.

All MRT groups are open-ended, meaning that new clients can enter an ongoing group at any time. Each group session usually has new clients, as well as some finishing the program.

Assessment Programs (COMPAS/PRAXIS) - will be used in conjunction with aforementioned programs to ensure proper placement of felony population in programs on client needs.

Pre-Trial Electronic Supervision – This is a continuation of former programming. Use of alcohol monitoring, GPS monitoring and home confinement equipment will be used to ensure bond conditions and allow for monitoring through the adjudication process.

Miscellaneous Bills Account Number List

General Fund Expenditures

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

Special Revenue Funds

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

APPROVED

JUN 16 2017 *CM*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ACCENT BUILDING MAINTENANCE LT				
49426	Floor Cleaning - Sheriff Dept	280-362-755.00	180.00	180.00
TOTAL VENDOR ACCENT BUILDING MAINTENANCE LT				180.00
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI				
383101	Bass Lakes Camp Sites	208-751-920.01	64.01	64.01
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				64.01
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677639741	Airport Supplies	216-585-755.01	44.38	92.77
		216-585-745.00	48.39	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				92.77
VENDOR NAME: AT&T - CAROL STREAM, IL				
906753458206	Shakay Lakes Park	101-103-850.00	71.44	71.44
906753220906	Annex - Telephone Services	208-751-850.00	286.91	286.91
TOTAL VENDOR AT&T - CAROL STREAM, IL				358.35
VENDOR NAME: AT&T MOBILITY				
287252150867X0608201	June 2017	101-132-850.00	64.02	64.02
TOTAL VENDOR AT&T MOBILITY				64.02
VENDOR NAME: AUTOMOTIVE SUPPLY COMPANY				
84200	Airport Supplies	216-585-742.00	39.96	39.96
TOTAL VENDOR AUTOMOTIVE SUPPLY COMPANY				39.96
VENDOR NAME: BAY AREA MEDICAL CENTER, INC.				
15859	Parks - Preemployment Physicals	208-751-801.01	339.00	339.00
TOTAL VENDOR BAY AREA MEDICAL CENTER, INC.				339.00
VENDOR NAME: BAYSHORE VETERINARY CLINIC				
206419	K9 Care (Brix)	101-301-881.01	42.25	42.25
206559	K9 Care (Avery)	101-301-881.01	97.00	97.00
TOTAL VENDOR BAYSHORE VETERINARY CLINIC				139.25
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
22238	2016 Ford Explorer - Vehicle Maintenance	205-315-934.02	32.90	32.90
22275	2011 Chevy Impala - Vehicle Maintenance	205-315-934.02	387.02	387.02
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				419.92
VENDOR NAME: BRUNELLE, JENNIFER				
Reimbursement	Mileage	292-663-860.00	167.99	167.99
Reimbursement	Plants/Flowers for Duby Garden	292-668-801.00	82.98	82.98
TOTAL VENDOR BRUNELLE, JENNIFER				250.97
VENDOR NAME: CEDAR RIVER PLAZA				
MCS 5-17	Gasoline Sales	101-301-742.00	42.15	42.15
TOTAL VENDOR CEDAR RIVER PLAZA				42.15
VENDOR NAME: CELLCOM				
616597	Medical Examiner - Cellular Services	101-648-850.00	57.96	57.96
TOTAL VENDOR CELLCOM				57.96
VENDOR NAME: CLOVERLAND PAPER CO				
114315	Inmate Supplies	101-301-770.00	75.18	75.18
114355	Inmate Supplies	101-301-770.00	81.25	81.25
114406	Janitorial Supplies (Courthouse)	101-265-755.01	196.10	196.10
114405	Janitorial Supplies (Library)	101-265-755.01	30.37	30.37
TOTAL VENDOR CLOVERLAND PAPER CO				382.90
VENDOR NAME: COHL STOKER & TOSKEY P C				
47722	Legal Advice (Airport)	101-211-807.00	913.54	913.54
TOTAL VENDOR COHL STOKER & TOSKEY P C				913.54
VENDOR NAME: COUNTRY VISIONS				

JUN 16 2017 *CM*

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: COUNTRY VISIONS 230715 Diesel Fuel for Equipment				965.00
TOTAL VENDOR COUNTRY VISIONS				965.00
VENDOR NAME: CVS PHARMACY INC. 6005432044049416 Inmate Medical Supplies				4.02
TOTAL VENDOR CVS PHARMACY INC.				4.02
VENDOR NAME: DELLISSE, MIKE Reimbursement Mileage				125.07
TOTAL VENDOR DELLISSE, MIKE				125.07
VENDOR NAME: EAGLEHERALD PUBLISHING, LLC 1406 Jury Board Notice 961 FOC annual Statutory Review 2017				11.70 34.50
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC				46.20
VENDOR NAME: ELCOM SYSTEMS 52397 Radio Repair				377.00
TOTAL VENDOR ELCOM SYSTEMS				377.00
VENDOR NAME: FRESH CLEAN 6/9/17 Carpet Cleaning (911)				75.00
TOTAL VENDOR FRESH CLEAN				75.00
VENDOR NAME: GREG PETERSON Reimbursement Uniform Allowance Reimbursement Uniform Allowance				130.95 32.38
TOTAL VENDOR GREG PETERSON				163.33
VENDOR NAME: HENSLEY, RN, JOEL June 2017 Inmate Nursing Services Blood Draw S.H. (6/4/17)				1,365.00 100.00
TOTAL VENDOR HENSLEY, RN, JOEL				1,465.00
VENDOR NAME: J S ELECTRONICS, INC. 19759 Voice Paging				96.00
TOTAL VENDOR J S ELECTRONICS, INC.				96.00
VENDOR NAME: LAMOUREUX, JAY Grass Cutting 1814 7th Street (x2)				55.00
TOTAL VENDOR LAMOUREUX, JAY				55.00
VENDOR NAME: LARSON, MICHELLE May 2017 Can Zone, Duby Park, & Mileage				120.00 23.54
TOTAL VENDOR LARSON, MICHELLE				143.54
VENDOR NAME: LUFTS ADVERTISER, INC. 5/31/17 Advertising (Jury Commission)				40.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				40.00
VENDOR NAME: MATTHEW BENDER & CO., INC. 9339473X MI PEN & VEH HB				120.93
TOTAL VENDOR MATTHEW BENDER & CO., INC.				120.93
VENDOR NAME: MENARDS - MARINETTE 35079 Sheriff Department Supplies 35322 Building Maintenance Supplies				36.95 5.92
TOTAL VENDOR MENARDS - MARINETTE				42.87
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI 11063 Power to Radio Tower (May 2017)				31.27
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI				31.27

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

JUN 16 2017

CM

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER	AMOUNT	
VENDOR NAME: MENOMINEE COUNTY SHERIFF DEPT					<hr/>	
WV264	Work Van Services	517-252-931.00	148.50	MENOMINEE COUNTY MICHIGAN		148.50
TOTAL VENDOR MENOMINEE COUNTY SHERIFF DEPT					<hr/>	148.50
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY					<hr/>	
10353677	Emergency Replacement of Mower (Workvan)	208-301-984.00	50.25			50.25
I10808768-1	Parks	208-751-930.02	5.14		5.14	
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY					<hr/>	55.39
VENDOR NAME: MICHIGAN STATE UNIVERSITY					<hr/>	
3 Menominee 2017	Third Quarter (April - June 2017)	101-261-801.00	17,922.25			17,922.25
TOTAL VENDOR MICHIGAN STATE UNIVERSITY					<hr/>	17,922.25
VENDOR NAME: MIDWEST DESIGN SOLUTIONS, LLC					<hr/>	
061317-8047	Electrical Designer Services	101-103-998.05	4,125.00			4,125.00
TOTAL VENDOR MIDWEST DESIGN SOLUTIONS, LLC					<hr/>	4,125.00
VENDOR NAME: MILESKEI, TYLER					<hr/>	
Reimbursement	Uniform Allowance	205-315-745.00	312.00			312.00
TOTAL VENDOR MILESKEI, TYLER					<hr/>	312.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I					<hr/>	
0128131-001	Clerk - Office Supplies	101-215-727.00	9.36			9.36
0128139-001	Cartridge (Probate/Family)	101-132-727.00	54.49		108.99	
		101-148-727.00	54.50			
0127952	Clerk - Office Supplies	101-215-727.00	82.07		82.07	
0127028-001	Sheriff Department - Office Supplies	101-301-727.00	15.49		15.49	
0127016-001	Sheriff Department - Office Supplies	101-301-727.00	7.73		7.73	
0126700-001	Credit Memo - Sheriff Department	101-301-727.00	(11.11)		(11.11)	
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I					<hr/>	212.53
VENDOR NAME: NORTHERN HOME IMPROVEMENT, LLC					<hr/>	
142	Roof Replacement at Bailey Park - Fishing Museum	220-691-953.04	2,920.00			2,920.00
TOTAL VENDOR NORTHERN HOME IMPROVEMENT, LLC					<hr/>	2,920.00
VENDOR NAME: NUTT, MICHAEL					<hr/>	
Reimbursement	Mileage	292-664-860.00	120.54			120.54
TOTAL VENDOR NUTT, MICHAEL					<hr/>	120.54
VENDOR NAME: PAN-O-GOLD BAKING CO.					<hr/>	
40068317139005	Inmate Supplies	101-301-770.00	36.96			36.96
40068317146005	Inmate Supplies	101-301-770.00	46.84		46.84	
TOTAL VENDOR PAN-O-GOLD BAKING CO.					<hr/>	83.80
VENDOR NAME: POMP'S TIRE SERVICE, INC.					<hr/>	
0100111442	Vehicle #2	101-265-981.00	326.03			326.03
TOTAL VENDOR POMP'S TIRE SERVICE, INC.					<hr/>	326.03
VENDOR NAME: REDITEST SCREENING DEVICES					<hr/>	
604492	Drug Testing Supplies	101-136-727.00	389.32			389.32
TOTAL VENDOR REDITEST SCREENING DEVICES					<hr/>	389.32
VENDOR NAME: REINHART FOODSERVICE					<hr/>	
183502	Inmate Supplies	101-301-770.00	1,763.73			1,763.73
TOTAL VENDOR REINHART FOODSERVICE					<hr/>	1,763.73
VENDOR NAME: RR DONNELLEY					<hr/>	
549953358	Clerk's Office - Certified Paper (8 1/2 x 14)	101-215-727.00	124.00			124.00
TOTAL VENDOR RR DONNELLEY					<hr/>	124.00
VENDOR NAME: S & C LOCK AND PHONE SERVICE					<hr/>	
46561	1201 15th Street (Locks)	517-252-931.00	134.85			134.85
46511	Padlocks (x6)	101-301-755.00	59.46		59.46	
TOTAL VENDOR S & C LOCK AND PHONE SERVICE					<hr/>	194.31

JUN 16 2017

CM

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: SAM'S CLUB MC/SYNCB					
Credit Card	Inmate Supplies	101-301-802.00	93.54		311.64
		101-301-770.00	218.10		
TOTAL VENDOR SAM'S CLUB MC/SYNCB					311.64
VENDOR NAME: SAULT STE MARIE CHIPPEWA IND					
51721	Youth Care (K. Smith)	292-662-843.05	720.00		720.00
51730	Youth Care (Q.S.)	292-662-843.05	120.00		120.00
TOTAL VENDOR SAULT STE MARIE CHIPPEWA IND					840.00
VENDOR NAME: SEXTON, RICHARD					
Reimbursement	Weather Band Radios (x4)	101-426-755.00	56.08		56.08
Reimbursement	Mileage	101-426-860.00	94.16		94.16
TOTAL VENDOR SEXTON, RICHARD					150.24
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA					
Reimbursement	Mileage	292-665-860.00	204.37		204.37
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA					204.37
VENDOR NAME: STATE OF MICHIGAN/CERTIFICATIO					
Renewal	Linda Menacher (CER #5469)	101-136-802.00	30.00		30.00
Renewal	Trenna Parrette (CEO# 6337)	101-136-802.00	30.00		30.00
Certification	Lisa Frost (CER # 9077)	101-132-802.00	30.00		30.00
TOTAL VENDOR STATE OF MICHIGAN/CERTIFICATIO					90.00
VENDOR NAME: STEPHENSON MARKETING COOPERATI					
015579	Gasoline Sales (Road Patrol)	205-315-742.00	2,014.25		2,014.25
462643	Parks - Fuel Purchases	208-751-744.00	224.00		307.18
		208-751-742.00	44.00		
		208-751-755.02	19.18		
		208-751-742.00	20.00		
TOTAL VENDOR STEPHENSON MARKETING COOPERATI					2,321.43
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST					
628840339	FOC Service Charge	101-141-817.00	33.60		33.60
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST					33.60
VENDOR NAME: TIME WARNER CABLE					
104046204752028001	June 6 - July 5, 2017	101-301-770.00	134.28		134.28
TOTAL VENDOR TIME WARNER CABLE					134.28
VENDOR NAME: TONY'S GREEN THUMB					
0815#05-48@	Flowers (Buildings & Grounds)	101-265-930.02	184.20		184.20
TOTAL VENDOR TONY'S GREEN THUMB					184.20
VENDOR NAME: U.E.S. COMPUTERS, INC.					
76953	Symantec Endpoint Protection (x3)	218-656-857.00	26.25		26.25
46857	Weekly Computer Maintenance (May 2017)	101-103-998.12	65.97		5,285.43
		101-261-728.00	59.99		
		218-656-857.01	35.99		
		101-103-998.12	119.99		
		218-656-857.00	5,003.49		
76898	Duplex Printer - FOC	101-141-931.00	299.99		299.99
TOTAL VENDOR U.E.S. COMPUTERS, INC.					5,611.67
VENDOR NAME: VERIZON WIRELESS					

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
 EXP CHECK RUN DATES 06/15/2017 - 06/15/2017
 UNJOURNALIZED
 OPEN

APPROVED

JUN 16 2017

CM

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: VERIZON WIRELESS				
9786709737	Cellular Services	101-265-850.01	283.33	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN 1,119.31
		101-301-850.00	452.69	
		101-426-850.00	2.53	
		101-682-850.00	32.45	
		205-315-850.00	347.87	
		266-325-850.00	0.44	
TOTAL VENDOR VERIZON WIRELESS				1,119.31
VENDOR NAME: WHITE WATER ASSOCIATES, INC.				
153309	Water Analysis	208-751-920.00	226.00	226.00
TOTAL VENDOR WHITE WATER ASSOCIATES, INC.				226.00
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00010	1000 9th Street	101-265-920.03	53.16	53.16
0402047856-00011	1004 9th Street	101-265-920.03	54.03	54.03
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				107.19
VENDOR NAME: XEROX CORPORATION				
089304135	May 2017	101-301-727.00	40.42	40.42
089304136	May 2017	101-301-727.00	347.91	347.91
TOTAL VENDOR XEROX CORPORATION				388.33
GRAND TOTAL:				47,514.69

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BATTERIES PLUS				
988-103420-01	4 Ft Wrap Around LED Fixtures (1000 9th Street)	101-103-998.11	1,888.00	1,888.00
TOTAL VENDOR BATTERIES PLUS				1,888.00
VENDOR NAME: CELLCOM				
615655	Airport Cellular Services	216-585-850.00	54.72	54.72
TOTAL VENDOR CELLCOM				54.72
VENDOR NAME: CENEX FLEETCARD				
139019	Gasoline Charges	249-371-742.00	207.65	233.66
		292-665-860.00	21.14	
		101-426-860.00	4.87	
TOTAL VENDOR CENEX FLEETCARD				233.66
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCT				
28282	Shredding Documents (6/8/17)	101-265-801.00	48.02	48.02
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCT				48.02
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE				
76116575	Annex - Garbage Removal	101-261-930.04	58.93	58.93
75X00198	Shakey & Kleinke - Garbage Removal	208-751-801.00	911.03	911.03
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				969.96
VENDOR NAME: LENCA SURVEYING				
17095	Remon Yr 2017 (May 27 - June 6)	243-245-801.07	2,677.00	2,677.00
17096	Remon Yr 2017 (June 7 - June 13, 2017)	243-245-801.07	2,569.30	2,569.30
TOTAL VENDOR LENCA SURVEYING				5,246.30
VENDOR NAME: OWENS, KAREN A.				
6/8/17	After School Program	292-668-801.00	234.00	234.00
6/8/17	Teen Awareness Program	292-668-801.00	54.00	54.00
TOTAL VENDOR OWENS, KAREN A.				288.00
VENDOR NAME: RIVARD, ANN				
Reimbursement	Annual Vehicle Pass	208-751-964.00	8.00	8.00
TOTAL VENDOR RIVARD, ANN				8.00
VENDOR NAME: STATE OF MICHIGAN/CERTIFICATIO				
Renewal	Linda Gullicksen (CER #7982)	101-148-802.00	30.00	30.00
Certification	Dawn M. Brazeau	101-215-727.00	60.00	60.00
TOTAL VENDOR STATE OF MICHIGAN/CERTIFICATIO				90.00
VENDOR NAME: VANEYCK, STEPHEN				
6324	Transport of Juvenile	101-132-801.01	31.25	106.25
		101-132-801.00	75.00	
TOTAL VENDOR VANEYCK, STEPHEN				106.25
VENDOR NAME: WEST GROUP PAYMENT CENTER				
836302975	May 5 - June 4, 2017	269-145-801.00	576.00	576.00
TOTAL VENDOR WEST GROUP PAYMENT CENTER				576.00
GRAND TOTAL:				9,508.91

CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY
EXP CHECK RUN DATES 06/23/2017 - 06/23/2017
UNJOURNALIZED
OPEN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PRINTERSPLUS!				
15127	Jury Questionnaires/Folding, Letter, Facts, Envelopes	101-150-727.00	896.70	896.70
TOTAL VENDOR PRINTERSPLUS!				896.70
VENDOR NAME: UNITED STATES POST OFFICE				
2017/18	Jury Questionnaire Mailing (x3400)	101-150-729.00	965.60	965.60
TOTAL VENDOR UNITED STATES POST OFFICE				965.60
GRAND TOTAL:				1,862.30

APPROVED

JUN 23 2017

**CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN**

MONTH END BALANCE SHEET

5/31/2017

IMPREST CASH GENERAL FUND	\$ 3,350.00
IMPREST CASH OTHER FUNDS	\$ 660.00
	\$ 4,010.00

GENERAL FUND INVESTMENTS	
Stephenson National	\$ 843,517.44
Stephenson National	\$ 359,938.00
Integra First	\$ 8.53
Integra First	\$ 217,263.38
Tri-County Credit Union	\$ 139,232.74
Mbank	\$ 24,553.08
Peninsula Federal Credit Union	\$ 5.00
Michigan Class	\$ 1,410,823.49
MBS	\$ 5,058.20
	\$ 3,000,399.86

GENERAL FUND CD'S & BONDS	
SNBT	\$ 529,994.31
Tri County Credit Union	\$ -
Integra First	\$ 221,950.11
Peninsula Federal Credit Union	\$ 111,471.56
Mbank	\$ 100,000.00
Mbank	\$ 117,709.24
Nicolet	\$ 535,091.07
	\$ 1,616,216.29

MBS CD'S GENERAL FUND (Market Value)	
Mason St Bank	\$ 198,684.00
Bank Northern MI Petoskey	\$ 199,844.00
First Nat Bank of Mich Kalamazoo	\$ 250,040.00
Bank Holland Mich	\$ 250,025.00
First Nat Bank America East	\$ 47,782.00
JP Morgan Chase Bank	\$ 197,188.00
Privatebank & TC Chicago IL	\$ 252,180.00
Federal Home Loan :	\$ 199,746.00
Traverse City St Bk	\$ 202,496.92
Mercantile Bank	\$ 100,732.00
First Nat Bk Amer East Lansing	\$ 196,902.00
Federal Home Ln Mtg	\$ 97,875.00
Wells Fargo Bk Sioux Falls	\$ 250,735.00
Wells Fargo Bank San Francisco	\$ 109,175.00
Federal Home Loan	\$ 313,846.40
Federal Home Loan	\$ 191,024.00
Federal Home Loan	\$ 193,628.00
Level One Bank Farmington Hills	\$ 199,725.00
	\$ 3,451,628.32

TOTAL CO-MINGLED CASH	\$ 8,068,244.47
------------------------------	------------------------

COUNTY ROAD INVESTMENTS	
Stephenson National	\$ 1,939,821.63
Stephenson National	\$ 583,964.67
Integra First	\$ 111,811.22
Tri-County Credit Union	\$ 5.00
Tri-County Credit Union	\$ 30,365.71
Mbank	\$ 371,087.72
Mbank Payroll Acct	\$ 39.72
	\$ 3,037,095.67

COUNTY ROAD CD'S	
Stephenson National	\$ 107,928.78
TOTAL COUNTY ROAD	\$ 3,145,024.45

DTRF INVESTMENTS	
Nicolet National	\$ 165,031.84
Stephenson National	\$ 248,262.02
MBS	\$ 11,626.97
	\$ 424,920.83

DTRF CD'S	
Mbank	\$ 117,709.24
Peninsula Fed CU	\$ 105,345.41

DTRF INVESTMENTS (Market Value)	
Morgan Stanley	\$ 203,994.20
Federal Home Loan	\$ 136,917.20
	\$ 563,966.05

TOTAL DTRF	\$ 988,886.88
-------------------	----------------------

SECTION 125	
Stephenson National Bank	\$ 13,457.21

LILJA BEQUEST	
Stephenson National Bank	\$ 2,000.00

TOTAL	\$ 12,221,623.01
--------------	-------------------------

MENOMINEE COUNTY LIBRARY BOARD

Minutes May 9, 2017

Approved: June 13, 2017

C. Peterson called the meeting of the Menominee County Library Board to order at 4:01 PM on Tuesday May 9, 2017.

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

K. McNeely moved to approve the agenda, support by J. Freis. Motion carried.

Public Participation: No public present.

J. Freis moved to approve the minutes, as corrected, from the April 11, 2017 meeting, support by K. McNeely. Motion carried.

N. Tuinstra moved to approve the April Financial Reports, support by K. McNeely. Motion carried.

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

Director's Report

Library: The Home schoolers art work was in the display case.

Financial: Due to replacing the tires we are over on our bookmobile maintenance (line 932.00) I recommend moving money from (line 742.00) Gas Oil. *Note after talking to Sherry Dupont, she requests that we leave in the amount in the correct line to show that the bookmobile maintenance expenses are over budget.*

Patrons: The partnership with ISD for the toddler playgroup continues to bring new patrons in.

Technology: We began automatic checkout at Hermansville. Jean Montgomery from SLC came and updated the HMB computers.

Programing: There was an Open House for staff appreciation hosted by the Friends. A Zentangle workshop presented by Linda Berry. There were several Money Week programs including a presentation by Danielle Krishner, from Integra Credit Union, for Parents.

Friends: The Annual Friends of the Library meeting is on May 18th. Plant sale will be Saturday May 27.

Volunteers: 22 hours.

Building and Grounds: Review of the ongoing issues with the front door, staff will key open instead of using the allen wrench.

New Business

- A. C. Peterson moved to approve the amended Gift Policy and to rescind the Library Vacation Policy and Library Sick Leave Policy, support K. McNeely. Motion carried.
- B. Discussion on Fiscal year 2017/18 budget and options. Director Winnicki asked the Board to consider sending all staff to the Rural Library conference in 2018 being held in Traverse City and closing the Library for those 3 days.
- C. Discussion on Bookmobile Fundraising, Event date is set October 15, 2017 at the Hannahville Convention Center.

Public Participation: No public present.

As there was no further business, M. Fagan moved to adjourn the meeting, support by N. Tuinstra. Motion carried. Meeting adjourned at 5:01 PM.

Submitted by:
Amanda Winnicki, Library Director

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

May 25, 2017 - 5:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Luhtanen, Chairperson, called the meeting to order at 5:00 p.m. Cindy Adrian, Administrative Assistant conducted the roll call.

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

* Video television conference from the Northpointe Menominee office

REPRESENTING ADMINISTRATION: C. Adrian

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen asked for approval or amend of agenda. G. McCole requested to amend the agenda for discussion under New Business: Section 298 Legislative Bill.

ACTION: Moved to amend the agenda under New Business: Section 298.

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

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the May 11, 2017 regular Board meeting minutes.

Request was made by A. Martin regarding the need for more detailed information to be added to the 5-11-17 Board meeting minutes under Recruitment and Retention discussion.

ACTION: Moved to revise the Board meeting minutes of 5-11-17 under Recruitment and Retention discussion to include "Salary increase is at a total cost of \$367,469. It was noted that \$113,000 was set aside for this purpose. In FY16 \$391,280 was returned to NorthCare because the funding was not used".

Motion by: G. McCole supported by P. Phillips to approve the 5-11-17 regular Board meeting minutes with the additional detail provided under Recruitment and Retention discussion as requested by Ann Martin.

Motion carried unanimously.

PRESENTATION - None

J. Luhtanen expressed her thanks to Jill Doll for stepping up to the plate during the J. McCarty's leave of absence and for Bob Ducoli gathering information required for recruitment/retention.

ACTION ITEMS

- **Finance**

- a) Contracts 5-11-17 (*St. Jude's AFC*)

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	St. Jude's AFC	AFC	3/1/17 to 2/28/18	\$60.50 per diem	\$60.50 per diem	None

ACTION: A motion was made by J. Hafeman supported by G. McCole to approve the contract for St. Jude's AFC as listed on above grid. **Motion carried unanimously.**

- **Financial Risk Management Plan**

ACTION: A motion was made by P. Peretto supported by J. Hafeman to approve the Financial Risk Management Plan as revised April, 2017.

Motion carried unanimously.

- **Written Plan for Professional Services**

ACTION: A motion was made by G. McCole supported by K. Schinderle to approve the Written Plan for Professional Services as revised April, 2017.

Motion carried unanimously.

NEW BUSINESS (Discussion only)

- **Finance**

- a) Financial Statement - April, 2017

Discussed and reviewed Financial Statement – April, 2017. Board members had questions regarding income statement expenses; profit/loss; lawn care services. Due to absence of CFO it was requested that Board members email B. Ducoli with specific questions. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

- b) Check Disbursement – April, 2017

Discussed and reviewed Check Disbursement – April, 2017. Question was addressed as to which pay period would include staff raises. Raises will be included in the first pay period of June which includes dates of 5/14/17 to 5/27/17. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting.

- c) Contracts 5-25-17 (*Forever Friendship; Christine Bachand; Anderson Landscaping*)

Discussed and reviewed the contracts for 5-25-17. Question regarding contract rate for C. Bachand was asked - Board member will email B. Ducoli for clarification. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting.

- d) Vehicle Bids (*Town & Country; Riverside; Stateline Chevrolet*)

Discussed and reviewed the three vehicle bids received for two mid-size 4 door sedans from Town & Country, Riverside and Stateline Chevrolet to replace two Northpointe vehicles and the need for immediate action. Board requested information on the total number of agency vehicles, budgeted amounts for vehicles and the need to plan ahead so no immediate action is required in the future.

ACTION: A motion was made by J. Hafeman supported by P. Peretto that the Vehicle Bids become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.	X		Pasternak N.	X	
Hafeman J.	X		Peretto P.	X	
Hofer M.	X		Phillips P.	X	
Martin A.	X		Schinderle K.	X	
McCole G.	X		Luhtanen J.	X	
Zevitz M.	X				

Motion carried unanimously.

ACTION: A motion was made by G. McCole supported by A. Martin to accept the bid from Riverside Iron Mountain for two (2) 2017 Chrysler 200 LX vehicles in the amount of \$19,968/each.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.	X		Pasternak N.	X	
Hafeman J.	X		Peretto P.	X	
Hofer M.	X		Phillips P.	X	
Martin A.	X		Schinderle K.	X	
McCole G.	X		Luhtanen J.	X	
Zevitz M.	X				

Motion carried unanimously.

- Legislative Bill - Section 298
G. McCole reviewed with the Board information he received at the MACMHB Spring Conference regarding Section 298 legislative bill. Action Alerts were issued on Section 298 with advocate language and the need for the counties, Board members and individuals to act on this issue. Also a request was made to inquire as to ability for all Board members to receive via email the Action Alerts from MACMHB.

MISCELLANEOUS BOARD/COMMITTEE REPORTS:

- None

PUBLIC COMMENTS:

- None

BOARD COMMENTS:

- J. Luhtanen stated she received many thank you from staff for pay raise and also noted wording in ad in The Advertiser stating "exciting new wage scale" and the need to also state starting wage scale on our agency website.

ADJOURN

A motion was made by G. McCole, supported by J. Hafeman to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5:40 p.m.

The next regular Board meeting is scheduled for Thursday, June 8, 2017 in Kingsford, Michigan at 5:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Cindy Adrian, Administrative Assistant



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

Date: Thursday, May 25, 2017	Place: Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00 p.m. Central Time
Recording: Lols Ball, Executive Secretary	

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

Roll Call:
Trustees Present: Theresa Nelson, Elaine Boyne, Barbara Oliver, Catherine Driscoll, John Degenaer, Jeff Naser, Gary Eichhorn, Jan Hafeman, and Darlene Smith, Administrator.
Trustees Absent: Donna Schomin
Leadership Team Members present: Candace Meintz, CFO, Nicole Freeland, Director of Nursing and David Vandermissen, Maintenance Supervisor
Guests: Bennett Zyburt, Terry Grondine, Rory Mattson

TOPIC	DISCUSSION	OUTCOME
Approval Of the April 2017 Agenda	Chairperson Driscoll requested that the following items be added to the Agenda: 7.a. Presentation by Rory Mattson regarding the Timber Contract	A motion was made by Trustee Eichhorn, supported by Trustee Boyne, to approve the agenda as amended. Motion carried.

	<p>9.b. Review of Policy and Procedure for Payroll Based Journal</p>	
<p>Request for Closed Meeting</p>	<p>A request to go into closed meeting was brought forward. Those not requested to stay left the room. Discussion was held on whether or not the Board could be in closed session for a presentation on investments and it was decided to open the meeting back up. The board went into closed session at 2:02 p.m. and opened back up at 2:03 p.m.</p>	
<p>Presentation by Bennett Zyburt, Senior V.P. Northern Michigan Bank and Trust</p>	<p>Mr. Zyburt reviewed the rules that govern Pinecrest in regards to investments (P.A. 20) and reviewed the facility's investments. Discussion was held with the Board and the policy that the facility has regarding how changes are made was reviewed.</p>	<p>The Board thanked Mr. Zyburt for his presentation.</p>
<p>Board action on Minutes of the April 2017 meeting</p>	<p>The minutes had been sent to Board Member for their review prior to this meeting.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried.</p>
<p>Board action on Minutes of the March 2017 closed meeting</p>	<p>Administrator Smith handed out minutes of the March closed meeting to the Board Members for review.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the minutes as presented. Motion carried.</p>
<p>Board action on the April Manifest of Invoices</p>	<p>The Manifest of Invoices had been sent to Board Members for their review prior to this meeting.</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Oliver. Motion carried.</p>
<p>Board Action on Financial Statements for April 2017</p>	<p>CFO Meintz reviewed and discussed the Financial Statements with those present.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve</p>

	<p>the Financial Statements as presented and to pay the bills. Motion carried.</p> <p>A motion was made by Trustee Degenaer, supported by Trustee Eichhorn, to move into closed session. Motion carried.</p> <p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to return to open session. Motion carried.</p>
<p>Closed Session</p>	<p>The Board went into closed session at 2:43 p.m.</p> <p>The Board returned to open session at 2:59 p.m.</p> <p>The Whispering Pines Committee did not meet today.</p> <p>There were no write offs presented this month.</p>
<p>Whispering Pines Committee Report</p>	<p>CFO Meintz and Administrator Smith reviewed the Policy and Procedure for the new Payroll Based Journal reporting of employees' hours work to CMS, a new requirement this year. The Board approved the policy and Chairperson Driscoll signed it.</p>
<p>Review and Permission for Write-Offs</p>	<p>Nicole Freeland, Director of Nursing reported that the facility had been working on the Plan of Correction from the State survey and worked with Vicki Burlew on the Plan of Correction, QA, and QAPI. We have been doing staff inservices and audits on gait belts. She noted that we are continuing to work on the Phase II implementation of the Requirements for Participation. We are working with Superior Pro and</p>
<p>Payroll Based Journal</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Hafeman to approve the Policy and Procedure. Motion carried.</p>
<p>Report of Quality Assurance and Resident Council Meeting Minutes</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the report as presented. Motion carried.</p>

	<p>Bay college for training of nurse aides that we can then hire to work for us. We will be bringing in 9 new hires.</p> <p>The Resident Council meeting at each of the 3 homes reviewed the calendar, and discussed the Prom. They want to go to the zoo. We are moving the garden inside of the fence to control wildlife and residents want cherry tomatoes and tomato plants. Use of gait belts was discussed with the residents.</p> <p>Trustee Nelson asked about the Mother's Day Tea Party. Mrs. Freeland said that the residents commented that they enjoyed it.</p>	
<p>Safety Committee Report</p>	<p>Dave Vandermissen reported that gait belts, resident falls, F Tags from the State survey were all discussed at the meeting. He noted that therapy is working with the walkers, and other appliances that residents use to be sure they are in good working order. Foot pedals for wheelchairs were discussed at the Safety Meeting. Incident reports for the previous month were reviewed. The Fire Marshals visit was reviewed.</p>	<p>A motion to approve the Safety Committee Report was made by Trustee Hafeman, supported by Trustee Boyne. Motion carried.</p>
<p>Administrator's Report</p>	<p>Administrator Smith reported that she attended the Home, Health and Hospice Meeting at OSF and the HCAM 2 day conference in Marquette during the month of May.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Boyne, to approve the Administrator's report. Motion carried.</p>

<p>Comments from the Public</p>	<p>Terry Grondine wished everyone present a Happy Memorial Day.</p> <p>Trustee Degenauer stated that his is planning to contact State Legislators regarding the Fire Marshal issues and Medicare issues.</p>	
<p>Adjournment</p>	<p>The meeting adjourned at 3:18 p.m.</p> <p>The next meeting of the Pinecrest Board of Trustees is scheduled for Thursday, June 22, 2017.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman. Motion carried..</p>

Donna Schomin, Secretary

Donna Schomin

Darlene Smith, Acting Secretary

Darlene Smith Adm

Menominee County Personnel Committee
Minutes of Meeting
April 4, 2017

*****Approved 6.15.17*****

The Personnel Committee met on April 4, 2017 at 4:00 PM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Sherry DuPont, Brian Barrette, Marc Kleiman, Lisa Reed, Jodie Barrette, Mary Palmer, Larry Schei, others members of public.

Call Meeting to order: Commissioner Piche called the meeting to order at 4:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Com. Lang excused.

Agenda was approved by Com. Hafeman and supported by Com. Phelps to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Previous minutes from March 2, 2017 were approved. Moved by Com. Hafeman and seconded by Com. Phelps 4/0.

Public Comment: None

Business:

- a. **Job description for Airport Manager-Advise DMG Study-: Sherry** This job description was approved in 2015, unless we need to make changes, add or subtract. It was set up but never went to the DMG for a pay grade study to place the manager within the County payscale. **Com. Hafeman** We haven't done the DMG, but you already have the description that you want. **Sherry** Yes, we do, I believe that it is all ready to go, it is just a matter of getting it approved to go to the DMG for a classification study. **Com. Piche** Does anyone have anything to add? **Com. Schei** We had reviewed that, I think we changed the name from Twin County to Menominee County Airport. I think we even had the description approved by the County Board, but didn't send it to DMG. **Com. Piche** Sherry as far as your concerned is it something that we should do today? Move to bring it to the County Board or is that premature. **Sherry** It should go the DMG to have a study done, we don't have a manager, per se, over there as of now. **Com. Hafeman** So can we bring to the County Board the prospect of bringing it to DMG. **Sherry** Yes, we are ready for that. **Com. Hafeman** I will make a motion that we bring it to the board for a DMG study. Second by Com. Phelps..motion carried.
- b. **Personnel Manual changes-: Sherry** Just so everyone here knows, we sat as a workgroup at the library one whole day, Sherry, Joann, Jan and Jerry. We went through the manual page by page, trying to get it updated as much as we can. Now the committee needs to look at it, make a few changes and then it can go to the board. **Com. Hafeman** Nothing on page 1 section 1 other than the 2 changing to number 1, which it will. Part B, of section 2, do we need to name these. Add Equalization Department following "mandated by the State". Section 4, D.2. Current county employees wishing to be considered for an opening must also fill out an application. (remove "be"). Section 4, #5, "filling out" to be changed to signing the personnel action form. Page 7, Classification Plan....A., end of first paragraph "The Study has been in effect since October".... B. Second

sentence, after County Administrator add the date March 1st to. This date taken from C., first sentence. Page 8, Section 10. Retirement Plan. B. Insert "fulltime" at the beginning of second sentence. Page 16, number 15. , inserted County before the word government. **Sherry** Page 23, Section 24, Step 5. We wanted to add in Act 267 of 1976. 15.268 (8) (a). On checklist add computer policy, put it a I. and J. can be OTHER. **Com. Phelps** had question regarding vacation, any regulations as to when it has to be used? **Sherry** It needs to be used by a certain time, checks stubs indicate how much is due, and if it is lost, it is lost. Special circumstances always go to the board. **Com. Phelps** Are there times when a department becomes strained over this. **Sherry** The contract explains more in depth this issue. **Com. Hafeman** We could put in here, "vacation will follow the Courthouse contract". **Marc Kleiman** It's already in there under personal leave. **Sherry** Personal leave, everyone gets 4 days of personal leave a year, if those days are not used within that year, they are lost. If that person quits/retires, do they get paid out for those days? **Marc** You already added that in there. **Sherry** In the last sentence we should add up to 40 hours. (page 12)(Compensatory time). **Com. Hafeman** makes motion to move the personnel manual to the board, **Com. Phelps** seconds. Motion carried.

- c. **Request for increase in pay-custodial/maintenance/gardner** **Com. Piche** asked Mary Palmer if she had objections to the committee talking about her potential pay increase at the meeting. Her response was No. Letter that Mary P. had written to the Board of Commissioners, personnel and finance committees was read by Com. Piche. The letter listed her duties, as well as the additional work she does along with current pay, and the buildings she works at and the hours she puts in. He believes that they sure don't want to lose someone of that caliber and dedication. She has worked for the County for 16 years. **Sherry** added that new hires for parks and rec are hired in at \$9.00 per hour. Mary has never had an increase. **Com. Hafeman** suggested an increase to \$10.50 and also like to see her have mileage. **Com. Phelps** Feels it is satisfactory, well over cost of living for sure. **Com. Piche** Thinks it should be more actually, but going by percentage, \$9 to \$12 would be 33%. **Com. Phelps** But if it keeps her here another 16 years, I guess that's feasible. **Mary Palmer** I hold other positions and brought pay stubs from them, she is in high demand in school districts because of the licenses she carries, and her other employment does not give her under \$15 an hour. She does enjoy working for the county. **Com. Hafeman** Can we give her \$12 and at least meet her halfway? **Com. Phelps** It's not a contracted position, so it's not like it's going to come up again next year. **Mary** I might consider that. **Sherry** We will move this to the Finance Committee. **Com. Hafeman** made a motion that the wages are increased to \$12 per hour and add mileage. **Com. Phelps** seconds, motion is carried.
- d. **E-911 personnel restructure** **Brian Barrette** Wrote 2 job descriptions, there has been little or no organization in this department, from admin to staffing toin my eyes it's a mess. Much of the problem is contractual issues. From the scheduling aspect, they do what they want. He would like to see a new Non-union position created, not a new hire, as an assistant director. This would allow him to have that person scheduled when he requires them to work. They could also be second in command, lend a hand. Could save some over-time because he could put that person where he needed them. **Com. Phelps** asked for clarification, if you don't have authority, why would this person? **Brian** explained that HE would be able to direct THIS person. This would be a non-union employee. **Com. Hafeman** would they need specific training? **Brian**, yes, state mandated training, but his people already have that. **Com. Hafeman**, this would mean a 3% raise, with a job description, but it is much different than overtime. Have you written a job description? Get it to us, and then we will go forward. **Sherry** will this change the structure of each employee? Will we need to do a DMG on each employee? **Brian** thinks that is the way to do it. No update since 2000. **Com. Phelps** Would like to see some data, why and what is transpiring. **Sherry/Jan** It's in the contract, read that. **Com. Phelps** Yes, but would like to know the extent of it. If it is going to go to a study, the more documentation the better. **Brian** If we are going to open this can of worms up, we are going to get the upgrading and all job duties defined. In 17 years, things have changed. Will need 4 job descriptions. **Com. Piche** Applauds Brian for being there, for doing a good job. DMG

costs will be less in the long run than letting things continue as they are. **Com. Hafeman** It's in Brian's favor that Com. Nelson is well aware of the financial difficulties within this department. **Sherry** The CMRS position is state funded, does it have to be that position? **Brian** No, the budget does not need to be separated, the only thing different is the state training funds. So I will bring job descriptions for all jobs. Sherry will then send new descriptions to DMG, they will compare old and new.

- e. **Other items not addressed** **Com Piche** Peggy Schroud called bringing to attention that there is something missing in the personnel manual...**Sherry** Peggy was referencing Exhibit B, which was the very first DMG. Sherry will add this to the packet. The other was health insurance, there was a question why Joann is getting these messages and not the Union rep. Joann needs to know for the pay system, the Union rep should get it as well, and should be sending them to the employees. **Com. Hafeman** Let's request that they be sending it to the union reps. **Com. Piche** Should talk to Jim about it as the union steward.

Public Comment **Diane Lesperance** Would like to make a suggestion, in the personnel manual there is reimbursement for meals following the policy....R91-11. That is for daily meals, would ask that the board, instead of itemizing those amounts out separately, not to change the amount, but make it per day. It's really difficult sometimes to keep each meal within the given amount, but might only eat one meal a day. **Com. Hafeman** This was discussed with the executive committee, and approved at a county board meeting. **Sherry** We had it at one amount, and then it ended up being broken down again. It will have to go back to the Executive Committee. **Com. Hafeman** When it goes to executive committee, make it as a suggestion rather than a set rate, not to exceed \$40 per day. **Mary Palmer** When she got the \$300,000 grant, she and her team went downstate but the 911 system did not take advantage of it. There is training that is still available, but not being used. There is another grant available \$25,000 and above through the American Heart Association right now. **Com. Piche** Is the \$300,000 grant still available? **Mary** It is available until February 2018, and if she stays current, she can continue applying within this county. **Jodie Barrette** Still confused because the personnel manual still doesn't say that a certain department head doesn't get other insurance, and not the courthouse insurance. What does a department head follow, it's all very piecemeal. **Sherry** This is the issue of the 911 director, this director falls under teamsters insurance, not the 911 insurance. **Brian** When first started, was given 2 insurance carriers, but no one knew which one he was supposed to go under. **Jodie** The difference between the contract and the personnel manual, the STEPS, and upgrading are different. When is the contract followed and when the personnel manual? **Com. Hafeman** you will have to put this under Section 2, C. **Jodie** Take a department head and think about hiring a new person and follow the personnel manual. What would you offer that person coming in. **Sherry** This definitely needs to be corrected. Will take a hard look at it and get it cleaned up. We don't have an HR person, Joann handles all of this, but she is payroll. We need an HR person, there is a void there. **Com Piche** Make sure to get it done this time, it has been lost in the shuffle.

Commissioner Comment None

Adjournment Com. Hafeman makes motion to adjourn, Com. Phelps seconds, meeting adjourns at 5:26 p.m.

Menominee County Finance Committee
Minutes of Meeting
06/1/2017

Approved
6/19/17

*****DRAFT*****

The Finance Committee met on June 1, 2017 at 8:30 AM at the Menominee County Administration Office

Others present at the meeting were Sherry DuPont, Diane Lesperance, Jodie Barrette, Marc Kleiman, Brian Barrette, and Peggy Schroud

Call Meeting to order: Com. Nelson called the meeting to order at 8:32 A.M.

Pledge of allegiance: was recited by all.

Roll Call: All Finance Com. Commissioners are present.

Approval of Agenda motion by Com. Gromala and supported by Com. Cech to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: 4.13.2017 Motion to approve minutes Com. Gromala and second by Com. Cech. Motion carried 4/0

Public Comment: None

Department Head/Elected Official Reports: Peggy Schroud 2017 taxable value as of 5/23/17 is \$766,839,435 in the budget \$5,187,223 however this number doesn't show the taxes yet to collect for the year which would be \$5,413,492. This is a good thing, probably due to the increase in ATC. Millage rate will stay the same at 7.0612

Business Items

- a. **2016/17 Budget Amendments (#7) Sherry** One Hannahville grant of \$19,972, this is in and out accounts that that will go into, this is under Road Patrol. 911, we created a new account and moved \$900 into it. That was for uniforms. Taking from the travel account, creating a new one and putting it into the new. Sheriff department received an anonymous donation of \$10,000 to be used for vests for the reserve deputies. That will be put into a donation account. \$1500 CPL fund will go from equipment to travel. **John Marc**, would you explain that a bit as Steve wasn't on the board when that happened. **Marc** The state changed the requirements for the concealed weapons permit, used to be done by the gun board and the money went in the general fund, \$26 on new applicants, \$36 on renewals. When they changed it to us issuing the license now, they set up a separate fund where those monies go specifically into that, not into the general fund. It is used to purchase equipment and pay for travel to training sessions. **Sherry** Three more Hannahville grants, one was the bookmobile for \$10,000. One for the 911 console for \$10,000 and the last one for \$1200 for Emergency Services for phone systems at the

EOC, which is in the Menominee ISD building. The EMS grant...there are 4 others that are listed that are coming from our non-lapsing carry over accounts, those accounts don't show anywhere. These are accounts that should be used by the next year. A lot of these are being carried over and over, we need to get rid of them. Auditor told Jessie to put them into the general fund so they can be spent. The one for Emergency Services has been spent, so the money will be going into the general fund to cover what Rich has already spent. (\$879) Jail emergency exit is being worked on this year, \$7,500 will be used in this budget year. The flower donation was \$370. Years back when 1st got video teleconferencing equipment, it was set up in roll-over account, then ended up getting a grant thru the circuit courts and never did use all the money in that account. It has been used now to put the equipment in the vestibule, cameras, computers, etc. So we are putting it into the general fund \$22,962. John suggest we have a motion to bring all these ammendments to the board for approvals. Larry S. makes the motion, Steve seconds, motions carries 4/0.

b. **2017/18 Budget discussion Sherry** Where we are at this time with the budget....BS&A is not going to let us do the budget at this point in time because when we rolled over the previous accounts into the system, it was done manually. We don't have any tables in there that can grab peoples pay scales from year to year, they are not in the system. It can be done, it's going to take some time. HR has to work together by pulling these amounts/accounts, they aren't in there. Joann and Sherry will have to get this input. Can't be done overnight, so, will have to continue on with the spreadsheets that have been used in the past. Tables can be created and working together with HR to make sure pay systems don't change will take some time. **Peggy** Is the goal to eventually as department head be able to look at our budgets? **Sherry** They haven't been set up that way, but yes, that is the goal. BS&A can do a lot of things that we are not doing. Dept. heads are supposed to pay bill right from their desk, timesheets can be done, many things can be added as we get used to the system. **Diane** BS&A just had training for taxes, training at Delta. Maybe BS&A could give some training in the UP, shared training. It would be nice to get a bit familiar with it and then ask for training on what we know we need. Also, Michigan is putting out a new chart of account, **Larry** Is it possible for BS&A to put out for departments reports? **Sherry** That can be done now, Jessie sends out to department heads every month. **John** Line item issue has to be closer, be within 2-3%. Biggest liability is MERS by far. 2013 a 2.93 mill loss according to Terra, last year was an 11% gain after putting in 1.6 mill. Terra will be coming in June to meet with board on this. **Larry** In order to get to the 80%, they have extended the number of years to pay it off, if you wish. **John** Have to budget MERS 5 years in future because of the changes, etc. MERS sent a resolution, new hire, in defined contributions, if they switch departments/jobs after they went to defined, no longer stay in defined, if they switched divisions. With the resolution, it will apply to everyone, which means higher retirements. Elected officials would affect most because of the wages. **Sherry** So basically, someone in a division, vested, and then move to non-union elected position, the previous division will no longer apply. **John** Because of the cost, I struggle tremendously with moving this resolution. This is a board decision. **Bill** clarifies what was previously discussed, and wants to know how it changes. No longer defined benefits? **Sherry** No, when you change divisions and move into a new position you also have to change the MERS program for yourself. **Bill**

wants to know what is lost, what is gained..... **Sherry** explains how one case would evolve. **Peggy** Is the resolution already in place? **John** No, this is a retroactive after the fact. Wanted to bring it up so that the financial aspect can be looked at so that we can decide. Please look at MERS actuarials. **Peggy** What is the % that the county has to put in? **John** Between 17-22% by division. It depends on division. Even with the % we put in, we fall substantially behind every year. Moving on, I received a proposal from Dickinson County to work with us and do 911 at cost \$500,000. Projected revenues last year was just short of \$700,000. We have capital outlays for 911, new board and other issues. Over and above surcharge \$100,000 a year. **Brian B.** No one has visited him about his budget for 2017/2018. He will have a balanced budget with no additional needed from the county. The question is for the future, one option is consolidation, not for it, but it is an option. Another option is increasing surcharge. Third is a millage. **Larry** Understanding that the county is obligated to have a 911 director, this is mandatory, this is under defined contribution. With the console board, do the other counties have that? **Brian** Dickinson does, Delta is adding it. **John** Would like to have Brian go to Dickinson County, look at 911, pros and cons. **Larry** On the surcharge, is this always going to decrease because of the way phone systems are going? **Brian** This is determined by phone address. **John** We need to look at possibilities that can be a benefit. **Brian** What does the County want? **Diane** Concerned about the service the county will receive. All agree that it would be a disservice if we did not investigate the options. **Bill** and **Steve** both offered to go with **Brian** to investigate. **Sherry** In the meantime we will work on the budget as we have been, with **Brian's** budget as is. **Larry** Regarding the Airport. People want the Airport kept whatever the cost. We will present a budget with a 20 year capital outlay. **John** Airport is tremendous cost. The budget will have to increase. **Larry** The sponsorship is not in effect. State wants to go ahead with an improvement plan for 10 years. The lawyer says we may not be liable for any money at all if we aren't involved. Obligation period is nearing an end. **Steve** regarding title searches, why can't we present what is already available, why all this searching? **Marc** back in 83-84 there was attorneys opinion on what was prior to that and there is a copy of that. MDOT had said that opinion could be given to another attorney, then do a new opinion including to the present. Will be a 500 page opinion that will have a cost too. MDOT had refused to accept. **John** Please look at what the projected cost will be and we will have to meet before next board meeting. **Larry** airport budget will be flat/balanced. Courtesy van is a piece of junk, we were supposed to get a county vehicle, so will put in budget a courtesy van under capital outlay. **Steve** mentioned using airport for meetings, our front door situation is not near ADA compliant. This should be in budget also. **John** Economic Development/Explorer Solutions.....received nothing from this. Not in favor of putting this in the budget. Not \$20,000 not one penny. **Larry** clarified that the contract with Explorer Solutions was done by the Twin county commission. They entered into 3 year contract. This needs to be looked into to see if this can be cancelled. Economic Development does not deal with airport. **John** Give me a budget. **Larry** Are there any projects that need to be added into this budget? **Sherry** All of the phones have to be changed over (VOIP). **John** Next meeting will be June 12, 8:30 a.m., we all have to help **Sherry** get this done, we can do as well as department heads what we can so she can work on this. **Sherry** Personnel will have to come and talk to

me. Health insurance will have to be looked at too. Larry questions the policy for the courtesy vehicle at the airport.

Public Comment: **Jodie** Wondering what you are budgeting for salaries. **Sherry** Was planning on going with 2% increase. **John** There are a couple things he wants to look at. **Peggy** Larry gave her drawing of airport, and she drew on her program. She thought it had had libers and pages on it. **Larry** Yes, they have that.

Commissioner Comment: None

Adjournment: Moved by Com.Gromala, supported by Com. Schei to adjourn the meeting at 10:20 AM. Motion approved 4/0.