



## 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

December 13, 2016

9:30 a.m.

### Agenda

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. **Public Hearing** – 2017 Budget
5. **Approve Agenda**
6. **Approve Consent Agenda**
  - A. Approve Monthly Finance Claims
  - B. Budget Adjustments
  - C. Straits Regional Ride - Letter of Understanding
  - D. Correspondence
    1. NEMCOG 2016 Bylaws
    2. NEMCOG Regional Project Review December 2016
  - G. Minutes:
    1. Committee of the Whole Meeting of October 25, 2016; Finance/Business Meeting of November 8, 2016; and Committee of the Whole Meeting of November 22, 2016
    2. Health Board – 10/18/16
    3. NEMCSA – 10/7/16
    4. NEMCOG – 10/20/16
    5. North Country Community Mental Health – 10/20/16
    6. NLEA November and December President's Report
    7. Board Appointments & Procedures 12/7/16
    8. Cheboygan County Fair Board – 9/12/16
    9. Cheboygan County Road Commission – 11/3/16 & 11/17/16
    10. Cheboygan City Council – 10/25/16
    11. Planning Commission – 10/19/16, 11/2/16 & 11/16/16
    12. ZBA – 10/26/16
7. **Brief Citizens Comments** – (3 minutes per person)
8. **Scheduled Visitors**
  - A. Certificates of Appreciation – Commissioners Sue Allor, Pete Redmond & Bruce Gauthier, County Treasurer Linda Cronan, County Clerk/Register Mary Ellen Tryban, and Chief Deputy Clerk/Register Amber Libby
9. **Finance Director's Report**
10. **Administrator's Report**
11. **Committee Reports**
  - A. Board Appointments & Procedures Appointment/Reappointment Recommendations
    1. Cheboygan County Airport Authority
    2. Cheboygan County Construction Code Board of Appeals
    3. Cheboygan County Fair Board
    4. Cheboygan County Planning Commission
    5. Cheboygan County Waterways Commission
    6. Cheboygan County Zoning Board of Appeals
    7. Cheboygan County Department of Public Works
    8. Northern Lakes Economic Alliance
12. **Old Business**

**13. New Business**

- A. Employment Agreements – Mike Couture, SRR, Tim Mason, Maintenance Supervisor, & Steve Schnell, Community Development Director
- B. 2017 Attorney Contract for Delinquency & Child Protection Proceedings
- C. Ambulance Millage Agreements (Emmet and Onaway)
- D. Resolution 16-25 - 2017 Fee Resolution
- E. Policy #300-6 Road Funding Policy and Loan Application
- F. 2017 Budget Adoption
- G. SRR – Cheboygan Airport Lease Agreement
- H. Policy #300-7 Fund Balance Policy – Classification, Procedure and Appropriate Level
- I. GIS Data Sharing – Great Lakes Energy
- J. Appointment of Remonumentation Grant Administrator
- K. Acceptance of Commissioner Allor's Resignation
- L. Cancellation of the December 27, 2016 Committee of the Whole Meeting

**14. Citizens Comments**

**15. Board Members Comments**

**16. Adjourn to the Call of the Chair**

CHEBOYGAN COUNTY FINANCE REPORT DECEMBER 2016

VENDOR APPROVAL REPORT FOR CHEBOYGAN COUNTY  
INVOICES TO BE PAID 12/13/16

FINANCE TOTAL \$ 250,000.00

PREPARED BY: DAWN WREGGLESWORTH

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. MUNICIPAL EMPLOYEE RETIREMENT SYS	250,000.00		
***TOTAL ALL CLAIMS***	250,000.00		

CHEBOYGAN COUNTY PREPAIDS REPORT DECEMBER 2016

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:	\$	716,353.78
MINUS NOVEMBER FINANCE	\$	0.00

TOTAL PREPAIDS	\$	716,353.78
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THERE WERE NO FINANCE CLAIMS FOR NOVEMBER.

PREPARED BY: DAWN WREGGLESWORTH

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 TRUST & AGENCY						
11/02/2016	1	61428	AFSCME	MICHIGAN COUNCIL #25 AFSCME	PR UNION DUES COUNTY EMPLOYEES NOV 2016	1,338.15
11/02/2016	1	61429	CVSC	CRIME VICTIM SERVICES COMMISSION	DC CRIME VICTIM ADJUSTMENT OCT 2016	11.25
11/02/2016	1	61430	DEP UNION	DEPUTY SHERIFFS' ASSOCIATION	PR UNION DUES DEPUTY SHERIFF NOV 2016	168.00
11/02/2016	1	61431	GELC	GOVERNMENTAL EMPLOYEES	PR UNION DUES SHERIFF DEPT NOV 2016	591.40
11/02/2016	1	61432	MISDU	MISDU	PR 913068876 2009007526 G. STANKEWITZ	35.17
11/02/2016	1	61433	MISDU	MISDU	PR 910220383 2002007381 M. FAIRCHILD	170.80
11/02/2016	1	61434	POLC	POLICE OFFICERS LABOR COUNCIL	PR UNION DUES SHERIFF DEPT NOV 2016	804.00
11/02/2016	1	61435	SLG	SHERMETA LAW GROUP	PR TINA M GONSE JEWELL #15-5314-GC	75.00
11/02/2016	1	61436	UN WAY	CHEBOYGAN COUNTY UNITED WAY	PR EMPLOYEE DEDUCTIONS PE 10/29	12.00
11/02/2016	1	61437	VANTAGE	VANTAGEPOINT TRANS AGENTS-457	PR #305959-457 DEFERRED COMP PE 10/29	287.92
11/03/2016	1	61438	CITI	CITI STREET	PR CHEB CTY PC JUDGE RETIREMENT PE 10/29	355.25
11/03/2016	1	61439	CLERK	CHEBOYGAN COUNTY CLERK	CR PSP #16-5250-FH CHAD MCKENZIE	1,608.00
11/03/2016	1	61440	DEEDS	REGISTER OF DEEDS	TR QUIT CLAIM DEED RECORDING FEE	60.00
11/03/2016	1	61441	REF-DC	MAYNARD MILLMINE	DC REFUND #16-6461-LT	110.00
11/04/2016	1	61442	REF-TREA	CYNTHIA BEYDOUN	TR TREASURY DENIAL REVERSAL 011-020-203-	2,933.41
11/07/2016	1	61443	EMC INS	EMC INSURANCE COMPANIES	PC REST #15008481 AUSTIN MICHAEL MOORE	100.00
11/07/2016	1	61444	EMC INS	EMC INSURANCE COMPANIES	PC #15008482 CHAYTON WYATT DENNIS	50.00
11/07/2016	1	61445	FB INS	FARM BUREAU SUBROGATION	PC REST #9004447 KURK WILLIAM ST AMOUR	20.00
11/07/2016	1	61446	REF-TREA	MICHAEL WILLIAMS	TR REFUND OVERPMT 251-T09-000-062-00	4.61
11/07/2016	1	61447	REST-PA	WILLIAM MCCARNEY	PA REST #16-0669-SM THOMAS WOIDERSKI II	2,180.00
11/07/2016	1	61448	WALMART	WALMART	PC REST #15008493 DALE ALLEN BETLEM JR	10.00
11/10/2016	1	61449	REF-TREA	KATHRYN MCCLUTCHEY	TR TREASURY WAIVED INTEREST	250.20
11/14/2016	1	61450	EMC INS	EMC INSURANCE COMPANIES	PC REST #15008482 CHAYTON WYATT DENNIS	100.00
11/14/2016	1	61451	FOC	FRIEND OF THE COURT	CR BOND #09-7745-DS FORD VS BURKHART	500.00
11/14/2016	1	61452	FOC	FRIEND OF THE COURT	CR BOND #09-7475-DS HANEL VS BISKUPSKI	1,500.00
11/14/2016	1	61453	MASB-SEG	MASB-SEG PROPERTY	PC REST #14008428 ROBERT LOGAN WELKER	250.00
11/15/2016	1	61454	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0012 DEC 2016	447.59
11/15/2016	1	61455	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0013 DEC 2016	434.65
11/15/2016	1	61456	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0011 DEC 2016	1,444.21
11/15/2016	1	61457	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0001 DEC 2016	6,489.98
11/15/2016	1	61458	MSP	MICHIGAN STATE POLICE	CR SEX OFFENDER REGISTRY	150.00
11/15/2016	1	61459	SOM-EDTAX	STATE OF MICHIGAN	TR CURRENT TAX COLLECTED DUE STATE	187,075.23
11/15/2016	1	61460	SOM-EDTAX	STATE OF MICHIGAN	TR CURRENT TAX COLLECTED	692.00
11/15/2016	1	61461	TREAS	CHEBOYGAN COUNTY TREASURER	TR CURRENT TAX COLLECTED DUE COUNTY	176,448.15
11/15/2016	1	61462	UNUM	UNUM LIFE INSURANCE COMPANY	PR LTD INS 0125011-0019 DEC 2016	1,420.21
11/15/2016	1	61463	UNUM	UNUM LIFE INSURANCE COMPANY	PR LTD INS 0150450-0012 DEC 2016	763.00
11/15/2016	1	61464	UNUM	UNUM LIFE INSURANCE COMPANY	PR LTD INS 0125010-0012 DEC 2016	388.86
11/15/2016	1	61465	UNUM	UNUM LIFE INSURANCE COMPANY	PR LIFE INS 0116187-0015 DEC 2016	678.10
11/15/2016	1	61466	UNUM	UNUM LIFE INSURANCE COMPANY	PR EMP OPTIONAL LIFE INS 0150451-0019 DE	712.23
11/15/2016	1	61467	ADV REST	ADVANCED AUTO	CR REST #14-4862-FH DANIEL MARX II	3.76
11/15/2016	1	61468	ALTM S	SHARON ALTMAN	CR REST #06-3435-FC STEVE SMALL	10.00
11/15/2016	1	61469	ANDYS	ANDY'S PARTY STORE	CR REST #14-4862-FH DANIEL MARX II	3.76
11/15/2016	1	61470	ANTK J	JOSEPH ANTKOVIK	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61471	AO INS	AUTO OWNERS INSURANCE AGENCY	CR REST #14-4914-FH JOSHUA PAGE	40.00
11/15/2016	1	61472	AO INS	AUTO OWNERS INSURANCE AGENCY	CR REST #14-4916-FH GARRETT CHILDERS	10.00
11/15/2016	1	61473	AO INS	AUTO OWNERS INSURANCE AGENCY	CR REST #14-4936-FH ANGELA KIMBLER	82.00
11/15/2016	1	61474	BLAN C	CLAYTON BLANCHARD	CR REST #89-0223-FH ROBERT ENGLAND	30.00
11/15/2016	1	61475	BORG W	WILLIAM BORGERDING	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61476	BRISTOL	BRISTOL WEST INC	CR REST #07-3625-FH THOMAS MACE	100.00
11/15/2016	1	61477	CAR-REST	CARQUEST AUTO PARTS	CR REST #14-4862-FH DANIEL MARX II	3.76
11/15/2016	1	61478	CINCI INS	CINCINNATI INSURANCE CO	CR REST #04-2874-FH BRENT STEMPKY	50.00
11/15/2016	1	61479	COB-REST	CAPITAL ONE BANK	CR REST #13-4745-FC JEFFREY MILLAY	52.00
11/15/2016	1	61480	CONS J	JENNITH CONSTANTINE-PALMER	CR REST #15-5004-FC RUSSELL VANDERHILL	18.27
11/15/2016	1	61481	DRIE J	JOYCE DRIER	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61482	DYKS B	BRITTANY MARSHALL	CR REST #11-4339-FH STEVEN MCELHINEY	7.50
11/15/2016	1	61483	EICH R	ROGER OR CAROL EICHMAN	CR REST #14-4968-FH ANDREW KOHLBECK	50.00
11/15/2016	1	61484	ELEN V	VERNA ELENBAAS	CR REST #02-2546-FH DAVID SOVA	33.33

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/15/2016	1	61485	ELLI J	JANETTE ELLIOTT	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61486	FB INS	FARM BUREAU	CR REST #06-3503-FH ANTHONY BODA	15.00
11/15/2016	1	61487	FB INS	FARM BUREAU	CR REST #11-4456-FH JAN LAVIGNE	20.00
11/15/2016	1	61488	FFNM	FIRST FEDERAL OF NORTHERN MICH	CR REST #14-4862-FH DANIEL MARX II	3.76
11/15/2016	1	61489	FIND H	HEATHER FINDLAY	CR REST #15-5004-FC RUSSELL VANDERHILL	18.27
11/15/2016	1	61490	GARS M	MR. OR MRS. MICHAEL GARST	CR REST #15-5125-FH JOHN GARST	112.00
11/15/2016	1	61491	GIBBONS	KEVIN GIBBONS	CR REST #05-3264-FH RICHARD ROBINSON	10.00
11/15/2016	1	61492	GLENS	GLEN'S MARKET (FAMILY FARE)	CR REST #14-4862-FH DANIEL MARX II	6.20
11/15/2016	1	61493	GOHE D	DONALD OR JEAN GOHESKI	CR REST #13-4687-FH SUSAN WOODS	1,000.00
11/15/2016	1	61494	HANOVER	THE HANOVER INSURANCE GROUP	CR REST #03-2854-FH JUDY SOUTHWELL	100.00
11/15/2016	1	61495	HOUS L	LAWRENCE HOUSEL	CR REST #14-4841-FH BRETT SEBASTION	48.00
11/15/2016	1	61496	HUNT	H U N T	CR REST #15-5145-FH KAYLA ALLEN	22.50
11/15/2016	1	61497	JOHN JA	E JAMES JOHNSON	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61498	JONE P	PATRICIA JONES	CR REST #09-3952-FH WALTER JONES	200.00
11/15/2016	1	61499	JONES	JIM WERNIG INC	CR REST #91-0683-FH HARRINGTON #91-0687-	80.00
11/15/2016	1	61500	KMART	KMART	CR REST #03-2716-FH TIFFANY RILEY	30.00
11/15/2016	1	61501	LAHA R	ROGER LAHAIE	CR REST #02-2546-FH DAVID SOVA	33.38
11/15/2016	1	61502	LATITUDE	LATITUDE SUBROGATION SERVICES	CR REST #10-4113-FC BEAU STEWARD	150.00
11/15/2016	1	61503	LATITUDE	LATITUDE SUBROGATION SERVICES	CR REST #04-3006-FH KEVIN LANCOUR	15.00
11/15/2016	1	61504	LEIG E	ENZO LEIGHIO	CR REST #11-4339-FH STEVEN MCELHINEY	7.50
11/15/2016	1	61505	MCKE K	KENNETH MCKERVEY	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61506	MCKINLEY D	DAVID MCKINLEY	CR REST #13-4661-FC LANCE DEACONS	25.00
11/15/2016	1	61507	MOOR EL	ELIZABETH MOORE	CR REST #07-3755-FC GERALD BENTON II	22.00
11/15/2016	1	61508	NEMOA	NORTHEAST MICH OSTEOPATHIC ASSOC	CR REST #08-3779-FH VICKY JOHNSON	250.00
11/15/2016	1	61509	NEUE D	DAVE NEUENS	CR REST #15-5042-FH JORDAN DRYER	10.00
11/15/2016	1	61510	NEXTDOOR	NEXT DOOR FOOD STORE	CR REST #14-4934-FH BRANDON CRAWFORD	35.00
11/15/2016	1	61511	NOEL J	JENNIFER NOELL	CR REST #12-4525-FC THOMAS JOSEPH BROWN	5.00
11/15/2016	1	61512	OSDHS	OSCODA COUNTY DHHS	CR REST #16-5212-FH TIFFANY RILEY	10.00
11/15/2016	1	61513	OHEN R	RICHARD O'HENLEY	CR REST #06-3553-FH NATHAN RAYMOND	65.31
11/15/2016	1	61514	PARKSIDE	PARKSIDE INN	CR REST #11-4339-FH STEVEN MCELHINEY	7.50
11/15/2016	1	61515	PAVW A	ALLEN PAVWOSKI	CR REST #11-4451-FC DENNIS PARRIS	8.75
11/15/2016	1	61516	PORT N	NANCY PORTER	CR REST #15-5178-FH CAELEN RICHARDSON	50.00
11/15/2016	1	61517	RACI D	DENNIS OR CONNIE RACINE	CR REST #04-3023-FH THERESA KELLEY	100.00
11/15/2016	1	61518	RDIC	RIVERTOWN DO-IT CENTER	CR REST #05-3247-FH JOSEPH PRZYBYLOWICZ	30.00
11/15/2016	1	61519	REDM MAR	MARIANNE REDMAN	CR REST #11-4451-FC DENNIS PARRIS	8.75
11/15/2016	1	61520	ROBE C	FLORENCE ROBERTS	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61521	ROCH S	STEWART ROCHESTER	CR REST #16-5197-FH STEVEN PAUL ROSE II	70.00
11/15/2016	1	61522	SAFCU	STRAITS AREA FEDERAL CREDIT UNION	CR REST #13-4719-FH JESSICA FEIN	10.00
11/15/2016	1	61523	SANE	STRAITS AREA NARCOTICS ENF	CR REST #15-5065-FC CHRISTOPHER SOULLIER	100.00
11/15/2016	1	61524	SANE	STRAITS AREA NARCOTICS ENF	CR REST #16-5257-FH CRAIG HINGSTON	540.00
11/15/2016	1	61525	SANE	STRAITS AREA NARCOTICS ENF	CR REST #15-5068-FH BRANDON CRAWFORD	35.00
11/15/2016	1	61526	SANE	STRAITS AREA NARCOTICS ENF	CR REST #16-5227-FH BETH COLE	50.00
11/15/2016	1	61527	SANE	STRAITS AREA NARCOTICS ENF	CR REST #15-5026-FH SARA BURCHAM	5.00
11/15/2016	1	61528	SCH S	SHARON SCHALOW	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61529	SMIT C	CHARLES SMITH JR	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61530	SOVA G	GERALD SOVA OR SALLY VANHOORNE	CR REST #15-5004-FC RUSSELL VANDERHILL	18.27
11/15/2016	1	61531	SOVA RE	REBECCA SOVA	CR REST #15-5004-FC RUSSELL VANDERHILL	18.29
11/15/2016	1	61532	SPRA R	ROBERT SPRAY	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61533	STEMPKY C	CHRISTY STEMPKY	CR REST #15-5004-FC RUSSELL VANDERHILL	18.27
11/15/2016	1	61534	SUNRISE	SUNRISE BEACH MOTEL	CR REST #11-4339-FH STEVEN MCELHINEY	7.50
11/15/2016	1	61535	SUPERIOR	SUPERIOR VENDING	CR REST #11-4339-FH STEVEN MCELHINEY	7.50
11/15/2016	1	61536	SZYM E	ELIZABETH SZYMONIAK	CR REST #15-5004-FC RUSSELL VANDERHILL	18.27
11/15/2016	1	61537	TELECHECK	TELECHECK	CR REST #14-4862-FH DANIEL MARX II	3.76
11/15/2016	1	61538	TERR E	ECTON TERREBONNE	CR REST #06-3534-FC ROBERT POPE	50.00
11/15/2016	1	61539	TREAS	CHEBOYGAN COUNTY TREASURER	CR REST #04-3008-FH MATTHEW CHARBONEAU	10.00
11/15/2016	1	61540	VANH J	JEFFREY VANHOORNE	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61541	WEIR V	VERONICA WEIR	CR REST #15-5004-FC RUSSELL VANDERHILL	18.27
11/15/2016	1	61542	WENG R	ROBERT WENGER	CR REST #02-2546-FH DAVID SOVA	33.33
11/15/2016	1	61543	WILS J	JAMES WILSON	CR REST #01-2488-FH LAWRENCE BOYD	500.00
11/15/2016	1	61544	WILSON J	JOHN WILSON	CR REST #15-5021-FH TABATHA HOLLOPETER	20.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/15/2016	1	61545	ZALE P	PAUL ZALEWSKI JR	CR REST #06-3451-FH ANTHONY BODA	10.00
11/16/2016	1	61546	89TH DC	89TH DISTRICT COURT	CR BOND #16-5287-FH PEO VS PATRICK DAVIS	1,000.00
11/16/2016	1	61547	CLERK	CHEBOYGAN COUNTY CLERK	CR ELECTION FILING FEE FORFEITURE 88722/	225.00
11/16/2016	1	61548	MSP	MICHIGAN STATE POLICE	CR CONCEALED PISTOL PERMITS	4,298.00
11/16/2016	1	61549	REF-CLERK	CHAD MCKENZIE	CR REFUND RESTITUTION OVERPAYMENT #16-52	540.00
11/17/2016	1	61550	AO INS	AUTO OWNERS INC	DC REST #08-0938-FY LONNIE EVERETT BOUDR	100.00
11/17/2016	1	61551	BCNM	BLUE CARE NETWORK OF MICHIGAN	PR HEALTH INS 00188643 C001 DEC 2016	374.39
11/17/2016	1	61552	BCNM	BLUE CARE NETWORK OF MICHIGAN	PR HEALTH INS 00188643 DEC 2016	90,089.56
11/17/2016	1	61553	CINCI	CINCINNATI INSURANCE CO	DC REST #16-0448-ST JORDAN GREGORY JEWEL	225.00
11/17/2016	1	61554	CINCI	CINCINNATI INSURANCE CO	DC REST #11-0923-SM MORGAN LYNN KEWAYGES	107.97
11/17/2016	1	61555	CITI	CITI STREET	PR CHEB CTY PC JUDGE RETIREMENT PE 11/12	355.25
11/17/2016	1	61556	DIXIE	DIXIE SALOON	DC REST #15-0748-SM SHANE MICHAEL MCDONA	150.00
11/17/2016	1	61557	DNR-GFO	DNR GAYLORD FIELD OFFICE	DC REST #16-0242-SM JUSTIN PATRICK ODLE	25.00
11/17/2016	1	61558	DNR-GFO	DNR GAYLORD FIELD OFFICE	DC REST #05-0227-ST LARRY JOE FLOWERS	1,230.00
11/17/2016	1	61559	FAM FARE	FAMILY FARE	DC REST #15-0763-SM AUBREY LYN AYOTTE	45.00
11/17/2016	1	61560	FARMERS IN	FARMERS INSURANCE	DC REST #14-0121-ST RALPH HOWARD PRUDER	150.00
11/17/2016	1	61561	FERRELL	FERRELL GAS COMPANY	DC REST #13-0970-SD MELISSA DAWN SKIDMOR	200.00
11/17/2016	1	61562	FISH F	FREDERICK FISHER	DC REST #16-0449-SM KRISTA MARIE WILEY-P	105.00
11/17/2016	1	61563	HOPE S	SPENCER DAVID HOPE	DC REST #16-0285-FD STEVEN MICHAEL MEISS	100.00
11/17/2016	1	61564	KING M	MARILYN KING	DC REST #16-0539-SD CODY MICHAEL BONILLA	200.00
11/17/2016	1	61565	MISDU	MISDU	PR 913068876 2009007526 G STANKEWITZ PE	35.17
11/17/2016	1	61566	PROG INS-R	SUBROGATION PMNT PROC CT	DC REST #15-0603-ST KATHERINE DORINE GRA	50.00
11/17/2016	1	61567	REF-CODE	EDWARDS ELECTRIC COMPANY	CD PARTIAL REFUND-JOB CANCELLED DAUST	91.00
11/17/2016	1	61568	REF-CODE	WHITE PINES ELECTRIC	CD PARTIAL REFUND-JOB CANCELLED HEAD	106.00
11/17/2016	1	61569	SANG R	RICHARD SANGSTER	DC REST #11-0923-SM MORGAN LYNN KEWAYGES	32.50
11/17/2016	1	61570	SLG	SHERMETA LAW GROUP	PR TINE M GONSER JEWELL 15-5314-GC PE 11	75.00
11/17/2016	1	61571	UN WAY	CHEBOYGAN COUNTY UNITED WAY	PR EMPLOYEE DEDUCTION PE 11/12	12.00
11/17/2016	1	61572	VANTAGE	VANTAGEPOINT TRANS AGENTS-457	PR 305959-457 DEFERRED COMP PE 11/12	287.92
11/17/2016	1	61573	WALMART	WALMART	DC REST #14-0575-SM HAWKE EDWARD BARBER	67.62
11/17/2016	1	61574	WALMART	WALMART	DC REST #16-0209-SM AUBREY LYN AYOTTE	18.75
11/17/2016	1	61575	WALMART	WALMART	DC REST #16-0749-SM ANTHONY CHARLES BODA	19.76
11/17/2016	1	61576	WALMART	WALMART	DC REST #16-0807-SM MELISSA CLARKE	425.00
11/17/2016	1	61577	WALMART	WALMART	DC REST #16-0846-SM BARBARA SUE GOUGH	90.00
11/23/2016	1	61578	EMC INS	EMC INSURANCE COMPANIES	PC REST #15008482 CHAYTON WYATT DENNIS	50.00
11/29/2016	1	61579	CLERK	CHEBOYGAN COUNTY CLERK	CR PSP #16-5254-FH MICHAEL LONG	500.00
11/29/2016	1	61580	TREAS	CHEBOYGAN COUNTY TREASURER	TR 2013 LAND AUCTION SALES PROCEEDS	466,161.23
11/30/2016	1	61581	BOND-TREA	OAKLAND COUNTY FOC	TR BOND WILLIAM JARLEY-JUNIOR DANIELS	300.00
11/30/2016	1	61582	CHEB	CITY OF CHEBOYGAN	DC ORDINANCE FEE NOV 2016	333.34
11/30/2016	1	61583	CHEB-DPS	CHEBOYGAN DEPT PUBLIC SAFETY	DC OUIL ASSESSMENT NOV 2016	40.00
11/30/2016	1	61584	CLERK	CHEBOYGAN COUNTY CLERK	CR PSP #16-5270-FH KAITLYN ALDRICH	200.00
11/30/2016	1	61585	CLERK	CHEBOYGAN COUNTY CLERK	CR PSP #16-5272-FH DEAN WALSCH	250.00
11/30/2016	1	61586	EMC INS	EMC INSURANCE COMPANIES	PC REST #15008482 CHAYTON WYATT DENNIS	50.00
11/30/2016	1	61587	MCP	MACKINAW CITY POLICE	DC OUIL ASSESSMENT NOV 2016	75.00
11/30/2016	1	61588	MDT-TRTAX	MICHIGAN DEPT OF TREASURY	RD REAL ESTATE TAX TRANSFER NOV 2016	84,918.75
11/30/2016	1	61589	REF-DC	WEBER & OLCESE	DC REFUND	119.75
11/30/2016	1	61590	REF-DEEDS	FAIRWAY INDEPENDENT MTG	RD REFUND OVERPAYMENT CK #035487	35.00
11/30/2016	1	61591	SHERIFF	CHEBOYGAN COUNTY SHERIFF DEPT	DC OUIL ASSESSMENT NOV 2016	310.00
11/30/2016	1	61592	SOM-CC	STATE OF MICHIGAN	CR 53 RD CIRCUIT COURT FILING FEES NOV 2	4,621.68
11/30/2016	1	61593	SOM-DC	STATE OF MICHIGAN	DC 89TH DISTRICT COURT FILING FEES NOV 2	15,218.75
11/30/2016	1	61594	SOM-NETF	STATE OF MICHIGAN	CR NOTARY EDUCATION & TRAINING FUND NOV	14.00
11/30/2016	1	61595	SOM-PC	STATE OF MICHIGAN	PC PROBATE COURT FILING FEES NOV 2016	588.24
11/30/2016	1	61596	SOM-PC	STATE OF MICHIGAN	PC CIRCUIT COURT FILING FEES NOV 2016	610.98
11/30/2016	1	61597	TTP	TUSCARORA TOWNSHIP POLICE	DC OUIL ASSESSMENT NOV 2016	80.00
11/30/2016	1	61598	VOM	VILLAGE OF MACKINAW	DC ORDINANCE FEES NOV 2016	309.32

1 TOTALS:

Total of 171 Checks:  
 Less 0 Void Checks:

1,071,189.69  
 0.00

Total of 171 Disbursements:

1,071,189.69

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 2 GENERAL FUND						
11/01/2016	2	168322	ACKE	CHRISTOPHER ACKERMAN	PC SA INDEPENDENT CONTRACTOR NOV 2016	1,000.00
11/01/2016	2	168323	AIRPORT	CHEBOYGAN AIRPORT AUTHORITY	SRR MONTHLY LEASE NOV 2016	1,500.00
11/01/2016	2	168324	CLSSI	CHEBOYGAN LIFE SUPPORT SYSTEM	TR AMBULANCE MILEAGE	24,332.83
11/01/2016	2	168325	DEEDS	REGISTER OF DEEDS	HS DISCHARGE MORTGAGE BROCKWAY	30.00
11/01/2016	2	168326	EMMET CTY	EMMET COUNTY	TR AMBULANCE MILEAGE	1,962.25
11/01/2016	2	168327	MEMBER	NAT'L COUNCEL OF	PC NCJFCJ MEMBERSHIP ROBERT BUTTS	195.00
11/01/2016	2	168328	NSB	NORTHERN STAR BROADCASTING	SRR MONTHLY LEASE NOV 2016	300.00
11/01/2016	2	168329	OAA	ONAWAY AREA AMBULANCE	TR AMBULANCE MILEAGE	1,209.25
11/01/2016	2	168330	PUB DEF 3	RONALD VARGA OR WILLIAM KEOGH	FN PUBLIC DEFENDER CONTRACT NOV 2016	11,709.58
11/01/2016	2	168331	RAMSAY	DONALD RAMSAY DO	CR MEDICAL EXAMINER WAGES NOV 2016	735.44
11/01/2016	2	168332	SENIOR CIT	CHEBOYGAN COUNTY COUNCIL	TR SENIOR CITIZEN MILEAGE REQUEST	42,581.25
11/01/2016	2	168333	WASC	WAWATAM AREA SENIOR CITIZENS INC	TR SENIOR MILEAGE REQUEST	4,142.00
11/02/2016	2	168334	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100032117358 9/13-10/11	73.40
11/02/2016	2	168335	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100032117309 9/13-10/11	109.22
11/02/2016	2	168336	FERN FORD	FERNELIUS FORD LINCOLN	RC PICKUP SERVICE AND REPAIR	1,077.83
11/02/2016	2	168337	GRAINGER	WW GRAINGER	MA LED LAMP	50.00
					MA COFFEE FILTERS	37.72
						<u>87.72</u>
11/02/2016	2	168338	INK & TONE	INK & TONER ALTERNATIVE	EQ HP TONERS BLACK, CYAN, YELLOW, MAGENT	529.96
11/02/2016	2	168339	SOM-UST	STATE OF MICHIGAN	MA FUEL TANK INSPECTION #7002	100.00
11/02/2016	2	168340	STANS	STANS ELECTRIC	MA NEW OUTLET FOR ATM SHERIFF DEPT ENTRA	406.84
11/03/2016	2	168341	BOHL S	SAM BOHL	FOC MILEAGE TO & FROM BANK 7/15-11/1/16	27.29
11/03/2016	2	168342	CRANHAM	BRUCE CRANHAM PC	FOC REFEREE HEARINGS SEP & OCT 2016	2,400.00
11/03/2016	2	168343	DEEDS	REGISTER OF DEEDS	HS REGISTER MORTGAGE	30.00
11/03/2016	2	168344	GTMC	GRAND TRAVERSE MOBILE	IS CC CAMERA INSTALLATION	1,003.21
11/03/2016	2	168345	MOW	MICHIGAN OFFICEWAYS INC	FOC CALENDARS	206.35
11/03/2016	2	168346	MOW	MICHIGAN OFFICEWAYS INC	FOC CALENDARS	35.96
11/03/2016	2	168347	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMP FRINGE & DEDUCTIONS PE 10/29	224,664.14
11/03/2016	2	168348	VERIZON	VERIZON	IS CELL PHONE CHARGES 9/14-10/13	1,334.63
11/04/2016	2	168349	BCTB	BOYNE CITY TIRE & BRAKE INC	SRR REMOVE TIRE & PATCH, REINSTALL	49.95
11/04/2016	2	168350	BCTB	BOYNE CITY TIRE & BRAKE INC	SRR TIRES FOR WINTER STOCK	364.79
11/04/2016	2	168351	BLARNEY	BLARNEY CASTLE OIL COMPANY	SD 302.9 GALLON IR MARINA	836.14
11/04/2016	2	168352	BLASKOWSKI	BLASKOWSKI FEED & SEED	SD K9 DOG FOOD	82.32
11/04/2016	2	168353	BREG L	LOIS BREGE	DHS CC #20623834 10/14/16-10/27/16	241.36
11/04/2016	2	168354	BREG L	LOIS BREGE	DHS CC #20623835 10/14/16-10/27/16	241.36
11/04/2016	2	168355	BREG L	LOIS BREGE	DHS CC #20623836 10/14/16-10/27/16	311.36
11/04/2016	2	168356	BREG L	LOIS BREGE	DHS CC #1525157 10/12-10/25/16	241.36
11/04/2016	2	168357	CARD	CARDMEMBER SERVICE	SD VISA CHARGES THRU 10/25/16	1,480.55
11/04/2016	2	168358	CARNATION	CARNATION RESTAURANT	SDJ MEALS 7,021 @ \$3.40, JUICE, CRACKERS	24,400.77
11/04/2016	2	168359	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #21883988 8/1-8/31/16	534.44
11/04/2016	2	168360	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #21849790 8/1-8/31/16	534.44
11/04/2016	2	168361	DEAN	NANCY B DEAN	PC ATTORNEY CONTRACT NOV 2016	1,375.00
11/04/2016	2	168362	GLAZ T	TABITHA & GREG GLAZIER	DHS CC #2673814 10/12-10/25/16	311.36
11/04/2016	2	168363	GLAZ T	TABITHA & GREG GLAZIER	DHS CC #3870182 10/12-10/25/16	372.26
11/04/2016	2	168364	HANSEL	DONNA HANSEL	PC ATTORNEY CONTRACT NOV 2016	1,375.00
11/04/2016	2	168365	HOWE	HOWE MARINE	SD MARINE WINTERIZE 1642	283.45
					SD MARINE WINTERIZE 1641	255.21
					SD MARINE WINTERIZE PURSUIT	385.75
					SD MARINE WINTERIZE 1644	224.90
					SD MARINE GAS PUMPED	49.54
						<u>1,198.85</u>
11/04/2016	2	168366	KEOGH	WILLIAM L KEOGH PC	PC ATTORNEY CONTRACT NOV 2016	1,375.00
11/04/2016	2	168367	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	FOC INFORMATION SEARCH OCT 2016	50.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/04/2016	2	168368	MACARTHUR	TIMOTHY MACARTHUR	PC ATTORNEY CONTRACT NOV 2016	1,375.00
11/04/2016	2	168369	OFF DEPOT	OFFICE DEPOT	SD FRAME, AWARD PLAQUE	110.40
11/04/2016	2	168370	SHELDON	JENNIFER SHELDON	PC ATTORNEY CONTRACT NOV 2016	1,375.00
11/04/2016	2	168371	SPAR PHAR	SPARTAN NASH/FAMILY FARE	SDJ MEDICATIONS OCT 2016	282.39
11/04/2016	2	168372	SPIES-SD	SPIES AUTO PARTS & TIRE	SD MISC MARINE EQUIPMENT	241.67
11/04/2016	2	168373	TELE-RAD	TELE-RAD INC	SD SETINA PUSHBUMPERS WITH HEADLIGHT GUA	7,390.00 V
11/04/2016	2	168374	ZAREMBA	ZAREMBA EQUIPMENT INC	SRR BUS #109 SERVICE PERFORMED, BUS IS B SRR CREDIT ON ORIGINAL BILL WITH THIS IN	815.00 (407.50)
						407.50
11/07/2016	2	168375	CHASE	DAN CHASE	CD REIMBURSE MEALS GAYLORD	8.68
11/07/2016	2	168376	CHOICE PUB	CHOICE PUBLICATIONS	CF ADVERTISING	60.00
11/07/2016	2	168377	FAM FARE	FAMILY FARE	VA COMMUNITY PROJECTS RENEE ST. CLAIR	242.14
11/07/2016	2	168378	FERN FORD	FERNELIUS FORD LINCOLN	CD SERVICE JEEP COMPASS CD OIL CHANGE JEEP COMPASS	58.30 30.46
						88.76
11/07/2016	2	168379	FERN FORD	FERNELIUS FORD LINCOLN	CD SERVICE JEEP COMPASS	165.06 V
11/07/2016	2	168380	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	TR INFORMATION SEARCH SEPT 2016	95.00
11/07/2016	2	168381	NOP	NATIONAL OFFICE PRODUCTS	CD CALENDAR, ENVELOPES, CALCULATOR	145.75
11/07/2016	2	168382	WHEELER	WHEELER MOTORS INC	AD REAR PADS, ROTORS, TIRE MOUNT #15	270.00
11/07/2016	2	168383	WREG K	KEITH WREGGLESWORTH	CD REIMBURSE MEAL GAYLORD	8.15
11/09/2016	2	168384	ALLO S	SUE ALLOR	BOC COMMISSIONER MILEAGE 11/8/16	32.40
11/09/2016	2	168385	ALLPHASE	ALL-PHASE	MA ON SWITCH	18.00
11/09/2016	2	168386	AT&T-SRR	AT&T	SRR TELEPHONE 23159792627040 9/29-10/28	160.73
11/09/2016	2	168387	AT&T-SRR	AT&T	SRR TELEPHONE 23159701784023 9/29-10/28	59.91
11/09/2016	2	168388	BBC	BERNARD BUILDING CENTER	FG BIKE CABLE LOCK MA WRC APPEARANCE GRADE SPF	12.99 70.00
						82.99
11/09/2016	2	168389	BLASKOWSKI	BLASKOWSKI FEED & SEED	SD K9 DOG FOOD	82.32
11/09/2016	2	168390	BOWM	BRIDGES OF WEST MICHIGAN PLLC	PC COURT ORDERED SERVICES SKY DAVID NOBL	120.00
11/09/2016	2	168391	BROWN C	CHRISTOPHER BROWN	BOC COMMISSIONER MILEAGE 10/11-11/8	70.74
11/09/2016	2	168392	CAPITAL	CAPITAL TIRE INC	SD TIRE	85.68
11/09/2016	2	168393	CAS	CHEBOYGAN AREA SCHOOLS	FN TEACHER WAGE & FRINGE JUL-SEP 2016	17,650.44
11/09/2016	2	168394	CAS-TRAN	CHEBOYGAN AREA SCHOOLS	RC FUEL FOR OCT 2016	981.57
11/09/2016	2	168395	CAS-TRAN	CHEBOYGAN AREA SCHOOLS	SRR DIESEL FUEL CHARGES OCT 2016	5,634.61
11/09/2016	2	168396	DEAN	NANCY B DEAN	PC COURT APPT ATTORNEY WILSON-VULK/COCKR	150.00
11/09/2016	2	168397	EMMET DPW	EMMET COUNTY DPW	RC RECYCLING PROCESSING FEES OCT 2016 RC TIPPING FEE REFUND	7,731.25 (675.60)
						7,055.65
11/09/2016	2	168398	GOUJ C	CAL GOUINE	BOC COMMISSIONER MILEAGE 4/26-11/8	198.18
11/09/2016	2	168399	HANSEL	DONNA HANSEL	PC COURT APPT ATTORNEY WILSON-VULK, COCK	150.00
11/09/2016	2	168400	HOME	HOME CONFINEMENT	SDJ HOME MONITORING OCT 2016	9.00
11/09/2016	2	168401	IR VET	INDIAN RIVER VET CLINIC	SD TAZOR MEDS SD TAZOR EXAM	95.00 194.25
						289.25
11/09/2016	2	168402	JENNAS	JENNA'S SIGNS & DESIGNS	SD NEW CAR LETTERING	20.00
11/09/2016	2	168403	MART	DANIEL MARTIN	PC COURT APPT ATTORNEY DAVIS' & FEROS	665.00
11/09/2016	2	168404	MATELSKI	ANTHONY MATELSKI	BOC COMMISSIONER MILEAGE 10/18-11/9	254.34
11/09/2016	2	168405	NOP	NATIONAL OFFICE PRODUCTS	PC BINDER CLIP	3.98

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/09/2016	2	168406	RDIC	RIVERTOWN DO-IT CENTER	MA NYLON CABLE CLAMP	3.49
					MA SILICONE CAULK AND COVE BASE ADHESIVE	22.56
					MA NUMBERS, LETTERS AND SIGNS	21.43
					MA VINYL TUBE, MED DUTY TARP	9.78
						<u>57.26</u>
11/09/2016	2	168407	REDM P	PETER REDMOND	BOC COMMISSIONER MILEAGE 11/8	7.56
11/09/2016	2	168408	SAP	STRAITS AREA PRINTING	SD BUSINESS CARDS	59.10
11/09/2016	2	168409	SAP	STRAITS AREA PRINTING	DC ENVELOPES 2500 REGULAR 4000 WINDOW	377.60
11/09/2016	2	168410	SAP	STRAITS AREA PRINTING	DC COURT CHECKS #6101-6600	188.49
11/09/2016	2	168411	SECURUS	SECURUS TECHNOLOGIES	SDJ INMATE PHONE USAGE OCT 2016	5,263.28
11/09/2016	2	168412	SOM-ASS	STATE OF MICHIGAN	EQ ASSESSOR CERTIFICATION 2017	525.00
					EQ CREDIT ADJUSTMENT	(50.00)
						<u>475.00</u>
11/09/2016	2	168413	SOM-ASS	STATE OF MICHIGAN	GIS MEMBERSHIP ASSESSOR CERTIFICATION 20	175.00
11/09/2016	2	168414	SPIES-RC	SPIES AUTO PARTS & TIRE	EC BLUE DF	29.98
11/09/2016	2	168415	SPRAYS P	SPRAY'S PLUMBING & HEATING INC	FG WINTERIZE WATER SYSTEM	1,136.17
11/09/2016	2	168416	SWANSON S	SWANSON SERVICES	SDJ PAK ORDERS	18.85
					SDJ COMMISSARY ORDERS	1,253.15
					SD PAK ORDERS	12.35
					SDJ COMMISSARY ORDERS	1,135.45
					SDJ PAK ORDERS	8.20
					SDJ COMMISSARY ORDERS	1,158.96
					SDJ PAK ORDERS	14.80
					SDJ COMMISSARY ORDERS	1,020.93
					SDJ PAK ORDERS	13.05
					SDJ COMMISSARY ORDERS	1,028.11
					SDJ PAK ORDERS	13.70
					SDJ COMMISSARY ORDERS	1,002.39
						<u>6,679.94</u>
11/09/2016	2	168417	SWANSON S	VOID		
11/09/2016	2	168418	WALLACE	JOHN WALLACE	BOC COMMISSIONER MILEAGE 10/19-11/8	183.60
11/09/2016	2	168419	WHEELER	WHEELER MOTORS INC	SD OIL CHANGE/ROTATE TIRES/WIPERS	51.59
					SD BRAKE PADS	139.79
					SD OIL CHANGE	16.95
					SD OIL CHANGE	16.95
					SD BATTERY	154.44
					SD OIL CHANGE/BULB	65.00
					SD INSTALL DECALS	150.00
						<u>594.72</u>
11/09/2016	2	168420	WOE	WILLIAMS OFFICE EQUIPMENT	IS COPY MAINTENANCE AGREEMENT OCT 2016	1,245.39
11/10/2016	2	168421	JURY CC	TROY LEE SHANK	CC JURY DUTY 11/8/16	25.50
11/10/2016	2	168422	JURY CC	SALLY BATARAN	CC JURY DUTY 11/8/16	22.90
11/10/2016	2	168423	JURY CC	DAVID WHEELLOCK	CC JURY DUTY 11/8/16	16.66
11/10/2016	2	168424	JURY CC	SARAH DAY	CC JURY DUTY 11/8/16	22.90
11/10/2016	2	168425	JURY CC	KAREN BURRUS	CC JURY DUTY 11/8/16	22.90
11/10/2016	2	168426	JURY CC	WILLIAM CLARK	CC JURY DUTY 11/8/16	14.58
11/10/2016	2	168427	JURY CC	BRIAN NOWITZKE	CC JURY DUTY 11/8/16	20.82
11/10/2016	2	168428	JURY CC	DIANE KABAT	CC JURY DUTY 11/8/16	26.02
11/10/2016	2	168429	JURY CC	JUSTIN THOMAS	CC JURY DUTY 11/8/16	29.14
11/10/2016	2	168430	JURY CC	JEFFREY MILNER	CC JURY DUTY 11/8/16	25.50
11/10/2016	2	168431	JURY CC	BECKY YENGLIN	CC JURY DUTY 11/8/16	21.34
11/10/2016	2	168432	JURY CC	PASQUALE NARDIZZI JR.	CC JURY DUTY 11/8/16	22.90

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/10/2016	2	168433	JURY CC	TIFFANY DAVIS	CC JURY DUTY 11/8/16	19.78
11/10/2016	2	168434	JURY CC	SUSAN JEWELL	CC JURY DUTY 11/8/16	26.54
11/10/2016	2	168435	JURY CC	JONI REED	CC JURY DUTY 11/8/16	14.06
11/10/2016	2	168436	JURY CC	TONY REINHOUT	CC JURY DUTY 11/8/16	17.70
11/10/2016	2	168437	JURY CC	ANDREW WHITMORE	CC JURY DUTY 11/8/16	20.30
11/10/2016	2	168438	JURY CC	JOYCE SPOOLSTRA	CC JURY DUTY 11/8/16	30.18
11/10/2016	2	168439	JURY CC	SHERI TUCK	CC JURY DUTY 11/8/16	14.06
11/10/2016	2	168440	JURY CC	RONALD BREWSTER	CC JURY DUTY 11/8/16	15.10
11/10/2016	2	168441	JURY CC	WALTER ELLIS	CC JURY DUTY 11/8/16	18.74
11/10/2016	2	168442	JURY CC	JANET MALLORY-PETERHANS	CC JURY DUTY 11/8/16	16.14
11/10/2016	2	168443	JURY CC	EDWARD LALONDE	CC JURY DUTY 11/8/16	13.02
11/10/2016	2	168444	JURY CC	KELLY VINCENT	CC JURY DUTY 11/8/16	15.10
11/10/2016	2	168445	JURY CC	RICHARD PARROTT JR	CC JURY DUTY 11/8/16	18.22
11/10/2016	2	168446	JURY CC	SUZANN ALLEN-HARE	CC JURY DUTY 11/8/16	23.94
11/10/2016	2	168447	JURY CC	CAROLE WHITE	CC JURY DUTY 11/8/16	14.06
11/10/2016	2	168448	JURY CC	TONI HAVLENA	CC JURY DUTY 11/8/16	17.70
11/10/2016	2	168449	JURY CC	LARRY MILLER	CC JURY DUTY 11/8/16	13.54
11/10/2016	2	168450	JURY CC	AIMEE HEILMAN	CC JURY DUTY 11/8/16	16.66
11/10/2016	2	168451	JURY CC	MARY TEBO	CC JURY DUTY 11/8/16	14.58
11/10/2016	2	168452	JURY CC	WILLIAM MCKIAN	CC JURY DUTY 11/8/16	28.10
11/10/2016	2	168453	JURY CC	MICHAEL GRISDALE	CC JURY DUTY 11/8/16	13.02
11/10/2016	2	168454	JURY CC	JOHN KRAWCZEWSKI	CC JURY DUTY 11/8/16	14.58
11/10/2016	2	168455	JURY CC	JOSEPH LACROSS	CC JURY DUTY 11/8/16	16.14
11/10/2016	2	168456	JURY CC	VALERIE HARDING	CC JURY DUTY 11/8/16	22.90
11/10/2016	2	168457	JURY CC	ERICK WREGGLESWORTH	CC JURY DUTY 11/8/16	25.50
11/10/2016	2	168458	JURY CC	BRIAN WHITMAN	CC JURY DUTY 11/8/16	17.70
11/10/2016	2	168459	JURY CC	CHELSEA WEICK	CC JURY DUTY 11/8/16	20.82
11/10/2016	2	168460	JURY CC	BRENDA GREEN	CC JURY DUTY 11/8/16	22.90
11/10/2016	2	168461	JURY CC	REINHARDT JAHN	CC JURY DUTY 11/8/16	17.70
11/10/2016	2	168462	JURY CC	AARON AREIA	CC JURY DUTY 11/8/16	14.06
11/10/2016	2	168463	JURY CC	GRACIE GODDARD	CC JURY DUTY 11/8/16	29.66
11/10/2016	2	168464	JURY CC	ROY PREVO	CC JURY DUTY 11/8/16	22.90
11/10/2016	2	168465	JURY CC	ERIN ROBINSON	CC JURY DUTY 11/8/16	25.50
11/10/2016	2	168466	JURY CC	DEBORAH BARBER	CC JURY DUTY 11/8/16	13.54
11/10/2016	2	168467	AT&T-SDJ	AT&T	SDJ TELEPHONE 9/29-10/28	150.72
11/10/2016	2	168468	JARO M	MICHAEL JAROCHE	VA VSRF APPLICATION REVIEW	40.00
11/10/2016	2	168469	OFF DEPOT	OFFICE DEPOT	SD BINDERS, PENS, NOTES, CORRECTION TAPE	162.05
11/10/2016	2	168470	PNC VISA	PNC BANK	FN VISA CHARGES THROUGH 10/19/16	2,273.10
11/10/2016	2	168471	PNC VISA	VOID		
11/10/2016	2	168472	WILD J	JOSEPH WILDBERG	VA VSRF APPLICATION REVIEW	40.00
11/10/2016	2	168473	JURY CC	SCOTT MARSH	CC JURY DUTY PEO VS SCALES	85.89
11/10/2016	2	168474	JURY CC	KIMBERLY LENTZ	CC JURY DUTY PEO VS SCALES	110.32
11/10/2016	2	168475	JURY CC	LISA MCGOWEN	CC JURY DUTY PEO VS SCALES	82.86
11/10/2016	2	168476	JURY CC	STORMY DICKINSON	CC JURY DUTY PEO VS SCALES	112.50
11/10/2016	2	168477	JURY CC	KATHERINE MALLORY	CC JURY DUTY PEO VS SCALES	75.87
11/10/2016	2	168478	JURY CC	CARL PARVANOFF	CC JURY DUTY PEO VS SCALES	84.61
11/10/2016	2	168479	JURY CC	JAMES CURRIE	CC JURY DUTY PEO VS SCALES	91.49
11/10/2016	2	168480	JURY CC	DANA STEMPKY	CC JURY DUTY PEO VS SCALES	92.42
11/10/2016	2	168481	JURY CC	KRISTA DUBOIS	CC JURY DUTY PEO VS SCALES	100.84
11/10/2016	2	168482	JURY CC	KATRINA WOOD	CC JURY DUTY PEO VS SCALES	96.02
11/10/2016	2	168483	JURY CC	MARY BEATTY	CC JURY DUTY PEO VS SCALES	67.08
11/10/2016	2	168484	JURY CC	DWAINE LEE	CC JURY DUTY PEO VS SCALES	83.72
11/10/2016	2	168485	JURY CC	SANDRA CLUNE	CC JURY DUTY PEO VS SCALES	67.08
11/14/2016	2	168486	ASHB C	CYNTHIA E EBERLY	PC CELL REIMBURSEMENT NOV 2016	45.00
11/14/2016	2	168487	ASHE M	MEGAN FENLON	PC CELL PHONE REIMBURSEMENT NOV 2016	45.00
11/14/2016	2	168488	AT&T/SBC	AT&T	FN GAS PUMP MODEM 9/29-10/28	35.23
11/14/2016	2	168489	AT&T/SBC	AT&T	FG/RC TELEPHONE 9/29-10/28	286.22
11/14/2016	2	168490	BUTTS	ROBERT J BUTTS	PC REIMBUSE MILEAGE/FOOD FOSTER CARE REV	352.39
11/14/2016	2	168491	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	PC INFORMATION SEARCH	50.00
11/14/2016	2	168492	MACARTHUR	TIMOTHY MACARTHUR	PC COURT APPT ATTY	1,200.00

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/14/2016	2	168493	MERCER	MERCER	CCM WINTERIZE MARINA FUEL LINES	600.00
11/14/2016	2	168494	MIDCOURSE	MIDCOURSE CORRECTION	PC COURT ORDERED SERVICES CHALLENGE CAMP	800.00
11/14/2016	2	168495	SOM-CCM	STATE OF MICHIGAN	CCM HARBOR OVERDISTRIBUTION 2016	663.46
11/14/2016	2	168496	STOP	SATELLITE TRACKING OF PEOPLE LLC	PC COURT ORDERED SERVICES	416.50
11/14/2016	2	168497	TMFI	T.M. FRANCE INC	CCM WINTERIZED MARINA SPRINKLERS	158.00
11/15/2016	2	168498	AINS J	JOHN AINSLIE	PC SA DTA MILEAGE STIPEND	300.00
11/15/2016	2	168499	BOYE J	JAMES BOYER	PC SA DTA MILEAGE STIPEND	100.00
11/15/2016	2	168500	BROW C	CHARLES BROWN	PC SA FDTA 2ND SESSION BILLING	1,550.00
11/15/2016	2	168501	BROW M	MARY BROWN	PC SA DTA MILEAGE STIPEND	100.00
11/15/2016	2	168502	BROW TO	TONI BROWN	PC SA DTA MILEAGE STIPEND	100.00
11/15/2016	2	168503	BURIAL	JUDITH ELMORE	VA BURIAL EXPENSE DONALD COPPERNOLL	300.00
11/15/2016	2	168504	CALS	CAL'S MOBILE HEAVY EQUIPMENT	SRR BUS #509 DRAIN EXCESS OIL FROM ENGIN	90.00
					SRR BUS #709 REPLACE FUEL FILTER	91.20
					SRR BUS #116 FULL SERVICE/OIL SAMPLE/MIS	374.32
					SRR BUS #114 FULL SERVICE/OIL SAMPLE/MIS	684.75
					SRR BUS #111 BI-ANNUAL INSPECTION/MISC R	458.00
						<u>1,698.27</u>
11/15/2016	2	168505	CC4H	CHEBOYGAN COUNTY 4-H	CR 2016 COUNTY PLAT BOOK	30.00
11/15/2016	2	168506	CDT-CR	CHEBOYGAN DAILY TRIBUNE	CR ELECTION ADS NOVEMBER GENERAL ELECTIO	1,366.23
11/15/2016	2	168507	CDT-GEN	CHEBOYGAN DAILY TRIBUNE	AD PUBLIC NOTICE BOC MINUTES	63.10
11/15/2016	2	168508	CDT-PZ	CHEBOYGAN DAILY TRIBUNE	PZ ADVERTISING	635.70
11/15/2016	2	168509	DEEDS	REGISTER OF DEEDS	HS REGISTER MORTGAGE CINDY LOU BERRY	30.00
11/15/2016	2	168510	DEKETO	DEKETO LLC	RD LICENSE ENHANCEMENTS	1,208.00
11/15/2016	2	168511	FERNELIUS	FERNELIUS	CD SERVICE JEEP COMPASS	165.06
11/15/2016	2	168512	FULLFORD	FULLFORD SURVEYING & MAPPING PC	CR REMON 10 CORNERS @ \$28 EACH	280.00
11/15/2016	2	168513	GEWY	YOUNG, GRAHAM, ELSENHEIMER	AD LEGAL SERVICES THRU 10/31/16	3,645.00
11/15/2016	2	168514	GRAN J	JAMES H GRANGER	FN PROFESSIONAL SURVEYOR'S ANNUAL TRAINI	340.00
11/15/2016	2	168515	INK & TONE	INK & TONER ALTERNATIVE	PZ TONER	14.99
11/15/2016	2	168516	JOHN SH	SHANI JOHNSON	PC SA DTA MILEAGE STIPEND	300.00
11/15/2016	2	168517	KENN G	GLORIA KENNEDY	PC SA DTA MILEAGE STIPEND	100.00
11/15/2016	2	168518	KWIA J	JAMI KWIATKOWSKI	PC SA DTA MILEAGE STIPEND	100.00
11/15/2016	2	168519	MANN A	ANGEL MANNING	SRR REIMBURSE FOR FUEL PURCHASE	15.00
11/15/2016	2	168520	MER	MICHIGAN ELECTION RESOURCES	CR ELECTION SUPPLIES	201.73
11/15/2016	2	168521	OFF DEPOT	OFFICE DEPOT	CR FLAGS, HANGING FOLDERS, DESK TRAYS	27.81
					CR BOOKENDS, DESKPAD, PLANNERS, POCKET F	104.13
					CR STAMP, LABELS, PENS, ENVELOPES, CORRE	108.31
					CR CORDS, GLUE STICK	19.97
					CR COIL CORD	6.27
						<u>266.49</u>
11/15/2016	2	168522	OMS	OMS COMPLIANCE SERVICES INC	SRR DOT RANDOM DRUG SCREEN SCOTT ENO	73.75
11/15/2016	2	168523	QCMC	QUICK CARE MEDICAL CENTER	SRR DOT PHYSICALS ENO & MANNING	210.00
11/15/2016	2	168524	REGISTER	UCOA	TR NEW OFFICER TRAINING REGISTRATION	100.00
11/15/2016	2	168525	SAP	STRAITS AREA PRINTING	CR ENVELOPES 500 REG 1000 WINDOW	249.00
11/15/2016	2	168526	STRAITS	STRAITSLAND RESORTER	CR NOTICES OF CLOSE OF REGISTRATION & EL	397.58
11/15/2016	2	168527	TREAS	CHEBOYGAN COUNTY TREASURER	PC SA TRANSPORTATION FEES OCT 2016	3,755.69
11/15/2016	2	168528	VAF	MR & MRS ROGALA	VA VETERANS ASST FUND RENT MATTHEW MEYER	250.00
11/15/2016	2	168529	VALL A	ANGELA M VALLANCE	PC SA DTA MILEAGE STIPEND	100.00
11/15/2016	2	168530	VELI S	STEPHANIE VELING	PC SA DTA MILEAGE STIPEND	100.00
11/15/2016	2	168531	WHIT DE	DEBRA WHITE	PC SA DTA MILEAGE STIPEND	300.00
11/15/2016	2	168532	YORK E	ELIZABETH YORK	PC SA DTA MILEAGE STIPEND	100.00
11/15/2016	2	168533	WIT PA	GREG GLAZIER	PA WITNESS FEE/MILEAGE	11.60
11/15/2016	2	168534	WIT PA	TABITHA GLAZIER	PA WITNESS FEE/MILEAGE	6.00
11/15/2016	2	168535	WIT PA	TAMRA FLOWERS	PA WITNESS FEE/MILEAGE	9.60
11/15/2016	2	168536	WIT PA	GRE GLAZIER	PA WITNESS FEE/MILEAGE	11.60
11/15/2016	2	168537	WIT PA	TABITHA GLAZIER	PA WITNESS FEE/MILEAGE	6.00
11/15/2016	2	168538	WIT PA	TAMRA FLOWERS	PA WITNESS FEE/MILEAGE	9.60

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/15/2016	2	168539	WIT PA	MELANIE ALLEN	PA WITNESS FEE/MILEAGE	9.60
11/15/2016	2	168540	WIT PA	ANNA COOK	PA WITNESS FEE/MILEAGE	9.20
11/15/2016	2	168541	WIT PA	ROXANNE ARMOCK	PA WITNESS FEE/MILEAGE	2.60
11/15/2016	2	168542	WIT PA	DENNIS GRUBAUGH	PA WITNESS FEE/MILEAGE	6.60
11/15/2016	2	168543	WIT PA	JANICE COOK	PA WITNESS FEE/MILEAGE	6.00
11/15/2016	2	168544	WIT PA	CLAUDETTE SPENCLEY	PA WITNESS FEE/MILEAGE	6.00
11/15/2016	2	168545	WIT PA	DANA STEMPKY	PA WITNESS FEE/MILEAGE	6.40
11/15/2016	2	168546	WIT PA	SICILY FUNCHAR	PA WITNESS FEE/MILEAGE	6.20
11/15/2016	2	168547	WIT PA	JENNIFER DIELMAN	PA WITNESS FEE/MILEAGE	7.20
11/15/2016	2	168548	WIT PA	JULIE REID	PA WITNESS FEE/MILEAGE	11.80
11/15/2016	2	168549	WIT PA	RYAN SVOBODA	PA WITNESS FEE/MILEAGE	18.10
11/16/2016	2	168550	BROW C	CHARLES BROWN	PC SA EXPENSE REIMBURSEMENT INSURANCE	933.00
11/16/2016	2	168551	CONSUMERS	CONSUMERS ENERGY	CCM ELECTRIC 100030339863 10/11-11/9	247.42
11/16/2016	2	168552	CONSUMERS	CONSUMERS ENERGY	CCM ELECTRIC 100030390080 10/11-11/9	123.88
11/16/2016	2	168553	CONSUMERS	CONSUMERS ENERGY	CCM ELECTRIC 100030390270 10/11-11/9	29.25
11/16/2016	2	168554	CREATE CAB	CREATIVE CABINETRY LLC	AD NEW SIGNS FOR AIRPORT	3,062.50
11/16/2016	2	168555	CULLIGAN	MCCARDEL CULLIGAN-PETOSKEY	PA BOTTLED WATER OCT 2016	22.00
11/16/2016	2	168556	ERHA J	HONORABLE JAMES N ERHART	DC TRAVEL REIMBURSE TO 89TH DC	41.04
11/16/2016	2	168557	FELE A	ALFRED FELEPPA	PA REIMBURSE MILEAGE/FOOD TRAINING GRAND	318.05
11/16/2016	2	168558	MOW	MICHIGAN OFFICEWAYS INC	FOC CALENDAR	11.09
11/16/2016	2	168559	NMIDS	NORTHERN MI IND DRUG SCREEN LLC	DC DRUG TESTING REIMBURSE MICHIE SEPT 20	15.00
11/16/2016	2	168560	NOP	NATIONAL OFFICE PRODUCTS	PA PENS, ENVELOPES	40.57
					PA ENVELOPES	14.99
						<u>55.56</u>
11/16/2016	2	168561	OFF DEPOT	OFFICE DEPOT	DC PENS, CALENDARS, TAPE DISPENSER	135.18
11/16/2016	2	168562	TREAS	CHEBOYGAN COUNTY TREASURER	FOC PAPER REIMBURSEMENT 4 BOXES	122.00
11/16/2016	2	168563	WEST-CR	THOMSON REUTERS - WEST	CR LIBRARY PLAN CHARGES 10/5-11/4	4.46
11/16/2016	2	168564	WEST-DC	THOMSON REUTERS - WEST	DC LIBRARY PLAN CHARGES 10/5-11/4	13.89
11/16/2016	2	168565	WEST-FOC	THOMSON REUTERS - WEST	FOC MI CHILD SUPPORT FORMULA MANUAL 2017	112.50
11/16/2016	2	168566	WEST-PA	THOMSON REUTERS - WEST	PA LIBRARY PLAN 10/5-11/4	26.25
11/17/2016	2	168567	ADVANCE-SD	ADVANCE AUTO PARTS	SD MOUNT TAPE, BONNET WOOL	19.37
11/17/2016	2	168568	AT&T/SBC	AT&T	IS PHONE SERVICE 10/2-11/1/16	587.41
11/17/2016	2	168569	AT&T/SBC	VOID		
11/17/2016	2	168570	DELL	DELL	IS LAPTOP REPLACEMENTS	2,316.42
11/17/2016	2	168571	DH #4	DISTRICT HEALTH DEPT #4	SDJ NURSE VISITS OCT 2016	3,075.00
11/17/2016	2	168572	GOOD M	MELISSA GOODRICH	PA REIMBURSE MILEAGE/FOOD TRAINING SHANT	105.99
11/17/2016	2	168573	GOOD M	MELISSA GOODRICH	PA REIMBURSE CELL OCT 2016	45.00
11/17/2016	2	168574	JMS	JUDICIAL MANAGEMENT SYSTEM	PA ANNUAL SOFTWARE SUPPORT 2017	1,000.00
11/17/2016	2	168575	LODGING	AMWAY GRAND PLAZA HOTEL	CF CONVENTION ROOMS 1 SUITE @ \$267; 15 R	2,157.00
11/17/2016	2	168576	REGISTER	M.A.F.E.	CF CONVENTION REGISTRATION 30 PEOPLE	2,490.00
11/17/2016	2	168577	REGISTER	M.A.F.E.	CF M.A.F.E. DUE 2017	365.00
11/17/2016	2	168578	TREAS	CHEBOYGAN COUNTY TREASURER	PR FRINGE & DEDUCTIONS PE 11/12	133,260.49
11/17/2016	2	168579	CHS-DGC	CATHOLIC HUMAN SERVICES	CC DGC MRT BOOK MEAGHAN MCVANNEL	30.00
11/17/2016	2	168580	CULLIGAN	MCCARDEL CULLIGAN-PETOSKEY	CC JURY ROOM WATER	56.00
11/17/2016	2	168581	EKDAHL	MICHAEL J EKDAHL	CC DGC DEFENSE ATTORNEY OCT 2016	150.00
11/17/2016	2	168582	GILB	JAMES L GILBERT	CC REPRESENT LOWNSBERRY 16-5229-FH 16-52	4,145.81
11/17/2016	2	168583	HANSEL	DONNA HANSEL	PC COURT APPT ATTY AGEE'S	150.00
11/17/2016	2	168584	HARBOR	HARBOR HALL INC	CC DGC COUNSELING SERVICES OCT 2016	35.00
11/17/2016	2	168585	HUNG T	THOMAS R HUNGERFORD LLC	CC REPRESENTATION SEXTON 04-4945-DM BRAD	300.00
11/17/2016	2	168586	ICLE	ICLE	CC MI REAL PROPERTY LAW 2016 SUPP	104.50
11/17/2016	2	168587	LISS D	DIANE LISSFELT LMSW, ACSW, CAAC	CC DGC COUNSELING SERVICES OCT 2016	90.00
11/17/2016	2	168588	MICKEYS	MICKEY'S MINI MART	CC DONUTS/COOKIES JURY	23.99
11/17/2016	2	168589	NOP	NATIONAL OFFICE PRODUCTS	CC TAPE, TONER	297.68
					CC PENS, STAPLE REMOVERS	46.17
						<u>343.85</u>
11/17/2016	2	168590	NOP	NATIONAL OFFICE PRODUCTS	CC DGC INK CARTRIDGES	47.49

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						208.56
11/21/2016	2	168612	OSTWALD	CHARLES OSTWALD	PZ COMMISSION MTG 11/2	51.88
					PZ SITE VISIT 11/1	79.42
					PZ COMMISSION MTG 11/16	51.88
					PZ SITE VISIT 11/13	60.52
						<u>243.70</u>
11/21/2016	2	168613	ROSE EXT	ROSE EXTERMINATOR	MA PEST CONTROL	70.00
11/21/2016	2	168614	RWS	REPUBLIC SERVICES #239	MA TRASH REMOVAL	512.33
11/21/2016	2	168615	STANS	STANS ELECTRIC	HD ELECTRIC WORK IN NURSING AREA	348.89
11/21/2016	2	168616	TARGET	TARGET	DC FORMS	65.86
11/22/2016	2	168617	BERG B	BRENDA BERGSTROM	JB WORK 11/21/16	85.40
11/22/2016	2	168618	KUJAWA	KUJAWA CONSTRUCTION	FN WOLVERINE SENIOR CENTER DOOR REPLACEM	2,400.00
11/22/2016	2	168619	NOP	NATIONAL OFFICE PRODUCTS	AD BUSINESS CARDS, CLIPS, CORRECTION FLU	185.75
11/22/2016	2	168620	NORDMAN	NORDMAN FUNERAL HOME	VA BURIAL EXPENSE MERVIN LAHAIE DOD 11/2	300.00
11/22/2016	2	168621	OFF DEPOT	OFFICE DEPOT	DC AWARD PLAQUES, PAPER	68.26
					DC REFILL INK	5.99
						<u>74.25</u>
11/22/2016	2	168622	PHILLIPS	BECKY PHILLIPS	JB WORK 11/21/16	85.40
11/22/2016	2	168623	REGISTER	UCOA	FN NEW OFFICER TRAINING 2016 KAREN BREWS	100.00
11/22/2016	2	168624	REGISTER	MSU-ANR EVENT SERVICES	AD REGISTRATION NEW COMMISSIONER WKSHOP	500.00
11/22/2016	2	168625	SCHR KA	KAREN SCHRAMM	JB WORK 11/21/16	88.64
11/23/2016	2	168626	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #4030266 10/1-10/12/16	266.88
11/23/2016	2	168627	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #2181374 10/1-10/12/16	266.88
11/23/2016	2	168628	CFSNW	CHILD & FAMILY SERVICES NW	DHS CC #4030266 SEMI ANNUAL CLOTHING ALL	107.00
11/23/2016	2	168629	JOY VALLEY	JOY VALLEY COUNSELING & CONSULT	PC COURT ORDERED SERVICES GAVIN HOYT	800.00
11/23/2016	2	168630	LAMO T	TERRIE LAMONT	PC GUARDIANSHIP REVIEW DAVID DEMARA	25.00
11/23/2016	2	168631	SACKRIDER	SACKRIDER & SON WELL DRILLING	HS #H-2016-372 CINDY BERRY WELL	3,281.51
11/23/2016	2	168632	SALT R	RAEANN SALTER	PC GUARDIANSHIP REVIEW BERNARD PROVO	35.00
11/23/2016	2	168633	SENIOR CIT	CHEBOYGAN COUNTY COUNCIL	FN SOM SPECIAL COA 4TH QTR FUNDING 2016	6,250.00
11/23/2016	2	168634	WLS	WELLSRING LUTHERAN SERVICES	DHS CC #20973561 OCT 2016	824.29
11/28/2016	2	168635	ALLO S	SUE ALLOR	BOC COMMISSIONER MILEAGE 11/22/16	32.40
11/28/2016	2	168636	BROWN MOTO	BROWN MOTORS	SRR BUS #116 NEW GRILL REPLACEMENT & ACC	316.34
11/28/2016	2	168637	DIXON W	WENDY DIXON	CCM WATERWAYS COMMISSION MTGS 1/21/16-10	280.00
11/28/2016	2	168638	FREESE	CHARLES FREESE	ZBA BOARD OF APPEALS MTG 11/23/16	70.24
					ZBA SITE VISIT 11/22/16	55.66
						<u>125.90</u>
11/28/2016	2	168639	G SHIPPING	G'S SHIPPING STORE	SRR 1 CASE OF TOILET PAPER FOR AIRPORT	25.48
11/28/2016	2	168640	GOUJ C	CAL GOUINE	BOC COMMISSIONER MILEAGE 11/22/16	3.78
11/28/2016	2	168641	HEMMER	RALPH HEMMER	ZBA BOARD OF APPEALS MTG 11/23/16	56.20
					ZBA SITE VISIT 11/21/16	66.46
						<u>122.66</u>
11/28/2016	2	168642	MATELSKI	ANTHONY MATELSKI	BOC COMMISSIONER MILEAGE 11/22/16	27.54
11/28/2016	2	168643	MEGGE	PAUL MEGGE	CCM WATERWAYS COMMISSION MTG 1/21/16-10/	200.00
11/28/2016	2	168644	MICK J	R. JAMES MICK	CCM WATERWAYS COMMISSION MTGS 1/21/16-10	200.00
11/28/2016	2	168645	MOORE	JOHN MOORE	ZBA BOARD OF APPEALS MTG 11/23/16	75.64
					ZBA SITE VISIT 11/22/16	42.16
						<u>117.80</u>
11/28/2016	2	168646	OMS	OMS COMPLIANCE SERVICES INC	SRR DOT POST ACCIDENT DRUG TEST/ALCOHOL	113.75

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/28/2016	2	168647	PIKE G	GEORGE N PIKE	CCM WATERWAYS COMMISSION MTGS 1/21/16-10	320.00
11/28/2016	2	168648	REDM P	PETER REDMOND	BOC COMMISSIONER MILEAGE 11/22/16	7.56
11/28/2016	2	168649	SCOT R	ROGER SCOTT	SRR REIMBURSE FOR LIGHT BULBS FOR BUS	5.29
11/28/2016	2	168650	SHERWOOD	CAROL J SHERWOOD	ZBA BOARD OF APPEALS MTG 11/23/16	41.62
					ZBA SITE VISIT 11/23/16	60.52
						<u>102.14</u>
11/28/2016	2	168651	STEW C	BENJAMIN C STEWART	CCM WATERWAYS COMMISSION MTGS 1/21/15-10	384.80
11/28/2016	2	168652	THOM JO	JOHN THOMPSON	ZBA BOARD OF APPEALS MTG 11/23/16	59.44
					ZBA SITE VISIT 11/23/16	47.56
						<u>107.00</u>
11/28/2016	2	168653	WALLACE	JOHN WALLACE	BOC COMMISSIONER MILEAGE 11/22/16	27.00
11/29/2016	2	168654	ADV AUTO	ADVANCE AUTO PARTS	CCM RV ANTIFREEZE FOR MARINA	29.94
11/29/2016	2	168655	BS&A	BS&A EQUALIZER SOFTWARE SYST	EQ SPECIAL ASSESS SYSTEM/ANNUAL SUPPORT	378.00
11/29/2016	2	168656	BURIAL	MARY VROMAN	VA VETERANS BURIAL EXPENSE MELLVILLE LAN	300.00
11/29/2016	2	168657	BUTTS	ROBERT J BUTTS	PC REIMBURSE TRAVEL/LODGING/MEALS MARQUE	345.31
11/29/2016	2	168658	CALS	CAL'S MOBILE HEAVY EQUIPMENT	RC TRUCK REPAIR & SERVICE	2,030.44
11/29/2016	2	168659	CCE	CCE CENTRAL DISPATCH AUTHORITY	FN 4% PHONE SURCHARGE COLLECTED NOV 2016	39,114.05
11/29/2016	2	168660	CDT-MA	CHEBOYGAN DAILY TRIBUNE	MA GARAGE SALE AD	20.00
11/29/2016	2	168661	CHARTER	CHARTER COMMUNICATIONS	IS INTERNET FOR NOV 2016	99.98
11/29/2016	2	168662	CONSUMERS	CONSUMERS ENERGY	MA DRB ELECTRIC 103003539980 10/8-11/4/1	1,038.62
11/29/2016	2	168663	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC 100026019925 10/5-11/2/16	37.41
11/29/2016	2	168664	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC 100000107183 10/8-11/4/16	4,944.77
11/29/2016	2	168665	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC 100029199252 10/10-11/8/16	22.57
11/29/2016	2	168666	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC 100027732369 10/7-11/6/16	105.03
11/29/2016	2	168667	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC 100000163434 OCT 2016	13.50
11/29/2016	2	168668	CONSUMERS	CONSUMERS ENERGY	RC ELECTRIC 100045328463 OCT 2016	19.97
11/29/2016	2	168669	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100032118323 10/12-11/10/16	26.98
11/29/2016	2	168670	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100032117473 10/12-11/13/16	22.57
11/29/2016	2	168671	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100032117523 10/12-11/13/16	46.76
11/29/2016	2	168672	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100045025812 10/12-11/13/16	22.97
11/29/2016	2	168673	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100032117358 10/12-11/13/16	115.60
11/29/2016	2	168674	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100032117309 10/12-11/10	22.57
11/29/2016	2	168675	CONSUMERS	CONSUMERS ENERGY	FG ELECTRIC 100000225340 OCT 2016	19.97
11/29/2016	2	168676	CONSUMERS	CONSUMERS ENERGY	FG/RC ELECTRIC 100032117416 10/11-11/13/	58.92
11/29/2016	2	168677	CRON B	BOBIE CRONGEYER	CR CANVASS BOARD MTG FOR GENERAL ELECTIO	246.48
11/29/2016	2	168678	DEAN	NANCY B DEAN	PC COURT APPT ATTY FRASIER/JONES	150.00
11/29/2016	2	168679	DTE	DTE ENERGY	MA DRB GAS 456433900036 10/7/16-11/7/16	81.04
11/29/2016	2	168680	DTE	DTE ENERGY	MA GAS 45643390001010/7/16-11/7/16	989.58
11/29/2016	2	168681	DTE	DTE ENERGY	RC/FG GAS 10/13/16-11/9/16	97.03
11/29/2016	2	168682	ELK	ELK RUN LANDFILL	MA REFUSE REMOVAL	30.54
11/29/2016	2	168683	G SHIPPING	G'S SHIPPING STORE	MA TOILET PAPER	101.92
					MA TOILET PAPER	152.88
					MA TOILET PAPER	140.44
						<u>395.24</u>
11/29/2016	2	168684	GASLIGHT	GASLIGHT MEDIA	IS MONTHLY WEBSITE HOSTING/SEARCH ENGINE	150.00
11/29/2016	2	168685	GBS	GBS INC	CR BALLOTS, CODING, ELECTION SUPPLIES	9,084.81
11/29/2016	2	168686	GIDD D	DALE GIDDINGS	CR CANVASS BOARD MTG FOR GENERAL ELECTIO	327.48
11/29/2016	2	168687	GRAINGER	WW GRAINGER	MA REGULATOR REPAIR KIT	36.85
11/29/2016	2	168688	GRAPHIC	GRAPHIC SCIENCES INC	CR IMAGES TO FILM	767.58
11/29/2016	2	168689	HARW G	GREG HARWICK	CR CANVASS BOARD MTG FOR GENERAL ELECTIO	278.88
11/29/2016	2	168690	JARO M	MICHAEL JAROCHE	VA VSRF REVIEW SRF APPLICATION J. FENLON	40.00
11/29/2016	2	168691	LAMO T	TERIE LAMONT	PC GUARDIANSHIP REVIEW NAU/FOSTER	230.00
11/29/2016	2	168692	MACARTHUR	TIMOTHY MACARTHUR	PC COURT APPT ATTY FEB-NOV 16, 2016	2,072.30

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
11/29/2016	2	168693	MACARTHUR	TIMOTHY MACARTHUR	PC COURT APPT ATTY FRASIER/JONES	150.00
11/29/2016	2	168694	MAY B	BRIAN MAY	CR CANVASS BOARD MTG FOR GENERAL ELECTIO	276.00
11/29/2016	2	168695	MEMBER	IAAO	EQ IAAO MEMBERSHIP DUES 2017 L ZABIK	175.00
11/29/2016	2	168696	MEMBER	MATTHEW BENDER & CO	VA VETERANS BENEFITS & LAWS 2016 EDITION	242.10
11/29/2016	2	168697	MOW	MICHIGAN OFFICEWAYS INC	FOC PENS, CALENDARS	22.55
11/29/2016	2	168698	NOP	NATIONAL OFFICE PRODUCTS	MA MULTIFOLD TOWELS	138.66
					MA MULITFOLD TOWELS	191.92
						330.58
11/29/2016	2	168699	NOP	NATIONAL OFFICE PRODUCTS	AD COPY PAPER	2,404.00
11/29/2016	2	168700	OFF DEPOT	OFFICE DEPOT	CR SCISSORS, PENS	17.28
					CR CD SLEEVES	8.78
						26.06
11/29/2016	2	168701	OFF DEPOT	OFFICE DEPOT	TR CORRECTION TAPE, STAPLES, TABS, PLANN	123.16
11/29/2016	2	168702	OTIS	OTIS ELEVATOR COMPANY	MA ELEVATOR SERVICE	417.54
11/29/2016	2	168703	PAETEC	PAETEC	IS PHONE SERVICE OCT 2016	260.02
11/29/2016	2	168704	PAETEC	VOID		
11/29/2016	2	168705	PIE&G	PRESQUE ISLE ELECTRIC & GAS	RC SECURITY LIGHT	15.15
11/29/2016	2	168706	REDM M	MATT REDMOND	VA INSTALLATION OF BURIAL MARKERS	1,240.00
11/29/2016	2	168707	REGISTER	MICHIGAN ASSESSORS ASSOC	EQ MAA 2017 MEMBERSHIP L. ZABIK	75.00
11/29/2016	2	168708	SAP	STRAITS AREA PRINTING	FOC BUSINESS CARDS	300.40
11/29/2016	2	168709	SIP	STATE INDUSTRIAL PRODUCTS	MA CLEANING CHEMICALS	787.69
11/29/2016	2	168710	TREAS	CHEBOYGAN COUNTY TREASURER	PC SA BUS AIDE OCT 2016	511.50
11/29/2016	2	168711	VERIZON	VERIZON	IS CELL PHONE BILL 10/14-11/13/16	1,331.04
11/30/2016	2	168712	BEE T W	WILLIAM BEETHEM	VA VSRF RELIEF FUND APPLICATION REVIEW J	40.00
11/30/2016	2	168713	BROWN ML	MARYLYNN BROWN	PC SA DTA MILEAGE STIPEND	100.00
11/30/2016	2	168714	CHAR C	CELESTE CHARBONEAU	PA REIMBURSE FOR FOOD TRAINING 11/18/16	27.72
11/30/2016	2	168715	EPS	EXTREME POWER SPORTS	MA HD ALARM SYSTEM REPAIR	222.72
11/30/2016	2	168716	OFF DEPOT	OFFICE DEPOT	DC FOLDERS	110.97
11/30/2016	2	168717	POSTMASTER	POSTMASTER - CHEBOYGAN	EQ 2016 WINTER TAX NOTICES NO INSERTS	2,711.88
11/30/2016	2	168718	POSTMASTER	POSTMASTER - CHEBOYGAN	EQ 2016 WINTER TAX NOTICES WITH INSERT	489.65
11/30/2016	2	168719	SELI D	DALE SELIN	DC REIMBURSE CELL NOV 2016	45.00
11/30/2016	2	168720	SPEEDWAY	SPEEDWAY SUPER AMERICA LLC	SRR FUEL CHARGES OCT 19 - NOV 17	556.75
11/30/2016	2	168721	STAN L	LIZ STANKEWITZ	DC CELL REIMBURSEMENT NOV 2016	45.00
11/30/2016	2	168722	TELE-RAD	TELE-RAD INC	SD SETINA PUSHBUMPERS WITH HEADLIGHT GUA	7,390.00
11/30/2016	2	168723	VATF	FERRELLGAS	VA VATF PROPANE FILL ALBERT BUDZINSKI	250.00
11/30/2016	2	168724	VATF	MARK & BETSY GAHN	VA VSRF PARTIAL RENT PMT NOV 2016 JOSHUA	375.00
11/30/2016	2	168725	YOUN K	KIMBERLY YOUNGS	DC REIMBURSE CELL NOV 2016	45.00
11/30/2016	2	168726	AREA 52	AREA 52 SCREEN PRINTING	SD EMBROIDERED UNIFORMS	250.00
11/30/2016	2	168727	CHARTER	CHARTER COMMUNICATIONS	SDJ INMATE CABLE	112.61
11/30/2016	2	168728	EPSI	ENGINEERED PROTECTION SYSTEMS	MA HD ALARM SYSTEM REPAIR	222.72
11/30/2016	2	168729	NMS LABS	NMS LABS	FN SHIPPING FOR AUTOPSY SPECIMEN	50.00
11/30/2016	2	168730	OFF DEPOT	OFFICE DEPOT	SD TAPE	34.14
					SD CALENDAR REFILL	9.89
						44.03
11/30/2016	2	168731	OMH	OTSEGO MEMORIAL HOSPITAL	SDJ INMATE LABS ROCHELEAU	136.00
11/30/2016	2	168732	PNC VISA	PNC BANK	FN VISA CHARGES THRU 11/18/16	3,660.33
11/30/2016	2	168733	PNC VISA	VOID		
11/30/2016	2	168734	SYSCO	SYSCO FOODS OF GRAND RAPIDS	SDJ DETERGENT	665.96
<b>2 TOTALS:</b>						
Total of 413 Checks:						724,231.56
Less 9 Void Checks:						7,877.78

12/02/2016 10:16 AM  
User: DWREGGLESWORTH  
DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY  
CHECK DATE FROM 11/01/2016 - 11/30/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Total of 404 Disbursements:						716,353.78

12/02/2016 10:16 AM  
User: DWREGGLESWORTH  
DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY  
CHECK DATE FROM 11/01/2016 - 11/30/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 3 TAX REVOLVING FUND						
11/03/2016	3	6919	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMP FRINGE & DEDUCTIONS PE 10/29	1,378.63
11/09/2016	3	6920	REF-TREA	SEARS HOLDING CORP	TR MTT VALUE CHANGE 052-032-203-021-01	15,699.07
11/09/2016	3	6921	REF-TREA	NICHOLAS BUNKER OR	TR REFUND PTRE TO BE GRANTED DBOR	1,794.54
11/10/2016	3	6922	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES	240.00
11/16/2016	3	6923	TITLE CK	TITLE CHECK LLC	TR 1/12TH OPT IN ADMIN FEES	1,949.28
11/16/2016	3	6924	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMP FRINGE & DEDUCTIONS PE 11/12	1,540.74
11/21/2016	3	6925	GRAPHIC	GRAPHIC SCIENCES INC	TR PROFESSIONAL SERVICES MICROFILM PAGES	498.12

3 TOTALS:  
Total of 7 Checks: 23,100.38  
Less 0 Void Checks: 0.00  
Total of 7 Disbursements: 23,100.38

12/02/2016 10:17 AM  
User: DWREGGLESWORTH  
DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY  
CHECK DATE FROM 11/01/2016 - 11/30/2016

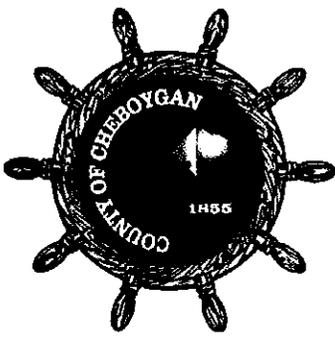
Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 5 COUNTY ROAD TRANSFERS						
11/30/2016	5	2100741	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 11/2/16	287,257.26
11/30/2016	5	2100742	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 11/7/16	64,370.50
11/30/2016	5	2100743	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 11/16/16	547,977.03
11/30/2016	5	2100744	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR COUNTY ROAD TRANSFER 11/22/16	68,100.92

5 TOTALS:

Total of 4 Checks:	967,705.71
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	<u>967,705.71</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 9 INMATE ACCOUNT						
11/02/2016	9	9969	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	33.00
11/05/2016	9	9970	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	45.90
11/07/2016	9	9971	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	5,263.28
11/12/2016	9	9972	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	9.70
11/13/2016	9	9973	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	92.57
11/13/2016	9	9974	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	1,249.00
11/15/2016	9	9975	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	15.99
11/15/2016	9	9976	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	0.50
11/15/2016	9	9977	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	700.00
11/17/2016	9	9978	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	1.69
11/23/2016	9	9979	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	0.35
11/26/2016	9	9980	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	6.01
11/30/2016	9	9982	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	9,087.58
11/30/2016	9	9983	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	7,084.91
11/30/2016	9	9984	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	600.00

9 TOTALS:						
Total of 15 Checks:						24,190.48
Less 0 Void Checks:						0.00
Total of 15 Disbursements:						<u>24,190.48</u>



# Cheboygan County

## Board of Commissioners' Meeting

December 13, 2016

**Title:** Budget Adjustments – Raise Revenues and Expenditures

**Summary:**

General Fund – Fund 101

*Department 148*

In September 2016, the State Court Administrator's Office notified the County of a 2016 pay increase for the Probate Judge. This salary is paid by the County and reimbursed by the State. This budget adjustment raises the Probate Judge's Salary revenue line item and the Probate Judge's Salary expenditure line item by \$349.

*Multiple Departments*

As established in the new Fund Balance Policy 300-7, the County will be making an additional payment to MERS in 2016 to reduce the unfunded accrued pension liability. This expense was not included in the original budget. This budget adjustment raises the Fund Equity revenue line item and the Year End Salary expenditure line items in several departments by a total of \$250,000.

Termination Liability Fund – Fund 105 and General Fund – Fund 101

Due to several retirements during 2016, the County exhausted its available balance in the Termination Liability Fund. Additional funding is required this fiscal year to ensure a positive fund balance at year end. This budget adjustment raises the Fund Equity revenue line item and the Transfer Out to Fund 105 expenditure line item by a total of \$17,000 in the General Fund. This budget adjustment also raises Contribution from Other Funds and lowers the use of Fund Equity revenue line items and the Termination Check and Fringe expenditure line items in the Termination Liability Fund by a total of \$13,313.

General Fund – Fund 101 and County Law Library – Fund 269

During 2016, the updates to Law Library references exceeded the amount budgeted; therefore, the Law Library requires an additional appropriation to avoid having a deficit fund balance. This budget adjustment transfers carried forward fund equity to cover the transfer needed to the Law Library Fund to cover the membership and subscriptions and printed matter. This budget adjustment decreases the Carried Forward Fund Equity expenditure line item and increases the Transfer to the County Law Library #269 expenditure line item by \$1,300 in the General Fund and raises the Contribution from Other Funds revenue line item and the Printed Matter and Memberships and Subscriptions expenditure line items by a total of \$1,300 in the Law Library Fund.

Michigan Veteran's Trust Fund – Fund 294

Eligible Cheboygan County veterans' are provided assistance through the Michigan Veteran's Trust Fund. During 2016, more assistance has been requested and provided than included during the 2016 budget process. This budget adjustment raises the other revenue line item and the expenditure control line item by \$3,700.

**Financial Impact:**

Fund 101 total budget increase of \$267,439

Fund 105 total budget increase of \$13,313

Fund 269 total budget increase of \$1,300

Fund 294 total budget increase of \$3,700.

**Recommendation:**

Motion to approve the budget adjustments to raise revenues and expenditures for \$285,752 in the line items provided in the following attachments.

**Prepared by:** Kari Kortz

**Department:** Finance

**RAISE REVENUE AND EXPENDITURE**

General Fund - Fund 101

101-400-541.00 \$349.00 +  
Probate Judge's Salary State Reimbursement

101-148-703.13 \$349.00 +  
Probate Judge's Salary - State Reimbursed

Signed: Approved at the 12/13/16 BOC Meeting

Prepared by: Kari Kortz



**RAISE REVENUE AND EXPENDITURE**

## General Fund - Fund 101

101-400-699.00 Fund Equity	\$250,000.00 +
101-101-722.00 Year End Salary Adjustment	\$3,251.83 +
101-131-722.00 Year End Salary Adjustment	\$8,210.33 +
101-136-722.00 Year End Salary Adjustment	\$19,162.22 +
101-139-722.00 Year End Salary Adjustment	\$3,619.44 +
101-148-722.00 Year End Salary Adjustment	\$16,444.94 +
101-202-722.00 Year End Salary Adjustment	\$9,819.39 +
101-212-722.00 Year End Salary Adjustment	\$7,354.06 +
101-215-722.00 Year End Salary Adjustment	\$13,746.06 +
101-225-722.00 Year End Salary Adjustment	\$9,209.22 +
101-228-722.00 Year End Salary Adjustment	\$4,366.28 +
101-229-722.00 Year End Salary Adjustment	\$18,520.94 +
101-243-722.00 Year End Salary Adjustment	\$1,986.00 +
101-253-722.00 Year End Salary Adjustment	\$9,109.06 +

12/9/2016

101-265-722.00 Year End Salary Adjustment	\$12,514.50 +
101-301-722.00 Year End Salary Adjustment	\$50,257.45 +
101-331-722.00 Year End Salary Adjustment	\$3,323.39 +
101-333-722.00 Year End Salary Adjustment	\$2,784.22 +
101-351-722.00 Year End Salary Adjustment	\$40,458.06 +
101-412-722.00 Year End Salary Adjustment	\$11,364.44 +
101-682-722.00 Year End Salary Adjustment	\$2,947.89 +
101-731-722.00 Year End Salary Adjustment	\$1,550.28 +

Signed: Approved at the 12/13/16 BOC Meeting

Prepared by: Kari Kortz



**RAISE REVENUE AND EXPENDITURE**

Termination Liability Fund - Fund 105

105-400-676.00	\$17,000.00 +
Contributions from Other Funds	
105-400-699.00	\$3,687.00 -
Fund Equity	
105-215-700.26	\$12,031.00 +
Termination Check	
105-215-712.00	\$1,282.00 +
Fringe	

General Fund - Fund 101

101-400-699.00	\$17,000.00 +
Fund Equity	
101-902-963.03	\$17,000.00 +
Transfer To Termination Liability Fund #105	

Signed: Approved at the 12/13/16 BOC Meeting

Prepared by: Kari Kortz



**RAISE REVENUE AND EXPENDITURE**

General Fund - Fund 101

101-700-955.01	\$1,300.00 -
Carried Forward Fund Equity	
101-902-958.02	\$1,300.00 +
Co Law Library #269	

County Law Library - Fund 269

269-400-676.00	\$1,300.00 +
Contribution From Other Funds	
269-143-728.00	\$300.00 +
Printed Matter	
269-143-827.00	\$1,000.00 +
Membership & Subscriptions	

Signed: Approved at the 12/13/16 BOC Meeting

Prepared by: James Manko

Post Date: 12/13/16



12/2/2016

**RAISE REVENUE AND EXPENDITURE**

Veteran's Trust Fund - Fund 294

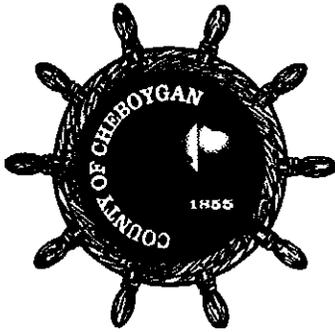
294-400-630.00	\$3,700.00 +
Other Revenue	

294-683-700.00	\$3,700.00 +
Expenditure Control	

Signed: Approved at the 12/13/16 BOC Meeting

Prepared by: Kari Kortz





# Cheboygan County

## Board of Commissioners' Meeting

December 13, 2016

**Title:** Budget Adjustments –Transfers > \$25,000 *and/or Request for Use of Carried Forward Fund Equity*

**Summary:**

The County Budget Adoption and Amendment Policy states that any budget adjustment greater than \$25,000 be approved by the Board of Commissioners. *It has also been practice that the Board reviews all requests for use of fund balance.* Based on this criteria, the following budget adjustment requires Board review:

- *Due to increase numbers of inmates, the inmate food available budget is insufficient. This budget adjustment transfers funds from the Carried Forward Fund Equity expenditure line item to the Inmate Food expenditure line item by a total of \$21,000.*
- During the preparation of the 2016 budget, the transfer to cover the 50% of Probate and State childcare costs was put in the revenue line item that covers DHHS childcare costs and vice versa. For consistency, we are moving the budget to the correct line item at this time. This budget adjustment transfers funds from the Contribution From Other Funds revenue line item to the County Appropriation Transfer revenue line item in the amount of \$342,254.

**Financial Impact:**

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

**Recommendation:**

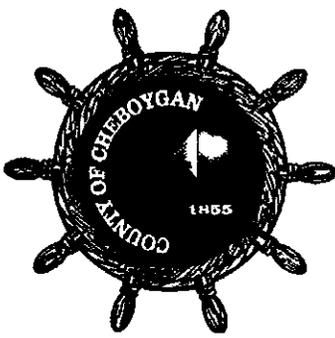
Motion to approve the inter-department budget transfers provided in the following attachments.

**Prepared by:** Kari Kortz

**Department:** Finance







# Cheboygan County

## Board of Commissioners' Meeting

### December 13, 2016

**Title:** Budget Adjustments – Inter-budget Transfers – Payroll Related

**Summary:**

The following inter-budget transfer requests are requesting a transfer related to a personal services (payroll) line items:

- Due to the addition of a deferred compensation 457 match for a Circuit Court employee, the fringe budget is insufficient. This budget adjustment decreases the Carried Forward Fund Equity expenditure line item and increase the Fringe expenditure line item by \$240.
- Due to the retirement of the Victim's Rights Coordinator and the subsequent reclassification of job responsibilities for the Legal Secretary/Juvenile Victims' Rights Advocate's position in the Prosecutor's Office, there needs to be a reallocation of wage and fringe from the Victim's Rights Department to the Prosecutor's Office Department. This change has resulted in a saving through the end of the year of \$149.16. The Prosecutor is requesting to use this savings to provide some overtime hours for other staff to help train and assist the new staff. This budget adjustment decreases the Full-time and Fringe expenditure line items in the Victim's Rights Department and increases the Full-time, Fringe and Overtime expenditure line items in the Prosecutor's Department by \$784.70.
- The On-Call and Fringe line items in the Elections Department were underestimated in the 2016 budget and therefore are insufficient. This budget adjustment decreases the Office Supplies expenditure line item and increases the Fringe and On-Call expenditure line items by a total of \$523.92.
- The Circuit Court Clerk transferred from the Clerk's Department to fill a Clerk vacancy in the Prosecutor's Office in December. This resulted in a vacancy in the Clerk's Department that will not be filled until 2017 after the newly elected County Clerk takes office. This is resulting in a savings of \$1,809. The Senior Court Clerk will need to work Overtime in order to keep up with the court activities through the end of the year. This budget adjustment decreases the Full-time expenditure line item and increases the Overtime expenditure line item by \$1,809, providing for approximately 72 hours of overtime pay due to a 112 hour vacancy.
- During 2016, the Office Manager position in the Prosecutor's Office was vacant for about six weeks. This resulted in excess budget in the full-time expenditure line item. The Prosecutor's Office is requesting to use a portion of this excess to pay down the compensatory time balance that the new Clerk transferred in with from the Clerk's department. Training will not allow this new employee to use their Compensatory time in the foreseeable future. This budget adjustment decreases the Full-time expenditure line item and increases the On-Call Reimbursement expenditure line item by \$360.

- During the 2016 budget process, the number of hours paid shift differential in the Sheriff's Department was underestimated. This budget adjustment decreases the Overtime expenditure line item and increases the Shift Differential expenditure line item by \$150.
- During the 2016 budget process, the number of hours paid shift differential in the Correction's Department was underestimated. Furthermore, due to the change in the insurance provisions in the GELC union contract, two employees changed the type of coverage they were receiving from single to 2-person and family; therefore, the fringe budget was also insufficient. This budget adjustment decreases the Carried Forward Fund Equity expenditure line item and increases the Shift Differential and Fringe expenditure line items by a total of \$13,745.
- An error in the wage and fringe spreadsheet resulted in an insufficient budget in the Recycling Fund fringe line item. This can be covered by an excess in the part-time line item. This budget adjustment decreases the Part-Time expenditure line item and increase the Fringe expenditure line item by \$600.
- During September, staff evaluated the remaining SAYPA Byrne Grant budget and determined that excess money existed in part-time. They are requesting that this money be transferred to the full-time line item to utilize more of the grant award. This budget adjustment decreases the Part-Time line item and increases the Full-Time expenditure line item by \$2,104.
- An error in the wage and fringe spreadsheet resulted in an insufficient budget in the Fair Fund fringe line item. This can be covered by an excess in the seasonal line item. This budget adjustment decreases the Seasonal expenditure line item and increase the Fringe expenditure line item by \$76.
- During the budget process, an estimate is made for each category of staff – Administrative, Dispatchers and Operators (Drivers) for all full and part time positions; however, the Director moves staff to provide adequate coverage throughout the year. To accommodate the staffing requirements to run the bus system; Straits Regional Ride needs to transfer budget between pay classifications. This budget adjustment decreases the Part-Time Operators and Overtime expenditure line items and increases the Full-Time Dispatchers, Full-Time Operators and Full-time Other Administrative expenditures line items by a total of \$3,275.

**Financial Impact:**

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

**Recommendation:**

Motion to approve the inter-department budget transfers provided in the following attachments.

**Prepared by:** Kari Kortz

**Department:** Finance

# INTERBUDGET TRANSFERS and / or APPROPRIATIONS

DEPARTMENT	OPERATION	AMOUNT	FROM (Line Item # and Name)	TO (Line Item # and Name)
Circuit Court	TRANSFER	\$240.00	101-700-955.01	101-131-712.00
			Carried Forward Fund Equity	Fringe
Judge Pavlich started deferred comp with county match in Feb- wasn't budgeted				
	PREPARED BY: Diane Ogden			

Approved at the 12/13/16 Board of Commissioner's Meeting - Wage Related

*Signed*

LN

12/13/2016

*Date*



# INTERBUDGET TRANSFERS and / or APPROPRIATIONS

DEPARTMENT	OPERATION	AMOUNT	FROM (Line Item # and Name)	TO (Line Item # and Name)
Elections	Transfer	1,032.26	101-191-727.00 Office Supplies	101-191-900.00 Advertising
	Transfer	138.70	101-191-727.00 Office Supplies	101-191-712.00 Fringe *
	Transfer	385.22	101-191-727.00 Office Supplies	101-191-724.00 On Call/Reimburse *

→ BOC Approval not required

*Mary Ellen Lyman*

Signed

11/22/16

Date

\* Approved at the 12/13/16 BOC Mtg -  
Wage related (HW)

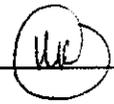




# INTERBUDGET TRANSFERS and / or APPROPRIATIONS

DEPARTMENT	OPERATION	AMOUNT	FROM (Line Item # and Name)	TO (Line Item # and Name)
Road Patrol	TRANSFER	\$150.00	101-301-704.05	101-301-703.36
			Overtime	Shift Differential
	PREPARED BY: Diane Ogden			

Approved at the 12/13/16 Board of Commissioner's Meeting - Wage Related  
*Signed* \_\_\_\_\_  
 12/13/2016  
*Date*



# INTERBUDGET TRANSFERS and / or APPROPRIATIONS

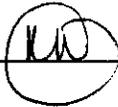
DEPARTMENT	OPERATION	AMOUNT	FROM (Line Item # and Name)	TO (Line Item # and Name)
Corrections	TRANSFER	\$180.00	101-700-955.01	101-351-703.36
			Carried Forward Fund Equity	Shift Differential Pay
Corrections	TRANSFER	\$13,565.00	101-700-955.01	101-351-712.00
			Carried Forward Fund Equity	Fringe
Jamieson to 2P ins in Feb; Parsons to family in Apr				
PREPARED BY: Diane Ogden				

Approved at the 12/13/16 Board of Commissioner's Meeting - Wage Related

Signed

12/13/2016

Date







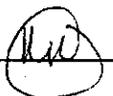


# INTERBUDGET TRANSFERS and / or APPROPRIATIONS

DEPARTMENT	OPERATION	AMOUNT	FROM (Line Item # and Name)	TO (Line Item # and Name)
Straits Regional Ride	TRANSFER	\$1,250.00	588-599-704.05	588-599-719.03
			Overtime	Dispatchers
Straits Regional Ride	TRANSFER	\$1,725.00	588-599-719.01	588-599-718.01
			Operators	Operators
Straits Regional Ride	TRANSFER	\$300.00	588-599-719.01	588-599-718.02
			Operators	Other Administrative
	PREPARED BY: Diane Ogden			

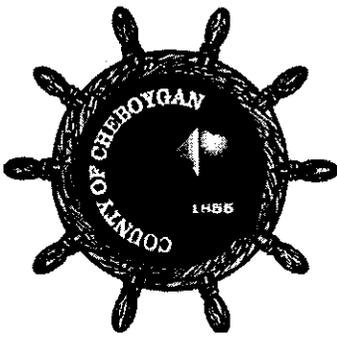
Approved at the 12/13/16 Board of Commissioner's Meeting - Wage Related

Signed



12/13/2016

Date



# Cheboygan County Board of Commissioners' Meeting

December 13, 2016

**Title:** SRR Letter of Understanding

**Summary:** This is an annual letter of understanding between Cheboygan, Emmet and Presque Isle Counties to operate Straits Regional Ride. This letter establishes the terms and conditions, and defines the role and responsibilities between the three counties. This letter of understanding was reviewed in 2008 by civil counsel and reflects no changes other than the year and percentages reimbursed by the State of Michigan and Federal 5311 grants.

**Financial Impact:** None

**Recommendation:** Motion to accept and authorize Chairperson to sign Letter of Understanding for fiscal year 2017.

**Prepared by:** Michael Couture  
Transportation Director

**Department:** Straits Regional Ride



Last Revised: October 24, 2016

## **STRAITS REGIONAL RIDE**

### **LETTER OF UNDERSTANDING**

#### **I. Background**

A multi-county regional transit study was completed in January of 2000. The study was conducted by a regional transit committee and facilitated by the Northeast Michigan Council of Governments (NEMCOG). The committee had representatives from each of the county boards within the region, human service agencies, transit agencies and medical service providers. This study examined socio-economic profiles and existing transportation services; identified the need for inter-county transportation; presented goals and objectives developed by the committee; and proposed an inter-county transit system. With the support of the region's three entities listed below, Cheboygan County submitted an application for a Regional Transportation Program, demonstration grant to the Michigan Department of Transportation (MDOT).

#### **II. Counties Represented by the Letter of Understanding (LOU)**

##### **Entities:**

Cheboygan County  
Emmet County  
Presque Isle County  
(CEP)

#### **III. Duration of Agreement**

This Letter of Understanding will remain in effect for one year. With actions of each county board of commissioners, this agreement can be extended on a yearly basis.

#### **IV. Purpose of Agreement**

This LOU establishes the terms and conditions, and defines the roles and responsibilities between CEP Counties. The Entities identified in this document agree to coordinate and perform the activities described herein within the scope of the legislative authority governing the Entities.

#### **V. Regional Transit Committee**

g:\fs\straits reg\ltr of und

For the purposes of management and operations oversight, the Entities agree to form an ongoing committee to be known as the Straits Regional Transportation Committee (SRTC). The SRTC will have two representatives from each Entities board of commissioners, a regular and an alternate member. However, each Entity will have only one vote. Ex-officio members may include NEMCOG Michigan Works! Northeast Consortium (MWA), Straits Area Services Inc. (SASI), MDOT, along with various human service agencies, medical service providers, and local transit providers (LTP). The SRTC shall establish rules and procedures for conducting meetings that will be adopted each year.

## **VI. Roles and Responsibilities of the Entities**

Cheboygan County as the fiscal agency for the Straits Regional Ride (SRR) has the responsibility for submitting quarterly financial reports to the state concerning the operation of the transportation service and receiving payments from the state to cover expenses and operating costs.

The Entities of this agreement shall be responsible for any deficits which occur in the operation of the program. In the event the operating expenses exceed the revenues collected, the Entities agree to reimburse Cheboygan County their share of the difference between the reimbursement paid by the state and fares collected from rider-ship and contracts, and the amount expended by Cheboygan County for operating expenses. The regional transit study projected a local match of up to \$96,300 less generated operating revenues such as fare-box and contracts, the first year, to be divided according to the "County Share Formula." These amounts will be shown on the monthly statements provided by Cheboygan County to all of the respective Entities. Reimbursements will be made to Cheboygan County on a quarterly basis.

The County Share Formula will be based on the proportion of trips originating in that county. A one way trip will have one trip origin and a two way trip or round trip will have two trip origins, with the formula being the number of trips originating in the county divided by the total number of trips each month. If revenues exceed total operating expenses, the excess will be placed in an account and only to be used for future deficits in operating expenses.

## **VII. Indemnification**

In addition to the Roles and Responsibilities of the Entities contained in Section VI and the protection afforded thereby, each Entity agrees to indemnify, defend and save harmless the other Entities, and all associated officers, agents, and employees thereof, from any and all claims, liabilities, judgments, costs, damages, expenses and attorney fees that may arise from its performance under

this Agreement. This indemnification will survive the termination or expiration of this Agreement. By entering into this Agreement, the Entities do not waive any immunity provided by law.

The Entities will not be subject to any obligations or liabilities by contractors of Cheboygan County or their subcontractors or any other person not party to this Letter of Understanding without an Entity's specific consent, and notwithstanding its concurrence in or approval of the award of any contract or subcontract.

It is expressly understood and agreed that Cheboygan County will take no action or conduct that arises either directly or indirectly out of its obligations, responsibilities, and duties under this Letter of Understanding that results in claims being asserted against or judgments being imposed against any of the Entities.

#### **VIII. Funding Structure**

The following funding structure will be used for the operation of the SRR:

- A. The Straits Regional Ride will receive 38.310% tentative revenue from State Funding (M.D.O.T) and 18% tentative revenue Federal for all eligible expenses
  
- B. The balance of operation expenses will be made up from fare boxes, contracts and local community match.

#### **IX. Annual Reopening of Reimbursement**

At the beginning of each operational year, the local match reimbursement formula will be evaluated by the SRTC and if necessary adjusted. A change in the reimbursement formula must be agreed upon by all voting parties that are a part of this agreement.

#### **X. Withdrawal from Regional Transit System**

Any of the above Entities, upon action of their County Board of Commissioners, can withdraw from the SRR. The withdrawing party will give a thirty day notice to the SRTC, prior to the withdrawal becoming official. During the thirty day period, the SRTC will meet to discuss the notice of withdrawal. The Entities choosing to withdraw shall be responsible for their share of local match up to the date the withdrawal becomes official.

### Cheboygan County

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Emmet County

by:  \_\_\_\_\_  
James E. Tamlyn DANIEL J PLASENCIA

Title: Chairman

Date: 11/10/16

### Presque Isle County

By: Carl Reitman

Title: Chairman

Date: 10/28/2016

**BYLAWS  
Of the  
NORTHEAST MICHIGAN COUNCIL OF GOVERNMENTS**

**ARTICLE I – NAME, AREA SERVED**

Section 1 – Name

The name of the organization shall be the Northeast Michigan Council of Governments, hereinafter referred to as NEMCOG.

Section 2 – Area Served

The areas served by NEMCOG shall be the counties of Alcona, Alpena, Cheboygan, Crawford, Montmorency, Oscoda, Otsego and Presque Isle. Should adjacent counties to this area petition and be accepted for membership by a two-thirds vote of the board of directors in a regular session, then that respective area shall also be served and represented accordingly.

**ARTICLE II – MEMBERSHIP**

Section 1 – Intent

It is the intent of NEMCOG to promote and maintain the principles of intergovernmental cooperation by providing a voluntary organization open to local entities of government which shall include cities, villages, other incorporated subdivisions, counties, school districts, intermediate school districts, special authorities, townships or any other legally constituted governing body responsible for the exercise of governmental functions within a political subdivision of the established area. Further, it is the intent to have the membership consist of a majority of elected public officials and policy body officials.

Quasi-Government agencies and non-profit agencies sharing a common interest in the goals and objectives of NEMCOG may be offered membership. The Board of Directors shall retain authority to determine those agencies that will be offered membership.

Section 2 - Reinstatement of Membership

A member who has terminated membership through withdrawal or non-payment of the agency's appropriation request may reinstate its membership by providing its full share of the agency's appropriation for the current fiscal year plus past fiscal year.

Section 3 – Members – Non-active

A member may be considered non-active when the entity contributes its appropriations but declines a Board seat. Entity is entitled to full benefits of NEMCOG.

## **ARTICLE III – BOARD OF DIRECTORS**

### Section 1 – Composition of the Board of Directors

The Board of Directors shall have a minimum of 21 members.

Elected public officials from general purpose governments must comprise more than 50% of the 21 member Board of Directors.

*The Board composition is as follows:*

County Appointment: Each county will be entitled to appoint two representatives to the Board of Directors, except for adjacent counties, which are entitled to appoint one representative to the board.

Business Representatives: 3 members shall represent the Business Sector.

Municipalities (4): Cities: 2 members; Villages: 2 members.

Townships (2): Shall be allotted two board appointments.

At- Large (2): Can include non-profit and quasi-governmental agencies.

County Administrator: 1 member representing County Administrators.

### Section 2 -Appointment of the Board of Directors

All member appointments, except for the County appointments are nominated by the Nominating Committee of NEMCOG and are appointed by vote of the Board of Directors.

Any member of NEMCOG in Good Standing may recommend to the nominating committee a name for consideration to fill a vacancy.

### Section 3 – Terms of Board of Directors

Terms of representatives to the Board of Directors shall be for a one year period. Final discretion of appointment, reappointment, or withdrawal of appointment, will be retained by the respective member entities.

### Section 4 – Attendance

A representative to the Board of Directors is expected to attend all regular scheduled meetings of NEMCOG. If a representative fails to attend three (3) consecutive regular meetings and is unexcused, the seat may be declared vacant by the NEMCOG President.

### Section 5– Vacancies and Filling Vacancies

A representative's seat on the Board of Director's may become vacant by resignation, death, removal from the qualified entity's geographical area, loss of elected position, or for any other cause not consistent with the membership rules, as determined by the Board of Directors. In the case of a vacancy, except for Counties, the Nominating Committee will provide nominee(s) to fill the vacancy.

## **ARTICLE IV – OFFICERS, ELECTION, DUTIES**

### Section 1 – Officers

The officers of NEMCOG shall be a President, Vice President, and one Executive Board member. The officers shall serve as the Executive Committee of NEMCOG. NEMCOG staff will serve as non-voting Secretary/Treasurer.

### Section 2 – Election of President, Vice President and One Executive Board Members

The election of officers shall be held at the February Board of Directors meeting of NEMCOG.

If an officer is elected by this body, but is not re-appointed by the organization he or she represents, and is no longer a bona fide member of NEMCOG, the office shall become vacant and the natural line of succession shall be used to fill the vacancy. If an officer is not re-appointed by the Organization he or she represents, the vacancy shall be filled by a Board of Directors Election.

The election shall be held for the offices of President, Vice President and one Executive Board member, in that order, who shall serve for a one year term beginning in February. A person must receive a majority of the votes cast for an office to be elected. If no candidate for an office receives a majority, then a run-off election of the two candidates receiving the highest number of the votes cast for the office will be held and the person receiving the highest number of the votes in the run-off election will be elected.

### Section 3 – Secretary/Treasurer

NEMCOG staff shall serve as a non-voting Secretary/Treasurer.

### Section 4 – Duties of the President

- (a) The President shall have general authority and responsibility for carrying out the policy decisions of NEMCOG.
- (b) Shall preside at NEMCOG Board of Directors meetings.
- (c) Shall represent NEMCOG in an official capacity where appropriate and perform those duties incident to the office as chief of the policy body.
- (d) Shall appoint members to standing committees, advisory committees, ad hoc committees and special groups established by the Council.

- (e) Shall have a vote on all matters that are brought before the body.
- (f) Shall serve ex-officio as a voting member of all standing committees.
- (g) Shall serve as the NEMCOG representative to the Michigan Association of Regions (MAR), or will designate a member of the Board of Directors to serve that function.
- (h) Shall execute documents for and in behalf of NEMCOG when duly authorized and where required.
- (i) Shall perform such other duties as NEMCOG directs.
- (j) Shall serve as chair of the NEMCOG Executive Board Committee.

#### Section 5 – Duties of the Vice- President

- (a) The Vice-President shall perform the duties of the President in the Presidents absence.
- (b) Shall oversee the functions of the Secretary/Treasurer.
- (c) Shall serve as a member of the NEMCOG Executive Board Committee.

#### Section 6 – Duties of the Executive Board Member

- (a) Shall perform the duties of the President in the absence of the President and Vice-President.
- (b) Shall serve as a member of the NEMCOG Executive Board Committee.

#### Section 7 – Duties of the Secretary/Treasurer

- (a) The Secretary/Treasurer shall be responsible for the issuance of notices of all meetings except those special meetings called at the request of the officers.
- (b) Shall be responsible for the recording of minutes of all meetings, the preparation of the copies and distribution thereof in accordance with procedures established by NEMCOG.
- (c) Shall have custody and be responsible for the safekeeping of all documents of NEMCOG except those delegated to the Staff.
- (d) Shall be responsible for maintaining a current roster of duly selected members of NEMCOG and the Board of Directors and maintain a register of post office addresses of each member, which shall be furnished by each member.
- (e) Shall perform such other duties as are assigned by the Board of Directors.

- (f) Shall be responsible for the financial affairs of NEMCOG including an accurate record of monies received, disbursed, and deposited in behalf of the organization in carrying out NEMCOG activities.
- (g) Shall be bonded in accordance with provisions established by the Board of Directors.

## **ARTICLE V– MEETINGS OF THE BOARD OF DIRECTORS**

### Section 1 – Regular Meetings

Board of Directors meetings of NEMCOG shall be held monthly, except for the months of July and November or as needed in accordance with established procedures. Representatives shall be sent written notices 10 days prior to such meeting giving the time, place, and purpose of such meeting. Local news media shall be notified and all such meetings shall be open to the public and shall be subject to the State of Michigan’s Open Meetings Act (MCL 15.261).

### Section 2 – Special Meetings

Special meetings of NEMCOG may be called by the officers or upon request of a majority of the membership. Representatives shall be sent written notice of such meeting, giving date, time, place and purposes of such meeting, according to the Open Meetings Act.

### Section 3 – Waiver of Notice

Attendance of a representative at a regular or special meeting shall constitute waiver of notice of such meeting except, where a representative shall attend, for the express purpose of objecting to the transaction of any business because the meeting is not properly called or convened.

### Section 4 – Quorum

A quorum shall consist of 11 members of the Board of Directors..

### Section 5 – Voting

All appointed representatives to the board of directors are entitled to vote. Voting may be by voice, show of hands, or roll call vote

Administrative member representative’s right to vote and deliberate in NEMCOG affairs is dependent upon the timely payment of appropriations. A representative whose administrative member entity has not paid its appropriations may be permitted to vote if it has agreed to and committed itself to pay its appropriations. The decision on the granting of such voting privileges shall rest with the officers of NEMCOG.

## Section 6 – Minutes

Minutes shall be recorded for each regular and special meeting and copies thereof shall be sent to each member and such other persons as the Board of Directors feels appropriate in a manner prescribed. Said minutes shall be properly dated and made available as soon as possible after each meeting. Said minutes shall be “Unapproved Minutes” pending a vote of the Board of Directors.

Minutes shall be kept of all Committee meetings and provided to the Executive Director.

## **ARTICLE VI– ADMINISTRATION**

### Section 1 – Executive Director

Administration of the work carried on by NEMCOG shall be the responsibility of the Executive Director who shall serve as Chief Executive Officer.

- (a) The Director will be employed and retained at the pleasure of the NEMCOG Board of Directors.
- (b) Shall be responsible for the planning, coordinating, and reporting the work of NEMCOG.
- (c) Shall make recommendations regarding the general administration of NEMCOG affairs including budget, finance, personnel and program administration in accordance with policies and procedures set forth in the Appendix of these Bylaws.

### Section 2 – Staff

NEMCOG shall employ such personnel as is necessary to carry out the programs of the Council in accordance with established personnel policies and procedures (See Appendix B).

### Section 3 – Policies and Procedures

Policies and procedures regarding the administration of NEMCOG shall be established by the Board of Directors.

## **ARTICLE VII – COMMITTEES**

### Section 1 – Kind

In addition to the Board of Directors, there may be standing committees and ad hoc committees.

### Section 2 – Standing Committees

The following are Standing Committees: Bylaws, Executive, Finance, Nominating and Regional Prosperity Collaborative.

### Section 3 – Ad Hoc Committees

Ad hoc committees may be established at any time by NEMCOG or the Board of Directors or the President to serve for a specific purpose or a specific period of time.

## **ARTICLE VIII – AMENDMENTS TO RULES AND REGULATIONS**

Proposed alterations, amendments or additions to these bylaws or to the NEMCOG Administrative Policies Manual must be presented in writing to the Board of Directors at least 10 days prior to adoption. Amendments may be made by the Board of Directors. Approval shall require approval of 2/3rds of the sitting Board of Directors (15).

## **ARTICLE IX – PARLIAMENTARY PROCEDURES**

For meetings of the Board, the standing rules of NEMCOG shall govern. The established operating procedures comprised in “Robert’s Rules of Order” shall be used as reference for all other questions and procedures in all cases in which they are not inconsistent with the standing rules and orders of the Board and are not contrary to any existing laws of the State of Michigan.

## **ARTICLE X – EFFECTIVE DATE OF BYLAWS**

The effective date of these bylaws is October 20, 2016.



Northeast Michigan Council of Governments

80 Livingston Blvd Suite U-108 | PO Box 457 | Gaylord, MI 49734 | Voice: 989.705.3730 | Fax: 989.705.3729 | nemcog.org

**Regional Project Review  
 For December, 2016**

**Region 9 Federal Grant Applications**

#	Total	From	Applicant	Project
1	\$526,926	DOD	Northeast Michigan Consortium	Procurement Technical Assistance Program (PTAP)

**Region 9 Other Grant Applications**

#	Total	From	Applicant	Project
1	\$			NONE

**Public Notice**

1	
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**Other**

1	NONE
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**Statewide Grant Applications**

#	Total	From	Applicant	Project
1	\$			NONE

Regional  
 Cooperation  
 Since  
 1968

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE MEETING  
OCTOBER 25, 2016**

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 (excused)

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

**Motion** by Commissioner Wallace, seconded by Commissioner Allor, to approve the agenda as presented. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

**CITIZENS COMMENTS** – None

**SCHEDULED VISITORS**

Cheboygan County Airport Manager Del Reynolds addressed the board and explained the management and history of the airport. He stated the sale of fuel makes up the majority of the revenue used to operate the airport. In addition they rent hangars and receive an annual appropriation from the county. Mr. Reynolds stated that they have to relocate the fire training building off of the Airport Authority property because MDOT indicated that the property was purchased with federal funding and therefore buildings on airport property need to be associated with aeronautical use.

Lieutenant Ken Mills presented the annual SANE report. Lieutenant Mills stated that back in 2014 the SANE team changed quite a bit but that as a result the budget is more stable. He said SANE recently received a grant award. The grant received stipulates that money is to be used for operating costs, not personnel costs. The grant covers nearly all of the operating costs. Lieutenant Mills said SANE has been very active eradicating methamphetamines and heroine as priorities. Lieutenant Mills related that an overdose in Emmet County that led them to a meth-lab. He said that opiate prescription drugs are still an issue and a priority for SANE. Educating the community and targeting individuals selling their scripts are also priorities of SANE. Lieutenant Mills stated that the trend for heroin use has been decreasing over the last three years, which he attributes that decrease to SANE Officers. Lieutenant Mills outlined an MSU study done on the effectiveness of narcotics task forces. The study shows SANE rated at the top for effectiveness and stands out for the number of arrests regarding prescription opiates. Lieutenant Mills reported the SANE arrest score per officer on the report is double the score of the next highest score. Lieutenant Mills highlighted the type of drugs purchased and the costs of controlled buys conducted by the SANE officers. Commissioner Gauthier asked about prescription opiates and if there is resentment coming from medical field. Lieutenant Mills said violating HIPA laws is a concern. NMRE does in prevention efforts, set up presentations for physicians at their grand rounds and SANE sends out a list of people every month receiving prescription opiates to medical professionals that they should be on a notice of. Commissioner Allor asked where the complaints to SANE typically come from. Lieutenant Mills said that there is a substantial number of people who call anonymously with tips, also pharmacies and local law enforcement report suspicious drug activity. However, the bulk of the information comes from SANE investigations. Commissioner Allor asked how SANE counters the emphasis that physicians face to address pain management with prescription opiates. Lieutenant Mills said prevention efforts are tough for

**COMMITTEE OF THE WHOLE – October 25, 2016**

physicians but it is a cooperation between SANE, the community, law enforcement and the medical field that will have a positive effect on the prescription drug problem. Undersheriff Tim Cook stated that SANE has a corroborative effort with law enforcement in Northern Michigan. Undersheriff Cook said the Cheboygan County Sheriff's Department has been part of SANE since its inception in 1987 and the Board of Commissioners have also supported SANE. The Undersheriff said Lieutenant Ken Mills has been a great leader for SANE. SANE is conducting 3 to 5 active investigations in Cheboygan County every week which are really high numbers for the number of officers SANE has. Investigations develop and take a lot of time to do. Undersheriff Cook stated that this isn't just about making arrests, it is about what we can do for our community to put the community in a better place and there is a lot of credit owed to SANE. Commissioner Redmond noted that the Board of Commissioners have always appreciated what Lieutenant Ken Mills and SANE have done for Cheboygan County.

Cheboygan County Drain Commissioner Cam Cavitt presented his 2015 Annual Report. Mr. Cavitt stated that Cheboygan County does not have an organized drainage district as defined by the Michigan Drain Code and that Cheboygan County does not assess special taxes, fees or special assessments on citizens for drainage. Mr. Cavitt stated that he does help offer assistance with drainage issues that arise to help protect private property and the water resource. Mr. Cavitt stated that the Little Black River Watershed Project and the Sangster Creek/Butler Road drain ditch are two projects concerning flood control in the City of Cheboygan and that those drains are maintained by the City of Cheboygan's Department of Public Works. Mr. Cavitt stated that he will continue to foster intergovernmental cooperation to reduce costs and provide a more efficient service. Mr. Cavitt stated that whoever is the Cheboygan County Drain Commissioner should have no malevolence or cause for self-promotion because of the authority that the elected Drain Commissioner could exercise. Mr. Cavitt stated that the office has been misused in the past and it becomes a detriment to the citizens that elected officials represent. Mr. Cavitt addressed specific statutory responsibilities of the Drain Commissioner. Mr. Cavitt discussed the Little Black River bridge project and he thanked various individuals to keep the project in front of MDOT. Mr. Cavitt discussed legal Black Lake level requirements set in 1964. Mr. Cavitt stated that Michigan contains some of the most pristine waters on the planet and have large inland lakes and wetlands and part of his duties are regarding water quality. Commissioner Gauthier asked where the Smith rapids are. Mr. Cavitt stated that they are on Stoll Road about a mile up from the mouth. Commissioner Matelski stated that he understands that there was supposed to be some work done on the Alverno Dam but the owners have canceled it. Mr. Cavitt stated there has not been a lot of communication between the owners, the State and local elected officials on this matter.

**Motion** by Commissioner Wallace, seconded by Commissioner Matelski to receive and file the 2015 Drain Commissioner Annual Report. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

**ADMINISTRATOR'S REPORT** – None

**OLD BUSINESS** – None

**NEW BUSINESS**

Equalization Director Janice Eaton presented the 2016 Apportionment Report.

**Motion** by Commissioner Wallace, seconded by Commissioner Matelski, to adopt 2016 Millage Rate Resolution 16-23. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

**Motion** by Commissioner Matelski, seconded by Commissioner Wallace to adopt the 2016 Cheboygan County Apportionment Report as presented. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

**COMMITTEE OF THE WHOLE – October 25, 2016**

**Motion** by Commissioner Matelski, seconded by Commissioner Gouine to adopt Tax Resolution 16-24 and authorize the Chairperson to sign. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

**CITIZENS COMMENTS** – None

**BOARD MATTERS FOR DISCUSSION**

**2017 Proposed Budget**

Finance Director Kari Kortz said the Board has had a copy of the 2017 Recommended Budget to review since early October. She distributed a summary of all changes +/- \$10,000 from the 2016 Amended Budget to the 2017 Recommended Budget. These line items were reviewed, explained and questions were answered by the Finance Director and/or Administrator Lawson. Ms. Kortz noted allocated costs for the childcare fund has yet to be determined, but she will keep the board apprised.

Administrator Lawson reported working on financial policies to insert into the 2017 Budget document. Regarding the County's pension liability, he said MERS has reduced the rate of return from 8% to 7.5%. To help control the unfunded liability in the future, the general policy for new employees will be a hybrid pension plan as that will help reduce long term liability. Administrator Lawson stated that retired county employees have not be granted COLA increases for about the last seven years. He noted that employee funds stay with the beneficiary if the retiree is deceased. The cost of 2% for retirees would be approximately \$200,000.

**Motion** by Commissioner Wallace, seconded by Commissioner Allor, to adjourn to the call of the Chair. Meeting adjourned at 12:52 PM.

---

Mary Ellen Tryban  
County Clerk/Register

---

Pete Redmond  
Chairperson

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
FINANCE BUSINESS MEETING  
November 8, 2016**

The Finance/Business 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 Chris Brown, Bruce Gauthier, Pete Redmond, Cal Gouine, Tony Matelski, John Wallace, and Sue Allor

**Absent:** None

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

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

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

- A. Approve Monthly Finance Claims (Finance Total = None to approve for month of October 2016; Prepaid Total = \$965,417.13)
- B. Budget Adjustments
- C. Investment Report
- D. Straits Regional Ride
  1. MDOT Contract 2017-0032/P2 – 5311 FY 2017 Specialized Services Operating Assistance Program – Third Party Contract
- E. Correspondence
  1. NEMCOG
    - a) August Financial Statement
    - b) Program Highlights for January 1, 2016 – June 30, 2016
    - c) Regional Project Review September 2016
    - d) Input Sessions for New Regional Prosperity Initiative – November 10, 2016 at 1:00 P.M. at Michigan Works! 11153 N. Straits Hwy., Cheboygan
- F. Minutes:
  1. Finance/Business Meeting of October 11, 2016
  2. Health Board – 9/20/16
  3. NEMCSA – 10/7/16
  4. NEMCOG – 8/18/16
  5. North Country Community Mental Health – 9/15/16
  6. Tax Allocation 2016 Minutes Packet
  7. Cheboygan County Road Commission – 9/22/16, 10/6/16 & 10/18/16
  8. Cheboygan City Council – 9/13/16, 9/27/16 & 10/11/16
  9. Planning Commission Meeting – 9/21/16 & 10/5/16
  10. ZBA – 9/28/16

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

**CITIZENS COMMENTS**

Carl Muscott, a citizen of Tuscarora Township, stated that he is aware that the Board of Commissioners has made the effort to reconstitute the Cheboygan County Economic Development Corporation. Mr. Muscott stated that he was present for the EDC's first meeting as was Commissioner Matelski. He stated that there was no notice posted in the county building for the second EDC meeting and stated that he does not want to see the EDC become another little behind closed doors group. Mr. Muscott said that he

## Finance Business Meeting – November 8, 2016

would like more participation in that and that Administrator Lawson stated he would attempt to get the agendas posted online for people so they are aware. Mr. Muscott said that as a former candidate for Tuscarora Township Supervisor he thinks that Cheboygan County taxpayer's funds to employ the Deputy Equalization Director for Cheboygan County to do an extensive resume to show what a wonderful job the current Tuscarora Township Supervisor is doing as the assessor and that information was used as a piece of election campaign material for the current Tuscarora Township Supervisor. Mr. Muscott stated that that was occurring at the same time as an audit which shows that the current Tuscarora Township Supervisor has failed miserably and that the State has asked for a plan of correction. Mr. Muscott stated that he discovered a custom built home occupied in 2009 was not on the tax rolls until this year and that County Treasurer Linda Cronan was able to recapture two years' worth of back taxes but that he doesn't want to pay someone else's share because they are sitting in a \$300,000 house paying none. Commissioner Brown stated that the date and time for the second EDC meeting was noted publically and set at the first meeting. Commissioner Gauthier asked what constitutes proper notice for a public meeting. County Clerk/Register stated that public meeting notices must be posted 18-hours prior to a meeting and posted in the usual posting place. Commissioner Gauthier asked if the second EDC meeting was posted in the proper fashion. Clerk/Register Tryban stated that she is unsure as she was not responsible for posting either notice. Discussion was held. Administrator Lawson stated that most people look online for agendas now so that's where he will focus his efforts for notices.

### **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 September 30, 2016. She reported total year-to-date revenue of \$6,274,076.79, or 52.49% of budget, compared to \$6,359,654.32 or 53.92% of budget last year at the same time. Ms. Kortz reported expenditures year-to-date of \$7,884,568.51 or 65.97% of budget, compared to \$7,737,655.80, or 65.60%, last year as of the end September. Finance Director Kortz presented the Cash Summary Report by Fund for September 2016. 11.00

### **ADMINISTRATOR'S REPORT**

Administrator Lawson updated the Board on 2017 Budget which will be ready for adoption in December. He said staff, along with civil counsel, has been working on developing an application form for townships to apply for road project funds. Regarding the proposed jail expansion the preliminary plans from Landmark Design Group will be ready next week. A proposed five year lease agreement for DHD #4 for the upper floor area of the Doris Reid building has been sent. There will be no increase in 2017, after which a 2% per year increase for each remaining year. The objective is to have the renovation complete by September of 2017. Department Head agreement renewals for the Community Development Director, Maintenance Superintendent and Straits Regional Ride Manager will be presented for approval at the December meeting.

### **COMMITTEE REPORTS**

Commissioner Brown attended meetings in Mackinaw and Munro Townships, and an EDC meeting with presentation by NLEA

Commissioner Wallace stated the ongoing study for CCE megahertz upgrade will be costly for the three counties.

Commissioner Allor attended township meetings in Wilmot, Ellis and Nunda townships, the LEPC meeting, and an Enbridge Tour which showed new work and new safety issues on the whole facility.

Commissioner Gauthier talked with voters in District 2, attended an Alcona Health meeting, an EDC meeting. He said in general District 2 voters think this board is doing a fine job.

## Finance Business Meeting – November 8, 2016

Commissioner Gouine attended a Mullett township meeting, a Planning Commission meeting, the Fair Board meeting, and a Straits Regional Ride meeting.

Commissioner Matelski attended two Road Commission meetings, the Waterways Commission meeting, District 4 Health, two Planning Commission meetings, the Enbridge tour (neat thing on skid a large “clam” to use in case of a leak to seal the leaking pipeline), a Waverly township meeting, and the local MTA meeting. He was asked how much the county gives to the Human Society for animal control and do we charge rent for the building. Administrator Lawson said no rent is paid but Human Society has donated for projects.

Commissioner Redmond attended a Health Board meeting noting they are working with District 2 to share a health officer, the next meeting is this Thursday, a Waterways Commission meeting, OEM Board meeting (looking for a deputy director), Straits Regional Ride meeting, they should be receiving 3 new buses shortly, a SANE meeting and the LEPC meeting.

**OLD BUSINESS** – None

### **NEW BUSINESS**

**Motion** by Commissioner Brown, seconded by Commissioner Gauthier, to approve the Senior Millage Appropriation Agreement for \$560,975 with Cheboygan County Council on Aging and authorize the Chairperson to sign; to approve the Senior Millage Appropriation Agreement for \$8,000 with MSUE Project Fresh and authorize the Chairperson to sign; and to approve the Senior Millage Appropriation Agreement for \$59,892 with Wawatam Area Senior Center, Inc., and authorize the Chairperson to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

**CITIZENS COMMENTS** - None

### **BOARD MEMBER COMMENTS**

Commissioner Wallace said it seems to him that Mr. Muscott expects the Board of Commissioners to get involved with the Tuscarora Township Assessor and it is not this board's job to do so. Commissioner Wallace also commented that \$10,000 seems to be extremely low for disaster recovery. Finance Director Kortz said there is no criteria for the amount and it has always been that amount. She said she could research to see what other counties are doing.

### **2017 Budget Discussion**

Administrator Lawson ask the board whether they would like the entire draft budget in the packet for the next meeting or just the changes. The consensus was just the changes.

Finance Director Kortz reviewed the changes made to the proposed 2017 Budget at the October 25, 2016 budget review. She stated the general fund decreased by \$117,185.

Lengthy discussion was held on Straits Regional Ride and possible expansion. Toni Dryer introduced herself as the soon to be new Emmet County Commissioner in District 1. She said she knows transportation is on their board's minds also. Finance Director Kortz stated there was an increase in telephone charges due to our new contract with AT&T. Administrator Lawson said AT&T will be notified early next year that the county is exploring different telephone providers. The contract had expired and we would have faced a huge increase if the new contract was not signed. It is not likely we will be staying with AT&T. Administrator Lawson said at some point we will be going to voice over IP service.

Redmond said according Budget Timeline for November COW meeting. Kari only if there are changes.

**Motion** by Commissioner Matelski, seconded by Commissioner Wallace, to adjourn to the call of the Chairperson. Meeting adjourned at 11:15 AM.

**Finance Business Meeting – November 8, 2016**

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Mary Ellen Tryban  
Cheboygan County Clerk/Register

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Peter Redmond  
Chairperson

DRAFT

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 22, 2016**

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 (excused)

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

Commissioner Redmond added an agenda item under New Business for Item B *Secondary Road Patrol Grant Application*.

**Motion** by Commissioner Matelski, seconded by Commissioner Gouine, to approve the agenda as amended. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

**CITIZENS COMMENTS**

MSUE District 13 Coordinator Lisa Anderson advised the Board that Kylie Rymanowicz, Extension Educator, Children and Youth Institute will be leaving the Cheboygan office, moving to Saginaw.

**SCHEDULED VISITORS**

Judge Robert Butts presented Probate and Family Court 2015 Annual Report. Judge Butts stated that three of Probate/Family Court's long-time employees retired this year. Those retiring were Mike Grulke, Toni Schneider, and Ann Couture. He introduced two new employees, Courtney Blumke, Deputy Probate Register; and Heather Arnold, Deputy Probate/Juvenile Register. Judge Butts commented on the annual statistics for the family division-juvenile department. He stated the numbers are way up for delinquent/neglect and abuse cases. He commented on the successes of the Child Protection Mediation Program and that it is one of two or three programs like it in the state. It allows for neglect and abuse cases to be handled much more quickly and efficiently. Judge Butts stated that the key thing for him with neglect and abuse cases is not that they resolve every case on the first shot but how quickly they can get the cases rolling. He commented on the divorce clinic attendance summary and stated that it is a program he started two years ago as a benefit to people filing for divorce "in pro per" and is held four times a year. On the juvenile cases annual report, there were over 3,224 youth community service hours worked last year. He noted that Michigan courts are at the cutting edge of different areas, including technology and monitoring cases and making sure they are handled in a timely manner and performance measures are being implemented statewide. Judge Butts stated that Probate/Family Court is scoring slightly less than the state average on those statewide measurements. Commissioner Allor asked what is attributable to the large increase in delinquent case load figure. Judge Butts stated that he really doesn't have an answer to that and it just varies from year to year but there may be more of a focus from law enforcement on delinquency. Commissioner Gauthier asked about the average number of days from intake to disposition of cases. Judge Butts stated that it has a lot to do with scheduling all of the parties for mediation in a timely manner. Commissioner Gauthier said the Court should try to get the average number of days to be lower next year. Commissioner Matelski stated that a 35 day average for mediation of cases sounds reasonable. Commissioner Matelski asked if there has been an increase of issues

**COMMITTEE OF THE WHOLE – November 22, 2016**

with marijuana since the Michigan Medical Marihuana Act was enacted. Judge Butts stated that there have been a handful of cases where as soon as the Court receives the juvenile's case that they have to order the parents to lock up their medical marijuana. Commissioner Matelski commented on a lower divorce rate in 2015 than in 2006.

Dave Berg, Information Technology Director, presented the 2015 Information Technology Annual Report. He stated that he has been short-staffed since July, as his co-worker is still recovering from a motorcycle accident, but should be returning to work soon. Mr. Berg stated that the virtualized network and server have newer, up-to-date machines and that there are 13 servers. He highlighted the benefits and efficiencies of having a virtualized network, including faster recovery options for when a server may crash. He noted that Wi-Fi has been implemented at the county marina this summer and it was good coverage and no complaints from the boaters. Also free Wi-Fi has been implemented in the county building this year. He said that there are several secure Wi-Fi networks throughout the building for particular offices. There has been a high demand this year for increase in data storage, especially the Sheriff's Department who stores body-cam videos that take up a lot of data storage. He reported that server backups occur nightly and we have a two destination backup system. In the future he hopes to have a triple destination backup system where one of the backups would be at a different location. He stated the county is considering fiber optic internet and telephones in the future as it is a faster option. Commissioner Wallace asked if the county is at risk of being hacked from an outside hacker. Mr. Berg stated that it is not at risk. The county's firewall is an actual appliance and it is locked down to only receiving what we have it open to receive which is Central Dispatch. Commissioner Allor asked how long the Sheriff's Department body cam footage has to be stored. Mr. Berg said that there is no precedent for it now and so other counties including us are saving them indefinitely until we hear otherwise.

**ADMINISTRATOR'S REPORT** – None

**OLD BUSINESS** – None

**NEW BUSINESS**

Administrator Lawson presented the Revised 2016 Apportionment Report and Amended Resolutions. Administrator Lawson stated that the Apportionment Report had to be modified due to the voter approval of the Ambulance Millage and two townships with road millage adjustments from the November 8, 2016 General Election results.

**Motion** by Commissioner Matelski, seconded by Commissioner Gauthier to amend the 2016 Cheboygan County Millage Rate Resolution 16-23 and authorize the Chairperson to sign. The resolution reads as follows:

**Amended  
Resolution 16-23  
2016 MILLAGE RATE RESOLUTION**

**WHEREAS**, Cheboygan County has the authority to levy its own maximum allowable millage rate of 7.4592 mills distributed as follows: 5.6592 mills for General County Operations, .5000 mills for Senior Citizens Operations, .3000 mills for Ambulance Authority Operations and 1.0000 mills for Roads; and,

**WHEREAS**, it has been determined that to maintain basic county services, it will be necessary to levy the rate of 7.4092 mills; and,

**WHEREAS**, notice of the public hearing was given, and a public hearing was held as the County Budget Hearing;

**NOW THEREFORE BE IT RESOLVED**, that the County of Cheboygan shall levy the millage of 7.4092 for 2016. Motion by Commissioner seconded by Commissioner to adopt the 2016 County Millage Rate Resolution authorizing the levy of the rate of 7.4092 mills distributed as follows: 5.6592 mills for

**COMMITTEE OF THE WHOLE – November 22, 2016**

General County Operations, .5000 mills for Senior Citizens Operations, .2500 mills for Ambulance Authority Operations and 1.0000 mills for Roads and authorize Chairperson to sign. A roll call vote was taken. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

**Motion** by Commissioner Gouine, seconded by Commissioner Gauthier to adopt the Amended 2016 Cheboygan County Apportionment Report as presented. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Brown).

**Motion** by Commissioner Matelski, seconded by Commissioner Wallace to amend the 2016 Cheboygan County Tax Resolution 16-24 and authorize the Chairperson to sign. The resolution reads as follows:

**Amended  
Resolution 16-24  
TAX RESOLUTION**

**BE IT HEREBY RESOLVED**, that there be raised by taxation and that the Cheboygan County Board of Commissioners are hereby authorized and directed to spread upon the several assessment rolls and tax rolls of the County: County Tax, Township Tax, School Tax and any special taxes in the amounts as adopted by the County Board of Commissioners in the 2016 Amended Apportionment Report. An amount of the above mentioned taxes not to exceed the schedule of millage as determined by the Apportionment Report adopted by the Cheboygan County Board of Commissioners at their annual meeting held on November 22nd, 2016.

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

Administrator Lawson presented and reviewed the Road Funding Application drafted by Civil Counsel. The format is similar to the senior millage appropriation application. Administrator Lawson stated that the first part is an outline of the program authorized by Public Act 77 of 2016 for counties to lend money to townships for road improvement projects. He stated that the cap for a loan would be \$250,000 per project per township. Administrator Lawson went through the components of the loan application. Commissioner Allor asked if there will be a limit on the number of loans a township can have with the county at one time. Administrator Lawson stated that was not addressed in the application process but the recommendation would probably be to have scoring criteria. If you have a repeat township versus a township who has never requested a loan previously, that would warrant points or that there would have to be a cycle passed before they reapply. Commissioner Allor asked if there would be a specific window for applications or if the applications could be submitted all year round. Administrator Lawson stated that applications would probably be accepted during the construction season realistically. Commissioner Allor expressed that it is her concern that with the county loan maximum amount being up to \$1 million and any township can apply for up to \$250,000 for their individual project then you would only have 4 townships. Administrator Lawson commented that it can simply be stated that townships who have applied are first in line before other townships or it can be noted on a point system. Discussion was held about creating a policy for the township road improvement project loan process and scoring criteria. Commissioner Allor stated that she thinks a policy and requirements should be in place before we design the application. Commissioner Redmond stated that is why this is a discussion item at this point. Administrator Lawson stated that whatever the Board feels comfortable with is what they will move forward with, as there is no roadmap at this point. Discussion was held.

**BOARD MATTERS FOR DISCUSSION**

**CITIZENS COMMENTS**

Chuck Beckwith, Chairperson of the Michigan Townships Association, addressed the Board to thank them for taking on the township road improvements loan project that they were just discussing. Mr. Beckwith stated that it is extremely important to all of the 19 townships to try to

**COMMITTEE OF THE WHOLE – November 22, 2016**

get secondary roads back into better shape. He commented on analyzing the necessity to improve a road based on its condition and that some secondary roads cannot be driven on by emergency vehicles and this is an important issue that should be considered in the scoring process.

Doug Damm, a citizen of Benton Township, thanked the Board for being the first Board of Commissioners to act under Public Act 77 of 2016. Mr. Damm stated that a group of citizens in Benton Township have been working on the logistics of a special assessment for road improvement since March of last year and that it has been kind of a conundrum.

**BOARD MEMBER COMMENTS**

Commissioner Wallace stated that he passed around a Michigan Works report card from October to everyone. He voiced concern about the overreach of the Planning Commission, especially regarding minor site plan revisions. Commissioner Wallace stated that revisions should be handled by the administration of the Community Development Department instead of reconvening a Planning Commission meeting to talk about a small adjustment.

Commissioner Allor stated that she is officially resigning as Cheboygan County Commissioner for District 7 after the next Board of Commissioners meeting (December 13, 2016) and that she will be turning in her resignation. She stated that she needs to be sworn as the State Representative for the 106<sup>th</sup> District and she cannot hold two elected positions at once.

Finance Director Kortz said changes distributed were included in the draft budget in the packet. These changes were to Fund Equity, Restitution for Victims and Disaster Expenses. She explained a change/correction to Fund 263. This fund number has been in use, however with the changes in the law for Concealed Pistols it has been brought to attention that Fund 263 should be used for CPL's. The fund currently in that particular fund will be migrated to Fund 273 so that Fund 263 will be used for CPL's

Commissioner Matelski complimented Administrator Lawson on 2017 Budget document. Administrator Lawson said the budget is a team effort of many staff members. He noted the that the Public Hearing on the proposed budget will be held in conjunction with the next Finance/Business meeting on December 13, 2016.

**Motion** by Commissioner Matelski, seconded by Commissioner Wallace, to adjourn to the call of the Chair. Motion carried. Meeting adjourned at 11:07 AM.

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Mary Ellen Tryban  
County Clerk/Register

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Pete Redmond  
Chairperson

Health Board Meeting  
October 18, 2016

The regular meeting of the District No. 4 Health Board was called to order by Chairman Pete Redmond, October 18, 2016, at 10:00 a.m. The meeting was held at Commissioners Room of the Presque Isle County Courthouse, Presque Isle County.

**ROLL CALL**

**Present:**

Alpena County:	Lawson, McDonald
Cheboygan County:	Redmond, Matelski
Montmorency County:	LaFleche, Peterson
Presque Isle County:	Altman, Lang

**Absent:**

**Excused:**

Allor, Adrian

**Others Present:**

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

**AGENDA CHANGES**

None.

**MINUTES**

**September 20, 2016 Health Board Minutes:** Motion by Lang with support from Altman to approve the September 20, 2016 Health Board Minutes as presented. Ayes all, motion carried.

**CLAIMS**

**September 21, 2016 through October 14, 2016:** Motion by Lawson with support from Peterson to approve the Listing of Claims submitted from September 21, 2016 through October 14, 2016. Roll call vote. Ayes all, motion carried.

**PUBLIC COMMENT**

None.

**ENVIRONMENTAL HEALTH DIRECTOR'S REPORT**

**Radon Awareness Week:** Radon Awareness Week will be next week at the department. The kits will be free to the public during that time frame. Smith will update the Board on the number of kits that were distributed.

**Revised Total Coliform Rules:** Smith attended a meeting regarding the Total Coliform Rules and Kyle Keller, Sanitarian from Cheboygan County attended as well. Most health departments across the state were present at the meeting. There is going to be a rewrite on the rules and the federal government will be seeking input from the state and local agencies. Discussion occurred on the possibilities available to get more facilities in compliance. Smith will look in to this concern and see how other health departments are handling this matter.

**MEDICAL DIRECTOR'S REPORT**

**Communicable Disease Report:** The report for period September 1, 2016 through September 30, 2016 was mailed to the Board with the packet for the month. If you have not had your influenza shot, you can go across to the health department and we will administer it today.

**Immunization Rates:** The National Immunization Survey compares states in regards to children being completely immunized. Meyerson shared the increases in immunization rates and the decrease in waiver rates in Michigan.

**House Bill 5326:** This bill will look at having the Medical Director being able to issue an order for Narcan (Lock zone) to anyone. This bill would hold the Medical Director and the Pharmacist harmless with this bill in place. Meyerson felt that this could be beneficial in a public health perspective. Each health department could make their own decision if they wanted to participate in this procedure if the bill passes. First responders are now starting to carry this product.

**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 to increase by \$ 49,791.14 as of August 31, 2016.

**PERSONAL HEALTH NURSING DIRECTOR'S REPORT**

**The Caring Place:** A General Assessment for the Adult Day Services was conducted at the Caring Place August 16<sup>th</sup> by Region 9 Area Agency on Aging. The Caring Place was found to be in compliance of all standards. Commendations were given to DHD#4 and the Caring Place staff in their coordinated efforts to ensure safe evacuation of ADS participants in the event of a fire and. congratulated on establishing and maintaining a valuable program for citizens in Alpena and surrounding counties.

**Staffing:** Postings for the Public Health Nursing position and for a full-time secretary were posted internally and we did not have any inside interest. Next week we will be interviewing for both positions.

**Opportunity Update:** I had mentioned that Karen Nowicki-Compeau had an appointment this month with Blue Cross/Blue Shield to discuss a potential program that would involve home visits by registered nurses for their pregnant and postpartum women. Unfortunately, the meeting was cancelled by the rep and has not yet been rescheduled.

**Staff Evaluations:** Karen and I have been working on doing evaluations for all of our staff. The process has been quite time intensive to do so many staff, but so far we have gotten some great suggestions, worked on some issues and gained more of an appreciation for everything that everyone does for the team and DHD#4.

**ADMINISTRATIVE HEALTH OFFICER'S REPORT**

**Maternal Child Needs Assessment:** Meyerson shared that last week we received notice that there was a one time funding \$ 15,000 available to participate in the Maternal Child Needs Assessment. This will be the Nursing Director and Nursing Supervisor participating in this assessment.

**NEMCSA:** Meyerson shared that NEMCSA is looking at more space for their Administrative staff. We will be working with them on this and see how we can accommodate them.

**2017 Allocations:** Meyerson was following up on the allocation request for 2017. He asked for the direction so that we can proceed with a budget to be presented at the November meeting. Meyerson checked how other health departments determine their allocations. In HDNW and BL they use population only.

**ADMINISTRATIVE HEALTH OFFICER'S REPORT CONTINUED**

**Executive Committee Report:** Redmond reported that the Executive Committee has met a few times regarding the Health Officer position. There were three directions that we could go. They were sharing a Health Officer, Program Director/Health Officer option and hiring a full-time Health Officer. The Executive Committee was first interested in sharing the Health Officer option. District Health Department No. 2 has expressed interest in sharing the Health Officer position. Denise Bryan, Health Officer as well as the District Health Department No 2 Board are interested in this shared opportunity.

The proposal was distributed as a DRAFT as Meyerson has some questions and that it needs to be fine-tuned and discussed with District Health Department No. 2.

Redmond questioned whether the Board was interested into going in this direction. There was questions regarding the contents of the agreement and potential recommendations were shared. The Executive Committee would like to review the proposal after discussion with District Health Department No. 2 before the November 2016 meeting. Discussion occurred regarding the reasons for not having a full-time Health Officer.

Smith mentioned that he had presented a proposal to the Executive Committee. Redmond stated that he shared that information.

LaFleche suggested that we get our questions answered and present to the Executive Board via email for their review. Meyerson and Greer to discuss the recommendations with District Health Department No. 2.

**NEW BUSINESS**

None.

**OLD BUSINESS**

Questions arose about the Cheboygan construction moving slowly. The Alpena Office conversion to Alpena County was mentioned. Greer has been asked to forward information to Alpena Community College by Alpena County.

**ADJOURNMENT**

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

Adjournment: 11:35 a.m.

\_\_\_\_\_  
Pete Redmond, Chairman

\_\_\_\_\_  
Bob Adrian, Secretary/Treasurer

\_\_\_\_\_  
Judy Greer, Recording Secretary

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Iva's Chicken Dinner, Sterling, MI**  
**October 7, 2016**

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	Melissa Holt
Stuart Bartlett	Roger Houthoofd
Lyn Behnke	Dawn Lawrence
Earl Corpe	Jennifer Lopez
Lee Gapczynski	John Morrison
Jean Garratt	Leonard Page
Bruce Gauthier	Sharon Priebe
Kenneth Glasser	Corleen Proulx
Mark Grantner	Patricia Rondeau
Thomas Green	Kathleen Vichunas
Albert LaFleche	Gerald Wall
Aubrey Haskill	Rose Walsh
Pete Hennard	Carol Wenzel
Mary Hess	Virginia Zygiel

**Excused:** Steve Lang, John Smock

**Absent:** Sue Flewelling, Meagan Holmes

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Linda McGillis, Diane Price, Laurie Sauer, Michelle Smith, Nicole Smith, Jeff Weiland, Fran Whitney, Valerie Williams, and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Carol Athan to approve the agenda as presented. Support by Sharon Priebe. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

None

Lieutenant Thomas Green 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.

October 7, 2016

No public comment.

### **ADMINISTRATIVE CONSENT AGENDA APPROVAL**

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

- a. Approval of September 2016 draft meeting minutes
- b. Receive and file August and September 2016 Head Start Policy Council meeting minutes
- c. Receive and file September 2016 Regional Council on Aging meeting minutes
- d. Receive and file September 2016 Client Services Advisory Council meeting minutes
- e. Fair Housing Policy Approval

is adopted as presented.

### **COMMUNICATION**

Pete Hennard read communication from the Administration for Children & Families dated September 23, 2016 approving the request to waive the bus monitor requirement and the child restraint system requirement.

**Motion** by Gerald Wall to receive and file communication from the Administration for Children & Families dated September 23, 2016 as presented. Support by Rose Walsh. All ayes, Motion carried.

### **INFORMATION ITEMS**

#### **Directors Report – Lisa Bolen**

Lisa Bolen read highlights from the Directors report that was distributed prior to the meeting.

#### **Financial Report – Jeff Weiland**

Jeff Weiland reviewed the Statement of Financial Condition for the Energy Assistance Programs and Housing Assistance Programs as of September 30, 2016. Jeff also reviewed the Head Start/Early Head Start recorded expenses as of September 30, 2016.

**Motion** by Bruce LaFleche to receive and file the financial report as presented. Support by Leonard Page. All ayes, Motion carried.

Nicole Smith presented the 2017 ROMA plan to the Board that was distributed prior to the meeting.

**Program Presentation** – Valerie Williams, Housing and Client Services Director and Michelle Smith, Housing Program Manager presented a PowerPoint presentation on the Heat and Utility and the Housing Assistance Programs.

### **COMMITTEE REPORTS**

#### **Program Planning and Evaluation Committee – Earl Corpe**

The Committee met prior to the regular meeting to review and recommend approval of the Resolution to accept Emergency Solutions Grant (ESG) funding from the Michigan State Housing Development Authority (MSHDA). The committee also met jointly with the Early Childhood Services Ad Hoc Committee to review and recommend for approval submission of the Head Start/Early Head Start Continuation Grant Application for FY 2017 and review and resubmission of the Head Start Supplemental Funding Duration Application.

**Motion** by Roger Houthoofd to Resolve acceptance of the Emergency Solutions Grant (ESG) funding from the Michigan State Housing Development Authority (MSHDA) as presented. Support by Stuart Bartlett.

**Roll Call Vote:**

Stuart Bartlett, yes; Lyn Behnke, yes; Earl Corpe, yes; Lee Gapczynski, yes; Jean Garratt, yes; Bruce Gauthier, yes; Kenneth Glasser, yes; Mark Grantner, yes; Thomas Green, yes; Aubrey Haskill, yes; Pete Hennard, yes; Melissa Holt, yes; Roger Houthoofd, yes; Albert LaFleche, yes; Dawn Lawrence, yes; Jennifer Lopez, yes; John Morrison, yes; Leonard Page, yes; Sharon Priebe, yes; Pat Rondeau, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Rose Walsh, yes; Carol Wenzel, yes; Virginia Zygiel, yes.

25 yes 0 no – Resolution adopted.

**Motion** by Roger Houthoofd to approve submittal of the Head Start/Early Head Start Continuation Grant Application for FY 2017 as presented. Support by Jean Garratt. All ayes, Motion carried.

**Motion** by Jean Garratt to approve the resubmittal of Head Start Supplemental Funding Duration Application as presented. Support by Stuart Bartlett. All ayes, Motion carried.

**Audit/Finance Committee – Ken Glasser**

No meeting. No report.

**Membership Committee – John Morrison**

No meeting. No report.

**Early Childhood Services Ad Hoc Committee – Jean Garratt**

Joint meeting with the Program Planning and Evaluation Committee.

**Personnel Committee – Meagan Holmes**

No meeting. No report.

**NEW BUSINESS**

No new business

The November board meeting will be held at Wiltse’s Restaurant in Oscoda on November 4, 2016.

**Motion** by Albert LaFleche to adjourn the meeting at 1:56 p.m. Support by Bruce Gauthier. All ayes, Motion carried.

Date Prepared: October 7, 2016

Date Approved: 11-4-16

Laurie God  
Board Secretary

10-4-16  
Date

**MINUTES  
OF THE  
NORTHEAST MICHIGAN COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTOR'S MEETING  
OCTOBER 20, 2016  
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 President Robert Heilman at 10:02 a.m.

**Roll Call**

Governing Board

Members Present: Kathleen Vichunas, Camille Nerkowski, John Wallace, Rick Anderson, Dan Plasencia, Gene Thornton, Jack Kischnick, Robert Harkness, Julie Powers-Gehman, Carl Altman, Marisue Moreau, Robert Heilman, Bruno Wojcik, Doug Baum, Dave Post and Norm Brecheisen.

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

A quorum was declared present.

**Approval of Minutes**

R. Heilman presented the Minutes of the August 18, 2016 meeting. C. Nerkowski moved, supported by R. Harkness to approve the minutes. All ayes, motion carried.

**Financial Report**

M. Foote reviewed the September 30, 2016, financial statements with the Board. D. Baum moved, supported by N. Brecheisen to receive and file the September 30, 2016 financial report. All ayes, motion carried.

**President's Report**

*Regional Project Review:* President R. Heilman presented (1) Federal Grant projects for regional review from previous month. Project was since funded, no approval necessary. There were (0) Non-federal Grants applications, (1) Public Notices, (0) "Other" and (0) State Grant Applications

*MI Association of Regions (MAR):*

R. Heilman reported September meeting was about MDOT's Rural Task Force updates.

*Other:* None

**Special Presentation:** Dr. Mary Ann Heidemann

Presentation "When is an Onsite Waste Disposal System Regulated by EPA?" DM. Heidemann gave a PowerPoint presentation that provided information on her new job in Northeast MI. She will be visiting businesses that may have a regulated onsite waste disposal system to educate owners on compliance with EPA. Drinking water wells have been contaminated from materials used by small businesses. The information was received well by the board. Contact information for M. Heidemann is 989-351-9700 or [mamaphd@frontier.com](mailto:mamaphd@frontier.com).

**Director's Report: D. Rekowski**

D. Rekowski briefly reviewed Program Highlights that were presented in greater detail at previous month's board meeting.

D. Rekowski informed the Board that action was needed on the Annual Fifth Third Bank Corporate Certificate for renewal of the \$50,000 line of credit and assigned check signatories. The current check signors are D. Rekowski, N. Tucker and T. Huff. D. Post made a motion to waive the reading of the Corporate Certificate, supported by B. Wojcik. All ayes, motion passed. D. Baum moved to adopt the Corporate Banking Certificate renewing the \$50,000 line of credit and to keep check signers the same as current, seconded by D. Post. A roll call vote was taken. All ayes, motion passed.

D. Rekowski updated the Board on the Region 3, Regional Prosperity Initiative 2017 Grant Application Resolution. The proposal will fund economic development and regional marketing mini grants, continue the installation of the trail town signage program, Talent Tours of businesses, colleges, skilled trades training centers and the University Center, completion of 3 Trail Town Place Plans. D. Post moved to waive the reading of the resolution, supported by J. Wallace. All ayes, motion passed. B. Wojcik moved, seconded by D. Baum to adopt the Region 3 Regional Prosperity Initiative, 2017 Grant Application Resolution. A roll call vote was taken, 16 ayes, 0 opposed, motion passed.

D. Rekowski discussed action being taken to address the indirect rate which is largely responsible for the overages in this year's budget.

An update was provided on the following:

- D. Glenn is now a contractor vs. an employee. He completed the EDA grant and did an excellent job. Will likely be really retiring in the coming year.
- Attended Kirtland's Health Training Facility's Open House. Was extremely impressed with the Facility. Will hold a future Board meeting there.
- Department of Defense Grant Joint Land Use Study should be approved in the next few weeks.
- Trail Signs are finally to the installation stage in Atlanta, Hillman, West Branch and Roscommon. A Kiosk has been installed in the City of Cheboygan.
- Digital Works is currently closed due to funding. Movement from the State, in a positive direction to support training funds for Digital Works.

Bylaws: D. Rekowski indicated that the Board needed to take action on the draft Bylaws.

R. Harkness moved to adopt the Bylaws, supported by J. Powers-Gehman. All ayes, motion carried.

### **Committee Reports**

None

### **Previous Business**

None.

### **New Business**

None.

### **County Updates:**

Otsego County: Infrastructure is being completed on Main Street. All businesses are open. Opposite side of the street is planned to be done next year. New doors and windows have been put in the court house. New area in court yard is being utilized greatly.

Emmet County: The construction of the new Petoskey EMS Building has started. Hope to have it closed in by the 1<sup>st</sup> of the year. The County received a Coastal Zone Grant for \$100,000 for the Headlands Dark Sky project. Informed the Board, Emmet County will have 6 new board members after the election.

Livingston Township: Discussed road infrastructure project.

Presque Isle County: The County updated their personnel policies. Adding more security in all offices but has had some complaints of invading their privacy. Museum Group requesting millage for historical buildings.

City of Grayling: Projects still underway. Discussed the funding of the Trail-Bridge project on Hartwick Pines Road.

MI Works! Informed group of the Skilled Trades Training Funds. Received 25 grant requests. Gearing up for people getting laid-off for the season.

Briley Township: Approved the Briley Township Recreation Plan and Updated Master Plan

Crawford County/Connect Michigan: Planning community of Frederic to get high speed internet, hope to provide it to the whole City of Grayling with approval.

Village of Hillman: Attended Sign Regulation Workshop. Shared concerns on the regulations. Gearing up for winter. New town clock going in and recently drilled a test well at Airport. Having issues with their current wells clogging up due to hard water. Trying to find better, cleaner water.

Montmorency County: Working on budget. County's fund balance is good.

Alpena County: Front steps of the Amex have been repaired. VA building has new doors for handicap. Need new jail, working on putting together a committee. The Trail Head's restroom is completed.

Oscoda County: Discussed it was difficult times with the loss of commissioners. Lots of challenges: the new building construction; drafting of updated personnel policies; 2 contracts to negotiate by January 1<sup>st</sup>; budget 1<sup>st</sup> part of November not looking good; Blue Care Networks 22.9% increase for 2017.

Mackinaw City: Hired NEMCOG to do interactive Zoning Code over 2 years. Projects: West Central Ave is finished. North Huron, next, is a \$3 million project; however there is no funding until 2019-2020 from MDOT. Recreation Center looking better; hosted roller derby last week filled hotels, had over 1,000 guests. Looking to host events in the Recreation Center, may have a RV Camper show in the Center next year.

D. Cline: Discussed the Sign Regulation Workshops that were recently held in the region. She will be updating community's ordinances as part of membership services.

Updated the Board on the October 10, 2016 Discover Northeast Michigan Weekend.

**Public Comment:**

None.

**Adjournment**

The meeting was adjourned at 11:59 p.m. The next meeting will be held on December 15, 2016.

**MINUTES OF THE BOARD**  
**October 20, 2016**  
**North Country Community Mental Health**  
**Board Room**  
**1420 Plaza Drive**  
**Petoskey, Michigan**

**BOARD MEMBERS PRESENT:** Ed Ginop, Paul Liss, Joel Evans,  
Christian Marcus, Sr. Augusta Stratz,  
Dan Plasencia, Louis Scholl, Sue Allor

**BOARD MEMBERS ABSENT:** Dennis Priess, Ron Iseler, Craig Crambell,  
Gary Averill, Karla Sherman, Robert Boyd

**STAFF:** Christine Gebhard, Julie Moran, Joan Booth  
Joe Balberde, Donna Wheeler, Stacy Chipman

**GUEST:** Dan CasaSanta, Rochester Hills Group Home

Mr. Ginop called the meeting to order at 4:30 p.m.

**ROLL CALL**

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

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

**Financial Statement – Provider Operations - North Country CMH:**

Balance on Hand, August 31, 2016	\$6,637,290.78
Receipts, Adjustments & Transfers, Sept.	\$3,654,654.14
Total Disbursements & Adjustments, Sept.	\$4,123,147.00
Decrease in Cash Balance	\$ 468,492.86
Balance, September 30, 2016	\$6,168,797.92

\*Approximately \$3,445,061 has been advanced from the State of Michigan and has been encumbered for outstanding bills.

**Information (I) Items from Committee Reports**

Information items were included in the committee minutes.

**Privileging Recommendations**

There were no privileging recommendations this month.

**MOTION BY LOUIS SCHOLL, SECOND BY SR. AUGUSTA STRATZ, TO APPROVE THE CONSENT AGENDA.**

**COMMITTEE RECOMMENDATIONS – BOARD ACTION**

**Personnel Committee**

Mr. Scholl reviewed the changes to the Employee Handbook. He referred the members to the minutes as sent in the packet. A question was asked about handling confidential information and this was discussed. A question was asked if there were any major changes to the handbook and Ms. Kaczynski explained that there were.

**MOTION BY LOUIS SCHOLL TO APPROVE THE REVISIONS TO THE EMPLOYEE HANDBOOK. MOTION CARRIED.**

**Program Committee**

Sr. Augusta Stratz reviewed three policies; Trauma-informed System of Care Policy, Recipient Rights Policy, and Dignity and Respect Policy.

**MOTION BY SR. AUGUSTA STRATZ TO APPROVE THE TRAUMA INFORMED SYSTEM OF CARE POLICY. MOTION CARRIED.**

**MOTION BY SR. AUGUSTA STRATZ TO APPROVE THE REVISED RECIPIENT RIGHTS POLICY. MOTION CARRIED.**

**MOTION BY SR. AUGUSTA STRATZ TO APPROVE THE DIGNITY AND RESPECT POLICY. MOTION CARRIED.**

**Finance Committee**

Mr. Plasencia Reviewed the Statement of Cash on Deposit and Bills.

Mr. Plasencia reviewed the Electronic Health Record Proposal. This purchase was included in the initial budget for FY17.

**MOTION BY DAN PLASENCIA TO APPROVE THE PURCHASE OF THE ELECTRONIC HEALTH RECORD SOFTWARE PCE. MOTION CARRIED.**

Mr. Plasencia reviewed the bid summary for replacing four existing vehicles and bids were received from five vendors. The decision was made to accept the bid from Feeny Motors for the purchase of Dodge Caravans for \$90,592.00.

**MOTION BY DAN PLASENCIA TO APPROVE THE PURCHASE OF FOUR DODGE CARAVANS FROM FEENY MOTORS AT A COST OF \$90,592.00. MOTION CARRIED.**

## **ACTION ITEMS WITHOUT COMMITTEE REVIEW**

There were no items this month.

## **PRESENTATION**

### **Sharefest**

Julie Moran, Associate Director, Community Support Services for Persons with Developmental Disabilities, introduced herself and offered a power point presentation on Sharefest 2016. Sharefest was a conference that took place in August, planned by consumers for consumers. She described the history of the conference and how it came about. Through person-centered planning, a client had a goal of forming a self-advocacy group. Other consumers were recruited and the Northern Advocacy Group (NAG) was born. They developed a structure and began looking for projects, starting with a cleanup project on Earth Day. They attended an Emmet County Commissioners meeting to tell their story about needing transportation. They wanted to have a conference and used Blissfest as an example and called it Sharefest. They had no budget but looked for a site and were able to utilize St. Matthews Church in Boyne City. They sent out a flyer and charged \$5 for the conference. The theme was anti-bullying. They got an interpreter service. They invited Anthony Ianni to be their keynote speaker. He is the first known Big 10 basketball player to have Autism. He earned his Bachelor's Degree from Michigan State University in Sociology and played for Coach Tom Izzo while at MSU. He now works with the Michigan Department of Civil rights and is one of the most sought after anti-bullying motivational speakers in the region. She shared pictures of all the sessions. There were several AKTION Club representatives on a panel. A representative from the League of Women Voters came and talked about voting. Joanne Rackow talked about the Consumer Council. Several microenterprise vendors came. An evaluation was done for each session. They thanked North Country CMH for its support.

## **DIRECTOR'S REPORT/COMMUNICATIONS**

Ms. Kaczynski referred to the article by Rick Murdock and read some comments from the article. She also referred to the article "Lyon is target in flint investigation; no charges yet". Nick Lyon is Director of DHHS.

Ms. Kaczynski informed the Board members that Stacy Chipman, Chief Clinical Officer, has completed her doctorate and the office celebrated her achievement.

The agency is participating in a wellness challenge called the 5D Challenge and staff is competing on the five dimensions of health, physical, emotional, spiritual, intellectual and social. Teams were formed and are competing. Today there was a presentation on mediation in the Petoskey office.

Ms. Kaczynski reminded the Board members that next week is the Association Fall Conference in Traverse City.

## **QUALITY IMPROVEMENT UPDATE**

Ms. Gebhard indicated that the report was not in the packet. Wednesday morning the CARF team will be coming. It is a very consultative process and staff needs to let them know what a good job the agency is doing. She introduced Joe Balberde, the new IT Director, who has 12 years' experience with other CMH Boards. A month ago the agency had a consultant review on quality improvement and changes will be made in the agency's structure. Ms. Gebhard will make a report in December on last year's QI plan and the plan for next year.

## **NORTHERN MICHIGAN REGIONAL ENTITY**

Ms. Kaczynski referred to the minutes and noted that she and Ed Ginop will not be attending the next meeting because it will be held on the first day of the CARF on site review and they will be attending the entrance interview.

## **OLD BUSINESS**

There was no old business this month.

## **NEW BUSINESS**

The only new business was a reminder of the CARF accreditation process the week of October 24<sup>th</sup>.

The meeting was adjourned by the call of the chair at 5:25.p.m.

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Ed Ginop, Board Chair



**Northern Lakes**  
ECONOMIC ALLIANCE



# November PRESIDENT'S REPORT

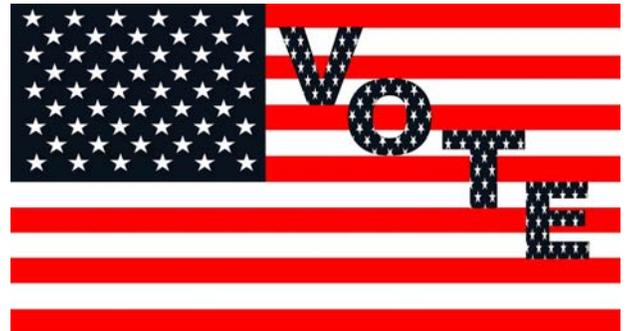
2016

A heartfelt **“thank you”** to all that ran for public office this year. Regardless of your party affiliation or specific views, it takes commitment and courage to jump in and decide to actively serve your community. This is one of the many things that make the United States an amazing country; and we would not be so great if not for your willingness to “step up”.

**Congratulations** to those that will begin public office over the next couple of months (depending on the position, some start immediately, others start at later dates). Whether you’re an incumbent or new to the position, you deserve appreciation and praise for the hard work you will do on behalf of our communities. Thank you!

On behalf of the NLEA Board of Directors and Staff, we look forward to working with you, as together we can continue to make Northern Michigan a great place to live, work and raise a family! Lots of exciting projects going on... take a look at the info in this report and if you have any questions don’t hesitate to contact our office. *Have a super week!*

Andy Hayes, President



## By the Numbers...



**\$227,467,820.....41**

41 projects currently in progress for an anticipated investment of \$227,467,820.

Grant Funding	\$2,202,000
Public Investment	\$8,065,500
Private Investment	\$217,200,320

1,030 Anticipated Jobs Created/Retained  
12 Anticipated Business Startups



**\$12,133,871.....19**

19 projects completed this year for a total investment of \$12,133,871.

Grant Funding	\$6,023,226
Public Investment	\$2,524,163
Private Investment	\$3,586,482

57 jobs created/retained



**2,114** hours spent working on economic development projects.



**80** annual retention visits year-to-date to base employers throughout the region.

### Visit

[www.northernlakes.net](http://www.northernlakes.net)  
for details on these and other successful projects.

Bellaire DDA Collaborates with NLEA



State Awards Grants for Infrastructure



What a BLAST! NLEA Fall Fun Shoot



CORE PARTNERS



**Northern Lakes**  
ECONOMIC ALLIANCE

ANTRIM COUNTY



# December PRESIDENT'S REPORT

2016

**Wow! December 1<sup>st</sup> and we're not shoveling snow yet!** Hopefully we will get a big blast soon that will stay for several months. (Did I ever tell you how much I like winter?)

Here's a few items from others that I wanted to share. I'd love to hear what you think!

From the Northern Michigan Chamber Alliance: "A federal judge ordered a temporary injunction on a lawsuit challenging the U.S. Department of Labor's new overtime regulations that were set to take effect next Thursday, December 1. **This means the new overtime rules will NOT be enforced on December 1<sup>st</sup>.** You can [click here](#) to learn more in this report from National Public Radio".

From SmallerLiving.org: **See why city officials broke their own zoning laws to build a charming village.** [http://smallerliving.org/2016/08/31/see-why-city-officials-broke-their-own-zoning-laws-to-build-a-charming-village-/?src=cls\\_55445&t=syn](http://smallerliving.org/2016/08/31/see-why-city-officials-broke-their-own-zoning-laws-to-build-a-charming-village-/?src=cls_55445&t=syn)

**We made it to SALT WATER !!** Former NLEA Community Development Director Bethany Whitley, her husband Luke and two other life-long friends continue on their journey to sail around the world in a 47 foot sailboat. They left Charlevoix in mid-Oct and have now made it to salt water... Mobile, Alabama. You can check out their journey through regular postings on Face Book. "SV-Furthur"



Have a terrific week!

Andy Hayes, President [andy@northernlakes.net](mailto:andy@northernlakes.net)

## By the Numbers...



**\$361,938,770.....40**

40 projects currently in progress for an anticipated investment of \$361,938,770.

Grant Funding	\$2,192,000
Public Investment	\$17,565,500
Private Investment	\$342,181,270

1,030 Anticipated Jobs Created/Retained

12 Anticipated Business Startups



**\$12,162,921.....20**

20 projects completed this year for a total investment of \$12,162,921.

Grant Funding	\$6,033,226
Public Investment	\$2,524,163
Private Investment	\$3,605,532

57 jobs created/retained



**2,300** hours spent working on economic development projects.



**83** annual retention visits year-to-date to base employers throughout the region.

Visit

[www.northernlakes.net](http://www.northernlakes.net)

for details on these and other successful projects.

2017 CNC Scholarships Available



CEO Advisory Group-Vistage Michigan



Local Support for EDG



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**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
BOARD APPOINTMENTS & PROCEDURES  
December 7, 2016**

The meeting was called to order at 9:00 a.m. in the Commissioners Room by Committee Chair Bruce Gauthier.

**PRESENT:** Commissioner Bruce Gauthier, Commissioner John Wallace, Commissioner Chris Brown and Clerk Mary Ellen Tryban.

**CITIZENS COMMENTS** – None

**Motion** by Commissioner Wallace, seconded by Commissioner Brown, to approve today's agenda and the minutes of September 29, 2016 as presented. Motion carried.

**Cheboygan County Airport Authority**

**Motion** by Commissioner Wallace, seconded by Commissioner Brown, to recommend to the full Board to reappoint Dennis Despain, Louis Vassilakos, and Don Balbaugh to the Cheboygan County Airport Authority for three-year terms commencing January 1, 2017 through December 31, 2019. Motion carried.

This will still leave Del Reynolds' position open as he no longer wishes to be the Airport Authority. An ad will be placed in the newspaper for a position on the Cheboygan County Airport Authority.

**Cheboygan County Construction Code Board of Appeals**

**Motion** by Commissioner Brown, seconded by Commissioner Wallace, to recommend to the full Board to reappoint David McKinley and Calvin Oxley to the Cheboygan County Construction Code Board of Appeals for 2-year terms commencing January 1, 2017 through December 31, 2018. Motion carried.

**Cheboygan County Planning Commission**

**Motion** by Commissioner Wallace, seconded by Commissioner Brown, to recommend to the full Board to reappoint the following to the Cheboygan County Planning Commission for terms beginning December 16, 2016 and ending December 15, 2019: Sharon Lyon, Steven Churchill and Patty Croft. Motion carried.

Advertising for positions on the Cheboygan County Planning Commission will be placed in the newspaper.

**Cheboygan County Waterways Commission**

**Motion** by Commissioner Brown, seconded by Commissioner Wallace, to recommend to the full Board to reappoint George Pike to the Cheboygan County Waterways Commission for three-year terms commencing January 1, 2017 through December 31, 2019. Motion carried.

The position currently held by Father Paul Megge will be advertised as he no longer wishes to serve on this committee.

**Cheboygan County Zoning Board of Appeals**

**Motion** by Commissioner Brown, seconded by Commissioner Wallace, to recommend to the full Board to reappoint Ralph Hemmer and John Moore to the Cheboygan County Zoning Board of Appeals for three-year terms commencing January 1, 2017 through December 31, 2019. Motion carried.

**Cheboygan County Department of Public Works**

**Motion** by Commissioner Brown, seconded by Commissioner Wallace, to recommend to the full Board to reappoint Garfield Geyer to the Cheboygan County Department of Public Works for a three-year term commencing January 1, 2017 through December 31, 2019. Motion carried.

**Motion** by Commissioner Brown, seconded by Commissioner Wallace, to recommend to the full Board to accept the recommendation from the Cheboygan County Agricultural Society to reappoint Ron Fenlon, John Brown, Jr., Derrick Dotski and Nathan Howell, and to appoint Brenda Mushlock and to the Cheboygan County Fair Board for terms beginning January 1, 2017 and ending December 31, 2019. Motion carried.

**Motion** by Commissioner Brown, seconded by Commissioner Wallace, to adjourn. Meeting adjourned at 9:35 a.m.

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Mary Ellen Tryban, County Clerk



**Cheboygan County Fair  
Board Meeting  
Sept 12<sup>th</sup>, 2016  
CheboyganCountyFair.Com**



**FOLLOW US ON FACEBOOK!**

**1. Call to order:**

President Ron Williams called the meeting to order at 6:30 PM at the Fair Grounds.

**DIRECTORS PRESENT:**

Ron Williams	Ron Fenlon	Matt Horrocks
Keith Kwiatkowski	Colette Gildner	John Brown Jr.
Steve Sanford	Bubba Borowicz	Gary Spray
Derrick Dotski		

**DIRECTORS ABSENT:**

Darl Taylor (E)	Beth Buhr (E)	Nate Howell
Kelsey Kennedy		

**FAIR MANAGER & OFFICERS:**

Dan O'Henley (Absent)	Terry Drake	Lisa Duncan
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**2. PLEDGE OF ALLEGIANCE TO THE FLAG was recited by all.**

**3. ROLL CALL was taken by Lisa Duncan.**

**4. APPROVAL OF AGENDA – Additions/Deletions.**

MOTION by Matt Horrocks, seconded by Gary Spray, to approve the agenda as presented.

**MOTION CARRIED**

**5. PUBLIC COMMENT**

NONE

**6. MINUTES – Minutes of the Aug 1<sup>st</sup>, 2016 Fair Board Meeting were presented.**

MOTION by Matt Horrocks, seconded by Gary Spray, to approve these minutes as presented.

**MOTION CARRIED**

**7. TREASURERS REPORT:**

Treasurer Terry Drake gave her report.

MOTION by Gary Spray, seconded by Matt Horrocks to approve the treasurer's report as presented.

**MOTION CARRIED**

**8. MANAGER'S REPORT:**

NONE

**9. COMMITTEE REPORTS:**

- Matt Horrocks gave an update on CCYLP.

## **10. OLD BUSINESS:**

### ➤ Al Barr Family Project Review:

Ron Williams and Dan O'Henley met with Al Barr's family and discussed pursuing redoing the horse tower; metal roof, painting, new eaves, new doors, etc.

## **11. NEW BUSINESS:**

### ➤ Fair Review:

- General consensus was everything went very well, no major issues.
- Sue Cleary spoke about the Open Class Exhibit (Farm Bureau) Building:
  1. Exhibitor entries were up from last year.
  2. The floor was not power washed as promised by the manager, and garbage from the June event had not been removed.
  3. The workers provided per the contract were a big disappointment.
  4. Our local Farm Bureau did not participate in the fair this year, which was another big disappointment.
  5. The Lioness Group and the 4-H PEP Group are interested in a contract for the 2017 fair year.

Sue has many very good ideas to continue the growth of open class exhibitor entries

MOTION by Matt Horrocks, seconded by Keith Kwiatkowski, to renew the Lioness Group and the 4-H PEP Group contracts for the 2017 fair.

**MOTION CARRIED**

- Terry needs volunteer hour's information for next meeting.
- Budget meeting is set for Thursday Sept 22 at 5:30. Everyone is welcome to attend.

2017 Convention (January 12-14):

Please let Lisa know at October meeting of your intention to attend convention and banquet.

## **12. PUBLIC COMMENT:**

NONE

## **13. MOTION TO ADJOURN**

MOTION by Matt Horrocks, seconded by Gary Spray, to adjourn.

**MOTION CARRIED**

Meeting adjourned at 6:55 PM

At the November 7, 2016 meeting:

MOTION by Matt Horrocks, seconded by Keith Kwiatkowski to approve these minutes as presented.

**MOTION CARRIED**

Submitted by  
Lisa Duncan  
Fair Board Secretary

## REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION 11/3/2016

Chairman J. Johnson called the regular meeting to order of the Cheboygan County Road Commission at 9:00 A.M.

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

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

**VISITORS:** T. Matelski, J. Moore, C. Veneros, T. Olson, G. Bunker, C. Muscott, S. Redmond, M. Donovan, G. Archambo, B. Hartwig, H. Kromis and T. Horrocks.

**MOTION by K. Paquet seconded by C. O'Connor to approve minutes of last regular meeting of 10/18/16 as mailed. 5 Yeas CARRIED**

**MOTION by K. Paquet seconded by C. O'Connor to approve for payment current payroll voucher #16-42-\$60,998.38 and accounts payable voucher #16-43-\$287,257.26. 5 Yeas CARRIED**

**MOTION by K. Paquet seconded by D. Brown to approve agenda as presented. 5 Yeas CARRIED**

C. Muscott would like to thank the crew for continuing to patch pavement. He received a letter that states the Tuscarora Township DDA has not filed their annual reports with the State of Michigan and he would like the Road Commission to take a stand they will not work with the Tuscarora Township DDA until they resolve that issue. He will forward the letter to the Road Commission.

B. Shank stated we have received a State Trunkline Maintenance Contract to sign.

**MOTION by K. Paquet seconded by C. O'Connor to approve and authorize Engineer/Manager Shank and Chairman J. Johnson to sign the State Trunkline Maintenance Contract for the duration of October 1, 2016 through September 30, 2021 as presented, between the Cheboygan County Road Commission and Michigan Department of Transportation. Roll call. O'Connor-yes, Chadwick-yes, Johnson-yes, Brown-yes, Paquet-yes** **CARRIED**

**MOTION by D. Brown seconded by K. Paquet to approve and authorize Chairman Johnson and Clerk Stempky to sign Administrative Service Contract (ASC) with Blue Cross Blue Shield, effective January 1, 2017 through December 31, 2017 as presented. 5 Yeas** **CARRIED**

B. Shank commented the active employees have decided to change their Health care coverage from a \$500 deductible to a \$750 deductible due to the increase in cost and coverage over the hard caps for the current policy they have. With the change in active coverage there is the change in the retiree coverage for non union and supervisory retirees to the same coverage as the active employees have.

**MOTION by K. Paquet seconded by C. O'Connor to approve and authorize Clerk Stempky to change the contract for all active suffixes for current employees from a \$500 to a \$750 deductible with Blue Cross Blue Shield as well as set up a new retiree suffix changing from a \$500 to a \$750 deductible for the retirees of the Non Union and Supervisory group, so they have the same coverage as active employees. Roll call: Chadwick-yes, Johnson-yes, Brown-yes, Paquet-yes, O'Connor-yes** **CARRIED**

Engineer/Manager Shank presented a revised Policy #37 for Local Road Cost Sharing and Project Estimate Policy. Recommending for 2017 \$100,000 for local cost sharing with maximum of \$25,000 toward a project and a list of typical projects, as well as procedure for estimates and cost and billing.

**MOTION by K. Paquet seconded by C. O'Connor to adopt revised Policy #37, Local Road Cost Sharing and Project Estimates Policy as follows:**

**CHEBOYGAN COUNTY ROAD COMMISSION**  
**LOCAL ROAD COST SHARING and PROJECT ESTIMATES POLICY**

**LOCAL ROAD PROJECT ALLOCATION**

The Road Commission will establish a Local Road Project Allocation to assist Townships with construction costs on local roads. The Road Commission will allocate money in December of each year. Townships that wish to receive money will need to apply for funding. The maximum amount of funding a Township can receive will be \$25,000. These funds must be matched with Township money. All unused money will carry over to the next year. Carry over money will be distributed first in subsequent years prior to new allocation funds. Any money that would be carried into a third year will be removed from the allocation and used for improvements on Primary County Roads. Townships will be awarded money based on application date of the request and the balance of funds in the allocation.

**TYPICAL PROJECTS:**

- 1) Installation or replacement of drainage structures other than driveway culverts and ditching.
- 2) Clear, grub, grade, drain and gravel for construction projects.
- 3) Paving or wedging with hot plant mix asphalt.
- 4) Sealcoat of existing paved, chipstone surfaces or fog seal, Township responsible for material costs and contracted services and CCRC will furnish its Labor and equipment.
- 5) Prime and double seal gravel surface roads; and must be resealed 2 years after original sealcoat. Township responsible for material costs and contracted services and CCRC will furnish its Labor and equipment.

**PAVING OF ROADS:**

New paving projects must connect with existing paved surfaces. Contact the Road Commission for interpretation of this section at a specific location. The intent being is to prevent a checkerboard pattern of surface types all in the same area.

**ESTIMATES:**

Estimates are good for one (1) year from the date of issue. Preliminary Estimates will be developed to provide budgetary numbers for Township to consider road improvements. If a project is advanced to the Final Estimate stage, more in depth engineering work is performed to provide an accurate estimate of the proposed work. Final Estimates may increase or decrease compared to the Preliminary Estimates due to varying or unknown conditions discovered as part of completing the Final Estimate process.

**COSTS AND BILLING:**

The Costs included in the projects are the published equipment costs (MDOT Schedule C), labor costs based on terms of the current labor contract, materials and contracted services; all plus 10% engineering and overhead.

Excluded Costs (not billed to the Township):

1. The Township shall furnish Acquisition of right-of-way or easements for local projects.

2. Design Engineering by Road Commission staff on road projects that are constructed.
3. Construction Engineering on Township road projects that are constructed.
4. Any other costs not listed under Typical Projects are excluded.

Estimates are prepared giving the Road Commission's best estimate of the anticipated final costs. The billing will be based upon actual costs incurred. The Road Commission guarantees the actual costs will not exceed 110% of the Final Estimate for the specific project.

Billings will be mailed to the Townships in the following manner: As the project begins, the Road Commission will bill the Township 50% of the Agreement amount. After completion of the project, the Road Commission will bill the Township for the balance due. These bills are due upon receipt of statement.

If contributions are anticipated from corporations, individuals, assessment district projects or other, we ask that all of those contributions be routed through the Township. The Road Commission's contract for the improvement will be with the Township and not with other parities.

### PROCEDURES FOR REQUESTING AN ESTIMATE

- 1) Township needs to request in writing for an estimate from the Road Commission if they wish to pursue a project.
- 2) When request is received the Road Commission will put together a Preliminary Estimate (this is based on average costs of construction and only a initial evaluation of a propose road project).
- 3) The Preliminary Estimate will be forwarded on to the Township and if the Township decides to continue, the Township needs to send a deposit equal to 2% of the Preliminary Estimate to the Road Commission.
  - a. For projects that are funded by a Special Assessments, the Board will waive the 2% deposit requirement provided the Township submits documents that show the proposed Special Assessment has 50.01% or more land owner frontage support (per Public Act 188 of 1954) and that all signatures have been validated.
- 4) When the Road Commission receives the deposit they will generate a Final Estimate for the Township and will forward Final Estimate along with an agreement for the Township to sign.
- 5) If Township agrees with Final Estimate then the Township will sign the Agreement and return to the Road Commission.
- 6) When Road Commission receives signed agreement they will execute the necessary signatures and return a copy of Agreement to the Township.
- 7) When Agreement has proper signatures project will be placed on the schedule for reconstruction.
- 8) Upon Start of Project, 50% of contract cost is due.
- 9) Upon Completion of the project, the balance of actual Project Cost is due.

**Roll call: Johnson-yes, Brown-yes, Paquet-yes, O'Connor-yes, Chadwick-yes CARRIED**

Engineer/Manager Shank presented 2017 Motor Carrier Patrol Agreement for the weight restriction season, 50 hour maximum, 10 hour per week.

**MOTION by D. Brown seconded by R. Chadwick to approve and authorize Engineer/Manager Shank to sign the 2017 Motor Carrier patrol for the spring restriction year. 5 Yeas CARRIED**

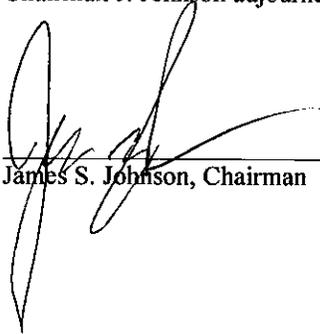
Engineer/Manager stated would like to purchase two (2) hot patchers from MIDeal, the approximate cost is \$24,000 each.

**MOTION by K. Paquet seconded by C. O'Connor to authorize Management to purchase two (2) hot patcher machines from MiDeal at an approximate cost of \$24,000 each. 5 Years      CARREID**

**MOTION by D. Brown seconded by K. Paquet to receive and file the following correspondence: Township Meeting Minutes: Beaugrand 9/14/16, Burt 9/1/16, Mackinaw 10/18/16, Munro 9/13/16 and Mullett 10/4/16; FOIA request Paquet; Robert Ruppel Ref. Abandonment request and October 2016 State Maintenance. 5 Years      CARRIED**

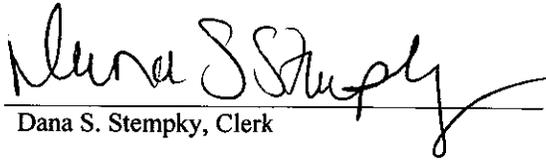
K. Paquet-Thank you to the crew for the outstanding job with completing all the construction projects.

Chairman J. Johnson adjourned regular meeting at 9:23 A.M. being no further business to come before the Board.



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James S. Johnson, Chairman



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Dana S. Stempky, Clerk

## REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION NOVEMBER 17, 2016

Chairman J. Johnson called the Regular Meeting of Cheboygan County Road Commission to order at 9:00 A.M.

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

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

**VISITORS:** F. Cribb, C. Veneros, M. Ridley, G. Bunker, K. Hahn, R. Socha, H. Ginop, C. Muscott, J. Moore, T. Matelski, D. Brandt, T. Horrocks and B. Hartwig

Pledge of Allegiance was recited

**MOTION by K. Paquet seconded by R. Chadwick to approve minutes of last regular meeting of 11/3/2016 as mailed. 5 Yeas** **CARRIED**

**MOTION by D. Brown seconded by R. Chadwick to approve for payment current payroll voucher #16-44-\$64,370.50 and accounts payable voucher #16-45-\$547,977.03. 5 Yeas** **CARRIED**

**MOTION by D. Brown seconded by K. Paquet to approve agenda as presented. 5 Yeas** **CARRIED**

C. Muscott would like to keep in mind the Tuscarora DDA not in compliance with State at this time and recommend not entering into contracts with them until resolved.

M. Ridley commented the Tuscarora DDA is working on remedying the compliance situation. Recommend to move forward business as usual.

Public Hearing for Woodruff Street needs to be cancelled due to the Township not sending in the Resolution of support for the initial step.

**MOTION by D. Brown seconded by R. Chadwick to cancel the Public Hearing for transfer of jurisdiction of Woodruff Street to Mullett Township, due to resolution not received from Mullett Township. 5 Yeas** **CARRIED**

**MOTION by K. Paquet seconded by R. Chadwick to set Budget Public Hearing for Thursday, December 15, 2016 at 9:00 A.M. to discuss proposed 2017 budget and amend 2016 Budget, with regular meeting to follow. Roll call: O'Connor-yes, Chadwick-yes, Johnson-yes, Brown-yes, Paquet-yes Nays-0** **CARRIED**

Non Union Employment Agreement presented for approval. Engineer/Manager Shank commented changes made with the other union contracts are what was followed and changed with the Non Union Agreement.

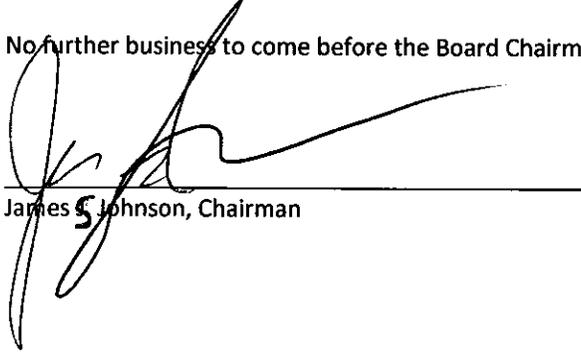
**MOTION by K. Paquet seconded by D. Brown to approve and authorize all Commissioners and Engineer/Manager Shank to sign the Non Union Employment Agreement as presented effective January 1, 2017. Roll call: Chadwick-yes, Johnson-yes, Brown-yes, Paquet-yes, O'Connor-yes Nays-0** **CARRIED**

**MOTION by D. Brown seconded by K. Paquet to receive and file the following correspondence as follows: Township Meeting Minutes: Benton 9/6/16 and 10/4/16, Tuscarora 9/6/16 and 10/4/16 and Grant 10/11/16; Carl Muscott Ref. Tuscarora DDA and Nunda Request for Estimate. 5 Yeas** **CARRIED**

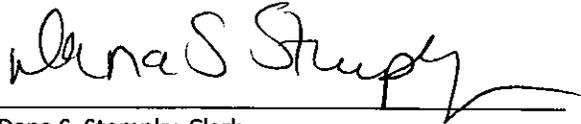
**Engineer/Manager Shank updates:**

- Has put together a Millage status report to be reviewed
- Attorney General granted summary disposition in the Mead Brothers vs MDOT case involving non-motorized path and crane work. Unless an appeal, the case is closed.
- Lake 16 Road there is a gate blocking a county road and the Road Commission is going to move forward with removing the structure.

No further business to come before the Board Chairman J. Johnson adjourned the Regular Meeting at 9:16 A.M.



James S. Johnson, Chairman



Dana S. Stempky, Clerk

**REGULAR CITY COUNCIL MEETING**  
**October 25, 2016**

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, Riddle, Couture, Kwiatkowski and Lavender

Absent: King

Mayor Pro Tem Couture moved to excuse Councilman King; 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:**

Councilwoman Riddle moved to approve the Agenda and receive and file all communications; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

**Approval of Regular City Council Meeting Minutes – October 11, 2016:**

Councilwoman Kwiatkowski moved to approve the Regular City Council Meeting Minutes of October 11, 2016 as presented; supported by Councilman Lavender. Motion carried unanimously.

Communications and Petitions:

▪ **Kick-Off Presentation by Christopher Germain, AICP, RRC Planner, Redevelopment Ready Communities** - Mr. Germain introduced himself stating he is a Planner with the MEDC, specifically the Community Development Division, Redevelopment Ready Communities Program. He stated the City formally joined the Redevelopment Ready program in May 2016. The MEDC has had the City in the pipeline for the last few months evaluating how the City is working on zoning codes and master plan updates, and the MEDC is now to the next stage of giving the City a formal evaluation that is a third party audit from the State helping the City try to understand what it is doing really well and what might be time to update in the zoning code or development process. The purpose of his visit today is to kind of get Council familiar with the program and what is going to come up over the next couple of months. Mr. Germain explained that the community division of MSHDA and MEDC merged and everything is now conducted through the MEDC. He stated their job is to help communities build a foundation. Essentially the MEDC wants to help the City build so the systems are in place for private developers to come and for us as a community to make the decisions think are going to create the kind of community we want. Sometimes a community knows what they want but does not necessarily have the best tools to get there and the MEDC can help fill all of those gaps. The RRC is a big tool in the toolbox to building a foundation. It is a voluntary program and the City joined to get points for the ICE Grant, in addition to being a lot of value to the City in the long run. Mr. Germain explained for the audit, the RRC will come in and look at the zoning codes, comprehensive plans, downtown plan, capital improvement plan, public participation, education and training, and economic development, etc. and assist the City with the Best Practices. The MEDC does a lot of work with developers and two things the developers like are predictability and solid plans (visioning that has good implementation). He noted the RRC is a behind the scenes audit and will be communicating with the City as they go through this process. They are also not here to do the work for the City; they will identify what the deficiencies are but it is going to be up to the City and its partners to fill those gaps.

## **Regular City Council Meeting – October 25, 2016**

The RRC does provide technical assistance and as much guidance as they can, noting there are only four planners for the entire State. Mr. Germain stated they will not be rewriting the zoning code or master plan for the City. They also won't really be able to solve any problems that we have. Again, they are going to help the City build the framework to address the problems. Councilwoman Riddle asked, in terms of not solving the problems, does the MEDC have the background and information to direct the City to organizations, etc. that can help. Mr. Germain replied absolutely, noting after the formal evaluation there is a whole set of tools available to the City even before the City is certified to help get the City certified, which includes money, technical assistance, etc.

Mr. Germain went on to state the RRC is a very unique program and actually the only program of the kind in the Country, that they are aware of, where a state agency comes in and tries to assist communities to better their local processes. The MEDC comes in with an incredibly open mind; no cities do these things alike. He works with cities from Metro Detroit to the Bridge. Mr. Germain noted the City will have things that are important to it as a community and the MEDC is not here to tell you to get rid of those. He will tell us what the City's Best Practices might be and get us up to par with some of our common neighbors. He showed Council a chart they use at the MEDC to show how everything fits – talent once placed; placed means business; and business means talent. It will build as the City builds a confidence of community as you build a downtown that people will want to come visit and as we build a system where people will want to invest, everything starts to happen. Mr. Germain stated the MEDC will get the City through the report, get the City the Best Practices to help us get there, and then eventually the MEDC will certify us assuming we meet the Best Practices.

Mr. Germain then pointed to a map showing who is active in the RRC Program. A significant announcement was recently made at the State level that communities need to be at least engaged in RRC in order to get economic incentives from the MEDC for community development, noting the City of Cheboygan is already engaged. He noted Alpena and Grayling have their evaluations done, with Boyne City already meeting the certification requirements. In addition, there are only seven cities in the State that are certified and a handful that are pretty close.

Mr. Germain then introduced the Council to the six Best Practices – Community Plans and Public Outreach; Zoning Regulations; Development Review Process; Recruitment and Education; Redevelopment Ready Sites; and Community Prosperity (economic development and marketing). Mr. Germain explained under Community and Public Outreach, the MEDC will look at the City's comprehensive plan (City is in the middle of an update because of the Port property) and Downtown Plan (updated in 2012) to make sure it meets the Best Practices of plans. Government and other organizations are very guilty of plans that sit on shelves. In order to meet an RRC Best Practice Plan the MEDC looks for goals, actions, timelines and responsible parties. What is key to the MEDC is creating an implemental plan. Mr. Germain stated he looked at the 2007 Downtown Development Plan and it has goals for at least a year and how to actually achieve them. The MEDC will be looking at what the City does for the update to the Master Plan to make sure the City is on the right track before the City finalizes it.

The second Best Practice is zoning regulations, with Mr. Germain noting the City is close to the end of an update. He already looked at the current zoning code, not realizing there was a zoning update occurring. He will also take a look at the one that is currently being wrapped up to make sure it meets the RRC's Best Practices. They will look at the zoning regulations to make sure it matches up with the Master Plan so developers are able to get through the planning process. They also look for flexible parking standards, variety of housing options, outdoor dining, etc.

## **Regular City Council Meeting – October 25, 2016**

The third Best Practice is looking at the development review processes, i.e. site plan review process for new developers or additions, etc. They want to make sure the processes are documented, clear to a developer so they know exactly what they need to do. It is all too common for cities to have development processes and the only people who know it are the zoning administrator and the folks who work in that area. There needs to be timelines so the developer knows what they are getting into. Essentially it is predictability.

The fourth Best Practice is recruitment and education. This focuses on the Planning Commission, Zoning Board of Appeals and City Council. The MEDC wants to make sure the folks who are dealing with the development process are the best folks we can find, so there is a good mix of folks on the Commission. The City of Cheboygan is ahead of other cities in that we actually have an idea of who we would like to sit on the Commission. We have an engineer, builder and architect, which are good ones to have. They also look at education and training, as we are dealing with some pretty complex issues going through the development process. It is both important to the community and developer as to what is being looked at and approved, as well as the legalities of it all. Most cities use webinars from the Michigan Planning Association.

The fifth Best Practice is redevelopment ready sites. Essentially this takes the proactive approach, which is this is our community and we have a vision and we know what sites are not being used and are obsolete, as well as our priorities. By identifying those and preparing the information, these can be contained on the internet for developers. The City can go to developers to let them know we really want another restaurant that is opened past 5:00 p.m. These are the things a developer will need to know and is a proactive approach. For RRC certification, the City is required to find three of these and that we fully package one of those. Mr. Germain noted the City is already working with someone to achieve this Best Practice and the City is well on their way to that. This is an essential one and because the City is already working on it, the City is a step or two ahead.

The sixth Best Practice is community prosperity. This essentially means the City has an economic development strategy of some kind, a unified marketing strategy, and it also requires the City to have a website that is kind of up-to-date and modern. It is his understanding that the City already has all three of these pieces in the works. Mr. Germain stated it is his understanding that the City's website is set to come online in the next month, the economic development strategy is in bits and pieces and needs to be put together into something and the unified marketing strategy would be tied to the Port area.

Mr. Germain then explained the City has completed step one – engagement. Early in the year the City completed the self-evaluations and the City Manager attended the Best Practices training session and the City Council passed a Resolution of Intent to join the Program. This got the City into the RRC pipeline so they could start to give the City technical assistance and work with the City. The City is now at step two, and Mr. Germain has begun to read the zoning code and plans he had. They are going to interview some developers who have done some work in the City in the last few years just to get their opinions on things. A lot of time developers will have suggestions for small changes, which they may incorporate into the report if they agree with them. Mr. Germain went on to state all the information is then compiled into a report and will be back to talk to City Council in December or January. It should be done in November, but probably not before Thanksgiving. In December or January the Council will be asked to pass another resolution which states thank you for the report and these are the things we need to work on and we will work on these. At this point, it opens up a whole toolbox for the City, such as technical assistance money where they will do one to one matches; i.e. if the City is missing the branding strategy. He understands the City has some commitment from

## Regular City Council Meeting – October 25, 2016

community organizations. The RRC/MEDC would actually match this and make it twice as good. As the City goes through this, the MEDC requires quarterly reports they will send to the City Manager, which will be basically fill in the blanks. As we change things on the chart to yes, the MEDC will eventually certify the City. Mr. Germain then reviewed the benefits once the City is certified. He stated the certification can take from a year of the report to some that are still working on it three years later; it is up to the City as to how long it takes. If the City Manager gets really busy and does not get anything done for a quarter, the City remains in the Program.

Mr. Germain then stated they really want to be the City's partner at the State level, noting the City has already clearly worked with the MEDC and we are not a regulatory agency, as this is a voluntary program. It's a program that a lot of communities have found a lot of benefit in and hopes that the City finds some benefit in it, even if the City never reaches certification. He thinks the City will reach certification based on what he has already seen. There is a lot of benefit going through this such as having someone look at the codes, plans and processes and helping the City make them better. Mr. Germain commented from everything he hears, the City is very friendly to the idea of development and really believes in this community and he believes the Program really helps communities actually plan that vision and ownership, which can sometimes get mired up in old out-of-date regulations, which they will help fix. He then asked for questions, adding Council has his contact information and may contact him directly noting e-mail is the easiest way to contact him. Mayor Bronson asked if Mr. Germain has a copy of the proposed Zoning Ordinance. Mr. Germain responded he will get that from City Manager Eustice. He then stated he and the City Manager have been playing phone and e-mail tag for about two weeks so he came up to Cheboygan early today to work that out.

### **Department, Board and Commission Reports:**

- **Downtown Development Authority** – Mayor Bronson commented City Manager Eustice was not at this meeting. City Manager Eustice stated he and City Engineer James Granger are looking at the trip hazard again and will do some cost estimates on trying to re-concrete that area, noting it may not be feasible, to level out the concrete all the way around. Mayor Bronson stated this was the long-term plan the DDA Board talked about, but they are still looking at the stanchions as a short-term plan. Councilwoman Riddle inquired as to the jet-out areas if we were to re-concrete the area around Festival Square, wondering if the re-concrete would be straight. City Manager Eustice stated it could be both, noting Dennis Lindeman has an idea that City Engineer Granger and he will look at to see if it's going to make a difference. This is to basically fill in the area that is indented with either concrete or brick, which Mr. Lindeman believes will eliminate the trip hazard, although the lip would still be there. He is unsure this would be the solution. A better solution would be to cut out that concrete, which is more costly, and try and level out the area on the outside of the Pavilion. Councilwoman Riddle stated if the area between the jet outs were done on an angle down and a bench put in the area that is already jetted out, noting it would alleviate some issues. City Manager Eustice stated they will get some kind of resolution to that.

City Manager Eustice announced downtown trick or treating is coming up next Monday, which is a huge event with 1,200 kids downtown and sometimes more.

Councilwoman Riddle asked if the sound system is fully operational. City Manager Eustice replied they can use it, but they are waiting for a transmitter so that we can transmit inside this building to Festival Square. Currently a device has to be brought to the sight right now. Mr. Dan Buday is in the process of getting a transmitter before Thanksgiving.

**Public Comments:** *(None)*

## Regular City Council Meeting – October 25, 2016

### City Clerk/Treasurer's Comments:

- **Upcoming General Election** - Clerk/Treasurer Kwiatkowski stated we have been going great guns as far as the election goes. Right now we have issued over 300 absentee ballots, so we are expecting quite a turnout with all the publicity. Deputy Clerk Janet Gahn is doing an outstanding job. She is handling all the AVs by herself because he does not have the time to help her, so it is quite a bit of work.
- **Field Work for Audit** – Clerk/Treasurer Kwiatkowski reported this is done and now it will be a series of e-mails and telephone calls. He will get a draft of the financial statements, which he will go over. There is a section of the audit, Management's Discussion and Analysis that is put together by the auditors and himself to highlight what is going on financially in the City, i.e. projects such as the Port property and road projects.
- **WWTP Insurance Issue** - There was a meeting this morning attended by the City Manager, City Attorney, DPW Director and himself dealing with issues with the insurance company regarding the Wastewater Treatment Plant. To date, one check has been received for \$400,000.00. There are about \$440,000.00 in outstanding bills that we have not received anything from the insurance company for. Our agent, Mr. Paul Olsen, is working with them and hopes to have something in the next week or two. Some of the bills that are outstanding have not been paid; in fact, we owe Utilities Instrumentation in the neighborhood of \$120,000.00. They have been real patient. The City has been assured we will get our money, but with this type of claim and all the field work and approvals that have to be done in the insurance industry because of the size of the claim, it takes more time.
- **November 8, 2016 City Council Meeting** – Mayor Bronson inquired as to the November 8 City Council meeting. Clerk/Treasurer Kwiatkowski stated if anything happens at all, he will not be at that meeting. The two options are rescheduling the meeting to another day or hold it earlier in the evening. Mayor Bronson inquired if the polls are open until 8:00 p.m. Clerk/Treasurer Kwiatkowski replied yes, stating normally we don't have any real issues but if something came up he would have to leave. Being a small town we have quite an advantage here as we know the electorate and the gals that really work the elections do a great job. Mayor Bronson asked for Council comments on rescheduling the November 8 meeting. Councilwoman Riddle asked if he is going to need extra assistants at the election. Clerk/Treasurer Kwiatkowski replied he talked to the ladies at work and they seem to think we don't need any, but he has her name and number and Councilwoman Kwiatkowski's. Councilwoman Riddle then inquired as to the certificate from the training; Councilwoman Kwiatkowski stated she did not receive one either. Councilwoman Riddle suggested scheduling the November 8 meeting to Monday night to be cautious. Clerk/Treasurer Kwiatkowski stated sometimes the County Clerk will send the certificates to him for filing, noting everyone had to take training because it's a big election and everyone did and he does not think everyone got a certificate. He will check with the County Clerk on the certificates tomorrow. Councilwoman Kwiatkowski commented the County Clerk stated she had the certificates ready for those who registered in advance. Councilman Lavender stated he would be in favor of rescheduling. Councilwoman Riddle stated the reason for rescheduling to Monday is there are two Council people who are up for re-election. It was clarified there are three Council seats for re-election plus the Mayor. Councilwoman Riddle then commented on the new person, if any, being present at the next Council meeting. Clerk/Treasurer Kwiatkowski informed Councilwoman Riddle that the Council Members cannot be sworn in until after the election and typically that would be the first of the year, but he would have to look back at the last election to see when they were sworn in and if it was immediately after or not. Mayor Bronson commented when he was elected he was sworn in the Monday after the election. Mayor Pro Tem

## Regular City Council Meeting – October 25, 2016

Couture asked City Manager Eustice to check the Council Room schedule to reschedule the Council meeting of November 8. City Manager Eustice stated he will get a recommendation for Council. Mayor Bronson stated he has a feeling Clerk/Treasurer Kwiatkowski will be busy that night.

### City Manager's Report:

▪ **Port Property** – City Manager Eustice stated Council has in their meeting packet a draft purchase agreement with Kokosing/Durocher Marine. They basically have accepted an offer verbally for \$428,000.00 for 767 feet of property. He did edit out a couple of items in the agreement, one being an option for them to pay us 10% of revenues as they or we bring in business. This has been discussed with Mr. Joe VanAntwerp and it is not something we need to put into this agreement. He thinks they are comfortable just going on their own and does not think we need to interject any City type management of what their processes are at this point. Mayor Bronson stated when this was talked about before, it was when Kokosing would be using City property. City Manager Eustice stated he spoke with Mr. Stan Neff today and in principle they seem to be okay with it, with a couple of small suggested changes. It looks like this is something we can close within 90 days; it will push it into January. This closing process will be done this winter and Ryba will not be far behind, as they were waiting to see what kind of action we took with Kokosing. Ryba is ready to purchase property. He thinks once the agreement is signed and finalized, Ryba will be right behind. City Manager Eustice stated by early this winter, the entire Port property will be in the hands of Ryba Marine and Kokosing and they will be the operators. Mayor Bronson asked if a special Council meeting will be needed. City Manager Eustice replied that is a possibility. We are going to have to have approval and all seven members here for a motion to approve the sale and to approve the City Manager to sign all closing documents. He then stated it is very likely this will happen very quickly as Kokosing is excited and ready to move forward, noting they are advertising in the Greenwood Book (book of all shipping companies with what their capabilities are) and are in the processing of promoting shipping and receiving on their site. Mayor Pro Tem Couture asked if the non-profit Port group that is involved with this will still be able to put the marketing effort forward to bringing new business into Cheboygan. City Manager Eustice replied yes, they will, noting this has been discussed at the Port Commission level. The 501(C)4, The Port of Cheboygan, Inc., will still do some regional marketing and are prepared to do that. There is also the idea that we may need some outside help from consulting firms that can help us with not only regional marketing but nationwide and worldwide marketing. We may have to look at that down the road to see how that can come about. He had a conversation with Christopher Germain earlier today regarding marketing and the RRC Program, because part of the Program is to promote the City. He told Mr. Germain about the Port of Cheboygan and the kind of marketing ideas we had and that the Community Foundation has committed some monies to marketing. Mr. Germain stated the MEDC can match that, 50/50, if we have a local foundation that will commit monies. It could be that between the Community Foundation and the MEDC they could help us with the marketing process. Councilwoman Riddle commented on the rezoning of that area. City Manager Eustice corrected the area is still zoned as Water Front Marina, but we have a Port Overlay District Zoning Ordinance. Through a recommendation of the Planning Commission and approval of Council someone can basically put anything there in that District with approval. Councilwoman Riddle stated so there is the availability of expanding the Port space more than just water front area. City Manager Eustice replied yes, an industrial site or warehousing. Councilwoman Riddle then asked if there is still the possibility of storage areas in the back area. City Manager Eustice replied yes, in behind the DPW Garage. Also the Cheboygan County Road Commission is considering moving and that building might be available, which is an ideal storage location and/or industrial location. Councilwoman Riddle commented it is good area for expansion past the property we just sold. City Manager Eustice stated we are going to market the Industrial Park and the City lands that are there, as well. He then commented Cheboygan Title is ready to handle the

## Regular City Council Meeting – October 25, 2016

closing and the process is going to be relatively simple, as we have done it before and will be easier with Ryba because they have done it before.

- **Main Street Program** – City Manager Eustice stated the Main Street Program application has to be in by November 4, so Kirsten Guenther is working on that. We are finalizing that application and we should have it done by the end of this week. If approved, which is likely, we will be at the Associate Level for next year and we will see how that can help us.

- **Planning Commission** – City Manager Eustice stated the Planning Commission meeting was cancelled last Monday, but a meeting was held tonight because he hadn't brought the food cart issue to the Commission, although we had extensive talks at the DDA because the DDA was the most affected. There was a lot of conversation at tonight's meeting about food carts and he and Chief Jones have the task of coming up with recommendations by the first meeting in November, whether we have that or not, as that remains to be seen. They are going to look at some options as they have had some good ideas. It is really a 50/50 issue, being on both sides of the fence as to whether they should be located in certain areas or not and what's the price and the cost. Many municipalities handle them differently, noting Harbor Springs charges the vendors \$35.00 a day for a food cart and Boyne City charges nothing. He got some good information out of the Planning Commission tonight and will get with Chief Jones and have some discussion. Any of the recommendations will not go into effect until the next season because the food carts are already licensed and the season is coming to the end. Mayor Pro Tem Couture stated the recommendation needs to state what day in the year it is going to start and make a fiscal year for that, to be re-evaluated after one or two years. City Manager Eustice commented that is a smart thing to do.

- **Inverness Township** – City Manager Eustice stated last week the Council received a letter from Inverness Township in regard to purchasing water from the City and the Mayor responded to that letter. The Township requested 30,000 gallons, which he and DPW Director Karmol think is a little exorbitant at this point. There was discussion that we could provide them with 10,000 gallons per day at a 150% rate that we charge City residents, which our Ordinance requires. The Township believes it needed that to move forward with putting in a water line into the Township and needed it in writing, which we have done and it is in their hands at this point but we are certainly willing to help them move that project forward. Mayor Pro Tem Couture asked in any conversations with the Township did they ever request for a cost of what the laying of the pipe/infrastructure is, or is that not on us. City Manager Eustice stated there has been engineering done, noting Meijer's had engineering done when they did the site plan through UP Engineers and has a cost estimate of \$800,000.00; the Township had their own engineering firm do cost estimates both on going down the old railroad grade and/or coming down M-27. He believes the Township needed a guarantee, and he did get a couple of requests for volume and cost of water, which were somewhat unreasonable. He explained he can't give them a reasonable idea of what it's going to cost and the volume we can deliver without a utility services agreement and without knowing what the entire process is going to take to service that. The DEQ is also going to require that, as well. City Manager Eustice went onto explain we can't say we are going to sell them 10,000 gallons a day and put it in writing because the liability with that is astronomical. Mayor Pro Tem Couture asked if the recent letter signed by the Mayor states that. City Manager Eustice said it did state that and that there needs to be an agreed upon utility service agreement. Councilwoman Riddle asked if it is not the City's responsibility to just get the water to the edge of the City and the appropriate amount that is agreed upon, and then it is their responsibility from that point. City Manager Eustice replied yes that should be their responsibility absence of a 425 Agreement or any other type of an agreement, they need to build it and build it to DEQ regulations and specs. Going forward the DEQ is going to require somebody to manage that service/distribution line, which is going to cost money. For the City to agree to just a cost to deliver water is unreasonable because we need to be sure we meet DEQ regulations as we are not only servicing distribution of water into a township

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that is adjacent to us and that we don't have responsibility for (we can't spend taxpayer dollars in an adjacent township), we are also bringing back that water through our sewer system, so there are some responsibilities there through the DEQ that we need to be mindful of by doing that. It isn't just as simple as Inverness Township you build the line and the City will provide the water as there are all sorts of regulations that go along with that that we have to manage. Councilwoman Riddle stated it is their responsibility to follow those requirements. City Manager Eustice commented yes, adding that is why a utility services agreement is so important. They have to agree with us to be able to manage that system because it is so critical. There is nothing more critical or important than supplying a municipal water supply to our City or an adjacent township. It is very serious as it is not just they'll buy water and the City deliver it to them somehow. That's the tough issue and it's not an easy problem, although it's not necessarily a problem in his mind but we are capable of it but it's not something we can lose control of. The City of Cheboygan has to manage it and be very much so involved in managing that process and a utility service agreement is really what's got to be in place to do that. Mayor Pro Tem Couture inquired as to where in the process is the City Manager at in the negotiation of that agreement. City Manager Eustice stated they are very close and within a week we will have a pretty good idea. Mayor Pro Tem Couture asked as far as from the City's end? City Manager Eustice replied yes. Mayor Pro Tem Couture stated nothing has been talked upon with the Township. City Manager Eustice replied no. Clerk/Treasurer Kwiatkowski interjected the City has received a draft and he has gone through it with the City Attorney, City Manager and DPW Director and the draft is being redone with a consultant. City Manager Eustice stated that agreement is very close from the City's end, noting the Township will need to look at it from their end.

City Manager Eustice asked DPW Director Karmol to comment on Inverness Township requesting 30,000 gallons per day. DPW Director Karmol stated City Manager Eustice did an excellent job and would not add anything except to explain what he thinks is going to be really important and what people might not understand. Mayor Pro Tem Couture did an excellent job of bringing up a really important point at the last meeting, that in the old Agreement they paid money and REUs for a tap on the sewer, which will be a contentious issue as he tries to get a new contract. The reason for the new contract is because there is a difference between when we use the term capacity and a term called flows not to exceed. When we talk about capacity, and they ask for 30,000 gallons a day and use 30,000 gallons in capacity that means that the Township now has 30,000 gallons and if Meijer's uses 5,000 gallons, that is 25,000 gallons I can't sell to the Industrial Park. That's the difference. The reason we started with a contract with flows not to exceed, is that every year we are able to re-evaluate the flow through that meter and the highest flows through that meter are what the State is going to be concerned about regarding the Township. So if they only use 6,000, he will have more to offer the businesses that want to come to Cheboygan and he doesn't have to sell water they don't need. When he first saw the letter he wanted to say we can get you 30,000 gallons – where do you want to dump it. I won't charge you for bringing it back and if you have a tank we can start filling it and billing them for it. Mayor Pro Tem Couture said essentially what DPW Director Karmol is telling him, is they are asking to pre-buy 30,000 gallon capacity and they will potentially only use 6,000 gallons and it restricts us, from the capacity they own, and we can't develop if something came into the Industrial Park and DPW Director Karmol wants to keep control of that. He then asked where the review is at of the current agreement. DPW Director Karmol replied the previous agreement has some issues with that sold capacity that didn't get used because of development. What he would like to do is redo that agreement and look at the flow from year-to-year and what they used at their highest peak is now what he is counting on them to use next year. He doesn't want to put any extra aside or short-sell them – we can go year by year with this or development by development. We are trying to put it in the contract that they can come back to us and say they would like their flows not to exceed to be higher. All this is saying is that if he puts a flow not to exceed 30,000 gallons that means they can use up to 30,000

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gallons but if they go over 30,000 gallons there is going to be a penalty along with that because he has issues with supply. It allows us to make plans above and beyond that and what they don't use we can reuse here; he cannot short sell capacity and especially capacity they want to sit on for future development. We have to go by the flows in order to make that work. This is one of the biggest contentious issues and when he read the statements from the previous Council meeting, there will be some things they want to hang on to and he is hoping we can put a draft agreement in front of them and let them tell us what they would like to see differently but he wanted to explain that because it is going to be hard for everybody to grasp going forward because the only word he hears is capacity and then he tries to sell the term flows not to exceed, which is why. We can't sell capacity and we can't sell capacity of the wastewater because it depends on what the plant can do for the flow rate. He was really scared of that letter and answering them back yes. He just did some figuring in the crowd that we could sell up to 3.3 million – the State wouldn't let him sell 3.3 million gallons a day to whoever; he can't bring that back to Wastewater. When they ask how much we can sell them, we can sell them 2.3 million but he can't bring it back. We need to work out an agreement of what we do and don't want to do and if they are going to stick firm on capacity that cost might go up for him because he can't sell it to the Industrial Park. DOW Director Karmol then stated he wants some feedback from the Utility group because they are stuck on this capacity of wanting 30,000 gallons but it prevents business from growth; does the price go up. We responded at 150% but he would think if they are sitting there holding it and he can't sell it then we are stunting development. He then stated we have three agreements that are pretty hard to work with so we are trying to come up with one 21-page contract that clear defines responsibilities with terms and definitions. He hopes he gets positive feedback from the Township. Councilman Lavender asked how much capacity is needed for the Meijer project. DPW Director Karmol responded that Meijer's has asked for 5,000 gallons, adding he asked the Meijer Corporation for waste stream analysis and he received 21 samples of what similar Meijer's are sending out as far as waste treatment. We have a pretty good idea of what Meijer itself is going to need. When they talk about other opportunities he is going to need that sewer profile just like Meijer's in order to speak to whether we can handle it. Councilman Lavender stated as far as the Meijer project goes, is getting the water to the City limits and they have the line and we have a utility services agreement, then treating the sewer is not an issue at this point? DPW Director Karmol said we are in the process of redoing the wastewater plant and it is a pretty contentious situation because our average flow is right at the capacity of the plant, so adding anything else without consideration or looking at loans or having plans to move forward is why he did not want to do any large scale increases right at the application process. They don't want to have him add something very large to something that's taxed without some plans to remedy it. He would like to get our new wastewater permit reissued for three years and have them tell him what we need to do on that end and then it might be easier to get a permit from the DEQ. Councilwoman Riddle asked with the project on Huron Street, she is assuming things will be done to correctly attach storm drains so they don't go into the system. DPW Director Karmol replied that is correct. Councilwoman Riddle stated this could shorten that discrepancy that we have in terms of what goes out and what comes back in hopefully. DPW Director Karmol stated a lot of those issues were supposed to be solved in the 2010 and 1997 separation and Main Street. He is sure we are going to find some, but the bulk of where we find the infiltration is the older areas of town. We will make a dent and every little bit helps. If he can eliminate 5,000 gallons per day it just increases the capacity. He does not want to short sell, but he does not want to get hopes up in an area that has already had some major combined sewer/storm separation. Councilwoman Riddle stated if we stop at Backus, it does not get us down to the Carnegie building. DPW Director Karmol stated that is correct; that is supposed to be phase 2 and phase 3 goes all the way to Court Street. In the Court Street project we will have some infiltration with an old clay sewer that needs some attention. He is expecting to see some large reductions in the Court Street area. Mayor Pro Tem Couture thanked DPW Director Karmol for the clarification.

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- **Pedestrian Footbridge Elevators** – Councilwoman Riddle asked if the elevators are operational. City Manager Eustice replied no. DPW Director Karmol commented no because we don't have the electrical service issues resolved. Because of the severity and large scale loss at the Wastewater it has been hard to get our contractors over there to complete that work, noting it is not just a couple contractors but it is also the cable. It is multiple things going on. The elevators would then have to be looked at again before they open. Before the last electrical event, we just got the elevators certified and ready to go. We don't want to open them up until they look at the issue that caused it. We are finding issues that caused it not only at the Wastewater but just recently with Wells 7 & 8 on the other side of the River. There has been a lot better in response to our needs as of late.
- **State Street Bridge Closing** - City Manager Eustice informed Council the State Street Bridge (bascule bridge) is scheduled to go under repair January 3, 2017 and will be completely shut down a minimum of six weeks, possibly longer, so there will be no traffic across the Bridge for that period. There is going to be significant construction being done through the end of March, but there should be one lane traffic at that time. Traffic will be rerouted down Lafayette Avenue and across the Lincoln Avenue Bridge to get back downtown or to the south side of town. He then stated there is a public hearing that will happen at City Hall the first part of December (30 days before the project starts). He also stated he has talked to several business owners on both sides of the Bridge and may draft a letter, because it is going to impact them. He is hoping the Tribune can help him with some publications and will speak with Mr. Brady Hebert of the Tribune to give him details. City Manager Eustice replied in 2002 they did the last restoration consisting of mechanical repair and the ramps coming on and off, noting they will basically be doing the same thing. So 14 years later they are changing all the pumps and motors. Councilwoman Riddle asked in January is Plaunt is not traveling to the Island? City Manager Eustice replied correct, and that is why they are doing the work in the winter. Plaunt could run as early as April 1, as he has in the past, so they are trying to get it to be able to open it by April 1. The project is designated to be finished on May 27. DPW Director Karmol noted this project was mentioned in the most recent newsletter.

### Messages and Communications from Mayor Pro Tem and Council Members:

- **Zoning Code** - Mayor Bronson inquired as to the status of the Zoning Code. City Manager Eustice stated the Planning Commission talked about it tonight and he is going to try and have it done by the first week of November/mid-November. He made some edits and has to make edits of the changes that were made. Mayor Bronson then asked for the process following that, if the Planning Commission will approve it and make a recommendation to the City Council and the Council can also make changes. City Manager Eustice replied that would be the process and then there would have to be a public hearing to approve it. Mayor Pro Tem Couture stated he is assuming once it reaches Council, there would be a special meeting to review that. City Manager Eustice stated it could be talked about at a regular Council meeting. Mayor Bronson stated it would be hard to read in a meeting. City Manager Eustice said the Council can review it prior to the meeting and then they can make recommendations.
- **Fall Clean-Up** – Councilwoman Riddle stated this week began the brush pick-up and asked what the last day is. DPW Director Karmol answered November 4, apologizing because 90-days ago he had to make a decision on when the leaves fall and he was wrong. He stated the beginning of this week they are picking up large brush piles because it is not efficient enough to go down full streets, so we are looking at a full truck load. He then stated they got behind cleaning ditches so actually today they picked up brush and then went out to finish part of drainage on Eastern Avenue. Councilwoman Riddle asked if the pick-up will extend past November 4. DPW Director Karmol stated they would like to see everything out by November 4 so we can go to those areas and make routes, but we will most certainly understand if this trend continues and the leaves are still up. It is extremely inefficient

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to not run routes like a garbage truck. Mayor Pro Tem Couture stated there could be snow before the leaves are gone.

▪ **Cheboygan Armory** – Mayor Bronson asked for a status report on the Armory. City Manager Eustice stated he has nothing to report, but did have a meeting with General Michael Stone in mid-May who told him the Army National Guard was going to close this facility. He also told him that he thought an Army Reserve out of Royal Oak was going to purchase it and be stationed here, which would be similar to the National Guard but a small unit, and they would operate it the same way. City Manager Eustice stated he thinks that will not happen now. There is some speculation, as he has talked to a lot of people in the community, and Attorney Chris Lindsay has written him a letter as to how that facility was built. He has heard various scenarios that the City would, if the National Guard ever disbanded, get that building back. He then stated he saw a deed, however, that says that the MDNR would get the building back should they disband. He has asked Jerry Malloy of Cheboygan Title to do some title work on that facility to see if that is the case or what is the case should they disband. He clarified that the National Guard has abandoned the building. City Manager Eustice stated he heard from several sources that the City of Cheboygan paid as much as one-third to build that building in the 1950's, noting he has also went back through some of minutes and did not see where that was the case, but it very well could have been. There would be a type of reversion clause where the City would get that back. Mayor Pro Tem Couture suggested talking to the high school government class and give them this project. City Manager Eustice informed Council there has been some interest, i.e. Salvation Army and the Sheriff. He stated in bigger cities the Salvation Army does something similar to YMCAs. He went on to state the Salvation Army got a big donation from the Kroc family, believed to be McDonalds, for the Salvation Army to build these youth-oriented facilities and they wanted them built in high-risk places, such as the one in Chicago that includes a gymnasium, food kitchens, overnight stay capabilities, etc. He is unsure the need is that great in a small community.

**Adjournment:**

Councilman Temple moved to adjourn the meeting at 8:19 p.m.; supported by Mayor Pro Tem Couture. Motion carried unanimously.

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Mayor Mark C. Bronson

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Clerk/Treasurer Kenneth J. Kwiatkowski

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Councilman Joseph Lavender

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Councilwoman Winifred L. Riddle

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Councilman Vaughn Temple

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Councilman Nathan H. King

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Mayor Pro Tem Nicholas C. Couture

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Councilwoman Betty A. Kwiatkowski



# CHEBOYGAN COUNTY PLANNING COMMISSION

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PHONE: (231)627-8489 ■ TDD: (800)649-3777

## CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING

WEDNESDAY, OCTOBER 19, 2016 AT 7:00 P.M.

TUSCARORA TOWNSHIP HALL, 3546 SOUTH STRAITS HIGHWAY, INDIAN RIVER, MI 49749

**PRESENT:** Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Churchill  
**ABSENT:** Jazdyk  
**STAFF:** Scott McNeil, Steve Schnell  
**GUESTS:** John F. Brown, Eric Boyd, Russell Crawford, Cheryl Crawford, Patricia Lange, John Moore, Carl Muscott, Bob Lyon, John Wallace, Craig Waldron, Lisa McCully, Matt Whitener, Mike Ridley

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

### PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

### APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Borowicz, seconded by Mr. Kavanaugh, to approve the agenda as presented. Motion carried. 8 Ayes, (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Churchill), 0 Nays, 1 Absent (Jazdyk)

### APPROVAL OF MINUTES

The October 5, 2016 Planning Commission minutes were presented. **Motion** by Mr. Churchill, seconded by Mr. Bartlett, to approve the meeting minutes as presented. Motion carried. 8 Ayes, (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Churchill), 0 Nays, 1 Absent (Jazdyk)

### UNFINISHED BUSINESS

**JENNA CORBIN /CASS CASUCCI** - Requests a site plan review for an exercise business (Office – Section 13B.2.7) The property is located at 3491 S. Straits Hwy., Tuscarora Township, Section 24, parcel #161-M55-033-010-00 and is zoned Village Center Indian River Overlay (VC-IR-O). **(This item was tabled at the 10/05/16 Planning Commission meeting).**

Mr. McNeil stated that the Planning Commission had a concern regarding the seasonal nature of the business due to the inability to install a heating system. Mr. McNeil stated that even though a heating system can not be installed in the building economically, they can continue to operate with the existing heating system and they can also continue to operate with space heaters. Mr. McNeil stated that this is less of a seasonal nature than what he implied in his original staff report. Mr. McNeil stated that this business can operate year round.

Ms. Croft asked for public comments. An audience member asked if the plastic on the front of the building will be there permanently and if it is sufficient for building code. Mr. McNeil stated that he can not answer if it is sufficient for building code. Mr. McNeil stated that if this application is approved he believes that there will be a condition that Department of Building Safety requirements must be met. Ms. Corbin stated that she talked to Matt Cronk (Building Official) and he said that as it stands, it is good. Ms. Corbin stated that this is just an addition and it is being sealed from the inside. The audience member stated that this is a reason why there should be a discussion regarding Village Center. Public comment closed.

Board held discussion. Mr. Kavanaugh noted that the Planning Commission does not have control over the appearance of the outside of the building but the township does have some control. Mr. Kavanaugh stated that this will be discussed later in the meeting.

**Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to grant the topography waiver request. Motion carried. 8 Ayes, (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Churchill), 0 Nays, 1 Absent (Jazdyk)

The Planning Commission reviewed and approved the General Findings. The Planning Commission reviewed and approved the Specific Findings of Fact Under Section 20.10. **Motion** by Mr. Freese, seconded by Mr. Churchill, to approve the site plan based on the Specific Findings of Fact Under Section 20.10 with the stipulation that Department of Building Safety requirements be met and Health Department requirements be met. Motion carried. 8 Ayes, (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Churchill), 0 Nays, 1 Absent (Jazdzzyk)

## **NEW BUSINESS**

### **Discussion with Tuscarora Township officials and community to review impact of downtown rezoning to Village Center - Indian River Zoning District and Village Center - Indian River Overlay Zoning District**

Mr. Schnell provided the history of how this area was previously zoned commercial (D-CM) and was rezoned in 2011 to Village Center Indian River with an overlay for a portion of the downtown. Mr. Schnell noted that the main reasons for the rezoning were setbacks and parking requirements. Mr. Schnell stated that most of the buildings are conforming due to the rezoning. Mr. Schnell stated that the essence of the rezoning was to allow for zero setbacks in the front and sides and a 10ft. rear setback. Mr. Schnell stated that the rezoning stems from a number of workshops that were held in 2010. Mr. Schnell stated that at least two of these meetings were held at the Tuscarora Township Hall. Mr. Schnell noted that the public hearing was held at the Tuscarora Township Hall. Mr. Schnell stated that land use goals were identified at the early meetings. Mr. Schnell stated that a more pedestrian friendly downtown, on street parking and retail use emphasized at street level were identified as land use goals. Mr. Schnell explained that uses that were similar were combined into one use. Mr. Schnell stated that it was decided that salon/spa should remain. Mr. Schnell stated that the salon/spa use was similar to both retail sales/services and offices. Mr. Schnell stated that there were three different words in the Zoning Ordinance for the same use. Mr. Schnell stated that these uses were combined and would now fall under the office use. Mr. Schnell referred to a proposed definition for mobile food unit and stated that they may not be undesirable in some areas but desirable in other areas. Mr. Schnell stated that we can decide where they should be permitted. Mr. Schnell read the proposed definition of mobile food unit, "A temporary establishment that is a vehicle-mounted food service designed to be readily movable without disassembly where food and beverages are served primarily for consumption off-premises and may have limited outdoor seating." Mr. Schnell explained that this is a proposed definition and is not part of the ordinance at this time. Mr. Schnell asked Tuscarora Township and Tuscarora Township Planning Commission what changes are desired and what are the concerns. Mr. Schnell stated that zoning does not regulate aesthetics, but issues may be handled indirectly. Discussion was held.

Ms. Croft asked for public comments. Mr. Muscott stated that Village Center has enabled two existing buildings to be utilized that would not have met the parking requirements if zoned Commercial Development. Mr. Muscott stated that Village Center is more flexible zoning and he would like to see residential tweaked as it is an important part of downtown if you want it to be pedestrian friendly. Mr. Muscott stated that the overlay requires that residential be supplemental to a commercial use on the parcel. Mr. Muscott stated that in the Topinabee overlay, residential is allowed on the first floor but 30ft. back from the front of the building which allows people an option to not have a second story residence.

Mr. Thompson stated that next to the bridge there is a small parcel on which there is a lot of sand and a pontoon boat which have been placed and are being used as a food business. Mr. Thompson stated that there are no bathrooms at this location and that they use the public restrooms across the street. Mr. Thompson stated that no one is there now as it didn't work. Mr. Thompson stated that now they have to deal with a lot of sand and an old pontoon boat on this parcel which is located in the middle of downtown. Mr. Thompson stated that next to the ice cream store, an old trailer was used to serve food. Mr. Thompson stated that he has 25 years in the food business and it is not okay to serve food out of this trailer. Mr. Thompson stated there are a lot of sanitary concerns that have to be dealt with when dealing with food. Mr. Thompson stated that now there is an old trailer that wasn't used all summer. Mr. Thompson noted that this is not the Planning Commission's fault and he would have approved the application also. Mr. Thompson stated that there should be an exit strategy when these businesses do not work out.

Mr. Cherveney agreed with Mr. Thompson and stated that the businesses should be reviewed better. Mr. Cherveney stated that we should ask the applicants what are the long term plans for the business. Mr. Cherveney stated that there are 2 trailers that fall into the food truck category. Mr. Cherveney stated that one trailer was brought in with a crane and it will have to be removed with a crane. Mr. Cherveney stated that this business only operated 3-4 weeks this summer. Mr. Cherveney agreed with Mr. Thompson that this is no one's fault as the businesses did fit the criteria. Mr. Cherveney stated that definitions of restaurants and food trucks should be reviewed. Mr. Cherveney stated that there are a lot of sign violations. Mr. Cherveney stated that at one time the township offered to help pay for an enforcement officer.

Mr. Whitener stated that we could do a better job with clarifying the definitions of restaurant and food truck. Mr. Whitener stated that a lot of the problems that were mentioned will be self-correcting. Mr. Whitener stated these businesses will not be around that long. Mr. Whitener stated that vetting these businesses and cleaning up after they have closed down are not a

function of zoning. Mr. Whitener believes the functions should happen locally. Mr. Whitener stated that we need to be careful about condemning concepts based on a couple of individuals or the execution of the concept. Mr. Whitener stated that we have a couple of mobile food units in town that are not up to the standards we would like, but we should be careful about condemning this concept on a broader scale. An audience member asked how this can be done and make it so we do not end up with what we have. Mr. Whitener stated that the definitions of restaurant and mobile food unit need to be clarified and then restrict the problem areas that are associated with food trucks (hours of operation, nuisance, etc...). Mr. Whitener stated if there is a specific category that mobile food units fall in, it will be easier to enforce.

Mr. Schnell stated that we can talk to the township attorney about local ordinances that can regulate or license businesses. Mr. Schnell stated that this is something that can be done at the township level. Discussion was held regarding the definition of mobile food unit. Ms. Croft explained that the Planning Commission is currently working on creating a definition for the mobile food unit. Mr. McNeil stated that the Planning Commission is working on an amendment to address mobile food units. Mr. McNeil stated that the amendment that the Planning Commission is working on proposes mobile food units in Commercial zoning districts only. Mr. McNeil stated that mobile food units would be allowed with a zoning permit. Mr. McNeil stated that certain requirements (parking requirements, signage, permission from the owner, etc.) would have to be met. Mr. Waldron question if the mobile food unit definition should include a requirement that it be a licensed, legal vehicle that can be on the road. Discussion was held regarding the proposed amendment for mobile food units.

Mr. Schnell stated that one of the uses that was desired was a laundromat. Mr. Schnell asked if there are any other desired uses. Discussion was held. Mr. Muscott noted that dry cleaner and laundry establishments are permitted with a special use permit in the Village Center Indian River. An audience member stated that it is not allowed in the Village Center Indian River Overlay zoning district. Mr. Muscott noted that the overlay district is only a couple of blocks. Mr. Borowicz stated that in this case it would be a value judgement to have a use where it is not allowed in place of a vacant building that you hope a future business will meet your specific desires. An audience member stated that the purpose of the Village Center was for trade ups and to allow more flexibility with the parking. An audience member stated that you can't have Village Center and allow a use that is parking intensive that will take up all of the street parking.

Mr. Schnell stated that zoning can help achieve long term goals. Mr. Schnell stated that if some of the issues are eliminated that impede pedestrian shopping district (office), you are eliminating a person's right to sell/rent the building as an office. Mr. Schnell stated that this eliminates the short term goal for a long term goal of someday a business going in that creates pedestrian retail. Mr. Schnell stated that this is a risk and some towns take this risk. Mr. Schnell stated that some towns have maximum setback. Mr. Schnell stated that a maximum setback would require that buildings be built right up to the street to encourage pedestrian traffic. Mr. Schnell stated some towns require a maximum setback, a maximum lot width, and a maximum lot size. Mr. Schnell stated that form base code requires that every 50-75ft. there be a different building front so there is not one long flat wall. Mr. Schnell stated that this will allow for some similarities, but also allows for diversity. Mr. Schnell stated that these are options of what zoning can do. Mr. Schnell stated that you can allow everything in downtown to fill the storefronts, but questioned if it will meet the long term economic development goals.

Mr. Schnell stated that a person was hired for half time plan review and half time zoning enforcement. Mr. Schnell stated that this person's first task is to complete a sign inventory for downtown. Mr. Schnell stated the sign inventory should be completed in one week. Mr. Schnell noted that a sign inventory was also completed two years ago. Mr. Schnell stated the new sign inventory will indicate what kind zoning enforcement issues exist.

Mr. Schnell stated that in regards to the exit strategy comment, there is an option to require a surety bond. Discussion was held.

Mr. McNeil stated that zoning reviews the use of land and the placement of buildings. Mr. McNeil stated that when the Planning Commission reviews a use, they have to review it based on specific standards. Mr. McNeil stated that everyone is to be treated equally based on those specific standards. Mr. McNeil stated it is hard to vet the viability of a business based on the standard that is meant to review the use and placement of a building on a land. Discussion was held.

#### **STAFF REPORT**

Mr. Schnell stated that an appeal of the Circuit Court's decision regarding Heritage Cove Farm has been filed by Grandview Beach Association.

#### **PLANNING COMMISSION COMMENTS**

Ms. Lyon stated that she was in a city two weeks ago and saw a trolley being used as a hot dog stand. Ms. Lyon stated that the trolley was very nicely done, but she can see where it can get out of hand also. Ms. Lyon stated that when they closed up in the

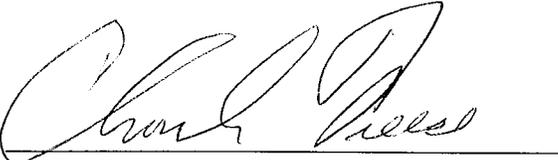
evening, they cleaned up everything and you wouldn't have known that they were there during the day. Mr. McNeil stated that the trolley would likely fall under our proposed definition of a mobile food unit. Discussion was held.

**PUBLIC COMMENTS**

No comments.

**ADJOURN**

**Motion** by Mr. Kavanaugh to adjourn. Motion carried. Meeting was adjourned at 8:05pm.

A handwritten signature in cursive script, appearing to read "Charles Freese", written over a horizontal line.

Charles Freese  
Planning Commission Secretary



# 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 & PUBLIC HEARING WEDNESDAY, NOVEMBER 2, 2016 AT 7:00 P.M. ROOM 135 – COMMISSIONER'S ROOM - CHEBOYGAN COUNTY BUILDING

**PRESENT:** Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Churchill, Jazdyk  
**ABSENT:** None  
**STAFF:** Scott McNeil  
**GUESTS:** Travis Conners, Renee Conners, Eric Boyd, Tony Matelski, Sharon Churchill, Kevin Tucker, Carl Muscott, Russell Crawford, Cheryl Crawford, John Moore, Cal Gouine, Chris Kindsvatter, Judy Ostwald, Brian Fullford, Mike Ridley, Bob Lyon

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

### PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

### APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Kavanaugh, seconded by Mr. Borowicz, to approve the agenda as presented. Motion carried unanimously.

### APPROVAL OF MINUTES

The October 19, 2016 Planning Commission minutes were presented. **Motion** by Mr. Churchill, seconded by Mr. Borowicz, to approve the meeting minutes as presented. Motion carried unanimously.

### PUBLIC HEARING AND ACTION ON REQUESTS

#### Matthew Cooley And Joan Cooley

Requests a Special Use Permit for storage structure (16ft. x 20ft..) at a campground. (Section 6.3.7). The property is located at 11262 W. US-23., Mackinaw Twp., section 19, parcel #011-019-200-012-00 and is zoned Commercial Development (D-CM).

Mr. McNeil stated that the applicant is requesting a special use permit for a 16ft. x 20ft. storage building to be an accessory to the main use, which is a campground. Mr. McNeil stated that the property is zoned Commercial and campgrounds are a use which require a special use permit. Mr. McNeil stated that no special use permit is on file for this campground. Mr. McNeil reviewed the site plan and noted that the setback requirements will be met. Mr. McNeil stated that there are no other changes.

Mr. Kavanaugh stated that this is a small building on a major road. Mr. Kavanaugh stated that there is an existing buffer. Mr. Kavanaugh stated that the building will be adjacent to an existing office building.

Ms. Croft asked for public comments. There were no public comments. Public comment closed.

**Motion** by Mr. Freese, seconded by Mr. Bartlett, to grant the topography waiver request. Motion carried unanimously.

The Planning Commission added "The proposed structure is to be placed on an existing pad within the footprint of a previously existing structure." as #5 to the General Findings. The Planning Commission reviewed and approved the Finding of Fact Under Section 18.7 and the Specific Findings of Fact Under Section 20.10. **Motion** by Mr. Kavanaugh, seconded by Mr. Bartlett, to approve the special use permit based on the General Findings, Finding of Fact Under Section 18.7 and the Specific Findings of Fact Under Section 20.10 subject to meeting Department of Building Safety requirements. Motion carried unanimously.

### **Travis Conners**

Requests a Special Use Permit for boat storage - Section 6.3.14. The property is located at 1225 South Grandview Beach Road, Tuscarora Twp., section 6, parcel #162-006-300-004-00 parcel #162-006-300-005-00, and is zoned Commercial Development (D-CM).

Mr. McNeil stated that this is a request for a special use permit for boat storage and site plan review for outside display of ATV/boats, trailers and accessory items. Mr. McNeil stated that the Planning Commission has received copies of the site plan showing the parking area shaded. Mr. McNeil stated that on the site plan it shows that an existing driveway will be used. Mr. McNeil referred to the site plan and stated that the drive and parking display area is indicated along the westerly boundary neighboring the I-75 exit ramp. Mr. McNeil stated that there is an existing permit for this structure for private storage and this is a request for a change of use to boat storage. Mr. McNeil stated that outdoor storage is proposed to the northeast of the storage building. Mr. McNeil stated that if this request is approved he recommends a condition that the signs meet the Zoning Ordinance and any new signage requires permits. Mr. McNeil also recommended a condition that Department of Building Safety requirements be met. Mr. McNeil stated that no lighting is proposed at this time, but any future lighting should be indicated on the site plan. Mr. McNeil stated that this parcel is zoned Commercial and a special use permit is required for boat storage and the other uses require site plan review.

Mr. Freese stated that 12 spaces are indicated on the east side on the storage building. Mr. Freese asked if these spaces are parking spaces. Mr. Conners stated that 12 spaces were included on the site plan as it is required. Mr. Freese asked if these parking spaces will be used for employee parking, sales or repairs. Mr. Conners stated no. Mr. Freese asked Mr. Fullford if the 100ft. easement indicated on the site plan is a state highway easement. Mr. Fullford stated yes and that this easement was used in the 1930's for the construction of the highway. Discussion was held.

Mr. Jazdzyk asked Mr. Conners what will be displayed and how much will be displayed in the outdoor display area. Mr. Conners stated that typically along I-75 you see people displaying products and boats. Mr. Conners stated that all business will be conducted at the Sports Center across the street. Mr. Conners stated that this is merely a display area to show products. Mr. Conners stated the equipment will be hauled from the site to the Sports Center. Mr. Conners stated no employees will be on site. Mr. Conners stated that this will be a display area. Mr. Conners explained that the boats being stored will be taken out in the spring and taken to the store to be prepped and delivered to the customers. Mr. Jazdzyk asked will a boat be brought to the store if a customer would like to look at it. Mr. Conners stated the customers will be able to drive to this display area and look at the boats. Mr. Jazdzyk asked if there will be some retail traffic. Mr. Conners stated yes. Mr. Jazdzyk asked if only boats and boat docks will be displayed at this location or will snowmobiles, dirt bikes and other outdoor equipment be displayed at this location. Mr. Conners stated other items may be displayed at this location, but it depends on the time of the year. Mr. Jazdzyk stated the Planning Commission received a letter from a property owner in the area who is concerned about the road condition. Mr. Jazdzyk noted that most of the traffic associated with this storage building will occur in the spring and fall. Mr. Jazdzyk asked Mr. Conners how much traffic will occur on this road. Mr. Jazdzyk asked how many boats will be stored. Mr. Conners stated there will be 30-50 boats which means there will be less than 100 trips per year. Mr. Conners stated this traffic would typically happen before the start of summer and after the end of summer. Mr. Conners stated the increase in traffic on Grandview Beach Road will be minimal.

Mr. Bartlett asked if a customer will go to the Sports Center to make a purchase. Mr. Bartlett asked if items are kept in stock at the Sports Center. Mr. Conners stated that he houses 50 jets skis and he may put a hoist and a jet ski on display on this parcel. Mr. Conners stated that if a customer is interested he will be shown the same one on display in the showroom. Mr. Conners explained that a customer may like to see the blue pontoon boat which is on display at the parcel on Grandview Beach Road.

Mr. Kavanaugh asked Mr. Conners for a list of all of the items that he may display on this parcel. Mr. Kavanaugh stated that there will also be an increase in traffic due to customers that are visiting the site to view the items on display. Discussion was held.

Mr. Kavanaugh stated that there have been a lot of misunderstandings about this project. Mr. Kavanaugh stated that in early summer Mr. McNeil indicated that a special use permit would be required for this project. Mr. Kavanaugh stated that Planning Commission members noted that there were trailers stored that do not meet the standards. Mr. Kavanaugh stated a parking lot was put in, the site was cleared of trees on the west side and topography was changed in preparation for a building. Mr. McNeil stated that Mr. Conners applied for a special use permit and a private storage building on the same day. Mr. Kavanaugh stated that Mr. Conners decided to apply for the private storage building which was started without permits. Mr. Kavanaugh stated a building permit was issued on 10/03/16.

Mr. Tucker stated the enforcement action was taken during the time that Mr. Fullford was working on the site plan review application. Mr. Tucker stated that the site plan review application was filed on 09/14/16. Mr. Tucker stated that the fee was paid and everything was moving forward except that they were not accomplishing their objective as quickly as they needed. Mr. Tucker stated that on 09/14/16 they received zoning approval from Mr. McNeil and then applied for the building permit for construction of a private storage building. Mr. Tucker stated that this is a perfectly lawful procedure. Mr. Tucker stated that they should not be criticized because they are entitled to a zoning permit for a private storage building and that they filed an application for the same building for a commercial use. Mr. Tucker stated that the ordinance allows for this to be done and he believes that this was suggested by Mr. McNeil. Mr. Tucker stated that Mr. Conners applied for the building permit on 10/03/16 and that he advised the Department of Building Safety that he had contractors and employees waiting to start working on the building on Monday. Mr. Tucker stated that normally a building permit for a private storage building is granted quickly, but for some reason this permit was not approved quickly. Mr. Tucker stated that Mr. Conners was advised that someone will have to review the plans. Mr. Tucker stated that Mr. Conners told the Department of Building Safety that he is starting the project on Monday and footings will be done on Tuesday. Mr. Tucker stated that Mr. Conners was told that the inspector was not available on Tuesday and they didn't know when the inspector would be available. Mr. Tucker stated that the Department of Building Safety did not know when the plan would be reviewed. Mr. Tucker explained that Mr. Conners is paying all of the application fees for the private storage building and he is being told that he has to stop everything because someone is on vacation and not available. Mr. Tucker stated that the footings were covered and the inspector showed up on 10/10/16 and stated he couldn't approve the inspection as the footings were covered up. Mr. Tucker stated that they were informed that they could hire a registered design professional to perform a third party inspection of the foundation. Mr. Tucker stated that the inspection was completed on the following Monday. Mr. Tucker stated that all of the criticism regarding Mr. Conners not following the proper procedures is actually just a misunderstanding because people do not understand how the process works. Mr. Tucker stated that the building is ready for a final inspection. Mr. Tucker stated that Mr. Conners will have to have to pay another \$400 for a building permit for a change of use to a commercial use. Mr. Tucker stated that since the first site plan was approved for this property, Mr. Conners has paid over \$25,000 in fees for permits. Mr. Tucker stated that Mr. Conners has 35 employees. Mr. Tucker stated that we need to find a way to work together.

Mr. Kavanaugh stated that if everyone operated this way there would be no reason to have planning and zoning. Mr. Kavanaugh stated that this is not totally Mr. Conners problem. Mr. Kavanaugh stated that this is also an enforcement problem. Mr. Kavanaugh stated that the cart is before the horse in many of these projects. Mr. Kavanaugh stated that he did not know that the inspector was not available. Mr. Tucker stated that they accept responsibility for their shortcomings. Mr. Tucker stated that he heard there are three different departments in the County Building with three different databases and different addresses. Mr. Tucker stated that he understands that they are responsible to put the proper address on the application, but they paid the price by having to wait an additional two weeks to have this application reviewed tonight. Mr. Jazdyk stated that the address was not something that the Planning Commission was worried about and it was not a big issue. Mr. Jazdyk stated that the method that was used to apply is totally different than what the Planning Commission is used to and the builders normally know the rules. Mr. Jazdyk explained that it is not a long process. Mr. Jazdyk stated he is concerned about the amount of money that people have to spend on permits. Mr. Jazdyk explained that it is difficult to work on reviewing these applications after the fact. Mr. Jazdyk stated that he had to spend more time reviewing this application.

Mr. Freese stated that the Planning Commission has discussed these types of situations in the past. Mr. Freese stated that this is just one more incident of what has come up in the past and what will come up again in the future. Mr. Freese stated that he contacted legal counsel. Mr. Freese noted that a copy of a letter from legal counsel was distributed to the Planning Commission members. Mr. Freese stated that this problem has come up in other jurisdictions where they provide legal support. Mr. Freese stated legal counsel has provided a copy of an ordinance which addresses the problem. Mr. Freese stated that the site plan review/special use permit procedure addresses changes in vegetation and changes in topography. Mr. Freese stated that in this particular case the owner has cleared the property, removed the vegetation and leveled an area to construct the building. Mr. Freese stated that Mr. Conners has right to make these changes. Mr. Freese stated that the Planning Commission can have no objections to that other than that is not what we really want. Mr. Freese stated that if this is not what the Planning Commission wants, then the regulation will have to be changed, which will not have any bearing on this application.

Mr. McNeil stated that the idea to apply for a private storage building was first brought to him as a question from Mr. Fullford. Mr. McNeil stated that he did not suggest applying for a private storage building.

Mr. Kavanaugh stated that the buffer, which has been removed, could be required if the Planning Commission approves the request. Mr. Kavanaugh stated that he believes the application is incorrect because the application indicates only minor work was done. Mr. Kavanaugh stated that it is major work to change the contours and remove every tree. Mr. Kavanaugh stated it is important that the Planning Commission receives correct applications. Mr. Kavanaugh stated that this is legal to submit a

zoning application for private storage, but the applications for a zoning permit and special use permit were submitted on the same day. Mr. Kavanaugh stated that Mr. Conners knows that the buffer should remain. Mr. Kavanaugh stated that the Planning Commission should look at the letters that were received from the adjacent property owners who are concerned about traffic and safety issues and the quality of the road. Mr. Kavanaugh stated that this is a curved, residential street with an exit nearby and there will be big boats and trailers using this road. Mr. Kavanaugh believes there should be an independent study. Mr. Fullford stated that these neighbors are located approximately one mile away. Mr. Fullford stated that he talked with Brent Shank (Cheboygan County Road Commission Manager) this afternoon. Mr. Fullford stated that Mr. Shank told him that he had no concerns regarding this request as this is an existing commercial driveway onto a paved road. Mr. Fullford explained that there are no issues with sight distance. Mr. Kavanaugh stated that the Planning Commission does not require an independent study very often, but when it is important the Planning Commission may discuss this as an option. Mr. Tucker stated that Debbie Tomlinson sent an email on 10/14/16 to Mr. Shank asking for him to comment. Mr. Tucker stated that Mr. Shank determined that there was nothing in this site plan that required Road Commission input and he did not comment even though he had the opportunity. Mr. Jazdyk stated that just because Mr. Kavanaugh suggests a traffic study does not mean that it is the end result. Mr. Jazdyk stated that many times the Planning Commission requires that a letter from Brent Shank be submitted that he has no objections to the site plan. Mr. Jazdyk stated that the Planning Commission is pretty accommodating and they are not a difficult group to work with.

Ms. Croft asked for public comments. Mr. Ridley stated that things happen fast in Indian River and people take chances all of the time. Mr. Ridley stated that this may create more jobs and he supports this request. Public comment closed.

Mr. Kavanaugh asked if this can be reviewed with the traffic and the road repair issue without tabling or denying. Mr. McNeil stated that the Planning Commission approved Heritage Cove Farm's application with a condition that comments be submitted from Tuscarora Township Police and Road Commission. Mr. Freese stated that he has no problem with requesting a written response from the Road Commission. Mr. Kavanaugh stated that he does not want to hold this application up for a traffic study. Discussion was held.

Mr. Ostwald stated that people are concerned about the road being ruined. Mr. Ostwald stated that one load of logs going down this road will weigh more than 50% of the boats that will be stored all summer. Mr. Ostwald stated that the boats are not going to damage the road. Mr. Ostwald stated that he understands why Mr. Shank would not comment on this request if there is good vision of ½ mile each way. Mr. Ostwald stated that this request should not be held up. Mr. Ostwald noted that the Planning Commission can request a written response from Mr. Shank.

**Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to grant the topography waiver request. Motion carried unanimously.

The Planning Commission reviewed the General Findings and revised #2, "The applicant is requesting site plan review approval for the display of ATVs, Trailers, Snowmobiles, Boats, Boat docks and Trailers." The Planning Commission added "The site is to not have any on site personnel for sales or service and/or repair. Parking is strictly for anyone coming to view the displayed merchandise." as #7.

The Planning Commission reviewed and approved the Finding of Fact Under Section 18.7 and the Specific Findings of Fact Under Section 20.10. **Motion** by Mr. Freese, seconded by Mr. Jazdyk, to approve the special use permit based on the General Findings, Finding of Fact Under Section 18.7 and the Specific Findings of Fact Under Section 20.10 subject to the following conditions:

1. Department of Building Safety requirements be met
2. Health Department requirements be met
3. Signage to meet section 17.19 of Cheboygan County Zoning Ordinance #200
4. Any proposed lighting will have to be indicated on the site plan
5. Submit a statement from the Road Commission that there are no objections to the entrance to Grandview Beach Road

Motion carried unanimously.

### **Travis Conners**

Requests a Site Plan Review Amendment for a change of use from storage to Boat/ATV sales (Section 6.2.4). The property is located at 562 S. Straits Hwy., Tuscarora Twp., section 1, parcel #162-001-400-003-00 and is zoned Commercial Development (D-CM).

Mr. McNeil explained that the Planning Commission reviewed a site plan amendment in November 2014 for this parcel. Mr. McNeil stated that there was an administrative approval to change the size of the building in 2015. Mr. McNeil reviewed the site plan and detailed site plan that was approved by the Planning Commission in November 2014. Mr. McNeil stated that an additional 8 parking spaces are required due to the change of use from storage to showroom area. Mr. McNeil noted the location of additional outdoor display. Mr. McNeil stated that these are the only two changes. Mr. McNeil stated that with the additional parking spaces, all of the requirements are met. Discussion was held regarding the areas that are currently being used for outdoor storage. Discussion was held regarding the additional areas that Mr. Conners is requesting approval for outdoor storage. Mr. Freese stated the area along the retention pond can not be used as outdoor storage unless it is added to the site plan. Mr. Conners stated that he would like to add the area next to the retention pond to the site plan to be used as outdoor storage. Mr. Freese stated that a revised drawing will have to be submitted.

Mr. Kavanaugh asked what prompted this application. Mr. Kavanaugh asked if this is in response to an enforcement action. Mr. McNeil stated yes. Discussion was held. Mr. Tucker explained that Mr. Conners did not know that Planning Commission approval is needed to convert a storage area to retail space. Mr. Tucker stated he is not sure that you can read the ordinance in a way that can let the applicant know that Planning Commission approval is required. Mr. Tucker stated that if this is what the Planning Commission wants, then it should be clear in the ordinance. Mr. Freese stated that it is clear because it changes the use and the parking requirements. Mr. Tucker stated that it is clear because the Planning Commission understands it, but the applicant does not understand that approval is needed for a change from storage to selling a snowmobile. Mr. Kavanaugh stated that there may be structural changes that need to be reviewed by Department of Building Safety. Mr. Kavanaugh stated that it does not happen very often that applicants do not understand. Mr. Tucker stated that when Mr. Conners decided to change the use from storage to retail space, he checked with the Department of Building Safety to ensure that he was doing everything necessary that is required under the building code. Mr. Kavanaugh asked if this is before the enforcement action. Mr. Tucker stated yes. Discussion was held.

Ms. Croft asked for public comments. Mr. Muscott stated that he appreciates that the Planning Commission has identified issues. Mr. Muscott stated that Mr. Conners may see him as an enemy, but he attends these meetings because he likes to see the community more business friendly. Mr. Muscott stated that the original site plan for Mr. Conners was approved in 2008 and there have been many amendments reviewed by the Planning Commission. Mr. Muscott stated it appears that if a hoist is moved from one end of the lot to the other it will require Planning Commission approval. Mr. Muscott stated that this identifies a need to simplify the process for a business owner. Mr. Muscott stated that it seems wasteful to have the business owners have every change in use approved by the Planning Commission.

Public comment closed.

**Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to grant the topography waiver request. Motion carried unanimously.

The Planning Commission reviewed the General Findings. The Planning Commission reviewed and approved the Finding of Fact Under Section 18.7 and the Specific Findings of Fact Under Section 20.10. **Motion** by Mr. Freese, seconded by Mr. Churchill, to approve the site plan based on the General Findings and the Specific Findings of Fact Under Section 20.10 subject to the following conditions:

1. Department of Building Safety requirements be met
2. Revised site plan be submitted showing the additional storage areas

Motion carried unanimously.

#### **Jeff Jakeway**

Requests a Site Plan Review Amendment for specialty retail of brick and stone and outdoor storage and display (Section 6.2.19) The property is located at 5026 S. Straits Hwy., Tuscarora Twp., section 35, parcel #161-035-200-011-00 and is zoned Commercial Development (D-CM).

Mr. McNeil stated that the last site plan that was approved by the Planning Commission for this site was for a physical therapy business. Mr. McNeil stated that the site plan is being amended for specialty retail with specific concern to the expansion of the outdoor display. Mr. McNeil noted that the most recent use on this site was retail. Mr. McNeil stated there was some outdoor display with the previous use. Mr. McNeil referred the site plan and noted the areas of outdoor display for the stone. Mr. McNeil noted the locations for parking and stated that parking requirements have been met. Mr. McNeil stated that there is a sign indicated on the site plan. Mr. McNeil referred to an email from Brent Shank (Cheboygan County Road Commission Engineer/Manager) to Jeff Jakeway (exhibit 7) and stated that any signs and displays need to be a minimum of 33ft. from the

centerline of Straits Highway and Fisher Woods Road. Mr. McNeil stated that if approved, the Planning Commission could condition the approval based on this requirement.

Mr. Jakeway stated that he purchased this property in 2010 and did not know that site plan review was required until he was contacted by Mr. Schnell. Mr. Jakeway stated that the display on Straits Highway is 38ft. from the centerline and the display on Fisher Woods is 44ft. from the centerline. Mr. Jakeway stated that none of the displays are over 4 1/2ft. in height so it is sight accessible for cars going either way. Mr. Jakeway stated that he is not constructing any new buildings. Mr. Jakeway stated that he is simply selling stone.

Ms. Lyon asked how many parking spaces are required for this site. Mr. McNeil stated 8 are required and 10 are indicated on the site plan. Discussion was held.

Ms. Croft asked for public comments. Mr. Ridley stated that this was a vacant building for a few years until Mr. Jakeway bought the property. Mr. Ridley stated that he is in favor of this request. Public comment closed.

**Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to grant the topography waiver request. Motion carried unanimously.

The Planning Commission reviewed and approved the General Findings. The Planning Commission reviewed and approved the Finding of Fact Under the Specific Findings of Fact Under Section 20.10. **Motion** by Mr. Kavanaugh, seconded by Mr. Churchill, to approve the special use permit based on the General Findings and the Specific Findings of Fact Under Section 20.10. Motion carried unanimously.

## **UNFINISHED BUSINESS**

### **Boat Shelter Survey**

Mr. McNeil reviewed the draft post card for notice of the web based survey, the draft introduction statement for the survey and the draft survey. Mr. Freese referred to the third paragraph of the draft post card and requested that the first sentence be changed to "The Planning Commission is considering a recommendation to amend the zoning ordinance to allow boat shelters (roof, but no sides) over boat wells on the Cheboygan River, Indian River and Lower Black River and any canals attached to them." Discussion was held regarding delaying this survey until spring. Mr. McNeil stated that he will bring this back for the Planning Commission to review again and he will provide a list of stakeholders.

### **Mobile Food Units**

Mr. McNeil stated that the proposed amendment has been reviewed by legal counsel. Mr. McNeil stated that the suggested changes are in bold print. Mr. McNeil stated that the changes to the definition of vehicle were taken from the code. Mr. McNeil stated that "governmental unit" was suggested by legal counsel in section 17.29a so there will be consistency. Mr. McNeil stated section 17.29c has been simplified by changing it to "The use of a mobile food unit shall be limited to food sales." Mr. McNeil stated that former section 17.29.i. was recommended to be removed as this provision reads in the negative and the remainder of the provisions in this section read in the positive. Discussion was held regarding these mobile food units only being allowed in the Commercial Development Zoning District. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to schedule a public hearing for the proposed amendment regarding Mobile Food Units for December 7, 2016. Motion carried unanimously.

## **NEW BUSINESS**

No comments.

## **STAFF REPORT**

Mr. McNeil stated that he will provide recommendations regarding the sign ordinance (temporary signage) at the 12/7/16 Planning Commission meeting.

Mr. McNeil stated that regarding Village Center Indian River, he would like to prepare a memo to Tuscarora Township and Tuscarora Township Planning Commission that would list our recommendations. Mr. McNeil stated that he will attend a Tuscarora Township meeting for further discussion. Discussion was held.

Mr. Freese stated that Brent Shank has clarified that signs and displays are acceptable as long as they are 33ft. from the centerline of the highway. Mr. Freese stated this is similar to the changes that he proposed along Straits Highway from the expressway south to the county line, but the Road Commission stated that they need that space because of snow plowing. Discussion was held.

Mr. Freese stated that a letter from legal counsel has been provided to each Planning Commission member. Mr. Freese stated this letter is regarding the Meridian Charter Township Land Clearing Ordinance. Mr. Freese stated that the regulation can be changed to prevent the clearing of property (over a specific number of square feet) in the Commercial Development Zoning District prior to Planning Commission approval. Discussion was held.

Mr. Kavanaugh stated that it is evident that communication is needed between Department of Building Safety and Planning & Zoning Department. Mr. Kavanaugh stated that there is limited enforcement, which results in additional issues for the Planning Commission. Mr. McNeil stated that enforcement will be discussed at a future meeting. Discussion was held.

**PLANNING COMMISSION COMMENTS**

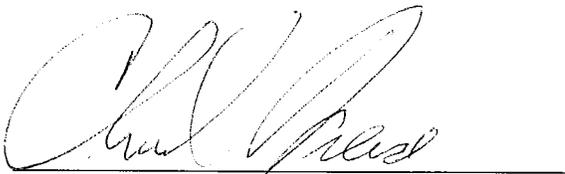
No comments.

**PUBLIC COMMENTS**

Mr. Muscott thanked the Planning Commission for their work on the boat house survey. Mr. Muscott stated that he talked with the DEQ and was informed that Cheboygan County enforces Act 91 (Soil and Sedimentation). Mr. Muscott stated that permits were issued after the fact for Mr. Shovan and Mr. Connors projects. Mr. Muscott stated the DEQ informed him that the county is enforcing a resolution, not an ordinance. Mr. Muscott stated if there are violations that go to court, the money will go to the State of Michigan because there is a resolution,. Mr. Muscott stated state law is being enforced without a possible chance of recouping any fees. Mr. Muscott stated that these projects should not continue without enforcement.

**ADJOURN**

**Motion** by Mr. Kavanaugh to adjourn. Motion carried. Meeting was adjourned at 8:41pm.



Charles Freese  
Planning Commission Secretary



# 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 & PUBLIC HEARING WEDNESDAY, NOVEMBER 16, 2016 AT 7:00 P.M. ROOM 135 – COMMISSIONER’S ROOM - CHEBOYGAN COUNTY BUILDING

**PRESENT:** Bartlett, Freese, Kavanaugh, Borowicz, Ostwald, Lyon, Jazdyk  
**ABSENT:** Croft, Churchill  
**STAFF:** Scott McNeil  
**GUESTS:** Tony Matelski, Carl Muscott, Russell Crawford, Cheryl Crawford

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

### PLEDGE OF ALLEGIANCE

Vice-Chairperson Borowicz led the Pledge of Allegiance.

### APPROVAL OF AGENDA

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

### PUBLIC HEARING AND ACTION ON REQUESTS

#### Tuscarora Township

Requests a Site Plan Review Amendment for relocation of playground equipment structure in an existing township park (Sections 6.2.1., 5.2.1. and 4.2.4.) The property is located at 3471 Club Rd., Tuscarora Township, section 24, parcel #161-I31-012-002-00, 161-I31-012-003-01 and 161-I31-012-003-02 and is zoned Commercial Development (D-CM).

Mr. McNeil stated that in June 2016 Tuscarora Township received site plan approval for the playground equipment. Mr. McNeil stated that Tuscarora Township is proposing a new location for the playground equipment. Mr. McNeil stated that the equipment will be moved approximately 45ft. and this will require Planning Commission approval. Mr. McNeil stated that there are no other changes.

Mr. Borowicz asked for public comments. Mr. Muscott explained that Tuscarora Township originally held a public hearing regarding the playground equipment and has not held a second public hearing for the relocation of the equipment. Mr. Muscott believes that the Planning Commission should table this request to allow Tuscarora Township to hold a second public hearing so the public will have an opportunity to voice their opinion. Mr. Freese noted that a public hearing is being held tonight. Mr. Muscott explained that this site plan review is not noticed like a Zoning Board of Appeals meeting is noticed. Mr. Muscott stated that this playground equipment will now be closer to front yards than what was approved at the original Tuscarora Township public hearing.

Ms. Lyon asked why the location for the playground equipment has been moved. Mr. Ridley explained that the original location was too close to the pavilion and the lot line. Mr. Ridley stated that this was not a good location as the playground equipment will take up a larger area because of the chips that need to be laid down. Ms. Lyon asked how far the playground equipment will be from the bathroom facility. Mr. Ridley stated that it will not be much different than the original location. Ms. Lyon asked where the parking for the playground equipment will be located. Mr. Ridley stated there is existing municipal parking to the west. Ms. Lyon asked if there are any concerns regarding traffic with River Street and the North Central State Trail. Mr. Ridley stated no. Discussion was held.

Mr. Kavanaugh asked if Tuscarora Township submitted an application or if this is the result of an enforcement action. Mr. McNeil stated that the playground equipment was noted to be in a different location than what the Planning Commission approved and that it required an amendment.

Mr. Jazdyk asked if there is typical protocol when there is a project like this that requires a public hearing. Mr. Muscott stated his concerns regarding the relocation of the playground equipment and that Tuscarora Township should hold a second public hearing.

Mr. Cherveney stated that he is on the Marina Park Commission and a public hearing was not held. Mr. Cherveney stated that they hold public meetings that are open to the public. Mr. Cherveney stated that when this playground equipment was discussed there were no issues. Mr. Cherveney stated that people donated time and money and this will be a memorial to their grandson. Mr. Cherveney stated that this was shown at the Tuscarora Township board meetings and the Marina Park Commission meetings. Mr. Cherveney stated that if there were any objections to the playground equipment they would have heard about it. Mr. Muscott stated that he talked with Courtney who stated that the people in opposition voiced their opinion after the playground equipment was built. Mr. Muscott stated that they understood that the playground equipment would be located next to the pavilion and now it is located next to their front yard. Mr. Muscott stated that they did voice their opinion and Craig Waldron, who is on the Marina Park Committee, has suggested a buffer.

Public comment closed.

Mr. Kavanaugh asked if a public hearing was held specifically for the playground equipment. Mr. Cherveney stated no, that the Marina Park Commission held an open meeting and it was also discussed at Tuscarora Township board meetings. Discussion was held.

Mr. Freese stated that Cheboygan County's notification procedures have been followed. Mr. Freese stated that the procedures at the township level are not our concern. Mr. Freese noted that Tuscarora Township should have come back for Planning Commission review prior to installing the playground equipment at a new location and then this could have been addressed. Mr. Freese stated that he does not see any problem with the new location. Discussion was held. Mr. McNeil stated that notifications are not mailed to the property owners with a site plan review. Mr. McNeil stated that the township has applied what they do at their level which is different than the Planning Commission's scope of review. Mr. McNeil stated that he believes that the Planning Commission should review the application.

**Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to grant the topography waiver request. Motion carried. 7 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Ostwald, Lyon, Jazdyk), 0 Nays, 2 Absent (Croft, Churchill)

The Planning Commission reviewed the General Findings. The Planning Commission reviewed and approved the Specific Findings of Fact Under Section 20.10. **Motion** by Mr. Kavanaugh, seconded by Mr. Bartlett, to approve the site plan review amendment based on the General Findings and the Specific Findings of Fact Under Section 20.10. Motion carried. 7 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Ostwald, Lyon, Jazdyk), 0 Nays, 2 Absent (Croft, Churchill)

## **UNFINISHED BUSINESS**

### **Recommendations relating to restaurant, auto repair, gas stations and party stores in the Village Center Indian River (VC-IR) and Village Center Indian River Overlay (VC-IR-O) zoning districts.**

Mr. McNeil presented a draft letter that would be a follow-up letter to the meeting that was held in Tuscarora Township. Mr. McNeil stated that this letter relates to some work that the Planning Commission has been doing with regards to auto repair uses and restaurant use review and recommendations to Tuscarora Township as they might relate to those uses. Mr. McNeil reviewed the letter with the Planning Commission and stated that the current restaurant use listing is in both the Village Center Indian River and the Village Center Indian River Overlay zoning districts. Mr. McNeil stated that he recommends that the restaurant use remain and subject to the new definition. Mr. McNeil stated that there is a use listing for bars and taverns in both the Village Center Indian River and the Village Center Indian River Overlay zoning districts. Mr. McNeil recommends that this use be changed to bar with the proposed definition. Mr. McNeil stated that he had advised Supervisor Ridley that he would attend a future Tuscarora Township meeting if the township would like to discuss the recommendations.

Mr. Kavanaugh stated that bars with entertainment should be treated differently due to the impact on the adjacent property owners. Discussion was held. Mr. Freese stated that just because the state approves a bar license with entertainment does not mean that the Planning Commission must go along with it. Mr. Borowicz stated that he believes that this is where we should ask the township. Mr. Bartlett stated he is not in favor of telling someone what they can or can not do. Mr. Bartlett asked what is considered entertainment. Mr. Bartlett asked if karaoke is considered entertainment or is a band considered entertainment. Mr. Bartlett asked if the band will have to quit at 11:00pm. Mr. Bartlett stated that this is not the Planning Commission's job. Mr. Bartlett stated that the Planning Commission should then define entertainment. Ms. Lyon stated that maybe the issue is where the bars with entertainment are allowed. Ms. Lyon stated that a bar with entertainment should not be allowed in the middle of a residential area. Discussion was held.

Discussion was held regarding whether or not to keep the definition of a drive-through restaurant. Mr. McNeil explained that the definition of drive-through is there in case a restaurant or a bank wants a drive through component.

Mr. Jazdyk noted that the definitions of carry out restaurant and drive-in restaurant are almost identical. Mr. Jazdyk questioned if there is a need to have two similar definitions. Mr. McNeil stated that the two definitions were combined at one time and the Planning Commission discussed wanting them as separate definitions. Mr. McNeil stated that he can combine the two definitions. Mr. Freese stated if these two definitions are combined all will be forced to deal with the more restricted parking requirements.

Mr. McNeil stated that he recommended that the current use listing in the Village Center Indian River zoning district of Gasoline Service Station and Garages be replaced with Motor Vehicle Service Station. Mr. McNeil stated that he also recommended replacing the current use listing in the Village Center Indian River zoning district of Auto Repair and Washing Establishment with Motor Vehicle Repair and Car Wash. Mr. Freese stated that he has no objections to this and that Tuscarora Township will review the proposed recommendations.

**Review of office use subject to discussion relative to Village Center Indian River (VC-IR0 and Village Center Indian River Overlay (VC-IR-O) zoning districts.**

Mr. McNeil stated that he is proposing uses that are associated with the Office definition be separated into office, barber shop, beauty shop, and exercise studio.

Mr. Jazdyk stated some beauty shops take on a spa component where you can have a massage or suntan. Mr. Jazdyk questioned where spa services fall into these definitions. Mr. Jazdyk suggested changing the Beauty Shop definition to Spa/Beauty Shop. Mr. McNeil stated he will look into this use. Mr. Freese explained that he believes Beauty Shop and Barber Shop can be combined. Discussion was held.

**NEW BUSINESS**

**Temporary Signs**

Mr. McNeil stated that during the public hearing there was more discussion about political signs and how they may be accommodated under our temporary sign provisions. Mr. McNeil stated that as a result a survey was conducted just before the most recent election. Mr. McNeil stated that he recommends changing temporary signage so that it allows more signage during a period of time before a governmental election. Mr. McNeil stated that he inserted 30 days into the proposed amendment. Mr. McNeil stated that he is recommending a maximum of 6 signs and no more than 32sf.

Mr. Freese stated he does not know whether the 30 days is realistic. Mr. Freese suggested changing the 30 days to 45 days. Mr. Borowicz noted that some political signs are up before the primary and stay until the election is done. Mr. Jazdyk questioned who will police these signs. Mr. McNeil stated that it would be the Planning and Zoning Office and the Road Commission as 90% of the signs are in the right of way. Ms. Lyon asked if political signs should be exempt. Mr. McNeil stated that we can not judge a sign based on content. Discussion was held.

**STAFF REPORT**

No comments.

**PLANNING COMMISSION COMMENTS**

No comments.

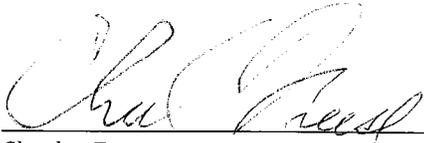
**PUBLIC COMMENTS**

Mr. Muscott stated there is an Attorney General's opinion that he forwarded to Mr. McNeil. Mr. Muscott stated that Attorney General Frank Kelly gave an opinion in 1984. Mr. Muscott stated "Political campaign signs are a form of speech protected by US Constitutional Amendment I and Constitution 1963, Article 1, Section 5. The posting of political campaign signs on private property may not be limited by a municipality to a specified number of days preceding an election." Mr. Muscott stated that Attorney General Kelly meant that nothing within our state constitution gives the Planning Commission the power to limit how many days prior to an election that a sign can be put up. Mr. Muscott stated that if someone wanted to put up an election sign for 2020 that should be their right. Mr. Muscott stated that it does say that a municipality may require that political campaign signs be removed in not less than 10 days after a general or special election. Mr. Muscott read from the Attorney General Kelley's opinion, "A municipality may reasonably regulate the size of political campaign signs on private property, provided that it does so in a manner that preserves the efficacy of the medium, and also provided that the sign is of sufficient dimension to enable a person travelling by vehicle or on foot to readily perceive the message." Mr. Muscott stated that with the limitation of 32sf per parcel in the proposed amendment, you would only be able to put up one banner but it could not be taller than 4ft. in height. Mr. Muscott stated there have been court of appeals actions in other states that have determined that this Supreme Court decision does not preclude the Planning Commission from

regulating commercial signs. Mr. Muscott stated that in an opinion regarding Good News Presbyterian Church vs. Town of Gilbert, dated December 2, 2015, the Office of Attorney General in Arizona stated that their state laws stands because it was not based on content and that it was based on location. Mr. Muscott stated that Arizona has tourism zones where signs are not regulated. Mr. McNeil stated that there is conflict as a result of the most recent Supreme Court decision and this amendment is to be reviewed by legal counsel. Mr. Freese stated the proposed amendment is content neutral and if a court determines that political signs can not be regulated we still have the right language in the ordinance.

**ADJOURN**

**Motion** by Mr. Freese to adjourn. Motion carried. Meeting was adjourned at 7:52pm.

A handwritten signature in cursive script, appearing to read "Charles Freese", written over a horizontal line.

Charles Freese  
Planning Commission Secretary

**CHEBOYGAN COUNTY ZONING BOARD OF APPEALS MEETING & PUBLIC HEARING**  
**WEDNESDAY, OCTOBER 26, 2016 AT 7:00PM**  
**ROOM 135 – COMMISSIONER’S ROOM - CHEBOYGAN COUNTY BUILDING**

**Members Present:** Charles Freese, Ralph Hemmer, John Moore, John Thompson, Nini Sherwood

**Members Absent:** Tony Matelski, Debbie Willey, Carl Muscott,

**Others Present:** Scott McNeil

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

**PLEDGE OF ALLEGIANCE**

Chairperson Freese led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

The agenda was presented. **Motion** by Mr. Moore, seconded by Ms. Sherwood, to accept the agenda as presented. Motion carried unanimously.

**APPROVAL OF MINUTES**

Minutes from the September 28, 2016 Zoning Board of Appeals meeting were presented. **Motion** by Mr. Hemmer, seconded by Mr. Moore, to approve the minutes as presented. Motion carried unanimously.

**PUBLIC HEARING & ACTION ON REQUESTS**

**Debra Willey** - Requests a 19 ft. front setback variance for construction of a garage and an addition to single family dwelling in a Commercial Development (D-CM) zoning district. The property is located at 6053 Prospect St., Tuscarora Township, Section 24, parcel #161-131-006-005-00. A 25 ft. front setback is required for in this zoning district.

Mr. McNeil stated that the applicant is requesting a 19ft. front setback variance. Mr. McNeil stated that the property is zoned Commercial Development and there a front setback of 25ft. is required in this zoning district. Mr. McNeil stated that the applicant is proposing to place a structure addition onto the existing dwelling that would serve as a garage and additional dwelling space. Mr. McNeil stated that the structure would be placed 6ft. from the road right of way.

Ms. Willey stated that if the variance is approved, she would still be further back from the road than the neighbor. Ms. Willey stated this is the only location on the property where she is able to build.

Mr. Freese asked for public comments. There were no public comments. Public comment closed.

Mr. Freese stated that every other property owner in the area is closer to the road that what the applicant is proposing in this request.

The Zoning Board of Appeals reviewed the General Findings and added “Adjacent properties have great encroachments on the front setback than what has been requested by the applicant.” as 5 and “The next door neighbor was granted a variance in 2015.” as 6.

The Zoning Board of Appeals reviewed and approved the Findings of Fact and the Specific Findings of Fact under Section 23.5.4. **Motion** by Mr. Moore, seconded by Mr. Hemmer, to approve the variance request based on the General Findings and the Specific Findings of Fact under Section 23.5.4. Motion carried unanimously.

**UNFINISHED BUSINESS**

No comments.

**NEW BUSINESS**

No comments.

**ZBA COMMENTS**

No comments.

**PUBLIC COMMENTS**

Mr. Muscott stated that he owns a platted lot in Topinabee that is 65ft. x 110ft. Mr. Muscott stated this is smaller than the

minimum requirement for a residential lot. Mr. Muscott stated that a 1000sf dwelling could be built along with a septic. Mr. Muscott asked the board if this would be seen as a buildable lot with a variance. Mr. Moore noted that it would be a buildable lot if the parcel was created prior to zoning. Mr. McNeil stated that if it is a platted lot it is non-conforming, but it is a buildable lot. Discussion was held regarding meeting Health Department requirements.

**ADJOURN**

**Motion** by Mr. Hemmer to adjourn. Motion carried. Meeting adjourned at 7:08pm.



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John Thompson, Secretary



PERIOD ENDING 10/31/2016

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

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015	YTD BALANCE 10/31/2015	2016		YTD BALANCE 10/31/2016	ACTIVITY FOR MONTH 10/31/16	AVAILABLE BALANCE	% BDGT USED
				ORIGINAL BUDGET	2016 AMENDED BUDGET				
Fund 101 - GENERAL COUNTY									
Revenues									
101-400-581.00	REV FROM OTHER COUNTIES	52,524.78	42,835.64	50,931.00	50,931.00	42,680.70	4,079.57	8,250.30	83.80
101-400-582.00	SHERIFF LOCAL GRANTS	3,770.65	1,450.00	0.00	1,700.00	1,700.00	350.00	0.00	100.00
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	38,293.99	34,513.94	40,000.00	40,000.00	50,110.00	4,201.80	(10,110.00)	125.28
101-400-601.01	ATTY FEE REIMB/CIRCUIT	28,284.25	24,402.75	30,000.00	30,000.00	27,268.46	2,999.56	2,731.54	90.89
101-400-601.10	CIR CT GARNISHMENT	885.00	660.00	800.00	800.00	480.00	75.00	320.00	60.00
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	392,324.42	329,248.32	300,000.00	300,000.00	354,171.13	35,150.64	(54,171.13)	118.06
101-400-603.01	PROBATE CRT COSTS	1,958.00	1,431.00	1,500.00	1,500.00	2,050.00	214.00	(550.00)	136.67
101-400-603.11	SMOKING FEES	600.00	450.00	300.00	300.00	525.00	75.00	(225.00)	175.00
101-400-607.02	CTY GENERAL FILING FEE	5,580.00	4,929.00	6,000.00	6,000.00	4,309.00	341.00	1,691.00	71.82
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	206,624.60	122,828.00	210,062.00	210,062.00	102,774.00	0.00	107,288.00	48.93
101-400-608.01	MOTION FEE COUNTY	2,920.00	2,440.00	4,000.00	4,000.00	2,490.00	170.00	1,510.00	62.25
101-400-608.02	COUNTY APPEAL FEE	56.00	56.00	200.00	200.00	137.00	0.00	63.00	68.50
101-400-610.00	JURY FEE CIR CT	1,150.00	1,065.00	1,500.00	1,500.00	1,400.00	85.00	100.00	93.33
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	875.00	660.00	1,500.00	1,500.00	455.00	0.00	1,045.00	30.33
101-400-613.00	DIST CRT/CIVIL FEES	54,529.95	46,224.65	55,000.00	55,000.00	44,783.20	6,089.50	10,216.80	81.42
101-400-613.10	COUNTY REMONUMENTATION	329.70	275.88	300.00	300.00	289.08	32.46	10.92	96.36
101-400-614.00	VIOLATION CLEARANCE RECORD	2,851.67	2,431.67	3,000.00	3,000.00	2,812.99	165.00	187.01	93.77
101-400-615.00	DIST CRT/BOND COSTS & FEES	8,594.00	7,544.00	7,000.00	7,000.00	6,219.00	720.00	781.00	88.84
101-400-617.00	PROBATE CRT - FEES	0.00	0.00	0.00	0.00	25.00	0.00	(25.00)	100.00
101-400-617.01	CERTIFIED FEES	825.00	713.00	800.00	800.00	1,136.00	50.00	(336.00)	142.00
101-400-617.02	MARRIAGE CEREMONIES	124.00	120.00	120.00	120.00	132.00	0.00	(12.00)	110.00
101-400-617.03	JURY FEE DEMAND	0.00	0.00	20.00	20.00	60.00	0.00	(40.00)	300.00
101-400-617.06	WILLS/SAFE KEEPING	75.00	50.00	100.00	100.00	150.00	0.00	(50.00)	150.00
101-400-617.07	INVENTORY FEE	7,370.87	6,448.88	7,500.00	7,500.00	6,502.62	757.18	997.38	86.70
101-400-617.08	PROBATE CRT/DEPOSIT BOXES	0.00	0.00	20.00	20.00	20.00	0.00	0.00	100.00
101-400-617.10	PROBATE CRT-MOT/PET/ACCT/OB	1,460.00	1,260.00	1,100.00	1,100.00	1,310.00	220.00	(210.00)	119.09
101-400-618.00	CO TREAS-CURRENT SERVICES	4,624.00	4,281.00	4,000.00	4,000.00	3,153.00	130.00	847.00	78.83
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	2,700.00	2,045.00	0.00	0.00	3,895.00	545.00	(3,895.00)	100.00
101-400-619.00	CO CLERK/CURRENT SERVICES	34,159.74	30,889.51	26,000.00	26,000.00	18,284.00	1,711.00	7,716.00	70.32
101-400-619.01	PASSPORT FEES	1,775.00	1,475.00	1,400.00	1,400.00	1,200.00	0.00	200.00	85.71
101-400-619.02	CREMATION FEE	1,270.00	1,030.00	1,800.00	1,800.00	880.00	100.00	920.00	48.89
101-400-619.03	SUBPOENA FEE	15.00	15.00	0.00	0.00	15.00	0.00	(15.00)	100.00
101-400-619.04	CRIME VICTIM ADMIN FEES	1,785.03	1,561.03	1,800.00	1,800.00	1,391.88	130.92	408.12	77.33
101-400-619.05	STATE FORENSIC ADMIN FEE	15.75	0.75	0.00	0.00	15.00	0.00	(15.00)	100.00
101-400-619.06	NOTARY FEES	384.00	328.00	500.00	500.00	224.00	24.00	276.00	44.80
101-400-620.00	REGISTER OF DEEDS FEES	234,002.35	202,365.15	225,000.00	225,000.00	207,894.06	28,164.00	17,105.94	92.40
101-400-622.00	C.C.F. COLLECTION FEE	3,424.44	2,861.94	2,200.00	2,200.00	1,925.40	231.25	274.60	87.52
101-400-622.01	25% ATTY FEES REIMB	520.69	459.44	1,000.00	1,000.00	345.30	83.75	654.70	34.53
101-400-622.02	ATTY FEE REIMB/PROBATE	1,562.09	1,378.34	2,200.00	2,200.00	1,035.92	251.25	1,164.08	47.09
101-400-625.00	DNA COLLECTION	36.00	24.00	0.00	0.00	220.24	41.84	(220.24)	100.00
101-400-625.01	SEX OFFENDER REGISTRATION	2,740.00	2,660.00	2,900.00	2,900.00	3,140.00	120.00	(240.00)	108.28
101-400-625.25	DNA COLLECTION - SHERIFF	90.00	60.00	0.00	0.00	565.58	104.59	(565.58)	100.00
101-400-625.36	DNA COLLECTION - DISTRICT COUR	0.00	0.00	0.00	0.00	6.00	0.00	(6.00)	100.00
101-400-628.02	BOAT LIVERY INSPECTIONS	64.00	64.00	100.00	100.00	52.00	6.00	48.00	52.00
101-400-628.03	PRISONER BOARD	51,652.23	44,458.59	45,000.00	45,000.00	37,762.96	4,431.51	7,237.04	83.92
101-400-628.04	PRISONER MEDICAL	5,762.59	3,996.08	3,500.00	3,500.00	3,862.33	274.67	(362.33)	110.35
101-400-628.05	ACCIDENT REPORT FEES	884.71	803.03	500.00	500.00	651.61	192.23	(151.61)	130.32
101-400-628.07	DOC/TRANSPORT REIMB	3,452.45	2,948.15	2,500.00	2,500.00	1,786.35	501.80	713.65	71.45
101-400-628.08	WORK RELEASE	51,079.88	41,383.66	30,000.00	30,000.00	36,037.88	5,661.78	(6,037.88)	120.13



PERIOD ENDING 10/31/2016

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

GL NUMBER	DESCRIPTION	END BALANCE	YTD BALANCE	2016		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		12/31/2015	10/31/2015	ORIGINAL BUDGET	2016 AMENDED BUDGET				
Fund 101 - GENERAL COUNTY									
Revenues									
101-400-688.06	SHERIFF WAGE REIMB	1,452.18	7,330.21	12,742.00	12,742.00	8,827.85	168.80	3,914.15	69.28
101-400-688.08	INMATE TELEPHONE	17,943.43	14,648.62	20,000.00	20,000.00	12,940.18	1,121.65	7,059.82	64.70
101-400-688.09	NON-REIMBURSABLE/REIMB	781.65	706.65	1,000.00	1,000.00	805.61	7.50	194.39	80.56
101-400-688.11	M.A.P.S.	7,851.99	4,010.85	10,000.00	10,000.00	3,951.63	3,951.63	6,048.37	39.52
101-400-688.15	SHERIFF PBT'S	2,574.00	2,175.00	2,100.00	2,100.00	469.00	12.00	1,631.00	22.33
101-400-688.17	POSTAGE REIMBURSEMENTS	104.29	92.76	100.00	100.00	31.40	0.00	68.60	31.40
101-400-688.19	SHERIFF DRUG SCREENS	0.00	0.00	0.00	0.00	272.00	92.00	(272.00)	100.00
101-400-690.00	INS & SURETY PREMIUM REFUND	62,571.00	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-400-695.00	CASH OVER/SHORT	(33.50)	(74.50)	0.00	0.00	44.24	(15.00)	(44.24)	100.00
101-400-696.00	INSURANCE PROCEEDS	8,114.95	8,114.95	0.00	19,300.00	19,300.00	0.00	0.00	100.00
101-400-698.00	MISC	363.16	273.87	0.00	0.00	528.54	0.00	(528.54)	100.00
101-400-699.00	FUND EQUITY	0.00	0.00	844,659.00	879,984.44	0.00	0.00	879,984.44	0.00
101-400-699.99	TRANSFER IN	180,612.26	88,447.41	185,121.00	225,921.00	152,076.21	0.00	73,844.79	67.31
TOTAL REVENUES		11,530,933.59	10,351,873.56	11,807,216.00	11,956,961.26	10,024,501.33	3,749,899.54	1,932,459.93	83.84
Expenditures									
101	COMMISSIONERS	136,281.69	104,951.82	140,105.00	138,316.00	98,443.36	9,207.55	39,872.64	71.17
131	CIRCUIT COURT	283,106.83	227,729.25	295,165.00	300,857.00	226,058.90	18,495.43	74,798.10	75.14
136	DISTRICT COURT	570,103.47	444,871.80	602,809.00	624,693.00	487,109.11	48,752.17	137,583.89	77.98
139	VICTIM'S RIGHTS	69,697.13	54,217.20	78,795.00	83,981.82	64,015.77	5,981.74	19,966.05	76.23
145	JURY BOARD	6,337.19	6,065.86	10,810.00	10,810.00	6,311.65	2.72	4,498.35	58.39
148	PROBATE COURT	558,728.28	445,133.57	584,236.00	591,195.00	454,909.81	44,513.47	136,285.19	76.95
191	ELECTIONS	3,258.29	1,101.06	35,141.00	35,141.00	13,886.70	(19,548.54)	21,254.30	39.52
202	FINANCE DEPARTMENT	276,427.05	216,475.86	292,530.00	293,266.00	231,740.25	21,729.88	61,525.75	79.02
212	ADMINISTRATIVE OFFICE	204,238.27	161,320.80	213,530.00	213,356.00	162,179.82	16,139.06	51,176.18	76.01
215	CLERK/REGISTER	401,187.99	307,789.54	402,243.00	413,029.00	313,494.93	30,063.50	99,534.07	75.90
225	EQUALIZATION	232,729.60	186,683.91	266,097.00	256,361.00	185,389.74	17,434.91	70,971.26	72.32
228	INFORMATION SYSTEMS	209,963.81	154,526.89	292,652.00	295,287.00	191,538.06	13,680.26	103,748.94	64.87
229	PROSECUTING ATTORNEY	546,893.13	428,831.44	591,854.00	630,967.00	468,834.16	46,643.00	162,132.84	74.30
243	GIS	64,327.85	50,201.47	64,841.00	65,842.00	52,107.83	4,807.23	13,734.17	79.14
253	COUNTY TREASURER	205,643.77	164,577.70	215,511.00	215,863.00	174,207.22	16,479.91	41,655.78	80.70
260	TAX ALLOCATION BOARD	605.37	605.37	940.00	946.00	749.57	0.00	196.43	79.24
265	COUNTY MAINTENANCE DEPT	449,783.82	337,786.97	437,221.00	453,842.00	352,216.13	34,396.72	101,625.87	77.61
267	MAJOR EQ/BLDG IMP	37,339.18	33,846.31	167,000.00	108,211.92	30,340.46	1,830.87	77,871.46	28.04
270	HUMAN RESOURCE	4,983.87	3,200.69	5,325.00	5,325.00	4,498.44	1,806.20	826.56	84.48
275	DRAIN COMMISSIONER	3,570.44	2,935.26	5,890.00	5,890.00	2,724.73	245.65	3,165.27	46.26
284	COUNTY SURVEYOR	1,524.88	1,174.88	1,750.00	1,750.00	1,404.56	200.00	345.44	80.26
285	GENERAL COUNTY	447,693.36	389,681.06	480,913.00	480,913.00	386,696.20	26,320.42	94,216.80	80.41
301	SHERIFF	1,552,301.40	1,229,163.23	1,502,905.00	1,712,496.52	1,305,714.85	115,417.00	406,781.67	76.25
302	ORV ENFORCEMENT	16,743.81	16,743.81	25,283.00	27,941.00	26,629.44	1,902.41	1,311.56	95.31
325	CCE 911	431,111.60	323,377.40	431,362.00	431,362.00	431,001.86	107,729.92	360.14	99.92
331	MARINE SAFETY	94,691.24	76,638.74	98,067.00	115,126.00	75,818.64	7,788.51	39,307.36	65.86
332	SNO-MOBILE SAFETY *	8,499.70	8,499.70	25,787.00	9,412.00	9,010.33	0.00	401.67	95.73
333	SHERIFF SECONDARY ROAD PATROL	69,983.34	55,537.22	72,357.00	72,945.00	56,897.64	5,354.04	16,047.36	78.00
334	STONEGARDEN GRANT	31,225.82	31,225.82	14,300.00	14,300.00	13,861.51	0.00	438.49	96.93
335	SHERIFF - LOCAL GRANTS	8,490.10	6,926.10	9,806.00	9,885.00	7,932.15	0.00	1,952.85	80.24
337	SHERIFF-FEDERAL GRANTS	9,907.93	9,907.93	13,000.00	25,893.00	13,311.36	926.96	12,581.64	51.41
338	CANINE UNIT	15,838.98	15,243.77	10,000.00	10,000.00	6,297.99	419.18	3,702.01	62.98
351	CORRECTIONS/COMMUNICATIONS	1,469,577.82	1,136,521.93	1,464,379.00	1,455,673.00	1,138,478.84	107,772.23	317,194.16	78.21
412	PLANNING/ZONING DEPT	377,459.49	299,541.55	378,962.00	382,487.00	270,924.63	25,394.93	111,562.37	70.83
423	HOMELAND SECURITY EXERCISE GRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
426	TRI-COUNTY EMERGENCY MANAGEMEN	59,732.02	31,570.47	79,907.00	79,907.00	46,676.85	5,607.71	33,230.15	58.41

PERIOD ENDING 10/31/2016

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

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2015	YTD BALANCE 10/31/2015	2016		YTD BALANCE 10/31/2016	ACTIVITY FOR MONTH 10/31/16	AVAILABLE BALANCE	% BDGT USED
				ORIGINAL BUDGET	2016 AMENDED BUDGET				
Fund 101 - GENERAL COUNTY									
Expenditures									
428	L.E.P.C. DEPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430	ANIMAL SHELTER/DOG WARDEN	143,999.75	143,272.50	150,950.00	150,950.00	147,383.96	36,217.98	3,566.04	97.64
441	DEPARTMENT OF PUBLIC WORKS	165.44	165.44	340.00	340.00	253.46	0.00	86.54	74.55
600	HEALTH DEPARTMENTS	327,230.00	327,230.00	331,978.00	331,978.00	331,978.00	82,994.50	0.00	100.00
605	C/D - HEALTH DEPARTMENT	0.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00
648	MEDICAL EXAMINER	16,632.73	12,319.37	21,088.00	21,618.00	9,001.20	735.44	12,616.80	41.64
651	AMBULANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
682	VETERANS	93,588.78	77,565.91	131,022.00	130,302.00	80,129.23	8,739.57	50,172.77	61.50
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	46,194.00	0.00	0.00	46,194.00	0.00
731	COUNTY MSU EXTENSION OFFICE	124,419.46	114,015.22	127,261.00	127,731.00	115,943.98	4,443.26	11,787.02	90.77
751	FAIR GROUNDS / EVENTS	20,975.45	20,309.18	36,716.00	36,806.00	18,809.84	433.36	17,996.16	51.11
753	VETERAN'S PARK	6,130.00	6,130.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
784	SOIL CONSERVATION	13,229.21	13,067.71	13,750.00	13,750.00	13,347.51	3,285.75	402.49	97.07
802	PLAT BOARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900	SPECIAL APPROPRIATIONS	90,918.61	90,918.61	88,575.00	88,575.00	83,062.50	0.00	5,512.50	93.78
902	APPRO/TRANSFERS TO OTHER FUNDS	797,878.84	569,673.52	1,014,106.00	1,014,106.00	487,664.79	29,182.36	526,441.21	48.09
941	GENERAL CONTINGENCY	0.00	0.00	387,957.00	229,341.00	0.00	0.00	229,341.00	0.00
954	INSURANCES	164,194.26	161,693.26	188,000.00	188,000.00	170,071.96	964.15	17,928.04	90.46
TOTAL EXPENDITURES		10,659,351.05	8,500,967.10	11,807,216.00	11,956,961.26	8,769,059.92	884,491.41	3,187,901.34	73.34
Fund 101 - GENERAL COUNTY:									
TOTAL REVENUES		11,530,933.59	10,351,873.56	11,807,216.00	11,956,961.26	10,024,501.33	3,749,899.54	1,932,459.93	83.84
TOTAL EXPENDITURES		10,659,351.05	8,500,967.10	11,807,216.00	11,956,961.26	8,769,059.92	884,491.41	3,187,901.34	73.34
NET OF REVENUES & EXPENDITURES		871,582.54	1,850,906.46	0.00	0.00	1,255,441.41	2,865,408.13	(1,255,441.41)	100.00

CASH SUMMARY BY FUND FOR CHEBOYGAN COUNTY  
 FROM 10/01/2016 TO 10/31/2016  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 10/01/2016	Total Debits	Total Credits	Ending Balance 10/31/2016
101	GENERAL COUNTY	6,067,918.46	4,054,923.63	1,192,464.32	8,930,377.77
102	FAMILY COUNSELING FUND	26,038.32	255.00	0.00	26,293.32
105	TERMINATION LIABILITY FUND	(7,189.77)	4,638.79	13,406.39	(15,957.37)
107	P A 302 TRAINING FUND	7,464.28	2,147.25	0.00	9,611.53
108	PUBLIC ACT 106 FUND	0.00	33,283.95	33,283.95	0.00
111	PROBATION ENHANCEMENT FUND	14,131.50	168.00	71.51	14,227.99
112	VICTIM'S RESTITUTION FUND	181.99	0.00	0.00	181.99
114	COUNTY REMONUMENTATION GRANT FUND	3,448.83	0.00	196.00	3,252.83
201	COUNTY ROAD	2,022,652.14	689,144.23	673,948.35	2,037,848.02
210	JAWS OF LIFE FUND	0.00	0.00	0.00	0.00
211	COMMUNITY PROJECTS	4,399.09	0.00	0.00	4,399.09
214	SANE/SPECIAL PROSECUTION UNIT	0.00	0.00	0.00	0.00
215	FRIEND OF THE COURT-FAMILY COURT FUND	(61,012.23)	59,615.93	64,126.82	(65,523.12)
217	AMBULANCE MILLAGE	86,041.92	0.00	27,504.33	58,537.59
220	DORIS REID BUILDING	66,761.78	6,342.07	1,766.97	71,336.88
226	RECYCLING	201,246.72	5,691.21	19,903.76	187,034.17
230	CELLULAR PHONE FLOW THROUGH	0.00	37,601.00	37,601.00	0.00
231	CCE 911 4% PHONE SURCHARGE	0.00	950.83	950.83	0.00
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	20,384.29	63,031.86	40,185.29	43,230.86
256	REGISTER OF DEEDS AUTOMATION	363,738.27	3,232.04	1,311.76	365,658.55
258	DISASTER CONTINGENCY FUND	10,000.00	0.00	0.00	10,000.00
260	SHERIFF'S WORK CREW PROGRAM	154.74	3,050.00	3,322.48	(117.74)
262	SHERIFF SPECIAL PROJECTS FUND	2,139.22	0.00	0.00	2,139.22
263	CONCEALED PISTOL LICENSING	0.00	0.00	0.00	0.00
264	LOCAL CORR OFFICER TRAIN FUND	21,299.76	747.25	260.58	21,786.43
266	D.A.R.E.	2,929.29	0.00	0.00	2,929.29
267	DRUG COURT - ADULT - CIRCUIT	2,030.00	2,477.31	9,284.83	(4,777.52)
268	SOBRIETY COURT	13,146.23	475.00	95.90	13,525.33
269	COUNTY LAW LIBRARY	782.62	2,169.50	1,273.12	1,679.00
270	VETERANS ASSISTANCE FUND	22,284.62	100.00	0.00	22,384.62
273	ORV FUND	1,762.50	0.00	0.00	1,762.50
276	SAYPA PROGRAM	73,306.89	27,879.12	16,053.44	85,132.57
277	SENIOR CITIZEN MILLAGE	297,098.94	0.00	46,723.25	250,375.69
281	CHEBOYGAN COUNTY HOUSING COMM-ESCROW	29,122.98	329.70	0.00	29,452.68
283	CHEBOYGAN COUNTY HOUSING GRANT	212,061.68	448.27	2,667.57	209,842.38
286	REVENUE SHARING RESERVE FUND	0.00	0.00	0.00	0.00
289	CHEB SOC SER - COUNTY FUNDS	0.00	238.88	238.88	0.00
292	CHILD CARE - FAMILY COURT	32,052.96	25,508.80	46,774.66	10,787.10
293	SOLDIERS RELIEF	0.00	519.35	519.35	0.00
294	VETERANS TRUST	1,074.66	4,094.00	5,170.80	(2.14)
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	5,352.82	0.44	0.00	5,353.26
352	CTY ROAD CONST PROJECT DEBT SERVICE	264,139.21	18,021.41	0.00	282,160.62
401	CRT HOUSE PRESERVATION FUND	(21,233.14)	30.00	0.00	(21,203.14)
418	D.H.S. BUILDING FUND	37,552.44	1,566.66	18,500.00	20,619.10

CASH SUMMARY BY FUND FOR CHEBOYGAN COUNTY  
 FROM 10/01/2016 TO 10/31/2016  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 10/01/2016	Total Debits	Total Credits	Ending Balance 10/31/2016
422	DORIS REID BUILDING CAPITAL PROJECT	(35,205.93)	0.00	0.00	(35,205.93)
430	ANIMAL CONTROL CAPTIAL PROJECT FUND	(83,714.81)	0.00	440.00	(84,154.81)
450	CCE 911 DEVELOPMENT & CAPITAL FUND	299,177.96	4,933.25	4,933.25	299,177.96
509	COUNTY MARINA	119,711.25	8,747.70	27,207.17	101,251.78
516	100% TAX PAYMENT FUND	7,347,382.47	160,275.30	5,458.68	7,502,199.09
517	TAX FORCLOSURE FUND	174,000.80	9,201.98	16,727.00	166,475.78
561	COUNTY FAIR	19,926.01	5,389.67	11,382.01	13,933.67
588	STRAITS REGIONAL RIDE	24,639.36	104,998.62	101,139.87	28,498.11
595	JAIL COMMISSARY FUND	32,031.55	13,484.98	6,624.61	38,891.92
701	T & A ACCOUNT	6,978,535.01	1,779,134.73	7,781,733.43	975,936.31
706	FRIEND OF THE COURT	200.00	0.00	0.00	200.00
721	LIBRARY	94,557.63	17,852.77	0.00	112,410.40
760	DISTRICT COURT	270,961.41	0.00	6,107.06	264,854.35
764	INMATE TRUST FUND	16,131.53	31,237.48	34,409.94	12,959.07
802	REVOLVING DRAIN FUND	100.00	0.00	0.00	100.00
	TOTAL - ALL FUNDS	25,088,339.61	7,183,937.96	10,253,769.16	22,018,508.41

## ADMINISTRATOR'S REPORT

12-13-16

### JAIL EXPANSION STUDY:

Staff has identified the preferred Jail layout design and provided to the consultant to complete the project estimates for the project. The preliminary project report is on schedule to be completed by the end of January.

### REID BUILDING LEASE DHD:

Staff has sent a proposed five year lease agreement to DHD #4 for the majority of the upper floor area of the Reid building. The proposed lease has been modified to be set at a yearly flat rate lease payment over the five year lease term based on the request of DHD #4. Staff has also relayed the schedule for the continued renovation of the Health Department area to DHD #4 staff. Our objective is to have the renovation complete by September of 2017 contingent upon maintaining project budget. Currently, staff and contractors are continuing renovations along the north office area of the Health Department as well as in the new meeting room area. The DHD #4 will consider the lease at their December 20, 2016 meeting. Staff is scheduling to place for Board approval at the January 10, 2017 meeting.

### CHEBOYGAN LIFE SUPPORT AMBULANCE AGREEMENT:

Staff is preparing a revised Ambulance Agreement with Cheboygan Life Support to specify the cost for Ambulance transport of inmates from the Cheboygan County Jail. Staff is scheduling to place the revised agreement for Board approval at the January 10, 2017 meeting.



# Cheboygan County Board of Commissioners' Meeting

December 13, 2016

**Title:** Board Appointments & Procedures Committee

**Summary:** Recommendation from the Board Appointments & Procedures Committee made at the December 7, 2016 meeting of the committee.

**Financial Impact:** N/A

**Recommendations:**

**Motion** to accept the recommendation from the Board Appointments & Procedures Committee to reappoint Dennis Despain, Louis Vassilakos, and Don Balbaugh to the Cheboygan County Airport Authority for three-year terms commencing January 1, 2017 through December 31, 2019.

**Motion** to accept the recommendation from the Board Appointments & Procedures Committee to reappoint David McKinley and Calvin Oxley to the Cheboygan County Construction Code Board of Appeals for 2-year terms commencing January 1, 2017 through December 31, 2018.

**Motion** to accept the recommendation from the Board Appointments & Procedures Committee to reappoint the following to the Cheboygan County Planning Commission for terms beginning December 16, 2016 and ending December 15, 2019: Sharon Lyon, Steven Churchill and Patty Croft.

**Motion** to accept the recommendation from the Board Appointments & Procedures Committee to reappoint George Pike to the Cheboygan County Waterways Commission for three-year terms commencing January 1, 2017 through December 31, 2019.

**Motion** to accept the recommendation from the Board Appointments & Procedures Committee to reappoint Ralph Hemmer and John Moore to the Cheboygan County Zoning Board of Appeals for three-year terms commencing January 1, 2017 through December 31, 2019.

**Motion** to accept the recommendation from the Board Appointments & Procedures Committee to reappoint Garfield Geyer to the Cheboygan County Department of Public Works for a three-year term commencing January 1, 2017 through December 31, 2019.

**Motion** to accept the recommendation from the Board Appointments & Procedures Committee and the Cheboygan County Agricultural Society to reappoint Ron Fenlon, John Brown, Jr., Derrick Dotski and Nathan Howell, and to appoint Brenda Mushlock and to the Cheboygan County Fair Board for terms beginning January 1, 2017 and ending December 31, 2019.

**Prepared by:** Mary Ellen Tryban

**Department:** Board Appointments & Procedures Committee





# Cheboygan County Board of Commissioners' Meeting

December 13, 2016

**Title:** Department Head Employment Agreement Renewals

**Summary:**

In 2014 based on discussion with legal counsel and human resource best practices, the County established employment agreements with department head level employees. The following agreements are up for renewal:

- Community Development Director
- Maintenance Superintendent
- Transportation Manager

The conditions of employment are identified within the agreements for each position and are the same as the original agreement. All of the positions require the employee to work a minimum of forty hours per week.

**Financial Impact:**

Salary set as part of Salary and Wage Resolution process each year:

**Recommendation:** Motion to approve employment agreements and authorize the Chair to sign with the following employees:

Steve Schnell - Community Development Director

Tim Mason - Maintenance Superintendent

Mike Couture - Transportation Manager

**Prepared by:** Jeffery B. Lawson

**Department:** Administration

## **Employment Agreement**

THIS AGREEMENT, is made and entered into to be effective the 14<sup>th</sup> day of January, 2017 by and between the Cheboygan County, a municipal corporation, whose address is 870 South Main Street, P.O. Box 70, Cheboygan, Michigan 49721 (hereinafter called "Employer") and Mike Couture, whose address is 4235 Long Lake Rd., Cheboygan, Michigan 49721 (hereinafter called "Employee").

In consideration of the mutual promises contained herein the parties hereby agree as follows:

### **Section 1: Term**

The term of this Agreement shall be three (3) years, beginning January 14, 2017 and ending January 13, 2020.

### **Section 2: Duties and Authority**

Employer hereby employs Employee as the Cheboygan County Transportation Manager for the term of this Agreement under the terms and conditions specified herein. Employee shall perform the functions and duties specified in the job description, attached hereto and incorporated herein by reference as Exhibit A. In addition, Employee shall perform such additional duties assigned by Employer. Except as provided in Section 12, during the term of this Agreement, Employee shall not engaged in any other business activity or accept any other employment, whether or not such business activity is pursued for gain, profit, or other pecuniary advantage.

### **Section 3: Compensation**

- A. Employer agrees to pay Employee an annual base salary of FIFTY-THREE THOUSAND ONE HUNDRED SIXTY-SIX and 76/100 DOLLARS (\$53,166.76), payable in installments at the same time that the other management employees of the Employer are paid.
- B. This Agreement shall be automatically amended to reflect any salary adjustments that are provided by the Employer during the term of this Agreement.
- C. Employer agrees to consider in the sole exercise of its discretion increases in the compensation of the Employee dependent upon the results of the performance evaluation conducted under the provisions of Section 10 of this Agreement. Any increased compensation can be in the form of a salary increase.

### **Section 4: Health, Disability and Life Insurance and other Fringe Benefits**

- A. The Employer agrees to provide and pay up to the designated cap as set by the Employer each year for medical insurance as provided to other non-union employees. The Employer agrees to pay for the cost of optical and dental insurance as provided to other non-union employees.
- B. The Employer agrees to put into force and to make required premium payments for long term disability coverage for the Employee on the same terms and conditions provided to other non-union county administrative employees.

- C. The Employer shall at its sole expense provide Employee with a term life insurance policy with a death benefit of \$15,000. Employee shall have the right to designate the beneficiaries on this life insurance policy and shall pay any required income or other taxes that may accrue as a result of the Employer providing this life insurance policy.
- D. The Employer participates in the Michigan Municipal Employees Retirement System (MERS). The Employee's retirement benefit shall be the MERS B-4 Plan. Under this Plan, the Employee shall contribute three and one-half percent (3.5%) of Employee's gross compensation each year to the plan. The specific terms and conditions governing the retirement plan are controlled by the statutes and regulations establishing the Michigan Municipal Employees Retirement System.
- E. The Employer shall provide Employee with the use of a motor vehicle owned by Employer for the primary purpose of official business. The Employer shall be responsible for paying for liability, property damage, and comprehensive insurance, and for the operation, maintenance, and repair of the motor vehicle.
- F. The Employee shall be entitled to the same paid holidays as other non-union administrative employees.

**Section 5: Sick, Vacation, and Personal Leave**

- A. During the term of this Agreement, the Employee shall be entitled to sick days to be used in the case of Employee's illness. Employee shall accrue sick days at a rate of one (1) day per month, up to a total of ninety (90) days.
- B. During the term of this Agreement, the Employee shall be entitled to seventeen (17) paid vacation days, credited at the time of employment and renewed January 1 each year during the term of this Agreement.
- C. During the term of this Agreement, the Employee shall be entitled to three (3) paid personal leave days, credited at the time of employment and renewed January 1 each year during the term of this Agreement.
- D. In the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued and unused vacation time, prorated to the date of termination at the Employee's rate of compensation in effect at the time of termination. In addition, the Employer agrees to make a contribution to the Employee's MERS Retirement Plan on the value of this compensation calculated using the rate ordinarily contributed on regular compensation. Employee, however, shall not be compensated for accrued and unused sick or personal leave days.

**Section 6: General Business Expenses**

- A. Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth,

and advancement, and for the good of the Employer as approved in the budget process each year.

- B. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer as approved in the budget process each year.

### **Section 7: Termination**

The Employer and the Employee may mutually terminate this Agreement with or without cause at any time. For the purpose of this Agreement, the employment relationship established in this Agreement shall terminate when any one of the following occurs:

- A. The Employer may terminate this Agreement without cause upon thirty (30) days advanced notice. Provided, however, Employer, at its sole discretion, may terminate this Agreement without cause and without advanced notice upon payment to Employee of severance compensation equal to thirty (30) days salary at Employee's rate of compensation in effect at the time of termination.
- B. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee to a degree greater than the average reduction of all department heads within the county, then Employee shall have the right, upon thirty (30) days advanced written notice to the Employer, to terminate this Agreement.
- C. If the Employee resigns following an offer to accept a resignation made by the Employer, then Employee may declare a termination of this Agreement as of the date of the requested resignation.
- D. Employee may resign from employment for any reason not specified in this section upon thirty (30) days advanced written notice to the Employer.
- E. This Agreement shall automatically terminate upon the death of the Employee, in which case Employee's estate shall be entitled to receive the compensation due the Employee for a termination of this Agreement.
- F. Employer may terminate this Agreement immediately for cause. "For Cause" shall be defined to mean any of the following circumstances:
  - (a) any material breach of this Agreement;
  - (b) conviction of a misdemeanor resulting in a term of incarceration, a felony, or any crime involving moral turpitude or dishonesty;
  - (c) the willful, wanton, negligent or reckless commission of or participation in any act or omission which has a significantly adverse impact upon the Employer;
  - (d) two performance evaluation scores with a performance evaluation of "unsatisfactory." The Employee shall have at least 90 days after the first evaluation to meet with the County Administrator to develop an action plan to address the concerns raised in the evaluation; or

- (e) other actions commonly recognized as “just cause” by employment relations arbitrators.

A termination for cause under this subsection shall immediately terminate Employer’s obligation to pay Employee’s salary. However, Employee shall be entitled to payment for all accrued and unused vacation time, prorated to the date of termination at the Employee’s rate of compensation in effect at the time of termination as provided in Section 5.D of this Agreement.

**Section 8: Severance**

- A. Severance shall be paid to the Employee only when employment is terminated as specified in Section 7.A-C of this Agreement. If Employee resigns as specified in Section 7.D of this Agreement or is terminated for cause as specified in Section 7.F of this Agreement, then the Employer is not obligated to pay severance.
- B. Any severance required be paid under this section shall be equal to thirty (30) days salary at the Employee’s rate of compensation in effect at the time of termination. This severance shall be paid in a lump sum, unless otherwise agreed to in writing by the Employer and the Employee.
- C. When employment is terminated as specified in Section 7.A-C of this Agreement, the Employer shall pay the cost to continue eye and dental insurance coverage for two persons, as provided in Section 4.A of this Agreement, for no more than one (1) month following termination:

**Section 9: Disability**

If Employee is permanently disabled or is otherwise unable to perform the duties of employment because of sickness, accident, injury, mental incapacity, or health for a period of six (6) months, the Employer shall have the option to terminate this Agreement immediately. A termination under this section shall immediately terminate Employer’s obligation to pay Employee’s base salary. However, Employee shall be entitled to payment for all accrued and unused vacation time, prorated to the date of termination at the Employee’s rate of compensation in effect at the time of termination as provided in Section 5.D of this Agreement.

**Section 10: Performance Evaluation**

During the term of this Agreement Employer, acting through the county administrator, shall review the performance of the Employee no less than bi-annually, subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon in writing by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting. In the event of an unsatisfactory evaluation, the Employee shall be given no less than six (6) months to correct the identified performance deficiencies before the next performance evaluation by the Employer.

**Section 11: Hours of Work**

Employee shall devote no less than forty (40) hours each week to performing the duties of employment under this Agreement.

**Section 12: Outside Activities**

The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities may exist, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements shall not constitute interference with nor a conflict of interest with the employment responsibilities under this Agreement.

**Section 13: Indemnification**

The Employer shall indemnify and hold harmless Employee and Employee's heirs and assigns from any and all damages, legal fees or expenses, or awards, demands, rights, causes of action of any kind or nature, losses, claims and actions which may, do, or shall arise out of or grow out of any known or unknown, accrued or unaccrued claims for any type of damage or loss whatsoever which may occur within the scope of the duties of employment under this Agreement. Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation.

**Section 14: Bonding**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

**Section 15: Other Terms and Conditions of Employment**

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any state or federal law.

**Section 16: Notices**

Notice pursuant to this Agreement shall be given in writing and shall be delivered personally or by depositing in the custody of the United States Postal Service, postage prepaid, addressed to the Cheboygan County Administrator on behalf of Employer and to Employee at the addresses specified in this Agreement. Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**Section 17: General Provisions**

A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or

between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this Agreement.

- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. The Employee may not assign any of Employee's rights or delegate any of Employee's duties under this Agreement.
- D. This Agreement shall be governed by and interpreted under the laws of the State of Michigan.
- E. Severability. The invalidity or partial invalidity of any portion of this Agreement will not effect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

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

CHEBOYGAN COUNTY

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Peter Redmond

Its: Chairperson

Date: \_\_\_\_\_

\_\_\_\_\_  
Mike Couture

## **Employment Agreement**

THIS AGREEMENT, is made and entered into to be effective the 14<sup>th</sup> day of January, 2017 by and between the Cheboygan County, a municipal corporation, whose address is 870 South Main Street, P.O. Box 70, Cheboygan, Michigan 49721 (hereinafter called "Employer") and Tim Mason, whose address is P.O. Box 161, Tower, Michigan 49792 (hereinafter called "Employee").

In consideration of the mutual promises contained herein the parties hereby agree as follows:

### **Section 1: Term**

The term of this Agreement shall be three (3) years, beginning January 14, 2017 and ending January 13, 2020.

### **Section 2: Duties and Authority**

Employer hereby employs Employee as the Cheboygan County Maintenance Superintendent for the term of this Agreement under the terms and conditions specified herein. Employee shall perform the functions and duties specified in the job description, attached hereto and incorporated herein by reference as Exhibit A. In addition, Employee shall perform such additional duties assigned by Employer. Except as provided in Section 12, during the term of this Agreement, Employee shall not engaged in any other business activity or accept any other employment, whether or not such business activity is pursued for gain, profit, or other pecuniary advantage.

### **Section 3: Compensation**

- A. Employer agrees to pay Employee an annual base salary of FIFTY THOUSAND ONE HUNDRED SIXTY-FIVE and 91/100 DOLLARS (\$50,165.91), payable in installments at the same time that the other management employees of the Employer are paid.
- B. This Agreement shall be automatically amended to reflect any salary adjustments that are provided by the Employer during the term of this Agreement.
- C. Employer agrees to consider in the sole exercise of its discretion increases in the compensation of the Employee dependent upon the results of the performance evaluation conducted under the provisions of Section 10 of this Agreement. Any increased compensation can be in the form of a salary increase.

### **Section 4: Health, Disability and Life Insurance and other Fringe Benefits**

- A. The Employer agrees to provide and pay up to the designated cap as set by the Employer each year for medical insurance as provided to other non-union employees. The Employer agrees to pay for the cost of optical and dental insurance as provided to other non-union employees.
- B. The Employer agrees to put into force and to make required premium payments for long term disability coverage for the Employee on the same terms and conditions provided to other non-union county administrative employees.

- C. The Employer shall at its sole expense provide Employee with a term life insurance policy with a death benefit of \$15,000. Employee shall have the right to designate the beneficiaries on this life insurance policy and shall pay any required income or other taxes that may accrue as a result of the Employer providing this life insurance policy.
- D. The Employer participates in the Michigan Municipal Employees Retirement System (MERS). The Employee's retirement benefit shall be the MERS B-4 Plan. Under this Plan, the Employee shall contribute three and one-half percent (3.5%) of Employee's gross compensation each year to the plan. The specific terms and conditions governing the retirement plan are controlled by the statutes and regulations establishing the Michigan Municipal Employees Retirement System.
- E. The Employer shall provide Employee with the use of a motor vehicle owned by Employer for the primary purpose of official business. The Employer shall be responsible for paying for liability, property damage, and comprehensive insurance, and for the operation, maintenance, and repair of the motor vehicle.
- F. The Employee shall be entitled to the same paid holidays as other non-union administrative employees.

#### **Section 5: Sick, Vacation, and Personal Leave**

- A. During the term of this Agreement, the Employee shall be entitled to sick days to be used in the case of Employee's illness. Employee shall accrue sick days at a rate of one (1) day per month, up to a total of one hundred (100) days.
- B. During the term of this Agreement, the Employee shall be entitled to twenty (20) paid vacation days, credited at the time of employment and renewed January 1 each year during the term of this Agreement.
- C. During the term of this Agreement, the Employee shall be entitled to three (3) paid personal leave days, credited at the time of employment and renewed January 1 each year during the term of this Agreement.
- D. In the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued and unused vacation time, prorated to the date of termination at the Employee's rate of compensation in effect at the time of termination. In addition, the Employer agrees to make a contribution to the Employee's MERS Retirement Plan on the value of this compensation calculated using the rate ordinarily contributed on regular compensation. Employee shall be compensated for no more than 50% of the total accrued and unused sick days, up to a maximum of thirty (30) days, prorated to the date of termination at the Employee's rate of compensation in effect at the time of termination. Employee, however, shall not be compensated for accrued and unused personal leave days.

#### **Section 6: General Business Expenses**

- A. Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in

national, regional, state, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer as approved in the budget process each year.

- B. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer as approved in the budget process each year.

### **Section 7: Termination**

The Employer and the Employee may mutually terminate this Agreement with or without cause at any time. For the purpose of this Agreement, the employment relationship established in this Agreement shall terminate when any one of the following occurs:

- A. The Employer may terminate this Agreement without cause upon thirty (30) days advanced notice. Provided, however, Employer, at its sole discretion, may terminate this Agreement without cause and without advanced notice upon payment to Employee of severance compensation equal to thirty (30) days salary at Employee's rate of compensation in effect at the time of termination.
- B. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee to a degree greater than the average reduction of all department heads within the county, then Employee shall have the right, upon thirty (30) days advanced written notice to the Employer, to terminate this Agreement.
- C. If the Employee resigns following an offer to accept a resignation made by the Employer, then Employee may declare a termination of this Agreement as of the date of the requested resignation.
- D. Employee may resign from employment for any reason not specified in this section upon thirty (30) days advanced written notice to the Employer.
- E. This Agreement shall automatically terminate upon the death of the Employee, in which case Employee's estate shall be entitled to receive the compensation due the Employee for a termination of this Agreement.
- F. Employer may terminate this Agreement immediately for cause. "For Cause" shall be defined to mean any of the following circumstances:
  - (a) any material breach of this Agreement;
  - (b) conviction of a misdemeanor resulting in a term of incarceration, a felony, or any crime involving moral turpitude or dishonesty;
  - (c) the willful, wanton, negligent or reckless commission of or participation in any act or omission which has a significantly adverse impact upon the Employer;
  - (d) two performance evaluation scores with a performance evaluation of "unsatisfactory." The Employee shall have at least 90 days after the first

- evaluation to meet with the County Administrator to develop an action plan to address the concerns raised in the evaluation; or
- (e) other actions commonly recognized as “just cause” by employment relations arbitrators.

A termination for cause under this subsection shall immediately terminate Employer’s obligation to pay Employee’s salary. However, Employee shall be entitled to payment for all accrued and unused vacation time, prorated to the date of termination at the Employee’s rate of compensation in effect at the time of termination as provided in Section 5.D of this Agreement.

### **Section 8: Severance**

- A. Severance shall be paid to the Employee only when employment is terminated as specified in Section 7.A-C of this Agreement. If Employee resigns as specified in Section 7.D of this Agreement or is terminated for cause as specified in Section 7.F of this Agreement, then the Employer is not obligated to pay severance.
- B. Any severance required be paid under this section shall be equal to thirty (30) days salary at the Employee’s rate of compensation in effect at the time of termination. This severance shall be paid in a lump sum, unless otherwise agreed to in writing by the Employer and the Employee.
- C. When employment is terminated as specified in Section 7.A-C of this Agreement, the Employer shall pay the cost to continue eye and dental insurance coverage for two persons, as provided in Section 4.A of this Agreement, for no more than one (1) month following termination:

### **Section 9: Disability**

If Employee is permanently disabled or is otherwise unable to perform the duties of employment because of sickness, accident, injury, mental incapacity, or health for a period of six (6) months, the Employer shall have the option to terminate this Agreement immediately. A termination under this section shall immediately terminate Employer’s obligation to pay Employee’s base salary. However, Employee shall be entitled to payment for all accrued and unused vacation time, prorated to the date of termination at the Employee’s rate of compensation in effect at the time of termination as provided in Section 5.D of this Agreement.

### **Section 10: Performance Evaluation**

During the term of this Agreement Employer, acting through the county administrator, shall review the performance of the Employee no less than bi-annually, subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon in writing by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting. In the event of an unsatisfactory evaluation, the Employee shall be given no less than six (6) months to correct the identified performance deficiencies before the next performance evaluation by the Employer.

**Section 11: Hours of Work**

Employee shall devote no less than forty (40) hours each week to performing the duties of employment under this Agreement.

**Section 12: Outside Activities**

The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities may exist, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements shall not constitute interference with nor a conflict of interest with the employment responsibilities under this Agreement.

**Section 13: Indemnification**

The Employer shall indemnify and hold harmless Employee and Employee's heirs and assigns from any and all damages, legal fees or expenses, or awards, demands, rights, causes of action of any kind or nature, losses, claims and actions which may, do, or shall arise out of or grow out of any known or unknown, accrued or unaccrued claims for any type of damage or loss whatsoever which may occur within the scope of the duties of employment under this Agreement. Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation.

**Section 14: Bonding**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

**Section 15: Other Terms and Conditions of Employment**

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any state or federal law.

**Section 16: Notices**

Notice pursuant to this Agreement shall be given in writing and shall be delivered personally or by depositing in the custody of the United States Postal Service, postage prepaid, addressed to the Cheboygan County Administrator on behalf of Employer and to Employee at the addresses specified in this Agreement. Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**Section 17: General Provisions**

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or

between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this Agreement.

- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. The Employee may not assign any of Employee's rights or delegate any of Employee's duties under this Agreement.
- D. This Agreement shall be governed by and interpreted under the laws of the State of Michigan.
- E. Severability. The invalidity or partial invalidity of any portion of this Agreement will not effect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

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

CHEBOYGAN COUNTY

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Peter Redmond

Its: Chairperson

Date: \_\_\_\_\_

\_\_\_\_\_  
Tim Mason

## **Employment Agreement**

THIS AGREEMENT, is made and entered into to be effective the 14<sup>th</sup> day of January, 2017 by and between the Cheboygan County, a municipal corporation, whose address is 870 South Main Street, P.O. Box 70, Cheboygan, Michigan 49721 (hereinafter called "Employer") and Steve Schnell, whose address is 03435 Hillview Dr., Boyne Falls, Michigan 49713 (hereinafter called "Employee").

In consideration of the mutual promises contained herein the parties hereby agree as follows:

### **Section 1: Term**

The term of this Agreement shall be three (3) years, beginning January 14, 2017 and ending January 13, 2020.

### **Section 2: Duties and Authority**

Employer hereby employs Employee as the Cheboygan County Community Development Director for the term of this Agreement under the terms and conditions specified herein. Employee shall perform the functions and duties specified in the job description, attached hereto and incorporated herein by reference as Exhibit A. In addition, Employee shall perform such additional duties assigned by Employer. Except as provided in Section 12, during the term of this Agreement, Employee shall not engaged in any other business activity or accept any other employment, whether or not such business activity is pursued for gain, profit, or other pecuniary advantage.

### **Section 3: Compensation**

- A. Employer agrees to pay Employee an annual base salary of SIXTY-SEVEN THOUSAND TWO HUNDRED THIRTY-EIGHT and 40/100 DOLLARS (\$67,238.40), payable in installments at the same time that the other management employees of the Employer are paid.
- B. This Agreement shall be automatically amended to reflect any salary adjustments that are provided by the Employer during the term of this Agreement.
- C. Employer agrees to consider in the sole exercise of its discretion increases in the compensation of the Employee dependent upon the results of the performance evaluation conducted under the provisions of Section 10 of this Agreement. Any increased compensation can be in the form of a salary increase.

### **Section 4: Health, Disability and Life Insurance and other Fringe Benefits**

- A. The Employer agrees to provide and pay up to the designated cap as set by the Employer each year for medical insurance as provided to other non-union employees. The Employer agrees to pay for the cost of optical and dental insurance as provided to other non-union employees.
- B. The Employer agrees to put into force and to make required premium payments for long term disability coverage for the Employee on the same terms and conditions provided to other non-union county administrative employees.

- C. The Employer shall at its sole expense provide Employee with a term life insurance policy with a death benefit of \$15,000. Employee shall have the right to designate the beneficiaries on this life insurance policy and shall pay any required income or other taxes that may accrue as a result of the Employer providing this life insurance policy.
- D. The Employer participates in the Michigan Municipal Employees Retirement System (MERS). The Employee's retirement benefit shall be the MERS B-4 Plan. Under this Plan, the Employee shall contribute three and one-half percent (3.5%) of Employee's gross compensation each year to the plan. The specific terms and conditions governing the retirement plan are controlled by the statutes and regulations establishing the Michigan Municipal Employees Retirement System.
- E. The Employer shall provide Employee with the use of a motor vehicle owned by Employer for the primary purpose of official business. The Employer shall be responsible for paying for liability, property damage, and comprehensive insurance, and for the operation, maintenance, and repair of the motor vehicle.
- F. The Employee shall be entitled to the same paid holidays as other non-union administrative employees.

**Section 5: Sick, Vacation, and Personal Leave**

- A. During the term of this Agreement, the Employee shall be entitled to sick days to be used in the case of Employee's illness. Employee shall accrue sick days at a rate of one (1) day per month, up to a total of ninety (90) days.
- B. During the term of this Agreement, the Employee shall be entitled to seventeen (17) paid vacation days, credited at the time of employment and renewed January 1 each year during the term of this Agreement.
- C. During the term of this Agreement, the Employee shall be entitled to three (3) paid personal leave days, credited at the time of employment and renewed January 1 each year during the term of this Agreement.
- D. In the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued and unused vacation time, prorated to the date of termination at the Employee's rate of compensation in effect at the time of termination. In addition, the Employer agrees to make a contribution to the Employee's MERS Retirement Plan on the value of this compensation calculated using the rate ordinarily contributed on regular compensation. Employee, however, shall not be compensated for accrued and unused sick or personal leave days.

**Section 6: General Business Expenses**

- A. Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth,

and advancement, and for the good of the Employer as approved in the budget process each year.

- B. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer as approved in the budget process each year.

### **Section 7: Termination**

The Employer and the Employee may mutually terminate this Agreement with or without cause at any time. For the purpose of this Agreement, the employment relationship established in this Agreement shall terminate when any one of the following occurs:

- A. The Employer may terminate this Agreement without cause upon thirty (30) days advanced notice. Provided, however, Employer, at its sole discretion, may terminate this Agreement without cause and without advanced notice upon payment to Employee of severance compensation equal to thirty (30) days salary at Employee's rate of compensation in effect at the time of termination.
- B. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee to a degree greater than the average reduction of all department heads within the county, then Employee shall have the right, upon thirty (30) days advanced written notice to the Employer, to terminate this Agreement.
- C. If the Employee resigns following an offer to accept a resignation made by the Employer, then Employee may declare a termination of this Agreement as of the date of the requested resignation.
- D. Employee may resign from employment for any reason not specified in this section upon thirty (30) days advanced written notice to the Employer.
- E. This Agreement shall automatically terminate upon the death of the Employee, in which case Employee's estate shall be entitled to receive the compensation due the Employee for a termination of this Agreement.
- F. Employer may terminate this Agreement immediately for cause. "For Cause" shall be defined to mean any of the following circumstances:
  - (a) any material breach of this Agreement;
  - (b) conviction of a misdemeanor resulting in a term of incarceration, a felony, or any crime involving moral turpitude or dishonesty;
  - (c) the willful, wanton, negligent or reckless commission of or participation in any act or omission which has a significantly adverse impact upon the Employer;
  - (d) two performance evaluation scores with a performance evaluation of "unsatisfactory." The Employee shall have at least 90 days after the first evaluation to meet with the County Administrator to develop an action plan to address the concerns raised in the evaluation; or

- (e) other actions commonly recognized as “just cause” by employment relations arbitrators.

A termination for cause under this subsection shall immediately terminate Employer’s obligation to pay Employee’s salary. However, Employee shall be entitled to payment for all accrued and unused vacation time, prorated to the date of termination at the Employee’s rate of compensation in effect at the time of termination as provided in Section 5.D of this Agreement.

**Section 8: Severance**

- A. Severance shall be paid to the Employee only when employment is terminated as specified in Section 7.A-C of this Agreement. If Employee resigns as specified in Section 7.D of this Agreement or is terminated for cause as specified in Section 7.F of this Agreement, then the Employer is not obligated to pay severance.
- B. Any severance required be paid under this section shall be equal to thirty (30) days salary at the Employee’s rate of compensation in effect at the time of termination. This severance shall be paid in a lump sum, unless otherwise agreed to in writing by the Employer and the Employee.
- C. When employment is terminated as specified in Section 7.A-C of this Agreement, the Employer shall pay the cost to continue eye and dental insurance coverage for two persons, as provided in Section 4.A of this Agreement, for no more than one (1) month following termination:

**Section 9: Disability**

If Employee is permanently disabled or is otherwise unable to perform the duties of employment because of sickness, accident, injury, mental incapacity, or health for a period of six (6) months, the Employer shall have the option to terminate this Agreement immediately. A termination under this section shall immediately terminate Employer’s obligation to pay Employee’s base salary. However, Employee shall be entitled to payment for all accrued and unused vacation time, prorated to the date of termination at the Employee’s rate of compensation in effect at the time of termination as provided in Section 5.D of this Agreement.

**Section 10: Performance Evaluation**

During the term of this Agreement Employer, acting through the county administrator, shall review the performance of the Employee no less than bi-annually, subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon in writing by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting. In the event of an unsatisfactory evaluation, the Employee shall be given no less than six (6) months to correct the identified performance deficiencies before the next performance evaluation by the Employer.

**Section 11: Hours of Work**

Employee shall devote no less than forty (40) hours each week to performing the duties of employment under this Agreement.

**Section 12: Outside Activities**

The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities may exist, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements shall not constitute interference with nor a conflict of interest with the employment responsibilities under this Agreement.

**Section 13: Indemnification**

The Employer shall indemnify and hold harmless Employee and Employee's heirs and assigns from any and all damages, legal fees or expenses, or awards, demands, rights, causes of action of any kind or nature, losses, claims and actions which may, do, or shall arise out of or grow out of any known or unknown, accrued or unaccrued claims for any type of damage or loss whatsoever which may occur within the scope of the duties of employment under this Agreement. Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation.

**Section 14: Bonding**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

**Section 15: Other Terms and Conditions of Employment**

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any state or federal law.

**Section 16: Notices**

Notice pursuant to this Agreement shall be given in writing and shall be delivered personally or by depositing in the custody of the United States Postal Service, postage prepaid, addressed to the Cheboygan County Administrator on behalf of Employer and to Employee at the addresses specified in this Agreement. Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**Section 17: General Provisions**

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or

between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this Agreement.

- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. The Employee may not assign any of Employee's rights or delegate any of Employee's duties under this Agreement.
- D. This Agreement shall be governed by and interpreted under the laws of the State of Michigan.
- E. Severability. The invalidity or partial invalidity of any portion of this Agreement will not effect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

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

CHEBOYGAN COUNTY

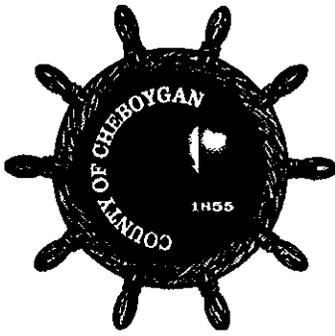
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Peter Redmond

Its: Chairperson

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Schnell



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# Cheboygan County Board of Commissioners' Meeting

December 13, 2016

<b>Title:</b> 2017 Attorney Contract for Delinquency and Child Protection Proceedings.	
<b>Summary:</b> Annual review of contract.	
<b>Financial Impact:</b> No change from previous year - \$82,500.	
<b>Recommendation:</b> Approve the 2017 Attorney Contract for Delinquency and Child Protection Proceedings and authorize the Chair to sign.	
<b>Prepared by:</b> Judge Robert J. Butts	<b>Department:</b> Probate and Family Court

**STATE OF MICHIGAN**  
**IN THE CIRCUIT COURT FOR CHEBOYGAN COUNTY**  
**FAMILY DIVISION**  
**2017 ATTORNEY CONTRACT FOR**  
**DELINQUENCY AND CHILD PROTECTION PROCEEDINGS**

**PURPOSE**

To provide high quality legal representation involving delinquency and child protection proceedings in the Family Division of Circuit Court for the indigent of Cheboygan County. To provide the same at a certain and predictable cost, to most efficiently utilize available resources, and to minimize occasions when attorneys shall be unavailable to perform professional services due to ethical and other considerations.

**PARTIES**

Parties to this contract are the County of Cheboygan, Michigan (hereinafter the County), Ms. Donna Hansel, Mr. Tim MacArthur, Mr. Michael Ekdahl, Mr. William Keogh, and Ms. Nancy B. Lucas Dean (hereinafter the Attorneys).

**TERMS**

In consideration for the payment of \$82,500.00 from January 1, 2017 to December 31, 2017, divided equally between the Attorneys at the rate of \$1,375.00 per month per attorney. In consideration for the above, the Attorneys will provide all appointed work before the Family Division of Circuit Court relating to delinquency and child protection proceedings.

The above stated payments shall constitute the County's full and complete obligation to the Attorneys under this contract for legal services. Costs of defense are excluded from this payment and specific related legal services are excluded from this

contract amount and are paid separately as set forth in this contract. Said Attorneys are retained by the County only for the purpose and to the extent set forth herein and their relationship with the County shall, during the duration of this agreement, be that of an independent contractor. They shall be free to dispose of such portion of their time, energy, and skill during regular business hours, which they are obligated to devote to fulfill their obligation under this contract. Said Attorneys shall not be considered under the provisions of this contract as having an employee status or as being entitled to participate in any plan, arrangement or distribution by the County pertaining to or in connection with any pension, bonus, or similar benefit for their regular employees.

### **BILLINGS**

Approved costs of defense and billings for Emergency hearings, covered Guardianships and Conservatorships, Mediation, Foster Care Review Board and Appeals shall be billed on an at least bi-monthly basis. Contract payments do not require a billing but will not be paid until the court is satisfied the contract attorney has complied with the Practice Standard set forth in the next section.

### **PRACTICE STANDARD**

In addition to the Michigan Rules of Professional Conduct, the Attorneys shall fulfill the practice requirements contained in **MCL 712A.17d**. A copy of that section is attached to this contract and incorporated by reference. Special attention is directed to **MCL 712A.17d(1)(d)**, which sets forth the following duty of lawyer-guardian ad litem: **Before each proceeding or hearing, to meet with and observe the child, assess the child's needs and wishes with regard to the representation and the issues in the case, review the agency case file and, consistent with the rules of professional**

**responsibility consult with the child's parents, foster care providers, guardians, and caseworkers. Also important to consider is MCL 712A.17d(2) which places the burden on the Lawyer/G.A.L. to bring to the attention of the court a situation where their determination of the child or children's best interest is in conflict with the child or children's position. This requirement is now also set forth in SCAO form JC82. (copy attached) The court will inquire at each hearing on compliance by the lawyer G.A.L. In addition each attorney will be required to file a monthly report confirming compliance. (see form attached)**

The court further adopts the following local practice standards:

1. Unless delayed by a prior hearing all matters will begin promptly at the time scheduled.
2. Conferences with clients should be arranged and conducted prior to the time set for hearing.
3. Non-court scheduled settlement conferences are encouraged but should be conducted so that the hearing may begin on time.
4. Court appointed attorneys shall not incur unusual expense without prior approval by the court. This includes, but is not exclusive of, expenses involved in expert witness fees, depositions, medical/psychological examinations, out-of-county travel, and the like.
5. Children's attorneys and guardian ad litem are expected to meet with their clients prior to adjudicative, dispositional and review hearings. When feasible, the children's attorney or guardian ad litem should be familiar with the minor's home-setting and out-of-home placement. Agencies should be

contacted to arrange contact with the minors if unable to visit at their placement.

6. Foster parents should be consulted prior to adjudication, disposition and review hearings and called as witnesses when appropriate. To assist attorneys in getting information from foster parents a report sheet will be provided to attorneys to either mail or fill out after phone contact to then be provided to the court. (copy attached)
7. In addition to counsel, adjournments in Delinquency matters must be approved by the juvenile officer or FIA worker, and adjournments in Neglect Abuse matters must be approved by the caseworker. In all cases notice of the adjournment must be provided to the approving officer or worker.
8. **Counsel and their staffs are responsible for resolving scheduling conflicts when they arise with another court. When a scheduling conflict arises, counsel must use reasonable efforts to find replacement counsel, or both courts should be notified of the scheduling conflict so a resolution can be obtained either by taking a matter out of order or by seeking the cooperation of counsel and the other judge in handling the matter expeditiously. Time is increasingly of the essence to the court with the new two county circuit and is of equal importance to your co-counsel and the parties.**
9. To assist the court in avoiding scheduling conflicts you should advise the court of vacations, seminars, lengthy trials, or other circumstances of unavailability so the court will avoid appointing or scheduling you on those dates.

## **BENCHBOOKS**

To assist court appointed counsel in attaining high practice standard the court has provided each attorney with the most recent Benchbooks for both DL and NA proceedings and the Lawyer Guardian Ad Litem Protocol. These benchbooks are the property of the court and are to be turned in to the court or passed on to the successor attorney when leaving the contract.

## **Emergency Hearings**

Occasionally a hearing will be held on a Saturday. These hearings are excluded from the contract and paid at a rate of \$75.00 per hour by the County after Court approval of the attorney's statement of service.

## **Guardianships and Conservatorships**

Also excluded from the contract are appointments in Guardianships and conservatorships involving minors. These matters are paid at a rate of \$50.00 per hour by the County after Court approval upon receipt of the attorney's statement of service. The only exception is if a Guardianship or Limited Guardianship is used to resolve a neglect matter, then your representation is included until the petition is granted by the court and your NA representation ends.

## **Mediation**

Permanency Planning mediation is not included in the contract. An attorney may bill \$150.00 as a flat rate for each mediation to cover preparation and attendance. If the mediation goes beyond two hours you are allowed to bill \$50.00 per hour after the first two hours. These sums are to be paid by the County after Court approval upon receipt of the attorney's affidavit of service.

### **Foster Care Review Board**

Your attendance at Foster Care Review Board hearings is required. Upon submittal of the attorney's affidavit of service, you will be paid \$50.00 for each hearing you attend by the County after Court approval.

### **Team Decision Making**

Your attendance at DHS team decision making meetings is deemed by the court to be included in the contract as part of your representation of your client(s).

### **APPEALS**

This contract does not include appeals from decisions or judgments in the Family Division (delinquency or child protection proceedings) or the defense thereof. The Court, in its discretion, and with the consent of the Attorney, may appoint an Attorney to prosecute or defend such appeals. If appointed, the Attorney will be reimbursed at an hourly rate which is currently \$50.00 per hour. Costs are addressed in the next paragraph. Travel to the Court of Appeals, overnight lodging and meals are considered ordinary costs. These sums are paid by the County after Court approval upon receipt of attorney's affidavit of service.

### **COST OF DEFENSE**

Payments received by said Attorneys shall be for fees only. Extraordinary costs including, but not limited to depositions, investigative fees, witness fees, expert witness fees, out of county travel, or transcript fees shall not be the responsibility of the Attorney. Said costs of defense shall be paid by the County. **However, the Attorney shall obtain prior written approval of the Court by motion or otherwise for said costs based on adequate justification and estimation of same. The court will grant authority verbally if the circumstances warrant it followed by written approval. The written**

**order or approval shall include a direction that the billing be submitted to the Cheboygan County Probate Court, PO Box 70, 870 S. Main, Cheboygan, Michigan, 49721.**

### **CONFLICTS OR CIRCUMSTANCES PRECLUDING REPRESENTATION**

It is understood that there may be occasions when conflicts or other circumstances preclude said Attorneys from representation a specific party. In such event, the court may appoint another attorney (outside the contract attorneys herein) at the Court approved rate, with no deduction from the amount due Attorneys to this contract provided; however, the only occasion when appointment of an attorney other than those named in this contract would be appropriate would be if appointment of an Attorney would violate the canons of legal ethics or Michigan law.

### **DISABILITY OF ATTORNEYS**

In the event any or all Attorneys to this contract shall become unable to perform their duties fully by reason of illness or incapacity of any kind and such condition shall continue for more than thirty (30) days, further payment to such Attorney under the contract shall terminate with full payment up to the date of termination.

## **TERMINATION**

In the event any of the Attorneys to this contract ceases to be an active member of the State Bar in good standing, or shall become otherwise disqualified to practice law in Michigan, this contract shall automatically and immediately be terminated as to that individual attorney with full payment up to the date of termination.

It is further agreed that the County shall have the right to terminate this contract, as to an individual Attorney, upon the occurrence of any of the following events with full payment up to the date of termination:

1. Fraud, dishonesty, or other misconduct in the performance of legal services by an Attorney.
2. An Attorney's failure or refusal to faithfully or diligently perform the provisions of this contract or the usual and customary duties of his/her profession.
3. It is understood the purpose of this contract is to have an Attorney available to individual or specific case. Therefore, in the event the contract shall terminate, or expire, or not be renewed, the Attorney's obligations there under shall also terminate. In this event, it shall be the duty of the County, at its expense, to immediately provide replacement legal services to complete the pending case or cases as well as service new cases.

In addition to termination hereof provided elsewhere in this contract, the same may be terminated upon the mutual consent of all the parties hereto with full payment up to the date of termination.

**CONTRACT RENEWAL**

This contract is subject to renewal by the parties on an annual basis. For those attorneys who express the intent to continue in the subsequent year this contract shall remain in full force and effect until either a new contract or an extension is executed by all parties.

Dated: \_\_\_\_\_

\_\_\_\_\_  
William Keogh, Attorney at Law

Dated: \_\_\_\_\_

\_\_\_\_\_  
Tim MacArthur, Attorney at Law

Dated: \_\_\_\_\_

\_\_\_\_\_  
Nancy B. Lucas Dean, Attorney at Law

Dated: 12-7-2016

  
\_\_\_\_\_  
Donna Hansel, Attorney at Law

Dated: \_\_\_\_\_

\_\_\_\_\_  
Michael Ekdahl, Attorney at Law

Dated: \_\_\_\_\_

\_\_\_\_\_  
Hon. Robert J. Butts, Cheboygan County  
Probate/Family Court Judge

Dated: \_\_\_\_\_

\_\_\_\_\_  
Pete Redmond, Chairperson for County of  
Cheboygan

Research references:

47 Am Jur 2d, Juvenile Courts and Delinquent and Dependent Children §§38, 39.

14 Am Jur Trials 619, Juvenile Court Proceedings.

15 Am Jur Pl & Pr Forms, Rev, Juvenile Courts and Delinquent and Dependent Children, Forms 71, 72.

Mich Pl & Pr (2nd Ed) § 6.16.50, 113A.24, 113A.57.

Legal periodicals:

Notz, Domestic Hearings—A Better Way, 72 Mich B J9:912 (1993).

Grodman and Hartsfield, Respondent's Right to Court Appointed Counsel in Child Protective Proceedings, 72 Mich B J 12:1294 (1993).

Haynes and Ross, Negotiating the Child Support Collection Maze, 30 Trial 2:42 (1994).

Powers, Fierca, and Zack, Annual Survey of Michigan Law: June 1, 1995-May 31, 1996: Family Law, 45 Wayne L Rev 931 (1997).

CASE NOTES

A probate court in child protective proceedings brought under the Juveniles and Juvenile Division Chapter of the Probate Code and Subchapter 5.900 of the Michigan Court Rules must appoint

an attorney to represent the child; one lawyer may be appointed as both guardian ad litem and attorney for the child. In re Shaffer (1998) 213 Mich App 429, 540 NW2d 706.

§ 712A.17d. Lawyer-guardian ad litem; powers and duties. (MSA § 27.3176(598.17d))

Sec. 17d. (1) A lawyer-guardian ad litem's duty is to the child, and not the court. The lawyer-guardian ad litem's powers and duties include at least all of the following:

(a) The obligations of the attorney-client privilege.

(b) To serve as the independent representative for the child's best interests, and be entitled to full and active participation in all aspects of the litigation and access to all relevant information regarding the child.

(c) To determine the facts of the case by conducting an independent investigation including, but not limited to, interviewing the child, social workers, family members, and others as necessary, and reviewing relevant reports and other information.

(d) Before each proceeding or hearing, to meet with and observe the child, assess the child's needs and wishes with regard to the representation and the issues in the case, review the agency case file and, consistent with the rules of professional responsibility, consult with the child's parents, foster care providers, guardians, and caseworkers.

(e) To explain to the child, taking into account the child's ability to understand the proceedings, the lawyer-guardian ad litem's role.

(f) To file all necessary pleadings and papers and independently call witnesses on the child's behalf.

(g) To attend all hearings and substitute representation for the child only with court approval.

(h) To make a determination regarding the child's best interests and advocate for those best interests according to the lawyer-

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guardian ad litem's understanding of those best interests, regardless of whether the lawyer-guardian ad litem's determination reflects the child's wishes. The child's wishes are relevant to the lawyer-guardian ad litem's determination of the child's best interests, and the lawyer-guardian ad litem shall weigh the child's wishes according to the child's competence and maturity. Consistent with the law governing attorney-client privilege, the lawyer-guardian ad litem shall inform the court as to the child's wishes and preferences.

(i) To monitor the implementation of case plans and court orders, and determine whether services the court ordered for the child or the child's family are being provided in a timely manner and are accomplishing their purpose. The lawyer-guardian ad litem shall inform the court if the services are not being provided in a timely manner, if the family fails to take advantage of the services, or if the services are not accomplishing their intended purpose.

(j) Consistent with the rules of professional responsibility, to identify common interests among the parties and, to the extent possible, promote a cooperative resolution of the matter.

(k) To request authorization by the court to pursue issues on the child's behalf that do not arise specifically from the court appointment.

(2) If, after discussion between the child and his or her lawyer-guardian ad litem, the lawyer-guardian ad litem determines that the child's interests as identified by the child are inconsistent with the lawyer-guardian ad litem's determination of the child's best interests, the lawyer-guardian ad litem shall communicate the child's position to the court. If the court considers the appointment appropriate considering the child's age and maturity and the nature of the inconsistency between the child's and the lawyer-guardian ad litem's identification of the child's interests, the court may appoint an attorney for the child. An attorney appointed under this subsection serves in addition to the child's lawyer-guardian ad litem.

(3) The court or another party to the case shall not call a lawyer-guardian ad litem as a witness to testify regarding matters related to the case. The lawyer-guardian ad litem's file of the case is not discoverable.

**History:**

Pub Acts 1939, No. 288, Ch. XILA, § 17d, as added by Pub Acts 1993, No. 420, and eff. January 4, 1999, by enacting § 1 eff. March 1, 1999.

**Research references:**

41 Am Jur 2d, Infants [§173 et seq.

(Child's attorney to complete and return to the Court 14 days prior to the scheduled hearing.)

**FOSTER PARENT REVIEW HEARING REPORT**

Child's Name: \_\_\_\_\_ File # \_\_\_\_\_

Foster Parents' Name/Address:

Phone #

Names/Relationships of others living in your home:

Date foster child was placed with you:

Agency/social worker name:

Please answer the following and add any comments you wish the Court to consider:

- 1) Have you received a copy of the Case Service Plan?  
 Yes  No Comments:
  
- 2) Do you understand the child's Case Service Plan?  
 Yes  No Comments:
  
- 3) Do you feel the child's Case Service Plan needs any changes?  
 Yes  No Comments:
  
- 4) Have you been consulted regarding any changes in the Case Service Plan?  
 Yes  No Comments:
  
- 5) Is the child receiving all the needed services?  
 Yes  No Comments:

\_\_\_\_\_ the assigned social worker?

**STATE OF MICHIGAN  
53<sup>RD</sup> JUDICIAL CIRCUIT-FAMILY DIVISION  
CHEBOYGAN COUNTY**

**MEMORANDUM TO THE COURT**

Pursuant to court appointed attorney contract, I have been appointed to represent certain children in child protection proceedings. As court appointed lawyer guardian ad litem, I affirm that during the month of \_\_\_\_\_, 20 I have met with and observed the children before every proceeding in cases assigned to under the contract.

Further, I have reviewed the agency case file, and consistent with the Rules of Professional Conduct, I have consulted with the child/children's parents and/or guardians, foster care providers, and caseworkers.

If acting as a substitute for the appointed lawyer guardian ad litem, I have consulted and discussed with the appointed lawyer guardian ad litem his/her visit with the child/children, review of the agency case file, and any discussions with the child's parents, guardians, foster care providers and caseworkers.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Lawyer Guardian ad Litem

STATE OF MICHIGAN  
JUDICIAL CIRCUIT - FAMILY DIVISION  
COUNTY

AFFIDAVIT OF  
SERVICE PERFORMED BY  
LAWYER-GUARDIAN AD LITEM

CASE NO.  
PETITION NO.

Court address

Court telephone no.

1. In the matter of  
name(s), alias(es), DOB

I affirm:

2. I have met with or had contact with the child as required by  the court.  MCL 712A.17d(1)(d).  
(specify)

I did not meet with or observe the child because:

3. I have reviewed the agency case file.

4. Consistent with the Michigan Rules of Professional Conduct, I have consulted with the child's parent(s) and/or guardian(s), foster care provider(s), and case worker(s).

5. I am a substitute for the appointed lawyer-guardian ad litem, I have consulted and discussed with the appointed lawyer-guardian ad litem his/her visit with the child, review of the agency case file, and any discussions with the child's parent(s), guardian(s), foster care provider(s), and case worker(s).

I understand that I will be paid for the services performed only if I have met with or observed the child before every proceeding or hearing as required by law.

\_\_\_\_\_  
Affiant signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Affiant name (type or print)

\_\_\_\_\_  
City, state, zip Telephone no.

Subscribed and sworn to before me on \_\_\_\_\_, \_\_\_\_\_ County, Michigan.  
Date

My commission expires: \_\_\_\_\_ Date Signature: \_\_\_\_\_  
Deputy clerk/Notary public

Notary public, State of Michigan, County of \_\_\_\_\_

Do not write below this line - For court use only



# Cheboygan County Board of Commissioners' Meeting

December 13, 2016

**Title:** Ambulance Millage Appropriation Agreements

**Summary:** Attached are the ambulance millage appropriation agreements with Emmet County (Village of Mackinaw City, Mackinaw Twp. portion of Hebron) and the Onaway Area Ambulance Service ((Forest and Waverly Twps.). The Agreements are effective from 2017 to January 2020. The agreement with Cheboygan Life Support for the remainder of the County is under revision and will be presented at the January 2017 Board of Commissioners meeting.

**Financial Impact:** Funding provided by Ambulance Millage approved by the Voters in November 2016. Millage in effect through 2019. Appropriation to each unit subject to service area formula and actual tax revenue collected each year.

**Recommendation:**

1. Motion to approve the Ambulance Millage Appropriation Agreement with Onaway Area Ambulance Service and authorize the Chair to sign.
2. Motion to approve the Ambulance Millage Appropriation Agreement with Emmet County and authorize the Chair to sign.

**Prepared by:** Jeffery B. Lawson

**Department:** Administration

**AMBULANCE SERVICE AGREEMENT**  
**between**  
**COUNTY OF EMMET**  
**and**  
**COUNTY OF CHEBOYGAN**

THIS AGREEMENT is entered into to be effective January 1, 2017 between the County of Emmet, a Michigan public body corporate, with an address of 200 Division Street, Petoskey, Michigan 49770, and the County of Cheboygan, a Michigan public body corporate, with an address of 870 South Main Street, Cheboygan, Michigan 49721.

**Recitals**

WHEREAS, the electors of Cheboygan County have approved an extra-voted millage through the year 2019 for the purpose of providing funds to support ambulance services within Cheboygan County; and

WHEREAS, pursuant to Part 209 of the Public Health Code, 1978 PA 368, as amended, a county may contract for emergency ambulance medical services and patient transport for the use and benefit of its citizens, and may pay for any or all of the cost from available funds; and

WHEREAS, Emmet County is licensed as an ambulance operation under Part 209 of the Public Health Code, 1978 PA 368, as amended, and ready to provide emergency ambulance medical services, up to and including advanced life support and patient transport, to the Townships of Hebron and Mackinaw within Cheboygan County and the portion of the Village of Mackinaw City within Cheboygan County, and is willing to provide such services on the terms and conditions set forth in this Agreement; and

WHEREAS, 1951 PA 35, as amended, gives any county the power to contract with another county for the performance by one on behalf of the other of any service which each would have the power to own, operate, or perform separately.

NOW THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the parties agree as follows:

1. **Scope of Services.**

A. Emmet County shall provide emergency ambulance medical services, up to and including advanced life support, and patient transport on a 24-hour-a-day, 7-day-a-week basis, in the Townships of Hebron and Mackinaw within Cheboygan County and the portion of the Village of Mackinaw City within Cheboygan County.

B. Emmet County shall, at all times, maintain proper communication with the Charlevoix-Cheboygan-Emmet Central Dispatch Authority central dispatch facility providing 9-1-1 emergency service within the service area under this Agreement.

C. Emmet County shall, at all times, maintain ownership of a sufficient number of ambulances which shall be fully equipped and licensed at the advanced life support

level for the purpose of performing the services under this Agreement in accordance with Part 209 of the Public Health Code, 1978 PA 368, as amended, and other applicable law.

D. Emmet County shall, at all times, employ a sufficient number of licensed emergency ambulance medical services personnel for the purpose of performing the services under this Agreement, and shall ensure that all performance skill training requirements are met in accordance with Part 209 of the Public Health Code, 1978 PA 368, as amended, and other applicable law.

E. Emmet County shall not refuse pre-hospital, emergency-medical services, in whole or in part, to any person based on that person's inability to pay for all or part of the same.

2. Licensing. Emmet County shall, at all times, maintain any and all licenses required by the State of Michigan for the provision of services under this Agreement, including, but not limited to, licensing as an ambulance operation under Part 209 of the Public Health Code, 1978 PA 368, as amended. Emmet County shall immediately advise Cheboygan County of any loss or surrender of any such licensing.

3. Term. The term of this Agreement shall be for a period commencing on January 1, 2017, and expiring on December 31, 2020, unless earlier terminated as provided in section 13 of this Agreement.

4. Compensation.

A. During the term of this Agreement, Cheboygan County agrees to collect and disperse the above-described tax millage revenue in accordance with State of Michigan guidelines, and agrees to pay Emmet County compensation for its advanced life support ambulance services in the amount of such revenue collected by Cheboygan County from property situated in the Townships of Hebron and Mackinaw within Cheboygan County, including the portion of the Village of Mackinaw City within Cheboygan County. Cheboygan County shall pay Emmet County the appropriation provided in this paragraph in equal monthly installments, beginning in January and ending in December, subject to any adjustment in the December payment necessary to make the total appropriation paid equal to the tax revenue actually collected by Cheboygan County.

B. Emmet County shall establish reasonable charges for its services, and shall have the sole right to bill and collect such charges from recipients of its services or their third party payment sources, including, but not limited to, Medicare, Medicaid, Blue Cross-Blue Shield and private insurance.

5. Relationship of Parties. Emmet County is an independent contractor and is not an employee, agent or partner of the County. No statement contained in this Agreement shall be construed to find Emmet County or any of its employees, volunteers or agents as an employee, partner or agent of Cheboygan County, and Emmet County and its employees, volunteers and agents shall be entitled to none of the privileges, rights or benefits of Cheboygan County employees. No payroll or employment taxes of any kind will be withheld or paid from Cheboygan County's payment for Emmet County's services. Emmet County shall be responsible to pay all applicable payroll and employment taxes, including, but not limited to,

FICA, federal and state personal income taxes, and state disability and/or unemployment insurance taxes or contributions. No workers' disability compensation insurance has been obtained or will be obtained by Cheboygan County for Emmet County or any employee of Emmet County.

6. Nondiscrimination. Emmet County shall not discriminate against a person to be served, or any 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 race, color, religion, national origin, age, sex, height, weight, marital status, pregnancy, protected activity, or genetic information, or 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 these provisions may be regarded as a material breach of this Agreement.

7. Records and Reports. Emmet County shall keep complete and accurate fiscal records related to the services provided under this Agreement, and shall promptly furnish Cheboygan County with such fiscal records, as well as any other relevant records and reports, as Cheboygan County may request.

8. Annual Audit. The tax millage revenue paid by Cheboygan County to Emmet County shall be audited as part of the Emmet County audit on an annual basis during the term of this Agreement in accordance with the Uniform Budgeting and Accounting Act, 1978 PA 621, as amended. A copy of the audit report shall be provided to Cheboygan County, upon request.

9. Inspection. Cheboygan County may inspect Emmet County's ambulance facilities upon reasonable advance notice.

10. 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 Agreement. This provision shall apply to any and all claims by either party, its public officials, officers, board members, agents, servants, employees, successors, or assigns or to any and all claims by any third party.

11. Insurance. Each party shall maintain such insurance for protection from claims that may arise out of or result from its performance under this Agreement, or for anyone whose acts it is legally liable.

12. Time of Essence. Time shall be deemed of the essence for all purposes of this Agreement.

13. Termination. This Agreement may be terminated prior to the expiration of this term as follows:

A. By mutual written agreement of the parties; or

B. Upon the loss or surrender of Emmet County's license as an ambulance operation with the State of Michigan by suspension, revocation, non-renewal, or otherwise; or

C. In the event of a material default or breach of this Agreement by either party, the other party may give the defaulting party written notice of each claimed default or breach and a date after receipt of such notice by which the default or breach must be remedied. If such default or breach is not remedied by said date, the non-defaulting party may terminate this Agreement by giving written notice of the same, and the defaulting party may also be liable for all damages sustained by the other party by reason of the default or breach; or

D. Either party may terminate this Agreement, with or without cause, upon 120 days' prior written notice to the other party.

In the event of early termination of this Agreement under this section, Emmet County shall be entitled to compensation provided herein through the date of termination.

14. Compliance with Law. Emmet County shall comply with all applicable federal, State and local laws, ordinances, rules and regulations, including, but not limited to, rules of the Medical Control Authority establishing requirements for patient care equipment and safety equipment for ambulances and vehicle standards for ambulances, and any approved protocols.

15. Assignment. A party cannot assign this Agreement or any right or obligation under this Agreement without the prior written consent of the other party.

16. Applicable Law. This Agreement shall be governed and interpreted by Michigan law.

17. Severability. Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the Agreement shall remain in full effect.

18. Waiver. A waiver of a breach of any term of this Agreement shall not be considered (1) a waiver of a further breach of the same term, or (2) a waiver of a breach of any other term, or (3) a waiver of the County's right to declare an immediate or a subsequent default.

19. Amendment. The parties can amend this Agreement only by a written document signed by both parties.

20. Successors and Assigns. If this Agreement is properly assigned, then it shall bind and benefit the successors and assigns of the parties.

21. Notices. All required notices must be in writing and shall be given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or to any other address that is specified in writing by either party):

If to Emmet County: County of Emmet  
c/o County Administrator  
200 Division Street, Suite G74  
Petoskey, Michigan 49770

If to the Cheboygan County: County of Cheboygan  
c/o County Administrator  
870 South Main Street  
Cheboygan, Michigan 48721

22. Entire Agreement. This Agreement and its attachments contain the entire understanding between the parties.

23. Headings. The headings preceding the sections are inserted in this Agreement for reference purposes only, and must not be used to interpret this Agreement.

24. Counterparts. This Agreement may be executed in one or more counterparts.

Pursuant to authorizations at meetings of the Cheboygan County Board of Commissioners and the Emmet County Board of Commissioners, the parties have executed this Agreement to be effective the day and year first written above.

COUNTY OF CHEBOYGAN

By \_\_\_\_\_,  
Chairperson  
Cheboygan County Board of Commissioners

\_\_\_\_\_  
Mary Ellen Tryban, Cheboygan County Clerk/Register of Deeds

COUNTY OF EMMET

By \_\_\_\_\_,  
Chairperson  
Emmet County Board of Commissioners

\_\_\_\_\_  
Juli Wallin, County Clerk

**AGREEMENT FOR AMBULANCE  
MILLAGE APPROPRIATION**

THIS AGREEMENT is entered into to be effective January 1, 2017 between Cheboygan County, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 48721 (County) and the Onaway Area Ambulance Service, an organization created by an interlocal agreement under the laws of the State of Michigan, whose address is 20734 Industrial Park Dr., P.O. Box 454, Onaway, Michigan 49765 (Ambulance Service).

**Recitals**

- A. Act 60 of the Public Acts of 1960, as amended, provides that a county board of commissioners may contract with organizations or corporations for furnishing an ambulance service for the use and benefit of the residents of the county.
- B. The electors of Cheboygan County previously approve an extra-voted millage proposal authorizing the County to levy up to .30 mills in the years 2016 through 2019, inclusive, for the purpose of providing funds to support ambulance services within Cheboygan County.
- C. The Ambulance Service is an organization created by an interlocal agreement under the laws of the State of Michigan and currently operates an ambulance service with a service area covering Forest and Waverly Townships within Cheboygan County.
- D. The County desires to appropriate to the Ambulance Service a portion of the tax revenue collected as a result of the tax levy authorized above to be used by the Ambulance Service for the purpose of providing ambulance services for the use and benefit of the residents of Forest and Waverly Townships.
- E. The parties, therefore, desire to formally establish the rights and duties of each in connection with the appropriation of the ambulance millage by the County to the Ambulance Service pursuant to this Agreement.

**Agreement**

Therefore, in consideration of the mutual promises contained in this Agreement, the parties hereby agree as follows:

- 1. The County shall during the term of this Agreement levy the millage approved by the county electors for ambulance services in an amount to be determined by the Cheboygan County Board of Commissioners, up to the amount authorized by the electors, as may from time to time be rolled back pursuant to the Headlee Amendment.
- 2. The term of this Agreement shall be four (4) years, beginning January 1, 2017 and ending December 31, 2020, regardless of the date(s) this Agreement is signed by the parties.

3. The County shall each year during the term of this Agreement collect the above tax millage revenue and establish a fund known as the "Ambulance Millage Fund," and shall disperse revenue from that fund pursuant to state of Michigan guidelines.
4. The County shall each year during the term of this Agreement appropriate all tax revenue collected by the County from property situated in Forest and Waverly Townships as the result of the above millage levy to the Ambulance Service to be used solely for the purpose of providing ambulance services for the use and benefit of the residents of Forest and Waverly Townships.
5. The appropriation provided in paragraph 4 above shall each year during the term of this Agreement be paid to the Ambulance Service in equal monthly installments, beginning in January and ending in December, subject to any adjustment in the December payment necessary to make the total appropriation paid equal to the tax revenue actually collected by the County.
6. The tax millage revenue paid by the County under paragraph 4 above shall be audited as part of the Ambulance Service audit on an annual basis during the term of this Agreement in accordance with Public Act 621 of 1978, the Uniform Budgeting & Accounting Act, as amended. A copy of each audit report shall be provided to the County upon completion.
7. On or before July 1 each year the Ambulance Service shall provide the County with a written report specifying how the ambulance millage revenue appropriated for the current year is being spent.
8. On or before September 30 each year the Ambulance Service shall provide the County with a written report forecasting the anticipated needs for ambulance millage revenue in the next year.

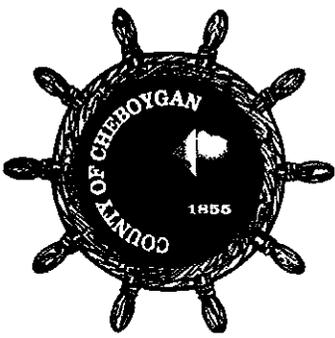
IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective the day and year first above written.

CHEBOYGAN COUNTY

ONAWAY AREA AMBULANCE SERVICE

By: \_\_\_\_\_  
Peter Redmond, Chair

By: \_\_\_\_\_, Chair



# Cheboygan County

## Board of Commissioners' Meeting

December 13, 2016

**Title:** 2017 Fee Resolution #16-025

**Summary:**

Attached please find the 2017 Fee Resolution, which is a compilation of all County fees for the Board's review and approval. This list includes all fees charged by the County that are not statutorily set.

Proposed 2017 fee changes:

**Construction Code –**

We are proposing changes to the Fee Schedule in order to more appropriately cover the costs of the Building Safety Department services.

As with last year's changes, these proposed fees show smaller annual increases than larger fee changes adopted less frequently. These increases are necessary due to the increasing costs that all departments face. We are aware of the Board's desire to make sure the department continues to run efficiently and works toward reducing the cost of the Department to the General Fund.

We are also aware of the need to minimize impact of fee changes to the residential customer. This year we propose a small fee increase. The proposed fees change the multiplier used to calculate permit fees. The residential multiplier would change from .0055 to .0057.

Residential trade permit fees (plumbing, mechanical, electrical) will not be changed.

Residential building permits have been approximately 80% of all building permit revenue and 34% of all department revenue.

We estimate this fee change to increase revenue by approximately \$3,200.

Attached are samples of some sample projects and how this change will impact those projects' permit fees. You'll notice that smaller projects will have a smaller percentage change in their fees.

Examples of residential fee change impact:

<b>Sample Project</b>	<b>% change</b>
Small garage	0.78%
Large garage/storage	2.01%
Small house	2.91%
Large House	3.09%
Residential Addition	2.20%

We are also proposing a small increase in commercial permit fees. No commercial fees were raised last year. This year we propose again a small incremental fee increase of the commercial multiplier from .0058 to .0059. We estimate this will increase revenue by 1.4%-1.64% depending on the project. Total estimated increase in revenue for commercial permits would be \$650.

Examples of commercial fee change impact:

<b>Sample Project</b>	<b>% change</b>
Motel of 15,000 square feet	1.64% (\$194)
Retail (mercantile) of 4,500 s.f.	1.47% (\$39)

Total Estimated Building Permit Fee increase would be \$3,850 for both residential and commercial fee changes and has been included in the 2017 recommended revenue budget.

**District Court –**

We are recommending increasing the drug screen reimbursement requested from in-county probationers from \$10 to \$15 to offset the cost of the drug screens.

**Planning and Zoning –**

**Zoning**

Planning commission application fees were adjusted slightly in the last year. We are recommending an increase for each service provided under this category.

We are recommending an increase in the minimum fee due to costs to do the setback inspections. We provided these for every zoning permit to assist with proper placement of the structures. We are recommending this to ensure better recovery of these costs.

For permit applications which go to the Planning Commission and Zoning Board of Appeals we are recommending small incremental increases to the SUP and Site Plan application fees. However, we are recommending a larger increase in the fees for amendments to Special Use Permits. Amendments for special use permits must still be noticed in the newspaper and to all neighbors within 300 feet by first class mail. For this reason, the costs to the county are not much less for amendments.

<b>Zoning</b>	<b>2016</b>	<b>2017</b>	<b>% increase</b>
Zoning Permit - Per Square Foot	\$ 0.04	\$ 0.04	0%
Zoning Permit - Minimum Fee	\$ 30.00	\$ 35.00	17%
Special Use Permit	\$ 220	\$ 225	2%
Special Use Permit Amendment	\$ 110	\$ 150	36%
Site Plan Review	\$ 165	\$ 170	3%
Site Plan Review Amendment	\$ 110	\$ 115	5%
Rezoning	\$ 220	\$ 225	2%
PUD preliminary plan	\$ 220	\$ 225	2%
Zoning Board of Appeals applications	\$ 110	\$ 125	14%

**Soil Erosion and Sedimentation**

Soil & sedimentation and storm water application fees were increase slightly last year. Compared with other neighboring counties only one charges less while three others charge quite a bit more. Reviews by the DEQ of our program have all been very positive and suggest that permit fees charged are too low to cover costs and support the department in the long term.

Most projects must receive at least 3 site visits to adequately document compliance with Part 91 rules. For this reason, the fee increases will get us closer to covering those costs through fee revenue.

<b>Soil Erosion and Sedimentation</b>	<b>2016</b>	<b>2017</b>	<b>% increase</b>
Residential up to 1 acre disturbed area	80	85	6%
Residential addition/septic/shoreline	55	60	9%
Residential - minor project	35	45	29%
Commercial - up to 1 acre	155	160	3%
Commercial - minor project	80	85	6%

**Recycling –**

When we recommended adding fees for the collection of household hazardous waste in 2016, televisions and computer monitors were not included as a non-profit organization was collecting all recyclable electronics. Since then, the non-profit has discontinued their program; therefore, we will begin collecting TVs and monitors again in January 2017. The recommended fee is \$5 to \$30 depending on the size of the monitor as determined based on a current quote to process these recyclables. These revenues will offset the costs to process these recyclables.

**Financial Impact:**

Construction Code - Estimated additional revenue of \$3,850.

All other fee changes have insignificant financial impact.

**Recommendation:**

Adopt Resolution #16-025 – 2017 Fee Resolution to become effective January 1, 2017 and authorize the Chairperson to sign.

**Prepared by:** Kari Kortz and  
Steve Schnell and  
Jeff Lawson

**Department:** Finance and Community Development and  
Administration

2017 Fee Resolution  
Approved #16-025 on December 13, 2016

		<i>Effective Date of Last Fee Adjustment</i>	<i>2016 Fee</i>	<i>Increase %</i>	<i>Increase \$</i>	<i>2017 Fee</i>
Includes all fees charged by Cheboygan County that are set by the County Board of Commissioners; does not include any statutory fees.						
<b>CONSTRUCTION CODE</b>						
<b>Permit Fees</b>						
<b>RESIDENTIAL (Gross Area) (BPV = Building Permit Value)</b>						
Crawlspace, Piers or Slab	Residential	1/1/2013	9.33	0.00%	-	9.33
Basement	Residential	1/1/2013	18.66	0.00%	-	18.66
Walkout Basement	Residential	1/1/2013	28.00	0.00%	-	28.00
Single Family Dwelling	Residential	1/1/2013	63.43	0.00%	-	63.43
Garage (Attached or Detached)	Residential	1/1/2013	18.66	0.00%	-	18.66
Garage (Second Floor – Storage)	Residential	1/1/2013	18.66	0.00%	-	18.66
Garage (Second Floor – Living Area)	Residential	1/1/2013	21.44	0.00%	-	21.44
Additions	Residential	1/1/2013	63.43 + Foundation Fees	0.00%	-	63.43 + Foundation Fees
Remodeling	Residential	1/1/2013	31.71	0.00%	-	31.71
Deck or Porch	Residential	1/1/2013	10.00	0.00%	-	10.00
Covered Porch/Roof Over/Carport/Gazebo	Residential	1/1/2013	14.44	0.00%	-	14.44
Moving (removal to another property)	Residential	1/1/2007	50.00	0.00%	-	50.00
Fence (required in fence is over 6' in height)	Residential	1/1/2007	50.00	0.00%	-	50.00
Pool	Residential	1/1/2007	50.00	0.00%	-	50.00
Change of Use	Residential	1/1/2009	No Permit Required			No Permit Required
<b>SHEDS, STORAGE BUILDINGS &amp; POLE BUILDINGS</b>						
Under 200 Square Feet	Residential	1/1/2007	No Permit Required			No Permit Required
Over 200 Square Feet	Residential	1/1/2013	18.66	0.00%	-	18.66
<b>PRE-MANUFACTURED HOMES – (STATE APPROVED)</b>						
Crawlspace or Piers	Residential	1/1/2013	9.33	0.00%	-	9.33
Basement	Residential	1/1/2013	18.66	0.00%	-	18.66
Walkout Basement	Residential	1/1/2013	28.00	0.00%	-	28.00
First Floor (minus 25% - First Floor Only)	Residential	1/1/2013	63.43	0.00%	-	63.43
Second Floor	Residential	1/1/2013	63.43	0.00%	-	63.43
<b>PRE-MANUFACTURED HOMES - (HUD APPROVED)</b>						
Piers or Crawlspace Only	Residential	1/1/2013	9.33	0.00%	-	9.33
Basement Only	Residential	1/1/2013	18.66	0.00%	-	18.66
Walkout Basement	Residential	1/1/2013	28.00	0.00%	-	28.00
Piers & Single Wide Setting	Residential	1/1/2013	9.33 + Set Fee	0.00%	-	9.33 + Set Fee
Crawlspace & HUD Sectional Setting	Residential	1/1/2013	9.33 + Set Fee	0.00%	-	9.33 + Set Fee
Basement & HUD Sectional Setting	Residential	1/1/2013	18.66 + Set Fee	0.00%	-	18.66 + Set Fee
Walkout Basement & HUD Sectional Setting	Residential	1/1/2013	28.00 + Set Fee	0.00%	-	28.00 + Set Fee
Single Wide Setting Only	Residential	1/1/2009	75.00	0.00%	-	75.00
HUD Sectional Setting Only	Residential	1/1/2009	150.00	0.00%	-	150.00

2017 Fee Resolution  
Approved #16-025 on December 13, 2016

	Effective Date of Last Fee Adjustment	2016 Fee	Increase %	Increase \$	2017 Fee	
<b>Includes all fees charged by Cheboygan County that are set by the County Board of Commissioners; does not include any statutory fees.</b>						
<b>TO FIGURE RESIDENTIAL PERMIT FEE:</b>						
<b>Take Total Building Permit Values (BPV) of Project x Multiplier + Base Fee Below</b>						
<b>Multiplier</b>	Residential	1/1/2016	0.0055	3.64%	0.0002	0.0057
<b>BASE FEES (PLAN REVIEW):</b>						
Up to 10,000 BPV	Residential	1/1/2007	40.00	0.00%	-	40.00
10,001 to 20,000 BPV	Residential	1/1/2007	60.00	0.00%	-	60.00
20,001 to 40,000 BPV	Residential	1/1/2007	100.00	0.00%	-	100.00
40,001 to 100,000 BPV	Residential	1/1/2007	150.00	0.00%	-	150.00
100,001 to 150,000 BPV	Residential	1/1/2007	200.00	0.00%	-	200.00
150,001 to 200,000 BPV	Residential	1/1/2007	300.00	0.00%	-	300.00
200,001 to 500,000 BPV	Residential	1/1/2007	400.00	0.00%	-	400.00
500,001 to 1,000,000 BPV	Residential	1/1/2007	500.00	0.00%	-	500.00
1,000,001 and up BPV	Residential	1/1/2007	600.00	0.00%	-	600.00
<b>COMMERCIAL</b>						
<b>TO FIGURE COMMERCIAL PERMIT FEE: Take Total Cost of Project (as Determined Using the Most Current ICC-BVD) x Multiplier + Base Fee Below</b>						
<b>Multiplier</b>	Commercial	1/1/2016	0.0058	1.72%	0.0001	0.0059
<b>BASE FEES (PLAN REVIEW):</b>						
Up to 10,000 Cost of Project	Commercial	1/1/2007	40.00	0.00%	-	40.00
10,001 to 20,000 Cost of Project	Commercial	1/1/2007	60.00	0.00%	-	60.00
20,001 to 40,000 Cost of Project	Commercial	1/1/2007	100.00	0.00%	-	100.00
40,001 to 100,000 Cost of Project	Commercial	1/1/2007	150.00	0.00%	-	150.00
100,001 to 150,000 Cost of Project	Commercial	1/1/2007	200.00	0.00%	-	200.00
150,001 to 200,000 Cost of Project	Commercial	1/1/2007	300.00	0.00%	-	300.00
200,001 to 500,000 Cost of Project	Commercial	1/1/2007	400.00	0.00%	-	400.00
500,001 to 1,000,000 Cost of Project	Commercial	1/1/2007	500.00	0.00%	-	500.00
1,000,001 and up Cost of Project	Commercial	1/1/2007	600.00	0.00%	-	600.00
<b>COMMERCIAL REMODEL</b>	Commercial	1/1/2009	300.00 + Each Inspection Fee @ 50.00	0.00%	-	300.00 + Each Inspection Fee @ 50.00
<b>COMMERCIAL CHANGE OF USE</b>	Commercial	1/1/2009	200.00 + Each Inspection Fee @ 50.00	0.00%	-	200.00 + Each Inspection Fee @ 50.00
<b>AGRICULTURE PERMITS</b>		1/1/2007	No Permit Required			No Permit Required
<b>DEMOLITION PERMIT</b>		1/1/2009	100.00	0.00%	-	100.00
<b>TEMPORARY CERTIFICATE OF OCCUPANCY INSPECTION</b>		1/1/2009	50.00	0.00%	-	50.00
<b>INFORMATIONAL INSPECTIONS</b>		1/1/2009	80.00 Per Inspection	0.00%	-	80.00 Per Inspection
<b>ADDITIONAL INSPECTIONS (Locked Out/Not Ready/Corrections Not Made)</b>		1/1/2009	50.00 Per Trip	0.00%	-	50.00 Per Trip

2017 Fee Resolution  
Approved #16-025 on December 13, 2016

	Effective Date of Last Fee Adjustment	2016 Fee	Increase %	Increase \$	2017 Fee
Includes all fees charged by Cheboygan County that are set by the County Board of Commissioners; does not include any statutory fees.					
<b>MINIMUM BUILDING PERMIT FEE</b>	1/1/2007	50.00	0.00%	-	50.00
<b>MINIMUM FEE FOR ADDENDUM TO A BUILDING PERMIT</b>	1/1/2007	25.00	0.00%	-	25.00
<b>ADMINISTRATIVE FEE</b>	1/1/2007	50.00	0.00%	-	50.00
<b>CONSTRUCTION BOARD OF APPEALS</b>	1/1/2007	200.00	0.00%	-	200.00
<b>REGISTRATION FEE FOR NEW CONTRACTORS</b>	1/1/2009	20.00	0.00%	-	20.00
<b>ELECTRICAL PERMIT FEE</b>					
New Single Family Residence	1/1/2007	Itemize for Permit Fee	0.00%	-	Itemize for Permit Fee
Commercial	1/1/2007	Itemize for Permit Fee	0.00%	-	Itemize for Permit Fee
Application Fee - All Permits - Non Refundable	1/1/2009	50.00 - No Inspection Fee Included	0.00%	-	50.00 - No Inspection Fee Included
Services:					
Reconnect	1/1/2007	10.00	0.00%	-	10.00
Temporary	1/1/2007	10.00	0.00%	-	10.00
Through 200 Amp.	1/1/2007	10.00	0.00%	-	10.00
Over 200 Amp. through 600 Amp.	1/1/2007	15.00	0.00%	-	15.00
Over 600 Amp. through 800 Amp.	1/1/2007	20.00	0.00%	-	20.00
Over 800 Amp.	1/1/2007	25.00	0.00%	-	25.00
Circuits	1/1/2007	5.00	0.00%	-	5.00
Lighting Fixtures per 25 and Fraction Thereof	1/1/2007	6.00	0.00%	-	6.00
Dishwasher	1/1/2007	5.00	0.00%	-	5.00
Garbage Disposal	1/1/2007	5.00	0.00%	-	5.00
Range Hood	1/1/2007	5.00	0.00%	-	5.00
Furnace - Unit Heater	1/1/2007	5.00	0.00%	-	5.00
Electrical Heating Units (Baseboards)	1/1/2007	4.00	0.00%	-	4.00
Power Outlets (Water Heaters, Ranges, Dryers, etc, each)	1/1/2007	7.00	0.00%	-	7.00
Power Outlets (230V Recept. - Welder, Air Comp., etc, each)	1/1/2007	7.00	0.00%	-	7.00
Signs - per Circuit	1/1/2007	10.00	0.00%	-	10.00
Feeders - Sub Panel - Bus Ducts - etc.	1/1/2007	6.00	0.00%	-	6.00
Mobile Home Sites	1/1/2007	6.00	0.00%	-	6.00
Recreational Vehicle Sites	1/1/2007	4.00	0.00%	-	4.00
K.V.A. (Well) & H.P. Rated Equipment Up to 20 K.V.A. or H.P.	1/1/2007	6.00	0.00%	-	6.00
21 to 50 K.V.A. or H.P.	1/1/2007	10.00	0.00%	-	10.00
51 K.V.A. or H.P.	1/1/2007	12.00	0.00%	-	12.00
Smoke Detectors - each	1/1/2007	5.00	0.00%	-	5.00
Fire Alarm Systems - Up to 10 Devices	1/1/2007	50.00	0.00%	-	50.00
11 to 20 Devices	1/1/2007	100.00	0.00%	-	100.00
Over 20 Devices - each	1/1/2007	5.00	0.00%	-	5.00
Administrative Fee	1/1/2007	50.00	0.00%	-	50.00
Informational/ Special/ Safety Inspection	1/1/2013	50.00	0.00%	-	50.00
Additional Inspection(s) - (i.e. Service, U.G., Conduit) - each	1/1/2013	50.00	0.00%	-	50.00
Rough Inspection	1/1/2013	50.00	0.00%	-	50.00
Final Inspection	1/1/2013	50.00	0.00%	-	50.00

Note: Itemize for Permit Fee - See Separate Electrical Permit Fee Chart

2017 Fee Resolution  
Approved #16-025 on December 13, 2016

	Effective Date of Last Fee Adjustment	2016 Fee	Increase %	Increase \$	2017 Fee
Includes all fees charged by Cheboygan County that are set by the County Board of Commissioners; does not include any statutory fees.					
<b>MECHANICAL PERMIT FEE</b>					
New Single Family Residence	1/1/2007	Itemize For Permit Fee	0.00%	-	Itemize For Permit Fee
Commercial	1/1/2007	Itemize For Permit Fee	0.00%	-	Itemize For Permit Fee
Application Fee - All Permits - Non Refundable	1/1/2009	50.00 - No Inspection Fee Included	0.00%	-	50.00 - No Inspection Fee Included
Gas and Oil Burning Equip - New and/or Conversion Units	1/1/2007	30.00	0.00%	-	30.00
Residential Heating system (included duct & pipe) - New Building Only	1/1/2007	50.00	0.00%	-	50.00
Water Heater	1/1/2007	5.00	0.00%	-	5.00
Flue Damper, Vent Damper, each	1/1/2007	5.00	0.00%	-	5.00
Solid Fuel Equip (Includes Chimney)					
Decorative Gas Burning Appliance (+ Need Gas Piping)	1/1/2007	30.00	0.00%	-	30.00
Natural Gas Conversion					
Gas Piping, Each Outlet - New Installation	1/1/2007	5.00	0.00%	-	5.00
Solar Equip. (Piping Fee Included)(includes One Panel)	1/1/2007	20.00	0.00%	-	20.00
Air Conditioning and Refrigeration Heat Pumps					
Self-Contained, Under 15 H.P., A.C. Water Furnace	1/1/2007	15.00	0.00%	-	15.00
Evaporator Coils	1/1/2007	5.00	0.00%	-	5.00
Under 5 H.P. (Split System)	1/1/2007	20.00	0.00%	-	20.00
5 H.P. and Over (Split System)	1/1/2007	25.00	0.00%	-	25.00
Chiller	1/1/2007	35.00	0.00%	-	35.00
Air Handlers, Self-Contained Units, Ventilation-Kitchen Exhaust, Bath Fans and Dryer Vent:					
Under 1500 CFM (each)	1/1/2007	5.00	0.00%	-	5.00
Over 1500 CFM (each)	1/1/2007	10.00	0.00%	-	10.00
Commercial Hoods	1/1/2007	15.00	0.00%	-	15.00
Compressor, 15 H.P. to 50 H.P.	1/1/2007	25.00	0.00%	-	25.00
Over 50 H.P.	1/1/2007	35.00	0.00%	-	35.00
Heat Recovery Units or Through-The Wall Fan Coil Vents	1/1/2007	10.00	0.00%	-	10.00
Unit Heaters-First Unit	1/1/2007	15.00	0.00%	-	15.00
Additional Unit(s)	1/1/2007	10.00	0.00%	-	10.00
Piping (each 500 ft), In-floor tubing (each 2500 ft) or fraction thereof	1/1/2007	25.00	0.00%	-	25.00
Duct Work (each 250 ft or fraction thereof)	1/1/2007	25.00	0.00%	-	25.00
Fire Suppression/ Protection System	1/1/2007	25.00	0.00%	-	25.00
+ Price per Sprinkler Head \$.50 each	1/1/2009	0.50	0.00%	-	0.50
Incinerators	1/1/2007	10.00	0.00%	-	10.00
Humidifiers	1/1/2007	10.00	0.00%	-	10.00
Electronic Air Cleaner with Washer	1/1/2007	15.00	0.00%	-	15.00
LP Tank Set					
Above Ground Tank	1/1/2009	20.00 + Application Fee @ 50.00 Included	0.00%	-	20.00 + Application Fee @ 50.00 Included
Under Ground Tank	1/1/2009	25.00 + Application Fee @ 50.00 Included	0.00%	-	25.00 + Application Fee @ 50.00 Included
Administrative Fee	1/1/2007	50.00	0.00%	-	50.00
Informational/ Special/ Safety Inspection	1/1/2013	50.00	0.00%	-	50.00
Additional Inspection(s) - (i.e. U.G., Gas Pipe, etc.) - each	1/1/2013	50.00	0.00%	-	50.00
Rough Inspection	1/1/2013	50.00	0.00%	-	50.00
Final Inspection	1/1/2013	50.00	0.00%	-	50.00

Note: Itemize for Permit Fee - See Separate Mechanical Permit Fee Chart

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	Effective Date of Last Fee Adjustment	2016 Fee	Increase %	Increase \$	2017 Fee
<b>PLUMBING PERMIT FEE</b>					
New Single Family Residence	1/1/2007	Itemize for Permit Fee	0.00%	-	Itemize for Permit Fee
Commercial	1/1/2007	Itemize for Permit Fee	0.00%	-	Itemize for Permit Fee
Application Fee - All Permits - Non Refundable	1/1/2009	50.00 - No Inspection Fee Included	0.00%	-	50.00 - No Inspection Fee Included
Fixtures	1/1/2007	5.00	0.00%	-	5.00
Domestic Water Treatment and Filtering Equipment Only	1/1/2007	5.00	0.00%	-	5.00
Stacks (Soil, Waste, Vent and Conductor)	1/1/2007	5.00	0.00%	-	5.00
Sewers (Sanitary, Storm, or Combined)	1/1/2007	5.00	0.00%	-	5.00
Connections Building Drain, Building Sewers	1/1/2007	5.00	0.00%	-	5.00
Sub-Soil Drains	1/1/2007	5.00	0.00%	-	5.00
Sewage Ejectors, Manholes and Sumps	1/1/2007	5.00	0.00%	-	5.00
Water Distribution	1/1/2007	5.00	0.00%	-	5.00
Reduced Pressure Zone Backflow Preventer	1/1/2007	5.00	0.00%	-	5.00
Mobile Home Park Site	1/1/2007	5.00	0.00%	-	5.00
Medical Gas System	1/1/2007	5.00	0.00%	-	5.00
Administrative Fee	1/1/2007	50.00	0.00%	-	50.00
Informational/ Special/ Safety Inspection	1/1/2013	50.00	0.00%	-	50.00
Additional Inspection(s) - (i.e. U.G.) - each	1/1/2013	50.00	0.00%	-	50.00
Rough Inspection	1/1/2013	50.00	0.00%	-	50.00
Final Inspection	1/1/2013	50.00	0.00%	-	50.00

Note: Itemize for Permit Fee - See Separate Plumbing Permit Fee Chart

**CIRCUIT COURT**

Drug Court - Participation Fee (Program Income)		1/1/2010	600.00	0.00%	-	600.00
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**DISTRICT COURT**

Sobriety Court - Participation Fee (Program Income)	Per Month	9/12/2012	20.00	0.00%	-	20.00
Drug Screen Reimbursement - In-County Probationer	All Tests	1/1/2013	10.00	50.00%	5.00	15.00
Drug Screen Reimbursement - Out-of-County Probationer	All Tests	Unknown	35.00	0.00%	-	35.00

**ELECTIONS**

<b>Copies and Print Outs</b>						
Labels	Per Name	Unknown	0.05	0.00%	-	0.05
CD	Per Precinct	Unknown	10.00	0.00%	-	10.00
CD	Entire County	Unknown	30.00	0.00%	-	30.00
Printed List	Per Page	Unknown	1.00	0.00%	-	1.00

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	Effective Date of Last Fee Adjustment	2016 Fee	Increase %	Increase \$	2017 Fee
Includes all fees charged by Cheboygan County that are set by the County Board of Commissioners; does not include any statutory fees.					
<b>EQUALIZATION</b>					
<b>Data Exports</b>					
500 parcels or less	1/1/2013	25.00	0.00%	-	25.00
501 parcels or greater	1/1/2013	75.00	0.00%	-	75.00
Entire County	1/1/2015	1,000.00	0.00%	-	1,000.00
<b>Copies and Print Outs</b>					
Real estate summary	10/12/2004	0.50	0.00%	-	0.50
Xerox of tax map (8.5" X 11")	1/1/2013	1.00	0.00%	-	1.00
Xerox of tax map (11" X 17")	1/1/2013	1.50	0.00%	-	1.50
Simple list report	10/12/2004	0.50 per page	0.00%	-	0.50 per page
Assessment Roll (100 parcels or less)	10/12/2004	0.10 per parcel	0.00%	-	0.10 per parcel
Assessment Roll (101 parcels or greater)	1/1/2013	0.05 per parcel	0.00%	-	0.05 per parcel
<b>Township Services - Fee per Parcel</b>					
Roll Maintenance	10/12/2004	0.15	0.00%	-	0.15
Assessment Change Notices	10/12/2004	0.15	0.00%	-	0.15
Tax Bills	10/12/2004	0.10	0.00%	-	0.10
Tax Roll - Paper Copy	10/12/2004	0.10	0.00%	-	0.10
Tax Roll - Digital Export	1/1/2013	40.00	0.00%	-	40.00
Assessment or Work Roll	10/12/2004	0.10	0.00%	-	0.10
Sort & Mail Notices or Bills	10/12/2004	0.05	0.00%	-	0.05
Postage	10/12/2004	Current First Class Rate	0.00%	-	Current First Class Rate
Personal Property Statements	10/12/2004	0.35	0.00%	-	0.35
<b>GIS</b>					
<b>Maps (Parcel, road &amp; water layer only)</b>					
8.5 x 11	10/12/2004	1.00	0.00%	-	1.00
11 x 17	10/12/2004	2.50	0.00%	-	2.50
Custom	10/12/2004	8.00	0.00%	-	8.00
<b>Maps (Parcel, aerial, road, water, etc. )</b>					
8.5 x 11	10/12/2004	2.00	0.00%	-	2.00
11 x 17	10/12/2004	5.00	0.00%	-	5.00
Custom	10/12/2004	15.00	0.00%	-	15.00
<b>Digital Data (Parcel, road &amp; water layer only)</b>					
Section	10/12/2004	5.00	0.00%	-	5.00
Township	10/12/2004	50.00	0.00%	-	50.00
County - Road layer only (center line layer)	1/1/2013	200.00	0.00%	-	200.00
County	10/12/2004	750.00	0.00%	-	750.00
<b>Digital Data (Parcel, aerial, road, water, etc. )</b>					
Section	10/12/2004	10.00	0.00%	-	10.00
Township	10/12/2004	100.00	0.00%	-	100.00
County	10/12/2004	1,500.00	0.00%	-	1,500.00

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		<i>Effective Date of Last Fee Adjustment</i>	<i>2016 Fee</i>	<i>Increase %</i>	<i>Increase \$</i>	<i>2017 Fee</i>
Includes all fees charged by Cheboygan County that are set by the County Board of Commissioners; does not include any statutory fees.						
<b>FAIR GROUNDS</b>						
<b>By Facility - Includes Restrooms, Parking, Water and Electric</b>						
<b>(Per Day - 7:30am to 10:30 pm)</b>						
<b>Barn #2</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>Barn #3</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>Barn #4</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>Barn #5</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>Barn #6</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>Horse Barn</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	200.00	0.00%	-	200.00
Standard Commercial / For Profit	Per Day	1/1/2010	200.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	200.00 - See Surcharge Note Below (25% / 75% Split)

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		<i>Effective Date of Last Fee Adjustment</i>	<i>2016 Fee</i>	<i>Increase %</i>	<i>Increase \$</i>	<i>2017 Fee</i>
<b>Includes all fees charged by Cheboygan County that are set by the County Board of Commissioners; does not include any statutory fees.</b>						
<b>Quanset Building</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	200.00	0.00%	-	200.00
Standard Commercial / For Profit	Per Day	1/1/2010	200.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	200.00 - See Surcharge Note Below (25% / 75% Split)
<b>Front Grass Area</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>Grandstands &amp; Track</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	200.00	0.00%	-	200.00
Standard Commercial / For Profit	Per Day	1/1/2010	200.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	200.00 - See Surcharge Note Below (25% / 75% Split)
<b>Midway</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	200.00	0.00%	-	200.00
Standard Commercial / For Profit	Per Day	1/1/2010	200.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	200.00 - See Surcharge Note Below (25% / 75% Split)
<b>Carnival Area</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	200.00	0.00%	-	200.00
Standard Commercial / For Profit	Per Day	1/1/2010	200.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	200.00 - See Surcharge Note Below (25% / 75% Split)

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<b>Horse Arenas</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>Horseshoe Pits Area</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>North Field Parking</b>						
County Youth Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
County Adult Nonprofit	Per Day	1/1/2010	0.00	0.00%	-	0.00
Non-County Nonprofit	Per Day	1/1/2010	100.00	0.00%	-	100.00
Standard Commercial / For Profit	Per Day	1/1/2010	100.00 - See Surcharge Note Below (25% / 75% Split)	0.00%	-	100.00 - See Surcharge Note Below (25% / 75% Split)
<b>Camping - Water and Electric Fees</b>						
<b>Available to Participants and Families of Approved Events ONLY</b>						
County Resident	Per Day	1/1/2010	10.00 Per Site	0.00%	-	10.00 Per Site
Non-County Resident	Per Day	1/1/2010	20.00 Per Site	0.00%	-	20.00 Per Site

Surcharge Note:

Facilities Admission Surcharge - All For Profit event holders utilizing the fairgrounds, or any portion thereof, and who charge a gate or door admission to their event shall pay a Facilities Admission Surcharge to the County.

1. This surcharge requires the event holder to pay a fee of 25% of total gross ticket sales to Cheboygan County. Payment of the surcharge shall be made within two weeks of the last day of the event.
2. The event holder is responsible for all ticket sales. An accounting of all ticket sales must be provided to Cheboygan County Fairgrounds staff within 2 business days after the conclusion of the event.

**GENERAL COUNTY**

**FOIA Fees - See Separate Administration Policy #100-3A**

Duplicating - Per Page		1/1/2012	0.30	0.00%	-	0.30
Mailing - Postage, Insurance and Other Charges		1/1/2009	Actual Cost	0.00%	-	Actual Cost
Electronic Records		1/1/2009	Labor Cost Only - See Below	0.00%	-	Labor Cost Only - See Below
<b>Labor</b>						
Clerk II	Hourly Rate	1/1/2009	See Union Contract			
Administrative Assistant	Hourly Rate	1/1/2009	See Wage and Salary Resolution			
Construction Code Office Manager	Hourly Rate	1/1/2009	See Union Contract			
Human Resource Manager	Hourly Rate	1/1/2009	See Wage and Salary Resolution			

**MARINA**

Application Fees		1/1/1989	25.00	0.00%	-	25.00
Launch Ramp - Daily		1/1/1989	5.00	0.00%	-	5.00
Launch Ramp - Seasonal		1/1/2011	30.00	0.00%	-	30.00
Pump Out Fees		1/1/1989	5.00	0.00%	-	5.00

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<b>PLANNING AND ZONING</b>						
<b>Zoning Applications</b>						
Zoning		4/15/2002	\$ .04 per square foot (or \$30.00 whichever is greater)	0% (Minimum Fee Increased 16.66%)	\$ .00 (Minimum Fee Increased \$5.00)	\$ .04 per square foot (or \$35.00 whichever is greater)
Change of Roof Elevation		1/1/2014	5.00	0.00%	-	5.00
Commerical Farms and Commerical Farm Buildings		1/1/2014	No Charge	0.00%	-	No Charge
Fence		1/1/2014	No Charge	0.00%	-	No Charge
Sign		1/1/2007	\$30.00 / No charge for a nameplate	0.00%	-	\$30.00 / No charge for a nameplate
<b>Planning Commission Applications</b>						
Special Land Use		4/15/2002	220.00	2.27%	5.00	225.00
Special Use Permit Amendment		4/15/2002	110.00	36.36%	40.00	150.00
Site Plan Review		4/15/2002	165.00	3.03%	5.00	170.00
Site Plan Review Amendment		4/15/2002	110.00	0.00%	-	110.00
Rezoning		4/15/2002	220.00	2.27%	5.00	225.00
PUD Preliminary Plan		4/15/2002	220.00	2.27%	5.00	225.00
PUD Final Plan		4/15/2002	110.00	13.64%	15.00	125.00
Special Meeting – Planning Commission		4/15/2002	\$900.00 + Application Fee	0.00%	-	\$900.00 + Application Fee
<b>Zoning Board of Appeals Applications</b>						
Zoning Board of Appeals Applications / Other Authorized Review		1/1/2007	110.00	0.00%	-	110.00
Special Meeting – Zoning Board of Appeals		1/1/2007	\$495.00 + Application Fee	0.00%	-	\$495.00 + Application Fee
<b>Soil &amp; Sedimentation / Stormwater Applications</b>						
Single Family Residence or Up to One Acre Disturbed Area	Residential	1/1/2006	80.00	6.25%	5.00	85.00
Each Additional Acre or Fraction Thereof	Residential	1/1/2006	55.00	0.00%	-	55.00
Addition / Garage / Pole Barn / Septic System / Shoreline Stabilization	Residential	1/1/2006	55.00	9.09%	5.00	60.00
Permit Extension / Renewal / Change	Residential	1/1/2006	25.00	0.00%	-	25.00
Minor Projects	Residential	1/1/2006	35.00	28.57%	10.00	45.00
Up to One Acre Disturbed Area	Commercial	1/1/2006	155.00	3.23%	5.00	160.00
Each Additional Five Acres or Fraction Thereof	Commercial	1/1/2006	105.00	0.00%	-	105.00
Minor Fee for no Increase in Impervious Surface, Less Than 5,000sf of Disturbed Area	Commercial	1/1/2006	80.00	6.25%	5.00	85.00
Permit Extension / Renewal / Change	Commercial	1/1/2006	80.00	0.00%	-	80.00
<b>Miscellaneous</b>						
County Road Map - First and Second Copy per Visit		1/1/2011	-	0.00%	-	-
County Road Map - Third Copy or More per Visit	Per Copy	1/1/2011	0.50	0.00%	-	0.50
County ORV Map - First and Second Copy		1/1/2011	-	0.00%	-	-
County ORV Map - Third Copy or More per Visit	Per Copy	1/1/2011	0.50	0.00%	-	0.50
Zoning Ordinance# 200 – Book		1/1/2007	25.00	0.00%	-	25.00
Zoning Ordinance# 200 - CD		1/1/2007	1.00	0.00%	-	1.00
Comprehensive Land Use Plan – Book		1/1/2007	45.00	0.00%	-	45.00
Comprehensive Land Use Plan – CD		1/1/2007	1.00	0.00%	-	1.00
Future Land Use Map		1/1/2007	15.00	0.00%	-	15.00
Zoning Ordinance #200 & Comprehensive Plan		1/1/2007	Free at <a href="http://www.cheboygan-county.net/planning">www.cheboygan-county.net/planning</a>	0.00%	-	Free at <a href="http://www.cheboygan-county.net/planning">www.cheboygan-county.net/planning</a>
New Address Application Fee		10/12/2004	10.00	0.00%	-	10.00
<b>PROSECUTORS OFFICE</b>						
<b>Copy Fee for Police Report</b>						
First 100 Pages	Per Page	1/1/2001	0.50	0.00%	-	0.50
Remainder of the Pages	Per Page	1/1/2001	0.25	0.00%	-	0.25
Audio, Pictures or Video	Per CD	Unknown	10.00	0.00%	-	10.00

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<b>RECYCLING</b>						
Participation Fee for Residents in a Participating Township	Per Household	1/1/2015	24.00	0.00%	-	24.00
Participation Fee for Residents in a Non-Participating Township	Per Household	12/11/2007	36.00	0.00%	-	36.00
<b>Household Hazardous Waste</b>						
Aerosols	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Solvents	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Paint (Oil Based)	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Automotive Liquids	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Cleaners	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Pesticides	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Batteries	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Mercury	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Flammable Liquids	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Capacitors	Per Pound	1/1/2016	1.00	0.00%	-	1.00
Passenger/Light Truck Tire	Per Tire	1/12/2016	2.50	0.00%	-	2.50
Semi Truck Tire	Per Tire	1/12/2016	10.00	0.00%	-	10.00
Rim	Per Rim	1/12/2016	0.50	0.00%	-	0.50
Fluorescent	Per Pound	1/12/2016	1.00	0.00%	-	1.00
HID, Metal Halide & CFL's	Per Pound	1/12/2016	1.00	0.00%	-	1.00
<b>TV and Monitor Fees</b>						
	Screen Size					
Small	6" to 36"	New	New Fee for 2017			5.00
Medium	37" to 46"	New	New Fee for 2017			10.00
Large	47" to 56"	New	New Fee for 2017			20.00
Extra Large (Includes all Projection TVs Regardless of the Screen Size)	57" +	New	New Fee for 2017			30.00
<b>SHERIFF'S DEPARTMENT - CORRECTIONS</b>						
Initial Booking Fee (County - \$10, State - \$2)		2/27/2001	12.00	0.00%	-	12.00
Housing Fee - First Day		2/27/2001	55.00	0.00%	-	55.00
Housing Fee - Each Day After First Day		2/27/2001	25.00	0.00%	-	25.00
<b>STRAITS REGIONAL RIDE</b>						
One Way - 0 to 5 Miles	Full Fare	1/8/2008	4.00	0.00%	-	4.00
One Way - 5 to 20 Miles	Full Fare	1/8/2008	5.00	0.00%	-	5.00
One Way - 20 to 35 Miles	Full Fare	1/8/2008	6.00	0.00%	-	6.00
One Way - 35+ Miles	Full Fare	1/8/2008	8.00	0.00%	-	8.00
One Way - 0 to 5 Miles	Half Fare	1/8/2008	2.00	0.00%	-	2.00
One Way - 5 to 20 Miles	Half Fare	1/8/2008	2.50	0.00%	-	2.50
One Way - 20 to 35 Miles	Half Fare	1/8/2008	3.00	0.00%	-	3.00
One Way - 35+ Miles	Half Fare	1/8/2008	4.00	0.00%	-	4.00
<b>TREASURER</b>						
Kennel License < 10 Dogs		5/14/2002	10.00	0.00%	-	10.00
Kennel License > 10 Dogs		5/14/2002	25.00	0.00%	-	25.00
Inspection Fee for Kennel License < 10 Dogs		5/14/2002	25.00	0.00%	-	25.00
Inspection Fee for Kennel License > 10 Dogs		5/14/2002	45.00	0.00%	-	45.00
Dog License - Male or Female		3/26/2002	15.00	0.00%	-	15.00
Dog License - Neutered or Spayed		3/26/2002	5.00	0.00%	-	5.00
Note: License Fees Double After March 1						
Re-issue of Lost License		12/11/2007	0.50	0.00%	-	0.50

2017 Fee Resolution  
 Approved #16-025 on December 13, 2016

	<i>Effective Date of Last Fee Adjustment</i>	<i>2016 Fee</i>	<i>Increase %</i>	<i>Increase \$</i>	<i>2017 Fee</i>
Includes all fees charged by Cheboygan County that are set by the County Board of Commissioners; does not include any statutory fees.					
<b>CLERK / REGISTER OF DEEDS</b>					
Certified Copy of Birth, Death or Marriage Record - First Copy	7/1/2002	10.00	0.00%	-	10.00
Certified Copy of Birth, Death or Marriage Record - Each Additional Copy (Must be requested at the same time)	7/1/2002	3.00	0.00%	-	3.00
Cremation Fee	7/1/2002	10.00	0.00%	-	10.00
"In Pro Per" Divorce Packet	1/1/2012	20.00	0.00%	-	20.00
Marriage License 3-Day Waiver	1/1/2012	10.00	0.00%	-	10.00
Marriage Officiating Fee	1/1/2009	20.00	0.00%	-	20.00

Adopted by the Cheboygan County Commissioners on the following date to be effective January 1, 2017

Signed by: \_\_\_\_\_  
 Mr. Peter Redmond, Chairperson

Date Signed: 12/13/2016



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# Cheboygan County

## Board of Commissioners' Meeting

December 13, 2016

**Title:** Policy 300-6 Township Road Loan Program

**Summary:** Michigan Public Act 77 of 2016, Section 11, Item V permits the Board of Commissioners to loan funds to townships within the County for the purpose of funding public road construction projects. The proposed policy will make available up to \$1.25 million dollars, County-wide, for the loan program from the Tax Revolving Loan Fund. All loan payments will be deposited into the Tax Revolving Loan Fund. The principal portion of the payments will be made available for future program use. The interest portion of the payments will be retained in the Tax Revolving Loan Fund. Upon termination of the program, the principal portion of all loan payments will be retained in the Tax Revolving Loan Fund.

**Financial Impact:** Designates \$1.25 million dollars of Tax Revolving Loan funds for use for the loan program.

**Recommendation:** Approve Policy 300-6 Township Road Loan Program, Road Program Application and authorize the Chair to sign.

**Prepared by:** Bryan Graham,  
Jeffery B. Lawson &  
Kari Kortz

**Department:** Legal/Administration/Finance



**Policy Department:** Finance

**Policy Number:** 300-6

**Prepared by:** Jeffery Lawson / Kari Kortz

**Original Date:** 12-13-2016

**Adopted:** 12-13-2016

**Effective:** 12-14-2016

### **Cheboygan County Township Road Loan Program**

Michigan Public Act 77 of 2016, Section 11, Item V permits the Board of Commissioners to loan funds to townships within the County for the purpose of funding public road construction projects. Cheboygan County will make available up to \$1.25 million dollars, County-wide, for the loan program from the Tax Revolving Loan Fund. All loan payments will be deposited into the Tax Revolving Loan Fund. The principal portion of the payments will be made available for future program use. The interest portion of the payments will be retained in the Tax Revolving Loan Fund. Upon termination of the program, the principal portion of all loan payments will be retained in the Tax Revolving Loan Fund.

#### **Overview**

- Loan application must be completed.
- Loans applications are reviewed and scored based on scoring criteria.
- Loans are awarded in February and August each year based on available funds and the highest application scoring criteria.
- Maximum loan amount \$250,000 while funds are available.
- Road Loan Program interest rates are set annually as part of County fee schedule. Once a loan is awarded and distributed to a township, the interest rate will remain fixed for the term of the loan.
- Use of loan proceeds is restricted to cost associated with road construction for public roads.

## 1. Loan Application Process

The loan application process is consistent for all applicants. Interested Townships should contact the County Administrator's office to express interest in the program. Applications are available for download on the County's website or available in the County Administrator's office. The loan submittal deadline is indicated on the loan application form. A new application must be submitted for each loan cycle. The non-financial and financial information to be requested from the applicant includes:

### Non-financial Information

- Program Application
- Certification of non-discrimination
- Payment bond commitment, if the Township desires additional scoring points under the program.

### Financial Information

- Copy of Township's most recent financial statement audit.
- Copy of Township's current balance sheet/statement of net position, statement of revenues and expenditures, and changes in fund balance/statement of revenues, expenses, and change in net position and statement of cash flows, if applicable (include all funds).
- Copy of Township's current bank reconciliations, supported with a copy of the bank statement (include all cash accounts listed on the balance sheet/statement of net position).
- List of existing debt (include amortization schedules).
- Copy of Township's current year budget (include all funds).

## 2. Review Procedure

- A. Completed applications are reviewed by County staff. Staff will perform a financial analysis to ascertain the financial condition of Township, and assess their ability to repay the loan by reviewing *capacity* including cash flows, *capital* including minimum General Fund balance reserves of 16%, and *credit history* including past history of loan repayments, late payments or defaults. Applicants determined to be unable to repay debt will receive notification and will not be considered for loan scoring.
- B. The application is presented to the Board of Commissioner's Millage Appropriation/ Road Loan Program Committee for scoring. An application is scored by the Committee and ranked against all applications received in the review cycle.
- C. The Township's applications with the highest scores are awarded loans for the application cycle.
- D. The County's legal counsel will prepare a loan agreement with amortization schedule.
- E. County staff will contact the Township and undertake preparations for the loan closing and disbursement of funds.

**3. Loan Scoring Criteria**

The scoring criteria are consistent for all applicants. Loan applications are scored using the following criteria:

- A. Project Description: Proposed projects that serve a larger portion of the general public will receive a higher score than projects serving a limited amount of the public. 1-5 points.
- B. Road Project Section PASER Rating: Proposed projects improving a road with a lower PASER rating will receive higher scoring. PASER Rating 1-3=5, 4-6=3, 7-9=1.
- C. Funding Sources: Proposed projects utilizing Township or Road Commission funding in addition to loan funds receive higher scoring. This percentage is determined by dividing the loan request by total project cost. Over 75%=5, 50%-75%=4, 25%-49%=3, under 25%=1.
- D. First time Township Road Loan applicants will receive 6 additional points.
- E. Loans backed by payment bond will receive an additional 5 points.

**4. Financing Policies**

The following financing policies are established to maximize the effectiveness of the program and provide guidelines for program administration:

- A. Terms of Loans: The terms of the loans are established on an individual basis. Loans will be amortized over a period not to exceed five (5) years, except in cases where special assessment funds are being used to repay the debt in which case the loan amortization will match the length of the special assessment period not to exceed ten (10) years.
- B. Interest Rate: Interest rates on all loans are based upon an interest rate set annually by the Board of Commissioners as part of County’s fee schedule. The Commission will review the prime interest rate, program objectives and County interest rate earned on investments when setting the Road Loan Program interest rate. Once a loan is awarded and distributed to a township, the interest rate will remain fixed for the term of the loan.
- C. Repayment Schedule: Bi-annual (every six months) payments will be required. All scheduled payments will include both principal and interest, based on initial amortization schedule provided by the County at the time of loan approval. Additional payments of principal only may be made by the Township without penalty.
- D. Loan Administration Charge: Cheboygan County incurs certain expenses when administering the program. In order to recoup these expenses, a finance charge of \$500 will be collected at the time of the closing.
- E. Late Fees: When a bi-annual payment on a loan is more than fifteen (15) days overdue, a late charge in the amount of two percent (2%) of the bi-annual payment will be levied against the Township.

\_\_\_\_\_  
Peter Redmond, Board Chairperson

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Jeffery Lawson, County Administrator

\_\_\_\_\_ Date \_\_\_\_\_

**Cheboygan County**  
**Township Road Loan Program Application**



**2017**

**APPLICATION DUE January 17, 2017**

**Cheboygan County  
Township Road Loan Program Application  
Guidelines for Project Loan Consideration**

Michigan Public Act 77 of 2016, Section 11, Item V permits the Board of Commissioners to loan funds to townships within the County for the purpose of funding public road construction projects. The County has limited funds for this program. The County will loan up to a total of 1.25 million dollars County wide for road projects. A township may borrow up to \$ 250,000 while funds are available. Loans will be amortized over a period not to exceed five (5) years, except in cases where special assessment funds are being used to repay the loan, in which case the length of time will correspond to the duration of the special assessment district, up to a maximum of (10) years.

The interest rate on the loan program applications will be established annually by the Board of Commissioners. Once a loan is awarded and distributed to a township, the interest rate will remain fixed for the term of the loan.

Request for loan funds must be submitted on this application form for consideration by the Board of Commissioners. Applications can be submitted by the date indicated on the cover page. Loans are awarded in February and August of each year while funds are available. The application will be reviewed and scored against other applicants for recommendation of approval by the Board of Commissioners.

**SUBMIT COMPLETED APPLICATIONS TO:**

**Mail:** Cheboygan County Administration Office  
P.O. Box 70  
Cheboygan MI 49721      **Email:** [ccao@Cheboygancounty.net](mailto:ccao@Cheboygancounty.net)

For additional information, please contact the Administration Office:

231-627-8855 (phone)  
231-627-8881 (Fax)

**Cheboygan County  
Township Road Loan Program Application  
Guidelines for Project Loan Consideration**

Township's certification of non-discrimination

At a meeting of the \_\_\_\_\_ Township Board  
(Select one):

- Adopted a policy
- Affirmed its policy of non-discrimination as follows:

It shall be the policy of \_\_\_\_\_ Township to provide membership/employment/service opportunities to all eligible persons, without regard to race, religion, disability, national origin, citizenship, age, gender, sexual orientation, marital status and political affiliation.

I

I certify that the practices of the Township conform to the policy in Non-discrimination stated above.

**Cheboygan County  
Township Road Loan Program Application  
Guidelines for Project Loan Consideration**

**1. Name and address of Township.**

\_\_\_\_\_ Township

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip Code

**2. Names and title of Officers/ Trustees.**

\_\_\_\_\_ Township Supervisor

\_\_\_\_\_ Township Clerk

\_\_\_\_\_ Township Treasurer

\_\_\_\_\_ Township Trustee

\_\_\_\_\_ Township Trustee

**Cheboygan County  
Township Road Loan Program Application  
Guidelines for Project Loan Consideration**

3. \_\_\_\_\_  
Route Name

4. **Project Description**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Project Limits**  
From: \_\_\_\_\_ To: \_\_\_\_\_ PASER Rating: \_\_\_\_\_

6. \_\_\_\_\_  
Length of Project

7. \_\_\_\_\_  
Estimated Bid Date

8. \_\_\_\_\_  
Estimated Completion Date

9. **Funding Source**  
\_\_\_\_\_  
Loan Request  
  
\_\_\_\_\_  
Township Funding  
  
\_\_\_\_\_

Road Commission/ Other Government Funding

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Special Assessment Funding

**Cheboygan County  
Township Road Loan Program Application  
Guidelines for Project Loan Consideration**

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Total Funding

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Loan Repayment Term Requested (see Policy)

**10. Engineer's Construction Cost Estimate** \_\_\_\_\_

**11. Township Fiscal Information**

- Provide a copy of Township's most recent financial statement audit.
- Provide a copy of Township's current balance sheet/statement of net position, statement of revenues and expenditures, and changes in fund balance/statement of revenues, expenses, and change in net position and statement of cash flows, if applicable (include all funds).
- Provide a copy of Township's current bank reconciliations, supported with a copy of the bank statement (include all cash accounts listed on the balance sheet/statement of net position).
- Provide a list of existing debt (include amortization schedules).
- Provide a copy of Township's current year budget (include all funds).
- Provide a payment bond confirmation, if the Township desires additional scoring points.

**Cheboygan County  
Township Road Loan Program Scoring Criteria  
(County Use Only)**

Township: \_\_\_\_\_

- A.** Project Description: Proposed projects that serve a larger portion of the general public will receive a higher score than projects serving a limited amount of the public. 1-5 points.

\_\_\_\_\_  
Score

- B.** Road Project Section PASER Rating: Proposed projects improving a road with a lower PASER rating will receive higher scoring. PASER Rating 1-3=5, 4-6=3, 7-9=1.

\_\_\_\_\_  
Score

- C.** Funding Sources: Proposed projects utilizing Township or Road Commission funding receive higher scoring. Over 75%=5, 50%-75%=4, 25%-49%=3, under 25%=1.

\_\_\_\_\_  
Score

- D.** First time Township Road Loan applicants will receive 6 additional points.

\_\_\_\_\_  
Score

- E.** Loans backed by payment bond will receive an additional 5 points.



# Cheboygan County Board of Commissioners' Meeting

December 13, 2016

**Title:** Adoption of the 2017 Cheboygan County Budget

**Summary:**

Cheboygan County will adopt a line item level budget for the General Fund and a fund level budget for all other funds, as prescribed in the Budget Adoption and Amendment Policy. The recommended General Fund budget totals \$12,086,982 in revenues and expenditures. The combined total of all other funds from fund 102 through fund 802 is \$14,340,990 in revenues and expenditures.

All line items that have been adjusted since the Board last reviewed the budget on November 22, 2016 are detailed in the attachment to this agenda review form.

**Financial Impact:**

To establish appropriations for 2017.

**Recommendation:**

Motion to adopt the 2017 General Fund budget in the amount of \$12,086,982 and all other funds budgets with a combined total of \$14,340,990 resulting in a Cheboygan County budget in the amount of \$26,427,972.

**Prepared by:** Kari Kortz

**Department:** Finance

SUMMARY OF ALL CHANGES FROM 11.22.16 RECOMMENDED BUDGET TO 12.13.16 RECOMMENDED BUDGET

GL NUMBER	DESCRIPTION	2014	2015	2016	2016	2016	2017	2017	2017	2017	CHANGE FROM	NOTES	TOTAL CHANGE IN FUND REVENUES AND EXPENDITURES
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 08/31/16	REQUESTED BUDGET	RECOMMENDED BUDGET 10/25/2016	RECOMMENDED BUDGET 11/8/2016	RECOMMENDED BUDGET 11/22/2016			
101-400-477.00	LIC & PERMITS-NON-BUSINESS	15,498	17,143	15,000	15,000	10,540	15,000	15,000	15,000.00	15,000.00	0.00	(15,000.00) Moved into a new Fund 263	
101-400-582.00	SHERIFF LOCAL GRANTS	1,808	3,771		1,350	1,350	1,200	1,200	1,200.00	1,200.00	0.00	(1,200.00) Eliminated - These are recorded as a budget adjustment if/when received	
101-400-687.00	WAGE REIMBURSEMENT	6,000	6,319	18,331	18,331	0	6,402	6,402	18,556.00	18,556.00	18,354.00	(202.00) Reduced to match 2017 Treasurer's salary	
101-400-699.00	FUND EQUITY	0	0	844,659	879,984	0	1,076,867	1,067,024	890,272.00	890,272.00	822,112.00	(68,160.00) To rebalance General Fund	
101-400-699.99	TRANSFER IN	251,632	180,612	185,121	225,921	152,076	86,799	86,799	86,799.00	86,799.00	167,511.00	80,712.00 Added transfer in from SAYPA for Childcare costs	
101-334-704.05	OVERTIME	17,864	11,500	4,925	5,110	5,108	11,130	11,130	11,130.00	11,130.00	13,467.00	2,337.00 Adjusted to match grant application - see decrease below	
101-334-712.00	FRINGE	5,023	2,910	1,507	1,322	1,306	2,830	2,830	2,830.00	2,830.00	3,468.00	638.00 Adjusted to match grant application - see decrease below	
101-334-863.04	MILEAGE	2,147	554	563	563	174	1,176	1,176	1,176.00	1,176.00	1,520.00	344.00 Adjusted to match grant application - see decrease below	
101-334-950.00	EQUIPMENT	43,533	16,263	7,305	7,305	7,273	16,964	16,964	16,964.00	16,964.00	13,645.00	(3,319.00) Adjusted to match grant application - see increases above	\$ (3,850.00)
101-902-961.03	BUILDING DEPT FUND 249	79,670	0	65,688	65,688	0	73,780	73,638	73,828.00	73,828.00	69,978.00	(3,850.00) Change in Fund 249	Total budget change for Fund 101
249-400-479.00	CONST CODE-BLDG PERMIT	141,428	211,739	151,725	151,725	101,518	154,760	154,760	154,760.00	154,760.00	158,610.00	3,850.00 Increased - Based on new Fee Resolution	\$ -
249-400-676.00	CONT FROM OTHER FUNDS	79,670	0	65,688	65,688	0	73,780	73,638	73,828.00	73,828.00	69,978.00	(3,850.00) Decreased - To rebalance fund 249	Total budget change for Fund 249
263-400-477.00	LIC & PERMITS-NON-BUSINESS	0	0	0	0	0	0	0	0	0	15,000.00	15,000.00 New fund, revenue moved from General Fund - renumbered old 263 to new 273	\$ 15,000.00
263-215-700.00	EXPENDITURE CONTROL	0	0	0	0	0	0	0	0	0	15,000.00	15,000.00 New fund - renumbered old 263 to new 273	Total budget change for Fund 263
273-400-656.01	ORDINANCE FINES & COSTS	75	113	0	300	300	200	200	200	200	200	0.00 Renumbered old fund 263 to new fund 273	\$ -
273-302-744.00	OTHER SUPPLIES	0	0	0	300	300	200	200	200	200	200	0.00 Renumbered old fund 263 to new fund 273	Total budget change for Fund 273
509-752-706.00	PER DIEM	900	1,120	0	0	0	1,120	1,120	1,120.00	1,120.00	1,800.00	680.00 Increased - deemed insufficient	\$ -
509-752-959.12	MC/VISA FEES	11,325	10,186	11,200	11,200	4,055	7,500	7,500	7,500.00	7,500.00	6,820.00	(680.00) Decreased - to rebalance fund 509	Total budget change for Fund 509
												Total budget change for total county-wide budget	\$ 11,150.00

# CHEBOYGAN COUNTY

2017

# ANNUAL BUDGET



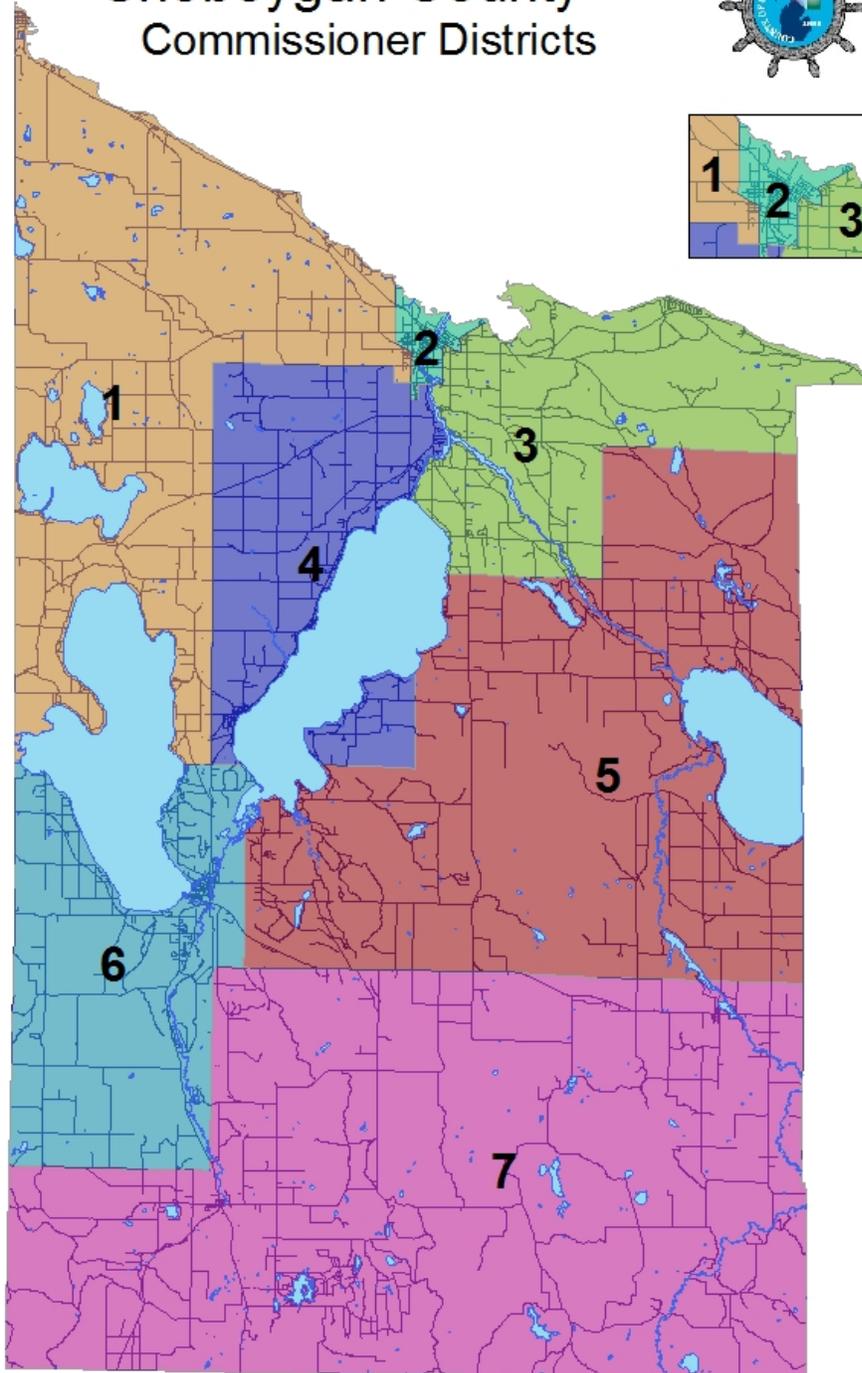
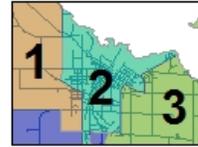
## CHEBOYGAN COUNTY COMMISSIONERS



**Front Row (L-R): Cal Gouine- District 4; Chris Brown- District 1; Vice Chairperson Sue Allor- District 7. Back Row (L-R): - Bruce Gauthier- District 2, Chairperson Pete Redmond- District 3; Tony Matelski- District 5; John Wallace- District 6.**

**The County Board of Commissioners is the governing board and the policy-making body of County Government. While many of its' powers, duties and responsibilities are prescribed by law and diffused through the widespread use of commissions, boards, committees and independently elected officers, the board is in charge of the development and approval of county policy. One of the main duties of the Board of Commissioners is to set the budget of the county. Commissioners are elected to a two-year term on a partisan basis from single member districts within the county.**

# Cheboygan County Commissioner Districts



November 08, 2016

Honorable Board of Commissioners  
Cheboygan County Building  
870 South Main Street  
Cheboygan, MI 49721

Dear Ladies and Gentlemen:

Transmitted herewith for the Commissioners final review and consideration is the Administrator's recommendations for the 2017 County budget. The budget process is a cooperative effort in which Elected Officials and Department Head/Agency Representatives submit budget requests for consideration and discussion to the Administrator. The budget document is then developed by the Administrator and Assistant Administrator/Finance Director and submitted to the Commission for review and discussion at the October and November Committee of The Whole meetings as well as the November Board Finance meeting with the final budget to be presented at the December 13<sup>th</sup>, 2016 Board Finance meeting.

The Public Hearing for the proposed 2017 budget is scheduled for December 13<sup>th</sup>, 2016 at 9:30 a.m. in the Commissioner's Chambers located at 870 South Main Street Cheboygan, MI. The meeting is held to review the budget recommendations, capital improvements, goals and objectives, identify the proposed 2017 millage rate and receive public input.

Honorable County Commission  
Page Two

The financial condition of the County is stable. The County's fiscal year end 2015 audit indicated the following financial conditions:

- 1) The total assets of the County exceeded its liabilities and deferred outflows in 2015 by \$24,894,906 (net position). Of this amount, \$15,211,426 (unrestricted net position) may be used to meet the County's ongoing obligations to citizens and creditors.
- 2) At the end of Fiscal Year 2015, unreserved fund balance for the Consolidated General Fund was \$7,577,694 or 70% of total General Funds Expenditures and transfers.
- 3) The County's General Fund Balance increased by \$950,530 at the end of Fiscal year 2015.

The County maintains 46 governmental funds and 5 proprietary funds which all contain a positive fund balance or reserve use. Although the County maintains a stable financial status, the economy is growing slowly, which requires the County to monitor various budget factors closely. These factors are identified in the attached budget document.

The proposed budget represents the funding needed to meet the Commission's Goals, Mission and Vision Statement.

The Staff and I are pleased to submit this budget and are committed to providing the citizens, businesses and visitors with efficient, effective and quality services and facilities.

Sincerely,

Jeffery B. Lawson  
County Administrator

# **STRATEGIC PLANNING-BUDGETING**

Figure 1

## Strategic Planning – Budgeting Process



## **STRATEGIC PLANNING- BUDGETING**

### **PROCESS**

Strategic planning-budgeting is a unified process of identifying the goals of an organization and allocating the resources necessary to work toward the outcomes that support the identified goals. The steps of strategic planning-budgeting are:

- **Develop goals**
- **Identify objectives and outcomes**
- **Appropriate funds to meet the objectives that are designed to produce the outcomes that support the goals of the organization**
- **Review, monitor and analyze**

The Cheboygan County Board of Commissioners has a sustained history of developing goals to promote a higher quality of life, a safe environment and to promote balanced growth and positive interaction with all citizens of the County. The board developed the County's Vision and Mission Statements as well as Commission Goals with facilitation assistance from Michigan State University Extension Staff. Each year the Commission reviews the Mission, Vision and Goals of the organization during a Board Planning Work Session held in the spring of each year. The board then directs the administrator and management team to develop a plan of action to implement the mission, vision and goals. Each department then develops goals and objectives specific to their department to work toward achieving the mission, vision and overall goals of the County.

## **STRATEGIC PLANNING-BUDGETING**

### **VISION-MISSION-GOALS**

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*A **VISION** statement indicates how an organization views its ideal, or ultimate, goal. The Board of Commissioners has established the following vision statement:*

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*The County of Cheboygan will strengthen its position as a diverse, family oriented community while promoting a higher quality of life, a safe environment, balanced growth and positive interaction with all citizens.*

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*A **MISSION** statement assists an organization in easily communicating to a variety of constituencies what it does, who it serves, and how it does so. The Board of Commissioners has established the following mission statement:*

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*Cheboygan County Officials and Staff efficiently provide public services with pride and in an ethical and courteous manner through responsible management of county resources.*

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# GOAL

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**GOALS focus the direction of an organization's work, under the guidance from the vision and mission statement.**

**Goals are long term in nature and will not often change.**

**The five goals of the Board of Commissioners are:**

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- 1. PUBLIC SAFETY – To focus on providing services beneficial to the citizens of Cheboygan County in the areas of public health, safety and security.**
- 2. ECONOMIC DEVELOPMENT – To promote and encourage economic development through our continued efforts of collaborations with our partners.**
- 3. QUALITY COUNTY SERVICE – To work diligently to provide courteous, efficient, quality service.**
- 4. RECOGNIZING SOCIAL ISSUES- To work diligently to address social needs, recognizing the limited role of counties and working together with state and federal governments in their role.**
- 5. ADDRESSING MULTIPLE FACILITY NEEDS – To continue development of capital improvement schedules to maintain county assets.**
- 6. COLLABORATION-SERVICE – To explore continued expansion of collaborative activities.**

# **BUDGET POLICY AND PRACTICE**

Cheboygan County Policy 300-1 establishes the budget policies of the County.

### **Basis of Accounting and Budgeting**

Cheboygan County uses the modified accrual basis of accounting for accounting and budgeting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period or within one year for expenditure-driven grants. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service and compensated absences expenditures are recorded only when payment is due.

### **The County employs the following procedures in establishing Budget**

- a. Each year, after receiving input from the individual Elected Officials and Department Heads, the County Administrator and Assistant County Administrator/ Finance Director prepare a recommended budget for the fiscal period commencing January 1st and lapses on December 31<sup>st</sup> for Board of Commissioners consideration. The operating budget includes proposed expenditures and the means of financing them.
- b. Staff conducts a detailed review of the proposed budget.
- c. A public hearing is conducted to obtain taxpayers' comments.
- d. Prior to January 1st, the budgets are legally enacted through passage of a budget resolution by the Board of Commissioners

The following is the detailed Budget Time Line process utilized by the County to develop and complete the budget process.

<b>CHEBOYGAN COUNTY 2017 BUDGET PROCESS TIMELINE</b>		
<b>TIMELINE</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
July 13 - July 22	Revenue Projections - Calculated and Input	Department Heads, including Elected Officials
July 13 - August 5	Outside Entities Prepare Funding Request	Other Agencies
July 25 - August 5	Expenditure Requests - Calculated and Input	Department Heads, including Elected Officials
August 8	Begin Updating Departmental Goals and Objectives for 2017	Department Heads, including Elected Officials
August 8 - August 12	Outside Entities Submit Funding Request	Other Agencies
August 8 - August 12	Enter Wage and Benefits Projections as Meetings Occur	Finance Department
August 15 - August 19	Review and Compilation by Finance Department	Finance Director
August 22 - August 26	Preliminary Budget Assembled	Administrator/Finance Director
August 26	Submit Updated Departmental Goals and Objectives for 2017	Department Heads, including Elected Officials
August 29 - September 2	Meeting with Department Heads, including Elected Officials and Other Agencies ONLY REQUIRED IF REQUESTING NEW PROGRAMMING OR SIGNIFICANT INCREASES	Administrator/Finance Director
September 5 - September 9	Review and Compilation by Finance Department	Finance Director
September 13	Status Update to to the Board	Administrator/Finance Director
September 13	Adopt Capital Improvement Plan	Community Development
September 12 - September 16	Preliminary Budget Document Printed and Delivered for Board Preview	Finance Director
September 27	Elected's Presentation to Board (if necessary)	Elected Officials
October 11	Adopt Salary and Wage Resolution	Board
October 12 - October 14	Draft Budget Assembled	Administrator/Finance Director
October 17 - October 18	Draft Budget Reviewed by Department Heads	Department Heads, including Elected Officials
October 19 - October 21	Final Review by Finance Department - Draft Budget Document Printed and Delivered for Board Preview	Administrator/Finance Director
October 25	Budget Reviewed by the Board	Administrator/Finance Director - Board
October 26 - October 28	Board Recommended Changes Incorporated	Finance Director
October 31 - November 4	Final Draft Budget Document Printed and Delivered for Board Preview	Finance Director
November 8	Final Draft Budget Reviewed by the Board	Board/Administrator/Finance Director
November 14 - November 18	Board Recommended Changes Incorporated	Finance Director
November 22	Budget Reviewed by the Board - OPTIONAL	Board/Administrator/Finance Director
November 23 - December 2	Board Recommended Changes Incorporated - IF ADDITIONAL BOARD REVIEW OCCURS ON NOVEMBER 24	Finance Director
December 6 - December 10	Final Budget Document Printed and Delivered for Board Preview	Finance Department
December 12	Prepare Presentation for the Public Hearing	Administrator/Finance Director
December 13	Public Hearing / Adopt Budget	Board

## **Level of Adoption and Control**

The County budget is prepared at the detail revenue level, by source and line item, and at the detail expenditure level, by line item within each department. The adopted budget shall be a line item budget for each department within the General Fund and a fund basis for all other funds. The Finance Department shall monitor each department within each fund on a line item basis and will require the department to submit the necessary budget amendments (at the line item level) when expenditures from appropriated line items are anticipated to exceed the appropriated line item amount. To facilitate maximum budgetary control, it is anticipated that budgetary amendments for line items within department budgets will be necessary during the fiscal year.

## **Intra-budget and Inter-budget Transfers**

The Uniform Budgeting and Accounting Act, MCL 141.421, et seq, requires budget amendments BEFORE any expenditures exceed the budgeted line item amount.

### **A. Requests for Transfers**

All requests for intra-budget line item transfers (line item to line item within one department's budget) and for inter-budget transfers (from one department's budget to another department's budget) shall be made through the Finance Director's office. Requests shall be separated according to the authority table shown below. If a requested transfer to or from a line item totals over \$10,000, it shall be referred to the Board of Commissioners at the next Finance/Business meeting. Only AFTER such requests are approved, should the purchase be made. Budget transfers shall not be divided for the purpose of circumventing the dollar thresholds contained in this policy. Budget transfers to any line item which are part of a series or pattern shall be added together and treated in accordance with the procedure which would apply if all such transfers were made as a single request.

All budget transfers shall be summarized and presented before the end of the fiscal year to allow the Board of Commissioners an opportunity to review all transfers executed during the fiscal year under the authority of the Finance Director and Administrator.

# Budget Policies and Practice

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## B. Authority to Grant Transfers

For intra-budget transfers (line item to line item within one department's budget) and inter-budget transfers (from one department's budget to another department's budget) the following authority levels shall apply:

Up to \$10,000 Department Head, or their designee, and Finance Director approval required

\$10,000.01 to \$15,000 Department Head, or their designee, and Administrator approval required

\$15,000.01 to \$25,000 Finance Director and Administrator approval required

\$25,000.01 and above Board of Commissioners approval required

For ease in the approval process, Departments shall not mix requests that require a different level of approval (i.e. requesting transfers less than or equal to \$5,000 on the same sheet as requests greater than \$5,000).

## **Fund Balance**

To ensure sound fiscal management, the County shall maintain an unreserved fund balance within the County General Fund equal to no less than five to fifteen percent of regular General Fund operating revenues, or no less than one to two months of regular General Fund operating expenditures, whichever is less.

## **Budget Reporting**

The Finance Director shall prepare on a monthly basis a report of General Fund budget-to-actual results for review by the Board of Commissioners (line item basis for revenues and departmental basis for expenditures). The Finance Director shall prepare on a semi-annual basis a report of all funds budget-to-actual results (line item basis) for review by the Board of Commissioners.

## **BUDGET FACTORS**

# Budget Factors

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Monitoring budget factors are critical to the County's ability to maintain a financially stable and effective organization. The following factors and conditions are being monitored by staff for their effect on County finances in 2017 and beyond:

## **Financial Planning**

Cheboygan County consistently monitors factors that affect the County's budget and implements measures to protect the County's financial stability. This is being accomplished by the partnership of the Commissioners, Elected Officials, Administration and Employees in their commitment to provide efficient and effective quality services to the citizens, businesses and visitors of Cheboygan County.

The County has seen a slight increase in tax base over the last two years. Increase revenue from tax base has been offset by a partial loss in revenue from Tourism Tax in 2016. The County completed a wage and benefit analysis in 2015 which compared Cheboygan County employee wages to five other Counties in Northern Michigan to identify wage benefit competitiveness. The analysis identified that the majority of position classifications employed by the County are behind the comparable wage average. The County took measures to begin to move position salaries up to the regional wage average in 2016 and will continue this adjustment over the 2017 and 2018 budget cycles while maintaining fiscal stability. Continued monitoring of factors such as the decrease in personal property tax revenue, increasing wage, benefit and pension cost, capital needs and changes in state revenue sharing will require additional cooperation and innovation to maintain financial strength while providing efficient and effective quality services.

## **Millage Rates**

Cheboygan County voters approved on the August 2016 Ballot a Separate Tax Limitation Proposal for the County and Township's within the County setting the County Millage at 5.74 mills subject to future Headlee Rollback. The proposed operating millage for the July 1, 2017 tax levy is 5.74 mills. In addition to the operating millage, the Board of Commissioners will be adopting the millage rates for ambulance funding .25 mills and senior citizens center operations .5 mills and 1 mill for road improvements. The proposed millage rate for 2017 is 7.49 mills.

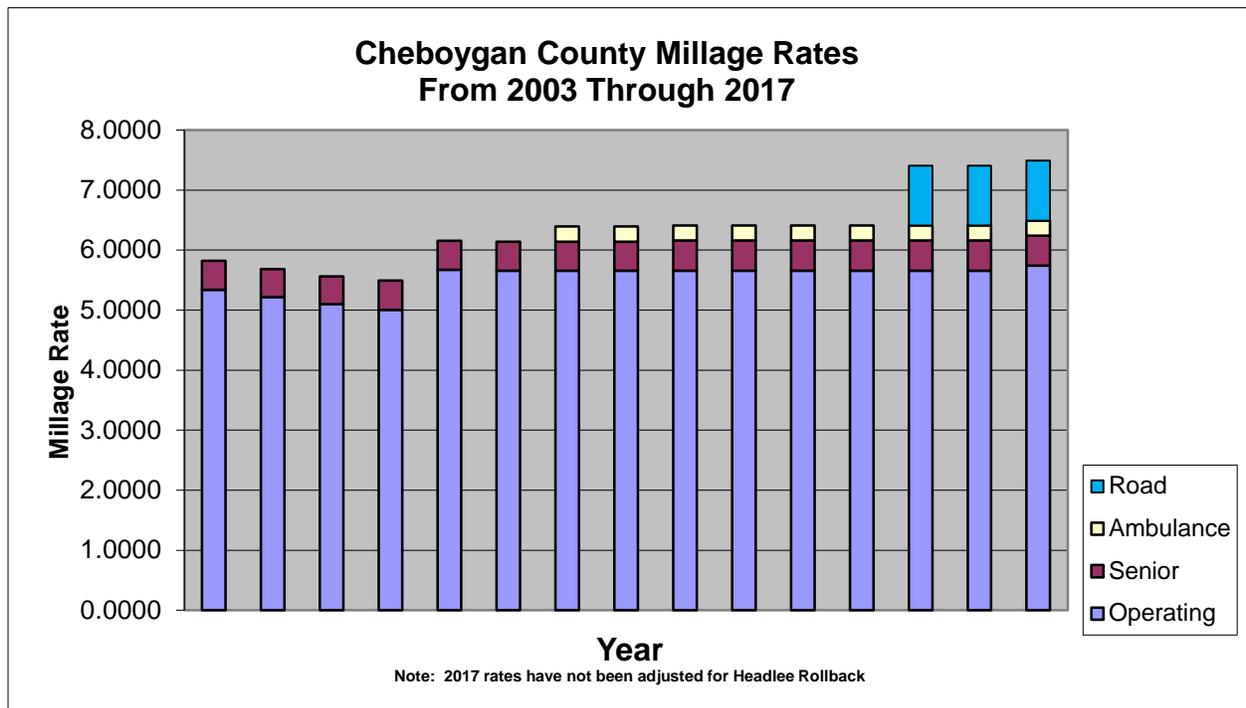
Figures 2 and 3 identifies the County's general operating, senior citizen center, ambulance and road millage rates between 2003 and 2017.

# Budget Factors

Figure 2

Year	Voter Approved Millages				Total
	General Operating	Senior Citizen	Ambulance	County Road	
2003	5.3386	0.4812	0.0000	0.0000	<b>5.8198</b>
2004	5.2158	0.4701	0.0000	0.0000	<b>5.6859</b>
2005	5.1005	0.4597	0.0000	0.0000	<b>5.5602</b>
2006	5.0056	0.4900	0.0000	0.0000	<b>5.4956</b>
2007	5.6734	0.4843	0.0000	0.0000	<b>6.1577</b>
2008	5.6592	0.4830	0.0000	0.0000	<b>6.1422</b>
2009	5.6592	0.4830	0.2500	0.0000	<b>6.3922</b>
2010	5.6592	0.4830	0.2500	0.0000	<b>6.3922</b>
2011	5.6592	0.5000	0.2500	0.0000	<b>6.4092</b>
2012	5.6592	0.5000	0.2500	0.0000	<b>6.4092</b>
2013	5.6592	0.5000	0.2500	0.0000	<b>6.4092</b>
2014	5.6592	0.5000	0.2500	0.0000	<b>6.4092</b>
2015	5.6592	0.5000	0.2500	1.0000	<b>7.4092</b>
2016	5.6592	0.5000	0.2500	1.0000	<b>7.4092</b>
2017	5.7400	0.5000	0.2500	1.0000	<b>7.4900</b>

Figure 3



# Budget Factors

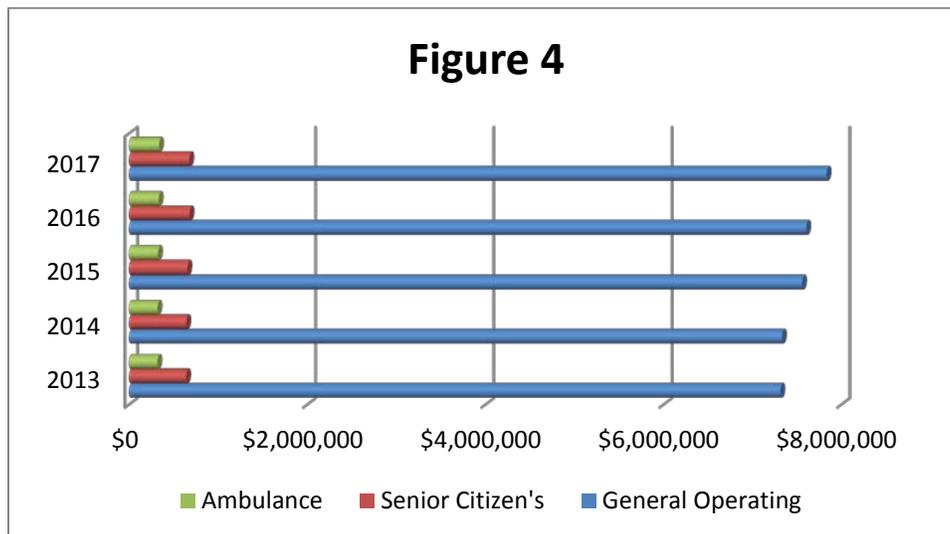
## Revenue

Property Taxes: Economic conditions play an important role in the stability of revenue sources for Cheboygan County. The State of Michigan is showing slow signs of stabilization as indicated by the State's positive job creation and increased revenues over the last two year.

The County's State equalized Value (SEV) decreased 6.10 % in 2011, 5.03 % in 2012, and 2.7 % in 2013 and saw a 2.7% increase in 2014 a 2.8% increase 2015 and 1.81% increase in 2016.

Proposal A adopted in 1994 created State Taxable Value (STV). The increase or decrease in Taxable Value is directly related to the increase or decrease in tax revenue generated for a municipal unit in Michigan. The County's State Taxable Value (STV) decreased 1.42 % in 2011, decreased .43 % in 2012, increased .13 % in 2013, increased 1.4% in 2014, increased 1.6% in 2015 and .92% in 2016. The County estimates conservatively that Taxable Values will increase by the rate of inflation in 2017. Property taxes represent approximately 70% of the County's total General Fund revenue stream.

Figure 4 depicts revenues received by property tax revenue for general operating, senior citizen and ambulance operations between 2013 thru 2015 as well as projected (budgeted) revenues for 2016 and 2017.



State Shared Revenue: The State of Michigan in 2004 enacted Public Act 357 which changed the collection schedule for General Fund operating tax from December to July. This change was factored in over three years beginning with the 2005 summer tax levy; one-third of the County operating property tax levy was collected as a summer tax. In 2006, two-thirds of the operating tax levy was collected in the summer. In 2007 (and thereafter), the entire operating tax levy was collected in the summer. Winter tax bills were reduced each year by the same amount. The additional funds collected, as a result of the accelerated tax billings over this three year time period, were placed in a special fund and were appropriated on a schedule similar to

## Budget Factors

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distributions the County would have received in revenue sharing payments from the State. Appropriations from this fund received by Cheboygan County were completed in 2015.

Cheboygan County now receives revenue Sharing payments from the State which are set each year. The County receives 90% of the State allocation automatically with the remaining 10% received by the County by meeting the State's fiscal transparency guidelines.

Personal Property Tax: The State passed a series of bills in 2013 that eliminate a portion of Personal Property Tax. The bills specifically exempt all parcels which have a PPT value under \$40,000 from taxes immediately. Beginning in 2016, based on a State wide ballot vote approved by voters in 2014 Personal Property for "eligible manufacturing" also received an exemption from personal property taxes. In an effort to reimburse municipal units a portion of lost revenue from manufacturing property the state began replacing a portion of lost PPT revenue to be used to fund essential services (Public Safety).

Federal Grants: The County receives a number of Federal Grants that distribute funding for court and law enforcement programs through the State of Michigan.

Interest Income: Revenue derived from interest bearing accounts is limited due to low interest rates.

Charges for Service: Revenue received for services is estimated to be \$1,183,148 in 2017. This revenue is primarily derived by fees charged for the following services:

- District Court Costs
- Register of Deeds
- Cost Allocation of Centralized Services
- District Court Civil Fees
- Diverted Felons
- Prisoner Board – Out of County
- Circuit Court Costs
- Prisoner Board
- County Clerk
- Others

# Budget Factors

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## Expenditures

Personnel: The 2017 budget maintains the County's current workforce numbers. Wage increases for 2017 are between 1-5% based on contract agreements with labor unions and adjustments to bring wages for positions closer to the average for similar positions as compared to the five counties used in comparing wage and benefits. In an effort to contain cost while providing employees with adequate health care coverage, the County has established health insurance cost caps excluding dental and optical coverage. The caps are set based on the State Caps for health insurance cost each year. For 2017, the County's health care cost is estimated to be \$133,000 below the State Cap. The County also implemented a change in its retirement program for new employees in 2016. The County implemented the MERS Hybrid Plan as a measure to control the growth of long-term pension liability in the future.

The County will continue its current practice of reviewing all retirements and department vacancies to determine if the position will be filled. The County must take a conservative approach when evaluating filling positions to maintain fiscal stability. It is recommended that no new positions be created unless analysis shows a cost savings or service need to the County or there were increases in revenues to accommodate the additional expenses associated with a new position.

## Capital Improvement Program

The Cheboygan County 2017-2022 Capital Improvement Program Plan was approved by Commissioners at the September 13, 2016 Board Meeting. The plan is developed by information submitted by departments concerning capital projects estimated to cost in excess of \$15,000 per project. This information is provided to the Community Development Department for inclusion in the Capital Improvement Plan which is then submitted to the Planning Commission for review and recommendation for Commissioner approval consistent with State law.

The 2017 Capital Improvement Budget recommends the following capital improvement projects for completion:

➤ Animal Shelter Improvements	\$296,000
➤ Phase I Reid Building Renovations	\$300,000
➤ County Building trim/ window replacement	\$ 65,000
➤ County Building Air Unit Replacements	\$ 25,000
➤ Marina Fuel Tank and Fuel Dock Replacement	\$ 80,000
➤ Senior Center Pavement Seal Coating	\$ 25,000

# Budget Factors

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## **Energy Efficiency Measures**

The County has taken measures to improve energy efficiency over the past several years. This effort will continue in 2017 with the replacement of two air conditioning units on the building. This will continue each year until all units are replaced. Measures will also continue with the replacement of thermostats as well as monitoring temperature variations in the building to regulate heating and cooling.

## **Intergovernmental Collaboration Effort**

The Governor and Legislature are currently promoting the collaboration of services between municipal governments. Cheboygan County has a long history of developing and implementing collaborative efforts with partner agencies and units of government. These partnerships have led to the cost efficient delivery of services that provide a high quality of service to the residents, business owners and visitors of the County. The following is a partial list of collaborative services Cheboygan County participates in:

- Charlevoix, Cheboygan and Emmet 911
- Straits Regional Ride
- District Health Department
- Cheboygan County Airport
- Recycling
- NLEA Economic Development programs
- Straits Area Narcotics Enforcement
- Charlevoix, Cheboygan, Emmet Emergency Management Services
- Straits Area Youth Promotion Academy
- Northern Cheboygan County Inter Municipality Planning Committee

# Economic Profile – Cheboygan County

Updated 2017

<b>County Highlights</b>	
<p>Cheboygan County encompasses 720 square miles of nature’s best, strategically located at the tip of Michigan’s Lower Peninsula along the pristine shores of Lake Huron and the Straits of Mackinac. In addition to 35 miles of Lake Huron Shoreline, Cheboygan County has three of the largest inland lakes in Michigan: Burt Lake, Mullett Lake, and Black Lake. Also, the 40 mile Inland Waterway connects some of these inland lakes to Lake Huron. The historic Inland Waterway used to ferry vacationers to their cabins via stern paddlewheel steamers and today is the longest chain of rivers and lakes in Michigan still enjoyed by many recreational boaters and anglers. Over half of the county is pristine forestland and winding their way through these woods and along former railroads are over 250 miles of recreational trails. All ferry lines to Mackinac Island and Bois Blanc Island leave from Cheboygan County. Much of the economy in Cheboygan County is based on the recreational assets, natural resources and the service and retail trade.</p>	
<small>Source: Local County Economic Development Contact</small>	

<b>Transportation</b>	
Main Highways	I-75, US-23, US-31
Michigan State Trunklines	M-27, M-33, M-68, M-212
Cheb. County Intercounty Highways	C-58, C-64, C-66, F-05
Bus Lines	Indian Trails; Straits Area Regional Ride (public transit)
Truck Lines	Everingham Trucking, Inc., USP Trucking
Marinas	Mackinaw City, Cheboygan, Burt Lake, Mullett Lake, Indian River, Black Lake
Rail Lines	None
Ports	Cheboygan (Port Huron)
Airports	Cheboygan County Airport (Cheboygan), Mackinac Island, Peabeaaye Airport, Hoffman’s Black Mountain Aerodrome, Cherry Capital Airport (Traverse City), Chippewa County Int’l (Kinross), Pellston Regional Airport (Emmet County)
Airlines	Northwest AirlinK (Pellston), United Express – (Alpena County Reg. Airport)
<small>Source: Wikipedia.org 2015</small>	

**Adjacent Counties**

- Mackinac County (north)
- Presque Isle County (east)
- Montmorency County (southeast)
- Otsego County (south)
- Charlevoix County (southwest)
- Emmet County (west)

**Cities**

- Cheboygan

**Villages**

- Mackinaw City (part)
- Wolverine

**Unincorporated**

- Afton
- Aloha
- Alverno
- Burt Lake
- Elmhurst
- Indian River
- Mullett Village
- Topinabee
- Tower

**Townships**

- Aloha Township
- Beaugrand Township
- Benton Township
- Burt Township
- Ellis Township
- Forest Township
- Grant Township
- Hebron Township
- Inverness Township
- Koehler Township
- Mackinaw Township
- Mentor Township
- Mullett Township
- Munro Township
- Nunda Township
- Tuscarora Township
- Walker Township
- Waverly Township
- Wilmot Township



## General Data

<b>Population</b>	2010	July 2015	% Change
Cheboygan City	4,867	4,733	-2.75%
Mackinaw City Village	806	802	-0.50%
Wolverine Village	244	237	-2.87%
<b>Cheboygan County</b>	<b>26,152</b>	<b>25,427</b>	<b>-2.77%</b>

Source: American Community Survey, 2015

## Quality of Life

<b>Social Characteristics</b>	2014
Households	11,133
Percent High School Graduate or higher (people 25 years and over)	88.4%
Percent Bachelor's Degree or higher (people 25 years and over)	16.8%
Median Household Income, 2009	\$39,486
Persons below poverty, percent, 2009	17.8%
Homeownership Rate, 2009	81.6%
Median Value of owner-occupied housing, 2009	\$110,800

Source: census.gov 2014

<b>Workforce (Annual, Not Seasonally Adjusted)</b>	
<b>Labor</b>	<b>2015</b>
Total Workforce	10,695
Number Employed	9,756
Number Unemployed	939
Unemployment Rate	8.8%

Source: www.milmi.org

<b>Public School District Information</b>			
<b>School District</b>	<b>Students</b>	<b>Instructors</b>	<b>Buildings</b>
Cheboygan Area Schools	2002	109	6
Inland Lakes Public School	894	45	4
Mackinaw City Public Schools	186	17	1
Wolverine Community Schools	331	24	2

Source: usa.com 2014

<b>Colleges and Universities</b>		
<b>Name</b>	<b>Location</b>	<b>Enrollment</b>
Northwestern Michigan College	Traverse City (Grand Traverse County)	4,502
North Central Michigan College	Petoskey (Emmet County)	2,581

Source: www.collegeboard.com 2015

## **Cheboygan County Contacts**

### **Karen Brewster, County Clerk**

Phone: (231) 627-8808

Fax: (231) 627-8453

Email: [clerk@cheboygancounty.net](mailto:clerk@cheboygancounty.net)

870 South Main St., Cheboygan, MI 49721

### **Jeffery Lawson, County Administrator**

Phone: (231) 627-8855

Fax: (231) 627-8881

Email: [adminlawson@cheboygancounty.net](mailto:adminlawson@cheboygancounty.net)

870 South Main St., Cheboygan, MI 49721

## **County Economic Development Contacts**

Andy Hayes, President, Northern Lakes Economic Alliance

Phone (231) 582-6482

Fax (231) 582-3213

Email: [info@northernlakes.net](mailto:info@northernlakes.net) Website: [www.northernlakes.net](http://www.northernlakes.net)

Steve Schnell, Cheboygan County Community Development Director

Phone: (231) 627-8485

Fax: (231) 627-3646

Email: [steve@cheboygancounty.net](mailto:steve@cheboygancounty.net)

## **City Office**

### **Cheboygan**

Tom Eustice, City Manager

Phone: (231) 627-9931

Fax: (231) 627-6351

Email: [teustice@cheboygan.org](mailto:teustice@cheboygan.org)

403 N. Huron, PO Box 39, Cheboygan, Michigan 49721

## **Village Offices**

### **Mackinaw City**

David White, Village Manager

Phone: 231-436-5351

Fax: 231-436-4166

Email: [info@mackinawcity.org](mailto:info@mackinawcity.org)

102 S. Huron, Mackinaw City, MI 49701

### **Wolverine**

Ralph Ochs, Village President

Phone: 231-525-8351

Email: [ralphochs@yahoo.com](mailto:ralphochs@yahoo.com)

Wolverine, MI 49799

## Top Cheboygan County Employers (2016):

<b>Top Employers</b>	<b>Employees</b>
Cheboygan Area Schools	280
McLaren Northern Michigan Hospital - Cheboygan Campus	225
Walmart	200
Vitalcare	200
Cheboygan County	165
Shepler's Mackinac Island Ferry	161
Tendercare	120
Spartan Stores	105
Tube Fab/Roman Engineering Company	101
Kmart	101
Cheboygan-Otsego-Presque Isle ESD	95

## Top Cheboygan County Taxpayers (2016):

<b>Top Taxpayers</b>	<b>Parcels</b>	<b>Taxable Value</b>
Enbridge Energy	16	15,762,593
Consumers Energy	38	13,708,336
Presque Isle Electric & Gas Co-op	30	6,994,025
DTE Energy	28	5,173,698
Walmart	1	4,651,477
Union Building Corporation	7	3,498,142
Courtyards of Mackinaw	1	3,147,000
Queens Properties	3	2,877,366
Michigan Electric Transmission Company	4	2,467,150
Wright Cottage	3	2,347,426
<b>Total Top Taxpayers</b>	<b>131</b>	<b>60,627,213</b>
Total County		1,368,313,230
Top Taxpayers/County		4.43%

## **DESCRIPTION OF FUNDS**

## Description of Funds

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### **GENERAL FUND – FUND 101**

The County's major operating fund used to account for resources traditionally associated with the government which are not required to be accounted for in another fund.

#### **GENERAL FUND REVENUE:**

The majority of General Fund revenues are generated by property tax revenue. The County's millage rate is recommended to increase to 5.7400 Mills. The millage rate is set by the County Commissioners in May of each year. Revenues raised by property tax are projected to increase slightly in 2017. This increase will be partially offset by a loss in Personal Property Tax. The County has taken measures over the past several years to prepare for economic conditions by maintaining adequate reserves to stabilize revenues. This budget recommends the use of \$822,112 of Fund Equity to balance the budget.

**GENERAL FUND EXPENDITURES:** The General Fund receives revenues to cover expenditures for the following activities:

- Commissioners
- Circuit Court
- District Court
- Victim's Rights
- Jury Board
- Probate Court
- Elections

- Finance
- Administrative Office
- Clerk/Register of Deeds
- Equalization
- Information Systems
- Prosecuting Attorney
- Geographic Information Systems
- Treasurer
- Tax Allocation Board
- Maintenance
- Major Equipment/ Building Improvements
- Human Resources
- Drain Commissioner
- Surveyor
- General County
- Sheriff
- ORV Enforcement
- CCE 911
- Marine Safety
- Snow Mobile Safety
- Sheriff Secondary Road Patrol
- Stonegarden Grant
- Sheriff Local Grants
- Canine Unit
- Corrections/Communications
- Planning/Zoning
- Tri-County Emergency Management
- Animal Shelter/Dog Warden
- Health Department
- Medical Examiner
- Veterans
- MSU Extension
- Fair Grounds
- Veteran's Park
- Soil Conservation
- Plat Board
- Appropriations to Other Funds
- Insurances

# Description of Funds

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## ALL REMAINING FUNDS

### Family Counseling Fund – Fund 102

This fund accounts for a portion of marriage license revenue that is set aside to provide counseling services at the discretion of the Circuit Court.

### Termination Liability Fund – Fund 105

This fund exists to fund accrued compensation pay-outs for employees at their separation from County employment. The fund is budgeted to maintain a balance of 25% of all accrued compensated absences as determined for the most recent financial statement audit.

### P.A. 302 Training Fund – Fund 107

This fund was created in response to Public Act 302 of 1982 – Michigan Justice Training Commission. It accounts for the state distribution of training funds provided for Sheriff's Department personnel.

### P.A. 106 Fund – Fund 108

This fund was created under Public Act 106. It accounts for the quarterly distribution of revenue collected from convention facilities, which is distributed 50% to the General Fund and 50% to substance abuse services.

### Probation Enhancement Fund – Fund 111

This fund accounts for revenue received from the Circuit Court costs assessed to criminal offenders. These funds are used to provide supplies to the Michigan Department of Correction probation staff covering Cheboygan County.

### Victim's Restitution Fund – Fund 112

This fund accounts for revenue received from Circuit Court costs assessed to criminal offenders. These funds are used to provide restitution to victims of crime in cases where restitution cannot be collected from the perpetrator of the crime.

### County Remonumentation Grant Fund – Fund 114

Under Public Act 345 of 1990, the State may offer annual grants to provide survey, monumentation and remonumentation of the public land survey corners and other activities in accordance with the Act and in accordance with the County's Survey, Monumentation and Remonumentation Plan as approved by the Director of the Department of Energy, Labor and Economic Growth. This grant is evenly distributed to the survey firms located within the County.

### County Road Fund – Fund 201

This fund accounts for the operation of the County Road Commission, including all State motor fuel taxes which are earmarked by law for street and highway purposes, Federal aid for highway purposes, taxes and special assessments for road purposes as well as State Trunk line maintenance contracts. Funds are passed through Cheboygan County to the Cheboygan County Road Commission.

### Jaws of Life Fund – Fund 210

This fund accounts for maintenance activities related to the Jaws of Life units located throughout Cheboygan County.

## Description of Funds

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### **Community Projects – Fund 211**

This fund accounts for revenue collected through the Sheriff's Department to fund community projects like the child ID kits and victim services unit.

### **Friend of the Court – Family Court Fund – Fund 215**

This fund accounts for all activities related to the areas of child custody, parenting time, and support (including health care coverage for children and spousal support) as required by Public Acts 294, 295, 296, 297 and 298 of 1982, as amended.

### **Ambulance Millage Fund – Fund 217**

This fund accounts for a tax levy for the purpose of providing ambulance services authorized by a vote of the electors of the local unit of government. These funds are distributed to service providers based township service area.

### **Doris Reid Building Fund – Fund 220**

This fund accounts for operation of the Doris Reid Building. It is funded through rents collected from leaseholders.

### **Recycling Fund – Fund 226**

This fund accounts for County's recycling program activities. It is funded through user fees collected from each household established by the local assessor in 13 of the participating townships and on an individual household basis for non-participating townships.

### **Cellular Phone Flow Through Fund – Fund 230**

This fund accounts for the cellular device assessment collected on behalf of Charlevoix, Cheboygan and Emmet (CCE) 911 received from

the State of Michigan. These funds are distributed to the 911 dispatch organizations based on two criteria; a per capita amount and an equal per county amount. This is a pass-through fund.

### **CCE 911 4% Surcharge Fund – Fund 231**

This fund accounts for the \$.50 per line surcharge collected on behalf of Charlevoix, Cheboygan and Emmet (CCE) 911 received from telephone companies. This is a pass-through fund.

### **DNR Forest Flow Through Fund – Fund 234**

This fund accounts for revenue collected on behalf of specific townships and schools received from the Department of Natural Resources and Environment under CDFA #10.665, Schools and Roads – Grants to States for Timber Sales. This is a pass-through fund. This fund was created at the request of the DNRE.

### **Public Improvement Fund – Fund 245**

This fund accounts for non-tax revenue set aside for statutory public improvements. The fund is authorized by Public Act 136 of 1956.

### **Building Department Fund – Fund 249**

This fund accounts for revenues earmarked for building construction code enforcement activities. The fund is required by Section 22(1) of Public Act 230 of 1970.

### **Register of Deeds Automation Fund – Fund 256**

This fund accounts for funds set aside under provisions of Public Act 698 of 2002 for upgrading technology in the Register of Deeds' Office under the Revised Judicature Act of 1961.

## Description of Funds

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### **Disaster Contingency Fund – Fund 258**

This fund accounts for money provided by the County Board for the specific purpose of mitigation of disaster related expenses that represent an extraordinary burden on the County in relation to its available resources. This fund is used by counties with a population of 10,000 or more and is permitted by Section 19 of Public Act 390 of 1976.

### **Sheriff's Work Crew Program – Fund 260**

This fund accounts operation of the Sheriff's Work Crew. It is funded through participation fees and charges for services rendered.

### **Sheriff Special Projects Fund – Fund 262**

This fund accounts for revenue collected through the Sheriff's Department to fund special projects like Project Life Saver.

### **Concealed Pistol Licensing Fund – Fund 263**

This fund was created in 2016 to account for application fees collected by the County Clerk related to new and renewal concealed weapons licenses as required by in MCL 28.425b(5) and 28.425b(9).

### **Local Corrections Officer Training Fund – Fund 264**

This fund accounts for revenue collected through the Sheriff's Department (\$10 of the jail booking fee) to provide training opportunities for corrections officers.

### **D.A.R.E. Fund – Fund 266**

This fund accounts for the Drug Abuse Resistance Education program provided in Cheboygan County Schools.

### **Drug Court – Adult – Circuit Fund – Fund 267**

This fund accounts for the 53<sup>rd</sup> Circuit Court – Drug Court Operations. The Drug Court provides services to offenders who are in the criminal justice system as a result of their addiction to drugs or alcohol. The Drug Court provides intensive therapy, testing and judicial monitoring.

### **Sobriety Court – District Fund – Fund 268**

This fund accounts for the 89<sup>th</sup> District Court – Sobriety Court Operations. The Sobriety Court provides services to offenders who are in the criminal justice system as a result of their addiction to drugs or alcohol. The Sobriety Court provides intensive therapy, testing and judicial monitoring.

### **County Law Library Fund – Fund 269**

This fund accounts for maintenance of the County law library. This funds revenue sources include a specified portion of the penal fines collected each year by the County courts and a General Fund appropriation. This fund is required by MCL 600.4851.

### **Veterans' Assistance Fund – Fund 270**

This fund accounts for moneys allocated through the Emergency Food and Shelter Program and donations made to Cheboygan County to provide assistance to veterans and their families.

## Description of Funds

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### **ORV Fund – Fund 273 (Formerly Fund 263)**

This fund accounts for fines and damages collected under the 2009 ORV Ordinance, which are distributed 50% to the Sheriff's Department - ORV Enforcement Division and 50% to the Cheboygan County Road Commission. This fund was renumbered from 263 in 2016.

### **SAYPA Program Fund – Fund 276**

This fund accounts for the operations of the Straits Area Youth Promotion Academy, a multi-dimensional drug, violence and other anti-social behavioral prevention program for middle and/or high school age adjudicated youth. This program was established to reduce the out-of-county placement costs of Cheboygan County youth.

### **Senior Citizens' Millage Fund – Fund 277**

This fund was established to collect and remit property taxes levied to support programs and services to the elderly in Cheboygan County. These funds are distributed through an annual application process.

### **Cheboygan County Housing Commission Fund – Fund 281**

This fund accounts for housing programs provided to the citizens of Cheboygan County through Cheboygan County funds contributed at the inception of the housing department and program income from HUD – Small Cities loans.

### **Cheboygan County Housing Grant Fund – Fund 283**

This fund accounts for housing programs provided to the citizens of Cheboygan County through grant funds and program income.

### **Cheboygan Social Services Fund – Fund 289**

This fund accounts for the activity of the Department of Human Services oversight board.

### **Child Care Fund – Fund 292**

This fund accounts for all children foster care activities supervised by both the Probate Court and the Department of Human Services. Funding for costs related to family foster care, institutional care, in-home care and independent living is provided 50% through a General Fund appropriation and 50% through State reimbursement.

### **Soldiers' Relief Fund – Fund 293**

This fund accounts for a General Fund appropriation (not to exceed 2/10 of a mill) to provide assistance to indigent veterans and their families. This fund is required by MCL 35.21.

### **Veterans' Trust Fund – Fund 294**

This fund accounts for quarterly and special allotments received from the Michigan Veteran's Trust Fund as required by MCL 35.607 to provide aid to needy Cheboygan County Veterans. Special allotments are secured from the State via an application process.

### **Senior Citizens' Bussing Fund – Fund 297**

This fund accounts for specialized transit operational revenue received from the Michigan Department of Transportation passed through Cheboygan County to the Cheboygan Area Council on Aging for senior citizen transportation needs.

## Description of Funds

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### **DAV Van – Fund 299**

This fund accounts for the fundraising efforts used to support the Disables American Veteran’s van supplied for Cheboygan County Veterans.

### **Inverness Sewer Project Fund – Fund 351**

This fund accounts for the repayment of Inverness Township’s sewer bond from Rural Development.

### **County Road Construction Project Debt Service Fund – Fund 352**

This fund accounts for the repayment of the 2004 Cheboygan County Road Commission bonds from the Michigan Transportation Fund issued to construct the Indian River facility.

### **Court House Preservation Fund – Fund 401**

This fund was created under Resolution #05-020 for the purpose of appropriating, providing for, setting aside and accumulating moneys to be used for acquiring, constructing, extending, altering, repairing or equipping public improvements or public buildings which Cheboygan County may, by provisions of general law, be authorized to acquire, construct, extend, alter, enlarge, equip or repair. These funds are collected through the 89<sup>th</sup> District Court (at a rate of 10%) for violation of the penal law of this state or ordered in a civil infraction for the violation of a law of this state and paid to the Cheboygan County Treasurer pursuant to MCL 600.8379(b).

### **D.H.S. (Formerly F.I.A.) Building Fund – Fund 418**

This fund accounts for the building projects at the Department of Human Services building.

### **Doris Reid Building Capital Project Fund – Fund 422**

This fund accounts for the building projects at the Doris Reid building.

### **Animal Control Capital Project Fund – Fund 430**

This fund accounts for the building projects at the Animal Control facility.

### **CCE 911 Development & Capital Fund – Fund 450**

This fund accounts for the quarterly allocation provided to CCE 911 for capital needs and accumulates the amount requested on an annual basis for contingency.

### **County Marina Fund – Fund 509**

This fund accounts for operations of the County Marina.

### **100% Tax Payment Fund (also known as the Delinquent Tax Fund) – Fund 516**

This fund accounts for collection of each year’s delinquent taxes and was established by resolution of the County Board of Commissioners pursuant to MCL 211.87b. No budget is required.

### **Tax Foreclosure Fund – Fund 517**

This fund accounts for foreclosure activities initiated by the Cheboygan County Treasurer. No budget is required.

### **County Fair Fund – Fund 561**

This fund accounts for operations of the County Fair.

## Description of Funds

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### **Straits Regional Ride Fund – Fund 588**

This fund accounts for the public transit operations provided to Cheboygan, Emmet and Presque Isle Counties.

### **Jail Commissary Fund – Fund 595**

This fund accounts for all revenues and expenses for the operation of the jail commissary.

### **T & A Account Fund – Fund 701**

This fund accounts for resources held by the County in a purely custodial capacity. No budget is required.

### **Friend of the Court (T & A Account) Fund – Fund 706**

This fund accounts for resources held by the Friend of the Court in a purely custodial capacity, i.e. support payments. No budget is required.

### **Library (T & A Account) Fund – Fund 721**

This fund accumulates money collected by courts for fines imposed for State law violations which must be apportioned annually by the County Treasurer among the public and County Law libraries. No budget is required.

### **District Court (T & A Account) Fund – Fund 760**

This fund accounts for bond and other trust money held by the 89<sup>th</sup> District Court. No budget is required.

### **Inmate (T & A Account) Fund – Fund 764**

This fund accounts for money belonging to inmates lodged at the County jail. No budget is required.

### **Revolving Drain Fund – Fund 802**

This fund accounts for money advanced from the County's General Fund for engineering, surveys and other preliminary costs of new drains and maintenance work on established drains. This fund is permitted by Chapter 12 of Public Act 40 of 1956, as amended.

## **SUMMARY FUND BUDGETS**

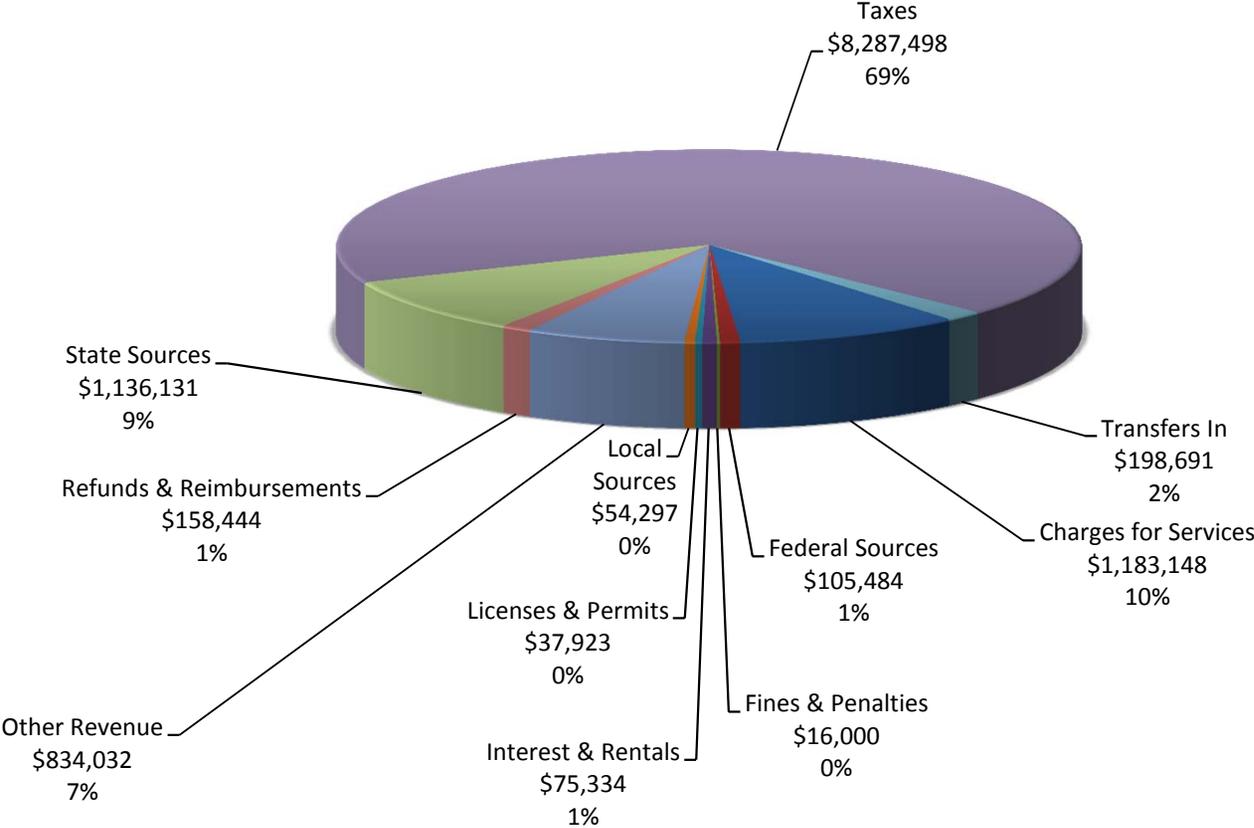
**CHEBOYGAN COUNTY - 2017 BUDGET**

**FUND - SUMMARY**

**TABLE OF CONTENTS FOR THE LINE ITEM BUDGET DETAIL**

<b>FUND</b>	<b>FUND NAME</b>	<b>REVENUES AND EXPENDITURES</b>	<b>PAGE NUMBER</b>
101	General Fund	\$12,086,982	1-53
<b>SPECIAL REVENUE FUNDS</b>			
102	Family Counseling	\$29,360	54-55
105	Termination Liability	\$80,000	56-57
107	PA 302 Training	\$4,400	58-59
108	Public Act 106	\$134,610	60-61
111	Probation Enhancement	\$4,020	62-63
112	Victim's Restitution	\$182	64-65
114	Remonumentation Grant	\$46,131	66-67
201	County Road	\$6,012,915	68-69
211	Community Projects	\$1,000	70-72
215	Friend of the Court	\$533,458	73-74
217	Ambulance Millage	\$338,088	75-77
220	Doris Reid Building	\$81,705	78-79
226	Recycling	\$321,550	80-81
230	Cellular Phone Flow Through	\$150,000	82-83
231	CCE 911 4% Phone Surcharge	\$175,000	84-85
234	DNR Forest Flow Through	\$5,200	86-87
249	Building Department Fund	\$453,776	88-89
256	Register of Deeds Automation	\$33,000	90-91
258	Disaster Contingency	\$10,000	92-93
260	Sheriff's Work Crew Program	\$26,800	94-95
262	Sheriff Special Projects Fund	\$1,000	96-97
263	Concealed Pistol Licensing	\$15,000	98-99
264	Local Corrections Officer Training	\$8,000	100-101
266	D.A.R.E.	\$900	102-103
267	Drug Court	\$127,500	104-106
268	Sobriety Court	\$12,200	107-108
269	Law Library	\$12,400	109-110
270	Veterans Assistance	\$3,000	111-112
273	ORV	\$200	113-114
276	SAYPA Program	\$99,741	115-116
277	Senior Citizen Millage	\$678,439	117-118
281	Housing Commission	\$32,000	119-120
283	Housing Grant	\$319,140	121-124
289	Cheboygan Social Service	\$7,400	125-126
292	Child Care	\$1,180,567	127-137
293	Soldier's Relief	\$5,220	138-139
294	Veteran's Trust	\$10,000	140-141
297	Senior Citizen's Busing	\$25,000	142-143
299	DAV Van	\$1,500	144-145
401	Court House Preservation	\$125,000	150-151
450	CCE 911 Development	\$50,733	158-159
561	County Fair	\$200,018	163-165
<b>DEBT SERVICE FUNDS</b>			
351	Inverness Sewer Project	\$214,094	146-147
352	County Road Debt Service	\$192,003	148-149
<b>ENTERPRISE FUNDS</b>			
509	County Marina	\$533,145	160-162
588	Straits Regional Ride	\$1,305,695	166-167
595	Jail Commissary Fund	\$125,000	169-170
<b>CAPITAL PROJECT FUNDS</b>			
418	D.H.S. Building Fund	\$18,800	152-153
422	Doris Reid Building Capital Project Fund	\$300,000	154-155
430	Animal Control Capital Project Fund	\$296,000	156-157
802	Revolving Drain Fund	\$100	171-172
	<b>Total</b>	<b>\$26,427,972</b>	

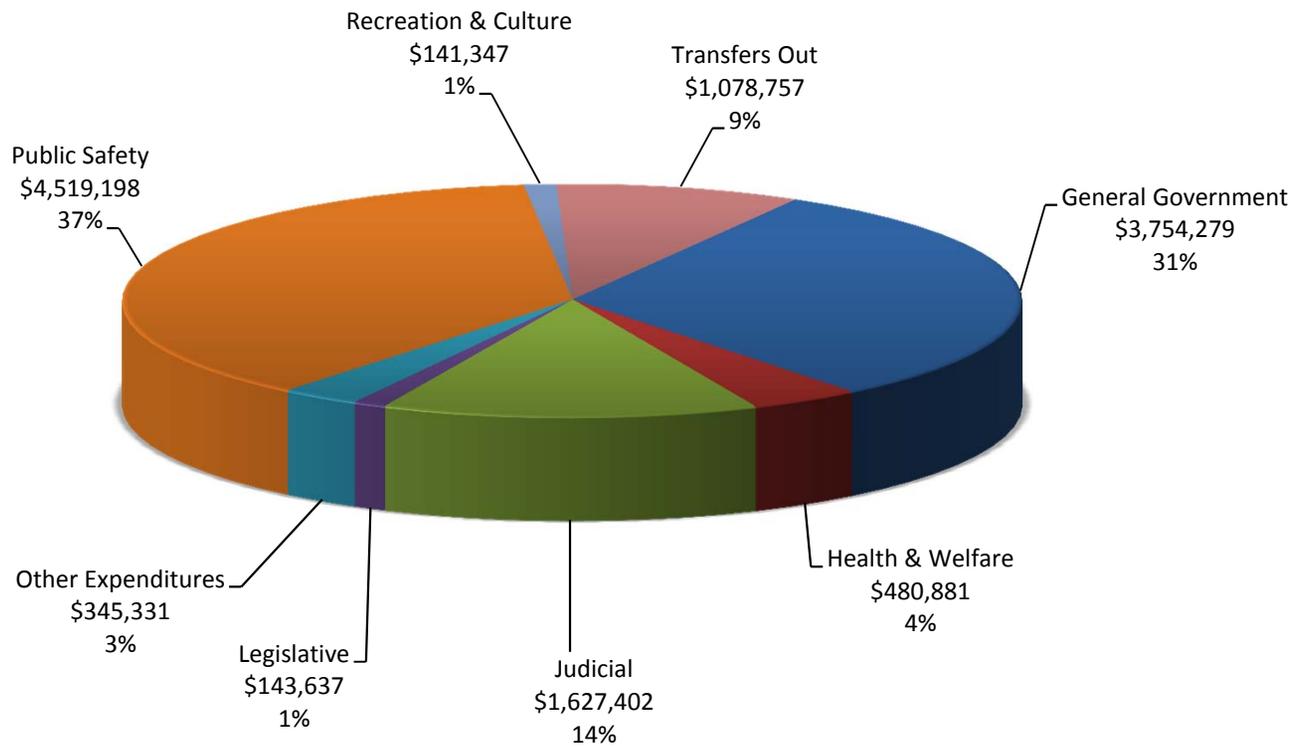
# Cheboygan County General Fund Budgeted Revenues 2017



**Cheboygan County**  
**General Fund Budgeted Revenues Detail**  
**2017**

<b>Taxes</b>				<b>Licenses &amp; Permits</b>			
Current Tax - Residential and Commercial	\$	7,835,432		Zoning Permits	\$	23,338	
Swamp Tax Refund		347,303		Soil Sedimentation Permits		10,710	
Convention & Tourism Tax		67,305		Other		3,875	
Other		37,458				<u>37,923</u>	
Total	\$	<u>8,287,498</u>	69%	Total	\$	<u>37,923</u>	0%
<b>Transfers In</b>				<b>Local Sources</b>			
Transfer In from Sale Proceeds from Treasurer's Office	\$	80,599		Revenue from Other Counties	\$	54,297	0%
Transfer In from SAYPA		86,912					
Other		31,180		<b>Other Revenue</b>			
Total	\$	<u>198,691</u>	2%	Use of Fund Equity	\$	822,112	
				Donation - Canine Unit		10,000	
				Other		1,920	
				Total	\$	<u>834,032</u>	7%
<b>Charges for Services</b>				<b>Refunds &amp; Reimbursements</b>			
District Court Costs	\$	380,000		Insurance Premium Refund	\$	50,000	
Charge for Centralized Services		180,143		Inmate Telephone		20,000	
Register of Deeds Fees		225,000		Data Processing Fees		18,500	
Diverted Felons - Local Reimbursements		30,000		Sheriff Wage Reimbursement		1,200	
District Court/Civil Fees		45,000		Maintenance Wage Reimbursement		12,154	
Circuit Court Costs		48,000		Prosecuting Attorney Abused & Neglected Child Contract		25,500	
Circuit Court Attorney Fee Reimbursement		30,000		M.A.P.S.		10,000	
Prisoner Work Release		30,000		Treasurer Wage Reimbursement		6,200	
County Clerk/Current Services		21,000		Insurance & Bond Reimbursements		6,090	
Housing Administration Fee		60,155		Circuit Court Jury Reimbursement		4,300	
Other		133,850		Other		4,500	
Total	\$	<u>1,183,148</u>	10%	Total	\$	<u>158,444</u>	1%
<b>Federal Sources</b>				<b>State Sources</b>			
Prosecuting Attorney Title IV-D Grant	\$	60,401		State Revenue Sharing	\$	569,740	
Stonegarden Grant		32,100		Court Equity Fund		125,000	
Enforcement Zone Grant		12,983		Probate Judge's Salary		95,594	
		<u>105,484</u>	1%	Secondary Road Patrol Grant		52,359	
				Prosecuting Attorney Victims Rights Grant		60,401	
<b>Fines &amp; Penalties</b>				Marine Safety Program Grant		48,900	
Ordinance Fines & Costs	\$	15,000		Probate Judge's Standard Payment		45,724	
Bond Forfeitures		1,000		Circuit Judge's Standard Payment		45,724	
Total	\$	<u>16,000</u>	0%	District Judge's Standard Payment		36,579	
				Juvenile Officer Grant		27,317	
<b>Interest &amp; Rentals</b>				ORV Enforcement Grant		17,700	
Rents	\$	62,284		Snow-Mobile Safety Program Grant		8,000	
Interest Earned		11,650		Other		3,093	
Other		1,400		Total	\$	<u>1,136,131</u>	9%
Total	\$	<u>75,334</u>	1%				
<b>General Fund Budgeted Revenues</b>					<b>\$</b>	<b><u>12,086,982</u></b>	<b>100%</b>

# Cheboygan County General Fund Budgeted Expenditures 2017





2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<b>Fund: 101 GENERAL COUNTY</b>		
Totals for dept 101-COMMISSIONERS		143,637
Totals for dept 131-CIRCUIT COURT		312,461
Totals for dept 136-DISTRICT COURT		623,024
Totals for dept 139-VICTIM'S RIGHTS		84,143
Totals for dept 145-JURY BOARD		10,810
Totals for dept 148-PROBATE COURT		596,964
Totals for dept 191-ELECTIONS		28,818
Totals for dept 202-FINANCE DEPARTMENT		304,114
Totals for dept 212-ADMINISTRATIVE OFFICE		221,776
Totals for dept 215-CLERK/REGISTER		447,393
Totals for dept 225-EQUALIZATION		257,468
Totals for dept 228-INFORMATION SYSTEMS		310,077
Totals for dept 229-PROSECUTING ATTORNEY		608,258
Totals for dept 243-GIS		68,605
Totals for dept 253-COUNTY TREASURER		262,257
Totals for dept 260-TAX ALLOCATION BOARD		950
Totals for dept 265-COUNTY MAINTENANCE DEPT		480,134
Totals for dept 267-MAJOR EQ/BLDG IMP		167,000
Totals for dept 270-HUMAN RESOURCE		5,895
Totals for dept 275-DRAIN COMMISSIONER		6,090
Totals for dept 284-COUNTY SURVEYOR		1,750
Totals for dept 285-GENERAL COUNTY		507,379
Totals for dept 301-SHERIFF		1,666,212
Totals for dept 302-ORV ENFORCEMENT		19,474
Totals for dept 325-CCE 911		431,362
Totals for dept 331-MARINE SAFETY		107,148
Totals for dept 332-SNO-MOBILE SAFETY *		9,804
Totals for dept 333-SHERIFF SECONDARY ROAD PATROL		75,800
Totals for dept 334-STONEGARDEN GRANT		32,100
Totals for dept 335-SHERIFF - LOCAL GRANTS		9,885
Totals for dept 337-SHERIFF-FEDERAL GRANTS		12,983
Totals for dept 338-CANINE UNIT		10,000
Totals for dept 351-CORRECTIONS/COMMUNICATIONS		1,477,271
Totals for dept 400-REVENUE CONTROL		12,086,982
Totals for dept 412-PLANNING/ZONING DEPT		360,611
Totals for dept 426-TRI-COUNTY EMERGENCY MANAGEMEN		82,503
Totals for dept 430-ANIMAL SHELTER/DOG WARDEN		155,440
Totals for dept 441-DEPARTMENT OF PUBLIC WORKS		340
Totals for dept 600-HEALTH DEPARTMENTS		338,149
Totals for dept 605-C/D - HEALTH DEPARTMENT		500
Totals for dept 648-MEDICAL EXAMINER		19,507
Totals for dept 682-VETERANS		122,725
Totals for dept 731-COUNTY MSU EXTENSION OFFICE		130,860
Totals for dept 751-FAIR GROUNDS / EVENTS		47,772
Totals for dept 753-VETERAN'S PARK		7,000
Totals for dept 784-SOIL CONSERVATION		13,720
Totals for dept 900-SPECIAL APPROPRIATIONS		86,575
Totals for dept 902-APPRO/TRANSFERS TO OTHER FUNDS		1,074,907
Totals for dept 941-GENERAL CONTINGENCY		157,331
Totals for dept 954-INSURANCES		188,000

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 102	FAMILY COUNSELING FUND	
Totals for dept 131-	CIRCUIT COURT	29,360
Totals for dept 400-	REVENUE CONTROL	29,360

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 105 TERMINATION LIABILITY FUND		
Totals for dept 215-CLERK/REGISTER		80,000
Totals for dept 400-REVENUE CONTROL		80,000
<hr/>		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 107 P A 302	TRAINING FUND	
Totals for dept 301-	SHERIFF	4,400
Totals for dept 400-	REVENUE CONTROL	4,400

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 108 PUBLIC ACT 106 FUND		
Totals for dept 253-COUNTY TREASURER		134,610
Totals for dept 400-REVENUE CONTROL		134,610
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BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
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Fund: 111	PROBATION ENHANCEMENT FUND	
	Totals for dept 131-CIRCUIT COURT	4,020
	Totals for dept 400-REVENUE CONTROL	4,020
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BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 112	VICTIM'S RESTITUTION FUND	
	Totals for dept 131-CIRCUIT COURT	182
	Totals for dept 400-REVENUE CONTROL	182
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	BEGINNING FUND BALANCE	
	ENDING FUND BALANCE	

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 114	COUNTY REMONUMENTATION GRANT FUND	
	Totals for dept 247-REMONUMENTATION GRANT	46,131
	Totals for dept 400-REVENUE CONTROL	46,131
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BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 201 COUNTY ROAD		
Totals for dept 253-COUNTY TREASURER		6,012,915
Totals for dept 400-REVENUE CONTROL		<hr/> 6,012,915
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 211	COMMUNITY PROJECTS	
Totals for dept 351-	CORRECTIONS/COMMUNICATIONS	500
Totals for dept 352-	VICTIMS SERVICES UNIT	500
Totals for dept 400-	REVENUE CONTROL	<hr/> 1,000
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 215	FRIEND OF THE COURT-FAMILY COURT FUND	
Totals for dept 141-	FRIEND OF THE COURT	533,458
Totals for dept 400-	REVENUE CONTROL	533,458
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
Fund: 217	AMBULANCE MILLAGE	
Totals for dept 253-	COUNTY TREASURER	211
Totals for dept 400-	REVENUE CONTROL	338,088
Totals for dept 651-	AMBULANCE	337,877
		<hr/>
	BEGINNING FUND BALANCE	
	ENDING FUND BALANCE	

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 220 DORIS REID BUILDING		
Totals for dept 266-BUILDING REPAIRS & MAINTENANCE		81,705
Totals for dept 400-REVENUE CONTROL		81,705
<hr/>		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 226 RECYCLING		
Totals for dept 400-REVENUE CONTROL		321,550
Totals for dept 525-RECYCLING PROGRAM		321,550
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BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 230	CELLULAR PHONE FLOW THROUGH	
	Totals for dept 253-COUNTY TREASURER	150,000
	Totals for dept 400-REVENUE CONTROL	150,000

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
Fund: 231 CCE 911 4%	PHONE SURCHARGE	
Totals for dept 325-CCE 911		175,000
Totals for dept 400-REVENUE CONTROL		<u>175,000</u>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 234 DNR FOREST FLOW THROUGH		
Totals for dept 253-COUNTY TREASURER		5,200
Totals for dept 400-REVENUE CONTROL		5,200

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 249	BUILDING DEPARTMENT FUND	
	Totals for dept 371-CONSTRUCTION CODE	453,776
	Totals for dept 400-REVENUE CONTROL	453,776

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 256	REGISTER OF DEEDS AUTOMATION	
	Totals for dept 215-CLERK/REGISTER	33,000
	Totals for dept 400-REVENUE CONTROL	33,000
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BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 258	DISASTER CONTINGENCY FUND	
	Totals for dept 253-COUNTY TREASURER	10,000
	Totals for dept 400-REVENUE CONTROL	10,000
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BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 260	SHERIFF'S WORK CREW PROGRAM	
	Totals for dept 351-CORRECTIONS/COMMUNICATIONS	26,800
	Totals for dept 400-REVENUE CONTROL	26,800
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 262 SHERIFF SPECIAL PROJECTS FUND		
Totals for dept 339-PROJECT LIFE SAVER		1,000
Totals for dept 400-REVENUE CONTROL		1,000
<hr/>		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 263	CONCEALED PISTOL LICENSING	
	Totals for dept 215-CLERK/REGISTER	15,000
	Totals for dept 400-REVENUE CONTROL	15,000
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 264 LOCAL CORR OFFICER TRAIN FUND		
Totals for dept 351-CORRECTIONS/COMMUNICATIONS		8,000
Totals for dept 400-REVENUE CONTROL		8,000
<hr/>		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 266 D.A.R.E.		
Totals for dept 301-SHERIFF		900
Totals for dept 400-REVENUE CONTROL		900
<hr/>		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 267	DRUG COURT - ADULT - CIRCUIT	
	Totals for dept 131-CIRCUIT COURT	22,500
	Totals for dept 165-BYRNE GRANT	105,000
	Totals for dept 400-REVENUE CONTROL	<hr/> 127,500
	BEGINNING FUND BALANCE	
	ENDING FUND BALANCE	

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 268 SOBRIETY COURT		
Totals for dept 136-DISTRICT COURT		12,200
Totals for dept 400-REVENUE CONTROL		12,200
<hr/>		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 269	COUNTY LAW LIBRARY	
	Totals for dept 143-LAW LIBRARY	12,400
	Totals for dept 400-REVENUE CONTROL	12,400

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 270	VETERANS ASSISTANCE FUND	
	Totals for dept 400-REVENUE CONTROL	3,000
	Totals for dept 682-VETERANS	3,000
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/> Fund: 273 ORV FUND		
Totals for dept 302-ORV ENFORCEMENT		200
Totals for dept 400-REVENUE CONTROL		<hr/> 200

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/> Fund: 276 SAYPA PROGRAM		
	Totals for dept 156-SAYPA CC	99,741
	Totals for dept 400-REVENUE CONTROL	<hr/> 99,741

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 277	SENIOR CITIZEN MILLAGE	
Totals for dept 253-	COUNTY TREASURER	678,439
Totals for dept 400-	REVENUE CONTROL	678,439

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 281	CHEBOYGAN COUNTY HOUSING COMM-ESCROW	
	Totals for dept 400-REVENUE CONTROL	32,000
	Totals for dept 822-HUD COMMISSION	32,000

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 283	CHEBOYGAN COUNTY HOUSING GRANT	
Totals for dept 400-	REVENUE CONTROL	319,140
Totals for dept 723-	HOUSING GRANT (CDBG) - PROGRAM	69,700
Totals for dept 724-	HOUSING GRANT (HPG) - PROGRAM	63,000
Totals for dept 823-	HOUSING GRANT COMMITTEE (CDBG)	186,440
<hr/>		

BEGINNING FUND BALANCE

ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 289 CHEB SOC SER - COUNTY FUNDS		
Totals for dept 400-REVENUE CONTROL		7,400
Totals for dept 670-SOCIAL SERVICES		7,400
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 292	CHILD CARE - FAMILY COURT	
Totals for dept 148	PROBATE COURT	110,600
Totals for dept 149	PROBATE COURT/FAMILY CT	17,366
Totals for dept 150	INTENSIVE PROBATION	213,321
Totals for dept 151	COUNTY BASIC GRANT	15,000
Totals for dept 157	AFTER HOURS SUPPORTIVE SERVICE	9,904
Totals for dept 160	HOME BASE SERVICES	35,000
Totals for dept 161	SAYPA	231,586
Totals for dept 162	INTENSIVE PROBATION 2	2,190
Totals for dept 400	REVENUE CONTROL	1,180,567
Totals for dept 661	CHILD CARE - STATE	315,000
Totals for dept 670	SOCIAL SERVICES	230,600

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/> Fund: 293 SOLDIERS RELIEF		
Totals for dept 400-REVENUE CONTROL		5,220
Totals for dept 689-SOLDIERS RELIEF COMMISSION		<hr/> 5,220

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 294	VETERANS TRUST	
	Totals for dept 400-REVENUE CONTROL	10,000
	Totals for dept 683-VETERANS TRUST	10,000
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 297	SENIOR CITIZENS/BUSING FUND	
	Totals for dept 253-COUNTY TREASURER	25,000
	Totals for dept 400-REVENUE CONTROL	25,000
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 299 DAV VAN		
Totals for dept 400-REVENUE CONTROL		1,500
Totals for dept 700-CASH CONTROL		1,500
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 351	INVERNESS SEWER PROJECT	
Totals for dept 253-	COUNTY TREASURER	214,094
Totals for dept 400-	REVENUE CONTROL	214,094

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/> Fund: 352 CTY ROAD CONST PROJECT DEBT SERVICE		
Totals for dept 253-COUNTY TREASURER		192,003
Totals for dept 400-REVENUE CONTROL		<hr/> 192,003

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 401 CRT HOUSE PRESERVATION FUND		
Totals for dept 136-DISTRICT COURT		125,000
Totals for dept 400-REVENUE CONTROL		125,000
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 418 D.H.S. BUILDING FUND		
Totals for dept 253-COUNTY TREASURER		18,800
Totals for dept 400-REVENUE CONTROL		18,800

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 422	DORIS REID BUILDING CAPITAL PROJECT FUND	
	Totals for dept 267-BUILDING REPAIRS & MAINTENANCE	300,000
	Totals for dept 400-REVENUE CONTROL	<u>300,000</u>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 430	ANIMAL CONTROL CAPTIAL PROJECT FUND	
Totals for dept 400-	REVENUE CONTROL	296,000
Totals for dept 430-	ANIMAL SHELTER/DOG WARDEN	296,000
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 450 CCE 911	DEVELOPMENT & CAPITAL FUND	
Totals for dept 253-	COUNTY TREASURER	50,733
Totals for dept 400-	REVENUE CONTROL	50,733
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 509	COUNTY MARINA	
Totals for dept 400-	REVENUE CONTROL	533,145
Totals for dept 752-	COUNTY MARINA	533,145

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 561 COUNTY FAIR		
Totals for dept 400-REVENUE CONTROL		200,018
Totals for dept 556-GENERAL FAIR EXPENDITURES		<hr/> 200,018
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
Fund: 588 STRAITS REGIONAL RIDE		
Totals for dept 400-REVENUE CONTROL		1,305,695
Totals for dept 599-PUBLIC TRANSPORTATION		<u>1,305,695</u>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
Fund: 595	JAIL COMMISSARY FUND	
	Totals for dept 351-CORRECTIONS/COMMUNICATIONS	125,000
	Totals for dept 400-REVENUE CONTROL	125,000
		<hr/>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
Fund: 802 REVOLVING DRAIN FUND		
Totals for dept 275-DRAIN COMMISSIONER		100
Totals for dept 400-REVENUE CONTROL		100
<hr/>		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		
ESTIMATED REVENUES - ALL FUNDS		26,427,972
APPROPRIATIONS - ALL FUNDS		26,427,972
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		
BEGINNING FUND BALANCE - ALL FUNDS		
ENDING FUND BALANCE - ALL FUNDS		

## **LINE ITEM DETAIL BUDGET**

Note: The salaries or wages and the fringe benefits for individual county officials and employees that are contained in the personal services cost category (including line items 700.00 to 725.99) within each department's budget shall be established in the 2017 Salary and Wage Resolutions, collective bargaining agreements and/or other policies adopted or approved by the Cheboygan County Board of Commissioners and cannot be altered without the prior approval of the Cheboygan County Board of Commissioners.

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
101-400-401.00	CURRENT TAX	7,835,432
101-400-401.03	CURRENT TAX INTEREST	33,972
101-400-404.00	CONVENTION & TOURISM TAX	67,305
101-400-417.00	UNPAID PERSONAL PROPERTY TAX	3,286
101-400-424.00	COMMERCIAL FOREST RESERVEE	200
101-400-425.00	SWAMP TAX REFUND	347,303
101-400-452.00	LICENSES & PERMITS-BUSINESS	1,000
101-400-476.00	SOIL SEDIMENTATION	10,710
101-400-478.00	DOG LICENSES	1,275
101-400-478.01	CO MARRIAGE LIC FEE	1,600
101-400-479.01	ZONING PERMITS	23,338
101-400-501.03	ENFORCEMENT ZONE GRANT	12,983
101-400-507.00	CO-OP REIMB-PROS ATTY/ADC	60,401
101-400-507.01	PROS ATTY VICTIMS RIGHTS	52,224
101-400-507.02	WELFARE FRAUD	500
101-400-510.00	STONEGARDEN GRANT	32,100
101-400-532.00	CONSTRUCTION CODE ADMIN	52,859
101-400-533.00	HOUSING ADMIN	60,155
101-400-540.00	COURT EQUITY FUND	125,000
101-400-541.00	PROBATE JUDGES' SALARY	95,594
101-400-541.01	PROBATE STAND/PAYMT	45,724
101-400-541.02	CIRCUIT STAND/PAYMT	45,724
101-400-541.03	DISTRICT STAND/PAYMT	36,579
101-400-542.00	ORV ENFORCEMENT GRANT	17,700
101-400-543.00	SECONDARY RD PATROL/GRANT	52,359
101-400-544.00	MARINE SAFETY PROGRAM	48,900
101-400-544.01	SNO-MOBILE SAFETY/PROGRAM	8,000
101-400-545.01	CASEFLOW ASSIST GRANT/DIST	10,000
101-400-560.00	COUNTY JUVENILE OFFICER GRANT - O	27,317
101-400-574.00	STATE REVENUE SHARING	456,893
101-400-574.01	REVENUE SHARING - COUNTY INCENTIV	112,847
101-400-575.00	TWP LIQUOR LICENSE	770
101-400-581.00	REV FROM OTHER COUNTIES	54,297

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
101-400-601.00	CIR CRT COSTS	48,000
101-400-601.01	ATTY FEE REIMB/CIRCUIT	30,000
101-400-601.10	CIR CT GARNISHMENT	500
101-400-603.00	DISTRICT CRT COSTS	380,000
101-400-603.01	PROBATE CRT COSTS	2,000
101-400-603.11	SMOKING FEES	600
101-400-607.02	CTY GENERAL FILING FEE	5,250
101-400-607.04	CHARGE FOR SERVICE	127,284
101-400-608.01	MOTION FEE COUNTY	3,000
101-400-608.02	COUNTY APPEAL FEE	200
101-400-610.00	JURY FEE CIR CT	1,500
101-400-612.01	GIS	500
101-400-613.00	DIST CRT/CIVIL FEES	45,000
101-400-613.10	COUNTY REMONUMENTATION	300
101-400-614.00	VIOLATION CLEARANCE RECORD	3,000
101-400-615.00	DIST CRT/BOND COSTS & FEES	7,500
101-400-617.01	CERTIFIED FEES	1,400
101-400-617.02	MARRIAGE CEREMONIES	120
101-400-617.03	JURY FEE DEMAND	60
101-400-617.06	WILLS/SAFE KEEPING	150
101-400-617.07	INVENTORY FEE	7,500
101-400-617.08	PROBATE CRT/DEPOSIT BOXES	20
101-400-617.10	PROBATE CRT-MOT/PET/ACCT/OB	1,400
101-400-618.00	CO TREAS-CURRENT SERVICES	3,500
101-400-618.02	REGISTER OF DEEDS TAX CERTIFICATI	4,100
101-400-619.00	CO CLERK/CURRENT SERVICES	21,000
101-400-619.01	PASSPORT FEES	1,700
101-400-619.02	CREMATION FEE	1,000
101-400-619.04	CRIME VICTIM ADMIN FEES	1,700
101-400-619.06	NOTARY FEES	250
101-400-620.00	REGISTER OF DEEDS FEES	225,000
101-400-622.00	C.C.F. COLLECTION FEE	2,200
101-400-622.01	25% ATTY FEES REIMB	500

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
101-400-622.02	ATTY FEE REIMB/PROBATE	1,200
101-400-625.01	SEX OFFENDER REGISTRATION	3,500
101-400-625.25	DNA COLLECTION - SHERIFF	200
101-400-625.36	DNA COLLECTION - DISTRICT COURT	100
101-400-628.02	BOAT LIVERY INSPECTIONS	100
101-400-628.03	PRISONER BOARD	45,000
101-400-628.04	PRISONER MEDICAL	3,500
101-400-628.05	ACCIDENT REPORT FEES	500
101-400-628.07	DOC/TRANSPORT REIMB	2,500
101-400-628.08	WORK RELEASE	30,000
101-400-628.09	PRISONER BOARD-OUT COUNTY	1,050
101-400-628.10	DIVERTED FELONS-LOC REIMBURSE	30,000
101-400-628.12	PRISONER TRANSPORT REIMBURSE	1,000
101-400-628.13	MEDICAL REIMBURSE-OUT COUNTY	50
101-400-628.14	FINDERS FEE SS JAIL	7,000
101-400-628.16	PRE-EMPLOYMENT FINGERPRINTS	200
101-400-628.18	DRUNK DRIVERS ASSESSMENT	3,500
101-400-628.19	TETHER FEES	1,000
101-400-630.00	OTHER REVENUE	250
101-400-630.03	SALE BOOK	170
101-400-633.00	TAX RECORDS SEARCH FEE	1,500
101-400-651.10	REGISTER OF DEEDS - ONLINE SERVIC	13,500
101-400-656.00	BOND FORFEITURES	1,000
101-400-656.01	ORDINANCE FINES & COSTS	15,000
101-400-665.00	INTEREST EARNED	11,650
101-400-665.01	T & A INTEREST	1,400
101-400-668.00	RENTS	62,284
101-400-675.06	DONATION - CANINE UNIT	10,000
101-400-676.00	CONT FROM OTHER FUNDS	19,464
101-400-676.14	CIR CRT JURY REIMBURSEMENT	4,300
101-400-678.00	INSURANCE & BOND REIMBURSEMENTS	6,090
101-400-681.00	ELECTION REFUNDS	200
101-400-682.00	DATA PROCESSING FEES	18,500

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
101-400-682.01	PA BLOOD TEST REIMB	250
101-400-683.00	RETURNED CHECK FEES	500
101-400-686.00	P/A LEGAL/ABUSED & NEG CHLD	25,500
101-400-687.00	WAGE REIMBURSEMENT	18,354
101-400-687.06	SHERIFF WAGE REIMB/INTERNAL TRANS	11,716
101-400-688.00	REFUNDS - GENERAL	1,000
101-400-688.06	SHERIFF WAGE REIMB	1,200
101-400-688.08	INMATE TELEPHONE	20,000
101-400-688.09	NON-REIMBURSABLE/REIMB	1,000
101-400-688.11	M.A.P.S.	10,000
101-400-688.15	SHERIFF PBT'S	1,000
101-400-688.17	POSTAGE REIMBURSEMENTS	50
101-400-688.19	SHERIFF DRUG SCREENS	500
101-400-690.00	INS & SURETY PREMIUM REFUND	50,000
101-400-699.00	FUND EQUITY	822,112
101-400-699.99	TRANSFER IN	167,511
Totals for dept 400-REVENUE CONTROL		12,086,982

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		12,086,982
APPROPRIATIONS		
Dept 101-COMMISSIONERS		
101-101-703.23	CHAIRMAN	5,250
101-101-703.24	COMMISSIONERS SALARIES	28,500
101-101-706.00	PER DIEM	33,360
101-101-712.00	FRINGE	58,927
101-101-727.00	OFFICE SUPPLIES	50
101-101-744.00	OTHER SUPPLIES	150
101-101-810.00	CONTRACTUAL SERVICES	3,200
101-101-827.00	MEMBERSHIP & SUBSCRIPTIONS	1,000
101-101-863.10	TRAVEL/LODGING/MEALS ETC	12,000
101-101-957.00	EMPLOYEE TRAINING	1,200
Totals for dept 101-COMMISSIONERS		143,637

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 131-CIRCUIT COURT		
101-131-703.05	JUDGE STANDARD PAYMENT	40,424
101-131-703.11	COUNTY SUPPLEMENT JUDGES SAL	5,300
101-131-712.00	FRINGE	72,762
101-131-718.00	FULL TIME	119,025
101-131-727.00	OFFICE SUPPLIES	2,000
101-131-804.00	TRANSCRIPTS	3,500
101-131-805.00	JURY FEES	20,000
101-131-806.00	WITNESS FEES	600
101-131-809.00	STATE APPELLATE FEES	7,000
101-131-810.00	CONTRACTUAL SERVICES	500
101-131-810.51	INTERPRETER	200
101-131-825.00	LEGAL-CRT APPOINTED ATTYS	24,000
101-131-825.01	VISITING JUDGES	500
101-131-827.00	MEMBERSHIP & SUBSCRIPTIONS	2,650
101-131-852.00	TELEPHONE	500
101-131-863.10	TRAVEL/LODGING/MEALS ETC	500
101-131-957.00	EMPLOYEE TRAINING	200
101-131-975.22	MAINT/EQUIP/MISC	4,500
101-131-977.00	OFFICE EQUIP & FURNITURE	1,000
101-131-977.74	COMPUTER-HARD/SOFT/MAINT	7,300
Totals for dept 131-CIRCUIT COURT		<hr/> 312,461

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 136-DISTRICT COURT		
101-136-703.05	JUDGE STANDARD PAYMENT	40,039
101-136-703.11	COUNTY SUPPLEMENT JUDGES SAL	5,685
101-136-712.00	FRINGE	208,082
101-136-718.00	FULL TIME	316,136
101-136-719.00	PART TIME	4,620
101-136-724.00	ON CALL/REIMBURSEMENT	11,767
101-136-727.00	OFFICE SUPPLIES	5,000
101-136-746.00	UNIFORMS	50
101-136-804.00	TRANSCRIPTS	1,500
101-136-805.00	JURY FEES	2,500
101-136-810.00	CONTRACTUAL SERVICES	500
101-136-825.00	LEGAL-CRT APPOINTED ATTYS	1,500
101-136-825.01	VISITING JUDGES	200
101-136-827.00	MEMBERSHIP & SUBSCRIPTIONS	2,225
101-136-852.00	TELEPHONE	1,500
101-136-853.00	CELL PHONE	1,620
101-136-863.10	TRAVEL/LODGING/MEALS ETC	1,000
101-136-957.00	EMPLOYEE TRAINING	500
101-136-959.08	CASEFLOW ASSISTANT GRANT	10,000
101-136-960.03	TETHER/DRUG TESTING FEES	1,000
101-136-963.65	FEES	400
101-136-977.00	OFFICE EQUIP & FURNITURE	500
101-136-977.11	COMPUTER-HARD/SOFT/MAINT	6,700
Totals for dept 136-DISTRICT COURT		<u>623,024</u>

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 139-VICTIM'S RIGHTS		
101-139-712.00	FRINGE	32,801
101-139-718.00	FULL TIME	47,603
101-139-727.00	OFFICE SUPPLIES	700
101-139-730.00	POSTAGE	625
101-139-863.10	TRAVEL/LODGING/MEALS ETC	325
101-139-977.00	OFFICE EQUIP & FURNITURE	2,089
Totals for dept 139-VICTIM'S RIGHTS		<hr/> 84,143

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 145-JURY BOARD		
101-145-706.00	PER DIEM	8,560
101-145-727.00	OFFICE SUPPLIES	950
101-145-863.10	TRAVEL/LODGING/MEALS ETC	1,000
101-145-937.06	COPY MAINTENANCE AGREEMENTS	300
Totals for dept 145-JURY BOARD		<hr/> 10,810

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 148-PROBATE COURT		
101-148-703.05	JUDGE STANDARD PAYMENT	42,918
101-148-703.13	STATE REIMBURSEMENT	89,595
101-148-703.14	CO STATUTORY SUPPLEMENT	6,000
101-148-703.15	CO ADDITIONAL SUPPLEMENT	2,806
101-148-712.00	FRINGE	128,144
101-148-718.00	FULL TIME	182,137
101-148-727.00	OFFICE SUPPLIES	4,400
101-148-748.00	LIBRARY, PERIODICALS & FIL	2,200
101-148-802.01	HEALTH SERVICES	300
101-148-802.02	GUARDIANSHIP REVIEW	3,220
101-148-804.00	TRANSCRIPTS	1,400
101-148-805.00	JURY FEES	900
101-148-806.00	WITNESS FEES	450
101-148-810.00	CONTRACTUAL SERVICES	4,000
101-148-825.00	LEGAL-CRT APPOINTED ATTYS	24,000
101-148-825.01	VISITING JUDGES	100
101-148-825.05	ATTORNEY CONTRACTS	82,500
101-148-827.00	MEMBERSHIP & SUBSCRIPTIONS	1,400
101-148-852.00	TELEPHONE	1,700
101-148-863.10	TRAVEL/LODGING/MEALS ETC	5,000
101-148-900.00	ADVERTISING	500
101-148-957.00	EMPLOYEE TRAINING	800
101-148-977.00	OFFICE EQUIP & FURNITURE	1,000
101-148-977.68	COMPUTER-HARD/SOFT/MAINT	11,494
Totals for dept 148-PROBATE COURT		596,964

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 191-ELECTIONS		
101-191-706.00	PER DIEM	4,800
101-191-712.00	FRINGE	278
101-191-724.00	ON CALL/REIMBURSEMENT	1,040
101-191-727.00	OFFICE SUPPLIES	19,000
101-191-730.00	POSTAGE	200
101-191-863.10	TRAVEL/LODGING/MEALS ETC	1,500
101-191-900.00	ADVERTISING	600
101-191-977.62	COMPUTER-HARD/SOFT/MAINT	1,400
Totals for dept 191-ELECTIONS		<u>28,818</u>

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 202-FINANCE	DEPARTMENT	
101-202-703.66	FINANCE DIRECTOR	87,527
101-202-712.00	FRINGE	86,115
101-202-718.00	FULL TIME	114,682
101-202-727.00	OFFICE SUPPLIES	1,900
101-202-810.00	CONTRACTUAL SERVICES	50
101-202-827.00	MEMBERSHIP & SUBSCRIPTIONS	1,250
101-202-852.00	TELEPHONE	550
101-202-853.00	CELL PHONE	540
101-202-863.10	TRAVEL/LODGING/MEALS ETC	1,150
101-202-957.00	EMPLOYEE TRAINING	2,450
101-202-977.00	OFFICE EQUIP & FURNITURE	300
101-202-977.68	COMPUTER-HARD/SOFT/MAINT	7,600
Totals for dept 202-FINANCE DEPARTMENT		304,114

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 212-ADMINISTRATIVE OFFICE		
101-212-703.50	COUNTY ADMINISTRATOR	103,773
101-212-712.00	FRINGE	66,785
101-212-718.00	FULL TIME	39,978
101-212-727.00	OFFICE SUPPLIES	1,000
101-212-827.00	MEMBERSHIP & SUBSCRIPTIONS	1,900
101-212-852.00	TELEPHONE	490
101-212-863.10	TRAVEL/LODGING/MEALS ETC	4,800
101-212-957.00	EMPLOYEE TRAINING	2,400
101-212-977.00	OFFICE EQUIP & FURNITURE	500
101-212-977.50	COMPUTER-HARD/SOFT/MAINT	150
Totals for dept 212-ADMINISTRATIVE OFFICE		<u>221,776</u>

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 215-CLERK/REGISTER		
101-215-703.04	COUNTY CLERK	65,000
101-215-712.00	FRINGE	144,569
101-215-718.00	FULL TIME	200,994
101-215-727.00	OFFICE SUPPLIES	8,000
101-215-744.05	MICROFILM EXPENSES	1,900
101-215-827.00	MEMBERSHIP & SUBSCRIPTIONS	1,200
101-215-852.00	TELEPHONE	990
101-215-853.00	CELL PHONE	540
101-215-863.10	TRAVEL/LODGING/MEALS ETC	1,200
101-215-957.00	EMPLOYEE TRAINING	500
101-215-977.00	OFFICE EQUIP & FURNITURE	500
101-215-977.50	COMPUTER-HARD/SOFT/MAINT	22,000
Totals for dept 215-CLERK/REGISTER		447,393

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 225-EQUALIZATION		
101-225-703.18	EQUALIZATION DIRECTOR	50,000
101-225-712.00	FRINGE	72,411
101-225-718.00	FULL TIME	112,827
101-225-727.00	OFFICE SUPPLIES	6,000
101-225-827.00	MEMBERSHIP & SUBSCRIPTIONS	700
101-225-852.00	TELEPHONE	430
101-225-863.10	TRAVEL/LODGING/MEALS ETC	3,000
101-225-937.00	OFFICE EQUIP/MAINT	1,200
101-225-957.00	EMPLOYEE TRAINING	3,000
101-225-977.00	OFFICE EQUIP & FURNITURE	400
101-225-977.81	COMPUTER-HARD/SOFT/MAINT	7,500
Totals for dept 225-EQUALIZATION		<u>257,468</u>

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 228-INFORMATION SYSTEMS		
101-228-703.80	IS MANAGER	61,693
101-228-712.00	FRINGE	45,028
101-228-718.00	FULL TIME	45,906
101-228-727.00	OFFICE SUPPLIES	1,500
101-228-852.00	TELEPHONE	250
101-228-853.00	CELL PHONE	13,500
101-228-863.10	TRAVEL/LODGING/MEALS ETC	500
101-228-937.06	COPY MAINTENANCE AGREEMENTS	18,000
101-228-950.00	EQUIPMENT	20,000
101-228-957.00	EMPLOYEE TRAINING	1,500
101-228-969.00	CONTINGENCY	5,000
101-228-970.00	CAPITOL OUTLAY	30,000
101-228-977.00	OFFICE EQUIP & FURNITURE	200
101-228-977.03	SYSTEM REPLACEMENT/EQUIP	45,000
101-228-977.10	INTERNET WIRELESS ACCESS	5,000
101-228-977.68	COMPUTER-HARD/SOFT/MAINT	17,000
Totals for dept 228-INFORMATION SYSTEMS		310,077

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 229-PROSECUTING ATTORNEY		
101-229-703.10	PROSECUTOR	98,704
101-229-712.00	FRINGE	160,674
101-229-718.00	FULL TIME	288,607
101-229-724.00	ON CALL/REIMBURSEMENT	4,879
101-229-727.00	OFFICE SUPPLIES	3,000
101-229-727.02	OPERATING EXPENSES	1,500
101-229-729.00	TRIAL RELATED EXPENSES	1,000
101-229-729.05	TRIAL RELATED EXPENSES - IVE	1,000
101-229-730.00	POSTAGE	1,350
101-229-802.01	HEALTH SERVICES	225
101-229-803.00	FILING FEES	1,000
101-229-804.00	TRANSCRIPTS	400
101-229-806.00	WITNESS FEES	4,000
101-229-806.05	WITNESS FEES - IVE	9,250
101-229-810.01	CONSUL/IND PROVIDER	100
101-229-810.91	TITLE IV-E BILLING SERVICES	3,000
101-229-812.00	PRISONER EXTRADITIONS	2,000
101-229-825.00	LEGAL-CRT APPOINTED ATTYS-IVE	400
101-229-827.00	MEMBERSHIP & SUBSCRIPTIONS	2,659
101-229-852.00	TELEPHONE	1,880
101-229-853.00	CELL PHONE	1,080
101-229-863.01	TRAVEL EXPENSE C/S	700
101-229-863.05	TRAVEL/LODGING/MEALS ETC.- IVE	500
101-229-863.07	LODGING/MEALS/TRAINING C/S	700
101-229-863.10	TRAVEL/LODGING/MEALS ETC	1,000
101-229-957.00	EMPLOYEE TRAINING	750
101-229-959.11	D M G MAXIMUS	7,900
101-229-977.00	OFFICE EQUIP & FURNITURE	5,000
101-229-977.53	COMPUTER-HARD/SOFT/MAINT	5,000
Totals for dept 229-PROSECUTING ATTORNEY		608,258

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 243-GIS		
101-243-712.00	FRINGE	25,422
101-243-718.00	FULL TIME	39,583
101-243-727.00	OFFICE SUPPLIES	475
101-243-827.00	MEMBERSHIP & SUBSCRIPTIONS	300
101-243-852.00	TELEPHONE	200
101-243-863.10	TRAVEL/LODGING/MEALS ETC	200
101-243-957.00	EMPLOYEE TRAINING	375
101-243-977.68	COMPUTER-HARD/SOFT/MAINT	2,050
Totals for dept 243-GIS		<hr/> 68,605

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
101-253-703.12	COUNTY TREASURER	62,000
101-253-712.00	FRINGE	69,106
101-253-718.00	FULL TIME	107,160
101-253-727.00	OFFICE SUPPLIES	2,975
101-253-827.00	MEMBERSHIP & SUBSCRIPTIONS	1,465
101-253-852.00	TELEPHONE	880
101-253-863.10	TRAVEL/LODGING/MEALS ETC	2,500
101-253-957.00	EMPLOYEE TRAINING	1,700
101-253-958.00	BANK CHARGES	100
101-253-958.01	DOG LICENSES	10
101-253-977.00	OFFICE EQUIP & FURNITURE	2,450
101-253-977.53	COMPUTER-HARD/SOFT/MAINT	11,911
Totals for dept 253-COUNTY TREASURER		262,257

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 260-TAX ALLOCATION BOARD		
101-260-706.00	PER DIEM	800
101-260-712.00	FRINGE	50
101-260-863.10	TRAVEL/LODGING/MEALS ETC	100
Totals for dept 260-TAX ALLOCATION BOARD		950

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 265-COUNTY	MAINTENANCE DEPT	
101-265-703.19	MAINTENANCE ENGINEER	50,170
101-265-703.36	SHIFT DIFFERENTIAL PAY	1,850
101-265-712.00	FRINGE	145,787
101-265-718.00	FULL TIME	197,623
101-265-724.00	ON CALL/REIMBURSEMENT	2,814
101-265-727.00	OFFICE SUPPLIES	300
101-265-747.04	GAS/COUNTY BLDG	3,600
101-265-747.10	FUEL/OIL	500
101-265-775.00	JANITORIAL SUPPLIES	28,000
101-265-810.00	CONTRACTUAL SERVICES	4,800
101-265-811.00	JANITORIAL SERVICES	8,000
101-265-846.00	UNIFORMS	2,150
101-265-852.00	TELEPHONE	740
101-265-930.00	GROUNDS MAINT/EQUIP	13,000
101-265-934.00	BLDG REPAIRS & MAINT	20,000
101-265-957.00	EMPLOYEE TRAINING	300
101-265-977.00	OFFICE EQUIP & FURNITURE	200
101-265-977.50	COMPUTER-HARD/SOFT/MAINT	300
Totals for dept 265-COUNTY MAINTENANCE DEPT		480,134

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 267-MAJOR EQ/BLDG IMP		
101-267-930.00	GROUNDS MAINT/EQUIP	20,000
101-267-934.00	BLDG REPAIRS & MAINT	20,000
101-267-936.00	VEHICLE REPAIRS & MAINT	33,000
101-267-966.02	GASOLINE PURCHASE	10,000
101-267-966.03	CAR POOL	24,000
101-267-977.60	NEW VEHICLE PURCHASE	60,000
Totals for dept 267-MAJOR EQ/BLDG IMP		167,000

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 270-HUMAN RESOURCE		
101-270-802.05	EMPLOYMENT PHYSICALS	1,200
101-270-802.15	EMPLOYMENT BACKGROUND CHECKS	120
101-270-863.10	TRAVEL/LODGING/MEALS ETC	350
101-270-864.00	TUITION	1,500
101-270-900.00	ADVERTISING	2,500
101-270-957.00	EMPLOYEE TRAINING	225
Totals for dept 270-HUMAN RESOURCE		<hr/> 5,895

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 275-DRAIN COMMISSIONER		
101-275-703.25	DRAIN COMMISSIONER	1,000
101-275-706.00	PER DIEM	2,400
101-275-744.06	SUPPLIES & MATERIALS	250
101-275-827.00	MEMBERSHIP & SUBSCRIPTIONS	500
101-275-852.00	TELEPHONE	40
101-275-863.10	TRAVEL/LODGING/MEALS ETC	1,400
101-275-957.00	EMPLOYEE TRAINING	500
Totals for dept 275-DRAIN COMMISSIONER		6,090

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 284-COUNTY SURVEYOR		
101-284-703.26	COUNTY SURVEYOR	800
101-284-827.00	MEMBERSHIP & SUBSCRIPTIONS	100
101-284-863.10	TRAVEL/LODGING/MEALS ETC	450
101-284-957.00	EMPLOYEE TRAINING	400
Totals for dept 284-COUNTY SURVEYOR		<hr/> 1,750

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 285-GENERAL COUNTY		
101-285-727.00	OFFICE SUPPLIES	8,000
101-285-728.00	PRINTED MATTER	1,000
101-285-730.00	POSTAGE	65,000
101-285-730.02	UPS CHARGES	1,325
101-285-810.00	CONTRACTUAL SERVICES	72,098
101-285-825.03	LEGAL - LABOR ISSUES	1,500
101-285-825.04	PUBLIC DEFENDER	140,515
101-285-825.07	LEGAL CIVIL COUNSEL	35,750
101-285-827.00	MEMBERSHIP & SUBSCRIPTIONS	16,000
101-285-827.01	MICH ASSOC OF COUNTIES	11,650
101-285-852.05	TELEPHONE SYSTEM MAINT	3,400
101-285-900.00	ADVERTISING	3,000
101-285-920.00	UTILITIES	113,000
101-285-949.00	EQUIP RENTAL	5,841
101-285-958.03	FINANCE CHARGES	1,000
101-285-959.01	COUNTY AUDIT	21,300
101-285-959.11	COST ALLOCATION PLAN	7,000
Totals for dept 285-GENERAL COUNTY		<hr/> 507,379

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 301-SHERIFF		
101-301-703.08	SHERIFF	79,230
101-301-703.34	HOLIDAY PAY	40,565
101-301-703.36	SHIFT DIFFERENTIAL PAY	3,500
101-301-704.05	OVERTIME	13,114
101-301-712.00	FRINGE	491,512
101-301-717.00	UNIFORM CLEANING ALLOWANCE	9,995
101-301-718.00	FULL TIME	918,511
101-301-719.00	PART TIME	10,370
101-301-727.00	OFFICE SUPPLIES	5,500
101-301-744.00	OTHER SUPPLIES	2,000
101-301-744.01	AMMUNITION	4,500
101-301-746.00	UNIFORMS	12,000
101-301-747.03	GAS/SHERIFF	43,500
101-301-827.00	MEMBERSHIP & SUBSCRIPTIONS	1,165
101-301-863.10	TRAVEL/LODGING/MEALS ETC	3,500
101-301-957.00	EMPLOYEE TRAINING	6,000
101-301-966.00	VEHICLE LEASE	750
101-301-970.01	EQUIPMENT - NEW	10,000
101-301-975.22	MAINT/EQUIP/MISC	7,500
101-301-977.72	COMPUTER-HARD/SOFT/MAINT	3,000
Totals for dept 301-SHERIFF		<u>1,666,212</u>

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 302-ORV ENFORCEMENT		
101-302-712.00	FRINGE	4,765
101-302-718.00	FULL TIME	11,959
101-302-747.03	GAS/SHERIFF	725
101-302-863.04	MILEAGE	1,125
101-302-930.01	VEHICLE REPAIR	600
101-302-950.00	EQUIPMENT	300
Totals for dept 302-ORV ENFORCEMENT		<hr/> 19,474

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
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APPROPRIATIONS		
Dept 325-CCE 911		
101-325-750.00	OPERATING EXPENSES	430,762
101-325-863.10	TRAVEL/LODGING/MEALS ETC	600
Totals for dept 325-CCE 911		<hr/> 431,362

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 331-MARINE SAFETY		
101-331-704.05	OVERTIME	2,249
101-331-712.00	FRINGE	18,011
101-331-718.00	FULL TIME	35,877
101-331-720.00	SEASONAL	22,586
101-331-727.00	OFFICE SUPPLIES	200
101-331-746.00	UNIFORMS	1,000
101-331-747.03	GAS/SHERIFF	700
101-331-747.08	BOAT REPAIRS	5,000
101-331-747.09	BOAT-GAS/OIL	12,000
101-331-863.10	TRAVEL/LODGING/MEALS ETC	500
101-331-863.16	DAILY TRAVEL EXPENSE	2,600
101-331-949.01	BOAT STORAGE/DOCKAGE	4,725
101-331-950.00	EQUIPMENT	1,500
101-331-957.00	EMPLOYEE TRAINING	200
Totals for dept 331-MARINE SAFETY		<u>107,148</u>

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 332-SNO-MOBILE SAFETY *		
101-332-712.00	FRINGE	1,837
101-332-718.00	FULL TIME	6,240
101-332-747.00	OIL & REPAIR	680
101-332-747.03	GAS/SHERIFF	180
101-332-863.22	SNOWMOBILE TOWING MILEAGE	422
101-332-950.00	EQUIPMENT	445
Totals for dept 332-SNO-MOBILE SAFETY *		9,804

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 333-SHERIFF	SECONDARY ROAD PATROL *	
101-333-704.05	OVERTIME	2,479
101-333-712.00	FRINGE	28,664
101-333-717.00	UNIFORM CLEANING ALLOWANCE	405
101-333-718.00	FULL TIME	44,252
Totals for dept 333-SHERIFF SECONDARY ROAD PATROL		<hr/> 75,800

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 334-STONEGARDEN GRANT		
101-334-704.05	OVERTIME	13,467
101-334-712.00	FRINGE	3,468
101-334-863.04	MILEAGE	1,520
101-334-950.00	EQUIPMENT	13,645
Totals for dept 334-STONEGARDEN GRANT		<hr/> 32,100

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 335-SHERIFF - LOCAL GRANTS		
101-335-712.00	FRINGE	903
101-335-719.00	PART TIME	6,717
101-335-747.09	BOAT-GAS/OIL	1,400
101-335-863.16	DAILY TRAVEL EXPENSE	865
Totals for dept 335-SHERIFF - LOCAL GRANTS		<hr/> 9,885

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
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APPROPRIATIONS		
Dept 337-SHERIFF-FEDERAL GRANTS		
101-337-704.05	OVERTIME	10,108
101-337-712.00	FRINGE	2,875
Totals for dept 337-SHERIFF-FEDERAL GRANTS		<hr/> 12,983

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
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APPROPRIATIONS		
Dept 338-CANINE UNIT		
101-338-727.99	SUPPLIES	2,000
101-338-760.00	MEDICAL SERVICES	500
101-338-930.01	VEHICLE REPAIR	1,000
101-338-957.04	EDUCATION	1,500
101-338-970.04	EQUIP/ NEW & REPLACED	5,000
Totals for dept 338-CANINE UNIT		<hr/> 10,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 351-CORRECTIONS/COMMUNICATIONS		
101-351-703.34	HOLIDAY PAY	35,363
101-351-703.36	SHIFT DIFFERENTIAL PAY	4,272
101-351-704.05	OVERTIME	3,247
101-351-712.00	FRINGE	382,817
101-351-717.00	UNIFORM CLEANING ALLOWANCE	7,650
101-351-718.00	FULL TIME	689,322
101-351-740.00	FOOD	256,000
101-351-744.07	MISC PRISONER SUPPLIES	5,000
101-351-746.01	EMPLOYEE UNIFORMS	3,000
101-351-760.00	MEDICAL SERVICES	60,000
101-351-810.00	CONTRACTUAL SERVICES	1,000
101-351-831.00	LAUNDRY	5,000
101-351-852.00	TELEPHONE	5,300
101-351-935.00	EQUIPMENT REPAIRS	3,000
101-351-937.00	OFFICE EQUIP/MAINT	1,000
101-351-957.00	EMPLOYEE TRAINING	3,500
101-351-970.04	EQUIP/ NEW & REPLACED	6,000
101-351-977.72	COMPUTER-HARD/SOFT/MAINT	5,800
Totals for dept 351-CORRECTIONS/COMMUNICATIONS		1,477,271

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 412-PLANNING/ZONING DEPT		
101-412-703.90	COMMUNITY DEVELOPMENT DIRECTOR	67,234
101-412-706.00	PER DIEM	14,000
101-412-712.00	FRINGE	115,182
101-412-718.00	FULL TIME	137,845
101-412-727.00	OFFICE SUPPLIES	2,125
101-412-747.06	GAS PLANNING	4,100
101-412-827.00	MEMBERSHIP & SUBSCRIPTIONS	1,800
101-412-852.00	TELEPHONE	600
101-412-863.10	TRAVEL/LODGING/MEALS ETC	700
101-412-863.30	TRAVEL/LODGING/MEALS ETC - BRDS/C	7,000
101-412-900.00	ADVERTISING	4,000
101-412-957.00	EMPLOYEE TRAINING	1,725
101-412-957.30	TRAINING - BOARDS OR COMMISSIONS	500
101-412-977.62	COMPUTER-HARD/SOFT/MAINT	3,800
Totals for dept 412-PLANNING/ZONING DEPT		<u>360,611</u>

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
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APPROPRIATIONS		
Dept 426-TRI-COUNTY EMERGENCY MANAGEMENT		
101-426-810.28	SERVICES & CHARGES	82,503
Totals for dept 426-TRI-COUNTY EMERGENCY MANAGEMEN		<hr/> 82,503

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 430-ANIMAL SHELTER/DOG WARDEN		
101-430-747.01	GAS/ANIMAL CONTROL	6,000
101-430-835.01	ANIMAL CONTROL	147,290
101-430-910.05	INSURANCE	2,150
Totals for dept 430-ANIMAL SHELTER/DOG WARDEN		155,440

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 441-DEPARTMENT OF PUBLIC WORKS		
101-441-706.00	PER DIEM	240
101-441-863.10	TRAVEL/LODGING/MEALS ETC	100
Totals for dept 441-DEPARTMENT OF PUBLIC WORKS		<hr/> 340

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 600-HEALTH DEPARTMENTS		
101-600-835.02	DISTRICT HEALTH #4	226,154
101-600-837.00	MENTAL HEALTH	111,995
Totals for dept 600-HEALTH DEPARTMENTS		<hr/> 338,149

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 605-C/D - HEALTH DEPARTMENT		
101-605-802.01	HEALTH SERVICES	500
Totals for dept 605-C/D - HEALTH DEPARTMENT		<hr/> 500

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 648-MEDICAL EXAMINER		
101-648-703.01	MEDICAL EXAMINER	9,266
101-648-712.00	FRINGE	141
101-648-719.00	PART TIME	1,000
101-648-747.03	GAS/SHERIFF	250
101-648-827.00	MEMBERSHIP & SUBSCRIPTIONS	850
101-648-835.00	AUTOPSIES	7,000
101-648-863.10	TRAVEL/LODGING/MEALS ETC	500
101-648-957.00	EMPLOYEE TRAINING	500
Totals for dept 648-MEDICAL EXAMINER		<u>19,507</u>

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 682-VETERANS		
101-682-703.32	VETERANS ADMIN	41,209
101-682-712.00	FRINGE	18,927
101-682-718.00	FULL TIME	34,944
101-682-727.00	OFFICE SUPPLIES	2,000
101-682-727.80	FLAGS	3,000
101-682-810.00	CONTRACTUAL SERVICES	200
101-682-827.00	MEMBERSHIP & SUBSCRIPTIONS	600
101-682-833.00	VETERAN'S BURIAL EXPENSE	13,500
101-682-852.00	TELEPHONE	300
101-682-863.10	TRAVEL/LODGING/MEALS ETC	5,000
101-682-900.00	ADVERTISING	200
101-682-957.00	EMPLOYEE TRAINING	650
101-682-977.00	OFFICE EQUIP & FURNITURE	1,195
101-682-977.68	COMPUTER-HARD/SOFT/MAINT	1,000
Totals for dept 682-VETERANS		<u>122,725</u>

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 731-COUNTY	MSU EXTENSION OFFICE	
101-731-712.00	FRINGE	25,755
101-731-718.00	FULL TIME	30,777
101-731-727.00	OFFICE SUPPLIES	1,000
101-731-810.07	MSU-CONTRACTUAL SERVICES	72,378
101-731-827.00	MEMBERSHIP & SUBSCRIPTIONS	150
101-731-852.00	TELEPHONE	400
101-731-957.00	EMPLOYEE TRAINING	400
Totals for dept 731-COUNTY MSU EXTENSION OFFICE		<hr/> 130,860

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 751-FAIR GROUNDS / EVENTS		
101-751-712.00	FRINGE	1,103
101-751-718.00	FULL TIME	2,329
101-751-747.10	FUEL/OIL	3,800
101-751-852.00	TELEPHONE	1,540
101-751-920.00	UTILITIES	10,000
101-751-930.00	GROUND MAINT/EQUIP	19,000
101-751-970.00	CAPITOL OUTLAY	10,000
Totals for dept 751-FAIR GROUNDS / EVENTS		<hr/> 47,772

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 753-VETERAN'S PARK		
101-753-930.00	GROUNDS MAINT/EQUIP	7,000
Totals for dept 753-VETERAN'S PARK		<hr/> 7,000

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 784-SOIL CONSERVATION		
101-784-706.00	PER DIEM	1,200
101-784-810.00	CONTRACTUAL SERVICES	12,500
101-784-852.00	TELEPHONE	20
Totals for dept 784-SOIL CONSERVATION		<hr/> 13,720

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 900-SPECIAL	APPROPRIATIONS	
101-900-903.00	AIRPORT	80,000
101-900-903.02	AIRPORT GRANT MATCH	6,575
Totals for dept 900-SPECIAL APPROPRIATIONS		86,575

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 902-APPRO/TRANSFERS TO OTHER FUNDS		
101-902-904.00	COUNTY FAIR #561	7,138
101-902-958.02	CO LAW LIBRARY #269	8,900
101-902-961.01	F.O.C. FUND #215	59,414
101-902-961.03	BUILDING DEPT FUND 249	69,978
101-902-963.03	TERM LIAB FUND #105	80,000
101-902-964.00	CHILD CARE/WEL #291	452,833
101-902-965.01	CHILD CARE/PROB #292	115,300
101-902-965.02	FIA/CO FUNDSS #289	7,400
101-902-965.03	SOLDIERS RELIEF #293	5,220
101-902-965.17	CCE 911 CAPITAL FUND #450	50,733
101-902-965.24	REGIONAL TRANSPORTATION	104,282
101-902-965.25	SAYPA 276	32,142
101-902-965.27	CRT HOUSE PRESERVATION #401	38,000
101-902-965.30	DRUG COURT - ADULT - CIRCUIT - #2	22,000
101-902-999.00	TRANSFER OUT	21,567
Totals for dept 902-APPRO/TRANSFERS TO OTHER FUNDS		1,074,907

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 941-GENERAL	CONTINGENCY	
101-941-969.00	CONTINGENCY	157,331
Totals for dept 941-GENERAL CONTINGENCY		<hr/> 157,331

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 954-INSURANCES		
101-954-910.00	INSURANCE & BONDS	188,000
Totals for dept 954-INSURANCES		<hr/> <u>188,000</u>
TOTAL APPROPRIATIONS		<hr/> <u>12,086,982</u>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
102-400-630.00	OTHER REVENUE	3,060
102-400-699.00	FUND EQUITY	26,300
Totals for dept 400-REVENUE CONTROL		<hr/> 29,360

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>29,360</u>
APPROPRIATIONS		
Dept 131-CIRCUIT COURT		
102-131-810.00	CONTRACTUAL SERVICES	29,360
Totals for dept 131-CIRCUIT COURT		<u>29,360</u>
TOTAL APPROPRIATIONS		<u>29,360</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
105-400-676.00	CONT FROM OTHER FUNDS	80,000
Totals for dept 400-REVENUE CONTROL		<hr/> 80,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
<hr/>			
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			80,000
<hr/>			
APPROPRIATIONS			
Dept 215-CLERK/REGISTER			
105-215-700.26	TERMINATION CHECK		65,040
105-215-712.00	FRINGE		14,960
Totals for dept 215-CLERK/REGISTER			80,000
TOTAL APPROPRIATIONS			80,000
<hr/>			
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
107-400-543.01	CERTIFIED OFFICER TRAINING	4,400
Totals for dept 400-REVENUE CONTROL		<hr/> 4,400

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		
<hr/>			
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			<hr/> 4,400
APPROPRIATIONS			
Dept 301-SHERIFF			
107-301-957.00	EMPLOYEE TRAINING		4,400
Totals for dept 301-SHERIFF			<hr/> 4,400
TOTAL APPROPRIATIONS			<hr/> 4,400
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
108-400-404.00	CONVENTION & TOURISM TAX	134,610
Totals for dept 400-REVENUE CONTROL		<hr/> 134,610

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>134,610</u>
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
108-253-801.02	REHABILITATION SERVICES	67,305
108-253-801.04	CONVENTION FACILITY TAX	67,305
Totals for dept 253-COUNTY TREASURER		<u>134,610</u>
TOTAL APPROPRIATIONS		<u>134,610</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
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ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
111-400-601.00	CIR CRT COSTS	2,100
111-400-699.00	FUND EQUITY	1,920
Totals for dept 400-REVENUE CONTROL		<hr/> 4,020

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			4,020
APPROPRIATIONS			
Dept 131-CIRCUIT COURT			
111-131-727.43	CC PROBATION SUPPLIES		800
111-131-810.00	CONTRACTUAL SERVICES		200
111-131-852.00	TELEPHONE		1,120
111-131-937.06	COPY MAINTENANCE AGREEMENTS		550
111-131-977.00	OFFICE EQUIP & FURNITURE		1,350
Totals for dept 131-CIRCUIT COURT			4,020
TOTAL APPROPRIATIONS			4,020
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
112-400-699.00	FUND EQUITY	182
Totals for dept 400-REVENUE CONTROL		<hr/> 182

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>182</u>
APPROPRIATIONS		
Dept 131-CIRCUIT COURT		
112-131-801.03	RESTITUTION TO VICTIMS	182
Totals for dept 131-CIRCUIT COURT		<u>182</u>
TOTAL APPROPRIATIONS		<u>182</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
114-400-566.00	REMONUMENTATION GRANT	46,131
Totals for dept 400-REVENUE CONTROL		<hr/> 46,131

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		46,131
APPROPRIATIONS		
Dept 247-REMONUMENTATION GRANT		
114-247-706.05	PEER GROUP	1,500
114-247-715.01	ADMIN FEE S/S	4,281
114-247-810.35	CONTRACTUAL SURVEY SERVICE	40,350
Totals for dept 247-REMONUMENTATION GRANT		46,131
TOTAL APPROPRIATIONS		46,131
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
201-400-400.00	REVENUE CONTROL	6,010,915
201-400-665.00	INTEREST EARNED	2,000
Totals for dept 400-REVENUE CONTROL		<hr/> 6,012,915

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>6,012,915</u>
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
201-253-700.50	WITHDRAWAL TRANSFERS	6,012,915
Totals for dept 253-COUNTY TREASURER		<u>6,012,915</u>
TOTAL APPROPRIATIONS		<u>6,012,915</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
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ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
211-400-580.00	KIDS ID PROGRAM	500
211-400-580.02	VICTIMS SERVICES CONTRIBUTIONS	500
Totals for dept 400-REVENUE CONTROL		<hr/> 1,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES		<hr/>	1,000
APPROPRIATIONS			
Dept 351-CORRECTIONS/COMMUNICATIONS			
211-351-727.02	OPERATING EXPENSES		500
Totals for dept 351-CORRECTIONS/COMMUNICATIONS		<hr/>	500

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 352-VICTIMS SERVICES UNIT		
211-352-727.05	VICTIMS SERVICES UNIT SUPPLIES	500
Totals for dept 352-VICTIMS SERVICES UNIT		<hr/> 500
TOTAL APPROPRIATIONS		<hr/> 1,000

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
215-400-505.00	CO-OP REIMB-FOC/ADC	325,540
215-400-505.01	CSFOC STATE SUPPL PYT	26,270
215-400-506.00	INCENTIVE REIMB-FOC	40,215
215-400-581.00	REV FROM OTHER COUNTIES	52,019
215-400-604.00	NON IV-D FOC JUDGEMENT FEE	6,000
215-400-605.00	IV-D SUPPORT MOTION FEE	600
215-400-616.00	F.O.C. SERVICE FEES	20,500
215-400-616.01	FOC - COUNTY ADMIN	2,900
215-400-676.00	CONT FROM OTHER FUNDS	59,414
Totals for dept 400-REVENUE CONTROL		533,458

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			533,458
APPROPRIATIONS			
Dept 141-FRIEND OF THE COURT			
215-141-703.00	FRIEND OF THE COURT		77,854
215-141-712.00	FRINGE		173,655
215-141-718.00	FULL TIME		234,411
215-141-727.00	OFFICE SUPPLIES		4,000
215-141-728.00	PRINTED MATTER		1,800
215-141-730.00	POSTAGE		6,000
215-141-806.00	WITNESS FEES		400
215-141-810.00	CONTRACTUAL SERVICES		23,143
215-141-827.00	MEMBERSHIP & SUBSCRIPTIONS		1,400
215-141-852.00	TELEPHONE		1,100
215-141-863.10	TRAVEL/LODGING/MEALS ETC		2,500
215-141-937.06	COPY MAINTENANCE AGREEMENTS		1,000
215-141-957.00	EMPLOYEE TRAINING		1,000
215-141-958.00	BANK CHARGES		195
215-141-977.00	OFFICE EQUIP & FURNITURE		5,000
Totals for dept 141-FRIEND OF THE COURT			533,458
TOTAL APPROPRIATIONS			533,458
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
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ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
217-400-406.01	PERS PROP/COMM FOR/TAX REVERT	211
217-400-407.00	AMBULANCE MILLAGE	337,877
Totals for dept 400-REVENUE CONTROL		<hr/> 338,088

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES		<hr/>	338,088
APPROPRIATIONS			
Dept 253-COUNTY TREASURER			
217-253-813.02	DEL PERSONAL PROP		211
Totals for dept 253-COUNTY TREASURER		<hr/>	211

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 651-AMBULANCE		
217-651-810.04	CHEB LIFE SUPPORT, INC	295,837
217-651-810.08	MACKINAW CITY AMB SERVICE	24,150
217-651-810.09	W/F/O AREA AMB SERVICE	14,263
217-651-954.00	ALLOCATED COST	3,627
Totals for dept 651-AMBULANCE		<u>337,877</u>
TOTAL APPROPRIATIONS		<u>338,088</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
220-400-668.00	RENTS	81,705
Totals for dept 400-REVENUE CONTROL		<hr/> 81,705

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			81,705
APPROPRIATIONS			
Dept 266-BUILDING	REPAIRS & MAINTENANCE		
220-266-775.00	JANITORIAL SUPPLIES		2,000
220-266-810.00	CONTRACTUAL SERVICES		1,800
220-266-910.00	INSURANCE & BONDS		2,900
220-266-920.00	UTILITIES		20,000
220-266-934.00	BLDG REPAIRS & MAINT		5,500
220-266-955.01	CARRIED FORWARD FUND EQUITY		1,626
220-266-999.00	TRANSFER OUT		47,879
Totals for dept 266-BUILDING REPAIRS & MAINTENANCE			81,705
TOTAL APPROPRIATIONS			81,705
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
226-400-581.00	REV FROM OTHER COUNTIES	12,000
226-400-607.04	CHARGE FOR SERVICE	10,000
226-400-607.05	SURCHARGE	288,000
226-400-607.06	SURCHARGE - COMMERCIAL	8,800
226-400-630.00	OTHER REVENUE	50
226-400-651.01	RECYCLING CHARGES - OPT OUT RESID	2,700
Totals for dept 400-REVENUE CONTROL		<hr/> 321,550

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		321,550
APPROPRIATIONS		
Dept 525-RECYCLING PROGRAM		
226-525-712.00	FRINGE	31,340
226-525-718.00	FULL TIME	34,925
226-525-719.00	PART TIME	16,129
226-525-727.00	OFFICE SUPPLIES	500
226-525-730.00	POSTAGE	400
226-525-744.00	OTHER SUPPLIES	500
226-525-746.00	UNIFORMS	600
226-525-747.10	FUEL/OIL	10,000
226-525-751.00	EDUCATIONAL SUPPLIES/MATERIALS	1,000
226-525-802.05	EMPLOYMENT PHYSICALS	500
226-525-810.00	CONTRACTUAL SERVICES	2,500
226-525-829.00	PROCESSING	118,000
226-525-852.00	TELEPHONE	1,600
226-525-853.00	CELL PHONE	600
226-525-861.00	TRANSPORTATION	17,500
226-525-863.10	TRAVEL/LODGING/MEALS ETC	130
226-525-900.00	ADVERTISING	600
226-525-910.00	INSURANCE & BONDS	2,100
226-525-920.00	UTILITIES	2,000
226-525-930.01	VEHICLE REPAIR	11,000
226-525-935.03	GROUNDS REPAIR/IMPROVEMENT	1,900
226-525-940.00	RENT	4,284
226-525-954.00	ALLOCATED COST	18,115
226-525-955.01	CARRIED FORWARD FUND EQUITY	15,715
226-525-959.07	REFUNDS GENERAL	352
226-525-970.01	EQUIPMENT - NEW	15,000
226-525-975.22	MAINT/EQUIP/MISC	13,750
226-525-977.00	OFFICE EQUIP & FURNITURE	510
Totals for dept 525-RECYCLING PROGRAM		321,550
TOTAL APPROPRIATIONS		321,550
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
230-400-577.00	CELLULAR PHONE ASSESSMENT	150,000
Totals for dept 400-REVENUE CONTROL		<hr/> 150,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>150,000</u>
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
230-253-820.00	DISTRIBUTION TO CCE 911	150,000
Totals for dept 253-COUNTY TREASURER		<u>150,000</u>
TOTAL APPROPRIATIONS		<u>150,000</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
231-400-651.00	CCE 911 4% PHONE SURCHARGE	175,000
Totals for dept 400-REVENUE CONTROL		<hr/> 175,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			175,000
APPROPRIATIONS			
Dept 325-CCE 911			
231-325-820.00	DISTRIBUTION TO CCE 911		175,000
Totals for dept 325-CCE 911			175,000
TOTAL APPROPRIATIONS			175,000
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
234-400-423.00	COMMERCIAL FOREST	5,200
Totals for dept 400-REVENUE CONTROL		<hr/> 5,200

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>5,200</u>
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
234-253-819.00	DISTRIBUTION TO TOWNSHIPS/SCHOOLS	5,200
Totals for dept 253-COUNTY TREASURER		<u>5,200</u>
TOTAL APPROPRIATIONS		<u>5,200</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
249-400-479.00	CONST CODE-BLDG PERMIT	158,610
249-400-479.11	ELECTRICAL PERMIT	99,905
249-400-479.22	MECHANICAL PERMIT	91,285
249-400-479.33	PLUMBING PERMIT	33,998
249-400-676.00	CONT FROM OTHER FUNDS	69,978
Totals for dept 400-REVENUE CONTROL		<u>453,776</u>

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		453,776
APPROPRIATIONS		
Dept 371-CONSTRUCTION CODE		
249-371-703.29	CONSTRUCTION CODE/ADMIN	53,618
249-371-712.00	FRINGE	137,664
249-371-718.00	FULL TIME	183,355
249-371-727.00	OFFICE SUPPLIES	4,500
249-371-730.00	POSTAGE	1,200
249-371-747.05	GAS/CONSTRUCTION CODE	5,500
249-371-827.00	MEMBERSHIP & SUBSCRIPTIONS	840
249-371-852.00	TELEPHONE	590
249-371-853.00	CELL PHONE	960
249-371-863.10	TRAVEL/LODGING/MEALS ETC	1,000
249-371-930.01	VEHICLE REPAIR	4,440
249-371-937.06	COPY MAINTENANCE AGREEMENTS	400
249-371-954.00	ALLOCATED COST	52,859
249-371-957.00	EMPLOYEE TRAINING	1,350
249-371-977.62	COMPUTER-HARD/SOFT/MAINT	5,500
Totals for dept 371-CONSTRUCTION CODE		453,776
TOTAL APPROPRIATIONS		453,776

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
256-400-620.00	REGISTER OF DEEDS FEES	33,000
Totals for dept 400-REVENUE CONTROL		<hr/> 33,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>33,000</u>
APPROPRIATIONS		
Dept 215-CLERK/REGISTER		
256-215-712.00	FRINGE	619
256-215-718.00	FULL TIME	2,711
256-215-977.50	COMPUTER-HARD/SOFT/MAINT	29,670
Totals for dept 215-CLERK/REGISTER		<u>33,000</u>
TOTAL APPROPRIATIONS		<u>33,000</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
258-400-699.00	FUND EQUITY	10,000
Totals for dept 400-REVENUE CONTROL		<hr/> 10,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>10,000</u>
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
258-253-951.00	DISASTER EXPENSES	10,000
Totals for dept 253-COUNTY TREASURER		<u>10,000</u>
TOTAL APPROPRIATIONS		<u>10,000</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
260-400-607.04	CHARGE FOR SERVICE - PARTICIPANT	21,800
260-400-630.00	OTHER REVENUE - WORK SITE FEE	5,000
Totals for dept 400-REVENUE CONTROL		26,800

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			26,800
APPROPRIATIONS			
Dept 351-CORRECTIONS/COMMUNICATIONS			
260-351-712.00	FRINGE		2,863
260-351-719.00	PART TIME		22,444
260-351-744.00	OTHER SUPPLIES		750
260-351-747.03	GAS/SHERIFF		498
260-351-910.05	INSURANCE		245
Totals for dept 351-CORRECTIONS/COMMUNICATIONS			26,800
TOTAL APPROPRIATIONS			26,800
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
262-400-675.00	CONTRIB & DONATIONS	1,000
Totals for dept 400-REVENUE CONTROL		<hr/> 1,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			<u>1,000</u>
APPROPRIATIONS			
Dept 339-PROJECT LIFE SAVER			
262-339-970.01	EQUIPMENT - NEW		1,000
Totals for dept 339-PROJECT LIFE SAVER			<u>1,000</u>
TOTAL APPROPRIATIONS			<u>1,000</u>
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
263-400-477.00	LIC & PERMITS-NON-BUSINESS	15,000
Totals for dept 400-REVENUE CONTROL		<hr/> 15,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		15,000
APPROPRIATIONS		
Dept 215-CLERK/REGISTER		
263-215-700.00	EXPENDITURE CONTROL	15,000
Totals for dept 215-CLERK/REGISTER		15,000
TOTAL APPROPRIATIONS		15,000
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
264-400-607.04	CHARGE FOR SERVICE	8,000
Totals for dept 400-REVENUE CONTROL		<hr/> 8,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>8,000</u>
APPROPRIATIONS		
Dept 351-CORRECTIONS/COMMUNICATIONS		
264-351-957.00	EMPLOYEE TRAINING	8,000
Totals for dept 351-CORRECTIONS/COMMUNICATIONS		<u>8,000</u>
TOTAL APPROPRIATIONS		<u>8,000</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
266-400-699.00	FUND EQUITY	900
Totals for dept 400-REVENUE CONTROL		<hr/> 900

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		
<hr/>			
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			900
<hr/>			
APPROPRIATIONS			
Dept 301-SHERIFF			
266-301-744.06	SUPPLIES & MATERIALS		900
Totals for dept 301-SHERIFF			900
TOTAL APPROPRIATIONS			900
<hr/>			
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
267-400-527.00	BRYNE GRANT	105,000
267-400-545.02	CASEFLOW ASST GRANT/CIR CT	500
267-400-676.00	CONT FROM OTHER FUNDS	22,000
Totals for dept 400-REVENUE CONTROL		127,500

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			127,500
APPROPRIATIONS			
Dept 131-CIRCUIT COURT			
267-131-727.00	OFFICE SUPPLIES		250
267-131-810.00	CONTRACTUAL SERVICES		2,600
267-131-811.20	INCENTIVES/SUPPLIES		1,300
267-131-853.00	CELL PHONE		540
267-131-863.10	TRAVEL/LODGING/MEALS ETC		680
267-131-957.00	EMPLOYEE TRAINING		5,414
267-131-999.00	TRANSFER OUT		11,716
Totals for dept 131-CIRCUIT COURT			22,500

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 165-BYRNE GRANT		
267-165-712.00	FRINGE	29,902
267-165-718.00	FULL TIME	40,020
267-165-810.00	CONTRACTUAL SERVICES	34,193
267-165-863.10	TRAVEL/LODGING/MEALS ETC	885
Totals for dept 165-BYRNE GRANT		<u>105,000</u>
TOTAL APPROPRIATIONS		<u>127,500</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
268-400-603.00	DISTRICT CRT COSTS	200
268-400-607.14	CHARGE FOR SERVICE - COURT SPECIF	8,000
268-400-613.00	DIST CRT/CIVIL FEES	4,000
Totals for dept 400-REVENUE CONTROL		<hr/> 12,200

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			12,200
APPROPRIATIONS			
Dept 136-DISTRICT COURT			
268-136-700.00	EXPENDITURE CONTROL		5,200
268-136-810.00	CONTRACTUAL SERVICES		1,000
268-136-810.01	CONSUL/IND PROVIDER		1,000
268-136-811.20	INCENTIVES/SUPPLIES		2,000
268-136-863.10	TRAVEL/LODGING/MEALS ETC		1,000
268-136-957.00	EMPLOYEE TRAINING		1,000
268-136-960.03	TETHER/DRUG TESTING FEES		1,000
Totals for dept 136-DISTRICT COURT			12,200
TOTAL APPROPRIATIONS			12,200
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
269-400-630.00	OTHER REVENUE	3,500
269-400-676.00	CONT FROM OTHER FUNDS	8,900
Totals for dept 400-REVENUE CONTROL		<hr/> 12,400

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>12,400</u>
APPROPRIATIONS		
Dept 143-LAW LIBRARY		
269-143-728.00	PRINTED MATTER	3,600
269-143-827.00	MEMBERSHIP & SUBSCRIPTIONS	8,800
Totals for dept 143-LAW LIBRARY		<u>12,400</u>
TOTAL APPROPRIATIONS		<u>12,400</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
270-400-674.03	VETERANS ASSISTANCE DONATIONS	3,000
Totals for dept 400-REVENUE CONTROL		<hr/> 3,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>3,000</u>
APPROPRIATIONS		
Dept 682-VETERANS		
270-682-880.00	COMMUNITY PROJECTS	3,000
Totals for dept 682-VETERANS		<u>3,000</u>
TOTAL APPROPRIATIONS		<u>3,000</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
273-400-656.01	ORDINANCE FINES & COSTS	200
Totals for dept 400-REVENUE CONTROL		<hr/> 200

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			<hr/> 200
APPROPRIATIONS			
Dept 302-ORV ENFORCEMENT			
273-302-744.00	OTHER SUPPLIES		200
Totals for dept 302-ORV ENFORCEMENT			<hr/> 200
TOTAL APPROPRIATIONS			<hr/> 200
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
276-400-674.00	SAYPA CONTRIBUTIONS	67,599
276-400-699.99	TRANSFER IN	32,142
Totals for dept 400-REVENUE CONTROL		<hr/> 99,741

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		99,741
APPROPRIATIONS		
Dept 156-SAYPA CC		
276-156-727.00	OFFICE SUPPLIES	1,000
276-156-811.20	INCENTIVES/SUPPLIES	500
276-156-861.00	TRANSPORTATION	1,000
276-156-954.00	ALLOCATED COST	1,270
276-156-955.01	CARRIED FORWARD FUND EQUITY	6,734
276-156-959.00	MISC	900
276-156-959.06	FTE MISC	1,025
276-156-977.00	OFFICE EQUIP & FURNITURE	400
276-156-999.00	TRANSFER OUT	86,912
Totals for dept 156-SAYPA CC		99,741
TOTAL APPROPRIATIONS		99,741
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
277-400-406.00	SENIOR CITIZENS MILLAGE	678,016
277-400-406.01	PERS PROP/COMM FOR/TAX REVERT	423
Totals for dept 400-REVENUE CONTROL		678,439

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		678,439
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
277-253-813.01	MONTHLY PAYMENT	620,867
277-253-831.01	MILLAGE REQUEST	8,000
277-253-954.00	ALLOCATED COST	7,238
277-253-970.00	CAPITOL OUTLAY	42,334
Totals for dept 253-COUNTY TREASURER		678,439
TOTAL APPROPRIATIONS		678,439
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
281-400-685.01	PROJECT REIMB	3,000
281-400-699.00	FUND EQUITY	29,000
Totals for dept 400-REVENUE CONTROL		<hr/> 32,000

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		32,000
APPROPRIATIONS		
Dept 822-HUD COMMISSION		
281-822-703.55	ADMINISTRATION REIMB	4,800
281-822-810.22	CONTRACTORS	27,200
Totals for dept 822-HUD COMMISSION		32,000
TOTAL APPROPRIATIONS		32,000
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
283-400-569.04	ST GRANT/CHEB CO HOUSING	186,440
283-400-676.10	PROGRAM INCOME CONTRIBUTION	4,700
283-400-699.00	FUND EQUITY	128,000
Totals for dept 400-REVENUE CONTROL		<hr/> 319,140

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		319,140
APPROPRIATIONS		
Dept 723-HOUSING GRANT (CDBG) - PROGRAM INCOME		
283-723-703.55	ADMINISTRATION REIMB	12,346
283-723-730.00	POSTAGE	200
283-723-810.22	CONTRACTORS	57,154
Totals for dept 723-HOUSING GRANT (CDBG) - PROGRAM		69,700

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 724-HOUSING GRANT (HPG) - PROGRAM INCOME		
283-724-703.55	ADMINISTRATION REIMB	9,450
283-724-810.22	CONTRACTORS	53,550
Totals for dept 724-HOUSING GRANT (HPG) - PROGRAM		<hr/> 63,000

2017  
 RECOMMENDED  
 BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 823-HOUSING	GRANT COMMITTEE (CDBG)	
283-823-703.55	ADMINISTRATION REIMB	33,559
283-823-810.22	CONTRACTORS	152,881
Totals for dept 823-HOUSING GRANT COMMITTEE (CDBG)		186,440
TOTAL APPROPRIATIONS		319,140

BEGINNING FUND BALANCE  
 ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
289-400-676.00	CONT FROM OTHER FUNDS	7,400
Totals for dept 400-REVENUE CONTROL		<hr/> 7,400

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			7,400
APPROPRIATIONS			
Dept 670-SOCIAL SERVICES			
289-670-700.00	EXPENDITURE CONTROL		4,300
289-670-706.00	PER DIEM		1,440
289-670-863.10	TRAVEL/LODGING/MEALS ETC		1,000
289-670-957.00	EMPLOYEE TRAINING		660
Totals for dept 670-SOCIAL SERVICES			7,400
TOTAL APPROPRIATIONS			7,400
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
292-400-401.04	PARENTAL REIMBURSEMENT	9,000
292-400-401.07	STATE WARD PARENT PAY	300
292-400-401.09	COUNTY SOC SECURITY	6,500
292-400-401.10	ADOPTION SUBSIDY	3,200
292-400-402.00	BASIC GRANT	15,000
292-400-428.01	A D C F	9,000
292-400-428.03	CRT STATE WARD SHARE/FOC	300
292-400-428.04	STATE SOCIAL SECURITY	1,000
292-400-676.00	CONT FROM OTHER FUNDS	115,300
292-400-676.04	COUNTY APPRO TRANSFER	452,833
292-400-676.09	STATE REVENUE MONTHLY OFFSET	157,500
292-400-676.15	STATE REV OFFSET DHS	115,300
292-400-676.25	STATE REV OFFSET PROBATE	295,334
Totals for dept 400-REVENUE CONTROL		1,180,567

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		1,180,567
APPROPRIATIONS		
Dept 148-PROBATE COURT		
292-148-700.05	FOSTER CARE/PER DIEM	15,000
292-148-700.31	STATE WARD PAYMENTS	300
292-148-700.32	A.D.C.F. PAYMENTS	9,000
292-148-702.05	INSTITUTIONAL/PER DIEM	5,300
292-148-710.06	NON-REIMBURSABLE	1,000
292-148-821.71	OTHER CNTY INSTITUTIONAL - CARE P	80,000
Totals for dept 148-PROBATE COURT		110,600

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 149-PROBATE	COURT/FAMILY CT	
292-149-712.00	FRINGE	3,366
292-149-723.00	NIGHTWATCH	12,300
292-149-744.00	OTHER SUPPLIES	500
292-149-863.10	TRAVEL/LODGING/MEALS ETC	1,200
Totals for dept 149-PROBATE COURT/FAMILY CT		<hr/> 17,366

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 150-INTENSIVE PROBATION		
292-150-712.00	FRINGE	88,734
292-150-718.00	FULL TIME	122,397
292-150-727.00	OFFICE SUPPLIES	600
292-150-853.00	CELL PHONE	540
292-150-863.10	TRAVEL/LODGING/MEALS ETC	800
292-150-957.00	EMPLOYEE TRAINING	250
Totals for dept 150-INTENSIVE PROBATION		<hr/> 213,321

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 151-COUNTY BASIC GRANT		
292-151-810.12	DIVERSIONARY SERVICES	15,000
Totals for dept 151-COUNTY BASIC GRANT		<hr/> 15,000

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
APPROPRIATIONS		
Dept 157-AFTER HOURS SUPPORTIVE SERVICES		
292-157-712.00	FRINGE	2,129
292-157-959.13	AFTER HOUR DISTRIBUTION	7,775
Totals for dept 157-AFTER HOURS SUPPORTIVE SERVICE		<hr/> 9,904

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
APPROPRIATIONS		
Dept 160-HOME BASE SERVICES		
292-160-810.55	COURT ORDERED SERVICES	35,000
Totals for dept 160-HOME BASE SERVICES		<hr/> 35,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 161-SAYPA		
292-161-712.00	FRINGE	11,836
292-161-718.00	FULL TIME	31,908
292-161-810.00	CONTRACTUAL SERVICES	1,000
292-161-810.01	CONSUL/IND PROVIDER	4,550
292-161-810.36	CONTRACTOR/CONSULTANTS	27,682
292-161-810.40	CONTRACT/CHEB SCHOOLS	97,461
292-161-861.00	TRANSPORTATION	54,399
292-161-863.10	TRAVEL/LODGING/MEALS ETC	1,000
292-161-957.00	EMPLOYEE TRAINING	750
292-161-977.00	OFFICE EQUIP & FURNITURE	1,000
Totals for dept 161-SAYPA		<u>231,586</u>

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
APPROPRIATIONS		
Dept 162-INTENSIVE PROBATION 2		
292-162-727.00	OFFICE SUPPLIES	600
292-162-853.00	CELL PHONE	540
292-162-863.10	TRAVEL/LODGING/MEALS ETC	800
292-162-957.00	EMPLOYEE TRAINING	250
Totals for dept 162-INTENSIVE PROBATION 2		<hr/> 2,190

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
APPROPRIATIONS		
Dept 661-CHILD CARE - STATE		
292-661-700.00	EXPENDITURE CONTROL	315,000
Totals for dept 661-CHILD CARE - STATE		<hr/> 315,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 670-SOCIAL SERVICES		
292-670-810.00	CONTRACTUAL SERVICES	56,400
292-670-821.01	DIR. SUP. DHS - FOSTER CARE PAYME	65,000
292-670-821.02	DIR. SUP. DHS - NONSCHEDULED PAYM	2,500
292-670-821.11	FAM. CARE PRIVATE - FOSTER CARE P	46,000
292-670-821.12	FAM. CARE PRIVATE- NONSCHEDULED P	2,500
292-670-821.21	INSTITUTIONAL - FOSTER CARE PAYME	31,000
292-670-821.22	INSTITUTIONAL - NONSCHEDULED PAYM	500
292-670-821.71	OTHER CNTY INSTITUTIONAL - CARE P	26,700
Totals for dept 670-SOCIAL SERVICES		<u>230,600</u>
TOTAL APPROPRIATIONS		<u>1,180,567</u>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
293-400-676.00	CONT FROM OTHER FUNDS	5,220
Totals for dept 400-REVENUE CONTROL		<hr/> 5,220

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>5,220</u>
APPROPRIATIONS		
Dept 689-SOLDIERS	RELIEF COMMISSION	
293-689-700.00	EXPENDITURE CONTROL	4,500
293-689-706.00	PER DIEM	720
Totals for dept 689-SOLDIERS RELIEF COMMISSION		<u>5,220</u>
TOTAL APPROPRIATIONS		<u>5,220</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
294-400-630.00	OTHER REVENUE	10,000
Totals for dept 400-REVENUE CONTROL		<hr/> 10,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			10,000
APPROPRIATIONS			
Dept 683-VETERANS TRUST			
294-683-700.00	EXPENDITURE CONTROL		10,000
Totals for dept 683-VETERANS TRUST			10,000
TOTAL APPROPRIATIONS			10,000
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
297-400-547.02	COA SPECIAL SERVICE	25,000
Totals for dept 400-REVENUE CONTROL		<hr/> 25,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>25,000</u>
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
297-253-873.01	SPECIAL SERVICE COA	25,000
Totals for dept 253-COUNTY TREASURER		<u>25,000</u>
TOTAL APPROPRIATIONS		<u>25,000</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
299-400-675.00	CONTRIB & DONATIONS	1,500
Totals for dept 400-REVENUE CONTROL		<hr/> 1,500

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		1,500
APPROPRIATIONS		
Dept 700-CASH CONTROL		
299-700-955.01	CARRIED FORWARD FUND EQUITY	1,500
Totals for dept 700-CASH CONTROL		1,500
TOTAL APPROPRIATIONS		1,500
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
351-400-580.01	CONTRIB FROM OTHER UNITS	214,094
Totals for dept 400-REVENUE CONTROL		<hr/> 214,094

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>214,094</u>
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
351-253-991.00	PRINCIPAL PAYMENT	95,000
351-253-995.00	INTEREST ON NOTES PAYABLE	119,094
Totals for dept 253-COUNTY TREASURER		<u>214,094</u>
TOTAL APPROPRIATIONS		<u>214,094</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
352-400-580.01	CONTRIB FROM OTHER UNITS	192,003
Totals for dept 400-REVENUE CONTROL		<hr/> 192,003

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		192,003
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
352-253-991.00	PRINCIPAL PAYMENT	130,000
352-253-995.00	INTEREST ON NOTES PAYABLE	62,003
Totals for dept 253-COUNTY TREASURER		192,003
TOTAL APPROPRIATIONS		192,003
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
401-400-676.00	CONT FROM OTHER FUNDS	38,000
401-400-699.99	TRANSFER IN	87,000
Totals for dept 400-REVENUE CONTROL		<hr/> 125,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		125,000
APPROPRIATIONS		
Dept 136-DISTRICT COURT		
401-136-971.00	CAPITAL OUTLAY	125,000
Totals for dept 136-DISTRICT COURT		125,000
TOTAL APPROPRIATIONS		125,000
<hr/>		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
418-400-668.00	RENTS	18,800
Totals for dept 400-REVENUE CONTROL		<hr/> 18,800

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>18,800</u>
APPROPRIATIONS		
Dept 253-COUNTY TREASURER		
418-253-955.01	CARRIED FORWARD FUND EQUITY	18,800
Totals for dept 253-COUNTY TREASURER		<u>18,800</u>
TOTAL APPROPRIATIONS		<u>18,800</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/> ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
422-400-699.99	TRANSFER IN	300,000
<hr/> Totals for dept 400-REVENUE CONTROL		300,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		300,000
APPROPRIATIONS		
Dept 267-BUILDING REPAIRS & MAINTENANCE		
422-267-970.00	CAPITOL OUTLAY	300,000
Totals for dept 267-BUILDING REPAIRS & MAINTENANCE		300,000
TOTAL APPROPRIATIONS		300,000
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
430-400-675.00	CONTRIB & DONATIONS	28,000
430-400-699.99	TRANSFER IN	268,000
Totals for dept 400-REVENUE CONTROL		<hr/> 296,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<u>296,000</u>
APPROPRIATIONS		
Dept 430-ANIMAL SHELTER/DOG WARDEN		
430-430-970.00	CAPITOL OUTLAY	296,000
Totals for dept 430-ANIMAL SHELTER/DOG WARDEN		<u>296,000</u>
TOTAL APPROPRIATIONS		<u>296,000</u>
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
450-400-676.00	CONT FROM OTHER FUNDS	50,733
Totals for dept 400-REVENUE CONTROL		<hr/> 50,733

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
<hr/>			
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			50,733
<hr/>			
APPROPRIATIONS			
Dept 253-COUNTY TREASURER			
450-253-969.00	CONTINGENCY		31,000
450-253-970.00	CAPITOL OUTLAY		19,733
Totals for dept 253-COUNTY TREASURER			50,733
TOTAL APPROPRIATIONS			50,733
<hr/>			
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
509-400-571.00	STATE GRANT - DNR	40,000
509-400-640.00	PUMP OUT - MARINA	2,000
509-400-646.00	GENERAL MERCHANDISE	1,000
509-400-646.01	GASOLINE/FUEL	155,000
509-400-646.11	DIESEL / FUEL	105,000
509-400-652.01	SEASONAL SLIP - MARINA	88,000
509-400-652.02	TRANSIENT SLIP - MARINA	21,000
509-400-652.03	PARKING	4,000
509-400-699.00	FUND EQUITY	77,145
509-400-699.99	TRANSFER IN	40,000
Totals for dept 400-REVENUE CONTROL		533,145

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		533,145
APPROPRIATIONS		
Dept 752-COUNTY MARINA		
509-752-706.00	PER DIEM	1,800
509-752-711.00	RETIREMENT EXPENSE	1,500
509-752-712.00	FRINGE	8,259
509-752-720.00	SEASONAL	58,710
509-752-727.00	OFFICE SUPPLIES	1,000
509-752-730.00	POSTAGE	200
509-752-744.00	OTHER SUPPLIES	2,000
509-752-747.10	FUEL/OIL	300
509-752-799.00	GENERAL MERCHANDISE PURCHASE	1,000
509-752-799.01	GASOLINE/FUEL PURCHASE	205,000
509-752-852.00	TELEPHONE	3,000
509-752-863.10	TRAVEL/LODGING/MEALS ETC	500
509-752-872.00	LICENSING FEES	300
509-752-900.00	ADVERTISING	2,000
509-752-910.05	INSURANCE	1,000
509-752-920.00	UTILITIES	12,000
509-752-934.00	BLDG REPAIRS & MAINT	6,000
509-752-935.00	EQUIPMENT REPAIRS	500
509-752-938.00	REPAIRS AND MAINTENANCE - DOCKS	31,916
509-752-938.02	REPAIRS AND MAINTENANCE - LAUNCH	1,000
509-752-949.00	EQUIP RENTAL	750
509-752-950.00	EQUIPMENT	500
509-752-954.00	ALLOCATED COST	28,145
509-752-957.00	EMPLOYEE TRAINING	300
509-752-959.12	MC/VISA FEES	6,820
509-752-968.01	DEPRECIATION	77,145
509-752-970.00	CAPITOL OUTLAY	80,000
509-752-977.00	OFFICE EQUIP & FURNITURE	500
509-752-977.10	INTERNET WIRELESS ACCESS	1,000
Totals for dept 752-COUNTY MARINA		533,145
TOTAL APPROPRIATIONS		533,145

2017  
RECOMMENDED  
BUDGET

GL NUMBER            DESCRIPTION

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BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
561-400-625.99	GRAND STAND ENTRY FEE	7,000
561-400-646.00	GENERAL MERCHANDISE	300
561-400-650.00	ENT FEES/4H	200
561-400-650.06	ENT FEES/OPEN CLASS	5,500
561-400-652.00	GATE ADMISSIONS	33,000
561-400-654.99	GRAND STAND RECEIPTS	46,513
561-400-655.03	50/50 RAFFLE	5,300
561-400-668.01	RENTS/COMMERCIAL	4,000
561-400-668.02	RENTS / STALL AND PEN	1,500
561-400-669.00	BLDG & GROUNDS RENTAL	2,000
561-400-672.00	CARNIVAL	45,000
561-400-673.01	CAMPING	3,800
561-400-675.02	FF/SPONSOR FEES	12,000
561-400-676.00	CONT FROM OTHER FUNDS	7,138
561-400-676.01	REIMBURSEMENTS	200
561-400-698.00	MISC	5,000
561-400-699.98	VOL. CREDIT - TRANSFER IN	6,500
561-400-699.99	TRANSFER IN	15,067
Totals for dept 400-REVENUE CONTROL		200,018

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		200,018
APPROPRIATIONS		
Dept 556-GENERAL	FAIR EXPENDITURES	
561-556-700.02	FAIR PREMIUM ACCT	12,000
561-556-702.02	SALARIES/OFFICERS	9,500
561-556-702.04	TICKET SELLERS	4,500
561-556-702.08	PARKING ATTENDANTS	1,000
561-556-703.20	PROJECT MANAGER	5,775
561-556-705.17	JUDGES	4,500
561-556-706.00	PER DIEM	11,200
561-556-712.00	FRINGE	4,124
561-556-720.00	SEASONAL	15,579
561-556-724.07	FREE ENTERTAINMENT/CONCERT EXPENS	9,000
561-556-725.14	QUEEN PAGEANT EXP	500
561-556-725.18	50/50 PAYOUT/EXPENSES	3,140
561-556-725.19	KID'S DAY EXP	3,550
561-556-725.20	LADIES DAY EXP	500
561-556-725.22	RIBBONS/TROPHIES ETC	1,500
561-556-725.23	PENNANTS/BUNTING ETC	600
561-556-725.35	MEN'S DAY EXP	500
561-556-727.00	OFFICE SUPPLIES	800
561-556-730.00	POSTAGE	500
561-556-744.00	OTHER SUPPLIES	3,500
561-556-744.27	TEEN ZONE EXPENSES	500
561-556-746.00	UNIFORMS	1,600
561-556-747.10	FUEL/OIL	500
561-556-810.00	CONTRACTUAL SERVICES	9,000
561-556-810.20	SIGNS FOR FAIR	1,600
561-556-810.98	SPECIAL ACTIVITIES	2,000
561-556-810.99	FAIR EVENTS	38,000
561-556-827.00	MEMBERSHIP & SUBSCRIPTIONS	600
561-556-863.12	LODGING/MEALS/TRAINING	7,000
561-556-863.17	FAIR WEEK MEALS	2,800
561-556-872.00	LICENSING FEES	415
561-556-900.00	ADVERTISING	12,500

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
APPROPRIATIONS		
Dept 556-GENERAL FAIR EXPENDITURES		
561-556-920.00	UTILITIES	1,000
561-556-930.00	GROUNDS MAINT/EQUIP	2,500
561-556-935.00	EQUIPMENT REPAIRS	1,100
561-556-949.00	EQUIP RENTAL	7,500
561-556-954.00	ALLOCATED COST	15,067
561-556-955.01	CARRIED FORWARD FUND EQUITY	418
561-556-959.00	MISC	100
561-556-959.03	PAID STALL REFUNDS	600
561-556-959.04	PAID GENERAL REFUNDS	200
561-556-970.01	EQUIPMENT - NEW	1,000
561-556-977.00	OFFICE EQUIP & FURNITURE	500
561-556-977.09	WEB DESIGN/TRAIN/CONSULT	250
561-556-977.62	COMPUTER-HARD/SOFT/MAINT	1,000
Totals for dept 556-GENERAL FAIR EXPENDITURES		<u>200,018</u>
TOTAL APPROPRIATIONS		<u>200,018</u>

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	2017 RECOMMENDED BUDGET
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
588-400-504.01	FEDERAL OPERATING REV 5311	167,624
588-400-504.02	FEDERAL EQUIP REV	251,715
588-400-550.10	STATE OF MI REIMBURSEMENT	324,727
588-400-550.20	STATE OF MI EQUIP REV	62,929
588-400-581.00	REV FROM OTHER COUNTIES	18,403
588-400-654.01	PASSENGER FARES	70,000
588-400-654.02	SPECIAL TRANSIT FARES	121,539
588-400-654.03	STRAITS AREA SERVICE REIMBURSEMEN	101,500
588-400-676.08	CONTR FROM OTHER FUNDS	104,282
588-400-699.00	FUND EQUITY	82,976
Totals for dept 400-REVENUE CONTROL		<u>1,305,695</u>

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		1,305,695
APPROPRIATIONS		
Dept 599-PUBLIC TRANSPORTATION		
588-599-702.01	SALARIES/DIRECTORS	53,173
588-599-704.05	OVERTIME	3,278
588-599-712.00	FRINGE	199,067
588-599-718.01	OPERATORS	168,582
588-599-718.02	OTHER ADMINISTRATIVE	32,319
588-599-718.03	DISPATCHERS	17,544
588-599-719.01	OPERATORS	113,877
588-599-719.03	DISPATCHERS	10,702
588-599-727.00	OFFICE SUPPLIES	1,200
588-599-728.00	PRINTED MATTER	750
588-599-730.00	POSTAGE	125
588-599-747.10	FUEL/OIL	121,500
588-599-810.00	CONTRACTUAL SERVICES	9,200
588-599-827.00	MEMBERSHIP & SUBSCRIPTIONS	900
588-599-852.00	TELEPHONE	2,800
588-599-853.00	CELL PHONE	1,800
588-599-863.10	TRAVEL/LODGING/MEALS ETC	700
588-599-900.00	ADVERTISING	1,800
588-599-910.05	INSURANCE	11,500
588-599-930.02	VEHICLE MATERIALS AND SUPPLIES	10,500
588-599-936.00	VEHICLE REPAIRS & MAINT	72,000
588-599-937.06	COPY MAINTENANCE AGREEMENTS	350
588-599-940.00	RENT	18,000
588-599-954.00	ALLOCATED COST	51,958
588-599-959.01	COUNTY AUDIT	2,000
588-599-968.01	DEPRECIATION	82,976
588-599-976.00	EQUIP BUSES AND VEHICLES	314,644
588-599-977.00	OFFICE EQUIP & FURNITURE	250
588-599-977.62	COMPUTER-HARD/SOFT/MAINT	2,200
Totals for dept 599-PUBLIC TRANSPORTATION		1,305,695
TOTAL APPROPRIATIONS		1,305,695

2017  
RECOMMENDED  
BUDGET

GL NUMBER            DESCRIPTION

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BEGINNING FUND BALANCE  
ENDING FUND BALANCE

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
595-400-626.00	JAIL COMMISSARY FUND	125,000
Totals for dept 400-REVENUE CONTROL		<hr/> 125,000

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
<hr/>			
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			<hr/> 125,000
APPROPRIATIONS			
Dept 351-CORRECTIONS/COMMUNICATIONS			
595-351-727.03	INMATE SUPPLIES		121,866
595-351-954.00	ALLOCATED COST		3,134
Totals for dept 351-CORRECTIONS/COMMUNICATIONS			<hr/> 125,000
TOTAL APPROPRIATIONS			<hr/> 125,000
<hr/>			
BEGINNING FUND BALANCE			
ENDING FUND BALANCE			

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION	
<hr/>		
ESTIMATED REVENUES		
Dept 400-REVENUE CONTROL		
802-400-699.00	FUND EQUITY	100
Totals for dept 400-REVENUE CONTROL		<hr/> 100

2017  
RECOMMENDED  
BUDGET

GL NUMBER	DESCRIPTION		2017 RECOMMENDED BUDGET
ESTIMATED REVENUES			
TOTAL ESTIMATED REVENUES			100
APPROPRIATIONS			
Dept 275-DRAIN COMMISSIONER			
802-275-700.00	EXPENDITURE CONTROL		100
Totals for dept 275-DRAIN COMMISSIONER			100
TOTAL APPROPRIATIONS			100

BEGINNING FUND BALANCE  
ENDING FUND BALANCE

ESTIMATED REVENUES - ALL FUNDS	26,427,972
APPROPRIATIONS - ALL FUNDS	26,427,972
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	
BEGINNING FUND BALANCE - ALL FUNDS	
ENDING FUND BALANCE - ALL FUNDS	

# **CAPITAL IMPROVEMENT PROGRAM**

# CAPITAL IMPROVEMENTS PROGRAM

The following is an excerpt of the County's Capital Improvements program adopted by the Planning Commission and County Board of Commissioners identifying projects to be completed in 2017.

## **Introduction**

The Michigan Planning Enabling Act (Act 33, 2008) requires local municipalities that have adopted a master plan to annually prepare a capital improvements program.

The Act provides that the capital improvements program show those public structures and improvements, in general order of their priority that in the judgment of the Planning Commission will be needed or desirable and can be undertaken within the ensuing 6-year period.

A capital improvements program is a blueprint for planning capital improvement expenditures. The inclusion of a project in a capital improvement program will not require any public entity or department of the county to fund or complete the project. It is a planning tool that can coordinate community planning, financial capacity and physical development.

This report has been prepared and projected on a one-time cash basis that lists the potential project and its estimated cost as provided by various agencies and departments of the county. This cash method of reporting may suggest a substantial one-time cost for many improvements. Not considered are such factors as debt amortization or shared expenses such as grants or other financial aid.

The projects listed in this report reflect the Planning Commission's determination that they are needed or desirable and that they do not conflict with the Master Plan in general order priority.

## **Definition**

Capital improvements or the purposes of this capital improvements program shall be defined as additions to County assets which are the result of construction or purchase of land, buildings or facilities or renovations of the same, with an estimated useful life of five (5) years or more and exceed an estimated cost of \$15,000.00

## **Procedure**

- a) The staff of the Community Development Department will gather project information from the agencies and departments within the county for inclusion in the CIP and present the same to the Cheboygan County Planning Commission.
- b) The proposed projects are reviewed by the Planning Commission. Agency and department representatives will provide a report to the Planning Commission by request.
- c) The Planning Commission will review the project information and select which projects should be included in the CIP and place such projects in a general order of priority.
- d) The staff of the Community Development Department will present a draft CIP to the Planning Commission for review.
- e) The Planning Commission holds a public hearing on the draft CIP and may make changes to the draft CIP accordingly.
- f) The Planning Commission will forward the final draft CIP, along with a recommendation, to the Cheboygan County Board of Commissioners.
- g) The Cheboygan County Board of Commissioners will approve, modify or reject with reasons, the CIP.
- h) The Planning Commission will annually update the CIP utilizing the above procedure.

## **Project Prioritizing**

Projects are presented in a general order of priority in consideration of factors listed in the following categories:

- a) Needed (essential, should do)
  - Satisfies a legal obligation
  - Corrects a condition dangerous to public health and safety
  - Reduces future operating and maintenance costs
  - Leverages local, state or federal funds.
  - Prevents irreparable damage to a valuable public facility
  - Stimulates economic growth and private investment
  - Addresses an objective of the Cheboygan County Comprehensive Plan
  
- b) Desirable (important, could do)
  - Provides a new or expanded level of service
  - Provides a facility improvement adding efficiency or increase in use with minimal or no operating cost increase.
  - Enhances cultural or natural resources.

## **Project Descriptions**

### **Needed Project Category**

The following is an excerpt of capital improvement projects identified in the County's Capital Improvement Plan. Projects identified for the budget document are associated only with facilities owned, operated or funded by the county.

## **Cheboygan County Capital Improvements Program**

### **Project Description**

#### **Cheboygan County Capital Improvement Program**

#### **Project Description**

**Project Title:** Phase II Animal Shelter Renovation.

**Agency:** Animal Control/Humane Society

**Project Type:** Facility Improvement

**Project Description:** Complete Phase II of the proposed Animal Shelter Renovation- Includes replacement and renovation of the existing dog kennel area, food prep area, isolation kennel, night drop off kennels. This is the final area to complete of this multi-year project.

**Year(s) of Project:** 2017

**Estimated Cost:** \$295,000

**Planning Commission Priority Category:** Needed

## **Cheboygan County Capital Improvements Program**

### **Project Description**

**Project Title:** County Building trim panel/ window replacement

**Agency:** Cheboygan County

**Project Type:** Facility Improvement

**Project Description:** Replacement of panels and windows which face the interior parking lot on the north side of the County Building. The panels were installed with the original construction of the county building. Smaller energy efficient windows with new wall replacement are planned.

**Year of Project:** 2017

**Estimated Cost:** \$65,000

**Planning Commission Priority Category:** Needed

## **Cheboygan County Capital Improvements Program**

### **Project Description**

**Project Title:** Doris Reid Center Improvements.

**Agency:** County Building Maintenance Department

**Project Type:** Facility Maintenance and Improvement.

**Project Description:** The building is in need extensive interior remodeling, window and door replacement. County crews will continue interior renovations of the upper floor of the building.

**Year(s) of Project:** 2017-18

**Estimated Cost:** Phase I \$300,000

**Planning Commission Priority Category:** Needed

## **Cheboygan County Capital Improvements Program**

### **Project Description**

**Project Title:** County Building Energy Efficiency Upgrades

**Agency:** County Building Maintenance

**Project Type:** Facility Improvement

**Project Description:** Several energy efficiency upgrades are planned over a three year period. The upgrades include replacement of air condition units, new energy efficient valves and fixtures in the restrooms, automatic light switches were practical throughout the building. The upgrades will reduce energy costs which will pay for the cost of improvements over time.

**Est. Project Year** 2017 to 2021

**Estimated Cost:** \$25,000 each year

**Planning Commission Priority Category:** Desirable

## **Cheboygan County Capital Improvement Program**

### **Project Description**

**Project Title:** Fuel Tank and Fuel Dock Replacement and Upgrade

**Agency:** Cheboygan County Marina

**Project Type:** Facility Replacement

**Project Description:** Existing fuel dock and fuel tank at the Marina was constructed and installed in 1988. A new wood dock is proposed to replace the existing dock. Replacement of the existing fuel storage tank is also proposed.

**Year(s) of Project:** Contingent on Obtaining Funding – 2017-18

**Estimated Cost:** \$80,000

**Planning Commission Priority Category:** Needed

**DEPARTMENT  
GOALS AND OBJECTIVES**

## 53rd CIRCUIT COURT

The mission of the 53<sup>rd</sup> Circuit Court is to serve the public in a courteous and efficient manner to administer justice with integrity and equality in a manner that inspires public trust.

The 53<sup>rd</sup> Circuit Court has jurisdiction in all civil cases involving \$25,000 or more, cases seeking equitable relief, felony criminal cases and serious misdemeanors, and all domestic relations matters (divorces, personal protection cases, paternities, custody, child support and parenting time cases). The Court also has jurisdiction over appeals from the 89<sup>th</sup> District Court and from administrative agencies. The 53<sup>rd</sup> Circuit Court includes both Cheboygan County and Presque Isle County.

### GOAL

The Goal of the 53<sup>rd</sup> Circuit Court is to abide by Trial Court Standards and Caseload Management Time Guidelines as directed by the Michigan Supreme Court and State Court Administrative Office.

### OBJECTIVES:

- Continue to provide quality service to the public in a cost efficient manner.
- Continue to provide Court users with information and assistance so they can efficiently complete their Court business.
- Continue to review work processes and procedures to contain operational cost, increase efficiency and improve service quality.
- Continue the Cheboygan County Drug Court Program, promoting safety by intense judicial monitoring and treatment of non-violent criminal substance abusers. The integration of criminal justice and treatment programs will reduce crime, save taxpayer dollars and promote individual responsibility.
- Maintain existing grant funding for Drug Court and pursue additional forms of funding to address organizational needs.

- Continue to use effective practices to increase collection rates for Court ordered reimbursement, fines, fees, restitution and court cost.
- Develop information concerning the Court and case information for on-line access through the County's web site.
- Continue to provide necessary training to Court employees to insure a highly skilled workforce.
- Continue to recognize staff for their good work and service to the Courts and community.
- Utilize technology to contain cost and improve Court efficiency and service.

# 89<sup>TH</sup> DISTRICT COURT

## Goals and Objectives

The **JURISDICTION** of the 89<sup>th</sup> District Court is divided into three divisions – criminal, civil and traffic. All criminal cases; whether misdemeanor or felony, begin in District Court. The criminal division of the District Court handles a wide range of criminal proceedings including misdemeanor and felony offenses. The Civil Division of the court has jurisdiction over all civil disputes where the amount in controversy is less than \$25,000, small claims and landlord tenant cases. The Traffic Division processes all civil infractions, which include minor traffic matters, some Department of Natural Resource matters and certain misdemeanor cases. Additionally, the Probation Department provides services to the judge, victims and probationers.

The **MISSION STATEMENT** of the 89<sup>th</sup> Judicial District Court is to serve the public in an informed, efficient manner, with equal treatment for all, according to the law. Employees strive to work as a team with a common goal of public service.

### **GOAL: PROVIDE QUALITY SERVICE**

The 89<sup>th</sup> District Court strives to provide quality service to the public and legal community.

#### **QUALITY SERVICE OBJECTIVES:**

- Foster a user-friendly environment, treating all people with respect, dignity and fairness.
- Provide service in a timely and courteous manner.
- Focus on customer satisfaction and consistency by being receptive and responsive to customer needs.
- Maintain institutional knowledge and business practices, in an effort to offer guidance for new and seasoned employees.
- Continue to review court procedures and practices to insure quality service in a cost effective manner.
- Provide training, resources and support to insure employees are knowledgeable in all facets of District Court to assist customers.
- Employees shall be ambassadors of the 89<sup>th</sup> District Court and strive to represent the court in a positive manner.

## **GOAL: BUDGET**

The 89<sup>th</sup> District Court strives to respect the interests of the taxpayers and our funding unit by continuously seeking ways to stay within or reduce the budget while maintaining quality service to the public.

### **BUDGET OBJECTIVES:**

- When retirements occur, review workload to determine if reorganization of duties can be accomplished before decision is made to hire new employee.
- Review budget to determine if cuts can be made.
- Continue to review practices and services to provide greater efficiencies in coordination with elected officials, county departments and other units of government.
- Continue to pursue collection of fines, costs and restitution through show cause and tax garnishments.

## **GOAL: TECHNOLOGY**

The 89<sup>th</sup> District Court will utilize technology that will assist court personnel to increase public and legal community access and convenience to the court.

### **TECHNOLOGY OBJECTIVES:**

- Continue computer training of staff to maximize the use of programs and to improve efficiency and tracking of cases.
- Continue testing Judicial Management Systems Next Generation software.
- Continue to pursue electronic citations for other local agencies i.e. Tuscarora Police, City Police and Mackinaw Police.
- Evaluate the cost effectiveness and efficiency of an imaging storage system for court records.
- Continue to improve ways for public and legal community to gain access to public information of the 89<sup>th</sup> District Court through technology.

- Continually update website to make it user friendly, provide relevant and helpful information to the public and legal community.
- Continue to work with Judicial Management Systems to further develop our electronic court calendar as well as online probation reporting features to improve court efficiency.

## **GOAL: COMMUNICATION**

The 89<sup>th</sup> District Court strives to create an atmosphere of teamwork, cooperation, openness and accountability.

### **COMMUNICATION OBJECTIVES:**

- Share important management information with staff through quality communication and staff meetings.
- Implement employee surveys.
- Foster a cooperative environment through communication between Court, Prosecutor's Office, Police Agencies, Public Defenders Officer, Legal Community, Community Service Agencies and Treatment agencies encouraging the spirit of cooperation among agencies.
- Meet with the funding unit to apprise members of 89<sup>th</sup> District Court activity.
- Prepare annual report.

## **GOAL: TRIAL COURT PERFORMANCE STANDARDS**

The 89<sup>th</sup> District Court strives to comply with all Trial Court Performance Standards promulgated by the Michigan Supreme Court.

### **TRIAL COURT PERFORMANCE OBJECTIVES:**

#### **General Civil and Miscellaneous Civil Cases**

- 99% adjudicated within 273 days from case filing
- 100% adjudicated within 455 days from case filing

#### **Summary Civil Cases without Jury Demand, including small claims, landlord/tenant, and land contract actions**

- 95% adjudicated within 126 days from case filing

#### **Summary Civil Cases with Jury Demand, including landlord/tenant and land contract actions**

- 65% adjudicated within 154 days from case filing

#### **Statute and Ordinance Misdemeanor Cases, including misdemeanor drunk driving and misdemeanor traffic**

- 85% adjudicated within 63 days from first appearance
- 95% adjudicated within 126 days from first appearance

#### **Felony and Extradition/Detainer\* Cases**

- 60% of preliminary examinations held within 14 days of arraignment
- 75% of preliminary examinations held within 28 days of arraignment

\*This percent includes cases bound over to circuit court, reduced to a misdemeanor, or dismissed. Case age of Extradition/Detainer cases is measured from the time of arraignment to the time of the hearing or the time when the hearing was waived.

#### **Civil Infraction Proceedings, including traffic, non-traffic, and parking cases**

- 90% adjudicated within 35 days from case filing
- 98% adjudicated within 84 days from case filing

## **GOAL: IMPLEMENT SOBRIETY COURT**

The 89<sup>th</sup> District Court strives to provide sobriety court participants with the education, tools and support system to lead an alcohol free life.

### **IMPLEMENT SOBRIETY COURT OBJECTIVES:**

- Operate Sobriety Court without additional cost to tax payers or funding unit.
- Pursue grants to fund Sobriety Court if needed.

## **GOALS AND OBJECTIVES CHEBOYGAN COUNTY PROBATE AND FAMILY COURT**

### **JURISDICTION OF CHEBOYGAN COUNTY PROBATE AND FAMILY COURT**

encompasses decedent's estates, trusts, wills, conservatorships, guardianships, mental health proceedings, registration of foreign births, advance directives proceedings, unpublicized marriage licenses, lost instruments, kidney donation by minor, support of poor person, uniform transfers to Minors Act proceedings, drain appeals, Soldier's Relief and State Boundary Commission, delinquency and child protection proceedings, juvenile guardianships, minor personal protection matters, names changes, adoptions, infectious disease issues, safe delivery of newborns, waivers of parental consent proceedings, and emancipations.

The **MISSION STATEMENT** of the Cheboygan County Probate and Family Court is that it serves the public, protects rights, interprets and upholds the law, and provides fair, accessible, effective and responsive forums for the resolution of all matters coming under its jurisdiction.

The **VISION STATEMENT** of the Cheboygan County Probate and Family Court is that it will provide leadership for the continuous improvement of a justice system that is responsive to the diverse and changing needs of the public and accountable for the efficient and effective use of public resources.

The **GOAL** of the Cheboygan County Probate and Family Court is to abide by Trial Court Standards and Caseload Management Time Guidelines as directed by the Michigan Supreme Court and State Court Administrative Office.

### **OBJECTIVES:**

- Continue to review Court processes and procedures to insure quality service in a cost effective manner.
- Utilize the court audio recording system to document court proceedings and continue the implementation and use of the system to improve efficiency and quality of court recordings.
- Continue to utilize electronic court calendar to improve court efficiency.
- Continue computer training of staff to maximize use of computer assets and improve efficiency.
- Review long and short term records storage needs to maintain State records retention guidelines.

- Continue efforts to improve the court offices and courtroom for handicap accessibility.
- Continue to update and maintain equipment, including stand up work stations for staff that desire them for medical issues.
- Continue to update computer software and technology.
- Continue to maintain funding for training and education.
- Continue to be involved in and support community service agencies that assist the people that the court serves.
- Continue the use of mediation services to reduce court cost time and cost.
- Continue development of the Juvenile Independence Court for juveniles through use of Child Care funds.
- Continue to improve collections by investigating the possibility of pursuing federal tax garnishment.
- Improve and increase information available and public access to Supreme Court forms and informational websites to aid the public in use and understanding court forms and procedures through the Court's County website.
- Continue recognizing adopting families on Adoption Day. Organize a Family Reunification Day recognizing the return of children to their families.
- Continue to seek fair court employee compensation based on Cheboygan County Board of Commissioners stated goal to use comparables from similar counties for court personnel.
- Implement Teen Court Program as educational and rehabilitative tool for the court.
- Develop new protocols to improve addressing truancy and suspension of students county wide.
- Institute improved procedures for addressing sexual offenders and victims.

## **FINANCE DEPARTMENT**

The mission of the Finance Department is to provide the highest level of customer service to its internal and external customers. The Finance Department is committed to providing timely, accurate, clear and complete financial information and support to departments, elected officials and citizens.

### **GOALS**

- Report the financial position and economic condition of the County in an accurate, timely, consistent, reliable manner, leading to the publication of a Comprehensive Annual Financial Report (CAFR) that receives an unqualified audit opinion.
- Continue to work with departments to provide access to financial information in a timely manner to improve efficiency and quality of County services.
- Continue a fiscally sound approach to County finances to ensure that expenditures do not exceed the resources available and a balanced budget is maintained.
- Issue payments to employees and vendors, for goods and services delivered, in a timely and accurate manner.
- Ensure the integrity of departmental work products and the continued use of best practices through the professional development of Finance Department staff.
- Maintain high standards of excellence in order to provide the highest level of service to our customers.

## OBJECTIVES

- Participate in review of organizational process from a financial perspective to identify efficiency, process and program improvements to become more cost efficient and improve service delivery to internal and external customers.
- Continue review of organization's financial policies to recommend amendments when necessary.
- Continue to improve the budget process and document to comply with the requirements necessary to submit for Government Finance Officers Association Distinguished Budget Award.
- Continue progress toward enhanced use of program measurements in the budget and operational decision making process.
- Increase availability of financial reports, policies and data on the County's web site or internal server.
- Encourage and provide technical training opportunities for all staff.
  - ✓ Schedule annual updates for employees on accounting software capabilities and enhancements.
- Continue review of cost associated with building utilities in coordination with the maintenance department to improve energy efficiency and contain cost.
- Continue program analysis of SAYPA program, Drug Court and Sobriety Court with Judges and Court staff to insure program quality and cost effectiveness.
- Encourage automation in the processing and reporting of financial data.
  - ✓ Research software options for automating time sheet entry into the payroll system.
- Update the performance dashboard required under the Economic Vitality and Incentive Program.
- Research and develop measurement standards for all County programs.
  - ✓ Examine information gathered by the Michigan Local Government Benchmarking Consortium created by Michigan State University Extension

## **ADMINISTRATION**

The mission of the Administrator is to provide leadership, management, coordination and collaboration to implement county board policies and to achieve the County's goals and objectives according to all applicable federal, state and local laws.

The County administrator also strives to establish an innovative team environment with department heads, elected officials and collaborative partners to provide the highest level of customer service in the most efficient and fiscally responsible method to the residents, businesses and visitors of Cheboygan County.

## **GOAL: PUBLIC SAFETY**

The County will focus on providing services beneficial to the Citizens of Cheboygan County in the areas of Public Health, Safety and Security.

### **PUBLIC SAFETY OBJECTIVES:**

- County departments and staff will continue to enforce laws and ordinances to protect the health, safety, and welfare of the Citizens of Cheboygan County.
- Staff will continue to monitor laws and ordinances to report changes in conditions or conflicts to the County Commission that may result in an amendment to existing policy and ordinances or the creation of new policies and ordinances.
- Continue to work with Commissioners, legal counsel, elected officials and department heads to review, update and research policy, ordinances and programs.
- Provide research and analysis of public safety programs and services to Commissioners.
- Cheboygan County is committed to being prepared in the case of emergency and will continue to work with CCEOEM concerning hazard mitigation plans and preparedness drills.

**GOAL: PROVIDE QUALITY COUNTY SERVICES**

The County strives to provide quality services to the residents, business owners, and visitors in the most efficient and courteous manner.

**CUSTOMER SERVICE OBJECTIVES:**

- Review services provided by each department to determine ways to improve efficiency and service excellence implementing the principles of Lean Government.
- Focus on customer satisfaction by being receptive and responsive to customer needs.
- Employees shall remain courteous, pleasant and positive.
- Each employee shall be an ambassador of the County and shall strive to represent the County in a positive manner.
- Services shall be delivered consistently and dependably.
- Employees shall take action to resolve concerns, problems or complaints.

**PUBLIC RELATIONS OBJECTIVES:**

- Promote positive communication by being responsive, listening to concerns and providing a courteous timely and accurate response.
- Inform the public, business owners, residents, and visitors of policy discussions, programs and activities through press releases, the County's Web Page and through direct written and verbal communication when appropriate.
- Continue to promote correspondence with cities, villages and township boards, state, federal and collaborative agencies, and school districts when relevant through verbal, written, and electronic communication.

**BUDGET AND EFFICIENCY OBJECTIVES:**

- Continue to work with Commissioner's, Elected Officials, Department Heads, Staff and Auditors to maintain the financial integrity of the County and to meet financial policy directives.

- Work with Elected Officials and Department Heads to review departmental work processes to increase efficiency and improve service delivery to customers.
- Continue to develop the budget to conform to GASB Standards and to meet Government Finance Officers Association standards.
- Continue to review funds and activity to monitor revenue and expenditures through the fiscal year.
- Report to Commissioners changes in conditions that affect the budget.
- Work with Commissioners, Elected Officials and Department Heads to formulate proposed budgets for the next fiscal year based on goals and objectives.
- Review funds to identify possible revenue enhancements, fees for services, and to provide Commissioners with recommendation for millage and fee rates to assure adequate funds exist to meet goals and objectives.
- Continue to pursue grant opportunities.
- Continue with lease and contract development when required.
- Review efficiency and effectiveness of County Housing Loan Program.

#### **HUMAN RESOURCE OBJECTIVES:**

- Work with Elected Officials and Department Heads to develop activity plans for employees to meet goals and objectives.
- Review department goals and objectives to monitor progress.
- Work with departments to develop organizational wide updates and year-end report to monitor progress on goals and objectives.
- Work with departments to develop performance measurements.
- Continue to facilitate internal communication.
- Review personnel policies and forms for needed updates.
- Provide education to employees concerning personnel policy handbook directives.

- Collect wage and benefit comparison information from communities with similar taxable value and population for use in wage and benefit negotiations.
- Conduct Union Negotiations with employee unions.
- Review and update with departments' employee job descriptions.
- Review existing health care insurance costs to determine if modifications can be done to protect coverage levels while reducing cost.
- Maintain employee retirement system.
- Maintain employee morale.
- Work with Elected Officials and Department Heads to review employee training needs to assess areas of focus and to appropriate funds according to budget allocations to increase employee knowledge, skills, and abilities.
- Continue to identify organizational wide training opportunities concerning areas such as general safety training, computer training and customer service.
- Implement an Employee Safety Committee.

#### **TECHNOLOGY UTILIZATION OBJECTIVES:**

- Continue to use technology to improve service delivery and program implementation.
- Review technology initiatives with IS staff and departments to coordinate activities and appropriate necessary funds.
- Continue development of electronic and web based information and service deliver.

#### **GOAL: ECONOMIC DEVELOPMENT**

Cheboygan County will work to promote and encourage economic Development through our continued efforts of collaborations with our partners.

## **ECONOMIC DEVELOPMENT OBJECTIVES:**

- Continue partnership with Northern Lakes Economic Alliance (NLEA) to provide economic development education and service opportunities to businesses and communities within the County.
- Continue partnership with the Northeast Michigan Council of Governments (NEMCOG) to foster economic development opportunities through participation in the Comprehensive Economic Development Strategy (CEDS) for the region, the Up North Trails web page initiative and providing statistical and educational material for businesses within the County.
- Research the cost and benefit of joining the North West Michigan Council of Governments.
- Work with County Economic Development Commission to identify and implement Goals and Objectives.

## **GOAL:       COLLABORATION-SERVICE**

Cheboygan County will continue to develop and explore the expansion of collaborative activities with government and service agencies.

## **COLLABORATION-SERVICE OBJECTIVES:**

- Continue implementation of renovation of the Doris Reid Building.
- Maintain collaborative initiatives with partner organizations for the following activities:
  - Charlevoix, Cheboygan and Emmet 911
  - Straits Regional Ride
  - District Health Department
  - Cheboygan County Airport
  - Recycling
  - NLEA Economic Development programs
  - Straits Area Narcotics Enforcement
  - Charlevoix, Cheboygan, Emmet Emergency Management Services
  - Domestic Violence Prosecutor
  - Straits Area Youth Promotion Academy
  - Northern Cheboygan County Inter-Municipality Planning Committee

**GOAL: ADDRESSING MULTIPLE FACILITY NEEDS**

Cheboygan County will continue the development of capital improvement schedules to maintain County assets.

**CAPITAL IMPROVEMENT OBJECTIVES:**

- Complete improvements to the animal shelter.
- Continue renovation of Reid Building.
- Begin window replacement at the County Building.
- Replace two air conditioning units in the County Building.
- Begin Engineering for Marina Fuel Tank and Fuel Dock Replacement Project.
- Seal Coating of Senior Center Parking lots.
- Complete Preliminary Study for Jail Expansion Project

## COUNTY CLERK/REGISTRAR OF DEEDS OFFICE

### MISSION STATEMENT

The Cheboygan County Clerk's/Registrar of Deeds Office strive to provide courteous, cost effective and efficient customer service to residents, business owners and visitors of Cheboygan County.

### GOALS

- Maintain Vital Records, Circuit Court Records and County Board of Commissioner's Records in an efficient manner.
- Conduct efficient election services according to State law.
- Maintain the official records of real property within the County in an efficient manner.
- Provide efficient and courteous service to our customers.
- Continue to review processes and procedures based on Lean Government concepts to improve efficiency and customer service.
- Continue to utilize technology to improve efficiency and customer service.

### OBJECTIVES

- Continue to comply with all applicable Michigan Statutes for legal advertisements, notices for public meetings, public records request and record retention requirements.
- Continue efficient and accurate records management by maintaining the electronic and microfilm indexing, storage and archival system.
- Continue efficient registration of voters within the County.
- Efficiently carry out the election duties of ballot printing, voting machine set-up and conducting election schools for poll workers.
- Complete implementation of access to property records through web based vendor.
- Evaluate the need for replacement (with Information System Department) of copier, printer, computer equipment and software to maintain efficient and functional technology equipment.
- Continue development of web-based information by posting and up-loading County meeting notices, agendas and documents on-line.
- Continue to work with County staff, the public and other governmental, non-profit and private agencies to ensure the efficient distribution and recording of public records and documents.

## EQUALIZATION DEPARTMENT

The mission of the Equalization Department is to provide an accurate projection of market value to all local units and all classes of property within Cheboygan County. The Equalization department is committed to providing education and assistance to the general public about the property tax and assessment structure.

### GOALS

- Continue to enhance ways to deliver assessment information to the public.
- Assist the local assessors with implementing changes in property tax laws.
- Continue a fiscally sound approach to processing tax bills and change of assessment notices, while still providing a quality service to the local units of government.
- Continue to develop accurate appraisals and estimations of market value for all classes of property within Cheboygan County.
- Ensure the department stays abreast of new laws for property tax administration.

### OBJECTIVES

- Update the property record website on a regular basis to ensure the information is current.
- Continue to communicate with assessors as changes take place. Regular email correspondence and assessor meetings to discuss the implementation of changes.
- Purchase supplies on an annual basis in large quantities to save on cost. Implement an internal policy for the sorting of tax bills.
- Continue Implementation of the use of tablet PC's with Equalization Staff. Make sure appraisers have digital photos of all property being appraised. Track waterfront sales within the County.
- Quarterly staff meetings to keep the team up to date on new laws and potential laws. Have the staff attend continuing education courses throughout the calendar year. Weekly inter-office email updates.

## **DEPARTMENT OF INFORMATION SYSTEMS**

The mission of the Department of Information systems (IS) is to provide the highest level of customer service to its internal and external customers. The department serves as the central point for planning, implementation and support of technology initiatives and infrastructure in the County. The IS team establishes strategic directions for technology and telecommunications, encourages cross-agency collaboration for the mutual benefit of all, and advocates best practices for operations and project management. The Department actively partners with other County departments to implement common technology solutions that enable efficient operations and delivery of County services, while maximizing the County's investment in technology.

### **GOALS**

- Provide vision, leadership, and a framework for evaluating emerging technologies and implementing proven technology solutions.
- Provide County government with access to appropriate information and technology to improve efficiency and quality of County services.
- Use best practices to analyze technology needs to improve efficiency and improve quality of programs and services provided to organizational customers and to the public.
- Have an empowered and highly motivated workforce that is skilled in the latest technologies.

### **OBJECTIVES**

- Continue technology support of County Building security system.
- Research replacement of County Phone System.
- Continue development of County's Web Page to provide additional content and interactive capability to improve efficiency and service to County Residents, Business Owners and Visitors.
- Continue to work with partner organization to develop and utilize cloud based technology to reduce cost and strengthen reliability.
- Reduce the number of second call incidents into the Help Desk.
- Reduce the mean time to repair service response.
- Maintain maximum uptime connectivity of the core network.
- Provide training on technology to County's employees.

# CHEBOYGAN COUNTY PROSECUTING ATTORNEY'S OFFICE

## Goals and Objectives

The Cheboygan County Prosecuting Attorney's Office serves as the Chief Law Enforcement branch of Cheboygan County. That role requires reviewing investigations made by local law enforcement agencies, making decisions whether criminal charges are warranted and then navigating the case through the court system. Besides prosecuting all felony and misdemeanor criminal offenses in Cheboygan County, the office also handles many appeals, child support and paternity establishment, juvenile delinquencies, abuse and neglect petitions and civil infraction violations. The office is staffed by three full-time attorneys, two part-time assistants, an office manager, two legal secretaries, a victim rights coordinator and a child-support specialist.

The **MISSION STATEMENT** of the Cheboygan County Prosecuting Attorney's Office is to pursue results in all cases that serve the interests of justice. In our pursuits, we hope to act in a fiscally responsible fashion, provide quality service and be proactive in community education and progressive with addressing community issues.

### **GOAL #1: FISCAL RESPONSIBILITY**

The Cheboygan County Prosecuting Attorney pursues fiscal responsibility through the following objectives:

- Implementing the use of technology to reduce cost of materials and staffing demands.
  - Paperless Office. We have nearly completed our goal of becoming paperless. The benefits outside the expense of ink and paper are the reduction of duplicate work and efficiency for law enforcement agencies in submitting reports electronically. This technology has also reduced the need and high costs associated with storage of closed files.
  - Electronic Calendaring System. Our implemented calendaring system has made scheduling significantly easier as well as preserves a database of contacts that allows our office the convenience of getting information.
- Reduction of Staff. The staff has been reduced after the departure of one staff member. That position was not filled, but rather duties within the office were re-assigned to become more efficient and save taxpayer dollars.

- Eliminating unnecessary spending within the budget.

## **GOAL #2: FAIR PROSECUTION**

The Cheboygan County Prosecuting Attorney will pursue fair prosecution through the following objectives:

- Thoroughly reviewing each and every file that enters the office.
- Advocate on behalf of victims and community interests in each case.
- Promote fairness for all parties involved in all cases.
- Set inter-office policies to ensure consistency and further the safety and well-being of Cheboygan County citizens.

## **GOAL #3: COMMUNITY EDUCATION/ADDRESSING COMMUNITY ISSUES**

The Cheboygan County Prosecuting Attorney is extremely active with community education/issues. We believe that taking a proactive approach to problems in our community today will reduce crime tomorrow.

- Educate the children of Cheboygan County through the following programs at each public school:
  - Sex & the Law. The focus is addressing the law as it relates to criminal sexual conduct with an emphasis on statutory rape. The age group is early high school students.
  - Bullying. This is a presentation for elementary students made with the school liaison officer to define bullying behavior and update kids on how to respond to being bullied.
  - Drug Education. In conjunction with community leaders this is a program that is being put together with the goal of creating an aggressive, informative, fact-based presentation that will educate middle school children about the negative drug culture of Cheboygan County.

- Law Day. Throughout the past years a number of classes from area schools have attended court proceedings to learn about the local government and the court system. The day involves meeting with different offices in the County Building and a jail tour.
- Drug Court/Sobriety Court/Mental Health Court Participation. The Cheboygan County Prosecuting Attorney's Office acts as the gate keeper in these programs. The Drug and Sobriety Court programs are intensive probation programs for individuals with substance abuse/alcohol issues. The program is designed to address the addiction problems and promote positive lifestyle changes. The Mental Health Court is designed for children who suffer from mental health conditions.
- Other program participation includes: Child Advocacy Counsel, Domestic Violence Task Force, Cheboygan County First Response Advocates Training, Youth Task Force, Women's Safe House in Petoskey, Jail Utilization, Northern Michigan Child Support Forum, Cheboygan County Gun Board, Case Management Team (CMT) with the Michigan DOC, From Decisions to Actions.

## MAINTENANCE DEPARTMENT

The mission of the Maintenance Department is to provide quality customer service to maintain safe, efficient and clean facilities for the citizens and employees of Cheboygan County.

### GOALS

- Continue to improve customer service.
- Continue review of services and processes to improve efficiency and quality.
- Continue to research and implement projects that increase energy efficiency.
- Continue to build employee morale and provide employees with training opportunities.

### OBJECTIVES

- Assist in the completion of Phase II Improvements to the Animal Shelter project by completing demolition of the old kennel area for remodeling as well as provide construction coordination with contractors on site.
- Continue renovations of the Doris Reid Building with the completion of renovations Office Health Department Office space.
- Assist in phase I replacement of windows in a portion of the County Building.
- Assist in the replacement of air conditioning units in County Building.
- Provide project oversight for parking lot seal coating at the County's Wolverine and Sand Road Senior Centers.
- Continue to complete maintenance work orders received by departments in a courteous and efficient manner.
- Continue implementing a data gathering/metering program to improve energy efficiency.
- Prepare and implement a maintenance plan to continue energy efficiency upgrades to County facilities. Identify building envelope and insulation needs for each facility, identify areas of facilities to install motion sensors for lighting, plumbing fixture upgrades, as well as, continue analyzing thermostat set points to increase building comfort while maintaining energy efficiency.

- Continue quality care of exterior facades of buildings as well as maintenance of parking and lawn areas of facilities.
- Continue safe and efficient removal of snow from parking and walk areas.
- Continue inspection of facilities to identify and repair defects to maintain building and grounds safety.
- Review cleaning processes and delivery to increase efficiency and maintain high building maintenance standards.
- Meet with Fair Manager to update maintenance and long term capital needs of the facility.
- Provide training to staff.

# CHEBOYGAN COUNTY TREASURER

## MISSION

The Mission of the Cheboygan County Treasurer's Office is to provide professional, informative and courteous assistance to the public in the collection of taxes, accounts receivable and investment of County funds.

## GOALS AND OBJECTIVES

- Maintain efficient and effective receipting of property taxes and general deposits.
- Maintain prudent cash handling, cash management and investment services.
- Accurately manage taxpayer records.
- Provide efficient and courteous service to our customers.
- Review process and procedures to improve efficiency and customer service.
- Utilize technology to improve customer service and efficiency.
- Invest County funds according to State and Federal regulations.
- Reconciliation of the annual property tax certification received from the County Equalization Director.
  
- The billing, collection, receipting, distribution and reporting of both personal and real property taxes following the certification of those taxes.
  
- The receipting of all general monies collected by County departments to maintain and balance accounts.
  
- Work with County Administrator, Finance Director and County Equalization Director to track and forecast for all major revenues of the County including property taxes, interest and penalty on delinquent taxes, investment interest, and other revenues.
  
- Daily balancing of all payments processed prior to posting into the general ledger.
  
- Balancing of cash between the County Bank Accounts, Treasurer's automated system and the General Ledger.
  
- Work with County Administrator and Finance Director to manage cash flow and investments for the County.
  
- Work with County Administrator and Finance Director to manage short-term and long-term debt for the County, all outside districts and agencies, until completely paid off.
  
- Financial reporting for treasury functions required of the County's Comprehensive Annual Financial Report.
  
- The collection of delinquent Real and Personal Property taxes and conduct sale of property when necessary according to State Law.

## COMMUNICATION

- Share important management information with staff through quality communication and staff meetings.
- Promote Dog Licenses, Passport Awareness and Recycle Permits with the Public.

## **SHERIFF DEPARTMENT**

It is the Mission of the CHEBOYGAN COUNTY SHERIFF'S DEPARTMENT to assist the people of Cheboygan County in our mutual desire for a safe and secure community through our dedication in providing Correctional, Law Enforcement, and Related Services at the highest possible standards, while respecting the rights of all people.

### **GOALS**

- Treat the public and each other with sensitivity, respect, and dignity.
- Exemplify personal and professional integrity.
- Encourage innovation and creativity.
- Mandate training, education, and personal development which serve to achieve employee professionalism.
- Promote the tradition of teamwork as exemplified by the courage, strength, and pride of department members.

### **OBJECTIVES**

- Continue to move our Sheriff Department forward with utmost professionalism and fiscal responsibility.
- Maintain effective 24 hour Road Patrol coverage throughout county.
- Maintain School Liaison Officer and Prescription Drug Officer Programs.
- Maintain Marine Division, Off-Road-Vehicle and Snowmobile Patrols.
- Maintain an effective, safe and professional jail facility.
- Maintain Alcoholics Anonymous, GED Classes, Community Mental Health, HIV/AIDS Prevention, Substance Abuse Prevention, Bible Study and Mental Health Counseling within the jail.
- Maintain Community Outreach programs.
- Complete Preliminary Study for Jail Expansion Project.

## COMMUNITY DEVELOPMENT

The mission of the Community Development Department is to enable our citizens to fully participate in the public processes that grow a healthy and economically vital community. This department will provide professional technical assistance and quality customer service. We strive for balanced growth, safe buildings, resource stewardship and community spirit for the current and future citizens, business owners, and visitors of Cheboygan County. We enable the public to make informed decisions affecting the quality of their lives. Community Development staff promotes the health, safety, prosperity, and general welfare of the County's residents.

### GOAL: PUBLIC SAFETY

Community Development staff supports, through consideration of present and future needs, the safety and general welfare of the County's residents.

#### OBJECTIVES

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- Building Safety Department Staff conduct inspections to ensure structures within the County meet code standards by providing friendly, efficient customer service with an objective of reaching compliance with all customers.
  - A friendly attitude is imperative when seeking cooperation and compliance from our customers.
- Enable Building Safety staff to perform at the highest level of competence through participation in continuing education classes for code enforcement and customer service.
- Ensure adequate and early code compliance involvement which encourages interaction between government and private entities. This will create a positive environment for building and development.
- Continue cross-training in soil erosion best practices, sharing information with soil erosion officer.

### GOAL: QUALITY COUNTY SERVICE

Staff will continue to provide excellent customer service in a timely manner and take action to make consistent improvements in our procedures.

#### OBJECTIVES

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- Implement the concepts of Lean Government to improve customer service and efficiency of department operations.
- Develop a capital expenditure strategy to ensure long term ability to maintain a reliable and efficient fleet of inspector vehicles, GIS software, permit tracking software, and other necessary tools.

- Continue to strengthen department-wide procedures to ensure they are user friendly, streamlined, and expectations are clearly communicated.
  - Current software systems will be maintained, incorporating all department records into one easily retrievable database.
  - Identify areas and issues to improve communication, streamline the project approval process and continue land use goals.
  - Recommend zoning ordinance amendments and internal policy changes based on evaluation of customer satisfaction survey results.
  - Utilize cross-training of employees to improve response time to customers and provide the quickest and most accurate information to the customer.
- Continue to improve access to web-based land use and mapping information.
- Continue to streamline zoning ordinance, utilizing new planning and zoning methods to ensure streamlined and appropriate land use controls.
- Conduct timely reviews of Master Plan after adoption.
- Address goals of the Master Plan which relate to streamlining the zoning as a top priority and implement Zoning Plan element of Master Plan.
- Ensure customer service-oriented staff that is well trained and efficient with thorough understanding of all services offered in the Community Development Department and other County, State, and Local government entities. Conduct staff meetings relative to customer service, evaluation of customer survey results and development of customer service policies.
- Enhance use of Geographic Information Systems (GIS) computer mapping tools.
- Continue to resolve open permits with the Historic Open Permit Remediation (HOPR) program.
- Improve efficiency by cross training staff and continuing communication between staff when code or ordinance violations are identified within the field.
- Enhance community awareness of importance of soil erosion prevention efforts.
- Continue to refine address assignment procedures and corrections.
- Utilize media effectively to communicate to stakeholders on changes and improvements and to receive input from customers.

## **GOAL: ECONOMIC DEVELOPMENT**

To promote and encourage economic development through our continued efforts of collaborations with our partners.

### **OBJECTIVES**

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- Enhance broadband opportunities through partnerships with MERIT, local ISP's, schools, and other broadband stakeholders.
  - Ensure zoning regulations for broadband related infrastructure is up to date and responsive to new technologies.

- Enhance web presence for our County as well as broaden awareness of communities' assets.
- Provide additional opportunities for people to stay in their homes, retain home ownership rates, and lower monthly home ownership costs through low-interest home improvement loans.
- Enhance economic opportunities utilizing County's natural assets.
- Encourage the development of local industry clusters (for example: wood products, maple syrup, health services, agriculture, construction, manufacturing, and tourism).
- Enhance local financing opportunities through established financial institutions.
- Promote Entrepreneurial support services through partnership with NLEA and others.
- Promote and expand the use of County Brownfield Redevelopment Authority and reapply for EPA grant programs as available.
- Strengthen existing businesses through collaborative efforts with NLEA, NEMCOG, MEDC, and other regional, state, and federal partners.
- Staff will implement the Planning Commission work plan, which is based on the County Master Plan for effective means of accomplishing priority land use projects.

## **GOAL: COLLABORATION – SERVICE**

To encourage collaboration to provide most efficient and effective delivery of County's Community Development services.

### **OBJECTIVES**

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- Increase use of partnerships with all county entities to accomplish goals and objectives in Community and Economic Development. Be active partner in local collaborations recognizing unique role of Community Development staff to serve as conveners and facilitators.
- Collaborate with other housing service providers to most efficiently and effectively keep people in their homes, encourage homeownership, and reduce monthly homeownership costs.
- Continue to facilitate partnerships between County's, townships, chambers, and regional entities with goal of efficient delivery of services and economic development.
- NLEA – continue to have Community Development Director serve on board of directors for NLEA, involve NLEA in EDC board and related strategic planning.
- Establish strategic partnerships with other levels of government to streamline permitting processes, increase awareness of assistance programs to those in need, enhance quality of customer service at all governmental levels.
  - Create opportunities to communicate more frequently between County departments and entities such as the District #4 Health Department, State Liquor Control, Housing Commission, DEQ, DNR, and other Municipal Governments.

## **GOAL: ADDRESSING MULTIPLE FACILITY NEEDS**

### **OBJECTIVES**

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- Staff will support annual Planning Commission effort to create a 5-year Capital Improvement Plan (CIP) as required by state law. CIP process will continue to be utilized to coordinate efforts of multiple County entities and their facilities. This CIP will continue to be used to support the annual Strategic Planning & Budgeting.
- Educate other departments of the capacity of the County's Geographic Information System (GIS) as a tool for more effective planning and more efficient delivery of services. Examples are integration of property information and addressing with 911 and emerging public safety technologies, scheduling of rural transit and routing of snow plowing.

## CHEBOYGAN COUNTY DEPARTMENT OF VETERANS SERVICES:

### MISSION STATEMENT

Veterans and their Families- Foremost;  
Educate the Community;  
Trusting Partnerships;  
Serve the Community

### VISION

Every Veteran has a Story; Our Job is to Listen

### **GOALS**

- To remain current and accredited in Veterans Administration benefits, programs and changes in order to offer veterans and their families the most beneficial services available to them.
- Seek to actively educate the community about the services offered to veterans and their families.
- To be good stewards of taxpayer dollars in administering the services and programs of the department.
- Maintain the highest level of integrity, quality and empathy in the delivery of services to our citizenry.
- Increase community outreach throughout the *entire* county
- Provide support for county veteran events
- Office upgrade

### **OBJECTIVES**

- Continue to gain knowledge through increased accreditations by attending, at a minimum, the Michigan Association of County Veterans Counselors (MACVC) spring and fall conferences; attending specific Veteran Service Organization's (VSOs) training; and other continuing education opportunities.
- Continue providing a warm and welcoming atmosphere of friendliness, professionalism, empathy, and confidence to Veterans and their families
- Identify satellite locations to be more geographically available to assist veterans and their families in the outlying regions of the county
- Network with VA officials, VSOs, and fellow CVSOs to increase knowledge in real world applications.

- Continue to create and improve county partnerships with veteran and non-veteran service organizations
- Seek opportunities to engage speaking commitments to educate community about veteran's issues
- Utilize county's web page to inform veterans on the services and programs
- Provide opportunities for service organization and the community to increase contributions to the DAV replacement Van and Veteran Assistance Funds
- Continue working to replace damaged furniture, and create a functional and esthetic office environment
- Work with the finance department to maintain accurate accounting records.
- Utilize existing policies and procedures for the three relief funds (Michigan Veterans Trust Fund, Soldiers and Sailors Relief Fund, Veterans Assistance Fund) available to qualifying veterans and their families.
- Strive to create an atmosphere of friendliness, professionalism, empathy and confidence; initiate and use a quantifiable satisfaction survey with all customers; adopt a 100% follow-up and investigation on all complaints, followed by a written plan of correction; schedule a quarterly review of surveys to discuss their strengths, concerns and improvements.

## **FRIEND OF THE COURT 53<sup>rd</sup> CIRCUIT COURT**

The mission of the Cheboygan County Friend of the Court is to provide quality, cost-effective services as identified in the Friend of the Court Act and the Support and Parenting Time Enforcement Act. Specifically, the Friend of the Court (FOC) strives to adopt procedures that will protect the best interests of children in domestic relations matters; encourage and assist parties to voluntarily resolve contested domestic relations matters by agreement by offering mediation services; investigate and recommend custody, parenting time, and child support when ordered to do so by the court; and to compel the enforcement of parenting time and child support orders.

### **GOALS:**

- To increase FOC's Federal incentive by improving the overall cost-effectiveness of FOC operations and achieve compliance with the Federal guidelines.
- Increase the percentage of current child support collected for open cases to achieve compliance with Federal guidelines and impact the Federal incentive return to the FOC.
- Increase the percentage of collection on child support arrearages to achieve compliance with Federal guidelines and positively impact the FOC's financial incentive.
- Ensure that open domestic relations cases with minor children have proper orders that comply with the Federal guidelines.
- Ensure continued access to case information by providing accurate and timely information over the telephone, in person, through the mail, and County Web site.
- Improve access to court documents required to be distributed by the FOC by making them available on the County Web site.

**FRIEND OF THE COURT  
53<sup>rd</sup> CIRCUIT COURT**

**OBJECTIVES:**

- Conduct regular case audits to ensure case management guidelines are followed with respect to collection, enforcement, and case closure.
- Conduct regular performance management reports to determine compliance with Federal performance guidelines.
- Review and run available queries in the Michigan Child Support Enforcement System to monitor FOC performance criteria.
- Maintain data collection efforts monthly and monitor data collection outcomes to ensure accurate reporting to the State Court Administrative office.
- Identify and process FOC In Pro Per information and other documents related to domestic relations matters and place those items on the Cheboygan County Web site for access by the public.
- Provide continued staff training in customer service initiatives as well as computer hardware and software system training.

## **CHEBOYGAN COUNTY MARINA**

The mission of the Cheboygan County Marina is to provide quality customer service and facilities in an efficient manner to transient and seasonal boaters.

### **GOALS**

- Continue to provide customers with friendly and responsive service to help ensure an enjoyable stay.
- Provide a well maintained and quality facility to meet the needs of the boating public.
  
- Increase the use of the facility by the boating public.

### **OBJECTIVES**

- Continue staff training sessions on customer service, marina reservation system and facility maintenance to improve efficiency and improve quality.
- Provide a clean and aesthetically pleasing environment by maintaining the Marina's buildings and grounds and providing perennial and seasonal plantings.
- Begin Development of a facility improvement plan to identify condition of Marina infrastructure in need of replacement or upgrade.
  
- Complete engineering for replacement of Fuel System and Dock improvements associated with DNR Waterways Grant award.
  
- Continue to work with the State of Michigan to provide suggestions to improve the customer service capabilities of the State's Marina reservation system.
  
- Conduct review of Marina facility to identify energy efficiency opportunities.
  
- Continue to provide customers with amenities such as chart information, weather information, laundry facilities, and community information to enhance the experience of staying at the Marina.
  
- Develop a promotion plan to retain and attract new customers.

## **Straits Regional Ride 2017**

The mission of Straits Regional Ride is to provide safe, reliable on time transportation system to Cheboygan, Emmet and Presque Isle Counties and communities.

### **GOALS**

- Continue to improve customer service.
- Continue review of services and processes to improve efficiency and quality to the customer.
- Continue to research and implement routes that increase cost efficiency.
- Expand ridership within existing routes to increase bus system profitability.
- Continue to build employee morale.
- Continue Discussion with Emmet County to identify if additional route development is desired within Emmet County.

### **OBJECTIVES**

- Improved staffing as opportunities present themselves.
- Continue in updating fleet to keep maintenance costs down and increase bus system perception and rider comfort
- Improve rapport with all contract partners that partner with SRR to provide revenues streams to assist in the operation of the bus system.
- Work with State of Michigan on federal and State guidelines to operate the bus system within ever changing regulations.
- Continue to prepare yearly budget and application to State and Federal and Local government to operate bus system properly funded.
- Continue communication with Straits Regional Transportation Committee with quarterly meetings to report trends, changes, contracts and financials with the finance director.
- Maintain direction and communication from Administrator and finance director on County procedures and policies regarding personnel and finances through the principals of lean government initiative.
- Manage fleet services inspections and record maintenance and monitor fleet for deficiencies and write ups daily on Vehicle condition reports and service requirements.

- Complete DOT files manage and monitor DOT drug screening, IBT finger printing and BI- annual dot physicals.
- Monitor and negotiate all contracts as their reach their terms to insure new contracts are in place and protect the interests of the County and the bus system.
- Provide training to staff and implement policies and procedures to insure all staff is well versed in the safest courteous way to operate equipment while interacting with the public.
- Get all staff trained in Pass training in 2017.
- Look into implementations of FTA dash board process to track maintenance more effectively and less labor intensive.
- Review feasibility of limited weekend route operations.



# Cheboygan County

## Board of Commissioners' Meeting

December 13, 2016

**Title:** Lease Agreement between Cheboygan County Airport Authority & Cheboygan County Straits Regional Ride operations.

**Summary:** Provide 30' x 90' office space and vehicle parking area for the sum of \$1,500.00 monthly for the initial term of three years with automatic renewal for five additional three year terms with review of rental cost every three years. All utilities, repair and maintenance of building, snow removal, lawn maintenance and waste removal included. Civil Counsel has reviewed the agreement.

**Financial Impact:** \$1,500.00 monthly / \$18,000.00 yearly initial three years.

**Recommendation:** Motion to approve Lease Agreement between Cheboygan County Airport Authority and Cheboygan County for Straits Regional Ride operations and authorize Chairperson to sign.

**Prepared by:** Jeffery B. Lawson

**Department:** Administrative

# **LEASE AGREEMENT**

THIS LEASE is entered into this 1<sup>st</sup> day of January, 2017 between the Cheboygan County Airport Authority, a Michigan municipal corporation, whose address is 1520 Levering Road, Cheboygan, Michigan 49721 (“Lessor”) and Cheboygan County, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 49721 (“Lessee”).

In consideration of the mutual covenants and promises contained herein the parties agree as follows:

## **1. DESCRIPTION**

Lessor hereby leases to Lessee the following described property located at the Cheboygan County Airport, 1520 Levering Road, Cheboygan, Michigan:

- A. Office space consisting of the west room (formerly known as the conference room) in the Cheboygan County Airport Terminal Building, including the right of ingress and egress to the conference room through the terminal building; and
- B. Parking space approximately thirty feet (30') by ninety feet (90') located on the south side of the Cheboygan County Airport Terminal Building.

## **2. USE OF PROPERTY**

The leased property shall be used by Straits Regional Ride, a department of Lessee, for the purpose of operating and managing a regional public transportation bus system, including but not limited to scheduling, dispatching, and parking buses. The leased property may not be used for any other purpose except with the prior written consent of Lessor, which consent shall not be unreasonably withheld.

## **3. POSSESSION**

Lessor shall deliver possession of the leased property to Lessee on the date this Lease is executed by both parties. At the expiration of this Lease, or any renewal thereof, Lessee shall remove its goods and effects and deliver possession of the leased property to the Lessor in as good as condition as when delivered to Lessee, reasonable wear and tear excluded.

**4. TERM OF LEASE**

The term of this Lease shall be for three (3) years from the date hereof, and may be renewed by mutual agreement of the parties for five (5) successive term as provided in paragraph 6 below.

**5. RENT**

Lessee shall pay Lessor rent of ONE THOUSAND FIVE HUNDRED and 00/100 DOLLARS (\$1,500.00) each month, payable in advance on the first day of the month. Lease payments shall be made to the Lessor at the Cheboygan Airport Administration Building, 1520 Levering Road, Cheboygan Michigan 49721.

**6. RENEWAL OF TERM**

This Lease shall automatically renew for five (5) successive three (3) year terms upon the same terms and conditions provided herein, except the parties shall mutually agree in writing on the rent payments required in each renewal term.

**7. FURNISHINGS**

Lessor shall provide for Lessee's use within the leased property one desk and the existing four (4) telephone lines. Additional telephone lines may be installed by Lessee, at Lessee's sole expense and upon the prior written consent of Lessor, which consent shall not be unreasonably withheld. Lessee shall return all such items at the end of the Lease, or any renewal thereof, in a condition as good as at the beginning of this Lease, reasonable wear and tear excepted.

**8. REPAIR AND MAINTENANCE**

Lessor shall at its sole expense repair and maintain the terminable building, including the leased property, and the leased parking area in as good condition as it is on the date that possession is given to Lessee, reasonable wear and tear excepted.

**9. IMPROVEMENTS**

Lessee at its sole expense may make any improvements to the interior of the leased property (west room) and to the leased parking area that it deems necessary and as may be mutually agreed upon by the parties, in writing. If any improvements are made by Lessee, the improvements shall become and remain the property of the Lessor upon the expiration of this Lease, or any renewal thereof.

## **10. UTILITIES**

Lessor shall be responsible for the payment of all utilities, except telephone services and charges incurred by Lessee, and shall see that those payments are made before any liens attach to the premises for nonpayment.

## **11. SNOW REMOVAL**

Lessor shall be responsible to keep the entrance of the terminable building used for ingress and egress to the leased property and the leased parking area free from unreasonable accumulations of ice and snow.

## **12. LAWN MAINTENANCE**

Lessor shall be responsible for all lawn maintenance on the premises, including the mowing of grass, raking of leaves, and trimming of vegetation.

## **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. PROPERTY AND LIABILITY INSURANCE**

The Lessor shall obtain and maintain property casualty insurance on the terminal building, with liability limits no less than are currently in effect. In addition, the Lessor and the Lessee shall both obtain and maintain public liability insurance on the premises with liability limits for damages relating to any one person or for damages relating to any one occurrence no less than are currently in effect. Any public liability insurance shall name both Cheboygan County and Cheboygan Airport Authority as additional insured on the respective policies and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days prior written notice to the Lessee. Lessor and Lessee shall provide to the other party written notice of the current insurance liability limits prior to the execution of this Lease. Lessee shall obtain and maintain casualty insurance on its personal property maintained within the leased property and shall obtain and maintain casualty and liability insurance on its buses, with liability limits as determine by Lessee.

## **15. 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 renewal thereof, the Lessor shall repair and restore the same to a good, tenantable condition with reasonable dispatch, unless Lessee and Lessor mutually agree in writing not to repair and restore the property damaged or destroyed.

## **16. WASTE AND NUISANCE**

Lessee shall not commit, or suffer to be committed, any waste on the leased property, nor shall it maintain, commit, or permit the maintenance or commission of any nuisance on the leased property.

## **17. NOTICES**

Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, and addressed as follows:

Lessor:

Cheboygan Airport Authority  
1520 Levering Road  
Cheboygan, Michigan 49721

Lessee:

Cheboygan County  
c/o Straits Regional Ride  
1520 Levering Road  
Cheboygan, Michigan 49721

## **18. DEFAULT**

A default shall be deemed to have occurred if Lessee breaches any provision of this Lease and such breach continues for fifteen (15) days after receipt by Lessee of a written notice of the breach. If any default as specified herein occurs, Lessor shall have the right to re-enter the premises and regain possession or to take such other action as permitted by law.

## **19. TERMINATION**

Either party may terminate this Lease by giving the other party written notice of the intent to terminate no less than six (6) months prior to the effective date of the termination.

## **20. MISCELLANEOUS**

- A. Lessor may, from time to time during the term of this Lease, adopt or amend existing policies for the use of common areas located on the Cheboygan County Airport Terminal property and Lessee agrees to abide by any adopted or amended use policies.
- B. The property covered by this Lease shall not be used for any unlawful purpose.
- C. Lessee shall abide by all federal, state and local laws in respect to the operation of any activity on the leased property and in respect to the manner in which it uses the leased property.
- D. Lessee may at its sole expense erect or cause to be erected one (1) outdoor sign advertising the Straits Regional Ride bus service on the Cheboygan County Airport property, which sign shall be approved by the Lessor, approval of which shall not be unreasonably withheld. The sign shall be of a dignified nature, large enough to be clearly visible to passing motor vehicle traffic, and not be in violation of any county regulations.
- E. Lessee agrees that if the interest created by this Lease shall be taken in execution or by other process of law or if the Lessee shall dissolve, become bankrupt or insolvent, according to law, or any receivership be appointed for the business or property of the Lessee, then this Lease may be canceled at the option of the Lessor.
- F. This Lease shall be binding upon the successors and assigns of the parties.
- G. If any provisions of this Lease shall be declared invalid or unenforceable, the remainder of the Lease shall continue in full force and effect.
- H. 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.
- I. This Lease shall be construed under and in accordance with the laws of the State of Michigan.
- J. No waiver by the parties hereto of any default or breach of any term, condition, or covenant of this Lease shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.

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

CHEBOYGAN COUNTY  
AIRPORT AUTHORITY

By: \_\_\_\_\_  
Del Reynolds

Its: Chairman

By: \_\_\_\_\_  
Marcia Rocheleau

Its: Treasurer

STATE OF MICHIGAN        ]  
  ]  
COUNTY OF CHEBOYGAN    ]

On this \_\_\_\_ day of December, 2016, before me, a notary public in and for said county, personally appeared Del Reynolds, and Marcia Rocheleau the chairman and the treasurer of the Cheboygan County Airport Authority respectively, on behalf of the Authority, personally known to me or having produced a driver's license or other sufficient proof of identification, who executed the foregoing instrument and acknowledged the same to be their free act and deed.

\_\_\_\_\_, Notary Public  
Cheboygan County, Michigan  
My Commission Expires:

COUNTY OF CHEBOYGAN

By: \_\_\_\_\_  
Peter Redmond

Its: Chairperson

By: \_\_\_\_\_  
Mary Ellen Tryban

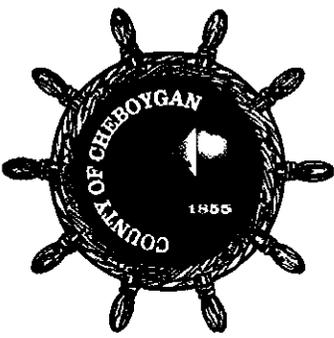
Its: Clerk

STATE OF MICHIGAN        ]  
  ]  
COUNTY OF CHEBOYGAN    ]

On this \_\_\_ day of December, 2016, before me, a notary public in and for said county, personally appeared Peter Redmond, and Mary Ellen Tryban the Chairperson of the Cheboygan County Board of Commissioners and the Clerk of Cheboygan County respectively, on behalf of the County, personally known to me or having produced a driver's license or other sufficient proof of identification, who executed the foregoing instrument and acknowledged the same to be their free act and deed.

\_\_\_\_\_  
  ], Notary Public  
Cheboygan County, Michigan  
My Commission Expires:

Drafted by:  
Bryan E. Graham (P35708)  
Attorney for Cheboygan County  
P.O. Box 398  
Bellaire, MI 49615  
(231) 533-8635



# Cheboygan County

## Board of Commissioners' Meeting

December 13, 2016

**Title:** Fund Balance Policy – Classification, Procedures and Appropriate Level

**Summary:**

Attached is a copy of the new Fund Balance Policy. This policy was created to comply with GASB 54 and adhere to the Government Finance Officers Association recommended best practices related to establishing a minimum level of unrestricted fund balance in the General Fund. This policy also addresses management's recommendation on how to reduce the unfunded accrued (actuarial determined) liability related to the County's pension plan; with the most recent valuation, this liability increase over \$2 million and now totals over \$7 million.

**Financial Impact:**

None.

**Recommendation:**

Motion to adopt the Fund Balance Policy – Classification, Procedures and Appropriate Level to become effective December 14, 2016 and authorize the Board Chairperson to sign.

**Prepared by:** Kari Kortz

**Department:** Finance



**Policy Department:** Finance

**Policy Number:** 300-7

**Prepared by:** Kari Kortz, \_\_\_\_\_

**Original Date:** December 13, 2016

**Revised:** N/A

**Adopted:** December 13, 2016

**Effective:** December 14, 2016

## **Fund Balance Policy - Classification, Procedures and Appropriate Level**

### **Purpose**

The County believes that sound financial management principles require that sufficient funds be retained by the County to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance in the General Fund that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of the County by setting guidelines for fund balance. Fund balance is an important measure of economic stability. It is essential that the County maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the County.

In addition, this policy addresses the County's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

### **Definitions**

**Fund Balance** – A governmental fund's fund balance is the difference between its assets and deferred outflows and its liabilities and deferred inflows.

**Fund Balance Components** – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Under GASB 54, these are broken up into five categories:

- 1) Nonspendable fund balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- 2) Restricted fund balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
- 3) Committed fund balance – Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- 4) Assigned fund balance – Amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) Unassigned fund balance – The residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Unrestricted fund balance – Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

## **Policies**

### Minimum Unrestricted Fund Balance - General Fund

The fund balance of the County's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The County's basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

It is the goal of the County to achieve and maintain an unrestricted fund balance in the General Fund equal to 16% - 50% of expenditures. The lower limit is set based on GFOA's recommendation of no less than two months of regular General Fund operating expenditures. The upper limit is based on cash flow constraints caused by the timing of the tax collection, the primary revenue source in the General Fund.

Budgeting the use of fund balance is only appropriate when unrestricted fund balance is in excess of 50% or when the Board appropriates fund balance for one-time expenditures, such as the acquisition of long-term assets / capital improvements or paying down long-term liabilities such as those related to the unfunded portion of the County's pension plan.

Furthermore, based on the desire to decrease the unfunded pension liability, the Board of Commissioners authorizes administration to use unrestricted fund balance reserves in excess of 50% to eliminate the long-term pension liability. The Board approves administration to make an additional payment to the Municipal Employees Retirement System (MERS) at a rate of 50% of the increase in General Fund unrestricted fund balance as determined in the most recent audited financial statements, up to a maximum of \$250,000 per year.

If unassigned fund balance falls below the goal or has a deficiency, the County will control and attempt to reduce operating expenditures and use budget surpluses to replenish fund balance within a three year period. In the event that costs cannot be reduced to provide for sufficient budget surpluses within the three year period, the County may, with the authorization of the County Treasurer, transfer funds from the Tax Revolving Loan Fund to eliminate the shortfall.

#### Committed Fund Balance

The Board of Commissioners is the County's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board of Commissioners at the board meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

#### Assigned Fund Balance

The County has authorized the County Administrator and the Assistant County Administrator/Finance Director as the officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

#### Order of Expenditure of Funds (Spending Prioritization)

When multiple components of fund balance are available for the same expenditure (for example, a project has both restricted and unrestricted funds available for it), spending will occur in this order –restricted, committed, assigned, and unassigned.



# Cheboygan County Board of Commissioners' Meeting

December 13, 2016

**Title:** Data Sharing Agreement – Great Lakes Energy

**Summary:**

Great Lakes Energy has requested that we share Geographic Information Systems (GIS) data. Attached is an agreement approved by legal counsel that allows us to provide Great Lakes Energy with data files and receive their data files. They provide data on location of their assets and we provide data which they use as base maps for reference when viewing their assets.

**Financial Impact:** None

**Recommendation:** Approve data sharing agreement with Great Lakes Energy and authorize the Chair to sign.

**Prepared by:** Steve Schnell  
Community Development Director

**Department:** Community Development

## **DATA SHARING AGREEMENT**

THIS AGREEMENT is entered into to be effective the 13th day of December, 2016 between the County of Cheboygan, a Michigan political subdivision, whose address is 870 South Main Street, Cheboygan, Michigan 49721 (County) and Great Lakes Energy, a Michigan non-profit rural electric cooperative, regulated by the Michigan Public Service Commission, whose address is PO Box 70, 1323 Boyne Avenue, Boyne City, Michigan (Great Lakes).

### **Recitals**

- A. The County maintains a digital mapping services and other GIS data in connection with a GIS project within the county.
- B. Great Lakes maintains GIS data that it uses in providing its electric cooperative services.
- C. The parties desire to share with each other the GIS data that each maintains to assist the other party in the delivery of services to the public.
- D. The parties therefore desire to specify their respective rights and obligations concerning this matter in this agreement.

### **Agreement**

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

- 1. The County shall share with Great Lakes the GIS data specified in Exhibit A, attached hereto and incorporated herein by reference.
- 2. Great Lakes shall share with the County the GIS data specified in Exhibit B, attached hereto and incorporated herein by reference.
- 3. The parties agree that all of the GIS data, map sets, and any updates to the GIS system will be shared electronically with the other party in the format maintained by the County.
- 4. Either party may terminate this agreement for any reason by giving the other parties thirty (30) days written notice of the intent to terminate.

IN WITNESS WHEREOF, the parties have executed this agreement to be effective on the date first above written.

COUNTY OF CHEBOYGAN

By: \_\_\_\_\_  
Pete Redmond

Its: Board Chair

GREAT LAKES ENERGY

By: \_\_\_\_\_  
Justin Chase

Its: Engineering Supervisor

November 28, 2016

Susan M. Allor  
PO Box 248  
Wolverine, MI 49799

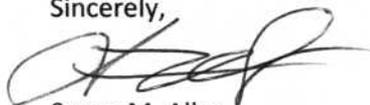
Cheboygan County  
Jeff Lawson, Administrator  
870 South Main Street  
Cheboygan, MI 49721

Dear Jeff –

It is with regret that I must submit my resignation from the Cheboygan County Board of Commissioners effective Thursday, December 15, 2016. I had hoped to complete the full term however, my new position as State Representative-Elect requires that I be sworn in prior to January 1, 2017 and due to the holiday schedules of those individuals who can perform the swearing in, the dates available are limited. The current plan is for Justice Brian Zahra to perform the swearing in on December 16 at 6:00pm.

I have truly enjoyed serving and representing the citizens in District 7 and the citizens of Cheboygan County these past six years! And, while I'll miss being a member of the Board of Commissioners, I look forward to the opportunity to continue serving Cheboygan County and the 106<sup>th</sup> District in my new role.

Sincerely,



Susan M. Allor

cc: Pete Redmond, Cheboygan County Commissioner Chairman  
Kari Kortz, Finance Director and Assistant Administrator