

**CITIZENS GUIDE  
TO  
ANTRIM COUNTY'S  
FINANCIAL HEALTH**



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# City, Village, and Township Revenue Sharing and County Incentive Program Certification

Issued under authority of 2019 Public Act 56. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for City, Village, and Township Revenue Sharing or County Incentive Program payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made available to the public a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report as required by 2019 Public Act 56. The local unit must include in any mailing of general information to its citizens, the Internet website address or the physical location where all the documents are available for public viewing in the clerk's office.
2. Submit to Treasury a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report.

This certification, along with a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report, **must be received by December 1, 2019**, (or the first day of a payment month) in order to qualify for that month's payment. Postmark dates will not be considered. For questions, call 517-335-7484.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name <b>Antrim County</b>		Local Unit County Name <b>Antrim</b>	
Local Unit Code <b>05-0000</b>		Contact E-Mail Address <b>garwoodp@antrimcounty.org</b>	
Contact Name <b>Peter Garwood</b>	Contact Title <b>County Administrator</b>	Contact Telephone Number <b>(231) 533-6265</b>	Extension
Website Address, if reports are available online <b>www.antrimcounty.org</b>		Current Fiscal Year End Date <b>12/31/2018</b>	
PART 2: CITIZEN'S GUIDE			
Check any of the following that apply:			
<input type="checkbox"/> The local unit has elected to use Treasury's online Citizen's Guide to comply with the legislative requirements. Therefore, a copy of the Citizen's Guide will not be submitted to Treasury.			
<input type="checkbox"/> The local unit does not have any unfunded liabilities (pensions or other postemployment benefits (OPEB)).			
PART 3: CERTIFICATION			
<i>In accordance with 2019 Public Act 56, the undersigned hereby certifies to Treasury that the above mentioned local unit 1) has produced a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report and 2) will include in any mailing of general information to our citizens, the Internet website address or the physical location where all the documents are available for public viewing in the clerk's office. The Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report are attached to this signed certification, unless otherwise noted in Part 2.</i>			
Chief Administrative Officer Signature (as defined in MCL 141.422b) 		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) <b>Peter Garwood</b>	
Title <b>County Administrator</b>		Date <b>11/27/2019</b>	

Completed and signed form (including required attachments) should be e-mailed to: **TreasRevenueSharing@michigan.gov**. If you are unable to submit via e-mail, fax to 517-335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury  
Revenue Sharing and Grants Division  
PO Box 30722  
Lansing MI 48909

TREASURY USE ONLY		
CVTRS/CIP Eligible <b>Y N</b>	Certification Received	Citizen's Guide Received
Performance Dashboard Received	Debt Service Report Received	Projected Budget Report Received
Final Certification	CVTRS/CIP Notes	

**Public Act 202 of 2017 Pension Report**

Enter Local Unit Name	Antrim County	<b>Instructions/Questions:</b> For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> . For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . <b>Return this original Excel file. Do not submit a scanned image or PDF.</b>
Enter Six-Digit Municode	050000	
Unit Type	County	
Fiscal Year (four-digit year only, e.g. 2018)	2018	
Contact Name (Chief Administrative Officer)	Debra Haydell	
Title if not CAO	County Finance Director	
CAO (or designee) Email Address	<a href="mailto:haydelld@antrimcounty.org">haydelld@antrimcounty.org</a>	
Contact Telephone Number	231-533-3635	

Pension System Name (not division) 1	MERS General Employees	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2	MERS Meadowbrook	
Pension System Name (not division) 3	Antrim County retirement system	
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Description	Source of Data	Statute Reference	System 1	System 2	System 3	System 4	System 5
1	Provide the name of your retirement pension system	Calculated From Above	Sec. 5(6)	MERS General Employees	MERS Meadowbrook	Antrim County retirement system		
2	Enter retirement pension system's assets (system fiduciary net position)	Most Recent Audit Report	Sec. 5(4)(b)	20,169,612	14,016,732	-		
3	Enter retirement pension system's liabilities (total pension liability)	Most Recent Audit Report	Sec. 5(4)(b)	29,691,229	17,854,637	118,941		
4	Date (system year ending) of valuation of system's assets and liabilities (e.g. 12/31/2017)	Most Recent Audit Report	Sec. 5(6)	12/31/18	12/31/17	12/31/18		
5	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	Sec. 5(4)(b)	975,252	666,000	21,591		
6	Governmental Fund Revenues	Most Recent Audit Report	Sec. 5(4)(b)	17,167,220	17,167,220	17,167,220		
<b>7 Pension Trigger Summary</b>								
8	Is this unit a primary unit (County, Township, City, Village)?	From Municode		YES	YES	YES	YES	YES
9	Funded ratio	Calculated	Sec. 5(4)(b)	67.9%	78.5%	0.0%		
10	All systems combined ADC/Governmental fund revenues	Calculated	Sec. 5(4)(b)	9.7%	9.7%	9.7%	0.0%	0.0%
11	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary units trigger:</b> Less than 60% funded <b>AND</b> greater than 10% ADC/Governmental fund revenues. <b>Non-Primary units trigger:</b> Less than 60% funded	Sec. 5(4)(b)	NO	NO	NO	NO	NO

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that this report is complete and accurate in all known respects. Public Act 202 of 2017 also requires the local unit of government to electronically submit the report to its governing body.

**Public Act 202 of 2017 Health Care (OPEB) Report**

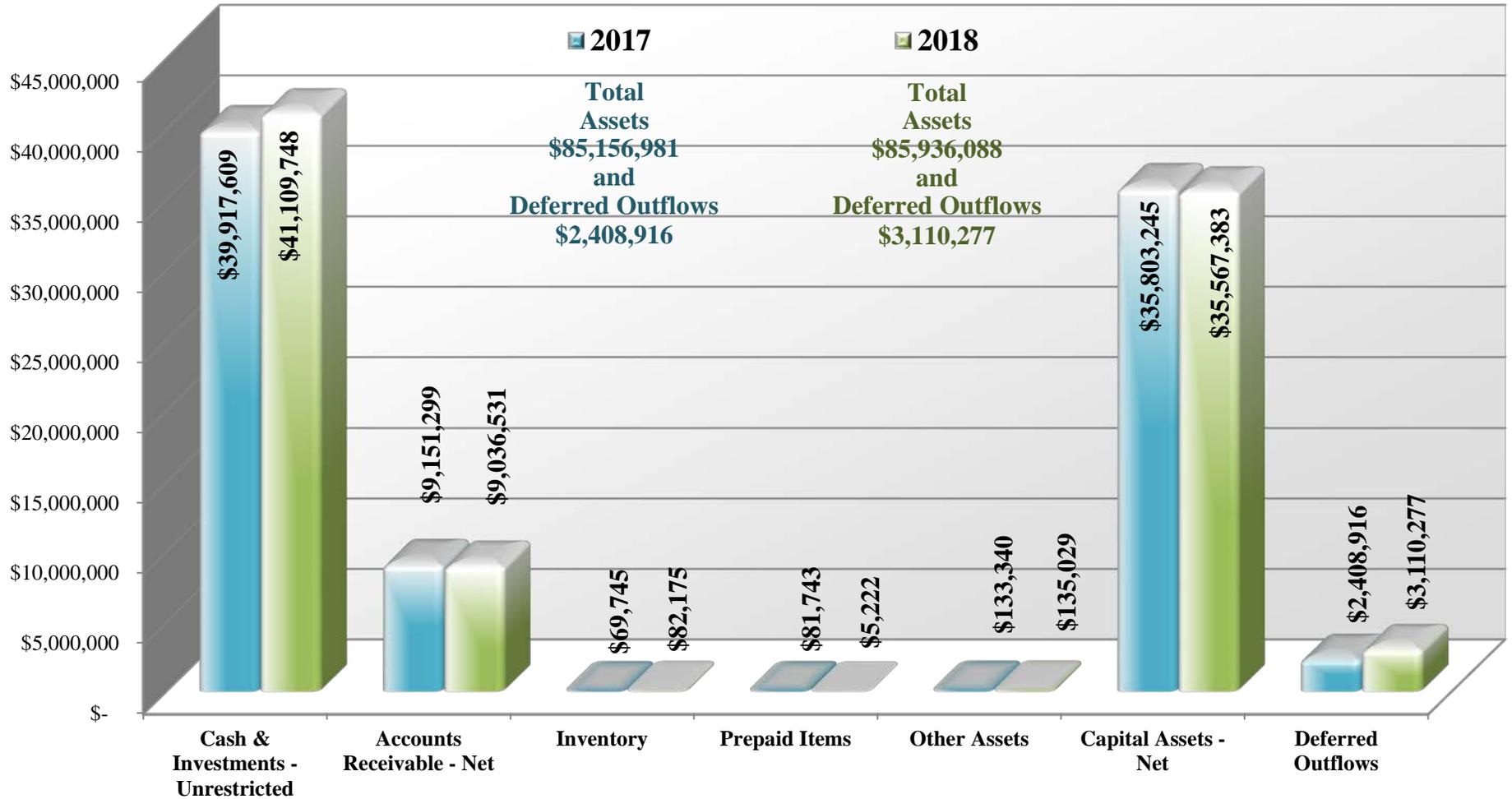
Enter Local Unit Name	Antrim County	<b>Instructions/Questions:</b> For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> . For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . <b>Return this original Excel file. Do not submit a scanned image or PDF.</b>
Enter Six-Digit Municode	050000	
Unit Type	County	
Fiscal Year (four-digit year only, e.g. 2018)	2018	
Contact Name (Chief Administrative Officer)	Debra Haydell	
Title if not CAO	County Finance Director	
CAO (or designee) Email Address	haydelld@antrimcounty.org	
Contact Telephone Number	231-533-3635	
OPEB System Name (not division) 1		If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Description	Source of Data	Statute Reference	System 1	System 2	System 3	System 4	System 5
1	Provide the name of your retirement health care system	Calculated From Above	Sec. 5(6)					
2	Enter retirement health care system's assets (system fiduciary net position)	Most Recent Audit Report	Sec. 5(4)(a)					
3	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	Sec. 5(4)(a)					
4	Date (system year ending) of valuation of system's assets and liabilities (e.g. 12/31/2017)	Most Recent Audit Report	Sec. 5(6)					
5	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	Sec. 5(4)(a)					
5a	Do the financial statements include an ADC calculated in compliance with <a href="#">Numbered Letter 2018-3?</a>	Most Recent Audit Report	Sec. 5(4)(a)					
6	Governmental Fund Revenues	Most Recent Audit Report	Sec. 5(4)(a)					
<b>7 Health Care Trigger Summary</b>								
8	Is this unit a primary unit (County, Township, City, Village)?	From Municode		YES	YES	YES	YES	YES
9	Funded ratio	Calculated	Sec. 5(4)(a)					
10	All systems combined ADC/Governmental fund revenues	Calculated	Sec. 5(4)(a)	0.0%	0.0%	0.0%	0.0%	0.0%
11	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	Sec. 4(1)(ii)					
12	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	Sec. 4(1)(i)					
<p><b>Primary units trigger:</b> Less than 40% funded AND greater than 12% ADC/Governmental fund revenues. If No ADC is provided, will trigger if less than 40% funded. <b>Non-Primary units trigger:</b> Less than 40% funded. <b>All units trigger:</b> Failure to make required retirement system payments.</p>								
13	Does this system trigger "underfunded status" as defined by PA 202 of 2017?		Sec. 5(4)(a)	NO	NO	NO	NO	NO

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that this report is complete and accurate in all known respects. Public Act 202 of 2017 also requires the local unit of government to electronically submit the form to its governing body.

# County of Antrim, Michigan

## Assets & Deferred Outflows Two Year Comparison December 31, 2018

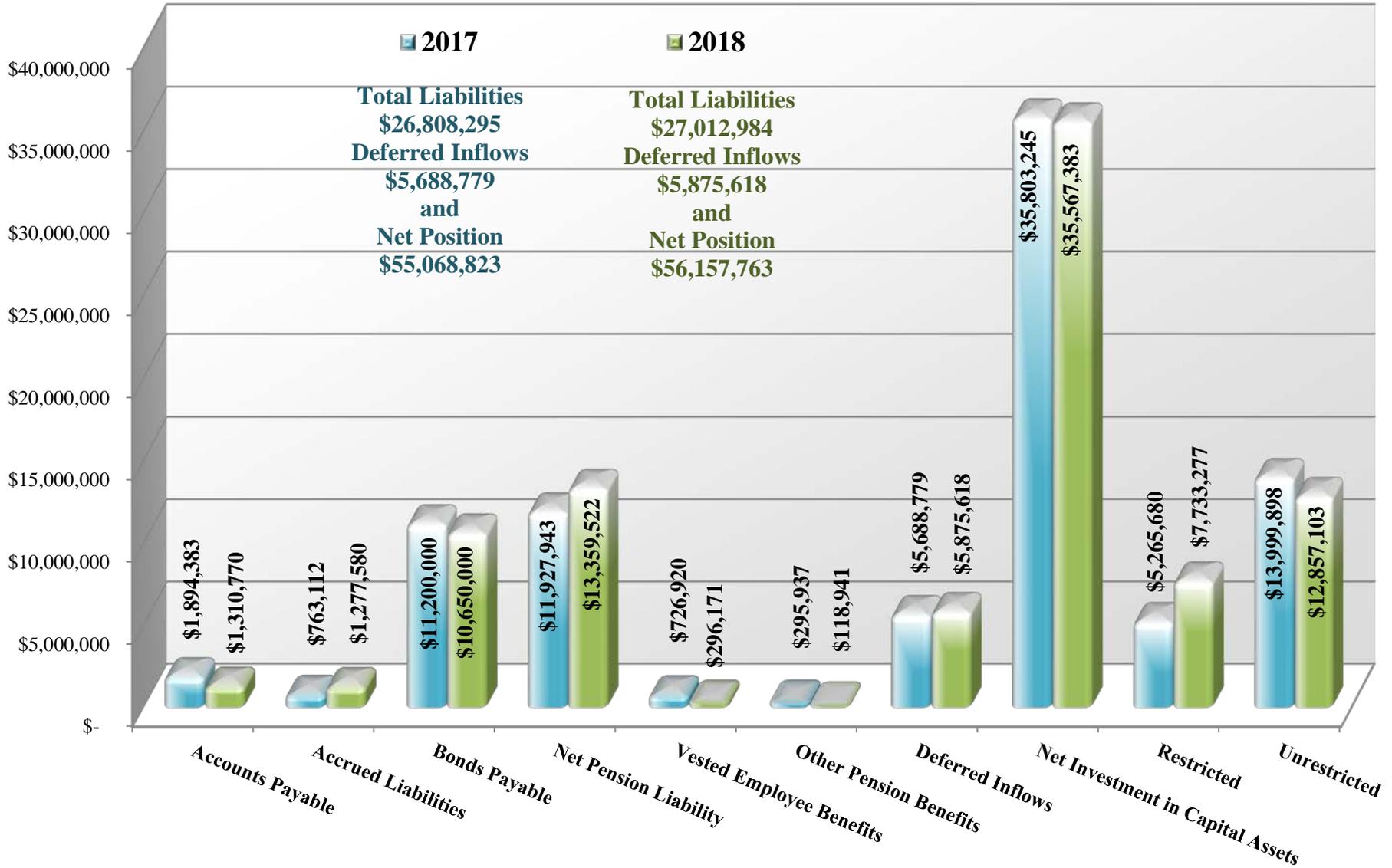


# *County of Antrim, Michigan*

## Liabilities, Deferred Inflows & Net Position

### Two Year Comparison

#### December 31, 2018

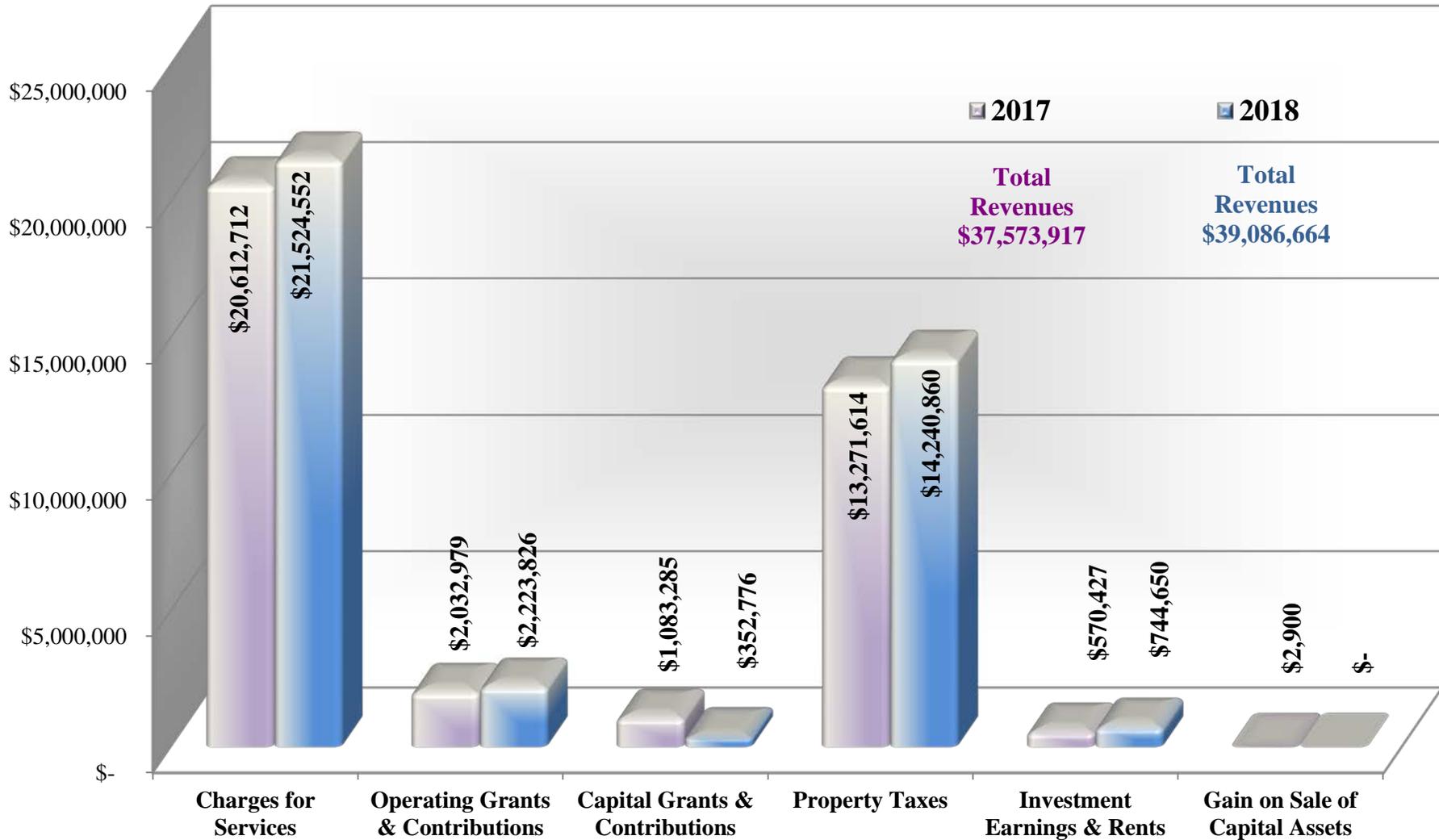


# *County of Antrim, Michigan*

## Revenues - Primary Government

### Two Year Comparison

#### December 31, 2018

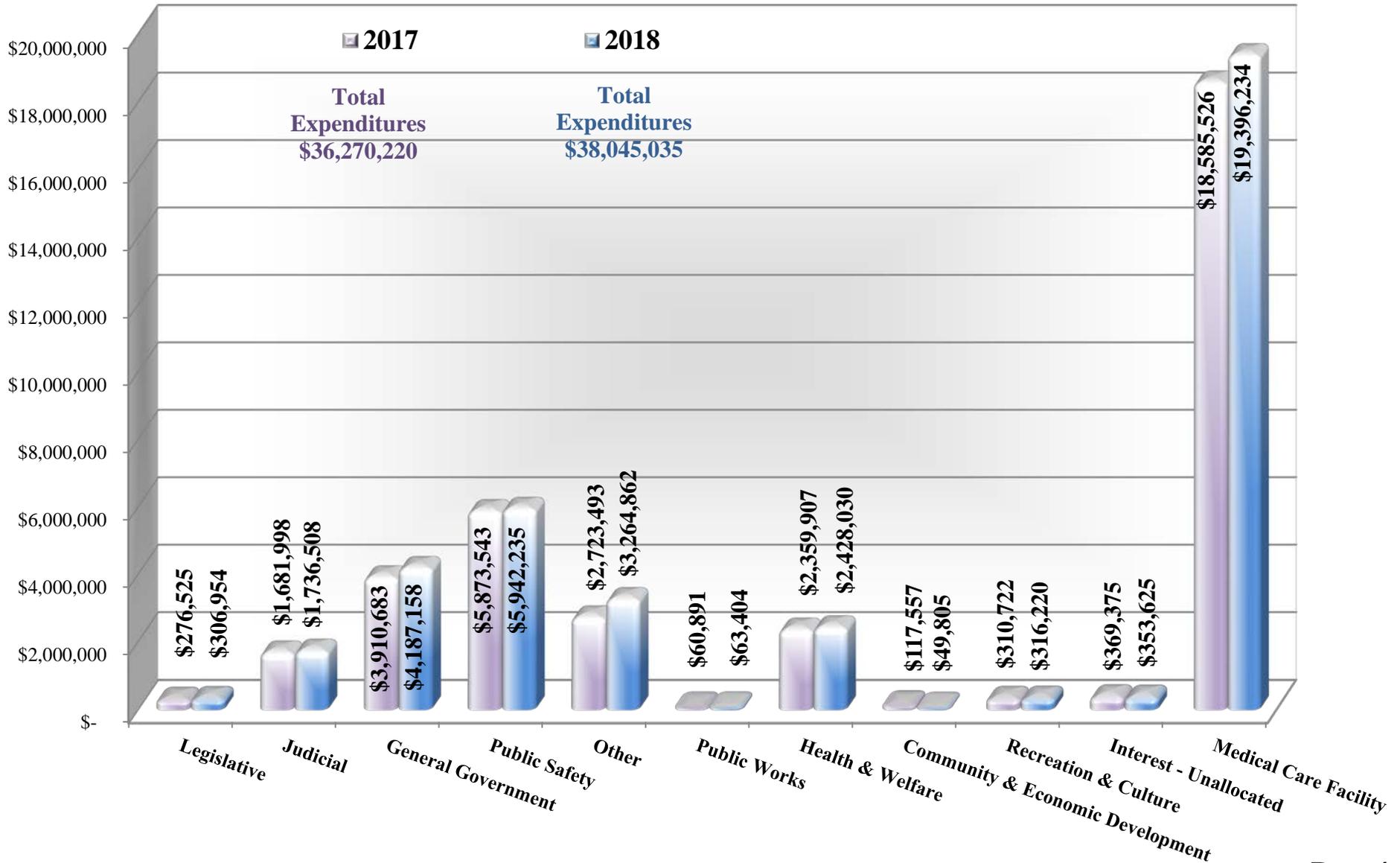


# County of Antrim, Michigan

## Expenditures - Primary Government

### Two Year Comparison

#### December 31, 2018

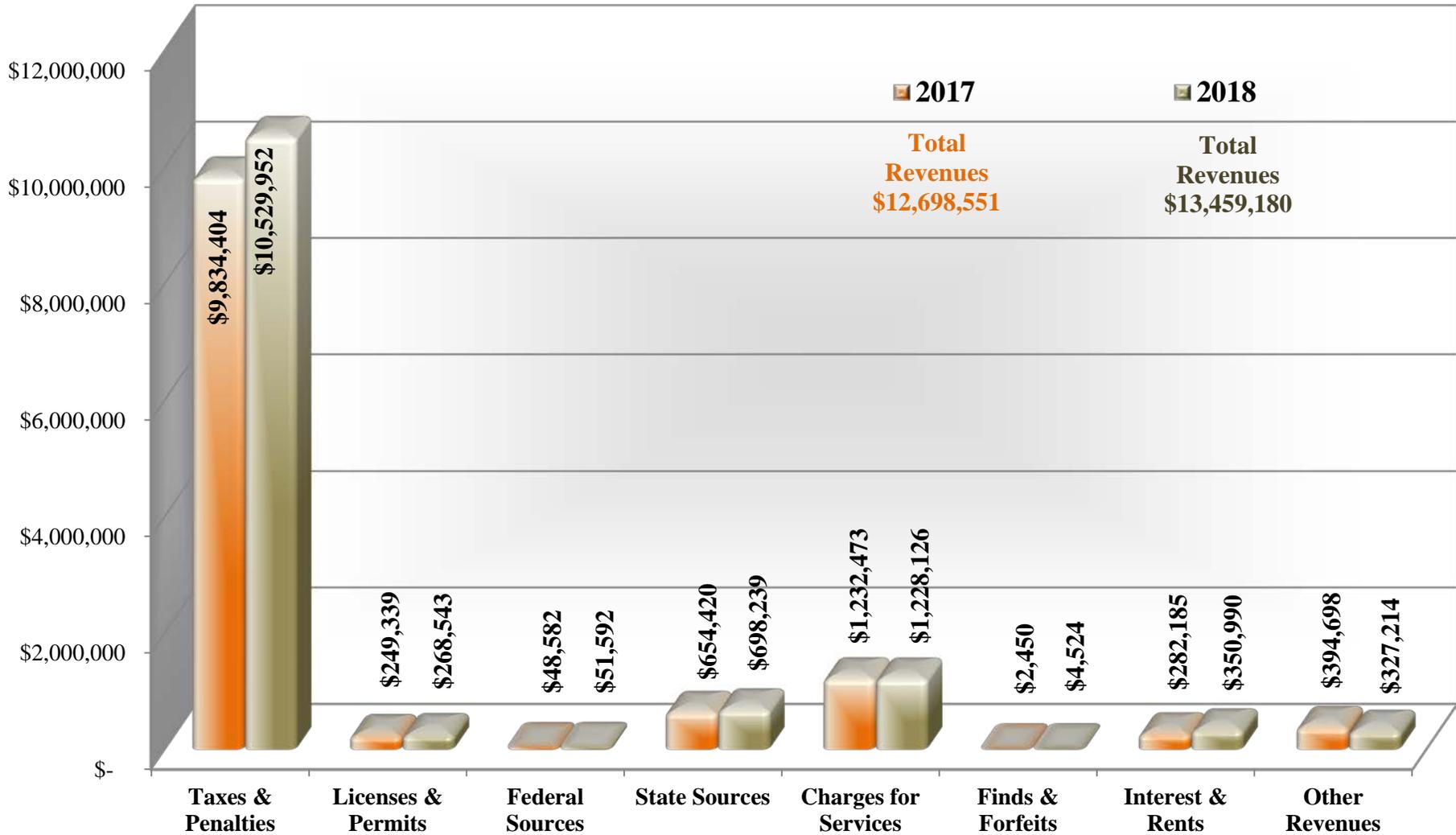


# County of Antrim, Michigan

## Revenues - General Fund

### Two Year Comparison

December 31, 2018

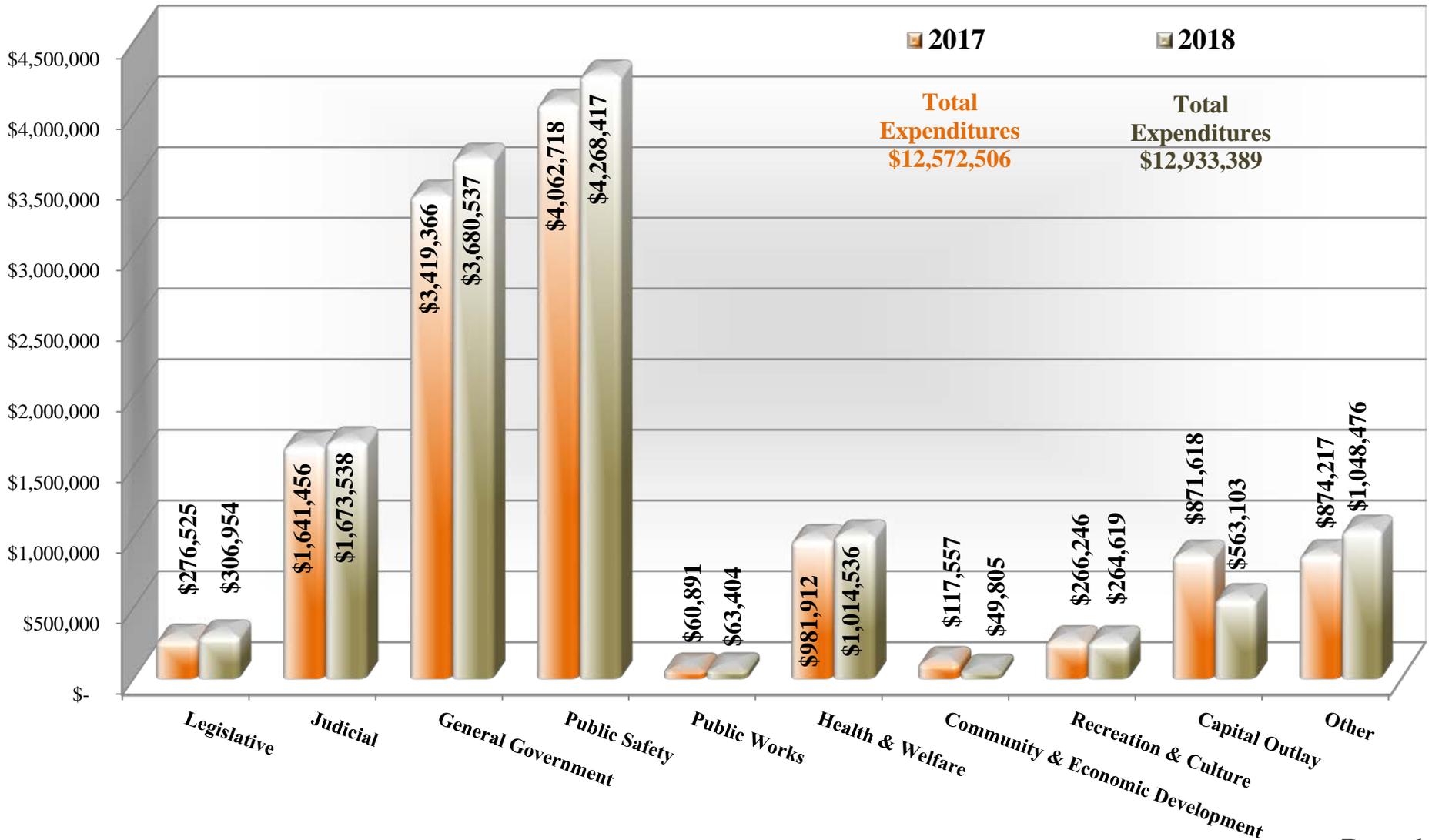


# County of Antrim, Michigan

## Expenditures - General Fund

### Two Year Comparison

December 31, 2018

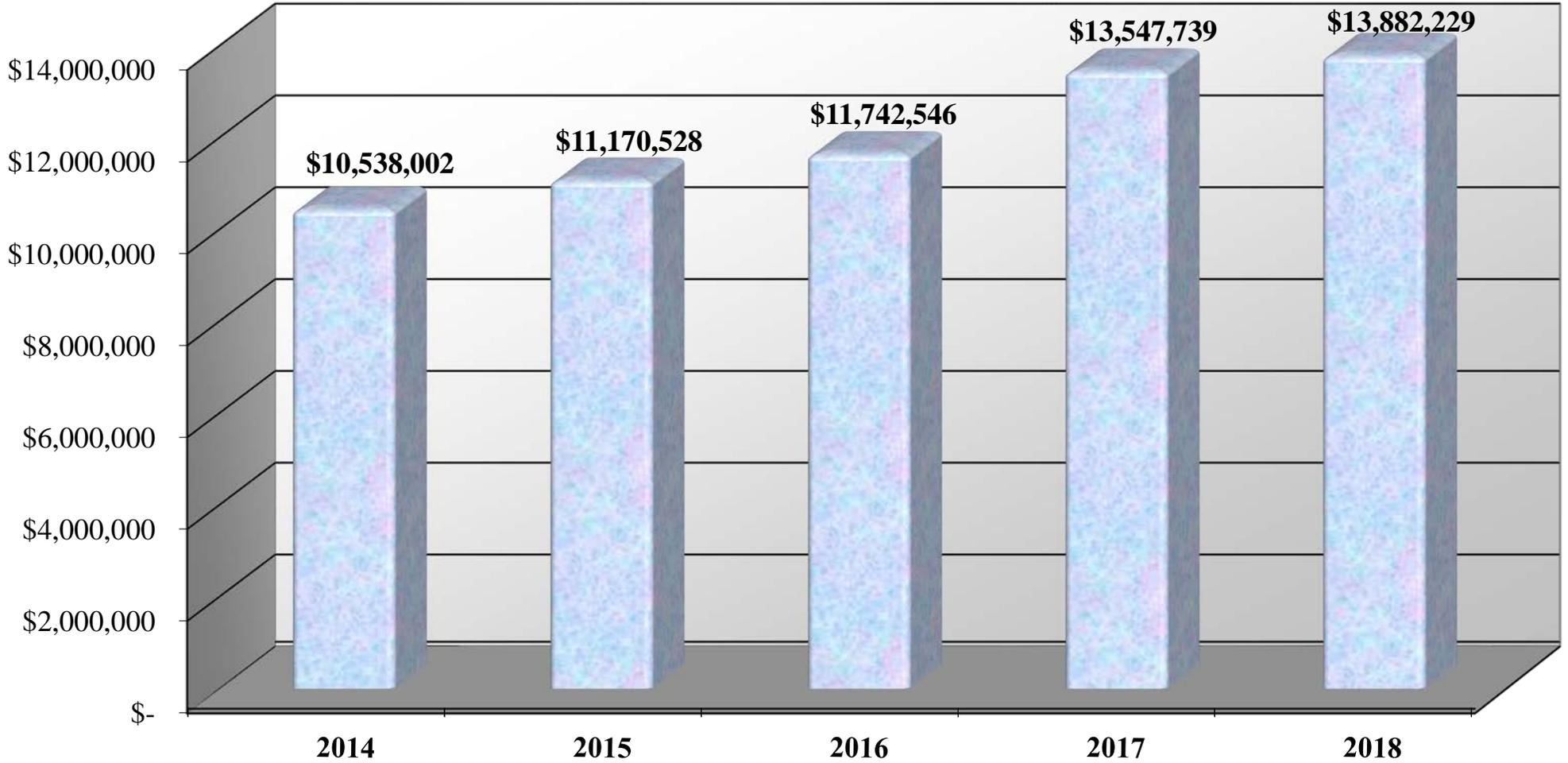


# *County of Antrim, Michigan*

## **General Fund - Fund Balance**

### **Five Year Comparison**

**December 31, 2018**



### Table 3: Participant Summary

Division	2018 Valuation		2017 Valuation		2018 Valuation		
	Number	Annual Payroll <sup>1</sup>	Number	Annual Payroll <sup>1</sup>	Average Age	Average Benefit Service <sup>2</sup>	Average Eligibility Service <sup>2</sup>
<b>01 - General</b>							
Active Employees	49	\$ 2,163,549	55	\$ 2,341,820	55.2	15.4	15.6
Vested Former Employees	18	150,163	18	155,321	54.6	11.2	16.3
Retirees and Beneficiaries	79	859,396	73	725,991	72.4		
<b>04 - MCF</b>							
Active Employees	146	\$ 7,436,981	164	\$ 7,867,393	46.0	11.2	11.8
Vested Former Employees	34	223,187	32	208,236	53.9	12.0	14.2
Retirees and Beneficiaries	89	817,238	88	791,587	71.3		
<b>10 - Gnrl Dial a Ride</b>							
Active Employees	4	\$ 130,430	4	\$ 126,854	60.2	15.0	15.0
Vested Former Employees	2	7,354	1	5,173	51.7	8.9	8.9
Retirees and Beneficiaries	10	96,234	10	96,233	72.0		
<b>20 - Sheriff Dept</b>							
Active Employees	34	\$ 1,811,370	38	\$ 1,957,544	50.2	18.3	18.5
Vested Former Employees	15	175,405	16	186,891	48.1	10.0	16.8
Retirees and Beneficiaries	22	362,812	21	356,290	69.9		
<b>HA - Shrf&amp;Grndal 1/14 &amp;Gnrl 1/15</b>							
Active Employees	40	\$ 1,434,139	32	\$ 1,002,525	43.1	2.0	3.6
Vested Former Employees	1	163	1	163	68.5	1.8	35.6
Retirees and Beneficiaries	0	0	0	0	0.0		
<b>Total Municipality</b>							
<b>Active Employees</b>	<b>273</b>	<b>\$ 12,976,469</b>	<b>293</b>	<b>\$ 13,296,136</b>	<b>48.0</b>	<b>11.5</b>	<b>12.2</b>
<b>Vested Former Employees</b>	<b>70</b>	<b>556,272</b>	<b>68</b>	<b>555,784</b>	<b>53.0</b>	<b>11.1</b>	<b>15.5</b>
<b>Retirees and Beneficiaries</b>	<b><u>200</u></b>	<b>2,135,680</b>	<b><u>192</u></b>	<b>1,970,101</b>	<b>71.6</b>		
<b>Total Participants</b>	<b>543</b>		<b>553</b>				

<sup>1</sup> Annual payroll for active employees; annual deferred benefits payable for vested former employees; annual benefits being paid for retirees and beneficiaries.

<sup>2</sup> Descriptions can be found under Miscellaneous and Technical Assumptions in the Appendix.

## Table 4: Reported Assets (Market Value)

Division	2018 Valuation		2017 Valuation	
	Employer and Retiree <sup>1</sup>	Employee <sup>2</sup>	Employer and Retiree <sup>1</sup>	Employee <sup>2</sup>
01 - General	\$ 10,278,795	\$ 43,125	\$ 10,980,171	\$ 78,677
04 - MCF	11,855,509	1,535,269	12,603,314	1,413,418
10 - Gnrl Dial a Ride	776,557	0	866,678	0
20 - Sheriff Dept	8,544,550	21,332	8,897,550	30,372
HA - Shrf&Grnldal 1/14 &Gnrl 1/15	189,211	0	126,267	0
S1 - Surplus assoc div 01	276,895	0	0	0
S2 - Surplus assoc div 10	39,147	0	0	0
<b>Municipality Total<sup>3</sup></b>	<b>\$ 31,960,664</b>	<b>\$ 1,599,726</b>	<b>\$ 33,473,980</b>	<b>\$ 1,522,467</b>
<b>Combined Assets<sup>3</sup></b>	<b>\$33,560,390</b>		<b>\$34,996,447</b>	

<sup>1</sup> Reserve for Employer Contributions and Benefit Payments.

<sup>2</sup> Reserve for Employee Contributions.

<sup>3</sup> Totals may not add due to rounding.

The December 31, 2018 valuation assets (actuarial value of assets) are equal to 1.095342 times the reported market value of assets (compared to 1.011321 as of December 31, 2017). Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Assets in the Surplus division(s) are employer assets that have been reserved to be used by the employer at some point in the future to stabilize increases in contributions. These assets are not used in calculating the employer contribution for the fiscal year beginning January 1, 2020.

**NOTE 8 - DEFERRED COMPENSATION PLAN**

Antrim County and its component unit – Road Commission offer its employees a deferred compensation plan created in accordance with IRC Section 457. The plan, available to all County employees, permits them to defer a portion of their current salary until future years. The deferred compensation is not available to the employees until termination, retirement, death, or unforeseeable emergency.

In the past, the County was custodian of the assets in the plan and recorded the plan’s activity in accordance with GASB requirements in the financial statements. In 1999, GASB Statement 32 was implemented and custodianship of the plan was transferred to an independent third party. Balances for deferred compensation are no longer reported in the financial statements.

**NOTE 9 - OTHER DEFINED BENEFIT PENSION PLAN**

The County established a defined benefit pension plan that provides for a payment of \$200 per month for employees that retiree from the County and meeting the specified eligibility requirements. The monthly benefit is payable to the retiree for ten (10) years or until reaching Medicare eligibility.

Certain information contained in the note is based on information for the Defined Benefit Plan measured as of January 1, 2018, which is the most recent valuation date for which complete information related to the year ended December 31 2018 is available.

*Fiduciary Investment and Control:* The plan is unfunded. Benefits are paid to retirees monthly.

*Participants Covered by the Benefit Terms:* The following participants were covered by the benefit terms:

Inactive participants currently receiving benefit payments	3
Inactive participants entitled to but not yet receiving benefit payments	-
Active participants	<u>43</u>
 Total	 <u>46</u>

*Contributions:* Benefits are paid monthly to the retirees. There is no pre-funding of the pension obligation.

*Trust Assets:* None.

*Measurement of Total Pension Liability:* The total pension liability at the December 31, 2018 measurement date was determined using an actuarial valuation as of January 1, 2018.

*Actuarial Assumptions:* The total pension liability in the January 1, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method:	Entry Age Normal, as a percent of Salary
Inflation:	N/A
Salary Scale:	2.00%
Mortality rates were based on:	SOA RP-2014 Total Dataset Mortality with Scale MP-2018 (Base Rate 2006)

NOTE 9 - OTHER DEFINED BENEFIT PENSION PLAN (Continued)

PRIMARY GOVERNMENT

As prescribed by GASB No. 73, the discount rate will be based on the index rate for 20-year tax-exempt general obligation municipal bond index rate with an average rating of AA/Aa or higher as of the measurement date. To comply with this provision, the *Bond Buyer 20-Bond General Obligation Index* will be used. The discount rate of 3.44% is the January 1, 2018 value of this index.

*Changes in the Total Pension Liability:* The following table presents the changes in the total pension liability during the fiscal year, by source.

	<u>2018</u>
Pension Liability Beginning of Year, January 1 <sup>st</sup>	\$ 139,156
Changes for the Year:	
Service Cost	4,233
Interest	4,416
Assumptions Changes	(7,273)
Difference Between Actual and Expected Experience	-
Changes in Actuarial Cost Method	-
Benefit Payments	<u>(21,591)</u>
Pension Liability End of Year, December 31 <sup>st</sup>	<u>\$ 118,941</u>

*Sensitivity of Total Pension Liability to Changes in the Discount Rate.* The following presents the total pension liability of the County as of the December 31 2018 measurement date, calculated using the discount rate of 3.44%, as well as what the County's total pension liability would be if it were calculated using a discount rate that is one percentage-point lower (2.44%) or one percentage-point higher (4.44%) than the current rate:

	<u>1% Decrease</u> <u>(2.44%)</u>	<u>Current Rate</u> <u>(3.44%)</u>	<u>1% Increase</u> <u>(4.44%)</u>
Net Pension Liability, December 31, 2018	<u>\$ 122,716</u>	<u>\$ 118,941</u>	<u>\$ 115,369</u>

*Pension Expense and Deferred Outflows / (Inflows) of Resources Related to Pension:* For the year ended December 31, 2018, the County recognized pension expense of \$7,118.

	<u>2018</u>
Service Cost	\$ 4,233
Interest	4,416
Amortization of Deferred Charges:	
Difference between expected and actual experience	-
Changes in assumptions or other inputs	(1,531)
Plan changes	-
Expected return on investments	<u>-</u>
Net Pension Expense	<u>\$ 7,118</u>

**NOTE 9 - OTHER DEFINED BENEFIT PENSION PLAN (Continued)**

\$0 reported as deferred outflows of resources related to pensions resulting from County transactions subsequent to the measurement date will be recognized as a reduction of the total pension liability in the year ending. Other amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as presented below:

<u>Year Ending</u>	<u>Amortization</u>
12/31/2018	\$ (1,531)
12/31/2019	(1,531)
12/31/2020	(1,531)
12/31/2021	(1,531)
12/31/2022	(1,149)

**NOTE 10 - OTHER POST EMPLOYMENT BENEFITS**

*Road Commission – Component Unit*

*Plan Description* - The Road Commission administers a single-employer defined benefit healthcare plan. The retiree is then responsible for the cost of health insurance for his/her spouse and/or children. Benefit provisions are established and may be amended by the Board of County Road Commissioners. The Plan does not issue a publicly available report.

Any employee retiring after July 1, 1989, who had completed at least ten years of service and was eligible for retirement, has \$150 per month contributed towards the employee and spouse coverage. Effective for retirees retiring after July 1, 1999, the Road Commission contribution will be \$200 per month and effective July 1, 2003, \$250 per month. At age 65, those receiving \$250 per month change to \$200 per month for the remainder of their life. There were 38 retirees receiving benefits with an approximate annual cost of \$91,800. This benefit is not available for anyone hired after July 1, 2014.

*Funding Policy* - Contribution requirements are negotiated between the Commission and employees. The Commission contributes 100% of the cost for eligible plan members. For fiscal year 2018, the Commission contributed \$64,204 to the plan.

*Employees Covered by Benefit Terms*

As of December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	38
Active employees	<u>27</u>
Total participants covered by OPEB Plan	<u><u>65</u></u>

*Total OPEB Liability and Trust Assets* - The Road Commission’s total OPEB liability of \$2,475,383 was measured as of December 31, 2018, and was determined by an actuarial valuation as of that date.

As of December 31, 2018, there was no assets in the Road Commission’s OPEB trust.