

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

September 20, 2016

5:15 p.m.

- I. CALL TO ORDER
- II. PRAYER
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL

SPECIAL ORDERS OF BUSINESS:

- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - County Board minutes: 9-6-16
 - Committee of the Whole:
- VI. APPROVAL OF AGENDA
- VII. PRESENTATION OF WRITTEN COMMUNICATIONS
 - A. COMMUNICATIONS RECEIVED
 - B. COMMUNICATIONS FORWARDED
- VIII. REPORTS OF STANDING, STATUTORY, SPECIAL COMMITTEES AND OTHERS
- IX. **PUBLIC COMMENT ON AGENDA ITEMS** (Sign In)
- X. **COMMITTEE REPORTS**
 - 1. **Administrators Report**
 - 2. **Building and Grounds minutes of 9-14-16**
- XI. GENERAL ORDERS OF BUSINESS
 - A. UNFINISHED BUSINESS
 - B. NEW BUSINESS
 - 1. **Payment of Bills**
 - 2. **Housing Rehab Program Update**
 - 3. **CAA MDOT Master Agreement No. 2017-0095**

4. 911 Authority Millage Levy
5. 2016 County Millage Rates
6. Retirement of District Court Magistrate Mark Hager
7. Assistant to the Prosecutor/Paralegal
8. Appointment to the DATA Board (1 opening)
9. Appointment to the Brownfield Authority (1 opening)
10. Participation in Class Action Settlement
11. Out of County Travel- UPACC Fall Conference
12. Budgetary Motions
 - A. Authorize the Administrator to transfer budget line items in order to balance the budget within the guidelines as adopted or to comply with State and Federal statutes.
 - B. Authorize the Administrator to handle other year end and housekeeping items.
 - C. Authorize the Administrator to update the County's Chart of accounts to comply with the State of Michigan's Uniform Chart of accounts.
 - D. Motion to approve the budget amendments as presented and authorize the Administrator to make any additional amendments to conform with the Uniform Budgeting Act.
 - E. Motion to adopt the 2016-17 Budget as amended to reflect the Board actions taken at the 9-20-16 Board meeting.
 - F. Adoption of the 2016-17 General Budget Resolution as presented with amendments to reflect Board action taken at the 9-20-16 meeting.
 - G. Adoption of the 2016-17 Budget resolution as presented with amendments to reflect Board action taken at the 9-20-16 meeting.
 - H. Adoption of the 2016-17 Purchase Order Policy as presented.
 - I. Human Services Agency Resolution
 - J. Road Commission Resolution
 - K. Remonumentation Peer Group Per Diem and Mileage Expenses.
13. Disk Golf Discussion

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Board of Commissioners Meeting on 10-4-16 at 5:15 p.m. in the Service Center Boardroom.
- B. Statutory Board of Commissioners Meeting on 10-11-16 at 5:15 p.m. in the Service Center Boardroom.
- C. Board of Commissioners Meeting on 10-18-16 at 5:15 p.m. in the Service Center Boardroom.

XV. NOTICES

XVI. ADJOURNMENT

*****DUE TO THE TIME CONSTRAINTS, THE DELTA COUNTY BOARD OF COMMISSIONERS HAS ADOPTED A POLICY THAT ANY INDIVIDUAL WISHING TO ADDRESS THE BOARD WILL BE ALLOCATED THREE (3) MINUTES. THE THREE MINUTES USED BY THE INDIVIDUAL ARE TO MAKE STATEMENTS. THERE WILL BE NO QUESTION AND ANSWER SESSION FORMAT. THIS WILL STRICTLY BE A STATEMENT TYPE FORMAT. IF YOU WISH TO ADDRESS THE BOARD, PLEASE SIGN YOUR NAME ON THE SIGN UP LIST AVAILABLE FROM THE COUNTY CLERK. SPEAKERS WILL BE CALLED IN ORDER OF SIGN UP.*****

THE COUNTY OF DELTA WILL PROVIDE REASONABLE AUXILIARY AIDS AND SERVICES FOR THE HEARING IMPAIRED AND TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON REASONABLE NOTICE TO THE COUNTY OF DELTA. INDIVIDUALS WITH DISABILITIES REQUIRING SERVICES SHOULD CONTACT THE COUNTY OF DELTA ADA COORDINATOR BY WRITING OR CALLING THE FOLLOWING:

Daniel Menacher, DELTA COUNTY ADA COORDINATOR
310 LUDINGTON STREET
ESCANABA, MI 49829
TELEPHONE (906) 789-5189

The Honorable Members of the Delta
County Board of Commissioners

Dear Commissioners:

A regular meeting of the Delta County Board of Commissioners is scheduled for
Tuesday, September 20, 2016 at 5:15 p.m. in the Boardroom in the Delta County Service Center.

Sincerely yours,

Nancy J. Kolich
Delta County Clerk

Proposed

**DELTA COUNTY BOARD OF COMMISSIONERS MEETING
September 6, 2016**

Escanaba, Michigan

A Regular meeting of the Delta County Board of Commissioners was held this date, pursuant to the following call:

September 1, 2016

The Honorable Members of the Delta
County Board of Commissioners

Dear Commissioners:

A Regular Meeting of the Delta County Board of Commissioners is scheduled for Tuesday September 6, 2016, at 5:15 p.m. in the Boardroom of the Delta County Service Center.

Sincerely yours,
Nancy J. Kolich
Delta County Clerk

ROLL CALL

PRESENT: Commissioners Malnar, Johnson, Harrington, Moyle and Rivard.

ABSENT: None.

The meeting was called to order at 5:15 p.m. in the Boardroom of the Delta County Service Center by Delta County Clerk, Nancy J. Kolich.

VIII. PUBLIC COMMENT ON AGENDA ITEMS

PUBLIC HEARING ON THE PROPOSED 2016-17 BUDGET.

Moved by Commissioner Moyle and seconded by Commissioner Rivard to open the Public Hearing at 5:19 p.m.

Dan Menacher, Building and Zoning Administrator, thanked the Administrator for working with him to put the budget in line with where it should be. Kelly Smith, Airport Manager, Sheriff Oswald and Clerk Kolich, also thanked the Administrator for making the budget process smooth. Moved by Commissioner Moyle and seconded by Commissioner Malnar to close the hearing at 5:20 p.m.
MOTION CARRIED.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve the minutes of the August 16, 2016 meeting.
MOTION CARRIED.

Proposed

Committee of the Whole minutes of September 1, 2016.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to approve the employee donation of sick leave retroactive to the week of August 29, as requested. MOTION CARRIED.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to receive the Committee of the Whole minutes of 9-1-16 and place on file. MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Moyle and seconded by Commissioner Malnar to approve the agenda, as amended, adding item 11. DHS Board Member Gerald Smith and item 12. Disc Golf. MOTION CARRIED.

VII. PRESENTATION OF WRITTEN COMMUNICATIONS

- A. Received:
 - 1. Letter from Pathways.
 - 2. Letter from Cornell Township.
 - 3. Letter from US Dept of State of State, Nat'l Passport Center.
- B. B. Forwarded:
 - 1. Letter to Gerald Smith.
 - 2. Letter to Donna Schomin.
 - 3. Letter to Jennifer Heller.
 - 4. Letter to Joel Frizzell.

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

- 1. Pinecrest Board minutes of 6-23-16, 7-28-16.
- 2. Human Services Board minutes of 7-18-16.
- 3. Public Health minutes of 7-21-16 and revised schedule.
- 4. Solid Waste Authority minutes of 7-26-16.
- 5. Central Dispatch minutes of 8-10-16.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to receive the written communication and place on file. MOTION CARRIED.

IX. PUBLIC COMMENT ON AGENDA ITEMS: No public comment

X. COMMITTEE REPORTS:

1. Administrator's Report.

The grant for the safety windows in the Courthouse lobby was approved for \$6,500 which was 50% of the cost. Jeremy Nastoff will be the attorney for the Fish Dam Property sale. Jerry Ducette connected with Steve Curry of MAC regarding jail issues and how sentencing reform has impacted the counties. CUPPAD is working on parcel layering. Bark River Township is not paying for

Proposed

its Equalization Services. Cornell Township will be sent a letter stating that it was not a building code violation.

X. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

B. NEW BUSINESS

1. Payment of Bills.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to pay bills in the amount of \$887,615.30 and Commissioners expenses of \$0. MOTION CARRIED.

2. Zoning Case No. 4-16-PC.

Case 4-16-PC, Scott Nelson, etal, Cornell Township. Moved by Commissioner Rivard and seconded by Commissioner Moyle to approve the request to rezone from Agricultural Production to Rural Residential as recommended by the Planning Commission.

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	YES

MOTION CARRIED.

3. FY 2016 FAA AIP Grant and State Sponsor Contract and Resolution.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve the 2016 FAA Grant and State Sponsor Contract application, as presented and authorizes the Board Chair to sign on behalf of the Board.

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	YES

MOTION CARRIED.

4. MSU Extension - New Employee Introduction.

Jim Lucas, MSU Extension, introduced the newest MSU Extension Agriculture employee, Monica Jean, who started Fair

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week. She gave an update on the projects she will be working on: potato farming, soil, etc.

Jim Lucas, MSU Extension, addressed the Board with his concerns regarding a \$1,600 cut in the MSU Extension appropriation.

5. Veterans Services Officer Update.

Dave Dziewior, Veterans Services Officer, gave an update on the services that have been provided to 200 veterans since January, attended Veterans Benefits Conference in Iron Mountain, he will be receiving Veterans Claims Processing Training, received \$15,000 grant, has been visiting assisted living facilities, for Veterans Day at the UP State Fair had Veterans Agents from Menominee and Dickinson Counties as well as Veterans Service Organizations participate.

6. Disabled Veteran Van - 2% Grant Application.

Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve the 2% Hannahville Grant Application for \$10,000 with a community match of \$5,000 to purchase a new 7 passenger van to drive disabled veterans to the Iron Mountain VA hospital, as presented. MOTION CARRIED.

7. Proposed FY 2017 Budget Changes.

Moved by Commissioner Rivard and seconded by Commissioner Johnson to make the cuts to the appropriations as recommended by the Administrator, and transfer the funds to the corrections budget.

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	YES

MOTION CARRIED.

8. Termination of the Equalization Contract - AIS Marketing, Inc.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to terminate the Equalization Contract with AIS effective December 31, 2016. MOTION CARRIED.

9. DHHS Contract - Child Support Services (EGRAMS).

Moved by Commissioner Rivard and seconded by Commissioner Malnar to renew the DHHS Contract for Child Support Services, for 5 years, as presented. MOTION CARRIED.

Proposed

10. Retirement of District Court Employee - Marjorie Phillips.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to thank Marjorie Phillips for her service and wish her well on her retirement. MOTION CARRIED.

11. DHS Board Member Gerald Smith.

Moved by Commissioner Moyle and seconded by Chair Harrington to present a Resolution thanking Gerald Smith for his 40 years of service to the DHS Board. MOTION CARRIED.

12. Disc Golf Course Complaint.

Rory Mattson, Delta Conservation District Director, addressed the Board about the complaint regarding closing the Disc Golf Course for the winter to allow stabilizing the slopes where the soil has washed out exposing tree roots at the park where the disc golf course is located. There has been vandalism, 42 picnic tables stolen, trees cut, firewood stolen, and garbage being dumped in the closed dumpsters last winter because the having the park opened to the public in the winter.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to send a letter to the City of Escanaba City Council supporting the winter closure of the park to address the problems that have occurred.

XII. GENERAL PUBLIC COMMENT

Jim Lucas, MSU Extension, addressed the Board regarding the cut to the MSU Extension, stating that MSU Extension, does bring in \$247,000 in salaries from downstate, into the community.

XIII. COMMISSIONERS CONCERNS

Commissioner Malnar: None.

Commissioner Johnson: Dark Store legislation is very important. We made a lot of hard cuts tonight. Contact the senators from downstate that are on the Committee.

Commissioner Moyle: Dark Store issue is a huge problem. In regards to the letter to the editor regarding the jail - we have the right people in place, we need to give them the tools - jail issue.

Commissioner Rivard: The Dark Store issue will get worse if we can not get legislation passed, has passed in the House but may

Proposed

not get through the Senate. It will have a huge impact to our communities. Welcome to the new Ag Representative, Monica. Miffed that we don't have a formal policy to thank those that are retiring from the county and county boards. Would like the Administrator to look into a plan. What is the process to appoint a Drain Commissioner if one is not elected in November? Would like to recognize the "Brown."

Commissioner Harrington: None.

XIV. MEETING SCHEDULE

September 20th 5:15 p.m. Board meeting.
October 4th 5:15 p.m. Board meeting.
October 18th 5:15 p.m. Board meeting.

XV. NOTICES

30 day notice of Appointments - DATA Board

XVI. ADJOURNMENT

Moved by Commissioner Moyle and seconded by Commissioner Malnar to adjourn at 6:45 p.m.

Respectfully Submitted,

Nancy J. Kolich, County Clerk

Mary K. Harrington, Board Chair

BUILDING AND GROUNDS MEETING

September 14, 2016

MEMBERS PRESENT: Commissioner David Rivard
Commissioner John Malnar
Administrator Ryan Bergman

ATTENDEES: Cory Schroeder, Director of Maintenance; Carrie Oney, Michigan Works.

The meeting began at 1:20 p.m.

V. New Business:

1. Michigan Works Door

Carrie Oney from Michigan Works presented a request for door changes at the main customer entrance for Michigan Works. Right now, there is only a single entrance way, so wind, water, snow, and leaves are blown in. She passed on a request to build a vestibule with additional doors to prevent this. After discussion, the Committee moved that Michigan Works can bid out and proceed with replacing the door at a cost to them, or they can attempt to work with the County on a cost sharing plan to include a lease extension. Maintenance Director Schroeder and ADA Coordinator Dan Menacher will assist with the project if requested.

2. Animal Shelter Demolition

Administrator Bergman read an e-mail from Bay De Noc Kennel Club Barb Tardiff on updates from the Club, and on planned demolition of the deteriorated kennel runs. The kennel runs will be demolished at the expense of the Kennel Club. The Committee issued a motion supporting the Kennel Club's demolition plans, and directing Cory Schroeder to assist the Club with gas/water turnoff prior to demolition.

3. Trane Update

Maintenance Director Schroeder presented an update on the Trane Energy and Infrastructure Project. The projects have been bid out by Trane, and local contractors have been selected in every case. Trane will formally present the winners of the bid projects at a future Building and Grounds meeting.

4. Repair Purchases

Administrator Bergman explained that the Courthouse almost needed to be

shut down one day last month, because an inexpensive part for the air handler system broke down. The maintenance staff was able to provide a temporary fix, but afterwards maintenance staff was directed to purchase all inexpensive parts that may potentially be needed but are not available locally. The maintenance staff purchased approximately \$2,000 worth of parts.

5. **Courthouse Shed Update**

Maintenance staff installed a shed in the back of the courthouse. This was purchased so that supplies, including lawn mowers, and snowblowers would no longer have to be stored in the Courthouse basement. This has historically caused the basement and employee break room to smell like gas. All work has been completed. The Committee also discussed the permitting process. No building permit was required for the shed.

6. **ADA Parking Update**

Administrator Bergman discussed ADA parking by the courthouse, and the previous plans of relocating the ADA parking on each side of the building to the spots closest to Ludington. This would be necessary prior to securing the side entrance. Administrator Bergman and Maintenance Director Schroeder will work with the city of Escanaba on the issue.

The meeting adjourned at 2:25 p.m

Zimbra

V1

rbergman@deltacountymi.org

doors

From : Joel Schultz <jschultz@isupward.org>

Wed, Aug 31, 2016 10:15 AM

Subject : doors**To :** Ryan Bergman <rbergman@deltacountymi.org>**Cc :** Michelle Viau <mviau@isupward.org>

Hi Ryan,

We need new doors to our service center...mostly for aesthetic purposes. They currently have black panels where there would typically be glass.

Please advise if we are ok to upgrade the doors...or if this is something you want done thru your maintenance department. This is something we would like to move forward quickly, as it is a nagging topic internally.

Thank you,

Joel

--

Joel Schultz

Michigan Works! is...UPward

Central Upper Peninsula Planning & Development Regional Commission

2950 College Ave.

Escanaba MI 49829

C: (906) 280-2658

*Please note my email has recently changed to jschultz@isupward.orgwww.upmichiganworks.orgwww.cuppad.org

Notice: My email address has recently changed to @isupward.org. If you have not already done so please update my contact information.

Equal Opportunity Employer Michigan Relay Center 711. This message (and any attachments, if applicable) contains confidential information and is intended only for the named addressee. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately if you have received this e-mail by mistake and delete this e-mail from your system. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Zimbra

rbergman@deltacountymi.org

Bay de Noc Kennel Club

From : Strom & Strom Attorneys at Law PLC <strom@dsnnet.us> Tue, Aug 16, 2016 10:15 AM
Subject : Bay de Noc Kennel Club  2 attachments
To : 'Ryan Bergman' <rbergman@deltacountymi.org>
Cc : 'Barbara Tardiff' <tardi.roknroo@gmail.com>, patbeau@chartermi.net

Mr. Bergman: Pursuant to paragraph 22 (2) of the First Amendment to Long Term Lease, the Bay de Noc Kennel Club has evaluated the building for mold. For your convenience, we have attached a copy of the signed lease. We have also attached a copy of Wiese Martin Associates, LLC's August 1, 2016 report. The mold appears to be isolated to the old operations building. By controlling the use for storage, and managing the temperature, there is "very little risk of exposure" and the public health concerns seem "very minimal." The Club has gone beyond the requirements of the lease by having the building inspected for lead paint and asbestos. The results are attached. Nothing significant has been detected. Therefore, the Club is proceeding to get quotes and, as permitted by the County, begin to demolish the old operations building where the mold exists. Attached is a copy of Bittner Excavating's estimate for partial demolition dated 7-19-16. The estimate is for \$7,000.00. The Club is trying to raise funds to demolish and dispose of part of the building. Raising that much money will be difficult. Would it be possible to seek a waiver of the landfill tipping fees for disposing the roof? Since it is a county building, we were wondering if there is a procedure to request a waiver of the tipping fees? Would you or the Commission have any other suggestions or ideas to help us on this project? Also, on behalf of the Club, thanks for permission to remove the spruce trees. Peter W. Strom. Attorney at Law. 789-3160.

 **020029s Signed Lease Amendment 5-19-16.pdf**
594 KB

 **020029s Mold Report, Lead paint, asbestos, demo est.pdf**
593 KB

Wiese Martin Associates, LLC

4318 K Road
Bark River, MI 49807
Phone: 906-280-3402 cell
Home Office: 906-786-1874
E-Mail: jwmartin@hughes.net

August 1, 2016

Pat Beauchamp
Bay de Noc Kennel Club
P.O. Box 176
Wells, MI 49894

RE: Environmental Site Assessment Report of Former Delta County Animal Shelter

Dear Ms. Beauchamp,

Thank you for the opportunity to provide environmental services to assess the presence and exposure concerns of mold in the former Delta County Animal Shelter. Our report is based on the scope of work outlined in our proposal dated June 8, 2016. We are providing this report to detail our methods, findings and conclusions.

Methods

We completed the following scope of work for this assessment.

1. Perform a walk through evaluation to visually scan the interior of the building for the presence of mold.
2. Review the construction and infrastructure of the building.
3. Provide background information on the public health risk of exposure to mold and potential mitigation strategies to minimize the exposure.

Findings

On June 3rd we completed a walk through evaluation of the building and property. The one story building is CMU (concrete masonry unit) construction on a concrete slab with wood roof truss and decking. The exterior roof material is metal. The approximate size is 2451 square feet, which includes the old and new parts of the building. The indoor kennels including the covered kennels is approximately 975 square feet. The old operations building is approximately 684 square feet. The newer part of the operations building is approximately 792 square feet.

During the walk through evaluation, visual observations of the attic space, mechanical room and operations rooms were made. Evidence of some mold was observed in the attic spaces above the old operations building and indoor kennel. Mold staining as black discoloration was used as the indicator to make this determination. The staining was observed around the deck screws, which protruded through the roof decking and visible on the underside of the roof deck. There did not appear to be evidence of roof leakage in the areas of the attic access on the north and south ends of the older portion of the building. The interior spaces did not show visible evidence of mold as staining on the ceiling, walls, or floor.

The mechanical room included the hot water heater, pressure tank, and furnace. There did not appear to be moisture present in this room conducive to support the growth of mold. Also noted in this room was

Wiese Martin Associates, LLC

4318 K Road
Bark River, MI 49807
Phone: 906-280-3402 cell
Home Office: 906-786-1874
E-Mail: jwmartin@hughes.net

the addition of air ducts connected to the HVAC. Outside the mechanical room, in the former lobby, was a RenewAire ventilation unit apparently configured into the heating and cooling system. This unit is used to exchange the air in the building with fresh air while conditioning the incoming outdoor air by preheating and controlling humidity prior to entering the building. The heat and energy from the indoor air is recovered and used to precondition the outdoor air entering the building. This unit did not appear to have special filters for removal of air particulates.

Air samples of the indoor ambient air or the stained area of the roof deck were not collected as part of this evaluation.

Conclusions

The source of the mold observed on the roof deck is thought to be due to condensation occurring on the protruding screws into the attic space and possibly excess moisture in the air of the attic space. As warmer air comes in contact with the cooler roof deck and protruding screws the moisture in the warmer air condenses onto the screws and underside of the deck. The convection of heat from the building into the attic during previous occupied activities could have provided enough time with adequate temperature and humidity to support the condensation of moisture and subsequent mold growth. However, without detailed operations by the previous occupants, we are unable to make any assessment of the degree of mold build up over time or whether mold is continuing to grow in this space. In general the current observations of mold do not appear excessive and seem to be generally located around the protruding deck screws.

It is our understanding that the building as it presently stands is minimally heated and being considered for use to store kennel club equipment. The frequency of entrance will be very limited except during times when equipment is removed or stored. Given this use, the public health concerns for occupation of this building seem very minimal. By keeping the temperatures low and the occupation as described above there appears to be very little risk of exposure. Please note that adverse effects to mold exposure are individual dependent. Should an individual entering the building experience an adverse effect, further assessment may be needed to determine if additional mitigation is needed to minimize and/or prevent exposure.

Currently, there are no federal standards or recommendations (e.g. OSHA, NIOSH, EPA) for airborne concentrations of mold or mold spores. However, exposure to mold can cause adverse effects by producing allergens leading to potential allergic reactions either immediate or delayed. The potential symptoms vary by individual and include hay fever-type symptoms or localized skin or mucosal infections, but in general do not cause systemic infections in humans, except for persons with impaired immunity or are immune-compromised.¹

Because mold is generally found in all environments and human reaction to the allergens produced by molds is dependent on the individual, standards have not been set due to the imprecise quantification on how much causes an adverse health effect. Also studies are limited in the literature where exposure to mold is precisely quantified resulting in a threshold beyond a level that is considered safe.

¹ <https://www.osha.gov/dts/shib/shib101003.html>; A Brief Guide to Mold in the Workplace, OSHA Safety and Health Bulletin, SHIB 03-10-10, updated 10-08-13.

² <http://www.cdc.gov/niosh/topics/indoorenv/temperature.html> ; Centers for Disease Control; National

Wiese Martin Associates, LLC

4318 K Road
Bark River, MI 49807
Phone: 906-280-3402 cell
Home Office: 906-786-1874
E-Mail: jwmartin@hughes.net

There are industry standards of operating to produce good indoor air quality and which can reduce, minimize and prevent the growth of mold. These industry standards are common in the HVAC industry and include controlling temperature, humidity, air exchanges, and carbon dioxide levels that seem to result in satisfaction for a majority of humans that occupy the space. Should your organization wish to occupy the space on a more frequent basis and for somewhat regular use you may want to consider an evaluation of the indoor air to see if the existing system can provide levels of these parameters that are consistent with industry standards. ²

It has been our pleasure to provide this evaluation of the former Delta County animal shelter building. If you have any questions or would like to discuss the results of this report, please feel free to give me a call.

Sincerely,



Jill Wiese Martin, R.S., M.P.H.
Senior Environmental Scientist

² <http://www.cdc.gov/niosh/topics/indoorenv/temperature.html> ; Centers for Disease Control; National Institute for Occupational Safety and Health, Indoor Environmental Quality, Temperature and Occupancy Settings.

Pearson Asbestos Abatement Inc.
2715 Danforth Rd., P.O. Box 1292
Escanaba, MI 49829
Tel. 906-786-3001
Fax. 906-789-4010
LEAD Paint

Contact: Bay de Noc Kennel Club
 4088 Hardwood 23.5 Lane
 Cornell, MI49818

Facility Name: Bay de Noc Kennel Club
 6685 N.75 Drive
 Escanaba, MI 49829

Contact Person: Barb Tardiss, Vice President BDNKC
Phone: 906-280-2267
Email: tardi.roknroo@gmail.com

Project # : 16-139

Inspection Date: 6/23/16
Inspector: Dennis Pearson #A322
 Dennis Pearson AII-337

Report Date: 6/27/2016

Sample #	Material Description	Location	Cadmium by Weight (%)	Lead by Weight (%)
BKC-P1	Interior wall paint - red over tan	West cement block wall - approximately 20' North of the main building	<0.0010	<0.0010
BKC-P2	Interior wall paint - white and tan	East cement block wall from the edge of a window cavity	<0.0010	<0.0010
BKC-P3	Metal frame from door - red, tan & black	Approximately 25' North from the East wall - a vertical metal frame for the door that lets animals in and out	<0.0010	0.00482
BKC-P4	Interior floor paint - red over tan	South end - paint on the concrete floor	<0.0010	0.00143
BKC-P5	Exterior brown paint	South East corner of the wood framing for the roof	<0.0010	<0.0010
BKC-P6	Exterior wall paint - yellow over a khaki green	North end of building near the bottom	<0.0010	<0.0010
	Does not include all- materials that are painted. If there are specific materials you are working on, not sampled check with us			



SanAir Technologies Laboratory, Inc.

1551 Oakbridge Dr, Suite B Powhatan, VA 23139
804.897.1177 Toll Free 888.895.1177 Fax: 804.897.0070
www.sanair.com email:iaq@sanair.com



Name: Pearson Asbestos Abatement, Inc.
Address: 2715 Danforth Road
Escanaba, MI 49829

Project Number: 16-139
P.O. Number:
Project Name: Bay De Noc Kennel Club

Collected Date: 6/22/2016
Received Date: 6/24/2016 10:05 AM
Report Date: 6/27/2016 10:00 AM
Analyst: Doug Peery

Analytes Requested: Paint-Cadmium (Cd), Lead (Pb)
Test Method: SW846/M3050B/6010C

REPORT OF ANALYSIS

Lab Sample #	Field Sample #	Analyte	Sample Description	Results in % by Weight	MRL (%)
16021530-01	BKC-P1	Cadmium (Cd)		<0.0010	0.0010
		Lead (Pb)		<0.0010	
16021530-02	BKC-P2	Cadmium (Cd)		<0.0010	0.0010
		Lead (Pb)		<0.0010	
16021530-03	BKC-P3	Cadmium (Cd)		<0.0010	0.0010
		Lead (Pb)		0.00482	
16021530-04	BKC-P4	Cadmium (Cd)		<0.0010	0.0010
		Lead (Pb)		0.00143	
16021530-05	BKC-P5	Cadmium (Cd)		<0.0010	0.0010
		Lead (Pb)		<0.0010	
16021530-06	BKC-P6	Cadmium (Cd)		<0.0010	0.0010
		Lead (Pb)		<0.0010	

MRL: Method Reporting Limit

Certification

SanAir Technologies Laboratory, Inc participates in the AIHA ELPAT for environmental Lead. AIHA Lab Id: 162952

Signature: *D. Peery*
Date: 6/27/2016

Reviewed: *C. Peterson*
Date: 6/27/2016

Disclaimer

Results relate only to the items tested
Results are not corrected for blanks
All quality control results are acceptable unless otherwise noted
SanAir Technologies Laboratory, Inc is not responsible for sample collection or interpretation made by others.
This report does not constitute endorsement by AIHA/NVLAP and/or any other U.S. governmental Agencies; and may not be certified by every local, state, or federal regulatory agencies.

Lead Exposure Limits

Air

1.5 $\mu\text{g}/\text{m}^3$	EPA National Ambient Air Quality Standard (Quality Time – Weight Average)
30 $\mu\text{g}/\text{m}^3$	OSHA Action Level (8-hour time weighted average)
50 $\mu\text{g}/\text{m}^3$	OSHA Permissible Exposure Limit (General Industry)
50 $\mu\text{g}/\text{m}^3$	OSHA Permissible Exposure Limit (Construction)

Dust

40 $\mu\text{g}/\text{ft}^2$	HUD Clearance Level for Floors
250 $\mu\text{g}/\text{ft}^2$	HUD Clearance Level for Interior Window Sills
400 $\mu\text{g}/\text{ft}^2$	HUD Clearance Level for Window Troughs

Water

15 ppb ($\mu\text{g}/\text{liter}$)	EPA Maximum Containment Level
---------------------------------------	-------------------------------

Paint

0.5% by weight	HUD definition of lead based paint
1.0 mg/cm^2	
5000 ppm	

Soil

400 ppm	HUD-Play areas and high-contact areas for children
---------	--

Revision date: 10/23/2012

Pearson Asbestos Abatement Inc.
2715 Danforth Rd., P.O. Box 1292
Escanaba, MI 49829
Tel. 906-786-3001
Fax. 906-789-4010

Physical Assessment of ACBM by Functional Space

Contact: Bay de Noc Kennel Club
 4088 Hardwood 23.5 Lane
 Cornell, MI 49818

Facility Name: Bay de Noc Kennel Club
 6685 N.75 Drive
 Escanaba, MI 49829

Contact Person: Barb Tardiss, Vice President BDNKC
Phone: 906-280-2267
email: tardi.roknoo@gmail.com

Project # : 16-139

Inspection Date: 6/23/16
Inspector: Dennis Pearson #A322
 Dennis Pearson AII-337

Report Date: 6/27/2016

Sample #	Material Description	Location	Results	Quantity
BKC-01-1	Drywall - white	Ceiling of Kennel area - South end	None Detected	
BKC-01-2	Joint compound - white	Ceiling of Kennel area - South end	None Detected	
BKC-02	Blown insulation - grayish green	Attic - from the hatch on the North end	None Detected	
BKC-03-1	Drywall - white	Ceiling - North end from a nail spot that was covered over	None Detected	
BKC-03-2	Joint compound - white	Ceiling - North end from a nail spot that was covered over	None Detected	
BKC-04	Gray cement	S.W. corner where 2 walls meet the mortar	None Detected	
BKC-05	Exterior window caulk - gray	East side 1' x 2' window	None Detected	
BKC-06	Window caulk - gray	West side of the building	None Detected	
BKC-07-1	Floor tile - off white with gray and white streaks	Front door of the main building where it is damaged	None Detected	
BKC-07-2	Mastic - yellow	Front door of the main building where it is damaged	None Detected	

If the purpose of this survey is for the intentions of performing a demolition, please be aware that the demolition contractor is responsible for submitting a demo notice that may be required by the State and/or DNR.



SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070
Web: <http://www.sanair.com> E-mail: laq@sanair.com

SanAir ID Number

16021564

FINAL REPORT

Name: Pearson Asbestos Abatement, Inc.
Address: 2715 Danforth Road
Escanaba, MI 49829

Project Number: 16-139
P.O. Number:
Project Name: Bay De Noc Kennel Club

Collected Date: 6/23/2016
Received Date: 6/24/2016 10:05:00 AM
Report Date: 6/27/2016 1:02:30 PM
Analyst: Tallert, Jonathan

Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
BKC-01 / 16021564-001 Drywall	White Non-Fibrous Homogeneous	10% Cellulose	90% Other	None Detected
BKC-01 / 16021564-001 Joint Compound	White Non-Fibrous Homogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
BKC-02 / 16021564-002	Brown Fibrous Homogeneous	98% Cellulose	2% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
BKC-03 / 16021564-003 Drywall	White Non-Fibrous Homogeneous	10% Cellulose	90% Other	None Detected
BKC-03 / 16021564-003 Joint Compound	White Non-Fibrous Homogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
BKC-04 / 16021564-004	Grey Non-Fibrous Homogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
BKC-05 / 16021564-005	Beige Non-Fibrous Homogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
BKC-06 / 16021564-006	Off-White Non-Fibrous Homogeneous		100% Other	None Detected

Certification

Analyst: 
Analysis Date: 6/27/2016

Approved Signatory: 
Date: 6/27/2016

Disclaimer

The final report cannot be reproduced, except in full, without written authorization from SanAir. Fibers smaller than 5 microns cannot be seen with this method due to scope limitations. The accuracy of the results is dependent upon the client's sampling procedure and information provided to the laboratory by the client. SanAir assumes no responsibility for the sampling procedure and will provide evaluation reports based solely on the sample and information provided by the client. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. government.

For NY state samples, method EPA 600/M4-82-020 is performed.

Polarized-light microscopy is not consistently reliable in detecting asbestos in floor covering and similar non-friable organically bound materials. Quantitative transmission electron microscopy is currently the only method that can be used to determine if this material can be considered or treated as non-asbestos containing.

NY ELAP lab ID 11983

BITTNER



EXCAVATING

2909 13th Lane **906-466-2357** Bark River, MI 49807

Bay de Noc Kennel Club
 4088 Hardwood 23.5 Lane
 Cornell, MI 49818

QUOTE

PHONE	DATE
906-280-2267	7/19/2016

DESCRIPTION	AMOUNT	Total
PARTIAL DEMOLITION AT OLD ANIMAL SHELTER DEMO OUTSIDE PENS		
Roof hauled to landfill - including tipping fees	2,300.00	
All concrete walls, floors and foundation hauled off-site	3,900.00	
Backfill area to grade - 100 cyds sand	800.00	7,000.00
THANK YOU FOR OPPORTUNITY TO GIVE YOU THIS QUOTE!	Total	\$7,000.00

V4



1 MY CART 2 ORDER DETAILS 3 COMPLETE

EMAIL PRINT

Item #30F662 was removed from your cart

Delivery Method

Availability

- Shipping
- Pickup

Enter ZIP code to check availability 48103

GO

PROCEED TO CHECKOUT

SHIPPING LABEL / PACKING LIST

PRODUCTS IN CART

Show Reference Information | Clear Cart

PO #

Product	Quantity	Availability	Total Price
<p>KEY SHAFT Carbon Steel Grade 1045 Keyed Shaft 1-7/16" Diameter 3/8" x 3/16" Keyway 60" Length Item # 30F703 Your Price: \$164.25 / each</p> <ul style="list-style-type: none"> Deliver one time only Auto-Reorder Every 1 Month 	1	Expected to arrive Fri. Aug 26	\$164.25
<p>KEY SHAFT Carbon Steel Grade 1045 Keyed Shaft 1-7/16" Diameter 3/8" x 3/16" Keyway 48" Length Item # 30F702 Your Price: \$145.00 / each</p> <ul style="list-style-type: none"> Deliver one time only Auto-Reorder Every 1 Month 	3	Expected to arrive Fri. Aug 26	\$435.00
<p>KEY SHAFT Carbon Steel Grade 1045 Keyed Shaft 1-2/16" Diameter 1/4" x 1/8" Keyway 36" Length Item # 30F660 Your Price: \$84.55 / each</p> <ul style="list-style-type: none"> Deliver one time only Auto-Reorder Every 1 Month 	2	Expected to arrive Fri. Aug 26	\$169.10
<p>KEY SHAFT Carbon Steel Grade 1045 Keyed Shaft 1-2/16" Diameter 1/4" x 1/8" Keyway 48" Length Item # 30F661 Your Price: \$109.70 / each</p> <ul style="list-style-type: none"> Deliver one time only Auto-Reorder Every 1 Month 	1	Expected to arrive Fri. Aug 26	\$109.70

Show more fields

APPLY

ORDER SUMMARY

Subtotal \$878.05
 Estimated Standard Shipping \$85.35
Estimated Total \$963.40

PROMOTION CODE

APPLY PROMO

PROCEED TO CHECKOUT

If you changed multiple quantities, Update All

PRODUCTS YOU HAVE RECENTLY VIEWED

1 of 2 PREV | NEXT



Carbon Steel Grade 1045
Keyed Shaft, 1-7/16"
Diameter, 3/8" x 3/16"

ITEM # 30F703

KEYSHAFT

Price
\$164.25 / each

1

ADD TO CART



Carbon Steel Grade 1045
Keyed Shaft, 1-3/16"
Diameter, 1/4" x 1/8"

ITEM # 30F663

KEYSHAFT

Price
\$160.25 / each

1

ADD TO CART



Carbon Steel Grade 1045
Keyed Shaft, 1-7/16"
Diameter, 3/8" x 3/16"

ITEM # 30F702

KEYSHAFT

Price
\$145.00 / each

1

ADD TO CART



Carbon Steel Grade 1045
Keyed Shaft, 1-3/16"
Diameter, 1/4" x 1/8"

ITEM # 30F661

KEYSHAFT

Price
\$109.70 / each

1

ADD TO CART



304 Stainless Steel Keyed
Shaft, 1-3/16" Diameter, 1.4
x 1.8 Keyway, 48" Length

ITEM # 30F898

KEYSHAFT

Price
\$190.50 / each

1

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Shopping Cart

Item	Item Number	Price	Quantity	Add-ons	Item Cost	Item Qty	Subtotal
 <p>Browning 2AK74X 1 3/16, 2 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: globalindustrial.com Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	W16R12010	612.00	1				
							Subtotal (7 Items)
							\$617.65
 <p>Browning BK115X 1 7/16, 1 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: globalindustrial.com Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	W16R12010	157.00	4				
							Please note: After using EasyShip, the shipping address selected in EasyShip will override the one selected on the Global Industrial website.
 <p>Browning BK95X 1 7/16, 1 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: globalindustrial.com Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	W16R12010	164.00	1				
 <p>Browning 2BK100X 1 7/16, 2 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: globalindustrial.com Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	W16R12010	147.00	1				
 <p>Browning BK90X 1 7/16, 1 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: globalindustrial.com Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	W16R12010	137.00	1				
 <p>Browning FHP, Bushed, Cast Iron, 1 Groove Sheave, BK70H Sold By: globalindustrial.com Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	W16B21800	149.00	1				
 <p>Browning FHP, Bushed, Cast Iron, 1 Groove Sheave, BK75H Sold By: globalindustrial.com Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	W16B12500	137.00	1				

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7 Items (\$617.65)

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Shopping Cart

Item	Item Number	Price	Quantity	Add-ons	Final Cart	Final Price	Subtotal
 <p>Browning 2AK74X 1 3/16, 2 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: Industrial Supply Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	0169-F295	\$179.00	1				Subtotal (7 Items) \$617.65
 <p>Browning BK115X 1 7/16, 1 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: Industrial Supply Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	0169-F171	\$179.00	1				
 <p>Browning BK95X 1 7/16, 1 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: Industrial Supply Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	0169-F214	\$179.00	1				
 <p>Browning 2BK100X 1 7/16, 2 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: Industrial Supply Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	0169-F204	\$179.00	1				
 <p>Browning BK90X 1 7/16, 1 Groove, Cast Iron, Finished Bore FHP Sheave Sold By: Industrial Supply Shipping: Usually ships in 7 to 8 days Please Note: This item cannot be returned.</p>	0169-F211	\$179.00	1				
 <p>Browning FHP, Bushed, Cast Iron, 1 Groove Sheave, BK70H Sold By: Industrial Supply Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	0169-F267	\$179.00	1				
 <p>Browning FHP, Bushed, Cast Iron, 1 Groove Sheave, BK75H Sold By: Industrial Supply Shipping: Usually ships in 5 to 8 days Please Note: This item cannot be returned.</p>	0169-F268	\$179.00	1				

Please note: When using a different shipping address, selected in a previous order, the one selected on this page will override the one selected on the invoice and which applies.

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Shopping Cart

Item	Item Number	Price	Quantity	Add ons	Product	Image	Quantity	
 FYH Pillow Block Mounted Ball Bearing ALP20619FPS, 1-3/16" Bore Dia., Eccentric Collar, Compact Sold By: globalindustrial.com Shipping: Usually ships in 1 to 8 days	ALP20619FPS	\$21.77	2					
Subtotal (14 Items)								
\$362.10								
 FYH Pillow Block Mounted Ball Bearing ALP20723FPS, 1-7/16" Bore Dia., Eccentric Collar, Compact Sold By: globalindustrial.com Shipping: Usually ships in 5 to 8 days	ALP20723FPS	\$29.99	2					

Please note: When you make a purchase, shipping address selected on this website overrides the one selected on the order confirmation website.

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- UPS 2nd Day Air: 2 Business Days
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- UPS Next Business Day: 1 Business Day

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DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE
310 LUDINGTON STREET
ESCANABA, MICHIGAN 49829
PHONE: 906-789-5100
FAX: 906-789-5197

B1



September 20, 2016

TO: Delta County Board of Commissioners
FR: Ryan Bergman, Administrator
RE: Payment of Bills

I have examined all claims presented, and recommend payment of the following; and that the County Clerk be directed to issue orders on the County Treasurer to the Claimants for the amounts allowed.

Ryan Bergman, Administrator

Date	Amount
09-02-16	1,393,900.13
09-08-16	66,744.97
Total Report of Claims \$	1,460,645.10
Total Jury Expense \$	0.00
GRAND TOTAL OF BILLS \$	1,460,645.10
Commissioner Expenses: \$	1,589.36 Paid

AUTHORIZED SIGNATURE _____

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
09/02/2016	163262	001061	KAREN S ALVORD	MILEAGE/MEALS/BRIDGE REIMB 8/9-12/16	249.78
09/02/2016	163263	001102	ANDERSON COMMUNICATIONS INC	RADIO REPAIR - ANTENNA	572.00
09/02/2016	163264	002019	MICHAEL BALENTINE	MEAL REIMB - PRISONER TRSPT 8/23/16	20.19
09/02/2016	163265	002020	BALDWIN TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	1,509.27
09/02/2016	163266	002060	BARK RIVER-HARRIS SCHOOL DIST.	2015 COMMERCIAL FOREST TAX DISTRIBUTION	119.53
09/02/2016	163267	002070	BARK RIVER TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	117.21
09/02/2016	163268	002078	BAVARIAN INN LODGE & CONFERENCE CTR	MBCRA CONFERENCE - 9-6-2016 TO 9-9-2016	236.25
09/02/2016	163269	002080	BAY DE NOC COMMUNITY COLLEGE	2015 COMMERCIAL FOREST TAX DISTRIBUTION	11,715.17
09/02/2016	163270	002100	BAY DE NOC TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	148.23
09/02/2016	163271	002160	BIG BAY DE NOC SCHOOL DIST.	2015 COMMERCIAL FOREST TAX DISTRIBUTION	1,029.72
09/02/2016	163272	002240	ELAINE BOYNE	DHS BOARD-MARQUETTE-JULY/AUG 2016	51.90
09/02/2016	163273	002296	BRIAN'S AUTO GLASS	NEW WINDSHIELD FOR TRANSPORT CAR	400.00
09/02/2016	163274	003058	CBM FOOD SERVICE	FOOD SERVICE 8/11 - 8/17/16	3,530.97
09/02/2016	163275	003061	CARQUEST AUTO PARTS	OIL FILTER	8.26
09/02/2016	163276	003074	CENTER MASS, INC	TRAINING FOR GROLEAU AND KENNEALY 9/12/1	1,798.00
09/02/2016	163277	003087	CHARTER COMMUNICATIONS	CABLE/INTERNET-ACCT 8245 12 032 0091915	243.86
09/02/2016	163278	003110	CITY OF ESCANABA	DISPATCHING SERVICES- JULY 2016	61,000.00
09/02/2016	163279	003120	CITY OF ESCANABA	AUG 2016 PENAL FINES	2,344.65
09/02/2016	163280	003130	CITY OF ESCANABA	UTILITIES-DANFORTH- ACCT 1-06-1320-01	21.49
				UTILITIES - ACCT: 4-35-3730-00	15.85
				UTILITIES - ACCT: 4-35-4350-00	21.85
				UTILITIES - ACCT: 4-35-3761-00	79.29
				UTILITIES - ACCT: 4-35-5130-00	76.37
				UTILITIES - ACCT: 4-35-3742-00	21.97
				UTILITIES - ACCT: 4-35-4360-00	238.46
				UTILITIES - ACCT: 4-35-4310-01	11.29
				UTILITIES - ACCT: 4-35-3750-00	2,282.93
				UTILITIES - ACCT: 4-35-3720-00	11.84
				UTILITIES - ACCT: 4-35-3760-00	35.11
				UTILITIES - ACCT: 4-35-4370-00	66.36
				UTILITIES - ACCT: 4-35-5120-01	8.38
					<u>2,891.19</u>
09/02/2016	163281	003140	CITY OF GLADSTONE	AUG 2016 PENAL FINES	788.99
09/02/2016	163282	003170	COMMUNITY ACTION AGENCY	2015 COMMERCIAL FOREST TAX DISTRIBUTION	2,125.15
				PROGRAM EXPEN ADMIN EXPENSE NOT PAID BY	1,928.36
					<u>4,053.51</u>
09/02/2016	163283	003250	CORNELL TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	1,958.59
09/02/2016	163284	004044	DATA BUS	2015 COMMERCIAL FOREST TAX DISTRIBUTION	265.23
09/02/2016	163285	004071	JESSE DEBACKER	BOOT ALLOWANCE 2015 -16	148.38
09/02/2016	163286	004200	DELTA COUNTY CLERK	10% BOND - MAKI - 16-FH-9315	300.00
09/02/2016	163287	004230	DELTA COUNTY ROAD COMMISSION	GASOLINE - JULY 2016	276.82
				GASOLINE - JULY 2016	2,980.98
					<u>3,257.80</u>
09/02/2016	163288	004240	DELTA COUNTY SHERIFF DEPT.	CIVIL PROCESS - RACHELLE GREEN	26.00
				CIVIL PROCESS-TRAVIS HOWELL	26.00
					<u>52.00</u>
09/02/2016	163289	004241	DELTA COUNTY 4-H COUNCIL	17 PLAT BOOKS FOR AUG 2016	595.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/02/2016	163290	004270	DELTA COUNTY TREASURER	POSTAGE AND RECORDING EXPENSES	0.57
				POSTAGE	17.42
				POSTAGE	1.71
				POSTAGE	0.57
					<u>20.27</u>
09/02/2016	163291	004272	DELTA DISPOSAL	GARBAGE DISPOSAL - ACCT: COM000496	395.00
09/02/2016	163292	004330	DELTA SCHOOLCRAFT INTERMEDIATE SCHO	2015 COMMERCIAL FOREST TAX DISTRIBUTION	8,447.77
09/02/2016	163293	004356	JOHN DENHOLM	PC MEETING 8/29/2016	89.00
09/02/2016	163294	004419	STEVEN A. DOSH, M.D.	MEDICAL EXAMINER FEES-SEPT 2016	3,500.00
09/02/2016	163295	004454	EASTERN AVIATION FUELS INC	JET FUEL RESALE 8000 GALLONS	16,554.15
09/02/2016	163296	005040	ENSIGN TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	268.69
09/02/2016	163297	005060	ESCANABA AREA PUBLIC SCHOOLS	2015 COMMERCIAL FOREST TAX DISTRIBUTION	4,017.14
09/02/2016	163298	005063	ESCANABA RADIOLOGY ASSOCIATES	RADIOLOGY/MEDICAL - ACCT 5416 26766.1	83.00
09/02/2016	163299	005110	ESCANABA TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	426.55
09/02/2016	163300	006010	FAIRBANKS TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	4.64
09/02/2016	163301	006080	FORD RIVER TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	108.89
09/02/2016	163302	006088	DAN FORRESTER	MILEAGE REIMB - 8/17/16	144.00
09/02/2016	163303	007030	GARDEN TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	119.38
09/02/2016	163304	007072	GENESIS LAMP CORPORATION	6.6A/30 EXL	184.02
09/02/2016	163305	007100	GLADSTONE AREA SCHOOL DISTRICT	2015 COMMERCIAL FOREST TAX DISTRIBUTION	3,495.73
09/02/2016	163306	007130	ROBERT E. GOEBEL JR.	PHONE REIMB - AUGUST 2016	35.00
09/02/2016	163307	008025	LUKE HAMLIN	PHONE REIMB - JULY 2016	35.00
09/02/2016	163308	008027	HANNAHVILLE TRIBAL COURT	BOND CORRINA WANDAHSEGA	150.00
09/02/2016	163309	008067	HEALTHPORT	MEDICAL RECORDS	45.01
09/02/2016	163310	008080	BENNY HERIOUX	PC MEETING 8/29/2016	32.08
09/02/2016	163311	008090	HIAWATHA CHEF SUPPLY	MOTOR - BUFFER	495.11
09/02/2016	163312	008116	TINA HOUGHTALING	CARE OF J. WEGNER - JULY 1-17/16	452.03
09/02/2016	163313	008124	MATT HUGHES	PHONE REIMB - JULY 2016	35.00
09/02/2016	163314	010110	JOHNSTON PRINTING & OFFSET	#10 SPECIAL WINDOW ENVELOPES	155.00
09/02/2016	163315	011050	K-MART	BANDAIDS AND SUPPLIES	35.02
09/02/2016	163316	012034	LAMMI FIRE PROTECTION INC	RECHARGE FIRE EXTINGUISHERS	47.50
				ANNUAL MAINT - FIRE EXTINGUISHERS	763.00
					<u>810.50</u>
09/02/2016	163317	012131	PERRY LUND	PHONE REIMB - AUGUST 2016	35.00
09/02/2016	163318	013060	MAPLE RIDGE TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	1,252.26
09/02/2016	163319	013100	TONY MARTINEAU	BOOT ALLOWANCE 2015-16	150.00
09/02/2016	163320	013120	MASONVILLE TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	630.21
09/02/2016	163321	013179	MENARDS	SCREWS - CLIPS	8.63
				PARTS FOR AIR COMPRESSOR	3.47
				PLUMBING PARTS	146.85
				PAINT - PAINT SUPPLIES	52.41
					<u>211.36</u>
09/02/2016	163322	013290	MICHIGAN ASSN OF COUNTIES	2015 FINAL AUDIT BILLING-WORKERS COMP	4,827.00
09/02/2016	163323	013370	MICHIGAN SHERIFF ASSOCIATION	UNIFORM PATCHES	350.00
09/02/2016	163324	013392	STATE OF MICHIGAN	PISTOL PERMITS - JULY 2016	3,361.00
09/02/2016	163325	013430	MID PEN SCHOOL DISTRICT	2015 COMMERCIAL FOREST TAX DISTRIBUTION	8,883.45
09/02/2016	163326	013559	KATHRYN MORSKI	21 INSPECTIONS	903.00
09/02/2016	163327	013617	MYERS ENTERPRISES INC	STUN CUFF - DATA PORT READER KIT	1,525.00
09/02/2016	163328	014040	NAHMA TOWNSHIP TREASURER	2015 COMMERCIAL FOREST TAX DISTRIBUTION	1,332.57
09/02/2016	163329	014043	NAPA OF ESCANABA	PRESSURE SWITCH FOR AIR COMPRESSOR	27.33
				BACK UP PRESSURE SWITCH	45.28
					<u>72.61</u>

2

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/02/2016	163330	014120	JOHNATHON NORMAN	BOOT ALLOWANCE 2015-16	127.18
09/02/2016	163331	014131	NORTHCARE NETWORK	CONVENTION FACILITY PAYMENT APR-JUNE 201	32,182.00
09/02/2016	163332	014210	NORTHERN PLUMBING & HEATING	PARTS FOR AIR COMPRESSOR	1.19
09/02/2016	163333	014214	NORTHERN SCREEN PRINTING	VSU LOGO -EMBROIDERY	9.25
09/02/2016	163334	014250	NU-WAY CLEANERS	DRY CLEANING - AUGUST 2016	123.50
09/02/2016	163335	016083	NANCY PETERSON	PC MEETING 8/29/2016	30.00
09/02/2016	163336	017009	QUALITY SEW & VAC	VACCOM PARTS	36.95
09/02/2016	163337	018060	RAPID RIVER SCHOOL DISTRICT	2015 COMMERCIAL FOREST TAX DISTRIBUTION	3,054.31
09/02/2016	163338	018063	REINHART FOOD SERVICE	FOOD SERVICE SUPPLIES	134.84
09/02/2016	163339	018067	REAL ESTATE TRF.TAX,DEPT.77627	REAL ESTATE TRF TAX- AUG 2016	83,362.50
09/02/2016	163340	018074	RENT-A-MAID INC	MONTHLY CLEANING - AUGUST 2016	1,801.15
09/02/2016	163341	018077	UPPER MICHIGAN LAW	PROBATE ATTORNEY FEES - AUGUST 2016	1,742.74
09/02/2016	163342	018110	RICHER REFRIGERATION	WORK DONE FOR DEEP FRYER/WOMENS CELL-GAL	1,311.30
09/02/2016	163343	019027	LESLIE STANER-NAULT	PHONE REIMB - JULY 2016	35.00
09/02/2016	163344	019076	JODI M. SCHWALBACH	MILEAGE/BRIDGE TOLL - MECRA CONFERENCE 9	386.00
09/02/2016	163345	019101	SHERWIN WILLIAMS	PAINT - PAINT SUPPLIES	60.24
09/02/2016	163346	019201	STATE OF MICH,ST.EDUCATION TAX	SET & TLR TAX 8/16- 31/16	979,732.18
09/02/2016	163347	019293	STATE OF MICHIGAN	2015 DISTRIBUTION CFR TAXES	113,517.80
09/02/2016	163348	019305	STATE OF MICHIGAN	GATEWAY TO GATEWAY CONNECTION	387.00
09/02/2016	163349	019356	STERICYCLE, INC	HAZARDOUS WASTE PICKUP-ACCT 2235375	165.79
09/02/2016	163350	020029	TODD TARDIFF	MEAL REIMB - 8/18/16 - TRAINING	8.50
09/02/2016	163351	020087	TITLE CHECK LLC	BOOT ALLOWANCE 2015-16	150.00
09/02/2016	163352	021070	U.P. POWER CO.	ADMIN FEES	1,613.70
09/02/2016	163353	022017	JULIAN VANDECAVEYE	2014 TAX CYCLE AUGUST BILLING	3,227.40
09/02/2016	163354	022025	VERIZON WIRELESS	UTILITIES - ACCT 200052185	22.97
09/02/2016	163355	023070	WELLS TOWNSHIP TREASURER	PC MEETING 8/29/2016	34.95
09/02/2016	163356	023076	TAMMY WETTHUHN	PHONE - ACCT 482996167-00001	549.52
09/02/2016	163357	023097	CHRISTINE WILLIAMS	2015 COMMERCIAL FOREST TAX DISTRIBUTION	5.56
09/02/2016	163358	023121	WJMN-TV3	PHONE REIMB - AUGUST 2016	35.00
09/02/2016	163359	023129	WOLVERINE POWER SYSTEMS	PC MEETING 8/29/2016	23.24
09/02/2016	163360	ADMIN MISC	LOREENE KOSKEY	MARKETING	400.00
09/02/2016	163361	ADMIN MISC	GABRIEL J. FOY	SERVICE CALL FOR GENERATOR	545.24
09/02/2016	163362	ADMIN MISC	ETHEL SPRY	BURIAL ALLOWANCE CLARENCE ZENO	300.00
09/02/2016	163363	ADMIN MISC	TERRI KING	BURIAL ALLOWANCE NATHAN C. FOY	300.00
09/02/2016	163364	ADMIN MISC	CATALINA CHARLEBOIS	BURIAL ALLOWANCE JOHN M. SPRY	300.00
09/02/2016	163365	ADMIN MISC	KAREN HAAS	BURIAL ALLOWANCE GEORGE KETCHAM	300.00
09/02/2016	163366	ADMIN MISC	MARY LEVELLE	BURIAL ALLOWANCE - KENNETH CHARLEBOIS	300.00
09/02/2016	163367	CLERK MISC	JOSEPH LUCIER	BURIAL ALLOWANCE WALTER E. HAAS	300.00
09/02/2016	163368	CLERK MISC	MARIA MAKI	BURIAL ALLOWANCE WALLACE MARENGER	300.00
09/02/2016	163369	DIQ TAX	HEITMAN LINDA, JUSE LOIS &	RETURN BOND - LUCIER - 16-FH-9372	2,500.00
09/02/2016	163370	DIQ TAX	DELTA COUNTY CREDIT UNION	RETURN BAOND LESS 10% - FRAPPIER	2,700.00
				DLQ TAX REFUND	9.71
				OVERPAYMENT 05248601700	310.00

FIRST TOTALS:

Total of 109 Checks: 1,393,900.13
 Less 0 Void Checks: 0.00
 Total of 109 Disbursements: 1,393,900.13

3

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
	<i>163371 - 163386</i>		<i>Pircks + Dead</i>		
09/07/2016	163387	001056	ALERUS FINANCIAL	MERS 457 CONTRIBUTION - BERGMAN	188.08
09/08/2016	163388	001012	A-1 DRAIN CLEANING	ROUTINE PUMP	155.00
09/08/2016	163389	001050	ALGER DELTA ELECTRIC ASSOC.	TOWER POWER ACCT 200500	43.47
09/08/2016	163390	001055	RENEE F ALEXANDRONI	JURY POSTAGE REIMB	16.92
09/08/2016	163391	002070	BARK RIVER TOWNSHIP TREASURER	2016 SUMMER TAXES	155.82
09/08/2016	163392	002077	DEBRA BARTON	POSTAGE REIMB	12.43
09/08/2016	163393	002102	BAY DE NOC LAW FIRM PC	ATTORNEY FEES - DAVIDSON	146.25
09/08/2016	163394	003035	CARNE'S BP	GASOLINE - JEFFREY MURRY	57.10
09/08/2016	163395	003058	CBM FOOD SERVICE	FOOD SERVICE 8/18 - 8/24/16	3,196.73
				FOOD SERVICE 8/25/16 - 8/31/16	3,181.24
					<u>6,377.97</u>
09/08/2016	163396	003080	CHAMBER OF COMMERCE-DELTA COUNTY	MEMBERSHIP DUES	2,510.00
09/08/2016	163397	003120	CITY OF ESCANABA	2016 SUMMER TAX FORECLOSED PROPERTY	1,237.24
09/08/2016	163398	003153	CLASSIC AUTO COLLISION	REAR BUMPER/REAR VALANCE	247.42
09/08/2016	163399	004030	DAILY PRESS	AD- FY 16/17 PROPOSED BUDGET-ACCT DD1017	206.04
09/08/2016	163400	004038	DAVIS/WANIC LAND SURVEYORS P.C	REMON-SURVEY SERVICES-CORNERS	13,440.00
09/08/2016	163401	004270	DELTA COUNTY TREASURER	POSTAGE	0.57
				RECORDING EXPENSE - 66 REDEMPTION CERTS	660.00
					<u>660.57</u>
09/08/2016	163402	004441	JASON DIX	PHONE REIMB - AUGUST 2016	35.00
09/08/2016	163403	005030	ELMER'S COUNTY MARKET	COFFEE (SHERIFF'S DEPT)	69.90
09/08/2016	163404	006022	FASTENAL COMPANY	STEEL CUT BLADE AND SUPPLIES	163.97
				METAL SAFETY CAN	54.59
				DIAMOND DRILL BIT	32.89
					<u>251.45</u>
09/08/2016	163405	006064	ADAM FLAGSTADT	BOOT ALLOWANCE 2015-16	150.00
09/08/2016	163406	006088	DAN FORRESTER	MILEAGE REIMB 8/31/16	144.00
				MILEAGE/SESSIONS 8/24/16	444.00
					<u>588.00</u>
09/08/2016	163407	006091	FOUR SEASONS, INC.	GRASSHOPPER REPAIR PARTS	509.56
09/08/2016	163408	007030	GARDEN TOWNSHIP TREASURER	2016 SUMMER TAX BILL 010-181-025-00 FORE	16.70
09/08/2016	163409	008025	LUKE HAMLIN	MILEAGE REIMB - AUGUST 2016	386.10
09/08/2016	163410	008027	HANNAHVILLE TRIBAL COURT	BOND-EMERSON BENTLEY LARSON	1,500.00
				BOND CHRISTINE LYNN WILLIAMS	250.00
					<u>1,750.00</u>
09/08/2016	163411	008031	MARK HANSON	MEAL REIMB - AUGUST 2016	64.00
				CLOTHING ALLOWANCE 2015-16	204.22
				CLOTHING ALLOWANCE 2015-16	68.86
				CLOTHING ALLOWANCE 2015-16	112.68
				CLOTHING ALLOWANCE 2015-16	148.35
				CLOTHING ALLOWANCE 2015-16	15.89
					<u>614.00</u>
09/08/2016	163412	008090	HIAWATHA CHEF SUPPLY	GLOVES	58.50

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Check Date	Check	Vendor	Vendor Name	Description	Amount
				STORAGE BOX AND LID	12.70
					71.20
09/08/2016	163413	011088	KUSHNER & COMPANY	ADMIN FEES EMPLOYEE FLEX PLAN	93.50
09/08/2016	163414	012027	TRACY LANTAGNE	POSTAGE REIMB 09/07/2016	13.17
09/08/2016	163415	012034	LAMMI FIRE PROTECTION INC	5 LB ABC FIRE EXTINGUISHER, FORAY (2)	140.00
09/08/2016	163416	012082	RELX INC DBA LEXISNEXIS	SUBSCRIPTION CHGS (01-AUG-2016 - 31-AUG-	300.00
09/08/2016	163417	012096	DEREK LINDSTROM	FAIR SUPERVISOR	275.00
09/08/2016	163418	013037	JOHN MALNAR	MILEAGE/PHONE REIMB- AUG 2016	390.86
09/08/2016	163419	013060	MAPLE RIDGE TOWNSHIP TREASURER	2016 SUMMER TAX BILL FORECLOSED PROPERTY	8.68
09/08/2016	163420	013095	DLP MGT PHYSICAN PRACTICES INC	PHYSICAL/DRUG SCREEN - NEW EMPLOYEE	203.00
09/08/2016	163421	013120	MASONVILLE TOWNSHIP TREASURER	2016 SUMMER TAX BILL FORECLOSED PROPERTY	64.19
09/08/2016	163422	013179	MENARDS	UNDER DESK LIGHT BULBS	124.40
				ELECTRICAL TAPE/CABLE TIES	12.95
					137.35
09/08/2016	163423	013191	MEIERS SIGNS	ADA SIGNS -CLERK'S-B&Z	210.60
09/08/2016	163424	014040	NAHMA TOWNSHIP TREASURER	2016 SUMMER TAX BILL FORECLOSED PROPERTY	183.92
09/08/2016	163425	014210	NORTHERN PLUMBING & HEATING	DISHWASHER PARTS-ANGLE VACUUM	79.14
09/08/2016	163426	015025	OFFICE DEPOT	BINDERS, CLIPS, ENVELOPES	79.23
09/08/2016	163427	016088	PIONEER QUICK LUBE - 23	OIL CHANGE	63.41
				OIL CHANGE	60.27
					123.68
09/08/2016	163428	018063	REINHART FOOD SERVICE	PAPER BAGS AND GARBAGE BAGS	141.09
09/08/2016	163429	018116	DAVID RIVARD	MILEAGE/PHONE/PICNIC REIMB- JULY 2016	328.44
09/08/2016	163430	019017	NANCY SABOR	POSTAGE REIMB - 9/2/16 & 9/6/16	148.21
09/08/2016	163431	019109	JAMES RAYMOND SHAPY	INSPECTIONS 8/21 - 9/3/16	1,680.00
09/08/2016	163432	019325	STATE OF MICHIGAN	CIRCUIT, DIST, AND PROB CRT REMITTANCE A	30,871.76
09/08/2016	163433	020015	TRUCK EQUIPMENT	BEACON LIGHT FOR ROOF ON FLOW TRUCK,	253.21
09/08/2016	163434	020116	TRANSSION RISK AND ALTERNATIVE	INVESTIGATIVE SEARCHES	25.00
09/08/2016	163435	021063	USDA-APHIS-WILDLIFE SERVICES	YEARLY WILDLIFE TRAINING FAA REQUIRED 20	350.00
09/08/2016	163436	023016	KURT WILSON	MEAL REIMB - TRAINING 8/18/16	8.50
09/08/2016	163437	023070	WELLS TOWNSHIP TREASURER	2016 SUMMER TAX BILL FORECLOSED PROPERTY	109.02
				2016 SUMMER TAX BILL FORECLOSED PROPERTY	8.11
					117.13
09/08/2016	163438	023084	WEX BANK	GASOLINE - ACCT 0496-00-165010-00	118.77
				GASOLINE-AUG 2016 - ACCT 0496-00-165010-	145.87
					264.64
09/08/2016	163439	DLQ TAX	WILLIAM SMOOT	OVERPAY 00122900900	17.28
09/08/2016	163440	DLQ TAX	CHARLES MORRIS	OVERPAY 04141700700	341.17
FIRST TOTALS:					
Total of 54 Checks:					66,744.97
Less 0 Void Checks:					0.00
Total of 54 Disbursements:					66,744.97

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Delta County Travel Expense Voucher

Employee: David Rivard 18116

Date: July 2016

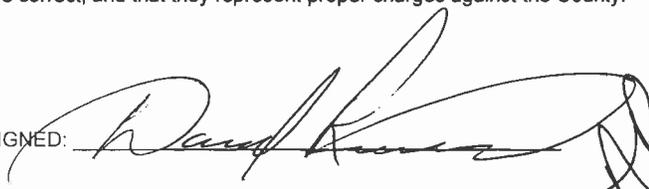
Date	0-3 hrs	3-6 hrs	over 6 hrs	Meeting	Meals/Other	Comments	Mileage
07/05/2016	X			Board			8
07/08/2016	X			Other		Meet with schoolcraft board member	30
07/11/2016	X			Other		Escanaba Twp board	8
07/12/2016		X		Road Commission		Work shop/ reg. Meeting	8
07/18/2016		X		Other		MAC regional summit	8
07/19/2016	X			Board			8
07/21/2016	X			Other		Meet with mark tall	12
07/27/2016	X			Other		Escanaba fire truck hall	25
07/28/2016	X			Other		Escanaba Twp ass. Board meeting	8
07/28/2016	X			Other	X	Escanaba Township ^{ASSEC} annual picnic. 231.34	0
07/29/2016		X		CUPPAD		In Munising	0

120 105

115
62.10

Need phone bill ending 8/1/16.

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business, that the amounts are correct, and that they represent proper charges against the County.

SIGNED: 

TOTAL PER DIEM 101-101-710.002:	225.00
TOTAL MILEAGE 101-101-860.001:	62.10
TOTAL PHONE 101-101-850.000:	35.00
OTHER: 101-965-998.880	231.34
GRAND TOTAL:	553.44

AP

328.44

6

DELTA COUNTY TRAVEL EXPENSE VOUCHER

Vendor Number: 13037

Line item: _____

Department _____

Charged: _____

Date: _____

Employee: John Malnar

Address: _____

Period Covered: 8-1-16 to 8-31-16
From _____ to _____

Date	\$20.00 0-3 hrs	\$35.00 3-6 hrs	\$50.00 over 6 hrs	Meeting	Meals Other	Comments	Mileage	Mileage \$	Meeting \$
8-2	X			MERS			30		20 ⁰⁰
8-2	X			Board meeting			28		20 ⁰⁰
8-3	X			Building & Ground			32		20 ⁰⁰
8-3	X			Bay de Neig Township			43		20 ⁰⁰
8-4	X			Cupard - Traffic safety			32		20 ⁰⁰
8-8	X			Nahant Township			52		20 ⁰⁰
8-9	X			Garden Township			78		20 ⁰⁰
8-11				Sac Bay miles only			94		NC
8-15	X			Brampton Township			15		20 ⁰⁰
8-16	X			Board meeting			28		20 ⁰⁰
8-17	X			DNR Grant meeting			26		20 ⁰⁰
8-17	X			Cornell Township			16		20 ⁰⁰
8-18	X			Meet the governor			30		20 ⁰⁰
8-18	X			Infrastructure Round Table			30		20 ⁰⁰
8-22	X			Ed McBroom			28		20 ⁰⁰
8-26	X			meeting Jerry Doucette-Jail			32		20 ⁰⁰
8-30	X			Land Purchase			32		20 ⁰⁰
8-30	X			Mapleridge Township			29		20 ⁰⁰
8-30	NC			Park meeting					NC
8-31	X			Baldwin Township			14		20 ⁰⁰

360

669 361.26

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business, that the amounts are correct, and that they represent proper charges against the County.

TOTAL PER DIEM: 360.00

101-101-710.002

TOTAL MILEAGE: 361.26

101-101-860.001

TOTAL PHONE: 28.46 29.60

101-101-850.000

OTHER: _____

NATURE OF BUSINESS: _____

SIGNED: John Malnar

GRAND TOTAL: 750.86

APPROVED: _____

AP
390.86

7



B2

Serving Menominee, Delta and Schoolcraft Counties

Delta County Housing Rehab Program

**PERIODIC REPORT TO THE BOARD
MDS-CAA/HRA, INC
DELTA COUNTY COMMISSIONERS**

To all who it may concern,

This periodic report is to provide you information on the current Delta County Housing Rehabilitation Grant through Michigan State Housing Development Authority (Now Michigan Economic Development Corporation) and HUD.

We have completed, with the assistance of two general contractors and three Plumbing & Heating Contractors, along with two electrical contractors, projects as follows:

Housing Rehab: 9 low-income family homes with approximately \$155,300 in grant funds. Projects included replacement septic and sewer systems, roofing, siding, windows, lead-based paint abatement, furnace replacements, water heater replacements, health and safety issues, including deteriorated stairways, handrails and rotting floorboards. Leveraged funds were received from a home-owner occupied duplex. Program rules require that a home-owner occupied duplex project funds are split 50/50 between the program and the home-owner.

Emergency Projects A total of 6 homes were served utilizing approximately \$14,180 in funding to replace failed water heaters, furnaces, wind-damaged roof replacement and removing a garage due to blight. Leveraged funds were received through the Weatherization Program and Department of Health and Human Services (DHHS).

The original grant called for 6 Homeowner Rehab and 2 Emergency projects. Program guidelines also stated that at least 10% of the funding would be through leverage. I believe we have met that requirement with the homeowner occupied duplex, and the leverage from the Weatherization program and DHHS.

Mission Statement: Providing Opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.

507 1st Avenue North Escanaba, MI 49829 Phone: 906-786-7080 Fax: 906-786-9423



Serving Menominee, Delta and Schoolcraft Counties

Page 2
Report to the Boards

Grant Term

The original Grant term was to expire May 30, 2016. An extension was granted through August 31, 2016, and \$10,000.00 of administrative funds were moved to Housing Rehab to enable us to complete additional projects without giving back administrative funds. We plan on issuing one additional roofing project prior to the end of July with the contractor requirement of completion by 8/20/2016.

Original funding was set at \$207,300.00, with \$150,000.00 dedicated to Housing Rehab costs, \$20,000.00 to Emergency Project costs and \$37,000.00 to administrative costs. To date, with the re-allocation of \$10,000.00 from admin to housing rehab, we have expended the \$150,300.00 in Housing Rehab, \$14,180 in Emergency projects, and \$21,364 for administrative costs. We are allowed UP TO 18% per project in administrative costs.

Balances available: approximately \$4,500 in Housing Rehab, \$5,815 in Emergency repairs and \$5,947 in Admin. costs. We will likely return all of the Emergency Repairs costs and about \$2,000 in Admin costs, unless an Emergency Repair comes to light in the next 30 days.

MEDC Merger/Program Changes

MSHDA Housing Rehab was absorbed into MEDC, and with that change, many procedural changes occurred, including the process of requesting reimbursement. This created additional workload on staff, in both the Agency and County, in making sure all paperwork was submitted prior to the request for reimbursement.

Additionally, MEDC is now requiring a minute-by-minute report on key staff time usage, and these reports must be included in the request for reimbursement for wages.

Other program changes included preparing environmental reviews on every project, even though the grant required a master environmental review. This added approximately two hours of staff time to every project in preparing necessary documents relative to each project and receiving approval prior to moving forward.

Future Funding

We have been informed by MEDC, the new parent for Housing Rehab funding, that there may NOT be any future funding. If there is, it would be through a competitive Notice of Funds Available (NOFA) process, and there is no guarantee that funds would be issued in the same manner as they are currently. Funds are restricted to only those units of government who have had loans with MEDC in the past, such as DDA's, and certain target counties/cities. Locally, the Cities of Gladstone and Escanaba are MEDC loan recipients.

Mission Statement: Providing Opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.

507 1st Avenue North Escanaba, MI 49829 Phone: 906-786-7080 Fax: 906-786-9423



Serving Menominee, Delta and Schoolcraft Counties

Page 3
Report to Boards

We have applied through a Request for Qualifications Process to become a third party administrator for any local unit of government in the three county service area who might be looking for someone to manage their MEDC loan program. The deadline for the RFQ was July 9 and we haven't heard the results as yet.

Schoolcraft County

We have been working closely with Schoolcraft County reviewing and updating their existing files. We are preparing a worksheet that will allow the County to determine whether they have current or discharged liens. Once all files are reviewed and the worksheet is complete, we will be able to provide minor assistance with discharging liens and answering any program questions that may arise from clients or the county staff.

Again, there is no guarantee of future funding for Housing Rehab projects.

The attached photo spread highlights just a few of the projects we have worked on since June 1, 2014.

Regards,

Naomi Fletcher, Program Manager
Delta County Housing



Delta County Housing is an Equal Opportunity, Equal Housing Provider



Mission Statement: Providing Opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.

507 1st Avenue North Escanaba, MI 49829 Phone: 906-786-7080 Fax: 906-786-9423

Delta County Housing Program
Project Highlight Pictures



Homeowner occupied Duplex
Before and After



Before and After
Lead-based paint work
Replaced soffit/fascia, wrapped exposed wood components
Replaced several windows
Health and Safety items including handrails, Interior wall repair



Before and After
Replaced siding, windows, electrical repair
Home is more energy efficient with proper air sealing
Home-owner opted out of having back porch replaced. Family assisted in completing back porch after Housing Rehab was completed.





Homeowner started some rehab work, but became disabled and was unable to complete.

This project included roof replacement, finished room, bath remodel, new plumbing, converting LPG to NG water heater, electrical repairs.



B3

CERTIFIED SIGNATURE RESOLUTION FOR
MDOT MASTER AGREEMENT

Whereas, the Delta County Board of Commissioners has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services; and,

Whereas, the Delta County Board of Commissioners does hereby approve Master Agreement No. 2017-0095,

Now, therefore, be it resolved that the _____, *(Title)*
_____, *(Name)* on behalf of the Delta County Board of Commissioners be authorized and directed to execute said agreement for and on behalf of the Delta County Board of Commissioners;

PROJECT AUTHORIZATION RESOLUTION

Whereas, this resolution shall also approve execution of Project Authorizations for any programs designated by the Delta County Board of Commissioners and/or Project Authorizations for any amount determined by the Delta County Board of Commissioners with the Michigan Department of Transportation which are issued under Master Agreement Number 2017-0095.

Now, therefore, be it resolved that _____, *(Name)* on behalf of the Delta County Board of Commissioners is authorized to enter into and execute on behalf of the Delta County Board of Commissioners all such project Authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Delta County Board of Commissioners certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Delta County Board of Commissioners held on _____ . *(Date)*

Signature

Printed Name

Title

Date

To: County Commissioners

September 16, 2016

B4

911 Authority Millage Rate

The 911 Authority Millage has a maximum authorized rate of .75 mills. For FY 2017, the Dispatch Authority Board has recommended a levy of .2 mills. This reduced levy is due to the Authority's positive fund balance, increasing non-tax revenue sources, and the successful contract with the City of Escanaba to administer the program.

Thank you,
Ryan Bergman
Delta County Administrator and Dispatch Authority Board Chair

2016 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2016)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Carefully read the instructions on page 2.

County	2016 Taxable Value of ALL Properties in the Unit as of 5-23-2016 1,119,478,987
Local Government Unit	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Property if a millage is levied against them DELTA COUNTY

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2015 Millage Rate Permanently Reduced by MCL 211.34d	2016 Current Year Millage Reduction Fraction	2016 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Truth in Assessing or Equalization Millage Reduction Fraction	Maximum Allowable Millage Levy*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
ALLOCATED	OPER	Aug-76	5.4500	5.0317	1.0000	5.0317	1.0000	5.0317	5.0317		
EX VOTED	RD PATROL	May-09	0.9000	0.9000	1.0000	0.9000	1.0000	0.9000	0.9000	0.9000	2019
EX VOTED	CAA	May-09	0.6000	0.6000	1.0000	0.6000	1.0000	0.6000	0.6000	0.6000	2019
EX VOTED	911	Nov-14	0.7500	0.7500	1.0000	0.7500	1.0000	0.7500	0.2000	0.2000	2019
EX VOTED	RECYCLING	Aug-16	0.3000	0.3000	1.0000	0.3000	1.0000	0.3000	0.3000	0.3000	2025
TOTAL									5.0317	2.0000	

Prepared by **J KOLBE** Telephone Number **906-789-5109** Title of Preparer **EQUALIZATION DIRECTOR** Date **9/20/2016**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and 211.34d, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Signature	Print Name	Date	Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal For Commercial Personal For all Other
Signature	Print Name	Date	

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

State of Michigan



B6

THE NINETY-FOURTH JUDICIAL DISTRICT
DELTA COUNTY

Steven C. Parks
DISTRICT JUDGE

310 Ludington Street
ESCANABA, MICHIGAN 49829
906-789-5108
FAX 906-789-5198

MARK HAGER
MAGISTRATE
EMILY A DESALVO
ADMINISTRATOR/MAGISTRATE

September 2, 2016

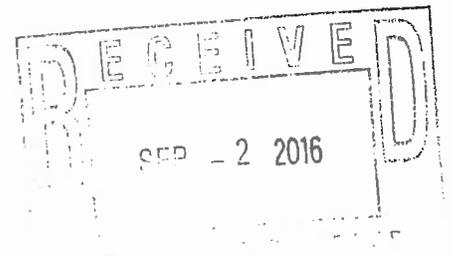
To: Judge Parks; Delta County Administration

Please accept this letter of my intent to retire from service with the county of Delta. October 28, 2016 will be my last day of work. Thank you to all for allowing me the opportunity to serve as the Magistrate of the 94th District Court for nearly 12 years, it has been an enjoyable and valued tenure.

Sincerely,


Mark Hager

Thank you. Good luck
Steve Parks
9-2-16



To: County Commissioners

September 16, 2016

B7

Assistant to the Prosecutor/Paralegal

Mark Hager, the District Court Magistrate is retiring effective October 28. The Judge has elected to immediately fill the position in an effort to ensure a strong transition of duties. He has made an offer to Jeana Lacarte from the Prosecutor's Office, and she has accepted.

We will now post for Jeana's job, and I will ask for formal approval at the September 20, 2016 Board Meeting. I would strongly suggest approving this, as it is the highest ranking assistant in the Prosecutor's Office. The job description is attached.

Thank you,
Ryan Bergman
Delta County Administrator and Dispatch Authority Board Chair

POSITION: Assistant to the Prosecutor/Paralegal

POSITION DESCRIPTION: The Assistant to the Prosecutor/Paralegal serves at the pleasure of the Prosecutor. The Assistant to the Prosecutor/Paralegal works under the direct supervision of the Prosecutor, but is also answerable and subordinate to the Chief Assistant Prosecuting Attorney and the Assistant Prosecuting Attorney.

POSITION REQUIREMENTS: A bachelors degree in paralegal studies or at least two years of law school. Excellent writing, communication and legal research skills. Must be proficient in the use of courtroom and research technologies. Must be familiar with the criminal law and procedure.

POSITION FUNCTIONS:

(1) **Assistant to the Prosecutor:** Responsible for scheduling appointment, meetings and general oversight of the Prosecutor's calendar and schedule. Serves as a liaison between law enforcement and the Prosecutor. Assists the Prosecutor with gathering information and data regarding prosecutorial functions. Acts as a contact person for the public as directed by the Prosecutor. Assist the Prosecutor in discharging his or her duties and responsibilities under the law.

(2) **Paralegal:** Perform investigative and legal functions delegated by the Prosecutor, Chief Assistant Prosecutor and the Assistant Prosecutor including, but not limited to:

- a. Conducting interviews of witnesses for the purpose of preparing them for court proceedings.
- b. Conducting legal research.
- c. Drafting legal documents and pleadings.
- d. Attending court proceedings as directed by the Prosecutor.
- e. Assisting prosecutors with evidence preparation and gathering.
- f. Assisting prosecutors with trial preparation and organization.
- g. Preparing video/computer presentations.
- h. Providing general case oversight to ensure that evidence is obtained and requested investigations are conducted.

B 8 4 9

September 20, 2016

Honorable Members of the Delta County Board of Commissioners
310 Ludington Street
Escanaba, MI 49829

Dear Commissioners:

These are the Board applicants interested in serving on the Delta Area Transit Authority and any Board which they qualify. We have one vacancy on the Delta Area Transit Authority and one vacancy on the Brownfield Authority the terms will expire respectively on October 1, 2017, and May 31, 2019.

Applicants for DATA Board only
Tracey Harju
Gayle Stoykovich
Dennis Wiltzius

Applicants for any Board
Myra Croasdell
Sue Furney

This is a notice of a lawsuit settlement, not a lawsuit against you.

IN THE CIRCUIT COURT OF THE CITY OF ST. LOUIS
STATE OF MISSOURI

B10

CENTRAL ALARM SYSTEMS, INC. and GOODLAND FOODS, INC., individually and as the representatives of a class of similarly-situated persons,)	
)	
)	
Plaintiffs,)	No. 1622-CC09599
)	
v.)	Division 31
)	
BUSINESS FINANCIAL SERVICES, INC. d/b/a BUSINESS CASH ADVANCE, INC. and BFS WEST, INC.,)	
)	
)	
Defendants.)	

NOTICE OF CLASS ACTION SETTLEMENT WITH ATTACHED CLAIM FORM

TO: All persons who were sent facsimiles between February 28, 2013 and August 9, 2013 which stated 'Banks are Still NOT Lending' or 'Banks Have Stopped Lending' and you can 'Qualify for Business Capital' which requested to Fill Out and 'FAX TO (877) 275-1639' and 'To unsubscribe please call (855) 755-1334.' (the "Settlement Class").

A. WHY HAVE YOU RECEIVED THIS NOTICE?

The Court ordered us to send you this Notice because a fax number that may belong to you is contained on a list of fax numbers to which advertisements were sent by fax and therefore you appear to be a member of the Settlement Class defined above.

B. WHAT IS THIS LAWSUIT ABOUT?

Plaintiffs filed this class action lawsuit against Business Financial Services, Inc. doing business as Business Cash Advance, Inc. and BFS West, Inc. ("Defendants") alleging that they violated the federal Telephone Consumer Protection Act ("TCPA") by sending unsolicited advertisements by fax. Defendants denied Plaintiffs' allegations and raised defenses. The parties have agreed to settle all claims regarding the faxes described above.

C. WHAT IS THE PROPOSED SETTLEMENT?

Without admitting any fault or liability, and in exchange for a release of all claims against them, Defendants have agreed to make up to \$1,700,000.00 (the "Settlement Fund") available to pay those class members who submit a claim form (attached), to pay an incentive award to Plaintiffs for serving as the class representatives, and to pay attorney's fees and expenses to Plaintiffs' attorneys. If the Court approves the settlement, all of the Class members who submit a valid and timely Proof of Claim Form (attached) will be mailed a check for their per fax, pro rata share of the Settlement Fund up to \$500.00 per fax successfully sent as reflected in the records obtained. In the event the Settlement Fund is exhausted, the amount payable to each claimant is subject to reduction. The Court has preliminarily approved this settlement. Final approval and payments out of the Settlement Fund are subject to a fairness hearing that will occur in Division 31 of the Circuit Court of The City of St. Louis, Missouri, 10 N. Tucker Blvd., St. Louis, MO 63101, on November 8, 2016, at 9:00 a.m.

D. WHAT ARE YOUR OPTIONS?

- Return a completed Claim Form:** To receive a share of the settlement funds, you must complete and return a signed Claim Form, postmarked if sent by mail, via fax or submitted electronically on or before November 14, 2016. You do not need to remember receiving one of the facsimiles in order to submit a claim form. The Claim Form is attached to this Notice. If your Claim Form is timely and valid, you will be mailed a check for your share of the Settlement Fund.
- Do nothing:** If you do nothing, you will remain in the Class. You will be bound by the judgment against Defendants and you will release claims you may have against Defendants relating to certain advertising faxes, but you will receive nothing.
- Opt out of the settlement:** You are not required to participate in the settlement. You have the right to exclude yourself from the Class and the settlement by sending a written request for exclusion. But your completed, signed statement advising of your election to opt out must be postmarked if sent by mail and received if sent by

email no later than October 23, 2016. If your request is not postmarked if by mail or received if sent by email by that date, your right to opt out will be deemed waived and you will be bound by all orders and judgments entered in connection with the settlement. Your request must list your name, street address, fax number, and the name and number of this case, and it must indicate your request for exclusion (for example, "Exclude me from the Central Alarm v Business Financial Services settlement"). You must send your request to the following attorneys, and they will inform the Court of your request:

Class Counsel:

Brian J. Wanca
Anderson + Wanca
3701 Algonquin Road, Suite 500
Rolling Meadows, IL 60008
buslit@andersonwanca.com

Defendant's Attorneys:

Stuart M. Richter
Katten Muchin Rosenman LLP
2029 Century Park East, Suite 2600
Los Angeles, CA 90067
Stuart.richter@kattenlaw.com

4. **Object to the settlement:** If you object to the settlement, and wish to file an objection rather than simply excluding yourself, you must file a written objection with the Clerk's Office of the Circuit Court of The City of St. Louis, Missouri, 10 N. Tucker Blvd., St. Louis, MO 63101. Your objection must be postmarked by October 23, 2016, and must refer to the name and number of this case. You must also serve copies of your objection on Class Counsel and Defendants' attorney (at the addresses above), postmarked if sent by mail and received if sent by email by the same date. Your objection must include your name, fax number, and street address, all attorneys who assisted you in the preparation and filing of your objection, a list of all other class action cases in which you or your counsel have filed objections to settlements, and a statement of the reasons why you believe the Court should find that the proposed settlement is not in the best interests of the Class. It is not sufficient to simply state that you object; you must state the reasons why you believe the settlement should not be approved. Additionally, if you want the Court to consider your objection, then you must also appear at the final approval hearing in Division 31 on November 8, 2016, at 9:00 a.m. You are not required to attend this hearing unless you object to the settlement.

E. WHEN WILL THE COURT DECIDE WHETHER TO APPROVE THE SETTLEMENT?

The Court will hold a final fairness hearing on November 8, 2016, at 9:00 a.m. in Division 31 of the Circuit Court of The City of St. Louis, Missouri, 10 N. Tucker Blvd., St. Louis, MO 63101, and hear any timely and properly-filed objections and arguments about the settlement. You are not required to attend this hearing unless you object to the settlement. The fairness hearing may be continued to a future date without further notice.

F. WHO REPRESENTS THE SETTLEMENT CLASS IN THIS LITIGATION?

Central Alarm Systems, Inc. and Goodland Foods Inc. are the Class Representatives. Their attorneys are Class Counsel. They are:

Brian J. Wanca
Anderson + Wanca
3701 Algonquin Road, Ste. 500
Rolling Meadows, IL 60008

As part of the settlement, Defendants have agreed to pay Plaintiffs an incentive award of \$15,000.00 each for their service on behalf of the Class in this litigation. Defendants have also agreed to pay attorneys' fees to Class Counsel of one third of the Settlement Fund (\$566,666.67), plus reasonable out-of-pocket expenses incurred in the litigation including the cost of settlement administration, to be paid from the Settlement Fund.

G. WHERE CAN YOU GET MORE INFORMATION?

If you have questions about this Notice or about the settlement, write to attorney Brian J. Wanca at the address listed above. Include the case number, your name, your fax number, and your current street address on any correspondence. Alternatively, you can call Mr. Wanca's office at 1-855-827-2329. This Notice only summarizes the litigation and the settlement. The court files for this case are available for your inspection at the Office of the Clerk of Court for the Circuit Court of The City of St. Louis, Missouri, 10 N. Tucker Blvd., St. Louis, MO 63101.

Please do not contact the Clerk of the Court, the Judge, or the Judge's staff, because they cannot answer your questions or give you advice about this settlement.

DO NOT CONTACT THE JUDGE, THE JUDGE'S STAFF, OR THE CLERK OF THE COURT BECAUSE THEY ARE NOT PERMITTED TO ANSWER YOUR QUESTIONS ABOUT THIS SETTLEMENT.

BY ORDER OF THE COURT

To Fax Number: 906-789-5197

PROOF OF CLAIM



11899040

Central Alarm Signal, Inc., et al. v. Business Financial Services, Inc., et al.
Civil Action No. 1622-CC09599

You Must Complete All *THREE* Steps to Claim a Share of the Settlement Fund:

1. You Must Provide Your Contact Information.

Name: _____

Company: _____

Address: _____

City/State/Zip Code: _____

Fax Number(s): _____

[List all numbers you had from February 28, 2013 to August 9, 2013. You may attach a separate sheet.]

2. You Must Verify Ownership of the Fax Number(s) Listed in #1 above:

- (a) "The fax number(s) identified above or attached to this claim form was/were mine or my company's during the period from February 28, 2013 to August 9, 2013."

X _____
 (Sign your name here)

OR

- (b) "The fax number(s) identified above or attached to this claim form was **not**/were **not** mine or my company's during the period from February 28, 2013 to August 9, 2013." Explain when you obtained the fax number(s) identified above or attached to this claim form:

X _____
 (Sign your name here)

3. You Must Return this Claim Form by November 14, 2016:

- a. Fax this Claim Form to: (888) 724-2714

OR

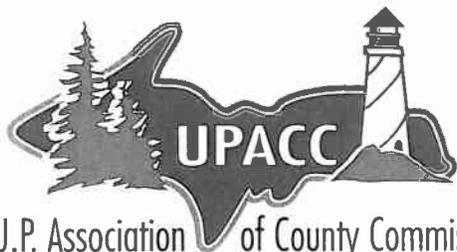
- b. Mail this Claim Form to: **Central Alarm v BFS**
Class-Settlement.com
PO Box 9009
Hicksville, NY 11802-9009

OR

- c. Submit this claim form electronically at www.Class-Settlement.com:

Username: 11899040

Password: usoamtken



Bill

P.O. Box 606
2501 14th Avenue South
Escanaba, MI 49829

906.786.4701 • Fax 906.786.5853
www.upcap.org

To: County Clerks and/or Administrators
From: Jonathan Mead, UPCAP Executive Director
Subject: UPACC Fall Conference – October 13 & 14, 2016
Date: September 9, 2016

Enclosed is a registration form for the October 13 & 14, 2016 UPACC Fall Conference. Please complete the registration form and return it with payment by October 5, 2016, to U.P Association of County Commissioners, P.O. Box 606, Escanaba, MI 49829.

Please note: **You can also register online. Please contact me for the link at Eventbrite.

If you have any questions, please feel free to contact my Assistant, Tracy Lektzian at the UPCAP office (906) 786-4701.

JM:til
Encl.

**UPACC Fall 2016 Conference
 Bay Mills Resort
 Brimley, MI**

Registration Form

October 13-14, 2016



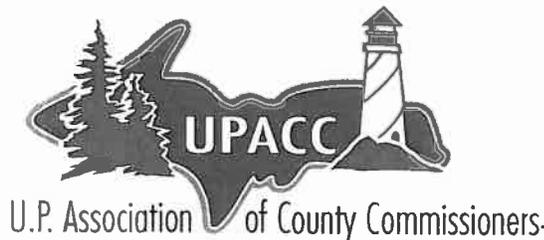
U.P. Association of County Commissioners

Name _____ Name _____
 Name _____ Name _____
 Name _____ Name _____
 Name _____ Name _____

			RATES		
DATE	COUNTY	NUMBER ATTENDING	EARLY BIRD	AFTER Sept 26th	TOTAL DUE
Oct 13 & 14	_____	_____	\$65.00 each	\$75.00 each	\$ _____

MAKE CHECKS PAYABLE TO:
 U.P. Association of County Commissioners
 P.O. Box 606
 Escanaba, MI 49829

Please include payment with registration. Registration and payment are due no later than **October 5th**. No refunds will be issued after this date.



P.O. Box 606, Escanaba, Michigan 49829
(906) 786-4701 - Fax: (906) 786-5853
www.upcap.org

To: Upper Peninsula County Commissioners
From: Jonathan Mead, UPCAP Executive Director
Subject: **UPACC Fall Conference – October 13 & 14, 2016**
Date: **September 6, 2016**

Preparations are being finalized for the Upper Peninsula Association of County Commissioners' (UPACC) Fall Conference to be located at **Bay Mills Resort & Casino, Brimley, MI** beginning with registration at 12:45 on Thursday, October 13th and ending at approximately 1:00 p.m. on Friday, October 14th.

A group of rooms has been set aside for those individuals who wish to have overnight accommodations at *Bay Mills Resort*. **You must call 1(888) 422-9645 no later than September 29, 2016, to secure room reservations.** To get the conference room rate (\$67.69 single or double occupancy); indicate that you are with UPCAP – Commissioners Block. Check in is 3:00 p.m. – Check out 11:00 a.m.

A registration form has been sent to your clerk and/or administrator. They are required to register individuals from your county prior to October 5th. The Conference **registration fee is \$75.00 – which includes Thursday night dinner and Friday morning breakfast.**

If you register prior to September 26, 2016, you can get the early bird rate of \$65.00. Again, you are responsible for your motel reservations.

JM:til
cc: County Clerks

BUDGETARY MOTIONS

B12

XIB 12.

- A. Authorize the Administrator to transfer budget line items in order to balance the budget within the guidelines as adopted or to comply with State and Federal statutes.
- B. Authorize the Administrator to handle other year end and housekeeping items.
- C. Authorize the Administrator to update the County's Chart of accounts to comply with the State of Michigan's Uniform Chart of accounts.
- D. Motion to approve the budget amendments as presented and authorize the Administrator to make any additional amendments to conform with the Uniform Budgeting Act.
- E. Motion to adopt the 2016-17 Budget as amended to reflect the Board actions taken at the 9-20-16 Board meeting.
- F. Adoption of the 2016-17 General Budget Resolution as presented with amendments to reflect Board action taken at the 9-20-16 meeting.
- G. Adoption of the 2016-17 Budget Resolution as presented with amendments to reflect Board action taken at the 9-20-16 meeting.
- H. Adoption of the 2016-17 Purchase Order Policy as presented.
- I. Human Services Agency Resolution
- J. Road Commission Resolution
- K. Remonumentation Peer Group Per Diem and Mileage Expenses.

9-20-16

GENERAL RESOLUTION

B12 F

In accordance with the Budget Planning Committee recommendation:

WE RESOLVE that there be levied and assessed upon the taxable properties, both real and personal, in the several cities and townships of Delta County for the year 2016-17, 5.0317 mils for a projected \$5,661,149 to be used for General County Purposes.

WE FURTHER RESOLVE that the Director of Administration and Finance be hereby authorized to transfer any remaining unspent budget balance in any fund, as of September 30, 2016, to the credit of the General Fund.

WE FURTHER RESOLVE that the County Board of Commissioners shall receive per diem at the rate of \$20.00 per meeting for up to 3 hours, \$35.00 per meeting for 3 to 6 hours and \$50.00 for any meeting over 6 hours. However, in no instance shall more than \$50.00 per diem be paid per day regardless of the number of meetings.

The number of meets qualifying for per diem compensation, held in Michigan's Upper Peninsula, shall be unlimited. However, meetings qualifying for per diem compensation, held at locations not in Michigan's Upper Peninsula, shall be limited and shall not exceed twelve (12) days per year.

Mileage reimbursement for necessary travel shall be at the Board approved rate, which shall be at the Internal Revenue Service approved rate for the rate set for state officers as determined by the State Officers Compensation Commission, whichever, is less.

WE FURTHER RESOLVE that the County Plat Board members shall receive per diem at the rate of \$20.00 per meeting for up to 3 hours, \$35.00 per meeting for 3 to 6 hours and \$50.00 for any meeting over 6 hours, plus necessary travel at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less. Further, in no instance shall more than \$50.00 per diem be paid per day regardless of the number of meetings.

WE FURTHER RESOLVE that the Jury Commission members shall receive per diem at the rate of \$20.00 per meeting for up to 3 hours, \$35.00 per meeting for 3 to 6 hours and \$50.00 for any meeting over 6 hours, plus necessary travel at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less. Further, in no instance shall more than \$50.00 per diem be paid per day regardless of the number of meetings.

WE FURTHER RESOLVE that the Delta County Board of Canvassers shall receive per diem at the rate of \$20.00 per meeting for up

to 3 hours, \$35.00 per meeting for 3 to 6 hours and \$50.00 for any meeting over 6 hours, plus necessary travel at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less. Further, in no instance shall more than \$50.00 per diem be paid per day regardless of the number of meetings.

WE FURTHER RESOLVE that the County Board of Commissioners be authorized to call in lay help and that such persons may be authorized by action of the Board as provided by law to receive the same rate of per diem and the necessary travel compensation per meeting as members of the Board of Commissioners, such expenditure to be charged to the County Board of Commissioner's budget appropriation.

WE FURTHER RESOLVE that meals for prisoners in the County Jail shall be provided under the supervision of the Sheriff in accordance with the Board of Prisoners Budget Line Item and the Food Service Contract as adopted.

WE FURTHER RESOLVE that all County Departments must operate within these several sums, as set forth in the 2016-17 Delta County Budget as adopted September 20, 2016 and that no overdraft whatever will be permitted, except upon recommendation of the Board. Expenditures must be so planned that the appropriations will suffice for the entire fiscal year. Travel vouchers must be presented monthly for payment and further all out-of-county travel, except for Mental Health, Health Department, and Social Services personnel must have prior approval by the County Board of Commissioners, the County Board's Finance Chairperson, or the Director of Administration and Finance with Board ratification. All appropriations, including the Delta-Menominee District Health Department and the Family Independence Agency, shall be made on a quarterly basis except by approval of the County Board and upon written request by the department head. All purchases must be in accordance with the attached Purchase Order Policy, unless otherwise authorized by the Board.

IN ORDER TO MAINTAIN A BALANCED BUDGET without additional reduction in personnel all County departments are to observe the following policies as approved by the Board of Commissioners for the 2016-17 budget year:

1. No increase in staff without prior Board approval.
2. No replacement hires without prior Board approval.
3. Vacation relief expenditures, if any, must receive prior Board approval unless they fall within the scope of authority delegated to the County Administrator.
4. Postage, duplication, and telephone expenses are to be kept to a minimum.

WE FURTHER RESOLVE that the Jury fees per diem payment remain

the same as is but that mileage be allowed at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less.

WE FURTHER RESOLVE that the proposed Budget Resolution attached be adopted for the 2016-17 Budget.

WE FURTHER RESOLVE that the annual salaries for the Elected Officials be set in the attached Pay Schedule.

9-20-16

ELECTED POSITIONS**2016 SALARY**

COUNTY PROSECUTOR	\$98,345
SHERIFF	\$71,392
COUNTY CLERK/REGISTER OF DEEDS	\$61,505
COUNTY TREASURER	\$61,302
DRAIN COMMISSIONER	\$50
BOARD COMMISSIONER- CHAIR	\$8,519
BOARD COMMISSIONER- 4	\$7,658

BUDGET RESOLUTION

B12 G

1. WHEREAS, the County Board has recognized the following as departments (cost centers) of the County's General Fund.
2. WHEREAS, the County Board does not wish to change by this resolution the salaries of union and non-union positions as presently set by Board action and union contracts.
3. WHEREAS, the Board does not wish to change by adoption of this resolution its present policy regarding staffing levels.
4. WHEREAS, it is not the intent of the Board to change its present policy in regard to vacation relief help, if any, by adopting this resolution.
5. WHEREAS, the County Board recognized the County Administrator as Chief Administrative Officer.
6. WHEREAS, the County Board recognized the need of the following duly elected and appointed supervisors to properly administer their statutory duties as supervisory personnel of the County to wit:
 - Circuit Court Judge
 - District Court Judge
 - Probate Court Judge
 - County Clerk
 - County Treasurer
 - Sheriff
 - Prosecutor
 - Drain Commissioner
 - County Surveyor
 - County Administrator
 - Equalization Director
 - Medical Examiner
 - Zoning/Building Administrator
7. WHEREAS, it is the responsibility of the County Board to fund necessary statutory obligations.
8. WHEREAS, it is the County's intent by adopting this resolution to comply with Public Act 621 of 1978.
9. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding out-of-county travel.
10. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding equipment purchases.
11. WHEREAS, the County Board does not wish to change by adopting this resolution, its present fringe benefit program.
12. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding dues.

13. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding copy costs.

14. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding postage.

15. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding its present line item reporting of expenditures and revenues in relation to a line item budget used as a supporting or supplemental document.

16. WHEREAS, the County Administrator and/or Finance Committee will be granted authority to transfer amounts within and between departmental and/or contingency budgets in accordance with parameters as established by the Board as follows: "No more than \$5,000 or 10% of the department budget whichever is less."

17. WHEREAS, the Board wishes to mandate accountability with respect to the County Administrator's and/or the Finance Committee's actions by requiring that they make a written presentation of transfers made or approved by them between meetings of the Board.

18. WHEREAS, the Board does not wish to change its policy regarding physicals for new hires.

NOW, THEREFORE, BE IT RESOLVED, that the County establish a departmental budget for the General Fund in accordance with Public Act 621 of 1978. This adopted budget, as supplemented by a detailed line item budget, is to be adhered to by the County's elected or appointed supervisors. Further, the Board's current position relative to salaries, staffing, out-of-county travel, vacation relief, if any, equipment, fringes, dues, postage, copy cost items, and physicals is not altered by this resolution. And further, that the County Director of Administration and Finance, acting as Chief Administrative Officer, and/or the Finance Committee, be allowed to make transfers within and between departmental and/or contingency budgets in accordance with parameters as established by the Board as follows: "No more than \$5,000 or 10% of the department budget whichever is less."

We further resolve that the General Appropriations Act encompass the attached budgets for the other funds specified and that the budgetary authority for said funds shall be consistent with the State Statute based on the total amount specified by fund.

PURCHASE ORDER POLICY

B12 H

In reviewing the purchase order system, the following concerns have surfaced:

1. Invoice dates preceding P.O. dates (confirming P.O.'s).
2. The purchase of materials or services in an emergency situation.

This office recognizes that no matter what system is devised, there are going to exist circumstances which will necessitate that some allowances be made. However, as a general rule, the following is suggested as a method of addressing the above concerns:

Concern #1. That small purchases be allowed within the budget from specific vendors in amounts not to exceed \$500. Amounts over \$500 will require that a purchase order be obtained IN ADVANCE OF PURCHASE.

Concern #2. That in the event of an emergency wherein the cost of the materials or services exceeds \$500, the employee's supervisor may simply note the term "Emergency Purchase" on the confirming P.O. Request Form and indicate on the P.O. "Emergency Purchase".

It is hoped that in pursuing the concerns in this manner, the integrity of the system can be restored and maintained.

It is believed that penalties should be prescribed for those that abuse the system which are consistent with the nature of the offense. Presumably such penalties would be set by the Board in cooperation with the Judges, since this system also involves the Court.

PURCHASE ORDER POLICY CONTINUED

The following procedures are to be followed:

1. Purchase orders are not required to be given to the vendor if less than \$500.00 is purchased on any one day.

2. Invoices over \$500.00 are not payable unless accompanied by a purchase order and approved by the Delta County Administration Office.

3. When purchasing from a vendor, a purchase order request form is to be completed by the department and returned to the Administration Office. The request forms are available in the Administration Office. Copy Attached.

4. After completion by the Administration Office, the purchase order will be returned to the originating department. The original copy of the purchase order must be attached to the voucher when the bill is submitted for payment. The file copy is to be kept for department records.

Cooperation from each department will be expected for the purchase order system to be in compliance with generally accepted accounting principles.

9-20-16

PURCHASE ORDER REQUEST FORM

COUNTY OF DELTA

310 Ludington Street
ESCANABA, MICHIGAN 49829

REQUEST NO: _____ (INSERTED BY ADMINISTRATION OFFICE)

NAME <u>ADDRESS</u> TO:	INCLUDE VENDOR <u>AND COMPLETE</u>	SHIP TO:

DEPARTMENT NO: _____ LINE ITEM NO: _____ DATE: _____

<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>UNIT</u> EA, BOX, DOZ, ETC.	<u>DESCRIPTION</u>	<u>ITEM</u>	<u>PART NUMBER</u>

PURCHASE ORDERS ARE NOT REQUIRED TO BE GIVEN TO THE VENDOR IS LESS THAN \$500.00 IS PURCHASED ON ANY ONE DAY.

INVOICES OVER \$500.00 ARE NOT PAYABLE UNLESS ACCOMPANIED BY PURCHASE ORDER AND APPROVED BY THE DELTA COUNTY ADMINISTRATION OFFICE.

MAIL VENDOR COPY: _____

RETURN VENDOR COPY: _____

REQUESTED BY: _____

REQUESTS SUBMITTED TO THE ADMINISTRATION OFFICE.

HUMAN SERVICES AGENCY BOARD RESOLUTION

BIA I

RESOLVED, THAT WHEREAS, Act 380 of the Public Act of 1939, as amended provides that the County Board of Commissioners shall fix the salary of the members of the County Human Services Agency Board.

THEREFORE, BE IT RESOLVED, that the members and advisory members of the Delta County Human Services Agency Board shall receive the same rate per diem as members of the General Resolution for a maximum of twenty-four (24) meetings per annum, plus their necessary travel expenses.

9-20-16

B/M J

ROAD COMMISSION RESOLUTION

WE RESOLVE that the per diem of the County Road Commissioners be fixed at the same rate as that of the Delta County Board of Commissioners, plus necessary mileage at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less.

WE FURTHER RESOLVE that the per diem of the members of the County Board of Commissioners shall be paid as follows: One full meeting of assignment or any meeting or assignment for 0 to 3 hours, \$20.00; 3 to 6 hours \$35.00; and over 6 hours, \$50.00 per day and the rate of mileage shall be at the Board approved rate, which shall be the State approved rate. Further, in no instance shall more that \$50.00 be paid per day excluding approved travel expenses including mileage regardless of number of meetings.

WE FURTHER RESOLVE that the salary of the County Board of Road Commissioners be set between \$0.00 and/or up to \$350.00 per month as determined by official motion of the County Board of Road Commissioners at a regular Road Commission meeting specifying salary amount, which will be based upon the County Board of Road Commissioners determination of Road Commission's financial condition to support the stated salary.

WE FURTHER RESOLVE that the County Board of Road Commissioners be allowed optional medical insurance coverage under the Road Commission Group Policy. The total of the medical premium 100%, is to be paid by the individual members. All insurance coverage must follow applicable COBRA Law.

Adopted: 9-20-16

b 12 K

REMONUMENTATION PEER GROUP

PER DIEM AND MILEAGE EXPENSES

Approve the continuation of the Remonumentation Peer Group per diem and mileage expenses at the State approved rate.

9-20-16

Approved FY 2017 Budget

*Blg E
narrative*

Delta County, Michigan

October 1, 2016-September 30, 2017



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Administrator's Budget Message

Chairperson Harrington and the Delta County Board of Commissioners,

It is my privilege to present the Proposed FY 2017 Budget. Although there are no new programs, and only a few minor enhancements due to budget stressors that I'll mention later, the Proposed Budget does include the following:

- No layoffs or reduction in hours
- No tax or fee increases
- No use of financial reserves to balance the General Fund
- Two percent salary increases in every settled labor contract, and for non-union employees.
- Funding for an additional Corrections Officer, who was approved and hired during FY 2016
- Full required funding for the county's pension system, which increased by over \$100,000 this year.

Administrative Priorities and Goals

When I started as Administrator in May of 2015, the four main priorities the Board agreed I would focus on were fiscal stability, employee relations, citizen transparency, and public safety services. The FY 2016 Budget began, and the FY 2017 Budget continues that focus.

Fiscal Stability

Fiscal stability means proposing a budget where ongoing revenues are equal to ongoing expenditures. Paying for current year expenditures with fund balance is tempting, but it sets future Boards up with very difficult decisions to maintain services. The FY 2017 Budget, just like the FY 2016 Budget, will not reduce any General Fund balance.

Adequate financial policies are also a cornerstone of fiscal stability. Having strong financial controls also helps ensure a clean audit. In the past year, the Board has revised its procurement policy, credit card policy, land sale policy, and created the Pension Stabilization Fund. Additionally, the most recent financial audit was the first in over a decade without a material financial weakness.

Employee Relations

Labor relations can either be a huge positive for a community, or it can be something that caused problems for everything a government does. The commitment by our employees over the past year and a half has been outstanding. The Administrative Office has not received a grievance in 14 months. While I'd love to take credit, the reality is this is the employee's doing. They have been more than willing to sit down and talk about any problems. In most cases, we've found a solution. More importantly, things have remained cordial even if we haven't.

However, employees do need and deserve salary increases that keep up with the cost of living. Every expired labor contract was settled with a two percent annual salary increase, and all were settled for

three years. These two percent increases, including for non-union employees, are accounted for in the budget, and should help provide a year of labor peace in FY 2017.

Citizen Transparency

Local government in Michigan is confusing. The local city or township handles some things. The County Road Commission handles others. The State even does some things that are handled locally in other jurisdictions. Even what is handled by the County government isn't a simple structure. The Board of Commissioners approves the budget of some elected officials, who are otherwise autonomous. One of the goal's of this year's budget is to produce a document that is much easier to understand. Although it is still available, the hundreds of spreadsheet numbers are gone. Replacing them is a more concise, organized document that attempts to explain what each county department does.

We will also attempt to improve citizen transparency by improving our website. It's been a long time coming, but our goal is to reduce traffic in the Courthouse. If a citizen can do something online, we want them to be able to. Our IT Director is currently talking to each department head and elected official on ideas and strategies. This project will be completed in FY 2017.

Public Safety Services

53 percent of General Fund dollars are spent on our justice system. This includes the Prosecutor, Courts, and Correctional Facility. Since I've been here, I've tried to connect the Board with the Sheriff and Prosecutor whenever possible. This has resulted in a wonderful relationship where all of us work together to improve what we can. Even though the recent Sheriff Millage was defeated, it showed that the Board and the elected executives are a united front when it comes to prioritizing our justice system first.

Budget Pressures

The Delta County Budget remains stressed due to four significant budget pressures.

Corrections Problems

There are three unique issues that are putting continuous strain on our Corrections Division:

1. The deterioration and insufficient capacity of the current correctional facility
2. The increase in drug crimes in Delta County
3. Sentencing reforms and the closing of state prisons

These three pressures have combined to create a catastrophic situation for Delta County, and the single biggest problem we face as a County Government. Even if the current capacity was sufficient, parts of the current facility have been operated 24 hours a day since the 1960s. More maintenance problems arise every year. More safety codes that cannot possibly be met in our current facility are added by the state each year. The design of the current facility was considered outdated in 1983, when the pod

design became the standard. The state has been giving Delta County a pass on the current jail, because we have no other options and have been working on solutions. That won't last forever.

The capacity is as big of an issue as the deterioration however. Drug crimes have dramatically increased over the last decade. Our Prosecutor and Court System have had to deal with a continuous trend of increased caseload, and increased incident severity. This is compounded by the fact that the state has made it more and more difficult to send offenders to prison. To balance its budget, the state continues to close prisons and then take credit about the declining prison population. These criminals are now staying at the county level, and we're responsible for paying for them. Because of the size of our current facility, and with no other financially realistic options available, our Judges frequently have no choice but to let inmates out early. No one in Delta County wins when this occurs.

Pension Funding

Like so many communities throughout the Country, the current funding of our pension system is inadequate to meet our long-term needs. Our current assets only cover 73 percent of our future liabilities. Because our pension systems are closed to new entrants, we will be forced to pay off our unfunded liability over the next decade. After increasing by \$125,000 this year alone, our annual costs are projected to increase by an average of over \$150,000 each year for the next eight years, before leveling off and finally decreasing.

Fortunately, the County has strong financial reserves, and it will almost certainly be required to dip into them over the next decade to cover these pension costs. In FY 2015, we drastically reduced end of year spending and out-of-fund transfers to create a General Fund surplus of \$615,000. This was deposited in the newly created Pension Stabilization Fund, and we should anticipate using it to mitigate pensions cost in the FY 2019, 2020, and 2021 Budgets. Conservative spending and continued commitment from our employees is imperative to continuing to grow the Pension Stabilization Fund.

Property Tax Changes

Finally, the continuous threat of property tax changes has made government financial forecasting very risky. When considering salary increases, program enhancements, or even avoiding reductions, local governments have to rely on stable revenue forecasting. When the state awards major, and retroactive, property tax refunds, or passes major reforms without funding them, the budget can get set back years. Fortunately, Upper Peninsula legislators have taken an active role in at least reducing the impact by attempting to close the dark store loophole. A law may be passed in the fall legislative session. This isn't our only concern with recent state changes, but it does show that the state is starting to more actively consider the financial impact on local units.

Michigan's Local Government Revenue System

Not only is the state changing the rules after the game started, but the game was set up to be next to impossible for local governments to sustainably grow. A state act called "Headlee" forces property tax values of existing structures to grow no faster than the rate of inflation. And if the overall property

values grow too quickly, the millage rate is automatically reduced with something called a Headlee rollback. While this might sound good in theory to the average taxpayer, what happens after a recession? When homes “return to normal values” after a recession, there is no mechanism for local governments to ever get that money back, because growth cannot exceed inflation. This is the main reason that Michigan Counties are 50th out of 50 states for local government revenue gained during the last measured decade.

Major Changes in the FY 2017 Budget

Manufacturing Personal Property Tax Revenue

The state has phased out personal property taxes for eligible manufacturing industries. This has resulted in a \$300,000 loss of revenue in FY 2016. Fortunately, the state plans on reimbursing impacted localities for the near future, however, 100 percent reimbursement is not guaranteed. Although the state anticipates full reimbursement in FY 2017, I have only accounted for \$250,000 reimbursement in the Budget.

Funding for Corrections Officer

The General Fund has subsidized the Airport with \$350,000 annually for many years. The Airport has been doing well financially however, and the subsidy has allowed them to build a fund balance of nearly \$700,000. During FY 2016, the County Board recommended reducing the subsidy from \$350,000 to \$300,000 for FY 2016 and FY 2017. With the additional \$50,000, the County added a full-time Corrections Officer. This Officer splits the two shifts, starting in the afternoon into the evening, in an effort to assist both shifts with their most difficult tasks. This has been very successful thus far. The Proposed FY 2017 Budget continues funding for this position. Between the Proposed and the Approved Budget, funds were also added for additional nursing hours and for part-time healthcare.

Funding for Prosecutor’s Internship Program

One of the strategies for meeting our pension cost increases this year was to reduce Attorney costs. The employees have made it easy on us to reduce our labor relations budget by working with us on every issue. However, there are many non-labor relations legal matters that come up each year. Fortunately, our Prosecutor has taken on the role of assisting both myself and the Board with legal matters. As a result, this has allowed the FY 2017 Budget to include a \$15,000 reduction in Professional and Consulting Fees.

Taking time out to help the County is difficult considering the caseloads his office currently deals with, however hiring another Attorney is a \$70,000 proposition. Fortunately, the Prosecutor has suggested a much cheaper solution to assist his office. The Prosecutor’s Association of Michigan offers four month internships with fully accredited Attorneys, for \$6,100. The Attorney would be able to come in during the summer, when employees typically take vacations, and assist the other Attorneys by taking on the lowest level cases and research. This action is recommended in the Prosecutor’s FY 2016 Budget.

Circuit Court Attorney Fees

For many years, five appointed Attorneys in Circuit Court have been working off of a \$21,000/year contract. Unfortunately, the caseload has increased and criminal offenses have become more severe. Judge Davis has strongly recommended that the contractual payment to Attorneys be increased to account for the additional work. Maintaining five criminal defenders has become difficult. The Proposed FY 2017 Budget includes a \$3,000 increase for each Attorney, costing a total of \$15,000. This action will ensure that the County is able to hire adequate public defenders for the foreseeable future.

Contingency Funds

The main reason we're able to propose the FY 2017 Budget without any major reductions is because we planned on the increased costs last year. When the FY 2016 Budget was approved, \$95,000 was included in contingency funds. Rather than put them towards a program, we held on to them, knowing that they would be needed in this year's budget to cover the increased salary and pension costs. They should also help provide a surplus when FY 2016 closes, which will go by policy to the Pension Stabilization Fund.

Where Additional Funding Should Go

Corrections

One frustrating aspect of balancing a budget with minimal revenue growth is that there are very worthy items that do not get funded. These aren't reductions, but worthwhile expansions. The three items I would recommend funding if we had an additional \$50,000 would all be in the Correctional Facility. They would be healthcare for one more part-time Corrections Officer, additional contracted nursing hours on weekends, and additional funds to staff a part-time Officer on midnight shift. During the Budget Process, I will discuss various reduction possibilities, and the Board can discuss the positives and negatives of routing additional funds to our Justice System.

FY 2017 Goals

Aside from its financial purpose, the Budget Document is also an excellent way to set other goals for the upcoming year. Below are goals that administration will work towards in FY 2017, with any additions by the Board to be added:

- Replacing existing Equalization agreement.
- Settling long-term inspections structure with contracts for Plumbing, Mechanical, and Electrical inspections.
- Securing funding for a new Sheriff's Office and Correctional Facility.
- Shifting customer interactions online wherever possible.
- Working towards a new Renaissance Zone at the Airport.
- Management and completion of the ongoing Energy and Infrastructure Project.

The FY 2018 and FY 2019 Budgets

When developing the FY 2017 Budget, eyes are also on the next several years. Proposing a budget that sets us up for failure in future years is not good for the county. With that in mind, here are early thoughts on the next two budgets:

FY 2018 Changes

Salaries will increase \$50,000 due to wage increases. Healthcare will likely increase another few percent, or \$20,000. Our pension costs will continue to climb, adding \$90,000 in new General Fund costs. This \$160,000 will be the main ongoing cost increases that we will need to account for. Fortunately, we will be making our final Courthouse debt payment at a reduced rate, which will save approximately \$60,000. This leaves us with a \$100,000 General Fund Budget gap to work on. Hopefully, it is solved with additional revenues. If not, I would still consider it a manageable gap at this stage.

FY 2019 Changes

Our FY 2019 Pension costs are not set yet, but early projections having them increasing by \$270,000 over current costs, and \$180,000 over FY 2018. This, coupled with an assumed \$70,000 increase in salary and healthcare costs, will present a difficult budget gap if we maintain flat property tax growth. This may be the first year that we need to use a portion of the \$615,000 Pension Stabilization Fund. We will also need to be very prudent when replacing vacant positions, and with our appropriations to non-mandated services. On the positive side, there will be \$270,000 in annual savings due to having fully paid off Courthouse debt. However, I hold out hope that this \$270,000 will be reserved for the additional staffing required on a new Correctional Facility.

Conclusion

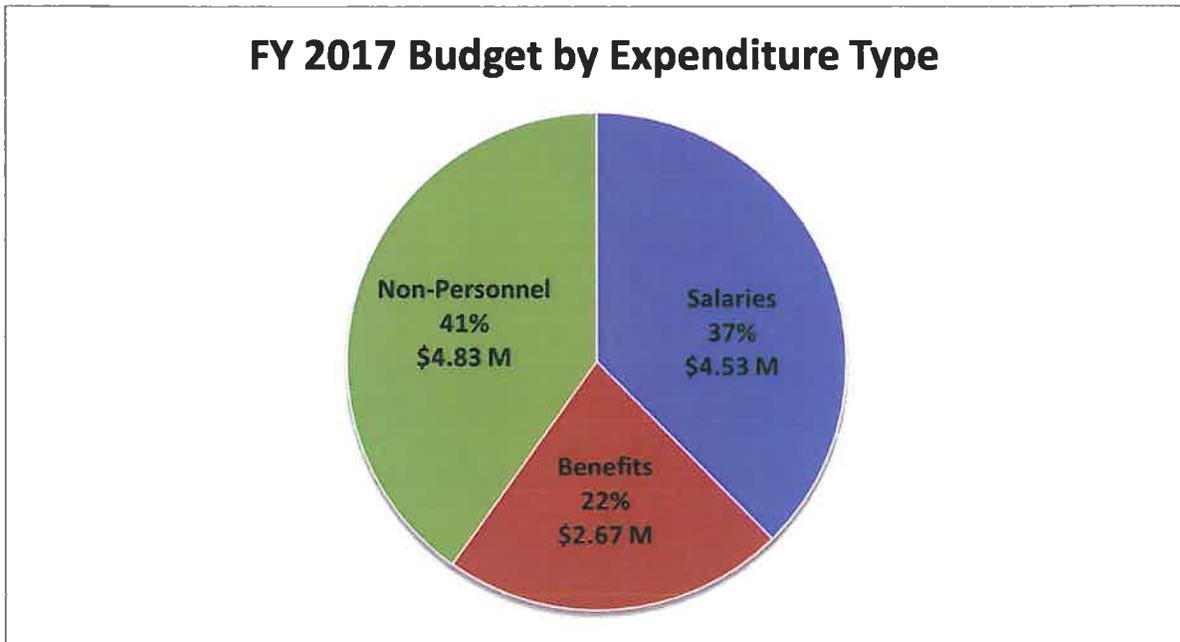
Despite the difficult budget pressures, the Proposed FY 2017 Budget maintains existing service levels, while tweaking and making small improvements in the Correctional Facility and Courts System. While we, like most other local governments, have some difficult years ahead due to our pension costs, we've taken positive steps to plan accordingly. I encourage the Board of Commissioners to review and add their wrinkles to the Budget. I will be happy to provide funding reduction possibilities if you would like to consider shifting funds elsewhere. Please do not hesitate to contact me with any questions.

Thank you,
Ryan Bergman
Delta County Administrator

Budget Summary (Major Funds)

The following charts and graphs include information from the major county funds (General, Airport, Building and Zoning, Road Patrol, and Service Center)

The FY 2017 Budget includes approximately \$7.2 million in personnel costs, between salaries and benefits. This is in addition to \$4.83 million in non-personnel costs. Non-personnel costs include contractual services, appropriations, utility costs, debt payments, and all required equipment and infrastructure.



The average permanent Delta County employee earns \$43,275 a year. If they elect health insurance, and are part of the County pension system, the County will be required to contribute an average of \$35,771 in benefit costs on their behalf. This means that for every \$1 in salaries that the County contributes for many employees, it contributes an additional 83 cents for benefits.

Average Permanent Employee Statistics	
Number of Permanent/Elected Employees	102
Average Permanent Salary	\$43,275
Average Healthcare Cost (with Coverage)	\$14,807
Average Retiree Cost (with Pension)	\$17,654
Average FICA Cost	\$3,310
Average Employee Cost (w/ Healthcare, Pension)	\$79,046

Budget Summary (General Fund)

General Fund Budget By Program Type		
Program Type	FY 17 Budget	Percent
Prosecutor and Courts	\$3,181,117	33.3%
Sheriff and Corrections	\$2,339,196	24.5%
Board and Administration	\$471,435	4.9%
Maintenance and Custodial	\$468,589	4.9%
Clerk/Elections/Register of Deeds	\$371,450	3.9%
Mental Health and Substance Abuse	\$345,030	3.6%
Debt Payment	\$327,330	3.4%
Airport Subsidy	\$300,000	3.1%
Health Department	\$267,231	2.8%
Contractual Departments	\$227,100	2.4%
Unallocable Pension Expense	\$207,853	2.2%
Technology Purchase and Maintenance	\$195,850	2.1%
Equalization Services	\$180,398	1.9%
Treasurer	\$175,905	1.8%
General Insurance	\$135,000	1.4%
General Appropriations	\$127,210	1.3%
Audit and Professional Services	\$88,000	0.9%
Capital Outlay Appropriation	\$85,000	0.9%
MSU Extension	\$43,500	0.5%
Miscellaneous	\$11,555	0.1%
General Fund Total	\$9,548,749	

Permanent and Elected Staffing Summary

The following table represents all permanent employees in Delta County. Part-time and contractual employees are not included. 23 employees are under the purview of the Delta County Board of Commissioners; 46 are under the purview of the Elected Treasurer/Clerk/Prosecutor/Sheriffs; and 33 are under the purview of Elected Judges.

Permanent and Elected Staffing Summary				
Department Name	Management	FY 2016	FY 2017	Change
Administration & Finance	Board	3	3	0
Board of Commissioners	Board	6	6	0
Building Maintenance	Board	4	4	0
Circuit Court	Circuit Judge	3	3	0
County Clerk	Clerk	2	2	0
County Treasurer	Treasurer	3	3	0
District Court	District Judge	11	11	0
Elections	Clerk	1	1	0
Equalization	Board	1	1	0
Friend of the Court	Circuit Judge	9	9	0
Probate Court	Probate Judge	3	3	0
Probate Court-Juvenile	Probate Judge	8	8	0
Prosecuting Attorney	Prosecutor	7	7	0
Register of Deeds	Clerk	2	2	0
Sheriff-Administration	Sheriff	4	4	0
Sheriff-Corrections	Sheriff	15	16	1
General Fund Sub-Total		82	83	1
Airport	Board	7	7	0
Building & Zoning	Board	2	2	0
Road Patrol	Sheriff	11	11	0
Nongeneral Funds Sub-Total		19	19	0
Countywide Total		101	102	1

General Fund Mandated & Non-Mandated Services

The following is intended only as a guide. Mandated programs are services required of County Government by the state. Non-mandated programs exist at the discretion of the Board of Commissioners.

Mandated Programs and Services

Board of Commissioners
Circuit Court
District Court
Friend of the Court
Probate Court (including Juvenile Division)
Elections
County Clerk
Equalization
Prosecuting Attorney
Register of Deeds
Sheriff and Corrections
Medical Examiner
Appropriation to Delta Menominee Public Health
Appropriation to Northcare (Substance Abuse Funding)
Building Inspections (Code Official)

Services that Directly Support Mandated Programs and Services

Administration and Finance
Technology
Maintenance and Custodial

Grant Funded Programs and Services

Sheriff-Marine
Emergency Management

Non-Mandated Programs and Services

Appropriation to Delta County Airport
Delta County Park System Management
Appropriation to MSU Extension
Zoning Administration
Appropriation to Animal Shelter
GIS through CUPPAD
Memberships (CUPPAD, UPCAP, Chamber, EDA, MAC)
Soil Erosion Agreement with Delta Conservation District
Veteran Services
Work Release through Community Corrections

General Fund Revenue

Proposed FY 2017 General Fund Revenue			
Description	Approved FY 2016	Proposed FY 2017	Change
Taxes	\$6,139,666	\$5,819,912	(\$319,754)
Fees/Cost Reimbursement	\$1,755,040	\$1,797,536	\$42,496
State Allocations	\$1,033,766	\$1,319,951	\$286,185
Federal Allocations	\$340,000	\$375,000	\$35,000
Grants	\$159,400	\$135,550	(\$23,850)
Interest Earnings	\$95,800	\$100,800	\$5,000
Total Revenue	\$9,523,672	\$9,548,749	\$25,077

Summary of Significant General Fund Revenue Changes		
Revenue Source	Change from FY 2016	Reason for Change
Property Taxes	(\$301,479)	Reduction almost entirely due to state's phase out of industrial personal property tax. A portion will be reimbursed under PPT reimbursement below.
Industrial Facility Taxes	(\$22,275)	Reduction also due to the industrial personal property tax phase out.
Federal Grants	(\$20,000)	Previous federal grant revenue program has expired.
Out of County Prisoners	(\$10,000)	Reduced utilization due to consistent capacity issues at the Jail. Primarily used for Hannahville inmates.
Attorney Fee Reimbursement	(\$10,000)	Recent reduction in reimbursement received from clients for court appointed attorneys.
District Court Reimbursement	\$15,000	Increase in reimbursement for court costs due to recent increased caseload.
F.O.C Reimbursement	\$23,000	Increase due to higher federal reimbursement for costs and additional incentive payments.
Swamp Tax Revenue	\$32,468	\$1 increase (to \$4) in the per acre payment for select land owned by the state.
Federal Payment in Lieu of Taxes (PILT)	\$35,000	Increased allocation in the national PILT program which pays for federal lands.
State PPT Exemption Reimbursement	\$250,000	Covers a portion of lost revenue for policy changes in personal property tax exemptions.

Board of Commissioners: Fund 101 Dept 101

Department Overview

The Board of Commissioners is the governing body and the major policy approval center for County government. It is the legislative body with authority over most aspects of the county, including approval of the annual budget. The County Board consists of five members elected by regional district, serving two year terms. The Chairperson is elected by a vote from the five standing Commissioners.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$89,505	\$94,932	\$96,868	\$1,936
Benefits/FICA	\$34,235	\$35,122	\$35,478	\$356
Non-Personnel	\$12,604	\$14,700	\$14,700	\$0
Total Budget	\$136,344	\$144,754	\$147,046	\$2,292

Summary of Significant Changes

- **\$1,936** Increase salaries budget due to two percent wage increase

Permanent and Elected Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
Board Secretary/Administrative Assistant	1	1	0
County Board Chairperson	1	1	0
County Commissioners	4	4	0
Department Total	6	6	0

Circuit Court– Fund 101-Dept 131

Department Overview

Circuit Court is the major trial court of the Michigan Justice System. In general, the Court handles felony criminal cases and all civil cases with claims of more than \$25,000. The Court also handles some family cases such as divorce proceedings, and hears cases appealed from other trial courts and administrative agencies. The Circuit Court Judge is responsible for the Friend of the Court Department (which is listed in the Budget as a separate department).

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries ¹	\$149,517	\$143,451	\$145,451	\$2,000
Benefits/FICA	\$85,452	\$76,127	\$85,894	\$9,767
Non-Personnel	\$153,468	\$139,162	\$152,440	\$13,278
Total Budget	\$388,437	\$358,740	\$383,785	\$25,045

Summary of Significant Changes

- **\$8,834** Increase retirement budget due to growth in costs associated with paying off county's unfunded pension liability.
- **\$1,033** Increase healthcare budget due to inflationary growth and employee enrollment changes.
- **\$12,500** Increase budget for Attorney Fees to ensure retention of the Court's five contractual Public Defenders.

Permanent and Elected Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
Circuit Court Judge ¹	1	1	0
Court Administrator	1	1	0
Court Reporter	1	1	0
Department Total	3	3	0

¹Circuit Court Judge is primarily paid by the State, with the County contributing approximately \$45,000.

District Court– Fund 101-Dept 136

Department Overview

District Court handles misdemeanor criminal cases, civil cases up to \$25,000, landlord-tenant matters, and traffic violations. District Court also operates a substance abuse diversion program known as Sobriety Court, holds probable cause conferences and preliminary examinations for felony cases.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries ¹	\$394,932	\$387,831	\$397,323	\$9,492
Benefits/FICA	\$168,315	\$187,282	\$192,392	\$5,110
Non-Personnel	\$105,652	\$107,490	\$108,490	\$1,000
Total Budget	\$668,899	\$682,603	\$698,205	\$15,602

Summary of Significant Changes

- **\$9,492** Increase salaries budget due to two percent wage increase, and pay grade re-classification of two Probation Officers.
- **\$7,237** Increase retirement budget due to growth in costs associated with paying off county's unfunded pension liability.
- **(\$2,753)** Decrease healthcare budget due to employee enrollment changes.

Permanent and Elected Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
Clerk	5	5	0
Court Administrator	1	1	0
Court Reporter/Clerk	1	1	0
District Court Judge	1	1	0
Magistrate	1	1	0
Probation Officer	2	2	0
Department Total	11	11	0

¹District Court Judge is primarily paid by the State, with the County contributing approximately \$45,000.

Friend of the Court– Fund 101-Dept 141

Department Overview

The Friend of the Court is the family division of the Circuit Court and helps decide and administer divorce, custody, parenting time, paternity, and support matters.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$330,110	\$326,628	\$332,712	\$6,084
Benefits/FICA	\$213,929	\$200,879	\$225,361	\$24,482
Non-Personnel	\$55,728	\$62,873	\$58,873	(\$4,000)
Total Budget	\$599,767	\$590,380	\$616,946	\$26,566

Summary of Significant Changes

- **\$6,084** Increase salaries budget due to two percent wage increase for non-union employees.
- **\$5,605** Increase healthcare budget due to inflationary growth and employee enrollment changes.
- **\$18,462** Increase retirement budget due to growth in costs associated with paying off county's unfunded pension liability.
- **(\$4,000)** Decrease budget for Postage and Bench Warrant Costs based on recent and anticipated utilization.

Permanent Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
Chief Account Clerk	1	1	0
Enforcement Clerk	3	3	0
Friend of the Court	1	1	0
Legal Assistant	2	2	0
Receptionist/Caseworker	1	1	0
Staff Attorney	1	1	0
Department Total	9	9	0

Probate Court– Fund 101-Dept 148

Department Overview

Probate Court handles wills, administers estates and trusts, appoints guardians and conservators, and orders treatment for mentally ill and developmentally disabled persons. In addition, Probate Court handles all abuse/neglect matters and adoption proceedings. Probate Court’s Juvenile Division, and its 8 employees, is listed in the Budget Document as a separate department.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries ¹	\$192,802	\$198,307	\$188,589	(\$9,718)
Benefits/FICA	\$60,667	\$54,875	\$78,747	\$23,872
Non-Personnel	\$93,238	\$87,050	\$88,850	\$1,800
Total Budget	\$346,707	\$340,232	\$356,186	\$15,954

Summary of Significant Changes

- **(\$9,718)** Decrease salaries budget due to the retirement of the Register and promotion of the Deputy Register. Each position was replaced at a lower initial salary level.
- **\$24,429** Increase retirement budget due to growth in costs associated with paying off county’s unfunded pension liability, and conversion to defined contribution for new hires.
- **\$4,300** Increase budget for transcripts based on increased utilization.
- **(\$2,500)** Decrease telephone budget due to accounting change. Telephone expenses are now paid partially from the Childcare Special Revenue Fund.

Permanent and Elected Staffing Summary¹			
Job Classification	Approved FY 16	Proposed FY 17	Change
Deputy Register ¹	1	1	0
Probate Court Judge	1	1	0
Register ¹	1	1	0
Department Total	3	3	0

¹Position funding split between the General Fund and the County Probation Special Revenue Fund

Probate Court-Juvenile– Fund 101-Dept 154

Department Overview

Probate Court’s Juvenile Division handles all juvenile criminal offenses, including a diversion program and juvenile probation. Juvenile Diversion and Probation are primarily funded through the special revenue Childcare and County Probation funds.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries ^{1,2}	\$97,255	\$126,597	\$128,655	\$2,058
Benefits/FICA	\$61,985	\$75,302	\$81,316	\$6,014
Non-Personnel	\$0	\$0	\$0	\$0
Total Budget	\$159,240	\$201,899	\$209,971	\$8,072

Summary of Significant Changes

- **\$2,058** Increase salaries budget due to two percent wage increase
- **\$8,667** Increase retirement budget due to growth in costs associated with paying off county’s unfunded pension liability, and conversion to defined contribution for new hires.
- **(\$4,804)** Decrease healthcare budget due to employee enrollment changes.

Permanent Staffing Summary^{1,2}			
Job Classification	Approved FY 16	Proposed FY 17	Change
Clerk	1	1	0
Diversion Director ¹	1	1	0
Juvenile Referee/Director ²	1	1	0
Probation Officer ¹	4	4	0
Probation Supervisor ²	1	1	0
Department Total	8	8	0

¹Positions funded and paid directly through Childcare or County Probation Special Revenue Funds.

² Position funding split between General Fund, and Childcare or County Probation Special Revenue Funds.

Elections– Fund 101-Dept 191

Department Overview

The County Clerk is the Chief Election Official of the county and oversees the Elections Department. As Chief Election Official, the County Clerk: accepts candidate filings; prepares and distributes all ballots; maintains campaign finance reports; trains all elections inspectors; and tabulates and certifies all election results.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$34,933	\$36,617	\$37,211	\$594
Benefits/FICA	\$31,122	\$29,340	\$18,946	(\$10,294)
Non-Personnel	\$23,070	\$25,300	\$25,300	\$0
Total Budget	\$89,125	\$91,257	\$81,457	(\$9,800)

Summary of Significant Changes

- **\$594** Increase salaries budget due to two percent wage increase.
- **(\$10,294)** Decrease healthcare budget due to employee enrollment changes.

Permanent Staffing Summary¹			
Job Classification	Approved FY 16	Proposed FY 17	Change
Deputy Clerk ¹	1	1	0
Department Total	1	1	0

¹The Elections Clerk works in the office of, and is supervised by the County Clerk/Register of Deeds.

County Clerk– Fund 101-Dept 215

Department Overview

The County Clerk is responsible for keeping records of births, deaths, marriage licenses, concealed pistol licenses, military discharges, and notary bonds. Additionally, all documents pertaining to Circuit Court, including all District Court bindovers and Friend of the Court documents, are filed with the County Clerk. The position also serves as the Clerk for the Board of Commissioners, Jury Board, and Board of Canvassers. The County Clerk has additional responsibilities as the Register of Deeds, and Chief Election Official, duties of which are covered separately under these departments in the Budget Document.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$94,242	\$93,223	\$95,906	\$2,683
Benefits/FICA	\$100,165	\$61,317	\$80,053	\$18,736
Non-Personnel	\$10,424	\$9,890	\$9,110	(\$789)
Total Budget	\$204,831	\$164,430	\$185,069	\$20,639

Summary of Significant Changes

- **\$2,683** Increase salaries budget due to two percent wage increase.
- **\$11,794** Increase healthcare budget due to inflationary growth and employee enrollment changes.
- **\$6,387** Increase retirement budget due to growth in costs associated with paying off county's unfunded pension liability.

Permanent and Elected Staffing Summary¹			
Job Classification	Approved FY 16	Proposed FY 17	Change
Chief Deputy Clerk	1	1	0
County Clerk/Register of Deeds	1	1	0
Department Total	2	2	0

¹The Elections Department also has one employee and the three employees share several duties. This employee is included in the staffing summary for the Elections Department.

Administration & Finance– Fund 101-Dept 223

Department Overview

The County Administrator is hired by the Board of Commissioners and implements board directives and policies. The County Administrator is responsible for payroll, accounting, preparation of the annual budget, labor negotiations, human resources, and management of all departments/employees that fall under the County Board’s purview.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$213,403	\$192,438	\$201,115	\$8,677
Benefits/FICA	\$113,967	\$104,722	\$113,024	\$8,302
Non-Personnel	\$9,433	\$7,250	\$10,250	\$3,000
Total Budget	\$336,803	\$304,410	\$324,389	\$19,979

Summary of Significant Changes

- **\$8,677** Increase salaries budget due to two percent wage increase for all staff, and contractual increase for County Administrator.
- **\$4,609** Increase healthcare budget due to inflationary growth and employee enrollment changes.
- **\$3,315** Increase retirement budget due to required increase in employer match to defined contribution plans.
- **\$3,000** Add funds for contractual mileage reimbursement.

Permanent Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
County Administrator	1	1	0
Information Technology Director	1	1	0
Senior Payroll Clerk	1	1	0
Department Total	3	3	0

Technology– Fund 101-Dept 224

Department Overview

The Technology Department is led by the county's Information Technology Director, who is funded out of the Administration Department. Countywide technology maintenance and purchases are funded out of this budget. Aside from computer hardware and software, the department is responsible for the county's network security, website development, security camera management, and computerized building access system.

Technology Department Budget				
Description	FY 15 Actual Expenditures	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Maintenance-New Dawn	\$17,850	\$19,000	\$19,000	\$0
<i>Annual payment for county's court management software.</i>				
Maintenance-Jury	\$1,530	\$2,200	\$1,700	(\$500)
<i>Annual payment for county's jury pool management software.</i>				
Maintenance-BS&A Software	\$26,680	\$28,000	\$28,000	\$0
<i>Annual payment for county's accounting and tax management software.</i>				
Maintenance-Courts VIQ	\$9,240	\$6,700	\$6,700	\$0
<i>Annual payment for county's court recorder technology.</i>				
Maintenance-Software	\$4,798	\$15,000	\$12,500	(\$2,500)
<i>Funds used to purchase and maintain miscellaneous software programs</i>				
Maintenance-Computers	\$1,943	\$18,300	\$15,000	(\$3,300)
<i>Funds for purchase of new computers and printers (hardware).</i>				
Internet Service	\$8,313	\$10,000	\$10,650	\$650
<i>Annual payment for county's internet service.</i>				
Phone Service	\$0	\$18,000	\$20,000	\$2,000
<i>Annual payment for county's phone service.</i>				
Technology Implementation	\$59,659	\$70,000	\$70,000	\$0
<i>Funds for all other technology projects including: network security; security cameras; security doors; network storage; website development; and all miscellaneous.</i>				
TOTAL	\$130,013	\$187,200	\$183,550	(\$3,650)

Equalization– Fund 101-Dept 225

Department Overview

Equalization is the process of correcting inequities that occur between local units during the assessment process. Delta County also has an agreement with a contractual Equalization Director, and one full-time Office Manager. The office coordinates with local assessors and with the county’s GIS program, run contractually through CUPPAD. The office also prints annual tax bills for the majority of local units, and provides parcel and mapping customer service. Customer service duties are shared with the Building and Zoning Department.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries ^{1,2}	\$31,942	\$31,501	\$33,329	\$1,828
Benefits/FICA	\$9,168	\$11,140	\$13,169	\$2,029
Non-Personnel	\$7,260	\$9,700	\$8,900	(\$800)
Total Budget	\$48,370	\$52,341	\$55,398	\$3,057

Summary of Significant Changes

- **\$1,828** Increase salaries budget due to two percent wage increase and pay grade reclassification of Equalization Clerk position into an Office Manager.
- **\$7,819** Increase healthcare budget due to inflationary growth and employee enrollment changes.
- **(\$800)** Decrease telephone budget due to accounting change. Telephone expenses will be paid from a central account for departments that do not receive cost reimbursement.

Permanent Staffing Summary^{1,2}			
Job Classification	Approved FY 16	Proposed FY 17	Change
Equalization Assistant	1	0	-1
Office Manager	0	1	1
Department Total	1	1	1

¹The County also has an agreement with a contractual Equalization Director. The contract is paid through the Appropriations department.

²The Deputy Clerk in the Treasurer’s Office also works in Building and Zoning/Equalization as needed.

Prosecuting Attorney– Fund 101-Dept 229

Department Overview

The County Prosecuting Attorney is the chief law enforcement official in the County. The office is responsible for a wide array of functions including: litigating misdemeanors and felonies; representing the state in child abuse/neglect cases; handling both civil and criminal appeals; and victim/witness services.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$355,713	\$342,953	\$351,538	\$8,585
Benefits/FICA	\$162,272	\$163,741	\$169,476	\$5,735
Non-Personnel	\$29,400	\$29,500	\$34,450	\$4,950
Total Budget	\$547,385	\$536,194	\$555,464	\$19,270

Summary of Significant Changes

- **\$10,085** Increase salaries budget due to two percent wage increase, and pay grade re-classification of Prosecutor’s Office Clerk position.
- **\$4,418** Increase retirement budget due to growth in costs associated with paying off county’s unfunded pension liability.
- **\$6,100** Increase non-personnel budget to fund contractual Attorney Internship through the Prosecuting Attorney’s Association of Michigan to assist with current caseload.
- **(\$1,500)** Reduce budget for vacation relief. Work will be handled by existing staff.

Permanent and Elected Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
Assistant Prosecuting Attorney	1	1	0
Chief Assistant Prosecuting Attorney	1	1	0
Clerk-Prosecutor’s Office	1	1	0
Office Manager/Misdemeanor Clerk	1	1	0
Paralegal/Assistant to the Prosecutor	1	1	0
Prosecuting Attorney	1	1	0
Victim/Witness Coordinator	1	1	0
Department Total	7	7	0

Register of Deeds– Fund 101-Dept 236

Department Overview

The County Clerk/Register of Deeds serves as the official recording office for all legal documents pertaining to the transfer and ownership of all real property located in the County. Register of Deeds office staff also serves as a passport application acceptance agent for the U.S Department of State.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$61,424	\$60,551	\$61,739	\$1,188
Benefits/FICA	\$37,803	\$39,058	\$38,835	(\$223)
Non-Personnel	\$4,358	\$5,250	\$4,350	(\$900)
Total Budget	\$103,585	\$104,859	\$104,924	\$65

Summary of Significant Changes

- **\$1,188** Increase salaries budget due to two percent wage increase.
- **(\$900)** Decrease telephone budget due to accounting change. Telephone expenses will be paid from a central account for departments that do not receive cost reimbursement.

Permanent Staffing Summary¹			
Job Classification	Approved FY 16	Proposed FY 17	Change
Chief Deputy Register of Deeds	1	1	0
Deputy Clerk	1	1	0
Department Total	2	2	0

¹Register of Deeds personnel works under direction of the County Clerk/Register of Deeds.

County Treasurer: Fund 101 Dept 253

Department Overview

The County Treasurer has the responsibility to receive, and act as the custodian for, all county funds. The Treasurer is also responsible for the collection of all delinquent real property taxes, including managing foreclosure and sale of property for non-payment in accordance with the Michigan General Property Tax Act.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$120,181	\$118,843	\$125,578	\$6,735
Benefits/FICA	\$55,707	\$55,631	\$46,732	(\$8,899)
Non-Personnel	\$6,423	\$3,925	\$3,595	(\$330)
Total Budget	\$182,311	\$178,399	\$175,905	(\$2,494)

Summary of Significant Changes

- **\$6,735** Increase salaries budget due to two percent salary wage increase, and pay grade re-classification of Deputy Clerk position.
- **(\$10,124)** Decrease healthcare budget due to employee enrollment changes.

Permanent and Elected Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	FTE Change
Chief Deputy Clerk	1	1	0
County Treasurer	1	1	0
Deputy Clerk	1	1	0
Department Total	3	3	0

Maintenance & Custodial– Fund 101-Dept 266

Department Overview

The Department of Building Maintenance and Custodial handles maintenance, repair, and housekeeping duties for Delta County buildings, with emphasis on the Delta County Correctional Facility.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$183,223	\$179,297	\$170,672	(\$8,625)
Benefits/FICA	\$104,507	\$107,428	\$101,267	(\$6,161)
Non-Personnel	\$147,111	\$177,125	\$160,150	(\$16,975)
Total Budget	\$434,841	\$463,850	\$432,089	(\$31,761)

Summary of Significant Changes

- **(\$13,118)** Decrease salaries budget due to the conversion of a vacant Assistant Director position into a union Chief Maintenance Technician.
- **(\$4,734)** Decrease salaries budget due to the retirement of the Building and Maintenance Director. The new Director was hired at a lower salary.
- **\$1,727** Increase salaries budget due to two percent wage increase .
- **\$7,500** Increase salaries budget for part-time Maintenance Employee. The employee primarily handles exterior duties such as lawn care and snow removal.
- **\$6,024** Increase retirement budget due to growth in costs associated with paying off county's unfunded pension liability.
- **(\$11,725)** Decrease healthcare budget due to employee enrollment changes.
- **(\$12,000)** Decrease budget for Courthouse utilities based on recent and anticipated utilization.
- **(\$5,000)** Decrease budget for snow removal and salting. Work is now primarily done by Maintenance Department staff.

Permanent Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
Assistant Building and Maintenance Director	1	0	-1
Building and Maintenance Director	1	1	0
Chief Maintenance Technician	0	1	1
Housekeeper	2	2	0
Department Total	4	4	4

Sheriff Administration– Fund 101-Dept 305

Department Overview

The Sheriff is charged with enforcing the laws enacted by the Legislature under the police power of the state, and with preserving public peace within the County. The Sheriff also manages the Delta County Correctional Facility, Delta County Road Patrol, and the Marine Division. These departments are included elsewhere in the Budget Document. Additionally, the Sheriff supervises the Courthouse Security Deputy, who is tasked by Judges with protecting the courts.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$271,630	\$251,585	\$258,189	\$6,604
Benefits/FICA	\$81,379	\$105,053	\$106,266	\$1,213
Non-Personnel	\$21,148	\$17,875	\$17,875	\$0
Total Budget	\$374,157	\$374,513	\$382,330	\$7,817

Summary of Significant Changes

- **\$6,604** Increase salaries budget due to two percent wage increase.
- **(\$2,008)** Decrease healthcare budget due to employee enrollment changes.
- **\$2,773** Increase retirement budget due to growth in costs associated with paying off county's unfunded pension liability.

Permanent and Elected Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
Road Patrol Deputy (Courthouse Security)	1	1	0
Office Manager	1	1	0
Sheriff	1	1	0
Undersheriff	1	1	0
Department Total	4	4	0

Sheriff-Marine– Fund 101-Dept 331

Department Overview

The Marine Patrol, under the supervision of the Delta County Sheriff, shares responsibility with the Department of Natural Resources to patrol the waters of the County.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$14,179	\$14,900	\$13,800	(\$1,100)
Benefits/FICA	\$4,309	\$4,890	\$1,456	(\$3,434)
Non-Personnel	\$10,342	\$4,340	\$5,550	\$1,210
Total Budget	\$28,830	\$24,130	\$20,806	(\$3,324)

Summary of Significant Changes

- **(\$1,100)** Decrease holiday pay budget due to underutilization. Funds have been appropriated but not used for several fiscal years.
- **(\$3,300)** Decrease retirement budget based on changes in accounting of defined benefit allocations.
- **\$1,210** Increase non-personnel budget for increasing gasoline, and boat maintenance costs.

<h3>Permanent Staffing Summary</h3>
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The Sheriff-Marine Division does not have any dedicated permanent employees. Salaries are paid to a part-time employee and a split time Road Patrol Deputy.

Sheriff-Corrections– Fund 101-Dept 305

Department Overview

The Sheriff is responsible for the maintenance and operation of the Delta County Jail which houses inmates sentenced to County Jail, defendants awaiting trial, and felons sentenced to prison prior to their transfer. The current facility has a rated capacity of 85 inmates.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$708,937	\$729,768	\$766,749	\$36,981
Benefits/FICA	\$423,562	\$438,726	\$487,911	\$49,185
Non-Personnel	\$614,748	\$658,600	\$678,900	\$20,300
Total Budget	\$1,747,247	\$1,807,094	\$1,913,560	\$106,466

Summary of Significant Changes

- **\$59,000** Increase salaries, FICA, healthcare, and retirement funds to add new Corrections Deputy to be split between day and night shift on weekdays. (Implemented during FY 2016)
- **\$4,025** Increase salaries budget due to two percent wage increase, partially offset by attrition and new hires entering at a lower pay step.
- **\$1,500** Add funds to convert one Corrections Deputy into a Corrections Sergeant.
- **\$26,272** Increase retirement budget due to growth in costs associated with paying off county's unfunded pension liability, and due to offering additional 3% benefit for supervisors on defined contribution plans.
- **\$25,000** Increase budget for medical coverage due to inflation, and to add nursing hours.
- **\$8,600** Increase healthcare budget to give healthcare coverage to one additional part-time Corrections Officer. This will allow for additional part-time hours for this employee.
- **(\$4,700)** Reduce budget for utilities and inmate food based on recent and anticipated utilization.
- **(\$8,250)** Reduce budget for Holiday Pay based on recent and anticipated utilization.

Sheriff-Corrections– Fund 101-Dept 305

(Continued)

Permanent Staffing Summary¹			
Job Classification	Approved FY 16	Proposed FY 17	Change
Corrections Deputy	10	10	0
Corrections Sergeant	4	5	1
Corrections Lieutenant (Jail Administrator)	1	1	0
Department Total	15	16	1

¹All Corrections positions are supervised by the Sheriff.

Miscellaneous– Fund 101-Dept 958

Miscellaneous General Fund Expenditures				
Description	FY 15 Actual Expenditures	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Audit Costs	\$34,600	\$36,000	\$36,000	\$0
<i>Payment to Anderson Tackman for conducting the annual financial audit.</i>				
Equipment Purchase	\$1,735	\$22,000	\$16,500	(\$5,500)
<i>Contingency account for equipment purchases beyond Building Maintenance appropriation.</i>				
Insurance (Auto, Liability, Property)	\$157,712	\$136,000	\$135,000	(\$1,000)
<i>Payment to MMRMA for automotive, liability, and property insurance.</i>				
Labor Relations Attorney	\$52,430	\$40,000	\$25,000	(\$15,000)
<i>Funds used for Attorney costs on labor relations matters. Budget reduced due to Administrator handling all negotiation duties.</i>				
Miscellaneous Costs	\$2,270	\$12,800	\$10,300	(\$2,500)
<i>Contingency account for unanticipated costs.</i>				
Publications	\$3,054	\$2,500	\$2,500	\$0
<i>Cost of required advertisements and public notices.</i>				
Professional and Consulting Fees	\$20,558	\$40,000	\$25,000	(\$15,000)
<i>Funds used for consulting and attorney fees on non-labor matters. Budget reduced due to Prosecutor's Office assisting Administrator on legal topics.</i>				
Repair	\$0	\$25,000	\$20,000	(\$5,000)
<i>Contingency account used for repair beyond Building Maintenance appropriation.</i>				
Soldier Burial	\$19,500	\$14,500	\$14,500	\$0
<i>Stipend, handled by the Veteran Services Officer, for partial veteran funeral reimbursement.</i>				
Unallocable Retirement Expenses	\$46,107	\$201,016	\$207,853	\$6,837
<i>Pension system costs that cannot be allocated to departments.</i>				
Department Total	\$337,966	\$529,816	\$492,653	(\$37,163)

Contingency– Fund 101-Dept 941

Description	FY 15 Actual Expenditures	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Contingency Funds	\$0	\$94,867	\$0	(\$94,867)
<i>Contingency funds were set aside in the FY 2016 Budget to prepare for anticipated increases in salaries and pension costs. These funds were eliminated FY 2017 to assist in balancing the budget.</i>				

Appropriations– Fund 101-Dept 965

Internal Appropriations (Transfers to other County Funds)				
Description	FY 15 Actual Expenditures	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Airport Fund	\$350,000	\$350,000	\$300,000	(\$50,000)
<i>General Fund subsidy for operation of the Delta County Airport.</i>				
Brownfield Authority	\$0	\$1,000	\$1,000	\$0
<i>General Fund subsidy for meeting costs associated with Delta County Brownfield Authority.</i>				
Building and Zoning Fund	\$0	\$15,000	\$10,000	(\$5,000)
<i>General Fund subsidy for costs associated with the Building and Zoning Fund.</i>				
Capital Outlay Fund	\$56,458	\$65,000	\$85,000	\$20,000
<i>Funds set aside for future capital and infrastructure needs. FY 17 increase is due to scheduled loan payment from comprehensive energy project.</i>				
Childcare Fund	\$350,000	\$350,000	\$350,000	\$0
<i>General Fund subsidy for Childcare Fund costs, which get 50 percent reimbursement.</i>				
Law Library	\$20,000	\$20,000	\$9,000	(\$11,000)
<i>General Fund subsidy for costs associated with Circuit Courts Law Library. Due to digitalization, costs have been lower, at \$9,000 in recent years.</i>				
Soldier & Sailor Relief Fund	\$350	\$350	\$1,500	\$1,150
<i>Funds for emergency relief as approved by the Soldier Sailor Relief Committee and the Veteran Services Officer. The program received a policy update during FY 2016 by the new VSO, which will result in additional use.</i>				
Debt Retirement	\$333,218	\$326,680	\$327,330	\$650
<i>Transfer to Courthouse Renovation Debt fund for annual payments associated with the 1994 renovation and expansion of the Courthouse. The final annual payment will occur in FY 2018.</i>				
Internal Appropriation Total	\$1,110,026	\$1,128,030	\$1,083,830	(\$44,200)

External Appropriations (Payments to Other Agencies)				
Description	FY 15 Actual Expenditures	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Chamber of Commerce	\$2,510	\$2,400	\$2,510	\$110
<i>Annual appropriation to Delta County Chamber of Commerce.</i>				
Community Corrections	\$0	\$27,107	\$23,500	(\$3,607)
<i>Appropriation to fund inmate work release program.</i>				
Community Promotions	\$1,508	\$2,000	\$2,000	\$0
<i>Miscellaneous funds for community events.</i>				
CUPPAD	\$9,000	\$9,000	\$9,000	\$0
<i>Annual appropriation to Central Upper Peninsula Planning and Development Regional Commission.</i>				
Delta County Animal Shelter	\$25,000	\$25,000	\$25,000	\$0
<i>Annual appropriation to Delta County Animal Shelter</i>				
Economic Development Alliance	\$15,000	\$20,000	\$20,000	\$0
<i>Annual appropriation to Economic Development Alliance to help fund EDA Director position.</i>				

Description	FY 15 Actual Expenditures	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Equalization Contract	\$125,000	\$125,000	\$90,000	(\$35,000)
<i>Contract with Allied Information Systems to handle Equalization Duties. Reduction in FY 2016 is due to GIS functions being transitioned to CUPPAD.</i>				
Fire Departments	\$10,000	\$10,000	\$7,500	(\$2,500)
<i>Grants to local fire departments for equipment.</i>				
Garden Ambulance	\$800	\$800	\$800	\$0
<i>Annual appropriation to help fund Garden Township's ambulance service.</i>				
GIS Agreement (CUPPAD)	\$0	\$0	\$35,000	\$35,000
<i>Payment for contractual agreement with CUPPAD to fund geographic information systems services, to improve the county's mapping.</i>				
Health Department	\$270,231	\$271,731	\$265,731	(\$4,500)
<i>Required annual appropriation to the Delta-Menominee Health Department.</i>				
Historical Society	\$2,000	\$2,000	\$2,000	\$0
<i>Annual appropriation to the Delta County Historical Society.</i>				
Human Services Board	\$491	\$500	\$3,000	\$2,500
<i>Payment for Human Services Board dues and expenses.</i>				
MAC and NACO	\$8,911	\$9,000	\$9,000	\$0
<i>Annual dues for MAC and NACO membership.</i>				
MSU Extension	\$44,806	\$45,100	\$43,500	(\$1,600)
<i>Annual appropriation for MSU Extension Services, including the 4-H program.</i>				
Northcare Substance Abuse	\$166,347	\$67,491	\$69,350	\$1,859
<i>State required payment to Northcare based on 1/2 of Convention Facilities revenue received.</i>				
Northwoods Rail Commission	\$0	\$0	\$100	\$100
<i>Annual dues for membership in the Northwoods Rail Commission.</i>				
Park Funding (Delta Conservation)	\$50,000	\$50,000	\$50,000	\$0
<i>Contractual agreement with the Delta Conservation District to manage the Delta County Parks System.</i>				
Pathways Mental Health	\$275,608	\$275,608	\$275,608	\$0
<i>Annual appropriation to Pathways for mental health services.</i>				
Rock Ambulance	\$800	\$800	\$800	\$0
<i>Annual appropriation to help fund Maple Ridge Township's ambulance service.</i>				
Soil Permits (Delta Conservation)	\$25,000	\$25,000	\$25,000	\$0
<i>Payment to Delta County Conservation District to manage soil erosion permits.</i>				
Superior Trade Zone	\$10,000	\$10,000	\$10,000	\$0
<i>Annual dues for membership in the Superior Trade Zone.</i>				
UPCAP	\$1,500	\$1,500	\$1,500	\$0
<i>Annual dues for membership in the Upper Peninsula Center for Area Progress.</i>				
External Appropriation Total	\$1,044,512	\$980,109	\$971,471	(\$8,638)

Other General Fund Departments

The following departments are also included within the General Fund:

Emergency Management- Dept 426 Funds primarily used to pay a contractual Emergency Management Coordinator who assists both Delta and Schoolcraft Counties.

Medical Examiner- Dept 648

Veteran Affairs- Dept 682 Funds primarily used to pay the Upward Talent Council for a contractual Veteran Services Officer, who assists citizens with veteran benefit programs and community veteran outreach/coordination.

Jury Commission- Dept 145 Funds used to pay per diem and postage costs for the Jury commission.

Drain Commissioner-Dept 275 Funds used to pay a stipend to the required elected Drain Commissioners office.

Record Copying-Dept 286 Funds used for the annual service agreement and related supplies for the county's copier machines.

Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Emergency Management	\$57,757	\$55,600	\$55,600	\$0
Medical Examiner	\$49,799	\$50,500	\$50,500	\$0
Veteran Affairs	\$16,692	\$60,000	\$55,000	(\$5,000)
Jury Commission	\$1,721	\$2,110	\$2,110	\$0
Drain Commissioner	\$55	\$55	\$55	\$0
Record Copying	\$10,120	\$14,000	\$11,000	(\$3,000)

Airport– Fund 581

Department Overview

The Delta County Board of Commissioners is responsible for operations of the Delta County Airport, after input from an Airport Advisory Board. The Airport, which is located in Escanaba, currently provides commercial service to Detroit. In addition, the Airport handles general aviation, fueling, and hangar rentals.

Revenue Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Fuel Sale Revenue	\$462,123	\$405,300	\$328,150	(\$77,150)
Hangar Rental Revenue	\$63,813	\$71,000	\$74,000	\$3,000
Other Services/Grants	\$223,517	\$182,250	\$182,300	\$50
Transfer From General Fund	\$350,000	\$350,000	\$300,000	(\$50,000)
Use of Airport Fund Balance	\$0	\$0	\$48,184	\$48,184
Revenue Totals	\$1,099,453	\$1,008,550	\$932,634	(\$75,916)

Expenditure Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$261,709	\$303,112	\$290,133	(\$12,979)
Benefits/FICA	\$116,529	\$132,761	\$186,874	\$54,113
Non-Personnel	\$480,463	\$572,677	\$455,627	(\$117,050)
Total Budget	\$858,701	\$1,008,550	\$932,634	(\$75,916)

Summary of Significant Changes

- **(\$12,979)** Decrease salaries budget, despite two percent wage increase and raise for Airport management, due to attrition of a senior employee and the elimination of funding for the Airport Trainer position.
- **\$27,847** Increase defined benefit retirement budget due to growth in costs associated with paying off county's unfunded pension liability, and additional defined contribution costs.
- **\$27,541** Increase healthcare budget due to inflationary growth and employee enrollment changes.
- **(\$17,000)** Decrease marketing budget due to the expiration of a marketing grant.
- **(\$55,000)** Decrease fuel sales budget due to anticipated usage changes by Sky West and Valley Med.
- **(\$35,000)** Decrease funds for capital outlay based on recent and anticipated utilization. Funds had not been used in several years.

Airport- Fund 581

(Continued)

Permanent Staffing Summary			
Job Classification	Approved FY 16	Proposed FY 17	Change
Airport Manager	1	1	0
Assistant Airport Manager	5	5	0
Assistant Maintenance Worker	1	1	0
Department Total	7	7	0

Building and Zoning– Fund 240

Department Overview

The Department of Building and Zoning employs a designated Code Official responsible for managing the county’s permitting process for various local units. This currently includes building, plumbing, and mechanical permits. Additionally, the office interprets and hears cases related to the County’s Zoning Ordinance, which is only used in local units that do not have their own zoning.

Revenue Budget Summary¹				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Previous Revenue Structure ¹	\$177,469	\$155,000	\$0	(\$155,000)
Menominee Contract	\$0	\$0	\$20,000	\$20,000
Building Permit Fees	\$0	\$0	\$90,000	\$90,000
Mechanical Permit Fees	\$0	\$0	\$30,000	\$30,000
Plumbing Permit Fees	\$0	\$0	\$30,000	\$30,000
Zoning Permit Fees	\$0	\$0	\$10,700	\$10,700
Township Zoning Fees	\$0	\$8,245	\$8,000	(\$245)
Transfer From General Fund	\$0	\$15,000	\$15,000	\$0
Revenue Totals	\$185,443	\$178,245	\$203,700	\$25,455

¹In previous years, various revenue types were intermingled. Beginning in FY 2017, revenue will be more specifically tracked for the department.

Expenditure Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$84,445	\$84,471	\$87,214	\$2,743
Benefits/FICA	\$37,540	\$37,839	\$60,631	\$22,792
Non-Personnel	\$49,112	\$55,935	\$55,855	(\$80)
Total Budget	\$171,097	\$178,245	\$203,700	\$25,455

Summary of Significant Changes

- **\$2,743** Increase salaries budget due to two percent wage increase.
- **\$21,180** Increase defined benefit retirement budget due to growth in costs associated with paying off county’s unfunded pension liability.
- **\$1,135** Increase healthcare budget due to inflationary growth and employee enrollment changes.

Building and Zoning– Fund 240

(Continued)

Permanent Staffing Summary¹			
Job Classification	Approved FY 16	Proposed FY 17	Change
Assistant Building and Zoning Administrator	1	1	0
Building and Zoning Administrator	1	1	0
Department Total	2	2	0

¹The Office of Building and Zoning; and the Equalization Department share clerical staff and responsibilities. Additionally, a Deputy Treasurer position serves as an office replacement during absences.

Sheriff-Road Patrol– Fund 205

Department Overview

The Road Patrol is supervised by the Sheriff and is primarily funded through a countywide millage. The Road Patrol provides 24 hour police protection to all Delta County citizens, including a Detective and a dedicated Officer for the Upper Peninsula Substance Enforcement Team (UPSET).

Revenue Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Property Taxes	\$1,058,089	\$1,083,562	\$1,033,670	(\$49,892)
State Funding	\$0	\$0	\$44,740	\$44,740
Grant Funding	\$99,251	\$93,483	\$94,062	\$579
Reimbursement	\$100,285	\$82,605	\$77,102	(\$5,503)
Miscellaneous	\$12,375	\$14,340	\$20,340	\$6,000
Transfer In	\$116,293	\$0	\$0	\$0
Total Revenue	\$1,386,293	\$1,273,990	\$1,269,914	(\$4,076)

Expenditure Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$635,441	\$638,226	\$623,337	(\$14,889)
Benefits/FICA	\$450,261	\$398,011	\$405,666	\$7,655
Non-Personnel	\$259,451	\$237,753	\$240,911	\$3,158
Total Budget	\$1,345,153	\$1,273,990	\$1,269,914	(\$4,076)

Summary of Significant Changes

- **(\$43,282)** Decrease salaries budget due to transferring the payment of the Courthouse Security Deputy to the General Fund. This action actually occurred in FY 2016.
- **\$17,193** Increase salaries budget due to two percent wage increase for Deputies/Sergeants and four percent wage increase for Lieutenants.
- **(\$6,700)** Decrease salaries budget for snowmobile and forest service grants based on declining revenue and recent utilization.
- **\$18,249** Increase defined benefit retirement budget due to growth in costs associated with paying off county's unfunded pension liability.
- **(\$21,284)** Decrease defined contribution retirement budget based on changes in accounting of retirement allocations.
- **\$9,343** Increase healthcare budget due to inflationary growth and employee enrollment changes.

Sheriff-Road Patrol– Fund 205

(Continued)

Summary of Significant Changes (continued)

- **\$10,000** Increase overtime budget due to recent and anticipated utilization.
- **\$7,167** Increase appropriation to Drug Enforcement Fund to cover additional costs of dedicated UPSET Officer.
- **\$4,500** Increase budget for telephone reimbursement due to phone subsidies negotiated in recent labor contract.

Permanent Staffing Summary¹			
Job Classification	Approved FY 16	Proposed FY 17	Change
Lieutenant/Detective	1	1	0
Road Patrol Deputy	6	6	0
Road Patrol Lieutenant	1	1	0
Road Patrol Sergeant	2	2	0
UPSET Detective	1	1	0
Department Total	11	11	0

¹All Road Patrol positions are supervised by the Sheriff.

Service Center Fund– Fund 631

Department Overview

The Service Center Fund is an internal service fund that accounts for all activities at the Delta County Service Center. Activities currently include: leasing out space to Michigan Works and CUPPAD; and giving out space to Delta-Menominee Public Health Department and Michigan State Cooperative Extension. There are over \$600,000 of reserves in this fund intended to assist with the repurposing of the facilities.

Revenue Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Service Center Rents ¹	\$46,540	\$0	\$46,540	\$46,540
Use of Fund Balance	\$27,605	\$46,500	\$21,034	(\$25,466)
Revenue Totals	\$74,145	\$46,500	\$67,574	\$21,074

¹Rent from Michigan Works was erroneously included with a different fund for the FY 2016 Budget.

Expenditure Budget Summary				
Cost Type	Actual FY 15	Approved FY 16	Proposed FY 17	Change
Salaries	\$0	\$0	\$7,500	\$7,500
Benefits/FICA	\$27,068	\$0	\$574	\$574
Non-Personnel	\$47,077	\$46,500	\$59,500	\$13,000
Total Budget	\$74,145	\$46,500	\$67,574	\$21,074

Summary of Significant Changes

- **\$13,000** Increase utility and maintenance cost at the Service Center based on recent and anticipated utilization.
- **\$8,074** Add salary and FICA funds for a part-time grounds employee. This existing position was previously paid entirely by the General Fund.

Permanent Staffing Summary

The Service Center Fund does not have any dedicated permanent employees. Only a part-time Maintenance employee is partially funded through the Service Center Fund. Maintenance staff assists at the Service Center at no cost to the fund.

Other Nongeneral Funds

(Component Unit Funds, and Trust & Agency Accounts not included)

In addition to: the General Fund, Road Patrol Fund, Building and Zoning Fund, Airport Fund, 911 Authority Fund, and Service Center Fund; the Proposed FY 2017 Budget includes the following funds:

Internal Service Funds- Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the county, on a cost reimbursement basis.

Debt Service Funds- Funds used to account for and report financial resources that are restricted or committed for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

The Proposed FY 2017 Budget includes the following Internal Service and Debt Service Funds:

Internal Service/Debt Service Funds				
Description	Post FY 15 Fund Balance	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Capital Outlay Fund	\$1,002,992	\$80,000	\$115,000	\$35,000
<i>Fund 401- Accounts for activities related to major capital expenditures for the county. \$535,000 of set aside funds were used during FY 2016 for the comprehensive energy and infrastructure project.</i>				
Airport Improvement Fund	\$87,437	\$20,000	\$20,000	
<i>Fund 287 – Accounts for capital projects at the county airport with funds received from other governmental agencies.</i>				
Courthouse Renovation Fund	\$62,313	\$326,680	\$327,330	\$650
<i>Fund 368- Accounts for collection from the General Fund and disbursement of the annual bond payment required on the 1994 courthouse renovation project and subsequent 2009 refinancing bonds.</i>				
Building Authority Fund	\$35,753	\$35,700	\$35,753	\$53
<i>Fund 251- Accounts for the remaining funds available from the 1994 courthouse renovation bond sale. Expenditures must be related to the Courthouse, and must be approved by the Building Authority.</i>				
PFC Airport Improvement Fund	\$102,486	\$51,000	\$51,000	\$0
<i>Fund 288- Accounts for funds received from the passenger facility tax and other grants to be used on approved airport related projects.</i>				
Renaissance Zone Fund	\$34,470	\$17,500	\$0	(\$17,500)
<i>Fund 410- Accounts for the General Fund contribution to, and some revenues received, related to the recently expired Renaissance Zone. There are no immediate plans for expenditures related to this program.</i>				
Brownfield Fund	\$427,299	\$450,000	\$1,000	(\$49,000)
<i>Fund 420- Accounts for revenue and expenditures related to projects supported by the Delta County Brownfield Authority. FY 16 Budget included grant revenue related to a project that was discontinued. The majority of the fund balance will be returned to the state.</i>				
Termination/Sick Leave Fund	\$458,505	\$35,000	\$35,000	\$0
<i>Fund 230- Accounts for annual leave and sick leave payouts for employees upon termination.</i>				
Michigan Works Fund	\$135,993	\$45,580	\$0	(\$45,580)
<i>Fund 632- Funds collected over the years for the maintenance of the detached former Michigan Works building at the Service Center. There are no immediate plans for expenditures related to this building.</i>				

Proprietary Funds- Funds that are businesslike in nature that are funded by charging costs to external users.

The Proposed FY 2017 Budget includes the following Proprietary Funds:

Proprietary Funds				
Description	Post FY 15 Fund Balance	FY 16 Approved Budget	FY 17 Proposed Budget	Change
PA 123 Foreclosure Fund	\$762,232	\$68,750	\$68,750	\$0
<i>Fund 254- Accounts for fees, sales proceeds, and expenses related to the foreclosure process of real property in the county for which taxes are delinquent beyond the statutory redemption period. (Managed by Treasurer)</i>				
Delinquent Tax Revolving Fund	\$3,676,081	\$44,000	\$45,000	\$1,000
<i>Fund 516- Accounts for the purchase and subsequent collection of delinquent real property taxes from the various taxing units throughout the county. (Managed by Treasurer)</i>				
Delinquent Tax Administration	\$3,411	\$3,785	\$2,500	(\$1,285)
<i>Fund 615- Accounts for revenue previously received to administer the Delinquent Tax Revolving Fund. (Managed by Treasurer.) Revenue is no longer received, and only fund balance remains.</i>				

Special Revenue Funds- Funds used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes. (other than debt service).

The Proposed FY 2017 Budget includes the following Special Revenue Funds:

Special Revenue Funds				
Description	Post FY 15 Fund Balance	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Title III Forest Project Fund	\$210,451	\$65,000	\$200,000	\$135,000
<i>Fund 212- Accounts for reimbursing activities permitted by the local Firewise plan in National Forest land.</i>				
Friend of the Court Fund	\$144,464	\$8,000	\$8,000	\$0
<i>Fund 215- Funds received from the state to be used for nonfederally funded services such as custody and parenting time activities. (Managed by Circuit Court Judge and Friend of the Court)</i>				
Circuit Court Counseling	\$84,002	\$3,000	\$3,000	\$0
<i>Fund 216- Funds received from the state to be used for certain services such as mediation, custody, and parenting time evaluations. (Managed by Circuit Court Judge)</i>				
Hannahville Fund	\$62,461	\$131,000	\$230,000	\$99,000
<i>Fund 235- Accounts for the receipt and disbursement of Hannahville 2% grants to local agencies. (Funding recommended by Hannahville)</i>				
Search and Rescue Team Fund	\$127,544	\$55,000	\$62,000	\$7,000
<i>Fund 237- Accounts for donations and grants to be used by the County Search and Rescue Team (Managed by Sheriff)</i>				
PA 124 Training Fund	\$10,521	\$9,800	\$6,000	(\$3,800)
<i>Fund 264- Funds received by the State for Corrections Officer training. (Managed by Sheriff)</i>				
Drug Enforcement Fund	\$2,034	\$90,900	\$101,067	\$10,167
<i>Fund 265- Accounts for funds received from the Road Patrol Fund, and federal and state funds received, for the placement of a local detective on the Upper Peninsula Substance Enforcement Team. (Managed by Sheriff)</i>				
County Survey Fund	\$107,796	\$127,960	\$127,960	\$0
<i>Fund 245- Accounts for county's remonumentation program to survey corners.</i>				
Homestead P.A 105	\$24,656	\$5,650	\$5,650	\$0
<i>Fund 255- Accounts for the administration of the homestead exemption and qualified agricultural property</i>				

<i>exemption. (Managed by Treasurer)</i>				
Description	Post FY 15 Fund Balance	FY 16 Approved Budget	FY 17 Proposed Budget	Change
Register of Deeds Automation Fund	\$55,076	\$40,000	\$38,000	(\$2,000)
<i>Fund 256- Accounts for fees received for Register of Deeds services that are required to be used for the purpose of automating/digitizing files and services. (Managed by County Clerk/Register of Deeds)</i>				
Concealed Pistol Licensing	\$4,680	\$12,000	\$16,000	\$4,000
<i>Fund 263- Accounts for funds received for issuing concealed pistol licenses, used for costs associated with managing the program. (Managed by County Clerk)</i>				
Law Library Fund	\$31,712	\$24,500	\$13,500	(\$11,000)
<i>Fund 269- Accounts for funds received from the General Fund and penal fines to be used for legal textbooks and digital library access. (Managed by Circuit Court Judge)</i>				
Soldiers and Sailor Relief Fund	\$11,053	\$350	\$3,000	\$2,650
<i>Fund 293- Accounts for General Fund dollars appropriated to program that awards emergency funds to soldiers and sailors. Program is administered by Veteran Services Officer and three appointed members.</i>				
Veterans Trust Fund	\$783	\$2,000	\$2,700	\$700
<i>Fund 294- Accounts for state veteran trust funds received to be used on assisting veterans. Funds are managed by the Veteran Services Officer who requests reimbursement from the state.</i>				
County Probation Fund	\$218,370	\$77,216	\$88,577	\$11,361
<i>Funds 295- Accounts for grant revenue received, and the local match required, to fund juvenile probation services. (Managed by Probate Court Judge)</i>				
Childcare Fund	\$601,637	\$517,784	\$602,307	\$84,523
<i>Fund 292- Accounts for state reimbursement received, and the local match required, to fund juvenile activities such as Probation Officer salaries, placements, and foster care. (Managed by Probate Court Judge)</i>				
Sobriety Court	\$0	\$0	\$30,000	\$30,000
<i>Fund 297- Federal pass through grant funds for District Court's Sobriety Court.</i>				
Summer Tax Fund	\$10,620	\$0	\$7,000	\$7,000
<i>Fund 602- Accounts for funds previously received for costs related to the tax schedule change to the summer for counties. (Managed by Treasurer). Revenue is no longer received, and only fund balance remains.</i>				