



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 13, 2015

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. Invoice Write-Offs
 - D. Circuit Court Drug Court
 1. Byrne JAG Contract
 2. MDCGP Grant Contract
 - E. Straits Regional Ride
 1. Transportation Agreement – Straits Area Services
 2. Specialized Services Operating Assistance Program Third Party Contract 2012-0061/P11
 - F. Reid Building Lease Agreements
 1. District Health Department #4
 2. North Country Community Mental Health
 3. Women's Resource Center
 - G. Correspondence
 1. Bay County Resolution Re Waterfront Community Act of 2015
 2. Oceana County Resolution Recognizing 9-17-15 as Constitution Day
 - H. Minutes:
 1. Finance/Business Meeting of September 8, 2015 and Committee of the Whole Meeting of September 22, 2015
 2. Health Board – 8/18/15
 3. NEMCOG – 9/17/15
 4. NEMCSA – 8/15/15 & 9/11/15
 5. NLEA September & October President's Reports
 6. North Country Community Mental Health – 8/20/15
 7. Northern Michigan Community Corrections Advisory Board – 5/15/15
 8. Millage Appropriation Committee – 9/14/15
 9. Cheboygan County Road Commission – 8/20/15 & 9/10/15
 10. Cheboygan City Council – 8/25/15 & 9/8/15
 11. Planning Commission Meeting – 9/2/15
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**
12. **New Business**
 - A. Zoning Ordinance Amendment #130 – Allow Use for Tents, Travel Trailers, Campers, Recreational Vehicles & Undersized Mobile Homes Outside of Campgrounds & Storage of Travel Trailers, Campers & Recreational Vehicles Outdoors
 - B. Tractor/Snow Blower Purchase

- C. Senior Millage Appropriations
 - 1. MSU-E Project Fresh
 - 2. Cheboygan County Council on Aging
 - 3. Wawatam Area Senior Citizens, Inc.
- D. Treasurer Linda Cronan – 2015 Salary & Wage Resolution Amendment #11-Assistant Treasurer & Clerk II
- E. Appointment of Interim Equalization Director
- F. Board of Canvassers Positions
- G. Resolution 15-10 District Court Magistrate

13. Citizens Comments

14. Board Member Comments

15. CLOSED SESSION – Pursuant to MCL 15.268(c) Union Negotiations

16. Adjourn to the Call of the Chair

CHEBOYGAN COUNTY FINANCE REPORT OCTOBER 2015

VENDOR APPROVAL REPORT FOR CHEBOYGAN COUNTY
INVOICES TO BE PAID 10/13/15

FINANCE TOTAL \$39,673.95

PREPARED BY: KARI KORTZ

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. CARNATION RESTAURANT	22,280.20		
2. MICHIGAN STATE UNIVERSITY	17,393.75		
TOTAL ALL CLAIMS	39,673.95		

CHEBOYGAN COUNTY PREPAIDS REPORT SEPTEMBER 2015

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:	\$	853,823.48
MINUS SEPTEMBER FINANCE	\$	74,469.80
TOTAL PREPAIDS	\$	779,353.68

CHECKS 09/08/15 WERE APPROVED SEPTEMBER FINANCE CLAIMS

PREPARED BY: KARI KORTZ

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 TRUST & AGENCY						
09/02/2015	1	58798	ACS	ALOHA CAMP STORE	CC REST #14-4834-FH RONALD NEDROW	600.00
09/02/2015	1	58799	ADV REST	ADVANCED AUTO	CC REST #14-4862-FH DANIEL MARX II	6.25
09/02/2015	1	58800	ANDR W	WARREN ANDREWS	CC REST #12-4544-FC RAYMOND CRANDELL	8.33
09/02/2015	1	58801	ANDYS	ANDY'S PARTY STORE	CC REST #14-4862-FH DANIEL MARX II	6.25
09/02/2015	1	58802	ANTK J	JOSEPH ANTKOVIAK	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58803	AO INS	AUTO OWNERS INSURANCE AGENCY	CC REST #14-4936-FH ANGELA KIMBLER	250.00
09/02/2015	1	58804	AO INS	AUTO OWNERS INSURANCE AGENCY	CC REST #14-4916-FH GARRETT CHILDERS	100.00
09/02/2015	1	58805	AO INS	AUTO OWNERS INSURANCE AGENCY	CC REST #14-4915-FH JASON NOBLE	115.32
09/02/2015	1	58806	BLAN C	CLAYTON BLANCHARD	CC REST #89-0223-FH ROBERT ENGLAND	30.00
09/02/2015	1	58807	BLAN C	CLAYTON BLANCHARD	CC REST #89-0225-FH DANNY LAYNE	30.00
09/02/2015	1	58808	BORG W	WILLIAM BORGERDING	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58809	BRYA W	WILLIAM BRYAN	CC REST #03-2843-FH KURT DELPH	50.00
09/02/2015	1	58810	BURT D	DAWN BURTON	CC REST #09-4029-FC STANLEY PEEK	30.00
09/02/2015	1	58811	CARQUEST	CARQUEST	CC REST #14-4862-FH DANIEL MARX II	6.25
09/02/2015	1	58812	CLC	CHEBOYGAN LUMBER COMPANY	CC REST #05-3247-FH JOSEPH PRZYBYLOWICZ	5.00
09/02/2015	1	58813	CNB	CITIZENS NATIONAL BANK	CC REST #04-2937-FH HEATHER BROWN	2.85
09/02/2015	1	58814	CSPM	COURT STREET PARTY MART	CC REST #04-2937-FH HEATHER BROWN	2.83
09/02/2015	1	58815	DHS-ALPENA	STATE OF MICHIGAN	CC REST #14-4842-FH DAVID JEWELL	4.50
09/02/2015	1	58816	DMB	DMB FINANCIAL SERVICES	CC REST #01-2402-FH THOMAS TURI	20.00
09/02/2015	1	58817	DRIE J	JOYCE DRIER	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58818	DYKS B	BRITTANY DYKSTRA	CC REST #11-4339-FH STEVEN MCELHINEY	2.50
09/02/2015	1	58819	ELEN V	VERNA ELENBAAS	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58820	ELLI J	JANETTE ELLIOTT	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58821	FB INS	FARM BUREAU INSURANCE	CC REST #11-4456-FH JAN LAVIGNE	20.00
09/02/2015	1	58822	FB INS	FARM BUREAU SUBROGATION	CC REST #14-4995-FH JORDAN RAYMUS	50.00
09/02/2015	1	58823	FERNELIUS	FERNELIUS	CC REST #14-4862-FH DANIEL MARX II	6.25
09/02/2015	1	58824	FFNM	FIRST FEDERAL OF NORTHERN MICH	CC REST # 14-4862-FH DANIEL MARX II	6.25
09/02/2015	1	58825	GEZO C	CYNTHIA GEZON	CC REST #13-4748-FH JOSHUA TEMPLE	10.00
09/02/2015	1	58826	GLENS	GLEN'S MARKET (FAMILY FARE)	CC REST #14-4862-FH DANIEL MARX II	6.25
09/02/2015	1	58827	GOHE D	DONALD OR JEAN GOHESKI	CC REST #13-4687-FH SUSAN WOODS	500.00
09/02/2015	1	58828	HANOVER	THE HANOVER INSURANCE GROUP	CC REST #03-2854-FH JUDY SOUTHWELL	100.00
09/02/2015	1	58829	HART JA	JAMES HARTLEY	CC REST #14-4935-FC JAMES TURNER	250.00
09/02/2015	1	58830	HEAT G	GERALD HEATH	CC REST #09-4106-FH SONYA WAGNER	300.00
09/02/2015	1	58831	IRLC	INDIAN RIVER LION'S CLUB	CC REST #14-4874-FH MICHELLE WILLIAMS	10.00
09/02/2015	1	58832	JOHN CO	CONNIE JOHNSON	CC REST #09-3940-FC JESSICA SUMERIX	5.00
09/02/2015	1	58833	JOHN JA	E JAMES JOHNSON	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58834	JONES	WERNIG	CC REST #91-6083-FH ERNEST HARRINGTON	100.00
09/02/2015	1	58835	JONES	WERNIG	CC REST #91-0687-FH SAM HILL	30.00
09/02/2015	1	58836	KEEL L	LARRY OR LEONA KEELEAN	CC REST #05-3123-FH ROGER ORMSBEE	25.00
09/02/2015	1	58837	KMART	KMART	CC REST #03-2716-FH TIFFANY RILEY	50.00
09/02/2015	1	58838	LAHA R	ROGER LAHAIE	CC REST #02-2546-FH DAVID SOVA	33.38
09/02/2015	1	58839	LATITUDE	LATITUDE SUBROGATION SERVICES	CC REST #10-4113-FC BEAU STEWARD	50.00
09/02/2015	1	58840	LEIG E	ENZO LEIGHIO	CC REST #11-4339-FH STEVEN MCELHINEY	2.50
09/02/2015	1	58841	LERD B	BRENDA LERDAHL	CC REST #09-3940-FC JESSICA SUMERIX	5.00
09/02/2015	1	58842	MARC T	TYLER MARCH	CC REST #13-4781-FH EUGENE FRADETTE III	10.00
09/02/2015	1	58843	MARS R	RICHARD MARSHALL	CC REST #99-2141-FH CHASITY COMPTON	5.00
09/02/2015	1	58844	MARS RI	RICHARD MARSHALL	CC REST #09-3940-FC JESSICA SUMERIX	5.00
09/02/2015	1	58845	MCCA S	SCOTT MCCAULEY	CC REST #12-4544-FC RANMOND CRANDELL	8.34
09/02/2015	1	58846	MCKE K	KENNETH MCKERVEY	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58847	MDT-TAXENF	MICHIGAN DEPT OF TREASURY	CC REST #00-2229-FH FRANKLIN CRAWFORD	25.00
09/02/2015	1	58848	MELC D	DELORES MELCHING	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58849	MINI T	MR & MRS THOMAS MINICK	CC REST #13-4676-FH BRENTON DENNERT-MICH	5.00
09/02/2015	1	58850	MOOD N	NATALIE MOODY-BROWN	CC REST #05-3300-FH JOSHUA ROMINE	50.00
09/02/2015	1	58851	MOOR D	DANIELLE MOORE	CC REST #13-4698-FH JOSEPH HILLIKER	125.00
09/02/2015	1	58852	MORR B	BONNIE MORROW	CC REST #12-4544-FC RAYMOND CRANDELL	8.33
09/02/2015	1	58853	NEMOA	NORTHEAST MICH OSTEOPATHIC ASSOC	CC REST #08-3779-FH VICKY JOHNSON	200.00
09/02/2015	1	58854	NEUE D	DAVE NEUENS	CC REST #15-5042-FH JORDAN DRYER	10.00

CHECK REGISTER FOR CHEBOYGAN COUNTY
CHECK DATE FROM 09/01/2015 - 09/30/2015

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/02/2015	1	58855	NEXT STORE	NEXT STORE	CC REST #14-4862-FH DANIEL MARX II	6.25
09/02/2015	1	58856	PA	CHEBOYGAN COUNTY PROSECUTOR	CC REST #13-4642-FH JASON LAUR	120.17
09/02/2015	1	58857	PARKSIDE	PARKSIDE INN	CC REST #11-4339-FH STEVEN MCELHINEY	2.50
09/02/2015	1	58858	PERR S	SOPHIA PERRY	CC REST #13-4781-FH EUGENE FRADETTE III	10.00
09/02/2015	1	58859	QUIK	QUIK CHEK	CC REST #04-2937-FH HEATHER BROWN	2.83
09/02/2015	1	58860	RICH	FRANK RICHEY	CC REST #98-1963-FH GARY VIEAU JR	200.00
09/02/2015	1	58861	ROBE C	FLORENCE ROBERTS	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58862	SAFCU	STRAITS AREA FEDERAL CREDIT UNION	CC REST #13-4719-FH JESSICA FEIN	10.00
09/02/2015	1	58863	SANE	STRAITS AREA NARCOTICS ENF	CC REST #14-4822-FH JONATHON CARNEY	20.00
09/02/2015	1	58864	SANE	STRAITS AREA NARCOTICS ENF	CC REST #15-5016-FH CHARLES CUNNINGHAM	25.00
09/02/2015	1	58865	SANE	STRAITS AREA NARCOTICS ENF	CC REST #14-4951-FH JESSICA JONES	5.00
09/02/2015	1	58866	SANE	STRAITS AREA NARCOTICS ENF	CC REST #14-4902-FC ROSE KOZLOWSKI	10.00
09/02/2015	1	58867	SANE	STRAITS AREA NARCOTICS ENF	CC REST #15-5048-FH JENNIFER LESLIE	100.00
09/02/2015	1	58868	SANE	STRAITS AREA NARCOTICS ENF	CC REST #15-5019-FH MARY ANN ORMSBEE	10.00
09/02/2015	1	58869	SANE	STRAITS AREA NARCOTICS ENF	CC REST #15-5018-FH ROBERT PETERSON	50.00
09/02/2015	1	58870	SANE	STRAITS AREA NARCOTICS ENF	CC REST #14-4891-FH DONALD VIAU	18.50
09/02/2015	1	58871	SCH S	SHARON SCHALOW	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58872	SHAF E	EDWARD OR JANICE SHAFFER	CC REST #05-3123-FH ROGER ORMSBEE	25.00
09/02/2015	1	58873	SMIT C	CHARLES SMITH JR	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58874	SOM-DHS	STATE OF MICHIGAN DHS	CC REST #08-3785-FH SUSAN DOMINOWSKI	10.00
09/02/2015	1	58875	SPEED-CHEB	SPEEDWAY	CC REST #04-2937-FH HEATHER BROWN	2.83
09/02/2015	1	58876	SPRA R	ROBERT SPRAY	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58877	SUNRISE	SUNRISE BEACH MOTEL	CC REST #11-4339-FH STEVEN MCELHINEY	2.50
09/02/2015	1	58878	SUPERIOR	SUPERIOR VENDING	CC REST #11-4339-FH STEVEN MCELHINEY	2.50
09/02/2015	1	58879	TELECHECK	TELECHECK	CC REST #14-4862-FH DANIEL MARX II	6.25
09/02/2015	1	58880	TERR E	ECTON TERREBONNE	CC REST 06-3534-FC ROBERT POPE	50.00
09/02/2015	1	58881	TM	TOPINABEE MARKET	CC REST #04-2937-FH HEATHER BROWN	2.83
09/02/2015	1	58882	TREAS	CHEBOYGAN COUNTY TREASURER	CC REST #04-3008-FH MATTHEW CHARBONEAU	10.00
09/02/2015	1	58883	TUCK G	GARY TUCKER	CC REST #15-5020-FH MASON LIETAERT	20.00
09/02/2015	1	58884	VANH J	JEFFREY VANHOORNE	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58885	VROM D	DENNIS VROMAN	CC REST #09-3940-FC JESSICA SUMERIX	5.00
09/02/2015	1	58886	WALMART	WALMART	CC REST #04-2937-FH HEATHER BROWN	2.83
09/02/2015	1	58887	WALMART	WALMART	CC REST #14-4854-FH TIFFANY HANKINS	20.00
09/02/2015	1	58888	WENG R	ROBERT WENGER	CC REST #02-2546-FH DAVID SOVA	33.33
09/02/2015	1	58889	WHIT RA	MR OR MRS RANDY WHITTAKER	CC REST #13-4796-FH BRANDON EDDY	140.00
09/02/2015	1	58890	WHIT RA	MR OR MRS RANDY WHITTAKER	CC REST #13-4786-FH JOSHUA WILSON	5.00
09/02/2015	1	58891	WILS J	JAMES WILSON	CC REST #01-2488-FH LAWRENCE BYARD	500.00
09/03/2015	1	58892	BOND-CLERK	JAMES PRESEAU JR	CR BOND 15-5084-FH PEO V RAMUS	900.00
09/03/2015	1	58893	BOND-CLERK	DEBORAH ERMIGER	CR BOND 15-5079-FH PEO V ERMIGER	7,802.00
09/03/2015	1	58894	CLERK	CHEBOYGAN COUNTY CLERK	CR BOND FORFEITURE 15-5084-FH PEO V RAMU	100.00
09/03/2015	1	58895	CLERK	CHEBOYGAN COUNTY CLERK	CR BOND 15-5079-FH FINES/COSTS PEO V ERM	2,198.00
09/03/2015	1	58896	FOC	FRIEND OF THE COURT	CR BOND 14-10374-DS KREUGER V SIGSBY	750.00
09/03/2015	1	58897	MOOD N	NATALIE MOODY-BROWN	CC REST #05-3300-FH JOSHUA ROMINE	50.00
09/03/2015	1	58898	PIE&G	PRESQUE ISLE ELECTRIC & GAS	CR OVERPYMT	14.00
09/07/2015	1	58899	COP	COP EDUCATIONAL SERVICE DISTRICT	TR CURRENT PERSONAL TAX DUE ESD	245.71
09/07/2015	1	58900	GL OMS	GREAT LAKES OMS PC	DC REST #0683SM1 STEVEN PRICE	4.17
09/07/2015	1	58901	NASH J	JESS NASH	DC REST #0683SM1 STEVEN PRICE	4.16
09/07/2015	1	58902	SOM-EDTAX	STATE OF MICHIGAN	TR DUE STATE TRAILER PARK FEE	262.00
09/07/2015	1	58903	SOM-EDTAX	STATE OF MICHIGAN	TR SUMMER SET TAX DUE STATE	706,814.11
09/07/2015	1	58904	TREAS	CHEBOYGAN COUNTY TREASURER	TR CURRENT TAX DUE COUNTY	671,422.66
09/09/2015	1	58905	ALOHA	ALOHA TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	1,832.23
09/09/2015	1	58906	ALOHA	ALOHA TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	1,060.28
09/09/2015	1	58907	BEAUGRAND	BEAUGRAND TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	142.09
09/09/2015	1	58908	BENTON	BENTON TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	1,270.55
09/09/2015	1	58909	CHEB	CITY OF CHEBOYGAN	TR 2015 LAND AUCTION SALE PROCEEDS	1,286.52
09/09/2015	1	58910	ELLIS	ELLIS TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	80.07
09/09/2015	1	58911	FOREST	FOREST TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	108.85
09/09/2015	1	58912	KOEHLER	KOEHLER TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	44.15
09/09/2015	1	58913	MULLETT	MULLETT TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	563.30
09/09/2015	1	58914	NUNDA	NUNDA TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	188.73

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CHECK REGISTER FOR CHEBOYGAN COUNTY
 CHECK DATE FROM 09/01/2015 - 09/30/2015

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/09/2015	1	58915	TUSCARORA	TUSCARORA TOWNSHIP	TR 2015 LAND AUCTION SALE PROCEEDS	32.96
09/10/2015	1	58916	AFSCME	MICHIGAN COUNCIL #25 AFSCME	PR CHEB CTY AFSCME UNION DUES SEPT 2015	1,338.75
09/10/2015	1	58917	CITI	CITI STREET	PR CHEB CTY PC JUDGE RETIRE 9/5/15	317.20
09/10/2015	1	58918	CLEMENS	ELIZABETH CLEMENS	PR REFUND SEPT AFSCME UNION DUES	38.25
09/10/2015	1	58919	DEEDS	REGISTER OF DEEDS	TR QUIT CLAIM DEED RECORDING FEE	280.00
09/10/2015	1	58920	DEP UNION	DEPUTY SHERIFFS' ASSOCIATION	PR SHERIFF DEPT UNION DUES SEPT 2015	168.00
09/10/2015	1	58921	GARNISH	CHECK & CASH USA LLC	PR GARNISH TINA JEWELL 14-9511-SC PD 9/1	25.00
09/10/2015	1	58922	GARNISH	MISDU	PR GARNISH GRETCHEN STANKIEWITZ 913068876	35.17
09/10/2015	1	58923	GARNISH	MISDU	PR GARNISH MICHAEL FAIRCHILD 910220383	170.80
09/10/2015	1	58924	GELC	GOVERNMENTAL EMPLOYEES	PR SHERIFF DEPT UNION DUES SEPT 2015	564.38
09/10/2015	1	58925	MAC-WCF	MAC WORKERS COMP FUND	PR #730 3RD QTR 2015	23,533.00
09/10/2015	1	58926	MSP	MICHIGAN STATE POLICE	CR CONCEALED PISTOL LICENSE 12	768.00
09/10/2015	1	58927	POLC	POLICE OFFICERS LABOR COUNCIL	PR ROAD PATROL UNION DUES SEPT 2015	784.00
09/10/2015	1	58928	REF-DEEDS	TITLE RESOURCE	CR OVERPYMT OF FEES CK 400410630	12.00
09/10/2015	1	58929	REF-DEEDS	ATTORNEY TITLE	CR OVERPYMT FEES CK#25155	6.00
09/10/2015	1	58930	UN WAY	CHEBOYGAN COUNTY UNITED WAY	PR EMP DED PAY END 9/5/15	11.00
09/10/2015	1	58931	VANTAGE	VANTAGEPOINT TRANS AGENTS-457	PR 305959 CHEB CTY EMP DED PAY END 9/5/1	284.99
09/11/2015	1	58932	BEE T A	ANDREW BEETHEM	PC REST 8004404 CHRISTOPHER HARMON	50.00
09/11/2015	1	58933	EMC INS	EMC INSURANCE COMPANIES	PC REST 15008482 CHAYTON DENNIS	100.00
09/11/2015	1	58934	MASB-SEG	MASB-SEG PROPERTY	PC REST 14008428 ROBERT WELKER	250.00
09/11/2015	1	58935	MSP	MICHIGAN STATE POLICE	CR CONCEALED WEAPONS PERMITS 20	1,280.00
09/11/2015	1	58936	MSP	MICHIGAN STATE POLICE	CR SEX OFFENDER REGISTRATIONS 5	150.00
09/15/2015	1	58937	DOWNTOWN	DOWNTOWN MARKET	PA RESTITUTION 116-868-15 WM NEWTON	436.52
09/15/2015	1	58938	NSAC	NORTH STRAITS ANIMAL CLINIC	PA RESTITUTION 15-0786-SM DORA BROWN	20.00
09/15/2015	1	58939	TOTO C	CASIMIR TOTON	PA REST 15-0036-ST PAUL ALLEN MORSE	500.00
09/15/2015	1	58940	UNUM	UNUM LIFE INSURANCE COMPANY	PR 0116187-0015 LIFE INS OCT 2015	689.09
09/18/2015	1	58941	BARR JE	JEFFERY BARRETTE	DC REST #15-0359SD EDDIE SLANEC	374.00
09/18/2015	1	58942	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR 007016244 0014 OCT 2015 HEALTH INS	1,303.60
09/18/2015	1	58943	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR 007016244 0011 OCT 2015 HEALTH INS	3,314.82
09/18/2015	1	58944	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR 007016244 0001 OCT 2015 DENTAL/VISION	6,823.98
09/18/2015	1	58945	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR 007016244 0013 OCT 2015 HEALTH INS	429.70
09/18/2015	1	58946	BCNM	BLUE CARE NETWORK OF MICHIGAN	PR 00188643 C0001 OCT 2015	385.64
09/18/2015	1	58947	BCNM	BLUE CARE NETWORK OF MICHIGAN	PR 00188643 G001 OCT 2015 HEALTH INS	99,338.58
09/18/2015	1	58948	BOND-CLERK	JOSHUA SAMUEL	CR BOND #15-5088-FH PEO V SAMUEL	200.00
09/18/2015	1	58949	CINN INS	CINCINNATI INSURANCE CO	DC REST #11-0923SM MORGAN KEWAYGESHIK	10.00
09/18/2015	1	58950	CONSUMERS	CONSUMERS ENERGY	DC REST #15-0106FY FRANK BIANCHI II	100.00
09/18/2015	1	58951	CULB L	LINDA CULBERTSON	DC REST #14-0121ST RALPH PRUDER	168.24
09/18/2015	1	58952	FAIR R	RAY FAIRFIELD	DC REST #15-0350ST DANIEL KELLER II	37.50
09/18/2015	1	58953	FB INS	FARM BUREAU SUBROGATION	DC REST #15-0190SM SARAH MYERS	70.00
09/18/2015	1	58954	FRANK INS	FRANKENMUTH INSURANCE	DC REST #11-0072ST KRISTIN CANFIELD	75.00
09/18/2015	1	58955	HOPK P	PAUL HOPKINS	DC REST #15-0594SD CHELSEA LONG	250.00
09/18/2015	1	58956	LUNDS	JB LUNDS & SONS	DC REST #10-0905SM DAVID ELLIS	143.40
09/18/2015	1	58957	MCKE M	MARK MCKENZIE	DC REST #14-0243FT AARON FIELD	400.00
09/18/2015	1	58958	MUIA	MI UNEMPLOYMENT INS AGENCY	DC REST #05-0565SM CHRISTOPHER STEC	75.00
09/18/2015	1	58959	PROG INS-R	PROGRESSIVE INSURANCE	DC REST #15-0409FY C ARRELL-SHERILL	12.50
09/18/2015	1	58960	SANE	STRAITS AREA NARCOTICS ENF	DC REST #15-0456FY TAURA KNAPP	35.00
09/18/2015	1	58961	SANG R	RICHARD SANGSTER	DC #11-0923SM MORGAN KEWAYGESHIK	10.00
09/18/2015	1	58962	TRAU L	LORI TRAUB	DC REST #15-0409FY C ARRELL-SHERILL	12.50
09/18/2015	1	58963	WALMART	WALMART	DC REST #13-0044SM THOMAS BUENZ	50.00
09/18/2015	1	58964	WALMART	WALMART	DC REST #15-0511SM JASMINE SOLOMONSON	102.76
09/18/2015	1	58965	WRIG L	LEO WRIGHT	DC REST #15-0404SM KYLE RIETHMEIER	794.90
09/21/2015	1	58966	BOND-TREA	89TH DISTRICT COURT	TR BOND RICHARD DIXON-PRE TRIAL NSF	200.00
09/21/2015	1	58967	BOND-TREA	90TH DISTRICT COURT	TR BOND-BRIAN KUJAWA	500.00
09/21/2015	1	58968	CHEB	CITY OF CHEBOYGAN TREASURER	TR PROPERTY TAX REFRUND KAREN CRAIG	38.59
09/21/2015	1	58969	REF-CODE	CHARLES MARSH	CD OVERPYMT OF PERMIT PB15-0283	18.00
09/21/2015	1	58970	REF-DEEDS	ATTORNEYS TITLE	CR OVERPYMT OF FEES CK #25695	12.00
09/21/2015	1	58971	SFC	STATE FARM CLAIMS	CR REFUND	42.50
09/21/2015	1	58972	SFC	STATE FARM CLAIMS	CC REST 13-4796-FH BRANDON EDDY	140.00
09/21/2015	1	58973	SFC	STATE FARM CLAIMS	CC REST #13-4796-FH JOSHUA WILSON	5.00
09/22/2015	1	58974	HART C	CHRISTINE HARTMAN	PR UNUM LIFE INS REFUND	47.04

CHECK REGISTER FOR CHEBOYGAN COUNTY
CHECK DATE FROM 09/01/2015 - 09/30/2015

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/22/2015	1	58975	NSAC	NORTH STRAITS ANIMAL CLINIC	PA REST #14-0514-SM SARAH HOPKINSON	159.00
09/22/2015	1	58976	REF-CODE	LAPEER LUMBER & TRUSS LLC	CD OVERPYMT OF PERMIT HARRIS PB15-0329	164.61
09/22/2015	1	58977	REF-CODE	GREGORY A MCLAIN	CD OVER PYMT OF PERMIT PM15-0389	50.00
09/24/2015	1	58978	CITI	CITI STREET	PR CHEB CTY PC JUDGE RET PAID 9/25/15	317.20
09/24/2015	1	58979	CLERK	CHEBOYGAN COUNTY CLERK	CR #15-5032-FC BOND FORFEITURE STARKEY	100.00
09/24/2015	1	58980	CLERK	CHEBOYGAN COUNTY CLERK	CR BOND #15-5032-FC FINES/COSTS STARKEY	900.00
09/24/2015	1	58981	GARNISH	CHEK & CASH USA LLC	PR GARNISH 14-9511-SC TINA JEWELL	25.00
09/24/2015	1	58982	GARNISH	MISDU	PR G STANKWITZ 913068876 2009007526	35.17
09/24/2015	1	58983	GARNISH	MISDU	PR M FAIRCHILD 910220383 2002007381	170.80
09/24/2015	1	58984	REF-TREA	ANGELA GUNTHER	TR REF #140-003-400-003-00 2015 BOR ADJ	133.90
09/24/2015	1	58985	UN WAY	CHEBOYGAN COUNTY UNITED WAY	PR CHEB CTY EMP DED PAY END 9/19/15	11.00
09/24/2015	1	58986	UNUM	UNUM LIFE INSURANCE COMPANY	PR LTD INS GEN EMP OCT 2015	1,398.32
09/24/2015	1	58987	UNUM	UNUM LIFE INSURANCE COMPANY	PR LTD INS AFSCME EMP OCT 2015	667.01
09/24/2015	1	58988	UNUM	UNUM LIFE INSURANCE COMPANY	PR LTD INS GELC EMP OCT 2015	383.84
09/24/2015	1	58989	UNUM	UNUM LIFE INSURANCE COMPANY	PR EMP LIFE INS OCT 15 01504510019	714.71
09/24/2015	1	58990	VANTAGE	VANTAGEPOINT TRANS AGENTS-457	PR CHEB CTY EMP DEFER COMP 9/19/15	284.99
09/24/2015	1	58991	REF-CLERK	VICTOR SANTANGELO	CR REFUND CPL FEE	105.00
09/25/2015	1	58992	CHEV S	SELINA CHEVALIER-HAYDEN	PA REST #1500786-SM DORA BROWN	20.00
09/28/2015	1	58993	BEEET A	ANDREW BEETHEM	PC REST #11770 CHRISTOPHER HARMON	50.00
09/28/2015	1	58994	EMC INS	EMC INSURANCE COMPANIES	PC #11772 REST NOAH MORGAN	50.00
09/28/2015	1	58995	EMC INS	EMC INSURANCE COMPANIES	PC REST #11767 AUSTIN MOORE	50.00
09/28/2015	1	58996	FOC	FRIEND OF THE COURT	CC BOND #2006-5965DM LESINSKI V MALONE	100.00
09/28/2015	1	58997	SOM-EDTAX	STATE OF MICHIGAN	TR SUMMER SET TAX DUE STATE	1,167,327.85
09/28/2015	1	58998	TREAS	CHEBOYGAN COUNTY TREASURER	TR CURRENT TAX DUE COUNTY	1,102,274.08
09/30/2015	1	58999	BOND-TREA	86TH DISTRICT COURT	TR BOND DILLON ALDRICH NO INSURANCE	100.00
09/30/2015	1	59000	BOND-TREA	91ST DISTRICT COURT	TR BOND THERESA DUFFIN-UNPD PARKING TICK	100.00
09/30/2015	1	59001	BOND-TREA	87TH CIRCUIT COURT	TR BOND-DILLON ALDRICH-NO INSURANCE	500.00
09/30/2015	1	59002	REF-TREA	BRIAN GREGORICH	TR PROP TAX OVERPYMT 105-C11-000-329-00	15.45
09/30/2015	1	59003	REF-TREA	GILBERT ZIEGLER	TR OVERPYMT 051-D01-000-216-00	23.14
09/30/2015	1	59004	CHEB	CITY OF CHEBOYGAN	DC ORDINANCE FINES SEPTEMBER 15	659.00
09/30/2015	1	59005	CHEB-DPS	CHEBOYGAN DEPT PUBLIC SAFETY	DC OUIL ASSESSMENT SEPTEMBER 15	100.00
09/30/2015	1	59006	MCP	MACKINAW CITY POLICE	DC ORDINANCE FINES SEPTEMBER 15	356.67
09/30/2015	1	59007	MDT-TRTAX	MICHIGAN DEPT OF TREASURY	RD REAL ESTATE TRANSFER TAX SEPTEMBER 15	94,110.00
09/30/2015	1	59008	SHERIFF	CHEBOYGAN COUNTY SHERIFF DEPT	DC OUIL ASSESSMENT SEPTEMBER 15	520.00
09/30/2015	1	59009	SOM-CC	STATE OF MICHIGAN	CR 53RD CIRCUIT COURT FILING FEES SEPTEMBER	4,401.62
09/30/2015	1	59010	SOM-DC	STATE OF MICHIGAN	DC 89TH DISTRICT COURT FILING FEES SEPTEMBER	22,243.00
09/30/2015	1	59011	SOM-NETF	STATE OF MICHIGAN	CR NOTARY ED/TRAIN FUND SEPTEMBER 15	8.00
09/30/2015	1	59012	SOM-PC	STATE OF MICHIGAN	PC CIRCUIT COURT FILING FEES SEPTEMBER 1	196.71
09/30/2015	1	59013	SOM-PC	STATE OF MICHIGAN	PC PROBATE COURT FILING FEES SEPTEMBER 1	1,356.40
09/30/2015	1	59014	SOM-SURV	STATE OF MICHIGAN	RD REMONUMENTATION FEES JULY-SEPT 15	6,158.22
09/30/2015	1	59015	TUSCARORA	TUSCARORA TOWNSHIP	DC ORDINANCE FINES SEPTEMBER 15	71.67

1 TOTALS:

Total of 218 Checks:	3,956,064.29
Less 4 Void Checks:	215.00
Total of 214 Disbursements:	<u>3,955,849.29</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 2 GENERAL FUND						
09/01/2015	2	162912	AIRPORT	CHEBOYGAN AIRPORT AUTHORITY	SRR LEASE PAYMENT SEPT 15	1,500.00
09/01/2015	2	162913	NSB	NORTHERN STAR BROADCASTING	SR TOWER LEASE SEPT 15	300.00
09/01/2015	2	162914	PUB DEF 3	RONALD VARGA OR WILLIAM KEOGH	FN PUBLIC DEFENDER CONTRACT SEPT 15	11,710.58
09/01/2015	2	162915	RAMSAY	DONALD RAMSAY DO	CR MEDICAL EXAMINER CONTRACT SEPT 15	735.44
09/02/2015	2	162916	BURIAL	NORDMAN FUNERAL HOME	VA BURIAL ALLOWANCE WILLIAM YOUNG	300.00
09/02/2015	2	162917	CALS	CAL'S MOBILE HEAVY EQUIPMENT	SRR BUS #109 FULL SERVICE/REPAIRS/CHAIR	394.25
					SRR #709 SERVICE/TRANS FILTER/SIGNAL BUL	310.62
					SRR BUS #111 REPAIR CHAIRLIFT/BATTERY CA	69.50
					SRR BUS #111 REPAIR BRAKE LEAD/FLUIDS	195.20
						<u>969.57</u>
09/02/2015	2	162918	CAS-TRAN	CHEBOYGAN AREA SCHOOLS	SRR DIESEL FUEL CHGS 8/3-8/27/15	5,206.44
09/02/2015	2	162919	CLSSI	CHEBOYGAN LIFE SUPPORT SYSTEM	TR AMBULANCE MILLAGE	23,979.75
09/02/2015	2	162920	EMMET CTY	EMMET COUNTY	TR AMBULANCE MILLAGE	1,925.00
09/02/2015	2	162921	KSS	KSS ENTERPRISES	SRR CASE PAPER TOWELS	39.80
09/02/2015	2	162922	OAA	ONAWAY AREA AMBULANCE	TR AMBULANCE MILLAGE	1,192.91
09/02/2015	2	162923	OMS	OMS COMPLIANCE SERVICES INC	SRR DOT PRE-EMPLOYMENT DRUG TEST ZALEWSK	77.50
09/02/2015	2	162924	QCMC	QUICK CARE MEDICAL CENTER	SRR ZALEWSKI PRE EMPLOY PHYSICAL	50.00
09/02/2015	2	162925	SENIOR CIT	CHEBOYGAN COUNTY COUNCIL	TR SENIOR CITIZEN MILLAGE	47,581.25
09/02/2015	2	162926	TREAS	CHEBOYGAN COUNTY TREASURER	TR REIMBURSE POSTAGE - PASSPORTS	33.65
09/02/2015	2	162927	WASC	WAWATAM AREA SENIOR CITIZENS INC	TR SENIOR MILLAGE	4,791.66
09/03/2015	2	162928	AED BRANDS	AED BRANDS	CCM ELECTRIC DEFIBRILATOR	69.30
09/03/2015	2	162929	ARCTIC	ARCTIC GLACIER INC	CCM ICE	161.28
					CCM ICE	117.30
					CCM ICE	165.60
						<u>444.18</u>
09/03/2015	2	162930	BLARNEY	BLARNEY CASTLE OIL COMPANY	CCM DIESEL FUEL	3,770.70
					CCM GASOLINE	3,768.08
					CCM DIESEL FUEL	1,933.33
					CCM DIESEL FUEL/GASOLINE	17,523.15
					CCM DIESEL FUEL	2,107.23
					CCM DIESEL FUEL	4,424.23
					CCM DIESEL FUEL	3,034.51
					CCM GASOLINE	8,615.57
					CCM DIESEL FUEL	3,718.39
					CCM GASOLINE	7,928.59
					CCM GASOLINE	7,376.95
						<u>64,200.73</u>
09/03/2015	2	162931	BLARNEY	VOID		
09/03/2015	2	162932	CARD	CARDMEMBER SERVICE	SD TRANSPORTS/TRAINING/EQUIP/ETC	1,119.14
09/03/2015	2	162933	FDSI	FLOTATION DOCKING SYSTEMS INC	CCM 4 LIFT TANKS	5,400.00
09/03/2015	2	162934	GTP	G.T. PACKAGING	CCM CASE DEGREASER	116.80
09/03/2015	2	162935	MAA	MICHIGAN ASSESSORS ASSOCIATION	AD WEB AD EQUALIZATION DIRECTOR	75.00
09/03/2015	2	162936	OMHMG	OMH MEDICAL GROUP & MEDCARE	SDJ INMATE OFFICE VISIT/T SAUVE	267.00
09/03/2015	2	162937	SAP	STRAITS AREA PRINTING	FOC WINDOW ENVELOPES	321.00
					DC WINDOW ENVELOPES	257.00
						<u>578.00</u>
09/03/2015	2	162938	SELI D	DALE SELIN	DC CELL PHONE REIMBURSEMENT AUG 2015	45.00

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CHECK REGISTER FOR CHEBOYGAN COUNTY
 CHECK DATE FROM 09/01/2015 - 09/30/2015

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/03/2015	2	162939	SPARTAN	SPARTAN STORES LLC	SDJ INMATE PRESCRIPTIONS AUG 2015	23.29
					SDJ INMATE PRESCRIPTION T HOLLOPETER	4.00
						<u>27.29</u>
09/03/2015	2	162940	STRAITS	STRAITSLAND RESORTER	MSU RENEW ONE YEAR SUBSCRIPTION	35.00
					AD JULY 30 PUBLIC NOTICE	11.25
						<u>46.25</u>
09/03/2015	2	162941	TREAS	CHEBOYGAN COUNTY TREASURER	FOC COPY PAPER REIMBURSEMENT	119.40
09/03/2015	2	162942	YOUN K	KIMBERLY YOUNGS	DC CELL PHONE REIMBURSEMENT AUG 2015	45.00
09/03/2015	2	162943	CULLIGAN	MCCARDEL CULLIGAN-PETOSKEY	CC JURY WATER #0216832	49.50
09/03/2015	2	162944	DEAN	NANCY B DEAN	PC ATTORNEY CONTRACT SEPT 2015	1,375.00
09/03/2015	2	162945	DECKA	DECKA DIGITAL	CC JUROR CERTIFICATES	68.00
09/03/2015	2	162946	FELE A	ALFRED FELEPPA	CC 15-5048FH JENNIFER LESLIE	1,130.00
					CC 14-4995FH JORDAN RAYMUS	695.00
					PC ATTORNEY CONTRACT SEPT 2015	1,375.00
						<u>3,200.00</u>
09/03/2015	2	162947	GILB	JAMES L GILBERT	CC 06-5965DM KATY MALONE	105.00
					CC 15-5089 FH JENNIFER LESLIE	990.00
						<u>1,095.00</u>
09/03/2015	2	162948	HANSEL	DONNA HANSEL	PC ATTORNEY CONTRACT SEPT 2015	1,375.00
09/03/2015	2	162949	HARBOR	HARBOR HALL INC	CC DGC COUNSELING AUGUST 2015	120.00
09/03/2015	2	162950	HUNG T	THOMAS R HUNGERFORD LLC	CC 15-5064FH B HOPKINSON	140.00
					CC 15-5001 FH M LAFORGE	1,055.00
						<u>1,195.00</u>
09/03/2015	2	162951	KEOGH	WILLIAM L KEOGH PC	PC ATTORNEY CONTRACT SEPT 2015	1,375.00
09/03/2015	2	162952	LAMO T	TERRIE LAMONT	PC GUARDIANSHIP REVIEW 8/30/15	62.00
09/03/2015	2	162953	LEXIS	LEXISNEXIS RISK DATA MANAGEMENT	PC #3397 PACS RESEARCH AUG 2015	50.00
09/03/2015	2	162954	MICKEYS	MICKEY'S MINI MART	CC DONUTS AND COOKIES FOR JURORS	22.19
09/03/2015	2	162955	NMIDS	NORTHERN MI IND DRUG SCREEN LLC	CC DGC DRUG TESTING AUG 2015	520.00
09/03/2015	2	162956	NOP	NATIONAL OFFICE PRODUCTS	CC INK CARTRIDGES	45.53
					CC TONER/PAPER CLIPS	83.59
					CC COLOR INK CARTRIDGE	92.62
						<u>221.74</u>
09/03/2015	2	162957	OFF DEPOT	OFFICE DEPOT	PC #3395 FOLDERS/POST ITS/NOTE PADS/CORR	37.91
09/03/2015	2	162958	RED TOX	REDWOOD TOXICOLOGY LABORATORY	CC DGC DRUG TESTING JULY 2015	521.25
09/03/2015	2	162959	REDM M	MATT REDMOND	VA INSTALL BRONZE PLAQUE FOR 3 VETS	315.00
09/03/2015	2	162960	REGISTER	STATE BAR OF MICHIGAN	PC CONFERENCE JUDGE BUTTS OCT 22-23,2015	115.00
09/03/2015	2	162961	SHELDON	JENNIFER SHELDON	PC ATTORNEY CONTRACT SEPT 2015	1,375.00
09/03/2015	2	162962	SHEP P	PENELOPE SHEPHERD	CC TRANSCRIPT CHGS 14-4961FC	23.17
09/03/2015	2	162963	SUBSCRIPT	VETERANS INFORMATION SERVICE	VA HANDBOOK/NEWSLETTER	55.00
09/03/2015	2	162964	VJ	HON DONALD J MCLENNAN	CC MILEAGE FROM ROGERS CITY 8/2515	51.75
09/03/2015	2	162965	WEST-CC	THOMSON REUTERS - WEST	CC LIBRARY PLAN CHGS 7/5-8/4/15	63.45
09/03/2015	2	162966	WEST-CCP	WEST GROUP	CCP SUBSCRIPTION 7/5-8/4/15	151.50
09/03/2015	2	162967	WEST-LL	THOMSON REUTERS - WEST	LL LIBRARY PLAN CHGS 7/5-8/4/15	271.35
09/03/2015	2	162968	WEST-LL	THOMSON REUTERS - WEST	LL INFORMATION CHGS JULY 2015	731.50
09/04/2015	2	162969	CAS-TRAN	CHEBOYGAN AREA SCHOOLS	RC DIESEL FUEL 8/3-8/27/15	1,033.30
09/04/2015	2	162970	CCE	CCE CENTRAL DISPATCH AUTHORITY	AD 4% PHONE SURCHARGE	131.62
09/04/2015	2	162971	DTE	DTE ENERGY	RC/FG GAS CHGS 7/14-8/14/15	75.11
09/04/2015	2	162972	MA&S	MACKINAW ART & SIGN	AD SECURITY SIGNS	532.40

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/04/2015	2	162973	NEMCOG	NEMCOG	CC DGC CASE MGR/MILEAGE/INCENTIVES/SUPPL	5,054.13
09/04/2015	2	162974	STRAITS	STRAITSLAND RESORTER	AD ACCT CLK/PUBLIC NOTICE	32.25
09/04/2015	2	162975	TREAS	CHEBOYGAN COUNTY TREASURER	PC #11744 CC ALLOCATED COSTS 2015	36,225.00
09/04/2015	2	162976	VCER	VALLEY CITY ELECTRONIC RECYCLING	RC ELECTRONICS RECYCLING	2,089.95
09/04/2015	2	162977	VICTOR	VICTOR STANLEY	VP 2 BENCHES AND GARBAGE RECEPTACLE	4,130.00
09/04/2015	2	162978	YSP	YOUTH SHOPLIGHTING PROGRAM	PC COURT ORDERED SERVICES	75.00
09/08/2015	2	162979	BS&A	BS&A EQUALIZER SOFTWARE SYST	TR DT/MR/DL/PRE/CR/TX SYSTEM SUPPORT 8/1	10,427.00
09/08/2015	2	162980	CARNATION	CARNATION RESTAURANT	SDJ INMATE MEALS AUG 15 7,242 @ \$3.40	24,622.80
09/08/2015	2	162981	GLMAS	GREAT LAKES MASONRY	FN CCHS ANIMAL SHELTER CLEARING AND GRUB	39,420.00
09/09/2015	2	162982	ADV AUTO	ADVANCE AUTO PARTS	MA OIL CHANGE 2015F250 #6158027148	81.76
09/09/2015	2	162983	ALLO S	SUE ALLOR	COMM MILEAGE 9/8/15	34.50
09/09/2015	2	162984	AT&T/SBC	AT&T	FN MA GAS MODEM 7/29-8/28/15	34.44
09/09/2015	2	162985	AT&T/SBC	AT&T	FG/RC PHONE CHGS 8/28-9/27/15	180.78
09/09/2015	2	162986	BBC	BERNARD BUILDING CENTER	FG CABLE TIES	107.30
					FG INSECTICIDE/DUCT TAPE/MARKING SPRAY	199.49
					HD LUMBER	102.80
						<u>409.59</u>
09/09/2015	2	162987	BROWN C	CHRISTOPHER BROWN	COMM MILEAGE 9/8/15	18.40
09/09/2015	2	162988	CDT DC	CHEBOYGAN DAILY TRIBUNE	DC SUBSCRIPTION RENEWAL	108.00
09/09/2015	2	162989	CDT PA	CHEBOYGAN DAILY TRIBUNE	PA CV 5 BOXES ENVELOPES	130.00
09/09/2015	2	162990	GOUJ C	CAL GOUINE	COMM MILEAGE 9/8/15	4.03
09/09/2015	2	162991	GRAINGER	WW GRAINGER	MA PARTS FOR HUMAN SERVICES BLDG	81.50
					MA DRINKING FOUNTAIN REPAIR	29.60
						<u>111.10</u>
09/09/2015	2	162992	KSS	KSS ENTERPRISES	MA LINERS/TOWELS/PAILS	421.95
					MA LINERS/CLEANING SUPPLIES/MOPS	1,152.95
					MA 2 VACUUMS/CLEANING SUPPLIES	1,081.05
					MA LINERS/CLEANERS	260.13
					MA FOAM HAND SOAP	88.62
					MA LINERS/FLOVES/CLEANERS	160.01
						<u>3,164.71</u>
09/09/2015	2	162993	MATELSKI	ANTHONY MATELSKI	COMM MILEAGE 9/8/15	29.33
					COMM MILEAGE 8/19,8/20,8/26,9/2/15	115.00
						<u>144.33</u>
09/09/2015	2	162994	NOP	NATIONAL OFFICE PRODUCTS	MA MULTIFOLD TOWELS	231.10
09/09/2015	2	162995	OFF DEPOT	OFFICE DEPOT	DC STAPLER/PENS/CLIPS	26.66
09/09/2015	2	162996	OHEN MA	MARY OHENLEY	CF FOOD/SUPPLIES FOR LADIES & KID'S DAYS	165.67
09/09/2015	2	162997	PNC VISA	PNC BANK	FN VISA CHARGES THROUGH 8/19/15	1,824.59
09/09/2015	2	162998	PNC VISA	VOID		
09/09/2015	2	162999	REDM P	PETER REDMOND	COMM MILEAGE 9/8/15	8.05
					COMM MILEAGE 9/1/15	8.05
						<u>16.10</u>
09/09/2015	2	163000	RWS	REPUBLIC SERVICES #239	MA GARBAGE REMOVAL AUG 2015	457.44
09/09/2015	2	163001	SAP	STRAITS AREA PRINTING	PA VR CRIME VICTIM BROCHURES	160.00
09/09/2015	2	163002	SPARTAN	SPARTAN STORES LLC	MA SUPPLIES	31.96
09/09/2015	2	163003	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMP FRIN/DED PAY END 9/5/15	226,771.92
09/09/2015	2	163004	USC	UNDERGROUND SECURITY COMPANY	DC STORAGE SECURITY RECORDS 9/1/15-8/31/	56.95
09/09/2015	2	163005	WALLACE	JOHN WALLACE	COMM MILEAGE 9/8/15	28.75

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					COMM MILEAGE 8/26 & 8/31/15	63.25
						<u>92.00</u>
09/09/2015	2	163006	WILL R	RON WILLIAMS	CF ADVERTISING	443.35
09/10/2015	2	163007	ALGE B	BARB ALGENSTEDT	SDJ BLOOD DRAWS MCNEIL/MURPHY/VASLAVIK	150.00
09/10/2015	2	163008	ALLPHASE	ALL-PHASE	MA RECEPTOR BOXES	15.84
09/10/2015	2	163009	AT&T/SBC	AT&T	SDJ #23162731553815 PHONE 8/28-9/27/15	154.33
09/10/2015	2	163010	BERG B	BRENDA BERGSTROM	JB PER DIEM/MILEAGE 9/9/15	45.75
09/10/2015	2	163011	CAR-RC	CARQUEST	RC ANTIFREEZE	28.46
09/10/2015	2	163012	CARQUEST	CARQUEST	MA PLUG	1.58
09/10/2015	2	163013	ESRI	ESRI	GIS/PZ COMPUTER PROGRAM UPGRADES	2,200.00
09/10/2015	2	163014	JOHNSONS	JOHNSON'S HOME DECORATING	MA TRIM FOR TREASURERS OFFICE	30.84
09/10/2015	2	163015	K&K	K&K AGGREGATES INC	VP STUMP REMOVAL/10 YDS TOPSOIL	2,000.00
09/10/2015	2	163016	OMHMG	OMH MEDICAL GROUP & MEDCARE	SDJ DR VISIT/HOPKINSON	152.00
09/10/2015	2	163017	PHILLIPS	BECKY PHILLIPS	JB PER DIEM/MILEAGE 9/9/15	45.75
09/10/2015	2	163018	RWS	REPUBLIC SERVICES #239	FG/RC TRASH REMOVAL	225.76
09/10/2015	2	163019	SCHR KA	KAREN SCHRAMM	JB PER DIEM/MILEAGE 9/9/15	49.20
09/10/2015	2	163020	SECURUS	SECURUS TECHNOLOGIES	SDJ INMATE PHONE USAGE AUG 2015	3,499.16
09/10/2015	2	163021	SPARTAN	SPARTAN STORES LLC	SDJ INMATE MEDICAL SUPPLIES	63.62
09/10/2015	2	163022	SPIES-RC	SPIES AUTO PARTS & TIRE	RC OIL/ANTIFREEZE/HYDRAULIC	35.97
					RC ANTIFREEZE	23.98
					RC HYDRAULIC/ANTIFREEZE	22.98
						<u>82.93</u>
09/10/2015	2	163023	SYSCO	SYSCO FOODS OF GRAND RAPIDS	SDJ LAUNDRY DETERGENT/DESTAINER	702.60
09/10/2015	2	163024	WHEELER	WHEELER MOTORS INC	SD DIPSTICK	3.94
					SD TIRE REPAIR	12.00
					SD OIL CHANGE	16.95
					SD OIL CHANGE	27.90
					SD OIL CHANGE	16.95
					SD OIL CHANGE/FILTER	35.55
					SD OIL CHANGE/TIRE ROTATE	27.90
					SD OIL CHANGE/TIRE ROTATE	33.84
					SD OIL CHANGE	16.95
					SD OIL CHANGE	16.95
						<u>208.93</u>
09/10/2015	2	163025	WHEELER	VOID		
09/11/2015	2	163026	ACKE	CHRISTOPHER ACKERMAN	PC SA INDEPENDENT CONTRACT SEPT 2015	1,000.00
09/11/2015	2	163027	ASHB C	CYNTHIA E EBERLY	PCJ CELL PHONE SEPT 2015	45.00
09/11/2015	2	163028	AT&T/SBC	AT&T	SRR PHONE CHGS 8/28-9/27/15	144.63
09/11/2015	2	163029	AT&T/SBC	AT&T	SRR PHONE CHGS 8/28-9/27/15	75.74
09/11/2015	2	163030	BOWM	BRIDGES OF WEST MICHIGAN PLLC	PC CT ORDERED SERV 8/3-8/26/15	720.00
09/11/2015	2	163031	DEEDS	REGISTER OF DEEDS	HS REGISTER MTGE H-2014-348 CAMPEAU	14.00
09/11/2015	2	163032	DEKETO	DEKETO LLC	CR LICENSE ENHANCEMENTS AGREEMENT	1,108.00
09/11/2015	2	163033	HARBOR	HARBOR HALL INC	PC SA GROUP SESSIONS AUG 2015	245.00
09/11/2015	2	163034	INK & TONE	INK & TONER ALTERNATIVE	CR TONER	54.99
09/11/2015	2	163035	JOY VALLEY	JOY VALLEY COUNSELING & CONSULT	PC CT ORDERED SERV 8/4/15 8/18/15	300.00
09/11/2015	2	163036	LEXISNEXIS	LEXISNEXIS RISK DATA MANAGE INC	FOC INFORMATION RESEARCH AUG 2015	50.00
09/11/2015	2	163037	NEEP	NORTHERN EXPRESSIONS EMBROIDERY	PC SA STUDENT SHIRTS	330.00
09/11/2015	2	163038	NOP	NATIONAL OFFICE PRODUCTS	PC CALENDAR	9.15
09/11/2015	2	163039	OFF DEPOT	OFFICE DEPOT	CR ENVELOPES/TAPE/CORRECTION TAPE	46.02
					CR TYPEWRITER RIBBON	17.62
					CR TYPEWRITER CORRECT TAPE	13.98
						<u>77.62</u>

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09/11/2015	2	163040	STOP	SATELLITE TRACKING OF PEOPLE LLC	PC CT ORDERED SERVICES 8/1/15	276.25
09/11/2015	2	163041	TREAS	CHEBOYGAN COUNTY TREASURER	PC SA TRANSPORTATION FARE AUG 2015	3,718.50
09/11/2015	2	163042	TREAS	CHEBOYGAN COUNTY TREASURER	PC SA BUS AIDE AUG 2015	166.30
09/11/2015	2	163043	TREAS	CHEBOYGAN COUNTY TREASURER	TR EQUALIZATION CASH DRAWER SHORT	4.50
09/11/2015	2	163044	WHEELER	WHEELER MOTORS INC	AD CAR#15 REPLACE FUEL LEVEL SENSOR	267.83
09/14/2015	2	163045	ARCTIC	ARCTIC GLACIER INC	CCM ICE	129.36
					CCM ICE	151.80
						<u>281.16</u>
09/14/2015	2	163046	AT&T/SBC	AT&T	CCM PHONE CHGS 8/28-9/27/15	272.16
09/14/2015	2	163047	FAIR	CHEBOYGAN COUNTY FAIR	CF IMPREST CASH	450.00
09/14/2015	2	163048	JOY VALLEY	JOY VALLEY COUNSELING & CONSULT	PC CT ORDERED SERV 6/1-6/25/15	370.00
09/14/2015	2	163049	NOP	NATIONAL OFFICE PRODUCTS	CCM PAPER/DRY MARKERS	19.60
					PC DRYLINE TAPE	44.63
						<u>64.23</u>
09/14/2015	2	163050	RDIC	RIVERTOWN DO-IT CENTER	CCM STAIN/FOAM COVER/FRAME	39.98
					CCM CLEAR SEAL	13.99
						<u>53.97</u>
09/14/2015	2	163051	RWS	REPUBLIC SERVICES #239	CCM TRASH REMOVAL SEPT 2015	160.53
09/15/2015	2	163052	CDT-RC	CHEBOYGAN DAILY TRIBUNE	RC HAZARDOUS WASTE HOURS	65.20
09/15/2015	2	163053	D&L DISP	DRUG & LABORATORY DISPOSAL	RC HAZARDOUS WASTE PICKUP 8/6/15	11,999.50
09/15/2015	2	163054	DH #4	DISTRICT HEALTH DEPT #4	SDJ INMATE NURSE VISITS AUG 2015	2,340.00
09/15/2015	2	163055	EMMET DPW	EMMET COUNTY DPW	RC RECYCLE PROCESSING AUG 2015	9,910.00
					RC RECYCLE CREDIT AUG 2015	(1,307.53)
						<u>8,602.47</u>
09/15/2015	2	163056	REGISTER	BAYSHORE RESORT	PCJ M GRULKE NMJOA CONFERENCE 9/17&9/18/	102.90
09/15/2015	2	163057	SPRAYS	SPRAY'S LANDSCAPE SERVICE	MA PLANTS	135.81
09/15/2015	2	163058	TSG	TRINITY SERVICES GROUP INC	SDJ INMATE PAK ORDERS	29.35
					SDJ COMMISSARY ORDERS	1,257.43
					SDJ INMATE PAK ORDERS	28.43
					SDJ COMMISSARY ORDERS	1,093.46
					SDJ INMATE PAK ORDERS	18.60
					SDJ COMMISSARY ORDERS	1,116.75
					SDJ INMATE PAK ORDERS	24.04
					SDJ COMMISSARY ORDERS	1,068.45
						<u>4,636.51</u>
09/15/2015	2	163059	TSG	VOID		
09/16/2015	2	163060	CDT-PZ	CHEBOYGAN DAILY TRIBUNE	PZ MEETING ANNOUNCEMENT	92.29
09/16/2015	2	163061	CDT-SRR	CHEBOYGAN DAILY TRIBUNE	SRR PART TIME DRIVER POSTING 8/4-8/18/15	498.25
09/16/2015	2	163062	FERN FORD	FERNELIUS FORD LINCOLN	SRR 2007 JEEP NEW WATER PUMP/OIL CHANGE	295.71
09/16/2015	2	163063	OMS	OMS COMPLIANCE SERVICES INC	SRR DOT DRUG TEST #5935 M GOTTS	77.50
09/16/2015	2	163064	OPEC	OPEC RADIO COMMUNICATIONS	SRR 16 CHANNEL MOBILE RADIO/ADAPTERS	379.00
09/16/2015	2	163065	RED TOX	REDWOOD TOXICOLOGY LABORATORY	DC SBC DRUG TESTING KANDICE ABRAMS	28.50
					DC DRUG TESTING SUPPLIES	12.13
						<u>40.63</u>
09/16/2015	2	163066	REGISTER	LATECIA CIRILO, MPJRA TREASURER	PC SEMINAR 10/23/15 BECKY NOEL	30.00

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09/16/2015	2	163067	SAP	STRAITS AREA PRINTING	DC BOND ACCOUNT CHECKS TR BUSINESS CARDS - CRONAN	184.74 44.00 <hr/> 228.74
09/16/2015	2	163068	SCHW J	JEAN SCHWIND	PC GUARDIANSHIP REVIEW 9/15/15	145.78
09/16/2015	2	163069	SELI D	DALE SELIN	DC CELL PHONE REIMBURSE 9/1-9/15/15	22.50
09/16/2015	2	163070	TOSHIBA	TOSHIBA	CCP ESTUDIO 257 PRINTER/COPIER	4,325.00
09/17/2015	2	163071	ASHE M	MEGAN FENLON	CF FAIR WEEK MEALS CF FAIR WEEK MEALS	331.26 56.43 <hr/> 387.69
09/17/2015	2	163072	BREG L	LOIS BREGE	DHS CC #20623834 8/21-9/3/15	241.36
09/17/2015	2	163073	BREG L	LOIS BREGE	DHS CC #20623835 8/21-9/3/15	241.36
09/17/2015	2	163074	BREG L	LOIS BREGE	DHS CC #20623836 8/21-9/3/15	241.36
09/17/2015	2	163075	BREG L	LOIS BREGE	DHS CC #1525157 8/19-9/1/15	241.36
09/17/2015	2	163076	CACOC	CHEB AREA CHAMBER OF COMMERCE	CF DUES 10/15-9/16	275.00 V
09/17/2015	2	163077	CAR-CF	CARQUEST AUTO PARTS	CF MEDIUM TARP/MARKING PAINT CF 950 AMP JUMP STARTER CF EAR PLUGS	107.95 119.99 42.89 <hr/> 270.83
09/17/2015	2	163078	CCE	CCE CENTRAL DISPATCH AUTHORITY	AD 4% PHONE SURCHARGES	262.97
09/17/2015	2	163079	CDT-GEN	CHEBOYGAN DAILY TRIBUNE	AD HELP WANTED/MTG MINUTES	1,179.68
09/17/2015	2	163080	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #5438235 6/24-6/30/15	120.68
09/17/2015	2	163081	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #5438235 6/24-6/30/15 CARE RATE	35.00
09/17/2015	2	163082	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #5438235 7/1-7/31/15	689.44
09/17/2015	2	163083	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #5438235 8/1-8/31/15	689.44
09/17/2015	2	163084	FARMTEK	FARMTEK	FG DISPLAY LIGHTS AND ACCESSORIES	3,384.00
09/17/2015	2	163085	GLAZ T	TABITHA & GREG GLAZIER	DHS CC #2673814 8/7-8/20/15	372.26
09/17/2015	2	163086	GLAZ T	TABITHA & GREG GLAZIER	DHS CC #2673814 8/21-9/3/15	372.26
09/17/2015	2	163087	GLAZ T	TABITHA & GREG GLAZIER	DHS CC #2673814 8/7-8/20/15	241.36
09/17/2015	2	163088	GLAZ T	TABITHA & GREG GLAZIER	DHS CC #2673814 8/21-9/3/15	241.36
09/17/2015	2	163089	JENNAS	JENNA'S SIGNS & DESIGNS	CF BANNER	64.00
09/17/2015	2	163090	MPI	MICHIGAN PURE ICE	CF ICE	44.00
09/17/2015	2	163091	MSHC	MACKINAW STRAITS HEALTH CENTER	AD PRE-EMPLOY PHY/DRUG TEST L MLECZEWSKI	118.00
09/17/2015	2	163092	MULL K	KAYLA MULLETT	DHS CC #6960925 8/18-8/31/15	241.36
09/17/2015	2	163093	NMRI	NORTHERN MICHIGAN REVIEW INC	CF FAIR ADVERTISING AUG 2015	62.50
09/17/2015	2	163094	NOP	NATIONAL OFFICE PRODUCTS	CF STAPLER CF 2 CHAIRS/CLIPBOARDS CF OFFICE SUPPLIES	31.45 237.91 1.30 <hr/> 270.66
09/17/2015	2	163095	RDIC	RIVERTOWN DO-IT CENTER	CF LUMBER/SCREWS/BOLTS/DOOR PULL	31.33
09/17/2015	2	163096	SPRAYS P	SPRAY'S PLUMBING & HEATING INC	CF REPAIRS MIDWAY BATHROOM	210.38
09/17/2015	2	163097	STRAITS	STRAITSLAND RESORTER	CF RODEO AD JUNE 2015 CF FAIR AD JULY/AUGUST 2015	100.50 195.98 <hr/> 296.48
09/17/2015	2	163098	AT&T/SBC	AT&T	IS PHONE USAGE 8/2-9/1/15 231R0122198751	588.55
09/17/2015	2	163099	AT&T/SBC	VOID		
09/17/2015	2	163100	CACOC	CHEB AREA CHAMBER OF COMMERCE	CF MEMBERSHIP DUES 10/14-9/16 (2 YRS)	350.00
09/17/2015	2	163101	CDT-CF	CHEBOYGAN DAILY TRIBUNE	CF FAIR ADVERTISING 6/1-8/13/15	1,595.00
09/17/2015	2	163102	CHASE	DAN CHASE	CD MEAL 9/11/15 TRAINING	8.36
09/17/2015	2	163103	CONSUMERS	CONSUMERS ENERGY	RC #100045328463 ELEC AUG 2015	21.81
09/17/2015	2	163104	CONSUMERS	CONSUMERS ENERGY	HD ELEC 8/8-9/4/15 103003539980	1,163.63

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09/17/2015	2	163105	CONSUMERS	CONSUMERS ENERGY	MA ELEC #1000-26019925 8/5-9/2/15	34.11
09/17/2015	2	163106	CONSUMERS	CONSUMERS ENERGY	MA #1000 00107183 ELEC 8/8-9/4/15	7,894.61
09/17/2015	2	163107	CONSUMERS	CONSUMERS ENERGY	MA ELEC 8/11-9/8/15 1000 2773 2369	22.62
09/17/2015	2	163108	CONSUMERS	CONSUMERS ENERGY	MA ELEC 8/8-9/4/15 #1000 0016 3434	44.74
09/17/2015	2	163109	CONSUMERS	CONSUMERS ENERGY	MA ELEC AUG 2015 #1000 0016 3434	14.77
09/17/2015	2	163110	DTE	DTE ENERGY	HD GAS 8/11-9/8/15 456433900036	47.17
09/17/2015	2	163111	DTE	DTE ENERGY	MA ELEC #456433900010 8/11-9/8/15	422.15
09/17/2015	2	163112	GEWY	YOUNG, GRAHAM, ELSENHEIMER	AD LEGAL SERVICES THROUGH 8/31/15	1,725.00
09/17/2015	2	163113	MEMBER	MADCM	DC 2016 DUES STANKEWITZ/SELIN	150.00
09/17/2015	2	163114	PIE&G	PRESQUE ISLE ELECTRIC & GAS	RC ELEC FOR SECURITY LIGHT 8/28-9/12/15	14.65
09/17/2015	2	163115	RDIC	RIVERTOWN DO-IT CENTER	FG PAINT	62.47
					FG LUMBER/CHISEL/SAW/HINGE	38.86
					MA ROOF CEMENT/PAINT THINNER/BRUSHES	84.44
					MA WASHER HOSE/PARTS	44.74
					MA EXTENSION POLE/POLYFILM/DUST PAY	32.47
					MA CLAMPS/TEE/COUPLING/FLASHLIGHT	52.75
					MA PIPE	1.84
					MA ADAPTER	1.89
					MA TUBING	6.15
					MA CLAMP/COUPLINGS/PAINT/SHUTOFF	13.54
					MA SPRAY PAINT/OFFSET	29.57
					MA METAL CORNER BEAD/NAILS	7.87
					MA PASTE WAX	7.99
						<u>384.58</u>
09/17/2015	2	163116	RDIC	VOID		
09/17/2015	2	163117	ROSE EXT	ROSE EXTERMINATOR	MA PEST CONTROL SEPT 2015	70.00
09/17/2015	2	163118	WOE	WILLIAMS OFFICE EQUIPMENT	IS COPY MAINT AGREEMENTS AUG 2015	1,302.97
09/22/2015	2	163119	BARK K	KIMBERLY BARKER	PA SCANNER ROLLERS	46.87
09/22/2015	2	163120	BARTLETT	STUART BARTLETT	PZ COMM MTG 9/2/15	54.95
					PZ COMM MTG 9/16/15	54.95
					PZ SITE VISIT 9/16/15	102.10
						<u>212.00</u>
09/22/2015	2	163121	BURK R	REGINA BURKE	DHS BOARD MTG 9/16/15	63.00
09/22/2015	2	163122	CHAR C	CELESTE CHARBONEAU	PA VR MEALS @ CONFERENCE 9/15/15	22.29
09/22/2015	2	163123	CHS-DGC	CATHOLIC HUMAN SERVICES	CC DGC COUNSELING SERVICES AUG 2015	33.75
09/22/2015	2	163124	CHUR S	STEPHEN CHURCHILL	PZ COMM MTG 9/16/15	56.10
					PZ SITE VISIT 9/16/15	71.63
						<u>127.73</u>
09/22/2015	2	163125	CROF P	PATTY CROFT	PZ COMM MTG 9/2/15	74.50
					PZ COMM MTG 9/16/15	74.50
					PZ SITE VISIT 9/16/15	40.00
						<u>189.00</u>
09/22/2015	2	163126	DANI K	KAREN DANIEL	DHS BOARD MTG 9/16/15	49.20
09/22/2015	2	163127	FREESE	CHARLES FREESE	PZ COMM MTG 9/2/15	72.20
					PZ COMM MTG 9/16/15	72.20
					PZ SITE VISIT 9/14/15	90.60
						<u>235.00</u>
09/22/2015	2	163128	HUNG T	THOMAS R HUNGERFORD LLC	CC 15-5064FH BARRY HOPKINSON	140.00

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09/22/2015	2	163129	KAVANAUGH	MICHAEL KAVANAUGH	PZ COMM MTG 9/2/15 PZ COMM MTG 9/16/15 PZ SITE VISIT 9/10/15	48.05 48.05 75.08 <hr/> 171.18
09/22/2015	2	163130	LYON S	SHARON LYON	PZ COMM MTG 9/2/15 PZ COMM MTG 9/16/15	71.05 71.05 <hr/> 142.10
09/22/2015	2	163131	NEMCOG	NEMCOG	CC DGC CASE MGR AUG 2015/GRAD CAKE	2,279.99
09/22/2015	2	163132	NOP	NATIONAL OFFICE PRODUCTS	CC INK CARTRIDGE CC DGC STAPLES/CORRECTION FLUID CC DGC STAPLER PA VR FOLDERS/PENCIL SHARPENER/LABELS	40.99 8.59 59.50 506.99 <hr/> 616.07
09/22/2015	2	163133	OFF DEPOT	OFFICE DEPOT	EQ BATTERIES/FOLDERS/TABS/ETC	50.14
09/22/2015	2	163134	OSTWALD	CHARLES OSTWALD	PZ COMM MTG 9/2/15	52.65
09/22/2015	2	163135	RED TOX	REDWOOD TOXICOLOGY LABORATORY	CC DGC DRUG TESTING AUG 2015	165.00
09/22/2015	2	163136	REGISTER	BOYNE HIGHLANDS RESORT	PA JESSICA FARVER LODGING MFSC CONFERENC	277.28
09/22/2015	2	163137	SHEP P	PENELOPE SHEPHERD	CC TRANSCRIPT HANSCOM/HOLLOPETER	566.75
09/22/2015	2	163138	TOSHIBA	TOSHIBA	IS E-STUDIO 257 PRINTER - FLOATER	2,196.00
09/22/2015	2	163139	TREAS	CHEBOYGAN COUNTY TREASURER	CC DGC BUS PASSES FOR DRUG CT	400.00
09/22/2015	2	163140	VJ	HON DONALD J MCLENNAN	CC MILEAGE TO/FROM ROGERS CITY 9/9/15	51.75
09/22/2015	2	163141	WEST-LL	THOMSON REUTERS - WEST	LL WEST INFORMATION CHGS AUG 2015	731.50
09/23/2015	2	163142	ALLO S	SUE ALLOR	BOC COMM MILEAGE 9/22/15	34.50
09/23/2015	2	163143	BREG L	LOIS BREGE	DHS CC #20623834 9/4-9/17/15	241.36
09/23/2015	2	163144	BREG L	LOIS BREGE	DHS CC #2062385 9/4-9/17/15	241.36
09/23/2015	2	163145	BREG L	LOIS BREGE	DHS CC #20623836 9/4-9/17/15	241.36
09/23/2015	2	163146	BREG L	LOIS BREGE	DHS CC #1525157 9/2-9/15/15	241.36
09/23/2015	2	163147	BROWN C	CHRISTOPHER BROWN	BOC COMM MILEAGE 9/3/15 BOC COMM MILEAGE 9/22/15	19.55 19.55 <hr/> 39.10
09/23/2015	2	163148	CHARTER	CHARTER COMMUNICATIONS	SDJ INMATE CABLE 9/23-10/22/15	81.82
09/23/2015	2	163149	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 8/13-9/11/15	249.13
09/23/2015	2	163150	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 8/13-9/11/15	58.34
09/23/2015	2	163151	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 8/13-9/11/15	614.40
09/23/2015	2	163152	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 8/13-9/11/15	112.48
09/23/2015	2	163153	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 8/13-9/11/15	846.34
09/23/2015	2	163154	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 8/13-9/11/15	204.05
09/23/2015	2	163155	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC AUG 2015	21.81
09/23/2015	2	163156	CONSUMERS	CONSUMERS ENERGY	RC/FG ELECTRIC 8/13-9/11/15	315.32
09/23/2015	2	163157	GLAZ T	TABITHA & GREG GLAZIER	DSH CC #2673814 9/4-9/17/15	372.26
09/23/2015	2	163158	GLAZ T	TABITHA & GREG GLAZIER	DHS CC #2673814 9/4-9/17/15	241.36
09/23/2015	2	163159	GOUJ C	CAL GOVINE	BOC COMM MILEAGE 9/22/15	4.03
09/23/2015	2	163160	KEOGH	WILLIAM L KEOGH PC	PC COURT APPTD ATTY MEDIATION 9/14/15	150.00
09/23/2015	2	163161	MATELSKI	ANTHONY MATELSKI	BOC COMM MILEAGE 9/22/15	29.33
09/23/2015	2	163162	MULL K	KAYLA MULLETT	DHS CC #6960925 9/1-9/14/15	241.36
09/23/2015	2	163163	OMHMG	OMH MEDICAL GROUP & MEDCARE	SDJ DR VISIT/HOPKINSON	144.00
09/23/2015	2	163164	OMHMG	OMH MEDICAL GROUP & MEDCARE	SDJ INMATE DR VISIT/ROBERTS	108.00
09/23/2015	2	163165	RISK	MICHIGAN MUNICIPAL RISK MANAGEMENT	AD INSURANCE 2 OF 3 7/1/15-7/1/16 AD INSURANCE 2 OF 3 7/1/15-7/1/16	38,726.25 5,000.00 <hr/> 43,726.25

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09/23/2015	2	163166	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMP FRIN/DED 9/19/15	118,588.44
09/23/2015	2	163167	TSG	TRINITY SERVICES GROUP INC	SDJ INMATE PAK ORDERS SDJ INMATE COMMISSARY ORDERS SDJ INMATE PAK ORDERS SDJ INMATE COMMISSARY ORDERS	20.90 1,357.22 25.50 1,146.79 <u>2,550.41</u>
09/23/2015	2	163168	WALLACE	JOHN WALLACE	BOC COMM MILEAGE 9/4, 9/16/9/17/15 BOC COMM MILEAGE 9/22/15	132.25 28.75 <u>161.00</u>
09/25/2015	2	163169	AFG	THE ARCHITECT FORUM GROUP LLC	AD CCHS DESIGN/SITE VISIT/PHASE II	210.00
09/25/2015	2	163170	BUTTS	ROBERT J BUTTS	PC REIMBURSE FOR BIKE FOR MATTHEW GRIM	21.20
09/25/2015	2	163171	CHARTER	CHARTER COMMUNICATIONS	IS INTERNET SERVICE 9/24-10/23/15	95.00
09/25/2015	2	163172	CRANHAM	BRUCE CRANHAM PC	FOC REFEREE HEARINGS JULY/AUG 2015	2,400.00
09/25/2015	2	163173	DSSI	DRUG SCREEN SOLUTIONS INC	PC INV 18689 COURT ORDERED SERVICES	50.00
09/25/2015	2	163174	FAIR M	MICHAEL FAIRCHILD	IS CELL PHONE REIMBURSEMENT SEPT 2015	45.00
09/25/2015	2	163175	GRULKE	MICHAEL GRULKE	PCJ MEALS AT NMJOA CONFERENCE 9/17-9/18/	38.20
09/25/2015	2	163176	MGT	MGT OF AMERICA INC	FOC DHS-286 BILLINGS JULY-SEPT 2015	1,372.30
09/25/2015	2	163177	MOW	MICHIGAN OFFICEWAYS INC	MSU SCISSORS/LABELS/DIVIDERS MSU CARD STOCK/CALENDARS/ENVELOPES	47.69 77.52 <u>125.21</u>
09/25/2015	2	163178	NOP	NATIONAL OFFICE PRODUCTS	PZ ENVELOPES/BATTERIES/PENCILS	40.14
09/25/2015	2	163179	PAETEC	PAETEC	IS LONG DISTANCE 9/18-10/17/15	250.95
09/25/2015	2	163180	PAETEC	VOID		
09/25/2015	2	163181	SALT R	RAEANN SALTER	PC GUARDIANSHIP REVIEW JAMIE BALL	30.00
09/25/2015	2	163182	SAP	STRAITS AREA PRINTING	PZ ENVELOPES/MAPS/FLYER INSERTS	708.40
09/25/2015	2	163183	SBOM	STATE BAR OF MICHIGAN	FOC STATE BAR DUES K WELLER 10/1/15-9/30	385.00
09/25/2015	2	163184	SBOM	STATE BAR OF MICHIGAN	PC BROCHURES	57.50
09/25/2015	2	163185	VJ	HON DONALD J MCLENNAN	PC MILEAGE TO/FROM ROGERS CITY 9/14/15	51.75
09/25/2015	2	163186	WEST-PC	THOMSON REUTERS - WEST	PC LIBRARY PLAN CHGS 8/5-9/4/15	50.85
09/25/2015	2	163187	WEST-PC	THOMSON REUTERS - WEST	PC LIBRARY PLAN CHGS 8/5-9/4/15	18.45
09/29/2015	2	163188	BLARNEY	BLARNEY CASTLE OIL COMPANY	HD RENT GENERATOR PROPANE TANK CCM DIESEL FUEL/GASOLINE CCM GASOLINE CCM DIESEL CCM GASOLINE	75.00 10,106.95 7,196.76 3,011.33 2,310.15 <u>22,700.19</u>
09/29/2015	2	163189	CONSUMERS	CONSUMERS ENERGY	CCM ELECTRIC 8/11-9/9/15	1,515.39
09/29/2015	2	163190	CONSUMERS	CONSUMERS ENERGY	CCM ELECTRIC 8/11-9/9/15	181.09
09/29/2015	2	163191	CONSUMERS	CONSUMERS ENERGY	CCM ELECTRIC 8/11-9/9/15	255.50
09/29/2015	2	163192	DTE	DTE ENERGY	RC/FG GAS CHGS 8/14-9/14/15	84.15
09/29/2015	2	163193	FREESE	CHARLES FREESE	ZBA MTG 9/23/15 ZBA SITE VISIT 9/22/15	72.20 90.03 <u>162.23</u>
09/29/2015	2	163194	GRAINGER	WW GRAINGER	MA ELBOW FITTING MA LED WALL PACKS	16.61 489.65 <u>506.26</u>

V

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						281.05
09/29/2015	2	163221	SAFELITE	SAFELITE FULFILLMENT INC	SD REPLACE SHERIFF VEHICLE WINDSHIELD	508.95
09/29/2015	2	163222	SAP	STRAITS AREA PRINTING	SD WARRANT ENVELOPES	207.05
09/29/2015	2	163223	SBOM	STATE BAR OF MICHIGAN	CC JUDGE PAVLICH 2015-16 DUES	285.00
09/29/2015	2	163224	TELE-RAD	TELE-RAD INC	SD CONTRACT MAINT OCT-DEC 2015	1,651.65
09/29/2015	2	163225	TREAS	CHEBOYGAN COUNTY TREASURER	TR PASSPORT POSTAGE REIMBURSEMENT	20.58
09/29/2015	2	163226	WEST-CC	THOMSON REUTERS - WEST	CC LIBRARY PLAN CHGS 8/5-9/4/15	63.45
09/29/2015	2	163227	WEST-LL	THOMSON REUTERS - WEST	LL LIBRARY PLAN CHGS 8/5-9/4/15	271.35
09/30/2015	2	163228	WIT PA	TRACY CRAWFORD	PA WITNESS FEES 4/1/15	36.40
09/30/2015	2	163229	WIT PA	BARBARA WORTHINGTON	PA WITNESS FEES 4/1/15	9.60
09/30/2015	2	163230	WIT PA	SYLVIA BAKER	PA WITNESS FEES 7/30/15	19.20
09/30/2015	2	163231	WIT PA	RYAN GILL	PA WITNESS FEES 7/30/15	6.60
09/30/2015	2	163232	BRANDTS	BRANDT'S SPORT CENTER	SD ORV REPAIR	190.00
09/30/2015	2	163233	CALS	CAL'S MOBILE HEAVY EQUIPMENT	SRR BUS#409 BI-ANNUAL INSPECTION/REPAIRS	729.30
					SRR BUS#709 REPAIR CHAIR LIFT	69.50
					SRR BUS#509 BI-ANNUAL INSPEC/TRANS/HEATE	545.50
					SRR BUS#309 REPAIR CHAIR LIFT	247.82
					SRR BUS#309 FULL SERVICE/REPAIRS	294.25
					SRR BUS#112 BI-ANNUAL INSPECTION	133.00
						<u>2,019.37</u>
09/30/2015	2	163234	FERN FORD	FERNELIUS FORD LINCOLN	CD OIL CHANGE ESCAPE #8	30.94
					CD ROTATE TIRES/BRAKES #19 ESCAPE	303.32
						<u>334.26</u>
09/30/2015	2	163235	HEALTHPORT	HEALTHPORT	PA MED REC WITNESS DEMERELL	158.66
09/30/2015	2	163236	IRSC	INDIAN RIVER SPORTS CENTER	SD ORV STORAGE PAK/JACKET	299.98
					SD ORV OIL CHANGE/MAINT	110.96
						<u>410.94</u>
09/30/2015	2	163237	MGT	MGT OF AMERICA INC	PA TITLE IV E SERVICES JULY-SEPT 2015	750.00
					PA TITLE IV D DHS BILLING/TIME LOGS JULY	1,649.50
						<u>2,399.50</u>
09/30/2015	2	163238	MOW	MICHIGAN OFFICEWAYS INC	FN BATTERIES/FILE POCKETS	70.32
09/30/2015	2	163239	NOP	NATIONAL OFFICE PRODUCTS	PA KEYBRD CLEANING KIT/RULED PAPER	57.18
					PA FOLDERS/POCKET FILES/PENS/STAPLES	145.29
						<u>202.47</u>
09/30/2015	2	163240	OMS	OMS COMPLIANCE SERVICES INC	SRR ANNUAL CLIENT FEES 15 EMP	56.25
09/30/2015	2	163241	SBOM	STATE BAR OF MICHIGAN	PA BAR DUES 15 GAUTHIER/VIZINA/DAMIANO/B	1,080.00
09/30/2015	2	163242	SPEEDWAY	SPEEDWAY SUPER AMERICA LLC	SRR FUEL CHGS 8/19-9/20/15	136.87
09/30/2015	2	163243	WEST-PA	THOMSON REUTERS - WEST	PA LIBRARY PLAN 8/5-9/4/15	48.60
09/30/2015	2	163244	JOY VALLEY	JOY VALLEY COUNSELING & CONSULT	PC #11778 COURT ORDERED SERVICES	110.00

2 TOTALS:

Total of 333 Checks:	854,098.48
Less 8 Void Checks:	275.00
Total of 325 Disbursements:	<u>853,823.48</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 3 TAX REVOLVING FUND						
09/09/2015	3	6666	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMP FRIN/DED PAY END 9/5/15	1,448.41
09/16/2015	3	6667	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERT 17	170.00
09/16/2015	3	6668	TITLE CK	TITLE CHECK LLC	TR 1/12TH OPT IN ADM FEES 410 PARCELS	2,150.25
09/23/2015	3	6669	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERT/ADDIDAVIT ERRO	260.00
09/23/2015	3	6670	PITNEY	PITNEY BOWES LEASE	TR POSTAGE MACHINE RENTAL 6/30-9/30/15	1,460.10
09/23/2015	3	6671	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMP FRIN/DED 9/19/15	1,304.81
09/30/2015	3	6672	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERT 9	90.00

3 TOTALS:

Total of 7 Checks:	6,883.57
Less 0 Void Checks:	0.00
Total of 7 Disbursements:	<u>6,883.57</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 5 COUNTY ROAD TRANSFERS						
09/30/2015	5	2100681	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 9/1/15	64,665.66
09/30/2015	5	2100682	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 9/9/15	289,262.56
09/30/2015	5	2100683	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 9/14/15	62,142.28
09/30/2015	5	2100684	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 9/16/15	140,608.53
09/30/2015	5	2100685	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 9/28/15	64,083.21
09/30/2015	5	2100686	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 9/30/15	234,098.90

5 TOTALS:

Total of 6 Checks:	854,861.14
Less 0 Void Checks:	0.00
Total of 6 Disbursements:	<u>854,861.14</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 9 INMATE ACCOUNT						
09/04/2015	9	9619	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	3.00
09/06/2015	9	9620	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	8.00
09/08/2015	9	9621	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	2,007.00
09/08/2015	9	9622	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	3,499.16
09/10/2015	9	9623	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	8.99
09/11/2015	9	9624	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	785.00
09/14/2015	9	9625	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	850.00
09/15/2015	9	9626	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	159.00
09/17/2015	9	9627	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	18.00
09/17/2015	9	9628	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	200.00
09/17/2015	9	9629	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	850.00
09/17/2015	9	9630	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	40.00
09/18/2015	9	9631	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	5.91
09/20/2015	9	9632	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	500.00
09/21/2015	9	9633	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	768.00
09/22/2015	9	9634	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	100.00
09/23/2015	9	9635	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	800.00
09/25/2015	9	9636	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	963.00
09/28/2015	9	9637	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	1,650.00
09/28/2015	9	9638	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	500.00
09/28/2015	9	9639	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	100.00
09/30/2015	9	9640	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	13,423.44
09/30/2015	9	9641	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	5,694.19
09/30/2015	9	9642	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	200.00

9 TOTALS:

Total of 24 Checks:	33,132.69
Less 0 Void Checks:	0.00
Total of 24 Disbursements:	<u>33,132.69</u>



92

Cheboygan County Board of Commissioners' Meeting October 13, 2015

Title: Budget Adjustment – Inter-budget Transfers – Payroll Related

Summary:

The following inter-budget transfer is requesting a transfer related to a personal services (payroll) line item:

- During September, the Prosecutor's Office (with assistance from the Finance Department) evaluated the remaining Crime Victim's Rights grant budget and determined that excess money existed in Fringe. They are requesting that this money be transferred to several other expenditure line items to ensure full use of the grant award. This budget adjustment decreases the Fringe line item and increases the Office Supplies, Postage and Office Equipment expenditure line items by a total of \$669.

Financial Impact:

None – inter-department budget transfer, no additional appropriations.

Recommendation:

Motion to approve the inter-department budget transfer provided in the following attachment.

Prepared by: Kari Kortz

Department: Finance

INTERBUDGET TRANSFERS and / or APPROPRIATIONS

DEPARTMENT	OPERATION	AMOUNT	FROM (Line Item # and Name)	TO (Line Item # and Name)
139	Transfer	\$559.00	101-139-712.00	101-139-727.00
Victim Rights			Fringe	Office Supplies
139	Transfer	\$19.00	101-139-712.00	101-139-730.00
Victim Rights			Fringe	Postage
139	Transfer	\$13.00	101-139-863.10	101-139-730.00
Victim Rights			Travel/Lodging/Meals	Postage
139	Transfer	\$78.00	101-139-712.00	101-139-977.00
Victim Rights			Fringe	Office Equipment & Furniture
prepared by James Manko		\$669.00		

Approved at the 10/13/15 Board of Commissioner's Meeting - Payroll Related
 Signed
 10/13/2015
 Date





Cheboygan County Board of Commissioners' Meeting October 13, 2015

Title: Budget Adjustment – Raise Revenues and Expenditures

Summary:

General Fund – Fund 101

Department 202

Due to qualifying event, the health insurance expenditure included in the Finance's Department current budget is no longer sufficient. This budget adjustment raises the Fund Equity revenue line item and the Fringe expenditure line item by \$1,033.

Department 270

Due to a higher than normal number of job openings available at the County, the advertising budget in the Human Resources Department is not sufficient. This budget adjustment raises the Fund Equity revenue line item and the Advertising expenditure line item by \$2,000.

Department 600

During the preparation of the 2015 budget, administration had concerns regarding the appropriation requested by District Health Department #4 and therefore, the Board moved to appropriate the same amount as 2014 until further clarification was obtained. County administration met with DHD#4 administration and resolved the issues however the budget was never adjusted to reflect the 2015 requested appropriation. This budget adjustment raises the Fund Equity revenue line item and the District Health #4 expenditure line item by \$7,731.

Department 954

Our general liability and property insurance expense was underestimated in the 2015 budget. This cost can be offset by the return of net asset (refunds) received in excess of the amount budgeted. This budget adjustment raises the Insurance & Bonds Reimbursements revenue line item and the Insurance & Bonds expenditure line item by \$18,000.

Housing Fund - Fund 283

Due to additional program income in the Housing Fund from pay-offs of CDBG project mortgages, additional funds were available to spend on rehab projects in 2015. This budget adjustment raises the Program Income Contribution revenue line item and the Administration Reimbursement and Contractors expenditure line items by a total of \$1,885.

Childcare Fund - Fund 292 and General Fund – Fund 101

Due to a qualifying event, the health insurance expenditure included in the Intensive Probation Department of the Childcare Fund's budget is no longer sufficient. This budget adjustment raises the Fund Equity revenue line item and the Transfer Out (to fund 292) expenditure line item by a total of \$571 in the General Fund. This budget adjustment also raises State Revenue Offset Probate and Contribution From Other Funds revenue line items and the Fringe expenditure line items by a total of \$1,142 in the Childcare Fund.

Financial Impact:

Fund 101 total budget increase of \$29,335.

Fund 283 total budget increase of \$1,885.

Fund 292 total budget increase of \$1,142.

Recommendation:

Motion to approve the budget adjustments to raise revenues and expenditures for \$32,362 in the line items provided in the following attachments.

Prepared by: Kari Kortz

Department: Finance

10/7/2015

RAISE REVENUE AND EXPENDITURE

General Fund - Fund 101

101-400-699.00	\$1,033.00 +
Fund Equity	

101-202-712.00	\$1,033.00 +
Fringe	

Signed: Approved at the 10/13/15 BOC Meeting

Prepared by: Kari Kortz



10/6/2015

RAISE REVENUE AND EXPENDITURE

Genera Fund - Fund 101

101-400-699.00	Fund Equity	\$2,000.00 +
101-270-900.00	Advertising	\$2,000.00 +

Signed: Approved at the 10/13/15 BOC Meeting

Prepared by: James Manko



10/7/2015

RAISE REVENUE AND EXPENDITURE

General Fund - Fund 101

101-400-699.00 \$7,731.00 +
Fund Equity

101-600-835.02 \$7,731.00 +
District Health #4

Signed: Approved at the 10/13/15 BOC Meeting

Prepared by: Kari Kortz



10/6/2015

RAISE REVENUE AND EXPENDITURE

Genera Fund - Fund 101

101-400-678.00	\$18,000.00 +
Insurance & Bond Reimbursements	

101-954-910.00	\$18,000.00 +
Insurance & Bonds	

Signed: Approved at the 10/13/15 BOC Meeting

Prepared by: James Manko



10/6/2015

RAISE REVENUE AND EXPENDITURE

Housing Fund - Fund 283

283-400-676.10 Program Income Contribution	\$1,885.00 +
283-723-703.55 Administration Reimbursement	\$340.00 +
283-723-810.22 Contractors	\$1,545.00 +

Signed: Approved at the 10/13/15 BOC Meeting

Prepared by: James Manko



10/7/2015

RAISE REVENUE AND EXPENDITURE

Childcare Fund - Fund 292

292-400-676.00 \$571.00 +
Contribution from Other Funds

292-400-676.09 \$571.00 +
State Revenue Monthly Offset Probate

292-150-712.00 \$1,142.00 +
Fringe

General Fund - Fund 101

101-400-699.00 \$571.00 +
Fund Equity

101-902-965.01 \$571.00 +
Transfer to Childcare #292

Signed: Approved at the 10/13/15 BOC Meeting

Prepared by: Kari Kortz





CHEBOYGAN COUNTY TREASURER

Linda A. Cronan, Treasurer
COUNTY BUILDING P.O. BOX 70
CHEBOYGAN, MICHIGAN 49721

Telephone: (231) 627-8821

Fax: (231) 627-8415

TDD: (800) 649-3777

October 5, 2015

Cheboygan County
Board of Commissioners

RE: Unpaid invoices.

Dear Board of Commissioners,

We are requesting the following invoice be cancelled due to over-billing on original invoice:

Invoice #4343 for \$300.00 dated December 31, 2014.

Copy of Invoice is attached.

We are requesting the following invoice be cancelled due to the length of time from original billing:

Invoice FG-01-09 for \$850.00 dated November 10, 2009.

Copy of Invoice is attached.

We are requesting the following invoice be cancelled as per all of the correspondence attached it is deemed to be uncollectable:

Invoice #3336 for \$1,700.85 dated June 11, 2013.

Copy of invoice and correspondence is attached.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Linda A. Cronan".
Linda A. Cronan



CHEBOYGAN COUNTY

870 S. Main St.
PO Box 70
Cheboygan, MI 49721

*****INVOICE*****

CUST #:000076
INVOICE #:0000004343
INVOICE DATE:12/31/2014
DUE DATE:01/30/2015
POST DATE:12/31/14
CLERK: JAMES

DEPT. OF LABOR & ECONOMIC GROWTH
STATE OF MICHIGAN
6546 MERCANTILE WAY, PO BOX 30704
LANSING MI 48909

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	SURVEY & REMONUMENTATION	39,160.550	39,160.55
TOTAL INVOICE			39,160.55
ADJUSTMENTS			0.00
PAYMENTS			38,860.55
BALANCE DUE			300.00

Invoice Notes

FINAL PAYMENT DUE ON 2014 SURVEY AND REMONUMENTATION GRANT

\$300.00 cost not covered by grant.

Please return one copy with your payment to:

Cheboygan County - Treasurer's Office
870 S. Main St.
PO Box 70
Cheboygan, MI 49721

Make Checks payable to:
THE COUNTY OF CHEBOYGAN
PO Box 70
Cheboygan, MI 49721

TO: <u>Cheboygan Masonic Lodge #283</u>	INVOICE #: <u>FG-01-09</u>
<u>C/O Charles Heilman</u>	DATE: <u>11/10/09</u>
<u>Box 8</u>	LINE ITEM #: <u>101-400-676.01</u>
<u>Mackinaw City, MI 49701</u>	

Maintenance to Fair Ground Building	
Paint and supplies for the Hospice Roof	\$714.00
Labor	\$136.00
Total amount due	\$850.00 - Need to writeoff

During the summer of 2009, Maintenance staff was repainting roofs of various buildings at the Fairgrounds. It was requested by the Food Booth Vendors to have their roofs painted as well. Buddy Ormsbee, Fair Board President, told the Food Vendors that if they wanted their roofs painted, they would be responsible for the paint supplies + Maintenance staff labor. All Food Vendors agreed + Buddy informed Jim Mason to order the necessary paint supplies. After the work was completed, most Food Vendors paid the amount invoiced except for the Cheboygan Masonic Lodge. Since this amount has been outstanding for close to 6 years without receiving any payment, we feel this amount is uncollectible + needs to be written off. In addition, Cheboygan Masonic Lodge is no longer a Food Booth Vendor + Buddy Ormsbee doesn't serve on the Fair Board.

JEM

Please return one copy with your payment.



CHEBOYGAN COUNTY

870 S. Main St.
PO Box 70
Cheboygan, MI 49721

*****INVOICE*****

CUST #:000236
INVOICE #:0000003336
INVOICE DATE:06/11/2013
DUE DATE:07/11/2013
POST DATE:06/11/13
CLERK:KARI KORTZ

TIM GENGLE
505 WACHTEL AVENUE
PETOSKEY MI 49770

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	COBRA INSURANCE PAYMENT	453.560	453.56
1.00	COBRA INSURANCE PAYMENT	453.560	453.56
1.00	COBRA INSURANCE PAYMENT	453.560	453.56
1.00	COBRA INSURANCE PAYMENT	453.56	453.56
0.75	COBRA INSURANCE PAYMENT	453.56	340.17
TOTAL INVOICE			2,154.41
ADJUSTMENTS			0.00
PAYMENTS			453.56
BALANCE DUE			1,700.85

Invoice Notes

COBRA COVERAGE FROM AUGUST 1, 2012 THROUGH AUGUST 31, 2012
COBRA COVERAGE FROM SEPTEMBER 1, 2012 THROUGH SEPTEMBER 30, 2012
COBRA COVERAGE FROM OCTOBER 1, 2012 THROUGH OCTOBER 31, 2012
COBRA COVERAGE FROM NOVEMBER 1, 2012 THROUGH NOVEMBER 30, 2012
COBRA COVERAGE FROM DECEMBER 1, 2012 THROUGH DECEMBER 21, 2012

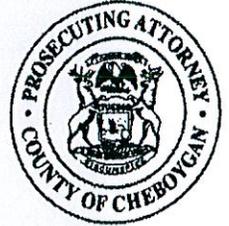
See Attached!

Please return one copy with your payment to:

Cheboygan County - Treasurer's Office
870 S. Main St.
PO Box 70
Cheboygan, MI 49721



DARYL P. VIZINA
COUNTY OF CHEBOYGAN
OFFICE OF THE PROSECUTING ATTORNEY



870 S. Main Street, P.O. Box 70, Cheboygan, MI 49721
Phone (231) 627-8450 • Fax (231) 627-8405

ANTHONY M. DAMIANO
Chief Assistant Prosecuting Attorney

AARON J. GAUTHIER
Assistant Prosecuting Attorney

March 27, 2014

Mr. Timothy Gengle
505 Wachtel Avenue
Petoskey, MI 49770

RE: Outstanding Balance on Account

Dear Mr. Gengle:

The Cheboygan County Treasurer's Office has forwarded to my attention an account statement showing a balance due and owing on your account for Cobra Insurance Coverage paid out on your behalf in the amount of \$2,154.41.

This account is seriously past due, and your immediate attention is requested. Please contact the Finance Director or the Cheboygan County Treasurer within the next five (5) business days to pay your account in full. Your failure to do so, may result in further proceedings against you.

Thank you.

Sincerely,


Daryl P. Vizina
Prosecuting Attorney
DPV/kjb
Enc.

C Linda Cronan, Cheboygan County Treasurer
Kari Kortz, Finance Director



CHEBOYGAN COUNTY TREASURER

Linda A. Cronan, Treasurer
COUNTY BUILDING P.O. BOX 70
CHEBOYGAN, MICHIGAN 49721

Telephone: (231) 627-8821

Fax: (231) 627-8415

TDD: (800) 649-3777

April 10, 2015

Timothy Gengle
1045 Lindell Avenue
Petoskey, MI 49770

RE: Outstanding Balance on Account

Mr. Gengle,

Enclosed is an account statement showing a balance due and owing on your account for Cobra Insurance Coverage paid out on your behalf in the amount of \$2,154.41.

This account is seriously past due, and your immediate attention is requested. Please contact the Cheboygan County Treasurer within the next five (5) business days to pay your account in full. Your failure to do so will result in this account being turned over to small claims court.

Sincerely,

A handwritten signature in blue ink that reads "Linda A. Cronan".

Linda A. Cronan

Enc,



CHEBOYGAN COUNTY TREASURER

Linda A. Cronan, Treasurer
COUNTY BUILDING P.O. BOX 70
CHEBOYGAN, MICHIGAN 49721

Telephone: (231) 627-8821

Fax: (231) 627-8415

TDD: (800) 649-3777

April 30, 2015

Timothy Gengle
PO Box 9
1045 Lindell Avenue
Petoskey, MI 49770

RE: Outstanding Balance on Account

Mr. Gengle,

Enclosed is an account statement showing a balance due and owing on your account for Cobra Insurance Coverage paid out on your behalf in the amount of \$2,154.41.

This account is seriously past due, and your immediate attention is requested. Please contact the Cheboygan County Treasurer within the next five (5) business days to pay your account in full. Your failure to do so will result in this account being turned over to small claims court.

Sincerely,

A handwritten signature in blue ink that reads "Linda A. Cronan".

Linda A. Cronan

May 5, 2015

Hello Linda

I just received your letter regarding the issue of Cobra insurance premiums. I am writing to respond, but first would like to say I hope all is well with you and your family. It has been awhile since we last saw each other and I am glad that you are healthy and still working as the County's Treasurer. That being said, I would like to express my dismay that there is any issue concerning the Cobra coverage I had secured subsequent to my departure from County employment.

For a bit of history, I resigned from the County on November 28, 2011 after a fulfilling tenure serving as Director of Human Resources. At the time of my resignation, I inquired about Cobra medical continuation coverage with the Finance Department. I was informed of the monthly premiums and after consideration initiated monthly coverage for a period of five months to cover me until such time I would no longer require the protection. In May of 2012 I would be back working for my other employer. I was out of the country from December 2011 through April 2012. After my return, I received correspondence regarding future premium charges that would be due if I were to continue coverage.

Some time later, I was invited to a birthday luncheon in Cheboygan for one of the folks from the County building. At this gathering, I had conversation with a member of the Finance Dept. concerning COBRA hearing that I owed premiums beyond May. I expressed once again that I did not need and had not requested coverage beyond May and would not be paying any further premiums. Given there may have been confusion in the prior communication between myself and the Finance Department representative, and the fact I did not want to cause consternation, I relinquished and made a one-time final payment for coverage beyond the period I had requested. I also expressed at that time that even if I did not have alternative medical coverage, I would not be able to continue paying the exorbitant COBRA premium fees.

In addition to the above, COBRA law is very clear that non-payment of premiums is an event that causes coverage to end. If one does not make payment within the 30-day grace period, coverage will automatically be terminated without advance warning. Why coverage was continued without my consent is of question. Quite frankly Linda, I did not even know I was still being covered.

In summary, I did not request coverage beyond May, 2012 and I was reasonable enough to pay beyond this point because of possible confusion and

miscommunication. But I want to be perfectly clear that I am not responsible for any premiums beyond the coverage time frame I requested. An administrative error has occurred. I expressed my concern to the Finance Director on more than one occasion in conjunction with invoices she sent for coverage periods I did not request. While I was good enough to pay beyond the period I should have, I certainly do not owe for the period from August through December, 2012. I was employed beginning in May 2012 for another employer and did not need COBRA coverage at \$450 per month.

There was an administrative error made with the Cobra carrier and this should have been brought to their attention and addressed. As I stated, for a time, I did not even know I had coverage beyond the period I requested as evidenced by my not submitting even \$1 in claims during this period. I know from my background and expertise in Human Resources that if the County contacted the carrier and pointed to the administrative error in requested coverage, coupled with the fact no claims were presented for payment, that a refund would be credited to the County's account. If not this should be treated as a cost of doing business.

Linda, this is not about pointing fingers but rather correcting an administrative error. Just note that I did not put anything in writing stating I wanted coverage for the time period in question. I would appreciate your assistance in bringing this matter to closure as I am not responsible for any premium for coverage I did not request.

Thank you for your understanding and your help with this matter. I will say I enjoyed our chats during my time with the County as well as working together with you (except the union negotiations-no fun). Say hello to the crew for me. I do miss everyone and think of you all from time to time.

Sincerely,

Tim Gengle

Linda Cronan

From: Tim Gengle <timgengle1@gmail.com>
Sent: Wednesday, July 01, 2015 4:02 PM
To: Linda Cronan
Subject: Re: FW: Past due invoices

Hello Again Linda-thank you for your timely response in addressing the COBRA issue. So you know, I also contacted Blue Care Network to verify any usage of the health plan during the month of August 2012. I was informed and surprised that a sole bill for a flu vaccination from provider Rite Aid Pharmacy for \$29.99 was processed. I am not sure of the specific details. I was also informed there were no other claim submissions for the balance of the year as I suspected. With hesitancy, I will submit payment for the month of August (\$453.56) as you referenced in your email upon receiving receipt of your email concurrence that this will bring closure to the COBRA premium issue. As you know, I have the fondest memories of my time with the County and miss the folks there very much. I will never forget this special place tucked into northeastern Michigan.))

I hope all is well with you, your family and the County team. Take Care and wish all a wonderful July 4th holiday!

On Fri, Jun 19, 2015 at 2:39 PM, Linda Cronan <lcronan@cheboygancounty.net> wrote:

Tim

Please see the note below from Kari Kortz. She has proof that you used the insurance in August so I believe you will need to pay the August premium of \$453.56.

Linda

From: Kari Kortz
Sent: Friday, June 19, 2015 10:49 AM
To: Linda Cronan
Cc: Jeff Lawson
Subject: RE: Past due invoices

We have verification that Tim Gengle last used the insurance on August 30. That means that he would have to pay for the August premium of \$453.56. The remaining balance of \$1,700.85 could be written off.

On a side note...the fact that he used his insurance after he said he thought it was cancelled proves that he knew he had the insurance.

Kari

Kari Kortz, CPA

Assistant County Administrator / Finance Director

Cheboygan County

PO Box 70

870 South Main Street

Cheboygan, MI 49721

kkortz@cheboygancounty.net

[231-627-8430](tel:231-627-8430) Phone

[231-627-8893](tel:231-627-8893) Fax

From: Linda Cronan
Sent: Wednesday, June 10, 2015 11:08 AM
To: Kari Kortz
Cc: Jeff Lawson
Subject: FW: Past due invoices

Second Request please,

Thank you,

From: Linda Cronan
Sent: Thursday, May 28, 2015 1:56 PM
To: kkortz@cheboygancounty.net
Subject: Past due invoices

Kari

Several months ago we discussed adding a late fee to past due invoices and you were going to check into it further. Have you come up with anything yet?

Also Jeff told me that you were going to check to see if Tim Gengle had used the insurance during the time that the County paid for it and he never paid for it. Can you let me know where this is at so I can send the balance to the Bd to get written off?

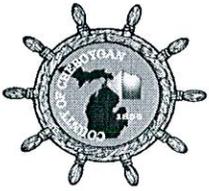
Thanks,

Linda A. Cronan

Cheboygan County Treasurer

[231-627-8822](tel:231-627-8822)

This message has been prepared on resources owned by Cheboygan County, MI. It is subject to the Cheboygan County Electronic Communication Policy.



CHEBOYGAN COUNTY TREASURER
870 S. MAIN STREET
P.O. BOX 70
CHEBOYGAN, MI 49721

RECEIPT

Receipt #: 00003998
Cust #: 000236
Date of Receipt: 07/13/2015
Amount Paid: 453.56
Cashier: kbohl
Invoiced By: kkortz

Received of:
TIM GENGLE

PO BOX 9
PETOSKEY MI 49770

Date Paid	Check #	Pmt/Adjustments	Invoices paid with this Receipt
07/13/2015	9239601520	453.56	0000003336

CHEBOYGAN COUNTY TREASURER
870 S. MAIN STREET
P.O. BOX 70
CHEBOYGAN, MI 49721

To:
TIM GENGLE

PO BOX 9
PETOSKEY MI 49770



Cheboygan County Board of Commissioners' Meeting

MEETING DATE: October 13, 2015

Title: Byrne JAG Grant Contract and MDCGP Grant Contract for Cheboygan County Drug Court (FY2016)

Summary: The Cheboygan County Drug Court has been awarded a Byrne JAG Grant in the amount of \$85,000 for fiscal year 2016 from the State Court Administrative Office, and a Michigan Drug Court Grant Program Grant in the amount of \$20,000. Approval of these Grant Contracts and continued level of funding from Cheboygan County is requested to continue Drug Court operations.

Financial Impact: We will receive \$85,000 Byrne JAG grant revenue, \$20,000 MDCGP grant revenue, and \$22,500 in Cheboygan County funds.

Recommendation:

Motion to approve the grant contracts between SCAO and Cheboygan County, and authorize the chair to sign two copies of same and all other required documentation after review by the Finance Director.

Prepared by:
Judge Scott Pavlich

Department: 53rd Circuit Court

**STATE COURT ADMINISTRATIVE OFFICE (SCAO)
BYRNE JUSTICE ASSISTANCE (BYRNE JAG) GRANT**

**Subcontract Agreement
between**

SCAO

Federal I.D. Number: 38-600134

and

GRANTEE: 53rd Circuit Court - Adult Circuit Drug Court

Federal I.D. Number: 38-6004841

Contract Number: 4848

Grant Amount: \$85,000

Project Title: Byrne Justice Assistance Grant Program

CFDA Title: The Edward Byrne Memorial Justice Assistance Grant Program

CFDA Number: 16.738

Federal Agency Name: U.S. Department of Justice, Bureau of Justice Assistance

Federal Grant Administered by Michigan State Police

Federal Grant Award Number: 2015-MU-BX-0964

I. Period of Agreement:

This agreement shall commence on October 1, 2015 and terminate on September 30, 2016. This agreement is in full force and effect for the period specified in this section and must be signed prior to the initiation of any associated subcontract activity unless an exception is explicitly granted by the SCAO.

II. Agreement Amount and Budget:

This agreement incorporates the Grantee's approved grant application request and most recently approved budget. Any changes to the Project Budget must be requested by the Grantee with a Contract Amendment form in WebGrants, subject to approval by the SCAO. Budget deviation allowances are not permitted.

III. Relationship:

The Grantee is an independent contractor, and it is understood that the Grantee is not an employee of the SCAO. No employee, agent, or subcontractor of the Grantee is an employee of the SCAO. No liability or benefits, including, but not limited to, retirement benefits or liabilities, pension rights or liabilities, insurance rights or liabilities, fringe benefits, training, holiday pay, sick pay, vacation pay, or such other rights, provisions, or liabilities arising out of an agreement of hire or employer-employee relationship, either express or implied, shall arise or accrue to either party as a result of this contract. The Grantee is not eligible for, and will not participate in, any such benefits. The Grantee is responsible for payment of all taxes, including federal, state, and local taxes arising out of the Grantee's activities in accordance with this agreement, including, but not limited to, income taxes, social security taxes, unemployment

insurance taxes, and any other taxes or fees. The Grantee understands and agrees that all parties furnishing services pursuant to this agreement are, for purposes of workers' compensation liability or other actions of employee-related liability, not employees of the SCAO. The Grantee bears the sole responsibility and liability for furnishing workers' compensation benefits to any of its employees for injuries arising from or connected with services performed pursuant to this agreement. The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO's behalf.

IV. **Insurance:**

The Grantee should carry insurance coverage or self-insurance in such amounts as necessary to cover all claims arising out of the Grantee's operations under the terms of this agreement.

V. **Scope of Services:**

Upon signing of this agreement, the SCAO agrees to provide funding from the Grant in an amount not to exceed the amount of this agreement. In no event does this agreement create a charge against any other funds of the SCAO or the Michigan Supreme Court. The Grantee, and the Grantee's employees or subcontractors, shall devote such time, attention, skill, knowledge, and professional ability as is necessary to most effectively and efficiently carry out and perform the services as described in this agreement and in any amendments to this agreement. Commitment of state resources for the acquisition of goods and services, and execution of purchase orders, contracts, and similar agreements, shall remain the sole responsibility of the SCAO.

VI. **Statement of Work:**

The Grantee agrees to undertake, perform, and complete the services described in their approved grant application. Any changes to the work described in the grant application must be requested using a Contract Amendment form in WebGrants. The Grantee may not assign the performance under this agreement to any other entity or person who is not an employee of the Grantee except with prior written approval of the SCAO. All provisions and requirements of this agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this agreement and shall be responsible for the performance of any contracted work.

VII. **Publication Rights:**

The Grantee shall give proper recognition in any and all publications, papers and presentations arising from the program (including from subcontractors) herein by placing the following disclaimer on any and all publications, papers and presentations:

"This project was supported by Federal Grant Award Number 2015-MU-BX-0964, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP) and State Court Administrative Office (SCAO). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the MSP, SCAO, or DOJ."

The MSP and the SCAO shall, in return, give recognition to the Grantee and/or subrecipient subcontractor when applicable. Where activities supported by this agreement produce books, films, or other such copyrightable materials issued by the Grantee or subrecipient subcontractor, the Grantee or subrecipient subcontractor may copyright such but shall acknowledge that the MSP and the SCAO reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials and to authorize others to reproduce and use such materials. Such copyrightable materials cannot include service recipient information or personal identification data. Any copyrighted materials or modifications bearing the acknowledgment of the SCAO and MSP name must be approved by the SCAO and MSP prior to reproduction and use of such materials.

VIII. **Written Disclosure:**

The Grantee and the Grantee's employees or subrecipient subcontractors shall promptly disclose in writing to the SCAO all writings, inventions, improvements, or discoveries, whether copyrightable, patentable, or not, which are written, conceived, made, or discovered by the Grantee or the Grantee's employees or subrecipient subcontractors jointly with the SCAO or singly by Grantee or Grantee's employees or subrecipient subcontractors while engaged in activity under this contract. As to each such disclosure, the Grantee shall specifically point out the features or concepts that are new or different. The SCAO shall have the right to request the assistance of the Grantee and the Grantee's employees or subrecipient subcontractors in determining and acquiring copyright, patent, or other such protection at the SCAO's invitation and request. The Grantee represents and warrants that there are at present no such writings, inventions, improvements, or discoveries (other than in a copyright, copyright application, patent, or patent application) that were written, conceived, invented, made, or discovered by the Grantee or the Grantee's employees before entering into this contract, and which the Grantee or the Grantee's employees desire to remove from the provisions of this contract, except those specifically set forth by attachment hereto.

IX. **Performance Measurement Data and Reporting:**

The Grantee agrees to provide all applicable performance measurement data related to this agreement in a timely manner in order for the SCAO to meet its reporting obligations with the MSP. The failure of the Grantee to comply with this requirement may result in the withholding of funds and or termination of this agreement. The Grantee agrees to submit and is responsible for timely, complete, and accurate reports as identified in Attachment 1. The data for each participant who is screened or accepted into the program must be entered into the Drug Court Case Management Information System (DCCMIS). If any report is thirty days past due, a delinquency notice will be sent via email notifying the Grantee that it has 15 days to comply with the reporting requirement. Forty-five days past the due date, a forfeiture notice will be sent to the Grantee via the U.S. Postal Service notifying it that its funding award has been rescinded due to contract noncompliance.

X. **Payment Processing:**

- A. The SCAO, in accordance with the general purposes, objectives and terms and conditions of this agreement, will provide payment to the Grantee based upon appropriate reports, records, and documentation maintained by the Grantee. Any billing or request for reimbursement for subcontract costs must be supported by adequate source documentation on costs and services. Payment requests must be submitted to the SCAO in a timely manner such that the SCAO can subsequently request reimbursement from the MSP within the required reimbursement period. The Grantee will be paid within 30 days of receipt of reimbursement by the SCAO. The Grantee must sign up through the online vendor registration process to receive payments as Electronic Funds Transfers (EFT)/Direct Deposits. Registration information is available through the Department of Technology, Management, and Budget's website at: http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html.
- B. The Grantee shall make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report these as outlined in the SCAO's fiscal procedures. Any under-recoveries of otherwise available fees resulting from failure to bill for eligible services will be excluded from reimbursable expenditures.
- C. The Department of Justice regulations allow the Grantee to keep funds (program income) derived from grant activities, so long as these funds are used for the same purposes as the grant project. In the absence of such regulations, these funds would be required to be returned to the Department of Justice. Program income is the gross income earned by the Grantee and/or Subcontractor during the agreement period as a direct result of the grant project. All income generated as a direct result of an SCAO-funded project shall be deemed program income.

Program income may be used to further program objectives under this agreement or may be refunded to the SCAO. Program income must be used for the purposes of and under the conditions applicable to the award specified in this agreement between the Grantee and the SCAO. Program income may only be used for allowable program costs. Asset forfeiture and treatment/lab fees are the most prominent program income derived from grant activity. Department of Justice regulations require that program income be held in the custody of a governmental entity, with reporting on those funds to the state administrative agency (the SCAO). The Grantee must report any and all generated program income to the SCAO on a quarterly basis in order for the SCAO to comply with the MSP reporting and tracking requirements.

XI. **Employee Time Certifications:**

It is the Grantee's obligation to notify the SCAO immediately when a Byrne JAG-funded employee:

- Is disabled or deceases while having been assigned to a grant-funded position;
- Is removed or reassigned from a grant-funded position; and/or,
- Is unable to report to work due to injury or illness not related to job performance (and is not replaced within 30 days by another employee).

Grantee's failure to comply with notification to the SCAO could result in loss of position funding from the SCAO.

All agreement-funded employees will complete and submit to the SCAO an executed Employee Time Certification form supplied in WebGrants.

XII. **Record Maintenance/Retention:**

The Grantee agrees to maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this agreement, as required. The Grantee must assure that all terms of this agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure or until any pending litigation and/or audit findings have been resolved. All retention record guidelines set by the SCAO and/or the Grantee must be adhered to if they require additional years beyond retention guidelines stated herein. The Grantee's accounting system must maintain a separate fund or account that segregates grant contract receipts and expenditures from other receipts and expenditures of the Grantee.

XIII. **Authorized Access:**

The Grantee must permit, upon reasonable notification and at reasonable times, access by authorized representatives of the SCAO, MSP, Program Evaluators (contracted by the MSP or the SCAO), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this agreement, to the extent authorized by applicable state or federal law, rule, or regulation. The SCAO and/or the MSP may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, if requested. The SCAO and/or the MSP may request that a funded program be evaluated by a contracted outside evaluation team. Grantees shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

XIV. Confidential Information:

In order that the Grantee's employees or subrecipient subcontractors may effectively provide fulfillment of this agreement to the SCAO, the SCAO may disclose confidential or proprietary information pertaining to the SCAO's past, present, and future activities to the Grantee. All such information is proprietary to the SCAO and the Grantee shall not disclose such information to any third party without prior approval from the SCAO, unless disclosure is required by law or court order. If disclosure is required by law or court order, the SCAO will be notified of the request before disclosure. The Grantee agrees to return all confidential or proprietary information to the SCAO immediately upon the termination of this agreement. Both the SCAO and the Grantee shall assure that medical services to, and information contained in the medical records of, persons served under the provisions of this agreement or other such recorded information required to be held confidential by federal or state law, rule, or regulation, in connection with the provision of services or other activity under this agreement, shall remain confidential. Such information shall be held confidential, and shall not be divulged without the written consent of either the patient or a person responsible for the patient, except as may be otherwise required by applicable law or regulation. Such information may be disclosed in summary, statistical, or other form, if the disclosure does not directly or indirectly identify particular individuals.

XV. Human Subjects:

The Grantee must submit all research involving human subjects conducted in programs sponsored by the SCAO, or in programs that receive funding from or through the state of Michigan, to the Michigan Department of Health and Human Services (MDHHS) Institutional Review Board (IRB) for approval prior to the initiation of the research.

XVI. Subcontractor/Vendor Monitoring:

The Grantee must comply with the Single Audit Act of 1984, as amended, 31 USC 7501 *et seq.* requirements and must forward all single audits covering grant funds administered through this agreement to the SCAO. The SCAO is responsible for reviewing all single audit adverse findings, issuing management decisions on audit findings and ensuring that corrective actions are implemented in accordance of OMB Circular A-133. The SCAO is responsible for ensuring that the Grantee is expending grant funds appropriately as specified through this agreement, and shall conduct monitoring activities to ensure compliance with all associated laws, regulations and provisions as well as ensure that performance goals are achieved. The SCAO shall ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section .210(e). The SCAO must ensure that transactions with vendors comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section .210(f).

Subcontracts: Assure for any subcontracted service, activity or product from subrecipient:

- a. That the Grantee will submit copies of all executed subcontracts from subrecipients in WebGrants within 60 days of the execution of this agreement. Subcontracts should cover all personnel contained in the "contractual" line item within the grant budget. Each listed agency shall have its own subcontract signed by the Grantee and an employee of the subrecipient agency that is authorized to enter into legally binding contracts for the entity receiving funds. The failure to submit these documents to the SCAO within 60 days may result in withholding future payment or other penalties, as determined by the SCAO.
- b. That a written subcontract is executed by all affected parties prior to the initiation of any subcontract activity. Exceptions to this policy may be granted by the SCAO upon written request within 30 days of execution of this agreement.
- c. That any executed subcontract to this agreement shall require the subrecipient to comply with all

applicable terms and conditions of this agreement, including all Certifications and Assurances referenced in this agreement.

- d. In the event of a conflict between this agreement and the provisions of the subcontract, that the provisions of this agreement shall prevail. A conflict between this agreement and the subrecipient, however, shall not be deemed to exist where the subcontract:
 - i. Contains additional non-conflicting provisions not set forth in this agreement
 - ii. Restates provisions of this agreement to afford the Grantee the same or substantially the same rights and privileges as the SCAO; or,
 - iii. Requires the subrecipient to perform duties and/or services in less time than that afforded the Grantee in this agreement.
- e. That the subcontract does not affect the Grantee's accountability to the SCAO for the subcontracted activity.
- f. That any billing or request for the reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services. All subrecipients must submit requests for reimbursement to the Grantee in a timely manner such that the Grantee can include these requests on the proper claim. Subrecipients must be paid within 30 days of receipt of reimbursement by the Grantee.

Notification of Modifications: Grantee must provide timely notification to the SCAO, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of services, funding or compliance with operational procedures.

Software Compliance: Grantee must ensure software compliance and compatibility with the SCAO's data system for services provided under this agreement including, but not limited to: stored data, databases and interfaces for the production of work products and reports. All required data under this agreement shall be provided in an accurate and timely manner without interruption, failure or errors due to the inaccuracy of the Grantee's business operations for processing date/time data.

XVII. Notification of Criminal or Administrative Investigations/Charges:

If any employee of the Grantee that is associated with this agreement project becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this agreement, the Grantee shall immediately notify the SCAO, in writing, that such an investigation is ongoing or that a charge has been issued.

XVIII. Agreement Suspension/Termination:

In addition to forfeiture under section IX, the SCAO and/or the Grantee may suspend and/or terminate this agreement without further liability or penalty to the SCAO for any of the following reasons:

- A. This agreement may be suspended by the SCAO if any of the terms of this agreement are not adhered to. Suspension requires immediate action by the Grantee to comply with this agreement's terms; otherwise, termination by the SCAO may occur.
- B. Failure of the Grantee to make satisfactory progress toward the goals, objectives, or strategies set forth in this agreement.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this agreement or other report or document.
- E. This agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.
- F. This agreement may be terminated immediately if the Grantee, an official of the Grantee,

or an owner is convicted of any activity referenced in Section XVII of this agreement during the term of this agreement or any extension thereof.

- G. This agreement may be terminated immediately without further financial liability to the SCAO if funding for this agreement becomes unavailable to the SCAO.

XIX. Final Reporting Upon Termination:

Should this agreement be terminated by either party, within 30 days after the termination, the Grantee shall provide the SCAO with all financial, performance, and other reports required as a condition of this agreement. The SCAO will make payments to the Grantee for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Grantee shall immediately refund to the SCAO any funds not authorized for use and any payments or funds advanced to the Grantee in excess of allowable reimbursable expenditures.

XX. Severability:

If any provision of this agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this agreement.

XXI. Liability:

- A. All liability to third parties, loss or damage as a result of claims, demands, costs or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Grantee in the performance of this agreement shall be the responsibility of the Grantee, and not the responsibility of the SCAO, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Grantee employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity as provided by statute or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the SCAO in the performance of this agreement shall be the responsibility of the SCAO, and not the responsibility of the Grantee, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the SCAO, anyone directly or indirectly employed by the SCAO, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the SCAO or its employees by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Grantee and the SCAO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Grantee and the SCAO in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Grantee, the SCAO, or their employees, respectively, as provided by statute or court decisions.

Special Conditions:

- A. This agreement is valid upon approval and execution of the SCAO.
- B. This agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. The SCAO will not assume any responsibility or liability for costs incurred by the Grantee prior to the full execution of this agreement.

XXII. Michigan Law:

This agreement shall be subject to, and shall be enforced and construed under, the laws of Michigan.

XXIII. Debt to State of Michigan:

The Grantee covenants that it is not, and will not become, in arrears to the state of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the state of Michigan or its subdivisions, including real property, personal property, and income taxes.

XXIV. Disputes:

- A. The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this agreement within seven days of discovery of the alleged breach.
- B. The Grantee and the SCAO agree that with regard to any and all disputes, controversies, or claims arising out of or in connection with or relating to this agreement; or any claim that the SCAO violated any local, state, or federal ordinance, statute, regulation, law, or common-law doctrine (including discrimination or civil rights claims); or committed any tort; the parties shall attempt to resolve the dispute through mediation. Selection of a mediator will be by mutual agreement of the parties.
- C. The Grantee and the SCAO agree that, in the event that mediation is unsuccessful, any disputes, controversies, or claims shall be settled by arbitration. Selection of an arbitrator will be by mutual agreement of the parties. The decision of the arbitrator shall be binding on both parties. The award, costs, and expenses of the arbitration shall be awarded at the discretion of the arbitrator. This agreement to arbitrate shall be specifically enforceable. A judgment of any circuit court shall be rendered upon the award made pursuant to submission to the arbitrator.

XXV. Certifications and Assurances:

The Grantee must adhere to all applicable Certifications and Assurances. The failure to do so may result in the termination of grant funding or other remedies.

A. Certifications:

The Grantee should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this agreement provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and 28 C.F.R. Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)."

B. Lobbying:

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Grantee certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the grantee shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and,
3. The Grantee shall require that the language of this certification (see XXV) be included in the award documents for all subawards at all tiers (including subgrants, contracts under

grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

C. Debarment, Suspension and Other Responsibility Matters (Direct Recipient):

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):

1. The Grantee certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.
 - d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - e. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

D. Federal Taxes:

If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.

E. Drug-Free Workplace:

1. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 83, Subpart F, as defined at 28 C.F. R. Sections 83.620 and 83.650. The Grantee certifies that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- b. Establishing an on-going drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) of this section.
- d. Notifying the employee in the statement required by paragraph (a) of this section that, as a condition of employment under this agreement, the employee will:
 - i. Abide by the terms of the statement; and,
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (ii) of this section from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, Attn: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant.
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii) of this section, with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - ii. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f) above.

F. Standard Assurances:

The Grantee hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements). The Grantee also specifically assures and certifies that:

- 1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- 2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 3. It will give the awarding agency or the general office, through any authorized representative, timely access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed

by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).

4. It will assist the awarding agency, if necessary, in assuring compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, Executive Order 11593 (Protection and Enhancement of the cultural Environment), the Archeological and Historical Preservation Act of 1974, 16 U.S.C. § 469 *et seq.*, and the National Environmental Policy Act of 1969, 42 U.S.C. § 4321 *et seq.*
5. It will comply with Executive Order 13279, Executive Order 13559, and the DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part. 38, which prohibits recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. Programs and activities must be carefully structured to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs, which are considered to be religious in nature. The twelve-step programs must take place at a separate time or location from the activities supported with DOJ financial assistance and the participation of beneficiaries in twelve-step programs is strictly voluntary. It must make clear to any and all vendors and program participants that twelve-step programming is separate and distinct from DOJ-funded activities. It must also ensure that participants are not compelled to participate in twelve-step programs and cannot penalize a participant who chooses not to participate in a twelve-step program. It must ensure that employees fully funded by DOJ are not involved with twelve-step programs whereby they are instructing or indoctrinating clients on the twelve steps. Employees of the Grantee shall clearly document the number of hours spent on secular activities associated with the DOJ-funded program and ensure that time spent on twelve-step programs is completely separate from time spent on permissible secular activities. In addition, at least one secular program must be provided as an alternative to twelve-step programming.
6. It will provide meaningful access to grant-funded programs and activities to Limited English Proficient (LEP) persons in accordance with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968, 42 U. S. C § 3789d. For a detailed discussion of the requirement to provide meaningful access to LEP persons, refer to the guidance issued by the DOJ on this matter entitled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 FR 4155-01 (June 18, 2002).
7. It will comply and require any and all subcontractors to comply with any applicable statutorily-imposed nondiscrimination requirements, including the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d; the Victims of Crime Act of 1984, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. § 5672(b); Title IV of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132); the DOJ implementing regulations at 28 C.F.R. Part 35; the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131-34; Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681, 1683, 1685-86; and, the Age Discrimination Act of 1975, 42 U.S.C. §§

6101-07; The DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38; The Michigan Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*; and the Michigan Persons With Disabilities Civil Rights Act, MCL 37.1101 *et seq.*

a. Notification:

It may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability and may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. These laws also prohibit retaliation against an individual for taking action or participating in action to secure rights protected by these laws. It shall notify all clients, customers, program participants, or consumers of the types of prohibited discrimination, as well as the complaint procedures, in writing. Notification may include placing posters in an area that may be easily viewed by all and/or providing a paper copy to each of the listed types of individuals. It shall forward all discrimination complaints to the Department as described in the complaint procedures in Attachment 2. Subcontractors, clients, customers, program participants or consumers may also report complaints to the Office of Justice Programs (OJP)/Office for Civil Rights (OCR) or the Michigan Department of Civil Rights (MDCR) directly but the SCAO shall notify the Department of the complaint as soon as the complaint is known. In the event that a Federal or State court, or Federal or State Administrative Agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, the SCAO shall forward a copy of the finding to the OJP/OCR and the MSP.

b. Training:

Any and all DOJ-funded employees of the Grantee shall receive periodic training at least once every contract year regarding the responsibility of the entities to comply with applicable federal civil rights laws as a recipient of federal funds. The SCAO shall provide the Grantee with access to training developed by the OJP/OCR, which may be found at: <http://www.nij.gov/ocr-training-videos/video-ocr-training>. The DOJ-funded employees of the Grantee shall complete the required training within 90 days of the start date of this agreement and certify that the required training has been completed by signing the OCR Compliance Training Form and attaching it in WebGrants. New employees shall complete the required training and provide a signed OCR Compliance Training Form in WebGrants within 90 days of the date of hire.

c. Monitoring:

The SCAO shall ensure that the Grantee is complying with all applicable civil rights laws and procedures by completing the Civil Rights Compliance Questionnaire with the Grantee during site monitoring visits and desk audits.

8. It shall determine if an Equal Employment Opportunity Plan (EEOP) is required pursuant to 28 CFR 42.301 *et seq.* If the Grantee is not required to formulate an EEOP, a certification form shall be sent to the OJP/OCR, and the Office of Personnel Management (OPM) indicating that an EEOP is not required. If the Grantee is required to develop an EEOP, but is not required to submit the EEOP to the OCR, a certification form shall be sent to the OCR and the Department certifying that an EEOP is on file which meets the applicable requirements. If the Grantee is awarded a grant of \$500,000 or more, and has 50 or more employees, a copy of the EEOP shall be submitted to the OJP/OCR and OPM. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are

required to submit a certification form to the OCR to claim the exemption (a copy of the form shall be submitted to the OPM). Additional information about the EEOP requirements may be found at http://www.ojp.usdoj.gov/about/ocrleoop_comply.htm.

9. If the Grantee is a governmental entity, it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and,
10. If the Grantee is a governmental entity, it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

G. **Non-Supplanting:**

It is imperative that the Grantee understand that the non-supplanting requirement mandates that grant funds may be used only to supplement (increase) the Grantee's budget, and may not supplant (replace) state, local or tribal funds that otherwise would have been spent on positions and/or any other items approved in this agreement budget if it had not received a grant award. This means that if your agency plans to:

1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts, it must rehire the personnel on or after the official grant award start date, and maintain documentation showing the date(s) that the positions were laid off and rehired.
3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local or tribal budget cuts, it must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off (e.g., if the grant award start date is July 1 and the lay-off is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff), and maintain documentation showing the date(s) and reason(s) for the lay-off. [Please note that as long as your agency can document the date that the lay-off(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual personnel.]
4. Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.

H. **Hatch Political Activity Act and Intergovernmental Personnel Act:**

The Grantee will comply with the Hatch Act of 1939, 5 USC 1501-08, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act of 1978, 42 USC 4728. Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

I. Health Insurance Portability and Accountability Act of 1996:

To the extent that the Health Insurance Portability and Accountability Act of 1996 is pertinent to the services that the Grantee provides to the SCAO under this agreement, the Grantee assures that it is in compliance with the HIPAA requirements including the following:

1. The Grantee must not share any protected health data and information provided by the SCAO or the MSP that falls within the HIPAA prohibitions.
2. The Grantee must require the subcontractor not to share any protected health data and information from the SCAO that falls under the HIPAA requirements in terms and conditions of the subcontract.
3. The Grantee must only use the protected health data and information for the purposes of this agreement.
4. The Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee's employees.
5. The Grantee must have a policy and procedure to report to the SCAO any unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Grantee becomes aware.
6. Failure to comply with any of these contractual requirements may result in the termination of this agreement in accordance with Section XVIII, Agreement Suspension/Termination, above.
7. In accordance with the HIPAA requirements, the Grantee is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Grantee from the SCAO, the MSP, or any other source.

XXVI. **Unallowable Costs:**

- Costs in applying for this grant (e.g., consultants, grant writers, etc.).
- Any expenses incurred prior to October 1, 2015.
- Any administrative costs not directly related to the administration of this Agreement.
- Indirect costs rates or indirect administrative expenses (only direct costs permitted).
- Personnel, including law enforcement officers, not connected to the project for which you are applying.
- Lobbying or advocacy for particular legislative or administrative reform.
- Fund raising and any salaries or expenses associated with it.
- Legal fees.
- All travel including first class or out-of-state travel, unless prior approval by the SCAO is received.
- Promotional items, unless prior approval by the SCAO is received.
- One-time events, prizes, entertainment (e.g., tours, excursions, amusement parks, sporting events), unless prior approval by the SCAO is received.
- Honorariums.
- Contributions and donations.
- Management or administrative training, conferences, unless prior approval by the SCAO is received.
- Management studies or research and development (costs related to evaluation are permitted).
- Fines and penalties.

- Losses from uncollectible bad debts.
- Purchases of land.
- Memberships and agency dues, unless a specific requirement of the project, unless prior approval by the SCAO is received.
- Compensation to federal employees.
- Military type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.
- Purchasing of vehicles, vessels or aircraft.
- Construction costs and/or renovation, including remodeling.
- Service contracts and training beyond the expiration of this Agreement.
- Informant fees, rewards or buy money.
- K9 dogs and horses, including any food and/or supplies relating to the upkeep of law enforcement animals.
- Livescan devices for applicant prints including any related supplies.
- Weapons, including tasers.
- Food, refreshments, snacks
 - Note: No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (e.g., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the Department and the U.S. Department of Justice. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

XXVII. Conditions on Expenses:

Costs must be reasonable and necessary. If required by the local jurisdiction, costs must be sustained by competitive bids. Individual consultant fees are limited to \$450 (excluding travel, lodging, and meal costs) per day, which includes legal, medical, psychological and accountant consultants. If the rate will exceed \$450 for an eight-hour day, prior written approval is required from the SCAO. Compensation for individual consultant services is to be responsible and consistent with that paid for similar services in the marketplace.

XXVIII. Conflict of Interest:

The SCAO and the Grantee are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*

XXIX. Compliance with Applicable Laws and Agreements:

The Grantee will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement, as well as the terms of the agreement between the MSP and the SCAO. The SCAO shall supply the Grantee with a copy of said agreement.

XXX. Agreement Signatures:

The Grantee hereby accepts this agreement in the amount and for the period indicated in the first page

of this document on the basis of the application, assurances and supporting documents submitted by the SCAO to the MSP. This agreement becomes effective when signed by the parties. This award does not assure or imply continuation in funding beyond the funding period of this subcontract. The Grantee agrees to provide the SCAO with a copy of the Single Audit Report of the Grantee's entity.

XXXI. Entire Agreement:

Except for the Grantee's approved grant application, application assurances, and most recently approved budget, this agreement contains the entire agreement between the parties and supersedes any prior written or oral promises and representations. No other understanding, oral or otherwise, regarding the subject matter of this agreement exists to bind either of the parties.

XXXII. Delivery of Notice:

Written notices and communications required under this agreement shall be delivered by electronic mail, regular mail, overnight delivery, or facsimile device to the following:

A. The Grantee's contact person is Karen Chapman, 870 S. Main Street, Cheboygan, MI 49721.

B. The SCAO's contact person is Dr. Jessica Parks, State Court Administrative Office, Michigan Hall of Justice, P.O. Box 30048, Lansing, MI 48909.

Authorizing Official: Must be a person who is authorized to enter into a binding contract for the entity receiving funds. The authorizing official may not be a judge or other state employee. The authorizing official is normally from the Executive or Legislative Branch of the entity (e.g., City Manager, Mayor, Council President, Board Chairperson, Chief Financial Officer, etc.).

Court Authorized Official Signature:	SCAO Authorized Official Signature:
Name:	Name:
Date:	Date:

**BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (BYRNE JAG)
FY 2016 REPORTING REQUIREMENTS
October 1, 2015 through September 30, 2016**

DCCMIS DATA EXCEPTION REPORTS	
DUE DATE	NOTE
February 15, 2016	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of October 1, 2015, through December 31, 2015.
May 15, 2016	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of January 1, 2016, through March 31, 2016.
August 15, 2016	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of April 1, 2016, through June 30, 2016.
November 15, 2016	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of July 1, 2016, through September 30, 2016.
DCCMIS USER AUDIT	
DUE DATE	NOTE
January 31, 2016	Courts will be confirming user access to DCCMIS.
CLAIMS	
DUE DATE	NOTE
January 10, 2016	Courts will be reporting on expenditures from October 1, 2015, through December 31, 2015.
April 10, 2016	Courts will be reporting on expenditures from January 1, 2016, through March 31, 2016.
July 10, 2016	Courts will be reporting expenditures from April 1, 2016, through June 30, 2016.
October 10, 2016	Courts will be reporting expenditures from July 1, 2016, through September 30, 2016.
PROGRESS REPORTS	
DUE DATE	NOTE
April 30, 2016 Interim Report	Courts will be reporting on progress made during the first half of the grant period – October 1, 2015, through March 31, 2016.
October 30, 2016 Final Report	Courts will be reporting on progress made during the second half of the grant period – April 1, 2016, through September 30, 2016.
BYRNE JAG QUARTERLY PROGRAM REPORTS AND PROGRAM INCOME REPORTS	
DUE DATE	NOTE
January 10, 2016	Courts will be reporting on activity occurring during the time period of October 1, 2015, through December 31, 2015.
April 10, 2016	Courts will be reporting on activity occurring during the time period of January 1, 2016, through March 31, 2016.
July 10, 2016	Courts will be reporting on activity occurring during the time period of April 1, 2016, through June 30, 2016.
October 10, 2016	Courts will be reporting on activity occurring during the time period of July 1, 2016, through September 30, 2016.
PROGRAM INCOME VERIFICATION	
DUE DATE	NOTE
January 10, 2016	Courts will be verifying whether program income is collected.

BYRNE JAG EMPLOYEE TIME CERTIFICATION REPORTS

DUE DATE	NOTE
April 10, 2016	Courts will be reporting on employee time paid for by the grant during the time period of October 1, 2015, through March 31, 2016.
October 10, 2016	Courts will be reporting on employee time paid for by the grant during the time period of April 1, 2016, through September 30, 2016.

OFFICE OF CIVIL RIGHTS CERTIFICATION

DUE DATE	NOTE
January 10, 2016	Courts will be reporting that personnel and subrecipients completed the Office of Civil Rights training.

STATE OF MICHIGAN

DEPARTMENT OF STATE POLICE

DATE: August 13, 2013

TO: Department Members

FROM: Nancy Becker Bennett, Director, Grants and Community Services Division (GCSD) SUBJECT: Discrimination Complaint Procedures for Federal Grant-Funded Projects

I. Purpose

As a condition for receiving funding from the U.S. Department of Justice (DOJ), all recipients and subrecipients of such funding must comply with applicable federal civil rights laws. This document will establish written procedures for MSP employees and DOJ-funded grant subrecipients to follow if a complaint alleging discrimination is received from clients, customers, program participants, or consumers of a MSP subrecipient implementing funding from the DOJ.

II. Policy

Recipients and subrecipients of DOJ funding may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability. They also may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. The MSP will notify subrecipients of their required compliance with the following statutes and regulations through the interagency agreement:

- The Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-07), Ex. Order 13279 (equal organizations); and 28 C.F.R. Part 38 (U.S. Department of Justice Equal Treatment for Faith-Based Organizations).
- 28 CFR 42.301 at seq, which requires recipients determine if it is required to formulate an Equal Employment Opportunity Plan (EEOP). If the recipient is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Office of Personnel Management (OPM) indicating that it is not required to develop an EEOP. If the

recipient is required to develop an EEOP, but is not required to submit the EEOP to the OCR, it will submit a certification form to the OCR and the MSP certifying that it has an EEOP on file which meets the applicable requirements. If the recipient is awarded a grant of \$500,000 or more and has fifty or more employees, it will submit a copy of its EEOP to the OCR and OPM. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption (a copy of the form should also be submitted to the OPM).

- Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968, which require subrecipients to provide meaningful access to programs and activities to Limited English Proficient (LEP) persons.
- The Michigan Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*, which prohibits discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, height, weight, familial status, or marital status in Michigan.
- The Michigan Persons With Disabilities Civil Rights Act, Act 220 of 1976, which defines the civil rights of persons with disabilities; to prohibit discriminatory practices, policies, and customs in the exercise of those rights; to prescribe penalties and to provide remedies; and to provide for the promulgation of rules.

These laws also prohibit agencies from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

In the event that a Federal or State court, or Federal or State administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a Contract or the Contractor, subcontractor or vendor, they will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the Department.

The MSP will notify its own employees of their required compliance with the preceding civil rights statutes and regulations through an Official Order.

III. Definitions

Contract means any Government contract or subcontract or any federally assisted construction contract or subcontract.

Complainant is a party that makes a complaint or files a formal charge.

Discrimination means treating an individual or a group of individuals adversely because of protected class status; or using a test, standard, or employment practice that has the effect of illegally excluding or screening in or out of a protected class.

MSP Employee is an individual providing services for and paid by the State of Michigan/Michigan State Police, including independent contractors, union and non-union

employees, managers and supervisors, enlisted members and civilians.

Recipient is the entity which receives a monetary award from the DOJ.

Subcontract means any agreement or arrangement between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

1. For the purchase, sale or use of personal property or nonpersonal services which in whole or in part, is necessary to the performance of any one or more contracts; or
2. Under which any portion of the contractor's obligation under any one or more contracts is performed, undertaken or assumed.

Subcontractor is any person holding a subcontract, and, for the purposes of this definition, any person who has held a subcontract subject to the order. The term "first-tier subcontractor" refers to a subcontractor holding a subcontract with a prime contractor.

Subrecipient is the entity that receives a monetary award from the DOJ recipient.

Subrecipient Employee is an individual or subcontractor being paid using DOJ grant funds.

IV. Complaint Procedures

The following are MSP's procedures for accepting and responding to discrimination complaints from subrecipient employees, clients, customers, program participants, or consumers of a MSP subrecipient implementing funding from the DOJ:

1. All discrimination complaints associated with DOJ grants shall be submitted to the Grants and Community Services Division (GCSD) by mail, telephone or e-mail to:

Michigan State Police
Grants and Community Services Division
333 S. Grand Ave.
Lansing, MI 48909
(517) 373-2960
MSP-CJGrants@michigan.gov

2. The GCSD Director will send the complainant a letter within 10 days from the date it was received to acknowledge receipt of the complaint, notify the complainant that it has been submitted to the Michigan Department of Civil Rights, and inform the complainant that he or she may also file a complaint directly with the federal Office for Civil Rights (OCR) at:

Office of Justice Programs
Office for Civil Rights
810 7th Street NW
Washington, DC 20531
(202) 307-0690
Fax: (202) 616-9865
TTY: (202) 307-2027

3. Within 10 days of the receipt of the complaint, the GCSD Director will send an email to the DOJ subrecipient to notify the agency that a complaint has been filed against it.
4. The GCSD Director will forward the complaint to the Inspector of the MSP Office of Human Resources (OHR) immediately upon receipt of the complaint. The OHR Inspector or his or her designee will serve as the coordinator for all complaints regarding civil rights violations and will immediately forward the complaint to the Michigan Department of Civil Rights by emailing MDCRServiceCenter@michigan.gov. If MDCR informs the MSP that it does not have jurisdiction to investigate the complaint, the OHR Inspector will forward the complaint to the OCR for investigation.

The preceding complaint procedures are an attachment to the subrecipient contracts for all DOJ grants awarded by the MSP. Subrecipients must notify all clients, customers, program participants, or consumers of the types of prohibited discrimination, as well as the complaint procedures, in writing. Notification may include placing posters in an area that may be easily viewed by all and/or providing a paper copy to each of the listed types of individuals. Subrecipients must forward all discrimination complaints to the MSP as described in the complaint procedures. Subcontractors, clients, customers, program participants or consumers may also report complaints to the Office of Justice Programs/Office for Civil Rights or the Michigan Department of Civil Rights directly, but the MSP must be notified of the complaint by the subrecipient as soon as the complaint is known.

The MSP will ensure that all subrecipients are in compliance with the identified statutes and regulations by reviewing subrecipient procedures during site visits and other subrecipient monitoring activities.

5. The MSP, in cooperation with MDCR and OCR, will review and complete complaint investigations within 120 days. Complainants will receive written notification of the completion of the investigation and any associated findings within 10 days of the completion of the investigation. If the complexity of the investigation precludes this 120 day timeline from being met, the MSP shall notify the complainant in writing when it becomes aware that the investigation will not meet the 120 day timeline. This correspondence shall include a new timeline with an estimated completion date.

V. Training

All DOJ-funded MSP employees and subrecipients will receive periodic training at least once every contract year regarding their responsibility to comply with applicable federal civil rights in their capacity as a recipient of federal funds. Additionally, training will include review of these complaint procedures, including the employee's responsibility to refer discrimination complaints from clients, customers, program participants, or consumers to the appropriate MSP contact. The GCSD will provide DOJ-grant subrecipients and DOJ-funded MSP employees with access to OCR training modules, found on OCR's website, <http://www.oip.usdoj.gov/about/ocr/assistance.htm>. Subrecipients will be required to certify they have completed this training during the first quarter of each grant cycle as part of their grant award agreement with the MSP.

These procedures and training requirements will also be disseminated to MSP employees via departmental memorandum and posted on the MSP intranet website. New employees will receive a copy of the procedures and access to the DHS training program during initial job training from any supervisor managing DOJ-funded employees.

VI. Monitoring

The GCSD has implemented a two-part process to ensure and monitor subrecipient's compliance with civil rights laws. Applicants must annually complete and submit to the GCSD the Civil Rights Compliance Questionnaire. Additionally, MSP grant advisors will complete the Civil Rights Compliance Questionnaire with applicants during on-site monitoring visits.

VII. Policy Dissemination

This policy shall be distributed to all MSP employees via a department-wide memorandum contingent upon final OCR approval. Additionally, the policy will be distributed via MSP's grant award agreement with DOJ-funded subrecipients as part of the standard grant award package.

**MICHIGAN SUPREME COURT
STATE COURT ADMINISTRATIVE OFFICE
MICHIGAN DRUG COURT GRANT PROGRAM
FY 2016 CONTRACT**

Grantee Name: 53rd Circuit Court - Adult Circuit Drug Court
Federal ID Number: 38-6004841
Contract Number: 4847
Grant Amount: \$20,000

1. GENERAL PROVISIONS

1.01 This contract is made between the State Court Administrative Office, Lansing, Michigan (SCAO) and the 53rd Circuit Court - Adult Circuit Drug Court.

1.02 This contract incorporates the Grantee's approved grant application request and most recently approved budget.

1.03 This contract is for the Michigan Drug Court Grant Program.

1.04 In consideration of the mutual promises and covenants in this contract, and the benefits to be derived from this contract, the parties agree as follows:

2. TERM OF CONTRACT

2.01 This contract commences on 10/1/2015 and terminates on 9/30/2016 at 11:59 p.m.

3. RELATIONSHIP

3.01 The Grantee is an independent contractor, and it is understood that the Grantee is not an employee of the SCAO. No employee, agent, or subcontractor of the Grantee is an employee of the SCAO.

3.02 No liability or benefits, including, but not limited to, retirement benefits or liabilities, pension rights or liabilities, insurance rights or liabilities, fringe benefits, training, holiday pay, sick pay, vacation pay, or such other rights, provisions, or liabilities arising out of an agreement of hire or employer-employee relationship, either express or implied, shall arise or accrue to either party as a result of this contract. The Grantee is not eligible for, and will not participate in, any such benefits.

3.03 The Grantee is responsible for payment of all taxes, including federal, state, and local taxes arising out of the Grantee's activities in accordance with this contract, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees.

3.04 The Grantee understands and agrees that all parties furnishing services pursuant to this contract are, for purposes of workers' compensation liability or other actions of employee-related liability, not employees of the SCAO. The Grantee bears the sole responsibility and liability for furnishing workers' compensation benefits to any of its employees for injuries arising from or connected with services performed pursuant to this contract.

3.05 The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO's behalf.

4. SCOPE OF SERVICES

4.01 Upon signing of this contract, the SCAO agrees to provide funding from the Grant in an amount not to exceed the amount of this contract. In no event does this contract create a charge against any other funds of the SCAO or the Michigan Supreme Court.

4.02 The Grantee, and the Grantee's employees or subcontractors, shall devote such time, attention, skill, knowledge, and professional ability as is necessary to most effectively and efficiently carry out and perform the services as described in this contract and in any amendments to this contract.

4.03 Commitment of state resources for the acquisition of goods and services, and execution of purchase orders, contracts, and similar agreements, shall remain the sole responsibility of the SCAO.

5. PERFORMANCE AND BUDGET

5.01 The SCAO agrees to provide the Grantee a sum not to exceed \$20,000 for the court program operated pursuant to this contract.

5.02 Grantee equipment purchases are prohibited.

5.03 The Grantee agrees that it will not expend funds obtained under this contract for any purpose other than those authorized in the administrative requirements specified in the application and most recently approved budget for the Grant, and will expend grant funds only during the period covered by this contract unless prior written approval is received from the SCAO.

5.04 The Grantee must sign up through the online vendor registration process to receive payments as Electronic Funds Transfers (EFT)/Direct Deposits. Registration information is available through the Department of Technology, Management, and Budget's website at: http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html.

5.05 All reimbursements for the proper performance of the contract shall be made by the SCAO quarterly, upon submission by the Grantee of claims for approval by the SCAO. The claims shall include a specific amount of the hours worked, hourly salary, the detailed services provided by the Grantee or Grantee's staff, and/or the specific amount expended on supplies or operating costs necessary for program operation.

5.06 Requests for adjustments in expenditures within line items and between line item categories must be made using a Contract Amendment, within WebGrants, and approved by the SCAO.

5.07 The Grantee shall make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report these as outlined in the SCAO's fiscal procedures. Any under-recoveries of otherwise available fees resulting from failure to bill for eligible services will be excluded from reimbursable expenditures.

6. CONDUCT OF THE PROJECT

6.01 The Grantee shall abide by all terms and conditions required in the application assurances, budget requirements, and the Grantee's approved program outline and most recently approved budget.

6.02 The Grantee agrees that funds awarded under this grant will not be used to support any inherently religious activities, such as worship, religious instruction, or proselytizing. If the Grantee refers participants to, or provides, a non-federally funded program of service that incorporates such religious activities: (1) any such activities must be voluntary for program participants, and (2) program participants may not be excluded from participation in a program or otherwise penalized or disadvantaged for any failure to accept a referral or services. If

participation in a non-federally funded program or services that incorporates inherently religious activities is deemed a critical treatment or support service for program participants, the Grantee agrees to identify and refer participants who object to the inherently religious activities of such program or service to a comparable secular alternative program or service.

7. ASSIGNMENT

7.01 The Grantee may not assign the performance under this contract to subcontract personnel except with the prior written approval of the SCAO.

7.02 All provisions and requirements of this contract shall apply to any subcontracts or agreements the Grantee may enter into in furtherance of its obligations under the contract.

7.03 The Grantee shall provide copies of all subrecipient subcontracts for services funded in whole or in part by this grant to the SCAO.

8. CONFIDENTIAL INFORMATION

8.01 In order that the Grantee's employees or subrecipient subcontractors may effectively provide fulfillment of this contract to the SCAO, the SCAO may disclose confidential or proprietary information pertaining to the SCAO's past, present, and future activities to the Grantee. All such information is proprietary to the SCAO and the Grantee shall not disclose such information to any third party without prior approval from the SCAO, unless disclosure is required by law or court order. If disclosure is required by law or court order, the SCAO will be notified of the request before disclosure. The Grantee agrees to return all confidential or proprietary information to the SCAO immediately upon the termination of this contract.

8.02 Both the SCAO and Grantee shall assure that medical services to, and information contained in the medical records of, persons served under the provisions of this contract or other such recorded information required to be held confidential by federal or state law, rule, or regulation, in connection with the provision of services or other activity under this agreement, shall remain confidential. Such information shall be held confidential, and shall not be divulged without the written consent of either the patient or a person responsible for the patient, except as may be otherwise required by applicable law or regulation. Such information may be disclosed in summary, statistical, or other form, if the disclosure does not directly or indirectly identify particular individuals.

9. HUMAN SUBJECTS

9.01 The Grantee must submit all research involving human subjects conducted in programs sponsored by the SCAO, or in programs that receive funding from or through the state of Michigan, to the Michigan Department of Health and Human Services' (MDHHS) Institutional Review Board (IRB) for approval prior to the initiation of the research.

10. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT, 42 CFR PART 2, AND MICHIGAN MENTAL HEALTH CODE

10.01 To the extent applicable, the Grantee assures and certifies that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA), 42 CFR Part 2, and the Michigan Mental Health Code, to the extent that this act and these regulations are pertinent to the services that the Grantee provides under this contract. These requirements include:

- A. The Grantee must not share any protected health or other protected data and information provided by the SCAO or any other source that falls within HIPAA,

- 42 CFR Part 2, and/or the Michigan Mental Health Code requirements, except to a subrecipient subcontractor as appropriate under this contract.
- B. The Grantee must require, in the terms and conditions of any subcontract, that the subrecipient subcontractor not share any protected health or other protected data and information from the SCAO or any other source that falls under HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code requirements.
 - C. The Grantee must use protected data and information only for the purposes of this contract.
 - D. The Grantee must have written policies and procedures addressing the use of protected data and information that falls under HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code requirements. The policies and procedures must meet all applicable federal and state requirements including HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code regulations. These policies and procedures must include restricting access to the protected data and information by the Grantee's employees.
 - E. The Grantee must have a policy and procedure to report to the SCAO unauthorized use or disclosure of protected data and information that falls under HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code requirements of which the Grantee becomes aware.
 - F. Failure to comply with any of these contractual requirements may result in the termination of this contract in accordance with section 18.
 - G. In accordance with HIPAA, 42 CFR Part 2, and/or Michigan Mental Health Code requirements, the Grantee is liable for any claim, loss, or damage relating to its unauthorized use or disclosure of protected data and information received by the Grantee from the SCAO or any other source.

11. RIGHTS TO WORK PRODUCT

11.01 All reports, programs, manuals, tapes, listings, documentation, and any other work product prepared by the Grantee under this contract, and amendments thereto, shall belong to the SCAO and are subject to copyright or patent only by the SCAO. The SCAO shall have the right to obtain from the Grantee original materials produced under this contract and shall have the right to distribute those materials.

11.02 The SCAO grants the Grantee a royalty-free, nonexclusive license to use anything developed in the course of executing this contract if the work product enters the public domain.

11.03 The SCAO shall have copyright, property, and publication rights in all written or visual material or other work products developed in connection with this contract. The Grantee shall not publish or distribute any printed or visual material relating to the services provided under this contract without the prior explicit permission of the SCAO.

12. WRITTEN DISCLOSURE

12.01 The Grantee and the Grantee's employees or subrecipient subcontractors shall promptly disclose in writing to the SCAO all writings, inventions, improvements, or discoveries, whether copyrightable, patentable, or not, which are written, conceived, made, or discovered by the Grantee or the Grantee's employees or subrecipient subcontractors jointly with the SCAO or singly by Grantee or Grantee's employees or subrecipient subcontractors while engaged in activity under this contract. As to each such disclosure, the Grantee shall specifically point out the features or concepts that are new or different.

12.02 The SCAO shall have the right to request the assistance of the Grantee and Grantee's employees or subrecipient subcontractors in determining and acquiring copyright, patent, or other such protection at the SCAO's invitation and request.

12.03 The Grantee represents and warrants that there are at present no such writings, inventions, improvements, or discoveries (other than in a copyright, copyright application, patent, or patent application) that were written, conceived, invented, made, or discovered by the Grantee or the Grantee's employees before entering into this contract, and which the Grantee or the Grantee's employees desire to remove from the provisions of this contract, except those specifically set forth by attachment hereto.

13. INSURANCE

13.01 The Grantee should carry insurance coverage or self-insurance in such amounts as necessary to cover all claims arising out of the Grantee's operations under the terms of this contract.

14. INDEMNITY

14.01 All liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses (including, but not limited to, fees and expenses of attorneys, expert witnesses, and other consultants) resulting from claims, demands, costs, or judgments arising out of activities or services carried out by the Grantee in the performance of this contract, shall be the responsibility of the Grantee, and not the responsibility of the SCAO. Nothing in this subsection is, nor shall be construed as, a waiver of governmental immunity.

14.02 All liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses (including, but not limited to, fees and expenses of attorneys, expert witnesses, and other consultants) resulting from claims, demands, costs, or judgments arising out of activities or services carried out by the SCAO in the performance of this contract, shall be the responsibility of the SCAO, and not the responsibility of the Grantee. Nothing in this subsection is, nor shall be construed as, a waiver of governmental immunity.

14.03 In the event that liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses (including, but not limited to, fees and expenses of attorneys, expert witnesses, and other consultants) resulting from third party claims, demands, costs, or judgments arise as a result of activities conducted jointly by the Grantee and SCAO in fulfillment of their responsibilities under this contract, such liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses shall be borne by the Grantee and the SCAO in relation to each party's responsibilities under these joint activities. Nothing in this subsection is, nor shall be construed as, a waiver of governmental immunity.

14.04 The SCAO is not responsible and will not be subject to any liability for any claim related to the loss, damage, or impairment of Grantee's property and materials or the property and materials of the Grantee's employees or subrecipient subcontractors, used by the Grantee pursuant to the Grantee's performance under this contract.

14.05 The Grantee warrants that it is not subject to any nondisclosure, noncompetition, or similar clause with current or prior clients or employers that will interfere with the performance of this contract. The SCAO will not be subject to any liability for any such claim.

14.06 In the event any action or proceeding is brought against the Grantee by reason of any claim due or claimed to be due to Grantee's performance covered under this contract, the Grantee will, at the Grantee's sole cost and expense, resist or defend the action or proceeding as the Grantee deems appropriate. The Grantee retains sole authority and discretion to resolve and settle any such claims.

15. ACQUISITION, ACCOUNTING, RECORDKEEPING, AND INSPECTION

15.01 The Grantee agrees that all expenditures from this contract, including the acquisition of personnel services, contractual services, and supplies, shall be in accordance with: (1) the standard procedures of the Grantee's funding unit, and (2) the administrative and budget requirements of the grant.

15.02 The Grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of funds for the purposes identified in the approved grant request, most recently approved budget, and any applicable approved contract addendum and/or budget amendment.

15.03 The Grantee agrees that the Michigan Supreme Court, the SCAO, the local government audit division of the Michigan Department of Treasury, the State Auditor General, or any of their duly authorized representatives, including program evaluators and auditors, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, books, accounts, data, time cards, or other records related to this contract. The Grantee shall retain all books and records, including all pertinent cost reports, accounting and financial records, or other documents related to this contract, for five years after final payment at the Grantee's cost. Federal and/or state auditors, and any persons duly authorized by the SCAO, shall have full access to and the right to examine and audit any of the materials during the term of this contract and for five years after final payment. If an audit is initiated before the expiration of the five-year period, and extends past that period, all documents shall be maintained until the audit is complete. The SCAO shall provide audit findings and recommendations to the Grantee. The SCAO may adjust future or final payment if the findings of the audit indicate over- or under-payment to the Grantee for the period audited, subject to the availability of funds for such purposes. If an audit discloses an overpayment to the Grantee, the Grantee shall immediately refund all amounts that may be due to the SCAO. Failure of the Grantee to comply with the requirements of this section shall constitute a material breach of this contract upon which the SCAO may cancel, terminate, or suspend this contract.

15.04 The Grantee's accounting system must maintain a separate fund or account that segregates grant contract receipts and expenditures from other receipts and expenditures of the Grantee.

16. PROGRAM REVIEW AND MONITORING

16.01 The Grantee shall give the SCAO and any of its authorized agents access to the court at any reasonable time to evaluate, audit, inspect, observe, and monitor the operation of the program. The inspection methods that may be used include, but are not limited to onsite visits, interviews of staff and participants, and review of case records, receipts, monthly/quarterly statistical reports, and fiscal records.

17. REPORTS

17.01 The Grantee agrees to submit timely, complete, and accurate reports as identified in Attachment A.

17.02 The data for each participant who is screened or accepted into the program must be entered into the Drug Court Case Management Information System (DCCMIS).

17.03 The Grantee is responsible for the timely, complete, and accurate submission of each required report and data as outlined above.

17.04 If any report is thirty days past due, a delinquency notice will be sent via email notifying the Grantee that it has 15 days to comply with the reporting requirement. Forty-five

days past the due date, a forfeiture notice will be sent to the Grantee via the U.S. Postal Service notifying it that its funding award has been rescinded due to contract noncompliance.

18. TERMINATION OR FUNDING HOLD

18.01 Each party has the right to terminate this contract without cause by giving written notice to the other party of such termination at least thirty (30) days before the effective date of such termination. Reasons for termination may include, but are not limited to, failure to make ongoing progress toward the program's goals, or failure to submit reports in a timely fashion.

18.02 This contract may be terminated immediately without further financial liability to the SCAO if funding for this contract becomes unavailable to the SCAO.

19. COMPLIANCE WITH LAWS

19.01 The Grantee shall comply with all applicable laws, ordinances, and codes of the federal, state, and local governments.

20. MICHIGAN LAW

20.01 This contract shall be subject to, and shall be enforced and construed under, the laws of Michigan.

21. CONFLICT OF INTEREST

21.01 The Grantee presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, that would conflict in any manner or degree with the performance of this contract.

21.02 The Grantee and the SCAO are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, MSA 4.1700(51) *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*, MSA 4.1700 (71) *et seq.*

22. DEBT TO STATE OF MICHIGAN

22.01 The Grantee covenants that it is not, and will not become, in arrears to the state of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the state of Michigan or its subdivisions, including real property, personal property, and income taxes.

23. DISPUTES

23.01 The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this contract within seven days of discovery of the alleged breach.

23.02 The Grantee and the SCAO agree that with regard to any and all disputes, controversies, or claims arising out of or in connection with or relating to this contract; or any claim that the SCAO violated any local, state, or federal ordinance, statute, regulation, law, or common-law doctrine (including discrimination or civil rights claims); or committed any tort; the parties shall attempt to resolve the dispute through mediation. Selection of a mediator will be by mutual agreement of the parties.

23.03 The Grantee and the SCAO agree that, in the event that mediation is unsuccessful, any disputes, controversies, or claims shall be settled by arbitration. Selection of an arbitrator will be by mutual agreement of the parties. The decision of the arbitrator shall be binding on both parties. The award, costs, and expenses of the arbitration shall be awarded at the discretion

of the arbitrator. This agreement to arbitrate shall be specifically enforceable. A judgment of any circuit court shall be rendered upon the award made pursuant to submission to the arbitrator.

24. ENTIRE AGREEMENT

24.01 Except for Grantee's approved grant application, application assurances, and most recently approved budget, this contract contains the entire agreement between the parties and supersedes any prior written or oral promises and representations. No other understanding, oral or otherwise, regarding the subject matter of this contract exists to bind either of the parties.

25. AMENDMENT

25.01 This contract may be amended only upon written agreement of the parties.

26. DELIVERY OF NOTICE

26.01 Written notices and communications required under this contract shall be delivered by electronic mail, regular mail, overnight delivery, or facsimile device to the following:

- A. The Grantee's contact person is Karen Chapman, 870 S. Main Street, Cheboygan, MI 49721.
- B. The SCAO's contact person is Dr. Jessica Parks, State Court Administrative Office, Michigan Hall of Justice, P.O. Box 30048, Lansing, MI 48909.

27. SIGNATURE OF PARTIES

27.01 This contract becomes effective when signed by the parties.

IN WITNESS WHEREOF, the SCAO and the Grantee have executed this contract:

53rd Circuit Court - Adult Circuit Drug Court

By: _____
Authorizing Official (Signature and Title)

Authorizing Official (Please Print Name and Title)

Date: _____

Authorizing Official: Must be a person who is authorized to enter into a binding contract for the entity receiving funds. *The authorizing official may not be a judge or other state employee.* The authorizing official is normally from the Executive or Legislative Branch of the entity (e.g., City Manager, Mayor, Council President, Board Chairperson, Chief Financial Officer, etc.).

STATE COURT ADMINISTRATIVE OFFICE

By: _____
Chief Operating Officer

Date: _____

ATTACHMENT A
MICHIGAN DRUG COURT GRANT PROGRAM
FY 2016 REPORTING REQUIREMENTS
October 1, 2015 through September 30, 2016

DCCMIS DATA EXCEPTION REPORTS	
DUE DATE	NOTE
February 15, 2016	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of October 1, 2015, through December 31, 2015.
May 15, 2016	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of January 1, 2016, through March 31, 2016.
August 15, 2016	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of April 1, 2016, through June 30, 2016.
November 15, 2016	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of July 1, 2016, through September 30, 2016.

DCCMIS USER AUDIT	
DUE DATE	NOTE
January 31, 2016	Courts will be confirming user access to DCCMIS.

CLAIMS REPORTS	
DUE DATE	NOTE
January 10, 2016	Courts will be reporting on expenditures from October 1, 2015, through December 31, 2015.
April 10, 2016	Courts will be reporting on expenditures from January 1, 2016, through March 31, 2016.
July 10, 2016	Courts will be reporting expenditures from April 1, 2016, through June 30, 2016.
October 10, 2016	Courts will be reporting expenditures from July 1, 2016, through September 30, 2016.

PROGRESS REPORTS	
DUE DATE	NOTE
April 30, 2016 Interim Report	Courts will be reporting on progress made during the first half of the grant period – October 1, 2015, through March 31, 2016.
October 30, 2016 Final Report	Courts will be reporting on progress made during the second half of the grant period – April 1, 2016, through September 30, 2016.



Cheboygan County

Board of Commissioners' Meeting

October 13, 2015

Title: 2015 thru 2018 contract renewal between Straits Area Services Inc. and Straits Regional Ride.

Summary: Renewal of ongoing SASI Contract which provides transportation for clients from their homes to SASI work shop in the AM with a return to their homes in the PM. SRR during School Snow days will make every effort to provide transportation to clients listed on Exhibit B. In the event the transportation for clients listed on Exhibit B is not possible due to weather SRR will reduce the monthly bill for that month by \$406.00 per occurrence after (1) grace day is exhausted per year.

Financial Impact: \$101,500.00 per year billed monthly at \$8,458.33, with the assurance that we will credit \$406.00 per day for any snow days that clients on Exhibit B are not transported due to inability to do so safely after (1) grace day per year is exhausted.

Recommendation: Motion to approve the Transportation Agreement between Straits Area Services Inc. and Straits Regional Ride and authorize the Chair to sign.

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 is effective _____, 2015 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 (SAS).

Recitals

- A. The SRR operates a regional bus system for the purpose of providing public transportation services within its service area.
- B. SAS 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. SAS 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 SAS.
- 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. SAS hereby engages the services of SRR to provide public transportation services to the clients of SAS under the terms and conditions of this agreement.
- 2. Except as provided in Paragraph 3 below, SRR shall pick up SAS clients from and return SAS 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 SAS 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 SAS clients to the SAS 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 SAS business location at 1320 W. State Street. The parties hereby agree that the SAS 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. SAS 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 SAS 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 SAS 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.

- 2a. SAS 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 SAS client being provided transportation services under this agreement.
3. SRR shall use its best efforts to provide the above transportation services within schedules provided by SAS during the normal working hours of SRR. However, during inclement weather SRR shall, in conjunction with its Dial-a-Ride transportation services within Cheboygan County, transport as many SAS clients (identified by address only on Exhibit B) as reasonably possible, unless SRR determines in the sole exercise of its discretion that such transportation services cannot be performed in a safe manner. In the event SRR determines that no transportation services can be performed in a safe manner as provided herein, then after one (1) grace day each year SAS shall be entitled to a credit of \$406

on the next month's installment payment made pursuant to Paragraph 7 of this Agreement for each day no transportation services are performed.

4. SRR shall designate a representative who shall consult with a representative designated by SAS concerning scheduling matters. The representatives of SRR and SAS shall both use their best efforts to resolve scheduling problems as they occur.
- 4a. The parties hereby agree that SRR shall not provide transportation services under this Agreement on the holidays specified on Exhibit B.
5. When changes to scheduled transportation services are necessary, SAS shall fax or email the schedule changes to the SRR dispatch. SAS shall provide SRR as much advance notice of these schedule changes as reasonably possible under the circumstances.
6. SRR shall provide SAS, upon written request, a record of the transportation services provided to SAS's clients pursuant to this agreement.
7. SAS shall pay SRR \$8,458.33 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, 2018, inclusive, for a total of \$101,500.00 over a twelve month period.
8. 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.
9. Either party may terminate this agreement by providing the other party thirty (30) days advanced written notice of the intent to terminate.
10. Upon termination, SRR shall refund to SAS on a pro rata basis all fees paid under this agreement that were not earned under this agreement.
11. This agreement may be amended by the mutual consent of both parties that is documented in writing and signed by both parties.
12. This agreement shall be for a term beginning _____, 2015 and ending September 30, 2018. Either party may renew this agreement for annual terms thereafter, under the terms and conditions mutually agreed between the parties in writing.
13. 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.

- 14. SAS 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, SAS 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.
- 15. SAS 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.
- 16. The parties agree that the validity, construction, enforcement and interpretation of this agreement shall be governed by the laws of the State of Michigan.
- 17. 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.
- 18. 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: _____
Peter Redmond

Its: Board Chair

STRAITS AREA SERVICE INC.

Dated: _____

By: _____
Rik Rambo

Its: Executive Director



Cheboygan County

Board of Commissioners' Meeting

October 13, 2015

Title: Specialized Services Operating Assistance Program Third Party Contract 2012-0061/P11

Summary: This contract serves as the mechanism to pass through the MDOT funds awarded to the County of Cheboygan for operating assistance to the CCOA. This is a standard yearly boiler plate contract from the State which has been reviewed by Civil Counsel and has had no changes other than the dates and contract numbers.

Financial Impact: None

Recommendation: Motion to approve the Third Party Contract and authorize the Chair to sign and authorize finance to pass on the monies to the CCOA.

Prepared by: Mike Couture

Department: Straits Regional Ride

**SPECIALIZED SERVICES OPERATING ASSISTANCE PROGRAM
THIRD-PARTY CONTRACT
-- Subrecipient Provides the Transportation Service --**

PRIME CONTRACT NUMBER 2012- 0061/P11

THIS CONTRACT is made and entered into this 13th day of October A.D. 2015, by and between the County of Cheboygan, (hereinafter referred to as the AGENCY), and the Cheboygan County Council on Aging, (hereinafter referred to as the SUBRECIPIENT).

SECTION 1. DEFINITIONS

PROGRAM	Means the Michigan Specialized Services Operating Assistance program designed primarily for seniors and handicappers as defined under Section 10e(4)(c)(i) of Act 51, of the Public Acts of 1951, as amended.
DEPARTMENT	Means the Michigan Department of Transportation.
AGENCY	Means the eligible authority, eligible governmental agency, or organization representing Specialized Services interests which is receiving funds from the Department under the PROGRAM.
SUBRECIPIENT	Means the organization which will provide the transit services with funds received under this contract.
APPLICATION	Means the AGENCY'S application, submitted in cooperation with the SUBRECIPIENT, for funding from this PROGRAM for the period from October 1, 2015, to September 30, 2016.

SECTION 2. PURPOSE

The purpose of this contract is to provide operating assistance funding received from the DEPARTMENT PROGRAM, to the SUBRECIPIENT. The transit services provided shall be as described in the APPLICATION and as approved for funding by the DEPARTMENT.

SECTION 3. THE AGENCY SHALL:

- a. Assure that the transit service provided is consistent with the service described in the APPLICATION and approved for funding by the DEPARTMENT.
- b. Prepare and submit appropriate information to the DEPARTMENT as set forth in Attachment "B", attached hereto, and made a part hereof, in order to qualify the service for state financial assistance. Said report shall be submitted to the DEPARTMENT forty (40) days after the end of each state fiscal year quarter.
- c. Pay to the SUBRECIPIENT, the state funds designated for the relevant transit service within 10 working days of receipt from the DEPARTMENT.
- d. Notify the SUBRECIPIENT within five days of receipt of any written requests for information by the DEPARTMENT, or restrictions required by the DEPARTMENT, concerning the transit service.
- e. Inform the SUBRECIPIENT of any transit services changes, or changes in state or federal law or programs known to the AGENCY, which could impact the transit services being provided by the SUBRECIPIENT.

- f. Strive to coordinate transit services within its service area.

SECTION 4. THE SUBRECIPIENT SHALL:

- a. Provide transit services as described in the APPLICATION and as approved for funding by the DEPARTMENT.
- b. Use the DEPARTMENT's current "Local Public Transit Revenue Expense Manual" in the determination of eligible project costs, if the SUBRECIPIENT receives funding from other DEPARTMENT operating assistance programs. All other providers shall use the DEPARTMENT's current "Revenue Expense and Nonfinancial Data Definition Manual for Specialized Services Agencies."
- c. Complete and submit to the AGENCY, the information required by the DEPARTMENT on the quarterly reporting form (Attachment B) within 20 days after the end of each state fiscal year quarter.
- d. Establish and maintain books, records, documents, and other accounting records in accordance with generally accepted governmental accounting principles.
- e. Permit the AGENCY or the DEPARTMENT to audit all data and records relating to the transit service financed in part or in whole by the PROGRAM. The SUBRECIPIENT shall retain and allow access to all data and records pertaining to this contract until three (3) years after the final payment by the DEPARTMENT.
- f. In addition to any policy of insurance and the protection afforded thereby, the SUBRECIPIENT agrees to indemnify and save harmless the State of Michigan, the DEPARTMENT, and the AGENCY, and all officers, agents, and employees thereof, from any and all claims and losses occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies to the SUBRECIPIENT in connection with this Contract.
- g. Inform the AGENCY of any event which may have significant potential impact on the transit service, its control, or cost.
- h. Cooperate with the AGENCY, other SUBRECIPIENTS, and other service providers in coordinating transportation services.
- I. In connection with the acceptance of this Contract, agrees to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, dated June 2011, attached hereto, and made a part hereof. The SUBRECIPIENT further covenants that it will comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and will require similar covenants on the part of any contractor or subcontractor employed in the performance of the project for which this Contract is made.
- j. Shall carry and maintain, as a minimum, insurance as detailed in Exhibit "A" dated November 5, 2005 attached hereto, and made a part hereof, if vehicles are being operated for the purposes of providing transit services funded under this contract.

SECTION 5. IT IS FURTHER AGREED THAT:

- a. Neither the AGENCY nor the SUBRECIPIENT shall alter the transit service described in the APPLICATION and as approved for funding by the DEPARTMENT without the written approval of the DEPARTMENT.
- b. The AGENCY's maximum funding to the SUBRECIPIENT for transit services provided is Twenty Five Thousand, Dollars (\$25,000). Reimbursement will be at the rate of \$1.20 per mile.

- c. This contract will cover the period commencing October 1, 2015, and extending through September 30, 2016.
- d. The AGENCY or the SUBRECIPIENT may, by a thirty- (30) day written notice, suspend any or all of the rights and obligations under this Contract until such time as the event or condition resulting in such suspension has ceased or been corrected.
- e. The SUBRECIPIENT agrees to repay any funds overpaid by the AGENCY.
- f. If the DEPARTMENT reduces the payment to the AGENCY, the AGENCY will accordingly reduce the payment to the SUBRECIPIENT.
- g. All terms and conditions included in prime contract 2012-0061 are incorporated into the subcontract. If in event of a conflict between the terms and conditions of the subcontract and the prime agreement, the prime agreement prevails.

SECTION 6. In witness hereof, the parties hereto have caused this contract to be executed.

FOR THE Cheboygan County Council on Aging

BY _____

TITLE _____

FOR THE County of Cheboygan Board of Commissioners

BY _____

TITLE _____

**APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Act No. 453, Public Acts of 1976, the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or as a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980 the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual=s ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as herein above set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual=s ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual=s ability to perform the duties of a particular job or position.
5. The contractor or his collective bargaining representative will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers= representative of the contractor=s commitments under this appendix.
6. The contractor will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission which may be in effect prior to the taking of bids for any individual state project.
7. The contractor will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission, said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor as well as the contractor himself, and said contractor will permit access to his books, records, and accounts by the Michigan Civil Rights Commission and/or its agent, for purposes of investigation to ascertain compliance with this contract and relevant with rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this agreement, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until the contractor complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Civil Rights Commission to participate in such proceedings.
9. The contractor will include, or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller. March, 1998

**SPECIALIZED SERVICES QUARTERLY
OPERATING REPORT**

ATTACHMENT B

AGENCY/G
RANTEE

SUBRECIPIENT

Reporting
Period:

to

	Veh icl e M ile s	One-Way Passenger Trips			Total Passengers
		Seniors	Se nio r Ha ndi cap per s	Handicapp ers	
Specialized Services-within service area					
Specialized Services (Volunteer Driver)-outside service area					
Totals					

61 616-04 61 617-04 615-4 620-04
1- 8-
04 04

Expense Schedule

501 & 502	Labor & fringe benefits	\$	_____
503 & 504	Services, materials & supplies (gas, oil, parts, work performed by another agency)		_____
506	Casualty & Liability Insurance		_____
508	Purchased transportation service:		
	Within Service Area		_____
	Outside Service Area (Volunteer Driver)		_____
512	Leases & Rentals		_____
513	Depreciation & amortization*		_____
505,507,509,510,& 511	All other		_____
549	Total Operating Expenses	\$	=====

Revenue Schedule

401	Passenger fares (paid by rider)	\$	_____
402	Special fares (paid by other organizations)		_____
409 & 410	Local (list)		_____
411 & 412	State (list)		_____

413

Federal
(list)

Other (list)

499

Total Revenues

\$

*Include only the depreciation on items purchased with local funds.

I hereby certify that the data submitted in this report was incurred solely through the provision of continuation services as described in our Specialized Services application, and as approved for funding by the Department.

Signature

Title

Date

EXHIBIT A

INSURANCE REQUIREMENTS

All insurance coverage provided relative to this Contract is primary and none contributing to any comparable insurance (including self-insurances) carried by the STATE. The AGENCY also agrees to provide evidence that all applicable insurance policies contain a waiver of subrogation by the insurance company.

The AGENCY will comply with the following insurance requirements as applicable:

1. Vehicle Insurance

- a. Motor vehicle insurance as required by P.A. 218 of 1956, as amended by P.A. 294 of 1972, the Michigan No-Fault Insurance Law.
 - i. Personal Injury Protection (PIP) as required by MCL 500.3101(1).
 - ii. Property Protection Insurance (PPI) as required by MCL 500.3101(1).
 - iii. Residual Liability Insurance as required by MCL 500.3101(1).
 - iv. Self-insurance may be utilized provided the appropriate coverage, limits, and Secretary of State certification is provided. A One Million Dollar (\$1,000,000) minimum per occurrence limit should be carried.
- b. Collision coverage as provided in P.A. 218 of 1956, MCL 500.3037 and comprehensive coverage as provided in P.A. 218 of 1956, MCL 500.2102 shall be carried. Both collision coverage and comprehensive coverage will be for the actual cash value of the vehicle. The amount of deductible for collision coverage and comprehensive coverage will be determined by the AGENCY and will be payable by the AGENCY. The AGENCY with prior STATE approval may self-insure the collision and comprehensive coverage.
- c. The coverage specified above will name the AGENCY and the STATE as the insured.
- d. Before starting work, the AGENCY will give the STATE a certificate of insurance certifying that at least the minimum coverage required herein are in effect and specifying that the coverage will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without thirty (30) days advance written notice to the STATE. Renewals will be procured at least thirty (30) days prior to expiration of said policies.

2. Facility and/or Equipment Insurance (Non-vehicle) and Bonds

- a. Insurance – During the term of this Agreement, the AGENCY will:
 - i. Keep all buildings, improvements, and equipment in, on, or appurtenant to the transportation facility or premises at the commencement of construction and

thereafter, including all alterations, building, rebuilding, replacements, changes, additions, and all improvements, insured against loss, and all perils, in an amount not less than ninety percent (90%) of the full replacement value thereof with a deductible not to exceed Ten Thousand Dollars (\$10,000). The AGENCY will be responsible for the payment of any deductible. The AGENCY will maintain an annual inventory of all equipment purchased under this Agreement with current dollar values.

- ii. Provide Commercial General Liability Insurance covering all operations by or on behalf of AGENCY against claims for personal injury (including bodily injury and death) and property damage in the minimum amount of One Million Dollars (\$1,000,000) each occurrence, and Two Million Dollars (\$2,000,000) general aggregate.
- iii. Before starting work, the AGENCY will give the STATE a certificate of insurance certifying that at least the minimum coverage required herein is in effect and specifying that the coverage will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without thirty (30) days advance written notice to the STATE. Renewals will be procured at least thirty (30) days prior to expiration of said policies.

b. Bonds

The AGENCY will require the successful bidder to procure and deliver to the AGENCY a Performance Bond and a Lien Bond each in an amount equal to the Agreement price, underwritten by a surety licensed to do business in Michigan, naming the AGENCY as the obligee. Such bonds will be delivered to the AGENCY prior to any construction work being performed.



Cheboygan County

Board of Commissioners' Meeting

October 13, 2015

Title: Reid Building Lease Agreements

Summary: Renewal of lease agreements for Reid Building

Financial Impact: County will receive the necessary revenue from lease payments to cover the cost of building operation and maintenance as well as funds to repay monies borrowed to complete planned renovations and future capital requirements.

Recommendation:

Motion to approve a one year lease with District Health Department #4 and authorize the Chair to sign.

Motion to approve a two year lease with North County Community Mental Health and authorize the Chair to sign.

Motion to approve a two year lease with Women's Resource Center of Northern MI and authorize the Chair to sign.

Prepared by: Jeffery B. Lawson,
County Administrator

Department: Administration

LEASE AGREEMENT

THIS LEASE shall be effective on November 1, 2015, by and between the County of Cheboygan, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 49721 (Landlord) and District Health Department #4, whose address is 100 Woods Circle, Suite 200, Alpena, Michigan 49707 (Tenant). In consideration of the mutual covenants and promises contained herein the parties agree as follows:

1. DESCRIPTION

Landlord hereby leases to Tenant a portion of the premises located at 825 S. Huron Street, Cheboygan, Michigan 49721, commonly known as the Doris E. Reid Center, consisting of approximately 5,000 square feet of office space, together with the nonexclusive right to use certain common areas and parking areas serving the building (the Leased Property), as more specifically identified in the floor plan and site plan attached hereto as Exhibits A and B.

2. QUIET POSSESSION

Landlord shall deliver quiet possession of the Leased Property to Tenant on the date this Lease is executed and shall secure Tenant in the quiet possession of the Leased Property against all persons during the entire Lease term and any renewals thereof.

3. TERM AND PURPOSE OF LEASE

The term of this Lease shall be for one (1) year beginning November 1, 2015. Tenant may use the Leased Property only for the purpose of providing public health services to its clients and administrative services associated with those public health services.

4. RENT

Tenant shall pay Landlord annual rent of FORTY-NINE THOUSAND SEVEN HUNDRED and 00/100 DOLLARS (\$49,700.00) payable in monthly installments of FOUR THOUSAND ONE HUNDRED FORTY-ONE and 66/100 DOLLARS (\$4,141.66). The first rental payment shall commence on November 1, 2015 and shall be payable the same day of each month thereafter. Payment shall be made to the Landlord by mail or by personal delivery to such address as shall be designated by Landlord.

5. RENEWALS

This Lease may be renewed upon such terms as shall be agreed upon between Landlord and Tenant in writing. If the Tenant should remain in possession of the Leased Property after the termination or expiration of this Lease or any renewal thereof, Tenant shall be deemed a Tenant on a month-to-month basis with the same rent and on the same conditions as set forth in this Lease, except as to the term of the Lease.

6. ASSIGNMENT AND SUBLETTING

This Lease shall not be assigned or sublet by Tenant without the prior written approval of Landlord.

7. WASTE AND NUISANCE

Tenant shall not commit, or suffer to be committed, any waste on the Leased Property, nor shall Tenant maintain, commit, or permit the maintenance or commission of any nuisance on the Leased Property.

8. REPAIR, MAINTENANCE, AND CLEANING

The Tenant shall be responsible for keeping the Leased Property in as good condition as it is on the date that possession is given to Tenant, reasonable wear and tear excepted. All repairs and maintenance of the Leased Property that are necessary due to damages beyond reasonable wear and tear, regardless of the cause, shall be the responsibility of the Tenant at its sole expense. All other repairs within the Leased Property, including but not limited to, interior walls, floors, and plumbing and electrical systems and all repairs of items that are in common use with other tenants such as the roof, exterior walls of the building, common areas of the building, and parking area shall be the responsibility of the Landlord at its sole expense. The determination of the need to make repairs, the timing of repairs and whether a contractor or employee of Landlord will be used to make the repairs shall be determined by the Landlord in the sole exercise of its discretion. Landlord shall at its sole expense be responsible for cleaning services within the Leased Property and within all areas within the building in common usage with other tenants; the cleaning services shall be conducted no less than weekly.

9. IMPROVEMENTS

During the term of this Lease, the Tenant shall not make any improvements to the Leased Property unless it is approved in advance by the Landlord in writing. The decision whether to authorize any improvements shall be the Landlord's in its absolute discretion. The parties, however, agree that during the term of this Lease, Landlord shall at its sole expense engage the services of an architect to review and make recommendations concerning possible renovations to the Leased Property and the building as a whole. Tenant shall be afforded an opportunity to provide its recommendations concerning possible renovations. The parties, however, express agree that Landlord reserves the right to make the final decision concerning possible renovations to the Leased Property and the building as a whole. Any renovations approved by Landlord pursuant to the recommendations of the architect shall be paid by Landlord. All improvements shall remain the property of the Landlord upon the termination or expiration of this Lease.

10. DEFAULT

If Tenant breaches any provision of this Lease, including the payment of rent, and such breach continues for thirty (30) days after receipt by Tenant of written notice of the breach, then Landlord shall have the right to re-enter the premises and regain possession or to take such other action as permitted by law.

11. UTILITIES

Landlord shall be responsible for the payment of all charges for garbage removal, water, sewer, natural gas, and electric utilities for the Leased Property. Tenant shall be responsible for the payment of all charges for telephone, and Internet services.

12. SNOW REMOVAL

Landlord shall have sole responsibility to keep the premises, as well as all entrances and exits free from unreasonable accumulations of ice and snow.

13. 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.

14. LIABILITY AND CASUALTY INSURANCE

Landlord shall obtain and maintain property insurance on the building in which the Leased Property is located under the terms and conditions determined by the Landlord in the sole exercise of its discretion. Tenant shall maintain at its own expense, public liability insurance with liability limits no less than \$1,000,000 for a single occurrence and \$2,000,000 in the aggregate. This insurance policy shall name Landlord as an additional named insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to Landlord. Tenant shall provide notice of compliance with this insurance provision before taking possession of the Leased Property. If Tenant fails to comply with the requirement to maintain public liability insurance as provided herein, then Landlord may, in addition to treating it as a breach of this Lease, procure such public liability insurance and charge the expense thereof to Tenant as additional rent in the amount of any such payment fully payable as part of the next monthly rental payment.

15. NOTICES

All notices provided to be given under this Lease shall be given by regular mail unless otherwise herein provided, addressed to the proper party, at the following addresses or to any subsequent address which the parties may designate in writing for such purpose. The date of service of a notice served by mail shall be the date on which the mailing occurred

LANDLORD:

County Administrator
870 S. Main St., P.O. Box 70
Cheboygan, MI 49721

TENANT:

District Health Department #4
100 Woods Circle, Suite 200
Alpena, Michigan 49707

16. FIRE OR CASUALTY LOSS

It is understood and agreed that if the Leased Property is damaged or destroyed in whole or in part by fire or other cause during the term of this Lease or any renewals, then the Landlord shall have the option within thirty (30) days to terminate this Lease or to restore the Leased Property as speedily as is reasonably possible under the circumstances. The Tenant's rent shall abate in proportion to the amount of the Leased Property Tenant is unable to reasonably use during the period of time needed to restore the Leased Property to a tenantable condition. In the event that the Leased Property cannot be restored to a tenantable condition within ninety (90) days from the date of occurrence, then either party shall have the option of terminating this Lease by written notice to the other.

17. EXCUSE

Neither party shall be required to perform any term, condition, or covenant in this Lease so long as such performance is delayed or prevented by any acts of God, strikes, lockouts, material or labor restrictions by any governmental authority, civil riot, floods, and any other cause not reasonably within the control of the party with the duty to act and which by the exercise of due diligence that party is unable, wholly or in part, to prevent or overcome.

18. TIME OF ESSENCE

Time is of the essence of this Lease.

19. EXCULPATION OF LESSOR

If Landlord conveys title to the Lease Property during the term of this Lease or any renewal thereof, then Landlord shall not be liable to Tenant, its successors or assigns as to any act or omission from and after such conveyance.

20. WAIVER OF DEFAULT

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.

21. RIGHTS AND REMEDIES CUMULATIVE

The rights and remedies provided by this Lease are cumulative, and the use of any one right or remedy by either party shall not preclude or waive its right to use any or all other remedies. Said rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

22. ATTORNEY'S FEES

In the event either party breaches any of the terms of this Lease whereby the party not in default employs attorneys to protect or enforce its rights hereunder and prevails, then the defaulting party agrees to pay the other party reasonable attorney's fees so incurred by such other party.

23. MISCELLANEOUS

- A. The premises covered by this Lease shall not be used for any unlawful purpose.
- B. Tenant shall abide by all state and local laws in respect to the operation of a business on the Leased Property and in respect to the manner in which it uses the Leased Property.
- C. Tenant agrees not to permit any advertising inside or outside of the Leased Property, except as authorized by Landlord in writing. However, Tenant may continue any such advertising as is currently in use on the Leased Property as of the date that this Lease is executed.
- D. Tenant agrees that if the interest created by this Lease shall be taken in execution or by other process of law or if the Tenant shall become bankrupt or insolvent, according to law, or any receiving be appointed for the business or property of the Tenant, if any assignment shall be made of Tenant's property for the benefit of creditors, then and in such event, this Lease may be canceled at the option of the Landlord.
- E. Landlord reserves the right to subordinate this Lease at any time to the lien of any mortgage or mortgages now or hereafter placed upon the Landlord's interest in the Leased Property. The Tenant agrees to execute and deliver, upon demand, such further documents subordinating this Lease to the Landlord and any mortgages or future mortgages and hereby irrevocably appoints the Landlord as Tenant's attorney-in-fact to execute and deliver any such instrument or instruments in the name of the Tenant.

- F. The Tenant acknowledges that it has examined the Leased Property prior to the execution of this Lease and that it knows the condition thereof. Tenant acknowledges that all representations as to the condition of the Leased Property or the state of repairs thereof have been made by the Landlord or its agent. Any representations regarding the Leased Property are only set forth in this Lease. The Tenant specifically accepts the Leased Property in its present condition at the date of the execution of this Lease which means that it accepts the Leased Property "as is". Tenant acknowledges that it has had the opportunity to examine the Leased Property for any hidden defects.
- G. This Lease shall be binding upon the heirs, executors, personal representatives, successors and assigns of the parties.
- H. If any provisions of this Lease shall be declared invalid or unenforceable, the remainder of the Lease shall continue in full force or effect.
- I. 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.

IN WITNESS WHEREOF this Lease has been executed to be effective on the day and year set forth above.

LANDLORD:

COUNTY OF CHEBOYGAN

Date: _____

By: _____
Peter Redmond

Its: Chairperson

TENANT:

DISTRICT HEALTH DEPARTMENT #4

Date: _____

By: _____

Its:

LEASE AGREEMENT

THIS LEASE shall be effective on November 1, 2015, by and between the County of Cheboygan, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 49721 (Landlord) and North Country Community Mental Health, whose address is 1420 Plaza Drive, Petoskey, Michigan 49770 (Tenant). In consideration of the mutual covenants and promises contained herein the parties agree as follows:

1. DESCRIPTION

Landlord hereby leases to Tenant a portion of the premises located at 825 S. Huron Street, Cheboygan, Michigan 49721, commonly known as the Doris E. Reid Center, consisting of approximately 2,657 square feet of office space, together with the nonexclusive right to use certain common areas and parking areas serving the building (the Leased Property), as more specifically identified in the floor plan and site plan attached hereto as Exhibits A and B.

2. QUIET POSSESSION

Landlord shall deliver quiet possession of the Leased Property to Tenant on the date this Lease is executed and shall secure Tenant in the quiet possession of the Leased Property against all persons during the entire Lease term and any renewals thereof.

3. TERM AND PURPOSE OF LEASE

The term of this Lease shall be for two (2) years beginning November 1, 2015. Tenant may use the Leased Property only for the purpose of providing mental health services to its clients and administrative services associated with those mental health services.

4. RENT

Tenant shall pay Landlord annual rent of TWENTY-SIX THOUSAND FOUR HUNDRED FIVE and 00/100 DOLLARS (\$26,405.00) payable in monthly installments of TWO THOUSAND TWO HUNDRED and 41/100 DOLLARS (\$2,200.41). The first rental payment shall commence on November 1, 2015 and shall be payable the same day of each month thereafter. Payment shall be made to the Landlord by mail or by personal delivery to such address as shall be designated by Landlord.

The Landlord acknowledges that Tenant is responsible for compliance with the provisions of Federal Circular A 87 pursuant to the requirements of its contract with the Michigan Department of Community Health regarding real property lease payments. Such requirements prevent Tenant from making lease payments in amounts that exceed the Landlord's cost attributable to the portion of the leased premises occupied by the Tenant. To assure compliance, Landlord agrees to provide Tenant with the projected amount of rental adjustments by December 15 of each year and provide access to Landlord's Cost Allocation Plan and the written data and calculations used to determine the rental adjustment, if requested.

5. RENEWALS

This Lease may be renewed upon such terms as shall be agreed upon between Landlord and Tenant in writing. If the Tenant should remain in possession of the Leased Property after the termination or expiration of this Lease or any renewal thereof, Tenant shall be deemed a Tenant on a month-to-month basis with the same rent and on the same conditions as set forth in this Lease, except as to the term of the Lease.

6. ASSIGNMENT AND SUBLETTING

This Lease shall not be assigned or sublet by Tenant without the prior written approval of Landlord.

7. WASTE AND NUISANCE

Tenant shall not commit, or suffer to be committed, any waste on the Leased Property, nor shall Tenant maintain, commit, or permit the maintenance or commission of any nuisance on the Leased Property.

8. REPAIR, MAINTENANCE, and CLEANING

The Tenant shall be responsible for keeping the Leased Property in as good condition as it is on the date that possession is given to Tenant, reasonable wear and tear excepted. All repairs and maintenance of the Leased Property that are necessary due to damages beyond reasonable wear and tear, regardless of the cause, shall be the responsibility of the Tenant at its sole expense. All other repairs within the Leased Property, including but not limited to, interior walls, floors, and plumbing and electrical systems and all repairs of items that are in common use with other tenants such as the roof, exterior walls of the building, common areas of the building, and parking area shall be the responsibility of the Landlord at its sole expense. The determination of the need to make repairs, the timing of repairs and whether a contractor or employee of Landlord will be used to make the repairs shall be determined by the Landlord in the sole exercise of its discretion. Tenant shall at its sole expense be responsible for cleaning services within the Leased Property.

9. IMPROVEMENTS

During the term of this Lease, the Tenant shall not make any improvements to the Leased Property unless it is approved in advance by the Landlord in writing. The decision whether to authorize any improvements shall be the Landlord's in its absolute discretion. The parties, however, agree that during the term of this Lease, Landlord shall at its sole expense engage the services of an architect to review and make recommendations concerning possible renovations to the Leased Property and the building as a whole. Tenant shall be afforded an opportunity to provide its recommendations concerning possible renovations. The parties, however, express agree that Landlord reserves the right to make the final decision concerning possible renovations to the Leased Property and the building as a whole. Any renovations approved by Landlord pursuant to the recommendations of the architect shall be paid by Landlord. All improvements shall remain the property of the Landlord upon the termination or expiration of this Lease.

10. DEFAULT

If Tenant breaches any provision of this Lease, including the payment of rent, and such breach continues for thirty (30) days after receipt by Tenant of written notice of the breach, then Landlord shall have the right to re-enter the premises and regain possession or to take such other action as permitted by law.

11. UTILITIES

Landlord shall be responsible for the payment of all charges for garbage removal, water, sewer, natural gas, and electric utilities for the Leased Property. Tenant shall be responsible for the payment of all charges for telephone, and Internet services.

12. SNOW REMOVAL

Landlord shall have sole responsibility to keep the premises, as well as all entrances and exits free from unreasonable accumulations of ice and snow.

13. 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.

14. LIABILITY AND CASUALTY INSURANCE

Landlord shall obtain and maintain property insurance on the building in which the Leased Property is located under the terms and conditions determined by the Landlord in the sole exercise of its discretion. Tenant shall maintain at its own expense, public liability insurance with liability limits no less than \$1,000,000 for a single occurrence and \$2,000,000 in the aggregate. This insurance policy shall name Landlord as an additional named insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to Landlord. Tenant shall provide notice of compliance with this insurance provision before taking possession of the Leased Property. If Tenant fails to comply with the requirement to maintain public liability insurance as provided herein, then Landlord may, in addition to treating it as a breach of this Lease, procure such public liability insurance and charge the expense thereof to Tenant as additional rent in the amount of any such payment fully payable as part of the next monthly rental payment.

15. NOTICES

All notices provided to be given under this Lease shall be given by regular mail unless otherwise herein provided, addressed to the proper party, at the following addresses or to any subsequent address which the parties may designate in writing for such purpose. The date of service of a notice served by mail shall be the date on which the mailing occurred

LANDLORD:

County Administrator
870 S. Main St., P.O. Box 70
Cheboygan, MI 49721

TENANT:

North Country Community Mental Health
1420 Plaza Drive
Petoskey, Michigan 49770

16. FIRE OR CASUALTY LOSS

It is understood and agreed that if the Leased Property is damaged or destroyed in whole or in part by fire or other cause during the term of this Lease or any renewals, then the Landlord shall have the option within thirty (30) days to terminate this Lease or to restore the Leased Property as speedily as is reasonably possible under the circumstances. The Tenant's rent shall abate in proportion to the amount of the Leased Property Tenant is unable to reasonably use during the period of time needed to restore the Leased Property to a tenantable condition. In the event that the Leased Property cannot be restored to a tenantable condition within ninety (90) days from the date of occurrence, then either party shall have the option of terminating this Lease by written notice to the other.

17. EXCUSE

Neither party shall be required to perform any term, condition, or covenant in this Lease so long as such performance is delayed or prevented by any acts of God, strikes, lockouts, material or labor restrictions by any governmental authority, civil riot, floods, and any other cause not reasonably within the control of the party with the duty to act and which by the exercise of due diligence that party is unable, wholly or in part, to prevent or overcome.

18. TIME OF ESSENCE

Time is of the essence of this Lease.

19. EXCULPATION OF LESSOR

If Landlord conveys title to the Lease Property during the term of this Lease or any renewal thereof, then Landlord shall not be liable to Tenant, its successors or assigns as to any act or omission from and after such conveyance.

20. WAIVER OF DEFAULT

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.

21. RIGHTS AND REMEDIES CUMULATIVE

The rights and remedies provided by this Lease are cumulative, and the use of any one right or remedy by either party shall not preclude or waive its right to use any or all other remedies. Said rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

22. ATTORNEY'S FEES

In the event either party breaches any of the terms of this Lease whereby the party not in default employs attorneys to protect or enforce its rights hereunder and prevails, then the defaulting party agrees to pay the other party reasonable attorney's fees so incurred by such other party.

23. MISCELLANEOUS

- A. The premises covered by this Lease shall not be used for any unlawful purpose.
- B. Tenant shall abide by all state and local laws in respect to the operation of a business on the Leased Property and in respect to the manner in which it uses the Leased Property.
- C. Tenant agrees not to permit any advertising inside or outside of the Leased Property, except as authorized by Landlord in writing. However, Tenant may continue any such advertising as is currently in use on the Leased Property as of the date that this Lease is executed.
- D. Tenant agrees that if the interest created by this Lease shall be taken in execution or by other process of law or if the Tenant shall become bankrupt or insolvent, according to law, or any receiving be appointed for the business or property of the Tenant, if any

assignment shall be made of Tenant's property for the benefit of creditors, then and in such event, this Lease may be canceled at the option of the Landlord.

- E. Landlord reserves the right to subordinate this Lease at any time to the lien of any mortgage or mortgages now or hereafter placed upon the Landlord's interest in the Leased Property. The Tenant agrees to execute and deliver, upon demand, such further documents subordinating this Lease to the Landlord and any mortgages or future mortgages and hereby irrevocably appoints the Landlord as Tenant's attorney-in-fact to execute and deliver any such instrument or instruments in the name of the Tenant.
- F. The Tenant acknowledges that it has examined the Leased Property prior to the execution of this Lease and that it knows the condition thereof. Tenant acknowledges that all representations as to the condition of the Leased Property or the state of repairs thereof have been made by the Landlord or its agent. Any representations regarding the Leased Property are only set forth in this Lease. The Tenant specifically accepts the Leased Property in its present condition at the date of the execution of this Lease which means that it accepts the Leased Property "as is". Tenant acknowledges that it has had the opportunity to examine the Leased Property for any hidden defects.
- G. This Lease shall be binding upon the heirs, executors, personal representatives, successors and assigns of the parties.
- H. If any provisions of this Lease shall be declared invalid or unenforceable, the remainder of the Lease shall continue in full force or effect.
- I. 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.

IN WITNESS WHEREOF this Lease has been executed to be effective on the day and year set forth above.

LANDLORD:

COUNTY OF CHEBOYGAN

Date: _____

By: _____
Peter Redmond

Its: Chairperson

TENANT:

NORTH COUNTRY COMMUNITY MENTAL
HEALTH

Date: _____

By: _____

Its:

LEASE AGREEMENT

THIS LEASE shall be effective on November 1, 2015, by and between the County of Cheboygan, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 49721 (Landlord) and the Women's Resource Center of Northern MI, whose address is 423 Porter St., Petoskey, Michigan 49770 (Tenant). In consideration of the mutual covenants and promises contained herein the parties agree as follows:

1. DESCRIPTION

Landlord hereby leases to Tenant a portion of the premises located at 825 S. Huron Street, Cheboygan, Michigan 49721, commonly known as the Doris E. Reid Center, consisting of approximately 616 square feet of office space, together with the nonexclusive right to use certain common areas and parking areas serving the building (the Leased Property), as more specifically identified in the floor plan and site plan attached hereto as Exhibits A and B.

2. QUIET POSSESSION

Landlord shall deliver quiet possession of the Leased Property to Tenant on the date this Lease is executed and shall secure Tenant in the quiet possession of the Leased Property against all persons during the entire Lease term and any renewals thereof.

3. TERM AND PURPOSE OF LEASE

The term of this Lease shall be for two (2) years beginning November 1, 2015. Tenant may use the Leased Property only for the purpose of providing counseling services to its clients and administrative services associated with those counseling services.

4. RENT

Tenant shall pay Landlord annual rent of FIVE THOUSAND SIX HUNDRED and 00/100 DOLLARS (\$5,600.00) payable in monthly installments of FOUR HUNDRED SIXTY-SIX and 66/100 DOLLARS (\$466.66). The first rental payment shall commence on November 1, 2015 and shall be payable the same day of each month thereafter. Payment shall be made to the Landlord by mail or by personal delivery to such address as shall be designated by Landlord.

5. RENEWALS

This Lease may be renewed upon such terms as shall be agreed upon between Landlord and Tenant in writing. If the Tenant should remain in possession of the Leased Property after the termination or expiration of this Lease or any renewal thereof, Tenant shall be deemed a Tenant on a month-to-month basis with the same rent and on the same conditions as set forth in this Lease, except as to the term of the Lease.

6. ASSIGNMENT AND SUBLETTING

This Lease shall not be assigned or sublet by Tenant without the prior written approval of Landlord.

7. WASTE AND NUISANCE

Tenant shall not commit, or suffer to be committed, any waste on the Leased Property, nor shall Tenant maintain, commit, or permit the maintenance or commission of any nuisance on the Leased Property.

8. REPAIR, MAINTENANCE, AND CLEANING

The Tenant shall be responsible for keeping the Leased Property in as good condition as it is on the date that possession is given to Tenant, reasonable wear and tear excepted. All repairs and maintenance of the Leased Property that are necessary due to damages beyond reasonable wear and tear, regardless of the cause, shall be the responsibility of the Tenant at its sole expense. All other repairs within the Leased Property, including but not limited to, interior walls, floors, and plumbing and electrical systems and all repairs of items that are in common use with other tenants such as the roof, exterior walls of the building, common areas of the building, and parking area shall be the responsibility of the Landlord at its sole expense. The determination of the need to make repairs, the timing of repairs and whether a contractor or employee of Landlord will be used to make the repairs shall be determined by the Landlord in the sole exercise of its discretion. Tenant shall at its sole expense be responsible for cleaning services within the Leased Property.

9. IMPROVEMENTS

During the term of this Lease, the Tenant shall not make any improvements to the Leased Property unless it is approved in advance by the Landlord in writing. The decision whether to authorize any improvements shall be the Landlord's in its absolute discretion. The parties, however, agree that during the term of this Lease, Landlord shall at its sole expense engage the services of an architect to review and make recommendations concerning possible renovations to the Leased Property and the building as a whole. Tenant shall be afforded an opportunity to provide its recommendations concerning possible renovations. The parties, however, express agree that Landlord reserves the right to make the final decision concerning possible renovations to the Leased Property and the building as a whole. Any renovations approved by Landlord pursuant to the recommendations of the architect shall be paid by Landlord. All improvements shall remain the property of the Landlord upon the termination or expiration of this Lease.

10. DEFAULT

If Tenant breaches any provision of this Lease, including the payment of rent, and such breach continues for thirty (30) days after receipt by Tenant of written notice of the breach, then Landlord shall have the right to re-enter the premises and regain possession or to take such other action as permitted by law.

11. UTILITIES

Landlord shall be responsible for the payment of all charges for garbage removal, water, sewer, natural gas, and electric utilities for the Leased Property. Tenant shall be responsible for the payment of all charges for telephone, and Internet services.

12. SNOW REMOVAL

Landlord shall have sole responsibility to keep the premises, as well as all entrances and exits free from unreasonable accumulations of ice and snow.

13. 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.

14. LIABILITY AND CASUALTY INSURANCE

Landlord shall obtain and maintain property insurance on the building in which the Leased Property is located under the terms and conditions determined by the Landlord in the sole exercise of its discretion. Tenant shall maintain at its own expense, public liability insurance with liability limits no less than \$1,000,000 for a single occurrence and \$2,000,000 in the aggregate. This insurance policy shall name Landlord as an additional named insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to Landlord. Tenant shall provide notice of compliance with this insurance provision before taking possession of the Leased Property. If Tenant fails to comply with the requirement to maintain public liability insurance as provided herein, then Landlord may, in addition to treating it as a breach of this Lease, procure such public liability insurance and charge the expense thereof to Tenant as additional rent in the amount of any such payment fully payable as part of the next monthly rental payment.

15. NOTICES

All notices provided to be given under this Lease shall be given by regular mail unless otherwise herein provided, addressed to the proper party, at the following addresses or to any subsequent address which the parties may designate in writing for such purpose. The date of service of a notice served by mail shall be the date on which the mailing occurred

LANDLORD:

County Administrator
870 S. Main St., P.O. Box 70
Cheboygan, MI 49721

TENANT:

Women's Resource Center of Northern MI
423 Porter St.
Petoskey, Michigan 49770

16. FIRE OR CASUALTY LOSS

It is understood and agreed that if the Leased Property is damaged or destroyed in whole or in part by fire or other cause during the term of this Lease or any renewals, then the Landlord shall have the option within thirty (30) days to terminate this Lease or to restore the Leased Property as speedily as is reasonably possible under the circumstances. The Tenant's rent shall abate in proportion to the amount of the Leased Property Tenant is unable to reasonably use during the period of time needed to restore the Leased Property to a tenantable condition. In the event that the Leased Property cannot be restored to a tenantable condition within ninety (90) days from the date of occurrence, then either party shall have the option of terminating this Lease by written notice to the other.

17. EXCUSE

Neither party shall be required to perform any term, condition, or covenant in this Lease so long as such performance is delayed or prevented by any acts of God, strikes, lockouts, material or labor restrictions by any governmental authority, civil riot, floods, and any other cause not reasonably within the control of the party with the duty to act and which by the exercise of due diligence that party is unable, wholly or in part, to prevent or overcome.

18. TIME OF ESSENCE

Time is of the essence of this Lease.

19. EXCULPATION OF LESSOR

If Landlord conveys title to the Lease Property during the term of this Lease or any renewal thereof, then Landlord shall not be liable to Tenant, its successors or assigns as to any act or omission from and after such conveyance.

20. WAIVER OF DEFAULT

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.

21. RIGHTS AND REMEDIES CUMULATIVE

The rights and remedies provided by this Lease are cumulative, and the use of any one right or remedy by either party shall not preclude or waive its right to use any or all other remedies. Said rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

22. ATTORNEY'S FEES

In the event either party breaches any of the terms of this Lease whereby the party not in default employs attorneys to protect or enforce its rights hereunder and prevails, then the defaulting party agrees to pay the other party reasonable attorney's fees so incurred by such other party.

23. MISCELLANEOUS

- A. The premises covered by this Lease shall not be used for any unlawful purpose.
- B. Tenant shall abide by all state and local laws in respect to the operation of a business on the Leased Property and in respect to the manner in which it uses the Leased Property.
- C. Tenant agrees not to permit any advertising inside or outside of the Leased Property, except as authorized by Landlord in writing. However, Tenant may continue any such advertising as is currently in use on the Leased Property as of the date that this Lease is executed.
- D. Tenant agrees that if the interest created by this Lease shall be taken in execution or by other process of law or if the Tenant shall become bankrupt or insolvent, according to law, or any receiving be appointed for the business or property of the Tenant, if any assignment shall be made of Tenant's property for the benefit of creditors, then and in such event, this Lease may be canceled at the option of the Landlord.
- E. Landlord reserves the right to subordinate this Lease at any time to the lien of any mortgage or mortgages now or hereafter placed upon the Landlord's interest in the Leased Property. The Tenant agrees to execute and deliver, upon demand, such further documents subordinating this Lease to the Landlord and any mortgages or future mortgages and hereby irrevocably appoints the Landlord as Tenant's attorney-in-fact to execute and deliver any such instrument or instruments in the name of the Tenant.
- F. The Tenant acknowledges that it has examined the Leased Property prior to the execution of this Lease and that it knows the condition thereof. Tenant acknowledges that all representations as to the condition of the Leased Property or the state of repairs

thereof have been made by the Landlord or its agent. Any representations regarding the Leased Property are only set forth in this Lease. The Tenant specifically accepts the Leased Property in its present condition at the date of the execution of this Lease which means that it accepts the Leased Property "as is". Tenant acknowledges that it has had the opportunity to examine the Leased Property for any hidden defects.

- G. This Lease shall be binding upon the heirs, executors, personal representatives, successors and assigns of the parties.
- H. If any provisions of this Lease shall be declared invalid or unenforceable, the remainder of the Lease shall continue in full force or effect.
- I. 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.

IN WITNESS WHEREOF this Lease has been executed to be effective on the day and year set forth above.

LANDLORD:

COUNTY OF CHEBOYGAN

Date: _____

By: _____
Peter Redmond

Its: Chairperson

TENANT:

WOMEN'S RESOURCE CENTER OF
NORTHERN MI

Date: _____

By: _____

Its:

BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125
(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049
e-mail address: bergerd@baycounty.net
www.baycounty-mi.gov



ERNIE KRYGIER
CHAIRMAN
2TH DISTRICT

DONALD J. TILLEY
VICE CHAIRMAN
6TH DISTRICT

MICHAEL J. DURANCZYK
SERGEANT AT ARMS
1ST DISTRICT

VAUGHN J. BEGICK
3RD DISTRICT

KIM J. COONAN
4TH DISTRICT

THOMAS M. HEREK
5TH DISTRICT

MICHAEL E. LUTZ
7TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmondr@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

To: Senator Debbie Stabenow
Senator Carl Levin
Senator Gary Peters
U.S. Representative Dan Kildee
U.S. Representative Bart Stupak
Senator Mike Green
Representative Charlie Brunner
Representative James Stamas
Tim McGuire, Michigan Association of Counties
82 Michigan Counties

From: Bay County Board of Commissioners

Subject: Waterfront Community Revitalization & Resiliency Act of 2015

Date: September 16, 2015

Attached please find resolution no. 2015-191 adopted by the Bay County Board of Commissioners on Tuesday, August 11, 2015 whereby Bay County offers its wholehearted support for the Waterfront Community Revitalization and Resiliency Act of 2015 as co-sponsored by U.S. Senator Gary Peters.

Your support of this legislation is greatly appreciated.

BAY COUNTY BOARD OF COMMISSIONERS

8/11/2015

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS (8/11/15)
 WHEREAS, U. S. Senator Gary Peters has co-sponsored the Waterfront Community Revitalization and Resiliency Act of 2015 which would support local efforts to revitalize waterfronts along the Great Lakes, rivers and lakes to promote economic, ecosystem and community resiliency; and
 WHEREAS, Many waterfront communities were built around their water resources years ago, and are now working to reposition and overcome issues such as limited public access and poor alignment with modern development. In addition to adapting to economic shifts, waterfront communities are facing pressures to meet increasing demands on water resources, make resilient investments that can withstand weather extremes like storms, floods, and fluctuating lake levels, and adapt to changing ecosystem conditions from shoreline erosion to stresses on fisheries; and
 WHEREAS, Waterfront planning and implementation requires communities to navigate intergovernmental hurdles, work across constituent groups and agencies, and secure financing, however, many communities lack such resources -- despite that this type of preparation can save money long term; and
 WHEREAS, This bill will support community efforts to make the most of water resources by attracting water-dependent industries and investments that leverage water sustainability, revitalize neighborhoods, and allow for recreation and tourism; and
 WHEREAS, The bill will support communities to plan for their future, provide the tools to implement that plan, and help them attract private and non-profit investment by:

1. Creating a voluntary Resilient Waterfront Community designation within the Department of Commerce. The designation recognizes communities that adopt a waterfront revitalization and resiliency plan integrating economic, ecosystem, & infrastructure challenges and opportunities.
2. Creating a Grant Program providing funding to develop and implement a Resilient Waterfront Community plan. Grants could be used to advance various projects, such as:
 - a. Improving waterfront access or acquiring easements from developers for public amenities
 - b. Making infrastructure upgrades that improve coastal resiliency
3. Establishing a Resilient Waterfront Communities network to support sharing of best practices.
4. Establishing preferred status in other federal grant and loan programs for Resilient Waterfront Communities. Reinvestment and resiliency can reduce long-term costs to taxpayers and spur economic growth. This bill would help projects in Resilient Waterfront Communities move forward more quickly and help maximize the value of federal investments in these communities; and

WHEREAS, Bay County has been and continues to be committed to revitalization of its waterfronts and this legislation will play a key role in those efforts; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners wholeheartedly offers its support of the Waterfront Community Revitalization and Resiliency Act of 2015; Be It Further
 RESOLVED That a copy of this resolution be forwarded to our State and Federal Legislators, the Michigan Association of Counties and the other 82 Michigan counties calling for their support of this important legislation.

ERNIE KRYGIER, CHAIR
 AND BOARD

Env Affairs - Waterfront Community Revitalization & Resiliency Act of 2015
 MOVED BY COMM. Tilley

SUPPORTED BY COMM. Herek

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER	✓			THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:
 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____



Oceana County
BOARD OF COMMISSIONERS
County Building
100 S. State Street, Suite M-4
Hart, Michigan 49420



RESOLUTION RECOGNIZING SEPTEMBER 17, 2015 AS CONSTITUTION DAY

Moved by Mr. Sebolt and seconded by Mr. Byl to adopt the following Resolution:

WHEREAS, the American Revolution created an independent nation, the United States, and secured the first system of self-government as a model for the world; and

WHEREAS, this system of self-government produced the tenets of equal justice, limited government and Rule of Law that exists in the United States today; and

WHEREAS, the 39 delegates who signed the United States Constitution at the Constitutional Convention forever changed the course of human history and established the essential guide of compromise; and

WHEREAS, the Constitution of the United States protects the unalienable rights of every citizen of the United States, secures "the Blessings of Liberty to ourselves and our Posterity", and sets the standard of governance for the world; and

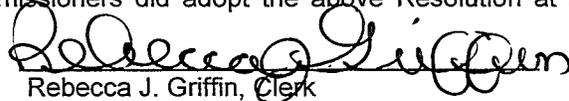
WHEREAS, September 17, 2015 marks the 228th anniversary of the signing of the United States Constitution which is the supreme law of the land and the document by which We the People of this land self-govern.

NOW, THEREFORE, BE IT RESOLVED, that the Oceana County Board of Commissioners hereby commemorates the 228th anniversary of the signing of the United States Constitution on September 17, 2015 and recognizes the sacrifices made by the people who made that signing possible.

Roll call vote: Sebolt, yes; Byl, yes; Gustafson, yes; Kolbe, yes; Brown, yes; Walker, yes; and, Powers, yes.
Motion carried.

CERTIFICATION:

The undersigned, being the Clerk of Oceana County, does hereby certify that on the 10th day of September 2015, the Oceana County Board of Commissioners did adopt the above Resolution at its Regular Meeting.


Rebecca J. Griffin, Clerk
Oceana County
Board of Commissioners

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
SEPTEMBER 8, 2015**

The regular meeting of the Cheboygan County Board of Commissioners was called to order in the Commissioners Room by Chairperson Pete Redmond at 9:30 a.m.

Roll called and a quorum present.

Present: Commissioners Bruce Gauthier, Pete Redmond, Cal Gouine, Tony Matelski, John Wallace, and Sue Allor.

Absent: Commissioner Chris Brown

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

Motion by Commissioner Gauthier, seconded by Commissioner Allor, to approve the agenda as presented. Motion carried with 7 yes, 0 no and 1 absent (Commissioner Brown).

Motion by Commissioner Matelski, seconded by Commissioner Gouine, to approve the consent agenda as follows:

- A. Approve Monthly Finance Claim (Finance total = \$74,469.80; Prepays total = \$1,182,949.39)
- B. Budget Adjustments
- C. Straits Regional Ride
 - 1. COP/ESD Regular School Contract 2015-2016 School Year
 - 2. Northern Star Broadcasting Advertising Agreement
 - 3. MDOT Contract 2012-0061/P11
- D. Housing Loan Subordination Request – Project H-09-277
- E. Grant Application for 2016 Secondary Road Patrol and Traffic Accident Prevention Program
- F. State of Michigan FY2014 Homeland Security Grant Program Operation Stonegarden Grant Agreement
- G. Correspondence
 - 1. Notice of Damage Claims
- E. Minutes
 - 1. Finance/Business Meeting of August 11, 2015 and Committee of the Whole Meeting of August 25, 2015
 - 2. Health Board – 7/21/15
 - 3. NEMCOG – 8/20/15
 - 4. NLEA August-September 2015 Newsletter and August President's Report
 - 5. North Country Community Mental Health – 7/16/15
 - 6. Cheboygan County Road Commission – 8/6/15
 - 7. Cheboygan City Council – 7/14/15, 7/28/15 & 8/11/15
 - 8. Cheboygan City Council/Port Commission Joint – 7/21/15
 - 9. Planning Commission Meeting – 7/15/15 & 8/19/15
 - 10. ZBA – 7/22/15

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

CITIZENS COMMENTS

Sheriff Dale Clarmont introduced the new canine puppy – Havoc – to the Board. Deputy Matt LaCross spoke about the kind of dog Havoc is as a Dutch Shepard. Deputy LaCross will be training Havoc to specialize in narcotics detection and tracking for the next year. After the training Havoc will replace the current Canine Deputy Taser. Sheriff Clarmont thanked Tony and Roberta Matelski for making the Cheboygan County Canine Unit possible with their financial donations.

Finance/Business Meeting – SEPTEMBER 8, 2015

Joanne Cromley, a citizen of Koehler Township, addressed the Board regarding an invitation to a presentation by Dr. Edward Timm, a former chemical engineer from DOW who has done extensive research on the Enbridge pipeline, on September 30th at 6:30 P.M. at the Cheboygan Library. Ms. Cromley stated that the information to be presented is scientific but that it is accessible to everyone. Commissioner Wallace asked if she plans on having individuals from Enbridge industry there. Ms. Cromley stated that they were not invited as they have recently given several presentations.

Jamie Chimner, a citizen of the City of Cheboygan, addressed the Board and presented a packet of information regarding the bad side effects of smart meters being used by utility companies. Ms. Chimner stated that there will be a presentation on the information in the Cheboygan Library on September 10th at 6:00 P.M.

SCHEDULED VISITORS – None

FINANCE DIRECTOR'S REPORT – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended July 31, 2015. She reported total year-to-date revenue of \$2,557,023.86, or 21.70% of budget, compared to \$2,323,086.02, or 20.47% of budget last year at the same time. Ms. Kortz reported expenditures year-to-date of \$6,226,224.51 or 52.83% of budget, compared to \$5,825,165.60, or 51.33%, last year as of the end July. Ms. Kortz presented the Cash Summary Report for July 2015.

ADMINISTRATOR'S REPORT

Administrator Lawson provided the Board with several updates. He reported staff has met with Department Heads and Elected Officials to review wage comparable information for upcoming budget preparations. He said that Cheboygan County is over all below average in wages when compared to the four adjacent counties. He noted that the Prosecuting Attorney has asked to have an elected officials meeting with the Board. Discussion was held. Mr. Lawson stated that the Equalization Director position has been posted and 30 direct mailings have been sent to Level III Assessors within the State of Michigan. Commissioner Gouine asked if the county is able to draw from the private sector for qualified applicants. Administrator Lawson stated that qualified individuals need to have a Level III Certification from the State of Michigan. He reported the Veteran's Department DAV Van program is requesting permission to do more direct transports on certain days of veterans to downstate clinic appointments. Discussion was held. Staff met with the County Waterways Commission on August 20th to discuss staff configuration for the 2016 boating season as the current Harbor Master will be retiring.

COMMITTEE REPORTS

Commissioner Gauthier attended a Trails Forum. He said he has talked with the City Manager and the Chamber of Commerce Director regarding coordinating trail events.

Commissioner Gouine attended an Inverness Township meeting and participated in the Labor Day State Street Bridge Walk.

Commissioner Matelski attended two Planning Commission meetings, a ZBA meeting, a Waterways Commission meeting, and two Township meeting.

Commissioner Wallace updated the Board on C.C.E. 9-1-1 union discussions and noted the Tuscarora Township sewer hook ups have started.

Commissioner Allor attended a Forest Township meeting, a Wilmot Township meeting, an Ellis Township meeting, a Village of Wolverine meeting, a MAC meeting in Gaylord, a Northern Michigan Counties Association meeting, an LEPC meeting, a Cheboygan County Council on Aging meeting, a District No. 4 Health Department meeting, and the local Michigan Townships Association meeting. She noted that the Village of Wolverine adopted a Blight Ordinance. Regarding the Health Department, more discussion will

Finance/Business Meeting – SEPTEMBER 8, 2015

be held regarding the infant health program and Josh Meyerson has been appointed Interim Administrative Health Officer.

Commissioner Redmond met with City Officials to hear an update on the sewer issue for construction of Meijer. He stated Inverness Township is not interested in providing a water system, but the City has been working toward constructing a new water tower. There are nine property owners involved in the transaction and purchase agreements have been extended. He also attended three District No. 4 Health Board meetings and a Waterways Commission meeting. He said RFP's have been sent out to possibly coordinate sharing a Health Director.

OLD BUSINESS – None

NEW BUSINESS

County Planner Scott McNeil presented the 2016 Capital Improvement Program which has been approved by the Planning Commission. He said the Michigan Planning Enabling Act requires local municipalities that have adopted a master plan to annually prepare a capital improvements program. A capital improvement program is a blueprint for planning capital improvement expenditures and does not guarantee the projects will be carried through.

Motion by Commissioner Wallace, seconded by Commissioner Matelski to approve the 2016 Capital Improvement Program per Planning Commission recommendation. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

Administrator Lawson presented a MERS Application for Additional Credited Service Purchase.

Motion by Commissioner Gouine, seconded by Commissioner Matelski to approve the Application for Additional Credited Service for Deputy Nathan Matelski to purchase 5 years 0 months of credited service in the County's B-4 Defined Benefit Plan with the employee funds of \$38,571.00 and authorize the Chairperson to sign the MERS Member Certification and Governing Body Resolution Form. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

Administrator Lawson presented an AIA Agreement with Brown Builders – Phase II Animal Shelter Carpentry Work.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to approve AIA Document A 105-2007 Standard Form Agreement in the amount of \$79,100 with Brown Builders Inc. and authorize the Chairperson to sign. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

County Treasurer Linda Cronan presented a 2015 Salary and Wage Resolution for Non-Union General Employees #14-021 Amendment #10 regarding the Chief Deputy Treasurer. This would increase the hours for the position from 37.5 hours per week to 40 hours per week. For this year this will be funded by a transfer from the Assistant Treasurer position which has been vacant since the former person transferred to Equalization. It will be determined during budget time where funding from the additional hours will come from for 2016. Treasurer Cronan said it could come from the General Fund or the Homestead Audit Funds in the 517 Fund.

Motion by Commissioner Matelski, seconded by Commissioner Gauthier to adopt Amendment #10 to the 2015 Salary and Wage Resolution – Non-Union General Employees #14-021 to be effective September 9, 2015 and authorize the chairperson to sign and approve the necessary budget adjustment. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

Administrator Lawson presented a request to nominate Steve Schnell to the Workforce Development Advisory Board. Mr. Schnell will represent Economic/Community Development and will be a voting member.

Finance/Business Meeting – SEPTEMBER 8, 2015

Motion by Commissioner Wallace, seconded by Commissioner Gauthier to nominate Steve Schnell as an Economic/Community Development Representative for the MWINC Workforce Development Board and authorize the Chairperson to sign the nomination form. Discussion was held. Motion carried with 6 yes, 1 no (Commissioner Allor), and 1 absent (Commissioner Brown).

CITIZENS COMMENTS

Carl Muscott, a citizen of Tuscarora Township, thanked the Board for approving the Capital Improvement Plan. He also told the Board that the security door still has problems.

BOARD MEMBER COMMENTS

Commissioner Matelski stated that a constituent reported to him that they weren't able to bring florescent light bulbs to the waste disposal and was told to throw them in the garbage. Administrator Lawson stated that they shouldn't be turned away and it may have been because there is a fee associated with the disposal.

Commissioner Wallace commented on the Housing Loan Subordination Request under the consent agenda stating it did not show the amount subordinate.

Motion by Commissioner Wallace, seconded by Commissioner Allor to adjourn this meeting to the call of the chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 11:21 AM.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Pete Redmond
Chairperson

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING
September 22, 2015**

The regular meeting of the Cheboygan County Board of Commissioners was called to order in the Commissioners Room by Vice Chairperson Sue Allor at 9:30 a.m.

Roll called and a quorum present.

Present: Commissioners Chris Brown, Bruce Gauthier, Cal Gouine, Tony Matelski, John Wallace, and Sue Allor

Absent: Commissioner Pete Redmond (excused)

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

Motion by Commissioner Gauthier, seconded by Commissioner Brown, to approve the agenda as presented. Motion carried with 7 yes, 0 no and 1 absent (Commissioner Redmond).

CITIZENS COMMENTS

Patrick Monette, a citizen of Tuscarora Township from the Grand View Beach area, expressed his concern about a proposed mental illness treatment facility in the Grand View Beach area. Larry and Betsy Hansen, the developer have been trying to bypass planning and zoning procedural requirements. Mr. Monette stated that he is the next door neighbor to Larry Hansen and that any development would affect him significantly. Mr. Monette requested the Board of Commissioners to do everything in their power to force the Hansen's to go through the proper planning and zoning channels for commercial land development. Mr. Monette presented petitions signed by residents in the area, to convince the Board of Commissioners to do everything they can to insure the proposal for the facility goes through the same zoning process as all other land developments in the County.

SCHEDULED VISITORS

Jennifer Berkey, Interim District 14 Coordinator for MSU Extension, presented the 2014-2015 Annual Report. Ms. Berkey introduced Lisa Anderson, the new District 14 Coordinator which includes Cheboygan County. Ms. Anderson will be housed at the Otsego County MSU-E office. Ms. Berkey introduced the other personnel from the Cheboygan County MSU-E office.

Leigh Ann Theunick, Cheboygan County 4-H Program Coordinator for MSU Extension, presented information on 4-H and Youth Development programs in Cheboygan County that took place in 2014-2015. She said she tried to expand the 4-H program throughout the County. Ms. Theunick stated that there were 733 youth participants in 4-H programs for 2014-2015.

Patti Spinella, Nutrition Program Instructor for MSU Extension in Cheboygan County. Ms. Spinella presented information on various health and nutrition programs in Cheboygan County, including Project Fresh. She reported during 2014-2105

Kylie Rymanowicz, Early Childhood Educator for MSU Extension, presented information on various early childhood development and family programs in Cheboygan County that took place in 2014-2015. Commissioner Wallace asked Ms. Rymanowicz if they instruct parents on their relationship with children. Ms. Rymanowicz affirmed.

Discussion was held. Commissioner Gauthier asked Ms. Anderson which counties are included in her new District 14. Ms. Anderson stated that the district includes Alpena, Cheboygan, Charlevoix, Emmett, Montmorency, Otsego and Presque Isle counties. Commissioner Gauthier

COMMITTEE OF THE WHOLE – September 22, 2015

asked Ms. Rymanowicz if she is currently holding classes. Ms. Rymanowicz stated she started a new class last night. Commissioner Wallace stated that MSU Extension should have someone on the Board for Northeast Michigan Consortium and NEMCOG. Jennifer Berkey said she will present that to her administrative board at their meeting in two weeks. Commissioner Allor asked Jennifer Berkey about ISLAND (Institute for Sustainable Living Art and Natural Design) being relocated to Petoskey, Michigan. Ms. Berkey stated that transition has to do with their small farm conference. Commissioner Allor asked Patti Spinella a question about Project Fresh. Ms. Spinella explained that there are two parts to Project Fresh – the WIC component for young families enrolled in WIC funded by the state and the senior citizen side funded through local communities and the state. Commissioner Allor asked Leigh Ann Theunick about the underwater vehicle project. Ms. Theunick said the Underwater Remote Operated Vehicle (ROV) Building was held in April of 2015 with 84 youth participating in the 3 day event. She said three youth expressed interest in developing an ROV Competition Team.

Judge Robert Butts presented the 2014 Annual Probate/Family Court report. He thanked the MSU-E team for all the programs they provide for all the youth in the County and their ties with Probate Court. He noted that statistic wise the numbers are generally the same from year to year but noted some increase last year in juvenile delinquency and abuse and neglect. Any adjustments to the department budgets were made by the finance department. His report focused on his staff of which he is very proud. The employees of the Probate Court have a total of 188 years of experience. Judge Butts reviewed the tenure and job duties for each employee.

Discussion was held. Commissioner Gauthier thanked Judge Butts and his staff for the programs provided by the Probate Court. Commissioner Wallace commented about the organizational chart for Probate Court being out of date. Judge Butts stated that it was included for illustrative purposes of the changes in Probate Court structure in the 1980's. Commissioner Brown commended Judge Butts and his staff for their commitment and the longevity and service of the Probate Court employees. Commissioner Matelski asked if juvenile delinquency issues are generally genetic or learned behavior. Judge Butts stated he couldn't speak to genetics but it's probably more learned behavior. Commissioner Allor asked about changes in the amount of new case filings in this annual report compared to previous years. The Judge indicated that the number of case filings naturally ebbs and flows but it has basically stayed consistent overall. Judge Butts stated that divorces with minor children dropped significantly in 2014.

ADMINISTRATOR'S REPORT – None

OLD BUSINESS – None

NEW BUSINESS – None

BOARD MATTERS FOR DISCUSSION – None

CITIZENS COMMENTS – None

BOARD MEMBER COMMENTS

Commissioner Wallace wanted to provide an update on the Grandview Beach lawsuit for those in attendance. Commissioner Wallace provided an acronym list to the Board.

Commissioner Brown stated that on October 3, 2015 there will be an ATV/side-by-side crossing of the Mackinaw Bridge. He stated that there are currently 1,500 participants registered for the event.

Commissioner Matelski commented on the letter from the Prosecutor requesting a meeting with the Board of Commissioners on October 15, 2015. Commissioner Allor stated that it is a request at this point. Commissioner Brown said that a meeting isn't happening because the process

COMMITTEE OF THE WHOLE – September 22, 2015

hasn't been completed. Administrator Lawson stated that Prosecutor Vizina has requested a meeting after speaking with Board Chairperson Pete Redmond. Administrator Lawson said that elected officials can have a meeting without the Board in attendance. Commissioner Allor said the memo makes it sound like there is an elected officials meeting scheduled. Commissioner Brown stated that he was under the impression that Prosecutor Vizina requested a meeting but that the Board is not going to have one. Administrator Lawson stated that the Chairperson of the Board can call a public meeting but it would take the additional support of three other Board members. Administrator Lawson stated there are opportunities within the budget process for elected officials to ask questions or if they disagree with recommendations from administration they have an opportunity to do that. Commissioner Brown asked if the Board is doing anything different in this budget process than they have in the past. Administrator Lawson stated that it has been consistent.

Commissioner Wallace commented about the ease of issuing arrest warrants electronically.

Commissioner Matelski stated at a township meeting someone commented that they brought old computers to the Fairgrounds to be disposed of but were turned away. Ultimately they were charged \$25 to dispose of them at Republic. Commissioner Matelski stated that citizens are confused about what they can dispose of and when they are charged. Administrator Lawson stated that the Board can come up with a fee schedule for disposing items with the county recycling program. Commissioner Matelski asked if the Fair Board is still interested in taking complete control of the Fair and fairgrounds. Administrator Lawson said he believes the Fair Board plans to request county representatives to attend a Fair Board meeting to discuss the matter. Commissioner Gouine said that insurance and liability are a concern. Discussion was held.

Motion by Commissioner Matelski, seconded by Commissioner Brown, to adjourn to the call of the Chair. Motion carried. Meeting adjourned at 11:07 a.m.

Amber Libby
Cheboygan County Chief Deputy Clerk/Register

Pete Redmond
Chairperson

Health Board Meeting
August 18, 2015

The regular meeting of the District No. 4 Health Board was called to order by Chairman Bert LaFleche, August 18, 2015, 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, Lawson
Cheboygan County:	Allor, Redmond
Montmorency County:	LaFleche, Peterson
Presque Isle County:	Altman, Lang

Absent:

Excused:

Others Present:

John Bruning, Judy
Greer, Scott Smith,
Joshua Meyerson,
Wendy Byers-Phillips

AGENDA:

Add: Home Health Bad Debt Write-Off under Administrative Services Director Report

MINUTES:

Minutes From July 21, 2015 Health Board Minutes: Motion by Lawson with support from Altman to approve the July 21, 2015 Health Board Minutes with the correction of Schell present and Lang excused. Ayes all, Motion carried.

CLAIMS

July 22, 2015 through August 14, 2015: Motion by Lang with support from Redmond to approve the Listing of Claims submitted from July 22, 2015 through August 14, 2015. Roll call vote. Ayes all, Motion carried.

RECEIVED

SEP 21 2015

CHEBOYGAN CO. CLERK

PUBLIC COMMENT

None.

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 added through June 30, 2015 is \$191,409.94.

2014 Home Health Bad Debts: Greer reviewed and requested the Board's approval to write-off bad debts in the amount of \$ 175.00.

Motion by Peterson with support from McDonald to approve bad debts in the amount of \$175.00. Roll call vote. Ayes all, motion carried.

PUBLIC HEALTH NURSING DIRECTOR'S REPORT

Private Duty Statistical and Revenue Reports: The Private Duty Statistical and Revenue report for July 2015 is included in your packet. We have 38 active clients.

MIHP Prehearing is scheduled for September 9th. Byers-Phillips and Bruning shared information about potentially having a prehearing by teleconference on September 9, 2015 for the MIHP appeal with the possibility of operating until a revisit can occur in December 2015. Bruning is waiting for a confirmation on this prehearing. Given this information, Bruning has given the okay to go ahead and fill the vacant positions and Byers-Phillips and Karen Nowicki-Compeau will proceed with this process.

WIC Management Evaluation: The week of August 3rd, we had two auditors here from the WIC Division. The majority of the time was spent in Cheboygan and Alpena but electronic charts were reviewed from all 4 sites. Overall, we did well and received special recognition on 9 items. We did have several items that were MET with Recommendation or not MET but between Judy Greer and myself, we have already started to address the issues. The auditors stated that this was our Draft Evaluation Summary and that additions may be made to the final evaluation. The auditing team assured us that we passed the WIC ME portion of Accreditation since they will go back to the last Management Evaluation that occurred in 2013 with follow-up and accomplishment in fall of 2014. The reason for this is because of the short time between the 2015 Management Evaluation and accreditation the 1st week in November, it would not allow for the proper timing of reporting and correction.

PUBLIC HEALTH NURSING DIRECTOR'S REPORT CONTINUED

The Caring Place

- Judy Greer has sent a request to the Union asking to bring Karol Cain, LPN (retired in 2014) to help do some admissions since the census is dropping and we have at least 5 people interested in evaluations.
- Both NEMCSA and the VA are planning a total of 3 site evaluations between August 26th & September 28th. NEMSCA evaluates related to the grants we receive from them for the ADC. There are two VA evaluations; the 1st is to assess and interview the client that they help fund to attend the ADC and the 2nd is to evaluate the safety of the facility.

Alpena County Older Persons Committee – Byers-Phillips recently presented to the Alpena County Older Persons Committee on 2 grants that Byers-Phillips wrote in May for the Adult Day Care and the Private Duty Med Management Program for 2016. Judy Greer reported on the financial aspects of the grants. The funds are highly requested by numerous agencies so we are hoping that we will be included in the funding made available this year.

2014 Personal Health Nursing Directors Annual Report: Byers-Phillips distributed and reviewed the 2014 Personal Health Nursing Director's Report. She highlighted and reviewed areas of interest. Byers-Phillips talked about the Immunization Waiver requirements for the upcoming school year.

Motion by Lang with support by Allor to accept the 2014 Personal Health Nursing Director's Report as presented. Ayes all, motion carried.

ENVIRONMENTAL HEALTH DIRECTOR'S REPORT

Beach Monitoring: Smith stated that we are sampling four inland lakes beaches in our district. We have not had any samples exceeding the levels requiring posting. We are also monitoring two great lakes beaches in our district and have not had results requiring posting.

ENVIRONMENTAL HEALTH DIRECTOR'S REPORT CONTINUED

Revised Total Coliform Rules: The revised total coliform rules (TCR) are on track to have new rules in place on April 1, 2016. The State of Michigan continues to ask more of our agencies without additional funding. Smith explained the details of this program and what he feels are the result of the new rules. We are being asked to complete a survey at this time. Discussion occurred about requirements and not receiving additional funding to provide services. Bruning shared his knowledge in regards to the Type II program and whether it was a mandated program. Smith will find out what other Health Departments are doing and he will share the information with the Board when he finds the information.

MEDICAL DIRECTOR'S REPORT

Communicable Disease Report: Meyerson reviewed the report for June 1, 2015 through July 31, 2015 which was mailed to the Board with the packet for the month.

Influenza: The Department will be providing Influenza Drive-Thru clinics in Alpena and Cheboygan Counties. This meets two criteria as an Emergency Preparedness Activity and Influenza vaccinations to the public as well.

ADMINISTRATIVE HEALTH OFFICER'S REPORT

Plan of Organization: Bruning discussed the Plan of Organization and that we need to submit the plan by early September 2015. He has updated the prescribed form and distributed them for review. The Board needs to formally adopt the plan before being submitted.

Motion by Redmond with support by Altman to approve the Plan of Organization and authorize Board Chair and Bruning to sign the resolution. Roll call vote. Ayes all, motion carried.

Bruning expressed his gratitude to the Board for his past service.

October Health Board Meeting: Bruning mentioned the October board meeting could be an issue. Will discuss more at the September meeting.

NEW BUSINESS

Administrative Health Officer Appointment: Redmond stated that the Executive Committee Board would like to recommend to the full Board to appoint Joshua Meyerson, MD as the Interim Administrative Health Officer effective September 15, 2015 and also to explore the sharing of an Administrative Health Officer with another department. Bruning felt that it is an opportunity to look at the department and the direction we are headed. Health Department of Northwest Michigan and District Health Department No. 2 are willing to work with our department in this sharing aspect. Bruning stated that there may be some funding available after October 2015 to look into this sharing arrangement.

Redmond discussed the Executive Committee meeting and explained the outcome. Lang shared his thoughts as well. Meyerson has previously served as the Health Officer and fully meets the requirements. Lang felt that we need to get Meyerson on Board at this time and then need to look at all our options through the Executive Committee. Discussion occurred regarding this position. Meyerson has no interest in being a long term Health Officer but is willing to assist until we can find a long-term replacement.

Motion by Lang with support from Allor to authorize Board Chairman to enter into a resolution appointing Joshua Meyerson, MD as the Interim Administrative Health Officer effective September 15, 2015. Roll call vote. Ayes all, motion carried.

It was suggested that we look at all individuals in regards to the potential internal candidates for the vacant position. Bruning can look in to funding that may be available and stated that the state is willing to help in the selection process.

OLD BUSINESS

None.

ADJOURNMENT

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

Adjournment: 12:00pm

Bert LaFleche, Chairman

Carl Altman, Secretary/Treasurer

Judy Greer, Recording Secretary

**MINUTES
OF THE
NORTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTOR'S MEETING
SEPTEMBER 17, 2015
UNIVERSITY CENTER
GAYLORD, MI**

Call to Order

The meeting of the Northeast Michigan Council of Governments (NEMCOG) Board of Directors was called to order by board Vice President Rick Anderson at 10:02 a.m.

Roll Call

Governing Board

Members Present: Kathleen Vichunas, Cam Habermehl, John Wallace, Rick Anderson, Dan Plasencia, Gene Thornton, Jack Kischnick, Lee Olsen, Dave Post, Bill Wishart, Myron McIntire.

Staff Present: Diane Rekowski, Meg Foote, and Theresa Huff

A quorum was declared present.

Approval of Minutes

R. Anderson presented the Minutes of the August meeting. J. Kischnick moved, supported by C. Habermehl to approve the minutes of the August 20, 2015 meeting. Ayes all, motion carried.

Financial Report

M. Foote reviewed the August, 2015 financial statements. M. McIntire moved, supported by G. Thornton to approve the Financial Statement for August, 2015. Ayes all, motion passed.

M. Foote stated that we are in the beginning stages of FY15 Audit. Next Finance Committee Meeting is October 22, 2015, a reminder notice will be sent prior to the meeting.

President's Report

Regional Project Review: Vice President R. Anderson presented (0) Federal Grant project for regional review. There were (0) Non-federal Grants applications, (1) Public Notices, (0) "Other" and (0) State Grant Applications.

MI Association of Regions (MAR): No Report

Other: None

Director's Report

D. Rekowski offered congratulations to Crawford County for the new Particle Plant coming in, hiring up to 200 people. Finding talent will be challenging. Wood suppliers will be from Northern LP and UP mostly and will include the use of Jack Pine.

Updates:

Digital Works program launched 9/22/15 in the City Of Cheboygan. Staff has been hired. A true collaborative between the community, MEDC, MI Works! and NEMCOG

Regional Prosperity Initiative (RPI): D. Rekowski reviewed the RPI Tiers and discussed the Consolidation with NE MI Consortium.

Committee Reports

None.

Previous Business

None.

New Business

None.

County Updates

- **Alpena County:** 3-4 new retailers are coming in. Lots of growth. Holiday Inn is progressing. Things are going good with new companies to open in the near future.
- **Emmet County:** Completed Ambulance building and moved in last week. 250 Hot dogs were cooked at the open house. Hired 4 more EMS, up to 30 employees now. Headlands Dark Side Park-site work has begun and received \$100,000 + \$25,000 grants each year from Legacy funds. Also received \$40,000 grant for a telescope and promise for future funding.
- **City of Gaylord:** Recreation Plan proposal has been presented to City Council. Street work is done. Store fronts are being updated.
- **Otsego County:** EMS Construction is going very well. Jack Thompson/University Center is retiring at the end of the year. Georgia Pacific property of 160 acres will be given to the county. Courthouse Lawn project is progressing will have a water feature and Wi-Fi connection. Informed that the county businesses passed test on cigarette sales to minors, at 80%, which enables grant funding to continue. Discussed Otsego County tax foreclosure properties. – if it looks like a tax foreclosed property should be torn down, it will be. Funds to do so will come from tax funds.
- **Cheboygan County:** Looking for an Equalization Director position. Exploring sharing a Director with Emmet County. Meijer will be breaking ground in 2016. The City is putting up another water tower. New Animal Shelter is progressing very well and provides service for Presque Isle and Cheboygan Counties. A new Otsego Memorial Clinic will be opening in Indian River, 12/1/15. Will continue to rent existing building as well.
- **Montmorency County:** Settlement with Delta Oil: trying to settle before it goes to Tribunal, \$2 million dollars.
- **Village of Hillman:** Low Power FM radio station is anticipated to be operational in early October. Gluten-free company, Mrs. Glee's is doing fine and would like to add more shifts.
- **Crawford County:** New Particle board plant to add approximately 200 jobs. Kirtland Community College's new Health Building is located close to proposed facility. Forest Dunes adding 18 hole Golf Course, it is one of the best in the state. Discussed 911 Consolidation with Roscommon. Working together, going well. Funding is based on population, Roscommon County: 60% and 40% Crawford County.
- **Alcona County:** Informed the group on the Gun and Knife Show. Numbers of vendors and attendees down from previous years. County is replacing boilers in jails before winter gets here.

- **Oscoda County:** Back looking for Equalization Director. Informed the Board of changes to the 23rd Circuit Court. Judge retired, another 2 are thinking about retiring. It will be a huge undertaking for one judge. Discussed Michigan's Equalization licensing. Process makes it difficult for those whose license have expired or come from a different state as the applicant has to start over to get license again.

Public Comment: None

Adjournment

The meeting was adjourned at 11:25 a.m. The next meeting will be held on October 15, 2015.

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Alpena Events Complex (Aplex), Alpena, MI
August 7, 2015

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:45 p.m.

ROLL CALL

Carol Athan	
Stuart Bartlett	
Earl Corpe	
Lee Gapczynski	
Kenneth Glasser	
Mark Grantner	
Pete Hennard	
Mary Hess	
Albert LaFleche	
Dawn Lawrence	
Jack Mahank	
	Dalene Meddaugh
	John Morrison
	Leonard Page
	Sharon Priebe
	Corleen Proulx
	Patricia Rondeau
	Kathleen Vichunas
	Gerald Wall
	Rose Walsh
	Virginia Zygiel

Excused: Erin Bills, Bob Cudney, Bruce Gauthier, and Meagan Holmes

Absent: Melissa Holt, Steve Lang, Carol Wenzel

Quorum present - yes

Staff Members Present:

Lisa Bolen, Bob Cain, Barb Dault, Karen Godi, Linda McGillis, Diane Price, Jim Robarge, Laurie Sauer, Carol Shafto, Nicole Smith and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Sharon Priebe to approve the agenda as presented. Support by Virginia Zygiel. All ayes, Motion carried.

Conflict of Interest Disclosure Ken Glasser disclosed that his wife owns a home health care business that receives funding from the MI Choice Waiver Program. Ken asked that the conflict be noted in the Board minutes and stated that he will abstain from voting on Program Planning and Evaluation item 1, Approval of FY 2016 funding Recommendations for Aging Programs.

Mark Granter disclosed that he is the Director of the Oscoda County Council on Aging. Mark asked that the conflict be noted in the Board minutes and stated that he will abstain from voting on Program Planning and Evaluation Committee item 1, Approval of FY 2016 funding Recommendations for Aging Programs.

Virginia Zygiel 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 to the board. Linda McGillis introduced Dalene Meddaugh as the new board member appointed from the Policy Council. Dalene is replacing the seat vacated by John Smock.

No public comment.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

Motion by Earl Corpe to approve the administrative consent agenda items including the June 5, 2015 board meeting minutes and the Corporate Signature Authority as presented. Support by Mark Grantner. All ayes, Motion carried.

COMMUNICATION

President Pete Hennard read a monitoring close out letter dated July 30, 2015 from the Michigan Department of Human Services (MDHS) Bureau of Community Action & Economic Opportunity (BCAEO) stating it has closed the monitoring visit from 5/15/2015-5/22/2015. Any identified findings and/or corrective action plans will be reviewed during the next scheduled monitoring visit.

Motion by Ken Glasser to receive and file the monitoring letter dated July 30, 2015. Support by Sharon Priebe. All ayes, Motion carried

President Pete Hennard read correspondence from the Michigan Department of Health and Human Services (MDHHS) dated June 15, 2015 approving our recently submitted request to waive the residency requirements for board members.

Motion by Jack Mahank to receive and file the waiver approval letter dated June 15, 2015. Support by Earl Corpe. All ayes, Motion carried.

President Pete Hennard read correspondence from the Michigan Department of Health and Human Services (MDHHS), Aging and Adult Services Agency (AASA) formerly known as the Michigan Office of Services to the Aging dated July 25, 2015, thanking Laurie Sauer and her staff for allowing an on-site financial assessment for the Region 9 Area Agency on Aging (AAA) on May 15, 2015. The Region 9 AAA was found to be in compliance with AASA requirements based on the assessment review.

Motion by Jack Mahank to receive and file the Region 9 AAA financial assessment response showing that the agency is in full compliance. Support by Rose Walsh. All ayes, Motion Carried.

Pete Hennard announced the resignation of Dale Huggler. Dale spoke with Karen Godi per a phone call.

Motion by Ken Glasser to accept Dale's resignation with regret and to send him a letter thanking him for his many years of service. Support by Virginia Zygiel. All ayes, Motion carried.

Dawn Lawrence and Rose Walsh left the meeting.

COMMITTEE REPORTS

Head Start Policy Council –

No Meeting. No Report

Regional Council on Aging – Earl Corpe

At the June 22nd meeting Douglas Robinson from the Veterans Services Division for the State of Michigan (NMVC) gave a PowerPoint presentation on the Northern Michigan Veterans Coalition. On May 11th twenty one people from five counties attended the Older Michiganians Day in Lansing. The Cheboygan office is fully staffed with the addition of two nurses and one social worker. A social worker has also been hired for the West Branch office. The state budget has been signed and aging programs are flat funded for the year. This summer marks the 50th anniversary of the Medicare and Medicaid programs.

At the July meeting Gina Bey, Associate AAA Director gave an update on the Care Management/Waiver Programs. A copy of the 2014 AAA Annual Report was distributed. The annual Medicare/Medicaid Assistance Program (MMAP) Recognition event was held in Lansing with ten volunteers from our region attending. Several awards were presented to Region 9 counselors. Endorsement of Request for Proposal (RFP) Recommendations for Fiscal Year 2016 were reviewed and discussed.

Volunteer Program Advisory Groups – Patricia Rondeau

No meeting. No report.

Pat thanked the board for their support at the volunteer recognition luncheons.

Client Services Advisory Council –

No meeting. No Report

Personnel Committee –

No meeting. No report.

President Pete Hennard turned the meeting over to John Morrison, Membership Chairperson, to conduct the Election of Officers.

Membership Committee – John Morrison

The committee met and discussed the election of officers. It was recommended that nominations would be received from the floor for all positions.

John Morrison asked if there were any nominations from the floor for the position of President. Sharon Priebe nominated Pete Hennard for President. Support by Virginia Zygiel. Pete accepted the nomination.

Motion by Gerald Wall to close nominations for President and cast a unanimous ballot. Support by Earl Corpe. All ayes, Motion carried.

John Morrison stated Pat Rondeau has expressed interest in the Vice President seat. He asked if there were any nominations from the floor for the position of Vice President. Gerald Wall nominated Pat Rondeau for Vice President. Support by Earl Corpe. Pat accepted the nomination.

Motion by Gerald Wall to close nominations for Vice President and cast a unanimous ballot. Support by Earl Corpe. All ayes, Motion carried.

John Morrison asked if there were any nominations from the floor for the position of Treasurer. Albert LaFleche nominated Ken Glasser for Treasurer. Support by Virginia Zygiel. Ken accepted the nomination for Treasurer.

Motion by Gerald Wall to close nominations for Treasurer and cast a unanimous ballot. Support by Stuart Bartlett. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the board meeting to review and approve credit card expenditures for the months of June and July 2015 totaling \$607.40. The committee also reviewed, discussed and will recommend approval of the bank and credit card signatory and the agency wide budget for FY 2016. Both items were included in the board members mailing prior to the meeting.

Motion by Ken Glasser to approve the bank and credit card signatory as presented. Support by Albert Lafleche. All ayes, Motion carried.

Motion by Virginia Zygiel to approve the agency wide budget for FY 2016 as presented. Support by Carol Athan. All ayes, Motion carried.

Early Childhood Services Ad Hoc Committee –
No meeting. No report.

Program Planning and Evaluation Committee – Jack Mahank

The committee met with Laurie Sauer to review and discuss the FY 2016 Aging Program funding recommendations. Following discussion the committee recommended approval of recommendations as presented.

Motion by Earl Corpe to approve the Regional Council on Aging's funding recommendation for FY2016 Merit Award #1 & 2 Adult Day Services as presented. Support by Lee Gapczynski. Mark Grantner and Ken Glasser abstained. Motion carried

Motion by Earl Corpe to approve the Regional Council on Aging's funding recommendation for FY 2016 Disease Prevention and Health Promotion as presented. Support by Lee Gapczynski. Mark Grantner and Ken Glasser abstained. Motion carried.

Motion by Earl Corpe to approve the Regional Council on Aging's funding recommendation for FY 2016 Elder Abuse Prevention as presented. Support by Lee Gapczynski. Mark Grantner and Ken Glasser abstained. Motion carried.

Motion by Earl Corpe to approve the Regional Council on Aging's funding recommendation for FY 2016 National Family Caregiver Support Program as presented. Support by Lee Gapczynski. Mark Grantner and Ken Glasser abstained. Motion carried.

The Committee reviewed and discussed the Community Service Block Grant (CSBG) program application with Karen Godi and recommended approval.

Motion by Earl Corpe to approve submission of the FY 2016 Community Service Block Grant Program application as presented. Support by Lee Gapczynski. All ayes. Motion carried.

The committee reviewed and discussed the School Success program budget for grant dollars totally \$450,000 and recommended approval. These funds have been issued as part of the CSBG Agreement but through a separate budget.

Motion by Earl Corpe to approve the FY 2016 School Success program budget as presented. Support by Lee Gapczynski. All ayes, Motion carried.

All Board members received a final draft of the proposed revisions to the board bylaws in July and August mailings. No comments were received.

Motion by Earl Corpe, to approve the NEMCSA Board bylaw revisions as presented. Support by Mary Hess.

Roll call vote:

Carol Athan, yes; Stuart Bartlett, yes; Earl Corpe, yes; Lee Gapczynski, yes; Ken Glasser, yes; Mark Grantner, yes; Pete Hennard, yes; Mary Hess, yes; Albert LaFleche, yes; Jack Mahank, yes; Dalene Meddaugh, yes; John Morrison, yes; Leonard Page, yes; Sharon Priebe, yes; Corleen Proulx, yes; Pat Rondeau, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Virginia Zygiel, yes.

The committee reviewed and discussed the Regional Council on Aging bylaw revision and recommended approval.

Motion by Virginia Zygiel to approve the Regional Council on Aging bylaw revision as presented. Support by Earl Corpe. All ayes, Motion carried.

The committee reviewed and discussed the application nominating Lisa Bolen to the Workforce Development Board and recommended approval.

Motion by Mary Hess to approve the application nominating Lisa Bolen to the Workforce Development Board nomination as presented. Support by Mark Grantner. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report:

Lisa Bolen read highlights from the written Directors Report she prepared for distribution prior to the meeting.

Program Updates:

Financial Report – Jim Robarge

Jim Robarge distributed and reviewed the financial report for Head Start/Early Head Start program funds as of July 31, 2015.

Motion by Ken Glasser to receive and file the financial report. Support by Stuart Bartlett. All ayes, Motion carried.

Carol Shafto and Nicole Smith presented a PowerPoint presentation on the data piece of the Strategic Plan. They will reschedule the Strategic Plan portion of the presentation for another meeting.

New Business

No new business

Program Information Report –

The September board meeting will be held at Wiltse’s Restaurant in Oscoda, MI on September 11, 2015.

Motion by Gerald Wall to adjourn the meeting at 2:04 p.m. Support by Virginia Zygiel. All ayes, Motion carried.

Date Prepared: August 7, 2015

Date Approved: _____

Board Secretary

Date

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Wiltse's Restaurant, Oscoda MI
September 11, 2015

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:45 p.m.

ROLL CALL

Carol Athan	
Stuart Bartlett	Dawn Lawrence
Erin Bills	Jack Mahank
Earl Corpe	Dalene Meddaugh
Lee Gapczynski	John Morrison
Bruce Gauthier	Sharon Priebe
Kenneth Glasser	Corleen Proulx
Mark Grantner	Patricia Rondeau
Pete Hennard	Kathleen Vichunas
Mary Hess	Gerald Wall
Meagan Holmes	Virginia Zygiel
Albert LaFleche	

Excused: Leonard Page, Rose Walsh, Carol Wenzel

Absent: Bob Cudney, Melissa Holt, Steve Lang

Quorum present - yes

Staff Members Present:

Lisa Bolen, Bob Cain, Barb Dault, Karen Godi, Linda McGillis, Dorothy Pintar, Diane Price, Jim Robarge, Carol Shafto, Nicole Smith and Sue Zolnierек

APPROVAL OF AGENDA

Jack Mahank stated that agenda item f.3 Agency wide Strategic Plan Approval under Program Planning & Evaluation Committee needs to be moved to 9.3 Strategic Plan Presentation. President Hennard asked that Conflict of Interest Disclosures be added following number 3 Approval of Agenda.

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

CONFLICT OF INTEREST

None

Bruce Gauthier 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 to the board.
No public comment.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

Motion by Jack Mahank to approve the administrative consent agenda items including the August 7, 2015 board meeting minutes, the Fair Housing policy and the Michigan Council for Arts and Cultural Affairs funding. Support by Mary Hess. All ayes, Motion carried.

COMMUNICATION

President Hennard read a summary report from the Michigan Department of Health and Human Services, Administrative Quality Assurance Review (AQAR) for the MI Choice Waiver program conducted on June 22, 2015. The results were very positive with 99.22% compliance to the 129 requirements reviewed during the on-site visit for the 2014-2015 review period.

Motion by Jack Mahank to receive and file the summary report of the MI Choice Administrative Quality Assurance Review showing full compliance. Support by Earl Corpe. All ayes Motion carried.

President Hennard read correspondence from Danya International regarding the Office of Head Start (OHS) Aligned Monitoring System. The correspondence dated August 14, 2015 indicates that Dayna will oversee the monitoring of the Head Start/Early Head Start program over the next five years. The letter also includes the monitoring review schedule.

President Hennard read correspondence from Michigan Department of Health & Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) dated September 3, 2015, stating that they have closed the monitoring visit dated May 1, 2015 on the Organizational Standards. Any findings and/or corrective action plans will be reviewed during the next scheduled monitoring visit.

President Hennard read correspondence from the Administration for Children & Families, dated August 21, 2015 approving the requested conversion of 90 Head Start slots to 60 Early Head Start slots.

Pete Hennard read correspondence from the Administration for Children & Families dated August 21, 2015 approving the request to waive the bus monitor requirement and the child restraint system requirement.

Motion by Ken Glasser to receive and file correspondence from Dayna International, MDHHS Bureau of Community Action & Economic Opportunity and Administration for Children & Families. Support by Jack Mahank. All ayes, Motion carried.

COMMITTEE REPORTS

Head Start Policy Council – Erin Bills

The Head Start Policy Council met on July 28th in West Branch. Linda McGillis reviewed the revision of Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) regulations.

A grant has been applied for to the Michigan Council for Arts & Cultural Affairs. Updating the Policy Council Operating Procedures and the ongoing monitoring and Self-Assessment data were discussed. Action items approved were the Arts Grant Approval Request and approval to amend the Policy Council Operating procedures. Credit card expenditures in the amount of \$19,147.88 were reviewed and approved as well as new hires/terminations.

Regional Council on Aging – Earl Corpe

No meeting. No report.

Volunteer Program Advisory Groups – Patricia Rondeau

The Volunteer Program Advisory Group met August 17th at the NEMCSA Annex building. Annual physical exams were completed July 29th. Foster Grandparent (FG) and Senior Companion (SC) in-services were held August 18th in Alpena and August 21st in Gaylord. The next new volunteer orientation session is scheduled for September 24th.

Client Services Advisory Council –

No meeting. No Report.

Personnel Committee – Meagan Holmes

No meeting. No report.

Membership Committee – John Morrison

The committee received a notice of interest and application from Jean Garratt, Presque Isle County, to fill a Private Sector vacancy on the Board of Directors. The committee reviewed and discussed her qualifications and recommended her for approval by the full board. Two applications were tabled until the October meeting.

Motion by Sharon Priebe to approve Jean Garratt from Presque Isle County to fill the Early Childhood Expert seat recently vacated by Karen Lee. Support by Albert LaFleche. All ayes, Motion carried.

Jean was present at the meeting and introduced by Linda McGillis.

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the meeting. Credit card expenditures in the amount of \$1,422.44 were reviewed and approved. Expenses for the Community Action Partnership Annual conference in San Francisco attended by Lisa Bolen were approved. Ken received an audit update from Curt Reppuhn, from Echelbarger, Himebaugh, Tamm & Co., PC (EHTC) the firm performing this year's audit.

Early Childhood Services Ad Hoc Committee –

No meeting. No report.

Program Planning and Evaluation Committee – Jack Mahank

The committee met prior to the meeting to review and discuss the Emergency Solutions Grant (ESG) Funds in the amount of \$381,584 from Michigan State Housing Development Authority (MSHDA). Following discussion the committee recommended approval.

Motion by Earl Corpe to accept Emergency Solutions Grant Funds as presented. Support by Mary Hess. All ayes, Motion carried.

The committee reviewed and discussed the Family Re-Housing Program funding application and recommended approval.

Motion Earl Corpe to approve the Family Re-Housing Program funding application as presented. Support by Mary Hess. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report:

Lisa Bolen read highlights from the Directors Report she prepared for distribution prior to the meeting.

Program Updates:

Head Start – Linda McGillis

Linda McGillis provided a PowerPoint presentation on Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) regulations for the Head Start program.

Financial Report – Jim Robarge

Jim Robarge distributed and reviewed the financial report for Head Start/Early Head Start program funds as of August 31, 2015.

Motion by Ken Glasser to receive and file the financial report as presented. Support by Carol Athan. All ayes, Motion carried.

New Business

Carol Shafto and Nicole Smith presented a PowerPoint presentation on the Strategic Plan.

Motion by Ken Glasser to adopt the Strategic Plan as presented. Support by Earl Corpe. All ayes Motion carried.

Program Information Report –

The October board meeting will be held at the Rogers City Senior Center in Rogers City, MI on October 2, 2015.

Motion by Earl Corpe to adjourn the meeting at 2:07 p.m. Support by Albert LaFleche. All ayes, Motion carried.

Date Prepared: September 11, 2015

Date Approved: _____

Board Secretary

Date

Every day I'm hit with two things. First, companies are telling me of the lack of a workforce with the skills to work in today's manufacturing environment; and secondly, about how a certain segment of our population can't find work, support a family, etc.

The economy is rebounding and companies can grow... and many are looking for workers with the skills to build their products. **Thanks to local educational institutions** there are plenty of opportunities for those that don't have the skills to learn them.

NCMC, Baker College, Kirtland College, The Industrial Arts Institute and Char Em ISD all have local programs and training in a wide variety of "skilled" professions for locals to take advantage of. In addition the state has training dollars for companies to train new workers...and, there are scholarships available for some of the programs.

Let's match em up! If you know someone wanting/needing to learn the skills needed to find quality work in the area, please point them to those programs listed above. Or, contact the NLEA office and we will provide the contact information needed.

Hats off to the institutions listed for developing robust programming to meet the needs of today's employers AND those that are in need of improving their skills.

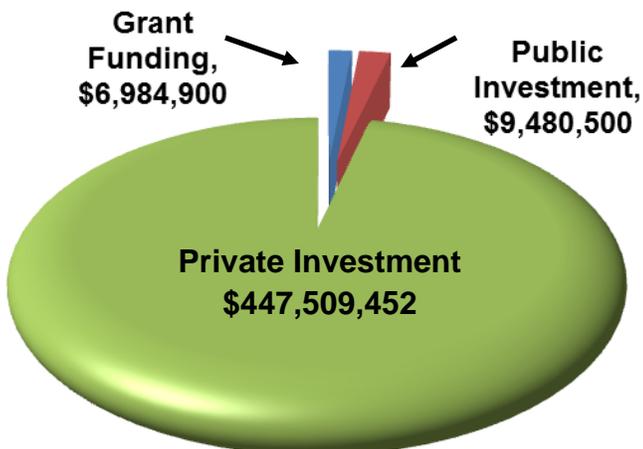
Thank you for all you do to help our area grow and prosper! Have a terrific week!

Andy Hayes, President



Projects In Progress

52 Community & Business Assistance Projects



Total Investment- \$ 463,974,852

453 Anticipated Jobs Created
778 Anticipated Jobs Retained
13 Anticipated Business Startups

Clients Counseled & Time Invested (year to date)

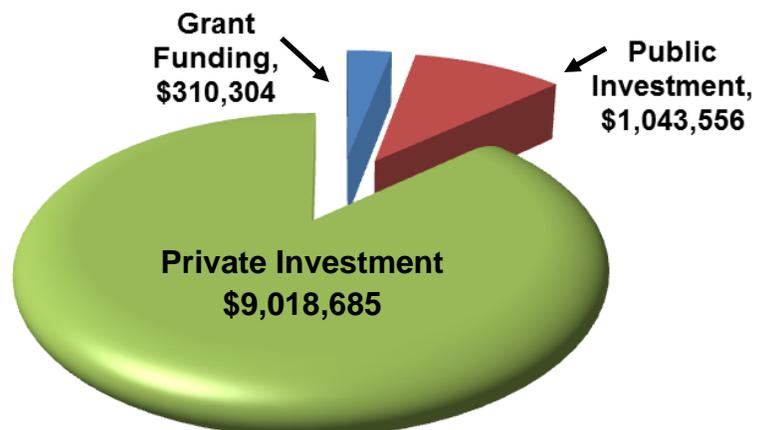
111 Clients and 1807 hours

Recent Retention Visits (August 2015)

8/6 Shanty Creek, Antrim
8/6 Great Lakes Packing, Antrim
8/25 Stafford's Hospitality, Emmet
8/25 Mitchell Graphics, Emmet
8/25 Ventilation Plus Equipment, Emmet
Total YTD: 46 visits

Completed Projects

24 Community & Business Assistance Projects



Total Investment- \$ 10,372,545

89 Jobs Created
380 Jobs Retained
3 Business Startup

Up-coming Events:

09/22 SBA of Michigan Matchmaking Summit
10/07 Connecting Entrepreneurial Communities 2015 Conferences
10/20 PMBC-Resources to Grow Your Business Forum
10/21 Connecting Entrepreneurial Communities 2015 Conferences
11/10 Making It In Michigan Conference

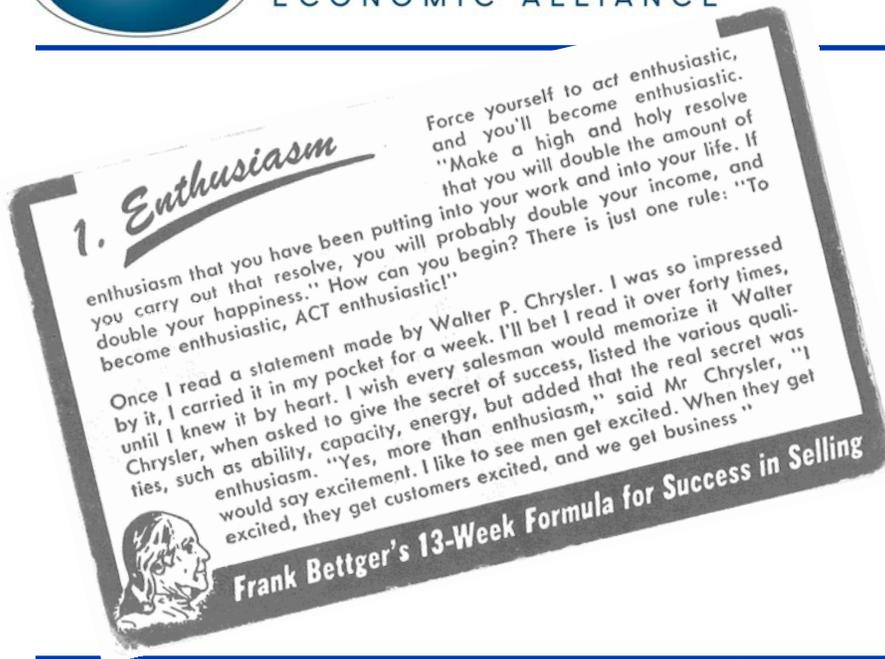
For details visit: www.northernlakes.net

Cool Stuff: NLEA's on Facebook!

Check us out...https://www.facebook.com/nleainfo?view_public_for=296193283749948

All of this is made possible through various partners working in collaboration, visit <http://www.northernlakes.net/about-us/partnerships/> for a complete list.

Contact us at 231-582-6482 • info@northernlakes.net • www.northernlakes.net



Early in my career (1977) my boss shared with our team a packet of pocket reminders "Frank Bettger's 13-week formula for success in selling".

Although dated 1949... the basic principals hold true today. All are good, but the first card always struck me as the main building block and I have kept it, referred to it and tried to implement it every day of my life.

I've learned that it really works; it's a heck of a lot more fun; and people are drawn to upbeat enthusiastic folks vs. the opposite.

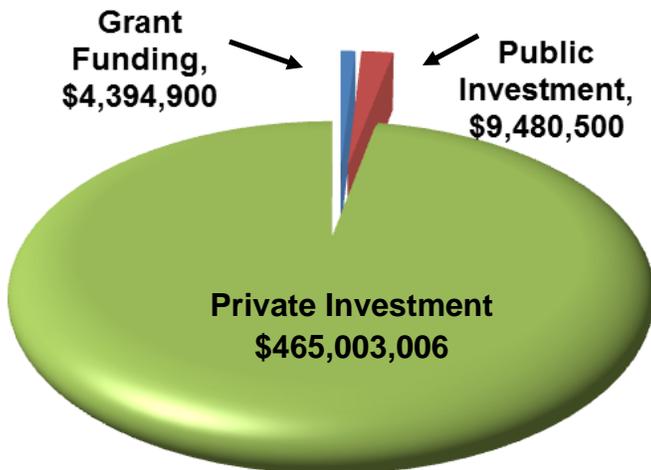
No matter what your role is in a business or the community... are you an enthusiastic proponent? If not... try it... it's a blast!

Lots of great things happening, see the snapshot below; and THANK-YOU for all you do to make our area great.

Andy Hayes, President

Projects In Progress

46 Community & Business Assistance Projects



Total Investment- \$ 478,878,406

- 367 Anticipated Jobs Created**
- 522 Anticipated Jobs Retained**
- 18 Anticipated Business Startups**

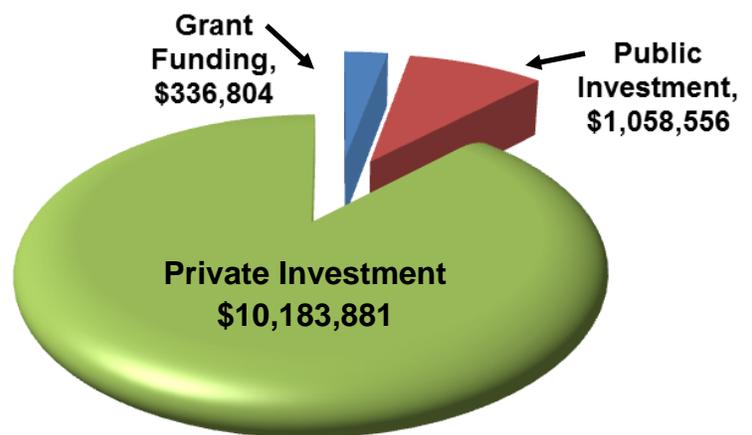
Recent Retention Visits (September 2015)

- 9/3 EJ, Charlevoix
- 9/3 Michigan Scientific, Charlevoix
- 9/3 Michigan Community Dental Clinics, Charlevoix
- 9/3 Precision Edge, Charlevoix
- 9/29 Industrial Arts Institute-Cheboygan
- 9/29 The Brook Retirement-Cheboygan
- 9/29 Liebner Enterprises-Cheboygan
- 9/30 Burnette Foods-Antrim
- 9/30 King Orchards-Antrim

Total YTD: 55 visits

Completed Projects

32 Community & Business Assistance Projects



Total Investment- \$ 11,579,241

- 104 Jobs Created**
- 435 Jobs Retained**
- 4 Business Startup**

Up-coming Event Highlights:

- 10/20 PMBC-Resources to Grow Your Business Forum
- 10/21 Connecting Entrepreneurial Communities 2015 Conferences
- 12/10 Growth Company CEO Forum

Check out the **Events Calendar** for more trainings and workshops at: <http://www.northernlakes.net/upcoming-events/events-calendar/>

Cool Stuff: 50 Entrepreneurs Share Advice
Check out these famous Entrepreneurs giving priceless advice...<https://www.youtube.com/watch?v=QoqohmccTSc>

All of this is made possible through various partners working in collaboration, visit <http://www.northernlakes.net/about-us/partnerships/> for a complete list.

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MINUTES OF THE BOARD
August 20, 2015
North Country Community Mental Health
Commissioner's Room
Antrim County Building
203 E. Cayuga
Bellaire, MI

BOARD MEMBERS PRESENT: Ed Ginop, Joel Evans, Craig Crambell,
Christian Marcus, Louis Scholl, Dennis Priess,
Paul Liss, Sr. Augusta Stratz, Robert Boyd,
Dan Plasencia

BOARD MEMBERS ABSENT: Karla Sherman, Gary Averill, Sue Allor

STAFF: Alexis Kaczynski, Joan Booth, Christine
Gebhard,
Julie Moran

GUEST: Diane Denholm

Ed Ginop called the meeting to order at 4:30 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, 2015	\$4,609,868.12
Receipts, Adjustments & Transfers, July	\$5,916,575.03
Total Disbursements & Adjustments, July	\$4,102,619.00
Increase in Cash Balance	\$1,813,956.03
Balance, July 31, 2015	\$6,423,824.15

*Approximately \$3,723,409 has been advanced from the State of Michigan and has been encumbered for outstanding bills.

Financial Statement – Managed Care Operations - North Country CMH:

Balance on Hand, June 30, 2015	\$82,358.89
Receipts, Adjustments & Transfers, Jan.	\$ -0-
Total Disbursements & Transfers, Jan.	\$ -0-
Decrease in Cash Balance	\$ -0-
Balance, July 31, 2015	\$82,358.89

*Included in the balance is the Medicaid Internal Service Fund balance of \$0.00.

MOTION BY JOEL EVANS, 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 three privileging recommendations this month.

COMMITTEE RECOMMENDATIONS – BOARD ACTION

Program Committee

Sr. Augusta reviewed the policies discussed by the Program Committee:

The Board by-laws were reviewed and Ms. Kaczynski will provide a draft revised set of by-laws to the committee before the committee takes them to the Board for approval.

Conflict of Interest Policy – This was reviewed.

MOTION BY LOUIS SCHOLL, SECOND BY JOEL EVANS, TO APPROVE THE CONFLICT OF INTEREST POLICY. MOTION CARRIED.

The Abuse and Neglect Policy was reviewed by the Committee.

MOTION BY BOB BOYD, SECOND BY LOUIS SCHOLL, TO APPROVE THE ABUSE AND NEGLECT POLICY. MOTION CARRIED.

The Dignity and Respect Policy was reviewed by the Committee.

MOTION BY JOEL EVANS, SECOND BY PAUL LISS, TO APPROVE THE DIGNITY AND RESPECT POLICY AS REVISED. MOTION CARRIED.

With respect to the Criminal Background Check Policy, Ms. Gebhard asked the board to consider an additional change as follows: to combine and update the “Criminal Background and Driver Verification” form and the “Disclosure and Authorization to Obtain Consumer Reports” form. The new name for this form is the “Criminal Background Check Authorization and Disclosure Form”.

MOTION BY LOUIS SCHOLL, SECOND BY DENNIS PRIESS, TO APPROVE THE CRIMINAL BACKGROUND CHECK AUTHORIZATION AND DISCLOSURE POLICY AS REVISED. MOTION CARRIED.

Sr. Augusta reported that the Committee reviewed the Corrective Action Plans for the Hab Waiver and Children's Waiver site reviews. In addition, the Committee was provided with feedback from the recent consumer satisfaction survey.

ACTION ITEMS – WITHOUT COMMITTEE REVIEW

Ms. Kaczynski reviewed the RFP for Audit Services for FY15-FY17. She explained that this would normally go to Finance Committee but it is not meeting until next month. The audit is bid out every few years and this is the year to bid. Two of the boards in this region are contracting with Dennis, Gartland and Niergarth and this agency has used them for several years. Their bid is not the least expensive, but the second least expensive, and did score highest on the grading mechanism used by the mental health boards in the region. DG&N predict using the most hours on the audit, and it is felt that whatever hours the other bidders are not giving to the audit will be spent by our staff. North Country CMH is recommending Dennis, Gartland and Niergarth to the Board. Since the agency also does accounting for NMRE, and NMRE has chosen DG&N (as lowest bidder) it would be difficult to work with two accounting firms.

MOTION BY CHRISTIAN MARCUS, SECOND BY DENNIS PRIESS, TO APPROVE DENNIS, GARTLAND AND NIERGARTH AS THE AUDITING FIRM FOR SERVICES FOR FY15-FY17. MOTION CARRIED.

PRESENTATION

The Need for Behavior Treatment Committee Reviews

Julie Moran introduced herself and discussed the Behavioral Treatment Committee. It is important to protect the rights of everyone. The Recipients Rights Officer and Specialist are critical in this effort. She explained how important it is to protect the rights of the clients but sometimes these rights need to be modified because of behaviors that could harm the individual or others. The agency is required, through policies and procedures, to work with the client to develop a treatment plan. The treatment team is charged with developing those plans. It tries to find positive ways to adjust these behaviors but they do not always work. The role of this committee is to review the plans the treatment teams have developed, to ensure they are least restrictive and intrusive. Ms. Moran described the training offered to providers. She explained the rights of freedom of movement, dignity and respect. She explained ways to keep consumers safe. The committee reviews the plan and either approves it or recommends change. It meets once a month to review progress.

DIRECTOR'S REPORT/COMMUNICATIONS

Ms. Kaczynski reported that the most recent revenue projection from the Northern Michigan Regional Entity is for a substantial loss in FY 2016. She explained the agency's funding and capitation. The enrollment for TANF (Temporary Assistance for Needy Families) recipients has dropped so the revenue has dropped. The picture

could change because the state has made errors in some of the payment months and, once corrected, this will have positive ramifications for the current fiscal year and revenue projections for FY 2016; the amounts are not certain, however. Capitation rates are also being rebased and this may be favorable for our region, but it is not known how favorable and when the rebasing will be effective (April 1, 2016 has been reported). For this reason, the current projections must be considered preliminary, but the loss of funds is about a million dollars from the FY15 budget. Staff will put together the best budget they can to present next month. A question was asked about where the cuts would be made. This is what staff members are studying and every effort is being made to avoid layoffs.

Mr. Marcus asked a question about local match and county contributions. The cap on each county's match was explained by Ms. Kaczynski. NMRE is the agency's source of Medicaid revenue and Mr. Priess asked about the way funding is received by the agency. He suggested that he, Ms. Sherman and Mr. Ginop receive more education on methodologies to help them in their representation on the NMRE Board.

Ms. Kaczynski confirmed with the Board members that, as a result of the poll that was taken, the September Board meeting will be held on the 24th which is the fourth Thursday of the month.

She referred to the Conflict of Interest Policy and indicated that it will be in the next Board packet with a form for board members to sign.

QUALITY IMPROVEMENT UPDATES

Ms. Gebhard referred to Page 23 in the Board packet and discussed the second quarter claims verification audit and reviewed these percentages. There is no corrective action and only five claims needed to be adjusted. Positive feedback was given to staff when they had a chart reviewed. The Performance Indicators System was reviewed and explained and there are 12 metrics every quarter that need to be reviewed. On the back side of the sheet was the Consumer Satisfaction Survey which was done in March. The NMRE coordinates for the five boards for consumers who receive services. In outpatient therapy consumers are asked to complete a survey and the return rate was 94%. Infant mental health was surveyed independently and was not a part of NMRE. There were over 15 pages of comments and she provided a sample for the Board members to read. Most comments were positive but there were some negative comments about the waiting rooms and wanting to choose a different doctor or nurse. All program specific narrative is sent to the supervisors.

NORTHERN MICHIGAN REGIONAL ENTITY

Ms. Kaczynski referred to the NMRE Board minutes. She explained that at the Operations Committee meeting Centra Wellness, after consulting with their attorney, did not sign the Conflict of Interest statement.

OLD BUSINESS

There was no old business this month, but Ms. Kaczynski reported that the packet of information on the stock transfer and sale finally was submitted.

NEW BUSINESS

There was no new business this month.

**MOTION BY BOB BOYD, SECOND BY SR. AUGUSTA STRATZ, TO
ADJOURN THE MEETING AT 5:40 P.M. MOTION CARRIED.**

Ed Ginop, Chair

**Minutes
Of the
Northern Michigan Community Corrections Advisory Board
May 15, 2015
University Center
Gaylord, MI**

Call to Order

The meeting was called to order by Paul Liss at 11:38 a.m.

Board Members Present

Scott Pavlich, Patricia Morse, John Wallace, Paul Liss, Cathy Landry, Mike Turnbull

Staff: Dar McKinley, Nichole Palmer, Meg Foote and Theresa Huff

A Quorum was declared present. Roll call by sign in sheet.

Minutes of Previous Meeting

Minutes of the January 28, 2015 meeting were reviewed. A small correction was made to the Public Comments. A motion by J. Wallace was supported by P. Morse to approve the January 28, 2015 minutes. Ayes all, motion passed.

Financial Report

The financial report for March, 2015 was presented by M. Foote. She stated things look very good. Only issue is Admin Costs are high, it's an ongoing issue. Insurance costs could be changed. She will monitor for the rest of the fiscal year. Staff salary is covered. Financials look good at this point in the year. Motion by M. Turnbull and supported by K. Landry to accept the Financial Report. Ayes all, motion passed.

Review and Approval of FY2016 Grant Application

D. McKinley presented the Grant Application. Said the State is no longer supporting Community Service and it will affect all CCAB's. We are hoping that the other programs will still be there. The focus is on the reduction of prison commitment, and focus is on straddle cell offenders and probation violators. New program for FY16 will be "Wrap Around Services", which will focus on client specific needs of felony offenders. Assessment with CHS, including NMRE screening, can assist in developing plan for eligible offenders. There should be no cost for this service. N. Palmer to work more with probation. Community Corrections can pay for parole violators to get residential services. CHS, Terry Cottle and Ashley Hinton are the three providers for Otsego County.

Vote on Grant: Two votes were submitted in writing from J. Gilbert and N. Maxwell supporting the grant application. A motion by J. Wallace was supported by S. Pavlich to approve the FY2016 Community Corrections Grant Application. Ayes all, motion passed.

D. McKinley took a minute to introduce N. Palmer, mentioned she replaced M. Frick. She started in January, 2015. She will provide services to Cheboygan, Otsego, Presque and Crawford Counties. She is working part-time.

NMCCAB Business

A new GED Tutor has been hired for Otsego County, Barbara Febey.

Discussed the need for a transition house in Otsego County. Currently there is one, Emanuel House, but has very rigid rules. Residents don't stay there long. Talked about approaching the Salvation Army to see if they would be interested in purchasing and running a transition house. The Salvation Army in Cheboygan owns two houses.

People with disabilities, can have up to 6 people within one neighborhood, through the Americans with Disabilities Act. NMRE, anyone with addiction can qualify for funding. There is a great need for more housing.

Budget Amount requested is the same as previous year. Money that normally went to fund Community Service will be designated to other programs.

Focus for FY16 is to address client specific needs through programming that may assist in preventing recidivism. Drug Courts are very successful in doing this. The stats support it, says P. Morse.

MDOC Update

New Deputy Director: Russ Marlan. Have some personnel changes going on. Regional Manager, Don Nolan, is going to Mason Area. Corey/MDOC is going to McComb Township. The secretary is going to Kalkaska. Dept. of Corrections is shaking things up. The Governor wants to know where the money is going and are they getting their money's worth? They are combining programs to become more efficient to save money. Also are tracking the progress of programs closer. Grants are for 1 year now instead of 3 years.

Service Providers Update

None

Other

None

Public Comment

None

Next Meeting

No meeting scheduled at this time. Board agreed Fridays at 11:30 a.m. works well. Will communicate next meeting date after Agenda is put together.

Adjournment

The meeting was adjourned at 12:35 p.m.

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Millage Appropriation Committee Meeting
September 14, 2015

The meeting was called to order 9:00 a.m. in the Commissioners' Room at the County Building by Commissioner Sue Allor.

Roll called and a quorum present.

Present: Commissioner Allor, Commissioner Matelski, Commissioner Gouine, Administrator Lawson, Finance Director Kortz and Clerk Tryban.

Absent: None

Commissioner Allor pointed out two typos in the minutes of July 10, 2015, i.e. Matelski was misspelled and the adjournment time should be 9:18, not 8:18.

Motion by Commissioner Matelski, seconded by Commissioner Allor to approve the minutes of July 10, 2015, with the typos corrected. Motion carried with 2 yes, 0 no, and 1 absent.

Public Comment - None

Commissioner Gouine arrived at 9:10 a.m.

NEW BUSINESS

The application requesting \$7,000 from the Senior Millage Fund for MSU-E Project Fresh was reviewed. Lowell Beethem, a local farmer, told the committee that this is a great program and a good way to provide fresh produce for low-income seniors over 60. Patty Spinella, representing MSU-E stated each person or limit of 2 per household receive coupon books. The program is free for both participant and the farmer.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to recommend to the full Board to appropriate \$7,500 from the Senior Millage Fund to MSU-E Project Fresh. Motion carried with 3 yes, 0 no and 0 absent.

The current status of the Senior Millage Fund was provided by the County's Finance Director. The projected revenue from the millage levy is \$680,500. The requested amounts from the three entities that applied total \$635,467. There is \$38,662 left in the current year budget for the roof at the Wolverine Center. Gail Tinker, Executive Director of Cheboygan County Council on Aging, stated that CCCOA may have some available funds and would be happy to help with that expense.

The Wawatam Area Senior Citizens requested the same appropriation as last year's, \$57,492. Diane Robbins, Treasurer for Wawatam Seniors noted that the CCCOA age is 60 & up, while Wawatam's is 55 & up. The Wawatam Area Senior Citizens has changed their fiscal year to a calendar year. Ms. Robbins stated approximately 35% of the participants at the center are from Cheboygan County. For 2016 Emmet County's contribution to Wawatam will be 41,916 as the Friendship Center now takes care of meals on wheels. Commissioner Allor voiced concern with Cheboygan County paying more than Emmet County when the majority of participants are from Emmet County. Much discussion held on reducing the requested appropriation to \$45,728, as Commission Allor suggested or \$49,704 suggested by Commissioner Gouine.

Motion by Commissioner Gouine, seconded by Commissioner Matelski to recommend to the full Board to appropriate \$49,704 from the Senior Millage Fund to Wawatam Area Senior Citizens, Inc. Motion carried with 2 yes, 1 no (Commissioner Allor) and 0 absent.

The Cheboygan County Council on Aging requested \$570,975 which is the same as requested last year. Ms. Tinker said CCCOA does have funds to pay towards the roof at the Wolverine Center. The increase projected in cash with the change in the fiscal year will be roughly a \$100,000. Administrator Lawson said we do not want to punish CCCOA for savings. Commissioner Allor questioned the employee health insurance. Ms. Tinker said 5 employees received health insurance at an expense of just over \$500 per month. New employees only receive dental and optical. She said in the past \$30,000 was budgeted in Professional Fees which now has be reduced to \$5,000. It was suggested that the County pay for the roof which will be approximately \$60,000 and reduce the appropriation by that amount.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to recommend to the full Board to appropriate \$510,975 from the Senior Millage Fund to Cheboygan County Council on Aging. Motion carried with 3 yes, 0 no and 0 absent.

Motion by Commissioner Matelski, seconded by Commissioner Gouine, to adjourn. Meeting adjourned at 10:30 a.m.

Mary Ellen Tryban
County Clerk/Register

Vice Chairman D. Brown called the regular meeting of the Cheboygan County Road Commission to order at 8:00 A.M.

Clerk D. Stempky took roll call and a quorum was present.

Pledge of Allegiance was recited.

PRESENT: D. Brown, K. Paquet, C. O'Connor, R. Chadwick, Engineer/Manager B. Shank and Clerk D. Stempky

ABSENT: J. Johnson (excused)

VISITORS: F. Cribb, S. Redmond, D. Novak, J. Moore, M. Donovan, C. Veneros, B. Hartwig, R. Rohn, T. Horrocks, K. Hahn and M. Sarrault.

MOTION by K. Paquet seconded by R. Chadwick to approve minutes of last regular meeting of August 6, 2015 as mailed. 4 Yeas 1 Absent (Johnson) CARRIED

MOTION by K. Paquet seconded by C. O'Connor to approve current payroll voucher #15-32-\$61,672.51 and accounts payable voucher #15-33-\$186,025.28. 4 Yeas 1 Absent (Johnson) CARRIED

MOTION by K. Paquet seconded by C. O'Connor to approve agenda as presented. 4 Yeas 1 Absent (Johnson) CARRIED

M. Donovan asked if the Board has reconsidered meeting with supervisory retirees on health care, D. Brown stated no change from last meeting.

Bids for Loaders were received and opened Tuesday, August 18, 2015. Engineer/Manager recommends purchasing the Deere Model 624K for \$198,500 plus options of \$3,144 and trade in of loader \$54,000 for new cost of \$147,644.

MOTION by K. Paquet seconded by R. Chadwick to accept all Wheeled Loader Bids and award to AIS-Deere 624K. 4 Yeas 1 Absent (Johnson) CARRIED

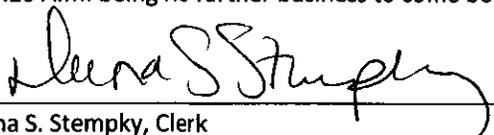
MOTION by K. Paquet seconded by R. Chadwick to receive and file the following correspondence: Township Meeting Minutes: Koehler 7/13/15, Burt 7/2/15, Mackinaw 7/21/15, Munro 7/14/15, Tuscarora 8/4/15, Mullett 8/12/15, Grant 7/14/15 and Benton 6/2/15 and 7/7/15; County Board of Commissioners Meeting Minutes of 7/14/15 and 7/28/15; Safety Committee Meeting Minutes of 8/12/15; CRASIF Informational Meetings and NMARC/ASMRC Agenda. 4 Yeas 1 Absent (Johnson) CARRIED

Engineer/Manager Shank update:

- Applied for 2 safety grants: Mullett Lake Road and Guardrail projects throughout county.
- Molineaux Road project on hold until Monday due to weather.
- S. Straits Hwy pushed back start date to August 31
- Burt Township signed agreement to gravel Birchwood from E. Burt Lake Road east 1.8 miles
- Devereaux Lake Road is due to be in the October State Bid Lettings-2016 construction season

Vice Chairman D. Brown adjourned regular meeting at 8:20 A.M. being no further business to come before the Board.


David D. Brown, Vice-Chairman


Dana S. Stempky, Clerk

REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION SEPTEMBER 10, 2015

Chairman J. Johnson called the regular meeting of the Cheboygan County Road Commission to order at 8:00 A.M.

Clerk D. Stempky took roll call and a quorum was present

Pledge of Allegiance was recited

PRESENT: J. Johnson, D. Brown, C. O'Connor, R. Chadwick, K. Paquet, Engineer/Manager B. Shank and Clerk D. Stempky

VISITORS: F. Cribb, S. Redmond, J. Moore, M. Donovan, T. Olson, C. Veneros, M. Ennes, B. Hartwig, G. Archambo and K. Hahn.

MOTION by K. Paquet seconded by D. Brown to approve minutes of last regular meeting of August 20, 2015 as mailed. 5 yeas **CARRIED**

MOTION by D. Brown seconded by R. Chadwick to approve for payment current payroll voucher #15-34-\$64,665.66 and account payable voucher#15-35-\$289,262.56. 5 Yeas **CARRIED**

MOTION by K. Paquet seconded by D. Brown to approve agenda with the following addition: New Business-#4-Accept and Award Birchwood Road Gravel Supply. 5 Yeas **CARRIED**

MOTION by K. Paquet seconded by R. Chadwick to schedule Public Hearings on Thursday, October 1, 2015 t 9:15 a.m. to discuss the transfer of jurisdiction of the right-of-way for the platted portion of Parrott's Point Road Access to Koehler Township and at 9:30 a.m. to discuss the transfer of jurisdiction of the right-of-way for the Lynn Drive Access to Koehler Township per the request of Koehler Township Board. 5 Yeas **CARRIED**

MOTION by C. O'Connor seconded by seconded by D Brown to authorize Chairman J. Johnson and Clerk D. Stempky to sign Annual Certification of Employee-related Conditions per Public Act 51, Section 18j, MCL 247.668j , certification year 2015, Compliance with (1) (b) , certify that medical benefits are offered to employees or elected public officials in compliance with the publically funded health insurance contribution act, 2011 PA 152. 5 Yeas **CARRIED**

MOTION by K. Paquet seconded by R. Chadwick to authorize Chairman J. Johnson and Engineer/Manager B. Shank to sign Contract for Devereaux Lake Road from M-33 westerly to East Mullett Lake Road, Control Section STL 16555, Job Number 119491A, Project STP 1516(007), Federal Item No. RT 0230, CFDA No. 20.205 (Highway Research Planning and Construction), Contract No 15-5448. 5 Yeas **CARRIED**

Bids were received for Birchwood Road Gravel Supply and opened September 9, 2015 at 2:00 p.m. Bids were received from the following: J. & N Construction-\$55,660, Robiadek & Sons Excavation Inc \$85,250 and Green Dream International-\$57,970.

MOTION by K. Paquet seconded by C. O'Connor to accept all bids for Birchwood Road Gravel Supply as stated above and award to J & N Construction Inc. in the amount of \$55,660.00. 5 Yeas **CARRIED**

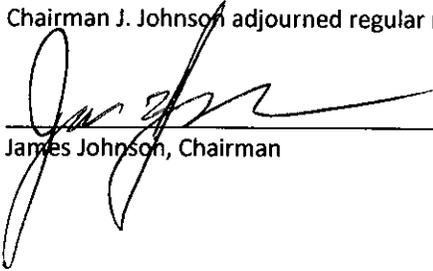
MOTION by D. Brown seconded by K. Paquet to receive and file the following correspondence as follows: Township Meeting Minutes: Burt 8/6/15 and Munro 8/11/15; August State Maintenance; Supervisor retirees ref. Health Care; and MCRCSIP 2015 Liability Refund. 5 Yeas **CARRIED**

Manager's Report:

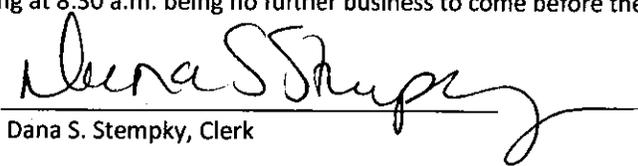
- S. Straits Hwy project has started-projecting 5 weeks
- Northern/Southern Association Meeting, Frankenmuth September 15-16
- MDOT and Federal Bridge Audits went well
- Advertising for a Mechanic Position for Cheboygan Garage
- Wing on New Tandem Truck is getting done
- Sheriff Department work crew starting today

K. Paquet commented contractor Chuck Robiadek from Robiadek and Sons is requesting reimbursement of a late fee he was charged for two driveways he installed without a permit. Board noted to stay with what policy states.

Chairman J. Johnson adjourned regular meeting at 8:30 a.m. being no further business to come before the Board.



James Johnson, Chairman



Dana S. Stempky, Clerk

REGULAR CITY COUNCIL MEETING
August 25, 2015

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, Kwiatkowski and Riddle

Absent: Lavender, Couture and King

Councilman Temple moved to excuse Councilman King, Mayor Pro Tem Couture and Councilman Lavender; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

Mayor Bronson led the Pledge of Allegiance to the Flag.

Approval of Agenda, and Receive and File all Communications:

City Manager Eustice stated he has one addition to the Agenda, 7-B, Consideration of proposals/quotes for sidewalk, curb & gutter replacement in front of the Opera House on N. Huron Street.

Councilwoman Riddle moved to approve the Agenda with the addition of 7-B, Consideration of proposals/quotes for sidewalk, curb & gutter replacement in front of the Opera House on N. Huron Street, and receive and file all communications; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

Approval of Prior Meeting Minutes – July 28, 2015:

Mayor Bronson noted a correction on page 7, five lines from bottom, remove “everywhere we could”; and page 13, twelfth line from bottom, change “peek to peak”.

Councilwoman Riddle moved to approve the City Council meeting minutes of July 28, 2015 as corrected; supported by Councilman Temple. Motion carried unanimously.

Approval of Prior Meeting Minutes – August 11, 2015:

Councilwoman Riddle noted a correction on page 6, four lines from top, change “that to than”.

Councilwoman Riddle moved to approve the City Council meeting minutes of August 11, 2015 as corrected; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

Department, Board & Commission Reports:

- **Planning Commission Meeting, August 17, 2015** – City Manager Eustice stated these are draft minutes of the Planning Commission, noting the Planning Commission has completed the Zoning Ordinance review and they are going to have Mr. Dick Carlisle of Carlisle Wortman come to Cheboygan, maybe in a couple weeks, to finalize the Zoning Ordinance and review the Master Plan. Mr. Carlisle may be able to finalize the Master Plan at this time, also. He stated the staff has already reviewed it and made corrections, etc. and he thinks it is adequate. He then stated the Planning Commission has also gone through it and he does not think the Planning Commission needs to go through it again. Councilwoman Riddle commented she noticed with regard to the

Regular City Council Meeting – August 25, 2015

Seventh Day Adventist Church that the Commission is giving them until 2016 to do the parking lot, but it looks as though they are planning on doing it this September. City Manager Eustice replied that is correct.

General Business:

▪ **Request to Re-Take Bids – Used Pick-Up Truck for Parts & Recreation Department** – City Manager Eustice stated a pick-up truck was bid and two bids were received, one coming in late. The bid that came in on time was high and was not really what we specified. Mr. Hancock, Parks & Recreation Director, and he decided to rebid it. It was initially bid as a $\frac{3}{4}$ ton pick-up, noting they are going to rebid it at a $\frac{1}{2}$ ton because there is much more availability. Mr. Hancock thought he would be able to operate with a 2-wheel drive pick-up, but City Manager Eustice thinks the best option is 4-wheel drive. City Manager Eustice commented that Councilman Temple suggested that it be previously bid as a 4-wheel drive. Also, Chief Jones sent City Manager Eustice some pictures and options on 4-wheel drive $\frac{1}{2}$ tons that were below \$12,500.00. Councilman Temple inquired what was previously bid. City Manager Eustice replied $\frac{3}{4}$ ton. Councilman Temple then asked what was the bid amount received on time. City Manager Eustice stated \$19,500.00. He explained that Mr. Hancock got a couple of calls from local dealers who told him they have available a lot of $\frac{1}{2}$ ton 4-wheel drive pick-ups near that cost. Councilman Temple commented he wanted to make sure that the first bid was not within the realm of the \$12,500.00.

Councilman Temple moved to approve the re-taking of bids for a used 4-wheel drive, $\frac{1}{2}$ ton, extended cab pick-up for the Parks & Recreation Department not to exceed \$12,500.00; supported by Councilwoman Riddle.

Chief Jones recommended a crew cab. Councilman Temple stated he is not sure what we will find for \$12,500.00 with a crew cab. Councilwoman Riddle asked if Mr. Hancock was requesting an extended cab. City Manager Eustice replied yes, although he initially wanted a crew cab due to having community service people and moving at least four people at times. Councilwoman Riddle asked if we could ask for either an extended cab or crew cab. Councilman Temple stated there is a big difference.

Councilman Temple amended the motion to a crew cab.

Councilman Temple moved to approve the re-taking of bids for a used $\frac{1}{2}$ ton, 4-wheel drive, crew cab pick-up for the Parks & Recreation Department not to exceed \$12,500.00; supported by Councilwoman Riddle. A roll call vote was taken. Motion carried unanimously.

▪ **Consideration of Proposals/Quotes for Sidewalk, Curb & Gutter Replacement in Front of the Opera House on N. Huron Street** - City Manager Eustice stated the sidewalk in front of the Opera House is deteriorated and broken up quite a bit and has become somewhat of a danger/liability, so he sent out a request for quotes to repair it. He explained the DPW jumped the gun a little bit when they saw the quotes come in, taking out the sidewalk. They will be doing all the prep work. There are three quotes that came in: \$10,064.00 from X-treme Asphalt; Matt Barber Masonry at \$15,556.00; and Great Lakes Masonry was \$18,600.00. These bids are to basically pour and float the concrete. City Manager explained that X-treme Asphalt it not charging us an up-charge for the concrete, as the City is buying the concrete. Councilwoman Riddle stated he knows X-treme Asphalt did the sidewalk over by the Armory, but the City crew did the prep work, asking if this is

Regular City Council Meeting – August 25, 2015

basically the same process. City Manager Eustice replied yes, stating as they try and develop a sidewalk plan, the DPW is going to remove the sidewalks, which will save a lot of costs if we do a special assessment to repair/replace sidewalks throughout the City. The DPW has the equipment and ability to remove the sidewalk, but they don't have a concrete person or the time to level and float concrete. City Manager Eustice commented that the City will be doing the demolition and excavating of the sidewalk at the former Carnegie Library. Councilwoman Riddle inquired as to where the City disposes of the concrete. City Manager Eustice replied it can be taken to the Lincoln Avenue site, as well as other areas, clarifying there is the old dump on Lincoln and Eastern where the City takes brush and leaves. City Manager Eustice commented the X-treme Asphalt is prepared to start tomorrow, if necessary. The DPW will be bringing in sand and the necessary gravel.

Councilwoman Riddle moved to award the replacement of the sidewalk to X-treme Asphalt, the low bid, with curb and gutter in front of the Opera House on N. Huron Street in the amount of \$10,064.00; supported by Councilman Temple. A roll call vote was taken. Motion carried unanimously.

Unfinished Business:

- **Consideration of City Manager's Employment Agreement** – Mayor Bronson asked the Council if they all had a copy. City Manager Eustice noted the Agreement was e-mailed late this afternoon by Ms. Gahn, stating there is also a hard copy available to Council. He went on to state that City Attorney Lindsay reviewed this over the last couple of days and he did not get back with City Attorney Lindsay until late this afternoon to finalize it. City Manager Eustice commented the Agreement was presented about three Council meetings ago, pointing out there is not a lot of changes, although Mayor Bronson under item No. 2 suggested that we take out the review process of the City Manager, but in the contract the Council has the ability not to review the City Manager. He stated the Mayor made the point that as an at will employee he did not want a paper trail of a review process, because an at will employee can be dismissed without cause. Mayor Bronson commented he was unable to locate language regarding an at will employee, stating he would be just as comfortable going ahead with this language and if at some time he finds the language, the contract can be amended. City Manager Eustice read 3D: "The parties, by mutual written consent, may amend this Agreement in writing at any time." Mayor Bronson noted the other change is under No. 6, Compensation. City Manager Eustice interjected there is a change under No. 3, Termination/Modification of Agreement, being "C", which states "If the City Manager's employment is terminated, Mr. Eustice may retain his position as City Assessor and can be considered for other positions with the City." He noted this was discussed with some of the City Council, that should this Council or a future Council decide to go a different direction and hire a City Manager of different qualities or something they think might be necessary, or if he decides to resign his position as City Manager, then he may retain the position of City Assessor. City Manager Eustice then noted, as mentioned by the Mayor, under No. 6, there was an hourly rate, and the Mayor suggested taking the hourly rate out putting in an annual salary of \$70,000.00. Councilwoman Riddle asked if the salary amount was a suggestion from Mr. Kwiatkowski. Clerk/Treasurer Kwiatkowski replied no, his only comment at a previous meeting was that for the position Mr. Eustice was being underpaid. He added he did a salary survey, which he gave to the Mayor, the low being \$68,000.00 and the high being \$101,000.00. City Manager Eustice commented the \$70,000.00 figure was what the previous two City Managers salaries were. Mayor Bronson inquired as to the \$70,000.00 being retroactive. City Manager Eustice stated as it reads it is, but that was not his intention; however, that is how Clerk/Treasurer Kwiatkowski read it. Mayor

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Bronson stated this needs to be clarified in the motion. Councilwoman Riddle asked if we are saying the salary is retroactive or not. Mayor Bronson stated this is what Council has to determine, adding it should be in the motion. City Manager Eustice stated it was not his intention to receive retroactive pay, or about \$3,500.00, instead the City can use this money to pay for the sidewalk. Mayor Bronson commented he could make a donation.

Councilwoman Kwiatkowski moved to approve the City Manager's Agreement as presented, with the effective date of January 13, 2015; supported by Councilman Temple. A roll call vote was taken. Motion carried unanimously.

Mayor Bronson commented that when you are looking at compensation and review of the Manager and the people they employ, the one person that City Manager Eustice employed has been extraordinary and that is Jason Karmol, DPW Director and that reflects on the Manager's job. Councilman Temple stated that the Police Department and DPW are all doing a great job with the amount of people they have to work with.

Public Comments: *(None)*

City Clerk's and Treasurer's Comments:

- **Lincoln Avenue Bridge** - Clerk/Treasurer Kwiatkowski stated he and DPW Director Karmol met with representatives from MDOT and did a quality assurance audit on the Lincoln Avenue Bridge. In May there was a two week inspection, pointing out today the underwater inspection was completed. The audit was an hour long and they went through all of our files looking for credentials on the people or company that does the inspection. We have to have what is called a Quality Control Plan and have to document anything we do as far as maintenance or repair on the Lincoln Avenue Bridge, which is all required by the Federal Government. Because we are one of the few bridges that has an underwater inspection that is required every five years, we are subject to a federal audit. He was told not to be surprised if that happens. Clerk/Treasurer Kwiatkowski commented that all of our files are in good order and the Bridge is in great shape. He asked one of the MDOT engineers what the life expectancy is on the Bridge and the engineer stated that he has seen only a few structures of similar design and they can last over 100 years, adding the Bridge will be in good shape for a long time.

Councilman Temple commented he noticed paint chipping on the Bridge. Clerk/Treasurer Kwiatkowski stated that is something the City Manager and DPW Director have been looking at. City Manager Eustice stated it definitely needs to be repainted, adding it's not an easy thing to do because of the type of paint being an epoxy and being above water. They thought about trying to do it in-house through the Parks & Recreation Department, but he does not think we can guarantee we can prevent epoxy paint going into the River without having a professional doing it that has scaffolding to prevent that. This is something we will probably need to bid out or get requests for proposals. Mayor Bronson inquired as to a permit to paint over water. City Manager Eustice stated he does not know for certain and has not discussed this with the MDEQ, adding he will call the MDEQ on this to see if they can help us with controlling that so we can do it in-house. He noted that much of it could be painted from on top of the Bridge. Clerk/Treasurer Kwiatkowski commented that Rowe Engineering would be able to help us. City Manager Eustice then stated the north face is getting really bad and seems to peel more every day.

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City Manager's Report:

- **Façade Program Update** – City Manager Eustice stated there are eight participants from downtown Cheboygan in this Program. The MEDC made a change in how they fund the Program. Earlier this year it was a 75/25 matching grant to improve your building. They recently had a ruling and dropped it to 50/50, so the maximum an owner can get is 50% of State monies. There are several buildings that were at this level already, but there are three buildings that were close to 75%. The property owners have been notified and it certainly is going to be a big topic of discussion at the DDA meeting next Tuesday. He is disappointed in this change and is hopeful we will not lose anybody out of the Program. Even though we are in the application process of 75/25, we have to abide by the change to 50/50.
- **Crosswalk Signage** – City Manager Eustice reported that Jason Bodell from the MDOT was here today over a couple issues. MDOT will put signage up at the crosswalks at Festival Square and Mulligans. The signs will be similar to what is at Great Lakes Tissue, being fluorescent yellow with a pedestrian and an arrow pointing down to the crosswalk. It may be a month before they are actually installed. He noted this is as a result of the accident in the crosswalk at Festival Square. Mr. Bodell will also check and see if the City can yellow stripe, where there is no parking, which will give more visibility at the crosswalks. Councilwoman Riddle inquired as to more striping on Main Street. City Manager Eustice stated MDOT next spring will re-do the piano striping. Councilwoman Kwiatkowski inquired how the accident victim is doing. City Manager Eustice replied it is his understanding she is doing okay, although he does not know specifics. Mayor Bronson asked Mr. John Cireillo for an update. Mr. Cireillo stated he would not exactly call her condition okay; she's alive. McLaren couldn't do anything else for her and now it is up to rehab, as of last Thursday. She was one day short of four weeks in intensive care with one day in a private room, before moving to a convalescent home. She cannot speak, her eyes are wide open, she's scared to death, can't walk or move her legs, she moves her head back and forth, and keeps pulling her arms together. Mr. Cireillo stated it will take a lot of rehab, but she will never be the same. He added he is glad the signs are going up.
- **Lincoln Avenue/Main Street Intersection** – City Manager Eustice reported Jason Bodell of MDOT also looked at the intersection of Lincoln Avenue and Main Street as you approach the intersection on Lincoln Avenue (west side of Main Street), where the road is starting to collapse. Mr. Bodell believes the collapse is because of the catch basin on that side of the road. It appears that it's leaking so water is going through the catch basin under the road and is starting to wash out the sand and gravel under the road. Mr. Bodell is going to put in a work order on that, as it's MDOT's catch basin even though it's really on Lincoln Avenue, as the intersection is MDOT's responsibility. They are hopeful to have that done this fall. Councilwoman Riddle commented that this area is a crossing for snowmobiles and there is a possibility of injuries.
- **Duncan Avenue, Lincoln Avenue & W. State Street** - Councilwoman Kwiatkowski inquired as to repair of Duncan Avenue. City Manager Eustice stated the City does not have the funding at this point to do Duncan Avenue, Lincoln Avenue and W. State Street. He went on to state that he and Clerk/Treasurer Kwiatkowski are working on obtaining a Transportation Bond, which would go through Bond Counsel, so it will take some time, explaining it requires a report to the State Treasury. He noted a current Transportation Bond will expire in May 2016. We can fund some of the road rebuilds with a Transportation Bond and is not certain we can get that money this year. Councilwoman Kwiatkowski commented she doesn't think the people mind, as long as they know that it's being worked on, looked at and thought about. City Manager Eustice informed Council he

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feels we can get enough money to do additional roads, as well. He noted the County Road Millage is about \$95,000.00 to the City, but it's not enough money to actually do the roads, but it gives us money to be help pay for a Transportation Bond. City Manager Eustice went on to state that City Engineer James Granger is going to do some preliminary estimates on these roads and others that are in the PASER Study. Councilwoman Riddle stated on Lincoln Avenue by the school, there was discussion at the last meeting regarding sidewalks as more and more of the schools move to that area, asking if it's feasible to possibly think about sidewalks on the side the school is on, at the same time repair is done to the road. City Manager Eustice stated it makes sense to look at that, but does not believe Transportation Bond funding can be used for sidewalks. Clerk/Treasurer Kwiatkowski stated he would not agree with that, as he annually does a P.A. 51 Report to report on all the revenue and expenses for the major and local streets. He went on to state that one of the things that the City is required to do every so many years, and it's got to match 10% of what you get in P.A. 51 funds, is "Non-Motorized Improvements". This is what MDOT wants to see. Non-motorized improvements are bike trails, sidewalks, curb and gutter, which can be claimed and it's something that over time you have to do. Every time we have a sidewalk program, this is included in the annual report. He explained there is a 15-year cycle and at the end of 15 years a non-motorized improvement drops off the report. Clerk/Treasurer Kwiatkowski informed Council he will be talking with the City's Bond Counsel tomorrow and he is pretty sure sidewalks could be included if Council wanted to. Councilwoman Riddle commented she feels a sidewalk on the south side of Lincoln Avenue is long overdue to protect the kids going to school. City Manager Eustice stated Clerk/Treasurer Kwiatkowski explained to him before tonight's meeting that he will be using the sidewalk project in front of the Opera House in the P.A. 51 Report, but still is not sure the City can use Transportation Bonds for sidewalks. Clerk/Treasurer Kwiatkowski explained that sidewalks and snowmobile path were able to be used in the Lincoln Avenue Bridge project. Councilwoman Kwiatkowski asked why the sidewalk does not extend to the Cheboygan Dam area from the Lincoln Avenue Bridge. City Manager Eustice stated this is something we can look at, absolutely, and thinks there should be sidewalk from Lincoln to South Street. Councilwoman Riddles stated one of the concerns when they looked at sidewalks was quite a large ditch along that section, adding they talked about doing blacktop as opposed to sidewalk, which would be something that bicycles would be able to use. City Manager Eustice stated he will look at this.

▪ **Blight Report** – City Manager Eustice stated that the City has a Blight Committee that Chief Jones, Councilman King, Councilman Temple and Jim Conboy sit on, as well as himself, which is focusing on blight throughout the City. He thinks the Police Department is doing a very good job. There is a new part-time officer, Danny Stacks, who basically has the task of focusing on blight through the City. He noted we have had 103 complaints in 2015 of which the Police Department has ticketed 23 individuals. There is a lot of emphasis on blight right now throughout the City and still certainly there is more that can be done. Their hope is the general public will clean up their property themselves because of this exposure. City Manager Eustice noted they investigated the City of Rogers City, which is a similar community that has very little blight. He spoke to Joe Hefele, City Manager, and was told it's community pride that people take care of their property and their ordinance is not near as detailed as our Ordinance. City Manager Eustice then informed Council that Chief Jones has started the condemnation process on four properties in the City, being 90 Lake Street, 521 Mackinaw Avenue, 417 N. Main Street (former Gold Front), and 418 Cuyler Street (former Co-Op). He noted that any time the City takes action to condemn properties there are a lot of costs involved and is a complex process. He stated that at the second Council meeting of each month, Chief Jones and he will have a report on blight around the City. He then stated Mr.

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Conboy is working on ordinance changes with City Attorney Lindsay that might help us out, as well.

- **Festival Square Storage Building** – City Manager Eustice stated the DDA is looking at constructing a storage building in Festival Square. H2A Architects, who were contracted to do the Façade Program, offered to do a free project for the City of Cheboygan, and we gave them the storage building project, adding we have the design now. Chief Jones is working on some of the material costs. This will also be a big topic at next Tuesday’s DDA meeting. He informed Council they have chosen to do the building on the Huron Street side of the wall, so we will have to remove the bushes, which they anticipate replanting them along the parking lot on Huron street, noting a couple small trees need to be taken out that are failing.

- **S. Huron Street Repair** – City Manager Eustice informed Council this project is not completed yet, as they still have the area on the west side that is currently dirt. It originally was going to all be stone, but we may be able to hydro seed it and make it green space. The east side also is not completed, because when they remove Locust Street they will use some of that material to fill that bank, and may need other fill, as well. City Manager Eustice commented the drainage has been completed. Councilwoman Riddle inquired as to the opening date for the Straits Area Federal Credit Union. City Manager Eustice stated he thinks they will begin repaving the parking lot and redoing Locust Street in September, at which time they will need to remove the drive-through booths. He noted they are looking at opening the new facility the third week in September.

- **Purchase Agreement with Bois Blanc Township** – City Manager Eustice stated Mr. Steven Joppich, Attorney for the Port Project, and Mr. Cliff Bloom, Attorney for Bois Blanc Township, are working on a purchase agreement, and he should see a draft within a week.

- **Ice Arena** – City Manager Eustice reported the Ice Arena is open. The ice has been put down and on Monday a clinic started, adding there was a little condensation. He noted there are louvers at the south end of the arena that they need to figure out how to seal better because warm air is coming in. Rink Manager Coxe is trying to put together a men’s league, as there are interested teams from Petoskey. There is also a Pee Wee Travel Team that is going to rent ice a couple days a week in September. Councilman Temple asked if the City renews the lease every year on the concession stand. City Manager Eustice replied yes, it was a one year lease, stating Mr. Mike VanFleet who had the lease last year is interested in doing it again. He went on to state Councilman Temple had a good point and they will need to get with Mr. VanFleet. Councilman Temple commented he understands people were happy with Mr. VanFleet and it was real clean, better than before. City Manager Eustice stated people were happy with the products, adding he will be contacting Mr. VanFleet. Councilwoman Riddle stated it would be good for Council to look at the documentation as to what the City agreed to, as there may be something in there as to a renewal.

- **USGS Christening of “Arcticus”** - City Manager Eustice stated on Monday, August 31, the U.S. Geological Survey is going to christen the Arcticus, with a program beginning at 1:00 p.m. They are putting up a tent in the parking lot and are expecting 50 to 80 attendees for the event, including federal congressman, staff from federal agencies and the U.S.G.S. hierarchy. He noted the entire Council is invited and he already RSVP’d that all seven members would be there, but it does not mean Council has to attend. Mayor Bronson stated he will be doing an opening welcome. Councilwoman Riddle asked if the ship is double parked on the River. City Manager Eustice replied it is at times, noting the USGS has two ships here and then the U.S. Fish & Wildlife has the Spencer Baird, the white ship. He noted that the USGS has interest in Port property. City Manager Eustice then stated he will be having lunch with the representative from Gary Peters’ office before

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the christening and will try and show him the Port project and what we are trying to do and attempt to get Congressmen and State Representatives interested in what’s going on with the Port.

Messages and Communications from Mayor and Council Members:

- **Tree Removal** - Mayor Bronson asked the City Manager if he found out anything on the tree removal. City Manager Eustice stated the City is waiting for Lance Williams, who has the contract to do it. The tree at the Public Library is going to be taken down by Consumers Energy because it is into the wires. He went on to state that if we wait much longer for the tree removal, we will probably get multiple contractors to start taking the trees down. Councilman Temple asked if we can send out bids or call contractors, putting a deadline when the trees have to be removed. City Manager Eustice stated we do send out bids and that’s why Mr. Williams has typically gotten the bids, stating this typically is handled by the DPW, noting Mr. Gall always did it. He went on to state he is not sure if DPW Director Karmol did that or if they just signed a contract with Williams. Councilwoman Riddle asked how many trees need to be cut down. City Manager Eustice replied there were 12, but our DPW crew removed two trees, so there are 10 trees left with Consumers taking down one of them. Councilwoman Kwiatkowski inquired as to who cleaned up the Veterans Park on Court Street. City Manager Eustice stated the Park belongs to the County and they had someone clean it up.
- **Sidewalks** – Mayor Bronson stated before he came in as Mayor, he thought there had been sidewalk plans or data. He asked if the City Manager has a report from that or a conclusion, and is there data on how much sidewalk we have and what it would cost to replace sidewalks. City Manager Eustice stated we do have quite a bit of data, although somewhat dated from 2010. Councilwoman Riddle asked if this is under the auspices of the Blight Committee. City Manager Eustice replied no, stating it is really the responsibility of the property owners to repair and replace sidewalks. He noted this is a tough issue because the amount of sidewalk that needs to be replaced is significant and it would have to be done with a special assessment, which can be done in districts. City Manager Eustice further stated it is difficult to fund sidewalk replacement, unless it is done by special assessment. Mayor Bronson then asked the City Manager to bring the Council up to date on what we do have. City Manager Eustice replied absolutely, stating he will get City Engineer James Granger involved, too. He noted the information the City has is a sidewalk assessment done by UDA.

Adjournment:

Councilman Temple moved to adjourn the meeting at 8:20 p.m.; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

Mayor Mark C. Bronson

Clerk/Treasurer Kenneth J. Kwiatkowski

Councilman Joseph Lavender

Councilwoman Winifred L. Riddle

Councilman Vaughn Temple

Councilman Nathan H. King

Mayor Pro Tem Nicholas C. Couture

Councilwoman Betty A. Kwiatkowski

REGULAR CITY COUNCIL MEETING
September 8, 2015

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: Temple, Riddle, Couture, Kwiatkowski and Bronson

Absent: King and Lavender

City Manager Eustice informed Council he received an e-mail from Councilman King that stated he would not be here this evening. He noted he received nothing from Councilman Lavender.

Councilwoman Riddle moved to excuse Councilman King because of his e-mail notification; supported by Mayor Pro Tem Couture. Motion carried unanimously.

Councilman Temple led the Pledge of Allegiance to the Flag.

Approval of Agenda, and Receive and File all Communications:

Councilwoman Riddle moved to approve the Agenda and receive and file all communications; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

Approval of Prior Meeting Minutes:

▪ **Regular City Council Meeting Minutes – August 25, 2015.**

Councilwoman Riddle moved to approve the Regular City Council Meeting Minutes of August 25, 2015 as presented; supported by Councilman Temple. Motion carried unanimously.

Communications and Petitions:

▪ **Presentation on Electric Smart Meters – Joe and Jaime Chimner -** Mr. Chimner handed out additional information to Council on the smart meters. Ms. Chimner stated Consumers Energy is putting in the smart meters or the digital opt out meters. She went on to state she was quite affected by the digital opt out meter that had been on their house since 2009, unknown to them. Her husband and she were married in 2009 and she moved into his house, at which time she became sicker, sicker and sicker, to the point of almost being paralyzed with pain. She could not move, etc. She had to wear a mask and could not tolerate perfumes or lotions wherever she was at. Ms. Chimner went on to state they received the postcard in the mail stating they were going to be putting in smart meters, at which time her husband did research and said he was getting her out of this house. He took her out of the house for seven days when there was a cold period and rainy, within the past three weeks. Her husband told her he thought it was the digital meter and wanted her out of the house to see if she could get better. Within 24 hours of being out of the house, she ran up to the door and told her husband she had to show her doctor; this is a miracle. Her husband then told her he thought all of her health effects may have been caused by the digital meter because you are doing things you haven't done in the six years we've been married. She saw the nurse that day and a few days later she saw her doctor. Her doctor asked what happened and she explained they took the digital meter off of their home and put in an analog meter, stating Consumers Energy does not like it very much. Ms. Chimner went on to state her doctors wrote letters stating she is so sensitive to everything that she can only live with an analog meter. She stated she was that ill and would have died with a digital meter. They are currently

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fighting with Consumers Energy to keep the analog meter. Ms. Chimner stated there are so many health affects with the digital meter, noting Maryland has asked for a moratorium on the smart meters due to problems. She then stated although some people already have smart meters or digital meters, it's not too late to get an analog meter. She then explained how the new meters work, stating she got the information from a gentleman at Consumers Energy. Ms. Chimner stated she feels the monitoring of electricity use is wrong, in addition to the health effects alone. Consumers Energy has not checked the radiation that comes out of the meters, which is hundreds times more than having a cell phone or Wi-Fi on. Ms. Chimner stated due to her sensitivity she does not have Wi-Fi and can't get on her computer, adding she can only watch TV for short periods of time.

Ms. Chimner stated her husband told her the City Council did not make a decision to have this done, but it was the County, who she talked to this morning. She wants Council to be aware of the health effects of a digital meter, stating others are starting to question this also.

Mr. Joe Chimner spoke, stating he read on the internet that smart meters were bad and did not think it was a problem because they did not have one. But come to find out, the digital meter, the forerunner to the smart meter, puts a majority of electricity through the whole house through the wiring. It's a pulsating pulse. His wife stayed in a tent for four to five days until the analog meter came in the mail, which they installed themselves. He went on to state the smart meter will put out dirty electricity throughout the house and also will put out an RF frequency like a cell phone to contact the power company. He then noted later on there will be smart appliances that will interact with the smart meter, and Consumers will then be able to control the appliances if nearing capacity and change the settings on the smart appliances. Another thing, Consumers is going to bill you on your power usage if you use power during peak demand hours. Mr. Chimner stated the smart meter spies on you and has also caused fires. Ms. Chimner's ex-husband then spoke stating he gets emotional seeing the change in her.

Ms. Virginia White commented she read something a while ago and believes you can still opt out of the smart meter if you already have an analog meter on your home. She asked if anyone can elaborate on this. Ms. Chimner stated she spoke to a gentleman from Consumers Energy and he said we could not opt out. She told him on their website it says there is an analog opt out program and the gentleman disagreed with her. She explained the cost to keep the analog meter. Ms. Chimner stated Consumers Energy doesn't care about someone's health; they just want to get the smart meter or digital opt out meter installed. She stated there is a meeting at the Library this Thursday at 6:00 p.m. on the smart meter and digital opt out meter. She noted that Consumers' opt out meter is a digital meter, the same type that was on her house providing the dirty electricity.

Councilwoman Riddle stated she appreciates the Chimners' time, adding she received a telephone call from Cynthia Curtis who was concerned about this, stating if you opted out there was a \$69.00 fee and then there was a monthly charge for the reading. Councilwoman Riddle told Ms. Curtis she would check into this further. She then asked the Chimners if they contacted Lansing officials as to what can be done. Ms. Chimner stated she talked to Ms. Curtis at length and Consumers lowered the fee to \$60.00 along with the monthly fee, noting she spoke with a gentleman who stated there is legislation in committee right now, but there are two representatives who are blocking it, which would regulate the smart meters and digital opt out meters. Right now there is no legislation other than to regulate the analog meters. Councilwoman Riddle stated the thing that is difficult for her to understand, as a homeowner and Councilwoman, is that we have just gone through the fact of litigation because of

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asbestos poisoning and what that has done to our society, and now there is evidence to back up the fact of what they did know as to what the smart meter could possibly do, wondering why Consumers Energy is moving forward with this situation if at the end of this there could be litigation. She stated it doesn't help the people who have had health issues because of this, but they need to be aware that this could be the end of the road that they could be looking at. Ms. Chimner then thanked the Council.

Bills and Disbursements:

▪ **Prepaid Bills and Disbursements for the Month of August 2015.**

Councilwoman Riddle inquired on the \$5,000.00 payment to X-Treme Asphalt for sidewalk replacement, asking if this is the deposit for the sidewalk by the Opera House. City Manager Eustice replied yes, adding it is basically the cost of the concrete. He stated weather permitting they hope to have it done this week.

Ms. Trudy Lofgren inquired on the payment to H2A Architects in the amount of \$7,627.00, asking if this is for the businesses that are still going ahead with the Façade Program. City Manager Eustice stated yes, this is for the architectural renditions of the participants; the City paid it and the business owners paid the City of Cheboygan. Councilwoman Riddle asked how many businesses we have lost due to the change in the matching funds. City Manager Eustice replied so far we haven't lost any, noting the Coop is going to back out, but not for reasons related to this change. He went on to state there is one business owner who has two buildings that is concerned about the additional cost that he will have to apply to his buildings, and we are hoping he does not back out. Most of the other businesses were very close to a 50/50 match anyway, so he thinks they will all stay in. It is very unfortunate that the MEDC made that change in the middle of the project. City Manager Eustice explained the projects were not approved by the MEDC team yet, so the change in matching funds could occur, adding approval should happen in September.

Councilwoman Riddle moved to approve the prepaid bills and disbursements for the month of August 2015 in the amount of \$1,511,806.32; supported by Councilman Temple. A roll call vote was taken; motion carried unanimously.

▪ **Unpaid Bills and Disbursements for the Month of August 25, 2015.**

Ms. Trudy Lofgren inquired on the expense to Stan's Electric for the footbridge. City Manager Eustice stated the telephone pole caught on fire again and when it does it damages the electronics to the footbridge. Councilwoman Riddle asked how many times the pole has caught on fire. City Manager Eustice replied twice in nine months, adding Consumers Energy is looking into that noting that Consumers kind of blames it on the power that the footbridge requires. He told Consumers that perhaps they need to upgrade the service and they are looking into that. Councilwoman Riddle suggested that if they need to upgrade the service, perhaps they will reimburse the City for this cost. City Manager Eustice stated this is something we could pursue. Councilman Temple inquired on insurance covering this incident. City Manager Eustice replied there is a \$500.00 deductible and not worthwhile submitting. Councilwoman Riddle stated two fires in the last nine months is pretty frequent.

Councilwoman Riddle moved to approve the unpaid bills and disbursements for the month of August 2015 in the amount of \$19,849.40; supported by Mayor Pro Tem Couture. A roll call vote was taken; motion carried unanimously.

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Councilwoman Riddle asked can we go back and check and see if the electric company was notified or if there was due diligence on whether the pole was adequate. She then asked if we have a history of information on when things were done on the Bridge as to it being adequate. City Manager Eustice stated we certainly have that information, as well as the bills from the first occurrence. Mayor Bronson noted the last fire was during the storm.

Department, Board and Commission Reports:

- Downtown Development Authority Board of Directors Meeting, September 1, 2015 – City Manager Eustice reported the DDA Board voted to not have the anchor drop on New Year's Eve because of the time and expense and they did not see the benefit, noting the cold weather is also a factor. Also, Habitat for Humanity is planning some type of ball drop at Knights of Columbus Hall on New Year's Eve. City Manager Eustice then reported the DDA Board discussed and decided to continue the Downtown Music Festival for 2016, noting Council has been provided a summation of the income and expenses for the 2015 Music Festival, which financially did pretty well. He pointed out there were 1,100 attendees on Friday night and 900 attendees on Saturday night. The event showed a profit because of so many donated services. Had we not had the donated services, the event would have lost \$2,860.00. Councilwoman Riddle inquired as to a thank you being sent for donated services. Clerk/Treasurer Kwiatkowski replied Ms. Guenther has already done that.

Councilwoman Riddle commented she was not in attendance at the last DDA meeting so she missed the conversation regarding the Downtown Enhancement position and the try to increase her hours. City Manager Eustice stated there has been no change since he reported in June when the decision was made. There are a couple of members of the DDA Board that wanted this revisited to review the decision the Council made. Councilwoman Riddle stated they failed to understand the reason why it was rejected and she is kind of a little upset that it is being shoved down the City's throat to do that. Mayor Bronson explained to the DDA Board that the Council didn't object to that outright but had asked for more information and also some guidelines and job description. The DDA Board thought that all the costs would be borne by the DDA, but it is his understanding that they would not. City Manager Eustice commented this is correct, adding even in the case of part-time employment with healthcare benefits, it would all be paid by the DDA, but monies would have to be moved from the DDA Budget to the General Fund Budget for some of the DDA Director's health and benefits that are in the DDA Budget now. Councilwoman Riddle asked if the DDA understands this now. City Manager Eustice replied yes. Councilwoman Riddle stated it is her opinion that the Council voted not to do it because the cost for it would come out of the City's General Fund rather than entirely out of the DDA. Councilman Temple stated there are other more important departments that need help before that does, such as the DPW and Police Department. City Manager Eustice agreed.

- Port Commission Meeting, June 29, 2015 – *(Received and filed.)*
- Port Commission Meeting, August 3, 2015 – *(Received and filed.)*

Mayor Bronson and City Manager Eustice noted that the next Port Commission meeting will be held on Monday, September 14th, due to the Labor Day Holiday.

General Business:

- **Bids – Used Pick-Up Truck for Parks & Recreation Department** – City Manager Eustice reported the City re-bid the pick-up truck as a crew cab, 4-wheel drive at a limit of \$12,500.00, and did not receive any bids. He informed Council that he thinks we need to either change the amount to maybe \$15,000.00 and a budget adjustment, or go to a 2-wheel drive pick-up. He noted the Parks &

Regular City Council Meeting – September 8, 2015

Recreation Department normally run in 2-wheel drive, but thinks there are times when they will need 4-wheel drive. Councilwoman Riddle commented as much as we request their services and hauling things periodically, she thinks we need to go with a 4-wheel drive.

Councilwoman Riddle moved to seek bids on a used ½ ton 4-wheel drive, crew cab pick-up truck for the Parks & Recreation Department not to \$15,000.00; supported by Councilwoman Kwiatkowski. A roll call vote was taken; motion carried unanimously.

▪ **Consideration of Sewer Back-Up Expenses – Colby Sherwood, 119 N. Bailey Street** – City Manager Eustice explained to Council this occurrence happened about a year ago, in September 2014, when the City cut and capped the sanitary sewer line that was coming from 119 N. Bailey Street to our sewer main believing that it was a storm sewer line. This caused a sewer back-up into the basement of 119 N. Bailey Street. The owner had Spray's Plumbing & Heating rotor root the sewer line out, not knowing the City had plugged it, and then called 24/7 to run a camera in the line, only to discover the concrete plug. Following this, the City went back in and uncapped it to open the line back up and connected it the City's main sewer line. It was an unintentional act, but it certainly caused a great deal of loss to the property owner. City Manager Eustice further explained this was submitted to the City's insurance company twice, both times being rejected, because it was an illegal lateral that is the responsibility of the homeowner, and the City has governmental immunity from paying the claim. He believes, in his opinion, this incident was caused by the City. In his memo to Council he recommended that the City pay the claim, but in talking with City Attorney Lindsay late this afternoon, City Attorney Lindsay recommended to not pay it, as it's something that could be litigated and our insurance carrier would pay for the litigation because it was their decision to not pay it. City Manager Eustice stated he has brought this to Council because he does not want to override the City Attorney's opinion. He noted that Mr. Mike Sherwood, who is representing Mr. Colby Sherwood, the property owner, is really only asking for reimbursement for about one-half of the costs he incurred. He is not asking for loss of rent and other losses, noting it certainly will be litigated if we do not reimburse what is being asked. Mayor Pro Tem Couture asked the reason the City put the plug in the sewer line. City Manager Eustice explained there was a break there and when they dug it up, they realized there was a storm sewer and sanitary sewer on the same line going to our main. They plugged both lines, sanitary and storm sewer, coming into the main, and thought they were only plugging the storm sewer line, but, in fact, plugged both. Mayor Pro Tem Couture commented that was an active line from a homeowner and that plug obviously caused issues. City Manager Eustice stated absolutely and it caused the problem. It took a couple of days before the line filled up and there was no connection to the main sewer line, so it starting flowing into the basement because there was nowhere else for it to go. Councilman Temple stated he has to disagree with the City Attorney, because we caused it and we should pay for it. Councilwoman Riddle asked if the owner would be willing to share the cost, because it would be a lot less than going into litigation. City Manager Eustice stated that may be possible. Mayor Pro Tem Couture stated we have yet to determine whether it's our responsibility or not. Mayor Bronson asked if our City Attorney is not saying we should never pay it, he is saying that there is a legal process to go through, commenting the insurance company may end up paying for it if is taken to court. City Manager Eustice stated the Mayor is correct, the insurance company would defend it, not the City Attorney. Mayor Pro Tem Couture asked for the reason the insurance company denied it. City Manager Eustice replied because it was an illegal lateral, which the property owner did not know, pointing out it is illegal to have a storm sewer and a sanitary sewer on the same line – laterals are the responsibility of the property owners. This line extended quite a ways away from the property before it connected to our sewer. Councilman Temple asked how many other

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lines are like this. City Manager Eustice replied probably a lot.

Mayor Pro Tem Couture moved to approve reimbursement to Colby Sherwood for sewer back-up expenses at 119 N. Bailey Street in the amount of \$4,251.76; supported by Councilman Temple. A roll call vote was taken; motion carried unanimously.

Councilman Riddle stated since a camera was brought in after the line was plugged, could we as a matter of course use a camera before doing something like this so as to not cause problems. Mayor Pro Tem Couture stated the camera is run from the house. Mayor Bronson stated it seems to him that if cutting a line you could pretty easily tell which line is the sewer line and which is the storm sewer line, and does not think you need a camera. City Manager Eustice stated you would think so.

Public Comments:

▪ **Recent Storm Damage/Tree Removal** - Ms. Virginia White stated, regarding the wind storm last month, she has concerns about the old trees left standing in this town particularly one or two on State Street that are arching over the street. She is wondering if the Council Members have given any consideration to this after the severe damage on Sammons or Young Street, Veterans Park and cars on Main Street that took some serious damage. She used to be a tree hugger but is no longer because trees kill people. It is her concern should another storm like that happen, it's possible that some of these trees that are hanging over a street could easily do the same thing that happened last month. Ms. White stated she would be interested in Council's views on this. Mayor Bronson stated the City has several trees marked for removal already and he thinks looking at some of the trees that were damaged, in the spring he thinks there may be several of them that won't survive the winter. He stated every year the City looks at trees. City Manager Eustice commented he will have DPW Director Karmol and DPW Crewleader Fein do a re-inventory of trees as there are about a dozen trees throughout the City that were marked to be taken down before the wind storm, adding there may be additional trees that need attention. There is a contractor that is going to take down the trees and maybe we can add some additional trees. Councilman Temple asked when the trees will be taken down. City Manager Eustice stated we have had about a 2½ month waiting period with Mr. Lance Williams, who has the contract to take them down, and he is basically telling our DPW that he is just too busy at this point. Mayor Pro Tem Couture asked if the contract is a written contract or handshake agreement, stating he has nothing against Mr. Williams but if he is too busy there are other companies. City Manager Eustice stated it is a bid and they are going to be looking at another local company, Mr. Pat Dodd. Mayor Pro Tem Couture commented we cannot get into winter and not have the trees taken down. City Manager Eustice stated we may have to do a combination of contractors. Councilwoman Riddle asked if Mr. Williams could be contacted to get a date as to when he would be able to do it and if he can't do it by that date, then contact someone else. City Manager Eustice stated this is a good suggestion and he will call Mr. Williams tomorrow. Councilwoman Riddle expressed concern if the trees are left over the winter they could fall on houses, cars, etc.

Mayor Pro Tem Couture inquired as to trees that need to come down on the homeowner's property, stating he realizes it is a healthy expense to remove a tree of any size. City Manager Eustice stated there really isn't anything the City can do if the tree is located on private property. Mayor Bronson commented on there being a lot of dead ash trees now.

▪ **Water at Exit of Family Fare** - Ms. Trudy Lofgren inquired as to where the water comes from that runs down the exit of Family Fare, on the side of the bank. Councilman Temple stated he thinks it is coming from the bank, as he noticed a pipe, and one day he saw the water and it was not raining. Ms.

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Lofgren stated there is water when it's not raining. City Manager Eustice stated the City will take a look at that right away in the morning.

City Clerk/Treasurer's Comments: *(none)*

City Manager's Report:

- **USGS Arcticus Dedication** – City Manager Eustice commented the USGS christened the Arcticus, which is in the Cheboygan River. This is a new boat that was commissioned last year about this time and has been in operation. He noted Mayor Bronson gave the welcoming and opening address, stating it was a very nice event. Councilwoman Riddle commented it was nice to tour the boat.
- **Bois Blanc Township Purchase Agreement** – City Manager Eustice stated they are still working on the purchase agreement and survey for Bois Blanc Township and the Port property, noting he is working with Mr. Brent Sharpe and Mr. Mike Harrington as far as a legal description of what they might want. They have not responded yet and are looking at a different rendition of the southern 100 hundred feet. The best option would be to square off the southern most piece of property, which gives more property on Main Street and would square up their property to Main Street (330 feet). They wouldn't lose really much square footage. He is hoping that they agree that this is the legal description they want. Councilwoman Riddle asked if this would leave more than 100 feet of frontage. City Manager Eustice explained it would leave 100 feet of frontage on the River and would give more frontage on Main Street, and would square off the properties all along to Main Street. This would also make the 100 feet, if squared off to Main Street, more marketable and would also be a better option for Ryba. City Manager Eustice stated if the Township agrees to this, then the property will be surveyed and a legal description obtained.
- **Meijer's Update** – Ms. Toni Kazmierowski inquired as to what is going on with Meijer's, asking if it is still in the works. City Manager Eustice stated he cannot give a lot of detail on it because it is in Inverness Township, noting the City has basically verbally guaranteed them we can supply them water in some respect. He believes they are going to go ahead and purchase the nine properties just south of the Splash & Dash Carwash very soon. Councilwoman Riddle asked how we have assured them that we can get them the water, noting our treatment plant is aging. She went on to state we have to be very careful how we stress and stress our wastewater treatment plant. We have to look at our City residents and people who own businesses in the City and what we can do for the City, adding we need to look at it very carefully. City Manager Eustice stated the City has and we have the capability to supply Meijer's water. The sewer is somewhat of an issue and we are somewhat on the edge; as Inverness Township grows we are going to have to make improvements not only to our water system but also our sewer system. Councilwoman Riddle asked why it's the City's responsibility to subsidize Inverness Township. City Manager Eustice replied it isn't necessarily; there's multiple things that could happen such as a 425 Agreement for that area (not just Meijer's). City Attorney Lindsay is looking at a Utility Service Agreement that Meijer's has provided that is an option to pay the City for that service. It is a little early for him to make comment on that yet. City Manager Eustice stated he agreed with Councilwoman Riddle that for the City of Cheboygan there are some cons to them developing out there, but as a whole the type of company they are and the jobs they provide, it's going to be good for the economy in the northern part of the County. It is just that the City of Cheboygan is not going to pay to extend our service out there; someone else other than the City taxpayers is going to pay for it. The City will get revenue from it, in some form or another, either through a 425 Agreement or Utility Service Agreement. Mayor Bronson added their need is not huge on a day to day basis and we have the capacity to fulfill that need, so that is not a reason for them not to come. They do need some bigger capacity for fire support and hopefully will never have to use it. Ms. Kazmierowski

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stated there was an article in the paper of how many thousands of gallons of water they do need on a daily basis. Mayor Bronson commented it is about 5,000 gallons. City Manager Eustice added 5,000 gallons per day in the winter and as much as 10,000 gallons per day in the summer months. Mayor Bronson commented they are not going to have a car service, noting DPW Director Karmol, quizzed them quite extensively on what is going to be the load from the water coming from inside of that building, and was told it is not going to have a lot of heavy stuff that has to be treated. City Manager Eustice stated their water consumption, even at 10,000 gallons per day, is not that significant, and we can handle that. Councilwoman Riddle stated she appreciates the City Manager, the Mayor and DPW Director Karmol being on top of this as to what the City can do, what we are able to do, and what we are willing to do. It is a lot more than what she knows about the whole process. She does not want it to cost our City residents. Mayor Bronson commented we can't ethically and legally we can't build something for them, they are going to have to build it. City Manager Eustice then stated it needs to be funded between Meijer's and the Township.

Messages and Communications from Mayor and Council Members: *(None)*

Adjournment:

Councilwoman Kwiatkowski moved to adjourn the meeting at 8:17 p.m.; supported by Councilman Temple. Motion carried unanimously.

Mayor Mark C. Bronson

Clerk/Treasurer Kenneth J. Kwiatkowski

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

870 SOUTH MAIN ST., ROOM 103 ■ PO Box 70 ■ CHEBOYGAN, MI 49721
PHONE: (231)627-8489 ■ TDD: (800)649-3777

CHEBOYGAN COUNTY PLANNING COMMISSION MEETING WEDNESDAY, SEPTEMBER 2, 2015 AT 7:00 P.M. ROOM 135 – COMMISSIONER’S ROOM - CHEBOYGAN COUNTY BUILDING

PRESENT: Bartlett, Freese, Kavanaugh, Croft, Ostwald, Lyon, Jazdyk
ABSENT: Churchill, Borowicz
STAFF: Scott McNeil
GUESTS: John Moore, Tony Matelski, Bob Lyon, John F. Brown, Carl Muscott, Joanne Cromley

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

APPROVAL OF MINUTES

The August 19, 2015 Planning Commission minutes were presented. **Motion** by Mr. Kavanaugh, seconded by Mr. Jazdyk, to approve the meeting minutes as presented. Motion carried. 7 Ayes (Bartlett, Freese, Kavanaugh, Croft, Ostwald, Lyon, Jazdyk), 0 Nays, 2 Absent (Churchill, Borowicz)

UNFINISHED BUSINESS

Capital Improvement Program – New category for projects included from other government entities and changes to program document.

Mr. McNeil stated the Capital Improvement Program is on the Cheboygan County Board of Commissioner’s next agenda as part of their budget process. Mr. McNeil stated he changed the document to provide for two different classifications. Mr. McNeil stated the first category is “Department and Agencies of Cheboygan County” which will have the same criteria for consideration of needed or desirable. Mr. McNeil stated the second category is “Other Government Entities” and needed or desirable consideration would not be applied. Mr. McNeil stated a project would be included in the plan if it does not conflict with the Master Plan or any other adopted plan of the county. Mr. Kavanaugh asked if another public hearing should be held due to these changes. Mr. McNeil stated no as these changes were discussed at the public hearing. Mr. McNeil stated that a public hearing is not required however the Planning Commission has chosen to hold a public hearing. Discussion was held.

Mr. Muscott stated that the Planning Commission has done a fine job dealing with separating the county projects from the township projects. Mr. Muscott noted that in the Forest Township projects the township is still described as an agency when it should be described as a local government unit. Mr. McNeil stated this can be changed. Mr. Muscott stated that the cost of the project should not be included in the plan. Mr. Muscott questioned how the cost of the project factors into the Planning Commission’s decision making. Mr. Muscott stated that the scope of the project is important for the Planning Commission to review. Mr. Muscott referred to the program summary and stated that he does not believe the total that the township spends on projects should be added to the total that the county will spend on projects. Mr. Muscott stated he appreciates all of the work that has been done on this program. Mr. Jazdyk stated county projects should be listed separately from the township projects. Mr. Kavanaugh stated if the township provides information on what will be spent on the project it should be included. Mr. Freese stated he agrees with Mr. Jazdyk’s suggestion to keep the county’s total separate from the township’s total. Discussion was held.

Motion by Mr. Freese, seconded by Mr. Bartlett, to forward the Capital Improvement Program to the Cheboygan County Board of Commissioners after designating the projects for Department and Agencies of Cheboygan County” and Other Government

Entities with a separate cost break out for each category. Motion carried. 7 Ayes (Bartlett, Freese, Kavanaugh, Croft, Ostwald, Lyon, Jazdyk), 0 Nays, 2 Absent (Churchill, Borowicz)

NEW BUSINESS

No comments.

STAFF REPORT

Mr. McNeil stated he is working on PUD language and trying to separate some of the comments relative to the review of how we define uses into other tables to allow better discussion.

PLANNING COMMISSION COMMENTS

Mr. Kavanaugh asked for an update on the project on Grandview Beach Road. Mr. McNeil stated this project is in litigation.

Mr. Jazdyk referred to an article from Mary Clare Jalonick, Associated Press regarding EPA regulations that are supposed to protect the nation's waters from pollution and development and safeguard drinking water for 117 million Americans (See attachment A). Mr. Jazdyk stated his concerns regarding the new regulations. Discussion was held.

Ms. Lyon stated there has been work done on the Tower Pond Trailhead and it looks like it will be very nice.

PUBLIC COMMENTS

Ms. Cromley invited the Planning Commission members to a presentation regarding the pipelines that run under the Straits (Enbridge Pipeline). Ms. Cromley stated the presentation will be held at the Cheboygan Public Library on September 30, 2015.

Mr. Matelski stated that the Planning Commission did a nice job on the camping amendment.

ADJOURN

Motion by Mr. Kavanaugh to adjourn. Motion carried. Meeting was adjourned at 7:41pm.



Charles Freese
Planning Commission Secretary



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Things to know: EPA water rules take effect in some states

By MARY CLARE JALONICK
Associated Press

WASHINGTON (AP) - New federal rules to protect smaller streams, tributaries and wetlands took effect on Friday - but only in some states.

A federal court ruling Thursday, hours before the rules were to go into effect, blocked the regulations in 13 states. Those states had sued the Environmental Protection Agency and the U.S. Army Corps of Engineers, arguing that the rules are federal overreach and could be costly and confusing for landowners.

The government says the new rules will help protect the nation's waters from pollution and development, and safeguard drinking water for 117 million Americans.

Things to know about the new rules and court action blocking them:

EPA SAYS RULES ARE NEEDED

The regulations issued by the Environmental Protection Agency and the U.S. Army Corps of Engineers in May aim to clarify which smaller waterways fall under federal protection after two Supreme Court rulings left the reach of the Clean Water Act uncertain. Those decisions in 2001 and 2006 left 60 percent of the nation's streams and millions of acres of wetlands without clear federal protection, according to EPA, causing confusion for landowners and government officials.

The new rules would force a permitting process only if a business or landowner took steps that would pollute or destroy the affected waters - those with a "direct and significant" connection to larger bodies of water downstream that are already protected. For example, that could include tributaries that show evidence of flowing water.

STATES, FARMERS SAY THEY AREN'T

Despite the EPA's assurances, opponents fear a steady uptick in federal regulation of every stream and ditch on rural lands.

More than half of states have sued the EPA in hopes of delaying or blocking the rule. State officials from Georgia to New Mexico to Wisconsin have suggested the regulations could be harmful to farmers and landowners who might have to pay for extra permits or redesign their property to manage small bodies of water on their private land.

The federal ruling Thursday was in North Dakota, where officials from that state and 12 others argued the new guidelines are overly broad and infringe on their sovereignty. U.S. District Judge Ralph Erickson in Fargo agreed that they might have a case, issuing a temporary injunction.

The EPA said after the ruling that it would not implement the new rules in those 13 states - Alaska, Arizona, Arkansas, Colorado, Idaho, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota and Wyoming.

Several other lawsuits remain, from other states and also from farm and business groups.

CONGRESS ALSO PUSHING BACK

In Congress, House Speaker John Boehner, R-Ohio, has called the rules "a raw and tyrannical power grab." The House has passed a bill that would block them - legislation the White House threatened to veto.

A Senate committee has passed a similar bill that would force the EPA to withdraw and rewrite the rules, and opponents are pushing the full Senate to act this fall.

The Senate bill has some bipartisan support. North Dakota Sen. Heidi Heitkamp and Indiana Sen. Joe Donnelly, both Democrats, have backed the legislation, saying the waters rule is a top issue they hear about from their agricultural constituents.

"It's the perfect example of the disconnect between Washington and rural areas," Donnelly said earlier this year.

EPA SAYS CRITICISM IS OVERBLOWN

Defending the rule in North Dakota, the government argued in court that the new rule clarifies some of the ambiguity in the law and actually makes it easier for the states to manage some waterways.

Government lawyers said during a hearing in Fargo last week that North Dakota's objection wrongly assumes some bodies of water will be affected. They also argued that the state is already going through some of the permitting procedures they're complaining about.

Since the rules were originally proposed last year, the EPA has been working to clear up some misconceptions, like some critics' assertions that average backyard puddles would be regulated. Farming practices currently exempted from the Clean Water Act - plowing, seeding and the movement of livestock, among other things - will continue to be exempted.

"We believe we have largely retained the status quo in terms of what a farmer would have to do under the current rule and the new rule," said Ken Kopocis, deputy assistant administrator of the EPA's Office of Water.

Associated Press writers James MacPherson in Bismarck, North Dakota and Dave Kolpack in Fargo, North Dakota contributed to this report.

Find Mary Clare Jalonick on Twitter: <http://twitter.com/mcjalonick>.

User: jmanko

DB: Cheboygan

PERIOD ENDING 08/31/2015

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

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2014	YTD BALANCE 08/31/2014	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	YTD BALANCE 08/31/2015	ACTIVITY FOR MONTH 08/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL COUNTY									
Revenues									
101-400-401.00	CURRENT TAX	7,462,953.24	2,060,182.85	7,561,151.00	7,561,151.00	1,900,569.29	1,397,509.44	5,660,581.71	25.14
101-400-401.02	CONTRIBUTION FROM RESTRICTED F	560,073.00	560,073.00	420,541.00	420,541.00	420,758.77	0.00	(217.77)	100.05
101-400-401.03	CURRENT TAX INTEREST	36,538.95	32,943.92	37,349.00	37,349.00	32,780.09	0.00	4,568.91	87.77
101-400-401.05	PROBATE BOND FEE	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00
101-400-404.00	CONVENTION & TOURISM TAX	121,883.50	95,176.50	126,116.00	126,116.00	101,691.50	24,209.50	24,424.50	80.63
101-400-417.00	UNPAID PERSONAL PROPERTY TAX	2,952.92	2,027.74	3,167.00	3,167.00	6,256.47	0.69	(3,089.47)	197.55
101-400-424.00	COMMERCIAL FOREST RESERVEE	208.59	208.59	580.00	580.00	193.13	0.00	386.87	33.30
101-400-425.00	SWAMP TAX REFUND	260,481.59	0.00	260,482.00	260,482.00	0.00	0.00	260,482.00	0.00
101-400-428.06	OVERSIGHT FEE/COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-452.00	LICENSES & PERMITS-BUSINESS	1,021.00	615.00	1,000.00	1,000.00	700.50	65.50	299.50	70.05
101-400-476.00	SOIL SEDIMENTATION	10,190.00	6,910.00	10,000.00	10,000.00	7,610.00	1,425.00	2,390.00	76.10
101-400-477.00	LIC & PERMITS-NON-BUSINESS	15,498.00	10,209.00	15,000.00	15,000.00	10,537.00	1,066.00	4,463.00	70.25
101-400-478.00	DOG LICENSES	1,052.50	911.50	1,000.00	1,000.00	1,136.50	10.00	(136.50)	113.65
101-400-478.01	CO MARRIAGE LIC FEE	1,135.00	815.00	1,100.00	1,100.00	1,035.00	195.00	65.00	94.09
101-400-479.01	ZONING PERMITS	21,133.68	15,017.96	22,000.00	22,000.00	15,402.27	2,703.80	6,597.73	70.01
101-400-479.02	SP ZONING MTG	900.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-501.01	BULLETPROOF VEST PARTNERSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-501.03	ENFORCEMENT ZONE GRANT	0.00	0.00	0.00	9,979.00	4,811.00	0.00	5,168.00	48.21
101-400-502.01	JAIL TECH UPGRADE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-507.00	CO-OP REIMB-PROS ATTY/ADC	47,166.45	31,915.29	42,500.00	42,500.00	29,788.58	4,636.72	12,711.42	70.09
101-400-507.01	PROS ATTY VICTIMS RIGHTS	44,440.46	21,792.00	50,424.00	50,267.55	24,644.92	0.00	25,622.63	49.03
101-400-507.02	WELFARE FRAUD	1,372.50	585.00	225.00	225.00	0.00	0.00	225.00	0.00
101-400-507.03	CSPA STATE SUPPL PYT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-508.00	WOMEN'S RESOURCE GRANT	0.00	0.00	0.00	500.00	500.00	0.00	0.00	100.00
101-400-510.00	STONEGARDEN GRANT	68,740.19	68,740.19	33,500.00	33,500.00	31,225.82	1,248.82	2,274.18	93.21
101-400-512.00	U.S. DEPARTMENT OF JUSTICE GRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-513.00	US DEPT OF AGRICULTURE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-514.01	MARINE SAFETY EQUIPMENT - FEDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-527.00	BRYNE GRANT	20,000.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-532.00	CONSTRUCTION CODE ADMIN	52,678.00	0.00	45,653.00	45,653.00	0.00	0.00	45,653.00	0.00
101-400-533.00	HOUSING ADMIN	9,266.44	0.00	47,116.00	47,116.00	0.00	0.00	47,116.00	0.00
101-400-535.00	JUVENILE ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-540.00	COURT EQUITY FUND	129,701.76	90,841.00	129,489.00	129,489.00	92,222.00	0.00	37,267.00	71.22
101-400-541.00	PROBATE JUDGES' SALARY	103,265.50	94,195.00	94,195.00	94,195.00	70,646.25	0.00	23,548.75	75.00
101-400-541.01	PROBATE STAND/PAYMT	45,724.00	45,724.00	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	45,724.00	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	36,579.20	36,579.00	36,579.00	27,434.40	0.00	9,144.60	75.00
101-400-542.00	ORV ENFORCEMENT GRANT	14,288.62	0.00	17,750.00	17,750.00	0.00	0.00	17,750.00	0.00
101-400-543.00	SECONDARY RD PATROL/GRANT	52,797.82	34,199.56	52,359.00	52,359.00	35,006.42	0.00	17,352.58	66.86
101-400-543.04	M.M.R.M.A GRANT	2,617.00	2,617.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-544.00	MARINE SAFETY PROGRAM	46,900.00	0.00	46,900.00	46,900.00	0.00	0.00	46,900.00	0.00
101-400-544.01	SNO-MOBILE SAFETY/PROGRAM	11,082.17	11,995.83	7,500.00	7,500.00	7,429.02	0.00	70.98	99.05
101-400-545.01	CASEFLOW ASSIST GRANT/DIST	11,525.58	11,525.58	10,000.00	10,000.00	10,170.42	0.00	(170.42)	101.70
101-400-545.02	CASEFLOW ASST GRANT/CIR CT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
101-400-569.05	L.E.P.C.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-570.00	CIGARETTE TAX	0.00	0.00	879.00	879.00	0.00	0.00	879.00	0.00
101-400-572.00	STATE GRANT - MSHDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-574.00	STATE REVENUE SHARING	0.00	0.00	242,507.00	242,507.00	243,565.54	114,304.54	(1,058.54)	100.44
101-400-574.01	REVENUE SHARING - COUNTY INCEN	0.00	0.00	60,627.00	60,627.00	60,891.39	10,333.39	(264.39)	100.44
101-400-575.00	TWP LIQUOR LICENSE	770.00	770.00	770.00	770.00	0.00	0.00	770.00	0.00
101-400-580.01	CONTRIB FROM OTHER UNITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-581.00	REV FROM OTHER COUNTIES	51,411.02	35,136.70	42,596.00	42,596.00	34,895.58	3,903.91	7,700.42	81.92
101-400-582.00	SHERIFF LOCAL GRANTS	1,807.94	902.00	0.00	5,762.91	1,100.00	0.00	4,662.91	19.09

User: jmanko

DB: Cheboygan

PERIOD ENDING 08/31/2015

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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2014	YTD BALANCE 08/31/2014	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	YTD BALANCE 08/31/2015	ACTIVITY FOR MONTH 08/31/2015	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL COUNTY									
Revenues									
101-400-583.00	LOCAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-601.00	CIR CRT COSTS	39,178.77	29,559.92	42,000.00	42,000.00	26,363.91	4,634.04	15,636.09	62.77
101-400-601.01	ATY FEE REIMB/CIRCUIT	29,608.43	18,857.90	29,000.00	29,000.00	19,923.75	2,163.70	9,076.25	68.70
101-400-601.10	CIR CT GARNISHMENT	810.00	270.00	500.00	500.00	375.00	60.00	125.00	75.00
101-400-602.00	CONTEMPT OF COURT FEE PROBATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-603.00	DISTRICT CRT COSTS	272,860.93	197,692.86	300,000.00	300,000.00	249,564.52	40,019.53	50,435.48	83.19
101-400-603.01	PROBATE CRT COSTS	1,880.00	1,400.00	1,500.00	1,500.00	904.00	462.00	596.00	60.27
101-400-603.11	SMOKING FEES	75.00	75.00	300.00	300.00	375.00	37.50	(75.00)	125.00
101-400-607.02	CTY GENERAL FILING FEE	5,425.00	3,689.00	6,000.00	6,000.00	3,875.00	403.00	2,125.00	64.58
101-400-607.03	LATE FEE PRISONER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-607.04	CHARGE FOR SERVICE	223,958.00	28,986.00	207,000.00	207,000.00	0.00	0.00	207,000.00	0.00
101-400-608.01	MOTION FEE COUNTY	3,160.00	2,170.00	4,000.00	4,000.00	1,900.00	200.00	2,100.00	47.50
101-400-608.02	COUNTY APPEAL FEE	106.00	50.00	200.00	200.00	31.00	0.00	169.00	15.50
101-400-610.00	JURY FEE CIR CT	895.00	580.00	2,000.00	2,000.00	750.00	60.00	1,250.00	37.50
101-400-612.00	TUSCARORA TWP ORDINANCE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-612.01	GIS	3,145.00	2,965.00	1,500.00	1,500.00	445.00	45.00	1,055.00	29.67
101-400-613.00	DIST CRT/CIVIL FEES	54,794.50	27,992.00	50,000.00	50,000.00	30,408.75	8,229.90	19,591.25	60.82
101-400-613.10	COUNTY REMONUMENTATION	317.82	207.78	300.00	300.00	208.08	28.98	91.92	69.36
101-400-614.00	VIOLATION CLEARANCE RECORD	2,638.33	1,783.33	2,700.00	2,700.00	2,071.67	270.00	628.33	76.73
101-400-615.00	DIST CRT/BOND COSTS & FEES	6,575.00	4,485.00	6,300.00	6,300.00	5,824.00	920.00	476.00	92.44
101-400-617.00	PROBATE CRT - FEES	40.00	40.00	30.00	30.00	0.00	0.00	30.00	0.00
101-400-617.01	CERTIFIED FEES	1,353.00	1,007.00	800.00	800.00	533.00	34.00	267.00	66.63
101-400-617.02	MARRIAGE CEREMONIES	116.00	92.00	120.00	120.00	88.00	20.00	32.00	73.33
101-400-617.03	JURY FEE DEMAND	0.00	0.00	20.00	20.00	0.00	0.00	20.00	0.00
101-400-617.06	WILLS/SAFE KEEPING	75.00	75.00	200.00	200.00	50.00	50.00	150.00	25.00
101-400-617.07	INVENTORY FEE	10,011.39	5,671.23	7,500.00	7,500.00	5,599.99	683.54	1,900.01	74.67
101-400-617.08	PROBATE CRT/DEPOSIT BOXES	10.00	0.00	20.00	20.00	0.00	0.00	20.00	0.00
101-400-617.10	PROBATE CRT-MOT/PET/ACCT/OB	1,410.00	1,040.00	1,100.00	1,100.00	980.00	150.00	120.00	89.09
101-400-618.00	CO TREAS-CURRENT SERVICES	4,743.50	3,641.00	4,000.00	4,000.00	3,706.00	299.00	294.00	92.65
101-400-618.01	VETERAN'S FEES - ID CARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-618.02	REGISTER OF DEEDS TAX CERTIFIC	0.00	0.00	0.00	0.00	800.00	445.00	(800.00)	100.00
101-400-619.00	CO CLERK/CURRENT SERVICES	25,602.72	18,371.22	25,000.00	25,000.00	21,600.51	2,090.00	3,399.49	86.40
101-400-619.01	PASSPORT FEES	1,525.00	1,325.00	1,250.00	1,250.00	1,125.00	225.00	125.00	90.00
101-400-619.02	CREMATION FEE	1,730.00	1,090.00	1,800.00	1,800.00	910.00	110.00	890.00	50.56
101-400-619.03	SUBPOENA FEE	30.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-619.04	CRIME VICTIM ADMIN FEES	1,691.15	1,035.89	1,500.00	1,500.00	1,252.91	151.71	247.09	83.53
101-400-619.05	STATE FORENSIC ADMIN FEE	1.00	0.00	0.00	0.00	0.75	0.00	(0.75)	100.00
101-400-619.06	NOTARY FEES	328.00	200.00	500.00	500.00	272.00	16.00	228.00	54.40
101-400-620.00	REGISTER OF DEEDS FEES	201,164.60	128,887.80	200,000.00	200,000.00	141,215.95	18,187.50	58,784.05	70.61
101-400-622.00	C.C.F. COLLECTION FEE	3,821.72	3,277.75	2,000.00	2,000.00	2,224.44	171.74	(224.44)	111.22
101-400-622.01	25% ATY FEES REIMB	940.21	693.62	1,200.00	1,200.00	429.44	17.50	770.56	35.79
101-400-622.02	ATY FEE REIMB/PROBATE	4,065.89	3,326.12	5,000.00	5,000.00	1,288.34	52.50	3,711.66	25.77
101-400-625.00	DNA COLLECTION	21.00	0.00	0.00	0.00	12.00	12.00	(12.00)	100.00
101-400-625.01	SEX OFFENDER REGISTRATION	2,420.00	2,260.00	2,800.00	2,800.00	2,560.00	160.00	240.00	91.43
101-400-625.25	DNA COLLECTION - SHERIFF	0.00	0.00	0.00	0.00	30.00	30.00	(30.00)	100.00
101-400-625.36	DNA COLLECTION - DISTRICT COUF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-628.02	BOAT LIVERY INSPECTIONS	46.00	46.00	100.00	100.00	64.00	0.00	36.00	64.00
101-400-628.03	PRISONER BOARD	55,570.92	37,951.48	45,000.00	45,000.00	34,650.60	5,347.25	10,349.40	77.00
101-400-628.04	PRISONER MEDICAL	6,333.58	3,931.99	6,000.00	6,000.00	2,543.30	258.75	3,456.70	42.39
101-400-628.05	ACCIDENT REPORT FEES	1,191.31	798.96	1,000.00	1,000.00	682.86	33.00	317.14	68.29
101-400-628.07	DOC/TRANSPORT REIMB	3,138.97	2,661.92	2,500.00	2,500.00	2,194.20	0.00	305.80	87.77
101-400-628.08	WORK RELEASE	29,668.25	17,795.25	30,000.00	30,000.00	31,618.66	6,668.66	(1,618.66)	105.40
101-400-628.09	PRISONER BOARD-OUT COUNTY	5,507.00	3,102.00	20,000.00	20,000.00	70.00	0.00	19,930.00	0.35
101-400-628.10	DIVERTED FELONS-LOC REIMBURSE	80,102.00	41,377.50	60,000.00	60,000.00	40,332.50	7,185.00	19,667.50	67.22

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Fund 101 - GENERAL COUNTY									
Revenues									
101-400-628.12	PRISONER TRANSPORT REIMBURSE	441.77	220.73	2,000.00	2,000.00	261.70	0.00	1,738.30	13.09
101-400-628.13	MEDICAL REIMBURSE-OUT COUNTY	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-628.14	FINDERS FEE SS JAIL	13,400.00	8,400.00	7,000.00	7,000.00	5,800.00	400.00	1,200.00	82.86
101-400-628.16	PRE-EMPLOYMENT FINGERPRINTS	290.00	170.00	100.00	100.00	210.00	40.00	(110.00)	210.00
101-400-628.18	DRUNK DRIVERS ASSESSMENT	4,094.00	2,800.00	3,000.00	3,000.00	3,774.00	600.00	(774.00)	125.80
101-400-630.00	OTHER REVENUE	28,904.71	20,621.41	100.00	100.00	110.92	10.20	(10.92)	110.92
101-400-630.03	SALE BOOK	162.00	152.00	50.00	50.00	216.00	20.00	(166.00)	432.00
101-400-632.00	ADMIN/CRIME VIC RIGHTS ASST	59.50	37.50	0.00	0.00	54.12	11.50	(54.12)	100.00
101-400-639.00	GAMBLING SCREENING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-644.00	SALE OF SCRAP & SALVAGE	4,742.00	929.00	0.00	0.00	38.00	0.00	(38.00)	100.00
101-400-647.00	DVD RECORDINGS	325.00	275.00	400.00	400.00	150.00	0.00	250.00	37.50
101-400-650.02	REGISTRATION / ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-651.10	REGISTER OF DEEDS - ONLINE SER	12,237.00	8,755.00	15,000.00	15,000.00	8,567.00	1,142.00	6,433.00	57.11
101-400-654.99	GRAND STAND RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-655.03	50/50 RAFFLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-656.00	BOND FORFEITURES	9,650.00	5,985.00	7,000.00	7,000.00	4,035.00	695.00	2,965.00	57.64
101-400-656.01	ORDINANCE FINES & COSTS	15,260.71	9,490.69	15,000.00	15,000.00	11,205.44	2,940.00	3,794.56	74.70
101-400-657.00	DRUG FORFEITURES - SHERIFF	6,656.58	4,156.58	0.00	0.00	0.00	0.00	0.00	0.00
101-400-657.01	DRUG FORFEITURES - PROSECUTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-658.00	FORFEITURES - SHERIFF	0.00	0.00	0.00	0.00	5.60	0.00	(5.60)	100.00
101-400-665.00	INTEREST EARNED	7,457.16	3,528.61	6,000.00	6,000.00	5,440.83	522.03	559.17	90.68
101-400-665.01	T & A INTEREST	909.46	36.81	500.00	500.00	436.87	60.32	63.13	87.37
101-400-668.00	RENTS	62,200.08	38,666.72	62,200.00	62,200.00	38,666.72	4,833.34	23,533.28	62.17
101-400-669.00	BLDG & GROUNDS RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-669.02	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-673.00	SALE OF FIXED ASSETS	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-673.01	CAMPING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-675.00	CONTRIB & DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-675.05	CONTRIBUTION TO MARINE DIVISIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-675.06	DONATION - CANINE UNIT	2,307.69	1,461.55	5,000.00	16,800.00	14,063.12	374.67	2,736.88	83.71
101-400-676.00	CONT FROM OTHER FUNDS	37,524.47	0.00	36,209.00	36,209.00	0.00	0.00	36,209.00	0.00
101-400-676.01	REIMBURSEMENTS	2,823.44	488.00	0.00	0.00	644.22	359.22	(644.22)	100.00
101-400-676.13	89TH JURY REIMBURSEMENT	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-676.14	CIR CRT JURY REIMBURSEMENT	1,767.50	1,395.00	3,000.00	3,000.00	2,957.50	0.00	42.50	98.58
101-400-676.17	89TH DISTRICT COURT REIMBURSEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-676.18	PROBATE JURY REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-678.00	INSURANCE & BOND REIMBURSEMENT	58,949.64	5,176.64	5,177.00	5,177.00	113,837.70	0.00	(108,660.70)	2,198.91
101-400-681.00	ELECTION REFUNDS	715.84	600.64	800.00	800.00	95.68	0.00	704.32	11.96
101-400-682.00	DATA PROCESSING FEES	19,826.14	2,242.09	18,500.00	18,500.00	2,390.00	100.00	16,110.00	12.92
101-400-682.01	PA BLOOD TEST REIMB	116.25	86.67	150.00	150.00	134.69	3.00	15.31	89.79
101-400-682.02	AERIAL MAPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-682.03	COUNTY MAPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-683.00	RETURNED CHECK FEES	322.04	297.04	600.00	600.00	250.00	64.27	350.00	41.67
101-400-686.00	P/A LEGAL/ABUSED & NEG CHLD	13,365.78	5,791.11	26,600.00	26,600.00	7,483.34	3,136.50	19,116.66	28.13
101-400-687.00	WAGE REIMBURSEMENT	6,000.00	0.00	17,543.00	17,543.00	0.00	0.00	17,543.00	0.00
101-400-688.00	REFUNDS - GENERAL	17,026.16	3,548.48	4,500.00	4,500.00	2,740.09	52.00	1,759.91	60.89
101-400-688.01	MOVEABLE ITEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-400-688.02	ZONING BOOKS	73.29	73.29	0.00	0.00	0.00	0.00	0.00	0.00
101-400-688.06	SHERIFF WAGE REIMB	12,244.12	4,175.71	9,000.00	9,000.00	5,012.88	0.00	3,987.12	55.70
101-400-688.08	INMATE TELEPHONE	21,633.00	13,750.96	25,000.00	25,000.00	11,311.77	0.00	13,688.23	45.25
101-400-688.09	NON-REIMBURSABLE/REIMB	5,669.44	5,628.19	2,000.00	2,000.00	590.40	86.25	1,409.60	29.52
101-400-688.11	M.A.P.S.	8,930.25	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-400-688.15	SHERIFF PBT'S	2,209.31	1,249.00	2,000.00	2,000.00	1,883.00	207.00	117.00	94.15
101-400-688.17	POSTAGE REIMBURSEMENTS	148.30	115.62	100.00	100.00	81.23	0.00	18.77	81.23

PERIOD ENDING 08/31/2015

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Fund 101 - GENERAL COUNTY									
Expenditures									
682	VETERANS	128,002.08	87,278.60	137,264.00	138,054.00	60,424.20	10,200.37	77,629.80	43.77
691	CHEBOYGAN COUNTY HOUSING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700	CASH CONTROL	0.00	0.00	0.00	2,089.80	0.00	0.00	2,089.80	0.00
731	COUNTY MSU EXTENSION OFFICE	121,195.68	85,498.34	127,601.00	126,200.00	87,555.56	4,210.31	38,644.44	69.38
751	FAIR GROUNDS / EVENTS	35,853.53	31,592.44	36,581.00	36,581.00	16,978.61	7,362.27	19,602.39	46.41
753	VETERAN'S PARK	0.00	0.00	10,900.00	10,900.00	0.00	0.00	10,900.00	0.00
784	SOIL CONSERVATION	12,899.01	9,591.01	13,350.00	13,350.00	9,821.21	0.75	3,528.79	73.57
802	PLAT BOARD	0.00	0.00	200.00	200.00	0.00	0.00	200.00	0.00
900	SPECIAL APPROPRIATIONS	87,250.00	75,600.00	88,000.00	99,000.00	90,918.61	0.00	8,081.39	91.84
902	APPRO/TRANSFERS TO OTHER FUNDS	1,004,635.78	438,085.10	1,119,370.00	1,129,021.08	460,675.39	42,798.20	668,345.69	40.80
941	GENERAL CONTINGENCY	0.00	0.00	157,331.00	157,331.00	0.00	0.00	157,331.00	0.00
954	INSURANCES	144,222.09	118,158.85	147,015.00	147,015.00	131,229.60	0.00	15,785.40	89.26
TOTAL Expenditures		10,711,379.33	6,947,543.34	11,629,504.00	11,794,794.73	6,974,531.21	748,306.70	4,820,263.52	59.13
Fund 101 - GENERAL COUNTY:									
TOTAL REVENUES		11,113,742.03	4,130,056.97	11,629,504.00	11,794,794.73	4,234,225.27	1,677,201.41	7,560,569.46	35.90
TOTAL EXPENDITURES		10,711,379.33	6,947,543.34	11,629,504.00	11,794,794.73	6,974,531.21	748,306.70	4,820,263.52	59.13
NET OF REVENUES & EXPENDITURES		402,362.70	(2,817,486.37)	0.00	0.00	(2,740,305.94)	928,894.71	2,740,305.94	100.00

CASH SUMMARY BY FUND FOR CHEBOYGAN COUNTY
 FROM 08/01/2015 TO 08/31/2015
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 08/01/2015	Total Debits	Total Credits	Ending Balance 08/31/2015
101	GENERAL COUNTY	3,096,671.44	1,992,152.67	1,040,716.11	4,048,108.00
102	FAMILY COUNSELING FUND	22,688.32	405.00	0.00	23,093.32
105	TERMINATION LIABILITY FUND	17,647.60	2,944.00	8,011.31	12,580.29
107	P A 302 TRAINING FUND	8,278.21	0.00	390.00	7,888.21
108	PUBLIC ACT 106 FUND	48,419.00	0.00	48,419.00	0.00
111	PROBATION ENHANCEMENT FUND	18,062.98	112.00	116.15	18,058.83
112	VICTIM'S RESTITUTION FUND	103.30	0.00	0.00	103.30
114	COUNTY REMONUMENTATION GRANT FUND	26,805.83	0.00	37,024.22	(10,218.39)
201	COUNTY ROAD	1,851,427.27	567,463.39	614,903.71	1,803,986.95
210	JAWS OF LIFE FUND	0.00	0.00	0.00	0.00
211	COMMUNITY PROJECTS	2,896.35	0.00	0.00	2,896.35
214	SANE/SPECIAL PROSECUTION UNIT	0.00	0.00	0.00	0.00
215	FRIEND OF THE COURT-FAMILY COURT FUND	(72,494.51)	114,686.98	100,696.46	(58,503.99)
217	AMBULANCE MILLAGE	138,814.34	33.87	27,097.66	111,750.55
220	DORIS REID BUILDING	48,383.30	6,687.01	1,736.64	53,333.67
226	RECYCLING	196,590.31	5,022.66	27,734.09	173,878.88
230	CELLULAR PHONE FLOW THROUGH	37,155.00	0.00	37,155.00	0.00
231	CCE 911 4% PHONE SURCHARGE	7,829.76	31,235.90	38,986.08	79.58
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	26,355.17	48,104.03	39,024.23	35,434.97
256	REGISTER OF DEEDS AUTOMATION	342,365.19	2,738.11	942.57	344,160.73
258	DISASTER CONTINGENCY FUND	10,000.00	0.00	0.00	10,000.00
260	SHERIFF'S WORK CREW PROGRAM	0.00	2,956.43	2,597.78	358.65
262	SHERIFF SPECIAL PROJECTS FUND	1,556.05	0.00	0.00	1,556.05
263	ORV FUND	1,725.00	0.00	0.00	1,725.00
264	LOCAL CORR OFFICER TRAIN FUND	16,272.80	689.86	0.00	16,962.66
266	D.A.R.E.	3,398.69	0.00	0.00	3,398.69
267	DRUG COURT - ADULT - CIRCUIT	(5,180.98)	36,307.00	18,107.00	13,019.02
268	SOBRIETY COURT	10,091.38	290.00	518.96	9,862.42
269	COUNTY LAW LIBRARY	3,345.80	0.00	0.00	3,345.80
270	VETERANS ASSISTANCE FUND	22,081.11	100.00	0.00	22,181.11
276	SAYPA PROGRAM	84,426.80	0.00	51.03	84,375.77
277	SENIOR CITIZEN MILLAGE	409,398.61	67.75	102,613.61	306,852.75
281	CHEBOYGAN COUNTY HOUSING COMM-ESCROW	24,654.14	87.15	0.00	24,741.29
283	CHEBOYGAN COUNTY HOUSING GRANT	112,364.97	14,131.64	23,310.32	103,186.29
286	REVENUE SHARING RESERVE FUND	0.00	0.00	0.00	0.00
289	CHEB SOC SER - COUNTY FUNDS	0.00	152.20	152.20	0.00
292	CHILD CARE - FAMILY COURT	4,223.93	58,120.20	56,795.83	5,548.30
293	SOLDIERS RELIEF	0.00	0.00	0.00	0.00
294	VETERANS TRUST	154.73	0.00	0.00	154.73
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	5,346.52	152,669.20	0.00	158,015.72
352	CTY ROAD CONST PROJECT DEBT SERVICE	199,385.66	18,019.10	0.00	217,404.76
401	CRT HOUSE PRESERVATION FUND	(354.88)	30.00	129,443.42	(129,768.30)
418	D.H.S. BUILDING FUND	0.00	0.00	0.00	0.00
422	DORIS REID BUILDING CAPITAL PROJECT	(866.21)	0.00	871.23	(1,737.44)

CASH SUMMARY BY FUND FOR CHEBOYGAN COUNTY
FROM 08/01/2015 TO 08/31/2015
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 08/01/2015	Total Debits	Total Credits	Ending Balance 08/31/2015
430	ANIMAL CONTROL CAPTIAL PROJECT FUND	17,106.69	0.00	2,149.90	14,956.79
450	CCE 911 DEVELOPMENT & CAPITAL FUND	268,177.96	0.00	0.00	268,177.96
509	COUNTY MARINA	125,304.25	110,807.64	85,631.24	150,480.65
516	100% TAX PAYMENT FUND	6,850,515.14	131,935.58	16,757.74	6,965,692.98
517	TAX FORCLOSURE FUND	169,237.35	5,147.73	7,825.03	166,560.05
561	COUNTY FAIR	(5,245.97)	132,803.88	114,895.63	12,662.28
588	STRAITS REGIONAL RIDE	71,741.03	149,588.08	104,663.68	116,665.43
595	JAIL COMMISSARY FUND	28,099.78	9,345.42	10,101.23	27,343.97
701	T & A ACCOUNT	1,671,282.99	3,258,513.68	3,411,415.08	1,518,381.59
706	FRIEND OF THE COURT	1,793.01	3,561.73	0.00	5,354.74
721	LIBRARY	40,658.73	24,968.46	25.00	65,602.19
760	DISTRICT COURT	20,545.47	0.00	5,153.32	15,392.15
764	INMATE TRUST FUND	5,197.39	39,441.67	39,098.53	5,540.53
802	REVOLVING DRAIN FUND	100.00	0.00	0.00	100.00
	TOTAL - ALL FUNDS	15,991,178.16	6,921,320.02	6,155,130.99	16,757,367.19

ADMINISTRATOR'S REPORT
10-13-15

SAYPA: The SAYPA Program has been awarded a Byrne Justice Grant in the amount of \$80,000. The grant award will provide funding for elements of the existing program as well as for a new part-time classroom monitor position which will be brought for Board consideration at the November meeting.

DRUG COURT: The Drug Court was awarded a grant of an additional \$20,000 from the Drug Court Grant Program. The County has not received this additional grant since the first year of the program. The funds will allow for increased mental health treatment services as well as monitoring of Drug Court participants. Staff will be preparing the contract agreements for consideration at the Board's November meeting. The total grant funds awarded for the Drug Court Program is \$105,000 for the State's 2015-16 fiscal year. The contractors that provide service to the program are NEMCOG, Catholic Humane Services, D. Lissfelt Counseling and Harbor Hall. A new agreement with the Salvation Army as well as a mental health Psychologist is expected.

ANIMAL
SHELTER PROJECT: The building contractor has started construction on the framing of the storage area. Truss placement is expected to be completed by the end of the week.



Cheboygan County Board of Commissioners' Meeting

October 13, 2015

Title: Zoning Ordinance Amendment #130 regarding use of Tents, Travel Trailers, Campers, Recreational Vehicles and Undersized Mobile Homes.

Summary: The subject of camping on private property had been identified as a first priority in the 2012 and 2013 Planning Commission Work Plans.

Below is a list of goals first proposed to be accomplished by the zoning ordinance amendment.

- Provide for reasonable use during construction of a dwelling
- Provide for use on vacant residential and water front lots.
- Establish time frames for use during construction of a dwelling, for camping on residential and waterfront lots and for hunting/vacation use.
- Identify where use of a tent would be appropriate.
- Identify where use of campers, travel trailers, motor homes and undersize mobile homes would be appropriate.
- Identify when use as an accessory building would be appropriate.
- Provide for appropriate waste disposal and gain health department approval in certain situations.
- Provide for use by visiting friends and relatives.
- Provide for use by the owner and immediate family members
- Provide for outdoor storage.
- Provide for uses that require a zoning permit and uses that would not require a zoning permit.
- Provide for meeting setback requirements.
- Provide new definitions where needed.
- Provide for flexibility relative to time periods for use when near dwellings.
- Provide for maximum numbers of campers allowed on a lot.

Several meetings have taken place regarding this zoning ordinance amendment with much participation and comment from the public. Public hearings have been held on November 6, 2013, November 5, 2014, March 4, 2015 and August 19, 2015. During the spring of 2014 a survey was developed by the Planning Commission relative to waterfront property and non waterfront property. Feedback gained from the survey responses were used by the Planning Commission in development of this proposed amendment.

The attached amendment clarifies and updates existing provisions. New definitions for caretaker, undersized mobile home, immediate family and watchman are added. This amendment would completely replace section 17.7. regarding use of Tents, Travel Trailers, Campers, Recreational Vehicles and Undersized Mobile Homes if adopted.

Section 17.7.1. of the proposed ordinance amendment provides updated language relative to use as a temporary dwelling during construction of a dwelling. This section provides for a 12 month period of use, and a second 12 month period of use if the dwelling under construction is 50% or more complete and for a third 12 month period of use if the dwelling under construction is 75% or more complete.

Section 17.7.2. provides conditions for use of an undersized mobile home with a zoning permit when used as an office for a caretaker or watchman in the Agriculture and Forestry Management, Commercial Development, Light Industrial Development and General Industrial Development zoning districts.

Section 17.7.3. provides conditions for use of a travel trailer, camper, recreational vehicle or undersized mobile home with a zoning permit as a temporary contractor's office or storage.

Section 17.7.4. provides for use of tents, travel trailers, campers or recreational vehicles for vacation or hunting stays in the Agriculture and Forestry Management zoning district without a limitation on the number of campers or a time limit and without a zoning permit. Conditions include meeting requirements of the Health Department and meeting specific setback requirements. The current ordinance limits use to 30 consecutive days in a year if closer than 1000 feet to a permanent residence with a zoning permit.

Section 17.7.5. provides for use of tents, travel trailers, campers or recreational vehicles for vacation or hunting stays by the owner and others in all zoning districts other than Agriculture and Forestry Management. This section contains supplemental conditions which provide use of one tent, travel trailer, camper or recreational vehicle per each ½ acre of land up to a maximum of 4 tents, travel trailers, campers or recreational vehicles. Conditions also include meeting requirements of the Health Department and meeting specific setback requirements. By review of section 17.7.5.d. you will find language to provide that if camping within 300 feet of a dwelling on a separate lot, use is limited to 3 periods of 30 consecutive days in a calendar year. Otherwise no time limit is required. You will also note that a zoning permit is not required. The current ordinance limits use to 30 consecutive days in a year if closer than 1000 feet to a permanent residence with a zoning permit. This section will also require a tent, camper etc. be stored as provided under section 17.7.A. when not in use in the Lake and Stream Protection and Residential Development zoning districts.

Section 17.7.6. of the proposed ordinance amendment provides for use by the owner or occupant of a lot with a dwelling for immediate family members and guests in all zoning districts up to a maximum of 4 tents, campers etc. for up to 3 periods of up to 21 consecutive days each in a calendar year. Also, language has been added to clarify that the provisions for short term stays by guests and immediate family are separate from the provisions in 17.7.5. The current ordinance provides for use only by the owner and only during a single consecutive 30 day period in a calendar year.

Section 17.7.A. establishes a new section which provides for outdoor storage of an unoccupied travel trailer, camper etc by the owner thereof on their own property. This section contains provisions for outdoor storage in the rear yard of a lot with a dwelling unless the rear yard is not accessible. This section also provides for outdoor storage on the rear ½ of vacant lot. This section restricts outdoor storage on waterfront lots which do not meet minimum lots sizes. This section also requires a 6 foot high solid fence or hedge or natural foliage sufficient to provide screening if stored within 30 feet of a side property line. You will note a zoning permit is not required. Under the current ordinance outdoor storage is allowed only as an accessory use to a residence.

Below is section 17.7. for your reference as it is currently written in the zoning ordinance for your reference;

SECTION 17.7. TENTS, CAMPERS, TRAVEL TRAILERS, MOTOR HOMES AND UNDERSIZED MOBILE HOMES

17.7.1. Tents, campers, travel trailers, motor homes and undersized mobile homes may be used outside of campgrounds or trailer parks only as follows under the conditions stated. These uses require a permit from the Zoning Administrator. The permit shall state the period of time during which the use is permitted, must be renewed each year and shall be displayed at the site.

17.7.2. As temporary dwellings in any district until the owner or occupant thereof completes the construction or erection of a conventional housing unit for which a Building Permit has been issued. The temporary dwelling may be included in the Building Permit, may be maintained as long as substantial progress is being made on the main construction and property use and shall be removed upon issuance of an Occupancy Permit for the main use.

17.7.3. As a watchman's or caretakers office in the Commercial, Light Industrial or General Industrial Development Districts, but only as an accessory use to the main use on the premises.

17.7.4. As a temporary contractors office and/or equipment shed in any district when in connection with a construction project which has been authorized in accordance with this ordinance.

17.7.5 Other temporary uses of campers, travel trailers or motor homes for dwelling purposes may be permitted under the following conditions:

17.7.5.1. On property which is within one thousand (1,000) feet of a permanent residence, use by the property owner may be permitted for a period of 30 consecutive calendar days each year. The camper, travel trailer or motor home must be removed from the property during periods not approved for use.

17.7.5.2. On property which is one thousand (1,000) feet or more distant from any permanent residence, campers, travel trailers and motor homes may be permitted to remain on the property, may be used for vacation and hunting stays but shall not be used as full-time residences.

17.7.5.3. Such temporary uses must observe a setback of one hundred (100) feet from the water's edge of any river, stream, pond or lake which is identifiable on the U.S. quadrangle series of Cheboygan County.

17.7.5.4. Such temporary use must have a District Health Department approved method of sewage and waste disposal.

17.7.6. The storage of an unoccupied camper, travel trailer or motor home shall be allowable on any residential property by the owner thereof on his own property as a permitted accessory use of the premises where there is a residential building, provided such storage is confined to the rear yard when the rear yard is accessible. If the rear yard is not accessible, then storage in the side yard is acceptable provided no nuisances, hazards, or blocking views are created for adjoining properties. Storage on vacant lots shall not be allowed. Permit is not required.

The Planning Commission held a public hearing on this proposed ordinance amendment on August 19, 2015. A copy of the meeting minutes is included.

This zoning ordinance amendment was reviewed by legal counsel.

Financial Impact: None

Recommendation: Adopt Zoning Ordinance Amendment #130 based on Planning Commission recommendation of approval.

Prepared by: Scott McNeil

Department: Community Development

CHEBOYGAN COUNTY
Zoning Ordinance Amendment #130

AN ORDINANCE TO AMEND THE CHEBOYGAN COUNTY ZONING ORDINANCE #200 TO ALLOW USES FOR TENTS, TRAVEL TRAILERS, CAMPERS, RECREATIONAL VEHICLES AND UNDERSIZED MOBILE HOMES OUTSIDE OF CAMPGROUNDS AND TO ALLOW STORAGE OF TRAVEL TRAILERS, CAMPERS AND RECREATIONAL VEHICLES OUTDOORS.

THE COUNTY OF CHEBOYGAN, STATE OF MICHIGAN ORDAINS

Section 1. Amendment of Section 2.2.

Section 2.2. of the Cheboygan County Zoning Ordinance No. 200 is hereby amended to add the following definitions in their appropriate alphabetical locations, which definitions shall read in their entirety as follows;

Caretaker

A person who is employed or otherwise retained to maintain and/or manage a property.

Immediate Family

A person's parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild.

Mobile Home, Undersized

A Mobile Home which does not meet the minimum floor area and building width requirements for a dwelling unit as required by this ordinance for a particular zoning district.

Tent

A portable temporary shelter, typically made of canvas, nylon or similar material, stretched over a supporting framework and used for a brief period of time and for recreational purposes only.

Watchman

A person who is employed or otherwise retained to stand guard or keep watch over a property.

Section 2. Amendment of Section 17.7.

Section 17.7. of the Cheboygan County Zoning Ordinance #200 is hereby amended to read in its entirety as follows;

SECTION 17.7. USE OF TENTS, TRAVEL TRAILERS, CAMPERS, RECREATIONAL VEHICLES AND UNDERSIZED MOBILE HOMES

A person may use a tent, travel trailer, camper, recreational vehicle or undersized mobile home outside of a campground in any zoning district as a temporary dwelling, as an office for a caretaker or watchman, as a contractor's office and/or as a contractors storage purposes, for vacation and hunting stays, for short term stays on a lot with a principal single family dwelling and a travel trailer, camper or recreational vehicle may be stored out of doors as provided in this section.

17.7.1. A tent, travel trailer, camper, recreational vehicle or undersized mobile home may be used as a temporary dwelling while the owner of the lot completes construction of a single family or two family dwelling on that lot, provided all of the following requirements are met:

17.7.1.a The owner obtains a zoning permit for the temporary dwelling under Section 21.3 of this Ordinance.

17.7.1.b The temporary dwelling fully complies with all setbacks requirements of the zoning district within which it is located.

17.7.1.c No more than one (1) tent, travel trailer, camper, recreational vehicle or undersized mobile home is located on the lot while construction is ongoing.

17.7.1.d A building permit has been issued for construction of the dwelling.

17.7.1.e. Except as provided herein, the temporary dwelling is occupied for no more than twelve (12) consecutive months. A zoning permit may be issued for an additional twelve (12) consecutive month period provided construction of the dwelling for which a building permit has been issued in conjunction with the temporary dwelling is 50% complete or more. A zoning permit may be issued for a second additional twelve (12) consecutive month period provided construction of the dwelling for which a building permit has been issued in conjunction with the temporary dwelling is 75% complete or more.

17.7.1.f The temporary dwelling has a method of sewage and waste disposal that meets the requirements of the local Health Department.

17.7.1.g Use of the temporary dwelling shall cease within thirty (30) days of the issuance of an occupancy permit for the dwelling for which the building permit was issued.

17.7.1.h The temporary dwelling is removed from the lot within thirty (30) days of the issuance of an occupancy permit for the dwelling for which the building permit was issued unless used or stored in conformance with this ordinance.

17.7.2. An undersized mobile home may be used as an office for a caretaker or watchman provided all of the following requirements are met:

17.7.2.a The use is located in the Agriculture and Forestry Management, Commercial Development, Light Industrial Development or General Industrial Development District.

17.7.2.b The owner obtains a zoning permit for the office use under Section 21.3 of this Ordinance.

17.7.2.c The undersized mobile home fully complies with all setback requirements of the zoning district within which it is located.

17.7.2.d The office use is accessory to a main use on the same lot.

17.7.2.e No more than one (1) undersized mobile home is located on the lot for use as an office for the caretaker or watchman.

17.7.2.f. The undersized mobile home has a method of sewage and waste disposal that meets the requirements of the local Health Department.

17.7.3. A travel trailer, camper, recreational vehicle or undersized mobile home may be used as a temporary contractor's office and/or storage purposes, provided all of the following requirements are met:

17.7.3.a The owner obtains a zoning permit for the office and/or storage use under Section 21.3 of this Ordinance.

17.7.3.b The office and/or storage use is in conjunction with a construction project that has been authorized in accordance with this ordinance.

17.7.3.c The travel trailer, camper, recreational vehicle or undersized mobile home fully complies with all setbacks requirements of the zoning district within which it is located.

17.7.3.d The travel trailer, camper, recreational vehicle or undersized mobile home has a method of sewage and waste disposal that meets the requirements of the local Health Department.

17.7.3.e The travel trailer, camper, recreational vehicle or undersized mobile home is removed from the lot within thirty (30) days of the completion of the construction project authorized under this Ordinance.

17.7.4. A tent, travel trailer, camper or recreational vehicle may be used in the Agriculture and Forestry Management zoning district without a zoning permit, for vacation and hunting stays provided all of the following conditions and requirements are met: (Provisions for camping under Public Act 368 of 1978, part 125 as amended may also apply)

17.7.4.a. Each tent, travel trailer, camper, or recreational vehicle fully complies with rear setback requirements of the district. The front setback shall be seventy five (75) feet. Side setbacks shall be 30% of the lot width or one hundred and fifty (150) feet whichever is less.

17.7.4.b. Each tent, travel trailer, camper, or recreational vehicle has a method of sewage and waste disposal that meets the requirements of the local Health Department.

17.7.5. A tent, travel trailer, camper or recreational vehicle may be used in the all zoning districts except the Agriculture and Forestry Management zoning district (See section 17.7.4.for requirements in the Agriculture and Forestry Management District.) without a zoning permit, for vacation and hunting stays provided all of the following conditions and requirements are met: (Provisions for camping under Public Act 368 of 1978, part 125 as amended may also apply.)

17.7.5.a. For lots less than one half (1/2) acre in area, no more than one (1) tent, travel trailer, camper or recreational vehicle shall be used as authorized by this subsection on the lot at the same time.

17.7.5.b. For each additional full one half (1/2) acre of lot area one (1) additional tent, travel trailer, camper or recreational vehicle may be used as authorized by this subsection on the lot at the same time with a maximum of four (4) such tents, travel trailers, campers or recreational vehicles.

17.7.5.c. Each tent, travel trailer, camper, or recreational vehicle fully complies with the front and rear setback requirements of the zoning district within which it is located. Side setbacks shall be 30% of the lot width or one hundred and fifty (150) feet whichever is less.

17.7.5.d. The use of tents, travel trailers, campers or recreational vehicles shall be limited to three (3) periods of thirty (30) consecutive days in a calendar year when located within three hundred (300) feet of a dwelling which is located on a separate lot.

17.7.5.e. Each tent, travel trailer, camper, or recreational vehicle has a method of sewage and waste disposal that meets the requirements of the local Health Department.

17.7.5.f. Each tent, travel trailer, camper, or recreational vehicle that is used in the Lake and Stream Protection and Residential Development zoning districts, in addition to complying with the regulations of subsections 17.7.5.a through 17.7.5.d. shall be removed from the lot during periods when not being used for vacation or hunting stays, unless stored under the requirements of Section 17.7A of this Ordinance.

17.7.6. Notwithstanding the regulations of subsection 17.7.5, if a tent, travel trailer, camper, or recreational vehicle is used on a lot that has a principal single family dwelling within all zoning districts except the Agricultural and Forest Management zoning district, then that tent, travel trailer, camper, or recreational vehicle may be used without a zoning permit for short term stays by the guests and immediate family of the owner or occupant of the lot, provided all of the following applicable requirements are met:

17.7.6.a. No more than a total of four (4) tents, travel trailers, campers, or recreational vehicles are used as authorized by this subsection on the lot at the same time.

17.7.6.b. Each tent, travel trailer, camper, or recreational vehicle is used in no more than three (3) periods of use in a calendar year, with each period of use being no more than twenty-one (21) consecutive days.

17.7.6.c Each tent, travel trailer, camper, or recreational vehicle fully complies with all setback requirements of the zoning district within which it is located.

Section 3. Addition of Section 17.7A.

The Cheboygan County Zoning Ordinance #200 is hereby amended to add a new Section 17.7A, which shall read in its entirety as follows:

SECTION 17.7A. STORAGE OF TRAVEL TRAILERS, CAMPERS, RECREATIONAL VEHICLES.

An unoccupied travel trailer, camper, or recreational vehicle may be stored outdoors without a zoning permit by the owner thereof on their own property, provided the following requirements are met:

17.7A.1. When a travel trailer, camper, or recreational vehicle is stored on a lot with a main building the travel trailer, camper, or recreational vehicle shall be stored in the rear yard of the lot when the rear yard can be accessed without traveling on the adjacent lots. When the rear yard cannot be accessed without traveling on the adjacent lots, then the travel trailer, camper, or recreational vehicle may be stored in the side yard of the lot.

17.7A.2. When a travel trailer, camper, or recreational vehicle is stored on a vacant non waterfront lot, the travel trailer, camper, or recreational vehicle shall be stored on the one half (1/2) of the lot furthest from the road.

17.7A.3. When a travel trailer, camper, or recreational vehicle is stored on a vacant waterfront lot, the travel trailer, camper, or recreational vehicle shall be stored on the one half (1/2) of the lot furthest from the front lot line. A travel trailer, camper, or recreational vehicle shall not be stored on a vacant waterfront lot which does not meet minimum lot size requirements for a dwelling.

17.7A.4. The travel trailer, camper, or recreational vehicle is stored in full compliance with all setback requirements of the zoning district within which it is located.

17.7.A.5. If stored within thirty (30) feet of a side property line, all such travel trailers, campers, or recreational vehicles must be screened from view of the side property lines with a solid evergreen hedge with a minimum height of six (6) feet, privacy fence with a minimum height of six (6) feet or natural foliage sufficient to provide screening from view of the side property line.

Section 4. Severability.

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 5. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the County.

CHEBOYGAN COUNTY

By:
Peter Redmond
Its: Chairperson

By:
Mary Ellen Tryban
Its: Clerk



CHEBOYGAN COUNTY PLANNING COMMISSION

870 SOUTH MAIN ST., ROOM 103 • PO BOX 70 • CHEBOYGAN, MI 49721
PHONE: (231)627-8489 • TDD: (800)649-3777

CHEBOYGAN COUNTY PLANNING COMMISSION MEETING WEDNESDAY, AUGUST 19, 2015 AT 7:00 P.M. ROOM 135 – COMMISSIONER’S ROOM - CHEBOYGAN COUNTY BUILDING

PRESENT: Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdzyk
ABSENT: Churchill, Lyon
STAFF: Scott McNeil, Steve Schnell
GUESTS: Carl Muscott, Tony Matelski, Russell Crawford, Cheryl Crawford, John F. Brown, John Moore, Chuck Maziasz, Dan Wellihan, Ron Wallin

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. Bartlett, to approve the agenda as presented. Motion carried. 7 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdzyk), 0 Nays, 2 Absent (Churchill, Lyon)

APPROVAL OF MINUTES

The July 15, 2015 Planning Commission minutes were presented. **Motion** by Mr. Kavanaugh, seconded by Mr. Ostwald, to approve the meeting minutes as presented. Motion carried. 7 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdzyk), 0 Nays, 2 Absent (Churchill, Lyon)

PUBLIC HEARING AND ACTION ON REQUESTS

An Ordinance to amend the Cheboygan County Zoning Ordinance #200 to allow uses for tents, travel trailers, campers, recreational vehicles and undersized mobile homes outside of campgrounds and to allow outdoor storage of travel trailers, campers and recreational vehicles

Mr. McNeil stated this proposed amendment is a result of approximately 2 ½ years of work. Mr. McNeil stated there were 3 public hearings held and many comments were received from the public.

Mr. McNeil explained that Section 17.7.1. of the proposed ordinance amendment provides updated language relative to use as a temporary dwelling during construction of a dwelling. Mr. McNeil explained that this section provides for a 12 month period of use, and a second 12 month period of use if the dwelling under construction is 50% or more complete and for a third 12 month period of use if the dwelling under construction is 75% or more complete.

Mr. McNeil explained that Section 17.7.3. provides conditions for use of a travel trailer, camper, recreational vehicle or undersized mobile home with a zoning permit as a temporary contractor’s office or for storage.

Mr. McNeil explained that Section 17.7.5. provides for use of tents, travel trailers, campers or recreational vehicles for vacation or hunting stays by the owner and others in all zoning districts other than Agriculture and Forestry Management. Mr. McNeil stated this section contains supplemental conditions which provide use of one tent, travel trailer, camper or recreational vehicle per each ½ acre of land up to a maximum of 4 tents, travel trailers, campers or recreational vehicles. Mr. McNeil stated that conditions also include meeting requirements of the Health Department and meeting specific setback requirements. Mr. McNeil referred to section 17.7.5.d. and stated that if camping within 300 feet of a dwelling on a separate lot, use is limited to 3 periods of 30 consecutive days in a calendar year; otherwise there is no time limit. Mr. McNeil stated that a zoning permit is not required. Mr. McNeil explained that this section also requires a tent, camper etc. be stored as provided under section 17.7.A. when not in use in the Lake and Stream Protection and Residential Development zoning districts.

Mr. McNeil explained that Section 17.7.6. of the proposed ordinance amendment provides for use by the owner or occupant of

a lot with a dwelling for immediate family members and guests in all zoning districts up to a maximum of 4 tents, campers etc. for as many as 3 periods of up to 21 consecutive days each in a calendar year. Mr. McNeil stated that language has been added to clarify that the provisions for short term stays by guests and immediate family are separate from the provisions in 17.7.5.

Mr. McNeil explained that Section 17.7.A. establishes a new section which provides for outdoor storage of an unoccupied travel trailer, camper etc. by the owner thereof on their own property. Mr. McNeil explained that this section contains provisions for outdoor storage in the rear yard of a lot with a dwelling unless the rear yard is not accessible. Mr. McNeil explained that this section also provides for outdoor storage on the rear ½ of vacant lot. Mr. McNeil stated that this section restricts outdoor storage on waterfront lots which do not meet minimum lots sizes and noted that a 6 foot high solid fence or hedge is required if stored within 30 feet of a side property line.

Ms. Croft asked for public comments. Mr. Brown asked if there is a difference between a motor home, camper and mobile home. Mr. Brown asked if this ordinance amendment will apply to all three. Mr. McNeil stated yes there are different definitions for each in the proposed amendment.

Mr. Muscott noted that if a camper is being used on a lot with a residence then 3 periods of 21 days are allowed and if being used on a lot without a residence then 3 periods of 30 days are allowed. Mr. Muscott asked for the logic behind the 21 days versus the 30 days. Mr. McNeil stated if there are guest staying then the 3 periods of 21 days apply. Mr. Muscott stated that someone could stay on a lot with a house in Indian River for 3 periods of 21 days or someone could go to a vacant lot in Topinabee for 3 periods of 30 days. Mr. Muscott stated his concerns about these numbers being arbitrary and he believes that the requirement should be 3 periods of 30 days for both. Mr. Muscott referred to Section 17.7.A.5 and asked if the requirement of a 6ft. fence or solid evergreen fence is really necessary if within 30ft. of a side property line. Mr. Muscott stated his concerns about additional costs and questioned if this requirement is necessary if the property owners will be encouraged to store their camper in the back yard. Mr. Muscott stated that a 6ft. fence will not shield a travel trailer. Discussion was held.

Mr. Wellihan asked if an on-site septic tank/drainfield will meet the requirements of the Health Department. Mr. Kavanaugh stated it depends on the length of use and what the property owner plans to do. Mr. Kavanaugh stated that port-a-jons are acceptable in some cases.

Mr. Kavanaugh asked if the Planning Commission would like to do anything with the buffer. Mr. Freese stated this has been discussed before and the Planning Commission included it as it has come up repeatedly. Mr. Borowicz stated there were concerns from individuals at the last public hearing regarding this issue.

Public comment closed.

Motion by Mr. Borowicz, seconded by Mr. Freese, to forward to the Cheboygan County Board of Commissioners with a recommendation for approval and for review at their earliest convenience.

Public Hearing on 2016 Capital Improvement Plan.

Mr. McNeil stated that when the Planning Commission developed this plan they chose to hold a public hearing. Mr. McNeil stated that the Capital Improvement Plan is required by the Planning Enabling Act and provides a means of communication between planning entities and other entities that provide infrastructure. Mr. McNeil stated within this plan you will see projects provided by different agencies in the county and also from townships. Mr. McNeil stated that every year he sends a request to townships and offers the ability to have projects reviewed for inclusion in the Capital Improvement Plan. Mr. McNeil stated the Planning Commission looks at each project and determines if it should be included in the plan and if included in the plan the Planning Commission decides whether the project should be included in a needed category or a desirable category. Mr. McNeil explained that this plan will be forwarded to the Cheboygan County Board of Commissioners for their consideration.

Mr. Jazdyk stated he was confused on how the Planning Commission ended the conversation regarding how the Planning Commission will handle the projects that come in and are not directly attributed to the county. Mr. Jazdyk stated that it is nice to include these projects but does not believe the Planning Commission should make a ruling about what they think of the project. Mr. Jazdyk stated his concerns about the public's understanding of approving a township project for the Capital Improvement Plan. Mr. Jazdyk stated he is thankful that the township submitted the plan but does not believe the Planning Commission should make a determination of whether they should or should not accept the project.

Mr. Borowicz stated the Planning Commission should not include a project in the Capital Improvement Plan if it does not fit in the needed category or desirable category. Mr. Kavanaugh stated that if the project is not needed or desirable the Planning

Commission can receive the information and take no action on it. Discussion was held.

Mr. Jazdyk referred to a letter submitted by Mr. Muscott and stated that Planning Commission's do not normally take township projects into consideration. Mr. Borowicz stated the Planning Commission can review and comment that the project may fit in the Master Plan but it may be going overboard to include it in the Cheboygan County Capital Improvement Plan. Mr. Kavanaugh stated this may be a conflict with legal counsel's opinion but the Planning Commission has the right to not include a project. Mr. Kavanaugh stated legal counsel may want to review Mr. Muscott's letter. Discussion was held.

Ms. Croft asked for public comments. Mr. Muscott stated the most recent letter from civil counsel was from Mr. Wendling at a Cheboygan County Board of Commissioners meeting where he defined townships as not an agency or department of the county and stated that townships should not be included in the Capital Improvement Program. Mr. Muscott noted that this is a program and not a plan that is designed for a government unit to seek funding. Mr. Muscott stated his concerns about the Planning Commission putting a stamp on a township project that is designed and funded in the township.

Public comment closed.

Mr. McNeil stated this document can be changed and he would like to review this change with legal counsel. Mr. McNeil stated that even though there is a timeline listed in the plan there is no timeline required by the Act. Mr. Freese suggested including a third category that will state only that the items submitted by townships are compatible with the Cheboygan County Master Plan. Mr. Borowicz questioned if there should be another category for plans that are not compatible with the Cheboygan County Master Plan. Mr. Schnell stated that a neutral stance could be taken and the projects could be marked as received.

Motion by Mr. Borowicz, seconded by Mr. Kavanaugh, to table the 2016 Capital Improvement Plan. Motion carried. 7 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdyk), 0 Nays, 2 Absent (Churchill, Lyon)

UNFINISHED BUSINESS

Consideration to set a public hearing re; Proposed Zoning Ordinance Amendment P-LS zoning district changes, add setbacks from intermittent streams, ponds or lakes in other zoning districts.

Mr. McNeil stated that all perennial streams with direct connection to the major lakes and rivers will remain in the Lake and Stream Protection zoning district. Mr. McNeil stated intermittent streams and drain areas are proposed to be removed from the Lake and Stream Protection zoning district. Mr. McNeil stated this amendment will keep the 40ft. setback from the intermittent streams and drain areas even though the zoning district may change. Mr. McNeil stated the 40ft. setback requirement in the Lake and Stream Protection Zoning District will remain a requirement for construction of a structure within 40ft. of any drains, intermittent streams or ponds. Mr. McNeil stated Sections 9 and 10 clarify language relative to encouraging a natural vegetation strip on waterfront properties. Mr. McNeil explained that there is no requirement for a natural vegetation strip. Mr. McNeil referred to Section 11.2 and stated this will correct the reference of northerly point of the Pigeon River portion of the Natural Rivers Protection District from Hackelburg Road Bridge to East Mullett Lake Road Bridge. Mr. McNeil stated this amendment will restore the 100ft. minimum frontage requirement for a lot for a dwelling in the Lake and Stream Protection zoning district. Mr. McNeil reviewed a map indicating the areas to be rezoned.

Motion by Mr. Kavanaugh, seconded by Mr. Borowicz, to schedule a public hearing for the first Planning Commission meeting in October 2015. Motion carried. 7 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Jazdyk), 0 Nays, 2 Absent (Churchill, Lyon)

NEW BUSINESS

Community Development Department 2014 Annual Report

Mr. Schnell reviewed the functions of the Community Development Department which includes Planning & Zoning, Building Safety, Geographic Information Systems, Address Coordination, Soil Erosion, Ordinance Enforcement, Home Improvement Loan Services, and Economic Development. Mr. Schnell reviewed the Community Development 2014 Annual Report which will be provided to the Cheboygan County Board of Commissioners. (See Attachment A)

STAFF REPORT

Mr. McNeil stated the Planning Commission recently identified two projects as priorities; review PUD ordinance and uses allowed in each zoning district. Mr. McNeil stated that he and Mr. Schnell have worked on a matrix of uses and this should be ready for the next meeting. Mr. McNeil stated will try to have the PUD Amendment ready for the next meeting also.

Mr. Schnell noted that the Planning Commission members received new security badges today and explained that part of the security policy is to not let others in when you enter.

PLANNING COMMISSION COMMENTS

No comments.

PUBLIC COMMENTS

An audience member asked if the protection for perennial streams will include vegetative buffers. Mr. McNeil stated no and that perennial streams will stay within the current Lake and Stream Protection Zoning District and that there is no current requirement. The audience member asked if it is being considered. Mr. McNeil stated no. Mr. Borowicz stated the Planning Commission did consider such changes previously and there was a lot of resistance.

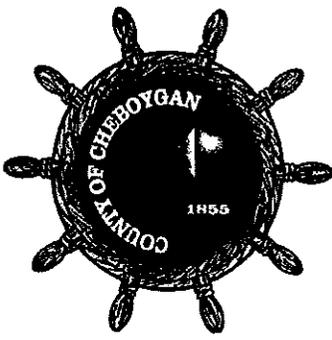
Mr. Wallin stated he is from Mackinaw City and he is satisfied with the 40ft. setback and less satisfied with the voluntary aspect of a natural vegetation strip on waterfront properties. Mr. Wallin stated that there should be middle ground for this issue. Mr. Wallin stated it is logical and necessary that there be some protections that would come from government regardless of how difficult. Mr. Wallin stated some things are worth standing up for and protecting our water is worth the battle. Mr. Wallin stated he admires the Planning Commission and thanked Mr. Schnell and Mr. McNeil for their leadership.

ADJOURN

Motion by Mr. Kavanaugh to adjourn. Motion carried. Meeting was adjourned at 7:58pm.



Charles Freese
Planning Commission Secretary



Cheboygan County Board of Commissioners' Meeting

October 13, 2015

Title: Building Maintenance Department Tractor.

Summary: We would like to purchase a new tractor with attachments for the Maintenance Department to replace our old tractor. We use this tractor to blow snow and do general grounds maintenance.

The Kubota tractor we have now was purchased in 1986 and is frequently in need of repair.

We have received several sealed bids:

Skidders Garage: Kubota L3560	\$31,128.18 including \$7,500.00 trade in
Skidders Garage: Massey Ferguson 1742	\$30,618.69 including \$7,500.00 trade in
Ginop Sales: Kubota L3560	\$27,723.41 including \$8,500.00 trade in
Dons Tractor & Equipment: New Holland BO37	\$18,560.00 including \$10,000.00 trade in
Optional broom attachment for New Holland tractor	<u>\$5,500.00</u>
Total	\$24,060.00

All of these bids meet or exceed our specifications.

Financial Impact: Cost for a new Tractor with attachments from Dons Tractor **\$24,060.00**. The funds for this purchase was set aside in the 2015 Maintenance Budget, line 101-265-930.00.

Recommendation: Motion to award bid for a new Tractor with attachments to Dons Tractor & Equipment for the amount of **\$24,060.00** with trade in.

Prepared by: Tim Mason

Department: Maintenance Department



Cheboygan County Board of Commissioners' Meeting

October 13, 2015

Title: Millage Appropriation Committee

Summary: Recommendation from the Millage Appropriation Committee made at the September 14, Meeting. Recommendation for Cheboygan County Council on Aging is \$60,000 less than request. Recommendation was based on the amount of reserves that the Council on Aging has to utilize for operational expense and that the County will repair the Wolverine Center's roof utilizing Senior Millage Funds at an estimated cost of \$60,000. Recommendation for the Wawatam Area Seniors is \$7,788 less than requested to reflect the number of Cheboygan County Residents served in relation to the Center's total operating cost. Recommendation of the MSUE Project Fresh request is \$500 more than requested to provide more coupons for use by Seniors.

Financial Impact: Cheboygan County Council on Aging - \$510,975; Wawatam Area Senior Citizens, Inc. \$49,704 and MSUE Project Fresh - \$7,500 respectively. Funds to be appropriated from Senior Millage Fund.

Recommendation:

1. Motion to approve the allocation of \$510,975 from the Senior Citizens Millage Fund to the Cheboygan County Council on Aging.
2. Motion to approve the allocation of \$49,704 from the Senior Millage Fund to Wawatam Area Senior Citizens, Inc.
3. Motion to approve the allocation of \$7,500 from the Senior Millage Fund to MSUE Project Fresh.

Prepared by: Jeffery B. Lawson

Department: Administration

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
Millage Appropriation Committee Meeting
September 14, 2015

The meeting was called to order 9:00 a.m. in the Commissioners' Room at the County Building by Commissioner Sue Allor.

Roll called and a quorum present.

Present: Commissioner Allor, Commissioner Matelski, Commissioner Gouine, Administrator Lawson, Finance Director Kortz and Clerk Tryban.

Absent: None

Commissioner Allor pointed out two typos in the minutes of July 10, 2015, i.e. Matelski was misspelled and the adjournment time should be 9:18, not 8:18.

Motion by Commissioner Matelski, seconded by Commissioner Allor to approve the minutes of July 10, 2015, with the typos corrected. Motion carried with 2 yes, 0 no, and 1 absent.

Public Comment - None

Commissioner Gouine arrived at 9:10 a.m.

NEW BUSINESS

The application requesting \$7,000 from the Senior Millage Fund for MSU-E Project Fresh was reviewed. Lowell Beethem, a local farmer, told the committee that this is a great program and a good way to provide fresh produce for low-income seniors over 60. Patty Spinella, representing MSU-E stated each person or limit of 2 per household receive coupon books. The program is free for both participant and the farmer.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to recommend to the full Board to appropriate \$7,500 from the Senior Millage Fund to MSU-E Project Fresh. Motion carried with 3 yes, 0 no and 0 absent.

The current status of the Senior Millage Fund was provided by the County's Finance Director. The projected revenue from the millage levy is \$680,500. The requested amounts from the three entities that applied total \$635,467. There is \$38,662 left in the current year budget for the roof at the Wolverine Center. Gail Tinker, Executive Director of Cheboygan County Council on Aging, stated that CCCOA may have some available funds and would be happy to help with that expense.

The Wawatam Area Senior Citizens requested the same appropriation as last year's, \$57,492. Diane Robbins, Treasurer for Wawatam Seniors noted that the CCCOA age is 60 & up, while Wawatam's is 55 & up. The Wawatam Area Senior Citizens has changed their fiscal year to a calendar year. Ms. Robbins stated approximately 35% of the participants at the center are from Cheboygan County. For 2016 Emmet County's contribution to Wawatam will be 41,916 as the Friendship Center now takes care of meals on wheels. Commissioner Allor voiced concern with Cheboygan County paying more than Emmet County when the majority of participants are from Emmet County. Much discussion held on reducing the requested appropriation to \$45,728, as Commission Allor suggested or \$49,704 suggested by Commissioner Gouine.

Motion by Commissioner Gouine, seconded by Commissioner Matelski to recommend to the full Board to appropriate \$49,704 from the Senior Millage Fund to Wawatam Area Senior Citizens, Inc. Motion carried with 2 yes, 1 no (Commissioner Allor) and 0 absent.

The Cheboygan County Council on Aging requested \$570,975 which is the same as requested last year. Ms. Tinker said CCCOA does have funds to pay towards the roof at the Wolverine Center. The increase projected in cash with the change in the fiscal year will be roughly a \$100,000. Administrator Lawson said we do not want to punish CCCOA for savings. Commissioner Allor questioned the employee health insurance. Ms. Tinker said 5 employees received health insurance at an expense of just over \$500 per month. New employees only receive dental and optical. She said in the past \$30,000 was budgeted in Professional Fees which now has be reduced to \$5,000. It was suggested that the County pay for the roof which will be approximately \$60,000 and reduce the appropriation by that amount.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to recommend to the full Board to appropriate \$510,975 from the Senior Millage Fund to Cheboygan County Council on Aging. Motion carried with 3 yes, 0 no and 0 absent.

Motion by Commissioner Matelski, seconded by Commissioner Gouine, to adjourn. Meeting adjourned at 10:30 a.m.

Mary Ellen Tryban
County Clerk/Register

Cheboygan County Senior Citizen's Millage

Application for Participation

2015

Applicant's Name: MSU Extension

DUE DATE: September 1, 2015

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:

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 Cheboygan County Commissioners, the Board
(check one):

- Adopted a policy
- Affirmed its policy of non-discrimination as follows:

"It shall be the policy of MSU Extension 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.

MSU Extension

Name of Organization

Dawn Cortinas

8/19/15

Date

Signature President or Other Authorized Official

Date

Signature Clerk/Secretary

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

1. Name and address of agency.

MSU Extension

Name

825 S. Huron St., Ste. 5

Address

Cheboygan, MI 49721

City, State, Zip

2. Names, addresses and titles of Officers.

President/Chairman

Name

Address

City, State, Zip

Vice-President/Vice-Chairman

Name

Address

City, State, Zip

Secretary

Name

Address

City, State, Zip

Treasurer

Name

Address

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.

**Director: Health and Nutrition Institute
Dawn Contreras**

Name

446 W. Circle Drive, Room 166 Ag Hall

Address

East Lansing, MI 48824

City, State, Zip

Director

Name

Address

City, State, Zip

**District Coordinator
Lisa Anderson**

Name

800 Livingston Blvd., Ste 4A-2

Address

Gaylord, MI 49709

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

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.

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: **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.

NO but we try to give local resource information to seniors might need or ask for them.

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

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) N/A

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:

Cheboygan County United Way is the Market Master for SPE, Wolverine Senior Center is the Lead Agency and the following provide classroom space for education and distribution:
Dist. 4 Health Dept, Cheboygan Senior Center, Wolverine Senior Center, Tower Community Center, Tuscarora Township Hall, Newport Village, and Cheboygan Shores Housing, Grebe Village housing.
Dedicated volunteers help with distribution and data entry.
The Cheboygan Fraternal Order of Eagles Ladies Auxiliary and the Cheboygan Lioness Club donated funds for Senior Project FRESH to purchase more coupon books.

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
Michigan Office of Services to the Aging	Wolverine Senior Center – Lead Agency	\$ 0.00
Michigan Office of Services to the Aging	Cheboygan County United Way – Market Master	\$0.00
Michigan Office of Services to the Aging	MSU Extension – Nutrition Education and support for Senior Project/Market FRESH	\$0.00
		\$
		\$
		\$

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

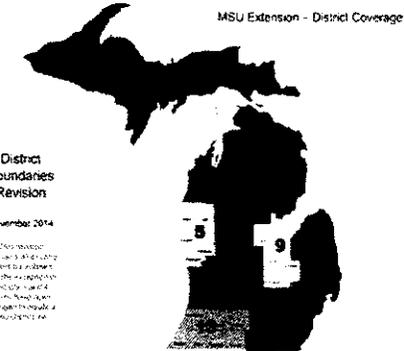
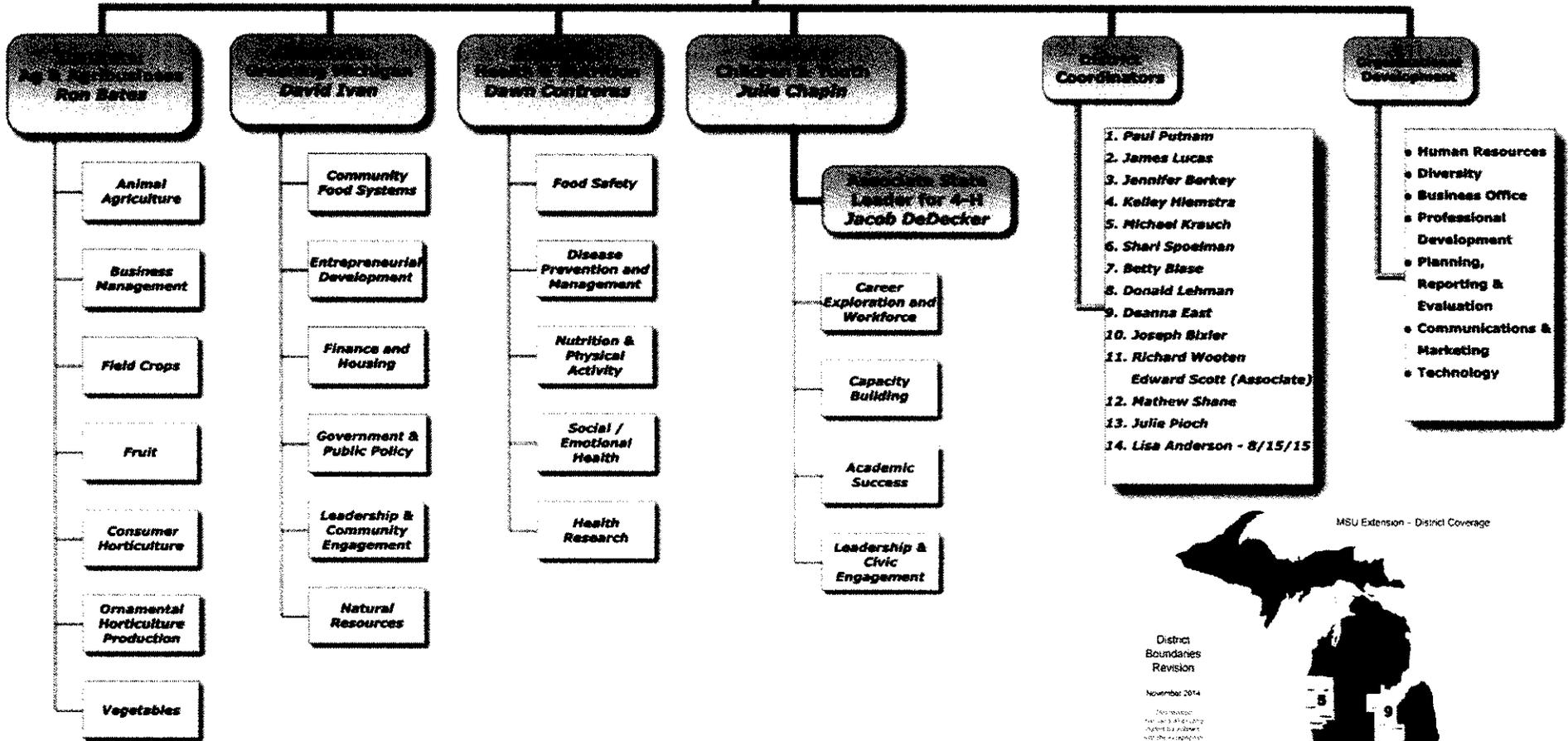
18. NEW APPLICATION TO COORDINATE WITH FUND REQUEST

REVENUE	Last Year Actual-2014	This Year Budgeted-2015	Next Year Proposed-2015
Allocation from Senior Millage	\$7,000	\$7,000	\$7000
Meal Donations			
General Donations:			
Lioness Club	\$500	\$500	\$500
FOE Ladies Auxiliary	\$1000	\$100	\$100
Daughters of Isabella	\$100		
Government Agencies			
Other			
Other			
Other			
Contributions:			
Carry over funds: State of Michigan	\$760 value (39 books)	\$940 value (47 books)	\$700 (35 books)
OSA/USDA – 100 books each county	\$2000 value	\$2000 value	\$2000 value
OSA/USDA – bonus books	\$1,000 value (50 books)		
Special Events			
Legacies			
Associate Organizations			
Other Senior Programs			
Grants from Government Agencies			
Dues			
Service Fees			
Sale of Material			
Investment Income			
Miscellaneous			
Other-Describe			
Other-Describe			
Other-Describe			
TOTAL REVENUE	\$11,610	10,540	10,300

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			
Employee Benefits			
Payroll Taxes			
Professional Fees - Legal			
Professional Fees - Acct.			
Professional Fees - Other			
Supplies			
Telephone			
Postage / Shipping / Administrative supplies	\$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-Describe: Purchase of SPF Coupon Booklets	\$10,860	\$9,790	\$9,550
Other-Describe			
TOTAL EXPENSE	\$11,610	\$10,540	\$10,300

**DEPARTMENT CHIEF
RAY HANDEL-SCHMIDT
ASSOCIATE DIRECTOR
PATRICK CUDNEY**



Prepared by:
MICHIGAN STATE UNIVERSITY
DISTRICT COORDINATORS
AND STAFF

STATE OF MICHIGAN
DEPARTMENT OF ATTORNEY GENERAL



STANLEY D. STEINBORN
Chief Assistant Attorney General

FRANK J. KELLEY
ATTORNEY GENERAL

P. O. Box 30214
Lansing, MI 48909

Telephone: (517) 373-1152

May 14, 1991

LANSING
48913

Mr. Bruce Smith
210 Agriculture Hall
Michigan State University
East Lansing, MI 48824

Dear Mr. Smith:

Please be advised that 4-H entities and home economics programs which are under the supervision and control of Michigan State University through its Cooperative Extension Service are not required to register as a charitable trust under 1961 PA 101 or be licensed to solicit donations under 1975 PA 169. Michigan State University is an educational institution exempt from the Charitable Trust and Charitable Organizations and Solicitations Acts.

It should be noted that any professional fund raisers with whom the organizations contract for fund raising services are required to be licensed by our office.

I trust this information will be of assistance to you. Should you have any additional questions regarding the Charitable Trust Section's reporting requirements, please feel free to contact our office at the address and phone number listed above.

Very truly yours,

FRANK J. KELLEY
Attorney General

Nancy E. Hart
Nancy E. Hart
Administrator
Charitable Trust Section

neh
HART/5-Smith

MAY 16 1991

MICHIGAN STATE
UNIVERSITY

Attachment to form 990 inquiry
Federal Identification number: 38-6005984

Michigan State University was not required to file Form 990 for the year ended June 30, 2000 or any other year.

Michigan State University is not required to file Form 990 pursuant to Section 1.6033-2(g)(1)(v) of the Internal Revenue Service Regulations by virtue of being a "state institution, the income of which is excluded from gross income under IRS code section 115(a)."

Michigan State University is a political subdivision of the State of Michigan under Article VIII of the Constitution of the State of Michigan, which established Michigan State University as a body corporate.



OFFICE OF THE
CONTROLLER

Office of Financial
Analysis

Michigan State
University

94 Administration
Building

East Lansing, MI
48824-1046

517/355-5029
FAX: 517/353-1706

**MICHIGAN STATE
UNIVERSITY
EXTENSION**

June 14, 2005

To Whom It May Concern:

You have requested an official acknowledgment on the part of Michigan State University (MSU) that the University is the fiscal agent for MSU Extension Cheboygan County.

This correspondence will serve as verification that MSU is indeed the fiscal agent for said county Extension office. Our tax identification number is: 38-6005984.

We sincerely appreciate your support of MSU Extension and 4-H Youth Development programs.

Sincerely,



Thomas G. Coon, Director
MSU Extension

TC:pb

S

MSU EXTENSION

Office of the Director

Michigan State University
108 Agriculture Hall
East Lansing, MI
48824-1039

517/355-2308

FAX: 517/355-6473

email: msue@msue.msu.edu

web: <http://msue.msu.edu>

Michigan State University Extension
and materials are open to all
regardless of race, color, national
origin, sex, religion, age, disability,
sexual orientation,
marital status, or family status.

Michigan State University,
Department of Agriculture and
Natural Resources
and county cooperating.

MSU is an affirmative-action,
equal-opportunity institution.

August 19, 2015

OUR MISSION

Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.



MSU EXTENSION

Doris Reid Center
825 S. Huron St. #5
Cheboygan, MI 49721

231-627-8815
Fax: 231-627-8408
www.msue.msu.edu

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Senior Project FRESH/Market FRESH 2015

The Senior Farmers Market Nutrition Program, known as Senior Project FRESH/Market FRESH in Michigan, provides older adults who qualify with unprocessed, Michigan-grown products from authorized farmers markets and roadside stands throughout Michigan.



The program is free for both the participant and the farmer, truly a win-win for Michigan farmers and older adults.

Senior Project FRESH/Market FRESH originates from US Dept. of Agriculture (USDA) funding. It is part of the Senior Farmers Market Nutrition Program. These federal dollars come out of the federal Farm Bill. The program was designed to benefit both farmers and seniors.

To qualify, and older adult must be:

- 60 years of age or older
- Have a total household income of 185% of poverty or less
- Live in the county where the coupons are issued

185% of Federal Poverty Guidelines Effective from July 1, 2014 to June 30, 2015

HOUSEHOLD	ANNUAL	MONTHLY	TWICE-MONTHLY	BI-WEEKELY	WEEKLY
1	\$21,590	1,800	\$ 900	\$ 831	\$416
2	29,101	2,426	1,213	1,120	560
3	36,612	3,051	1,526	1,409	705
4	44,123	3,677	1,839	1,698	849
5	51,634	4,303	2,152	1,986	993
6	59,145	4,929	2,465	2,275	1,138
7	66,656	5,555	2,778	2,564	1,282
8	74,167	6,181	3,091	2,853	1,427
For each additional family member add:					
	+7,511	+626	+ 313	+289	+145

SENIOR PROJECT FRESH/MARKET FRESH ELIGIBLE ITEMS

Apples
Blackberries
Blueberries
Cantaloupe
Cherries
Cranberries
Currants
Elderberries
Grapes
Peaches
Pears
Plums
Raspberries
Strawberries
Watermelon
Howell Melons
Rhubarb
Parsnips
Salsify & Scorzonera
Bok Choy
Peas
Brussels Sprouts
Rutabagas
Scallions
Celeriac
Spinach
Corn (not ornamental or popcorn)
Sprouts
Sunchoke
Cucumbers
Eggplant

Swiss Chard
Greens (all)
Kale & Collards
Tomatilla
Kohlrabi
Leeks
Turnips
Lettuce (all)
Watercress
Asparagus
Beans (all)
Beets
Broccoli
Cabbage
Carrots
Cauliflower
Celery
Mushrooms
Onions (all)
Peppers (all)
Potatoes & Sweet potatoes
Pumpkins
Radishes
Squash
Tomatoes
Artichoke-Cardoon
Jerusalem Artichoke
Shallots
Burdock
Chickory
Lovage
Basil

Marjoram
Chives
Mint
Cilantro
Oregano
Cutting Celery
Dill
Rosemary
Epazote
Sage
Garlic
Summer Savory
Sorrel
Lemon Balm
Tarragon
Lemon Grass
Barley Grass
Thyme
Fennel-Finocchio
Parsley
Horseradish
Wheatberries
Saskatoon berries
Honey, all kinds

Other items are eligible if they are Michigan-grown and NOT processed.

Cheboygan County
2015 Project FRESH Markets

Cheboygan Farmers Market:

Opera House Parking Lot
Saturdays 8-1

Cheboygan Walgreen's Parking Lot:

Wednesdays 9-2

Indian River Grower's Market:

Citizens Nat'l Bank Parking Lot (M68 & South Straits Hwy)
Wednesdays 2-6 and Saturdays 9-1

Rogers City Farm Market:

On the corner of Erie and Fourth St.
Fridays 9-noon

Onaway Farmers' Market:

Next to the Post Office
Tuesdays 2-6

Bill's Farm Market:

4450 E. Mitchell Rd, Petoskey
Mon-Fri 9-6, Sat. 9-5

United Way 231-627-2288

MSU Extension—231-627-8815



MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

2015 Project Fresh Farmers—Cheboygan County

<p>Steve Socolovitch 5076 Polish Line Rd. Cheboygan 627-6487</p>	<p>Harvest Moon Farms Steve Woiderski N. Riggsville Rd., Cheboygan 627-5330 Fri-Sat-Sun 8-6 ½ mile west of the high school</p>	<p>Lynda Tracey 6772 Indian Trail Rd Cheboygan 627-4610</p>
<p>Sorensen Farm Susan Sorensen 5420 Polish Line Rd. Cheboygan 627-4034 Open daily</p>	<p>Mary's Grow To Order Mary Whaley 6940 Menominee Cheboygan 627-9277</p>	<p>Lowell Beethem 5167 Riggsville Rd. Cheboygan Daily 9-9 627-3337 or 290-3337</p>
<p>Leon Brown 8470 Galbraith Rd. Cheboygan 625-2120</p>	<p>Golden River Orchard Steve Crusoe 2535 White Cedar Rd. Cheboygan 625-2566</p>	<p>Sharone Jewell 3955 Mullett-Burt Rd. Cheboygan 627-2524</p>
<p>Liz Sachtleban 15575 Hebron Mail Route Cheboygan 231-537-8049 Daily – call first</p>	<p>Brown Farm Jerry Brown 2150 Brown Rd. Indian River 231-625-2621</p>	<p>Henry Pryzynski 218 North St. Cheboygan 627-3645</p>
<p>Robert Bannantyne 9042 S. River Rd. Cheboygan 625-2794</p>	<p>Eileen M. Bur 4010 Riggsville Rd., 10-6 and 8933 N. Extension Rd by appt. Cheboygan 627-55955 or 231-421-0170</p>	<p>Kaylin Stokes 8543 Galbraith Rd. Cheboygan 625-2815 or 420-2594</p>
<p>Dave Deeter 8325 Galbraith Rd. Cheboygan, MI 231-420-8117</p>	<p>Melanie Eno 3765 Mann Rd. Cheboygan 625-9903 or 231-445-8292</p>	<p>Paul and Susan Brooks 11374 W. Hill Road Cheboygan 597-9510</p>
<p>Robiadeks, Caleb, Gage, Xavier 6220 Richardson Rd. Cheboygan 627-9121</p>	<p>Dawn Shovan 231-203-1203 3033 s. Straits Hwy, Cheboygan Hayrides in October, Sat-Sun 11-5</p>	<p>Peaceful Produce Amy Ball 231-203-1203 11987 Douglas Lake Rd., Pellston Market at Vann Rd and US31 Saturdays 9-2</p>
<p>Farmer Brown Market Anita Ginop 11695 W. M-68, Alanson M-Sat 10-6 231-622-1188</p>	<p>Brendan Prewitt 4795 Polish Line Rd. Cheboygan 627-3645</p>	<p>J & J Produce John Stiles and Joslyn Ganske Corner of M 68 & Black River Rd. 231-357-5158</p>
<p>Saundra Klockziem 2350 Mc Michael Rd. Alanson 231-548-5227</p>	<p>Keith Ronk 3201 McMichael Rd., Alanson 231-548-5352 or 231-420-6797</p>	
<p>Ellen Chunko 2258 Old School Rd. Indian River 238-1297</p>	<p>Buddy's & More— Charles Busser 4632 Soline Ave. Lewiston 989-786-7478 Tuesday-Saturday 11-5</p>	<p>Bill's Farm Market 4450 E. Mitchell Petoskey 231-347-6735</p>



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.**

August 28, 2015

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

RE: Application for Participation / Senior Citizen's Millage

Dear Commissioners,

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). Once again, the CCCoA is requesting another year of funding from the Cheboygan County Senior Citizen's Millage to continue serving as the focal point for senior services in Cheboygan County.

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;
- 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;
- Approximately 126,000 Michigan residents age 65 or older identify themselves as having a cognitive disability; and
- ***According to the 2010 Census, there are over 7600 people over the age of 60 in Cheboygan County alone.***

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 2016. It is our hope that the Board of Commissioners will recognize the good work that has become evident over the past years and renew your commitment to the CCCoA for 2016 with an allocation of the senior millage in the same amount as was awarded to the CCCoA last year; \$570,975.

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. The continuation of this funding from the County is crucial to the economic viability of the CCCoA. A loss or reduction of millage funding would surely result in reduction of services available to the local senior citizens.

It is our commitment to you and to the senior citizens of our district 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

A handwritten signature in cursive script that reads "Gail". A horizontal line extends to the right from the end of the signature.

Gail Tinker
Executive Director

Cheboygan County Senior Citizen's Millage

Application for Participation

2015

Applicant's Name: CHEBOYGAN COUNTY COUNCIL ON AGING

DUE DATE: September 1, 2015

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 **THE CHEBOYGAN COUNTY COUNCIL ON AGING**, the Board:

- Adopted a policy
- Affirmed its policy of non-discrimination as follows:

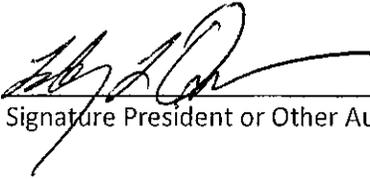
"It shall be the policy of **THE CHEBOYGAN COUNTY COUNCIL ON AGING** to provide equal membership/employment/service opportunities to all eligible persons, without regard to race, religion, disability, national origin, citizenship, age, gender, sexual orientation, marital status, political affiliation,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

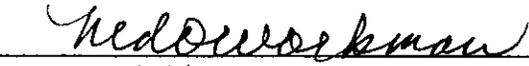
Name of Organization

8-27-15
Date



Signature President or Other Authorized Official

8/27/15
Date



Signature Clerk/Secretary

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 #3
- C. Submit proof of being a Non-Profit Organization
ATTACHMENT #2
- D. General Outline of Purpose
- E. Proposed project cost including up-front cost and continuing cost ATTACHMENT #4
- F. Business Plan of Group, Organization or Person
ATTACHMENT #5
- G. List all potential funding sources
- H. Provide balanced budget for said year ATTACHMENT #9
- I. Provide copies of minutes of all regular and special meeting of the Group or Organization for the most recent 12 months. ATTACHMENT #10
- J. Provide copy of most recent financial audit. ATTACHMENT #11

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

1. Name and address of agency.

CHEBOYGAN COUNTY COUNCIL ON AGING

Name

1531 SAND ROAD

Address

CHEBOYGAN, MICHIGAN 49721

City, State, Zip

2. Names, addresses and titles of Officers. **PLEASE SEE ATTACHMENT #1**

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

3. Names and addresses of the Board of Directors of the governing body. **ATTACHMENT #1**

Director

Director

Name

Name

Address

Address

City, State, Zip

City, State, Zip

Director

Director

Name

Name

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 #3**
6. *State the purpose and/or objectives of your program. (Attach additional page if necessary)*

The CCCoA's purpose is to continue to provide high quality services to the senior citizens of Cheboygan County by providing programs including, but not limited to; meal programs, in-home services, respite care, adult day care, education, training and social opportunities.

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 #4

8. Submit written Business Plan with Application. **PLEASE SEE ATTACHED #5**
9. Identify potential funding sources and projected amount of funding.

NEMCSA (Federal, State, USDA)	\$ 256,000
MILLAGE	\$570,975
MDOT Specialized Services	\$ 25,000
<hr/>	
LOCAL CONTRIBUTIONS	\$ 96,000 (estimate)
DHS	\$ 7,500
WAIVER PROGRAM	\$ 25,000
OTHER (foot care services, fundraising, transportation)	\$ 26,600 (estimate)
<hr/>	

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.

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 need, with special attention given to low income senior and minorities. The CCCoA currently has 769 registered 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 2014:**

	# Served Annually	Average Donation/Meal	Cheboygan County Residents Served
Congregate Meals	19713	\$2.09	454
Meals-On-Wheels	34033	\$1.71	193

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 program, but does provide space for the monthly & quarterly commodity distribution programs as well as the Fresh Start program. The current administration aspires to develop a food pantry in the Wolverine location with the help of the Food Bank of Eastern Michigan.

14. How are your services, for each service provided, evaluated for quality?
PLEASE SEE ATTACHMENT #6

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 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 ATTACHEMENT #7**

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:

The following organizations support the CCCoA with either products, services or funding:

**Kiwanis Club of Cheboygan
 St. Thomas Food Pantry
 NEMCSA
 Veterans Association (VA)
 Straits Area Services
 McLaren Northern Michigan
 MSU Extension**

**Food Bank of Eastern Michigan
 Vital Care
 Department of Human Services (DHS)
 Hospice
 Dr. Richard Strom
 Alzheimer's Foundation
 Cheboygan County Health Department**

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

REVENUE	Last Year Actual	This Year Budgeted	Next Year Proposed
Allocation from Senior Millage		570975	570975
Meal Donations		96000	96000
General Donations			
Government Agencies	PLEASE SEE	57421	57500
Other	ATTACHMENT #8		
Other			
Other			
Contributions			
Special Events		10000	10000
Legacies			
Associate Organizations			
Other Senior Programs			
Grants from Government Agencies		265248	256000
Dues		0	
Service Fees		0	
Sale of Material		0	
Investment Income		0	
Miscellaneous		100 INTEREST INCOME	300 INTERST INCOME
Other-Describe		400 REBATES	400 REBATES
Other-Describe		1000 EMPLOYEE MEALS	500 EMPLOYEE MEALS
Other-Describe		9000 TRANSPORTATION	10000 TRANSPORTATION
Other-Describe		400 BUILDING USE	400 BUILDING USE
Other-Describe		85000 GRANT CASH MATCH	85000 GRANT CASH MATCH
Other-Describe		15859 TRANS. FROM FUND BALANCE	5000 FOOT CARE REVENUE
TOTAL REVENUE		1111403	1092075

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		135000	135000
Staff Salary		365680	375000
Employee Benefits	PLEASE SEE	200	4500
Payroll Taxes	ATTACHMENT #8	52160	57500
Professional Fees - Legal			
Professional Fees - Acct.			
Professional Fees - Other		30000	5000
Supplies		41250	45200
Telephone		10500	9000
Postage & Shipping		2500	2500
Occupancy		51290	51600
Rental & Equipment Maintenance		23073	22000
Printing & Publishing		3000 ADVERTISING	5000 ADVERTISING
Travel		38500 STAFF TRAVEL, VEHICLE FUEL	31500 STAFF TRAVEL, VEHICLE FUEL
Conferences & Meetings		0	
Special Assistance to Individual		0	
Dues		2500	2500
Awards & Grants		0	
Miscellaneous		15900 TRAINING, CASUAL LABOR, MISC	14775 TRAINING, CASUAL LABOR, MISC
Pay Affil. Organization		0	
Board Designated Future		0	
Other-Describe		40350 EQUIP LEASE & PURCHASES	40500 EQUIP LEASE & PURCHASES
Other-Describe		15000 BUILDING & GROUND MAIN.	12000
Other-Describe		69500 INSURANCE & AUDIT EXPENSE	63500 INSURANCE & AUDIT EXPENSE
Other-Describe		85000 GRANT CASH MATCH	85000 GRANT CASH MATCH
Other-Describe		5000 SOFTWARE EXPENSE	5000 SOFTWARE EXPENSE
Other-Describe		125000 RAW FOOD	125000 RAW FOOD
TOTAL EXPENSE		1111403	1092075

ATTACHMENT #1

CHEBOYGAN COUNTY COUNCIL ON AGING
2015/2016 BOARD OF DIRECTORS

Leroy Ormsbee, President
565 W VFW Road
Cheboygan, MI 49721
231-420-0681

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

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

Ned Workman, Sec/Treas
665 W Lincoln Ave.
Cheboygan, MI 49721
231-627-3478
nedworkman@gmail.com

Bob Benkhardt
12392 S. Straits Highway
Wolverine, MI 49799
989-255-5758

Gordon Graham
3600 Bennett Road
Cheboygan, MI 49721
231-238-7620
gorjune231@gmail.com

Julie Benkhardt
12392 S. Straits Hwy
Wolverine, MI 49721
989-255-5758
Benkhardt@att.net

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

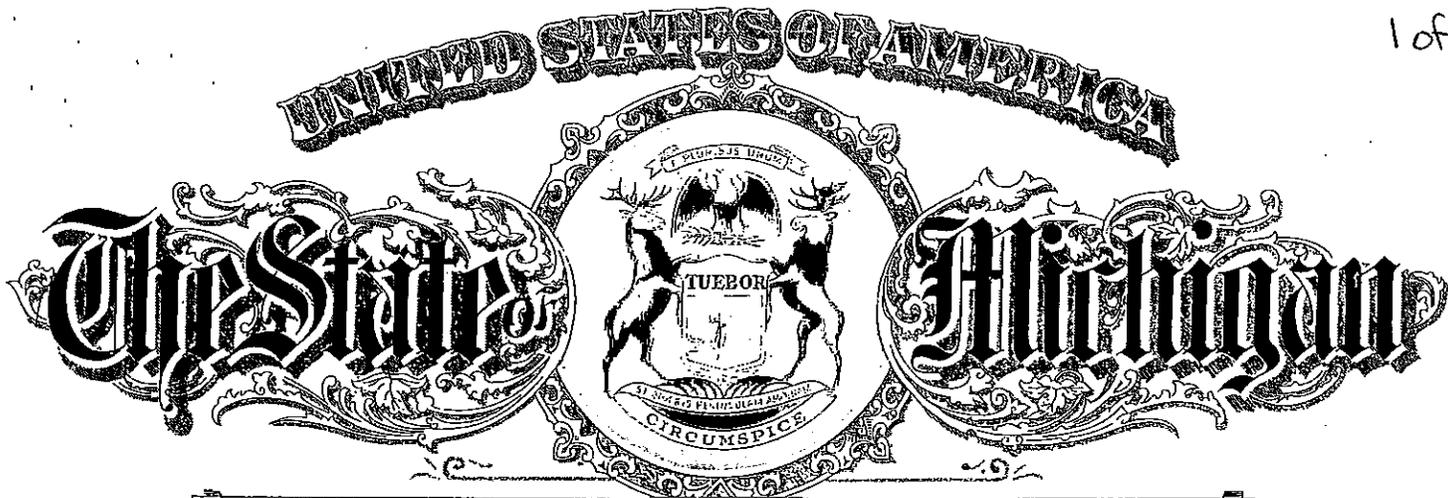
Leonard R. Page
9482 Page Road
Cheboygan, MI 49721
231-625-2827
Leonard@the pages.net

Board Liaisons:

Sue Allor
Cheboygan County Board of Commissioners
PO Box 248/7141 Silver Lake Road
Wolverine, MI 49799
231-525-8012 Fax 231-238-0030
sallor@cheboygancounty.net

Yvette Smigelski, Contract Manager
NEMCSA
2375 Gordon Road
Alpena, MI 49707
ysmigelski@NEMCSA.org

ATTACHMENT #2



Michigan Department of Commerce

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, 19 74.

Richard K. Helmbrecht
Director

2 of 8

(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)

(a)

(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: _____

21

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.

5 of 8

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>Robert R. 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;">FILED</p> <p style="text-align: center;">Michigan Department of Commerce</p> <p style="text-align: center;">MAR 13 1975</p> <p style="text-align: center;">DIRECTOR</p> <p style="text-align: center;"><i>Richard W. ...</i></p>
MAR - 3 1975	
MAR 12 1975	

0357K 1968

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

0357K 1968

ATTACHMENT #3

Cheboygan County Council on Aging Board of Directors

Executive Director

Human Resources

Wolverine Fire Manager / Executive Chef

Database Coordinator / Transportation Coordinator

Social Coordinator

Administrative Assistant to Director

FT Custodian / Maintenance

In-Home Services

Driver / Fleet Maintenance

MIPP / MAPP Coordinator

2 FT Cooks

3 PT Kitchen Aides

Volunteers

Reception

Experience Works

Community Service Workers

2 FT Adult Daycare Co-ordinators

2 PT Adult Daycare Caregivers

Experienced Works

1 PT Admin. Assistant / Provider

6 PT Service Providers

3 PT HDM Drivers

1 Sub HDM Driver

1 PT RN

Volunteer HDM Drivers

Senior Companions

ATT: #3
179

ATTACHMENT #4

Att. # 4
179

#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.
4. An annual 6-week computer training series is presented 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 day per week, the CCCoA has a full time Medicare/Medicaid consultant on staff for those needing health care assistance, thus promoting wellness.
6. The CCCoA has an Arthritis Foundation certified exercise instructor on staff and exercises classes are held twice each week, encouraging the participants (including Sand Castles Adult Day Care Facility clients) to increase mobility and activity levels.
7. The CCCoA has a specialized transportation program that provides transportation to and from the Centers 5 days per week, thus encouraging socialization and emotional health and well-being.

ATTACHMENT #5

ATT. #5

6 pgs.



BUSINESS PLAN

Cheboygan County Council on Aging

1531 Sand Road
Cheboygan, Michigan 49721

August 1, 2015

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, 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 25-30 employees, consisting of the following:

Executive Director
Human Resources Manager
Executive Chef
MIIPS/MMAPS Coordinator
Database/Transportation 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
7 In-Home Service Providers
Social Coordinator
Administrative Assistant
Volunteers
Senior Companions

ATTACHMENT #6

Att. #6
2 pgs

#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 of 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 (July & August 2015) 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); and
 - Sand Castles Adult Day Care Facility.
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.

A Powerful Voice

A Survey by the Cheboygan County Council on Aging

Today, nearly half the US population is aged 50 or older. Worldwide, more than 578 million people are over the age of 60, and these numbers are increasing fast. All across the globe, the senior population is growing at an unprecedented rate, far faster than any other age group. Ideas about aging are rapidly changing, especially here in the US, where baby boomers are now reaching their senior years. In an effort to better serve our aging public, please answer the following questions and feel free to give us your opinion.

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 do you receive?

3) Do you have any suggestions as to how we can improve the service you are receiving?

4) If you receive **HOME DELIVERED MEALS**, on a scale of 1 to 10, with 1 being below average and 10 being very good, how would you rate the quality of the home delivered meals? Please circle one:

1 2 3 4 5 6 7 8 9 10

Comments: _____

5) Are you aware of how the Council on Aging's services are funded?

_____ YES _____ NO

6) Do you visit either of the Centers for congregate meals? (Cheboygan or Wolverine)

_____ YES _____ NO

7) If yes, without considering the soup & salad bar or the desserts (these are unfunded "extras" that we are not required to provide), on a scale of 1 to 10, with 1 being below average and 10 being very good, how would you rate the quality of the congregate meals? Please circle one:

1 2 3 4 5 6 7 8 9 10

Comments: _____

(Over, Please)

8) Are you aware that the Council on Aging has a Medicare/Medicaid counselor on staff?

_____ YES _____ NO

9) Are you aware that the Council on Aging has a Registered Nurse on staff who runs a foot care clinic?

_____ YES _____ NO

10) Are you aware that the Sand Road Senior Center is home to the Sand Castles Adult Daycare Program which specializes in adult respite services? (including but not limited to Alzheimer, Dementia, Disabled).

_____ YES _____ NO

11) Do you participate in any of the activities presented by the Cheboygan County Council on Aging, such as Wii Bowling, Alzheimer Support Group, computer classes, G.I. Meetings, bus trips, euchre, pinochle, elder abuse recognition/prevention training, caregiver support groups or trainings, parties, etc.?

_____ YES _____ NO

12) Do you have any suggestions for activities, groups, trainings?

13) Thank you for your time, please give us any suggestions that might help us to improve our services to the residents of Cheboygan County or any additional comments.

Not required, but appreciated:

Name: _____

Address: _____

Telephone: _____

Attachment

#7

11.11.17
1 P9

#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:

1	Full Time	\$50,000/year
1	Full Time	\$14/hour
2	Full Time	\$12.50/hour
1	Full Time	\$11/hour
1	Full Time	\$10/hour

Technical:

1	Part Time	\$11/hour
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Clerical:

2	Full Time	\$10/hour
1	Part Time	\$12/hour

Kitchen:

1	Full Time	\$10/hour
1	Full Time	\$9/hour
3	Part Time	\$9/hour

Client Support Services:

1	Full Time	\$9.50/hour
10	Part Time	\$9.50/hour
1	Part Time	\$10/hour
1	Part Time	\$18/hour (Registered Nurse)

Maintenance:

1	Full Time	\$11/50/hour
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Attachment

#8

Last Fiscal Year Actual

**Cheboygan County Council on Aging
Statement of Activities Budget Performance
October 2013 through September 2014**

*PTT # 8
& Pgs*

	Oct '13 - Sep 14	Budget	\$ Over Bud...	% of Budget	Oct '13 - Sep 14	YTD Budget	\$ Over Bud...	% of Budget	Annual Budget
Ordinary Income/Expense									
Income									
4010 · Federal Income	180,240.04	121,000.08	59,239.96	149.0%	180,240.04	121,000.08	59,239.96	149.0%	121,000.08
4020 · State Income	136,784.73	84,000.00	52,784.73	162.8%	136,784.73	84,000.00	52,784.73	162.8%	84,000.00
4030 · Millage	582,368.26	578,994.00	3,374.26	100.6%	582,368.26	578,994.00	3,374.26	100.6%	578,994.00
4040 · Program Income	214,961.12	245,742.00	-30,780.88	87.5%	214,961.12	245,742.00	-30,780.88	87.5%	245,742.00
4070 · Transportation Income	8,250.30	7,000.00	1,250.30	117.9%	8,250.30	7,000.00	1,250.30	117.9%	7,000.00
4099 · Cash Match	109,054.98	85,000.00	24,054.98	128.3%	109,054.98	85,000.00	24,054.98	128.3%	85,000.00
Total Income	1,231,659.43	1,121,736.08	109,923.35	109.8%	1,231,659.43	1,121,736.08	109,923.35	109.8%	1,121,736.08
Gross Profit	1,231,659.43	1,121,736.08	109,923.35	109.8%	1,231,659.43	1,121,736.08	109,923.35	109.8%	1,121,736.08
Expense									
5000 · Payroll Expenses	622,514.85	613,408.00	9,106.85	101.5%	622,514.85	613,408.00	9,106.85	101.5%	613,408.00
5030 · Casual Labor	1,120.00	3,000.00	-1,880.00	37.3%	1,120.00	3,000.00	-1,880.00	37.3%	3,000.00
5051 · DTE-Gas	10,722.00	12,000.00	-1,278.00	89.4%	10,722.00	12,000.00	-1,278.00	89.4%	12,000.00
5052 · Consumers-Electric	27,189.35	28,000.00	-810.65	97.1%	27,189.35	28,000.00	-810.65	97.1%	28,000.00
5054 · LP Gas	114.96	500.00	-385.04	23.0%	114.96	500.00	-385.04	23.0%	500.00
5100 · Raw Food	116,049.81	120,000.00	-3,950.19	96.7%	116,049.81	120,000.00	-3,950.19	96.7%	120,000.00
5200 · Bank Charges	280.50	250.00	30.50	112.2%	280.50	250.00	30.50	112.2%	250.00
5350 · Dues and Subscriptions	1,984.77	2,500.00	-515.23	79.4%	1,984.77	2,500.00	-515.23	79.4%	2,500.00
5351 · Licenses and Permits	614.70	1,000.00	-385.30	61.5%	614.70	1,000.00	-385.30	61.5%	1,000.00
5400 · Postage and Shipping	1,576.97	2,000.00	-423.03	78.8%	1,576.97	2,000.00	-423.03	78.8%	2,000.00
5401 · Fuel & Lubricants	21,588.31	21,500.00	88.31	100.4%	21,588.31	21,500.00	88.31	100.4%	21,500.00
5440 · Kitchen Supplies	24,546.18	20,000.00	4,546.18	122.7%	24,546.18	20,000.00	4,546.18	122.7%	20,000.00
5445 · General Supplies	8,385.50	11,000.00	-2,614.50	76.2%	8,385.50	11,000.00	-2,614.50	76.2%	11,000.00
5450 · Office Supplies	6,153.04	5,100.00	1,053.04	120.6%	6,153.04	5,100.00	1,053.04	120.6%	5,100.00
5451 · Senior Activity Supplies	802.50	1,500.00	-697.50	53.5%	802.50	1,500.00	-697.50	53.5%	1,500.00
5500 · Telephone Expense	11,030.46	12,000.00	-969.54	91.9%	11,030.46	12,000.00	-969.54	91.9%	12,000.00
5501 · Internet Service	2,028.94	1,500.00	528.94	135.3%	2,028.94	1,500.00	528.94	135.3%	1,500.00
5502 · Cable	1,152.85	800.00	352.85	144.1%	1,152.85	800.00	352.85	144.1%	800.00
5650 · Staff Travel	8,337.87	15,000.00	-6,662.13	55.6%	8,337.87	15,000.00	-6,662.13	55.6%	15,000.00
5670 · Repair/Mant-Equipment	14,860.25	8,000.00	6,860.25	185.8%	14,860.25	8,000.00	6,860.25	185.8%	8,000.00
5671 · Repair/Maint-Bus	3,795.75	2,000.00	1,795.75	189.8%	3,795.75	2,000.00	1,795.75	189.8%	2,000.00
5672 · Repair/Maint HD Vehicles	4,330.90	7,000.00	-2,669.10	61.9%	4,330.90	7,000.00	-2,669.10	61.9%	7,000.00
5673 · Repair/Maint-Office Equipment	42.42	1,000.00	-957.58	4.2%	42.42	1,000.00	-957.58	4.2%	1,000.00
5680 · Building and Ground Maintenance	20,142.78	9,000.00	11,142.78	223.8%	20,142.78	9,000.00	11,142.78	223.8%	9,000.00
5681 · Trash Removal	5,641.58	6,000.00	-358.42	94.0%	5,641.58	6,000.00	-358.42	94.0%	6,000.00
5901 · Equipment Lease	3,773.50	6,100.00	-2,326.50	61.9%	3,773.50	6,100.00	-2,326.50	61.9%	6,100.00
5902 · Building Lease	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
5910 · Equipment Purchases Expense	10,780.23	3,000.00	7,780.23	359.3%	10,780.23	3,000.00	7,780.23	359.3%	3,000.00
5911 · Office Equip Purchases Exp	383.50		383.50		383.50		383.50		
5915 · Bus Purchases Expense	67,386.00	70,000.00	-2,614.00	96.3%	67,386.00	70,000.00	-2,614.00	96.3%	70,000.00
5920 · Vehicle Purchases Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
5925 · Computer Purchases Expense	1,865.78	2,500.00	-634.22	74.6%	1,865.78	2,500.00	-634.22	74.6%	2,500.00
5926 · Software Expense	3,671.25	4,000.00	-328.75	91.8%	3,671.25	4,000.00	-328.75	91.8%	4,000.00
5927 · Senior Activities Equipment Exp	164.90	1,500.00	-1,335.10	11.0%	164.90	1,500.00	-1,335.10	11.0%	1,500.00
5930 · Insurance-Liab./PP	29,642.10	29,000.00	642.10	102.2%	29,642.10	29,000.00	642.10	102.2%	29,000.00
5935 · Insurance-Workers Comp	23,635.33	31,000.00	-7,364.67	76.2%	23,635.33	31,000.00	-7,364.67	76.2%	31,000.00
5940 · Audit Expense	8,000.00	8,500.00	-500.00	94.1%	8,000.00	8,500.00	-500.00	94.1%	8,500.00
5945 · Professional Fees	1,202.80		1,202.80		1,202.80		1,202.80		

Cheboygan County Council on Aging
Statement of Activities Budget Performance
October 2013 through September 2014

	<u>Oct '13 - Sep 14</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>	<u>Oct '13 - Sep 14</u>	<u>YTD Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>	<u>Annual Budget</u>
5950 · Miscellaneous	2,052.23	3,000.00	-947.77	68.4%	2,052.23	3,000.00	-947.77	68.4%	3,000.00
5960 · Advertising Expense	2,080.45	3,000.00	-919.55	69.3%	2,080.45	3,000.00	-919.55	69.3%	3,000.00
5970 · Leasehold Improvements	0.00				0.00				
5980 · Training Expense	885.00	2,000.00	-1,115.00	44.3%	885.00	2,000.00	-1,115.00	44.3%	2,000.00
6001 · NEMCSA-Cash Match	109,054.98	85,000.00	24,054.98	128.3%	109,054.98	85,000.00	24,054.98	128.3%	85,000.00
Total Expense	1,179,585.29	1,152,658.00	26,927.29	102.3%	1,179,585.29	1,152,658.00	26,927.29	102.3%	1,152,658.00
Net Ordinary Income	52,074.14	-30,921.92	82,996.06	-168.4%	52,074.14	-30,921.92	82,996.06	-168.4%	-30,921.92
Net Income	52,074.14	-30,921.92	82,996.06	-168.4%	52,074.14	-30,921.92	82,996.06	-168.4%	-30,921.92

Attachment

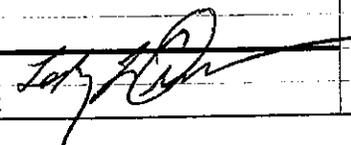
#9

**Cheboygan County Council on Aging
2015-2016 BUDGET**

-III #9
5 pgs

REVENUE	2014-2015	Proposed 2015-2016
4011 · NEMCSA (Federal)	100,000.00	102,000.00
4013 · USDA	47,238.00	36,000.00
4022 · Capital Contracts	0.00	0.00
4025 · Specialized Services	25,000.00	25,000.00
4028 · NEMCSA (State)	90,000.00	90,000.00
4031 · Cheboygan County	570,975.00	570,975.00
4043 · Fund Raising Income	10,000.00	10,000.00
4044 · Local Contributions	96,000.00	96,000.00
4046 · NEMCSA-MI-Choice Waiver	32,431.00	25,000.00
4054 · Rebates Received	400.00	400.00
4055 · Assets Sold	0.00	0.00
4056 · Interest Income	100.00	300.00
4057 · Miscellaneous (BUS)	0.00	0.00
4059 · Refunds	0.00	0.00
4060 · Building Use--TEFAP	400.00	400.00
4062 · FIA Home Help Services (DHS)	0.00	7,500.00
4061 · Foot Care Services	0.00	5,000.00
4067 · Adult Day Service (Merit Award)	28,000.00	28,000.00
4069 · Employee Meals	1,000.00	500.00
4071 · Fare Box	9,000.00	10,000.00
4099 · Cash Match	85,000.00	85,000.00
TRANSFER FROM FUND BALANCE	15,859.00	0.00
TOTAL REVENUE	1,111,403.00	1,092,075.00
EXPENSE		
1003 - CNB Loan	0.00	0.00
5002 · Payroll-Wages	500,680.00	510,000.00
5011 · FICA	31,840.00	33,000.00
5012 · Medicare	7,320.00	7,500.00
5013 · MI Unemployment Expense	13,000.00	17,000.00
5015 · Health and Drug Screening	200.00	500.00
5021 · Health Ins. (dental, optical, TB, Flu, CPR)	0.00	4,000.00
5023 · Employee Meals	0.00	0.00
5030 · Casual Labor	6,000.00	4,000.00
5051 · DTE-Gas	14,000.00	14,000.00
5052 · Consumers-Electric	30,290.00	30,400.00
5054 · LP Gas	500.00	500.00
5100 · Raw Food	125,000.00	125,000.00
5200 · Bank Charges	500.00	350.00
5201 · Finance Charges	0.00	0.00
5350 · Dues and Subscriptions	2,500.00	2,500.00
5351 · Licenses and Permits	1,000.00	1,000.00
5400 · Postage and Shipping	2,500.00	2,500.00
5401 · Fuel & Lubricants	23,000.00	19,000.00
5440 · Kitchen Supplies	22,000.00	22,000.00
5445 · General Supplies	11,650.00	12,000.00
5450 · Office Supplies	6,100.00	6,200.00
5451 · Senior Activity Supplies	1,500.00	5,000.00
5500 · Telephone Expense	10,500.00	9,000.00
5501 · Internet Service	2,000.00	2,000.00

**Cheboygan County Council on Aging
2015-2016 BUDGET**

5502 - Cable	1,000.00		1,700.00
5650 - Staff Travel	15,000.00		12,000.00
5670 - Repair/Maint.-Equipment	10,000.00		10,000.00
5671 - Repair/Maint-Bus	3,000.00		3,000.00
5672 - Repair/Maint HD Vehicles	9,073.00		8,000.00
5673 - Repair/Maint-Office Equipment	1,000.00		1,000.00
5680 - Building and Ground Maintenance	15,000.00		12,000.00
5681 - Trash Removal	4,000.00		3,500.00
5888 - Late Payment Penalty	0.00		0.00
5901 - Equipment Lease	7,700.00		7,500.00
5902 - Building Lease	0.00		0.00
5910 - Equipment Purchases Expense	3,650.00		3,500.00
5915 - Bus Purchase Exp	0.00		0.00
5920 - Vehicle Purchases Expense	25,000.00		25,000.00
5925 - Computer Purchase Expense	2,500.00		2,000.00
5926 - Software Expense	5,000.00		5,000.00
5927 - Senior Activities Equipment Exp	1,500.00		2,500.00
5930 - Insurance-Liab./PP	32,000.00		32,000.00
5935 - Insurance-Workers Comp	29,000.00		23,000.00
5940 - Audit Expense	8,500.00		8,500.00
5945 - Professional Fees	30,000.00		5,000.00
5950 - Miscellaneous	6,000.00		6,000.00
5960 - Advertising Expense	3,000.00		5,000.00
5970 - Leasehold Improvements	0.00		0.00
5980 - Training Expense	2,000.00		2,925.00
5990 - Fund Raising Expense	400.00		500.00
6001 - NEMCSA-Cash Match	85,000.00		85,000.00
Total Expenses:	1,111,403.00		1,092,075.00
	0.00		0.00
Budget Approved: 8/27/15			
Moved by: Robert Benkhardt		Seconded by: Leonard Page	
<p>Leroy Ormsbee CCC-A President</p> 			

CHEBOYGAN COUNTY COUNCIL ON AGING

Summary of Changes in Expenditures on the FY 2015/16 Budget

5002	-	Payroll-Wages	Several new employees due to reach the one year of employment mark and will receive a slight increase in pay. Also, 2 employees are long overdue for an appreciation increase. None of these employees are management.
5011	-	Payroll Taxes	Anticipated increase due to the above.
5012			
5013			
5015	-	Health & Drug Screening	New policies state drug screening for new employees and pre-employment physicals for certain positions. This increase is for anticipated screenings.
5021	-	Health Insurance	For dental & optical (provided to full time employees), TB tests, Flu immunizations, CPR & First Aid. This line item was buried under "Employee Fringes" and was left off last years' budget. These costs have always existed and there is no increase. This is included for clarification purposes.
5030	-	Casual Labor	The current administration does not feel the need for casual labor costs any more than the proposed amount, as the CCCoA is fully staffed to cover for illnesses and vacations.
5200	-	Bank Charges	CCCoA is paying less in bank charges.
5401	-	Fuel & Lubricants	The current administration is of the opinion that the "cushion" in this particular category has been exorbitant and that this figure more accurately represents anticipated costs, given the general stability of fuel costs.
5445	-	General Supplies and	This minimal increase is due to the higher cost of
5450	-	Office Supplies	paper products (toilet tissue, paper towel, copy paper)
5451	-	Senior Activity Supplies	The current administration would like to see more activity supplies for the senior programs.
5500	-	Telephone Expense	Decrease is due to renegotiation of landline contract and removal of previous Director's cell service

CHEBOYGAN COUNTY COUNCIL ON AGING

Summary of Changes in Expenditures on the FY 2015/16 Budget

Page 2

5502	-	Cable	This increase is due to Charter's switch to the new "boxes" and rate increase. The Wolverine Center has now been brought into the current century with the installation of Dish Network at a cost of \$25.00 per month. This also includes cable for Sand Castles.
5650	-	Staff Travel	The current administration is of the opinion that the "cushion" in this particular category has been exorbitant and that this figure more accurately represents anticipated costs.
5672	-	Repair/Maint HD Vehicles	Due to the regular preventative maintenance program recently instituted, and the turnover of vehicles, it is anticipated that costs will maintain at the current level.
5680	-	Building & Ground Maintenance	FY 2014/15 will see this line item top out at less than \$10,000. This figure more accurately represents anticipated costs for any minor repair or maintenance. Any larger issues or "capital improvements" will be discussed with the County Administrator, pursuant to the agreement with Cheboygan County.
5681	-	Trash Removal	Decrease due to switching waste removal company and renegotiation of contract.
5901	-	Equipment Lease	Actual costs from existing leases.
5910	-	Equipment Purchase Expense	Anticipate no large equipment purchases.
5925	-	Computer Purchase	All equipment is current and up to date. No large expenditures anticipated.
5927	-	Senior Activity Expenses	Increase in general prices for activities such as birthday parties and misc activity expenses. Also for Sand Castles activities.

CHEBOYGAN COUNTY COUNCIL ON AGING

Summary of Changes in Expenditures on the FY 2015/16 Budget

Page 3

5935	-	Insurance/W.C.	Review of current contract showed over-insured due to no adjustments of staff numbers being made over the past years. Renegotiation of contract and risk assessment training of current administration resulted in reduction of premium.
5945	-	Professional Fees	Anticipate limited legal fees. Previous Director's "consulting fee" is also no longer valid.
5960	-	Advertising	Anticipate increase advertising on the radio and through social media
5980	-	Training Expenses	Increase in costs of required trainings for in-home services and MIIP/MAAP personnel
5990	-	Fund Raising Expense	Minimal increase

Attachment

#10

ATT # 10 32 PGS

THE NEXT MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, December 11th, 2014 AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.

**Board of Director's Meeting
Cheboygan County Council on Aging
October 9, 2014**

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

Roll Call: Present were; Sue Cleary, President; Buddy Ormsbee, Vice President; Ned Workman, Secretary/Treasurer; Members Bob Benkhardt, Julie Benkhardt, Nancy Lavigne, Gordon Graham; Gail Tinker, Business Manager and Mike Bur, Executive Director.

Absent: David Lord. There was a motion to excuse David Lord by Ned Workman and seconded by Buddy Ormsbee. All in favor – passed by unanimous voice vote.

Guests: Yvette Smigelski, Rep. from Region 9 Area on Aging; Sue Allor, Cheboygan County Commissioner; Lori Thornton, Citizens National Bank (prospective board member).

Other Guests: Hal & Deborah Borrman, Shirley Bergstrom, William Edgecombe, Darlene Ormsbee, Merle Berden, Sue Chevalier, Beverly Southwell, Joe Liv (?) Laurie Socolovitch, George Christenson.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. There were no additions or deletions to the agenda. A motion to accept the agenda without change was made by Nancy Lavigne and seconded by Bob Benkhardt. All in favor - passed by unanimous voice vote.

Old Business: The minutes from the August meeting were reviewed. It was asked if there were any questions about the minutes. President Cleary requested that a correction to the August Minutes be made, changing the Churchill Classic information from "weigh stations" to "water stations". A motion to accept the August minutes as amended was made by Gordon Graham and seconded by Ned Workman. All in favor – passed by unanimous voice vote.

New Business:

Director's Report: Mike Bur, Executive Director

Budget Proposal (2014-2015) – The proposed revised budget was sent to the Board members prior to the meeting as to allow the officers and members adequate time to review said budget. Bur explained that the County Commissioners agreed to \$570,975 to be allocated to the CCCoA for senior services. This amount is approximately \$11,000 less than requested and less than what has been received over the past several years. In order to accommodate the reduction in millage funds, we have trimmed the budget the best we can, making reductions in the following areas: Michigan Unemployment Taxes (is now based on the actual amount per employee vs. the carryover of the amount from previous years); fuel & lubricants; trash removal; and advertising expenses. Bur stated that due to these proposed reductions, the Council will need to tighten up expenditures and that once again there will be no room for employee increases. A motion was made by Ned Workman to accept the new revised Budget and seconded by Bob Benkhardt. All in favor – passed by unanimous voice vote.

Board of Director's Meeting
Cheboygan County Council on Aging
October 9, 2014
Page 2

- Bur proposed the following revisions to the Council's By-Laws;
 - a) page 2, Section 2.6 titled "NOTICE OF MEETINGS OF THE MEMBERS", wherein it states "Members shall be given at least 24 hours and not more than sixty days before the date of the meeting...". Bur proposed that "24 hours" be changed and after minimal discussion, it was agreed that the By-laws should be modified to read "72 hours";
 - b) page 5, Section 3.1 titled "COUNCIL", wherein it states that the Council shall meet "monthly". This was an oversight, the Council having agreed several years ago to meet bi-monthly. It was agreed that "monthly" shall be replaced with "but at least 6 times/year"; and
 - c) page 5, Section 3.2 titled "NUMBER", wherein it states that the "Council shall consist of nine (9) appointed Members". After some discussion, it was agreed that this section shall be modified to read "The Council *may* consist of nine (9) appointed members, but not less than seven (7)".

A motion was made by Bob Benkhardt to accept the proposed modification to the By-Laws and was seconded by Nancy Lavigne. All in favor - passed by unanimous voice vote.

- Bur proposed the following modifications to the Sand Castles Policies & Procedures after concerns were raised by Commissioner Matelski:
 - a) page 4, section titled "AGE CRITERIA", wherein it states that "All participants of Sand Castles will follow the admission criteria and participants must be 18 years or older and fall under one, or more, of the admission criteria in order to be a participant at Sand Castles." After much discussion, it was determined that particular section would be revised to read "All participants of Sand Castles will follow the admission criteria." The Board agreed that the section which follows, entitled "ADMISSION PROCESS" sufficiently dictates the admission criteria and that the age of the participant should be struck from the language;
 - b) page 8, section titled "DISCHARGE CRITERIA", wherein it states under subsection 6(d) "incontinence of bowels". Bur suggested that this example be struck from the discharge criteria completely. The Board agreed that this example should be removed from this particular section; and
 - c) page 10, section titled "STORAGE OF MEDICATIONS ON SITE", wherein it states that "Any medications that are not picked up by the client/caregiver will be destroyed by flushing down the toilet." Bur suggest that this section be struck or modified in order to properly dispose of medications. Tinker offered the information that the Sheriff's Department has a medication disposal program that perhaps can be utilized. It was requested that a "disposal log" be generated for the purpose of logging all medications to be disposed of, which

would include the employee handling the medication as well as a section for the Sheriff to acknowledge receipt of the medication. This is strictly for accountability purposes and dual control. It was agreed that the change to the section be made and that a disposal procedure be developed.

A motion was made to accept the modifications to the Sand Castles Policies and Procedures by Ned Workman and seconded by Nancy Lavigne. All in favor - passed by unanimous voice vote.

- Bur proposed the following modifications to the Employee Handbook:

a) page 2, section titled "PRE-EMPLOYMENT HIRING POLICY", it was suggested that the following language be added:

"PROSPECTIVE EMPLOYEES MUST AGREE TO AND SUCCESSFULLY PASS THE FOLLOWING BEFORE CONSIDERATION FOR EMPLOYMENT:

- * BACKGROUND CHECK; NO CRIMINAL BACKGROUND HISTORY INCLUDING BUT NOT LIMITED TO; DUI, DOMESTIC VIOLENCE, FELONY CONVICTION NOR FELONY CHARGES PLEAD DOWN TO MISDEAMENORS; AND

- * DRUG TEST IF DEEMED NECESSARY BY MANAGEMENT."

Some discussion followed regarding the current policies and procedures and whether the Council's current methods of checking for criminal backgrounds show felony convictions which have been plead down to misdemeanors. Bur stated that the Council currently utilizes the Michigan State Police "I Chat" program which does indeed show the original arrest charge, plead charge and the conviction. Information is also publically available on the 89th Judicial District Court website under the tab "court cases". Also, the Board Members expressed that the words "IF NECESSARY" (under the bullet point regarding drug testing) be eliminated and that *all new applicants be subjected to a mandatory drug AND ALCOHOL test*. It was agreed after discussion that the Council will be responsible for the costs associated with drug and alcohol testing of new employees. The Board also discussed and requested that a ZERO TOLERANCE statement be added to the Employee Manual as well as language which will allow an employee to be offered a one-time opportunity to participate in a cessation program, at the employee's expense, prior to the determination of the sanctions for any employee who tests positive for alcohol or drugs after being requested to do so by Management. This language will be incorporated into the Employee Manual on page 12, under the section titled "ALCOHOL AND DRUG POLICY".

Bur next proposed that a statement regarding the use of social media, during and after employment, in order to "post" disparaging remarks about the Council and/or employees, be incorporated into the Employee Manual under the "E-MAIL/SOCIAL MEDIA" section on page 14. Because there is not, at this time, any Michigan Law or

statute regarding the consequences of defaming an individual or organization through the use of social media, the Board elected to refrain from adding this language until such a law or statute exists. All the Board Members, with the exception of Ned Workman, agreed to refrain from adding such language, citing freedom of speech.

A motion was made by Buddy Ormsbee and seconded by Julie Benkhardt to accept the proposed changes to the Employee Manual. All in favor, (with the exception of Ned Workman being opposed to the exclusion of the Social Media language).

A motion to accept the Director's report was made by Ned Workman and seconded by Lavigne. All in favor - passed by unanimous vote.

Business Manager's Financial Report: Gail Tinker

- Statement of Budget Activities Performance – reflects the current fiscal year end. Gail stated that because the fiscal year end has not been closed on the NEMCSA end, that there may be slight changes to the Performance Statement. Most of what is on the statement the Board has reviewed several times in previous months. Secretary/Treasurer Workman presented several questions regarding the Performance Statement in the following categories: 5670 Repair/Maint. Equipment, 5671 Repair/Main. Bus, 5680 Building & Ground Maintenance, 5910 Equipment Purchase Expenses, 5450 Office Supplies and 5440 Kitchen Supplies. A short review of the expenditures in these categories followed.
- Gail thanked Sue Cleary and the Citizens National Bank Churchill Classic organizers for choosing the Council to be the recipient of the proceeds from this years' Classic. A check was received from the bank in the amount of \$3426.09. The proceeds were "program specific" to the Home Delivered Meals Program. Gail offered the Council's volunteer services for any future endeavors of Citizens National Bank.
- Gail provided the Board with a Food Price Inflation History and 2014-2015 Forecast which was provided by Gordon Food Service. Commissioner Matelski had asked about the percentage of increase at the August 2014 meeting and Gail pointed out that according to this particular history/forecast, between October 2013 and August 2014, the wholesale food cost increased as much as 5%.

Gail asked if there were any other questions, there were none.

A motion to accept the business Manager's report, subject to audit, was made by Ned Workman and seconded by Gordon Graham. All in favor - passed by unanimous vote.

Board of Director's Meeting
Cheboygan County Council on Aging
October 9, 2014
Page 6

Guest Comments:

- Various guest comments/criticisms were heard by the Board of Directors regarding the guests opinions about mismanagement and violation of policies, such opinions being expressed by Deborah Borrman, Laurie Socolovitch and Merle Berden. The meeting was called back into order on several occasions by President Cleary and finally a motion was made by Ned Workman and seconded by Bob Benkhardt to close the open meeting. All in favor - passed by unanimous vote.

The open meeting was adjourned at 11:07 AM.

A closed session of the Board of Directors then commenced at the request of former employee Deborah Borrman.

**CLOSED MEETING OF THE
Board of Director's
Cheboygan County Council on Aging
October 9, 2014**

At the request of Deborah Borrman (former employee of the Council on Aging, who resigned from her position as the Social Coordinator on May 29, 2014), a closed session of the Board of Directors Meeting was held on this 9th day of October, 2014.

Mrs. Borrman presented the Board with a recording of a portion of the Commissioners meeting in which the Executive Director used specific employee names when discussing casual labor in the proposed budget. It was Mrs. Borrman opinion that Mr. Bur was in violation of the employees' HIPAA privacy rules. Discussion followed regarding the appropriateness of using specific names. Mr. Bur was politely reprimanded and instructed on the proper procedures to address such issues by the Board. It was suggested to Mrs. Borrman that she contact the state regarding any suspected HIPAA violations.

Mrs. Borrman then exited the Closed Meeting.

Conversation resumed regarding other possible HIPAA violations and the consequences of such.

Discussion was had regarding the presentation to the Board of a petition for the removal of the Executive Director. An evaluation of the signatures was made and found that many of the signatures were not legitimate and that many of the individuals who did sign the petition felt that they were bullied, forced or coerced into signing the petition. At this point, the Board of Directors elected to discount the entire petition.

The Board of Directors then proceeded to nominate new officers for the 2014-2015 fiscal year with the following results:

Buddy Ormsbee	- President
Nancy Lavigne	- Vice President
Ned Workman	- Secretary / Treasurer

The Board of Directors then established a Nominating Committee for the purpose of nominating new prospective board members. The Committee shall consist of Sue Cleary, Bob Benkhardt and Gordon Graham.

The Board of Directors discussed the need for a timely performance evaluation of the Executive Director. Ned Workman will develop a form of evaluation based on the form that Straits Area Services uses to evaluate their Director. Ned will then forward said document to Buddy Ormsbee who will solicit responses to the evaluation from all the Board Members, with a target date of the actual evaluation to take place no later than October 24, 2014. The Board of Directors elected to handle this evaluation immediately, in lieu of waiting for the next scheduled board meeting in December.

Closed meeting was then adjourned.

THE NEXT MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, Feb. 12, 2015 AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.

**Board of Director's Meeting
Cheboygan County Council on Aging
December 11, 2014**

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

Roll Call: Present were; LeRoy (Buddy) Ormsbee, President; Nancy Lavigne, Vice President; Ned Workman, Secretary/Treasurer; Members: Sue Cleary, Bob Benkhardt, Julie Benkhardt, Nancy Lavigne and Gordon Graham; Gail Tinker, Business Manager and Mike Bur, Executive Director.

Absent: David Lord. There was a motion to excuse David Lord by Ned Workman and seconded by Buddy Ormsbee. All in favor – passed by unanimous voice vote.

Guests: Yvette Smigelski, Rep. from Region 9 Area on Aging; Sue Allor, Cheboygan County Commissioner.

Other Guests: Tom & Mary Gainer, Hal & Deborah Borrmann, Shirley Bergstrom, William Edgecombe, Darlene Ormsbee, Merle Berden, Sue Chevalier, Laurie Socolovitch, Susan Sorenson, Kourtney Hahn (Tribune).

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. There were no additions or deletions to the agenda. A motion to accept the agenda without change was made by Sue Cleary and seconded by Julie Benkhardt. All in favor - passed by unanimous voice vote.

Old Business: The minutes from the August meeting were reviewed. It was asked if there were any questions about the minutes. There were no additions or deletions to the October meeting Minutes. A motion to accept the October Minutes as amended was made by Sue Cleary and seconded by Gordon Graham. All in favor – passed by unanimous voice vote.

New Business:

Director's Report: Mike Bur, Executive Director

- Bur stated that our funding is set for this fiscal year, with the exception of the federal tie-up with the funding and the potential shut down of the government. Bur stated that he is quite certain that all funding as we outlined it in the budget at the last meeting is set.
- Every 10 years, the White House conducts a conference on aging. This conference is an attempt at the federal level to determine the challenges and opportunities that are presented to the seniors to determine what direction the senior centers may like to see in order to improve services. There is a series of webinars that will begin this afternoon. We will participate in order to make certain we are up to par. One of the items that was the focus of the last conference was to try to get the words "senior center" out of the vocabulary because the 60-somethings do not relate. We did try to do that a couple different times but we couldn't get it done. Our congregate continues to call us the "senior center". Bur is of the opinion that we should try again to revamp the names of our centers in an effort to attract the boomers.

- The holiday party schedule this season actually started yesterday with the Kiwanis-sponsored Special Adults Party. Charlie Reager was the entertainer and there was a magician hired by the Kiwanis. There was 180 attendees. We charged the Kiwanis \$5 per plate and we made \$133.40. The intent of that party is not as a fundraiser, but we do need to cover our costs, which we did. The number of attendee was down a bit from last year and Bur is of the opinion that is because Tender Care was under quarantine for the flu and because The Beacon Center closed. Graham expressed how impressed he is with this particular party and how he enjoys coming each year. Graham wondered how to get the word out about this particular event. Bur stated that this is a Kiwanis-sponsored event.
- On 12/16 will be the holiday party for the Seniors of our center. We will serve a traditional ham dinner. This is also well-attended. On 12/17 will be our annual employee grazing party. This is done 100% by the employees, everyone brings a dish to put out.
- On 12/22, Mike will cook a breakfasts for the employees in an effort to show some appreciation and gratitude. Bur invited the Board to attend that event.
- In addition, we did a bus trip to Wolverine to have a meal at that Center. Dar Ormsbee stated that there were about 12 people on the bus trip, with a few more folks joining them at the Wolverine Center. Dar thanked Brian Turbin for the great meal and the hospitality. Bur stated that we would like to do that more frequently, monthly, if we can, in order to get the Cheboygan congregate exposed to the Wolverine Center. Bur expressed that Turbin, who is the Council's Executive Chef and is responsible for the operations in both kitchens, has brought a high level of food quality to the Wolverine Center and we would like to see that same quality here in Cheboygan. Bur outlined some staff changes in Wolverine due to the Wolverine home delivered meals driver moving on to a different company.
- On 12/15, we will be doing a holiday lights bus tour, leaving from the Sand Road Center. There will be dinner at McDonalds prior to the light tour. We also did a color tour earlier in the spring and it was very well received. Bur would like to see more use of the bus in with these types of activities.
- Bur advised the Board that he purchased a salt spreader for both Centers so that we can keep the parking lots clear. In the past, the County has assisted with this, but that is no longer an option.
- Bur passed photos around the Board table showing that someone flushed a camera down the toilet in the men's room and the plumbing company had to destroy the toilet in order to get the flushed item out of the commode. That was about \$1,000 expense that we did not anticipate. Tinker stated that we do know who did this and that reimbursement was offered, but we declined and due to confidentiality issues, we cannot elaborate any further on this matter.

- The Council's financial audit has been completed. We were hoping to have the reports here today to share, but the auditors need more time to compile the actual report due to the amount of audits they have to complete this time of year. The auditors did state, however, that there absolutely zero findings again this year. The auditors were here for a longer period of time this year and it is Bur's opinion that they went through the financials with much more detail this year than they did in the past. We do expect to have a representative here at the February Board meeting to elaborate.
- We must have our new menus approved by the State and there are new requirements this year to ensure that all vitamin/calorie/nutritional requirements are being met. All recipes and menus must be run through an approved software program to ensure that we are meeting all guidelines. Tinker has been working on this for some time now, and we expect to be able to meet the deadline set for us by Region 9.
- We have a success story to report. We have participated in the Kinship Program for a number of years, run by Earlene Chasse. This is a program that offers assistance to grandparents who are the raising their grandchildren. A couple years ago, we had a candidate who wanted to participate in a junior hockey league and the grandparents simply could not afford it. We applied on behalf of this young man and were able to provide him with the equipment he needed and he is now a star on the varsity hockey team. This is just another program that works, and is a good example of another program we have that most folks don't know about, that is available to our seniors.
- The Halloween party in Wolverine this year was a big hit. All the parties in Wolverine are very well planned and executed. The congregate appreciates these parties and participate by showing up in costume and they really get into the spirit. Bur would like to try to get that spirit here in Cheboygan. We will be trying to do that beginning with the Christmas event and the Valentine's Day event.
- We have a suggestion box, which is usually a complaint box, very rarely do we get anything constructive. The problem is that most of these "suggestions" are unsigned. It is very difficult to deal with something without knowing to whom we need to communicate in order to address any issues. For instance, we got a comment recently that stated "the food is not good here anymore. Does the Center have a different cook? It seems that nobody is taking the time to prepare the meals anymore." How do we deal with this? Without a signature, it is almost impossible to talk to the person who is unhappy in order to communicate what it is that we are doing to make improvements. We need to ask people to please sign their names. Dar Ormsbee suggested that we publically answer the comments received so that people know that their concerns are being addressed. Cleary expressed that she is surprised by these comments, as she attends frequently and does not feel that the food is bad. Mike stated that he feels the food is "acceptable" and that we need to step up our game. Brief dialogue followed regarding the quality of the food and the price paid versus the price paid in at the Mackinaw Center. Bur explained the difference between being granted and the regulations that come with the grants and NOT being granted, as is the case with the center in Mackinaw. A brief discussion also followed regarding the very low donation rate received at the Sand Road Center. We cannot, while we take grant funds, charge for the

meals. We are a donation-based center. Discussion was had regarding the constant increase in food prices and how that is affecting our budget. It was pointed out that the Mackinaw center receives Cheboygan County millage funds to help fund their center in Emmet County and that they also use their program income.

A motion was made by Bob Benkhardt to accept the Director's Report and seconded by Nancy Lavigne. All in favor - passed by unanimous vote.

Business Manager's Financial Report: Gail Tinker

- Statement of Budget Activities Performance – new fiscal year, so far we are on track, having reigned in the spending as much as we possibly can. There were a couple unexpected expenses as discussed previously. We are two months into the new fiscal year and we are under budget in all categories except one, that category being office supplies. The cost of toner cartridges and copy paper are reflective in that figure. Tinker opened the floor for any budget questions from the Board. Workman congratulated her on staying under budget. Questions were once more raised about the "cash match" line item and its purpose. We spoke with our auditors about removing that particular line item, but they suggested that it remain on the budget as an income and expense. Tinker stated, with Yvette's support, that the Council is required to match 9% of the granted funds. Tinker outlined the programs that require the support of the millage and program income, most being for the congregate and home delivered meals programs, as we are a nutritional program first and foremost.
- Tinker stated that last fiscal year, we paid back slightly over \$200 of grant funds that we were not able to use. Last year, we had to reimburse a few thousand dollars from a respite grant. Tinker is of the opinion that we do not have a strong need for respite care in this county, or perhaps we just don't know of it. Tinker thanked Yvette for her assistance in the year end procedures.

Gail asked if there were any other questions, there were none.

A motion to accept the business Manager's report was made by Sue Cleary and Bob Benkhardt. All in favor - passed by unanimous vote.

Guest Comments:

Various guest comments/criticisms were heard by the Board of Directors regarding the guests opinions about how to move forward from the recent tension and stress felt by certain congregate members and administration. Dar Ormsbee, speaking on behalf of the self-appointed Advocacy Group, expressed its intention to help open the lines of communication between the congregate and management. The Group expressed its satisfaction that the Board agreed to acknowledge this Group. The Wolverine trip was discussed and misunderstanding acknowledged, also acknowledged was the positive trip to Wolverine just recently. Both the Advocacy Group and the administration acknowledged that

this arrangement has been favorable to date and that there has been some very positive dialogue between the Group and the Administration. Sue Cleary shared that she feels we need to have a complaint form available, with guidelines, perhaps on our website. This way, the congregate would have a conduit to get their concerns to the Board of Directors. Cleary also stated that Gaylord has such a form and that the concerns must be specific and must be signed. Bur stated that we do indeed have such a form and that it is available to anyone who wants it. It is available in the information station.

Shirley Bergstom made comments about a bonus she received in the past and that she was approached by an individual who was concerned that bonuses were given using taxpayer money. Bur stated that typically, bonuses are awarded from the fund balance or non-funded programs. Bur also stated that the Council has not given bonuses in a few years, other than the minimal Christmas bonus and turkeys. Sue Chevalier commented about the mileage policy and that she would like to see fair and equal mileage. Mary Gainer addressed the Board about the concerns of the Wolverine congregate when the Advocacy Group came to the Wolverine Center and how the conversation proceeded. Mary expressed that the meeting was very negative and that is not the atmosphere that the Wolverine congregate appreciates. Gainer expressed that she is concerned about the negativity and would like to start from the bottom to try to promote a healthy, happy atmosphere. Gainer invited the Cheboygan group back to Wolverine. Deborah Borrman commented on the number of board members currently seated. She cited her dissatisfaction with the handling of requested Board applications. President Ormsbee addressed Mrs. Bormann's concerns and reiterated that the Council's By-Laws state no less than 7 members and not less than 9. Discussion followed on whether the By-Laws were changed and it was pointed out that revisions to the By-Laws were made at the last Board meeting. Various other guests interjected comments which were addressed by President Ormsbee. President Ormsbee stated that a form of Board Application is currently being developed and will be available to the public. Sue Cleary clarified the requirements of prospective board members. Discussion followed regarding absent Board members and the frequency of meetings and the past existence of Advisory Boards, whose sole purpose is fundraising for the Council. Also discussed was the existence of a husband/wife on the Board. Concern was brought up regarding the letter to the Board from the County Commissioners and whether it was being addressed. President Ormsbee stated that the Board would go into closed session directly following this Board meeting to address that issue as well as a few other issues. William Edgcombe expressed his desire to start anew with the Board and the desire of the Advocacy Group to work with the Board. President Ormsbee stated that the Board is on track addressing concerns and issues and reassured the guests that they are being heard.

The open meeting was adjourned at 10:45 AM with a motion by Sue Cleary, supported by Ned Workman - passed by unanimous vote.

A closed session of the Board of Directors then commenced after a brief recess.

**SPECIAL CLOSED MEETING OF THE
Board of Directors of
Cheboygan County Council on Aging
December 11, 2014**

This Special Meeting was called to order at 11:00a.m.

Present were LeRoy Ormsbee, President; Nancy Lavigne, Vice President; Ned Workman, Treasurer; Members Sue Cleary, Bob Benkhardt, Julie Benkhardt, and Gordon Graham.

The purpose of this Special Closed Meeting was to address:

1. Letter received from Jeffery B. Lawson, Administrator, on behalf of the Cheboygan County Commissioners;

Said letter was reviewed in detail and filed. A response will be sent to the County Commissioners.

2. Evaluation of Executive Director;

The Board agrees that the Executive Director meets all Board expectations. The Director has expressed his wishes to retire. The Board has offered the Director a consulting arrangement to run through the end of June 2015. Mr. Bur has accepted this arrangement, the terms of said arrangement are laid out in a Consulting Agreement on file in the personnel office. Mr. Bur will step down as Executive Director effective December 18, 2014 and will remain available until June 2015 in order to assist the new Director, if needed, in the transition.

The Board has offered the position of Director to Gail Tinker. Tinker has accepted this position, the terms of said position are laid out in the Employment Agreement on file in the personnel office. Effective December 18, 2015, Tinker will assume the duties of Director and upon the completion of Bur's Consulting Agreement on July 1, will assume the title of Executive Director.

3. Holiday Bonuses;

Holiday Bonuses were discussed and it was agreed that \$50 will be paid to all employees, (with the exception of Bur and Tinker, who will receive no bonus), said bonuses to be paid out of the Council's savings account.

A motion was made by Workman and seconded by Graham to accept the terms of this Special Closed Meeting of the Board of Directors in its entirety as above written and to adjourn this Special Meeting. All in favor - passed by unanimous voice vote.

THE NEXT MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, April 9, 2015 AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.

**Board of Director's Meeting
Cheboygan County Council on Aging
February 12, 2015**

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

Public Comments: Public Comments made by Deborah Borrman, Merle Berden, and Laurie Socolovitch.

Senior Advocacy Group: Sue Chevalier expressed that she is happy to report that things seemed to have turned around for the better at the Senior Center; when you come here for dinner, everybody is happier and smiling, the help even look happier and smiling. She expressed her pleasure in that the staff, including Gail come around and talk to the congregante. " So I'm really happy with the direction its going." A comment was also made that the food was getting better.

Roll Call: Present were; LeRoy (Buddy) Ormsbee, President; Nancy Lavigne, Vice President; Ned Workman, Secretary/Treasurer; Members: Bob Benkhardt, Julie Benkhardt, Nancy LaVigne and Gordon Graham; Gail Tinker, Director.

Absent: Sue Cleary. There was a motion to excuse Sue Cleary by Nancy LaVigne and seconded by Ned Workman. All in favor – passed by unanimous voice vote.

Guests: Laurie Sauer, Director, Region 9 Area on Aging; Sue Allor, Cheboygan County Commissioner.

Other Guests: Tom & Mary Gainer, Hal & Deborah Borrman, Shirley Bergstrom, William Edgecombe, Darlene Ormsbee, Merle Berden, Sue Chevalier, Laurie Socolovitch, Susan Sorenson, Kourtney Hahn (Tribune).

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. There were no additions or deletions to the agenda. A motion to accept the agenda without change was made by Gordon Graham and seconded by Bob Benkhardt. All in favor - passed by unanimous voice vote.

Old Business: The minutes from the December meeting were reviewed. It was asked if there were any questions about the minutes. Page 5 Pertaining to Board Members, currently states "there should be not less than 7 and not less than 9" should say "not more than 9". A motion to accept the December 11, 2014 Minutes as amended was made by Nancy LaVigne and seconded by Julie Benkhardt. All in favor – passed by unanimous voice vote.

New Business:

Director's Report/ Financial Report: Gail Tinker, Director

- David Lord has formally resigned from his position on the Board of Directors. Lori Thornton, from Citizens Bank, has respectfully declined to sit on the Board of Directors. Application requests have been posted in the Center, were published in the last Newsletter and will appear in the next Newsletter. It will be up to the committee how long the applications will be out before they are reviewed.

Ned Workman motioned to accept David Lord's Resignation and Nancy LaVigne Seconded the motion.

All in favor – passed by a unanimous voice vote.

- Tinker addressed President Obama's recommended changes to the Fiscal Year 2016 budget which would end the caps on discretionary funding (sequestration) and would restore much of the prior cuts to funding for programs that serve older adults. If the proposal is enacted some of the Older Americans Act programs would receive funding restorations and increases. There is a 60M increase to nutritional services, 40M of which is allocated to the Title III nutrition program, which is what we receive, and the other 20M for proposed initiate to support the evidence-based nutrition services. There is an increase of 20M proposed for Aging & Disability Resource Centers. Family caregiver support is seeing a proposed increase. Elder justice, which seems to be geared toward elder abuse, which we educate our workers very thoroughly on how to recognize, prevent, and report elder abuse would also see a 21M increase.
- The annual meeting with Local Advisory Council took place. That is part of the application process in order to get funding from MDOT to provide specialized transportation services. That funding is filtered through the county and payable to us on a quarterly basis.
- There were a few unforeseen costs. A pipe broke in the ceiling over dry storage in kitchen. There was also an electrical issue with thermostat and light switch, which is now resolved. Finally, the compressor expired in Wolverine's freezer. The compressor was replaced.
- The Alpena Center hired a new in-home services coordinator, and they sent her down last month for a ride along with our in-home services coordinator, Theresa Sorenson, so she could learn the ropes. It was a good day of policy and information sharing.
- There is a Matter of Balance Program through NEMSCA and Kara from NEMSCA has really sold it. It helps prevent and educate people on how to stay on their feet, especially the aging. The Matter of Balance Program runs 8 weeks long for its participants. Co-leaders are needed from within the staff. Kara has provided the name of a local individual who is interested in becoming a co-leader and this person currently works hand in hand with Parkinson's clients. Gail will approach a member of the Sand Road staff in an effort to urge her to become involved with this program.
- The Paraprofessional Healthcare Institute is leading an effort to train in home care staff on identifying and preventing elder abuse. It is a 3 day seminar in Gaylord and there may be one in Grand Rapids. It is a "train the trainer" type of program which is fully funded by Michigan OSA. The current plan is to send our in-home services coordinator or our RN to this seminar.
- We are starting a new mini-campaign regarding respite care. Each year we are giving grant money back to Region 9 because we are not using it. We are amping up our efforts to care givers. We need to make people more aware that we can help them in that realm.

- We have started our 6 consecutive weeks of computer classes. The attendance is very strong. Vickie Rodriguez from Up North Computers is instructing the classes for us; this is her third or fourth time doing it for us. This is all paid for through a grant. She is very patient and thorough.
- A couple members of the congregate requested that we organize a GI coffee hour the second Monday of every month. We have started advertizing in the newspaper. We are inviting GI's from around the community to come and enjoy coffee and share stories. It begins at 10 am. Our hope is to attract GIs of all ages. Once the group grows a little more, they would like to have a speaker come in to talk about the opportunities available to veterans and GI's that they may not know about, such as medical benefits, and mortgage help. That will be advertized as much as possible.
- Valentine's Party was a success. It was a great time. The average donation was \$2.79. The music was good and overall, everyone seemed to have a great time.

Gail took a moment to ask for any questions regarding the Director's Report. There were none, so she moved on to the Financial Report.

- The Statement of Budget Activity Performance was presented showing the beginning of the Fiscal Year through the end of January. Overall, spending is right on track. The only area that is slightly over budget is the area of office supplies. Fuel Costs are down because of the decrease in gas prices. Unfortunately, we are already starting to see an increase in gas prices again, so it is an unknown how long our fuel costs will stay down.
 - Line 5450: Office supplies are a bit over, but not by much.
 - Line 5673: A computer part was replaced instead of replacing the whole computer. So there was a \$300 expense instead of an \$1100 expense.
 - Lines 5502 and 5502 are cable and internet costs. We are not really in control of that cost. We can look for an alternative, but there are not many other options for providers.
 - Line 5910: This is from old expenses including the salt spreaders, the toilet that required replacement and the hot box parts.
 - Line 5930: Our portion of the liability insurance that is billed to us by the county.
 - Line 5940: The final bill from the Auditors has not yet been received. Only partial amount is shown on the statement.

Ned Workman motioned to accept the Directors Report and the Financial Report, and Nancy LaVigne Seconded the motion. All in favor - passed by unanimous vote.

Other Notes:

- Next, a brief discussion was had regarding the draft Auditor's Report. The discussion was tabled at this time and it was decided that further discussion/acceptance of said report would be held at the next board meeting or a special meeting will be called.
- Gordon Graham wanted to go back to make a comment on the increase in quality of food. His question was how do we keep that quality up with the food cost looking the way it does? For example, meat costs are increasing greatly yet our quality is improving. Gail responded saying it is difficult; we likely won't be able to stick to our budget. We have strict nutritional requirements. We do utilize the Food Bank of Eastern Michigan as much as possible. We don't purchase protein through them too often because you never know what you are getting; it could just be a little package, which doesn't really work for our setting. We get whatever fruit and vegetables we can from them. We also get what we can from the Wal-Mart program that comes from St. Thomas Church. They have graciously put us on their receiving list for produce that starts in June, so they call us as soon as they start getting shipments. Tinker acknowledged that it is tight, and it is going to be tight. It was asked if we are locked into buying from "processed" people, or if we can buy local. Ormsbee replied by saying that we can buy local meat, but it has to be butchered through a USDA certified plant, and prices are not cheaper that way, than through our current provider.
- A few applications have been received for the open board position. The Board agreed to leave the application process open for a month longer. A Review Committee meeting will be held on or about March 12, to set the procedure on how to handle the vote and the proper procedure for continuing and closing the application process.

The open meeting was adjourned at 10:30 AM with a motion by Gordon Graham, seconded by Bob Benkhardt - passed by unanimous vote.

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



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REVISED (date only)

Cheboygan County Council on Aging
Special Board of Directors Meeting
Thursday March 9, 2015 @ 9:30 am
Sand Road Senior Center

Special Meeting Minutes

**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

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

The special meeting was called to order at 9:30 AM.

Roll Call: Present were Leroy Ormsbee, President, Ned Workman, Secretary/Treasurer, Bob Benkhardt and Julie Benkhardt. Gordon Graham, Nancy Lavigne and Sue Cleary were excused by a motion made by Ned Workman and seconded by and Bob Benkhardt. Motion carried by unanimous voice vote.

The sole agenda item is to formally review and accept the Audit of the Annual Financial Statements for the Fiscal Year Ended September 30, 2014, as submitted by Midwest Professionals, PLLC on February 11, 2015.

A motion was made by Ned Workman and seconded by Julie Benkhardt to accept the report in its entirety, with a correction to be made on page 14, which currently states: "The Council does not holds a short term Line of Credit through Citizens National Bank of Cheboygan..." The words "does not" should be omitted so it reads, "The Council holds a short term..." Leroy Ormsbee noted that the bottom of page 16 reads, "Given these limitations, ***we did not identify any deficiencies in internal control.***" He also noted Page 18 states, "PRIOR YEAR FINDINGS: None Noted, CURRENT YEAR FINDINGS: None Noted." Motion carried by unanimous roll call vote.

Ned Workman motioned to adjourn the meeting. Bob Benkhardt seconded the motion. Motion carried by unanimous voice vote

Meeting was then adjourned at 10:00 AM.

Minutes prepared and submitted by Ned Workman.

THE NEXT MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, June 11, 2015 AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.

**Board of Director's Meeting
Cheboygan County Council on Aging
April 9, 2015**

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

Roll Call: Present were; LeRoy (Buddy) Ormsbee, President; Nancy LaVigne, Vice President; Ned Workman, Secretary/Treasurer; Members: Bob Benkhardt, Julie Benkhardt, Sue Cleary, and Gordon Graham; Gail Tinker, Director.

Guests: Yvette Smigelski, Representative, Region 9 Area on Aging; Sue Allor, Cheboygan County Commissioner.

Other Guests: Carol Tackett, Deborah Borrman, William Edgecombe, Merle Berden, Laurie Socolovitch, George Christiansen, Fabian LaVigne, and Shawna (Tribune).

Public Comments: Public Comments made by Deborah Borrman, Merle Berden, and Laurie Socolovitch. A Sand Castles caregiver commented regarding services for a specific individual. Tinker declined to discuss said individual's care in a open meeting for fear of violating HIPA policies. Caregiver was referred to In-Home Care Coordinator and questions were addressed.

Senior Advocacy Group: William Edgecombe stated that the Advocacy Group is satisfied with the open communication with the Administration, stating that whenever issues are brought to the Administration, responses are received in a timely manner.

Guests: Yvette Smigelski, Representative, Region 9 Area on Aging; Sue Allor, Cheboygan County Commissioner.

Asked if she had any comments, Yvette Smigelski stated that Region 9 is still waiting on the Nutritional Supplemental Income Funding to come through; it looks like it will be about 75%. May 5th is the next meeting to discuss the next round of grants coming in, the Pre-Bidders conference.

Sue Allor had no comments.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. Ned Workman motioned the addition of the approval of the Michigan Department of Transportation's (MDOTs) American Disability Act (ADA) Policy under New Business. Nancy LaVigne seconded the motion. All in favor - passed by unanimous voice vote.

Old Business: The minutes from the February 12, 2015 meeting were reviewed. No revisions where required. Sue Cleary Motioned to accept the February 12, 2015 minutes as typed. Bob Benkhardt seconded the motion. All in favor – passed by unanimous voice vote.

New Business:

Director's Report/ Financial Report: Gail Tinker, Director

- o From February to March the Cheboygan County Council on Aging has seen:

- Congregate has increased by 250 meals served.
- Home delivered meals are up 430 meals served.
- Home making has increased by 59 hours.
- Personal Care Services has increased by 46 hours.
- Respite has seen a 5 hour increase.
- Adult Day Care Services (Sand Castles) have increased by 192 Hours
 - Tinker stated that as of March 31st, Sand Castles was \$70.20 in the black. The program has seen a steady increase and the staff is very dedicated. It is exciting to see so much growth, but Tinker wonders whether eventually Sand Castles may be able to branch off and become a separate for-profit entity.

- The Financial Audit has been completed. Midwest Professionals, PLLC, has not identified any deficiency in any of the controls. The Council has received a 100% compliant financial audit. A completed Financial Audit Report was enclosed with the Board packets and will be sent to the appropriate parties as required by any contracts. This report is available for review at both the Wolverine and the Sand Road Senior Centers.

- Yvette Smigelski with Region 9 is here to conduct the annual in-home services audit to confirm our compliance with standards and regulations. It is our theory that if policies are followed from the very beginning, our audits are painless and flawless. Tinker stated that she makes it a point to educate the managers about proper standards and policies and to view our many audits with the attitude that they are a learning opportunity.

- Our nutritional program audit is scheduled for early June with Kelly Robinette from NEMSCA. Kelly is wonderful to work with and is a wealth of knowledge and information regarding the nutrition policies and standards.

- Kara from NEMSCA usually appears in the fall to audit the Adult Day program and we will expect to hear from her soon on a definite date for that particular audit.

- We have our American Disability Act Policy (ADA) complaint policy to review. The policy is required by Title II and III of the American Disability Act of 1990 which provides that no entity shall discriminate against an individual with a disability in connection with the provision of transportation services. The Michigan Department of Transportation has acknowledged that the Council's policy does indeed include all the required elements and has requested the approval of the Board of Directors. Tinker suggested that the Board once again review the complaint policy at this time. After several minutes of re-review, Sue Cleary motioned to approve the Policy and Ned Workman seconded the motion. All in favor -- passed by unanimous voice vote.

- MDOT audit is to be completed on Monday.

- A discussion was held regarding the recent communication with C2AE (engineering firm) out of Gaylord regarding the repair/replace the septic/drain field. Tinker understands from conversations with C2AE that this will take place in mid-May. Ned Workman questioned why the work was not being contracted locally and asked Sue Allor if she knows anything about this matter. Sue Allor stated that there was confusion as to the bids and

who is doing the work. It is unclear whether the contract has been awarded or whether bids are still being accepted. Allor will inquire with Jeff Lawson and try to clarify this matter.

- Tinker was recently contacted by Scott McNeil from the Planning and Zoning Commission regarding capital improvements the Cheboygan County Council on Aging would be interested in doing. She said their priority, regardless of who is to pay for it, is replacing/repairing the roof in Wolverine. Tinker is unsure if it is a replacement or a repair that is required, but there is water running down the walls. All of the ceiling tiles need to be replaced because of leakage, but there is no sense in replacing those until the leak and roof are first repaired or replaced. The second priority she submitted was the repair of both the Sand Road and the Wolverine Center Parking Lots. Both Parking lots are in great need of maintenance, but the County's blessing is required before being able to do so. The Third, and final proposal she submitted was for a build out on Sand Castles. The program is rapidly growing, and an addition would be a great addition to our facility. Last fiscal year the build out was priced out at \$80,000.00. She was unsure if that included all of the engineering plans and architects, but it is a valid option moving forward. Leroy Ormsbee, mentioned that since it will likely take 2-3 years to build the addition, and considering how much Sand Castles is growing already, the need is there to start on a project like this now, before CCCOA has to turn people away.
- Next, Gail discussed Amazon Smile. We are currently registered with them. If you go to Amazon Smile while you are shopping on Amazon and select the Cheboygan County Council on Aging as your supporting nonprofit, .5% of whatever you spend through them is donated to us. It is not much, but it is helpful! It is new, so it will be exciting to see what happens through this program.
- George Guenther's last day was Thursday, April 2, 2015, he has retired. We presented him with a cake and plaque as a thank you for his service.
- There are a lot of exciting events coming up at both Centers.
 - Monday, May 4th: Birthday Monday, Sand Road Center will have a picnic/ BBQ. We will be grilling and having cake and ice cream to help kick off the new season. This will be in place of our usual downtown BBQ. Because of the Car Show we were unable to secure our usual weekend and we have decided to let it pass us by for this year.
 - Wednesday May 6th and each Wednesday through the rest of the spring and summer months The Sand Road Fundraising Committee will be hosting a breakfast buffet from 8-10 am. It is an unfunded program. It will not use millage or grant money. It will be self-funded and open to the public. It will be \$5.00 per person. All proceeds will go to the party funds. Kiwanis Club has elected to no longer bring their breakfast meetings here on Tuesdays, although we haven't had any formal acknowledgement of that from them yet.
 - Thursday, June 4th, Wolverine will be holding their Crazy Hat Spring Party. The congregates have great energy and this party is always much anticipated. It will be from 3pm – 7pm. We are closed for the day, and sell tickets for \$10.00 per ticket. We do have to cap it at 100 people or else it would get overwhelmingly packed.

- The GI coffee hours are still taking place. It is a great release for these folks. We supply coffee and donuts for them. All ages are welcome.
 - May 18th, there will be a Gaylord Shopping trip. There is a fee for this trip to help offset the cost of gas. We will have lunch somewhere and go shopping around the town.
 - There is also a casino trip planned to go to Hessel.
 - July 6th there will be a Silent Auction at the Sand Road Center. We are only accepting new and homemade items. You can stop in and see the items already donated, make a bid or donate an item of your own. All proceeds will benefit Sand Road's party fund. We are taking donations and bids until July 6th when the event takes place.
- Gordon Graham mentioned that the Alzheimer's support group is going well, and has been much appreciated. It is especially helpful for caregivers of those with Alzheimer's. The Senior Center has been a great location for it to be held.

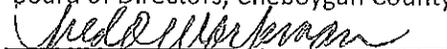
With no questions from the Board regarding the Director's report, Tinker presented the Financial Report.

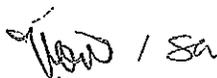
- We are in good shape for being half way through the fiscal year.
 - Line 5000: Payroll looks over budget. There was a 5 wk pay in October, so that will realign on its own.
 - Line 5100: We discussed last time that raw food may become a bit of an issue, and we see that beginning to happen at this time. We are currently \$692.28 over budget.
 - Line 5351: We had an increase because we renewed licenses and permits from the Health Department.
 - Line 5440: Kitchen Supplies are an old expense from February for the Oliver Trays.
 - Line 5500: Phone Expenses are down
 - Line 5501 & 5502: Internet and Cable expenses are up we are looking into "Spectrum", but there is not a lot we can do with utilities costs.
 - 5672: Repair/Maintenance to Home Delivered Meals Vehicles is currently under budget, but we do need tires on a couple of our vehicles soon. We have been lucky to not need much maintenance on our cars this year and this is due to our regular preventative maintenance program.
 - 5901: Equipment lease are an old expenses previously discussed.
 - 5910: Equipment Purchases Expenses are also old expenses that were discussed last meeting, which included the salt spreaders, the toilet replacement from the camera going down the toilet, as well as the Hot Box Repairs. So those should all come in line.
 - Line 5930: Insurance- Liability/ PP. That is the old expense from our portion of the liability insurance that we are billed by the county.

Ned Workman motioned to accept the Director's Report and Financial Report and Nancy LaVigne Seconded the motion. All in favor - passed by unanimous vote. The open meeting was adjourned at 10:30 AM with a motion by Nancy LaVigne, seconded by Bob Benkhardt - passed by unanimous vote.

Transcribed by S. Agee

Reviewed and Submitted by Ned Workman, Secretary,
Board of Directors, Cheboygan County Council on Aging





THE NEXT MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, August 13, 2015 AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.

**Board of Director's Meeting
Cheboygan County Council on Aging
June 11, 2015**

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

Roll Call: Present were; LeRoy (Buddy) Ormsbee, President; Nancy LaVigne, Vice President; Ned Workman, Secretary/Treasurer; Members: Bob Benkhardt, Julie Benkhardt, Sue Cleary, and Gordon Graham; Gail Tinker, Executive Director.

Public Comments: Public Comments made by Merle Berden.

Guests: Yvette Smigelski, Representative, Region 9 Area on Aging; Sue Allor, Cheboygan County Commissioner.

Other Guests: Deborah Borrman and Merle Berden.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. The date on the agenda was changed from April 9, 2015 to June 11, 2015 and to add the Nomination Committee Report under Old Business. Workman motioned to accept the changes and LaVigne seconded the motion. All in favor - passed by unanimous voice vote.

Old Business: The minutes from the April 9, 2015 meeting were reviewed. No revisions were required. Workman Motioned to accept the April 9, 2015 minutes as typed. LaVigne seconded the motion. All in favor – passed by unanimous voice vote. The Nomination Committee gave their report. There are two applicants that will be contacted to make sure they would accept a position on the board. At the next board meeting, there will be a vote and they need to serve one board meeting before they can officially join. There were six applicants and two positions are being filled.

New Business:

Director's Report/ Financial Report: Gail Tinker, Executive Director

Tinker has been working with CCCoA legal counsel to ensure that the employee handbook is in compliance with State & Federal laws. After reviewing same with the board individually, the attorneys made most suggested modifications to the point where the integrity of the document was not sacrificed. The major changes include the elimination of paid days off of the day after Thanksgiving, and for Good Friday. Also, the sick, personal, and vacation days are being combined to create personal time off (PTO), as is the industry standard. No one will lose any time they have earned and accrued, it will just be formatted differently. Instead of earning time off slowly during each pay period, at the beginning of the fiscal year, employees will receive their lump sum of PTO based on how long they have been employed. Tinker consulted with other non-profit organizations about their PTO policy, including Straights Area Services (SAS), which is also a 501(c)3 non-profit. Minor modifications were made to the SAS policy and adopted into CCCoA's Handbook. Clarification was also made in the document regarding full and part time status. Those who work 40 hours will be considered full time and those who work less than 40 hours are part time. There is no longer intermittent employment status.

Workman motioned to accept the employee handbook as written, Cleary seconded the motion. All in favor – passed by unanimous voice vote.

- The CCCOA is holding a mandatory in service for all employees on July 10th. At that time, we will be providing trainings as required by the grant providers. We have scheduled elder abuse training, and Dr. Strom will be joining us to educate us on how to maintain your health through nutrition and proper lifting techniques. The new handbook will also be addressed page by page at this time. There are other activities planned as well. Tinker invited the board members to join
- MDOT has sent their letter confirming that the CCCOA has passed the inspection and that our agency is in compliance with all regulations. The next inspection will be scheduled for 2018.
- Grants are due Friday June 12, 2015. They are completed and have been signed by Ormsbee. Funds have been requested for the Merit Grant, which helps Sand Castles operations. It is small amount compared to what it takes to operate that particular program, but we will continue to apply for the Merit grant for as long as we can. Sand Castles is more successful now than it ever has been and is currently at capacity.

The other grant applied for is the IIIE Health and Resource Grant for Caregiver support. This is a respite grant and also provides funding to help educate the caregivers so they can better tend to their loved ones. We will hear in August what our awards are on those particular grants. The larger grants such as homemaking and personal care are three year core grants and we will be working on those next year.

- Tinker met with Michael Taylor from the Accident Fund, the company through which the CCCOA purchases workmen's compensation insurance. She was provided with reports that listed all of the employees who had filed workmen's compensation claims. She was educated on ways to keep people safe, and to minimize risks, and how to properly screen employees. One of the recommendations is a pre-employment physical after a job offer has been made to ensure that the prospective employee is actually capable of doing the job they are being hired to do. We will apply these recommendations in our daily work areas and hiring processes. In addition, the CCCoA has been paying a \$32,000 per year premium, which is based on the payroll of several years ago when we employed over 40 employees. We now have 27 employees. This number was never adjusted, so the CCCoA has been overpaying for several years. The policy has now been adjusted, and the result is a premium decrease of approximately \$11,000.
- Earlene Chasse went to Lansing to represent Cheboygan County on Older Michiganians Day. This was the first time that the Cheboygan area has been represented at this particular event. There were keynote speakers and rallies. Earlene was able to meet with legislators and one of our legislators would like to come to our center to do a ride-along with our home delivered meals drivers in order to learn more about this service. We must get this approved because we have very strict rules about ride-alongs. Tinker spoke with Laurie Sauer (NEMCSA) and she seems to think that this would be a good idea as well.
- Both centers have received very positive reports from the health department. Kyle from the Health Department informed us of a crack on our well cover, so that has been replaced at minimal cost. An air break had to be inserted in one of the lines in the kitchen. We are waiting for re-inspection. We have received our Food Licenses for both sites, and there are no foreseen issues that should arise.
- The Crazy Hat Party in Wolverine was a great success and the planning has begun for the Annual Harvest Party.

- Tinker spoke to Dave at Fernelius and it looks as though we are going to be able to purchase two winter vehicles for home delivered meals use. One vehicle will be at the Cheboygan Site and one at the Wolverine Site. This will allow for the Transits to be parked in the winter and used in the summer.
- From April to May the Cheboygan County Council on Aging has seen:
 - Congregate has increased by 56 meals served.
 - Home delivered meals are up 355 meals served.
 - Home making has increased by 53 hours.
 - Personal Care Services has increased by 4.5 hours.
 - Respite has seen an 11 hour increase.
 - Adult Day Care Services (Sand Castles) have increased by 93 Hours.
- We have instituted a Volunteer of the Quarter program. We have great volunteers and we wanted a way to show our appreciation. This has been well received by the congregates.
- The Wednesday Breakfast buffet is a success. It is a fundraiser to fund parties and any other activities not funded by our grants. The staff volunteers are running this program. Denny Oikarinen has been great at helping with this fundraiser and was instrumental in planning and actually getting it off the ground. We are seeing many new people that we have never seen before. The community is learning about the center. Many of the people who attend the congregates meal regularly are not necessarily attending the breakfast, so it is not hurting our meal counts. We have pulled reports showing Wednesdays, from February to the current date, and the congregates numbers are not being affected by this fundraiser. The Cheboygan site needs to do as many fundraisers as possible to help support unfunded programs, because the congregates at this particular site do not donate as freely as the Wolverine site.
- The Silent Auction is going very well. The CCCOA will be seeing profit from this event.
- The Cheboygan site has had one of the home delivered meals drivers announce his intent to retire, so we are doing a bit of restructuring and moving of personnel. We also will be hiring an additional person for the kitchen.
- Work has begun on the septic system out back. Wilkinson's has received the bid, so the job did stay local. We should only be "unhooked" for less than half a day, and not during our normal hours.
- There has been some staff restructuring. Theresa Sorenson has taken on the Human Resources position. She will cover advertising, interviewing, employee evaluations, and anything else related to human resources. She will continue to oversee the In-home Services department and Sand Castles as she has always done. One of the employees from In-home services, Phyllis Orr, will be moving up into the office part time, and will take over the NEMSCA assessments for Theresa. She will continue to be an In-home service provider as well.
- Merle Berden helped to find a Wii online for \$40.00 to replace the one that has broken. Our Wii Bowling program is booming. It is always a great time around the center when there is a Bowling event.

Julie Benkhardt motioned to accept the Director's report. LaVigne seconded the motion. All in favor- passed by unanimous vote.

Gail Tinker then presented the Financial Report

- The budget is going to be reviewed much more closely this year to make certain that we are putting money where it really needs to be instead of just keeping it the same as it has been for years.
 - Line 5000: Payroll looks over budget. We had another 5 week pay period so it will likely catch up. Many people who have been here for years, received some small, well deserved raises, so that may also have a small impact.
 - Line 5200: Bank fees. We now have bank fees for direct deposit; it is about \$20/ month for ACH Fees. We are under budget with this. But direct deposit makes payroll much simpler, and this is a valuable use of funds.
 - Fuel is way under budget. \$4300 under budget, because of gas prices finally staying consistent.
 - Line 5440: Kitchen Supplies are on track.
 - Office Supplies are now \$100 under budget, we are carefully monitoring purchases.
 - Phone costs are decreasing. The contract with ATT has been renegotiated so it will be about \$150/ month less for our in house phones, and our cellular contract will be about \$300/ month less.
 - Line 5451, senior activity expenses: This will be increasing because the CCOA wants to make sure the money is being spent on the seniors, especially Sand Castles. Nancy Lavigne suggested that a wish list of supplies needed for Sand Castles be sent to organizations in the area as well as published in the Newsletter to see if there is any interest by the public and local service organizations in donating any items.
 - Line 5672: Repair/Maintenance to Home Delivered Meals Vehicles is currently under budget. There are plans to purchase snow tires for two vehicles, and there will be expenses associated with the installation of the hot boxes in the new vehicles.
 - Line 5945: Professional Fees; This report shows figures through the end of May and does not include the final payment to Mr. Bur. The overage in this category is the payments to the CCCOAs attorneys.

Ned Workman motioned to accept the Financial Report and Robert Benkhardt seconded the motion. All in favor - passed by unanimous vote.

The open meeting was adjourned at 10:30 AM with a motion by Workman, seconded by Cleary. All in favor - passed by unanimous vote.

Meeting minutes transcribed by Ned Workman, Secretary/ Treasurer, Cheboygan County Council on Aging

now / SC

THE NEXT MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR THURSDAY, October 8, 2015 AT 9:30 A.M. PLEASE ALLOW THIS TO SERVE AS NOTICE OF THAT SCHEDULED MEETING.

**Board of Directors Meeting
Cheboygan County Council on Aging
August 13, 2015**

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

Roll Call: Present were; Nancy LaVigne, Vice President; Ned Workman, Secretary/Treasurer; Members: Bob Benkhardt, Julie Benkhardt, Sue Cleary, and Gordon Graham; Gail Tinker, Executive Director. Absent was Leroy (Buddy) Ormsbee. Workman motioned to excuse Ormsbee and Julie seconded the motion. All in favor passed by unanimous voice vote.

Public Comments: No public comments

Guests: Kara LaMare, Representative, Region 9 Area on Aging; Sue Allor, Cheboygan County Commissioner; Lowell Beethem; and Leonard Page.

The Agenda was presented and it was asked if there were any additions or deletions to the Agenda. Voting to accept the new Board Members was added under Old Business. Workman motioned to accept the changes and Julie Benkhardt seconded the motion. All in favor - passed by unanimous voice vote.

Old Business: The minutes from the June 11, 2015 meeting were reviewed. No revisions were required. Bob Benkhardt Motioned to accept the June 11, 2015 minutes as typed. Cleary seconded the motion. All in favor – passed by unanimous voice vote. Leonard Page and Lowell Beethem gave brief introductions as to their backgrounds and qualifications for the position on the board. Gordon Graham gave brief description of the Sand Castles program and the Alzheimer's Support Groups that meet at the Senior Center for the new member's information. Ned motioned to accept the new board members and Bob Benkhardt seconded the motion. All passed by unanimous voice vote.

New Business:

Director's Report/ Financial Report: Gail Tinker, Executive Director

- Gail first welcomed the new members of the board.
- The septic system is completed. The Health Department was here almost daily along with Wilkinson to ensure everything is completed correctly and up to code. The Health Department would like us to have a dry well to route the water softener, washing machine and ice machine. Gail will be looking at quotes and bids on getting that done. Gail stated that she is not sure yet if that will be our expense or the county's expense. We are very thankful for everyone's cooperation.
- On July 27th the Sand Road Center had a 100th birthday celebration Jackie Paquette turned 100. It was a great time, she really enjoyed herself. Gail stated that it seems likely that there will be many more 100th birthday celebrations happening in the future.
- The silent auction was completed on July 6th. It was a great success and \$1,486 was raised to benefit the "unfunded" programs.

Board of Directors Meeting

August 13, 2015

Page 2

- Wednesday Breakfast has gone really well this summer. August 19th will be our last breakfast of the summer. That program, which also will help fund the "unfunded" programs, as made just short of \$2,300 so far.
- The CCCoA has a few upcoming events.
 - * August 22 we are having a spaghetti dinner. The proceeds from this will go to benefit our Home Delivered Meals Program. It is one of our most costly programs. It is \$5.00 per person and all you can eat.
 - * September 11th we are having a Wii Bowling Invitational. The seniors really love this program. We are hoping to have 10 – 12 Bowling Teams from senior centers in the region. So it should be a great event to bring people in.
 - * September 11th we are also having a craft show outside in the parking lot. So we have a great group of vendors coming in. It will be a very fun and busy day. We are offering a Breakfast and lunch for \$5.00 per meal.
- On June 20th we had our nutritional audit with Kelly Robinette. Everything went smoothly. There was one small issue, and everything was taken care of it straight away.
- July 9th worker's compensation was here for their annual audit. Overland Park is the auditing firm that they work through. We discovered that our previous policy was never modified. The policy is based off of how many employees you have and what their job roles are. The old policy was set up for 42 employees; we were overpaying for many years. We only have 25 employees currently, so our worker's comp insurance is going to be drastically reduced when the new policy is written. After the audit was completed, it was found that we were over insured even further. Last week we received an \$8,000 refund check.
- July 16th Kelly Robinette was back from NEMSCA to do a ride along with Bob Kroupa for our Home Delivered Meals Program. Everything went perfectly.
- August 12th Yvette Smigelski and Jeff Weiland from NEMSCA came in for the financial /compliance audit. This particular audit used to be a 4 day ordeal. Last year, the audit was an entire day, and this year the audit took 3 and half hours. Gail stated that she has not heard received the report from this particular audit, but it is expected that as is with every year, there will not be any issues. The CCCoA keeps our books in very good order.
- Kara LaMare is here today to audit Sand Castles. It is a learning experience every year. Sand Castles is doing incredibly good, and we are growing. We are up 177 hours between June and July. As always, we welcome the auditors' input.
- We are the new sponsor for the hometown Super Saver. There is no cost for being the sponsor. The cards are available around town as well as at the Sand Road Center.

- The grants have been written for the NEMSCA grants. Our core grants, which are the personal care and the homemaking grants are three year grants, so they do not need to be written until next year. The grants that were written this year are for Health Resources and the Merit grant, which helps to fund Sand Castles. The original request for the Merit grant was \$40,000, \$30,000 of which was for ongoing expenses and \$10,000 for expansion. The \$10,000 was denied and out of the \$30,000 we will be receiving \$28,500 which is \$1,000 more than we received last year. These are the recommendations by NEMSCA so nothing is final yet, but that is likely what we will be receiving. We applied for \$4,000 for Health Resources, and we expect to see \$3,000.
- The application for participation in the senior millage is due on September 1st. Even though the voters elected to pass the millage, we are still required to submit the application to the county. Gail is currently working on this application and has requested support from the Board in the event that she requires it.
- The Council has a large advertising campaign with Northern Star Broadcasting that will be coming up. We won a advertising certificate at the Kiwanis auction this past June. It is a \$500 gift certificate, and it is automatically doubled for non-profits, so we have a total of \$1,000 in advertising. The CCCOA has also committed another \$500 beginning the new fiscal year which will also be doubled. We will be receiving a total of 200 radio "spots" which will run on Tradeo, Tradeo Rewind, and prime times on 106.3 fm. Their target audience is the baby boomers aged 45 – 65.
- The Council has an ad on the placemats at Paula's Café. It was \$100 and well worth it, from an advertising standpoint.
- Commissioner Sue Allor asked why the Council's newsletter is not printed locally, as she has been approached by a local business about this issue. Gail explained that Liturgical Publications Inc. (LPi) prints our newsletter and solicits advertisers within the community. Gail explained that it is free of cost to the Council. LPi finds all of the advertisers for us and that is how the newsletter is paid for. It keeps it simple, and there is no expense. If there were a local business that offered this same service, we would, of course, keep the business within our own community. Gail stated that we have to do what is financially sound. LPi started out doing this for churches. Gail contacted them a few years ago and has worked with them to include many senior centers in our Region.
- Congregate are up 186 meals, Home Delivered Meals is up 437 meals, Homemaking is up 17 hours, Personal Care is up 10 hours, and Sand Castles is up 177 hours more than the previous month. Ned asked if we are okay vehicle wise, with the increase in Home Delivered Meals. Gail stated that we just purchased one vehicle and as t we previously discussed, it will be going to Wolverine. It is currently being fitted for the hot box. We do still have 50% of our vehicle purchase budget for this fiscal year available, but it is not likely we use it. The newly purchased vehicle was just under \$13,000. Hot boxes cost \$8,000 plus the labor to put it in the vehicle; luckily we had an extra one, so we just have to pay Dave's Auto to have it fitted. The hotboxes are wired through the radiator in the vehicle. If our Home Delivered Meals Program keeps increasing we will need to purchase another vehicle.

- We have sent out our yearly surveys. They are entertaining, but they are great and informative. According to them, Wolverine is the place to eat. We randomly sent them to 100 people we serve and all of the homebound clients. In October we will have a summary of this survey to go over.
- Gail organized an employee in service and that took place on July 10th. There was 99% turnout. This was a mandatory training. We did an elder abuse prevention training, Dr. Strom gave a presentation on nutrition for healthy living, Gail presented the Five Wishes Program and walked through the new handbook page by page. It was a 3 hour event that covered all required trainings as well as promoted employee appreciation. It went very well.
- Kara LaMare mentioned that September 23rd is National Fall Prevention Day, so all Senior Centers are encouraged to do some sort of Fall Prevention display or seminar on that day.

Gail Tinker then presented the Financial Report

- The budget is going to be reviewed much more closely this year to make certain that we are putting money where it really needs to be instead of just keeping it the same as it has been for years.
 - Line 5000: Payroll looks over budget. We had another 5 week pay period so it will likely catch up. Several employees who have been here for years, received some small, well deserved raises, so that may also have an impact on that particular line item.
 - 5935: Our worker's comp will decrease, Gail is unsure of how much. A representative from the Accident Fund came and did a risk management course with Tinker to find out how to correct issues. That training, coupled with corrections in the number of employees, should result in a nice sized reduction of the premium.
 - A lightening strike from the recent storm caused damage to our air conditioner, so there will be repairs from that on the next report. It also caused issues with one of our DVRs for the surveillance system for Sand Castles which is extremely important to have up and running according to our internal auditors. Gail contacted Pat Bowen from Prime Time Communications to fix that particular issue. We did have to replace a DVR Box, and that cost was approximately \$800.

Bob Benkhardt motioned to accept the Director's Report and Financial Report. Sue Cleary seconded the motion. All in favor- passed by unanimous vote. When asked if there were any additional comments, Sue Cleary commended Gail Tinker on a job well done in implementing new programs and overall doing a great job.

The open meeting was adjourned at 10:30 AM with a motion by Workman, seconded by Cleary. All in favor - passed by unanimous vote.

Meeting minutes transcribed by Stacy Agee for Ned Workman, Secretary/ Treasurer, Cheboygan Co. Council on Aging

_____/_____



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**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

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

Cheboygan County Council on Aging Special Meeting of the Board of Directors Thursday August 27, 2015 @ 2:00 pm

Special Meeting Minutes

The special meeting was called to order at 2:00PM

Roll Call: Present were Leroy Ormsbee, President, Ned Workman, Secretary/Treasurer, Bob Benkhardt, Julie Benkhardt, Sue Cleary, Lowell Beethem, Gordon Graham, Leonard Page and Gail Tinker, Executive Director. Vice President Nancy Lavigne was excused by a motion made by Sue Cleary and seconded by Ned Workman. Motion carried by unanimous voice vote.

The purpose of the special meeting is to :

1. Review and/or approve the proposed Budget of the Cheboygan County Council on Aging for the fiscal year 2015-2016; and
2. Review and/or approve the Non-Discrimination Policy and Application as required by the Cheboygan County Senior Citizen's Millage Funds for Project Funding Consideration.

Director Tinker, having previously provided the Board with the proposed 15/16 Budget opened the floor for questions of same. Various questions were asked regarding certain line items on the Budget. All questions were addressed and Tinker reviewed the attachment to the proposed budget entitled "Summary of Changes in Expenditures on the FY 2015/16 Budget. Tinker stated that at the suggestion of Mrs. Cleary, this attachment was generated in an effort to clarify any changes in the expenditures of the Budget when compared to last fiscal year. After lengthy discussion a motion was made by Bob Benkhardt and seconded by Leonard Page to accept the proposed budget as the new final FY 2015-16 budget. Motion carried by unanimous voice vote.

Next, after review of same, the Board elected to affirm 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."

A motion was made by Lowell Beethem to affirm said policy, seconded by Ned Workman. Motion carried by unanimous voice vote.

The proposed completed Application for Participation in the Cheboygan County Senior Citizen's Millage was presented to the Board by Tinker. After lengthy discussion and some suggested revisions, the Board unanimously agreed that the Application for Participation is complete and authorized Tinker to finalize same for presentation to the County Commissioners. A motion was made by Ned Workman and seconded by Julie Benkhardt to approve the Application. Motion carried by unanimous voice vote.

Ned Workman motioned to adjourn the meeting. Julie Benkhardt seconded the motion. Motion carried by unanimous voice vote

Meeting was then adjourned at 3:00 PM.

Minutes prepared and submitted by Ned Workman, Secretary/Treasurer, Cheboygan County Council on Aging.

ATTACHMENT #11

ATT. # 11
33 pgs

Communication with Those Charged with Governance

March 5, 2015

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, 2014, and have issued our report thereon dated March 5, 2015. 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 October 2, 2014. 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 2014. 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. See note 4 to the audited financial statements.

We evaluated the key factors and assumptions used to develop each of the estimates listed above in determining that they are reasonable in relation to the financial statements taken as a whole.

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.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are 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 20 auditor recommended adjustments made to the financial statements. The adjustments made had the following affects on the balance sheet items:

Prepaid Expenses	(3,261)
Inventory	4,982
Accured Wages and Payroll Liabiliies	2,066
Deferred Revenue	(5,627)

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as 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 March 5, 2015.

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.

Midwest Professionals, P.L.L.C.

Certified Public Accountants

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

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.

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.*

Midwest Professionals, PLLC

CC: Gail Tinker, Executive Director

**CHEBOYGAN COUNTY COUNCIL ON AGING
ANNUAL FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED
September 30, 2014**

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, 2014, 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

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

Opinions

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, 2014, 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 two years ended September 30, 2014 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 March 5, 2015, 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.

Midwest Professionals, P.L.L.C.
Gaylord, Michigan
March 5, 2015

Member of American Institute of Certified Public Accountants
Member of Michigan Association of Certified Public Accountants

ANNUAL FINANCIAL STATEMENTS

**Cheboygan County Council on Aging
Statement of Financial Position
As of September 30, 2014**

Assets

Current Assets

Cash and Cash Equivalents (note 2)	\$ 277,862
Accounts Receivable, net (note 3)	13,219
Prepaid Expenses	21,178
Inventory	<u>12,925</u>

Total Current Assets 325,184

Property and Equipment, net (note 4) 340,085

Total Assets \$ 665,269

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$ 5,022
Payroll Liabilities	33,468
Due to Other Government (note 10)	221
Compensated Absences (note 8)	<u>2,875</u>

Total Current Liabilities 41,587

Total Liabilities 41,587

Net Assets

Unrestricted	623,683
Temporarily Restricted	-
Permanently Restricted	<u>-</u>

Total Net Assets 623,683

Total Liabilities and Net Assets \$ 665,269

See accompanying notes to the financial statements.

**Cheboygan County Council on Aging
Statement of Activities
For the Year Ended September 30, 2014**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Revenues				
Federal Grants / Awards	\$ -	\$ 180,240	\$ -	\$ 180,240
State Grants / Awards	-	136,785	-	136,785
Local Support	582,368	-	-	582,368
Other Support	263,659	-	-	263,659
Net Assets Released from Restrictions	<u>317,025</u>	<u>(317,025)</u>	<u>-</u>	<u>-</u>
Total Revenues	1,163,052	-	-	1,163,052
Expenses & Losses				
Audit	8,000	-	-	8,000
Building / Equipment Maintenance	43,172	-	-	43,172
Leases	3,774	-	-	3,774
Postage	1,577	-	-	1,577
Supplies	173,351	-	-	173,351
Travel	8,338	-	-	8,338
Payroll Expenses	623,798	-	-	623,798
Depreciation	46,294	-	-	46,294
Fundraising Expenses	15,998	-	-	15,998
Insurance	53,277	-	-	53,277
Utilities	57,880	-	-	57,880
Fuel	21,588	-	-	21,588
Other Expenses	<u>16,278</u>	<u>-</u>	<u>-</u>	<u>16,278</u>
Total Expenses	<u>1,073,325</u>	<u>-</u>	<u>-</u>	<u>1,073,325</u>
Change in Net Assets	<u>89,727</u>	<u>-</u>	<u>-</u>	<u>89,727</u>
Net Assets as of Beginning of Period	<u>533,956</u>	<u>-</u>	<u>-</u>	<u>533,956</u>
Net Asset as of End of Period	<u>\$ 623,683</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 623,683</u>

See accompanying notes to the financial statements.

**Cheboygan County Council on Aging
Statement of Functional Expenses
For the Year Ended September 30, 2014**

	Program Services	General	Total
Revenues			
Federal Grants / Awards	\$ 180,240	\$ -	\$ 180,240
State Grants / Awards	136,785	-	136,785
Local Support	-	582,368	582,368
Other Support	202,731	60,928	263,659
General Fund Support	61,697	(61,697)	-
Total Revenues	581,453	581,599	1,163,052
Expenses & Losses			
Audit	-	8,000	8,000
Building / Equipment Maintenance	16,986	26,187	43,172
Leases	-	3,774	3,774
Postage	6	1,570	1,577
Supplies	143,016	30,336	173,351
Travel	5,691	2,647	8,338
Payroll Expenses	315,911	307,887	623,798
Depreciation	30,101	16,193	46,294
Fundraising Expenses	-	15,998	15,998
Insurance	22,158	31,120	53,277
Utilities	29,651	28,229	57,880
Fuel	17,030	4,558	21,588
Other Expenses	905	15,374	16,279
Total Expenses	581,454	491,872	1,073,326
Change in Net Assets	-	89,727	89,726
Net Assets as of Beginning of Period	-	533,956	533,956
Net Asset as of End of Period	<u>\$ -</u>	<u>\$ 623,683</u>	<u>\$ 623,683</u>

See accompanying notes to the financial statements.

**Cheboygan County Council on Aging
Statement of Cash Flows
For the Year Ended September 30, 2014**

Cash Flows From Operating Activities	
Increase in Net Assets	\$ 89,727
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	46,294
Increase in Accounts Receivable	(2,411)
Decrease in Prepaid Expenses	3,261
Increase in Inventory	(4,982)
Decrease in Accounts Payable	(144)
Increase in Payroll liabilities	1,921
Decrease in Accrued Compensated Absences	(2,159)
Decrease in Due to Other Governments	<u>(5,628)</u>
Net cash provided by operating activities	125,880
 Cash Flows From Investing Activities	
Purchase of Fixed Assets	<u>(77,777)</u>
Net cash used in investing activities	(77,777)
 Net increase in cash and cash equivalents	48,103
Cash and cash equivalents as of beginning of period	<u>229,759</u>
Cash and cash equivalents as of end of period	<u><u>\$ 277,862</u></u>
 Increase Decrease in Cash:	
Cash received from grants, contributions and activities	\$ 1,163,052
Cash paid for goods services needed for operations	<u>(1,037,172)</u>
Net cash provided by operating activities	<u><u>\$ 125,880</u></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, 2014

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, 2014

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 vacation time on a limited basis. Employees are granted their vacation 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
10	2 -3
1 Day	Per additional service year up to 15 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, 2014

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.

Note 2- Cash and Cash Equivalents

At year-end, the Council had a carrying value of cash & cash equivalents of \$277,862. Of this balance \$725 represented cash on hand, and 277,137 comprised of checking and savings accounts. At year-end the checking accounts and savings accounts had a bank balance of \$301,142. Of these bank deposits \$250,000 was covered by federal depository insurance. No collateralization agreement was in effect during the fiscal year.

Note 3- Accounts and Grants Receivable

Federal, State of Michigan and Cheboygan County millage grants and contracts receivable are deemed to be fully collectible by management. Grant receivables totaled \$13,219 at September 30, 2014. Accounts receivable consists of a single lease deposit of \$1,000, return of which was considered by management to be doubtful.

Grants Receivable (Due from Other Governments) detail as of September 30, 2014 is as follows:

Grantor	Program Descriptions	Amount
Michigan Dept. of Transportation	Specialized Services	\$ 6,250
NEMSCA	SANS Homemaker	1,250
NEMSCA	HCBS/ED Med Waiver	5,719
		<u>\$ 13,219</u>

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ending September 30, 2014

Note 4- Property and Equipment

As of September 30, 2014, fixed assets consist of:

	Beginning Balance 10/01/2013	Increases	Decreases	Ending Balance 09/30/2014
Depreciable Fixed Assets				
Vehicles	\$ 264,808	\$ 67,386	\$ 53,148	\$ 279,046
Equipment	47,405	-	-	47,405
Leasehold Improvements	419,547	10,391	-	429,938
Total Depreciable Fixed Assets	<u>731,760</u>	<u>77,777</u>	<u>53,148</u>	<u>756,389</u>
Accumulated Depreciation				
Vehicles	195,002	30,101	53,148	171,955
Equipment	37,573	3,719	-	41,292
Leasehold Improvements	190,583	12,474	-	203,057
Total Accumulated Depreciation	<u>423,158</u>	<u>46,294</u>	<u>53,148</u>	<u>416,304</u>
Net Fixed Assets	<u>\$ 308,602</u>	<u>\$ 31,483</u>	<u>\$ -</u>	<u>\$ 340,085</u>

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 Concentration

<u>Revenue Sources</u>	<u>Concentration</u>
Cheboygan County Millage	48.4 %
Other Sources	14.5%
Federal Grants	13.6%
Program Income	13.3%
State	10.2%
	<u>100.0%</u>

The loss of one of these revenue sources would have an adverse economic effect on the Council.

Note 6-Inventory Valuation

The inventory is valued at lower of cost or market on the organization's financial statements.

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.

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ending September 30, 2014

Note 8-Compensated Absences

Changes in compensated absences for the year ended September 30, 2014 is as follows:

	Balance 10/1/2013	Additions	(Retirements)	Balance 9/30/2014	Due Within One Year
Compensated Absences (See Note I H)	\$ 5,034	\$ 5,367	\$ (7,526)	\$ 2,875	\$ 2,875

Note 9- Short-Term and Long-Term Liabilities

Changes in short & long term liabilities for the year ended September 30, 2014, 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, 2014; and a zero balance at September 30, 2014.

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, 2014.

Note 10- Due To Other Government

During the fiscal year ending September 30, 2013, the Council received and deposited funds from federal and state sources through NEMCSA that were paid back subsequent to the year end.

Grantor	Program Description	Amount
NEMCSA	IID Kinship Grandparents CFDA# 93.052	\$ 221

Note 11- 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

**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, 2014, 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 March 5, 2015.

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, we did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

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.*

Midwest Professionals PLLC
Gaylord, MI
March 5, 2015

Cheboygan County Council on Aging

**Schedule of Findings
Year Ended September 30, 2014**

FINDINGS - FINANCIAL STATEMENT AUDIT

PRIOR YEAR FINDINGS: None Noted

CURRENT YEAR FINDINGS: None Noted

Cheboygan County Council on Aging
Schedule of Expenditures of Federal & State Awards
For the Year Ended September 30, 2014

Funding Agency / Program	CFDA Number	9/30/2013 (Accrued) Deferred	Grant Revenues	Other Revenues	Total Revenues	Total Expenditures	9/30/2014 (Accrued) Deferred
U.S. Dept. of Health & Human Services							
Pass Through NEMCSA							
Area Agency on Aging							
Title IIIC Congregate Meals	93.045	\$ (112)	\$ 41,575	\$ 89,231	\$ 130,806	\$ 130,806	
Title IIIC Home Delivery	93.043	(154)	22,531	70,218	92,749	92,749	
Title IIIB Homemaker	93.044	-	21,804	18,127	40,031	40,031	
Title IIIB Personal Care	93.044	-	10,704	5,506	16,210	16,210	
Title IIID Disease Prevention	93.043	2,138	-	7	7	7	
Title IIIE Respite	93.052	-	772	423	1,195	1,195	
Title IIIE Kinship-Grandparents	93.052	-	703	(3,665)	(2,962)	(2,962)	221
Nutrition Services Nutrition Program	93.053	-	37,455	-	37,455	37,455	
Elder Abuse Prevention	93.041	-	1,375	402	1,777	1,777	
MMAP	93.518	-	-	497	497	497	
HCBS/ED Med Waiver Federal Share (66.39%) of \$45,465	93.778	(2,627)	43,221	-	43,221	43,221	(3,797)
Total U.S. Dept. of Health & Human Services		<u>(755)</u>	<u>180,240</u>	<u>180,745</u>	<u>360,985</u>	<u>360,985</u>	<u>(3,576)</u>
Total Federal Awards		<u>\$ (755)</u>	<u>\$ 180,240</u>	<u>\$ 180,745</u>	<u>\$ 360,985</u>	<u>\$ 360,985</u>	<u>\$ (3,576)</u>
State of Michigan							
Pass Through NEMCSA							
Congregate Meals	N/A	\$ -	\$ 3,362	-	\$ 3,362	\$ 3,362	\$ -
Home Delivered	N/A	-	26,932	-	26,932	26,932	-
Respite	N/A	-	98	-	98	98	-
Grand Parents	N/A	-	3,779	-	3,779	3,779	-
Merit Award	N/A	(336)	-	-	-	-	-
Escheat Respite Care	N/A	3,711	6,316	2,938	9,254	9,254	-
SIHS Homemaker	N/A	-	8,281	3,407	11,688	11,688	-
SAC Homemaker	N/A	-	10,003	2,660	12,663	12,663	-
SANS Homemaker	N/A	-	2,950	1,228	4,178	4,178	(1,250)
Tobacco Settlement Funds	N/A	-	28,093	50,969	79,062	79,062	-
MDOT	N/A	-	90	-	90	90	-
HCBS/ED Med Waiver State Share (33.61%) of \$45,465	93.778	(1,330)	21,881	-	21,881	21,881	(1,922)
		<u>2,045</u>	<u>111,785</u>	<u>61,202</u>	<u>172,987</u>	<u>172,987</u>	<u>(3,172)</u>
Pass Through MDOT							
MDOT	N/A	(6,250)	25,000	69,839	94,839	94,839	(6,250)
		<u>(4,205)</u>	<u>136,785</u>	<u>131,041</u>	<u>267,826</u>	<u>267,826</u>	<u>(9,422)</u>
Total Federal & State Awards		<u>\$ (4,960)</u>	<u>\$ 317,025</u>	<u>\$ 311,786</u>	<u>\$ 628,811</u>	<u>\$ 628,811</u>	<u>\$(12,998)</u>

See accompanying notes to 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, 2014

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 receipts 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, 2014 is as follows:

Expenditures per Schedule of Federal and State Awards		
Federal Grant Revenues		\$ 180,240
State Grant Revenues		136,785
Total Federal and State Revenues per Schedule of Federal and State Awards		<u>\$ 317,025</u>
Revenues per Statement of Activities		
Federal Grant Revenues		\$ 180,240
State Grant Revenues		136,785
Total Federal and State Revenues per Statement of Activities		<u>\$ 317,025</u>

Cheboygan County Council on Aging
Statement of Rev Exp Fed/State Programs
October 2013 through September 2014

	Cheboygan (Cong. Meals)	Wolverine (Cong. Meals)	Total Cong. Meals	Cheboygan (Home Del.)	Wolverine (Home Del.)	Total Home Del.	IIIB Homemaker	IIIB Personal Care	IIID Disease Prevention	IIIE Respite	IIIE Grand Parent
Revenues											
4010 · Federal Income	42,958.34	13,665.00	56,623.34	65,180.49	-	65,180.49	22,187.09	11,006.86	-	772.00	703.00
4020 · State Income	815.34	-	815.34	9,547.63	30,179.00	39,726.63	143.31	154.34	-	98.40	3,778.83
4040 · Program Income	25,551.34	13,276.95	38,830.29	33,149.30	-	33,149.30	7,015.82	3,818.36	-	345.00	-
4070 · Transportation Income	-	-	-	-	-	-	-	-	-	-	-
4099 · Cash Match	32,502.97	21,344.85	53,847.82	18,317.96	19,429.68	37,747.64	11,110.84	1,687.90	7.40	77.70	(3,665.34)
Total Revenue	101,827.99	48,286.80	150,116.79	126,195.38	49,608.68	175,804.06	40,457.06	16,669.46	7.40	1,293.10	816.49
Expense											
5000 · Payroll Expenses	51,582.38	28,468.70	80,051.08	50,480.31	18,918.73	69,399.04	33,755.78	13,210.64	-	1,260.28	113.30
5030 · Casual Labor	-	-	-	-	-	-	-	-	-	-	-
5051 · DTE-Gas	-	-	-	-	-	-	-	-	-	-	-
5052 · Consumers-Electric	13,200.00	3,888.00	17,088.00	-	-	-	-	-	-	-	-
5054 · LP Gas	34.98	-	34.98	-	-	-	-	-	-	-	-
5100 · Raw Food	29,524.56	12,429.36	41,953.92	53,714.57	20,328.84	74,043.41	-	-	-	-	-
5350 · Dues and Subscriptions	-	-	-	100.00	-	100.00	-	-	-	-	-
5351 · Licenses and Permits	-	-	-	-	-	-	-	-	-	-	-
5400 · Postage and Shipping	-	-	-	-	-	-	-	-	-	-	-
5401 · Fuel & Lubricants	-	-	-	5,085.65	2,329.59	7,415.24	-	-	-	-	-
5440 · Kitchen Supplies	4,660.63	2,542.93	7,203.56	10,365.16	5,885.46	16,250.62	-	-	-	-	-
5445 · General Supplies	-	-	-	51.38	50.08	101.46	251.93	594.61	-	-	-
5450 · Office Supplies	-	-	-	-	-	-	-	-	-	-	-
5451 · Senior Activity Supplies	-	-	-	-	-	-	-	-	-	-	-
5500 · Telephone Expense	-	-	-	74.72	43.14	117.86	600.00	-	-	-	-
5501 · Internet Service	-	-	-	-	-	-	-	-	-	-	-
5502 · Cable	-	-	-	-	-	-	-	-	-	-	-
5650 · Staff Travel	-	-	-	-	-	-	2,271.85	1,289.81	7.40	32.82	-
5670 · Repair/Mant.-Equipment	100.00	-	100.00	-	-	-	-	-	-	-	-
5671 · Repair/Maint-Bus	-	-	-	-	-	-	-	-	-	-	-
5672 · Repair/Maint HD Vehicles	25.19	-	25.19	3,374.56	918.54	4,293.10	-	-	-	-	-
5680 · Building and Ground Maint.	-	-	-	-	-	-	-	-	-	-	-
5681 · Trash Removal	816.86	829.81	1,646.67	839.92	829.80	1,669.72	-	-	-	-	-
5910 · Equipment Purchases Exp	49.76	-	49.76	149.98	-	149.98	-	-	-	-	-
5915 · Bus Purchases Expense	-	-	-	-	-	-	-	-	-	-	-
5925 · Computer Purchases Exp	-	-	-	-	-	-	-	-	-	-	-
5926 · Software Expense	-	-	-	267.00	267.00	534.00	400.50	133.50	-	-	-
5930 · Insurance-Liab./PP	-	-	-	-	-	-	-	-	-	-	-
5935 · Insurance-Workers Comp	1,549.63	-	1,549.63	1,549.63	-	1,549.63	2,882.00	1,441.00	-	-	-
5960 · Advertising Expense	-	-	-	-	-	-	-	-	-	-	-
5980 · Training Expense	285.00	130.00	415.00	142.50	37.50	180.00	-	-	-	-	-
5992 · Grandparent/Kinship	-	-	-	-	-	-	-	-	-	-	703.19
6001 · NEMCSA-Cash Match	-	-	-	-	-	-	295.00	-	-	-	-
Total Expense	101,827.99	48,286.80	150,116.79	126,195.38	49,608.68	175,804.06	40,457.06	16,669.46	7.40	1,293.10	816.49
Change in Net Assets	-	-	-	-	-	-	-	-	-	-	-

Cheboygan County Council on Aging
Statement of Rev Exp Fed/State Programs
October 2013 through September 2014

	Elder Abuse Prevention	MMAP	Escheat Respite	SIHS Homemaker	SAC Homemaker	SANS- HM/PC	Tobacco Settlement Funds	Tobacco Settlement Funds 2	MDOT	TOTAL
Revenues										
4010 - Federal Income	1,375.00	-	-	-	-	-	19,111.55	-	539.49	177,500.82
4020 - State Income	-	-	6,316.00	8,281.00	10,003.00	2,950.00	37,768.04	-	25,363.11	135,398.00
4040 - Program Income	-	-	530.00	1,995.00	953.18	77.50	38,253.00	-	73,783.94	198,751.39
4070 - Transportation Income	-	-	-	-	-	-	7,823.00	-	227.30	8,050.30
4089 - Cash Match	401.51	496.69	2,407.78	1,411.75	1,707.03	1,150.93	751.80	4,141.35	(4,172.08)	109,110.72
Total Revenue	1,776.51	496.69	9,253.78	11,687.75	12,663.21	4,178.43	103,707.39	4,141.35	95,741.76	628,811.23
Expense										
5000 - Payroll Expenses	1,100.51	253.80	5,705.55	9,542.57	8,924.47	4,035.73	71,581.03	1,854.98	16,160.86	316,949.52
5030 - Casual Labor	-	-	-	-	-	-	400.00	-	-	400.00
5051 - DTE-Gas	-	-	-	-	-	-	1,280.20	-	-	1,280.20
5052 - Consumers-Electric	-	-	-	-	-	-	3,621.73	-	569.58	21,279.31
5054 - LP Gas	-	-	-	-	-	-	-	-	-	34.98
5100 - Raw Food	-	-	-	-	-	-	-	-	-	115,997.33
5350 - Dues and Subscriptions	-	-	-	-	-	-	-	-	-	100.00
5351 - Licenses and Permits	-	-	-	-	-	-	10.00	-	55.70	65.70
5400 - Postage and Shipping	-	-	-	-	-	-	6.49	-	-	6.49
5401 - Fuel & Lubricants	-	-	-	-	-	-	4,461.42	-	5,153.52	17,030.18
5440 - Kitchen Supplies	-	-	-	-	-	-	-	-	-	23,454.18
5445 - General Supplies	-	-	78.60	78.60	203.33	78.60	1,008.84	259.97	71.96	2,727.90
5450 - Office Supplies	-	-	-	-	-	-	113.19	-	-	113.19
5451 - Senior Activity Supplies	-	-	-	-	-	-	723.03	-	-	723.03
5500 - Telephone Expense	-	-	-	86.00	91.56	-	1,383.23	-	107.79	2,396.44
5501 - Internet Service	-	-	-	-	-	-	432.24	-	-	432.24
5502 - Cable	-	-	-	-	-	-	183.20	-	-	183.20
5650 - Staff Travel	-	242.89	370.37	529.58	561.85	64.10	320.00	-	-	5,690.67
5670 - Repair/Mant.-Equipment	-	-	-	-	-	-	400.00	-	3,097.65	3,597.65
5671 - Repair/Maint-Bus	-	-	-	-	-	-	1,043.95	-	2,751.80	3,795.75
5672 - Repair/Maint HD Vehicles	-	-	-	-	-	-	-	-	-	4,318.29
5680 - Building and Ground Maint.	-	-	-	-	-	-	5,273.81	-	-	5,273.81
5681 - Trash Removal	-	-	-	-	-	-	728.08	-	-	4,044.47
5910 - Equipment Purchases Exp	566.00	-	-	-	-	-	2,394.78	2,026.40	-	5,185.92
5915 - Bus Purchases Expense	-	-	-	-	-	-	-	-	67,386.00	67,386.00
5925 - Computer Purchases Exp	-	-	-	-	-	-	649.62	-	-	649.62
5926 - Software Expense	-	-	-	-	-	-	85.81	-	-	1,153.81
5930 - Insurance-Liab/JPP	-	-	-	-	-	-	2,802.05	-	-	2,802.05
5935 - Insurance-Workers Comp	-	-	3,099.26	1,441.00	2,882.00	-	4,511.29	-	-	19,355.81
5960 - Advertising Expense	-	-	-	-	-	-	268.40	-	361.90	530.30
5980 - Training Expense	110.00	-	-	-	-	-	25.00	-	25.00	755.00
5992 - Grandparent/Kinship	-	-	-	-	-	-	-	-	-	703.19
6001 - NEMCSA-Cash Match	-	-	-	-	-	-	-	-	-	285.00
Total Expense	1,776.51	496.69	9,253.78	11,687.75	12,663.21	4,178.43	103,707.39	4,141.35	95,741.76	628,811.23
Change in Net Assets	-	-	-	-	-	-	-	-	-	-

Cheboygan County Council on Aging
Statement of Activities
For the Year Ended September 30, 2014 & 2013

	FY 2014 <u>Unrestricted</u>	FY 2013 <u>Unrestricted</u>	<u>\$ Change</u>
Revenues			
Federal Grants / Awards	\$ 180,240	\$ 168,402	\$ 11,838
State Grants / Awards	136,785	126,007	10,778
Local Support	582,368	597,048	(14,680)
Other Support	263,659	185,580	78,079
Total Revenues	1,163,052	1,077,038	86,014
Expenses & Losses			
Audit	8,000	8,138	(138)
Building / Equipment Maintenance	43,172	25,863	17,309
Interest	-	79	(79)
Leases	3,774	5,454	(1,680)
Postage	1,577	1,633	(56)
Supplies	173,351	172,531	820
Travel	8,338	12,884	(4,546)
Payroll Expenses	623,798	581,344	42,454
Depreciation	46,294	38,018	8,276
Fundraising Expenses	15,998	16,378	(380)
Insurance	53,277	55,135	(1,858)
Utilities	57,880	50,917	6,963
Fuel	21,588	20,091	1,497
Other Expenses	16,278	25,810	(9,532)
Total Expenses	1,073,325	1,014,275	59,050
Change in Net Assets	89,727	62,763	26,964
Net Assets as of Beginning of Period	533,956	472,503	61,453
Prior Period Adjustment	-	(1,310)	1,310
Net Asset as of End of Period	\$ 623,683	\$ 533,956	\$ 89,727

See accompanying notes to the financial statements.



2375 Gordon Road
Alpena, MI 49707
(989) 356-3474
FAX (989) 354-5909

June 18, 2014

Michael Bur, Director
Cheboygan County Council on Aging
1531 Sand Road
Cheboygan, Michigan 49721

Re: Financial Assessment conducted May 29, 2014

Dear Michael,

Thank you for the courtesy extended to Yvette and me during our visit on May 29, 2014. The records were extremely well organized and available upon our arrival.

Northeast Michigan Community Service Agency, Inc. (NEMCSA) performed an onsite financial assessment in accordance with Operating Standards C-5 for Area Agency on Aging, evaluating your agency's fiscal compliance with your contractual agreement with NEMCSA OSA funding. For purposes of this assessment, the period covered by the contract between Cheboygan County Council on Aging (CCCoA) and NEMCSA is October 1, 2013 through September 30, 2014, as of April 30, 2014. Various tests were performed and several records were reviewed to determine contract compliance.

The items tested and/or reviewed, and the corresponding results and recommendations are listed on the following pages. Please share this report with your board within sixty (60) days (or the first available scheduled board meeting). Please supply NEMCSA with a copy of the minutes that reflect the presentation of this report.

Again, we express our appreciation to you and your staff for all the advance preparation that was done to get this fiscal assessment completed in a timely manner.

Respectfully submitted,

Jeff Weiland
Finance Specialist

Unless otherwise noted, all items listed were examined.

Organizational Structure

Procedures Agreed Upon

Obtain a list of employees and their job titles for current fiscal year and review the following documents:

1. Job descriptions for all positions.
2. List of Board members serving for the current fiscal year.
3. Current organizational chart.
4. Current personnel policies.
5. Financial procedures manual.
6. Chart of accounts.
7. Dun & Bradstreet Number (DUNS)
8. Articles of Incorporation and IRS Tax Exempt status.
9. Various insurance policies.
10. Site agreement and/or lease/contract agreements.

Comments

All items were received and reviewed. A new item for FY 2014 is the Dun & Bradstreet Number (DUNS). OSA is now enforcing a rule that all subcontractors that received federal funds be checked for disbarment or suspension. The DUNS number is the vehicle for completing that check. Within days of the request, CCCoA requested and received a DUNS number from Dun & Bradstreet and supplied said number to NEMCSA.

Findings and/or Recommendations

No exceptions were noted.

Organizational Activity

Procedures Agreed Upon

Determine whether there is clear segregation of duties in financial areas and who has primary responsibility for:

1. Opening the mail.
2. Recording cash receipts.
3. Preparing deposits and recording the transactions.
4. Reviews documentation and approves cash disbursements.
5. Signature authority on checks.
6. Processes cash disbursements.
7. Mails and/or distributes checks.
8. Controls petty cash account.
9. Maintains personnel files.
10. Prepares bank reconciliations.
11. Records accounting transactions.
12. Processes month end general ledger.
13. Prepares monthly financial reports.
14. Initiates purchases.
15. Equipment / Property Management
16. Physical Inventory

Comments

CCCoA has good separation of duties. With direct board involvement in check signing, disbursement approval and personnel files, there is good oversight. Equipment inventory is done on an annual basis utilizing department heads and the business manager.

Findings and/or Recommendations

No exceptions noted.

Budget

Procedures Agreed Upon

Determine whether staff's preparing budgets are knowledgeable with applicable policies and allowability of expenses, whether there is a procedure in place to compare actual expenses to the approved budget, whether actual expenses are compared to planned activity and variances investigated and whether there are procedures in place to assure obligations incurred for program areas are allowable cost categories.

Comments

The Director, financial staff, program managers are all involved in the budgeting process. The board reviews the budget as compared to actual expenses at the board meetings.

Findings and/or Recommendations

No exceptions noted.

Financial Management System

Procedures Agreed Upon

Determine whether the accounting records are computerized, whether the financial records submitted correspond with, and are traceable to the General Ledger, and whether the financial records are balanced with control accounts on a regular basis.

Comments

CCCoA uses QuickBooks for their accounting software. Records are balanced to the control accounts on a monthly basis and the monthly Financial Status Reports (FSR's) to NEMCSA tie and are easily traceable through the general ledger.

Findings and/or Recommendations

No exceptions noted.

Cash Receipts – Program Income and Match

Procedures Agreed Upon

Determine whether there are written policies to determine how program income is collected and used, whether two person teams are used in collection and counting of all cash contributions, whether checks are immediately endorsed upon receipt, whether cash and checks are posted to proper account on a log and in a ledger system, whether all funds received are deposited within three working days of receipt, whether all program income is recorded in the category it was generated (included excess program income), whether match is recorded monthly and values assigned to match are appropriate.

Comments

Program income is recorded in the program from which it was derived. During our visit, it was observed that two person teams collected the C1 donations, and counted the funds at the conclusion of the meal. Deposits are made within the three working days of receipt.

Findings and/or Recommendations

No exceptions noted.

Fiscal Control

Procedures Agreed Upon

Determine whether:

1. CCCoA's records are audited annually by an independent CPA and whether the firm or accountant performing the audit does any other financial services for RCCoA.
2. Total federal funds from all sources are greater than \$500,000.

3. Funds are maintained in separate bank accounts and are covered by FDIC insurance.
4. Checks are pre-numbered; unissued checks are kept in a locked, secure storage area and whether blank checks are ever signed in advance.
5. The person making deposits sign checks and/or reconcile bank accounts.
6. Supporting documents accompany checks for the check signer's review.
7. Prior authorization is received before disbursements are processed and documents are coded to proper programs prior to disbursements.
8. Mileage vouchers include date, purpose of travel, odometer reading and employee signature.
9. Employees are required to take a vacation and staff turnover is low for key positions.
10. Check numbers, date paid and program charged are recorded on each invoice.

Comments

CCCoA's financial records are audited on an annual basis by an independent CPA firm. That same firm also files the annual IRS 990 tax return on behalf of CCCoA. All other items in the above list are detailed in the Financial Procedures Manual, and verbalized during our visit. Overall, CCCoA has good fiscal controls in place, and good record keeping. The staff takes pride in their work, and it shows.

Findings and/or Recommendations

No exceptions noted.

Meals

Procedures Agreed Upon

Determine whether Congregate (C1) and Home Delivered Meal (C2) counts agree to monthly FSR submitted to NEMCSA and also determine if signatures on sign-in documents are unique and original (e.g. not reproduced on a copy machine or other mechanical device). Meal delivery logs should also tie to the meal count.

Comments

Meal sign-in sheets for April 2014 were reviewed, and all signatures were original. The number of signatures tied to the number of meals served (C1) and delivered (C2).

Findings and/or Recommendations

No exceptions noted.

Payroll Activity

Procedures Agreed Upon

Determine whether time is broken out by program for each employee every pay period by service category, whether timesheets are signed and dated by both the employee and the supervisor, whether payroll records and employee timesheet allocations correspond, whether the check number and date paid is recorded on the timesheet and whether there is written authorization on file for all employees covering rates of pay, withholdings and deductions.

Comments

Four employees that perform work on NEMCSA funded projects were randomly selected and their payroll information was reviewed. Employees are paid via direct deposit. Time allocations are substantiated on the employee's Payroll Activity Report.

Findings and/or Recommendations

No exceptions noted.

Bank Accounts

Procedures Agreed Upon

Determine how many and the purpose of CCCoA's bank accounts, whether the bank statements are reconciled monthly, whether bank accounts and general ledger cash accounts are in agreement, whether there are two or more signatures required on each check and whether funds are deposited in interest bearing accounts.

Comments

CCCoA's bank account reconciliations were all current and they tied to the balance sheet and general ledger.

Findings and/or Recommendations

No exceptions noted.

Procurement and Property Management

Procedures Agreed Upon

Determine whether CCCoA has established a written policy for procurement, whether price comparisons are performed on all procurements, whether an analysis is done to determine need and possible alternatives, whether request for bids contain clear specifications and does not contain features which unduly restrict competition, whether property inventory records maintain certain minimum information and physical count is performed at least once every two years.

Comments

Within CCCoA's Financial Policies and Procedures manual is a comprehensive procurement policy that satisfies the above OSA requirements.

All equipment purchased with federal or state dollars that exceeds \$300 in value is assigned an asset number and inventoried. Inventory occurs on an annual basis.

Findings and/or Recommendations

No exceptions noted.

Other

Procedures Agreed Upon

Determine whether previously issued fiscal assessment report had been discussed and accepted by the Board of Directors, whether all previous fiscal assessment findings have been corrected, whether CCCoA had a financial audit completed for the most recent fiscal year, if so, whether any findings were noted, and whether Form 990 has been filed for the most recent year (if applicable).

Comments

Last year's assessment was presented to the Board and the meeting minutes were provided.

Findings and/or Recommendations

No exceptions noted.

Summary

1. *Organizational Structure* – No findings or recommendations.
2. *Organizational Activity* – No findings or recommendations.
3. *Budget* – No findings or recommendations.
4. *Financial Management System* – No findings or recommendations.
5. *Cash Receipts / Program Income and Match* – No findings or recommendations.
6. *Fiscal Control* – No findings or recommendations.
7. *Meals* – No findings or recommendations.
8. *Payroll Activity* – No findings or recommendations.
9. *Bank Accounts* – No findings or recommendations.
10. *Procurement and Property Management* – No findings or recommendations.

11. *Other* – No findings or recommendations.

Cheboygan County Senior Citizen's Millage

Application for Participation

2015

Applicant's Name: Wawatam Area Senior Citizens, Inc.

DUE DATE: September 1, 2015

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 Street
Cheboygan, MI 49721

Email: ccao@cheboygancounty.net

231-627.8855 (Phone)

231-627.8811 (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 Wawatam Area Senior Citizens, Inc, 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, Inc. 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, Inc

Name of Organization

8-25-15

Date

8/25/15

Date

David H. [Signature]

Signature President or Other Authorized Official

[Signature]

Signature Clerk/Secretary

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

1. Name and address of agency.

Wawatam Area Senior Citizens, Inc
205 Cedar Street P.O. Box 615
Mackinaw City, Michigan 49701

2. Names, addresses and titles of Officers.

President/Chairman

David Potter
7656 Crooked Lake Rd.
Brutus, Michigan 49716
231-881-0501

Vice-President-Vice Chairman

Ervin Barrett
P.O. Box 221
Mackinaw City, Mi 49701
231-330-4879-Cell
231-436-5568
Ebarrett68@gmail.com

Secretary

Lori Axtell
P.O. Box 46
Mackinaw City, Mi 49701
989-529-0752
Crowtreephography@gmail.com

Treasurer

Diane Robbins
11164 Cecil Bay Road
P.O. Box 238
Mackinaw City, Mi
231-420-6709
dianefry@sbcglabot.net

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

Director

Charles Walters
107 Farley Street
Mackinaw City, Mi 49701
231-436-7332
chwalte@sbcglobal.net

Director

Kathleen Williams
1203 Wenniway Drive
Mackinaw City, Mi 49701
231-436-5255
kayddid@sbcglobal.net

Director

Florence Tracy
502 W. Central
P.O. Box 577
Mackinaw City, Mi 49701
231-436-8766

Director

Mario Rodriguez
P.O. Box 1101
Mackinaw City, Mi 49701
231-436-5457
989-392-6525 (cell)
Rodriguez9932@yahoo.com

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

Director
Betty Zuzula
3529 Pointe Drive
Carp Lake, Mi 49718
231-436-8656
bazm21@gmail.com

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

Director

Name

Address

City, State, Zip

4. Submit a copy of the organization's Articles of Incorporation or other formative documents identifying the organization as a non-profit entity. SEE ATTACHED
5. Provide organizational structure/chart. We have only 3 employees plus Board of Directors and volunteers.
6. State the purpose and/or objectives of your program. (Attach additional page if necessary)

The purpose for which this organization was created in 2008 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.

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

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.

The Wawatam Area Senior Citizens is a non –profit organization. The purpose of our organization is to provide services to our senior citizens, 55 years or older, which include, but are not limited to,(A) serving congregate meals five days a week, for a confidential and voluntary cost to the participants in a friendly, non commercial setting.(B) schedule health providers who can perform foot care clinics, vision screening,and conduct gentle exercise classes.(C) provide free income tax assistance. (D) provide and promote a camaraderie spirit among seniors by offering educational and entertaining programming for their enjoyment. (€) 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 puttingn puzzles together, playing euchre and cribbage, watching the big screen t.v. for Tiger and Lions games and we also have books for seniors to share.

8. Submit written Business Plan with application.

We have one Food Service Director/Head Cook, who works for a \$28.340.00 per year salary. The Assistant Cook/ Dishwasher works a 40 hour week @ \$9.25 per hour, and a part time employee to help serve and clean-up the kitchen on a needed basis, at \$8.65 per hour. We also have professional, retired electricians, carpenters and plumber whom we can count on to take care of our needs at no cost to us other than out-of-pocket expenses.

The Board of Directors is a working board, with the President setting the agenda and presiding over the monthly meetings. The Secretary handles the correspondence and the keeping records of the meetings. The Treasurer is responsible for the handling of all funds, account receivables and payables, payroll and subsequent filing of all federal and state quarterly taxes, submitting applications and reports relevant to county senior millage funding, maintaining documentation, writing grants and researching new resources for funding opportunities.

2015 we have contacted Hill Schroderus, 923 Spring Street, Petoskey for an audit.

Attached is our 2016 budget.

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

Emmet County Millage

\$ 41,916.00

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 so, describe criteria for membership and indicate total number of members.

Any senior may use our facilities. Only members may vote for the Board of Directors.

We have 155 members.

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

Yes No

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
 Cheboygan County Senior Citizen's Millage Funds
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12. Does your entity provide congregate and/or Meals-On-Wheels? If yes, provide the following:

	# Served Annually	Average Donation/Meal	Cheboygan County Residents Served
Congregate Meals	12139	\$3.01	5579
Meals-On-Wheels	00	00	00

13. Does your program provide any other type of food assistance? If yes, describe the assistance and provide data to substantiate the benefit. NO

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

Congregate meals are evaluated by the number of return visitors, by comments overheard, by new people interduced to our center by word of mouth, by Individuals interested in becoming members: and by the number of people stepping forward to volunteer their time for the organization. When we first started operations, we had many community organizations, including the Village of Mackinaw City supporting our goals through letters of support. In the past fiscal year our average daily meal count was 48.

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)

Category	Full-Time	Salary	Part-Time	Salary
Management	00	00	00	00
Technical	00	00	00	00
Clerical	00	00	00	00
Kitchen	2	\$47580.00	00	00
Client Support	0	0	0	0
Maintenance	0	0	1	8.65 per hr

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

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	110653.00	111,116.00	\$99,408.00
Meal Donations	35033.00	32,089.00	\$35,100.00
General Donations	2772.00	1503.00	\$ 965.00
Government Agencies	00	00	00
Other 50/50 Euchre-Cribbage	4313.00	4997.00	\$ 4,200.00
Other			
Other			
Contributions			
Special Events	998.00	00	
Legacies			
Associate Organizations			
Other Senior Programs			
Grants from Government Agencies			

Dues	590.00	750.00	\$ 620.00
Service Fees			
Sale of Material			
Investment Income			
Miscellaneous			
Other-Describe			
TOTAL REVENUE	154,349	150,455.00	\$140,293.00

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	00	00	00
Staff Salary	53460.00	54500.00	55680.00

Employee Benefits	1587.00	1911.00	2296.00
Payroll Taxes	3367.00	4468.00	3099.00
Professional Fees - Legal	00	00	00
Professional Fees - Acct.	00	00	3000.00
Professional Fees - Other	00	00	00
Supplies	41688.00	46667.00	51116.00
Telephone	404.00	396.00	468.00
Postage & Shipping	232.00	184.00	468.00
Occupancy	13276.00	13229.00	13929.00
Rental & Equipment Maintenance	3982.00	6229.00	8446.00
Postage & Shipping	205.00	200.00	200.00
Travel	00	00	00
Conferences & Meetings	00	00	00
Special Assistance to Individual	00	00	00
Dues	795.00	00	00
Awards & Grants	00	00	00
Miscellaneous	1265.00	1427.00	1814.00
Pay Affil. Organization	00	00	00

Board Designated Future	00	00	00
Other-Describe	00	00	00
Other-Describe			
TOTAL EXPENSE	145995.00	159291.00	140293.00

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.

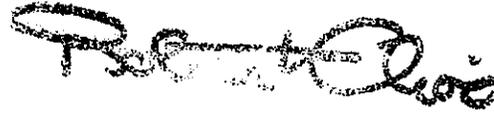
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is stylized with a large, looping initial "R" and a cursive "C".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Wawatam Senior Citizen	2016 BUDGET												TOTAL	
Income:	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		TOTAL
Private Support														
Donations	100					100	100		100		100			500
Memorials	25				25			25		100	25			200
Other					30	80	105				50			265
COUNTY MILLAGE														
Cheboygan County	4791	4,791	4,791	4,791	4,791	4,791	4,791	4,791	4,791	4,791	4,791	4,791	4,791	57,492
Emmet County	3493	3,493	3,493	3,493	3,493	3,493	3,493	3,493	3,493	3,493	3,493	3,493	3,493	41,916
Congregate Meals	2400	2,000	2,200	3,000	2,900	4,000	4,000	4,100	3,000	3,200	2,200	2,100		35,100
Membership Dues	50	50	50	50	50	50		50	50	50	125	45		620
Fundraisers	350	350	350	350	350	350	350	350	350	350	350	350		4200
Totals:	11,209	10,684	10,884	11,684	11,639	12,864	12,839	12,809	11,784	11,984	11,134	10,779		140,293.00
Expenses:														
Facilities														
Bldg Maint/Repairs			1,200				200			1,200		200		2,800
Equip Maint/Repairs	100	100			100		100	100			100			600
Disposal Service	51	51	51	51	51	51	51	51	51	51	51	51		612
Consumers Energy	450	450	450	450	550	600	850	850	850	700	550	450		7,200
DTE Energy	350	350	300	200	125	115	115	115	115	115	150	250		2,300
Water/Sewer				120			90			90				424
Water Testing - DEQ									130					130
Operations														
Postage/Mailings	49		49				98			49				245
Office Supplies		25	50		25		50	25		50	700			925
Misc. Business Exp.	99		30			30			30	50		50		289
Telephone	39	39	39	39	39	39	39	39	39	39	39	39		468
License Fees				20							236			256
Cable		37	37	37	37	37	37	37	37	37	37	37		407
Philanthropic							100							100
Advertising/Promotion			100				100							200
Fundraising Expense		25			25			25			25			100

Subject: Corrected minutes Aug 6, 2015
From: Lorie Axtell (milove54@gmail.com)
To: potsi047@gmail.com; ebarrett68@gmail.com; chwalte@sbcglobal.net; kayddid@sbcglobal.net; bazm21@gmail.com; dianefry@sbcglobal.net;
Date: Monday, August 24, 2015 9:01 PM

Pledge of Allegiance

Call to order

Roll Call: David Potter, Ervin Barrett, Diane Fry-Robbins, Lorie Axtell, Florence Tracy, Kay Williams, Charlie Walters, Mario Rodriguez, Betty Zazula

Charlie motioned to accept the minutes of July 2 as written, Diane seconded all in favor.

Duane had nothing to report

Meals/Kay In July served 1,402 meals, open 22 days. Average of 63.7 meals up from last years 62.3

Maintenance/Charlie Plaque for ice machine donors is up. Curtain rods installed in sunroom. Yoder donated \$350 in labor, please send thank you card. Front of building needs power washing, Charlie is checking on who can do it.

Memberships/Betty 5 new memberships.

Menu Committee-All good would like to get eggs on night of breakfast. Duane will put eggs on menu next month. Dave would like to change out a few items on salad bar, pickled beets, romaine lettuce and blue cheese dressing. Rotate and change items out.

Dave officially welcomed Mario to the board.

Diane brought up Cheboygan county has age 55 listed as being a senior citizen on their mileage application. Our by-laws say 60 is senior citizen age. Need discussion to change meal price to \$3.00 for 55 and older.

Ervin made a motion to change suggested meal prices to \$3.00 for ages 55 and up to support mileage contract. Kay seconded motion, all in favor. Motion passed.

Ervin states these is \$641.00 left from the ice machine donations. Where can we place this money as it's not currently in a fund and we may need a new air conditioner.

Diane/Treasurer's Report

August Unpaid Bills	\$ 1,873.25
Senior Millage and Meals	\$6,050.24
Discretionary account	\$ 2,185

Savings \$15,016.53

Lorie/Secretary Showed fund raising catalogue that will be posted in the center along with Senior annual conference schedule in Mt. Pleasant Nov 4-6.

Old Business

Ray Mularz will be suppling us with a new cooler for our computer room at no cost. A donation from Coke-Cola.

Dessert policy has not been followed by all lately, Diane will announce our procedure more often before dinner.

Dave was told someone was using personal container and filling up on coffee. It was requested that each should get their own coffee and not take the pot to the table. Do not remove coffee pots from coffee bar. Please limit coffee service.

Public input

Debbie S. thinks we should have a plaque for Jim and Elizabeth Faulk for the use of the computers.

Ervin motioned to adjourn the meeting and Charlie seconded. All in favor, meeting adjourned at 6:47pm

Next board meeting September 3, 2015

Respectfully submitted by Lorie Axtell

Subject: Senior Minutes July 2, 2015
From: Lorie Axtell (milove54@gmail.com)
To: ebarrett68@gmail.com; potsi047@gmail.com; chwalte@sbcglobal.net; kayddid@sbcglobal.net; bazm21@gmail.com; dianefry@sbcglobal.net;
Date: Friday, July 3, 2015 8:16 PM

1. Wawatam Area Senior Citizens Inc.
2. Dan Russell Lion Building, Mackinaw City, Mi. 49701
3. Minutes for Board Meeting July 2, 2015 at 6:23 pm

Call to Order

Pledge of Allegiance

Roll Call- Present Ervin Barrett, Lorie Axtell, Diane Fry-Robbins, Kay Williams, Charlie Walters, Mario Rodriguez, Florence Tracy. Absent with permission Betty Zazula and Dave Potter. Ervin to chair the meeting in place of Dave.

Charlie motioned to accept June 2015 minutes as presented and Florence supported the motion. All in favor and motion passed.

Ervin welcomed Mario to the board, with thanks for taking the position.

Duane had nothing to report

Charlie/Maintenance Riser was installed in woman's handicap bathroom. Grease trap was fixed and pipes augered and reinstalled. New rods in sunroom and plaque for ice machine donors is finished.

Diane gave Betty's report on Membership/ 3 new members and 17 renewals.

Kay/ Meals 1,281 meals served in June, open 22 days. Average of 58.2 slightly down from last years count of 60

Menu Committee per Debbie, added Holly Rodriguez as an alternative, also have Margaret Parquet as back up.

Diane- All June food bills are paid. Plumbing bill is coming

July Unpaid Bills	\$ 1,223.04
Senior Millage and Meals	\$ 3,927.35
Discretionary account	\$ 2,106.21
Savings	\$15,016.53

Kay made a motion to approve the budget as submitted by treasurer Diane, Charlie seconded and all in favor. Motion passed.

Florence made a motion to approve Diane to submit the reaffirmation of non discrimination agreement to Emmet and Cheboygan counties, Kay seconded the motion and all were in favor, motion passed.

Charlie made a motion to approve our treasurer to apply for millage funds from Emmet and Cheboygan counties. Kay seconded the motion and all were in favor. Motion passed.

Diane motioned to continue membership to MASC at a yearly cost of \$75, Kay seconded and all were in favor, motion passed.

Lorie read Thank You letter from Veterans home in the UP for gifts from the Center. Brought up silver sneakers work out program and asked for any one interested to contact her. Put the information on the bulletin board.

Public Input- Questions on dues and pro rating was tabled to next meeting when the annual minutes will be published.

Charlie motioned to adjourn the meeting, Kay seconded, all in favor. Meeting adjourned 6:39

Next meeting, August 6, 2015

Subject: Minutes June 4, 2015- I put the motions in red but it didn't survive the cut and paste.

From: Lorie Axtell (milove54@gmail.com)

To: potsi047@gmail.com; ebarrett68@gmail.com; chwalte@sbcglobal.net; kayddid@sbcglobal.net; bazm21@gmail.com; dianefry@sbcglobal.net;

Date: Saturday, June 6, 2015 6:03 PM

Wawatam Area Senior Citizens Inc.
 Minutes for Board Meeting June 4, 2015 at 6:15 pm
 Dan Russell Lion Building, Mackinaw City, Mi. 49701

Call to order/Pledge of Allegiance

Roll Call-Present David Potter, Ervin Barrett, Diane Fry-Robbins, Lorie Axtell, Kay Williams, Sally LaHaie, Betty Zazula, Charlie Walters,
 Absent with permission- Florence Tracy

Ervin motioned to approve the minutes of May 7, 2015 as written, Diane seconded, motion passed.

Duane had nothing to report and menu committee informed all of a good meeting last time.
 Lorie has been instructed to change the meeting agenda to put Duane's report first so he may get back to the kitchen.

Kay/Meals Sold 1,204 meals in May, open 22 days at 54.7 meals daily up from LY totals of 51.8

Charlie/Maintenance New ice machine is installed, Matt Yoder will install riser seat in Ladies room.
 Drapery rods \$4.74 a pac and need 7. Can solve the problem by changing rods not the rings. Vacuum died and it smells. Looking for a used one and will check prices at Sears. Painting door outside purple for the color of the Lions club.

Sally/Programs Mix up and two different musical groups coming tomorrow, Sally is calling to put N. Straits Music academy on a different night. Ervin mentioned that Greg Vieua wants to play. Last week we had an EMT out to show us how to use the defibrillator. It needed new pads and they are replacing it at no charge.

Betty/Memberships 127 members paid in good standing. In May 5 new and 6 renewals.
 Ervin had nothing to report.

Diane- Food bills for May are paid. July meeting the budget is due. Have to adopt the budget before the application to county is prepared. Three people are interested in June 19th elections. Mario Rodriguez to fill Sally LaHaie's position and re-elect Lorie Axtell and Florence Tracy. Chamber of commerce sent a form for cash bash and last year Lorie attended. Diane is sending in application with check and will determine at a later date who will attend.

June Unpaid bills	\$1,918.40
Senior Millage	\$4,159.46
Disc Account	\$4002.76

Savings Account \$15,015.87

Lorie/Read and will post correspondences from Mi State Univ on Senior Fresh Market program and Mi State Fair Senior Day.

Old Business/ Meet with Lions on 5-27 as requested with 3 members plus President from Wawatam and Lions. Insurance policy discussed, rider on policy covering telescopes we want to be reimbursed \$532 (our part). When our policy comes due we will look for another provider. Contract was signed by Ray and Sandy not the 3 plus the President as stated in the contract. Lions wants to meet 2 times a year w/ officers to rewrite the contract. Currently says we have to

insure equipment in building and upkeep yard. Will discuss changes with Lions and agreements will be rewritten into the contract. Next meeting with Lions is Sept.

There is a garden plot out back for anyone who wants a garden, it's grown over.

Job descriptions will be redone after annual meeting. Policy and procedures will be looked at and reworked. Put on agenda for July.

Charlie made a motion to donate our old ice machine to Church of the Straits. Ervin seconded and the motion passed.

Ervin made a motion to have Charlie get a plaque for all who donated or gave in memory. Diane seconded, motion passed.

Dave addressed the members asking if anyone wanted to run for an open position on the board.

Charlie motioned to close the ballot, Ervin seconded and all in favor.

New Business/ Pop cooler needs repair. Ray Mularz friend from Coke will set up a new machine without charge. Diane has supplied the soda for \$1.00 a can. It pays for itself and is great for card tournaments.

Dave requested Betty provide a list of all members who are paid up by the annual meeting.

Current bylaws need to be rewritten. Ervin and Dave are making changes they feel appropriate. Board feels its an unnecessary expense to mail ballots. Current laws do not allow for proxy and must be present to vote. Charlie thinks everyone should be able to vote and bylaws should be changed. Ervin will rewrite section 2.4 by annual meeting. Special meetings will be posted and not mailed to members. Candidacy had to be disclosed before May meeting. Close elections in May due to this process. Third Friday in June will be annual meeting. June 19th 2015 for annual meeting.

Charlie made a motion to send ballots out for annual meeting if 4 or more people are running. Betty seconded and all in favor. Motion passed.

Ervin read several proposed changes to bylaws. Will have the members approve at the annual meeting. Membership will vote on all we have discussed.

Charlie motioned to accept bylaws as written except for paper ballots. Kay supported, all in favor.

Motion passed.

Public Input/ Kay Bylaws are confusing as written, direct short sentences would be best.

Lorahdell would like railing at North Entrance. Joann wanted copy of bylaws once they are completed.

Charlie motioned to adjourn the meeting, Kay seconded. Meeting adjourned at 7:45

Respectfully submitted by Lorie Axtell

Wawatam Area Senior Citizens, Inc.
Annual Meeting Minutes June 20, 2014 at 6:30pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

1. Meeting was called to order by Ray Mularz followed by pledge of allegiance.
2. Lorie Axtell read the minutes from Annual meeting June 19, 2013
Diane Fry Robbins made a motion to approve last annual meeting minutes/all in favor.

3. President Ray Mularz gave annual review:

"We are working diligently to keep costs down at the center. Not getting much cooperation from outside sources to keep our meal prices down. Sandi Mularz's memorial contributions were almost \$1,700 and a big help. We need to schedule our bake sale as that is a fund raiser for us. It is not clear at this point that we have the funds to fix the ice machine."

4. Treasurer's report given by Diane Fry Robbins.

Millage-Meal Account	1,723.52
Discretionary Account	5,051.15
Savings	10,008.67
Village Holding	10,649.00
At this time we owe food bills of	2,100.85
and a payroll due tomorrow of	2,000.00

Included in the discretionary account is \$ 2,220.87 for our ice machine
Discretionary account is from 50/50, euchre, cribbage and memorials.

4. Board Elections/ 5 board members running unopposed.
Ray Mularz, Dave Potter, Diane Fry Robbins, Charlie Walters, Ervin Barrett.

Kay Williams motioned to accept the slate of officers as stated. Motion passed and slate of officers were accepted as read.

20 ballots all unanimous expect one less vote for Charlie Walters.

5. New business

Question was posed on proper procedure for meals to go. Duane commented he will prepare meals right away if you are leaving. If you are staying to eat the meal will be made up before you leave the premises. He will serve the people that are here to eat first. Ray asked for discussion. Charlie W. said Duane has no way to know how many

people will show up on any give day. Kay advised tell people to get meals to go now and don't wait.

Lorie Axtell was appointed as secretary to replace Sandi Mularz until 2015. At that time another member will be elected.

Charlie motioned to adjourn the meeting/ Sally seconded and all in favor.

Meeting adjourned 6:50pm

Meeting for Election of Officers:
immediately following annual meeting

Betty Z. nominated Ray Mularz as president and Charlie W. seconded the motion. Ray accepted the nomination and all were in favor.

Ray M. nominated Dave Potter as Vice President and Diane Fry R. seconded the motion. Dave accepted the nomination and all were in favor.

Kay W. nominated Diane Fry as treasurer and Betty Z. seconded the motion. Diane Fry Robbins accepted the nomination and all were in favor.

Charlie Walters and Ervin Barrett will be serving on the board effective July 1st.

Other business- We as a board do not want to get involved in federal government so we are not interested in the service for meals on wheels. Diane Fry Robbins made a motion to instruct our secretary Lorie to send a letter to the friendship centers of Emmet County stating that as requested by Les Atchinson we will put our plan on hold for 90 days. Not only because of Les's request but also due to the untimely death of our secretary and that 10 days before we were to deliver food we still do not have names and addresses of our clients so we can make our initial visit.

Charlie W. seconded the motion and a copy will be sent to Les Atchison and Jim Tamlyn.

Meeting was adjourned 7:00pm

Submitted by Lorie Axtell

Subject: Wawatam minutes May 7, 2015
From: Lorie Axtell (milove54@gmail.com)
To: potsi047@gmail.com; ebarrett68@gmail.com; chwalte@sbcglobal.net; kayddid@sbcglobal.net; bazm21@gmail.com; dianefry@sbcglobal.net;
Date: Sunday, May 24, 2015 9:07 PM

Wawatam Area Senior Citizens Inc.
 Minutes for Board Meeting May 7, 2014 at 6:07 pm
 Dan Russell Lion Building, Mackinaw City, Mi. 49701

Pledge of Allegiance

Roll Call

Present- Ervin Barrett, Diane Fry-Robbins, Charlie Walters, Sally LaHaie, Kay Williams, Betty Zazula, Florence Tracy, Lorie Axtell

Absent with permission/ David Potter.....Ervin Barrett chaired the meeting

Florence motioned to approve the minutes of April 2015 as written and Diane seconded. Motion carried.

Committee reports/ Kay W. In April we served 944 meals and were open 20 days. Daily total of 47.2 compared to last years 47.9

Charlie/Maintenance Need to measure ice machine and research cost of a Manitowoc or Iceamatic at least the size of the one we have now. \$2,892 is designated for the purchase. Also research new booster stool in ladies bathroom, was approved by the lions president Charlie Brew. Ervin has called Matt Yoder about fixing the double P trap.

Kay/ Drapes in Sunroom are not moving and we want round curtain rods. Charlie is checking it out.

Sally/Programs North Straits Music Academy will be in on May 22 at 5:30pm at least 10-12 students will be performing. Phil Kilpatrick will be here on June 5 starting at 5pm.

Betty/Memberships 4 renewals and 1 new membership

Menu committee/ Deb Stillwell. June menu due on Sunday lets get together Tuesday after dinner at 6pm when Norma and Mel are here.

Ervin/ nothing to report

Diane/Treasure Cheboygan Tribute paid from last August, no food bills outstanding. Copy machine is now fixed and paid for.

Unpaid bills \$2,170
 Senior Millage \$2,952.33
 Discretionary \$3,623.04

Savings \$15,015.27

Old Business/ Lions club cancelled meeting and hasn't been rescheduled, waiting on Dave. Phones were purchased and installed and working fine.

New Business/ Board members need to review policy manual as it's outdated. Waiting for Dave to return for it to be rewritten.

Public Input-none

Charlie motioned to adjourn meeting/ Sally seconded. Meeting adjourned 6:25

Next meeting June 4, 2015

Subject: minutes to special meeting April 13
From: Lorie Axtell (milove54@gmail.com)
To: potsi047@gmail.com; ebarrett68@gmail.com; chwalte@sbcglobal.net; kayddid@sbcglobal.net;
bazm21@gmail.com; dianefry@sbcglobal.net;
Date: Tuesday, April 14, 2015 9:11 PM

Wawatam Area Senior Center
Minutes for Special Board Meeting April 13, 2015
Dan Russell, Lions Club Meeting, Mackinaw City, Mi. 49701

Call to order 6:25

Pledge

Roll call: Dave Potter, Ervin Barrett, Diane Robbins-Fry, Lorie Axtell, Kay Williams, Florence Tracy, Sally LaHaie, Betty Zazula

Absent: Charlie Walters

Melodie Barrett and Debbie Stillwell from Menu Committee in attendance and WASC cook Duane Fosmore.

Dave- The menu committee was told if they had problems they were to come to the board. It is their duty to go over the menu and put in suggestions and now they are not being acted on. Gave floor to Mel to discuss today's issues.

Mel- Brought 5 things to discuss with Duane. Had agreed to do one Breakfast a month, there is no Breakfast on May's menu and when asked, Duane said no.

Asked if the tuna casserole was going to have a side dish, Duane said no there is everything they need in the casserole. Asked could we change the sage dressing for sweet potatoes, he said no again. There were questions from myself and others can we have milk for people to help them selves and again said no. Looking at birthday night on the May calendar it says August.

Duane- hasn't prepared stuffing in a while. Breakfast for supper was done 2 months in a row, thought that was enough for now. Milk has been discussed and people don't drink it and it ends up getting throw out. Put up a sign for Milk on demand. It was requested last week but had gone bad and had to be thrown away.

Diane- Milk is supposed to be available at any meal on request. It's in the by laws and has been for a year. Others have requested it in the past and it's not available. Duane offered to make up a sign that it's available. Melody recommended to have it out as it would be easier on the staff.

Duane-The menu committee is not listening to my reasoning. Asked if they called Norma to attend the meeting tonight. Mel responded they had not but she had not attended two other meetings and Duane had walked out the back door at 4pm when he was supposed to talk to them about the menu.

Ervin asked Duane, is there any reason you don't think you report to the board? Asked Duane if he had recipes on file for all to see?

Ervin made a motion to adjourn the meeting Diane seconded and all in favor at 7:07pm

Respectfully submitted by Lorie Axtell

Wawatam Area Senior Center
Minutes for Board Meeting April 2, 2015
Dan Russell, Lions Club Meeting, Mackinaw City, Mi. 49701

Call to Order 6:15
Pledge of Allegiance

Roll Call/ Present Dave Potter, Ervin Barrett, Diane Robbins-Fry, Lorie Axtell, Florence Tracy, Sally LaHaie, Kay Williams, Betty Zazula.

Absent/ Charlie Walters

Dave asked to put Duane's portion at head of meeting as there are kitchen issues. Dave reminded all that WASC had received a grant submitted by Ervin for a processor, mixer and steam table pans. Sally had introduced this motion at a board meeting and it was approved by all and paid out of the discretionary fund till we can get the grant and pay the disc.fund back.

Ervin said when he brought in the processor to Duane, Duane said "I won't use that." He followed with "I don't work for you, I work for the people." Ervin said "The board of directors are elected to follow the duties of the people and Duane reports to the board." It was voted on and decided by the board that this equipment was necessary and Duane had been at the meeting when this was decided and never mentioned it wasn't needed. Ervin also read Duane's job description aloud to the group.

Duane followed that he wasn't asked if it was needed and never said he needed one. He only cuts up a few cucumbers and he uses a pairing knife. Ervin and Dave replied that Duane has been at all the board meetings and knew about the plans for the grant purchase.

Kathy decided to use the food processor for onions and coleslaw. Duane said it's too much to clean with the mixer and the food processor. Ervin replied Kathy should be able to use any appliance she sees fit as Duane should not be micro-managing the assistant cook.

Melodie Barrett offered to set the equipment up and explain how to use it as she has had one for 25 years.

Will need pictures of instruments being used in the kitchen for the final grant process. Ervin gave a breakdown of money applied from each of the appliances that were purchased from the Cheboygan County Community grant.

Betty Z. would like us to purchase a new ice machine. Ervin will research different machines and get back to the board.

Menu Committee/ Melodie B. Deadline date for the menu to be submitted is the 8th day of the month. Deb got it on the 19th. Committee got together on the 24th and that was too late to make any changes. 24th of the month is when the menu is submitted to the Cheboygan paper.

Menu was discussed with Duane and the breakfast issue was not well received. Duane is afraid the eggs will go green on the steam table and he has no place to store the eggs.

Dave said we are having another breakfast supper in April and have to get the issues worked out.

Duane offered using liquid eggs, can get 12 or 6 to a case.

Ervin followed with putting lemon in the eggs to keep them from turning green.

Norma from the committee remarked we are supposed to work with Duane, he needs to set in on the menu committee meetings, we shouldn't bark orders. Let Duane share why he does things, we can't do what just one person likes.

Mel addressed Norma, You should be at the meetings before you make a comment. We are to look at the menu and give suggestions to Duane and not take up Duane's time. Ervin-Committee issues need to be worked out privately. Mel asked Margaret Paquet to be a drop in if someone can't make it. Need broader time to review the menu.

Dave read the responsibilities on the head cook. Need to have a menu prepared by the 18th of the month. We are also supposed to have a heart smart meal each week. Duane agreed to have it ready by the 11th of each month.

Committee reports

Menu/Kay served 834 meals in March, were open 22 days last year but only open 19 days this year due to water problems at the center. Last year served 40.4 per day and this year with less days open served 43.8.

Maintenance/Ervin Drains in kitchen need repair but we will hold off till we find out more on the well issue. Double (P) trap under drain that needs repair. Working with Matt Yoder. Village is supposed to put water down here. Ervin will call to get the repairs going per Dave's direction.

Programs/Sally nothing to report
Memberships/Betty two renewal memberships
Secretary/ Lorie read and posted mail at center

Ervin/ Safety keys for lock box have been located.

Dave is working to set up an executive committee with the Lions on April 29th at 6:00pm

Diane/ Treasurer

2,892 allocated for ice machine
950 to be added back to discretionary fund from grant

April unpaid bills	1584.34
Senior Millage	1802.43
Discretionary Fund	3077.89
Savings	15,014.65

Copy machine not working, will cost \$600 to bring it back up to speed. Rollers are worn. In 2012 we paid \$600 in repairs, just purchased \$180 in toner. Dave thinks we had repairs not that long ago. It is a \$10,000 copier.

Ervin made a motion to have the copier fixed for \$600. Diane seconded the motion, all in favor. Motion passed.

New Business/ Dave- Board will get together and review job descriptions and policies and procedures. We have been open 7 years and they need to be updated. Dave will set a time when the board can come together.

Diane/ Telephones at the center are not holding their charges. We have a 3 phone system and must have phones that work.

Diane made a motion to upgrade our phones and Florence seconded. All in favor motion carried.

Diane/Bathroom stools too low, need a handicap accessible toilet in woman's bathroom.

Diane made a motion to have Ervin check out a high riser addition and Florence seconded. All in favor, motion passed.

Public Input/ Norma- We should work with Duane, it's not fair to demand.

Ervin/ The committee was set up to look over the menu and then talk to Duane. No one has ever demanded.

Diane motioned to adjourn and Ervin seconded. All in favor, meeting adjourned 7:30pm

Next meeting May 7, 2015

Respectfully submitted by Lorie Axtell

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting March 5, 2015 at 5:55 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Pledge of allegiance.

Roll call- Present: Dave Potter, Ervin Barrett, Diane-Fry Robbins, Lorie Axtell, Florence Tracy, Betty Zazula, Kay Williams, Sally LaHaie
Absent: Charlie Walters

Florence motioned we accept the February minutes as is and Diane seconded. All in favor, motion passed.

Menu-Kay/ We were open 19 days and closed one day due to water problem. Last year served 38 this year 39 per day for a total of 739 meals

Finance-Diane/ Checks are ready to be signed. Since we changed our fiscal year we had to inventory on Feb 22. Had \$3,523 in food and \$1,546 in cleaning supplies. Another inventory has to be done again at end of year.

Unpaid bills	\$1,903.14
Senior Millage and Meals	\$7,115.70
Discretionary account	\$3,856.89
Savings	\$1,501.79

Maintenance-Ervin/ Pressure tank fixed. Drains still need to be fixed, Duane agreed. Ervin will call Matt Yoder to get us put on the list. Duane removed the ice on the overhang. Jeff Alexander electric has a bill on the list to be paid along with boiler test fee of \$100. Dave instructed Diane to pay the bills.

Duane-Health dept. was in and found mold on the caulking around dish washer. Cracked tile by walk in cooler. Has talked with Dennis Fleming to fix it. Will be reviewed again by Health dept. on Aug 17. Duane was happy with Kathy's work while he was away, she took care of everything.

Sally- going to reschedule hearing test when we have more people interested and the weather is better.

Betty- 1 additional membership last month along several people that come to center that haven't renewed.

Diane received check from Cheyoygan County and will start getting a monthly check from Emmet County next month. Will have to set up an audit for the new budget. 990 easy forms need to be filed with the state and will be done next week.

Ervin-Grant/ Have until Feb. 2016 to spend it. They don't reimburse us until we spend the money and submit the receipt.

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting March 5, 2015 at 5:55 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Diane motioned we allow Ervin to order the things we agreed to purchase and use the discretionary account for payment until we are reimbursed from the grant. Kay seconded the motion. All in favor and the motion passed.

New Business- Time change on Sunday and we will be changing the serving time during the week starting April 2 to 5:30. Normal time of 1:00 will stay for Sunday dinner. Dave asked Lorie to inform Ron Gwilt for the newsletter. Lorie agreed.

Menu Committee-Melodie/ rolling good on the new menu. Duane has done everything we have asked of him. Ervin mentioned the Complaint box had positive feedback on the cottage cheese on the salad bar.

Contract with Lions Club. Erv wants to revisit the contract as we are paying insurance on the telescopes for the lions club. The contract is vague. Who is responsible for repairs, who pays the deductible? Dave wants to put a meeting in place, Dave, Erv, Diane and Lorie will be on the committee to talk to the Lions.

Dave- Two keys are assigned for the lock box at the bank. One key is out somewhere. Going to check with Joann Leal and many others. Will cost \$250 to change locks at the bank.

Public input

Kay- Anyone needs a hearing test/Miracle Ear in Cheboygan is free.

Jerry- Matt Yoder is good with septic systems

Erv- Board meet in a closed session before this meeting to do employee reviews and assign raises to employees.

Ervin motioned to close the meeting, Sally seconded, approved and meeting adjourned at 6:30.

Next meeting April 2, 2015

Respectfully submitted by

Lorie Axtell

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting February 5th, 2015 at 5:50 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Call to Order
Pledge of Allegiance 5:45pm

Roll Call: Dave Potter, Ervin Barrett, Diane Fry-Robbins, Betty Zazula, Florence Tracy, Kay Williams
Absent: Charlie Walters, Lorie Axtell

Diane motioned to approve minutes of Jan 8, 2015, Florence seconded all in favor. Minutes approved.

Committee reports/ Ervin, Who should pay the expenses for the boiler and steam table inspections, Wawatam Seniors or Lions Club? Steam table and boiler furnace was inspected.

Kay/January served 819 meals at an average of 39 per day up from last year's 37

Finance report/Diane

February unpaid bills	\$3434.23
Senior Millage	\$11974.29
Discretionary act	\$3561.89
Savings	\$15012.22

Our commitment with Friendship Center in Petoskey will end soon. Need to thank Ray Mularz and others involved for making it happen.

Motion by Kay and seconded by Ervin for Diane to pay bills. Motion passed all in favor.

Programs/Sally LaHaie, Ear exams available at club if we desire. Date to be Feb 26 from 11-2pm.

Memberships/Betty Zazula-5 renews and 2 new members

Communications/Diane, Thank you from Jacobetti Home for Veterans in Marquette, Mi for the donation of books and puzzles. Thank you from Pinecrest residents. Happy to join us once a month for dinner at the center.

New Business Dave requested to pay janitor to clean up club house after we have a special event or function beyond normal work load of janitor. Motion made by Diane and Seconded by Sally to pay janitor for cleaning clubhouse after special events or function. All in favor, motion passed.

Ervin will check with Barnett Insurance on "who pays the insurance" for the building, us or the Lions, and also on the lease.

Debbie Stillwell from menu committee read some notes from members on food selection. Debbie may select another member to be on the menu committee, making it a committee of four.

Meeting adjourned

Next meeting March 5th, at 5:45pm

Information provided by Betty Zazula and Florence Tracy, compiled by Lorie Axtell

Wawatam Area Senior Citizens Inc.
Special Meeting Minutes January 8, 2015 at 5:45 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Special Meeting called to order 5:45

Pledge

Roll Call

Present- Dave Potter, Ervin Barrett, Lorie Axtell, Diane Fry-Robbins. Sally LaHaie, Kay Williams

Absent- Charlie Walters, Florence Tracy, Betty Zazula

Diane made a motion to change the fiscal year of operation from Jan 1 through Dec. 31 to coincide with Emmet and Cheboygan County. Kay 2nd the motion and all were in favor. Motion passed.

Meeting adjourned 5:49

Respectfully submitted by Lorie Axtell

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting January 8, 2015 at 5:50 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Roll Call

Present- Dave Potter, Ervin Barrett, Kay Williams, Diane Fry-Robbins, Sally LaHaie
Absent-Charlie Walters, Florence Tracy, Betty Zazula

Motion made by Diane to accept minutes of Dec 4, 2014 as written. Kay seconded the motion and all were in favor.

Duane had nothing to report

Kay reported in December we served 738 meals, were open 21 days, equaling 35.1 served per day which is up from January, last years 31 meals per day.

Finances-Dave and Diane have gone through the Wills and no changes to report.

Maintenance- Boiler needs licensed contractor to inspect. Erv thinks this is a lions club issue, he will call and speak to the lions club.

Programs- nothing to report

Membership-nothing to report as Betty is out sick

Diane- Friendship center bills end this month. Diane has filed 990 easy form and gave employees W-2 and has end W2 and W3 to federal agencies.

We won't be dealing with village on finances any longer. They have \$4,000 of our dollars. Emmet county will send check on Thursday. Emmet county has meeting on Jan 13th and more details will be forthcoming. Cheboygan has been sending checks monthly.

Secretary- Lorie has nothing new to report

Diane said Jim promised to have fixed info in writing by Jan 13th. It was requested by Dave for Lorie to write Jim Tamblyn and ask for details of the agreement between Emmet County and Wawatam Seniors in writing.

Old and Unfinished Business- nothing to discuss

New Business- Menu Committee. We had one in the past and now we have complaints.

Ervin made a motion to have a 3 non board members meet with Duane and go over menu. Diane seconded and all were in favor. Motion passed.

Debbie Stillwell accepted chairman and Melanie Barrett and Norma Boldyreft volunteered to serve. Debbie will set up committee.

Job descriptions-Diane is checking to see if we have any on file. If the answer is no we will form a committee.

Board hired DeLyle Hill as janitor for 3 days a week 6 hours a day. He mops everyday he is here. Duane is making a list of duties.

Public Input- Dave had 3 written complaints and one compliment. One was upset we closed for New Years and had runny lemon pie. One thought the french onion soup was excellent.

Dave thinks we are trying to satisfy to many people. Ervin would like us to require signatures on complaints. Talked about a general survey...what do you like about the center and what do you want to see disappear.

Public Input- Debbie S. likes the way it works for desserts with the tables going in order of the meal. Keep it going. Ervin wants one dessert served per night and one left over from the night before.

Norma-Our meetings should be open to everyone. No one should be reprimanded about how they feel.

Ervin stated the Wawatam Senior Center does not belong to board or the kitchen staff it belongs to the people. Anyone that is a member can say anything they want.

Diane motioned adjournment and Sally seconded.

6:42pm meeting adjourned.

Respectfully submitted by Lorie Axtell

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting December 4, 2014 at 5:45 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Pledge of Allegiance

Roll Call, Dave Potter, Ervin Barrett, Diane-Fry Robbins, Kay Williams, Sally LaHaie, Betty Zazula, Florence Tracy

Absent- Lorie Axtell, Charlie Walters

Minutes of Nov 6, 2014 read and approved

Duane- No report

Committee Reports/ Kay... November 779 dinners served- 38.9 average
Diane- \$700 purchasing program

Unpaid bills	3,923.26
Senior Millage and Meals	872.16
Discretionary account	3,839.89
Village millage	11,581.15
Savings	15,012.11

Facility Maintenance/ Boiler inspected and our license is approved and posted

Programs/Sally Youth Chorale group will be here on the 12th to sing. Kay Williams has asked Duane to make cookies enough for the Youth to enjoy after their performance. Betty offered to have some small Christmas gifts for the carolers.

Memberships/Betty- 5 new members. Current members 110

Old Business

1. Kitchen shelving/Duane installed and all is working fine.
2. Diane/ may need audit for funds coming from Cheboygan and Emmet county.
 - A. Possible to change fiscal year from Jan 1 to Dec 31 to match counties and the federal year?
 - B. Can the funds we receive from Emmet and Cheboygan county be directly deposited in the bank?

Ervin made a motion to change the by-laws to change our fiscal year to Jan 1 through Dec 31. Kay Williams seconded, motion carried. Will ratify motion by board on Jan 8, 2015 at special meeting before regular meeting. Need to make special meeting notice for Bi-law changes to fiscal year. Post special meeting notice at center 30 days prior.

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting December 4, 2014 at 5:45 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

New Business

1. New Year 2015 meeting time will be 5:45pm
2. Ervin asked if someone could write a grant for \$1,000 for equipment, larger food processor, ice machine, smaller mixer and new chairs.
3. Diane brought up giving Christmas gifts to employees as usual and was approved.
4. Jan 17th euchre tournament for Winterfest will be held at the center.
5. Food donations for church pantry by Dec 21st .
6. Mary Madigan asked if anyone would be interested in making a sleeping bag from old blankets? She will be doing this at the center on Tuesday. Group is called rag baggers.
7. Debbie Stillwell asked about Christmas present for members as has been done in the past. Diane made a motion to give Debbie \$75.00 to purchase gifts for Dec 21st party. Ervin seconded. Motion passed.

Meeting adjourned 7:10pm

Next meeting JAN 8, 2015 directly following Special meeting at 5:45pm

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting November 6, 2014 at 5:45 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Pledge of Allegiance

Roll Call- All present; Dave Potter, Ervin Barrett, Lorie Axtell, Diane-Fry Robbins, Charlie Walters, Kay Williams, Sally LaHaie, Florence Tracy, Betty Zazula

Charlie motioned to accept the minutes of Oct 22, 2014 as is and Diane seconded the motion. All in favor.

Kay reported that 1,027 meals were served in October. We were open for 22 days at 46.6 per day. Served 30 more meals this October over last year.

Diane reported all liability and building insurance is due this month. Charlie motioned to pay the insurance bills and Sally seconded, all in favor, motion passed.

Charlie nothing to report on maintenance. Dave commented that the new sign looks good. We are not sure if the furnace has been inspected but the boiler has a new certificate from the state and the \$60 fee was paid per Diane.

Duane has two different quotes on shelving. \$672.48 recommended by Gordon Food Rep. with higher quality materials and lifetime warranty or \$537.84 not made of metal, limited warranty, difference in price was \$134.64 Diane motioned to purchase shelves recommended by Duane and Gordon Food Representative and Kay seconded. All in favor, motion passed.

Betty reported no new memberships

Dave nothing to report

Ervin nothing to report

Sally reported she is working with Lorie on programs.

Lorie emailed Jim Tamlyn on the 5th but have not heard anything back. Nov. menu not on city web page. Duane is going to resend it. Wawatam Area Senior center is now on facebook. Booked Grandmother moon drummers (Nov 25th) and youth choral (Dec 12) for small concerts at the center. Working on more programs.

October Bills	
Oct. Unpaid Bills	5,464.34
Senior Millage and Meals	2,367.85
Discretionary account	3,696.03
Village Millage	14,922.82
Savings	15,011.53

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting November 6, 2014 at 5:45 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Phone bill went up to \$41.78 due to expired plan.
\$2,817 is earmarked for new ice machine
Need to pull out money for payroll

Old business

We will be closed on Thanksgiving as Church of the Straits is serving dinner.

Diane- Next year Cheboygan County will be giving us \$57,000. Will the village be the holding party? We need an auditor as the village will not pay an auditor for us. Diane is checking with a CPA. Will be around \$3,000 for auditing. There will be a new contract but not sure when it starts or what the fiscal year ending will be.

Veterans day is Nov 11 in the past we have feed the veterans for free on this day. Betty made a motion pay for vets meals and Charlie seconded. All were in favor, motion passed.

Florence recommended we form a by-law committee. Dave thought we should hold off on forming a committee till we have needs to address.

Dave had two written comments about people not happy with dessert. Comments were not specific enough to address. Another comment that gravy was cold and soup was luke warm. Not enough baked goods, dry on shortcakes.

Comment made about having married members on the board when Ray and Sandy served, said there was grumbling in the community.

Meeting adjourned 6:21pm

Next meeting Dec. 4, 2014

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting October 2, 2014 at 6:15 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Pledge of Allegiance

Roll Call- All present; Dave Potter, Ervin Barrett, Lorie Axtell, Diane-Fry Robbins, Charlie Walters, Kay Williams, Sally LaHaie, Florence Tracy, Betty Zazula

Diane motioned to accept minutes of Sept 2, 1014. Charlie seconded and motion passed, all in favor.

Kay- We served 1,210 meals in Sept. Open 22 days averaging at 55 per day which is down one from last years 56.

Finance- Dave Potter has gone through the bills that our treasurer presented and all were in order.

Maintenance- Charlie the sign at the road has been replaced. Diane noted that the sign has been paid \$112 and came in under the estimate quoted. Duane is getting prices on shelving for the walk in cooler. There is no hurry on the shelving. Ervin suggested Gordon Food services in Petoskey and he would transport the shelving if needed.

Sally- nothing on programs at this time. Diane brought attention to information on a phone service that is for hard of hearing or the deaf that is paid by the government. Sally will check it out and get more information to present to members.

Betty- 8 membership renewals. July 1st to June 30th is time period of renewal. Lorie made new membership cards on her computer for 2014-2015.

Treasurer-Diane has sent out our federal tax forms that are due in Nov.

Sept Unpaid Bills	6,526.86
Senior Millage and Meals	8,551.47
Discretionary account	3,060.03
Village Millage	15,264.49
Savings	15,010.50

Florence motioned to accept treasure's report, Charlie seconded and motion passed.

Diane made copies of Les's email and distributed to all board members regarding late time frame on receiving a printed agreement of their proposal.

Old Business

Hired assistant cook Cathy Thompson of Mackinaw City on Sunday Sept 21, 2014 with a 60 day probation period.

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting October 2, 2014 at 6:15 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Page 2

New Business

Per Jim Tamlyn to Dave Potter we will be getting an additional \$3,800 from the county. Jim will be sending Lorie an email detailing this.

Public input

Lorahdell concerned about board members from the same family, is there a policy against it? Will there be a policy against it in the future? Dave confirmed there was nothing in by-laws against it. Diane said by-laws can be amended but we currently have no-by-law committee.

Duane- October 22 is Lions Soup Club Dinner and he needs approval to make the split pea soup for them. Diane made a motion to let Duane make the soup for the Lions Club benefit and Erv seconded. Motion passed all in favor

Nov 3 is first Monday of the month and meal time will move from 5:30 to 5:00pm. Sunday meal times will remain the same.

Mary M. asked when do we start planning the Christmas party? Deb said we usually do flower arrangements and exchange gifts but will be closed on Dec. 24 and 25. Will begin planning end of this month.

Deb would like to know if public could come in for Thanksgiving. Church of the straits is not having their normal dinner and we could have a pot luck if the seniors provide and cook the turkeys and dressing. Last year had 50-60 people show at church of straits. Will put this under new business for Nov. meeting on the 6.

Duane will not be taking a week off to hunt but instead will be using a few week days.

Next meeting Nov 6, 2014 at 5:45pm

Adjourned 7:00pm

Respectfully submitted by Lorie Axtell

WAWATAM AREA SENIOR CITIZENS, INC
205 CEDAR STREET
MACKINAW CITY, MI

1;45 Sunday 21, 2014 The full committee of the Board of Directors met to fill the open position of assistant cook.

The applications were reviewed ad discussed. Charles Walters made the motion to hire Kathleen Thompson of Mackinaw City. Supported by Sally Lahaie. This is with the 60 day probation period. Wage of 9.00 per hour with a weeks paid vacation after a years employment. ½ day sick each month with a 6 day limit. Motion carried.

Meeting adjourned at 2:05

Wawatam Area Senior Citizens Inc.
Minutes for Board Meeting September 7, 2014 at 6:15 pm
Dan Russell Lion Building, Mackinaw City, Mi. 49701

Meeting called to order by Vice President Ervin Barrett

Pledge of Allegiance

Roll Call- Present: Ervin Barrett, Charlie Walters, Kay Williams, Lorie Axtell, Diane Fry -
Robbins, Betty Zazula, Sally LaHaie, Florence Tracy

Absent-Dave Potter

Kay- August meals were up 1 from last year. We served 1,336 meals for the month and were open 22 days which is 16 per day.

Diane- Dave and Diane went to Cheboygan Co. Millage meeting last thursday, was told our budget was out of balance. It was stated that they will approve our request for funds.

Debbie- Will put up fall decorations next week.

Charlie- Ordered sign for the road and we are awaiting delivery.

Sally- Nothing to report on programs/ Mary Stewart Adams did give a presentation and will be available for another one in the future with an earlier starting date per Lorie

Betty- Had 5 membership renewals

Duane-Nothing to report

Lorie- We passed our inspection report from Northwest Michigan Health Department.

Treasurers report- Diane

Discretionary account is up to \$2,451 for the ice machine. Cost to replace will be from 2-3 grand. We will need to discuss soon.

Unpaid bills	3771.28
Senior Millage and Meals	2,523
Discretionary account	2,451
Village millage	13,785.91
Savings	15,010.27

Old business- Hired Susan Sorenson as assistant cook. She is on a 60 day probation period. Nov 1st board will meet and evaluate her performance.

Nothing back from Emmet county on agreed proposal. Lorie will contact Les A. tomorrow.

Once we get the acceptance letter from Emmet county we will discuss raises.

Next meeting is Oct 2nd

Meeting adjourned at 6:25pm

Respectfully submitted by Lorie Axtell



Cheboygan County Board of Commissioners' Meeting

October 13, 2015

Title: 2015 Salary and Wage Resolution – General Employees #14-021 Amendment #11 – Assistant Treasurer / Clerks

Summary:

On August 17, 2015 the Assistant Treasurer transferred to fill a vacancy in the Equalization Department. My Chief Deputy and I interviewed 1 interoffice employee and 6 outside applicants. The decision was made to offer the position to the interoffice employee and she accepted the offer. I have made the decision to make the position that is being vacated a part time position. This position being vacated has been funded from the foreclosure fund. I have another full time employee that is funded from the homestead audit fund. I am requesting that the Assistant Treasurer position and the other full time position go to a 40 hour work week beginning October 14th, 2015. The funding for the additional hours for the Assistant Treasurer would come from the foreclosure fund and the funding for the additional hours for the Homestead Audit Clerk would come from the homestead audit fund. With the 2 full time people going to a 40 hour work week and the one position being a part time position there would be a reduction of 6 work hours per week or 12 work hours a pay period.

There will also be additional savings from the vacancies of the Assistant Treasurer and Clerk's positions during the interview processes.

Note: Since all three of these changes are expected to be permanent, they require an amendment to the Salary and Wage Resolution.

Financial Impact:

Increasing the Assistant Treasurer hours to 40 hours per week including having a higher starting wage as determined by union contract as the vacancy was filled in-house offset by a savings in healthcare as the position was budgeted for single person coverage and the current employee opts-out of the County insurance and a savings in statement unemployment as the current employee has already reached the wage limit:

\$630 in wages and (\$1,746) in fringe for a total savings of (\$1,116).

Increasing the Homestead Audit Clerk II to 40 hours per week:

\$412 in wages and \$94 in fringes for a total of cost of \$506.

Decreasing the Clerk II hours from 37.5 hours to 24 hours per week plus having a vacancy in the position during interviews and having a lower starting wage as determined by union contract offset by additional costs for state unemployment and health insurance:

(\$3,293) in wages and \$45 in fringes for a total savings of (\$3,248).

Savings in Fund 101 \$2,158
Savings in Fund 517 \$2,206
Cost in Fund 516 \$506

Total savings County-wide of \$3,858 for the remainder of 2015.

Recommendation:

Adopt Amendment #11 to the 2015 Salary and Wage Resolution – General Employees #14-021 to be effective October 14, 2015 and authorize the chair to sign.

Prepared by: Linda A. Cronan

Department: County Treasurer

Current Budget - Oct 14 through Dec 26
 0.062 0.2408% 0.0145 14.91%

	RATE	HOURS	WAGES	FICA	WMC	Medicare	MERS	SUI	Health Ins	Fringe	TOTAL	TOTAL
Asst Treas	\$ 13.98	371.0	\$ 5,186.58	\$ 321.57	\$ 12.49	\$ 75.21	\$ 773.32	\$ 228.73	\$ 1,054.82	\$ 2,466.13	\$ 7,652.71	Fund 101
Jayne (Clerk)	\$ 15.52	397.5	\$ 6,169.20	\$ 382.49	\$ 14.86	\$ 89.45	\$ 919.83	\$ -	\$ -	\$ 1,406.63	\$ 7,575.83	Fund 517
			\$ 11,355.78	\$ 704.06	\$ 27.34	\$ 164.66	\$ 1,693.15	\$ 228.73	\$ 1,054.82	\$ 3,872.76	\$ 15,228.54	

Proposed Changes - Oct 14 through Dec 26
 0.062 0.2408% 0.0145 14.91%

	RATE	HOURS	WAGES	FICA	WMC	Medicare	MERS	SUI	Health Ins	Fringe	TOTAL	TOTAL	
Asst Treas	\$ 16.02	371	\$ 5,943.42	\$ 368.49	\$ 14.31	\$ 86.18	\$ 886.16	\$ -	\$ -	\$ 1,355.15	\$ 7,298.57	Fund 101	Jayne
Asst Treas	\$ 16.02	53	\$ 849.06	\$ 52.64	\$ 2.04	\$ 12.31	\$ 126.59	\$ -	\$ -	\$ 193.59	\$ 1,042.65	Fund 517	Jayne to 40 hrs
Rachel	\$ 15.52	26.5	\$ 411.28	\$ 25.50	\$ 0.99	\$ 5.96	\$ 61.32	\$ -	\$ -	\$ 93.78	\$ 505.06	Fund 516	to go to 40 hrs per wk
PT Clerk	\$ 13.98	264	\$ 3,690.72	\$ 228.82	\$ 8.89	\$ 53.52	\$ 550.29	\$ 162.76	\$ 632.89	\$ 1,637.17	\$ 5,327.89	Fund 517	was Jayne's position
			\$ 10,894.48	\$ 675.46	\$ 26.23	\$ 157.97	\$ 1,624.37	\$ 162.76	\$ 632.89	\$ 3,279.68	\$ 14,174.16		

Vacancy Sept 9 through Oct. 13 (Savings)
 0.062 0.2408% 0.0145 14.91%

	RATE	HOURS	WAGES	FICA	WMC	Medicare	MERS	SUI	Health Ins	Fringe	TOTAL	TOTAL	
Asst Treas	\$ 13.98	126	\$ 1,761.48	\$ 109.21	\$ 4.24	\$ 25.54	\$ 262.64	\$ 77.68	\$ 527.41	\$ 1,006.72	\$ 2,768.20	Fund 101	
Asst Treas	\$ 16.02	49	\$ (784.98)	\$ (48.67)	\$ (1.89)	\$ (11.38)	\$ (117.04)	\$ -	\$ -	\$ (178.98)	\$ (963.96)	Fund 101	Jayne 10/5-10/13
Clerk (Jayne)	\$ 15.52	52.5	\$ 814.80	\$ 50.52	\$ 1.96	\$ 11.81	\$ 121.49	\$ -	\$ -	\$ 185.78	\$ 1,000.58	Fund 517	
			\$ 1,791.30	\$ 111.06	\$ 4.31	\$ 25.97	\$ 267.08	\$ 77.68	\$ 527.41	\$ 1,013.52	\$ 2,804.82		

Savings

	WAGES	FICA	WMC	Medicare	MERS	SUI	Health Ins	Fringe	TOTAL	TOTAL
Current Budget-Oct 14-Dec 26	\$ 11,355.78	\$ 704.06	\$ 27.34	\$ 164.66	\$ 1,693.15	\$ 228.73	\$ 1,054.82	\$ 3,872.76	\$ 15,228.54	
Proposed Changes	\$ 10,894.48	\$ 675.46	\$ 26.23	\$ 157.97	\$ 1,624.37	\$ 162.76	\$ 632.89	\$ 3,279.68	\$ 14,174.16	
Vacancy Savings	\$ 1,791.30	\$ 111.06	\$ 4.31	\$ 25.97	\$ 267.08	\$ 77.68	\$ 527.41	\$ 1,013.52	\$ 2,804.82	
Total Proposed Savings	\$ 2,252.60	\$ 139.66	\$ 5.42	\$ 32.66	\$ 335.86	\$ 143.65	\$ 949.34	\$ 1,606.60	\$ 3,859.20	

Fund 516 Increase	\$ 411.28	Cost in Fund 516 - No budget adopted - No amendment necessary	\$ 93.78	\$ 505.06
Fund 517 Savings	\$ 2,444.22	Savings in Fund 517 - No budget adopted - No amendment necessary	\$ (238.35)	\$ 2,205.87
Fund 101 Savings	\$ 219.66	Savings of \$2,158 will show as available budget at 12/31/15 in line 101-253-718.00 and line 101-253-712.00	\$ 1,938.72	\$ 2,158.38
	\$ 2,252.60		\$ 1,606.60	\$ 3,859.20
Cost to increase Jane's Hours	\$ (629.40)		\$ 1,745.13	\$ 1,115.73
Cost to increase Rachel's Hours	\$ (411.28)		\$ (93.78)	\$ (505.06)
Savings to reduce Clerk	\$ 3,293.28		\$ (44.76)	\$ 3,248.52
	\$ 2,252.60		\$ 1,606.60	\$ 3,859.20

2015 Salary and Wage Resolution
 Non-Union General Employees
 Amendment #11
 Approved 14-021 on October 14, 2014

	Number of Positions	Hours per Work Week	Hours per Year	2015 Salary or Hourly Rate	2015 Increase %	2015 Increase \$	2015 Salary or Hourly Rate
TREASURER							
Union Positions Not Detailed in Wage Resolution**** (Assistant Treasurer)	1	40	2080				
Union Positions Not Detailed in Wage Resolution *** (Clerk II)	1	40	2080				
Union Positions Not Detailed in Wage Resolution ** (Clerk II)	1	24	1248				

**** 5 Hours per Week Funded by the Delinquent Tax Fund (517)
 *** Entire Position (40 Hours per Week) Funded by the Homestead Audit (516)
 ** Entire Position (24 Hours per Week) Funded by the Delinquent Tax Fund (517)

Adopted by the Cheboygan County Commissioners on the following date to be effective October 14, 2015.

Signed by: _____
 Peter Redmond, Chairperson

Date Signed: _____



Cheboygan County Board of Commissioners' Meeting

October 13, 2015

Title: Interim Equalization Director Appointment

Summary: The County is required under STC.MCL 211. 37 and 207.12 to have a MAAO (3) Equalization Director sign and submit an apportionment report to the State by October 31, 2015. In order to meet this required deadline, it is necessary for the Board of Commissioners to appoint an Interim Director to sign and submit the necessary State reports while the County is in the process of hiring an Equalization Director.

Financial Impact: \$4,167 per month

Recommendation: Motion to appoint Janice B. Eaton Interim Equalization Director at a salary of \$4,167.00 per month. No other benefits, sick or vacation time to be provided.

Prepared by: Jeffery B. Lawson

Department: Administrative Offices



Cheboygan County

Board of Commissioners' Meeting

October 13, 2015

Title: Board of County Canvassers Positions

Summary: The terms of Bobie Crongeyer (Democrat) and Barbara Rotter (Republican) on the Board of County Canvassers expire on October 31, 2015.

Pursuant to MCL 168.24c I contacted the county chair of each political party and requested names of nominees for the party's expiring seat on the Board. The law states that each party is to provide the county clerk with three nominees.

The following names were submitted by the Republican Party:

**Brian May
Greg Harwick
Geno D'Angelo**

The following names were submitted by the Democratic Party:

**Bobie Crongeyer
Cyndi Kress
Susan Page**

The terms of these appointments are four (4) years, expiring November 1, 2019.

MCL 168.24c requires the County Board of Commissioners to fill the two vacancies on the Board by electing a Republican member and a Democrat member from the submitted names. Michigan election law specifies that the County Board of Commissioners use ballots when filling these seats. I will provide ballots at the meeting.

Financial Impact: N/A

Recommendation: Select two persons (one Democrat and one Republican) to fill the two four-year seats.

Prepared by: Mary Ellen Tryban

Department: County Clerk/Register of Deeds



Cheboygan County Board of Commissioners' Meeting

October 13, 2015

Title: Resolution No. 15-10 Magistrate Appointment

Summary: The 87-A District Court Otsego County has requested the establishment of a multi-district area between Otsego County District Court and Cheboygan County District Court for the appointment of Colleen S. Ashley as a magistrate under MCL 600.8501 which authorizes her to perform duties within both counties. Ms. Ashley is a Cheboygan County resident and must be appointed by the County of residency although her duties will primarily be performed for the 87-A District Court.

Financial Impact: NA

Recommendation: Motion to approve Resolution 15-10 establishing a multi-district plan appointing Colleen S. Ashley as Magistrate permitted to serve the 87-A District Court and the 89th District Court.

Prepared by: Jeffery B. Lawson

Department: Administrative Offices

CHEBOYGAN COUNTY
Resolution No. 15-10

At a regular meeting of the Cheboygan County Board of Commissioners held in the Cheboygan County Building located at 870 South Main Street, Cheboygan, Michigan, on October 13, 2015.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

Recitals

- A. MCL 600.8320 authorizes two adjoining District Courts of the first class to create a multiple district plan.
- B. Pursuant to Local Administrative Order D87-A-2015-07J and Local Administrative Order D89-2015-09J, effective September 8, 2015, the 87-A District Court and the 89 District Court established a multiple-district area composed of the counties of Otsego and Cheboygan.
- C. Pursuant to the multiple-district plan, the Judges of the 87-A District Court and the 89 District Court appointed Colleen S. Ashley as a magistrate under MCL 600.8501 and authorized her to perform duties within both counties.
- D. MCL 600.8501(1) provides that the Board of Commissioners shall approve the appointment of a magistrate that has been made by the District Court Judges.
- E. The Cheboygan County Board of Commissioners, therefore, desires to fulfill its statutory obligation by the adoption of this Resolution.

Resolution

NOW, THEREFORE, THE CHEBOYGAN COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES and approves the appointment of the following individual as Magistrate to serve the 87-A District Court and the 89 District Court in accordance with the provisions permitted under MCL 600.8251 and 600.8320, effective February 24 1994 and Administrative Order 2012-7, effective January 1, 2013 permitting two adjoining districts to establish a multi-district plan:

Colleen S. Ashley, Magistrate

YES: _____

NO: _____

RESOLUTION DECLARED ADOPTED.

CHEBOYGAN COUNTY

By: _____
Peter Redmond

Its: Chairperson

I, the undersigned Clerk of Cheboygan County, Cheboygan, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Cheboygan County Board of Commissioners at its regular meeting held on October 13, 2015, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Mary Ellen Tryban, Clerk