



Antrim County Board of Commissioners



Terry VanAlstine, Chairman

Thursday, November 7, 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 Minutes 2
 - A. [Regular Meeting – October 17, 2024](#)
 - B. Closed Session – October 17, 2024
 - C. [Public Hearing – October 17, 2024](#)
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
 1. Jail – Stellar Services Agreement
 2. Dispatch – IamResponding Subscription Agreement
 - C. Treasurer’s Office
 1. ACH & Electronic Transaction Policy Update
 2. Quarterly Banking and Investment Reports (*Information Only*)
 - D. Grass River Natural Area – Release of Funds: Kayak Launch
 - E. Antrim County Airport – Meade & Hunt Services Agreement: Tree Removal Project
 - F. Emergency Services – Central Lake Public Schools Services Agreement
 - G. Forestry – Lump Sum Bid Award
 - H. Finance Director
 1. Budget Amendment – Postage
 2. Budget Amendment - Insurance
 - I. Administration Department
 1. Michigan Indigent Defense Commission Grant Agreement
 2. MIDC Program Attorney Administrator Agreement Amendment 5
 - J. Closed Session – Finance Director Performance Evaluation
 - K. Closed Session – County Administrator Performance Evaluation
 - L. Closed Session – Collective Bargaining Unit Negotiations

- 11. Appointments/Annual
 - A. Appointments
 - 1. Antrim County Community Collaborative – Ranae McCauley (10:30)
 - B. Annual Reports
- 12. Reports..... 72
 - A. County Administrator Report
 - 1. ACT Monthly Update – September 2024
 - 2. Veterans Affairs Monthly Update – October 2024
 - B. Finance Director Report
 - C. Chairman Report
- 13. Various Matters
- 14. Public Comment
- 15. Adjourn



Memorandum Administration Office

November 7, 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 October 31, 2024. 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 [October 17, 2024 regular meeting](#), as well as the [minutes from the public hearing](#) on the 2025 budget. If there are no corrections to those minutes, please consider the following action:

Motion by _____, seconded by _____ to approve the minutes of the October 17, 2024 regular meeting as presented.

Motion by _____, seconded by _____ to approve the minutes of the October 17, 2024 Public Hearing as presented.

At the meeting, you will be given hard copies of the minutes from the closed session held on October 17. Once you have read those and there are no corrections, please consider the following action:

Motion by _____, seconded by _____ to approve the minutes of the October 17, 2024 closed session as presented.



Memorandum Administration Office

November 7, 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: November 7, 2024

Department: Antrim County Sheriff – Jail

Submitted By: Sherry Knight, Jail Administrator

Agenda Item: Stellar Services Agreement

<p>1. Action Request/Suggested Motion</p> <p>To Authorize the Sheriff to sign the Terms of Service for Fastcase online Legal research with Stellar Services.</p>
<p>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</p> <p>Fastcase provides a comprehensive online legal research system that the inmates can use within their cells for up and coming court cases. Currently an inmate is to write down what is needed at it is forwarded to the prosecutor’s office for review and they print it off and forward back to the jail for the inmate.</p>
<p>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</p> <p>Law libraries offer many benefits, including access to legal resources, legal research tools and legal information in multiple formats. It will be less time and hassle for an inmate to research what is needed for their case without going through multiple steps. If an inmate wishes to represent themselves, Fastcase will be helpful in their research.</p>
<p>4. Financial – Budget-related information</p> <p>On a quarterly basis, an amount equal to the product of the total ADP times \$.89. This fee can be paid by the inmates themselves out of the profits of the inmate’s commissary funds.</p>
<p>5. Legal Review</p> <p>N/A</p>
<p>6. Policy Implications</p>
<p>7. Plan – Timeline with who, what, where, and how</p> <p>Once the Board of Commissioners approves this, the agreement will be signed by both parties, Stellar Service will provide the license to access Fastcase.</p>
<p>8. Alternative Plan – What are the implications if failure to approve?</p> <p>We will continue to use the Prosecutor’s Office when an inmate is requesting information to their case law.</p>
<p>9. Attachments Included</p> <p>Stellar Services Terms of Service for Fastcase</p>

STELLAR SERVICES

Terms of Service for Fastcase

This License Agreement (“Agreement”) is made and entered into as of (date) _____, 2024, by and between Stellar Services, LLC 301 Business Park Circle, Stoughton, WI 53534, and Antrim County Sheriff’s Office , (the “Licensee”) a Stellar Services Client Facility located at 207 E. Cayuga Street, Bellaire, MI 49615.

WHEREAS Fastcase is a legal publishing company that provides a comprehensive online legal research system; and

WHEREAS Licensee is a corporation that provides communications services to correctional institutions nationwide, including providing legal research services to inmates in said institutions; and

WHEREAS Stellar Services, LLC is providing a license to access Fastcase’s online Legal research system.

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

License

- 1) **Fastcase Data Ownership.** Nothing in this Agreement shall give Licensee, any Facility, Inmate or Staff, or any third party to this Agreement any rights or claims to any portion of the Fastcase Data. . ”Fastcase Data” means any data contained on servers controlled by Fastcase and accessed through the Fastcase System, including, but not limited to the Fastcase Corrections Database.
- 2) **License Fees.** In consideration of Stellar Services, LLC providing the Fastcase License to Clients' as set forth herein, Licensee shall pay to Stellar Services, LLC, on a quarterly basis, an amount equal to the product of the Total ADP times eighty-nine cents (\$0.89) per inmate, per month. First month's calculations will be prorated for the actual dates' services were provided. The license fee for each quarter shall be due and payable within thirty (30) days of each quarter.

STELLAR SERVICES

Terms of Service for Fastcase

- 3) Reporting. Licensee shall provide Stellar Services a report each quarter with the ADP of the Facility. The ADP of each Facility should be determined and updated no less frequently than quarterly.

- 4) Term and Termination.
The Agreement shall automatically renew in one-year increments unless either party elects to terminate the Agreement, for any reason, by giving a written notice of 60 days.

INSTALLATION will take place upon signature of contract and an agreed upon date.

ACCEPTANCE: Both parties agree to the terms of this agreement.

ANTRIM COUNTY SHERIFF'S OFFICE

STELLAR SERVICES, LLC

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Action Request to Board of Commissioners

Meeting Date: November 7, 2024

Department: Sheriff's Office - Dispatch

Submitted By: Sgt. Mike Gank, Dispatch Sgt.

Agenda Item: IamResponding Services Agreement

1. Action Request/Suggested Motion
To authorize the Sheriff to sign a contract with Emergency Services Marketing Corp., Inc. for the IAMRESPONDING subscription.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
Antrim Co 9-1-1 has been using Active911 to provide secondary notification to Fire and EMS responders. The product works well but has some limitations. The system relies heavily on commercial networks for delivering notifications. The system also is stand alone and works independently of other 9-1-1 systems. Active911 uses one method of delivery.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
Switch from Active911 to IAMRESPONDING. IAMRESPONDING has recently been purchased by another product that Antrim County 9-1-1 uses, RapidSOS. RapidSOS is a system that provides 9-1-1 caller location information. IAMRESPONDING now works within the RapidSOS window and will also integrate into the 9-1-1 phone answering system. By using systems to work together this limits the amount of separate screens dispatchers have to use. System integration and automation are critical for 9-1-1 centers so that dispatchers are able quickly access information while reducing errors. IAMRESPONDING also uses multiple ways to deliver notifications making the system more robust.
4. Financial – Budget-related information
\$4,000 is budgeted annually for using the Subscription fee for Active911 for a limited amount of users. IAMrespondng will Cost \$8,700 for 12 agencies to provide unlimited users access. No budget amendment will be necessary.
5. Legal Review
Legal review has been done
6. Policy Implications
None
7. Plan – Timeline with who, what, where, and how
Before end of year 2024
8. Alternative Plan – What are the implications if failure to approve?
None
9. Attachments Included
ESMC Agreement

IamResponding SUBSCRIPTION AGREEMENT

This Agreement is entered into by and between **Emergency Services Marketing Corp., Inc.** (“ESMC”), as the duly licensed provider of IamResponding.com, and **Antrim County Sheriff 911 (MI)** (“Subscriber”). Pursuant to the Terms and Conditions set forth herein, ESCMC agrees to provide Subscriber with access to IamResponding.com, for the term and at the cost set forth herein. Subscriber is solely responsible for obtaining its’ own internet connection and hardware.

1. Term. The Term of this subscription shall commence on **November 1, 2024** (“Commencement Date”) and shall terminate **October 31, 2025**. Subscriber’s access to IamResponding.com shall not be provided by ESCMC until ESCMC has received this signed Subscription Agreement from Subscriber.
2. Confidentiality. The cost provisions set forth herein constitute trade secret and proprietary information of ESCMC. As such, to the fullest extent permitted by law, excepting only to the extent required by law, such cost provisions are to be treated as confidential by Subscriber, and are to be shared with only such other municipal officials as are deemed by Subscriber to have a specific need to know. If Subscriber believes it is compelled by law to disclose the cost provisions herein to a third-party, Subscriber shall first exercise reasonable efforts to notify ESCMC of such determination and intent to disclose, prior to such disclosure.
3. Subscription Fees.
 - a. Base Subscription Fee: Subscriber shall pay to ESCMC the further sum of **\$8,170** due on or before November 1, 2024, without necessity of invoice.
 - b. Set-up Fee: **\$420**
 - c. Telephone Charges: Subscriber shall pay to ESCMC the further sum of **\$110** due on or before November 1, 2024, without necessity of invoice.
4. Payment. All payments required pursuant to this Subscription Agreement shall be by official check in US funds, made payable to Emergency Services Marketing Corp., Inc. (EIN 20-578-7005), and shall be delivered to: P.O. Box 93, Dewitt, New York 13214.
5. Scope of Subscription. The base subscription fee provides subscription services to IamResponding.com for **Twelve (12)** agencies and county-wide specialty teams, which are as identified on the county implementation plan attached hereto as Exhibit “A.”

For the purpose of this Subscription Agreement, an “agency” is defined as a single entity with the ability to view all responders of each company and station of that entity on a single sub-site of the IamResponding.com system. Each entity which desires to view responders of its companies or stations on separate sub-sites of the system shall be treated as a separate agency for each sub-site

established. For example, a fire department with two stations that desires to have each of its' monitors display every responder to every event on a single sub-site of IamResponding.com constitutes one agency. A fire department with two stations that wants to view the separate responders assigned to each station on two separate sub-sites will be treated as two agencies.

Multiple agencies and teams shall not share subscription services, and any sharing of services with any entity not specifically identified on the attached County Implementation plan shall constitute a material breach of this Agreement. In the event of such a breach, Subscriber shall pay to ESMC the sum of \$850 per year of use for each non-identified entity sharing such services.

Subscriber warrants that **Ten (10)** of the proposed agencies and teams are dispatched to more than 100 dispatches of their own dispatches per year, and **Two (2)** of the proposed agencies is/are dispatched to fewer than 100 dispatches of their own dispatches per year.

6. Subscription Services.

- a. Included Services. Unlimited access to all responder information of the agencies and teams identified on Exhibit "A" by County dispatchers, County Fire & EMS Coordinators and such others as may be designated by the Subscriber; the establishment of separate, designated sub-sites for each included agency and team; the set-up of a consolidated dispatch center sub-site of IamResponding.com for monitoring by the dispatch center of each of the agencies and teams identified on Exhibit "A" on a single system; all current functions of IamResponding.com; 24x7x365 email technical support; set up of program options for each agency and team; periodic system upgrades; provisioning of toll-free access numbers for each agency and team; two (2) live webinar training sessions of system administrators, on mutually agreeable dates and times ("train the trainers").
- b. Excluded Services. Input or maintenance of individual member profiles (to be performed by individual agencies and/or teams); user-end hardware, software, cabling or monitors; installation, maintenance or troubleshooting of user hardware or at user sites. If and when outbound text-to-voice functionality is added as a feature of IamResponding.com, the cost of such outbound telephone calls is not included within this Subscription Agreement and shall be subject to a separate agreement at that time in order to enable that function.

7. Current Subscribers. Within thirty (30) days of receipt by ESMC of the initial payment required by this Subscription Agreement, any current agency or team identified on Exhibit "A" which has already subscribed to IamResponding.com shall receive a pro-rated refund of any subscription fees already paid, exclusive of any set-up fees, and exclusive of any telephone charges incurred prior to the Commencement Date of this Subscription Agreement.

8. Terms of Use. This Subscription Agreement expressly adopts and incorporates the Terms of Use of IamResponding.com, including all disclaimers of warranties set forth therein. The Terms of Use are posted on the IamResponding.com site at www.iamresponding.com,

- a. The Governing Law clause in the Terms of Use (Section 19) shall be interpreted in accordance with the laws of the State of Michigan. Any disputes arising from or related to

this order, or the Terms of Use will be subject to the exclusive jurisdiction of the courts of Michigan.

9. Transmission of Dispatch Information. One of the functions of IamResponding.com enables agencies and teams to display dispatch information on their IamResponding.com systems, and enables members of such agencies and teams to obtain such information via text message, push notifications to apps, and email. It is understood that this functionality is dependent upon the technology capabilities of the dispatch system used by Subscriber, and that ESMC makes no guarantees or warranties about this functionality. It is further understood that IamResponding.com cannot control the timing, speed or reliability of the delivery of dispatch information from the dispatch center to its network, and cannot control the timing, speed or reliability of the delivery of the dispatch information to the members of departments/agencies/teams that choose to receive it once the information has been transmitted by IamResponding.com to the members' internet service providers, push notification services, and/or cellular telephone providers. Therefore, it is specifically understood that this system is NOT to be relied upon under any circumstance as a primary means of notification for emergency events, and should only be utilized as a non-emergent, supplemental method of notification. Certain cellular providers limit the number of characters permitted per text message, and therefore it is also understood that certain transmitted text messages may omit or delete information if the message exceeds the character length of the members' cellular provider. To the greatest extent permitted by law, Subscriber, individually and on behalf of each of the agencies and teams receiving the IamResponding.com system pursuant to this Subscription Agreement, hereby releases ESMC and IamResponding.com from any and all claims and liabilities of any nature whatsoever associated with any transmission of dispatch information.
10. Default. If Subscriber defaults in any respect whatsoever with regard to the terms and conditions of this Subscription Agreement or the Terms of Use of IamResponding.com, ESMC shall have the right, in its sole discretion, to suspend or terminate Subscriber's subscription to IamResponding.com, and to suspend or terminate Subscriber's access to IamResponding.com. Any payments not timely made shall be considered a material default by Subscriber.
11. System Modifications. Subscriber understands that ESMC reserves the right to modify the appearance, content and/or functionality of IamResponding.com at any time, and in its sole discretion. In no event shall any core functionality of IamResponding.com be eliminated.
12. Website Links. Subscriber, and each agency and team identified on Exhibit "A", shall add a link to www.iamresponding.com on any website that they maintain for official business.
13. Sales Representatives. Subscriber warrants that its subscription to ERRS was not procured through the efforts of any salespersons other than **Chris Halliday**
14. Service Interruptions. Subscriber understands that there may be periodic service interruptions to IamResponding.com as the result of events or circumstances beyond the control of ESMC. ESMC has taken, and will continue to exercise, commercially reasonable efforts to mitigate such interruptions, and maintains a fully redundant, fault-tolerant network for the provision of services related to IamResponding.com.
15. Promotion. Subscriber consents to the utilization by ESMC of the existence of this subscription in promotional materials developed and disseminated by ESMC, including the listing of Subscriber and each agency identified on Exhibit "A" as a subscriber/user of IamResponding.com.

16. Additional Agencies. Additional agencies and region-wide specialty teams may be added during the same subscription term at the following rates:

Each additional agency that is dispatched to MORE than 100 events per year:

1 year term: \$800/year*

Each additional agency that is dispatched to LESS than 100 events per year:

1 year term: \$300/year**

*Plus, a one-time set up fee of \$35 per agency and \$10/annually for phone call costs.

**Plus, a one-time set up fee of \$35 per agency and \$5/annually for phone call costs.

17. Additional Term. Upon the written agreement of the parties, signed by both parties, the parties may agree to extend the Term of this Agreement on the same cost terms for the extended period of the Agreement.
18. Severability. If all or part of any provision of this Subscription Agreement or of the Terms of Use shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, such portion(s) of the provision(s) as are held to be illegal, invalid or unenforceable shall be construed to reflect the parties' original intent, and the remaining portions and provisions shall remain in full force and effect.
19. Counterparts. This Subscription Agreement may be signed in counterparts, each of which, when combined, shall constitute the whole agreement.
20. Entire Agreement. This Subscription Agreement and the Terms of Use constitute the entire agreement between Subscriber and ESMC and govern Subscriber's use of IamResponding.com, superseding any prior agreements between Subscriber and ESMC. In the event of a specific conflict between the terms and conditions of this Subscription Agreement and the Terms of Use of IamResponding.com, the terms and conditions of this Subscription Agreement shall control. This Agreement may be modified in the future by the parties, but only upon a written document signed by all parties.
21. Warranty of Authority. Subscriber warrants that the individual signing this Agreement possesses all authority and consent necessary to enter into this Subscription Agreement on behalf of Subscriber.

Antrim County Sheriff 911, MI

By:

Printed Name: _____

Authorized Signature: _____

Official Title of Person Signing: _____

Date: _____

Billing

Address: _____

City: _____

State: _____

Zip Code: _____

Contact Name: _____

Email Address: _____

Phone Number: _____

Emergency Services Marketing Corp., Inc.

By: _____ Date: _____
Daniel R. Seidberg, President

“Exhibit A”
County Implementation Plan

	Agency/Team Name and Full Physical Address	Name, Email and Mobile Number of Primary Contact	Name, Email and Mobile Number of Secondary Contact
1	Star Fire		
2	South Torch Fire		
3	Central Lake Fire		
4	Elk Rapids Fire		
5	Banks Fire		
6	Manceloan Fire		
7	Torch Lake Fire		
8	Milton Fire		
9	Elmira Station 3		
10	Township Ambulance		
11	Torch Lake EMS		
12	Bellaire Fire		



Action Request to Board of Commissioners

Meeting Date: November 7, 2025

Department: County Treasurer

Submitted By: Sherry A Comben, County Treasurer

Agenda Item: ACH and Electronic Transactions Policy Update

1. Action Request/Suggested Motion
To approve the updated ACH (Automated Clearing House) and Electronic Transaction Policy
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
The current policy does not meet our current procedures and organization approval structure. The new policy will strengthen ACH controls.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
To implement a policy that will reduce our risk of liability and fraud due to errors and or irregularities and meet our current organization structure, approval process and stream line efficiencies in using ACH and electronic transfers.
4. Financial – Budget-related information
This has no impact on the budget
5. Legal Review
Not applicable. Input and review has been done by the Finance Director and the Administrator.
6. Policy Implications
The policy will be changed upon Board approval.
7. Plan – Timeline with who, what, where, and how
Upon approval, the updated policy will be used in departments.
8. Alternative Plan – What are the implications of failure to approve?
If not approved we will continue with an outdated policy, with potential risk of liability and fraud due to errors and or irregularities and limit the use of ACH/EFT activities for the bill payment process.
9. Attachments Included
1) Purposed updated policy 2) Updated ACH Enrollment Form 3) Current policy and forms 4) Public Act 738 of 2002



Antrim County

ACH (Automated Clearing House) and Electronic Transactions Policy

October 3, 2003

PURPOSE:

The purpose of this policy is to authorize and regulate electronic transactions of public funds by Antrim County and to establish the procedures and internal controls necessary to carry out the policy.

AUTHORITY:

The Antrim County Board of Commissioners.

APPLICATION:

This policy shall govern the use of electronic transactions and automated clearing house (ACH) arrangements for Antrim County.

RESPONSIBILITY:

The County Treasurer shall be responsible for the implementation and administration of this policy.

DEFINITION(S):

1. Electronic **Funds Transfer Transaction (EFT)** means all electronic payments. **ACH transaction** means an electronic payment, debit, or credit transfer processed through an automated clearing house.
2. Automated Clearing House (ACH) means a national or governmental organization that has the authority to process electronic payments, including, but not limited to, the National Automated Clearing House Association and the Federal Reserve System.
3. ACH Arrangement means an agreement between the originator of an electronic transaction and the receiver of an electronic transaction.

ADMINISTRATIVE PROCEDURES:

The County Treasurer is designated as Antrim County's Electronic Transfer Officer (ETO) and is responsible for administering and assuring compliance with this policy.

POLICY:

1. **Authority to enter into ACH Agreements and Electronic Transfer of Public Funds:**
The County Treasurer may enter into ACH Agreements, as provided by PA 738 of 2002, effective December 30, 2002. The Antrim County Board of Commissioners shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy (Resolution #30.03 of November 13, 2003). Applicable definitions in the act shall apply. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt.
2. **Responsibility for ACH Agreements:**
The County Treasurer or designated employee by the treasurer shall be responsible for the establishment of ACH agreements, including payment approval, accounting and generally overseeing compliance of the ACH policy. **The Finance Director or designated staff** shall submit to the Antrim County Board of Commissioner documentation **by the normal expenditure approval procedures** detailing the goods and services purchased, the cost of the goods or services, the date of the payment and the department levels serviced by payment. This report shall be contained in the electronic general ledger system.

3. **Internal Accounting Controls to Monitor Use of ACH Transactions:**

- 3.1. ~~The County Treasurer shall be responsible for establishing of ACH agreements.~~ The treasurer shall notify the responsible parties of those accounts to be paid by ACH or electronic transfers. ~~A list shall be prepared by the County Treasurer and the Finance Director and may be modified, at any time, by mutual consent.~~ Vendors to be paid via ACH or EFT shall be set up in the accounts payable and/or payroll modules of the current accounting software being used. ACH and EFT payments shall be recorded in the current accounting software being used.
- 3.2. An ACH enrollment form shall be on file with the Antrim County Treasurer ~~and Financial Director, or an employee designated by either party~~ for all vendors to be paid by ACH transaction. ~~The County Treasurer is responsible for obtaining proper authorization for debiting and crediting any customer, vendor or payer account via ACH and EFT, in accordance with NACHA rules. All vendor authorizations will be retained for two (2) years following termination or revocation of the authorization.~~
- 3.3. Upon receipt of an invoice for payment for accounts paid by ACH ~~or EFT~~, the responsible parties shall approve payment and notify the treasurer of the date of debit to the county accounts. ~~Accounts payable by this method may include utility and recurring lease payments. Antrim County will not enter into any automatic recurring ACH or EFT arrangements.~~ These payments shall be included on the report of payments to the Antrim County Board of Commissioners. All other invoices approved by the responsible parties and payable by ACH ~~or EFT~~ may be paid in that manner if deemed in the best interest of Antrim County, e.g. to avoid a late fee.
- 3.4. For payment of State and Federal payroll taxes, the treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the EFTPS and state program.
- 3.5. For deposits from state, county, and/or federal authorities, and from third- party payments processors, e.g. (banks, vendors), the treasurer shall obtain the amount of the deposit and shall send an advice to the responsible parties for accounting records.
- 3.6. All invoices shall be held by the responsible parties along with copies of the payment advices.
- 3.7. ~~Transfer of funds between county entities such as Building Authority, Medical Care Facility, and Road Commission together with employee payroll deductions, withholding tax payments and MERS are excluded from Board of Commission approval but can be summarized separately by the Finance Director or designated staff if requested. Transfers between county accounts are excluded from Board of Commission approval but can be summarized separately by the County Treasurer if requested.~~
- 3.8. The County Treasurer shall verify all funds prior to any disbursement of funds using electronic transfer method. No Vendor (payee) shall be allowed to automatically withdraw funds from County accounts to pay for purchases prior to the county approval process.
- 3.9. The Finance Director or designated staff is responsible for ensuring that ACH or EFT payments are lawful expenditures of County funds and comply with legislatively-approved budgets. The Finance Director or designated staff will be responsible for accounts payable vendor payment notifications.
- 3.10. The County Treasurer is responsible for ensuring that only authorized individuals have access to any system capable of initiating ACH transactions. A current list of persons authorized to initiate and approve EFT and ACH transactions must be maintained by the County Treasurer.
- 3.11. The County Treasurer is responsible for establishing and maintaining adequate reconciliation procedures which include timely resolutions of all material reconciling items.
- 3.12. The County Treasurer is responsible for ensuring that treasurer department staff responsible for ACH and EFT activities have the necessary training and knowledge required to effectively perform their duties. The Finance Director is responsible for ensuring that finance department staff responsible for ACH and EFT activities have the necessary training and knowledge required to effectively perform their duties.

RELATED POLICY:

Expenditure Approval
Credit Card Acceptance
Antrim County Fraud and Financial Conduct Policy

EFFECTIVE DATE:

This policy does not affect the validity of any ACH arrangements entered into by Antrim County before the effective date of Public Act 738 of 2002 (December 30, 2002)

ADOPTED: November 13, 2003

AMENDED: November 7, 2024

Reviewed by:
County Treasurer
Finance Director
Administrator

DRAFT

Antrim County
ACH Transaction Enrollment Form

Payee Information:

Please print clearly

Name on Invoice: _____
Address: _____
City, State, Zip: _____
Contact Name: _____
Phone Number: _____
Email Address: _____
Account Number: _____

Bank Information:

Bank Name: _____
Bank Address: _____
Bank Phone Number: _____
Name on the Account: _____
Account #: _____
Routing #: _____
Account Type: Checking ___ Savings ___

I certify that the information provided on this form is correct, and I hereby authorize the Antrim County to electronically deposit payments to the bank account designated above. You are also authorizing Antrim County to initiate corrections/reversals if an incorrect payment was processed. It is my responsibility to notify Antrim County Treasurer immediately if I/we become aware of any changes in status or banking information. Account changes must be reported to the Antrim County Treasurer thirty (30) days prior to the actual change. This order will remain in effect until submission in writing to the Antrim County Treasurer.

Name(s): _____
Please print _____ Title _____

Authorized Signature _____ Date: _____

Please return completed form via email: treasurer@antrimcountymi.gov or mail to:
Antrim County Treasurer
PO Box 544
Bellaire MI 49615

Approved By: _____ Date: _____



Antrim County ACH (Automated Clearing House) and Electronic Transactions Policy

October 3, 2003

1. **PURPOSE:** The purpose of this policy is to authorize and regulate electronic transactions of public funds by Antrim County and to establish the procedures and internal controls necessary to carry out the policy.
2. **AUTHORITY:** The Antrim County Board of Commissioners.
3. **APPLICATION:** This policy shall govern the use of electronic transactions and automated clearing house (ACH) arrangements for Antrim County.
4. **RESPONSIBILITY:** The County Treasurer shall be responsible for the implementation and administration of this policy.
5. **DEFINITION(S):**
 - 5.1. **Electronic Transaction:** An electronic payment, debit, or credit transfer processed through an automated clearing house.
 - 5.2. **Automated Clearing House (ACH):** An organization that has the authority to process electronic payments, including, but not limited to, the National Automated Clearing House Association and the Federal Reserve System.
 - 5.3. **ACH Arrangement:** An agreement between the originator of an electronic transaction and the receiver of an electronic transaction.
6. **POLICY:**
 - 6.1. **Authority to enter into ACH Agreements and Electronic Transfer of Public Funds:** The treasurer may enter into ACH Agreements, as provided by PA 738 of 2002, effective December 30, 2002. The Antrim County Board of Commissioners shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt.
 - 6.2. **Responsibility for ACH Agreements:** The treasurer or employee designated by the treasurer shall be responsible for the establishment of ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance of the ACH policy. The treasurer and/or clerk shall submit to the Antrim County Board of Commissioners documentation detailing the goods and services purchased, the cost of goods or services, the date of payments and the department levels serviced by payment. This report can be contained in the electronic general ledger system.

6.3. Internal Accounting Controls to Monitor Use of ACH Transactions:

- 6.3.a. The treasurer shall be responsible for establishing of ACH agreements. The treasurer shall notify the responsible parties of those accounts to be paid by ACH or electronic transfers. A list shall be prepared by the County Treasurer and County Clerk and may be modified, at any time, by mutual consent.
- 6.3.b. An ACH enrollment form shall be on file with the Antrim County Treasurer, or an employee designated by the County Treasurer, for all vendors to be paid by ACH transaction.
- 6.3.c. Upon receipt of an invoice for payment for accounts paid by ACH, the responsible parties shall approve payment and notify the treasurer of the date of debit to the county accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the Antrim County Board of Commissioners. All other invoices approved by the responsible parties and payable by ACH may be paid in that manner if deemed in the best interest of Antrim County, e.g. to avoid a late fee.
- 6.3.d. For payment of State and Federal payrolls taxes, the treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the EFTPS and state program.
- 6.3.e. For deposits from state, county, and/or federal authorities, and from third-party payments processors, e.g. (banks, vendors), the treasurer shall obtain the amount of the deposit and send an advice to the responsible parties for accounting records.
- 6.3.f. All invoices shall be held by the responsible parties along with copies of the payment advices.

- 7. **ADMINISTRATIVE PROCEDURES:** The Treasurer is designated as Antrim County's electronic transfer officer (ETO) and is responsible for administering and assuring compliance with this policy.
- 8. **EFFECTIVE DATE:** This policy does not affect the validity of any ACH arrangements entered into by Antrim County before the effective date of Public Act 738 of 2002 (December 30, 2002).



ANTRIM COUNTY
BOARD OF COMMISSIONERS
P.O. Box 520
Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935
Chairman: JACK WHITE

November 18, 2003

At the November 13, 2003 meeting of the Antrim County Board of Commissioners, the following Resolution was offered:

RESOLUTION #30-03 by Laura Stanek, seconded by Larry Bargy

WHEREAS, Public Act 738 of 2002, requires the Antrim County Board of Commissioners to adopt a resolution to authorize electronic transactions, and

WHEREAS, Public Act 738 of 2002, effective December 20, 2002, authorizes counties to make electronic transactions involving public funds by electronic payment, debit or credit transfer processed through an automated clearing house, and

WHEREAS, Public Act 738 of 2002 authorizes the Antrim County Treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH) including, but not limited to, the National Automated Clearing House Association and Federal Reserve System, and

WHEREAS, the Antrim County Treasurer and County Clerk have prepared a written automated clearing house (ACH) policy as required by the Act, for the purposes of maintaining effective internal control by clarifying and emphasizing the department initiating ACH transactions through systems provided by the County.

NOW, THEREFORE, BE IT RESOLVED, that the Antrim County Board of Commissioners authorizes the County to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Antrim County Treasurer and the Antrim County Clerk as the County's ACH policy and presented to the Antrim County Board of Commissioners on November 13, 2003.

Yes – Dawson, Bargy, White, Howelman, Crawford, Stanek, Blackmore;

No - None;

Absent – McLeod, Allen.

RESOLUTION #30-03 DECLARED ADOPTED.

ANTRIM COUNTY CLERK, BELLAIRE, MI
STATE OF MICHIGAN, COUNTY OF ANTRIM, ss
I, Laura Sexton, Clerk of the County of Antrim, do hereby
certify the above and foregoing is a true and exact copy of
the original record now remaining in this office.
IN TESTIMONY WHEREOF, I have hereunto set my hand
and official seal this 18th day of November, 2003.

Laura Sexton County Clerk

**List of Vendors Authorized to be Paid by ACH Transaction
October 7, 2003**

**Alden State Bank
Bank One Michigan
Bank One Michigan/Illinois
Bank One Municipal Investors
Bay Winds Federal Credit Union
Citibank FSB
Citizens Bank
Comerica
Credit Union One
Fifth-Third Bank Northern Michigan
Flagstar Bank FSB
Huntington National Bank
Internal Revenue Service
J P Morgan Chase Bank
Members Credit Union
Michigan Employees' Retirement System
National City Bank
Northwest Consumers Federal Credit Union
Northwestern Savings Bank & Trust
Provident Bank of Ohio
Standard Federal
State of Michigan
U S Bank NA
United States Government
United States Postal Service**

County of Antrim
ACH TRANSACTION ENROLLMENT FORM

Name on Invoice: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Account Number: _____

To ensure the correct account is used for this electronic payment and to obtain the ABA/routing number enclose a copy of a voided check.

Name of Financial Institution: _____

ABA/Routing Number: _____ - _____ - _____

Checking Account Number _____

Or

Savings Account Number _____

Signature _____ **Date:** _____

Approval _____ **Date:** _____

ACH NO. _____

ACH Notification

The following account has been properly approved for payment:

In the amount of: _____

Payment due date: _____

Fund: _____ **Department:** _____ **Account:** _____

Date: _____ **Authorization Signature:** _____

ACH Verification

Date of transfer: _____ **Amount:** _____

Common Account: _____

Special Account: _____ **Name of Account:** _____

Verification that transaction was done signature: _____

ACH NO. _____

ACH/ELECTRONIC TRANSFER Notification

The following account has been properly approved for payment:

In the amount of: _____

Payment due date: _____

Fund: _____ **Department:** _____ **Account:** _____

Date: _____ **Authorization Signature:** _____

ACH/ELECTRONIC TRANSFER Verification

Date of transfer: _____ **Amount:** _____

Common Account: _____

Special Account: _____ **Name of Account:** _____

Verification that transaction was done signature: _____

ELECTRONIC TRANSACTIONS OF PUBLIC FUNDS
Act 738 of 2002

AN ACT to authorize and regulate electronic transactions of public funds involving local units of government; and to provide for powers and duties of certain governmental agencies and officials.

History: 2002, Act 738, Imd. Eff. Dec. 30, 2002.

The People of the State of Michigan enact:

124.301 Definitions.

Sec. 1. As used in this act:

(a) "ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

(b) "ACH policy" means the procedures and internal controls as determined under a written policy developed and adopted by the treasurer or the electronic transactions officer of a local unit under section 3.

(c) "ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.

(d) "Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

(e) "Electronic transactions officer" or "ETO" means the person designated under this act by charter or by the governing body in a local unit other than a township or county.

(f) "Governing body" means any of the following:

(i) The council, commission, or other entity vested with the legislative power of a city or village.

(ii) The township board of a township.

(iii) The county board of commissioners of a county.

(iv) The board of county road commissioners of a county.

(v) The board of education of a local or intermediate school district.

(vi) The board of trustees of a community college district.

(vii) The official body to which is granted general governing powers over an authority or organization of government established under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

(viii) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

(g) "Local school district" means a school district organized under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, or a district governed by a special or local act.

(h) "Local unit" means any of the following:

(i) A village.

(ii) A city.

(iii) A township.

(iv) A county.

(v) A county road commission.

(vi) A local school district.

(vii) An intermediate school district.

(viii) A community college district.

(ix) An authority or organization of government established under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

(x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

(i) "Treasurer" means the elected treasurer in a township or county.

History: 2002, Act 738, Imd. Eff. Dec. 30, 2002.

124.302 ACH arrangement; scope.

Sec. 2. (1) The treasurer or the ETO of a local unit may enter into an ACH arrangement as provided by this act.

(2) An ACH arrangement under this act is not subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by a local unit.

History: 2002, Act 738, Imd. Eff. Dec. 30, 2002.

124.303 ACH policy; contents.

Sec. 3. A local unit shall not be a party to an ACH arrangement unless the governing body of the local unit has adopted a resolution to authorize electronic transactions and the treasurer or the ETO of the local unit has presented a written ACH policy to the governing body. The ACH policy shall include all of the following:

(a) That an officer or employee designated by the treasurer or ETO is responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

(b) That the officer or employee responsible for disbursement of funds shall submit to the local unit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system of the local unit or in a separate report to the governing body of the local unit.

(c) A system of internal accounting controls to monitor the use of ACH transactions made by the local unit.

(d) The approval of ACH invoices before payment.

(e) Any other matters the treasurer or ETO considers necessary.

History: 2002, Act 738, Imd. Eff. Dec. 30, 2002.

124.304 Noncompliance; order limiting or suspending local unit's authority.

Sec. 4. After notice and hearing as provided under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, the department of treasury may issue an order limiting or suspending the authority of a local unit to make electronic transactions under this act for failure to comply with the requirements of this act or with the requirements of the local unit's ACH policy.

History: 2002, Act 738, Imd. Eff. Dec. 30, 2002.

124.305 ACH arrangement; validity; compliance.

Sec. 5. (1) This act does not affect the validity of an ACH arrangement entered into by a local unit before the effective date of this act.

(2) All electronic transactions made on or after the effective date of this act shall comply with this act.

History: 2002, Act 738, Imd. Eff. Dec. 30, 2002.



Action Request to Board of Commissioners

Meeting Date:

Department:

Submitted By:

Agenda Item:

1. Action Request/Suggested Motion
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
4. Financial – Budget-related information
5. Legal Review
6. Policy Implications
7. Plan – Timeline with who, what, where, and how
8. Alternative Plan – What are the implications of failure to approve?
9. Attachments Included

Antrim County Investment Report

3RD QUARTER ENDING SEPTEMBER 2024

Account Type	Fund	Description	COST	Rate	Rate Def	Maturity Date
Gov MM	Common	UBS MMKT-GOVT	15,808.61	.05%	APY-E	
Gov MM	MB Funded Depreciation	ALDEN	302,082.28	2.50%	APY-E	
Gov MM	Common	ALDEN MM	9,680,711.13	2.50%	APY-E	
Gov MM	Common	PNC NOW-GOVT	6,005,208.81	3.21%	APY-E	
Gov MM	Common	FLAGSTAR-GOVT	5,982,475.84	3.97%	APY-E	
Gov MM	Common	HUNTINGTON-GOVT	12,733,610.22	5.07%	APY-E	
Municipal Bond	Common	EAST JACKSON CMT SCHL-UBS	350,379.00	.77%	YTM	5/1/2025
Municipal Bond	Common	MATTAWAN MI SCHL-UBS	300,471.60	1.00%	YTM	5/1/2026
FED HOME LN BKS	COMMON	FED HOME LN BKS-HUNTINGTON SEC	280,000.00	5.45%	YTM	5/15/2026
US TREASURY	ANGELL ENDOW	TREASURY-HUNTINGTON SEC	452,965.38	5.31%	YTM	11/29/2024
US TREASURY	WISE MEMORIAL	TREASURY-HUNTINGTON SEC	294,009.18	5.31%	YTM	11/29/2024
US TREASURY	Common	TREASURY-HUNTINGTON SEC	731,590.28	5.19%	YTM	11/29/2024
US TREASURY	Common	US TREASURY -HUNTINGTON SEC	523,322.37	4.70%	YTM	12/26/2024
US TREASURY	Common	US TREASURY- UBS	598,954.86	5.08%	YTM	12/26/2024
US TREASURY	Common	TREASURY-HUNTINGTON SEC	868,366.80	5.08%	YTM	11/29/2024
US TREASURY	Common	TREASURY-HUNTINGTON SEC	629,997.88	5.07%	YTM	1/23/2025
US TREASURY	Common	TREASURY-HUNTINGTON SEC	693,987.46	4.454%	YTM	3/20/2025
US TREASURY	Common	TREASURY-HUNTINGTON SEC	697,133.18	4.3%	YTM	4/3/2025
US TREASURY	Common	US TREASURY- UBS	596,559.46	5.06%	YTM	4/17/2025
US TREASURY	Common	US TREASURY- UBS	559,848.19	4.125%	YTM	10/31/2027
CD	Common	JPMORGAN CHASE BK-UBS	250,000.00	.50%	YTM	12/29/2025
PF POOLED	Common	CD & INVESTMENT-MBIA MI CLASS	15,319,428.12	5.399%	APY-E	
APY-E	Annual Percentage Yield- Earned					
YTM	Yield To Maturity					
APY	Annual Percentage Yield					

CASH SUMMARY BY BANK FOR ANTRIM COUNTY
FROM 01/01/2024 TO 09/30/2024

Bank Code GL Number	Beginning Balance 01/01/2024	Total Debits	Total Credits	Ending Balance 09/30/2024
COMMON ACCOUNT				
1 01 ALDEN COMMON 099.000-000.01-001.100	566,025.63	40,103,701.04	40,345,716.41	324,010.26
2 02 HUNTINGTON COMMON 099.000-000.05-001.100	9,453,863.74	64,300,995.55	60,804,555.80	12,950,303.49
3 03 ALDEN SAVINGS SPEC DEPOSITS 099.000-000.01-002.200	694,973.40	2,521,912.77	2,613,107.99	603,778.18
4 04 MICHIGAN CLASS 099.000-000.19-003.300	15,516,285.29	3,803,142.83	4,000,000.00	15,319,428.12
5 05 HUNTINGTON COMMON-CD & INVESTMENT 099.000-000.05-003.300	4,328,388.85	5,353,975.37	5,290,665.55	4,391,698.67
6 06 ALDEN COMMON - PAYROLL 099.000-000.01-001.101	0.00	4,448,464.70	4,229,236.76	219,227.94
7 07 HUNTINGTON COMMON- CD & INVEST MMK 099.000-000.05-003.301	12,299,581.92	8,434,028.30	8,000,000.00	12,733,610.22
15 15 4FRONT CREDIT UNION 099.000-000.02-001.100	1.00	0.00	0.00	1.00
17 17 UBS FINANCIAL- INVESTMENT 099.000-000.14-003.300	2,569,024.51	1,801,687.11	1,714,498.51	2,656,213.11
20 20 UBS FINANCIAL MONEY MKT 099.000-000.14-003.301	7,542.30	1,774,564.49	1,766,298.18	15,808.61
33 33 FLAGSTAR BANK- 099.000-000.11-003.301	5,804,560.26	177,915.58	0.00	5,982,475.84
35 35 PNC-NOW 099.000-000.13-003.300	5,854,555.73	150,653.08	0.00	6,005,208.81
65 65 ALDEN MONEY MARKET COMMON 099.000-000.01-003.301	4,050,222.87	31,730,095.36	26,099,607.10	9,680,711.13
BARNES PARK ACCOUNT				
25 25 BARNES PARK-DUE TO GENERAL FUND 508.000-000.01-001.100	10,000.00	379,032.24	212,176.75	176,855.49
HOUSING ACCOUNT				
57 57 HUNTINGTON AC HOUSING 252.000-000.00-001.001	63,991.74	101,345.97	63,891.12	101,446.59
SHERIFF INMATE ACCOUNT				
14 14 HUNTINGTON SHERIFF INMATE 701.000-000.05-001.100	0.00	100,475.48	90,626.21	9,849.27
DISTRICT COURT BOND ACCOUNT				
26 26 ALDEN AC DIST CT BOND ACCT 701.000-000.01-001.100	0.00	22,358.00	15,945.00	6,413.00
COMMISSION ON AGING ACCOUNTS				
50 50 ALDEN COMMISSION ON AGING ER 275.000-000.01-002.200	17,028.90	6,803.34	0.00	23,832.24
51 51 ALDEN COMMISSION ON AGING 275.000-000.01-002.201	31,968.63	18,164.70	135.00	49,998.33
52 52 ALDEN COA-TRUCK 275.000-000.01-002.203	8,380.97	18,033.67	0.00	26,414.64
49 49 4FRONT-COA MANCELONA MEAL SITE 275.000-000.02-002.200	18,318.57	9,422.92	0.00	27,741.49

CASH SUMMARY BY BANK FOR ANTRIM COUNTY
FROM 01/01/2024 TO 09/30/2024

Bank Code GL Number	Beginning Balance 01/01/2024	Total Debits	Total Credits	Ending Balance 09/30/2024
ROAD COMMISSION ACCOUNTS				
9 09 HUNTINGTON ROAD COMMISSION PR 201.000-000.05-001.100	6,332.18	1,960,461.86	1,809,587.23	157,206.81
36 36 HUNTINGTON ROAD COMMISSION GENERAL 201.000-000.05-001.101	1,578,256.17	8,846,028.94	9,421,190.53	1,003,094.58
37 37 HUNTINGTON ROAD COMMISSION AP 201.000-000.05-001.102	10,385.91	7,462,315.95	7,461,689.57	11,012.29
39 39 ALDEN ROAD COMMISSION RHCF 201.000-000.01-003.300	56,514.88	1,056.56	0.00	57,571.44
40 40 HUNTINGTON ROAD COMMISSION HRA 201.000-000.05-001.104	50,310.89	450.61	0.00	50,761.50
42 42 HUNTINGTON ROAD CD & INVEST MMK 201.000-000.05-003.301	500,789.65	20,091.58	0.00	520,881.23
MEADOW BROOK ACCOUNTS				
28 28 HUNTINGTON MB RESTRICTED 759.000-000.05-001.101	4,506.86	0.00	0.00	4,506.86
30 30 ALDEN MB FUNDED DEP- 758.000-000.01-002.200	28,846.37	642,604.53	369,368.62	302,082.28
31 31 HUNTINGTON MB RESTRICTED 759.000-000.05-001.100	8,530.32	23.10	0.00	8,553.42
760.000-000.00-001.100	2,959.93	452,986.60	452,965.38	2,981.15
761.000-000.00-001.100	1,920.79	294,026.66	294,009.18	1,938.27
	13,411.04	747,036.36	746,974.56	13,472.84
32 32 HUNTINGTON MB DEBT RETIREM 351.000-000.05-001.100	10,284.18	825,391.97	711,000.00	124,676.15
34 34 HUNTINGTON INVESTMENT MB REST 760.000-000.00-003.300	443,515.84	452,965.38	443,515.84	452,965.38
761.000-000.00-003.300	287,879.33	294,009.18	287,879.33	294,009.18
	731,395.17	746,974.56	731,395.17	746,974.56
MED A MED A ALDEN MEADOW BROOK AP 512.000-000.01-001.100	2,045.12	7,174,287.52	7,171,158.07	5,174.57
MED P MED P ALDEN MEADOW BROOK PAYROLL 512.000-000.01-001.101	1,192.11	6,794,787.73	6,793,813.60	2,166.24
MEADOW VIEW APARTMENTS ACCOUNT				
MED 2 MED 2 ALDEN MEADOW VIEW APT AP 276.000-000.01-001.100	1,031.25	120,494.47	120,380.10	1,145.62
IMPREST CASH				
101.000-000.00-004.000	2,099.42	500.00	0.00	2,599.42
201.000-000.00-004.000	100.00	0.00	0.00	100.00
275.000-000.00-004.000	175.00	0.00	0.00	175.00
276.000-000.00-004.000	200.00	0.00	0.00	200.00
512.000-000.00-004.000	800.00	0.00	0.00	800.00
588.000-000.00-004.000	25.00	0.00	0.00	25.00
	3,399.42	500.00	0.00	3,899.42
	64,293,415.51	200,599,255.14	190,583,017.83	74,309,652.82

TRIAL BALANCE REPORT FOR ANTRIM COUNTY
PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 099.000 - COMMON ACCOUNT			
Assets			
099.000-000.00-001.000	CASH CONTROL	260.00	
099.000-000.01-001.100	COMMON ACCOUNT-CHECKING #101020749	324,010.26	
099.000-000.01-001.101	CHECKING-ALDEN PAYROLL	219,227.94	
099.000-000.01-002.200	SAVINGS ACCOUNT #300061269	603,778.18	
099.000-000.01-003.301	CD & INVESTMENT-ALDEN MM	9,680,711.13	
099.000-000.02-001.100	CHECKING-4FRONT CREDIT UNION	1.00	
099.000-000.05-001.100	COMMON ACCOUNT-DEPOSIT #01388353180	12,950,303.49	
099.000-000.05-003.300	CD & INVESTMENT-HUNTINGTON	4,391,698.67	
099.000-000.05-003.301	CD & INVESTMENT-HUNTINGTON MM	12,733,610.22	
099.000-000.11-003.301	CD & INVESTMENT-FLAGSTAR MM	5,982,475.84	
099.000-000.13-003.300	CD & INVESTMENT-PNC MM	6,005,208.81	
099.000-000.14-003.300	CD & INVESTMENT-UBS	2,656,213.11	
099.000-000.14-003.301	CD & INVESTMENT-UBS MM	15,808.61	
099.000-000.19-003.300	CD & INVESTMENT-MBIA MI CLASS	15,319,428.12	
TOTAL ASSETS		70,882,735.38	0.00
		RESTRICTED USAGE	
Liabilities			
099.000-000.00-214.101	DUE TO GENERAL FUND		16,521,739.57
099.000-000.00-214.102	DUE TO BUDGET STABILIZATION FUND	RESTRICTED	620,214.71
099.000-000.00-214.103	DUE TO CAPITAL OUTLAY RESERVE FUND		678,920.84
099.000-000.00-214.104	DUE TO DAMS RESERVE FUND	RESTRICTED	614,744.17
099.000-000.00-214.105	DUE TO GRANT MATCH RESERVE FUND		15,484.28
099.000-000.00-214.106	DUE TO SPECIAL PROJECTS RESERVE FUND		247,652.13
099.000-000.00-214.108	DUE TO GRASS RIVER FUND	RESTRICTED	(66,393.94)
099.000-000.00-214.109	DUE TO GRASS RIVER CENTER	RESTRICTED	194,412.64
099.000-000.00-214.111	DUE TO GIS OPERATIONS FUND		20,504.24
099.000-000.00-214.113	DUE TO SELF-INSURED RESERVE FUND	RESTRICTED	311,891.94
099.000-000.00-214.114	DUE TO CAP. PROJ FUND		67,860.91
099.000-000.00-214.213	DUE TO GAS & OIL ROYALTIES RESERVE FUND		339,195.82
099.000-000.00-214.214	DUE TO LAW ENFORCEMENT CPE	RESTRICTED	9,063.45
099.000-000.00-214.215	DUE TO FRIEND OF COURT FUND	RESTRICTED	525.00
099.000-000.00-214.217	DUE TO ANIMAL CONTROL DONATIONS FUND	RESTRICTED	65,574.39
099.000-000.00-214.218	DUE TO COUNTY-WIDE RECYCLING FUND	RESTRICTED	287,037.26
099.000-000.00-214.225	DUE TO CONSERVATION DISTRICT	RESTRICTED	2,464.99
099.000-000.00-214.230	DUE TO ANTRIM CREEK FUND	RESTRICTED	48,226.00
099.000-000.00-214.233	DUE TO TRANSFER STATION LAND LEASE		6,248.16
099.000-000.00-214.235	DUE TO ENERGY SAVINGS FUND		57,604.16
099.000-000.00-214.236	DUE TO 911 TRAINING FUND	RESTRICTED	28,141.39
099.000-000.00-214.237	DUE TO E-911 (WIRELESS) FUND	RESTRICTED	696,634.38
099.000-000.00-214.238	DUE TO ORV ORDINANCE TRAINING FUND		210.49
099.000-000.00-214.239	DUE TO JAIL INMATE PROCEEDS FUND	RESTRICTED	72,679.96
099.000-000.00-214.242	DUE TO BROWNFIELD REVOLVING FUND	RESTRICTED	2,883.47
099.000-000.00-214.245	DUE TO MICHIGAN JUSTICE TRAINING FUND	RESTRICTED	4,731.34
099.000-000.00-214.246	DUE TO CANINE K-9 PROGRAM	RESTRICTED	6,108.68
099.000-000.00-214.251	DUE TO HOUSING PROJECT INCOME FUND	RESTRICTED	22,684.58
099.000-000.00-214.255	DUE TO HOMESTEAD PROP TAX EXMPT FUND	RESTRICTED	19,191.45
099.000-000.00-214.256	DUE TO REGISTER OF DEEDS AUTOMATION FUND	RESTRICTED	152,721.65
099.000-000.00-214.257	DUE TO SNOWMOBILE GRANT FUND	RESTRICTED	78,178.98
099.000-000.00-214.258	DUE TO DISASTER CONTINGENCY FUND	RESTRICTED	4,045.08
099.000-000.00-214.259	DUE TO DARE PROGRAM	RESTRICTED	5,922.24
099.000-000.00-214.260	DUE TO INDIGENT DEFENSE FUND	RESTRICTED	190,570.76
099.000-000.00-214.261	DUE TO E-911 OPERATING FUND	RESTRICTED	1,479,563.57
099.000-000.00-214.263	DUE TO CONCEALED WEAPONS PERMIT	RESTRICTED	120,559.36
099.000-000.00-214.264	DUE TO LOCAL CORRECTIONS FUND	RESTRICTED	8,254.13
099.000-000.00-214.265	DUE TO DRUG LAW ENFORCEMENT	RESTRICTED	13,400.00
099.000-000.00-214.269	DUE TO LAW LIBRARY FUND	RESTRICTED	52,485.22

TRIAL BALANCE REPORT FOR ANTRIM COUNTY
PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
099.000-000.00-214.274	DUE TO EMERG. SERV. LEPC GRANT FUND	RESTRICTED	3,635.01
099.000-000.00-214.275	DUE TO COMMISSION ON AGING FUND	RESTRICTED	1,272,678.92
099.000-000.00-214.276	DUE TO MEADOWVIEW SENIOR HOUSING FUND	RESTRICTED	156,459.91
099.000-000.00-214.277	DUE TO HEALTH DEPT BLDG FUND		17,317.50
099.000-000.00-214.284	DUE TO OPIOID SETTLEMENT FUND	RESTRICTED	479,271.36
099.000-000.00-214.292	DUE TO CHILD CARE FUND	RESTRICTED	348,254.41
099.000-000.00-214.293	DUE TO VETERANS RELIEF FUND	RESTRICTED	10,756.68
099.000-000.00-214.508	DUE TO PARKS		287,063.96
099.000-000.00-214.512	DUE TO MEADOWBROOK MCF FUND	RESTRICTED	17,083,696.77
099.000-000.00-214.516	DUE TO TAX PAYMENT FUND	PT RESTRICTED	7,708,023.25
099.000-000.00-214.517	DUE TO 1991 TPF FUND	RESTRICTED	43,890.49
099.000-000.00-214.520	DUE TO 2001 TPF FUNDS	RESTRICTED	5,058.41
099.000-000.00-214.521	DUE TO 2002 TPF FUND	RESTRICTED	91,145.96
099.000-000.00-214.522	DUE TO 2003 TPF	RESTRICTED	96,171.24
099.000-000.00-214.523	DUE TO 2004 TPF	RESTRICTED	182,428.05
099.000-000.00-214.524	DUE TO 2005 TPF	RESTRICTED	107,488.58
099.000-000.00-214.525	DUE TO 2006 TPF	RESTRICTED	101,209.53
099.000-000.00-214.526	DUE TO 2007 TPF	RESTRICTED	107,653.53
099.000-000.00-214.527	DUE TO 2008 TPF	RESTRICTED	156,594.29
099.000-000.00-214.528	DUE TO 2009 TPF	RESTRICTED	141,120.68
099.000-000.00-214.529	DUE TO 2010 TPF	RESTRICTED	114,828.81
099.000-000.00-214.530	DUE TO 2011 TPF	RESTRICTED	143,921.14
099.000-000.00-214.531	DUE TO 2012 TPF	RESTRICTED	146,047.33
099.000-000.00-214.532	DUE TO 2013 TPF	RESTRICTED	389,112.05
099.000-000.00-214.533	DUE TO 2014 TPF	RESTRICTED	98,781.84
099.000-000.00-214.534	DUE TO 2015 TPF	RESTRICTED	126,685.07
099.000-000.00-214.535	DUE TO 2016 TPF	RESTRICTED	122,942.06
099.000-000.00-214.536	DUE TO 2017 TPF	RESTRICTED	148,177.91
099.000-000.00-214.537	DUE TO 2018 TPF	RESTRICTED	172,515.09
099.000-000.00-214.538	DUE TO 2019 TPF	RESTRICTED	131,453.68
099.000-000.00-214.539	DUE TO 2020 TPF	RESTRICTED	649,075.24
099.000-000.00-214.540	DUE TO 2021 TPF	RESTRICTED	387,443.57
099.000-000.00-214.541	DUE TO FORESTRY		578,191.94
099.000-000.00-214.542	DUE TO 2022 TPF	PT RESTRICTED	3,606,555.70
099.000-000.00-214.543	DUE TO 2023 TPF	PT RESTRICTED	2,661,011.76
099.000-000.00-214.544	DUE TO 2024 TPF	RESTRICTED	343.96
099.000-000.00-214.549	DUE TO CONSTRUCTION CODE ENFORCEMENT	RESTRICTED	1,553,166.50
099.000-000.00-214.581	DUE TO AIRPORT OPERATING FUND	RESTRICTED	922,047.15
099.000-000.00-214.582	DUE TO ELK RAPIDS HYRDO UTILITY FUND	RESTRICTED	302,501.38
099.000-000.00-214.588	DUE TO ANTRIM COUNTY TRANSPORT FUND	RESTRICTED	1,047,346.29
099.000-000.00-214.701	DUE TO TRUST & AGENCY FUND	RESTRICTED	6,161,483.22
099.000-000.00-214.721	DUE TO LIBRARY FUND	RESTRICTED	17,247.71
TOTAL LIABILITIES			70,882,735.38
			70,882,735.38
Total Fund 099.000 - COMMON ACCOUNT		UNRESTRICTED	18,837,994.00
		RESTRICTED	52,044,741.38
			70,882,735.38



Action Request to Board of Commissioners

Meeting Date: November 7, 2024

Department: Grass River Natural Area

Submitted By: Jenn Wright, Executive Director

Agenda Item: Approval of EZ Dock Kayak Launch for Grass River Natural Area

1. Action Request/Suggested Motion
To authorize the release of funds to purchase (as part of the MNRTF grant) an EZ Dock floating kayak launch to be placed downstream of the new dock on the Grass River.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
As part of the plan for Phase II of the GRNA Boardwalk project we are adding an accessible kayak launch to the dock at Grass River. The intent is to direct purchase this kayak launch and installation services directly from Michigan Lake Products since they are a qualified vendor in the State’s MiDeals program. The Michigan DNR Trust Fund (MNRTF) program allows for direct purchase from these MiDeal qualified vendors for goods, meaning we don’t have to seek quotes or RFP process.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
This fulfills our obligations to the MNRTF grant
4. Financial – Budget-related information
Total proposal price is \$28,787 with 50% deposit required to Michigan Lake Products to execute quote.
5. Legal Review
N/A
6. Policy Implications
N/A
7. Plan – Timeline with who, what, where, and how
We are working to get this purchased and installed in November 2024 in order to be able to close-out the MNRTF grant application yet this year.
8. Alternative Plan – What are the implications if failure to approve?
If not approved, we will have defaulted on our grant agreement with the MNRTF so acceptance of this request is imperative.
9. Attachments Included
Two attachments: <ol style="list-style-type: none"> 1. EZ Dock Proposal dated 10/25/24 2. EZ Dock drawing dated 10/24/24

EZDOCK PROPOSAL



INDIAN RIVER
5846 S. Straits Hwy.
Indian River, MI 49749
Tel:(231) 238-4490
or 800-968-2299

ELK RAPIDS
11456 S. U.S. 31
P.O.BOX 397
Elk Rapids, MI 49629
Tel:(231) 264-8002
or 800-968-3625

PROPOSAL SUBMITTED TO:

ANTRIM COUNTY ADMINISTRATOR
ATTEN: JEREMY SCOTT
203 E CAYUGA ST
P.O. BOX 187
BELLAIRE, MI 49615

DATE: 10/25/24
PHONE: 31-533-6265
PROP. # ER-102524-BF
EMAIL: scottj@antrimcountymi.gov

DESCRIPTION

Furnish and install a floating ADA EZDOCK Kayak Launch with transfer seat and gangway from existing dock structure per attached drawing at the Grass River Natural Area location.

MATERIAL	\$20,287
TAX EXCEMPT	
INSTALL	\$6,900
DELIVERY FOB	\$1,600
TOTAL	\$28,787

NOTE; MICHIGAN LAKE PRODUCTS SIGMA VENDOR CODE; **VS0009151**

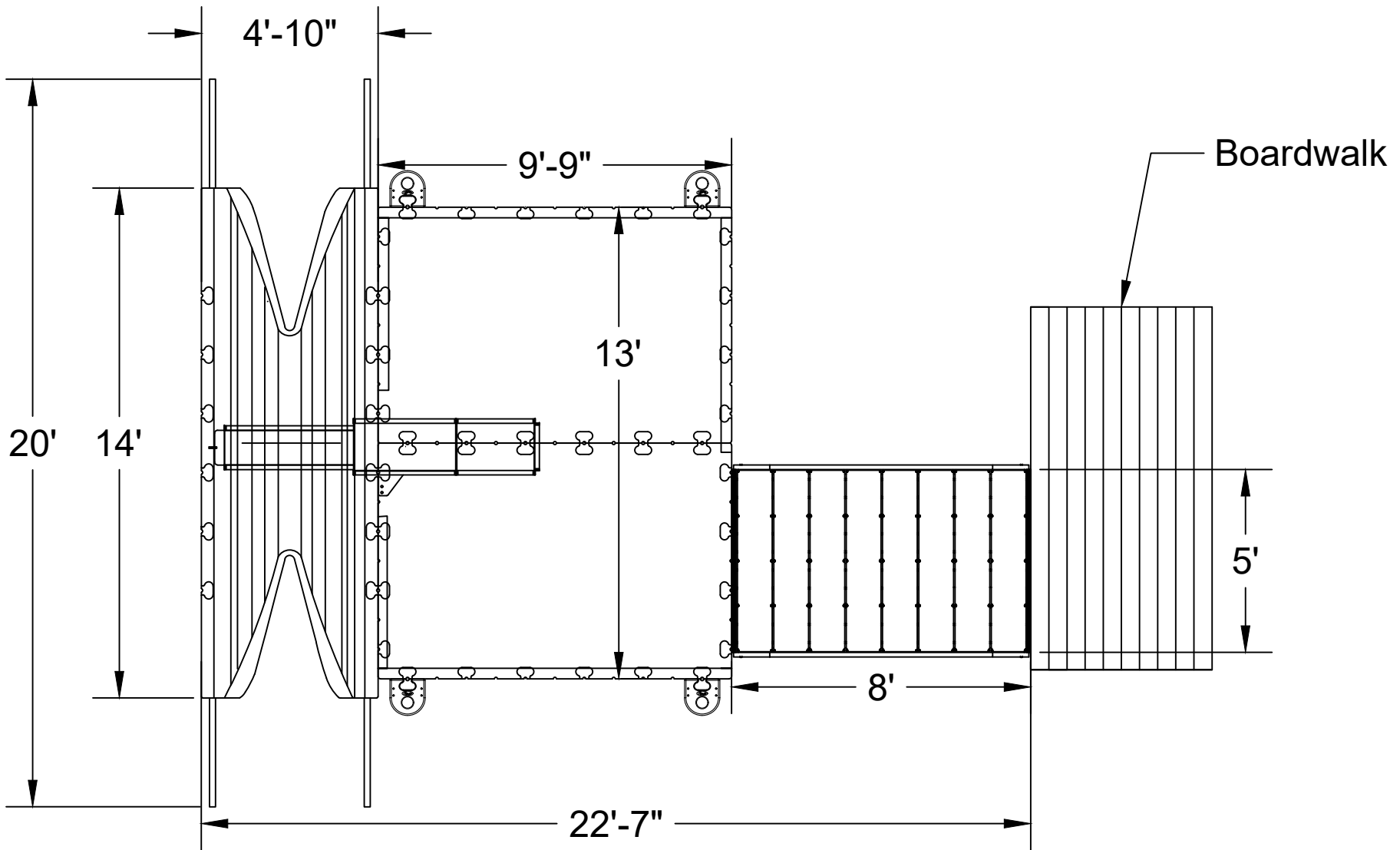
REGULAR TERMS: 50% DEPOSIT REQUIRED. BALANCE DUE UPON DELIVERY

This proposal is valid for a period of 30 days after the date of proposal.
EZDOCK 10 year Limited Warranty.

ACCEPTED BY: _____

DATE: _____

BY:  _____
MICHIGAN LAKE PRODUCTS, INC.
BILL FAHL



**MADE IN
USA**

Grass River Kayak Launch		EZ Dock of Mid America	
Prepared For: MLP-Elk Rapids		3253 W. 1000 N. Fortville, IN 46040	
Drawing Number: EZ102424GRASSRIVER		PHONE NO: (317) 747-4934	November 7, 2024
Drawn By: RKU	Date: 10/24/2024	EMAIL: sales@deatonsdocks.com	
		WEBSITE: ezdocks.com	



Action Request to Board of Commissioners

Meeting Date: November 7, 2024

Department: Antrim County Airport

Submitted By: Matthew Wyman, Airport Manager

Agenda Item: Meade & Hunt Agreement - Tree Removal Project

1. Action Request/Suggested Motion
To authorize the Chair to execute an agreement with Mead & Hunt for the Technical Support of a Tree Removal Project, pending contract adjustments.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
Per Grant Assurance # 20, Hazard Removal and Mitigation, the airport is putting together a tree removal project this fall/winter. The purpose of the removal is to protect our multiple approach surfaces, affecting runway 02.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
Hazard Removal and Mitigation is a part of what Mead & Hunt provides our airport. Due to the sensitive nature of tree removal projects, it is important for M&H to be under contract with the airport, in the event there are disputes. This allows M&H to advocate on behalf of the airport.
4. Financial – Budget-related information
The entirety of the tree project including this contract for technical support (\$4,000.00), will be funded from the airport fund.
5. Legal Review
The agreement has been reviewed by legal, adjustments are in progress.
6. Policy Implications
None
7. Plan – Timeline with who, what, where, and how
Being a federally obligated airport, we have a cutting window from November to March. We intend to use the engineering data provided by M&H, so we can go out for bid this November.
8. Alternative Plan – What are the implications if failure to approve?
None
9. Attachments Included
Agreement with Mead & Hunt for Technical Support of County Funded Tree Removal.



October 10, 2024

Matthew Wyman, Director
Antrim County Airport
3366 A Derenzy Road
Bellaire, MI 49615

Subject: Antrim County Airport (ACB)
Technical Support of County Funded Tree Removal

Dear Mr. Wyman:

Mead and Hunt, Inc. (Mead & Hunt) is pleased to submit this proposal to provide planning support services for the above-referenced project.

Project Understanding

Our proposal is based on our conversations and your email dated October 7, 2024, related to the tree removal project.

Mead & Hunt’s Scope of Services

After receipt of authorization to proceed, Mead & Hunt shall:

Provide airport planning services, as you request, to support the county funded tree removal on parcels with existing avigation easements. Airport planning services are anticipated to include assistance with defining Federal Aviation Administration (FAA) airport design standards and airspace surfaces applicable to the subject airport and the impacted parcels of property.

Responsibilities of ANTRIM COUNTY

Our Scope of Services and Compensation are based on Antrim County performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.

Work Not Included in the Scope of Services

The following items are excluded from this agreement and will be provided by Antrim County or provided by Mead & Hunt, Inc. as an Additional Service only as authorized by Antrim County:

- Payment to subconsultants for services provided such as title work, property appraisals, and boundary surveys.

Project Schedule

Mead & Hunt shall provide services, as requested, immediately upon receipt of an executed contract and issuance of a Notice to Proceed (NTP) from Antrim County and is expected to extend approximately twelve (12) months, or until the tree removals/pruning is complete.

Compensation

The work described under the Scope of Services will be performed on a time-and-expense basis in accordance with the attached Billing Rates (Exhibit B). The estimate of probable engineering cost of services is Four Thousand and 00/100 Dollars (\$4,000.00).

**Remainder of Page intentionally Left Blank
Signature Page to Follow**

Authorization

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by Mead & Hunt.

Signatures of authorized representatives of Antrim County and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services. All services shall be performed in accordance with the agreement attached as Exhibit A, hereto.

We appreciate the opportunity to submit this proposal to Antrim County.

Respectfully submitted,

MEAD AND HUNT, INC.



Cheryl L. Bartley
Administrative Assistant

Approved by: MEAD AND HUNT, INC.

By: Stephanie A.D. Ward

Name: Stephanie A.D Ward

Title: Vice President Date

Date: October 10, 2024

Attachment

Accepted by: ANTRIM COUNTY

By: _____

Name: _____

Title: _____

The above person is authorized to sign for Client and bind the Client to the terms hereof.

Date: _____

Exhibit A. Agreement

MEAD AND HUNT, INC.
PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT

These Terms and Conditions of Agreement form the Agreement under which services are to be performed by Mead and Hunt, Inc. (hereinafter "Consultant") upon acceptance of the attached Proposal by the Client. The Scope of Work, Project Cost and Project Schedule sections of the attached Proposal are incorporated by reference into these Terms and Conditions of Agreement and are part of the Agreement.

Article 1. Scope of Work

It is understood that the Scope of Work and the Project Schedule defined in the Proposal are based, in part, on the information provided by the Client. If this information is incomplete or inaccurate, or if site conditions are encountered which materially vary from those indicated by the Client, or if the Client directs Consultant to change the original Scope of Work established by the Proposal, a written amendment to this Agreement equitably adjusting the costs and/or performance time thereunder, shall be executed by the Client and Consultant as soon as practicable in accordance with Article 30 below. In the event that the Client and Consultant cannot agree upon the terms and conditions of such amendment, either party may terminate this Agreement immediately upon written notice to the other in accordance with Article 10, Termination.

Consultant shall perform only the services specified in the Scope of Work portion of the Proposal or an amendment thereto as referenced above. Services provided by Consultant shall be subject to the provisions of this Agreement, including these Terms and Conditions of Agreement, any supplemental conditions incorporated herein, and any written amendments as referenced above. Consultant shall invoice its costs, and Client shall provide payment for all services provided in accordance with Article 2 below.

Article 2. Fees, Billing and Payment

Unless otherwise limited in the Proposal, purchase order, or work order, Consultant's fee estimate is effective for thirty (30) days from the date of the Proposal. Thereafter, Consultant shall have the right to modify its fee estimate.

The fees stated in a Proposal, purchase order, or work order constitute an estimate of the tasks and fees required to perform the Scope of Work. The Scope of Work often cannot be fully defined during the initial planning stages of a project. As the Project progresses, facts uncovered may reveal a change in direction, which may alter the Scope of Work. If Client requests modifications or changes in the Scope of Work related to the Project, or if the during Project development the Scope of Work changes resulting in changes to the estimated tasks and fees required to perform the Scope of Work, then the time of performance of the services by Consultant and the fees associated therewith shall be revised and accepted in accordance with Article 30 before Consultant undertakes any additional work beyond the originally defined Scope of Work.

The Client recognizes that Consultant's fee estimate does not include potentially applicable sales and use taxes. Tax-exempt certificates are to be provided by the Client in connection with the acceptance of the Proposal or the applicable purchase order or work order. Taxes will be added to all invoices as applicable,

unless/until a properly completed and valid tax-exemption form is received.

The Client recognizes that time is of the essence with respect to payment of Consultant's invoices, and that timely payment is a material part of the consideration of this Agreement.

Invoices will be submitted by Consultant monthly, and shall be due and payable within thirty (30) calendar days of the invoice date. If the Client objects to all or any portion of an invoice, the Client shall so notify Consultant within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute. In the event that Consultant and the Client cannot resolve the dispute regarding invoiced amounts within thirty (30) days after receipt by Consultant of the aforementioned notice, the dispute shall be submitted to dispute resolution pursuant to Article 12, below.

Payment shall be made via electronic means (EFT/ACH) directly to Consultant. A remittance advice or payment notification to accountsreceivable@meadhunt.com is required. Where electronic means are not available or not feasible, payment shall be mailed to:

Mead and Hunt, Inc.
Attn: Accounts Receivable, Mead & Hunt
2440 Deming Way
Middleton, WI 53562

The Client shall pay an additional charge of one-and-one-half (1.5) percent (or the maximum percentage allowed by law, whichever is lower) of the invoiced amount per month for any payment received by Consultant more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute or resolved in favor of Client. Payment of invoices is in no case subject to unilateral discounting or setoffs by the Client.

Application of the percentage rate indicated above as a consequence of the Client's late payments does not constitute any willingness on Consultant's part to finance the Client's operation and no such willingness should be inferred.

If the Client fails to pay undisputed invoiced amounts within thirty (30) calendar days of the date of the invoice, Consultant may at any time, without waiving any other claim against the Client or the right to pursue any other remedy against the Client and without thereby incurring any liability to the Client, suspend this Agreement, as provided for in Article 9, Suspension, or terminate this Agreement, as provided for in Article 10, Termination.

Article 3. Confidentiality

Consultant and Client shall hold confidential all business or technical information marked as confidential or proprietary obtained from the other or its affiliates under this Agreement for a period of five (5) years after obtaining such information, and during that period shall not disclose such information without the other's consent except to the extent required for (1) performance of services under this Agreement; (2) compliance

with professional standards of conduct for preservation of the public safety, health and welfare; (3) compliance with any law, regulation, ordinance, subpoena, court order or governmental request; or (4) protection of the disclosing party against claims or liabilities arising from performance of services under this Agreement. In the event disclosure may be required for any of the foregoing reasons, the disclosing party will, except where immediate notification is required by law or regulation or is, in the judgement of the receiving party's counsel required to limit that party's liability, notify the other party in advance of disclosure. The confidential information does not include any data or information which the receiving party can prove (a) was in the receiving party's lawful possession prior to its disclosure by the disclosing party; (b) is later lawfully obtained by the receiving party from a third party without notice to the receiving party of any obligation of confidentiality or other restrictions with respect to use thereof; (c) is independently developed by the receiving party; (d) is, or later becomes, available to the public through no breach of an obligation of confidentiality by the receiving party; or (e) is approved for disclosure in writing by the disclosing party. Notwithstanding anything to the contrary herein, one archive copy of confidential information or documents containing confidential information may be retained by legal counsel of receiving party for the sole purpose of identifying its obligations under this Agreement and any copy may be retained pursuant to any statute, regulation, administrative opinion or any similar legal requirement or to evidence compliance with a professional duty.

Article 4. Independent Contractor Relationship

The relationship between the Client and Consultant created under this Agreement is that of principal and independent contractor. Consultant shall serve as an independent contractor to the Client and shall be responsible for selecting the means and methods that services will be provided under this Agreement. It is specifically understood that, irrespective of any assignability provisions, Consultant may retain subcontractors to perform services usually and customarily performed by subcontractors. Should Consultant determine it appropriate or necessary to rely on a subcontractor where it is not customary to do so, Consultant shall obtain prior written approval or subsequent written confirmation from the Client.

Article 5. Standard of Care

Consultant will perform the Services in accordance with the standards of care and diligence normally practiced by consulting firms performing services of a similar nature in the same locale.

Article 6. Opinions on Cost

Consultant may be asked to provide opinions of probable Project or construction costs as part of the professional services under this Agreement. Consultant's opinions of cost are based on Consultant's experience and judgment. Provided, however, Consultant cannot and does not guarantee that construction proposals, bids or actual construction or Project costs will not exceed estimates provided by Consultant. Consultant is not responsible for variations between actual construction bids or costs and Consultant's opinions regarding probable construction costs.

Article 7. Timeliness of Performance

Consultant acknowledges that timely performance of its services is an important element of this Agreement. Consultant will put forth reasonable efforts to complete the work according to the schedule attached in the Proposal.

If Consultant discerns that the schedule shall not be met for any reason, it shall so notify the Client as soon as practically possible so that a mutually agreed on revised schedule can be established.

Article 8. Force Majeure

Consultant shall not be considered in default because of any delays in the completion of the work due to causes beyond the control and without the fault or negligence of Consultant or its subcontractors, including but not restricted to, an act of God or of a public enemy, civil unrest, fire, flood, area-wide strike, freight embargo, unusually severe weather, governmental action, pandemic, epidemic or supplier delay. In the event Consultant has knowledge of any actual or potential delay, Consultant shall notify Client in writing of such cases of delay and their probable extent and, upon such notification, Consultant's performance obligations hereunder shall be suspended.

Article 9. Suspension

Upon fourteen (14) calendar days written notice to Consultant, the Client may suspend Consultant's work.

If payment of Consultant's invoices is not maintained on a thirty (30) calendar-day current basis by the Client, Consultant may, by fourteen (14) calendar days' written notice to the Client, suspend further work until payment is restored to a current basis.

Suspension for any reason exceeding forty-five (45) calendar days shall, at Consultant's option, make this Agreement subject to renegotiation or termination, as provided for elsewhere in this Agreement. Any suspension shall extend the time schedule for performance in a manner that is satisfactory to both the Client and Consultant, and Consultant shall be compensated for services performed and charges incurred prior to the suspension date, regardless of the reason for the suspension.

Article 10. Termination

The Client or Consultant may terminate this Agreement with or without cause, and such termination shall be effective upon fourteen (14) days' written notice to the other party.

Either party may also terminate this Agreement upon written notice to the other party in the event that the other party becomes insolvent; files a petition in bankruptcy; is adjudicated bankrupt; has an assignee; referee, receiver or trustee appointed in any creditor action; has a petition in bankruptcy filed against it which is not vacated within thirty (30) days or suffers any action analogous thereto.

In the event such termination becomes necessary, the party effecting termination shall so notify the other party, and termination will become effective fourteen (14) calendar days after receipt of the termination notice. Irrespective of which party shall effect termination or the cause therefor, the Client shall within thirty (30) calendar days of termination remunerate Consultant for services rendered and costs reasonably incurred, in accordance with Consultant's fee schedule. Costs shall include those incurred up to the time of termination.

Article 11. Notice to Parties

All notices required or permitted under this Agreement shall be in writing and shall be made to the parties' below:

Consultant's Project Manager:
Stephanie Ward
2605 Port Lansing Road
Lansing, MI 48906
stephanie.ward@meadhunt.com

Client Project Manager:
Matthew Wyman
3366A Derenzy Road
Bellaire, MI 49615
wymanm@antrimcounty.org

For Notices made pursuant to Article 12:
Legal Department: Mead and Hunt, Inc.
6737 W Washington Street, Suite 3500
West Allis, WI 53214
notices@meadhunt.com

For Notices made pursuant to Article 12:
Client Legal Department (optional)
Address
Address 2
Email

Article 12. Dispute Resolution

Client and Consultant shall provide written notice of a dispute within a reasonable time after the event giving rise to the dispute. Client and Consultant agree to negotiate any dispute between them in good faith for a period of thirty (30) days following such notice. Client and Consultant may agree to submit any dispute to mediation, but such mediation shall not be required as a prerequisite to initiating a lawsuit to enforce this Agreement. Either party shall have the right to litigate the claim, dispute or other matter in question in any state or federal court in the State in which the Project is located. In connection therewith, each party agrees to submit to the jurisdiction of such court.

In the event that legal action is brought by either party against the other in the Courts (including action to enforce or interpret any aspect of this agreement), each party shall be responsible for its own legal costs. Client and Consultant agree to seek recourse only against each other as incorporated (or similar business entities) and not each other's officers, employees, directors or shareholders.

Article 13. Choice of Law

This Agreement shall be governed and construed in accordance with the laws of the State in which the

Project is located, without reference to conflicts of law principles. Each party hereto consents to the exclusive jurisdiction of the state and federal courts in the State in which the Project is located for any actions, suits or proceedings arising out of or relating to this Agreement.

Article 14. Indemnification

Subject to the limitations provided in Article 15, Consultant agrees to indemnify and hold harmless Client, its directors, officers, stockholders, employees, agents, successors and assigns from and against any and all claims, demands, causes of action, liability and costs which arise out of or result from any negligent act, omissions or willful misconduct of Consultant or Consultant's employees, agents or subcontractors in the performance of services under this Agreement; provided, however, Consultant will not be obligated to indemnify Client with respect to costs or damages to the extent such costs or damages are caused by or incurred as a result of negligence or intentional misconduct of Client or Client's subcontractors, agents or employees.

Subject to the limitations provided in Article 15, Client agrees to indemnify and hold harmless Consultant, its directors, officers, stockholders, employees, agents, successors and assigns from and against any and all claims, demands, causes of action, liability and costs which arise out of or result from any negligent act, omissions or willful misconduct of Client or Client's subcontractors, employees or agents; provided, however, Client will not be obligated to indemnify Consultant with respect to costs or damages to the extent such costs or damages are caused by or incurred as a result of negligence or intentional misconduct of Consultant or Consultant's agents, employees or subcontractors.

Article 15. Limitation of Liability

NEITHER PARTY WILL BE LIABLE FOR OR REQUIRED TO INDEMNIFY THE OTHER FOR SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, DELAY OR LIQUIDATED DAMAGES, LOSS OF INVESTMENT OR BUSINESS INTERRUPTION, REGARDLESS OF HOW CHARACTERIZED AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHICH ARISE FROM THE PERFORMANCE OF THIS AGREEMENT OR IN CONNECTION WITH THIS AGREEMENT, AND REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE).

CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS SO, TO THE FULLEST EXTENT PERMITTED BY LAW, CONSULTANT'S LIABILITY, AND THAT OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS AND SUBCONTRACTORS, ARISING OUT OF BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE OR ANY OTHER CAUSE OF ACTION, SHALL BE LIMITED TO \$100,000 OR CONSULTANT'S FEE, WHICHEVER IS GREATER.

Article 16. Insurance

Consultant shall maintain the following insurance coverage during the time it is performing services hereunder. Consultant disclaims any duty to defend Client. Client agrees that it shall not tender the defense of any claim arising out of or related to this Agreement to Consultant.

- A. Worker's Compensation:
of a form and in an amount as required by state law

- B. Employer's Liability:
\$1,000,000 each accident
\$1,000,000 disease, each employee
\$1,000,000 disease, policy limit

- C. Automobile Liability (including all owned, hired and non-owned vehicles):
\$1,000,000 each accident

- D. Commercial General Liability (bodily injury and property damage — combined single limit):
\$1,000,000 each incident
\$2,000,000 annual aggregate

- E. Errors and Omissions:
\$5,000,000 each incident
\$10,000,000 annual aggregate

Article 17. Review of Contractors Work

In the course of performing services under this Agreement, Consultant may be asked to review drawings, specifications, or pay applications from contractors engaged to perform work in connection with the project for which the Proposal is submitted or to observe such contractor's construction as it progresses. Any such review shall be limited to a review of the general conformance with the design concept of the project and the general compliance with information given in the contractor's documents and as may otherwise be noted by Consultant on such drawings and specifications. Such review shall in no way limit the liability of the contractor or be deemed an indication that Consultant has accepted or approved the drawings, specifications or work in any manner.

Article 18. Construction Means and Methods, Safety, and Conduct

Unless otherwise expressly stated in Consultant's Proposal, this Agreement shall not be construed as imposing upon or providing to Consultant the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by the parties or subcontractors or the safety precautions and programs incident to the work of the parties or subcontractors.

Consultant shall be responsible for providing personal protective equipment and safety training for its own employees.

Client and Consultant understand their respective obligations to provide a respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age or other protected class status) will not be tolerated and will be addressed in a timely manner and in compliance with anti-harassment laws.

Article 19. Ownership and Use of Documents and Concepts

Client acknowledges that Consultant reports, drawings, boring logs, field data, field notes, laboratory test data, calculations, estimates and other similar documents ("Records") are instruments of professional services, not products.

Consultant will retain these Records for a period of three (3) years following completion of this Project. During this time, Consultant will reasonably make available these records to the Client.

Electronic files may contain viruses which can be inadvertently transmitted. It is the sole responsibility of Client to check for viruses before loading the files, and Client is solely responsible for intercepting and disabling any viruses which could be inadvertently transmitted with the electronic files. Client hereby agrees to indemnify and hold Consultant harmless against all claims of any nature resulting from viruses transmitted with the electronic files.

Consultant shall not be responsible for any deviations, alterations, modifications or additions in the electronic data in comparison to the documents originally released by the Consultant to the Client. Consultant shall not be responsible for any reuse of the electronic data by Client or any other party for this Project, or any other project without the prior express written consent of Consultant. Client shall defend, indemnify and hold completely harmless Consultant against any claims, damages or losses arising out of any deviations, alterations, modifications or additions in the electronic data in comparison to the documents originally released by the Consultant to the Client or any reuse of the electronic data without prior express written consent of Consultant.

All documents, including the electronic files that are transferred by Consultant to Client, are Instruments of Service of Consultant created for this Project only, and are not intended to be deemed a sale of the files and data, and NO REPRESENTATION OR WARRANTY IS MADE, EITHER EXPRESS OR IMPLIED, CONCERNING THE MERCHANTABILITY OF THE FILES AND DATA OR THEIR FITNESS FOR A PARTICULAR PURPOSE.

Copies of documents that may be relied upon by Client are limited to the originally released documents that contain signatures and seals of the professional employee(s) of Consultant. Any damages resulting from deviations from such originally released and signed or sealed electronic files will be at the Client's sole risk.

Consultant is not responsible for damages arising out of the use by the Client or the Client's agents of any Consultant data or report for any purpose other than its original purpose as defined in the Proposal.

While Client agrees that any patentable or copyrightable concepts developed by Consultant as a result of this Agreement shall remain the sole and exclusive property of Consultant, Client shall retain a right, without the right to grant sublicenses under any patents or copyrights of Consultant, to use any information or recommendations generated by Consultant during the performance of this Agreement. Client shall have the right to assign such right to any party who buys from client the assets of Client relating to the information or recommendations generated by Consultant under this Agreement. Nothing in this Article 19 shall restrict Consultant from using any methods, techniques or concepts developed by it under this Agreement for its benefit or the benefit of any third party.

Article 20. Subsurface Exploration

In those situations where Consultant performs subsurface exploration, the Client, to the extent of its knowledge, will furnish to Consultant information identifying the type and location of utilities and other human-made objects beneath the surface of the Project site. Consultant will take reasonable precautions to avoid damaging these utilities or objects. Prior to penetrating the site's surface, Consultant will furnish Client a plan indicating the locations intended for penetration. Consultant will not be responsible for damages arising out of contact with unidentified subsurface utilities or objects.

Article 21. Extent of Study

Client recognizes that actual environmental or geological conditions may vary from conditions encountered at locations where Consultant makes visual observations, obtains samples or performs other explorations as part of its services under this Agreement. Consultant's failure to discover potential environmental contamination, geological conditions or other conditions through appropriate techniques does not guarantee the absence of environmental contamination, geological conditions or other conditions at a site.

Article 22. Hazardous Substances

In the event that services performed under this Agreement involve hazardous substances, as defined in 40 CFR Part 302, including hazardous waste, whether or not such involvement was known or contemplated at the time this Agreement was made or when services performed by Consultant commenced under this Agreement, the following additional terms and conditions shall apply to this Agreement.

Any and all samples collected or received by Consultant or its subcontractors on behalf of Client which contain hazardous substances including hazardous waste will be, after completion of testing and at Client's expense, either returned to Client, or using a manifest signed by Client as a generator, be transported to a location selected by Client for final disposal. Client shall pay all costs associated with the storage, transport and disposal of all such samples. Client agrees and recognizes that Consultant is acting as a bailee and at no time assumes title to any such samples or substances.

Consultant warrants that when making hazardous waste determinations on behalf of Client, Consultant will use the standard of care and diligence normally practiced by consulting firms performing similar services in the same locale. Consultant, if requested by Client, will gather bids from various hazardous waste transporters and/or treatment, storage or disposal facilities (TSDFs) that are appropriately licensed or permitted by state, federal and/or local authorities to accept the waste generated by the Client. Client acknowledges that although Consultant may gather bids from various hazardous waste transporters or TSDFs, that Client has ultimately selected such transporter or TSDF. Client understands that Consultant has not conducted regulatory compliance audits on such transporters or TSDFs nor does Consultant make any other warranties or representations other than expressly written in this paragraph related to such transporters or TDSFs. Client acknowledges that Consultant at no time assumes title to waste generated from Client's facility or site.

Client acknowledges that Consultant has no responsibility as an operator, arranger, generator, treater, storer, transporter, disposer, emitter, discharger or releaser of hazardous substances, air or water pollutants or other contaminants found or identified in conjunction with work performed hereunder.

Article 23. Third Party Rights

Except as specifically stated in this Agreement, this Agreement does not create any rights or benefits to parties other than Client and Consultant. The services provided by Consultant hereunder are for the Client only.

Article 24. Assignment

Neither party to this Agreement shall assign its duties and obligations hereunder without the prior consent of the other party except as provided in Article 4.

Article 25. Lien Notice

Consultant hereby notifies Client that persons or companies performing, furnishing or procuring labor, services, materials, plans or specifications for construction on Client's land may have lien rights on Client's land and buildings if not paid.

Article 26. Waiver

No waiver by either party of any term or condition set forth herein or the breach by the other party of any such term or condition, whether by conduct or otherwise, in any one or more instances, shall be deemed or construed as a further or continuing waiver of any such term, condition or breach or a waiver of any other term, condition or breach.

Article 27. Headings

The subject headings in this Agreement are for convenience only and are not determinative of the substance of the subject clause.

Article 28. Entire Agreement

The parties agree that this Agreement, together with proposals and attachments as referenced or incorporated herein, represents the entire and integrated agreement between the Client and Consultant and supersedes all prior communications, negotiations, representations, quotations, offers or agreements, either written or oral between the parties hereto, with respect to the subject matter hereof, and no agreement or understanding varying or extending this Agreement shall be binding upon either Party, other than by a written agreement signed by both the Client and Consultant. If additional documents represent the agreement of the parties, such documents must be itemized in Consultant's proposal. The parties agree that the provisions of these terms and conditions of this Agreement shall control over and govern as to any subsequent form or document signed by the Parties, such as Client's purchase orders, work orders, task orders, etc. and that such documents may be issued by Client to Consultant as a matter of convenience to the parties without altering any of the terms or provisions hereof.

Article 29. Severability

If any provision or part of a provision of this Agreement is declared to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted, if possible, to conform to the requirements for validity, but if such adjustment is not possible, it shall be deemed deleted from this Agreement as though it had never been included herein. In either case, the balance of any such provision and of this Agreement shall remain in full force and effect.

Article 30. Contract Amendments

Any amendments to the Proposal or these Terms and Conditions of Agreement shall be executed by means of a written contract amendment, signed by the Client and Consultant. Changes to the Agreement will not become effective until the contract amendment has been signed by both parties. The contract amendment will document the specific changes to the Agreement along with any resulting adjustment in cost and/or schedule.

Article 31. Execution of Agreement

These Terms and Conditions of Agreement are cross referenced in Consultant's Proposal and are accepted when the Proposal is executed by the Client or when the Client authorizes Consultant to proceed with the Scope of Work. Client's representative represents that he/she is duly authorized to enter into and sign this Agreement. The parties agree that Consultant's Proposal may be executed by Client and delivered to Consultant via facsimile or other electronic means, and such facsimile or other electronic copy will constitute an original.

Exhibit B. Billing Rates

**Billing Rates - ACB Tech Support
Mead & Hunt, Inc.
Aviaton East and Midwest
2024 Rates**

OH Rate 1.8672
Fixed Fee 11.0%

Billing Classification	2024 Direct Rate	2024 Loaded Rate	2024 Loaded (Rounded up)
Clerical, Accounting	\$28.00	\$89.11	\$90.00
Administrative Assistant	\$39.00	\$124.12	\$125.00
Technical Editor	\$37.00	\$117.76	\$118.00
Reg Land Surveyor	\$56.00	\$178.23	\$179.00
Technician I, Technical Writer	\$28.00	\$89.11	\$90.00
Technician II, Surveyor Instrument Person	\$37.00	\$117.76	\$118.00
Technician III	\$43.00	\$136.85	\$137.00
Technician IV	\$47.00	\$149.58	\$150.00
Sr Technician	\$50.00	\$159.13	\$160.00
Engineer I, Scientist I, Architect I, Planner I	\$39.00	\$124.12	\$125.00
Engineer II, Scientist II, Architect II, Planner II	\$46.00	\$146.40	\$147.00
Engineer III, Scientist III, Architect III, Planner III	\$50.00	\$159.13	\$160.00
Sr Engineer, Sr Scientist, Sr Architect, Sr Planner, Sr Economist	\$56.00	\$178.23	\$179.00
Proj Engineer, Proj Scientist, Proj Architect, Proj Planner	\$64.00	\$203.69	\$204.00
Sr Proj Engineer, Sr Proj Scientist, Sr Proj Architect, Sr Proj Planner	\$79.00	\$251.42	\$252.00
Principal, Sr Associate	\$96.00	\$305.53	\$306.00

Expenses incurred to be reimbursed at cost.



Action Request to Board of Commissioners

Meeting Date: November 7, 2024

Department: Emergency Management

Submitted By: Matthew Adamek, Emergency Manager

Agenda Item: MOU Agreement with Central Lake Public School

<p>1. Action Request/Suggested Motion</p> <p>To authorize the Chair to sign a Memorandum of Understanding between Antrim County and Central Lake Public School for their Public Safety Program.</p>
<p>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</p> <p>Central Lake High School currently offers a Public Safety program. Emergency Management has in the past assists in this class by teaching the Teen CERT Basic Academy. This class is state-funded, which provides students with the opportunity to learn about career opportunities and operations in the Public Safety field. This class is required to be taught by an individual with experience in the Public Safety Field. The previous instructor is no longer with the school system, which could cause Central Lake Public School to lose state funding and the students to learn an awarding career.</p>
<p>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</p> <p>This agreement will allow Emergency Manager Matthew Adamek to take over instruction of the Public Safety Program for the remaining school year. This will ensure that the school will retain their funding and give them time to search for an experience instructor for next year program. In return, the school agrees to provide funding back to the county for the Emergency Manager's hours used, the county has the opportunity to create a networking relationship and give the students an awarding education.</p>
<p>4. Financial – Budget-related information</p> <p>Antrim County will receive a prorated \$10000.00 from Central Lake Public School divided up into two payments of \$5000.00 each.</p>
<p>5. Legal Review</p> <p>MOU has been revived by legal counsel and the County Administrator Jeremy Scott.</p>
<p>6. Policy Implications</p>
<p>7. Plan – Timeline with who, what, where, and how</p> <p>This agreement will take effect as soon as the MOU has been accepted and signed by the Chair. The MOU will be in place for only the school year of 2024-2025.</p>
<p>8. Alternative Plan – What are the implications if failure to approve?</p> <p>Matthew Adamek will only do the Teen CERT Basic Academy program that will be over with at the end of November and Central Lake Public School will have to find another instructor. If instructor is not located Central Lake Public School could lose out on state provided funding.</p>
<p>9. Attachments Included</p> <p>MOU Agreement</p>

**AGREEMENT FOR PROVISION OF PUBLIC SAFETY COURSE
2024-2025**

This agreement is entered into between Central Lake Public Schools (CLPS) and Antrim County to provide a Michigan Secondary Career and Technical Education (CTE) State Approved Public Safety Program for CLPS students. The CLPS and Antrim County mutually agree to the provisions listed below.

1. The responsibilities of the Antrim County shall be:
 - a. To provide teaching staff, Matthew Adamek, with time for the Public Safety course and to complete and maintain student records.
 - b. Coordinate the program with the CLPS schedule and comply with the rules and regulations of CLPS about student safety.
 - c. To remit an invoice for instructional services to the district twice yearly (November and March).
 - d. Attend training as necessary to implement the program.
 - e. If, due to inclement weather or an Act of God, additional school days are required to be added to the regular school calendar, the district will not incur any additional costs (make-up days) associated with implementing the program.
 - f. Work with CLPS to complete annual vocational authorization and required fingerprinting.
 - g. Provide one hour of instructional time five days per week and 30 minutes of planning time for 259 hours annually. This shall be prorated for the current school year.**
2. The responsibilities of Central Lake Public Schools shall be:
 - a. To complete all forms necessary for Michigan Department of Education approval of the Public Safety course and maintain necessary records.
 - b. To provide curriculum instruction as specified in the Public Safety Instructor and CTE cluster guides.
 - c. To provide information for course evaluation.

- d. To indemnify and hold Antrim County harmless from and against loss, cost, damage, or expense resulting from employee duties during this Agreement unless caused by the negligent acts or omissions of its employees, agents, licensees, or representatives.
 - e. To provide reimbursement for instructional time and necessary administrative time based on a mutually agreed upon rate. **For 2024-2025 the total amount \$10,000 will be paid in two installments during the month of November (\$5,000) and March (\$5,000). This shall be prorated for the 2024-25 school year.**
 - f. To provide transportation for CLPS students as needed.
 - g. To provide classroom space and materials as needed.
 - h. To provide support for all aspects of the program to ensure success.
 - i. To submit payment for services rendered within two weeks of receiving an invoice for the current semester.
3. The Central Lake Public Schools and Antrim County mutually covenant and agree that the purpose of this Agreement shall be to provide a sound educational environment.
 4. This agreement shall commence on September 30, 2024 and terminate on June 5, 2025.

This agreement is signed in consideration of the mutual covenants and responsibilities contained herein.

Central Lake Public Schools

Date

Antrim County

Date



Action Request to Board of Commissioners

Meeting Date: October 28, 2024

Department: Antrim Conservation District

Submitted By: Mike Meriwether, County Forester

Agenda Item: Lewis Road timber sale Acceptance

<p>1. Action Request/Suggested Motion</p> <p>To accept the bid from Eklund Forestry in the amount of \$22,225.00 and authorize the chair to sign a timber harvest agreement between the County and Eklund Forestry.</p>
<p>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</p> <p>Trees were individually marked by the forester for harvest on the county forest land know as Lewis Road. S 1/2, NE 1/4, Section 24, Echo Township. Lump sum bids to buy and cut the trees were solicited from the forest product industry.</p>
<p>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</p> <p>The harvest complies with the forest management goals and objectives of the parcel.</p>
<p>4. Financial – Budget-related information</p> <p>Sale revenues can be deposited into the county forestry fund.</p>
<p>5. Legal Review</p> <p>A cutting agreement will be prepared by the forester and reviewed by the administration department.</p>
<p>6. Policy Implications</p>
<p>7. Plan – Timeline with who, what, where, and how</p> <p>A one year cutting agreement will be agreed to.</p>
<p>8. Alternative Plan – What are the implications if failure to approve?</p> <p>none</p>
<p>9. Attachments Included</p> <p>Bid notice attached.</p>



BID SHEET
Antrim County Timber Sale
LEWIS ROAD FOREST AREA
ECHO Township

Bid Deadline: 11:00 a.m.; Friday, October 25, 2024
Submit To: Antrim County Administration Office
203 E. Cayuga Street, Room 204; PO Box 187
Bellaire, MI 49615

TREES DESIGNATED FOR SALE: Only those trees marked with orange paint or otherwise designated may be harvested. The tree volumes are only estimated as follows:

- SUGAR MAPLE: 310 trees estimated at 52426 board feet \$ 22,225.50
- BASSWOOD: 37 trees estimated at 5,571 board feet. \$

TOTAL BID VALUE \$ 22,225.50

NAME: Caleb Eklund Office: _____
 COMPANY: Eklund Forestry Cell: 231-350-2336
 ADDRESS: 1200 Vermeersch Rd
Central Lake, MI 49622
 EMAIL: Eklund6@yahoo.com
 SIGNATURE: Caleb Eklund Date: 10-22-24

ANTRIM COUNTY FOREST LAND – TIMBER SALE MAP



Action Request to Board of Commissioners

Meeting Date: November 7, 2024

Department: Accounting

Submitted By: Brad Rizzo

Agenda Item: Budget Amendment – Postage

1. Action Request/Suggested Motion
To approve a budget amendment for 35,000 to 101-234-852 (General Fund – Postage) funded from the general fund balance.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
As mentioned in the budget meetings for 2025, we have a prepaid postage machine. We generally fill with \$25,000 to last for the year. I had noted that the amount had been lasting for less than the year, and the refill had moved from December to November and to August. Postage rates have increased 10.6% in 2024 and 10% in 2023. I reviewed the data from the machine and number of pieces of mail and weight were similar in 2023 and 2024. I have asked IT to look into setting department codes for tracking usage going forward.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
To adjust the estimated budget to the actual usage.
4. Financial – Budget-related information
As stated above, refills for the meter were intended to be annual, but have been at a shorter interval the past few years. I was expecting that we would have needed multiple refills in 2025, but it happened in 2024.
5. Legal Review
N/A
6. Policy Implications
None
7. Plan – Timeline with who, what, where, and how
With the amendment, I have also asked to have department codes to be added to the machine to better track who is using the machine.
8. Alternative Plan – What are the implications if failure to approve?
9. Attachments Included



Action Request to Board of Commissioners

Meeting Date: November 7, 2024

Department: Accounting

Submitted By: Brad Rizzo

Agenda Item: Budget Amendment – Insurance

1. Action Request/Suggested Motion
To approve a budget amendment for 5,114 to 101-272-956 (General Fund – Insurance) funded from the general fund balance.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
<p>The budget is created in June and July for meetings to take place in August and September. This creates the need for several estimates in the budget. One of which is for insurance for the following year. Insurance rates for the next year are typically available in November or December.</p> <p>When I first came in to the county, one of the primary concerns I heard was that there was always a loss budgeted for the general fund, but we had an excess in the actual amount. One of the reasons for this is overestimating expenses. The estimate for the year was 1.1% below actual.</p>
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
To adjust the estimated budget to the actual insurance rate.
4. Financial – Budget-related information
As stated above, insurance budget was an estimate. I have been working to reduce unused budget. The estimate for 2024 was 1.1% under actual. Actual insurance rates rose approximately 6% from 2023 to 2024.
5. Legal Review
N/A
6. Policy Implications
None
7. Plan – Timeline with who, what, where, and how
8. Alternative Plan – What are the implications if failure to approve?
9. Attachments Included



Action Request to Board of Commissioners

Meeting Date: November 7, 2024

Department: Administration Office

Submitted By: Jeremy Scott, County Administrator

Agenda Item: Michigan Indigent Defense Commission Agreement

<p>1. Action Request/Suggested Motion</p> <p>To approve and authorize the Chairman to execute the grant between the State of Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) and Antrim County with a grant period of October 1, 2024 to September 30, 2025.</p>
<p>2. Background and Current Situation – Concisely include pertinent facts, dates, etc.</p> <p>We received word on October 17 that the County’s proposal for CPA-24 - Compliance Plan and Cost Analysis Renewal - FY 2025 with the Michigan Indigent Defense Commission (MIDC) had been approved. The agreement must be approved and signed for the County to receive funding for the program.</p>
<p>3. Goal – Why the action is necessary; What is the specific target or outcome desired?</p> <p>The goal is to continue to provide quality legal representation to those who are deemed indigent.</p>
<p>4. Financial – Budget-related information</p> <p>The cost of the program for the County did not increase from the prior years and remains at \$80,784; the entire budget is \$610,194.60</p>
<p>5. Legal Review</p> <p>This agreement was preciously reviewed, there have been no changes to the terms of the agreement.</p>
<p>6. Policy Implications</p> <p>N/A</p>
<p>7. Plan – Timeline with who, what, where, and how</p> <p>The agreement will take effect on October 1, 2024 and expire on September 30, 2025.</p>
<p>8. Alternative Plan – What are the implications if failure to approve?</p> <p>None</p>
<p>9. Attachments Included</p> <p>First page of the agreement.</p>

GRANT BETWEEN
THE STATE OF MICHIGAN
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC)
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)
AND
Antrim County

GRANTEE/ADDRESS:

Name: Terry VanAlstine
Title: Chair, Board of County Commissioners
Address: 203 E. Cayuga St., PO Box 187 Bellaire, MI 49615
Phone: (231) 533-6265

GRANTOR/ADDRESS:

Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
611 W. Ottawa St.
Lansing, MI 48933
(517) 657-3060

GRANT PERIOD:

From: 10/01/2024 to 09/30/2025

TOTAL AUTHORIZED BUDGET: \$610,194.60

State Grant Contribution:	\$529,410.67
Local Share Contribution:	\$80,783.93

ACCOUNTING DETAIL: Accounting Template No.: 6411113T032

SIGMA Vendor Code: CV0047005



Action Request to Board of Commissioners

Meeting Date: November 7, 2024

Department: Administration Office

Submitted By: Jeremy Scott, Administrator

Agenda Item: MIDC Program Administrator Contract for Services

1. Action Request/Suggested Motion
To approve and authorize the Chair to execute the Fifth Amendment to the Antrim County Indigent Defense Attorney Administrator Independent Contractor Agreement between Antrim County and Paul Jarboe of Jarboe & Pfeil at a cost of \$66,000, and authorize the Finance Director to make the appropriate budget amendment.
2. Background and Current Situation – Concisely include pertinent facts, dates, etc.
In 2020, Antrim County entered into an agreement with Paul Jarboe to act as the Michigan Indigent Defense Commission (MIDC) Program Administrator. Multiple extensions have been executed since 2021 with a current expiration of September 30, 2025. The Michigan Indigent Defense Commission has mandated a number of Standards meant to improve the program. These Standards have, however, also increased the cost of the program and the workload for its' Administrators. The Program Attorney Administrator's contract is paid with the funds received through the MIDC grant. Mr. Jarboe and his staff continue to do an excellent job.
3. Goal – Why the action is necessary; What is the specific target or outcome desired?
This contract amendment would allow Mr. Jarboe to continue to administer the program through September 30, 2025, with a possible extension until September 30, 2026.
4. Financial – Budget-related information
The proposed change would set the annual payment to \$66,000 covered by State of Michigan funds.
5. Legal Review
Not necessary as no significant changes have been made since 2020.
6. Policy Implications
n/a
7. Plan – Timeline with who, what, where, and how
If the motion is approved, Attorney-Administrator services for the MIDC program year will begin (retroactively) October 1, 2024 and continue through September 30, 2025.
8. Alternative Plan – What are the implications if failure to approve?
None
9. Attachments Included
Fifth Amendment to MIDC Program Administrator Agreement

**FIFTH AMENDMENT TO
ANTRIM COUNTY INDIGENT DEFENSE
ATTORNEY-ADMINISTRATOR
INDEPENDENT CONTRACTOR AGREEMENT**

This Amendment is entered into between the County of Antrim, a Municipal Corporation, (the "County") and Paul Jarboe, of Jarboe & Pfeil, Attorneys, Indigent Defense Attorney-Administrator, ("Attorney-Administrator").

WHEREAS on February 10, 2020, the County and Attorney-Administrator entered into an Indigent Defense Attorney- Administrator Independent Contractor Agreement (the "Agreement") whereby the Attorney-Administrator agreed to oversee and administer the County's Compliance Plan adopted under the Michigan Indigent Defense Act; and

WHEREAS on November 30, 2020, the County and the Attorney-Administrator entered into a First Amendment to Antrim County Indigent Defense Attorney-Administrator Independent Contractor Agreement extending the contract through December 31, 2021; and

WHEREAS on November 12, 2021, the County and the Attorney-Administrator entered into a Second Amendment to Antrim County Indigent Defense Attorney-Administrator Independent Contractor Agreement extending the contract through December 31, 2022; and

WHEREAS on August 22, 2022, the County and the Attorney-Administrator entered into a Third Amendment to Antrim County Indigent Defense Attorney-Administrator Independent Contractor Agreement extending the contract through September 30, 2023; and

WHEREAS on July 11, 2023, the County and the Attorney-Administrator entered into a Fourth Amendment to Antrim County Indigent Defense Attorney-Administrator Independent Contractor Agreement extending the contract through September 30, 2024; and

WHEREAS, the County and the Attorney-Administrator desire to amend the terms of the Agreement to increase the County's payment for the Attorney-Administrator's services and to extend the term of the Agreement for one additional year;

NOW, THEREFORE, the County and the Attorney-Administrator agree to the following terms and conditions as a Fifth Amendment to the Agreement based upon the foregoing statements:

1. Paragraph 2, **Payment** of the Agreement is amended to read as follows:

In consideration for the services to be performed by the Attorney-Administrator, the County agrees to pay an annual payment of \$66,000.00, based on the Michigan Indigent Defense Commission's Grant Period beginning October 1, 2024 and ending September 30, 2025, in equal monthly amounts, unless earlier terminated as provided under the terms of this Agreement.

2. Paragraph 14, **Term of Agreement** of the Agreement is amended to read as follows:

This Agreement will become effective October 1, 2024 and shall terminate on September 30, 2025. The County and Attorney-Administrator may renew this Agreement for one additional 12-month term if the State of Michigan continues to provide funding for the Attorney-Administrator position or function. The Parties shall agree to the terms and conditions of such renewal in writing.

3. Except as otherwise stated in this Amendment, the Agreement shall remain in full force and effect, and to the extent there is a conflict between the terms of the Agreement and the terms of this Amendment, the terms and provisions of this Amendment shall govern and control.

4. This Amendment may be executed in any number of counterpart originals, each of which, when taken together, shall be deemed to be one and the same instrument. Executed copies of this Amendment may be delivered between the parties via telecopy (facsimile) or electronic mail.

In witness whereof, the individuals signing below hereby acknowledge that they have been authorized by resolution of their respective governing bodies, a certified copy of such resolutions which are attached, to execute this Amendment to the Agreement on behalf of the County and the Attorney-Administrator:

Antrim County:

Terry VanAlstine, Chairperson
Antrim County Board of Commissioners

Date

Indigent Defense Attorney-Administrator:

Paul Jarboe
Jarboe & Pfeil, Attorneys

Date



Antrim County *Memorandum*

November 7, 2024

TO: Board of Commissioners
FR: Jeremy Scott, County Administrator
RE: Closed Session: County Finance Director

The Open Meetings Act 267 of 1976, 15.268 Closed sessions, permissible purposes, Section 8(a) states a public body may meet in a closed session

"To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

Please consider the following motion:

Motion by _____, seconded by _____, to go into closed session to discuss the evaluation of the County Finance Director, Bradley Rizzo with the Human Resources Director, Human Resources Specialist, and County Clerk to remain in closed session.



Antrim County Memorandum

November 7, 2024

TO: Board of Commissioners
FR: Jeremy Scott, County Administrator
RE: Closed Session: County Administrator Evaluation

The Open Meetings Act 267 of 1976, 15.268 Closed sessions, permissible purposes, Section 8(a) states a public body may meet in a closed session

"To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

Please consider the following motion:

Motion by _____, seconded by _____, to go into closed session to discuss the evaluation of the County Administrator, Jeremy Scott with the Human Resources Director, Human Resources Specialist, and County Clerk to remain in closed session.



Administration Department

Memorandum

November 7, 2024

TO: Board of Commissioners
FR: Jeremy Scott, County Administrator
RE: Closed Session: Collective Bargaining Unit Negotiations

The Open Meetings Act 267 of 1976, 15.268 Closed Session, permissible purposes, Section 8(c) allows for closed sessions “For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.”

Please consider the following motion:

Motion by _____, seconded by _____, to go into closed session to discuss upcoming negotiation issues for the Corrections, Clerks, & Clerical Unit, and Deputies & Dispatchers Collective Bargaining Agreements, and that the County Administrator, Deputy Administrator, Human Resources Director, Human Resources Specialist, Finance Director, and County Clerk remain in closed session.



Memorandum Administration Department

October 31, 2024

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

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

GENERAL ADMINISTRATION:

1. Facilities:

- **County Building Façade:** Progressive AE and Spence Brothers are the architects and construction managers for the County Building Façade project. The punch lists is nearing completion.
- **Public Safety Center:** We have had several meetings with Construction Managers as well as Architecture/Engineering firms regarding design and construction of the proposed Public Safety Center. If Antrim County voters approve the Public Safety Center Bond Proposal on November 5, the process of hiring Architectural/Engineering and Construction Management services will move forward. If the Public Safety Center bond proposal is approved by Antrim County voters, the Sheriff's Office, Finance Director, and especially the Administration Office will be shifting this to top priority, working extremely hard to keep costs as low as possible.

2. 911 Communication Tower: Construction on the Orchard Hill tower project has begun and is progressing with foundation and installation of the structure itself. Cabling, shelter, and electronics will follow.

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. A number of applications have been received; more are needed to fulfill the state's requirements.

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. We met with the District Court a few weeks ago and have had numerous conversations since. The District Court has scheduled meetings with Leelanau and Grand Traverse Counties as well; our annual Intercounty Agreement meeting is scheduled for November 19.

5. Michigan Indigent Defense Commission (MIDC): My office was notified that Antrim County's FY2025 Compliance Plan & Cost Analysis were approved by the MIDC on October 15th. The grant agreement and the Program Attorney Administrator agreements are on this agenda for consideration.

6. Airport Taxiway: Construction of the taxiway is nearly complete, with painting and striping to be completed in the spring.

7. **Grass River Natural Area:** I have been working with Jenn Wright and Grass River to adjust and update the Grass River Natural Area contract. We will likely be bringing the contract to the Board in December for consideration.

HUMAN RESOURCES (HR):

8. Current County Employment Opportunities:
- Sheriff's Office – Corrections – FT: Position posted.
 - Sheriff's Office – Deputy – FT: Positions posted.
 - COA – Homemaker – Irregular PT: **Position posted.**
 - Soil Erosion & Sedimentation Control Inspector – FT: **Interviews taking place.**
 - Parks Director – FT: **Interviews taking place.**
 - COA Director – FT: Position posted.
 - Register of Deeds - Clerk II – FT: Position posted.
 - ACT – **Electrical Accessory Installer/Mechanic – FT:** **Interviews taking place.**
 - ACT – Driver – Irregular PT: Position posted.
 - Maintenance Department – Maintenance – FT: Position posted.
 - Maintenance Department – Custodian – FT: **Donald Robertson has been hired.**

LAWSUITS:

9. **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. **Ranae McCauley with the Antrim County Community Collaborative and Pam Singer will be at this meeting to provide recommendations to the Board.**
10. **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.
11. **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):

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

- **Xerox Copiers Lease Agreements**

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:

- No changes

CIVIL/LABOR COUNSEL REVIEWS:

New matters sent since the previous Administrator's report:

- [Equature-24-053](#)
- [Mead and Hunt Airport Tree Removal-24-054](#)

FOLLOW UP FROM BOARD OF COMMISSIONERS MEETING:

- None

COMMUNICATIONS, NOTES OF INTEREST:

REVENUE SCHEDULE 2024

NUMBER	ACCOUNT NAME	BUDGET	SEP	YTD RECEIVED
500.101	County Appropriation	100,000	50,000	\$100,000
540.100	State Funds	285,000	28,785	\$295,365
506.100	Federal Funds	90,000	0	\$93,251
569.000	CARES (last payment)	184,000	0	\$187,438
630.000	General Fares	4,500	1,384	\$4,730
630.000	Pass Revenue	17,000	1,600	\$17,005
630.000	New Horizons	3,000	272	\$3,060
630.000	FIA	0	0	\$0
630.000	Mancelona School	0	0	\$0
630.000	Misc. Special Fares	1,500	9	\$1,488
630.001	HeadStart	16,500	0	\$16,620
630.002	CMH	37,000	3,300	\$37,306
630.1	Net Sale of Fuel *	14,000	1,162	\$14,178
630.101	Net Sale of Maintenance **	25,500	1,428	\$25,867
630.003	Meadow Brook	27,000	0	\$27,241
630.004	Munson	11,000	630	\$11,004
630.005	Bellaire School	44,000	1,600	\$44,289
630.102	Misc. Revenue	25,000	0	\$52,589
630.009	COA Transportation	9,000	544	\$9,233
665.000	Interest Income	31,000	2,689	\$31,248
		925,000	93,403	\$971,912

* Figure based on gallons sold at .25 per gallon

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

EXPENSE SCHEDULE 2024

FUND:	ACCOUNT NAME:	BUDGET:	SEP:	YTD EXP:	% EXP:
702.000	Salary, Director	79,900	7,567	79,921	100%
704.000	Wage, Secretary	32,000	2,945	30,276	95%
704.002	Wage, Dispatch	50,000	3,938	48,891	98%
705.000	Wage, FT Driver	0	0	0	#DIV/0!
706.000	Wage, Mechanic	82,000	6,417	79,105	96%
707-708	Wage, PT Driver	262,000	25,532	251,989	96%
714.000	Anuity	15,600	1,329	14,086	90%
715.000	FICA	43,000	3,617	40,351	94%
716.008	Hospitalization	71,000	8,939	67,524	95%
718.000	Retirement	90,000	10,221	86,335	96%
719.000	Fringe, AD&D	4,600	494	4,343	94%
721.000	Personal Leave	2,500	1,179	2,208	88%
722.000	Unemployment	0	0	0	#DIV/0!
724.000	Workers Comp	26,000	0	22,414	86%
727.000	Office Supply	0	0	0	#DIV/0!
741.000	Operating Supply	5,600	98	5,021	90%
742.000	Uniforms	6,600	435	6,129	93%
805.000	Computer Serv.	400	0	299	75%
807.000	Dues & Subs.	2,000	74	1,927	96%
810.000	Audit	5,200	0	5,200	100%
841.000	Physicals	1,700	0	1,625	96%
851.000	Radio Maint.	2,500	0	2,298	92%
852.000	Postage	0	0	0	#DIV/0!
855.000	Telephone	2,500	313	2,330	93%
861.000	Travel	200	0	94	47%
862.000	Convention	500	0	352	70%
864.000	* Bus Parts	11,000	440	9,619	87%
864.005	Tires & Tubes	8,100	595	7,087	87%
865.000	* Gas & Oil	60,000	3,979	56,014	93%
901.000	Print & Publish	500	0	468	94%
911.001	Insurance	30,000	4,292	26,902	90%
921.000	Electric	5,600	0	5,549	99%
922.000	Natural Gas	6,000	68	5,480	91%
931.000	Plowing	6,000	0	6,002	100%
932.000	Building Maint.	10,500	4,522	9,238	88%
935.000	Trash Removal	1,500	123	1,468	98%
TOTAL:		925,000	87,117	880,545	95%

* 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	None



Antrim County

Veterans Affairs Report

October 2024

Office Updates

- VSO Office construction is finished and bolsters a confidential environment for our veterans.
- VSO's attended American Legion Training making more network connections and learning other claim work perspectives.
- ACVAC & ACVA staff are in the process of reviewing the Financial Relief Policy and updating it. Changes will be official after the November 13th committee meeting.

VA Updates

- Veterans with anything other than honorable discharge will have the chance to apply for a discharge upgrade. This is in attempt to increase veteran's eligibility for VA benefits.
- VA Life Insurance program recently went under changes in its regulations and policies allowing veterans to enroll at any time.

Veterans Served

- During September we assisted 54 veterans

Standard Claims

- 34

Advanced Claims

- 9



Financial Assistance

County Emergency Relief

- 2

MVTF

- 7

Outreach

- **Alba Sportsmans Club Veteran Shoot day-** We had 22 veterans show up to participate and 13 shooters out of that. American Legion was there and supplied Chicken Wings and Prizes for the contest winners. The Alba Sportsmans Club supplied four people to help with the event and to run the range operations. We look forward to running this event again next year. A HUGE THANKS goes out to Mancelona American Legion post 264 & Alb Sportsmans Club!!!
- **Veterans Home Clean Up-** ACVA helped organize and participated in a home clean up for a veteran. The house needed major attention and through concerted efforts from Central Lake Amvets and Central Lake High School Honor Society we were able to assist the veteran. The veteran is going to be receiving in home care assistance.
- ACVA Continues to run educational article through both the Elk Rapids News Paper and The Antrim Review.
- To ACVA Billboards have been installed one on Alba Hwy in Elmira and the other Mancelona Rd.

Future Events/Projects

- October 26th Tractor Supply is host Home Town Heroes event and has invited ACVA to have a booth there.
- November 11th ACVA, Central Lake Amvets & Versiti are partnering up to hold a Veterans Day Blood Drive at the Central Lake AMvets Hall.
- November 11th Central Lake Friends of Veterans is hosting a Veterans Day dinner right after the Blood Drive.



Social Media Updates

- ACVA Staff have been produced 6 episodes
- ACVA Google Profile is up 42% engagement
- ACVA FB is up to 947 followers

