

Administration and County Services Committee

Laura Stanek

Ed Boettcher, Chairman

David Heeres

October 28, 2016

TO: **Administration and County Services Committee**
FROM: **Pete Garwood, County Administrator**
SUBJECT: **Meeting Agenda**

The Administration and County Services Committee meeting is scheduled for

Thursday, November 3, 2016 @ 9:00 a.m.
In Room 211, 2nd Floor, Antrim County Building,
203 E. Cayuga Street, Bellaire

Agenda items will include:

- 9:00 a.m. Public Comment
- 9:01 a.m. Veteran's Affairs Request – *attached pgs. 2-4* - Deborah Peters
- 9:15 a.m. Paging System – *attached pgs. 5-10* – Pete Garwood
- 9:30 a.m. Fiber Resolution – *attached pgs. 11-12* – Pete Garwood
- 9:45 a.m. Salary & Wage Increases – *attached pgs. 13-17* – Pete Garwood
- 10:00 a.m. Various Matters as Appropriate
- 10:10 a.m. Public Comment

Enclosure:

- Quarterly Banking Report (for information purposes only) – *attached pgs. 18-22*

Please contact the Administration & Planning office if you have any questions or concerns. If you wish to attend this meeting and require special assistance, please contact the Administration Office by writing P.O. Box 187, Bellaire, MI 49615; email: countyadmin@antrimcounty.org; or via phone 231-533-6265.



Memorandum Administration Office

October 28, 2016

TO: Administration Committee

FR: Pete Garwood, County Administrator

RE: Veteran Affairs Clerk Typist

Attached for your review is a communication from Deborah Peters, Veterans Affairs Director, requesting approval to increase the hours of the irregular part-time clerk-typist position in the Veterans Affairs Office. It appears the increase in hours can be accomplished without a budget amendment.

The following motion is for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners increasing the hours of the clerk-typist in the Veterans Affairs Office from 12 hours per week to 20 hours per week starting November 14, 2016.

DATE: November 3, 2016
TO: Administration & County Services Committee
FROM: Deborah Peters, Veterans Affairs Director DP
RE: Clerk Typist Hours

On August 4, 2016 I met with you regarding the new overtime rules and the 2017 budget with regards to the hours of the recently hired clerk typist. The Committee discussed the timing of the change in hours; January 1, 2017 or earlier. It was the consensus of the Committee that the 2017 budget reflect the 20 hours per week and to address any increase in 2016 hours later in the year after I returned from leave.

At this time I request that the hours of the clerk typist be increased from 12 hours per week to 20 for the remainder of 2016. I have attached estimated wage benefit information supplied by D. Haydell for a two week period. If approved the effective date would likely be November 14th which equates to 7 weeks of increased wages. According to my calculations, this would require a budget amendment of approximately \$730.73.

If approved, this will give Denelle additional time to learn certain aspects of Veteran Service Officer work, enabling her to be of more help to me. I have also tasked her with a couple of projects; one being constructing our website.

I thank you for your consideration of my request.

12 hour week				CALCULATION EXPLANATIONS
Wages	12.09	24	290.16	BI-WEEKLY CALCULATION ESTIMATES WAGES: Hourly rate x (hours in two week pay period)
FICA	7.65%		22.20	FICA: Employer percentage x total taxable gross
Health Ins/Dental			-	Health + Dnt Premium /2 to get estimated bi-weekly rate
Life & Dis			-	Life&Dis: Premium / 2 to get estimated bi-weekly rate
Work Comp	0.28	100	0.81	Work Comp: is \$0.28 x \$100 earned
MERS				MERS-Per pay period
TOTAL-BI WEEKLY ESTIMATE			313.17	
	1		313.17	

20 hour week				CALCULATION EXPLANATIONS
Wages	12.09	40	483.60	BI-WEEKLY CALCULATION ESTIMATES WAGES: Hourly rate x (hours in two week pay period)
FICA	7.65%		37.00	FICA: Employer percentage x total taxable gross
Health Ins/Dental			-	Health + Dnt Premium /2 to get estimated bi-weekly rate
Life & Dis			-	Life&Dis: Premium / 2 to get estimated bi-weekly rate
Work Comp	0.28	100	1.35	Work Comp: is \$0.28 x \$100 earned
MERS				MERS-Per pay period
TOTAL-BI-WEEKLY ESTIMATE			521.95	
	1		521.95	

DIFFERENCE IN PAY FOR A PAY PERIOD 208.78



Memorandum Administration Office

October 28, 2016

TO: Administration Committee

FR: Pete Garwood, County Administrator

RE: Paging Software

At the Administration Committee meeting of October 4, 2016, a motion was made to the Finance Committee to authorize the purchase of a telephone paging system from the IT Department General Fund #101000-228.

The Finance Committee asked that more information be provided for the October Board of Commissioners meeting, which was supplied via a memo. The following is from the draft Board minutes: "The Chairman directed the Paging System and use policy back to the Administration and County Services Committee."

Two paging policies follow. One is the existing policy, the second is a proposed policy that has been reviewed by the department heads.

As mentioned at the Finance meeting on Monday, October 10, the following quote also includes the cost for the ability of paging to cell phones. The total cost would be \$4,900.94, which includes one year of maintenance support. In the future, annual support would be \$544 for the main county phones and an additional \$556.94 for the cell phones; total annual support would be \$1,100.94.

The following motion is for your consideration:

Motion by _____, seconded by _____, to recommend Finance Committee authorize the purchase and installation of the paging software from General Fund, I.T. Department #101000-228-802.238 (Software Licensing) at a cost of \$4,900.94, and that the Board of Commissioners approve the proposed Telephone System Paging Use Policy.

**ANTRIM COUNTY
PHONE PAGING SYSTEM POLICY
Policy #2002-12**

The phone paging system will be used for County business only.

TELEPHONE SYSTEM PAGING USE POLICY

Adopted:

PURPOSE

The purpose of the Telephone System Paging Use Policy is as a safety and security measure for the employees and visitors in the Antrim County facilities.

SCOPE

The Telephone System Paging Use Policy is to be followed by all who use the Antrim County phone system. This policy does not affect the Antrim County Road Commission or the Meadow Brook Medical Care Facility.

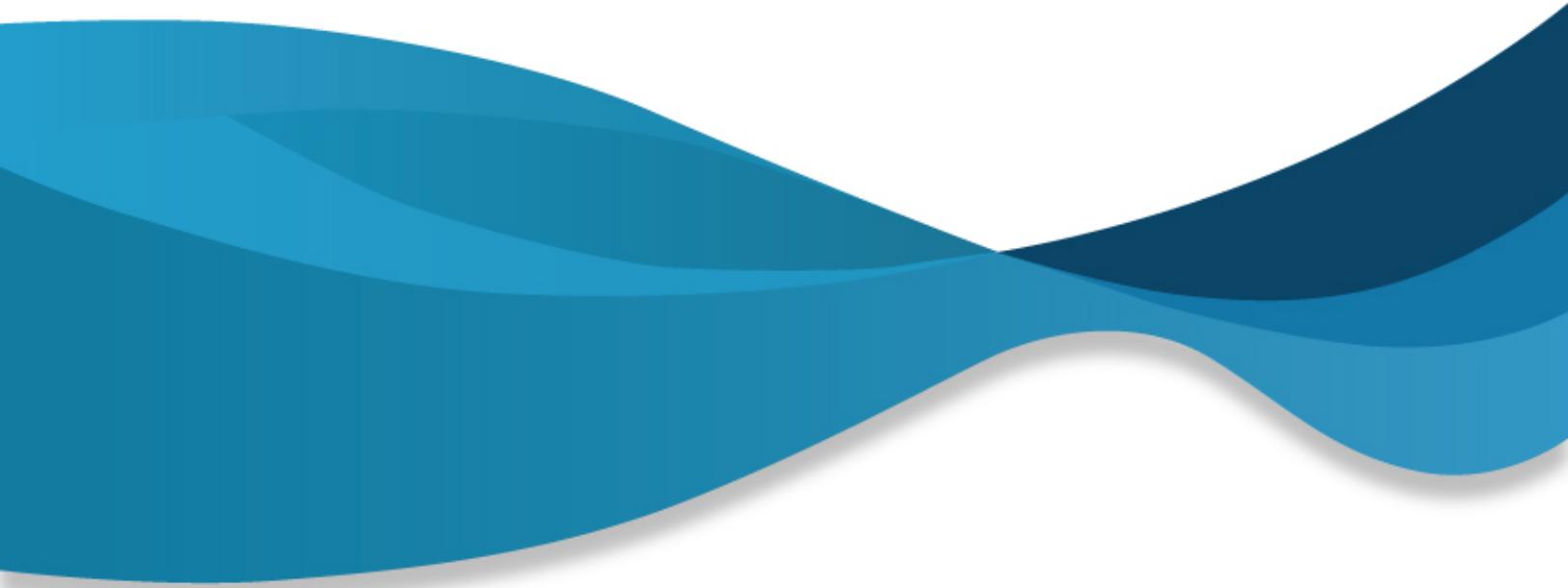
PROCEDURES

The Telephone Paging System will be used for general emergencies in the County facilities and other county related purposes, to quickly relay an emergency message to all occupants of the County facilities or to clear a building, or buildings.

The Telephone Paging System may also be used to make announcements involving personal emergencies, defined as situations involving death, critical illness or serious injury. The Telephone Paging System shall not be used to make personal announcements.

Employees that use the Telephone Paging System for purposes other than those described in this policy may be disciplined.

PRESIDIO®

A decorative graphic consisting of several overlapping, wavy bands of blue in various shades, ranging from light to dark, creating a sense of movement and depth across the upper half of the page.

Antrim County SynApps Endpoint

013284 Version 1
10/7/2016

Submitted by:

Max Wolfgang
616-871-1560 (office)
mwolfgang@presidio.com

Molly Murphy
616.871.1599 (office)
mjmurphy@presidio.com

Part Number	Description	Qty	Price	Ext. Price
Products				
Announce-T1	SA-Announce T1 Per Endpoint License Fee	225	\$13.60	\$3,060.00
Announce-T1-PCS	1 year of Syn-Apps Maintenance: T1 Per Endpoint	225	\$2.72	\$612.00
Products Subtotal:				\$3,672.00

Optional Mobile Notification				*Optional
SA-Mobile	Rich Mobile Notification for Smart Devices (iOS/Android) - Yearly Fee	25	\$1.78	\$44.50
Optional Mobile Notification *Optional Amount:				\$44.50

Optional SMS Text				*Optional
Twilio-Notifier	Yearly Fee: Connects SA-Announce to Outbound TTS Service	1	\$444.44	\$444.44
Optional SMS Text *Optional Amount:				\$444.44

Services				
SERV-T&M Cisco	Time & Materials Professional Services	4	\$185.00	\$740.00
Services Subtotal:				\$740.00

SynApps Endpoint

Prepared by:

Presidio
Max Wolfgang
616-871-1560
Fax
mwolfgang@presidio.com

Inside Sales Rep
Molly Murphy
616.871.1599
mjmurphy@presidio.com

Prepared for:

Antrim County
203 E. Cayuga Street
Bellaire, MI 49615
Valerie Craft
craftv@antrimcounty.org
(231) 533-3600

Information:

Ref ID: 013284
Version: 1
Delivery Date: 10/07/2016
Expiration Date: 06/26/2015

Summary

Description	Amount
Products	\$3,672.00
Services	\$740.00

Total: \$4,412.00

*Options

Description	Amount
Optional Mobile Notification	\$44.50
Optional SMS Text	\$444.44



Memorandum Administration Office

October 28, 2016

TO: Administration Committee

FR: Peter Garwood
County Administrator

A handwritten signature in black ink, appearing to be 'PG', located to the right of the 'FR' line.

RE: High Speed Fiber Internet Connectivity Resolution

Attached you will find a resolution similar to a resolution forwarded to Antrim County from Networks Northwest, in support of High Speed Fiber Internet Connectivity in the Northwest counties.

If you are interested in supporting this resolution, the following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve a resolution of Support for High Speed Fiber Internet Connectivity in Antrim County along with the entire Northwest region of the Lower Peninsula of Michigan.

Resolution
Support for High Speed Fiber Internet Connectivity

Whereas high-speed fiber internet connectivity is crucial to attract and retain companies, ventures, and individuals that create high-value employment; and

Whereas the attraction, retention and expansion of such business ventures is critical to maintain future public funding for local government and education systems, as well as high quality healthcare services, family-sustaining wages, and quality of life; and

Whereas the competitive advantage in today's knowledge-based economy will go to the communities and regions that have high-speed fiber connectivity; and

Whereas the Governor's 21st Century Infrastructure Commission includes the deployment of high-speed internet connectivity across regional infrastructure providers; and

Whereas this type of infrastructure development is a crucial component of achieving many of the economic prosperity strategies detailed in the Framework for our Future regional prosperity plan;

Therefore be it resolved that Antrim County supports public and private efforts to advance the development of high-speed fiber internet connectivity throughout Antrim County and the Northwest Region of Michigan, and further authorizes its County Administrator to express formal support for specific fiber projects within both Antrim County and the Northwest Region consistent with this Resolution.

The above Resolution was adopted on November 10, 2016 at the regular meeting of the Antrim County Board of Commissioners.



Memorandum Administration Office

October 28, 2016

TO: Administration Committee

FR: Peter Garwood
County Administrator

RE: Salary and Wage Increases

RE: Salary Increases for General Unrepresented Employees

This memorandum includes compensation recommendations for all of the employees traditionally included in the General Unrepresented Employee group. I have discussed the issue of a compensation increase request with the Finance Officer and she was comfortable with me including her position in this recommendation.

For the year 2017 all bargaining unit employees except Transportation (which is currently in negotiations) will be receiving a 2% increase in wages. Therefore, I am recommending the same for the General Unrepresented employees with the following suggested motion.

Motion by _____, seconded by _____, to recommend the Finance Committee approve a 2% increase in 2017 salaries and 2017 wages for the General Unrepresented, the Part-time/Seasonal employees, and the County Administrator, and that the corresponding budget amendments be made.

Consistent with the August 10, 2016 Administration Committee minutes I have attached a 20 year step increase for the park employee scale. Since this has not been acted on previously, I am including the following motion for your consideration.

Motion by _____, seconded by _____ to recommend the Board of Commissioners approve a twenty year step increase in the wage scale for the park attendants in the amount of \$16.42 per hour for the 2017 year.

Parity Increases

The following is a quick recap of the series of events regarding last year's salary parity increases. At the December 3, 2015 Administration Committee meeting, motions were made to provide parity increases to three department head positions. This was an action that all of the Committee members, after the meeting and after some additional thought were

uncomfortable with, which resulted in a request to the County Administrator for an alternative recommendation to be ready for the upcoming Finance Committee meeting.

The subsequent recommendation included a “sliding scale” for increases in order to get positions closer to parity with the average of their counterparts in other counties listed in the wage and salary survey. The increases were as follows:

- 10% to 14.99% behind 3% increase
- 15% to 19.9% behind 4% increase
- 20% to 24.9% behind 5% increase
- 25% and over 6.5% increase

The above recommendation resulted in passage of the following motion:

That parity increases be approved for 2016 salary and wage increases for the following department head positions; Parks Manager 3%, Maintenance Director 3%, Commission on Aging Director 3%, Veterans Affairs Director 4%, the Emergency Services Coordinator 6.5% and the IT Director 6.5%, and that these wage increases be calculated after the addition of the 2% approved for the General Unrepresented, and that the County Financial Fiscal Officer, Deb Haydell be authorized to make the corresponding 2016 budget amendments from the General Fund- Special Projects – Contingencies 101-895-999 be approved.

In addition to the above the Committee requested the County Administrator come back with a recommendation for the County Accountant. The recommendation resulted in passage of the following motion in April of 2016.

That the title for the “Accountant” position be changed to “Finance Director” and that the position receive a five 5% increase to the current 2016 salary of \$48,730.31 be increased in the amount of \$2,436.52 and be retroactive to January 1, 2016, to reflect the salary in the amount of \$51,166.83 and the increase in benefit line items totaling \$ 586.48 for a total amount of \$3,022.70 and that a budget transfer be made from the General Fund, Special Projects - Contingencies (101-895-999) to department 101-191-704 for wages and benefit line items totaling \$3,022.70 be approved.

The above actions were taken as a part of a four year plan to bring the named position into parity with their counterparts in the comparable counties. Thus, I am once again recommending the positions named in the two motions above receive the same parity increases this year as the second year in the four year effort, with the following proposed motion:

Motion by _____ seconded by _____, that parity increases be approved for 2017 salary and wage increases for the following department head positions; Parks Manager 3%, Maintenance Director 3%, Commission on Aging Director 3%, Veterans Affairs Director 4%, the Finance Director 5%, the Emergency Services Coordinator 6.5% and the IT Director 6.5%, and that these wage increases be calculated after the addition of the 2%

approved for the General Unrepresented, and that the County Finance Officer be authorized to make the corresponding 2017 budget amendments from the General Fund- Special Projects – Contingencies 101-895-999.

This year we have another little wrinkle caused by changes to the overtime rules recently approved by the Department of Labor (DOL). As I mentioned in a Committee meeting on August 4, 2016 we have a number of employees that could be affected by this new rule change.

To recap, with the Veterans Affairs Director the decision was to increase the hours of the part-time clerical staff in the office in hopes the staff employee can eliminate the overtime hours the Director is working. If the above recommended 2% salary increases for the Unrepresented are implemented the Maintenance Director will be in compliance. Although the Operator of Dams and the Emergency Services Coordinator will have to start keeping track of the number of hours they work per day there is an extremely low chance the County would ever have to pay any overtime for either of these part-time salary positions. The Probate Court Administrative Assistant/Reporter has not worked overtime in the past 2 year. Thus, the chances are low that she will work over 40 hours per week in the future.

The only position left is the Associate Planner, who by past history has regularly worked enough overtime hours that the County would be on the hook for a substantial amount of overtime per year (well over the new salary threshold set by the Department of Labor). Therefore, I am requesting that the Committee recommend that the Board of Commissioners increase the Associate Planner salary to the threshold of \$47,476.00 set by the DOL. This would result in a 1.8% (\$826.00) increase in addition to the 2% recommended for the General Unrepresented Employees. The funds are in the Planning budget but would have to be moved from overtime to the wages line item.

The following action is recommended for your consideration:

Motion by _____, seconded by _____ to recommend the Board of Commissioners increase the Associate Planner salary by 1.8% (\$826.00) in addition to the 2% increase given to the General Unrepresented Employees for the year 2017, and that the Finance Officer be authorized to make the appropriate line item transfers in the General Fund, Planning Department budget #101-721.

As always, if you have any questions please do not hesitate to contact me.

	8/12/16 Increase	2016 Start	8/12/16 START	2016 1 YEAR	8/12/16 1 YEAR	2016 2 YEARS	8/12/16 2 YEARS	2016 3 YEARS	8/12/16 3 YEARS	2016 4 YEARS+	8/12/16 4 YEARS+	2016 10 YEARS	8/12/16 10 YEARS
Seasonal Worker	\$1.00	10.54	11.54	11.02	12.02	11.64	12.64	12.24	13.24	12.82	13.82	14.12	15.12

BOC Action 8/11/2016: \$1.00 per hour increase effective 8/12/2016

	Proposed 2017 Increase	8/12/16 Start	Proposed 2017 START	8/12/16 1 Year	Proposed 2017 1 YEAR	8/12/16 2 Year	Proposed 2017 2 YEAR	8/12/16 3 Year	Proposed 2017 3 YEAR	8/12/16 4 YEARS	Proposed 2017 4 YEARS+	8/12/16 10 YEARS	Proposed 2017 10 YEARS	8/12/16 20 YEARS	Proposed 2017 20 YEARS
Seasonal Worker	2.0%	11.54	11.77	12.02	12.26	12.64	12.89	13.24	13.50	13.82	14.10	15.12	15.42		16.42

4. Barnes Park

Pest Control

At the August 8 meeting of the Finance Committee, Commissioner Bargo had requested quotes for a spraying program at Barnes Park. It had been the consensus of the Finance Committee that it would be appropriate for the Administration Committee to discuss the spraying issue with Eileen Wallick, Parks Manager, during their upcoming special meeting, since Ms. Wallick would be present.

Documents regarding wood roaches were distributed (**see attached pgs. 3-5**). Ms. Wallick said pest control for wood roaches at Barnes Park had been attempted in 2008. The County had spent \$500 and the effort was considered unsuccessful. It was the consensus of the Committee to not take any action regarding pest control.

Staffing

Ms. Wallick told the Committee that the five members of the Barnes Park seasonal staff would be reduced by two in the middle of August due to employees returning to college. Park staff is maintained to October 31. Ms. Wallick said the Park had been short-staffed the entire season and the employees had been working long hours. She asked the Committee and the Board of Commissioners to consider a \$1.00 per hour raise for the seasonal employees to show appreciation. Mr. Boettcher said the 2016 increase in camping fees would more than offset the increased expenditure. An off-schedule payment instead of a wage increase was also discussed.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve a \$1.00 per hour wage increase for the Barnes Park seasonal employees effective August 12, 2016, authorizing the Finance Director to make the appropriate budget amendments. Motion carried – unanimous.

It was the consensus of the Committee to have Ms. Wallick include the \$1 per hour raise for Barnes Park seasonal employees in the 2017 budget and to add a 20 year step increase. Mr. Garwood said his office would provide a proposed wage scale.

It was the consensus of the Committee that Pete Garwood, County Administrator, should write a letter of appreciation to the Barnes Park employees, on behalf of the Board of Commissioners.

7. Various Matters as Appropriate

Sheriff Department Personnel Request

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners authorize the release of funds and authorize the hiring process for a 911 Dispatcher. Motion carried – unanimous.

Health Insurance

As mentioned in the memo sent to the Committee the previous day (**see attached pg. 6**) Mr. Garwood presented information on the possible health insurance rates to the Committee (**see attached pgs. 7-14**). Mr. Garwood said the Committee could choose a plan or that he could implement alternative plans after meeting with a representatives from the various employee groups. This meeting would take place the week of August 22.

CASH SUMMARY BY BANK FOR ANTRIM COUNTY
FROM 01/01/2016 TO 09/30/2016

Bank Code	Beginning Balance	Total	Total	Ending Balance
Fund Description	01/01/2016	Debits	Credits	09/30/2016
26 ALDEN AC DIST CT BOND ACCT				
701000 TRUST & AGENCY	5,000.00	71,069.07	69,294.07	6,775.00
	-----	-----	-----	-----
ALDEN AC DIST CT BOND ACCT	5,000.00	71,069.07	69,294.07	6,775.00
52 ALDEN COA-TRUCK				
297000 COMMISSION ON AGING	5,301.25	241.16	0.00	5,542.41
	-----	-----	-----	-----
ALDEN COA-TRUCK	5,301.25	241.16	0.00	5,542.41
51 ALDEN COMMISSION ON AGING				
297000 COMMISSION ON AGING	6,465.43	3,135.70	0.00	9,601.13
	-----	-----	-----	-----
ALDEN COMMISSION ON AGING	6,465.43	3,135.70	0.00	9,601.13
50 ALDEN COMMISSION ON AGING ACT				
297000 COMMISSION ON AGING	9,119.51	6,325.64	0.00	15,445.15
	-----	-----	-----	-----
ALDEN COMMISSION ON AGING ACT	9,119.51	6,325.64	0.00	15,445.15
1 ALDEN COMMON				
099000 COMMON ACCOUNT	480,890.07	27,425,492.82	27,743,480.00	162,902.89
	-----	-----	-----	-----
ALDEN COMMON	480,890.07	27,425,492.82	27,743,480.00	162,902.89
6 ALDEN COMMON - PAYROLL				
099000 COMMON ACCOUNT	0.00	3,266,852.94	3,266,852.94	0.00
	-----	-----	-----	-----
ALDEN COMMON - PAYROLL	0.00	3,266,852.94	3,266,852.94	0.00
24 ALDEN EASTPORT PARK SAVINGS				
099000 COMMON ACCOUNT	178,671.17	194,666.89	460.00	372,878.06
	-----	-----	-----	-----
ALDEN EASTPORT PARK SAVINGS	178,671.17	194,666.89	460.00	372,878.06
30 ALDEN MB FUNDED DEP-				
780000 MEADOWBROOK FUNDED DEPRECIATION	112,812.36	101,266.60	90,600.33	123,478.63

	ALDEN MB FUNDED DEP-	112,812.36	101,266.60	90,600.33	123,478.63
MED A	ALDEN MEADOW BROOK AP				
512000	MEADOWBROOK MCF	1,040.90	160.80	0.00	1,201.70
		1,040.90	160.80	0.00	1,201.70
MED P	ALDEN MEADOW BROOK PAYROLL				
512000	MEADOWBROOK MCF	1,014.77	107.86	0.00	1,122.63
		1,014.77	107.86	0.00	1,122.63
MED 2	ALDEN MEADOW VIEW APT AP				
298000	MEADOWVIEW SENIOR HOUSING	1,024.03	2.91	0.00	1,026.94
		1,024.03	2.91	0.00	1,026.94
65	ALDEN MONEY MARKET COMMON				
099000	COMMON ACCOUNT	3,387,111.11	7,336,173.94	7,016,436.55	3,706,848.50
		3,387,111.11	7,336,173.94	7,016,436.55	3,706,848.50
3	ALDEN SAVINGS SPEC DEPOSITS				
099000	COMMON ACCOUNT	46,427.69	41,614.30	885.37	87,156.62
		46,427.69	41,614.30	885.37	87,156.62
12	CHEMICAL BANK BUS MONEYFUND				
099000	COMMON ACCOUNT	214,670.58	128.49	0.00	214,799.07
		214,670.58	128.49	0.00	214,799.07
2	FIRSTMERIT COMMON				
099000	COMMON ACCOUNT	10,999,672.44	39,341,431.61	34,108,537.24	16,232,566.81
		10,999,672.44	39,341,431.61	34,108,537.24	16,232,566.81
57	FIRSTMERIT AC HOUSING				
278000	A.C. HOUSING CDBG GRANT	2,729.79	93,967.45	93,689.91	3,007.33
281000	HOUSING CDBG	0.00	56,164.00	0.00	56,164.00
290000	HOUSING RESOURCE FUND (2012-0333-5916)	0.00	0.00	0.00	0.00
		2,729.79	150,131.45	93,689.91	59,171.33

32	FIRSTMERIT MB DEBT RETIREM				
351000	MEADOW BROOK PROJECT DEBT RETIREMENT	100,082.11	884,457.16	884,415.00	100,124.27
	FIRSTMERIT MB DEBT RETIREM	100,082.11	884,457.16	884,415.00	100,124.27
28	FIRSTMERIT MB RESTRICTED				
781000	MEADOWBROOK RESTRICTED FUNDS	4,202.07	0.00	0.00	4,202.07
	FIRSTMERIT MB RESTRICTED	4,202.07	0.00	0.00	4,202.07
31	FIRSTMERIT MB RESTRICTED				
716000	MEADOWBROOK ANGELL ENDOWMENT TRUST	400,538.34	585.10	0.00	401,123.44
717000	MEADOWBROOK WISE MEMORIAL TRUST	259,660.49	379.31	0.00	260,039.80
718000	MEADOWBROOK FERSTLE FUND	173,037.61	252.77	0.00	173,290.38
781000	MEADOWBROOK RESTRICTED FUNDS	7,294.13	10.65	0.00	7,304.78
	FIRSTMERIT MB RESTRICTED	840,530.57	1,227.83	0.00	841,758.40
9	FIRSTMERIT ROAD COMM PAYROLL				
201000	ROAD COMMISSION	4,222.58	5,026.93	691.06	8,558.45
	FIRSTMERIT ROAD COMM PAYROLL	4,222.58	5,026.93	691.06	8,558.45
14	FIRSTMERIT SHERIFF INMATE				
701000	TRUST & AGENCY	10,657.40	181,867.89	190,882.62	1,642.67
	FIRSTMERIT SHERIFF INMATE	10,657.40	181,867.89	190,882.62	1,642.67
33	FLAGSTAR BANK-				
099000	COMMON ACCOUNT	2,813,759.03	10,549.92	0.00	2,824,308.95
	FLAGSTAR BANK-	2,813,759.03	10,549.92	0.00	2,824,308.95
34	HUNTINGTON -NOW				
099000	COMMON ACCOUNT	3,644,779.61	4,914.43	0.00	3,649,694.04
	HUNTINGTON -NOW	3,644,779.61	4,914.43	0.00	3,649,694.04
	IMPR IMPREST CASH				
101000	GENERAL	2,109.42	200.00	0.00	2,309.42
201000	ROAD COMMISSION	100.00	0.00	0.00	100.00
297000	COMMISSION ON AGING	175.00	0.00	0.00	175.00
298000	MEADOWVIEW SENIOR HOUSING	200.00	0.00	0.00	200.00

512000	MEADOWBROOK MCF	800.00	0.00	0.00	800.00
588000	ANTRIM COUNTY TRANSPORTATION	25.00	0.00	0.00	25.00
	IMPREST CASH	3,409.42	200.00	0.00	3,609.42
4	MICHIGAN CLASS				
099000	COMMON ACCOUNT	3,747,753.80	1,248,163.04	36,700.00	4,959,216.84
	MICHIGAN CLASS	3,747,753.80	1,248,163.04	36,700.00	4,959,216.84
21	MORGANSTANLEY SMITHBARNEY				
099000	COMMON ACCOUNT	2,249,215.40	1,517,238.66	1,501,443.06	2,265,011.00
	MORGANSTANLEY SMITHBARNEY	2,249,215.40	1,517,238.66	1,501,443.06	2,265,011.00
29	MORGANSTANLEY SMITHBARNEY MONEY MARKET				
099000	COMMON ACCOUNT	10,040.92	1,516,870.44	1,510,916.00	15,995.36
	MORGANSTANLEY SMITHBARNEY MONEY MARKET	10,040.92	1,516,870.44	1,510,916.00	15,995.36
47	PNC COMMISSION ON AGING ACCT				
297000	COMMISSION ON AGING	12,551.36	8,089.82	71.00	20,570.18
	PNC COMMISSION ON AGING ACCT	12,551.36	8,089.82	71.00	20,570.18
RD 2	PNC ROAD COMMISSION				
201000	ROAD COMMISSION	44,688.91	3,658,376.72	3,657,395.11	45,670.52
	PNC ROAD COMMISSION	44,688.91	3,658,376.72	3,657,395.11	45,670.52
8	PNC ROAD COMMISSION GENERAL				
201000	ROAD COMMISSION	1,037,317.45	4,608,816.04	4,838,313.71	807,819.78
	PNC ROAD COMMISSION GENERAL	1,037,317.45	4,608,816.04	4,838,313.71	807,819.78
RD HE	PNC ROAD HEALTH REIMBST				
201000	ROAD COMMISSION	50,503.74	16.84	0.00	50,520.58
	PNC ROAD HEALTH REIMBST	50,503.74	16.84	0.00	50,520.58
35	PNC-NOW				
099000	COMMON ACCOUNT	3,609,726.26	8,115.18	0.00	3,617,841.44
	PNC-NOW	3,609,726.26	8,115.18	0.00	3,617,841.44

17 UBS FINANCIAL- INVESTMENT					
099000	COMMON ACCOUNT	1,037,252.40	1,044,988.30	1,041,000.00	1,041,240.70
	UBS FINANCIAL- INVESTMENT	-----	-----	-----	-----
		1,037,252.40	1,044,988.30	1,041,000.00	1,041,240.70
20 UBS FINANCIAL MONEY MKT					
099000	COMMON ACCOUNT	398.35	1,045,185.28	1,045,425.98	157.65
	UBS FINANCIAL MONEY MKT	-----	-----	-----	-----
		398.35	1,045,185.28	1,045,425.98	157.65
	TOTAL - ALL FUNDS	-----	-----	-----	-----
		34,673,042.48	93,682,906.66	87,097,489.95	41,258,459.19