



Cheboygan County Board of Commissioners

MISSION STATEMENT

Cheboygan County officials and staff will strive to provide public services in an open and courteous manner and will responsibly manage county resources.

Finance/Business Meeting

October 9, 2018

9:30 a.m.

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Invocation/Pledge of Allegiance**
4. **Approve Agenda**
5. **Approve Consent Agenda**
 - A. Approve Monthly Finance Claims
 - B. Budget Adjustments
 - C. Correspondence
 1. Menominee County Resolution Opposing HB 5752 & 5753
 2. NLEA August and September 2018 President's Report
 - D. Minutes:
 1. Finance/Business Meeting of September 11, 2018 and Committee of the Whole Meeting of September 25, 2018
 2. NEMCSA – 9/7/18
 3. Millage Appropriations Committee – 9/28/2017
 4. Cheboygan City Council – 8/14/18
 5. Planning Commission – 9/5/18 & 9/19/18
 6. District #4 Health – 8/21/18
 7. NCCMH – 8/16/18
6. **Brief Citizens Comments – (3 minutes per person)**
7. **Scheduled Visitors**
8. **Finance Director's Report**
9. **Administrator's Report**
10. **Committee Reports**
11. **Old Business**
 - A. Resolution #18-16 Opposing DNR Eliminating Baiting and Sale of Bait
12. **New Business**
 - A. Straits Regional Ride
 1. Straits Area Services, Inc. Agreement
 2. Emmet County Transit Agreement
 - B. Senior Millage Appropriations
 1. Cheboygan County Council on Aging
 2. Wawatam Area Senior Citizens, Inc.
 3. MSU-E Project Fresh
 - C. Conflict Resolution Day Proclamation
 - D. 2018 Apportionment Report
 1. Resolution #18-14 – Millage Rate Resolution
 2. Resolution #18-15 – Tax Resolution
 - E. Independent Contractor Agreement From Decisions to Actions – Charles H. Brown
 - F. MERS Service Credit Purchase – Judge Pavlich
 - G. Recycling Drop-off Lease Agreement – Walker Township
 - H. Inmate Food Services Agreement – Canteen Services of Northern Michigan
 - I. Inmate Health Services Agreement – Advanced Correctional Healthcare, Inc.

13. **Board Matters for Discussion**
14. **Citizens Comments**
15. **Board Member Comments**
16. **CLOSED SESSION – Pursuant to MCL 15.268 (c) Union Negotiations**
17. **Adjourn to the Call of the Chair**

CHEBOYGAN COUNTY FINANCE REPORT OCTOBER 2018

VENDOR APPROVAL REPORT FOR CHEBOYGAN COUNTY
INVOICES TO BE PAID 10/09/18

FINANCE TOTAL \$632,514.53

PREPARED BY: DEBI KUCZYNSKI

10/03/2018 08:51 AM
User: DWALINSKY
DB: Cheboygan

INVOICE APPROVAL BY VENDOR REPORT FOR CHEBOYGAN COUNTY
POST DATES 10/09/2018 - 10/09/2018
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 2

Page: 1/1

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. BCI CONSTRUCTION LLC	551,790.00		
2. KUJAWA CONSTRUCTION	80,724.53		
TOTAL ALL CLAIMS	632,514.53		

CHEBOYGAN COUNTY PREPAIDS REPORT SEPTEMBER 2018

CHECK REGISTERS

BANK 1 TRUST & AGENCY
BANK 2 GENERAL
BANK 3 TAX PAYMENT/FORECLOSURE FUND
BANK 5 COUNTY ROAD
BANK 9 INMATE TRUST FUND

BANK 2:

GENERAL EXPENDITURES	\$	1,269,791.48
MINUS SEPTEMBER FINANCE	\$	362,440.80
TOTAL PREPAIDS	\$	907,350.68

FINANCE CLAIMS FOR SEPTEMBER PAID ON CHECK #176410 & 176411 DATED 9/11/18.
PREPARED BY: DEBI KUCZYNSKI

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 TRUST & AGENCY						
09/06/2018	1	65443	AFSCME	MICHIGAN COUNCIL #25 AFSCME	PR EMPLOYEE UNION DUES SEP 2018	1,412.45 V
09/06/2018	1	65444	CITI	CITI STREET	PR CHEB CTY JUDGE RETIREMENT PE 9/1/18	1,115.23 V
09/06/2018	1	65445	CTC	CHEBOYGAN TITLE COMPANY	CR CASH REFUND CR# 8115 - OVERPAYMENT OF	30.00
09/06/2018	1	65446	DEP UNION	DEPUTY SHERIFFS' ASSOCIATION	PR SHERIFF DEPUTY UNION DUES SEP 2018	156.00
09/06/2018	1	65447	GELC	GOVERNMENTAL EMPLOYEES	PR SHERIFF DEPT UNION DUES SEP 2018	629.52
09/06/2018	1	65448	MISDU	MISDU	PR 910220383 2002007381 M. FAIRCHILD PA	186.90
09/06/2018	1	65449	MISDU	MISDU	PR 913080283 DONALD D BEDELL PAID 9/7/1	194.71
09/06/2018	1	65450	MSP	MICHIGAN STATE POLICE	CR SEX OFFENDER REGISTER (9 REGISTRATION	270.00
09/06/2018	1	65451	POLC	POLICE OFFICERS LABOR COUNCIL	PR SHERIFF UNION DUES SEP 2018	804.00
09/06/2018	1	65452	REF-CLERK	ERIC KING	CC REST# 18-5529-FH KING, ERIC - (FINES/	500.00
09/06/2018	1	65453	SLG	SHERMETA LAW GROUP	PR TINA M. GONSER JEWELL #15-5314-GC PA	75.00
09/06/2018	1	65454	SOM-EDTAX	STATE OF MICHIGAN	TR CURRENT TAX COLLECTED BY COUNTY - SUM	1,733,847.37
09/06/2018	1	65455	UN WAY	CHEBOYGAN COUNTY UNITED WAY	PR EMPLOYEE DEDUCTIONS PE 9/1/18	12.00
09/06/2018	1	65456	VANTAGE	VANTAGEPOINT TRANS AGENTS-457	PR #305959-457 DEFERRED COMPENSATION PE	186.51
09/06/2018	1	65457	AFSCME	MICHIGAN COUNCIL #25 AFSCME	PR EMPLOYEE UNION DUES SEP 2018	1,412.45
09/06/2018	1	65458	CITI	CITI STREET	PR CHEB CTY JUDGE RETIREMENT PE 9/1/18	1,115.23
09/07/2018	1	65459	MSP	MICHIGAN STATE POLICE	CR CONCEALED WEAPONS PERMITS (27 RENEWAL	3,687.00
09/10/2018	1	65460	BEE T A	ANDREW BEETHEM	PC REST# 8004404 HARMON	80.00
09/10/2018	1	65461	BURE F	FARM BUREAU INSURANCE	PC REST# 9004447 ST AMOUR	50.00
09/10/2018	1	65462	GAFF K	KAYLA ANN GAFFNEY	PC REST# 17008645 BURGTORF	25.00
09/10/2018	1	65463	KILM S	SHERI KILMER	PC REST# 17008645 BURGTORF	30.00
09/10/2018	1	65464	KILM S	SHERI KILMER	PC REST# 17008645 BURGTORF	17.00
09/12/2018	1	65465	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	TR CURRENT TAX COLLECTED BY COUNTY	32.69
09/12/2018	1	65466	TREAS	CHEBOYGAN COUNTY TREASURER	TR CURRENT TAX COLLECTED BY COUNTY	796,149.23
09/12/2018	1	65467	VOM	VILLAGE OF MACKINAW	DC ORDINANCE ADJUSTMENT MADE IN APRIL 20	69.99
09/17/2018	1	65468	ANTK J	JOSEPH ANTKOVIK	CC REST# 02-2546-FH SOVA, DAVID	7.18
09/17/2018	1	65469	AUTO OWNER	AUTO OWNERS INS CO	CC REST# 14-4936-FH KIMBLER, ANGELA	2,050.00
09/17/2018	1	65470	BERG R	ROBERT OR ALANE BERGSTROM	CC REST# 18-5516-FC HOBSON, BRANDON	1.50
09/17/2018	1	65471	BLAN C	CLAYTON BLANCHARD	CC REST# 89-0225-FH LAYNE, DANNY	20.00
09/17/2018	1	65472	BORG W	WILLIAM BORGERDING	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65473	BRISTOL	BRISTOL WEST INSURANCE	CC REST# 07-3625-FH MACE, THOMAS	400.00
09/17/2018	1	65474	BRR	BRASS RAIL RESTAURANT	CC REST# 05-3229-FH LEE, JONATHON	50.00
09/17/2018	1	65475	BRYA W	WILLIAM BRYAN	CC REST# 03-2843-FH DELPH JR, KURT	25.00
09/17/2018	1	65476	BURE F	FARM BUREAU INSURANCE	CC REST# 06-3503-FH BODA, ALAN	160.00
09/17/2018	1	65477	BYAR L	LARRY WAYNE BYARD	CC REST# 11-4311-FH NOVEL, BRUNO	50.00
09/17/2018	1	65478	C&D PROP	C&D PROPERTIES	CC REST# 17-5431-FC DRAKE, DERRICK JOSEP	51.68
09/17/2018	1	65479	CHIM MI	MIKAELA CHIMNER	CC REST# 18-5516-FC HOBSON, BRANDON	2.50
09/17/2018	1	65480	CINCI INS	CINCINNATI INSURANCE CO	CC REST# 04-2874-FH STEMPKY, BRENT	50.00
09/17/2018	1	65481	COLE P	PAMELA COLEMAN	CC REST# 97-1713-FH ROCHESTER, STUART	100.00
09/17/2018	1	65482	CONS J	JENNITH CONSTANTINE-PALMER	CC REST# 15-5004-FC VANDERHILL, RUSSELL	10.71
09/17/2018	1	65483	DRIE J	JOYCE CARLSON-DRIER	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65484	DYKS B	BRITTANY MARSHALL	CC REST# 11-4339-FH MCELHINEY, STEVEN	12.50
09/17/2018	1	65485	ELEN V	VERNA ELENBAAS	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65486	ELLI J	JANETTE ELLIOTT	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65487	FIFTH	FIFTH THIRD BANK	CC REST# 03-2843-FH DELPH JR, KURT	75.00
09/17/2018	1	65488	FIND H	HEATHER FINDLAY	CC REST# 15-5004-FC VANDERHILL, RUSSELL	10.70
09/17/2018	1	65489	GAGN S	SHANNON GAGNON	CC REST# 17-5350-FH GAGNON, DWAYNE	60.00
09/17/2018	1	65490	GILB	JAMES L GILBERT	CC REST# 11-4311-FH NOVEL, BRUNO	50.00
09/17/2018	1	65491	GOHE D	DONALD OR JEAN GOHESKI	CC REST# 13-4687-FH WOODS, SUSAN	500.00
09/17/2018	1	65492	HASTINGS	HASTINGS MUTUAL INS CO.	CC REST# 13-4661-FC DEACONS, LANCE	60.00
09/17/2018	1	65493	HAYW D	DOUG OR DIANE HAYWARD	CC REST# 18-5516-FC HOBSON, BRANDON	5.00
09/17/2018	1	65494	HEAT G	GERALD HEATH	CC REST# 09-4106-FJ WAGNER, SONYA	400.00
09/17/2018	1	65495	JOHN JA	E JAMES JOHNSON	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65496	JONE MA	MARK OR ELIZABETH JOHNS	CC REST# 18-5564-FH MCQUAID, KAMRON	125.00
09/17/2018	1	65497	JULL D	DAVID OR DIANE JULLETTE	CC REST# 17-5351-FH JULLETTE, AARON	50.00
09/17/2018	1	65498	KEEL L	LARRY OR LEONA KEELAN	CC REST# 05-3123-FH ORMSBEE, ROGER	25.00
09/17/2018	1	65499	KEY N	NEIL GARY KEY	CC REST# 17-5498-FH MAINE, AMY	25.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/17/2018	1	65500	LAHA R	ROGER LAHAIE	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65501	LATITUDE	LATITUDE SUBROGATION SERVICES	CC REST# 09-4108-FC CALLEAUX, DAVID	200.00
09/17/2018	1	65502	LATITUDE	LATITUDE SUBROGATION SERVICES	CC REST# 04-3006-FH LANCOUR, KEVIN	100.00
09/17/2018	1	65503	LATITUDE	LATITUDE SUBROGATION SERVICES	CC REST# 04-2958-FH NOBLE, JASON	50.00
09/17/2018	1	65504	LEIG E	ENZO LEIGHIO	CC REST# 11-4339-FH MCELHINEY, STEVEN	12.50
09/17/2018	1	65505	LIEG E	ENZO LIEGHIO	CC REST# 16-5251-FH BENTON II, GERALD	12.50
09/17/2018	1	65506	MCKE K	KENNETH MCKERVEY	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65507	MCLAREN-PE	MCLAREN NORTHERN MICHIGAN	CC REST# 17-5422-FH MERCHANT, DONNA	1,870.00
09/17/2018	1	65508	MDHHS	STATE OF MICHIGAN	CC REST# 16-5213-FH ANTILLA, WILLIAM	25.00
09/17/2018	1	65509	MDHHS	STATE OF MICHIGAN	CC REST# 15-5158-FH MILLBOCKER, SANDRA	200.00
09/17/2018	1	65510	MDHHS	STATE OF MICHIGAN	CC REST# 17-5489-FH MULLEN, JOHN	50.00
09/17/2018	1	65511	MINI T	MR & MRS THOMAS MINICK	CC REST# 13-4676-FH DENNERT-MICHAELS, BR	62.00
09/17/2018	1	65512	MOOD N	NATALIE MOODY-BROWN	CC REST# 05-3300-FH ROMINE, JOSHUA	100.00
09/17/2018	1	65513	NEMOA	NORTHEAST MICH OSTEOPATHIC ASSOC	CC REST# 08-3779-FH JOHNSON, VICKY	200.00
09/17/2018	1	65514	PARKSIDE	PARKSIDE INN	CC REST# 11-4339-FH MCELHINEY, STEVEN	12.50
09/17/2018	1	65515	QUIK	QUIK CHEK	CC REST# 04-2937-FH BROWN, HEATHER	30.92
09/17/2018	1	65516	RACI D	DENNIS OR CONNIE RACINE	CC REST# 04-3023-FH KELLEY, THERESA	50.00
09/17/2018	1	65517	RAYM J	JEREMY OR SAMANTHA RAYMUS	CC REST# 18-5516-FC HOBSON, BRANDON	21.00
09/17/2018	1	65518	ROBE C	FLORENCE ROBERTS	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65519	ROSE B	BRYAN ROSE	CC REST# 07-3740-FC ELLIOTT, RYAN	20.00
09/17/2018	1	65520	SAFCU	STRAITS AREA FEDERAL CREDIT UNION	CC REST# 14-4904-FH HARTLEY, CRYSTAL	42.50
09/17/2018	1	65521	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 16-5245-FH CONNERS, CONRAD	21.66
09/17/2018	1	65522	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 12-4475-FH HEINZE, ADAM	150.00
09/17/2018	1	65523	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 13-4726-FH HOLLOPETER, MAIGAN	30.00
09/17/2018	1	65524	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 17-5456-FH LONG, YVONNE	40.00
09/17/2018	1	65525	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 16-5228-FH LOWNSBERRY, MAJID	115.64
09/17/2018	1	65526	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 17-5448-FH PALMER, WALTON	25.00
09/17/2018	1	65527	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 17-5443-FH PROUSE, DANIEL	15.00
09/17/2018	1	65528	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 16-5242-FH QUINTANILLA, CASSAND	25.00
09/17/2018	1	65529	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 17-5434-FH SCHOOLCRAFT, MICHAEL	75.00
09/17/2018	1	65530	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 15-5149-FH SMITH, CHRISTINA	5.00
09/17/2018	1	65531	SCH S	SHARON SCHALOW	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65532	SCS	SENTRY CLAIMS SERVICE	CC REST# 03-2843-FH DELPH JR, KURT	75.00
09/17/2018	1	65533	SEARS	SEARS HOLDINGS	CC REST# 03-2716-FH RILEY, TIFFANY	100.00
09/17/2018	1	65534	SHAF E	EDWARD OR JANICE SHAFFER	CC REST# 05-3123-FH ORMSBEE, ROGER	25.00
09/17/2018	1	65535	SLOC M	MARGO SLOCUM	CC REST# 15-5004-FC VANDERHILL, RUSSELL	10.71
09/17/2018	1	65536	SMIT C	CHARLES SMITH JR	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65537	SOVA G	GERALD SOVA/SALLY VANHOORNE	CC REST# 15-5004-FC VANDERHILL, RUSSELL	10.71
09/17/2018	1	65538	SOVA RE	REBECCA SOVA	CC REST# 15-5004-FC VANDERHILL, RUSSELL	10.71
09/17/2018	1	65539	SPEED-CHEB	SPEEDWAY	CC REST# 04-2937-FH BROWN, HEATHER	29.08
09/17/2018	1	65540	SPRA R	ROBERT SPRAY	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65541	SUPERIOR	SUPERIOR VENDING	CC REST# 11-4339-FH MCELHINEY, STEVEN	12.50
09/17/2018	1	65542	SZYM E	ELIZABETH SZYMONIAK	CC REST# 15-5004-FC VANDERHILL, RUSSELL	10.71
09/17/2018	1	65543	TERR E	ECTON TERREBONNE	CC REST# 06-3534-FC POPE, ROBERT	100.00
09/17/2018	1	65544	THIG	THE HANOVER INSURANCE GROUP	CC REST# 03-2854-FH SOUTHWELL, JUDY	100.00
09/17/2018	1	65545	VANH J	JEFFREY VANHOORNE	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65546	VAUG R	REED & RENAE VAUGHN	CC REST# 13-4757-FC WOODBURN, ANDREW	101.67
09/17/2018	1	65547	WENG R	ROBERT WENGER	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/17/2018	1	65548	WERNIG	WERNIG	CC REST# 91-0683-FH HARRINGTON, ERNEST	50.00
09/17/2018	1	65549	WERNIG	WERNIG & JONES	CC REST# 91-687-FH HILL, SAMUEL	60.00
09/17/2018	1	65550	WILL J	JOHN WILLIAMS	CC REST# 15-5001-FC MORRILL, BERNARD	10.00
09/17/2018	1	65551	WILSON J	JOHN WILSON	CC REST# 15-5021-FH HOLLOPETER, TABATHA	10.00
09/18/2018	1	65552	BOND-CLERK	CARL LAVIOLETTE	CC BOND #18-5552-FH PEO V LAVIOLETTE	1,800.00
09/18/2018	1	65553	BRUD L	LOIS BRUDER	PC RESTITUTION #18008727 HAYDEN WILLIS	9.98
09/18/2018	1	65554	CLERK	CHEBOYGAN COUNTY CLERK	CC REST# 18-5552-FH LAVIOLETTE, DANIEL	60,000.00
09/18/2018	1	65555	CLERK	CHEBOYGAN COUNTY CLERK	CC BOND #18-5552-FH PEO V LAVIOLETTE - F	200.00
09/18/2018	1	65556	REF-CLERK	CARL MUSCOTT	CR REFUND OF ELECTION FEE FOR AUGUST PRI	100.00
09/18/2018	1	65557	REF-CODE	DAVID MORRIS	CD PARTIAL REFUND - PERMIT CANCELLED PE1	116.00
09/18/2018	1	65558	REF-TREA	STATE OF MICHIGAN DNR	TR CASH REFUND - OVERPAYMENT FOR FUEL-GA	854.25
09/18/2018	1	65559	TREAS	CHEBOYGAN COUNTY TREASURER	TR 2015 LAND AUCTION SALE PROCEEDS - 16	480.00

v

CHECK REGISTER FOR CHEBOYGAN COUNTY
CHECK DATE FROM 09/01/2018 - 09/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/21/2018	1	65560	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0001 OCT 2018	2,724.36
09/21/2018	1	65561	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0025 OCT 2018	20.73
09/21/2018	1	65562	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0024 OCT 2018	457.53
09/21/2018	1	65563	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0022 OCT 2018	1,380.27
09/21/2018	1	65564	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0021 OCT 2018	59.04
09/21/2018	1	65565	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0020 OCT 2018	14.17
09/21/2018	1	65566	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0023 OCT 2018	2,981.52
09/21/2018	1	65567	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0019 OCT 2018	37.32
09/21/2018	1	65568	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0013 OCT 2018	1,164.97
09/21/2018	1	65569	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0011 OCT 2018	1,332.62
09/21/2018	1	65570	BCNM	BLUE CARE NETWORK OF MICHIGAN	PR HEALTH INS 00188643 G001 OCT 2018	95,125.92
09/21/2018	1	65571	BCNM	BLUE CARE NETWORK OF MICHIGAN	PR HEALTH INS 00188643 C001 OCT 2018	916.16
09/21/2018	1	65572	BEE T A	ANDREW BEETHEM	PC RESTITUTION #8004404 HARMON	40.00
09/21/2018	1	65573	CITI	CITI STREET	PR CHEB CTY JUDGE RETIREMENT PE 9/15/18	1,115.23
09/21/2018	1	65574	DEARBORN	DEARBORN NATIONAL INSURANCE	PR LTD/LIFE INSURANCE FOR SEPT 2018	3,427.92
09/21/2018	1	65575	MISDU	MISDU	PR 910220383 2002007381 M. FAIRCHILD PAI	186.90
09/21/2018	1	65576	MISDU	MISDU	PR 913080283 D. BEDELL PAID 9/21/18	194.71
09/21/2018	1	65577	REF-PLAN	TOWER SHORES MOTEL & CAMPSITES INC	PZ REFUND - SUP APPLICATION CANCELLED	225.00
09/21/2018	1	65578	REF-TREA	MARY STRADLING	TR CASH REFUND 171-008-400-013-00 - DLQ	43.37
09/21/2018	1	65579	SLG	SHERMETA LAW GROUP	PR TINE M. GONSER JEWELL #15-5314-GC PAI	75.00
09/21/2018	1	65580	UN WAY	CHEBOYGAN COUNTY UNITED WAY	PR EMPLOYEE DEDUCTIONS PE 9/15/18	12.00
09/21/2018	1	65581	VANTAGE	VANTAGEPOINT TRANS AGENTS-457	PR #305959-457 DEFERRED COMPENSATION PE	186.51
09/24/2018	1	65582	BEE T A	ANDREW BEETHEM	PC REST# 8004404 HARMON	40.00
09/24/2018	1	65583	CCP	CHEBOYGAN CITY POLICE	DC REST# 18-0317-SM KELLEY, WILLIAM ALEX	485.00
09/24/2018	1	65584	DEET D	DOUGLAS DEETER	DC REST# 12-0253-ST PERRY, THEODORE WIL	25.00
09/24/2018	1	65585	FERRELL	FERRELL GAS COMPANY	DC REST#13-0970-SD SKIDMORE, MELISSA DAW	400.00
09/24/2018	1	65586	GRAH I	IAN GRAHAM	DC REST# 18-0261-SM HOGREFE, ANTHONY MIC	250.00
09/24/2018	1	65587	LEE D	DEBORAH LEE	DC REST# 18-0269-SD ZOUVAS, COREY SUZANN	218.20
09/24/2018	1	65588	MAYE H	HUSTON MAYER	DC REST# 18-0274-SM FLOWERS, JUSTIN JAME	280.00
09/24/2018	1	65589	MICKEYS	MICKEY'S MINI MART	DC REST# 16-1015-FY MCDONALD, JEANNIE IR	714.16
09/24/2018	1	65590	WALMART	WALMART	DC REST# 17-0708-SM BROWN, BRITTANY MAYE	50.00
09/24/2018	1	65591	WALMART	WALMART	DC REST# 17-0830-SM CLARK, JOSH DANIEL	50.00
09/24/2018	1	65592	WALMART	WALMART	DC REST# 18-0080-SM BRASSEUR, FELICIA MA	132.40
09/24/2018	1	65593	WALMART	WALMART	DC REST# 18-0178-SM PARR, ANTHONY SCOTT	12.50
09/24/2018	1	65594	WALMART	WALMART	DC REST# 18-0209-SM AECK, TREY DAVID	74.16
09/24/2018	1	65595	WALMART	WALMART	DC REST# 18-0254-SM PASQUAL, LILITY MARL	142.97
09/24/2018	1	65596	WALMART	WALMART	DC REST# 18-0316-SM BORIEO, MATTHEW ADAM	25.00
09/25/2018	1	65597	FOC	FRIEND OF THE COURT	CC BOND# 17-12183-DM DIRKSNA V DRIKSNA	500.00
09/25/2018	1	65598	REF-CLERK	DEVON TITLE	CR REFUND OVERPAYMENT OF FEES	30.00
09/25/2018	1	65599	REF-CODE	ATTITUDE & EXPERIENCE	CD PARTIAL REFUND - PERMIT CANCELLED PE1	110.00
09/25/2018	1	65600	REF-CODE	PETOSKEY ELECTRIC, LLC	CD PARIAL REFUND - HARRISON -PERMIT CANC	106.00
09/25/2018	1	65601	REF-CODE	WW FAIRBAIRN & SONS, INC.	CD PARITAL REFUND - STEVENS -PERMIT CANC	120.00
09/25/2018	1	65602	REF-DC	NATALIA TODOROVA	DC CASH REFUND #18-S001394-SI	35.00
09/25/2018	1	65603	REF-TREA	GARY DOCKTER	TR CASH REFUND 171-010-304-031-00 OVERP	16.26
09/25/2018	1	65604	REF-TREA	KELLY ZIMMERMAN	TR CASH REFUND 105-C13-000-538-00 - OVER	15.76
09/26/2018	1	65605	SOM-EDTAX	STATE OF MICHIGAN	TR CURRENT TAX COLLECTED BY COUNTY - TRA	334.00
09/26/2018	1	65606	SOM-EDTAX	STATE OF MICHIGAN	TR CURRENT TAX COLLECTED BY COUNTY - SUM	1,175,269.37
09/26/2018	1	65607	TREAS	CHEBOYGAN COUNTY TREASURER	TR CURRENT TAX COLLECTED BY COUNTY	1,122,158.42
09/26/2018	1	65608	WALMART	WALMART	PA RESTITUTION CASE# 18-0520-SM	443.19
09/30/2018	1	65609	CHEB	CITY OF CHEBOYGAN	DC ORDINANCE FEE SEPT 18	834.32
09/30/2018	1	65610	CHEB-DPS	CHEBOYGAN DEPT PUBLIC SAFETY	DC OUIL ASSESSMENT SEPT 18	150.00
09/30/2018	1	65611	MCP	MACKINAW CITY POLICE	DC OUIL ASSESSMENT SEPT 18	100.00
09/30/2018	1	65612	MDT-TRTAX	MICHIGAN DEPT OF TREASURY	RD REAL ESTATE TAX TRANSFER SEP 18	97,218.75
09/30/2018	1	65613	REF-DC	SHINTARO MIZUNO	DC REFUND E731611SI1	10.00
09/30/2018	1	65614	SHERIFF	CHEBOYGAN COUNTY SHERIFF DEPT	DC OUIL ASSESSMENT SEPT 18	220.00
09/30/2018	1	65615	SOM-CC	STATE OF MICHIGAN	CR 53RD CIRCUIT COURT FILING FEES SEP 18	5,215.08
09/30/2018	1	65616	SOM-DC	STATE OF MICHIGAN	DC 89TH DISTRICT COURT FILING FEES SEP 1	18,338.99
09/30/2018	1	65617	SOM-NETF	STATE OF MICHIGAN	CR NOTARY EDUCATION & TRAINING FUND SEP	16.00
09/30/2018	1	65618	SOM-PC	STATE OF MICHIGAN	PC PROBATE COURT FILING FEES SEPT 18	2,087.50
09/30/2018	1	65619	SOM-PC	STATE OF MICHIGAN	PC CIRCUIT COURT FILING FEES SEPT 18	1,533.00

10/03/2018 09:11 AM
User: DWALINSKY
DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY
CHECK DATE FROM 09/01/2018 - 09/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/30/2018	1	65620	SOM-SURV	STATE OF MICHIGAN	RD REMON FEES JULY-SEPT 2018	6,437.96
09/30/2018	1	65621	TTP	TUSCARORA TOWNSHIP POLICE	DC OUIL ASSESSMENT SEPT 18	250.00
09/30/2018	1	65622	TUSCARORA	TUSCARORA TOWNSHIP	CC OUIL REIMBURSEMENT SEPT 18	89.00
09/30/2018	1	65623	VOM	VILLAGE OF MACKINAW	DC ORDINANCE FEE SEPT 18	640.04

1 TOTALS:
Total of 181 Checks: 5,161,294.69
Less 3 Void Checks: 2,602.68
Total of 178 Disbursements: 5,158,692.01

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 2 GENERAL FUND						
09/01/2018	2	176302	PUB DEF 3	RONALD VARGA OR WILLIAM KEOGH	FN PUBLIC DEFENDER CONTRACT SEP 2018	12,285.00
09/01/2018	2	176303	RAMSAY	DONALD RAMSAY	CR MEDICAL EXAMINER WAGES SEP 2018	735.44
09/05/2018	2	176304	CDT-GEN	CHEBOYGAN DAILY TRIBUNE	AD ANIMAL SHELTER BID/REMODEL BID 8/4/1	157.50
09/05/2018	2	176305	CDT-GEN	CHEBOYGAN DAILY TRIBUNE	AD ANIMAL SHELTER BID/MECHANICAL BID 8/	157.50
09/05/2018	2	176306	CLEM R	RICHARD CLEMENTS ARCHITECT PLLC	AD CONSTRUCTION DRAWINGS - PHASE 3 HVAC	1,100.00
09/05/2018	2	176307	CULLIGAN	MCCARDEL CULLIGAN-PETOSKEY	PA BOTTLED WATER ACCT# 0858292 AUG 2018	31.00
09/05/2018	2	176308	CZUB G	GOSLING CZUBAK	AD JAIL EXPANSION PROJECT - DRILLING/GEO	2,540.00
09/05/2018	2	176309	DELL	DELL	IS PA COMPUTER REPLACEMENT FOR JULIE	1,080.81
09/05/2018	2	176310	DIEBOLD	DIEBOLD INC	MA FRONT DOOR REPAIR 4/19/18	3,723.61
					MA FRONT DOOR REPAIR 5/3/18	3,978.13
					MA FRONT DOOR REPAIR 6/8/18	597.40
						<u>8,299.14</u>
09/05/2018	2	176311	EKDAHL	MICHAEL J EKDAHL	CC DGC DEFENSE ATTORNEY ATTENDANCE AT DR	100.00
09/05/2018	2	176312	INK & TONE	INK & TONER ALTERNATIVE	PZ OFFICE SUPPLIES - HP TONER (YELLOW)	129.99
09/05/2018	2	176313	MEMBER	NMMPA	CD MECHANICAL & PLUMBING MEMBERSHIP - DO	137.50
09/05/2018	2	176314	MW TOW	MIDWEST TOWING	AD CAR# 17 - TOW FROM COUNTY BLDG TO WHE	50.00
09/05/2018	2	176315	NOP	NATIONAL OFFICE PRODUCTS	PZ OFFICE SUPPLIES - HANGING FOLDERS (2	25.98
09/05/2018	2	176316	NORCHEM	NORCHEM DRUG TESTING	DC DRUG TESTING 6/30/18	10.95
09/05/2018	2	176317	OCEI	ONAWAY CUSTOM EMBROIDERY INC	DC LOGOS ON COURT OFFICER SHIRTS	40.00
09/05/2018	2	176318	OMS	OMS COMPLIANCE SERVICES INC	AD NON-DOT PRE-EMPLOYMENT DRUG TEST - PA	80.00
09/05/2018	2	176319	REGISTER	MI DEPT LICENSING/REGULATORY AFFAIR	CD BUILDING OFFICIAL REGISTRATION - PAU	50.00
09/05/2018	2	176320	SELI D	DALE SELIN	DC CELL PHONE REIMBURSEMENT AUG 2018	45.00
					DC EMBROIDERING ON COURT OFFICER SHIRTS	105.96
						<u>150.96</u>
09/05/2018	2	176321	STAN L	LIZ STANKEWITZ	DC CELL PHONE REIMBURSEMENT AUG 2018	45.00
09/05/2018	2	176322	TRANSCRIPT	KAYLA BEAVER	CC TRANSCRIPT CHARGES PEO V KNOLTON #18-	82.00
09/05/2018	2	176323	WORD D	DAVID WORDEN	CC REPRESENTATION OF E. HUNGERFORD #17-5	693.31
09/05/2018	2	176324	YOUN K	KIMBERLY TILTON	DC CELL PHONE REIMBURSEMENT AUG 2018	45.00
09/06/2018	2	176325	AT&T/SBC	AT&T	CCM GAS PUMP MODEM ACCT# 23162733618012	58.11
09/06/2018	2	176326	BECKMAN	BECKMAN PRODUCTION SERVICES INC	CF BRINE PIT AREA	554.40
09/06/2018	2	176327	BLARNEY	BLARNEY CASTLE OIL COMPANY	CCM PURCHASE 2494.2 GALLONS GAS	8,712.05
09/06/2018	2	176328	BLASKOWSKI	BLASKOWSKI FEED & SEED	CF FLAKES (10)	149.50
09/06/2018	2	176329	CCE	CCE CENTRAL DISPATCH AUTHORITY	FN 4% PHONE SURCHARGE COLLECTED JUNE/JUL	23,701.95
09/06/2018	2	176330	COC	COMMUNITY OF CHRIST	CF MEALS FOR FAIR WORKERS	1,396.75
09/06/2018	2	176331	DANI K	KAREN DANIEL	PC GUARDIANSHIP REVIEW #1301377 G. EOLL	60.52
09/06/2018	2	176332	DEAN	NANCY B DEAN	PC ATTORNEY CONTRACT SEP 2018	1,375.00
09/06/2018	2	176333	FONG M	MARK FONGER	CF PA SYSTEM	555.00
09/06/2018	2	176334	GILB	JAMES L GILBERT	PC ATTORNEY CONTRACT SEP 2018	1,375.00
09/06/2018	2	176335	GILB	JAMES L GILBERT	PC TRIAL COURT APPT ATTY #18008730 - D &	300.00
09/06/2018	2	176336	HANSEL	DONNA HANSEL	PC ATTORNEY CONTRACT SEP 2018	1,375.00
					PC TRIAL COURT APPT ATTY #18008744 D. R	75.00
						<u>1,450.00</u>
09/06/2018	2	176337	KEOGH	WILLIAM L KEOGH PC	PC ATTORNEY CONTRACTS SEP 2018	1,375.00
					PC TRIAL COURT APPT ATTY #18008730 - D &	150.00
						<u>1,525.00</u>
09/06/2018	2	176338	KTR	KNAFFLE'S TENT RENTAL	CF 30 X 60 TENT RENTAL	600.00
09/06/2018	2	176339	MACARTHUR	TIMOTHY MACARTHUR	PC ATTORNEY CONTRACTS SEP 2018	1,375.00
09/06/2018	2	176340	MISC-CF	THE ST. IGNACE NEWS	CF ADVERTISING 2X8 DISPLAY AD	156.80

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/06/2018	2	176341	NBI	NORTHERN BROADCAST INC	CR WFDX RADIO ADVERTISING	75.00
09/06/2018	2	176342	NOP	NATIONAL OFFICE PRODUCTS	CF OFFICE SUPPLIES - CARD STOCK, LAMINAT	19.77
09/06/2018	2	176343	NTTS	NORTHERN TANK TRUCK SERVICE	CF BRINE ROADS	575.00
09/06/2018	2	176344	OFF DEPOT	OFFICE DEPOT	DC OFFICE SUPPLIES - INK, LASER CARTRIDG	98.44
					DC OFFICE SUPPLIES - INK CARTRIDGE (BLAC	36.38
						<u>134.82</u>
09/06/2018	2	176345	SLS	STEVES LOCK & SAFE	CF LOCKS ON BLDG# 8 - 31 KEYS CUT	319.95
09/06/2018	2	176346	SPARTAN	SPARTAN STORES LLC	CF OTHER SUPPLIES FOR FAIR STAFF - COFFE	47.67
09/06/2018	2	176347	STRAITS	STRAITSLAND RESORTER	CF ADVERTISING - 3X10 AD - JULY 19 & 26	319.50
09/06/2018	2	176348	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMPLOYEE FRINGE & DEDUCTIONS PE 9/1/1	238,922.50
09/06/2018	2	176349	TURI M	MICHAEL TURISK	PZ REIMBURSE FOR OFFICE SUPPLIES - COMPL	57.11
09/06/2018	2	176350	UPS	UNITED PARCEL SERVICE	FN UPS CHARGES 7/24/18 - 8/25/18	151.23
09/06/2018	2	176351	WOE	WILLIAMS OFFICE EQUIPMENT	CF SUPPLIES - PAPER, STENCIL	144.90
09/07/2018	2	176352	AT&T-SRR	AT&T	SRR PHONE SERVICE ACCT# 23159701784023	76.92
09/07/2018	2	176353	AT&T-SRR	AT&T	SRR PHONE SERVICE ACCT# 23159792627040	167.59
09/07/2018	2	176354	BBC	BERNARD BUILDING CENTER	MA SUPPLIES - CLUTCH BIT, ENGINEER HAMME	27.44
09/07/2018	2	176355	BBC	BERNARD BUILDING CENTER	CCM SUPPLIES - 45 GAL TRASH CAN W/WHEELS	41.99
09/07/2018	2	176356	BBC	BERNARD BUILDING CENTER	CCM SUPPLIES - KICK PLATE	42.59
09/07/2018	2	176357	BLASKOWSKI	BLASKOWSKI FEED & SEED	MA SUPPLIES- 50' ROLL FENCE, T POSTS	36.19
					MA SUPPLIES - FENCE, T-POSTS	125.37
					MA SUPPLIES - 8 BALES OF STRAW	40.00
						<u>201.56</u>
09/07/2018	2	176358	BREG R	ROBERT & LOIS BREGE	DHS CC# 22353916 7/16/18 - 7/31/18	275.84
09/07/2018	2	176359	BREG R	ROBERT & LOIS BREGE	DHS CC#22353916 8/1/18 - 8/8/18	137.92
09/07/2018	2	176360	CALS	CAL'S MOBILE HEAVY EQUIPMENT	RC TRUCK REPAIR	399.99
09/07/2018	2	176361	CEMENT	CHEBOYGAN CEMENT PRODUCTS	MA SUPPLIES - TROWEL, GLOVES, REDI-MIX C	19.50
09/07/2018	2	176362	MNM	MCLAREN NORTHERN MICHIGAN-CHEB	VA SENIOR EXPO VENDOR FEE - EXPO DATE: 1	25.00
09/07/2018	2	176363	OFF DEPOT	OFFICE DEPOT	TR SUPPLIES - #10 ENVELOPES, STAPLES, CA	261.98
09/07/2018	2	176364	OFF DEPOT	OFFICE DEPOT	TR OFFICE SUPPLIES - BINDER CLIPS	3.46
09/07/2018	2	176365	STEV R	RUSSELL STEVENS	DHS CC# 22759770 8/3/18 - 8/27/18	1,536.41
09/07/2018	2	176366	TELE-RAD	TELE-RAD INC	AD SD LOAD ANIMAL CONTROL VEHICLE 2018 F	3,455.00
09/07/2018	2	176367	TPS	TAYLOR POWER & SUPPLY	MA SUPPLIES - SPARK PLUGS (2), USR7AC PL	28.74
09/07/2018	2	176368	ALGE B	BARB ALGENSTEDT	SDJ LEGAL BLOOD DRAWS - JOHNSON	50.00
09/07/2018	2	176369	AT&T/SBC	AT&T	SD MONTHLY PHONE SERVICE ACCT# 231627315	238.44
09/07/2018	2	176370	CALS	CAL'S MOBILE HEAVY EQUIPMENT	SRR BUS# 114 BI-ANNUAL INSPECTION, FULL	535.02
					SRR BUS# 709 BI-ANNUAL , REPLACE REAR FE	167.50
					SRR BUS# 116 FULL SERVICE, OIL SAMPLE, A	320.45
					SRR BUS# 218 REPAIR BROKEN EXHAUST TAIL	136.50
						<u>1,159.47</u>
09/07/2018	2	176371	CARD	CARDMEMBER SERVICE	SD CARD SERVICES THROUGH 8/24/18	2,908.78
09/07/2018	2	176372	CARNATION	CARNATION RESTAURANT	SDJ INMATE (6617) MEALS & ENSURE	22,526.80
09/07/2018	2	176373	CLSSI	CHEBOYGAN LIFE SUPPORT SYSTEM	TR MONTHLY PAYMENT SEP 2018	25,505.17
09/07/2018	2	176374	EMMET CTY	EMMET COUNTY	TR MONTHLY PAYMENT SEP 2018	2,022.17
09/07/2018	2	176375	FERN FORD	FERNELIUS FORD LINCOLN	SD 2015 FORD EXPLORER - REPAIR - MASS AI	389.17
09/07/2018	2	176376	G SHIPPING	G'S SHIPPING STORE	MA SUPPLIES - JUMBO TISSUE ROLL (10 CASE	169.80
					MA SUPPLIES - ROLL CASE (5 CASES OF 96 R	219.35
					MA SUPPLIES - ROLL CASE (4 CASES OF 96 R	107.56
					MA SUPPLIES - ROLL CASE (4 CASES OF 96 R	141.52
						<u>638.23</u>
09/07/2018	2	176377	GRAINGER	WW GRAINGER	MA SUPPLIES - FLOOR DRAIN & MISC PARTS	200.78

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MA SUPPLIES - PLASTIC FOAMER, DOLLY	152.26
					CCM DOCK REPAIR SUPPLIES - SEWAGE PUMP,	340.29
						<u>693.33</u>
09/07/2018	2	176378	KNOL J	JESSEE KNOLTON	SD MARINE - MILEAGE REIMBURSEMENT (138 M	75.21
09/07/2018	2	176379	LOCAL	LOCAL SANITATION	RC HAULED BINS WHILE TRUCK WAS IN FOR RE	675.00
09/07/2018	2	176380	MISC	MEGAN DEETER	SD MARINE - SEPT 2018 MILEAGE (30 MILES)	16.35
09/07/2018	2	176381	MOD PHAR	MODERN PHARMACY	SDJ INMATE MEDICATIONS AUG 2018	225.52
09/07/2018	2	176382	OAA	ONAWAY AREA AMBULANCE	TR MONTHLY PAYMENT SEP 2018	1,236.83
09/07/2018	2	176383	OMS	OMS COMPLIANCE SERVICES INC	SRR DOT DRUG TEST - SOVA	84.25
09/07/2018	2	176384	RWM	R.W. MERCER	CCM REPLACE DEFECTIVE MECHANICAL VR-10 C	763.73
09/07/2018	2	176385	S&B	SIGN & BANNER FACTORY	SRR BUS# 509 BACK WINDOW LETTERING	20.00
09/07/2018	2	176386	SECURUS	SECURUS TECHNOLOGIES	SDJ INMATE PHONE USAGE CHARGES - AUG 201	8,736.34
09/07/2018	2	176387	SENIOR CIT	CHEBOYGAN COUNTY COUNCIL	TR MONTHLY PAYMENT SEP 2018	46,747.92
09/07/2018	2	176388	SIP	STATE INDUSTRIAL PRODUCTS	MA CLEANING CHEMICALS	405.66
09/07/2018	2	176389	SOM-FAC	STATE OF MICHIGAN	TR NOTARY BOND FOR RACHEL VALLANCE	10.00
09/07/2018	2	176390	TELE-RAD	TELE-RAD INC	SD REFIT & REWIRE 2018 TAHOE & BUMPER	7,482.50
09/07/2018	2	176391	TELE-RAD	TELE-RAD INC	SD PATROL DUTY BAG	74.98
09/07/2018	2	176392	WASC	WAWATAM AREA SENIOR CITIZENS INC	TR MONTHLY PAYMENT SEP 2018	4,990.92
09/07/2018	2	176393	CDT-GEN	CHEBOYGAN DAILY TRIBUNE	AD PUBLIC AD ON 8/1/18 TRANS# 00047698	128.50
09/07/2018	2	176394	DEKETO	DEKETO LLC	ROD LICENSE ENHANCEMENT (613 DOCUMENTS)	1,226.00
09/07/2018	2	176395	KILL E	ELIZABETH KILLINGBECK	SD MARINE MILEAGE REIMBURSEMENT (AUG-95	63.76
09/07/2018	2	176396	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	TR MEMBERSHIP AUG 2018	100.79
09/07/2018	2	176397	PNC VISA	PNC BANK	FN CREDIT CARD CHARGES THROUGH 8/19/18	6,387.11
09/07/2018	2	176398	PNC VISA	VOID		
09/07/2018	2	176399	REHMANN	REHMANN ROBSON	FN GOVERNMENT OUTSOURCING - 15 HOURS	2,400.00
09/10/2018	2	176400	CAS-TRAN	CHEBOYGAN AREA SCHOOLS	SRR FUEL CHARGES (3120.5 GALLONS DIESEL)	7,894.87
09/10/2018	2	176401	OFF DEPOT	OFFICE DEPOT	EQ OFFICE SUPPLIES - FLAIR MARKER, 3 HOL	62.22
09/10/2018	2	176402	WHEELER	WHEELER MOTORS INC	SD 2015 FORD EXPLORER - DEDUCTABLE ON R	250.00
					SD 2018 FORD INTERCEPTOR - OIL CHANGE	16.95
					SD 2017 FORD INTERCEPTOR - OIL CHANGE/ T	52.15
					SD 2016 FORD INTERCEPTOR - OIL CHANGE	16.95
					SD 2015 FORD EXPLORER - OIL CHANGE/ TIRE	29.00
					SD 2016 CHEVROLET TAHOE - RECHARGE A/C	100.15
						<u>465.20</u>
09/10/2018	2	176403	ZAREMBA	ZAREMBA EQUIPMENT INC	SRR BUS# 112 - FUEL RAIL SENSOR	95.93
09/11/2018	2	176410	BCI	BCI CONSTRUCTION LLC	AD SDJ EXPANSION PROJECT PAYMENT #4	203,849.10
09/11/2018	2	176411	KUJAWA	KUJAWA CONSTRUCTION	AD APPLICATION & CERTIFICATION FOR PAYME	158,591.70
09/12/2018	2	176404	CDT-GEN	CHEBOYGAN DAILY TRIBUNE	AD ADVERTISING - PUBLIC NOTICE - BOARD M	33.20
09/12/2018	2	176405	DBS	DUNN'S BUSINESS SOLUTIONS	EQ OFFICE SUPPLIES	50.46
09/12/2018	2	176406	NOP	NATIONAL OFFICE PRODUCTS	PA OFFICE SUPPLIES - PENS, STAPLES, PADS	115.05
09/12/2018	2	176407	OFF DEPOT	OFFICE DEPOT	VA OFFICE SUPPLIES - CORRECTION TAPE, AR	77.60
09/12/2018	2	176408	RDIC	RIVERTOWN DO-IT CENTER	MA ANIMAL SHELTER ACCT#3069 PAINT SUPPLI	37.04
					MA ANIMAL SHELTER ACCT# 3069 PAINT SUPPL	5.98
					MA ACCT# 3069 ANIMAL SHELTER PAINT SUPPL	126.94
					MA ACCT# 3069 ANIMAL SHELTER PAINT SUPPL	149.41
					MA ACCT# 3069 ANIMAL SHELTER PAINT SUPPL	45.76
					MA ACCT# 3069 ANIMAL SHELTER PAINT SUPPL	26.13
					MA ACCT# 3069 ANIMAL SHELTER PAINT SUPPL	91.32
					MA ACCT# 3069 ANIMAL SHELTER PAINT SUPPL	30.30
						<u>512.88</u>
09/12/2018	2	176409	RDIC	VOID		
09/12/2018	2	176412	GOUI C	CAL GOUINE	BOC COMMISSIONER MILEAGE 9/11/18	3.82
09/12/2018	2	176413	JOHN K	KAREN JOHNSON	BOC COMMISSIONER MILEAGE 9/11/18 + 6 IN	29.02
09/12/2018	2	176414	MATE R	ROBERTA MATELSKI	BOC COMMISSIONER MILEAGE 9/11/18	46.87
09/12/2018	2	176415	NEWM M	MICHAEL NEWMAN	BOC COMMISSIONER MILEAGE 9/11/18	4.91

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/12/2018	2	176416	RDIC	RIVERTOWN DO-IT CENTER	MA ACCT# 3069 SUPPLIES - BLK & GRAY PHON	23.97
					MA ACCT# 3069 SUPPLIES - 30' CAMPER MOUN	20.56
					MA ACCT# 3069 SUPPLIES - DUPLEX OUTLETS	1.58
					MA ACCT# 3069 SUPPLIES - SLED & POLY IMP	29.78
					MA ACCT# 3069 SUPPLIES - SCREWS, BOLTS	10.00
						<u>85.89</u>
09/12/2018	2	176417	RDIC	RIVERTOWN DO-IT CENTER	MA ACCT# 3069 SUPPLIES - PVC PIPE	4.59
09/12/2018	2	176418	RDIC	RIVERTOWN DO-IT CENTER	MA ACCT# 3069 SUPPLIES - 3X3 FLEX COUPLI	5.99
09/12/2018	2	176419	WALLACE	JOHN WALLACE	BOC COMMISSIONER MILEAGE 9/11/18	49.05
09/12/2018	2	176420	ASHB C	CYNTHIA E EBERLY	PC CELL PHONE REIMBURSEMENT SEP 2018	45.00
09/12/2018	2	176421	ASHE M	MEGAN FENLON	PC CELL PHONE REIMBURSEMENT SEP 2018	45.00
09/12/2018	2	176422	CDT-GEN	CHEBOYGAN DAILY TRIBUNE	AD ADVERTISING - JAIL SECURITY SYSTEM &	163.00
09/12/2018	2	176423	HOME	HOME CONFINEMENT	PC COURT ORDERED SERVICES - #17008645 &	344.00
09/12/2018	2	176424	HUNG T	THOMAS R HUNGERFORD LLC	CC MIDC PLANNING MEETING (1.5 HOURS)	127.50
09/12/2018	2	176425	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	FOC INFORMATION SEARCH AUG 2018	50.00
09/12/2018	2	176426	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	PC INFORMATION SEARCH AUG 2018	50.00
09/12/2018	2	176427	MOW	MICHIGAN OFFICEWAYS INC	MSU OFFICE SUPPLIES - BATTERIES	33.86
09/12/2018	2	176428	NOP	NATIONAL OFFICE PRODUCTS	CD OFFICE SUPPLIES - PENS, POST IT PADS,	280.29
09/12/2018	2	176429	OFF DEPOT	OFF DEPOT	PC OFFICE SUPPLIES - HIGHLIGHTER, CLIPS,	115.03
09/12/2018	2	176430	RDIC	RIVERTOWN DO-IT CENTER	CF SUPPLIES - FLAG, POWER STRIP, WASP SP	191.11
09/12/2018	2	176431	SALT R	RAEANN SALTER	PC GUARDIANSHIP REVIEW - #16014212 CRAWF	35.00
09/12/2018	2	176432	WHEELER	WHEELER MOTORS INC	CD ESCAPE# 19 - OIL CHANGE/ ROTATE TIRES	29.00
					CD ESCAPE# 8 - OIL CHANGE/ WIPER/ALIGN	458.63
						<u>487.63</u>
09/12/2018	2	176433	ADV AUTO	ADVANCE AUTO PARTS	SD SUPPLIES - FUSES	19.98
09/12/2018	2	176434	BLARNEY	BLARNEY CASTLE OIL COMPANY	CCM PURCHASE 1455.3 GALLONS DIESEL	3,892.88
09/12/2018	2	176435	CAR-SD	CARQUEST AUTO PARTS	SD FUSES	3.99
					SD BYPASS PULLEY	31.49
						<u>35.48</u>
09/12/2018	2	176436	CARQUEST	CARQUEST	MA SUPPLIES - CHAIN SAW	423.75
					MA SUPPLIES - BATTERY	166.99
					MA SUPPLIES - SAFETY CONE	47.98
						<u>638.72</u>
09/12/2018	2	176437	CAS-TRAN	CHEBOYGAN AREA SCHOOLS	RC FUEL CHARGES (658.6 GALLONS DIESEL)	1,666.26
09/12/2018	2	176438	GALLS	GALLS INCORPORATED	SD SHOES - CRONK	96.40
09/12/2018	2	176439	HAIR	HAIR DESIGNS	SDJ INMATE HAIRCUTS (4)	585.00
09/12/2018	2	176440	MISC	KANU VIRANI M.D.	CR AUTOPSY FEE - REXTON GILLILAN 7/2/18	2,000.00
09/12/2018	2	176441	OMH	OTSEGO MEMORIAL HOSPITAL	SD MEDICAL - LOWNSBERRY OFFICE VISIT	183.00
09/12/2018	2	176442	OMH	OTSEGO MEMORIAL HOSPITAL	SD BANNA OFFICE VISIT	108.00
09/12/2018	2	176443	RDIC	RIVERTOWN DO-IT CENTER	SD RANGE SUPPLIES 4/12/18	94.97
					SD SUPPLIES - GASKET 7/8/18	3.79
					SD SUPPLIES - GASKET 7/9/18	3.79
						<u>102.55</u>
09/12/2018	2	176444	RWS	REPUBLIC SERVICES #239	MA TRASH REMOVAL ACCT# 3-0239-1306090	784.69
09/12/2018	2	176445	RWS	REPUBLIC SERVICES #239	CCM TRASH REMOVAL ACCT# 3-0239-0061345	206.66
09/12/2018	2	176446	SOM-BCC	STATE OF MICHIGAN	MA ELEVATOR INSPECTION AND RENEWAL	180.00
09/12/2018	2	176447	SOM-BCC	STATE OF MICHIGAN	MA ELEVATOR INSPECTION AND RENEWAL	180.00
09/12/2018	2	176448	SOM-SCF	STATE OF MICHIGAN	CR USER FEES FOR AUG-SEP 2018	3,176.40
09/12/2018	2	176449	SPIES-SD	SPIES AUTO PARTS & TIRE	SD MISC MARINE SUPPLIES	34.18

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/12/2018	2	176450	STELLAR	STELLAR SERVICES	SDJ INMATE SUPPLIES - SNACK PACKS	850.00
					SDJ INMATE SUPPLIES - INDIGENT KITS	12.30
					SDJ INMATE SUPPLIES - COMMISSARY ORDERS	1,027.44
					SDJ INMATE SUPPLIES - INDIGENT KIT	4.26
					SDJ INMATE SUPPLIES - COMMISSARY ORDER	1,116.68
					SDJ INMATE SUPPLIES - INDIGENT KIT	17.04
					SDJ INMATE SUPPLIES - COMMISSARY ORDER	966.82
					SDJ INMATE SUPPLIES - INDIGENT KIT	4.26
					SDJ INMATE SUPPLIES - COMMISSARY ORDER	943.51
					SDJ INMATE SUPPLIES - INDIGENT KIT	12.78
					SDJ INMATE SUPPLIES - COMMISSARY ORDER	1,265.99
					SDJ INMATE SUPPLIES - INDIGENT KIT	1.26
					SDJ INMATE SUPPLIES - COMMISSARY ORDER	1,134.31
						<u>7,356.65</u>
09/12/2018	2	176451	STELLAR	VOID		
09/12/2018	2	176452	WHEELER	WHEELER MOTORS INC	SD DEDUCTABLE ON 2016 CHEVY TAHOE 7/20/1	250.00
09/17/2018	2	176453	JURY DC	MARTHA LOU WALDRON	DC JURY SELECTION 9/11/18	44.30
09/17/2018	2	176454	JURY DC	LESLIE LEE EARL	DC JURY SELECTION 9/11/18	35.20
09/17/2018	2	176455	JURY DC	JEROME FRANCIS SHAMPINE	DC JURY SELECTION 9/11/18	31.56
09/17/2018	2	176456	JURY DC	BRANDY SUSAN WOLFGRAM	DC JURY SELECTION 9/11/18	35.20
09/17/2018	2	176457	JURY DC	ANNETTE KAY RUTKOSKE	DC JURY SELECTION 9/11/18	37.80
09/17/2018	2	176458	JURY DC	ANNE-MARIE JANE HONEYSETTE	DC JURY SELECTION 9/11/18	32.08
09/17/2018	2	176459	JURY DC	CHERYL CHEREEN GOUINE	DC JURY SELECTION 9/11/18	32.60
09/17/2018	2	176460	JURY DC	DEBRA MARIE ST-ONGE	DC JURY SELECTION 9/11/18	34.68
09/17/2018	2	176461	JURY DC	CHRISTOPHER CLARENCE SINGER	DC JURY SELECTION 9/11/18	32.60
09/17/2018	2	176462	JURY DC	DERRICK GEORGE DOTSKI	DC JURY SELECTION 9/11/18	34.16
09/17/2018	2	176463	JURY DC	JAMES CARROLL CONBOY JR	DC JURY SELECTION 9/11/18	30.26
09/17/2018	2	176464	JURY DC	CAROLEE MAE GOEBEL	DC JURY SELECTION 9/11/18	30.26
09/17/2018	2	176465	JURY DC	TERRI ANN COOK	DC JURY SELECTION 9/11/18	36.50
09/17/2018	2	176466	JURY DC	GREGORY ALLEN DUFFINEY	DC JURY SELECTION 9/11/18	33.64
09/17/2018	2	176467	JURY DC	BRADLEY JOHN POWROZEK	DC JURY SELECTION 9/11/18	55.83
09/17/2018	2	176468	JURY DC	JUSTIN LEE MCMANEMY	DC JURY SELECTION 9/11/18	48.20
09/17/2018	2	176469	JURY DC	KATHLEEN ANN DAVIS	DC JURY SELECTION 9/11/18	36.73
09/17/2018	2	176470	JURY DC	NICHOLAS ALBERT PAPI	DC JURY SELECTION 9/11/18	54.78
09/17/2018	2	176471	JURY DC	NATHAN FRANK CAMERON	DC JURY SELECTION 9/11/18	43.00
09/17/2018	2	176472	JURY DC	CODY WAYNE WIACEK	DC JURY SELECTION 9/11/18	41.44
09/17/2018	2	176473	JURY DC	KEVIN ROSEVEAR ASHFORD	DC JURY SELECTION 9/11/18	38.32
09/17/2018	2	176474	JURY DC	KASEY LEIGH BOURCIER	DC JURY SELECTION 9/11/18	46.64
09/18/2018	2	176475	ARCTIC	ARCTIC GLACIER INC	CCM ICE PURCHASE (42) 7 LB CUBES	52.50
09/18/2018	2	176476	CAR-CCM	CARQUEST AUTO PARTS	CCM VINYL TUBE/HOSE CLAMP	26.58
09/18/2018	2	176477	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC# 2290229 8/1/18 - 8/31/18	824.29
09/18/2018	2	176478	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC 703083 8/1/18 - 8/31/18	824.29
09/18/2018	2	176479	DH #4	DISTRICT HEALTH DEPT #4	SDJ NURSE VISIT - AUGUST 2018	2,970.00
09/18/2018	2	176480	DSSI	DRUG SCREEN SOLUTIONS INC	PC SA COURT ORDERED SERVICES #18888888 -	800.06
09/18/2018	2	176481	ESR	ENVIRONMENTAL SYSTEMS RESEARCH INC.	PZ ARCGIS DESKTOP & MAINTENANCE	700.00
09/18/2018	2	176482	ESR	ENVIRONMENTAL SYSTEMS RESEARCH INC.	EQ ARCGIS DESKTOP CONCURRENT USE & MAINT	1,500.00
09/18/2018	2	176483	MISC	SAULT CHEBOYGAN MEDIA GROUP	PZ ADVERTISING-ZBA NOTICE 8/22 MTG, PC 9	293.40
09/18/2018	2	176484	MISC	JAMES HOLSER	SRR REIMBURSE FOR LICENSE & ENDORSEMENT	148.00
09/18/2018	2	176485	OMS	OMS COMPLIANCE SERVICES INC	SRR DOT PRE-EMPLOYMENT DRUG TEST - ALAN	78.00
09/18/2018	2	176486	PITNEY	PITNEY BOWES LEASE	FN POSTAGE MACHINE LEASE ACCT#0017317704	1,460.10
09/18/2018	2	176487	QCMC	QUICK CARE MEDICAL CENTER	SRR PRE-EMPLOYMENT DOT PHYSICAL WITH DRU	263.00
09/18/2018	2	176488	RDIC	RIVERTOWN DO-IT CENTER	CCM COUPLINGS, CLAMPS, BRAID TUBE	45.54
					CCM COUPLINGS	15.98
						<u>61.52</u>
09/18/2018	2	176489	TAYL J	JESSICA TAYLOR	DHS CC# 1416188 8/3/18 - 8/16/18	241.36
09/18/2018	2	176490	TAYL J	JESSICA TAYLOR	DHS CC# 1416188 8/17/18 - 8/30/18	241.36

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09/19/2018	2	176491	BDB	BLACK DIAMOND BROADCASTING	CF ADVERTISING	2,500.00
09/19/2018	2	176492	CHOICE PUB	CHOICE PUBLICATIONS	CF ADVERTISING	199.00
09/19/2018	2	176493	CLEA S	SUE CLEARY	CF SUPPLY REIMBURSEMENT - STAPLES, PLATE	68.39
09/19/2018	2	176494	MISC-CF	SAULT CHEBOYGAN MEDIA GROUP	CF ADVERTISING FOR 2018 FAIR	1,847.80
09/19/2018	2	176495	MISC-CF	BLARNEY STONE BROADCASTING, INC.	CF ADVERTISING IN GRAYLING AREA 7/31/18	300.00
09/19/2018	2	176496	MUSH BR	BRENDA MUSCHLOCK	CF HORSE SHOW PRIZES - PORTABLE SHOULDER	155.69
09/19/2018	2	176497	NMRI	NORTHERN MICHIGAN REVIEW INC	CF ADVERTISING - PETOSKEY NEWS, GAYLORD	500.00
09/19/2018	2	176498	NOP	NATIONAL OFFICE PRODUCTS	CF SUPPLIES-WHITE OUT, STAPLES, HIGHLIGHTERS CF SUPPLIES - CARDSTOCK CF SUPPLIES - STAPLERS (2), INK CARTRIDGE CF SUPPLIES - STAPLERS (2), INK CARTRIDGE	18.55 1.20 130.85 130.85
						281.45
09/19/2018	2	176499	OHEN D	DANIEL L OHENLEY	RC PHONE REIMBURSEMENT JAN-SEP 2018	315.00
09/19/2018	2	176500	OHEN MA	MARY OHENLEY	RC REIMBURSE MILEAGE FOR PICKING UP RECY	214.73
09/19/2018	2	176501	SPIES-CF	SPIES AUTO PARTS & TIRE	CF SUPPLIES - CART	11.99
09/19/2018	2	176502	VVA	VVA CHAPTER 274	CF 2018 FAIR PARKING ATTENDANTS	1,000.00
09/19/2018	2	176503	WELDON	BUFFY WELDON	TR REIMBURSE MILEAGE FOR 2018 LAND AUCTION	55.59
09/19/2018	2	176504	WILL R	RON WILLIAMS	CF FACEBOOK ADVERTISING	269.05
09/20/2018	2	176505	APPLIED	APPLIED IMAGING	IS COPY MAINTENANCE	42.60
09/20/2018	2	176506	AT&T/SBC	AT&T	IS MONTHLY PHONE SERVICE ACCT# 231R01221	1,089.79
09/20/2018	2	176507	AT&T/SBC	VOID		
09/20/2018	2	176508	BUTTS	ROBERT J BUTTS	PC REIMBURSE MILEAGE/MEALS FOR MICHIGAN	127.61
09/20/2018	2	176509	CDW-G	CDW-G	IS TREND MICRO WORRY FREE SERVICE-ANTIVIRUS	2,470.50
09/20/2018	2	176510	CHARTER	CHARTER COMMUNICATIONS	IS MSU INTERNET ACCT# 8245122670095926	84.98
09/20/2018	2	176511	FAIR M	MICHAEL FAIRCHILD	IS CELL PHONE REIMBURSEMENT SEPT 18	45.00
09/20/2018	2	176512	G SHIPPING	G'S SHIPPING STORE	SRR SUPPLIES - CENTER PULL HAND TOWELS	16.98
09/20/2018	2	176513	GEWY	YOUNG, GRAHAM, ELSENHEIMER	AD LEGAL SERVICES THROUGH 8/30/18	4,200.50
09/20/2018	2	176514	GPLLC	GOVERNMENTAL PRODUCTS LLC	TR DOG TAGS, KENNEL TAGS, 2 PART RECEIPT	644.46
09/20/2018	2	176515	MACARTHUR	TIMOTHY MACARTHUR	PC TRIAL COURT APPT ATTY -SHERWOOD,MARKU	270.00
09/20/2018	2	176516	MGT	MGT OF AMERICA INC	PA DNS-286 BILLINGS & TIME LOGS JUL-SEP	1,551.50
09/20/2018	2	176517	MORS PA	PAUL MORSE	CD REIMBURSE MEAL IN GAYLORD	11.66
09/20/2018	2	176518	MSHC	MACKINAW STRAITS HEALTH CENTER	AD PRE-EMPLOYMENT PHYSICAL - DARLENE K. AD PRE-EMPLOYMENT DRUG TEST - DARLENE WA	28.00 96.00
						124.00
09/20/2018	2	176519	OFF DEPOT	OFFICE DEPOT	VA OFFICE SUPPLIES - STAMP	20.69
09/20/2018	2	176520	RISK	MICHIGAN MUNICIPAL RISK MANAGEMENT	AD 2ND INSTALLMENT OF 3 FOR PERIOD 7/1/18	46,162.25
09/20/2018	2	176521	RON'S AUTO	RON'S AUTO & WRECKER SERVICE	SRR BUS# 112 TOWING TO ZAREMBAS - CHEBOYGAN	375.00
09/20/2018	2	176522	SOM-NOT	STATE OF MICHIGAN	CR NOTARY FEE FOR KAREN BREWSTER	10.00
09/20/2018	2	176523	STYF	SAULT TRIBE YOUTH FACILITY	PC ANOTHER COUNTY INSTITUTION	4,680.00
09/20/2018	2	176524	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMPLOYEE FRINGE & DEDUCTIONS PE 9/15/18	139,821.76
09/20/2018	2	176525	WCT	WEST COAST TACOS	CCM END OF SEASON PARTY FOR BOATERS (35)	408.00
09/20/2018	2	176526	WEST-PA	THOMSON REUTERS - WEST	PA LIBRARY PLAN CHARGES ACCT# 1000452876	32.00
09/20/2018	2	176527	WEX	WEX BANK	SRR FUEL ACTIVITY ACCT#7560-00-132255-1	334.92
09/21/2018	2	176528	BOB BARKER	BOB BARKER COMPANY INC	SDJ INMATE SUPPLIES - TROUSERS, LAUNDRY SDJ INMATE SUPPLIES - RAZORS, MAXITHINS,	478.74 1,057.38
						1,536.12
09/21/2018	2	176529	CHARTER	CHARTER COMMUNICATIONS	SDJ INMATE CABLE ACCT# 8245122670006824	145.39
09/21/2018	2	176530	CHASE	DAN CHASE	CD REIMBURSE MEAL IN GAYLORD	10.32
09/21/2018	2	176531	CONSUMERS	CONSUMERS ENERGY	CCM ELECTRIC ACCT# 100030339863,10003039	1,406.07
09/21/2018	2	176532	IRAC	INDIAN RIVER AUTO CARE	SD A/C COMPRESSOR-REMOVE & REPLACE BELT	303.45
09/21/2018	2	176533	MGT	MGT OF AMERICA INC	FOC CRP BILLING SERVICE APR-JUN 2018	1,369.50
09/21/2018	2	176534	MOW	MICHIGAN OFFICEWAYS INC	FOC OFFICE SUPPLIES - POST IT FLAGS (PUR)	32.76
09/21/2018	2	176535	ROWLEYS	ROWLEYS WHOLESALE	SD FIREHAWK PVS SNOW TIRES	3,505.68

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09/21/2018	2	176536	SENIOR CIT	CHEBOYGAN COUNTY COUNCIL	FN STATE OF MI 3RD QTR 2018 STATE FUNDIN	6,250.00
09/21/2018	2	176537	SPARTAN	SPARTAN STORES LLC	CF FAIR WEEK MEALS, OTHER SUPPLIES, KIDS	421.90
09/21/2018	2	176538	TELE-RAD	TELE-RAD INC	SD RADIO MAINTENANCE CONTRACT OCT-DEC 2	1,651.65
09/21/2018	2	176539	TRAIN	NMMPA	CD MECHANICAL & PLUMBING TRAINING FOR DO	32.00
09/21/2018	2	176540	TREAS	CHEBOYGAN COUNTY TREASURER	FOC REIMBURSE FOR COPY PAPER (4 BOXES)	115.00
09/21/2018	2	176541	MPJRA	MPJRA	PA PROBATE COURT & JUVENILE COURT SESSNI	60.00
09/25/2018	2	176542	BREWSTER	KAREN BREWSTER	CR CELL PHONE REIMBURSEMENT JUL-SEP 2018	135.00
09/25/2018	2	176543	CDT PA	CHEBOYGAN DAILY TRIBUNE	PA VICTIM'S RIGHTS ENVELOPES (1000)	58.00
09/25/2018	2	176544	CHS-DGC	CATHOLIC HUMAN SERVICES	CC DGC COUNSELING SERVICES FOR DRUG COUR	15.00
09/25/2018	2	176545	CULLIGAN	MCCARDEL CULLIGAN-PETOSKEY	CC JURY ROOM WATER ACCT# 0216832	68.50
09/25/2018	2	176546	GBS	GBS INC	CR SUPPLIES FOR AUGUST 7TH PRIMARY - BAL	8,452.57
09/25/2018	2	176547	HARBOR	HARBOR HALL INC	CC DGC COUNSELING SERVICES FOR DRUG COUR	47.60
09/25/2018	2	176548	NMIDS	NORTHERN MI IND DRUG SCREEN LLC	CC DGC DRUG TESTING FOR DRUG COURT PARTI	172.00
09/25/2018	2	176549	NOP	NATIONAL OFFICE PRODUCTS	PA HEATER FOR OFFICE	52.31
					CC OFFICE SUPPLIES - 5X8 PADS, INK CARTR	104.13
					PA PRINTER STAND & BUSINESS CARD HOLDER	80.60
						<u>237.04</u>
09/25/2018	2	176550	OFF DEPOT	OFFICE DEPOT	CR OFFICE SUPPLIES - DOUBLE POCKET TABLE	65.04
					CR OFFICE SUPPLIES - 2" BINDERS	163.04
					CR OFFICE SUPPLIES - DIVIDERS, ADDRESS L	30.72
					CR OFFICE SUPPLIES - LEGAL DIVIDERS	5.98
						<u>264.78</u>
09/25/2018	2	176551	OFF DEPOT	OFFICE DEPOT	CC OFFICE SUPPLIES - REINF FOLDERS, PENS	27.36
09/25/2018	2	176552	RED TOX	REDWOOD TOXICOLOGY LABORATORY	CC DGC DRUG TESTING FOR DRUG COURT PARTI	88.00
					CC DGC DRUG TESTING FOR DRUG COURT PARTI	983.50
						<u>1,071.50</u>
09/25/2018	2	176553	SPARTAN	SPARTAN STORES LLC	CC MISC CHARGES - POP (COKE & SPRITE), C	62.66
09/25/2018	2	176554	SPIES-SRR	SPIES AUTO PARTS & TIRE	SRR (6) 25 FT EXTENSION CORDS	197.94
09/25/2018	2	176555	WEST-CC	THOMSON REUTERS - WEST	CC LIBRARY PLAN CHARGES 8/5 - 9/4/18	74.85
09/25/2018	2	176556	WEST-CC	THOMSON REUTERS - WEST	CC LIBRARY PLAN CHARGES 8/5-9/4/18	314.13
09/25/2018	2	176557	WEST-CC	THOMSON REUTERS - WEST	CC LIBRARY PLAN CHARGES 8/1- 8/31/18	932.00
09/25/2018	2	176558	WEST-CC	THOMSON REUTERS - WEST	CC LIBRARY PLAN CHARGES 8/5 - 9/4/18	27.00
09/25/2018	2	176559	WEST-CR	THOMSON REUTERS - WEST	CR LIBRARY PLAN CHARGES ACCT# 1003251322	4.68
09/26/2018	2	176560	BLARNEY	BLARNEY CASTLE OIL COMPANY	MA 10,001 GALLONS GAS	22,211.41
09/26/2018	2	176561	BOUR T	TRACY BOURGEOIS	FOC REIMBURSE MEAL AT CONFERENCE - 8/28-	22.53
09/26/2018	2	176562	BUTTS	ROBERT J BUTTS	PC PARTIAL REIMBURSEMENT FOR HOTEL-ICWA/	47.96
09/26/2018	2	176563	CDT-GEN	CHEBOYGAN DAILY TRIBUNE	AD HELP WANTED - AD# 00057417 OFFICE MA	125.00
09/26/2018	2	176564	CENTURY	CENTURYLINK	IS MONTHLY PHONE SERVICE ACCT# 88901091	392.74
09/26/2018	2	176565	CENTURY	VOID		
09/26/2018	2	176566	CHARTER	CHARTER COMMUNICATIONS	IS INTERNET ACCT# 245122670068360 9/24-	109.98
09/26/2018	2	176567	CULB K	KYLE CULBERTSON	PC MILEAGE TO NMJO FALL CONFERENCE 9/19-	81.75
09/26/2018	2	176568	D&L DISP	DRUG & LABORATORY DISPOSAL	MA RC HAZARDOUS WASTE REMOVAL	5,734.55
09/26/2018	2	176569	EKDAHL	MICHAEL J EKDAHL	PC TRIAL COURT APPT ATTY - COGGINS	450.00
09/26/2018	2	176570	FELEPPA	ALFRED FELEPPA	PA CELL PHONE REIMBURSEMENT SEP 2018	45.00
09/26/2018	2	176571	G SHIPPING	G'S SHIPPING STORE	MA ROLL TOWELS (5 CASES OF 96), JUMBO TI	219.35
					MA ROLL TOWELS (4 CASES OF 96)	107.56
						<u>326.91</u>
09/26/2018	2	176572	GASLIGHT	GASLIGHT MEDIA	IS MONTHLY WEBSITE HOSTING & SEARCH ENGI	150.00
09/26/2018	2	176573	GOOD M	MELISSA GOODRICH	PA CELL PHONE REIMBURSEMENT SEP 2018	45.00
09/26/2018	2	176574	JEWEL P	PAULA JEWELL	FOC REIMBURSE MEALS AT CONFERENCE 8/28-2	24.64
09/26/2018	2	176575	LOCAL	LOCAL SANITATION	RC HAULED BINS WHILE TRUCK WAS IN FOR RE	675.00

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09/26/2018	2	176576	LODGING	BOYNE MOUNTAIN RESORT	PA LODGING FEE FOR MFSC CONFERENCE	393.00
09/26/2018	2	176577	MPJRA	MPJRA	PC REGISTRATION - JUVENILE FAMILY SESSIO	30.00
09/26/2018	2	176578	NEMCOG	NEMCOG	AD HOME IMPROVEMENT LOAN SERVICE THROUGH	439.71
09/26/2018	2	176579	NOF	NATIONAL OFFICE PRODUCTS	MA OFFICE SUPPLIES - DBL STICK TAPE, COM PA OFFICE SUPPLIES - LABEL MAKER CARTRID	8.75 92.39
						<u>101.14</u>
09/26/2018	2	176580	REMEUR	TERESA REMEUR	FOC REIMBURSE MILEAGE TO CONFERENCE - GL	149.88
09/26/2018	2	176581	SALT R	RAEANN SALTER	PC TRIAL COURT APPT ATTY CHEVALIER PC TRIAL COURT APPT ATTY (DEVEREAUX) & G	116.35 70.00
						<u>186.35</u>
09/26/2018	2	176582	VIZINA	DARYL VIZINA	PA CELL PHONE REIMBURSEMENT SEP 2018	45.00
09/26/2018	2	176583	WEST-PC	THOMSON REUTERS - WEST	PC LIBRARY PERIODICALS ACCTS: 1000712545	78.22
09/27/2018	2	176584	CAS	CHEBOYGAN AREA SCHOOLS	FN SA TEACHER WAGE & FRINGE JUL-SEP 2018	23,782.14
09/27/2018	2	176585	CDT-PZ	CHEBOYGAN DAILY TRIBUNE	PZ SUBSCRIPTION RENEWAL (12 MONTHS START	168.00
09/27/2018	2	176586	EMMET CTY	EMMET COUNTY	FN 2018 EMERGENCY MGMT APR-JUN 2018 - 31	15,780.22
09/27/2018	2	176587	GALEANA	GALEANA'S VAN DYKE DODGE/RAM	RC NEW PLOW TRUCK FOR RECYCLING DEPT	41,151.98
09/27/2018	2	176588	HUNG T	THOMAS R HUNGERFORD LLC	DC COURT APPT ATTY REIMBURSEMENT #18-025	320.00
09/27/2018	2	176589	INK & TONE	INK & TONER ALTERNATIVE	PA HP TONER - BLACK	139.99
09/27/2018	2	176590	MANK J	JAMES MANKO	FN CELL PHONE REIMBURSEMENT MAR-SEP 2018	315.00
09/27/2018	2	176591	MEMBER	SOCIETY FOR HUMAN RESOURCE MGMT	AD ANNUAL MEMBERSHIP 1/1/19 - 12/31/19 -	189.00
09/27/2018	2	176592	MISC	STATE OF MICHIGAN	CD INSPECTOR REGISTRATION -#INSPA00706 -	100.00
09/27/2018	2	176593	MISC	LINGUISTICA	DC INTERPRETOR #18-0601-FY & #18-0450-OM	29.64
09/27/2018	2	176594	NOF	NATIONAL OFFICE PRODUCTS	CD OFFICE SUPPLIES - STAPLE REMOVER, DES	163.12
09/27/2018	2	176595	NORCHEM	NORCHEM DRUG TESTING	DC DRUG TESTING AUG 2018	32.80
09/27/2018	2	176596	SAP	STRAITS AREA PRINTING	DC #10 RIGHT HAND WINDOW ENVELOPES (1000	121.55
09/27/2018	2	176597	TARGET	TARGET	DC FORMS - DEMAND FOR POSSESSION, SUMMON	49.42
09/27/2018	2	176598	TREAS	CHEBOYGAN COUNTY TREASURER	PC SAYPA TRANSPORTATION BILLING SEPT 20	3,927.00
09/27/2018	2	176599	TREAS	CHEBOYGAN COUNTY TREASURER	PC SAYPA BUS AIDE AUG 2018	436.99
09/27/2018	2	176600	TREAS	CHEBOYGAN COUNTY TREASURER	PC SAYPA TRANSPORTATION BILLING AUG 201	3,927.00
09/27/2018	2	176601	TREAS	CHEBOYGAN COUNTY TREASURER	PC SAYPA BUS AIDE SEPT 2018	304.31
09/27/2018	2	176602	TURI M	MICHAEL TURISK	PZ REIMBURSE MEAL & GAS - GRAND RAPIDS T	22.50
09/27/2018	2	176603	USC	UNDERGROUND SECURITY COMPANY	DC STORAGE OF SECURITY RECORDS FROM 9/1/	56.95
09/27/2018	2	176604	WEST-DC	THOMSON REUTERS - WEST	DC LIBRARY PLAN CHARGES 8/5- 9/4/18	14.58
09/27/2018	2	176605	WOE	WILLIAMS OFFICE EQUIPMENT	IS COPY MACHINE AGREEMENT AUG 2018	2,032.76
09/27/2018	2	176606	CALS	CAL'S MOBILE HEAVY EQUIPMENT	SRR BUS# 409 - BI-ANNUAL INSPECTION, CLE SRR BUS# 709 FULL SERVICE, TAKE OIL SAMP SRR BUS# 118 - FULL SERVICE, OIL SAMPLE, SRR BUS# 318 - FULL SERVICE, OIL SAMPLE, SRR BUS# 212 - BI-ANNUAL INSPECTION, REA SRR BUS#111 - LEFT FRONT WHEEL SEAL REPL	130.00 392.60 334.75 384.93 1,489.04 2,925.01
						<u>5,656.33</u>
09/27/2018	2	176607	DSSI	DRUG SCREEN SOLUTIONS INC	PC COURT ORDERED SERVICES - #18008731 GR	188.50
09/27/2018	2	176608	GOUJ C	CAL GOUINE	BOC COMMISSIONER MILEAGE 9/25/18 + APR-J	209.28
09/27/2018	2	176609	JOHN K	KAREN JOHNSON	BOC COMMISSIONER MILEAGE 9/25/18 + 5 MEE	33.85
09/27/2018	2	176610	LTPC	LITTLE TRAVERSE PRIMARY CARE	SRR BI-ANNUAL DOT PHYSICAL - JERRY VENSL	143.00
09/27/2018	2	176611	MATE R	ROBERTA MATELSKI	BOC COMMISSIONER MILEAGE 9/25/18 + 3 MEE	87.20
09/27/2018	2	176612	NEWM M	MICHAEL NEWMAN	BOC COMMISSIONER MILEAGE 9/25/18 + 7 MEE	486.69
09/27/2018	2	176613	OMS	OMS COMPLIANCE SERVICES INC	SRR ANNUAL CLIENT FEES - (3.75 PER EMPLO	52.50
09/27/2018	2	176614	PNC VISA	PNC BANK	FN CREDIT CARD CHARGES THROUGH 9/18/18	4,528.50
09/27/2018	2	176615	PNC VISA	VOID		
09/27/2018	2	176616	PNC VISA	VOID		
09/27/2018	2	176617	WALLACE	JOHN WALLACE	BOC COMMISSIONER MILEAGE 9/25/18	49.05
09/27/2018	2	176618	WCT	NANCY DAVIS	CCM END OF SEASON PARTY FOR BOATERS	408.00

10/03/2018 09:11 AM
 User: DWALINSKY
 DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY
 CHECK DATE FROM 09/01/2018 - 09/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/27/2018	2	176619	CHARTER	CHARTER COMMUNICATIONS	CCM MARINA PHONE ACCT# 8245122670084508	219.94
09/27/2018	2	176620	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC ACCT#100026019925 8/7 - 9/5/ MA ELECTRIC ACCT# 100000107183 8/17 - 9 MA ELECTRIC ACCT# 100029199252 8/10 - 9 MA ELECTRIC ACCT# 100027732369 8/9 - 9/ MA ELECTRIC ACCT# 100000163434 8/1 - 8/	34.21 8,058.80 33.80 95.58 15.83 <u>8,238.22</u>
09/27/2018	2	176621	CONSUMERS	CONSUMERS ENERGY	MA DORIS REID ELECTRIC ACCT# 10300353998	976.36
09/27/2018	2	176622	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC ACCT# 100045328463 8/1 - 8/	24.28
09/27/2018	2	176623	DTE	DTE ENERGY	MA GAS ACCT# 910021270475 8/8- 9/7/18	85.25
09/27/2018	2	176624	DTE	DTE ENERGY	MA GAS ACCT# 910021270764 8/8- 9/7/18 (358.85
09/27/2018	2	176625	EMMET DPW	EMMET COUNTY DPW	RC MONTHLY RECYCLE FEES AUG 2018	12,065.00
09/27/2018	2	176626	GRAINGER	WW GRAINGER	MA SUPPLIES - ANGLE BROOM, DUST PAN MA SUPPLIES - CAT5E, INLINE COUPLER	85.40 20.22 <u>105.62</u>
09/27/2018	2	176627	PIE&G	PRESQUE ISLE ELECTRIC & GAS	RC OUTDOOR LIGHTING 8/14 - 9/7/18	15.67
09/27/2018	2	176628	ROSE EXT	ROSE EXTERMINATOR	MA SDJ PEST CONTROL CONTRACT	73.00
09/27/2018	2	176629	SGL	SHEREN GREAT LAKES	MA HD NEW A/C UNIT FOR HUMAN SERVICES BU	8,421.00 <u><u>8,421.00</u></u>

2 TOTALS:

Total of 328 Checks:	1,270,199.48
Less 8 Void Checks:	408.00
Total of 320 Disbursements:	<u><u>1,269,791.48</u></u>

10/03/2018 09:11 AM
User: DWALINSKY
DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY
CHECK DATE FROM 09/01/2018 - 09/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 3 TAX REVOLVING FUND						
09/05/2018	3	7365	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES (3)	90.00
09/05/2018	3	7366	RLS	RIVERTOWN LAWN SERVICE	TR 8 @ \$30 EACH - GRASS CUTTING ON FOREC	240.00
09/07/2018	3	7367	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES (6)	180.00
09/07/2018	3	7368	MBM	MATT BARBER MASONRY	AD GOLD FRONT PROJECT - BELOW GRADE WATE	695.00
09/18/2018	3	7369	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES (5)	150.00
09/24/2018	3	7370	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES (10)	300.00
09/24/2018	3	7371	TITLE CK	TITLE CHECK LLC	TR TITLE SEARCH FEE- 2016 TAX FORFEITURE	2,247.96
09/25/2018	3	7372	WILMOT	WILMOT TOWNSHIP	TR 2017 TAX SETTLEMENT 4/20/18	10,210.59

3 TOTALS:
Total of 8 Checks: 14,113.55
Less 0 Void Checks: 0.00
Total of 8 Disbursements: 14,113.55

10/03/2018 09:12 AM
User: DWALINSKY
DB: Cheboygan

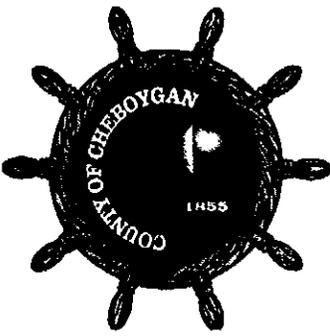
CHECK REGISTER FOR CHEBOYGAN COUNTY
CHECK DATE FROM 09/01/2018 - 09/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 5 COUNTY ROAD TRANSFERS						
09/30/2018	5	2100839	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCM ROAD TRANSFER 9/6/18	404,411.25
09/30/2018	5	2100840	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCM ROAD TRANSFER 9/11/18	76,930.07
09/30/2018	5	2100841	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCM ROAD TRANSFER 9/19/18	1,038,668.94
09/30/2018	5	2100842	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCM ROAD TRANSFER 9/24/18	75,593.15

5 TOTALS:

Total of 4 Checks:	1,595,603.41
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	<u>1,595,603.41</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 9 INMATE ACCOUNT						
09/06/2018	9	1181	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	25.00
09/06/2018	9	1182	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	25.00
09/06/2018	9	1183	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	25.00
09/06/2018	9	1184	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	160.00
09/07/2018	9	1185	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	27,405.00
09/07/2018	9	1186	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	100.00
09/07/2018	9	1187	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	180.00
09/12/2018	9	1188	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	1,200.00
09/12/2018	9	1189	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	500.00
09/19/2018	9	1190	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	500.00
09/20/2018	9	1191	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	500.00
09/20/2018	9	1192	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	200.00
09/28/2018	9	1193	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	1,500.00
09/28/2018	9	1194	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	200.00
09/30/2018	9	1195	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	24,805.20
9 TOTALS:						
Total of 15 Checks:						57,325.20
Less 1 Void Checks:						500.00
Total of 14 Disbursements:						56,825.20



91

Cheboygan County Board of Commissioners' Meeting October 9, 2018

Title: Budget Adjustments – Raise / Lower Revenues and Expenditures

Summary:

General Fund – Fund 101

Department 131

On June 27, 2018, the County received funds for planning costs associated with the Michigan Indigent Defense Commission. These state funds were not included in the original budget. This budget adjustment raises the State Grant revenue line item and the Miscellaneous and Carried Forward Fund Equity expenditure line items by \$6,327.13.

Department 301

On October 1, 2018, the Sheriff's Department received a grant award from the Nova Southeastern University to be used for drug investigation. This grant was not included in the original budget. This budget adjustment raises the Sheriff-Local Grant revenue line item and the Drug Investigation expenditure line item by \$400.

Marina – Fund 509

Fuel sales at the Marina exceeded the amount included in the 2018 budget. This budget adjustment raises the Gasoline and Diesel Sales revenue line items and the Gasoline/Fuel Purchase expenditure line item by a total of \$78,000.

Financial Impact:

Fund 101 total budget increase of \$6,727.13.

Fund 509 total budget increase of \$78,000.

Recommendation:

Motion to approve the budget adjustments to raise revenues and expenditures for \$84,727.13 in the line items provided in the following attachments.

Prepared by: James Manko

Department: Finance

10/5/2018

RAISE REVENUE AND EXPENDITURE

General Fund - Fund 101

101-400-554.00 State Grant	\$6,327.13 +
101-131-959.00 Miscellaneous	\$3,111.00 +
101-700-955.01 Carried Forward Fund Equity	\$3,216.13 +

Signed: Approved at the 10/9/18 BOC Meeting

Prepared by: James Manko

Post date: 9/1/2018

JEM

10/02/18

RAISE REVENUE AND EXPENDITURE

General Fund – Sheriff’s Department (301)

101-400-582.00	\$400.00+
Sheriff-Local Grants	
101-301-744.08	
Drug Investigation	\$400.00+

Adjustment for Nova Southeastern survey

Signed



Prepared by: Jodi Beauchamp

Approved at the 10/9/18
BOC meeting.

JEM

CHEBOYGAN COUNTY SHERIFF
870 SOUTH MAIN STREET
P.O. BOX 70
CHEBOYGAN, MI 49721

231-627-3155

OFFICIAL RECEIPT

RECEIPT 7357

CASHIER jbeauchamp

DATE 10/01/2018

THE SUM OF \$400.00

Received Of:
NOVA SOUTHEASTERN UNIVERSITY

101-400-582.00

SHERIFF LOCAL GRANTS

400.00

SURVEY

Total

400.00

TENDERED:

CHECKS

11852402

400.00

*Need todo
RR*

Signed: _____

10/5/2018

RAISE REVENUE AND EXPENDITURE

Marina - Fund 509

509-400-646.01 Gasoline	\$27,000.00 +
509-400-646.11 Diesel	\$51,000.00 +
509-752-799.01 Gaoline / Fuel Purchase	\$78,000.00 +

Signed: Approved at the 10/9/18 BOC Meeting

Prepared by: James Manko

Post date: 9/1/2018



MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

RESOLUTION 2018-22

OPPOSING HOUSE BILL 5752 & 5753

WHEREAS, House Bills 5752 and 5753 would add Part 128 to the Public Health Code and establish state and local standards for onsite wastewater treatment systems which would require the Michigan Department of Environmental Quality to develop a statewide code to govern the installation, operation, maintenance and inspection of septic systems;

WHEREAS, The Amendatory Act restricts and removes local controls and changes existing regulations and guidelines that have been effectively enforced by counties and health departments across the Upper Peninsula; and

WHEREAS, The Amendatory Act would add additional mandates that would increase the amount of personnel time and expenses that Upper Peninsula Health Departments would incur under the new Act without adequate funding from the state; and

WHEREAS, The Amendatory Act would gut existing regulations and grant the Michigan Department of Environmental Quality authority to approve local sanitary codes which, in effect, eliminates local control and undermines the duties of local health departments to implement and enforce laws; and

WHEREAS, The Michigan Department of Environmental Quality lacks the necessary budget and staffing levels to meet the mandates of this Amendatory Act which will place additional financial burden on local authorities; and

WHEREAS, The creation of the State Technical Advisory Committee under the Act would take away and replace local control of the design, permitting, inspection and management of onsite wastewater treatment facilities and limit input into the rulemaking process to four local health department representatives; and

WHEREAS, The Amendatory Act fails to address funding for distressed homeowners and vacated properties with onsite wastewater treatment systems;

THEREFORE BE IT RESOLVED,

That the Menominee County Board of Commissioners oppose HB 5752 and HB 5753 and requests State Legislators to oppose the legislation.

Steven Gromala

Gerald Piche – Chairperson

William Cech – Vice Chairperson

Larry Phelps

John Nelson

Jan Hafeman

Charlie Meintz

Bernie Lang

Larry Schei

Dated: 9/11/19



Chairman of the Board, Gerald Piche

STATE OF MICHIGAN)
) SS
COUNTY OF MENOMINEE)

I hereby certify that the foregoing is a true and complete copy of Resolution 2018-21 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on September 11, 2018, and I further certify that public notice of such meeting was given as provided by law.



Marc Kleiman, County Clerk



PRESIDENT'S REPORT

August 2018

www.northernlakes.net

Show Me The Money!

Do you know an entrepreneur with a great business idea but just needs a shot of capital to launch? The "2018 Pitch Night Business Model Competition" is for them! We have expanded this popular program and five events will be held this year. One in each of the NLEA counties, along with a Grand Event for the winners of the county competitions.



- [Green Light East Jordan, 10/10/18, Castle Farms \(Charlevoix\) - \\$10,000 Grand Prize](#)
- [Emmet Entrepreneur Challenge, 10/24/18, Lyric Theatre \(Harbor Springs\) - \\$15,000 Grand Prize](#)
- [Invest Cheboygan, 11/1/18, Cheboygan Opera House - \\$15,000 Grand Prize](#)
- [Antrim Pitch Night, 11/7/18, Shanty Creek Resort \(Bellaire\) - \\$15,000 Grand Prize](#)
- [Grand Event, 11/20/18, Great Lakes Center for the Arts \(Bay Harbor\) - \\$15,000 Grand Prize](#)

Pass this along, encourage them to apply and by all means come watch... these events are a lot of fun and last year we had over 800 audience members attend the three events.

The energy and excitement is amazing, and trust me... you will have a blast! Click each event for more information.

Andy Hayes, President

"The Invest Cheboygan competition was an unforgettable experience that allowed me to share my business passion and gain support from the community. Competing in the event provided me with the tools and resources that were instrumental to move my business forward. Invest Cheboygan was a ground breaking event that generated a boost of positive energy and heightened the entrepreneurial spirit in Cheboygan County!" —Lindsey Miller 3rd place/People's Choice winner/participant of Invest Cheboygan & Grand Event

Potential Projects (in various stages of due diligence)

Community & Business Assistance

38 Projects	57	New Jobs
	138	Retained jobs
	\$8,855,250	Projected Investment

Projects in Progress

Community & Business Assistance

26 Projects	\$1,776,450	Grants
	\$123,453	Local Government Investment
	\$141,728,669	Private Investment
	93	New Jobs
	421	Retained jobs

Completed Projects (year-to-date)

Community & Business Assistance

16 Projects	\$25,049,534	Grant, Local gov & Private investment
	11	New Jobs

Website Statistics (Jan 2018—Present)

Month	Unique visitors	Number of visits	Pages viewed
August	10,168	13,290	20,983
2018 (YTD)	75,518	93,462	196,820

Facebook

2,213 Reach / 700 Engagement

Followers: 277

[Mind Blowing Video of the Month: East Jordan Shoe Club and Socks Kick send shoe and sock to space!](#)



Fun Fact: People read, at most, 20 to 28 percent of words during an average visit online. Medium.com

Upcoming Events

- [8/28 Commercial/Residential Lending Forum](#)
- [9/11 Michigan Works! Annual Conference](#)
- [10/3-4 Connecting Entrepreneurial Communities Conference](#)
- [10/10 GreenLight East Jordan Business Model Competition](#)

Like us on Facebook!

Follow us on Instagram and LinkedIn!





Northern Lakes
ECONOMIC ALLIANCE

ANTRIM
COUNTY



PRESIDENT'S REPORT

September 2018

www.northernlakes.net

Another Successful Statewide Entrepreneurship Conference!

Charlevoix dazzles all, hosting the annual state-wide MSU Extension Entrepreneurship Conference. **Over 115 attendees from all over Michigan and states including Minnesota, Nebraska and North Dakota** gathered in Charlevoix this week



to learn about tools and resources they can use in their communities to assist and support entrepreneurs. Local keynote speakers included Mayor/entrepreneur Luther Kurtz and 4th generation entrepreneur, Jake Manthei. 26 breakout sessions were offered and were held in various business locations around town from breweries and bakeries to offices, arts centers and retail stores. It was a total team effort with the state-wide MSU Entrepreneurship team working closely with the local planning team made up of the NLEA, the City of Charlevoix, Main Street/DDA, Visitors Bureau and Chamber. [Click here to watch the livestream of our keynote speakers.](#) For photos, [click here.](#)

Speaking of entrepreneurs... the Business Model Competitions (Pitch Nights) are starting soon. One Business Model Competition will take place in each of the four NLEA counties, capped off with the Grand Event Nov. 27 at the Great Lakes Center for the Arts in Bay Harbor. For dates and locations visit northernlakes.net, events tab, and you'll find a page for each event. Support entrepreneurs! —Andy Hayes, NLEA President

"This was my first CEC conference. It was so full of good information and so energizing because there were people from communities of all different sizes, and we all found things that we could do for our communities that did not depend on how big or how small we are. The break out sessions were full of concrete examples, ideas, and specific information on how to start a pop-up business (without investing more money than you can afford), how to find other people who want to do what you want to do (meet-ups, outreach techniques), and so much more!" —Betsy Dayrell-Hart, 2018 conference participant

Potential Projects (in various stages of due diligence)

Community & Business Assistance

35 Projects	39	New Jobs
	33	Retained jobs
\$5,960,250		Projected Investment

Projects in Progress

Community & Business Assistance

27 Projects	\$1,772,450	Grants
	\$122,053	Local Government Investment
	\$139,216,669	Private Investment
	93	New Jobs
	421	Retained jobs

Completed Projects (year-to-date)

Community & Business Assistance

18 Projects	\$25,054,934	Grant, Local gov & Private investment
	11	New Jobs

Website Statistics (Jan 2018—Present)

Month	Unique visitors	Number of visits	Pages viewed
September	7,883	10,001	71,069
2018 (YTD)	86,829	108,151	276,752

Facebook

Followers: **282**

[Mind Blowing Video of the Month-in honor of National Manufacturing Day Oct 5: What it's really like to work in manufacturing](#)



Fun Fact: The statewide CEC Conference network boasts **585 participants** in connecting entrepreneurial communities, has reached **174 communities**, and **96%** of participants find it a good value. www.canr.msu.edu/cec/index

Upcoming Events

- [10/10 GreenLight East Jordan Business Model Competition](#)
- [10/24 Emmet Entrepreneur Challenge Business Model Competition](#)
- [11/1 Invest Cheboygan County Business Model Competition](#)
- [11/7 Antrim Pitch Night Business Model Competition](#)
- [11/27 Grand Event Finale Business Model Competition](#)

Like us on Facebook!

Follow us on Instagram and LinkedIn!



CORE PARTNERS

**COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
September 11, 2018**

The Finance/Business Meeting of the Cheboygan County Board of Commissioner was called to order in the Commissioners Room by Commissioner Wallace at 9:30 a.m.

Roll called and a quorum present

Present: Commissioners Karen Johnson, Richard Sangster, Michael Newman, Cal Gouine, Roberta Matelski, John Wallace, and Robert Bolinger.

Absent: None

There was a moment of silence in Remembrance of 911.

Commissioner Wallace gave the Invocation and led the Pledge of Allegiance.

Motion by Commissioner Sangster, seconded by Commissioner Bolinger, to approve the agenda adding item B. Advertising Agreement between SRR and Black Diamond Broadcasting under "New Business". A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Motion by Commissioner Wallace, second by Commissioner Johnson, to approve the consent agenda pulling item 2 under correspondence and adding it under "New Business" as follows:

- A. Approve Monthly Finance Claims (Finance Total = \$362,440.80; Prepaid Total = \$1,005,792.63.
- B. Budget Adjustments as follows:
 - 2018 Raise Revenue and Expenditures
 - 1. Fund 294 Total Budget Increase of \$284
 - 2018 Inter-budget Transfer
 - 1. From 418-253 to 418-253 Totaling \$9,113
 - 2. From 561-556 to 561-556 Totaling \$8,608
 - 2018 Payroll Inter-budget Transfer
 - 1. From 101-351 to 101-351 Totaling \$8,000
- C. Bryne Justice Assistance Grant 2019 Application - SAYPA
- D. Recycling Interlocal Agreement – Mullett Township
- E. DHHS Homemaker Contract
- F. Correspondence:
 - 1. Antrim County Resolution in Opposition to Senate Bill 1031
 - 2. ~~Antrim County Resolution Opposing the DNR Plan to Eliminate Baiting and Sale of Bait~~
 - 3. Antrim County Resolution Opposing the Legalization of Marijuana for General Use
 - 4. Marquette County Resolution the Development of an Additional Lock
 - 5. Menominee County Resolution in Opposition of HB 6049 and SB 1025
 - 6. Tuscola County Resolution in Opposition of Senate Bill 1031
 - 7. Van Buren County Resolution in Opposition of Senate Bill 1031
 - 8. Wexford County Resolution in Opposition to Senate Bill 1031

9. Celebrating 40th Anniversary Invite – Moran Iron Works
- G. Minutes:
1. Finance/Business Meeting of August 14, 2018 and Committee of the Whole Meeting of July 24, 2018 and August 28, 2018
 2. NEMSCA – 8/3/18
 3. District #4 Health Department – 7/17/18
 4. City Council – 7/24/18
 5. Planning Commission – 7/18/18, 8/1/18 & 8/15/18
 6. ZBA – 7/25/18
 7. Fair – 7/2/18
 8. NEMCOG- 6/21/18

CITIZENS COMMENTS

Andy Evans citizen of Benton Township and a candidate for District #3 Board of Commissioner thanked the Board of Commissioners for their service and also the very brave and first responders on this day of Remembrance of 911. He commented on the resolution received from Antrim County opposing the legalization of marijuana. There have been several counties opposing the use of recreational marijuana in the State of Michigan and he was disputing some of the figures that were quoted. He had brought some of his figures that he wanted to share with the Board after the meeting.

SCHEDULED VISITORS - None

Finance Director's Report

Finance Director James Manko presented the Revenue and Expenditure Report for the General Fund for the month ending July 31, 2018. He reported total year-to-date revenue of \$2,283,286.36, or 14.49% of the budget, compared to \$2,426,782.88, or 19.95% of the budget last year at this same time. He reviewed each line item number that was fluctuating greater or less than \$11,000. Mr. Manko reported expenditures year-to-date of \$6,619,829.50 or 42.01% of the budget, compared to \$6,428,809.88 or 52.86%, last year as of the end of July 2017. He reviewed each department that was fluctuating less than \$17,000. Mr. Manko reported on the Cash Summary by Fund Cash for July 2018, which totaled \$19,668,829.21. An explanation of the deficit balance accounts was given. Mr. Manko also reported on the Summary of Budget Adjustments posted from January 1, 2018 through June 30, 2018.

Administrator's Report

Administrator Jeff Lawson gave an update on the Michigan Indigent Defense. The County is required to begin implementation of the new Indigent Defense Standards in October of this year. The County will receive a grant funding from the Michigan Indigent Defense Commissioner in mid-October to pay for the additional cost to the County above the base expenses paid by the County in previous years. Staff expects to receive the grant agreement for signature in September and will place it on the agenda for Board approval. The County will also need to establish a new fund and revenue account for indigent defense revenues and expenditures for the remainder of the 2018 fiscal year.

Administrator Jeff Lawson gave an update on the Animal Shelter. Requests for proposals to install mechanical equipment for a heating and cooling system for a portion of the building have been extended to Friday, September 28, 2018 at 2:00 P.M...

Administrator Jeff Lawson gave an update on the Jail Project. The contractor will be completing the exterior wall insulation and brick installation over the next few weeks. Internal work on cell areas and doors continue. Interior painting will begin this week followed by tile work.

The storage building contractor continues work on the steel roof and side walls. The garage doors and building doors have been installed in the heated portion area of the building. Staff met with the contractor and architect concerning pavement drainage. Although the architect stated that their design provides adequate drainage with acceptable slopes; after discuss with the contractors, staff requested the cost to remove additional pavement area to decrease slope from drains and swales to doors and move the swale area farther from the east door on the south side of the building along the steepest area of the hill. This portion of the pavement is over 20 years old.

Administrator Jeff Lawson stated that they were notified by the District #4 Health Department concerning discontinued health care services for the jail. Sheriff Dale Clarmont commented that unfortunately they were notified yesterday that District #4 Health Department was not going to be able to continue to provide the health care services that the jail has contracted with them for the past 15 years. Each year when he gives his annual report, he gives the comparisons in this county to other counties. Last year, the Sheriff Department was at \$52,000 compared to the other jails in the area with comparable size of over \$100,000. It has been a huge savings. However, they have some internal personnel issues. With these issues, they are not going to be able to provide service. The Sheriff Department was currently in discussion with them because there is a 60 day termination clause. His staff was actively seeking other avenues with a company called Advanced Correctional Health Care, which was in use by 27 Counties in the State of Michigan including Emmet, Presque Isle, Otsego, Montmorency, and Alpena. This Company is headquartered out of Illinois. He stated that he has requested a draft contract from them, which he will forward to civil counsel through the administrator as soon as he receives it. The reviews about this company was very good, however, this would take at least sixty (60) days to get the contract laid out. He stated that he wants to stay with the District #4 Health Department for the healthcare needs of the inmates and he is very hopeful all of the issues will get worked out soon. As an inmate comes into the jail, by law, he has 15 days to do a medical review of the inmate. There is also the day-today-medical issues the department has to deal with.

Commissioner Newman commented that he hoped to have something resolved and he would keep the Board informed.

Commissioner Sangster stated that he was disappointed with the District #4 Health Department's chair on an article that was emailed regarding PFAS.

Administrator Jeff Lawson commented that he hoped that the District #4 Health Department can work this out, but was asking for a motion from the Board to waive any bidding or quoting requirements to use as a backup agreement.

Motion by Commissioner Sangster, seconded by Commissioner Newman, to waive any bidding requirements for this jail emergency. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson gave an update on the District Health #4 Department remodeling. He stated maintenance have hung two (2) bathroom doors, cabinets were to be delivered

next week, some touch up painting will have to be done, installation of new counter tops and a chair railing is to be installed.

Administrator Jeff Lawson commented that a new smart board/screen TV was delivered by the Board of Emergency Management for the center. We look forward to using it and will have to train our staff.

COMMITTEE REPORTS

Commissioner Wallace called the Boards attention to the invitation from Moran Iron Works for their 40th Anniversary Open House scheduled on September 28th.

Commissioner Gouine attended a Township meeting and a Fair Board Meeting stating there have been some concerns about incidents happening on the grounds specifically at the entrance and on the midway. The other concerns that the Fair Board had were the lack of handicap parking. Administrator Lawson commented that it was based on what type of activity was going on. He wants the handicap parking to be as close as possible to the events. During the Fair, they have designated area. With other events, they were relatively small in comparison to the Fair so they can park fairly close. There were some designated areas by the grandstands, but other than that there were no other designated areas. He stated there was not a lot of parking in general that was not paved. Events would have to be looked at so that parking would be distributed throughout the Fair grounds. Commissioner Gouine questioned the rental of a golf cart for handicap assistance. Administrator Lawson stated that they would need to look at the Fair Board to identify the resources that they would need.

Commissioner Johnson stated that the Airport SRE Building would soon be delivered and things were moving forward.

OLD BUSINESS

Commissioner Wallace presented Resolution 18-13 Supporting the Carnegie Library Redevelopment and the Cheboygan Heritage Project.

Motion by Commissioner Sangster, seconded by Commissioner Gouine, to approve

**CHEBOYGAN COUNTY
Supporting the Carnegie Library Redevelopment and the
Cheboygan Heritage Project
Resolution # 18-13**

WHEREAS, Mary J. Hebert has purchased the Cheboygan Carnegie Library and an adjacent property; and

WHEREAS, the Cheboygan Carnegie Library was built in 1913 and is one of the County's most prestigious historic sites; and

WHEREAS, Mary J. Hebert has proposed to redevelop this historic site with the planned Cheboygan Heritage Project and the Cheboygan County Board of Commissioners recognizes the economic and historic preservation impact this project will have on our community; and

WHEREAS, the Cheboygan County Board of Commissioners will advocate and support the Cheboygan Heritage Project's efforts to search for funding through State and Federal agencies.

NOW, THEREFORE, BE IT RESOLVED THAT, the Cheboygan County Board of Commissioners hereby wholeheartedly supports the Cheboygan Heritage Project and the Redevelopment of the Cheboygan Carnegie Library and adjacent property.

A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

NEW BUSINESS

Sheriff Dale Clarmont presented the Jail Addition Change Order: Booking Room and Electrical Panel. This change order is to relocate the new booking control room area within the jail. The originally designed area was to be located in an existing block storage room, which does not provide visibility to the jail area for the employee stationed there to operate the jail cameras and control systems while also being able to process bookings. This area would require two employees to be stationed where only one would be needed if the control room was moved to the current booking area.

The change order also indicates an additional electrical panel in the boiler room for the new addition area. The existing panel does not have enough room to place an additional 400 Amp service and there is not enough room adjacent to the panel to place an additional box requiring additional conduit and wiring to accommodate the new panel.

Motion by Commissioner Newman, seconded by Commissioner Bolinger, to approve a Jail Project Change Order #5 for the Booking Room relocation and electrical panel installation in the amount of \$31,915.59 contingent upon final architect review, authorize any necessary budget adjustments and authorize the Chair to sign.

A roll call vote was taken. Motion carried with 6 yes, 1 no (Commissioner Gouine) and 0 absent.

Straits Regional Ride Director Michael Couture presented the advertising agreement between SRR and Black Diamond Broadcasting. The agreement is for a three (3) year term, from September 11, 2018 through September 14, 2021 totaling \$22,750 over the three (3) year term or \$7,583.33 per year. No monies will be exchanged; SRR will allow BDB to put decals on the rear of all thirteen SRR buses with their radio station logo at BDB expense. NSB will provide radio air time for thirty to sixty second advertising spots on several of their stations promoting DRR at their current air time rates. All materials produced for air time will be approved by SRR Director prior to running on the air. Any costs to BDB for decals, installation or removal will be at sole expense of BDB. This agreement was written and reviewed by civil counsel.

Motion by Commissioner Sangster, seconded by Commissioner Bolinger to approve the SRR and Black Diamond Broadcasting advertising agreement and authorize the Chair to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Gouine commented on the Antrim County resolution opposing the DNR plan to eliminate baiting and the sale of bait. The sale of bait really helps the farmers and it would make it safer for the hunters because they would not be walking around in the woods. Commissioner Sangster commented on a bigger deer population, more vehicle accidents and the concern for the next generation of hunters.

Motion by Commissioner Gouine, seconded Commissioner Sangster to approve a letter in opposition of banning baiting and the sale of bait. Motion carried with 7 yes, 0 no and 0 absent.

BOARD MATTERS FOR DISCUSSION - None

CITIZENS COMMENTS - None

BOARD MEMBERS COMMENTS

Commissioner Johnson commented on the Remembrance of 911.

Commissioner Gouine questioned the progress on the enforcement officer for the Planning and Zoning Department. Administrator Lawson commented that this job opening was out for advertising for at least another week.

Administrator Lawson commented that they did hire a new Plan Reviewer for Construction Code and part of their job description was enforcement with more focus on construction code and area of soil conservation.

Motion by Commissioner Wallace, seconded by Commissioner Newman, to adjourn to the call of the Chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 10:38 a.m.

Karen L. Brewster
Cheboygan County Clerk/Register

John B. Wallace
Chairperson

**Cheboygan County Board of Commissioners
Committee of the Whole Meeting
September 25, 2018**

The Committee of the Whole meeting of the Cheboygan County Board of Commissioners was called to order in the Commissioners Room by Chairperson John Wallace at 9:30 a.m.

Roll called and a quorum present.

PRESENT: Commissioners Karen Johnson, Richard Sangster, Michael Newman, Cal Gouine, Roberta Matelski, John Wallace and Robert Bolinger.

ABSENT: None

Commissioner Wallace gave the invocation and led the Pledge of Allegiance.

Motion by Commissioner Bolinger, seconded by Commissioner Sangster, to approve the agenda as presented. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS

Karen Lagerman citizen of Benton Township commented on the M-33 gravel pit noise. She gave a history of the ownership and questioned what could be done to stop the noise and traffic. Commissioner Wallace suggested that she meet with the administrator.

SCHEDULED VISITORS/DEPARTMENT REPORTS

MSU-E District Coordinator Adam Koivisto introduced himself to the Board. He stated he is housed out of the Charlevoix County Office, but covers all of the offices for MSU-E. He encouraged the Board to contact him regarding any issues that they would like MSU-E to work on for the County or any issues that they currently do programing on and were trying to schedule.

Honorable Judge Maria Barton presented the 2017 Annual Report for the 89th District Court and outlined how her court is saving money for the county. In 2017, District Court decreased their budget by \$8,000 from 2016 and still came in under budget by approximately \$18,000. Every year District Court has come in under budget, saving the county about \$250,000 by managing their finances. One of the ways the court is saving money is through the use of the Polycom system. Whenever they can, they use the Polycom to handle cases. This year they were able to save \$5,300 using this method to hold their hearings. She explained that District Court uses the Polycom when there is a prisoner in another county rather than having the Sheriff's Department run down and pick up the person and bring them back to the jail. Not only is this a cost savings to the county, but it enables the Sheriff's Department to keep their deputies in the county, patrolling and investigating cases, rather than having to leave the county to pick someone up for court. In the last year, District Court has also been very efficient with their case flow management. District Court is required to keep track of its statistics for the State of Michigan to show how efficient they are being. When looking at the number of cases that come into the court and comparing it to the cases that are cleared, the court are clearing 100% of their cases. Also District Court is meeting all of the guidelines set in place by the Michigan Supreme Court, except for one, which is the preliminary examination of each case scheduled within 14

days of the offense occurring. She explained that District Court has never met this because she felt it was an unreasonable time guideline. The revenue that was brought to the court this past year has decreased slightly as compared to 2016 and was down around \$33,000. This is most likely due to the number of cases that generate revenue to the court such as the civil infractions and criminal cases, which were down from the previous year. Monies that is accessed in 2017, was not necessarily collected until 2018, 2019 or 2020. The Sobriety Court within the 89th District currently has 16 active participants in the program. There was a savings to the county of approximately \$23,000 for having people participate in this program rather than spending time in jail due to substance abuse. Revenue generated from the Sobriety Court, the cost to the people in the program was approximately \$6,300. The expenses for the program last year were \$5,400 and the budget was \$12,000. District Court runs the Sobriety Court without any additional funding from the county, state or federal grants, and all programming is done in-house, with the help of Harbor Hall. She stated that the mission of the District Court is to help substance abusers achieve sobriety by providing a structural framework, helping them to be successful and facilitate change in addictive behaviors. She was proud of managing their budget well and being fiscally responsible. Commissioner Matelski congratulated her on saving the county money.

SAYPA Director Juvenile Officer Maria Hesselink presented the 2017 Annual Report for SAYPA. From October 1, 2017 to the present, SAYPA has served approximately 24 youths through the program resulting in 13 successful case closers to date. The remaining youths are either continuing towards completion or are poised to transition out of the program and into the school of their choice. This spring, they had one (1) former SAYPA youth graduate that got their high school diploma from Inverness Academy. The overall recidivism rate of SAYPA students for this past year was approximately 8%. Out of home placement is extremely costly to the county and one of the primary goals of the SAYPA program is to keep youths in the community and avoid this costly out of home placement. Depending on the level of necessary supervision and treatment, the cost of placement is between \$120 and \$695 or more daily for just one juvenile. This equates to approximately \$44,000 per year on the low end and about \$250,000 or more on the high end of the spectrum per youth annually. In the SAYPA program, 92% of youths attending during this time period avoided out of home placement. These are kids that would be placed in lockup facilities or a residential home if it was not for the opportunity to attend the SAYPA program. SAYPA has been able to save quite a bit to the county. Also SAYPA has been working closely with DHHS youth in the SAYPA program recently as an alternative to placement to reduce the potential cost to the county. SAYPA utilized SRR for the transport of juveniles to and from school for the summer program. This year they served 24 youths countywide with an average of ten (10) riders per school day. The SAYPA Bus Aide Position adopted in 2016 has been a really great addition to the program. A new aide was hired this year to replace Miss Judy who took another position in August. Since implementing the bus aide the number of behavior issues from the past has decreased during transportation with no incidents in the 2017-2018 school years. SAYPA continues to have a positive working relationship with SRR. At the start of the 2017-2018 school years, SAYPA was award the Bryne Grant, which fully covered From Decisions to Actions Program and also allowed them to hire a full time SAYPA class room monitor whose main focus is to help youths in the class room setting to correct behaviors and improve academic performance. The monitor was also capable of running the program in her absence, which allowed her to fulfill her duties outside of the school. She has applied for the Bryne Grant again this year in the amount of \$61,500, which would continue to fund the FTTA program as well as continue with the class room monitor position, if received. Each year, SAYPA conducts a nine (9) week summer program. Youths are taken into the community for volunteer work and service which builds character, provides discipline, instills pride to these youths and gets them out into the community. The youths have

a good time and the community appreciates it. This also teaches them some job skills. Projects completed in 2018 included maintaining the Hospice House gardens, assisted the Grand Traverse Conservatory with their new boardwalk project, maintaining the stretch of highway for the adopt the road program, painting the boardwalk overlook at Gordon Turner Park, weeding sidewalks downtown, creating and placement of signs at the community garden, maintaining two (2) recycling locations, refinishing the art room floor at the Wolverine Community School and extensive work at the Fairgrounds for preparation for Fair week as well as well as cleanup after the Fair. The SAYPA program makes such a positive impact in the community. It builds relationships with local organizations and fosters a good repour between the court and the community. This school year SAYPA will continue life skill training sessions, continue substance abuse and job preparedness classes. Also this year, they will be offering moral recognition therapy, art therapy, martial arts and fitness academy and a longer cooking matter nutrients class. Commissioner Sangster stated he appreciated her work.

ADMINISTRATOR'S REPORT

Administrator Jeff Lawson gave an update on a few items. He stated there were a couple of requests for proposals coming in this week for the jail security system to control the doors and intercoms within the jail as well as installing additional cameras to the new and renovated jail areas. Also a mechanic bid for the animal shelter and an Inmate Food Service contract bid, which was coming in on Thursday. As far as the jail and storage building projects, there was a paving delay. The operating engineers for road paving in the State of Michigan are in a labor impasse and this would likely delay the paving of our projects. If this dispute goes on for very long, gravel will be placed in those areas where needed until next spring.

OLD BUSINESS - None

NEW BUSINESS

Financial Director James Manko presented Budget Adjustments – Inter-budget Transfers – Payroll Related. The following inter-budget transfer is requesting a transfer to personal services (payroll) line items: 1) a position in the Prosecutor's Office has become vacant as of September 20, 2018. This has resulted in an opening, which is being advertised for. The position is not expected to be filled until October 8, 2018 or thereafter. The Prosecutor has requested to transfer the savings of \$2,073 resulting from the vacancy from full-time to overtime and fringe to allow the other departmental staff additional hours to keep up with the work load and train the new employee. This budget adjustment decreases the Full-Time expenditure line item and increases the Overtime and Fringe expenditure line items by a total of \$2,073; 2) Straits Regional Ride has three (3) bus driver vacancies that will need to be filled. In order to maintain adequate coverage of the bus routes, staff will have to be rotated around until new bus drivers are hired as follows: move part-time swing driver/part-time office to full-time swing driver and move part-time dispatcher to full-time dispatcher. It was determined that available budget in full-time dispatcher pay classification is insufficient and needs to be adjusted. This budget adjustment decreased Part-Time Dispatchers and Full-Time other Administrative and increases Full-Time Dispatchers expenditure line items by a total of \$7,560.

Motion by Commissioner Sangster, seconded by Commissioner Bolinger, to approve the inter-department budget transfers as presented. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Financial Director James Manko presented the 2018 Salary & Wage - Non-Union General Employees #17-009 – Amendment #8 Straits Regional Ride Full-Time Dispatcher Wage. The original 2018 Salary & Wage Resolution approved on October 10, 2017, listed a part-time dispatcher wage rate of \$11.75 per hour, but did not provide wage rate of a full-time dispatcher. Due to three vacancies, staff will be rotated around to maintain adequate coverage for the bus routes. The plan is to move the part-time dispatcher to full-time dispatcher at a rate of \$13.50 per hour. Discussion was held on wages and benefits.

Motion by Commissioner Gouine, seconded by Commissioner Sangster, to adopt Amendment #8 to the 2018 Salary & Wage Resolution – Non-Union General Employee #17-009 to be effective September 26, 2018 and authorize the Chair to sign. A roll call vote was taken. Motion carried 7 yes, 0 no and 0 absent.

BOARD MEMBER MATTERS FOR DISCUSSION

Civil Counsel, Peter Wendling commented that it has been a while since the county has updated their SWMP, which was supposed to be updated every five (5) years. It had not been looked at until a zoning issue come up at the beginning of last year. He referred to a letter that he had written regarding a review of the plan and how applicable it would be when this came to Planning and Zoning as to land usage relating to the disposal of, transfer of or storage of solid wastes. It turned out that it wasn't particularly helpful at that point. He outlined the Solid Waste Management Plan Amendment.

Administrator Jeff Lawson stated NEMCOG has suggested developing a draft platform language concerning the Board of Commissioner's amendment topics to provide to the SWPC that will provide direction and also allow NEMCOG to develop a quote for their planning costs.

Discussion by the Board of Commissioners continued on the amendment of the Solid Waste Management Plan.

Commissioner Wallace stated that it was the consensus of the Board to move ahead with the establishment of the Solid Waste Management Committee. Commissioner Johnson accepted to be a member on the SWPC regardless of if she was a County Commissioner or she could be a member at-large. Administrator Lawson clarified the formation.

Civil Counsel, Peter Wendling recited the main points to be discussed as follows: How to process new requests for Type A or B transfer stations related to definition, siting, approval and number; whether to license solid waste haulers and enforcement and limit the location of future transfer stations to industrial park areas. The amendment process should also verify existing solid waste disposal facilities and review the fees for siting facilities. NEMCOG would be the planning agency and they would go through with the amendment process. A letter to NEMCOG would contain the focus points discussed today.

Motion by Commissioner Gouine, seconded by Commissioner Johnson to continue with NEMCOG as the planning agency, get a contract bid and send a letter of understating with the focus points as discussed today. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS

Louis Vallance citizen of Grant Township and city property owner questioned on how to get the Drain Commissioner, Cam Cavitt to do his job regarding taking care of the designated drains in the county before winter arrives. He stated he is getting conflicting information from the City and the Drain Commissioner, so he decided to bring this issue to the county. Administrator Lawson commented that they have talked in the past and he would look into the drain situation. As far as drains in the County, there are not any legal county drains in Cheboygan County. The process of maintaining drains goes back to the jurisdictions that would have control over them. This might be where some of the conflicting information is coming from between the units.

BOARD MEMBER COMMENTS

Commissioner Gouine commented that the Drain Commissioner, Cam Cavitt organized the ditch on M-23 between the lake to be brushed out, so maybe it is plugged in again. Since the county was going to have a challenge getting the pavement done this year, he suggested going back to the architect's original plan to just patch it in for the winter. He suggested checking with Spierling or Xtreme Asphaltting to complete the pavement, especially along the roadway.

Commissioner Newman commented that he was very disappointed with the results of the meeting with District #4 Health Department and was not able to come to a consensus on how to resolve the issues. He stated that they have lost two (2) nurses here in Cheboygan County. One of the nurses was providing services to the jail at a great cost savings. He questioned when maintenance was going to cut the grass at the Gold Front. Administrator Lawson stated that it has already been cut a couple of times.

Commissioner Johnson thanked the Board of Commissioner for moving the SWMP forward and hopefully keeping it on track.

Finance Director James Manko updated the Board on reviewing the 2019 Budget and the Salary & Wage Resolution process time line. It was scheduled for Tuesday, October 9th, but would be postponed until the union contracts have been finalized.

Motion by Commissioner Newman, seconded by Commissioner Sangster, to adjourn to the call of the chairperson. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 11:12 a.m.

Karen L. Brewster
Cheboygan County Clerk Register

John B. Wallace
Chairperson

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Ma Deeters Luzerne, MI
September 7, 2018

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:55 p.m.

ROLL CALL

Stuart Bartlett
Earl Corpe
Nick Florian
Lee Gapczynski
Jean Garratt
Kenneth Glasser
Pete Hennard
Patrick Kelly
Rebecca Kwilinski
Steve Lang
Jennifer Lopez

Mark McKulsky
John Morrison
Leonard Page
Sharon Priebe
Corleen Proulx
Patricia Rondeau
Kathleen Vichunas
Dave Wagner
Gerald Wall
Rose Walsh

Excused: Lyn Behnke, Alvin Clarke, Natalie Clarke, Chuck Corwin, Leo Marciniak, Danielle Martz, Lisa Salgat, Richard Sangster, Carol Wenzel

Absent: Dan Gauthier

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Tricia Grifka, Dorothy Pintar, Jim Robarge, Laurie Sauer, Kristina Warner, Val Williams and Sue Zolnierek

APPROVAL OF AGENDA

President Hennard stated that item d. under the consent agenda should be deleted and 2.75% COLA increase should be added as item b. under New Business.

Motion by Earl Corpe to approve the agenda as amended. Support by Sharon Priebe. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Leonard Page led the Board in the Pledge of Allegiance.

John Morrison provided the blessing for the meal.

John Morrison provided reflections

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves.

No public comment.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

President Pete Hennard asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. None being noted – President Pete Hennard stated that the Administrative Consent Agenda including the following items

- a. Approval of August 2018 draft meeting minutes
- b. Receive and file August 2018 Volunteer Community Advisory Groups meeting highlights
- c. Receive and file August 2018 Policy Advisory Council meeting minutes
- d. Receive and file July 2018 Regional Council on Aging meeting minutes
- e. Receive and file August 2018 RSVP Community Advisory Council Group meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read correspondence from the Administration for Children & Families dated August 6, 2018 providing guidance on the requirements for submission of the FY 19 Head Start/Early Head Start grant application and budget.

President Pete Hennard read correspondence from the Administration for Children & Families dated August 6, 2018 indicating approval of the Head Start program request to waive child restraint systems and bus monitors effective for the 2018-2019 program year.

President Pete Hennard read correspondence from the Department of Health and Human Services (DHHS), Office of Inspector General stating that the agency audit report for the period October 1, 2016 through September 30, 2017 was accepted by the Federal Audit Clearinghouse on April 17, 2018.

Motion by Earl Corpe to receive and file all correspondence. Support by Mark McKlusky. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from her Directors Report that was distributed prior to the meeting. Following her report, Lisa raised for discussion future Board meeting locations and possible elimination of the January meeting. Lisa reviewed a cost comparison sheet showing the travel distance between current meeting locations and discussed the timing of the January meeting. Following discussion, the Board members agreed to eliminate the January meeting and look at a few centralized locations to hold the monthly Board meetings.

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses as of August 31, 2018. The report was distributed prior to the meeting

Motion by Ken Glasser to receive and file the Head Start/Early Head Start recorded expenses as of August 31, 2018 as presented. Support by Stewart Bartlett. All ayes, Motion carried.

Program Presentation – Kristina Warner, Operations/Data Quality Analyst, presented an overview of the Community Needs Assessment and distributed a survey for the membership to complete and return. Kristina explained that completion of the survey tool by the membership would help define the scope of the Community Needs Assessment. Kristina asked the members to complete the survey and return it to her as soon as possible.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

The committee met prior to the regular meeting to review and recommend for approval a resolution to accept Emergency Solutions Grant (ESG) funds from Michigan State Housing Development Authority. (MSHDA)

Motion by Nick Florian to approve acceptance of the Emergency Solutions Grant (ESG) funds from Michigan State Housing Development Authority (MSHDA) as presented. Support by Jennifer Lopez. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval the August corporate credit card expenditures in the amount of \$243.10, the June Head Start purchasing card expenditures in the amount of \$19,719.89, the July Head Start purchasing card expenditures in the amount of \$14,984.12, the May-June Wex card in the amount of \$725.73 and the June-July Wex card in the amount of \$6,011.68. The committee also reviewed and recommended for approval the Financial Procedures Manual and the Commodity Supplemental Food Program (CSFP) vehicle purchase in the amount of \$27,153.00. The committee also reviewed and recommended for approval the Agency 990 tax return for the agency year ending September 30, 2017.

Motion by Ken Glasser to approve the August corporate credit card expenditures in the amount of \$243.10 as presented. Support by Patrick Kelly. All ayes, Motion carried.

Motion by Ken Glasser to approve the June 2018 Head Start purchasing card expenditures in the amount of \$19,719.89, the July 2018 Head Start purchasing card expenditures in the amount of \$14,984.12, the May-June 2018 Wex card (gas cards) in the amount of \$725.73 and the June-July Wex card (gas cards) in the amount of \$6,011.68 as presented. Support by Jean Garratt. All ayes, Motion carried.

Motion by Ken Glasser to approve the Financial Procedures Manual as presented. Support by Sharon Priebe. All ayes, Motion carried.

Motion by Ken Glasser to approve the Agency 990 Tax Return as filed for the agency year ending September 30, 2017. Support by Steve Lang. All ayes, Motion carried.

Motion by Ken Glasser to approve the purchase of a 2018 Ram Promaster van from Thunder Bay Dodge in the amount of \$27,153.00 for use within the Commodity Supplement Food Program (CSFP). Support by Stuart Bartlett. All ayes, Motion carried.

Housing Ad Hoc Committee Meeting – Ken Glasser

No meeting. No report.

Membership Committee – John Morrison

No meeting. No report.

Personnel Committee – Steve Lange

No meeting. No report.

NEW BUSINESS

President Hennard stated that a motion indicating that all committee meetings would start at 10 a.m. was made and approved by the Board in December of 2014. Due to the Open Meetings Act and the need to allow for shorter committee meetings as needed, Pete asked the Board to consider amending the motion to allow committee meetings to start any time after 10 a.m. on the day of the Board meetings.

Motion by Ken Glasser to amend the motion from December 5, 2014 to read Committee meetings, as required, will start at 10:00 a.m. or later on the same day of the regular scheduled Board meeting. Support by Corleen Proulx. All ayes, Motion carried.

President Hennard stated that correspondence from the Administration for Children & Families, Office of Head Start approving funding for a Cost of Living (COLA) increase of 2.6% retroactive to February 1, 2018 for Head Start/Early Head Start staff was read, received and filed at the June 2018 meeting. Due to the February 1 date falling in the middle of a two week payroll period it was proposed to increase the 2.6% COLA amount to 2.75% and make the COLA increase retroactive to February 11, 2018 which is the start of the first full pay period in February. The increased percentage would more than adequately cover any compensation discrepancy from February 1 to February 11. It was also proposed that all current NEMCSA employees would receive the 2.75% COLA.

Motion by Mark McKulsky to approve a 2.75% COLA increase retroactive to February 11, 2018 for all employees. Support by Earl Corpe.

Roll Call

Stuart Bartlett, yes; Earl Corpe, yes; Nick Florian, yes; Lee Gapczynski, yes; Jean Garrett, yes; Ken Glasser, yes; Pete Hennard, yes; Patrick Kelly, yes; Rebecca Kwilinski, yes; Steve Lang, yes; Jennifer Lopez, yes; Mark McKulsky, yes; Leonard Page, yes; Sharon Priebe, yes; Corleen Proulx, yes; Pat Rondeau, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Gerald Wall, yes; Rose Walsh, yes.

20 yes, 0 no. Motion carried.

All ayes, Motion carried.

The October Board meeting will be held at Audie's Restaurant in Mackinaw City, MI on October 5, 2018.

Motion by Earl Corpe to adjourn the meeting at 2:11 p.m. Support by Sharon Priebe. All ayes, Motion carried.

Date Prepared: September 7, 2018

Date Approved: _____

Board Secretary

Date

**CHEBOYGAN COUNTY MILLAGE
APPROPRIATION COMMITTEE
September 28, 2017**

The meeting was called to order at 9:00 a.m. in the Cheboygan County Commissioners Room by Commissioner Gouine.

Roll called and a quorum present

PRESENT: Commissioner Cal Gouine, Michael Newman, John Wallace, Administrator Jeff Lawson, Finance Director Kari Kortz, and County Clerk Karen L. Brewster

ABSENT: None

Motion by Commissioner Gouine, seconded by Commissioner Wallace, to approve the Millage Appropriation Committee minutes of February 3, 2017. Motion Carried.

PUBLIC COMMENT – None

OLD BUSINESS - None

NEW BUSINESS

The Wawatam Area Senior Citizens request from the Senior Millage Fund for 2018 was \$59,891. Dianne Paquet Treasurer of Wawatam Area Senior Citizens commented that she was brand new to this and invited the Board to attend the center. Administrator Lawson stated that it has been pretty standard the last couple of years with the appropriate requests between the two counties.

Motion by Commissioner Newman, seconded by Commissioner Wallace to recommend to the full Board to appropriate \$59,891 from the Senior Millage Fund to Wawatam Area Seniors, Inc.. Motion carried.

The 2018 requested amount for MSU-E Project Fresh from the Senior Millage Fund was \$8,000. Administrator Lawson stated Senior Market Fresh provided low-income seniors over 60 with coupons to purchase fresh fruits and vegetables from farmers markets. Lowell Beethem from the Farmer's Market stated that the vendors and seniors love the coupons, which helps the farmers and it was a great program.

Motion by Commissioner Wallace, seconded by Commissioner Newman to recommend to the full Board to appropriate \$8,000 to the MSU-E Project Fresh. Motion carried.

Gail Tinker Executive Director of CCCOA stated that as the population continues to age, services would need to grow with the demand. Over the past years, the CCCOA had taken the lead in providing these services to the area's senior citizens and was looking forward to continuing their work. Administrator Lawson stated that this year the Wawatam parking lot was seal coated. There was the possibility of seal coating the Cheboygan Senior parking lot next year, but there were some drainage issues to be addressed. Also built into this budget was maintenance on a couple air conditioner units. Ms. Tinker stated that the building was in excellent condition, but some of the equipment was aging after 40 years. Commissioner Newman commented that he was the Board Liaison for this committee and complimented Gail Tinker on running an excellent program. It was a great group to work with.

Administrator Lawson questioned if she had heard from NEMCSA about any of the budget being delayed and what kind of affect this might have on them. Ms. Tinker stated according to the Director of NEMCSA, they have not heard anything and probably won't until Washington approves its budget. The CCOCA could be facing some heavy cuts if the President decides to cut the women, children and senior programs, which seemed to be the way that he was going. The whole food delivery service, which the county relied on heavily, would suffer. As would the Medicaid and Medicare programs, which was an excellent program and helps seniors to find alternatives for prescription drugs. She didn't know if it would affect them and would just have to wait and see.

Motion by Commissioner Newman, seconded by Commissioner Wallace to recommend to the full Board to appropriate the \$560,975 from the Senior Millage Fund to the Cheboygan County Council on Aging. Motion carried.

Motion by Commissioner Wallace, seconded by Commissioner Newman to adjourn. Meeting adjourned at 9:15a.m.

Karen L. Brewster
Cheboygan County Clerk/Register

REGULAR CITY COUNCIL MEETING
August 14, 2018

The Regular City Council Meeting was called to order by Mayor Bronson in the Council Chambers at City Hall at 7:00 p.m.

Roll Call:

Present: Bronson, Temple, King, Riddle and Kwiatkowski

Absent: Couture and Lavender

Councilman King moved to excuse Councilman Lavender and Mayor Pro Tem Couture; supported by Councilwoman Kwiatkowski. Motion carried, with Councilwoman Riddle voting no stating we are elected to represent Cheboygan and that should be our number one priority.

Mayor Bronson led the Pledge of Allegiance to the Flag.

Public Comments:

- Mr. Richard Lemorie introduced himself stating he has some concerns he would like to have the Council address, asking is the DDA taking funds out of the Library. City Manager Eustice replied they no longer capture Library funds; however, they did at one time but that changed last year. He said he was asking because he checked with the State and it is illegal.

Approval of Agenda and Receive and File all Communications:

City Manager Eustice commented there is one addition to the Agenda which is 9-D, noting the DDA has been working on amending the Development Plan, which is basically their master plan for projects. A committee was formed and has completed the additions and changes to that Development Plan and we need to have a Public Hearing to present that and there has to be at least a 20 day notice, so we cannot have the Public Hearing until September 11 to review the new Development Plan and we need a motion tonight to schedule that Public Hearing.

Councilman King moved to approve the Agenda, with the addition of 9-D, Consideration to Schedule a Public Hearing for Tuesday, September 11, 2018 at 7:00 p.m. for Consideration of Adoption of Amended Downtown Development Authority Plan and receive and file all communications; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

- **Prepaid Bills and Disbursements for the Month of July 2018.**

Councilman King commented he sees a lot of the expenses were Music Fest, asking if everything has been taken care of for that event. City Manager Eustice replied he thinks for the most part. Clerk/Treasurer Brown there are a few more that just came in this week. City Manager Eustice asked Ms. Guenther if she has final figures on this event. Ms. Guenther stated she is waiting on one bill for the porta potties, but it looks like we cleared about \$2,000.00. Councilman King commented it looked like the turn-out was down. Ms. Guenther replied it was down this year by about 500 people. City Manager Eustice stated Friday night was somewhat disappointing but it could have been the weather which was a little cooler.

Mayor Bronson commented the Report used to be numbered and it is easier for the audience to pick out a line. Clerk/Treasurer Brown stated she will do that.

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Ms. Trudy Lofgren inquired on check number 28990 to Otis Elevator, asking how often an elevator full-load test is done for \$3,985.00. Mayor Bronson commented every three years and it is a State required weight test. Councilman King questioned the debt payment on the Zamboni asking if this is paid in full yet. Clerk/Treasurer Brown stated it is not paid in full yet and she does not know the amortization schedule but will get him those numbers. City Manager Eustice commented it may go to 2020. Councilman King asked if this is a yearly payment. Clerk/Treasurer Brown said she thinks it may be quarterly, noting a lot of them are set up with quarterly payments. Councilman King stated he has had a lot of questions the last couple of weeks lately concerning the Rink and he is trying to get an idea of numbers and what is going on.

Councilwoman Riddle moved to approve the prepaid bills and disbursements for the month of July 2018 in the amount of \$2,026,779.94; supported by Councilman Temple. A roll call vote was taken; motion carried unanimously.

▪ **Unpaid Bills and Disbursements for the Month of July 2018.**

Mayor Bronson inquired on the bill from John E. Green Company for A/C repair for the Opera House asking if this is for the side that was not done, wondering if they are now fully air conditioned. City Manager Eustice replied both air conditioners were down as there were significant issues with them, which are located on the roof. The duct work has not been fixed. He went on to state they are 1983 air conditioners and were put in during the renovation of the Opera House and thinks they will fine for another year or two, but we will need to look at replacing those units. Mayor Bronson said with the duct work not being done, does this mean it is not getting cool air on one side of the room. City Manager Eustice replied yes, noting some of the duct work was repaired that they could get to, so they are getting a little bit of air on the north side, but still some of it is going into the wall. He stated it has been pretty effective during the hot days where there were programs in there. We still need to repair it along with the roof, noting Doyle is ready to go as far repairing the roof, at least above the elevator. We can't get a mechanical contractor to partner with them to repair the duct work. They may have Ballard's Plumbing & Heating who is doing the County Building right now. Initially Werner's was going to do the repair of the duct work but told us in the spring they could not do it because they just had too much work and not enough manpower to do. They got Ballard's to agree to do it, but they just did not have the manpower. City Manager Eustice went on to state we are waiting for John E. Green to give us a quote. They may have some available time and manpower to do it, so it may be done yet this fall. Councilwoman Riddle asked if there has been any inquiry into what it would cost to replace the air conditioning system. City Manager Eustice said no, but John E. Green Company said those units at today's cost are probably in the \$12,000.00 to \$15,000.00 range each. Councilwoman Riddle asked if we have any kind of schedule for replacement. City Manager Eustice replied no; we don't have anything earmarked for this, noting there is a Building & Grounds line item in the Budget that could pay for that, but there would probably have to be something else we push out to do that. According to John E. Green it is not something we have to do immediately and believe these units will be fine for next year, but is something we should plan on, get bids/quotes on. Mayor Bronson asked if we can mark money to put aside for that. City Manager Eustice replied absolutely. Councilwoman Riddle said it would be good to have that as a line item because it is something that does affect the running of the Opera House and performances.

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Mayor Bronson commented the air conditioner units don't work on a schedule of when to break down. City Manager Eustice said according to John E. Green the life of that type of unit is about 35 years, explaining significant repairs were made to the units; i.e. Freon leak and oil leak.

Ms. Trudy Lofgren questioned the bill from Rahmberg Stover and Associates for an Organizational Analysis for the Council, asking if that report is available. Councilman King replied he was going to bring that up in his report, stating they are having some issues with the time limit of that hoping to have the results back by June 1. The Committee is pretty upset with the feet dragging going on and they will be looking to get some of the cost knocked off it, stating he would still like to see the actual written Contract he gave the City because it was his understanding it would be done in 90 days. He went on to state he put aside quite a bit during his day to help him on it.

Councilwoman Riddle moved to approve the unpaid bills and disbursements for the month of July 2018 in the amount of \$56,783.79; supported by Councilman King. A roll call vote was taken; motion carried unanimously.

Department, Board and Commission Reports:

■ **Planning Commission Meeting, June 18, 2018** – City Manager Eustice said he does not really have anything to add to this, noting they are working on the Master Plan. There was a meeting in July but the minutes have not been prepared yet. He stated he does not think the Commission needs any more than two more meetings to look at the Master Plan and get it prepared to have a public hearing for approval. The Master Plan is another step in the Redevelopment Ready Communities that we need to have and we are trying to get to that designation/certification as soon as we can. Councilwoman Riddle commented there was quite a bit of discussion about the proposed alley vacation, stating the Council has not gotten a report back from the Planning Commission. City Manager Eustice noted the individual that requested the alley vacation sold his home and never went through with the alley vacation, so this is something that is not going to be done. Councilwoman Riddle said some of the concerns about some of the comments made is that there are encroachments all along that particular alley, as she is sure a lot of alleys in town have been encroached upon because they are not actively being used. Her feeling is if an alley is not being used for an alley and it is being used so much as private property, then divide that alley up and put it on the tax roll so the person who is actually using it is actually also being taxed for their use. Just leaving it the way it is, it is not fair to the rest of the City. If it is going to be used for an alley, use it as an alley; if it is going to be used for private property treat it as such. City Manager Eustice stated often times Planning Commissions and Councils don't like to vacate roads and alleys, but they are reversible by Council action. Councilwoman Riddle stated there are some alleys that have lines down them; perhaps it is Palmyra that has a right-of-way situation happening there. She thinks we are maintaining those unused spaces because it gives us access to underground lines that we have to get access to. She thinks this is something we basically have to kind of look at. City Manager Eustice stated we have vacated alleys that have utilities in the alley and we retain an easement. Consumers Energy has some easements in our alleys for electricity. Councilwoman Riddle asked if this is something Mr. McGovern can look at to see what alleys are not being used or dead-end alleys and try and get a reading on where we are in those things. City Manager Eustice replied sure. Councilwoman Riddle said we are doing a lot of

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clean-up and making sure that everything is the way that it should be and this is another thing we need to look at. Councilman Temple questioned the alley vacation could be reversed, asking how it can be reversed if someone builds a garage. City Manager Eustice answered you cannot build on a vacated right-of-way. Councilwoman Riddle asked why do we have buildings on alleyways that are not vacated. City Manager Eustice replied those situations were done without zoning approval or building code approval and in some cases they had zoning approval and built it in the wrong spot. You are not legally supposed to build in any right-of-way, even if it is vacated. You can be taxed for it and can use it, but you should not put a building on it. It is done everywhere in this City and many cities. Mayor Bronson commented there are a lot of issues, including lot lines that are off noting people built their houses on someone else's property. City Manager Eustice noted the City had to replat an area between Mackinaw Avenue and First Street because of that. He went on to state the City also had the trail surveyed, which they were considering purchasing from the Straits Corporation that ran from State Street, across First Street, and down to Lake Street (behind Bernard's) and that is a 100 foot right-of-way and people did not realize that so there are encroachments all along that trail into the right-of-way. The City was going to cure all that because we only needed 14 feet for the trail so we were just going to quit claim the property to the people that had encroachments, but we never purchased the property. Mayor Bronson said it is not available for sale now. City Manager Eustice answered the Straits Corporation would sell us that trail but they want to sell the City of Cheboygan every piece of property they have in the City as a package deal and they want \$200,000.00. They have multiple lots and trails in the City, but is not worth \$200,000.00.

Mayor Bronson said there was one comment regarding condensing the minutes, stating his opinion is that is the only information he gets from that Planning Commission is from the minutes. If it is a condensed version he is not seeing the discussion. He thinks in the past the instructions from Council were to have the fuller minutes rather than condensed. City Manager Eustice replied exactly, noting the DDA has talked about this, but Council wants to see a more detailed account of those meetings. Mayor Bronson said if we could go at it in a different way and still get the information he is not opposed to that. City Manager Eustice stated we do have an audio tape, but it is so much easier to have a hard copy of the minutes. Councilwoman Riddle commented we don't keep the audio tape for that long, asking how long we do keep them. City Manager Eustice replied we do keep them and does not know if we ever got rid of them since we have used this system. Mayor Bronson questioned having a software solution where you could have it listen and write. Councilman King said there is but he is thinking about the music and a lot of interpretation of the dialect and thinks if someone is going through and fixing that it is going to be a while.

Resolutions:

Consideration of City Council Resolution Supporting the Carnegie Library Redevelopment and the Cheboygan Heritage Project – Mayor Bronson said this was talked about providing at the last meeting. City Manager Eustice noted Ms. Mary Hebert did a presentation of the Cheboygan Heritage Project and the Carnegie Library, adding she now owns the adjacent house and storage building. She is going to work on developing the whole triangle piece, preserve it and help it grow for the future. Council suggested a Resolution of Support for the Project.

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Councilman King moved to adopt the City Council Resolution Supporting the Carnegie Library Redevelopment and the Cheboygan Heritage Project; supported by Councilwoman Kwiatkowski. A roll call vote was taken; motion carried unanimously.

General Business:

■ **Consideration of Reappointment of Kenneth Sheldon to the Parks & Recreation Commission, Term to Expire July 1, 2020** – Mayor Bronson asked if Mr. Sheldon is still willing to serve and if his attendance has been good. City Manager Eustice replied yes, noting he has been a long-standing member.

Councilwoman Riddle moved to reappoint Kenneth Sheldon to the Parks & Recreation Commission, term to expire July 1, 2020; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

■ **Consideration of Reappointment of Michael LaLonde to the Parks & Recreation Commission, Term to Expire July 1, 2020** – Mayor Bronson asked the same questions he had regarding Mr. Sheldon. City Manager Eustice commented Mr. LaLonde has been a regular attendee of the meetings and certainly is willing to continue serving. He noted that both Mr. Sheldon and Mr. LaLonde have some background in the Cheboygan Hockey Association and are good members. As Councilman King will talk about later, we need to focus on how the Ice Rink/Pavilion is going to operate in the future and thinks Mr. LaLonde and Mr. Sheldon can help. When he attended the Hockey Association meeting last night, there were probably 40 people in attendance, and they have some concerns about how the City is going to manage that facility going forward. There are some minor rumors that the City is going to close the Rink, but as he looked around the room no one in attendance has ever been to a Recreation Commission meeting or a Council meeting, nor was there any City parent in the Hockey Association that sits on the Recreation Commission. If we have an opening, we ought to entertain a Hockey Association parent to sit on the Recreation Commission. He also told the Hockey Association that last night. City Manager Eustice then stated there is a Recreation Commission meeting tomorrow night and he asked members of the Board and parents to be in attendance at that meeting.

Councilwoman Riddle moved to reappoint Michael LaLonde to the Parks & Recreation Commission, term to expire July 1, 2020; supported by Councilman Temple. Motion carried unanimously.

■ **Discussion – Michigan Main Street Application for Select Level –**

City Manager Eustice stated Ms. Kirsten Guenther, Downtown Enhancement Administrator, and Mr. John Costin, who is our Chairman of the Michigan Main Street Committee will speak on the Program and give us an update on what we need to do going forward.

Ms. Guenther said they want to give Council an update on the Program since the City was admitted into the Associate Level in 2017. The next step is to apply for the Select Level and to do that we have a couple things we need to get in place. Before she talks about that she wants to give an update on everything they have done thus far. She informed Council they meet every other Wednesday in the Council Chambers and she e-mails the Council the minutes from

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those meetings so they are kept informed. From the Steering Committee there are five sub-committees. Some of those Committee Chairs and community people are here tonight. The Communications Team has come up with a monthly calendar and you will see those calendars in any of the downtown restaurants on the tables, as well as in stores and banks for people to take. Another thing the Communications Team is going through is a new website development, as well as a brochure to highlight the highpoints of the Main Street Committee and what our efforts are. Ms. Guenther went on to state the Design & Beautification Committee is probably the one Council is seeing the most of because that has been very active this summer. This group has come up with a silhouette bike rack design that has been purchased and they are going to be installed next week. Also, the circular racks have been refurbished and painted the same blue color as the wayfinding signage. Ms. Guenther then stated other things the Design & Beautification Committee has done is collaborate with Seedums Garden Club to plant flowers in the planters in Festival Square. The Seedums Garden Club purchased the flowers on Main Street and then three businesses donated the money to fund the ones on Huron Street, which were Judicial Management System, Mulligans and Nauti Inn Barstro and about a \$400.00 commitment for the flowers. A new addition to Festival Square was some really pretty flower pots along the Bunny Wall side of Festival Square; we had a pot drive for two days in June and those pots were donated and Mr. Vince Lumetta, who is our Design & Beautification Chair crafted the wooden planters and we placed three pots per planter, which are screwed down. The flowers were then donated by Pat's Posey Patch. This was a huge community effort. The funding for the materials came from the excess from FallFest. Ms. Guenther then mentioned the FallFest is an inaugural event of this Events Committee. They are looking for events that may be fundraisers for the Main Street Project and they are also looking at amping up more events. This is a working Committee and will be a collaborative effort with their first meeting next Tuesday. Ms. Guenther went on to state another Committee is the New Business Development Committee and in June they held a Real Estate Open House, which was a very powerful event to have, and because of that event we have some properties that were vacant that are no longer vacant. They will be doing another event either in the fall or early spring. Additionally, this group is coming up with a new business information resource packet to send out to all of the new businesses that will include sign permit regulations, who to call if there is a problem with their water, etc. Ms. Guenther went on to state the last Committee is Historic Preservation and Mary Hebert is the Chair. This Committee is in the process of completing the giant inventory of property information within the Main Street boundaries. This is one of the most important pieces of the Main Street application for the Select Level. They are about 85% done with the help of Ms. Mali Thomas.

Ms. Guenther went on to inform Council a big part of Main Street is volunteerism and Bring It Cheboygan is the volunteer arm of this whole Program and to date they almost 400 e-mail addresses and phone numbers of people that are ready and willing to volunteer, and a lot of them are in the audience. She reached out to them for the Music Festival and had over 30 Bring It Cheboygan volunteers.

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Ms. Guenther then introduced Mr. John Costin who will speak on the funding plan because in order to apply to the Select Level there are two dates involved; September 7, 2018 the City has to provide a Letter of Intent to the State saying that we are formally applying for the Select Level. After the State receives that Letter then they will call and schedule a site visit to see what Cheboygan is all about and what our strengths and weaknesses are. From there we then have a deadline for the Application, which is December 7. After that point we would then go on to a stage and make our formal pitch/presentation and then we would know in February or March if we are selected. They only select three communities; right now there are five that could apply. We have a really good chance.

Mr. John Costin commented he is the Chair of the Steering Committee and as Ms. Guenther mentioned many of the task force team leaders are working for Main Street and he would like to publicly say what a great team they are and what great work they are doing. The fact that we have a volunteer force of 400 people which is remarkable for a community the size of Cheboygan. Obviously they are not all active all the time but when we need people they step forward. He then stated they have been working for the last year and one-half as an Associate Member for Main Street and the next level is the Select Level and he thinks we have an excellent chance of being accepted. It is not automatic and not something where you fill in a document and turn it in and do a presentation. You actually have to earn it and show that you have the resources, the team and the backing of the City Council to actually move forward. Once you are, in fact, at the Select Level, a lot more additional resources become available to Cheboygan, so there is a reason to want to get to the Select Level. We want those resources that come free of charge. One key element of becoming a Select Level Main Street Organization is that you show you can actually raise money because raising money is a bit of a challenge. We, as a team, believe that we do have the resources and the opportunity to raise \$20,000.00 or more as our Main Street Committee and they want to come with that funding program to the City Council at the next meeting. Mr. Costin went on to say they are trusting and hoping that the City Council support them in the way the community is for making sure that Main Street Cheboygan is a thriving and developing neighborhood. They truly believe they have momentum and hope the Council feels it. The Committee thinks it is very, very visible but, of course, they are very close to it. For the time being he is asking Council to please consider that the Committee wants to come back to Council, they want Council to write a letter of endorsement that we actually have to submit by the 7th of September and they will do everything in their power to get Council all the information they need prior to Council having to write that letter. Mr. Costin then asked for any questions.

Mayor Bronson commented that a year ago we had 16 empty storefronts on Main Street and at the beginning of this summer we had 6. City Manager Eustice commented this was in a four block area. Mayor Bronson stated this is a testament that we are seeing some positive movement. Mr. Costin commented there is a lot of really good results for the properties that are for sale or lease. Some of them are still in the process of going through, but there is a lot of interest. The change in ownership is promising because the new owners want to do something quickly and immediately. Mayor Bronson asked if there needs to be a public hearing for the

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Letter of Intent or is this something that the City staff writes and presents to the Council for a resolution. City Manager Eustice stated yes; it needs to be done at the next meeting and approved by a motion of Council; no public hearing is required. He clarified it is basically a pre-application and has to be in September 7th. Mr. Costin commented it shows the City's intent. There is another phase in December and they, as a team, have to make a presentation in March to the National Main Street Committee and they will need to be very, very creative because they don't want the application to be rejected. They have looked at some of the prior presentations and people did an excellent job and they did logos and team shirts and chants and all sorts of things and Mr. Costin thinks we have the resources to do that. Mayor Bronson asked with the next level what the City needs to have prepared. Do we need to have the Master Plan ready? City Manager Eustice answered for the Michigan Main Street we do not. We have to have the Master Plan to be redevelopment ready certified, which would help us. If we could get that designation prior to the application in December, that would be a bonus without a doubt. Mr. Costin asked if we are close to it. City Manager Eustice replied yes.

Ms. Guenther commented the Redevelopment Ready Communities Program (RRC) mirrors the Main Street Program, which is why they changed their wording. We were originally in the Michigan Main Street Program Associate Level and now we are considered engaged, which is exactly what we are with the RRC Program. They mirror each other and work hand-in-hand together. One of the questions in the Application is how far we are in the RRC Program. Councilwoman Riddle asked how far are with the RRC Program. City Manager Eustice said he thinks we are fairly close and would say we are at 75% to 80% of the policies and procedures that we need to complete. The Master Plan is the big one; we need to get that approved before we get certified. Many of the plans that are required, like the Capital Improvement Plan and new Zoning Ordinance, which is on-line, are things that they requested be done. Actually from a customer service point of view the credit cards was a line item they wanted to see be done and that is in place. We are pretty close and we have a Public Participation Plan that still needs to be approved, but it is completed. We have had public participation, which they like to see. We had a public forum at the Opera House and we sent out surveys to the public and so forth. City Manager Eustice went on to state much of the tactical things are complete. Councilwoman Riddle asked what our deadline is with the RRC and would assume it would be December and in place before the Main Street. City Manager Eustice answered if we get it done; we have to go through an audit process also and they do an actual investigative process and it is going to be tight to do that but we don't have to be RRC certified to apply for the Michigan Main Street but it would certainly be beneficial. There are certain communities that are RRC certified, like Traverse City and Petoskey, that aren't applying for Michigan Main Street, but may eventually. Councilwoman Riddle said it would be nice to have the RRC in place.

Mayor Bronson inquired as to what we are fundraising for. Mr. Costin replied one would be for the leader of the Main Street Program to a full-time employee of the City. Mayor Bronson stated that has been sort of a hiccup as to where the funding source for another full-time position. He then asked if the DDA has talked about this and helping with the funding of that.

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City Manager Eustice replied yes. Mr. Costin stated there are more discussions to have with the DDA and he would not say it is all tied up yet, but certainly when they come with their funding plan and make a large contribution towards the cost, they feel certain that the DDA will actually be behind it. Mayor Bronson asked if Mr. Costin has estimates of what the cost would be. City Manager Eustice replied roughly; it is a position that is going to be in the \$50,000.00 range for a salary and then there would have to be benefits attached to it, so it would be a \$70,000.00 cost. Mayor Bronson said he is thinking when they talk about this at the next meeting the Council would like to have some more information because he thinks that is where we are going to have some difficulty. City Manager Eustice agreed. Ms. Guenther commented Council will have the Fund Development Plan at the next meeting. City Manager Eustice stated if we get to the Select Level in March, once we make the pitch, we do not immediately have to hire somebody as they will give you a little bit of time and we can always back out of it at some point if it does not look like we can fund it. He thinks we need to move forward to get to the Select Level and we may not get approval. Mayor Bronson stated he wants to be prepared when Council has this discussion that they have answers to questions that are going to come up. Councilman King commented he has seen in the past from working with a lot of non-profits and volunteering is you get momentum and then it kind of dies out pretty quick. He commended the Main Street Committee and DDA for working together on this because his biggest concern was getting the stakeholders of our community that want to be a part of this and it is really optimistic at this point. Councilwoman Riddle stated one of the reasons we want to go forward for the Select Level is the momentum is going and we don't want it to stall. Mr. Costin commented Councilwoman Riddle has a really good point; why would we want to stand still with all the work they are doing. They want to progress and have great ideas for Cheboygan and we want to see them fulfilled. He reiterated there are a lot of resources that come with the Select Level that either come automatically or by request. Mayor Bronson stated part of that is evidenced by the hardware building that he believes came from this program and we have better access to advertising those kind of properties. City Manager Eustice replied sure. Mayor Bronson then stated at the next Council meeting there will be Resolution for Council in order to get the application there by September 7.

▪ **Consideration to Schedule a Public Hearing for Tuesday, September 11, 2018 at 7:00 p.m. for Consideration of Adoption of Amended Downtown Development Authority Plan-** City Manager Eustice stated for the record the DDA formed a sub-committee to review the Development Plan, noting the other part of the Plan is the Tax Increment Financing. The Development Plan deals with projects the DDA would like to work on and unless those projects are in the Plan you can't get grant funding. We have about six new projects that we want to put in the Plan, one of which is the Michigan Main Street Program. In order to amend the Plan we have to have a public hearing and the Statute requires the Public Hearing be noticed 20 days out and posted in 20 inconspicuous places in and around the City. It is kind of a detailed process and we cannot schedule the public hearing until the September 11 meeting because of the 20 days requirement. City Manager Eustice went on to state they are requesting to schedule the public hearing and let the public view the new Development Plan and ask questions. The Council will see the Development Plan prior to the public hearing. Councilwoman Riddle asked what is in the Plan on Gordon Turner Park. City Manager

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Eustice replied there is actually quite a bit in the Plan, including an open-air pavilion that has been in the Plan for some time. Councilwoman Riddle if there is anything regarding the boardwalk leading up to the Park, which is unsafe and in disrepair. City Manager Eustice asked if she is talking about the boardwalk that goes out into the marsh. Councilwoman Riddle replied along Durocher's. City Manager Eustice noted that is in the Plan but the City is going to repair it because it is something that just needs to be repaired, not redeveloped. She then inquired about Project Playland. City Manager Eustice replied this is in the Plan along with equipment and improvements. Councilwoman Riddle said she just does not want it overlooked because it is a nice area for a lot of people being right at the end of Main Street. Councilman Temple asked if it is in the Plan in the near future or in the next ten years. City Manager Eustice stated it is in the DDA Development Plan until it is removed. Councilwoman Riddle added or until we get the funds to do it. City Manager Eustice explained once the Plan is approved, the DDA will then prioritize what they want to work on and fund. Mayor Bronson commented some of that follows grant money; when grants are available things get moved up in the list, but they have to be on the list to be considered. He thinks some of the things have been in the Plan since the DDA was formed like the open air pavilion. Councilman Temple said the trouble is things keep going ahead of it, adding it is the busiest place in Cheboygan in the summertime. City Manager Eustice stated the Park is a very valuable asset to our community and we need to promote it more. Councilman King commented on the nice newly paved road to the Park. Councilwoman Riddle stated if we had the trail go all the way down to Gordon Turner Park that would make the Park accessible in the wintertime and year round. An event could be planned in the middle of the winter benefiting snowmobilers. They would not have to go on the roads; they would be on trails and it could be a pretty nice event.

Councilman King moved to Schedule a Public Hearing for Tuesday, September 11, 2018 at 7:00 p.m. for Consideration of Adoption of Amended Downtown Development Authority Plan; supported by Councilwoman Kwiatkowski. A roll call vote was taken; motion carried unanimously.

City Clerk's and Treasurer's Comments: Clerk/Treasurer Brown stated she reached out to the auditors this past week and we have a tentative date for the audit, being the last week of September and will let Council know when that is firmed up. It is still being discussed right now. She noted the Primary Election went really smooth thanks to Deputy Clerk Gahn, adding Deputy Clerk Sanders was there helping out, too. Councilman King asked for the total number of people who voted. Clerk/Treasurer Brown stated there were about 615 voters in Precinct 2 and a combined total of about 800 with all three precincts. City Manager Eustice commented Precinct 2 is about 80% of the voters (being the center of the City of Cheboygan), with Precinct 1 and 3 being combined with a Township for a County Commissioner District. Councilman King inquired as to equipment failures. Clerk/Treasurer Brown explained we had new equipment for this election and had one tabulator go down, but luckily the County had one back-up so we were able to swap it out pretty early in the morning, so it did not impact the voters at all because the new ballot boxes have a slot to slide in the ballots where you can pull them out later with two people and run them through the tabulator.

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City Manager's Report:

▪ **Thank You from J35 North American Championship** - City Manager Eustice said Council should have a thank-you note from Mr. Dean Fitzpatrick of the J35 North American Championship (Sailboat Race) held in July, the same weekend of the Music Festival. Unfortunately he was not here because he had a death in the family and could not attend. He did a lot of work to put that event on and sent the thank you. There was an award ceremony in the Opera House on Sunday of that weekend, which was attended by 60 to 70 people. The attendees were impressed with our community and the cooperation and help they got. They love sailing in this area, noting they were delayed for the ceremony on Sunday somewhat because of the wind. It was very much appreciated and does not know if they will be back next year, but they will be back in two years for certain. City Manager Eustice stated they were impressed with the activity going on in and around the City. He then informed Council that Mr. Jim Miller who helped put this together with Mr. Fitzpatrick is a good friend of Ms. Mary Hebert's.

▪ **Huron Street Project** – City Manager Eustice reported the Huron Street Project is still being worked on, noting if everything goes okay they will begin paving tomorrow, put a couple of coats on, and probably will not topcoat it until next Monday or Tuesday. He hopes the project will be done next week and out of the way. City Manager Eustice then informed Council even with the extension we are under the bid by Wilkinson, but we will use all of the grant funding. Councilman King said he was curious by the corner of Bishop and the lumber company asking if we ran into something underground where they had to be concrete poured into it. City Manager Eustice replied there were a couple issues there but mainly it was the storm sewer, but in front of Bernard's they had a sign that was basically in the right-of-way and they wanted it out anyway, but there was probably 14 to 18 inches thick of concrete that was about 8 feet x 12 feet underground so it took a couple days to get it all out of there. Closer to Mackinaw Avenue and First Street they had trouble with the storm sewer and had to dig it up a couple times. Also, they had an issue at Speedway because we thought Speedway was getting their water from State Street (back of building) and when they turned off the old water line and turned on the new water line, Speedway lost water. This had to be dug back up to put in a lead to Speedway off the new water line. He then noted most of the pipes sticking up were storm sewers. Councilman Temple said they have some big holes they just dug closer to Mackinaw Avenue, but wondered if there is going to be enough time to compact that so down the road we don't get dips in the blacktop. City Manager Eustice stated he is not sure why they dug it back up, unless they are backfilling it again and compressing it down as far as they can. Councilwoman Riddle asked if that is why they put water on it, too. City Manager Eustice answered that does help.

▪ **Drop Off Site for Brush & Leaves, etc.** – City Manager Eustice informed the Council we are having an issue with our service we provide for brush and leaves, etc. Our taxpayers, citizens and business owners can take tree limbs, brush and so forth in behind the DPW facility, which is fenced in and it used to be left open. A couple of weeks ago we decided to close it other than during business hours (7:00 am to 3:30 pm) because we were getting a large of garbage in there, i.e. sofas, mattresses, etc. after hours. We still have an issue with so much brush, which we will remove to the Lincoln/Eastern Avenue site, but even after we closed the after-hours (gates open during the day) we had so many people bringing in brush to that site and not all of them are City taxpayers. We are getting contractors that are doing brush work outside the City. City Manager Eustice went on to state we still want to provide that service

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but it has just been a nightmare. We have not had a lot of wind and do not know why it is so much different this year other than more and more people know that they can clean brush there, not just City residents. They think a lot of people outside the City are bringing brush there. DPW Director Karmol and he talked about this today about how to manage it better because we can't put somebody there to check and see if they are a City resident all day long. Councilman King inquired about a security camera. City Manager Eustice replied that was DPW Director Karmol's suggestion and a note there is a surveillance camera and if you are not a City resident or citizen it is a \$1,500.00 fine for dropping brush. Councilman Temple stated the problem with 7:00 am to 3:00 pm that is when most people work. City Manager Eustice said he knows there are citizens that utilize that service after 5:00 p.m. Councilman Riddle stated there was a lot of brush out behind the facility and DPW Director Karmol said they chipped or were going to chip a lot of it down and they have used that at the Community Garden. She asked if there is enough where it needs to be chipped. City Manager Eustice said yes, but right now there is so much it has to be moved as it is a hazard back there right now. You can't get to well 7 & 8 very easily and we need to get it moved out of there. One of the issues was we had a problem with the front-end loader and it may be fixed today, so we did not have a loader to load dump trucks to get it out of there. City Manager Eustice noted the City does not have a chipper. Councilwoman Riddle said she is going to contact Dodd's Tree Service to see if they will dump one of their chipped loads at the Community Garden, which makes it a good place for some of it to go to keep it from behind the DPW. City Manager Eustice informed Council he and DPW Director Karmol are going to work on how to manage that service because it is a service that many citizens like to use. Councilman King said he still thinks having a camera there would stop a lot of people. Councilman Temple said the drop off ended down where it is at because the City had a spot on Eastern Avenue closer to Vanyea Road and then people starting throwing washing machines and everything else in there so they had to move it. City Manager Eustice said we need to do something to manage it better because what will happen if we don't provide that service then people are going to out to Eastern Avenue and that area where it is inconspicuous and dump it in the road. Councilwoman Riddle commented that is what has happened on Alpena State Road.

▪ **Trails Town Master Plan** – City Manager Eustice stated a couple years ago we developed a Trails Town Master Plan. Mr. Harry Burkholder from the LIAA and Mr. Jim Conboy were very instrumental in putting together this Master Plan for Trails Town so we could be a designated Trail Town. The State never really had a process to do that, but they do now. They just came out with an application to become a designated Trail Town and we are going to apply and have everything in place; we are the ideal trail town because the North Central Michigan Trail and Northeastern Michigan Trail that intersect in the City and there is probably no other City that has two trails that intersect within their community. City Manager Eustice went on to state we just built the bike route from the Cheboygan State Park to downtown; we still have to put up a couple signs downtown to direct people to Festival Square. It is not going to be done until Huron Street is completed because we want to bring them in on the backside on Huron Street. He noted the application is through Pure Michigan and it may open up some grant funding opportunities for us and get us on the map for a designated trail town. We have great bicycle trails through here along with walking trails and Dale and Connie Rieger are working diligently on walking trails in Major City Park. Also, we just made application to the Community Foundation for \$5,000.00 to help with that. We hope to eventually make the walking trails bicycle friendly as we are always health conscious and trail conscious and

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recreational conscious, which are things talked about at the Recreation Commission. City Manager Eustice went on to state we have a lot of recreational opportunities in this community. The Little Traverse Conservancy is planning on building some bike trails through the property purchased from the City on the east side next to the Coast Guard Station and we still hope they are going to do it this year. They will be boardwalk trails do you could either walk or bicycle, along with an observation deck on Lake Huron as it is a big bird watching area for eagles and so forth. This will be part of our Trails Town Plan.

Messages and Communications from Mayor and Council Members:

- **Committee Reports** – Mayor Bronson mentioned Council had talked at their last meeting about putting a line for Committee Reports on the Agenda. It was determined there have been no committee meetings, with the City Manager asking Chief Jones to put together a Blight Committee Meeting. Chief Jones replied he is shooting for this month yet, but it might not be until September. Mayor Bronson noted the Main Street Committee minutes are received either the same day or next day from Downtown Enhancement Administrator Guenther and thanked her.

- **Recreation Fee on Licenses** - Councilwoman Riddle asked if there is ever any availability of money from the recreation \$10.00 fee paid on licenses and could there be money from that to purchase the railroad property to complete our trail down to Lake Huron. City Manager Eustice said what she is referring to is the Passport Program for the State of Michigan. There is available funding but does not know if land acquisition would qualify, but there are other programs out there for land acquisition. Councilwoman Riddle said that would be a good way to extend the trail down to Lake Huron and recreational access to that would be really nice to have. City Manager Eustice informed Council he is working with the Tip of the Mitt Watershed Council on a couple of grant opportunities; there is a non-profit organization called the Great Lakes Fisheries and we are going to write a grant for that, which is going make amenity for the River bank along the Major City Park and may extend some fishing piers in behind Great Lakes Tissue along that bank. Part of the walking paths will also be down there. We are going to see if we can get some grant monies to improve those banks because right now it is basically a dirt bank and kind of unsafe as there are people that go down and fish.

- **Ice Rink/Pavilion** – Councilman King informed Council he has been fielding some calls and questions from the Cheboygan Hockey Association because he is the Liaison to the Recreation Commission and am a hockey player himself. There is a rumor that the ice is not going to go down until October. He was talking to Rink Manager Coxe at the Rink last week and he went through a lot of the numbers with him and the big thing is the ice time – to be able to sell the ice that we put down which is needed to generate the money to keep that facility operational. We have had roof repairs and other repairs that had to be done to the building that we did not foresee, but these things cost money. The reality of it is that the numbers overall is due to the lack of a young community, a lack of jobs, a lack of industry and a lack of young professionals. He sees the same thing in school, noting this town has always been famous for its football program and only 25 kids are out for Varsity Football this year, and _____ for the Freshman team, and 17 out for JV's. All the other sports programs are getting down to where there is no longer a JV team because they are having trouble getting the Varsity sport going. Some of that is _____ generational and a pay to play fee. Councilman King said his worry is we can't sell the ice time and it doesn't justify that Rink operating with the ice down noting we put it down last August and had a camp in and then it kind of sat there during the

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holiday months with running power to it and when it comes down to finances it doesn't make sense to do that. He was not able to attend the _____ meeting because they kept switching the dates, but he did get a report on some of the things going on and there are some ideas coming from people outside, like the City Manager said. It is the City's Rink technically, but it really is everybody's Rink; everybody in the County uses it. He thinks that yes the people get upset about it but having that discussion of what can we do County wide to keep this thing going, because his fear is once these things start to shut down they won't be back again and it makes us less attractive in the future if you want to raise a family in this town if something does open up. With all the momentum we have going we need really to be proactive and get everybody to come together on that. As a Recreation Commission should we not be planning but instead look at what we have and how can we keep these things functioning and keep them in good shape. Councilman King then commented on extra funding to be able to build a facility and expand. This is a major concern of his and he thinks through that meeting he hopes to keep the momentum going on ideas because it is going to continue to be a problem. He then stated in the Men's League there is really no loss in revenue there; high school is our biggest buyer of ice throughout the year and that is going to remain pretty consistent but it is getting to the point now with enrollment and kids coming out for hockey where there is less and less that it might not be a thing we can take for granted. Rink Manager Coxe told him there are two levels that probably won't be able to field a team this year, so that is ice time if they are unwilling as an Association to co-op with other communities to be able to field a team; we have to open our minds sometimes and be an outside observer. Councilman King then asked when the ice is going down. City Manager Eustice replied the Hockey Association has a skating clinic the 21st through the 23rd of September, so it will be on that Monday before. Clinics like that sell ice so it brings in money. That is why Jarod Nightengale's Clinic was beneficial because we sold like \$2,800.00 worth of ice for the week so that is why it was put on earlier because it helps pay for the cost of the ice. In September it was warm and just the electricity cost for the ice is \$5,000.00 a month. Councilman King commented on the expenses coming up down the pike because several things are working overtime. Hopefully if we can milk those things out as long as we can until we can find some more financing so that we are not dipping into the General Fund. We as a City, County, and the Townships needs to work together on this, not just complain but actually step up. City Manager Eustice informed Council he made a pitch for a Recreational Authority at the Hockey Association Meeting last night and he thinks it hit home to a few people who don't live in the City. He told them they need to help run that facility because they are users of that facility. When the research was done on that, it is 50/50 – 50% of the kids that play hockey in Cheboygan don't live in the City. It was 65% of the kids that play Little League, baseball and softball, do not live in the City.

▪ **The Development** – Councilwoman Kwiatkowski asked if there is any news on the Development. City Manager Eustice informed Council the he, County Administrator Lawson and Inverness Township supervisor Neumann had a meeting yesterday to basically discuss whether we should continue mediation or not and we don't believe that what we have done so far has made any difference, so they did not think they should continue mediation. We do have a new Sewer Agreement that could be considered by the Township and County, because the County has some involvement there. The Township does not have this second Agreement, but City Attorney Stephen Lindsay drafted a second Agreement just for the Sewer System, which is basically time and materials cost. We would bill them for our services for time and

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materials. They would have to take care of everything else as far as billing the sewer customers and so forth and that would be a more accurate cost analysis. We would bill labor, for any services we provided, just to give them an option to see if that is something they would consider. It is at a standstill right now, noting Inverness Township has a meeting tonight. Our Committee speaking for the Council believe that a 425 Agreement and editing the Sewer Agreement is the best thing to do for everybody, but we can't get it by the Township. Councilwoman Riddle said the second agreement the City is offering to the Township, is it for the new sewer area and would not address the other one. This would be time and materials to build the new one to go the Development. City Manager Eustice clarified this is to replace the existing Sewer Agreement that we have. Councilwoman Riddle stated that one she agrees with and would not go into anything more with the Township until we get it straightened out because we can't continue to subsidize the Township. City Manager Eustice said obviously we passed a motion to start billing operation and maintenance to all the users in the Township, which starts as of July 1 but they will not get a bill until October because they are billed quarterly. This is only for people who were not paying it, so the existing users of the sewer system will not see any difference. Councilwoman Riddle stated the rate hike that goes into effect for everyone also goes into effect for the Township, correct? City Manager Eustice stated it does in some respects; it has to be approved by the Township legally, so we have a letter going to the Township notifying them that the rate hike is in place, but they have to draft a resolution to agree to the rate hike. Councilwoman Riddle asked what happens if they don't agree. City Manager Eustice stated then they are probably in breach of the Contract if they don't have a good reason not to agree to it. The Contract says we can give them 90 day's notice and get out of the Contract. The Contract says they will pay the same rate that sewer users in the City pay and it also says that they will not unreasonably deny rate increases. There is no reason for them to deny a rate increase because the Contract says they will pay the same rate as the City taxpayers. Councilwoman Riddle asked when the City Manager expects to receive that back from the Township. City Manager Eustice replied it will go to their September meeting, the first Tuesday in September. It is just a process, but it really is State law that we cannot arbitrarily raise their rates because it is not our system, but by Contract they have to abide by it, but it has to be done by their Board and pass a resolution to do it. Mayor Bronson asked if the County Board needs to pass that resolution, also. City Manager Eustice answered they don't. He did talk to County Administrator Lawson about that because the County gave the Township permission to be their agent the Township can approve it.

- **Former Gold Front Property** – Mayor Bronson inquired on the former Gold Front property as it appears they are getting close to getting the black dirt leveled there. City Manager Eustice said it is pretty much done, noting they are going to hydro seed it either tomorrow or Thursday once they get it leveled and cleaned up. Mayor Bronson asked if the County will work with the Main Street people to get it on the next list of available properties. City Manager Eustice replied absolutely; that is the plan. Councilwoman Riddle asked if there was any damage done to either of the joining businesses, as there was a concern it could adversely affect the adjoining wall between the two businesses and how did that turn out. City Manager Eustice replied it turned out very well, especially the building to the south the wall was surprising in better condition than what they thought. They were very careful and did a lot of manual work to take bricks off. They are putting caps on the walls that are there and should be done with that now. The former K of C Building the County is still going to try and paint that this year so that it is all one color, but it really doesn't look bad the way it is with a

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hodgepodge of colors. It is pretty clean. He went on to state Mr. Dennis Lindeman is going to put aluminum siding on his wall, but he may not do that until spring. It all has been sealed and there were some gaps and the gaps were sealed. It took a longer than we expected but in the end it is a successful project.

- **Memorial Park** - Mayor Bronson asked the City Manager on Memorial Park, saying he noticed the County has been talking about that. A lot of people think it is a City Park, but it County property. City Manager Eustice commented it is a County Park and they maintain it and do all the maintenance on it. Unfortunately for Memorial Day the grass was long and there were some trees that had dead limbs. He did talk to Recreation Director Hancock about that and we need to make the County aware of that because we are in and around the City all the time and help them out for those occasions because it really happened two years in a row. Mayor Bronson said it sounds like there is a citizens group putting some pressure on them to clean that up and do some maintenance work. Councilwoman Riddle commented she noticed they had to take down at least one if not more than one of the World War II Memorial trees that are around the perimeter of that Park. It is one of those things that the trees were put there as a memorial to the fallen soldier from WWII, and now that the tree is gone the memorial to that soldier is also gone. Mayor Bronson those are a lot of the questions the citizens were bringing to the Commissioners, as well as the maintenance of the name plaques that are there.
- **Library Millage** – Mayor Bronson announced the Library Millage passed and it is going to be transformative for the Library and increases their budget by one-third and they have been plowing ahead with all the ideas they have had for a long time now and can start implementing them. He already took the tax thing down to the County Clerk so it will be on the winter roll. He then said thank you for the support.

Adjournment:

Councilman King moved to adjourn the meeting at 9:23 p.m.; supported by Councilman Temple. Motion carried unanimously.

Mayor Mark C. Bronson

Clerk/Treasurer Bridget E. Brown

Councilman Joseph Lavender

Councilwoman Winifred L. Riddle

Councilman Vaughn Temple

Councilman Nathan H. King

Mayor Pro Tem Nicholas C. Couture

Councilwoman Betty A. Kwiatkowski



CHEBOYGAN COUNTY PLANNING COMMISSION

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CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING WEDNESDAY, SEPTEMBER 5, 2018 AT 7:00 PM ROOM 135 - COMMISSIONER'S ROOM - CHEBOYGAN COUNTY BUILDING

- PRESENT:** Bartlett, Freese, Kavanaugh, Ostwald, Jazdyk, Lyon, Croft
ABSENT: Borowicz, Churchill
STAFF: Michael Turisk
GUESTS: Peter Wendling, John F. Brown, Bob Lyon, Roberta Matelski, Richard Lincoln, Larry Lutz, Karen Johnson, Carl Muscott, Eric Boyd, Russell Crawford, Cheryl Crawford, John Arnold, Judith Preston, Dave Rossman, Carol Navarre, Bill Hahn, C. Maziasz, Hob Ingleson, Jeremy Runstrom, Trudy Lofgren

The meeting was called to order by Chairperson Croft at 7:00pm.

PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Kavanaugh, seconded by Mr. Bartlett, to approve the agenda as presented. Motion carried. 7 Ayes, (Bartlett, Freese, Kavanaugh, Ostwald, Jazdyk, Lyon, Croft), 0 Nays, 2 Absent (Churchill, Borowicz).

APPROVAL OF MINUTES

The August 15, 2018 Planning Commission minutes were presented. **Motion** by Mr. Kavanaugh, seconded by Ms. Lyon, to approve the meeting minutes as presented. Motion carried. 7 Ayes, (Bartlett, Freese, Kavanaugh, Ostwald, Jazdyk, Lyon, Croft), 0 Nays, 2 Absent (Churchill, Borowicz).

PUBLIC HEARING AND ACTION ON REQUESTS

David Frame - The applicant has requested site plan review approval of a proposed site condominium, pursuant to section 20.3.d. of the Zoning Ordinance for construction of Private Storage Buildings. The property is located at 1685 Orchard Beach Rd., Benton Township, section 29, parcel # 104-029-200-007-10 and is zoned Agriculture and Forestry Management (M-AF).

Mr. Turisk reviewed the background information contained in the staff report.

Mr. Freese questioned the master deed coverage of outside storage and whether it limits outside storage to certain items or whether it prohibited outside storage entirely. Mr. Frame stated outside storage of vehicles and building materials would be prohibited. Mr. Freese asked what materials would be allowed. Mr. Frame stated Boat Trailers would be allowed to be stored outside but that by-laws would prohibit items that would be junky but it would be up to the condominium owners association to determine what would be allowed to be stored outside. Mr. Kavanaugh asked whether the restriction of outside storage of boat trailers in the summer only would be acceptable. Mr. Frame indicated it would. Mr. Freese indicated that waivers had been requested on items e, j, and p in addition to item d topography, but that information had been provided on all these items except topography in his narrative and therefore no waivers would be necessary except topography. Mr. Jazdyk indicated there is a definite need for hoist storage for property owners on the lake. Mr. Freese indicated there would definitely be a problem with outside storage for units in the multi-unit storage buildings. Mr. Frame indicated the outside storage for these units would be limited to Boat Trailers bringing parked in the designated parking areas for these units. Ms. Lyon asked for clarification on whether the outside storage was limited to trailers and hoists or only trailers. Mr. Ostwald questioned the size of the building and what the rest of the property could be used for. Mr. Freese stated that there would not be any real storage areas around the multi-unit storage units, however, the size of the storage units and the lots of one acre or more are not predetermined nor are the uses in remaining available areas. Mr. Ostwald indicated that the owners of the 1 acre lots should be able to use them for a wide variety of uses.

Ms. Croft asked for public comments. Mr. Fane stated he would like to own one of these pole barns for storage of his equipment and hopes to have as much outside storage flexibility as possible with possible time limitations for different types of equipment. Ms. Preston stated her concerns with drainage from the site on to her property. She was also concerned with other outside activities such as partying on the large lots. Ms. Preston also wanted a buffer between her property in the storage units. Mr. Preston was also concerned with drainage and possible partying on the sights and possible light pollution at night and adverse effects on property values. Mr. Preston also expressed his concerns on drainage and possible erosion. He also indicates a sign should be located on M-33 and not in front of the site. Mr. Muscott stated the creation of so much hard stand area could definitely create runoff and erosion problems at a site of this size and should therefore have retention ponds and swales established to control the problem. Mr. Muscott stated that in his experience many units in a multi-unit storage buildings frequently remain unsold and turn into rental units. Mr. Muscott also feels a locked access with keys furnished to the Alverno Fire Department should be required. He also recommends a fire alarm system for the multi-storage unit buildings. Mr. Collins questioned whether a property owner could cut down the tree buffer. Public comment closed.

Mr. Kavanaugh questioned Mr. Frame whether the tree buffers would be required to be maintained under the master deed. Mr. Frame stated it wasn't presently in the master deed, but it could be put in. Mr. Freese stated that rental of the storage units in the multi-unit buildings would be in violation of the zoning regulation as it would be a commercial use. Mr. Frame agrees and that it is in the master deed. Mr. Freese also stated that the screening buffer should be composed of evergreen rather than deciduous trees. Mr. Freese also indicated that a topographic survey is necessary in order to determine the actual site drainage pattern. Discussion was how. Mr. Kavanaugh indicated each future property owner could determine the location of his pole barn and potentially change the topography. He stated that he feels topography is necessary for a project of this size. Discussion was held. Mr. Wendling stated the additional requirement could be required under the master deed which he would be happy to review it. **Motion** by Mr. Kavanaugh, seconded by Mr. Freese, to table the request until adequate topographic information is provided by a registered engineer to establish proper site drainage and prevention of soil erosion. Motion carried. 7 Ayes, (Bartlett, Freese, Kavanaugh, Ostwald, Jazdyk, Lyon, Croft), 0 Nays, 2 Absent (Churchill, Borowicz).

Lawrence Hanson and Heritage Cove Farm, Inc. – The applicants have requested and received a Special Use Permit and approval based upon a submitted site plan and other evidence as part of the record, with such approval being appealed by Plaintiff/Appellant Grandview Beach Association. Remaining matters pursuant to the Michigan Court of Appeals is a determination under Cheboygan County Zoning Ordinance Section 18.7.e. that reads as follows: “The proposed special land use will not place demands on fire, police, or other public resources in excess of current capacity nor increase hazards from fire or other dangers to the subject property or adjacent properties.” The property is located at 625 Grandview Beach Rd., Tuscarora Township, sections 5 and 6, parcel #162-005-300-002-00, #162-006-400-004-00 and #162-006-400-005-00 and are zoned Agriculture and Forestry Management District (M-AF) and Lake and Stream Protection District (P-LS).

Mr. Wendling reviewed the court of appeals opinion and requirements of section 18.7. Mr. Wendling stated that the information missing in 2016 regarding the impact of the establishment of Heritage Cove Farm on fire, police, ambulance and other public resources of the county and a study thereon have now been provided. This information allows the Planning Commission to make a decision regarding whether the establishment of Heritage Cove Farm would place demands on the county in excess of their current capacity and, if any such increase is established, whether such increase should be allowed as a reasonable accommodation under the ADA and FFHA in addition to the standards contained in section 18.7. Mr. Wendling noted that the study by the certified planner was provided in mid-July. Mr. Wendling also noted that although Cheboygan County has experienced a significant decrease in population in the recent past, there has been no decrease in law enforcement personnel and fire department personnel, including emergency services within the county. Mr. Wendling stated that he recently found information on a case similar to Heritage Cove Farm, which occurred in the seventh Circuit Court of Appeals and although not precedent setting in this Circuit, the information could prove useful in analyzing the case. The case Valencia v. City of Springfield allowed a group home for disabled individuals to remain despite local zoning which precluded group homes from being established within 600 feet of another group home. Arguments were made that the group home would create safety hazards to neighbors due to the possible violent behavior of the residents of the home and that the home created additional traffic and that parking restrictions could constitute a hazard for the residents of the area. The court found that these arguments did not override the rights of those in the group home to remain under the provisions of the ADA and FFHA.

Mr. Kavanaugh stated that the impact statement was a compilation of information previously furnished. He also noted that the safety portion provided for 18.7e was insufficient. Mr. Kavanaugh referred to the study which gave statistics on likely increase in violent crime for individuals with schizophrenia of 13.8 times that of an average citizen was significant. Mr. Kavanaugh asked whether questions regarding the safety of the residents of the houses surrounding Heritage Cove Farm should be considered in view of a large number of exhibits concerning the violent behavior of individuals with schizophrenia or bipolar disorders. Mr. Wendling stated that it could be considered, but that it is not the most over-reaching zoning considerations in that a possible increase in crime are only one component of the impact on law enforcement and emergency services. Mr.

Wendling is not sure if there is any direct evidence that criminal behavior would increase once Heritage Cove Farm was operational, but that such questions should be addressed to the applicants who are present tonight. Mr. Kavanaugh stated that he feels this is the issue that is most important to the appellants and also to several members of the Planning Commission. Mr. Wendling reiterated the fact that the possible violent behavior of a resident should only be one possible factor in the overall factors to be considered and that criminal, violent acts could be perpetrated by the residents or occupants of any private dwelling, boarding house or living facility already existing in the zoning district or in the county.

Mr. Freese stated that the major issue expressed by both public comments and exhibits presented throughout discussions on Heritage Cove Farm relate to the threats posed by the residents of Heritage Cove Farm to the physical safety of the general public. Mr. Freese stated that several exhibits refer to his statements made at the June 26, 2018 meeting regarding the increased risk of violent behavior posed by individuals with schizophrenia or bipolar disorder. Mr. Freese stated that virtually all the exhibits provided are anecdotal in nature and the violent acts may or may not actually have been committed by individuals with these disorders. Mr. Freese stated that he had found only a few exhibits offering factual information by qualified experts on the elevated risk of individuals with schizophrenia or bipolar disorder to commit violent crimes. Of these few experts, all agreed that individuals with these disorders, pose a higher risk or were "several times more likely" to commit violent acts than would the general public. One study, however, entitled: "Philosophical Transactions B Violent Behavior Among People With Schizophrenia: A Framework For Investigating Causes An Effective Treatment And Prevention" (Dated August 12th, 2008) stated that for individuals with schizophrenia the elevated risk for men is 4.6 and for women is 23.2. Mr. Freese stated that for purposes of evaluation he used the average of 4.6 and 23.2 or 13.8 as a multiplier in trying to determine in his own mind the potential impact of the residents of Heritage Cove Farm might have on the physical safety of the rest of the local populace. Mr. Freese utilized this factor and applied it against the proportion of the population the residents of Heritage Cove Farm are to the total Cheboygan County population, i.e. 24 divided by 27,000 x 13.8 results in a potential increase in violent crimes of 1.3%. Mr. Freese indicated at the time of the June 6th, 2018 meeting, he stated he did not have available the figures for violent crimes against persons for the county. The figures were subsequently provided by the Cheboygan County Sheriff's Department and indicated that 77 violent crimes against persons were committed in 1977 (exhibit 34), or a potential of .9 potential crimes per year, i.e., $77 \times 1.3\% = .9$. Mr. Freese stated that 13.8 factor for multiplying the risk of any one individual committing a violent crime is a worst case scenario since if applied to all 23 residents of Heritage Cove Farm you would have to assume all residents to be disabled with schizophrenia and that they were randomly selected from a general population composed only of individuals afflicted with this disability. Mr. Freese stated this is not, in fact, the case since the applicants for residence at Heritage Cove Farm may have a range of other disabilities not associated with violence and in fact the admission process as stated in a letter from Heritage Cove Farm dated June 10th, 2018 requires written admission materials including recommendations from referring licensed medical professionals, a family history, an application and authorization for release of information from past treatment hospitals and prior residential programs. The screening is designed to exclude from acceptance into the program anyone not medication compliant, and in remission, if suffering from substance abuse. Applicants with a history of violence, sexual offense, dangerous felonies or other violent personality disorders are not to be admitted. The admissions team consisting of admission director, clinical director, and program director are to be responsible for ensuring the admissions criteria are met. Clinical staffing will include individuals with the following professional qualifications: psychiatrist, psychologist, licensed master social worker, license bachelor's social workers, licensed counselor, and nurses (RN, CMA). Mr. Freese stated that the screening procedure would reduce the risk of violent crime attributable to residents of Heritage Cove Farm to a fraction of that which might otherwise be expected in an unscreened group. Mr. Freese stated that the application for admittance to this facility is voluntary. The applicants are under no court order to attend. Individuals could just as easily purchase a home next to anyone in the Grandview Beach area without any problem or restriction. Mr. Freese discussed the issue of road safety on Grandview Beach Road which one of the exhibits described as a windy road in poorly maintained condition which might cause ambulance service difficulty and danger to program residents. Mr. Freese stated that Grandview Beach Road is, in fact, a straight road from its beginning at M-27 all the way to the entrance to the proposed Heritage Cove Farm except for a small S curve at its beginning where it must curve around the exit ramp from I-75 to M-27 and where it curves to cross the old railroad grade at the entrance to Heritage Cove Farm site. Grandview Beach Road is designated as a county local road and has places where patching is necessary, however, it is in no worse condition than is M-27 which is designated as a state trunkline which also requires patching for over a mile running north of its intersection with Grandview Beach Road. Any ambulance run on this route would be one of the shortest in the county since it is only 3.3 miles from the nearest ambulance garage and all on hard surface roads which would pose no danger to residents of Heritage Cove Farm. Mr. Freese stated that one retired police officer from the Detroit area that spoke in meetings in both 2016 in 2018 stated that he had firsthand experience of violent individuals which he assumed had mental disorders and indicated would likely generate a considerable burden on police and ambulance services. He stated, however, that he didn't believe that the individuals were at the time either under treatment or properly taking their medication. Mr. Freese stated that of the exhibits presented, almost all were anecdotal, and the rest provided by the police, fire and ambulance services, the impact study prepared by PLB Planning Group and information provided directly by the Hansons established that

Heritage Cove Farm would produce no excessive demands on the resources of the county nor that it would increase dangers to the surrounding properties or to the safety and welfare of the general public.

Mr. Kavanaugh stated that getting a handle on the safety problem is difficult, but that the information provided on how the professional staff will monitor the administration of medications and the admittance screening criteria and procedures, alleviate some concerns, however, he still has questions concerning security such as cameras and their location and coverage as a part of the whole security plan. Ms. Hanson stated that there is concern on residents leaving the building, however, the full security plan had not yet been developed. Mr. Kavanaugh asked if Ms. Hanson could give some idea of what was anticipated. Ms. Hanson stated that it was likely there would be one monitor of a central area which might be a camera or some type of computer monitoring. She also stated there would also be people living within the cabin colonies that are not disabled. She stated that there would be alarms, but whether they would be sound alarms or some other type had not been determined. Mr. Kavanaugh stated that information of this type is important in understanding and coming to a final conclusion on this matter. Ms. Hanson stated that it would be required that someone be on site and awake 24 hours per day for monitoring.

Mr. Jazdyk questioned the last part of section 18.7 regarding the interpretation of what level of increased safety hazard is to be considered and whether any increase allowable is zero or some larger amount. Mr. Wendling reviewed the original court finding concerning reasonable accommodation and undue burden and how these terms were applied in the Valencia example he had cited earlier. Mr. Jazdyk stated that he had reviewed the exhibits as had Mr. Freese and had come to the conclusion that there was some increased risk, but that the impact study was light on consideration of the risk analysis and in providing information on the security measures proposed.

Mr. Freese stated that the residents are not inmates, but rather ordinary citizens who are paying to be admitted to the facility and for the opportunity to obtain professional help and treatment to overcome their handicaps and be more productive members of society. He also reiterated the fact that despite the overwhelming concern expressed regarding persons with schizophrenia or bipolar disease, the subject group of 24 individuals may all be afflicted with this disorder or none or a percentage between these extremes, but regardless, the screening procedures to be employed should prevent any applicant with a violent background or established violent behavior from becoming a resident of the facility.

Mr. Kavanaugh questioned whether restrictions could be placed on the applicant at this point. Mr. Wendling stated that some restrictions might be possible within the limited scope of the issues remaining open, however, they might prevent the applicant from obtaining a license from the State.

Mr. Jazdyk stated he wishes to see a more comprehensive security plan. Mr. Jazdyk questioned how the security plan will address clients walking away or emergencies/evacuations that might occur. Mr. Jazdyk stated that it is important that the Planning Commission and the residents in the area understand the security plan. Mr. Wendling stated that 24 hour monitoring is already to be provided and additional security measure may be required by state licensing regulations.

Mr. Hansen stated one of the biggest problems for public safety is alcohol use, however, zoning permits issued for bars and restaurants do not require any security measures of the type being proposed for Heritage Cove Farm nor of doctors' offices where over-prescription of opioids is creating such a problem. Ms. Hansen stated this facility is designed to provide the mentally disabled residents with an environment in which to develop the skills to live and be productive in general society rather than live alone or go into an adult foster care facility. Mr. Hansen stated that several neighbors in the vicinity rent their home without screening their renters to ensure they might not have mental disabilities which might pose a danger to others in the vicinity. Mr. Wendling stated that the 24 hour monitoring and the other security measures already agreed upon by the applicant are acceptable.

Motion by Mr. Freese seconded by Ms. Lyon to accept the findings of fact submitted with the following conditions

1. That there be a mandatory 24 hour/day security monitoring program with the security cameras on each cabin.
2. The final security plan, when finalized, be provided in writing to the planning director.

Motion carried. 7 Ayes, (Bartlett, Freese, Kavanaugh, Ostwald, Jazdyk, Lyon, Croft), 0 Nays, 2 Absent (Churchill, Borowicz).

UNFINISHED BUSINESS

Mr. Freese indicated that a revised copy of the solar regulation has been provided to each member of the Planning Commission along with legal counsels comments and Mr. Freese comments in response to Mr. Graham's comments.

NEW BUSINESS

No comments.

STAFF REPORT

Mr. Turisk indicated the planning training application time is still open. He also commented on recruitment status on open personnel vacancies.

PLANNING COMMISSION COMMENTS

Ms. Lyon commented on the difficulty in finding the site on Orchard Beach Road. Discussion held.

PUBLIC COMMENTS

Mr. Lutz stated that he and another gentleman did visit other treatment facilities and had a previous discussion with the Hansens but further discussions with them did not take place. Mr. Lutz stated he has a degree in Psychology and worked at the Pontiac state hospital after his predecessor in the position was attacked by an individual with a lead pipe.

An audience member stated the other developments of this type have been larger parcels and this is too small a scale for a facility of this type.

Mr. Lutz stated that the problem with Heritage Cove Farm is its close proximity to the trail and the fact that residents of the facility are not confined and have easy access to the trail and therefore make travel easy over long distances and therefore pose a security issue.

Mr. Muscott thanked the commission for their time and effort on this matter. He stated that the county has lost population without any reduction of police resources. He stated that the Tuscarora Township Police Department had identified the biggest risk factor as the Inland Lakes School District. Their security measures include full-time armed school resource officer and are hiring a second officer. Mr. Muscott stated that the residents of Heritage Cove farm would be screened, on medication, and monitored at all times while many people in the community are schizophrenic, bipolar and/or suffering clinical depression. He indicated there have been three suicides in the last year for Inland Lake high school graduates who possibly, because of the stigma of mental illness, were not identified and therefore did not receive the type of treatment that could be provided by a facility of this type.

ADJOURN

Motion by Mr. Kavanaugh, to adjourn. Motion carried. Meeting was adjourned at 9:21pm.



Charles Freese
Planning Commission Secretary



CHEBOYGAN COUNTY PLANNING COMMISSION

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CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING WEDNESDAY, SEPTEMBER 19, 2018 AT 7:00 PM ROOM 135 – COMMISSIONER’S ROOM – CHEBOYGAN COUNTY BUILDING

- PRESENT:** Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdzyk, Lyon
ABSENT: Churchill, Bartlett
STAFF: Michael Turisk
GUESTS: Roberta Matelski, John F. Brown, Cal Gouine, Russell Crawford, Cheryl Crawford, Eric Boyd, Bob Lyon, John Moore, Karen Johnson, Carl Muscott, C. Maziasz, Leslie Taylor

The meeting was called to order by Chairperson Croft at 7:00pm.

PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Borowicz, seconded by Mr. Kavanaugh, to approve the agenda as presented. Motion carried. 7 Ayes (Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdzyk, Lyon), 0 Nays, 2 Absent (Churchill, Bartlett)

APPROVAL OF MINUTES

The September 5, 2018 Planning Commission minutes were presented. Mr. Kavanaugh stated that both he and Mr. Jazdzyk felt that the impact statement was more of a compilation of the information they already had, and that that fact should be shown in the minutes somewhere. He didn't feel it was a perfect impact study. He acknowledged that it had been discussed and found acceptable but he still didn't feel it was perfect. He also didn't feel that the health, safety and welfare issue contained in the second half of the question raised by section 18.7e was fully addressed and was a concern to several Planning Commission members. He also stated that somewhere in the material considered there was discussion of the 13.8% crime increase, and that the paper which contained that figure should be referenced in the minutes. Ms. Lyon stated that she thought this was covered on page 3. Mr. Kavanaugh stated that his comments were different than those of Mr. Freese but all that was needed was to refer to the paper that Mr. Freese has used. Mr. Kavanaugh stated that he also had concern with the comments from the audience, after but seeing how that has no impact maybe that is not an important issue. He felt that the comments might have made a difference if they were made before the final decision. Mr. Freese stated that he had added those comments he felt were relevant but that he had not been able to get the name of one of the individuals as he has not signed in. Mr. Muscott stated the name of that individual is Mr. Lurie. Mr. Kavanaugh stated that Mrs. Hansen stated that no one had worked with them or had gotten back with them and that was disputed by a member of the audience. Discussion of these comments ensued and Mr. Kavanaugh stated that he felt it was important to the members of the audience that the comments made by Mrs. Hansen as well as the answering comments by the audience member were important but since it was after the fact it couldn't be considered.

Mr. Jazdzyk stated that he had some comments and referred to page 4 which stated that "he wishes to see a more comprehensive security plan" but that his recollection is that he had asked for someone to make up a security plan to be brought back for review by the groups involved but that Mr. Wendling has stated this was not proper. Ms. Croft stated that was correct in that it might prevent them from getting the necessary licenses from the State. Mr. Jazdzyk stated that he just felt a more comprehensive presentation of this subject should have been included rather than just a brief summary. Mr. Freese asked Mr. Jazdzyk to prepare the comments in writing and he would see that they were included. Mr. Freese asked whether the commission would accept the minutes with the comments from Mr. Kavanaugh and Mr. Jazdzyk included. Ms. Lyon stated that she felt they should see the actual comments before they are accepted. Mr. Kavanaugh asked if there is a time limit within which the minutes may be approved. Mr. Freese stated that the 30 day period in which the final decision could be appealed begins the day the minutes are approved and signed. Mr. Kavanaugh questioned whether the additions were important enough to make a difference and asked whether any of them were controversial enough to make any difference

since he didn't want to hold up any actions on the matter if it were not necessary. Mr. Turisk stated that Mr. Wendling has indicated that the material in the minutes did not have to be all encompassing but could be summarized. Mr. Turisk stated, with that in mind, he felt the comments discussed would not be substantive. Mr. Kavanaugh stated that with that with that consideration, he makes a motion that the minutes be approved as would be amended. Mr. Freese stated Mr. Kavanaugh and Mr. Jazdzyk would have to provide their written comments. Ms. Lyon asked whether the minutes with the proposed changes could be voted upon in the next meeting and disapproved if the changes were not agreeable. Mr. Freese stated that they were trying to get them finally approved as quickly as possible. Ms. Lyon stated that she was not comfortable without seeing the actual wording of what would be added. Mr. Freese stated that they would be relying upon the discussion of what Mr. Kavanaugh and Mr. Jazdzyk stated that they wanted to put in. Mr. Kavanaugh stated the remarks he wanted added, he didn't feel would make any difference to the final decision made by the Commission. Ms. Lyon asked if Mr. Kavanaugh was only trying to show that they had discussed the subjects. Mr. Kavanaugh stated that was the case and that he understood that many things had to be summarized but that they felt that it was important to include these comments so that anyone reading them could understand what happened. Mr. Freese said that Mr. Wendling stated that only minutes recorded by a court reporter had to be exact and that anything done by other means was determined to be whatever was contained in the minutes as approved. Mr. Freese asked Mr. Kavanaugh if he felt anything in the minutes was incorrect. Mr. Kavanaugh stated he didn't think anything was incorrect, but that there were just a few things that could be added to show that they were discussed. Ms. Lyon asked if this were only to clarify and show that the subject was discussed. Mr. Jazdzyk stated that he didn't feel an additional couple of weeks delay would make any difference. Mr. Freese reiterated that the delay of approval of the minutes would delay the start of the 30 day appeal period. Mr. Jazdzyk agreed that they should then continue with the approval. **Motion** by Mr. Kavanaugh, seconded by Mr. Jazdzyk, to approve the minutes with the additional written comments to be provided later. Motion carried. 7 Ayes (Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdzyk, Lyon), 0 Nays, 2 Absent (Churchill, Bartlett)

PUBLIC HEARING AND ACTION ON REQUESTS

Burt Lake Christian Church - The applicant has requested approval of a Special Use amendment pursuant to Section 18.11.b. to place an accessory storage building on the subject property that is zoned Lake and Stream Protection (P-LS) and located at 10989 W. M-68, Tuscarora Township, Section 8, Parcel 161-008-300-001-01.

Mr. Turisk reviewed the background information contained in the staff report.

Mr. Freese pointed out that the location shown on the site plan was incorrect as shown and should be shown further to the east.

Ms. Croft asked for public comments. Mr. Muscott stated that screening would normally be required and that a waiver should be given if this is not a requirement in this case. Public comment closed.

Ms. Croft stated a number of waivers were shown on the request. Mr. Turisk stated that these were actually covered by the original site plan. Ms. Lyon asked what use would be served by any screening required. Mr. Freese stated that it would only provide screening on the road side since those trees had been removed and the existing trees to the south provided adequate screening on that side. Discussion was held and found that it was directly across the street from a house. Ms. Taylor asked if the location of the building could be relocated to be on the basketball court and turned 90°. Discussion was held and agreed that approval could be granted, conditioned upon submission of a revised site plan and obtaining a zoning permit. Screening was discussed. **Motion** by Mr. Borowicz, seconded by Mr. Freese, to waive screening. Motion carried. 7 Ayes (Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdzyk, Lyon), 0 Nays, 2 Absent (Churchill, Bartlett).

The Planning Commission added "The applicant requests to change the location of the storage building further to the east and rotated 90° so the axis is east/west rather than north/south." as General Finding #4. The Planning Commission reviewed and approved the Finding of Fact Under Section 18.7. **Motion** by Mr. Freese, seconded by Mr. Borowicz, to approve the special use permit based on the General Findings and Finding of Fact Under Section 18.7 subject to the following conditions:

1. Meet Department of Building Safety requirements
2. Submission of a revised site plan
3. Obtaining a Building Permit
4. Obtaining a Soil and Sedimentation Permit

Discussion held on the need of a Soil and Sedimentation permit and it was decided on was not necessary. Mr. Freese revised his motion to delete the soil and sedimentation permit requirement. Motion carried. 7 Ayes (Freese, Kavanaugh, Borowicz,

Croft, Ostwald, Jazdyk, Lyon), 0 Nays, 2 Absent (Churchill, Bartlett).

UNFINISHED BUSINESS

Review of draft amendment to the Zoning Ordinance relative to Motor Vehicle and Fuel Sales Uses

Mr. Turisk stated this is a discussion of an old business item concerning the motor vehicle and fuel sales ordinance amendment. Mr. Turisk suggested the possibility of limiting motor vehicle repair services to county primary roads and State trunk lines in the Agriculture and Forestry Management Zoning District and also eliminated motor vehicle repair from the Village Center Topinabee Overlay Zoning District. Mr. Turisk reviewed the rest of the proposed amendment. Mr. Turisk stated that the movement of the motor vehicle repair facility from a permitted use to one requiring a special use permit necessitated the amendment be re-advertised. Mr. Freese explained how the proposed changes simplify the regulation by reducing the terminology for the uses covered from 9 to 3. Mr. Freese explained how limiting motor vehicle repair facility to only certain roads might have the unintended consequence of forcing them onto roads not suitable for the use and not allowing them in other locations where they would be acceptable. Mr. Freese stated that eliminating motor vehicle repair from the Village Center Topinabee Overlay Zoning District would also not be a good idea since it would eliminate possible uses falling into this category, such as a possible motor sales service shop from being permitted in the vacant hardware store in Topinabee. Mr. Borowicz stated that only a detailed reading of the definition would allow anyone from determining "sales" was authorized under the definition. It was agreed to leave the term "motor vehicle sales and/or repair facility" and add the terminology in the definition "This definition shall include minor". It was agreed that leaving the use motor vehicle sales and/or repair facility in the Village Center Topinabee Overlay Zoning District. Mr. Kavanaugh stated that the amendment should be forwarded to Topinabee and Indian River for comment.

Mr. Brown asked to be heard in regards to this use in Topinabee and permission was granted by the Chairperson. Mr. Brown stated that the use had been discussed at length by officials of Mullett Township and that they definitely wished this use to be allowed in Topinabee. It was agreed that Mr. Turisk would forward the amendment to the officials of Topinabee and Indian River for further review. Further discussion was held.

Continued discussion regarding draft amendment to the Zoning Ordinance regarding solar energy systems

Mr. Turisk introduced the latest material, including legal comments on the solar ordinance. Mr. Freese asked if everyone has reviewed the September 17 legal comments. Mr. Freese asked if Planning Commission members have any comments, corrections or suggested changes to the draft regulation. Mr. Freese discussed some of legal counsel's comments. Discussion held on requiring the uses of power over and above the limits stated.

NEW BUSINESS

Review and discussion of the 2019 draft Capital Improvement Plan.

Mr. Turisk explained the legal requirements pertaining to the Capital Improvement Program and stated that only a discussion by the Planning Commission and not a public hearing is required. Mr. Turisk stated that additional information could be requested from department heads, including a personal presentation to the Planning Commission. It was agreed that these were only carry over projects and that personal presentations had been made in the past, but that the material in the document as it stands does not provide sufficient reasoning to justify the need for the project. Mr. Freese agreed the document as it stands does not supply enough facts to justify what is being requested, but questioned whether we should request this information be furnished for the current Capital Improvement Plan or whether this would be a requirement for future submissions. Mr. Jazdyk stated that he would like a formal presentation on the marina and airport projects. Mr. Jazdyk questioned what useful role the Planning Commission plays in the review of the Capital Improvement Plan. Discussion held. It was agreed, that in the future, more information would be required at the time of submission and that a representative of the marina and the airport would be requested to personally give a presentation on their current projects. Mr. Jazdyk stated he would provide a list of his questions in advance to allow the representatives to better prepare.

STAFF REPORT

Mr. Turisk reminded everyone of the upcoming planning training.

PLANNING COMMISSION COMMENTS

No comments.

PUBLIC COMMENTS

Mr. Brown apologized for making comments in the open meeting at an inappropriate time. Mr. Brown also stated that he did not feel it was proper to approve meeting minutes with additional comments to be added later. Mr. Brown stated that he had visited and already an established Wolverine Power Solar Farm that had major problems with glare. He indicated that the only screening provided was a low fence that really didn't provide any screening. The glare was hitting adjacent homes and

traffic. He felt that this subject should be adequately addressed in the proposed solar ordinance. Mr. Brown stated that the Capital Improvement Plan information should be available to the audience at this meeting. Mr. Brown questions how the motor vehicle regulation would impact uses in the Agriculture and Forestry Management Zoning District. Mr. Freese stated that the screening required by the proposed regulation should mitigate Mr. Brown's glare concerns.

Ms. Johnson supported Mr. Brown's comments and commented on the Capital Improvement Plan and questioned why items contained in it were those which exceeded \$15,000 when the County Administrator had the authority to approve expenditures up to \$25,000. Ms. Johnson also stated that the information provided was ambiguous in that some if not all funding for certain projects may be provided by grant and that all airport funding was through Federal grants and a good portion of the marina funding was through State funding, and that this type information could influence the Planning Commission on how a project is classified. Mr. Muscott apologized for his out of place comments. Mr. Muscott stated that in the past the Capital Improvement Plan had included small projects down to township level improperly.

ADJOURN

Motion by Mr. Kavanaugh to adjourn. Motion carried. Meeting was adjourned at 9:29pm.

A handwritten signature in cursive script that reads "Charles Freese". The signature is written in black ink and is positioned above a horizontal line.

Charles Freese
Planning Commission Secretary

Health Board Meeting
August 21, 2018

The regular meeting of the District No. 4 Health Board was called to order by Chairman Bob Adrian, August 21, 2018, at 10:00 a.m. The meeting was held in the Conference Room of the District Health Department No. 4, Cheboygan County, Cheboygan, Michigan.

ROLL CALL

Present:

Alpena County:	Adrian, Fournier
Cheboygan County:	Gouine, Newman
Montmorency County:	LaFleche, Peterson
Presque Isle County:	Altman, Lang

Absent:

Excused:

Others Present:

RECEIVED

SEP 25 2018

Denise Bryan, Judy
Greer, Scott Smith,
Karen Nowicki-
Compeau

AGENDA:

CHEBOYGAN CO. CLERK

Add: Executive Board Meeting immediately following this Board meeting.

MINUTES:

Minutes From July 17, 2018 Health Board Minutes: Motion by Peterson with support from Fournier to approve the July 17, 2018 Health Board Minutes as presented. Ayes all, Motion carried.

CLAIMS

July 26, 2018 through August 17, 2018: Motion by Lang with support from LaFleche to approve the Listing of Claims submitted from July 26, 2018 through August 17, 2018. Roll call vote. Ayes all, Motion carried.

PUBLIC COMMENT

None.

ENVIRONMENTAL HEALTH DIRECTOR'S REPORT

Onsite Wastewater Self-Assessment: DEQ acceptance of the DHD4 annual self-assessment of the Onsite Wastewater Treatment Management Program. Each year a self-assessment is completed and forwarded to the State for their review.

SepticSmart Week – Governors proclamation. DHD4 will be providing handouts to individuals through our website and handouts when individuals visit our office.

Commissioner Gouine stated he felt that we are lacking in our inspections which is affecting the building permits. Smith updated the Board on progress on this issue. Smith will continue to review. Gouine suggested a roaming sanitarian if budget allows. Altman, once again, expressed his concern with how the fees are calculated for all food service facilities. Smith to perform a comparison on food fee schedule and present to the Board. Smith shared the history on fee calculations and processes used.

ADMINISTRATIVE SERVICES DIRECTOR'S REPORT

Revenue/Expenditure and Trial Balance Report: Greer mailed the Revenue/Expenditure and Trial Balance Report to Health Board members with the notice of the Health Board meeting for their review. Fund Balance being used through July 31, 2018 is \$140,782.49. Outstanding revenue is approximately \$108,000.

Allocations: Greer mentioned that Bryan and herself will be working on the allocation requests and will bring to a future board meeting.

MEDICAL DIRECTOR'S REPORT

Communicable Disease Report: The report for July 1, 2018 through July 31, 2018 was mailed to the Board with the packet for the month

PUBLIC HEALTH NURSING DIRECTOR'S REPORT

Older Persons: Grant being accepted. Award determination pending. Millage implications.

Rabies: Second Rabies case in a bata identified.

Animal Bite report: Have had 20 cases of animal bites being investigated. Takes extra time to complete the paperwork with animal bites.

Big Latch: Had the Big Latch event on August 4th and 4 families participated. Received community support for the event. The banners were used at the event.

Baby Shower: Education at a baby shower hosted by United Healthcare. They provided the food and gifts for individuals to attend. There were 21 attendees.

Community Health Assessment: Staff is working on the Community Needs Assessment. We are in the process of a Regional Community Needs Assessment with organizations in our community.

Community Connections: We have a Community Health worker and she was trained under this grant funding. This is a referral resource center. The program will be offered in Cheboygan, Montmorency and Presque Isle counties and focusing on getting individuals into care. Start taking referrals in September.

SOPHE Script: Staff have received training to help pregnant women reduce tobacco use. Carbon Monoxide detection device is able to be measured before clients begin and complete the program. We will be providing community education.

Hearing Program: Hearing equipment needs. Purchased last equipment over 30 years ago. Wrote a grant for \$1,000 to United Way and still looking for additional funding. Cost Based Reimbursement funds can also be used for this.

Nurse Practitioner resignation: Nurse Practitioner has submitted letter of intent to retire effective September 14, 2018. Concern is able to replace her position with the current wage for Nurse Practitioner. Peterson questioned contacting AHC or TBCHS. Advertise for the position.

Motion by Lang with support by Peterson to advertise for the position and if that does not work look into the possibility of a contractual position. Discussion occurred. Ayes all, motion carried.

PUBLIC HEALTH NURSING DIRECTOR'S REPORT CONTINUED

Peer Counselor resignation: Peer Counselor has resigned effective August 10, 2018. Currently receiving applications for the vacancy. The position will be split into two positions as previously offered.

Bulletin Board Kits: Received bulletin board kits for breastfeeding and safe sleep. These will be used on our bulletin boards, no external posting.

Thank you notes: Received a thank you note in regard to our Reproductive Health program.

ADMINISTRATIVE HEALTH OFFICER'S REPORT

COI Alpena Building – Work has begun on the front office secured windows at reception for HIPAA compliant. We reported there is a roof issue that will be repaired before winter.

Presque Isle Parking Lot: Bryan updated the Board on the parking lot being redone in Presque Isle. There have been signs directing clients on parking and entrance.

COI Atlanta Building - Plan update. Costs. No capability for us to move into different space within that building. Upon first visit with owner, there is no secure windows for staff safety. Renovations will focus on maximizing privacy and confidentiality. Was looking at paint, partitions, and secure windows. Upon second visit with owner, there was discussion regarding who would pay, the landlord or the tenant, for the upgrade. He felt that we should cover the costs. We don't have a current lease with the owner at this time, it has just been carried forward at the same rate. Approximately 1,500 – 2,000 square foot would be needed. Smith stated that we participated in the Active Shooter and came up with some recommendations for improvements. Bryan questioned whether we wanted to paint the building. Montmorency County is willing to pay for the paint and LaFleche will get a quote for painting the DHD4 office. Partitions and security glass to be covered by Cost Based Reimbursement funds. Bryan directed to get a lease with the landlord with and out clause included.

Motion by Fournier with support by Lang to have Bryan begin negotiations on a lease with Mr. Otto for the Atlanta Office to include an out clause. Ayes all, motion carried.

FMLA – FMLA situations continue to arise. Bryan shared the strain this brings to our staff. Adrian questioned whether we could contract with another agency to fill in during the gap. Bryan stated that we could potentially ask HDNW regarding the NP; DHD2 does not have the capacity.

ADMINISTRATIVE HEALTH OFFICER'S REPORT CONTINUED

Chief Health Strategist: PFAS Update. Funding for filters only. No longer paying for water coolers through Culligan. The State needed to standardize the process due to more sites evolving.

Performance Management Plan/Dashboard: Performance Management Plan/Dashboard metrics and CQI Plan. Both are required for Accreditation.

OLD BUSINESS

State Sanitary Code: House Bill. Position Paper. No activity at this time.

NEW BUSINESS

Policies: Bryan and Greer shared policies and procedures that have been updated. We will be removing 32 policies listed in the motion dated August 21, 2018. The 103 updated policies for approval are also listed in the motion dated August 21, 2018. Meyerson has reviewed all necessary policies.

Motion by LaFleche with support by Fournier to adopt the policies and procedures listed on the motion dated August 21, 2018. Discussion occurred. Roll call vote. Ayes all, motion carried.

Plan of Organization: Plan of Organization is a required document for Accreditation. Powers and Duties. Bryan reviewed the Plan of Organization with the Board.

Motion by Fournier with support by Gouine to approve the Plan of Organization and authorizing Bob Adrian, Chairperson and Bryan, Health Officer to sign the document. Discussion occurred. Ayes all, motion carried.

Strategic Plan 2018 – 2020: Proud to publish and distribute our Strategic Plan 2018-2020. Bryan reviewed the Strategic Plan as presented. This process started last year and all staff were involved. Document is flexible and adaptable with edits. This is a requirement of Accreditation in Powers & Duties. The Strategic Plan is for 3 years.

Altman asked what would happen if we were not accredited. Bryan shared that she felt that funding would be affected and explained her thoughts on the process. Bryan shared how the Strategic Plan can play back to all staff meetings.

NEW BUSINESS CONTINUED

Motion by Gouine with support by Lang to accept the Strategic Plan 2018-2020 as presented. Discussion occurred. Roll call vote. Ayes – Adrian, Fournier, Gouine, Newman, Peterson, Lang Nays – Altman, LaFleche. Motion carried.

Motion by Lang with support by Peterson to go into Closed Session at 11:56a.m. Ayes all, motion carried.

Returned from Closed Session at 12:13 p.m.

ADJOURNMENT

There being no further business to come before the Board, motion by LaFleche with support from Lang to adjourn. Ayes all, motion carried.

Adjournment: 12:14 p.m.

Bob Adrian, Chairman

Cal Gouine, Secretary/Treasurer

Judy Greer, Recording Secretary

MINUTES OF THE BOARD

August 16, 2018

**Commissioner's Room
Antrim County Building
205 E. Cayuga
Bellaire, Michigan**

BOARD MEMBERS PRESENT: Patty Cox, Michael Newman, Louis Scholl,
Sr. Augusta Stratz, Dennis Priess, Caroline Loper,
Ron Iseler, Robert Boyd, Betsy White, Paul Liss,
Ed Ginop, Joel Evans

BOARD MEMBERS ABSENT: Christian Marcus, Karla Sherman

STAFF: Christine Gebhard, Amy Christie, Scott Shearer,
Joe Balberde, Brian Babbitt, Lynn Hershberger,
Stacy Chipman, Susan Clingan, Joan Booth

GUESTS: Alan Bolter, Associate Director, CMHA

Mr. Ginop called the meeting to order at 4:00 p.m.

ROLL CALL

Mr. Ginop welcomed the Board members and staff to the meeting.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Financial Statement – Provider Operations - North Country CMH:

Balance on Hand, June 30, 2018	\$6,539,697.85
Receipts, Adjustments & Transfers, July	\$4,541,077.19
Total Disbursements & Adjustments, July	\$3,893,524.10
Increase in Cash Balance	\$ 647,553.09
Balance, July 31, 2018	\$7,187,250.94

**MOTION BY BOB BOYD, SECOND BY LOUIS SCHOLL, TO APPROVE THE
CONSENT AGENDA. MOTION CARRIED.**

Information (I) Items from Committee Reports

Information items were included in the committee minutes.

Privileging Recommendations

There were no privileging recommendations reviewed by the Board this month.

COMMITTEE RECOMMENDATIONS – BOARD ACTION

Finance Committee

Mr. Liss reviewed the Revenue and Expenditure Report and Bills through 7/31/18.

Mr. Liss reviewed the Interim Financial Statements as of 07/31/18.

Mr. Liss reviewed the proposal to upgrade the agency's phone system to a cloud-based system.

MOTION BY PAUL LISS, SECOND BY BOB BOYD, TO APPROVE THE PROPOSAL TO UPGRADE THE PHONE SYSTEM TO AVAYA GO IN THE AMOUNT OF \$33,989. MOTION CARRIED.

ACTION ITEMS – WITHOUT COMMITTEE REVIEW

There were no items to review today.

PRESENTATION

Ms. Gebhard introduced Alan Bolter, Associate Director of the Community Mental Health Association of Michigan. Mr. Bolter provided background on legislative candidates in the upcoming mid-term elections and on pending legislation that may be pushed during the lame duck session.

Mr. Bolter noted that this may be a good year for Democrats, since, historically, the President's party does not do well. Many officials are termed out: the Governor, Lieutenant Governor, Secretary of State, Attorney General, 28 of 38 Senate seats, and 44 House seats. U.S. Senator Debbie Stabenow, a longtime advocate for mental health, is also up for re-election. Following the November election, the Association will be sending out advocacy materials. Tom Renwick and Linda Zeller's departures could cause some issues. Mr. Evans related a problem with not having community psychiatric hospitals. Mr. Bolter indicated that the appropriation last year to rebuild Caro State Hospital could lead to a 50-bed unit being built in the tip of the mitt. Ms. Gebhard indicated that she would still like to host a candidate forum with the Board, possibly in October.

CHIEF EXECUTIVE OFFICER'S REPORT/COMMUNICATIONS

Ms. Gebhard reviewed her report on page 10. She referred to page 11 where Centra Wellness is transferring \$25,000 in general funds to North Country. An article on North Country outgrowing its space in Cheboygan was referenced.

QUALITY IMPROVEMENT UPDATE

Ms. Christie reviewed the results of the NMRE's Quarterly Claims Audit for the 1st quarter. Twenty records were audited, and the agency met 100% in the qualitative review. She also reviewed results of the Snapshot Consumer Satisfaction Survey. NCCMH had a return rate of 90.4%. The overall average survey score was 3.52 with 93% of consumers reporting satisfaction with the services they receive. There were many positive comments. The QI Council will look for trends that indicate a need for action.

NORTHERN MICHIGAN REGIONAL ENTITY

Ms. Gebhard reported that the minutes were included in the Board packet beginning on page 15. She referred to financial reports on pages 16-17.

OLD BUSINESS

Ms. Gebhard provided an update on the Kronos Payroll System, which the Board approved last month. It was decided to use Kronos for time/attendance only Payroll and human resources will be kept with Paycor.

Brian Babbitt provided an update on progress for the Cheboygan office. Mr. Babbitt has looked at two locations: the Plaza at McLaren (Lincoln Street Bridge Plaza) and the McLaren Medical Center. Straits Area Services also has a building, but it is older with no service integration and is in a residential area. The McLaren location appears to be the best fit for the agency given the other health services available on site. He hopes to have a proposal for the board next month.

NEW BUSINESS

Ms. Gebhard reviewed the results of the Employee Culture Survey on page 20. The survey was a project for a grad student at Grand Valley State with development oversight by our HR Director. Results were reviewed by the Executive Team and Clinical Leadership. Improving communication and supporting employees' mental health were two main themes identified in the report. An action plan is being developed. The survey results were also shared with staff. The survey will be offered again next year.

Ms. Gebhard reviewed the Stepping Up Initiative Resolution passed by Charlevoix County in 2015. Stepping Up is a model used throughout the country on how to divert people with mental illness out of the criminal justice system. MDHHS is funding Technical Assistance through the Center for Behavioral Health and Justice. An invitation for an informational meeting was sent to commissioners, sheriff, judges, law enforcement, jail administrator, and other stakeholders. The meeting is scheduled for October 1st in the Charlevoix County Building from 8:00-10:00 am.

MOTION BY CAROLINE LOPER, SECOND BY BETSY WHITE, TO ADJOURN THE MEETING AT 5:20 P.M. MOTION CARRIED.

PERIOD ENDING 08/31/2018

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

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2018		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		12/31/2017	08/31/2017	ORIGINAL BUDGET	2018 AMENDED BUDGET		MONTH 08/31/18		
Fund 101 - GENERAL COUNTY									
Revenues									
101-400-401.00	CURRENT TAX	7,819,004.77	1,136,972.51	8,011,930.00	8,011,930.00	2,334,161.67	1,868,369.72	5,677,768.33	29.13
101-400-401.03	CURRENT TAX INTEREST	38,637.69	34,737.50	38,500.00	38,500.00	31,860.64	0.00	6,639.36	82.75
101-400-404.00	CONVENTION & TOURISM TAX	68,897.70	47,317.50	70,399.00	70,399.00	15,223.00	0.00	55,176.00	21.62
101-400-417.00	UNPAID PERSONAL PROPERTY TAX	6,829.12	6,320.72	3,873.00	3,873.00	3,180.64	127.36	692.36	82.12
101-400-424.00	COMMERCIAL FOREST RESERVE	182.33	182.33	165.00	165.00	188.72	188.72	(23.72)	114.38
101-400-425.00	SWAMP TAX REFUND	357,289.89	0.00	339,354.00	339,354.00	0.00	0.00	339,354.00	0.00
101-400-441.00	LOCAL COMMUNITY STABILIZATION	3,031.98	3,031.98	0.00	0.00	0.00	0.00	0.00	0.00
101-400-452.00	LICENSES & PERMITS-BUSINESS	1,069.00	653.50	1,100.00	1,100.00	559.00	6.00	541.00	50.82
101-400-476.00	SOIL SEDIMENTATION	14,230.00	9,785.00	12,000.00	12,000.00	11,490.00	2,915.00	510.00	95.75
101-400-478.00	DOG LICENSES	1,316.50	1,136.00	1,300.00	1,300.00	1,340.00	50.00	(40.00)	103.08
101-400-478.01	CO MARRIAGE LIC FEE	1,320.00	960.00	1,600.00	1,600.00	1,065.00	180.00	535.00	66.56
101-400-479.01	ZONING PERMITS	30,177.20	22,098.44	27,000.00	27,000.00	21,951.27	3,910.24	5,048.73	81.30
101-400-479.02	SP ZONING MTG	605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-501.03	ENFORCEMENT ZONE GRANT	12,392.00	6,356.00	11,477.00	8,572.00	4,107.00	0.00	4,465.00	47.91
101-400-507.00	CO-OP REIMB-PROS ATTY/ADC	61,938.51	40,033.82	55,699.00	55,699.00	40,585.79	4,573.05	15,113.21	72.87
101-400-507.01	PROS ATTY VICTIMS RIGHTS	50,369.66	24,618.21	53,701.00	53,474.68	26,702.81	0.00	26,771.87	49.94
101-400-507.02	WELFARE FRAUD	765.00	450.00	500.00	500.00	337.50	0.00	162.50	67.50
101-400-508.00	WOMEN'S RESOURCE GRANT	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-510.00	STONEGARDEN GRANT	40,191.74	29,174.55	40,276.00	29,258.81	22,166.34	2,386.96	7,092.47	75.76
101-400-532.00	CONSTRUCTION CODE ADMIN	52,859.00	0.00	46,729.00	46,729.00	0.00	0.00	46,729.00	0.00
101-400-533.00	HOUSING ADMIN	24,354.45	0.00	27,714.00	27,714.00	0.00	0.00	27,714.00	0.00
101-400-540.00	COURT EQUITY FUND	121,073.00	78,714.00	121,477.00	121,477.00	74,976.00	33,988.00	46,501.00	61.72
101-400-541.00	PROBATE JUDGES' SALARY	105,004.48	71,694.32	99,834.00	99,834.00	74,875.31	0.00	24,958.69	75.00
101-400-541.01	PROBATE STAND/PAYMT	45,724.00	34,293.00	45,724.00	45,724.00	34,293.00	0.00	11,431.00	75.00
101-400-541.02	CIRCUIT STAND/PAYMT	45,724.00	34,293.00	45,724.00	45,724.00	34,293.00	0.00	11,431.00	75.00
101-400-541.03	DISTRICT STAND/PAYMT	36,579.20	27,434.40	36,579.00	36,579.00	27,434.40	0.00	9,144.60	75.00
101-400-542.00	ORV ENFORCEMENT GRANT	18,000.00	0.00	18,200.00	18,200.00	0.00	0.00	18,200.00	0.00
101-400-543.00	SECONDARY RD PATROL/GRANT	51,466.17	30,849.24	46,729.00	46,729.00	26,112.07	0.00	20,616.93	55.88
101-400-544.00	MARINE SAFETY PROGRAM	47,900.00	0.00	49,700.00	49,700.00	0.00	0.00	49,700.00	0.00
101-400-544.01	SNO-MOBILE SAFETY/PROGRAM	7,992.56	7,992.56	7,800.00	7,800.00	6,000.00	0.00	1,800.00	76.92
101-400-545.01	CASEFLOW ASSIST GRANT/DIST	10,436.30	10,436.30	10,000.00	10,000.00	8,536.58	0.00	1,463.42	85.37
101-400-554.00	STATE GRANT	6,261.00	0.00	0.00	7,099.85	785.85	0.00	6,314.00	11.07
101-400-560.00	COUNTY JUVENILE OFFICER GRANT	27,317.04	13,658.52	27,317.00	27,317.00	13,658.52	0.00	13,658.48	50.00
101-400-573.00	LOCAL COMMUNITY STABILIZATION	22,292.85	0.00	0.00	0.00	2,954.41	0.00	(2,954.41)	100.00
101-400-574.00	STATE REVENUE SHARING	456,893.59	456,893.59	462,591.00	462,591.00	462,591.07	115,646.07	(0.07)	100.00
101-400-574.01	REVENUE SHARING - COUNTY INCEN	112,846.67	112,846.67	112,847.00	112,847.00	112,846.64	18,806.64	0.36	100.00
101-400-575.00	TWP LIQUOR LICENSE	770.00	0.00	770.00	770.00	0.00	0.00	770.00	0.00
101-400-581.00	REV FROM OTHER COUNTIES	54,490.93	36,497.49	55,189.00	55,189.00	37,988.99	4,502.66	17,200.01	68.83
101-400-582.00	SHERIFF LOCAL GRANTS	1,400.00	1,400.00	0.00	1,900.00	1,900.00	0.00	0.00	100.00
101-400-583.00	LOCAL GRANTS	350.00	350.00	0.00	400.00	400.00	142.71	0.00	100.00
101-400-601.00	CIR CRT COSTS	48,938.81	35,528.39	50,000.00	50,000.00	34,573.99	4,284.20	15,426.01	69.15
101-400-601.01	ATTY FEE REIMB/CIRCUIT	22,526.88	17,149.97	31,000.00	31,000.00	22,609.94	2,383.99	8,390.06	72.94
101-400-601.10	CIR CT GARNISHMENT	705.00	330.00	550.00	550.00	240.00	180.00	310.00	43.64
101-400-603.00	DISTRICT CRT COSTS	394,902.11	266,900.72	390,000.00	390,000.00	262,088.16	40,671.67	127,911.84	67.20
101-400-603.01	PROBATE CRT COSTS	1,085.00	280.00	1,000.00	1,000.00	420.00	0.00	580.00	42.00
101-400-607.02	CTY GENERAL FILING FEE	4,572.00	3,467.00	5,250.00	5,250.00	3,398.00	577.00	1,852.00	64.72
101-400-607.04	CHARGE FOR SERVICE	152,873.28	10,507.56	116,561.00	116,561.00	33,652.59	6,332.59	82,908.41	28.87
101-400-608.01	MOTION FEE COUNTY	2,140.00	1,490.00	3,000.00	3,000.00	1,265.00	130.00	1,735.00	42.17
101-400-608.02	COUNTY APPEAL FEE	386.00	211.00	200.00	200.00	87.00	0.00	113.00	43.50
101-400-610.00	JURY FEE CIR CT	2,170.00	1,650.00	1,600.00	1,600.00	640.00	60.00	960.00	40.00
101-400-612.01	GIS	2,926.65	2,901.65	1,800.00	1,800.00	1,656.10	750.00	143.90	92.01
101-400-613.00	DIST CRT/CIVIL FEES	50,031.50	28,934.00	45,000.00	45,000.00	31,639.50	11,079.25	13,360.50	70.31
101-400-613.10	COUNTY REMONUMENTATION	350.94	222.18	300.00	300.00	223.32	36.24	76.68	74.44
101-400-614.00	VIOLATION CLEARANCE RECORD	2,745.67	1,600.00	3,000.00	3,000.00	1,950.00	209.00	1,050.00	65.00

PERIOD ENDING 08/31/2018

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

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2018		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		12/31/2017	08/31/2017	ORIGINAL BUDGET	2018 AMENDED BUDGET		MONTH 08/31/18		
Fund 101 - GENERAL COUNTY									
Revenues									
101-400-615.00	DIST CRT/BOND COSTS & FEES	3,700.00	2,700.00	7,000.00	7,000.00	1,680.00	450.00	5,320.00	24.00
101-400-617.00	PROBATE CRT - FEES	0.00	0.00	0.00	0.00	10.00	0.00	(10.00)	100.00
101-400-617.01	CERTIFIED FEES	1,563.00	1,219.00	1,400.00	1,400.00	768.00	93.00	632.00	54.86
101-400-617.02	MARRIAGE CEREMONIES	100.00	64.00	100.00	100.00	56.00	12.00	44.00	56.00
101-400-617.03	JURY FEE DEMAND	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-617.06	WILLS/SAFE KEEPING	425.00	350.00	200.00	200.00	125.00	0.00	75.00	62.50
101-400-617.07	INVENTORY FEE	10,794.15	4,838.97	6,500.00	6,500.00	5,062.60	497.59	1,437.40	77.89
101-400-617.08	PROBATE CRT/DEPOSIT BOXES	10.00	10.00	20.00	20.00	10.00	0.00	10.00	50.00
101-400-617.10	PROBATE CRT-MOT/PET/ACCT/OB	1,260.00	820.00	1,400.00	1,400.00	850.00	90.00	550.00	60.71
101-400-618.00	CO TREAS-CURRENT SERVICES	3,107.00	3,067.00	3,700.00	3,700.00	1,843.50	0.00	1,856.50	49.82
101-400-618.02	REGISTER OF DEEDS TAX CERTIFIC	6,260.00	3,690.00	4,500.00	4,500.00	4,055.00	720.00	445.00	90.11
101-400-619.00	CO CLERK/CURRENT SERVICES	24,461.00	17,243.00	21,000.00	21,000.00	15,369.00	2,009.00	5,631.00	73.19
101-400-619.01	PASSPORT FEES	1,375.00	925.00	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00
101-400-619.02	CREMATION FEE	1,430.00	930.00	1,000.00	1,000.00	900.00	130.00	100.00	90.00
101-400-619.03	SUBPOENA FEE	30.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-619.04	CRIME VICTIM ADMIN FEES	1,609.59	1,143.56	1,700.00	1,700.00	968.88	120.21	731.12	56.99
101-400-619.05	STATE FORENSIC ADMIN FEE	16.00	15.00	0.00	0.00	13.44	6.68	(13.44)	100.00
101-400-619.06	NOTARY FEES	474.00	328.00	275.00	275.00	296.00	24.00	(21.00)	107.64
101-400-620.00	REGISTER OF DEEDS FEES	327,124.40	209,819.90	250,000.00	250,000.00	207,785.16	32,061.11	42,214.84	83.11
101-400-622.00	C.C.F. COLLECTION FEE	2,100.84	1,739.77	2,400.00	2,400.00	2,052.11	256.25	347.89	85.50
101-400-622.01	25% ATTY FEES REIMB	377.25	242.75	500.00	500.00	319.50	18.25	180.50	63.90
101-400-622.02	ATTY FEE REIMB/PROBATE	2,156.75	1,528.25	1,200.00	1,200.00	958.50	54.75	241.50	79.88
101-400-625.00	DNA COLLECTION	375.63	280.13	0.00	0.00	287.94	30.00	(287.94)	100.00
101-400-625.01	SEX OFFENDER REGISTRATION	2,720.00	2,580.00	3,500.00	3,500.00	2,760.00	160.00	740.00	78.86
101-400-625.25	DNA COLLECTION - SHERIFF	931.55	692.80	200.00	200.00	719.84	75.00	(519.84)	359.92
101-400-625.36	DNA COLLECTION - DISTRICT COUR	0.00	0.00	100.00	100.00	0.00	0.00	100.00	0.00
101-400-628.02	BOAT LIVERY INSPECTIONS	30.00	30.00	50.00	50.00	12.00	0.00	38.00	24.00
101-400-628.03	PRISONER BOARD	50,697.60	28,431.59	45,000.00	45,000.00	29,872.41	4,177.80	15,127.59	66.38
101-400-628.04	PRISONER MEDICAL	3,238.69	2,071.68	3,500.00	3,500.00	2,891.86	0.00	608.14	82.62
101-400-628.05	ACCIDENT REPORT FEES	830.05	662.05	700.00	700.00	566.50	30.00	133.50	80.93
101-400-628.07	DOC/TRANSPORT REIMB	3,489.29	2,402.61	2,500.00	2,500.00	3,134.07	1,088.31	(634.07)	125.36
101-400-628.08	WORK RELEASE	26,119.51	20,236.69	30,000.00	30,000.00	22,998.20	1,970.00	7,001.80	76.66
101-400-628.09	PRISONER BOARD-OUT COUNTY	0.00	0.00	1,050.00	1,050.00	0.00	0.00	1,050.00	0.00
101-400-628.10	DIVERTED FELONS-LOC REIMBURSE	23,385.00	15,025.00	20,000.00	20,000.00	7,420.00	0.00	12,580.00	37.10
101-400-628.12	PRISONER TRANSPORT REIMBURSE	471.95	391.95	1,000.00	1,000.00	50.00	0.00	950.00	5.00
101-400-628.13	MEDICAL REIMBURSE-OUT COUNTY	0.00	0.00	50.00	50.00	0.00	0.00	50.00	0.00
101-400-628.14	FINDERS FEE SS JAIL	13,400.00	8,800.00	8,000.00	8,000.00	6,800.00	800.00	1,200.00	85.00
101-400-628.16	PRE-EMPLOYMENT FINGERPRINTS	120.00	100.00	200.00	200.00	110.00	30.00	90.00	55.00
101-400-628.17	CCW FINGERPRINT FEE	3,210.00	2,250.00	5,000.00	5,000.00	2,940.00	405.00	2,060.00	58.80
101-400-628.18	DRUNK DRIVERS ASSESSMENT	2,660.00	1,560.00	3,500.00	3,500.00	1,935.00	150.00	1,565.00	55.29
101-400-628.19	TETHER FEES	930.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-630.00	OTHER REVENUE	1,901.30	1,144.90	25.00	25.00	106.50	20.50	(81.50)	426.00
101-400-630.03	SALE BOOK	105.00	105.00	200.00	200.00	90.00	10.00	110.00	45.00
101-400-632.00	ADMIN/CRIME VIC RIGHTS ASST	95.50	69.50	0.00	0.00	53.49	10.00	(53.49)	100.00
101-400-633.00	TAX RECORDS SEARCH FEE	888.40	876.80	1,200.00	1,200.00	1,608.01	0.00	(408.01)	134.00
101-400-644.00	SALE OF SCRAP & SALVAGE	70.00	70.00	0.00	0.00	34.00	34.00	(34.00)	100.00
101-400-651.10	REGISTER OF DEEDS - ONLINE SER	15,613.00	9,250.00	15,000.00	15,000.00	11,668.00	2,324.00	3,332.00	77.79
101-400-656.00	BOND FORFEITURES	14,700.00	11,220.00	1,000.00	1,000.00	21,020.00	5,000.00	(20,020.00)	2,102.00
101-400-656.01	ORDINANCE FINES & COSTS	19,587.92	11,209.49	15,000.00	15,000.00	23,096.05	4,356.96	(8,096.05)	153.97
101-400-657.00	DRUG FORFEITURES - SHERIFF	3,250.00	3,250.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-658.00	FORFEITURES - SHERIFF	550.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-665.00	INTEREST EARNED	24,941.00	13,912.92	15,600.00	15,600.00	15,741.22	1,332.98	(141.22)	100.91
101-400-665.01	T & A INTEREST	2,046.64	935.92	1,700.00	1,700.00	705.47	83.75	994.53	41.50
101-400-668.00	RENTS	62,284.08	38,666.72	58,000.00	58,000.00	38,666.72	9,666.68	19,333.28	66.67

PERIOD ENDING 08/31/2018

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

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2018		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		12/31/2017	08/31/2017	ORIGINAL BUDGET	2018 AMENDED BUDGET				
Fund 101 - GENERAL COUNTY									
Revenues									
101-400-673.00	SALE OF FIXED ASSETS	1.00	1.00	0.00	0.00	2,371.00	220.00	(2,371.00)	100.00
101-400-675.06	DONATION - CANINE UNIT	6,074.65	4,555.23	10,000.00	24,500.00	17,165.16	150.01	7,334.84	70.06
101-400-676.00	CONT FROM OTHER FUNDS	0.00	0.00	23,652.00	23,652.00	0.00	0.00	23,652.00	0.00
101-400-676.01	REIMBURSEMENTS	4,013.99	213.00	0.00	0.00	6,663.13	0.00	(6,663.13)	100.00
101-400-676.13	89TH JURY REIMBURSEMENT	120.00	0.00	0.00	0.00	195.00	0.00	(195.00)	100.00
101-400-676.14	CIR CRT JURY REIMBURSEMENT	3,385.00	2,410.00	4,300.00	4,300.00	605.00	0.00	3,695.00	14.07
101-400-678.00	INSURANCE & BOND REIMBURSEMENT	62,875.57	62,875.57	5,780.00	5,780.00	123,699.00	0.00	(117,919.00)	2,140.12
101-400-681.00	ELECTION REFUNDS	127.04	98.08	200.00	200.00	67.04	0.00	132.96	33.52
101-400-682.00	DATA PROCESSING FEES	21,733.75	4,000.00	18,500.00	18,500.00	4,000.00	0.00	14,500.00	21.62
101-400-682.01	PA BLOOD TEST REIMB	19.35	15.06	250.00	250.00	19.92	4.78	230.08	7.97
101-400-683.00	RETURNED CHECK FEES	780.71	438.99	200.00	200.00	244.29	0.00	(44.29)	122.15
101-400-686.00	P/A LEGAL/ABUSED & NEG CHLD	42,212.79	30,323.81	48,000.00	48,000.00	36,925.97	17,032.38	11,074.03	76.93
101-400-687.00	WAGE REIMBURSEMENT	0.00	0.00	6,200.00	6,200.00	0.00	0.00	6,200.00	0.00
101-400-687.06	SHERIFF WAGE REIMB/INTERNAL TR	9,620.86	0.00	11,918.00	11,918.00	4,611.31	0.00	7,306.69	38.69
101-400-688.00	REFUNDS - GENERAL	3,314.49	2,441.90	1,300.00	1,300.00	6,567.06	195.50	(5,267.06)	505.16
101-400-688.01	MOVEABLE ITEMS	0.00	0.00	0.00	0.00	0.00	(23.70)	0.00	0.00
101-400-688.06	SHERIFF WAGE REIMB	135.28	2,682.18	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-400-688.08	INMATE TELEPHONE	14,698.08	8,087.28	10,800.00	10,800.00	16,993.87	9,498.06	(6,193.87)	157.35
101-400-688.09	NON-REIMBURSABLE/REIMB	146.25	127.50	1,000.00	1,000.00	220.69	30.00	779.31	22.07
101-400-688.11	M.A.P.S.	6,417.29	0.00	10,021.00	10,021.00	0.00	0.00	10,021.00	0.00
101-400-688.15	SHERIFF PBT'S	96.00	57.00	500.00	500.00	89.00	0.00	411.00	17.80
101-400-688.17	POSTAGE REIMBURSEMENTS	11.51	11.51	50.00	50.00	0.00	0.00	50.00	0.00
101-400-688.19	SHERIFF DRUG SCREENS	606.38	443.88	500.00	500.00	548.50	63.00	(48.50)	109.70
101-400-690.00	INS & SURETY PREMIUM REFUND	62,284.00	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-400-695.00	CASH OVER/SHORT	26.25	11.25	0.00	0.00	15.10	0.00	(15.10)	100.00
101-400-696.00	INSURANCE PROCEEDS	2,594.24	2,594.24	0.00	0.00	12,350.00	0.00	(12,350.00)	100.00
101-400-698.00	MISC	787.73	551.44	0.00	0.00	471.45	0.00	(471.45)	100.00
101-400-699.00	FUND EQUITY	0.00	0.00	681,056.00	696,608.95	0.00	0.00	696,608.95	0.00
101-400-699.99	TRANSFER IN	523,134.09	106,235.48	3,790,397.00	3,790,397.00	0.00	0.00	3,790,397.00	0.00
TOTAL REVENUES		11,877,099.56	3,308,492.97	15,745,453.00	15,770,757.29	4,501,241.28	2,217,954.92	11,269,516.01	28.54
Expenditures									
101	COMMISSIONERS	126,211.06	79,337.49	145,920.00	145,943.00	83,055.56	9,493.85	62,887.44	56.91
131	CIRCUIT COURT	278,290.29	175,206.27	331,234.00	331,362.00	182,283.43	25,242.13	149,078.57	55.01
136	DISTRICT COURT	617,171.06	386,081.10	636,234.00	636,706.00	394,274.72	47,442.33	242,431.28	61.92
139	VICTIM'S RIGHTS	68,489.78	42,744.69	68,397.00	68,611.68	43,576.85	5,417.39	25,034.83	63.51
145	JURY BOARD	6,520.21	5,809.58	10,810.00	10,810.00	5,108.38	842.73	5,701.62	47.26
148	PROBATE COURT	587,349.38	373,418.17	618,500.00	618,661.00	389,635.48	48,291.74	229,025.52	62.98
191	ELECTIONS	(737.47)	(643.99)	28,860.00	28,860.00	9,105.29	4,713.65	19,754.71	31.55
202	FINANCE DEPARTMENT	290,520.62	174,352.83	313,274.00	289,890.00	186,256.84	27,270.44	103,633.16	64.25
212	ADMINISTRATIVE OFFICE	215,086.10	132,663.07	235,184.00	235,288.00	141,718.66	17,277.74	93,569.34	60.23
215	CLERK/REGISTER	434,556.87	264,915.56	450,059.00	450,318.00	284,897.30	33,763.12	165,420.70	63.27
225	EQUALIZATION	212,436.32	130,946.64	217,303.00	217,651.00	135,004.67	19,474.88	82,646.33	62.03
228	INFORMATION SYSTEMS	240,491.96	131,307.73	365,019.00	365,112.00	230,838.54	16,626.61	134,273.46	63.22
229	PROSECUTING ATTORNEY	589,852.39	365,443.00	639,924.00	649,041.00	394,567.93	46,927.80	254,473.07	60.79
243	GIS	68,906.18	42,484.76	70,993.00	71,035.00	42,882.22	5,154.92	28,152.78	60.37
253	COUNTY TREASURER	308,686.60	185,555.28	326,490.00	326,670.00	194,193.21	33,198.55	132,476.79	59.45
260	TAX ALLOCATION BOARD	0.00	0.00	950.00	950.00	0.00	0.00	950.00	0.00
265	COUNTY MAINTENANCE DEPT	473,174.77	300,598.58	505,026.00	506,681.00	310,802.34	39,645.24	195,878.66	61.34
267	MAJOR EQ/BLDG IMP	67,809.49	45,926.40	196,530.00	196,663.00	16,719.70	(6,266.15)	179,943.30	8.50
270	HUMAN RESOURCE	4,882.10	2,493.71	5,775.00	5,775.00	1,926.60	208.60	3,848.40	33.36
275	DRAIN COMMISSIONER	2,981.54	2,143.88	6,090.00	6,090.00	810.05	3.72	5,279.95	13.30

PERIOD ENDING 08/31/2018

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

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2017	YTD BALANCE 08/31/2017	2018		YTD BALANCE 08/31/2018	ACTIVITY FOR MONTH 08/31/18	AVAILABLE BALANCE	% BDGT USED
				ORIGINAL BUDGET	2018 AMENDED BUDGET				
Fund 101 - GENERAL COUNTY									
Expenditures									
284	COUNTY SURVEYOR	1,950.00	1,267.15	2,150.00	2,150.00	1,322.02	0.00	827.98	61.49
285	GENERAL COUNTY	438,326.38	347,019.64	501,424.00	502,829.80	386,047.21	37,878.37	116,782.59	76.77
301	SHERIFF	1,734,200.56	1,096,324.01	1,739,739.00	1,764,576.00	1,145,729.67	128,346.37	618,846.33	64.93
302	ORV ENFORCEMENT	17,428.35	11,577.65	20,065.00	20,065.00	9,724.64	1,065.56	10,340.36	48.47
325	CCE 911	431,290.58	323,396.78	439,528.00	439,528.00	323,071.50	0.00	116,456.50	73.50
331	MARINE SAFETY	101,426.60	58,420.95	109,868.00	110,281.00	58,678.71	15,827.40	51,602.29	53.21
332	SNO-MOBILE SAFETY *	9,367.32	9,367.32	9,670.00	9,670.00	9,200.68	0.00	469.32	95.15
333	SHERIFF SECONDARY ROAD PATROL	74,877.79	47,353.77	78,883.00	79,498.00	48,741.64	5,773.42	30,756.36	61.31
334	STONEGARDEN GRANT	40,191.74	29,174.55	40,276.00	29,258.81	23,786.46	2,376.32	5,472.35	81.30
335	SHERIFF - LOCAL GRANTS	6,942.55	5,777.48	10,091.00	10,162.00	5,751.38	1,964.79	4,410.62	56.60
337	SHERIFF-FEDERAL GRANTS	12,391.43	7,361.09	11,477.00	8,572.00	5,698.19	1,174.05	2,873.81	66.47
338	CANINE UNIT	6,122.64	4,555.23	10,000.00	24,500.00	17,165.16	150.01	7,334.84	70.06
351	CORRECTIONS/COMMUNICATIONS	1,531,927.82	928,850.55	1,529,452.00	1,533,461.00	958,339.73	116,076.07	575,121.27	62.50
412	PLANNING/ZONING DEPT	317,751.50	215,303.71	364,098.00	357,829.08	130,985.73	22,417.71	226,843.35	36.61
426	TRI-COUNTY EMERGENCY MANAGEMEN	82,007.89	50,828.28	78,285.00	78,285.00	21,011.61	0.00	57,273.39	26.84
430	ANIMAL SHELTER/DOG WARDEN	180,480.89	114,100.33	157,709.00	157,709.00	131,214.16	782.12	26,494.84	83.20
441	DEPARTMENT OF PUBLIC WORKS	203.33	203.33	340.00	340.00	253.96	0.00	86.04	74.69
600	HEALTH DEPARTMENTS	338,149.00	253,611.75	343,157.00	343,157.00	257,367.75	0.00	85,789.25	75.00
605	C/D - HEALTH DEPARTMENT	0.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00
648	MEDICAL EXAMINER	11,888.38	8,451.62	19,508.00	19,518.00	7,530.20	735.44	11,987.80	38.58
682	VETERANS	113,425.40	71,212.91	125,568.00	128,091.85	73,951.38	8,097.63	54,140.47	57.73
700	CASH CONTROL	0.00	0.00	229,128.00	235,274.00	0.00	0.00	235,274.00	0.00
731	COUNTY MSU EXTENSION OFFICE	131,648.98	91,539.75	134,862.00	134,901.00	94,480.06	5,182.63	40,420.94	70.04
751	FAIR GROUNDS / EVENTS	36,794.68	24,093.43	56,012.00	56,058.00	41,782.87	5,939.98	14,275.13	74.54
753	VETERAN'S PARK	0.00	0.00	7,000.00	7,000.00	975.00	0.00	6,025.00	13.93
784	SOIL CONSERVATION	13,231.66	9,822.46	13,720.00	13,720.00	9,865.07	1.88	3,854.93	71.90
900	SPECIAL APPROPRIATIONS	80,000.00	80,000.00	112,500.00	112,500.00	80,000.00	0.00	32,500.00	71.11
902	APPRO/TRANSFERS TO OTHER FUNDS	1,134,259.95	388,578.37	4,230,471.00	4,231,805.07	376,932.20	64,394.06	3,854,872.87	8.91
954	INSURANCES	172,528.11	184,332.10	197,400.00	197,400.00	145,477.85	0.00	51,922.15	73.70
TOTAL EXPENDITURES		11,611,492.78	7,203,308.96	15,745,453.00	15,770,757.29	7,412,742.60	792,913.10	8,358,014.69	47.00
Fund 101 - GENERAL COUNTY:									
TOTAL REVENUES		11,877,099.56	3,308,492.97	15,745,453.00	15,770,757.29	4,501,241.28	2,217,954.92	11,269,516.01	28.54
TOTAL EXPENDITURES		11,611,492.78	7,203,308.96	15,745,453.00	15,770,757.29	7,412,742.60	792,913.10	8,358,014.69	47.00
NET OF REVENUES & EXPENDITURES		265,606.78	(3,894,815.99)	0.00	0.00	(2,911,501.32)	1,425,041.82	2,911,501.32	100.00

FROM 08/01/2018 TO 08/31/2018

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 08/01/2018	Total Debits	Total Credits	Ending Balance 08/31/2018
101	GENERAL COUNTY	3,909,875.89	2,523,927.32	1,108,043.13	5,325,760.08
102	FAMILY COUNSELING FUND	30,978.32	360.00	0.00	31,338.32
105	TERMINATION LIABILITY FUND	34,784.97	0.00	0.00	34,784.97
107	P A 302 TRAINING FUND	7,175.75	0.00	113.66	7,062.09
108	PUBLIC ACT 106 FUND	44,792.00	0.00	44,792.00	0.00
111	PROBATION ENHANCEMENT FUND	11,217.33	50.00	236.90	11,030.43
112	VICTIM'S RESTITUTION FUND	864.99	0.00	0.00	864.99
114	COUNTY REMONUMENTATION GRANT FUND	23,978.23	0.00	0.00	23,978.23
201	COUNTY ROAD	3,374,894.83	847,845.12	1,432,836.82	2,789,903.13
210	JAWS OF LIFE FUND	0.00	0.00	0.00	0.00
211	COMMUNITY PROJECTS	4,865.59	0.00	0.00	4,865.59
214	SANE/SPECIAL PROSECUTION UNIT	0.00	0.00	0.00	0.00
215	FRIEND OF THE COURT-FAMILY COURT FUND	(68,336.24)	97,314.90	92,743.53	(63,764.87)
217	AMBULANCE MILLAGE	140,641.57	38.75	28,764.17	111,916.15
218	TOWNSHIP ROAD LOAN PRG	(178,024.93)	0.00	0.00	(178,024.93)
220	DORIS REID BUILDING	117,739.64	7,899.48	1,981.19	123,657.93
226	RECYCLING	354,939.56	4,534.35	38,752.59	320,721.32
230	CELLULAR PHONE FLOW THROUGH	42,003.00	0.00	42,003.00	0.00
231	CCE 911 4% PHONE SURCHARGE	15,882.43	23,394.90	15,882.43	23,394.90
234	DNR FOREST FLOW THROUGH	0.00	0.00	0.00	0.00
245	PUBLIC IMPROVEMENT	6,041.36	0.00	0.00	6,041.36
249	BUILDING DEPARTMENT FUND	(1,919.06)	62,206.10	37,251.37	23,035.67
256	REGISTER OF DEEDS AUTOMATION	399,806.99	3,326.87	1,061.81	402,072.05
258	DISASTER CONTINGENCY FUND	10,000.00	0.00	0.00	10,000.00
260	SHERIFF'S WORK CREW PROGRAM	(6,872.21)	2,855.68	3,864.97	(7,881.50)
262	SHERIFF SPECIAL PROJECTS FUND	1,671.47	0.00	0.00	1,671.47
263	CONCEALED PISTOL LICENSING	40,724.24	1,353.89	0.00	42,078.13
264	LOCAL CORR OFFICER TRAIN FUND	22,150.79	895.27	135.68	22,910.38
266	D.A.R.E.	2,148.71	0.00	0.00	2,148.71
267	DRUG COURT - ADULT - CIRCUIT	24,710.54	3,886.28	10,630.32	17,966.50
268	SOBRIETY COURT	14,676.79	365.00	400.00	14,641.79
269	COUNTY LAW LIBRARY	4,721.94	0.00	2,552.26	2,169.68
270	VETERANS ASSISTANCE FUND	21,525.82	776.00	196.83	22,104.99
273	ORV FUND	1,762.50	0.00	0.00	1,762.50
276	SAYPA PROGRAM	52,769.01	25,236.11	17,719.18	60,285.94
277	SENIOR CITIZEN MILLAGE	487,887.05	75.58	51,738.84	436,223.79
281	CHEBOYGAN COUNTY HOUSING COMM-ESCROW	34,714.36	88.57	0.00	34,802.93
283	CHEBOYGAN COUNTY HOUSING GRANT	212,154.39	544.05	1,410.25	211,288.19
286	REVENUE SHARING RESERVE FUND	0.00	0.00	0.00	0.00
289	CHEB SOC SER - COUNTY FUNDS	0.00	139.62	139.62	0.00
292	CHILD CARE - FAMILY COURT	81,888.55	66,225.67	42,985.14	105,129.08
293	SOLDIERS RELIEF	0.00	0.00	0.00	0.00
294	VETERANS TRUST	283.64	0.00	283.64	0.00
297	SENIOR CITIZENS/BUSING FUND	0.00	0.00	0.00	0.00
299	DAV VAN	600.00	0.00	0.00	600.00
351	INVERNESS SEWER PROJECT	5,362.65	151,194.22	0.00	156,556.87
352	CTY ROAD CONST PROJECT DEBT SERVICE	283,598.80	18,026.71	0.00	301,625.51
401	CRT HOUSE PRESERVATION FUND	(531,915.71)	10.00	228,651.30	(760,557.01)
418	D.H.S. BUILDING FUND	33,429.60	3,133.32	0.00	36,562.92
422	DORIS REID BUILDING CAPITAL PROJECT FUND	(97,096.06)	0.00	6,431.89	(103,527.95)
430	ANIMAL CONTROL CAPTIAL PROJECT FUND	(38,250.13)	0.00	1,622.94	(39,873.07)
450	CCE 911 DEVELOPMENT & CAPITAL FUND	361,177.96	0.00	0.00	361,177.96
509	COUNTY MARINA	194,822.08	116,431.48	143,813.14	167,440.42
516	100% TAX PAYMENT FUND	7,501,863.97	144,860.63	0.00	7,646,724.60
517	TAX FORCLOSURE FUND	589,480.62	7,807.59	250,965.43	346,322.78
561	COUNTY FAIR	(11,003.65)	197,517.75	111,878.14	74,635.96
588	STRAITS REGIONAL RIDE	107,805.90	96,504.57	101,912.15	102,398.32

CASH SUMMARY BY FUND FOR CHEBOYGAN COUNTY
FROM 08/01/2018 TO 08/31/2018
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 08/01/2018	Total Debits	Total Credits	Ending Balance 08/31/2018
595	JAIL COMMISSARY FUND	56,696.59	6,441.71	12,681.22	50,457.08
701	T & A ACCOUNT	1,813,795.45	4,332,769.67	3,473,087.06	2,673,478.06
706	FRIEND OF THE COURT	200.00	0.00	0.00	200.00
721	LIBRARY	95,166.31	17,874.44	0.00	113,040.75
760	DISTRICT COURT	13,666.04	0.00	1,575.22	12,090.82
764	INMATE TRUST FUND	10,208.98	36,209.41	34,943.74	11,474.65
802	REVOLVING DRAIN FUND	100.00	0.00	0.00	100.00
	TOTAL - ALL FUNDS	19,668,829.21	8,802,121.01	7,344,081.56	21,126,868.66

ADMINISTRATOR'S REPORT

10-9-18

MICHIGAN INDIGENT DEFENSE:

MAC has been holding meetings with the Michigan Indigent Defense Commission concerning several topics related to reporting and funding distributions under the proposed grant agreements with Counties. The MIDC is holding a Board Meeting on October 16, 2018 to address MAC's concerns. The County will need to establish a new fund to receive and expend grant funding for the program. This will be presented for Board approval at the October 23, 2018 meeting. After the October 16, meeting staff will evaluate the implementation date of the program. Staff expects to receive the grant agreement in late October or early November and will place on the agenda for Board approval.

ANIMAL SHELTER:

Requests for proposals to install mechanical equipment for the heating and cooling system for a portion of the building were extended to Friday, September 28, 2018 at 2:00 P.M. The County did not receive any bids. Staff will make contact with area contractors to pursue quotes.

JAIL PROJECT:

Bids for the jail door control, intercom and camera systems have been received. Staff will be reviewing the proposals to determine the most cost effective bid that meets specifications. A recommendation of award will be presented at the October 23, 2018 meeting to permit the systems to be ordered.

The Jail contractor has completed exterior brick installation. Internal work continues in the kitchen and dorm areas. The storage building contractor continues work on completing electrical work. DTE and Consumers are scheduled to complete their service installations in the next two weeks. Paving for the projects are scheduled before the end of the month contingent on weather.

Staff will be preparing final budget adjustment for the projects for the November 13, 2018 Board Meeting.

BUDGET:

The draft budget will be distributed and presented for review at the October 23, 2018 meeting. Review will continue at the November Board meetings with The Public Hearing and Adoption scheduled for the December 11, 2018 Board Meeting.

COMPUTER
SYSTEM STORAGE
NEEDS:

The County's current computer storage capacity for the County Building system is reaching its capacity. The system stores all of the County's file systems as well as camera video storage data. The County's camera system will be increasing with the jail project exceeding the capacity of our current system. Recently, the system experienced a system outage due to a lack of capacity from an influx of storage need. The cost of a new Storage Area Network System is approximately \$70,000 which also includes a 5 year service agreement. Staff will be requesting authorization to purchase a new SAN system at the October 23, 2018 meeting. Funding will be obtained by a budget line item transfer in the General Fund.



Cheboygan County

Board of Commissioners' Meeting

October 9, 2018

Title: Resolution 18-16 Resolution in opposition to DNR plan to eliminate baiting and sale of bait in the Lower Peninsula.

Summary: Resolution to voice opposition to DNR's plan to eliminate baiting and the sale of bait in the Lower Peninsula of Michigan due to the discovery of Chronic Wasting Disease (CWD) in the deer population in southern counties of lower Michigan.

Financial Impact: NA

Recommendation: Approve Resolution 18-16 and authorize the Chair to sign.

Prepared by: Jeffery B. Lawson

Department: Administration

CHEBOYGAN COUNTY
Opposing the Department of Natural Resources plan to Eliminate
Baiting and Sale of Bait
RESOLUTION #18-16

WHEREAS, the Michigan Department of Natural Resources (DNR) will be recommending a baiting ban to the Natural Resources Commission due to the discovery of Chronic Wasting Disease (CWD) in the deer population in southern counties in Michigan, and

WHEREAS, in addition to other options, there has been discussions by the DNR regarding the potential of a baiting ban that would include the entire Lower Peninsula of Michigan, and

WHEREAS, Cheboygan County which is located on the shore of Lake Huron at the most northern portion of the Lower Peninsula and geographically many miles from any County in which deer has been tested and found to have Chronic Wasting Disease (CWD), and

WHEREAS, a baiting ban throughout the Lower Peninsula would include Cheboygan County, and

WHEREAS, a plan to eliminate baiting and a ban on the sale of bait in Cheboygan County is not in the best interest of the overall economy of Cheboygan County or the State of Michigan in general.

NOW, THEREFORE, BE IT RESOLVED that the Cheboygan County Board of Commissioners does hereby oppose any baiting ban and banning of the sale of bait that would include the entire Lower Peninsula of the State of Michigan.

BE IT FURTHER RESOLVED, that this resolution will be forwarded to all counties in Michigan, State Representative Sue Allor, State Representative Lee Chatfield, State Senator Wayne Schmidt, Governor Rick Snyder, Department of Natural Resources and the Natural Resource Commission.

CERTIFICATION

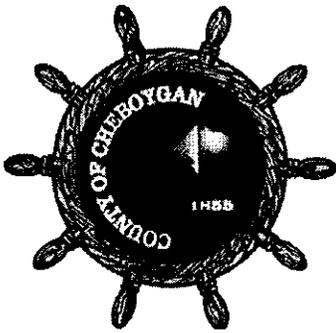
The undersigned hereby certifies that the foregoing RESOLUTION Opposing the Department of Natural Resources plan to Eliminate Baiting and Sale of Bait was duly approved at a meeting of the Cheboygan County Board of Commissioners held on October 9, 2018; Motion by _____; seconded by _____ . A roll call vote was taken. Motion carried with 7 yes, 0 no, and 0 absent.

John B. Wallace, Chairman

I, Karen L. Brewster, the County Clerk of Cheboygan County, Cheboygan, Michigan, do hereby certify that the foregoing is a true and correct copy of certain proceedings taken by the Cheboygan County Board of Commissioners of said municipality at a regular meeting held on October 9, 2018 relative to adoption of the resolution therein set forth; that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

10/9/18

Karen L. Brewster, County Clerk



98

Cheboygan County Board of Commissioners' Meeting

October 9, 2018

Title: 2018 Thru 2021 Three year Contract renewal between Straits Area Services Inc. and Straits Regional Ride.

Summary: Renewal of Contract Which provides Transportation for clients of Straits Area Services Inc. To 1309 West State Street Cheboygan Mi. in the am with arrival between 8:00 and 8:30 am with return from Straits Area Services Inc. To their residents departing at 2:15 pm. From SASI.

Financial Impact: This Contract reflects a reduction in charges from \$ 101,500.00 to \$ 92,800.00 per year as a result in the drop clients attending SASI Inc. To be Billed and paid in monthly installments of \$ 7,733.34

Recommendation: Motion for Board to approve and authorize the chair to sign and finance to make necessary budget adjustments.

Prepared by: Michael Couture

Department: Straits Regional Ride

**TRANSPORTATION AGREEMENT
BETWEEN
CHEBOYGAN COUNTY, ON BEHALF OF
STRAITS REGIONAL RIDE (SRR),
AND STRAITS AREA SERVICES INC. (SASI)**

THIS AGREEMENT shall be deemed effective October 1, 2018 between Cheboygan County, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 49721 on behalf of the Straits Regional Ride (SRR), a department of Cheboygan County, and Straits Area Services, Inc., Michigan nonprofit corporation, whose address is 1320 W. State Street, Cheboygan, Michigan 49721 (SASI).

Recitals

- A. The SRR operates a regional bus system for the purpose of providing public transportation services within its service area.
- B. SASI is a Michigan nonprofit corporation providing rehabilitation programs and training to adult persons who are developmentally disabled and other adults with handicaps to enable them to perform useful and remunerative work.
- C. SASI desires to engage the services of SRR to provide transportation services to its clients.
- D. SRR has the capacity and ability to provide the needed transportation services to the clients of SASI.
- E. The parties, therefore, desire to specify their respective rights and obligations for the transportation services in this written agreement.

Agreement

Now, therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

1. SASI hereby engages the services of SRR to provide public transportation services to the clients of SASI under the terms and conditions of this agreement.
2. Except as provided in Paragraph 4 below, SRR shall pick up SASI clients from and return SASI clients to their residences as provided herein, if the SRR Director determines that such client transportation services can be performed safely for the clients and SRR employees. The SRR Director's determination shall be based on the following factors: the width, slope, and overhead clearance (i.e., tree limbs) of the driveway or other access way to be used by SRR to pick up and return clients and the turning radius area for SRR buses. If the SRR

Director determines that transportation services for a particular client cannot be performed safely at a designated location, the SRR Director shall send written notice to SASI specifying his safety concerns. Thereafter, the parties shall use their best efforts to resolve the safety concerns so that transportation services may be provided to that client. However, the parties expressly understand and agree that the ultimate decision concerning whether transportation service can be provided in a safe manner at a particular location shall rest with the SRR Director. SRR shall then transport the SASI clients to the SASI business location at 1320 W. State Street in the morning for drop off between 8:00 a.m. and 8:30 a.m. and return those same clients to their residences, leaving at 2:15 p.m. from the SASI business location at 1320 W. State Street. The parties hereby agree that the SASI clients (identified by address location only) to be provided transportation services pursuant to this Agreement and the days each week those clients will be transported shall be specified in Exhibit A, attached hereto and incorporated herein by reference. SASI may request that additional clients be transported or that current clients be transported for additional days each week. Such requests for additional services shall be approved by SRR, unless the SRR Director determines that such additional services would negatively affect MDOT requirements to provide services to public transportation. If the SRR Director determines that the requested additional transportation services would negatively affect MDOT requirements to provide services to public transportation, the SRR Director shall send written notice to SASI specifying his concerns. Thereafter, the parties shall use their best efforts to resolve the concerns so that the additional transportation services may be provided. However, the parties expressly understand and agree that the ultimate decision concerning whether the additional transportation service can be provided shall rest with the SRR Director. New clients located within 2.5 miles of existing route trunk lines may be picked up by SRR at their residences as provided herein at no additional costs to SASI during the contract term. New clients residing more than 2.5 miles from existing route trunk lines shall be privately transported to an approved pick up location within 2.5 miles of an existing route trunk line.

3. SASI shall provide SRR each calendar quarter (January 1, April 1, July 1, and October 1) an up-to-date list of emergency telephone numbers and alternate telephone numbers for each SASI client being provided transportation services under this agreement.
4. SRR shall use its best efforts to provide the above transportation services within schedules provided by SASI during the normal working hours of SRR. However, the parties hereby expressly understand and agree that SRR shall not transport any SASI clients on those days the Cheboygan Public Schools are closed due to inclement weather.
5. SRR shall designate a representative who shall consult with a representative designated by SASI concerning scheduling matters. The representatives of SRR and SASI shall both use their best efforts to resolve scheduling problems as they occur.

6. The parties hereby agree that SRR shall not provide transportation services under this Agreement on the holidays specified on Exhibit B.
7. When changes to scheduled transportation services are necessary, SASI shall fax or email the schedule changes to the SRR dispatch. SASI shall provide SRR as much advance notice of these schedule changes as reasonably possible under the circumstances.
8. SRR shall provide SASI, upon written request, a record of the transportation services provided to SASI's clients pursuant to this agreement.
9. SASI shall pay SRR \$7,735.00 each month in advance for the transportation services provided pursuant to this agreement beginning on or before the 1st day of the month following execution of this Agreement by both parties and on or before the 1st day of each month thereafter through September 30, 2021, inclusive, for a total of \$92,820.00 over a twelve month period. Provided, however, in the event SRR is not able to provide the full services specified in the Transportation Agreement due to bus vandalism, strikes, or other causes, then SRR shall provide SASI a credit at the then applicable daily rate for each day full service cannot be provided.
10. Both parties agree that no person shall be denied transportation services provided under this agreement on the basis of race, color, creed, sex, disability, or national origin.
11. Either party may terminate this agreement by providing the other party thirty (30) days advanced written notice of the intent to terminate.
12. Upon termination, SRR shall refund to SASI on a pro rata basis all fees paid under this agreement that were not earned under this agreement.
13. This agreement may be amended by the mutual consent of both parties that is documented in writing and signed by both parties.
14. This agreement shall be for a term beginning October 1, 2018 and ending September 30, 2021. Either party may renew this agreement for annual terms thereafter, under the terms and conditions mutually agreed between the parties in writing.
15. No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered by SRR.
16. SASI hereby acknowledges that it is responsible to comply with all applicable Federal laws, regulations, and directives, except to the extent that the Federal Transit Administration determines otherwise in writing. In addition, SASI shall

include in all of its subagreements and subleases related to this agreement the requirement that its subrecipients, lessees, or third-party contractors shall comply with all applicable Federal laws, regulations, and directives, except to the extent that the Federal Transit Administration determines otherwise in writing.

17. SASI hereby acknowledges that Federal laws, regulations, and directives may change and that the changed provisions will apply to this agreement, except to the extent that the Federal Transit Administration determines otherwise in writing.
18. The parties agree that the validity, construction, enforcement and interpretation of this agreement shall be governed by the laws of the State of Michigan.
19. The agreement contains the entire agreement of the parties hereto and supersedes all prior agreements and understandings, oral or written, if any, between the parties.
20. The invalidity or unenforceability of any provision of this agreement shall not affect the other provisions, and this agreement shall be construed as if such invalid or unenforceable provision were omitted.

IN WITNESS WHEREOF, the parties have executed this agreement to be effective the day and year first above written.

CHEBOYGAN COUNTY

Date: _____

By: _____
John B. Wallace

Its: Board Chair

STRAITS AREA SERVICE INC.

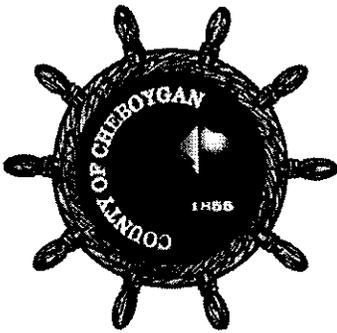
Dated: 9-28-18

By: 
Amy Carter

Its: Executive Director

EXHIBIT B

	NAME	ADDRESS	PHONE
1	Kathy A.	120 Vale Street, Apt. 111, Cheboygan	(231) 627-1663
2	Edna A.	578 O'Brien Drive, Cheboygan	(231) 268-3244
3	Carolyn B.	3325 Walker Road, Afton	(231) 238-4110
5	Cheryl B.	115 Vale, Apt 151, Cheboygan	(231) 268-3524
6	Bob B.	14131 Helmond Dr., Cheboygan	(231) 268-3471
8	Joe C.	8897 Reed Rd	(231)537-4628
9	Melissa E.	8716 South River Rd	(231)625-0859
10	Christina G.	206 N. F. St	231-758-6190
11	David G.	230 M-33, Cheboygan	(231)238-4241
13	Thomas H.	2801 Orchard Beach Rd., Cheboygan	(231) 625-9645
14	Erica H.	1379 Sharon Lane, Cheboygan	(231) 818-9121
15	Mike H.	8716 South River Rd	231-625-0859
16	Jane H.	516 Cuyler, Cheboygan	(231) 627-2632
17	Scott H.	7501 Brudy, Indian River	(231) 238-7774/ 420-1386
18	Chad J.	8716 South River Rd	(231) 625-0859
19	Ethel K	328 Duncan Apt 9	231-268-3141
20	Stanley J.	2801 Orchard Beach Rd., Cheboygan	(231) 627-4405
21	Tim K.	207 Pinehill, Cheboygan	(231) 627-5325
22	Andrew M.	8300 N. Straits Hwy	(231) 627-6685
23	Melissa N.	8737 Page Road, Cheboygan	(231) 627-7997/ 818-1305
24	Doug N.	4100 Rondo Road, Wolverine	(231) 525-6555
25	Rodger O.	1327 Mackinaw Ave.	231-268-1665
26	Tricia P.	3655 Bonter Center, Cheboygan	(231) 627-7331/ 420-7390
27	Megan S.	3325 Walker Road, Afton	(231) 238-4110/ 268-9466
28	John S.	14 Soules Road, Afton	(989)255-8482
29	Ronald S.	7661 Feather Lane, Cheboygan	(231) 238-4818
30	Martha S.	3325 Walker Road, Afton	(231) 238-4110
31	James W	6307 Orchard Beach Rd.	231-625-2151/231-818-3113
32	Kelli W.	12823 North Mackinaw Hwy, Mackina	(231) 436-5319
33	Courtney W.	4671 Long Lk. Cheboygan	(231)625-2025
34	Earl W.	13298 Douglas Road., Cheboygan	(231) 627-2912
36	Josh W.	665 W. Lincoln Ave., Cheboygan	(231) 627-3478
37	Jennifer Thibeault- Zarlf	224 North St., Cheboygan	(231) 627-7805



Cheboygan County

Board of Commissioners' Meeting

98

October 9, 2018

Title: New Contract between Cheboygan County and Emmet County on behalf of Straits Regional Ride to Provide 31 additional hours per day of Public Transit in Emmet County. For the term of January 2, 2019 thru December 31, 2019. Here by known as Routes 11, 12, 13 of Emmet County. Two of These routes will be Flex routes and One Demand Response.

Summary: Emmet County shall pay SRR \$ 209,571.44 per year in monthly installments of \$ 17,464.29, to be billed by no later than the 15th day of the following month. Emmet County will make monthly installment payment by the 15th day of receipt of bill. Additionally SRR will collect all fares and Statistics from the ridership of these routes for reporting purposes to the State of Michigan. Also the fares will be receipted into general bank account identified as routes 11,12,13 of Emmet County for tracking purposes. At the end of the Month SRR will get a report from Treasury department of Cheboygan County with total and detail of these transactions and fares then request a check form Finance to return the monthly fare money to Emmet County, which will be mailed to them along with their monthly bill. Each party shall indemnify and hold harmless the other party, also during the term of this agreement SRR shall maintain public liability insurance, including liability coverage on its bus fleet, with limits no less than 5,000,000.00 for any one person or occurrence. SRR and the County of Cheboygan will provide notice of compliance of this provision before the beginning the transportation services contained in this agreement. This contract has been reviewed and written by Civil counsel.

Financial Impact: \$ 209,571.44 to be paid in monthly installments of \$ 17,464.29

Recommendation: Motion for the board to approve and authorize the chair to sign and finance to make any necessary budget adjustments.

Prepared by: Michael Couture

Department: Straits Regional Ride

**TRANSPORTATION AGREEMENT
BETWEEN
CHEBOYGAN COUNTY, ON BEHALF OF
STRAITS REGIONAL RIDE (SRR),
AND EMMET COUNTY**

THIS AGREEMENT is effective January 1, 2019 between Cheboygan County, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 49721 on behalf of the Straits Regional Ride (SRR), a department of Cheboygan County, and Emmet County, a Michigan political subdivision, whose address is 200 Division Street, Petoskey, Michigan 49770.

Recitals

- A. The SRR operates a regional bus system for the purpose of providing public transportation services within its service area.
- B. Emmet County is located immediately west of Cheboygan County and desires to contract with SRR to provide public transportation services within selected areas of Emmet County.
- C. SRR has the capacity and ability to provide the needed transportation services within those selected areas of Emmet County.
- D. The parties, therefore, desire to specify their respective rights and obligations for the transportation services in this written agreement.

Agreement

Now, therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

- 1. Emmet County hereby engages the services of SRR to provide public transportation services within Emmet County under the terms and conditions of this agreement. The transportation services contemplated under this agreement are in addition to other transportation services provided in other agreements between the parties.
- 2. The parties hereby acknowledge and agree that SRR's primary responsibility in providing the transportation services contemplated by this agreement is providing those transportation services in compliance with all applicable state and federal regulations governing the operations of SRR.
- 3. In addition to the annual Letter of Understanding between SRR and Emmet County, SRR shall provide public transportation services within Emmet County through the addition of three new bus routes, to be known as Routes 11, 12, and 13. Two of the additional routes shall be flex routes that shall operate throughout

Emmet County and one of the additional routes shall be a route that responds to caller-initiated transportation requests (Dial-a-Ride Service) in downtown Petoskey and the immediately surrounding areas. The parties shall define in writing from time to time, as needed, the service areas for the three additional routes as service history is developed to maximize transportation services in the most cost-effective manner possible. The three additional routes shall operate Monday through Friday, with Route 11 beginning at 6:00 a.m., Route 12 beginning at 6:30 a.m., and Route 13 beginning at 7:30 a.m., with a total service time for all three additional routes of thirty-one (31) hours each service day.

4. SRR hereby reserves the right to inspect the private driveways of transportation customers to ensure that transportation services can be provided using those driveways in safe manner. SRR also hereby reserves the right to refuse transportation services using private driveways, when in SRR's sole discretion, it determines that such transportation services cannot be provided in a safe manner. Finally, SRR hereby reserves the right during inclement weather to limit or cease transportation services, when in SRR's sole discretion, it determines that such transportation services cannot be provided in a safe manner.
5. The parties hereby acknowledge and agree that nothing in this agreement impacts or alters the meeting schedule of the Straits Regional Ride Board, as determined from time to time by that Board.
6. The SRR Director and the Emmet County Administrator shall meet as needed to discuss issues related to the transportation services contemplated by this agreement. Either party may request such a meeting by providing written notice to the other party no less than 10 days prior to the requested meeting. The parties hereby agree to use their best efforts to resolve scheduling and other problems as they may occur.
7. The parties hereby agree that SRR shall not provide transportation services under this agreement on the following holidays and other days: New Years Eve Day, New Years Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve Day, and Christmas Day.
8. SRR shall collect operational statistics for each additional route provided under this agreement. These statistics shall then be compiled into monthly and quarterly reports, filed with the state for SRR's compliance requirements, and provided to the Emmet County Administrator. The statistics shall reflect the following passenger categories: Emmet County passengers, Cheboygan County passengers, and total passengers. These passenger categories shall then each be broken down into the following fare subcategories: student fare passengers, full fare passengers, half fare passengers, senior fare passengers, disabled fare passengers, elderly and disabled fare passengers, contract passengers, and general fare passengers. Finally, the following statistics shall be compiled for each additional route provided under this agreement: bicycles transported,

vehicle hours, fuel used, miles driven, and transportation service days provided each month. In addition to the statistics for each additional route provided under this agreement, SRR shall collect operational statistics for all other transportation service routes provided by SRR in Emmet County using the same statistical categories and subcategories specified above. When possible, the current statistics and the same statistics from the previous year shall be provided.

9. Emmet County shall pay SRR for the transportation services provided under this agreement TWO HUNDRED NINE THOUSAND FIVE HUNDRED SEVENTY-ONE and 44/100 DOLLARS (\$209,571.44), in monthly installments of SEVENTEEN THOUSAND FOUR HUNDRED SIXTY-FOUR and 29/100 DOLLARS (\$17,464.29). SRR shall send Emmet County a written invoice for each installment payment no later than the 15th day of the month for the transportation services provided in the previous month. Emmet County shall make the required installment payment within 15 days of the date of the written invoice.
10. All fares collected from Emmet County passengers who utilize the three additional routes contemplated by this agreement shall be receipted in by SRR by date and individual route. These fares shall then be deposited by SRR into a separate revenue line item within the SRR fund. Cheboygan County shall then pay Emmet County by the 15th day of each month for all fares collected from Emmet County passengers in the previous month.
11. Each party shall indemnify and hold harmless the other party, its public officials, officers, board members, successors, assigns, agents, servants, employees, and insurance companies from any damages, legal fees or expenses, awards, demands, rights, causes of action, including but not limited to, causes of action for contribution, indemnification, or recovery of any liens of any kind or nature, losses, claims and actions which may, do, or shall arise out of or grow out of that party's duties and obligations contained in this agreement. This provision shall apply to any and all claims by either party, its public officials, officers, board members, agents, servants, employees, successors or assigns or to any and all claims by any third party.
12. Throughout the term of this agreement, SRR shall obtain and maintain public liability insurance, including liability coverage for SRR's bus fleet, with liability limits of no less than FIVE MILLION and 00/100 DOLLARS (\$5,000,000.00) for damages related to any one person and for damages relating to any one occurrence. SRR shall provide notice of compliance with this insurance provision before beginning the transportation services contemplated by this agreement.
13. Throughout the term of this agreement, SRR shall also obtain and maintain workers compensation insurance meeting or exceeding statutory requirements.

14. Both parties agree that no person shall be denied transportation services provided under this agreement on the basis of race, color, creed, sex, disability, or national origin.
15. Either party may terminate this agreement by providing the other party thirty (30) days advanced written notice of the intent to terminate.
16. Upon termination, SRR shall refund to Emmet County on a pro rata basis all fees paid under this agreement that were not earned under this agreement.
17. This agreement may be amended by the mutual consent of both parties that is documented in writing and signed by both parties.
18. This agreement shall be for a term beginning January 1, 2019 and ending December 31, 2019. Either party may renew this agreement for annual terms thereafter, under the terms and conditions mutually agreed between the parties in writing.
19. Emmet County shall be solely responsible for any advertising that markets the availability of the transportation services contemplated by this agreement, including all costs of such advertising.
20. SRR hereby agrees that the SRR Director shall use his best efforts to pursue potential transportation contracts within Emmet County and/or to work with Emmet County officials to pursue other transportation opportunities to support financially the transportation services contemplated by this agreement in the future.
21. No person shall, on the grounds of race, color, creed, sex, disability, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered by SRR.
22. Emmet County hereby acknowledges that federal laws, regulations, and directives may change and that the changed provisions will apply to this agreement, except to the extent that the Federal Transit Administration determines otherwise in writing.
23. The parties agree that the validity, construction, enforcement and interpretation of this agreement shall be governed by the laws of the State of Michigan.
24. The agreement contains the entire agreement of the parties hereto and supersedes all prior agreements and understandings, oral or written, if any, between the parties.
25. The invalidity or unenforceability of any provision of this agreement shall not affect the other provisions, and this agreement shall be construed as if such invalid or unenforceable provision were omitted.

IN WITNESS WHEREOF, the parties have executed this agreement to be effective the day and year first above written.

CHEBOYGAN COUNTY

Date: _____

By: _____
John B. Wallace

Its: Board Chair

EMMET COUNTY

Dated: _____

By: _____
William L. Shorter

Its: Board Chair



Cheboygan County Board of Commissioners' Meeting

October 9, 2018

Title: Millage Appropriation Committee

Summary: Recommendations from the Millage Appropriation Committee made at the October 1, 2018 meeting are as follows: Recommended funding for Cheboygan County Council on Aging is the full request of \$580,000 Recommended funding for the Wawatam Area Seniors is the full request of \$59,892 Recommended funding for the MSUE Project Fresh request is the full request of \$8,000.

Financial Impact: Cheboygan County Council on Aging - \$580,000; Wawatam Area Senior Citizens, Inc. \$59,892 and MSUE Project Fresh - \$8,000 respectively. Funds to be appropriated from Senior Millage Fund. Estimated revenue from Senior Millage Tax Levy is \$720,626 The total recommended appropriation to requesting agencies is \$647,892 A balance of \$72,734 will be retained for allocated cost and capital expenditures. Capital projects planned for 2019 include parking lot seal coating, paving and drainage work and replacement of two air conditioning units at the Sand Road facility.

Recommendation: Motion to approve the allocation of \$580,000 from the Senior Citizens Millage Fund to the Cheboygan County Council on Aging; allocation of \$59,892 from the Senior Millage Fund to Wawatam Area Senior Citizens, Inc.; and allocation of \$8,000 from the Senior Millage Fund to MSUE Project Fresh.

Prepared by: Jeffery B. Lawson

Department: Administration

Cheboygan County Senior Citizen's Millage

Tax Year	Budgeted for Fiscal Year	Millage Rate	Revenue Budgeted	Appropriation Requested	%	Appropriation Budgeted	%	Recipient	Additional Appropriation	Notes	FYE	Actual Revenue (Includes Delinquent Taxes and Interest Income)	Actual Expenditures	Actual Accumulated Fund Balance
2002	2003	0.49	\$455,900.00			\$455,900.00	100.00%	Cheboygan County Council on Aging			12/31/2002			\$845
2003	2004	0.49	\$476,200.00			\$476,200.00	100.00%	Cheboygan County Council on Aging			9/30/2003	\$455,406	\$455,353	\$898
2004	2005	0.49	\$495,000.00			\$495,000.00	100.00%	Cheboygan County Council on Aging			9/30/2004	\$480,618	\$480,445	\$1,071
2005	2006	0.49	\$516,322.00			\$516,322.00	100.00%	Cheboygan County Council on Aging			9/30/2005	\$502,447	\$502,590	\$928
2006	2007	0.49	\$583,305.00			\$516,322.00	88.52%	Cheboygan County Council on Aging			9/30/2006	\$520,054	\$519,888	\$1,094
						\$66,983.00	11.48%	Added to Fund Balance			9/30/2007			
2007	2008	0.49	\$637,036.00			\$573,332.40	90.00%	Cheboygan County Council on Aging			12/31/2007	\$596,530	\$517,248	\$80,376
						\$63,703.60	10.00%	Fund Balance			9/30/2008			
2008	2009	0.49	\$635,347.00			\$572,400.00	90.09%	Cheboygan County Council on Aging			12/31/2008	\$618,655	\$575,485	\$123,546
						\$37,000.00	5.82%	Village of Mackinaw City			9/30/2009			
						\$2,500.00	0.39%	MSU-E Project Fresh			6/30/2009			
						\$23,447.00	3.69%	Added to Fund Balance			9/30/2009			
2009	2010	0.49	\$631,217.00	\$584,497.00	92.60%	\$584,497.00	92.60%	Cheboygan County Council on Aging			12/31/2009	\$637,396	\$613,303	\$147,639
				\$52,000.00	8.24%	\$52,000.00	8.24%	Village of Mackinaw City			9/30/2010			
				\$5,000.00	0.79%	\$5,000.00	0.79%	MSU-E Project Fresh			6/30/2010			
				\$0.00	0.00%	\$11,735.00	1.86%	Capital Improvement - Sand Road			9/30/2010			
				\$641,497.00	101.63%	\$653,232.00	103.49%	\$17,885 Budgeted From Fund Balance			12/31/2010	\$661,780	\$653,649	\$155,771
2010	2011	0.49	\$627,171.00	\$584,496.00	93.20%	\$584,496.00	93.20%	Cheboygan County Council on Aging			9/30/2011			
				\$54,600.00	8.71%	\$54,600.00	8.71%	Village of Mackinaw City			6/30/2011			
				\$6,000.00	0.96%	\$6,000.00	0.96%	MSU-E Project Fresh			9/30/2011			
				\$645,096.00	102.86%	\$645,096.00	102.86%	\$17,925 Budgeted From Fund Balance			12/31/2011	\$650,745	\$647,299	\$159,216
2011	2012	0.49	\$618,563.00	\$610,400.00	98.68%	\$584,496.00	94.49%	Cheboygan County Council on Aging			9/30/2012			
				\$54,600.00	8.83%	\$54,054.00	8.74%	Village of Mackinaw City			6/30/2012			
				\$7,000.00	1.13%	\$7,000.00	1.13%	MSU-E Project Fresh			9/30/2012			
				\$0.00	0.00%		0.00%	Capital Improvement - Sand Road			12/31/2012			
				\$672,000.00	108.64%	\$645,550.00	104.36%	\$26,987 Budgeted From Fund Balance			12/31/2012	\$650,058	\$650,209	\$159,065
2012	2013	0.50	\$645,445.00	\$622,608.00	96.46%	\$584,496.00	90.56%	Cheboygan County Council on Aging	\$25,504.00	Taken From Fund Balance	9/30/2013			
				\$54,600.00	8.46%	\$51,876.00	8.04%	Village of Mackinaw City			6/30/2013			
				\$7,000.00	1.08%	\$7,000.00	1.08%	MSU-E Project Fresh			9/30/2013			
				\$500.00	0.08%	\$0.00	0.00%	VITA			???			
				\$0.00	0.00%	\$4,010.00	0.62%	Capital Improvement / Cost Allocation			12/31/2013			
				\$684,208.00	106.01%	\$647,382.00	100.30%	\$1,937 Budgeted From Fund Balance	\$25,504.00		12/31/2013	\$645,570	\$672,213	\$132,422
2013	2014	0.50	\$644,559.00	\$584,496.00	90.68%	\$581,659.00	90.24%	Cheboygan County Council on Aging			9/30/2014			
				\$55,900.00	8.67%	\$55,901.00	8.67%	Village of Mackinaw City			6/30/2014			
				\$7,000.00	1.09%	\$7,000.00	1.09%	MSU-E Project Fresh			9/30/2014			
				???	#VALUE!	\$41,905.00	6.50%	Capital Improvement - Septic System Issues / Roof / Cost Allocation			12/31/2014			
				\$647,396.00	100.44%	\$686,465.00	106.50%	\$41,906 Budgeted From Fund Balance			12/31/2014	\$647,104	\$652,231	\$127,294
2014	2015	0.50	\$657,013.00	\$581,659.00	88.53%	\$570,975.00	86.90%	Cheboygan County Council on Aging			9/30/2015			
				\$57,500.00	8.75%	\$57,500.00	8.75%	Wawatam Seniors			6/30/2015			
				\$7,000.00	1.07%	\$7,000.00	1.07%	MSU-E Project Fresh			9/30/2015			
				\$21,538.00	3.28%	\$21,538.00	3.28%	Capital Improvement - Wolverine Roof (\$20,000) / Cost Allocation (\$1,538)	\$32,743.00	Taken From Fund Balance	12/31/2015	\$659,149	\$694,249	\$92,195
				\$667,697.00	101.63%	\$657,013.00	100.00%	\$0 Budgeted From Fund Balance	\$32,743.00		12/31/2015			
2015	2016	0.50	\$680,500.00	\$570,975.00	83.91%	\$510,975.00	77.77%	Cheboygan County Council on Aging			9/30/2016			
				\$57,492.00	8.45%	\$49,704.00	7.57%	Wawatam Seniors			12/31/2016			
				\$7,000.00	1.03%	\$7,500.00	1.14%	MSU-E Project Fresh			9/30/2016			
				\$196,371.00	28.86%	\$66,371.00	10.10%	Capital Improvement Roof \$60,000, Park lots \$130,000 and Cost Allocation \$6,371			12/31/2016			
				\$831,838.00	122.24%	\$634,550.00	96.58%	\$45,950 available for parking lots or future funding (fund balance)			12/31/2016	\$668,111	\$612,126	\$148,180
2016	2017	0.50	\$678,016.00	\$560,975.00	82.44%	\$560,975.00	85.38%	Cheboygan County Council on Aging			9/30/2017			
				\$59,892.00	8.80%	\$59,892.00	9.12%	Wawatam Seniors			12/31/2017			
				\$8,000.00	1.18%	\$8,000.00	1.22%	MSU-E Project Fresh			9/30/2017			
				\$7,238.00	1.06%	\$7,238.00	1.10%	Cost Allocation \$7,238			12/31/2017			
				\$636,105.00	93.82%	\$636,105.00	96.82%	\$42,334 available for parking lots or future funding (fund balance)			12/31/2017	\$673,662	\$640,053	\$181,789
2017	2018	0.50	\$689,993.00	\$560,975.00	82.44%	\$560,975.00	85.38%	Cheboygan County Council on Aging	0.00%		9/30/2018			
				\$59,891.00	8.80%	\$59,891.00	9.12%	Wawatam Seniors	0.00%		12/31/2018			
				\$8,000.00	1.18%	\$8,000.00	1.22%	MSU-E Project Fresh	0.00%		9/30/2018			
				\$6,263.00	0.92%	\$6,263.00	0.95%	Cost Allocation \$6,263	0.00%		12/31/2018			
				\$635,129.00	92.05%	\$635,129.00	96.67%	\$55,404 available for parking lots or future funding (fund balance)	\$0.00		12/31/2018	\$678,127 at 9.26.18	Projected to be \$636,129	Estimated at \$223,787
2018	2019	0.50	\$720,626.00	\$580,000.00	85.23%		0.00%	Cheboygan County Council on Aging			9/30/2019			
				\$59,892.00	8.80%		0.00%	Wawatam Seniors			12/31/2019			
				\$8,000.00	1.18%		0.00%	MSU-E Project Fresh			9/30/2019			
				\$5,010.00	0.74%		0.00%	Cost Allocation \$5,010			12/31/2019			
				\$652,902.00	90.60%		0.00%	\$67,724 available for A/C units, parking lots or future funding (fund balance)			12/31/2019	Available 12/31/19	Available 12/31/19	Available 12/31/19



Visit us On-Line at
www.3coa.com

Find us on Facebook

**Administrative
Offices
and In-Home Services**
1531 Sand Road
Cheboygan, MI 49721
(231) 627-7234
(231) 627-4048 facsimile

**Sand Road Senior
Center**
1531 Sand Road
Cheboygan, MI 48721
(231) 627-7234
(231) 627-4087 facsimile

**Wolverine Senior
Center**
6554 Wolverine Road
Wolverine, MI 49799
(231) 525-8969
(231) 525-9218

**Sand Castles Adult
Day Care**
1531 Sand Road
Cheboygan, MI 48721
(231) 597-8317

**Plunkett Cooney,
General Counsel**

**Donations are accepted
at all locations.
The CCCoA is a 501(c)3
non-profit corporation,
and an Equal
Opportunity Employer.**

September 13, 2018

Cheboygan County Board Of Commissioners
870 S. Main St.
Cheboygan, Michigan 49721

RE: Application for Participation / Senior Citizen's Millage

Dear Commissioners,

Once again, it is with great pleasure that I submit the enclosed Application for Participation in the Cheboygan County Senior Citizen's Millage on behalf of the Board of Directors of the Cheboygan County Council on Aging ("CCCoA). The CCCoA is requesting another year of funding from the Cheboygan County Senior Citizen's Millage in order to continue to serve the senior citizens of Cheboygan County.

The current Administration and Board of Directors is of the opinion that as our population continues to age, our services will need to grow with the demand. Over the past years, the CCCoA has taken the lead in providing these services to the area's senior citizens and we are looking forward to continuing our work. It is to this end that I ask the Cheboygan County Board of Commissioners to again dedicate the senior millage to the Council on Aging for 2019. It is our hope that the Board of Commissioners will recognize the continued good work that is evident and renew your commitment to the CCCoA for 2019 with an allocation of the senior millage in the amount of \$580,000. While I recognize that this figure is an increase of \$19,025 over last year's commitment to the CCCoA, I believe it is a necessary increase to help us cover the rising costs of providing the services that the local seniors require and have become accustomed to.

Since 1974, the CCCoA has been the focal point for senior services in the county. The CCCoA continues to rely on the millage to meet local funding match requirements for various service grants and to provide staffing, activities and services that other funding sources do not cover.

We are very proud to be one of the 11,500+ senior centers in the nation and it continues to be our commitment to you and to the senior citizens of our county to continue to make our best efforts to ensure that our local seniors are provided with the best care, services, and social opportunities possible.

Sincerely,

CHEBOYGAN COUNTY COUNCIL ON AGING

Gail Tinker
Executive Director

:gmt
Enc.

Cheboygan County Senior Citizen's Millage

Application for Participation

2019

**Applicant's Name: CHEBOYGAN COUNTY COUNCIL
ON AGING**

DUE DATE: September 14, 2018

This Application must be used when requesting Senior Millage Funds

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Guidelines for Project Funding Consideration

Any funds requested must be submitted on the Application for Project Funding Consideration in the Cheboygan County Senior Citizen's Millage Funds of said year. The Application will be forwarded to the Cheboygan County Board of Commissioner's Senior Millage Appropriation Committee. Upon review, this Committee will make a recommendation to approve or reject said proposal to the Cheboygan County Board of Commissioners. The final determination will be made by the Cheboygan County Board of Commissioners.

GUIDELINES

- A. Name and Address of requesting Group, Organization or Person
- B. Submit Organizational Structure [Attachment #1](#)
- C. Submit proof of being a Non-Profit Organization [Attachment #2](#)
- D. General Outline of Purpose [Attachment #4](#)
- E. Proposed project cost including up-front cost and continuing cost [Attachment #5](#)
- F. Business Plan of Group, Organization or Person [Attachment #6](#)
- G. List all potential funding sources
- H. Provide balanced budget for said year [Attachment #7](#)
- I. Provide copies of minutes of all regular and special meeting of the Group or Organization for the most recent 12 months. [Attachment #8](#)
- J. Provide copy of most recent financial audit. [Attachment #9](#)

SEND COMPLETED APPLICATION TO:

Mail: Cheboygan County
Administrative Office
PO Box 70
870 S. Main St.
Cheboygan, MI 49721

Email: ccao@cheboygancounty.net

231.627.8855 (Phone)

231.627.8881 (Fax)

For additional information, please contact the Administrative Office:

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Application for Project Funding Consideration

At a meeting of the governing Board of THE CHEBOYGAN COUNTY COUNCIL ON AGING, the Board
(check one):

Adopted a policy

Affirmed its policy of non-discrimination as follows:

"It shall be the policy of **THE CHEBOYGAN COUNTY COUNCIL ON AGING** to provide equal membership/employment/service opportunities to all eligible persons, without regard to race, religion, disability, national origin, citizenship, age, gender, sexual orientation, marital status, political affiliation, and for employment only, height, weight, and record of the arrest without conviction."

I certify that the practices of this organization conform to the policy on non-discrimination stated above.

CHEBOYGAN COUNTY COUNCIL ON AGING
Name of Organization

9/13/18
Date

Lowell Beethem
Signature President or Other Authorized Official
Lowell Beethem, President

9/13/18
Date

Redworkman
Signature Clerk/Secretary

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Application for Project Funding Consideration

3. Names and addresses of the Board of Directors of the governing body.

PLEASE SEE ATTACHMENT #3

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Application for Project Funding Consideration

4. Submit a copy of the organization's Articles of Incorporation or other formative documents identifying the organization as a non-profit entity. [PLEASE SEE ATTACHMENT #2](#)

5. Provide organizational structure/chart. [PLEASE SEE ATTACHMENT #1](#)

6. State the purpose and/or objectives of your program. (Attach additional page if necessary)

[PLEASE SEE ATTACHMENT #4](#)

7. Identify how the proposed project will provide activities or services directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, recreational or mobility status of individuals over 55 in Cheboygan County.

[PLEASE SEE ATTACHMENT #5](#)

8. Submit written Business Plan with Application. [PLEASE SEE ATTACHMENT #6](#)

9. Identify potential funding sources and projected amount of funding.

NEMCSA	\$243,000
(federal, state and USDA grants)	
SENIOR MILLAGE	\$580,000
MDOT (Specialized Services)	\$ 25,000
DEPT OF HEALTH & HUMAN SERVICES	\$ 10,000
ADULT DAY CARE REVENUE	\$ 55,000
PROGRAM INCOME	\$ 70,000
(donations; congregate meals, home delivered meals, in-home services, Community Mental Health)	
TRANSFER FROM FUND BALANCE	\$ 75,000
OTHER	\$ 28,400
(foot care services, transportation, fundraising)	

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 Cheboygan County Senior Citizen's Millage Funds
 Application for Project Funding Consideration

10. For each service you provide, please provide the following information:

PLEASE NOTE: BASED ON PHYSICAL YEAR, JANUARY - DECEMBER

<i>SERVICE PROVIDED</i>	2016		2017	
	<i>Total Services</i>	<i>Number of Clients (Unduplicated)</i>	<i>Total Services</i>	<i>Number of Clients (Unduplicated)</i>
HOUSEKEEPING/HOMEMAKING	5858 *	96	5,551*	96
PERSONAL CARE	1,305.25 *	22	1,486.5*	24
RESPIRE CARE	1,191 *	21	1,442.50*	15
CONGREGATE MEALS	19,727	523	19,440	634
HOME DELIVERED MEALS	35,538	218	36,408	315
ADULT DAY CARE	9,958 *	23	8,496*	26
ELDER ABUSE PREVENTION/ EDUCATION	125 **	31 (no grant funding)	162**	91(no grant funding)
MEDICARE/MEDICAID ASSISTANCE	1,700 * +	373	1820*	166
FOOT CARE SERVICES	594 *	49	598*	56
COMPUTER INSTRUCTION	31 *	127	36*	122
ALZHEIMER SUPPORT GROUP	15 *	34	138*	69
TRANSPORTATION SERVICES	290 *	36	665*	46

* Please note: Represents hours of service.

** Even though there was no grant funding for this time period, the CCCoA remains committed to educating seniors of the dangers of elder abuse; be it financial, emotional or physical.

+ The Medicare/Medicaid assistance program ("MMAP") continues to be of extreme importance to the seniors of Cheboygan County, assisting with filing applications, Blue Cross/Blue Shield issues & changes, securing benefits, assisting with prescription drug reimbursement programs, bridge card & utilities assistance, Social Security benefits, etc. One 3/4 time staff member and one administrative support staff member receives extensive training from NEMCSA to stay current on the changes in the programs in order to best serve the seniors of Cheboygan County. This program has **NO grant support** (the funds remain at the state level and are not distributed down to the COA's) and is **100% funded by the millage monies**. Since 2014, our MMAP specialist has helped to save Cheboygan County seniors approximately \$505,821, with over \$123,000 (164 senior citizens) just this fiscal year alone (FY 17/18).

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 Cheboygan County Senior Citizen's Millage Funds
 Application for Project Funding Consideration

11. Does the entity request participants/clients to be members of the program?

Yes No

11a). If yes, describe criteria for membership and indicate total number of members.

The CCCoA's clients are residents of Cheboygan County, 60+ years of age who are identified as needing services. The CCCoA follows the Operating Standards of the Region 9 Area on Aging, emphasizing serving first those eligible persons with the utmost social/economic need, with special emphasis given to low income seniors. The CCCoA currently has 2823 registered members, with as many as 1660 receiving services in the *physical year* 2017, including housekeeping, homemaking, personal care, respite, home delivered meals, congregate meals, MMAP assistance, etc. The CCCoA works diligently to ensure that all participants in all programs complete the NAPIS (National Aging Program Information Systems) registration form, as required by our grant providers. This allows us to keep a complete database of all registered service recipients. Last year, the CCCoA began utilizing the "MySeniorCenter" computer/scanning system, wherein all participants are provided with a "scan card" which they use to check into the CCCoA and services, thus providing the CCCoA with a state of the art form of tracking participation by members.

11b). Are non-members allowed to participate?

Yes No

12. Does your entity provide congregate and/or Meals-On-Wheels? If yes, provide the following: **FOR THE PHYSICAL YEAR JANUARY - DECEMBER 2017**

	# Served Annually	Average Donation/Meal	Cheboygan County Residents Served
Congregate Meals	19,440	1.69	634
Meals-On-Wheels	36,408	.94	315

13. Does your program provide any other type of food assistance? If yes, describe the assistance and provide data to substantiate the benefit.

The CCCoA focuses on the congregate and home delivered meals programs, being first and foremost a nutritional program. The CCCoA provides space for the commodity distribution programs at both sites as well as the Fresh Start program. We continue to have a very healthy relationship with the St. Thomas Food Pantry, recipients of the Wal-Mart Feeding America program. St. Thomas Food Pantry provides the CCCoA with thousands of pounds of fresh produce each year. What cannot be used in the CCCoA's kitchens or home delivered meals programs is passed along to the local senior citizen population. The current administration, while still aspiring to develop a food pantry at the Wolverine location, that location being severally depressed, realizes that with the instability of the state & federal grant programs, this may be an aspiration that has to be put on hold until another source of funding becomes available.

14. How are your services, for each service provided, evaluated for quality?

PLEASE SEE ATTACHMENT #10

Cheboygan County Senior Citizen's Millage Funds
Application for Project Funding Consideration

15. List the number in each category of professional, technical, clerical, maintenance, etc. and indicate whether full or part-time. If you have a specific salary range, please list. (Attach additional sheet if necessary) PLEASE SEE ATTACHMENT #11

Category	Full-Time	Salary	Part-Time	Salary
Management				
Technical				
Clerical				
Kitchen				
Client Support Services				
Maintenance				

16. If there are auxiliaries or affiliated organizations whose activities contribute to the programs or support your agency, provide the information below:

Kiwanis Club of Cheboygan St. Thomas Food Pantry NEMCSA Hospice House Up North Computers Cheboygan County Health Dept Fernelius Toyota Chrysler Dodge Jeep Ram Cheboygan County North Country Community Mental Health M&M Plumbing, Heating & Cooling, Inc.	Food Bank of Eastern Michigan Vital Care Dept. of Health & Human Services Straits Area Services MSU Extension MediLodge Vietnam Veterans Association, Local Chapter #274 MDOT Citizens National Bank Cheboygan Chamber of Commerce
--	---

17. If the agency has an arrangement for the purchase of its service, or provision of service by contract from governmental or voluntary agencies, describe for what purpose, from whom, and the cost.

Provider	Purpose	Cost
		\$
		\$
	NO SERVICE CONTRACTS	\$
		\$
		\$
		\$

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 Cheboygan County Senior Citizen's Millage Funds
 Application for Project Funding Consideration

18. NEW APPLICATION TO COORDINATE WITH FUND REQUEST - NOTE: **BASED ON FISCAL YEAR OCT 1 - SEPT. 30**

REVENUE	Last Year Actual -FY 16/17	This Year Budgeted- FY 17/18	Next Year Proposed- FY 18/19
Allocation from Senior Millage		560975.	580000
Meal Donations	PLEASE SEE ATTACHMENT #12	86000.	70000
General Donations			
Government Agencies		35000.	35000
Other - ADULT DAY CARE		40000.	55000
Other			
Other			
Contributions			
Special Events		10000.	10000
Legacies			
Associate Organizations			
Other Senior Programs			
Grants from Government Agencies		249225.	243000
Dues			
Service Fees			
Sale of Material		00	
Investment Income (INTEREST)		250.	200
Miscellaneous - ASSETS SOLD *			3000
Other-Describe - REBATES		0	100
Other-Describe - BUILDING USE		400.	600
Other-Describe - FOOT CARE SERVICE		5000.	4500
Other-Describe - TRANSPORTATION		10000.	10000
Other-Describe - CASH MATCH		85000.	85000
Other-Describe - TRANSFER FROM FUND BAL		57420.	75000
TOTAL REVENUE		1139270.	1,171,400

* **Assets Sole** - The CCCoA expects to receive 2 new vans from MDOT for transportation of seniors in the month of December. When this happens, the CCCoA will sell two aging vehicles from the fleet.

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 Cheboygan County Senior Citizen's Millage Funds
 Application for Project Funding Consideration

EXPENSES	Last Year Actual	This Year Budgeted FY 17/18	Next Year Proposed FY 18/19
Management Salary		142100.	150680
Staff Salary		432900.	481950
Employee Benefits		9500.	9000
Payroll Taxes		56620.	56620
Professional Fees - Legal		10000.	10000
Professional Fees - Acct.		8000.	8500
Professional Fees - Other			
Supplies(office, general, kitchen, raw food, senior activity)		166500.	146700
Telephone - telephone, fax, internet & cell - 2 sites		12500.	12300
Postage & Shipping		2700.	2700
Occupancy		42800.	44700
Rental & Equipment Maintenance		38100.	36900
Printing & Publishing & advertising		7000.	8000
Travel (in-home services staff)		9000.	9000
Conferences & Meetings			
Special Assistance to Individual			
Dues		3200.	3200
Awards & Grants (NEMCSA cash match)		85000.	85000
Miscellaneous		6000.	6000
Pay Affil. Organization			
Board Designated Future			
Other-Describe - fuel		17000.	20100
Other-Describe- licenses & permits; bank fees		1350.	1550
Other-Describe - insurances		65500.	54000
Other-Describe - fundraising expense		0	1000
Other-Describe - building & ground main.		8000.	8000
Other-Describe - software expense		5000.	7000
Other - Describe - training expense		3500.	1000
Other - Describe - computer purchase expense			2000
Other - Describe - health & drug screening			500
Other - Describe - equip & vehicle purchase		7000.	5000
TOTAL EXPENSE		1139270.	1,171,400

Cheboygan County Council on Aging Board of Directors

Executive Director

Human Resources

Wolverine Site Manager / Executive Chef

Administrative Assistant to Director

Custodian / Maintenance

Hostess / Reception

Registered Nurse

In-Home Services

Driver / Fleet Maintenance

MIPP / MAPP Coordinator

Cheboygan Kitchen Lead

1 FT Cook

2 PT Kitchen Aides

1 PT HDM Driver

1 PT Cook

Community Service Workers

2 FT Adult Daycare Co-ordinators

1 FT Adult Daycare Caregivers

1 PT Adult Daycare Caregivers

Assistant In-Home Services Coordinator

6 PT Service Providers

2 PT HDM Drivers

2 Sub HDM Driver

Volunteer HDM Drivers

Senior Companions

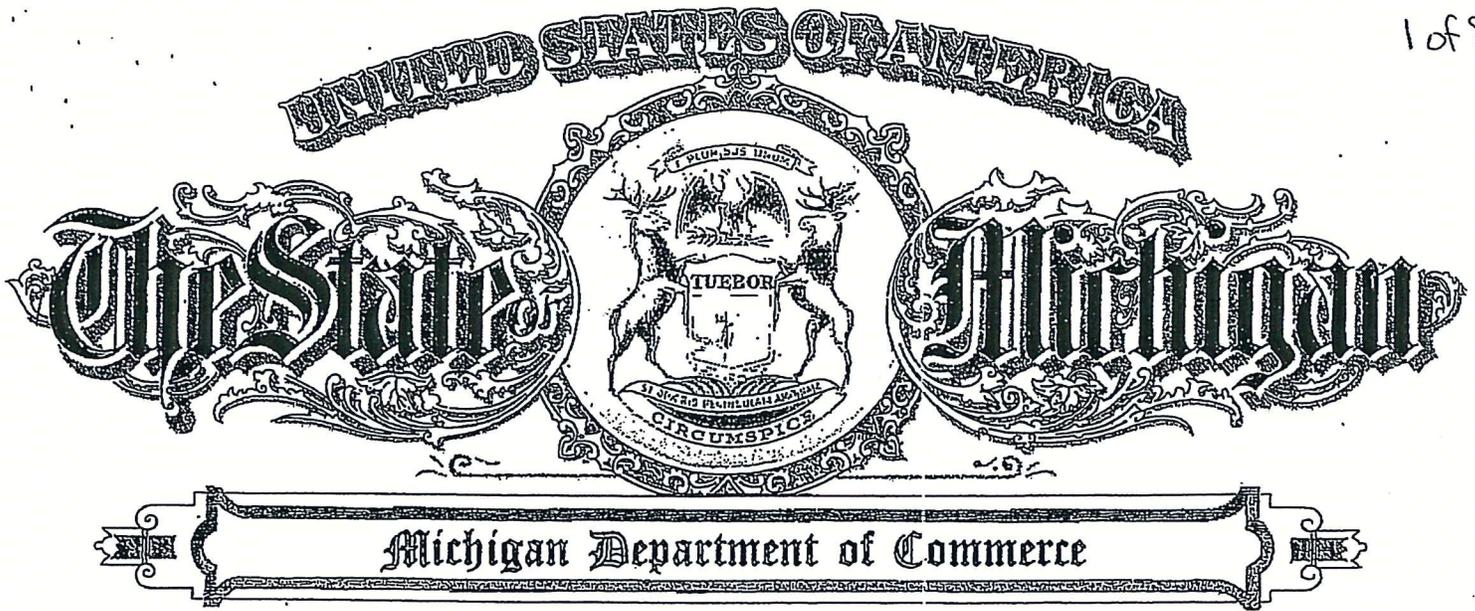
ATTACHMENT #1

Senior Millage Participation Acmt. 2019

copy

ATT. # 2

1 of 8



Lansing, Michigan

To All To Whom These Presents Shall Come:

I, Richard K. Helmbrecht, Director, Michigan Department of Commerce,
Do Hereby Certify That Articles of Incorporation of _____

CHEBOYGAN COUNTY COUNCIL ON AGING

were duly filed in this office on the _____ 21st day of _____ June, 1974,
in conformity with Act 284, Public Acts of 1972, as amended, and Act 327, Public
Acts of 1931, as amended.

In testimony whereof, I have hereunto set my
hand and affixed the Seal of the Department,
in the City of Lansing, this _____ 21st day
of _____ June, 1974.

Richard K. Helmbrecht
Director

ATTACHMENT #2

Senior Millage Participation Agmt. 2019

(Non-Profit Domestic Corporations)
ARTICLES OF INCORPORATION
OF

Cheboygan County Council on Aging
(Name of Corporation)

These Articles of Incorporation are signed by the incorporators for the purpose of forming a non-profit corporation pursuant to the provisions of Act 327, Public Acts of 1931, as amended, and Act 284, Public Acts of 1972, as follows:

ARTICLE I.

The name of the corporation is Cheboygan County Council on Aging

ARTICLE II.

The purpose or purposes for which the corporation is organized are as follows:

(See Appendix A)

ARTICLE III.

Said corporation is organized upon a non-stock basis.
(Stock-share or non-stock)

(If upon a stock-share basis fill in the following)

The total number of shares of stock which the corporation shall have authority to issue is _____ of the par value of \$ _____ per share.

A statement of all or any of the designations and the powers, preferences and rights, and the qualifications, limitations or restrictions thereof is as follows: _____

APPENDIX A

This Corporation is organized exclusively to co-ordinate programs, public and private, to promote and safeguard the independence, well-being, care and security for senior citizens and the elderly in Cheboygan County; to act as a co-ordinating agency for securing federal, state, local and private funding for the Cheboygan County Council which will have direct contact with the elderly in Cheboygan County included in the program; and to promote and assist local groups to assist the elderly, and in general to carry on any business in connection therewith and incidental thereto, and with all the powers conferred upon a Corporation by the laws of the State of Michigan; to manage, operate, administer and create programs; to promote the independence, well-being, care and security for senior citizens and the elderly in Cheboygan County and provide all necessary services in connection therewith.

Notwithstanding any other provision of these articles all the income and earnings of the Corporation shall be used exclusively for Corporation purposes and no part of the net benefit or profit of any private individual, firm, corporation, partnership or association; the Corporation shall in no manner be controlled or under the direction or acting in substantial interest of any private individual, firm, partnership or association ~~seeking to derive profit or gain therefrom or seeking to eliminate or minimize losses in any dealing or transaction therewith~~; the Corporation shall not carry on any purpose or activity not permitted by a Corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) contributions to which are deductible for Federal Income Tax purposes; the Corporation shall not attempt to influence legislation by propaganda or otherwise, nor shall it intervene in, or participate in, any political campaign, on behalf of any candidate for public office; and no member, Director or Officer of the Corporation shall receive any pecuniary benefit from the Corporation except such reasonable compensation as may be allowed for services actually rendered to the Corporation.

APPENDIX B

Upon dissolution or other termination of the Corporation, The Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all of the remaining assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

(b)

(If upon a non-stock basis strike out paragraph (a) above and fill in the following)

The amount of assets which said corporation possesses is:

*Real Property: None

*Personal Property: None

*(Give description and value. If none, insert "none")

Said corporation is to be financed under the following general plan:

Federal funds, state funds, local funds, private or charitable funds, or donations, gifts, grants or devises

ARTICLE IV.

The address of the initial registered office is

750 Cuyler Cheboygan, Michigan 49721
(No. and Street) (Town or City) (Zip Code)

The mailing address of the initial registered office is (need not be completed unless different from the above address):

750 Cuyler Cheboygan, Michigan 49721
(No. and Street) (Town or City) (Zip Code)

The name of the initial resident agent at the registered office is

Allan E. Wheelock

ARTICLE V.

The names and addresses of the incorporators are as follows:

Names	Residence or Business Address
Allan Wheelock	750 Cuyler St., Cheboygan 49721
Belle Lavigne	Town Line Rd., Rte. #5 Cheboygan 49721
Caroline Reicks	Main Street Wolverine 49799
Shirley Thompson	303 E. Etherington Mackinaw City 49701

C & S-113



(For Use by Domestic and Foreign Corporations)

**CERTIFICATE OF CHANGE OF REGISTERED OFFICE
AND/OR CHANGE OF RESIDENT AGENT**

The undersigned corporation, in accordance with the provisions of Section 242 of Act 284, Public Acts of 1972, does here certify as follows:

COUNTY

1. The name of the corporation is CHEBOYGAN/COUNCIL ON AGING

2. The address of its former registered office is:

750 Cuyler Street Cheboygan, Michigan 49721
(No. and Street) (Town or City) (Zip Code)

The mailing address of its former registered office is:

750 Cuyler Street Cheboygan, Michigan 49721
(No. and Street or P.O. Box) (Town or City) (Zip Code)

3. (The following is to be completed if the address of the registered office is changed.)
The address of the registered office is changed to:

1221 Mackinaw Cheboygan, Michigan 49721
(No. and Street) (Town or City) (Zip Code)

The mailing address of the registered office is changed to:

1221 Mackinaw Cheboygan, Michigan 49721
(No. and Street or P.O. Box) (Town or City) (Zip Code)

4. The name of the former resident agent is Allan Wheelock

5. (The following is to be completed if the resident agent is changed.)
The name of the successor resident agent is Clark Rees

6. The corporation further states that the address of its registered office and the address of the business office of its resident agent, as changed, are identical.

7. The changes designated above were authorized by resolution duly adopted by its board of directors.
Dated this 9th day of December, 19 74

COUNTY
CHEBOYGAN/COUNCIL ON AGING
(Name of Corporation)

BY Clark Rees
(Signature)

Clark Rees, President
(Type or Print Name and Title)

MICHIGAN DEPARTMENT OF COMMERCE — CORPORATION AND SECURITIES BUREAU	
Date Received	<p style="text-align: center;">FILED JUN 21 1974 <i>Richard G. E. ...</i> DIRECTOR Michigan Department of Commerce</p>
JUN 5 1974	
JUN 19 1974	

C.S.-102

INFORMATION AND INSTRUCTIONS

Articles of Incorporation—Non-Profit Corporations
(Excluding Ecclesiastical Corporations)

- Article II should state, in general terms, the specific purpose or object for which the corporation is organized.
- Article V—At least three incorporators are required. Article VI—At least three directors (or trustees) are required. The addresses should include a street number and name (or other designation), in addition to the name of the city and state.
- The duration of the corporation should be stated in the Articles only if the duration is not perpetual.
- The Articles must be signed in ink by each incorporator. The names of the incorporators as set out in Article V should correspond with the signatures.
- An effective date, not later than 90 days subsequent to the date of filing, may be stated in the Articles of Incorporation.
- One original copy of the Articles is required. A true copy will be prepared by the Corporation and Securities Bureau and returned to the person submitting the Articles for filing.
- FEES: \$10.00 filing plus \$10.00 franchise; total \$20.00. Checks or money orders should be made payable to the State of Michigan.
- Mail Articles of Incorporation and fees to:

Michigan Department of Commerce
 Corporation and Securities Bureau
 Corporation Division
 P. O. Drawer C
 Lansing, Michigan 48904

(Please do not write in spaces below — for Department use)

MICHIGAN DEPARTMENT OF COMMERCE — CORPORATION AND SECURITIES BUREAU	
Date Received	<p style="text-align: center;">ONLY KEEP RECEIPTS FILED Michigan Department of Commerce</p> <p style="text-align: center;">MAR 13 1975 COMMISSIONER OF COMMERCE <i>Richard K. Hallock</i> DIRECTOR</p>
MAR - 3 1975	
MAR 12 1975	

ONLY KEEP RECEIPTS

ONLY KEEP RECEIPTS

C&S-113

INFORMATION AND INSTRUCTIONS

Certificate of Change of Registered Office and/or Change of Resident Agent

- The Certificate is required to be signed in ink by the chairman or vice-chairman of the board, or the president or a vice-president of the corporation.
- One original copy is required. A true copy will be prepared by the Corporation and Securities Bureau and returned to the person submitting the Certificate for filing.
- Filing fee \$5.00
(Make fee payable to State of Michigan)
- Mail form and fee to:
Michigan Department of Commerce
Corporation and Securities Bureau
Corporation Division
P. O. Drawer C
Lansing, Michigan 48904

ONLY KEEP RECEIPTS

**CHEBOYGAN COUNTY COUNCIL ON AGING
2017 BOARD OF DIRECTORS**

Nancy Lavigne
4640 Beacon Lane
Cheboygan, MI 49721
231-625-8201
fandnLav20@msn.com

Ned Workman, Sec/Treas
665 W Lincoln Ave.
Cheboygan, MI 49721
231627-3478
nedworkman@gmail.com

Sue Cleary, Vice President
5356 North Black River Road
Cheboygan, MI 49721
231-625-2161

Mark Kadrovach, Member
PO Box 5031
Cheboygan, MI 49721
231-627-7598
231-818-5455
birddogpapa@gmail.com

Lowell Beethem, President
5167 Riggsville Road
Cheboygan, MI 49721
231-627-3337
LBeethem@mymea.org

Leonard R. Page, Members
9482 Page Road
Cheboygan, MI 49721
231-625-2827
Leonard@thepages.net

Richard & Joan Zech, Member(s)
12304 Shire Road
Wolverine, MI 49799
586-212-1110
richjoanzech@gmail.com

Board Liaisons:

Cheboygan County Board of Commissioners
Michael Newman
7611 Carter Road
Cheboygan, MI 49721
231-445-1886
mnewman@cheboygancounty.net

Brook Manville
Special Projects Coordinator
Region 9 Area on Aging (NEMCSA)
2375 Gordon Road
Alpena, MI 49707
KowalskiE@nemcsa.org

6. ***State the purpose and/or objectives of your program.***

The purpose and objective of the Cheboygan County Council on Aging continues to be to provide the highest possible quality of services to the senior citizens of Cheboygan County by providing as many programs as possible, including but not necessarily limited to;

- congregate meal programs;
- home delivered meals;
- in-home services (which include housekeeping and personal care)
- in-home respite care;
- adult day care;
- health & nutrition education and trainings (such as scam alerts, defensive driving, elder abuse recognition & prevention, estate planning, "Safe, Sound & Secure", etc.);
- Medicare/Medicaid assistance;
- many health services (such as foot care services, blood pressure & hearing screenings);
- Senior Companions;
- medical equipment loan closet;
- Kinship/Grandparent program;
- transportation services;
- group trips;
- support groups (such Alzheimer/Dementia Support Group, and Recovery International);
- technology introduction classes, including a yearly 6-week computer training course;
- many recreational activities such as crafts, ceramics and card clubs; and
- social opportunities including holiday and birthday celebrations.

The Mission Statement of the CCCoA is attached.



Visit us On-Line at
www.3coa.com

Find us on Facebook 

**Administrative
Offices
and In-Home Services**

1531 Sand Road
Cheboygan, MI 49721
(231) 627-7234
(231) 627-4048 facsimile

**Sand Road Senior
Center**

1531 Sand Road
Cheboygan, MI 48721
(231) 627-7234
(231) 627-4087 facsimile

**Wolverine Senior
Center**

6554 Wolverine Road
Wolverine, MI 49799
(231) 525-8969
(231) 525-9218

**Sand Castles Adult
Day Care**

1531 Sand Road
Cheboygan, MI 48721
(231) 597-8317

**Plunkett Cooney,
General Counsel**

**Donations are accepted
at all locations.
The CCCoA is a 501(c)3
non-profit corporation,
and an Equal
Opportunity Employer.**

The Mission, Values & Guiding Principle of The Cheboygan County Council on Aging

MISSION

Our mission is to continually improve our products and services to meet or exceed our SENIORS' requirements, allowing us to prosper as a council, contribute to the community, provide a reasonable return on our resources and maximize the quality of Senior Living.

VALUES

Method: How we will accomplish our mission is as important as the mission itself. These basic values are fundamental to the success of the company.

People: Training, involvement and teamwork are core human values. Our people are the source of our strength. They provide our corporate intelligence and determine the organization capabilities, reputation and longevity.

Products: Our products are the end result of our efforts and they should be the best services for SENIORS area wide.

Satisfaction: Satisfaction is the ultimate measure of how effectively we provide the best services for their needs.

GUIDING PRINCIPLES

Quality comes first: Customer satisfaction is the primary objective. "Best" is our goal.

Seniors are the focus of everything we do: Support of their needs results in the fulfillment of our own.

Continuous improvement is essential to our success: We must strive for excellence in everything we do.

Employee involvement is our way of life: We are a team. We must treat each other with dignity, trust and respect.

Suppliers are our partners We must develop mutually beneficial relationships with all we come in contact with daily.

Integrity is never compromised: We conduct business in a socially responsible manner, insuring that positive contributions to society are the net result of our efforts.

7. Identify how the proposed project will provide activities or services directed toward the improvement of the social, legal, health, housing, education, emotional, nutritional, recreational or mobility status of individuals over 55 in Cheboygan County.

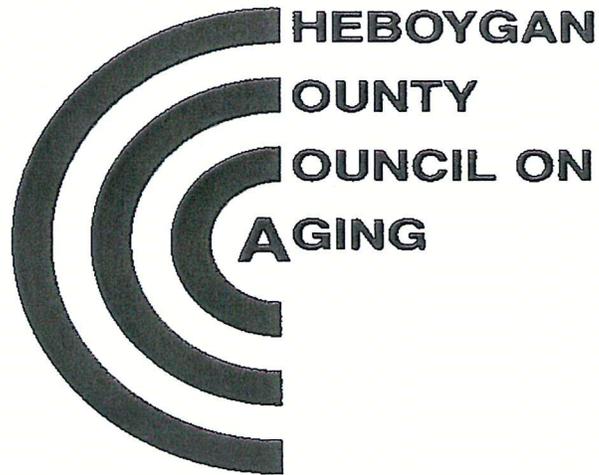
In conjunction with Region 9 Area on Aging, the CCCoA is in a unique position to provide many services to the seniors of Cheboygan County.

1. The CCCoA offers many social opportunities in the form of parties, gatherings and events.
2. In addition to the strictly governed nutritional programs (congregate and home delivered meals), the CCCoA presents monthly nutritional presentations in an effort to educate the seniors on health & nutritional issues and needs.
3. The CCCoA hosts several elder abuse prevention seminars each year, helping seniors to identify potential dangers, scams, etc., as well as annual presentation by the *Cheboygan Sheriff's Department* of its Safe, Sound & Secure program.
4. An annual 6-week computer training series is presented by Up North Computers in an effort to teach seniors to use the ever-changing technology for research, entertainment and health information purposes.
5. In addition to the in-home care services provided 5 days per week, the CCCoA has a 3/4 time Medicare/Medicaid consultant and administrative assistant on staff for those needing health care assistance, thus promoting wellness.
6. The CCCoA employs a part-time Registered Nurse who administers foot care health as well as blood pressure screening.
7. The CCCoA has an Arthritis Foundation certified exercise instructor on staff and exercise classes are held three times each week (at both the Sand Road & Wolverine site), encouraging the participants (including Sand Castles Adult Day Care Facility clients) to increase mobility and activity levels. The Sand Road facility also enjoys a growing attendance twice each week for Zumba classes.
8. The CCCoA has a specialized transportation program that provides transportation to and from the Centers 5 days per week, as well as transportation to doctor appointments on Wednesdays of each week, thus encouraging socialization and emotional health and well-being.

The CCCoA's transportation services also include bus trips to other agencies within Region 9 for meals and entertainment, as well as color tours, shopping trips, orchard trips, movie trips, etc., thus promoting recreational and social opportunities that non-driving seniors would not otherwise be able to take advantage of.

9. The CCCoA has a very positive relationship with local housing entities such as The Brook, Grebe Village, Pinecrest, Medilodge, etc., as well as with the local adult foster care facilities. The CCCoA is in constant contact with these housing entities in order to keep updated on their availability and services for seniors who are ready to move into an alternate housing situation.

10. Sand Castles Adult Day Center is on site at the Sand Road location and provides participants with the highest level of respect and care while making sure their needs are met. Participants are provided with the opportunity to socialize in a welcoming and caring environment while allowing caregivers time to take a much-needed break from the stress of caring for a loved one.



BUSINESS PLAN

Cheboygan County Council on Aging

1531 Sand Road
Cheboygan, Michigan 49721
By: Gail Tinker, Executive Director
August 1, 2015
REVISED 9/1/16

Executive Summary

The Company

THE CHEBOYGAN COUNTY COUNCIL ON AGING ("CCCoA", "COUNCIL") IS A PRIVATE, NON-PROFIT ORGANIZATION THAT, SINCE 1974, HAS BEEN PROVIDING A VARIETY OF SERVICES TO THE SENIOR CITIZENS OF CHEBOYGAN COUNTY; SERVICES DESIGNED TO ENABLE THEM TO CONTINUE TO LIVE HEALTHY, SAFE AND ACTIVE LIVES WITH DIGNITY.

The Ownership

The Cheboygan County Council on Aging is a private, non-profit, 501(c)3 organization.

The Management

The business and affairs of the corporation shall be managed by an Executive Director, on a contractual basis, as selected by the Board of Directors ("Board"). The Board shall meet as often as necessary to conduct the business of the corporation, but at least 6 times/year. Board Members shall be deemed to be the "Directors" of the corporation as that term is used in the Michigan Nonprofit Corporation Act, MCL 450.2101, et seq. (the "Act") and the Council shall be deemed to be the "board of directors" as used in the Act. The Board may consist of nine (9) appointed members, but no fewer than 7 member, as the Board shall determine from time to time. Board Members shall be nominated by the nominating committee and shall be appointed by the "Directors" at their annual meeting. Additionally, up to three (3) council members may be appointed from the business community without regard to the age limitations for membership, with full voting privileges.

The Goals and Objectives

The mission of the CCCoA is to continually improve the products and services to meet or exceed clients' requirements, allowing the CCCoA to prosper as a council, contribute to the community, provide a reasonable return on resources while maximizing the quality of Senior Living.

The Product

The Council provides many services to the senior citizens of Cheboygan County, including but not limited to:

* Providing nutritionally balanced meals to senior citizens of Cheboygan County through two full service centers located in Cheboygan and Wolverine. Each of these centers provides an opportunity for seniors to socialize and participate in programs, activities and services. The Council also delivers meals to the homebound seniors of Cheboygan County who are unable to prepare their own meals.

* Homemaking services are provided to seniors unable to perform basic household tasks.

* Respite services are provided to relieve caregivers during the day in order to give the caregiver a chance to provide for themselves.

* Personal care services are available to help clients with personal grooming, bathing, dressing, changing bed linens and laundry.

* Transportation services are available for seniors to and from the senior centers.

* Sand Castles Adult Day Care Facility is a safe alternative for those who should not be left alone throughout the day.

* The Council provides numerous opportunities throughout the year for education in the form of seminars, presentations, workshops, etc., all designed to educate and inform the senior citizens of Cheboygan County.

The Target Market

Senior population (60+) in Cheboygan County, Michigan.

The Company

Business Sector

The company currently operates in the following industry: Non-Profit.

Company History

The Council has been in existence as a private, non-profit organization since 1974, organized to

provide services to the senior citizens of Cheboygan County; services designed to enable them to continue to live healthy, safe and active lives with dignity.

Company Goals and Objectives

The mission of the CCCoA is to continually improve products and services to meet or exceed the requirements of seniors, allowing the Council to prosper, contribute to the community, provide a reasonable return on the resources while maximizing the quality of Senior Living.

Company Ownership Structure

The company is structured as a: private, non-profit, 501(c)3 organization.

Ownership Background

Member-owned, private 501(c)3 non-profit:

Company Management Structure

The business and affairs of the corporation shall be managed by an Executive Director, on a contractual basis, as selected by the Board of Directors.

Organizational Timeline

Ongoing support for an undeterminable amount of time, for the Senior population (60+) of Cheboygan County, while utilizing private donations, funding from Region 9 Area on Aging through the Offices of Services to the Aging and Older Americans Act, as well as MDOT and the local millage contributions.

Company Assets

The Council, being non-profit, shall have no assets with the exception of operating funds and equipment necessary to operate the non-profit on a day-to-day basis. The Council may carry a balance in the savings account in order to ensure the "graceful" closure of the business in the case of depletion of funds/income.

The Product

The Product

The Council on Aging shall provide services to the senior citizens of Cheboygan County, as outlined above, through two full service centers located in Cheboygan and Wolverine. Each of these centers provides an opportunity for seniors to socialize and participate in programs, activities and services.

Future Products or Services

The current Administration has adopted and supports the plan of the Michigan Offices of Services to the Aging, in relation to future services, wherein we shall:

- * Recognize and celebrate the cultural, economic, and social contributions of older adults, and create opportunities for engagement in their communities.
- * Use person-centered planning to ensure older adults have independence and self-direction through an array of long-term supports and services provided in the setting of their choice.
- * Provide a variety of opportunities for older adults to enhance their physical and mental well-being, using evidence-based practices and other innovative programs.
- * Provide advocacy, information, training, and services to support the rights of older adults to live free from abuse, neglect, and exploitation.
- * Develop and enhance public and private partnerships to better serve older adults.
- * Employ continuous quality improvement and innovation to accommodate the changing needs of older adults.

According to the 2014 Annual Report of the Michigan Offices of Services to the Aging:

- Michigan has 1,996,185 people age 60 or older – 20.2% of the total state population.
- The majority of the older adult population is female – 1,099,898 or 55.1%; and 896,287 or 44.9% are males.
- More than thirty-two percent (32.8%) of all households in the state of Michigan contain someone age 60 or older living in them.
- There are 417,203 Michigan veterans age 60 or older.
- More than forty-five percent (45.1%) of people age 60 or older live with a spouse; 40.1% live alone; 9.6% live with relatives; 2.4% live with non-relatives; and 2.7% live in group quarters.
- Approximately 126,000 Michigan residents age 65 or older identify themselves as having a cognitive disability.
- More than 77,000 grandparents live with their own grandchildren under the age of 18. Approximately 24,000 grandparents live with grandchildren under age 18 without the child's parent being present.

The current Administration is of the fact-based opinion that as our population continues to age, our services will need to grow with the demand.

Marketing Plan

The Target Market

Senior population (60+) in Cheboygan County, Michigan.

Advertising

The Cheboygan County Council on Aging receives many referrals from local doctors or other health based organizations and care facilities. Social media, paper media and radio advertising will also be utilized in accordance with the current budget. The Council also relies heavily upon "word of mouth" from satisfied families. The Council will continue to work with the local health dept., local hospitals and care facilities, religious organizations and public service organizations such as the Kiwanis.

Operations

Staffing

The Council on Aging maintains a staff of 25-32 employees, consisting of the following:

Executive Director
Human Resources Manager
Site Manager (Wolverine site) / Executive Chef
Administrative Assistant to the Director
MIIPS/MMAPS Coordinator
In-Home Services Coordinator
Registered Nurse
Sand Castles Adult Day Care Facility Staff
Kitchen Staff at 2 locations
Maintenance/Janitorial Staff
Driver/Fleet Manager
Home Delivered Meals Drivers at 2 locations
6-8 In-Home Service Providers
Hostess
Volunteers
Senior Companions

**Cheboygan County Council on Aging
2018-2019 BUDGET
APPROVED**

REVENUE	Approved 2017- 2018	PROPOSED 2018-2019
4011 · NEMCSA (Federal)	98,048.00	104,000.00
4013 · USDA	31,039.00	33,000.00
4025 · Specialized Services	25,000.00	25,000.00
4028 · NEMCSA (State)	95,138.00	106,000.00
4031 · Cheboygan County	560,975.00	580,000.00
4043 · Fund Raising Income	10,000.00	10,000.00
4044 · Local Contributions	86,000.00	70,000.00
4046 · NEMCSA-MI-Choice Waiver	0.00	0.00
4054 · Rebates Received	0.00	100.00
4055 · Assets Sold	0.00	3,000.00
4056 · Interest Income	250.00	200.00
4060 · Building Use--TEFAP	400.00	600.00
4062 · FIA Home Help Services (DHS)	10,000.00	10,000.00
4061 · Foot Care Services	5,000.00	4,500.00
4067 · Adult Day Service (Grant & Revenue)	65,000.00	55,000.00
4071 · Fare Box (transportation revenue)	10,000.00	10,000.00
4099 · Cash Match	85,000.00	85,000.00
TRANSFER FROM FUND BALANCE	57,420.00	75,000.00
TOTAL REVENUE	1,139,270.00	1,171,400.00
EXPENSE		
1003 - CNB Loan	0.00	0.00
5002 · Payroll-Wages	590,000.00	632,630.00
5011 · FICA	35,000.00	35,000.00
5012 · Medicare	8,120.00	8,120.00
5013 · Unemployment Expense	13,500.00	13,500.00
5015 · Health and Drug Screening	500.00	500.00
5021 · Health Ins. (dental, optical, TB, Flu, CPR)	9,000.00	9,000.00
5030 · Casual Labor	0.00	0.00
5051 · DTE-Gas	10,000.00	12,000.00
5052 · Consumers-Electric	27,000.00	27,000.00
5054 · LP Gas	100.00	100.00
5100 · Raw Food	110,000.00	110,000.00
5200 · Bank Charges	350.00	350.00
5350 · Dues and Subscriptions	3,200.00	3,200.00
5351 · Licenses and Permits	1,000.00	1,200.00
5400 · Postage and Shipping	2,700.00	2,700.00
5401 · Fuel & Lubricants	17,000.00	20,000.00
5440 · Kitchen Supplies	15,000.00	12,600.00
5445 · General Supplies	15,000.00	12,600.00
5450 · Office Supplies	6,500.00	6,500.00
5451 · Senior Activity Supplies	5,000.00	5,000.00
5500 · Telephone Expense	10,000.00	10,000.00
5501 · Internet Service	2,500.00	2,300.00
5502 - Cable	2,200.00	2,200.00
5650 · Staff Travel	9,000.00	9,000.00
5670 · Repair/Maint.-Equipment	15,000.00	15,000.00
5671 · Repair/Maint-Bus	3,100.00	3,100.00

54%

Cheboygan County Council on Aging
2018-2019 BUDGET

5672 · Repair/Maint HD Vehicles	7,500.00	7,500.00
5673 · Repair/Maint-Office Equipment	500.00	500.00
5680 · Building and Ground Maintenance	8,000.00	8,000.00
5681 · Trash Removal	3,500.00	3,500.00
5901 · Equipment Lease	12,000.00	10,800.00
5910 · Equipment Purchases Expense	5,000.00	5,000.00
5915 · Bus Purchase Exp	0.00	0.00
5920 · Vehicle Purchases Expense	0.00	0.00
5925 · Computer Purchase Expense	2,000.00	2,000.00
5926 · Software Expense	5,000.00	7,000.00
5927 · Senior Activities Equipment Exp	0.00	0.00
5930 · Insurance-Liab./PP	38,000.00	39,000.00
5935 · Insurance-Workers Comp	27,500.00	15,000.00
5940 · Audit Expense	8,000.00	8,500.00
5945 · Professional Fees	10,000.00	10,000.00
5950 · Miscellaneous	6,000.00	6,000.00
5960 · Advertising Expense	7,000.00	8,000.00
5980 · Training Expense	2,500.00	1,000.00
5990 · Fund Raising Expense	1,000.00	1,000.00
6001 · NEMCSA-Cash Match	85,000.00	85,000.00
Total Expenses:	1,139,270.00	1,171,400.00
	0.00	0.00
Budget Approved: 8-9-18	DATE	
Moved by: Mark Hadrovach	Seconded by: Ned Workman	
<i>Lowell Beethem</i>		
Lowell Beethem, President		

CCCoA
Board of
Directors
Meeting Minutes
FY 2017-2018

**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, October 11, 2018
AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.**

**Meeting of the Board of Directors
Cheboygan County Council on Aging
August 9, 2018**

Meeting was called to order at 9:30 a.m. by President Lowell Beethem, followed by the Pledge of Allegiance.

Roll Call: Present were; Lowell Beethem, President, Sue Cleary, Vice President, Ned Workman, Sec/Treasurer, Mark Kadrovach, Rich Zech, Joan Zech, Leonard Page, and Gail Tinker, Executive Director.

Absent: Nancy Lavigne

A Motion was made by Sue Cleary and seconded by Ned Workman to excuse Nancy Lavigne. All in favor - passed by unanimous voice vote.

Guests:

Michael Newman, Cheboygan County Commissioner
Brook Mainville, Special Projects Coordinator, Region 9 Area on Aging

Public Comments: No public comments were made.

Commissioner Newman updated the Board on the jail expansion project and the Gold Front demolition project. The concerns expressed about the disruption in local businesses due to the Gold Front demolition were addressed. There was little to no disruption. There is currently topsoil being laid and the project is nearly completed. A brief discussion was held regarding the adjacent buildings and the current state of those buildings.

Brook Mainville gave a brief presentation on her role at Region 9 and the upcoming Elder Abuse Prevention Seminar to take place at the Knights of Columbus in Cheboygan on August 16th.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. Motion to accept the Agenda was made by Sue Cleary and seconded by Rich Zech. All in favor - passed by unanimous voice vote.

Old Business:

The minutes from the June 14, 2018 meeting were reviewed. Motion was made by Mark Kadrovach and seconded by Rich Zech to accept the Minutes as written. All in favor - passed by unanimous voice vote.

New Business:

1.) The first item under New Business is the review and approval of the Proposal for Audit Services by Midwest Professionals, PLLC. Gail informed the Board that the Proposal mirrors the previous Proposal of three years earlier. The Board, being previously provided with the draft copy of the audit report, had few questions and no concerns. Leonard Page, being the legal expert on the Board, approved of the Proposal via email when same was sent to the entire Board. The fee was reviewed and it was noted that the \$8,500 audit services fee is to include the actual audit, preparation of the Council's IRS Form 990 and any support the Council may need throughout the year (questions about proper accounting practices, financial handlings, etc.). This fee is the same as the previous contract. There being no concerns and the Board taking into consideration the established relationship with Midwest, a Motion was made by Ned Workman and seconded by Mark Kadrovach to authorize Gail to sign the Proposal and retain Midwest's services for a further three (3) years. All in favor - passed by unanimous voice vote.

2.) The second item on the New Business Agenda is the review/approval of the Proposed Budget for the fiscal year 2018-19. Gail presented the Proposed Budget to the Board previously, via email. The Proposed Budget varies little from the previous year, with most changes being reflective of the current fiscal year's actual income/expenses. Line item 5002's increase is a request by the Director to cover long overdue payroll increases for several individuals and to bring the Council up to the industry standard wage level. Gail discussed the open positions within the In-Home Services Department and the wait list that remains due to the open staffing positions. Many businesses within our community are unable to fill vacant staff positions, mainly due to the low wage structure within our community. The Council is receiving qualified applications, but we are unable to hire people at \$15 per hour. A discussion regarding the open positions within the Council, and staff working within other areas of the Council to accommodate the unfilled positions. The Council currently has a wait list for services and staff is needed in order to perform the services requested by the Cheboygan County taxpayers. A discussion was held regarding the requested increase that will be made to the Commissioners for millage money. Leonard Page reiterated the role of the Commissioners in the decision making process. Gail is confident that the Council's relationship with the Commissioners is positive and if the Commissioners have questions, she will be happy to answer any questions or concerns that they may have.

Discussion was held regarding projected income and expenditures on the Proposed Budget. Sand Castles and the increase in units since the restructuring of that program was discussed.

The Council's umbrella insurance policy was discussed and Gail answered Leonard Page's questions regarding Board insurance and liability policies. Worker's compensation insurance is expected to decrease due to the Council's lower module and lack of lost wage claims. That decrease is reflected in the Proposed Budget.

There being no further questions, concerns or discussion, a motion was made Mark Kadrovach and seconded by Ned Workman to approve the Proposed Budget for the fiscal year 2018-19 as presented. All in favor - passed by unanimous voice vote.

Director's Report / Financial Report-

- The Senior Millage was passed by 76%
- The Council was represented at the Cheboygan County Fair; Gail presented the Board with the newspaper article and pictures of our Sand Castles Coordinator, Heather Love. Heather did a great job on the presentation of the booth and the Gail expressed her appreciation for having someone on staff who is so motivated and ready to do the marketing.
- Sand Castles will be audited for compliance today by Brook Mainville. Gail is confident that there will be no issues with compliance.
- Wolverine's nutrition program was audited for compliance on June 17th and to date, we have not received the formal evaluation from Kelly Robinette. Gail did speak with Kelly and she found nothing out of compliance.

- July 21st was the Waiver audit by Gina Bey at Region 9 and the Council has yet to receive the formal evaluation on that assessment.
- North Country Community Mental Health (CMH) was at the Sand Road site on June 11th and completed their compliance audit. The Council has received the "evaluation" from CMH and the Council scored 98.5% on that compliance assessment.
- The Worker's Comp audit is to take place on August 21st.
- Wolverine will be having a party in the Lumberjack Park on August 24th. Charlie Reager has been retained to perform and the menu will be picnic foods. Brian Turbin, Site Manager at the Wolverine site, has been diligently distributing flyers and we are hopeful for an excellent turn out.
- The Council has booth space at the Elder Abuse Prevention Seminar at the Knights of Columbus Hall on August 16th. Heather Love and Phyllis Orr will be manning the booth space at that event.
- Gail has submitted a bid to the Cheboygan Kiwanis Club to cater their September 24th Induction Dinner. Gail does expect to get the contract and the Council will be happy to host this event.
- New menu standards have been received, effective October 1, 2018. Gail has hired a company out of Grand Rapids, Culinary Cultivations, to develop the new menus which will include all the required standardized recipes and nutritional backup. The Council currently does not have the manpower to complete this task and by outsourcing, we are guaranteed complete compliance within our nutritional program. This was a cost effective move on the Council's part.
- The Waterways Breakfast was a great event. Gail gave thanks to Sue Cleary and Alice Mushlock for taking the remaining 5K tickets and selling them. Gail was happy to report that the winner of the \$5,000 was an 84 year young lady who was absolutely thrilled. The Waterways Breakfast was a wonderful promotional event and the Council looks forward to opening the Waterways Festival in the coming years. Kudos was given to employee Chris Tranquilla, who sold over 60 tickets.
- The Council hosted an Open House Breakfast at the Sand Road site on August 3rd. It was "ok" attended. We did see new faces and lots of literature was handed out. It was a good promotional event and highlighted the need for voting in the Senior Millage Renewal election. Gail finds it interesting that our congregates do not attend these events but the public does. Gail thanked the Board for their support in these events.
- Gail asked the Board if they would like to discuss the situation about the former employee who found herself in legal trouble, it being hard to ignore with it in the newspapers and on the television. A brief discussion was held regarding the impact on the Council, which there is none, and employment status of the employee. The Board thanked Gail for quick action and being proactive on this matter.
- Gail updated the Board on the service numbers from June to July. The Council saw an increase in service units in every category.

- Gail presented the Board with the Statement of Budget Activities. The budget is in line. Program income is down and Gail reiterated her opinion that this is because congregate donations are down, and also because of the Sand Castles program getting off track for several months. Fuel costs are a bit over budget, but there is nothing more that can be done to control fuel costs that is not already being done. A change was made in fuel providers and the amount of trips the Council takes has been restricted due to fuel costs. The Council will continue to restrict transportation other than transportation to the Center for meals, until fuel costs significantly reduce. Gail instructs the Fleet Manager on a regular basis to refer people to Straits Regional Ride for their shopping, doctor appointments, etc. needs.

There being no further questions or discussions, a Motion was made by Ned Workman and seconded by Sue Cleary to accept the Director's Report. All in favor - passed by unanimous voice vote.

There being no further business, a Motion to adjourn was made by Ned Workman and seconded by Sue Cleary. All in favor - passed by unanimous voice vote.

The meeting was adjourned at 10:33 AM.

Meeting minutes transcribed by Gail Tinker for Ned Workman, Secretary/ Treasurer, Cheboygan County Council on Aging.



**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, August 3, 2018
AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.**

**Meeting of the Board of Directors
Cheboygan County Council on Aging
June 14, 2018**

Meeting was called to order at 9:30 a.m. by President Lowell Beethem, followed by the Pledge of Allegiance.

Roll Call: Present were; Lowell Beethem, President, Sue Cleary, Vice President, Ned Workman, Sec/Treasurer, Mark Kadrovach, Nancy Lavigne, Rich Zech, Joan Zech and Gail Tinker, Executive Director.

Absent: Leonard Page

Guests:

Michael Newman, Cheboygan County Commissioner
Kelly Robinette, Region 9 Area on Aging

Public Comments: No public comments were made.

Commissioner Newman updated the Board on the jail expansion project and the Gold Front demolition project. A brief discussion was held regarding the possible effect the demolition may have on the downtown businesses and farmers market.

Kelly Robinette made a brief comment regarding the cook's training event sponsored by Gordon Food Service and the August state-wide nutrition in-service in Roscommon.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. Motion to accept the Agenda was made by Mark Kadrovach and seconded by Nancy Lavigne. All in favor - passed by unanimous voice vote.

Old Business:

The minutes from the April 12, 2018 meeting were reviewed. Motion was made by Nancy Lavigne and seconded by Sue Cleary to accept the Minutes as written. All in favor - passed by unanimous voice vote.

New Business:

The first item under New Business is the review and approval of the draft audit report from Midwest Professionals, PLLC. The Board, being previously provided with the draft copy of the audit report, had few questions and no concerns. Lowell Beethem directed the Board to page 18 of the draft report wherein the draft report showed that last years' "findings" have been resolved and that there are no new findings or recommendations on this years' draft report. Gail reminded the Board that last years' findings were due to unacceptable year end tie up procedures and that the Board elected to hire a local firm to complete the year end tie up's. We will retain the same firm this year to tie up the year ends. The Board, being happy with the draft audit report, entertained a Motion to accept the draft audit report as the final report, said Motion being made by Sue Cleary and seconded by Rich Zech. All in favor - passed by unanimous voice vote.

Director's Report / Financial Report-

- o The Council's MDOT audit was completed on May 2nd and the Board was provided a copy of the letter from Kevin Wassom, Compliance Analyst with the Department of Transportation, wherein it was stated that "Based on our review, your agency is in full compliance with Section 5310 program requirements". Mr. Wassom also conducted a maintenance review and his comments on that review have yet to be received. Other than a few late oil changes, we expect no issues. The application for the new vehicles has been completed and submitted and we expect to see new transportation vehicles later this year. A discussion was held regarding the age of the current MDOT vehicles and the condition of same. Gail explained that once the vehicles are "modified" (cut and modified to accept the mandatory wheelchair ramps), they are susceptible to so many issues such as rust, exhaust issues and general rattling apart, especially on the roads we need to travel here in Cheboygan County.
- o NEMCSA's annual nutrition compliance assessment will take place in Wolverine this year. Kelly Robinette will be in Wolverine on June 17th to insure compliance with the nutritional standards and she will make a return visit later in the month to do a "ride along" with the home delivered meals driver.
- o NEMCSA will be at the Sand Road site on June 21st to conduct a WAIVER Program compliance audit.
- o North Country Community Mental Health (CMH) was at the Sand Road site on June 11th and completed their compliance audit with no findings being reported. The Sand Castles program has one client who is funded by CMH, so that is why they do compliance audits.
- o Gail informed the Board that the Council did publish a *Bid Notice for Internal Auditor* in the Cheboygan Tribune, because Midwest's contract with the Council expired with the past fiscal year 2017 audit. The Council received no bid offers. Gail is unsure why this was the case but suspects that the local firms are not able or capable of such an extensive audit process, given that the Council has many grants and sources of revenue. It may also be that they simply do not have the time or need another client. Gail has contacted Midwest to inquire if they would be interested in bidding the contract. They do plan to bid. When the Midwest Proposal for Audit Services is received by Gail, she will forward to the Board immediately via email for the Board's review. The three year proposal is expected to come to the Council at or around \$8,500 (per audit year), which is the same as the previous contract with Midwest. This is a Board decision and Gail inquired if the Board would like to rerun the Bid Notice and/or wait to review the proposal submitted by Midwest. Ned Workman made a Motion and Mark Kadrovach seconded the Motion to refrain from further advertising for bids and to review the Midwest Proposal. All in favor - passed by unanimous voice vote. There being no further discussion on this matter, Gail thanked the Board for the Motion.
- o The Merit grant (for Sand Castles funding) has been completed and forwarded to NEMCSA for review. Gail has no reason to believe that we will not receive the requested amount, or thereabout. The grant is for \$25,000, which is, of course, not enough to fund the program, but with local contributions and funding from CMH and the WAIVER program, the Sand Castles program should be able to remain self-sufficient. With the restructuring that was done within the Sand Castles program earlier this year, we are seeing increased attendance and revenue.

- o Gail received a phone call from the new Director at the United Way. It appears that the local UPS employees have "adopted" the home delivered meals program (HDM) and have been making payroll contributions to our program. The new Director of the United Way, Michael Lewis, informed Gail that there is monies in the United Way accounts earmarked for the HDM program that were never disbursed to the Council. It looks like the Council will be receiving quarterly contributions and the Council will be receiving its first contribution of \$500 this week. A brief discussion was held regarding the structure of the United Way and the disbursement procedures.
- o Laurie Sauer, the Executive Director of NEMSCA, stopped by for an impromptu visit yesterday. She was in Cheboygan for a CASA meeting. It was good to see Laurie and sit with her one-on-one to talk about programs, staffing, etc., and what we can do to help each other. Laurie is supportive of the Council and an excellent resource. Gail gave her a tour of the Sand Castles facility, which she had not seen since the remodel last year.
- o This is a Millage Renewal year and Gail has plans to hold a couple functions prior to the vote on August 7th. New yard signs have been printed which include the word "RENEWAL". This will help clarify to the voters that this is simply a renewal, not an increase request. Gail asked the Board to take signs for their yards on their way out today, as well as the millage renewal postcards. Gail will be doing a radio interview with Mike Grisdale closer to the millage date in an effort to educate the community on the Council's services and financial position.
- o The Council has two new radio spots beginning this week which will run for 3 months.
- o Gail briefed the Board on upcoming events including Project Fresh, and provided the Board with the flyer/information. The funding for this program comes from the Senior Millage and Gail is of the opinion that these are good dollars spent helping our local seniors secure fresh, locally grown produce. There will be two sessions at the Sand Road site, one session at the Wolverine site and one in Indian River. The Lioness Club has donated \$500 to the Project Fresh program and those funds will be presented to the organizer of this program by Sue Cleary.
- o The Waterways Festival Kickoff Breakfast is organized and sponsors have been secured. This will be a zero cost function for the Council and we are all very excited to participate. This will take place on June 28th from 7-11am. Herb Canell and his band, Triple Bypass, will begin live entertainment at 8am. Fernelius has contributed \$250, M&M Plumbing Heating Cooling, Inc. contributed \$500 and Citizens National Bank contributed \$150. We have requested a raffle prize donation from the Kiwanis Club but have not received a response from them. We will purchase a few items to raffle (such as bikes, a lawn mower, power washer) and sell tickets at the event. We will also have a donation jar available and an information station containing information about the Council and it's programs. The Health Department was contacted and we were informed that as long as the food is prepared in our Serve Safe certified kitchen and transported to the park, there will be no vendor/license fee. The staff is excited and we have a great group of folks ready and willing to work these events. They are all very appreciated.

- o Ticket sales for the \$5K raffle are going well. Sand Road staff member Chris Tranquilla has sold over 45 tickets to date. She is also excellent at soliciting donations from local businesses for raffles, etc. Gail offered a small incentive to the staff as motivation to sell the tickets. The winners will be drawn on July 2nd at the Grand Old Flag Party. Charlie Reager will be here providing the entertainment for that party, which is a Birthday Monday celebration. We should have good attendance and it will be a fun day.
- o Gail reviewed service units (hours per service) with the Board, by monthly comparison:

	<u>April</u>	<u>May</u>
Homemaking	459.5	601.5
Personal Care	117.50	131
Respite	40	55
Congregate Meals	1001	1266
Home Delivered Meals	2742	2821
Adult Day Service	561	766

This reflects an increase of .9%. Gail pointed out that we continue to provide more hours of service with the same amount (or less) staff. The return of the snowbirds and the increase in advertising is credited with the increase.

- o Gail presented the Board with the Statement of Budget Activities. The budget is in line. Program income is down a bit but it is Gail's opinion that was because of the Sand Castles program getting off track for several months and that figure will rebound with the restructuring of Sand Castles and with the return of the snowbirds who can and will donate. The Statement of Grant Award has been received from Region 9 and a cash request was submitted this month. We should receive a fairly large check shortly, which will reflect payment of state, federal and NSIP (Dept of Agricultural) monies. While the Council was never in danger, we did do a small transfer from savings into the general fund in order to pay this month's bills and payroll. Once the check is received from NEMSCA, we will replace the transferred monies back into the savings. We are fortunate that we do have funds available, as some other COA's do not have the option to utilize savings for operating costs.
- o Gail thanked the Board once again for agreeing to compensate the in-home service providers with a long-overdue increase in their wages. Because of this compensation increase, it is necessary to make slight adjustments in the budget. Gail requested permission from the Board to move \$10,000 from line item 5100 (raw food) and \$5,000 from line item 5440 (kitchen supplies), for a total of \$15,000, into line item 5020 (payroll). This will take the Council's payroll from 57% to 57.6% of the budget. Gail pointed out that it is not uncommon for payroll within non-profit organizations to run 60-70% of the budget, and that you cannot perform the services without the staff. There being no discussion, Ned Workman made a Motion, seconded by Nancy Lavigne, to move the budget amounts, as outlined above. All in favor - passed by unanimous voice vote. Gail thanked the Board for their support.

- Mark Kadrovach inquired on the feasibility of the electronic sign that was proposed by Gail last year. Gail reiterated her concern about the economic instability and her unwillingness to reduce the savings by such a substantial amount at this time. Gail plans to refresh the billboard sign that is at the intersection of Sand Road and Straits Highway (across from the bowling alley). The Council pays \$100 per year to the state for the billboard permit and it seems more cost effective at this time to redo that sign. There is an employee on staff whose spouse is in the sign business and Gail will solicit their help and input in freshening up that sign. There was a discussion about qualification under the Pure Michigan program for signage. Gail will research available options through Pure Michigan and MDOT.
- Joan Zech inquired about the funding for the new MDOT vehicles and where those vehicle purchases would appear on the budget. Gail clarified that the funding for the vehicles is grant money from MDOT and that it will not appear on the budget. MDOT will write a check to the Council for the exact amount of the vehicles and the Council will in turn write a check to the company providing the vehicles, for the exact amount. In essence, it is money in, money out. Policy for disposal of the current vehicles was also discussed.
- Gail informed the Board that because the Council has not had a lost wage claim through worker's compensation for three years, the Council's insurance module has decreased. The result is a substantial reduction in the Council's workers compensation insurance of around \$7,000.

There being no further business, the meeting was adjourned at 10:20 AM.



**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, June 14, 2018
AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.**

**Meeting of the Board of Directors
Cheboygan County Council on Aging
April 12, 2018**

Meeting was called to order at 9:30 a. m. by President Lowell Beethem, followed by the Pledge of Allegiance.

Roll Call: Present were; Lowell Beethem, President, Sue Cleary, Vice President, Leonard Page, Mark Kadrovach and Gail Tinker, Executive Director.

A motion was made by Sue Cleary and seconded by Mark Kadrovach to excuse Nancy Lavigne, Ned Workman and Rich & Joan Zech.

Guests:

Michael Newman, Cheboygan County Commissioner
Liz Kowalski, Special Projects Coordinator, Region 9 Area on Aging
Michael Blewett, RSVP Services Coordinator

Public Comments: No public comments were made.

Commissioner Newman reported on the major projects at the County level. A brief discussion was held regarding the Meijer project, the jail expansion project, the Gold Front project and the new Finance Director at the county level, James Manko. Also discussed was the meeting at Grant Township of the proposed 300 acre solar panel field by the Orion Corporation and the recent increase of the speed limit on US23 to 65mph and the public meeting regarding the same.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. Motion was made by Sue Cleary and seconded by Mark Kadrovach. All in favor - passed by unanimous voice vote.

Old Business:

The minutes from the February 8, 2018 meeting were reviewed. Motion was made by Sue Cleary and seconded by Leonard Page to accept the Minutes as written. All in favor - passed by unanimous voice vote.

New Business:

Presentation by Michael Blewett, RSVP Services Coordinator: RSVP has been in partnership with the Council for a few months. RSVP is new to Cheboygan County and is designed to enable seniors to keep volunteering and to strengthen their communities. The program falls under the umbrella of the CORE program (senior companions, foster grandparents). This program is designed for those 55 years of age and older and there is no income requirement or requirement for the amount of time seniors would like to volunteer. Seniors can volunteer at any non-profit, faith-based organization, government agency, health agency, etc. The RSVP program, which is funded federally, state and locally, can help the volunteers with some of the costs associated with volunteering, such as mileage and excess automobile and/or liability coverage. The RSVP program is the largest volunteer program in the country.

RSVP is working with the administration of many COA's, faith-based organizations, non-profits, etc., in order to sign these organizations as "partners" or "stations" in which people can volunteer. RSVP carries liability insurance on the volunteers and this is attractive to this particular COA, as the Council's liability insurance does not cover volunteers.

Michael asked the Board to consider signing up with RSVP, not only to benefit the board members but this will also help the RSVP program's numbers. Gail has information available to any person who is interested in participating. Michael expressed an interest in stopping back for another meeting. There being no questions, the Board thanked Michael for his presentation.

Director's Report / Financial Report-

- The Federal budget has been secured. Some of the additional benefits for senior programs are:

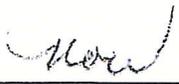
\$2M for the Aging & Disability Resources Programs;
SHIPs program received a partial restoration to its funding, with a \$2M increase;
Nutrition services received substantial increases - \$40M for congregate meals and \$19M for home delivered meals;
Home & Community Based Supportive Services received an additional \$35M;
Family Caregiver Support services, an additional \$30M;
Centers for Independent Living received an additional \$10M;
Aging Network Support Activities received an additional \$2.5M; and
SCSEP (Senior Community Service Employment Programs) was level-funded and was not reduced or increased.
- NEMCSA informed Gail this morning that the Statement of Grant awards was received in their offices on Friday of last week for state funds only. They have received nothing from the federal government at this time. Gail informed the board that she is breathing a bit easier now that the budget has passed. If the need be, the Council will utilize savings account monies to fund the grants until the federal monies are disbursed.
- The Sand Castles program transition has been made and the program has been restructured. Gail provided the board with a copy of the article that was printed in the March 6th Cheboygan Daily Tribune. This article gave the Council very positive exposure and reinforced the decision to restructure the Sand Castles program. Since this restructuring, and the introduction of the new Coordinator, the "units" for that program have increased by 153 units and the program has been revitalized. The Coordinator spends one day each week visiting adult homes, doctors offices, nursing homes, etc., distributing literature, and will be scheduling presentations for the caregivers and administration. The Coordinator has the best interest of the Council and clients at heart and Gail is very pleased with the restructuring. Leonard requested clarification of a "unit", which is one hour of service. Gail briefly outlined the funding structure for the Sand Castles program with \$25,000 granted from the Merit grant and the remaining balance from program income and donations. Clearly, the \$25,000 Merit grant is not sufficient to run this program and that is why it is very important that the Council do what it can to increase units, thus increasing program revenue. The Sand Castles program has always (until the past year) been self-sufficient, and it must remain so in order for the program to continue to be successful.

- The Council will be attending the Caregiver Empowerment Seminar on the 24th of April as a vendor. The Council has purchased a booth space and will be sending the Sand Castles Coordinator and In-Home Services Assessor to that event to distribute literature and educate the attendees about the Council's services. Liz Kowalski has organized this event. They have scheduled guest speakers, vendors, and a luncheon. Project Connect is also on the Council's agenda to attend at the Cross in the Woods the second week of April.
- Midwest Professionals has submitted a draft audit report and Gail will get that to the Board via email. Our auditors' three-year contract has expired and a bid notice has been published in the local newspaper. Once any/all bids have been received by the Council, Gail will present the bids to the Board for their consideration in selecting an auditing firm.
- The Council had its in-home services audit (assessment) last week. The MDOT audit will be taking place in two phases. The first phase will be 4/17 and the main audit will be 5/2.
- Gail presented the Board with a press release regarding our transportation services. Pursuant to our contract with MDOT, we are contracted to transport clients to and from the Center. Any extra outings, doctors appointments, shopping trips, etc., are an unfunded service to the local seniors. Our budget allows for one driver, who is also the fleet manager, who has the added responsibility of maintaining all 13 vehicles. We needed to get some structure for our transportation services. The program is outlined in the press release. For any and all other transportation needs, the local seniors are being instructed to contact the county's transportation service, Straits Regional Ride.
- The Council will be switching fuel providers from Fuelman/Fleetcore to Wex Fleet. The Council has had Fuelman for many years and they have added many administrative fees, "unpreferred usage fees" and report fees to the point that using them is no longer cost effective. We will be making the switch before the end of April.
- Computers classes continue at the Sand Road site and we are happy to welcome Vickie Rodriguez from Up North Computers again this year.
- The Council has elected to do a raffle this year instead of an auction. Tickets will be available beginning in mid-April. The cost is \$50 per ticket, 200 tickets are being printed. We will give away one \$5,000 prize and two \$250 prizes, netting the Council \$4,500 if all the tickets are sold. If all the tickets are *not* sold, the raffle will revert to a 50/50. We have applied to the State Gaming Commission for the license and expect to receive it without delay. We will be drawing the winning tickets at the Grand Old Flag Party on July 2nd. Employees will be not be allowed to purchase the tickets.

- Gail is excited to report to the board that the Council, in conjunction with the Chamber of Commerce, will be kicking off the Waterways Festival this year with a breakfast in Festival Square on Thursday, June 28th, from 7am - 11pm. This will be an annual event with maximum exposure for the Council. Gail has approached Fernelius and M&M Plumbing to (monetarily) co-sponsor this event with us. Fernelius has already committed to co-sponsoring this event. Herb Cannel and his band (Triple Bypass) will be waking up downtown Cheboygan beginning at 8am. Gail's hope is to get enough monetary support from sponsors to fully pay for this event, with no funds out-of-pocket. Any donations received will be allocated to the Home Delivered Meals program.
- Gail presented the Board with the Statement of Budget Activities. The budget is in line. Gail requested that the Board address the wages of the in-home services providers. Gail is of the opinion that it is time for these very valuable employees to receive a wage increase, as it has been over 3 years since their wages were evaluated. Currently, there are 3 full time and 3 part time providers and Gail has suggested a wage increase for 5 of the 6 providers. After a lengthy discussion, the Board agreed that the providers should receive the suggested increase. A motion was made by Leonard Page and seconded by Sue Cleary to approve a wage increase for 5 of the in-home service providers. All in favor - passed by unanimous voice vote.

There being no further business, the meeting was adjourned at 10:50 AM.

Meeting minutes transcribed by Gail Tinker for Ned Workman, Secretary/ Treasurer, Cheboygan County Council on Aging.



**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, April 12, 2018
AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.**

**Meeting of the Board of Directors
Cheboygan County Council on Aging
February 8, 2018**

Meeting was called to order at 9:30 a. m. by President Lowell Beethem, followed by the Pledge of Allegiance.

Roll Call: Present were; Lowell Beethem, President, Ned Workman, Sec/Treas., Rich Zech and Joan Zech, Mark Kadrovach and Gail Tinker, Executive Director.

A motion was made by Ned Workman and seconded by Rich Zech to excuse those absent.

Guests: Also present was Michael Newman, Cheboygan County Commissioner.

Public Comments: No public comments were made.

Commissioner Newman briefly reported that all is going well at the County level. A brief discussion was held regarding the Meijer project, the jail expansion project and the vacant seat at the County level of the Finance Director.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. Motion was made by Mark Kadrovach and seconded by Joan Zech. All in favor - passed by unanimous voice vote.

Old Business:

The minutes from the December 7, 2017 were reviewed. Motion was made by Joan Zech and seconded by Ned Workman to accept the Minutes as written. All in favor - passed by unanimous voice vote.

New Business:

Director's Report / Financial Report-

- The Board having been provided with copies of emails from grant providers, reviewed said emails and the instability of the Council's federal funding was discussed. At this time, the Council continues to receive grant awards on a monthly basis. At this time, Gail is not interested in causing a panic and we really can do nothing except our best until the federal budget is in place. Hopefully, we will have more information to share at the next board meeting in April. Gail is confident that as soon as our grant providers have any information, it will be passed down to us. If funding is cut substantially, we will have to look at internal cuts. At this time, the Council does not have a wait list for services. We are required to serve the referrals from our grant providers first and this knocks private pay and DHS clients to the bottom of the service schedule. We are having a difficult time finding personnel, as is many of the other local businesses, and we need personnel to do the job. Gail is working out a plan to restructure the job of a few employees in order to fill this gap, which will better serve the Council and the clients.
- The Medicare/Medicaid Assistance Program (MMAP) is in serious danger of losing all funding. We may have to reduce the hours of the staff members who work that program in order to shift the millage dollars that pay the salary of that position to other service departments. Currently, the millage supports that position 100% as we receive zero funding from NEMCSA for the MMAP program. It is recognized that this is a valuable program, but also that these services are offered elsewhere in the county, as well as other counties, so the local seniors would have other avenues to turn to for assistance. This will be "wait and see" situation.

- A brief discussion was held regarding the home delivered meals and nutrition programs and the financing cuts that are being proposed by the federal government. Gail stated that the millage heavily supports this valuable program.
- The Sand Castles Open House was held on December 7th and Gail felt that while it was beautifully done and heavily advertised, the turnout was much less than desired. While the Sand Castles program is heavily advertised, the numbers continue to fall. Gail talked at length with the Board about restructuring the program and the staffing within the program. All staffing moves will be lateral moves with no loss of wages, time or benefits earned. Gail has hired a new coordinator for the Sand Castles program and she is currently being trained. This person, in addition to hands-on time with the clients, will be focused on marketing the program to care facilities, doctors' offices, nursing homes, etc. At this time, Gail is fearful for the success of this program and is of the opinion that this is a situation that needs immediate attention. Gail appreciates the Board's support of this business decision and the Board thanked her for the update.
- The "Stuff the Van for St. Thomas" project that the Council did over the holidays was a success with over 1,000 pounds of product being delivered to the food pantry. Gail wanted the Board to recognize that while there were a few donations from the Sand Road and Wolverine congregate, 90% of the donations came from the staff. Gail commended the staff for their participation in not just this event, but every event.
- There were many parties that took place over the holiday season including the Kiwanis Special Adults party, Straits Area Services Client & Caregiver party, TOPS holiday party, the congregate Christmas celebration, etc. All were very well attended and fun for the attendees and staff alike. Because the high school had an event planned on the same day as the Kiwanis party, the attendance was down a bit but we still had about 150 folks show up. The Council received some very positive press over the holiday season and for that we are very grateful.
- The Sand Road site will be hosting a Valentine's Day party on February 14th. Traditionally, this is a very well-attended and we expect over 100 for this party.
- Gail presented the Board with a proof of the new placemats. These placemats are 100% free to us, the cost being covered by the advertisers. We have been represented on the placemats at Paula's Cafe in Indian River for a few years and our new placemats are produced by the same company. We also put a color ad in the Cheboygan Today magazine, the Family Resource Guide and the Mackinaw Journal. The ad includes the Sand Road site, the Wolverine site and Sand Castles.
- We had a major issue with the building that we had to address. Years ago when the freezer was added to the building, the existing freezer at that time was converted into a walk-in cooler by raising the temperature on the compressor/condenser unit. This is not desirable and we were told that the compressor/condenser unit would need to be replaced within a few years. That was 10+ years ago. This unit finally ceased and we had to replace this unit. While there was no loss of product, the cost to replace the unit was \$5500. Arnold's Refrigeration relocated the unit from its location outside in the attic. This location made it very difficult to be serviced and the unit was not meant to be outdoors so it would freeze up and thaw on a regular basis. The electrical services panels were also located outdoors in the attic. When Archambo Electric came to hook up the electricity for the

new unit, it was discovered that the service panels were a mess, wired incorrectly, with one service panel servicing too much equipment. This explained why breakers were tripping on a regular basis throughout the kitchen. It was a very dangerous situation that has existed for years. This has now been corrected and the Council has yet to receive a bill from Archanbo Electric. When that arrives, Gail will request payment from the County. Mike Newman agreed that this is a building issue and should probably be paid by the County and he will be available to assist Gail with this matter, if the need be.

- The Council has not yet received a draft Audit Report from Midwest Professionals. Gail reminded the Board that Midwest's three year contract has expired and that they will soon have to pick a new auditing firm (or re-sign with Midwest). Gail will put a Bid Notice in the paper as soon as the last fiscal year audit is finalized.
- Gail presented the Statement of Budget Activities to the Board of Directors. The Budget is entirely in line and the Board had no questions or concerns. There being no questions, a Motion was made by Ned Workman and seconded by Mark Kadrovach to accept the Director's Report / Financial Report. All in favor - passed by unanimous voice vote.

There being no further business, Ned Workman made a motion to adjourn, seconded by Joan Zech. All in favor passed by unanimous voice vote. Gail once again thanked the Board for their support and the meeting was adjourned at 10:15 AM.



**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, February 8, 2018
AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.**

**Meeting of the Board of Directors
Cheboygan County Council on Aging
December 7, 2017**

Meeting was called to order at 9:15 a. m. by President Lowell Beethem, followed by the Pledge of Allegiance.

Roll Call: Present were; Lowell Beethem, President, Sue Cleary, Vice President; Nancy Lavigne, Leonard Page, Ned Workman, Sec/Treas., Rich Zech and Joan Zech, Mark Kadrovach and Gail Tinker, Executive Director.

Guests: Also present Michael Newman, Cheboygan County Commissioner; Liz Kowalski, Special Projects Coordinator, Region 9 Area on Aging and Fabian Lavigne.

Public Comments: No public comments were made.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. Motion was made by Ned Workman and seconded by Nancy Lavigne to accept the Agenda as printed. All in favor - passed by unanimous voice vote.

Old Business:

The minutes from the October 12, 2017 meeting were reviewed. Motion was made by Sue Cleary and seconded by Nancy Lavigne to accept the Minutes as written. All in favor - passed by unanimous voice vote.

New Business:

Director's Report / Financial Report-

- The Millage Appropriation Agreement from Cheboygan County has been received fully executed. We have also received executed three year Lease Agreements for both the Sand Road and the Wolverine site. No revisions were made to the Lease Agreements and they mirror the previous Agreements.
- We have not received a Statement of Grant Award (SGA) for the next round of funding from NEMCSA. This is because they have not received any word on the federal funding. The funding from the state of Michigan is set and it is only the federal funding that we are waiting for.
- Nieland & Kosenke have completed the fiscal year end tie-ups for the Council. It was a quick, painless process. Midwest Professionals were in to audit and we will most likely see a draft audit report from Midwest in February. There were a few items that we reviewed, mainly requesting more/better backup for seminars and continuing education classes, and some Visa purchases that Midwest would like to see more sufficient backup for (i.e., additional supporting documentation such as class schedules, certificates of completion, etc.). Other than those items, everything looked good and Gail expects no "findings" to the audit report. Midwest's three year contract with the Council is completed and the Board will need to determine what to do in relation to hiring a new auditing firm or retaining Midwest again. Gail did have a brief discussion with the Midwest auditor and he expressed interest in retaining our contract.

- The Sand Castles Open House is today and we are excited and hopeful that it will be a success. We saturated the pertinent markets with postcards and flyers for the Open House. Gail pointed out that the Council has been receiving a lot of really good press lately (millage funding approval, parties, etc.) and that it is nice to see positive articles about the Council and our services.
- There are many activities coming up over the next few weeks. The Council will be hosting the Bring It Cheboygan group on December 11th, the Sand Road Christmas Party is the 18th, the Wolverine Christmas party is the 19th, Straits Area Services clients & caregivers Christmas party is the 8th, and the Kiwanis Special Adults party will be the 13th. Gail extended an invitation to the Board for all these events.
- The Council's Workers Compensation policy, which increased dramatically due to the misclassification of several employees after the recent audit by the workers compensation field auditor, has been corrected. Gail appealed this audit and the classifications have been revisited and corrected. Steve Lappan, from the Lappan Agency in Alpena, who is our insurance agency, was very helpful in this matter. The Council has received a check for about \$3,000. The Council's insurance premium is now \$20,933.
- The Council is now a "station" for the RSVP (retired senior volunteer program) program through NEMCSA. There is apparently many retirees in this region who are looking to volunteer and this particular program helps to place these individuals. Gail met with Amy from the RSVP program and communicated the Council's needs as far as volunteer staffing, including Sand Castles helpers, on-call home delivered meals drivers, front desk help, etc. The only issue with volunteers brought in by the Council is that the Council's liability insurance does not cover volunteers if they are hurt on the job. The RSVP program insures the volunteers so the Council doesn't have to.
- Usually, the Council adopts a needy family for the holidays. Because of past experiences being less than favorable with sponsoring a "needy" family, this year the Council will be doing a food drive instead. We will attempt to "Stuff the Van" and will donate all canned and non-perishable food items raised to the St. Thomas Food Pantry. By doing this food drive, we can help a number of families in the community instead of focusing on just one family. St. Thomas does so much good for the Council by donating fresh fruit and vegetables, meat items and more to the Council. This will run from December 11th through the 17th. We will have both sites participate. Gail plans to offer an incentive to the staff for their participation and is certain that the staff will participate.
- The Council will not be receiving the three new vehicles from MDOT this year as anticipated, but will receive them next December. The application is due in February. Because we are not in a bind for new vehicles, this will not be an issue for us. Gail has spoken with Amy Carter, Director at Straits Area Services (SAS), and has informed her of the delay in receiving new vehicles. The Board had previously discussed "selling" our used vehicles to SAS, which we can still do, but not until next year.

- Gail presented the Statement of Budget Activities to the Board of Directors and requested approval for Christmas gifts for the staff. After review of the current state of the budget and some additional discussion, a motion was made by Ned Workman and seconded by Mark Kadrovach, all in favor by unanimous voice vote, to allocate the requested amount for staff Christmas gifts, to be dispersed at the discretion of the Director.

The Board reviewed the Statement of Budget Activities. The Council is in good shape, being two months into the new fiscal year. Leonard had questions regarding the state income and the millage income. Gail explained that the millage check was received yesterday and had not been deposited at the time this report was printed. The difference in the budgeted amount on the state line item is due to extra funds being awarded after the Council's budget was set. There being no further questions, a Motion was made by Ned Workman and seconded by Mark Kadrovach to accept the Director's Report / Financial Report. All in favor - passed by unanimous voice vote.

Leonard visited the matter of the required Arbitration Clause into the Director's Employment Contract. Gail stated that the language came from her attorney and that she is completely fine with the language, which was sent on to and agreed upon by the Board officers. The Arbitration Clause is mainly boilerplate language and has been inserted into the Employment Agreement, which has been executed and is currently in effect. This is a three year contract.

The Board reviewed the winter migration of several board members and how this will affect the upcoming board meetings.

There being no further business, Ned Workman made a motion to adjourn, seconded by Nancy Lavigne. All in favor passed by unanimous voice vote. Meeting was adjourned at 9:30 AM.

Meeting minutes transcribed by Gail Tinker in the absence of Ned Workman, Secretary/ Treasurer, Cheboygan County Council on Aging.

Ned Workman / *gt*

**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, DECEMBER 7, 2017
AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.**

**Meeting of the Board of Directors
Cheboygan County Council on Aging
October 12, 2017**

Meeting was called to order at 9:30 a. m. by Vice President Sue Cleary, followed by the Pledge of Allegiance.

Roll Call: Present were; Sue Cleary, Vice President; Nancy Lavigne, Leonard Page, Ned Workman, Sec/Treas., Rich Zech and Joan Zech, and Gail Tinker, Executive Director.

A motion was made by Ned Workman and seconded by Nancy Lavigne to excuse Lowell Beethem and Mark Kadrovach. All in favor - passed by unanimous voice vote.

Guests: Also present Michael Newman, Cheboygan County Commissioner; and Liz Kowalski, Special Projects Coordinator, Region 9 Area on Aging.

Public Comments: No public comments were made.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. Motion was made by Nancy Lavigne and seconded by Rich Zech to accept the Agenda as printed. All in favor - passed by unanimous voice vote.

Old Business:

The minutes from the August 31, 2017 special meeting were reviewed. Motion was made by Ned Workman and seconded by Nancy Lavigne to accept the Minutes as written. All in favor - passed by unanimous voice vote.

New Business:

Set date for December 2017 meeting - A motion was made by Ned Workman and seconded by Nancy Lavigne to set the date for the December meeting to December 7, 2017 at 9:30am, one week earlier than it would normally take place. All in favor - passed by unanimous voice vote.

Executive Director's Employment Contract - A copy of the proposed Employment Contract, having previously been provided to President Lowell Beethem and Sec/Treas. Ned Workman, was passed around to the full Board of Directors (Ned Workman had advised that this contract not be included in the Board package). Ned Workman stated that both he and Lowell Beethem have fully reviewed and approve the contents of the proposed contract in its entirety. The proposed contract is a three-year contract.

Discussion followed regarding the absence of an arbitration clause in the proposed agreement. Pursuant to this meeting of the Board of Directors, upon insertion of a mandatory arbitration clause, the Employment Contract was approved with a Motion made by Leonard Page and seconded by Ned Workman, effective October 1, 2017. All in favor - passed by unanimous voice vote. Gail will provide the proposed arbitration clause to Ned Workman, Lowell Beethem and Sue Cleary for approval and acceptance.

POSTSCRIPT: On October 15th, it was agreed that the following language will be inserted in the Employment Contract as paragraph 5:

"5. **Arbitration; Waiver of Jury Trial**

The Council and Employee acknowledge that the right to trial by jury is a constitutional one, but that it may be waived, and each hereby knowingly and voluntarily, without coercion, waives all rights to trial by jury of all disputes between them and instead agree to binding arbitration, as follows. In the event of dispute under this Agreement, the parties agree to binding arbitration in accordance with the rules of the American Arbitration Association and further agree that the prevailing party shall be awarded its/her reasonable attorney fees with said place of arbitration being Cheboygan, Michigan. It is further agreed that any arbitration award may be certified to the court with appropriate jurisdiction."

END POSTSCRIPT

Director's Report / Financial Report-

- On September 28th, Gail attended the Millage Appropriations Committee meeting. There were several minor questions presented by the County Finance Director regarding the proposed budget, which Gail answered to satisfaction of the Finance Director. The Committee approved the Council's Millage Participation Agreement in its entirety and the Agreement was presented to the full Board of Commissioners on October 10th and unanimously approved by the full Board. The Council on Aging will receive \$560,975 for the physical year 2018, which is the exact amount that was granted to the Council last year. It was noted that the Board of Commissioners had praise for the Council's Board of Directors and Administration. Mr. Newman reiterated his comments at the Commissioner's meeting, giving kudos to the Board and staff.
- The Statement of Grant Award (SGA) has been received from NEMCSA for the fiscal year 2017/2018. The SGA received is for three months only, running October through December 2017. This is not unusual, and NEMCSA will provide us with an updated SGA as soon as the budget is determined at the Federal level. Leonard Page asked about the rumored cut to the Medicare/Medicaid program and Gail explained that, in her opinion, that program will not suffer for us as we do not receive any money from NEMCSA for support of that program. The Medicare/Medicaid Assistance Program (MMAP) is supported 100% by the millage appropriation. At this time, Gail is not too nervous about funding and we have funding support through the end of the year. We will have to wait and see what happens at the federal level. Gail has been assured by NEMCSA that as soon as they know anything, they will pass the information along to the COA's so that we may plan accordingly. At this time, no services are suffering and the Council does not have a "wait list".
- The fiscal year ends are done and Gail informed the Board that the Council will be writing a check back to NEMCSA for just over \$1,000 for unused grant funds. Gail would prefer to use all the funds, but it was not possible this past fiscal year. This is not usual and this is a small amount.
- Nieland & Kosenke has been hired to do the fiscal year "wrap-up" as this Board has previously discussed. Midwest Professionals will be here the week of November 6th for the financial audit.
- The Senior Expo was October 5th and we were represented by Earlene Chasse and Phyllis Orr. These ladies did a great job presenting our literature and representing the Council.

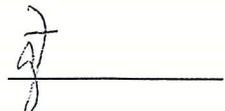
- On December 7th from 3-5pm, the Council will be having an open house for our Sand Castles facility in an effort to raise the public's awareness of this particular service. We will be targeting adult foster care facilities, Community Mental Health, Hancock Haven, The Brook, Pinecrest, private medical facilities, local doctors offices and hospitals, DHS, and any and all other entities that handle respite care for the elderly. Pier 33 will be catering appetizers for this event. Gail extended an invitation to the Board of Directors.
- September was a busy month for training. The staff attended four trainings, those being First Aid/CPR, Recipient's Rights (as presented by Community Mental Health), Anti-Bullying (presented by Sara Socia from NEMCSA) and an Elder Abuse Prevention presentation.
- Many activities are planned for the upcoming months. Wolverine's "Let's Make a Deal" Harvest Party is on October 26th, Sand Road is having a Halloween Party on the 31st followed by Trunk or Treat at Walmart. Congregate Thanksgiving dinner will be on November 21st at both sites. We will be hosting the Kiwanis Special Adults Christmas party once again and that will take place on Wednesday, December 13th. Straits Area Services has approached us to hold their client Christmas party on December 8th this year. At this time, these events are in the planning stages and Gail will make certain the information appears in the Newsletter as appropriate.
- Gail reviewed the Statement of Budget Activities Report with the Board. Discussion was held regarding insurance and the cost of auto/liability insurance. Because new vehicles were purchased, rates increased. Gail has had several conversations with Steve Lappan (Lappan Insurance Agency) regarding the cost of insurance and Mr. Lappan is of the opinion that our costs are indeed in line. The Worker's Compensation Insurance increase is due to misclassification of employees by the worker's comp auditor and Gail has contested the audit and corresponding increase with the insurance agency. Mr. Lappan has assured Gail after the correction of the misclassifications, the Council will be receiving a refund and an amended policy. Gail will share that information with the Board at the next meeting. 2015 was a year where there were many comp claims and this pushed the Council's module quite high. These claims drop off after three years, so Gail expects to see a further reduction in comp insurance in 2018.

Several other questions were presented to Gail from the board regarding professional fees, audit fees, advertising costs, staff travel. Ned Workman pointed out to the Board that he reviews every bill prior to it being paid and signs every check. He asks questions of Gail whenever he needs clarification of expenditures.

There being no further questions, a Motion was made by Nancy Lavigne and seconded by Ned Workman to accept the Director's report. All in favor - passed by unanimous voice vote.

There being no further business, Leonard Page made a motion to adjourn, seconded by Ned Workman. All in favor passed by unanimous voice vote. Meeting was adjourned at 10:20 AM.

Meeting minutes transcribed by Gail Tinker in the absence of Ned Workman, Secretary/ Treasurer, Cheboygan County Council on Aging.



Communication with Those Charged with Governance

June 26, 2018

To: The Board of Directors
Cheboygan County Council on Aging

We have audited the financial statements of the Cheboygan County Council on Aging (the "Council") for the year ended September 30, 2017 and have issued our report thereon dated February 1, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards*), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 9, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Council are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by the Council during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements, in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Council's financial statements were the following:

1. Management's estimate of fixed asset depreciation, which is based on the straight-line depreciation method. We evaluated the key factors and assumptions used to develop the estimate of fixed asset depreciation in determining that it is a reasonable in relation to the financial statements taken as a whole. See note 4 to the audited financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

1. The Council's use of MDOT buses to provide transportation services to Cheboygan County seniors is a sensitive disclosure. See Note 4 to the audited financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

-ATTACHMENT #9

Senior Millage Participation Agmt. 2019

Midwest Professionals, P.L.L.C

Certified Public Accountants

215 South Court Avenue, Gaylord, MI 49735
989-732-1156 Fax 989-731-2541

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Some of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements. There were 13 auditor recommended adjustments made to the financial statements. The adjustments made had the following effects on balance sheet items:

	<u>Increase / (Decrease)</u>
Cash	(7,000)
Accounts Receivable	119
Due from Other Governments	18,750
Accounts Payable	(12)
Fund Balance	(5,258)

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 26, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Midwest Professionals, P.L.L.C

Certified Public Accountants

215 South Court Avenue, Gaylord, MI 49735

989-732-1156 Fax 989-731-2541

This information is intended solely for the use of the Board of Directors and management of the Cheboygan County Council on Aging and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Midwest Professionals
P.L.L.C.*

CC: Gail Tinker, Executive Director

**CHEBOYGAN COUNTY COUNCIL ON AGING
ANNUAL FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED
September 30, 2017**

CHEBOYGAN COUNTY COUNCIL ON AGING

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Midwest Professionals, P.L.L.C

Certified Public Accountants

215 South Court Avenue, Gaylord, MI 49735

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INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Cheboygan County Council on Aging
1531 Sand Road
Cheboygan, MI 49721

Report on the Financial Statements

We have audited the accompanying financial statements of the Cheboygan County Council on Aging (the "Council") (a nonprofit corporation), which comprise the statement of financial position as of September 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Council's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Midwest Professionals, P.L.L.C

Certified Public Accountants

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Cheboygan County Council on Aging as of September 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The schedule of expenditures of federal and state awards is presented for purposes of additional analysis, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Supplementary information

The statement of revenues and expenses – Federal & State programs and statement of activities for the years ended September 30, 2016 and 2017 are presented for purposes of additional analysis, and have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 28, 2018, on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Midwest Professionals
P.L.L.C.

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Midwest Professionals, P.L.L.C.
Gaylord, Michigan
June 28, 2018

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ANNUAL FINANCIAL STATEMENTS

**Cheboygan County Council on Aging
Statement of Financial Position
As of September 30, 2017**

Assets

Current Assets

Cash and Cash Equivalents (note 2)	\$ 184,745
Accounts Receivable, net (note 3)	26,000
Prepaid Expenses	23,665
Inventory	<u>11,824</u>

Total Current Assets 246,234

Property and Equipment, net (note 4) 334,391

Total Assets \$ 580,625

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$ 2,665
Payroll Liabilities	18,942
Due to Other Government (note 10)	-
Compensated Absences (note 8)	<u>5,188</u>

Total Current Liabilities 26,794

Total Liabilities 26,794

Net Assets

Unrestricted	553,830
Temporarily Restricted	-
Permanently Restricted	<u>-</u>

Total Net Assets 553,830

Total Liabilities and Net Assets \$ 580,625

See accompanying notes to the financial statements.

Cheboygan County Council on Aging
Statement of Activities
For the Year Ended September 30, 2017

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Revenues				
Federal Grants / Awards	\$ -	\$ 149,035	\$ -	\$ 149,035
State Grants / Awards		154,436	-	154,436
Local Support	548,475		-	548,475
Other Support	185,086			185,086
Net Assets Released from Restrictions	303,471	(303,471)	-	-
Total Revenues	1,037,032	-	-	1,037,032
Expenses & Losses				
Audit and Professional	7,936	-	-	7,936
Building / Equipment Maintenance	27,533	-	-	27,533
Leases	12,657	-	-	12,657
Postage	2,856	-	-	2,856
Supplies	176,090	-	-	176,090
Travel	9,782	-	-	9,782
Payroll Expenses	649,225	-	-	649,225
Depreciation	52,407	-	-	52,407
Fundraising Expenses	11,240	-	-	11,240
Insurance	58,483	-	-	58,483
Utilities	51,019	-	-	51,019
Fuel	15,499	-	-	15,499
Other Expenses	34,034	-	-	34,034
Total Expenses	1,108,761	-	-	1,108,761
Change in Net Assets	(71,729)	-	-	(71,729)
Net Assets as of Beginning of Period	625,559	-	-	625,559
Net Asset as of End of Period	<u>\$ 553,830</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 553,830</u>

See accompanying notes to the financial statements.

**Cheboygan County Council on Aging
Statement of Functional Expenses
For the Year Ended September 30, 2017**

	Program Services	General	Total
Revenues			
Federal Grants / Awards	\$ 149,035	-	\$ 149,035
State Grants / Awards	154,436	-	154,436
Local Support	-	548,475	548,475
Other Support	157,158	27,928	185,086
General Fund Support	131,224	(131,224)	-
Total Revenues	591,853	445,179	1,037,032
Expenses & Losses			
Audit	-	7,936	7,936
Building / Equipment Maintenance	8,241	19,292	27,533
Leases	-	12,657	12,657
Postage	-	2,856	2,856
Supplies	139,443	36,647	176,090
Travel	6,532	3,250	9,782
Payroll Expenses	349,913	299,312	649,225
Depreciation	34,039	18,368	52,407
Fundraising Expenses	-	11,240	11,240
Insurance	15,488	42,995	58,483
Utilities	22,336	28,683	51,019
Fuel	12,086	3,413	15,499
Other Expenses	3,775	30,259	34,034
Total Expenses	591,853	516,908	1,108,761
Change in Net Assets	-	(71,729)	(71,729)
Net Assets as of Beginning of Period	-	625,559	625,559
Net Asset as of End of Period	\$ -	553,830	\$ 553,830

See accompanying notes to the financial statements.

**Cheboygan County Council on Aging
Statement of Cash Flows
For the Year Ended September 30, 2017**

Increase (Decrease) in Cash:	
Cash received from grants, contributions and activities	\$ 1,025,112
Cash paid for goods services needed for operations	(1,065,197)
Net cash provided by operating activities	<u>\$ (40,085)</u>
Cash Flows From Operating Activities	
Decrease in Net Assets	\$ (71,729)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	52,407
Increase in Accounts Receivable	(9,461)
Increase in Prepaid Expenses	(5,922)
Decrease in Inventory	1,017
Decrease in Accounts Payable	(3,018)
Decrease in Payroll liabilities	(2,046)
Decrease in Due to Other Governments	(1,261)
Decrease in Accrued Compensated Absences	(72)
Net cash provided by operating activities	<u>(40,085)</u>
Cash Flows From Investing Activities	
Purchase of Fixed Assets	<u>(53,828)</u>
Net cash used in investing activities	<u>(53,828)</u>
Net increase in cash and cash equivalents	(93,913)
Cash and cash equivalents as of beginning of period	<u>278,658</u>
Cash and cash equivalents as of end of period	<u>\$ 184,745</u>

See accompanying notes to the financial statements.

NOTES TO THE FINANCIAL STATEMENTS

**CHEBOYGAN COUNTY COUNCIL ON AGING
CHEBOYGAN, MICHIGAN**

NOTES TO THE FINANCIAL STATEMENTS

For the year ending September 30, 2017

Note 1- Nature of Activities and Significant Accounting Policies

The nature of the activities and the significant accounting policies followed by the Cheboygan County Council on Aging are presented below:

A. Organization

The Cheboygan County Council on Aging (the "Council") was organized on June 21, 1974 as a Michigan non-profit corporation for the purpose of providing information on services and programs available to senior citizens, informs the public of those needs, performs general advocacy, and develops and coordinates programs and projects to meet the needs of the senior citizens of Cheboygan County. The organization maintains two senior centers (nutrition sites); one in Cheboygan, and one in Wolverine.

The governing body of the Cheboygan County Council on Aging is the Board of Directors comprised of nine members. Each senior center location maintains its own Center Advisory Committee, which consists of not more than seven appointed members. Each Center Advisory Committee serves in an oversight role for each site location, handles fund raising and social activities, and serves in an advisory capacity to the Council Board of Directors.

Primary funding for the organization is received through a county millage, fund raising, and state/federal grants.

B. Financial Statement Presentation

The Cheboygan County Council on Aging has adopted Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958 *Not-for-Profit Entities* (formerly Statement of Financial Accounting Standards (SFAS) No.117, "Financial Statements of Not-for-Profit Organizations"). Under FASB ASC 958, the organization is required to report information regarding its financial position and activities according to changes in three classes of net assets (unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets) based upon the existence or absence of donor/grantor-imposed restrictions. Accordingly, net assets of the Council and changes therein are classified and reported as follows:

Unrestricted net assets- Net assets that are not subject to donor-imposed stipulations.

Temporary restricted net assets- Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Council and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets- Net assets subject to donor-imposed stipulations that they be maintained permanently by the Council. Generally, the donors of these assets permit the Council to use all or part of the income earned on any related investments for general or specific purposes.

C. Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

**CHEBOYGAN COUNTY COUNCIL ON AGING
CHEBOYGAN, MICHIGAN**

NOTES TO THE FINANCIAL STATEMENTS

For the year ending September 30, 2017

Note 1- Nature of Activities and Significant Accounting Policies - Continued

D. Property and Equipment

Property and equipment acquired by the Council is considered to be owned by the Council. However, Federal/State funding sources may maintain equitable interest in the property purchased with grant monies as well as the right to determine the use of any proceeds from the sale of these assets.

The Council follows the practice of capitalizing, at cost (fair market value for donated assets), all expenditures for fixed assets in excess of \$5,000. Depreciation is computed on a straight-line basis over the useful lives of the assets generally as follows:

Building improvements	15 years
Furniture and equipment	3-10 years
Vehicles	5 years

E. Grants Receivable

Expenses incurred on federal and state award programs, where the funding is still yet to be received by the Council, are recognized as accounts and grants receivable on the Council's statement of financial position.

F. Inventories

Inventories of the Cheboygan County Council on Aging consist of perishable food and supplies related to the congregate and home delivered meals program. These goods are carried on the Council's financial statements at lower of cost or market.

G. Deferred Revenue-Grants

Federal and State award monies received, in advance of qualifying expenses being incurred, are recorded on the Council's statement of financial position as deferred revenue.

H. Compensated Absences

The Council's policy allows permanent, full time employees to accumulate paid time off on a limited basis. Employees are granted their paid time off on January 1 of each year. Vacation time must be used by December 31 of the same year. Unused vacation hours are recorded as a current liability at the fiscal year end. Vacation time is accumulated as follows:

Paid Vacation Days	Calendar Years of Service
5	1
12	2
17	3
1 Day	Per additional service year up to 20 days max.

I. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**CHEBOYGAN COUNTY COUNCIL ON AGING
CHEBOYGAN, MICHIGAN**

NOTES TO THE FINANCIAL STATEMENTS

For the year ending September 30, 2017

Note 1- Nature of Activities and Significant Accounting Policies - Continued

- J. Income Taxes
The Council qualifies as a tax-exempt organization under the Internal Revenue Code 501(c)(3) and, therefore no provision for federal and state income taxes is included in the accompanying financial statements.
- K. Subsequent Events
Subsequent events have been evaluated through the date of the audit report, the date the financial statements were available to be issued.
- L. Operating Leases
Monthly payments are made for rental of office equipment that averages \$491 per month and for a vehicle in the amount of \$400 per month.

Note 2- Cash and Cash Equivalents

At year-end, the Council had a carrying value of cash & cash equivalents of \$184,745. Of this balance \$625 represents cash on hand, and \$184,120 comprised of checking and savings accounts. At year-end the checking accounts and savings accounts had a bank balance of \$186,365. Of these bank deposits \$250,000 was covered by federal depository insurance leaving \$0 uninsured.

No cash and investment policy has been officially established by the organization.

Note 3- Accounts and Grants Receivable

Accounts receivable consists of a single lease payment receivable of \$1,000 from the Mackinaw Senior Center, collection of which is considered doubtful, and a \$119 balance due from Straights Area Service, Inc. at the end of the year. The accounts receivable detail is as follows:

	<u>Receivable Amount</u>	<u>Doubtful Amount</u>	<u>Total</u>
Mackinaw Senior Center	\$1,000	\$(1,000)	\$ -
Straights Area Services, Inc. - Credit	119	-	119
Receivables – Employees	<u>2,164</u>	-	<u>2,164</u>
	<u>\$3,283</u>	<u>\$(1,000)</u>	<u>\$ 2,283</u>

Federal, State of Michigan and Cheboygan County millage grants and contracts receivable are deemed to be fully collectible by management. Grant receivables totaled \$23,717 at September 30, 2017 and are detailed below:

<u>Grantor</u>	<u>Program Descriptions</u>	<u>Amount</u>
Michigan Dept. of Transportation	Specialized Services	\$ 18,750
NEMCSA		2,000
NEMSCA	IIIC Congregate Meals	71
NEMSCA	IIIC Home Delivery	2,009
NEMSCA	Tobacco Settlement Funds	887
		<u>\$ 23,717</u>

The combined total of net accounts receivable and grants receivable was \$26,000 at September 30, 2017.

**CHEBOYGAN COUNTY COUNCIL ON AGING
CHEBOYGAN, MICHIGAN**

NOTES TO THE FINANCIAL STATEMENTS

For the year ending September 30, 2017

Note 4- Property and Equipment

As of September 30, 2017, fixed assets consist of:

	Beginning Balance 10/01/2016	Increases	Decreases	Ending Balance 09/30/2017
Depreciable Fixed Assets				
Vehicles	\$ 317,311	\$ 43,828	\$ 16,448	\$ 344,691
Equipment	60,195	-	-	60,195
Leasehold Improvements	429,938	10,000	-	439,938
Total Depreciable Fixed Assets	807,444	53,828	16,448	844,824
Accumulated Depreciation				
Vehicles	198,680	40,055	16,448	222,287
Equipment	48,471	1,066	-	49,537
Leasehold Improvements	227,323	11,286	-	238,609
Total Accumulated Depreciation	474,474	52,407	16,448	510,433
Net Fixed Assets	\$ 332,970	\$ 1,421	\$ -	\$ 334,391

The Council makes use of two buses to provide transportation services to senior citizens in Cheboygan County. The buses and funding to inspect and maintain them are provided through a grant from the State of Michigan, Department of Transportation (MDOT). Title to these vehicles is held by MDOT, accordingly they are not shown on the above schedule of fixed assets, nor are they recorded in the Council's Statement of Financial Position.

Note 5-Revenue Concentrations

<u>Revenue Sources</u>	<u>Concentration</u>
Cheboygan County Millage	52.9 %
Federal Grants/Awards	14.4%
State Grants/Awards	14.9%
Program Income	14.7%
Other Sources	3.1%
	<u>100.0%</u>

The loss of any one of these revenue sources would have an adverse economic effect on the Council.

Note 6-Inventory Valuation

The food inventory balance of \$11,824 is valued at the lower of cost or market.

**CHEBOYGAN COUNTY COUNCIL ON AGING
CHEBOYGAN, MICHIGAN**

NOTES TO THE FINANCIAL STATEMENTS

For the year ending September 30, 2017

Note 7-Contingent Liabilities

Cheboygan County Council on Aging participates in certain federal and state assisted grant programs. These programs are subject to compliance audits by the grantors or their representatives. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

Note 8-Compensated Absences

Changes in compensated absences for the year ended September 30, 2017 is as follows:

	<u>Balance</u> <u>10/1/2016</u>	<u>Additions</u>	<u>(Retirements)</u>	<u>Balance</u> <u>9/30/2017</u>	<u>Due Within</u> <u>One Year</u>
Compensated Absences (See Note 1 H)	\$5,260	\$ 25,221	\$ (25,293)	\$ 5,188	\$5,188

Note 9- Short-Term and Long-Term Liabilities

Changes in short & long term liabilities for the year ended September 30, 2017, were as follows:

Short-Term Liability:

The Council holds a short term Line of Credit through Citizens National Bank of Cheboygan, with available credit of \$50,000. There was no activity on this account during the fiscal year ended September 30, 2017; and a zero balance at September 30, 2017.

Long-Term Liability:

The Council did not hold any long-term liabilities during the fiscal year and does not have any long-term liabilities at the fiscal year ending September 30, 2017.

Note 10- Insurance

Cheboygan County Council on Aging is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past year.

SUPPLEMENTAL SECTION

Midwest Professionals, P.L.L.C

Certified Public Accountants

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Management and the Board of the
Cheboygan County Council on Aging
1531 Sand Road
Cheboygan, Michigan 49721

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Cheboygan County Council on Aging (the "Council", a nonprofit organization) which comprise the statement of financial position as of September 30, 2017, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 28, 2018.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Page 2

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

This report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. This report is intended for the use of the Council's management, the Council's Board of Directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Midwest Professionals
P.L.L.C.*

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Midwest Professionals PLLC
Gaylord, Michigan
June 28, 2018

Cheboygan County Council on Aging

Schedule of Findings
Year Ended September 30, 2017

FINDINGS - FINANCIAL STATEMENT AUDIT

PRIOR YEAR FINDINGS:

Internal Control Over Financial Reporting

2016-001 Financial Statement Reconciliation / Tie-In Procedures
Significant Deficiency

Condition: A lack of reconciliation/tie-in procedures, performed over the Council's financial statement accounts for the fiscal year ending September 30, 2016 was noted. Some areas where year-end reconciliation procedures were lacking included:

- A) Prepaid Expenses
- B) Inventory
- C) Due from Other Governments
- D) Accounts Payable
- E) Payroll Liabilities
- F) Deferred Revenues

Recommendation: The Council should review its approved reconciliation and tie-in procedures in the financial policies & procedures manual. The written policy should identify each procedure to be performed and the time frame for the procedure to be completed. Staff training for this job function is important.

Current Year Status: Resolved

Compliance and Other Matters: *None Noted*

CURRENT YEAR FINDINGS:

Internal Control Over Financial Reporting: *None Noted*

Compliance and Other Matters: *None Noted*

Cheboygan County Council on Aging
Schedule of Expenditures of Federal & State Awards
For the Year Ended September 30, 2017

Funding Agency / Program	CFDA Number	9/30/2016 (Accrued) Deferred	Grant Revenues	Other Revenues	Total Revenues	Total Expenditures	9/30/2017 (Accrued) Deferred
U.S. Dept. of Health & Human Services							
Pass Through NEMCSA							
Area Agency on Aging							
Title IIIC Congregate Meals	93.045	\$ -	\$ 40,513	\$ 14,631	\$ 55,144	\$ 55,144	
Title IIIC Home Delivery	93.043	-	21,975	50,392	72,367	72,367	
Title IIIB Homemaker	93.044	(3,735)	14,307	8,590	22,897	22,897	
Title IIIB Personal Care	93.044	857	10,449	2,815	13,264	13,264	
Title IIIE Caregiver EST	93.052	-	-	22	22	22	
Title IIIE Kinship-Grandparents	93.052	(152)	-	-	-	-	
Title IIIC NSIP	93.053	(79)	31,582	72,424	104,006	104,006	
Elder Abuse Prevention	93.041	-	1,550	136	1,686	1,686	
MMAP	93.518	-	-	922	922	922	
HCBS/ED Med Waiver Federal Share (65.54%) of \$42,507	93.778	(2,518)	27,859	-	27,859	27,859	(1,944)
Total U.S. Dept. of Health & Human Services		<u>(5,627)</u>	<u>148,235</u>	<u>149,932</u>	<u>298,167</u>	<u>298,167</u>	<u>(1,944)</u>
U.S. Dept. of Agriculture Food and Nutrition Service							
Pass Through NEMCSA							
TEFAP	10.568	-	800	(771)	29	29	-
Total U.S. Dept. of Agriculture Food and Nutrition Service		<u>-</u>	<u>800</u>	<u>(771)</u>	<u>29</u>	<u>29</u>	<u>-</u>
Total Federal Awards		<u>\$ (5,627)</u>	<u>\$ 149,035</u>	<u>\$ 149,161</u>	<u>\$ 298,196</u>	<u>\$ 298,196</u>	<u>\$ (1,944)</u>
State of Michigan							
Pass Through NEMCSA							
Home Delivered	N/A	\$ -	\$ 35,815	\$ 31,271	\$ 67,086	\$ 67,086	
Escheat Respite Care	N/A	(2,362)	5,760	1,183	6,943	6,943	
SIHS Homemaker	N/A	-	24,781	2,838	27,619	27,619	
SIHS - Personal Care	N/A	-	3,314	3,428	6,742	6,742	
SIHS - Respite Care	N/A	-	5,691	3,880	9,571	9,571	
SAC Homemaker	N/A	-	10,000	2,017	12,017	12,017	
SANS Homemaker	N/A	404	1,950	820	2,770	2,770	
State Caregiver ADC	N/A	-	3,700	941	4,641	4,641	(2,000)
Tobacco Settlement Funds	N/A	-	23,777	53,129	76,906	76,906	
HCBS/ED Med Waiver State Share (34.46%) of \$42,507	N/A	(1,324)	14,648	-	14,648	14,648	(1,023)
		<u>(3,282)</u>	<u>129,436</u>	<u>99,507</u>	<u>228,943</u>	<u>228,943</u>	<u>(3,023)</u>
Pass Through MDOT							
MDOT	N/A	(6,250)	25,000	5,674	30,674	30,674	(18,750)
Total State of Michigan		<u>(9,532)</u>	<u>154,436</u>	<u>105,181</u>	<u>259,617</u>	<u>259,617</u>	<u>(21,773)</u>
Total Federal & State Awards		<u>\$ (15,159)</u>	<u>\$ 303,471</u>	<u>\$ 254,342</u>	<u>\$ 557,813</u>	<u>\$ 557,813</u>	<u>\$ (23,717)</u>

See Accompanying Notes to the Schedule of Federal State Awards

**CHEBOYGAN COUNTY COUNCIL ON AGING
CHEBOYGAN, MICHIGAN**

**NOTES TO SUPPLEMENTAL SCHEDULE OF
EXPENDITURES OF FEDERAL & STATE AWARDS**

For the year ending September 30, 2017

Note 1- Basis of Accounting

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Cheboygan County Council on Aging, Inc. and is presented on the modified accrual basis of accounting (governmental fund accounting), which is not consistent with generally accepted accounting principles. The financial statement used for the schedule of awards is prepared on the budgetary basis.

Note 2- Reconciliation of Reported Revenues & Expenditures to Financial Statement Totals

The following is a reconciliation of total federal & state revenues and expenditures reported on the Schedule of Federal & State Awards to revenue and expense totals on the organization's statement of activities by function for the fiscal year ending September 30, 2017 is as follows:

Expenditures per Schedule of Federal and State Awards		
Total Expenditures		\$ 557,813
Less: Other Revenues		<u>(254,342)</u>
Total Federal and State Expenditures per Schedule of Federal and State Awards		<u><u>\$ 303,471</u></u>
Revenues per Statement of Activities		
Federal Grant Revenues		\$ 149,035
State Grant Revenues		<u>154,436</u>
Total Federal and State Revenues per Statement of Activities		<u><u>\$ 303,471</u></u>

Cheboygan County Council on Aging
Statement of Revenues Expenses - Federal/State Programs
 October 2016 through September 2017

	Cheboygan (Cong. Meals)	Wolverine (Cong. Meals)	Cheboygan (Home Del.)	Wolverine (Home Del.)	Elder Abuse Prevention	Escheat Respite (N/A)	IIIB Homemaker	IIIB Personal Care	IIIE Caregiver EST	MDOT
Income										
4010 • Federal Income	41,176.73	9,804.00	62,619.42	0.00	1,550.00	0.00	14,306.58	10,449.00	0.00	0.00
4020 • State Income	348.97	0.00	9,919.68	35,815.00	0.00	5,760.00	0.00	0.00	0.00	25,000.00
4040 • Program Income	20,015.77	12,400.25	25,990.00	50.00	0.00	1,095.00	4,937.00	959.00	0.00	0.00
4070 • Transportation Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,415.50
4099 • Cash Match	-5,385.00	13,632.66	70,792.42	31,221.26	136.34	87.51	3,653.28	1,855.58	22.44	4,258.25
Total Revenues	56,156.47	35,836.91	169,321.52	67,086.26	1,686.34	6,942.51	22,896.86	13,263.58	22.44	30,673.75
Expense										
5000 • Payroll Expenses	27,466.68	22,414.92	82,851.15	29,210.65	953.88	6,166.64	19,137.61	11,786.15	0.00	22,586.83
5030 • Casual Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5051 • DTE-Gas	704.92	849.79	704.94	849.81	0.00	0.00	0.00	0.00	0.00	0.00
5052 • Consumers-Electric	2,192.40	1,452.64	2,192.40	1,452.63	0.00	0.00	0.00	0.00	0.00	895.38
5100 • Raw Food	20,701.27	8,871.98	55,215.80	23,663.92	0.00	0.00	0.00	0.00	0.00	0.00
5104 • Home Main Program (unfunded)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5350 • Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.75
5351 • Licenses and Permits	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
5401 • Fuel & Lubricants	0.00	0.00	3,379.94	1,681.43	0.00	0.00	0.00	0.00	0.00	3,391.46
5440 • Kitchen Supplies	2,692.79	1,154.05	16,003.46	6,858.62	0.00	0.00	-29.47	0.00	0.00	0.00
5445 • General Supplies	0.00	0.00	251.02	0.00	361.93	0.00	105.00	119.90	0.00	9.00
5450 • Office Supplies	0.00	0.00	11.74	0.00	12.30	0.00	77.33	0.00	22.44	0.00
5451 • Senior Activity Supplies	0.00	0.00	0.00	0.00	101.62	0.00	0.00	0.00	0.00	0.00
5500 • Telephone Expense	90.41	0.00	0.00	90.41	0.00	0.00	86.51	364.79	0.00	0.00
5501 • Internet Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5502 • Cable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5650 • Staff Travel	10.26	0.00	10.26	376.20	19.33	392.54	2,371.62	470.33	0.00	0.00
5670 • Repair/Mant.-Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.38
5671 • Repair/Maint-Bus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,014.29
5672 • Repair/Maint HD Vehicles	0.00	0.00	3,650.70	1,230.59	0.00	0.00	0.00	0.00	0.00	62.50
5680 • Building and Ground Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.23
5681 • Trash Removal	562.40	0.00	235.58	327.26	0.00	0.00	0.00	0.00	0.00	0.00
5700 • Foot Care Clinic Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5910 • Equipment Purchases Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5926 • Software Expense	267.00	0.00	534.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5930 • Insurance-Liab./PP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5935 • Insurance-Workers Comp	1,218.34	993.53	3,672.33	1,294.74	42.28	273.33	848.26	522.41	0.00	998.93
5950 • Miscellaneous	0.00	0.00	369.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5960 • Advertising Expense	0.00	0.00	79.20	0.00	0.00	0.00	0.00	0.00	0.00	135.00
5980 • Training Expense	250.00	100.00	150.00	50.00	195.00	110.00	300.00	0.00	0.00	50.00
6001 • NEMCSA-Cash Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	56,156.47	35,836.91	169,321.52	67,086.26	1,686.34	6,942.51	22,896.86	13,263.58	22.44	30,673.75
Change in Net Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Cheboygan County Council on Aging
Statement of Revenues Expenses - Federal/State Programs
 October 2016 through September 2017

	MMAP	RES-SIHS	SAC Homemaker	SANS HM/PC	SIHS-PC	SIHS Homemaker	TFAP	Tobacco Settlement Funds	Tobacco Settlement Funds 2	TOTAL
Income										
4010 • Federal Income	0.00	0.00	0.00	0.00	0.00	0.00	800.00	8,328.95	0.00	149,034.68
4020 • State Income	0.00	5,691.00	10,000.00	1,950.00	3,314.00	24,781.00	0.00	28,156.25	3,700.00	154,435.90
4040 • Program Income	0.00	697.50	1,908.00	290.00	541.00	1,938.00	0.00	43,887.50	0.00	114,709.02
4070 • Transportation Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,994.00	0.00	8,409.50
4099 • Cash Match	921.71	3,182.66	109.42	530.06	2,887.37	900.34	-770.71	2,247.60	940.89	131,224.08
Total Revenues	921.71	9,571.16	12,017.42	2,770.06	6,742.37	27,619.34	29.29	89,614.30	4,640.89	557,813.18
Expense										
5000 • Payroll Expenses	600.97	8,389.66	10,551.04	2,542.36	5,985.09	24,273.30	0.00	70,532.03	4,443.91	349,892.87
5030 • Casual Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00
5051 • DTE-Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,410.36	0.00	4,519.82
5052 • Consumers-Electric	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,384.76	0.00	12,570.21
5100 • Raw Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108,452.97
5104 • Home Main Program (unfunded)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5350 • Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.75
5351 • Licenses and Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	30.00
5401 • Fuel & Lubricants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,632.70	0.00	12,085.53
5440 • Kitchen Supplies	0.00	0.00	0.00	0.00	0.00	29.47	0.00	0.00	0.00	26,708.92
5445 • General Supplies	0.00	0.00	105.00	0.00	105.00	210.00	0.00	1,114.79	0.00	2,381.64
5450 • Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.81
5451 • Senior Activity Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,673.90	0.00	1,775.52
5500 • Telephone Expense	0.00	0.00	391.20	0.00	0.00	812.08	0.00	955.36	0.00	2,790.76
5501 • Internet Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	343.75	0.00	343.75
5502 • Cable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	515.19	0.00	515.19
5650 • Staff Travel	88.92	809.63	502.51	115.01	386.99	951.59	0.00	27.36	0.00	6,532.55
5670 • Repair/Mant.-Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.38
5671 • Repair/Maint-Bus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	776.24	0.00	2,790.53
5672 • Repair/Maint HD Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.21	0.00	4,981.00
5680 • Building and Ground Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.23
5681 • Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	471.23	0.00	1,596.47
5700 • Foot Care Clinic Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5910 • Equipment Purchases Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5926 • Software Expense	0.00	0.00	0.00	0.00	0.00	267.00	0.00	0.00	0.00	1,068.00
5930 • Insurance-Liab./PP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5935 • Insurance-Workers Comp	26.64	371.87	467.67	112.69	265.29	1,075.90	0.00	3,107.14	196.98	15,488.33
5950 • Miscellaneous	205.18	0.00	0.00	0.00	0.00	0.00	29.29	52.28	0.00	655.75
5960 • Advertising Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	614.20
5980 • Training Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	1,355.00
6001 • NEMCSA-Cash Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	921.71	9,571.16	12,017.42	2,770.06	6,742.37	27,619.34	29.29	89,614.30	4,640.89	557,813.18
Change in Net Assets	0.00	0.00	0.00	0.00	0.00	0.00	-0.00	0.00	0.00	0.00

Cheboygan County Council on Aging
Statement of Activities - Unrestricted
For the Year Ended September 30, 2017 & 2016

	FY 2017 <u>Unrestricted</u>	FY 2016 <u>Unrestricted</u>	<u>\$ Change</u>
Revenues			
Federal Grants / Awards	\$ 149,035	\$ 162,783	\$ (13,748)
State Grants / Awards	154,436	154,371	65
Local Support	548,475	525,975	22,500
Other Support	<u>185,086</u>	<u>204,947</u>	<u>(19,861)</u>
Total Revenues	<u>1,037,032</u>	<u>1,048,076</u>	<u>(11,044)</u>
Expenses & Losses			
Audit	7,936	8,187	(251)
Building / Equipment Maintenance	27,533	35,467	(7,934)
Leases	12,657	8,355	4,302
Postage	2,856	2,561	295
Supplies	176,090	166,097	9,993
Travel	9,782	6,643	3,139
Payroll Expenses	649,225	615,696	33,529
Depreciation	52,407	51,612	795
Fundraising Expenses	11,240	7,397	3,843
Insurance	58,483	54,655	3,828
Utilities	51,019	50,253	766
Fuel	15,499	14,120	1,379
Other Expenses	<u>34,034</u>	<u>41,306</u>	<u>(7,272)</u>
Total Expenses	<u>1,108,761</u>	<u>1,062,349</u>	<u>46,412</u>
Change in Net Assets	(71,729)	(14,273)	(57,456)
Net Assets as of Beginning of Period	<u>625,559</u>	<u>639,832</u>	<u>(14,273)</u>
Net Asset as of End of Period	<u>\$ 553,830</u>	<u>\$ 625,559</u>	<u>\$ (71,729)</u>

See accompanying notes to the financial statements.

14. *How are your services, for each service provided, evaluated for quality?*

1. All registered members are annually presented with a survey which requests comments on the quality of the particular service they receive. These surveys allow the members to elaborate on their satisfaction level of our services as well as offer suggestions as to how we may improve those services. A copy of the most recent survey (June & July 2018) is attached for your ease of reference.
2. Compliance audits are performed annually by NEMCSA in the following areas in order to not only evaluate compliance, but also quality of services:
 - Financial;
 - In-Home Services (includes homemaking, personal care and respite);
 - Nutritional (includes congregate and home delivered meals);
 - Sand Castles Adult Day Care Facility; and
 - Waiver Program
3. The County Health Department audits each site for compliance to health codes and water testing. A food services license is issued to each CCCoA site annually.
4. The CCCoA Board of Directors contracts with an independent auditing firm to perform an annual audit to insure transparency in our dealings and to insure that the appropriate oversight responsibilities of the Board are met.
5. Each kitchen has *at least* one individual Serve Safe certified. This assures that all congregate and home delivered meals are prepared by certified individuals who have been trained in food safety, nutritional values and the prevention of cross-contamination.
6. The CCCoA is audited annually by its workers' compensation carrier to ensure that the CCCoA is properly insured.
7. The CCCoA is audited annually by the Michigan Department of Transportation to ensure compliance.

Rabbit Food

A Survey by the Cheboygan County Council on Aging regarding continuing to offer the unfunded service of Soup, Salad Bar & Dessert

We would like your input on the subject of the
Soup, Salad Bar & Dessert / beverages other than coffee, tea & milk.

Please be aware that this particular service is not required according to our grant providers and the Offices of Services to the Aging, but is offered to our congregate members as an additional service. This service is unfunded, meaning that it must remain self-sufficient (with no monies from grants, millage or otherwise) in order for us to continue to offer the service. Over the past several months, we have put extra effort into providing our members with an extended salad bar, featuring many items other than the typical salad fixings. With this in mind, please answer the following questions:

1) What is your age? _____ Are you a resident of Cheboygan County? _____

2) Do you currently receive any in-home services from the Cheboygan County Council on Aging, such as housekeeping, personal care, respite services, home delivered meals? If so, what services to you receive?

3) Are you aware of how the Council on Aging's services are funded?

_____ YES _____ NO

4) How often do you purchase the Soup, Salad Bar & Dessert?

5) Given a choice, in regards to the **salad bar only***, which would be your preference?

a) a smaller plate, one-trip, for \$1.00 _____

b) a larger plate, one-trip, for \$2.00 _____

c) a reduction in the size of the salad bar, offering
only typical salad fixings, with a smaller plate for \$1.00 _____

c) no salad bar _____

* please do not consider soup when making your choice, as a cup of soup will remain \$1.00.

Over, Please

15. List the number in each category of professional, technical, clerical, maintenance, etc. and indicate whether full or part-time. If you have a specific salary range, please list.

30 Employees, fully staffed.

Management:

1	Full Time	\$55,000/year
1	Full Time	\$16/hour
1	Full Time	\$14.00/hour
1	Full Time	\$14.00/hour

Technical :

1	Full Time	\$13.50/hour
1	Part Time	\$12/hour

Clerical:

1	Full Time	\$12.50/hour
1	Part Time	\$13.50/hour
1	Part Time	\$11.50/hour
1	Part Time	\$10/hour

Kitchen:

1	Full Time	\$12/hour
1	Part Time	\$11.50/hour
3	Part Time	\$10/hour

Client Support Services:

1	Full Time	\$13/hour
4	Full Time	\$12/hour
8	Part Time	\$11/hour
1	Part Time	\$10/hour
1	Part Time	\$30/hour (Registered Nurse)

Cheboygan County Council on Aging
Statement of Activities Budget Performance
October 2016 through September 2017

Fiscal Year

	Oct '16 - Se...	Budget	\$ Over Budget	% of Budget	Oct '16 - Se...	YTD Budget	\$ Over Budget	% of Budget	Annual Bud...
Ordinary Income/Expense									
Income									
4010 · Federal Income	148,234.68	129,087.00	19,147.68	114.8%	148,234.68	129,087.00	19,147.68	114.8%	129,087.00
4020 · State Income	154,435.90	102,569.00	51,866.90	150.6%	154,435.90	102,569.00	51,866.90	150.6%	102,569.00
4030 · Millage	548,475.03	548,475.00	0.03	100.0%	548,475.03	548,475.00	0.03	100.0%	548,475.00
4040 · Program Income	152,510.37	204,250.00	-51,739.63	74.7%	152,510.37	204,250.00	-51,739.63	74.7%	204,250.00
4070 · Transportation Income	8,440.00	10,000.00	-1,560.00	84.4%	8,440.00	10,000.00	-1,560.00	84.4%	10,000.00
4080-1 · TRANSFER FROM F...	0.00	60,000.00	-60,000.00	0.0%	0.00	60,000.00	-60,000.00	0.0%	60,000.00
4080 · Other Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
4099 · Cash Match	131,224.08	60,000.00	71,224.08	218.7%	131,224.08	60,000.00	71,224.08	218.7%	60,000.00
4400 · Misc Income	9,705.15	0.00	9,705.15	100.0%	9,705.15	0.00	9,705.15	100.0%	0.00
Total Income	1,153,025.21	1,114,381.00	38,644.21	103.5%	1,153,025.21	1,114,381.00	38,644.21	103.5%	1,114,381.00
Gross Profit	1,153,025.21	1,114,381.00	38,644.21	103.5%	1,153,025.21	1,114,381.00	38,644.21	103.5%	1,114,381.00
Expense									
5000 · Payroll Expenses	649,114.54	627,120.00	21,994.54	103.5%	649,114.54	627,120.00	21,994.54	103.5%	627,120.00
5030 · Casual Labor	110.00	0.00	110.00	100.0%	110.00	0.00	110.00	100.0%	0.00
5051 · DTE-Gas	9,039.63	10,000.00	-960.37	90.4%	9,039.63	10,000.00	-960.37	90.4%	10,000.00
5052 · Consumers-Electric	24,244.96	31,000.00	-6,755.04	78.2%	24,244.96	31,000.00	-6,755.04	78.2%	31,000.00
5054 · LP Gas	18.00	100.00	-82.00	18.0%	18.00	100.00	-82.00	18.0%	100.00
5100 · Raw Food	109,409.64	122,000.00	-12,590.36	89.7%	109,409.64	122,000.00	-12,590.36	89.7%	122,000.00
5200 · Bank Charges	330.00	350.00	-20.00	94.3%	330.00	350.00	-20.00	94.3%	350.00
5201 · Finance Charges	208.53		208.53		208.53		208.53		
5350 · Dues and Subscriptions	2,902.18	3,200.00	-297.82	90.7%	2,902.18	3,200.00	-297.82	90.7%	3,200.00
5351 · Licenses and Permits	854.00	1,000.00	-146.00	85.4%	854.00	1,000.00	-146.00	85.4%	1,000.00
5400 · Postage and Shipping	2,856.25	2,500.00	356.25	114.3%	2,856.25	2,500.00	356.25	114.3%	2,500.00
5401 · Fuel & Lubricants	15,498.95	17,000.00	-1,501.05	91.2%	15,498.95	17,000.00	-1,501.05	91.2%	17,000.00
5440 · Kitchen Supplies	27,285.93	23,565.00	3,720.93	115.8%	27,285.93	23,565.00	3,720.93	115.8%	23,565.00
5445 · General Supplies	13,509.18	15,000.00	-1,490.82	90.1%	13,509.18	15,000.00	-1,490.82	90.1%	15,000.00
5450 · Office Supplies	5,360.65	6,500.00	-1,139.35	82.5%	5,360.65	6,500.00	-1,139.35	82.5%	6,500.00
5451 · Senior Activity Supplies	3,023.82	6,000.00	-2,976.18	50.4%	3,023.82	6,000.00	-2,976.18	50.4%	6,000.00
5500 · Telephone Expense	9,625.96	9,000.00	625.96	107.0%	9,625.96	9,000.00	625.96	107.0%	9,000.00
5501 · Internet Service	1,915.82	2,500.00	-584.18	76.6%	1,915.82	2,500.00	-584.18	76.6%	2,500.00
5502 · Cable	2,490.48	2,000.00	490.48	124.5%	2,490.48	2,000.00	490.48	124.5%	2,000.00
5650 · Staff Travel	9,782.05	9,000.00	782.05	108.7%	9,782.05	9,000.00	782.05	108.7%	9,000.00
5670 · Repair/Mant.-Equipment	8,949.86	10,000.00	-1,050.14	89.5%	8,949.86	10,000.00	-1,050.14	89.5%	10,000.00
5671 · Repair/Maint-Bus	3,405.65	3,000.00	405.65	113.5%	3,405.65	3,000.00	405.65	113.5%	3,000.00
5672 · Repair/Maint HD Vehicles	5,299.96	9,000.00	-3,700.04	58.9%	5,299.96	9,000.00	-3,700.04	58.9%	9,000.00
5673 · Repair/Maint-Office Equ...	179.22	500.00	-320.78	35.8%	179.22	500.00	-320.78	35.8%	500.00
5680 · Building and Ground Ma...	9,698.00	10,000.00	-302.00	97.0%	9,698.00	10,000.00	-302.00	97.0%	10,000.00
5681 · Trash Removal	3,684.36	3,500.00	184.36	105.3%	3,684.36	3,500.00	184.36	105.3%	3,500.00
5900 · Vehicle Lease	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
5901 · Equipment Lease	9,157.98	10,000.00	-842.02	91.6%	9,157.98	10,000.00	-842.02	91.6%	10,000.00
5910 · Equipment Purchases E...	5,781.00	6,000.00	-219.00	96.4%	5,781.00	6,000.00	-219.00	96.4%	6,000.00
5911 · Office Equip Purchases ...	0.00		0.00		0.00		0.00		
5920 · Vehicle Purchases Expe...	47,327.00	22,500.00	24,827.00	210.3%	47,327.00	22,500.00	24,827.00	210.3%	22,500.00
5925 · Computer Purchases Ex...	1,819.22	2,000.00	-180.78	91.0%	1,819.22	2,000.00	-180.78	91.0%	2,000.00

5:09 PM

09/10/18

Accrual Basis

Cheboygan County Council on Aging Statement of Activities Budget Performance October 2016 through September 2017

	Oct '16 - Se...	Budget	\$ Over Budget	% of Budget	Oct '16 - Se...	YTD Budget	\$ Over Budget	% of Budget	Annual Bud...
5926 · Software Expense	3,109.31	5,000.00	-1,890.69	62.2%	3,109.31	5,000.00	-1,890.69	62.2%	5,000.00
5927 · Senior Activities Equipm...	0.00	1,611.00	-1,611.00	0.0%	0.00	1,611.00	-1,611.00	0.0%	1,611.00
5930 · Insurance-Liab./PP	29,823.19	30,479.00	-655.81	97.8%	29,823.19	30,479.00	-655.81	97.8%	30,479.00
5935 · Insurance-Workers Comp	28,660.21	20,956.00	7,704.21	136.8%	28,660.21	20,956.00	7,704.21	136.8%	20,956.00
5940 · Audit Expense	7,936.00	8,500.00	-564.00	93.4%	7,936.00	8,500.00	-564.00	93.4%	8,500.00
5945 · Professional Fees	6,506.04	10,000.00	-3,493.96	65.1%	6,506.04	10,000.00	-3,493.96	65.1%	10,000.00
5950 · Miscellaneous	4,393.63	6,000.00	-1,606.37	73.2%	4,393.63	6,000.00	-1,606.37	73.2%	6,000.00
5960 · Advertising Expense	6,043.35	5,000.00	1,043.35	120.9%	6,043.35	5,000.00	1,043.35	120.9%	5,000.00
5970 · Leasehold Improvements	10,000.00				10,000.00				
5980 · Training Expense	1,913.46	2,500.00	-586.54	76.5%	1,913.46	2,500.00	-586.54	76.5%	2,500.00
6001 · NEMCSA-Cash Match	131,224.08	60,000.00	71,224.08	218.7%	131,224.08	60,000.00	71,224.08	218.7%	60,000.00
Total Expense	1,212,492.09	1,114,381.00	98,111.09	108.8%	1,212,492.09	1,114,381.00	98,111.09	108.8%	1,114,381.00
Net Ordinary Income	-59,466.88	0.00	-59,466.88	100.0%	-59,466.88	0.00	-59,466.88	100.0%	0.00
Net Income	-59,466.88	0.00	-59,466.88	100.0%	-59,466.88	0.00	-59,466.88	100.0%	0.00

Cheboygan County Senior Citizen's Millage

Application for Participation

2019

Applicant's Name: Michigan State University Extension

DUE DATE: September 14, 2018

This Application must be used when requesting Senior Millage Funds

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Guidelines for Project Funding Consideration

Any funds requested must be submitted on the Application for Project Funding Consideration in the Cheboygan County Senior Citizen's Millage Funds of said year. The Application will be forwarded to the Cheboygan County Board of Commissioner's Senior Millage Appropriation Committee. Upon review, this Committee will make a recommendation to approve or reject said proposal to the Cheboygan County Board of Commissioners. The final determination will be made by the Cheboygan County Board of Commissioners.

GUIDELINES

- A. Name and Address of requesting Group, Organization or Person
- B. Submit Organizational Structure
- C. Submit proof of being a Non-Profit Organization
- D. General Outline of Purpose
- E. Proposed project cost including up-front cost and continuing cost
- F. Business Plan of Group, Organization or Person
- G. List all potential funding sources
- H. Provide balanced budget for said year
- I. Provide copies of minutes of all regular and special meeting of the Group or Organization for the most recent 12 months.
- J. Provide copy of most recent financial audit

SEND COMPLETED APPLICATION TO:

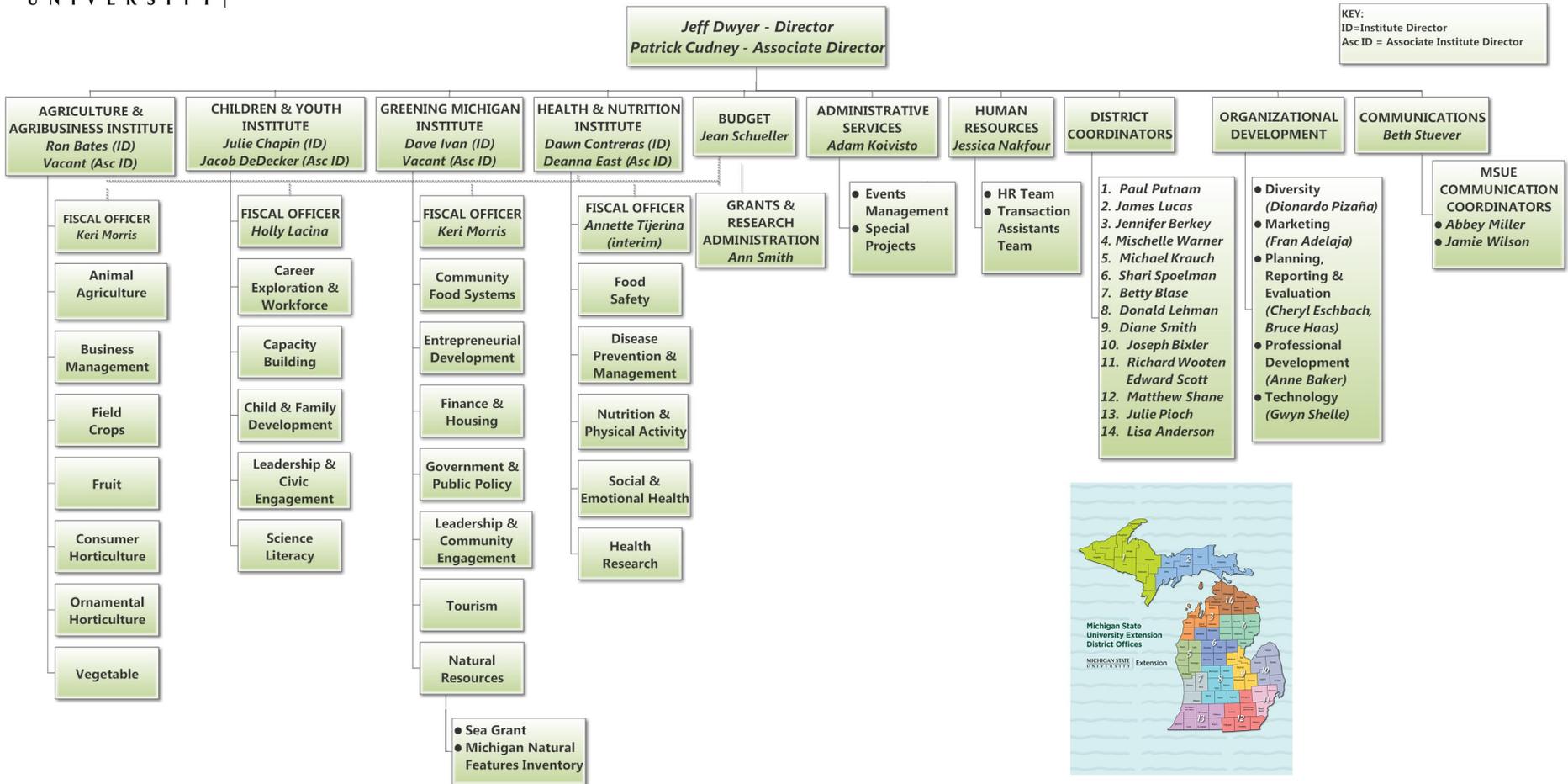
Mail: Cheboygan County
Administrative Office
PO Box 70
870 S. Main St.
Cheboygan, MI 49721

Email: ccao@cheboygancounty.net

231.627.8855 (Phone)

231.627.8881 (Fax)

For additional information, please contact the Administrative Office:





State of Michigan
Department of Treasury
Sales and Use Tax Exemption Certificate

MICHIGAN STATE UNIVERSITY

Name of exempt institution or agency

Federal Tax ID #38-6005984 (should be used for Michigan Sales Tax exempt status)

This letter serves as notice to a seller that Michigan State University qualifies to buy goods and services without paying the Michigan Sales or Use Tax based on exempt status under section 501(c)(3) of the Internal Revenue Code. The reverse side of this document states the specific sales and use tax rules from the State of Michigan, Department of Treasury, Official *Michigan Tax Guide*.

The undersigned hereby certifies that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space provided (above) and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed the transferee promises to reimburse the seller for the amount of tax involved.

Certified by:

Mark P. Haas
Assistant VP for Business
and Chief Financial Officer
426 Auditorium Rd Rm 412
East Lansing, MI 48824

Kimberly Kokenakes
Certified Purchasing Manager
University Services Director
169 Service Rd
East Lansing, MI 48824

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Application for Project Funding Consideration

1. Name and address of agency.

Cheboygan County MSU Extension
825 S. Huron St., Suite 5
Cheboygan, MI 49721
231-627-8815

2. Names, addresses and titles of Officers. N/A

President/Chairman

Vice-President/Vice-Chairman

Name

Name

Address

Address

City, State, Zip

City, State, Zip

Secretary

Treasurer

Name

Name

Address

Address

City, State, Zip

City, State, Zip

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Application for Project Funding Consideration

3. Names and addresses of the Board of Directors of the governing body. N/A

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

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City, State, Zip

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City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Application for Project Funding Consideration

4. Submit a copy of the organization's Articles of Incorporation or other formative documents identifying the organization as a non-profit entity.
5. Provide organizational structure/chart.
6. State the purpose and/or objectives of your program. (Attach additional page if necessary)

Senior Project FRESH/Market FRESH (SPF) provides older adults who qualify (based on income) with unprocessed, Michigan-grown products from authorized farmers markets and roadside stands throughout Michigan. This program is free for both the participant and the farmer. See attached description.

7. Identify how the proposed project will provide activities or services directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, recreational or mobility status of individuals over 55 in Cheboygan County.

Senior MarketFresh provides increased access to fresh fruits and vegetables for low-income seniors over 60, which is a health benefit for an aging population.

Seniors who apply for Senior MarketFresh are required to attend a nutrition education class to receive Senior MarketFresh booklets and instructions on how and where to use the coupons.

9. Identify potential funding sources and projected amount of funding.

<u>State of Michigan—Office of Services to the Aging (100 booklets)</u>	<u>\$ 2,000</u>
<u>Fraternal Order of Eagles Ladies Auxiliary No. 1282</u>	<u>\$</u>
<u>St. Mary's Daughters of Isabella</u>	<u>\$</u>
<u>Cheboygan Lioness Club</u>	<u>\$ 500</u>
<u>Straits Area Services</u>	<u>\$</u>
<u>Indian River Sportsman's Club</u>	<u>\$</u>
<u>Topinabee Community Church</u>	<u>\$</u>

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 Cheboygan County Senior Citizen's Millage Funds
 Application for Project Funding Consideration

11. Does the entity request participants/clients to be members of the program? No

Yes No

11a). If yes, describe criteria for membership and indicate total number of members.

11b). Are non-members allowed to participate? No

Yes No

12. Does your entity provide congregate and/or Meals-On-Wheels? If yes, provide the following: No

	# Served Annually	Average Donation/Meal	Cheboygan County Residents Served
Congregate Meals		\$	
Meals-On-Wheels		\$	

13. Does your program provide any other type of food assistance? If yes, describe the assistance and provide data to substantiate the benefit.

N/A

14. How are your services, for each service provided, evaluated for quality?

The State of Michigan Offices to the Aging (OSA) provides specific guidelines that are subject to an audit from the OSA program director's office.

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 Cheboygan County Senior Citizen's Millage Funds
 Application for Project Funding Consideration

18. NEW APPLICATION TO COORDINATE WITH FUND REQUEST

REVENUE	Last Year Actual	This Year Budgeted	Next Year Proposed
Allocation from Senior Millage	\$8000	\$8000	\$8000
Meal Donations			
General Donations	\$500	\$500	\$500
Government Agencies	\$2000	\$2000	\$2000
Other			
Other			
Other			
Contributions			
Special Events			
Legacies			
Associate Organizations			
Other Senior Programs			
Grants from Government Agencies			
Dues			
Service Fees			
Sale of Material			
Investment Income			
Miscellaneous			
Other-Describe			
TOTAL REVENUE	10500	10500	10500

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 Cheboygan County Senior Citizen's Millage Funds
 Application for Project Funding Consideration

EXPENSES	Last Year Actual	This Year Budgeted	Next Year Proposed
Management Salary			
Staff Salary	0		
Employee Benefits			
Payroll Taxes			
Professional Fees - Legal			
Professional Fees - Acct.			
Professional Fees - Other			
Supplies			
Telephone			
Postage & Shipping	\$750	\$750	\$750
Occupancy			
Rental & Equipment Maintenance			
Printing & Publishing			
Travel			
Conferences & Meetings			
Special Assistance to Individual			
Dues			
Awards & Grants			
Miscellaneous			
Pay Affil. Organization			
Board Designated Future			
Other-State of Michigan coupons	\$7250	7250	7250
Other-Describe			
TOTAL EXPENSE	8000	8000	8000

**Application for Participation in the
Cheboygan County Senior Citizen's Millage**

2019

**WAWATAM AREA SENIOR
CITIZENS, INC**

DUE DATE September 14, 2018

This Application must be used when requesting Senior Millage Funds

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Cheboygan County Senior Citizen's Millage Funds
Application for Project Funding Consideration

At a meeting of the governing Board of WAWATAM AREA SENIOR CITIZENS the Board
(check one):

Adopted a policy

Affirmed its policy of non-discrimination as follows:

"It shall be the policy of WAWATAM AREA SENIOR CITIZENS to provide equal membership/employment/service opportunities to all eligible persons, without regard to race, religion, disability, national origin, citizenship, age, gender, sexual orientation, marital status, political affiliation, and for employment only, height, weight, and record of the arrest without conviction."

I certify that the practices of this organization conform to the policy on non-discrimination stated above.

WAWATAM AREA SENIOR CITIZENS
Name of Organization

9-9-18
Date

Raymond D. Maloney
Signature President or Other Authorized Official

9-9-18
Date

[Signature]
Signature Clerk/Secretary

CHEBOYGAN COUNTY SENIOR MILLAGE APPLICATION FOR 2018

1. Name and address of agency.

Wawatam Area Senior Citizens, Inc.
205 Cedar Street
P.O. Box 615
Mackinaw City, MI 49701

2. Names, addresses and titles of officers.
New board elected and voted in on June 15, 2018

President: Raymond Mularz
6667 Barbara Street
Indian River, Mi 49749
ad_compton@yahoo.com

Vice-President: Stephen Smith
P.O. Box 79
Carp Lake, MI 49718
T6nr5w@yahoo.com

Secretary: Gerry Glenn
1006 Lakeside Drive
Mackinaw City, MI 49701
gaglenn@gmail.com

Treasurer: Dianne Paquet
10099 N. Hayes Lane
P.O. Box 64
Carp Lake, MI 49718
diannepaquet@yahoo.com

3. Names and addresses of Board of Directors of governing body.

Lanny Shepard
10554 N. Straits Highway
Cheboygan, MI 49721
231-818-3160be

Betty Zazula
3925 Pointe Drive
Carp Lake, Mi 49718
231-436-8656
bazm21@gmail.com

Ralph Rehmer
3122 W. US 23
Cheboygan, Mi 49721
213-420-2658
warthog.axman@gmail.com

Michael Smydra
P.O. Box 70
Mackinaw City, MI 49701
231-268-6549

Joan Mallory
9631 Service Rd.
Carp Lake, MI 49718
231-537-4611d

Deb Stillwell
13922 Mackinaw Hwy
Mackinaw City, MI 49701
231-436-5023

4. Submit a copy of the organizations Articles of Incorporation or Other formative documents indemnifying the organization as a non-profit entity.

Included is the 501(c) (3) verification from the IRS

5. Provide organizational structure/chart.

The Board of Directors is a working board. The President, Vice-President, Secretary and Treasurer working together to set the agenda. The Secretary handles correspondence and keeping of the records and the minutes. The Treasurer is responsible for handling of all the funds; account receivables/payables, payroll and quarterly taxes, audit and 990 Federal tax report. There are 6 voted members that make up the Board of Directors. Our total Board totals 10 this year.

6. State the purpose and /or objectives of your program.

The purpose for which this organization was created in 2008 is to provide services but not be limited to, nutritional meals in a non-commercial setting, social activities, health awareness and education, and active therapy to senior citizens, age 55 and over, who are year-round residents, summer residents or visitors to Northern Michigan.

7.

Identify how the proposed project will provide activities or services directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, and recreational or mobility status of individuals over 55 in Cheboygan County.

The Wawatam Area Senior Citizens, is a not-for-profit agency, having received its Letter of Determination from the IRS dated December 31, 2008 for Tax Exempt Status under Section 501(c)(3) of the Internal Revenue Code. The purpose of our organization is to provide services to our senior citizens, 55 years and older, which include, but are not limited to:

- a) Serving congregate meals five days per week for a suggested donation amount that is a voluntary cost to the participants and in a friendly, non-commercial setting;
- b) schedule professional health care providers who can administer inoculations against illnesses such as influenza, shingles etc.;
- c) schedule health care providers who can perform foot care clinics, hearing clinics, vision screening, diabetic screenings, conduct gentle exercise classes, including, possibly even Yoga;
- d) provide free services such income tax return assistance;
- e) provide and promote a camaraderie spirit among the seniors by offering educational and entertaining programming for their enjoyment;
- f) maintain a clean and safe environment for seniors to come together, for the purpose of social interaction.
- g) seniors have the benefit of computers, people working together with puzzles, playing euchre and cribbage-there are also books for seniors to share, this year we have added a painting class with supplies provided.

In prior years, we have been able to purchase equipment which has allowed a variety of social programs held at the center on an informal basis, such as a wide screen TV, Wii games, Video/DVD equipment, and various games, etc. The Wawatam Board recognizes the importance of having the tools in place to raise the funds necessary to carry out the desired programs as described above. By the same token, these tools dealing with recreation are purchased with funds raised through memberships and fundraising events, and not from millage funds or congregate meal funds.

The constituencies we serve make up a large percentage of the population in the rural areas of Northern Michigan.

8. Submit Written Business Plan, Budget and Audit with Application.

Our preliminary budget for 2019 along with the budget from 2018, is attached.

Our business plan is the same as in previous years.

Our annual Audit was completed for 2017 in January of 2018, and is included. Audit completed by Hill and Schroderus, of Petoskey, Michigan.

9. Identify funding sources.

We receive Senior Millage from Emmet County and Cheboygan County for northern townships and rural areas. The Village of Mackinaw provides promotion on their web site and labor from their Department of Public Works. The Lions Club of Mackinaw City, who leases their building to us, have continued to offer their services to us in a variety of different ways. The maintenance and repairs on the building, insurance and equipment we usually handle or share with the Lions, but this year the Lions Club has had a new well installed at the site and absorbed the total cost. Memberships, 50/50 drawings, euchre games and tournaments, donations and cribbage are also sources of funding. See attached Income/Expense chart

10. For each service you provide, please provide the following information:

	2016 Total services	2017 Total services
Congregate Meals	13695	11481
Cheboygan Co	36%	33%
Emmet Co	62%	65%
Other	2%	2%
Foot Care	45 5-13 average	44 4-8 average
Euchre	Euchre is year-round every week an average of 20 people play.	
Cribbage	From January to April, Cribbage is played weekly with monthly tournaments.	
Puzzle	Two tables dedicated to on-going puzzles, numerous members participate	
Computers	Two computers are available, plus we have free WIFI for personal devices.	
Library	Open every day the center is open	
Painting	Supplies are provided for anyone who comes, held twice a month, free art any style we have supplies for. This activity is new for 2018.	

11. Does the entity request participants/clients to be members of the program?

No—but a membership will entitle you to vote for the Board of Directors.

11a. Those who wish to be a member pay \$6.00 per year. We have 108 paid members as of August 2018.

11b. Yes- non- members can participate in all activities.

12. Does your entity provide congregate meals and /or Meals on /Wheels? If yes, provide the following.

No Meals on Wheels. Take-out meals picked up by clients are available.

	# Served Annually	Average Donation/meal	Cheboygan Co. Residents Served
2017 Congregate Meals	11481	\$3.00	3764
2018(to date) (Aug. 31 st)	7372	\$3.50	2353

13. Does your program provide any other type food assistance? If yes, describe the assistance and provide date to substantiate the benefit.

No

14. How are your services, for each service provided, evaluated for quality?

Congregate Meals are evaluated by number of return visitors, comments to Board Members and overheard comments also we have a suggestion box for anonymous opinions. Any comments or opinions are discussed at the monthly board meetings. New people are introduced to our center by word-by-mouth, the web site or by individuals interested in becoming members and stepping forward to volunteer their time for the organization.

Foot Care is being used and new people are using it.

Cribbage and euchre are very popular in the winter and the summer Euchre always has an average of 5 tables playing.

Computers, puzzles, books and old movies on tv—used daily.

15. List the number in each category of professional, technical, clerical, maintenance, etc. and indicate whether full or part-time. If you have a specific salary range, please list.

Management	Volunteer- Board of Directors
Technical	Contracted as needed
Clerical	Volunteer
Kitchen	2 Full Time \$13.00 per hr.
Client support services	Volunteer
Maintenance/Janitor	Part-time \$9.25 per hr.

16. If there are auxiliaries or affiliated organizations whose activities contribute to the programs or support your agency, provide the information below.

We are not affiliate of any organization. We operate on our own 501 (c) (3) tax exempt status. Nor do we have an organized auxiliary support group other than our dues-paying members. However, within our community we have the following entities which support our organization both in contributions and in-kind service.

Village of Mackinaw City
Mackinaw Chamber of Commerce
Mackinaw Lions Club
Mackinaw City Woman's Club
American Legion Post #159
Area Churches and businesses

17. If the agency has arrangements for the purchase of its service, or provision of service by contract from governmental or voluntary agencies, describe what purpose, from whom, and the cost

No arrangements-no purchases

18.

REVENUE	LAST YEAR ACTUAL 2017	THIS YEARS BUDGETED 2018	NEXT YEAR PROPOSED 2019
Allocation from Senior Millage Emmet County	45100	47621	47621
Cheboygan County	59891	59892	59892
Revenue All Sources			
4000 Contributions	1303	900	500
4200 Special Events	2204	1250	1550
4300 Legacies	300	-0-	300
4600 Associate Organizations	N/A	N/A	N/A
4700 Other Senior Programs, meals	37574	40828	39500
5000 Grants from Govt	-0-	-0-	-0-
6000 Dues	594	800	700
6200 Service Fees	N/A	N/A	N/A
6300 Sale of Material	N/A	N/A	N/A
6500 Investment Income	N/A	N/A	N/A
6900 Miscellaneous			
IF NEEDED			
TOTAL INCOME	146967	151291	150063

EXPENSES	LAST YEAR – ACTUAL 2017-	THIS YEARS BUDGETED 2018	NEXT YEARS PROPOSED 2019
7000 Salary	57384	56420	61260
7100 Employee Benefits (MESC & Workers Comp)	1606	2000	2000
7200 Payroll Taxes	4390	4250	4900
8000 Professional Fees	4300	4300	4300
8100 Supplies (Food/Kitchen)	54117	53726	51828
8200 Telephone (2017 charter bundle)	2030	2100	2300
8300 Posting & Shipping	232	250	200
8400 Occupancy	15212	21720	18000
8500 Purchase & Maintenance of Equipment** Lease	4218	3000	3000
8600 Printing/Publishing	270	400	300
8700 Travel	-0-	-0-	-0-
8800 Conference & Meetings	-0-	-0-	-0-
8900 Special Assistance	-0-	-0-	00
009000 Dues	800	775	775
9100 Awards & Grants	N/A	N/A	N/A
9400 Miscellaneous*	2004	2350	1200
9691 Affiliate Organization	N/A	N/A	N/A
Board Designated Future			
TOTAL EXPENSE	146,564	151291	150,063
TOTAL REVENUE	146,967	151291	150,063
REVENUE-EXPENSE	403	-0-	-0-

*Business and Administration Expenses; Program Services; Health & Education Outreach; Fundraising; Recreation & Entertainment

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 31 2008

WAWATAM AREA SENIOR CITIZENS
PO BOX 632 205 CEDAR ST
MACKINAW CITY, MI 49701

Employer Identification Number:
30-0484278

DLN:

308301003

Contact Person:

ZENIA LUK

ID# 31522

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

April 9, 2008

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

Letter 947 (DO/CG)

Wawatam Area Senior Citizens, Inc.
Dan Russel Lions Building, Mackinaw City

Date: August 2, 2018

Meeting called to order by President Ray Mularz

Pledge of Allegiance

Present: Ray Mularz, Steve Smith, Lanny Shepard, JoAnn Mallory, Deb Stillwell, Ralph Rehmer, Mike Smydra, Betty Zazula and Gerry Glenn. Excused absence: Dianne Paquet July 5, 2018 minutes read. Motion to approve minutes by Ralph, 2nd by Lanny, Motion carried.

Correspondence: None

Committee Reports:

Cook: 6 comments this month. Several requested the fruit plate be served as an option to the liver and onions. Great salad bar and desserts. Best pork chops ever. One complaint about front desk service.

Membership: 23 paid members for July, 14 were new and 9 were renewal memberships. 105 total for the month. Membership dues of \$144.00 turned into treasurer, which included one membership for next year. Removed one name due to death.

Meals: 1210-meals this July, 1221 in 2017. ~~Down 11 meals.~~ Center was open 23 days. 88 worker meals. 95 take outs.

Maintenance: Lawn mower and weed whip belong to the Senior Center. Money was donated for this purchase.

Programs: 5 attended the painting class in July. A card and matching envelope class will be held on August 14. Cooks are requesting permission to have an afternoon matinee starting in October. Cooks will provide popcorn and take requests for movies. Everyone present thought this was a great idea.

Officers Reports:

President: None,

Vice President: Steve will look into Michigan Association of Senior Centers.

Treasurer: Report attached.

Secretary: Spoke about the Center at the Wawatam Beach meeting on July 21. Encouraged all to come to the center for a meal and those interested to consider becoming members.

Old Business: Discussed cost of take-out containers and need to check policy regarding people taking food from the center. Removing food from the center is addressed in the controlling documents of the center. Needs further discussion and research. Cost of the take-out containers is 31 cents per meal. All food leaving the center should be counted as a take-out meal, whether or not it is partially eaten at the Center. Any food removed is a liability unless it is counted as a take-out meal. Discussed if someone is unable to eat their full meal at the center, they need to request it as a take-out.

New Business: Motion by Mike, 2nd by Lanny to authorize Dianne Paquet to complete Cheboygan County Millage Application. Motion carried. Motion by JoAnne, 2nd by Mike to pay regular bills. Motion passed. Discussed hosting a membership drive along with **News**

Worthy event to promote the Wawatam Senior Center. Center was started 45 years ago. JoAnn will have a membership drive on a Sunday in August.

Date of next meeting: September 6, 2018

correction
1289
up
2018

TREASURER'S REPORT FOR AUGUST 2ND BOARD MEETING

Everything is going well, finances are solid, there were no surprises.

Copy machine had to be serviced, I didn't see the service message and the copies were almost unreadable, cost was \$585. This is an annual cost usually done in June.

We received two credit rebates this month from Gordon Foods, \$109.12 and 144.15.

The Emmet County Millage application has been completed and delivered to the county clerk.

The balances are good in all three accounts, see Profit and Loss report.

Our numbers are up, only a difference of 11 from last year, the cost per meal this month is \$3.65, this is a good number thanks to Pat and Diana.

Pat helped me with the cost of the containers for Take Out Meals:

soup container	3 cents
salad container	6 cents
large container	16 cents

One take out meal uses one soup container, two salad containers(one for dessert)and one large container for dinner. This totals 31 cents per Take Out.

Need a motion to pay the regular bills for August.

Need a motion for Dianne Paquet to complete the Cheboygan County Millage Application.

**Wawatam Area Senior Citizens, Inc.
Dan Russel Lions Building, Mackinaw City**

Date: July 5, 2018

Meeting called to order by President Ray Mularz

Pledge of Allegiance

Present: Ray Mularz, Steve Smith, Lanny Shepard, JoAnn Mallory, Deb Stillwell, Ralph Rehmenr, Mike Smydra, Dianne Paquet, Gerry Glenn. Excused absence: Betty Zazula
Minutes of June 7, 2018 meeting read. Motion to approve minutes made by Mike, 2nd by Gerry, Motion carried.

Correspondence: Received an e-mail from Michigan Association of Senior Centers. Looking for centers to promote. Further action tabled while Steve Smith looks into this.

Committee Reports:

Cook: 1 comment this month on June 6th. Wonderful. Picnic ran smooth. Start time for picnic was not well announced. Learning as we go. 54 people attended.

Membership: As of month of June, total membership 85 paid. Last year, 145 paid members. Will be having a membership drive in August. Membership helps our millage money. A lot of members signed up at LIONS club meeting. Suggested we announce membership prior to meal. Limited to 55 years and older.

Meals: 2018 1067, 1181 in 2017. Down 114 meals. Center was open 21 days. 7 Pinecrest residents came on June 14. 2 comp meals, 83 worker meals. 100 take outs.

Maintenance: Not sure who owns the lawn mower and weed whip in the building. Ray will get with LIONS club regarding this. Air conditioners may need filters changed. Lanny turned the temperature down which helped to cool the room. Old freezer has been removed.

Programs: McLaren was happy with turn out for their program. Painting class was successful.

Officers Reports:

President: None, Vice President: None

Treasurer: \$2317.00 was total cost for freezer. Difference paid from discretionary fund. Last month's motion covered any adjustments to cost. Motion by Mike, 2nd by Lanny to pay regular bills. Motion carried. Motion by Mike, 2nd by Lanny to reimburse Ray for water testing supplies. Motion carried. Food costs are up. \$4.05 per meal.

Secretary: None.

New Business: Discussed cost of take-out containers and need to check policy regarding people taking food from the center. This needs to be further discussed and researched. Dianne will provide costs for disposables.

Motion by Mike Smydra, 2nd by Lanny Shepard to authorize Dianne Paquette to make application for Emmet County millage. Motion carried.

Date of next meeting: August 2, 2018

Wawatam Area Senior Citizens, Inc.
Dan Russel Lions Building, Mackinaw City

DATE: June 7, 2018

Meeting called to order by President Ray Mularz

Pledge of Allegiance

Present: Ray Mularz, Stephen Smith, Dianne Paquet, Lanny Shepard, Betty Zazula, Mario Rodriguez, JoAnn Mallory, Deb Stillwell, Gerry Glenn, Ralph Rehmer

Minutes of May 3, 2018 meeting read. Ralph Rehmer stated that his unexcused absence from the May 2018 meeting has now been changed to an excused absence status. Motion by Dianne Paquet, 2nd by Mario Rodriguez to approve the minutes with change. Motion carried.

CORRESPONDENCE: None

COMMITTEE REPORTS

Cook: Pat Martin stated all is going well. He read the comments received. All were positive. New freezer was installed today (June 7, 2018) Coffee pot received a new filter and will be up and running tomorrow. Diane Spencley attended the Gordon Food show in Novi.

Membership: 3 renewals this month. Total membership of 84 members.

Meals: 980 in 2018, 1175 in 2017, down 195 meals. Center was open 22 days. 7 Pinecrest residents came on May 14.

Maintenance: No report

Programs: June 22, 2018 from 4:30 pm to 5:30 pm, McLaren Hospital will highlight the available services and accomplishments

OFFICERS REPORTS:

President: None Vice President: None

Treasurer: Revenue up for the month. Received a grant from Great Lakes Energy for \$2200.

Dianne Paquet filled out the paperwork for the grant. The grant money was used to buy the freezer delivered today. Invoice of \$2037.00 for freezer. Motion made by Steve Smith, 2nd by Lanny Shepard to pay invoice for freezer and to cover any adjustments. Motion carried. Food costs holding at approximately \$4000 per month. Motion by Lanny Shepard, 2nd by Steve Smith to pay regular bills for the month. Motion carried.

Secretary: None

OLD BUSINESS AND UNFINISHED BUSINESS: By-laws need to be updated to reflect change for annual election of board of directors. Two candidates running for two positions. Candidates are unopposed. Members need to come to the Senior Center to vote as all voting will be in person at the Center. Need ballots for elections. Gerry Glenn will prepare ballots for election. Gerry Glenn will prepare a letter to the Lion's club regarding voting process for this year. Betty Zazula will deliver the letter. Treasurer will run a financial report for the meeting. Margaret Paquet and Lorahdelle Darrow volunteered as election workers and ballot counters. Debbie Stillwell made a motion to give election workers a free meal, 2nd by Dianne Paquet, motion carried. 50/50 raffle will be reinstated. Raffle will be on Fridays and Sundays when attendance reaches 40 people or more.

NEW BUSINESS: Debbie Stillwell made a motion to recognize Sandy Hughes by having a plate in her name placed on the plaque. 2nd by Dianne Paquet. Motion carried.

PUBLIC INPUT: None

ADJOURNED: Motion by Dianne Paquet, 2nd Joanne Mallory to adjourn. Motion carried.

DATE OF NEXT BUSINESS MEETING: July 5, 2018

Wawatam Area Senior Citizens, Inc.
Dan Russel Lions Building, Mackinaw City

DATE: May 3, 2018

Meeting called to order by President Ray Mularz

Pledge of Allegiance

Present: Ray Mularz, Stephen Smith, Dianne Paquet, Lanny Shepard, Betty Zazula, Mario Rodriguez, JoAnn Mallory, Deb Stillwell, Gerry Glenn. Absent unexcused: Ralph Rehmer
Minutes of April 5, 2018 meeting read. Motion by Gerry Glenn, 2nd by Lanny Shepard to approve minutes. Motion carried.

CORRESPONDENCE: At the request of Cheboygan County Administrator, Jeff Lawson, Dianne Paquet signed a letter from the Council on Aging regarding placing a millage request on the ballot.

Request from Band boosters if Senior Center wanted to again purchase a band calendar. Motion by Gerry Glenn, 2nd by Lanny Shepard to purchase a band calendar. Motion carried.

Insurance company has been notified there is no fryers in use at the Senior Center.

COMMITTEE REPORTS

Cook: No report.

Membership: \$24.00 received in April, 4 new memberships. To date, 83 paid members. \$498.00 membership fees. Annual business meeting is 3rd Friday in June. (June 15 this year) Motion by Gerry Glenn, 2nd by Deb Stillwell to have JoAnn Mallory attend another LIONS Club meeting for membership recruitment. Motion carried.

Meals: 635 meals in 2018, 979 in 2017, down 344 meals.

Center was closed April 1 for Easter, 3, 15 & 16 due to weather

Maintenance: Ray Mularz stated the well is now hooked up.

Programs: Stephen Smith reported: Painting class: 23 participants in March, 20 in April. Participants sign in as required for credit for program.

OFFICERS REPORTS:

President: Special meeting to be held immediately after monthly meeting.

Vice President: None

Treasurer: Received annual donation of \$300.00 from Lockheed Martin. Snowplowing bill extra this month. Motion by Lanny Shepard, 2nd by Deb Stillwell to pay snowplowing bill. Motion carried.

Secretary: None

OLD BUSINESS AND UNFINISHED BUSINESS: None

NEW BUSINESS: Election of Officers discussed. May 3 is the last day to be paid up and a member in good standing in order to vote in June. A membership list was provided to the Secretary by JoAnn Mallory. The sheet of current members has been posted.

PUBLIC INPUT: Kay Stemkoski requested the band calendar be moved to a more accessible location. Calendar was moved to near the desk.

ADJOURNED: Motion by Gerry Glenn, 2nd by Lanny Shepard to adjourn. Motion carried.

DATE OF NEXT BUSINESS MEETING: June 7, 2018



**Wawatam Area Senior Citizens, Inc.
Dan Russel Lions Building
Mackinaw City**

Date April 5, 2018

Meeting called to order by President Ray Mularz

Pledge of Allegiance

ROLL CALL; 9 members present/ Ray Malarz, Stephen Smith, Dianne Paquet, Lanny Shepard, Ralph Rehmer, Betty Zazula, Mario Rodriguez, Deb Stilwell, and JoAnn Mallory. Excused Gerry Glenn.

SECRETARY REPORT:

Minutes of March 1, 2018 meeting read by JoAnn. Deb Stated that on the Meal Report the numbers down for last year of 37, was incorrect and need to be changed to read down 87 from last year. No more corrections, Dianne Paquet made motion to except the minutes as read. Ralph seconded the motion, motion carried.

CORRESPONDANCE:

Dianne was contacted by the Insurance Company on the Wawatam Senior Center Building stating that if the deep fat friers in the kitchen were not being used to remove them because the were costing more to be there on insurance and we are not in compliance with Fire Suppression (USL) with them there.

COOK REPORT:

Diana was not working that night of board meeting -No Report

MEMBERSHIP REPORT:

JoAnn Reported 9 Renewals for this month, \$54.00 was turned into treasure for them. 79 Members on Membership list as of this meeting date. Want to thank the Lions Club again for allowing me to attend there busines meeting March 28, 2018 for renewing membership there. An updated membership list will be posted on side bulletin board.

MEALS REPORT:

Deb reported center was open 22 days for serving meal. 2017-905 meals were served, 2018 -780 meals were served. We are down 125 meals this month from last year. Her Report shows workes meals, comp meals, and other information on the months calander the board received.

MAINTENCE REPORT; No Report

PROGRAMS REPORT: Stephen reported 8-9 people attending the painting classes on Tuesdays. He has been having them sign in for attending and will give this report to Treasure-Dianne once a month for records, so we can get credit for this program.

OFFICERS REPORT;

PRESIDENT- No Report

V-president-No Report

TREASURE REPORT;

Dianne Reported that this was a quiet month again. Audit has been paid. We are locked into contract with Auto-Chlor for the dishwasher for 5 years. This contract was done at the time of the death of Dianne Fry by past board action we are locked into this contract. When problems come up with the dishwasher AutoChlor will be the one to contact. The grant for the freezer has been sent in we are waiting on a response. Regular bills for the month have been paid. Extra bills this month included-\$178.00 for snow plowing-\$38.00 for yearly rental on deposit box at Citizens Bank. Betty made motion to pay the bills for this month, Lanny seconded the motion, motion carried.

NEW BUSINESS-No new business

PUBLIC INPUT: Merdy Sikkens asked about our cook not wearing a hair net, Health Department when they have come in for inspections have stated that if longer hair is held in place and secured it is not necessary to wear a net. Wearing a Cap for short hair is ok. Diana has not had any issues with the Health Department inspector's when they have done the inspections, everything has passed. It was also asked about cook-Diana being absent quit a bit from work and how is her absence being handled, is she using sick days, or is assistant cook just covering for her. President Ray pointed out, she is getting paid hourly so her time absence, she is not being paid, If she is using sick days she will be paid until she uses all her sick days. Assistant Cook might get 1-2 hours overtime when only one person is working, he is being paid hourly also so what ever they work out together for the kitchen work and cooking and getting meal out by meal time, they are working together doing it. Snow day April 3rd when center was closed went well, Patrick called president and board members, whom in turned called board member whom called local people in there area and by word of mouth and WCBY radio station and 9-10 noon new it seem to be covered. Also asked why Janitor- DeLyle Hill came into work when center was closed that day, (April 3rd). He made use of the center being closed and cleaned the coolers.

No more business motion made to ajourn meeting. motion carried, 6:55 p.m.meeting ajourned.

Submitted by JoAnn Mallory for Gerry Glenn

Wawatam Area Senior Citizen's Inc.
Dan Russel Lions Building
Mackinaw City

Minutes of Business Meeting

DATE: March 1, 2018

Meeting called to order by President Ray Mularz

Pledge of Allegiance

ROLL CALL: 8 members present: Ray Mularz, Stephen Smith, Dianne Paquet, Betty Zazula, Mario Rodriguez, Ralph Rehmer, Lanny Shepard and JoAnn Mallory. Absent but excused: Gerry Glenn and Debbie Stillwell. February 19, at a special board meeting, Debbie Stillwell was appointed to serve on the board to report on meals. Her name will be placed on the ballot for election at the annual meeting in June.

Minutes of February 1, 2018 read. Correction by Stephen Smith to correct spelling of Faye Stillwell to Fay Stillwell. Stephen is getting a plaque made and needed the correct name spelling. Motion by Dianne Paquet, 2nd by Lanny Shepard to accept February minutes with correction of name spelling. Motion carried.

REPORTS:

Cook and Assistant Cook:

Diana stated meal numbers are down again this month and cost of meals average \$4.89 per meal. Food cost is up also for the month. Diana will be taking a test for food allergens. She needs to take the test by April 21, 2018. The Gordon Food Show will be held in Novi, Michigan on March 21, starting at 9:00 am. Diane and Patrick would like to attend and wonder if the board would reimburse expenses for gas money for travel down and back. Due to the early start of the show, a motion was made by Dianne Paquet, 2nd by Ralph Rehmer to pay .50 cents per mile round trip and \$80.00 for lodging for 1 night before the show. Motion carried. The money will be given to them before they leave.

Membership Report: JoAnn stated 3 renewals were paid for the month of February, one couple paid for 2 years so \$30.00 was given to the treasurer. Bob Glenn has given JoAnn the OK to attend the March Lions Club meeting to represent the Wawatam Center to accept renewals of membership for 2018. JoAnn stated this has been done in the past and we thank the Lions Club for all their support,

Meals Report: JoAnn reported for Deb in her excused absent. The Center was open 19 days for meals, 691 meals were served this year and 778 meals were served in 2017. We were down 87 meals from last year.

Maintenance Report: Rick Caswell Jr. will be doing the snow plowing and taking care of the plowing for the Wawatam Senior Center when it is needed on weekends. He has plowed 4 times so far. He will be paid for the plowing he has done.

Programs Report: Stephen reported that we are having 4-6 people attending the Tuesday Painting Program that just started. Dianne Paquet stated Stephen would need to have a sign in sheet for the attendees if the Center is to get credit for the program.

President's Report: Ray will be applying for a permit for the 50/50 raffles. Permits are \$5.00 for each raffle. Considering getting permits for the months of June, July, August and September. Dates of raffles are required when applying for the permit. Permit must be prepaid. Will table discussion until next business meeting.

Vice President's report: Stephen is still working on having plaque made for Fay and Jay Stillwell buy waiting until after board meeting to confirm spelling of names.

Secretary's report: None

Treasurer's Report: Dianne stated that the audit was completed and everything went well. Ray went with her last trip down and was happy with Hill-Schroderus & Co., the public accountant. Dianne has some copies of the audit to hand out, but didn't have enough for all board members. She will have copies made. Dianne is working on a grant for the freezer, which needs to be completed by April 15, 2018. Quotes on prices for the freezer have been received, settled on one priced at \$2,202 from Central Restaurant Supply. Motion by Ralph, 2nd by Lanny to purchase this freezer. Motion carried. Ralph and Lanny will take care of hauling away old freezer. Dianne said a renewal of \$41.00 is due for the deposit box at Citizens Bank. Stephen made a motion, 2nd by Lanny to renew deposit box. Motion carried.

Old Business: Dianne stated the contract with AutoClor on dishwasher is up April 26, 2018. After discussion, Stephen made a motion to purchase the dishwasher from Gordon Foods in the amount of \$3,277.79, taking the money from the savings account to pay for it. Motion 2nd by Lanny, motion carried.

New Business: Dianne asked about changing Sunday meal to a later time in the day. Discussion from the public thought it best to keep current time.

Public Input: Wondering who makes the call to close the center for any reason. Ray stated it is up to the cook and assistant cook. Still not sure how to get the word out to let people know when the center is closed.

No more business, motion made and seconded to adjourn meeting. Meeting adjourned 6:55 pm.

Recorded and submitted by JoAnn Mallory for Gerry Glenn in her absence.

Wawatam Area Senior Citizen's Inc.
Dan Russel Lions Building
Mackinaw City
MINUTES

DATE: February 1, 2018

Meeting called to order by President Ray Mularz

Pledge of Allegiance

ROLL CALL: Present: Ray Mularz, Lanny Shepard, Ralph Rehmer, Gerry Glenn, Mario Rodriquez, Steve Smith, JoAnn Mallory, Betty Zazula and Diane Paquet

Minutes of January 4, 2018 meeting read. Correction to indicate Diane Paquet purchased the salt spreader from Tractor Supply, not Gordon's. Motion by Gerry Glenn, 2nd by Mario to approve minutes as corrected. Motion passed.

Correspondence: AutoClor

Committee Reports:

Cook: Received several comments this last month. All comments are welcomed. Discussed Fish Fridays.

Membership: 1 renewal, currently have 40 members from Emmet County, 23 from Cheboygan County and 4 other.

Meals: 768 meals served for 2018. 870 in 2017, down 102 meals. Served 21 days. 62 punches, 14 PT and 82 worker meals.

Maintenance: Water tests all up to date

Programs: Took 2nd place in the Chili cook-off, received best decorated table

Officers Report:

Vice President: Steve reported working on revised calendar, painting group in February.

Treasurer: Diane Paquet: Broke even in January. All taxes for year done. Motion by JoAnn, 2nd by Betty to pay regular February bills. Motion passed. Diane Paquet will provide documentation of fiscal year change to board members.

Diane Paquet took the funds raised for the Christmas basket and divided it between the employees as a Christmas bonus. This action was not approved by the board.

New rules and revised job description for cleaning position.

Old and Unfinished Business: Membership year, dishwasher. Motion by Ray Mularz, 2nd by Lanny to change the meal time to 5:30 pm the beginning of March. Motion passed.
Have not yet obtained the name plate for Jay and Faye Stillwell.

New Business: Need to update By-Laws. Special work meeting at the Center will be held on 2/19/18 at 10:00 am. to work on By-Laws.

Next meeting: March 1, 2018

JoAnn Mallory volunteered to read the minutes and record minutes for March meeting as the secretary will be on vacation.

Submitted by: Secretary Gerry Glenn

Wawatam Area Senior Citizen's Inc.
Dan Russel Lions Building
Mackinaw City
MINUTES

DATE: January 4, 2018

Meeting called to order by President Ray Mularz

Pledge of Allegiance

ROLL CALL: Present: Ray Mularz, Stephen Smith, Mario Rodriguez, Betty Zazula, Lanny Shepard, JoAnn Mallory, Dianne Paquet, Ralph Rehmer, Gerry Glenn
Absent: None

Minutes of December 7, 2017 read. Corrections to name of auditing service is Hill and Schroderus & Company. Correction to indicate membership year was changed from July 1 through June 30 to calendar year. Motion to approve minutes with corrections made by Gerry, 2nd by Dianne Paquet. Motion passed. *

CORRESPONDENCE: Letter of invitation from Emmet County, Community Forum on Transit on January 23, 2018 at 6pm. at the Iron Horse. RSVP required

COMMITTEE REPORTS:

Cook: Inquired when dumpster will be picked up. Little Traverse has installed new dumpster. Will see if reduced pick-ups during the winter will reduce costs.

Participation in the Chili cook-off for Winterfest is a go. Kitchen is doing well. Gordon Food Service rep. will be coming tonight to explain advantages to obtaining a new dishwasher for the center. Rep. will explain available options. Christmas party went well/excellent. Cookie baking day went well also. Plan on having a similar opportunity for Easter.

Membership: 12 renewals, 3 new members, 66 total members. Dues cover Jan. 1 to Dec. 31

Meals: 692 meals served for 201~~7~~⁸, 688 meals in 201~~7~~⁸, up 4 meals. Served 20 days in December and were closed Dec. 24 and 25. 44 punches, 20 punch tickets, 78 worker meals and 76 take outs. Cost per meal \$4.19

Maintenance: Put up new handicap signs. Four new fire extinguishers and batteries for all emergency lighting were installed. Received two bills from Koorson's, formerly Northern Fire of \$616.06 and \$81.45 (\$697.51 total). Motion by Lanny, 2nd by Ralph to pay 2 bills to Koorson's. Nay vote by Mario. Motion passed. Boiler inspection completed. DOC'S plumbing certified boiler. Bill of \$120.00 for certification. Fee of \$60.00 to Mich. Dept. of Licensing. Motion by Steve, 2nd by Lanny to pay \$120.00 certification bill to Doc's Plumbing and \$60.00 to State of Michigan. Motion passed.

Dianne Paquet purchased a salt spreader through Gordons for \$51.00

Programs: Cribbage will start on January 8th at 1:30 pm Euchre will start on January 8th at 6:00 pm. Winter Fest will be held the 3rd weekend in January.

OFFICERS REPORTS:

President: No report

Vice President Steve Smith: Yearly calendar has been completed. Winter Fest and Foot care have been added. Discussion regarding hosting a blood pressure clinic. Kay Stemkoski asked about VITA coming to the center for tax preparation assistance. Board will inquire.

Secretary: No report

Treasurer: Cost per meal was \$4.19. Motion to pay regular bills was made by Lanny, 2nd by Ralph. Motion passed. Two bills for 2015 taxes was received, \$172.86 and \$368.55 (\$541.41 total) Motion by Ralph, 2nd by Lanny to pay 2015 taxes. Motion carried.

OLD AND UNFINISHED BUSINESS

Deb Stillwell requested a thank you note go to Fay and Jay Stillwell for their continuous support of the Senior Center. Jay and Fay will not take any reimbursements for the decorations and volunteer efforts to decorate the Senior Center. Motion by Dianne Paquet, 2nd by JoAnn to obtain a name plate for the plaque to thank the Stillwell's for their donation. Motion passed.

Kevin Griffin from Gordon Foods spoke to the board, answering questions regarding the purchase/lease of a new dishwasher. Purchase/lease would cost \$108.00 per month for 59 months plus chemicals (must be purchased thru Gordon Foods). Lease only would be \$76.00 with all chemicals to be purchased thru Gordon Foods. \$3732.78 to buy new dishwasher outright. Service of machine usually next day. Motion by Lanny, 2nd by Ralph to purchase/lease new dishwasher at \$108.00 per month. New dishwasher is an ADS single rack low temperature corner model. Motion tabled.

NEW BUSINESS

Motion by Dianne Paquet, 2nd by JoAnn to hold employee reviews on January 15th at 10 am. Motion passed.

PUBLIC INPUT

Kay Stemkoski stated the use of processed meats will not improve attendance at the Center. Meals start around the meat, better quality meat will improve the meal. People have stopped coming.

Motion to adjourn by Gerry, 2nd by JoAnn. Motion carried.

Wawatam Area Senior Citizens Inc.
Dan Russel Lions Building
Mackinaw City
MINUTES

DATE: December 7, 2017

Meeting called to order by President Ray Mularz

Pledge of Allegiance

ROLL CALL: Present: Ray Mularz, Stephen Smith, Mario Rodriquez, Betty Zazula, Lanny Shepard, JoAnn Mallory, Dianne Paquet and Gerry Glenn.
Absent and excused: Ralph Rehmer

Minutes of November 2017 meeting read. Motion to approve minutes made by Dianne Paquet, 2nd by Mario Rodriquez. Motion passed.

CORRESPONDENCE: Notice from Consumers, Center saved \$145.00 this last year.

COMMITTEE REPORTS:

Cook: Gordon Food representative meeting regarding dishwasher. 3 proposals, leasing, buying and one other. Tabled to gather more information regarding repairs, chemicals.

Membership: One renewal and 2 new members. Total of 54 members on the list.

Meals: 653 meals served for 2017. 806 in 2016, down 153 meals. Served 19 days. Center closed on 9th due to power outage. Veteran' Day 13 meals were comped, not 10 as indicated on report.

Maintenance: Door repaired. Furnace fixed, no longer shutting off. Furnace will no longer be turned down at night.

Programs: 10 people attended the program by McLaren Hospital. They would like to present again during the soup and salad time again next year.

Steve Smith is making sure programs and menu are in the local papers.

Motion by Steve Smith, 2nd by Lanny Shepard to donate \$100.00 to a Salvation Army family. Diane (cook) will coordinate purchasing items for the family. Donations welcome.

The Senior Center will participate in the Chili Cook-off during the 2018 Winterfest activities. Betty Zazula indicated that volunteers are needed. There will be several money prizes drawn from the Winterfest button numbers. There will be a Euchre tournament at the Senior Center on January 20.

Weekly cribbage starts Monday, January 8 at 1:30. All cribbage players are welcome.

Weekly Monday night euchre is yet to be determined.

Monthly euchre will continue to be held the 2nd Saturday of each month.

OFFICERS REPORTS:

President: No report.

Vice President: Menu in local papers. Will make a yearly calendar for programs.

Treasurer: 3 payrolls in December. Finances will be tight. Off by \$3.00 from Debbie's report. Meal cost was \$4.50 per meal.

Office expenses included payroll program, ink for printer at Dianne Paquet's house and ink for printer at Center, Labor Law Poster and reimbursement to Gerry Glenn for sign above kitchen door.

Motion by Gerry Glenn, 2nd by Mario to approve preliminary 2018 budget. Includes an increase in Fee account by \$200.00 and decrease in food account by \$200.00 as there is a required DEQ fee of \$137.22 for well water. Motion passed.

Motion by Betty, 2nd by Joanne to have Helen Schroder from Hill and Schroder to provide auditing services for the 2017 fiscal year. Motion passed.

Cheboygan millage agreement has been received. Motion by Joanne Mallory, 2nd by Betty Zazula to have Dianne Paquet sign millage agreement. Motion passed.

Motion by Lanny Shepard, 2nd by Mario to stay with Barnett for property liability insurance. Motion passed. Dianne Paquet did some comparison for cost for this insurance with BK in Cheboygan. Not enough savings to change companies.

Motion by Lanny Shepard, 2nd by Joanne Mallory to give Debbie Stillwell \$75.00 to spend for Christmas decorations and party. Motion passed.

Software payroll program can be upgraded to include the option to print W-2's. Cost to upgrade is \$25.00 per year. Motion by Steve Smith, 2nd by Lanny to purchase upgrade for two years. Motion passed.

Special pricing for some Gordon food products if Center continues in a special pricing program at a cost of \$725.00 for the year. Motion by Lanny Shepard, 2nd by Steve Smith to continue to participate in this program. Dianne Paquet stated it will provide a cost benefit to the Center. Motion passed. Motion by Lanny Shepard, 2nd by Steve Smith to sign up for the rebate program. Motion passed.

Trash service will no longer be provided by current company to Emmet County sites. Final pick-up will be December 25. Motion by Gerry Glenn, 2nd by Mario to contract with Little Traverse Disposal for trash service. Rate is less than we were paying. Motion passed.

Secretary: Wrong date for Saturday euchre was put in the paper and on menu. Menu corrected by arrow. Steve Smith will make sure date placed in local papers will be accurate in the future.

OLD AND UNFINISHED BUSINESS:

Membership year currently runs from June through May. Discussed changing to calendar year of January 1 through December 31. Motion by Gerry Glenn, 2nd by Dianne Paquet to change membership year to calendar year, Jan 1 through December 31. All members in good standing as of May 31 will have their membership continued at no additional cost through December 31, 2018. All future memberships will be for the calendar year. Yearly membership dues are \$6.00

NEW BUSINESS

Center currently has 4 people with walkers and canes. Need to consider adding additional handicap parking spaces. Hours of operation were discussed. Center needs a policy regarding regular hours of operation. Motion by Joanne Mallory, 2nd by Gerry Glenn to establish regular hours of operation as Monday, Tuesday, Thursday and Friday from 11:00 am until 6:00 pm. Sunday hours will be from 10:00 am until 3:00 pm. with the exception of special events. Motion passed.

The center passed inspection by Northern Fire & Safety of fire safety equipment. The boiler inspection just needs the final safety tag to be complete. Ray Mularz will contact Bob Glenn regarding contacting Alexander's Plumbing to obtain required safety tag. Building also passed inspection.

We have not yet received the certificate of compliance from the health department inspection.

Thank you to Betty Zazula for her help with card board recycling.

Motion by Betty Zazula to adjourn, 2nd by Dianne Paquet. Meeting adjourned.

DATE OF NEXT BUSINESS MEETING: January 4, 2018

**WAWATAM AREA SENIOR CITIZENS, INC.
FINANCIAL STATEMENTS
December 31, 2017 and 2016**

WAWATAM AREA SENIOR CITIZENS, INC.
FINANCIAL STATEMENTS
December 31, 2017 and 2016

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February 15, 2018

Independent Auditors' Report

Board of Directors
Wawatam Area Senior Citizens, Inc.
Mackinaw City, Michigan

We have audited the accompanying financial statements of Wawatam Area Senior Citizens, Inc. (a nonprofit organization) which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of activities, functional expenses and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Wawatam Area Senior Citizens, Inc. as of December 31, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Hill Schroeder & Co.

CERTIFIED PUBLIC ACCOUNTANTS
Petoskey, Michigan

WAWATAM AREA SENIOR CITIZENS, INC.
STATEMENTS OF FINANCIAL POSITION
December 31, 2017 and 2016

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 20,194	\$ 17,886
Inventory	8,002	6,723
Prepaid expenses	<u>2,826</u>	<u>2,776</u>
Total current assets	31,022	27,385
Property and equipment, net of accumulated depreciation of \$2,064 and \$1,155	<u>2,481</u>	<u>3,390</u>
Total assets	<u><u>\$ 33,503</u></u>	<u><u>\$ 30,775</u></u>
<u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	\$ 5,587	\$ 4,551
Net assets:		
Unrestricted:		
Undesignated	<u>27,916</u>	<u>26,224</u>
Total liabilities and net assets	<u><u>\$ 33,503</u></u>	<u><u>\$ 30,775</u></u>

See accompanying notes to financial statements

WAWATAM AREA SENIOR CITIZENS, INC.
STATEMENTS OF ACTIVITIES
Years Ended December 31, 2017 and 2016

<u>Unrestricted Net Assets</u>	<u>2017</u>	<u>2016</u>
Support and revenue:		
Contributions, gifts and grants	\$ 15,707	\$ 15,780
Program service revenue:		
Cheboygan County millage agreement	59,892	49,704
Emmet County millage agreement	45,100	42,355
Congregate meals	37,417	41,053
Membership dues	648	1,044
Interest	8	9
Other	2,904	4,524
	<u>161,676</u>	<u>154,469</u>
Expenses:		
Program services - congregate meals	154,281	157,871
Management and general	5,703	5,244
	<u>159,984</u>	<u>163,115</u>
Total expenses		
	1,692	(8,646)
Increase (decrease) in unrestricted net assets		
Net assets, beginning	<u>26,224</u>	<u>34,870</u>
Net assets, ending	<u>\$ 27,916</u>	<u>\$ 26,224</u>

See accompanying notes to financial statements

WAWATAM AREA SENIOR CITIZENS, INC.
STATEMENTS OF FUNCTIONAL EXPENSES
Years Ended December 31, 2017 and 2016

	2017			2016		
	Program Services	Supporting Services	Total	Program Services	Supporting Services	Total
	Congregate Meals	Management and General		Congregate Meals	Management and General	
Salaries	\$ 57,385	\$ -	\$ 57,385	\$ 57,880	\$ -	\$ 57,880
Payroll taxes	5,109	-	5,109	5,774	-	5,774
Food & beverages	50,378	-	50,378	51,559	-	51,559
Office expense	-	1,403	1,403	-	1,958	1,958
Telephone and internet	1,974	-	1,974	1,171	-	1,171
Postage and shipping	232	-	232	241	-	241
Occupancy	26,613	-	26,613	28,062	-	28,062
Equipment rent	2,508	-	2,508	2,224	-	2,224
Professional services	-	4,300	4,300	-	3,286	3,286
Dues	800	-	800	775	-	775
Advertising & promotion	597	-	597	452	-	452
Supplies	3,144	-	3,144	4,400	-	4,400
Insurance	3,745	-	3,745	2,090	-	2,090
License fees	255	-	255	251	-	251
Miscellaneous	632	-	632	2,244	-	2,244
Total expenses before depreciation	153,372	5,703	159,075	157,123	5,244	162,367
Depreciation	909	-	909	748	-	748
Total expenses	\$ 154,281	\$ 5,703	\$ 159,984	\$ 157,871	\$ 5,244	\$ 163,115

See accompanying notes to financial statements

WAWATAM AREA SENIOR CITIZENS, INC.
STATEMENTS OF CASH FLOWS
Years Ended December 31, 2017 and 2016

	2017	2016
Operating activities:		
Increase (decrease) in net assets	\$ 1,692	\$ (8,646)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	909	748
(Increase) decrease in operating assets:		
Accounts receivable	-	-
Inventory	(1,279)	(1,925)
Prepaid expenses	(50)	(483)
Increase (decrease) in operating liabilities:		
Accounts payable	1,036	3,122
	2,308	(7,184)
Net cash provided by operating activities		
Cash flows from investing activities:		
Acquisition of fixed assets	-	(806)
	2,308	(7,990)
Net increase (decrease) in cash		
Cash and cash equivalents, beginning	17,886	25,876
Cash and cash equivalents, ending	\$ 20,194	\$ 17,886

See accompanying notes to financial statements

WAWATAM AREA SENIOR CITIZENS, INC.
NOTES TO FINANCIAL STATEMENTS
December 31, 2017 and 2016

NOTE 1: ORGANIZATION AND PURPOSE

Wawatam Area Senior Citizens, Inc. is a not-for-profit corporation organized on a membership basis. Membership dues are \$6 per year and entitle members to vote on the directors and other matters coming to the membership. Membership is open to any person, age 50 or older.

Our purpose is to provide services which may include, but not be limited to nutritional meals in a non-commercial setting, social activities, health awareness and education, and activity therapy to Senior Citizens, age 55 and over, who are year-round residents, summer residents and visitors to Northern Michigan.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation: The financial statements of the Wawatam Area Senior Citizens, Inc. are prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted net assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that may or will be met, whether by actions of the Wawatam Area Senior Citizens, Inc. and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets – Net assets required by donor-imposed stipulations to be maintained in perpetuity.

Contributions: Contributions are considered available for unrestricted use unless specifically restricted by the donor. Contributions of non-cash assets are recorded at their fair values on the day received. The contribution of leased space by the Lions Club of Mackinaw City has been estimated at \$14,100 for the years ended December 31, 2017 and 2016.

Donated Services: A substantial number of volunteers including board members have donated significant amounts of their time in the Organization's behalf. The donated services have not been reflected in the accompanying financial statements since no objective basis is available to measure the value of such services.

Federal Income Taxes: Wawatam Area Senior Citizens, Inc. is exempt from federal income taxes under Code Section 501(c)(3). It has been classified as an organization that is not a private foundation under Section 509(a)(2) of the Internal Revenue Code and qualifies for the 50 percent charitable contributions deduction for individual donors. No provisions for income taxes have been provided in these financial statements.

Cash and Cash Equivalents: For purposes of the statements of cash flows, Wawatam Area Senior Citizens, Inc. considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Inventory: Inventories, which consist primarily of food, beverages and related supplies, are valued at the lower of cost or market. Cost is determined on the first-in, first-out method.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Equipment: Fixed assets acquired by purchase or construction are recorded at acquisition cost. Donated assets are recorded at their estimated market value on date of donation. All assets are depreciated over their estimated useful life using the straight-line method. Asset groups and their estimated useful lives are as follows:

Furnishings and equipment	5 years
---------------------------	---------

Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Fair Value of Financial Instruments: Generally accepted accounting principles require disclosure of an estimate of fair value of certain financial instruments. The Organization's significant financial instruments are cash, accounts receivable, and other short-term assets and liabilities. For these financial instruments, carrying values approximate fair value.

Generally, for all securities, loans, hybrid financial instruments, private equity investments, and long-term debt, fair value is determined by reference to quoted market prices and other relevant information generated by market transactions. When the fair value of assets and liabilities cannot be determined in this manner, fair value is estimated using the present value of expected cash flows.

NOTE 3: CASH

At year-end, the carrying amount of Wawatam Area Senior Citizens, Inc.'s deposits was \$20,194 and the bank balance was \$22,069. There were no uninsured cash balances as of December 31, 2016.

NOTE 4: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>2017</u>	<u>2016</u>
Furnishings and equipment	\$ 4,545	\$ 4,545
Less: accumulated depreciation	<u>(2,064)</u>	<u>(1,155)</u>
Total	<u>\$ 2,481</u>	<u>\$ 3,390</u>

NOTE 5: OPERATING LEASES

Wawatam Area Senior Citizens, Inc. leases the premises it occupies from the Lions Club of Mackinaw City for a price of \$1 plus the cost of the Landlord's and Tenant liability and property insurance on the rental building and property. The term of the lease is for five years commencing on January 2, 2014 through January 2, 2019 with a first right of refusal.

The fair value of this in-kind donation for leased premises has been estimated at \$14,100 per year and has been reflected in the financial statements at this amount.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

NOTE 5: OPERATING LEASES-CONTINUED

Additionally, a commercial dishwasher is leased for a price of \$2,080 per year plus an additional amount of 6.9 cents per cycle for all cycles washed in excess of 1,000 during each four week period billed. The term of the lease is for five years commencing on October 11, 2016, with automatic annual renewals thereafter unless either party gives written notice not to renew.

NOTE 6: EVALUATION OF SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through February 15, 2018, the date which the financial statements were available to be issued.



Cheboygan County

Board of Commissioners' Meeting

October 9, 2018

Title: Proclamation- Conflict Resolution Day

Summary: Proclamation to recognize the work of Community Mediation Services in providing conflict resolution services and designate Conflict Resolution Day as Thursday, October 18, 2018 in Cheboygan County.

Financial Impact: NA

Recommendation: Approve Proclamation recognizing the work of Community Mediation Services and establishing October 18, 2018 as Conflict Resolution Day in Cheboygan County.

Prepared by: Jeffery B. Lawson

Department: Administration

Conflict Resolution Day
Thursday, October 18, 2018
Community Mediation Services

Proclamation

Whereas, conflict resolution is a way of people solving individual disputes, as well as a means toward creating a more peaceful community, and our citizens possess the moral authority and power to resolve conflicts on their own, and

Whereas, the conflict resolution process empowers all individuals, families, communities, schools, businesses, and organizations to foster communication and devise solutions that are acceptable to the needs and interests of all the parties involved, and

Whereas, Michigan Public Act 260 of 1988, known as the Community Dispute Resolution Act, authorized the establishment of Community Dispute Resolution Centers throughout the state of Michigan the Michigan Supreme Court Administrative Office oversees eighteen community resolution centers, which provide trained volunteer mediators to assist in conflict resolution and *Community Mediation Services* is a center serving the counties of Alcona, Alpena, Cheboygan, Crawford, Iosco, Kalkaska, Montmorency, Oscoda, Otsego, and Presque Isle and

Whereas, community based volunteers, trained in conflict resolution, are the backbone of this program. These trained volunteer mediators provide mediation, facilitation, and conciliation when asked by their peers or ordered by the court, and

Whereas, these volunteers, serving as mediators, provide affordable, quality service that can strengthen and restore relationships by relieving parties and courts of costly litigation, resulting in less time involved to reach a mutually satisfactory solution rather than an order imposed on them by a third party, and

Whereas, the third Thursday in October is set aside as Conflict Resolution Day in recognition of the mediation process and these volunteers and to increase public awareness of constructive ways to resolve conflicts of any type, and

Now, therefore, be it Resolved that the Cheboygan County Board of Commissioners do hereby proclaim, Thursday, October 18, 2018, as Conflict Resolution Day in Cheboygan County, Michigan. We encourage all citizens to acknowledge the value of conflict resolution thru mediation, facilitation, and conciliation and encourage use of this form of dispute resolution and to get involved and to support their local Conflict Resolution Center.

CERTIFICATION

The undersigned hereby certifies that the foregoing Conflict Resolution Day of Thursday, October 18, 2018 Community Mediation Services Proclamation was duly approved at a meeting of the Cheboygan County Board of Commissioners held on October 9, 2018; Motion by _____; seconded by _____ . A roll call vote was taken. Motion carried with 7 yes, 0 no, and 0 absent.

John B. Wallace, Chairman

I, Karen L. Brewster, the County Clerk of Cheboygan County, Cheboygan, Michigan, do hereby certify that the foregoing is a true and correct copy of certain proceedings taken by the Cheboygan County Board of Commissioners of said municipality at a regular meeting held on October 9, 2018 relative to adoption of the resolution therein set forth; that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

10/9/18

Karen L. Brewster, County Clerk



Cheboygan County Board of Commissioners' Meeting

October 9, 2018

Title: Millage Rate Resolution, County Apportionment Report, Tax Resolution

Summary: There are three steps needed to take place for the collection of taxes. The Board needs to adopt a resolution for the millage rate that will be levied for 2018, adopt the apportionment report, and adopt the tax resolution. Every year the Board is required to direct the spread of taxes in terms of millage rates. The County apportionment report shows all the information in a columnar format. This report contains all the tax rates by all taxing authorities within Cheboygan County.

Special Note: There are two (2) ballot issues placed on the November 6, 2018 election. If either or both are approved, an Amended Apportionment Report will be prepared and presented to the BOC for approval.

Financial Impact: None

Recommendation: Motion to adopt Resolution 18-14, adopt the Apportionment Report as presented, adopt Resolution 18-15 and authorize the Chair to sign. (This should be three separate actions by the Board.)

Prepared by: Elizabeth Zabik

Department: Equalization

2018 CHEBOYGAN COUNTY APPORTIONMENT REPORT

Public School by Assessing Unit	Taxable Value	State Ed Tax	Local School		ISD	Township / City	Library	County				Non-Residence Millage Total	Principle Residence Millage Total
			Non-Res	Residence				Alloc.	Sr. Cit.	Ambu	Road		
Aloha Township	60,159,099												
Cheboygan 16015		6.0000	18.0000	2.8075	1.7476	2.9410	1.5349	5.7284	0.5000	0.2500	1.0000	40.5094	22.5094
Beaugrand Township	44,823,453												
Cheboygan 16015		6.0000	18.0000	2.8075	1.7476	1.9842	1.5349	5.7284	0.5000	0.2500	1.0000	39.5526	21.5526
Benton Township	147,884,296												
Cheboygan 16015		6.0000	18.0000	2.8075	1.7476	0.9972	1.5349	5.7284	0.5000	0.2500	1.0000	38.5656	20.5656
Burt Township	135,977,643												
Pellston 24040		6.0000	18.0000	3.3740	3.7689	2.4950		5.7284	0.5000	0.2500	1.0000	41.1163	23.1163
Ellis Township	33,238,766												
Inland Lakes 16050	12,260,495	6.0000	17.9982	2.6500	1.7476	2.9739		5.7284	0.5000	0.2500	1.0000	38.8481	20.8499
Wolverine 16100	20,978,271	6.0000	18.0000	1.5999	1.7476	2.9739		5.7284	0.5000	0.2500	1.0000	37.7998	19.7998
Forest Township	30,259,664												
Onaway 71050		6.0000	18.0000	2.1000	1.7476	1.9981		5.7284	0.5000	0.2500	1.0000	37.3241	19.3241
Grant Township	50,193,294												
Cheboygan 16015		6.0000	18.0000	2.8075	1.7476	1.9667	1.5349	5.7284	0.5000	0.2500	1.0000	39.5351	21.5351
Hebron Township	15,065,355												
Cheboygan 16015	5,282,821	6.0000	18.0000	2.8075	1.7476	1.9976	1.5349	5.7284	0.5000	0.2500	1.0000	39.5660	21.5660
Mackinaw 16070	3,316,086	6.0000	17.7634	0.7500	1.7476	1.9976		5.7284	0.5000	0.2500	1.0000	35.7370	17.9736
Pellston 24040	6,466,448	6.0000	18.0000	3.3740	3.7689	1.9976		5.7284	0.5000	0.2500	1.0000	40.6189	22.6189
Inverness Township	115,658,567												
Cheboygan 16015		6.0000	18.0000	2.8075	1.7476	2.9490	1.5349	5.7284	0.5000	0.2500	1.0000	40.5174	22.5174
Koehler Township	68,510,733												
Inland Lakes 16050		6.0000	17.9982	2.6500	1.7476	3.6575		5.7284	0.5000	0.2500	1.0000	39.5317	21.5335
Mackinaw Township	86,731,735												
Mackinaw 16070		6.0000	17.7634	0.7500	1.7476	1.4935		5.7284	0.5000	0.2500	1.0000	35.2329	17.4695
Village of Mackinaw City	16.8242											52.0571	34.2937
Mentor Township	30,260,605												
Inland Lakes 16050	18,300,860	6.0000	17.9982	2.6500	1.7476	0.9937	0.6189	5.7284	0.5000	0.2500	1.0000	37.4868	19.4886
Wolverine 16100	11,959,745	6.0000	18.0000	1.5999	1.7476	0.9937	0.6189	5.7284	0.5000	0.2500	1.0000	36.4385	18.4385
Mullett Township	117,107,959												
Cheboygan 16015	30,280,441	6.0000	18.0000	2.8075	1.7476	3.4769		5.7284	0.5000	0.2500	1.0000	39.5104	21.5104
Inland Lakes 16050	86,827,518	6.0000	17.9982	2.6500	1.7476	3.4769		5.7284	0.5000	0.2500	1.0000	39.3511	21.3529
Munro Township	55,869,260												
Cheboygan 16015	41,329,359	6.0000	18.0000	2.8075	1.7476	1.5377	1.5349	5.7284	0.5000	0.2500	1.0000	39.1061	21.1061
Pellston 24040	14,539,901	6.0000	18.0000	3.3740	3.7689	1.5377		5.7284	0.5000	0.2500	1.0000	40.1590	22.1590
Nunda Township	44,202,913												
Wolverine 16100		6.0000	18.0000	1.5999	1.7476	3.1200	0.6189	5.7284	0.5000	0.2500	1.0000	38.5648	20.5648
Village of Wolverine	11.9288											50.4936	32.4936
Tuscarora Township	235,228,452												
Inland Lakes 16050		6.0000	17.9982	2.6500	1.7476	6.1178		5.7284	0.5000	0.2500	1.0000	41.9920	23.9938
Walker Township	7,727,865												
Inland Lakes 16050		6.0000	17.9982	2.6500	1.7476	1.9940		5.7284	0.5000	0.2500	1.0000	37.8682	19.8700
Waverly Township	28,737,747												
Onaway 71050		6.0000	18.0000	2.1000	1.7476	2.2500		5.7284	0.5000	0.2500	1.0000	37.5760	19.5760
Wilmot Township	22,320,392												
Wolverine 16100	21,611,020	6.0000	18.0000	1.5999	1.7476	3.4892	0.6189	5.7284	0.5000	0.2500	1.0000	38.9340	20.9340
Vanderbilt 69040	709,372	6.0000	17.6562	3.7346	1.7476	3.4892	0.6189	5.7284	0.5000	0.2500	1.0000	40.7249	23.0687
Village of Wolverine	11.9288											50.8628	32.8628
City of Cheboygan	105,288,018												
Cheboygan 16015		6.0000	18.0000	2.8075	1.7476	19.7000	1.5349	5.7284	0.5000	0.2500	1.0000	57.2684	39.2684

Summer School Collection
Winter School Collection

2018 CHEBOYGAN COUNTY APPORTIONMENT REPORT

Township	Allocated	Extra Voted							TOTAL	SPECIAL ASSESSMENTS*		
		Operating	Fire	Roads	Library	Debt	Building/Parks	Total Voted		(Levied on Real Property only)		
										LIGHTS	POLICE	FIRE
Aloha	0.9878		0.9766	0.9766				1.9532	2.9410			
Beaugrand	0.9921		0.9921					0.9921	1.9842			
Benton	0.9972							0.0000	0.9972			
Burt	0.9980	0.4990	0.4990	0.4990				1.4970	2.4950			
Ellis	1.0000		0.9739	1.0000				1.9739	2.9739			
Forest	0.9981		1.0000					1.0000	1.9981			
Grant	0.9883		0.9784					0.9784	1.9667			
Hebron	0.9988		0.9988					0.9988	1.9976			
Inverness	0.9850		0.9790	0.9850				1.9640	2.9490			
Koehler	0.9975		0.6600	2.0000				2.6600	3.6575			
Mackinaw	0.9957		0.4978					0.4978	1.4935			
Mentor	0.9937							0.0000	0.9937			
Mullett	0.9934	0.9934	1.4901					2.4835	3.4769			
Munro	0.9922		0.5455					0.5455	1.5377			
Nunda	0.9867		0.9000	1.2333				2.1333	3.1200			
Tuscarora	0.9971				0.2951			0.2951	6.1178	0.0439	4.0500	0.7317
Walker	0.9970			0.9970				0.9970	1.9940			
Waverly	1.0000		1.2500					1.2500	2.2500			
Wilmot	0.9970			1.4922				1.4922	3.4892			1.0000

2018 CHEBOYGAN COUNTY APPORTIONMENT REPORT

	Allocated Operating	Debt	Voted Sinking Fund	Voted Extra Operating	Voted Building & Site	Total Non Homes	Total Homestead
CHEBOYGAN AREA SCHOOLS (Summer Levy)	17.9478	2.2500	0.5575	0.0522		18.0000	2.8075
INLAND LAKES SCHOOLS	17.9982	2.6500				17.9982	2.6500
WOLVERINE SCHOOLS	18.0000	0.9999	0.6000			18.0000	1.5999
MACKINAW CITY SCHOOLS (100% Summer Levy Mackinaw Township only)	17.7634				0.7500	17.7634	0.7500
PELLSTON SCHOOLS (Summer Levy)	17.9730	3.3740		0.0270		18.0000	3.3740
ONAWAY SCHOOLS	18.0000	2.1000				18.0000	2.1000
VANDERBILT SCHOOLS (Summer Levy)	17.6562	3.0000	0.7346			17.6562	3.7346
	Allocated	Charter Special Ed	Extra Voted Special Ed	Extra Voted Voc Ed		Total	
CHEBOYGAN OTSEGO PRESQUE ISLE INTERMEDIATE	0.2600	0.8458	0.6418			1.7476	
CHARLEVOIX-EMMET INTERMEDIATE	0.1989	0.6664	1.1536	0.7500	Ex Voted - Gen Op 1.0000	3.7689	
STATE EDUCATION TAX	6.0000					6.0000	
CHEBOYGAN AREA PUBLIC LIBRARY	1.0959	0.4390				1.5349	
WOLVERINE LIBRARY	0.6189					0.6189	
CHEBOYGAN COUNTY	5.7284	Sr. Citizen 0.5000	Ambulance 0.2500	Roads 1.0000		7.4784	

2018 CHEBOYGAN COUNTY APPORTIONMENT REPORT

CITY OF CHEBOYGAN	15.0000	Charter-Operating
	1.0000	Voted-Rural Development
	2.6000	Voted- Ref Bonds
	1.1000	Voted - G/O Bonds

TOTAL 19.7000

VILLAGE OF MACKINAW CITY	10.4647	Charter-General
	4.1857	Charter-Streets
	0.5000	Charter-Advertising
	0.8369	Charter-Cemetery
	0.8369	Voted-Library

TOTAL 16.8242

VILLAGE OF WOLVERINE	8.5215	Charter-General
	3.4073	Charter-Streets

TOTAL 11.9288

Resolution 18-14
2018 MILLAGE RATE RESOLUTION

WHEREAS, Cheboygan County has the authority to levy its own maximum allowable millage rate of 7.5277 mills distributed as follows: 5.7284 mills for General County Operations, 0.5000 mills for Senior Citizens Operations, 0.2993 for Ambulance and 1.0000 mills for Roads; and,

WHEREAS, it has been determined that to maintain basic county services, it will be necessary to levy the rate of 7.4784 mills; and,

WHEREAS, notice of the public hearing was given, and a public hearing was held at the Budget & "Truth in Taxation" Public Hearing Increasing Property taxes, and approved as Resolution 18-08:

NOW THEREFORE BE IT RESOLVED, that the County of Cheboygan shall levy the millage of 7.4784 for 2018.

Motion by Commissioner _____ seconded by Commissioner _____, to adopt the 2018 County Millage Rate Resolution authorizing the levy of the rate of 7.4784 mills distributed as follows: 5.7284 mills for General County Operations, .5000 mills for Senior Citizens Operations, 0.2500 for Ambulance and 1.0000 mills for Roads and authorize Chairperson to sign. A roll call vote was taken.

_____ Ayes _____ Nays _____ Absent

John B. Wallace, Chairperson
Cheboygan County Board of Commissioners

I, Karen Brewster, Clerk of Cheboygan County and of the Cheboygan County Board of Commissioners, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Board at the annual meeting on October 9th 2018.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the County of Cheboygan on the 9th day of October, 2018 at Cheboygan, Michigan.

Karen Brewster
Cheboygan County Clerk/Register

Resolution 18-15
TAX RESOLUTION

BE IT HEREBY RESOLVED, that there be raised by taxation and that the Cheboygan County Board of Commissioners are hereby authorized and directed to spread upon the several assessment rolls and tax rolls of the County: County Tax, Township Tax, School Tax and any special taxes in the amounts as adopted by the County Board of Commissioners in the 2018 Apportionment Report. An amount of the above mentioned taxes not to exceed the schedule of millage as determined by the Apportionment Report adopted by the Cheboygan County Board of Commissioners at their annual meeting held on October 9th, 2018.

John B. Wallace, Chairperson
Cheboygan County Board of Commissioners

I, Karen Brewster, Clerk of Cheboygan County and of the Cheboygan County Board of Commissioners, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Board at the annual meeting on October 9, 2018.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the County of Cheboygan on the 9th day of October, 2018 at Cheboygan, Michigan.

Karen Brewster
Cheboygan County Clerk/Register



Cheboygan County Board of Commissioners' Meeting October 9, 2018

Title: Contract with Charles H. Brown to provide "Decisions to Actions"

Summary:

The Circuit Court – Family Division is seeking renewal of a contract between Cheboygan County and Charles H. Brown to provide From Decisions to Actions for the SAYPA Program. This program has been funded through the SAYPA budget since October 2012. This contract has been reviewed by Civil Counsel.

Financial Impact: \$26,385 to be funded 100% through the Byrne JAG Grant through FY 2022 or in the event the State discontinues the Byrne JAG Grant then it has been built into the County Child Care Fund for the last 4 years.

Recommendation: Motion to approve the above stated contract and authorize the Chair to sign.

Prepared by: Kyle Culbertson, Director
of Juvenile Services

Department: Circuit Court – Family Division

INDEPENDENT CONTRACTOR AGREEMENT

Between

Cheboygan County

And

Charles H. Brown

WHEREAS, CHEBOYGAN COUNTY (hereafter referred to as Cheboygan County) desires to contract for the performance of services as hereinafter described, of the independent contractor, Charles H. Brown, 7300 Trudeau road, Cheboygan, Michigan, (hereinafter referred to as Contractor), whose signature appears hereunder.

The County, through the 53rd Circuit Court, shall refer to the Contractor, participants in the “Decisions to Actions” program.

I. GENERAL TERMS:

IT IS HEREBY AGREED, by and between CHEBOYGAN COUNTY and Contractor as follows:

- (A) Contractor shall be an independent contractor. Contractor shall not be deemed to be an employee of CHEBOYGAN COUNTY for any reason and no employee benefits of CHEBOYGAN COUNTY, including but not limited to worker’s compensation, no-fault automobile, medical, or disability insurance, leave time, etc., shall be due or owing to Contractor, his heirs, successors, or assigns.
- (B) Contractor shall hold harmless and indemnify CHEBOYGAN COUNTY from any and all claims or liability that may arise out of any acts or conduct of the Contractor in the course or scope of the performance of contractor’s services under this Agreement.
- (C) CHEBOYGAN COUNTY shall pay Contractor for providing the educational program “Decisions to Actions.” The Contractor shall be paid the sum of \$1,643.30 monthly during the 10-month program year (fall, winter, and spring sessions) for a total of \$16,433.

- (1) Billing invoices shall be sent to Mari Hesselink, Cheboygan County Probate Court, PO Box 70, Cheboygan, Michigan, 49721, to achieve reimbursement.
 - (2) Contractor shall be responsible for paying all taxes, including employment taxes, tax withholding payments (e.g., federal and state income taxes), FICA, MESC, etc.
 - (3) Contractor shall be solely responsible for all self-employment taxes and related insurance required for the operation of his business and activities.
 - (4) Contractor agrees to provide the program with services as set forth on the attached Exhibit "A" incorporated by reference.
- (D) CHEBOYGAN COUNTY shall pay the following program expenses directly to the provider/vendor, but only after the provider/vendor submits a written billing invoice to Mari Hesselink, Cheboygan County Probate Court, PO Box 70, Cheboygan, Michigan, 49721 and the billing invoice complies with the requirements of this agreement:
- (1) Three \$300 moderator stipends for each of the three sessions held during the 10-month program year for a total cost of \$2,700.
 - (2) Twelve \$100 mentor stipends for each of the three sessions held during the 10-month program year for a total cost of \$3,600.
 - (3) Six \$50 honorarium speaker fees for each of the three sessions held during the 10-month program year for a total cost of \$900.
 - (4) Participant supplies including, but not limited to, student and parent workbooks at a cost not to exceed \$2,752 annually.
- (E) Either party may terminate this Agreement at will and without cause effective immediately.
- (F) Contractor shall not be an agent of CHEBOYGAN COUNTY, has no authority to act on behalf of CHEBOYGAN COUNTY, and shall not act in a representative capacity or act as if he can represent CHEBOYGAN COUNTY.

For example:

- (1) Contractor shall not issue press releases without prior written approval.
- (2) Contractor shall not sign contracts on behalf of CHEBOYGAN COUNTY.

- (3) Contractor shall make no representation on behalf of CHEBOYGAN COUNTY.

II. TERM OF AGREEMENT:

The term of this Agreement shall be for four (4) years beginning October 9th 2018, subject to the termination provisions of Paragraph I item E of this Agreement. This Agreement may be renewed for additional terms under the terms and conditions mutually agreed upon by the parties in writing.

III. CONFIDENTIAL INFORMATION

Contractor shall not disclose information relating to Circuit Court Family Division, or CHEBOYGAN COUNTY'S operation to clients or persons other than (a) member or members of CHEBOYGAN COUNTY'S staff, (b) third party reimbursement agencies and professional organizations, without written consent of CHEBOYGAN COUNTY or duly issued court process or orders.

IV. STANDARD PROVISIONS:

- A. **Notices:** All notices or communication pursuant to this Agreement shall be directed as follows:

To: Contractor: Charles H. Brown
7300 Trudeau Road
Cheboygan, Michigan, 49721

To: Cheboygan County: Patti Hansen
c/o 53rd Circuit Court/Family Division
870 S. Main Street, PO Box 70
Cheboygan, MI 49721

- B. **Applicable Law:** This Agreement and the rights of the parties hereunder shall be interpreted, construed, and performed in accordance with the laws of the State of Michigan.
- C. **Entire Agreement:** This Agreement, as it may be modified in writing from time to time, constitutes the entire agreement between the parties, and supersedes and all other agreements, oral or in writing, with respect to the subject matter contained herein.
- D. **Amendments:** This Agreement may be altered, amended, or modified at any time, but only by written agreement executed by the parties hereto. No waiver of any provision of

this Agreement shall be valid unless made in writing and signed by the party against whom such waiver is sought.

- E. **Invalid Provisions:** The invalidity or unenforceability of any particular provision of this Agreement shall not affect any other provision hereof. This agreement shall be construed and enforced as if the invalid or unenforceable provisions were modified to conform to the applicable law, or is such modification is impossible, then as if the Agreement did not contain that provision.
- F. **Successors and Assigns:** This Agreement shall be binding upon, and shall inure to the benefit of the successors and assigns, and for the purposes of realizing any benefits payable hereunder to the Contractor. In no event shall Contractor assign or delegate any of his rights, powers, duties, and obligations under this Agreement without prior written consent of CHEBOYGAN COUNTY. Such consent shall not unreasonably be withheld.
- G. **Authority:** The undersigned representatives warrant that they are duly authorized to execute the foregoing instrument.

H. **CONTRACT CONTINGENT UPON APPROPRIATION AND UTILIZATION OF FUNDS**

Notwithstanding any other provisions of this agreement to the contrary, the parties hereby recognize and agree that this Agreement is expressly contingent upon the appropriation of funds by the Cheboygan County Board of Commissioners and the utilization of those funds by the Probate Court Judge for purposes of funding the “Decisions to Actions” program.

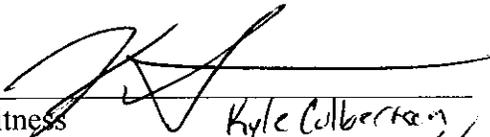
IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day
Of _____, 2018.

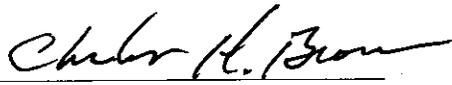
CHEBOYGAN COUNTY

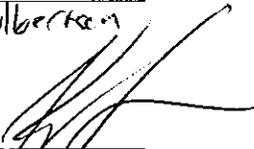
Witness

BY:

Chairperson


Witness Kyle Colbertson


Charles H. Brown, Contractor

10/11/18

Witness Kyle Colbertson

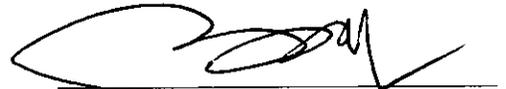

Robert J. Butts, Cheboygan County
Probate and Family Court Judge

EXHIBIT A

The program, commonly known as "From Decisions to Actions" advances the following program goals:

- Significantly reduce the number of repeat juvenile offenders
 - Reduce the amount of time between an offense and its consequence
 - Reduce out-of-home placement
 - Increase parental involvement
 - Create a supportive environment to educate parents about healthy interventions for their children
 - Provide youth with a positive role model (mentor)
 - Improve youth's decision making skills
 - Reduce substance abuse
1. The program shall consist of classes which will be held once per week, two hours per class, generally from 7:00 P.M. until 9:00 P.M., for a minimum of ten classes per session.
 2. Contractor will receive referrals and coordinate appropriate individual mentors with the youth accepted into the program.
 3. Contractor will recruit and maintain a staff of class moderators (3) and sufficient volunteer mentors to meet the needs of the program.
 4. Contractor will instruct youth using workbooks, class materials, established lesson plans, and speakers specific to juvenile problems.
 5. Youth will be encouraged and when possible, assisted to complete any court ordered restitution or community service.
 6. Contractor shall maintain a client file for each youth/family in the program, detailing dates of contact, mentor comments and observations, and provide the court with regular reports of progress made and notification in writing of successful completion of the program.
 7. Parents enrolled in the program will receive weekly instruction in parenting skills and information about services that may be available to them in the community.
 8. Contractor shall provide and prepare a graduation certificate for each successful participant.
 9. Contractor shall maintain regular contact with staff who will report on each youth attending classes.

Program Eligibility

1. Youth and parent or guardian shall be current residents of the County of Cheboygan.
2. Open to youths aged twelve (12) to seventeen (17) years and their parent/s or legal guardian.
3. Non-parental relatives or caregivers may be admitted to the program at the discretion of the Contractor and Court.

Referrals

Referrals will be accepted dependent upon space available and generally but not exclusively limited to twelve (12) youth and their parent/s and or guardians. Sessions with less than the maximum number shall be fully staffed and proceed as though with maximum attendees.

Referrals shall be accepted from:

1. Cheboygan County Juvenile Court, Juvenile Probation Department
2. Cheboygan County Department of Human Services
3. Cheboygan Area Schools
 1. Any school administrator may initiate a referral
 - a. Petitions filed with the Prosecutor's office will be recognized as a conduit to the program but are not requirements for admittance.



Cheboygan County Board of Commissioners' Meeting

October 9, 2018

Title: MERS Application for Additional Credited Service Purchase

Summary: Attached you will find an Application for Additional Credited Service for Judge Pavlich to purchase 2 years 6 months of credited service from the MERS B-4 Defined Benefit Plan. MERS permits the purchase of service credit by motion of the Board of Commissioners approving the purchase.

Financial Impact: Employee to pay cost of \$28,879.00 to purchase service credit.

Recommendation: Motion to approve the Application for Additional Credited Service for Judge Pavlich to purchase 2 years 6 months of credited service in the County's B-4 Defined Benefit plan with employee funds of \$28,879.00 and authorize the Chair to sign the MERS Application and Governing Body Resolution Form.

Prepared by: Jeffery B. Lawson

Department: Administrative Offices

Application for Additional Service Credit Purchase

Section 1: Service Credit Purchase Cost Estimate

With the approval of the employer and the local governing body, participants can purchase additional service credit to help meet an early retirement eligibility provision or to increase their pension benefit. Unlike MERS-to-MERS or Act 88 time, purchased service credit generally cannot be used to reach vesting.

This estimate is only valid for two months after October 1, 2018, the effective date of this calculation.

The cost to purchase service credit for each individual is based on many factors. Below is the information that MERS used to prepare this estimate. Please review the following information for accuracy. If any is incorrect, this estimate may not be correct.

Participant Information

Scott L. Pavlich

Date of Birth:
 Age: 67 years, 3 months
 Spouse's Date of Birth:
 FAC as of calculation date: \$45,864.49

Employer Information

Cheboygan Co

1603 / 10

Benefit Program

Benefit B-4 (80% max)
 Benefit F55 (With 20 Years of Service)
 Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years
 Benefit FAC-3 (3 Year Final Average Compensation)
 10 Year Vesting
 Defined Benefit Normal Retirement Age - 60

Service Credit

Earned service credit as of calculation date: 20 years, 6 months
 Vesting Only Service:
 Other Governmental Service used for Eligibility (MERS or Act 88):
 Type of Credited Service to be Purchased: Generic
 Amount of additional service requested: 2 years, 6 months

Benefit Impact

	Earliest Eligibility Retirement Date	Retirement Age	Projected FAC	X	Service Credit	X	Benefit Multiplier	=	Annual Benefit
Before Proposed Purchase	10/1/2018	67 years 3 months	\$45,864.49		20 years 6 months		2.5%		\$23,505.60
After Proposed Purchase	10/1/2018	67 years 3 months	\$45,864.49		23 years 0 months		2.5%		\$26,372.04

Estimated Cost of This Service Credit Purchase: \$28,879.00

The total cost is due in full at the time of purchase and may be paid by either the participant or employer. You may be eligible to transfer assets from other accounts to make a payment for the purchase, such as: 457 Deferred Compensation Plans; 401 plans; 403(b) plans; and some IRAs (traditional and SIMPLE). To initiate this transfer complete the form *Certification of Qualified Fund Rollover to MERS* (form number F-38). Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.



Cheboygan County

Board of Commissioners' Meeting

October 9, 2018

Title: Recycling Drop-Off Lease Agreement Walker Township

Summary: Lease would establish a recycling drop-off site at the Walker Township Hall one mile south of M-68 to serve the participating Townships in the area. The lease is for a three (3) year term with a provision to renew the lease for an additional three (3) year term. Legal Counsel prepared the lease for consideration.

Financial Impact: NA

Recommendation: Approve lease agreement with Walker Township to maintain recycling drop-off facility and authorize Chairperson to sign.

Prepared by: Jeffery B. Lawson

Department: Administration

LEASE AGREEMENT

THIS LEASE is entered into this 9th day of October, 2018 between Walker Township, a Michigan general law township, whose address is 7021 Montgomery Road, P.O. Box 90, Afton, Michigan 49705 ("Lessor") and Cheboygan County, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 49721 ("Lessee").

In consideration of the mutual covenants and promises contained herein the parties agree as follows:

1. DESCRIPTION

Lessor hereby leases to Lessee a portion of the following property, to be determined by the mutual agreement of the parties, situated in the Township of Walker, Cheboygan County, Michigan and described as follows:

A one square acre parcel located in the NW corner of the NW ¼ of the NW ¼ of Section 8, Town 34 North, Range 1 West, being Parcel No. 220-008-100-001-01.

2. USE OF PROPERTY

The leased property shall be used by Lessee for the purpose of operating and managing a county recycling drop-off site, including the location and use of recycling bins. The leased property may not be used for any other purpose except with the prior written consent of Lessor, which consent shall not be unreasonably withheld.

3. POSSESSION

Lessor shall deliver possession of the leased property to Lessee on the date this Lease is executed by both parties. At the expiration of this Lease, or any renewal thereof, Lessee shall remove the recycling bins and related items and deliver possession of the leased property to the Lessor in as good as condition as when delivered to Lessee, reasonable wear and tear excluded.

4. TERM OF LEASE

The term of this Lease shall be for three (3) years from the date hereof, and may be renewed by mutual agreement of the parties for one (1) successive term as provided in paragraph 6 below.

5. CONSIDERATION

The consideration for this lease shall be a payment of ONE and 00/100 DOLLARS (\$1.00) by Lessee to Lessor and the service by Lessee of providing a convenient recycling drop-off site for the residents of Walker Township and other townships participating in the Cheboygan County recycling program, the total of which Lessor hereby acknowledges is sufficient good and valuable consideration for this lease.

6. RENEWAL OF TERM

This Lease may be renewed for (1) one successive three (3) year term upon mutual agreement of the parties upon such terms and conditions that said parties may agree upon.

7. SNOW REMOVAL

Lessee shall be responsible to keep the driveway to the leased premises and the area surrounding the recycling bins free from unreasonable accumulations of ice and snow.

8. INDEMNIFICATION

Each party shall indemnify and hold harmless the other party, its public officials, officers, board members, successors, assigns, agents, servants, employees, and insurance companies from any damages, legal fees or expenses, awards, demands, rights, causes of action, including but not limited to, causes of action for contribution, indemnification, or recovery of any liens of any kind or nature, losses, claims and actions which may, do, or shall arise out of or grow out of that party's duties and obligations contained in this Lease. This provision shall apply to any and all claims by either party, its public officials, officers, board members, agents, servants, employees, successors or assigns or to any and all claims by any third party.

9. LIABILITY AND PROPERTY INSURANCE

The Lessor and the Lessee shall both obtain and maintain public liability insurance on the premises with liability limits for damages relating to any one person or for damages relating to any one occurrence no less than are currently in effect. Any public liability insurance shall name both Walker Township and Cheboygan County as additional insured on the respective policies and shall contain a provision that the policies cannot be terminated, canceled, or substantially altered without thirty (30) days prior written notice to both parties. Lessor and Lessee shall upon request provide to the other party written notice of the current insurance liability limits prior to the execution of this Lease. Lessee shall obtain and maintain casualty insurance on its personal property maintained within the leased property, with liability limits as determine by Lessee.

10. WASTE AND NUISANCE

Lessee shall not commit, or suffer to be committed, any waste on the leased property, nor shall it maintain, commit, or permit the maintenance or commission of any nuisance on the leased property.

11. NOTICES

Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, and addressed to each party at the addresses specified at the beginning of this lease.

12. DEFAULT

A default shall be deemed to have occurred if Lessee breaches any provision of this Lease and such breach continues for fifteen (15) days after receipt by Lessee of a written notice of the breach. If any default as specified herein occurs, Lessor shall have the right to re-enter the premises and regain possession or to take such other action as permitted by law.

13. TERMINATION

Either party may terminate this Lease by giving the other party written notice of the intent to terminate no less than six (6) months prior to the effective date of the termination.

14. MISCELLANEOUS

- A. The property covered by this Lease shall not be used for any unlawful purpose.
- B. Lessee shall abide by all federal, state and local laws in respect to the operation of any activity on the leased property and in respect to the manner in which it uses the leased property.
- C. Lessee may at its sole expense erect or cause to be erected one (1) outdoor sign advertising the county recycling drop-off site, which sign shall be approved by the Lessor, approval of which shall not be unreasonably withheld. The sign shall be of a dignified nature, large enough to be clearly visible to passing motor vehicle traffic, and not be in violation of any county regulations.
- D. Lessee agrees that if the interest created by this Lease shall be taken in execution or by other process of law or if the Lessee shall dissolve, become bankrupt or insolvent, according to law, or any receivership be appointed for the business or property of the Lessee, then this Lease may be canceled at the option of the Lessor.
- E. This Lease shall be binding upon the successors and assigns of the parties.
- F. If any provisions of this Lease shall be declared invalid or unenforceable, the remainder of the Lease shall continue in full force and effect.
- G. This Lease contains the entire agreement between the parties and any subsequent agreement made hereafter shall be ineffective to change, modify or discharge this Lease, either in whole or in part, unless such an agreement is in writing and signed by the party against whom enforcement of the change, modification or discharge is sought.

- H. This Lease shall be construed under and in accordance with the laws of the State of Michigan.
- I. No waiver by the parties hereto of any default or breach of any term, condition, or covenant of this Lease shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this Lease to be effective the day and year first above written.

WALKER TOWNSHIP

By: _____
Dan O’Henley

Its: Supervisor

By: _____
Heather Nutt

Its: Clerk

STATE OF MICHIGAN]
]
COUNTY OF CHEBOYGAN]

On this ____ day of _____, 2018, before me, a notary public in and for said county, personally appeared Dan O’Henley and Heather Nutt, the supervisor and the clerk of Walker Township respectively, on behalf of the Township, personally known to me or having produced a driver’s license or other sufficient proof of identification, who executed the foregoing instrument and acknowledged the same to be their free act and deed.

_____, Notary Public
Cheboygan County, Michigan
My Commission Expires:

COUNTY OF CHEBOYGAN

By: _____
John B. Wallace

Its: Chairperson

By: _____
Karen L. Brewster

Its: Clerk

STATE OF MICHIGAN]
]
COUNTY OF CHEBOYGAN]

On this ____ day of _____, 2018, before me, a notary public in and for said county, personally appeared John B. Wallace, and Karen L. Brewster the Chairperson of the Cheboygan County Board of Commissioners and the Clerk of Cheboygan County respectively, on behalf of the County, personally known to me or having produced a driver's license or other sufficient proof of identification, who executed the foregoing instrument and acknowledged the same to be their free act and deed.

_____, Notary Public
Cheboygan County, Michigan
My Commission Expires:

Drafted by:
Bryan E. Graham (P35708)
Young, Graham & Wendling, P.C.
P.O. Box 398
Bellaire, Michigan 49615
(231) 533-8635

Walker Township Hall Parcel

220-006-400-001-00

220-005-300-002-01

220-005-300-002-00

SOULES RD

220-007-200-002-01

220-008-100-001-01

MONTGOMERY RD

220-008-100-001-04

220-007-200-002-00

Cheboygan County Board of Commissioners' Meeting

October 09, 2018

Title: 2019-2021 Cheboygan County Sheriff's Department Jail Inmate Food Contract

Summary: The current inmate food service contract is a three-year contract with the Carnation Restaurant in Cheboygan and expires December 31, 2018.

As per Cheboygan County Purchasing Policy, dated 03/08/2016, the inmate food service contract must be a competitive bid contract.

Through an advertised closed competitive bid for a proposed three-year contract, the following businesses submitted a bid:

- Canteen Services of Northern Michigan, Traverse City, Michigan
- Carnation Restaurant, Cheboygan, Michigan

Only the above businesses submitted a sealed bid.

It is expected the average number of meals will be 240 per day based on 80 inmates per day at three (3) meals per day.

Canteen's pricing for a 240 meal a day average is \$2.00 per meal.

Carnation Restaurant pricing for a 240 meal a day average is \$2.40 per meal.

The difference is 20%.

Financial Impact: The Cheboygan County Sheriff's Department Inmate Food Line Item:
(101-351-740.00)

- Meals at \$2.00 per meal tray.
- Average inmate Population: 80

Approximately \$175,200.00 per year for each of the three years of the contract. Total impact approximately \$525,600.00 for the three year contract.

Recommendation: Motion to accept the submitted bid of Canteen Services of Northern Michigan dated September 27, 2018 and to authorize the Chairperson of the Cheboygan County Board of Commissioners to sign a three-year contract, (once submitted and reviewed) beginning January 01, 2019 through December 31, 2021, with Canteen Services of Northern Michigan for the Cheboygan County Sheriff's Department Jail Inmate Food Services and authorize the necessary budget adjustments.

Prepared by: Sheriff Dale V. Clarmont

Department: Cheboygan County Sheriff Department



September 5, 2018

Undersheriff Tim Cook
Cheboygan County Sheriff's Office
870 South Main St. P.O. Box 70
Cheboygan, Michigan 49721

Dear Undersheriff Cook,

Canteen Services of Northern Mi. Inc. is proud to submit our proposal for the professional management of the inmate foodservice program for The Cheboygan County Sheriff's Office.

Canteen has provided quality foodservice for the corrections industry for over 44 years.

Our commitment to your staff and to the inmates is to deliver a quality foodservice program, which includes good food, properly trained staff, fiscal responsibility and efficient response, while maintaining safety and security.

Canteen's programs are built upon a solid foundation of operating systems, controls and strong management, and comply with the American Correctional Association Standards for Food Service as well as the American Jail Association.

We know and understand how important inmate meals are to the security of your facility as well as the morale of the inmates in relation to how they treat your staff.

Keeping this in mind we **never have** compromised our menus by offering substandard or soy based menus to be the lowest bidder.

We ask that you please pay close attention to the submissions.

Canteen Services, a Michigan Corporation whose office is located in Traverse City employs 32 people. With a payroll of over \$998,000.00 and expenditures for goods and services of two million dollars Canteen maintains a strong position in our local Northern Michigan economy.

Choosing a local company is so very important to our community, as our company and our families support it.

Please allow this letter and proposal that follows with my signature affixed below to become our official response to your request for proposal for inmate foodservice and our commitment to proceed if awarded the contract.

Again, I thank you for the opportunity to propose inmate foodservices for the Cheboygan County Sheriff's Office and we pray for a favorable decision.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert F. Oliverius", with a long horizontal flourish extending to the right.

Robert F. Oliverius
General Manager
Canteen Services of Northern Mi. Inc.



**Canteen Services of Northern Michigan, Inc.
Traverse City, Michigan**

**Proposal
For
The Cheboygan County Correctional Facility**

**For
Food Service**

September 27, 2018

This proposal and any copies contain confidential and proprietary information belonging to Canteen. At the end of the bidding process, Canteen reserves the right to retrieve this proposal and all copies at its own expense if Canteen is not awarded the contract.



INFORMATION REQUIRED FROM BIDDERS

We are listing below for your review Canteen's proposal for fulfilling the general guidelines and implementation of Correctional feeding for Cheboygan County.

1 Business Organization

Canteen Services of Northern Michigan, Inc. 2259 Traversefield Drive, Traverse City, MI 49686.

Canteen is a corporation, incorporated in the State of Michigan and licensed to operate.

2 Statement of the Problem

This proposal is designed for the implementation of a highly reliable and quality food service for inmates of the Cheboygan County Correctional Facility.

3 Management Summary

CANTEEN - THE LOCAL CONNECTION

Canteen offers the Cheboygan Jail something very unique - local leadership, ownership and a connection of local management to support your operation. We are not structured like our major competitors. **Our competitors are out of state firms that will have to fly in their experts to oversee and manage your program.** Canteen's headquarters are located in Traverse City which means we can respond in person within minutes.

Canteen has 32 year-round employees on our payroll that live in Northern Michigan. We provide food service for several local business and industries. Among them are Lear Corporation, Northwestern Michigan College, Hagerty, Wal-mart, Home Depot, American Waste, and Meijer, Inc. Canteen services Emmet County Jail, Kalkaska County Jail, Manistee County Jail, Wexford County Jail, Lake County Jail, Benzie County Jail, Leelanau County Jail, Roscommon County and Mason County Jail.



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

3

Management Summary

(CONTINUED)

BEST OF BOTH WORLDS

Canteen Services has brought together the talents and resources of: Canteen Services, the local independently owned franchise and The Compass Group, the leader in managed feeding in America today.

Our joint management team has developed a custom operation manual for correctional institutions. We hope we will be measured against our competitors, now and in the future. Please use this proposal as a guideline to compare what is outlined here with what you receive from us.

In short, we have national connections and resources from Compass the largest player in the correctional feeding market, but the local connection. **We hire here in Cheboygan County** and we will work hard to protect and enhance our reputation and position in the marketplace.

QUALITY ASSURANCE / INSPECTION PROGRAMS

Quality Assurance is critical to the success of the food service program. Canteen understands that, and we have operational plans and programs designed specifically for that. The following will be monitored and documented daily:

1. Meal Preparation and Production for Quality and Quantity
2. Tray Set-up
3. Tool Control
4. Meal Count by Diet
5. Temperature Control
6. Customer Satisfaction

We institute Compass Correctional Feeding Service Standards Inspection Form. This inspection is used with many other forms and programs to ensure the quality of food and accuracy of record keeping.

By utilizing order guides, software, and project control measures provided by Foodbuy, a wholly owned division of the Compass Group, you can be assured of proper inventory levels, opportunity buys, and the lowest product costs are continually achieved.



INFORMATION REQUIRED FROM BIDDERS (CONTINUED)

4

WORK PLAN

Canteen has had extensive input on the plan of operation for food service lay-out and method of operation. We feel the Food Co System is the most time-efficient and has the best control for food and portion cost for the Cheboygan County Jail.

Our staff will coordinate the production and preparation of all food and supplies for The Cheboygan County Jail inmates.

We will use inmate workers to help in the production of meal components to the extent of our contractual agreement. **We will utilize this inmate labor and take this opportunity to train these inmates into productive food service workers for their time after release.** Canteen Services of N. MI, Inc. has utilized several inmate training courses depending on the average length of stay of the inmate workers, porters, or trustees. We have qualified many inmates to be ServSafe certifiable.

We have developed three emergency jail menus: A 3-day Power Failure, a 5-Day Sack Lunch, and a 7-day Lockdown Menu. These menus appear in this proposal. **IN CASE OF ANY EMERGENCY OR EVEN A GLITCH IN DAILY ACTIVITIES WE OPERATE A LOCAL OFFICE AND KITCHEN ON TRAVERSEFIELD DRIVE.** Fast response time is always important especially in correctional feeding. **OWNING OUR OWN FACILITY MEANS WE ARE NEVER AT RISK OF PROVIDING BACKUP SERVICES DUE TO THE LOSS OF EXISTING CONTRACTS AT NEARBY CORRECTIONAL FACILITIES.**

Canteen Services will provide all consumable supplies and food products for inmates and Facility members. We will provide all cleaning supplies for the dish machine and pot and pan sink. We will also do daily cleaning for the kitchen with inmate labor.

Menu planning is the most significant factor in food service operations. A good menu plays a vital role in that it influences the morale and attitude of inmates and staff. The overall objective of a good menu is to provide the most nutritious and appetizing meals possible, efficiently and within the budgetary restrictions and limitations of manpower, equipment, and physical lay-out. The following basic items are considered:



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

4

WORK PLAN

(CONTINUED)

- **VARIETY**
- **TEXTURE**
- **COLOR**
- **FLAVOR**
- **APPEARANCE**
- **CALORIC VALUE**
- **SEASONAL ITEMS**

The following menu is a Canteen Cycle Menu with a complete list of the nutritional analysis for one week. This menu meets all Department of Correction nutritional guidelines. This menu is also certified by our on staff dietician and reviewed annually.

Canteen Services bid prices are based on using the **complete** four (4) week cycle menu. We will develop a monthly menu and coordinate with Cheboygan County officials and our registered dietician to insure compliance.

Our menu will be based on an average of 2500 calories per day, including dietary requirements of the USDA.

Our Manager will work to develop menus that are based on inmates and residents preferences. **Canteen Services is capable of producing any style or type of meal or food item with the proper advance notice to enhance operations at the facility. We also can provide offsite services when necessary.**

Canteen can provide a named enhanced (special meal program) for your inmates. Offering mutually agreed upon food items, snacks, pop, etc. This program can be marketed in several ways with the inmates paying for the individual meals and products. Naturally, this reduces the feeding costs to the County on a per occurrence basis. As previously stated Canteen will continually endeavor to remain the best fit for the Cheboygan County Jail.

All staff or correction officers that are provided an inmate meal (tray service) will be charged the same price as our bid price.



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

4

WORK PLAN
(CONTINUED)

Holiday Menu Policy

It is the policy of Canteen Services that holidays be observed with a special meal being served at the lunch meal. The supper meal of any holiday is to be a sack lunch as has been the policy of service on Saturday nights. This is to accommodate the cut-back in jail staffing that occurs on every holiday.

HOLIDAYS ARE OBSERVED AS NOTED:

- 1) New Years' Day
- 2) Easter
- 3) Fourth of July
- 4) Thanksgiving
- 5) Christmas

Sample menus are outlined as follows. Actual menus will depend upon available specials and pricing. While we will do everything possible to make holiday meals special, we will make every effort to stay within budget guidelines.

SAMPLE HOLIDAY MENUS

New Years' Day

Roast Beef	3 oz.
Mashed Potatoes	4 oz.
Beef Gravy	1 oz.
Broccoli	4 oz.
Homebaked Rolls	2 ea.
Margarine	1 oz.
Pecan Pie	1 sl.
Milk (2%)	8 oz.

Easter

Turkey Ham	3 oz.
Baked Potato	4 oz.
Sour Cream	1 oz.
Mixed Vegetables	4 oz.
Wheat Bread	2 sl.
Margarine	1 oz.
Easter Cupcake	1 ea.
Jelly Beans	1 oz.
Milk (2%)	8 oz.

Fourth of July

Turkey Hot Dogs	2 oz.
Macaroni Salad	4 oz.
Coleslaw	4 oz.
Potato Chips	1 oz.
Onions	1 oz.
Ketchup pc	1 ea.
Watermelon	4 oz.
Milk (2%)	8 oz.

Thanksgiving

Roast Turkey	3 oz.
Cranberry Sauce	2 oz.
Bread Dressing	4 oz.
Mashed Potato	4 oz.
Turkey Gravy	1 oz.
Green Beans	4 oz.
Dinner Roll	1 ea.
Pumpkin Pie	1 sl.
Whipped Topping	1 oz.
Margarine	1 oz.
Milk (2%)	8 oz.

Christmas

Roast Pork	3 oz.	(Turkey Ham)
Sweet Potatoes	4 oz.	
Sweet Peas	4 oz.	
Apple Ring	1 ea.	
Dinner Rolls	2 ea.	
Pecan Pie	1 sl.	
Margarine	1 oz.	
Milk (2%)	8 oz.	



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

4

WORK PLAN
(CONTINUED)

Attachment C

RESPONSIBILITIES OF CONTRACTOR AND JAIL

	<u>CONTRACTOR</u>	<u>JAIL</u>
Food Costs	X	
Labor Costs	X	
Inmate Labor		X
Paper Goods	X	
Cleaning Supplies	X	
Uniforms	X	
Phone - Local	X	
Phone - Long Distance	X	
Expendable Replacements		X
Interest On Late Payments		X
Employee Insurance	X.	
General Liability	X	
Jail Facility Liability		X
Heavy Cleaning (Hoods, Ducts, Fans, "Filters")		X
Maintenance Costs		X
Utilities		X
Dumpster Service		X
Pest Control		X
Food License	X	
Fire System		X
Light Cleaning (Daily)	X	
Sack Lunch Program	X	
Recordkeeping	X	
Equipment Replacement		X
Starting Expendable Inventory		X



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

5 AUTHORIZED NEGOTIATORS

Robert F. Oliverius, 2259 Traversefield Drive, (231) 947-1500, is authorized to negotiate the proposed contract with the County.

6 PRIOR EXPERIENCE DISCLOSURE

CORRECTIONAL FOOD SERVICE EXPERIENCE

Compass Group is considered the largest provider of food services in the nation through vending, commissary, and food service.

Canteen has been providing food services to the corrections industry for 45 years.

We currently provide correctional food service in Northern Michigan at nine different locations. Lake County Jail, Wexford County Jail, Kalkaska County Jail, Manistee County Jail, Benzie County Jail, Mason County Jail, Emmet County, Roscommon County and Leelanau County Jail. Our commitment is to secure this business, not necessarily by being the lowest bidder, but by providing proven operational plans and programs designed specifically for the Cheboygan County Correctional Facility.

THE ANNUAL BUDGET

We prepare our budget before opening each account and update it each fiscal year. The budget looks at current conditions and anticipates changes for the next twelve (12) months. Factors affecting the operation and future financial projections include:

- Changes in population levels
- Changes in the required number of food service employees
- Increases or decreases in raw product cost
- Increases in healthcare and labor cost



REQUIRED

INFORMATION

FROM BIDDERS

(CONTINUED)

6

PRIOR EXPERIENCE DISCLOSURE

(CONTINUED)

THE MONTHLY FORECAST

Our managers use a monthly forecast to evaluate current performance against the budget. Each accounting period, your food service manager forecasts cost, manpower needs, etc., for the next period through year-end and compares this amount to the budget.

This procedure helps highlight potential problems and opportunities and enables our management team to adjust to them.

For example, a sudden freeze could cause the price of fresh produce to skyrocket or a severe drought could limit feed grain supplies and raise the price of beef. Because we monitor the market, we can adjust by changing menu items. We sit down with you, present the options and mutually decide which course to follow.

THE PROFIT AND LOSS STATEMENT

We do more than just plan and forecast. We also track our performance. The tool we use each accounting period for tracking this performance is the monthly Profit and Loss Statement.

Canteen's Profit and Loss Statements are detailed and thorough. Each statement includes the following information:

- Current Period Activity
- Prior Period Activity
- Year-to-Date Actual
- Current and Previous Year Comparison
- Current Actual and Budget Comparison

At the end of each accounting period, you will be able to tell at a glance how we are performing. This information can be presented to you by your food service manager.



INFORMATION REQUIRED FROM BIDDERS (CONTINUED)

6

PRIOR EXPERIENCE DISCLOSURE (CONTINUED)

In addition to the above financial tools, several other reports are used including:

- **WEEKLY OPERATING REPORT**
This report tracks, on a weekly basis, the operation's performance such as the number of inmates and staff meals and products.
- **MONTHLY INVENTORY REPORT**
Each period a thorough product inventory of all items is taken.

Canteen has facilitated engineering set up, lay-out and operation of several employee cafeterias in Northern Michigan, namely: Sara Lee, Lear Corporation, I & W Industries, Hagerty, Tower Automotive, and Meijer Stores.

Contacts:

Kalkaska County Jail
Sgt. Rich Gillisse
605 Birch Street
Kalkaska, MI 49646
231-285-8686

Wexford County Jail
Lt. Mike McDaniel
820 Carmel Street
Cadillac, MI 49601
231-779-9204

Emmet County Jail
Brenda Ford
Jail Administrator
450 Bay Street
Petoskey, MI 49770
231-348-1786

Leelanau County Jail
Lt. Todd Roush
8525 E. Government Center
Suttons Bay, MI 49683
231-256-8603

Benzie County
Dan Smith, J.A.
505 S. Michigan Ave.
Beulah, MI 49616
231-941-7940

Lake County Jail
Chief Deputy Pat Hedlund
1153 Michigan Ave.
Baldwin, MI 49304
231-745-2711



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

Manistee County Jail
Lt. Chris Banicki
Asst. Jail Administrator
1525 E. Parkdale Ave.
Manistee, MI 49660
231-723-8393 ext. 21

Mason County Jail
Kenny VanSickle
Chief Deputy Corrections
302 N. Delia Street
Ludington, MI 49431
231-843-3475

Roscommon County Jail
Lt. Laurie Beck, Jail Administrator
111 S. Second Street
Roscommon, MI 48653
989-275-5843



INFORMATION REQUIRED FROM BIDDERS (CONTINUED)

7

PERSONNEL

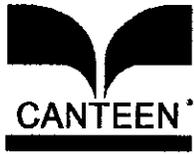
In order to operate the Cheboygan County Jail to our standards, we have in place a food service director with experience and background in institutional feeding with emphasis on corrections.

We also will have an on-site manager for control and communication with the County Administrators, Sheriff Personnel, and Trustees.

We also realize that support positions are also extremely important. That's why Canteen promotes from within where ever possible, not only for the manager position, but also for assistant manager, and head cooks. Canteen will offer an extremely competitive rate plus full benefits for our full time employees at the Cheboygan County Jail.

Contract Administrator/Project Manager: Robert F. Oliverius
39 years experience in business and industry food service
34 years management experience
General Manager Canteen Services of Northern Michigan, Inc.

Correctional Food Service Director: Ted Zak
39 years food service experience
21 years feeding management
Associates Degree in Restaurant Management/Culinary Arts
Certification – National Restaurant Assoc. for Sanitation
Certification - ServSafe
Certification – ACA Correctional Food Service Course
Multi Unit Supervisor – Oversees preparation of over 800,000 meals annually.



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

8

TIME FRAME

Canteen Services requests that this contract will be awarded for a 36 month period. One year extensions if mutually agreed upon will be available at the end of the 36 month term but will not be automatic.

A minimum 30 day transition period will be required from the execution of the contract. During that time we will hire and begin training personnel. Transfers from other facilities may also occur. Our management team will coordinate with the Jail Administrator to insure everything needed for smooth launch of your new kitchen. A management team member will remain in place thru the training period of new employees. Having other facilities nearby ensures that personnel, product and equipment backup are readily available.



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

9

COST AND PRICE ANALYSIS

Average No. of Meals:	Price Per Meal
297 or more	\$1.80
270 – 296	\$1.90
240 – 269	\$2.00
216 – 239	\$2.10
200 – 215	\$2.20
199 or fewer	\$2.35

Average meal pricing will be based on average daily meal counts from the current billing period.

Canteen knows and understands the importance of food service to the security of the facility as well as the overall treatment of the officers by the inmates.

Our price is for no soy. We have never served a soy based menu.

A .03 cent per meal reduction is offered for the use of a dairy drink instead of milk.

Prices to remain fixed for 3 years.



10

ADDITIONAL INFORMATION

SUMMARY

Why is Canteen Services best suited for the project?

Canteen is the preferred vendor of the Michigan Sheriff's Association meeting and exceeding A.C.A. and A.J.A. recommendations doing our part to insure our facilities ability in achieving accreditation and certification from these organizations.

Throughout this entire proposal we discussed the importance of:

- Quality Food
- Safety
- Sanitation
- Qualified Staff
- Security
- Strong Local Management
- Competitive Rates



INFORMATION REQUIRED FROM BIDDERS

(CONTINUED)

10

ADDITIONAL INFORMATION

(CONTINUED)

Each one of these issues is totally dependent upon good communications and a real desire to provide a quality service.

All of us at Canteen are absolutely committed to achieving Cheboygan County's goals and will work closely with you to do so.

As stated earlier, Canteen does provide food service for eight other counties in Northern Michigan. Our track record certainly demonstrates our ability and commitment to provide what we have proposed and more.

Ted Zak will be the project manager for this operation. He will oversee the overall quality and quality assurance programs as well as the operation of the facility. Ted will meet with the Jail Administrator no less than once a quarter or as often as necessary. With time proven interpersonal skills, Ted will be available to work with jail personnel as the administrator deems necessary.

Should Canteen be successful in obtaining your business, you can be sure that we will exceed your expectations because our goal will be to have another satisfied client in northern Michigan.

By selecting Canteen Services you will be supporting a local company with 32 staff members and their families which support northern Michigan. As you know buying local is important to the very livelihood of our community.

The contract guarantees performance and our reputation demands it as we work, live, and play here in Northern Michigan.



ATTACHMENT "A"-PRICING SHEET

Inmate Food Services Pricing Sheet

Average No. of Meals	Cost Per Meal
297 or more	\$1.80
270 - 296	\$1.90
240 - 269	\$2.00
216 - 239	\$2.10
200 - 215	\$2.20
199 or fewer	\$2.35

Average meal pricing will be based on average daily meal counts from the current billing period. Prices to remain fixed for 36 months from the commencement of this contract.

Signature:  Printed Name: Robert F. Oliverius

Legal Name of Company: Canteen Services of N. MI, Inc.

Address (City/State/Zip): 2259 Traversefield Drive Traverse City, M 49686

Phone: 231-947-1500 Fax: 231-947-8173

Email: boliverius@canteenservices.us Date: March 7, 2018

Contact Person: Robert F. Oliverius

ATTACHEMENT B

INSURANCE REQUIREMENTS

INSURANCE: During the term of this contract, the Contractor shall maintain the insurance coverages outlined below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. Such insurance companies shall be acceptable to the County and have an A.M. Best Company Insurance Reports rating of A or A-(Excellent).

- A. Workers' Disability Compensation Insurance, including Employers' Liability Coverage, as required by Law.

- B. Commercial General Liability Insurance on an occurrence basis covering the Contractor's activities under this contract, with limits of liability of not less than \$1,000,000.00 per occurrence and/or aggregate combined single limit, for personal injury, bodily injury, and property damage. Coverage shall include the following extensions: (1) Contractual Liability; (2) Products and Completed Operations Coverage; (3) Independent Contractor's Coverage; and (4) Broad Form General Liability Endorsement or the equivalent.

- C. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of net less than \$500,000.00 per occurrence, combined single limit, for personal injury, and property damage. Coverage shall include all owned, non-owned, and hired vehicles.

- D. Umbrella Liability Insurance with limits of not less than \$2,000,000.00 per occurrence.

- E. The Commercial General Liability Insurance, Motor Vehicle Liability Insurance, and Umbrella Liability Insurance described above shall name as additional insureds: "County of Cheboygan, its elected and appointed officials, employees, and volunteers; all boards, commissions, and/or authorities and board members, including employees and volunteers thereof."

All insurance policies providing the insurance coverages required above shall include an endorsement stating the following: "Thirty (30) days advance written notice of cancellation, nonrenewal, reduction and/or material change shall be sent to the Cheboygan County Controller"

The Contractor shall provide to the County prior to commencing performance of services under this contract, and each year in which this contract is in effect, certificates showing the insurance required .

The Contractor's insurance coverages shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds, regardless of whether said other coverage be primary, contributing, or excess.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/08/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Larkin Group of Traverse City 13900 S West Bay Shore Drive Traverse City MI 49684		CONTACT NAME: Tammy Manders PHONE (A/C, No, Ext): (231) 944-7596 FAX (A/C, No): (231) 346-6111 E-MAIL ADDRESS: tmanders@larkingrp.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Home-Owners Insurance Co	
		INSURER B: MI Restaurant & Lodging Fund	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 18/19 All Lines **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		33591191	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		4959119100	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			4959119101	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	CANTE-R	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Cheboygan County, all elected & appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof are included as Additional Insured, on a Primary & Non-Contributory basis, on the General Liability and Auto Policies as required by contract per terms & conditions of policies. General Liability includes Contractual Liability. X/C/U is included. 30 Days Notice of Cancellation will be provided for reasons other than non-payment of premium on General Liability and Auto Policies. 10 Days Notice will be provided for non-payment of premium. 20 days notice will be provided for work comp. Home-Owners is A.M. Best Rated A++. MRL Fund underwritten by Midwest Employers Casualty is A.M. Best Rated A+.

CERTIFICATE HOLDER		CANCELLATION	
Cheboygan County Jail 870 South Main Street Cheboygan MI 49721		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 	

Attachment C

RESPONSIBILITIES OF CONTRACTOR AND JAIL

	<u>CONTRACTOR</u>	<u>JAIL</u>
Food Costs	X	
Labor Costs	X	
Inmate Labor		X
Paper Goods	X	
Cleaning Supplies	X	
Uniforms	X	
Phone - Local	X	
Phone - Long Distance	X	
Expendable Replacements		X
Interest on Late Payments		X
Employee Insurance	X	
General Liability	X	
Jail Facility Liability		X
Heavy Cleaning (Hoods, Ducts, Fans, "Filters")		X
Maintenance Costs		X
Utilities		X
Dumpster Service		X
Pest Control		X
Food License	X	
Fire System		X
Light Cleaning (Daily)	X	
Sack Lunch Program	X	
Recordkeeping	X	
Equipment Replacement		X
Starting Expendable Inventory		X

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Canteen Services of N. MI, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶

C Corporation

S Corporation

Partnership

Trust/estate

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
2259 Traversefield Drive

6 City, state, and ZIP code
Traverse City, Mi 49686

7 List account number(s) here (optional)

Requester's name and address (optional)
Cheboygan County
870 South Main Street
Cheboygan, MI 49721

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-						
--	--	--	--	---	--	--	--	--	--	--

or

Employer identification number

3	8	-	2	0	2	7	8	5	5
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Jerry K. Bryancovich* Date ▶ *9/7/18*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**Canteen Services of North Michigan
Weekly Cycle Menu
SAMPLE**

Menu Week 1 PROPOSED:

State: MICHIGAN

	Meal # 1		Meal # 4		Meal # 7		Meal # 10		Meal # 13		Meal # 16		Meal # 19	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B R E A K F A S T	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup
	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup
	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each
	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ
	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each
	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each
	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup
	Meal # 2		Meal # 5		Meal # 8		Meal # 11		Meal # 14		Meal # 17		Meal # 20	
L U N C H	Sliced Hot Turkey	3 WZ	Sliced Turkey Ham	2 WZ	Grilled Beef Patty	3 WZ	Taco Seasoned Meat	3 WZ	Turkey Hot Dogs (10/1)	2 Each	Hearty Bean Soup	1 Cup	Breaded Chicken Patty	3 WZ
	Turkey Gravy	1/4 Cup			Burger Bun	1 Each	Shredded Cheese	1/2 WZ	Hot Dog Buns	2 Each			Salad Dressing	1 Tbsp
	Mashed Potatoes	3/4 Cup			Mustard	1 Tbsp	Taco Sauce	1 Tbsp	Mustard	1 Tbsp	T Bologna	2.5 WZ	Burger Bun	1 Each
			Navy Beans	3/4 Cup	Potato Wedges	3/4 Cup	Tortilla Chips	1 WZ	Catsup	1 Tbsp	Sliced Cheese	1/2 WZ	Potato Wedges	3/4 Cup
	Green Peas	1/2 Cup	Broccoli (Vit A)	1/2 Cup	Catsup	1 Tbsp	Refried Beans	3/4 Cup	Ranch Beans	3/4 Cup	Enriched Bread	2 Slice	Catsup	1 Tbsp
	Enriched Bread	2 Slice	Cole Slaw	1/2 Cup	Pasta Salad	3/4 Cup	Whole Kernel Corn	1/2 Cup	Cole Slaw	1/2 Cup	Potato Salad	3/4 Cup	Mixed Vegetables (Vit A)	1/2 Cup
	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp							Mustard	1 Tbsp		
	Cookie (1 OZ)	1 Each	Pudding	1/2 Cup	Fresh Fruit	1 Each	Gelatin Dessert	1/2 Cup	Cookie (1 OZ)	1 Each	Frosted Cake	1/60 Slice	Pudding	1/2 Cup
	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup
		Meal # 3		Meal # 6		Meal # 9		Meal # 12		Meal # 15		Meal # 18		Meal # 21
D I N E R	Italian Season Meat Sauce (2 OZ Meat)	6 WZ	Breaded Fish	3 WZ	Turkey ala King (2 OZ Meat)	8 WZ	Breaded Chicken Patty	3 WZ	Country Meat Stew (2 OZ Meat)	8 WZ	Salisbury Steak	3 WZ	Chili con Carne/Beans (2 OZ Meat)	8 WZ
	Pasta	3/4 Cup	Tartar Sauce	1 Tbsp	Steamed Rice	3/4 Cup	Scalloped Potatoes	3/4 Cup	Seasoned Noodles	3/4 Cup	Brown Gravy	1/4 Cup	Steamed Rice	3/4 Cup
	Green Beans	1/2 Cup	Baked Potato (6 OZ)	1 Each							Mashed Potatoes	3/4 Cup		
	Garden Salad with Dressing	1 FZ	Carrots (Vit A)	1/2 Cup	Broccoli (Vit A)	1/2 Cup	Mixed Vegetables (Vit A)	1/2 Cup			Carrots (Vit A)	1/2 Cup	Green Beans	1/2 Cup
	Garlic Biscuit	1/54 Each	Enriched Bread	2 Slice	Biscuit	1/54 Each	Enriched Bread	2 Slice	Biscuit	1/54 Each	Enriched Bread	2 Slice	Tossed Salad with Dressing	1 FZ
	Gelatin Dessert	1/2 Cup	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp
			Gingerbread	1/60 Slice	Cookie (1 OZ)	1 Each	Glazed Cake	1/60 Slice	Pudding	1/2 Cup	Fresh Fruit	1 Each	Gelatin Dessert	1/2 Cup
			Cookie (1 OZ)	1 Each										
	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security issues.

Fresh Fruit, 1 Each, may be substituted for canned fruit. All menu items are Pork-Free

Dietitians Signature Date

Food Service Director Date

Client's Signature

Date

**Canteen Services of North Michigan
Weekly Cycle Menu
SAMPLE**

Menu Week: 2 PROPOSED:

STATE: MICHIGAN

	Meal # 22		Meal # 25		Meal # 28		Meal # 31		Meal # 34		Meal # 37		Meal # 40	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup
R	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup
E	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each
A	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ
K	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each
A	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each
S	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup
	Meal # 23		Meal # 26		Meal # 29		Meal # 32		Meal # 35		Meal # 38		Meal # 41	
L	Turkey Polish Sausage	3 WZ	Stoppo Joe Meat Mix	3 WZ	Turkey Tetrizzini Sauce	8 WZ	Grilled Beef Patty	3 WZ	Turkey Ham	1.5 WZ	Meat Loaf	3 WZ	Turkey Hot Dogs (10/1)	2 Each
U	Hot Dog Bun	1 Each	(2 OZ Meat)		(2 OZ Meat)		Burger Bun	1 Each	Turkey Salami	1 WZ	Brown Gravy	1/4 Cup	Hot Dog Buns	2 Each
N	Mustard PKT	1 Each	Burger Bun	1 Each	over Steamed Pasta	3/4 Cup	Catsup	1 Tbsp	Sliced Cheese	1/2 WZ	Mashed Potatoes	3/4 Cup	Mustard	1 Tbsp
H	Ranch Beans	3/4 Cup	Potato Wedges	3/4 Cup	Mixed Vegetables (Vit A)	1/2 Cup	Mustard	1 Tbsp	Enriched Bread	2 Slice	Green Peas	1/2 Cup	Catsup	1 Tbsp
	Carrots (Vit A)	1/2 Cup	Catsup	1 Tbsp	Tossed Salad	1/2 Cup	Potato Wedges	3/4 Cup	Navy Beans	3/4 Cup			Baked Beans	3/4 Cup
			Macaroni Salad	1/2 Cup	with Salad Dressing	1 FZ	Whole Kernel Corn	1/2 Cup	Cole Slaw	1/2 Cup			Whole Kernel Corn	1/2 Cup
					Biscuit	1/54 Each	Pasta Salad	3/4 Cup	Mustard	1 Tbsp	Enriched Bread	2 Slice		
	Cookie (1 OZ)	1 Each	Margarine with Vit A	1 Tbsp	Glazed Cake	1/60 Slice	Cookie (1 OZ)	1 Each	Gelatin Dessert	1/2 Cup	Margarine with Vit A	1 Tbsp	Fresh Fruit	1 Each
	Fruit Flavored Beverage	1 Cup	Gelatin Dessert	1/2 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup
			Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup
	Meal # 24		Meal # 27		Meal # 30		Meal # 33		Meal # 36		Meal # 39		Meal # 42	
D	Country Fried Patty	3 WZ	Sliced Turkey Ham	3 WZ	Taco Seasoned Meat	3 WZ	Turkey Roll	3 WZ	Meat Stroganoff	6 WZ	Breaded Chicken Patty	3 WZ	Macaroni Goulash	10 WZ
I	Country Gravy	1/4 Cup			Shredded Cheese	1/2 WZ	Turkey Gravy	1/3 Cup	(2 OZ Meat)				(2 OZ Meat)	
N	Mashed Potatoes	3/4 Cup	AuGratin Potatoes	3/4 Cup	Pinto Beans	3/4 Cup	Mashed Potatoes	3/4 Cup	Seasoned Noodles	3/4 Cup	Rice Pilaf	3/4 Cup		
N	Broccoli (Vit A)	1/2 Cup	Peas & Carrots (Vit A)	1/2 Cup	Mex-corn	1/2 Cup	Green Beans	1/2 Cup	Mixed Vegetables (Vit A)	1/2 Cup	Carrots (Vit A)	1/2 Cup	Green Beans	1/2 Cup
E	Cole Slaw	1/2 Cup			Taco Sauce	1 Tbsp							Green Salad	1/2 Cup
R	Enriched Bread	2 Slice	Enriched Bread	2 Slice	Flour Tortillas, 6"	2 Each	Enriched Bread	2 Slice	Biscuit	1/54 Each	Enriched Bread	2 Slice	with Salad Dressing	1 FZ
	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp			Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Garlic Biscuit	1/54 Each
	Glazed Cake	1/60 Slice	Pudding	1/2 Cup	Gelatin Dessert	1/2 Cup	Gingerbread	1/60 Slice	Cookie (1 OZ)	1 Each	Pudding	1/2 Cup	Glazed Cake	1/60 Slice
	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security issues.
Fresh Fruit, 1 Each, may be substituted for canned fruit. All menu items are Pork-Free

Dietitians Signature _____ Date _____

Food Service Director _____ Date _____

Client's Signature _____ Date _____

**Canteen Services of North Michigan
Weekly Cycle Menu
SAMPLE**

Menu Week 3

PROPOSED:

STATE: MICHIGAN

	Meal # 43		Meal # 46		Meal # 49		Meal # 52		Meal # 55		Meal # 58		Meal # 61	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup	Fruit Juice	1/2 Cup
R	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup
E	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each	Peanut Butter	1 FZ	Boiled Egg	1 Each
A	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ	Jelly	1 FZ	Cheese	1/2 WZ
K	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each	Bread	2 Slice	Biscuit	1/54 Each
F	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each	Sugar PKT	1 Each
A	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup	Milk (2%)	1 Cup
S	Meal # 44		Meal # 47		Meal # 50		Meal # 53		Meal # 56		Meal # 59		Meal # 62	
L	Breaded Fish Portion	3 WZ	Chili con Carne/Beans	8 WZ	Turkey Hot Dogs (10/1)	2 Each	Pepperoni/Cheese Pizza	1 Slice	Hearty Bean Soup	1 Cup	Grilled Beef Patty	3 WZ	Taco Seasoned Meat	3 WZ
U	Tartar Sauce	1 Tbsp	(2 OZ Meat)		Hot Dog Buns	2 Each	(2 OZ Meat/Cheese)				Burger Bun	1 Each	Shredded Cheese	1/2 WZ
N	Oven Brown Potatoes	3/4 Cup	Steamed Rice	3/4 Cup	Mustard	1 Tbsp	(CUT 4" X 6")		T Bologna	2.5 WZ	Catsup	1 Tbsp	Taco Sauce	1 Tbsp
C	Catsup	1 Tbsp	Green Beans	1/2 Cup	Catsup	1 Tbsp	Whole Kernel Corn	1/2 Cup	Sliced Cheese	1/2 WZ	Mustard	1 Tbsp	Tortilla Chips	1 WZ
H	Green Peas	1/2 Cup	Tossed Salad	1/2 Cup	BBQ Beans	3/4 Cup			Enriched Bread	2 Slice	Ranch Beans	3/4 Cup	Red Bean & Rice	3/4 Cup
			with Dressing	1 FZ	Potato Salad	3/4 Cup	Tossed Salad	1/2 Cup	Mustard	1 Tbsp	Macaroni Salad	3/4 Cup	Cole Slaw	1/2 Cup
	Enriched Bread	2 Slice	Combread	1/54 Slice			with Salad Dressing	1 FZ					Mexi-com	1/2 Cup
	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Cookie (1 OZ)	1 Each	Glazed Cake	1/60 Slice	Pudding	1/2 Cup	Fresh Fruit	1 Each	Shredded Lettuce	1/2 Cup
	Cookie (1 OZ)	1 Each	Gelatin Dessert	1/2 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Cookie (1 OZ)	1 Each
	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup									Fruit Flavored Beverage	1 Cup
	Meal # 45		Meal # 48		Meal # 51		Meal # 54		Meal # 57		Meal # 60		Meal # 63	
D	Salisbury Steak	3 WZ	Turkey ala King	8 WZ	Sliced Turkey Ham	3 WZ	Breaded Chicken Patty	3 WZ	Meatballs	3 WZ	Italian Season Meat Sauce	6 WZ	Breaded Chicken Patty	3 WZ
I	Brown Gravy	1/4 Cup	(2 OZ Meat)		Scalloped Potatoes	3/4 Cup	Poultry Gravy	1/4 Cup	Gravy	1/4 Cup	(2 OZ Meat)		Salad Dressing	1 Tbsp
N	Mashed Potatoes	3/4 Cup	Seasoned Noodles	3/4 Cup	Mixed Vegetables (Vit A)	1/2 Cup	Mashed Potatoes	3/4 Cup	Seasoned Rice	3/4 Cup	Pasta	3/4 Cup	Baked Potato 6 OZ	1 Each
N	Peas & Carrots (Vit A)	1/2 Cup	Mixed Vegetables (Vit A)	1/2 Cup	Mixed Vegetables (Vit A)	1/2 Cup	Carrots (Vit A)	1/2 Cup	Green Beans	1/2 Cup	Broccoli (Vit A)	1/2 Cup	Green Peas	1/2 Cup
E	Enriched Bread	2 Slice	Biscuit	1/54 Each	Combread	1/54 Slice	Enriched Bread	2 Slice	Enriched Bread	2 Slice	Garden Salad	1/2 Cup	Enriched Bread	2 Slice
R	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	Margarine with Vit A	1 Tbsp	with Dressing	1 FZ	Margarine with Vit A	1 Tbsp
	Fresh Fruit	1 Each	Glazed Cake	1/60 Slice	Pudding	1/2 Cup	Gelatin Dessert	1/2 Cup	Gingerbread	1/60 Slice	Garlic Biscuit	1/54 Each	Frosted Cake	1/60 Slice
	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Fruit Flavored Beverage	1 Cup	Gelatin Dessert	1/2 Cup	Fruit Flavored Beverage	1 Cup

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security issues.

Fresh Fruit, 1 Each, may be substituted for canned fruit. All menu items are Pork-Free

Dietitians Signature _____ Date _____

Food Service Director _____ Date _____

Client's Signature _____ Date _____

**Canteen Services of North Michigan
Weekly Cycle Menu
SAMPLE**

Menu Week: 4

PROPOSED:

STATE: MICHIGAN

	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #
	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	
B R E A K F A S T	Fruit Juice 1/2 Cup Cold Cereal 1 Cup Boiled Egg 1 Each Cheese 1/2 WZ Biscuit 1/54 Each Sugar PKT 1 Each Milk (2%) 1 Cup	Fruit Juice 1/2 Cup Cold Cereal 1 Cup Peanut Butter 1 FZ Jelly 1 FZ Bread 2 Slice Sugar PKT 1 Each Milk (2%) 1 Cup	Fruit Juice 1/2 Cup Cold Cereal 1 Cup Boiled Egg 1 Each Cheese 1/2 WZ Biscuit 1/54 Each Sugar PKT 1 Each Milk (2%) 1 Cup	Fruit Juice 1/2 Cup Cold Cereal 1 Cup Peanut Butter 1 FZ Jelly 1 FZ Bread 2 Slice Sugar PKT 1 Each Milk (2%) 1 Cup	Fruit Juice 1/2 Cup Cold Cereal 1 Cup Boiled Egg 1 Each Cheese 1/2 WZ Biscuit 1/54 Each Sugar PKT 1 Each Milk (2%) 1 Cup	Fruit Juice 1/2 Cup Cold Cereal 1 Cup Peanut Butter 1 FZ Jelly 1 FZ Bread 2 Slice Sugar PKT 1 Each Milk (2%) 1 Cup	Fruit Juice 1/2 Cup Cold Cereal 1 Cup Boiled Egg 1 Each Cheese 1/2 WZ Biscuit 1/54 Each Sugar PKT 1 Each Milk (2%) 1 Cup	
	Meal # 65	Meal # 68	Meal # 71	Meal # 74	Meal # 77	Meal # 80	Meal # 83	
L U N C H	Sliced Turkey Ham 3 WZ Salad Dressing 1 Tbsp Enriched Bread 2 Slice Ranch Beans 3/4 Cup Cole Slaw 1/2 Cup Pudding 1/2 Cup Fruit Flavored Beverage 1 Cup	Chili Mac Casserole 10 WZ (2 OZ Meat) Mixed Vegetables (Vit A) 1/2 Cup Tossed Salad 1/2 Cup with Salad Dressing 1 FZ Cornbread 1/54 Slice Margarine with Vit A 1 Tbsp Fresh Fruit 1 Each Fruit Flavored Beverage 1 Cup	Ground Meat Stew 10 WZ (2 OZ Meat) Steamed Rice 3/4 Cup Carrots (Vit A) 1/2 Cup Green Salad 1/2 Cup with Salad Dressing 1 FZ Biscuit 1/54 Each Margarine with Vit A 1 Tbsp Gelatin Dessert 1/2 Cup Fruit Flavored Beverage 1 Cup	Meat/Bean Burrito 5.7 WZ (2 OZ Meat) with Taco Sauce 1 Tbsp Corn 1/2 Cup Tossed Salad 1/2 Cup with Salad Dressing 1 FZ Frosted Cake 1/60 Slice Fruit Flavored Beverage 1 Cup	Grilled Beef Patty 3 WZ Catsup 1 Tbsp Burger Bun 1 Each Mustard 1 Tbsp BBQ Beans 3/4 Cup Potato Salad 3/4 Cup Glazed Cake 1/60 Slice Fruit Flavored Beverage 1 Cup	Turkey Tetrizzini Sauce 8 WZ (2 OZ Meat) over Steamed Rice 3/4 Cup Mixed Vegetables (Vit A) 1/2 Cup Biscuit 1/54 Each Margarine with Vit A 1 Tbsp Cookie (1 OZ) 1 Each Fruit Flavored Beverage 1 Cup	Sloppy Joe Meat Mix 3 WZ (2 OZ Meat) Burger Bun 1 Each Potato Wedges 3/4 Cup Green Beans 1/2 Cup Catsup 1 Tbsp Pudding 1/2 Cup Fruit Flavored Beverage 1 Cup	
	Meal # 66	Meal # 69	Meal # 72	Meal # 75	Meal # 78	Meal # 81	Meal # 84	
D I N N E R	Country Fried Patty 3 WZ Country Gravy 1/4 Cup Mashed Potatoes 3/4 Cup Carrots (Vit A) 1/2 Cup Enriched Bread 2 Slice Margarine with Vit A 1 Tbsp Frosted Cake 1/60 Slice Fruit Flavored Beverage 1 Cup	Breaded Fish 3 WZ Tartar Sauce 1 Tbsp Au Gratin Potatoes 3/4 Cup Broccoli (Vit A) 1/2 Cup Burger Bun 1 Each Cookie (1 OZ) 1 Each Fruit Flavored Beverage 1 Cup	Sliced Turkey Ham 3 WZ Pinto Beans 3/4 Cup Cole Slaw 1/2 Cup Cornbread 1/54 Slice Margarine with Vit A 1 Tbsp Pudding 1/2 Cup Fruit Flavored Beverage 1 Cup	Meat Loaf 3 WZ Brown Gravy 1/4 Cup Mashed Potatoes 3/4 Cup Peas & Carrots (Vit A) 1/2 Cup Enriched Bread 2 Slice Margarine with Vit A 1 Tbsp Fresh Fruit 1 Each Fruit Flavored Beverage 1 Cup	Italian Season Meat Sauce 6 WZ (2 OZ Meat) Pasta 3/4 Cup Green Beans 1/2 Cup Garden Salad 1/2 Cup with Dressing 1 FZ Garlic Biscuit 1/54 Each Cookie (1 OZ) 1 Each Fruit Flavored Beverage 1 Cup	Taco Seasoned Meat 3 WZ Shredded Cheese 1/2 WZ Pinto Beans 3/4 Cup Mex-corn 1/2 Cup Taco Sauce 1 Tbsp Flour Tortillas, 6" 2 Each Gelatin Dessert 1/2 Cup Fruit Flavored Beverage 1 Cup	Sliced Turkey Ham 3 WZ Parsley Noodles 3/4 Cup Mixed Vegetables (Vit A) 1/2 Cup Cole Slaw 1/2 Cup Enriched Bread 2 Slice Margarine with Vit A 1 Tbsp Gingerbread 1/60 Slice Fruit Flavored Beverage 1 Cup	

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security issues.
Fresh Fruit, 1 Each, may be substituted for canned fruit. All menu items are Pork-Free

Dietitians Signature _____ Date _____

Food Service Director _____ Date _____

Client's Signature _____

Date _____

**CHEBOYGAN COUNTY JAIL
7 DAY LOCKDOWN COLD MENU
USDA APPROVED**

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
B Orange Juice	4 oz.	Apple Juice	4 oz.	Orange Juice	4 oz.	Pineapple Juice	4 oz.	Grapefruit Juice	4 oz.	Orange Juice	4 oz.	Apple Juice	4 oz.
R Honey Nut Cheerios	1 pkg	Apple Jacks	1 pkg	Frosted Flakes	1 pkg	Honey Nut Cheerios	1 pkg	Honey Nut Cheerios	1 pkg	Honey Nut Cheerios	1 pkg	Apple Jacks	1 pkg
E Hard boiled Eggs	2 ea.	Donut	1 ea.	Danish	1 ea.	Hard Boiled Eggs	2 ea.	Donut	1 ea.	Hard Boiled Eggs	2 ea.	Donut	1 ea.
A Bread	2 sl.	Bread	2 sl.	Bread	2 sl.	Bread	2 sl.	Bread	2 sl.	Bread	2 sl.	Bread	2 sl.
K Oleo	2 ea.	Oleo	2 ea.	Oleo	2 ea.	Oleo	2 ea.	Oleo	2 ea.	Oleo	2 ea.	Oleo	2 ea.
F Fresh 2% Milk	8 oz.	Jelly	1 pkg	Jelly	1 pkg	Jelly	1 pkg	Jelly	1 pkg	Jelly	1 pkg	Jelly	1 ea.
A Jelly	1 pkg.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.
S													
T													
L Ham	2 oz.	Salami	3 oz.	Bologna	2 oz.	Pastrami	2 oz.	Salami	2 oz.	Ham	2 oz.	Salami	2 oz.
U Amer. Cheese	2 oz.	Swiss Cheese	4 oz.	Amer. Cheese	2 oz.	Swiss Cheese	2 oz.	Bologna	2 oz.	Amer. Cheese	2 oz.	Swiss Cheese	2 oz.
N Sand Spread	2 pkg	Sand Spread	2 oz.	Mustard	2 pkg	Mustard	2 pkg	Sand. Spread	2 pkg	Sand. Spread	2 pkg	Sand Spread	2 pkg
C Wheat Bread	4 sl	White Bread	4 oz.	Bread	4 sl.	Wheat Bread	4 sl.	Bread	4 sl.	Wheat Bread	4 sl.	White Bread	4 sl.
H Potato Chips	1 pkg	Shoestring Potatoes	2 sl.	Corn Chips	1 pkg	BBQ Chips	1 pkg	Potato Chips	1 pkg	Potato Chips	1 pkg	Shoestring Potatoes	1 pkg
Fresh Fruit	1 ea.	Fresh Fruit	1 ea.	Fresh Fruit	1 ea.	Fresh Fruit	1 ea.	Fresh Fruit	1 ea.	Fresh Fruit	1 ea.	Fresh Fruit	1 ea.
Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.	Fresh 2% Milk	8 oz.
D Turkey Sand	6 oz.	Egg Salad	6 oz.	Ham Salad	6 oz.	Cold Hot Dogs	2 ea.	Turkey Salad	6 oz.	Turkey Salad	6 oz.	Egg Salad	6 oz.
I Tossed Salad	1 cup	Mac. Salad	4 oz.	Tossed Salad	1 cup	Hot Dog Buns	2 ea.	Tossed Salad	1 cup	Tossed Salad	1 cup	Macaroni Salad	4 oz.
N Dressing	1 pkg	Wheat Bread	4 sl	French Dressing	1 pkg	Catsup	2 pkg	1000 Island Dressin	1 pkg	Italian Dressing	1 pkg	Wheat Bread	4 sl.
N Bread	4 sl	Oleo	2 ea.	Wheat Bread	4 sl.	Coleslaw	4 oz.	Wheat Bread	4 sl.	BBQ Chips	1 pkg	Oleo	2 ea.
E Oleo	2 ea.	Cheese Curls	1 pkg	Potato Chips	1 pkg	Shoestring Potatoes	1 pkg	Potato Salad	4 oz.	Bread	4 sl.	Cheese Curls	1 pkg
R BBQ Chips	1 pkg	Choc. Pudding	4 oz.	Diced Peaches	4 oz.	Vanilla Pudding	4 oz.	Oleo	2 ea.	Mixed Fruit	4 oz.	Chocolate Pudding	4 oz.
Beverage	8 oz.	Beverage	8 oz.	Beverage	8 oz.	Beverage	8 oz.	Applesauce	4 oz.	Oleo	2 ea.	Beverage	8 oz.
								Beverage	8 oz.	Beverage	8 oz.		

Cheboygan County Jail

3 Day Power Failure Menu - Single Serve

USDA APPROVED

B

R 4 OZ. ORANGE JUICE	4 OZ. APPLE JUICE	4 OZ. ORANGE JUICE
E 1 PKG. HONEY NUT CHEERIOS	1 PKG. APPLE JACKS	1 PKG. FROSTED FLAKES
A 2 HARD COOKED EGGS	1 DONUT	2 HARD COOKED EGGS
K 2 BISCUITS	2 BISCUITS	2 BISCUITS
F 2 PATS OLEO	2 PATS OLEO	2 PATS OLEO
A 2 JELLY PKGS.	2 JELLY PKGS.	2 JELLY PKGS.
S 1/2 PINT MILK	1/2 PINT MILK	1/2 PINT MILK

T

4 OZ. COLESLAW	4 OZ. POTATO SALAD	4 OZ. MACARONI SALAD
2 OZ. HAM	1 OZ. BOLOGNA	2 OZ. SALAMI
L 2 OZ. AMERICAN CHEESE	1 OZ. SALAMI	2 OZ. BOLOGNA
U 2 PKG. SANDWICH SPREAD	2 OZ. AMERICAN CHEESE	2 PKG. SANDWICH SPREAD
N 4 SLICES OF BREAD	2 PKG. SANDWICH SPREAD	4 SLICES OF BREAD
C 1 BAG POTATO CHIPS	1 BAG OF CORN CHIPS	1 BAG OF POTATO CHIPS
H 1 FRESH ORANGE	4 OZ. CHOC. PUDDING	2 COOKIES
1/2 PINT MILK	1/2 PINT MILK	1/2 PINT MILK

1 CUP TOSSED SALAD	1 CUP TOSSED SALAD	1 CUP TOSSED SALAD
D 1 PKG. ITALIAN DRESSING	1 PKG. FRENCH DRESSING	1 PKG. 1000 ISLAND DRESSING
I 6 OZ. TURKEY SALAD	6 OZ. HAM SALAD	2 OZ. HAM
N 1 BAG BBQ CHIPS	1 BAG POTATO CHIPS	2 OZ. AMERICAN CHEESE
N 4 OZ. DICED FRUIT	1 FRESH APPLE	2 PKG. SANDWICH SPREAD
E 4 SLICES WHITE BREAD	4 SLICES WHEAT BREAD	4 SLICES WHITE BREAD
R 2 PATS OF OLEO	2 PATS OF OLEO	1 FRESH ORANGE
8 OZ. PUNCH	8 OZ. PUNCH	8 OZ. PUNCH

To Whom it may concern,

Since the decision to build a kitchen in the Cheboygan jail we have been working on a new contract. We have been working hard on breaking down numbers to save money and provide the best service and food available. Just as we have done for the past 13 years.

Sheriff Clamost suggested that we talk to other counties about their routine in serving inmates. We talk to Emmet and Otsego County and they were very helpful. Their routine is very different than ours. They do not have a cook come in until 9:30 A.M. every day. The Trustees take care of all the breakfast. All breakfast are cold and they do not cater to all of the specials as we do!

Our food supplier is Sysco and we are very happy with their products. They are the only food supplier that

insurance on their products and the consumer). So we are covered if an inmate wanted to sue any of us. Also we wanted to find out how these jails are saving so much money on food, and the reason is they are buying from 2nd and third party companies.

Having inmates doing dishes and cleaning will save us money and allow the cook to spend more time on prep and special diets. We have had up to 25 special diets in one meal. The average is 15 per meal. We take these very serious. The special diets have to be treated as if they are allergic to protect the inmates and us.

We went back one year to see what the savings would be for 81174 inmates meals at 3.40 each compare to next year using the new figures and the savings is \$71,849.84.

The insurance that we have always had is through B.K.C. in Cheygan. The name of the company is Michigan Mills. If you need the policy number, please let me know.

Give references whom we respect
very much all

Mr. Bud Ormahl

231-420-0681 Cell

231-627-8713 home

We have rented from Bud for
7 years to prepare the inmates
meals

Mr. Jack Pappas

231-818-6186

Jack is the manager of Mulligan's
He is also the part owner of
Nick's Mini Mart in Mackinaw City.
He has been in food service his
entire life

Mrs. Brenda Beckwith

231-627-3155 Work 231-627-8493 Work

Brenda is the Jail Administrator of Chet. County Jail

ATTACHMENT "A"- PRICING SHEET

Inmate Food Services Pricing Sheet

Average No. of Meals	Cost Per
297 or more	2.20
270-296	2.30
240-269	2.40
216- 239	2.50
200-215	2.60
199 or fewer	2.70

Average meal pricing will be based on average daily meal counts from the current billing period. Prices to remain fixed for 36 months from the commencement of this contract.

Signature: J. Tallman Printed Name: Jaki Tallman

Legal Name of Company: Carnation Restaurant

Address (City/State/Zip): Cheb. Mi 49721

Phone: 231-627-6852 Fax: _____

Email: Jakitallman@gmail.com Date: 9-24-18

Contact Person: Jaki Tallman

Cheboygan County Board of Commissioners' Meeting

October 09, 2018

Title: Cheboygan County Jail Inmate Medical Service Provider Agreement

Summary: On September 20, 2018, District Health Department No. 4 opted out of the current contract for medical services for the Cheboygan County Jail by providing the required 60-day notice of termination. The contract will be null and void as of November 20, 2018.

The Cheboygan County Jail has received an Agreement from Advanced Correctional Healthcare, Inc. for providing necessary and required in-house medical care (as outlined in the Agreement), for a Michigan jail facility in accordance with and governed by the laws of the State of Michigan.

The Agreement provides for an on-site registered nurse 20 hours per week. The Agreement also provides for a weekly facility visit by a physician and/or mid-level practitioner and on-call medical staff seven (7) days, twenty-four (24) hours per day.

Cheboygan County Civil Council has reviewed the Agreement.

Financial Impact: The Cheboygan County Sheriff Department Inmate Medical Services line item: (101-351-760.00)

- \$8,315.89 per month for a total impact of \$99,790.68 per year of the one-year Agreement

Recommendation: Motion to accept the Agreement of Advanced Correctional Healthcare, Inc. and to authorize the Chairperson of the Cheboygan County Board of Commissioners to sign the one-year Agreement beginning November 15, 2018 through November 14, 2019 and authorize the necessary budget adjustments.

Prepared by: Sheriff Dale V. Clarmont

Department: Cheboygan County Sheriff Department

AGREEMENT FOR THE PROVISION OF INMATE HEALTH SERVICES
CHEBOYGAN COUNTY, MICHIGAN

This Agreement for the Provision of Inmate Health Services (hereinafter referred to as the "AGREEMENT"), effective as of the date of the last signature hereto, entered into by and between the County of Cheboygan, located in the State of Michigan, on behalf of the Cheboygan County Sheriff in his official capacity, (hereinafter referred to as the "COUNTY"), and Advanced Correctional Healthcare, Inc. (hereinafter referred to as "ACH"), an Illinois corporation.

RECITALS

WHEREAS, the COUNTY desires to provide correctional healthcare services to the inmates of the Cheboygan County Jail (hereinafter referred to as the "FACILITY"); and

WHEREAS, ACH is a corporation which provides correctional healthcare services in incarceration facilities.

NOW THEREFORE, the parties enter into this AGREEMENT as hereinafter set forth.

DEFINITIONS

HOLIDAYS - New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

COUNTY INMATES – Inmates booked into the custody of the COUNTY and presently incarcerated in the FACILITY, but not to include NON-COUNTY INMATES.

MID-LEVEL PRACTITIONER – An advanced registered nurse practitioner or physician assistant who has completed an advanced training program. A MID-LEVEL PRACTITIONER will be duly licensed to practice medicine in the appropriate state.

NON-COUNTY INMATES – Inmates who are covered by a government health program for American Indians; work release inmates while on work release; inmates during transport to/from outside facilities; and inmates housed in the FACILITY for other counties, State Department of Corrections, U.S. Immigration and Customs Enforcement (ICE), U.S. Marshals, and/or other federal agencies.

ARTICLE 1:
ACH

- 1.1 COLLECTION OF DNA/PHYSICAL EVIDENCE AND FORENSIC INFORMATION. ACH will perform body cavity searches on-site with signed consent from the inmate in accordance with the following guidelines: ACH staff are prohibited from participating in the collection of forensic evidence, except when: (1) complying with state laws that require blood samples from inmates, so long as there is consent of the inmate and ACH staff are not involved in any punitive action taken as a result of an inmate's nonparticipation in the collection process, (2) conducting body cavity searches, and blood or urine testing for alcohol or other drugs when done for medical purposes by a practitioner's order, and/or (3) conducting inmate-specific, court-ordered laboratory tests, examinations, oral swabs, or radiology procedures with consent of the inmate. ACH will not pay for any costs associated with any body cavity search or any other collection of forensic information, including, but not limited to, any associated medical fees, laboratory fees, added personnel costs, and/or court costs.
- 1.1.1 DNA COLLECTION. ACH employees may perform DNA collection (such as a buccal swab or smear) for the purpose of parental identification. ACH employees will not perform DNA collection for any other purpose(s) (such as felony arrest databases).
- 1.1.2 SEXUAL ASSAULT. In the case of sexual assault, the inmate victim will be sent to the hospital for appropriate collection of evidence which includes chain of custody, counseling, and care. Court-ordered body cavity searches will be referred to the appropriate facility or emergency room.
- 1.2 DENTAL CARE. ACH will provide dental triage screenings for inmates for the purpose of identifying serious dental needs. The COUNTY will pay for any costs associated with dental care.
- 1.3 ECTOPARASITES. For inmates presenting with symptoms of ectoparasitic infection (as determined by the ACH practitioner), ACH will provide and pay for medically indicated treatment. For inmates without symptoms of ectoparasitic infection, ACH will provide treatment at the COUNTY's request, and the COUNTY will be responsible for the cost of the treatment. ACH will not be responsible for facility cleaning for ectoparasites.
- 1.4 ELECTIVE CARE. ELECTIVE CARE is defined as care which, if not provided, would not, in the opinion of ACH's practitioner, cause the patient's health to deteriorate. ACH will not pay for ELECTIVE CARE for inmates.
- 1.5 INMATE LABOR. Inmates will not be employed or otherwise utilized by ACH.
- 1.6 MEDICAL CLAIMS RE-PRICING. ACH will not re-price medical claims.
- 1.7 MEDICAL SUPPLIES (DISPOSABLE). ACH will pay for and provide disposable medical supplies intended for one-time use, not to include durable or reusable medical supplies. Typical disposable medical supplies expected in a medical unit would be tongue blades, Band-Aids, gauze pads, medical tape, sterile water, saline, pregnancy tests, blood sugar strips, peak flow mouth pieces, O2 tubing, urine test strips, syringes, gloves **for the medical staff**, med cups, lancets, ammonia ampules, cotton-tip applicators, and alcohol preps. ACH will have the final say of what is a disposable medical supply.

- 1.8 MOBILE SERVICES. MOBILE SERVICES are defined as laboratory services that are drawn on-site and sent off-site for testing, and any ancillary medical services in which a provider comes on-site to perform work using the provider's equipment and/or staff, including, but not limited to X-ray services. The COUNTY will pay for any costs associated with MOBILE SERVICES.
- 1.9 OFF-SITE SERVICES. OFF-SITE SERVICES are defined as medical services including, but not limited to, consultation services, dental care not performed on-site, diagnostic testing, hospital services, medically-indicated emergency ground ambulance transportation, mental health services not performed on-site, laboratory services that are drawn off-site, and specialty services. The COUNTY will pay for any costs associated with OFF-SITE SERVICES.
- 1.10 OTHER SERVICES AND EXPENSES. ACH may not provide and will not pay for any services, supplies and/or equipment which are not specifically contained in this AGREEMENT.
- 1.11 PHARMACEUTICALS. The COUNTY agrees to allow home medications in the FACILITY when they are able to be properly verified. The COUNTY will pay for all pharmaceuticals.
- 1.12 PRISON RAPE ELIMINATION ACT OF 2003 (PREA). Should the COUNTY choose to comply with PREA, ACH will endeavor to comply with PREA, applicable PREA standards, and the FACILITY's policies related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within the FACILITY. ACH acknowledges that, in addition to self-monitoring, the FACILITY may conduct announced or unannounced monitoring to include on-site monitoring.
- 1.13 STAFFING.
- 1.13.1 MEAL BREAKS. It is understood and agreed that during unpaid meal break(s), ACH employees are (1) allowed to leave their duty post and (2) completely relieved from all duties. If the FACILITY requires the ACH employee to be "on call" during meal break(s) so that they may respond to an emergency, then the ACH employee is considered to be "on duty" and the meal break(s) will be paid for by the COUNTY.
- 1.13.2 NURSING. ACH will provide on-site registered nursing coverage for twenty (20) hours per week on a schedule approved by the COUNTY. The COUNTY agrees to pay, on a monthly basis, for extra hours worked (at the prevailing wage and benefit rate of the particular employee). For hours of absence due to HOLIDAYS, paid time off, or sick time, the hours will not be replaced or credited. For other absences, ACH endeavors to provide replacement coverage, and if it is unable to do so, ACH and the COUNTY or designee will negotiate a mutually agreeable remedy.
- 1.13.3 PRACTITIONER. A physician and/or MID-LEVEL PRACTITIONER will visit the FACILITY weekly or as otherwise agreed by the COUNTY and ACH, and will stay until their work is completed. A MID-LEVEL PRACTITIONER will only be used with the approval of the COUNTY. The physician and/or MID-LEVEL PRACTITIONER will be available by telephone to the FACILITY and medical staff on an on-call basis, seven (7) days per week, twenty-four (24) hours per day. For scheduled visits that fall on HOLIDAYS, coverage will be provided by telephone only.
- 1.14 TRAINING MATERIAL. Information in any training material should be treated as guidelines, not rules. The information presented is not intended to establish a standard of medical care and is not a substitute for common sense. The information presented is not legal advice, is not to be acted on

as such, may not be current, and is subject to change without notice. Each situation should be addressed on a case-by-case basis.

1.15 TUBERCULOSIS (TB) TESTING.

1.15.1 FACILITY STAFF. ACH will perform TB skin tests as directed by the COUNTY. The COUNTY will pay for the TB serum and related supplies. Upon the COUNTY's request, ACH will secure the serum and related supplies through the correctional pharmacy, then bill the COUNTY for those costs.

1.15.2 INMATES. ACH will provide TB skin tests as directed by the COUNTY. ACH will pay for the TB serum and related supplies.

ARTICLE 2:
THE COUNTY

2.1 AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs). The duty to purchase, provide, inspect, and maintain the FACILITY's AEDs is, and always will be, vested in the COUNTY. This AGREEMENT does not result in the assumption of those duties by ACH or its people. While ACH and its people may assist the COUNTY, ultimately the COUNTY specifically retains the duties and obligations with respect to AEDs. ACH and its people will assume no responsibility for and will not be liable for the FACILITY's lack of AED(s) and/or defective and/or non-working AEDs in the FACILITY.

2.2 BIOMEDICAL WASTE DISPOSAL. The COUNTY will arrange and pay for biomedical waste disposal services for the medical unit at the FACILITY. Typical biomedical waste expected in the medical unit would be bandages, dressings, gloves, hypodermic needles, laboratory containers, sharps, and syringes.

2.3 CO-PAY. The COUNTY agrees to the use of a co-pay system, as permitted by law, for inmate medical requests. The COUNTY will be responsible for determining the legality and structure of the co-pay system.

2.4 DECLINING APPLICANTS FROM ACH SO THE COUNTY MAY EMPLOY THEM DIRECTLY. ACH makes a significant investment in the recruiting of new applicants and acknowledges the COUNTY has final approval of who may enter the FACILITY. As a result, ACH does not expect the COUNTY to deny approval of an applicant presented to them in order for the COUNTY to employ that person directly. If, during the term of this AGREEMENT or within one (1) year after this AGREEMENT's termination, the COUNTY should hire an applicant who was presented to them by ACH and denied approval by the COUNTY, the COUNTY agrees to pay ACH thirty percent (30%) of the applicant's first year's salary/compensation as a recruiting fee for each applicant.

2.5 DUTY TO PROTECT INMATES. The non-delegable duty to protect inmates is, and always will be, vested in the COUNTY. This AGREEMENT does not result in the assumption of a non-delegable duty by ACH. As such, the COUNTY specifically retains the duty and obligation for security of the inmates. This duty extends to the control of inmate movement. ACH and its personnel will assume no responsibility for the movement of inmates and assume no responsibility for inmate protection at any time.

- 2.6 ELECTRONIC COMMUNICATIONS. The COUNTY agrees to provide to ACH copies of any electronic communications between ACH and ACH's employees and independent contractors in the COUNTY's possession (including stored on the COUNTY's email servers) as requested by ACH. The COUNTY agrees to treat electronic communications between ACH and its employees and independent contractors as confidential and agrees not to share those communications with any third party unless required by law.
- 2.7 EMPLOYEE RAIDING (ANTI-POACHING / NON-SOLICITATION AGREEMENT). ACH makes a significant investment in the training and professional development of our employees and independent contractors. As a result, ACH does not expect the COUNTY to offer employment to or otherwise "poach" or solicit ACH employees or independent contractors **and the COUNTY is specifically prohibited from doing the same**. If the COUNTY should hire any ACH employee or independent contractor during this AGREEMENT's term or within one (1) year after this AGREEMENT's termination, the COUNTY agrees to pay ACH a professional replacement fee of Ten Thousand Dollars (\$10,000) or Ten Percent (10%) of this contract price, whichever is greater, for each employee or independent contractor, with the following exception: this does not apply to any person who was employed by the COUNTY prior to this AGREEMENT. It is expressly agreed by ACH and the COUNTY that the payment under this provision does not constitute a penalty and that the parties, having negotiated in good faith and having agreed that the payment is a reasonable estimate of damages in light of the anticipated harm caused by the breach related thereto and the difficulties of proof of loss and inconvenience or nonfeasibility of obtaining any adequate remedy, are estopped from contesting the validity or enforceability of such payment.
- 2.8 FACILITY STAFF TRAINING. The duty to train the FACILITY staff is and always remains vested in the COUNTY. Upon request of the COUNTY, ACH may assist in training for FACILITY staff on certain topics as determined by the COUNTY. The COUNTY is solely responsible for overall operation of the FACILITY, including medical care. The COUNTY maintains ultimate responsibility for training and supervising its correctional officers, including but not limited to emergency procedures, ensuring sick calls are passed along to the medical team, and properly distributing medications (where appropriate).
- 2.9 MEDICAL EQUIPMENT (DURABLE). Medical equipment remains the responsibility of the COUNTY. At the COUNTY's request, ACH may assist the COUNTY in securing the equipment at cost-effective pricing. Typical durable medical equipment expected in a medical unit would be: exam table, exam stool, ophthalmic / otoscope, peak flow meter, digital thermometer, stethoscope, X-large and large blood pressure cuffs, refrigerator (small), and scales. Upon termination of this AGREEMENT, the medical equipment will be in good working order, with allowances made for reasonable wear and tear.
- 2.10 MEDICAL AND MENTAL HEALTH RECORDS. Inmate medical and mental health records will always be the property of the COUNTY and will remain in the FACILITY. The COUNTY agrees to provide copies of those records to ACH when requested.
- 2.11 NON-MEDICAL CARE OF INMATES. The COUNTY will provide and pay for non-medical needs of the inmates while in the FACILITY, including, but not limited to: daily housekeeping services; dietary services, including special supplements, liquid diets, or other dietary needs; building maintenance services; personal hygiene supplies and services; clothing; and linen supplies.
- 2.12 OFFICE EQUIPMENT (DURABLE). The COUNTY will provide use of COUNTY-owned office equipment and utilities in place at the FACILITY's healthcare unit. Typical office equipment expected in a medical unit would be a locking file (recommended four-drawer); paper punch; staple

remover; stapler; cabinet for storing medical supplies such as Band-Aids, gauze, etc.; computer; fax machine; copier / printer; and toner. Upon termination of this AGREEMENT, the office equipment will be in good working order, with allowances made for reasonable wear and tear.

- 2.13 OFFICE SUPPLIES (DISPOSABLE). The COUNTY will provide disposable office supplies, such as medical charts, paper, pens, staples, and Post-It notes which are required for the provision of inmate healthcare services.
- 2.14 SECURITY. The COUNTY will maintain responsibility for the physical security of the FACILITY and the continuing security of the inmates. The COUNTY understands that adequate security services are necessary for the safety of the agents, employees, and subcontractors of ACH, as well as for the security of inmates and FACILITY staff, consistent with the correctional setting. The COUNTY will provide security sufficient to enable ACH and its personnel to safely provide the healthcare services described in this AGREEMENT. The COUNTY will screen ACH's proposed staff to ensure that they will not constitute a security risk. The COUNTY will have final approval of ACH's employees and independent contractors in regards to security/background clearance.
- 2.15 COUNTY'S POLICIES AND PROCEDURES. All policies and procedures will at all times remain the property of the COUNTY and will remain at the FACILITY. ACH may make recommendations to the COUNTY's health care policies and procedures. Those recommendations are made for the COUNTY's consideration. ACH operates within the COUNTY's policies and procedures. It is the policy of ACH to provide our health care professionals the freedom to provide care without limitation by prescription formulary, approval process for outside care, etc. The materials in this section are for general information purposes only. That information should be treated as guidelines, not rules. The information is not intended to establish a standard of medical care and is not a substitute for common sense. The information is not legal advice, is not to be acted on as such, may not be current, and is subject to change without notice. Each situation should be addressed on a case-by-case basis. ACH does not have standing orders. ACH does not have a formulary.

ARTICLE 3:
COMPENSATION/ADJUSTMENTS

- 3.1 FUNDING THE FACILITY'S HEALTHCARE PROGRAM. It is ultimately the responsibility of the COUNTY to appropriately fund the FACILITY's healthcare program. As a result, ACH's healthcare program at the FACILITY (staffing, etc.) is customized and approved by the COUNTY.
- 3.2 ANNUAL AMOUNT/MONTHLY PAYMENTS. The annualized amount to be paid by the COUNTY to ACH under this AGREEMENT is to be ninety-nine thousand seven hundred ninety dollars and sixty-eight cents (\$99,790.68). The COUNTY will make monthly payments of eight thousand three hundred fifteen dollars and eighty-nine cents (\$8,315.89), which is equal to 1/12 of the annualized amount, during the term of this AGREEMENT. ACH will bill the COUNTY approximately thirty (30) days prior to the month in which services are to be rendered. The COUNTY agrees to pay ACH within thirty (30) days of receipt of the bill.
 - 3.2.1 ANNUAL AMOUNT UPON RENEWAL. Upon the annual anniversary of the commencement of services under this AGREEMENT, the annualized amount of increase for compensation will be the 12-Month Consumer Price Index (CPI) for medical care or zero percent (0%), whichever is higher. The CPI will be calculated from the most recent CPI data as published by the Bureau of Labor Statistics.

- 3.3 QUARTERLY ADJUSTMENTS. Account reconciliation will be completed for variances in the ADP and other expenses, such as equipment or services purchased by ACH (with prior approval of the COUNTY) on behalf of the COUNTY.
- 3.3.1 AVERAGE DAILY POPULATION (ADP). ADP for a given quarter will be determined from the FACILITY census records. For billing purposes, the COUNTY INMATE ADP will be 90 and the NON-COUNTY INMATE ADP will be 0. Inmates who are not presently incarcerated in the FACILITY (i.e., persons on electronic monitoring or probation, or who are hospitalized, or in halfway housing or early release housing) should not be counted in either ADP reported to ACH by the COUNTY. The ADPs reported to ACH should only include those inmates presently incarcerated in the FACILITY.
- 3.3.2 PER DIEM.
- 3.3.2.1 GENERAL. Per diem rate(s) are intended to cover additional costs in those instances where minor, short-term changes in the inmate population results in the higher utilization of routine supplies and services. The per diem is not intended to provide for any additional fixed costs, such as new fixed staffing positions that might prove reasonable if the inmate population grows significantly and is sustained. ACH will request the monthly count for these separate populations on a quarterly basis.
- 3.3.2.2 COUNTY INMATES. When the ADP exceeds or falls below the contracted rate in any calendar quarter, the compensation variance will be figured on the average number of COUNTY INMATES above or below the contracted ADP for that quarter multiplied by the per diem rate of \$0.30 per inmate per day. (Example: If the ADP for a quarter is 10 above the contracted ADP, additional compensation due will be calculated as follows: 10 x \$0.30 x 91)
- 3.3.2.3 NON-COUNTY INMATES. To cover the cost of incidental medical expenses for NON-COUNTY INMATES (such as disposable medical supplies and biomedical waste disposal services), a separate per diem rate of \$0.30 per inmate per day will be assessed for each NON-COUNTY INMATE housed in the FACILITY in excess of the contracted NON-COUNTY INMATE ADP.
- 3.3.3 ARREARS. Any contract amount in arrears will be settled through reconciliation and adjusted accordingly. Adjustments will be made to the first monthly invoice prepared after reconciliation between ACH and the COUNTY. Payment of the adjusted amount will be due upon receipt of said invoice.

ARTICLE 4:
TERM AND TERMINATION

- 4.1 TERM. The term of this AGREEMENT will begin on _____ at 12:01 A.M. and will continue in full force and effect until _____ at 11:59 P.M., unless earlier terminated, extended, or renewed pursuant to this AGREEMENT. This AGREEMENT will automatically renew for successive one (1) year periods unless either party gives thirty (30) days' written notice prior to the end of a term.
- 4.2 TERMINATION.

- 4.2.1 **TERMINATION FOR LACK OF APPROPRIATIONS.** It is understood and agreed that this AGREEMENT will be subject to annual appropriations by the COUNTY. If funds are not appropriated for this AGREEMENT, then upon exhaustion of such funding, the COUNTY will be entitled to immediately terminate this AGREEMENT. Recognizing that such termination may entail substantial costs for ACH, the COUNTY will act in good faith and make every effort to give ACH reasonable advance notice of any potential problem with funding or appropriations. The COUNTY agrees to pay for services rendered up to the point of termination.
- 4.2.2 **30-DAY OUT CLAUSE.** Notwithstanding anything to the contrary contained in this AGREEMENT, the COUNTY or ACH may, without prejudice to any other rights they may have, terminate this AGREEMENT by giving thirty (30) days' advance written notice to the other party. If the COUNTY gives ACH less than thirty (30) days' advance written notice, the COUNTY agrees to pay to ACH one (1) month's contract price as an early termination fee.

ARTICLE 5:
GENERAL TERMS AND CONDITIONS

- 5.1 **ADVICE OF COUNSEL.** Each of the parties (a) has had the opportunity to seek counsel, legal or otherwise, prior to entering into this AGREEMENT, (b) is freely entering into this AGREEMENT of his/her or its own volition, and (c) understands and agrees that this AGREEMENT will be construed as if drafted by both parties and not by one party solely.
- 5.2 **ASSIGNMENT.** ACH may not assign this AGREEMENT or any rights hereunder in whole or in part. Subject to the foregoing, this AGREEMENT will inure to the benefit of and be binding upon each of the heirs, permitted assigns, and successors of the respective parties. Any assignment in violation of this section will be null and void.
- 5.3 **ATTORNEY FEES AND COSTS.** In the event a lawsuit, arbitration, or mediation is initiated by either party, the party against whom a judgment or award is entered will also be liable for costs of suit and reasonable attorneys' fees as set by the court or arbitrator.
- 5.4 **AUTHORITY.** The persons signing below represent that they have the right and authority to execute this AGREEMENT for their respective entities and no further approvals are necessary to create a binding AGREEMENT.
- 5.5 **COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS.** The COUNTY and ACH agree that no party will require performance of any ACH or COUNTY employee, agent or independent contractor that would violate federal, state and/or local laws, ordinances, rules and/or regulations. The COUNTY will be responsible for any additional services required at the FACILITY as the result of governmental (including, but not limited to, the Department of Justice, Immigration and Customs Enforcement, Department of Corrections, Federal Bureau of Prisons, or United States Marshals Service) investigation, mandate, memorandum, or order. Should new legislation require substantial new medical treatment, the COUNTY will pay for it, unless specifically agreed upon in writing between ACH and the COUNTY.
- 5.6 **COUNTERPARTS; HEADINGS.** This AGREEMENT may be executed in counterparts, each of which will be an original and all of which will constitute one AGREEMENT. The headings contained in this AGREEMENT are for reference purposes only and will not affect in any way the meaning or interpretation of this AGREEMENT. The terms "inmate" and "detainee" may be used

interchangeably throughout this AGREEMENT and will not affect in any way the meaning or interpretation of this AGREEMENT.

- 5.7 ENTIRE AGREEMENT; AMENDMENT. This AGREEMENT represents the entire understanding of the parties with respect to the subject matter hereof, supersedes and cancels all prior agreements, understandings, arrangements, or representations between the parties with respect to such subject matter, and may only be amended by written agreement of both parties. The parties agree that their performances hereunder do not obligate either party to enter into any further agreement or business arrangement.
- 5.8 EQUAL EMPLOYMENT OPPORTUNITY. It is the policy of ACH to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, age, or genetics. In addition, it is the policy of ACH to comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefit plans, all forms of compensation, and training.
- 5.9 EXCUSED PERFORMANCE. In case performance of any terms of parts hereof will be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority of local, state, or federal governments or because of riots, public disturbances, strikes, lockouts, differences with workers, fires, floods, Acts of God, or any other reason whatsoever which is not within the control of the parties whose performance is interfered with and which, by the exercise of reasonable diligence, said party is unable to prevent, the party so suffering may at its option, suspend, without liability, the performance of its obligations hereunder during the period such cause continues.
- 5.10 FILMING. ACH does not consent to the filming of its employees for any commercial purpose including, but not limited to, documentaries, docuseries (including, but not limited to, “60 Days In”), etcetera. If the FACILITY and/or COUNTY decide to engage in such a project, they agree to notify ACH’s legal department at least 90 days prior to filming, at 309-692-8100; facsimile: 309-214-9977; or email: Alex.Kinzinger@advancedch.com. ACH reserves the right to terminate the AGREEMENT prior to the beginning of the filming of such a project. ACH will have no obligation under this AGREEMENT to maintain insurance coverage against any loss or damage caused or necessitated by the filming of such a project. The COUNTY agrees to hold harmless and indemnify ACH and its employees against any loss or damage, including reasonable attorneys’ fees and other costs of litigation, caused or necessitated by the filming of such a project.
- 5.11 FURTHER ACTS. The parties agree to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions of this AGREEMENT.
- 5.12 GOVERNING LAW. This AGREEMENT will be governed by the laws of the State of Michigan (without reference to conflicts of laws principles).
- 5.13 INDEPENDENT CONTRACTORS. ACH may engage certain healthcare professionals as independent contractors rather than employees.
- 5.14 NO GRANT OF RIGHTS. Each of the parties understands and agrees that no grant or license of a party’s rights in any patent, trademark, trade secret, copyright and/or other intellectual property right is made hereby, expressly or by implication.

- 5.15 **NO RELATIONSHIP OR AUTHORITY.** The parties agree that ACH will at all times be an independent contractor in the performance of the services hereunder, and that nothing in this AGREEMENT will be construed as or have the effect of constituting any relationship of employer/employee, partnership, or joint venture between the COUNTY and ACH. ACH does not have the power or authority to bind the COUNTY or to assume or create any obligation or responsibility on the COUNTY's behalf or in the COUNTY's name, except as otherwise explicitly detailed in this AGREEMENT, and ACH will not represent to any person or entity that ACH has such power or authority. ACH will not act as an agent nor will ACH be deemed to be an employee of the COUNTY for the purposes of any employee benefit program.
- 5.16 **NOTICE.** Any notice required or permitted to be given hereunder will be in writing and delivered to the respective addresses in this section or such other addresses as may be designated in writing by the applicable party from time to time, and will be deemed to have been given when sent. To the COUNTY: Cheboygan County Sheriff's Department, 870 S. Main Street, Cheboygan, MI 48721; email: bbeckwith@cheboygancounty.net. To ACH: Advanced Correctional Healthcare, Inc., Attn: Contracts Manager, 3922 West Baring Trace, Peoria, IL 61615; facsimile: 309.214.9977; email: alex.kinzinger@advancedch.com.
- 5.17 **OTHER CONTRACTS AND THIRD PARTY BENEFICIARIES.** The parties acknowledge that ACH is not bound by or aware of any other existing contracts to which the COUNTY is a party and which relate to the provision of healthcare to inmates at the FACILITY. The parties agree that they have not entered into this AGREEMENT for the benefit of any third person(s) and it is their express intention that this AGREEMENT is intended to be for their respective benefits only and not for the benefits of others who might otherwise be deemed to constitute third party beneficiaries thereof.
- 5.18 **PUBLICITY.** The COUNTY grants ACH permission to utilize the COUNTY's trademarks, trade names, or other designations in any promotion, press release or publication.
- 5.19 **SEVERABILITY.** If any provision of this AGREEMENT, or any portion thereof, is found to be invalid, unlawful, or unenforceable to any extent, such provision will be enforced to the maximum extent permissible so as to effect the intent of the parties, and the remainder of this AGREEMENT will continue unaffected in full force and effect. The parties will negotiate in good faith an enforceable substitute provision for such invalid provision that most nearly achieves the same intent and economic effect.
- 5.20 **SUBCONTRACTING.** ACH may subcontract services including, but not limited to, pharmaceutical services, biomedical waste disposal, and MOBILE SERVICES.
- 5.21 **USE BY OTHER PUBLIC AGENCIES (PIGGYBACK).** ACH agrees to allow the COUNTY to authorize other public agencies in the COUNTY to purchase the proposed items by issuance of a purchase order at the same terms and conditions as this AGREEMENT, and to make payments directly to ACH during the period of time that this AGREEMENT is in effect.
- 5.22 **WAIVER.** Any waiver of the provisions of this AGREEMENT or of a party's rights or remedies under this AGREEMENT must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions hereof or its rights or remedies at any time, will not be construed as a waiver of such party's rights or remedies hereunder and will not in any way affect the validity of this AGREEMENT or prejudice such party's right to take subsequent action.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the date and year written below.

ADVANCED CORRECTIONAL HEALTHCARE, INC.

Jessica K. Young, Esq., CCHP
President

Date

COUNTY OF CHEBOYGAN, MICHIGAN

Dale V. Clarmont
Sheriff

Date

John Wallace
Board Chairman

Date

Please complete and return via fax to 309.214.9977 or email to alex.kinzinger@advancedch.com.

If this contract is not returned to ACH by October 20, 2018, the price may be subject to increase.

BUSINESS ASSOCIATE AGREEMENT
CHEBOYGAN COUNTY, MICHIGAN

Definitions

Catch-all definition:

The following terms used in this Agreement will have the same meaning as those terms in the HIPAA Rules (<https://www.federalregister.gov/articles/2013/01/25/2013-01073/modifications-to-the-hipaa-privacy-security-enforcement-and-breach-notification-rules-under-the>): Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

- (a) Business Associate. “Business Associate” will generally have the same meaning as the term “Business Associate” at 45 CFR 160.103, and in reference to the party to this agreement, will mean Advanced Correctional Healthcare, Inc.
- (b) Covered Entity. “Covered Entity” will generally have the same meaning as the term “Covered Entity” at 45 CFR 160.103, and in reference to the party to this agreement, will mean Cheboygan County Jail.
- (c) HIPAA Rules. “HIPAA Rules” will mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

Obligations and Activities of Business Associate

Business Associate agrees to:

- (a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;
- (c) Report to Covered Entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, within 48 hours (except for any breaches putting patients at immediate risk of harm, which should be reported as soon as possible) and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information;
- (e) Make available protected health information in a designated record set to the Covered Entity as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.524;
- (f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.526;

(g) Maintain and make available the information required to provide an accounting of disclosures to the Covered Entity as necessary to satisfy Covered Entity's obligations under 45 CFR 164.528;

(h) To the extent the Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

(a) Business Associate may only use or disclose protected health information as necessary to perform the services set forth in the Agreement for the Provision of Health Services. The Business Associate is authorized to use protected health information to de-identify the information in accordance with 45 CFR 164.514(a)-(c).

(b) Business Associate may use or disclose protected health information as required by law.

(c) Business Associate agrees to make uses and disclosures and requests for protected health information consistent with Covered Entity's minimum necessary policies and procedures.

(d) Business Associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity, except for the specific uses and disclosures set forth below.

(e) Business Associate may use protected health information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

(f) Business Associate may disclose protected health information for the proper management and administration of Business Associate or to carry out the legal responsibilities of the Business Associate, provided the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(g) Business Associate may provide data aggregation services relating to the health care operations of the Covered Entity.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

(a) Covered Entity will notify Business Associate of any limitation(s) in the notice of privacy practices of Covered Entity under 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of protected health information.

(b) Covered Entity will notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect Business Associate's use or disclosure of protected health information.

(c) Covered Entity will notify Business Associate of any restriction on the use or disclosure of protected health information that Covered Entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of protected health information.

Permissible Requests by Covered Entity

Covered Entity will not request Business Associate to use or disclose protected health information in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity, except if the Business Associate will use or disclose protected health information for data aggregation or management and administration and legal responsibilities of the Business Associate.

Term and Termination

(a) Term. The Term of this Agreement will be effective as of the date of the last signature hereto, and will terminate on the termination of the Agreement for Health Services or the date Covered Entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

(b) Termination for Cause. Business Associate authorizes termination of this Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the Agreement and Business Associate has not cured the breach or ended the violation within the time specified by Covered Entity.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, Business Associate, with respect to protected health information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, will:

1. Retain only that protected health information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to Covered Entity or, if agreed to by Covered Entity, destroy the remaining protected health information that the Business Associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as Business Associate retains the protected health information;
4. Not use or disclose the protected health information retained by Business Associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out at paragraphs (e) and (f) above under "Permitted Uses and Disclosures By Business Associate" which applied prior to termination; and
5. Return to Covered Entity [or, if agreed to by Covered Entity, destroy] the protected health information retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

(d) Survival. The obligations of Business Associate under this Section will survive the termination of this Agreement.

Miscellaneous

- (a) Regulatory References. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.
- (b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law. No amendment to this Agreement will be effective until reduced to writing and signed by the parties.
- (c) Interpretation. Any ambiguity in this Agreement will be interpreted to permit compliance with the HIPAA Rules.
- (d) No Third Party Beneficiaries. There are no intended third party beneficiaries to this Agreement.
- (e) Without in anyway limiting the foregoing, it is the parties' specific intent that nothing contained in this Agreement give rise to any right or cause of action, contractual or otherwise, in or on behalf of any Individual whose PHI is Used or Disclosed pursuant to this Agreement.
- (f) Waiver. No provision of this Agreement may be waived except by an agreement in writing signed by the waiving party. A waiver of any term or provision will not be construed as a waiver of any other term or provision.
- (g) Authority. The persons signing below have the right and authority to execute this Agreement for their respective entities and no further approvals are necessary to create a binding Agreement.
- (h) Conflict. In the event of any conflict between the terms and conditions stated within this Agreement and those contained within any other agreement or understanding between the parties, written, oral or implied, the terms of this Agreement will govern. Without limiting the foregoing, no provision of any other agreement or understanding between the parties limiting the liability of the Business Associate to Covered Entity will apply to the breach of any term, condition or covenant contained in this Agreement by Business Associate.
- (i) Headings. The headings of each section are inserted solely for purposes of convenience and will not alter the meaning of this Agreement.
- (j) Governing Law. This Agreement will be construed in accordance with and governed by the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have executed this Agreement effective upon the date of the last signature hereto.

BUSINESS ASSOCIATE

ADVANCED CORRECTIONAL HEALTHCARE, INC.

Jessica Young, Esq, CCHP
President

Date

COVERED ENTITY

CHEBOYGAN COUNTY on behalf of the
CHEBOYGAN COUNTY SHERIFF

John B. Wallace, Board Chair

Dale V. Clarmont, Sheriff

Date

Please complete and return via fax to 309.214.9977 or email to alex.kinzinger@advancedch.com