



# Antrim County Board of Commissioners



Ed Boettcher, Chairman

**Thursday, August 20, 2020 @ 7:00 p.m.**

## Zoom Webinar

Please click this URL to join.

<https://us02web.zoom.us/j/84168742882?pwd=WEVTWDFoNXlxWVcxdnhzR3NjRjQwdz09>

Password: Antrim

Dial any one: US: +1 312 626 6799 or +1 646 876 9923 or +1 253 215 8782

Webinar ID: 841 6874 2882

## Facebook Livestream

<https://www.facebook.com/AntrimCountyMI/>

### CALL TO ORDER:

1. Opening Ceremony or Exercises
2. Public Comment  
In light of Executive Order 2020-154, which extends a previous executive order allowing public bodies to conduct public meetings remotely during the ongoing COVID19 pandemic, this meeting will be held in a virtual format utilizing Zoom webinar for virtual attendance. Public comment is welcome and encouraged. Those members of the public attending via digital device or telephone will be given time to speak one at a time for not more than three (3) minutes. Public comments can also be emailed to the County Administration Office ([countyadmin@antrimcounty.org](mailto:countyadmin@antrimcounty.org)) before 5:00 p.m. on August 19 to be read aloud during the Public Comment portion of the meeting. Thank you for your patience and understanding as we all adjust to minimize the COVID-19 spread and keep our community safe.
3. Approval of Agenda ..... 3
4. Approval of [Minutes from August 6, 2020](#) ..... 3
5. Communications/Notices ..... 4
  - A. Emergency Services Coordinator – Coronavirus Emergency Supplemental Grant Update
  - B. Michael Jantz: MITTIN/BUILD Project - Update
6. Liaison Reports
7. Committee Reports (as needed)
  - A. [Capital Improvement Committee](#)
8. Old/Unfinished Business ..... 6
  - A. Evaluation Tool: Final Approval
  - B. Village of Kalkaska – MITTIN/BUILD Project Letter of Support
9. New Business ..... 27
  - A. Claims and Accounts
  - B. Chairman Appointment: Area Agency on Aging of Northwest Michigan
  - C. Art Rapids! Walk of Art Memorandum of Understanding
  - D. Sheriff’s Office:
    1. Corrections – Release of Funds: Capital Outlay Radios
    2. Animal Control – Budget Amendment
  - E. Airport – Taxiway Rehabilitation Project
    1. Mead & Hunt Construction Administration Agreement: Amendment
    2. Team Elmer’s Project Agreement
    3. Michigan Department of Transportation Sponsor Agreement

- F. Capital Improvement Plan Projects
  - 1. FY2020 Planned Projects: County Building Generator, Barnes Park Interior Road
  - 2. Campus Parking Lot Resurfacing
- G. Forest Home Township Easement Request Letter of Support
- H. Veterans Affairs – MCVAF Grant Application: Approval to Apply
- I. **Capital Improvement Plan Approval**
- J. **MERS Actuarial Study – Budget Amendment**

10. Appointments/Annual Reports..... 71

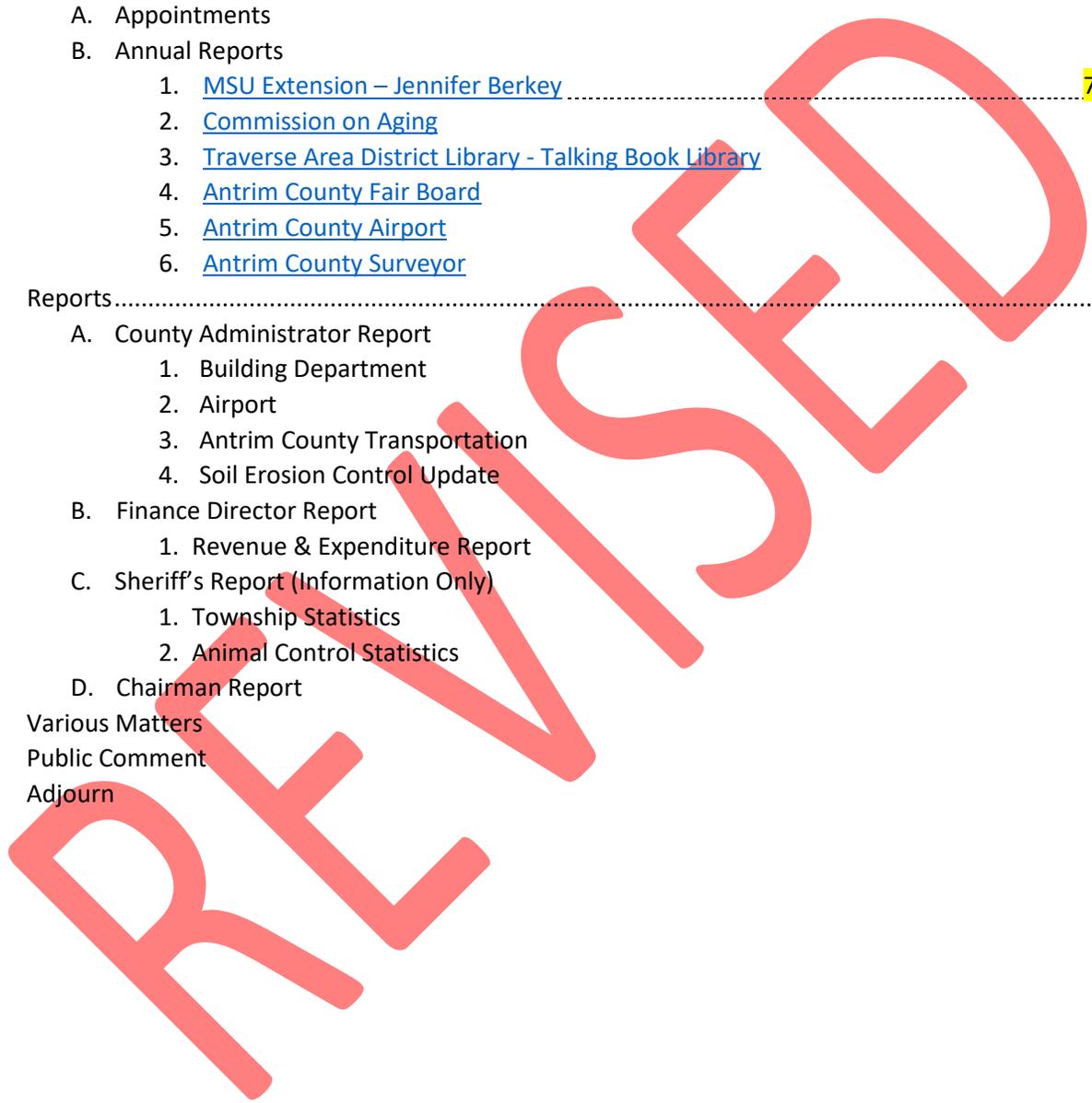
- A. Appointments
- B. Annual Reports

- 1. [MSU Extension – Jennifer Berkey](#) ..... 7:30
- 2. [Commission on Aging](#)
- 3. [Traverse Area District Library - Talking Book Library](#)
- 4. [Antrim County Fair Board](#)
- 5. [Antrim County Airport](#)
- 6. [Antrim County Surveyor](#)

11. Reports..... 72

- A. County Administrator Report
  - 1. Building Department
  - 2. Airport
  - 3. Antrim County Transportation
  - 4. Soil Erosion Control Update
- B. Finance Director Report
  - 1. Revenue & Expenditure Report
- C. Sheriff’s Report (Information Only)
  - 1. Township Statistics
  - 2. Animal Control Statistics
- D. Chairman Report

- 12. Various Matters
- 13. Public Comment
- 14. Adjourn





## *Memorandum Administration Office*

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August 20, 2020

TO: Board of Commissioners

FR: Pete Garwood, County Administrator

RE: Approval of Agenda, Minutes

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You should have received your agenda packet via electronic communication on August 14, 2020. If there are no changes or additions to the agenda, please consider the following action:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the agenda as presented.**

You received the minutes from the August 6, 2020, Board of Commissioners meetings via electronic communication on August 14. If there are no corrections to those minutes, please consider the following action:

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of the August 6, 2020 meeting as presented.**

# Memo

To: Pete Garwood, County Administrator  
From: Leslie Meyers, Coordinator  
cc: County Board of Commissions, Brad Rizzo, Tina Schrader, Dan Bean, Jim Rossiter, Carol Stockin, Bill Hefferan  
Date: August 17, 2020  
Re: CESF Grants

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Please accept this memo as confirmation that CESF (Coronavirus Emergency Supplemental Funding) Program grants were sent in last Wednesday for the Sheriff's Office, the Prosecutor's Office and the Antrim County Courts. This money was authorized under the CARES Act.

The grant applications cover the time period of March 1, 2020 to September 30, 2021. This allowed the applications to include purchases already made and purchases for the future. While somewhat unusual in the grant world, this works well for Antrim County as it will cover our previous PPE purchases, the upgrades for safety we are currently working on and the technology we need to allow remote access for staff.

The Sheriff's grant application covered the deputies, the jail, 911 and administration and was submitted for \$45,299.31.

The Prosecutor's grant application was submitted totaling \$17,000.36.

The 3 Courts' grant application totaled \$26,402.93.

These funds will be available to us on a reimbursement basis with the first reporting period ending September 30, 2020 and then each 3 month period through next September.

Should you have any questions, please feel free to contact me.

**From:** [Jantz, Michael](#)  
**To:** [County Administrator](#)  
**Subject:** MITTIN - Snowmobile Trails  
**Date:** Thursday, August 6, 2020 4:15:28 PM

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Peter:

Thank you again for the opportunity to present to the Board this morning. As a follow up I did verify with our internal staff that the MDOT does allow snowmobile trails within their rail right-of-way. In fact, C2AE worked on such a MDOT rail/trail project in Otsego County, that was non-motorized for specific dates of the year and snowmobile for specific dates of the year.

As such, as part of the MITTIN project, segments of the rail right-of-way can be planned for the dual usage if it is the communities desire, possibly from Cadillac to Petoskey. Adding this component does strengthen the attraction of TALENT and communities could use the MITTIN to secure funding to build the trails along the tracks as well as infrastructure needed to connect the trails to the various different communities.

Please share this as you see fit with your board and provide them with my contact information if they wish to share additional thoughts or ask additional questions.

Regards

**Michael (Mike) Jantz**

Business Development Manager

**C2AE**

**architecture | engineering**

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**Infrastructure that enables, Architecture that empowers.**



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** HR, Administration and Finance

**Submitted By:** Pete Garwood, County Administrator

**Agenda Item:** Performance Evaluation Administrator and Finance Director

<b>1. Action Request/Suggested Motion</b>
To approve the draft Evaluation of County Administrator and Finance Director Policy and Procedure along with the Performance Evaluation forms.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
Stephanie Murray, HR Director and I met to review the changes requested to the performance evaluation tool. Ms. Murray made the changes and the latest draft is included with this request.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
The performance evaluation is a communication tool to make sure the Administrator and the Finance Director have a good understanding of the priorities of the Board of Commissioners and are aware of how the Board views their performance in carrying out those priorities. The performance evaluation can provide guidance to the Administrator and Finance Director on what parts of the job they are meeting expectations and what parts of the job require additional effort. It also provides a time for the Administrator and Finance Director to set goals and objectives for professional development.
<b>4. Financial – Budget-related information</b>
n/a
<b>5. Legal Review</b>
n/a
<b>6. Policy Implications</b>
Requires a performance review for the Administrator and the Finance Director, the only two direct report of the Board, at a minimum of annually.
<b>7. Plan – Timeline with who, what, where, and how</b>
The policy and procedures and forms can be approved immediately or whenever the Board collectively believes it is in final form. Implementation of the procedure, once approved, is yet to be decided.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
n/a
<b>9. Attachments Included</b>
<ul style="list-style-type: none"> <li>• Administrator Job Description</li> <li>• Policy and Procedures</li> <li>• Individual Board Member Evaluation form (Administrator and Finance Director)</li> <li>• Employee Self Evaluation form</li> <li>• Evaluation Form the Board Completes Jointly (Administrator and Finance Director)</li> </ul>

# COUNTY OF ANTRIM

## DESCRIPTION OF ESSENTIAL DUTIES

### COUNTY ADMINISTRATOR

#### SUMMARY

The County Administrator is appointed by the Board of Commissioners to assist the Board in the development and implementation of goals, policies, and procedures, to supervise all functions that report to the Board of Commissioners, and to generally oversee the daily activities of the County. The County Administrator, together with the County Finance Director, assists the Board with the development of the annual budget. The County Administrator and support staff provide professional support, project management, and are responsible for the communication of Board-generated information to County employees, elected officials, the public and outside agencies. Supervises appointed department heads as listed in Item 2 of the Essential Duties and Responsibilities and serves as liaison between other agencies and the Board of Commissioners.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to, the following:

1. Is responsible for the overall direction and supervision of the Administrator Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Includes responsibility for hiring, training, assigning work, approving leave time, reviewing and evaluating performance and dealing with employee relations issues.
2. Supervises the following appointed department heads and functions of departments such as Abstract, Maintenance, Commission on Aging, Equalization, Veterans, Building, Airport, Transportation, Parks, Information Technology, Emergency Services, Human Resources, and others as assigned. Responsible for the process of hiring the above listed department heads, assigning functions, general orientation, and reviewing and evaluating managerial performance.
3. Serves as senior policy advisor to the Board of Commissioners, researching alternatives and submitting policy recommendations to the various standing committees or the Board of Commissioners. Oversees the administration and compliance with County Board policies.
4. Works closely with the County Finance Director in the formulation and administration of the annual County budget under the direction of the County Board of Commissioners consistent with the Uniform Budgeting Act. Works with the Clerk, Treasurer and Finance Director when monitoring expenditures and also when evaluating the process if ever future revisions are necessary.

5. Works to maintain good working relationships between the Board of Commissioners and other elected officials.
6. Represents the Board of Commissioners by externally serving as central contact point, providing information to citizens, various local, regional, state and federal agencies and organizations. Attends functions on behalf of the Board and makes reports to the Board when appropriate.
7. Coordinates matters involving outside counsel work and recommends action on matters involving the issues that are under the authority of the County Board of Commissioners. Coordinates all contractual and professional services.
8. Keeps abreast of legislative and regulatory developments, maintains a current level of knowledge of public administration and related disciplines through active membership in appropriate professional organizations, monitors professional journals/publications, and participates in related training conferences and seminars.
9. Develops or directs the development of specifications, bidding and procurement procedures for special projects of the Board of Commissioners in accordance with current policies.
10. Serves on the bargaining committee with the Human Resources Director for all labor agreement negotiations. Works with Human Resources Director and Board of Commissioners in setting bargaining parameters.
11. Assists the Board of Commissioners in the implementation of their goals and directives. Works with the Finance Director to provide assistance to the Board in the formulation of long range financial plans and capital improvement programs. Conducts various types of evaluations of County operations and programs.
12. Serves as central point of contact for appointed departments, elected offices and the Commissioners. Conducts Department Head/Elected Officials, and staff meetings for dissemination of pertinent information.
13. Administers and communicates Board goals, plans, policies and procedures consistent with current laws.
14. Coordinates meetings of all committees, assigned commissions and boards. Prepares meeting notices and agendas for the committees, commissions, and boards, and distributes same to committee and board members in a timely fashion and in conformance to applicable statutes and ordinances. Accomplishes other duties as assigned by the committees and boards.
15. Provides assistance to the Board and committees to facilitate action on matters requiring their attention. Identifies items for and prepares the Board of Commissioners agenda and communicates the same to the County Clerk.
16. Attends all meetings of the Board of Commissioners.
17. Prepares and submits to the Board such research, reports and studies as may be required by that body or as Administrator may deem it advisable to submit.

18. Serves as the head of the Planning Department and may serve as the head of one or more other departments of County government, as assigned.

19. Performs other administrative duties as assigned by the Board of Commissioners.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** Possession of Bachelor's Degree, (Masters Degree preferred), with substantial course work in public administration, municipal finance, personnel management, policy analysis and political science.

**Experience:**

- a. A minimum of five (5) years of progressively more responsible administrative experience in county government which involved budget preparation, technical report writing, personnel administration, contract negotiations, public speaking, and policy development, or the equivalent.
- b. Knowledge of policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
- c. Skill in preparing and administering budgets; skill in directing and administering county programs.
- d. Skill in the operation of the listed tools and equipment.
- e. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public. Ability to establish effective working relationships.
- f. Ability to maintain regular, daily attendance.
- g. Skill in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A preferred.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common financial reports, legal documents, studies and technical journals. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to department heads, civic groups, businesses, general citizen groups and/or the Board of Commissioners.

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, local municipal officials and public; ability to efficiently and effectively administer a municipal government.

### **SPECIAL REQUIREMENTS**

Valid Michigan driver's license or ability to obtain one.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is regularly required to talk or hear, is frequently required to sit and is occasionally required to stand and walk. The employee may be required to reach with hands and arms; use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, motor vehicle, calculator, telephone, copy machine and fax machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is conducted in an office setting. The noise level in the work environment is usually quiet to moderately quiet in the office. The employee will be expected to travel offsite for meetings, inspections of construction sites and other settings in which the terrain may be varied and the noise level may occasionally be moderate to loud.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: Administration Committee: 10/6/2011  
Amended: Board of Commissioners: 9/10/2015  
Amended: Board of Commissioners:

FINAL DRAFT

**ANTRIM COUNTY**  
**EVALUATION OF COUNTY ADMINISTRATOR AND FINANCE DIRECTOR**  
**POLICY AND PROCEDURE**

**Adopted:**

**POLICY:**

The Antrim County Board of Commissioners believe it is essential to evaluate the County Administrator and Finance Director periodically in order to assist the Board of Commissioners, County Administrator, and Finance Director in the proper execution of their employment responsibilities, and to offer opportunity for individual and County improvement through open communication between participating individuals. To carry out this responsibility, the Board of Commissioners will evaluate the County Administrator and Finance Director utilizing a transparent, and effective performance evaluation system that provides the following:

- Evaluates the County Administrator and Finance Director's job performance at least annually, while providing timely and constructive feedback.
- Evaluates the County Administrator and Finance Director's job duties and responsibilities in the categories of exceeds, meets, or needs improvement.
- Monitors County Administrator and Finance Director progress toward meeting prior year goals and objectives.
- Establishes specific goals, areas of improvement, and professional development opportunities.
- Aligns goals and objectives to the Strategic Plan of Antrim County where practical.

**PROCEDURE:**

The Board of Commissioners will review the performance of the County Administrator and Finance Director at least annually.

The County Administrator and Finance Director will complete the Employee Self Evaluation form.

Board of Commissioner members will complete an Individual Board Member Input form.

Board of Commissioners will review the Employee Self Evaluation forms, as well as documentation from the prior year.

An overall assessment will be completed jointly by members of the Board of Commissioners. This will be based on a review and discussion of all completed forms. Job duties and responsibilities, as well as core competencies will be reviewed and rated. Progress toward

meeting stated goals will be reviewed. A professional development plan will be developed based on goals and/or challenges.

The evaluation discussion will be conducted in closed session at the request of the County Administrator or Finance Director. Those participating in the closed session will include the Board of Commissioners, County Administrator and/or Finance Director, and the Human Resources Director. The Board Performance Evaluation form will be completed by the Human Resources Director.

A completed Performance Evaluation form will be signed by the Board Chair and a copy provided to the County Administrator and Finance Director. A completed evaluation packet including a signed copy of the Performance Evaluation, along with all evaluation forms will be placed in personnel files by the Director of Human Resources.



**Employee Self Evaluation**

Employee Name:
Evaluation Date:
Comments:
What improvements have you made on the Areas of Improvement identified on the Employee Evaluation form completed by the Board from your last meeting?
Employee contributions to the organization:
Employee accomplishments – what I set out to do and did:  1.  2.  3.
Areas of Personal Growth:
New skills & competencies acquired:
Important experiences gained:

**Goals**

This section establishes goals and needed action plans that are anticipated to be completed before the next evaluation timeframe.

- Goal 1: \_\_\_\_\_  
Action Plan: \_\_\_\_\_
  - 
  - 
  -
  
- Goal 2: \_\_\_\_\_  
Action Plan: \_\_\_\_\_
  - 
  - 
  -
  
- Goal 3: \_\_\_\_\_  
Action Plan: \_\_\_\_\_
  - 
  - 
  -

Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed this evaluation and discussed the contents with my supervisor. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ADMINISTRATOR – Performance Evaluation

<b>Employee Name:</b>		<b>Classification:</b>	<b>Date of Hire:</b>		
<b>Evaluation Date:</b>					
<b>Job Duties and Responsibilities:</b>	<b>Assessment</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>	
Actively seeks to establish and maintain relationships with community, colleagues, and partners for the benefit of Antrim County and for personal, professional growth.	-Leadership in state and local organizations. -Active participation in local forums.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establishes and maintains effective BOC relationships.	-Meeting materials are comprehensive with adequate background information included. -Responds to questions in a timely and thorough manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is proactive in the determination of and development of policies and procedures.	-Identifies areas/issues in need of clarification. -Ensures judicious administration of policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proactively handles current issues in the County.	-Responds timely to Board requests. -Investigates, researches, and communicates relevant information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establishes, maintains, and communicates both current and long-range budget information and related data.	-Provides monthly, quarterly, and yearly data. -Provides forecast on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs essential duties as listed in job description.	-Insures overall essential duties are performed effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Core Competencies:</b>	<b>Assessment</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>	
Ensures departments are managed within current and projected budgets and staffing levels.	-Review of departmental budgets. -Use of data in decision making when considering staffing changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluates operational performance and initiates new approaches & practices to meet needs of organization.	-Annual reporting including trend analysis. -Encourages development of opportunities for best practices within departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicates effectively with staff regarding short and long-term goals of organization in order to establish and maintain support.	-Seeks input, creates methods for staff to be involved in development and supporting of goals of organization. -Promotes understanding through timely & effective communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Core Competencies continued:</b>	<b>Assessment</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
Delegates responsibility to staff that will foster professional growth, leadership, and decision-making skills.	-Goal setting and review with department heads. -Encourages participation in activities related to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goals – Progress from 20xx</b>	<b>Comments</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All Other Factors (Areas for Improvement from Prior Evaluation)</b>	<b>Comments</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Development Plan</b>	<b>Comments</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Overall Assessment:**

**Challenges From Prior Year:**

**Development Recommendations:**

**Board Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have reviewed this evaluation and discussed the contents with the Board of Commissioners. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**



# ADMINISTRATOR – Individual Board Member

<b>Employee Name:</b>	<b>Classification:</b>	<b>Date of Hire:</b>		
<b>Evaluation Date:</b>				
<b>Job Duties and Responsibilities:</b>	<b>Assessment</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
Actively seeks to establish and maintain relationships with community, colleagues, and partners for the benefit of Antrim County and for personal, professional growth.	-Leadership in state and local organizations. -Active participation in local forums.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes and maintains effective BOC relationships.	-Meeting materials are comprehensive with adequate background information included. -Responds to questions in a timely and thorough manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is proactive in the determination of and development of policies and procedures.	-Identifies areas/issues in need of clarification. -Ensures judicious administration of policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proactively handles current issues in the County.	-Responds timely to Board requests. -Investigates, researches, and communicates relevant information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes, maintains, and communicates both current and long-range budget information and related data.	-Provides monthly, quarterly, and yearly data. -Provides forecast on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs essential duties as listed in job description.	-Insures overall essential duties are performed effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Core Competencies:</b>		<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
Ensures departments are managed within current and projected budgets and staffing levels.	-Review of departmental budgets. -Use of data in decision making when considering staffing changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates operational performance and initiates new approaches & practices to meet needs of organization.	-Annual reporting including trend analysis. -Encourages development of opportunities for best practices within departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively with staff regarding short and long-term goals of organization in order to establish and maintain support.	-Seeks input, creates methods for staff to be involved in development and supporting of goals of organization. -Promotes understanding through timely & effective communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Core Competencies continued:	Assessment	Exceeds	Meets	NI
Delegates responsibility to staff that will foster professional growth, leadership, and decision-making skills.	-Goal setting and review with department heads. -Encourages participation in activities related to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strengths/Goals accomplished from previous 6 months/1 year:**

**Areas for Improvement:**

**Development Recommendations:**

**Board Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have reviewed this evaluation and discussed the contents with the Board of Commissioners. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments: (Please include a separate sheet for comments as needed.)**



## FINANCE DIRECTOR – Performance Evaluation

<b>Employee Name:</b>	<b>Classification:</b>	<b>Date of Hire:</b>		
<b>Evaluation Date:</b>				
<b>Job Duties and Responsibilities:</b>	<b>Assessment</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
Develops and maintains long-term budget projections in order to assist with future planning.	-Projections are shared and reviewed. -Active participation in County planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes and maintains effective BOC relationships.	-Meeting materials are comprehensive with adequate background information included. -Responds to questions in a timely and thorough manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is proactive in the determination of and development of financial policies and procedures.	-Identifies areas/issues in need of clarification. -Ensures judicious administration of policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs essential duties as listed in job description.	-Responds timely to Board requests. -Insures overall essential duties are performed effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes, maintains, and communicates current budget information and related data.	-Provides monthly, quarterly, and yearly data. -Provides forecast on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Core Competencies:</b>				
Ensures departments are managed within current and projected budgets.	-Review of departmental budgets. -Use of data in decision making when considering staffing changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates financial performance and initiates new approaches & practices to meet needs of organization.	-Annual reporting including trend analysis. -Encourages development of opportunities for best practices within departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively with staff regarding short and long-term budget goals of organization in order to establish and maintain support.	-Seeks input, creates methods for staff to be involved in development and supporting of goals of organization. -Promotes understanding through timely & effective communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Core Competencies continued:</b>	<b>Assessment</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
Maintain general ledger and supplemental schedules throughout the year.	-Monthly/quarterly review of assets and liabilities. -Ongoing maintenance of fixed asset system. -Creation/maintenance of supplemental schedules for other assets and liabilities (ex. Prepaid expense, payroll liabilities, accrued expense).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goals – Progress from 20xx</b>				
	<b>Comments</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All Other Factors (Areas for Improvement from Prior Evaluation)</b>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Development Plan</b>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Overall Assessment:**

**Challenges From Prior Year:**

**Development Recommendations:**

**Board Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have reviewed this evaluation and discussed the contents with the Board of Commissioners. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments: (Please include a separate sheet for comments as needed.)**



## FINANCE DIRECTOR – Individual Board Member

<b>Employee Name:</b>	<b>Classification:</b>	<b>Date of Hire:</b>		
<b>Evaluation Date:</b>				
<b>Job Duties and Responsibilities:</b>	<b>Assessment</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
Develops and maintains long-term budget projections in order to assist with future planning.	-Projections are shared and reviewed. -Active participation in County planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes and maintains effective BOC relationships.	-Meeting materials are comprehensive with adequate background information included. -Responds to questions in a timely and thorough manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is proactive in the determination of and development of financial policies and procedures.	-Identifies areas/issues in need of clarification. -Ensures judicious administration of policies and procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Performs essential duties as listed in job description.	-Responds timely to Board requests. -Insures overall essential duties are performed effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes, maintains, and communicates current budget information and related data.	-Provides monthly, quarterly, and yearly data. -Provides forecast on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Core Competencies:</b>	<b>Assessment</b>	<b>Exceeds</b>	<b>Meets</b>	<b>NI</b>
Ensures departments are managed within current and projected budgets.	-Review of departmental budgets. -Use of data in decision making when considering staffing changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates financial performance and initiates new approaches & practices to meet needs of organization.	-Annual reporting including trend analysis. -Encourages development of opportunities for best practices within departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively with staff regarding short and long-term budget goals of organization in order to establish and maintain support.	-Seeks input, creates methods for staff to be involved in development and supporting of goals of organization. -Promotes understanding through timely & effective communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Core Competencies continued:	Assessment	Exceeds	Meets	NI
Maintains general ledger and supplemental schedules throughout the year.	-Monthly/quarterly review of assets and liabilities. -Ongoing maintenance of fixed asset system. -Creation/maintenance of supplemental schedules for other assets and liabilities (ex. Prepaid expense, payroll liabilities, accrued expense).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strengths/Goals accomplished from previous 6 months/1 year:**

**Areas for Improvement:**

**Development Recommendations:**

**Board Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have reviewed this evaluation and discussed the contents with the Board of Commissioners. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments: (Please include a separate sheet for comments as needed.)**

DATE

Secretary Elaine Chao  
US Department of Transportation  
1200 New Jersey Avenue SE  
Washington, DC 20590

RE: MITTIN Major Infrastructure Improvement and Funding Plan

Dear Secretary Chao,

The Antrim County Board of Commissioners supports the Village of Kalkaska's application to the US Department of Transportation BUILD Grant for funding to prepare a Major Infrastructure Improvement and Finding Plan for the Michigan Intermodal Transportation and Tourism Infrastructure Network (MITTIN) project.

The proposed infrastructure project would support Antrim County's economic development goals by acting as a resource that could be used to attract new businesses to the region, provide an opportunity for increased workforce housing, and support long-term economic opportunities in Northern Michigan. Adding placemaking components that utilize the improved infrastructure to enhance access to the area's natural resources and recreation would serve to attract skilled talent to live and work in the region.

Thank you for your consideration of the MITTIN application. This project will contribute to our efforts to promote economic growth and prosperity throughout the area.

Regards,

Edgar Boettcher, III  
Chairman, Antrim County Board of Commissioners



# *Memorandum Administration Office*

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August 20, 2020

TO: Board of Commissioners

FR: Pete Garwood, County Administrator

RE: Claims & Accounts

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Please consider the following action:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Claims and Accounts in the amount of \$\_\_\_\_\_.**



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Administration Office

**Submitted By:** Peter Garwood, County Administrator

**Agenda Item:** Chairman Appointment – AAANM Board of Directors

<b>1. Action Request/Suggested Motion</b>
To confirm the Chairman’s appointment of _____ to fill the vacancy on the Area Agency on Aging of Northwest Michigan Board of Directors for a partial term expiring on December 31, 2020.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
<p>On June 29, Darcia Brewer notified the Administration Office of the passing of Don Haalstead, the Antrim County appointee to the Area Agency on Aging Board of Directors. Ms. Brewer has asked that an appointment be made to fill Mr. Haalstead’s seat on the AAANM Board. Ms. Brewer confirmed that this term is partial and is set to expire on 12/31/20. Per the Appointment Policy that was adopted on September 5, 2019, the interest notification forms for this position were being submitted to Board members two weeks prior to the meeting at which the appointments are scheduled to be made.</p> <p>Notice of the position was posted in the Antrim Review and the Elk Rapids News, as well as the home page and committees/commission page on the County website. Commissioners were also asked to help spread the word. Interest notifications were taken until August 3rd. There were a total of three notices received – Carol Johns, Dale Murton, and Laura Foerster.</p>
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
<b>4. Financial – Budget-related information</b>
n/a
<b>5. Legal Review</b>
n/a
<b>6. Policy Implications</b>
n/a
<b>7. Plan – Timeline with who, what, where, and how</b>
Once appointed, AAANM will be provided with contact information for the appointee.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
<b>9. Attachments Included</b>
Interest notices were provided to the Board on August 5 via electronic communication.



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Administration Office

**Submitted By:** Jeremy Scott, Deputy Administrator

**Agenda Item:** Art Rapids Walk of Art Memorandum of Understanding

<b>1. Action Request/Suggested Motion</b>
Authorize the Board Chairman to execute the Memorandum of Understanding between Art Rapids and Antrim County.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
Antrim County has had an MOU with Art Rapids since 2012, it was renewed in 2015 and is now due for renewal in 2020.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
The goal is to continue to offer the residents and visitors of Antrim County a multi-use park where Lake Michigan, nature and art sculptures can all be enjoyed.
<b>4. Financial – Budget-related information</b>
n/a
<b>5. Legal Review</b>
This agreement was previously reviewed by legal counsel, this is a renewal with minor changes (e.g., contact information, the maximum number of sculptures and the event approval method).
<b>6. Policy Implications</b>
None
<b>7. Plan – Timeline with who, what, where, and how</b>
This Agreement take effect at the expiration of the last agreement, August 28, 2020
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
The Artwork would be removed from the Elk Rapids Day Park
<b>9. Attachments Included</b>
Art Rapids Memorandum of Understanding

# MEMORANDUM OF UNDERSTANDING

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This Memorandum of Understanding serves as an agreement between **Antrim County ("County")**, whose address is 203 E. Cayuga St., P.O. Box 520, Bellaire, MI 49615 and **Art Rapids**, whose address is P.O. Box 301, Elk Rapids, MI 49629 as to the use the Antrim County-owned Elk Rapids Day Park on S. Bayshore Drive, Elk Rapids, MI

**Contact:** Antrim County: Jeremy Scott, Deputy Administrator, (231) 533-6265  
Art Rapids: Becky Lancaster, lancasterbec@hotmail.com  
Kim Bazemore, kkbdesignstc@gmail.com

## Article I: Background

1. This memorandum sets-forth the general purpose and scope of Art Rapids developing a **"Walk of Art"** in the Elk Rapids Day Park to provide natural, outdoor sites for the ongoing exhibit of high-quality outdoor sculptures to complement, but not materially alter, the public's use, or the natural beauty of the land comprising the Day Park, at no cost to the County.

## Article II: Purpose

1. The Elk Rapids Day Park comprises approximately 13 acres along a quarter-mile of Grand Traverse Bay's East Arm, lying shoreward of South Bayshore Drive. The site is mostly forest, bordered along the shore by sand and gravel beach and grassy dunes. The site, enclosed by a six-foot cyclone fence on the landward sides, contains parking areas for about 90 vehicles and racks for 24 bicycles and a 30x30-foot brick building with public toilets. There are also numerous walking trails, a dirt service road, scattered picnic sites with tables and charcoal grills, and a children's playground. The park is closed to vehicles throughout the off-season, at which time the only entry is through an opening in the fence for pedestrians. An open-sided pavilion along the trail was built in 2014 and named the Deborah Wentworth Memorial Pavilion.
2. Art Rapids is a Michigan non-profit corporation with 501(c)(3) status, organized in 2005 for the purpose of conducting and promoting visual arts, including an annual, juried, fine-art show in Elk Rapids. This and other activities have enabled the organization to provide annual arts scholarships to graduating seniors and undergraduates at local high schools and grants to Elk Rapids schools, educators, artists, community members, and to produce a free, outdoor concert each summer.
3. Art Rapids would like to continue to enhance the Day Park's usefulness, increase its use by the public, help attract tourists and other visitors to the community and park, provide opportunities for artists to exhibit and possibly

sell their works in an attractive public setting, and allow students, teachers, and the public at large to develop educational projects in the park and experience and enjoy high-quality sculpture in a setting that embodies the natural beauty of Northern Michigan.

4. It is the intent of Art Rapids to continue to develop the **“Walk of Art”** within the Day Park for this purpose and to do so in a way that preserves and protects the natural appearance of the park and avoids any installations that would require significant alteration of the terrain or topography or interfere with existing recreational uses of the park.

### **Article III: Responsibilities of Antrim County:**

Antrim County will remain responsible for the general upkeep and maintenance of the Day Park. Nothing in this agreement shall require the County to expend any additional public funds in the development and maintenance of Art Rapids’ **“Walk of Art,”** or in the selection, placement, and maintenance of any object of art in the **“Walk of Art.”**

As funding permits, the County may, but is not required to, do any of the following in its sole judgment and determination and on its own timeline:

1. Remove dead trees which may be dangerous to the general public, remove windfall from sculpture sites, park trails, roads and parking areas, as in its sole judgment may be required;
2. Trim scrub and understory growth to maintain airflow, as in its sole judgment may be required;
3. Provide seasonal insect control throughout the park, and provide weed (poison ivy) control along trails, as in its sole judgment may be required;
4. Regularly maintain parking areas, roads, paths, fences, and sculpture sites to keep them free of trash, debris and leaves, as in its sole judgment may be required;
5. Provide trash receptacles and manage regular trash removal from receptacles, park grounds, and beach, as in its sole judgment may be required;
6. Provide regularly scheduled cleaning of bathrooms during the park’s open season, as in its sole judgment may be required;
7. Approve location of sites for the placement of public art submitted by Art Rapids the County, in its sole judgment, shall have final approval of any site.
8. Keep the vehicle gates open during daylight hours, beginning the week before Memorial Day and continuing through the first week of October.
9. Accept gifts and donations to help promote and maintain the **“Walk of Art”** trails and park.

#### **Article IV: Roles and Responsibilities of Art Rapids:**

1. Jury and select sculptures for public exhibit in “**Walk of Art**” in the Elk Rapids Day Park, considering the appropriateness for viewing by school and family groups;
2. Obtain approval from the County Administration Office in advance of all proposed locations and placement of sculptures selected for display;
3. It is the intent of Art Rapids to have, in due time, a minimum of six (6) sculptures on exhibit in the park at all times, and to limit the number of sculptures in the park to a maximum of fifty (50); the exact number and location shall remain subject to County approval;
4. Exhibit all selected sculptures in the park for a minimum of one (1) year and a maximum of three (3) years, optional extension contingent on County approval.
5. Manage the installation and removal of the sculptures; work with artists to assure that sculptures are installed in secure, workmanlike fashion and maintained so as to prevent them from being removed, tipped, broken or overturned;
6. Manage and oversee the maintenance and removal of sculptures in the event of weathering, damage or vandalism;
7. All costs related to the selection, placement, removal and maintenance of any sculptures shall solely be at the expense of Art Rapids or the artist.
8. Removal of any object of art from the Elk Rapids Day Park, at the direction of the County in its sole judgment, may be required.
9. Promote and manage the sale of the sculptures in cooperation with artists and in a manner consistent with paragraphs 3 and 4 above;
  - a. At the end of each calendar year, Art Rapids shall submit to the County a report setting-forth any revenue from the sale of any sculpture and how the revenue was expensed. No revenue from any sale shall inure to the benefit of any officer or board member of Art Rapids and shall be used solely within the scope of purposes set-forth in Article II above;
10. Subject to the approval of the County, design and supply appropriate signage inside the Park for the selected sculptures and in compliance with local ordinances and regulations;
11. Promote the park and its activities in its advertising, newsletters, press releases, website, and by other means;
12. Design and promote educational programs for the community and schools;
13. Furnish the County copies of the contractual agreement between Art Rapids and the selected exhibiting artists. At a minimum, all contracts with exhibiting artists must include provisions covering the following:
  - a. Grant permission to the County to use electronic images, slides, photographs, tapes and other visual representations of the object of art for promotional purposes without compensation.
  - b. Protect, indemnify and save harmless the County of Antrim, its officials, agents, contractors and employees from any liabilities for personal

injuries, death, and/or property damage incurred by any person in connection with any object of art in the **“Walk of Art.”**

- c. The removal of any object of art, whether at the end of the agreement with the artist, or at the request of the County, for any reason or for no reason. If the artist fails to remove the object of art, the County or Art Rapids, after thirty (30) days written notice to the artist, may remove and dispose of the object of art. Any costs associated with such removal and disposal shall be the artist’s responsibility.
  - d. The County has no duty to protect any object of art. The artist assumes full responsibility for any loss or damage to any object of art and will hold the County harmless for any damage or loss of any object of art, including the removal and disposal of any object of art.
14. On an annual basis, Art Rapids shall present a tentative schedule of events by April 30 to the County Administration Office for approval. Any changes to the approved schedule shall be submitted to the County Administration Office for approval not less than 30 days in advance of the event.
15. Design a brochure about the park and the sculptures displayed therein, provide a fixture to display the brochures, and maintain an adequate supply of brochures onsite at all times.

**Article V: Effective Date and Term of Agreement:**

This agreement shall take effect on August 28, 2020, coinciding with the termination of the previous Memorandum of Understanding between the County of Antrim and Art Rapids dated August 28, 2015. By signing this agreement on behalf of Art Rapids the signatory is affirmatively representing to the County that they have the authority to do so.

The agreement shall remain in effect for five (5) years, and thereafter shall be open for amendment and renewal upon the mutual agreement of the parties.

The County and Art Rapids reserve the right to terminate this agreement upon sixty (60) days notice. Art Rapids’ obligation to provide financial reports to the County shall survive termination of this agreement.

At the termination of this agreement, all objects of art shall be removed from the Elk Rapids Day Park.

**ART RAPIDS**

**ANTRIM COUNTY**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_



## Action Request to Board of Commissioners

**Meeting Date:** 08/20/2020

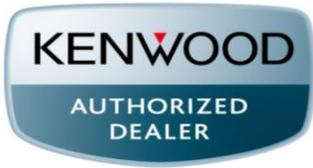
**Department:** Antrim County Sheriff's Office/ Jail

**Submitted By:** Sgt. Todd Rawling

**Reviewed and Approved By:** Peter Garwood

**Agenda Item:** Release of budgeted and approved funds

<b>1. Action Request/Suggested Motion</b>
TO RELEASE THE APPROVED AND BUDGETED FUNDS FROM LINE ITEM 101000-901-CIP FUNDS TO PURCHASE 10 KENWOOD VIKING RADIOS WITH CHARGERS AND MICS FROM GRAND TRAVERSE MOBILE COMMUNICATIONS IN THE AMOUNT OF \$20,730.50.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
In 2019 I SUBMITTED A REQUEST TO REPLACE THE OLD VHF RADIOS WITH 800MHZ RADIOS AND INSTALL A BDA ANTENNA WITH A TOTAL COST OF \$44,000.00. THE BOARD APPROVED THE PROJECT AND FUNDED HALF OF THE REQUESTED AMOUNT AT \$22,000.00. THAT ALLOWED ME TO PUT IN A BDA ANTENNA AND PURCHASE 5- 800MHZ KENWOOD NX5400K2 RADIOS.  I AM REQUESTING TO RELEASE THE APPROVED CIP FUNDS TO PURCHASE 10 KENWOOD VIKING RADIOS THROUGH GRAND TRAVERSE MOBILE: REASONING- JAIL STAFF ARE UTILIZED OUTSIDE OF THE JAIL FOR SPECIAL EVENTS AND EMERGENCY SITUATIONS WHEN NEEDED AND WE WILL NEED THE CAPABILITY TO SET UP DYNAMIC GROUPING. THE COST FOR THE RADIO IS THE SAME AS WE PURCHASED AT THE BEGINNING OF THIS PROJECT AND THE BATTERIES, MICS AND CHARGERS ARE ALL INTERCHANGEABLE BETWEEN THE KENWOOD VIKING AND KENWOOD NX5400K2. GRAND TRAVERSE MOBILE IS THE ONLY KENWOOD DEALER IN THE AREA THAT SELLS THE KENWOOD VIKING RADIO. WITH THE DYNAMIC GROUPING AND INTERCHANGABILITY OF THE BATTERIES, MICS AND CHARGERS WITH KENWOOD NX5400K2 RADIO IS WHY WE ARE ASKING TO USE GRAND TRAVERSE MOBILE.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
WITH ONLY HAVING 5 RADIOS, ALL 5 OF THOSE RADIOS WILL BE IN USE 24/7 REQUIRING US TO CHANGE BATTERIES OUT BETWEEN SHIFTS BUT NOT RADIOS. THIS WILL CREATE MORE WEAR AND TEAR ON THE PORTABLE RADIOS AND WILL DECREASE THE BATTERY LIFE, IT ALSO DOES NOT ALLOW ME TO ASSIGN A SPECIFIC RADIO TO A DEPUTY TO TAKE CARE OF AND BE RESPONSIBLE FOR ITS MAINTENANCE. THE REASON THE OLD RADIOS LASTED AS LONG AS THEY DID WAS DUE TO THE FACT THEY WERE NOT USED 24/7 AND EACH DEPUTY WAS RESPONSIBLE FOR THE CARE OF THEIR ASSIGNED RADIO AND EQUIPMENT. TO PRESERVE THE CURRENT AND FUTURE INVESTMENT IN RADIOS I AM REQUESTING TO PURCHASE 10 KENWOOD VIKING RADIOS THROUGH GRAND TRAVERSE MOBILE.
<b>4. Financial – Budget-related information</b>
THIS PROJECT HAS ALREADY BEEN APPROVED AND BUDGETED IN THE CAPITAL OUTLAY 101000-901-980.351 FOR 2020 IN THE AMOUNT OF \$20,900.00.
<b>5. Legal Review</b>
NONE
<b>6. Policy Implications</b>
NONE
<b>7. Plan – Timeline with who, what, where, and how</b>
IF THE BOARD OF COMMISSIONERS APPROVES THE RELEASE OF THE APPROVED FUNDS WE WILL ORDER THE KENWOOD VIKING RADIOS THROUGH GRAND TRAVERSE MOBILE AND ISSUE THE NEW RADIOS TO CORRECTIONAL STAFF IN THE JAIL FACILITY.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
WE WILL CONTINUE TO UTILIZE THE 5 RADIOS IN THE JAIL RUNNING THEM 24/7. THIS WILL CREATE MORE WEAR AND TEAR ON THE PORTABLE RADIOS AND WILL DECREASE THE BATTERY LIFE, IT ALSO WILL NOT ALLOW ME TO ASSIGN A SPECIFIC RADIO TO A DEPUTY TO TAKE CARE OF AND BE RESPONSIBLE FOR ITS MAINTENANCE.
<b>9. Attachments Included</b>
QUOTE FROM GRAND TRAVERSE MOBILE COMMUNICATIONS FOR \$20,730.50



# Grand Traverse Mobile Communications

1670 Barlow Street, Ste 1, Traverse City, Michigan 49686  
 Phone: 231.947.9851 Fax: 231.947.9077  
 sales@fireradios.com

7/24/2020

Antrim County Jail  
 Bellaire, MI 49615

**Kenwood VP5430 Portable with Standard MPSCS Configuration - Special Pricing**

1024 Talk Groups / 64 Zones, 762-870MHz Rebandable, Free ARC 4 Encryption, 3-Year Manufacturer Warranty, Color Front Display, Next Generation AMBE+2 v1.6 Vocoder, IP68 Immersion Rated, P25 Phase II Compatible, Loud 1W Rated Speaker Audio, Ergonomic Knobs, MIL-STD 810G Rated, Integrated GPS, Bluetooth, TrueVoice Noise Cancellation



QTY	ITEM NUMBER	DESCRIPTION	LIST	NET	TOTAL
10	VP5430F2	700/800MHz P25 Portable Radio Limited Keypad 1024 Groups/64 Zones <i>(Includes: High Capacity 3400mAh Smart Li-Ion Battery, Antenna, Belt Clip)(Normal MI Deal \$1,579.20)</i>	\$ 1,974.00	\$ 1,539.00	\$ 15,390.00
10	KSC-Y32K	Kenwood Rapid Rate Smart Battery Charger	\$ 130.00	\$ 91.00	\$ 910.00
1	KSC-326AK	Kenwood 6-Unit Rack Charger	\$ 745.00	\$ 521.50	\$ 521.50
10	KMC-70M	Kenwood IP68 Immersion Rated Speaker/Mic	\$ 133.00	\$ 93.10	\$ 931.00
1	V2-R2BT53133A	Otto NC2 Bluetooth Speaker/Mic W/3.5mm Earphone Jack (Normal \$202.50)	\$ 225.00	\$ 189.00	\$ 189.00
1	V1-11551	Otto Earphone Designed Specifically for NC2 Bluetooth Mic (Normal \$47.95)	\$ 53.25	\$ 39.00	\$ 39.00
10	PROGRAM	Program Radio with Template from State of Michigan		\$ 25.00	\$ 250.00
10	MPSCS	MPSCS Activation Fee		\$ 250.00	\$ 2,500.00
<b>VP5430 PORTABLE RADIOS TOTAL</b>					<b>\$ 20,730.50</b>

Quote By: Neil Pickard  
 Quote Valid: 90 Days



## Action Request to Board of Commissioners

**Meeting Date:** 8/27/20

**Department:** Animal Control

**Submitted By:** Dan Bean/Brad Rizzo

**Agenda Item:** Vaccinations

<p><b>1. Action Request/Suggested Motion</b></p> <p>Motion for a budget amendment to increase animal control donations fund supply expense 225000-430-741.000 for \$773.94.</p>
<p><b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b></p> <p>Nobivac Canine 1-DAPPV+Cv is a dog vaccine that is State mandated for domestic adoptions. The Animal Control staff would provide this vaccine injection prior to the dog being introduced back into our community. This is a yearly purchase that has increased in cost and availability due to COVID back orders. This is a reduced quantity and may have to place another order then prices come back down.</p> <p>Animal control has seen increased expenditures in labor and supplies due to the care and feeding of the horses in 2020.</p>
<p><b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b></p> <p>To have vaccine on hand to promote safe and quick adoptions at a lower cost than provided by local veterinarians.</p>
<p><b>4. Financial – Budget-related information</b></p> <p>The animal control donations fund currently has \$110,395 of cash available. Finance still needs to review the amount of restricted donations to the building, but the entire donation was \$101,990, leaving, at a minimum, \$8,405 of unrestricted cash in the fund.</p> <p>The animal control donations fund has received \$1,550 in contributions so far in 2020.</p>
<p><b>5. Legal Review</b></p> <p>N/A</p>
<p><b>6. Policy Implications</b></p> <p>N/A</p>
<p><b>7. Plan – Timeline with who, what, where, and how</b></p> <p>Order is based on projected adoptions by staff from past years' numbers.</p>
<p><b>8. Alternative Plan – What are the implications if failure to approve?</b></p> <p>Pay higher rate by others performing the same task.</p>
<p><b>9. Attachments Included</b></p> <p>Donations account and invoice copy.</p>

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 225000 ANIMAL CONTROL DONATIONS							
Revenues							
Department 000							
08/01/2020			<b>225000-000-677.060 ANIMAL CONTROL-DONATIONS</b>		BEG. BALANCE		(1,550.00)
08/06/2020	CR	RCPT	ANIMAL CONTROL-DONATIONS	34753		5.00	(1,555.00)
08/31/2020			225000-000-677.060	END BALANCE	0.00	5.00	(1,555.00)
TOTAL FOR DEPARTMENT 000					0.00	5.00	
TOTAL Revenues						5.00	(1,555.00)
TOTAL FOR FUND 225000 ANIMAL CONTROL DONATIONS						5.00	(1,555.00)



310 West Saunders Rd, Dothan, AL 36301  
 1-800-533-3377 Fax: 1-334-793-5179  
 www.Jeffers.com  
 f G+ @ P T U

**Invoice-Copy**

Date	Page	Number
07/14/2020	1	20196037100

**Bill To**  
 Antrim County Animal Control  
 Po Box 568  
 Bellaire MI 49615-0568  
 US

**Ship To**  
 Antrim County Animal Control  
 4660 M-88 Highway  
 Store Hours 8am To 4pm  
 Bellaire MI 49615  
 US

Account	Ordered	Shipped	Customer PO#	Telephone	Operator	Terms	Ship Method
31024419	07/14/20	07/14/20	7/14/20	231.533.6421	Ariel	Open Account	UPS Next Day

Item #	Description	UM	QOR	QBO	QSH	Price	Amount
SHJ1	Nobivac Feline 1-HCP (Eclipse 3) - 25 s/d	EA	10	10	0	69.99	0.00
SHGH	Nobivac Canine 1-DAPPv+Cv (Galaxy DA2PPv+Cv) - 25 s/d	EA	6	0	6	128.99	773.94
Z1XP	INSULATED CONT. W/SPEC. ICE Pk (PACKER WILL ADD THE ICE)	EA	1	0	1	0.00	0.00

RECEIVED AND FILED  
 ANTRIM COUNTY SHERIFF  
 AUG 6 2020

BY \_\_\_\_\_

Merchandise	FOB Charge	1 Day Air	Other	Credits	Tax	Invoice Total
773.94	0.00	0.00	0.00	0.00	0.00	773.94

Family owned & operated since 1975.  
 Thank you for your order.



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Antrim County Airport

**Submitted By:** John Strehl, Airport Manager

**Reviewed and Edited By:** Peter Garwood, Administrator

**Agenda Item:** Taxiway Rehabilitation – Mead & Hunt Agreement: Amendment

<b>1. Action Request/Suggested Motion</b>
Authorize the Chairman to execute Amendment #1 to the contract for professional engineering services between Antrim County and Mead & Hunt Project No. 0112710-191482.02 for the construction administration of the project to Rehabilitate Taxiways A & B at the Antrim County Airport at a total cost of \$137,979.73 with a cost to the County totaling \$6,898.99, contingent on approval of the project grant agreement.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
Taxiways A & B rehab project to start 9/9/20
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
Mill & fill of both pavements runway marking and taxiway reflectors replacement
<b>4. Financial – Budget-related information</b>
Total project \$1,425,503 Federal \$1,388,485 State \$18,509 Local \$18,509 Our share to be paid thru the airport's 2020 approved budget 581000-295-954-295 grant match
<b>5. Legal Review</b>
Legal counsel reviewed the amendment to the already existing contract. There were no areas of concern identified.
<b>6. Policy Implications</b>
none
<b>7. Plan – Timeline with who, what, where, and how</b>
If approved start date is 9/9/20
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
None, loss of federal funding
<b>9. Attachments Included</b>
See contract amendment

**Amendment #1**  
**Between**  
**MEAD & HUNT, INC.**  
**and**  
**Antrim County**

---

**Construction Administration**  
**for**

**Rehabilitate Taxiways A & B**

**At the**  
**Antrim County Airport**  
**Bellaire, Michigan**

**Mead & Hunt Project No.: 0112710-191482.02**

## **Construction Administration Work Scope**

### **June 6, 2020**

**Project Description** Pulverize and re-pave Taxiways A & B.

**Project Anticipated Construction Amount: \$1,812,500**

The purpose of this amendment is to establish a scope of services and fee for the construction administration associated with the rehabilitation of Taxiways A & B at the Antrim County Airport. This project includes pulverizing the existing pavement, regrading, compacting and re-paving Taxiways A & B, full length.

The scope of services for this project will be consistent with the plans titled Rehabilitate Taxiways A & signed by the CONSULTANT on April 24<sup>th</sup>, 2020.

### **Section I Pre-Construction**

#### 1.0 Pre-Construction Conference

CONSULTANT shall arrange for and conduct the pre-construction conference. The project manager will establish this meeting to review FAA and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the SPONSOR, MDOT AERO, FAA, contractor, subcontractors, Airport tenants affected by construction, and utility companies. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction conference.
- Provide the contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Preside at the pre-construction conference, prepare a detailed record of the conference, submit record to the attendees for review and comment, and distribute the final record.

#### 2.0 Initial Construction Layout

The CONSULTANT will perform initial survey work to establish construction limits, locations of barricades or construction signs, and survey controls.

### 3.0 Prepare Construction Management Plan (CMP)

The project engineer will prepare the Construction Management Plan (CMP). The CMP summarizes project responsibilities of the CONSULTANT and includes the names of the resident project representatives and qualifications. The CMP also outlines the materials testing requirements, as set forth in the construction documents and contained in Federal Advisory Circular 150/5370-10H. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the SPONSOR and MDOT AERO/FAA for approval. After review, the CMP may be revised or issued to the contractor for use.

### 4.0 Prepare Project Files

The CONSULTANT will verify that the construction contracts are in order, the contractor has met or made a good-faith effort toward Disadvantaged Business Enterprise (DBE) goals, the contractor has provided proof of insurance and the bonds have been completed, and the contractor has been provided with adequate copies of the construction plans.

The construction plans will be updated to include all addenda items issued during bidding. The quantity sheets, testing sheets, and construction report format will be prepared.

## **SECTION II Construction Management**

### 5.0 Construction Management

The engineer agrees to provide the management engineering services required for the execution of the contracted work. A project manager (PM) will be assigned to the project and will be responsible for the overall administration and review of construction progress, as well as pay requests. The PM will review and provide comment on project compliance issues for quality control testing performed by the Contractor.

The PM will review the project on an ongoing basis and will make site visits semi-monthly to monitor construction activities. These services shall include, but are not limited to, the following:

- Check construction activities to obtain compliance with plans and specifications.
- Provide interpretation of plans and specifications.
- Supervise and coordinate sub-consultant contracts for field inspection and testing.
- Review shop drawings and contractor submitted certificates for compliance with design concepts.
- Review all final pay estimates and explanation of variation between the contract and final quantities.
- Review weekly progress reports.
- Prepare and recommend approval of change orders.
- Meet with the SPONSOR for consultation and advice during construction.
- Assist SPONSOR with the preparation of reimbursement requests from grant projects.
- Schedule and send notifications for the final construction inspection, attend the final construction inspection, and make recommendations for acceptance of work.

- Verify that all testing required by the specifications is performed, and review all materials reports prepared in accordance with the Construction Management Plan.
- Update record drawings during the course of construction from redline or working drawings.
- Review payroll reports and monitor contractor's compliance with paying employees, per the Davis-Bacon Act requirements.
- Monitor contractor's compliance with Disadvantaged Business Enterprise program.

### **SECTION III RESIDENT ENGINEERING**

#### **6.0 Resident Engineering**

This task will include resident engineering, construction survey as needed, inspection, and construction administration for the duration of the project. A dedicated resident project representative (RPR) will be assigned to this project, as will inspectors and surveyors. The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the RPR will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, report non-compliance issues to SPONSOR, and record as-built changes.

The RPR shall maintain a construction diary to record the construction history of the project. The diary will be made available to the SPONSOR upon request for review during inspections or visits. The project diary should include, but not be limited to, the following information - weather conditions, job site conditions, work in progress, general location of work, equipment in use, contractors work force and hours worked, delivered materials, tests performed, failed tests (if any) and action taken, instructions to contractors, record of visitors to project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and any delays to construction and the reason for delays. The diary should be in a bound book of good quality that is easy to handle and carry.

Resident Engineering services shall include, but are not limited to, the following:

- Survey/Layout removal limits, horizontal pavement section, reflector locations, and pavement markings.
- Check construction activities for compliance with plans and specifications.
- Make necessary acceptance tests in accordance with the cited requirements and standard methods of FAA, ASTM, and AASHTO; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; and record all deviating tests. CONSULTANT shall conduct materials inspections and acceptance tests required by the FAA and observe and evaluate all such tests made by the contractor in the field and laboratory as necessary in accordance with plans and specifications. CONSULTANT shall furnish copies of all test reports to the SPONSOR. Monitor contractor's performance of the required quality control tests. The RPR shall immediately bring any non-compliance issues to the attention of the contractor and SPONSOR.

- The RPR shall notify the contractor of any failure of the work or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming materials and will notify the contractor to suspend any work in question, until such issues can be referred to the SPONSOR for a final decision.
- Maintain daily records of the contractor's progress and activities during the course of construction and include progress of all work. These records will document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather conditions, equipment use, labor requirements, safety problems, and required changes.
- Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. CONSULTANT shall prepare and negotiate all necessary interpretations and clarifications, additions and deletions to change orders, and supplemental agreements as required. CONSULTANT shall submit copies to SPONSOR and MDOT AERO/FAA for approval and signature before proceeding with the work. Any additional design would not be considered in the scope of this task order.
- Evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. CONSULTANT shall evaluate the contractor's suggestions on drawing or specification modification and report those suggestions to the SPONSOR.
- Furnish the SPONSOR and MDOT AERO/FAA with periodic construction progress and inspection reports.
- Review contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain necessary records of construction progress.
- Receive from contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.
- Prepare and submit periodic estimates, including the final estimate, during the construction project. The CONSULTANT will determine the amount owed to the contractor and shall recommend those payment amounts in writing to the contractor. The CONSULTANT will submit periodic payment recommendations to the SPONSOR for concurrence and MDOT AERO for payment. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The CONSULTANT, as an experienced and qualified professional, will make payment recommendations from information that is gathered during on-site visits, provided by the contractor, reviewed from payment applications and accompanying data and schedules, and/or measured in the field.
- When the project is complete and ready for final acceptance, the CONSULTANT shall arrange for inspection of the finished work by the FAA, SPONSOR, contractor. After final inspection and acceptance, the CONSULTANT shall prepare and submit the final cost estimate for the work to the SPONSOR for consideration.
- Inspect the project in order to monitor the contractor's compliance to the project plans and specifications.
- Monitor the contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the contractor.
- Establish and conduct weekly construction progress meetings with the contractor to discuss pertinent construction issues such as schedules, runway and taxiway closures, materials submittals, mix design approvals, secured area access, and the need for traffic control or gate guards.

## SECTION IV POST CONSTRUCTION SERVICES

### 7.0 Final Inspection and Documentation

#### 7.1 Final Inspection

Schedule and conduct a final inspection with the SPONSOR, contractor, and State and MDOT AERO/FAA representatives to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the contractor a listing of those items.

#### 7.2 Final Punch List

Prepare a punch list correspondence to include the deficient items and will forward the correspondence to the contractor. It will state the items in need of correction and will request a schedule for completion. The CONSULTANT will send a copy to the SPONSOR and include a copy in the Grant Closeout Report.

#### 7.3 Final Construction Certifications

Once all of the punch list items have been completed to the satisfaction of the SPONSOR, MDOT AERO, and FAA, prepare a Certification of Construction Acceptance for the project. This certification will also be included in the closeout report.

### 8.0 As-Built Plans, Equipment Manuals, Materials Book

#### 8.1 As-Built Plans

The project team will collaboratively assemble the project as-built plans. The as-built plans will specify field constructed conditions included as part of this project, such as any field surveying required to compute final quantities. Any drawings will become record information.

#### 8.2 Equipment Manuals

~~The project team will collaboratively assemble the equipment operation manuals for the project. The project equipment manuals will be collected and bound into one document for use by the Airport.~~

#### 8.3 Final Report

The project team will collaboratively assemble the final report for the project. The final report will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests, as well as failing tests and corrective measures taken to in order to achieve satisfactory results. Other components of the report will include a summarization of the project description, periodic draws on the grant, change orders and amendments, project certifications, documentation of final project acceptance

~~9.0 Update Airfield Signage Plan~~

~~The CONSULTANT will update the airfield sign and marking plan to reflect changes made during construction. Copies will be distributed to the SPONSOR and the Airport Certification and Safety Inspector.~~

~~10.0 Update Airport Layout Plan~~

~~The CONSULTANT will update the airport layout plan to reflect changes made during construction. Electronic draft copies of the as-built ALP will be distributed to MDOT AERO/FAA and the SPONSOR for review. Hard copies will be provided upon review and approval of the draft updates.~~

~~11.0 Update ADIP~~

~~The CONSULTANT shall conduct an as-built survey and submit to the Airport Data and Information Portal (ADIP). The statement of work for AGIS data collection and submittal will be consistent with the requirements for safety critical projects, not including design data. AGIS data elements are included in **Attachment B**. The CONSULTANT shall coordinate data collection and submittal to the FAA ADIP database with the SPONSOR.~~

**Compensation**

The CONSULTANT shall be compensated a lump sum amount for the services identified in the scope of services. The amount of compensation for the construction administration shall be one hundred thirty seven thousand nine hundred seventy nine and 73/100 (\$137,979.73) dollars. A detailed breakdown of these costs is included in **Attachment A**. The CONSULTANT shall bill the SPONSOR in accordance with the terms and condition of the original agreement.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This amendment and its conditions along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

WITNESS:

\_\_\_\_\_

**ANTRIM COUNTY**

By: \_\_\_\_\_

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

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

WITNESS:

*Ann M. Hulbert*

**MEAD & HUNT, INC.**

By: \_\_\_\_\_

Title: Vice President

Date: 6/9/20

Digitally signed by Bob Leisenring  
DN:  
E=Bob.Leisenring@meadhunt.com,  
CN=Bob Leisenring, OU=Corp,  
OU=Users, OU=MH, DC=corp,  
DC=meadhunt, DC=com  
Date: 2020.06.09 16:27:00-0400'

**Construction Administration Fee**

AIRPORT: Antrim County Airport  
 LOCATION: Bellaire, Michigan  
 AIP PROJECT NO. B-06-0011-3620  
 PROJECT DESCRIPTION: Rehabilitate Taxiways A & B

PROJECT NUMBER: 0112710-191482.02  
 DATE: 6/9/20  
 REV. NO: N/A

**MEAD & HUNT PROJECT COST BY PHASE**

	DIRECT LABOR	OVERHEAD 1.7934	FIXED FEE 11%	TOTAL LABOR FEE	EXPENSES	TOTAL
<b>PHASE I PRECONSTRUCTION</b>						
1.0 Pre-Construction Conference	\$1,113.00	\$1,996.05	\$342.00	\$3,451.05		
2.0 Initial Construction Layout	\$1,264.00	\$2,266.86	\$388.39	\$3,919.25		
3.0 Prepare Construction Management Plan (CMP)	\$1,118.00	\$2,005.02	\$343.53	\$3,466.55		
4.0 Prepare Project Files	\$196.00	\$351.51	\$60.23	\$607.74		
Total Phase I Expenses					\$115.00	
<b>TOTAL PHASE I PRE CONSTRUCTION</b>	<b>\$3,691.00</b>	<b>\$6,619.44</b>	<b>\$1,134.15</b>	<b>\$11,444.59</b>	<b>\$115.00</b>	<b>\$11,559.59</b>
<b>PHASE II CONSTRUCTION MANAGEMENT</b>						
5.0 Construction Management	\$3,460.00	\$6,205.16	\$1,063.17	\$10,728.33		
Total Phase II Expenses					\$380.00	
<b>TOTAL PHASE II CONSTRUCTION MANAGEMENT</b>	<b>\$3,460.00</b>	<b>\$6,205.16</b>	<b>\$1,063.17</b>	<b>\$10,728.33</b>	<b>\$380.00</b>	<b>\$11,108.33</b>
<b>PHASE III RESIDENT ENGINEERING</b>						
6.0 Resident Engineering	\$19,627.00	\$35,199.06	\$6,030.87	\$60,856.93		
Total Phase III Expenses					\$4,352.00	
<b>TOTAL PHASE III RESIDENT ENGINEERING</b>	<b>\$19,627.00</b>	<b>\$35,199.06</b>	<b>\$6,030.87</b>	<b>\$60,856.93</b>	<b>\$4,352.00</b>	<b>\$65,208.93</b>
<b>PHASE IV POST CONSTRUCTION SERVICES</b>						
7.0 Final Inspection and Documentation	\$1,302.00	\$2,335.01	\$400.07	\$4,037.08		
8.0 As-Builts, Equipment Manuals, and Materials Book	\$3,544.00	\$6,355.81	\$1,088.98	\$10,988.79		
9.0 Update Airfield Signage Plan (to reflect construction changes)	\$0.00	\$0.00	\$0.00	\$0.00		
10.0 Update Airport Layout Plan (to reflect as-built changes)	\$0.00	\$0.00	\$0.00	\$0.00		
11.0 Update Airport Capital Improvement Plan (ACIP)	\$0.00	\$0.00	\$0.00	\$0.00		
Total Phase IV Expenses					\$163.00	
<b>TOTAL PHASE IV RESIDENT ENGINEERING</b>	<b>\$4,846.00</b>	<b>\$8,690.82</b>	<b>\$1,489.05</b>	<b>\$15,025.87</b>	<b>\$163.00</b>	<b>\$15,188.87</b>
<b>TOTAL MEAD &amp; HUNT FEES</b>	<b>\$31,624.00</b>	<b>\$56,714.48</b>	<b>\$9,717.24</b>	<b>\$98,055.72</b>	<b>\$5,010.00</b>	<b>\$103,065.72</b>

DIRECT SUB CONSULTANTS	Fee
Materials Testing (SOMAT)	\$34,914.01
<b>TOTAL DIRECT SUB CONSULTANTS</b>	<b>\$34,914.01</b>

**TOTAL CONSTRUCTION ADMINISTRATION FEE \$137,979.73**

Item No.	Sr Project Engineer \$65.00	Project Engineer \$52.00	Senior Engineer \$45.00	Engineer 3 \$41.00	Engineer Tech 4 \$38.00	Engineer Tech 2 \$29.00	Engineer Tech I \$23.00	Clerical \$23.00	Project Planner \$52.00	Total Hours	Cost Summary	
<b>PHASE I - PRE-CONSTRUCTION</b>												
<b>1.0 Pre-Construction Conference</b>												
- Schedule and coordinate meeting and materials	0	0	0	4	0	0	0	0	0	4	\$164.00	
- Obtain and review construction schedules	0	0	0	1	0	0	0	0	0	1	\$41.00	
- Provide contractor with required submittals	0	0	0	4	0	0	0	0	0	4	\$164.00	
- Attend and document pre-construction conference	0	8	0	8	0	0	0	0	0	16	\$744.00	
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>		
Summary Costs	\$0.00	\$416.00	\$0.00	\$697.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,113.00	
<b>2.0 Initial Construction Layout</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	\$1,264.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$656.00	\$608.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,264.00	
<b>3.0 Prepare Construction Management Plan (CMP)</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>26</b>	\$1,118.00	
Summary Costs	\$0.00	\$416.00	\$0.00	\$656.00	\$0.00	\$0.00	\$0.00	\$46.00	\$0.00		\$1,118.00	
<b>4.0 Prepare Project Files</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>	\$196.00	
Summary Costs	\$0.00	\$104.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92.00	\$0.00		\$196.00	
<b>Expenses</b>												
Auto Rental	0	1	0	0	0	0	0	0	0	1 Days	\$75.00	\$75.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.575	\$0.00
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$85.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$44.00	\$0.00
Meals/Trip	0	1	0	1	0	0	0	0	0	2 Trips	\$20.00	\$40.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
<b>Total Expenses</b>											<b>\$115.00</b>	
<b>PHASE I - PRE-CONSTRUCTION TOTAL</b>											<b>\$3,806.00</b>	

Item No.	Sr Project Engineer \$65.00	Project Engineer \$52.00	Senior Engineer \$45.00	Engineer 3 \$41.00	Engineer Tech 4 \$38.00	Engineer Tech 2 \$29.00	Engineer Tech I \$23.00	Clerical \$23.00	Project Planner \$52.00	Total Hours	Cost Summary	
<b>PHASE II CONSTRUCTION MANAGEMENT</b>												
<b>5.0 Construction Management</b>												
• Check construction activity for compliance	0	24	0	0	0	0	0	0	0	0	\$1,248.00	
• Provide interpretation of plans and specifications	0	8	0	0	0	0	0	0	0	0	\$416.00	
• Supervise and coordinate field inspection/testing	0	2	0	0	0	0	0	0	0	0	\$104.00	
• Review shop drawings/certificates for compliance	0	4	0	0	0	0	0	0	0	0	\$208.00	
• Review all final pay estimates	0	2	0	0	0	0	0	0	0	0	\$104.00	
• Review weekly progress reports	0	1	0	0	0	0	0	0	0	0	\$52.00	
• Prepare/recommend approval of change orders	0	8	0	0	0	0	0	0	0	0	\$416.00	
• Owner consultation and construction advice	0	2	0	0	0	0	0	0	0	0	\$104.00	
• Assist Owner with reimbursement requests	0	0	0	0	0	0	0	0	0	0	\$0.00	
• Coordinate/document final construction inspection	0	4	0	0	0	0	0	0	0	0	\$208.00	
• Verify testing requirements and materials reports	0	2	0	0	0	0	0	0	0	0	\$104.00	
• Update record drawings during construction	0	2	0	0	0	0	0	0	0	0	\$104.00	
• Review payroll reports and contractor compliance	0	2	0	0	0	0	0	8	0	0	\$288.00	
• Monitor contractor compliance with DBE program	0	2	0	0	0	0	0	0	0	0	\$104.00	
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>		
Summary Costs	\$0.00	\$3,276.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$184.00	\$0.00		\$3,460.00	
<b>Expenses</b>											<b>Rate</b>	
Auto Rental	0	4	0	0	0	0	0	0	0	4 Days	\$75.00	\$300.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.575	\$0.00
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$85.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$44.00	\$0.00
Meals/Trip	0	4	0	0	0	0	0	0	0	4 Trips	\$20.00	\$80.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
<b>Total Expenses</b>											<b>\$380.00</b>	
<b>PHASE II CONSTRUCTION MANAGEMENT TOTAL</b>											<b>\$3,840.00</b>	

Item No.	Sr Project Engineer \$65.00	Project Engineer \$52.00	Senior Engineer \$45.00	Engineer 3 \$41.00	Engineer Tech 4 \$38.00	Engineer Tech 2 \$29.00	Engineer Tech I \$23.00	Clerical \$23.00	Project Planner \$52.00	Total Hours	Cost Summary
<b>PHASE III - RESIDENT ENGINEERING</b>											
<b>6.0 Resident Engineering</b>											
• Field Inspection	Number of Days	0	0	31	0	0	0	0	0	0	
	Hours per Day	0	0	9	0	0	0	0	0	0	
	Total Hours	0	0	279	0	0	0	0	0	279	\$12,555.00
• Provide surveys, inspect contractor surveys		0	8	0	0	0	0	0	0	8	\$416.00
• Check construction activities for compliance		0	0	0	0	0	0	0	0	0	\$0.00
• Conduct material inspection and acceptance tests		0	8	0	0	0	0	0	0	8	\$416.00
• Monitor contractor's quality control tests		0	8	0	0	0	0	0	0	0	\$416.00
• Notify contractor/Owner - nonconforming materials		0	2	0	0	0	0	0	0	2	\$104.00
• Maintain daily construction progress records		0	0	0	0	0	0	0	0	0	\$0.00
• Prepare and submit change orders		0	8	0	0	0	0	0	0	8	\$416.00
• Evaluate substitute materials and equipment		0	4	0	0	0	0	0	0	4	\$208.00
• Furnish Owner and FAA with inspection reports		0	4	0	0	0	0	0	0	4	\$208.00
• Review contractor payrolls, drawings, and reports		0	8	0	0	0	0	0	0	8	\$416.00
• Acquire and review required contractor submittals		0	8	0	0	0	0	0	0	8	\$416.00
• Prepare and submit periodical and final estimates		0	8	0	0	0	0	0	0	8	\$416.00
• Coordinate, attend, and document final inspection		0	10	0	0	0	0	0	0	10	\$520.00
• Inspect project to monitor for compliance to plans		0	10	0	0	0	0	0	0	10	\$520.00
• Monitor Construction Operations and Safety Plan		0	10	0	0	0	0	0	0	10	\$520.00
• Conduct weekly construction progress meetings		0	40	0	0	0	0	0	0	40	\$2,080.00
<b>Estimated Total Man-hours</b>		<b>0</b>	<b>136</b>	<b>279</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>407</b>	
<b>Summary Costs</b>		<b>\$0.00</b>	<b>\$7,072.00</b>	<b>\$12,555.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$19,627.00</b>
<b>Expenses</b>											<b>Rate</b>
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$75.00
Mileage	0	0	1500	0	0	0	0	0	0	1500 Miles	\$0.575
Lodging and Per Diem	0	0	25	0	0	0	0	0	0	25 Days	\$85.00
Meals/Day	0	0	31	0	0	0	0	0	0	31 Days	\$44.00
Meals/Trip	0	0	0	0	0	0	0	0	0	0 Trips	\$20.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
											<b>Total Expenses</b>
											<b>\$4,352.00</b>
<b>PHASE III - RESIDENT ENGINEERING TOTAL</b>											<b>\$23,979.00</b>

Item No.	Sr Project Engineer \$65.00	Project Engineer \$52.00	Senior Engineer \$45.00	Engineer 3 \$41.00	Engineer Tech 4 \$38.00	Engineer Tech 2 \$29.00	Engineer Tech 1 \$23.00	Clerical \$23.00	Project Planner \$52.00	Total Hours	Cost Summary	
<b>PHASE IV - POST CONSTRUCTION SERVICES</b>												
<b>7.0 Final Inspection and Documentation</b>												
7.1 Final inspection	0	10	0	10	0	0	0	0	0	20	\$930.00	
7.2 Final punch list	0	2	0	4	0	0	0	0	0	6	\$268.00	
7.3 Final construction certifications	0	2	0	0	0	0	0	0	0	2	\$104.00	
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>		
Summary Costs	\$0.00	\$728.00	\$0.00	\$574.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,302.00	
<b>8.0 As-Built Plans, Equipment Manuals, Materials Book</b>												
8.1 As-built plans	0	8	0	16	0	0	0	0	0	24	\$1,072.00	
8.2 Equipment manuals	0	0	0	0	0	0	0	0	0	0	\$0.00	
8.3 Final Report	0	16	0	40	0	0	0	0	0	56	\$2,472.00	
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>		
Summary Costs	\$0.00	\$1,248.00	\$0.00	\$2,296.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,544.00	
<b>9.0 Update Airfield Signage Plan</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>10.0 Update Airport Layout Plan</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>11.0 Update ADIP</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>Expenses</b>												
										<b>Rate</b>		
Auto Rental	0	1	0	0	0	0	0	0	0	1 Days	\$75.00	\$75.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.575	\$0.00
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$85.00	\$0.00
Meals/Day	0	1	0	1	0	0	0	0	0	2 Days	\$44.00	\$88.00
Meals/Trip	0	0	0	0	0	0	0	0	0	0 Trips	\$20.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
										<b>Total Expenses</b>		<b>\$163.00</b>
<b>PHASE IV - POST CONSTRUCTION SERVICES TOTAL</b>											<b>\$5,009.00</b>	



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Antrim County Airport

**Submitted By:** John Strehl, Airport Manager

**Edited and Approved By:** Peter Garwood, Administrator

**Agenda Item:** Taxiway Rehabilitation – Team Elmer’s Agreement

<b>1. Action Request/Suggested Motion</b>
Authorize the Chairman to execute to agreement between Antrim County and Team Elmer’s for services related to completion of the project referred to as the Rehabilitation of Taxiways A & B at the Antrim County Airport at a total cost of \$1,287,522.95 with a cost to the County totaling \$11,610, contingent on approval of the project grant agreement.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
Taxiways A & B rehab project to start 9/9/20.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
Mill & fill of both pavements runway marking and taxiway reflectors replacement.
<b>4. Financial – Budget-related information</b>
Total project \$1,425,503 Federal \$1,388,485 State \$18,509 Local \$18,509 Our share to be paid thru the airport’s 2020 approved budget 581000-295-954-295 grant match.
<b>5. Legal Review</b>
n/a
<b>6. Policy Implications</b>
None
<b>7. Plan – Timeline with who, what, where, and how</b>
If approved start date is 9/9/20
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
Further deterioration of taxiway’s
<b>9. Attachments Included</b>
See contract

**Antrim County Airport  
Bellaire, Michigan**

This AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2020, by and between Antrim County, hereinafter referred to as SPONSOR, and Elmer's Crane & Dozer, Inc., hereinafter referred to as CONTRACTOR

WITNESSETH, That the CONTRACTOR, for and in consideration of the payment of items completed, hereby agrees to furnish all necessary machinery, tools, apparatus and other means of construction, do all the work, furnish all the materials except as herein otherwise specified, and to complete, in strict accordance with the plans, specifications and proposal for the Rehabilitate Taxiways A & B project, to the satisfaction of the SPONSOR. It is understood and agreed that said plans, specifications, proposal and the addendum thereto, being numbered 1, are to be considered as a part hereof. Payment for the work accomplished shall be in accordance with the General Provisions for Construction of Airports, and shall be made at the contract unit prices included in this contract.

The SPONSOR further agrees to pay the CONTRACTOR for such extra work as may be ordered by the SPONSOR, the prices for which are not included in the above items, but shall be agreed upon before such extra work is begun.

It is further understood and agreed that time is of the essence on this contract, and that the work shall be so conducted and supervised by the CONTRACTOR to insure its completion in accordance with the following schedule, each item of work to be completed on or before the date named thereafter:

Start work on the effective date of the Notice-to-Proceed.

The project shall be completed and ready for final inspection in thirty one (31) calendar days.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written:

ANTRIM COUNTY

ELMER'S CRANE & DOZER, INC.

By: \_\_\_\_\_

By: TREWR CASAD, PROJECT MANAGER

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

Witness: EB

This contract shall not be valid, effective or binding until fully executed by both the Contractor and the Sponsor.



## Action Request to Board of Commissioners

**Meeting Date:** August 6, 2020

**Department:** Antrim County Airport

**Submitted By:** John Strehl, Airport Manager

**Agenda Item:** Taxiway Rehabilitation – Michigan Department of Transportation Agreement

<p><b>1. Action Request/Suggested Motion</b></p> <p>RESOLUTION XX-2020</p> <p style="text-align: center;">MICHIGAN DEPARTMENT OF TRANSPORTATION ANTRIM COUNTY BOARD OF COMMISSIONERS CONTRACT FOR A FEDERAL/STATE/LOCAL AIRPORT PROJECT UNDER THE BLOCK GRANT PROGRAM</p> <p>BE IT RESOLVED that the Antrim County Board of Commissioners does hereby approve the proposed Contract submitted by the Michigan Department of Transportation; and</p> <p>BE IT FURTHER RESOLVED that Edgar Boettcher, III Chairman, be authorized and directed to execute the Contract No. 2020-0816 Federal Project No. B-26-0011-3620 (REHABILITATE TAXIWAY PARALLEL A &amp; CONNECTOR B INCLUDING AIRFIELD PAINT MARKING-CONSTRUCTION) at the Antrim County Airport for and on behalf of the Antrim County Board of Commissioners.</p>
<p><b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b></p> <p>The airport has applied for a grant to fund pavement replacement. Due to the COVID-19 pandemic the County’s match decreased from \$120,000 to \$18,509 for the project.</p>
<p><b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b></p> <p>This will allow the county to receive Federal &amp; State funding for the project.</p>
<p><b>4. Financial – Budget-related information</b></p> <p>Total project \$1,425,503 Federal \$1,388,485 State \$18,509 Local \$18,509 Our share to be paid thru the airport’s 2020 approved budget 581000-295-954-295 grant match.</p>
<p><b>5. Legal Review</b></p> <p>The agreement is the same as the last time, which was reviewed by counsel.</p>
<p><b>6. Policy Implications</b></p> <p>None</p>
<p><b>7. Plan – Timeline with who, what, where, and how</b></p> <p>If approved start date is 9/9/20</p>
<p><b>8. Alternative Plan – What are the implications if failure to approve?</b></p> <p>Further deterioration of taxiway’s</p>

**9. Attachments Included**

Exhibit I: Total Project Budget

**EXHIBIT 1**

ANTRIM COUNTY AIRPORT  
BELLAIRE, MICHIGAN

Project No. B-26-0011-3620  
Job No. 204896CON

August 4, 2020

	Federal	State	Local	Total
<b>PLANNING</b>	\$0	\$0	\$0	\$0
<b>DESIGN</b>	\$0	\$0	\$0	\$0
<b>CONSTRUCTION</b>	\$1,388,485	\$18,509	\$18,509	\$1,425,503
Rehabilitate Taxiway Parallel A & Connector B including Airfield Paint Marking - 90% Federal	\$208,976	\$11,610	\$11,610	\$232,196
Rehabilitate Taxiway Parallel A & Connector B including Airfield Paint Marking - FY 20 AIP @ 100% Federal	\$1,055,327	\$0	\$0	\$1,055,327
Consultant Contract Fees - 90% Federal	\$124,182	\$6,899	\$6,899	\$137,980
<b>TOTAL PROJECT BUDGET</b>	<b>\$1,388,485</b>	<b>\$18,509</b>	<b>\$18,509</b>	<b>\$1,425,503</b>

Federal Billing Breakdown:

Bill #1	\$1,055,327	SBGP 11220	Grant Award Date: 5/20/20
Bill #2	\$1,352	SBGP 10318	Grant Award Date: 7/30/18
Bill #3	\$331,806	SBGP 10719	Grant Award Date: 9/24/19

Letting Information: 05/22/20

Period of Performance End Date: 11/01/21

MAC Approval: 07/29/20



# Antrim County

## *Memorandum*

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July 31, 2020

TO: Board of Commissioners

FR: Pete Garwood, Administrator

RE: 2020 – Large CIP Projects

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Last year, as a part of the budget process a list of capital improvement projects were proposed by the CIP Committee and approved by the Board for the 2020 budget. As a result of the potential effects to revenues of the COVID-19 pandemic Brad Rizzo, Finance Director and I have mentioned the possibility of delaying a couple of the big projects, namely the County Building generator project and the Barnes Park paving project. At the last meeting Mr. Rizzo presented the Board with a projection on revenues for the near future.

Now that the Board has seen those projections, we are seeking direction on the two projects. If you have any questions before or during the meeting do not hesitate to ask either Mr. Rizzo or me.



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Administration Office

**Submitted By:** Pete Garwood, County Administrator

**Agenda Item:** Parking Lot Repair - UPDATED

<b>1. Action Request/Suggested Motion</b>
To approve that maintenance and administration office staff get quotes and accept the lowest qualified quote for the repair and recoating of the County's main campus parking lots at a cost not to exceed \$16,000, and that the Finance Director be authorized to amend the 2020 general fund budget by increasing capital outlay, line item 101000-901-980.265 by \$16,000 to be transferred from general fund balance.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
<p>The Capital Improvements Plan Committee were provided quotes for repair and recoating of the various parking lots around the County's main campus by Dave Vitale, Maintenance Supervisor. The quote excludes the east side of the Grove Street Annex as Mr. Vitale indicated it was irreparable and must be replaced. When writing this request I noticed the parking lot next to the food pantry was also not included. Mr. Vitale was able to get a quote for that parking lot as well, which is included in the updated motion above.</p> <p>The Committee decided to include the project in the recommended CIP projects for 2021 only if a request to the Board of Commissioners to complete it this year was unsuccessful.</p> <p>Also in your packet today is a request for direction on whether or not to go forward on a generator for the County Building. If the Board decides not to proceed with the purchase and installation of a generator there will not be a need for the requested budget amendment.</p>
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
To slow the deterioration of the parking lots and buy some time as the Board decides whether to begin implementation of the Facilities Master Plan.
<b>4. Financial – Budget-related information</b>
Please see above.
<b>5. Legal Review</b>
n/a
<b>6. Policy Implications</b>
None
<b>7. Plan – Timeline with who, what, where, and how</b>
If the project is to be completed this year it is important that staff be given the go ahead to seek other quotes and choose the lowest qualified quote, as we are getting a late start on the project.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
If the Board decides against funding the repairs in 2020, the project will appear as a capital improvement project for the 2021 fiscal year.
<b>9. Attachments Included</b>



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Administration Office

**Submitted By:** Pete Garwood, County Administrator

**Agenda Item:** Forest Home Twp. Easement Request

<p><b>1. Action Request/Suggested Motion</b></p> <p>To support the easement request by Forest Home Township which would be an extension of the road that leads to the County property on the north side of Lake Bellaire managed by the Grass River Natural Area, Inc. The easement will traverse the west border of the County property, and will provide public access to property that Forest Home Township would turn into a park.</p>
<p><b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b></p> <p>Forest Home Township has the opportunity to create a park near the natural area property owned by Antrim County (formerly known as the Bellaire Hunt Club property). Currently, the property is landlocked aside from an easement on a private road on the very west side of the property. The home owners on that road and Forest Home Township are concerned about the additional traffic the park could create on the private road. Currently, the only the home owners use the road for access to their properties and homes. The Township would like an easement on the road that leads to the property owned by the County on the north end of Lake Bellaire and also leads to the soccer fields. The property along with the rights to the road were purchased by the County with Michigan Natural Resources Trust Fund (MNRTF) grant funds. Jenn Wright, Director of GRNA, Inc. has volunteered to contact the MNRTF to make sure they have no concerns with granting the easement, but would like to know the County is okay with her doing so.</p>
<p><b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b></p> <p>To consider working with another local unit of government’s efforts to provide the preferred access to a potential township park.</p>
<p><b>4. Financial – Budget-related information</b></p> <p>n/a</p>
<p><b>5. Legal Review</b></p> <p>n/a</p>
<p><b>6. Policy Implications</b></p> <p>None</p>
<p><b>7. Plan – Timeline with who, what, where, and how</b></p> <p>If approved Jenn Wright will contact the MNRTF staff as soon as time allows.</p>
<p><b>8. Alternative Plan – What are the implications if failure to approve?</b></p>
<p><b>9. Attachments Included</b></p> <p>Request by Forest Home Township with site location information.</p>

# FOREST HOME TOWNSHIP

Supervisor: Terry Smith  
Clerk: Suzanne Mahan  
Treasurer: Theresa Kent  
Trustee: Dean Crandall  
Trustee: Dan Steiner



Established 1871

321 North Bridge St.  
PO Box 317  
Bellaire, MI 49615  
Ph: 231-533-8003  
Fax: 231-533-5067

February 4, 2020

Terry VanAlstine,  
County Commissioner District 5  
PO Box 520  
Bellaire MI 49615

Dear Mr. VanAlstine:

Per our conversation on Monday, I am writing to request an easement across county property to the adjacent property owned by Forest Home Township. This would be a benefit to the Township as it is close to a public road that services the Rotary Soccer Park.

The Township would prefer the standard 66-foot-wide easement but you mentioned that something less might be more appealing to the County. The Township plan is to build a road to match the existing one servicing the soccer park and possibly add underground electric power at some point. Something less than 66 feet would suffice. Also, at this time, a small parking lot would be built on Township property for the people already using it.

The Township will cover the cost of surveys, descriptions and other documents necessary to complete this project.

I am including two maps: one of the overall area and the second showing more specifically the easement site. If you have any questions, please feel free to contact me. I look forward to hearing from you. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Terry Smith', is written over a faint, larger version of the same signature.

Terry Smith, Supervisor  
Forest Home Township  
PO Box 317  
Bellaire, MI 49615  
Mobile: 231.350.1776  
Email: tebonis88@gmail.com



Aerial Photo Map  
Showing Parcel Lines & Labels



Aerial Photo Map (taken spring 2016)

The original photographs used on this web site were provided by the Antrim County. The photos were collected in the spring of 2016.



Aerial Photo Map  
August 20, 2020



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Veteran Affairs

**Submitted By:** Walter Bedell

**Edited and Approved By:** Peter Garwood, Administrator

**Agenda Item:** MVAA CVSF Grant APPLICATION Approval

### 1. Action Request/Suggested Motion

Authorize the Department of Veterans Affairs Director to APPLY for a grant through the Michigan Veterans Affairs Agency's (MVAA) County Veteran Service Fund (CVSF) grant program to enhance new and existing veteran service operations for fiscal year (FY) 2021.

### 2. Background and Current Situation – Concisely include pertinent facts, dates, etc.

The Michigan Veterans Affairs Agency (MVAA) is accepting applications for fiscal year (FY) 2021 County Veteran Service Fund grants (PA 210 of 2018). Public Act 210 of 2018 amends PA 192 of 1953, entitled "An act to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldiers' relief commission in such counties," (MCL 35.621 to 35.624) by amending the title and by adding section 3a. This Act creates a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; to create the county veteran service fund and to provide for contributions to and expenditures from that fund; and to transfer the powers and duties of the soldiers' relief commission in those counties.

**Funding Mechanism:** Grant

**Total Available Funding:** Base amount \$50,000; plus per capita amount

**Length of Project:** October 1, 2020 – September 30, 2021

**Cost Sharing / Match Required:** No

**Continuation Funds:** Contingent upon appropriation funding

### 3. Goal – Why the action is necessary; What is the specific target or outcome desired?

Our goal is to use grant funding to cover the implementation of new and expanded services for veterans which will reduce expenditures from our county budget. Veteran service operations include, but are not limited to, providing advice, advocacy, and assistance to veterans, service members, dependents, or survivors by an accredited veteran service officer to obtain USDVA health, financial, or memorial benefits for which they are eligible.

Projects will be determined over the next several weeks. Potential projects may include Meijer grocery vouchers, a volunteer program, reimbursable expenses, administrative services, expanded projects and programs, other emergency relief, COVID-19 supplies and expenses, training, uniforms, and community outreach.

### 4. Financial – Budget-related information

ACVA is seeking up to \$50,000 plus per capita amount from the Michigan Veterans Affairs Agency through the County Veteran Service Fund Grant. State-appropriated grant funds from the Department of Military and Veterans Affairs are administered by the MVAA.

Funding is provided on a reimbursement basis. Grant recipients will submit an updated county department of veterans' affairs budget and invoice for those expenses approved for payment by the grant no later than the 10th day of the month following the end of the quarter.

Submitting budget reports for reimbursement start with an approved budget. Reimbursements will be made on a quarterly basis. All reimbursable expenses must be incurred during the grant award cycle.



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Veteran Affairs

**Submitted By:** Walter Bedell

**Edited and Approved By:** Peter Garwood, Administrator

**Agenda Item:** MVAA CVSF Grant APPLICATION Approval

Reimbursement for salaries/fringes will need to be supported by submitting certified timesheets signed by both the employee and the employee's supervisor.

Quarterly financial reports demonstrating the expenditures and division of grant funds and county funds must be signed by the Chief Financial Officer (Bradley Rizzo).

Quarterly progress reports that identify the major tasks completed during the reporting period, any issues or difficulties during the quarter, project milestones, and performance standards and metrics must be submitted to MVAA by the 30th of the month following the end of the quarter.

### 5. Legal Review

As requested/required by the BOC.

### 6. Policy Implications

With the expansion of services and/or the implementation of new services, the County Veterans Service office may need to update/create/expand current in-house policies and procedures which may require approval either from the Antrim County Veterans Affairs Committee or the BOC. Appropriate action requests will be submitted as needed on a timely basis in order to meet grant deadlines.

### 7. Plan – Timeline with who, what, where, and how

Grant Application Period Closes	September 1, 2020 at 12:00 pm
MVAA Grant Application Review	September 1-15, 2020
Notification of Approval/Denial/Resubmission Requests	September 15, 2020
Award Letters and Grant Agreement Packets sent for approved applications	September 15, 2020
Individual conferences with counties to review denials and resubmission requests	TBD
Grant resubmission Deadline (if applicable)	October 1, 2020 by 12:00 pm
Notification of Approval/Denial for Resubmissions & Grant Agreement Packets sent	October 5, 2020
County signed Grant Agreement returned to MVAA	MVAA must receive signed copy of Grant Agreement from County within 60 days of receipt of the Award packet. Grant Agreements received after the 60 days may be forfeited.
Fully executed Grant Agreement returned to County and payment request submitted	To be processed as received



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Veteran Affairs

**Submitted By:** Walter Bedell

**Edited and Approved By:** Peter Garwood, Administrator

**Agenda Item:** MVAA CVSF Grant APPLICATION Approval

### 8. Alternative Plan – What are the implications if failure to approve?

If the decision is made to deny the request, we will seek County funds to pay for each initiative separately through the applicable budget categories.

### 9. Attachments Included

FY20 CVSF Grant Report



**ANTRIM COUNTY**  
**DEPARTMENT OF VETERANS AFFAIRS**  
P.O. Box 1049, Bellaire, MI 49615  
(231) 533-8499 Fax (231) 533-8111

August 17, 2020

MEMORANDUM FOR ANTRIM COUNTY BOARD OF COMMISSIONERS

FROM: Walter Bedell/Antrim County Veterans Affairs (ACVA) Director

SUBJECT: FY20 County Veteran Service Fund (CVSF) Grant Report

Under the Department of Military and Veterans Affairs (DMVA), the Michigan Veterans Affairs Agency (MVAA) has oversight responsibility of delivery of services and programs to veterans. This includes Veterans Service Organization (VSO) grants.

Fiscal Year 2020 (FY20) was the first year ACVA applied for the CVSF grant. We were approved for the maximum amount of \$61,226.65 which has been used to implement a transportation program (the new van and wrap), pay for online accreditation training, and to purchase a camera for advertising, outreach, and promotions. To date, we have spent \$49,310.19. Pending projects include office privacy panels, additional advertising, and a lobby laptop for veteran use. We amended the training reimbursement project due to COVID-19 causing the cancellation of the National Association of County Veteran Service Officers (NACVSO) annual conference. To provide emergency relief funds, \$5,000 of the training project money was converted into Meijer grocery vouchers for veterans. The vouchers not only assisted veterans in their time of need, but also resulted in an increase in first-time visits to our office; which, in-turn, resulted in an increase in appointments for veterans seeking benefits.

The FY20 grant projects must be completed by September 30<sup>th</sup>, 2020, and we are working diligently to meet the MVAA CVSF deadlines. We are pleased with the amount of progress we have made in such a short time and look forward to applying for the grant in FY21. The Antrim County Board of Commissioners is integral in ensuring ACVA provides the highest caliber of support to our veterans. We look forward to continued support in the coming months as we face new and exciting challenges.

  
Walter J. Bedell  
Director  
Antrim County Veterans Affairs



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Administration

**Submitted By:** Pete Garwood, County Administrator

**Agenda Item:** 2021-2026 Capital Improvement Plan Proposed Projects

<b>1. Action Request/Suggested Motion</b>
Approve the 2021-2026 Capital Improvement Plan as presented by the Capital Improvement Committee for inclusion in the 2021 Fiscal Year Budget at a total of \$359,900 for FY2021.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
<b>4. Financial – Budget-related information</b>
<b>5. Legal Review</b>
n/a
<b>6. Policy Implications</b>
<b>7. Plan – Timeline with who, what, where, and how</b>
Once approved, the Capital Improvement Plan will be used, in part, to guide the FY2021 budget process.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
<b>9. Attachments Included</b>
<a href="#">2021-2026 Capital Improvement Plan</a>



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Administration Office

**Submitted By:** Pete Garwood, County Administrator

**Agenda Item:** MERS Projection Study Request

<p><b>1. Action Request/Suggested Motion</b></p> <p>To request a projection study from the Michigan Municipal Employee Retirement System (MERS) for the effects of establishing a defined contribution (DC) pension plan for all new hires, and allowing employees in the defined benefit (DB) pension program and the hybrid pension program to convert to a DC pension program through MERS at a cost of \$3,400, to be paid for from the general fund, budget-accounting services, services-professional fees line item 101000-212-802.213.</p>
<p><b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b></p> <p>Currently, the County has employees in two different types of pension plans through MERS; 1. Employees hired prior to January 1, 2015 are in a DB plan, 2. Employees hired after January 1, 2015 for some groups and January 1, 2016 for other groups are covered by a hybrid pension plan (part DB and part DC). Discussions and research have taken place regarding the possibility of converting the current County pension plan to a DC plan. Before any steps can be made toward such a conversion, there must be an actuarial projection study completed. Since the potential conversion would affect budgetary concerns, the cost of the study will be charged to budget-accounting services.</p> <p>If a new DC plan were only for new hires there would be no costs for the projections.</p>
<p><b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b></p> <p>The benefit of a DC plan for an employer is the annual cost is predictable as it is simply a percent of each employee’s wage or salary.</p> <p>The cost of the DB portion of the hybrid is steadily increasing. The County is paying for the full cost of the DB side of the hybrid. However, if the cost of the DB side of the hybrid were to eclipse the 8% cap that the County will pay on the entire hybrid pension plan (including both the DB and DC side), the employee would be responsible for paying any amount over the cap. This will likely affect the moral of the current employees that are on the hybrid pension program and make it harder to attract new employees. Additionally, the more current employees (both those on the hybrid and those on the DB plan) that convert to the DC plan the</p>
<p><b>4. Financial – Budget-related information</b></p> <p>The Finance Director has the authority to make the line item adjustments to accommodate the expense and therefore the action does not require a budget amendment.</p> <p>The cost of the study is at least partially dictated by the actuarial company with which MERS contracts.</p>
<p><b>5. Legal Review</b></p> <p>n/a</p>
<p><b>6. Policy Implications</b></p> <p>None</p>
<p><b>7. Plan – Timeline with who, what, where, and how</b></p> <p>If approved we would submit the paperwork to get the projection study started in short order.</p>
<p><b>8. Alternative Plan – What are the implications if failure to approve?</b></p>

1. Implement the DC with only new hires as eligible participants.
2. Do nothing keep it all the way it is with new hires continuing to go on the hybrid plan.

If not approve the County will not know what the potential savings are if the DC option is chosen. Also, MERS will not implement a DC plan for any community without the projection survey first.

**9. Attachments Included**

None.



# *Memorandum Administration Office*

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August 20, 2019

TO: Board of Commissioners

FR: Pete Garwood, County Administrator

RE: Annual Reports

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On August 14, you all received electronic copies of the annual report for the following department(s) and organization(s):

- MSU Extension
- Antrim County Commission on Aging
- Traverse Area District Library Talking Book Library
- Antrim County Fair Board
- Antrim County Airport
- Antrim County Surveyor

Once the report(s) has been presented, please consider the following actions:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the MSU Extension 2019 Annual Report**

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the Antrim County Commission on Aging 2019 Annual Report.**

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the Traverse Area District Library Talking Book Library 2019 Annual Report.**

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the Antrim County Fair Board 2019 Annual Report**

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the Antrim County Airport 2019 Annual Report.**

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the Antrim County Surveyor 2019 Annual Report**



# Memorandum Administration Department

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August 14, 2020

TO: Antrim County Board of Commissioner

FR: Pete Garwood, County Administrator

RE: Administrator's Report – August 20, 2020

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Recap: At the Board meeting on March 19, 2020, the Board authorized the Chair, Finance Director, and the Administrator to make decisions that would typically be made by the Board of Commissioners at a regular or special meeting. At the May 21 Board of Commissioner meeting, the authority for the following decisions were returned to the Board: approval of capital outlay, contracts, and bids. While taking this action the Board left approval of grant applications and grant agreements in the hands of the Chair, Finance Director and the Administrator. And on July 2, the Board gave separate authority to the Administrator to approve grant applications related to the COVID-19 pandemic.

The Governor continues to issue Executive Orders to extend the suspension of the Open Meetings Act (OMA) which continues to allow for meetings to be held electronically. Currently, the most recent order extends the OMA suspension to **October 2, 2020** (28 days past the September 4th extension of the Emergency Declaration). We will keep you apprised if there are additional extensions in the future.

**REMINDER: The August 20 meeting** will be through Zoom video conferencing only and will not have an in-person component to it.

## **ADMINISTRATION RELATED MATTERS:**

1. **Broadband:** Prior to the last meeting, new information had come in. Jeremy and I continue to work on scheduling a virtual meeting with NLEA Broadband Consortium staff (Eric Grandstaff). To date we have not seen the new information as I believe Mr. Grandstaff wanted to present it to us in a meeting. We will continue to work on getting a meeting scheduled.
2. **Abstract, Equalization, Register of Deeds (ROD) Department Discussion:** As there were no open objections to delaying any decision on this issue until October, when the Abstractor will be back on the job, Administration will continue to pull all the information together and organize it in such way that will allow the Board to make a better informed decision, as you expressed at the July 2 meeting. No additional information on this one at this time.
3. **Land Purchase and Sale Policy:** We continue to target the presentation of a draft policy for late October or early November. No additional update.
4. **Zettel vs Antrim County (State Mandated Foreclosure Process):** As I mentioned in the last report, the State Supreme Court has decided the *Rafaeli* case, and it wasn't good for the counties or the treasurers.

Our Attorney, Allan Vander Laan has indicated, “Fundamentally, the Supreme Court has declared the provisions of the State of Michigan General Property Act – i.e. those that prohibited counties from reimbursing “surplus equity” to a foreclosed taxpayer – are unconstitutional. Going forward, the “surplus equity” (as defined by the Supreme Court) belongs to the taxpayer and must be distributed to the taxpayer from the proceeds of the foreclosure sale.” Although the State Supreme Court did not address retroactivity, the plaintiff has also filed in Federal Court. However, the Supreme Court has been more than reluctant when it comes to Federal Courts interfering in state taxation issues. On the other hand, I am more than reluctant to wager a prediction on how they will treat this issue.

Since the decision, Sherry Comben, Treasurer has been reviewing the different scenarios depending on what will be required of the County. This will enable the County to be better prepared for the worst case scenario. There are still a lot of unanswered questions and we will update you as we learn more of the answers. No additional update.

### **HUMAN RESOURCES (HR) RELATED MATTERS:**

#### **5. Current County Employment Opportunities:**

- Antrim County Transportation Mechanic – Regular PT: Position posted and will remain open until filled.
- Barnes Park Attendant – Temporary PT: Position remains posted.
- Sheriff Office Dispatcher – FT: Background checks in progress.
- Corrections Officer – FT opening due to a retirement: Posted until filled.
- Prosecutor and Child Support Assistant – FT: Position is posted until August 31.

6. **Employee Performance Reviews:** On July 16 the Board was presented with revised “factors” to be used in evaluating the Finance Director, different from those used for the County Administrator. At that meeting, the Board expressed a desire to see a revised position description for the Administrator. This matter was presented at the August 6 Board meeting. Minor changes were made based on feedback from Board members. The performance evaluation forms were also updated and appear on the August 20 agenda with a recommended action request.

7. **Employee Insurance Renewals:** We are currently working on updating census data for our health care renewal. We will receive our renewal rates from Priority Health. Dewey Insurance is also asking for rates from BCBSM. To date we have not received the rates, but will continue to pressure the two companies for the data. As previously reported, Delta Dental is giving a one-year rate hold per the Pandemic Relief Program. Our Delta Dental renewal was originally coming in with a +2.65% increase for a one-year contract, according to the Delta Dental Representative. We are waiting to hear from VSP (vision) as to rates for next year.

### **FINANCE RELATED MATTERS:**

8. **Reduction in Revenues Due to COVID-19 Planning:** Brad Rizzo, Finance Director, and I met June 8 and worked on a short-term and long-term forecast of revenues and expenses. Mr. Rizzo presented the projections at the August 6 meeting. The projections illustrate a reduction in some of the regular revenues from the State, and also indicate that funding from COVID-19 related grants more than make up for the shortfalls. The projections will be used when preparing for the 2021 budget.

9. **2021 Budget Preparation:** Elected officials and appointed department heads have submitted their budgets in time for the Monday, August 3 deadline. Appropriation requests have also been received from

the area agencies. Mr. Rizzo is in the process of preparing the proposed budget for the first budget meeting by the Board on August 18. The budget meeting schedule is as follows:

- 8/18 at 1:00 p.m. – Revenues
- 8/24 and 8/27 at 9:00 a.m. – Expenditures
- 9/2 at 9:00 a.m. – other funds, capital outlays, and other if needed.

10. **Summer Property Tax Deferment:** Legislation was passed by both the House and the Senate that would delay the collection of summer property taxes. The Governor vetoed the bills back in June. The House and the Senate have both approved new bills, each of which are very different from the other. The two legislative bodies will have to get together to address those differences before anything can be sent to the Governor. In discussion with the Treasurer, it looked like no action has taken place on this issue since July 23.
11. **Mancelona DDA and Tax Increment Finance District:** We received notice from the Village of Mancelona that they intend to amend their Development Plan and Tax Increment Financing Plan for their Downtown Development Authority. The stated reason is to include one additional parcel of property that is owned by the Village. The Village held a public hearing on the proposal on August 11. We now have a copy of the plan and budget. Once I have a chance to review these documents, I will propose action, likely for the September 3 meeting.
12. **Designated County Assessor:** Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 which amended the General Property Tax Act. P.A. 660 requires that each county notify the State Tax Commission (STC), no later than December 31, 2020, of the individual that will serve as the County’s Designated Assessor (DA). The DA will serve as one of three options for a local unit of government (township) in the County which, upon audit by the STC and failure to correct deficiencies, is found to be “not in substantial compliance” as an assessing district.

The County will likely have to pay an annual retainer to the individual, who if an assessing district is found to be not in substantial compliance would pay the DA to bring their operation in to compliance.

It would not be preferable to name our Equalization Director as the DA as both Jamie Houserman and I feel it would be, or at the very least appear to be, a conflict of interest. Ms. Houserman is assisting me with finding a suitable individual to fill the role. Once we identify someone that we feel is a good fit and also has the proper certification, the individual will have to be approved by you as the County Board of Commissioners and approved by a majority of the assessing districts in the County. This will have to be formalized through an interlocal agreement.

[Bulletin 8](#) provides additional information on the requirements if you are interested in learning more. I will keep you posted of our progress as we go forward on this issue.

### **HEALTH & PUBLIC SAFETY (H&PS) RELATED MATTERS:**

13. **COVID-19 Cases:** As of August 13, 2020, according to the Health Department, Antrim County has had 38 known cases of the COVID-19 Coronavirus. Of those 38 known cases, 26 are considered recovered.
14. **Office Safety:** Completion of phase two for Probate Court and MSUE is scheduled for August 31.

15. **Opioid Litigation Update:** I received an update from our attorney firm that represents the County on the opioid litigation on July 12. They indicated that activity will soon be taking place in three other states in the near future. By the end of next week, they will be initiating action to take the next step in our case against the pharmaceutical companies.
16. **Stevens vs. Probate Court:** This case has been going on since 2017. The process for court dates extends out to 2022. However, there is a chance that a settlement may be proposed and reached before that date. I will keep you updated. No additional information at this time.

### **BUILDINGS, LANDS, & INFRASTRUCTURE (BLI) RELATED MATTERS:**

17. **County Building Security:** The majority of County Building employees have been issued door access, Human Resources and the Deputy Administrator will expand these credentials to employees working outside of the building that regularly do business here as well.
18. **County Property Easement Issue:** Mike Meriwether and I have been working with legal counsel on this issue. The company that owns power lines that cross County property in Star Township had cut a number of trees and widened the easement without notification or permission. We are in contact with the company's forestry division and, working with legal counsel, have sent a proposal for reimbursement of lost revenues for the timber they cut and left in piles. At this date, they have not responded. We also reached out to Mike Meriwether to see if he has heard from ITC Holding. I will continue to update you on this as we move through the process.
19. **Parks and Recreation Plan:** The survey that was released by the Parks & Recreation Plan subcommittee ended on July 31 with 885 responses at last count. Our office has compiled the results and sent them out to the Parks and Recreation Plan Ad Hoc Committee.
20. **LED Lighting:** JAC LED Lighting was awarded the bid and are scheduled to begin in the Courthouse on Monday, August 17.
21. **Lawn Restoration (former bank property):** This project has been advertised in the local newspapers. Bid/quote specifications were posted on the County website and sent to area vendors and to a Traverse City supplier who services a number of Antrim County landscapers. No bids/quotes were received.

Commissioner VanAlstine got us in touch with a contractor who has submitted a quote. We have reached out to several other contractors but did not receive any additional quotes. Although we were unable to get additional quotes, all contractors contacted have made it clear that seeding would not and should not take place until September.

At the August 6 Board meeting the quote was submitted to the Board, but failed to get approval. The Board requested that possibly the Maintenance Department work on leveling out the site. Since the Maintenance Department doesn't have the appropriate equipment, I reached out to the Village of Bellaire DPW Director. I left a voicemail and await a return call. If I run into a dead end going this route, I will instruct the Maintenance Supervisor to work out a way to get it done.

22. **Facilities Master Plan:** The Board chose at the last meeting to delay any advancement on this project until the beginning of 2021.

23. **Hydro Roof Replacement & Hatch Installation:** This project was bid out and two bids were received. A contractor was chosen at the August 6, 2020 meeting. The project will be underway soon.

24. **Use of Grounds – Bellaire Chamber of Commerce:** The Bellaire Chamber of Commerce cancelled the annual Rubber Ducky Festival for this year. The craft fair that is scheduled to be held on the Courthouse grounds on August 15 has been cancelled, as well, meaning the courthouse lawn will not be used that weekend. The Chamber has yet to determine the fate of the annual Harvest Festival.

### **CONTRACTS/AGREEMENTS:**

**Reviewed by Civil Counsel and/or the County Administrator, approved by the Board of Commissioners, and tracked for future follow-up of expiration (where necessary):**

- 25. Michigan Indigent Defense Commission (indigent defense program FY2021)
- 26. Infinisource (COBRA administration)

**POLICIES:** Reviewed by Civil/Labor Counsel (when necessary) and/or the County Administrator, reviewed by elected officials and department heads, approved by the Board of Commissioners, and posted on the Antrim County website: **NONE**

### **CIVIL/LABOR COUNSEL REVIEWS:**

- 27. Granicus (agenda software) – expected by August 24.
- 28. The Mancelona DDA & TIF expansion in light of the new statute.
- 29. Cintas (maintenance employees uniform rental) – expected by August 27

### **QUESTIONS FROM THE BOARD OF COMMISSIONERS:**

30. On July 20, I emailed answers to questions pertaining to the Sheriff’s Office annual report, inclusion of the Emergency Operations Plan in the board packet, and elected position salaries. I have attached the email as suggested at the last meeting.

### **COMMUNICATIONS, NOTES OF INTEREST:**

31. **2020 Census:** Continuing to keep in the forefront, I encourage commissioners to reach out to your constituents to encourage them to fill out their 2020 Census. The data gathered from the US Census helps determine the amount of funding local municipalities receive, how communities plan for the future and how representation is given in the government. Among other examples, this includes funding for schools, hospitals, fire departments, new homes, and businesses. Overall there is a loss of \$1,800 per person per year of federal funding to support programs that use Census data. As of August 13, 2020, response rates are nationally 63.4%, in Michigan 69.0% and in Antrim County 44.0%. I would love to see this increased!

We have posted information received from the census contact person on the County Facebook page.

32. **Michigan Association of Counties (MAC)** - MAC has announced that registration is open for 2020 **Virtual** Annual Conference. The registration deadline was August 7, 2020.

I have signed up for the conference, which begins next week.

33. **NLEA Search for a New Leader** – I have been participating as a member of the search committee for someone to replace Andy Hayes as the president of the Northern Lakes Economic Alliance (NLEA). As you may remember, we had previously put three finalists through the complete interview process and decided

not to offer the position to any of the three and recast the net to see if others would apply now that we have all gotten used to operating our lives during a pandemic.

We successfully attracted additional qualified candidates and once again narrowed it down to first six and then three finalists. Final interviews and presentations were concluded this week and a top candidate was selected for the job offer. A second candidate was identified if an agreement cannot be worked out. We will keep you updated when we know more about the outcome of the job offer discussion and result.

**From:** [Garwood, Peter](#)  
**Cc:** [Schrader, Tina](#)  
**Subject:** Questions at Board Mtg.  
**Date:** Monday, July 20, 2020 5:34:24 PM

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Good Morning!

Below is the answers to the questions asked at the last Board meeting.

From the Sheriff Office Annual Report (answers from the Sheriff are in red):

- What does the \$2.04 per meal in the jail cover? It covers the cost of actual ingredients and equipment used in each of the meals, but does not include labor.
- Can the deputies purchase jail meals? Deputies in the jail can purchase the meals for the same price as the inmates are charged (\$2.00). They get a half hour for lunch and two fifteen minute breaks, with a 12 hour shift. The Sheriff needs to keep the officers in the jail and there really isn't time for them to leave and purchase a meal anyways, so they are allowed to purchase the meals.
- What does the \$282,932.97 of Inventory in the report represent? It represents the cumulative inventory for the entire year.
- Why does the report indicate they only have partial numbers for the 2019 Courthouse Screening/Deputy Statistics due to the COVID-19, since the virus didn't happen until March of 2020? When the stats were being gathered and calculated for the 2020 yearend report the full time employee that is assigned to that duty was off due to the Covid-19 pandemic. We were able to find some of the information needed but were unable to retrieve all of the information for the year.
- Why is the number of inmates with mental health issues not included in the report? Are we currently or will we be required by the State to track those numbers? We are not required by the state to track inmates with mental health issues in the jail facility and it would be difficult at times with the varying degrees of mental health issues and the staff not being certified therapist. We had contacted the stepping up program through Wayne State University and had a phone meeting with them early in 2020. We got them the information they need for the grant and once we are gathering that information using the Stepping Up Program we will be able to track inmates with mental health issues in the jail. Once we have that ability and stats we will include it in the annual report.
- One question from your monthly Animal Control report; why were 7 dogs quarantined? These dogs were quarantined due to bites. If the dog has not had rabies shots we mandate the quarantine at the shelter and charge \$10/day for it. If the owner of the dog has the vet papers showing vaccine was given then the owner can quarantine themselves.

Other questions (answer in red):

- Can the Emergency Operations Plan be included in the next packet? I mentioned in the Board of Commissioner meeting that the Emergency Operations Plan (EOP) might be a document that must be kept confidential and is not subject to FOIA disclosure. As this turned out to be true, it will not be included in a Board packet, but you can review it anytime you would like here at the County Building.
- Can the Board set a graduated salary scale for the elected positions similar to what we have

for the appointed department heads? And, can the Board set two different salary levels for the elected officials; one for a full-time, working elected official, and another for an elected official that is acting as a figure head? *According to the statute, "The annual salary of each salaried county officer, which is by law fixed by the county board of commissioners, shall be fixed by the board before November 1 each year and shall not be diminished during the term for which the county officer has been elected or appointed, but may be increased by the board during the officer's term of office."*

Therefore the answer to the first question is yes, the Board can set a graduated salary scale, as the salary would be increasing in the following years.

The answer to the second question is no, for a few different reasons. To name one; it would be impossible to be sure decisions weren't being made based on discrimination, as to whether or not an elected official is doing the job or is only acting as a figure head.

Once again, if you have any questions or concerns about any of the above answers, please do not hesitate to contact me.

Pete  
Peter Garwood, Administrator  
Antrim County  
PO Box 187  
203 E. Cayuga St.  
Bellaire, MI 49615  
231.533.6265  
[garwoodp@antrimcounty.org](mailto:garwoodp@antrimcounty.org)

# Antrim County Building Department Revenue Report

<b>2020 JULY</b>	2020 Income	2020 Expense	2020 Permits Sold	2019 Income	2019 Permits Sold	Difference From Prev. Year Permits	Difference From Prev. Year Income
January	\$31,536.00	\$41,943.67	136	\$40,486.00	141	-5	-\$8,950.00
February	\$27,890.00	\$36,157.86	121	\$24,745.60	103	18	\$3,144.40
March	\$28,323.00	\$37,867.91	107	\$38,496.00	135	-28	-\$10,173.00
April	\$8,150.00	\$37,605.92	41	\$32,724.00	141	-100	-\$24,574.00
May	\$50,691.00	\$36,975.66	166	\$48,116.00	168	-2	\$2,575.00
June	\$60,909.00	\$41,159.39	252	\$60,522.00	228	24	\$387.00
July	\$58,800.00	\$54,201.38	239	\$55,628.00	202	37	\$3,172.00
August							
September							
October							
November							
December							
<b>Total YTD:</b>	<b>\$266,299.00</b>	<b>\$285,911.79</b>	<b>1062</b>	<b>\$300,717.60</b>	<b>1,118</b>	<b>-56</b>	<b>-\$34,418.60</b>

Net Revenue YTD:	<b>-\$19,612.79</b>
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# Antrim County Building Department Inspection Report

2020 JULY	Building Plan	Building Plan	Building Inspections	Building Inspections	Mechanical Inspections	Mechanical Inspections	Plumbing Inspections	Plumbing Inspections	Electrical Inspections
	Reviews Monthly	Reviews Monthly	Inspections Monthly	Inspections Monthly	Inspections Monthly	Inspections Monthly	Inspections Monthly	Inspections Monthly	Inspections Monthly
	Total	Average	Total	Average	Total	Average	Total	Average	Total
January	29	1.45	148	7.4	82	4.1	68	3.4	129
February	26	1.3	108	5.4	71	3.55	52	2.6	84
March	42	2.1	90	4.5	71	3.55	56	2.8	98
April	25	1.25	17	0.85	9	0.45	5	0.25	15
May	60	3	192	9.6	107	5.35	59	2.95	131
June	116	5.8	302	15.1	155	7.75	100	5	207
July	93	4.65	249	12.45	122	6.1	64	3.2	210
August									
September									
October									
November									
December									
<b>Totals YTD:</b>	<b>391</b>	<b>2.792857143</b>	<b>1106</b>	<b>7.9</b>	<b>617</b>	<b>4.41</b>	<b>404</b>	<b>2.89</b>	<b>874</b>

Total Inspections: 3392  
 Total Permits Sold YTD: 1062

Permit Type	Number	Fees	Addition to existing	Cost
Building	74	\$26,982.00	\$998.00	\$364.62
Year to date	344	\$120,505.00	\$3,659.00	\$360.94
Plumbing	20	\$4,872.00	\$197.00	\$243.60
Year to date	121	\$27,465.00	\$1,950.00	\$243.10
Electrical	96	\$13,878.00	\$416.00	\$144.56

<b>Year to date</b>	<b>342</b>	<b>\$56,594.00</b>	<b>\$4,329.00</b>	<b>\$178.14</b>
<b>Mechanical</b>	<b>49</b>	<b>\$8,268.00</b>	<b>\$375.00</b>	<b>\$168.73</b>
<b>Year to date</b>	<b>255</b>	<b>\$42,796.00</b>	<b>\$1,414.00</b>	<b>\$173.37</b>

**Electrical  
Inspections**

**Monthly  
Average**

**6.45**

**4.2**

**4.9**

**0.75**

**6.55**

**10.35**

**10.5**

---

**6.24**

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY  
PERIOD ENDING 06/30/2020  
% Fiscal Year Completed: 49.73

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 581000 - AIRPORT OPERATING						
Revenues						
Dept 000						
581000-000-520.000	FEDERAL - AIRPORT	30,000.00	0.00	0.00	30,000.00	0.00
581000-000-564.001	FROM STATE	0.00	2,077.04	0.00	(2,077.04)	100.00
581000-000-636.010	AIRPORT-GAS AND OIL SALES	155,000.00	46,994.48	25,929.00	108,005.52	30.32
581000-000-636.020	AIRPORT - HANGAR, COLD STORAGE	9,500.00	7,285.00	3,535.00	2,215.00	76.68
581000-000-636.060	AIRPORT - PARKING-PLANES	4,000.00	1,780.00	1,285.00	2,220.00	44.50
581000-000-636.080	AIRPORT - SALE OF SUPPLIES	75.00	0.00	0.00	75.00	0.00
581000-000-636.110	AIRPORT - LANDING FEE	8,000.00	1,050.00	750.00	6,950.00	13.13
581000-000-636.120	AIRPORT - SERVICE FEE	2,000.00	650.00	150.00	1,350.00	32.50
581000-000-636.130	AIRPORT-LAND LEASE FOR HANGARS	38,500.00	0.00	0.00	38,500.00	0.00
581000-000-665.000	INTEREST EARNED INVEST & CDS	2,500.00	2,955.07	548.37	(455.07)	118.20
581000-000-669.001	RENT FROM COUNTY OWNED PROPERTY	6,000.00	0.00	0.00	6,000.00	0.00
581000-000-673.000	SALE OF FIXED ASSETS	16,000.00	15,000.00	15,000.00	1,000.00	93.75
581000-000-694.000	AIRPORT ROYALTIES - GAS & OIL	750.00	379.08	64.60	370.92	50.54
581000-000-698.001	UNREALIZED GAIN/LOSS	0.00	(539.89)	0.00	539.89	100.00
581000-000-699.101	FROM GENERAL FUND	463,346.00	231,673.00	0.00	231,673.00	50.00
Total Dept 000		735,671.00	309,303.78	47,261.97	426,367.22	42.04
TOTAL REVENUES		735,671.00	309,303.78	47,261.97	426,367.22	42.04
Expenditures						
Dept 295 - AIRPORT						
581000-295-702.000	SALARY - DEPT. HEAD	62,763.00	30,612.58	4,788.56	32,150.42	48.77
581000-295-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASST	43,679.00	4,164.60	0.00	39,514.40	9.53
581000-295-704.000	WAGES - DEPUTY#2, 2ND SEC, 2ND ASST	33,550.00	32,645.72	5,707.20	904.28	97.30
581000-295-705.000	OTHER WAGES	38,788.00	11,939.40	1,064.00	26,848.60	30.78
581000-295-707.000	OTHER WAGES	15,918.00	0.00	0.00	15,918.00	0.00
581000-295-708.000	WAGES - PART TIME	2,500.00	1,398.60	806.60	1,101.40	55.94
581000-295-709.000	OVERTIME AND HOLIDAY	4,080.00	1,721.13	392.30	2,358.87	42.18
581000-295-710.001	PER DIEM - REGULAR	150.00	0.00	0.00	150.00	0.00
581000-295-714.000	EMPLOYEE ANNUITY BENEFIT	13,032.00	5,907.47	1,002.48	7,124.53	45.33
581000-295-714.002	1:1 RATIO ANNUITY BENEFIT	380.00	0.00	0.00	380.00	0.00
581000-295-715.000	FICA - COUNTY SHARE	16,439.00	6,596.39	1,052.73	9,842.61	40.13
581000-295-716.000	HEALTH INSURANCE	6,685.00	0.00	0.00	6,685.00	0.00
581000-295-716.008	DELTA DENTAL INSURANCE	4,512.00	1,389.45	272.14	3,122.55	30.79
581000-295-718.000	RETIREMENT - COUNTY SHARE	27,450.00	9,104.20	1,461.85	18,345.80	33.17
581000-295-719.000	OTHER FRINGE - AD&D ETC.	2,295.00	705.56	136.56	1,589.44	30.74
581000-295-721.000	PERSONAL LEAVE	2,601.00	(63.30)	0.00	2,664.30	(2.43)
581000-295-721.001	VACATION EXPENSE	4,590.00	0.00	0.00	4,590.00	0.00
581000-295-724.000	WORKERS' COMPENSATION	8,588.00	4,135.38	0.00	4,452.62	48.15
581000-295-725.000	TRAINING	700.00	200.00	0.00	500.00	28.57
581000-295-727.000	SUPPLIES - OFFICE	1,000.00	304.76	60.53	695.24	30.48
581000-295-741.000	OPERATING SUPPLIES	10,000.00	4,013.04	467.92	5,986.96	40.13
581000-295-742.000	UNIFORMS	1,500.00	0.00	0.00	1,500.00	0.00
581000-295-802.000	CONTRACTUAL SERVICES	12,000.00	11,893.50	0.00	106.50	99.11
581000-295-802.295	AIRPORT - CRACK SEALING PROGRAM	500.00	0.00	0.00	500.00	0.00
581000-295-807.000	DUES & SUBSCRIPTIONS	200.00	200.00	0.00	0.00	100.00
581000-295-851.000	RADIO MAINTENANCE	400.00	0.00	0.00	400.00	0.00
581000-295-855.000	TELEPHONE	2,700.00	1,362.04	72.25	1,337.96	50.45
581000-295-864.000	VEHICLE MAINTENANCE	5,000.00	452.13	85.87	4,547.87	9.04

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 581000 - AIRPORT OPERATING						
Expenditures						
581000-295-865.010	AIRCRAFT GAS & OIL SALES	125,000.00	43,186.45	854.49	81,813.55	34.55
581000-295-901.000	PRINTING AND PUBLISHING	150.00	0.00	0.00	150.00	0.00
581000-295-911.006	INSURANCE - AIRPORT	9,000.00	13,161.61	0.00	(4,161.61)	146.24
581000-295-921.000	ELECTRIC	12,500.00	6,567.01	816.78	5,932.99	52.54
581000-295-922.000	GAS	6,000.00	3,606.64	283.65	2,393.36	60.11
581000-295-932.000	BUILDING MAINTENANCE	9,000.00	4,990.12	88.34	4,009.88	55.45
581000-295-933.001	EQUIPMENT MAINTENANCE	19,000.00	12,806.92	141.18	6,193.08	67.40
581000-295-933.003	AUTOMTD WEATHER OBSERVTN SVC	3,750.00	559.63	0.00	3,190.37	14.92
581000-295-934.000	GROUNDS MAINT.	3,000.00	1,129.44	572.71	1,870.56	37.65
581000-295-935.000	TRASH REMOVAL	120.00	150.00	25.00	(30.00)	125.00
581000-295-954.295	GRANT MATCH - AIRPORT	120,000.00	0.00	0.00	120,000.00	0.00
581000-295-980.000	EQUIPMENT AIRPORT	3,000.00	927.87	0.00	2,072.13	30.93
Total Dept 295 - AIRPORT		637,520.00	217,455.07	20,153.14	420,064.93	34.11
Dept 901 - CAPITAL OUTLAY						
581000-901-980.295	CAPITALOUTLAY AIRPORT	67,638.55	14,487.55	14,487.55	53,151.00	21.42
Total Dept 901 - CAPITAL OUTLAY		67,638.55	14,487.55	14,487.55	53,151.00	21.42
TOTAL EXPENDITURES		705,158.55	231,942.62	34,640.69	473,215.93	32.89
Fund 581000 - AIRPORT OPERATING:						
TOTAL REVENUES		735,671.00	309,303.78	47,261.97	426,367.22	42.04
TOTAL EXPENDITURES		705,158.55	231,942.62	34,640.69	473,215.93	32.89
NET OF REVENUES & EXPENDITURES		30,512.45	77,361.16	12,621.28	(46,848.71)	253.54
BEG. FUND BALANCE		3,548,735.99	3,548,735.99			
END FUND BALANCE		3,579,248.44	3,626,097.15			

# REVENUE SCHEDULE 2020

NUMBER	ACCOUNT NAME	BUDGET	JUN	YTD RECEIVED
500.101	County Appropriation	175,000	0	\$87,500
569.000	State Funds	267,500	24,312	\$237,491
569.001	Federal Funds	109,363	0	\$25,002
569.001	Federal - CARES Act \$	124,637	124,637	\$124,637
638.001	General Fares	4,250	0	\$4,460
638.001	Pass Revenue	7,750	0	\$7,840
638.001	Crystal Beach	3,000	0	\$3,178
638.001	FIA	0	33	\$57
638.001	Mancelona School	0	0	\$0
638.001	Misc. Special Fares	6,750	0	\$6,857
638.002	HeadStart	10,750	0	\$10,860
638.003	CMH	19,500	0	\$19,648
638.004	Net Sale of Fuel *	10,000	974	\$8,055
638.006	Net Sale of Maintenance **	5,000	136	\$4,462
638.007	Meadow Brook	50,000	1,380	\$50,326
638.008	Munson	7,250	0	\$7,448
638.009	Bellaire School	28,000	0	\$28,260
638.01	Misc. Revenue	37,500	3,694	\$37,689
638.011	Alba School	250	0	\$250
665.000	Interest Income	3,500	624	\$3,129
		870,000	155,790	\$667,149

\* Figure based on gallons sold at .25 per gallon

\*\* Figure based on labor only (\$40 per hr)

## EXPENSE SCHEDULE 2020

FUND:	ACCOUNT NAME:	BUDGET:	JUN:	YTD EXP:	BALANCE:	% EXP:
702.000	Salary, Director	69,500	5,233	49,842		72%
704.000	Wage, Secretary	26,000	2,003	18,986		73%
704.002	Wage, Dispatch	73,000	5,386	50,348		69%
705.000	Wage, FT Driver	17,500	0	17,345		99%
706.000	Wage, Mechanic	52,000	3,618	36,555		70%
707-708	Wage, PT Driver	177,000	9,407	118,938		67%
714.000	Anuity	13,000	668	8,352		64%
715.000	FICA	35,000	1,981	22,777		65%
716.008	Hospitalization	101,000	8,581	70,948		70%
718.000	Retirement	48,000	2,993	31,911		66%
719.000	Fringe, AD&D	4,000	295	2,778		69%
721.000	Personal Leave	5,000	0	2,292		46%
722.000	Unemployment	0	0	0		#DIV/0!
724.000	Workers Comp	35,000	0	20,553		59%
727.000	Office Supply	1,500	43	786		52%
741.000	Operating Supply	3,000	33	1,983		66%
742.000	Uniforms	4,500	583	3,018		67%
805.000	Computer Serv.	3,000	250	750		25%
807.000	Dues & Subs.	2,500	0	1,388		56%
810.000	Audit	2,500	0	260		10%
841.000	Physicals	2,500	240	1,080		43%
851.000	Radio Maint.	5,000	3,075	3,702		74%
852.000	Postage	0	0	0		#DIV/0!
855.000	Telephone	1,700	74	1,171		69%
861.000	Travel	1,000	0	192		19%
862.000	Convention	500	0	0		0%
864.000	* Bus Parts	20,000	1,468	9,595		48%
864.005	Tires & Tubes	11,000	0	7,254		66%
865.000	* Gas & Oil	50,000	1,146	29,244		58%
901.000	Print & Publish	500	0	241		48%
911.001	Insurance	54,000	7,035	35,726		66%
921.000	Electric	7,500	0	4,581		61%
922.000	Natural Gas	7,500	250	4,965		66%
931.000	Plowing	4,500	0	4,500		100%
932.000	Building Maint.	30,000	430	15,673		52%
935.000	Trash Removal	1,300	80	870		67%
<b>TOTAL:</b>		<b>870,000</b>	<b>54,872</b>	<b>578,604</b>		<b>67%</b>

*\* Figures based on ACT expense only*

## **MISCELLANEOUS REVENUE FISCAL YEAR 2020**

October	None
November	None
December	\$19,092 – Reconciled Money FY 2018 – from State \$396 – Unrealized Gain/Loss
January	\$9,986 – Tire changer (building maintenance) \$1,083 – Radio (radio maintenance)
February	\$750 – Credit from 40+ year old tire changer (building maintenance)
March	None
April	\$614 – Refund from Auto Value (overpayment) – (bus parts)
May	\$2,074 – Refund (insurance)
June	\$3,694 – Audit Money FY 2016 – from state
July	
August	
September	

# Soil Erosion Report July 2020

## Soil Erosion Control Permits by mont January-July

	Jan #	Jan \$	Feb #	Feb\$	March #	March \$	April #	April \$	May #	May \$	June #	June \$
Banks	4	\$225	2	\$600	1	\$75	2	\$300	5	\$375	4	\$775
Central Lake	1	\$150	1	\$150	1	\$150	2	\$150	3	\$225	4	\$450
Chestonia	0	\$0	0	\$0	0	\$0	0		0	\$0	0	
Custer	0	\$0	0	\$0	0	\$0	0		0	\$0	1	\$75
Echo	0	\$0	0	\$0	0	\$0	2	\$150	1	\$225	1	\$150
Elk Rapids	0	\$0	8	\$625	3	\$300	7	\$825	6	\$600	5	\$525
Forest Home	1	\$75	5	\$750	0	\$0	4	\$525	5	\$600	3	\$300
Helena	2	\$225	4	\$600	1	\$75	2	\$300	2	\$300	2	\$225
Jordan	0	\$0	0	\$0	0	\$0		\$0	1	\$150	0	
Kearney	0	\$0	1	\$75	0	\$0		\$0	0	\$0	0	
Mancelona	0	\$0	0	\$0	0	\$0		\$0	0	\$0	0	
Milton	5	\$375	7	\$375	4	\$1,075	13	\$1,200	14	\$1,425	1	\$350
Star	0	\$0	0	\$0	0	\$0	1	\$150	0	\$0	0	
Torch Lake	1	\$75	6	\$950	3	\$450	8	\$675	3	\$625	6	\$600
Warner	0	\$0	0	\$0	0	\$0			0	\$0	0	
Extraction Pits	0	\$0	0	\$0	0	\$0					0	
<b>Total</b>	<b>14</b>	<b>\$1,125</b>	<b>34</b>	<b>\$4,125</b>	<b>13</b>	<b>\$2,125</b>	<b>41</b>	<b>\$4,275</b>	<b>40</b>	<b>\$4,525</b>	<b>27</b>	<b>\$3,450</b>

Running Total of Soil Erosion Permits Per Year				Running Total Revenue For Soil Erosion Permits Per Year									
Year	Jan	Feb	March	April	May	June	Year	January	February	March	April	May	June
2016	5	9	20	27	60		2016	\$440	\$690	\$1,655	\$2,340	\$4,985	
2017	3	7	16	28	66		2017	\$4,565	\$5,395	\$6,110	\$10,615	\$13,915	
2018	7	14	24	36	59		2018	\$1,015	\$2,100	\$3,250	\$5,975	\$8,700	
2019	4	10	25	41	74	96	2019	\$450	\$1,575	\$3,700	\$7,975	\$11,025	\$15,205
2020	14	48	61	102	142	150	2020	\$1,125	\$5,250	\$7,375	\$11,650	\$16,175	\$19,290

	July #	July \$	Aug #	Aug \$	Sept #	Sept \$	Oct #	Oct \$	Nov #	Nov \$	Dec #	Dec \$	
Banks	2	\$375											
Central Lake	4	\$375											
Chestonia	1	\$550											
Custer	1	\$150											
Echo	0	\$0											
Elk Rapids	4	\$375											
Forest Home	5	\$375											
Helena	6	\$600											
Jordan	1	\$2,295											
Kearney	0	\$0											
Mancelona	0	\$0											
Milton	6	\$450											
Star	0	\$0											
Torch Lake	2	\$150											
Warner													
Extraction Pits													
<b>Total</b>	<b>32</b>	<b>\$5,695</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	
<b>Running Total of Soil Erosion Permits Per Year</b>				<b>Running Total Revenue For Soil Erosion Permits Per Year</b>									
<i>Year</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Year</i>	<i>July</i>	<i>August</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
2016	109	151	183	208	229	234	2016	\$10,415	\$14,200	\$17,315	\$19,640	\$21,990	\$22,590
2017	110	152	168	199	215	225	2017	\$18,565	\$22,050	\$23,535	\$27,030	\$28,935	\$28,935
2018	116	140		179	207	218	2018	\$17,225	\$20,935		\$24,420	\$27,195	\$28,720
2019	119	151	182	211	224	228	2019	\$17,905	\$21,280	\$25,705	\$29,180	\$30,380	\$30,905
2020	182						2020	\$24,985					

I receive a minimum of 10 calls per day: property owners needing assistance on shorelines, flooding, erosion and general environmental questions, and contractors needing information/follow up/permit assistance.

*program area title: Soil Erosion and Water Quality Protection*

**# Permits, # of customers served and # of site visits**

**29 new soil erosion control permits for the month of July**

**AmeriCorps Member**

supervision  
reporting monthly in-kind

**Staff Meetings most Mondays**

**Lake Michigan Shoreline consultation with Heather Smith of the Watershed Center Grand Traverse Bay  
Zoom training for the Intermediated Lake Association - Healthy Lakes Landscaping**

**In - person site visits with property owners with environmental concerns by township**

**Banks**

Met with zoning administrator and prospective buyer at property to review soil erosion/wetland/shoreline issues	
Pre-application consultation	Heeres/Antrim Dells Shoreline
Shoreline consultation	Reimer
Preconstruction review	Dollar General

**Echo**

Preconstruction review	Rowley/Carrey
Concerns with above neighbor's proposed activities	DeGrande

**In - person site visits with property owners with environmental concerns by township**

**Forest Home**

General property review	Lynch
Healthy Lakes property review with Austin	Perkins
Property review - preconstruction	"Julia"
Preapplication - shoreline	Stewart
Preapplication - wetlands/ponds - recommending EGLE preapp	Cole

**Helena**

EGLE-beach/shoreline	Matyiku/Giar
Preconstruction permit review	Porter/Heeley
Flooding issues/neighbor project concerns	Westerman
preapplication	Ash

**Milton**

Shoreline consultation	Termatt
Possible EGLE violation - wood chips in wetland/response for concerned neighbor; notified the State-their jurisdiction	Lakehouse Trust
Property Evaluation-wetland issues; recommended deliniation	Drogt/Ames
Issue with neighbor project	Kennedy
Attended Ed Porter's memorial service - RIP	
Torch River RV Park - 5" rain 7/18/20 and 2" 7/19/20	
Water control measures failed. The rains came hard and fast. Working with Engineers and Developers to rectify. No release of sediment into waters of the state. One neighbor was impacted with sediment laden waters. Contacted State, County Chair, and ACD Board Chair on Saturday the 18th.	
Storm issues/flooding/erosion	GTRLC

**Milton ctd.**

Homeowner cut trees off hillside. Received numerous calls of concern - erosion, wind throw trees. Sent owner letter of concern to stabilize hillside.

Pre-application meeting: plants, wetlands, erosion

Arhams

**Central Lake**

Pre-application

Ostrowski/Davidson

Many folks are experiencing wet lawns and want to know what can be done with them. The State (EGLE) has given a definitive answer - If an individual has maintained an area as a lawn, they can add fill. They are not considering these wet lawns as wetlands.

Healthy Lakes Landscaping presentation

Village of Central Lake

Plant information/Final stabilization/project review

Skorzo

**Torch Lake Township**

Healthy Lakes Landscaping consultation

Hedman and 3 of her neighbors

Great Lakes shoreline consultation

Kremidas

Great Lakes shoreline consultation

Ranie

Great Lakes shoreline consultation

Paunessa

Great Lakes shoreline consultation

McClellan

Stream erosion

Insolaco

Shoreline stabilization

Paradise Estates/Mike

**Mancelona**

Wetzel Lake with Mike Meriwether

Heidi Shaffer

### Elk Rapids

Pre-application consultation  
Project review - need for culverts/flooding on Bay  
Preapplication consultation

Christie/Steuer  
Steuer/Madion  
Veliquette

### Kearney

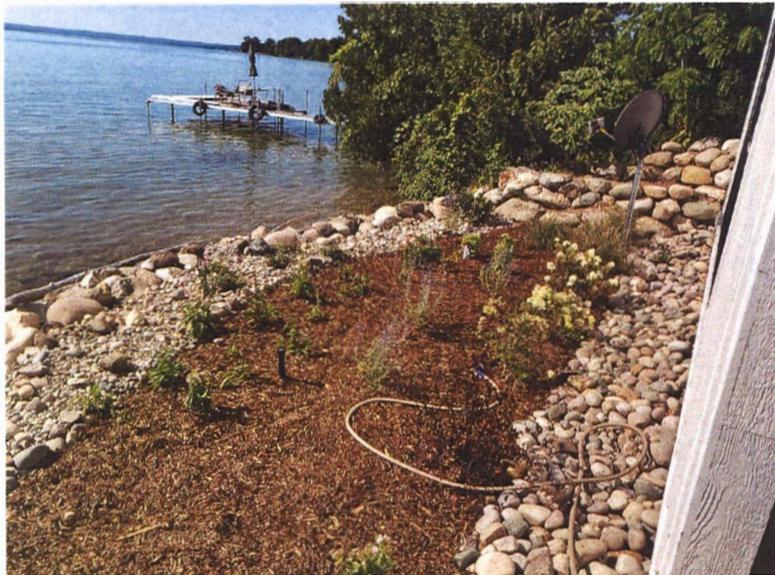
Pre-application consultation-Shanty Creek trail reroute  
Neighbor flooding issues - footing drain

Krause

### Custer

Road runoff issues/erosion - recommend talking with Road Commission

Emery



Health Lakes Landscaping  
Stormwater Management and Buffer



Health Lakes Landscaping  
Stormwater Management and Permeable Patio

08/13/2020

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY  
 PERIOD ENDING 07/31/2020  
 % Fiscal Year Completed: 58.20

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020		ACTIVITY FOR MONTH 07/31/20	YTD BALANCE 07/31/2020	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET				
Fund 101000 - GENERAL							
Revenues							
TAX	TAXES	10,230,580.00	10,230,580.00	1,080,663.10	1,797,808.62	8,432,771.38	17.57
UNCLASSIF	Unclassified	138,200.00	221,230.96	13,821.90	158,772.96	62,458.00	71.77
L&P	LICENSES & PERMITS	185,675.00	185,675.00	68,516.00	249,841.00	(64,166.00)	134.56
OA	OTHER AGENCIES	1,243,192.00	1,263,310.59	62,491.65	567,393.23	695,917.36	44.91
CS	CURRENT SERVICES	995,300.00	995,300.00	111,602.84	500,034.34	495,265.66	50.24
OS	OTHER SERVICES	930,838.00	947,314.63	36,422.97	848,906.73	98,407.90	89.61
TOTAL REVENUES		13,723,785.00	13,843,411.18	1,373,518.46	4,122,756.88	9,720,654.30	29.78
Expenditures							
101	COMMISSIONERS	286,185.00	286,185.00	35,973.87	156,919.63	129,265.37	54.83
131	CIRCUIT COURT	307,364.00	307,364.00	38,518.58	138,312.99	169,051.01	45.00
132	FAMILY DIVISION - CIRCUIT COURT	539,344.00	539,344.00	47,112.55	271,684.02	267,659.98	50.37
133	CIRCUIT COURT PROBATION	3,000.00	3,000.00	263.87	1,417.18	1,582.82	47.24
134	FAMILY CRT - DETENTION SUPPORT SERVICES	18,000.00	18,000.00	0.00	1,870.09	16,129.91	10.39
136	DISTRICT COURT	525,461.00	525,461.00	80,090.08	219,239.27	306,221.73	41.72
141	FRIEND OF THE COURT	42,919.00	42,919.00	24,080.48	24,080.48	18,838.52	56.11
148	PROBATE COURT	335,421.00	338,390.00	27,182.47	149,554.86	188,835.14	44.20
165	JURY COMMISSION	2,783.00	2,783.00	1,507.92	2,842.27	(59.27)	102.13 Y
172	COUNTY ADMINISTRATOR	371,709.00	372,704.68	40,288.72	203,139.83	169,564.85	54.50
191	ACCOUNTING	102,905.00	132,905.00	9,646.36	40,602.63	92,302.37	30.55
212	BUDGET-ACCTNG SERV	97,391.00	97,391.00	0.00	12,795.75	84,595.25	13.14
215	COUNTY CLERK	421,888.00	421,888.00	34,921.66	215,832.68	206,055.32	51.16
216	COMMUNICATIONS	72,600.00	72,600.00	3,755.39	12,282.69	60,317.31	16.92
228	COMPUTER	258,865.00	258,865.00	22,820.05	134,814.90	124,050.10	52.08
233	PURCHASING	21,230.00	21,230.00	356.10	8,958.25	12,271.75	42.20
250	TAX ALLOCATION BOARD	370.00	370.00	0.00	140.00	230.00	37.84
253	COUNTY TREASURER	291,693.00	291,812.28	28,974.07	154,509.98	137,302.30	52.95
257	EQUALIZATION	297,200.00	297,489.90	25,821.56	156,359.47	141,130.43	52.56
261	MSU EXTENSION	182,492.00	182,492.00	14,377.83	105,820.85	76,671.15	57.99
262	ELECTIONS	89,178.00	89,178.00	3,397.16	43,169.67	46,008.33	48.41
263	GROVE ST. ANNEX	13,500.00	13,500.00	756.41	7,087.63	6,412.37	52.50
264	05 COURTHOUSE	117,536.00	117,536.00	10,919.17	60,955.98	56,580.02	51.86
265	BUILDING & GROUNDS	569,485.00	597,126.73	55,289.69	318,289.48	278,837.25	53.30
267	PROSECUTING ATTORNEY	527,040.00	527,040.00	61,006.70	297,149.43	229,890.57	56.38
268	REGISTER OF DEEDS	243,405.00	246,202.44	26,063.39	136,387.70	109,814.74	55.40

269	MICROFILM 2006		11,250.00	11,250.00	81.01	2,064.97	9,185.03	18.36
270	HUMAN RESOURCES		101,928.00	101,928.00	9,320.15	51,535.49	50,392.51	50.56
271	PLAT BOARD		250.00	250.00	0.00	58.49	191.51	23.40
272	PROS. ATTY.-VICTIMS RIGHTS 2006	B	32,307.00	32,307.00	5,876.47	25,968.47	6,338.53	80.38 Y
273	P.A. CHILD SUPPORT/IVD 2006	B	25,214.00	25,214.00	250.81	3,484.36	21,729.64	13.82
275	DRAIN COMMISSIONER		632.00	632.00	78.85	365.99	266.01	57.91
277	ABSTRACT		110,566.00	110,566.00	2,998.33	52,891.09	57,674.91	47.84
278	SURVEY & REMONUMENTATION		43,000.00	43,000.00	0.00	0.00	43,000.00	0.00
301	SHERIFF		3,928,549.00	3,929,513.00	357,507.40	1,808,679.30	2,120,833.70	46.03
331	MARINE		144,540.00	144,540.00	31,980.22	66,490.40	78,049.60	46.00
334	SECONDARY ROADS		66,556.00	74,815.00	7,788.67	30,779.76	44,035.24	41.14
335	TRAVERSE NARCOTICS TEAM	C	2,000.00	2,000.00	0.00	2,000.00	0.00	100.00 Y
351	JAIL		405,384.00	405,384.00	33,010.09	230,713.85	174,670.15	56.91
352	ZERO TOLERANCE	D	133,175.00	133,175.00	12,250.98	77,687.60	55,487.40	58.33 Y
426	EMERGENCY SERVICES		83,754.00	88,291.68	7,820.19	47,721.54	40,570.14	54.05
430	ANIMAL CONTROL	E	200,306.00	218,406.43	22,496.53	128,871.36	89,535.07	59.01 Y
442	DAMS AND DAMS OPERATOR		73,791.00	75,791.00	11,574.16	37,743.97	38,047.03	49.80
601	HEALTH	F	511,409.00	511,409.00	213,675.54	389,112.83	122,296.17	76.09 Y
648	MEDICAL EXAMINER		28,850.00	28,850.00	1,839.64	13,785.78	15,064.22	47.78
671	WELFARE		30,914.00	30,914.00	2,089.83	10,746.39	20,167.61	34.76
673	AGING - NOT REIMBURSED		2,709.00	2,709.00	448.07	756.14	1,952.86	27.91
682	VETERANS AFFAIRS		133,882.00	150,608.65	25,554.65	80,688.67	69,919.98	53.58
694	HOUSING - ADMINISTRATION		2,692.00	2,692.00	0.26	30.78	2,661.22	1.14
719	RESOURCE RECOVERY		54,045.00	54,045.00	17,799.46	17,800.22	36,244.78	32.94
720	PLANNING COMMISSION		5,930.00	5,930.00	1.83	1,248.98	4,681.02	21.06
728	ECONOMIC DEVELOPMENT COMM.		4,465.00	4,465.00	1.52	994.18	3,470.82	22.27
754	PARKS - CEDAR RIVER NA, MOHR NA, MURPHY		3,900.00	3,900.00	500.00	500.00	3,400.00	12.82
755	PARKS - NOTEWARE, WETZEL, WILLOW, BEAL		8,150.00	8,150.00	200.00	200.00	7,950.00	2.45
756	PARK		286,898.00	286,898.00	54,676.82	108,120.53	178,777.47	37.69
757	PARKS - ELK RAPIDS		18,720.00	18,720.00	2,050.94	2,831.10	15,888.90	15.12
851	INSURANCE & BONDS		387,000.00	387,000.00	4,648.00	277,784.50	109,215.50	71.78 Y
895	SPECIAL PROJECTS--OTHER		656,850.00	638,149.57	113.05	113.57	638,036.00	0.02
901	CAPITAL OUTLAY		684,447.00	862,156.24	73,244.06	335,503.12	526,653.12	38.91
902	CAPITAL OUTLAY-COMPUTERS		18,050.00	18,050.00	0.00	17,978.00	72.00	99.60 Y
966	APPROPRIATIONS		983,738.00	1,003,214.63	494,869.00	1,003,214.63	0.00	100.00 Y
967	TRANSFER OUT		91,391.00	127,987.70	86,891.00	123,487.70	4,500.00	96.48 Y
TOTAL EXPENDITURES			15,016,206.00	15,346,688.93	2,074,761.61	7,826,171.47	7,520,517.46	51.00
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Fund 101000 - GENERAL:								
TOTAL REVENUES			13,723,785.00	13,843,411.18	1,373,518.46	4,122,756.88	9,720,654.30	29.78
TOTAL EXPENDITURES			15,016,206.00	15,346,688.93	2,074,761.61	7,826,171.47	7,520,517.46	51.00
NET OF REVENUES & EXPENDITURES			(1,292,421.00)	(1,503,277.75)	(701,243.15)	(3,703,414.59)	2,200,136.84	246.36
BEG. FUND BALANCE			12,351,785.10	12,351,785.10		12,351,785.10		
END FUND BALANCE			11,059,364.10	10,848,507.35		8,648,370.51		

Antrim County  
July Budget Comments

- A. Jury Commission: Travel over budget by \$64.
- B. Prosecuting Attorney – Victims’ Rights: Reason for overage in Victims’ Rights is allocation of staff. One staff budgeted for split between victims’ rights and child support. All time is spent in victims’ rights.
- C. Traverse Narcotics Team: Annual invoice.
- D. Zero Tolerance: caused by Tucker’s wages. Addressed in payroll budget amendment, entered in August.
- E. Animal Control: Overages due to overtime and supplies for feeding horses. Budget amendment requested for food/vaccinations to come from the donation fund.
- F. Health: Includes 3 quarters for health department and both semi-annual appropriations for mental health.

**Antrim County SO****BANKS TOWNSHIP**

JULY 2020

Nature	# Events
911 CHECK	20
ALARM	1
ANIMAL BITE	2
ANIMAL CONTROL COMP	8
CAR DEER ACCIDENT	1
CIVIL (NON-CRIMINAL)	2
CONSERVATION OR DNR	1
CRIMINAL SEXUAL CON	1
DRIVING COMPLAINT	5
FIRE ALARM	1
FOLLOWUP	5
FRAUD	3
GENERAL ASSIST	3
GENERAL FIRE	1
HAZARDOUS CONDITION	3
LINE DOWN	1
MEDICAL CALL	18
MISCELLANEOUS	2
MOTORIST ASSIST	2
PERSONAL INJURY ACC	6
PERSONAL INJURY REPORT	1
PROPERTY DAMAGE ACC	3
PROPERTY FOUND / LOST	1
SHOTS FIRED	1
TRAFFIC STOP	9
TREE DOWN	3
TRESSPASSING	1
UNWANTED SUBJ	1
VIOL PUBLIC HEALTH CODE	7

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**Total**

**113**

**Antrim County SO**  
**CENTRAL LAKE TOWNSHIP**  
 JULY 2020

Nature	# Events
911 CHECK	38
ALARM	2
ANIMAL CONTROL COMP	5
ARGUMENT, VERBAL	1
ASSAULT (N I P)	1
ASSAULT IN PROGRESS	1
BOAT FIRE	2
CAR DEER ACCIDENT	2
CIVIL (NON-CRIMINAL)	1
CONSERVATION OR DNR	1
DOMESTIC ASSAULT	1
DRIVING COMPLAINT	1
FOLLOWUP	2
GENERAL ASSIST	5
HARRASMENT	1
HAZARDOUS CONDITION	2
LARCENY	1
LINE DOWN	1
MARINE PATROL COMPLAINT	1
MARINE STOP	4
MEDICAL CALL	22
MISCELLANEOUS	2
MOTORIST ASSIST	3
NOISE COMPLAINT	1
OVERDOSE	1
PROPERTY FOUND / LOST	2
SHOTS FIRED	1
SUSPICIOUS SITUATION	2
TEST	1

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<b>Nature</b>	<b># Events</b>
TRAFFIC STOP	9
TREE DOWN	3
TRESSPASSING	3
VIN INSPECTION	10
<b>Total</b>	<b>133</b>

**Antrim County SO**  
**CHESTIONIA TOWNSHIP**  
 JULY 2020

Nature	# Events
911 CHECK	5
ANIMAL CONTROL COMP	1
BURNING COMPLAINT	1
CIVIL (NON-CRIMINAL)	6
DRIVING COMPLAINT	1
DRUNK/DISORDERLY	1
DWLS/DWLR	1
FIRE ASSIST	1
FOLLOWUP	6
GENERAL ASSIST	5
GRASS / BRUSH FIRE	1
HARRASMENT	2
HAZARDOUS CONDITION	4
JUVENILE DELINQUENT	2
MALIC DESTRUC OF PROP	2
MEDICAL CALL	11
PPO VIOLATION	1
PROPERTY DAMAGE ACC	1
PROPERTY FOUND / LOST	1
SUSPICIOUS SITUATION	4
THREATS	1
TRAFFIC STOP	19
TRANSPORT	1
VEHICLE IN DITCH	1
WELLNESS CHECK	1
<b>Total</b>	<b>80</b>

**Antrim County SO****CUSTER TOWNSHIP**

JULY 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	29
ALARM	1
ANIMAL CONTROL COMP	5
ARGUMENT, VERBAL	2
B&E (IN PROGRESS)	1
BE ON THE LOOKOUT	2
CAR DEER ACCIDENT	2
CIVIL (NON-CRIMINAL)	2
CONSERVATION OR DNR	2
CUSTODY DISPUTE	1
DOMESTIC ASSAULT	4
DRIVING COMPLAINT	10
FIRE ASSIST	2
FRAUD	1
GENERAL ASSIST	7
GENERAL FIRE	1
GRASS / BRUSH FIRE	1
HAZARDOUS CONDITION	1
LARCENY	1
MALIC DESTRUC OF PROP	3
MARINE STOP	1
MEDICAL CALL	27
MENTAL	1
MISCELLANEOUS	3
MOTORIST ASSIST	1
NOISE COMPLAINT	1
PERSONAL INJURY ACC	12
PROPERTY DAMAGE ACC	2
PROPERTY FOUND / LOST	2

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<b>Nature</b>	<b># Events</b>
SUSPICIOUS PERSON	1
SUSPICIOUS SITUATION	2
SUSPICIOUS VEHICLE	2
TEST	1
TRAFFIC STOP	9
TREE DOWN	2
<b>Total</b>	<b>145</b>

**Antrim County SO****ECHO TOWNSHIP**

JULY 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	4
ANIMAL BITE	1
ANIMAL CONTROL COMP	1
CAR DEER ACCIDENT	4
CIVIL (NON-CRIMINAL)	3
CUSTODY DISPUTE	1
FOLLOWUP	1
FRAUD	3
GENERAL ASSIST	3
HARRASMENT	2
LINE DOWN	1
MARINE PATROL COMPLAINT	1
MEDICAL CALL	13
MENTAL	1
MISCELLANEOUS	1
MOTORIST ASSIST	1
NOISE COMPLAINT	2
OVERDOSE	1
PANDEMIC/EPIDEMIC	1
PERSONAL INJURY REPORT	1
PRIVATE PROPERTY PDA	1
SUSPICIOUS SITUATION	1
SUSPICIOUS VEHICLE	1
THREATS	1
TRAFFIC STOP	1
<b>Total</b>	<b>51</b>

**Antrim County SO**  
**ELK RAPIDS TOWNSHIP**  
 JULY 2020

Nature	# Events
911 CHECK	31
ABANDON VEHICLE	1
ALARM	2
ANIMAL BITE	1
ANIMAL CONTROL COMP	1
ARGUMENT, VERBAL	1
CAR DEER ACCIDENT	1
CONSERVATION OR DNR	1
DEATH	2
FIRE WORKS	5
GENERAL ASSIST	1
LIFT ASSIST	1
MARINE PATROL COMPLAINT	4
MARINE STOP	2
MEDICAL ALERT ALARM	3
MEDICAL CALL	10
MISCELLANEOUS	1
NOISE COMPLAINT	1
PARKING VIOLATIONS	1
SUSPICIOUS PERSON	1
TRAFFIC STOP	14
TRANSPORT	1
TREE DOWN	2
WATER RESCUE	1
WELLNESS CHECK	1
<b>Total</b>	<b>90</b>

**Antrim County SO**  
**FOREST HOME TOWNSHIP**  
**JULY 2020**

Nature	# Events
911 CHECK	43
ALARM	2
ANIMAL CONTROL COMP	7
ARGUMENT, VERBAL	1
CAR DEER ACCIDENT	8
CIVIL (NON-CRIMINAL)	1
CONSERVATION OR DNR	8
DOMESTIC ASSAULT	1
DRIVING COMPLAINT	1
DRUNK/DISORDERLY	1
FIRE WORKS	2
FOLLOWUP	2
GENERAL ASSIST	7
GENERAL FIRE	1
GRASS / BRUSH FIRE	1
HAZARDOUS CONDITION	2
LARCENY	2
LINE DOWN	3
MARINE PATROL COMPLAINT	11
MARINE STOP	9
MEDICAL ALERT ALARM	3
MEDICAL CALL	30
MENTAL	2
MISCELLANEOUS	1
MISSING PERSON	1
MOTORIST ASSIST	4
NOISE COMPLAINT	1
PARKING VIOLATIONS	2
PROPERTY FOUND / LOST	2

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Nature	# Events
PROPERTY INSPECTION	1
SUSPICIOUS PERSON	2
SUSPICIOUS VEHICLE	2
TEST	1
TRAFFIC STOP	8
TREE DOWN	5
TRESSPASSING	1
VIOL PUBLIC HEALTH CODE	1
<b>Total</b>	<b>180</b>

**Antrim County SO****HELENA TOWNSHIP**

JULY 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	35
ALARM	5
ANIMAL BITE	1
ANIMAL CONTROL COMP	3
ASSAULT IN PROGRESS	1
CANINE DEPLOYMENT	1
CAR DEER ACCIDENT	3
CIVIL (NON-CRIMINAL)	1
CONSERVATION OR DNR	3
DRIVING COMPLAINT	3
DRUNK/DISORDERLY	1
FIRE ALARM	1
FIRE WORKS	3
FOLLOWUP	6
FRAUD	1
GENERAL ASSIST	2
HAZARDOUS CONDITION	1
HIT & RUN (NO INJURY)	1
LARCENY	1
LINE DOWN	1
MALIC DESTRUC OF PROP	1
MARINE PATROL COMPLAINT	15
MARINE STOP	12
MEDICAL CALL	20
MISCELLANEOUS	2
MONITOR TEST	1
PARKING VIOLATIONS	1
PERSONAL INJURY ACC	3
PRIVATE PROPERTY PDA	1

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Nature	# Events
PROPERTY DAMAGE ACC	3
PROPERTY INSPECTION	1
SUSPICIOUS SITUATION	3
SUSPICIOUS VEHICLE	1
TRAFFIC STOP	14
TREE DOWN	4
VIOL PUBLIC HEALTH CODE	2
WARRANT ARREST	1
WATER RESCUE	3
WELLNESS CHECK	1
<b>Total</b>	<b>163</b>

**Antrim County SO****JORDAN TOWNSHIP**

JULY 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	5
ANIMAL CONTROL COMP	5
ASSAULT (N I P)	1
BE ON THE LOOKOUT	1
CAR DEER ACCIDENT	4
CIVIL (NON-CRIMINAL)	1
CONSERVATION OR DNR	1
DRIVING COMPLAINT	2
DUMPING	1
FOLLOWUP	4
GENERAL ASSIST	2
HARRASMENT	1
HAZARDOUS CONDITION	3
MEDICAL CALL	1
MISCELLANEOUS	3
PERSONAL INJURY REPORT	2
PROPERTY DAMAGE ACC	1
PROPERTY FOUND / LOST	1
SHOTS FIRED	2
SUSPICIOUS SITUATION	1
SUSPICIOUS VEHICLE	1
TRAFFIC STOP	6
TRESSPASSING	1
UNWANTED SUBJ	1
WATER RESCUE	3
<b>Total</b>	<b>54</b>

**Antrim County SO****KEARNEY TOWNSHIP**

JULY 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	49
ALARM	2
CIVIL (NON-CRIMINAL)	1
CONSERVATION OR DNR	2
CRIMINAL SEXUAL CON	1
DEATH	1
DOMESTIC ASSAULT	2
DRIVING COMPLAINT	1
FIRE ALARM	2
FIRE WORKS	2
FOLLOWUP	4
FRAUD	1
GENERAL ASSIST	8
HAZARDOUS CONDITION	1
JUVENILE DELINQUENT	1
LARCENY	2
LINE DOWN	2
MARINE PATROL COMPLAINT	4
MARINE STOP	2
MEDICAL ALERT ALARM	1
MEDICAL CALL	26
MENTAL	1
MISCELLANEOUS	2
MOTORIST ASSIST	1
NOISE COMPLAINT	1
NON-EMERGENCY TRANS	9
PERSONAL INJURY ACC	2
PERSONAL INJURY REPORT	1
PRIVATE PROPERTY PDA	3

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<b>Nature</b>	<b># Events</b>
SUSPICIOUS PERSON	1
SUSPICIOUS SITUATION	1
SUSPICIOUS VEHICLE	2
TRAFFIC STOP	7
TREE DOWN	5
UNLAWFUL DRIVING AWAY	1
WATER RESCUE	3
WELLNESS CHECK	1
<b>Total</b>	<b>156</b>

**Antrim County SO**  
**MANCELONA TOWNSHIP**  
 JULY 2020

Nature	# Events
911 CHECK	48
ABANDON VEHICLE	1
ALARM	6
ANIMAL BITE	3
ANIMAL CONTROL COMP	18
ARGUMENT, VERBAL	2
ARMED SUBJECT	2
ASSAULT (N I P)	4
ASSAULT IN PROGRESS	3
B&E (IN PROGRESS)	1
B&E (NOT IN PROGRESS)	1
BE ON THE LOOKOUT	3
BURNING COMPLAINT	1
CAR DEER ACCIDENT	4
CHILD NEGLECT - IP	1
CHILD NEGLECT - REPORT	1
CIVIL (NON-CRIMINAL)	11
CONSERVATION OR DNR	1
CRIMINAL SEXUAL CON	1
DEATH	1
DOMESTIC ASSAULT	6
DRIVING COMPLAINT	15
DRUNK/DISORDERLY	1
DUMPING	1
EXPLOSIONS	3
FIRE ASSIST	1
FIRE WORKS	1
FRAUD	1
GENERAL ASSIST	19

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<b>Nature</b>	<b># Events</b>
GENERAL FIRE	1
HARRASMENT	1
JUVENILE DELINQUENT	1
LARCENY	2
MALIC DESTRUC OF PROP	3
MEDICAL CALL	38
MENTAL	5
MISCELLANEOUS	6
MONITOR TEST	4
MOTORIST ASSIST	4
NARCOTICS	1
NOISE COMPLAINT	1
OPEN DOOR	1
OUIL / OUID	3
PAPER SERVICE	5
PERSONAL INJURY ACC	3
PROPERTY FOUND / LOST	4
PROWLER	1
SHOTS FIRED	1
SUICIDAL SUBJ	1
SUSPICIOUS SITUATION	6
SUSPICIOUS VEHICLE	2
THREATS	3
TRAFFIC STOP	50
TRANSPORT	1
TREE DOWN	3
TRESSPASSING	1
UNWANTED SUBJ	1
VEHICLE FIRE	2
WELLNESS CHECK	2
<b>Total</b>	<b>318</b>

**Antrim County SO****MILTON TOWNSHIP**

JULY 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	124
ALARM	5
ANIMAL CONTROL COMP	6
ARGUMENT, VERBAL	1
ASSAULT IN PROGRESS	2
CAR DEER ACCIDENT	2
CIVIL (NON-CRIMINAL)	2
CONSERVATION OR DNR	3
CRIMINAL SEXUAL CON	2
DEATH	1
DOMESTIC ASSAULT	3
DRIVING COMPLAINT	8
DROWNING	2
DRUNK/DISORDERLY	2
FIRE ALARM	3
FIRE ASSIST	2
FOLLOWUP	5
FRAUD	3
GENERAL ASSIST	10
HARRASMENT	2
HAZARDOUS CONDITION	2
LARCENY	4
LINE DOWN	4
MALIC DESTRUC OF PROP	2
MARINE PATROL COMPLAINT	25
MARINE STOP	126
MEDICAL CALL	30
MENTAL	2
MISCELLANEOUS	6

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Nature	# Events
MISSING PERSON	2
MONITOR TEST	1
MOTORIST ASSIST	2
NOISE COMPLAINT	5
OUIL / OUID	1
PARKING VIOLATIONS	17
PERSONAL INJURY REPORT	1
PRIVATE PROPERTY PDA	2
PROBATION VIOLATION	1
PROPERTY DAMAGE ACC	3
PROPERTY FOUND / LOST	5
PROPERTY INSPECTION	1
SUSPICIOUS PERSON	1
SUSPICIOUS SITUATION	1
SUSPICIOUS VEHICLE	3
THREATS	4
TRAFFIC STOP	25
TRANSPORT	1
TREE DOWN	8
UNWANTED SUBJ	2
VEHICLE IN DITCH	1
VIOL. PUBLIC HEALTH CODE	1
WATER RESCUE	9
WELLNESS CHECK	1
<b>Total</b>	<b>487</b>

**Antrim County SO**

**STAR TOWNSHIP**

JULY 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	33
ANIMAL BITE	1
ANIMAL CONTROL COMP	2
ARGUMENT, VERBAL	1
BE ON THE LOOKOUT	1
CAR DEER ACCIDENT	1
CIVIL (NON-CRIMINAL)	1
CONSERVATION OR DNR	1
CRIMINAL SEXUAL CON	2
DOMESTIC ASSAULT	1
DRIVING COMPLAINT	5
FOLLOWUP	3
GENERAL ASSIST	2
HAZARDOUS CONDITION	1
LARCENY	2
MALIC DESTRUC OF PROP	1
MEDICAL CALL	7
MISCELLANEOUS	3
MONITOR TEST	1
MOTORIST ASSIST	2
NOISE COMPLAINT	1
PERSONAL INJURY ACC	2
PPO VIOLATION	1
SUSPICIOUS VEHICLE	1
TRAFFIC STOP	19
TREE DOWN	1
VEHICLE FIRE	2
VEHICLE IN DITCH	1
<b>Total</b>	<b>99</b>

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**Antrim County SO**  
**TORCH LAKE TOWNSHIP**  
 JULY 2020

Nature	# Events
911 CHECK	39
ABANDON VEHICLE	2
ALARM	3
ANIMAL CONTROL COMP	1
ASSAULT (N I P)	1
CAR DEER ACCIDENT	1
CIVIL (NON-CRIMINAL)	1
CUSTODY DISPUTE	1
DOMESTIC ASSAULT	1
DRIVING COMPLAINT	6
DROWNING	4
DRUNK/DISORDERLY	1
FIRE ALARM	2
FIRE WORKS	3
FOLLOWUP	3
FRAUD	2
GENERAL ASSIST	5
HARRASMENT	2
LARCENY	1
LIFT ASSIST	1
LINE DOWN	1
MALIC DESTRUC OF PROP	2
MARINE PATROL COMPLAINT	5
MARINE STOP	6
MEDICAL ALERT ALARM	1
MEDICAL CALL	14
MISCELLANEOUS	4
MONITOR TEST	3
MOTORIST ASSIST	1

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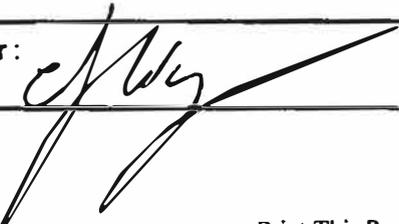
Nature	# Events
PARKING VIOLATIONS	2
PERSONAL INJURY ACC	2
PERSONAL INJURY REPORT	2
PRIVATE PROPERTY PDA	1
PROPERTY DAMAGE ACC	3
PROPERTY FOUND / LOST	2
SUSPICIOUS PERSON	1
SUSPICIOUS SITUATION	4
TRAFFIC STOP	11
TREE DOWN	2
UNWANTED SUBJ	1
<b>Total</b>	<b>148</b>

**Antrim County SO**

**WARNER TOWNSHIP**

JULY 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	10
BE ON THE LOOKOUT	1
DRIVING COMPLAINT	8
FRAUD	1
GENERAL ASSIST	1
HAZARDOUS CONDITION	2
HIT & RUN (NO INJURY)	1
LARCENY	1
MEDICAL CALL	7
MOTORIST ASSIST	1
PROPERTY DAMAGE ACC	1
TRAFFIC STOP	14
TREE DOWN	1
<b>Total</b>	<b>49</b>

Antrim County Animal Control	DOGS			CATS		
	Totals	Altered at Intake	Unaltered at Intake	Totals	Altered at Intake	Unaltered at Intake
From: 07/01/2020 12:00 AM To: 07/31/2020 11:59 PM						
Total Intakes :	22	4	18	12	0	12
Total Stray :	19	4	15	2	0	2
Impounded :	1	0	1	0	0	0
Turned in by owner :	2	0	2	10	0	10
Returned to owner :	20	5	15	0	0	0
Total Sold :	7	0	7	11	0	11
Total Euthanized :	0	0	0	1	0	1
Escaped :	0	0	0	0	0	0
Died :	0	0	0	0	0	0
Quarantine :	0	0	0	0	0	0
<b>OTHER ANIMALS : FARM &amp; WILDLIFE :</b>						
Total Wildlife :	0					
Total Farm :	0					
Total Other :	0					
Complaints Received :	917					
Animal Bites :	8					
Miles Traveled :	685					
Gasoline Used :	53.8 gallons					
Warrants Obtained :	0					
Tickets Issued :	2					
Warnings Given :	80					
Animal Control Officer : (signature)						# 602

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**In-House  
Animal  
Count**

**July 1, 2020**

**16 Dogs**

**21 Cats**

**July 31, 2020**

**10 Dogs**

**19 Cats**

**Adoptions**

**7 Dogs**

**11 Cats**

**Return To Owner (stray)**

**16 Dogs**

**Antrim County**  
**Animal Control**  
**Gas and Mileage**

**June 2020**                      **Start Mileage 57,822**

**End Mileage 58,507**

<b><u>Date:</u></b>	<b><u>Gallons</u></b>	<b><u>Mileage</u></b>
<b>7/13/20</b>	<b>25.3</b>	<b>58,021</b>
<b>7/27/20</b>	<b>28.5</b>	<b>58,323</b>