



# Antrim County Board of Commissioners



Terry VanAlstine, Chairman

**Thursday, March 7, 2024 @ 10:00 a.m.**

Antrim County Building, 2<sup>nd</sup> Floor, Board of Commissioners Room

203 East Cayuga, Bellaire, MI 49615

\*If you require auxiliary aid assistance, contact (231)533-6265

## Public Can Observe Virtually Through:

**Facebook Livestream**

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

### CALL TO ORDER:

1. Opening Exercises or Ceremonies
2. Roll Call
3. Public Comment  
Public comment is welcome and encouraged. All individuals who wish to speak in person during public comment will be allowed to do so. Any member of the public speaking under the privilege of "Public Comment" may speak no longer than three (3) minutes. A group of individuals who wish to present a specific point of view may designate a spokesperson for whom the Board Chair may allow additional time. At this time, **public comment must be given in person.**
4. Approval of Agenda ..... 2
5. Approval of [February 15, 2024 Minutes](#) ..... 2
6. Communications/Notices
7. Liaison Reports/Committee Reports (as needed)
8. Old/Unfinished Business
9. New Business ..... 3
  - A. Claims and Accounts
  - B. Chairman Appointments – Veterans Affairs Committee
  - C. Sheriff’s Office
    1. MADD Award Presentation: Deputy Bradley Martin
    2. Inmate Health Services Agreement – Jail Nurse
  - D. 13<sup>th</sup> Circuit Court – Full-time Employee
  - E. County Clerk – Budget Amendment: Furniture Purchase
  - F. Antrim County Transportation
    1. FY2025 Resolution of Intent
    2. FY2025 Contract Certification
  - G. Antrim Conservation District – ERG Household Hazardous Waste Services Agreement
10. Appointments/Annual Reports
  - A. Annual Reports
    1. Glacial Hills Natural Area – Curtis Meyers (10:30)
  - B. Appointments
11. Reports..... 41
  - A. County Administrator Report
  - B. Finance Director Report
  - C. Chairman Report
12. Various Matters
13. Public Comment
14. Adjourn



# *Memorandum Administration Office*

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March 7, 2024

TO: Board of Commissioners  
FR: Jeremy Scott, County Administrator  
RE: Approval of Agenda, Minutes

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You should have received your agenda packet via electronic communication on February 28. 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 also received an electronic set of meeting minutes from the [February 15, 2024 regular meeting](#). If there are no corrections to those minutes, please consider the following actions:

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of the February 15, 2024 regular meeting as presented.**



# *Memorandum Administration Office*

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March 7, 2024

TO: Board of Commissioners  
FR: Jeremy Scott, 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 \$\_\_\_\_\_.**



# Antrim County

## *Memorandum*

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March 7, 2024

TO: Board of Commissioners  
FR: Jeremy Scott, County Administrator  
RE: Chairman Committee Appointment

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### **Veterans Affairs Committee**

Roger Simon has resigned his seat on the Antrim County Veterans Affairs Committee. Per the “Appointment Process for Boards, Commissions, and Committees” that was adopted by the Board in 2019, the Board received copies of the interest notices 2 weeks prior to the meeting at which the appointment is to be made. Additionally, this vacancy was advertised in the Elk Rapids News and the Antrim Review, sent to each of the 15 townships and 5 villages, posted to the County website and Facebook. Additionally, area veteran organizations were notified of the opening.

The Veterans Affairs Committee requested copies of the interest notices for consideration at their February meeting. Their recommendation to the Chair is attached.

Once the Chair has made his appointment, the full Board will need to confirm the appointment:

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Chairman’s appointment of Ronald Smith to fill the partial term expiring on December 31, 2024 on the Antrim County Veterans Affairs Committee.**



**ANTRIM COUNTY**  
**DEPARTMENT OF VETERANS AFFAIRS**  
P.O. Box 1049, Bellaire, MI 49615  
(231) 533-8499 Fax (231) 533-8317

02/15/2024

MEMORANDUM FOR: Antrim County Veterans Affairs

TO: Antrim County Board of Commissioners

FROM: Antrim County Veterans Affairs Committee

SUBJECT: Committee appointee

Antrim County Veterans Affairs Committee has an open seat. We have five applicants for the open position available. During the ACVA Committee meeting the committee reviewed and voted on recommending **Ronald Smith** for the open position. We respectfully request the Commissioners support in appointing the well qualified member to the Antrim County Veterans Affairs Committee.

*Brandon Corbin*

Brandon Corbin  
Director, Antrim County Veteran Affairs

**Attachments:**

Application & DD-214 for Ronald Smith



## Action Request to Board of Commissioners

**Meeting Date:** March 7, 2024

**Department:** Sheriff's Office

**Submitted By:** Sheriff Kevin Hoch

**Agenda Item:** Inmate Health Services Agreement

<b>1. Action Request/Suggested Motion</b>
Authorize the Antrim County Sheriff to execute inmate health services agreements for a part time correctional facility nurse.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
Sheriff Kevin Hoch is requesting authority to execute the contract for inmate health services with the current contractual jail nurse, Mrs. Phyllis Bertram, for 2024. The contract with Mrs. Bertram is for filling in when the fulltime nurse is on vacation or otherwise unavailable. The contract also requires the County to reimburse Ms. Bertram in the amount of \$398 for the premium for general and professional liability insurance to cover the Nurse for her responsibilities contained in the agreement. This is a change from \$383 for 2021.  Mrs. Bertram is essentially on call and is paid by the contract hour.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
The goal is to provide the statutorily required medical services in the Antrim County jail at the lowest cost possible in such a way that limits liability on the County to the extent possible.
<b>4. Financial – Budget-related information</b>
This has been budgeted for FY2024, includes an hourly payment of \$25 per hour of service and reimbursement of \$398 for general and professional liability insurance.
<b>5. Legal Review</b>
Same agreement as previously reviewed.
<b>6. Policy Implications</b>
n/a
<b>7. Plan – Timeline with who, what, where, and how</b>
The agreement is for the 2024 budget year.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
<b>9. Attachments Included</b>
Contract agreement

## **Inmate Health Service Contract Correctional Facility Nurse Contract**

Antrim County Sheriff Department, P.O. Box 568, Bellaire, Michigan 49615

**Department:** Sheriff's Department – Jail Division

**Contractor:**

**Address:**

Antrim County and the Contractor agree to:

A contract between the County of Antrim ("County") and ("Nurse") to provide medical services for the inmates of the Antrim County Jail located in Bellaire, Michigan, and operated by the Antrim County Sheriff's Office ("Sheriff's Office") on the terms and conditions herein set forth:

**1. Duration:**

This contract shall remain in existence for the term of 1 year commencing on January 1, 2024, and termination on December 31, 2024, subject to prior termination as provided by the agreement.

**2. Facilities:**

The County shall provide the Nurse sufficient space and office equipment for the Nurse and his/her staff for the purpose of providing inmate nursing care, and shall provide certain medical equipment to the Nurse as required and subject to negotiation and consultation on medical equipment requirements between the parties. The County and the Sheriff's Office shall, at its expense, furnish the Nurse with ordinary janitor and in house messenger service, laundry, gas, heat, water, and electricity for lights and power as may be required. The County shall also, at its expense, keep and maintain in good order and repair, any medical equipment purchased by the County. The nurse shall use no part of the nurse office or other premises at any time for general nursing practice, except to the extent allowed in this contract.

The County shall also purchase, at its expense, medical drugs, prescriptions, and medical supplies, which the Nurse may require.

**3. Personnel:**

The County shall contract directly with the registered nurse, with recommendation and approval of the Sheriff, to assist the Physician in his duties and additional trained personnel as needed to provide the care outlined in this agreement. The Physician exclusively supervises the registered nurse and any additional trained personnel.

**4. Hours of Work:**

On-call availability.

Cover up to 3 weeks of vacation for full-time nurse.

On call 24/7 when covering for nurse.

Work as scheduled one day a month for upkeep and training.

On-call as needed for full-time nurse and unexpected emergency.

Monday thru Friday 8:00 AM to 4:00 PM.

**5. Duties / Job Description:**

The nurse shall perform such duties as are customarily performed by a nurse and that are consistent within nursing training.

**6. Compensation:**

The Nurse shall be compensated under the terms of the contract by the County on a bi-weekly basis at a rate of **\$25.00** per hour for 2024 services rendered pursuant to the agreement.

The Nurse shall be paid \$398.00 upon execution of this contract.

**7. Insurance:**

A. The Nurse shall carry medical professional liability practice insurance in the amount of \$1,000,000.00/\$6,000,000.00 per year. The adequacy of the nature, and coverage of any such insurance shall be reviewed by the County and the Nurse, and shall be further determined by availability of such insurance.

**8. Unavailability:**

A 72-hour notice will be given to the full-time nurse.

**9. Other Employment:**

The Nurse shall not be restricted from the engagement of his/her services as a nurse for others, apart from the duties contained in the agreement.

**10. Termination:**

Termination of this agreement by the County may be for:

1. Default by the Contractor, or
2. Lack of a further need for the service. Default is defined, as the failure of the contractor to fulfill the obligations of the contract, and in this case, cancellation may be immediate. In the event the County no longer needs the services specified in this contract due to program changes, changes in laws, rules or regulations, relocation of office, or lack of funding, the County shall cancel this contract by giving the contractor written notice of such cancellation thirty (30) days prior to the date of cancellation.

**11. Modification:**

No waiver or modification of the duties or covenants contained in the agreement shall be valid unless executed in writing by all parties. The provisions of this paragraph may not be waived except as provided by this paragraph.

**12. Dispute Resolution:**

Any disputes concerning the terms, applications, or interpretations of this agreement shall be resolved by a court of law in Antrim County.



**13. Choice of Law:**

This agreement and its performance shall be construed in accordance with, and governed by, The Laws of the State of Michigan.

**14. Signatories:**

The Signatories warrant that all statements contained in and riders attached to this contract are complete and accurate and that they are empowered to enter into this contract.

**This contract is hereby accepted:**

\_\_\_\_\_  
**Kevin S. Hoch, Sheriff**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Name of Nurse**

\_\_\_\_\_  
Date

DRAFT



## Action Request to Board of Commissioners

**Meeting Date:** March 7, 2024 @ 6PM

**Department:** 13<sup>th</sup> Circuit Court

**Submitted By:** Trina Girardin, Circuit Court Administrator

**Agenda Item:** Additional 1 FTE

<b>1. Action Request/Suggested Motion</b>
The 13 <sup>th</sup> Circuit Court is requesting the board to consider a budget amendment to alter our staffing plan. We have requested an addition 1 FTE and have been approved by Grand Traverse County and Leelanau County.
<b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b>
Please see attached memo and supporting documentation.
<b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b>
Increase a Circuit Court Specialist (hybrid with a CEO) to properly manage staff workloads. Please see attached memo and supporting documentation.
<b>4. Financial – Budget-related information</b>
The 1 FTE position will cost Antrim County \$8,381.75 annually (\$8,340 salary + \$41.75 monthly IT costs; both at 15% cost-shared). Please see attached memo and supporting documentation.
<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>
Increase staffing plan by 1 FTE as soon as possible to initiate cross-training.
<b>8. Alternative Plan – What are the implications if failure to approve?</b>
Overworked/stressed employees who will be burned out and dissatisfied with their job, ultimately, leaving the Circuit Court. Poorer case efficiency and a drop in work quality.
<b>9. Attachments Included</b>
PowerPoint Slideshow (including Circuit Court Specialist FTE Costs broken down by County)



# 13th Circuit Court

REQUEST TO AMEND STAFFING PLAN BY ADDITIONAL 1 FTE



# SCAO

## INTERACTIVE COURT DATA DASHBOARD

### Interactive Court Data Dashboard

Incoming Caseload

Outgoing Caseload

Pending Caseload

Clearance Rates

Case Age

Minors in the System

Child Support

Glossary

Exclusions

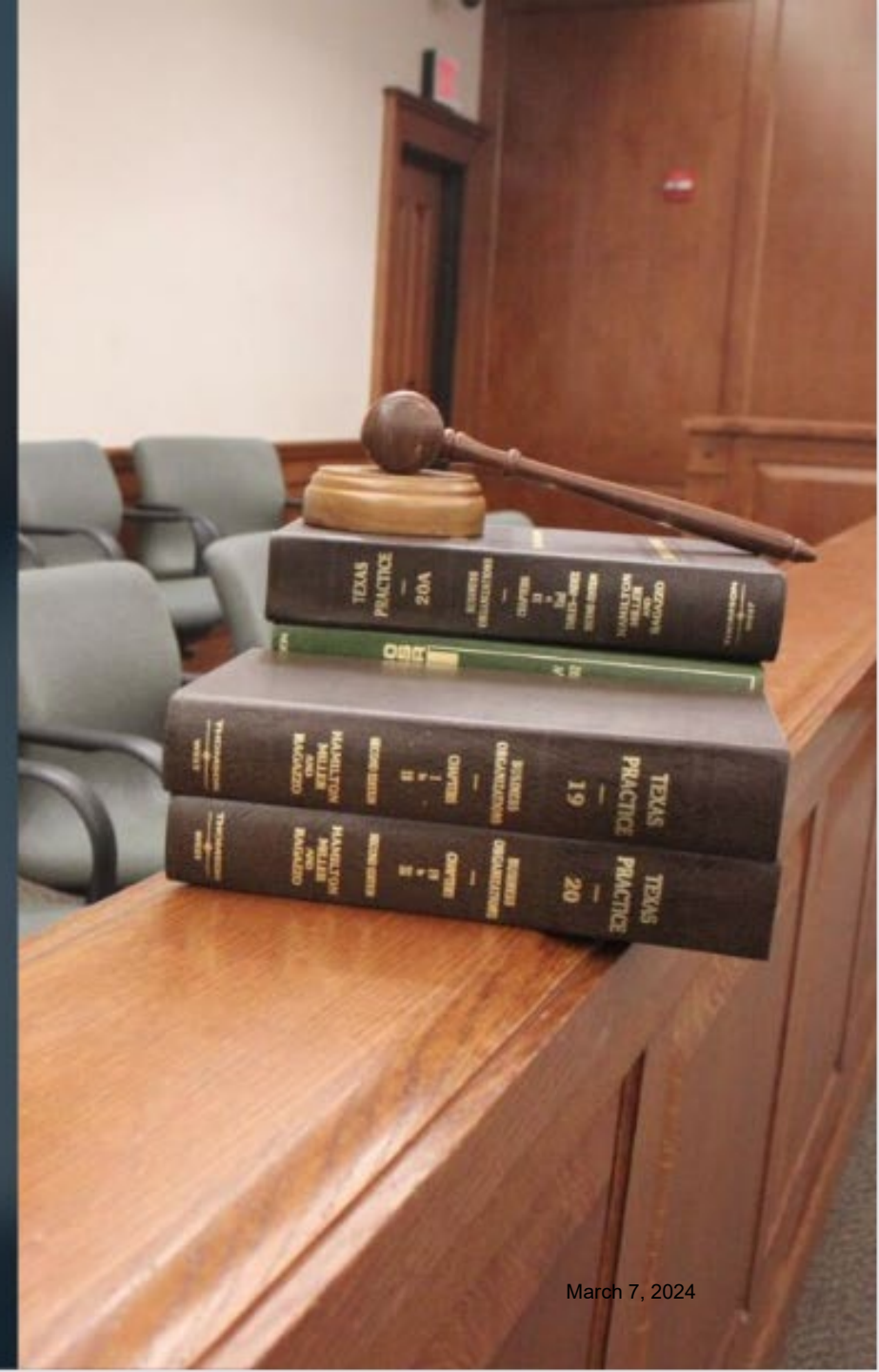
A hand holding a pen over a document, a gavel, and a scale of justice.

# Primary 'Circuit Court Specialist' Duties

- Answer phones
- Process mail
- Process invoices
- Process new filings (motions, orders, briefs, appeals, correspondence, answers, judgments, bindovers, objections)
- Schedule/reschedule court hearings/maintain court dockets
- Dictation/Transcription
- Monitor ADR (mediation)
- Collections
- Prepare/interpret orders
- Zoom host/YouTube
- Court Record (CEO)
- SCAO reporting
- Bailiff trials

# Reason for Additional Need

- Higher volume of work
- Zoom hosting / Livestreaming to YouTube
- More trials
- LCVR project
- Clean slate project
- AS400 software transition
- Scheduling orders, bailiff trials, FC/PT (Judicial staff attorney used to do them for their judge) (now only have 1 for two judges)
- Since Zoom, we no longer have cattle call motions. Attorneys are no longer noticing their own motions. We are scheduling all, creating notices, serving.
- Scheduling one Settlement Conference per day for both judges. These take a lot more coordination and time between dockets and calendars.
- Statute changes (i.e. attys are now paid hourly)
- Appeals have increased (monthly payments )
- More transcript requests
- **Specific Skill Requirements (CEO & domestic)**



# INTERACTIVE COURT DATA DASHBOARD



## Incoming Caseload

Incoming caseload trends by county over time

Year: Multip... | 
 Court Type: Circuit | 
 Region: 4 | 
 Court: C13 – Antrim/Grand Traverse/Le... | 
 County: All | 
 Comparison Group: All | 
 Case Group: All | 
 Case Type: All | 
 Incoming: New Filin...

Top 5 Counties

Filings by County

Leelanau

1,077

Grand Trave...

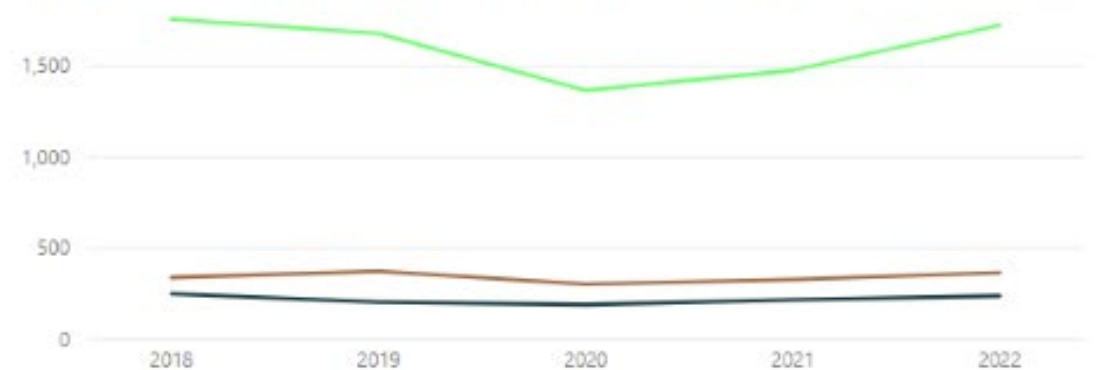
7,985

Antrim

1,689

Filings by Court

Court ● C13-13th Circuit Court - Antrim ● C13-13th Circuit Court - Grand Traverse ● C13-13th Circuit Court - Leel...



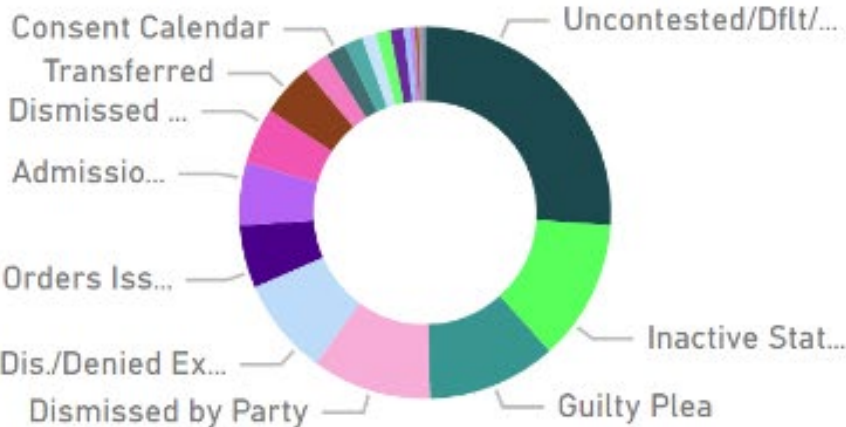
County	2018	2019	2020	2021	2022
Antrim	335	370	299	323	362
Grand Traverse	1,754	1,676	1,363	1,472	1,720
Leelanau	245	200	186	212	234
<b>Total</b>	<b>2,334</b>	<b>2,246</b>	<b>1,848</b>	<b>2,007</b>	<b>2,316</b>

# INTERACTIVE COURT DATA DASHBOARD

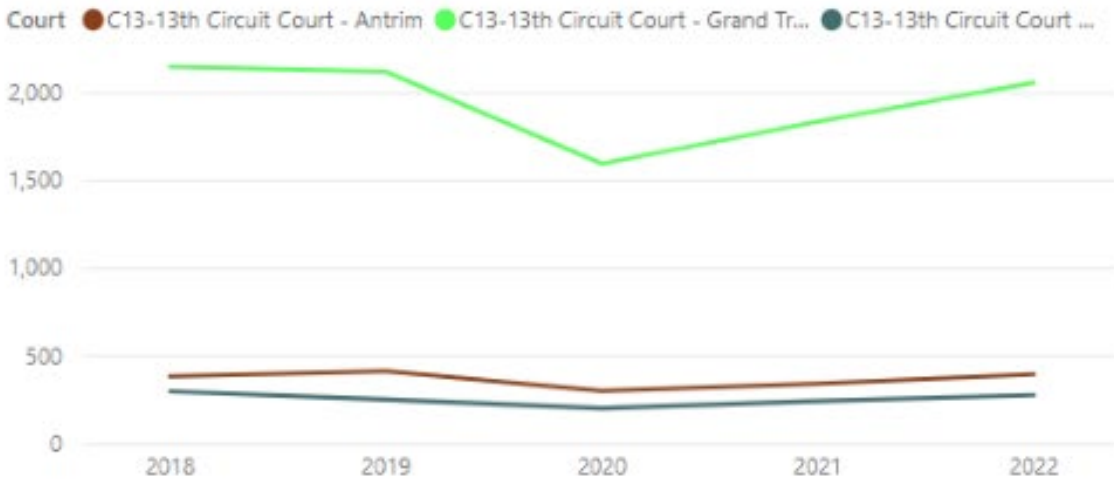
## Outgoing Caseload

Outgoing caseload trends by county over time

Court: 
 County: 
 Comparison Group: 
 Case Group: 
 Case Type: 
 Disposition Method:



Top 5 Outgoing by Court



County	Jury Verdict	Bench Verdict	Order Entered	Guilty Plea	Admission/No Contest	Prosecutor Waiver	Traditional Waiver	Uncontested/Dflt/Settled	Dismissed	Dismissed by Party	Dismi...
<input type="checkbox"/> Antrim	6	2	6	230	80	0	0	548	9	173	
<input type="checkbox"/> Grand Traverse	147	1	120	1,123	562	0	1	2,405	40	1,020	
<input type="checkbox"/> Leelanau	6	1	27	87	53	0	1	386	12	142	
<b>Antrim County Board of Commissioners</b>		<b>4</b>	<b>153</b>	<b>1,440</b>		<b>0</b>	<b>2</b>	<b>3,339</b>	<b>61</b>		<b>March 7, 2024</b>



# INTERACTIVE COURT DATA DASHBOARD

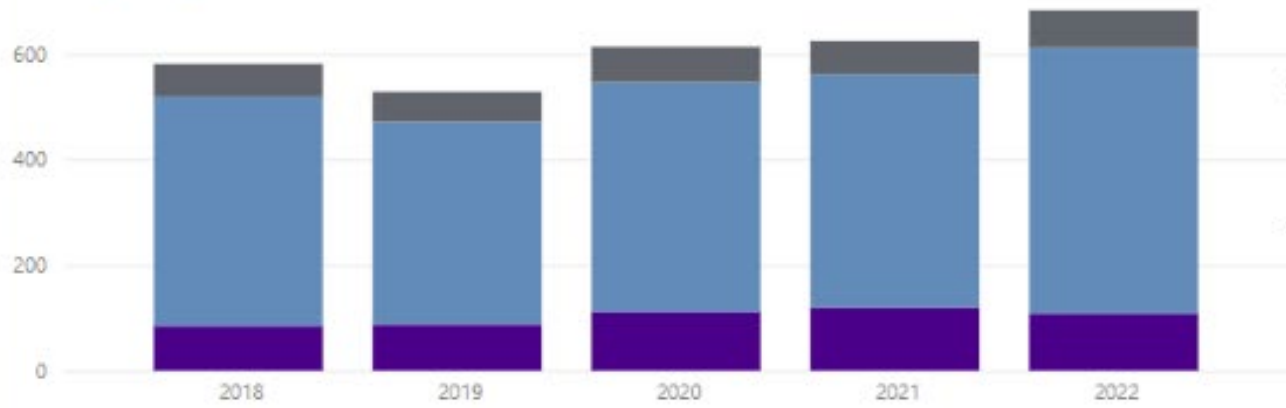


## Pending Caseload

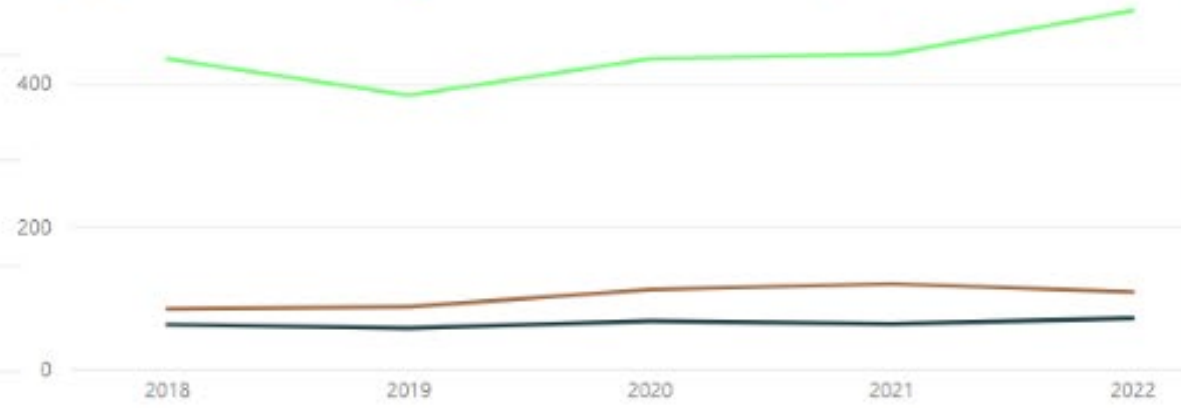
Pending caseload trends by county over time

Year: Multi... | 
 Court Type: All | 
 Region: All | 
 Court: C13 – Antrim/Grand Traverse/Leelanau | 
 County: All | 
 Comparison Group: All | 
 Case Group: All | 
 Case Type: All

County: Antrim (purple), Grand Traverse (blue), Leelanau (grey)



Court: C13-13th Circuit Court - Antrim (orange), C13-13th Circuit Court - Grand Traverse (green), C13-13th Circuit Court - Leelanau (dark blue)



County	2018	2019	2020	2021	2022	Total
Antrim	84	87	111	119	108	509
Grand Traverse	435	384	435	442	503	2,199
Leelanau	62	57	67	63	71	320
<b>Total</b>	<b>581</b>	<b>528</b>	<b>613</b>	<b>624</b>	<b>682</b>	<b>3,028</b>

# PROJECTS

- CLEAN SLATE - APRIL 2023
- LCVR - JULY 2023
- JIS - SPRING 2024
- INCREASED DEMANDS PLACED ON COURTS BY SCAO

# DETRIMENTAL EFFECTS OF UNDERSTAFFING



**Overworked/stressed  
employees=burnout &  
dissatisfaction**



**Poorer case  
efficiency/ drop in  
work quality/  
damage to  
reputation**

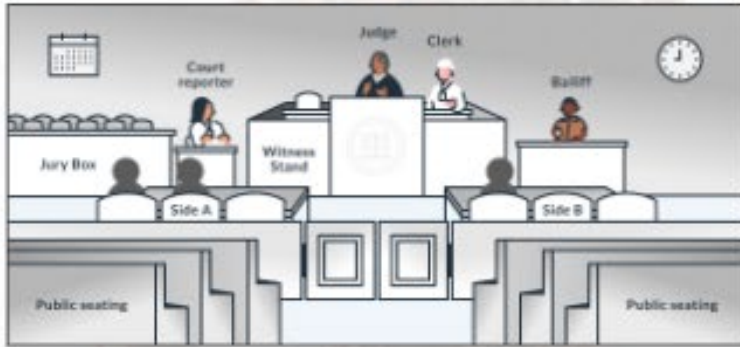


**Inefficient/waste of  
resources**



# POSITIVE IMPACT

- PILOT COURT FOR E-FILING / ONBASE
- FIRST IN THE STATE (PROBABLY NATION) TO CONDUCT A JURY TRIAL AFTER THE PANDEMIC
- STATEWIDE LEADER IN TIME GUIDELINES
- MODEL COURT FOR COLLETIONS PLAN, ADR PLAN, AND SCHEDULING ORDERS



# COST

Cost to GTC (75%): \$41,705  
 Cost to Antrim County (15%): \$8,340  
 Cost to Leelanau County (10%): \$5,560

## PERSONNEL COSTS

Circuit Court - E1			
	2024	Rate/Hour	
Salary & Wages	35,172.80	16.91	Grade E1, Step 1
Overtime			
Personal Leave	676.40		
Subtotal	<u>35,849.20</u>		
FICA	2,742.46	7.65%	
Health/Dental/Opt Disability	14,152.00	Double coverage	
Payment in Lieu of Life Insurance	565.72		
DC Retirement	-		
	146.16		
Total	<u>2,150.95</u>	6.00%	
<b>55,606.50</b>			

Based on 2080 hours

## IT COSTS

Circuit Court - E1		
	2024	
Desk Phone	\$130.00	(one time fee)
Monthly Service Charge	\$53.85	(per user)
Laptop:	\$1,300.00	(one time fee)
Docking Station:	\$213.00	(one time fee)
P-22" Monitor (\$150 ea. x2)	\$300.00	(one time fee)
Monthly Computer Service Charges	\$130.00	(per computer)
Monthly OnBase Service Charge	\$45.00	(per user)
Monthly Office 365 Service Charge	\$35.54	(per user)
Monthly Microsoft Defender Service Charge	\$4.80	(per user-all employees will have in 2024)
Monthly Adobe Pro DC Service Charge	\$9.15	(per user)
*Add 25% to total, as this is what Finance is doing to adjust charges that are unseen (like server charges that you don't see but we pay for)		
TOTAL:	\$2,221.34	
MONTHLY THEREAFTER:	\$278.34	

# QUESTIONS?

## 13th Circuit Court

TRINA GIRARDIN

CIRCUIT COURT ADMINISTRATOR





# Action Request to Board of Commissioners

**Meeting Date:** March 7, 2024  
**Department:** Antrim County Transportation  
**Submitted By:** Alan Meacham, Director  
**Agenda Item:** FY2025 Resolution of Intent

## 1. Action Request/Suggested Motion

RESOLUTION # \_\_\_ - 2024 By \_\_\_\_\_, Seconded By \_\_\_\_\_

### FY 2023 RESOLUTION OF INTENT

*The approved resolution of intent to apply for state formula operating assistance for fiscal year 2025 under Act 51 of the Public Acts of 1951, as amended.*

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Antrim County Board of Commissioners (hereby known as THE APPLICANT) established under Act 94 provide a local transportation program for the state fiscal year of 2025 and, therefore, apply for state financial assistance under provisions of Act 51; and

**WHEREAS**, It is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

**WHEREAS**, It is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

**WHEREAS**, the performance indicators have been reviewed and approved by the governing body.

**WHEREAS, THE APPLICANT**, has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$170,640, estimated state funds \$382,037, and estimated local funds \$150,000 with total estimated expenses of \$948,000.

**NOW THEREFORE**, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

**HEREBY**, appoints Alan Meacham, ACT Executive Director, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2025.

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

The Resolution of Intent has been acted upon every year since 1977.

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

The Resolution of Intent is needed to be able to receive funds from the state and federal government.

## 4. Financial – Budget-related information

## 5. Legal Review

n/a

<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>
n/a
<b>9. Attachments Included</b>
<ul style="list-style-type: none"> <li>• FY2025 Resolution of Intent</li> <li>• Revenue analysis</li> <li>• Expense analysis</li> </ul>



**FY 2025 RESOLUTION OF INTENT**

*The approved resolution of intent to apply for state formula operating assistance for fiscal year 2025 under Act 51 of the Public Acts of 1951, as amended.*

**WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the**  
**Antrim County Board of Commissioners** (hereby known as **THE APPLICANT**)  
established under Act 94 to provide a local transportation program for the state fiscal year of 2025 and,  
therefore, apply for state financial assistance under provisions of Act 51; and

**WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and**

**WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and**

**WHEREAS, the performance indicators have been reviewed and approved by the governing body.**

**WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$ 170,640 estimated state funds \$ 382,037 estimated local funds \$ 150,000 with total estimated expenses of \$ 948,000**

(Note: Local funds include fare box and any other local revenue)

**NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and**

**HEREBY, appoints Alan Meacham, ACT Executive Director as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2025**

I, **Sheryl A. Guy** (Name) **Clerk of the County of Antrim**

**(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of**

**, 20 with the original minutes now on file and of record in the office and that this resolution is true and correct.**

**IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal or said this day of A.D. 20**

**SIGNATURE**

**Antrim County Transportation**

**P.O. Box 120  
Bellaire, Michigan 49615**

**(231) 533-8644**

**Nonurban County**

**Regular Service**

**Annual Budgeted**

**2025**

**Total Eligible Expenses: \$948,000**

**Comments: -**

**Antrim County Transportation  
 Nonurban County  
 Regular Service  
 Annual Budgeted  
 2025**

**Revenue Schedule Report**

Code	Description	Amount
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$18,000
<b>407 :</b>	<b>NonTrans Revenues</b>	
40710	Sales of Maintenance Services (-)	\$75,000
40799	Other NonTrans Revenue (Explain in comment field) (-)	\$50,000
<b>409 :</b>	<b>Local Revenue</b>	
40910	Local Operating Assistance (-Appropriation )	\$150,000
40950	Local Service Contract/Local Source (-)	\$88,000
<b>411 :</b>	<b>State Formula and Contracts</b>	
41101	State Operating Assistance (-)	\$382,037
<b>413 :</b>	<b>Federal Contracts</b>	
41301	Section 5311 Operating (-)	\$170,640
<b>414 :</b>	<b>Other Revenue</b>	
41400	Interest Income (-)	\$14,323

**Total Revenues:\$948,000**

**Antrim County Transportation  
Nonurban County  
Regular Service  
Annual Budgeted  
2025**

**Expense Schedule Report**

Code	Description	Amount
<b>501 :</b>	<b>Labor</b>	
50101	Operators Salaries & Wages (-)	\$220,000
50102	Other Salaries & Wages (-)	\$225,000
50103	Dispatchers' Salaries & Wages (-)	\$45,000
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$175,000
50220	DB Pensions (-)	\$40,000
<b>503 :</b>	<b>Services</b>	
50399	Other Services (-All fuel sold outside of transit operations)	\$150,000
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$70,000
50402	Tires & Tubes (-)	\$12,000
50499	Other Materials & Supplies (-Office supplies, shop supplies, bus parts))	\$50,000
<b>505 :</b>	<b>Utilities</b>	
50500	Utilities (-)	\$16,000
<b>506 :</b>	<b>Insurance</b>	
50603	Liability Insurance (-)	\$30,000
<b>509 :</b>	<b>Misc Expenses</b>	
50902	Travel, Meetings & Training (-)	\$500
50903	Association Dues & Subscriptions (-)	\$1,500

**Antrim County Transportation  
Nonurban County  
Regular Service  
Annual Budgeted  
2025**

**Expense Schedule Report**

Code	Description	Amount
50999	Other Misc Expenses (Explain in comment field) (-Bldg mtn, trash, plow, computer, radio maint, dues/subs)	\$21,000
550 :	Ineligible Expenses	
55010	Other Ineligible Expense Associated w/Aux. & Nontrans (Explain in comment field) (-Sale of Fuel)	\$60,000
560 :	Ineligible Expenses	
56001	Ineligible Expenses Associated w/Sale of Maintenance Service (-)	\$33,000
580 :	Ineligible Expenses	
58020	Ineligible DB Pensions (-)	\$15,000

**Total Expenses: \$1,056,000**

**Total Ineligible Expenses: \$108,000**

**Total Eligible Expenses: \$948,000**

**Antrim County Transportation  
Nonurban County  
Regular Service  
Annual Budgeted  
2025**

<b>Non Financial Schedule Report</b>		
<b>Public Service</b>		
<b>Code</b>	<b>Description</b>	<b>Quantity DR</b>
610	Vehicle Hours	10,000
611	Vehicle Miles	200,000
615	Unlinked Passenger Trips - Regular	18,500
616	Unlinked Passenger Trips - Elderly	3,500
617	Unlinked Passenger Trips - Persons w/Disabilities	8,000
622	Total Demand-Response Unlinked Passenger Trips	30,000

**Total Passengers:30,000**

**Vehicle Information**

<b>Code</b>	<b>Description</b>	<b>Quantity</b>
655	Total Demand-Response Vehicles	17
656	Demand-Response Vehicle w/ Lifts	16
658	Total Transit Vehicles	17

**Total Vehicles:17**

**Miscellaneous Information**

<b>Code</b>	<b>Description</b>	<b>Quantity DR</b>
660	Diesel/Gasoline Gallons Consumed	22,000
661	Total Transit Agency Employees (Full-Time Equivalents)	15
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	8



## Action Request to Board of Commissioners

**Meeting Date:** March 7, 2024

**Department:** Antrim County Transportation

**Submitted By:** Alan Meacham, ACT Director

**Agenda Item:** Contract Clause Certification FY2025

<p><b>1. Action Request/Suggested Motion</b></p>
<p>To authorize the Board Chair to execute the Fiscal Year 2025 Contract Clause Contract Clause Certification from the Michigan Department of Transportation for Antrim County Transportation.</p>
<p><b>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</b></p>
<p>The Contract Clause Certification has been acted upon every year since 1977.</p>
<p><b>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</b></p>
<p>A signed certification is needed to be able to receive funds from the state and federal government.</p>
<p><b>4. Financial – Budget-related information</b></p>
<p>Without execution of the certification the County will not be eligible for state and federal funds and will either have to make up the difference with County funds or make drastic cuts to the transportation program.</p>
<p><b>5. Legal Review</b></p>
<p>The Contract Clause Certification was reviewed in 2018. No changes to current certification</p>
<p><b>6. Policy Implications</b></p>
<p>n/a</p>
<p><b>7. Plan – Timeline with who, what, where, and how</b></p>
<p></p>
<p><b>8. Alternative Plan – What are the implications if failure to approve?</b></p>
<p>n/a</p>
<p><b>9. Attachments Included</b></p>
<p>FY2025 Contract Clause Certification</p>

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

**Name Of The Person Authorized To Sign A Contract Or Project Authorization**

Terry VanAlstine

**Legal Organization Name**

Antrim County Board of Commissioners

**Title Of Authorized Signer**

Chairman

**Signature Of Authorized Signer \*\* (See Below)**

.....

**Date**

**Governing Board Chair Information \*\*\*:**

**Name\***

Terry VanAlstine

**Phone\* (###)###-####**

231-533-8644

**Email\***

vanalstinet@antrimcounty.org

\* If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Organizations with multiple contracts must submit multiple contract clauses certifications.

\*\* If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

\*\*\* Chair of the governing board having supervisory powers over your agency.





## Action Request to Board of Commissioners

**Meeting Date:** March 7, 2024

**Department:** Antrim Conservation District

**Submitted By:** Kyle Williams

**Agenda Item:** ERG Environmental Services – Household Hazardous Waste Services Agreement

### 1. Action Request/Suggested Motion

To Authorize the Chair to sign the renewal contract with ERG Environmental for Household Hazardous Waste for Drop-off events in 2024.

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

ERG Environmental is currently being used by most of the other counties in the region due to the company's excellent track record, reliability, and responsiveness. Antrim County has received exceptional service including superior responsiveness to questions and special requests over the last four years.

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

The current contract for Household Hazardous Waste (HHW) packaging, transport, and disposal with ERG Environmental Services expired on 12/31/23, requiring a new or extended contract to be in place before the 2024 HHW events.

### 4. Financial – Budget-related information

A new contract needs to be in place before our next scheduled event on June 29, 2024. ERG's pricing has increased slightly for most items, from \$0.80 per pound to \$1.00 per pound. Pesticides have increased from \$1.50 to \$1.75 per pound, and reactives/oxidizers have increased from \$0.80 per pound to \$5.00 per pound. Oil-based paint and electronics have dropped from \$0.80 per pound to \$0.50 per pound. ERG has already tentatively agreed to support events on June 29, July 20, and August 31, 2024.

### 5. Legal Review

This contract was reviewed by legal counsel in 2018. The contract language remains the same.

### 6. Policy Implications

n/a

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

### 8. Alternative Plan

### 9. Attachments Included

ERG proposal for 2024 services.

## AGREEMENT FOR SERVICES

This Agreement is made and entered into as of the \_\_\_\_\_ (the "Effective Date") between County of Antrim (the "County"), a Michigan municipal corporation, whose address is 203 E. Cayuga Street, P.O. Box 520, Bellaire, Michigan 49615, and ERG Environmental Services (the "Contractor"), whose address is 13040 Merriman Road, Suite 200; Livonia, Michigan 48150-1816 (collectively, the "Parties").

The County requests the Contractor to perform services for it and may request the Contractor to perform other services in the future; and

The Parties therefor agree as follows:

1. **Term and Termination:** This Agreement is in effect from \_\_\_\_\_ through \_\_\_\_\_ (the "Term"), unless earlier terminated under this Section.

Notwithstanding anything contained in this Agreement to the contrary, County reserves the right to terminate this Agreement immediately for any or no reason and prior to this date, including but not limited to, County's determination that Contractor has failed to perform in accordance with the terms of this Agreement. In the event Contractor has performed part of the tasks or services, a prorated amount as determined by the County may instead be owed to Contractor, but that amount may also be adjusted if the County must retain another contractor at a higher cost to perform the services or tasks, or if the County suffers damages as a result of Contractor's failure to perform as described in this Agreement.

2. **Contractor Services:** Contractor shall perform the following tasks or services for the County as described in attached **Exhibit A**.

The County shall pay Contractor upon receipt of invoice (submitted to Antrim County Administration; PO Box 187; Bellaire MI 49615), for all satisfactorily completed services, according to the terms and conditions of this Agreement, and attached **Exhibit A**. Payment will be made within 60 days of receipt of an invoice.

The Contractor shall provide the necessary equipment to perform the services. If the Contractor has obtained employees or agents (the "Contractor Personnel"), the Contractor shall be solely responsible for all costs associated with the Contractor Personnel.

3. **Independent Contractor Status:** The Parties intend that the Contractor and any Contractor Personnel be engaged as independent contractors of the County. Nothing contained in this Agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship. Contractor expressly understands and agrees that neither Contractor, nor any employee or agent of Contractor, in the performance of Contractor's services required under this Agreement, shall be treated or otherwise considered to be an

employee(s) of the County for taxes, worker's compensation, unemployment compensation, insurance, fringe benefits, or any other purpose. No payroll, employment, or other taxes of any kind shall be withheld or paid by the County with respect to payments to Contractor, unless as otherwise required by law. Contractor understands and agrees that Contractor is totally responsible for, and shall comply with all laws regarding the timely reporting and payment of all income and other taxes and other governmental liabilities resulting from the performance of Contractor's services.

The Contractor may not act as agent for, or on behalf of, the County, or to represent the County, or bind the County in any manner.

4. **Representations:** Both Parties represent that they are fully authorized and empowered to enter into this Agreement, and that the performance of the obligations under this Agreement will not violate or infringe upon the rights of any third-party, or violated any agreement between the Parties and any other person, firm or organization or any law of governmental regulation.
5. **Indemnification:** The Contractor shall indemnify and hold harmless the County, its elected officials, board members, officers, employees, agents, and representatives from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of, or relating to, the Contractor's services under this Agreement.
6. **Miscellaneous Provisions:**
  - a. This Agreement shall be governed by and construed pursuant to the laws of the State of Michigan.
  - b. This Agreement and attached **Exhibit A**, constitute the entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, representations, and understandings of any kind, whether written or oral, between the Parties, preceding the date of this Agreement.
  - c. This Agreement may be amended only by written agreement duly executed by an authorized representative of each Party.
  - d. If any provision or provisions of this Agreement shall be held unenforceable for any reason, then such provision shall be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.
  - e. This Agreement shall not be assigned by the Contractor without the express consent of the County.

- f. 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.
- g. This Agreement 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. The parties agree that signatures on this Agreement 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.

THIS SECTION INTENTIONALLY LEFT BLANK

**The Parties are signing this Agreement on the date stated in the introductory clause.**

**COUNTY OF ANTRIM**

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

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

Print: \_\_\_\_\_

Its: \_\_\_\_\_

**ERG ENVIRONMENTAL SERVICES**

Dated: February 14, 2024

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

Print: Edward Dawkins

Its: Vice-President



## EXHIBIT A

13040 Merriman Road, Suite 200 • Livonia, Michigan 48150-1816  
734.437.9650 • FAX 734.437.9651 • [www.ERGenvironmental.com](http://www.ERGenvironmental.com)

January 3, 2024

Mr. Kyle Williams  
Conservation Technician  
Antrim Conservation District  
4820 Stover Rd.  
Bellaire, MI 49615

**RE: 2024 HOUSEHOLD HAZARDOUS WASTE / CLEAN SWEEP SERVICES  
PROPOSAL ERG-019672/1**

Dear Mr. Williams,

**SQS, Inc dba ERG Environmental Services (ERG)** would like to thank you for the opportunity to provide Household Hazardous Waste (HHW) and Clean Sweep services to your community in 2024. Per your request, presented herein is pricing for HHW services for CY 2024, to include ERG hosting three (3) collections of household hazardous wastes to occur in June, July, and August, respectively.

As we hope you have heard, ERG provides one of the best organized, staffed, and equipped HHW collection programs in the industry. Over the past several years ERG has performed an average of over 150 collection events per year. We will be happy to supply a list of reference contacts upon request.

We appreciate the opportunity to provide this information to you. If you have any questions, please do not hesitate to contact me at 734.437.9658, or via email at [edawkins@ERGenvironmental.com](mailto:edawkins@ERGenvironmental.com).

Thank you for this opportunity.

Sincerely,

**ERG ENVIRONMENTAL SERVICES**

A handwritten signature in blue ink, appearing to read "Edward Dawkins".

Edward Dawkins  
Vice President



**ERG ENVIRONMENTAL SERVICES**

13040 Merriman Road, Suite 200, Livonia, MI 48150  
734.437.9650 (t) • 734.437.9651 (f)

Antrim County Board of Commissioners

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**ANTRIM COUNTY**

January 3, 2024

**HHW – Cost Proposal**  
March 7, 2024



## HOUSEHOLD HAZARDOUS WASTE MANAGEMENT METHODS & PRICING CY 2024

ACCEPTABLE WASTES	WASTE MGT. METHOD*	PRICE PER POUND
Electronics	RC	\$ 0.50
Latex Paint	RC / ST	\$ 0.50
Aerosols	FB	\$ 1.00
Antifreeze / motor oil / automotive fluids	RC	\$ 1.00
Solvents / flammable / oil-based paint	FB	\$ 1.00
Corrosives (acids / bases)	ST	\$ 1.00
Miscellaneous cleaners and toxics	ST	\$ 1.00
Batteries (mixed household)	RC	\$ 1.00
Medical Sharps (must arrive in rigid container)	Autoclave	\$ 1.00
Fluorescent lamps	RC	\$ 1.00
PCB ballast	RC / LF	\$ 1.00
Fire extinguishers / propane	RC	\$ 1.00
Smoke detectors	RC / LF	\$ 1.00
Non-DEA pharmaceuticals / OTC medications	ST / DI	\$ 1.00
Clean Sweep Pesticides	ST / DI	\$ 1.75
Reactives / oxidizers	ST / DI	\$ 5.00
Mercury (liquid and devices)	RC	\$ 35.00

EVENT FEE AND PRICING NOTES	
Event fee (per each collection event) – in addition to per-pound pricing (above)	\$ 2,250.00
Minimum chargeable waste weight per event	5,000 pounds

<b>NOTES</b>	<p>Pricing includes ERG tracking of pesticide waste and invoicing Grand Traverse County directly on behalf of customer for reimbursement under the Clean Sweep Program.</p> <p>Pricing assumes on-site bathroom facilities available for ERG's use.</p>
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<b>ASSUMPTIONS</b>	This proposal includes 4 ERG personnel to collect, label, package, load and ship the waste received from residents of Antrim County.
<b>WASTE MANAGEMENT</b>	<b>RC</b> – Recycle • <b>FI</b> – Fuel Blending / Incineration <b>ST</b> – Stabilization/Treatment • <b>DI</b> – Destructive / Incineration • <b>LF</b> – Landfill
<b>TYPICAL UNACCEPTABLE MATERIALS</b>	Weapons, explosives, construction materials/debris, appliances, radioactive materials (other than smoke detectors), shock-sensitive materials, standard household trash, tires, yard waste.





# *Memorandum Administration Office*

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March 7, 2024

TO: Board of Commissioners  
FR: Jeremy Scott, County Administrator  
RE: 2023 Annual Reports

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You will be receiving a presentation of the Glacial Hills Natural Area 2023 Annual Report from Curtis Meyers. Once Mr. Meyers has finished his presentation, please consider the following action(s):

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the  
Glacial Hills Natural Area 2023 Annual Report.**





# Memorandum Administration Department

February 29, 2024

TO: Antrim County Board of Commissioners  
FR: Jeremy Scott, County Administrator  
RE: Administrator's Report – March 7, 2024

\*\*\* All information highlighted in blue in this report is new information from my previous reports. \*\*\*

## GENERAL ADMINISTRATION:

### 1. Facilities:

- **County Building Façade:** Progressive AE and Spence Brothers are the architects and construction managers for the County Building Façade project. Contractors are continuing to plug away at outside trim and wall panels, drywall, ceiling tiles, and painting. **Flooring installation is scheduled to commence on the 1<sup>st</sup> Floor this Friday; windows are currently scheduled to ship March 5. Also, the State has given final approval to the DHHS changes this week the work in that area can now be scheduled.**
  - **Health Dept. Building Renovations:** The Sheriff's office was moved over by maintenance last week, there are a few items yet to be moved, but, the Sheriff has officially moved to 209 Portage Dr. We will be moving Probation/Parole and the Emergency Manager in the coming months once we have prepared spaces for them.
  - **Public Safety Center:** Byce & Associates was hired to outline a preliminary plan and renderings for a Public Safety Center. We have posted a Public Safety Center (PSC) webpage in order to keep everyone informed of progress and to answer questions. **Our first workgroup meeting had 33 people in attendance with several taking the opportunity to tour the current Jail. A number of good comments and notes were given as well as a number of questions answered. We have scheduled the next meeting for Thursday, March 14 with a focus on Mental Health.**
2. **911 Communication Tower:** The Forest Home Township Planning Commission reviewed and approved the site plan at a public hearing on October 4. The additional parts of the project, including the communication building will be coming to the Board soon. **No Update.**
3. **Mancelona Village petition to alter boundaries:** It was brought to the attention of the Administration Office that the Village of Mancelona plans to petition the Board of Commissioners to alter their legal boundaries. **The current plan is to have the Board consider the petition at the March 21 Meeting.**
4. **Materials Management County Engagement Grant /Material Management Plan (MMP):** Michigan counties have 180 days from January 8, 2024 to file a Notice of Intent (NOI). The NOI submittal must include documentation of consultation with adjacent counties regarding the option of preparing a multicounty MMP, and, if two or more counties agree to pursue a multicounty MMP, and a copy of the interlocal agreement that identifies the process. We met with Charlevoix County to discuss the possibility of a multicounty MMP and have been working on a draft interlocal agreement. **We are also going to meet with Networks Northwest and the associated Counties this week to discuss the possibility of a regional plan.**
5. **COA Adult Day Service:** With employee shortages and ever-growing need for services, administration has been working with the COA to develop a project to address those needs. On December 18, a survey was released to the public that will help gauge the public's interest in adult day services in Antrim County. Information on the survey and a link can be found on the County's website and the County's Facebook page. Notice of the survey's availability and a direct link to the survey were sent directly to the townships and villages and shared with area chambers of commerce. A press release was published in the January

18<sup>th</sup> edition of the Antrim Review. The survey closed on January 31, 2024. We will have results of the survey at a future Board meeting. No Update

6. **Courthouse Chiller:** The chiller replacement at the Courthouse should be finished soon, delays on equipment and materials have become the unfortunate norm with this and many projects. **They are currently working on retro commissioning the entire system.**
7. **Grove Street Annex:** The process for demolition of the Grove Street Annex has begun. **A pre-demolition inspection of the premises was done February 20 and we have posted an RFP for the demolition. We expect to bring a recommendation to the May 2 meeting.**
8. **Consolidated Courts:** The Board passed a resolution in support of a combined District and Probate Court on December 21, 2023. As we work with our legislators, Damoose, Roth, and Borton, the State Legislative Service Bureau is working on putting together a bill. As you are aware, the State Court Administrator, Thomas Boyd, sent a strong letter in opposition to the consolidation. For our part, we have been wrapping up our exploratory review document that covers our research, our point of view, and an initial plan of action if we were to move forward. **No Update.**
9. **Soil Erosion:** The Antrim County Conservation District has reached out and expressed an interest in returning Soil Erosion to the County and ending that portion of our contract. Initial conversations look to the end of the year for the transition. We would likely place the position under Construction Code as this is a common place for a Soil Erosion officer across the majority of Counties. We will keep the Board updated and bring this before you all at a future meeting. **No Update.**
10. **Recycling:** The Conservation District has also reached out about Recycling. They have expressed a willingness to continue this part of the contract, but indicated that their budget will need to be increased in order to cover their expenses. **I have had further discussions with the ACD director, and they have rescinded their notice to withdraw from recycling. They would like to bring something to the Board in the fall once they have established a new role in their organization that will be complimentary to the recycling program.**
11. **New County Web Address:** Our IT Department has been making preparations for a change-over now that we have secured a .gov domain address, AntrimCountyMI.gov. Domains with .gov signal trust and credibility and has become a standard for counties as an additional security stance. This will be an all hands project with a goal of going live the first week in April. The existing domain, AntrimCounty.org, including website and emails, will be set up to automatically forward to AntrimCountyMI.gov for the foreseeable future to avoid interruption of communication and confusion. **Department heads were notified of the upcoming change at a recent department head meeting. The public will be notified via the March Bulletin, social media posts, a press release, and information on the County website.**
12. **Petoskey Stone Festival:** **The Petoskey Stone Festival is applying to become a 501(c)3 non-profit organization. They will continue to utilize Barnes Park, but starting in 2025 will hold the festival the week before Memorial Day to alleviate multiple issues, including crowding/parking. There will be something about this on a future agenda.**

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

13. **Current County Employment Opportunities:**
  - **COA – Homemaker – Irregular PT: Heather Skabardis was hired 2/13/2024**
  - **Sheriff's Office – Civil Process – Irregular PT: Two positions posted.**
  - **Sheriff's Office – Corrections – FT: Positions posted. One candidate is in background**
  - **Sheriff's Office – Deputy – FT: Position posted.**
  - **ACT - Mechanic – FT: Position Posted.**
  - **Antrim County Airport – Field Operator – FT: Rick Durant will begin working on 3/14/2024**
  - **Maintenance Department – Custodian – FT: Interviews will take place on 2/28/2024**

### LAWSUITS:

14. **Opioid Litigation:** The County has signed on to the settlement agreement with Janssen Pharmaceutical, three wholesale distributors, and retailers (Walmart, Teva, Allergan, Walgreens, and CVS). As discussed at previous Board meetings, these funds are restricted generally and 70% must go towards future remediation such as treatment, recovery support, outreach, training, prevention, and research. Unless the Board otherwise directs, our intention is to gather requests and look for opportunities before presenting them to the Board. Settlement dollars received to date: \$199,962.01 restricted, \$4,572.13 unrestricted.
15. **Daniel Fingal, et al. vs Antrim County, et al.:** An additional foreclosure proceeds lawsuit. We have submitted this to MMRMA. Cummings, McClorey, Davis & Acho, PLC (CMDA) have formally been assigned by the MMRMA to defend Antrim County in this matter. The attorneys involved in all three of these cases, Fingal, Theison, and Hottenroll have set mediation dates. If an agreement is made, any final decisions would need Board approval. **No Update.**
16. **Edward Theison, et al. vs Dickson County, et al.:** We have been named in another foreclosure proceeds lawsuit. **See Above.**
17. **Hottenroll, et al. vs Iron County, et al.:** Yet another foreclosure proceeds lawsuit in which the plaintiffs have opted out of the Wayside class action. **See Above.**

### 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):

18. [COA – ASI Rental Agreement](#)

**Executed by the Board Chair in accordance with the Contract Policy and tracked for future follow-up of expiration (where necessary):** None.

**GRANT APPLICATIONS:** Submitted in accordance with the Grant Application Policy:

19. [Hazardous Materials Emergency Preparedness Grant](#)

### POLICIES:

Reviewed by civil and/or labor council (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:

New matters sent since the previous Administrator's report:

- [HR-Direct Access & Subscription Program-Data Sharing Agreement](#)

### FOLLOW UP FROM BOARD OF COMMISSIONERS MEETING:

### COMMUNICATIONS, NOTES OF INTEREST:

20. [Northern Lakes Economic Association Annual Symposium: Northern Lakes Economic Alliance will be holding its annual symposium and showcase on Friday, May 17 at the Boyne Mountain Civic Center. If you are interested in attending, please let Margie know. She will work to get you registered.](#)
21. [Veterans Affairs Office – Brunch and Learn: The Antrim County Veterans Affairs Office will be hosting an information session and Lunch & Learn on April 4, 2024 at the Hen's Den Restaurant in Mancelona. The session runs from 10:00 a.m. to 1:00 p.m. The Brunch & Learn session will dive into topics such as VA Healthcare, the PACT Act, and caregiver support. The flyer for the event is attached to this report.](#)



## **BRUNCH & LEARN**

**APRIL 4TH, 10AM TO 1PM**

Find us on:  
**facebook**

**JOIN US AT THE HEN'S DEN RESTAURANT IN MANCERLONA ON APRIL 4TH FROM 10AM TO 1PM FOR AN INFORMATIVE AND SUPPORTIVE GATHERING HOSTED BY THE ANTRIM COUNTY VETERANS AFFAIRS OFFICE. OUR LUNCH AND LEARN SESSION WILL DIVE INTO CRUCIAL TOPICS INCLUDING VA HEALTH CARE, THE PACT ACT, AND CAREGIVER SUPPORT. WHETHER YOU HAVE QUESTIONS OR SIMPLY WANT TO CONNECT WITH FELLOW VETERANS, THIS EVENT IS DESIGNED FOR YOU. ENJOY A DELICIOUS MEAL COURTESY OF THE HEN'S DEN WHILE ENGAGING IN VALUABLE DISCUSSIONS AND GAINING INSIGHTS. DON'T MISS OUT ON THIS OPPORTUNITY TO EMPOWER YOURSELF WITH KNOWLEDGE AND COMMUNITY SUPPORT.**

Timeframe: 02/08/24-02/27/24

## 1. Audit

Most time during the prior 2 weeks have been spent on audit preparation. The following sections have been completed since the prior update:

- Cash - January bank statements
- Prepaid - other prepaid expenses
- Payroll expense - retirement
- Fixed assets (Airport remaining)
- Accounts payable (final review remaining)
- Transfers
- Housing
- Leases

Significant open sections remaining include:

- Airport MDOT report
- Accounts payable final review
- Software
- Meadow View
- Fund-level review
- Final review