



# Antrim County Board of Commissioners



Ed Boettcher, Chairman

Thursday, September 17, 2020 @ 7:00 p.m.

## Zoom Webinar

Please click this URL to join.

<https://us02web.zoom.us/j/84168742882?pwd=WEVTWDFoNXIxWVcxZnhzR3NjRjQwdz09>

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 September 16 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 ..... 3
  - A. [August 24, 2020 Work Session](#)
  - B. [August 27, 2020 Work Session](#)
  - C. [September 3, 2020 Regular Meeting](#)
5. Communications/Notices ..... X
  - A. Village of Bellaire Department of Public Works
  - B. Northern Lakes Economic Alliance Press Release
6. Liaison Reports
7. Committee Reports (as needed)
8. Old/Unfinished Business ..... X
  - A. Policy: Temporary Work from Home
  - B. FY2021 Budget: Final Discussion
9. New Business ..... X
  - A. Claims and Accounts
  - B. Discussion: Health Department Permitting Process
  - C. Maintenance – Havel Agreement
  - D. Gosling Czubak Easement Requests
  - E. Human Resources
    1. Protected Trust Business Agreement
    2. Discussion: Administrator and Finance Director Evaluations
    3. **MERS Delegate Appointment**
  - F. Sheriff's Office

	1. Dispatch – Additional Dispatcher Position	
	2. 911 – Township Radio Memorandum of Understanding	
	G. Discussion: Designated County Assessor	
10.	Appointments/Annual Reports.....	49
	A. Appointments	
	1. 2019 Audit Presentation – Ken Talsma, Anderson & Tackman.....	7:30 p.m.
	B. Annual Reports	
	1. <a href="#">Circuit Court</a> (Information Only)	
11.	Reports.....	50
	A. County Administrator Report	
	1. Building Department	
	2. Antrim County Transportation	
	3. Airport	
	4. Soil Erosion Control Report	
	B. Finance Director Report	
	1. Revenue & Expenditure Report	
	2. Budget Amendment – Coronavirus Relief Local Government Grant	
	3. Budget Amendment – First Responder Hazard Pay Premiums Program	
	C. Sheriff's Report (Information Only)	
	1. Township Statistics	
	2. Animal Control Statistics	
	D. Chairman Report	
12.	Various Matters	
13.	Public Comment	
14.	Adjourn	

REVIEWED



# *Memorandum Administration Office*

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September 17, 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 September 11, 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 September 3, 2020 regular Board of Commissioners via electronic communication on September 11. If there are no corrections to those minutes, please consider the following action:

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of the September 11, 2020 meeting as presented.**

You also received the minutes from the August 24 and August 27 Board of Commissioners budget work sessions via electronic communication on September 11. If there are no corrections to those minutes, please consider the following action(s):

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of the August 24, 2020 meeting as presented.**

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of the August 27, 2020 meeting as presented.**

**From:** [dpwdirector@bellairemichigan.com](mailto:dpwdirector@bellairemichigan.com)  
**To:** [County Administrator](#)  
**Subject:** Bank Lot  
**Date:** Tuesday, September 8, 2020 1:08:31 PM

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Good Afternoon,

I am just letting you know that Village Council voted last week and took the stance of not letting DPW do the restoration of bank lot. Council felt as though the Village is "not for hire" for projects like this and we would be taking work away from local contractors.

**Bradley Keiser**

*DPW Director*

Village of Bellaire

Office: 231.533.6414

## **NLEA Announces New President**

**(<https://www.northernlakes.net/announces-new-president/>)**

The Northern Lakes Economic Alliance (NLEA), in conjunction with MSU Extension, have announced the new President of the NLEA. **David Emmel** of Harbor Springs will step into that role next month succeeding Andy Hayes who will retire at the end of the year. Emmel will be just the fourth NLEA president in the organization's 36-year history.

The NLEA is a regional public-private economic development organization serving Antrim, Charlevoix and Cheboygan Counties. For the past 25-years, the organization has worked in partnership with MSU Extension who played a key role in the hiring process.

Emmel brings to the job an impressive body of work in economic development, health care administration, non-profit management, and experience as an entrepreneur. Most recently he has been the Regional Director and Senior Business Consultant for the Small Business Development Center of Northeast Michigan. He also served as Adjunct Faculty at Northwood University in Midland developing curriculum and teaching entrepreneurial strategy and business modeling among other areas of study.

The Chairman of the NLEA's Board of Directors, **Bill Scott**, said the hiring committee was very impressed with Emmel's strong background in working with businesses and municipalities across northern Michigan. "With David's leadership, we're confident the NLEA will continue to be an integral partner in providing a strong environment for growing our region's economy," Scott said.

"MSU Extension is equally as excited to welcome David to the NLEA," said **Dave Ivan**, Director of MSU Extension Community, Food and Environment Institute. "We're looking forward to continuing our partnership and sharing

MSU's vast economic development resources with David to further enhance area businesses and communities," Ivan added.

Emmel said he was humbled to be selected to lead the NLEA and said the timing is good with the recent economic disruptions that have occurred. "We can create some incredible opportunities for businesses, budding entrepreneurs and communities. I'm thrilled to be part of it and to partner with the NLEA Board and its stakeholders," Emmel said.

Emmel is expected to begin work at the NLEA on October 1 giving him some time to work with the current president, Hayes, who has been with the organization for 15-years. "Having some time with Andy will assure a seamless transition for the organization," said Scott. "We have a great staff in place and the organization is on solid footing, so we're poised for great success on into the future," Scott added.

Scott notes that over the past five years the NLEA has completed 234 successful projects which resulted in \$462 million in private investment, over \$17 million in grant funding, and more than \$10 million in local government investment. In all the organization has assisted companies to create and retain more than 3,600 jobs in that period.

## Get the NLEA E-Newsletter

Be in the know about programs and events to benefit your communities and businesses.

(<https://www.northernlakes.net/about-us/e-news-signup/>).

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## Action Request to Board of Commissioners

**Meeting Date:** September 3, 2020

**Department:** Human Resources and Administration

**Submitted By:** Stephanie Murray, Director & Peter Garwood, Administrator

**Agenda Item:** Temporary Remote Work Policy – Covid-19

### 1. Action Request/Suggested Motion

To approve the Temporary Remote Work Policy and Agreement as presented.

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

Changes have been made as a result of comments made at the September 3 Board meeting.

Due to the COVID-19 pandemic, there may be reasons why various departments and offices may at some point need to let an employee or employees work remotely, if possible. The fact that schools are starting up, in particular some with virtual learning, is one reason this issue is coming up at this time. Additionally, we have already allowed employees to work from home when they are waiting for their COVID-19 test results (if possible). This policy allows a department head/elected official working with the County Administrator and the HR Department to allow an employee to work from home on a temporary basis.

I sent out an email blast to the other county administrators regarding this issue and found that they also were dealing with it, and most had a policy recently adopted by their Board of Commissioners. Stephanie took the policy that seemed to fit Antrim County best and tailored it for our purposes. It, or some version of it, was in use by more counties than any other policy.

Due to the startup of the schools, I received one request from an employee along with the Equalization Director that the employee be allowed to work remotely (from home). Due to the COVID-19 pandemic, the individual has children participating in school from home through virtual classes. The Equalization Director assured me the individual can perform the required duties from home. I agreed to allow the employee to work from home on a temporary basis due to the immediate need for a decision. However, if the Board does not approve the policy, I will contact the employee and let them know the work must be performed from the County Building.

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

To work with our employees during this unprecedented time, and to be in compliance with, EO 2020-114, 1., q. which states: *Promote remote work to the fullest extent possible.*

And, EO 2020-160, 1. which states: **Remote work.** *Any work that is capable of being performed remotely (i.e., without the worker leaving his or her home or place of residence) must be performed remotely.*

EO 160 was later amended by EO 2020-162 which changed the wording in Regions **6** and **8**, to state: *...any work that is capable of being performed remotely (i.e., without the worker leaving his or her home or place of residence) **should** be performed remotely.*

EO 2020-176 recently rescinded both EO 160 and 162 and replace the language with:

**1. Remote work.** *Except in Regions 6 and 8, any work capable of being performed remotely (i.e., without the worker leaving his or her home or place of residence) must be performed remotely. Although not required, in Regions 6 and 8, any work capable of being performed remotely should be performed remotely.*

<b>4. Financial – Budget-related information</b>
None.
<b>5. Legal Review</b>
The proposed policy was reviewed and amended by legal counsel. You will see that it is slightly different than the one you reviewed at the last meeting.
<b>6. Policy Implications</b>
Currently, there is not a policy that addresses this issue and that is why this policy is needed.
<b>7. Plan – Timeline with who, what, where, and how</b>
The policy will be implemented upon approval.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
There is no alternative plan. If the policy is not adopted, we will be forced to deal with the need on an ad hoc emergency basis.
<b>9. Attachments Included</b>
Updated draft Antrim County Temporary Remote Work Policy COVID-19 and Agreement

**ANTRIM COUNTY  
PANDEMIC TEMPORARY REMOTE WORK POLICY**

**Objective**

In the event of a public emergency and/or in compliance with public health guidance for contagious diseases, Antrim County may allow or require certain employees to temporarily work remotely to ensure business continuity. Remote work is defined as performing job responsibilities from a location (i.e., home) other than County offices, for an equivalent amount of time as normally worked at the office.

While this policy addresses the potential authorization for an employee to work remotely on a temporary basis due to the COVID-19 pandemic, it is the intention of the Board of Commissioners and Administration to evaluate the possibility of allowing remote work in the event of a future public emergency. Every crisis offers the opportunity to evaluate current processes and procedures. Lessons learned and efficiencies gained will allow the County to be better positioned for future challenges.

**Procedures**

In the event of a public emergency, Antrim County may allow or require certain employees to work remotely. These employees will be notified by the Elected Official or Department Head. Preparations should be made by employees and Elected Official or Department Heads well in advance to allow remote work in the event of a public emergency. This includes appropriate equipment needs, such as hardware, software, phone, and data lines. The Information Technology department is available to review these equipment needs and to provide support to employees in advance of emergency remote work situations. Information Technology department will not travel to an employee's off-site work location to provide assistance with technology needs. In the event of a technical difficulty, employees should notify their office and Information Technology immediately. In the event there is an equipment failure, the employee will need to schedule a time to bring the equipment to Information Technology.

During the period of a public emergency, an employee may request to work remotely. The employee and Elected Official or Department Head will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement, including equipment needs, workspace design considerations and scheduling issues. Notwithstanding anything to the contrary stated herein, the final decision to allow an employee to work remotely rests with the Elected Official or Department Head.

If an employee is authorized to work remotely, a remote work agreement will be prepared and signed by the employee and Elected Official or Department Head and provided to the County Administrator.

Antrim County assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed-upon work hours, or for liability damages to employee's real or personal property resulting from remote work. Worker's compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Worker's compensation does not apply to injuries of any third parties or members of the employee's family on the employee's premises. Employees agree to practice the same safety habits they would use in the office and maintain safe conditions in their alternate work locations. Remote Work employees are responsible for notifying the County of any injuries as soon as practicable. Antrim County will not be responsible for costs associated with the setup of the employee's remote work location, such as internet access, data lines, remodeling, furniture or lighting, nor for repairs or modifications to the remote office space.

Antrim County will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by Antrim County is to be used for business purposes only and remains subject to any applicable computer-use/email use policies.

Consistent with Antrim County's expectations of information security policies for employees working at the office, remote work employees will be expected to ensure the protection of all County information accessible from their remote work locations.

Employees should not assume any specified period of time for emergency remote work arrangements and Antrim County may require employees to return to regular, in-office work at any time and should be prepared daily for such notification.

The Elected Official or Department Head should use the following criteria in determining whether an employee is an appropriate candidate for remote work:

- Employee suitability
- Dependability
- Flexibility
- Proven Performance
- No record of disciplinary action
- Comprehensive knowledge of their position
- Availability of adequate internet connection.

The below criteria should be used to determine if job responsibilities of the position can be successfully fulfilled during remote work:

- Measurable work activities
- Little need for face-to-face interaction with coworkers
- Clearly established goals and objectives
- Duties that can be performed alone
- Equipment needs that are limited and can be easily stored at the remote work location
- System access and data security of confidential or restricted data.

### **Responsibilities**

Position requirements and responsibilities may change due to remote work. Employees face the same expectations in relation to professionalism, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given week may change and the exact scheduling of work hours will be left up to the discretion of the employee's Elected Official or Department Head. If an employee's physical presence is required at Antrim County's primary work location, that employee is expected to report upon notification by their Elected Official or Department Head.

Additionally, employees are expected to abide by the following general rules:

- Be transparent about your availability and keep your calendar and availability status up to date indicating when you are online or offline.
- Maintain strong communication by conducting regular check-ins with your Elected Official or Department Head and coworkers.
- Utilize your video meeting technology and telephone over email as often as possible.

- Request annual leave when you are intending to be away from your work and report illness to your office.
- Setup a dedicated workspace that allows you the most focus as possible.
- Prepare a child care strategy if needed, don't work and parent at the same time.
- Be patient and understanding with coworkers that don't have ideal remote working conditions.

### **Contact with Office**

Employees approved for remote work are responsible for maintaining regular contact with their Elected Official or Department Head. The Elected Official or Department Head will act as the employee's primary contact at Antrim County. Both the employee and their Elected Official or Department Head are expected to work together to keep each other informed of any developments that occur during the workday. Employees are required to communicate regularly with their office and coworkers, and provide a weekly written report of activities.

Employees must have approval from their Elected Official or Department Head to:

- Alter their defined work schedules
- Move County equipment to a new location
- Transfer primary off-site operations to a new location

### **Equipment**

On a case-by-case basis, the Elected Official or Department Head along with the Information Technology Department will determine the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each remote work arrangement. County-owned equipment used in the normal course of employment while working remotely will be maintained and repaired by the County. Employees shall not use their own equipment to perform their job responsibilities unless authorized by the Information Technology Director in consultation with the Elected Official or Department Head. When employees are authorized to use their own equipment, the County will not assume responsibility for cost of repairs, maintenance, or service.

All of the following apply to equipment provided by Antrim County for a remote work arrangement:

- All equipment purchased by Antrim County remains the property of Antrim County.
- All equipment, including laptop and corresponding portable power supply and voice devices such as a headset, shall be returned in a timely fashion should the employee cease remote work operations for any reason.
- Hardware is only to be modified or serviced by the Information Technology department.
- Software provided by Antrim County is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by Antrim County for remote work use is intended for legitimate business use only.
- All hardware and software should be secured against unauthorized access.
- All Antrim County technology and work policies must be followed during remote work.

**ANTRIM COUNTY  
TEMPORARY REMOTE WORK AGREEMENT  
COVID-19**

Antrim County encourages all departments to consider ways of implementing social distancing as a method to minimize the spread of the COVID-19 virus (referred to throughout this document as the current health situation). One such option for social distancing is working remotely on a temporary basis where the Elected Official or Department Head has determined that such temporary remote work is appropriate and viable. This Temporary Remote Work COVID-19 Agreement should be used in all instances in which administration has determined that an employee may temporarily work remotely as a means of social distancing.

This Agreement is between Antrim County, the Elected Official or Department Head, and the employee (“you”), and must be signed and approved by the employee’s Elected Official or Department Head and County Administrator. If temporary remote work beyond the period set forth below is deemed appropriate by administration, a new Agreement will be prepared and signed. Note that having successfully engaged in temporary remote work pursuant to this Agreement does not mandate agreement to any future remote work.

The employee agrees to the following conditions:

- A. Antrim County, the Elected Official or Department Head and you agree that you will temporarily work remotely on the following scheduled days and hours:

\_\_\_\_\_

And with the following frequency (such as each workday, every other week, each month etc.) \_\_\_\_\_ . You understand that this Agreement to permit you to work remotely is a temporary measure only, and will be reviewed continuously during the period in which Antrim County encourages social distancing as a measure intended to minimize spread of the current health situation. Accordingly, Antrim County, the Elected Official or Department Head may alter this schedule or end the temporary remote work agreement at any time at her/his discretion.

- B. You agree to maintain a presence with your department and communicate regularly with your office and coworkers while temporarily working remotely. Presence may be maintained in the manner and using the technology, directed by your department, which remains readily available such as by laptop computer, mobile phone, email, messaging application, videoconferencing, instant messaging and/or text messaging at all times during the agreed-upon work hours. You are expected to maintain the same response times as if you were at your regular work location. You will make yourself available to physically attend scheduled work meetings as requested or required by your Elected Official or Department Head.
- C. This temporary remote work arrangement will begin on \_\_\_\_\_ and will remain in effect unless altered or terminated at any time as described in paragraph A above.
- D. While temporarily working remotely you will work just as if you were in your regular Antrim County Work location and maintain productivity, performance, communication, and responsiveness standards as if you were not temporarily working from a remote location. This Agreement does not change the basic terms and conditions of your employment with Antrim

County. You will perform all of your duties as set forth in your job description, as well as those additional and/or different duties that your department may assign from time to time. Further, you remain obligated to comply with all Antrim County (as well as your department's) policies and procedures.

- E. You will communicate regularly with your office and coworkers, which will include a weekly written report of activities.
- F. If you are a non-exempt (hourly) employee, you are not to work overtime without prior approval from your Elected Official or Department Head, and you are required to take your rest and meal breaks while working remotely in full compliance with federal, state, and local guidelines. You agree to follow such procedures as your department may establish in order to minimize the likelihood of interruptions or delays to your rest or meal breaks in a way that violates Antrim County policy. You are required to notify your Elected Official or Department Head within one business day if you believe you were unable to take a rest or meal break in full compliance with the requirements of federal, state, or local policy on a day on which you worked remotely.
- G. You will be solely responsible for the configuration associated with your remote workspace. This includes ensuring and maintaining an ergonomically appropriate and safe remote worksite.
- H. All injuries incurred by you during hours you are working and all illnesses that are job-related must be reported. Review the Antrim County Employee Handbook regarding workers' compensation for more detailed information.
- I. You agree that Antrim County equipment will not be used by anyone other than you and only for County-related work. You will not make any changes to security or administrative settings on Antrim County equipment. You understand and agree that all tools and resources provided by the County shall remain the property of Antrim County at all times.
- J. You agree to protect Antrim County equipment from theft or damage and to report theft or damage to your Elected Official or Department Head immediately.
- K. You agree to comply with Antrim County's policies and expectations regarding information security. You are expected to ensure the protection of all Antrim County information accessed while working remotely. You agree to follow all applicable policies and laws.
- L. You understand that all terms and conditions of employment with Antrim County remain unchanged, except those specifically addressed in this Agreement.

This Agreement is subject to all applicable Antrim County policies, procedures, and collective bargaining agreements. By signing this Agreement, you are also confirming you have read, understood, and will comply with all provisions in connection with your remote work arrangement, including but not limited

to, Work Rules, Acceptable Use of Information Technology Policy, Conflict of Interest, and Nondiscrimination and Anti-Harassment Policy.

You acknowledge that if your Elected Official or Department Head deems that the temporary remote work arrangement described in this Agreement is not working effectively or as envisioned, or your Elected Official or Department Head determines the staffing levels in the office requires that you return to your County office temporarily, administration may at any time adjust or end this Agreement. Administration will strive to provide at least 24 hours' advance notice of any changes to this Agreement.

Antrim County will provide appropriate office supplies (paper, pens, etc.) as deemed necessary and you will be responsible for reporting to your office to pick up those supplies.

Antrim County will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_

The employee will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_

### **ACKNOWLEDGEMENT**

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I have read and agree to the terms of the Temporary Remote Work Policy, and I agree to the duties, obligations, responsibilities, and conditions outlined herein.

UNDERSTOOD AND AGREED:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

APPROVED BY:

\_\_\_\_\_  
Approver Signature (Elected Official/Department Head)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Approver Signature (Administrator)

\_\_\_\_\_  
Date



# *Memorandum Administration Office*

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September 17, 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:** September 17, 2020

**Department:** Maintenance

**Submitted By:** Dave Vitale/Brad Rizzo

**Edited and Approved By:** Peter Garwood

**Agenda Item:** Release Capital Outlay Funds - Havel

### 1. Action Request/Suggested Motion

To authorize the Chair to execute an agreement between Havel and Antrim County for furnishing and installation of a building automation system (BAS) upgrade which will continue to enable a direct digital system of automatic temperature control for the County Building and the 1905 Courthouse and approve the release of funds totaling \$34,896 from capital outlay county building and courthouse, and to approve a budget amendment for \$1,493 as follows:

101000-901-980.265 Capital Outlay County Building	(\$1,493)
101000-901-980.264 Capital Outlay Courthouse Building	\$1,493

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

Current Server Software and UNC (universal network controllers) in the County building and 1905 Courthouse are no longer supported by the software company and need to be updated. These servers operate several of the essential building components, such as the heating and cooling systems.

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

So that the system controllers and software will continue to function uninterrupted as they have in the past.

### 4. Financial – Budget-related information

The project was originally budgeted for a total of \$31,911. When we received an updated quote, the amount was \$34,896, an increase of \$2,985.

There have been some other projects in the county building that have come under budget. The stairwell heaters were budgeted for 16,895, but the actual invoices were 13,250, a savings of \$3,645. Accounting is requesting these excess funds be used to cover the increase in this project, split evenly between the county building and courthouse.

### 5. Legal Review

The quote for the upgrade came with a page of contract language. Due to the short timeframe prior to this meeting, the request for legal review was sent with a deadline of September 16. We should have the information for you by the date of the Board meeting on the 17<sup>th</sup>.

### 6. Policy Implications

NA

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

The goal is to complete the project and have the invoice dated for 2020.

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

HVAC would start to fail.

### 9. Attachments Included

Havel quotation for the project



Havel  
5870 Carbonmill Drive  
South Bend, IN 46628  
Phone: 269-207-4288  
Fax: 260-487-2223  
www.havelbros.com

## Quotation

August 28, 2020  
Quote 2019 04039 Rev.1

To: Dave Vitale & Valerie Craft  
Antrim County

For: BAS Upgrades  
Antrim County

We propose to furnish and install a **Tridium Niagara** direct digital system of automatic temperature control and building automation.

Server Software & Setup	\$3,530.00
1905 Courthouse Upgrade	\$18,114.00
203 E Cayuga St. County Building Upgrade	\$13,252.00

**All for the net sum** **\$34,896.00**

Under this proposal we will select the proper controls and deliver to the job site; furnish the necessary labor; make all calibrations, adjustments, perform a final checkup of the operation of the equipment specific to this project; furnish as-built drawings; and instruct the operating personnel and guarantee the equipment and its operation for a period of one year.

The Scope of Work Includes the Following:

- Niagara N4 server software installation and set up on host device
- Furnish and install one new JACE 8000 controller to replace existing UNC controllers in the 1905 Courthouse
- Furnish and install one new JACE 8000 controllers to replace existing UNC controller in the 203 E Cayuga St. County Building
- Integrate existing field controllers into the new JACE controllers
- Connect new & existing JACE controllers to new N4 Server
- Upgrade BAS graphics per the Niagara N4 system upgrade
- Provide schedules, alarms and trends to match existing BAS protocols for new Controllers

The Scope of Work **does not** include the Following and must be provided by others:

- Host for new server (physical or virtual)

Thank you.

Havel An EMCOR Company

*Michael Presnell*

(269) 503-0705

mpresnell@Shambaugh.com

This quotation is accepted by:

\_\_\_\_\_

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

Quotation subject to negotiation after 60 days

HAVEL IS COMMITTED TO SAFETY. FOR QUESTIONS ON OUR SAFETY PROGRAM,  
PLEASE CALL TOM O'CONNOR. CORPORATE SAFETY DIRECTOR. 1-800-234-9988

As a condition of this project, payments are to be made on a job progress basis. Payments must be made upon receipt of invoice. Changes or alterations from the above proposal involving extra costs for material or labor will be in addition to the proposed amount. This proposal is the property of Havel and is provided for the Customer's use only. This proposal is subject to management approval by Havel. This proposal including terms, conditions and Schedule(s) attached, will constitute the entire agreement between us. No waiver, change or modification of any terms or conditions shall be binding on Havel unless made in writing and signed by authorized management of Havel.

#### GENERAL

1. Havel agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Havel to stop and start equipment as may be necessary to fulfill the terms of the project.
3. All work will be performed during normal working hours, 7:30 a.m. to 4:00 p.m., Monday through Friday, unless otherwise stated.
4. The customer will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Havel may stop all work under this project without notice and/or cancel this project, and the entire project amount shall become due and payable immediately upon demand.
5. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery or any products, services or the work furnished hereunder or for their use by Havel on behalf of the customer whether such tax shall be local, state, or federal in nature.
6. In the event Havel must commence legal action in order to recover any amount payable under this Agreement, the customer shall pay Havel all court costs and attorney's fees incurred by Havel.
7. Any legal action relating to this agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

#### LIMITATIONS OF LIABILITY AND INDEMNITIES

1. Havel will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Havel reasonable control.
2. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall Havel or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of Buyer's customers for such damages.
3. No other warranty expressed or other liability is given and no other affirmation of Havel, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Havel.
4. Havel warrants materials only to the extent and for the time period said materials are warranted to Havel by the manufacturer(s) of the same. Havel liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by Havel.
5. "Due to current and forecasted price fluctuations of raw materials, many finished products are experiencing constant and unprecedented price escalations. Finished products affected may include: Mechanical/Electrical equipment, structural and sheet steel, all pipe products and corresponding fittings, stainless/carbon steel, all brass/bronze valves & fire sprinkler devices, copper pipe and wire. Inherently, these unforeseeable changes bring with them a potential cost and schedule impact. This shall serve as formal notification that, as a result of these unforeseeable events beyond our control, Shambaugh & Son hereby reserve our right to add the corresponding price increases to our proposal."

#### GENERAL EXCLUSIONS TO SCOPE OF WORK:

- Sales Tax
- Dumpsters
- Portable Toilets
- General Cleanup
- Utility Usage Costs of any nature
- Utility Company Costs of any nature
- Housekeeping pads
- Painting
- Fire Stopping
- Fire Proofing
- Access Panels
- Overtime
- Costs beyond Bid Scheduled Completion Date
- Cutting and patching
- Excavation
- Performance Bond
- Payment Bond
- Permits other than for our work
- Back Charges or deductive Change Orders without prior agreement on cost
- Parking Cost
- Drug Testing
- Safety Training
- Background Check
- Control Work
- Issuing Badges



## Action Request to Board of Commissioners

**Meeting Date:** September 17, 2020

**Department:** Administration Office

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

**Agenda Item:** The Sands of Elk Rapids – Easement Requests

<b>1. Action Request/Suggested Motion</b>
To authorize the Board Chairman to execute a permanent easement agreement at the Dam Beach parking lot in Elk Rapids for the installation of a storm sewer and a temporary easement agreement to complete the construction of the storm sewer contingent on legal review.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
The Sands of Elk Rapids is planning to make improvement to the drainage on their property due to high water levels. Additionally, there have been drainage issues in the County owned parking lot between the Dam and the beach.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
The Sands of Elk Rapids is seeking a temporary construction and permanent easement for storm sewer across County property under the “Dam Beach” parking lot in Elk Rapids. After working with Gosling Czubak (project engineers) and the Village, the storm sewer would be routed more centralized and a drainage structure tied in to help with ponding in the parking lot. This would satisfy the Board’s easement policy as it would be a direct benefit to the County.
<b>4. Financial – Budget-related information</b>
None
<b>5. Legal Review</b>
Legal review will be needed if the Board chooses to approve the easement.
<b>6. Policy Implications</b>
The Board has an existing Policy that “No easement shall be granted across County property, unless there is a direct benefit to the County of Antrim as determined by the Board of Commissioners.”
<b>7. Plan – Timeline with who, what, where, and how</b>
Work would begin right away if the easement is approved.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
The Sands of Elk Rapids will be unable to make proposed drainage improvements by placing a storm drain across County property.
<b>9. Attachments Included</b>
<ul style="list-style-type: none"><li>• Request from Gosling Czubak</li><li>• Easement Exhibit</li><li>• Construction Plans for the Sands Grading and Drainage Project</li></ul>



August 26, 2020

Antrim County  
203 E. Cayuga Street, Bellaire, MI 49615

Re: Proposed Drainage Easement

To whom it may concern:

The Sands of Elk Rapids is requesting a permanent drainage easement and temporary construction easement from Antrim County to place a storm sewer outfall into the Rapid River and storm sewer within a trench drain through the Elk Rapids Dam Beach parking lot. Because of the high lake levels, The Sands has experienced frequent water issues around their buildings and in the crawl space of their Condominiums. Gosling Czubak Engineering Sciences Inc. has prepared construction plans that will install a trench drain and storm sewer system to alleviate these issues.

Please see the attached Construction Plans "The Sands Grading and Drainage Project" and Easement Exhibit for your review and approval.

We have already received a Soil Erosion Permit from Antrim County Soil Erosion Office and Department of Army Permit under the Nationwide Permit No. 7. We have also submitted a permit application to EGLE and we are waiting for their approval. On behalf of The Sands of Elk Rapids, we are requesting the issuance of a permanent easement to install the storm sewer (2,966 square feet) and a temporary construction easement to complete construction (7,826 square feet). Copies of the easement drawings and descriptions are attached.

Please contact me with any questions, comments, of revisions.

Sincerely,

GOSLING CZUBAK

William "Chris" Bott, P.E., P.L.S.  
Project Manager

Cc: Steve Block

P:\2019592001.00\Docs\Survey - Property Easements from Dam Beach Project\Letter to Antrim County Requesting Easements 2020-08-26.docx



# EASEMENT EXHIBIT

## LEGAL DESCRIPTIONS:

### 25-FOOT WIDE PERMANENT DRAINAGE EASEMENT

THAT PART OF GOVERNMENT LOT 1, SECTION 21, TOWNSHIP 29 NORTH, RANGE 9 WEST, VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN, BEING 12.5 FEET ON BOTH SIDES OF THE FOLLOWING DESCRIBED CENTERLINE: COMMENCING AT THE SOUTHEAST CORNER OF SAID GOVERNMENT LOT 1; THENCE ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 1 S89°57'17"W 1312.97 FEET; THENCE N00°02'43"W 168.71 FEET; N44°05'55"W 297.00 FEET; THENCE S75°56'05"W 203.79 FEET; THENCE ALONG THE SOUTHERLY LINE OF THE SANDS OF ELK RAPIDS CONDOMINIUM AS RECORDED S45°58'45"W 335.03 FEET; THENCE ALONG THE WESTERLY LINE OF SAID CONDOMINIUM N45°02'20"W 247.76 FEET TO THE POINT OF BEGINNING; THENCE S55°22'45"W 104.28 FEET; THENCE S02°41'55"E 35.00 FEET TO THE POINT OF ENDING. COVERING 3,489 SQUARE FEET OR 0.08 ACRES OF LAND MORE OR LESS.

### TEMPORARY CONSTRUCTION EASEMENT – 50 FEET OUTSIDE PERMANENT DRAINAGE EASEMENT

THAT PART OF GOVERNMENT LOT 1, SECTION 21, TOWNSHIP 29 NORTH, RANGE 9 WEST, VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN, BEING 62.5 FEET ON BOTH SIDES OF THE FOLLOWING DESCRIBED CENTERLINE: COMMENCING AT THE SOUTHEAST CORNER OF SAID GOVERNMENT LOT 1; THENCE ALONG THE SOUTH LINE OF SAID GOVERNMENT LOT 1 S89°57'17"W 1312.97 FEET; THENCE N00°02'43"W 168.71 FEET; N44°05'55"W 297.00 FEET; THENCE S75°56'05"W 203.79 FEET; THENCE ALONG THE SOUTHERLY LINE OF THE SANDS OF ELK RAPIDS CONDOMINIUM AS RECORDED S45°58'45"W 335.03 FEET; THENCE ALONG THE WESTERLY LINE OF SAID CONDOMINIUM N45°02'20"W 247.76 FEET TO THE POINT OF BEGINNING; THENCE S55°22'45"W 104.28 FEET; THENCE S02°41'55"E 35.00 FEET TO THE POINT OF ENDING. EXCEPT THAT PART LYING WITHIN THE ABOVE DESCRIBED PERMANENT EASEMENT AREA. COVERING 13,908 SQUARE FEET OR 0.32 ACRES OF LAND MORE OR LESS.

\\P:\2019592001\00\CADD-Data\C3D\SURVEY\2019592001 Easement Exhibit Revised.dwg Tab: Descriptions Saved by: adbaranek 9/11/2020 2:37 PM Plotted by: Andy Baranek 9/11/2020 2:41 PM

Sheet 2 of 2

**DRAINAGE PROJECT  
THE SANDS OF ELK RAPIDS**  
PART OF SECTION 21, T29N, R09W  
VILLAGE OF ELK RAPIDS  
ANTRIM COUNTY MICHIGAN

Job #: 2019592001.05  
Date: 08/17/2020  
Scale:  
Drawn: ADB  
Chk'd.: CJP  
Rev.: 09/11/2020



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engineering sciences, inc.  
1280 Business Park Drive, Traverse City, Michigan  
231-946-9191 800-968-1062  
www.goslingczubak.com info@goslingczubak.com

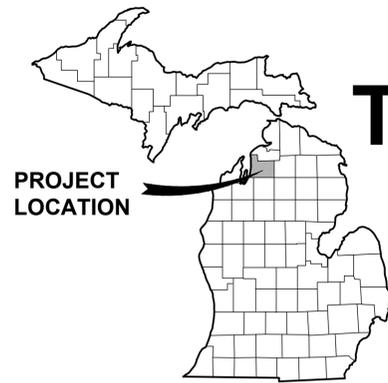
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CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

# CONSTRUCTION PLANS

FOR

# THE SANDS GRADING AND DRAINAGE PROJECT

VILLAGE OF ELK RAPIDS, ANTRIM COUNTY, MICHIGAN



PROJECT LOCATION

VICINITY MAP  
SCALE

## OWNER

THE SANDS OF ELK RAPIDS  
996 GARFIELD WOODS DRIVE SUITE D  
TRAVERSE CITY, MI 49686  
CONTACT: JENNIFER PECK  
231.941.0707

## ENGINEER

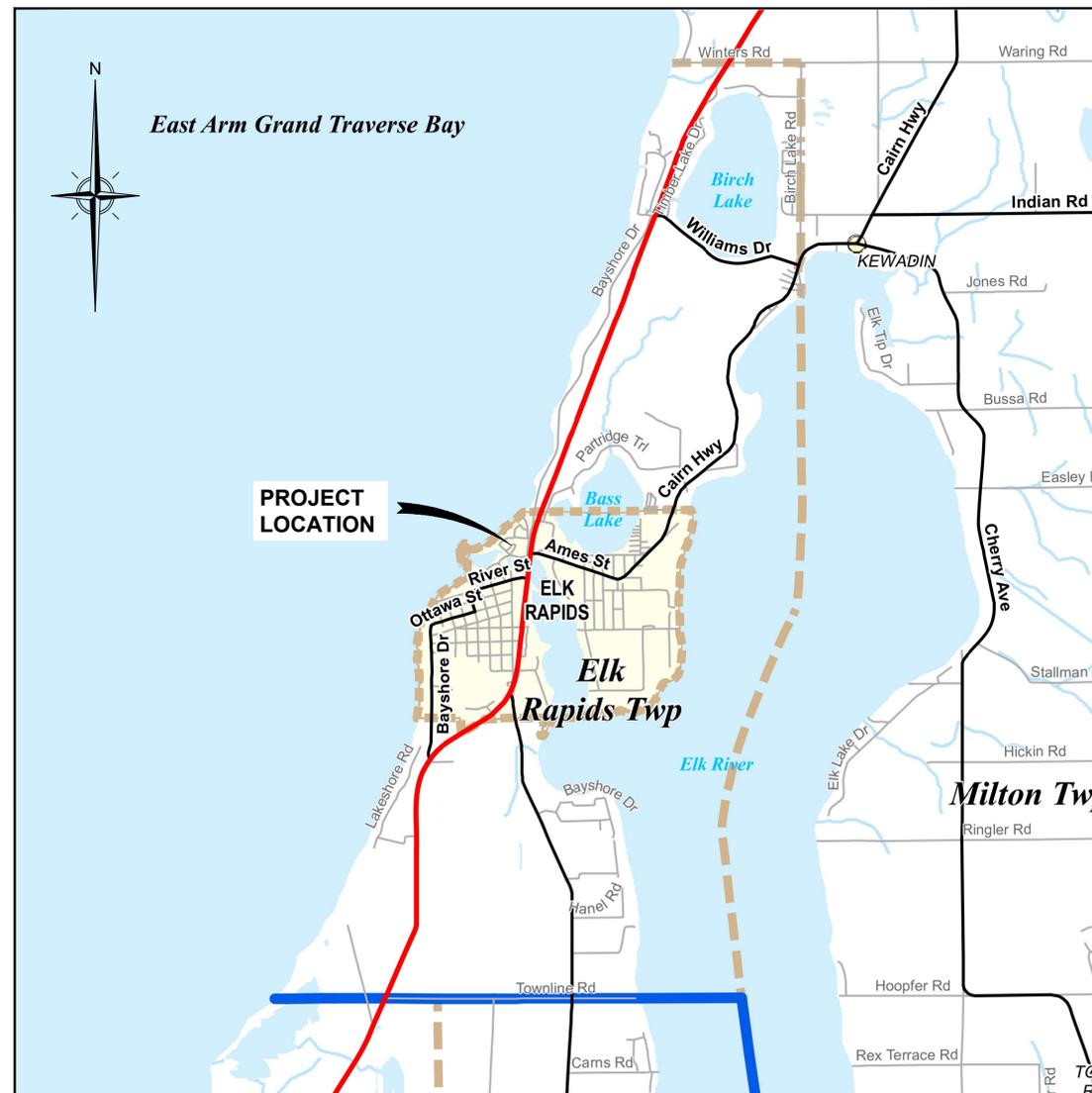
GOSLING CZUBAK ENGINEERING SCIENCES, INC.  
1280 BUSINESS PARK DRIVE  
TRAVERSE CITY, MICHIGAN, 49686-8607  
231.946.9191 - 800.968.1062  
www.goslingczubak.com info@goslingczubak.com

## UTILITY CONTACTS

NAME OF OWNER	TYPE OF UTILITY
DTE ENERGY 609 BJORNSON RD. BIG RAPIDS, MI 49307 231.592.3244 CONTACT: LARRY BOURKE	GAS
CONSUMER'S ENERGY 821 HASTINGS TRAVERSE CITY, MI 49686 231.929.6265 CONTACT: CURTIS HANSEN	ELECTRIC
CHARTER COMMUNICATIONS 1392 TRADE CENTRE DR TRAVERSE CITY, MI 49696 231.941.3819 CONTACT: DAN BIELACZYC	CABLE TV
AT&T 142 E. STATE STREET TRAVERSE CITY, MI 49684 248.454.2995 CONTACT: TAMERA HARDIN	TELEPHONE
VILLAGE OF ELK RAPIDS 315 BRIDGE STREET P.O. BOX 398 ELK RAPIDS, MI 49629 231.264.9971 CONTACT: BRAD KLUCZYNSKI	SEWER & WATER



Know what's below.  
Call before you dig.



LOCATION MAP  
NOT TO SCALE

## SHEET INDEX

- 1 COVER SHEET
- 2 EXISTING CONDITIONS
- 3 DEMOLITION PLAN
- 4 STORM SEWER PLAN
- 5 SOIL EROSION PLAN
- 6 DETAILS

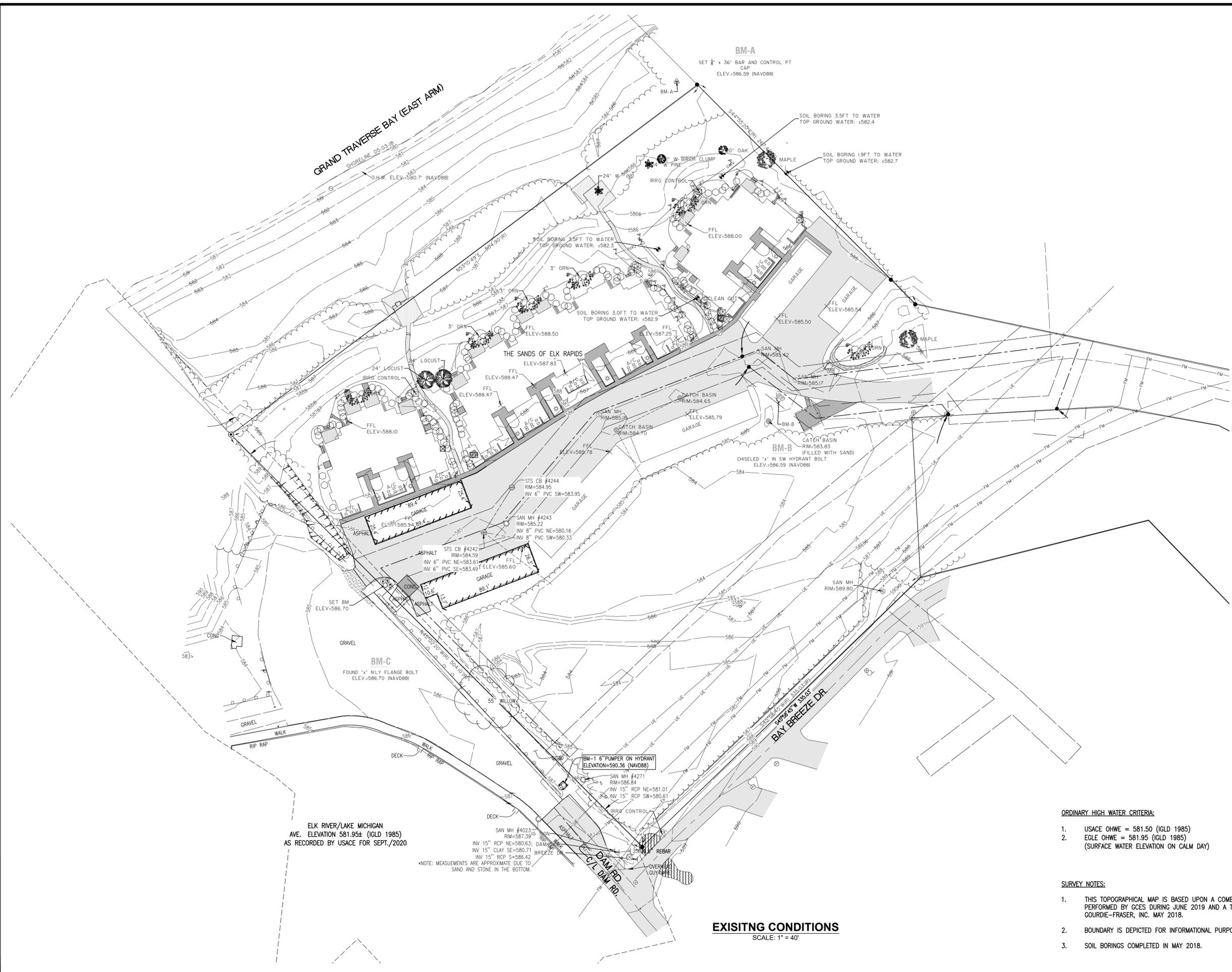
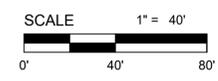
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 Traverse City, Michigan  
 49686-8607  
 www.goslingczubak.com info@goslingczubak.com



THE SANDS GRADING AND DRAINAGE PROJECT

Issue Date 03/27/2020
Project No. 2019592001.02
Sheet <b>1</b>

COUNTY COMMISSION REVISION - 9/11/20



ELK RIVER/LAKE MICHIGAN  
 AVE. ELEVATION 581.95± (IGLD 1985)  
 AS RECORDED BY USACE FOR SEPT./2020

\*NOTE: MEASUREMENTS ARE APPROXIMATE DUE TO SAND AND STONE IN THE BOTTOM.

- ORDINARY HIGH WATER CRITERIA:**
- USACE OHWE = 581.50 (IGLD 1985)
  - EGL E OHWE = 581.95 (IGLD 1985)  
 (SURFACE WATER ELEVATION ON CALM DAY)

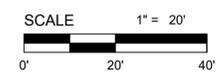
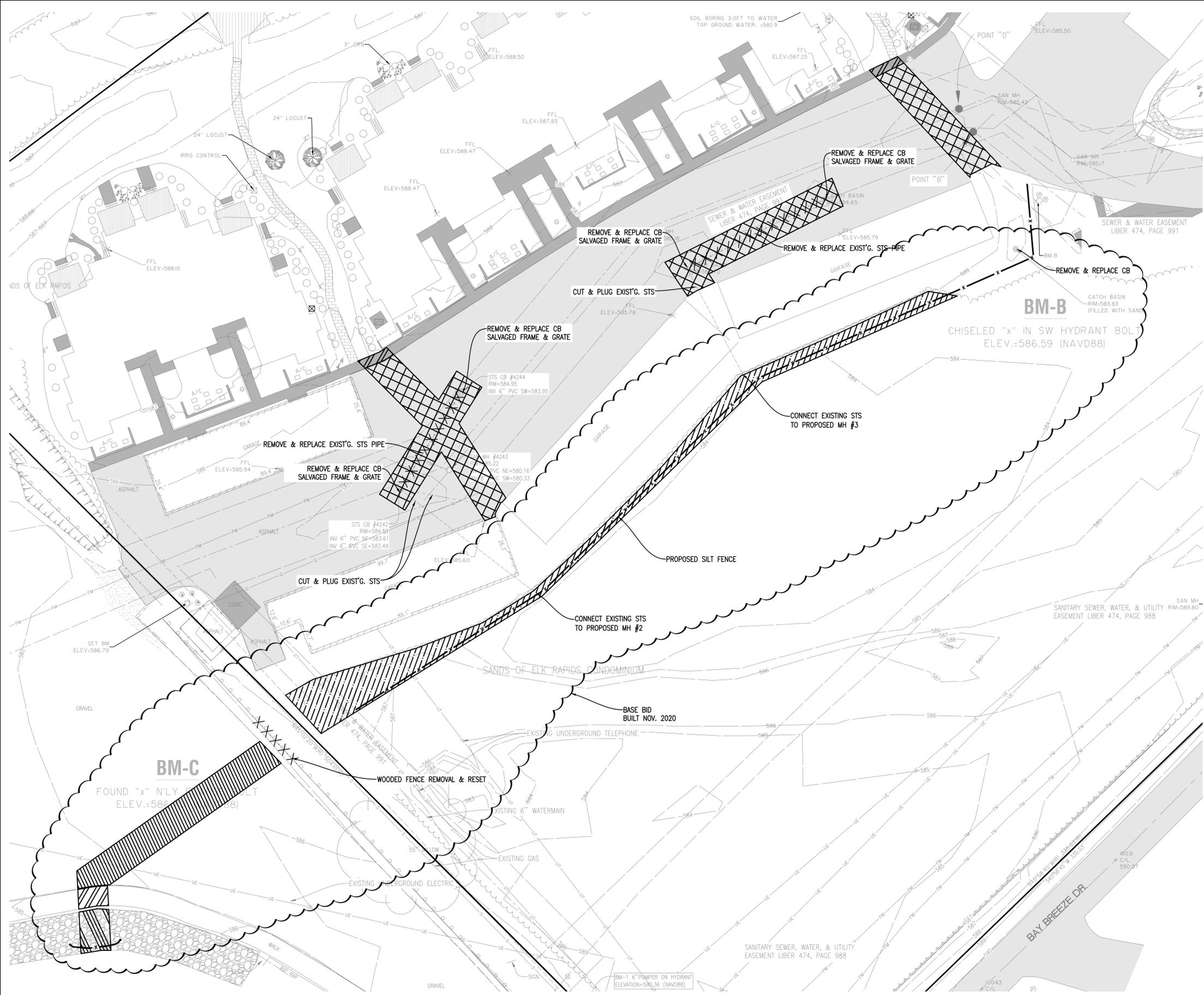
- SURVEY NOTES:**
- THIS TOPOGRAPHICAL MAP IS BASED UPON A COMBINATION OF A FIELD SURVEY PERFORMED BY GCES DURING JUNE 2019 AND A TOPOGRAPHICAL SURVEY PERFORMED BY GOURDIE-FRASER, INC. MAY 2018.
  - BOUNDARY IS DEPICTED FOR INFORMATIONAL PURPOSES ONLY.
  - SOIL BORINGS COMPLETED IN MAY 2018.

**EXISTING CONDITIONS**  
 SCALE: 1" = 40'

No.	Date	Revision	By
1	08/02/2020	REVISIONS PER LAKE LEVEL CONCERN	WCB

**EXISTING CONDITIONS**  
**THE SANDS GRADING AND DRAINAGE PROJECT**  
**THE SANDS OF ELK RAPIDS**

Date Issued: 03/27/2020  
 Date Surveyed: N/A  
 Designed By: WCB  
 Drawn By: ERP  
 Checked By: MJH  
 Scale: AS NOTED  
 Original sheet size is 22x34  
 Location:  
 SECTION 21  
 T29N, R09W  
 VILLAGE OF ELK RAPIDS  
 ANTRIM COUNTY  
 MICHIGAN  
 Project Number:  
 2019592001.02  
 Sheet:  
**2**



**LEGEND**

	REMOVE & REPLACE ASPHALT
	TREE CLEARING
	REMOVE & REPLACE GRAVEL
	REMOVE & REPLACE RIPRAP
	REMOVE & REPLACE SIDEWALK

- CONSTRUCTION SEQUENCE**
- PHASE 1 (2020)**
- 1) SETUP INITIAL EROSION CONTROL ITEMS.
  - 2) REMOVE RIP RAP, SAW CUT AND REMOVE SIDEWALK AT OUTLET, AND SAW CUT AND REMOVE PAVEMENT AND SIDEWALK IN PARKING LOT.
  - 3) INSTALL STORM SEWER STRUCTURES FROM OUTLET TO STRUCTURE NO. 1 TO STRUCTURE NO. 6. PROVIDE INLET PROTECTION AS EACH STRUCTURE IS SET.
  - 4) RESET RIPRAP AT OUTLET.
  - 5) REPLACE SIDEWALKS AND ASPHALT PATCHING.
  - 6) SITE RESTORATION.
  - 7) REMOVE EROSION CONTROL ITEMS.
- PHASE 2 (2021)**
- 1) SETUP INITIAL EROSION CONTROL ITEMS.
  - 2) SAW CUT SIDEWALK AND PAVEMENT.
  - 3) INSTALL STORM SEWER STRUCTURES FROM STRUCTURE NO. 2 TO NO. 8. PROVIDE INLET PROTECTION AS EACH STRUCTURE IS SET.
  - 4) REPLACE SIDEWALKS AND PAVEMENT.
  - 5) SITE RESTORATION.
  - 6) REMOVE EROSION CONTROL ITEMS.

**DEMOLITION PLAN**  
SCALE: 1" = 20'

No.	Date	By	Revision
4	09/11/2020	WCB	COUNTY COMMISSION REVISION
3	09/04/2020	WCB	BIDDING REVISION
2	07/23/2020	WCB	REVISIONS PER SOIL EROSION REVIEW
1	06/02/2020	WCB	REVISIONS PER LAKE LEVEL CONCERN

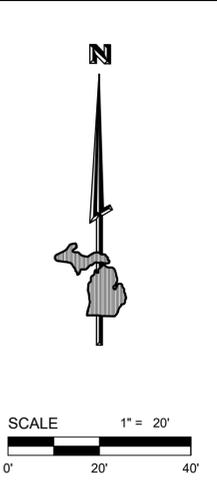
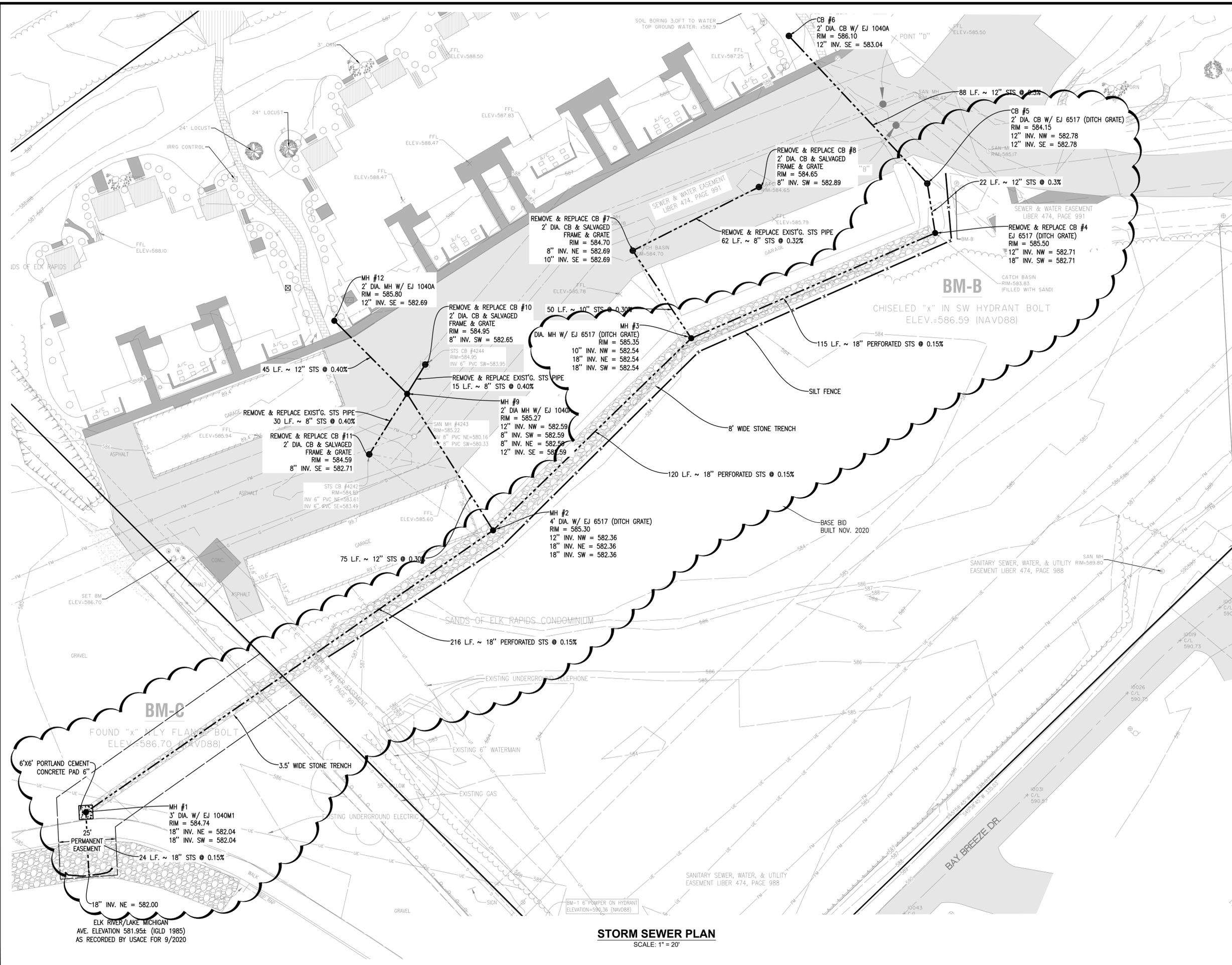
**DEMOLITION PLAN**  
**THE SANDS GRADING AND DRAINAGE PROJECT**  
**THE SANDS OF ELK RAPIDS**

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Project Number:  
2019592001.02

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**3**



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No.	Date	Revision	By
6	09/11/2020	COUNTY COMMISSION REVISION	WCB
5	08/04/2020	BIDDING REVISION	WCB
4	07/23/2020	REVISIONS PER SOIL EROSION REVIEW	WCB
3	06/02/2020	REVISIONS PER LAKE LEVEL CONCERN	WCB
2	04/27/2020	OWNER COMMENTS	WCB
1	04/20/2020	OWNER REVISIONS	WCB

No.	Date	Revision	By
6	09/11/2020	COUNTY COMMISSION REVISION	WCB
5	08/04/2020	BIDDING REVISION	WCB
4	07/23/2020	REVISIONS PER SOIL EROSION REVIEW	WCB
3	06/02/2020	REVISIONS PER LAKE LEVEL CONCERN	WCB
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1	04/20/2020	OWNER REVISIONS	WCB

**STORM SEWER PLAN**  
**THE SANDS GRADING AND DRAINAGE PROJECT**  
**THE SANDS OF ELK RAPIDS**

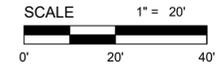
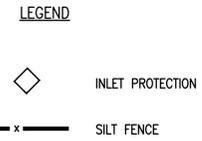
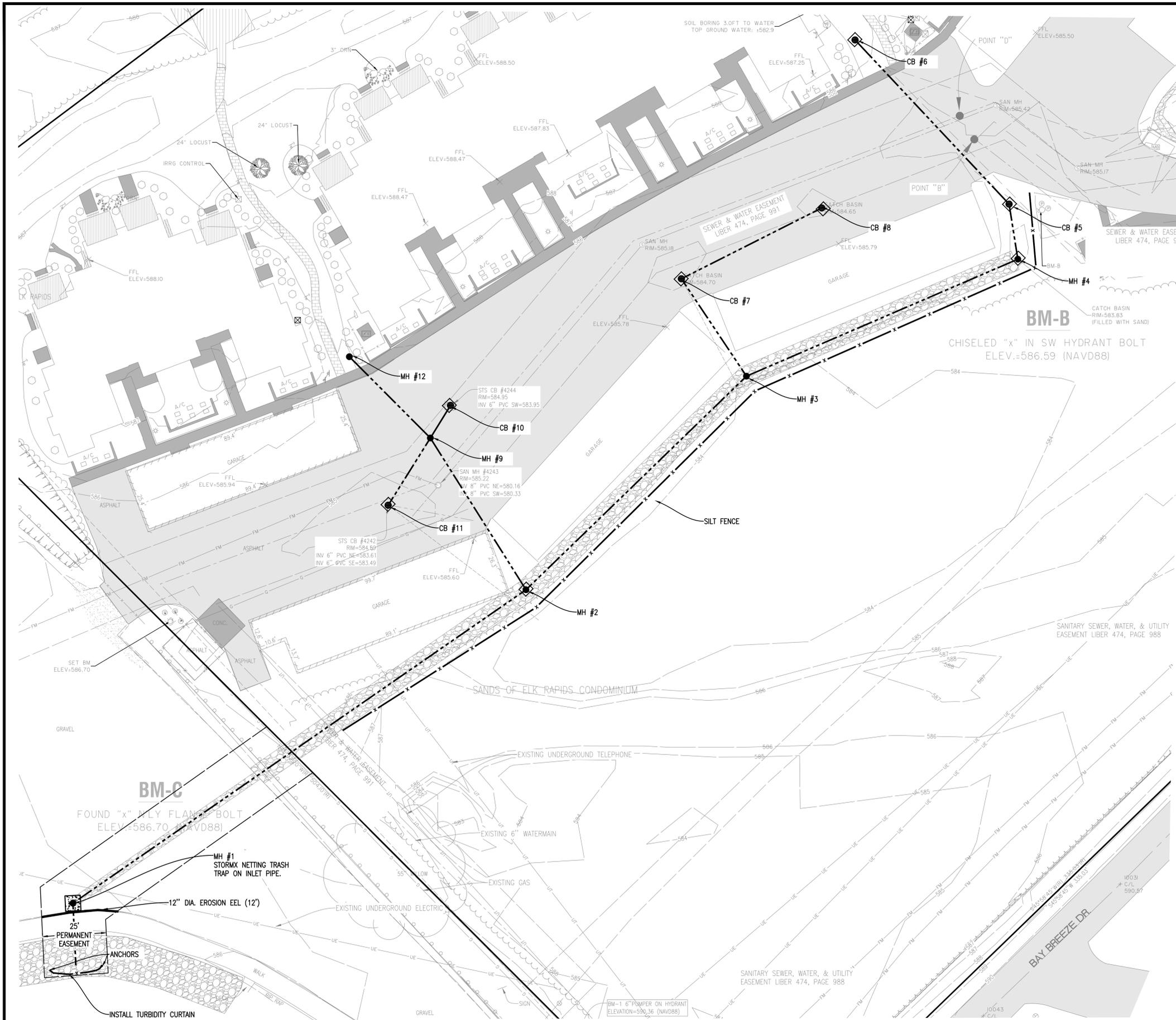
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 ANTRIM COUNTY  
 MICHIGAN

Project Number:  
 2019592001.02

Sheet:  
**4**

**STORM SEWER PLAN**  
 SCALE: 1" = 20'



**SOIL EROSION & SEDIMENTATION CONTROL NOTES**

- THE PROPOSED DRAINAGE PATTERN IS TO REMAIN THE SAME AS THE EXISTING DRAINAGE PATTERN.
- ACCORDING TO WEB SOIL SURVEY FROM THE NATURAL RESOURCES CONSERVATION SERVICE THIS PROPERTY HAS DEER PARK SAND, 0 TO 20 PERCENT SLOPES.
- SOIL EROSION AND SEDIMENTATION CONTROL SHALL PROTECT AGAINST LOSS OF SOIL BY THE ACTION OF WATER, ICE AND GRAVITY OF WIND.
- THE CONTRACTOR SHALL FOLLOW THE PROCEDURES DELINEATED BELOW AND CONSTRUCT AND MAINTAIN THE FACILITIES SHOWN ON THE DRAWINGS TO CONTROL WATER AND WIND EROSION DURING CONSTRUCTION OF THE PROJECT. THE CONTRACTOR SHALL IMPLEMENT ANY ADDITIONAL MEASURES, NOT SHOWN ON THE PLANS, NECESSARY TO MINIMIZE SOIL EROSION AND SEDIMENTATION.
  - ALL DISTURBED SURFACE AREAS (INCLUDING UTILITY TRENCHES) SHALL BE TEMPORARILY GRADED AND/OR DICHED TO DIRECT STORM RUNOFF FROM SUCH AREAS TO SEDIMENTATION CONTROL DEVICES TO PREVENT SEDIMENT CARRYING RUNOFF FROM ENTERING A WATERCOURSE, SEWER, OR ADJACENT LANDS. SUCH SEDIMENTATION CONTROL DEVICES INCLUDE BUT ARE NOT LIMITED TO: PROTECTIVE DITCHES, SEDIMENT TRAPS, SEDIMENT FILTERS, DITCH TRAPS, PIPE BARRIERS, STRAW BALE BERMS AND FILTERS AS DETAILED AND REQUIRED AND LOCATED ON THE DRAWINGS. AFTER THE PROJECT WORK HAS BEEN COMPLETED, INSPECTED AND APPROVED, THE CONTRACTOR SHALL REMOVE ALL TEMPORARY SEDIMENTATION CONTROL DEVICES, MATERIAL AND THEIR COLLECTED SILT AND DEBRIS AND COMPLETE THE PROJECT WORK IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS.
  - WITHIN 15 DAYS FROM THE DATE A PROJECT IMPROVEMENT IS INSTALLED THE CONTRACTOR SHALL COMPLETE FINAL CLEANUP AND RESTORATION OF THE PROJECT AREA DISTURBED INCLUDING SPILL AREAS. IF SEASONAL CONDITIONS PREVENT FINAL CLEANING AND RESTORATION, THE CONTRACTOR SHALL PROCEED WITH TEMPORARY STABILIZATION OF THE DISTURBED AREAS. FINAL CLEANUP AND RESTORATION WILL CONSIST OF FINAL GRADING, PAVING, PLACING TOPSOIL, SEED AND MULCH, AND/OR SODDING OF ALL DISTURBED AREAS OF THE PROJECT. TEMPORARY STABILIZATION SHALL CONSIST OF ROUGH GRADING OF THE DISTURBED AREAS TO A CONDITION READY TO RECEIVE TOPSOIL, SEEDING, AND MULCHING IN ACCORDANCE WITH SPECIFICATION SECTION 02270 FOR THE PROJECT. TEMPORARY STABILIZATION MATERIALS SHALL BE REMOVED AND DISPOSED OF AND FINAL CLEANUP AND RESTORATION SHALL BE COMPLETED NOT LATER THAN 60 DAYS AFTER SEASONAL CONDITIONS ALLOW PERFORMANCE OF THE REQUIRED WORK.
  - THE CONTRACTOR SHALL MINIMIZE THE DEPOSITION OF DIRT AND MUD ONTO PUBLIC ROADS. ALL DIRT AND MUD TRACKED ONTO PUBLIC ROADS SHALL BE REMOVED DAILY. ROADS SHALL ALSO BE CLEANED IMMEDIATELY FOLLOWING A RAIN EVENT. DIRT OR MUD WHICH COULD BE CONSTRUED AS A TRAFFIC HAZARD SHALL BE REMOVED IMMEDIATELY.
- SURFACE DISRUPTION IN ADVANCE OF CONSTRUCTION INCLUDING GRADING, CLEARING OR SIGNIFICANT SOD REMOVAL SHALL BE LIMITED AS FOLLOWS, UNLESS PERMISSION IS OTHERWISE OBTAINED FROM THE GOVERNING AGENCY.
  - WET WEATHER SEASON (MARCH, APRIL, MAY) - 5 DAYS PRIOR TO BEGINNING ANY EARTH CHANGE ACTIVITY.
  - DRY WEATHER SEASON (JUNE TO NOVEMBER) - 10 DAYS PRIOR TO BEGINNING ANY EARTHWORK.
  - COLD WEATHER SEASON (DECEMBER, JANUARY, FEBRUARY) - 15 DAYS PRIOR TO BEGINNING ANY EARTH CHANGE ACTIVITY.
- ALL EARTH CHANGES SHALL BE DESIGNED, CONSTRUCTED, AND MAINTAINED IN SUCH A MANNER AS TO MINIMIZE THE EXTENT AND DURATION OF EARTH DISRUPTION.
- VEGETATIVE STABILIZATION OR OTHER SOIL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE PROJECT.
- STORMWATER RUNOFF CONTROL AND SOIL EROSION CONTROL MEASURES SHALL BE INSTALLED BEFORE GRADING, FILLING, OR REMOVAL OF VEGETATIVE COVER IS INITIATED.
- WHEN IT IS NOT POSSIBLE TO PERMANENTLY STABILIZE A DISTURBED AREA AFTER AN EARTH CHANGE HAS BEEN COMPLETED OR WHEN SIGNIFICANT EARTH CHANGE ACTIVITY CEASES, TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED.
- PERMANENT EROSION CONTROL MEASURE FOR ALL SLOPES, CHANNELS, DITCHES, OR ANY DISTURBED LAND AREA SHALL BE COMPLETED WITHIN FIFTEEN CALENDAR DAYS AFTER FINAL GRADING OR THE FINAL EARTH CHANGE HAS BEEN COMPLETED. ALL TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE MAINTAINED UNTIL PERMANENT SOIL EROSION CONTROL MEASURES ARE ESTABLISHED.
- SOIL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE EARTH CHANGE, INCLUDING THE LATER STAGES OF DEVELOPMENT. MAINTENANCE ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO REMOVAL OF ACCUMULATED SEDIMENT, STRUCTURAL REPAIRS, RE-SEEDING, REPLACEMENT OF VEGETATIVE COVER, AND LAWN MOWING.
- ALL TEMPORARY EROSION CONTROL FACILITIES SHOULD BE REMOVED BY THE CONTRACTOR AT THE COMPLETION OF CONSTRUCTION UNLESS ORDERED BY THE ENGINEER TO BE LEFT IN PLACE. CARE SHOULD BE TAKEN DURING REMOVAL TO MINIMIZE SILTATION IN NEARBY WATERWAYS.

**SOIL EROSION PLAN**  
SCALE: 1" = 20'

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engineering sciences, inc.  
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No.	Date	Revision	By
2	09/11/2020	COUNTY COMMISSION REVISION	WCB
1	07/23/2020	REVISIONS PER SOIL EROSION REVIEW	WCB

**SOIL EROSION PLAN**  
**THE SANDS GRADING AND DRAINAGE PROJECT**  
**THE SANDS OF ELK RAPIDS**

Date Issued: 03/27/2020  
Date Surveyed: N/A  
Designed By: WCB  
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Checked By: MJH  
Scale: AS NOTED

Original sheet size is 22x34

Location:  
SECTION 21  
T29N, R09W  
VILLAGE OF ELK RAPIDS  
ANTRIM COUNTY  
MICHIGAN

Project Number:  
2019592001.02

Sheet:  
**5**

No.	Date	Revision	By
5	08/11/2020	COUNTY COMMISSION REVISION	WCB
4	08/04/2020	BIDDING REVISION	WCB
3	07/23/2020	REVISIONS PER SOIL EROSION REVIEW	WCB
2	06/02/2020	REVISIONS PER LAKE LEVEL CONCERN	WCB
1	04/20/2020	OWNER REVISIONS	WCB

**DETAILS**  
**THE SANDS GRADING AND DRAINAGE PROJECT**  
**THE SANDS OF ELK RAPIDS**

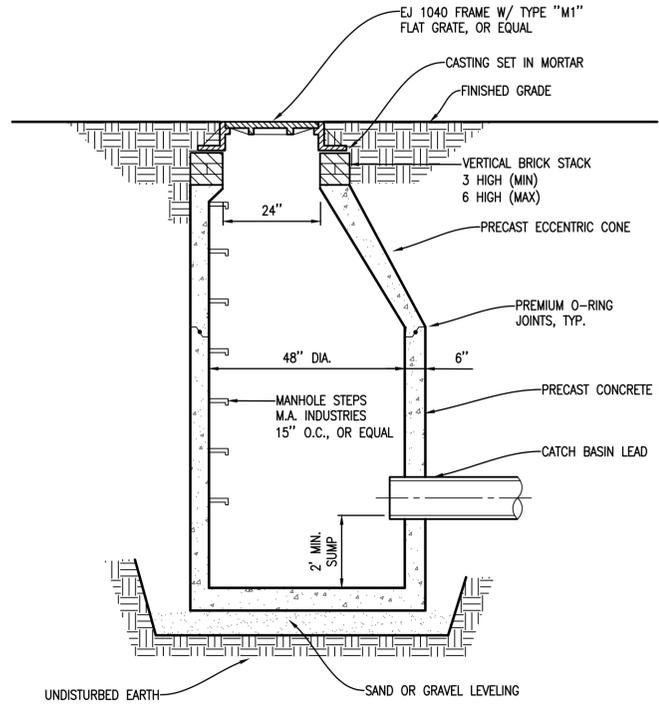
Date Issued: 03/27/2020  
 Date Surveyed: N/A  
 Designed By: WCB  
 Drawn By: ERP  
 Checked By: MJH  
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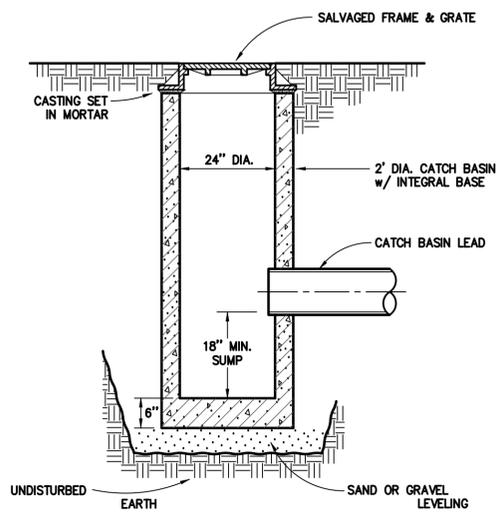
Location:  
 SECTION 21  
 T29N, R09W  
 VILLAGE OF ELK RAPIDS  
 ANTRIM COUNTY  
 MICHIGAN

Project Number:  
 201952001.02

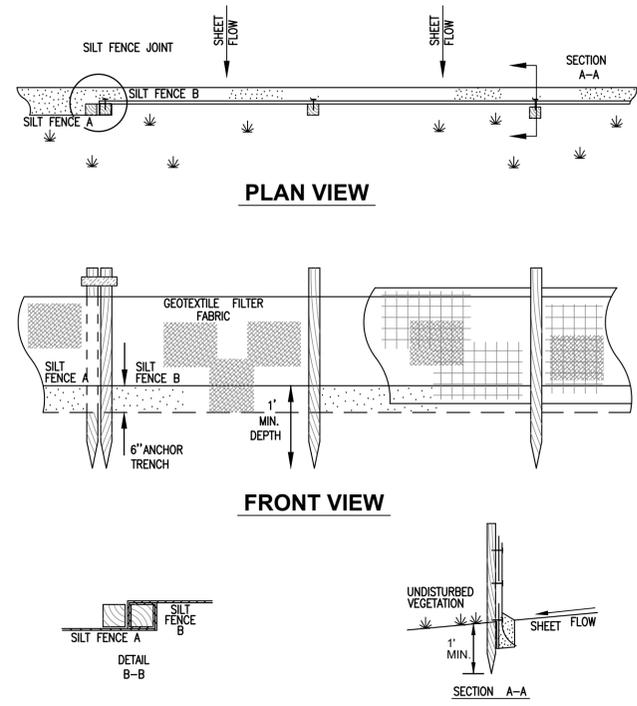
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**6**



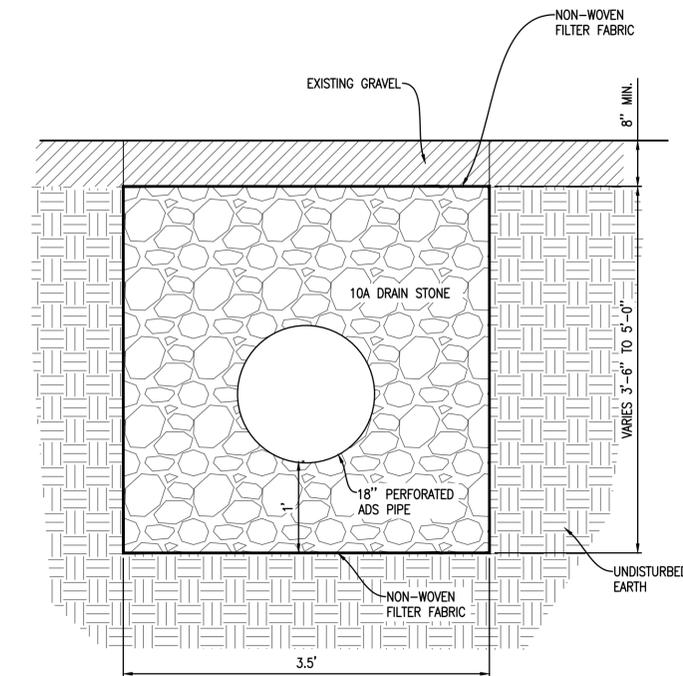
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 NOT TO SCALE



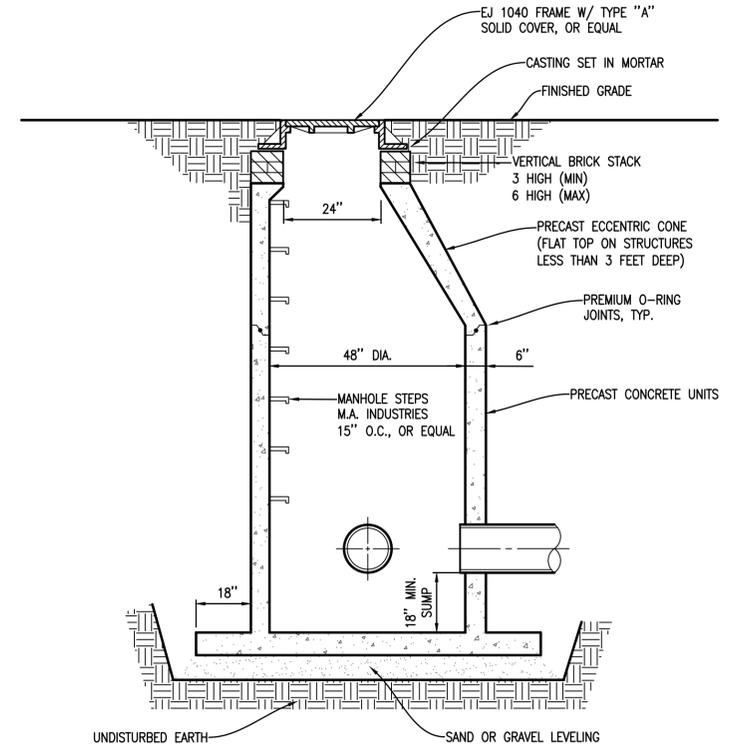
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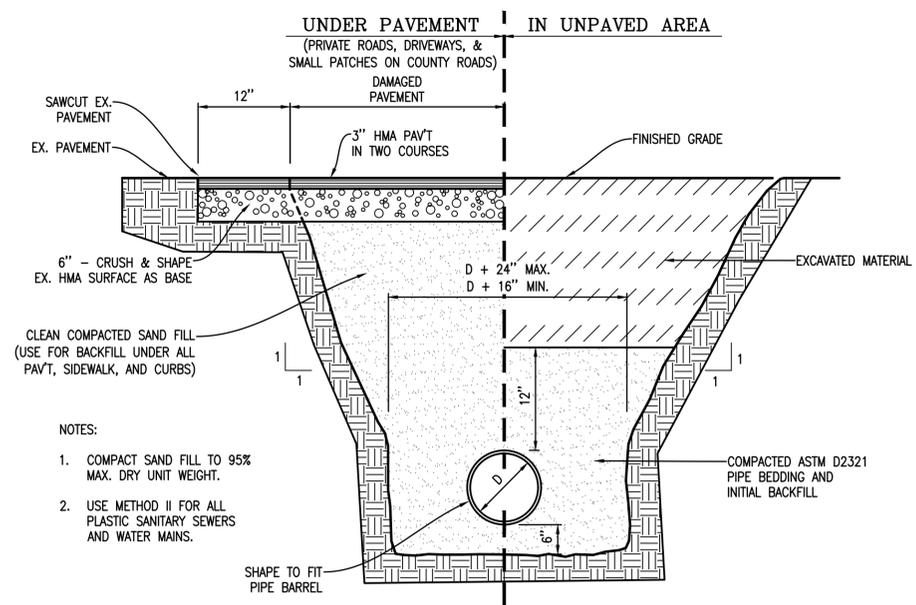
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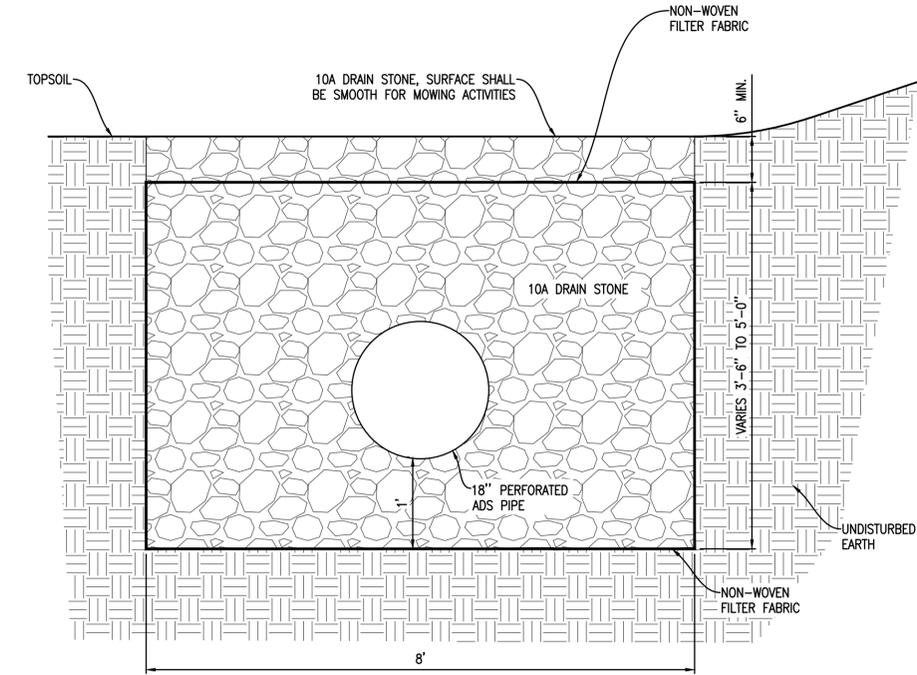
**PERFORATED PIPE UNDER DRAVEL DETAIL**  
 SCALE: 1" = 1'-0"



**STORM MANHOLE DETAIL**  
 NOT TO SCALE



**TRENCH DETAIL**  
 NOT TO SCALE



**PERFORATED PIPE DETAIL**  
 SCALE: 1" = 1'-0"



## Action Request to Board of Commissioners

**Meeting Date:** September 17, 2020

**Department:** Human Resources

**Submitted By:** Stephanie Murray, Human Resources Director

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

**Agenda Item:** Protected Trust Business Associate Agreement

### 1. Action Request/Suggested Motion

To authorize the Board Chairman to execute the business associate agreement between Protected Trust, LLC and Antrim County for email encryption software effective September 18, 2020 and continuing on a month-to-month basis as needed.

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

There is a need to be able to send sensitive information from Human Resources to banks, workers' compensation, physicians, etc. We currently do not have encryption software. There is no long-term contract needed with Protected Trust. This is a month-to-month service that can be canceled at any time with a 30-day written notice.

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

The copier/fax machine in the Administration office does not work consistently and is not a preferred method for confidentiality. Use of Protected Trust software allows for secure, quick, direct encrypted email from Human Resources to the individual requesting the sensitive information.

### 4. Financial – Budget-related information

The monthly rate is \$7.20 per user. Human Resources will use the software. The total for the year is \$7.20 for 12 months equals \$86.40 to be paid from 101000-270-805.005.

### 5. Legal Review

Legal counsel has reviewed the agreement and found no areas of concern.

### 6. Policy Implications

There are no policy implications.

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

This will be implemented in the Human Resources office once BOC approval is received. IT will install the software.

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

Human Resources will continue to use the fax machine.

### 9. Attachments Included

Protected Trust Business Associate Agreement



# Antrim County, Michigan - Email Encryption by Protected Trust

**Antrim County, Michigan**

203 E. Cayuga St.  
 Bellaire, MI 49615  
 United States

**Stephanie Murray**

Human Resource Director  
 murrays@antrimcounty.org  
 231-533-3600

**Reference: 20200908-093804615**

Prepared: September 8, 2020  
 Expires: December 7, 2020  
 Prepared by: Cindy Loput  
 Solutions Consultant  
 cloput@protectedtrust.com  
 +1 (863) 594-1142

**Dylan Sutter**

I.T. Support Technician  
 sutterd@antrimcounty.org  
 2315333600

**Products & Services**

Item & Description	Quantity	Unit Price	Total
<p>Custom Software</p> <p>Email Encryption Service by Protected Trust allows users to send secure messages seamlessly from: Outlook 2013 and up, or from the web mail portal on any device that has Internet connectivity. The user interface and verification options make it simple for senders to compose secure messages in seconds and it is super easy for recipients to access their messages in a secure manner. The solution helps organizations meet various compliance guidelines including HIPAA/HITECH.</p> <p>Unlimited Secure Messaging                      Unlimited Free Guest Accounts for Recipients                      HIPAA Business Associate Agreement                      7 Year Message Retention                      25 Phone/Text Verifications per user, per month</p>	1	\$7.20	\$7.20

Outlook Add-in & Web Client  
Send up to 1GB Attachments  
Revoke, Read Receipt, Expire Messages  
Secure Virtual Printer  
Free iOS app

Term Agreement for service: Month to month with no long term contract. Payments can be made monthly via credit card, check or ACH payment. Account admins may make user changes as needed to add or remove users, and the invoice each month will be adjusted based on the order at that time.

Service may be cancelled at any time with 30 day written notice. No additional set up fee.

**Subtotals**

One-time subtotal \$7.20

**Total \$7.20**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

**Questions? Contact me**



Cindy Loput  
Solutions Consultant  
cloput@protectedtrust.com  
+1 (863) 594-1142



## Action Request to Board of Commissioners

**Meeting Date:** September 17, 2020

**Department:** HR Department and Administration

**Submitted By:** Peter Garwood, Administrator & Stephanie Murray, HR Director

**Agenda Item:** Performance Evaluation - Administrator

### 1. Action Request/Suggested Motion

To approve the following schedule for the County Administrator performance evaluation:

11/5/2020	County Administrator receives self-evaluation form.
11/5/2020	Each of the Commissioners receive an Individual Board Member Input form.
11/19/2020	Board goes into closed session at the request of the Administrator to discuss the performance of the Administrator, receives results of the self-evaluation completed by the Administrator and jointly complete the final evaluation form.
12/3/20	Board goes into closed session one more time to review the compilation of the individually completed evaluations, Administrator self-evaluation and the collectively completed evaluation prior to signature by the Board Chair.

The final evaluation packet will be placed in the personnel file of the County Administrator.

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

The County Board, HR Director and the County Administrator have been working on a performance evaluation tool and policy and procedure for the Administrator and the Finance Director prior to the pandemic hitting the County and picked it up again within the last few months. The final version was approved by the Board on August 20, 2020. The Board has indicated a desire to initiate the process for the County Administrator this year, but to delay the evaluation of the Finance Director due to the fact he has only been employed by Antrim County for a short time.

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

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.

### 4. Financial – Budget-related information

n/a

### 5. Legal Review

n/a

### 6. Policy Implications

Requires a performance review for the Administrator and the Finance Director, the only two direct report of the Board, at a minimum of annually. The policy will be reviewed and revised as necessary after the initial evaluation process is completed.

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

Please see the motion above.

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

n/a

<b>9. Attachments Included</b>
n/a



## Action Request to Board of Commissioners

**Meeting Date:** September 17, 2020

**Department:** Human Resources

**Submitted By:** Stephanie Murray, Director of Human Resources

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

**Agenda Item:** MERS Officer and Delegate

<b>1. Action Request/Suggested Motion</b>
To appoint Stephanie Murray as the Officer Delegate representing administration and Pete Garwood as the Officer Alternate representing administration to the Virtual Municipal Employee's Retirement System (MERS) Annual Conference to be held September 21-24, 2020.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
Stephanie Murray as the Human Resource Director is responsible for coordinating and overseeing benefits for the County, including pension benefits. Thus, we are requesting she be appointed as the officer delegate as required by MERS.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
It is important that official action be taken so that Ms. Murray can represent the County at the Annual Conference.
<b>4. Financial – Budget-related information</b>
The Virtual Conference is free.
<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>
The free Virtual Conference takes place September 21 - 24.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
n/a
<b>9. Attachments Included</b>
2020 Officer and Employee Delegate Certification Form



Voting this year will be held virtually. Delegates will need a computer or tablet and internet access to vote.

## 2020 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | September 24, 2020

Please print clearly • **Scan and attach this file when you register online** • Retain a copy for your records

**IMPORTANT:** If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

### 1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Officer Alternate name

Officer delegate and alternate listed above were appointed to serve during the 2020 MERS Business Meeting by official action of the governing body (or chief judge for a participating court) on \_\_\_\_\_, 2020.

### 2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Employee Alternate name

Employee delegate and alternate listed above were elected to serve during the 2020 MERS Business Meeting by secret ballot election conducted by an authorized officer on \_\_\_\_\_, 2020.

### 3. Certification

**NOTE:** Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
Employer address	Employer city	Employer state	Employer zip code	
Printed name	Title of authorized authority*			
Authorized signature*			Date	

\* Required field



1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s). OR
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).



## Action Request to Board of Commissioners

**Meeting Date:** September 17, 2020

**Department:** Sheriff's Office - Dispatch

**Submitted By:** Sgt. Mike Gank

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

**Agenda Item:** Dispatch Position

### 1. Action Request

To approve the addition to the 2021 E-911 operating budget of a new dispatch emergency communicator position for the 9-1-1 Dispatch Center, bringing the total dispatcher positions from ten to eleven starting on January 1, 2021.

### 2. Background and Current Situation

At a national level most 9-1-1 Centers are understaffed or critically understaffed and the Antrim County 9-1-1 Center is no exception. Due to the high level stress, long working hours and disruptive work schedule it is difficult to find, train and retain qualified candidates willing to make some of the sacrifices that are necessary. Because the center operates 24/7, 365 days per year an even greater strain is put on the smaller pool of veteran employees when staffing levels are below minimums.

9-1-1 presently has:

- Nine full time Emergency Communicator positions (one position is currently vacant at this time) who work a dispatch desk answering radio, phone and 9-1-1 calls for service.
- One Lead Dispatch Supervisor works as an Emergency Communicator, but also helps directly manage night staff and assists the Sgt. with operational issues.
- One Dispatch Sergeant who manages all of the dispatch employees and ensures the day to day operational needs are met.

Additionally the 9-1-1 center schedules only one communicator from midnight until 8:00 am. While present staffing is used for when the need for coverage is at its highest, NENA (National Emergency Number Association) standards mandate that all 9-1-1 Centers should have a minimum of two Communicators at all times. Having one person on duty can and has delayed dispatch time in cases where multiple incidents occur simultaneously. The communicator prioritizes the call and process the call as soon as they can. Solo communicators must also take bathroom breaks when alone further disrupting the call taking process. Such delays are very stressful on all parties concerned.

### 3. Why this Action is Necessary

To better serve the public and the responders the 9-1-1 Board believes an additional Emergency Communicator should be added to the roster. This person would allow more scheduling coverage which would add more coverage for the times between midnight and 8:00 a.m. With more employees in the schedule the overtime budget should be used less often. At present, with any less than ten employees, healthy and able to work full shifts, 911 would not be able (or would struggle) to meet the requirements for minimum training and contractual leave time. The absence of one employee for any reason causes substantial overtime. The loss of two employees will also put in jeopardy the ability to meet minimum training requirements and add further to the overtime issue. An additional employee will provide better 24/7 coverage, lower overtime, and provide the flexibility necessary to retain employees and mitigate burn out.

### 4. Financial Information (Budget Related Information)

Total \$45,488(single) - \$67,995.30 (family)

Projected overtime savings of \$20,000 to \$30,000 annually

<b>5. Legal Review</b>
None
<b>6. Timing (When Action is Required)</b>
Starting in January 1, 2021
<b>7. Policy Implications</b>
None
<b>8. Alternative Plan</b>
None
<b>9. Attachments Included</b>
Wage and benefit spreadsheet

## 911 Dispatcher 2021 Wages Benefits Approximate Cost - 1st Year

**911 Dispatcher - Full-Time**

<b>911 Dispatcher - Full-Time</b>				<b>CALCULATION EXPLANATIONS - Using the One Year Step for Entire Year</b>
				BI-WEEKLY CALCULATION ESTIMATES
1 Wages	17.88	75	1,341.00	WAGES: Hourly rate (Start pay for 2021)x (hours in two week pay period)
FICA	7.65%		102.59	FICA: Employer percentage x total taxable gross
2 Health Ins/Dental			863.19	Dental \$114.65 Health \$1611.72-Month/2 to get estimated bi-weekly rate (family)
3 Life & Dis		49.88	24.94	Life&Dis: Premium / 2 to get estimated bi-weekly rate
4 Work Comp	0.28	100	3.75	Work Comp: is \$3.95 x \$100 earned
5 MERS - Blended Rate	20.86%		279.73	MERS-Per pay period Employer Cost is a % of Employee Wage: *
<b>TOTAL-BI-WEEKLY ESTIMATE</b>			<b>2,615.20</b>	
	26		67,995.30	ESTIMATED Total Wages & Benefits



## Action Request to Board of Commissioners

**Meeting Date:** August 20, 2020

**Department:** Sheriff Department - Dispatch

**Submitted By:** Sgt. Mike Gank

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

**Agenda Item:** Mobile Radio Memorandum of Agreement

<b>1. Action Request/Suggested Motion</b>
Approve and authorize the Board Chair to execute the Memorandum of Agreement between Antrim County and member agencies for the use of MPSCS 800 Mobile Radio Equipment.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
Please see attachment.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
Must have an agreement with the local member agencies because the County is providing equipment for them.
<b>4. Financial – Budget-related information</b>
<b>5. Legal Review</b>
This agreement originated with Antrim County with legal counsel involvement, therefore does not require legal review.
<b>6. Policy Implications</b>
n/a
<b>7. Plan – Timeline with who, what, where, and how</b>
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
<b>9. Attachments Included</b>

**MEMORANDUM OF AGREEMENT**  
**MPSCS 800 Mobile Radio Project**

This Memorandum of Agreement (“MOA”) is made and entered into on this 15<sup>th</sup> day of June, 2020, by and between the parties below and all future signers of this Agreement, known collectively as “Member Agencies” or individually as a “Member Agency.”

The following agencies are collectively known as the “Member Agencies”:

- Antrim County
- Antrim County 911 Dispatch Center
- Central Lake Fire Department
- Bellaire District Fire Department
- Banks Township Fire & Rescue Department
- East Jordan Fire Department
- Jordan valley EMS Authority
- Elk Rapids Fire Department
- Elmira-Warner Fire Department
- Mancelona Fire District
- Milton Township Fire Department
- South Torch Lake Fire & Rescue
- Star Township Fire Department
- Torch Lake Township Fire Department
- Township Ambulance Authority

**PURPOSE**

Owned by the County Pursuant to the MPSCS 800 Mobile Radio Project, Antrim County will furnish and install one basic MSPSC compatible mobile radio for each fire and EMS vehicle servicing Antrim County that does not currently have such an MPSCS radio. These vehicles must be owned and operated by the agency, authorized for use on the road, and in regular use by that agency thus enabling first responders to provide emergency services in an efficient, effective, and timely manner. The purpose of this Agreement is to insure proper usage of the MPSCS 800 Mobile Radio equipment by the Member Agencies and their personnel, in accordance with the guidelines contained herein for proper operation, maintenance and possible consequences regarding damage, use of hardware software and network operations, and user access. For agencies that disband, terminate the MOU or no longer provide contracted services directly to Antrim County, the MPSCS radios will be returned to Antrim County 9-1-1 as soon as reasonable possibly.

**THEREFORE, the Member Agencies hereby agree to the following:**

**1. Definitions**

1.1 MPSCS 800 Mobile Radio System: shall include an antenna and installation, original template programing, and original MPSCS service fee. A basic radio is considered a mobile radio with one remote mounted control unit chosen by Antrim County.

1.2 USER: Any authorized employee of a Member Agency granted use of the MPSCS 800 Mobile Radio Equipment.

## **2. Effective Date and Term of MOA**

2.1 Effective Date: The effective date of this MOA is the date noted above and/or the date each subsequent agency executes this Agreement.

2.2 Term: This MOA shall remain in effect and shall be reviewed every three (3) years. The Agreement can only be terminated as provided herein.

## **3. User Access**

The use of MPSCS 800 Mobile Radio Equipment is restricted to authorized users only. Each User is required to complete the State of Michigan Mandated training provided by Antrim County 9-1-1 Training Personnel.

MPSCS 800 Mobile Radio Equipment shall not be used for any personal purposes, whether or not for gain of the User. Any such use or attempted use will result in removal of the User and potential disciplinary and/or legal action.

Member Agencies and User shall abide by all the laws of the United States and the State of Michigan, and shall abide by all present and hereafter approved policies and procedures of Antrim County.

## **4. Financial Responsibility**

Antrim County 9-1-1 will pay for migration of MPSCS 800 Mobile Radio Equipment from a Member Agency vehicle at the end of the vehicle's life cycle to a replacement vehicle provided however, that such migration shall be performed by a vendor approved by the Antrim County 9-1-1 Director or designee.

Each Member Agency shall be responsible for the following costs:

- additional Page Groups beyond those created by Antrim County 9-1-1
- options or accessories, as long as these are compatible with the original radio

- any fees with the re-provisioning of lost or damaged radios

## **5. Payment Administration**

Each Member Agency shall designate and identify the individual responsible for receiving invoices submitted by Antrim County for expenditures incurred pursuant to this Agreement.

## **6. MPSCS 800 Mobile Radio Equipment Operation**

6.1 It is User's responsibility to handle the MPSCS 800 Mobile Radio Equipment in a reasonable and customary way given its status as a sensitive electronic device.

6.2 Any damage or problems should be reported to the Antrim County 9-1-1 Center. If the User and/or the Member Agency fails to properly maintain and operate the MPSCS 800 Mobile Radio Equipment, or damage results due to carelessness, neglect, or abuse, as determined by Antrim County 9-1-1 Center, the cost for repair or replacement of the damaged MPSCS 800 Mobile Radio Equipment shall be the responsibility of the Member Agency. Each Member Agency agrees to reimburse Antrim County for the cost of repair or replacement of MPSCS 800 Mobile Radio Equipment damaged as a result of failure to properly maintain and operate, carelessness, neglect, or abuse.

6.3 No component of the MPSCS 800 Mobile Radio Equipment may be used for any purpose other than its original intent and configuration. Member Agencies may make template/channel list changes as long as the Antrim County mandated talk groups remain active in the radio. User agencies will be responsible for any reprogramming costs beyond the standard configuration.

## **7. Insurance**

Each Member Agency, at its sole cost and expense, shall carry insurance for its activities in connection with this Agreement, and obtain, keep in force and maintain, insurance for general liability, and automobile liability adequate to cover its potential liabilities hereunder. Each Member Agency shall carry a minimum on One Million Dollars in general liability insurance and \$500,000 in automobile liability insurance.

## **8. Indemnification**

Each Member Agency takes legal and financial responsibility for the actions of their employees, officers, agents and representatives. Member Agencies agree to indemnify, defend and hold harmless other Member Agencies to the fullest extent

permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs, including reasonably attorneys' fees arising out of or resulting from this Agreement, and that each Member Agency shall bear the proportionate cost of any damage attributable to the fault of that agency, its governing body, officers, agents, and employees.

## **9. Termination**

- 9.1 MOA Termination: This MOA may be terminated by mutual agreement of all Member Agencies.
- 9.2 Member Agency Termination: Any Member Agency may terminate its participation in this MOA with or without cause upon sixty (60) days prior written notice to a designated representative of Antrim County.
- 9.3 Other Termination: Antrim County may exercise its authority to terminate the relationships established under this MOA if it determines that a Member Agency is not complying with the terms and conditions of this MOA and/or the County's policies.

## **10. Amendments**

- 10.1 Addition of new Member Agencies: If additional agencies choose to become Member Agencies after this MOA is executed, this Agreement shall be amended to include those agencies as signatories.
- 10.2 All amendments must be in writing and approved by the designated representative of Antrim County.

## **11. Miscellaneous**

- 11.1 Severability: The provisions of this MOA are severable. If any provisions of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this MOA and the invalid provision(s) shall be considered modified to conform to the existing law.
- 11.2 Entire Agreement: This MOA contains all the terms and conditions agreed upon by the parties hereto. The terms and conditions of this Agreement constitute the full and complete agreement between the Member Agencies. No other verbal agreement shall, in any way, vary or alter any provision of this MOA. No other written agreement shall in any way, vary or alter any provision of this Agreement unless modified in writing by mutual consent of all Member Agencies.

- 11.3 Waiver: A failure or delay in exercising any right, power or privilege in respect of this Agreement will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.
- 11.4 Execution: This MOA may be executed in any number of counterparts, each of which will be deemed to be an original, and all counterparts, when taken together, will constitute one and the same Agreement. Member Agencies agree that signatures on this MOA may be delivered by facsimile or electronically in lieu of an original signature and agree to treat facsimile or electronic signatures as original signatures that bind them to this Agreement.

The parties hereto execute this MOA as of the Effective Date.

**ANTRIM COUNTY**

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

**ANTRIM COUNTY 911 DISPATCH CENTER**

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

**TOWNSHIP AMBULANCE AUTHORITY**

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

**TORCH LAKE TOWNSHIP E.M.S.**

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

**SOUTH TORCH LAKE FIRE & RESCUE**

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

**CENTRAL LAKE FIRE DEPARTMENT**

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

**BELLAIRE DISTRICT FIRE DEPARTMENT**

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

Dated: \_\_\_\_\_

**BANKS TOWNSHIP FIRE & RESCUE DEPARTMENT**

By:  \_\_\_\_\_  
THOMAS P. MANN, Supervisor

Dated: 6-15-20

**STAR TOWNSHIP FIRE DEPARTMENT**

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

Dated: \_\_\_\_\_

**ELMIRA-WARNER FIRE DEPARTMENT**

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

Dated: \_\_\_\_\_

**TORCH LAKE TOWNSHIP FIRE DEPARTMENT**

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

Dated: \_\_\_\_\_

**MILTON TOWNSHIP FIRE DEPARTMENT**

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

Dated: \_\_\_\_\_

**ELK RAPIDS FIRE DEPARTMENT**

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

Dated: \_\_\_\_\_

**MANCELONA FIRE DISTRICT**

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

Dated: \_\_\_\_\_

**JORDAN VALLEY EMS AUTHORITY**

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

Dated: \_\_\_\_\_

**EAST JORDAN FIRE DEPARTMENT**

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

Dated: \_\_\_\_\_



## Action Request to Board of Commissioners

**Meeting Date:** September 17, 2020

**Department:** Administration

**Submitted By:** Peter Garwood, Administrator

**Agenda Item:** Designated County Assessor

### 1. Action Request/Suggested Motion

To authorize the County Administrator to negotiate an amendment to the contract with Jamie Houserman and Allison Thompson, to continue to perform the duties of Antrim County Equalization Director and Assistant Equalization Director, and add the requirements for a County Designated Assessor in compliance with PA 660 of 2018 for the statutorily required period of five (5) years for presentation at the October 1 Board meeting.

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

Public Act 660 of 2018, signed by Governor Snyder on December 28, 2018, amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process.

P.A.660 of 2018 requires that each county notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor. In addition, the county must provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts (townships) within that county, and the proposed Designated Assessor for the county.

Once an assessing district is under contract with a Designated Assessor, the Designated Assessor will remain in place for a minimum of **five** years. The statute does provide for a local unit to petition the Commission to end the contract after the Designated Assessor has been in place for 3 years. However, there is no guarantee the State will agree to early termination and it is incumbent on the assessing unit must prove they can continue to meet the assessing standards with a different assessor.

We have reached out to qualified assessors that work in and around Antrim County, but found no one that was interested in the position or indicated they would only do it if the County paid an unreasonable amount as a retainer. Keep in mind, the individual who we choose for the position, essentially, will not be active in any of our units unless or until the State indicates the assessing unit is not meeting the standards. Once that happens the assessing unit is responsible to pay the Designated Assessor for the duration of the five year period required under the statute.

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

The goal is to comply with the requirements of the amended General Tax Act and ultimately assure the entire County is being assessed appropriately on behalf of the Antrim County taxpayers.

### 4. Financial – Budget-related information

Preliminary discussions with Ms. Houserman indicate there will be little or no additional cost to the contract to add the Designated Assessor duties to the contract.

### 5. Legal Review

The County will use the equalization services contract which has been reviewed by civil counsel.

<b>6. Policy Implications</b>
None.
<b>7. Plan – Timeline with who, what, where, and how</b>
The County must notify the State Tax Commission by December 31, 2020 of their selection for the Designated Assessor. This means the County must find a qualified individual MAAO (level 3) or higher, and the individual must be approved by a majority of all the townships in Antrim County as well as the Board. This, of course, will take some time and therefore requires swift action.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
Continue searching for a qualified individual to take the position, while time gets short for approval by the townships, the Board and the State.
<b>9. Attachments Included</b>
None.



# *Memorandum Administration Office*

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September 17, 2020

TO: Board of Commissioners

FR: Pete Garwood, County Administrator

RE: Annual Reports

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On September 11, you all received electronic copies of the annual report for the following department(s) and organization(s):

- 13<sup>th</sup> Circuit Court

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

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the 13<sup>th</sup> Circuit Court 2019 Annual Report**



# Memorandum Administration Department

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September 11, 2020

TO: Antrim County Board of Commissioner

FR: Pete Garwood, County Administrator

RE: Administrator's Report – September 17, 2020

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Current Situation: On September 3, the Board returned approval of grant applications and grant agreements to the Board of Commissioners. 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 29, 2020** (28 days past the October 1st extension of the Emergency Declaration). We will keep you apprised if there are additional extensions in the future.

**REMINDER: The September 17 Board meeting will be virtual only**, through Zoom video conferencing starting at 7:00 p.m.

## **ADMINISTRATION RELATED MATTERS:**

1. **Broadband:** Prior to the last meeting, new information had come in. Eric Grandstaff informed us that the information was very general and he has asked the company that submitted it to provide more detail as he feels it will be necessary for us to make an informed decision. We will be meeting with him to update our plan to focus on homes and businesses without fiber broadband alternatives. A meeting with Trustream has been scheduled in September to discuss any possibilities of partnership to extend services to villages.
2. **Trustream Presentation:** Shari Culver with Great Lakes Energy will provide a Trustream update to the Board on October 1 at 11:00 AM.
3. **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.

The Abstractor is back on the job as of the end of last week. We are letting her get back into the swing of things, but will do the deep dive back into the issue starting next week.

4. **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 into compliance.

Please see the action request form that is in the packet for this meeting.

Again, Bulletin 8 provides additional information on the requirements if you are interested in learning more.

A question was asked at the September 3 meeting regarding whether or not we could get an exemption from the requirement to have a DA. The current law does not allow for an opt-out or exemption from the requirement.

5. **Land Purchase and Sale Policy:** We continue to target the presentation of a draft policy for late October or early November. No additional update.
6. **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. However, they left a lot of issues unanswered, which will have to be sorted out by the lower courts. As I mentioned at the last Board meeting verbally, the Charlevoix County Circuit Court heard arguments as to whether or not the case can be considered a class action lawsuit. A hearing was held on Monday, August 31st. The judge ruled that the case would be recognized as a class action lawsuit only within the borders of Charlevoix County, but would not include cases in the other counties in Michigan. With that ruling the attorney would have to file for a class action in every county individually. We will continue to monitor progress and keep you updated.

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

7. **Current County Employment Opportunities:**
  - Antrim County Transportation Mechanic – Regular PT: Position posted and will remain open until filled.
  - Sheriff Office Dispatcher – FT: Position has been reposted.
  - Corrections Officer – FT opening due to a retirement: Posted until filled. Interviews are scheduled on September 11 for five candidates.
  - Prosecutor and Child Support Assistant – FT: Interviews taking place the week of September 7.
8. **Employee Performance Reviews:** The Board at its meeting on August 20, approved the draft Evaluation of County Administrator and Finance Director Policy and Procedure along with the performance evaluation forms. The policy is posted on the County website and all forms have been finalized and ready for use upon the Board's direction. It is on this meeting's agenda for the Board to choose a timeline for the County Administrator performance review.
9. **Employee Insurance Open Enrollment:** After a poll from members of the insurance committee (consisting of elected officials, appointed department heads, and representatives from the unions) it was the consensus of the group to continue with Priority Health for 2021. HR will begin working with Dewey Insurance to set up open enrollment dates/times in the near future. Renewal rates for Priority Health

follow. Coverage will remain the same except the statutory out-of-pocket maximums increase from \$7,350/\$14,700 to \$8,150/\$16,300.

	Caps set by BOC on 9/3/20	RENEWAL 2021	CURRENT 2020	RENEWAL 2021	CURRENT 2020
		\$0 – 100% Plan		\$750/\$1,500 – 80% Plan	
Single	586.99	649.34	649.61	502.03	498.50
Double	1,315.15	1,558.41	1,559.06	1,204.87	1,196.40
Family	1,643.95	1,948.02	1,948.83	1,506.09	1,495.50
Renewal Impact		0.0%		0.7%	

### FINANCE RELATED MATTERS:

10. **2021 Budget Preparation:** The public hearing on the budget will be held at the October 1 Board meeting. Unless there are issues identified at the public hearing that require delay, the budget resolution will be prepared for adoption at the same meeting.
11. **Summer Property Tax Deferral:** 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. No new information is available on this issue.
12. **Mancelona DDA and Tax Increment Finance District:** At the last meeting, the board opted-out of the Mancelona DDA and Tax Increment Finance District Amendment. The matter will be revisited as the Village’s plan develops.

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

13. **COVID-19 Cases:** As of September 10, 2020, according to the Health Department, Antrim County has had 55 known cases of the COVID-19 Coronavirus. Of those 55 known cases, 40 are considered recovered.
14. **Office Safety:** Phase two is complete, all additional projects involve CARES ACT funding.
15. **Opioid Litigation Update:** I received an update from our attorney firm that represents the County on the opioid litigation dated August 13. They are pushing a local unit/state Memorandum of Agreement (MOU) similar to the one executed in Ohio in which there is a joint effort and a division of the potential proceeds between the state, local governments and various service agencies. We have not received an update since that date.
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. **Recycling Drop-Off Services:** Bid specifications have been prepared, advertised, and sent to vendors as identified by staff. Sealed bids will be received until 3:00 p.m. on September 21 with a recommendation to the Board on October 1.
18. **County Building Generator:** Bid specifications have been prepared and advertised. The site visit with interested vendors took place on September 10. Sealed bids will be received until 3:30 p.m. on September 21 with a recommendation to the Board on October 1.
19. **Snow Plowing and Removal – County Facilities:** Bid specifications have been prepared, advertised, and sent to vendors as identified by staff. Sealed bids will be received until 4:00 p.m. on September 21 with a recommendation to the Board on October 1.
20. **County Parking Lot Paving:** Quotes were received from four companies, upon review of references, the lowest quote vendor is being contacted for required documentation and may be able to start the process as early as this week.
21. **American Waste – Transfer Station:** It was verified that no recycle bins have been placed yet at the Elmira location. Contact was made with a GFL (American Waste) representative requesting a specific placement timeline. It has been confirmed that bins will be in place the weekend of September 12 and acceptance of recyclables will start on Monday, September 14.
22. **County Building Security:** The majority of employees needing access have been issued cards. Human Resources and the Deputy Administrator will continue to issue credentials to those that require access.
23. **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. We have received a counter proposal, but Mike feels it undervalues the timber. We will be making a counter to their counter with the hope that we can agree and resolve the issue. I will continue to update you on this as we move through the process.
24. **Parks and Recreation Plan:** The survey that was released by the Parks & Recreation Plan subcommittee ended on July 31 with 890 responses at last count. Our office has compiled the results and sent them out to the Parks and Recreation Plan Ad Hoc Committee. The Administration Office has been working on updating the demographic statistics. The Committee discussed scheduling a meeting soon.
25. **Facilities Master Plan:** The Board chose at the last meeting to delay any advancement on this project until the beginning of 2021. (NO UPDATE)
26. **Hydro Roof Replacement & Hatch Installation:** IRT Commercial Services is scheduled to do the roof replacement the third week of September and expects to have it completed within ten days of starting. The Stockhausens expect to be on site for most of that period. (NO UPDATE)
27. **Flood Insurance Presentation:** I have been in contact with a local insurance agent who has offered to put together a presentation for the Board and ultimately for interested residents regarding the requirements

and process for a homeowner who is wanting or is required to have flood insurance. I will have further updates in the near future.

### 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):**

- 28. Televate (prepare bid specifications to replace the existing MCC-5500 Dispatch radio console)
- 29. Liturgical Publications, Inc. (Senior Space Software – 3 year)
- 30. Cintas (Maintenance Department uniform rental – 3 year)
- 31. Xerox (Register of Deeds copier – 4 years)

**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:

- 32. Question regarding Presidential memorandum deferring payroll tax obligations in light of ongoing COVID-19 (8/31/2020).
- 33. Resolution to exempt Antrim County tax levy from capture by the Mancelona DDA (8/28/2020).
- 34. Havel Brothers (maintenance department, furnish and install a direct digital system of automatic temperature control and building automation) – expected 9/16/2020
- 35. Temporary Remote Work Policy and Agreement – expected prior to 9/17/2020

### QUESTIONS FROM THE BOARD OF COMMISSIONERS (September 4 meeting):

- 36. **Mancelona Industrial Park:** Commissioner Helwig inquired when the option to purchase with Heritage Sustainable Energy, LLC expired. The expiration date is January 16, 2021, and this reminder was shared with Heritage.

### COMMUNICATIONS, NOTES OF INTEREST:

- 37. **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 Census is scheduled to complete all work by September 30, 2020. As of September 10, 2020, *(with the inclusion of enumerated field data responses)* nationally rates are 88.8%, in Michigan 88.7%. No enumerated numbers are available for Antrim County, self-response rate is 45.3%.
- 38. **NLEA Search for a New Leader:** Included in this packet is the announcement of the new NLEA President David Emmel. Mr. Emmel has a pretty impressive resume. He should be a good fit for the position and seems to be capable of leading the organization to the next step.
- 39. **2020 Northwest Michigan Housing Summit:** The annual Northwest Michigan Housing Summit, scheduled for October 20-22, will be held virtually this year. Registration for the event is now open. If you are interested in attending, please contact Margie Boyd in the Administration Office by October 19 and she will get you registered.

# Antrim County Building Department Revenue Report

<b>2020 AUG</b>	<b>2020 Income</b>	<b>2020 Expense</b>	<b>2020 Permits Sold</b>	<b>2019 Income</b>	<b>2019 Permits Sold</b>	<b>Difference From Prev. Year Permits</b>	<b>Difference From Prev. Year Income</b>
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	\$72,201.00	\$39,118.46	252	\$62,994.00	239	13	\$9,207.00
September							
October							
November							
December							
<b>Total YTD:</b>	<b>\$338,500.00</b>	<b>\$325,030.25</b>	<b>1314</b>	<b>\$363,711.60</b>	<b>1,357</b>	<b>-43</b>	<b>-\$25,211.60</b>

<b>Net Revenue</b>	
YTD:	<b>\$13,469.75</b>

# Antrim County Building Department Inspection Report

**2020  
AUG**

	Building Plan Reviews Monthly Total	Building Plan Reviews Monthly Average	Building Inspections Monthly Total	Building Inspections Monthly Average	Mechanical Inspections Monthly Total	Mechanical Inspections Monthly Average	Plumbing Inspections Monthly Total	Plumbing Inspections Monthly Average	Electrical Inspections Monthly Total	Electrical Inspections Monthly Average
January	29	1.45	148	7.4	82	4.1	68	3.4	129	6.45
February	26	1.3	108	5.4	71	3.55	52	2.6	84	4.2
March	42	2.1	90	4.5	71	3.55	56	2.8	98	4.9
April	25	1.25	17	0.85	9	0.45	5	0.25	15	0.75
May	60	3	192	9.6	107	5.35	59	2.95	131	6.55
June	116	5.8	302	15.1	155	7.75	100	5	207	10.35
July	93	4.65	249	12.45	122	6.1	64	3.2	210	10.5
August	93	4.65	288	14.4	122	6.1	78	3.9	211	10.55
September										
October										
November										
December										
<b>Totals YTD:</b>	<b>484</b>	<b>3.03</b>	<b>1394</b>	<b>8.71</b>	<b>739</b>	<b>4.62</b>	<b>482</b>	<b>3.01</b>	<b>1085</b>	<b>6.78</b>

Total Inspections: 4184  
Total Permits Sold YTD: 1314

Permit Type	Number	Fees	Addition to existing	Cost
Building	67	\$29,032.00	\$627.00	\$433.31
Year to date	411	\$149,537.00	\$4,286.00	\$374.27
Plumbing	41	\$9,672.00	\$603.00	\$235.90
Year to date	162	\$37,137.00	\$2,553.00	\$245.00
Electrical	69	\$13,637.00	\$1,605.00	\$197.64
Year to date	411	\$70,231.00	\$5,934.00	\$185.32
Mechanical	75	\$13,209.00	\$387.00	\$176.12
Year to date	330	\$56,005.00	\$1,801.00	\$175.17

# REVENUE SCHEDULE 2020

NUMBER	ACCOUNT NAME	BUDGET	JUL	YTD RECEIVED
500.101	County Appropriation	175,000	87,500	\$175,000
569.000	State Funds	287,000	50,310	\$287,801
569.001	Federal Funds	83,863	0	\$25,002
569.001	Federal - CARES Act \$	124,637	0	\$124,637
638.001	General Fares	4,500	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	0	\$57
638.001	Mancelona School	0	0	\$0
638.001	Misc. Special Fares	7,000	83	\$6,940
638.002	HeadStart	10,750	0	\$10,860
638.003	CMH	19,500	0	\$19,648
638.004	Net Sale of Fuel *	10,000	913	\$8,968
638.006	Net Sale of Maintenance **	6,000	952	\$5,414
638.007	Meadow Brook	52,000	1,537	\$51,863
638.008	Munson	7,250	0	\$7,448
638.009	Bellaire School	28,000	0	\$28,260
638.01	Misc. Revenue	40,000	2,926	\$40,615
638.011	Alba School	250	0	\$250
665.000	Interest Income	3,500	132	\$3,261
		870,000	144,353	\$811,502

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

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

## EXPENSE SCHEDULE 2020

FUND:	ACCOUNT NAME:	BUDGET:	JUL:	YTD EXP:	BALANCE:	% EXP:
702.000	Salary, Director	69,500	7,849	57,691		83%
704.000	Wage, Secretary	26,500	3,024	22,010		83%
704.002	Wage, Dispatch	73,000	7,063	57,411		79%
705.000	Wage, FT Driver	17,500	0	17,345		99%
706.000	Wage, Mechanic	52,000	5,426	41,981		81%
707-708	Wage, PT Driver	177,000	14,226	133,164		75%
714.000	Anuity	13,000	1,697	10,049		77%
715.000	FICA	35,000	2,973	25,750		74%
716.008	Hospitalization	101,000	8,581	79,529		79%
718.000	Retirement	48,000	4,427	36,338		76%
719.000	Fringe, AD&D	4,000	295	3,073		77%
721.000	Personal Leave	5,000	0	2,292		46%
722.000	Unemployment	0	0	0		#DIV/0!
724.000	Workers Comp	35,000	8,404	28,957		83%
727.000	Office Supply	1,500	241	1,027		68%
741.000	Operating Supply	3,000	199	2,182		73%
742.000	Uniforms	4,500	278	3,296		73%
805.000	Computer Serv.	3,000	250	1,000		33%
807.000	Dues & Subs.	2,500	40	1,428		57%
810.000	Audit	2,500	0	260		10%
841.000	Physicals	2,500	0	1,080		43%
851.000	Radio Maint.	5,500	860	4,562		83%
852.000	Postage	0	0	0		#DIV/0!
855.000	Telephone	1,700	191	1,362		80%
861.000	Travel	1,000	176	368		37%
862.000	Convention	500	0	0		0%
864.000	* Bus Parts	20,000	1,977	11,572		58%
864.005	Tires & Tubes	11,000	0	7,254		66%
865.000	* Gas & Oil	50,000	1,608	30,852		62%
901.000	Print & Publish	500	0	241		48%
911.001	Insurance	54,000	0	35,726		66%
921.000	Electric	7,500	1,054	5,635		75%
922.000	Natural Gas	7,500	96	5,061		67%
931.000	Plowing	4,500	0	4,500		100%
932.000	Building Maint.	29,000		15,673		54%
935.000	Trash Removal	1,300	80	950		73%
<b>TOTAL:</b>		<b>870,000</b>	<b>71,015</b>	<b>649,619</b>		<b>75%</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	\$2,926 – Sale of buses 405, 406, 407
August	
September	

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 74.86

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

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/2020	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	100,180.06	23.75	54,819.94	64.63
581000-000-636.020	AIRPORT - HANGAR, COLD STORAGE	9,500.00	9,460.00	125.00	40.00	99.58
581000-000-636.060	AIRPORT - PARKING-PLANES	4,000.00	3,201.00	0.00	799.00	80.03
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	4,400.00	0.00	3,600.00	55.00
581000-000-636.120	AIRPORT - SERVICE FEE	2,000.00	1,450.00	0.00	550.00	72.50
581000-000-636.130	AIRPORT-LAND LEASE FOR HANGARS	38,500.00	0.00	0.00	38,500.00	0.00
581000-000-644.010	SALE OF TIMBER	0.00	31,468.42	0.00	(31,468.42)	100.00
581000-000-665.000	INTEREST EARNED INVEST & CDS	2,500.00	3,132.44	0.00	(632.44)	125.30
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	0.00	1,000.00	93.75
581000-000-694.000	AIRPORT ROYALTIES - GAS & OIL	750.00	453.82	0.00	296.18	60.51
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	463,346.00	0.00	0.00	100.00
Total Dept 000		735,671.00	633,628.89	148.75	102,042.11	86.13
TOTAL REVENUES		735,671.00	633,628.89	148.75	102,042.11	86.13
Expenditures						
Dept 295 - AIRPORT						
581000-295-702.000	SALARY - DEPT. HEAD	64,646.00	44,978.26	2,394.28	19,667.74	69.58
581000-295-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASST	0.00	4,164.60	0.00	(4,164.60)	100.00
581000-295-704.000	WAGES - DEPUTY#2, 2ND SEC, 2ND ASST	75,305.00	49,767.32	2,853.60	25,537.68	66.09
581000-295-705.000	OTHER WAGES	32,779.00	19,235.40	1,216.00	13,543.60	58.68
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	2,897.10	0.00	(397.10)	115.88
581000-295-709.000	OVERTIME AND HOLIDAY	4,080.00	2,812.38	68.40	1,267.62	68.93
581000-295-710.001	PER DIEM - REGULAR	150.00	0.00	0.00	150.00	0.00
581000-295-714.000	EMPLOYEE ANNUITY BENEFIT	17,376.00	8,914.91	501.24	8,461.09	51.31
581000-295-714.002	1:1 RATIO ANNUITY BENEFIT	393.00	404.03	0.00	(11.03)	102.81
581000-295-715.000	FICA - COUNTY SHARE	16,855.86	10,022.39	538.04	6,833.47	59.46
581000-295-716.008	DELTA DENTAL INSURANCE	3,611.00	2,205.87	272.14	1,405.13	61.09
581000-295-718.000	RETIREMENT - COUNTY SHARE	37,104.97	13,469.71	775.43	23,635.26	36.30
581000-295-719.000	OTHER FRINGE - AD&D ETC.	2,102.00	1,146.63	131.48	955.37	54.55
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	8,270.73	2,067.66	317.27	96.31
581000-295-725.000	TRAINING	700.00	200.00	0.00	500.00	28.57
581000-295-727.000	SUPPLIES - OFFICE	1,000.00	609.81	0.00	390.19	60.98
581000-295-741.000	OPERATING SUPPLIES	10,000.00	4,986.15	0.00	5,013.85	49.86
581000-295-742.000	UNIFORMS	1,500.00	819.95	0.00	680.05	54.66
581000-295-802.000	CONTRACTUAL SERVICES	12,000.00	13,260.50	0.00	(1,260.50)	110.50
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	1,979.73	169.39	720.27	73.32
581000-295-864.000	VEHICLE MAINTENANCE	5,000.00	983.66	0.00	4,016.34	19.67

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

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 581000 - AIRPORT OPERATING						
Expenditures						
581000-295-865.010	AIRCRAFT GAS & OIL SALES	125,000.00	64,961.58	0.00	60,038.42	51.97
581000-295-901.000	PRINTING AND PUBLISHING	150.00	19.60	0.00	130.40	13.07
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	9,224.12	404.69	3,275.88	73.79
581000-295-922.000	GAS	6,000.00	3,986.94	74.96	2,013.06	66.45
581000-295-932.000	BUILDING MAINTENANCE	9,000.00	6,290.27	0.00	2,709.73	69.89
581000-295-933.001	EQUIPMENT MAINTENANCE	19,000.00	13,442.59	0.00	5,557.41	70.75
581000-295-933.003	AUTOMTD WEATHER OBSERVTN SVC	3,750.00	1,038.31	0.00	2,711.69	27.69
581000-295-934.000	GROUNDS MAINT.	3,000.00	1,609.95	0.00	1,390.05	53.67
581000-295-935.000	TRASH REMOVAL	120.00	200.00	0.00	(80.00)	166.67
581000-295-954.295	GRANT MATCH - AIRPORT	111,963.91	0.00	0.00	111,963.91	0.00
581000-295-980.000	EQUIPMENT AIRPORT	3,000.00	2,000.99	0.00	999.01	66.70
Total Dept 295 - AIRPORT		630,083.74	308,888.52	11,467.31	321,195.22	49.02
Dept 901 - CAPITAL OUTLAY						
581000-901-980.295	CAPITALOUTLAY AIRPORT	83,646.64	81,478.67	0.00	2,167.97	97.41
Total Dept 901 - CAPITAL OUTLAY		83,646.64	81,478.67	0.00	2,167.97	97.41
TOTAL EXPENDITURES		713,730.38	390,367.19	11,467.31	323,363.19	54.69
Fund 581000 - AIRPORT OPERATING:						
TOTAL REVENUES		735,671.00	633,628.89	148.75	102,042.11	86.13
TOTAL EXPENDITURES		713,730.38	390,367.19	11,467.31	323,363.19	54.69
NET OF REVENUES & EXPENDITURES		21,940.62	243,261.70	(11,318.56)	(221,321.08)	1,108.73
BEG. FUND BALANCE		3,548,735.99	3,548,735.99			
END FUND BALANCE		3,570,676.61	3,791,997.69			

# Soil Erosion Report August 2020

## Soil erosion control permits by month: January - August

	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 Pit:	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	0	\$0								
Central Lake	4	\$375	5	\$525								
Chestonia	1	\$550	0	\$0								
Custer	1	\$150	1	\$350								
Echo	0	\$0	1	\$75								
Elk Rapids	4	\$375	8	\$675								
Forest Home	5	\$375	4	\$750								
Helena	6	\$600	5	\$725								
Jordan	1	\$2,295	0	\$0								
Kearney	0	\$0	3	\$300								
Mancelona	0	\$0	0	\$0								
Milton	6	\$450	10	\$1,050								
Star	0	\$0	0	\$0								
Torch Lake	2	\$150	5	\$450								
Warner												
Extraction Pits												
<b>Total</b>	<b>32</b>	<b>\$5,695</b>	<b>42</b>	<b>\$4,900</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>

Running Total of Soil Erosion Permits Per Year							Running Total Revenue For Soil Erosion Permits Per Year						
Year	July	Aug	Sept	Oct	Nov	Dec	Year	July	August	Sept	Oct	Nov	Dec
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	224					2020	\$24,985	\$29,885				

**Phone messages:** work cell and desk phone message for the month of August: 136 calls. I reply to messages within 12 hrs. Environmental questions from property owners and contractors needing information/follow up/permit assistance. This does not includedirect received/answered phone calls.

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

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

**42 new soil erosion control permits for the month of August**

**AmeriCorps Member**  
supervision  
reporting monthly in-kind  
Thurston Park

***Healthy Lakes is getting some traction.  
Are offering \$500 for folks to install buffers.  
Must work with the District and will get the \$\$ after  
the work is done.***

**Interview with The Blue Magazine about Healthy Lakes Landscaping.**

**Staff Meetings most Mondays**

**Zoom board meetings monthly.**

**Have general site visits with property owners about various issues: wetlands, shorelines, erosion in addition to open permit inspections.**

**Have worked this entire month getting the RV park stabilized. Project is to be put on hold until they can get the rest of their permits.**

09/10/2020

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 66.67

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

GL NUMBER	DESCRIPTION	2020		ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET				
Fund 101000 - GENERAL							
Revenues							
TAX	TAXES	10,230,580.00	10,230,580.00	1,647,269.09	3,445,077.71	6,785,502.29	33.67
UNCLASSIFIED	Unclassified	138,200.00	266,462.96	209,440.00	368,212.96	(101,750.00)	138.19
L&P	LICENSES & PERMITS	185,675.00	185,675.00	9,202.00	259,043.00	(73,368.00)	139.51
OA	OTHER AGENCIES	1,243,192.00	1,263,310.59	107,053.31	674,446.54	588,864.05	53.39
CS	CURRENT SERVICES	995,300.00	995,300.00	81,937.33	581,971.67	413,328.33	58.47
OS	OTHER SERVICES	930,838.00	947,314.63	32,098.42	882,023.29	65,291.34	93.11
TOTAL REVENUES		13,723,785.00	13,888,643.18	2,087,000.15	6,210,775.17	7,677,868.01	44.72
Expenditures							
101	COMMISSIONERS	286,185.00	295,118.83	20,601.25	177,520.88	117,597.95	60.15
131	CIRCUIT COURT	307,364.00	307,364.00	39,627.48	177,940.47	129,423.53	57.89
132	FAMILY DIVISION - CIRCUIT COURT	539,344.00	548,170.66	32,407.34	304,091.36	244,079.30	55.47
133	CIRCUIT COURT PROBATION	3,000.00	3,000.00	190.30	1,607.48	1,392.52	53.58
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	51,824.15	271,063.42	254,397.58	51.59
141	FRIEND OF THE COURT	42,919.00	42,919.00	0.00	24,080.48	18,838.52	56.11
148	PROBATE COURT	335,421.00	370,886.54	20,171.62	169,726.48	201,160.06	45.76
165	A JURY COMMISSION	2,783.00	2,783.00	0.00	2,842.27	(59.27)	102.13
172	COUNTY ADMINISTRATOR	371,709.00	389,579.36	28,415.32	231,555.15	158,024.21	59.44
191	ACCOUNTING	102,905.00	134,287.69	6,553.48	47,156.11	87,131.58	35.12
212	BUDGET-ACCTNG SERV	97,391.00	97,391.00	12,787.63	25,583.38	71,807.62	26.27
215	COUNTY CLERK	421,888.00	418,062.06	24,038.28	239,870.96	178,191.10	57.38
216	COMMUNICATIONS	72,600.00	72,600.00	525.74	12,808.43	59,791.57	17.64
228	COMPUTER	258,865.00	250,324.67	12,282.56	147,097.46	103,227.21	58.76
233	PURCHASING	21,230.00	21,230.00	700.15	9,658.40	11,571.60	45.49
250	TAX ALLOCATION BOARD	370.00	370.00	0.00	140.00	230.00	37.84
253	COUNTY TREASURER	291,693.00	299,727.99	25,717.64	180,227.62	119,500.37	60.13
257	EQUALIZATION	297,200.00	311,639.07	20,575.55	176,935.02	134,704.05	56.78
261	MSU EXTENSION	182,492.00	179,130.48	10,355.29	116,176.14	62,954.34	64.86
262	ELECTIONS	89,178.00	89,063.60	14,308.79	57,478.46	31,585.14	64.54
263	GROVE ST. ANNEX	13,500.00	13,500.00	1,000.37	8,088.00	5,412.00	59.91
264	05 COURTHOUSE	117,536.00	118,481.97	8,799.89	69,755.87	48,726.10	58.87

09/10/2020

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 66.67

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

GL NUMBER	DESCRIPTION	2020		ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET				
265	BUILDING & GROUNDS	569,485.00	606,774.66	38,659.68	356,949.16	249,825.50	58.83
267	PROSECUTING ATTORNEY	527,040.00	614,273.81	41,084.29	338,233.72	276,040.09	55.06
268	REGISTER OF DEEDS	243,405.00	252,197.79	17,969.24	154,356.94	97,840.85	61.20
269	MICROFILM 2006	11,250.00	11,250.00	507.77	2,572.74	8,677.26	22.87
270	HUMAN RESOURCES	101,928.00	112,963.21	6,628.63	58,164.12	54,799.09	51.49
271	PLAT BOARD	250.00	250.00	0.00	58.49	191.51	23.40
272	B PROS. ATTY.-VICTIMS RIGHTS 2006	32,307.00	31,582.91	2,999.18	28,967.65	2,615.26	91.72
273	B P.A. CHILD SUPPORT/IVD 2006	25,214.00	30,803.91	0.00	3,484.36	27,319.55	11.31
275	DRAIN COMMISSIONER	632.00	753.80	87.49	453.48	300.32	60.16
277	ABSTRACT	110,566.00	116,217.37	5,793.03	58,684.12	57,533.25	50.50
278	SURVEY & REMONUMENTATION	43,000.00	43,000.00	0.00	0.00	43,000.00	0.00
301	SHERIFF	3,928,549.00	3,975,659.82	231,942.38	2,040,621.68	1,935,038.14	51.33
331	MARINE	144,540.00	139,384.61	19,798.86	86,289.26	53,095.35	61.91
334	SECONDARY ROADS	66,556.00	72,995.44	8,062.61	38,842.37	34,153.07	53.21
335	TRAVERSE NARCOTICS TEAM	2,000.00	2,000.00	0.00	2,000.00	0.00	100.00
351	JAIL	405,384.00	410,413.32	21,490.10	252,203.95	158,209.37	61.45
352	ZERO TOLERANCE	133,175.00	163,653.84	11,436.44	89,124.04	74,529.80	54.46
426	EMERGENCY SERVICES	83,754.00	127,312.36	5,185.67	52,907.21	74,405.15	41.56
430	ANIMAL CONTROL	200,306.00	229,444.32	17,337.23	146,208.59	83,235.73	63.72
442	DAMS AND DAMS OPERATOR	73,791.00	77,118.32	5,401.10	43,145.07	33,973.25	55.95
601	C HEALTH	511,409.00	511,409.00	5,327.06	394,439.89	116,969.11	77.13
648	MEDICAL EXAMINER	28,850.00	28,850.00	1,969.64	15,755.42	13,094.58	54.61
671	WELFARE	30,914.00	30,914.00	37.68	10,784.07	20,129.93	34.88
673	AGING - NOT REIMBURSED	2,709.00	2,709.00	185.48	941.62	1,767.38	34.76
682	VETERANS AFFAIRS	133,882.00	171,704.70	9,674.83	90,363.50	81,341.20	52.63
694	HOUSING - ADMINISTRATION	2,692.00	1,885.00	0.00	30.78	1,854.22	1.63
719	RESOURCE RECOVERY	54,045.00	54,045.00	0.00	17,800.22	36,244.78	32.94
720	PLANNING COMMISSION	5,930.00	5,930.00	150.72	1,399.70	4,530.30	23.60
728	ECONOMIC DEVELOPMENT COMM.	4,465.00	4,465.00	263.73	1,257.91	3,207.09	28.17
754	PARKS - CEDAR RIVER NA, MOHR NA, MURPHY	3,900.00	3,900.00	0.00	500.00	3,400.00	12.82
755	PARKS - NOTEWARE, WETZEL, WILLOW, BEAL	8,150.00	8,150.00	480.00	680.00	7,470.00	8.34
756	PARK	286,898.00	302,475.37	45,945.11	154,065.64	148,409.73	50.93
757	PARKS - ELK RAPIDS	18,720.00	19,862.00	948.21	3,779.31	16,082.69	19.03
851	INSURANCE & BONDS	387,000.00	387,000.00	0.00	277,784.50	109,215.50	71.78
895	SPECIAL PROJECTS--OTHER	656,850.00	358,250.00	111.99	225.56	358,024.44	0.06

09/10/2020

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 66.67

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

GL NUMBER	DESCRIPTION	2020		ACTIVITY FOR	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET	MONTH 08/31/20			
901	CAPITAL OUTLAY	684,447.00	902,195.54	51,431.28	386,934.40	515,261.14	42.89
902	CAPITAL OUTLAY-COMPUTERS	18,050.00	18,050.00	0.00	17,978.00	72.00	99.60
966	APPROPRIATIONS	983,738.00	1,058,223.63	0.00	1,003,214.63	55,009.00	94.80
967	TRANSFER OUT	91,391.00	127,987.70	0.00	123,487.70	4,500.00	96.48
TOTAL EXPENDITURES		15,016,206.00	15,525,146.35	881,792.26	8,707,963.73	6,817,182.62	56.09
Fund 101000 - GENERAL:							
TOTAL REVENUES		13,723,785.00	13,888,643.18	2,087,000.15	6,210,775.17	7,677,868.01	44.72
TOTAL EXPENDITURES		15,016,206.00	15,525,146.35	881,792.26	8,707,963.73	6,817,182.62	56.09
NET OF REVENUES & EXPENDITURES		(1,292,421.00)	(1,636,503.17)	1,205,207.89	(2,497,188.56)	860,685.39	152.59
BEG. FUND BALANCE		12,351,785.10	12,351,785.10		12,351,785.10		
END FUND BALANCE		11,059,364.10	10,715,281.93		9,854,596.54		

Antrim County  
August Budget Comments

**Note:** August includes the payroll budget amendment. Included in the amendment is an adjustment for MERS contributions. The amount has not yet been allocated to the individual departments. The amount in the MERS accrued liabilities is currently approximately \$86,000.

- A. Jury Commission: Excess in travel as discussed in the prior month meeting. A budget amendment will be requested in the 10/1/20 meeting.
- 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. Health – Includes full-year appropriation to North Country CMH and 3 of 4 distributions to Health Department of NW Michigan. Excluding these items, expended approximately 55% of budget.



## Action Request to Board of Commissioners

**Meeting Date:** September 17, 2020

**Department:** Accounting

**Submitted By:** Brad Rizzo, Finance Director

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

**Agenda Item:** CRLGG Grant Funding

<b>1. Action Request/Suggested Motion</b>
Approve a budget amendment and the application for, and acceptance of the Coronavirus Relief for Local Government Grant (CRLGG) increasing general fund balance by \$113,827 as follows: 101000-000-574.000 State Revenue Sharing (82,688) 101000-000-528.000 Federal Grants – Other 196,515
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
In July, the state announced that counties would not be receiving their August revenue sharing payments as scheduled. In place of the revenue sharing payment, we would be receiving a CARES Act distribution. We received this distribution on August 31, 2020.  Timeline for the grant is as follows: 8/31/20 – Received \$196,515 CARES Act distribution 9/23/20 – Application deadline September – Guidance issued 10/7/20 – Reporting deadline through 9/30/20
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
To amend the budget for CARES Act funding received in lieu of normal revenue sharing.
<b>4. Financial – Budget-related information</b>
See above.
<b>5. Legal Review</b>
N/A – no guidance released as of time of writing.
<b>6. Policy Implications</b>
<b>7. Plan – Timeline with who, what, where, and how</b>
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
<b>9. Attachments Included</b>
CRLGG information from MI Treasury website.



LOCAL GOVERNMENT

Community Engagement and Finance
Revenue Sharing
State Tax Commission
School Review and Fiscal Accountability
Local Fiscal Health

-TIMELINE:

- RECEIVE \$196,515 - 8/31/20
- APPLICATION DUE - 9/23/20
- GUIDANCE RELEASE - SEPTEMBER
- REPORTING - 10/7/20
- 2<sup>ND</sup> REPORTING - ?

TREASURY / LOCAL GOVERNMENT / REVENUE SHARING

# Coronavirus Relief Local Government Grants Program (CRLGG)

## Program Description

The Coronavirus Relief Local Government Grants (CRLGG) program was created to provide Coronavirus Relief Funds (CRF) to qualified local units to spend on eligible Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136 expenditures.

## Qualified Local Units

Cities, villages, townships, and counties that would have received an August 2020 payment under one of the below programs:

- City, Village and Township Revenue Sharing (CVTRS)
- County Revenue Sharing (CRS)

- County Incentive Program (CIP)

[View the Listing of Qualified Local Units](#)

## Payment Amounts by Local Unit

[View CRLGG Program Payments by Local Unit](#)

## Funding Information

The CRLGG program is funded under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136.

Payments will be issued to qualified cities, villages, townships, and counties on August 31, 2020.

Any CRLGG funds expended on noneligible CARES Act expenditures or are not expended by December 30, 2020 shall be returned to the Michigan Department of Treasury by January 30, 2021.

### Available Program Amount

- \$150,000,000

## Reporting Requirements

- CRLGG & CRF Funding Acceptance Packet with each page initialed and dated, along with all the required signatures. Due by September 15, 2020.
- Each qualified local unit must register with the Federal System for Award Management (SAM) prior to submitting the CRLGG & CRF Funding Acceptance Packet to the Michigan Department of Treasury.
- Additional reporting requirements coming soon.

## Funding Acceptance Packet

-  Get the CRLGG & CRF Funding Acceptance Packet (coming soon)

## Guidance and Frequently Asked Questions (FAQ)

-  [Read the State of Michigan CRLGG FAQ \(Coming Soon\)](#)

[Read the Federal Coronavirus Relief Fund FAQ](#)

[Read Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments](#)



## Action Request to Board of Commissioners

**Meeting Date:** September 17, 2020

**Department:** Accounting

**Submitted By:** Brad Rizzo

**Edited and Approved By:** Peter Garwood

**Agenda Item:** First Responder Hazard Pay Premiums Program

<b>1. Action Request/Suggested Motion</b>		
To accept the First Responders Hazard Pay Premiums Program grant funds when offered, authorize the Chairman to sign the agreement pending legal review, and authorize a budget amendment as follows:		
101000-000-528.000	Federal Grants	48,000
101000-301-707.007	Other Premiums	48,000
101000-301-715.000	FICA	3,672
259000-000-528.000	Federal Grants	9,000
259000-348-707.007	Other Premiums	9,000
259000-348-715.000	FICA	689
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>		
In late July, the State of Michigan announced the First Responders Hazard Pay Premiums Grant (FRHPPP). This grant provides for hazard pay of up to \$1,000 per first responder and up to \$5,000,000 per applicant. The total amount available for this program was \$100,000,000.		
When the grant was released, everyone was encouraged to apply as quickly as possible, as the grant was available to all units, including the City of Detroit, Wayne County, and other units that received CARES funding directly.		
Upon review, 57 individuals were identified that fit the categories laid out in the grant, and the application was turned in on 8/3/20. These premiums are to be paid before 9/30/20 to be eligible for the grant, but so far, we have not received notice. I have attended several webinars in which the department of the treasury has stated that they have brought in extra staff to process the applications and they would be ready shortly.		
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>		
To compensate eligible employees for hazard pay.		
<b>4. Financial – Budget-related information</b>		
The grant provides for the payment of the \$1,000, but the associated benefits and payroll taxes are the responsibility of the local unit. Accepting the grant would include \$4,361 of general funds.		
<b>5. Legal Review</b>		
None, as the grant has not yet been awarded, but will likely be awarded shortly due to the September 30 payout deadline.		
<b>6. Policy Implications</b>		
<b>7. Plan – Timeline with who, what, where, and how</b>		
Grant award, acceptance, agreement review and signing and fund distribution will all have to be done quickly due to the September 30 deadline for fund distribution.		
<b>8. Alternative Plan – What are the implications if failure to approve?</b>		
<b>9. Attachments Included</b>		
Grant application.		



**Michigan Department of**  
**TREASURY**

**First Responder Hazard Pay Premiums Program**  
**Application Packet**  
**2020 Public Act 123**

**Coronavirus Aid, Relief, and Economic Security (CARES) Act,**  
**Public Law 116-136**

**Application Period: July 7 – September 30, 2020**

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
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**Michigan Department of Treasury  
First Responder Hazard Pay Premiums Program (FRHPPP)  
Application Instructions**

The purpose of this document is to provide guidance to eligible applicants that would like to apply for Coronavirus Relief Funding under the Michigan Department of Treasury's First Responder Hazard Pay Premiums Program.

To receive reimbursement, eligible applicants must review, complete, and sign this entire application packet. All pages will either be initialed or signed. Pages 1 through 15 must be returned to the Michigan Department of Treasury via email or fax, as outlined in the document.

If you need to enter more employees than the Hazard Pay Premiums Payment Report (page 13) will allow, the data for the remaining employees must be submitted on additional reports. An excel template can be found at [https://www.michigan.gov/treasury/0,4679,7-121-1751\\_2197-532758--,00.html](https://www.michigan.gov/treasury/0,4679,7-121-1751_2197-532758--,00.html)

Signatures are required on pages 10 and 15. After verifying the entire application packet and reviewing all the requirements and terms and conditions of the grant, the same person needs to initial and date each page and sign both pages 10 and 15. The contact person on Form 5723, the signatory on that form, the page initials, and the certification at the end of the packet must all be the same person.

Questions, contact the Michigan Department of Treasury at: [Treas-CARES@michigan.gov](mailto:Treas-CARES@michigan.gov) or 517-335-0155.

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Program Information**

**Program Description**

The program was created by 2020 Public Act 123 to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. The program is funded under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136.

Reimbursements and payments will be on a first-come, first-served basis. An application is deemed to be submitted when all required supporting documentation has been emailed or faxed to the Michigan Department of Treasury.

**Eligible Expenditures**

Eligible hazard pay premiums must be paid to employees by September 30, 2020 to qualify for the program.

Eligible hazard pay premiums are for:

- Law Enforcement Officers
- Firefighters
- Emergency Medical Technicians (EMTs)
- Paramedics
- 9-1-1 Operators
- Local Unit of Government Corrections Officers
- Airport Public Safety Officers
- Eligible personnel associated with ambulance operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)
- Private EMTs and paramedics that contract with municipalities or hospitals, if the hazard pay premiums are paid through the applicant

**Eligible Applicants**

- Cities
- Villages
- Townships
- Counties
- Public Airport Operators
- Ambulance Operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)

**Available Program Amount**

- \$100,000,000

**Maximum Available Limits**

- \$1,000 per eligible employee
- \$5,000,000 to any one applicant

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Program Information**

Application Period

- July 7 – September 30, 2020

Method of Submission

- The entire application packet must be submitted, with all the required forms, signatures, and initials, to the Michigan Department of Treasury via Email ([Treas-CARES@michigan.gov](mailto:Treas-CARES@michigan.gov)) or fax (517-335-3298) by 11:59 p.m. EST on the last day of the application period.

Distributions

- Payments and Reimbursements will be on a first-come, first-served basis.
- Payments will be made no later than November 14, 2020.

Reporting Requirements

1. Each eligible applicant that applies for a subaward must register with the Federal System for Award Management (SAM). For applications submitted on or before July 26, 2020 the applicant has until July 26, 2020 to register in the SAM system. Applicants that apply after July 26, 2020, must register in the SAM system prior to sending an application to the Michigan Department of Treasury. The SAM website is: <https://www.sam.gov/SAM/>.
2. Each applicant must fully complete and return the application packet by the submission deadline with each page dated and initialed including the completion of the following documents in the packet:
  - a. FRHPPP Reimbursement Request (Form 5723)
  - b. Hazard Pay Premiums Payment Report
  - c. Certification

The Michigan Department of Treasury may request an applicant to submit detailed backup (including payroll reports) to support the hazard pay premiums requested to be reimbursed/paid. Please do not submit any detailed backup unless the Michigan Department of Treasury requests submission from the applicant.

Contact Information

Treasury CARES Grant Programs Hotline  
517-335-0155

Email Address  
[Treas-CARES@michigan.gov](mailto:Treas-CARES@michigan.gov)

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Subrecipient Information**

**Subrecipient Information**

Funds were awarded to the State of Michigan as Federal Financial Assistance from the U.S. Department of Treasury. The funds were awarded under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> as the Coronavirus Relief Fund (CRF).

**CFDA #:** 21.019

**FAIN #:** SLT0040 and SLT0247

Coronavirus Relief Funds are considered federal financial assistance and have been assigned a Catalog of Federal Domestic Assistance (CFDA) or Assistance Listing Number of 21.019. Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. Sections 7501 – 7507) and the related provisions of the Uniform Guidance, 2 Code of Federal Regulations (CFR) Section 200.303 regarding internal controls, Section 200.330 – 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Under the Single Audit Act, local jurisdictions will need to report expenditures under this program using the CFDA number 21.019.

The State of Michigan is making these funds available to eligible applicants for reimbursement/payment of first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. Eligible applicants, including but not limited to the certifying local official submitting this application, are required to review the CRF guidance and associated FAQs and other documents to certify their compliance with the terms and conditions of the grant at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>.

Coronavirus Relief Funds are considered federal financial assistance subject to the Single Audit Act and the Uniform Guidance. The following Uniform Guidance provisions have been identified as significant and summarized below. Applicants must review the Uniform Guidance at [https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for complete requirements.

**Use of Funds**

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are **substantially dedicated** to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Subrecipient Information**

**Utilization of CARES Act for this Program**

For this First Responder Hazard Pay Premiums Program (FRHPPP), eligible applicants can request reimbursement/payment for hazard pay premiums paid or will be paid to eligible employees no later than September 30, 2020. The amount of hazard pay premiums is limited to \$1,000 per employee and \$5,000,000 per applicant.

Coronavirus Relief Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement. For this reason, the State of Michigan's First Responder Hazard Pay Premiums Program, Reimbursement Request (Form 5723) requires each applicant to affirm that the amounts for which reimbursement/payment is being requested have not been submitted or will not be submitted to another federal source of funding (for example, FEMA) for reimbursement/payment.

To obtain a payroll reimbursement for employees that are not normally classified as public safety and public health, but are "similar" in the context of the guidance (e.g. employees who are substantially dedicated to COVID-19 response), each jurisdiction's chief administrative officer must decide if their costs are appropriate to charge to the Coronavirus Relief Fund and document the justification for that decision.

**Subaward Period of Performance and Available Funding**

Under the First Responder Hazard Pay Premiums Program (FRHPPP), reimbursements/payments from the State of Michigan will be issued on a first-come, first-served basis and will cover hazard pay premiums paid to eligible employees during the period of time of March 1, 2020 – September 30, 2020. Eligible applicants receiving funding under this program may not use the proceeds to establish a sub-award to another entity.

The last date of the performance period for the subawards is September 30, 2020.

The total amount of Coronavirus Relief Funds available for the First Responder Hazard Pay Premiums Program is \$100,000,000. Funding will be issued on a first-come, first-served basis once an eligible applicant submits all the required documentation to the Michigan Department of Treasury.



**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Subrecipient Information**

**2 CFR 200.330 – 200.332 Subrecipient Monitoring and Management**

The First Responder Hazard Pay Premiums Program subawards are for an individual eligible applicant's direct hazard pay premiums cost. The eligible applicant receiving the subaward shall not issue any subawards to any other entity.

**Subpart F – Audit Requirements**

**200.501 – Audit Requirements.**

- (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

**200.508 – Auditee Responsibilities**

The auditee must:

1. Procure or otherwise arrange for the audit required.
2. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards.
3. Promptly follow up and take corrective action on audit findings.
4. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

**Record Retention Requirements**

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the U.S. Department of Treasury, Office of Inspector General, upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

*d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—*

1. *are necessary expenditures incurred due to the public health emergency with respect to COVID-19;*
2. *were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and*
3. *were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.*

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Subrecipient Information**

7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

# First Responder Hazard Pay Premiums Program Reimbursement Request

Issued under authority of 2020 Public Act 123. Filing is mandatory to qualify for payments.

The First Responder Hazard Pay Premiums program is to reimburse and/or pay for first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19.

Eligible applicants are: Cities, Villages, Townships, Counties, Public Airport Operators and Ambulance Operations (licensed under section 20920 of the Public Health Code, 1978 PA 368, MCL 333.20920).

Applicants must:

1. Submit to the Michigan Department of Treasury (Treasury) a signed *First Responder Hazard Pay Premiums Program, Reimbursement Request* (Form 5723).
2. Submit to Treasury a detailed report that supports the requested reimbursement amounts. The report shall include by employee, the employees name, eligible employee type, amount of first responder hazard pay premium being requested, and date the first responder hazard pay premium was paid/will be paid to the employee.

Reimbursement Requests must be submitted to Treasury no later than September 30, 2020; however, reimbursements will be processed on a first-come, first-served basis until all funding has been exhausted.

PART 1: APPLICANT INFORMATION			
Applicant Name <b>Antrim County</b>	Applicant County Name <b>Antrim</b>	Federal Identification Number <b>38-6000098</b>	
Applicant Local Unit Code <b>05-0000</b>	Contact Name <b>Edgar Boettcher III</b>	SAM DUNS Number <b>020885364</b>	
Contact E-Mail Address <b>countyadmin@antrimcounty.org</b>	Contact Title <b>Board Chairman</b>	Contact Telephone Number <b>(231) 533-6265</b>	Extension
PART 2: FIRST RESPONDER HAZARD PAY PREMIUMS			
For each Eligible Employee Type, enter the total amount of Hazard Pay Premiums. Attach a report listing the name of each employee, the eligible employee type, payment date, and the employee's hazard pay amount being requested. Reimbursements are limited to \$1,000 per eligible employee.			
Eligible Employee Types	Number of Employees	Total Amount Requested	
Law Enforcement Officers	32	\$ 32,000.00	
Firefighters			
Emergency Medical Technicians			
Paramedics			
9-1-1 Operators	9	\$ 9,000.00	
Local Unit of Government Corrections Officers	16	\$ 16,000.00	
Airport Public Safety Officers			
Private EMTs/Paramedics (if paid for by the applicant)			
Ambulance Operations (licensed under section 20920 of the Public Health Code)			

**PART 3: QUESTIONS**

1. Were/will any of the above entered first responder hazard pay premiums been/be reimbursed or funded by any other federal funds?

Yes  No

2. Were/are any of the above entered first responder hazard pay premiums included in a reimbursement request under the Public Safety and Public Health Payroll Reimbursement (PSPHPR) program?

Yes  No

3. Did you attach a detailed report to support the reimbursement request?

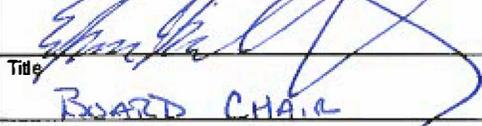
Yes  No The report shall include by employee, the employees name, eligible employee type, amount of first responder hazard pay premium being requested, and date the first responder hazard pay premium was paid/will be paid to the employee.

**PART 4: CERTIFICATION**

*The undersigned hereby certifies to the Michigan Department of Treasury that the above requested hazard pay premium amounts are accurate, that no more than \$1,000 per employee has been requested, and that the hazard pay premiums have been paid to eligible employees of the applicant or will be paid to eligible employees by September 30, 2020. The undersigned additionally certifies that none of the above hazard pay premium amounts have been or will be paid for with any other federal funds or are being requested for reimbursement under the State of Michigan's Public Safety and Public Health Payroll Reimbursement program. The applicant agrees to reimburse the State of Michigan if any of the above amounts are deemed to be fraudulent or inaccurate.*

Chief Administrative Officer Signature (as defined in MCL 141.422b)

Printed Name of Chief Administrative Officer (as defined in MCL 141.422b)



EDGAR BOETTCHER

Title  
BOARD CHAIR

Date  
8/3/20

Completed and signed form (including required documentation) should be E-mailed to: [Treas-CARES@michigan.gov](mailto:Treas-CARES@michigan.gov).

If you are unable to submit via E-mail, fax the completed form and required documentation to 517-335-3298.

For questions, call 517-335-0155.

# Instructions for *First Responder Hazard Pay Premiums Program, Reimbursement Request (Form 5723)*

## **PART 1: APPLICANT INFORMATION**

**Applicant Name:** Enter the name of the eligible applicant. Eligible applicants are: Cities, Villages, Townships, Counties, Public Airport Operators and Ambulance Operations (licensed under section 20920 of the Public Health Code, 1978 PA 368, MCL 333.20920).

**Applicant County Name:** Enter the county name that the eligible applicant is located in.

**Federal Identification Number:** Enter the applicant's Federal Employer Identification Number (FEIN).

**Applicant Local Unit Code:** For Cities, Villages, Townships, and Counties enter the revenue sharing local unit code. Public Airport Operators and Ambulance Operations can leave this field blank.

**Contact Name:** Enter the Full name of the individual that can answer any questions related to the form being submitted, including required attachment.

**SAM DUNS Number:** Enter the federal System for Award Management (SAM) DUNS Number. Applicants that apply on or before July 26, 2020 have until July 26, 2020 to register in the SAM system. All applicants that apply after July 26, 2020 must register in the SAM system prior to sending an application packet to the Michigan Department of Treasury.

**Contact E-Mail Address/Contact Title/Contact Telephone Number/Extension:** Enter the information for the contact person that can answer any questions regarding the reimbursement request.

## **PART 2: FIRST RESPONDER HAZARD PAY PREMIUMS**

For each of the eligible employee types listed, enter the total number of employees and total amount of first responder hazard pay premiums being requested for reimbursement.

## **PART 3: QUESTIONS**

**Question 3:** To complete the Detailed Report, use the form provided in the First Responder Hazard Pay Premiums Program Application packet.

**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Hazard Pay Premiums Payment Report – Instructions**

**Hazard Pay Premiums Payment Report – Instructions**

1. Enter the requested information on the Hazard Pay Premiums Payment Report on page 13 for each eligible employee that was or will be paid an eligible hazard pay premium.
  - a. There could be multiple lines for the same employee.
  - b. The total of the chart should equal the hazard pay premiums amounts being requested for reimbursement on Form 5723 *First Responder Hazard Pay Premiums Program, Reimbursement Request*.
  - c. Attach additional sheets if needed.
  - d. Eligible Employee Types are:
    - i. Law Enforcement Officers
    - ii. Firefighters
    - iii. Emergency Medical Technicians (EMTs)
    - iv. Paramedics
    - v. 9-1-1 Operators
    - vi. Local Unit of Government Corrections Officers
    - vii. Airport Public Safety Officers
    - viii. Eligible personnel associated with ambulance operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)
    - ix. Private EMTs and paramedics that contract with municipalities or hospitals, if the hazard pay premiums are paid through the applicant
  
2. Guidelines:
  - a. Do not include any hazard pay premiums that the eligible applicant requested to be reimbursed under the Public Safety and Public Health Payroll Reimbursement Program.
  - b. The program will only reimburse the actual hazard pay premium paid to the employee, not the associated fringes and payroll taxes.

**Michigan Department of Treasury  
First Responder Hazard Pay Premiums Program (FRHPPP)  
Hazard Pay Premiums Payment Report**

	<b>Employee Name</b>	<b>Eligible Employee Type</b>	<b>Payment Date</b>	<b>Hazard Pay Amount</b>
1	Ankney, Richard	Law Enforcement Officer	9/30/2020	\$1,000.00
2	Ball, Jeremy	911 Operator	9/30/2020	\$1,000.00
3	Bean, Daniel	Law Enforcement Officer	9/30/2020	\$1,000.00
4	Bergholdt-Yorks, Nancy	Law Enforcement Officer	9/30/2020	\$1,000.00
5	Boni, Scott	Law Enforcement Officer	9/30/2020	\$1,000.00
6	Bush, John	Law Enforcement Officer	9/30/2020	\$1,000.00
7	Chambers, Christine	Law Enforcement Officer	9/30/2020	\$1,000.00
8	Cicansky, Victor	Law Enforcement Officer	9/30/2020	\$1,000.00
9	Cochrane, Michael	Law Enforcement Officer	9/30/2020	\$1,000.00
10	DeHeer, Shelby	Law Enforcement Officer	9/30/2020	\$1,000.00
11	Dewitt, William	Law Enforcement Officer	9/30/2020	\$1,000.00
12	Disbrow, Tamara	911 Operator	9/30/2020	\$1,000.00
13	Doucette, Devon	Law Enforcement Officer	9/30/2020	\$1,000.00
14	Essad, Jeremy	Corrections Officer	9/30/2020	\$1,000.00
15	Farrar, Timothy	Corrections Officer	9/30/2020	\$1,000.00
16	Fisher, Jesse	Law Enforcement Officer	9/30/2020	\$1,000.00
17	Gank, Michael	911 Operator	9/30/2020	\$1,000.00
18	Gates, Jeremy	Corrections Officer	9/30/2020	\$1,000.00
19	Gonzalez, Stephen	Corrections Officer	9/30/2020	\$1,000.00
20	Gregory, Jennifer	911 Operator	9/30/2020	\$1,000.00
21	Halteman, Justin	911 Operator	9/30/2020	\$1,000.00
22	Harris, Dana	Law Enforcement Officer	9/30/2020	\$1,000.00
23	Hawkins, Diana	Corrections Officer	9/30/2020	\$1,000.00
24	Hoch, Kevin	Law Enforcement Officer	9/30/2020	\$1,000.00
25	Janisse, James	Law Enforcement Officer	9/30/2020	\$1,000.00
26	Jensen, Janice	Corrections Officer	9/30/2020	\$1,000.00
27	Johnson, Todd	Corrections Officer	9/30/2020	\$1,000.00
28	Kent, Kathleen	911 Operator	9/30/2020	\$1,000.00
29	Knight, Brian	Law Enforcement Officer	9/30/2020	\$1,000.00
Subtotal from attached reports				\$28,000.00
<b>Total</b>				<b>\$57,000.00</b>



**Michigan Department of Treasury**  
**First Responder Hazard Pay Premiums Program (FRHPPP)**  
**Certification**

I, Edgar Boettcher III, am the chief executive of Antrim County (eligible applicant's legal name), and I certify that:

1. I have the authority on behalf of Antrim County (eligible applicant's legal name) to request a First Responder Hazard Pay Premiums Program payment from the State of Michigan pursuant to Section 601 of 2020 Public Act 123, from the allocation of funds to the State of Michigan from the Coronavirus Relief Fund as created in the CARES Act.
2. I understand that the State of Michigan will rely on this certification as a material representation in issuing a First Responder Hazard Pay Premiums Program payment to Antrim County (eligible applicant's legal name).
3. Antrim County (eligible applicant's legal name) is receiving the First Responder Hazard Pay Premiums Program payment as a reimbursement/payment to reimburse and/or pay for first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19 and will be used only to cover those costs.
4. Any funds provided as a reimbursement/payment from the State of Michigan under the First Responder Hazard Pay Premiums Program that are found to be based on inaccurate, non-qualifying, or fraudulent information will be returned to the State of Michigan.
5. Funds provided as a reimbursement/payment under the First Responder Hazard Pay Premiums Program from the State of Michigan pursuant to this certification must adhere to official federal guidance (2 CFR 200) issued or to be issued on what constitutes a necessary expenditure as described in the guidance for the U.S. Treasury Coronavirus Relief Fund at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>. I reviewed the guidance prior to completing this request for reimbursement. I understand and agree that any funds expended by an eligible applicant in any manner that does not adhere to official federal guidance shall be returned to the State of Michigan.
6. Any eligible applicant receiving funds under the First Responder Hazard Pay Premiums Program shall retain documentation supporting the reimbursement/payment request, including but not limited to payroll records and timesheets. Such documentation shall be provided to the State of Michigan upon request and maintained by the jurisdiction for five (5) years.
7. Program funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.
8. Program funds received pursuant to this application and certification cannot be used for expenditures for which the eligible applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.
9. Program funds received pursuant to this application and certification cannot be used to reimburse or subaward another entity or local unit of government.
10. I have read and agree on behalf of Antrim County (eligible applicant's legal name) to comply with all applicable provisions and requirements corresponding to the receipt of funds required in the Coronavirus Aid, Relief, and Economic Security Act, Public Law 115-136, and Uniform Guidance, 2 CFR 200.
11. Further, that I understand and agree on behalf of Antrim County (eligible applicant's legal name) that any funds received under this act and expended by itself or a sub-recipient in any manner that does not comply with the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, or Uniform Guidance, 2 CFR 200, as applicable shall be returned to the State of Michigan.

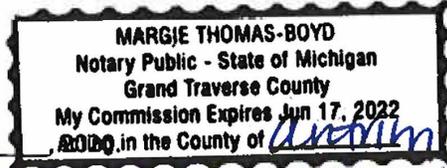
**Michigan Department of Treasury  
First Responder Hazard Pay Premiums Program (FRHPPP)  
Certification**

12. Further, that I understand and agree on behalf of Antrim County (eligible applicant's legal name) that expenditures are not eligible for reimbursement under this section if such expenses have been or will be reimbursed by any other federal funds, and if such expenditure is reimbursed by any other federal funds the undersigned eligible applicant will return said funds to the State of Michigan.
13. The governing body has been notified of the submission of this application, and are aware of the Federal statutes, regulations and terms and conditions of the grant award.

I certify under the penalties of perjury set forth in the Michigan Penal Code, MCL 750.423, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: EDGAR BOLTCHEV  
Signature: \_\_\_\_\_  
Title: BOARD CHAIR  
Date: 8/3/20

Subscribed and sworn to before me this 3rd day of Aug



Margje Thomas-Boyd  
Notary Public

My commission expires June 17, 2022

**Coronavirus Relief Local Government Grants (CRLGG)  
2020 Public Act 144, Section 805  
FY 2020**

<u>Local Unit Code</u>	<u>Local Unit Name</u>	<u>Local Unit Type</u>	<u>County</u>	<u>August Payment Amount</u>
01-0000	Alcona	County	Alcona	\$92,972
01-2010	Harrisville	City	Alcona	\$967
02-0000	Alger	County	Alger	\$72,936
02-2010	Munising	City	Alger	\$16,896
03-0000	Allegan	County	Allegan	\$855,652
03-1120	Lee	Township	Allegan	\$6,888
03-1180	Overisel	Township	Allegan	\$3,842
03-2010	Allegan	City	Allegan	\$31,357
03-2015	Douglas	City	Allegan	\$1,343
03-2020	Fennville	City	Allegan	\$7,150
03-2040	Otsego	City	Allegan	\$16,514
03-2050	Plainwell	City	Allegan	\$22,884
03-2055	Saugatuck	City	Allegan	\$2,714
03-2060	Wayland	City	Allegan	\$17,373
03-3020	Hopkins	Village	Allegan	\$1,705
03-3030	Martin	Village	Allegan	\$1,393
04-0000	Alpena	County	Alpena	\$276,835
04-1010	Alpena	Township	Alpena	\$8,299
04-2010	Alpena	City	Alpena	\$97,591
05-0000	Antrim	County	Antrim	\$196,515
05-3010	Bellaire	Village	Antrim	\$5,005
05-3020	Central Lake	Village	Antrim	\$2,540
05-3030	Elk Rapids	Village	Antrim	\$2,475
05-3040	Ellsworth	Village	Antrim	\$1,898
05-3050	Mancelona	Village	Antrim	\$8,420
06-0000	Arenac	County	Arenac	\$128,017
06-2010	Au Gres	City	Arenac	\$2,159
06-2020	Omer	City	Arenac	\$2,282
06-2030	Standish	City	Arenac	\$12,110
07-0000	Baraga	County	Baraga	\$71,314
07-3010	Baraga	Village	Baraga	\$7,949
07-3020	Lanse	Village	Baraga	\$11,521
08-0000	Barry	County	Barry	\$436,502
08-2010	Hastings	City	Barry	\$39,747
08-3010	Freeport	Village	Barry	\$1,055
08-3020	Middleville	Village	Barry	\$6,037
08-3030	Nashville	Village	Barry	\$10,968
08-3040	Woodland	Village	Barry	\$2,271
09-0000	Bay	County	Bay	\$982,987
09-1010	Bangor	Township	Bay	\$13,418
09-1070	Hampton	Township	Bay	\$8,846
09-1100	Monitor	Township	Bay	\$9,839

**ANTRIM COUNTY SO**

**BANKS TOWNSHIP**

AUGUST 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	17
ANIMAL BITE	1
ANIMAL CONTROL COMP	3
ASSAULT IN PROGRESS	1
CIVIL (NON-CRIMINAL)	4
DRIVING COMPLAINT	5
FOLLOWUP	1
FRAUD	2
GENERAL ASSIST	6
HARRASMENT	1
LARCENY	1
MALIC DESTRUC OF PROP	1
MARINE PATROL COMPLAINT	1
MEDICAL CALL	16
MISCELLANEOUS	1
PAPER SERVICE	2
PERSONAL INJURY ACC	6
PROPERTY DAMAGE ACC	1
SUICIDAL SUBJ	1
SUSPICIOUS SITUATION	1
TRAFFIC STOP	4
TREE DOWN	1
TRESSPASSING	2
VIN INSPECTION	1
VIOL PUBLIC HEALTH CODE	9
WATER RESCUE	1
WELLNESS CHECK	1
<b>Total</b>	<b>91</b>

**ANTRIM COUNTY SO**  
**CENTRAL LAKE TOWNSHIP**  
**AUGUST 2020**

Nature	# Events
911 CHECK	27
ALARM	5
ANIMAL CONTROL COMP	8
CAR DEER ACCIDENT	2
CIVIL (NON-CRIMINAL)	2
CONSERVATION OR DNR	1
DEATH	1
DRIVING COMPLAINT	1
FOLLOWUP	1
FRAUD	2
GENERAL ASSIST	2
HARRASMENT	1
LARCENY	1
MARINE PATROL COMPLAINT	1
MARINE STOP	2
MEDICAL ALERT ALARM	2
MEDICAL CALL	10
MISCELLANEOUS	2
OUIL / OUID	1
PAPER SERVICE	1
PARKING VIOLATIONS	1
PERSONAL INJURY ACC	3
PPO VIOLATION	1
PROPERTY DAMAGE ACC	2
PROPERTY FOUND / LOST	1
SHOTS FIRED	1
SUSPICIOUS PERSON	2
SUSPICIOUS SITUATION	2
SUSPICIOUS VEHICLE	2

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<b>Nature</b>	<b># Events</b>
TRAFFIC STOP	11
TREE DOWN	1
VIN INSPECTION	6
<b>Total</b>	<b>106</b>

**ANTRIM COUNTY SO**  
**CHESTIONIA TOWNSHIP**  
**AUGUST 2020**

Nature	# Events
911 CHECK	5
ABANDON VEHICLE	1
ANIMAL CONTROL COMP	5
CAR DEER ACCIDENT	1
CIVIL (NON-CRIMINAL)	2
DOMESTIC ASSAULT	2
DRIVING COMPLAINT	4
GAS LEAK	1
GENERAL ASSIST	5
HARRASMENT	1
HAZARDOUS CONDITION	1
JUVENILE DELINQUENT	1
LARCENY	5
MEDICAL CALL	9
MISCELLANEOUS	1
MONITOR TEST	1
PERSONAL INJURY ACC	3
PERSONAL INJURY REPORT	1
SUICIDAL SUBJ	1
SUSPICIOUS PERSON	2
SUSPICIOUS SITUATION	1
SUSPICIOUS VEHICLE	1
TRAFFIC STOP	19
VEHICLE FIRE	2
<b>Total</b>	<b>75</b>

**ANTRIM COUNTY SO****CUSTER TOWNSHIP**

AUGUST 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	29
ALARM	4
ANIMAL CONTROL COMP	12
B&E (IN PROGRESS)	1
B&E (NOT IN PROGRESS)	1
BE ON THE LOOKOUT	1
BURNING COMPLAINT	2
CAR DEER ACCIDENT	1
CIVIL (NON-CRIMINAL)	2
CONSERVATION OR DNR	1
DOMESTIC ASSAULT	1
DRIVING COMPLAINT	7
DRUNK/DISORDERLY	2
DUMPING	1
FOLLOWUP	1
FRAUD	4
GENERAL ASSIST	14
GENERAL FIRE	2
GRASS / BRUSH FIRE	2
HAZARDOUS CONDITION	5
LARCENY	3
LIFT ASSIST	1
MEDICAL CALL	30
MENTAL	1
MISCELLANEOUS	6
NOISE COMPLAINT	1
PAPER SERVICE	2
PERSONAL INJURY ACC	14
PHONE HARRASSMENT	1

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Nature	# Events
PPO VIOLATION	2
PROPERTY DAMAGE ACC	6
PROPERTY FOUND / LOST	1
SUSPICIOUS PERSON	1
SUSPICIOUS SITUATION	4
SUSPICIOUS VEHICLE	6
TRAFFIC STOP	21
TREE DOWN	1
WELLNESS CHECK	1
<b>Total</b>	<b>195</b>

**ANTRIM COUNTY SO****ECHO TOWNSHIP**

AUGUST 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	3
ALARM	1
ANIMAL BITE	1
ANIMAL CONTROL COMP	3
ARMED SUBJECT	1
CAR DEER ACCIDENT	2
CIVIL (NON-CRIMINAL)	1
CUSTODY DISPUTE	1
DEATH	1
DRIVING COMPLAINT	1
DUMPING	4
FOLLOWUP	3
GENERAL ASSIST	2
HARRASMENT	1
HAZARDOUS CONDITION	3
MARINE STOP	1
MEDICAL CALL	12
MISCELLANEOUS	1
PROPERTY DAMAGE ACC	2
PROWLER	2
SUSPICIOUS SITUATION	1
UNWANTED SUBJ	1
<b>Total</b>	<b>48</b>

**ANTRIM COUNTY SO**  
**ELK RAPIDS TOWNSHIP**  
**AUGUST 2020**

Nature	# Events
911 CHECK	21
ALARM	2
ANIMAL CONTROL COMP	2
CAR DEER ACCIDENT	1
CIVIL (NON-CRIMINAL)	1
CONSERVATION OR DNR	1
DRIVING COMPLAINT	2
FIRE ALARM	1
FOLLOWUP	1
GENERAL ASSIST	2
LARCENY	1
MARINE PATROL COMPLAINT	2
MARINE STOP	1
MEDICAL CALL	5
MISCELLANEOUS	3
MOTORIST ASSIST	1
PRIVATE PROPERTY PDA	1
SUSPICIOUS SITUATION	3
SUSPICIOUS VEHICLE	1
TRAFFIC STOP	23
VIN INSPECTION	1
<b>Total</b>	<b>76</b>

**ANTRIM COUNTY SO**  
**FOREST HOME TOWNSHIP**  
AUGUST 2020

Nature	# Events
911 CHECK	29
ALARM	4
ANIMAL BITE	1
ANIMAL CONTROL COMP	3
CANINE DEPLOYMENT	3
CAR DEER ACCIDENT	4
CIVIL (NON-CRIMINAL)	1
DOMESTIC ASSAULT	2
DUMPING	2
FIRE ALARM	1
FOLLOWUP	1
FRAUD	1
GENERAL ASSIST	6
HAZARDOUS CONDITION	2
LARCENY	1
LINE DOWN	1
MARINE PATROL COMPLAINT	9
MARINE STOP	11
MEDICAL CALL	13
MISCELLANEOUS	2
MOTORIST ASSIST	1
NOISE COMPLAINT	2
PERSONAL INJURY ACC	9
PRIVATE PROPERTY PDA	1
PROPERTY DAMAGE ACC	3
SUSPICIOUS SITUATION	3
SUSPICIOUS VEHICLE	1
TRAFFIC STOP	3
TREE DOWN	1

<b>Nature</b>	<b># Events</b>
TRESSPASSING	1
VIN INSPECTION	1
<b>Total</b>	<b>123</b>

**ANTRIM COUNTY SO****HELENA TOWNSHIP**

AUGUST 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	29
ALARM	4
ANIMAL BITE	1
ANIMAL CONTROL COMP	5
CAR DEER ACCIDENT	3
CIVIL (NON-CRIMINAL)	4
CUSTODY DISPUTE	2
DRIVING COMPLAINT	1
FOLLOWUP	1
FRAUD	3
GENERAL ASSIST	5
MALIC DESTRUC OF PROP	1
MARINE PATROL COMPLAINT	5
MARINE STOP	14
MEDICAL CALL	26
MISCELLANEOUS	3
MOTORIST ASSIST	1
NOISE COMPLAINT	1
PAPER SERVICE	2
PARKING VIOLATIONS	2
PERSONAL INJURY ACC	4
PROPERTY FOUND / LOST	2
SUSPICIOUS SITUATION	2
TRAFFIC STOP	12
TREE DOWN	1
TRESSPASSING	1
VIOL PUBLIC HEALTH CODE	1
WARRANT ATTEMPT	1
WELLNESS CHECK	2

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**ANTRIM COUNTY SO**

**JORDAN TOWNSHIP**

**AUGUST 2020**

<b>Nature</b>	<b># Events</b>
911 CHECK	4
ANIMAL CONTROL COMP	10
CAR DEER ACCIDENT	1
CIVIL (NON-CRIMINAL)	3
CONSERVATION OR DNR	2
FOLLOWUP	2
GENERAL ASSIST	5
JUVENILE DELINQUENT	1
K9 ASSIST	1
MEDICAL CALL	5
MISCELLANEOUS	2
OUIL / OUID	1
PERSONAL INJURY ACC	5
REPOSSESSION	2
SUICIDAL SUBJ	1
SUSPICIOUS SITUATION	2
TRAFFIC STOP	4
WELLNESS CHECK	2
<b>Total</b>	<b>53</b>

**ANTRIM COUNTY SO****KEARNEY TOWNSHIP**

AUGUST 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	41
ALARM	2
ANIMAL BITE	1
ANIMAL CONTROL COMP	1
CAR DEER ACCIDENT	2
CIVIL (NON-CRIMINAL)	1
CUSTODY DISPUTE	1
DOMESTIC ASSAULT	1
DRIVING COMPLAINT	2
DUMPING	1
FIRE ALARM	1
GENERAL ASSIST	6
GENERAL FIRE	1
HAZARDOUS CONDITION	1
LARCENY	1
MALIC DESTRUC OF PROP	1
MEDICAL CALL	35
MISCELLANEOUS	3
MISSING PERSON	2
MOTORIST ASSIST	1
NOISE COMPLAINT	3
NON-EMERGENCY TRANS	1
PARKING VIOLATIONS	1
PERSONAL INJURY ACC	6
PROPERTY DAMAGE ACC	1
PROPERTY INSPECTION	2
SHOTS FIRED	2
SUICIDAL SUBJ	1
SUSPICIOUS SITUATION	1

<b>Nature</b>	<b># Events</b>
SUSPICIOUS VEHICLE	2
TEST	1
TRAFFIC STOP	3
TREE DOWN	3
UNWANTED SUBJ	1
<b>Total</b>	<b>133</b>

**ANTRIM COUNTY SO**  
**MANCELONA TOWNSHIP**  
AUGUST 2020

Nature	# Events
911 CHECK	39
ALARM	2
ANIMAL BITE	4
ANIMAL CONTROL COMP	5
ARGUMENT, VERBAL	5
ARMED SUBJECT	1
ASSAULT (N I P)	1
ASSAULT IN PROGRESS	1
B&E (NOT IN PROGRESS)	2
CAR DEER ACCIDENT	1
CHILD NEGLECT - IP	2
CHILD NEGLECT - REPORT	1
CIVIL (NON-CRIMINAL)	9
CONSERVATION OR DNR	2
CUSTODY DISPUTE	1
DOMESTIC ASSAULT	3
DRIVING COMPLAINT	9
DUMPING	1
FIRE STRUCTURE	3
FIRE WORKS	1
FOLLOWUP	5
FRAUD	4
GENERAL ASSIST	23
GRASS / BRUSH FIRE	1
HAZARDOUS CONDITION	3
LARCENY	1
MALIC DESTRUC OF PROP	6
MEDICAL CALL	23
MISCELLANEOUS	3

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<b>Nature</b>	<b># Events</b>
MISSING PERSON	1
MONITOR TEST	3
NOISE COMPLAINT	10
OVERDOSE	1
PAPER SERVICE	5
PERSONAL INJURY ACC	12
PHONE HARRASSMENT	1
PROBATION VIOLATION	1
PROPERTY DAMAGE ACC	2
REPOSSESSION	1
RUNAWAY JUVENILE	2
SHOTS FIRED	5
SOR CHECK	1
SUICIDAL SUBJ	1
SUSPICIOUS PERSON	1
SUSPICIOUS SITUATION	8
SUSPICIOUS VEHICLE	5
TEST	1
TRAFFIC STOP	69
TREE DOWN	1
TRESSPASSING	1
UNWANTED SUBJ	1
VEHICLE IN DITCH	1
WELLNESS CHECK	4
<b>Total</b>	<b>300</b>

**ANTRIM COUNTY SO****MILTON TOWNSHIP**

AUGUST 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	81
ALARM	2
ANIMAL CONTROL COMP	7
ARGUMENT, VERBAL	2
BOAT ACCIDENT	1
BURNING COMPLAINT	1
CAR DEER ACCIDENT	3
CARBON MONOXIDE ALARM	1
CIVIL (NON-CRIMINAL)	2
CONSERVATION OR DNR	3
CRIMINAL SEXUAL CON	1
CUSTODY DISPUTE	1
DEATH	1
DOMESTIC ASSAULT	1
DRIVING COMPLAINT	9
FOLLOWUP	3
FRAUD	2
GENERAL ASSIST	8
GRASS / BRUSH FIRE	1
HAZARDOUS CONDITION	3
LARCENY	1
LIFT ASSIST	1
MALIC DESTRUC OF PROP	1
MARINE PATROL COMPLAINT	18
MARINE STOP	96
MEDICAL ALERT ALARM	1
MEDICAL CALL	15
MISCELLANEOUS	1
MISSING PERSON	1

Nature	# Events
MONITOR TEST	4
MOTORIST ASSIST	4
NOISE COMPLAINT	5
ORDINANCE VIOLATION	1
PAPER SERVICE	1
PRIVATE PROPERTY PDA	1
PROPERTY FOUND / LOST	2
PROPERTY INSPECTION	1
SUICIDE (ATT)	1
SUSPICIOUS PERSON	2
SUSPICIOUS SITUATION	2
SUSPICIOUS VEHICLE	1
TRAFFIC STOP	7
UNWANTED SUBJ	1
WATER RESCUE	4
WELLNESS CHECK	3
<b>Total</b>	<b>308</b>

**ANTRIM COUNTY SO****STAR TOWNSHIP**

AUGUST 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	11
ANIMAL BITE	1
ANIMAL CONTROL COMP	2
BE ON THE LOOKOUT	1
CAR DEER ACCIDENT	1
CIVIL (NON-CRIMINAL)	4
DRIVING COMPLAINT	5
FOLLOWUP	2
GENERAL ASSIST	6
JUVENILE DELINQUENT	1
LARCENY	1
MEDICAL CALL	4
MOTORIST ASSIST	3
PAPER SERVICE	2
PERSONAL INJURY ACC	3
SUSPICIOUS SITUATION	2
SUSPICIOUS VEHICLE	1
TRAFFIC STOP	20
<b>Total</b>	<b>70</b>

**ANTRIM COUNTY SO**  
**TORCH LAKE TOWNSHIP**  
AUGUST 2020

Nature	# Events
911 CHECK	39
ANIMAL BITE	1
ANIMAL CONTROL COMP	1
ARGUMENT, VERBAL	1
ASSAULT IN PROGRESS	1
CANINE DEPLOYMENT	1
CAR DEER ACCIDENT	2
CIVIL (NON-CRIMINAL)	3
COURT ORDER	1
DRIVING COMPLAINT	11
FRAUD	2
GENERAL ASSIST	6
HAZARDOUS CONDITION	1
LARCENY	1
LINE DOWN	1
MALIC DESTRUC OF PROP	1
MARINE PATROL COMPLAINT	2
MARINE STOP	4
MEDICAL CALL	10
MENTAL	1
MISCELLANEOUS	3
MONITOR TEST	3
MOTORIST ASSIST	2
PARKING VIOLATIONS	1
PHONE HARRASSMENT	1
PRIVATE PROPERTY PDA	1
PROPERTY DAMAGE ACC	3
PROPERTY FOUND / LOST	1
SUSPICIOUS PERSON	1

Nature	# Events
SUSPICIOUS SITUATION	2
SUSPICIOUS VEHICLE	2
TRAFFIC STOP	6
TREE DOWN	2
TRESSPASSING	1
VIOL PUBLIC HEALTH CODE	1
WATER RESCUE	2
WELLNESS CHECK	1
<b>Total</b>	<b>123</b>

**ANTRIM COUNTY SO**

**WARNER TOWNSHIP**

AUGUST 2020

<b>Nature</b>	<b># Events</b>
911 CHECK	10
ARGUMENT, VERBAL	1
BE ON THE LOOKOUT	1
DRIVING COMPLAINT	4
FIRE ALARM	1
GENERAL ASSIST	2
GENERAL FIRE	1
HAZARDOUS CONDITION	1
LARCENY	2
MEDICAL CALL	10
MISCELLANEOUS	2
MOTORIST ASSIST	5
OVERDOSE	1
PAPER SERVICE	1
PERSONAL INJURY ACC	2
PROPERTY DAMAGE ACC	1
SUICIDAL SUBJ	1
SUSPICIOUS SITUATION	2
TEST	6
THREATS	1
TRAFFIC STOP	14
<b>Total</b>	<b>69</b>

Antrim County Animal Control From: 08/01/2020 12:00 AM To: 08/31/2020 11:59 PM	DOGS			CATS		
	Totals	Altered at Intake	Unaltered at Intake	Totals	Altered at Intake	Unaltered at Intake
Total Intakes :	29	2	27	22	1	21
Total Stray :	14	1	13	14	0	14
Impounded :	5	0	5	0	0	0
Turned in by owner :	10	1	9	8	1	7
Returned to owner :	15	2	13	0	0	0
Total Sold :	2	0	2	10	0	10
Total Euthanized :	5	1	4	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 : <i>Horses</i>	<i>3</i>					
Total Other :	0					
Complaints Received :	<i>89</i>					
Animal Bites :	<i>16</i>					
Miles Traveled :	<i>1,006</i>					
Gasoline Used :	<i>106</i>					
Warrants Obtained :	<i>0</i>					
Tickets Issued :	<i>5</i>					
Warnings Given :	<i>80</i>					
Animal Control Officer : (signature) <i>Wally</i>					# <i>62</i>	

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**In-House  
Animal  
Count**

**August 1, 2020**

**10 Dogs**

**19 Cats**

**August 31, 2020**

**16 Dogs**

**34 Cats**

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

**August 2020**      **Start Mileage 58,507**

**End Mileage 59,513**

<b><u>Date:</u></b>	<b><u>Gallons</u></b>	<b><u>Mileage</u></b>
<b>8-5-20</b>	<b>29</b>	<b>58,646</b>
<b>8-12-20</b>	<b>27</b>	<b>58,961</b>
<b>8-21-20</b>	<b>27</b>	<b>59,212</b>
<b>8-26-20</b>	<b>23</b>	<b>59,460</b>