



Antrim County Board of Commissioners



Terry VanAlstine, Chairman

Thursday, March 21, 2024 @ 6:00 p.m.

Antrim County Building, 2nd Floor, Board of Commissioners Room (Room 209)

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. Sheriff's Report (*Sent separately*)
5. Approval of Agenda 3
6. Approval of [March 7, 2024 Minutes](#) 3
7. Communications/Notices
8. Liaison Reports/Committee Reports (as needed)
9. Old/Unfinished Business 4
 - A. 13th Circuit Court – Budget Request: F/T Employee (3/7 Meeting)
10. New Business 17
 - A. Claims and Accounts
 - B. PUBLIC HEARING: Village of Mancelona Petition to Alter Boundaries
 - C. Village of Mancelona – Petition to Alter Boundaries
 - D. Prosecuting Attorney's Office – Budget Amendment: Training
 - E. Resolution of Support: Local Choice Ballot Initiative
 - F. Emergency Management – Budget Amendment: 2% Tribal Grant Award
 - G. Commission on Aging: AAANM – Evidence-based Program Agreement
 - H. Maintenance – Budget Amendment: Grand Valley Automation
 - I. Administration Office – Facilities Policy Update
11. Appointments/Annual Reports
 - A. Annual Reports
 - B. Appointments
12. Reports 69
 - A. County Administrator Report
 1. Animal Control Update – February 2024
 2. Veterans Affairs Update – February 2024
 3. Building Department Update – February 2024
 4. Parks Department Update – February 2024
 5. Airport Update – February 2024
 6. Emergency Management – February 2024
 7. Commission on Aging – January, February 2024

B. Finance Director Report

1. Revenue & Expenditure Report – February 2024
2. Budget Report – February 2024

C. Chairman Report

13. Various Matters
14. Public Comment
15. Adjourn



Memorandum Administration Office

March 21, 2024

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

You should have received your agenda packet via electronic communication on March 14. 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 [March 7, 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 March 7, 2024 regular meeting as presented.



Action Request to Board of Commissioners

Meeting Date: March 7, 2024 @ 6PM

Department: 13th Circuit Court

Submitted By: Trina Girardin, Circuit Court Administrator

Agenda Item: Additional 1 FTE

<p>1. Action Request/Suggested Motion</p> <p>The 13th 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.</p>
<p>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</p> <p>Please see attached memo and supporting documentation.</p>
<p>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</p> <p>Increase a Circuit Court Specialist (hybrid with a CEO) to properly manage staff workloads. Please see attached memo and supporting documentation.</p>
<p>4. Financial – Budget-related information</p> <p>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.</p>
<p>5. Legal Review</p> <p>N/A</p>
<p>6. Policy Implications</p> <p>N/A</p>
<p>7. Plan – Timeline with who, what, where, and how</p> <p>Increase staffing plan by 1 FTE as soon as possible to initiate cross-training.</p>
<p>8. Alternative Plan – What are the implications if failure to approve?</p> <p>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.</p>
<p>9. Attachments Included</p> <p>PowerPoint Slideshow (including Circuit Court Specialist FTE Costs broken down by County)</p>



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

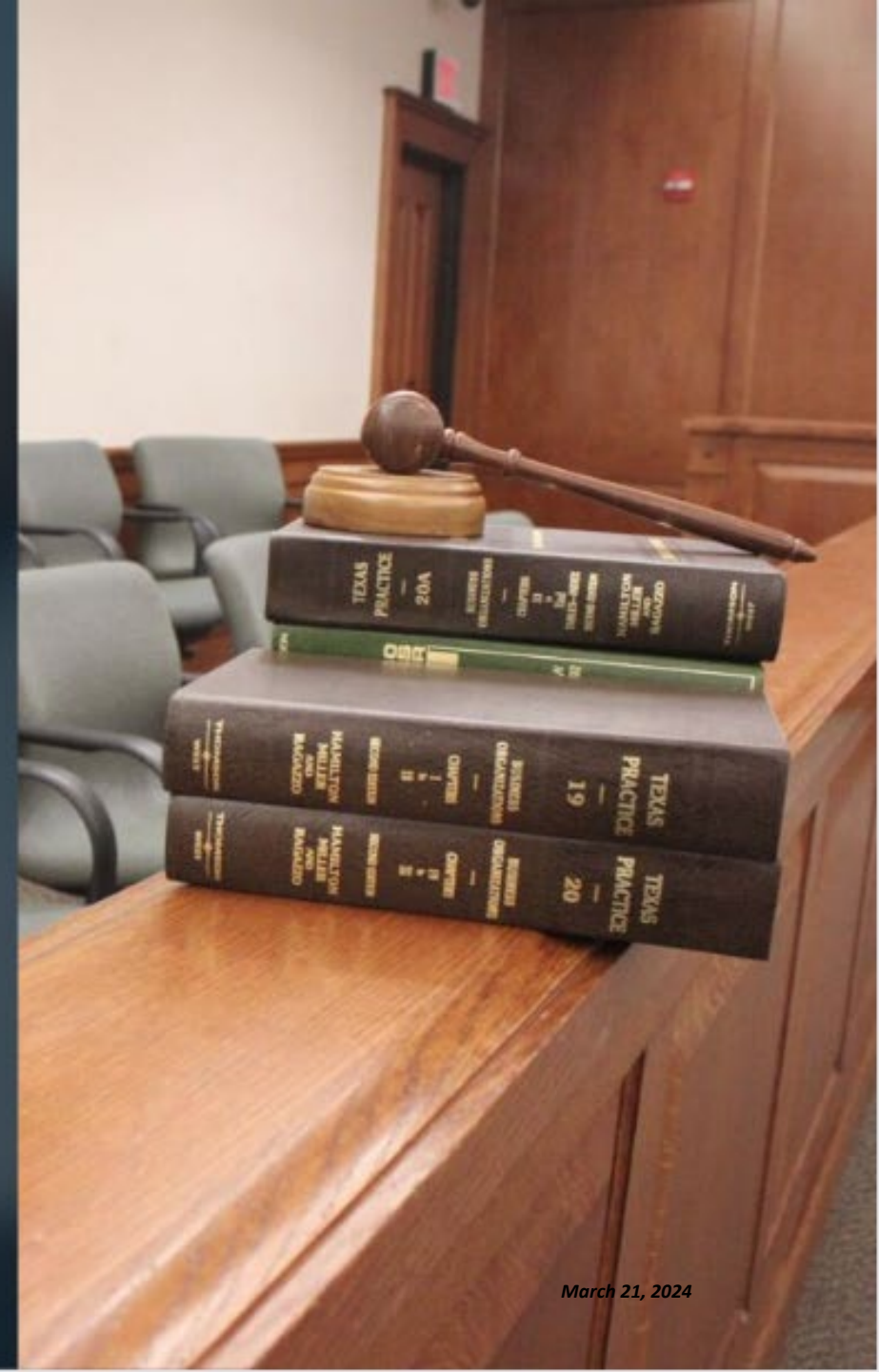


Primary 'Circuit Court Specialist' Duties

- 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...

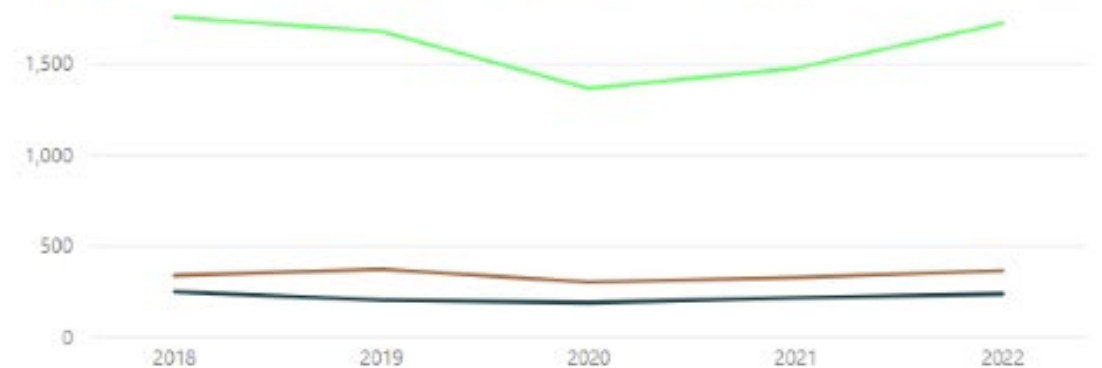
7,985

Antrim

1,689

Filings by Court

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



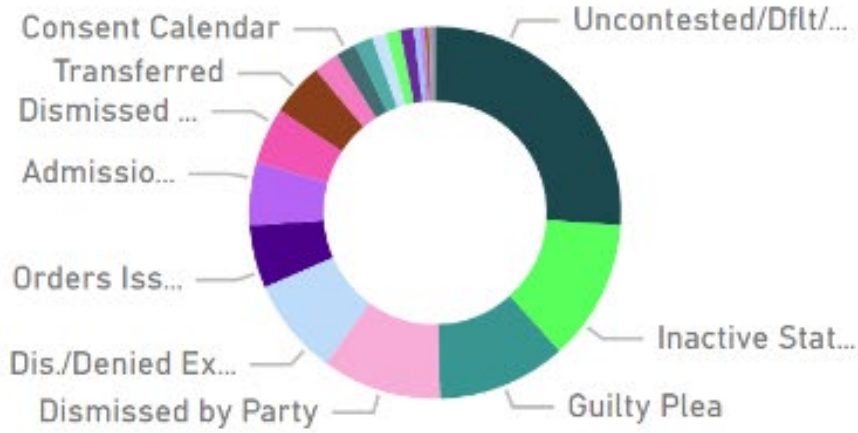
County	2018	2019	2020	2021	2022
Antrim	335	370	299	323	362
Grand Traverse	1,754	1,676	1,363	1,472	1,720
Leelanau	245	200	186	212	234
Total	2,334	2,246	1,848	2,007	2,316

INTERACTIVE COURT DATA DASHBOARD

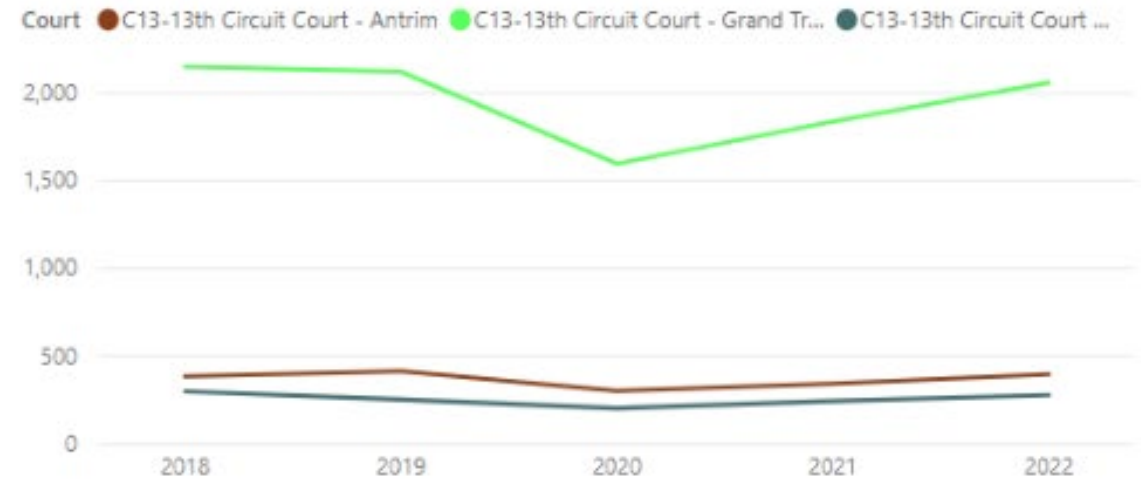
Outgoing Caseload

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	Dismissed by Party
<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	
Antrim County Board of Commissioners		4	153	1,440		0	2	3,339	61		March 21, 2024

INTERACTIVE COURT DATA DASHBOARD

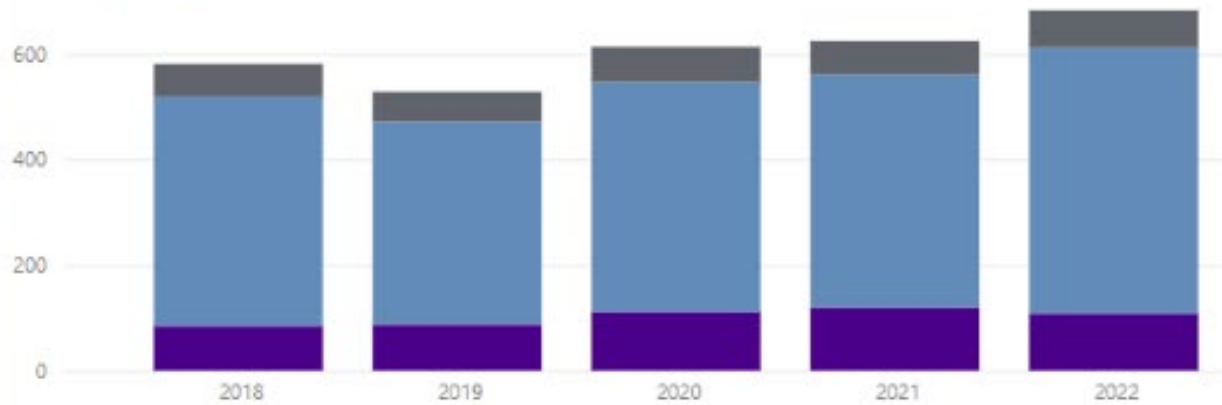


Pending Caseload

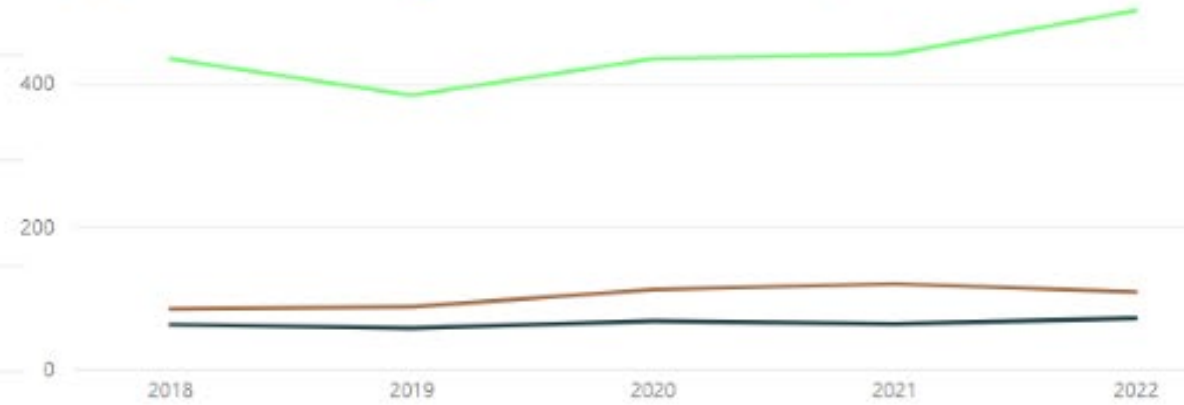
Pending caseload trends by county over time

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
Total	581	528	613	624	682	3,028

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**

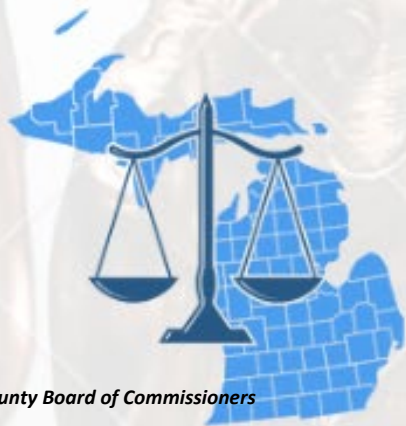
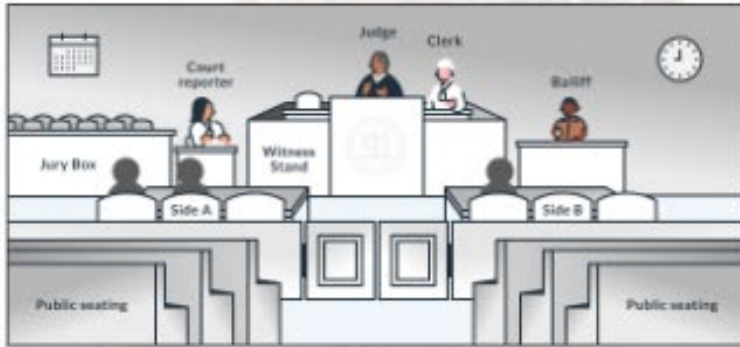


**Inefficient/waste of
resources**



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%	
55,606.50			

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





Memorandum Administration Office

March 21, 2024

TO: Board of Commissioners
FR: Jeremy Scott, County Administrator
RE: Claims & Accounts

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: March 21, 2024

Department: Administration Office

Submitted By: Jeremy Scott, County Administrator

Agenda Item: Village of Mancelona – Resolution to Alter Boundaries

1. Action Request/Suggested Motion

**ORDER AND DETERMINATION BY THE ANTRIM COUNTY
BOARD OF COMMISSIONERS
TO ANNEX CERTAIN LANDS TO THE
VILLAGE OF MANCELONA, MICHIGAN**

WHEREAS, the Village Council of the Village of Mancelona has, by resolution, determined to petition the Board of Commissioners of Antrim County to annex certain lands as described and also as described in said petition and resolution, to the Village of Mancelona; and

WHEREAS, the property owner has requested that the property be included within Village boundaries so the property can be developed in compliance with the Village zoning ordinance; and

WHEREAS, Mancelona Township has no objection to the property being included within the Village boundaries as expressed by a letter of support; and

WHEREAS, the resolution as presented was duly signed by the President and the Clerk of the Village of Mancelona; and

WHEREAS, the Notice of Hearing was published as required by the statute as appears in the Affidavit of Publication in the Antrim Review;

WHEREAS, all persons interested have been given an opportunity to be heard at a public meeting of the Antrim County Board of Commissioners; and

WHEREAS, all proceedings pursuant to Section 6, Chapter 14, of Act 3 of the Public Acts of 1895 of the State of Michigan (MCL 74.6; MSA 5.1470). have been complied with;

NOW, THEREFORE, it is ordered and determined that the boundaries of the Village of Mancelona, County of Antrim, State of Michigan be altered to add the following described property to the Village of Mancelona:

That part of the NW 1/4 of the SW 1/4, section 20, Town 29 North, Range 6 West, more fully described as: commencing at the West Quarter corner of Section 20, thence East (assumed) along the East and West quarter line of Section 20, 555.57 feet, to the point of beginning¹ thence East along said quarter line, 214.95 feet, to the westerly line of Highway US 131; thence South 38°22' west, along said westerly line, 170 feet; thence North 83°45' West, 110 feet, thence North, 121.44 feet, to the point of beginning.

IT IS FURTHER ORDERED that a copy of this Order and Determination to annex territory to the Village of Mancelona, Michigan, shall be entered on the records of the Antrim County Board of Commissioners and that a certified copy of this Order and Determination shall be transmitted by the Clerk of the Antrim County Board of Commissioners to the Clerk of the Village of Mancelona and to the Secretary of State, State of Michigan. This Order and Determination shall be prima facie evidence of the change of boundaries of the Village of Mancelona and of the regularity to such proceedings.

2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
At the March 21, 2024 Board of Commissioners meeting, the Village of Mancelona presented the Board with a petition to alter the board of the Village to include parcel #05-11-120-013-00. With that petition, a letter of support from Mancelona Township and a request to include the parcel in the description of the Village borders from the property owner were presented to the Board.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
The property owner and Village would like the parcels annexed into the village.
4. Financial – Budget-related information
n/a
5. Legal Review
6. Policy Implications
n/a
7. Plan – Timeline with who, what, where, and how
8. Alternative Plan – What are the implications if failure to approve?
9. Attachments Included
<ul style="list-style-type: none"> • Petition to Alter the Boundaries of the Village of Mancelona • Village of Mancelona Resolution #2 of 2023

VILLAGE OF MANCELONA

PETITION TO THE ANTRIM COUNTY BOARD OF COMMISSIONERS TO ALTER THE BOUNDARIES OF THE VILLAGE OF MANCELONA

This Petition is brought pursuant to MCL 74.6 by the Village of Mancelona, a municipal corporation, by and through its President and Clerk. In support of its petition, the Village of Mancelona states:

1. On December 12, 2023 the Mancelona Village Council passed a resolution entitled "Resolution to Alter the Boundaries of the Village of Mancelona, Antrim County, Michigan," a copy of which is attached hereto and incorporated herein by reference as Exhibit "A".
2. As specified in the attached resolution, the Village of Mancelona requests that its boundaries be altered to include within the Village the following land:

That part of the NW 1/4 of the SW 1/4, Section 20, Town 29 North, Range 6 West, more fully described as: commencing at the west Quarter corner of Section 20; thence east (assumed) along the East and West quarter line of Section 20, 555.57 feet, to the point of beginning; thence East along said quarter line, 214.95 feet, to the westerly line of Highway us 131; thence South 38 22' west, along said westerly line, 170 feet; thence North 83°45' West, 110 feet thence North, 121.44 feet, to the point of beginning.

3. The reasons for the alteration of the Village boundaries are:
 - A. The owner of the property to be included within the Village boundaries, Blarney Castle Oil Company, also owns a contiguous parcel within the Village.
 - B. Blarney Castle has informed the Village that it desires to develop both parcels as a single development site.
 - C. As a result, Blarney Castle has requested that the Village pursue the legal proceedings necessary to transfer its township property into the Village so that both parcels can be developed in compliance with the Village zoning ordinance, as evidenced by the letter of support attached hereto and incorporated herein by reference as Exhibit B.

D. The Township of Mancelona as no objection to the property being included in the Village of Mancelona, as evidenced by its letter of support attached hereto and incorporated herein by reference as Exhibit C

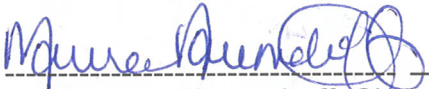
WHEREFORE, the Village of Mancelona asks the Antrim County Board of Commissioners:

- A. To hold a hearing on this petition before the Board of Commissioners, and after such hearing,
- 8. To order and determine that the property described herein be added to the Village of Mancelona and that the boundaries of the Village of Mancelona be altered as stated herein to include said property in the Village of Mancelona.

VILLAGE OF MANCELONA

Date: _____, 2024

By: 
Mike Allison, President

By: 
Maureen Naumcheff, Clerk

VILLAGE OF MANCELONA
Resolution No. 2 of 2023

**RESOLUTION TO ALTER THE BOUNDARIES
OF THE VILLAGE OF MANCELONA,
ANTRIM COUNTY, MICHIGAN**

At a regular meeting of the Mancelona Village Council held in the Village Hall located at 120 West State Street, Michigan, on December 12, 2023 at 7 p.m.

PRESENT: Allison, Biehl, Derror, Elder, MacDonald

ABSENT: n o n e

The following resolution was made by MacDonald and seconded by Biehl, to-wit:

Recitals

- A. Section 6 of Chapter XIV of Act 3 of the Public Acts of 1895, being MCL 74.6, grants a village council the authority to petition the county board of commissions to alter the boundaries of its village.
- B. The Mancelona Village Council has determined that the alteration of the village boundaries is desirable as outlined in this Resolution.

Resolution

NOW, THEREFORE, BE IT RESOLVED that the Village of Mancelona by virtue of the power vested in it under MCL 74.6 does hereby determined to alter its boundaries by including within the Village the following land currently located within Mancelona Township, Antrim County, Michigan and described as follows:

That part of the NW 1/4 of the SW 1/4, section 20, Town 29 North, Range 6 West, more fully described as: commencing at the West Quarter corner of Sect on 20; thence East (assumed) along the East and West quarter line of Section 20, 555.57 feet, to the point of beginning; thence East along said quarter line, 214.95 feet, to the westerly line of Highway US 131; thence South 38 22' west, along said westerly line, 170 feet; thence North 83°45' West, 110 feet; thence North, i21.44 feet, to the point of beginning.

BE IT FURTHER RESOLVED that the reasons for the alteration of the Village boundaries are:

- A. The owner of the property to be included within the Village boundaries, Blarney Castle Oil Company, also owns a contiguous parcel within the Village.
- B. Blarney Castle has informed the Village that it desires to develop both parcels as a single development site.
- C. As a result, Blarney Castle has requested that the Village pursue the legal proceedings necessary to transfer its township property into the Village so that both parcels can be developed in compliance with the Village zoning ordinance, as evidenced by the letter of support attached hereto and incorporated herein by reference as Exhibit B.
- D. The Township of Mancelona as no objection to the property being included in the Village of Mancelona, as evidenced by its letter of support attached hereto and incorporated herein by reference as Exhibit C.

BE IT FURTHER RESOLVED that the Village President and Village Clerk are hereby authorized and directed to file a petition with the Antrim County Board of Commissioners requesting that the Board of Commissioners order and determine that the boundaries of the Village of Central Lake be altered as stated herein;

BE IT FURTHER RESOLVED that the Village Clerk is hereby authorized and directed to publish in a newspaper published in the Village a notice of the time and place when the petition filed with the Antrim County Board of Commissioners will be presented for consideration, said publication being for at least three (3) weeks immediately preceding the presentation of the petition; and

BE IT FURTHER RESOLVED that the Village President and Village Clerk are hereby authorized to take such other and further action as may be necessary to accomplish the purposes set forth herein.

YES: Allison, Biehl, Derrer, Elder, MacDonald

NO: none

RESOLUTION DECLARED ADOPTED.

VILLAGE OF MANCERLONA

By: Michael Allison

Michael Allison

I, the undersigned, the Clerk of the Village of Mancelona, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Mancelona Village Council at its regular meeting held on December 12, 2023 relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be made available as required by said Act.

Dated: 12/13/23

Maureen Naumcheff
Maureen Naumcheff, Clerk



Blarney Castle

www.blarneycastleoil.com

Blarney Castle Oil and Propane
P. O. Box 246 Bear Lake, Michigan 49614
Ph: 231.864.3111 Fax: 231.864.2303

October 20, 2023

Maureen Naumcheff
Village of Mancelona Clerk
120 West State Street
P.O. Box 648
Mancelona, Michigan 49659

Re: Letter of Support for Annexation into Village
Parcel 05-11-120-013-00

Dear Ms. Naumcheff:

This letter is in response to your email request on October 16, 2023, to our engineer, Chad Mencarelli, requesting a letter of support from the property owner. Blarney Castle Oil Co. is the owner of the above referenced parcel and we fully support annexation to the Village of Mancelona as part of our planned development on this parcel and the parcel immediately to the north which is already within Village limits. We would like this annexation to become effective immediately after (not before) the demolition of the existing convenience store building which is anticipated to occur during the spring of 2024.

Please let me know if you have any questions or need any additional information.

Sincerely,

James F. Cuthbertson

James F. Cuthbertson, P.E.
Director of Environmental Affairs
231-342-1701

Cc: Bill McCarthy, Blarney Castle Oil Co.
Chad Mencarelli, P.E., Land and Resource Engineering

Township of Mancelona
P.O. Box 332
Mancelona, MI 49659-0332
Phone: (231) 587-8651 Fax: (231) 587-0708

Mancelona Village Council
Mancelona, MI.
November 20, 2023

The Mancelona Township Board is in support for the annex of the E-Z Mart property into the Village of Mancelona. Motion, support, and vote at a regular meeting November 20, 2023.


Mike Biehl
Mancelona Township Clerk



Action Request to Board of Commissioners

Meeting Date: March 21, 2024

Department: Prosecuting Attorney's Office

Submitted By: James Rossiter, Prosecuting Attorney

Agenda Item: Continuing Education – Amber Burd

<p>1. Action Request/Suggested Motion</p> <p>To authorize tuition funding/reimbursement for a Prosecuting Attorney's Office employee to attend Northwestern Michigan's Online Certified Paralegal course and authorize the \$700 budget amendment to 101.000-296.00-955.000.</p>
<p>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</p> <p>The Prosecuting Attorney's Office is requesting tuition funding/reimbursement for Amber Burd to attend Northwestern Michigan's Online Certified Paralegal course. Please see attached documentation describing the program's costs, curriculum, and certification process.</p>
<p>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</p> <p>Further education and paralegal certification is a benefit to the future operation of the Prosecutor's Office.</p>
<p>4. Financial – Budget-related information</p> <p>The cost of the course is \$2,695.00 and is payable at the time of enrollment.</p>
<p>5. Legal Review</p> <p>N/A</p>
<p>6. Policy Implications</p> <p>N/A</p>
<p>7. Plan – Timeline with who, what, where, and how</p> <p>Enrollment is open and the online course is self-paced. Once enrolled, Amber has twelve (12) months to complete the course and take the paralegal certification examination.</p>
<p>8. Alternative Plan – What are the implications if failure to approve?</p> <p>N/A</p>
<p>9. Attachments Included</p> <p>Course information from Northwestern Michigan's website re "Certified Paralegal" course.</p>

Certified Paralegal (Voucher Included)

In this online course, you will train for a career as a paralegal. You will learn how to fulfill the standard duties associated with this vital role. After completing this course, you will be prepared to sit for and pass the Certified Paralegal (CP) exam.



\$2,695.00 (USD)

As low as \$131 a month with **affirm**. 

ENROLL NOW

We use cookies to personalize content, customize ads and analyze traffic on our site. [Privacy policy](#)

Accept

[Manage Options](#)



Code GES2034



Voucher included



12 months



Open enrollment



Self paced

Have a question? We're here to help

REQUEST INFO

Overview

Paralegals play a vital role in the legal profession. These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law office settings and in the corporate, government, and public arenas. Formal training is a critical part of preparing for a career as a paralegal.

The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer.

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This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the Certified Paralegal exam through the National Association of Legal Assistants (NALA) upon eligibility. Proctor fees may apply, which are not included.

What you will learn

- Learn the fundamentals of the U.S. legal system
- Master how to perform legal research and interviews
- Prepare yourself to take the Certified Paralegal certification exam through the National Association of Legal Assistants (NALA)
- Understand the basics of litigation communication skills
- Soft skills for workplace effectiveness
- Learn necessary skills required to thrive within the legal industry
- Learn legal research skills with access to Westlaw

How you will benefit

- Jump-start your career as a paralegal
- Receive a membership to the National Association of Legal Assistants and access to NALA's Certified Paralegal Exam Review and Practice Exam
- Prepare a professional resume and portfolio that demonstrates your knowledge

Syllabus

- I. The Paralegal in the Legal System
- II. Paralegal Employment
- III. On-the-Job Realities and Soft Skills
- IV. Regulations of Paralegals
- V. Attorney and Paralegal Ethics
- VI. Introduction to the Legal System

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- XI. Legal Research 101 and Advanced Legal Research
- XII. Legal Writing
- XIII. Introduction to the Use of Computers
- XIV. Introduction to Law Office Administration
- XV. Tort Law, Product Liability, and Consumer Law
- XVI. Contracts, Insurance, and Property Law
- XVII. Estates and Family Law
- XVIII. Laws Affecting Business
- XIX. Criminal Law
- XX. NALA Certified Paralegal Exam Preparation
- XXI. Capstone

Requirements

Requirements:

Hardware Requirements:

- This course can be taken on either a PC, Mac, or Chromebook.

Software Requirements:

- PC: Windows 8 or later.
- Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Microsoft Office (not included in enrollment).
- [Adobe Acrobat Reader](#).
- Software must be installed and fully operational before the course begins.

Other:

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- *Introduction to Paralegalism*
- *Paralegal Today: The Legal Team at Work*
- Access to Westlaw: Legal Solutions
- After successful completion of the course and financial obligation you will receive access to the Certified Paralegal Exam review self-study courses, which includes:
 - Membership
 - Access to the self-study courses

Please note: You will receive a digital book if the physical book is on backorder.

Prerequisites:

There are no prerequisites to take this course. However, you will need a high school diploma or GED equivalent to start a career as a paralegal. It is also recommended that you have basic computer skills, including proficiency in the Microsoft Office suite and fundamental keyboarding skills. A strong grasp of English grammar conventions, such as spelling, punctuation, and composition, is also recommended.

To meet the eligibility requirements to sit for the NALA Certified Paralegal exam, you must meet **one** of the following requirements: You must have 60 semester hours, of which at least 15 hours* (**225 clock hours**) are from paralegal studies or hold an associate's degree in paralegal studies, or a bachelor's degree in any field, or have seven years of experience as a legal assistant under the supervision of a member of the Bar. Please review the exam requirements before enrolling in this course.

**Note: (15 semester hours = 225 clock hours) - This course is 225 hours and can be combined with 45 semester hours to meet the 60 semester hours required in option 1(e). If you do not have 45 semester hours, you will need to meet eligibility with category 2 or 3)*

Certification Requirements:

If you plan to pursue the National Association of Legal Assistants (NALA) Certified Paralegal (CP) credential, you must meet one of the NALA Certification Eligibility Requirements. We recommend determining eligibility before enrolling in this course. If you do not meet the eligibility requirements, this Legal Secretary course will prepare you for an entry-level legal career that can build up to the paralegal role.

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1. Graduation from or completion of a paralegal program.

- (a) approved by the American Bar Association; or
- (b) an associate degree program in paralegal studies; or
- (c) a post-baccalaureate certificate program in paralegal studies; or
- *(In addition to the official school transcript, a candidate must submit an original course catalog or an original letter from the school registrar or program director attesting that the program is a post-baccalaureate certificate program requiring a bachelor's degree as a prerequisite.)*
- (d) a bachelor's degree program in paralegal studies; or
- (e) a paralegal program that consists of a minimum of 60 semester hours (or equivalent quarter hours) of which at least 15 semester hours (or equivalent quarter hours) are substantive legal courses.

(Candidates applying under Category 1(e) may combine college hours from more than one institution. The candidate must have graduated from a paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22.5 quarter hours.) Evidence of the minimum hours required under Category 1(e) must be provided with the application form.)

2. A bachelor's degree in any field plus one year of experience as a paralegal or successful completion of at least 15 semester hours (or equivalent quarter hours) of substantive paralegal courses.

(Those applying under the provision allowing for additional course work in lieu of the one-year work experience must submit an official school transcript showing completed course work.)

3. A high school diploma or equivalent, plus five (5) years of experience as a paralegal plus a minimum of twenty (20) hours of substantive continuing legal education completed within the two-year period prior to application for the examination. Evidence of substantive continuing legal education credit is documented by the supervising attorney/employer attestation that must be signed as part of the application form or by submitting certificates of completions for CLE taken. No further documentation is required.

(Candidates applying under Category 3 may combine on-the-job experience from more than one employer, as applicable. Evidence of continuing legal education credit is documented by the attorney/ employer attestation that must be signed as part of the application form or by submitting certificate of completions of CLE taken. No further documentation is required.)

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REQUEST INFO

Instructor

Casey Thompson

Casey Thompson is a licensed attorney in Texas. Before he started teaching, his major areas of practice were business and corporate law, entertainment law, and intellectual property rights. He received his Bachelor of Business Administration from Texas Tech University and holds a law degree from the Texas A&M School of Law. Along with his online paralegal courses, Thompson also teaches at the college level in the areas of state and federal government.

FAQs

Does this course prepare for a certification?

Yes, you will be prepared to sit for the Certified Paralegal exam through the National Association of Legal Assistants (NALA) and receive an exam voucher after successful completion of the course and financial obligation. Proctor fees may apply, which are not included.

When can I start the course?

This course is open enrollment, so you can register and start the course as soon as you are ready. Access to your course can take 24-48 business hours.

How long does it take to complete this course?

This course is self-paced and open enrollment, so you can start when you want and finish at your own pace. When you register, you'll receive twelve (12) months to complete the course.

What if I don't have enough time to complete my course within the time frame provided?

The time allotted for course completion has been calculated based on the number of course hours. However, if you are unable to complete the course, contact the student advising team to see what options you may have available to work out a suitable completion date. Please note that an extension

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and independent, minimizing the need for external support. In courses with instructors, our direct platform support feature includes opportunities for questions, discussions, and remediation, with email and phone support available for select courses. Our student advising team is available to guide you on program requirements and administrative requests, but they do not provide assistance with course content. Our goal is to provide you with the necessary support for success, whether it's through self-paced exploration, direct communication, or guidance from our advising team.

What happens when I complete the course?

Upon successful completion of the course, you will be awarded a Certificate of Completion.

Am I guaranteed a job?

This course will provide you with the skills you need to obtain an entry-level position in most cases. Potential students should always do research on the job market in their area before registering.

Can I get financial assistance?

This course is non-credit, so it does not qualify for federal aid, FAFSA and Pell Grant. In some states, vocational rehab or workforce development boards will pay for qualified students to take our courses. Additionally, some students may qualify for financial assistance when they enroll, if they meet certain requirements. Financing is available from select schools. [Learn more about financial assistance.](#)

How can I get more information about this course?

If you have questions that are not answered on our website, representatives are available via LIVE chat. You can also call us at 1-877-221-5151 during regular business hours to have your questions promptly answered. If you are visiting us during non-business hours, please send us a question using the "Contact Us" form.

What are the certification exam requirements?

NALA Certification Eligibility Requirements

You must meet one of the following requirements outlined in Categories 1, 2, or 3 at the time of filing an application form to be eligible for the CP certification exam through NALA.

1. Graduation from or completion of a paralegal program:

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(In addition to the official school transcript, a candidate must submit an original course catalog or an original letter from the school registrar or program director attesting that the program is a post-baccalaureate certificate program requiring a bachelor's degree as a prerequisite.)

(d) a bachelor's degree program in paralegal studies; or

(e) a paralegal program that consists of a minimum of 60 semester hours (or equivalent quarter hours) of which at least 15 semester hours (or equivalent quarter hours) are substantive legal courses.

*(Candidates applying under Category 1(e) may combine college hours from more than one institution. The candidate must have graduated from a paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22.5 quarter hours.) Evidence of the minimum hours required under Category 1(e) must be provided with the application form.) **

Note: T

his course is currently worth 225 clock hours, which is equivalent to 15 semester hours of substantive legal courses. For Category 1 of eligibility, students who have previously completed 45 semester hours could then take our program to end up with a total of 60 semester hours. If a student does not have 45 semester hours to pair with our program, they would have to meet eligibility with Category 2 or 3.

2. A bachelor's degree

in any field plus one year of experience as a paralegal or successful completion of at least 15 semester hours (or equivalent quarter hours) of substantive paralegal courses.

(Those applying under the provision allowing for additional course work in lieu of the one-year work experience must submit an official school transcript showing completed course work.)

3. A high school diploma or equivalent

, plus five (5) years of experience as a paralegal plus a minimum of twenty (20) hours of substantive continuing legal education completed within the two-year period prior to application for the examination. Evidence of substantive continuing legal education credit is documented by the supervising attorney/employer attestation that must be signed as part of the application form or by submitting certificates of completions for CLE taken. No further documentation is required.

(Candidates applying under Category 3 may combine on-the-job experience from more than one employer, as applicable. Evidence of continuing legal education credit is documented by the attorney/ employer attestation that must be signed as part of the application form or by submitting certificate of completions of CLE taken. No further documentation is required.)

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Action Request to Board of Commissioners

Meeting Date: March 21, 2024

Department: Administration Office

Submitted By: Jeremy Scott, County Administrator

Agenda Item: Resolution of Support – Citizens for Local Choice

1. Action Request/Suggested Motion

RESOLUTION # _____-2024

A RESOLUTION FROM ANTRIM COUNTY EXPRESSING SUPPORT FOR THE CITIZENS FOR LOCAL CHOICE BALLOT INITIATIVE WHICH SEEKS TO AMEND THE CLEAN AND RENEWABLE ENERGY AND ENERGY WASTE REDUCTION ACT TO REPEAL PART 8 AS ADDED BY PUBLIC ACT 233 OF 2023, IN AN EFFORT TO RESTORE LOCAL CONTROL FOR WIND AND SOLAR OPERATIONS

WHEREAS, the ability of local jurisdictions to determine for themselves which projects should and should not be in their local communities; what plans are best and reasonable for each neighborhood rather than these decisions be forced onto Counties without their best interest at hand; and

WHEREAS, the legislature of the State of Michigan has passed, and the Governor has signed House Bill 5120, now Public Act 233 of 2023, that strips away local community control on these issues and places the control within the Michigan Public Service Commission (MPSC), and

WHEREAS, the aforementioned legislative action removes the ability for local officials to perform their duties in protecting the health, safety, and welfare of residents as well as preservation of the character of their community; and

WHEREAS, the Antrim County Board of Commissioners feel strongly that local government is best able to assess the needs of our community;

NOW, THEREFORE, BE IT RESOLVED that Antrim County is opposed to the legislature of the State of Michigan’s passage of legislation that takes away local control and places it within the authority of the MPSC;

BE IT FURTHER RESOLVED that Antrim County supports the statewide ballot initiative, Citizens for Local Choice, a grassroots coalition of local officials and community organizers across Michigan working to amend the Clean and Renewable Energy and Energy Waste Reduction Act to, among other things, repeal Part 8 as added by Public Act 233 of 2023 which will restore local control of land use to ensure reasonable regulation in our widely diverse communities.

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

On November 28, 2023, Public Act 233 was signed into law. This act provides siting authority to the Michigan Public Service Commission (MPSC) for utility-scale wind, solar, and energy storage facilities under certain specified conditions. This process applies to solar facilities with a nameplate capacity of 50 MW or more, wind facilities with a nameplate capacity of 100 MW or more, and energy storage facilities with a nameplate capacity of 50 MW or more with a discharge capability of 200 MWh or more. This law becomes effective after November 29, 2024.

Multiple Counties, Michigan Association of Counties, and now multiple Townships within Antrim County have requested a resolution opposing Public Act 233 of 2023 as enrolled and supporting Citizens for Local Choice amendment to the Act repealing section 8 of PA233.

3. Goal – Why the action is necessary; What is the specific target or outcome desired?
4. Financial – Budget-related information
n/a
5. Legal Review
6. Policy Implications
7. Plan – Timeline with who, what, where, and how
If the resolution is passed, the Clerk will forward a copy to all 83 counties and the Administration Office will forward a copy to the Michigan Association of Counties.
8. Alternative Plan – What are the implications if failure to approve?
9. Attachments Included



Action Request to Board of Commissioners

Meeting Date: March 21, 2024

Department: Emergency Management

Submitted By: Matthew Adamek, Emergency Manager

Agenda Item: Release of Funds –Radio Purchase

<p>1. Action Request/Suggested Motion</p> <p>To accept the 2% Grant for \$59,359.80, authorize the expenditure of \$16,480.80 for the purchase of radios and authorize the necessary budget amendments.</p>
<p>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</p> <p>In October 2023, the Administrator and Finance Director provided approval to apply for the Grand Traverse Band of Ottawa and Chippewa Indians – Tribal Council Allocation of 2% Funds (aka 2% Grant). On January 18, 2024, my office was notified that Antrim County Emergency Services had been awarded \$59,359.80 to go toward the purchase of a first response vehicle and 800MHz radios.</p> <p>There is no traditional agreement or contract that needs to be signed. The only requirement of the County was to provide the Tribe with a short report one year from the date of completion.</p>
<p>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</p> <p>The goal is to provide safe and up-to-date equipment to meet the office's mission. Currently, the EOC has six handheld radios for operations, and the goal is to bring that up to 15 to 20 radios. Also, of the radios that are currently in operation, one is obsolete, and three more possibly won't meet an upcoming change in state requirements. There is a need for a new vehicle that can transport individuals and equipment and tow the command trailer. The current truck is roughly 15-plus years old, showing significant wear and tear. The new vehicle must handle various types of road conditions, including heavy snow and ice, as I have to respond during these conditions to an event, and sometimes it could be at 2 am. Up-to-date and functional equipment protects against liability issues and provides a safe working environment.</p>
<p>4. Financial – Budget-related information</p> <p>This project will require additional funding from other sources. The grant award by itself is not enough to be able to purchase a new vehicle and the six radios. I am continuing to look at other grants and/or possibilities to cover this project. Antrim County Emergency Service does have \$1000.00 dollars to put towards a radio purchase from the Paddle Antrim Grant Award.</p>
<p>5. Legal Review</p> <p>n/a</p>
<p>6. Policy Implications</p> <p>n/a</p>
<p>7. Plan – Timeline with who, what, where, and how</p> <p>At this time, I already have a quote for six radios. As soon as the funds are released, the radios will be ordered and purchased through Grand Traverse Mobile Communication at MI-Deal Pricing. I have already begun looking for vehicles and dealing with MI-Deal dealerships, but the order could take 2-3 years to deliver.</p>
<p>8. Alternative Plan – What are the implications if failure to approve?</p> <p>n/a</p>
<p>9. Attachments Included</p> <p>Award notice from the Grand Traverse Band of Ottawa & Chippewa Indians Radios Quote</p>



The Grand Traverse Band of Ottawa and Chippewa Indians

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7750

2% AWARD NOTICE!!

To: Recipient of 2% Grant from the Grand Traverse Band of Ottawa and Chippewa Indians
Matt Adamek, Antrim County Administrator adamekm@antrimcounty.org

From: Page L. Paul, Legal Affairs Administrator/2% Coordinator

Date: January 18, 2024

Re: Confirmation of 2% award and details of check presentation/Media Event



CONGRATULATIONS! County of Antrim Office of Emergency Management will be receiving a 2% award from the Grand Traverse Band of Ottawa & Chippewa Indians (GTB) for the 2nd half 2023 2% cycle in the amount of **\$59,359.80** to purchase a first response vehicle and 800 MHz radios as outlined in your 2% application.

Under the terms of the consent decree settling *Tribes v. Engler* (Case No. 1:90 CV 611 U.S. Dist. Ct. West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians agreed to pay 2% of its video gaming revenue as defined in the stipulation, no later than 60 days after October 1st and March 31st of each year. This payment schedule was modified with the consent of the State of Michigan to July 31st and January 31st of each year because the fiscal year of the Grand Traverse Band gaming operation is calendar-based.

The Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians will be hosting a check presentation/Media Event:

When: FRIDAY, February 2, 2024
Time: 2:00 p.m. – 4:30 p.m.
Where: Grand Traverse Resort, 17TH FLOOR, Acme, Michigan,

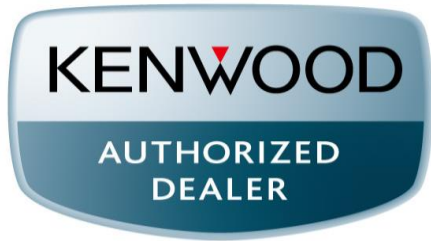
PLEASE CONFIRM your attendance at this event by calling 231-534-7601 (leave a message if I am not in), or by sending me an e-mail at Page.Paul2@gtb-nsn.gov

We look forward to seeing a representative from your organization at this event.

Please provide a short report (*template attached*) one year from the date of completion of the 2% grant expenditure to:

Attention: 2%
GTB of Ottawa and Chippewa Indians
2605 N.W. Bayshore Drive
Peshawbestown, MI 49682

Thank you and we will see you at the Media Event!



Grand Traverse Mobile Communications

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

10/16/2023

Antrim Co. EMA
 Matt Adamek (Ada-Mek)
 3500 S. Derenzy Rd.
 Bellaire, MI 49615

Kenwood VP5430 & VP8000 Portables with Standard MPSCS Configuration

QTY	ITEM NUMBER	DESCRIPTION	LIST	MI DEAL	TOTAL
Standard Portables					
5	VP5430F2	Kenwood 700/800MHz P25 Portable Radio Limited Keypad 1024 Groups/128 Zones	\$ 1,850.00	\$ 1,480.00	\$ 7,400.00
5	KRA-32K	Kenwood Viking 700/800MHz Whip Antenna	\$ 42.50	\$ 34.00	\$ 170.00
5	KNB-L3M	Kenwood 3400mAh Li-Ion Battery Pack	\$ 218.70	\$ 174.96	\$ 874.80
5	8325000003	Kenwood GPS Option License	\$ 120.00	\$ 96.00	\$ 480.00
5	8326000025	Kenwood Bluetooth License	\$ 120.00	\$ 96.00	\$ 480.00
5	8322000002	Kenwood P25 Conventional License (Included)	\$ -	\$ -	\$ -
5	8322000005	Kenwood P25 Phase I Trunking License (Included)	\$ -	\$ -	\$ -
5	2990600013	Kenwood Viking 2-Year Warranty Extension (5-Years Total)	\$ 190.00	\$ 152.00	\$ 760.00
5	8323000005	Kenwood Multi-Key ARC4 (ADP Compatible) (Included)	\$ -	\$ -	\$ -
5	KSC-52AK	Kenwood Rapid Rate Battery Charger	\$ 92.30	\$ 73.84	\$ 369.20
5	PROGRAM	Program Radio with Template		\$ 50.00	\$ 250.00
5	MPSCS-ACT	MPSCS Activation Fee		\$ 250.00	\$ 1,250.00
				Subtotal	\$ 12,034.00
Emergency Manager Portable					
1	VP6430BKF3	Kenwood 700/800MHz P25 Portable Radio Full Keypad 1024 Groups/128 Zones	\$ 2,770.00	\$ 2,216.00	\$ 2,216.00
1	832VP8000-7800	Kenwood 700/800MHz Band License	\$ 715.00	\$ 572.00	\$ 572.00
1	KRA-32K	Kenwood Viking 700/800MHz Whip Antenna	\$ 42.50	\$ 34.00	\$ 34.00
1	KNB-L3M	Kenwood 3400mAh Li-Ion Battery Pack	\$ 218.70	\$ 174.96	\$ 174.96
1	8325000003	Kenwood GPS Option License	\$ 120.00	\$ 96.00	\$ 96.00
1	8326000025	Kenwood Bluetooth License (Included)	\$ -	\$ -	\$ -
1	8322000002	Kenwood P25 Conventional License	\$ 415.00	\$ 332.00	\$ 332.00
1	8322000005	Kenwood P25 Phase I Trunking License	\$ 145.00	\$ 116.00	\$ 116.00
1	2990600013	Kenwood Viking 2-Year Warranty Extension (5-Years Total)	\$ 190.00	\$ 152.00	\$ 152.00
1	8323000005	Kenwood Multi-Key ARC4 (ADP Compatible) (Included)	\$ -	\$ -	\$ -
1	8323000003	Kenwood Multi Key DES-OFB Encryption License (Included)	\$ -	\$ -	\$ -
1	8326000027	Kenwood 2-Tone Paging Encode/Decode	\$ 120.00	\$ 96.00	\$ 96.00
1	8326000028	Kenwood Instant Recording Replay	\$ 120.00	\$ 96.00	\$ 96.00
1	8324000004	Kenwood OTIP (Programming over WiFi) License	\$ 235.00	\$ 188.00	\$ 188.00
1	KSC-52AK	Kenwood Rapid Rate Battery Charger	\$ 92.30	\$ 73.84	\$ 73.84
1	KMC-70M	Kenwood IP68 Immersion Rated Speaker/Mic			
1	PROGRAM	Program Radio with Template		\$ 50.00	\$ 50.00
1	MPSCS-ACT	MPSCS Activation Fee		\$ 250.00	\$ 250.00
				Subtotal	\$ 4,446.80
PORTABLE RADIOS TOTAL					\$ 16,480.80

Quote By: Neil Pickard
 Quote Valid: 60 Days



Action Request to Board of Commissioners

Meeting Date: 03-21-2024

Department: COA

Submitted By: Judy Parliament

Agenda Item: (Bingocize) Disease Prevention/Health Promotion Grant

1. Action Request/Suggested Motion
To authorize the Chair to sign the Area Agency on Aging of Northwest Michigan (AAANM) Single Year Grant Agreement for Older Americans Act Services on behalf of Antrim County Commission on Aging, accept the grant with match, and authorize Finance Director to make the necessary budget amendments.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
This is a single year cost reimbursement agreement with AAANM, to train leaders and bring Bingocize (a health promotion program) to two (Mancelona and Bellaire) of our Senior Centers, with plan to expand to other sites if interest is expressed by potential participants. This agreement type is written for a specified dollar amount with a specific level of services to be provided. This agreement is for 2 programs – each with a minimum of 8 participants.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
Offer Evidence Based Disease Prevention and Health Promotion activities to seniors in Antrim County.
4. Financial – Budget-related information
Funding is for \$3,600.00 with a total in-kind contribution of \$360.00 (10%)
5. Legal Review
This document does not have significant changes from the Multi-Year Grant Agreement for Older Americans Act Services with AAANM, effective October 01, 2022 to September 30, 2025, which was previously reviewed by Legal Counsel.
6. Policy Implications
N/A
7. Plan – Timeline with who, what, where, and how
Once approved, we will request a PO and place the order for program training and supplies. The program will be promoted during training of leaders and started as soon as possible in order to have funds expended and reimbursed to COA before October 1 st (beginning of FY25 for AAANM).
8. Alternative Plan – What are the implications if failure to approve?
If not approved – we would need to rescind our request to participate in this program.
9. Attachments Included
Copy of Full Agreement.

**AREA AGENCY ON AGING OF NORTHWEST MICHIGAN
SINGLE YEAR GRANT AGREEMENT
FOR OLDER AMERICANS ACT SERVICES**

THIS AGREEMENT is made and entered into, by and between the AREA AGENCY ON AGING OF NORTHWEST MICHIGAN, (a Michigan non-profit corporation), hereinafter called the "AAANM" and Antrim County Commission on Aging

(_____), hereinafter called the "GRANTEE", and effective **10/1/23** to **9/30/24**

WHEREAS, the AAANM has been designated by the Michigan Department of Health & Human Services/Bureau of Aging, Community Living, and Supports (ACLS Bureau) as the Area Agency on Aging responsible for the planning, coordination, development, implementation, and administration of aging services in the counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford (Region 10) pursuant to the Older Americans Act of 1965, as amended, and

WHEREAS the AAANM, in developing a comprehensive and coordinated aging services system, desires to engage the GRANTEE to render services in accordance with the AAANM FY 2023-2025 Multi-Year Plan and the functions set forth in this Agreement detailed hereinafter.

NOW THEREFORE, be it mutually agreed that:

I. STATUTORY AND REGULATORY COMPLIANCE

All AAANM funded programs and services shall be subject to all applicable provisions of the Older Americans Act, as amended, and the regulations and policies pertaining thereto; to all other applicable federal laws and regulations, including applicable licensure requirements; to policies of the Administration on Aging (AoA); to policies of the ACLS Bureau; to policies, procedures, and standards of the AAANM; and to all other applicable state and local laws.

A. Licensure/Certification Requirements

The GRANTEE agrees to comply with applicable federal and state laws and regulations, including applicable licensure/certification requirements for employees and subcontractors supported by AAANM grant award(s).

B. Affirmative Action/Compliance with Civil Rights

The GRANTEE will comply with equal employment opportunity and affirmative action principles. The AAANM shall monitor the GRANTEE's compliance with equal employment and affirmative action plans.

The GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, sexual orientation, height, weight, or marital status. The GRANTEE shall comply with all pertinent civil rights laws, specifically the Civil Rights Act of 1964.

C. Compliance with Federal and State Laws

The GRANTEE agrees to comply with all items identified on the DHHS "Assurance of Compliance" and the AAANM "Assurance of Compliance" that were signed and submitted with GRANTEE'S proposal application for FY 2023-2025 Older Americans Act Service Grants.

D. GRANTEE'S Personal or Financial Interest/Conflict of Interest

Neither the GRANTEE nor any subcontractors shall enter into any agreement or arrangement in connection with this project, or any property included in the project, in which any member, officer, agent, employee, or family thereof has any personal or financial interest, either directly or indirectly.

E. Disclosure of Information

Upon request by AAANM, the GRANTEE shall submit to the AAANM all information, which discloses the names of persons with an ownership or controlling interest in the GRANTEE, and past business transactions. The GRANTEE shall further be required to disclose whether any such persons with an ownership or controlling interest in the GRANTEE have been convicted of a criminal offense related to their involvement in any programs under Titles III, XVIII, XIX, or XX of the Social Security Act since the inception of these programs. The AAANM may, at its option, immediately terminate this agreement upon failure of the GRANTEE to make such disclosures.

F. Suspension/Debarment

The GRANTEE certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or non-financial assistance, nor are any of the participants involved in the execution of this agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with the OMB guidelines at 2 CFR part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." [SAM Exclusions](#) contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Further, GRANTEE agrees to notify AAANM by certified mail should it or any of its agents become debarred, suspended, or voluntarily excluded during the term of this agreement.

II. GRANTEE RESPONSIBILITIES

A. Scope of Services

The GRANTEE shall, in a manner satisfactory to the AAANM, perform services set forth in this agreement, including any general and special conditions noted, according to the GRANTEE's *approved budget*, and the ACLS Bureau Operating Standards for Service Programs.

B. Performance

The GRANTEE shall commence, or cause to be commenced, the delivery of services as defined in the ACLS Bureau Operating Standards for Service Programs, upon execution of this agreement. The tasks shall be carried out in such sequence as to permit the maximum feasible attainment of the service objectives.

In the event the GRANTEE fails to fulfill the terms and conditions of this agreement in a timely and diligent manner as determined by the AAANM, the AAANM reserves the right, as its sole option, to reduce or diminish the service herein of the agreement and reduce the funding in the manner which reflects such reduction or diminished services.

The GRANTEE shall respond in writing in thirty (30) days to AAANM assessment recommendations and/or findings and describe any action taken to correct deficiencies or improve performance. The assessments on both fiscal and program performance will be used as the basis for any continued funding of the GRANTEE.

C. Staffing and Training

The GRANTEE will employ adequate staff, and secure adequate facilities and equipment, in order to deliver the grant funded services. The GRANTEE agrees to notify the AAANM whenever it is unable to meet these obligations or is unable to provide the required quality and/or quantity of services.

The GRANTEE shall develop personnel policies compatible with those of local government and/or other similar local agencies and in compliance with state and federal regulations.

GRANTEE staff must receive in-service training at least twice each fiscal year (totaling no less than 2 hours), which is specifically designed to increase their knowledge and understanding of the program, and to improve their skills at tasks performed in the provision of service. Volunteers of each program shall receive in-service training at least once each fiscal year (totaling no less than 1 hour). Service program staff is encouraged to participate in relevant ACLS Bureau or AAANM sponsored or approved in-service training workshops, as appropriate and feasible.

D. Facilities

All facilities providing services funded through this agreement must meet minimum standards of local building, and fire and health departments, or other licensing requirements, and be accessible to the population they serve. Written documentation of such compliance shall be provided to AAANM upon request. Facilities shall be accessible and free of physical, social, and psychological barriers and have adequate space and equipment for the proposed program. AAANM reserves the right to visit the facilities being utilized for observation of the program(s).

III. GRANTEE-PARTICIPANT RELATIONSHIP

A. Eligibility and Targeting

The GRANTEE agrees to serve all persons eligible for services under this agreement as specified below:

- (1) Services shall be provided only to persons sixty (60) years of age and older, unless otherwise allowed under eligibility criteria for a specific program (such as a spouse under age 60 of a meal participant)
- (2) Services provided under Title III-Part E (The National Family Caregiver Support Program) may be provided to caregivers aged 60 or over, caregivers of any age when the care participant is aged 60 or over, and to kinship care recipients when the kinship caregiver is aged 55 or over
- (3) Services provided under the Merit Award Trust Fund (adult day services) may be provided to persons aged 60 or over and adults aged 18 and over, who meet other eligibility criteria for these services
- (4) Priority shall be given to serving eligible persons with greatest social and/or economic need with particular attention to low-income minority individuals, older individuals residing in rural areas, low-income individuals, individuals with limited English-speaking ability, and frail

individuals (including individuals with any physical or mental functional impairment)

- (5) Priority shall be given to serving those participants referred by the Area Agency on Aging of Northwest Michigan
- (6) Elderly members of Native American tribes and organizations in greatest economic and/or social need within the GRANTEE's program service area shall receive services that are equivalent to the services to be received by non-Native American participants.
- (7) A means test shall not be used to determine the eligibility of an older person for any service funded by AAANM. A GRANTEE shall not use a means test to deny or limit a service to an older person unless specifically required by state law or federal regulation.

B. Participant Intake Procedures

The GRANTEE shall establish, maintain, and utilize uniform participant intake procedures for all services funded through this agreement, which will generate participant information to meet planning and reporting requirements. At a minimum, the GRANTEE will utilize a system that gathers the information identified for participant intake in the ACLS Bureau Operating Standards for Service Programs and participant demographic information for upload into the ACLS Bureau National Aging Program Information System (NAPIS). AAANM may specify the intake form(s) to be utilized to document participant intake information.

C. Interpreter/Bilingual Support

The GRANTEE must be capable of offering bilingual personnel (through staff positions, personal services contracts, or volunteer positions) to be available in service areas where non-English or limited-English speaking persons constitute five percent of the senior population or number 250 seniors, whichever is less.

D. Participant Confidentiality

The use or disclosure of information concerning services, applicants, or program participants obtained in connection with the performance of this agreement shall be restricted to purposes directly connected with the program(s) implemented by this agreement. The GRANTEE shall report participant information to the AAANM and AAANM shall have access to the files, as necessary, to administer programs. Information about or obtained from an individual and in possession of the GRANTEE providing such services to an individual shall not be disclosed without the individual's informed written consent. Referrals to other agencies providing services must also have the individual's informed written consent. Only with the signed release of information form in each individual participant file, shall any name be made available to any other agency or person, regardless of the purpose.

E. Feedback from Participants

The GRANTEE shall at a minimum, annually obtain the feedback of participants regarding the provision of services they receive. A copy of the most recent feedback results for each service shall be provided to AAANM at the annual program assessment.

F. Participant Grievance System

The GRANTEE must have written complaint resolution and appeals procedures for use by participants, which is provided at the initiation of service provision. Individuals determined to be ineligible for services or participants who have services

terminated must be notified of their right to complain and/or appeal and the procedures to be followed.

G. Contributions for Services

The GRANTEE shall afford participants the voluntary and confidential opportunity to contribute all or part of the costs of the services provided in accordance with the ACLS Bureau Operating Standards for Service Programs. Contributions shall in no case be used to determine the eligibility of individuals to participate in an AAANM funded service.

Each participant shall determine for himself or herself what he or she is able to contribute toward the cost of the service and no person shall be denied a service because of failure to contribute any part of the cost of such service.

The GRANTEE will protect the privacy of each participant with respect to his/her contribution and not release information concerning such contribution without the informed consent of the participant.

The GRANTEE may develop and implement a cost share policy and procedure for participants receiving services (Adult Day Services) designated as eligible for cost sharing, if approved by AAANM. The written cost share policy and procedure must be in accordance with ACLS Bureau guidelines. All funds generated as a result of cost sharing must be used to expand services within the service category for which they were contributed.

H. Publicizing Services

The GRANTEE shall publicize its services to target populations and referral agencies by utilizing those means of publicity determined to be the most effective in the service area. The GRANTEE will provide referral agencies with the minimum eligibility criteria for each service provided. The GRANTEE agrees to publicize its services for the purpose of establishing linkages with other area service providers for continuity of service.

Any and all promotional materials, including annual reports, brochures, news releases, directories, newsletters etc., for services supported under this agreement shall contain acknowledgment of ACLS Bureau and AAANM funding through state appropriations and/or the Older Americans Act. Language similar to the following shall be used:

"This program is supported in part through Federal and State funding provided by the Area Agency on Aging of Northwest Michigan, Traverse City, MI and the Michigan Department of Health and Human Services Bureau of Aging, Community Living, and Supports (ACLS Bureau). This agency is an equal opportunity employer."

AAANM, the ACLS Bureau and the Administration on Aging (AoA) reserve the option to receive, free of charge, up to three (3) copies of any publication published as part of this agreement. If the GRANTEE, pursuant to its activities under the agreement, publishes a book or other copyrighted material, it may obtain a copyright for such publications; however, AoA, ACLS Bureau, and the AAANM reserve a royalty free non-exclusive and irrevocable license to reproduce, publish or otherwise use all such material, and to authorize others to use such material.

I. Inter-agency Relations

The GRANTEE's actions pursuant to the agreement shall not conflict with the stated goals and policies of the AAANM. The GRANTEE will maintain an effective liaison with the AAANM to assure maximum benefits of the program to existing and

potential participants. GRANTEE agrees to cooperate fully with AAANM staff on planning and development efforts. Upon request, the AAANM will provide agendas and meeting minutes of its Board of Directors meetings to the GRANTEE.

The GRANTEE and/or its advisory board will submit to AAANM all agendas and minutes of its Board of Directors and/or Advisory Board meetings. Upon AAANM request, the GRANTEE will permit designated staff of the AAANM to participate ex-officio in advisory councils, community groups and committees created for, or relating to, the AAANM funded services.

The GRANTEE shall establish linkages with other area service providers, including voluntary organizations, for continuity of services, especially in order to address the comprehensive range of needs any participant may present. GRANTEE will provide potential referral agencies the minimum eligibility criteria utilized by the GRANTEE for services.

IV. RECORDS AND REPORTING

A. Maintenance of Records

The GRANTEE agrees to maintain all program, participant and employee records, financial program books, records, documents, papers and any other written evidence of accounting procedures and practices which are pertinent to the agreement. The GRANTEE agrees to retain such records and documents relevant to this agreement for a period of three (3) years after final payment or until an AAANM approved audit has been performed and closed. Federal, state or AAANM auditors and any persons duly authorized by AAANM shall have full access to and the right to examine any of said materials during the three (3)-year period or period of audit.

B. Examination of Records

The GRANTEE shall permit the AAANM, ACLS Bureau, Administration on Aging (AoA), DHHS, the Comptroller General of the United States or any of their authorized agents access to any official and unofficial books, records, documents, or papers generated by the provision of services in this agreement, for the purpose of audit examination, excerpts, or transcripts. Such examination of the GRANTEE's records shall conform to the Privacy Act of 1974.

C. Reporting

The GRANTEE also agrees to submit timely financial and program reports in a format approved by the AAANM, at a frequency established by AAANM.

All final fiscal year financial and programmatic reporting shall be completed by October 31, (or within 60 days of the completion/termination of this agreement, whichever comes first). Failure to submit timely and accurate reports may result in withholding payments of funds, reduction of financial support by the AAANM, probation and/or suspension.

The GRANTEE agrees to provide the AAANM staff with any other necessary service information related to the GRANTEE's performance and provide access to any data necessary to document the GRANTEE's efforts in fulfilling its responsibilities. The period of time for access to records is the same period required for maintaining records (3 years).

V. FINANCIAL MANAGEMENT PROCEDURES AND ALLOWABLE COST

A. Financial Management System

The GRANTEE shall develop and maintain a financial management system that meets the requirements of generally accepted accounting principles (GAAP) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 (and Title 45, Part 75) of the Code of Federal Regulations. The GRANTEE must conform to applicable provisions of the OAA and the Code of Federal Regulations in the acquisition, transfer, replacement, or disposition of real property, equipment, or supplies...purchased in part or in whole with state and federal funds.

The GRANTEE shall charge only eligible, approved costs to the project budget based on a cost allocation plan reviewed by AAANM. Costs in excess of the latest approved budget, or attributable to actions, which have not received approval of the AAANM, shall not be considered eligible costs. Grant awards are to be used to support services for the full fiscal year. Actual costs of the services provided are to be reported to AAANM in a format determined by AAANM. The AAANM shall compare actual costs with budgeted costs.

B. Document Accountability

All costs charged to this agreement, including any approved services provided by subcontractors, shall be supported by properly executed payroll, time records, invoices, contracts, vouchers, or other evidence in proper detail. Any check or order drawn by the GRANTEE with respect to any item which is or will be chargeable against the project budget will be drawn only in accordance with a properly signed voucher stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the project budget shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from other such documents.

C. Program Income

All program income generated as contributions/cost share by individuals as a result of the services or activities provided under this agreement by the GRANTEE or subcontractor shall be collected, recorded and deposited regularly. All such income shall be accounted for and reported in accordance with AoA, ACLS Bureau, and AAANM policies and generally accepted accounting principles. The GRANTEE shall establish written procedures to safeguard and account for all contributions/cost shares. Contributions shall be used in accordance with the additive alternative, as described in the Code of Federal Regulations. Under this alternative, the income is to be used in addition to the grant funds awarded to the GRANTEE and is used for the purposes and under the conditions of the agreement. Interest earned on Federal or State advances shall be construed as program income.

D. Audits and Audit Closeouts

Audits shall be performed in accordance 2 CFR 200, Subpart F, issued pursuant to the Single Audit Act of 1984, P.L. 98-502 and the Single Audit Act Amendments of 1996, P.L. 104-156. The GRANTEE shall submit audit reports to the fiscal manager at AAANM immediately upon approval by the GRANTEE'S governing body. The AAANM may adjust payments or final payment if the findings of an audit indicate over-payment to the GRANTEE in the period prior to the audit. If an agreement is terminated, and/or after final payment and audit, it is determined that the GRANTEE received over-payment, the GRANTEE shall immediately refund all amounts due the AAANM.

For purposes of closeout, financial information contained in the audit, or supplementary worksheets, must tie audit numbers back to the final program expenditure reports, compensating for differences, which might exist between the GRANTEE fiscal year, and the AAANM grant award year.

VI. AGREEMENT REVISION AND DURATION

A. Service Commencement and Continuation

Services funded under this agreement must be operational within thirty (30) days of the effective date of this agreement. In exceptional cases, i.e., new services, the services shall be operational no later than ninety (90) days after the effective date. This determination will be made by the AAANM on the merits of each case and stated under "General/Special Conditions" herein. The GRANTEE will make every reasonable effort to effectuate a progressive program of financial support through its own resources for service expansion or continuation; the GRANTEE shall seek other sources of funding for the services provided under this agreement in order to assure maintenance of service in the community.

B. Subcontracting

The GRANTEE may not subcontract any activities under the agreement without the prior written approval of the AAANM. (With the approval of the AAANM Board of Directors, waiver requests submitted in the RFP by GRANTEE will meet this condition.) Assignees or subcontractors shall be subject to all conditions and provisions of this agreement and shall be subject to monitoring by AAANM. The GRANTEE shall be responsible for the performance of all subcontractors. Annual written assessments will be conducted on all subcontractors by the GRANTEE with copies of the assessment(s), including any follow-up action, sent to the AAANM. AAANM reserves the right to directly assess and monitor subcontractors.

C. Agreement Amendments and Revisions

This agreement contains all terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or bind any of the parties hereto.

Whenever there is any material or substantial change in the provision of services, administration of an approved agreement or in the operations of the GRANTEE affecting the agreement, the agreement document shall be appropriately revised. The nature and extent of the written request for revision will determine the appropriate action to be taken by the AAANM in accordance with AAANM adopted policy.

Revisions may take two possible forms:

- (1) A substantive amendment is defined as any alteration in the agreement, which is deemed by the AAANM to substantially affect or change the character of the original agreement. Substantive amendments may include, but are not limited to, the following:
 - a. Significant changes (20+%) in the project objectives, including units of service to be performed or the number of participants to be served
 - b. Any addition or deletion of a service category
 - c. A budget transfer of more than twenty percent (20%) or \$5,000.00, whichever is greater, between service categories
 - d. A significant change in the minimum local match requirement

- e. A change in the project period and/or budget year dates
- f. Supplemental awards
- g. A change in the availability of funding from AAANM to GRANTEE; or
- h. Other changes specified by AAANM policy.

Amendments covering substantive changes shall be subject to the process of approval, which governs the original approval of the agreement, including final action by the AAANM Board of Directors.

- (2) An administrative revision is defined as those minor changes in the agreement which are made for the purpose of facilitating implementation of the project, but which do not substantially alter the essential operating provisions of the agreement. Administrative revisions do not require the approval of the AAANM Board of Directors; however, the GRANTEE shall confer with the AAANM staff within a reasonable period regarding any administrative revisions, providing the necessary documentation and justification. The AAANM shall review and respond in writing to the revisions within thirty (30) days of receipt of request (or prior to completion of agreement period, should the agreement year be concluding in less than the 30 days) for revision. Line item transfers within a service category, or a budget transfer between services of less than twenty percent (20%) or \$5,000.00, whichever is greater, in a service category should be viewed as administrative revisions. The agreement shall only be amended by the written consent of all of the parties. The AAANM may approve a request for an agreement amendment at any time unless otherwise limited by AAANM policy. Notification of an amendment supersedes all other notifications relating to the budget year.

If, for any cause, alterations or changes take place in the laws, regulations, rules, or policies to which the AAANM must comply, or if there is any termination or reduction in the allocation or allotment of funds provided to the AAANM, the AAANM shall have the right to terminate or reduce the amount paid to the GRANTEE. Termination or reduction in the amount to be paid shall take effect immediately upon receipt of written notice to the GRANTEE, unless a different effective date is specified in the notice. A copy of law, regulation, rule, and policy changes shall be provided to the GRANTEE upon request.

D. Reprogramming Funds

The GRANTEE and the AAANM shall be responsible for fiscal monitoring of funds awarded in this agreement. Reprogramming of funds will be considered by the AAANM when, for the period being monitored:

- (1) Program expenditures are of ten percent (10%) below the planned expenditures; and/or,
- (2) The delivery of service is twenty percent (20%) below the contracted units of service.
- (3) Extenuating circumstances affecting GRANTEE performance may be offered in writing to AAANM for consideration, with regards to reprogramming.

E. Probation and Suspension

(1) Probation

When a GRANTEE has failed to comply with the terms of the agreement, the AAANM may, upon reasonable written notice, place the GRANTEE on probation. The AAANM may commence probation upon the GRANTEE's receipt of written notice of violations cited by the AAANM. Notice of probation shall contain reasons for probation, any corrective action required of the GRANTEE, the effective date of probation, the duration of the probationary period and the right to appeal the probation decision. During the probationary period, the GRANTEE will receive reimbursement for expenses incurred as part of the agreement. If the GRANTEE fails to comply with corrective actions by the end of the probationary period, the AAANM may elect to suspend or terminate the agreement. The GRANTEE has the right to appeal probation, in accordance with the AAANM Service Provider Grievances and Appeals Policy.

(2) Suspension

If probationary status does not rectify the situation or if problems are determined to be of a serious nature and the GRANTEE has failed to comply with the terms of the agreement, the AAANM may suspend GRANTEE operations in whole or in part and suspend the use of AAANM administered funds. Federal or State support for any or all parts of the GRANTEE's operations shall automatically be terminated when it has been suspended for more than ninety (90) days.

The AAANM must send written notification of the suspension to the GRANTEE. Notice of suspension must set forth the action being taken, the reasons for suspension, effective date of suspension and the corrective action required. This notice must be given at least ten (10) days prior to the effective date of the suspension and must notify the GRANTEE of the right to appeal the suspension decision. Under extreme circumstances (i.e., gross negligence, placing program participants at risk, cessation of program operations without notice, failure to maintain insurance coverage, etc.) immediate notice of suspension may be warranted. The GRANTEE has the right to appeal suspension, in accordance with the AAANM Service Provider Grievances and Appeals Policy.

The GRANTEE shall assume sole responsibility for any new costs incurred by the GRANTEE during the suspension period, unless the AAANM expressly authorizes them in the notice of suspension or an amendment to it. Necessary and otherwise allowable costs, which the GRANTEE could not reasonably avoid during the suspension period, will be allowed if they result from obligations properly incurred by the GRANTEE before the effective date of the suspension and not in anticipation of suspension or termination if conditions warrant reinstatement. AAANM financial participation in reinstated agreement operations may resume immediately upon reinstatement. The agreement will be reinstated through the issuing of a new Notice of Award.

In imposing a suspension upon the GRANTEE, the AAANM shall determine the amount of unearned funds the GRANTEE has on hand, anticipated length of suspension, the extent of operations suspended, and the amount of cash on hand and grant award balance to determine whether the AAANM should require that any grant funds be returned to AAANM. Upon reinstatement of the AGREEMENT, the Federal or State funds unearned at the beginning of

suspension may again become available for earning at the previously established matching ratio unless the AAANM reduces the amount of the award, but not for any costs incurred for operations while under suspension.

F. Agreement Termination

Any time prior to the completion of this agreement, and for adequate cause, AAANM and/or the GRANTEE may terminate this agreement upon thirty (30) days written notice to the other party. Under extreme conditions, immediate termination may be executed by AAANM. Examples of good cause for which the AAANM may wish to terminate support include, but are not limited to:

- (1) Availability of funds to AAANM
- (2) The GRANTEE violates conditions under which the agreement was approved
- (3) Program performance is consistently inadequate
- (4) Non-federal matching resources are not available
- (5) Assessment findings are inadequate for two (2) annual assessments; and,
- (6) Suspension for more than three (3) consecutive months.

The termination notice must set forth the reasons for such action, any reports to be completed by the GRANTEE, and the right of the GRANTEE to appeal. When the agreement is concluded or terminated, the GRANTEE shall provide the AAANM within sixty (60) days after conclusion or termination all financial, performance and other reports required as a condition of the agreement. The AAANM shall make payments to the GRANTEE for allowable reimbursable costs not covered by previous payments; the AAANM will not be responsible for costs incurred beyond the date of termination. The GRANTEE shall immediately refund to the AAANM any payments or funds advanced to the GRANTEE in excess of allowable reimbursable expenditures.

When financial support of an agreement terminates on completion of the approved budget year or earlier, the GRANTEE shall complete and submit a final project and financial report to the AAANM by the date established by the AAANM pursuant to the agreement.

Upon termination or completion of an agreement, the equipment and supplies purchased with federal funds shall be disposed of by the GRANTEE and the AAANM in conformance to applicable provisions of the Code of Federal Regulations (CFR). Any funds realized from the sale of such equipment or supplies shall be applied as an adjustment to the projected cost.

G. Disputes

The GRANTEE shall notify the AAANM in writing of its intent to pursue a claim against AAANM for breach of any terms of the agreement. No litigation may be commenced by the GRANTEE for breach of the agreement prior to the expiration of sixty (60) days from the date of such notification. Within this sixty (60) day period, the GRANTEE, at the request of the AAANM, must meet with the Executive Director of the AAANM for the purpose of attempting resolution of the dispute.

VII. LIABILITIES OF THE PARTIES

The GRANTEE will maintain liability insurance or self-insurance in such amounts as necessary to cover claims specific to the services being provided which may arise out of the GRANTEE'S operations under the terms of the agreement. All buildings, equipment, supplies, and other property purchased in whole or in part with funds awarded by AAANM are to be covered with sufficient insurance or self-insurance to reimburse the program for fair market value of the asset at the time of loss. The following insurances or self-insurances are required for each program:

- (1) Worker's compensation or equivalent
- (2) Unemployment
- (3) Property and theft coverage (including employee theft)
- (4) Fidelity bonding (for persons handling cash)
- (5) No-fault vehicle insurance or self-insurance (for agency owned vehicles)
- (6) General liability and hazard insurance or self-insurance (including facilities coverage)

The GRANTEE will provide proof to the AAANM of such insurance or self-insurance coverage listing the AAANM as the "Certificate Holder" or "Interested Party" prior to the effective date of the agreement. Failure to maintain continual insurance or self-insurance coverage for the term of the agreement may be grounds for immediate termination of the agreement.

The GRANTEE is fully responsible for its own acts of errors or omissions in judgment. Any liability arising out of the performance of this agreement shall be chargeable to the GRANTEE or subcontractor whose error or omission was the cause thereof. In such case, the GRANTEE agrees to and shall indemnify, save, and hold harmless, the AAANM and the ACLS Bureau from all claim's judgments, injury or other liabilities arising in the performance of this agreement. However, the provisions of this paragraph shall not apply to liabilities or expenses caused by or resulting from the willful or negligent acts or omissions of the AAANM or the ACLS Bureau or any of its officers or employees. In the event the GRANTEE becomes involved in or is threatened with litigation, the GRANTEE shall immediately notify the AAANM and the AAANM may enter into litigation to protect the interests of the AAANM.

The AAANM and ACLS Bureau shall not be obligated hereunder to any party other than the GRANTEE.

VIII. COMPENSATION AND METHOD OF PAYMENT

The AAANM agrees to pay the GRANTEE up to the amount identified as the AAANM share of costs in the most recent Notice of Award. This amount shall constitute full and complete compensation for the GRANTEE's services, costs, and expenses for the duration of this agreement. All payments will be based on GRANTEE performance and negotiated cost reimbursement agreements. In no event will the total compensation exceed the maximum sum stated in the Notice of Award and budget for all the services, costs and expenses incurred.

The GRANTEE agrees to contribute the local match specified in the agreement budget, as required during the agreement period. Federal and/or State funds are not earned until the required match has been received and appropriately applied.

Total amount of service funds awarded under the agreement is subject to adjustment after the close of each quarter, and such adjustment may be applied by the AAANM as an increase or reduction in the award. AAANM reserves the right to reprogram funding that has been reduced due to under-performance/spending of 10% or more.

Upon written request, the GRANTEE may receive a reasonable advance on grant funds. Thereafter, the GRANTEE shall submit to the AAANM an accurate financial report of costs for services performed during the applicable reporting period. The report shall be reviewed by the AAANM for accuracy and processed for payment according to AAANM procedures.

IX. AAANM RESPONSIBILITIES

The AAANM shall:

- (1) Establish standards and policies for service provision
- (2) Provide payment in accordance with this agreement
- (3) Conduct program and fiscal assessments of the GRANTEE in order to review fiscal and programmatic performance
- (4) Conduct periodic on-site visits and review all reports submitted by the GRANTEE to monitor GRANTEE performance
- (5) When feasible, provide training and technical assistance in the development of quality services, identification of other sources of funds and coordination with other service providers. Training opportunities will be made available to GRANTEE's staff, volunteers, and Board members when appropriate for the purpose of improving the GRANTEE's skills and abilities in fulfilling its responsibilities
- (6) Remain available for consult with issues of concern to GRANTEE regarding service provision.

X. SERVICE SPECIFICATIONS / GEOGRAPHIC SERVICE AREA

Applicable service specifications are contained in the ACLS Bureau Operating Standards for Service Programs.

Services:

Disease Prevention/Health Promotion

Geographic Service Area: Antrim County

Antrim	Benzie	Charlevoix	Emmet	Grand Traverse
Kalkaska	Leelanau	Manistee	Missaukee	Wexford
Region 10	Other:			

XI. GENERAL AND SPECIAL CONDITIONS

- A.** Payments will be based on reported costs incurred:
 - (1) Prior to service provision when the approved costs are related to new program development
 - (2) Following successful completion of a class/workshop/evidence-based program.
- B.** Grantee agrees to:
 - (1) Meet with/update AAANM regularly regarding planning / implementation efforts
 - (2) Ensure classes are promoted effectively to attain adequate participation
 - (3) Deliver each evidence-based program according to fidelity
 - (4) Work with AAANM to meet reporting requirements

XII. GRANTEE REIMBURSEMENT

This is a Cost Reimbursement Agreement.

A. Definition: Cost Reimbursement Agreement

This agreement type is written for a specified dollar amount with a specific level of services to be provided.

B. Specific conditions relating to Cost Reimbursement Agreements

Program income generated as a result of provision of service under a Cost Reimbursement Agreement must be used to increase the number of units of service called for in the agreement. This pertains to increases in program income above the level originally agreed to in the initial agreement and may require agreement revision at some point during the effective dates of the agreement.

Where a GRANTEE is a non-profit organization, any funds received in excess of actual expenditures under the agreement must be re-budgeted by the GRANTEE. Such funds must be used to either: 1) expand the number of units of service provided; or 2) enhance the GRANTEE'S ability to operate under the agreement. Final reimbursement for any fiscal year may be reduced to ensure compliance with this requirement.

Where contracted units are being exceeded/not achieved, the GRANTEE and AAANM may negotiate a mutually agreeable adjustment to contracted units and/or AAANM agreement award.

GRANTEE shall be reimbursed for the award amount given on the most current signed Notice of Award; for the service(s), in the geographic service area, and at the negotiated level of units and participants agreed upon.

EVIDENCE-BASED PROGRAMS PLANNED FOR FY 2024

Funded under Disease Prevention Health Promotion service definition, Title III-D.

Title III-D funds can only be used on health promotion programs that meet the highest- level criteria as determined by the Administration for Community Living (ACL) Administration on Aging (AoA). Please see the [List of Approved EBDP Programs for Title III-D Funds](#). Refer to III-D Evidence-Based Programs Worksheet for guidance on program rates.

Applicant: Antrim County Commission on Aging

Program Name	Anticipated timeframe of program delivery (must start and end in the same FY)	Anticipated number of times each program will be offered	Anticipated number of participants for each program *8 minimum	Funding amount requested for program instruction and delivery	Funding amount requested for start-up costs (if applicable)	Mode/s of program delivery
Bingosize	11-1-23 to 9-30-24	2	16	2000	1600	in person
Total funding request:					3600	
Total in-kind contribution (must be at least 10% of total funding amount requested):					360	

Additional Details:

Antrim COA has 2 additional sites that may want to offer this program at a later date. If we have enough interes

Signature: 
Print Name: Judy Parliament

Date: 10-30-2023

XIII. SIGNATORIES

IN WITNESS THEREOF, the parties hereto have mutually agreed to this agreement including exhibits, assurances, and attachments, have examined its provisions and do hereby approve such by this signing.

AREA AGENCY ON AGING OF NORTHWEST MICHIGAN

Heidi Gustine

Jan 23, 2024

Heidi Gustine, Executive Director

Date

GRANTEE:

Name of Authorized Official

Title

Signature of Authorized Official

Date



Action Request to Board of Commissioners

Meeting Date: March 21, 2024

Department: Maintenance

Submitted By: Mitch Bart, Maintenance Director

Agenda Item: Budget Amendment – Grand Valley Automation

1. Action Request/Suggested Motion
To authorize the expenditure of \$15,751.92 to Grand Valley Automation for the replacement of the heating valves, actuators and the reprogramming of the building automation system per their proposal and authorize the budget director to make an \$11,000 budget amendment to 101.000-901.00-980.265 from General Fund Contingency.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
As approved in the 2024 CIP process, we conducted a retro-commissioning of the Courthouse building automation system due to many heating/cooling issues. The retro-commissioning agent identified a number of failed heating valves and actuators along with issues with the system programming.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
To get our building automation system fully operations to provide a comfortable work environment for building staff and to reduce wasted energy.
4. Financial – Budget-related information
\$10,000 was originally budgeted, approximately \$5300 has been expended for the retro-commissioning. The remainder of the budgeted item was to correct issues found, however significant issues discovered requiring the \$15,751.92 in repairs and \$11,000 budget amendment.
Multiple quotes were not sought as Grand Valley Automation (GVA) is our sole vendor for our HVAC controller system.
5. Legal Review
N/A
6. Policy Implications
7. Plan – Timeline with who, what, where, and how
We would schedule the repairs over the summer before the next heating season.
8. Alternative Plan – What are the implications if failure to approve?
9. Attachments Included
Valve/actuator picture. Retro-commissioning report. Repair proposal.



To: Antrim County Courthouse Building
203 E. Cayuga St.
Bellaire, MI 49615

Attn: Mitch Bart

GVA Retro Commissioning Report on HVAC. 3-6-24

Overview:

GVA performed a thorough retro-commissioning of the HVAC system at the Antrim County Courthouse Building. We went through the site and located all of the HVAC controllers and devices. We did an in-depth test of the controllers and end devices. We noted any deficiencies and will provide repair quotes for anything that tested nonfunctioning.

Work Performed:

AHU-1:

- Verified the outside air damper was able to stroke full open and go full closed based on command.
- Tested each VFD to verify supply fan and return fan follows the speed command and start command.
- Tested the operation of the duct heaters. Verified the relays operate and the contactors and send 120v to the duct heater element.
- Verified operation of the chilled water valve.

1st Floor:

- VAV-2: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-3: Radiant valve actuator has failed and needs to be replaced. Verified operation of damper actuator.
- VAV-4: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-5: Radiant valve actuator has failed and needs to be replaced. Verified operation of damper actuator.
- VAV-6: Radiant valve actuator has failed and needs to be replaced. Verified operation of damper actuator.
- VAV-7: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-8: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-9: Tested the heat valve actuator and verified operation. Verified the damper actuator works.
- VAV-10: Tested the heat valve actuator and verified operation. Verified the damper actuator works.

- VAV-11: There is no radiant heat valve or actuator in space. Found the damper actuator was loose, tightened at the controller, verified operation of actuator.
- VAV-12: There is no radiant heat valve or actuator. Damper fails to modulate. Will need reprogramming.
- VAV-13: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-14: Tested the heat valve actuator and verified operation. Verified the damper actuator works.

2nd Floor:

- VAV-15: Found the heat output has failed and needs reprogramming. Verified damper actuator works.
- VAV-16: Radiant valve actuator has failed and needs to be replaced. Verified operation of damper actuator.
- VAV-17: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-18: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-19: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-20: Found the heat actuator has failed, as well as the controller is programmed backwards. Verified operation of damper actuator.
- VAV-21: There is a blockage inside of radiant pipe. Obstruction needs to be cleared. Verified operation of damper actuator.
- VAV-22: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-23: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-24: Was not on the graphics. Added the unit onto the graphics page, verified damper actuator works.
- VAV-25: Found the heat output has failed and needs reprogramming. Verified damper actuator works.
- VAV-26: Tested the heat valve actuator and verified operation. Verified the damper actuator works.
- VAV-27: Tested the heat valve actuator and verified operation. Verified the damper actuator works.
- VAV-28: Found the heat output has failed and needs reprogramming. Verified damper actuator works.
- VAV-29: Found the heat out reads null, needs reprogramming. Verified damper actuator work.

3rd Floor:

- VAV-30: Found the heat output has failed and needs reprogramming. Verified damper actuator works.
- VAV-31: Radiant valve actuator has failed and needs to be replaced. Verified operation of damper actuator.
- VAV-32: Verified heat actuator works; however, there is an obstruction in the pipe that needs to be cleared. Verified operation of damper actuator.
- VAV-33: Found the heat output has failed and needs reprogramming. Verified damper actuator works.
- VAV-34: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-35: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-Court: Verified heat actuator works. Tested the electric heat and could see a significant rise in supply air temperature. Verified the damper actuator works.
- VAV-38: Found the heat output has failed and needs reprogramming. Verified damper actuator works.
- VAV-39: Radiant valve actuator has failed and needs to be replaced. Verified operation of damper actuator.
- VAV-40: Radiant valve actuator has failed and needs to be replaced. Verified operation of damper actuator.
- VAV-41: There is no radiant heat valve or actuator in space. Verified the damper actuator works.
- VAV-42: Found the programming is incorrect and needs reprogramming. The radiant valve opens on a call for cooling. Verified damper actuator works.
- VAV-43: Radiant valve actuator has failed and needs to be replaced. Verified operation of damper actuator.

Recommendations:

- Reprogram the controllers where the radiant heat output has failed.
- Replace the existing valve bodies that have failed.
- Replace the failed actuators.
- Treatment of boiler water would be beneficial to reduce restrictions in the system.

GVA will provide a proposal for the necessary repairs to the system.

If there are any questions or concerns. Feel free to reach out!

Thank You!

Noah Stauffer
Building Management Service Technician
Grand Valley Automation
Cell: 616-204-3323
Email: nstauffer@gvainc.com
gvainc.com



Quotation No. 6024035

Date: March 12, 2024

To: Antrim Courthouse Building
203 E. Cayuga St.
Bellaire, MI 49615

For: Antrim Courthouse Building – Fin tube valve
replacement

Attn: Mitch Bart

Bartm@antrimcounty.org
231-533-8819

Scope

Grand Valley Automation is pleased to provide this quote to replace 15 radiant heat valve bodies and actuators. Currently 8 of them have failed and the other 7 we were unable to test due to bad controller outputs. We will reprogram the 7 controllers that have a failed output for the radiant heat valve actuator. Due to the age of the valves, and the high failure rate GVA recommends that all 15 be updated as it costs much less to do them all at one time than to replace one at a time on service calls. The valves have exceeded the life expectancy and need to be fixed for proper operation and comfort.

This proposal **includes** the following:

- Provide a new (15) replacement valve body, pipe fittings, and actuator for each failed unit.
- Cutout and remove existing valve body. Pro-press in the new valve body and actuator.
- Checkout of new actuator.
- Reprogram failed controllers (7) where heat output is failed.
- All start up and check out to ensure proper operation and control.

The cost for the **Proposed work** as outlined above is: **\$15,751.92**

This proposal **does not** include the following:

Work completed on weekends or outside of normal business hours.

Pricing is valid for 30 days from the date of the proposal.

If you have any questions, feel free to contact me anytime.

Best Regards,

Noah Stauffer
Building Management Service Technician
Grand Valley Automation, Inc.
Cell: 616-204-3323
nstauffer@gvainc.com

Acceptance of Proposal

Signature: _____

Date: _____



Action Request to Board of Commissioners

Meeting Date: March 21, 2022

Department: Administration Office

Submitted By: Jeremy Scott, County Administrator

Agenda Item: Facilities Policy

1. Action Request/Suggested Motion
To approve the Facilities Policy as presented.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
With the construction and updates to our spaces, Administration, along with the Maintenance Dept, felt it would be an appropriate time to set standards.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
To maintain a consistent standard of care and appearance of all County-owned facilities and to provide guidelines for the proper use and modification of all County-owned facilities.
4. Financial – Budget-related information
n/a
5. Legal Review
n/a
6. Policy Implications
This establishes a new policy.
7. Plan – Timeline with who, what, where, and how
8. Alternative Plan – What are the implications if failure to approve?
9. Attachments Included
Draft policy



Antrim County

Facilities Policy

Purpose:

To maintain a consistent standard of care and appearance of all County-owned facilities and to provide guidelines for the proper use and modification of all County-owned facilities.

Policy:

For the purpose of this policy, “facilities” are County-owned buildings and grounds. Also for the purpose of this policy, “modification” is any permanent change to the interior and exterior of County-owned facilities or grounds.

All building renovations, modifications, or work done to County-owned buildings and grounds must be performed by, or in cooperation with, the Maintenance Department.

Walls

Use of clear tape or adhesives to secure items to walls or wood doors is prohibited. Permissible items include masking tape, poster tac, removable mounting tape/hooks, push pins, and trim nails. Any items requiring more than a trim nail shall be secured by the Maintenance Department.

Open Flames

The burning of sparklers, incense, candles, paper leaflets, combustible figurines or pyrotechnic devices is prohibited.

All County-owned and operated government facilities, including the area within twenty-five feet of all entrances and County-owned or leased vehicles, shall be smoke-free.

Public Spaces

Loose furniture, bulletin boards or pamphlet displays within public spaces shall conform to standards as reviewed by the Maintenance Department and approved by the County Administrator. For the purposes of this policy, a department/office’s service window and counter are not considered “public spaces”.

Painting

Wall painting and repainting shall only be performed by the Maintenance Department. Walls will be repainted on a regular and on an as-needed basis.

The County has approved the use of three (3) color choices for the painting of walls: Standard beige, Antrim green and lake blue. Any additional color must be submitted to and approved by the County Administrator.

Flooring

All flooring requests will be organized through the Maintenance Department and have County Administrator approval.

Chemicals

MIOSHA standards require the County to maintain Material Safety Data Sheets (MSDS) for all chemicals. Chemicals that are purchased for County use must have a MSDS on file with the Maintenance Department.

Personal use products in common and public areas will be removed and disposed of upon discovery. All other personal use products must either be securely stored or have an MSDS filed with the Maintenance Department annually.

Interior Uses

Use of meeting rooms must be scheduled with appropriate offices:

County Building (BOC Room & Room 217) – *Administration*

Airport (Meeting Room) – *Airport*

Commission on Aging (Bellaire) – *Commission on Aging*

Portage St. Building (Meeting Room) – *Sheriff Administration*

Use of other interior facilities by County departments/offices must be scheduled with and approved by the Administration Office. This does not include the office space assigned to departments/offices. After receiving approval, the requesting department/office should coordinate with Maintenance or IT for any additional needs and must coordinate with the Maintenance Department for any space other than meeting rooms.

Exterior Uses

Exterior uses of facilities by County departments/offices must be scheduled with and approved by the Administration Office. After receiving approval, the requesting department/office must then coordinate with the Maintenance Department.

For exterior uses of facilities that are not County-related, the Antrim County Grounds Use Policy must be followed.



Memorandum Administration Department

March 15, 2024

TO: Antrim County Board of Commissioners
FR: Jeremy Scott, County Administrator
RE: Administrator's Report – March 21, 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. **Flooring installation is nearly complete on both floors. Windows arrived this week and are quickly being installed. DHHS improvements and costs have all been approved by the State and are being scheduled. Once all of the windows are in place, the drywallers will return and finish the inside. Concrete work outside is expected to start soon.**
 - **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. **We held our second work group session on Thursday, March 14. This session focused on Mental Health and further discussed the needs assessment.**
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:** **The Village of Mancelona has presented a petition to the Board of Commissioners to alter the legal boundaries of the Village. A public hearing on the matter is scheduled to be held during this March 21st Board of Commissioners meeting with consideration to follow.**
 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 are working out details with Charlevoix County and Networks Northwest on how this might proceed.**
 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. The survey closed on January 31, 2024. We will have results of the survey at a future Board meeting. **No Update**
 6. **Courthouse HVAC:** 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. **The Maintenance Director arranged for Grand Valley Automation to perform a thorough retro-commissioning of the HVAC system at the Courthouse. A proposal is on the agenda for this meeting.**
 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. **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. 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.
11. **New Board of Commissioner's Room:** As you will notice, the Board of Commissioners Room has moved to room 209. The new space allows for more room for the public, more functionality, adaptability, and immediate access to overflow. We have sent a press release, notified on social media, and updated signage.
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:**
 - **Sheriff's Office – Civil Process – Irregular PT:** Two positions posted.
 - **Sheriff's Office – Corrections – FT:** Positions posted. **Warren Williams began working on 3/12.**
 - **Sheriff's Office – Deputy – FT:** Positions posted.
 - **COA – Mancelona Meal Site Coordinator – Irregular PT: Position posted.**
 - **Barnes Park – Park Ranger – Seasonal: Positions posted.**
 - **ACT - Mechanic – FT: Position Posted.**
 - **Maintenance Department – Custodian – FT: Position posted.**
 - **Airport – Airport Field Operator – FT: Rick Durant began working on 3/14.**
 - **Probate Court – Juvenile Probation Officer/Case Manager: Candidate in background.**

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. **A number of hearing have been held with no significant progress.**

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. **ACD-ERG Household Hazardous Waste Services Agreement**
19. **ACT – FY2025 Resolution of Intent**
20. **ACT – FY2025 Contract of Certification**
21. **Inmate Health Services Agreement – Jail Nurse**

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: **NONE.**

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:

MSU Subaward Agreement 24-006

FOLLOW UP FROM BOARD OF COMMISSIONERS MEETING:

COMMUNICATIONS, NOTES OF INTEREST:

22. **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.
23. **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.

Antrim County Animal Control	DOGS			CATS			
	Totals	Altered at Intake	Unaltered at Intake	Totals	Altered at intake	Unaltered at Intake	
From: 2/1/24 12:00 AM To: 2/29/24 11:59 PM							
Total Intakes :	13	4	9	16	2	14	
Total Stray :	6	4	2	13			
Impounded : owner in Hospital	0			1	0	1	
Turned in by owner :	7	0	7	2	2	0	
Returned to owner :	3	3	0	0			
Total Adopted :	7	1	6	15	0	15	
Total Euthanized :	0			0			
Died :	0			0			
Transferred out :	4	0	4	1	0	1	
OTHER ANIMALS : FARM & WILDLIFE :							
Total Wildlife :	0						
Total Farm :	0						
Total Other :	0						
Complaints Received :	56						
Animal Bites :	2						
Miles Traveled :	698						
Gasoline Used :	83.1						
Warrants Obtained :	0						
Tickets Issued :	1						
Warnings Given :	48						
Animal Control Officer : (signature)						#	63

(Use the above link to print. Or. "[RightClick]Print" from most browsers)

In-House Animal Count

February 1, 2024

8 Dogs

1 Puppies

21 Cats

13 Kittens

February 29, 2024

7 Dogs

1 Puppies

30 Cats

4 Kittens

Adoptions

7 Dogs

0 Puppies

13 Cats

2 Kittens

Return to Owner

3 Dogs

0 Cat



Antrim County

Veterans Affairs Report

February 2024

- We have continued working with MSU Extension working towards a veteran community garden. We are still in the research phase of this project and locating possible land within the county.
- We are creating an email list in order to continue to get updated VA information out to the public. This is only possible due to our receptionist program collecting the emails. Right now as it stands we have over 1600 email address.
- ACVA as a whole is starting to see more Gulf war era veterans coming into the office. This is a good sign especially with the passing of the PACT ACT.
- We have partnered up with M-88 grind, they are allowing the office to have a television playing the looped video like we do here in the county building. Thus helping to spread Veterans Affairs information to more people in the community.
- ACVA is partnering with The Hens Den (Shirley's Café) in Mancelona. We are putting on a lunch in learn on April 4th at 10 am – 1 pm. We will be discussing VA Health care, the PACT ACT and Caregiver program.



- ACVA personnel and committee members attended training for MVTF (Michigan Veterans Trust Fund) which is an emergency grant program ran by the state.
- We are running a monthly article in both the Elk Rapids News Paper and the Antrim Review.
- ACVA is looking for volunteer drivers for our volunteer driver program. We are currently down to about 3 drivers that are constantly being used and the demand for rides are not going down. If you know anyone please send them our way. Thank you!



Antrim County Building Department Revenue Report

2024 Feb	2024 Income	2024 Expense	2024 Permits Sold	2023 Income	2023 Permits Sold	Difference From Prev. Year Permits	Difference From Prev. Year Income
January	\$56,727.00	\$51,073.20	201	\$33,966.50	176	25	\$22,760.50
February	\$50,819.00	\$45,936.16	201	\$49,208.00	148	53.00	\$1,611.00
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total YTD:	\$107,546.00	\$97,009.36	402	\$83,174.50	324	78	\$24,371.50

Net Revenue \$10,536.64 YTD:
--

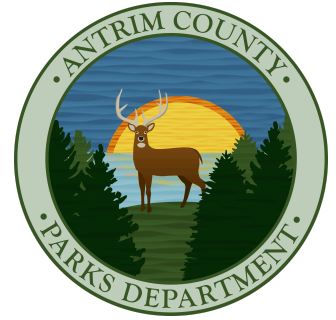
Antrim County Building Department Monthly Report

**2024
FEB**

	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	69	3.45	194	9.7	131	9.7	60	3	212	10.6
February	60	3	209	10.45	134	6.7	105	5.25	204	10.2
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Totals YTD:	129	3.225	403	10.075	265	8.20	165	4.13	416	10.40

Total Inspections YTD: 1378
Total Permits Sold YTD: 402

Permit Type	Number	Fees	Addition to existing Fees	Average Cost
Building	49	\$17,296.00	\$552.00	\$364.24
Year to date	103	\$40,149.00	\$1,774.00	\$407.02
Plumbing	32	\$7,016.00	\$728.00	\$242.00
Year to date	59	\$13,247.00	\$1,178.00	\$244.49
Electrical	54	\$11,333.00	\$478.00	\$218.72
Year to date	106	\$22,298.00	\$1,627.00	\$225.71
Mechanical	66	\$11,833.00	\$714.00	\$190.11
Year to date	134	\$24,642.00	\$1,575.00	\$195.65

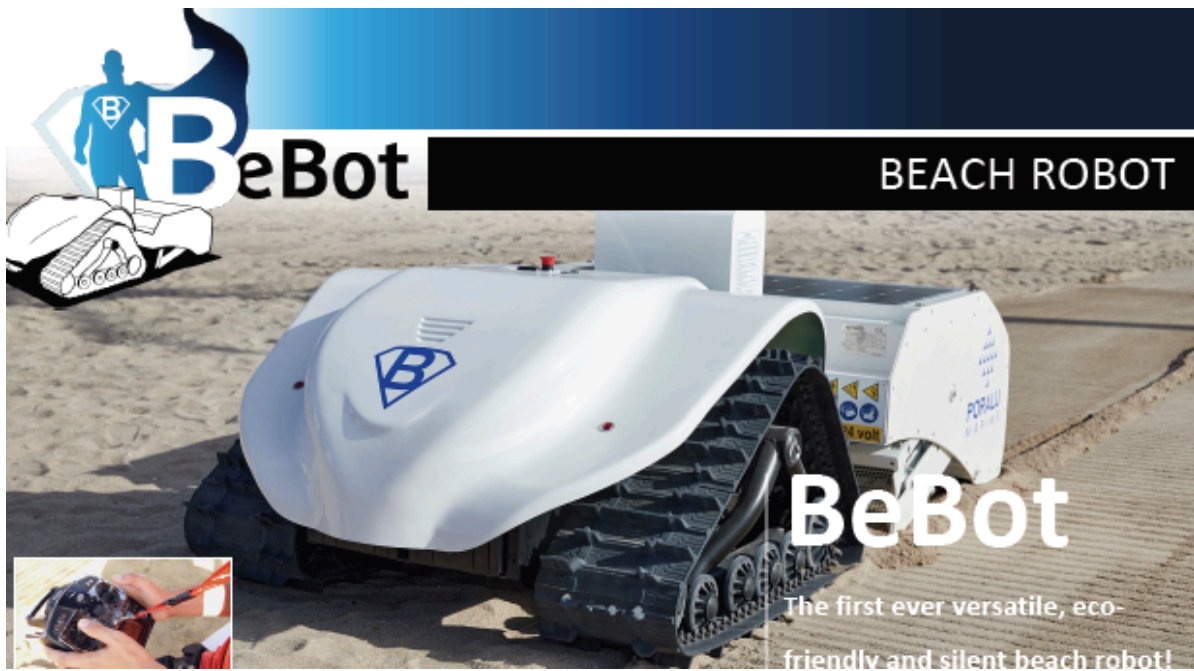


Parks Department

- Expressed interest in participating in a new, free program that will reduce the amount of plastic and debris along and in our waterways and raise awareness about litter and plastic pollution.

Plastic Reduction and Prevention Program

- Tip of the Mitt Watershed is bringing the BeBot to Northern Michigan beaches this summer. The BeBot is a remote-controlled robot to help keep beaches clean. It is designed to screen sand, rake seaweed, level out expanses of beach, and lift and carry loads. It collects all waste buried in the defined area. It protects plant and animal life as well as the sand as it screens. BeBot is 100% electric and emits no harmful gases or greenhouse gases.
- The BeBot can silently and discreetly clean-up to 3,000m² of beach an hour depending on the topography. That 3,000m² is the equivalent of seven basketball courts.
- It operates at depths of up to 10cm and collects plastic debris as small as 1cm². It can pick up cigarette butts, food wrappers, bottle caps, and other plastic fragments that are easily concealed by sand.



Barnes Park

- Seasonal Park Ranger position has been posted.
- Drafting an application for the Camp Host position.
- We will have a small group of hunters providing nuisance wildlife control for the campground area on March 16th. They have the proper licenses and will adhere to all applicable hunting regulations.
 - The rising porcupine population at the park is problematic because they are stripping and gnawing the bark off of the trees as a food source during the winter months which damages or can kill the tree. Squirrels cause this issue as well, but to a lesser extent. Raccoons and skunks are destructive to flower beds, lawns, trash bins, and campsites with food. It is important to monitor and manage the park's wildlife to ensure populations of these critters don't become overwhelming and damage is kept to a minimum.

Antrim Creek Natural Area

- Next meeting: April 25, 2024 at 6pm - Barnes Park

Glacial Hills

- Saturday April 27th, 10am - Spring Clean-up!

Grass River Natural Area

- The Big Nature Sit on Earth Day
 - Monday April 22nd, 6:00am – 9:00am
 - Join the GRNA staff as we head out before dawn and experience the Earth waking up! We'll meet in the main parking lot and hike out to the Grass River dock. Each of us will find a space on the boardwalk to sit quietly & observe the sights and sounds of nature coming to life. Bring a portable, quiet camp chair, a flashlight/headlamp, binoculars (or borrow ours), quiet snacks, and warm clothes. Registration is \$10/person and is limited to 10 people, so register early.



March 6, 2024

February Update

Good morning,

We experienced more traffic this February, over last February. The mild weather certainly played role in this uptick of activity. In addition to transient traffic, we experienced an increase in a number of aircraft from the College. In addition to flight operations, we've had a higher number of people stopping in to inquire about flight training. Unfortunately, not having a CFI on the field, we point them to Boyne City or Traverse City.

Fuel sales for February include 204 gallons of 100LL and 225 gallons of jet fuel. Our community hangar has remained mostly full all winter. From time to time community hangar tenants will leave for annual maintenance, causing an opening in the hangar. Fortunately, when this occurs we have been able to offer that spot for a transient aircraft that needed a night or two in the hangar.

The taxiway is still on schedule for an August Start. Per our Project Manager at MDOT, the funding transfer will be on the Aeronautic Commissions March agenda. Shortly after their approval, I would anticipate seeing contracts from MDOT shortly thereafter. Through this process we have been maintaining communication with those that wish to build hangars once the taxiway is completed.

It feels we are about a month ahead of schedule as it relates to the weather, so, we have begun our spring to do list. In addition to the normal spring projects, we will be doing some external building maintenance. As it relates to equipment, like everyone else we had a light plowing season. However, the cutting edge on our primary runway plow is long overdue, to be replaced. We will be ordering a new cutting blade in the next couple months. Outside of that, our

equipment performed quite well, with very few mechanical setbacks.



The HLA snow-wing was a great addition, it offered much more flexibility in capability over the existing fixed pusher box. All in all, it has been a good winter. With this warmer weather, we are certainly looking forward to an exciting and busy spring/summer season.

As the Prop Turns

Matthew Wyman

Memo

To: Antrim County Board of Commissioners
From: Matthew Adamek, Emergency Service Coordinator
cc: Jeremy Scott, County Administrator
Date: March, 7 2024
Re: Feb. 1 to Feb. 29, 2024 Report

Monthly Report

Antrim County Emergency Services

- February has been slightly slower for emergency responders like fire and EMS. Ems calls were roughly around 125 for the month. There were 5 fires, two of those vehicle fires, and another was our first wildfire reported for the year. Other call for fire services like tree down, line down, smoke investigation, and other calls that don't require law or ems, have stayed between 20 to 15 calls a month. There was a surprising increase in car accidents across the county, including accidents only caused by property damage. There is usually a slowdown in fire and EMS services during this time frame due to winter conditions leaving, less need for heat, no rise in tourism or travel, and the population is only full-time residents.
- We did see a nationwide event that affected our community also. Across the nation, and reportedly only in the United States, cell phone services have gone down for many hours. Across the country, phone companies loss service. Some areas of the nation and state had no service no matter who the cell phone company was; here in Antrim, a majority of AT&T service and only a few Verizon customers were affected. It was unclear what caused the outage during this time, but several speculations were made. I still have not seen an official reason for the outage from the federal or state agencies to the local governments. There have only been messages from the private carriers apologizing.

- The Michigan DNR and the National Weather Service report that Michigan will see extreme wildfire conditions. This is due to the lack of snow, the dry conditions, and predicted higher-than-normal temperatures. This was my biggest concern while finishing the Hazard Mitigation Plan for Antrim County. To add to the extreme fire conditions, speaking with Bellaire DNR Fire Officer, due to state cuts to that program again, he will be spending a lot of his time at the Gaylord post or other areas. It is unclear if we will have a maned DNR Brush Truck in the area.
- The CERT team has been meeting regularly and developing great training ideas. Some will be participating in an upcoming training for our local emergency services. That presented me with a request for equipment as it became apparent the region lacked Volunteer Reception Center and Family Reunification Center operations equipment. It seems that Region 7 has a complete tool kit to handle this, but it is housed in Gaylord and kept by the R7 Health Care. They did a lot of research into the equipment and training needed. They sent me a list of items that were needed. I was able to request these items through Region 7 for acceptance of funding. Region 7 wants to make this a regional project and have kits created throughout the area. This will allow total funding to come from Region 7. CERT has also contacted Leslie Meyers to set up dates for a Basic CERT class. Several of the members do not have this training. There are several proposed dates for the summer and fall. Lastly, the team needs re-certification in their CRP/Basic First Aid. Early in February, about ten members were able to recertify. Throughout the year the Instructor will be doing group of 10. We did have two more members join CERT within the last month.
- About 60 percent of the local governments have adopted the Natural Hazard Mitigation Plan. A few are still in the reviewing process of the plan after meeting with them. 4 local governments are scheduled to meet with me or unofficially talk about adoption. The local clerk of Chestonia Township scheduled me to meet with them, but upon my arrival at their hall, they did not have a meeting scheduled that day. I am still having issues contacting Jordan Township. I will request the County Commissioners to adopt the plan for the county in April. I will be starting the process of sending all the local resolutions to the state's FEMA coordinator. I must follow up with a few for an official signed and dated resolution.
- Recently completed a survey from Region 7 asking about EOC needs. I requested landline phones, five laptops, one dual-screen monitor, a 1-75" TV for the EOC, a 1-48" TV for the Command Trailer, and a color printer. It is unclear how much of this or if any of it we will receive from Region 7.

Meetings/Trainings

- Monthly State and Federal meetings have occurred. Region 7 has been working on several grant projects to fund future additional training and provide headset mics to the law enforcement ERT. We are still having meetings concerning the upcoming statewide drill. As of now, I will be supporting Region 7 either from Antrim County EOC or at the incident. I now participate in the Regional Med Control meeting with Munson Medical Control, Dr. Smith, and area agency representatives.

- On Feb. 10, participated in training with other local agencies in the basics of active shooter incidents. This training provided the basic knowledge on handling the situation from the tactics to the command level. The instructor presented the materials well, and the turnout was terrific. Local responders felt it was a great class. The instructor will be returned to provide a 2-day advance training in Active Shooter situations. This training is 100% funded by Region 7 and includes \$1000.00 in lunch costs. This training filled up within a month.
- Under Sheriff Lasater, I presented an hour-long Active Shooter class to Antrim County employees. The class occurred in the Board of Commissioners room and had a good turnout of employees. We felt that the reception to the training was great. This training will have a hands-on portion in the summer. All these active shooter trainings will roll into an exercise later on.
- ACES meeting met at the end of January. We voted on a new board. Sheriff Hoch replaced Asst. Chief Mike Lee as Chair, I replaced Mike Gank as Vice Chair, and Shannon Johnson replaced me as Secretary. I will sit down with the Sheriff to discuss how to improve ACES and its functions throughout the county.
- Completed a three-month-long course called Administration and Policy for American State Governments. The course dived into many aspects of the state-level legislative and executive branch functions and the local-level functions. It also taught the different relationships between the State, County, and local levels and the legislative process between them all. Lastly, several projects led to local financial, infrastructure, and emergency crises and how to handle them through collaboration.
- Was able to attend the Charlevoix County Hazard Mitigation Plan planning meeting. Right now, they are only in the planning phase. Several governmental and private representatives were in attendance. I was only able to stay for the first hour due to a conflicting meeting schedule. However, they were working on their strategies during this meeting. I like their Plan so far and will look at it for ideas on how to improve ours.
- Attended the Antrim County Fire Chiefs Meeting. There was a very poor turnout this month. They are making county-wide policies and SOG regarding fire department incidents. Immediately after that, our Local MABAS division met for its first meeting since its creation over a year ago. This meeting was led by Asst. Chief Mike Lee. Our MABAS division now includes a few Kalkaska County Fire Departments.

Grants

- Still working on the 2023 AFG grant for a 7 of the fire department. Antrim County Emergency Management and several local departments will conduct a regional grant together. Most of the Grant is completed; however, we are just waiting on more information from the participating department before submitting it. We are currently requesting over \$300,000.00 in radios.
- Patriated in the GT Tribe 2% Public Relations event. It was a very great and fun experience. We received the most funding for an agency. Again, we received \$59,359.80 to put towards radios and a vehicle. I have found several used vehicles with very low mileage. However, they are more

than what I received from the Grant. After speaking with Mr. Scott and Mr. Rizzo, I do not have enough in my budget with the Grant to purchase the required amount of radios and vehicles. They suggest purchasing the radios and working with a MIDEAL dealer to build a new vehicle. The only issue is the hassle of dealing with my deal and the time it takes 2-3 years to build out that vehicle. For Example, the American Red Cross supervisor in Traverse City just received a new 2022 Truck that she began to build at the end of 2021 to the beginning of 2022. In the meantime, the Parks have an older truck that is available if my current vehicle dies. I have been working with a MIDEAL dealer to build a vehicle, but it has not been the best experience. I did send a letter to Chrysler asking for any assistance that might be possible, as they sometimes donate vehicles and obtain contact info for another MIDEAL dealer. For the radios, I plan to purchase the six needed radios using the Grant and wait to hear the outcome of the AFG grant before moving forward. I also still have \$1000.00 grant funding from the Paddle Antrim grant that can go towards purchasing a new radio, and I am looking at other funding possibilities.

Thank you very much

Matthew Adamek

User: parliamentj
DB: Antrim County

FROM 275.000-000.00-001.000 TO 275.000-000.00-001.000
TRANSACTIONS FROM 01/01/2024 TO 01/31/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 275.000	COMMISSION	ON AGING					
01/01/2024			275.000-000.00-001.000 CASH CONTROL				
01/01/2024					BEG. BALANCE		1,382,435.67
01/01/2024	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 495	49520		95,937.88	1,286,497.79
01/01/2024	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 495	49526		95,937.88	1,190,559.91
01/01/2024	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 495	49528	191,875.76		1,382,435.67
01/01/2024	POOL	JE	TO REVERSE MANUAL JOURNAL ENTRY: 495	49532		95,937.88	1,286,497.79
01/03/2024	CD	CHK	MARY JO ROBINSON	91052		628.00	1,285,869.79
01/04/2024	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 491	49183		1,498.14	1,284,371.65
01/04/2024	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 491	49184	766.17		1,285,137.82
01/05/2024	POOL	JE	TO DISTRIBUTE 2023 WINTER TAXES	49207	95,937.88		1,381,075.70
01/08/2024	CR	RCPT	Imported Subsidiary Database Receipt	46574	4,849.76		1,385,925.46
01/09/2024	POOL	JE	TRANSFER DUE TO COA C/C	49293		100.00	1,385,825.46
01/09/2024	CR	RCPT	ELK RAPIDS TOWNSHIP	46597	25,693.80		1,411,519.26
01/09/2024	CR	RCPT	ECHO TOWNSHIP	46598	1,720.72		1,413,239.98
01/09/2024	CR	RCPT	TORCH LAKE TOWNSHIP	46599	31,387.35		1,444,627.33
01/09/2024	CR	RCPT	CENTRAL LAKE TOWNSHIP	46600	19,201.17		1,463,828.50
01/09/2024	CR	RCPT	WARNER TOWNSHIP	46601	5,447.43		1,469,275.93
01/10/2024	CR	RCPT	MILTON TOWNSHIP	46604	37,139.70		1,506,415.63
01/10/2024	CR	RCPT	CHESTONIA TOWNSHIP	46607	986.03		1,507,401.66
01/10/2024	CR	RCPT	FOREST HOME TOWNSHIP	46609	21,972.01		1,529,373.67
01/11/2024	PR	CHK	SUMMARY PR 01/11/2024			35,735.21	1,493,638.46
01/11/2024	CD	CHK	OLIVER PACKAGING & EQUIPMENT CO	91175		4,901.72	1,488,736.74
01/11/2024	CD	CHK	BETH LACY	91176		44.91	1,488,691.83
01/11/2024	CD	CHK	BLUE LAKES BY THE BAY	91180		390.00	1,488,301.83
01/11/2024	CD	CHK	VISA	91181		10.00	1,488,291.83
01/16/2024	CR	RCPT	Imported Subsidiary Database Receipt	46655	5,948.56		1,494,240.39
01/16/2024	POOL	JE	TRANSFER DUE TO COA C/C	49379		625.00	1,493,615.39
01/16/2024	POOL	JE	FOR CC COA HOUSE PURCHASE	49387		200,148.35	1,293,467.04
01/16/2024	CR	RCPT	JORDAN TOWNSHIP	46657	1,252.15		1,294,719.19
01/16/2024	CR	RCPT	STAR TOWNSHIP	46658	1,575.53		1,296,294.72
01/17/2024	CR	RCPT	KEARNEY TOWNSHIP	46673	10,502.59		1,306,797.31
01/17/2024	CR	RCPT	BANKS TOWNSHIP	46674	11,676.43		1,318,473.74
01/17/2024	CR	RCPT	SUMMER	46675	42.49		1,318,516.23
01/17/2024	CR	RCPT	MANCELONA TOWNSHIP	46676	12,472.33		1,330,988.56
01/17/2024	CR	RCPT	CUSTER TOWNSHIP	46678	11,847.61		1,342,836.17
01/18/2024	CD	CHK	CONSUMERS ENERGY	91222		590.49	1,342,245.68
01/18/2024	CD	CHK	DTE ENERGY	91223		318.24	1,341,927.44
01/18/2024	CD	CHK	BRIGHTSTAR CARE	91224		157.50	1,341,769.94
01/18/2024	CD	CHK	CATHOLIC HUMAN SERVICES INC	91225		17.00	1,341,752.94
01/18/2024	CD	CHK	MANCELONA TWP TREASURER	91226		570.00	1,341,182.94
01/18/2024	CD	CHK	CENTRAL LAKE TOWNSHIP TREASURER	91227		210.00	1,340,972.94
01/18/2024	CD	CHK	UP NORTH OUTDOOR LLC	91228		450.00	1,340,522.94
01/18/2024	CD	CHK	UNION DESIGNS & LANDSCAPING, LLC	91229		4,540.00	1,335,982.94
01/18/2024	CD	CHK	FRONTIER	91230		56.00	1,335,926.94
01/18/2024	CD	CHK	ANTRIM COUNTY TRANSPORTATION	91231		2,554.92	1,332,372.02
01/18/2024	CD	CHK	ASHLEY'S OUTDOOR SERVICES	91232		770.00	1,332,602.02
01/18/2024	CD	CHK	STEPHEN WEBSTER	91233		26.86	1,332,575.16
01/18/2024	CD	CHK	MIKE LABEAU	91234		15.07	1,332,560.09
01/18/2024	CD	CHK	SANDRA KOTALIK	91235		63.54	1,332,496.55
01/18/2024	CD	CHK	STEPHEN WEBSTER	91236		14.74	1,332,481.81
01/18/2024	CD	CHK	SANDRA KOTALIK	91237		76.38	1,332,405.43
01/18/2024	CD	CHK	NANCY OLIVER	91238		8.04	1,332,397.39
01/18/2024	CD	CHK	SANDRA BODLEY	91239		60.30	1,332,337.09
01/18/2024	CD	CHK	KRITTER KATCHER	91240		125.00	1,332,212.09
01/18/2024	CD	CHK	GFL ENVIRONMENTAL	91241		155.96	1,332,056.13
01/18/2024	CD	CHK	XEROX CORPORATION	91242		362.20	1,331,693.93
01/18/2024	CR	RCPT	ELK RAPIDS TOWNSHIP	46689	39,181.88		1,370,875.81
01/18/2024	CR	RCPT	HELENA TOWNSHIP	46691	4,713.75		1,375,589.56
01/18/2024	CR	RCPT	HELENA TOWNSHIP	46692	3,780.45		1,379,370.01
01/18/2024	CR	RCPT	HELENA TOWNSHIP	46696	3,307.12		1,382,677.13
01/18/2024	CR	RCPT	ECHO TOWNSHIP	46699	5,801.11		1,388,478.24
01/19/2024	CD	CHK	STANDARD ELECTRIC CO	91266		152.35	1,388,325.89
01/19/2024	CD	CHK	AVENTRIC TECHNOLOGIES	91271		152.00	1,388,173.89
01/19/2024	CD	CHK	GOVCONNECTION INC	91279		29.37	1,388,144.52
01/19/2024	CD	CHK	CONTINENTAL LINEN SERVICE	91315		445.25	1,387,699.27
01/19/2024	CD	CHK	PRAIRIE FARMS DAIRY	91316		892.94	1,386,806.33
01/19/2024	CD	CHK	SPARTAN	91317		40.94	1,386,765.39
01/19/2024	CD	CHK	ORIN'S WELL DRILLING	91318		500.00	1,386,265.39
01/19/2024	CD	CHK	QUILL	91319		63.64	1,386,201.75
01/19/2024	CD	CHK	PRAIRIE FARMS DAIRY	91320		1,132.69	1,385,069.06
01/19/2024	CD	CHK	US POSTAL SERVICE	91321		310.00	1,384,759.06
01/19/2024	CR	RCPT	CHESTONIA TOWNSHIP	46714	615.66		1,385,374.72
01/19/2024	CR	RCPT	KEARNEY TOWNSHIP	46716	12,672.24		1,398,046.96
01/19/2024	CR	RCPT	TORCH LAKE TOWNSHIP	46721	13,125.33		1,411,172.29
01/22/2024	CR	RCPT	FOREST HOME TOWNSHIP	46727	25,421.57		1,436,593.86
01/23/2024	CR	RCPT	Imported Subsidiary Database Receipt	46738	5,332.85		1,441,926.71
01/23/2024	POOL	JE	TRANSFER DUE TO COA C/C	49457		171.00	1,441,755.71
01/23/2024	POOL	JE	BOR AND PRE ADJUSTMENTS CO PORTIONS	49469		60.99	1,441,694.72
01/23/2024	CR	RCPT	HELENA TOWNSHIP	46744	1,779.87		1,443,474.59
01/23/2024	CD	CHK	LEELANAU ENTERPRISES	91362		99.00	1,443,375.59
01/24/2024	CD	CHK	VERIZON WIRELESS	91373		194.68	1,443,180.91
01/24/2024	CD	CHK	SANDRA KOTALIK	91382		240.53	1,442,940.38
01/24/2024	CD	CHK	NANCY OLIVER	91383		16.08	1,442,924.30
01/24/2024	CD	CHK	SANDRA BODLEY	91384		157.45	1,442,766.85
01/24/2024	CD	CHK	STEPHEN WEBSTER	91385		46.23	1,442,720.62
01/24/2024	CR	RCPT	COA RENT	46754	700.00		1,443,420.62
01/25/2024	PR	CHK	SUMMARY PR 01/25/2024			29,959.07	1,413,461.55
01/25/2024	CR	RCPT	Database Receipt	46769	2,145.75		1,415,607.30
01/25/2024	POOL	JE	TRANSFER DUE TO COA C/C	49491		75.00	1,415,532.30

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
275.000-000.00-001.000 CASH CONTROL							
					<i>(Continued)</i>		
01/25/2024	CR	RCPT	ELK RAPIDS TOWNSHIP	46776	8,075.66		1,423,607.96
01/25/2024	CR	RCPT	WARNER TOWNSHIP	46779	945.25		1,424,553.21
01/26/2024	POOL	JE	2 INTEREST ALLOCATION	49514	19.72		1,424,572.93
01/26/2024	CR	RCPT	MILTON TOWNSHIP	46789	26,617.91		1,451,190.84
01/26/2024	CR	RCPT	CENTRAL LAKE TOWNSHIP	46791	5,128.93		1,456,319.77
01/29/2024	CR	RCPT	HELENA TOWNSHIP	46798	3,237.12		1,459,556.89
01/29/2024	CR	RCPT	Imported Subsidiary Database Receipt	46801	12,375.82		1,471,932.71
01/29/2024	CR	RCPT	BANKS TOWNSHIP	46802	3,820.70		1,475,753.41
01/29/2024	CR	RCPT	CUSTER TOWNSHIP	46803	4,744.48		1,480,497.89
01/29/2024	CR	RCPT	MANCELONA TOWNSHIP	46804	7.76		1,480,505.65
01/29/2024	CD	CHK	CONSUMERS ENERGY	91408		603.04	1,479,902.61
01/29/2024	CD	CHK	MARY JO ROBINSON	91409		507.00	1,479,395.61
01/29/2024	CD	CHK	US POSTAL SERVICE	91410		221.70	1,479,173.91
01/30/2024	POOL	JE	TRANSFER DUE TO COA C/C	49543		78.00	1,479,095.91
01/30/2024	POOL	JE	TRANSFER COA TRUCK FUND REV FOR JAN	49556		370.00	1,478,725.91
01/30/2024	CR	RCPT	STAR TOWNSHIP	46816	5,507.27		1,484,233.18
01/31/2024	CD	CHK	VILLAGE OF BELLAIRE	91448		170.38	1,484,062.80
01/31/2024	CD	CHK	FRONTIER	91449		70.84	1,483,991.96
01/31/2024	CD	CHK	ASI COMMUNITY CENTER & PARK	91450		600.00	1,483,391.96
01/31/2024	CD	CHK	GORDON FOOD SERVICE INC.	91451		16,014.70	1,467,377.26
01/31/2024	GJ	JE	4 INTEREST ALLOCATION	49825	1,816.97		1,469,194.23
01/31/2024	GJ	JE	35 INTEREST ALLOCATION	49826	438.89		1,469,633.12
01/31/2024	GJ	JE	33 INTEREST ALLOCATION	49827	486.84		1,470,119.96
01/31/2024	GJ	JE	65 INTEREST ALLOCATION	49828	234.08		1,470,354.04
01/31/2024	GJ	JE	1 INTEREST ALLOCATION	49830	59.83		1,470,413.87
01/31/2024	GJ	JE	20 INTEREST ALLOCATION	49831	0.01		1,470,413.88
01/31/2024	GJ	JE	7 INTEREST ALLOCATION	49833	1,331.08		1,471,744.96
01/31/2024			275.000-000.00-001.000	END BALANCE	685,721.37	596,412.08	1,471,744.96
TOTAL FOR FUND 275.000 COMMISSION ON AGING					685,721.37	596,412.08	1,471,744.96

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 275.000 - COMMISSION ON AGING						
Revenues						
Dept 000.00						
275.000-000.00-402.000	TAX - CURRENT TAX COUNTY	853,000.00	452,716.81	452,716.81	400,283.19	53.07
275.000-000.00-410.000	TAX - PERSONAL PROP. TAX-COUNTY PORTION	35,000.00	1,324.75	1,324.75	33,675.25	3.79
275.000-000.00-411.000	TAX - DELINQUENT TAX COUNTY	45,000.00	(60.99)	(60.99)	45,060.99	(0.14)
275.000-000.00-429.000	TAX - COMM FOREST RESR-CO PORTION	50.00	8.95	8.95	41.05	17.90
275.000-000.00-432.000	TAX - P.I.L.T.	2,000.00	0.00	0.00	2,000.00	0.00
275.000-000.00-437.000	TAX - INDUSTRIAL FACILITIES TAX	3,400.00	3,281.01	3,281.01	118.99	96.50
275.000-000.00-445.100	TAX - INTEREST SUMMER	50.00	7.76	7.76	42.24	15.52
275.000-000.00-519.010	FED GRANT - WELF - CONG MEAL USDA	15,000.00	0.00	0.00	15,000.00	0.00
275.000-000.00-519.020	FED GRANT - WELF - HOME DELIV USDA	33,000.00	0.00	0.00	33,000.00	0.00
275.000-000.00-519.030	FED GRANT - WLF-AGING C-1	37,500.00	4,463.00	4,463.00	33,037.00	11.90
275.000-000.00-519.031	FED GRANT - WLF-AGING C-2	87,500.00	6,244.00	6,244.00	81,256.00	7.14
275.000-000.00-561.101	STATE GRANT - WELF-CARE MANAGEMENT	2,000.00	996.30	996.30	1,003.70	49.82
275.000-000.00-561.300	STATE GRANT - COA-CONTRACT WAIVER	32,000.00	57.60	57.60	31,942.40	0.18
275.000-000.00-561.302	STATE GRANT - COA-MIPPA REIMBURSEMENT	3,500.00	700.00	700.00	2,800.00	20.00
275.000-000.00-573.000	STATE GRANT - GEN-LOCAL COMM STBL SHARE	12,000.00	0.00	0.00	12,000.00	0.00
275.000-000.00-634.000	SVC CHG - COA-MEAL INCOME HOME DELIVER	62,500.00	6,024.00	6,024.00	56,476.00	9.64
275.000-000.00-634.002	SVC CHG - COA-MEAL INCOME BELLAIRE	31,750.00	4,101.69	4,101.69	27,648.31	12.92
275.000-000.00-634.003	SVC CHG - COA-MEAL INCOME CENTRAL LK	8,500.00	753.00	753.00	7,747.00	8.86
275.000-000.00-634.004	SVC CHG - COA-MEAL INCOME ELK RAPIDS	6,500.00	574.00	574.00	5,926.00	8.83
275.000-000.00-634.005	SVC CHG - COA-MEAL INCOME MANCERLONA	5,000.00	886.80	886.80	4,113.20	17.74
275.000-000.00-634.010	SVC CHG - HW - DINING OUT	500.00	12.00	12.00	488.00	2.40
275.000-000.00-634.020	SVC CHG - COA-MEMORIAL AGING	5,000.00	1,545.00	1,545.00	3,455.00	30.90
275.000-000.00-634.021	SVC CHG - COA-HOME CHORE	18,000.00	0.00	0.00	18,000.00	0.00
275.000-000.00-634.022	SVC CHG - COA-SENIOR TRIPS	100,000.00	3,783.00	3,783.00	96,217.00	3.78
275.000-000.00-634.024	SVC CHG - COA-SENIOR ACTIVITIES	3,000.00	105.00	105.00	2,895.00	3.50
275.000-000.00-634.025	SVC CHG - COA-MISC	7,000.00	200.00	200.00	6,800.00	2.86
275.000-000.00-634.026	SVC CHG - COA-BUSINESS OPERATIONS	12,000.00	1,074.00	1,074.00	10,926.00	8.95
275.000-000.00-634.027	SVC CHG - COA-HOMEMAKER	5,000.00	185.50	185.50	4,814.50	3.71
275.000-000.00-634.028	SVC CHG - COA-CSS PERS CARE IN HOME	3,000.00	580.50	580.50	2,419.50	19.35
275.000-000.00-634.029	SVC CHG - COA-RESPITE CARE	5,500.00	186.00	186.00	5,314.00	3.38
275.000-000.00-634.032	SVC CHG - COA-TRANSPORT	5,000.00	15.15	15.15	4,984.85	0.30
275.000-000.00-665.000	INTEREST EARNED INVEST & CDS	20,000.00	4,387.42	4,387.42	15,612.58	21.94
275.000-000.00-667.001	RENTS	1,500.00	700.00	700.00	800.00	46.67
275.000-000.00-669.000	UNREALIZED GAIN/LOSS	4,500.00	(731.97)	(731.97)	5,231.97	(16.27)
275.000-000.00-674.501	PRIV CONTRIB - HW-COA OUTSIDE FUNDRAISE	650.00	10.00	10.00	640.00	1.54
275.000-000.00-674.505	PRIV CONTRIB - HW-COA TRUCK	10,000.00	370.00	370.00	9,630.00	3.70
Total Dept 000.00		1,475,900.00	494,500.28	494,500.28	981,399.72	33.50
TOTAL REVENUES		1,475,900.00	494,500.28	494,500.28	981,399.72	33.50
Expenditures						
Dept 672.00 - AGING - BUSINESS OPERATIONS						
275.000-672.00-703.000	SALARIES/WAGES - DEPUTY 1, OFFICE MGR	36,162.00	3,045.49	3,045.49	33,116.51	8.42
275.000-672.00-705.000	SALARIES/WAGES - OTHER WAGES	80,263.00	5,944.92	5,944.92	74,318.08	7.41
275.000-672.00-708.000	SALARIES/WAGES - PART TIME	26,334.00	1,963.42	1,963.42	24,370.58	7.46
275.000-672.00-709.000	SALARIES/WAGES - OT/HOLIDAY	600.00	0.00	0.00	600.00	0.00
275.000-672.00-710.000	SALARIES/WAGES - PERSONAL LEAVE	1,250.00	(274.51)	(274.51)	1,524.51	(21.96)
275.000-672.00-714.002	PYRL TAX/BENEFIT - 1:1 RATIO ANNUITY	545.00	0.00	0.00	545.00	0.00
275.000-672.00-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	11,063.00	924.07	924.07	10,138.93	8.35
275.000-672.00-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	38,964.00	3,818.50	3,818.50	35,145.50	9.80
275.000-672.00-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	2,200.00	220.29	220.29	1,979.71	10.01
275.000-672.00-718.000	PYRL TAX/BENEFIT - RETIREMENT	27,221.00	2,218.90	2,218.90	25,002.10	8.15

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	BDGT USED
Fund 275.000 - COMMISSION ON AGING						
Expenditures						
275.000-672.00-719.000	PYRL TAX/BENEFIT - OTR FRINGE	906.00	122.67	122.67	783.33	13.54
275.000-672.00-724.000	PYRL TAX/BENEFIT - WORKERS COMP	3,170.00	792.50	792.50	2,377.50	25.00
275.000-672.00-727.000	SUPPLIES - GENERAL	5,000.00	63.64	63.64	4,936.36	1.27
275.000-672.00-741.000	SUPPLIES - GASOLINE/DIESEL	250.00	0.00	0.00	250.00	0.00
275.000-672.00-802.000	CONTRACTUAL SERVICES	37,500.00	1,468.20	1,468.20	36,031.80	3.92
275.000-672.00-802.032	CONTRACT SVC - COA ACTIVITIES	2,000.00	0.00	0.00	2,000.00	0.00
275.000-672.00-835.600	HEALTH SVC - EMPLOYEE PHYSICALS	575.00	0.00	0.00	575.00	0.00
275.000-672.00-852.000	COMMUNICATION - POSTAGE	3,750.00	531.70	531.70	3,218.30	14.18
275.000-672.00-855.000	COMMUNICATION - TELEPHONE	1,800.00	183.65	183.65	1,616.35	10.20
275.000-672.00-861.000	TRANSPORT - TRAVEL	2,500.00	125.96	125.96	2,374.04	5.04
275.000-672.00-880.002	PROMOTION - ADVERTISING RECRUITING	2,000.00	99.00	99.00	1,901.00	4.95
275.000-672.00-921.000	UTILITIES - ELECTRIC	4,500.00	301.52	301.52	4,198.48	6.70
275.000-672.00-922.000	UTILITIES - GAS	1,900.00	0.00	0.00	1,900.00	0.00
275.000-672.00-923.000	UTILITIES - WATER	1,250.00	85.19	85.19	1,164.81	6.82
275.000-672.00-931.000	REPAIR/MAINT - PLOWING	3,500.00	0.00	0.00	3,500.00	0.00
275.000-672.00-932.000	REPAIR/MAINT - GROUNDS	4,000.00	125.00	125.00	3,875.00	3.13
275.000-672.00-933.000	REPAIR/MAINT - BUILDING	7,000.00	0.00	0.00	7,000.00	0.00
275.000-672.00-934.000	REPAIR/MAINT - EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
275.000-672.00-935.000	REPAIR/MAINT - VEHICLES	1,000.00	0.00	0.00	1,000.00	0.00
275.000-672.00-939.000	REPAIR/MAINT - EQUIP MAINT AGREEMENTS	4,350.00	0.00	0.00	4,350.00	0.00
275.000-672.00-940.000	RENTALS - BUILDING	1,800.00	600.00	600.00	1,200.00	33.33
275.000-672.00-955.000	MISC - TRAINING/CONFERENCE	2,500.00	29.00	29.00	2,471.00	1.16
275.000-672.00-955.200	MISC - CONFERENCE	1,000.00	0.00	0.00	1,000.00	0.00
275.000-672.00-958.000	MISC - DUES SUBSCRIPTIONS LICENSES	750.00	0.00	0.00	750.00	0.00
275.000-672.00-980.000	CAP OUTLAY - EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 672.00 - AGING - BUSINESS OPERATIONS		323,603.00	22,389.11	22,389.11	301,213.89	6.92
Dept 672.10 - AGING - HOME MAKING						
275.000-672.10-708.000	SALARIES/WAGES - PART TIME	50,342.00	966.50	966.50	49,375.50	1.92
275.000-672.10-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	3,852.00	73.93	73.93	3,778.07	1.92
275.000-672.10-861.000	TRANSPORT - TRAVEL	4,000.00	85.09	85.09	3,914.91	2.13
Total Dept 672.10 - AGING - HOME MAKING		58,194.00	1,125.52	1,125.52	57,068.48	1.93
Dept 672.11 - AGING-PERSONAL CARE						
275.000-672.11-705.000	SALARIES/WAGES - OTHER WAGES	15,619.00	3,889.72	3,889.72	11,729.28	24.90
275.000-672.11-708.000	SALARIES/WAGES - PART TIME	21,571.00	43.29	43.29	21,527.71	0.20
275.000-672.11-710.000	SALARIES/WAGES - PERSONAL LEAVE	0.00	(261.69)	(261.69)	261.69	100.00
275.000-672.11-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	2,845.00	284.92	284.92	2,560.08	10.01
275.000-672.11-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	12,848.00	1,783.22	1,783.22	11,064.78	13.88
275.000-672.11-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	918.00	90.68	90.68	827.32	9.88
275.000-672.11-718.000	PYRL TAX/BENEFIT - RETIREMENT	7,130.00	842.88	842.88	6,287.12	11.82
275.000-672.11-719.000	PYRL TAX/BENEFIT - OTR FRINGE	683.00	56.91	56.91	626.09	8.33
275.000-672.11-861.000	TRANSPORT - TRAVEL	4,000.00	385.25	385.25	3,614.75	9.63
Total Dept 672.11 - AGING-PERSONAL CARE		65,614.00	7,115.18	7,115.18	58,498.82	10.84
Dept 672.12 - AGING - RESPITE						
275.000-672.12-705.000	SALARIES/WAGES - OTHER WAGES	21,569.00	1,634.65	1,634.65	19,934.35	7.58
275.000-672.12-708.000	SALARIES/WAGES - PART TIME	29,788.00	64.47	64.47	29,723.53	0.22
275.000-672.12-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	3,929.00	157.61	157.61	3,771.39	4.01
275.000-672.12-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	1,742.00	388.76	388.76	1,353.24	2.19

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	% BGD USED
Fund 275.000 - COMMISSION ON AGING						
Expenditures						
275.000-672.12-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	1,268.00	37.04	37.04	1,230.96	2.92
275.000-672.12-718.000	PYRL TAX/BENEFIT - RETIREMENT	9,844.00	433.70	433.70	9,410.30	4.41
275.000-672.12-719.000	PYRL TAX/BENEFIT - OTR FRINGE	279.00	23.25	23.25	255.75	8.33
275.000-672.12-861.000	TRANSPORT - TRAVEL	2,200.00	23.45	23.45	2,176.55	1.07
Total Dept 672.12 - AGING - RESPITE		86,619.00	2,762.93	2,762.93	83,856.07	3.19
Dept 672.13 - AGING - MEMORIALS						
275.000-672.13-802.000	CONTRACTUAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
275.000-672.13-802.100	CONTRACT SVC - OTHER	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 672.13 - AGING - MEMORIALS		5,000.00	0.00	0.00	5,000.00	0.00
Dept 672.14 - AGING - TRANSPORTATION						
275.000-672.14-802.000	CONTRACTUAL SERVICES	10,000.00	500.00	500.00	9,500.00	5.00
275.000-672.14-861.000	TRANSPORT - TRAVEL	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 672.14 - AGING - TRANSPORTATION		13,000.00	500.00	500.00	12,500.00	3.85
Dept 672.15 - AGING - HOMECHORE						
275.000-672.15-802.000	CONTRACTUAL SERVICES	4,000.00	10.00	10.00	3,990.00	0.25
275.000-672.15-861.000	TRANSPORT - TRAVEL	200.00	0.00	0.00	200.00	0.00
275.000-672.15-901.000	PRINTING AND PUBLISHING	300.00	0.00	0.00	300.00	0.00
275.000-672.15-931.000	REPAIR/MAINT - PLOWING	75,000.00	0.00	0.00	75,000.00	0.00
Total Dept 672.15 - AGING - HOMECHORE		79,500.00	10.00	10.00	79,490.00	0.01
Dept 672.20 - AGING - TITLE III C1 CONGREGATE MEALS						
275.000-672.20-703.000	SALARIES/WAGES - DEPUTY 1, OFFICE MGR	14,465.00	1,218.21	1,218.21	13,246.79	8.42
275.000-672.20-705.000	SALARIES/WAGES - OTHER WAGES	72,522.00	5,154.74	5,154.74	67,367.26	7.11
275.000-672.20-708.000	SALARIES/WAGES - PART TIME	25,928.00	906.84	906.84	25,021.16	3.50
275.000-672.20-714.000	PYRL TAX/BENEFIT - ANNUITY IN LIEU INSU	1,304.00	0.00	0.00	1,304.00	0.00
275.000-672.20-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	8,638.00	555.64	555.64	8,082.36	6.43
275.000-672.20-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	30,760.00	2,389.78	2,389.78	28,370.22	7.77
275.000-672.20-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	2,065.00	160.57	160.57	1,904.43	7.78
275.000-672.20-718.000	PYRL TAX/BENEFIT - RETIREMENT	20,220.00	1,369.77	1,369.77	18,850.23	6.77
275.000-672.20-719.000	PYRL TAX/BENEFIT - OTR FRINGE	906.00	75.49	75.49	830.51	8.33
275.000-672.20-724.000	PYRL TAX/BENEFIT - WORKERS COMP	16,966.00	4,241.40	4,241.40	12,724.60	25.00
275.000-672.20-727.000	SUPPLIES - GENERAL	3,500.00	0.00	0.00	3,500.00	0.00
275.000-672.20-729.000	SUPPLIES - UNIFORMS	2,000.00	0.00	0.00	2,000.00	0.00
275.000-672.20-735.000	SUPPLIES - RAW FOOD COST	85,000.00	4,656.60	4,656.60	80,343.40	5.48
275.000-672.20-735.100	SUPPLIES - DISPOSABLES	17,000.00	2,358.62	2,358.62	14,641.38	13.87
275.000-672.20-802.000	CONTRACTUAL SERVICES	1,400.00	0.00	0.00	1,400.00	0.00
275.000-672.20-802.033	CONTRACT SVC - DINING OUT	2,000.00	0.00	0.00	2,000.00	0.00
275.000-672.20-855.000	COMMUNICATION - TELEPHONE	1,245.00	103.91	103.91	1,141.09	8.35
275.000-672.20-861.000	TRANSPORT - TRAVEL	700.00	0.00	0.00	700.00	0.00
275.000-672.20-921.000	UTILITIES - ELECTRIC	1,800.00	72.36	72.36	1,727.64	4.02
275.000-672.20-922.000	UTILITIES - GAS	650.00	0.00	0.00	650.00	0.00
275.000-672.20-923.000	UTILITIES - WATER	500.00	20.45	20.45	479.55	4.09
275.000-672.20-924.000	UTILITIES - TRASH REMOVAL	1,815.00	155.96	155.96	1,659.04	8.59
275.000-672.20-933.000	REPAIR/MAINT - BUILDING	4,000.00	0.00	0.00	4,000.00	0.00
275.000-672.20-934.000	REPAIR/MAINT - EQUIPMENT	4,000.00	261.63	261.63	3,738.37	6.54

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 275.000 - COMMISSION ON AGING						
Expenditures						
275.000-672.20-940.000	RENTALS - BUILDING	13,000.00	0.00	0.00	13,000.00	0.00
275.000-672.20-955.000	MISC - TRAINING/CONFERENCE	550.00	0.00	0.00	550.00	0.00
275.000-672.20-958.000	MISC - DUES SUBSCRIPTIONS LICENSES	2,500.00	0.00	0.00	2,500.00	0.00
275.000-672.20-980.000	CAP OUTLAY - EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 672.20 - AGING - TITLE III C1 CONGREGATE MEALS		337,434.00	23,701.97	23,701.97	313,732.03	7.02
Dept 672.21 - AGING - TITLE III C2 HOME DELIVERED MEAL						
275.000-672.21-703.000	SALARIES/WAGES - DEPUTY 1, OFFICE MGR	21,697.00	1,827.28	1,827.28	19,869.72	8.42
275.000-672.21-705.000	SALARIES/WAGES - OTHER WAGES	125,786.00	9,101.73	9,101.73	116,684.27	7.24
275.000-672.21-708.000	SALARIES/WAGES - PART TIME	13,356.00	2,354.29	2,354.29	11,001.71	17.63
275.000-672.21-710.000	SALARIES/WAGES - PERSONAL LEAVE	0.00	(177.21)	(177.21)	177.21	100.00
275.000-672.21-714.000	PYRL TAX/BENEFIT - ANNUITY IN LIEU INSU	3,042.00	0.00	0.00	3,042.00	0.00
275.000-672.21-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	12,305.00	1,011.23	1,011.23	11,293.77	8.22
275.000-672.21-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	51,343.00	3,574.58	3,574.58	47,768.42	6.96
275.000-672.21-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	3,948.00	289.53	289.53	3,658.47	7.33
275.000-672.21-718.000	PYRL TAX/BENEFIT - RETIREMENT	34,968.00	2,325.46	2,325.46	32,642.54	6.65
275.000-672.21-719.000	PYRL TAX/BENEFIT - OTR FRINGE	1,387.00	115.58	115.58	1,271.42	8.33
275.000-672.21-727.000	SUPPLIES - GENERAL	2,400.00	0.00	0.00	2,400.00	0.00
275.000-672.21-735.000	SUPPLIES - RAW FOOD COST	165,000.00	10,713.86	10,713.86	154,286.14	6.49
275.000-672.21-735.100	SUPPLIES - DISPOSABLES	25,500.00	4,210.40	4,210.40	21,289.60	16.51
275.000-672.21-741.000	SUPPLIES - GASOLINE/DIESEL	20,000.00	0.00	0.00	20,000.00	0.00
275.000-672.21-802.000	CONTRACTUAL SERVICES	1,560.00	0.00	0.00	1,560.00	0.00
275.000-672.21-855.000	COMMUNICATION - TELEPHONE	125.00	7.33	7.33	117.67	5.86
275.000-672.21-861.000	TRANSPORT - TRAVEL	150.00	0.00	0.00	150.00	0.00
275.000-672.21-921.000	UTILITIES - ELECTRIC	3,000.00	229.16	229.16	2,770.84	7.64
275.000-672.21-922.000	UTILITIES - GAS	1,350.00	0.00	0.00	1,350.00	0.00
275.000-672.21-923.000	UTILITIES - WATER	950.00	64.74	64.74	885.26	6.81
275.000-672.21-935.000	REPAIR/MAINT - VEHICLES	10,000.00	0.00	0.00	10,000.00	0.00
275.000-672.21-958.000	MISC - DUES SUBSCRIPTIONS LICENSES	1,850.00	0.00	0.00	1,850.00	0.00
275.000-672.21-980.000	CAP OUTLAY - EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 672.21 - AGING - TITLE III C2 HOME DELIVERED MEAL		504,717.00	35,647.96	35,647.96	469,069.04	7.06
Dept 672.22 - AGING - EVENTS COORDINATOR						
275.000-672.22-705.000	SALARIES/WAGES - OTHER WAGES	18,613.00	1,369.37	1,369.37	17,243.63	7.36
275.000-672.22-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	1,424.00	96.78	96.78	1,327.22	6.80
275.000-672.22-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	9,012.00	750.86	750.86	8,261.14	8.33
275.000-672.22-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	384.00	31.93	31.93	352.07	8.32
275.000-672.22-718.000	PYRL TAX/BENEFIT - RETIREMENT	4,095.00	283.02	283.02	3,811.98	6.91
275.000-672.22-719.000	PYRL TAX/BENEFIT - OTR FRINGE	250.00	20.80	20.80	229.20	8.32
275.000-672.22-802.032	CONTRACT SVC - COA ACTIVITIES	3,000.00	44.91	44.91	2,955.09	1.50
275.000-672.22-861.000	TRANSPORT - TRAVEL	500.00	0.00	0.00	500.00	0.00
275.000-672.22-955.000	MISC - TRAINING/CONFERENCE	650.00	0.00	0.00	650.00	0.00
275.000-672.22-967.003	PROJECTS - SPECIALIZED FUNDRAISER EXPEN	100,000.00	390.00	390.00	99,610.00	0.39
Total Dept 672.22 - AGING - EVENTS COORDINATOR		137,928.00	2,987.67	2,987.67	134,940.33	2.17
Dept 901.00 - CAPITAL OUTLAY						
275.000-901.00-980.720	CAP OUTLAY - EQUIP-COA	313,000.00	200,148.35	200,148.35	112,851.65	63.95
Total Dept 901.00 - CAPITAL OUTLAY		313,000.00	200,148.35	200,148.35	112,851.65	63.95

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY
 PERIOD ENDING 01/31/2024
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 275.000 - COMMISSION ON AGING Expenditures						
TOTAL EXPENDITURES		1,924,609.00	296,388.69	296,388.69	1,628,220.31	15.40
Fund 275.000 - COMMISSION ON AGING:						
TOTAL REVENUES		1,475,900.00	494,500.28	494,500.28	981,399.72	33.50
TOTAL EXPENDITURES		1,924,609.00	296,388.69	296,388.69	1,628,220.31	15.40
NET OF REVENUES & EXPENDITURES		(448,709.00)	198,111.59	198,111.59	(646,820.59)	44.15

User: parliamentj
DB: Antrim County

FROM 275.000-000.00-001.000 TO 275.000-000.00-001.000
TRANSACTIONS FROM 02/01/2024 TO 02/29/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 275.000	COMMISSION		ON AGING				
02/01/2024			275.000-000.00-001.000 CASH CONTROL				
					BEG. BALANCE		1,471,744.96
02/01/2024	GJ	JE	2 INTEREST ALLOC INVESTMENT MATURITY	49584	153.42		1,471,898.38
02/01/2024	GJ	JE	2 INTEREST ALLOC INVESTMENT MATURITY	49585	391.88		1,472,290.26
02/01/2024	CD	CHK	SPARTAN	91457		6.78	1,472,283.48
02/01/2024	CD	CHK	PRAIRIE FARMS DAIRY	91458		741.05	1,471,542.43
02/01/2024	CD	CHK	DTE ENERGY	91459		379.55	1,471,162.88
02/01/2024	CD	CHK	DEBORAH HILTZ	91460		48.80	1,471,114.08
02/02/2024	CD	CHK	MANNA FOOD PROJECT	91541		3,000.00	1,468,114.08
02/02/2024	CD	CHK	BEVERLY MCCAMMAN	91542		2,106.00	1,466,008.08
02/02/2024	CR	RCPT	CHESTONIA TOWNSHIP	46844	433.41		1,466,441.49
02/05/2024	CR	RCPT	Imported Subsidiary Database Receipt	46865	2,154.76		1,468,596.25
02/06/2024	POOL	JE	TRANSFER DUE TO COA C/C	49638		150.00	1,468,446.25
02/06/2024	CR	RCPT	HELENA TOWNSHIP	46879	4,276.87		1,472,723.12
02/06/2024	CD	CHK	JAN CLARK	91570		32.16	1,472,690.96
02/06/2024	CD	CHK	NANCY OLIVER	91572		16.08	1,472,674.88
02/06/2024	CD	CHK	SANDRA BODLEY	91573		152.76	1,472,522.12
02/06/2024	CD	CHK	STEPHEN WEBSTER	91574		44.89	1,472,477.23
02/06/2024	CD	CHK	SANDRA KOTALIK	91575		242.54	1,472,234.69
02/07/2024	GJ	JE	2 DEPOSIT SLIP CHARGE	49678		6.78	1,472,227.91
02/08/2024	PR	CHK	SUMMARY PR 02/08/2024			37,055.71	1,435,172.20
02/08/2024	CD	CHK	QUILL	91599		401.29	1,434,770.91
02/08/2024	CD	CHK	PRAIRIE FARMS DAIRY	91600		420.47	1,434,350.44
02/08/2024	CD	CHK	XEROX CORPORATION	91601		362.20	1,433,988.24
02/08/2024	CD	CHK	UP NORTH OUTDOOR LLC	91602		1,320.00	1,432,668.24
02/08/2024	CD	CHK	UNION DESIGNS & LANDSCAPING, LLC	91603		9,310.00	1,423,358.24
02/08/2024	CD	CHK	GREEN ACRES LAWN CARE & SNOW REMOVA	91604		1,430.00	1,421,928.24
02/08/2024	CD	CHK	DELIVERY CONCEPTS INC	91605		65.67	1,421,862.57
02/08/2024	CD	CHK	MANCELONA TWP TREASURER	91606		760.00	1,421,102.57
02/08/2024	CD	CHK	CENTRAL LAKE TOWNSHIP TREASURER	91607		240.00	1,420,862.57
02/08/2024	CD	CHK	ALDEN HARDWARE & LUMBER	91608		43.47	1,420,819.10
02/08/2024	CD	CHK	PHULIS MCKAY	91609		115.00	1,420,704.10
02/12/2024	CR	RCPT	TORCH LAKE TOWNSHIP	46953	16,939.90		1,437,644.00
02/12/2024	CR	RCPT	ECHO TOWNSHIP	46955	1,768.66		1,439,412.66
02/12/2024	CR	RCPT	BANKS TOWNSHIP	46956	5,057.47		1,444,470.13
02/13/2024	CR	RCPT	CENTRAL LAKE TOWNSHIP	46965	6,338.76		1,450,808.89
02/13/2024	CR	RCPT	Imported Subsidiary Database Receipt	46968	5,947.45		1,456,756.34
02/14/2024	POOL	JE	TRANSFER DUE TO COA C/C	49842		276.00	1,456,480.34
02/14/2024	CR	RCPT	JORDAN TOWNSHIP	46981	3,918.54		1,460,398.88
02/14/2024	CR	RCPT	MILTON TOWNSHIP	46983	20,911.53		1,481,310.41
02/14/2024	CR	RCPT	KEARNEY TOWNSHIP	46984	4,855.57		1,486,165.98
02/14/2024	CR	RCPT	WARNER TOWNSHIP	46985	1,700.30		1,487,866.28
02/15/2024	CR	RCPT	Imported Subsidiary Database Receipt	46999	4,049.35		1,491,915.63
02/15/2024	CR	RCPT	CHESTONIA TOWNSHIP	47002	3,003.77		1,494,919.40
02/16/2024	POOL	JE	TRANSFER DUE TO COA C/C	49881		290.00	1,494,629.40
02/16/2024	CD	CHK	PRAIRIE FARMS DAIRY	91719		420.47	1,494,208.93
02/16/2024	CD	CHK	GFL ENVIRONMENTAL	91720		155.96	1,494,052.97
02/16/2024	CD	CHK	BRIGHTSTAR CARE	91721		455.00	1,493,597.97
02/16/2024	CR	RCPT	CUSTER TOWNSHIP	47015	7,940.95		1,501,538.92
02/16/2024	CR	RCPT	HELENA TOWNSHIP	47020	8,152.38		1,509,691.30
02/16/2024	CR	RCPT	ELK RAPIDS TOWNSHIP	47022	17,196.53		1,526,887.83
02/20/2024	CR	RCPT	COA RENT	47030	700.00		1,527,587.83
02/20/2024	CR	RCPT	HELENA TOWNSHIP	47031	10,010.10		1,537,597.93
02/20/2024	CR	RCPT	CENTRAL LAKE TOWNSHIP	47033	19,923.23		1,557,521.16
02/20/2024	CR	RCPT	BANKS TOWNSHIP	47036	12,451.00		1,569,972.16
02/20/2024	CR	RCPT	KEARNEY TOWNSHIP	47042	6,542.87		1,576,515.03
02/21/2024	CR	RCPT	Imported Subsidiary Database Receipt	47053	1,749.77		1,578,264.80
02/21/2024	CD	CHK	SANDRA BODLEY	91739		134.00	1,578,130.80
02/21/2024	CD	CHK	SANDRA KOTALIK	91740		256.61	1,577,874.19
02/21/2024	CD	CHK	NANCY OLIVER	91741		16.08	1,577,858.11
02/21/2024	CD	CHK	STEPHEN WEBSTER	91742		44.89	1,577,813.22
02/21/2024	CR	RCPT	STAR TOWNSHIP	47056	5,395.72		1,583,208.94
02/22/2024	PR	CHK	SUMMARY PR 02/22/2024			28,075.53	1,555,133.41
02/22/2024	CR	RCPT	FOREST HOME TOWNSHIP	47066	34,188.58		1,589,321.99
02/22/2024	CR	RCPT	TORCH LAKE TOWNSHIP	47076	241.45		1,589,563.44
02/23/2024	CR	RCPT	TORCH LAKE TOWNSHIP	47081	38,691.36		1,628,254.80
02/23/2024	CR	RCPT	WARNER TOWNSHIP	47082	5,700.83		1,633,955.63
02/23/2024	CD	CHK	VERIZON WIRELESS	91757		199.02	1,633,756.61
02/26/2024	CR	RCPT	ECHO TOWNSHIP	47102	1,975.93		1,635,732.54
02/26/2024	CR	RCPT	CUSTER TOWNSHIP	47103	11,164.78		1,646,897.32
02/26/2024	CR	RCPT	CUSTER TOWNSHIP	47104	6.69		1,646,904.01
02/26/2024	CR	RCPT	JORDAN TOWNSHIP	47105	3,281.50		1,650,185.51
02/26/2024	CR	RCPT	MILTON TOWNSHIP	47106	38,433.44		1,688,618.95
02/26/2024	CR	RCPT	ELK RAPIDS TOWNSHIP	47112	47.90		1,688,666.85
02/26/2024	CR	RCPT	MANCELONA TOWNSHIP	47113	27.75		1,688,694.60
02/26/2024	CR	RCPT	MANCELONA TOWNSHIP	47114	3,173.77		1,691,868.37
02/26/2024	CR	RCPT	MANCELONA TOWNSHIP	47115	25.97		1,691,894.34
02/26/2024	CR	RCPT	MANCELONA TOWNSHIP	47116	3,741.55		1,695,635.89
02/27/2024	CR	RCPT	ELK RAPIDS TOWNSHIP	47118	29,285.91		1,724,921.80
02/27/2024	CR	RCPT	Imported Subsidiary Database Receipt	47120	12,462.61		1,737,384.41
02/27/2024	CD	CHK	SPARTAN	91767		25.92	1,737,358.49
02/27/2024	CD	CHK	PRAIRIE FARMS DAIRY	91768		347.96	1,737,010.53
02/27/2024	CD	CHK	CONTINENTAL LINEN SERVICE	91769		627.90	1,736,382.63
02/27/2024	CD	CHK	CATHOLIC HUMAN SERVICES INC	91770		72.35	1,736,310.28
02/27/2024	CD	CHK	ASHLEY'S OUTDOOR SERVICES	91771		1,320.00	1,734,990.28
02/27/2024	CD	CHK	BRANDON MORRILL	91774		640.00	1,734,350.28
02/27/2024	CD	CHK	US POSTAL SERVICE	91775		217.96	1,734,132.32
02/27/2024	CD	CHK	ANTRIM COUNTY BOARD OF COMMISSIONERS	91776		10,000.00	1,734,024.32
02/27/2024	CD	CHK	GORDON FOOD SERVICE INC.	91777		22,111.93	1,711,912.39

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
275.000-000.00-001.000 CASH CONTROL					(Continued)		
02/27/2024	CR	RCPT	MANCELONA TOWNSHIP	47134	0.88		1,711,913.27
02/27/2024	CR	RCPT	MANCELONA TOWNSHIP	47135	5,493.13		1,717,406.40
02/28/2024	POOL	JE	TRANSFER COA TRUCK FUND REV FOR FEB	50031		655.00	1,716,751.40
02/28/2024	POOL	JE	2 INTEREST ALLOCATION	50032	19.19		1,716,770.59
02/29/2024	GJ	JE	2 INVESTMENT INTEREST ALLOCATION	50036	498.72		1,717,269.31
02/29/2024	POOL	JE	LOCAL COMMUNITY STABILIZATION AUTHOR	50129	3,117.85		1,720,387.16
02/29/2024			275.000-000.00-001.000	END BALANCE	363,543.98	114,901.78	1,720,387.16
TOTAL FOR FUND 275.000 COMMISSION ON AGING							
					363,543.98	114,901.78	1,720,387.16

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY
 PERIOD ENDING 02/29/2024
 % Fiscal Year Completed: 16.39

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 275.000 - COMMISSION ON AGING						
Revenues						
Dept 000.00						
275.000-000.00-402.000	TAX - CURRENT TAX COUNTY	853,000.00	752,445.71	299,728.90	100,554.29	88.21
275.000-000.00-410.000	TAX - PERSONAL PROP. TAX-COUNTY PORTION	35,000.00	32,428.20	31,103.45	2,571.80	92.65
275.000-000.00-411.000	TAX - DELINQUENT TAX COUNTY	45,000.00	(60.99)	0.00	45,060.99	(0.14)
275.000-000.00-429.000	TAX - COMM FOREST RESR-CO PORTION	50.00	34.72	25.77	15.28	69.44
275.000-000.00-432.000	TAX - P.I.L.T.	2,000.00	1,438.25	1,438.25	561.75	71.91
275.000-000.00-437.000	TAX - INDUSTRIAL FACILITIES TAX---	3,400.00	3,281.01	0.00	118.99	96.50
275.000-000.00-445.100	TAX - INTEREST SUMMER	50.00	10.37	2.61	39.63	20.74
275.000-000.00-519.010	FED GRANT - WELF - CONG MEAL USDA	15,000.00	0.00	0.00	15,000.00	0.00
275.000-000.00-519.020	FED GRANT - WELF - HOME DELIV USDA	33,000.00	0.00	0.00	33,000.00	0.00
275.000-000.00-519.030	FED GRANT - WLF-AGING C-1	37,500.00	8,926.00	4,463.00	28,574.00	23.80
275.000-000.00-519.031	FED GRANT - WLF-AGING C-2	87,500.00	12,488.00	6,244.00	75,012.00	14.27
275.000-000.00-561.101	STATE GRANT - WELF-CARE MANAGEMENT	2,000.00	996.30	0.00	1,003.70	49.82
275.000-000.00-561.300	STATE GRANT - COA-CONTRACT WAIVER	32,000.00	817.60	760.00	31,182.40	2.56
275.000-000.00-561.302	STATE GRANT - COA-MIPPA REIMBURSEMENT	3,500.00	700.00	0.00	2,800.00	20.00
275.000-000.00-573.000	STATE GRANT - GEN-LOCAL COMM STBL SHARE	12,000.00	3,117.85	3,117.85	8,882.15	25.98
275.000-000.00-634.000	SVC CHG - COA-MEAL INCOME HOME DELIVER	62,500.00	11,056.50	5,032.50	51,443.50	17.69
275.000-000.00-634.002	SVC CHG - COA-MEAL INCOME BELLAIRE	31,750.00	6,586.73	2,485.04	25,163.27	20.75
275.000-000.00-634.003	SVC CHG - COA-MEAL INCOME CENTRAL LK	8,500.00	1,464.50	711.50	7,035.50	17.23
275.000-000.00-634.004	SVC CHG - COA-MEAL INCOME ELK RAPIDS	6,500.00	1,172.00	598.00	5,328.00	18.03
275.000-000.00-634.005	SVC CHG - COA-MEAL INCOME MANCELONA	5,000.00	1,881.11	994.31	3,118.89	37.62
275.000-000.00-634.010	SVC CHG - HW - DINING OUT	500.00	30.00	18.00	470.00	6.00
275.000-000.00-634.020	SVC CHG - COA-MEMORIAL AGING	5,000.00	1,810.00	265.00	3,190.00	36.20
275.000-000.00-634.021	SVC CHG - COA-HOME CHORE	18,000.00	0.00	0.00	18,000.00	0.00
275.000-000.00-634.022	SVC CHG - COA-SENIOR TRIPS	100,000.00	7,536.00	3,753.00	92,464.00	7.54
275.000-000.00-634.024	SVC CHG - COA-SENIOR ACTIVITIES	3,000.00	272.02	167.02	2,727.98	9.07
275.000-000.00-634.025	SVC CHG - COA-MISC	7,000.00	250.00	50.00	6,750.00	3.57
275.000-000.00-634.026	SVC CHG - COA-BUSINESS OPERATIONS	12,000.00	2,006.00	932.00	9,994.00	16.72
275.000-000.00-634.027	SVC CHG - COA-HOMEMAKER	5,000.00	440.00	254.50	4,560.00	8.80
275.000-000.00-634.028	SVC CHG - COA-CSS PERS CARE IN HOME	3,000.00	1,589.38	1,008.88	1,410.62	52.98
275.000-000.00-634.029	SVC CHG - COA-RESPITE CARE	5,500.00	186.00	0.00	5,314.00	3.38
275.000-000.00-634.032	SVC CHG - COA-TRANSPORT	5,000.00	56.15	41.00	4,943.85	1.12
275.000-000.00-665.000	INTEREST EARNED INVEST & CDS	20,000.00	5,443.85	1,056.43	14,556.15	27.22
275.000-000.00-667.001	RENTS	1,500.00	1,500.00	800.00	0.00	100.00
275.000-000.00-669.000	UNREALIZED GAIN/LOSS	4,500.00	(731.97)	0.00	5,231.97	(16.27)
275.000-000.00-674.501	PRIV CONTRIB - HW-COA OUTSIDE FUNDRAISE	650.00	55.00	45.00	595.00	8.46
275.000-000.00-674.505	PRIV CONTRIB - HW-COA TRUCK	10,000.00	1,025.00	655.00	8,975.00	10.25
Total Dept 000.00		1,475,900.00	860,251.29	365,751.01	615,648.71	58.29
TOTAL REVENUES		1,475,900.00	860,251.29	365,751.01	615,648.71	58.29
Expenditures						
Dept 672.00 - AGING - BUSINESS OPERATIONS						
275.000-672.00-703.000	SALARIES/WAGES - DEPUTY 1, OFFICE MGR	36,162.00	5,816.48	2,770.99	30,345.52	16.08
275.000-672.00-705.000	SALARIES/WAGES - OTHER WAGES	80,263.00	12,048.64	6,103.72	68,214.36	15.01
275.000-672.00-708.000	SALARIES/WAGES - PART TIME	26,334.00	4,219.07	2,255.65	22,114.93	16.02
275.000-672.00-709.000	SALARIES/WAGES - OT/HOLIDAY	600.00	208.55	208.55	391.45	34.76
275.000-672.00-710.000	SALARIES/WAGES - PERSONAL LEAVE	1,250.00	(274.51)	0.00	1,524.51	(21.96)
275.000-672.00-714.002	PYRL TAX/BENEFIT - 1:1 RATIO ANNUITY	545.00	0.00	0.00	545.00	0.00
275.000-672.00-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	11,063.00	1,785.47	861.40	9,277.53	16.14
275.000-672.00-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	38,964.00	7,063.35	3,244.85	31,900.65	18.13
275.000-672.00-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	2,200.00	404.44	184.15	1,795.56	18.38
275.000-672.00-718.000	PYRL TAX/BENEFIT - RETIREMENT	27,221.00	4,243.06	2,024.16	22,977.94	15.59

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BGD USED
Fund 275.000 - COMMISSION ON AGING						
Expenditures						
275.000-672.00-719.000	PYRL TAX/BENEFIT - OTR FRINGE	906.00	254.03	131.36	651.97	28.04
275.000-672.00-724.000	PYRL TAX/BENEFIT - WORKERS COMP	3,170.00	792.50	0.00	2,377.50	25.00
275.000-672.00-727.000	SUPPLIES - GENERAL	5,000.00	283.40	219.76	4,716.60	5.67
275.000-672.00-741.000	SUPPLIES - GASOLINE/DIESEL	250.00	0.00	0.00	250.00	0.00
275.000-672.00-802.000	CONTRACTUAL SERVICES	37,500.00	4,463.75	2,995.55	33,036.25	11.90
275.000-672.00-802.032	CONTRACT SVC - COA ACTIVITIES	2,000.00	0.00	0.00	2,000.00	0.00
275.000-672.00-835.600	HEALTH SVC - EMPLOYEE PHYSICALS	575.00	0.00	0.00	575.00	0.00
275.000-672.00-852.000	COMMUNICATION - POSTAGE	3,750.00	749.66	217.96	3,000.34	19.99
275.000-672.00-855.000	COMMUNICATION - TELEPHONE	1,800.00	272.22	88.57	1,527.78	15.12
275.000-672.00-861.000	TRANSPORT - TRAVEL	2,500.00	261.30	135.34	2,238.70	10.45
275.000-672.00-880.002	PROMOTION - ADVERTISING RECRUITING	2,000.00	99.00	0.00	1,901.00	4.95
275.000-672.00-921.000	UTILITIES - ELECTRIC	4,500.00	301.52	0.00	4,198.48	6.70
275.000-672.00-922.000	UTILITIES - GAS	1,900.00	189.78	189.78	1,710.22	9.99
275.000-672.00-923.000	UTILITIES - WATER	1,250.00	85.19	0.00	1,164.81	6.82
275.000-672.00-931.000	REPAIR/MAINT - PLOWING	3,500.00	1,000.00	1,000.00	2,500.00	28.57
275.000-672.00-932.000	REPAIR/MAINT - GROUNDS	4,000.00	125.00	0.00	3,875.00	3.13
275.000-672.00-933.000	REPAIR/MAINT - BUILDING	7,000.00	0.00	0.00	7,000.00	0.00
275.000-672.00-934.000	REPAIR/MAINT - EQUIPMENT	1,000.00	15.80	15.80	984.20	1.58
275.000-672.00-935.000	REPAIR/MAINT - VEHICLES	1,000.00	0.00	0.00	1,000.00	0.00
275.000-672.00-939.000	REPAIR/MAINT - EQUIP MAINT AGREEMENTS	4,350.00	0.00	0.00	4,350.00	0.00
275.000-672.00-940.000	RENTALS - BUILDING	1,800.00	600.00	0.00	1,200.00	33.33
275.000-672.00-955.000	MISC - TRAINING/CONFERENCE	2,500.00	669.00	640.00	1,831.00	26.76
275.000-672.00-955.200	MISC - CONFERENCE	1,000.00	0.00	0.00	1,000.00	0.00
275.000-672.00-958.000	MISC - DUES SUBSCRIPTIONS LICENSES	750.00	0.00	0.00	750.00	0.00
275.000-672.00-980.000	CAP OUTLAY - EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 672.00 - AGING - BUSINESS OPERATIONS		323,603.00	45,676.70	23,287.59	277,926.30	14.12
Dept 672.10 - AGING - HOME MAKING						
275.000-672.10-708.000	SALARIES/WAGES - PART TIME	50,342.00	2,005.62	1,039.12	48,336.38	3.98
275.000-672.10-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	3,852.00	153.44	79.51	3,698.56	3.98
275.000-672.10-861.000	TRANSPORT - TRAVEL	4,000.00	207.03	121.94	3,792.97	5.18
Total Dept 672.10 - AGING - HOME MAKING		58,194.00	2,366.09	1,240.57	55,827.91	4.07
Dept 672.11 - AGING-PERSONAL CARE						
275.000-672.11-705.000	SALARIES/WAGES - OTHER WAGES	15,619.00	7,572.88	3,683.16	8,046.12	48.49
275.000-672.11-708.000	SALARIES/WAGES - PART TIME	21,571.00	43.29	0.00	21,527.71	0.20
275.000-672.11-710.000	SALARIES/WAGES - PERSONAL LEAVE	0.00	(261.69)	0.00	261.69	100.00
275.000-672.11-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	2,845.00	550.72	265.80	2,294.28	19.36
275.000-672.11-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	12,848.00	3,566.45	1,783.23	9,281.55	27.76
275.000-672.11-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	918.00	181.37	90.69	736.63	19.76
275.000-672.11-718.000	PYRL TAX/BENEFIT - RETIREMENT	7,130.00	1,661.36	818.48	5,468.64	23.30
275.000-672.11-719.000	PYRL TAX/BENEFIT - OTR FRINGE	683.00	128.02	71.11	554.98	18.74
275.000-672.11-861.000	TRANSPORT - TRAVEL	4,000.00	1,025.77	640.52	2,974.23	25.64
Total Dept 672.11 - AGING-PERSONAL CARE		65,614.00	14,468.17	7,352.99	51,145.83	22.05
Dept 672.12 - AGING - RESPITE						
275.000-672.12-705.000	SALARIES/WAGES - OTHER WAGES	21,569.00	3,323.73	1,689.08	18,245.27	15.41
275.000-672.12-708.000	SALARIES/WAGES - PART TIME	29,788.00	64.47	0.00	29,723.53	0.22
275.000-672.12-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	3,929.00	286.84	129.23	3,642.16	7.30
275.000-672.12-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	19,742.00	777.51	388.75	16,994.49	4.38

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BGD USED
Fund 275.000 - COMMISSION ON AGING						
Expenditures						
275.000-672.12-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	1,268.00	74.07	37.03	1,193.93	5.84
275.000-672.12-718.000	PYRL TAX/BENEFIT - RETIREMENT	9,844.00	807.42	373.72	9,036.58	8.20
275.000-672.12-719.000	PYRL TAX/BENEFIT - OTR FRINGE	279.00	55.46	32.21	223.54	19.88
275.000-672.12-861.000	TRANSPORT - TRAVEL	2,200.00	33.50	10.05	2,166.50	1.52
Total Dept 672.12 - AGING - RESPITE		86,619.00	5,423.00	2,660.07	81,196.00	6.26
Dept 672.13 - AGING - MEMORIALS						
275.000-672.13-802.000	CONTRACTUAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
275.000-672.13-802.100	CONTRACT SVC - OTHER	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 672.13 - AGING - MEMORIALS		5,000.00	0.00	0.00	5,000.00	0.00
Dept 672.14 - AGING - TRANSPORTATION						
275.000-672.14-802.000	CONTRACTUAL SERVICES	10,000.00	500.00	0.00	9,500.00	5.00
275.000-672.14-861.000	TRANSPORT - TRAVEL	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 672.14 - AGING - TRANSPORTATION		13,000.00	500.00	0.00	12,500.00	3.85
Dept 672.15 - AGING - HOMECHORE						
275.000-672.15-802.000	CONTRACTUAL SERVICES	4,000.00	10.00	0.00	3,990.00	0.25
275.000-672.15-861.000	TRANSPORT - TRAVEL	200.00	0.00	0.00	200.00	0.00
275.000-672.15-901.000	PRINTING AND PUBLISHING	300.00	0.00	0.00	300.00	0.00
275.000-672.15-931.000	REPAIR/MAINT - PLOWING	75,000.00	12,100.00	12,100.00	62,900.00	16.13
Total Dept 672.15 - AGING - HOMECHORE		79,500.00	12,110.00	12,100.00	67,390.00	15.23
Dept 672.20 - AGING - TITLE III C1 CONGREGATE MEALS						
275.000-672.20-703.000	SALARIES/WAGES - DEPUTY 1, OFFICE MGR	14,465.00	2,326.61	1,108.40	12,138.39	16.08
275.000-672.20-705.000	SALARIES/WAGES - OTHER WAGES	72,522.00	10,601.28	5,446.54	61,920.72	14.62
275.000-672.20-708.000	SALARIES/WAGES - PART TIME	25,928.00	2,102.22	1,195.38	23,825.78	8.11
275.000-672.20-714.000	PYRL TAX/BENEFIT - ANNUITY IN LIEU INSU	1,304.00	0.00	0.00	1,304.00	0.00
275.000-672.20-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	8,638.00	1,137.87	582.23	7,500.13	13.17
275.000-672.20-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	30,760.00	4,951.67	2,561.89	25,808.33	16.10
275.000-672.20-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	2,065.00	331.97	171.40	1,733.03	16.08
275.000-672.20-718.000	PYRL TAX/BENEFIT - RETIREMENT	20,220.00	2,792.86	1,423.09	17,427.14	13.81
275.000-672.20-719.000	PYRL TAX/BENEFIT - OTR FRINGE	906.00	160.72	85.23	745.28	17.74
275.000-672.20-724.000	PYRL TAX/BENEFIT - WORKERS COMP	16,966.00	4,241.40	0.00	12,724.60	25.00
275.000-672.20-727.000	SUPPLIES - GENERAL	3,500.00	239.07	239.07	3,260.93	6.83
275.000-672.20-729.000	SUPPLIES - UNIFORMS	2,000.00	123.73	123.73	1,876.27	6.19
275.000-672.20-735.000	SUPPLIES - RAW FOOD COST	85,000.00	12,251.82	7,595.22	72,748.18	14.41
275.000-672.20-735.100	SUPPLIES - DISPOSABLES	17,000.00	3,188.76	830.14	13,811.24	18.76
275.000-672.20-802.000	CONTRACTUAL SERVICES	1,400.00	44.36	44.36	1,355.64	3.17
275.000-672.20-802.033	CONTRACT SVC - DINING OUT	2,000.00	0.00	0.00	2,000.00	0.00
275.000-672.20-855.000	COMMUNICATION - TELEPHONE	1,245.00	207.82	103.91	1,037.18	16.69
275.000-672.20-861.000	TRANSPORT - TRAVEL	700.00	32.16	32.16	667.84	4.59
275.000-672.20-921.000	UTILITIES - ELECTRIC	1,800.00	72.36	0.00	1,727.64	4.02
275.000-672.20-922.000	UTILITIES - GAS	650.00	45.54	45.54	604.46	7.01
275.000-672.20-923.000	UTILITIES - WATER	500.00	20.45	0.00	479.55	4.09
275.000-672.20-924.000	UTILITIES - TRASH REMOVAL	1,815.00	311.92	155.96	1,503.08	17.19
275.000-672.20-933.000	ANTRIM COUNTY BOARD OF COMMISSIONERS BUILDING	0.00	0.00	0.00	0.00	0.00
275.000-672.20-934.000	REPAIR/MAINT - EQUIPMENT	4,000.00	422.97	161.34	3,577.03	10.57

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDDT USED
Fund 275.000 - COMMISSION ON AGING						
Expenditures						
275.000-672.20-940.000	RENTALS - BUILDING	13,000.00	1,000.00	1,000.00	12,000.00	7.69
275.000-672.20-955.000	MISC - TRAINING/CONFERENCE	550.00	0.00	0.00	550.00	0.00
275.000-672.20-958.000	MISC - DUES SUBSCRIPTIONS LICENSES	2,500.00	0.00	0.00	2,500.00	0.00
275.000-672.20-980.000	CAP OUTLAY - EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 672.20 - AGING - TITLE III C1 CONGREGATE MEALS		337,434.00	46,607.56	22,905.59	290,826.44	13.81
Dept 672.21 - AGING - TITLE III C2 HOME DELIVERED MEAL						
275.000-672.21-703.000	SALARIES/WAGES - DEPUTY 1, OFFICE MGR	21,697.00	3,489.85	1,662.57	18,207.15	16.08
275.000-672.21-705.000	SALARIES/WAGES - OTHER WAGES	125,786.00	18,592.10	9,490.37	107,193.90	14.78
275.000-672.21-708.000	SALARIES/WAGES - PART TIME	13,356.00	5,002.25	2,647.96	8,353.75	37.45
275.000-672.21-710.000	SALARIES/WAGES - PERSONAL LEAVE	0.00	(177.21)	0.00	177.21	100.00
275.000-672.21-714.000	PYRL TAX/BENEFIT - ANNUITY IN LIEU INSU	3,042.00	0.00	0.00	3,042.00	0.00
275.000-672.21-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	12,305.00	2,060.67	1,049.44	10,244.33	16.75
275.000-672.21-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	51,343.00	7,550.70	3,976.12	43,792.30	14.71
275.000-672.21-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	3,948.00	604.36	314.83	3,343.64	15.31
275.000-672.21-718.000	PYRL TAX/BENEFIT - RETIREMENT	34,968.00	4,765.13	2,439.67	30,202.87	13.63
275.000-672.21-719.000	PYRL TAX/BENEFIT - OTR FRINGE	1,387.00	250.79	135.21	1,136.21	18.08
275.000-672.21-727.000	SUPPLIES - GENERAL	2,400.00	368.84	368.84	2,031.16	15.37
275.000-672.21-735.000	SUPPLIES - RAW FOOD COST	165,000.00	27,779.09	17,065.23	137,220.91	16.84
275.000-672.21-735.100	SUPPLIES - DISPOSABLES	25,500.00	5,399.19	1,188.79	20,100.81	21.17
275.000-672.21-741.000	SUPPLIES - GASOLINE/DIESEL	20,000.00	0.00	0.00	20,000.00	0.00
275.000-672.21-802.000	CONTRACTUAL SERVICES	1,560.00	140.45	140.45	1,419.55	9.00
275.000-672.21-855.000	COMMUNICATION - TELEPHONE	125.00	13.87	6.54	111.13	11.10
275.000-672.21-861.000	TRANSPORT - TRAVEL	150.00	0.00	0.00	150.00	0.00
275.000-672.21-921.000	UTILITIES - ELECTRIC	3,000.00	229.16	0.00	2,770.84	7.64
275.000-672.21-922.000	UTILITIES - GAS	1,350.00	144.23	144.23	1,205.77	10.68
275.000-672.21-923.000	UTILITIES - WATER	950.00	64.74	0.00	885.26	6.81
275.000-672.21-935.000	REPAIR/MAINT - VEHICLES	10,000.00	65.67	65.67	9,934.33	0.66
275.000-672.21-958.000	MISC - DUES SUBSCRIPTIONS LICENSES	1,850.00	0.00	0.00	1,850.00	0.00
275.000-672.21-980.000	CAP OUTLAY - EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 672.21 - AGING - TITLE III C2 HOME DELIVERED MEAL		504,717.00	76,343.88	40,695.92	428,373.12	15.13
Dept 672.22 - AGING - EVENTS COORDINATOR						
275.000-672.22-705.000	SALARIES/WAGES - OTHER WAGES	18,613.00	2,748.74	1,379.37	15,864.26	14.77
275.000-672.22-715.000	PYRL TAX/BENEFIT - FICA EXPENSE	1,424.00	194.35	97.57	1,229.65	13.65
275.000-672.22-716.000	PYRL TAX/BENEFIT - HEALTH INSURANCE	9,012.00	1,501.72	750.86	7,510.28	16.66
275.000-672.22-716.008	PYRL TAX/BENEFIT - DENTAL INSURANCE	384.00	63.87	31.94	320.13	16.63
275.000-672.22-718.000	PYRL TAX/BENEFIT - RETIREMENT	4,095.00	576.40	293.38	3,518.60	14.08
275.000-672.22-719.000	PYRL TAX/BENEFIT - OTR FRINGE	250.00	42.64	21.84	207.36	17.06
275.000-672.22-802.032	CONTRACT SVC - COA ACTIVITIES	3,000.00	248.22	203.31	2,751.78	8.27
275.000-672.22-861.000	TRANSPORT - TRAVEL	500.00	0.00	0.00	500.00	0.00
275.000-672.22-955.000	MISC - TRAINING/CONFERENCE	650.00	0.00	0.00	650.00	0.00
275.000-672.22-967.003	PROJECTS - SPECIALIZED FUNDRAISER EXPEN	100,000.00	613.00	223.00	99,387.00	0.61
Total Dept 672.22 - AGING - EVENTS COORDINATOR		137,928.00	5,988.94	3,001.27	131,939.06	4.34
Dept 901.00 - CAPITAL OUTLAY						
275.000-901.00-980.720	CAP OUTLAY - EQUIP-COA	313,000.00	200,148.35	0.00	112,851.65	63.95
Total Dept 901.00 - CAPITAL OUTLAY		313,000.00	200,148.35	0.00	112,851.65	63.95

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY
 PERIOD ENDING 02/29/2024
 % Fiscal Year Completed: 16.39

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% B DGT USED
Fund 275.000 - COMMISSION ON AGING Expenditures						
TOTAL EXPENDITURES		1,924,609.00	409,632.69	113,244.00	1,514,976.31	21.28
Fund 275.000 - COMMISSION ON AGING:						
TOTAL REVENUES		1,475,900.00	860,251.29	365,751.01	615,648.71	58.29
TOTAL EXPENDITURES		1,924,609.00	409,632.69	113,244.00	1,514,976.31	21.28
NET OF REVENUES & EXPENDITURES		(448,709.00)	450,618.60	252,507.01	(899,327.60)	100.43

Timeframe: 02/28/24-03/13/24

1. Audit

All files are now complete and I have uploaded everything to their website on March 8 and 11. Fieldwork is scheduled for next week, March 18-22.

Over the remaining portion of this week, I will be copying support for all journal entries made to Laserfiche, approximately 120.

2. Capital Improvement Plan

After completing audit preparation, I am moving to the annual CIP. I sent notice to all department heads to begin their CIP request forms on March 13. I have requested these be completed by April 23. The CIP committee meeting is scheduled for May 8.

I have saved all of the prior year files into Laserfiche and have updated the summary Excel for the current year. I am working with department heads that do not currently have access to get the program on their computers.

03/14/2024

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY
 PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 16.39

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

GL NUMBER	DESCRIPTION	2024		ACTIVITY FOR	YTD BALANCE 02/29/2024	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 02/29/24			
Fund 101.000 - GENERAL							
Revenues							
402-449	TAXES	13,350,500.00	13,350,500.00	355,481.62	571,425.36	12,779,074.64	4.28
475-499	LICENSES AND PERMITS	59,450.00	59,450.00	4,677.00	8,373.00	51,077.00	14.08
500-539	FEDERAL GRANTS	65,317.00	65,317.00	0.00	20,405.45	44,911.55	31.24
540-579	STATE GRANTS	1,300,030.00	1,367,185.00	127,106.38	182,777.43	1,184,407.57	13.37
580-599	LOCAL CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
600-654	CHARGES FOR SERVICES	1,152,150.00	1,152,150.00	86,244.56	172,795.79	979,354.21	15.00
655-664	FINES AND FORFEITURES	2,500.00	2,500.00	0.00	136.67	2,363.33	5.47
665-671	INVESTMENT INCOME	568,850.00	568,850.00	31,062.67	88,413.70	480,436.30	15.54
672-689	OTHER REVENUES	319,000.00	319,000.00	273,598.82	273,613.82	45,386.18	85.77
699	TRANSFERS IN	109,996.00	109,996.00	0.00	0.00	109,996.00	0.00
TOTAL REVENUES		16,929,793.00	16,996,948.00	878,171.05	1,317,941.22	15,679,006.78	7.75
Expenditures							
101.00	COMMISSIONERS	242,408.00	264,967.00	13,239.01	23,951.88	241,015.12	9.04
172.00	COUNTY ADMINISTRATOR	458,822.00	468,326.00	32,287.16	65,101.24	403,224.76	13.90
191.00	ACCOUNTING	158,508.00	164,127.00	12,513.37	25,066.17	139,060.83	15.27
212.00	BUDGET-ACCTNG SERV	91,650.00	91,650.00	0.00	0.00	91,650.00	0.00
215.00	COUNTY CLERK	473,714.00	489,116.00	37,590.22	76,949.73	412,166.27	15.73
215.10	TAX ALLOCATION BOARD	370.00	370.00	0.00	0.00	370.00	0.00
228.00	COMPUTER	325,905.00	331,561.00	18,801.47	46,988.11	284,572.89	14.17
233.00	PURCHASING	20,600.00	20,600.00	759.82	1,630.34	18,969.66	7.91

GL NUMBER	DESCRIPTION	2024		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	2024 MONTH 02/29/24	YTD BALANCE 02/29/2024		
234.00	COMMUNICATIONS	68,839.00	68,839.00	1,531.42	26,919.67	41,919.33	39.11
253.00	COUNTY TREASURER	341,412.00	350,553.00	29,535.62	55,298.37	295,254.63	15.77
257.00	EQUALIZATION	338,069.00	343,142.00	26,880.18	53,830.82	289,311.18	15.69
262.00	A ELECTIONS	106,000.00	106,000.00	47,438.16	60,459.82	45,540.18	57.04
265.00	BUILDING & GROUNDS	659,277.00	674,618.00	48,246.85	100,623.70	573,994.30	14.92
265.10	05 COURTHOUSE	157,603.00	160,535.00	12,931.92	24,023.30	136,511.70	14.96
265.20	GROVE ST. ANNEX	9,600.00	9,600.00	411.48	1,396.07	8,203.93	14.54
265.40	HEALTH DPT BLDG	17,200.00	17,200.00	1,295.53	1,483.33	15,716.67	8.62
270.00	HUMAN RESOURCES	177,854.00	182,462.00	14,634.53	31,947.21	150,514.79	17.51
272.00	B INSURANCE & BONDS	433,000.00	433,000.00	0.00	215,604.50	217,395.50	49.79
272.20	SPECIAL PROJECTS--OTHER	706,650.00	559,845.00	0.00	0.00	559,845.00	0.00
283.00	CIRCUIT COURT	386,450.00	386,450.00	15,676.28	15,676.28	370,773.72	4.06
284.00	FAMILY CRT - DETENTION SUPPT	23,500.00	23,500.00	288.00	288.00	23,212.00	1.23
286.00	DISTRICT COURT	573,725.00	573,725.00	28,598.82	28,598.82	545,126.18	4.98
289.00	FRIEND OF THE COURT	66,000.00	66,000.00	0.00	0.00	66,000.00	0.00
294.00	PROBATE COURT	310,390.00	340,602.00	25,256.69	49,644.22	290,957.78	14.58
295.00	CIRCUIT COURT PROBATION	3,566.00	3,566.00	305.98	377.98	3,188.02	10.60
296.00	PROSECUTING ATTORNEY	720,074.00	742,302.00	61,479.88	114,041.76	628,260.24	15.36
296.10	PROS. ATTY.-VICTIMS RIGHTS	78,785.00	81,138.00	6,296.17	12,535.21	68,602.79	15.45
299.00	JURY COMMISSION	4,629.00	4,629.00	0.00	1.47	4,627.53	0.03
301.00	SHERIFF	4,465,752.00	4,435,648.00	320,201.30	654,990.18	3,780,657.82	14.77
331.00	MARINE	155,486.00	156,670.00	650.98	1,916.65	154,753.35	1.22
334.00	SECONDARY ROADS	57,497.00	62,171.00	3,733.96	8,838.65	53,332.35	14.22
335.00	TRAVERSE NARCOTICS TEAM	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
351.00	JAIL	541,791.00	540,707.00	29,280.60	53,861.89	486,845.11	9.96
352.00	ZERO TOLERANCE	127,969.00	128,632.00	8,473.92	14,668.06	113,963.94	11.40
426.00	EMERGENCY SERVICES	113,437.00	116,097.00	7,313.00	14,978.32	101,118.68	12.90
430.00	ANIMAL CONTROL	365,295.00	374,903.00	21,459.06	41,020.45	333,882.55	10.94
442.00	DRAIN COMMISSIONER	1,338.00	1,287.00	98.38	202.93	1,084.07	15.77
523.00	DAMS AND DAMS OPERATOR	83,302.00	81,779.00	5,315.02	10,883.12	70,895.88	13.31

GL NUMBER	DESCRIPTION	2024		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	2024 MONTH 02/29/24	YTD BALANCE 02/29/2024		
530.00	RESOURCE RECOVERY	67,450.00	67,450.00	0.00	0.00	67,450.00	0.00
601.00	HEALTH	541,898.00	541,898.00	8,086.00	69,456.00	472,442.00	12.82
636.00	WELFARE	20,435.00	20,435.00	0.00	42.27	20,392.73	0.21
648.00	MEDICAL EXAMINER	91,000.00	91,000.00	5,485.61	5,485.61	85,514.39	6.03
662.00	FAMILY DIVISION - CIRCUIT CT	478,700.00	487,305.00	35,632.64	65,947.68	421,357.32	13.53
672.01	AGING - NOT REIMBURSED	2,517.00	2,517.00	0.00	124.94	2,392.06	4.96
682.00	VETERANS AFFAIRS	201,664.00	280,693.00	23,094.19	45,528.63	235,164.37	16.22
694.00	HOUSING - ADMINISTRATION	2,100.00	2,100.00	0.00	0.00	2,100.00	0.00
701.00	PLANNING COMMISSION	3,660.00	3,660.00	96.82	178.31	3,481.69	4.87
710.00	MSU EXTENSION	154,481.00	155,105.00	7,070.85	11,090.53	144,014.47	7.15
711.00	REGISTER OF DEEDS	299,220.00	308,267.00	21,716.82	42,221.58	266,045.42	13.70
711.10	MICROFILM 2006	11,250.00	11,250.00	0.00	173.07	11,076.93	1.54
711.20	PLAT BOARD	250.00	250.00	0.00	0.00	250.00	0.00
713.00	SURVEY & REMONUMENTATION	42,700.00	42,700.00	0.00	0.00	42,700.00	0.00
728.00	ECONOMIC DEVELOPMENT COM	10,705.00	10,705.00	0.00	1,225.02	9,479.98	11.44
901.00	CAPITAL OUTLAY	1,141,138.00	3,191,566.00	469,011.92	482,837.70	2,708,728.30	15.13
902.00	CAPITAL OUTLAY-COMPUTERS	21,600.00	21,600.00	17,499.16	17,499.16	4,100.84	81.01
966.00	APPROPRIATIONS	365,489.00	365,489.00	36,080.50	178,269.00	187,220.00	48.78
967.00	TRANSFER OUT	535,784.00	535,784.00	0.00	42,000.00	493,784.00	7.84
TOTAL EXPENDITURES		16,860,508.00	18,998,091.00	1,456,299.29	2,795,877.75	16,202,213.25	14.72

Fund 101.000 - GENERAL:							
TOTAL REVENUES		16,929,793.00	16,996,948.00	878,171.05	1,317,941.22	15,679,006.78	7.75
TOTAL EXPENDITURES		16,860,508.00	18,998,091.00	1,456,299.29	2,795,877.75	16,202,213.25	14.72
NET OF REVENUES & EXPENDITURES		69,285.00	(2,001,143.00)	(578,128.24)	(1,477,936.53)	(523,206.47)	73.85
BEG. FUND BALANCE		17,295,285.43	17,295,285.43		17,295,285.43		
NET OF REVENUES/EXPENDITURES - 2023					(1,367,869.33)	(1,367,869.33)	
END FUND BALANCE		17,364,570.43	15,294,142.43		14,449,479.57		

Antrim County
Budget Comments – February
3/21/24

- A. Communications – Postage refill of \$25,000 in January.
- B. Elections – Discussed adequacy of budget with Sheryl. Increase is due to 100% ballot printing. I will work with the Clerk’s office on budget revision. As state/federal elections are reimbursable, this should have little to no impact on the projected fund balance.
- C. Annex – Sheriff in process of moving to health department building. Additional supplies needed to move probation to the former sheriff admin office. The budget was reduced this year in anticipation of the building to be vacated. Utilities have not yet been reduced due to continued occupancy.
- D. Insurance – First 50% payment made on liability coverage. There are some additional minor policies as well. This amount is likely to stay within budget, but there may be a small amendment required.

The budget for this department is developed in June, and the renewal rate is not known until November or December.

