



Antrim County Board of Commissioners



Terry VanAlstine, Chairman

Thursday, October 3, 2024 @ 10:00 a.m.

Antrim County Building, 2nd Floor, Board of Commissioners Room

203 East Cayuga, Bellaire, MI 49615

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

Public Can Observe Virtually Through:

Facebook Livestream

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

CALL TO ORDER:

1. Opening Exercises or Ceremonies
2. Roll Call
3. Public Comment
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
5. Approval of Agenda 2
6. Approval of [September 19, 2024 Minutes](#) 2
7. Communications/Notices
8. Liaison Reports/Committee Reports (as needed)
9. Old/Unfinished Business
10. New Business 3
 - A. Claims and Accounts
 - B. Sheriff’s Office: Dispatch – Radio Encryption Software -UPDATED
 - C. Probate Court: Family Division – FY2025 Child Care Fund Budget
 - D. Equalization – Apportionment Report L4402
 - E. Human Resources
 1. Resolution to Adopt Annual Exemption Opt-out
 2. FY2024 Employer Health Insurance Premium Caps
 3. Resolution to Authorize WHMIP Membership
11. Appointments/Annual
 - A. Appointments
 1. Charter: Expansion in Antrim County – Marilyn Passmore (10:30)
 - B. Annual Reports
12. Reports 16
 - A. County Administrator Report
 1. ACT Monthly Update – August 2024
 - B. Finance Director Report
 - C. Chairman Report
13. Various Matters
14. Public Comment
15. Adjourn



Memorandum Administration Office

October 3, 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 September 26. 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 September 19, 2024 regular meeting. If there are no corrections to those minutes, please consider the following action:

Motion by _____, seconded by _____ to approve the minutes of the September 19, 2024 regular meeting as presented.



Memorandum Administration Office

October 3, 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: October 3, 2024

Department: Sheriff's Office - Dispatch

Submitted By: Kathleen Kent, Lead Dispatch

Agenda Item: Release of Funds – Radio Encryption

<p>1. Action Request/Suggested Motion</p> <p>To authorize the expenditure of \$48,937.13 from 261.000-901.00-980.325 for radio encryption on the MPSCS radios for Law Enforcement and authorize the chair to sign an agreement.</p>
<p>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</p> <p>For 2024 a backup radio system had been budgeted for the communications trailer at \$75,000. The budgetary quote came in \$25,000 over the budgeted amount fourteen months later. The backup system has been put on hold and \$100,000 has been requested in budget for 2025, to purchase the backup radio system.</p> <p>In 2023, the FBI did its standard triannual audit of the Criminal Justice Information (CJI) network which the Antrim County Sheriff's Office uses regularly. During that audit, the FBI discovered there was an inconsistency with CJIS policy on how CJIS was being disseminated over the radio. This issue is not just an Antrim County issue but is a state-wide issue.</p> <p>At this point Antrim County is out of compliance and would need to be budgeted for next year. While it is a state wide issue Antrim County is responsible for correcting its actions. The 9-1-1 Board has decided that encryption should be done as soon as possible and would like to reallocate the underfunded radio back up system on Encryption.</p>
<p>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</p> <p>To reach compliance the Antrim Co SO and Police Departments will need to communicate on encrypted radio channels. Encryption will be placed on 4 Motorola Portables 42 Kenwood Portables and 47 Kenwood Mobile radios.</p>
<p>4. Financial – Budget-related information</p> <p>Reallocate \$48,937.13 of budgeted capitol funds to Encrypt Law enforcement radios from 261</p>
<p>5. Legal Review</p> <p>None</p>
<p>6. Policy Implications</p> <p>None</p>
<p>7. Plan – Timeline with who, what, where, and how</p> <p>By the end of 2024</p>
<p>8. Alternative Plan – What are the implications if failure to approve?</p> <p>None</p>
<p>9. Attachments Included</p> <p>Mancelona Encryption add MPSCS Encryption Upgrade 9-19-24</p>



Grand Traverse Mobile Communications

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

9/27/2024

Michael Gank
 Antrim County Central Dispatch

Thank you for the opportunity to provide the following quotation

Upgrade Law Enforcement Radios to AES Encryption Capability (Includes Firmware and Template Update) - SD Only

QTY	ITEM NUMBER	DESCRIPTION	LIST	PROMO	TOTAL
86	8323000004	Kenwood Viking AES Encryption Software License (Standard MI Deal is \$448.00/each)(Promo Valid Through 3/31/25)	\$ 560.00	\$ 260.00	\$ 22,360.00
42	KWD-AE30K	Kenwood Encryption Hardware Module for VP5430 Portables (Standard MI Deal is \$827.20/each)(Promo Valid Through 3/31/25)	\$ 1,034.00	\$ 360.00	\$ 15,120.00
42	PROGRAM-PORT	Custom Programming of Portable Radios and Module Install		\$ 100.00	\$ 4,200.00
39	PROGRAM-MOB	Custom Programming of Mobile Radios		\$ 75.00	\$ 2,925.00
5	PROGRAM-CONS	Custom Programming of Console Radios		\$ 100.00	\$ 500.00
PROJECT TOTAL					\$ 45,105.00

Quote By: Neil Pickard
 Quote Valid: Through 3/31/25



Billing Address:
Antrim County

Shipping Address:

Quote Date: 8/19/24
Expiration Date:

Quote Created By: Jessica Spindler

Customer:
Mancelona PD

Currency: USD

Payment Terms: 30 NET
Terms and Conditions: none

Line #	Item Number	Description	Quantity	Unit List Price	Ext. List Price	Discount %	Discount \$	Unit Sale Price	Ext. Sale Price	APC
	After Market Encryption Upgrades									
1	T7936A	APX UCM UPGRADE CD.	1	\$57.50	\$57.50	24.99%	\$14.37	\$43.13	\$43.13	0526
1a	CA00182AR	ADD: AES ENCRYPTION SOFTWARE.	4	\$696.00	\$2,784.00	25.00%	\$174.00	\$522.00	\$2,088.00	0526
	After Market Encryption Upgrades									
2	T7936A	APX UCM UPGRADE CD.	0	\$57.50	\$0.00	24.99%	\$14.37	\$43.13	\$0.00	0526
2a	CA00840AK	ADD:DES,DES-XL,DES-OFB.	0	\$758.00	\$0.00	25.00%	\$189.50	\$568.50	\$0.00	0526
	FLASHport Series									
3	T7664A	DIGITAL SMARTZONE.	4	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0430
3a	H869CC	ENH: MULTIKEY.	4	\$417.00	\$1,668.00	25.00%	\$104.25	\$312.75	\$1,251.00	0430
	FLASHport Series									
4	T7697A	DIGITAL SMARTZONE.	0	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0430
4a	W969BL	ENH: MULTIKEY OPERATION.	0	\$417.00	\$0.00	25.00%	\$104.25	\$312.75	\$0.00	0430
5	Shop Labor for Installation		1					\$450.00	\$450.00	
								Net Total	\$3,832.13	
								Estimated Tax	\$0.00	
								Estimated Freight	\$0.00	
								Grand Total	\$3,832.13	



Action Request to Board of Commissioners

Meeting Date: October 3, 2024

Department: Probate Court – Family Division

Submitted By: Heather Bootz, Court Administrator

Agenda Item: FY2025 Child Care Budget

1. Action Request/Suggested Motion
To authorize the Board Chair to execute the Fiscal Year 2025 Child Care Fund Budget Summary (DHS-2091)
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
This is an Annual request
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
For Antrim County to be eligible for 75% state reimbursement for allowable Child Care Fund costs.
4. Financial – Budget-related information
County Fund #292.000 “Child Care” will be utilized Budget proposed at an estimated minimum level required to provide mandated services and Court will continue to draw down #292.000 fund balance.
5. Legal Review
Previously reviewed by legal
6. Policy Implications
None
7. Plan – Timeline with who, what, where, and how
Signed DHS 2091 due to State of Michigan immediately upon final signature.
8. Alternative Plan – What are the implications if failure to approve?
Funding until would forego 75% State reimbursement.
9. Attachments Included
DHS 2091

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)

Children's Services Agency

Antrim County for October 1, 2024 through September 30, 2025

Organization	Court Contact Person	Telephone Number	Email Address
Antrim County	Honorable Norman Hayes - CCF Judges	(231) 533-6681	hayesn@antrimcounty.org
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2024 through September 30, 2025	Maureen Clore - CCF Organization Management	(231) 330-8414	clorem@michigan.gov

Cost Sharing Ratios		Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised	County 50% / State 50%	\$0.00	\$110,000.00	\$110,000.00
B. In-Home Care	County 25% / State 75%	\$0.00	\$120,950.00	\$120,950.00
C. County/Court-Operated Facilities	County 50% / State 50%	\$0.00	\$0.00	\$0.00
D. Subtotals (A+B+C)		\$0.00	\$230,950.00	\$230,950.00
E. Revenue		\$0.00	\$34,000.00	\$34,000.00
F. Net Expenditure		\$0.00	\$196,950.00	\$196,950.00

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse		\$0.00	\$75,000.00	\$75,000.00

Please Note: The *Neglect/Abuse Out-of-Home Care* amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.

Cost Sharing Ratios	County 0% / State 100% \$56,520.00 Maximum	MDHHS	Court	Combined
Basic Grant		\$0.00	\$56,520.00	\$56,520.00

Total Expenditure	\$253,470.00
--------------------------	---------------------

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2024 through September 30, 2025; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge	Date
County Director of MDHHS Signature	Date
Chairperson, Board of Commissioner's Signature	Date
And/or County Executive Signature	Date

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

AUTHORITY: Act 87, Publication of of 1978, as amended.
COMPLETION: Required.
PENALTY: State reimbursement will be withheld from local government.



Action Request to Board of Commissioners

Meeting Date: October 3, 2024

Department: Equalization

Submitted By: Jamie Houserman, Equalization Director

Agenda Item: 2024 Apportionment Report L4402

1. Action Request/Suggested Motion
To adopt the L-4402 Statement showing Taxable Valuations and Mills Apportioned by the Antrim County Board of Commissioner for the year 2024 and authorize Jamie Houserman, Equalization Director, to sign the L-4402, thereby authorizing and directing the various assessing officers to spread the rates against the taxable valuation for 2024.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
Please see attached apportionment report.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
To abide by the General Property Tax Law, PA 206 of 1983 as amended.
4. Financial – Budget-related information
Directly affects funding from property taxes for the County, local units of government, schools, and other authorized levying authorities. The millage rates are included in the Budget – General Appropriations Act Resolution for 2024.
5. Legal Review
n/a
6. Policy Implications
n/a
7. Plan – Timeline with who, what, where, and how
Must be approved in October.
8. Alternative Plan – What are the implications if failure to approve?
n/a
9. Attachments Included
2024 Apportionment Report



2024 Apportionment Report

Antrim County Board of Commissioners

October 3, 2024

ANTRIM COUNTY EQUALIZATION DEPARTMENT

Phone (231) 533-6320

equalization@antrimcounty.org

203 Cayuga, P.O. Box 541, Bellaire, MI 49615

To: Antrim County Board of Commissioners
From: Jamie Houserman, Equalization Director
Date: October 3, 2024
Re: 2024 Antrim County Apportionment Report

Honorable Members of the Antrim County Board of Commissioners,

Your County Equalization department has prepared this report on your behalf, pursuant to Michigan Compiled Law (MCL) Section 211.37. Apportionment is statutorily required to be completed annually in the month of October.

This report presents a summary of the recommended tax rates within Antrim County. Every tax rate request of the County, Townships, Villages, local School Districts, Intermediate School Districts, Library Districts and other authorized levying authorities, were analyzed.

Statutory responsibility of County Board of Commissioners is contained in Sec. 37 of the General Property Tax Law, P.A. 206 of 1983 as amended, Section 211.1 through 211.157:

Sec. 37. County Board of Commissioners, at its annual session in October of each year, shall ascertain and determine the amount of money to be raised for county purposes, and shall apportion the amount, and also the amount of state tax and indebtedness of the county to the state among the townships in the county in proportion to the valuation of the taxable real and personal property as determined by this board, or as determined by the state tax commission upon appeal, in the manner provided by law, which determination and apportionment shall be entered at large on county records. The board shall also examine all certificates, statements, papers, and records submitted to it, showing the money to be raised in the several townships for school, highway, drain, township, and other purposes. It shall hear and duly consider all objections made to raising that money by any taxpayer affected. If it appears to the board that any certificate, statement, paper, or record is not properly certified or is in anyway defective, or that any proceeding to authorize the raising of the money has not been had or is in anyway imperfect, the board shall verify the same, and if the certificate, statement, paper, record, or proceeding can then be corrected, supplied, or had, the board shall authorize and require the defects or omissions of proceedings to be corrected, supplied, or had. The board may refer any or all the certificates, statements, papers, records, and proceedings to the prosecuting attorney, who shall investigate and without delay report in writing his or her opinion to the board. The board shall direct that the money proposed to be raised for township, school, highway, drain, and all other purposes as authorized by law, shall be spread upon the assessment roll of the proper townships. This action and direction shall be entered in full upon the records of the proceedings of the board, and shall be final as to the levy and assessment of all the taxes, except if there is a change made in the equalization of any county by the state tax commission upon appeal in the manner provided by law. The direction for spread of taxes shall be expressed in terms of millages to be spread against the taxable values of properties and shall not direct the raising of any specific amount of money. This section does not apply when section 36(2) 1 applies. Amended by P.A. 1994. No. 415. Sub. Sec. I, Eff. Dec. 29, 1994

L-4029 Tax Rate Request forms have been reviewed for the County Board of Commissioners, millage rollbacks, allocations, and voter authorizations have been evaluated to verify the levies are correct.

MCL Sec. 211.37 allows the County Board of Commissioners to ask the County Prosecutor to investigate any questions concerning any millage levy and give the Board a written opinion.

The State reported taxable values for Special Acts parcels, Act 198 Industrial Facilities Exemptions and Act 255 Commercial Facilities Exemptions, are not included in the taxable values for the Apportionment Report.

I respectfully request that you move to adopt the following motion:

Move to adopt the L-4402 Statement Showing Taxable Valuations and Mills Apportioned by the County Board of Commissioners for the year 2024 and authorize Jamie Houserman, Equalization Director to sign the L4402, thereby authorizing and directing the various assessing officers to spread the rates against the taxable valuations for 2024.

Respectfully submitted,



Jamie Houserman, MMAO
Antrim County Equalization Director

Antrim County 2024 Apportionment Report

(A) County Name	(B) Taxable Value	(C) County Allocated Rate / SET	(D) Est. County Allocated / SET Tax Dollars	(E) Total Extra Voted Rate	(F) Est. County EV Oper. Tax Dollars	(G) Total County Debt Rate	(H) Est. County Debt Tax Dollars	(I) Total Est. County Tax Dollars	(BB) Total RenZone Taxable Value
Antrim	2,619,852,984	5.1945	13,608,826.31	2.0889	5,472,610.90	0.0000	0.00	19,081,437.21	0.00
STATE ED. TAX	2,617,783,684	6.0000	15,706,702.10	0.0000	0.00	0.0000	0.00	0.00	0.00

(J) Local Unit Name Townships VILLAGES	(K) Taxable Value	(L) Total Allocated / Charter Rate	(M) Est. Local Allocated / Charter Tax Dollars	(N) Total Other Extra Voted Rate	(O) Est. Local EV / GL Oper. Tax Dollars	(P) Total Debt Rate	(Q) Est. Local Debt Tax Dollars	(R) Total Est. Local Tax Dollars	(KK) Total RenZone Taxable Value
Banks	129,748,196	0.9714	126,037.40	2.0000	259,496.39	0.0000	0.00	385,533.79	0.00
Central Lake	185,598,603	0.9571	177,636.42	0.9834	182,517.67	0.0000	0.00	360,154.09	0.00
Chestonia	26,074,629	0.9922	25,871.25	4.5000	117,335.83	0.0000	0.00	143,207.08	0.00
Custer	129,227,191	0.9577	123,760.88	2.7500	355,374.78	0.0000	0.00	479,135.66	0.00
Echo	49,785,260	0.9506	47,325.87	1.9630	97,728.47	0.0000	0.00	145,054.34	0.00
Elk Rapids	368,217,391	0.9574	352,531.33	0.3448	126,961.36	0.0000	0.00	479,492.69	0.00
Forest Home	294,445,827	0.9671	284,758.56	0.9671	284,758.56	0.0000	0.00	569,517.12	0.00
Helena	187,473,372	0.9486	177,837.24	2.8878	541,385.60	0.0000	0.00	719,222.84	0.00
Jordan	37,747,749	0.9819	37,064.51	0.9996	37,732.65	0.0000	0.00	74,797.16	0.00
Kearney	160,257,475	0.9613	154,055.51	0.4874	78,109.49	0.0000	0.00	232,165.00	0.00
Mancelona	133,744,694	0.9605	128,461.78	1.4590	195,133.51	0.0000	0.00	323,595.29	0.00
Milton	470,392,465	0.9598	451,482.69	1.4600	686,773.00	0.0000	0.00	1,138,255.69	0.00
Star	55,042,527	0.9576	52,708.72	5.3511	294,538.07	0.0000	0.00	347,246.79	0.00
Torch Lake	362,900,233	0.9627	349,364.05	0.9906	359,488.97	0.0000	0.00	708,853.02	0.00
Warner	29,197,372	1.0000	29,197.37	1.5000	43,796.06	0.0000	0.00	72,993.43	0.00
BELLAIRE	46,683,813	10.2678	479,340.06	3.1375	146,470.46	1.4800	69,092.04	694,902.56	0.00
CENTRAL LAKE	34,805,205	6.6886	232,798.09	6.1815	215,148.37	2.0000	69,610.41	517,556.87	0.00
ELK RAPIDS	176,819,952	7.6072	1,345,104.74	4.6928	829,780.67	0.0000	0.00	2,174,885.41	0.00
ELLSWORTH	12,567,417	11.3162	142,215.40	0.0000	0.00	0.0000	0.00	142,215.40	0.00
MANCELONA	24,779,868	10.8757	269,498.41	3.0000	74,339.60	0.0000	0.00	343,838.01	0.00

Antrim County 2024 Apportionment Report

(A) Authority (Dist. Libraries, DDAs, Transit, Metro, Fire, etc.)	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Authority Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Authority Debt Tax Dollars	(G) Est. Total Authority Tax Dollars	(BB) Total RenZone Taxable Value
AMBULANCE AUTH. - ANTRIM CO.	1,201,061,690	1.9660	2,361,287.28	0.0000	0.00	2,361,287.28	0.00
EMS - JORDAN VALLEY ANTRIM CO.	217,281,205	1.7500	380,242.11	0.0000	0.00	380,242.11	0.00
FIRE - ELMIRA WARNER ANTRIM CO	29,197,372	0.7500	21,898.03	0.0000	0.00	21,898.03	0.00
LIBRARY - ALDEN DIST.	187,473,372	1.0000	187,473.37	0.0000	0.00	187,473.37	0.00
LIBRARY - BELLAIRE DIST.	454,703,302	0.3232	146,960.11	0.0000	0.00	146,960.11	0.00
LIBRARY - CENTRAL LK DIST.	368,889,743	0.6000	221,333.85	0.0000	0.00	221,333.85	0.00
LIBRARY - CHARLEVOIX DIST. ANTRIM CO	10,715,947	1.0249	10,982.77	0.0000	0.00	10,982.77	0.00
LIBRARY - ELK RAPIDS DIST.	838,609,856	0.4860	407,564.39	0.0000	0.00	407,564.39	0.00
LIBRARY - JORDAN VALLEY ANTRIM CO.	43,589,963	0.8242	35,926.85	0.0000	0.00	35,926.85	0.00

Antrim County 2024 Apportionment Report

(A) Local K12 School District	(B) Total Taxable Value	(C) Total NonHomestead Taxable Value	(D) Total Comm. Personal Taxable Value	(E) HH / Sup. Rate	(F) Est. HH / Sup. Tax Dollars	(G) Non Homestead Operating Rate	(H) Est. NH Operating Tax Dollars	(I) Total Debt / Sinking Fund / Bldg Site Rate	(J) Est. Debt / Sinking Fund / Bldg Site Tax Dollars	(K) Total Recreation Rate	(L) Est. Rec. Tax Dollars	(M) Total Est. Local K12 School Tax Dollars	(BB) Total RenZone Taxable Value	(GG) NH Comm. Pers. Operating Rate
ALBA PUBLIC SCHOOLS	76,159,911	41,560,275	58,900.00	0.0000	0.00	18.0000	748,438.35	0.0000	0.00	0.0000	0.00	748,438.35	0.00	6.0000
BELLAIRE PUBLIC SCHOOLS	498,312,954	284,580,688	3,834,600.00	0.0000	0.00	18.0000	5,145,459.98	1.8500	921,878.96	0.0000	0.00	6,067,338.94	0.00	6.0000
BOYNE CITY PUBLIC SCH DIST	10,582,458	3,827,895	1,600.00	0.0000	0.00	18.0000	68,911.71	3.1400	33,228.92	0.0000	0.00	102,140.63	0.00	6.0000
BOYNE FALLS PUBLIC SCH DIST	183,598	137,349	0.00	0.0000	0.00	18.0000	2,472.28	1.9878	364.96	0.0000	0.00	2,837.24	0.00	6.0000
CENTRAL LAKE PUBLIC SCHOOLS	368,928,183	212,574,252	738,700.00	0.0000	0.00	18.0000	3,830,768.74	0.5927	218,663.73	0.0000	0.00	4,049,432.47	0.00	6.0000
CHARLEVOIX PUBLIC SCHOOLS	10,715,947	4,413,166	0.00	0.0000	0.00	18.0000	79,436.99	2.1500	23,039.29	0.0000	0.00	102,476.28	0.00	6.0000
EAST JORDAN PUBLIC SCHOOLS	43,589,963	15,553,524	43,800.00	0.0000	0.00	18.0000	280,226.23	2.7137	118,290.08	0.5813	25,338.85	423,855.16	0.00	6.0000
ELK RAPIDS SCHOOLS	1,056,721,496	516,516,092	2,314,300.00	0.0000	0.00	17.9316	9,275,687.46	1.6000	1,690,754.39	0.0000	0.00	10,966,441.85	0.00	5.9316
ELLSWORTH COMMUNITY SCHOOLS	118,243,183	50,880,956	428,400.00	0.0000	0.00	18.0000	918,427.61	3.1299	370,089.34	0.0000	0.00	1,288,516.95	0.00	6.0000
GAYLORD COMMUNITY SCHOOLS	23,536,648	13,339,067	1,645,400.00	0.0000	0.00	17.9190	248,761.86	1.3852	32,602.96	0.0000	0.00	281,364.82	0.00	5.9190
MANCERONA PUBLIC SCHOOLS	412,878,643	236,910,126	3,445,500.00	0.0000	0.00	18.0000	4,285,055.27	3.0873	1,274,680.23	0.0000	0.00	5,559,735.50	0.00	6.0000

Antrim County 2024 Apportionment Report

(A) Community College	(B) Taxable Value	(C) Total Operating Rate	(D) Est. Community College Oper. Tax Dollars	(E) Total Debt Rate	(F) Est. Community College Debt Tax Dollars	(G) Est. Total Tax Dollars	(BB) Total RenZone Taxable Value		
NONE									
(H) Intermediate School District	(I) Taxable Value	(J) ISD Allocated Rate	(K) Est. ISD Allocated Tax Dollars	(L) ISD Total EV Operating Rate	(M) Est. ISD EV Operating (Spec Ed/Voc/Enh) Tax Dollars	(N) ISD Total Debt Rate	(O) Est. ISD Debt Tax Dollars	(P) Est. Total ISD Tax Dollars	(II) Total RenZone Taxable Value
CHARLEVOIX-EMMET	552,243,332	0.1922	106,141.17	4.0333	2,227,363.03	0.0000	0.00	2,333,504.20	0.00
CHEBOYGAN-OTSEGO-PRES.ISL	23,536,648	0.2553	6,008.91	1.4618	34,405.87	0.0000	0.00	40,414.78	0.00
NORTH ED (TRAVERSE BAY)	2,044,073,004	0.1857	379,584.36	2.6901	5,498,760.79	0.0000	0.00	5,878,345.15	0.00

Antrim County 2024 Apportionment Report

Township	VILLAGE	School Code	Local School District	Total		Total Homestead	Total NH
				Total Homestead Property Tax Rate	NonHomestead Property Tax Rate	Property Tax Rate w/Special Assmnt	Property Tax Rate w/Special Assmnt
Banks		05035	CENTRAL LAKE PUBLIC SCHOOLS	23.4230	41.4230	24.5230	42.5230
Banks		05065	ELLSWORTH COMMUNITY SCHOOLS	25.3602	43.3602	26.4602	44.4602
Banks	ELLSWORTH	05065	ELLSWORTH COMMUNITY SCHOOLS	36.6764	54.6764	37.7764	55.7764
Banks		15050	CHARLEVOIX PUBLIC SCHOOLS	25.4052	43.4052	26.5052	44.5052
Central Lake		05035	CENTRAL LAKE PUBLIC SCHOOLS	22.6081	40.6081	24.6081	42.6081
Central Lake	CENTRAL LAKE	05035	CENTRAL LAKE PUBLIC SCHOOLS	37.4782	55.4782	39.4782	57.4782
Central Lake		05065	ELLSWORTH COMMUNITY SCHOOLS	24.5453	42.5453	26.5453	44.5453
Chestonia		05010	ALBA PUBLIC SCHOOLS	23.6174	41.6174	23.6174	41.6174
Chestonia		05070	MANCELONA PUBLIC SCHOOLS	26.7047	44.7047	26.7047	44.7047
Custer		05040	BELLAIRE PUBLIC SCHOOLS	23.6829	41.6829	26.1829	44.1829
Custer		05070	MANCELONA PUBLIC SCHOOLS	24.9202	42.9202	27.4202	45.4202
Echo		05035	CENTRAL LAKE PUBLIC SCHOOLS	23.3652	41.3652	23.3652	41.3652
Echo		05040	BELLAIRE PUBLIC SCHOOLS	22.6728	40.6728	22.6728	40.6728
Echo		15060	EAST JORDAN PUBLIC SCHOOLS	26.2917	44.2917	26.2917	44.2917
Elk Rapids		05060	ELK RAPIDS SCHOOLS	19.5474	37.4790	21.6474	39.5790
Elk Rapids	ELK RAPIDS	05060	ELK RAPIDS SCHOOLS	31.8474	49.7790	33.9474	51.8790
Forest Home		05040	BELLAIRE PUBLIC SCHOOLS	22.2326	40.2326	23.6326	41.6326
Forest Home	BELLAIRE	05040	BELLAIRE PUBLIC SCHOOLS	37.1179	55.1179	38.5179	56.5179
Helena		05070	MANCELONA PUBLIC SCHOOLS	26.0489	44.0489	29.0489	47.0489
Jordan		05035	CENTRAL LAKE PUBLIC SCHOOLS	22.4331	40.4331	22.4331	40.4331
Jordan		15020	BOYNE CITY PUBLIC SCH DIST	24.3804	42.3804	24.3804	42.3804
Jordan		15060	EAST JORDAN PUBLIC SCHOOLS	25.3596	43.3596	25.3596	43.3596
Kearney		05035	CENTRAL LAKE PUBLIC SCHOOLS	21.8395	39.8395	23.2395	41.2395
Kearney		05040	BELLAIRE PUBLIC SCHOOLS	21.7471	39.7471	23.1471	41.1471
Kearney	BELLAIRE	05040	BELLAIRE PUBLIC SCHOOLS	36.6324	54.6324	38.0324	56.0324
Mancelona		05070	MANCELONA PUBLIC SCHOOLS	23.6320	41.6320	25.6320	43.6320
Mancelona	MANCELONA	05070	MANCELONA PUBLIC SCHOOLS	37.5077	55.5077	39.5077	57.5077
Milton		05060	ELK RAPIDS SCHOOLS	20.6650	38.5966	21.6650	39.5966
Star		05010	ALBA PUBLIC SCHOOLS	24.4339	42.4339	24.4339	42.4339
Torch Lake		05035	CENTRAL LAKE PUBLIC SCHOOLS	20.6549	38.6549	24.6549	42.6549
Torch Lake		05060	ELK RAPIDS SCHOOLS	19.7125	37.6441	23.7125	41.6441
Warner		05010	ALBA PUBLIC SCHOOLS	21.3752	39.3752	21.3752	39.3752
Warner		15020	BOYNE CITY PUBLIC SCH DIST	25.8649	43.8649	25.8649	43.8649
Warner		15030	BOYNE FALLS PUBLIC SCH DIST	24.7127	42.7127	24.7127	42.7127
Warner		69020	GAYLORD COMMUNITY SCHOOLS	21.6017	39.5207	21.6017	39.5207

Antrim County 2024 Apportionment Report

Local Municipality (Twp/Vlg)	Special Assessment of Local Municipality	Total of All Special Assessment Rates
Banks	Fire – 119	1.1000
Central Lake	Fire – 119	2.0000
Custer	Fire – 119	2.5000
Elk Rapids	Fire – 119	2.1000
Forest Home	Fire – 119	1.4000
Helena	Fire – 119	3.0000
Kearney	Fire – 119	1.4000
Mancelona	Fire – 119	2.0000
Milton	Fire – 119	1.0000
Torch Lake	Ambulance/ALS - 124	2.2500
Torch Lake	Fire – 119	1.7500

Certification Statement

***I hereby certify that this Statement Showing Mills
Apportioned by the County Board of Commissioners and
submitted to the State Tax Commission is a true statement
of all Ad Valorem millage rates apportioned by the County
Board of Commissioners of the***

County of ANTRIM for the year 2024

A handwritten signature in black ink that reads "Jamie Houserman". The signature is written in a cursive, flowing style.

Jamie Houserman, MMAO
Equalization Director



Action Request to Board of Commissioners

Meeting Date: October 3, 2024

Department: Human Resources

Submitted By: Stephanie Murray

Agenda Item: Resolution to Adopt Annual Exemption Option (2011 Public Act 152, Opt Out, 2025 Caps)

1. Action Request/Suggested Motion

TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

1. Section 3 – “Hard Caps” Option – limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
2. Section 4 – “80%/20%” Option – limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8 – “Exemption” Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the ANTRIM COUNTY BOARD OF COMMISSIONERS has decided to adopt the annual Exemption option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED, the BOARD OF COMMISSIONERS of the COUNTY of ANTRIM elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2025 through December 31, 2025.

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

On October 13, 2016 the Board of Commissioners, for the first time, decided to exempt the County from the Public Act (PA) 152 health insurance premium caps and adopt a set of caps specific to Antrim County. The caps for a single subscriber remained consistent with those set by PA 152. However, the caps for the two-person and the family subscribers were increased.

Since 2017, the Board of Commissioners has adopted a resolution for the annual exemption option as set forth in 2011 Public Act 152. The collective bargaining union contracts have been settled for three years with the following language: “The caps will be adjusted annually based on the medical care component of the United States Consumers Price Index for the most recent 12-month period for which data are available from the United States Department of Labor, Bureau of Labor Statistics.” The 12-month period that has been used for the annual adjustment of the new Antrim County caps since first established has been consistent with those set for the PA 152 caps each year. For 2025 the increase is .2%.

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

It is necessary to pass this resolution in order to comply with Public Act 152.

4. Financial – Budget-related information
The board approved caps will be budgeted accordingly.
5. Legal Review
N/A
6. Policy Implications
N/A
7. Plan – Timeline with who, what, where, and how
To formally pass the annual exemption, as required by Public Act 152.
8. Alternative Plan – What are the implications if failure to approve?
None. Failure to approve would result in not complying with the collective bargaining contracts.
9. Attachments Included
None



Action Request to Board of Commissioners

Meeting Date: October 3, 2024

Department: Human Resources

Submitted By: Stephanie Murray, Human Resources Director

Agenda Item: FY2025 Employer Health Insurance Premium Caps

1. Action Request/Suggested Motion
To set the County employer health insurance caps for the 2025 benefit year beginning January 1, 2025, and adopt the following employer health insurance premium caps: Single \$690.37, 2-person \$1546.77, and Family \$1933.47, and that the funding source be the 2025 general fund, special projects cost center – contingency line item (101.000-272.20-969.000).
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
The proposed 2025 caps represent the 2024 caps, set by the Board, increased by 3%. Setting the caps at 3% will allow employees to have a health insurance option that does not require a payroll deduction.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
The County (if approved earlier in this meeting) has exempted itself from hard caps (MCL 15.563) and annual 80/20 (MCL 15.564). This action would establish unique caps for insurance and will ensure the County is in compliance with a number of the collective bargaining agreements.
4. Financial – Budget-related information
The adjustment for the caps would be from contingency line item 101.000-272.20-969.000
5. Legal Review
n/a
6. Policy Implications
n/a
7. Plan – Timeline with who, what, where, and how
The caps would begin January 1, 2025 and continue through December 31, 2025.
8. Alternative Plan – What are the implications if failure to approve?
Union contracts state that the County will follow this format.
9. Attachments Included



Action Request to Board of Commissioners

Meeting Date: October 3, 2024

Department: Human Resources

Submitted By: Stephanie Murray

Agenda Item: Resolution authorizing public entity membership in the West Michigan Health Insurance Pool (“WMHIP”) for a minimum three-year period.

1. Action Request/Suggested Motion
To authorize public entity membership in the West Michigan Health Insurance Pool (“WMHIP”) for a minimum three-year period with the attached resolution.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
Priority Health initial increase was projected to be 17.8%. Dewey Insurance requested reconsideration from Priority Health which resulted in an increase of 13% with a \$20,000 retention credit. The new rates are still higher than moving to the pool.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
It is necessary to pass this resolution in order to join the pool.
4. Financial – Budget-related information
N/A
5. Legal Review
Legal review has taken place.
6. Policy Implications
N/A
7. Plan – Timeline with who, what, where, and how
To formally pass the authorization to join the West Michigan Health Insurance Pool.
8. Alternative Plan – What are the implications if failure to approve?
We would need to find more affordable coverage for our employees.
9. Attachments Included
Authorizing Resolution West Michigan Health Insurance Pool Amended Trust Agreement

BOARD OF _____ OF

(the “Public Entity”)

**RESOLUTION AUTHORIZING PUBLIC ENTITY MEMBERSHIP
IN THE WEST MICHIGAN HEALTH INSURANCE POOL (“WMHIP”) FOR A MINIMUM
THREE-YEAR PERIOD**

PREMISES

A. The Western Michigan Health Insurance Pool (“WMHIP”) is a Public Employer Pooled Plan (“PEPP”) that provides pooled self-funded health insurance coverage, as authorized by the Public Employees Health Benefit Act, Act 106 of 2007.

B. WMHIP has received from the Michigan Department of Insurance and Financial Services (“DIFS”) a certificate of registration authorizing establishment of the PEPP.

C. The Board has had opportunity to consider the obligations of the Public Entity to WMHIP and PEPP plans, and services available to the Public Entity by WMHIP, and has carefully reviewed the WMHIP Amended Trust Agreement and Bylaws.

D. The Board desires to authorize membership of the Public Entity in the WMHIP for a minimum period of three years.

NOW, THEREFORE, the Board of the Public Entity hereby resolves:

1. The Board approves the WMHIP Amended Trust Agreement and bylaws, and accepts WMHIP provision of Public Entity self-funded, pooled health insurance coverage under the PEPP plan.

2. The Superintendent, Manager, or CFO of the Public Entity or, with their approval, the person appointed by the Board as WMHIP Trustee or Alternate Trustee, is hereby authorized to

execute all documents necessary for the Public Entity to become a Member in the WMHIP PEPP plan.

3. The Board hereby confirms its appointment of the following persons as Trustee and Alternate Trustee to serve as Trustee when the initial Trustee is not available or in attendance to carry out the Trustee's duties:

[Insert Trustee's Name]

[Insert Alternate Trustee's Name]

As required by law, neither the Trustee nor the Alternate Trustee is an owner, officer, or employee of any third-party administrator or any other third party providing services to WMHIP. The Trustee and Alternate Trustee shall serve until replaced by action of the Board. Once appointments are made known to the WMHIP, the persons appointed shall remain in office until the WMHIP receives evidence of appointment of other persons. Evidence of proper appointment of the Trustee and Alternate Trustee shall be a certified copy of the resolution passed by the Board, indicating the names of the designated Trustee and/or Alternate Trustee. Failure of the Public Entity to designate a Trustee, or the failure of that Trustee/Alternate Trustee to participate on the Board of Trustees, shall not affect the responsibilities or duties of the Public Entity under the Amended Trust Agreement.

4. The Public Entity shall continue participation in the WMHIP for a minimum of three full years under its PEPP plan.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are hereby rescinded.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of _____ of the _____ Public Entity, _____ County(ies), State of Michigan, at a _____ meeting held on _____, 20__, and that this meeting was conducted and public notice of this 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 this meeting were kept and will be or have been made available as required by this Act.

I further certify that the following Members were present at this meeting:

_____ and that the following Members were absent _____.

I further certify that the foregoing resolution was moved by Member _____ and seconded by Member _____.

I further certify that the following Members voted for adoption of the foregoing resolution: _____ and that the following Members voted against adoption of this resolution:

_____.

Secretary



Memorandum Administration Department

October 3, 2024

TO: Antrim County Board of Commissioners
FR: Jeremy Scott, County Administrator
RE: Administrator's Report – October 3, 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. The punch lists is nearing completion.
 - **Public Safety Center:** Byce & Associates was hired in 2022 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. The jail tour schedule can be found on our Facebook page. A comprehensive *PSC Sourcebook* of questions and answers is complete and available online at the PSC webpage. Hard copies are available in the administration office along with other . Other informational outreach materials that are completed are three single-page FAQ sheets (summary, financial, and needs), a guidebook for those who tour the jail, and posters. In addition to the informational outreach, an in-person and virtual town hall will be held on **October 2nd**. Work group members have been presenting to groups and distributing materials across the county, a poster has been created, informational Facebooks posts are being scheduled regularly and a video is nearing completion. In addition, we have begun working on the Request for Proposals/Request for Qualifications (RFP/RFQ) for Architecture-Engineering Services and Construction Management for the project if it is approved.
2. **911 Communication Tower:** Construction on the Orchard Hill tower project has begun. **Installation of the footings is complete. Erection of the tower itself is scheduled for October 19. I've attached a couple of photos below.**
 3. **Materials Management County Engagement Grant /Material Management Plan (MMP):** Per the MMP statute, a letter was sent to all local units of government regarding the County's filing of the Notice of Intent on July 5. At the August 15 meeting, the Board appointed Networks Northwest as the Designated Planning Agency. **We have gone live with the committee application on our website, we are working with Networks Northwest on notices and advertising the opportunity.**
 4. **Consolidated Courts:** The Board passed a resolution in support of a combined District and Probate Court on December 21, 2023. We have completed our exploratory review document that covers our research, our point of view, and an initial plan of action if we were to move forward. The appointed special counsel has been in communications with some of our judges and state legislators, and is planning a meeting with SCAO. I believe we are starting to see some progress and it appears that the chief judges and the Regional SCAO office are both on-board with this transition. **District Court is working on scheduling a meeting with us soon and our annual Intercounty Agreement meeting is scheduled for November 19.**
 5. **Barnes Park:** We are working with an engineer and the Health Department to establish a solution to move forward. There is a good chance that the field is still in good condition and that we will only have to repair a portion. **We have received our quotes and are moving ahead with a schedule to repair the field in the next few weeks.**

6. **Michigan Indigent Defense Commission (MIDC):** The MIDC has notified Paul Jarboe’s office that Antrim County’s FY2025 Compliance Plan & Cost Analysis, as well as the grant package, are on the Commission’s schedule for their next meeting that is being held on October 15th. Once Antrim County’s Compliance Plan has been approved, the grant agreement and Program Attorney Administrator Agreement with Mr. Jarboe’s office will be brought to the Board. You can expect to see both agreements in November.
7. **Airport Taxiway:** Construction on the taxiway has begun and interest in construction of commercial hangers has already been expressed to the Airport Director
8. **Brownfield:** The Bellaire Lofts brownfield project is still underway. The Brownfield Authority met last week to establish some changes requested by MSHDA and the project has just received State approval for both the MSHDA grant and the Brownfield. The process is taking much longer than initially expected as it is one of the first of its kind under the updated legislation. I spoke with the developer this week, they are working on mobilizing construction in the next few weeks. We will keep the Board updated as it progresses.

HUMAN RESOURCES (HR):

9. **Current County Employment Opportunities:**
 - Sheriff’s Office – Corrections – FT: Position posted.
 - Sheriff’s Office – Deputy – FT: Positions posted.
 - COA – Homemaker – Irregular PT: **One position remains posted. Once candidate in background.**
 - Probation Officer/Case Manager – Probate – FT: **Lauren Kowatch has been hired.**
 - Soil Erosion & Sedimentation Control Inspector – **Candidate in background.**
 - ACT - Mechanic – FT: **Candidate in background.**
 - ACT – Driver – Irregular PT: **Position posted.**
 - Maintenance Department – Custodian – FT: **One position still posted. Karen McClary has been hired.**

LAWSUITS:

10. **Opioid Litigation:** The County has signed on to the settlement agreement with pharmaceutical companies, wholesale distributors, and retailers. As discussed at previous Board meetings, these funds are restricted and 70% must go towards future remediation such as treatment, recovery support, outreach, training, prevention, and research. Settlement dollars received to date: **\$465,047.61** We have begun work on a Request for Funding Proposals whose intent is to solicit organizational applications for programming that will address substance use disorders. The Antrim County Community Collaborative (ACCC) is being extremely helpful with obtaining existing data from available sources. Our Medical Examiner is the latest addition to the subgroup of the ACCC that is working toward providing recommendations to the Board.
11. **Daniel Fingal, et al. vs Antrim County, et al.:** This includes Edward Theison, et al. vs Dickson County, et al. and Hottenroll, et al. vs Iron 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. If an agreement is made, any final decisions would need Board approval. A number of hearings and filings have been held/made with no significant progress. A recent Michigan Supreme Court ruling has the capability to affect additional cases with statute of limitations expected to go as far back as 2013.
12. **Jill Kosiara, et al v Antrim County, et al.:** We have been served in yet another foreclosure proceeds lawsuit in which the plaintiffs have opted out of the Wayside class action. This has been submitted to legal counsel and a motion for dismissal has been filed.

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):

- None submitted since the previous meeting.

Executed by the Board Chair in accordance with the Contract Policy and tracked for future follow-up of expiration (where necessary):

- **Gosling Czubak Agreement: GRNA Boardwalk Reconstruction Phase III**
- **Spectrum PRI Phone Service**
- **Two Seven Oh, Inc.**
- **Eklund Forestry/Muckle Road Timber Sale Agreement**

GRANT APPLICATIONS:

Submitted in accordance with the Grant Application Policy:

- **Dam Risk Reduction Grant Program Application**

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:

- No changes.

CIVIL/LABOR COUNSEL REVIEWS:

New matters sent since the previous Administrator’s report:

- **West Michigan Health Insurance Pool (WMHIP) Trust Agreement**

FOLLOW UP FROM BOARD OF COMMISSIONERS MEETING:

- None.

COMMUNICATIONS, NOTES OF INTEREST:

13. **Jail Release Simulation: is scheduled for Friday, October 11 from 10 am to 1:30 pm at the Kearney Township Hall. Lunch for registered participants will be provided. A flyer with registration information has been forwarded to the Board.**



REVENUE SCHEDULE 2024

NUMBER	ACCOUNT NAME	BUDGET	AUG	YTD RECEIVED
500.101	County Appropriation	100,000	0	\$50,000
540.100	State Funds	291,000	28,780	\$316,580
506.100	Federal Funds	90,000	18,408	\$93,251
569.000	CARES (last payment)	187,000	0	\$187,438
630.000	General Fares	3,000	289	\$2,620
630.000	Pass Revenue	16,000	1,380	\$15,405
630.000	New Horizons	3,000	252	\$2,788
630.000	FIA	0	0	\$0
630.000	Mancelona School	0	0	\$0
630.000	Misc. Special Fares	2,000	503	\$1,479
630.001	HeadStart	16,500	0	\$16,620
630.002	CMH	35,000	0	\$34,006
630.1	Net Sale of Fuel *	14,000	1,130	\$13,016
630.101	Net Sale of Maintenance **	26,500	2,735	\$24,439
630.003	Meadow Brook	27,000	5,438	\$27,241
630.004	Munson	10,000	1,958	\$10,374
630.005	Bellaire School	42,000	2,185	\$42,689
630.102	Misc. Revenue	27,000	0	\$52,589
630.009	COA Transportation	9,000	1,281	\$8,689
665.000	Interest Income	26,000	387	\$25,758
		925,000	64,726	\$924,982

* Figure based on gallons sold at .25 per gallon

** Figure based on labor only (\$60 per hr)

EXPENSE SCHEDULE 2024

FUND:	ACCOUNT NAME:	BUDGET:	AUG:	YTD EXP:	% EXP:
702.000	Salary, Director	79,500	6,054	68,354	86%
704.000	Wage, Secretary	32,000	2,019	27,331	85%
704.002	Wage, Dispatch	53,000	3,120	44,953	85%
705.000	Wage, FT Driver	0	0	0	#DIV/0!
706.000	Wage, Mechanic	86,000	5,122	72,688	85%
707-708	Wage, PT Driver	265,000	18,917	226,457	85%
714.000	Annuity	15,000	1,063	12,757	85%
715.000	FICA	43,200	2,781	36,734	85%
716.008	Hospitalization	70,000	7,150	58,585	84%
718.000	Retirement	89,200	8,697	76,114	85%
719.000	Fringe, AD&D	4,600	344	3,849	84%
721.000	Personal Leave	0	0	1,029	#DIV/0!
722.000	Unemployment	0	0	0	#DIV/0!
724.000	Workers Comp	26,300	8,080	22,414	85%
727.000	Office Supply	0	0	0	#DIV/0!
741.000	Operating Supply	5,800	691	4,923	85%
742.000	Uniforms	6,700	1,698	5,694	85%
805.000	Computer Serv.	400	0	299	75%
807.000	Dues & Subs.	2,000	0	1,853	93%
810.000	Audit	5,200	0	5,200	100%
841.000	Physicals	2,000	0	1,625	81%
851.000	Radio Maint.	2,700	0	2,298	85%
852.000	Postage	0	0	0	#DIV/0!
855.000	Telephone	2,400	41	2,017	84%
861.000	Travel	200	0	94	47%
862.000	Convention	500	0	352	70%
864.000	* Bus Parts	11,000	151	9,179	83%
864.005	Tires & Tubes	7,600	595	6,492	85%
865.000	* Gas & Oil	61,000	3,226	52,035	85%
901.000	Print & Publish	600	0	468	78%
911.001	Insurance	27,000	0	22,610	84%
921.000	Electric	6,500	571	5,549	85%
922.000	Natural Gas	6,400	67	5,412	85%
931.000	Plowing	6,000	0	6,002	100%
932.000	Building Maint.	5,600	286	4,716	84%
935.000	Trash Removal	1,600	123	1,345	84%
TOTAL:		925,000	70,796	789,428	85%

* Figures based on ACT expense only

MISCELLANEOUS REVENUE FISCAL YEAR 2024

October	None
November	None
December	None
January	None
February	\$1,621.63 – Liability Insurance Audit Refund 2021-2022
March	\$5,500 – Advertising/Veterans
April	None
May	\$2,880 – State Reimbursement (computer)
June	None
July	\$42,235 – Reconciled State \$352 - RTAP (travel & convention)
August	None
September	

Timeframe: 09/11/24-09/25/24

1. Annual Budget

The first budget meeting was held on 9/5/24. The requested changes were made, and I have been following up with the departments on the open item lists. After making the changes, I reprinted and distributed the budgets for your meeting on 9/19.

The second budget meeting is after the regular meeting on 10/3/24.

2. Cost Allocation Plan

Space recalculations and other documents were sent to Maximus during the prior meeting report. After sending, I followed up on any other items needed. At this time, Maximus is working on the report. I received a request for departments' allocated time and responded.

3. Laserfiche

Laserfiche contacted me regarding the installation of the Forms module for accounts payable processing. I participated in the kickoff call with Val on 8/5. I developed a list of all employees to create and approve invoice forms. I sent the approval list, a chart of accounts, and vendor list to ICC for setup. The programmer had a follow up meeting with Val, Shelley, and I on 9/24/24. At that meeting, we reviewed the program as is, and requested a few additional changes. The programmer said that they should be finished in the coming weeks.

I also arranged with IT to set the training date of 10/1.

I have been continuing to monitor the accounts payable function, reviewing invoices and linking checks to invoices in Laserfiche.

4. Other

With the quarter closing, I have begun the quarterly review of ACT's activity in preparation for their report. The September quarter is their fourth fiscal quarter and annual report to MDOT.

Timeframe: 09/11/24-09/25/24

1. Annual Budget

The first budget meeting was held on 9/5/24. The requested changes were made, and I have been following up with the departments on the open item lists. After making the changes, I reprinted and distributed the budgets for your meeting on 9/19.

The second budget meeting is after the regular meeting on 10/3/24.

2. Cost Allocation Plan

Space recalculations and other documents were sent to Maximus during the prior meeting report. After sending, I followed up on any other items needed. At this time, Maximus is working on the report. I received a request for departments' allocated time and responded.

3. Laserfiche

Laserfiche contacted me regarding the installation of the Forms module for accounts payable processing. I participated in the kickoff call with Val on 8/5. I developed a list of all employees to create and approve invoice forms. I sent the approval list, a chart of accounts, and vendor list to ICC for setup. The programmer had a follow up meeting with Val, Shelley, and I on 9/24/24. At that meeting, we reviewed the program as is, and requested a few additional changes. The programmer said that they should be finished in the coming weeks.

I also arranged with IT to set the training date of 10/1.

I have been continuing to monitor the accounts payable function, reviewing invoices and linking checks to invoices in Laserfiche.

4. Other

With the quarter closing, I have begun the quarterly review of ACT's activity in preparation for their report. The September quarter is their fourth fiscal quarter and annual report to MDOT.