

# MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

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

The Menominee County Board of Commissioners  
will meet on Tuesday ~ August 8, 2017 @ 6:00 p.m. CDT  
Menominee County MSU-E Annex Bldg.  
S904 U.S. Hwy. 41, Stephenson, MI 49887  
906-753-2209

## AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
  - July 25, 2017 ~ County Board Meeting
  - July 26, 2017 ~ Committee of the Whole
- F. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only)*
- G. Presentations *(limited to twenty minutes)*
- H. Department Head/Elected Officials Reports *(limited to ten minutes)*
- I. Action Items

1. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve resolution 2017-16 --  
Opposing the Proposed Back Forty Mine.
2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve resolution 2017-18 ~  
Environmental Protection of Air and Water Quality
3. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve payment in the amount of  
\$5,543.46 for the 2018 MAC County Dues.
4. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Budget amendment #9  
(53&54) as recommended by the Finance Committee.

Budget Amendment #9				
53	7/16/2017	Move the unused funds from the chiller project to the generator project	\$ (54,348.84)	101-103-998 08
			\$ 54,348.84	101-103-998 05
54	7/21/2017	Designated Building fund Building Purchase 1000 9th St	\$ (41,765.00)	
			\$ 41,765.00	101-103-998 11

5. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Budget amendment  
#10 (55-57) as recommended by the Finance Committee.

Steven Gromala      Charlie Meintz – Chairperson      William Cech – Vice Chairperson      Larry Phelps  
John Nelson      Jan Hafeman      Gerald Piche      Bernie Lang      Larry Schei

Budget Amendment #10				
55	6/7/2017	Grant received from Dollar general for Library Summer Reading	\$ 800.00 \$ 800.00	271-000-544.00 271-790-727.03
56	7/12/2017	Library Refund Received from UPROC that was money being held for special projects.	\$ 6,883.34 \$ 6,883.34	271-000-544.00 271-790-727.03
57	7/24/2017	ORV Grants Equipment	\$ 4,200.00 \$ 4,200.00	101-000-544.02 101-834-985.00

6. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ to the Menominee County Road Commission until the next election.
7. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to award a bid to \_\_\_\_\_ as recommended by the parks committee in the amount of \_\_\_\_\_ for the 4-H Bldg. roof replacement at Shakey Lakes Park. Payment to come from the Parks budget – 208-751-984.01.
8. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve allowing the county clerk's office to charge an administrative fee of 2% for COBRA recipients to be deposited into the general fund.
9. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the DMG Recommendation from MGT for the "Airport Manager" position as a pay grade 13 (new position).
10. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the DMG Recommendation from MGT for the "E911 Director" position as a pay Grade 14 (currently a grade 13) and the "E911 Deputy Director" – Grade 11 (new position).
11. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to select a hiring firm (Stang Decision Systems: or Slavin Management Consultants: or Springstead Waters Executive Recruitment) for the hiring of a County Administrator. Payment for services will come from the current budget (2016/17) administration salary account (101-172-704.00).
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 July 10, 13 & 21, 2017 in the combined amount of \$162,827.37.
14. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve miscellaneous boards/committees/commission reports be placed on file in the office of the County Clerk.

J. New Business (discussion only)

1. Personnel Items:
  - a.
2. Building and Grounds/Park Items:
  - a.
3. Miscellaneous Items:
  - a. Board of Canvassers – appointments expiring Oct. 31, 2017
4. Finance Items:
  - a. Commissioner Per Diems and Expenses
  - b. Miscellaneous bills as paid on July 26-28, 2017 in the combined amount of \$30,577.68

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

July 26, 2017

UNAPPROVED

Proceedings of a Committee of the Whole 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 9:01 A.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, Schei.

**Absent:** Com. Meintz (excused).

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

Moved by Com. Gromala, seconded by of Com. Phelps to approve the minutes from the July 18, 2017 COW meeting. Motion was approved 8-0.

**Public Comment:**

- Dale Burie - In opposition to the proposed mine. County needs a strong resolution.
- Dave Anderson - In favor of the Aquila Resources and the mine.
- Dan Dziedzic - In favor of the Aquila Resources and the mine.
- Dale Anderson - In favor of the Aquila Resources and the mine.
- Mike Tanguay - In opposition to the proposed mine. County needs a strong resolution.
- Curtis Smith - In opposition to the proposed mine. County needs a strong resolution.
- Regina Chaltry - In opposition to the proposed mine. County needs a strong resolution.
- Andie Ritch - In opposition to the proposed mine. County needs a strong resolution.
- Nancy Buyarski - In opposition to the proposed mine. County needs a strong resolution.
- Tony Corey - In opposition to the proposed mine. County needs a strong resolution.
- Valerie Kuntze - In favor of the Aquila Resources and the mine.
- Mary Hanson - In opposition to the proposed mine. County needs a strong resolution.
- Scott Lindquist - In opposition to the proposed mine. County needs a strong resolution.
- Robin Quigley - In favor of the Aquila Resources and the mine.
- Joan Sawyer - In opposition to the proposed mine. County needs a strong resolution.

**Business Items:**

1. Terra Langham, Regional Manager MERS (Municipal Employees Retirement System) ~ review of the County actuarial and come up with a long term plan for the county. The projected returns have been lowered from 8.0% to 7.75%. This is the first time they have been lowered since the 1940s. The returns have been 9.61% over 35 years and 6.00% over the last 5 years. Our liabilities are growing faster than our returns. One reason for that is the increase in the mortality tables. MERS had an 11.0% return in 2016. Terra would encourage the board to make additional payments toward are liabilities if the county can afford to.

The Board took a recess at 11:06 A.M.

The Board returned to session at 11:20 A.M.

2. Commissioner Workgroup – Resolution Language. – Com. Lang and Cech have submitted a resolution opposing the proposed back forty mine. Com. Lang does not want to ban mining in Menominee County, he just does not want to see a mine in this location along the Menominee River and he does not want to see the use of cyanide. Com. Nelson would like to have the Michigan DEQ come and present to the board and allow for the commissioners to ask them questions. Com. Piche commented that the board is not going to be able to make everyone happy. He likes the other resolution that was submitted titled Environmental Protection of Air & Water Quality. He does have some changes though. He would like the 4<sup>th</sup> Whereas struck and replaced with the 5<sup>th</sup> Whereas from Com. Lang and Cech’s resolution. And under Therefore he would like to change “reject” to “rework” and “deny” to “reconsider”. Com. Schei, Hafeman and Phelps agree with the changes that Com. Piche has proposed. Com. Gromala commented about his grandchildren and that he is opposed to the mine. Com. Lang commented on resolutions that the board passed in 2003 and 2010. He would like to see his resolution moved forward. Since there are two different resolutions being supported the board would like both resolutions brought forward to the next meeting for a vote.

**Public Comment:**

- Larry Schei – Commented on the Pledge of Allegiance and the difference between Republic and Democracy.
- Dale Burie – Commented on the DEQ and that they would not attend a meeting.
- Mike Tanguay – Commented on the DEQ not attending.
- Andie Ritch – Thanked the board for moving the resolutions forward and will respect their decisions.
- Nancy Buyarski – Commented on the DEQ and the responsibility of the board.
- Tony Corey – Thanked the board and asked that they include the Menominee Nation in the resolutions.
- Regina Chaltry – Commented that she is in favor of the longer resolution.
- Robin Quigley – Invited the board and everyone to Aquila Resources open house and BBQ on August 10<sup>th</sup>.
- Dan Dziedzic – Encouraged the board to ask the DEQ questions.
- Mary Hanson – Commented that the board should listen to their constituents and the majority are opposed to the mine.
- Joan Sawyer – Commented on the grave sites at the mine area.
- Scott Lindquist – Commented on the DEQ

Moved by Com. Hafeman, seconded by Com. Nelson to adjourn at 12:17 p.m. Motion was approved 8-0.

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William Cech, Vice-Chairman

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Marc Kleiman, County Clerk

July 25, 2017

**UNAPPROVED**

Proceedings of a Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom A, Courthouse, Menominee, Michigan.

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

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

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

**Absent:** Com. Piche (excused).

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

Moved by Com. Hafeman, seconded by Com. Cech to approve the minutes from the July 11, 2017 Regular County Board Meeting. Motion was approved 8-0.

**Public Comment:**

- Marty Smith – Commented about the minutes from the previous meeting and that they stated the resolution against the mine would be on this agenda.

**Presentations:** None.

**Department Head/Elected Officials Reports:**

- Diane Lesperance, Menominee County Treasurer – Gave her annual report of balance in Land Sale Proceeds Account (Tax Foreclosure PA 123 Fund).

**Action Items:**

Moved by Com. Schei, seconded by Com. Gromala to support Resolution 2017-14 ~ U.P. Area Agency on Aging FY 2018 Annual Implementation Plan for Services to Older Adults. Motion was approved by a roll call vote 8-0.

Moved by Com. Hafeman, seconded by Com. Nelson to accept Commissioner Nelson's request to be removed from the Finance Committee Chairman seat, and to appoint another Commissioner as the Finance Chairman (whom will also sit on the Executive Committee, in place of Commissioner Nelson). Chairman Meintz recommended moving Commissioner Cech to the Personnel Committee and replacing him with Com. Hafeman on the Finance Committee and making Commissioner Hafeman the Finance Committee Chair. Discussion ensued. Com. Lang asked if there were any other Commissioners interested. Com. Cech commented that he likes serving on the Finance Committee and would like to remain. Com. Schei commented that he would like Com. Nelson to stay as chairman. Motion was approved by a roll call vote 5-3. Com. Cech, Lang and Schei voted nay.

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

Moved by Com. Hafeman, seconded by Com. Schei to approve miscellaneous bills as paid on June 26, 27 & 28, 2017 in the combined amount of \$126,286.18. Motion was approved 8-0.

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

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

#### **Personnel Items:**

- a. County Administrator – Hiring agencies. – Commissioners discussed the three agencies that made presentations to the board. Com. Phelps stated that he has narrowed his selection down to Slavin and Springsted Waters. Com. Hafeman would like to see this moved to the Finance Committee first to make sure we have the money to hire an agency. Com. Nelson still does not see the need to hire a full time County Administrator. Com. Lang stated that he liked the presentation by Stang and he does not want to see the county without an Administrator. Com. Schei liked the presentation from Springsted Waters but would also like to see this go to the Finance Committee. Com. Gromala stated that we need to take action on this now and not wait. He stated that the board will be able to come up with the money. The consensus of the board is to move this forward to the next meeting for a vote on proceeding with an agency or sending to Finance Committee. After that vote there will be a vote on which agency to hire.

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

- a. Notice for sealed bids – 4-H Building New Roof. – We have resolved the issue with the 4-H Building Roof and have advertised with local newspapers to receive bids to replace the roof. Parks Committee meets on August 7<sup>th</sup>, we will discuss and approve a bid for the roof replacement at that meeting. The consensus of the board is to move this item forward for approval at the next meeting.

#### **Miscellaneous Items:**

- a. Change of venue for August County Board meeting to Powers/Spalding Township Hall/Fire Dept. – Com. Nelson commented that the township still has some finishing touches before they would be ready to host the meeting. It would be a better idea if we waited until September or October. Com. Schei commented that we could move one of the October meetings that are scheduled to be in Stephenson to Spalding Township. Consensus is to table this item until a date can be locked in with the township.
- b. Northcare Network ~ 2017/18 Budget for PA2 funds. – Menominee County received a letter proposing the budget for the SUD reimbursements via PA2 fund. The 2017/18 budget is \$79,149. Com. Nelson commented that the county is currently using these funds for juvenile probation and in District Court. He hopes that the County would be able to contract a full time counselor in the future. Maybe through Northpointe.
- c. County Road Commissioner appointment. – The County has advertised for applicants for appointment to the Menominee County Road Commission. This is the term that was previously held by the late Joseph Skrobiak. The deadline for applicants is August 1, 2017. The full Board will be able to vote on the appointment at the August

8, 2017 meeting. Each board member will vote on the top 3 candidates of their choice.

**Finance Items:**

- a. City of Stephenson request to renew contract services for law enforcement. – The City of Stephenson has been contraction our Road Patrol to provide law enforcement services within the City of Stephenson. They would like to continue that and are requesting a contract renewal for one year. Sherry DuPont commented that the contract amount is the same, just extending it for another year. The consensus of the board is to renew services with the City of Stephenson.
- b. MAC 2018 County Dues. – The County has received our MAC dues for 2018. Total cost is \$5,543.46. The consensus of the board is to move this item forward for approval at the next meeting.
- c. Budget Amendment #9. – The Finance Committee met on July 17, 2017 to discuss the attached amendment requests. Both were moved forward to the County Board by the Finance Committee. The consensus of the board is to move this item forward for approval at the next meeting.

Budget Amendment #9				
53	7/16/2017	Move the unused funds from the chiller project to the generator project	\$ (54,348.84)	101-103-998.08
			\$ 54,348.84	101-103-998.05
54	7/21/2017	Designated Building fund	\$ (41,765.00)	
		Building Purchase 1000 9th St.	\$ 41,765.00	101-103-998.11

- d. Commissioner Per Diems and Expenses. - The consensus of the board is to move this item forward for approval at the next meeting.
- e. Miscellaneous bills as paid on July 10, 13 & 21, 2017 in the combined amount of \$162,827.37. - 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:**

- Melissa Muse – This issue is tearing the community apart. In favor of the Aquila Resources and the mine.
- Dale Burie – In opposition to the proposed mine. County needs a strong resolution.
- Mike Tebo - In favor of the Aquila Resources and the mine.
- Bill Hanson - In favor of the Aquila Resources and the mine.
- Nancy Buyarski - In opposition to the proposed mine. County needs a strong resolution.
- Tony Rataskie - In favor of the Aquila Resources and the mine.
- Leah Jane Burie - In opposition to the proposed mine. County needs a strong resolution.
- Ann Derusha - In opposition to the proposed mine. County needs a strong resolution.
- Lori Paidl - In opposition to the proposed mine. County needs a strong resolution.
- Ed Smith - In opposition to the proposed mine. County needs a strong resolution.
- Curtis Smith - In opposition to the proposed mine. County needs a strong resolution.
- Pat Johnson - In opposition to the proposed mine. County needs a strong resolution.
- Ed Drazz - In opposition to the proposed mine. County needs a strong resolution.
- Amy Clikner - In favor of the Aquila Resources and the mine.
- Tony Corey - In opposition to the proposed mine. County needs a strong resolution.
- Nathan Peters - In favor of the Aquila Resources and the mine.
- Amy Rich - In opposition to the proposed mine. County needs a strong resolution.
- Beth Klolda - In opposition to the proposed mine. County needs a strong resolution.
- Douglas Steffen - In opposition to the proposed mine. County needs a strong resolution.
- Tony Brown - In opposition to the proposed mine. County needs a strong resolution.

- Lori Rasmussen - In favor of the Aquila Resources and the mine.
- Britney Sauve - In opposition to the proposed mine. County needs a strong resolution.
- Dan Dziedzic – In favor of the Aquila Resources and the mine.
- Scott Lidgrust - In opposition to the proposed mine. County needs a strong resolution.
- Becky Pairon - In favor of the Aquila Resources and the mine.
- Jeff Brutish - In opposition to the proposed mine. County needs a strong resolution.
- Rod Wells - In favor of the Aquila Resources and the mine.
- Jane Wazillard - In opposition to the proposed mine. County needs a strong resolution.
- Jeff Lindbom - In opposition to the proposed mine. County needs a strong resolution.
- Natalie Natschmidt - In opposition to the proposed mine. County needs a strong resolution.
- Rebecca Wellens – The County Board needs to think about the safety and integrity of the county.
- Mary Hnson - In opposition to the proposed mine. County needs a strong resolution.
- Mike Carlson - In opposition to the proposed mine. County needs a strong resolution.
- Dave Anderson - In favor of the Aquila Resources and the mine.
- Regina Chaltry - In opposition to the proposed mine. County needs a strong resolution.
- Chantae Lessard - In favor of the Aquila Resources and the mine.

**Commissioner Comment:**

- Com. Gromala – Commented on the Boy Scouts and what we will leave Menominee County like in 100 years from now.
- Com. Nelson – Commented on the proposed budget deficit, the Aquila Resource Mine, getting the DEQ to come make a presentation and his degree in Sociology.
- Com. Schei – Thanked everyone who attended the meeting tonight, but it has been a long night. He has taken a tour of the Eagle Mine. He commented on other problems that we have in the county and commented that we are the stewards of the land.
- Com. Phelps – Commented that it is time for the board to be educated on this subject. Both sides seem to be extremely informed. He also asked that both sides of this issue respect the board’s decision and everyone else’s positions on this issue.
- Com. Cech – Commented that this is a big decision for the board and we are not taking it lightly. The commissioners need to follow their heart and head.
- Com. Hafeman – Commented that whatever decision the board makes should be for the good of the entire community.
- Com. Meintz – Commented that we received good comments tonight. Commented about statements that were made in the newspaper. He is not in favor of any resolution. He stated that the board does not have the authority to stop the mine from opening

Moved by Com. Nelson, seconded by Com. Hafeman to adjourn at 9:05 p.m. Motion was approved 8-0.

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Charlie Meintz, Chairman

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Marc Kleiman, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Resolution 2017-16 ~ Opposing the Proposed Back Forty Mine Resolution 2017-18 ~ Environmental Protection of Air &amp; Water Quality</b>
<b>DEPARTMENT:</b>	<b>Committee of the Whole</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The committee of the whole met for a discussion/work group to come to a consensus on the mining resolutions. The final of the COW was to send two resolutions to the full board for a vote.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>To approve resolution 2017-16 ~ Opposing the Proposed Back Forty Mine.</p> <p>To approve resolution 2017-18 ~ Environmental Protection of Air and Water Quality</p>	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**RESOLUTION NO. 2017-16**

**OPPOSING THE PROPOSED BACK FORTY MINE**

**WHEREAS:** The Back Forty Project, a proposed open pit metallic sulfide mine would be located along the banks of the Menominee River, which empties into Lake Michigan and is one of the largest watersheds in Michigan's Upper Peninsula and Northern Wisconsin; and

**WHEREAS:** The Menominee County Board opposes any mine site along the Menominee River as a potential for a disaster that may harm Menominee County's most valuable resource, **its water**.

**WHEREAS:** The Menominee River enters into Lake Michigan, the source of our drinking water, a significant food producing source through aquaculture and recreation provided to sportsmen; **our water resources cannot be risked**.

**WHEREAS:** The Menominee County Board opposes any mine along the Menominee River as this proposed mine has the potential to cause significant environmental damage over a multi-generational span of time.

**WHEREAS:** We have a moral obligation to current and future generations to preserve quality of life by continually having clean water to use, and that the potential contamination of our water could have a negative health impact on the people of our county,

**WHEREAS:** Menominee County's strong tourism industry relies on maintaining the integrity of our rivers and their tributaries, lakes, forests and wildlife, and parks from potential pollutions (noise, air quality, and chemical).

**WHEREAS:** Potential economic losses including reduction in property values as well as loss of tourism revenue are not factored into the permitting review process; and

**WHEREAS:** The approval of this mine could result in the irreversible loss of significant cultural resources of the Menominee Tribe of Indians of Wisconsin, including Native American gravesites and other areas of historical significance.

**THEREFORE BE IT RESOLVED:** The Menominee County Board opposes any mine site near the Menominee River and stands by its past resolution opposing the use of cyanide in Menominee County for mining purposes.

**BE IT FURTHER RESOLVED:** The Menominee County Board opposes any mine that will use cyanide within Menominee County that could jeopardize the State's slogan of "Pure Michigan".

**BE IT FURTHER RESOLVED:** The County Clerk shall forward a copy of this resolution to Governor Rick Snyder, Department of natural resources, Michigan Legislators representing Menominee County, Upper Peninsula Commissioners, Michigan Department of Environmental Quality and Aquila Resources.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES:

NAYS:

**RESOLUTION DECLARED ADOPTED.**

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Chairman, Menominee County Board of Commissioners

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Marc Kleiman, County Clerk

STATE OF MICHIGAN     )  
                                  ) ss.  
COUNTY OF Menominee    )

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

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Marc Kleiman, County Clerk

**MENOMINEE COUNTY RESOLUTION  
2017-18**

**ENVIRONMENTAL PROTECTION of AIR & WATER QUALITY**

WHEREAS, the people of Menominee County have registered their many concerns with the Menominee County Board of Commissioners about the serious consequences of the proposed sulfide mining Back Forty Project to be located in Lake Township, Menominee County, MI along an interstate waterway (the Menominee River) - with the risks being far greater than the rewards; and,

WHEREAS, the people of Menominee County demand assurance that any proposed sulfide mining project will not pollute or impair the Menominee River or any other waterways, nor pollute the air; nor will this sulfide mine destroy the public trust in the natural resources; and,

WHEREAS, the State of Michigan crafted Part 632 - Non-Ferrous Metallic Mineral Mining Regulations - to regulate sulfide mining as the State of Michigan acknowledges that sulfide mining operations can cause significant damage to the environment; and,

WHEREAS, the County of Menominee has the moral obligation to current and future generations to protect and preserve the quality of life by perpetually providing clean air and water for daily use; and, to protect the citizens of the county from environmental pollution that could have harmful health impacts; and,

THEREFORE, BE IT RESOLVED, the Menominee County Board of Commissioners on behalf of the people of Menominee County respectfully implores the State of Michigan to:

- a) require a new application for the Back Forty Project with full disclosures to be submitted in the proper manner; and,
- b) carefully reconsider the impacts prior to the issuance of a permit to mine for a sulfide mine in Menominee County.

BE IT FURTHER RESOLVED, the Menominee County Board of Commissioners on behalf of the people of Menominee County respectfully and strongly urges the Michigan Department of Environmental Quality to:

PROTECT the Quality of the Air and Water in PURE MICHIGAN.

AND FURTHER BE IT RESOLVED, the County Clerk of Menominee County shall forward a true and correct copy of this resolution to MI Governor Rick Snyder; MI Department of Environmental Quality in care of the office of OOGM in Lansing; and the DEQ Mining Team in Marquette, MI; the MI Department of Natural Resources; all Michigan Legislators representing Menominee County; as well as WI Governor, Scott Walker; and WI Department of Natural Resources; and Aquila Resources.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
that this resolution be adopted effective immediately. Date: \_\_\_\_\_

Ayes:

Nays:

Absent:

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

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

\_\_\_\_\_  
Charlie Meintz, Chairman

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>MAC Dues 2018</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
We've received our MAC dues for 2018. Total cost is \$5,543.46.	
<b>RECOMMENDED MOTION:</b>	
To approve payment in the amount of \$5,543.46 for the 2018 MAC County Dues.	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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



935 N. Washington Avenue  
 Lansing, MI 48906  
 517-372-5374 Fax 517-482-4599  
 www.micounties.org  
 Stephan W. Currie, Executive Director

# INVOICE

Invoice Number: m1315

Invoice Date: 7/1/17

Bill To: [Redacted]

Menominee County  
 839 10th Avenue  
 Menominee, MI 49858

## 2018 County Dues Invoice

Description	Amount
<p>2018 MAC County Dues</p> <p style="text-align: center;"><b>Fiscal Year 2017-2018</b>  <b>July 1, 2017 - June 30, 2018</b></p>	<p>5,543.46</p>
<p><b>TOTAL AMOUNT DUE</b> 5,543.46</p>	

An alliance of Michigan counties working to enhance county government through advocacy, shared services and education.

[www.micounties.org](http://www.micounties.org)

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Budget Amendment #9</b>
<b>DEPARTMENT:</b>	<b>Administration – Finance Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Finance Committee met on 7.17 to discuss the attached amendment requests. Both were moved forward to the County Board by the finance committee.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>To approve Budget amendment #9 (53&amp;54) as recommended by the Finance Committee.</p>	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

## Budget Amendment #9

53	7/16/2017	Move the unused funds from the chiller project to the generator project	\$	(54,348.84)	101-103-998.08
			\$	54,348.84	101-103-998.05
54	7/21/2017	Designated Building fund Building Purchase 1000 9th St.	\$	(41,765.00)	
			\$	41,765.00	101-103-998.11

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REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY  
 PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 06/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 103						
101-103-998.05	EMERGENCY GENERATOR	105,000.00	4,125.00	4,125.00	100,875.00	3.93
101-103-998.08	COURT HOUSE AIR CONDITIONER (CHILLER)	58,027.84	3,679.00	0.00	54,348.84	6.34
Total Dept 103		163,027.84	7,804.00	4,125.00	155,223.84	4.79
TOTAL EXPENDITURES		163,027.84	7,804.00	4,125.00	155,223.84	4.79
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		163,027.84	7,804.00	4,125.00	155,223.84	4.79
NET OF REVENUES & EXPENDITURES		(163,027.84)	(7,804.00)	(4,125.00)	(155,223.84)	4.79

MENOMINEE COUNTY  
MENOMINEE, MICHIGAN

BID RECAPITULATION

ITEM(S): 9<sup>th</sup> 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

*Need funding*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Budget amendment #10</b>			
<b>DEPARTMENT:</b>	<b>Administration/Finance Committee</b>			
<b>ATTACHMENTS:</b>	<b>Yes</b>			
<b>SUMMARY:</b>				
<b>Budget Amendment #10</b>				
55	6/7/2017	Grant received from Dollar general for Library Summer Reading	\$ 800.00	271-000-544 00
			\$ 800.00	271-790-727 03
56	7/12/2017	Library Refund Received from UPROC that was money being held for special projects.	\$ 6,883.34	271-000-544 00
			\$ 6,883.34	271-790-727 03
57	7/24/2017	ORV Grants Equipment	\$ 4,200.00	101-000-544 02
			\$ 4,200.00	101-334-985 00
<b>RECOMMENDED MOTION:</b>		To approve Budget amendment #10 (55-57) as recommended by the Finance Committee.		

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

## Budget Amendment #10

55	6/7/2017	Grant received from Dollar general for Library Summer Reading	\$	800.00	271-000-544.00
			\$	800.00	271-790-727.03
56	7/12/2017	Library Refund Received from UPROC that was money being held for special projects.	\$	6,883.34	271-000-544.00
			\$	6,883.34	271-790-727.03
57	7/24/2017	ORV Grants Equipment	\$	4,200.00	101-000-544.02
			\$	4,200.00	101-334-985.00

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2016-17

BUDGET AMENDMENT

NUMBER: 55

Date: June 7, 2017

MENOMINEE COUNTY  
REQUEST FOR BUDGET AMENDMENT

RE: Library Grant Received for Summer Reading (Dollar General)

BUDGET YEAR: 2016-2017

Account Number	DESCRIPTION		Budget
271-000-544.00	Grants, Bequests	\$	800.00
271-790-727.03	Restricted Purchases	\$	800.00
Revenue/Expenditure Account	271-000-544.00	by	\$ 800.00
	Grants, Bequests		

Check was deposited in Treasurer's Office on May 26, 2017  
Transmittal #659

Revenue/Expenditure Account	271-790-727.03	by	\$ 800.00
	Restricted Purchases		

Date of Request: June 7, 2017

Justification: Library Grant Received from Dollar General

Requesting Department: Library

Elected Official/Dept Head: Amanda Winnicki

Chief Fiscal Officer's Approval:

Date Posted to GL:

Posted by:

2016-17

BUDGET AMENDMENT

NUMBER: 56

Date: July 12, 2017

RE: Library Refund Received for Special Projects

Account Number	DESCRIPTION		Budget
271-000-544.00	Grants, Bequests	\$	6,883.34
271-790-727.03	Restricted Purchases	\$	6,883.34

Check was deposited in Treasurer's Office on 6/26/17

Transmittal #18921

Money was being held by UPROC, and returned to us for special projects.

# MENOMINEE COUNTY REQUEST FOR BUDGET AMENDMENT

**BUDGET YEAR: 2016-2017**

Account Number	DESCRIPTION	Budget
101-000-544.02	GRV Grants	\$ 4,200.00
101-790-985.00	Equipment	\$ 4,200.00
<b>Please Increase</b>		
<b>Revenue/Expenditure Account</b>	<b>271-000-544.00</b>	<b>by \$ 6,883.34</b>
	<b>Grants, Bequests</b>	
<b>Please Increase</b>		
<b>Revenue/Expenditure Account</b>	<b>271-790-727.03</b>	<b>by \$ 6,883.34</b>
	<b>Restricted Purchases</b>	

**Date of Request:** July 13, 2017

**Justification:** Refund Received for Special Projects

**Requesting Department:** Library

**Elected Official/Dept Head** Amanda Winnicki

**Chief Fiscal Officer's Approval** \_\_\_\_\_

**Date Posted to G/L** \_\_\_\_\_

**Posted by:** \_\_\_\_\_

**Menominee County**  
Request for Budget Amendment

Budget Year: 2016-2017

Please Increase

Revenue Account

<u>101-000-544.02</u>	by	<u>\$4,200.00</u>
<hr/>		<hr/>

Please Increase

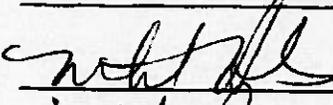
Expenditure Account

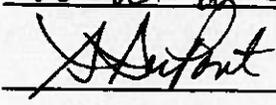
<u>101-334-985.00</u>	by	<u>\$4,200.00</u>
<hr/>		<hr/>

Date of Request 7/25/2017

Justification ORV grant approval for cost of equipment purchased for ORV law enforcement purposes. Equipped & installed radios into 2 ORV units

Requesting Department Sheriff

Elected Official/Dept. Head 

Chief Fiscal Officer's Approval 

Date Posted to General Ledger

Posted by:

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>County Road Commissioner</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Admin Advertised for the replacement of the late Road Commissioner, Joe Skrobiak. Discussion from the County Clerk on the process of placement of that Commissioner.	
<b>RECOMMENDED MOTION:</b>	
To appoint _____ to the Menominee County Road Commission until the next election.	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

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

## **NOTICE**

Menominee County will be accepting "applications for appointment" for a Menominee County Road Commissioner to fill the term of the late Road Commissioner Joseph Skrobiak.

Applications may be obtained at the office of the County Administrator, County Clerk or can be submitted electronically on the County website at [www.menomineecounty.com](http://www.menomineecounty.com) under "Latest news".

Applications may be mailed to: Menominee County Board of Commissioners, Attn: Sherry DuPont, 839 Tenth Ave., Menominee, MI 49858. Applications must be received by 4:00 PM on August 1, 2017.

# ROAD COMMISSIONER CANDIDATES

2017

R J Betzinger  
N11676 Cty. Rd 360  
Daggett, MI 49821  
906-250-4709

Roger Betzinger  
64 Number 29  
Daggett, MI 49821  
(906) 639-2379

Kenneth Bower  
W105 Cty. Rd 400  
Bark River, MI 49807  
906-466-2158  
906-241-7072 (cell)

Kenneth Walter Kline  
N4158 Hwy. US 41  
Wallace, MI 49893  
906-864-2975  
715-215-0159 (cell)

Keith Kovar  
N1420 S3 Drive  
Menominee, MI 49893  
906-863-3586

Allan Burklund  
N14231 Cty. Rd. 577  
Vulcan, MI 49892  
906-438-2350

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Notice of Sealed Bids</b>
<b>DEPARTMENT:</b>	<b>Parks</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>We have resolved the issue with the 4-H Building Roof and have advertised with local newspapers to receive bids to replace the roof. Parks Committee meets on Aug. 7<sup>th</sup>, we will discuss and approve a bid for the roof replacement.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>To award a bid to _____ as recommended by the parks committee in the amount of _____ for the 4-H Bldg. roof replacement at Shakey Lakes Park. Payment to come from the Parks budget – 208-751-984.01.</p>	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

NOTICE for SEALED BIDS

Menominee County is currently accepting sealed bids for the replacement of the Shakey Lakes Park 4-H building metal roof with skylights.

The complete scope of the project can be obtained from the Menominee County Administrator's Office or online at [www.menomineecounty.com](http://www.menomineecounty.com) under "Latest News" or by calling 906-863-7779.

Bids are to be sealed and have the name, address and contact information of the bidder on the outside of the envelope and identified as: "4-H Building New Roof Project". Work is to be completed prior to September 1, 2017.

Bids are to be submitted by August 7<sup>th</sup>, 2017 at 1:00 PM (C.S.T.) to: Menominee County Administrator, 839 10<sup>th</sup> Ave., Menominee, MI 49858.

Winning bidder will be decided on August 8<sup>th</sup>, 2017 at the Menominee County Board Meeting.

*Menominee County reserves the right to accept or reject any and all bids.*

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***Please advertise in the most cost efficient way to the County***

**Please Publish Once: Eagle Herald, Luft's Advertiser, Men. Co. Journal:**

**One time next week – July 24-29, 2017**

Bill to: Menominee County Administrator  
839 Tenth Ave  
Menominee, MI 49858

**No affidavit of publication is needed! Thank you!!**

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>COBRA administrative Fee of 2%</b>
<b>DEPARTMENT:</b>	<b>County Clerk / Finance</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>This has been discussed at the Finance Committee twice. We have the right to charge an administrative fee of 2% for any work we have to do for COBRA recipients. We currently do not charge a fee. We ask the board, should we charge a fee?? The finance committee moved this forward with the consensus that we SHOULD charge a fee of 2% if we are allowed to.</p>	
<b>RECOMMENDED MOTION:</b>	
<p>To approve allowing the county clerk's office to charge an administrative fee of 2% for COBRA recipients to be deposited into the general fund.</p>	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

## Section 6: Continuation of Coverage

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COBRA eligibility ends:

- When the qualified beneficiary reaches the end of the allowed time limit (18, 29 or 36 months).
- When your organization terminates its group health plan.
- When the qualified beneficiary does not make the premium payment to you within 30 days of the due date. (You must allow 45 days for the initial payment.) Although you are required to provide a grace period for the payment, you are not required to keep the contract active.
- If you choose to keep the contract active, your organization will be responsible for the premium in the event of non-payment by the COBRA beneficiary.
- When the qualified beneficiary becomes covered under another group health plan or becomes entitled to Medicare Parts A or B (see NOTE below).
- For cause on the same basis that coverage is terminated for similarly situated active employees.

**NOTE:** Qualified beneficiaries may continue COBRA coverage after they become covered under another plan if the new plan limits coverage for "pre-existing conditions" that are covered under your plan. If the qualified beneficiary has a pre-existing condition that would be subject to a waiting period under the new plan, he or she may have dual coverage up to the period allowed for COBRA for the purpose of providing coverage for that condition.

### Coverage

Continuation coverage must be identical to the coverage provided under the plan to similarly situated non-COBRA beneficiaries. For example, as with active employees, COBRA beneficiaries may change their coverage during open enrollment.

### Charges

Charges for coverage through COBRA are the same as for active workers; however, you're allowed to charge an additional 2 percent of the beneficiary's monthly rate to cover administrative costs. If the beneficiary is disabled, you may charge an additional 50 percent during the extension allowed for disabled beneficiaries in months 19 through 29.

The qualified beneficiary or a representative must remit the initial payment to you within 45 days from the date he or she notifies you in writing about accepting COBRA. He or she must also be allowed a 30-day period for each subsequent payment.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>DMG Recommendations/job description ~ Airport Manager E-911 Director and E-911 Deputy Director</b>
<b>DEPARTMENT:</b>	<b>Administration/Finance</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b> The county board agreed to have the DMG recommendation done on the Airport manager (since it was never placed within the County DMG) and also agreed on the E911 Director and E911 Deputy Director positions be evaluated and recommendation by MGT. Finance moved this to the full board for approval.	
<b>RECOMMENDED MOTION:</b> To approve the DMG Recommendation from MGT for the "Airport Manager" position as a pay grade 13 (new position).  To approve the DMG Recommendation from MGT for the "E911 Director" position as a pay Grade 14 (currently a grade 13) and the "E911 Deputy Director" – Grade 11 (new position).	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

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

MGT Consulting Group, LLC  
Bay City Office  
2343 Delta Road  
Bay City, MI 48706  
p: (989) 316-2220  
f: (989) 316-2443  
www.mgtconsulting.com



July 31, 2017

Ms, Sherry DuPont  
Interim County Administrator  
Menominee County  
839 10<sup>th</sup> Avenue  
Menominee, Michigan 49858

**Subject: CLASSIFICATION REQUESTS – AIRPORT MANAGER, E-911 DIRECTOR,  
AND E-911 DEPUTY DIRECTOR POSITIONS**

**Dear Ms. DuPont:**

MGT Consulting Group, LLC has completed its analysis of the three positions that the County requested we evaluate. This letter serves as the summary of our findings and recommendations. We evaluated the **Airport Manager** at the Twin County Airport and the **E-911 Director** and **E-911 Deputy Director** positions as defined in the job descriptions Comprehensive Position Questionnaires provided to MGT earlier this summer.

Our methodology included reviewing the documentation on proposed job duties, minimum qualifications, and required job knowledge, skills and abilities provided by the employees in their position questionnaires. In analyzing the Airport Manager position, we compared the essential duties, minimum qualifications (education, training and experience), and the physical and mental abilities required to perform the job to one other positions identified in the County's job classification system: **Maintenance Lineman** position at the Twin County Airport. MGT also reviewed salary data from the Bureau of Labor Statistics as well as aviation-related web sites to identify pay levels for similar positions.

Evaluation of the **E-911 Director** and the **E-911 Deputy Director** positions included a comparison to the existing E-911 Director position in the current County pay structure. We also reviewed the job evaluation point totals of the E-911 Director classification jobs in the Archer Matrix Point Factor Job Evaluation System. In our professional opinion, the reclassified **E-911 Director** job would score comparably to the existing **Friend of the Court** position based upon all of the job elements identified in the documentation provided by the County. The **E-911 Deputy Director** should be place three pay grades below the **E-911 Director** in a Pay Grade 11 in the County's classification system.

The findings and classification recommendation for these positions are:

**DEPARTMENT: Twin County Airport**

**POSITION: Airport Manager**

MGT analyzed the new position, **Airport Manager**, in the Twin County Airport Department and determined the proper pay grade placement. The duties, responsibilities, minimum qualifications, and

Ms, Sherry DuPont, Interim County Administrator  
July 28, 2017  
Page 2

physical and mental requirements assigned to this position have resulted in a recommended Pay Grade 13 based upon our objective comparative analysis.

**CLASSIFICATION RECOMMENDATION:**

<u>Title</u>	<u>Pay Grade</u>
<b>Airport Manager</b>	13

DEPARTMENT: **E-911**

POSITION: **E-911 Deputy Director**  
**E-911 Director**

MGT analyzed one new position, **E-911 Deputy Director**, and reclassified a second position, **E-911 Director** in the County's E-911 Department and determined the proper pay grade placement. The duties, responsibilities, minimum qualifications, and physical and mental requirements assigned to these positions have resulted in recommended Pay Grade 11 and Pay Grade 14 based upon our objective comparative analysis.

**CLASSIFICATION RECOMMENDATION:**

<u>Title</u>	<u>Pay Grade</u>
<b>E-911 Deputy Director</b>	11
<b>E-911 Director</b>	14

Please let me know if you have any questions or concerns about this recommendation. You can contact me at (214) 770-7153. Thank you again for letting MGT assist you in maintaining your pay plan.

Sincerely,



J. Mark Carpenter, Director  
MGT Consulting Group, LLC

Menominee County, Michigan  
Position Description

**Title:** Airport Manager  
**Department:** Twin County Airport  
**Reports to:** Airport Committee  
**Date Adopted:** 10/27/2015 (revised)

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### **Purpose of Position**

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated personnel.

### **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.**

- Adhere to responsibilities described in the MDOT Aeronautics Administrative Code R259.312
- Develop and implement administrative, environmental, maintenance and safety programs or as directed by the Airport Committee and County Board.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, and prepare routine correspondence and an advice new media of pending committee meetings.
- Seek to obtain Local, State and Federal Grants for Airport Development Projects and each application to be approved by the County Board.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Airport Committee Members apprised of matters dealing directly with the problem(s).
- Maintain FAA Standards for a general aviation airport
- Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Airport Committee and County Board.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Airport Committee and County Board. Retain records for a period of three years, or such period required by the Menominee County.
- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Airport Committee on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Airport Committee, and County Board.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, directs and when necessary, operate equipment for the Buildings and Grounds, maintenance of the airport; inspect runways, taxiways, ramps and roads and assess operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keep accurate records of appropriate maintenance.

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

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; **aviation and management experience preferred.**

ABLE TO TEST AND PASS THE CLASS AN UNDERGROUND STORAGE TANK CERTIFICATION EXAM.

ABLE TO TEST AND PASS THE STORM WATER CERTIFICATION EXAM

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

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

- Requires the ability to perform basic level of computer data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/orguidelines.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Airport Committee

**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.

**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

\_\_\_\_\_  
Airport Committee Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Menominee County, Michigan  
Position Description**

**Title:** E-911 Director  
**Department:** E-911  
**Date:** August 2017

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**Summary of Position**

Under supervision of the County Administrator, the E-911 Director is responsible for the overall management and operation of a county-wide 911 emergency dispatch center, including operations, daily management and routine administration. Works with all stakeholders to develop strong working relationships; develops, creates and implements long-term goals, policies and procedures. Is responsible for resolving issues and ensuring that critical services are provided efficiently and effectively.

**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. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, counseling, disciplining, grievances, and completing employee performance appraisals; provides directions, advice, and technical expertise; coordinates the recruitment and utilization of personnel.
2. Directs and coordinates the department's operations; organizes and prioritizes department workload; reviews work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.
3. Performs financial research, general accounting and fiscal management practices. Prepares, maintains and monitors fiscal integrity by adhering to sound governmental budgeting practices through the annual budget.
4. Develops, plans and implements policies and procedures; performs legislative research and review; analyzes productivity and makes recommendations regarding operations.
5. Originates, develops and proposes solutions and/or strategies for continuous improvement of county operations including evaluating/assessing priorities based on organizational needs.

6. Supports and develops an engaged, team-based environment, empowers others and delegates effectively.
7. Promotes and fosters an innovative environment encouraging transparency, accountability, feedback, open discussion and idea sharing.
8. Supervises and monitors staff on Computer Aided Dispatch (CAD) data entry and system maintenance. Monitors and provides support to all mobile data terminal (MDT) and automatic vehicle locator (AVL) users.
9. Supervises and monitors the operations of Teletypewriter (TTY – hearing impaired) Textty (text to 911) etc.
10. Performs data entry and system maintenance on other department systems including phone recorder, radio recorder, server, Power 911 phone system and other systems and components. Serves as liaison with the information technology department and contracted support related to software upgrades and equipment maintenance.
11. Prepares and maintains the following records: payroll (time accounting), leave of absence/attendance, equalized overtime, scheduling of staff etc.
12. Develops, plans, supervises and coordinates employee instruction and training; oversees the communications training officer program (CTO), plans, coordinates, assigns and reviews work; maintains standards; and evaluates performance.
13. Responsible for monitoring staff, receiving weather notifications and activations of weather sirens for Menominee County in case of bad weather.
14. Providing support and technology to monitor Menominee City wide cameras including but not limited, bridges, marina, schools etc.).
15. Coordinates operations with other agencies and departments; including preparing monthly meeting packets for the 911 Governing Board, preparing statistical reports, and submitting documents and reports required. Represents Menominee County at the UP 911 Authority meetings and events.
16. Prepares, writes and submits grants as necessary to help with expenditures on needed equipment and other related departmental needs.
17. Purchases and maintains office, radio, recording and telephone equipment; makes recommendations for the replacement of equipment; troubleshoots equipment failures.
18. Maintains and oversees files, databases and spreadsheets; Master Street Address Guide (MSAG); maintains and reviews 911 records.

19. Prepares a variety of reports and correspondence; processes FOIA and other requests from public safety agencies.
20. Follows all FCC licensing requirements.
21. Investigates and/or takes appropriate action regarding complaints made by or against departmental personnel.
22. Serves as one of the department's Terminal Agency Coordinator (TAC) and Local Agency Security Officer (LASO) for Law Enforcement Information Network (LEIN).
23. 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.
24. In charge of social media and public relations events (website, Facebook, special events), etc.

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

Bachelor's degree with five years of dispatch/administration 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 budgets, invoices, reports, records, tapes, minutes, manuals, contracts, policies, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator and Board, Governing Board, all department personnel, other departments, trainees, telephone companies, law enforcement agencies, vendors, the media and the public.

**Mathematical Ability**

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

**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:** August 2017

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**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 and procedure 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.

**Physical Requirements**

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

**Environmental Adaptability**

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>County Administrator – Hiring Agency</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Commissioners have had a chance to listen to the agencies available for the hiring of the County Administrator. Now is the time to discuss options and finances for the hiring agency.</p> <p><i>This was discussed at the 8/3/17 Finance Com. meeting. Not all commissioners are on the same page as far as hiring an administrator. Discussion was that the money is in the current budget under the Administrator salary account. This was moved from Finance to have the full board make a decision on the hiring agency to be selected and where the funds will come from.</i></p>	
<b>RECOMMENDED MOTION:</b>	
<p>To select a hiring firm (Stang Decision Systems: or Slavin Management Consultants: or Springstead Waters Executive Recruitment) for the hiring of a County Administrator. Payment for services will come from the current budget (2016/17) administration salary account (101-172-704.00).</p>	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

Stang



## MENOMINEE COUNTY PROPOSAL FOR SERVICES

### KeyHire Service for placement of County Administrator \$6,000 per position

#### The KeyHire \$6,000 process includes:

- 1) creation of and access to your customized hiring site (ex: menomineecounty.sdsjobs.com)
- 2) customized online application developed for the position (ex: County Administrator)
- 3) recruiting assistance
- 4) applicant tracking
- 5) personality testing
- 6) telephone/video/in-person interview
- 7) problem solving test battery unique to the position (numerical ability, verbal reasoning, logical thinking)
- 8) postings to 100+ job boards, social media, 80+ college/alumni job boards
- 9) structured situational final interview
- 10) dedicated project manager
- 11) Requests for added services are billed at cost. Stang is not a fan of billing surprises, so should this come up, you would be made aware of when a billable situation may occur (ex: travel expenses, mileage at current IRS rate, background screening, etc.)

#### For reference, Stang Decision Systems has worked with employers in hiring the following:

- CEOs, CFOs & Executive Directors
- City/County Managers & Administrators (Marquette, Negaunee, Iron County, WUPPDR)
- Chief Commercial Officer (MTEC SmartZone-Houghton)
- Marketing Directors, Specialists and Assistants
- Human Resources, Administrative & support staff
- Refinery, manufacturing, production & skilled trade employees
- Pro football players
- Engineers & Architects
- Surgeons, nurses, pharmacy staff
- Opticians, eye care, patient care, lab technicians
- Inside & Outside Sales Representatives, Account Managers
- Bankers, Tellers, Accountants, CPAs, Bookkeepers & Financial Analysts
- Software, IT, Data Integration, Programmers, Web developers & Interns
- Nannies, daycare providers & everything in between



## JOB POSTING STRATEGY

### Goals

Establish priority of open position(s).  
Obtain qualified candidates within 30-45 days of live posting using Levels 1-3.

### Level 1

Posting sites included complimentary as part of the Stang Decision Systems client agreement.

Level 1 postings occur at 'go live' date.

- Social Media
- Nationwide job boards
- Stang Decision Systems Job Boards
- State & Federal Job Boards
- Nationwide University & College/Alumni Job Boards

### Level 2

Specific paid posting sites and newspapers billed to client at cost.

Level 2 postings occur at 'go live' date.

- Client determines posting budget. (Generally \$1,750 for a County Administrator and may include: Indeed, specific City/County Associations; Planning Associations, newspapers.)

### Level 3

Targeted recruiting.

Level 3 recruiting determined by urgency to fill and billed to client at cost.

### Next Step

It is our commitment to well publicize and attract highly qualified talent to your open position. We do not and cannot force applicants to apply. The Stang process quickly identifies the talent you require and the personality profiles that deliver success. Contact Jody Johnson to discuss strategy and begin development. Questions are free and welcome at any time.

date: 6.14.2017  
project manager: Jody Johnson  
email: [jody@stangds.com](mailto:jody@stangds.com)  
phone: 906.370.0733

## PRICING METHODOLOGY

*Slavin*

### Professional Fees

Our fees are based on a rate schedule that reflects the experience of the individual assigned. We use a flat fee rate schedule. Therefore, there are no project limitations based on annual salary. For this assignment we are proposing to use only consultants who have specific experience on similar assignments for other clients. We will use senior consultants where appropriate and to reduce the overall cost. We will use staff consultants when feasible. The following tables show the level of involvement by project step and cost.

PROJECT COSTS					
STEPS	ASSIGNED HOURS (Approximate)			RATE (Hr)	FEES
	Project Manager	Consultant	Total		
1. Project Planning/Develop Position Profile/Prepare Advertising	36		36	75	\$2,700
2. Identify & Recruit Candidate/ Acknowledge Resumes	32		32	75	\$2,400
		35	35	35	\$1,225
3. Preliminary Candidate Screening	16		16	75	\$1,200
		4	4	35	\$140
4. Progress Report to County/Reduce Candidate Pool	8		8	75	\$600
		8	8	35	\$280
5. In-depth Candidate Evaluation (Includes on-site consultant interviews with semi-finalist candidates)	40		40	75	\$3,000
		16	16	35	\$560
6. Arrange for & Schedule Final Interviews	4		4	75	\$300
7. Prepare Final Report with Interview Questions and Selection Criteria	10		10	75	\$750
		16	16	35	\$560
8. Present Final Report and Attend Interviews	12		12	75	\$900
9. Assist in Employee Selection	2		2	75	\$150
10. Negotiate Employment Agreement	6		6	75	\$450
11. Establish Performance Goals	6		6	No Charge	\$0
12. Follow-up	4		4	No Charge	\$0
<b>TOTAL HOURS</b>	176	79	255		
<b>TOTAL PROFESSIONAL FEE</b>					<b>\$15,215</b>

### Expenses (Not-to-Exceed)

**Consultant Travel Costs:** The client pays direct cost for all necessary consultant travel using coach or, when available, lower air rates, corporate hotel rates at moderately priced properties (Holiday Inn or equivalent), rental cars, using the corporate discount and normal meals. Our client controls these costs in the following ways: (1) when appropriate, consultants will accomplish multiple purposes when traveling

and will allocate costs to multiple clients; (2) the client pre-approves all work plans including all consultant (and candidate) travel.

**Office Costs Include:** Telephone (\$350 flat fee, billed in two installments), FAX, postage, messenger, copier, and clerical costs.

**Consultant travel, classified advertising and office costs** to support the executive search project described in this proposal **will not exceed 55%** of the professional fee (**\$8,368.25**). Therefor the total not-to-exceed cost the City will be **\$23,583.25**.

**The costs for final candidates to travel to Menominee** for interviews are not covered by this proposal. These costs vary widely and are impossible to anticipate at the beginning of a search. Candidate travel expenses are typically paid by the City on a reimbursement basis, directly to the candidates, and controlled through the City's prior approval of the finalist candidates.

Should the City's needs result in additional project scope that significantly increases costs it may be necessary to increase the expense budget for the project.

Your liability to Slavin Management Consultants for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by you in writing.

We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new County Administrator accepts employment with the City. Each invoice will be payable upon receipt for professional services. SMC does not provide discounts.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

We will comply with all applicable laws, rules, and regulations of federal, state, and local government entities.

Our ability to carry out the work required will be heavily dependent upon our experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out this engagement. The results obtained, our recommendations, and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Michigan.

**Timeline**

Below is an estimated Timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

**MENOMINEE COUNTY, MI  
EXECUTIVE RECRUITMENT  
COUNTY ADMINISTRATOR  
PRELIMINARY TIMELINE**

The following Timeline represents a preliminary schedule for your executive recruitment based on a commencement date during the week of July 2. Actual target dates will be developed in consultation with and approved by the Board of Commissioners.

Project Milestone	Deliverables	Target Date
Profile development, advertising and candidate outreach.	<ul style="list-style-type: none"> <li>• S W completes on-site interviews to develop candidate profile and recruitment brochure; the County approves ad placement schedule and timeline.</li> <li>• S W sends draft recruitment brochure to the County.</li> <li>• The County returns draft recruitment brochure (with edits) to S W.</li> <li>• S W commences executive recruitment advertising and marketing.</li> <li>• Online data collection and profile development.</li> </ul>	Weeks of July 2 – 16
Applicant screening and assessment and recommendation of semi-finalists.	<ul style="list-style-type: none"> <li>• S W commences formal review of applications and sends most promising applicants a Candidate Questionnaire to provide additional information about background and experience. Candidates complete recorded interview online.</li> <li>• S W completes formal review of applications and sends selected resumes and questionnaire responses to the County for review. Also candidates' recorded interviews are presented.</li> <li>• Semi-finalists complete candidate management style assessment and responses are reviewed and interview questions are developed.</li> <li>• S W meets with the County and recommends semi-finalists; the County selects finalists for on-site interviews.</li> </ul>	Weeks of July 16 – August 13
Comprehensive background check and reference checks completed for finalists.	<ul style="list-style-type: none"> <li>• S W completes reference checks/background checks/academic verification on finalists.</li> </ul>	August 18
On-site Interviews with finalists.	<ul style="list-style-type: none"> <li>• S W sends documentation for finalists to the County.</li> <li>• The County conducts on-site interviews with finalists.</li> </ul>	Week of August 27
Employment offer made / accepted.	<ul style="list-style-type: none"> <li>• The County extends employment offer to selected candidate.</li> </ul>	Week of September 3

### III. Proposed Costs

The all-inclusive professional fee to conduct the recruitment is provided below and includes the cost of professional services by the Recruitment Project Team Leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of S|W and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate. We are open to negotiate an alternative payment schedule if selected for this recruitment.

All questions regarding the professional fees and project-related expenses should be directed to Sharon Klumpp, Senior Vice President at [sklumpp@springsted.com](mailto:sklumpp@springsted.com) or via phone at 651-223-3053.

PHASE	DESCRIPTION OF PROFESSIONAL SERVICES	FEES
Phase I	Task 1 – Candidate Profile Development/Advertising/Marketing (includes one day on site by Recruitment Project Team Leader) Task 2 – Identify Quality Candidates	
Phase II	Task 3 – Screening of Applications and Submission of Recommended Semi-Finalists to Client (includes one day on site by the Recruitment Project Team Leader) Task 4 – Reference Checks, Background Checks and Academic Verifications	
Phase III	Task 5 – Final Process/On-Site Interviews with Finalists (includes two days on site by Recruitment Project Team Leader)	
Conclusion	Acceptance of offer by candidate	
<b>TOTAL ALL-INCLUSIVE PROFESSIONAL FEE</b>		<b>\$24,500</b>

OPTIONAL SERVICES FOR CONSIDERATION	FEES
At the County's option, S W will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new Administrator. This survey is completed by community leaders, citizens, and County employees and would alter the project timeline.	<b>\$1,650</b>
On rare occasions, S W is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the County. Additional work specifically requested by the County which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. S W will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	<b>\$220 per hour plus expenses</b>

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Commissioner Per Diems and Expenses</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Board to review Commissioner Per diems and expenses as recently submitted for payment.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Sherry DuPont

07/21/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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



MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

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 Phelps ~ District 3

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
6/13/17	Stephenson M.I.	36	.535	19.26	
6/15/17	Stephenson M.I.	36	.535	19.26	101-101-860.03
6/15/17	Shakey Lakes Park	24	.535	12.84	101-101-860.03
6/22/17	Stephenson M.I.	36	.535	19.26	101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
				70.62	
				Total Mileage	
Total Mileage Fee					\$ 70.62

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

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

  
\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	Miscellaneous Bills
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>  Board to review recently submitted Miscellaneous Bills as paid on July 10, 13 & 21, 2017 in the combined amount of \$162,827.37	
<b>RECOMMENDED MOTION</b>  To approve Miscellaneous Bills as paid on July 10, 13 & 21, 2017 in the combined amount of \$162,827.37.	

Submitted by: Sherry DuPont

08/04/2017  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## Miscellaneous Bills Account Number List

### General Fund Expenditures

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

### Special Revenue Funds

205 Road Patrol  
206 Sheriff Work Van  
208 County Parks  
215 Friend of Court  
216 Airport  
218 IT - Computer Serv.  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
263 Pistol Licensing  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
272 CDBG - Wells Fargo Grant  
274 CDBG - County  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
285 Senior Citizens  
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

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: UNITED STATES POST OFFICE				
Mailings	Return of Jury Commission Mailings	101-150-729.00	34.05	34.05
TOTAL VENDOR UNITED STATES POST OFFICE				34.05
GRAND TOTAL:				34.05

**APPROVED**

JUL 11 2017

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN



**[COPY]**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: ACCENT BUILDING MAINTENANCE LT				
50772	Dust Mop all VCT Floors	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 Campsites	208-751-920.01	112.52	112.52
1614900	Bath House	208-751-920.01	74.30	74.30
367100	N8390 Beach House	208-751-920.01	84.15	84.15
367200	Northwest Campsites	208-751-920.01	1,610.16	1,610.16
369802	W8449 Co Rd G12 Campsites	208-751-920.01	342.73	342.73
370500	Shakey Lakes Office/Shop	208-751-920.01	110.82	110.82
379700	Storage Shed	208-751-920.01	120.02	120.02
380300	Shower Building	208-751-920.01	109.29	109.29
383001	Shakey Lakes Park/Horse	208-751-920.01	43.88	43.88
383200	N8380 Co Park Rd 20.5	208-751-920.01	739.92	739.92
383301	Shakey Lakes Park/Cattle	208-751-920.01	193.08	193.08
1503500	N8380 Co Park Rd. 20.5	208-751-920.01	475.32	475.32
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI				4,016.19
VENDOR NAME: ANDERSON-DIEHM FUNERAL HOME				
Burial	Robert Ledger	101-681-833.00	300.00	300.00
TOTAL VENDOR ANDERSON-DIEHM FUNERAL HOME				300.00
VENDOR NAME: ARAMARK UNIFORM SERVICES INC				
1677653355	Airport Supplies	216-585-755.01	44.38	44.38
		216-585-745.00	48.39	48.39
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				92.77
1677657801	Airport Supplies	216-585-755.01	44.38	44.38
		216-585-745.00	48.39	48.39
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				185.54
VENDOR NAME: AT&T - CAROL STREAM, IL				
906753458207	July 2017 (Shakey Lakes Park)	101-103-850.00	72.54	72.54
906753220907	July 2017 (Annex)	101-103-850.00	435.96	435.96
906863661406	Telephone Services (911)	266-325-850.00	904.13	904.13
TOTAL VENDOR AT&T - CAROL STREAM, IL				1,412.63
VENDOR NAME: AT&T MOBILITY				
287252150867X0708201	July 2017 (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.				
080408727	Airport - Power Steering Fluid (Van)	216-585-981.00	3.19	3.19
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.				3.19
VENDOR NAME: BADGER MAILING & SHIPPING				
97018	Postage Machine Supplies	101-253-729.01	201.88	201.88
TOTAL VENDOR BADGER MAILING & SHIPPING				201.88
VENDOR NAME: BEYER, RONALD A.				
Burial	Ronald V. Beyer	101-681-833.00	300.00	300.00
TOTAL VENDOR BEYER, RONALD A.				300.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
22411	2006 Chevy Express - Vehicle Maintenance	205-315-934.02	167.95	167.95
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				167.95
VENDOR NAME: BLUETARP FINANCIAL, INC.				
E13192	Inmate Medical Supplies	101-301-770.01	270.00	270.00
TOTAL VENDOR BLUETARP FINANCIAL, INC.				270.00
VENDOR NAME: BOB BARKER COMPANY, INC.				
NC1001361052	Mattress (x10)	280-362-755.00	721.40	721.40
TOTAL VENDOR BOB BARKER COMPANY, INC.				721.40

**APPROVED**

JUL 13 2017

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**APPROVED**

JUL 13 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS AMOUNTS		AMOUNT
VENDOR NAME: EP 5901027408 Gasoline Sales (Road Patrol)				
		205-315-742.00	299.85	299.85
TOTAL VENDOR BP				299.85
VENDOR NAME: BRUNELLE, JENNIFER				
Reimbursement	Marinette County Clerk (Longstreet)	101-132-807.00	8.00	8.00
Reimbursement	Mileage	292-663-860.00	22.47	22.47
TOTAL VENDOR BRUNELLE, JENNIFER				30.47
VENDOR NAME: BUZARD, WILLIAM				
Burial	Dawn Buzard	101-681-833.00	300.00	300.00
TOTAL VENDOR BUZARD, WILLIAM				300.00
VENDOR NAME: CADIEU FUNERAL HOME				
Burial	James John Anderle	101-681-833.00	300.00	300.00
Burial	Roger Francis Dufresne	101-681-833.00	300.00	300.00
Burial	James Clifford Tessmer	101-681-833.00	300.00	300.00
Burial	Ruby Marian Haring	101-681-833.00	300.00	300.00
TOTAL VENDOR CADIEU FUNERAL HOME				1,200.00
VENDOR NAME: CECH, WILLIAM				
Reimbursement	June 2017 Mileage	101-101-860.05	52.43	52.43
TOTAL VENDOR CECH, WILLIAM				52.43
VENDOR NAME: CELLCOM				
743135	Medical Examiner - Cellular Services	101-648-850.00	57.91	57.91
TOTAL VENDOR CELLCOM				57.91
VENDOR NAME: CENEX FLEETCARD				
140703	Gasoline Sales	249-371-742.00	87.37	117.76
		101-426-860.00	16.32	
		292-665-860.00	10.14	
		101-265-742.00	3.93	
TOTAL VENDOR CENEX FLEETCARD				117.76
VENDOR NAME: CITY OF MENOMINEE				
80101198	Airport (New Hanger) Water/Sewer	216-585-920.01	39.77	86.00
		216-585-920.02	46.23	
20101017	1004 9th Street (Water/Sewer)	101-265-920.00	100.70	2,728.25
90103011	Courthouse	101-265-920.00	31.36	
20102038	Jail (Water/Sewer)	101-265-920.00	2,728.25	
801010700	Airport Terminal (Water/Sewer)	216-585-920.01	41.98	
		216-585-920.02	48.71	
80101069	Airport Terminal (Water/Sewer)	216-585-920.01	46.40	100.07
		216-585-920.02	53.67	
90103028	Airport Water	216-585-920.01	2.08	1,376.70
4538	Gasoline Sales (Road Patrol & Work Van)	206-301-742.00	90.77	
		205-315-742.00	1,285.93	
TOTAL VENDOR CITY OF MENOMINEE				4,515.85
VENDOR NAME: CITY OF STEPHENSON				
709	May 22 - June 20, 2017 (Annex)	101-261-920.01	19.10	242.66
		101-261-920.02	32.55	
		101-261-920.03	191.01	
TOTAL VENDOR CITY OF STEPHENSON				242.66
VENDOR NAME: CLOVERLAND PAPER CO				

**APPROVED**

JUL 13 2017 

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: CLOVERLAND PAPER CO</b>				
114530	Inmate Supplies	101-301-770.00	258.21	258.21
114596	Courthouse Janitorial Supplies	101-265-755.01	216.37	216.37
114639	Courthouse Janitorial Supplies	101-265-755.01	136.53	136.53
114638	Courthouse Janitorial Supplies	101-265-755.01	56.49	56.49
TOTAL VENDOR CLOVERLAND PAPER CO				667.60
<b>VENDOR NAME: COHL STOKER &amp; TOSKEY P C</b>				
47814	Airport - Legal Services	101-211-807.00	156.25	156.25
TOTAL VENDOR COHL STOKER & TOSKEY P C				156.25
<b>VENDOR NAME: COOPER OFFICE EQUIPMENT</b>				
2740-01	Contract # 2740-01 (District)	101-136-931.00	254.94	254.94
TOTAL VENDOR COOPER OFFICE EQUIPMENT				254.94
<b>VENDOR NAME: CVS PHARMACY INC.</b>				
6005 4320 4404 9416	Inmate Medical Supplies	101-301-770.01	58.67	58.67
TOTAL VENDOR CVS PHARMACY INC.				58.67
<b>VENDOR NAME: DANI, CAROL M.</b>				
Burial	Ernest Peter Dani	101-681-833.00	300.00	300.00
TOTAL VENDOR DANI, CAROL M.				300.00
<b>VENDOR NAME: DEKETO, LLC</b>				
DK 6-17	June 2017 Documents (x348)	256-277-857.00	750.00	750.00
TOTAL VENDOR DEKETO, LLC				750.00
<b>VENDOR NAME: DELTA COUNTY</b>				
17-0012765	Building Code Services	249-371-801.00	4,250.00	4,250.00
17-0012766	Vehicle Reimbursement	249-371-801.00	901.08	901.08
TOTAL VENDOR DELTA COUNTY				5,151.08
<b>VENDOR NAME: DESJARLAIS, ROBERT</b>				
Reimbursement	Planning Commission Mileage	101-401-710.00	5.35	5.35
TOTAL VENDOR DESJARLAIS, ROBERT				5.35
<b>VENDOR NAME: DEWOLF &amp; ASSOCIATES, LLC</b>				
1611	Field Training Officer Training	282-302-881.00	1,490.00	1,490.00
TOTAL VENDOR DEWOLF & ASSOCIATES, LLC				1,490.00
<b>VENDOR NAME: EAGLEHERALD PUBLISHING, LLC</b>				
1406	Advertising	101-101-901.00	108.67	108.67
4114	Public Land Auction	517-252-900.00	54.24	54.24
4114	Advertising - Land Auction	517-252-900.00	101.49	101.49
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC				264.40
<b>VENDOR NAME: ENGEL-TOPPER, DYAN</b>				
Reimbursement	Mileage	101-141-860.00	154.08	154.08
TOTAL VENDOR ENGEL-TOPPER, DYAN				154.08
<b>VENDOR NAME: FROST, LISA</b>				
Reimbursement	Meals, Bridge Tolls	101-132-860.00	13.05	13.05
		101-148-860.00	12.85	12.85
TOTAL VENDOR FROST, LISA				25.90
<b>VENDOR NAME: GOOD SOURCE</b>				
SI0417360	Inmate Supplies	101-301-770.00	1,764.45	1,764.45
TOTAL VENDOR GOOD SOURCE				1,764.45
<b>VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE</b>				
76X27039	Shakey & Kleinke	208-751-801.00	1,231.03	1,231.03
77100961	MSU Extension	101-261-930.04	58.93	58.93
76M01017	Shakey & Kleinke	208-751-801.00	320.00	320.00
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				1,609.96

**APPROVED**

**JUL 13 2017**

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: HENSLEY, RN, JOEL				
Blood Draws July 2017	A.D. (7/2) K.K. (7/3) S.M. (7/5) J.P. (7/8) Inmate Nursing Services	101-267-801.01 101-301-770.01	400.00 1,365.00	400.00 1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL				1,765.00
VENDOR NAME: INSIGHT FS				
2003527	Gasoline for Parks	208-751-742.00	512.41	512.41
TOTAL VENDOR INSIGHT FS				512.41
VENDOR NAME: J S ELECTRONICS, INC.				
19803	Tower Lease July 2017	266-326-942.00	425.00	425.00
TOTAL VENDOR J S ELECTRONICS, INC.				425.00
VENDOR NAME: K & M RENTALS				
7325	Portable Toilet Rental (Airport Park)	208-751-801.00	90.00	90.00
TOTAL VENDOR K & M RENTALS				90.00
VENDOR NAME: KELLEY, ANN				
Reimbursement	Camping Refund	208-751-964.00	100.00	100.00
TOTAL VENDOR KELLEY, ANN				100.00
VENDOR NAME: KIEPER, JOAN				
Burial	Melvin F. Kieper	101-681-833.00	300.00	300.00
TOTAL VENDOR KIEPER, JOAN				300.00
VENDOR NAME: KORDISH, CATHERINE				
Burial	Francis Kordish	101-681-833.00	300.00	300.00
TOTAL VENDOR KORDISH, CATHERINE				300.00
VENDOR NAME: LANG, BERNARD				
Reimbursement	Mileage - June 2017	101-101-860.02	4.82	4.82
TOTAL VENDOR LANG, BERNARD				4.82
VENDOR NAME: LARRY L.D. KING, DVM				
33126	K9 Care (Vesta)	101-301-881.01	138.84	138.84
TOTAL VENDOR LARRY L.D. KING, DVM				138.84
VENDOR NAME: LARSON, MICHELLE				
7/11/17	Can Zone/Garden & Mileage (June 2017)	292-668-801.00 292-668-801.00	315.00 63.66	378.66
Reimbursement	Supplies for Can Zone & Garden	292-668-801.00	91.59	91.59
TOTAL VENDOR LARSON, MICHELLE				470.25
VENDOR NAME: LEXISNEXIS				
3091020369	June 2017	269-145-801.00	740.00	740.00
TOTAL VENDOR LEXISNEXIS				740.00
VENDOR NAME: LUFTS ADVERTISER, INC.				
6/30/17	Advertising	101-101-901.00	241.00	241.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				241.00
VENDOR NAME: M.A.C.C.				
Registration	Summer Conference (8/20 - 8/23) M. Kleiman	263-215-860.00	250.00	250.00
TOTAL VENDOR M.A.C.C.				250.00
VENDOR NAME: MAAS, MARY				
Burial	James Sidney Stewart	101-681-833.00	300.00	300.00
TOTAL VENDOR MAAS, MARY				300.00
VENDOR NAME: MENARDS - MARINETTE				
36928	New Building Supplies	101-103-998.11	83.70	83.70
36932	New Building Supplies	101-103-998.11	48.33	48.33
TOTAL VENDOR MENARDS - MARINETTE				132.03
VENDOR NAME: MENOMINEE COUNTY JOURNAL				

**APPROVED**

**JUL 13 2017**

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
112	Sealed Bid Requests	101-101-901.00	198.00	198.00
117	Public Land Auction Advertising	517-252-900.00	68.00	68.00
116	Advertising - Part Time Cook	101-301-755.00	49.20	49.20
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				315.20
VENDOR NAME: MENOMINEE COUNTY SHERIFF DEPT				
WV279	Work Van Services (Shakey)	208-751-942.00	110.25	110.25
WV 277	Work Van Services	517-252-931.00	78.75	78.75
TOTAL VENDOR MENOMINEE COUNTY SHERIFF DEPT				189.00
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY				
10373201	Hydraulic Hoses for Airport Tractor	216-585-981.00	239.88	239.88
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY				239.88
VENDOR NAME: MERS				
Valuation	Valuation for Benefit Change (Merkel)	101-103-755.00	400.00	400.00
TOTAL VENDOR MERS				400.00
VENDOR NAME: MID-COUNTY SMALL ENGINES, LLC				
1059	Shakey Lakes Parks - Maintenance Supplies	208-751-930.02	24.95	24.95
TOTAL VENDOR MID-COUNTY SMALL ENGINES, LLC				24.95
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0128700-001	Office Supplies (Sheriff Dept)	101-301-727.00	14.77	14.77
0128702-001	Office Supplies (Sheriff Dept)	101-301-727.00	15.48	15.48
0128774-001	Probate/Family Office Supplies	101-132-727.00	58.98	58.98
		101-148-727.00	58.98	117.96
0128721-001	Chairmat (PA's Office)	101-267-970.00	350.24	350.24
0128655-001	Clerk's Office Supplies	101-215-727.00	158.67	158.67
0128681-001	PA - Office Supplies	101-267-970.00	365.51	365.51
0128659-001	Chairs (PA's Office)	101-267-970.00	829.95	829.95
0128609-001	Credit Memo (Library)	271-790-727.00	(104.13)	(104.13)
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				1,748.45
VENDOR NAME: MOTOR COMPANY, THE				
6128459/1	Vehicle Maintenance (2017 Ford Interceptor)	101-265-981.00	33.09	33.09
6128449/1	Vehicle Maintenance (2017 Ford Interceptor)	101-265-981.00	33.09	33.09
TOTAL VENDOR MOTOR COMPANY, THE				66.18
VENDOR NAME: NMU STUDENT SERVICE CENTER				
mecosh-13	Training - Legal Update (x9)	282-302-881.00	630.00	630.00
TOTAL VENDOR NMU STUDENT SERVICE CENTER				630.00
VENDOR NAME: NORWAY SPRINGS, INC.				
12961	Airport Water	216-585-801.00	9.49	9.49
TOTAL VENDOR NORWAY SPRINGS, INC.				9.49
VENDOR NAME: NUTT, MICHAEL				
Reimbursement	June 2017 Mileage	292-664-860.00	132.57	132.57
TOTAL VENDOR NUTT, MICHAEL				132.57
VENDOR NAME: OFFICE DEPOT, INC.				
940020146001	Office Supplies (Admin & Annex)	101-172-727.01	21.46	21.46
		101-261-727.00	8.10	29.56
938683680001	ROD Office Supplies	101-268-727.00	17.99	17.99
938683300001	ROD Office Supplies	101-268-727.00	105.59	105.59
TOTAL VENDOR OFFICE DEPOT, INC.				153.14
VENDOR NAME: OWENS, KAREN A.				
June 2017	After School & Summer Program	292-668-801.00	324.00	324.00
TOTAL VENDOR OWENS, KAREN A.				324.00
VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE				
				324.00

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS/AMOUNTS		APPROVED	AMOUNT
<b>VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE</b>					
150008	Park Supplies	208-751-755.02	20.95	<b>JUL 13 2017</b>  CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	419.15
		208-751-755.01	232.00		
		208-751-755.02	12.97		
		208-751-755.01	49.69		
		208-751-755.02	20.47		
		208-751-755.02	3.99		
		208-751-755.02	57.30		
		208-751-755.02	(6.73)		
		208-751-755.02	11.96		
		208-751-755.01	6.58		
		208-751-755.01	9.97		
TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE					419.15
<b>VENDOR NAME: PAN-O-GOLD BAKING CO.</b>					
40068317167001	Inmate Supplies	101-301-770.00	69.52		69.52
40068317160003	Inmate Supplies	101-301-770.00	32.56		32.56
TOTAL VENDOR PAN-O-GOLD BAKING CO.					102.08
<b>VENDOR NAME: PATRICIA PAASCH</b>					
Burial	Donald J. Paasch	101-681-833.00	300.00		300.00
TOTAL VENDOR PATRICIA PAASCH					300.00
<b>VENDOR NAME: PAUL W. CAMPBELL CONSTRUCTION</b>					
6/28/17	Topsoil & Gravel (Parks)	208-751-930.04	205.00		205.00
TOTAL VENDOR PAUL W. CAMPBELL CONSTRUCTION					205.00
<b>VENDOR NAME: PESHTIGO TIMES &amp; TIMES SAVER</b>					
001184	Advertising - Part Time Cook	101-301-755.00	114.80		114.80
TOTAL VENDOR PESHTIGO TIMES & TIMES SAVER					114.80
<b>VENDOR NAME: PETERSON, CHARLENE</b>					
Reimbursement	Planning Commission Mileage	101-401-710.00	13.38		13.38
TOTAL VENDOR PETERSON, CHARLENE					13.38
<b>VENDOR NAME: PRZEWROCKI, DOROTHY</b>					
Burial	John Peter Przewrocki	101-681-833.00	300.00		300.00
TOTAL VENDOR PRZEWROCKI, DOROTHY					300.00
<b>VENDOR NAME: QUILL CORPORATION</b>					
7962304	911 - Office Supplies	266-325-727.00	110.97		110.97
7946848	911 - Office Supplies	266-325-727.00	62.37		62.37
TOTAL VENDOR QUILL CORPORATION					173.34
<b>VENDOR NAME: REINHART FOODSERVICE</b>					
208844	Inmate Supplies	101-301-770.00	613.46		613.46
211022	Inmate Supplies	101-301-770.00	563.22		563.22
TOTAL VENDOR REINHART FOODSERVICE					1,176.68
<b>VENDOR NAME: RIESTERER &amp; SCHNELL, INC.</b>					
1213033	Airport Supplies	216-585-981.00	217.41		217.41
1208925	Brake Repair & Tune Up (JD Tractor)	101-265-981.00	1,625.59		1,625.59
1214163	Park Supplies	208-751-755.02	67.65		67.65
TOTAL VENDOR RIESTERER & SCHNELL, INC.					1,910.65
<b>VENDOR NAME: RIVERSIDE AUTO SALES</b>					
6051439/1	Vehicle Maintenance - 2002 Jeep Liberty	101-265-981.00	33.45		33.45
TOTAL VENDOR RIVERSIDE AUTO SALES					33.45
<b>VENDOR NAME: SALEWSKY, VIRGINIA</b>					
Burial	Charles S. Salewsky	101-681-833.00	300.00		300.00
TOTAL VENDOR SALEWSKY, VIRGINIA					300.00
<b>VENDOR NAME: SAM'S CLUB MC/SYNCB</b>					
Credit Card	Inmate Supplies	101-301-770.00	1,813.62		1,813.62

**APPROVED**

**JUL 13 2017**



CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: SAM'S CLUB MC/SYNCB TOTAL VENDOR SAM'S CLUB MC/SYNCB				1,813.62
VENDOR NAME: SCHEI, LARRY Reimbursement	June 2017 Mileage	101-101-860.04	166.38	166.38
TOTAL VENDOR SCHEI, LARRY				166.38
VENDOR NAME: SCHOLTZ SR., GARY Reimbursement	Planning Commission Mileage	101-401-710.00	26.75	26.75
TOTAL VENDOR SCHOLTZ SR., GARY				26.75
VENDOR NAME: SCHULTZ, LILLIAN R. Reimbursement	Planning Commission Mileage	101-401-710.00	25.68	25.68
TOTAL VENDOR SCHULTZ, LILLIAN R.				25.68
VENDOR NAME: SEABORG, SARA D. 6/27/17	Caley/Clune	101-132-807.00	315.00	315.00
TOTAL VENDOR SEABORG, SARA D.				315.00
VENDOR NAME: SEXTON, RICHARD Reimbursement	Cell Phone & Office Supplies	101-426-850.00 101-426-727.00	65.97 10.37	76.34
Reimbursement	Mileage	101-426-860.00	98.98	98.98
TOTAL VENDOR SEXTON, RICHARD				175.32
VENDOR NAME: SINDLER, SAMANTHA Reimbursement	Camping Refund	208-751-964.00	50.00	50.00
TOTAL VENDOR SINDLER, SAMANTHA				50.00
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA une 2017	June 2017 Mileage	292-665-860.00	146.59	146.59
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				146.59
VENDOR NAME: STEPHENSON MARKETING COOPERATI 462643	Park Maintenance Supplies	208-751-930.02	141.38	141.38
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				141.38
VENDOR NAME: STERICYCLE, INC. 4007179709	Training Supplies	101-301-881.00	81.25	81.25
TOTAL VENDOR STERICYCLE, INC.				81.25
VENDOR NAME: THE ADVERTISER 060267	Community Awareness	101-301-802.00	25.00	25.00
TOTAL VENDOR THE ADVERTISER				25.00
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST 628840339	FOC Service Charge	101-141-817.00	34.00	34.00
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				34.00
VENDOR NAME: TIME WARNER CABLE 10404-621199203-9001	July 2 - August 1 (Airport)	218-585-850.00	342.22	342.22
10404-710008401-1001	July 2 - August 1, 2017	101-103-851.01	531.49	531.49
10404-620475202-8001	July 6 - August 5, 2017 (Jail)	101-301-770.00	134.29	134.29
TOTAL VENDOR TIME WARNER CABLE				1,008.00
VENDOR NAME: TWIN CITY ELECTRIC, INC. 80858	Reboot Lobby Camera	101-103-857.01	75.00	75.00
80848	Move Phone Lines (Jail)	101-103-850.00	187.50	187.50
80849	Rough-In Wiring for New Building	101-103-998.11	518.05	518.05
TOTAL VENDOR TWIN CITY ELECTRIC, INC.				780.55
VENDOR NAME: U.E.S. COMPUTERS, INC. 46980	Weekly Computer Maintenance	218-656-857.00 218-656-857.01	5,172.50 114.96	5,287.46

**APPROVED**

**JUL 13 2017**

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
<b>VENDOR NAME: U.E.S. COMPUTERS, INC.</b>				
77158	Printer (Joann)	101-215-970.00	249.99	249.99
77138	Protection Cloud Antivirus Protection	218-656-857.00	14.00	14.00
77082	Laserjet Printer (Airport)	216-585-728.00	399.99	399.99
<b>TOTAL VENDOR U.E.S. COMPUTERS, INC.</b>				<b>5,951.44</b>
<b>VENDOR NAME: UNIFORM SHOPPE</b>				
267842	Uniforms For Road Patrol	205-315-745.00	505.67	505.67
268075	Metal Name Plate (Barrette)	205-315-745.00	18.45	18.45
<b>TOTAL VENDOR UNIFORM SHOPPE</b>				<b>524.12</b>
<b>VENDOR NAME: UWC</b>				
9068634441	Telephone Services	101-103-850.00	40.31	40.31
9067532209	Telephone Services	101-103-850.00	9.41	9.41
9067534582	Telephone Services	101-103-850.00	11.25	11.25
9068632023	Telephone Services	101-103-850.00	27.35	27.35
<b>TOTAL VENDOR UWC</b>				<b>88.32</b>
<b>VENDOR NAME: VALENTI, SUSAN F.</b>				
Reimbursement	Mileage & Meals	101-131-860.00	261.50	261.50
<b>TOTAL VENDOR VALENTI, SUSAN F.</b>				<b>261.50</b>
<b>VENDOR NAME: VERIZON WIRELESS</b>				
9788442992	Cellular Services (June 2 - July 1)	101-265-850.01	288.59	1,140.59
		101-301-850.00	388.81	
		101-426-850.00	2.53	
		101-682-850.00	32.45	
		205-315-850.00	427.77	
		266-325-850.00	0.44	
<b>TOTAL VENDOR VERIZON WIRELESS</b>				<b>1,140.59</b>
<b>VENDOR NAME: WALTER BROTHERS INC</b>				
13185	Courthouse Supplies	101-265-930.02	40.00	40.00
20106	Airport Supplies	216-585-981.01	39.99	58.76
		216-585-981.00	18.77	
<b>TOTAL VENDOR WALTER BROTHERS INC</b>				<b>98.76</b>
<b>VENDOR NAME: WASTE MANAGEMENT, INC.</b>				
1570900-1856-3	July 2017	101-265-801.00	554.90	554.90
1570905-1856-2	Airport - Garbage Removal	216-585-801.00	121.45	121.45
<b>TOTAL VENDOR WASTE MANAGEMENT, INC.</b>				<b>676.35</b>
<b>VENDOR NAME: WEST MARINE PRO</b>				
4412889	Marine Supplies	101-331-755.00	102.17	102.17
<b>TOTAL VENDOR WEST MARINE PRO</b>				<b>102.17</b>
<b>VENDOR NAME: WIL-KIL PEST CONTROL</b>				
3186797	Health Department	101-265-801.00	33.25	33.25
3165533	Jail	101-265-801.00	64.50	64.50
<b>TOTAL VENDOR WIL-KIL PEST CONTROL</b>				<b>97.75</b>
<b>VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP</b>				
0403823200-00006	Airport (Hanger Gate Center)	216-585-920.03	28.52	28.52
2148945096-00000	Parks	208-751-920.01	40.13	177.23
		208-751-920.01	37.25	
		208-751-920.01	55.70	
		208-751-920.01	16.29	
		208-751-920.01	27.86	

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY  
 EXP CHECK RUN DATES 07/13/2017 - 07/13/2017  
 UNJOURNALIZED  
 OPEN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP</b>				
2147729079-00000	Airport	216-585-920.00	9.76	387.11
		216-585-920.03	309.24	
		216-585-920.00	13.71	
		216-585-920.03	44.64	
		216-585-920.00	9.76	
0403823200-00005	Airport - Gate Center	216-585-920.03	30.15	30.15
0402047856-00004	Courthouse	101-265-920.04	512.82	
0402191663-00001	Health Care Center	101-265-920.03	250.12	
		101-265-920.04	19.66	
0402055840-00001	Jail	101-265-920.03	4,120.09	4,120.09
<b>TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP</b>				<b>5,525.70</b>
<b>VENDOR NAME: XEROX CORPORATION</b>				
089674354	July 2017 (Probation/Parole)	101-131-942.00	93.53	93.53
089674352	June 2017 (Sheriff)	101-301-727.00	40.84	
089674353	June 2017 (Sheriff)	101-301-727.00	355.88	
<b>TOTAL VENDOR XEROX CORPORATION</b>				<b>490.25</b>
<b>GRAND TOTAL:</b>				<b>62,089.62</b>

**APPROVED**

**JUL 13 2017**

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN



INVOICE REGISTER REPORT FOR MENOMINEE COUNTY  
 EXP CHECK RUN DATES 07/21/2017 - 07/21/2017  
 UNJOURNALIZED OPEN  
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 54095*	Mastercard 6/14 - 7/11/17 (Courthouse)	07/12/2017 jessicaw	07/21/2017	1,854.94	1,854.94	Open
	208-751-880.00 Walmart			65.45		
	266-326-881.00 GENERAL TRAINING			22.41		
	266-326-881.00 GENERAL TRAINING			27.10		
	101-268-729.00 USPS			6.65		
	101-265-930.01 BayPal			91.80		
	271-790-982.00 Amazon			22.52		
	271-790-982.00 Amazon			10.28		
	271-790-982.00 Amazon			9.98		
	271-790-982.00 Amazon			23.92		
	271-790-982.00 Amazon			5.99		
	101-253-860.00 Boyne Highlands			238.02		
	101-268-729.00 USPS			6.65		
	101-132-860.00 BP			10.65		
	101-148-860.00 BP			10.66		
	101-268-729.00 USPS			6.65		
	101-132-860.00 Great Wolf			209.47		
	101-148-860.00 Great Wolf			209.48		
	101-132-860.00 Great Wolf			10.00		
	101-148-860.00 Great Wolf			10.00		
	101-132-860.00 Superior Touchless			4.00		
	101-148-860.00 Superior Touchless			4.00		
	101-141-860.00 Paypal			75.00		
	101-136-802.00 MI Health PAC License			500.00		
	101-132-860.00 Great Wolf			10.00		
	101-148-860.00 Great Wolf			10.00		
	101-265-934.00 Amazon			10.90		
	101-268-729.00 USPS			6.65		
	101-132-860.00 Great Wolf			10.00		
	101-148-860.00 Great Wolf			10.00		
	101-132-860.00 BP			15.42		
	101-148-860.00 BP			15.43		
	101-265-745.00 Amazon			154.95		
	101-132-860.00 Krist Oil			9.48		
	101-148-860.00 Krist Oil			9.47		
	101-268-729.00 USPS			6.65		
	101-268-729.00 USPS			6.65		
	101-268-729.00 USPS			6.65		
	101-253-860.00 Credit Voucher			(7.99)		
# of Invoices:	1	# Due: 1	Totals:	1,854.94	1,854.94	
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				1,854.94	1,854.94	
* 1 Net Invoices have Credits Totalling:				(7.99)		
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			1,667.29	1,667.29	
	208 - COUNTY PARKS			65.45	65.45	
	266 - EMERGENCY 911			49.51	49.51	
	271 - COUNTY LIBRARY			72.69	72.69	
--- TOTALS BY DEPT/ACTIVITY ---						
	132 - FAMILY COURT			279.02	279.02	
	136 - DISTRICT COURT			500.00	500.00	
	141 - FRIEND OF COURT			75.00	75.00	
	148 - PROBATE COURT			279.04	279.04	
	253 - COUNTY TREASURER/DTRF			230.03	230.03	
	265 - BUILDINGS AND GROUNDS			257.65	257.65	
	266 - REGISTER OF DEEDS			46.55	46.55	
	326 - EMERGENCY 911			49.51	49.51	
	751 - COUNTY PARKS			65.45	65.45	
	790 - COUNTY LIBRARY			72.69	72.69	

**APPROVED**  
 JUL 21 2017  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**APPROVED**

JUL 21 2017



INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS/AMOUNTS		AMOUNT
<b>VENDOR NAME: ABILITA</b>				
170611	County Cost Savings on Phone Lines	101-103-850.00	5,577.83	5,577.83
TOTAL VENDOR ABILITA				5,577.83
<b>VENDOR NAME: ARAMARK UNIFORM SERVICES INC</b>				
1677662303	Airport Supplies	216-585-755.01	44.38	92.77
		216-585-745.00	48.39	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				92.77
<b>VENDOR NAME: BAY AREA SEPTIC SERVICE</b>				
7/18/17	Stoney Point & Kleinke Park	208-751-942.00	375.00	375.00
TOTAL VENDOR BAY AREA SEPTIC SERVICE				375.00
<b>VENDOR NAME: BURNHAM &amp; FLOWER OF MICHIGAN</b>				
5379	Renewal of Tax Surety Bond	101-253-830.00	1,356.00	1,356.00
TOTAL VENDOR BURNHAM & FLOWER OF MICHIGAN				1,356.00
<b>VENDOR NAME: CELLCOM</b>				
744715	Cellular Services	292-663-850.00	40.14	120.42
		292-664-850.00	40.14	
		292-665-850.00	40.14	
749506	Airport Cellular Services	216-585-850.00	54.65	54.65
TOTAL VENDOR CELLCOM				175.07
<b>VENDOR NAME: CIOX HEALTH</b>				
0220633345	Medical Records (R. Smith)	101-267-804.00	46.95	46.95
TOTAL VENDOR CIOX HEALTH				46.95
<b>VENDOR NAME: CITY OF MENOMINEE</b>				
051-010-450-00	Summer Taxes on 1000 9th Street	101-103-998.11	2,832.16	2,832.16
4534	Gasoline Charges	101-265-742.00	18.18	338.82
		101-265-742.00	109.57	
		263-215-860.00	14.59	
		101-132-860.00	51.04	
		101-257-742.00	68.86	
		266-325-860.00	16.58	
		101-141-860.00	60.00	
TOTAL VENDOR CITY OF MENOMINEE				3,170.98
<b>VENDOR NAME: CLOVERLAND PAPER CO</b>				
114709	Courthouse - Janitorial Supplies	101-265-755.01	56.49	56.49
TOTAL VENDOR CLOVERLAND PAPER CO				56.49
<b>VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCT</b>				
28646	Shredding Documents (7/13/17)	101-265-801.00	53.42	53.42
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCT				53.42
<b>VENDOR NAME: DICKINSON COUNTY TREASURER</b>				
Circuit Court 2017-2	Cisco Gateway	101-131-702.00	75.00	75.00
Circuit Court 2017-2	Shared Expenses (April, May, June)	101-131-702.00	30,033.56	30,033.56
TOTAL VENDOR DICKINSON COUNTY TREASURER				30,108.56
<b>VENDOR NAME: DTE ENERGY</b>				
910020910998	Annex	101-261-920.04	39.01	39.01
TOTAL VENDOR DTE ENERGY				39.01
<b>VENDOR NAME: GAY, SCOTT</b>				
Reimbursement	Pass/Resident Refund	208-751-964.00	18.00	18.00
TOTAL VENDOR GAY, SCOTT				18.00
<b>VENDOR NAME: HARRIS, ANGELA</b>				
Reimbursement	Camping Refund	208-751-964.00	23.00	23.00

JUL 21 2017

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: HARRIS, ANGELA					
TOTAL VENDOR HARRIS, ANGELA					23.00
VENDOR NAME: IMAGEWORKS					
10855	Work Shirt - Jim MeKash	101-265-745.00	162.00		162.00
TOTAL VENDOR IMAGEWORKS					162.00
VENDOR NAME: J S ELECTRONICS, INC.					
19804	Medical Examiner Pagers	101-648-850.00	84.00		84.00
TOTAL VENDOR J S ELECTRONICS, INC.					84.00
VENDOR NAME: JOHNSON, JAYME					
Reimbursement	Camping Refund	208-751-964.00	100.00		100.00
TOTAL VENDOR JOHNSON, JAYME					100.00
VENDOR NAME: KLEIMAN, REBEKAH					
Reimbursement	Camping Refund	208-751-964.00	69.00		69.00
TOTAL VENDOR KLEIMAN, REBEKAH					69.00
VENDOR NAME: KOZIKOWSKI WELL & PUMP INC					
D 11794	Well Equipment Repair (Courthouse)	101-265-934.00	1,246.62		1,246.62
TOTAL VENDOR KOZIKOWSKI WELL & PUMP INC					1,246.62
VENDOR NAME: LESPERANCE, DIANE					
Reimbursement	Mileage	101-253-860.00	74.06		74.06
TOTAL VENDOR LESPERANCE, DIANE					74.06
VENDOR NAME: M & M TRUCKING, INC.					
7541	Asbestos Removal (Underground Utility Tunnel)	101-103-755.00	4,500.00		4,500.00
TOTAL VENDOR M & M TRUCKING, INC.					4,500.00
VENDOR NAME: MATHIEU MARYE					
Jury Commission	Per Diem & Mileage	101-150-710.00	300.00		305.04
		101-150-860.00	5.04		
TOTAL VENDOR MATHIEU MARYE					305.04
VENDOR NAME: MENARDS - MARINETTE					
37952	Park Construction Supplies	208-751-756.01	126.60		126.60
38213	Janitorial Supplies	101-265-755.01	62.34		62.34
38133	Supplies for Building Purchase	101-103-998.11	12.97		12.97
38212	Supplies for Building Purchase	101-103-998.11	292.00		292.00
37719	Shakey Lakes Shower (Grab Bar)	208-751-756.01	73.88		73.88
TOTAL VENDOR MENARDS - MARINETTE					567.79
VENDOR NAME: MENOMINEE COUNTY SHERIFF DEPT					
WV280	Work Van Services	517-252-931.00	72.00		72.00
TOTAL VENDOR MENOMINEE COUNTY SHERIFF DEPT					72.00
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY					
10367162	Airport Supplies	216-585-981.00	37.85		37.85
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY					37.85
VENDOR NAME: MICHIGAN COUNTIES WORKERS'					

JUL 21 2017

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER	AMOUNT
VENDOR NAME: MICHIGAN COUNTIES WORKERS' 10732				MENOMINEE COUNTY MICHIGAN	
	2016 Final Audit Billing	101-101-716.00	55.78		27,017.50
		101-131-716.00	43.30		
		101-132-716.00	80.93		
		101-136-716.00	362.36		
		101-141-716.00	645.47		
		101-148-716.00	44.22		
		101-150-716.00	2.72		
		101-172-716.00	350.37		
		218-656-716.00	43.62		
		101-215-716.00	205.65		
		101-253-716.00	150.07		
		101-257-716.00	309.05		
		101-261-716.00	19.29		
		101-265-716.00	1,612.61		
		101-267-716.00	712.79		
		101-268-716.00	79.59		
		101-301-716.00	12,291.51		
		101-331-716.00	28.38		
		101-426-716.00	31.86		
		101-648-716.00	47.60		
		101-682-716.00	37.84		
		205-315-716.00	7,026.70		
		205-316-716.00	479.13		
		208-751-716.00	761.59		
		249-371-716.00	69.34		
		266-325-716.00	365.64		
		266-326-716.00	34.92		
		271-790-716.00	571.85		
		296-663-716.00	204.15		
		296-664-716.00	172.12		
		296-665-716.00	177.05		
TOTAL VENDOR MICHIGAN COUNTIES WORKERS'					27,017.50
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I 0128778-001					
	PA - Office Chair & Headrest	101-267-970.00	277.95		277.95
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I					277.95
VENDOR NAME: NEOPOST USA, INC. 54995500					
	Postage Machine Supplies	101-253-729.01	248.40		248.40
TOTAL VENDOR NEOPOST USA, INC.					248.40
VENDOR NAME: PETER DZIEDZIC					
Reimbursement	Camping Refund	208-751-964.00	23.00		23.00
TOTAL VENDOR PETER DZIEDZIC					23.00
VENDOR NAME: PHELPS, LARRY					
Reimbursement	Mileage - June 2017	101-101-860.03	70.62		70.62
TOTAL VENDOR PHELPS, LARRY					70.62
VENDOR NAME: POLASKY, NANCY					
Jury Commission	Per Diem & Mileage	101-150-710.00	300.00		333.00
		101-150-860.00	33.00		
TOTAL VENDOR POLASKY, NANCY					333.00
VENDOR NAME: POMP'S TIRE SERVICE, INC. 100112428					
	Animal Control Truck - Tires (x4)	101-265-981.00	495.80		495.80
TOTAL VENDOR POMP'S TIRE SERVICE, INC.					495.80
VENDOR NAME: POWELL LAW OFFICE 2017-079-MI					
	Court Appointed Legal (Soltesz)	101-148-807.00	207.50		207.50
TOTAL VENDOR POWELL LAW OFFICE					207.50
VENDOR NAME: QUILL CORPORATION 8132644					
	PA - Office Supplies	101-267-727.00	75.98		75.98

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER	AMOUNT
VENDOR NAME: QUILL CORPORATION MENOMINEE COUNTY MICHIGAN					
8155521	PA - Office Supplies	101-267-727.00	13.10		13.10
7998534	PA - Office Supplies	101-267-727.00	82.56		82.56
8213809	911 Operating Supplies	266-325-755.00	131.94		131.94
TOTAL VENDOR QUILL CORPORATION					303.58
VENDOR NAME: SAULT STE MARIE CHIPPEWA IND					
61712	Youth Placement - Q. Seely	292-662-843.05	600.00		600.00
TOTAL VENDOR SAULT STE MARIE CHIPPEWA IND					600.00
VENDOR NAME: SCHRAUB, DARLENE					
Jury Commission	Per Diem & Mileage	101-150-710.00	300.00		309.02
		101-150-860.00	9.02		
TOTAL VENDOR SCHRAUB, DARLENE					309.02
VENDOR NAME: SEXTON, RICHARD					
Reimbursement	Rail Car Response Training Lunch	101-426-963.00	94.60		94.60
TOTAL VENDOR SEXTON, RICHARD					94.60
VENDOR NAME: SHORT, MARY KAY					
Transcripts	People v Gregory S. Ihander	101-131-806.00	4,484.30		4,484.30
TOTAL VENDOR SHORT, MARY KAY					4,484.30
VENDOR NAME: STATE OF MICHIGAN					
C41	Shared Expenses (April, May, June)	101-131-858.03	1,846.90		1,846.90
6334	Chargeback for April & May 2017	292-662-843.01	12,360.41		12,360.41
TOTAL VENDOR STATE OF MICHIGAN					14,207.31
VENDOR NAME: STROM, ROGER					
HP Motor	Fans in the 4-H Building	208-751-984.00	45.00		45.00
TOTAL VENDOR STROM, ROGER					45.00
VENDOR NAME: TOWN & COUNTRY TREE SERVICE					
7/20/17	Shakey Lakes Park Tree Removal	208-751-930.04	400.00		400.00
TOTAL VENDOR TOWN & COUNTRY TREE SERVICE					400.00
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE					
335332128	Bizhub 423 Copier (Admin)	101-172-942.00	133.07		133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE					133.07
VENDOR NAME: VERBISKY, MICHAEL & LYNETTE					
Reimbursement	Camping Refund	208-751-964.00	23.00		23.00
TOTAL VENDOR VERBISKY, MICHAEL & LYNETTE					23.00
VENDOR NAME: WEST GROUP PAYMENT CENTER					
836480906	June 5 - July 4, 2017	101-136-802.00	60.00		60.00
TOTAL VENDOR WEST GROUP PAYMENT CENTER					60.00
VENDOR NAME: WIL-KIL PEST CONTROL					
3165550	Annex	101-265-801.00	32.50		32.50
3165549	Library	101-265-801.00	32.50		32.50
TOTAL VENDOR WIL-KIL PEST CONTROL					65.00
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP					
0402047856-00011	1004 9th Street	101-265-920.03	35.86		56.95
		101-265-920.04	21.09		
0402047856-00010	1000 9th Street	101-265-920.03	35.97		52.69
		101-265-920.04	16.72		
0402047856-00005	Kleinke Park	208-751-920.01	134.39		134.39
0402047856-00008	Kleinke Park	208-751-920.01	894.64		894.64
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP					1,138.67

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
GRAND TOTAL:				98,848.76

**APPROVED**

JUL 21 2017



CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Boards/Committees/Commission Reports</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous reports discussed at the 7.25.2017 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 7.25.17 County Board meeting	

Submitted by: Sherry DuPont

08/04/2017  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY 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

07/11/2017

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13546-17	06/07/17	KLATT JR GARY L & TARA	N5965 HILLSIDE DR		\$303.31
Work :	1.NEW BUILDING	build home on existing foundation with garage			009-450-008-00
P13547-17	06/05/17	TURCOTTE ROBERT & CHERYL	N4917 CO RD 577		\$263.96
Work :	4.MANUFACTURED	place mobile home on slab and build garage			009-133-011-50
P13548-17	06/05/17	DELAURELLE JAMES & JANET	N12447 CO RD 577		\$144.12
Work :	3.GARAGE	36x24 garage			006-336-002-00
P13549-17	06/07/17	J & J MANDERS PROPERTIES LLP	W9897 MISCAUNO ISLAND LN		\$405.63
Work :	1.NEW BUILDING	New Cottage Garage Deck Car/Port			006-436-001-25
P13550-17	06/13/17	WALECHKA KELLY G & ANDREA H	N12995 CO RD 551		\$240.12
Work :	1.NEW BUILDING	32 x 24 home 24 x 18 garage			004-022-022-25
P13551-17	06/07/17	LINDER ROGER SR & KAREN	N13688 J-1 RD		\$98.04
Work :	8.FOUNDATION	putting a foundation under building			012-010-012-00
P13552-17	06/07/17	AMAN BRUCE TRUST	W6832 5 RD		\$105.72
Work :	7.DECK/PORCH	12 x 64 lean to off existing garage			010-005-018-00
P13553-17	06/07/17	LITTLE GARY R & STEFANIE R	W3035 31 LN		\$268.76
Work :	1.NEW BUILDING	28 x 36 camp with deck			012-035-002-00
P13554-17	06/15/17	COPPOCK REVOCABLE TRUST	N5150 HWY M-35		\$219.16
Work :	2.ADDITION	garage and room addition/remodel			007-031-013-00
P13555-17	06/14/17	ENGLISH MARTIN E & KIMBERLY M	N3068A HWY M-35		\$78.20
Work :	7.DECK/PORCH	8x10 deck			007-540-007-00
P13556-17	06/15/17	MORTINSON KENNETH J & SUSAN	OLD 352 RD		\$356.60
Work :	3.GARAGE	40 x 88 storage garage			014-019-013-00

<b>P13557-17</b>	06/16/17	COLE RYAN R	W7278 CO RD 356	\$197.72
Work :	3.GARAGE	28x40 garage with addition room above		008-007-005-00
<b>P13558-17</b>	06/19/17	KLEE JACOB W	N16125 LAFAVE LN D-3	\$341.08
Work :	4.MANUFACTURED	27 x 60 home on basement 32 x 28 garage		005-009-017-00
<b>P13559-17</b>	06/19/17	MALKE GRANT & LISA	W5302 15 RD	\$144.12
Work :	3.GARAGE	24 x 36 garage		009-114-026-00
<b>P13560-17</b>	06/20/17	HELGESEN JEFFREY W REV LIV TRU	N13035 DETEMPLE LN	\$236.28
Work :	3.GARAGE	Garage/Outbuilding		006-119-006-00
<b>P13561-17</b>	06/28/17	HULCE RONALD U & NANCY C LE	N17003 CO RD 400	\$331.44
Work :	1.NEW BUILDING	50 x 30 bunkhouse 24 x 32 garage		013-336-018-00
<b>P13562-17</b>	06/27/17	INSCHO JOHN	N11644 OAKWOOD RD K-3	\$340.68
Work :	3.GARAGE	41 x 81 garage		012-158-002-20
<b>P13563-17</b>	06/27/17	ANDERSON JOHN & LYNN	N16425 400 RD	\$84.60
Work :	7.DECK/PORCH	10 x 24 deck		013-212-012-00
<b>P13564-17</b>	06/28/17	STUTZMAN JR ROBERT L & SHERRI	N7344 HWY M-35	\$144.12
Work :	3.GARAGE	garage on existing foundation		001-134-007-15
<b>P13565-17</b>	06/28/17	LYNCH PETER H & LINDA	W4717 G-18	\$190.36
Work :	2.ADDITION	14 x 24 addition 28 x 32 garage		012-019-042-00
<b>P13566-17</b>	06/28/17	CHARLES MICHAEL J	W3718 36.5 RD	\$437.89
Work :	1.NEW BUILDING	new two story home garage deck		013-233-004-00
<b>P13567-17</b>	06/28/17	MCLEOD RANDALL W CLAN	W2021 US HWY 2&41	\$175.80
Work :	3.GARAGE	14 x 60 mobile storage		005-008-014-00
<b>P13568-17</b>	06/30/17	IVES MATTHEW C	CO RD 352	\$128.76
Work :	3.GARAGE	24 x 28 garage		008-226-004-50
<b>P13569-17</b>	06/30/17	CODUTI KEVIN A & CHRISTINE R	N393 RIVER DR	\$142.60
Work :	2.ADDITION	26 x 20 living room addition		010-460-038-00

Total Permits \$5379.07 24

Menominee County Fair Board Meeting June 21, 2017

Approved  
7/12/17

President Larry called meeting to order at 6:35 pm.

Roll call: Larry Roetzer, Glenn Hanson, Eric Tickler, Nikki Tebo, Sandy Paschke. Public present: Ken Wilkey, Barb Palzewicz and Sherry Dupont. Missing: Jerry Piche, Ed Granquist

Approval of agenda Glenn motioned to approve and Nikki seconded. Motion passed

Nikki Tebo read the minutes from May meeting. Motion for approval by Eric Tickler, seconded by Glenn Hanson. Nikki read the treasurers report motion for approval by Eric Tickler and seconded by Glenn Hanson.

Public comment included introduction of Ken Wilkey, who is interested in releasing his doves daily at the fair. There will be no charge for this service, other than two wristbands for entry into the fair. Sandy gave Ken two wristbands. He will need a small table to set up as he does a small presentation for the kids. He also has some doves/pigeons that he will give kids to get started if there is interest. He will release Friday and Saturday afternoon around 3pm and earlier on Saturday approximately about 1pm. Motion for approval of dove release at the fair without a fee by Glenn and seconded by Eric. Motion passed.

Barb Palzewicz updated board on the Ladies Day program. There are gift bags for the first 100 ladies as well as nearly 50 door prizes. Contestants and judges are accounted for. The winning recipe will be added to Belgiumtown's menu. Barb asked for 100 chairs and tables, extension cords for under the tent. Ron Cocci will set up sound system prior with microphone and cords. Nikki will be advertising ladies day on Facebook page.

Barb will be writing more articles for the paper and was asking about what other groups will be present. Chain saw carver is in fair book but will need to check with Jerry to confirm whether carver will be at the fair. Mid county Antique Power will have tractors. Larry said there is not a particular club that will be there with cars but there will be some classic cars on display. Barb said she has heard many people talk about the offerings for the fair this year.

Old business discussion: Fair clean up. Sandy will be asking all the superintendents to make sure their areas are cleaned up after the fair rather than the sheriff's department. The cost has increased and she feels the clean-up can be done very quickly and efficiently if there are enough garbage cans and superintendents clean their areas. Ken Wilkey has offered the assistance of a Boy Scout club from Wilson to clean up Sunday. Sandy has spoken to Kris Havelka about asking a 4H club to come out and clean up, she is waiting to hear back from Kris on this topic. Sandy and her husband will be staying out there Sunday night as well and she will also follow up on clean up before she leaves.

The ownership of the building at the park was discussed. Sandy was certain that the park owns it now, Larry wasn't sure if the paperwork was ever completed. This will be followed up on. Sherry was not certain there was paperwork done either but the understanding is that the building belongs to the park. The new roof is leaking and Jim Quist is looking at taking the ceiling out of the still exhibit section of the building. The fair board was sent a bill for lumber to build stands for donated fans for the barn. Discussion surrounding the fans/stands for fans ensued. Sandy would have preferred them to be put in the rafters of the barn, not on the floor. Glenn has seen the stands and they are movable stands and

high enough that small kids can't reach them and will be applying a finer mesh over the fans for added safety.

The profit and loss statement from last year has been received by Sherry at the courthouse but the request for funds is still needed. Nikki will get examples from Sherry and send the request.

Glenn Hanson turned in a bill for gravel brought in up by pull track. He will bring his tractor out and level this and also level out the track and remove rocks from track. Glenn will pick up the donated bedding from Tractor Supply and will also get two additional barn fans that they donate. Sandy will tell Charlie Meintz that we don't need anymore. Quaaak's will have a "Dairy Days" themed petting zoo.

Glenn brought up that the dairy/beef doesn't have a judge lined up yet. Eric will contact DeVoogt's. Nikki will contact Phyllis Kazmarzyck about the sheep/goats. Mandy has rabbit judge, Nita has horse judge. Still exhibits judges are lined up. Eric knows of a goat judge who would come last minute if needed.

The Lions Club has their license for vending and the Boy Scouts will be running their stand. Unsure of number in attendance at last year's fair. Nikki divided out the gate admission from last year by \$5 and came up with roughly 1500 in attendance last year. Discussion about Bink's donation. Lions Club already had their meeting last week about what they need to buy for selling.

Bink's would like to still donate beverages to a 4H club that would like to sell. The Rabbit and Sheep clubs will sell beverages for the weekend from the donation from Bink's. Eric hasn't gotten a pricelist from them for other vendors who may want to purchase from them.

Other vendors were discussed. Papa Murphy's wagon was discussed and Glenn said the people working in the pizza wagon thought they were attending the fair. Nikki had reached out to Papa Murphy's but hasn't heard back. Ken Wilkey mentioned the Croatian Chicken stand from the UP State Fair is under new ownership and they might be a good one to contact. DeBacker's Dairy won't be in attendance. The Big Lemon will be out there on Sunday and possibly on Saturday. Larry had contact information on Papa Murphy. Larry will contact Papa Murphy's and follow up with them as he already knows the information. The two options for running the pizza wagon are we as the fair or 4H clubs run it or possibly the homeless shelter. Agreement on allowing the homeless shelter or another non-profit group run the pizza wagon. Larry will finalize. Glenn would like a couple vendor contracts, Nikki will print more when fair computer is returned from being fixed and bring them to Glenn. Nikki had tried contacting The Red Barn without avail. Zoom In from Wallace will be coming. Rolling Smoke BBQ and Crivitz Bakery have contracts but are not confirmed yet. Copper Crust Wood Fired Pizza was contacted by Nikki and they are booked but would like to be contacted for next year. Two different lumberjack shows have our fair on their calendars for next year, just need to reconfirm this winter.

Eric brought up the Tractor Driving skill contest and Lawn Tractor pulls. Cozy will bring a side by side and Linsmeier will bring one for "fair business only". Eric has been asked by people if the lawn tractor pulls will happen, will check with Ed Granquist. Otherwise we should make contact for next year.

Greased pig contest idea was introduced by Nikki Tebo and discussed by the board. There was consensus that this would be part of the fair this year. Rules from Alger Co Fair discussed. Eric Tickler has the pig(s) that could be used. The contest would be for kids only and rules would be very clear. Eric's only concern was the weather since pigs can overheat. Kiss the Pig contest discussed as it has been done

at our fair before. We will bring this up to the superintendents at next month's meeting. It would be the fairgoers attending voting by dollar donations and the person with the highest dollar amount would have to kiss the pig. Eric also has a pig for this contest. He may be able to leave his pigs out at the fair for the weekend. The kiss the pig donation jars would be left in the building for closer supervision and would be \$1 per vote.

Fair manager job description and contract updated. Nikki brought up that it was discussed briefly at last meeting so was added to this meeting for action. There was a 2014 job description Nikki found online from Menominee County but also printed off other job descriptions. The common theme was that the manger was in charge of the day to day running of the fair from outside our county. Sherry has updated the fair manager contract and took out things that no longer are appropriate, she printed it off during meeting and shared with board. Sherry stated the contract is between the fair manager and the fair board. Discussion and changes were made to both and agreed upon by board and Nikki will type up, Sandy and Larry will need to sign these documents. The contract will be in effect from September 1 to August 31<sup>st</sup> each year. Nikki made a motion to make the contract read the fair manager will be paid in one lump sum on August 31<sup>st</sup>, Eric seconded. Motion passed.

Nikki has contacted a magician for this year's fair for \$200 for two shows, one Sat and one Sunday. Also inflatable obstacle courses for older kids/adults. Quote for \$995 for the weekend which includes a slide the owner donated for Sat and a \$200 discount. Eric has spoken with Aquila to reaffirm with them that it would be fine with them if we used their \$1500 donation to cover these two things since the lumberjack show was not able to come this year. They assured Eric that they are fine with this change they just wanted to make sure the money was allotted for a specific thing not sure for day to day running of the fair, they also want to be able to put a sponsor sign at the events. Nikki will confirm with both the magician and the obstacle course owner the times. Nikki has also spoken with Nina from the beef club about having 4Hers give the person running the inflatables periodic breaks. There will be no charge for people using the inflatables, this was a stipulation by Aquila as well.

Nikki also has been in contact with Michael Reed, a musician, who is available and holding our dates awaiting approval from the board. Board discussed different time frames for Michael and karaoke. Eric would like to have more offerings for attendees on Friday. Eric made a motion to offer Michael \$350 for Friday evening and Saturday afternoon.

Eric and Nikki will stop at the different places that fair books were distributed and see how many are left. Nikki brought up that it would be nice to know how many people have asked for them before spending more money to get more printed. Sherry brought about 4 or 5 from courthouse tonight. Sandy has prices for ordering extra. The fair book is also available online. Consensus was that we would hold off on printing more. Krista will be asked to also make copies of the class list and entry forms for those who present to the Annex building when the books get low here at the office. Sherry will be contacting Krista with this request.

Sandy will be confirming camping reservations for the fair with the park. Reservations not paid for by July 1<sup>st</sup> will not be saved, they will be released for others to reserve.

Motion for adjournment made by Nikki and seconded by Eric. Meeting adjourned at 8:54 pm

Respectfully submitted, Nikki Tebo, Secretary/Treasurer

June 23, 2017

UNAPPROVED

Approved 7/18/17

Proceedings of a Committee of the Whole Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the Menominee County Courthouse, Menominee, Michigan.

Chairman Meintz called the meeting to order at 1:02 P.M. followed by the Pledge of Allegiance.

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

**Present:** Com. Gromala, Lang, Meintz, Phelps, Piche, Schei.

**Absent:** Com. Cech, Hafeman and Com. Nelson (excused).

Moved by Com. Schei, seconded by Com. Gromala to approve the agenda. Motion was approved 6-0.

**Public Comment:** None.

**Business Items:**

1. Presentation from Stang Decision Systems ~ Hiring Solutions. – The presentation was given by Jody Johnson, Human Resource Advisor and Spencer J. Stang, Ph.D., President. A couple points to highlight from the presentation would be the cost, timeframe and guarantee period. They have a \$6,000 service fee along with a separate advertising budget. An average advertising budget is \$1,500 - \$2,000. They plan to have candidates to for interviews within 45 days. They will also give us up to 60 days after we hire a new Administrator where they will assist in finding another Administrator if the board chooses to terminate their contract, or the Administrator leaves.
2. Presentation from Slavin Management Consultants – The presentation was given by David Krings, Midwest Regional Manager. A couple points to highlight from the presentation would be the cost, timeframe, guarantee period and that Slavin Management assisted the City of Menominee in hiring their City Manager. They have a \$15,215 Professional Fee along with expenses not to exceed an additional \$8,368.25. It is typical to have a 90 day period from when the profile is approve to when the candidate is hired. They also provide a period of two years, where if the county terminates the Administrator, or the Administrator leaves then they will assist in finding another Administrator at no additional Professional Fee.

**Public Comment:** None.

Moved by Com. Piche, seconded by Com. Phelps to adjourn at 3:00 p.m. Motion was approved 6-0.

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Charlie Meintz, Chairman

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

October 25, 2016

Approved 7/18/17

## UNAPPROVED

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

Chairman Meintz called the meeting to order at 4:34 P.M. followed by the Pledge of Allegiance.

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

**Present:** Com. Cech, Hafeman, Lang, Meintz, Piche, Schei and Williams.

**Absent:** Com. Furlong and Com. Nelson (excused).

Moved by Com. Williams, seconded by Com. Hafeman to approve the agenda. Motion was approved 7-0.

Moved by Com. Hafeman, seconded by Com. Williams to approve the minutes from the September 20, 2016 Committee of the Whole meeting. Motion was approved 7-0

### **Public Comment:**

- Kenny Marks, Menominee County Sheriff – Commented on the qualities that he feels the board should look at in a new County Administrator. 1. Strong Leader, 2. Strong Chief Financial Officer, 3. Educated, 4. Good listener, 5. Grant writer.
- Charlene Peterson – Commented that she agreed with Sheriff Marks.

### **Business Items:**

1. County Administrator Position discussion – The consensus of the board was that the county needs to hire a new County Administrator. Com. Lang thinks the board should hire Interim Administrator Sherry DuPont as the new County Administrator and a new Administrative Assistant to then replace Sherry. Com. Cech feels that we need to hire a new County Administrator, but in the meantime the board needs to get someone to assist Sherry. This could be done from within, hiring from a temp agency or looking at hiring an IT person. Com. Hafeman feels that the main focus right now should be on hiring a new County Administrator. Sherry DuPont commented on the basic day to day operation of the office and how overwhelming the phone calls and people coming into the office have been. Com. Lang asked if Sherry had a solution. Sherry commented that there is a need for a County Administrator. There are a lot of local meetings that the administrator should be attending. She also commented on the need to remove the airport management and the buildings and grounds/parks supervision from the County Administrator job duties. Com. Schei commented that he firmly believes that there needs to be someone separate from the county to take over and run the airport. Maybe a independent contractor that reports back to the County Board like a FBO (Fixed Base Operator). The county is kind of in limbo at the moment because the transition of the airport from Marinette and Menominee County to just Menominee County has not cleared the FAA yet. Com. Meintz discussed a conversation he had earlier in the day

with Com. Nelson regarding his feelings on hiring an IT person with some responsibilities over the building/grounds/parks. Com. Meintz also asked what the Department Heads/Elected Officials are looking for in a new County Administrator. He also commented on the new City Manager that the City of Menominee just hired. He has concerns over the contract they agreed to and the write-up from the newspaper. He discussed having candidates that are not from this area and they do not know the area well enough. This sometimes does not work out well. Com. Lang commented that he has been through this process six times now. You don't know what you are getting until after they have been in the job for a while. Com. Hafeman stated that she looked up the functions of a County Administrator and Manistee County had a good description. She read the description. Sherry DuPont commented that the description was very similar to what we have in Menominee County. County Clerk commented on the items he worked with former County Administrator Brian Bousley on and the need to hire a County Administrator. County Treasurer Diane Lesperance commented on Brian and the position. Diane also commented on Com. Lang's recommendation of hiring Sherry DuPont as administrator. She liked the idea and suggested doing that and giving her 6 months to see if she could do the job. The commissioners continued to discuss the IT position. Com. Hafeman asked how much we pay UES in labor per year. Sherry commented that it is approximately \$3,000 per month. The commissioners also discussed the committees stepping up and attending some of the meetings that the County Administrator had been attending. The issue could arise though over whether or not the commissioners could be paid a per diem or not for attending. Com. Shei also commented that the Buildings and Grounds Committee needs to meet ASAP to discuss some of the space issues and the new vestibule. Sherry commented that Undersheriff Mike Holmes is meeting with the Michigan State Police on Friday to discuss the old State Police Post in Stephenson. Com. Meintz asked if there was anyone internal that could assist Sherry with some items. Diane Lesperance stated that she has a part-time employee that works 20 hrs/week that could possibly help out. She could work up to an additional 9 more hours per week before the county would have to deal with benefit issues. The consensus of the board is to not hire a firm at this time to assist in hiring a new County Administrator. The county will advertise locally and with MAC, MML, MTA and MiWorks, if necessary, to find eligible candidates. The county would like to take resumes and applications until mid January. It is also the consensus of the board to take the management of the airport and the buildings/grounds/parks out of the job description when advertising. The job description and requirements that were used in 2009 will be used when advertising.

**Public Comment:**

-Charlene Peterson – Commented on the good discussion tonight and how good Brian Bousley was to work with.

Moved by Com. Piche, seconded by Com. Hafeman to adjourn at 5:47 p.m. Motion was approved 7-0.

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Charlier Meintz, Chairman

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Marc Kleiman, County Clerk

# MENOMINEE COUNTY LIBRARY BOARD

Minutes June 13, 2017

Approved: July 11, 2017

C. Peterson called the meeting of the Menominee County Library Board to order at 4:00 PM on Tuesday June 13, 2017.

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

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

Public Participation: No public present.

J. Freis moved to approve the minutes from the May 9, 2017 meeting, support by N. Tuinstra. Motion carried.

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

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

## Director's Report

**Library:** The Stephenson FFA trophies are in the display case.

**Staff:** Linda Cooley Hermansville Branch attendant will be retiring in July. Amanda went to the Superiorland Cooperative Directors Advisory Meeting in Crystal Falls.

**Financial:** FY 2017/18 Budget information is passed out for discussion. We are purchasing a button maker with the Dollar General Grant. Amanda is going the M&M grant presentation on 6/14/17 for funding for a Train Table.

**Patrons:** The partnership with ISD for the toddler playgroup continues to bring in new patrons. We registered 43 new patrons last month.

**Bookmobile:** The bookmobile will be in the Fourth of July Parade and we will have a 50/50 drawing fundraising for replacement Bookmobile.

**Technology:** The catalog system was upgraded and Project Gutenberg titles have been added to Overdrive the app for accessing electronic books and audio items.

**Programing:** Summer Reading is starting today with Magician Zvara.

**Friends:** Their Plant Sale was very successful and they are planning on have a Book sale the end of July.

**Volunteers:** 24 hours.

**Building and Grounds:** We had a serious leak in by the front desk. Mike S. came and cleaned the roof drain and he plans on sealing the vents and air exchange once things dry up.

New Business

- A. Discussion on Hermansville Branch Attendant vacancy. This job was posted. We hope to hire by July so there is some overlap time for training before Linda leaves.
- B. Discussion on Fiscal year 2017/18 budget and options, Director Winnicki will get clarification from S. DuPont before submitting budget request. Clarification on the Great Start Funds Initiative this budget amendment; was an error. All Great Start Funds have been spent in the previous fiscal year. The listed amendment was not approved by the commissioners.
- C. M. Fagan moved to close the UPROC account and have the funds transferred to Library Account 271-790-727-03, support N. Fagan. Motion carried.
- D. Discussion on Bookmobile Fundraising, updates on letters and information about the Fourth of July Parade in Stephenson on Saturday July 1.

Public Participation: No public present.

As there was no further business, M. Fagan moved to adjourn the meeting, support by N. Tuinstra. Motion carried. Meeting adjourned at 4:53 PM.

Submitted by:  
Amanda Winnicki, Library Director

# LEPC Minutes

April 13, 2017 at 1:30 PM CDT  
Menominee ISD Building Conference Room  
1201 41<sup>st</sup> Avenue, Menominee, Michigan 49858

Approved  
7/13/17

- 1) Call to Order - Mike Shaffer called the meeting to order at 1:36 p.m. Members present: Brian Barrette, Mike Shaffer, Valerie Hallam, Robert Villas, Rich Sexton, Chris Poupore, Mark Erickson, Mark Peterson, Don DeTemple, Terry Pearson, Char Staffeldt, Mike Lemke and guest Nate Schmidt. Excused: Ken Marks, Mike Holmes, Dayna Kapp and Krista Marciniak
- 2) Introductions and sign-in sheet
- 3) Review/Approve Agenda – Mark Peterson moved to approve the agenda, second Mike Lemke, motion carried.
- 4) Review/Approve Minutes of Last Meeting – Rich Sexton moved to approve previous minutes, second Mike Lemke, motion carried.
- 5) Public Comment - None
- 6) Presentations  

DHS Nathan Schmidt, Chemical Security Inspector, briefed on Chemical Facilities Anti-Terrorism Standard Regulations. 300+ chemicals can be used for terrorism. Tier based system according to the risk potential of the chemical,(quantity) population density. Tier 4 lowest, Tier 1 highest. Midland MI has a Tier 1. **Mike Schaffer** asks if facilities will have to have new security plans. Parts of it will have to be updated, in all facilities across the nation. When those plans are complete an inspector will come in and determine if there is anything that needs to be done. This info is not something that HS will share. Inspectors are always available to help. CVI-Bob Sauer can give some info thru the website ( will get this for those that would like it). Sara Title III info.....Google/appendix A info available to everyone. Food processing, wineries, breweries, possibly water processing. Colleges, (laboratories) pulp, paper, mining companies. Region 5 has 501 facilities. 490 approved. Risk Based Standards (18). Monitoring = Maintenance. Law enforcement, fire, emergency management and health need info, contingency plans. Facilities need to reach out... also, they need to do exercises. (annually). Sara Title III requires different actions than DHS does. Outreach is important, those facilities that haven't heard of this group need to.-- IP Gateway is a massive hard drive. Order 13650, like Appendix A, is full of info. **Rich** Are there any facilities in the Menominee area that would need to be inspected? Yes. **Mike Schaffer** can we call HS if there is a spill, theft, etc...? Absolutely
- 7) Old Business

HMEP Grant- Rich will get this out in May.  
Marinette Marine – Rich has not gotten any response from them for a presentation. ....Mike will get hold of someone in Security.

- 8) New Business  
Sara Title III Tier II plans – all info sent out digitally as it is received
- 9) Suggested presentation next meeting – Marinette Marine Security Coordinator
- 10) Adjournment – Mike Lemke moved to adjourn, Vallerie Hallum seconded. Motion carried at 2:40 p.m.

Next meeting July, 13, 2017, 1:30 pm Menominee ISD building

Menominee County Finance Committee  
Minutes of Meeting  
06/12/2017

\*\*\*\*\*Approved 7.17.17\*\*\*\*\*

The Finance Committee met on June 12, 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. Schei to approve the agenda as written. Motion approved 4/0.

**Previous Meeting minutes:** 6.1.2017 Minutes not available

**Public Comment:** None

**Department Head/Elected Official Reports:** None

**Business Items**

**a. 2017/18 Budget Discussion –John** Starting with the Airport, first of all thanks to Steve and Larry S for the work done and extremely quick turn around on the airport budget. Steve Worked with Jeff 2 days and will be able to produce a balanced budget, it will be balanced because it is going to be needing funds from appropriations. 5 year plan, looking at \$141,000. John Asked for 5 year plan, also asked for capital outlays. Larry S Jeff met with MDOT AERO in Marquette about the ACIP plan. Came back with a new plan, different that the presented to the board. They were updated and higher. If we go for the capital outlay and block grant and obligate ourselves for 20 years. This is a seven year plan. Adding the 5% share for the county for 7 years, it came to \$359,250, dividing that by 7 years, it came to \$51,321.43 which would be in capital outlay as money the county has to appropriate. 1st year budget, Bousley had put in \$50,000 to cover 10 year plan. Fuel farm loan came out of that to bring it down to \$43,928. This will have to be raised back up \$50,000. Went \$55,000 because of other issues in the capital outlay. Thought that in the future there was going to be a project to do culverts and brush removal. The machine needed to do that hasn't been available for the last 8 years. The ACIP plan incorporated that brush removal and culvert repair into the runway resurfacing project, so it went up by \$1750 making the county share \$3750 for the 1<sup>st</sup> years. In capital outlay there is an amount(\$15,000) for the courtesy van, which is falling

apart. This van is what keeps people buying fuel at a discount. For fire safety maintenance building. In the ACIP plan it was recommended that we don't include this in. Decided that to expand that building north, 2 more stalls and 2 more doors, allowing for the hangar to be empty and available to rent out, would need a budget amount of approximately \$300,000. **John** Would like to keep this within the county revenue, would like to make a projection and function within it. **Steve** It's almost like a domino effect, if we don't work on this building, we can't do other things we need to do. **Larry** Sherry gave us increased budget figures for two positions plus a part-time position. Those were plugged into the budget for salaries. On revenue side couple of things changed also, the estimated fuel was decreased from \$95,000 to \$80,000 being more realistic. Cargo handling fee was raised to \$1000 and ramp parking was put to \$100. Capital outlay was raised to \$327,050. Expense side, we added in manager position with benefits, lineman position, part time...fuel expense \$85,000. Operating costs was lowered \$500, contract services lowered \$3000. Getting Merit would eliminate Time Warner, which locks us into \$342 a month. Merit could save us money, but we left the budget as is. So, the \$141,000 appropriation from the county would make this work. **Steve** Appropriation last year was \$131,000. Would rather see budget reflect realistically, if revenues are more, that is ice cream on the cake. Solar farm discussed. **John** will talk with Dave from Delta county, see how they operate. **Larry** The question is what does the county want to do? Block grant for 20 years? Put it in the budget? Both? Have to decide if the county wants the airport, in it or not? **John** Need to have someone here to talk to us about airport, that would help determine budget direction. Second thing he had asked for was 911. There was to have been a meeting with Dickinson County, that did not happen. **John** asks if anyone interested in contacting Dickinson County, this is a major budget issue. **Steve** will offer his time and services. **Larry** Is glad **Steve** is willing, as he has B&G as well, and really doesn't have the time. **John** Would like to have result by the 20<sup>th</sup>. Best scenario with a 7 year period, 1.4-2 million underfunded. That involves the board, and wage, salary and revenues. We are down, projection was 710 down to 650 maybe. If we do purchase a board, take it out of the operating budget. Actual returns...2008 lost 25%, 2009 up 17%, 2010 up 14.4, 2011/ 2.3, 2012 up 11, 2013 up 15, 2014 up 6.7, lost in 2015 and 2016 up. Going back ten years, the actual return is 5.38%, 7 years 8.43, 3 years 5.5. Terra could meet with board in July. Indebtedness shows that 5.75, no 5 year phase in. Couple million a year, at the 51% funding. Wage and salary; **Sherry** have been put in with the 2% increase. MERS numbers are in, health insurances, teamsters, 911 is not definite, so put in 8% increase. These are estimates. Longevities in, workers comp is in as it is right now, that will change in January. **Larry** is the airport in? Did the DMG for the managers position come back? That can be adjusted if need be? **Sherry** Budgeted with a family plan for insurances, that may change as well. **John** With wage and salary, been meeting with several commissioners, social security in place was at 0% there is no adjustment. If millage with road patrol doesn't pass, there is still liability. What they want us to budget is a lag of two years, so we fall behind. Would like to get the solid numbers. **Larry** As far a future costs, salaries, fringes, retirement...there are 2 ways this county can go, if the county gets rid of the airport, it would never get closed. There will always be an obligation while the airport is on county land. If we contract management out to another firm, we still need one county manager. **John** On MERS we have another issue, when

we switched from defined benefits to defined contributions, we closed out a division that involved elected officials and employees from new hires. The issue is if a person was in defined benefits and accepts a position that is now in defined contributions, they cant remain in defined benefits. The board hasn't taken any action on this yet. There is a retroaction that comes at a hefty cost to the county and adds to the overall liability. That resolution should be put to the board for discussion to see it is moved forward. If it is we should do a cost analysis. Without input from MERS it is really hard to determine. This should be on the agenda for discussion. **Sherry** It already is for tomorrow night. **John** Did we get any budgets from departments? **Sherry** said no she did not get any, only from the airport. **John** If we don't have any before the next meeting we should just do an across the board decrease of 10%. **Steve** agrees that if there is no input from the departments in a short time that it behooves them, having an obligation, to the board and taxpayers to have something in place soon. Issue with economic development, \$20,000. **Larry** There is an outstanding agreement and bylaws, that is still valid. **John** But with anything has to come some performance, we have spent a lot of money and have gotten nothing. Can't get answers and we need to look at a pay for performance. **Larry** Looking at the contract, it doesn't say economic development, it was a joint agreement between the county and the city of Menominee, each put \$20,000 into that group. Original intent was to foster tourism and other things. **John** I can't picture an agreement that goes on without any conditions or closure. Would like to take a look at that. **Larry** We need to talk to Stoker and have the board make a decision. **John** Larry had bot up the wheelchair ramp at the new building. There should be enough money in the budget for this. **Larry** Regarding the building across the street, all the money that was allocated was in this current budget, not for next year. If there is going to be more added, who's budget would it be from? **Sherry** answers that it will be from B&G. **Sherry** Is working on the departments, will be getting letters out, and then add and make adjustments as she hears from department heads. Discussion went on as to when to have next meeting. **John** Haven't seen anything yet on the road patrol millage, if the millage does not succeed, there is a long term commitment. Will impact long term. Discussion held about child care fund and courts. **Sherry** Issue about indigent attorneys going through the state. Could result in more expense for county. Some discussion followed.

**Public Comment: Marc:** Has been working on his 2 department budgets, there a few things he needs to get done, but has been working on it all week long. Regarding the vestibule, the reason for the building of it, was for energy efficiency. With the original way it was supposed to be built, it wouldn't meet ADA compliance, so the plans needed to change for it. **Bill Merkel** Gail Svinicki is going to be retiring next June, there will be a space issue. In his budget he will be adding into it, training time, looking at 6 months. **Diane Lesperance** The vestibule addition was to help with keeping the hallways warmer and the door was open for so long.

**Commissioner Comment: Larry** Not going to dwell on the past, but on the future. **John** Comments on the vestibule.

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



**Public Health  
Delta & Menominee Counties**



2548

**Board of Health Meeting**

Pinecrest Medical Care Facility  
Powers, MI

**Meeting Minutes**

Thursday, June 15, 2017

**Board Members Present**

Jan Hafeman

Larry Schei

Amanda Hess

Gerard Tatrow

Tom Trudgeon

**Public Health Staff**

Mike Snyder, Health Officer/ Administrator

Dr. Terry Frankovich, Medical Director

Kim Gustafson, Assistant Program Coordinator

Jennifer Grabowski, Prevention Specialist

**1. Call to Order/Roll Call**

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on June 15, 2017. The meeting was called to order at 1:00 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Assistant Program Coordinator, and is recorded above. Mr. Johnson was not able to attend and was excused. Ms. Hess arrived at 1:12 p.m. CDT.

**2. Approval of Agenda**

Ms. Hafeman moved the June 15, 2017 agenda be approved.  
Motion was supported by Mr. Schei and carried unanimously.

1549

**3. Public Comment**

There was no public comment on the June 15, 2017 agenda.

**4. Approval of Minutes**

**Ms. Hafeman moved the minutes from May 18, 2017, be approved. Motion was supported by Mr. Tatrow and carried on a 3-0 vote, with Mr. Schei abstaining from the vote.**

**5. Presentation: Communities That Care – Jennifer Grabowski**

Ms. Grabowski informed the BOH about the Communities That Care (CTC) initiative. CTC is a coalition of mini work groups used to get the community moving forward towards a common goal. It is based on prevention science and each individual communities needs based on local data.

Delta County started the initiative this year, with PHDM taking the lead role. Menominee County has a CTC coalition starting and they are collaborating through the Healthy Youth Coalition. This initiative is a long-term model program; the process is measured and data will show the effects as behavior changes.

The CTC youth survey will be implemented this fall in all the local Delta County schools and given to all children in grades 6th, 8th, 10th, and 12th. The data will not be broken down by school, but rather by Delta County as a whole. Menominee County has been performing the survey for twelve years now and results show that prevention is working. There are five steps in the overall CTC outline, and Delta County is in the second step. There are five work groups within the Delta Counties CTC coalition. They are: Data/Risk and Protective factors, Community Board Maintenance, Public Relations/Funding, Resource Assessment and Evaluation and Community Needs. The CTC coalition currently has representation from various community organizations, service clubs, agencies, education, businesses and faith bases organizations.

**6. Driven Point Well – Technical Manual**

Mr. Snyder gave the BOH an overview of the Driven Point Well Guidelines that had been last approved in April 2009. The guidelines do not differentiate between a driven point well for drinking purposes versus irrigation use only. Mr. Snyder drafted new guidelines, which are in-line with the State Well Construction Code, that distinguish between the two.

**Ms. Hafeman moved the new driven point well guidelines be approved, as presented. Motion was supported by Mr. Schei and carried unanimously.**

2550

**7. MERS Quarterly Statement**

**Ms. Hess moved the MERS Quarterly Statement be acknowledged and placed on file. Motion was supported by Ms. Hafeman and carried unanimously.**

**8. Review and Approval of May Check Register**

The Board of Health reviewed the May check register.

**Mr. Tatrow moved the May check register be approved. Motion was supported by Ms. Hafeman and carried unanimously.**

**9. Medical Director's Report**

Dr. Frankovich discussed two tick-borne diseases: Lyme disease and Babesiosis. Both are carried by deer ticks. Babesiosis is new to Michigan and the state's first two cases were diagnosed in the U.P. A letter that was sent to all local health providers with information regarding both diseases. It reminds them to keep these tick-borne illnesses in mind when seeing patients with consistent signs and/or symptoms.

Many individuals who become infected with Babesiosis will have no symptoms but others may develop headaches, fever, chills, nausea, fatigue, anemia and more rarely, organ failure. Immunocompromised individuals are at higher risk of serious disease.

**10. Health Officer's Report**

- Mr. Snyder informed the BOH the total amount of WIC monies spent at local grocers in 2016 by clients seen at PHDM in Delta County was \$723,069 and \$220,859 in Menominee County. This is slightly lower than previous years.
- PHDM has been working with Rich Sexton, the Emergency Manager for Menominee County with information regarding food safety, water wells, and septic systems to be used for public service announcements. This is due to the power outages and flooding caused by the severe storms on June 11, 2017.
- Mr. Snyder reminded the BOH the July 20<sup>th</sup> meeting will be held at the Delta County office in Escanaba. Following the meeting, the annual PHDM picnic will be held at the Gladstone Kid's Kingdom Park pavilion.

**11. Public Comment (three minutes maximum)**

No public comment.

2551

**12. Board Member Comments**

- Ms. Hess invited the BOH to the Hannahville Pow Wow that will be held June 16-18.

**13. Adjournment**

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 2:16 p.m. CDT. Motion was supported by Mr. Tatrow and carried unanimously.

Thomas L. P. Ryan 7-20-17

Chairperson

:kg Approved July 20, 2017  
KM

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Board of Canvassers</b>
<b>DEPARTMENT:</b>	<b>County Clerk</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
There are two appointments on the Board of Canvassers expiring at the end of October. County Clerk Marc Kleiman has sent a letter to the Democratic and Republican parties asking for letters of interest.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Sherry DuPont

08/04/2017  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY CLERK & REGISTER OF DEEDS

MENOMINEE COUNTY COURTHOUSE, 839 TENTH AVENUE, MENOMINEE, MI 49858

**MARC KLEIMAN**

County Clerk and Register of Deeds

August 2, 2017

John Anderson  
Chairperson, Menominee County Republican Party  
N16425 400 Rd  
Powers, MI 49874

Dear Chairperson Anderson,

Please see the enclosed letter from the Bureau of Elections regarding the procedures for filling the position of Board of County Canvasser. According to our records the Republican appointment for Dick Peterson is ending October 31, 2017. Please submit 3 letters of interest to the Menominee County Board of Commissioners by September 1, 2017.

Their address is:

Menominee County Board of Commissioners  
839 10<sup>th</sup> Ave  
Menominee, MI 49858

Please call if you have any questions or concerns.

Sincerely,



Marc Kleiman, County Clerk

Cc. Menominee County Board of Commissioners  
Interim County Administrator Sherry DuPont  
Dick Peterson

# MENOMINEE COUNTY CLERK & REGISTER OF DEEDS

MENOMINEE COUNTY COURTHOUSE, 839 TENTH AVENUE, MENOMINEE, MI 49858

**MARC KLEIMAN**  
County Clerk and Register of Deeds

August 2, 2017

Mari Negro  
Chairperson, Menominee County Democratic Party  
W5131 #41 Road  
Hermansville, MI 49847

Dear Chairperson Negro,

Please see the enclosed letter from the Bureau of Elections regarding the procedures for filling the position of Board of County Canvasser. According to our records the Democratic appointment for Mary Jo Wennergren is ending October 31, 2017. Please submit 3 letters of interest to the Menominee County Board of Commissioners by September 1, 2017. Their address is:

Menominee County Board of Commissioners  
839 10<sup>th</sup> Ave  
Menominee, MI 49858

Please call if you have any questions or concerns.

Sincerely,



Marc Kleiman, County Clerk

Cc. Menominee County Board of Commissioners  
Interim County Administrator Sherry DuPont  
Mary Jo Wennergren

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Commissioner Per Diems and Expenses</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Board to review Commissioner Per diems and expenses as recently submitted for payment.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

DATE:

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



MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

<b>RECEIVED</b>
JUL 28 2017
BY: <i>de</i>

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
7/11/17	COUNTY AIRPORT - MDOT	15		8.03	
7/11/17	LIBRARY - STEHENSON	32		17.12	101-101-860.04
7/11/17	COURTHOUSE - CB	16		8.56	101-101-860.04
7/14/17	COURT HOUSE - T. BOEHAER	16		8.56	101-101-860.04
7/17/17	COURTHOUSE - FINANCE	16		8.56	101-101-860.04
7/18/17	MENOMINEE CITY HALL - MDC	15		8.03	101-101-860.04
7/18/17	COURTHOUSE - COW	16		8.56	101-101-860.04
7/20/17	ESCANABA - DMPL OFFICE	100		53.50	101-101-860.04
7/25/17	COURTHOUSE - Co. PROSECUTOR	16		8.56	101-101-860.04
7/25/17	COURTHOUSE - CB	16		8.56	101-101-860.04
7/26/17	ANNEX - STEHENSON - COW	32		17.12	
<i>290</i> Total Mileage					
<b>Total Mileage Fee</b>					<b>8/55.16</b>

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

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

*Larry Schei*  
\_\_\_\_\_  
Signed

*7/28/17*  
\_\_\_\_\_  
Date



MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

**RECEIVED**  
JUL 28 2017  
BY: *DL*

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

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

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

Name: Bernie Lang ~ District 2

*2017*

Date	Meeting Place	# of miles	X	Total Cost	Account Number
7-11	MENO	4	.535/mile		
7-18	MENO	4			
7-20	LITTLE RUGGET	28			101-101-860.02
7-25	MENO	4			101-101-860.02
7-26	MENO	48			101-101-860.02
		<u>88 X .535 =</u>		47.08	101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
			Total Mileage		
Total Mileage Fee					47.08

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

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

*B. Lang*

Signed

07-28-17

Date



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

7/26/17

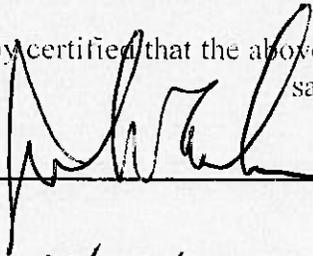
\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .535/mile	Total Cost	Account Number
7/6/17	ESCANABA, MI Whts	54	"	28.89	
7/10/17	Menominee 911	96	"	51.36	101-101-860.11
7/11/17	" Co Bld	96	"	51.36	101-101-860.11
7/17/17	" Finance	96	"	51.36	101-101-860.11
7/24/17	Menominee 911	96	"	51.36	101-101-860.11
7/25/17	" Co Bld	96	"	51.36	101-101-860.11
7/26/17	Stephens Mons	54	"	28.89	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		588	Total Mileage	314.58	
Total Mileage Fee					314.58

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

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



Signed

7/26/17

Date





# MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

[COPY]

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
7/11/17	Co Bd. – Menominee	76		40.66	101-101-860.10
7/14/17	UP Energy-Escanaba	58		31.03	101-101-860.10
7/17/17	BOH- Finance-Escanaba	58		31.03	101-101-860.10
7/18/17	COW-Menominee	76		40.66	101-101-860.10
7/20/17	BOH-Escanaba	58		31.03	101-101-860.10
7/25/17	Co.Bd.-Menominee	76		40.66	101-101-860.10
7/26/17	COW-Stephenson	34		18.19	101-101-860.10
7/27/17	Pinecrest-Powers	14		7.49	101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
		<b>450</b>	<b>Total Mileage</b>		
<b>Total Mileage Fee</b>					<b>240.45</b>

\$ 240.75 AD

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

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

*Janice M. Hafeman*  
\_\_\_\_\_  
Signed

7/28/17

Date







## MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

Milcage: .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
6/19/17	Adm. Office - Negotiations	72		38.52	
6/13/17	Road Commission	25		13.38	101-101-860.07
6/13/17	Annex - County Board	30		16.05	101-101-860.07
6/21/17	Adm. Office - Negotiations	72		38.52	101-101-860.07
6/15/17	Annex - Personal Comm.	30		16.05	101-101-860.07
6/23/17	COW - Courthouse	30		16.05	101-101-860.07
6/27/17	Annex - County Board	30		16.05	101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
		259			
			Total Milcage		
				Total Milcage Fee	138.57 AD

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

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

Gerald Piche

Signed

8/4/17

Date

Rec-8.4.17  
AD



**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
7/10/17	Adm. Office 911	72		38.52	
7/14/17	Court House - County Board	72		38.52	101-101-860.07
7/12/17	Annex - Fair Board	30		16.05	101-101-860.07
7/18/17	Court House - Consulting Firm	—		—	101-101-860.07
7/26/17	Annex - COW - Resolutions	30		16.05	101-101-860.07
7/27/17	Road Commission - Task Force	<del>30</del>		<del>16.05</del>	101-101-860.07
			Total Mileage		
				Total Mileage Fee	109.14

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

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

*Gerald Piche*

Signed

8/4/17

Date

*Rec. - 8.14.17  
AD*

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	Miscellaneous Bills
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on July 26-28, 2017 in the combined amount of \$30,577.68	
<b>RECOMMENDED MOTION</b>	

Submitted by: Sherry DuPont

08/04/2017  
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## Miscellaneous Bills Account Number List

### General Fund Expenditures

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

### Special Revenue Funds

205 Road Patrol  
206 Sheriff Work Van  
208 County Parks  
215 Friend of Court  
216 Airport  
218 IT - Computer Serv.  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
263 Pistol Licensing  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
272 CDBG - Wells Fargo Grant  
274 CDBG - County  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
285 Senior Citizens  
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

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY  
 EXP CHECK RUN DATES 07/26/2017 - 07/26/2017  
 UNJOURNALIZED OPEN  
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 54183*	Mastercard	07/12/2017	07/26/2017	6,815.94	6,815.94	Open
	June 13 - July 11, 2017 (Road/Sherifijessicaw					
	101-301-742.00 Magic Wand			11.00		
	101-301-742.00 Marathon Petro			32.50		
	101-301-742.00 Holiday			24.15		
	101-301-742.00 Magic Wand			11.00		
	101-301-742.00 Superior touchless			11.00		
	101-301-770.01 Hannahville HC			32.90		
	101-301-770.01 American Screening			387.00		
	101-301-770.01 Hannahville HC			29.60		
	101-301-802.00 Walmart			77.69		
	101-301-802.00 Walmart			68.17		
	205-315-742.00 Holiday			32.27		
	205-315-742.00 Marathon			28.50		
	205-315-742.00 BP			17.00		
	205-315-742.00 Exxon			32.00		
	205-315-742.00 Holiday			27.00		
	205-315-742.00 Meijer			33.81		
	205-315-742.00 Holiday			27.66		
	205-315-742.00 Holiday			20.00		
	205-315-742.00 Meijer			22.50		
	205-315-742.00 Holiday			20.00		
	205-315-742.00 Wesco			16.50		
	205-315-860.00 Grille 39			16.78		
	205-315-860.00 Grille 39			40.04		
	205-315-860.00 Wendy's			4.24		
	205-315-860.00 Wendy's			2.96		
	205-315-860.00 SQ/SafeKey			198.00		
	205-315-860.00 Buddy's Pizza			39.78		
	205-315-860.00 Famous Hamb			22.26		
	205-315-860.00 Famous Hamb			16.23		
	205-315-860.00 BWW			12.17		
	205-315-860.00 BWW			16.76		
	205-315-860.00 Applebees			12.10		
	205-315-860.00 Applebees			12.10		
	205-315-860.00 Tim Hortons			5.86		
	205-315-860.00 Tim Hortons			6.34		
	205-315-860.00 McDonalds			12.48		
	205-315-860.00 McDonalds			19.36		
	205-315-860.00 Burger King			12.16		
	205-315-860.00 Burger King			6.12		
	205-315-860.00 Double Tree			433.62		
	205-315-860.00 Burger King			12.70		
	205-315-860.00 Applebees			21.20		
	205-315-860.00 Russo Pizza			32.14		
	205-315-860.00 Outback			34.14		
	205-315-860.00 Outback			26.24		
	205-315-860.00 Taco Bell			7.61		
	205-315-860.00 Wendy's			9.31		
	205-315-860.00 Wendy's			5.28		
	205-315-860.00 Peppinos Grill			19.07		
	205-315-860.00 Peppinos Grill			12.71		
	205-315-860.00 McDonalds			5.30		
	205-315-860.00 Peppinos Grill			44.71		
	205-315-860.00 McDonalds			6.66		
	205-315-860.00 McDonalds			6.67		
	205-315-860.00 Mackinac Bridge Toll			4.00		
	205-315-860.00 Holiday			8.38		
	205-315-860.00 Hampton Inn			667.10		
	205-315-860.00 Credit Voucher - Double Tree			(22.68)		
	205-315-881.03 PAAM			50.00		
	205-315-881.03 PAAM			50.00		
	205-315-934.03 Spartan Armor Systems - PO# 3693			3,660.00		
	264-363-881.00 Dixie Saloon			27.28		
	264-363-881.00 Dixie Saloon			27.28		
	264-363-881.00 1430 Gaylord			16.20		
	264-363-881.00 1430 Gaylord			19.38		
	264-363-881.00 Scheldes Grill			11.91		
	264-363-881.00 Scheldes Grill			14.84		
	264-363-881.00 Best Western			93.45		

APPROVED

JUL 27 2017

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY  
 EXP CHECK RUN DATES 07/26/2017 - 07/26/2017  
 UNJOURNALIZED OPEN  
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
	264-363-881.00	Best Western		93.45		
# of Invoices:	1 # Due: 1	Totals:		6,815.94	6,815.94	
# of Credit Memos:	0 # Due: 0	Totals:		0.00	0.00	
Net of Invoices and Credit Memos:				6,815.94	6,815.94	
* 1 Net Invoices have Credits Totalling:				(22.68)		
--- TOTALS BY FUND ---						
	101 - GENERAL FUND			685.01	685.01	
	205 - ROAD PATROL			5,827.14	5,827.14	
	264 - LOCAL CORRECTIONS OFFICERS TRAINING			303.79	303.79	
--- TOTALS BY DEPT/ACTIVITY ---						
	301 - SHERIFF DEPARTMENT			685.01	685.01	
	315 - ROAD PATROL			5,827.14	5,827.14	
	363 - CORRECTIONS ACTIVITIES - TRAINING			303.79	303.79	

JUL 31 2017

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
<b>VENDOR NAME: ADVANCE AUTO PARTS</b>				
2825-359816	2001 Dodge - Vehicle Maintenance	101-265-981.00	36.99	36.99
TOTAL VENDOR ADVANCE AUTO PARTS				36.99
<b>VENDOR NAME: ARAMARK UNIFORM SERVICES INC</b>				
1677666760	Airport Supplies	216-585-755.01	44.38	92.77
		216-585-745.00	48.39	
TOTAL VENDOR ARAMARK UNIFORM SERVICES INC				92.77
<b>VENDOR NAME: AT&amp;T - CAROL STREAM, IL</b>				
906863444107	July 19 - August 18, 2017	101-103-850.00	1,140.90	1,140.90
906863202307	July 19 - August 18, 2017	101-103-850.00	728.49	728.49
TOTAL VENDOR AT&T - CAROL STREAM, IL				1,869.39
<b>VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.</b>				
22498	Vehicle Maintenance - 2008 Chevy Tahoe	205-315-934.02	94.00	94.00
22501	Vehicle Maintenance - 2016 Ford Explorer	205-315-934.02	32.90	32.90
22509	Vehicle Maintenance - 2016 Ford Explorer	205-315-934.02	32.90	32.90
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				159.80
<b>VENDOR NAME: BODY WORKS PLUS</b>				
M268893	Vehicle Maintenance - Brian Helferts Squad	205-315-934.02	180.00	180.00
TOTAL VENDOR BODY WORKS PLUS				180.00
<b>VENDOR NAME: BRUNELLE, JENNIFER</b>				
Reimbursement	Mileage	292-663-860.00	40.66	40.66
July 2017	Crisis Intervention	292-668-801.00	610.00	610.00
Reimbursement	Supplies for Holdover	101-132-801.01	5.28	5.28
TOTAL VENDOR BRUNELLE, JENNIFER				655.94
<b>VENDOR NAME: C.B. SERVICES AGENCY, INC.</b>				
CBS-2017000083	Service - Jean Belanger	101-131-807.00	45.00	45.00
CBS-2017000082	Service - Cassandra Shepard	101-131-807.00	95.00	95.00
2017-000080	Service - Dion Morrow/Ed Rogers	101-131-807.00	95.00	95.00
TOTAL VENDOR C.B. SERVICES AGENCY, INC.				235.00
<b>VENDOR NAME: CLOVERLAND PAPER CO</b>				
114769	Courthouse - Janitorial Supplies	101-265-755.01	153.65	153.65
114597	Inmate Supplies	101-301-770.00	124.35	124.35
114637	Inmate Supplies	101-301-770.00	127.75	127.75
114710	Inmate Supplies	101-301-770.00	105.29	105.29
TOTAL VENDOR CLOVERLAND PAPER CO				511.04
<b>VENDOR NAME: COOPER OFFICE EQUIPMENT</b>				
146630	Contract # 2836-01 (FOC)	215-141-942.00	566.78	566.78
TOTAL VENDOR COOPER OFFICE EQUIPMENT				566.78
<b>VENDOR NAME: HENSLEY, RN, JOEL</b>				
July 2017	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
July 2017	Medical Examiner	101-648-709.00	1,080.00	2,980.00
		101-648-835.00	1,900.00	
TOTAL VENDOR HENSLEY, RN, JOEL				4,345.00
<b>VENDOR NAME: HI TEC BUILDING SERVICES</b>				
015058	July 2017 Cleaning Services	101-265-801.00	1,880.00	1,880.00
TOTAL VENDOR HI TEC BUILDING SERVICES				1,880.00
<b>VENDOR NAME: J S ELECTRONICS, INC.</b>				
19815	Window Mounted Camera Bracket	205-315-934.02	39.13	39.13
TOTAL VENDOR J S ELECTRONICS, INC.				39.13
<b>VENDOR NAME: J.F. AHERN COMPANY</b>				
207565	Service Call on Fire Equipment	101-301-934.02	347.43	347.43

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: J.F. AHERN COMPANY					
TOTAL VENDOR J.F. AHERN COMPANY					347.43
VENDOR NAME: JACK'S FRESH MARKET					
45000500187	Inmate Supplies	101-301-770.00	80.26		80.26
TOTAL VENDOR JACK'S FRESH MARKET					80.26
VENDOR NAME: K MART 7031					
110512	Inmate Medication	101-301-770.01	95.45		95.45
0703107171703187732	Inmate Medication	101-301-770.01	55.09		55.09
TOTAL VENDOR K MART 7031					150.54
VENDOR NAME: LARSON, MICHELLE					
Reimbursement	Supplies For Garden (Menards)	292-668-801.00	188.21		188.21
TOTAL VENDOR LARSON, MICHELLE					188.21
VENDOR NAME: MANPOWER					
31671200	Doreen Averill (WE 7/23/17)	101-172-704.00	378.00		378.00
TOTAL VENDOR MANPOWER					378.00
VENDOR NAME: MENARDS - MARINETTE					
37693	Inmate Supplies	101-301-770.00	138.91		138.91
38288	Operating Supplies - Sheriff Dept	101-301-755.00	111.15		111.15
TOTAL VENDOR MENARDS - MARINETTE					250.06
VENDOR NAME: MENOMINEE COUNTY ROAD COMMISSI					
11068	Power to Radio Tower (June 2017)	101-301-934.01	29.18		29.18
TOTAL VENDOR MENOMINEE COUNTY ROAD COMMISSI					29.18
VENDOR NAME: MENOMINEE INDUSTRIAL SUPPLY					
10383201	John Deere Blades (x3)	101-265-934.00	88.88		88.88
TOTAL VENDOR MENOMINEE INDUSTRIAL SUPPLY					88.88
VENDOR NAME: MICH ASSN OF REGISTER OF DEEDS					
Registration	Conference - Marc Kleiman	101-268-860.00	185.00		185.00
TOTAL VENDOR MICH ASSN OF REGISTER OF DEEDS					185.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I					
0128758-001	DVD-R (Sheriff Dept)	101-301-727.00	31.99		31.99
0128812-001	DVD-R (Sheriff Dept)	101-301-727.00	22.84		22.84
0128928-001	Single Line Stamp (Sheriff Dept)	101-301-727.00	25.10		25.10
0129130-001	Sheriff Dept - Office Supplies	101-301-727.00	45.13		45.13
0129141-001	Sheriff Dept - Office Supplies	101-301-727.00	81.54		81.54
0128804-001	Medical - Office Equipment	101-301-770.01	20.25		20.25
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I					226.85
VENDOR NAME: MOORE MEDICAL CORP					
99549148	Inmate Medical Supplies	101-301-770.01	110.34		110.34
99549328	Inmate Medical Supplies	101-301-770.01	155.63		155.63
TOTAL VENDOR MOORE MEDICAL CORP					265.97
VENDOR NAME: MURPHY, KEITH					
Reimbursement	Meals & Mileage	101-132-801.00	213.05		213.05
6338	Transport of Juvenile	101-132-801.01	47.50		161.50
		101-132-801.00	114.00		
TOTAL VENDOR MURPHY, KEITH					374.55
VENDOR NAME: NESTEGG MARINE					
108753	Marine Maintenance	101-331-755.00	42.21		42.21
108787	Marine Maintenance	101-331-755.00	41.31		41.31
TOTAL VENDOR NESTEGG MARINE					83.52
VENDOR NAME: NUTT, MICHAEL					
Reimbursement	Mileage - July 2017	292-664-860.00	79.88		79.88
July 2017	Crisis Intervention	292-668-801.00	65.00		65.00
TOTAL VENDOR NUTT, MICHAEL					144.88

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CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY  
EXP CHECK RUN DATES 07/27/2017 - 07/27/2017  
UNJOURNALIZED  
OPEN

Page: 3/4  
JUL 31 2017

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN  
AMOUNT

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: OFFICE DEPOT, INC.				
941772646001	CD-R (Probate/Family)	101-148-727.00	16.62	33.24
		101-132-727.00	16.62	
TOTAL VENDOR OFFICE DEPOT, INC.				33.24
VENDOR NAME: OMNICARE, INC.				
2307442	Inmate Medical Supplies	101-301-770.01	315.93	315.93
TOTAL VENDOR OMNICARE, INC.				315.93
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068317174001	Inmate Supplies	101-301-770.00	32.56	32.56
40068317181001	Inmate Supplies	101-301-770.00	32.56	32.56
TOTAL VENDOR PAN-O-GOLD BAKING CO.				65.12
VENDOR NAME: POWELL LAW OFFICE				
2017-079-MI	Court Appointed Legal (Donald S. Powell)	101-148-807.00	182.50	182.50
TOTAL VENDOR POWELL LAW OFFICE				182.50
VENDOR NAME: REINHART FOODSERVICE				
217769	Inmate Supplies	101-301-770.00	957.02	957.02
TOTAL VENDOR REINHART FOODSERVICE				957.02
VENDOR NAME: SHERWIN WILLIAMS COMPANY				
3413-4	New Building - Paint	101-103-998.11	142.96	142.96
3323-5	New Building - Paint	101-103-998.11	28.82	28.82
TOTAL VENDOR SHERWIN WILLIAMS COMPANY				171.78
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA				
Reimbursement	Office Supplies	292-665-727.00	61.75	61.75
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				61.75
VENDOR NAME: STANDARD INSURANCE COMPANY				
August 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	49.56	
		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	28.32	
		266-325-713.00	16.52	
		266-326-713.00	2.36	
TOTAL VENDOR STANDARD INSURANCE COMPANY				224.20
VENDOR NAME: STATE OF MICHIGAN				
Renewal	Elevator Certificate of Operation	101-265-801.00	185.00	185.00
TOTAL VENDOR STATE OF MICHIGAN				185.00
VENDOR NAME: STEPHEN VAN EYCK				
Reimbursement	Meal	101-132-801.00	8.36	8.36

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DB: Menominee County

CUSTOM INVOICE REPORT FOR MENOMINEE COUNTY  
EXP CHECK RUN DATES 07/27/2017 - 07/27/2017  
UNJOURNALIZED  
OPEN

APPROVED

Page: 4/4  
JUL 31 2017

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STEPHEN VAN EYCK				
6342	Transport of Juvenile	101-132-801.01	55.00	187.00
		101-132-801.00	132.00	
6344	Transport of Juvenile	101-132-801.01	46.25	157.25
		101-132-801.00	111.00	
Reimbursement	Meal	101-132-801.00	5.30	5.30
TOTAL VENDOR STEPHEN VAN EYCK				<hr/> 357.91
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
015579	Gasoline Sales (Road Patrol)	205-315-742.00	1,744.45	1,744.45
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				<hr/> 1,744.45
VENDOR NAME: U.E.S. COMPUTERS, INC.				
77249	Platinum Support by Unitrends	218-656-857.00	3,450.00	3,450.00
77250	Clerk's Office Toner (Jessy)	101-215-727.00	102.99	102.99
TOTAL VENDOR U.E.S. COMPUTERS, INC.				<hr/> 3,552.99
VENDOR NAME: VOJCIHOSKI, TOM & MICHELLE				
Reimbursement	Camping Refund	208-751-964.00	50.00	50.00
TOTAL VENDOR VOJCIHOSKI, TOM & MICHELLE				<hr/> 50.00
VENDOR NAME: WARNER, FREDRICK				
Reimbursement	Mileage & Meals	101-132-801.00	223.89	223.89
6340	Transport of Juvenile	101-132-801.01	50.00	170.00
		101-132-801.00	120.00	
TOTAL VENDOR WARNER, FREDRICK				<hr/> 393.89
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
July 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/> 23,690.95

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY  
 EXP CHECK RUN DATES 07/28/2017 - 07/28/2017  
 UNJOURNALIZED OPEN  
 VENDOR CODE: 01095

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status
Credit Card 54197	Mastercard Airport (6/3 - 7/6/17) 216-585-742.00 216-585-742.00	07/12/2017 jessicaw	07/28/2017	70.79	70.79	Open
		Holiday		23.90		
		Holiday		46.89		
# of Invoices:	1	# Due:	1	Totals:	70.79	70.79
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				70.79	70.79	
— TOTALS BY FUND —						
	216 - TWIN COUNTY AIRPORT			70.79	70.79	
— TOTALS BY DEPT/ACTIVITY —						
	585 - AIRPORT EXPENDITURE			70.79	70.79	

APPROVED

JUL 31 2017



CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: Sherry DuPont

08/04/2017  
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

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

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

**DIRECTOR**  
**RUSSELL K. SEXTON**

**Date:** June 27, 2017

The regular meeting of the Menominee County Department of Health and Human Services Board was called to order by Russell Sexton, Board Secretary, at 9:03 a.m. Central Time. The meeting was held at the Menominee County Department of Human Services Board Room.

Future meetings will be held at the Spaulding Township Hall at N15881 Pine Avenue, Powers, Michigan.

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

Absent: Sheila Veraghen, Board Member.

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

**APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**APPROVAL OF MINUTES:**

Minutes of the May 30, 2017 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for May 2017 was reviewed. There were \$190.72 in expenditures for the DHHS Board meeting; leaving a balance of \$2,319.16.

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

**DIRECTOR'S REPORT:**

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

- Other Children < Age 21: 93 cases; 102 recipients
- Pregnant Women & Children Under 19: 488 cases; 869 recipients
- MiChild: 67 cases; 116 Recipients
- Non-SSI Aged, Blind & Disabled: 629 cases; 660 recipients
- SSI Aged, Blind & Disabled: 480 cases; 480 recipients
- Medicaid Eligible Total: 2,172 cases; 3,634 recipients

This information is available on the [www.michigan.gov/dhs](http://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 Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**UNIT REPORT:** None.

**BOARD BUSINESS:**

1. **Approval of Vouchers:**  
Vouchers for May 2017 were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.
2. **Location of Board Meetings:** With the approval of the Menominee County Board of Commissioners, the Menominee County Department of Health and Human Services Board has decided to move the venue of the Board meetings to the Spaulding Township Hall at N15881 Pine Avenue, Powers, Michigan. The meetings will be held on the same date and at the same time, with only the location changing. The July meeting will be the first meeting at the new location.

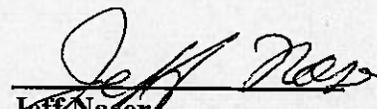
**NEW BUSINESS:** There was no new business presented.

**PUBLIC COMMENT:** None

**NEXT MEETING:** July 25, 2017 at 9:00 a.m. at the Spaulding Township Hall, N15881 Pine Avenue, Powers, Michigan

**ADJOURNMENT:** Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 0922 a.m.

  
Russell K. Sexton  
Board Secretary

  
Jeff Naser  
Board Chairperson

Pc: DHS Board Members; Menominee County BOC

**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: \$19,147.42. This constitutes 73.9% of the allocation spent with 66% of the year elapsed.

FY 2016 Travel Funds: Menominee County allocation is: \$35,261.00. Year-to-date expenditures are: \$9,764.05. This constitutes 27.7% of the allocation spent with 66% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: 97.32%. Business Service Center 1 average is 97.46%. Statewide Average is 97.33%.

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

Menominee County showed up on several statewide lists this month:

Good list:

- Ten lowest pend end over at 2.86%
- List of best cash assistance standard of promptness at 100%
- List of best day care standard of promptness at 100%
- Ten Best expedited food assistance standard of promptness at 100%

Bad list:

- Ten lowest timely standard of promptness at 95.38%

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

April 2017 data:

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

- Family Independence Program: 20 cases; 40 recipients; \$5,235.00 in benefits.
- Food Assistance Program: 1,326 cases; 2,489 recipients; \$275,799.00 in benefits.
- State Disability Assistance: 12 cases; 12 recipients; \$3,700.00 in benefits.
- Child Development and Care: 32 cases; 48 recipients; \$11,425.00 in benefits.
- State Emergency Relief: 7 case; \$4,220 in benefits.
- Unduplicated total: 1,349 cases; 2,518 recipients; \$300,379.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 649 cases; 1,406 recipients

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, June 13, 2017.

Chair Anderson called the meeting to order at 9:00 a.m. with the following persons present or absent:

Present: William Anderson, Anthony Kakuk, Joseph Skrobiak, Darrell Moilanen and Lisa Savord. Also present were Bob Desjarlais, Charlene Peterson, Larry Barker, Tom Nemetz, Josh Nemetz, Mike Zemba, Jerry Piche, Joe Linder and Chuck Behrend.

Absent: - None.

Public comments – None.

Public appearances – None.

Additions/corrections to minutes for 05/09/17 and 05/23/17 – There being no additions or corrections Anderson declared the minutes will stand as written.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, May 08, 2017				\$3,367,503.42
Receipts thru 05/31/17	52,639.95			
Expenditures thru 05/31/17		277,208.55		
Balance, May 31, 2017				\$3,142,934.82
Michigan Transportation Funds	392,410.18			
Receipts thru 06/12/17	21,227.21			
Expenditures thru 06/12/17		117,246.24		
Set aside for purchase of graders in 2020			150,000.00	
State Maint. & Equip. Advances			89,679.00	
Balance, June 12, 2017	466,277.34	394,454.79	239,679.00	3,199,646.97
<u>Payables &amp; Reserves</u>				
Payroll 06/15, and 06/29 (Est.)			135,000.00	
Soc. Sec. 06/15 and 06/29 (Est.)			10,327.50	
Reserve for workers compensation insurance			8,964.33	
Reserve for liability insurance			21,709.34	
Reserve for rental grader leases - John Deere (Oct 2015)			114,501.00	
Reserve for rental grader leases - Cat Financial (Dec 2015)			345,253.64	
Reserve for Forest Funds			161,012.59	
Reserve for 2016 Federal Aid Match			106.85	
Reserve for Federal Aid Match for No. 5 Rd. Bridge			14,760.66	
Reserve for Federal Aid Match for No. 10 Ln. Bridge			30,326.80	
Reserve for Design Engineering for No. 5 Road & No. 10 Road bridges			5,630.54	
Reserve for Construction Engineering for No. 5 Rd. & No. 10 Ln. Bridges			121,001.15	
Reserve for Design Engineering for CR 360			16,926.42	
Reserve for 2016 bridge inspections			840.00	
Reserve for Scour Protection bid documents & oversight			3,931.50	
Reserve for Vega Road box culvert			26,400.00	
Reserve for Bridge scour protection			476,765.00	
Reserve for Shakey Lakes Culvert Repair			497,000.00	
Reserve for HMA Base Crushing Modified			0.00	
Reserve for purchase of 2017 culvert needs			15,833.01	
Reserve for Capital Outlay-Equipment (3 plow trucks)			716,373.00	
Reserve for Capital Outlay-Equipment (paint cart)			6,836.00	(2,729,499.33)
				\$ 470,147.64

There being no questions or comments, Anderson declared the financial report accepted as read.

Vouchers # 17-0040, 17- 0531 and 17-0042 – Moved by Kakuk, seconded by Skrobiak that the vouchers be approved and ordered paid. Carried unanimously.

Permission to bid limestone crushing – Moilanen stated that crushed limestone was needed for the shoulders on G-12 and to finish J-1 Road. Moved by Kakuk, seconded by Skrobiak to have

Moilanen go out to bid for 23-A crushed limestone. Carried unanimously.

Permission to bid gravel crushing for 3-Way Road Program – Moved by Anderson, seconded by Kakuk to have Moilanen go out to bid for crushed gravel for the 2018 3-Way Road Funding Program as needed based on projects identified by the townships. Carried unanimously.

Permission to sell surplus items – Moilanen advised that there were some surplus office furniture items that were no longer needed. Moved by Kakuk, seconded by Anderson to have the items listed for sale by bid until June 22, and if not sold by that time to dispose of the items. Carried unanimously.

Permission to send employees to Electrical Systems Troubleshooting Class being held at Dickinson County Road Commission – Moilanen noted that the class was being put on by Ferris State University. Moved Kakuk, seconded by Skrobiak to send the 3 mechanics and the stock clerk for this training. Carried unanimously.

Sign request to MDOT for annual \$10,000 Engineering Reimbursement – Moved by Anderson, seconded by Kakuk to sign the request and have Savord submit it to MDOT for the reimbursement. Carried unanimously.

Permission to bid/quote chips for chip seal projects – Moilanen stated that approximately 1800 ton of chips were needed for the chip seal projects on G-08, CR350 and Holmesbrook Road and noted that the Village of Daggett may want some chip sealing done also. Moved by Skrobiak, seconded by Kakuk to have Moilanen go out to bid or obtain quotes, depending upon total cost, for the chip seal projects, including trucking, if necessary. Carried unanimously.

Discuss/vote on ballot for MCRCSIP Board of Directors At-Large positions – Moved by Anderson, seconded by Skrobiak to place votes for Lester Livermore and Russell Williams for the 2 open positions. Carried unanimously:

Any other business – Moilanen advised that he had been notified by Sheriff Kenny Marks that the Rebels Motorcycle Club in Hermansville may be calling the road commission for permission to close First Street in Hermansville in front of their clubhouse for a function on July 4<sup>th</sup>. Sheriff Marks also noted that Meyer Township officials were opposed to the closure on that day as it would interfere with their annual 4<sup>th</sup> of July celebration. Moilanen noted that he had not yet heard from the club.

Moilanen stated that his recommendation for the shoulders on G-08 was to shoulder the road with top soil and then seed & mulch prior to the chip seal. Moved by Kakuk, seconded by Skrobiak to do the shouldering with top soil as recommended. Carried unanimously.

Moilanen informed the board that CRA Director Denise Donohue would be visiting the road commission office later in the day.

Kakuk stated that he had received several calls on downed trees from the storm. He also noted that the new paint in the offices looked good.

Skrobiak asked if CR579 in Hermansville was federal aid eligible. Moilanen stated that the portion from CR388 to US2 was federal aid eligible, but the remainder of the road was not.

Jerry Piche asked for an explanation of the work that is being done on the Shakey Lakes culverts that will cost \$497,000. Moilanen explained that all pipes were being relined, and how the work would be done.

Public Comment – Larry Barker asked when the blacktopping projects would begin. Moilanen replied that the Holmesbrook Road construction would be complete after next week, weather permitting, and then the crew would move on to O-1 Road and Bay de Noc with a projected completion date of by Labor Day.

Joe Linder asked when dust oiling would be done. Moilanen stated that some of the roads needed to be graded yet.

Bob Desjarlais asked where the limestone would come from for Holmesbrook Road. Moilanen replied that it was coming from Havelka's pit off of CR358.

Skrobiak asked if the roadside mowing had started yet. Moilanen stated that the contractor had started on the county system this week and that MDOT had asked that mowing start on the state Trunkline on June 19<sup>th</sup>.

Kakuk asked if the road commission board needed to attend the hearing in Hermansville on June 22<sup>nd</sup> regarding the potential railroad crossing closures. Moilanen replied that it was optional for the board to attend and that he would be there to provide information only.

Mike Zemba asked why there were no funds reserve on the financial report for Chalk Hills Road. Moilanen noted that the road is federal aid eligible and that he would check past work plans regarding discussions of this road. Mr. Zemba also asked if the road commission still puts down maintenance gravel. Moilanen answered that it was done at the foreman's discretion. It was also noted that Zemba Lane was scheduled to be graveled in the next few weeks.

There being no further business, Anderson declared the meeting adjourned at 9:29 a.m.

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Road Commission Finance Director / Clerk

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Chair

Menominee County Finance Committee  
Minutes of Meeting  
06/19/2017

\*\*\*\*\*Approved 8.3.17\*\*\*\*\*

The Finance Committee met on June 19, 2017 at 8:15 AM at the Menominee County Annex Building

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

**Call Meeting to order:** Com. Nelson called the meeting to order at 8:20 A.M.

**Pledge of allegiance:** was recited by all.

**Roll Call:** All Finance Com. Commissioners are present.

**Approval of Agenda** motion by Com. Cech and supported by Com. Gromala to approve the agenda as written. Motion approved 4/0. Com. Schei asks what the Administrators Pay on the agenda is all about. Com. Cech put it on there to discuss the Administrators pay and the interim administrators pay.

**Previous Meeting minutes:** 6.1.2017 Com. Schei made a motion to approve minutes, second by Com. Cech, motion carried.

**Public Comment:** None

**Department Head/Elected Official Reports:** **Marc** Is working on his budget now. He is looking at some increases in revenue for the Register of Deeds office as the State changed the recording fees to a flat rate of \$30. He will get more information and get back with the numbers. Looking at the previous years numbers he was estimating \$45,000. This goes into the general fund.

**Business Items**

- a. **Administrators Pay –Com. Cech** There was a \$77,000 salary that Brian was making while administrator. When we advertise for a new administrator are we going to keep that amount or do you think we should raise it a bit. We had talked about \$85,000 before he left. We didn't get much in candidates before, maybe we should offer more. **Com. Nelson** He was never thinking \$85,000, **Com. Gromala** I think that it behooves us, I believe that there is going to be a possibility of meeting with people that will give us a better idea of what the administrator's salary should be when these consulting firms come in. Sherry has looked into putting numbers into the budget. **Com. Nelson** Under whose authority, this is the first I have heard of it, I didn't request it. So I wonder what authority does someone insert a different without talking to somebody, should come to us and me first. **Com. Gromala** I think it would be all of us, but she is just looking into it as the proposed budget. Looking into local records what the salaries are for this position in other counties. **Com. Nelson** Dickinson was \$100 more than the top bar with all the

experience, so not sure how you look into it. **Com. Cech** We aren't looking for official sanction of any sort, thought that it would be a good idea to introduce it to this board, as far as looking for somebody of a top caliber nature to fill this post and what we might have to face when it comes to meeting their demands and what we think is realistic for our needs also. Nothing is official, nothing has been sent to any outside entities. **Com. Nelson** What we found, and I'm on the negotiation committee is that we have a lot of work to do that should have been done awhile back, if we are going to continue to use board members for negotiation... we have Equalization director coming to the board now, you look at the position itself, exactly what are they doing? There is Buildings and Grounds, the question about the airport is still not resolved. We have a Veterans Services officer, some contracts, Parks,, but what exactly is the position going to entail? I think that is part of the problem of attracting people is that we kept the other global description but I'm not sure what's there. You can make the position sound one of two ways, like it is everything or exactly what it is and I haven't seen.... Now we are talking about an airport manager, and IT, all of these other things, so what exactly is the responsibility of the position going to be? **Com. Cech** It was described earlier, he or she would be directly involved in the airport. **Com. Schei** Remember we pulled that out of the administrator position, so they would have no responsibility for the airport other than budget or financial approval. That was done by the county board, that's the way the job description was advertised. If there are going to be changes, it would have to go back to the Personnel Committee and to the Board for approval. The process now is the Airport manager prepares the budget, it is approved by the Airport board and sent to the Administrator's office. **Com. Cech** Is it not the case though that the Administrator has the lion's share of taking care of these finances? **Com. Schei** No, that is the Airport managers job, that is why there is an Airport manager position. *Further discussion ensued about the Airport and the Airport Manager's position* **Com. Nelson** Again, I don't know what the position is going to be doing. Departments run their own grants, director for EM does all of his own, before we approach the Administrator's pay, I would like to be very clear and concise on what the job is going to be. **Com. Schei** Personal opinion is that I know what the previous Administrator made, that came about in the period of 6-7 years. Two things, number 1.- The population of our county compared to others in Michigan, and our county budget compared to Dickinson, Delta, etc., I think our job has to fit into our situation. Dickinson County position is Chief Financial Officer/Administrator. Delta hired a full-fledged Administrator through a search firm. #2. Look at the budget, what can we afford, when we hire a company to do the search for us they will sit down with us and want to know our criteria, what is the job? This will be through the Personnel Committee and then to the Finance Committee, at that point you can look at what a salary should be. **Com. Cech** Maybe I'm forward thinking, but whether or not things come to pass, we need to have an idea of what we will be looking at. We should be looking at duties, what it will cost the county and just be thinking about it. **Com. Nelson** We just hired through Michigan Works! It covered all 15 counties in the UP, and the position is less than the number you mentioned for Menominee County. I have a lot of experience hiring for high level experience positions and creating 3 county responsibility for Human Services and when he looks at the responsibility based on experience and nothing else, he is missing the boat completely on what is really there. I know in the last 8 months we are behind in typing and stuff like that but we have

functioned to a point and have found some things out that we didn't know. He's glad to see the board members a little more active like in negotiations for contracts. **Com. Gromala** We are functioning, but the kind of functioning that we want for the future? We still have board members that don't see the need for a full-time administrator. Each commissioner should be approached and asked about their feelings on the issue. Then bring an outside company to look at all avenues in fair and unbiased manner. We need to do what is best for the county. **Com. Nelson** Let's get back to talking about pay. **Com. Cech** Not talking about interim administrator, but the full-time. Interim should be paid what is already on the books for administrator's pay. **Com. Nelson** There are some changes with Equalization going to the board now, negotiations committee that is taking on contract negotiations. *Com. Cech inquires about Equalization....* Most counties have done it this way, it being the department that brings in the most revenue. There were problems in the past also, so we brought it right to the board. **Com. Schei** not aware of other changes than the airport not being under administrator duties along with Equalization. John doesn't think that the interim position should receive the same pay as a tenured person who was in the position for 7-8 years. And by the way the number we were looking at was \$75000.

- b. **Credit Card limit – increase** **Marc Kleiman** recently we have problems with people going over the credit limit. With multiple people using it with the lower limit, there have been problems. Would like to get a higher limit. **Com. Nelson** This would have to go to the executive committee. What figure are you looking at? The current limit is \$5000. Our limits are at \$500 and \$5000, so we shouldn't be just going out and purchasing. We should recommend to the executive committee that they look at and change these policies.
- c. **2017/18 Budget discussion** **Com. Schei** First of all, Sherry didn't key any of that in yet so we don't have a print out to look at. **Com. Nelson** Let's look at MERS, the reason is we have a request about changing our divisions. Because the position changed from being a courthouse employee to an elected official it changed from a defined benefit to defined contributions. Request is to do a retroactive, which would be in perpetuity that if this happens again, they would stay in the old system. Have you looked at the cost? **Com. Gromala** It would cost the county more to do a retroactive situation. No number now. **Com. Nelson** Depending on the amount of money, say from \$60,000 to \$95,000, it could cost with the expenditures over a 20 year period, \$500,000 in pay out. Right now we aren't paying anywhere near what we should be paying into MERS. At 5.75 with continuing to make our present payments, by the year 2022 we would be at 51% funding. This doesn't show the 1.6 million we put in last year. *Discussion continued about defined contribution vrs. Benefits... employee vrs. Elected official. / Personnel Manual should be good for one, good for all. / Doing a study to compare with other counties. / 5 year plan when the budget is yearly. How to present so that future boards, etc. know what has been done. / Road patrol millage and 911 scenarios /* Should ask the board if they want to see a long-term study in the hopes that future boards would keep. **Com. Schei** Put something in the budget books so that it is there for future boards to look at. Is there a mechanism of putting it in writing? It will help future boards to know. **Com. Nelson** Board will want at some point in time to increase indebtedness to MERS and passing a resolution, of course he will not favor it. **Com. Gromala** A previous board had wanted these items to be met, things need to be equal, all treated the same. **Com. Schei** The

board made the decision that all new hires, etc., would be defined contribution, that's done. This situation is different, one employee is changing departments, going to an elected official. Was that ever in the plan? Is there a resolution? **Com. Nelson** It was a resolution sent to us by MERS. It's just sitting there. The question is do we encumber the county further or do we say no. **Com. Gromala** Repeats his opinion that the previous board had set up defined contributions and that is what they should adhere to. **Com. Nelson** At some point in time this has to come up to the board, because they have to clarify with MERS how we are going to deal with this. Moving on: The airport is doing a title search that is going to cost at least \$5000, that has never been voted on. **Com. Schei** As soon as there has been an amount given, he will submit a purchase order to the board. **Com. Nelson** Explains again, the bid process.....*discussion between Com. Schei and Com. Nelson*..... **Com. Gromala** If budgets aren't received by departments soon, we may say we will proceed to do it ourselves and then they will have to live with it. **Com. Nelson** The last thing is the 911 trip. **Com. Gromala** Nothing as yet to present, they (with Com. Cech) did go to Dickinson county on Friday and are developing additional information from other entities. Should be complete within a couple weeks. **Marc Kleiman** Going back to the credit card issue, in the bylaws it references resolution 98-13. Assuming that the administrator approved \$5000 because of the limit before bids are necessary. Will look up the resolution and come back with a recommendation.

**Public Comment: Jerry Piche:** Back to administrators pay, he thinks it was a good idea for the numbers to be tried. **Nothing** should delay the administrator position being filled.

**Commissioner Comment: Com. Cech** I think we are trying to do the best we can for the county.

**Adjournment:** Moved by Com. Schei, supported by Com. Gromala to adjourn the meeting at 9:45 AM. Motion approved 4/0.

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

715 Pyle Drive, Kingsford, MI

June 22, 2017 - 5:00 p.m.

**CALL TO ORDER/ROLL CALL:**

Joan 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

\* Per telephone

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

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

**PUBLIC COMMENTS** - None

**APPROVAL OR AMEND AGENDA**

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

**ACTION:** Moved to amend the agenda under New Business: Legislative Meeting Update.

**Motion by:** G. McCole, supported by K. Schinderle to approve amended agenda.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

Chairperson Luhtanen asked for a motion to approve the June 8, 2017 regular Board meeting minutes.

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

**Motion by:** A. Martin supported by N. Pasternak to approve the 6-8-17 regular Board meeting minutes.

**Motion carried unanimously.**

**PRESENTATION** – None

J. Luhtanen asked Board members for suggestions/ideas on Presentations for future Board meetings. The following was suggested: Financial Funding Source; ABA Externship; Nursing Staff Functions; HR Functions; Drop In Center.

**ACTION ITEMS**

- Finance

a) Contracts 6-8-17 (Stuart Wilson, CPA)

	<u>Name of Contract</u>	<u>Contract Type</u>	<u>Date of Contract</u>	<u>Old Rate</u>	<u>New Rate</u>	<u>Change</u>
A.	Stuart Wilson, CPA	Fiscal Intermediary	4/1/2017 - 3/31/18	\$135.00/month Self-Determination Consumer	\$137.50/month Self-Determination Consumer	\$2.50/month
				\$30.00/month Respite Consumers w/budget between \$1000-\$1800	\$35.00/month Respite Consumers w/budget between \$1000-\$1800	\$5.00/month

				\$7.00/month Respite Consumers w/budget less than \$1000	\$8.00/month Respite Consumers w/budget under \$1000	\$1.00/month
				\$15.00/occurrence CBC/OIG check	\$20.00/occurrence CBC/OIG check	\$5.00/occurrence
						Approximate of \$600/year

**ACTION:** A motion was made by G. McCole supported by P. Phillips to approve Contracts 6-8-17 (*Stuart Wilson, CPA*) as listed on above contract grid.

**Motion carried unanimously.**

- **Compliance Plan**

**ACTION:** A motion was made by G. McCole supported by M. Hofer to approve the Compliance Plan as revised May, 2017.

**Motion carried unanimously.**

- **QAPIP**

**ACTION:** A motion was made by M. Hofer supported by G. McCole to approve the Quality Assessment and Performance Improvement Program (QAPIP) as revised May, 2017.

**Motion carried unanimously.**

- **Performance Improvement Plan**

**ACTION:** A motion was made by P. Peretto supported by P. Phillips to approve the Performance Improvement Plan as revised May, 2017.

**Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

**NEW BUSINESS (Discussion only)**

- **Finance**

- a) Check Disbursement – May, 2017

Discussed and reviewed Check Disbursement – May, 2017. Miscellaneous questions were addressed regarding NorthCare cash settlement; Bellin Health inpatient services; Dr. Razdan contract rate and services; Stephanie Burrows contract rate and services; Forever Friendship annual budget.

Consensus of the Board is that this item will move forward to the next meeting for approval.

**Outcome: Action item for next meeting.**

- b) Board Member Finance Questions/Responses

Addressed question regarding profit/loss margin year to date so much greater. Main reason this is so much greater is due to the timing of the financial statement. Some monies are received in lump sum and drawn from through the remainder of the fiscal year. B. Ducoli stated revenue increased from NorthCare and telephone credit of approximately \$50,000 received contributes to the increase; however, wages will draw to offset throughout remainder of year; respite care costs have increased now based on 24 hour per diem logic.

- **MERS Benefit Plan Study Results**

Reviewed the Study Results received from MERS. There is no longer a requirement for an accelerated payment program to close the Defined Benefit Program. Board requested that a representative from MERS present Study Results to the Board and to also invite a CPA representative from Anderson Tackman & Company for their guidance.

# LEPC ~~Agenda~~(minutes)

July 13, 2017 at 1:30 PM CDT  
Menominee ISD Building Conference Room  
1201 41<sup>st</sup> Avenue, Menominee, Michigan 49858

Draft

- 1) Call to Order Mike Shaffer called meeting to order at 1:40 p.m.
- 2) Introductions and sign-in sheet: Present were Krista Marciniak, Mike Shaffer, Rich Sexton, Robert Villas, Kenny Marks, Mark Petersen, and Don DeTemple. Excused Mark Erickson
- 3) Review/Approve Agenda: Motion to approve the agenda made by Rob Villas, second Mark Petersen. Motion carried
- 4) Review/Approve Minutes of Last Meeting: Motion to approve minutes made by Rich Sexton, second Rob Villas. Motion carried
- 5) Public Comment: None
- 6) Presentations: None
- 7) Old Business: Marinette Marine presentation – Mark Petersen to get contact information
- 8) New Business:  
  
Sara Title III Tier II plans: Rich will be sending the information digitally when he receives it as it is too long to print out.  
Rail Car Incident Response: This will be Saturday, July 15 at the Mellen Township Hall. 27 have signed up so far, but there is room for more, up to 40. They will have the trailer there for hands on training. First part will be classroom and the second part will be the hands on. Training is crucial for situations in which it may be hard to determine the severity of incident and the proper response to a hazmat situation.
- 9) Any Other Items of Interest or suggested presentations for next meeting: Rich would like to have training set up for *Propane training*. Mark Petersen shared how Ansul gives demonstrations and training as well.
- 10) Adjournment: Mark Petersen made a motion to adjourn at 2:05 p.m., Rich Sexton second, motion carried.

Next meeting Oct 12, 2017, 1:30 pm Menominee ISD building



MINUTES OF THE MEETING OF THE  
PINECREST BOARD OF TRUSTEES

Date: Thursday, June 22, 2017	Place: Board Room
Presiding: Catherine Driscoll, Chairperson	Time: 2:00 p.m. Central Time
Recording: Lois 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, Donna Schomin, Catherine Driscoll, John Degenaer, Jeff Naser, Gary Eichhorn and Darlene Smith, Administrator.  
 Trustees Absent: Jan Hafeman, Barbara Oliver  
 Leadership Team Members: Candace Meintz, CFO; David Vandermissen, Jr.

TOPIC	DISCUSSION	OUTCOME
Approval of the June 2017 Agenda	There were no additions or deletions to the agenda.	A motion was made by Trustee Eichhorn, supported by Trustee Boyne. Motion carried.
Board action on the Minutes of the May 2017 meeting	The minutes were sent to the Board prior to this meeting for review.	A motion was made by Trustee Schomin, supported by Trustee Degenaer, to approve the minutes as presented. Motion carried.

<p>Board action on Minutes of the May 2017 Closed Meeting</p>	<p>Administrator Smith distributed the closed minutes to the Board Members for review.</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Nelson, to approve the minutes as presented. Motion carried.</p>
<p>Board action on the May Manifest of Invoices</p>	<p>The Manifest of Invoices had been sent to Board Members prior to this meeting for review. The CFO reviewed items with the Board.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Schomin.</p>
<p>Board Action on Financial Statements for May 2017</p>	<p>CFO Meintz and Administrator Smith reviewed and discussed the Financial Statements with the Board. They discussed meetings held with outside sources regarding revenue, staffing, the Facility spend down sheets, and looking at the things we have to do. Administrator Smith told the Board that we have met the 5 Star rating with Staffing this month. She also discussed the amount of care we give to the residents and that this was noted the State survey who was recently in the building. She noted that our staff is working hard.</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Eichhorn. Motion carried.</p>
<p>Whispering Pines Committee Report</p>	<p>Trustee Driscoll reported that the Committee had met prior to this meeting. The homes are doing okay, staffing is an issue there too. They reviewed policy changed for Whispering Pines and Great Northern Home Care, the Emergency Evacuation Letter and the Whispering Pines Organizational chart.</p>	<p>A motion was made by Trustee Eichhorn, supported by Trustee Boyne, to approve the report as presented. Motion carried.</p>

<p>Report of Quality Assurance and Resident Council</p>	<p>Administrator Smith reported that the QA Meeting was held on Monday June 19<sup>th</sup>. Maintenance is doing weekly checks on the exhaust fan (we received a citation for this). They now have a QA check off sheet. Medical Records is working on documentation. Insurance Companies are now requesting medical records for review. The State was here on Thursday and we are cleared of the citations from our annual survey. We did policy review. Quarterly Infection Reporting is doing well. The QAPI Nurse is working on falls.</p> <p>We did not hold Resident Council Meetings this month as the residents' were too busy with the Prom and going to the zoo having a picnic lunch and other outings.</p>	<p>A motion was made by Trustee Nelson, supported by Trustee Degenaer, to approve the reports of Quality Assurance and Resident Council as presented. Motion carried.</p>
<p>Safety Committee Report</p>	<p>David Vandermissen, Jr. reported on the Safety Committee Meeting that was held on Tuesday, June 20<sup>th</sup>. He outlined all the items that maintenance is working on.</p> <p>DK, Darlene and Nicole attended an emergency preparedness seminar and we will be having a tabletop exercise in July.</p> <p>He noted that our playground is locked up for the safety of our residents. He</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Eichhorn. Motion carried.</p>

	<p>discussed a grant that they are trying for to help with the cost of the new Lock Out-Tag Out requirements that the Government is putting enforce. Trustee Degenauer stated that he did this for the company that he had worked for and would come in to help if needed.</p> <p>Code Grays (severe weather alerts) have been used 3 times lately and each time the response has been better.</p> <p>There is a new mandate requiring a policy on Legionnaire's disease. Each facility must have a policy specific to their own facility.</p>	
<p>Administrator's Report</p>	<p>Administrator Smith stated that she and Nicole attended the MCF Spring Conference in Boyne and it was very informative. We have a lot to keep up on with the Rules of Participation and we are working on Phase II.</p> <p>On June 13<sup>th</sup> there was a meeting with the UPCH People regarding our residents with Medicare and Medicaid that they oversee.</p> <p>On June 15<sup>th</sup> there was a meeting with a representative from the VA regarding monies owed to us and our billing.</p>	<p>A motion was made by Trustee Degenauer, supported by Trustee Boyne, to approve the Administrator's Report as presented. Motion carried.</p>

	She was not able to attend the Alzheimer's meeting due to the State being here.	
Comments from the Public	No guests were present at today's meeting.	
Adjournment	The meeting adjourned at 2:33 p.m. the next meeting will be held on July 27, 2017 at 2:00 p.m. Central Time in the board room.	A motion was made by Trustee Eichhorn, supported by Trustee Naser, to adjourn the meeting. Motion carried.

Donna Schomin, Secretary

*Catherine Orvell*

Darlene Smith, Acting Secretary

*Nasene Anisa*

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

**BOARD MEMBERS**

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

**DIRECTOR**

**RUSSELL K. SEXTON**

**Date: June 27, 2017**

The regular meeting of the Menominee County Department of Health and Human Services Board was called to order by Russell Sexton, Board Secretary, at 9:03 a.m. Central Time. The meeting was held at the Menominee County Department of Human Services Board Room.

Future meetings will be held at the Spaulding Township Hall at N15881 Pine Avenue, Powers, Michigan.

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

Absent: Sheila Veraghen, Board Member.

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

**APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**APPROVAL OF MINUTES:**

Minutes of the May 30, 2017 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for May 2017 was reviewed. There were \$190.72 in expenditures for the DHHS Board meeting; leaving a balance of \$2,319.16.

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

**DIRECTOR'S REPORT:**

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

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

**Collaborative Issues:** No new information provided.

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

FY 2017 Operating Funds: Menominee County allocation is: \$25,896.00. Year-to-date expenditures are: \$19,147.42. This constitutes 73.9% of the allocation spent with 66% of the year elapsed.

FY 2016 Travel Funds: Menominee County allocation is: \$35,261.00. Year-to-date expenditures are: \$9,764.05. This constitutes 27.7% of the allocation spent with 66% of the year elapsed.

**Assistance Payments:**

Assistance Payments Standard of Promptness: 97.32%. Business Service Center 1 average is 97.46%. Statewide Average is 97.33%.

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

Menominee County showed up on several statewide lists this month:

Good list:

- Ten lowest pend end over at 2.86%
- List of best cash assistance standard of promptness at 100%
- List of best day care standard of promptness at 100%
- Ten Best expedited food assistance standard of promptness at 100%

Bad list:

- Ten lowest timely standard of promptness at 95.38%

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

April 2017 data:

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

- Family Independence Program: 20 cases; 40 recipients; \$5,235.00 in benefits.
- Food Assistance Program: 1,326 cases; 2,489 recipients; \$275,799.00 in benefits.
- State Disability Assistance: 12 cases; 12 recipients; \$3,700.00 in benefits.
- Child Development and Care: 32 cases; 48 recipients; \$11,425.00 in benefits.
- State Emergency Relief: 7 case; \$4,220 in benefits.
- Unduplicated total: 1,349 cases; 2,518 recipients; \$300,379.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 649 cases; 1,406 recipients

- Other Children < Age 21: 93 cases; 102 recipients
- Pregnant Women & Children Under 19: 488 cases; 869 recipients
- MiChild: 67 cases; 116 Recipients
- Non-SSI Aged, Blind & Disabled: 629 cases; 660 recipients
- SSI Aged, Blind & Disabled: 480 cases; 480 recipients
- Medicaid Eligible Total: 2,172 cases; 3,634 recipients

This information is available on the [www.michigan.gov/dhs](http://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 Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.

**UNIT REPORT:** None.

**BOARD BUSINESS:**

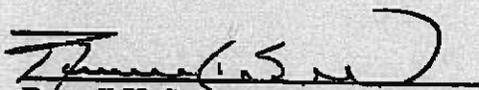
1. **Approval of Vouchers:**  
Vouchers for May 2017 were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.
2. **Location of Board Meetings:** With the approval of the Menominee County Board of Commissioners, the Menominee County Department of Health and Human Services Board has decided to move the venue of the Board meetings to the Spaulding Township Hall at N15881 Pine Avenue, Powers, Michigan. The meetings will be held on the same date and at the same time, with only the location changing. The July meeting will be the first meeting at the new location.

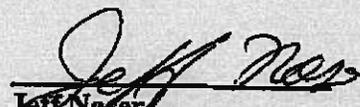
**NEW BUSINESS:** There was no new business presented.

**PUBLIC COMMENT:** None

**NEXT MEETING:** July 25, 2017 at 9:00 a.m. at the Spaulding Township Hall, N15881 Pine Avenue, Powers, Michigan

**ADJOURNMENT:** Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 0922 a.m.

  
Russell K. Sexton  
Board Secretary

  
Jeff Naser  
Board Chairperson

Pc: DHS Board Members; Menominee County BOC

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**July 13, 2017 - 5:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

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

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>
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:** J. McCarty, B. Ducoli, C. Adrian, K. Stankevich

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

**PUBLIC COMMENTS** - None

**APPROVAL OR AMEND AGENDA**

Chairperson Luhtanen asked for approval or amend of agenda. J. Luhtanen requested to amend the agenda to revise under New Business: MDHHS/CMHSP FY17 Contract Amendment #2 to Contract Amendment #1 per revision from the State.

**ACTION:** Moved to amend the agenda under New Business: MDHHS/CMHSP FY17 Contract Amendment #1.

**Motion by:** A. Martin, 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 June 22, 2017 regular Board meeting minutes.

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

**Motion by:** G. McCole supported by J. Hafeman to approve the 6-22-17 regular Board meeting minutes.

**Motion carried unanimously.**

M. Zevitz present at 5:03 p.m.

M. Negro present at 5:05 p.m.

**PRESENTATION** – Forever Friendship Drop-In Center      Presenter: Patrick Flynn

J. Luhtanen introduced Patrick Flynn, Director of Forever Friendship Drop-In Center. Mr. Flynn reviewed with the Board general information regarding the Drop-In Center. Miscellaneous questions addressed. He was commended on the positive survey results received for the Drop-In Center.

J. Luhtanen left meeting at 5:27 p.m.

M. Negro assumed Chairperson position.

**ACTION ITEMS**

- **Finance**

a) Check Disbursement – May, 2017

**ACTION:** A motion was made by G. McCole supported by N. Pasternak to approve Check Disbursement – May, 2017

**Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

**NEW BUSINESS (Discussion only)**

- **Finance**

a) Financial Statement – May, 2017

Reviewed Financial Statement – May, 2017. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval.

**Outcome: Action item for next meeting.**

b) Board Member Finance Questions/Responses

None

c) Contract Grid 7-13-17 (*Insight Telepsychiatry; Anderson Tackman*)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Insight Telepsychiatry	Telepsychiatry	7/5/17 – 7/4/18	Adult Psychiatrist \$185.00/hr. Adult Psychiatric Nurse Practitioner \$125.00/hr. Specialty Psychiatrist (child, geriatric, substance abuse, or forensic) \$210.00/hr. Child Psychiatric Nurse Practitioner \$135.00/hr.	Adult Psychiatrist \$189.44/hr. Adult Psychiatric NP \$128.00/hr. Specialty Psychiatrist \$215.04/hr. Child Psychiatric NP \$138.24/hr.	\$4.44/hr. \$3.00/hr. \$5.04/hr. \$3.24/hr.
B.	Anderson Tackman	FI Provider	7/31/17 - 7/30/18	\$206.00/month	\$212.00/month	\$6.00/month for annual 3% increase

Discussed and reviewed the 7-13-17 contract grid. Discussed the 2.4% rate increase requested by Telepsychiatry due to change in Federal Employment Cost Index and noted not all services are used by Northpointe but are included in the full package contract if such services are needed in the future. Consensus of the Board is that this item will move forward to the next meeting for approval.

**Outcome: Action item for next meeting.**

- **MDHHS/CMHSP FY17 Contract Amendment #1**

Discussed and reviewed the Contract Amendment #1 received from MDHHS due July 28<sup>th</sup>.

**ACTION:** A motion was made by J. Hafeman supported by M. Hofer that the MDHHS/CMHSP FY17 Contract Amendment #1 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		Phillips P.	X	
Hofer M.	X		Schinderle K.	X	
Martin A.	X		Zevitz M.	X	
McCole G.	X		Negro M.	X	

**Motion carried unanimously.**

**ACTION:** A motion was made by J. Hafeman supported by M. Hofer to approve the MDHHS/CMHSP FY17 Contract Amendment #1.

**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		Schinderle K.	X	
Martin A.	X		Zevitz M.	X	
McCole G.	X		Negro M.	X	

**Motion carried unanimously.**

Mari Negro assumed the Chairperson position.

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

- Stakeholders Meeting Minute 6-6-17  
Report to be placed on file.

**PUBLIC COMMENTS**

- None

**BOARD COMMENT**

- N. Pasternak stated she received concerns from Phoenix Center regarding too many automated reminder calls being received and requested this be reviewed further.
- M. Negro stated two candidates will be interviewed in person in regards to the search for a NorthCare CEO. There are concerns regarding the Open Meetings Act and pay range and will be explored further.

M. Negro also stated she has a golden retriever who is now certified as a Therapy Dog and will be volunteering at the V.A. Hospital and Pinecrest and would be available for any agency group home if requested.

**ADJOURN**

A motion was made by G. McCole, supported by N. Pasternak to adjourn the meeting.

**Motion carried unanimously.**

Meeting adjourned at 5:50 p.m.

The next regular Board meeting is scheduled for Thursday, July 27, 2017 in Kingsford, Michigan at 5:00 p.m.

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Joan Luhtanen, Chairperson

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Mari Negro, Vice-Chairman

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Patricia Phillips, Secretary

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Cindy Adrian, Administrative Assistant