



Manistee County Courthouse
415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Jeffrey Dontz

VICE-CHAIRPERSON
Karen Goodman

Margaret Batzer
Eric Gustad
Pauline Jaquish
Nikki Koons
Richard Schmidt

CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

WAYS & MEANS COMMITTEE MINUTES

Wednesday, February 3, 2021
9:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Margaret Batzer (Zoom), Eric Gustad (Zoom) and Richard Schmidt, Chairperson (Zoom)

Members Absent: None

Others Present: Mike Szokola, Interim County Planning Director; Julie Schmeling, Administrative Assistant; Sheriff Brian Gutowski, Undersheriff Jason Torrey; Heather Vasquez, Equalization Director; 231-398-3552; Lisa Sagala, County Administrator/Controller; and Lindsey Marquardt, Chief Deputy County Clerk.

The meeting was called to Order at 9:02 a.m.

The County Board and its Committees are operating remotely and electronically by Zoom under PA 254 of 2020 due to the COVID-19 pandemic.

NOTE - Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

FINANCE REPORT

Susan Zielinski, Finance Officer, and presented the Committee with Claiming Summaries for January 6, 2021 through February 1, 2021 and a summary of the On-Demand checks for their review and approval (Appendix A). The totals are as follows:

101 General Fund.....	\$239,347.94
201 County Road Fund	0.00
208 Parks/Recreation Trails Fund.....	0.00
215 Friend of the Court Fund.....	0.00
216 Department Contingency Fund	0.00
220 Local Revenue Sharing Grant Fund.....	9,092.76
225 Recycling Fund	0.00
234 Judicial Technology Fund.....	0.00
235 District Court Services Fund.....	0.00
236 Maintenance of Effort Fund.....	10,266.81
238 Land Bank Authority Fund	159.90
239 NF&W Foundation Grant	0.00
241 AIS Grant Fund.....	0.00
242 Bear Lake Improvement Fund	4,175.00
243 Brownfield Redevelopment Authority Fund	0.00
244 Brownfield Redevelopment-Joslin Cove	0.00
245 Public Improvement Fund.....	0.00
246 Township Improvement Revolving Fund	0.00
251 Capital Improvement Fund	106,115.00
252 PRE Audit Fund.....	0.00
253 Remonumentation Fund.....	15,688.68
254 Medical Care Depreciation Fund	0.00
255 Brownfield Site Assessment Fund	0.00
256 Register of Deeds Automation Fund.....	387.00
257 Budget Stabilization Fund.....	0.00
258 Mounted Search and Rescue.....	0.00
259 Indigent Defense Fund.....	2,316.28
260 Health Insurance Fund	157,116.94
261 9-1-1 Service Fund.....	0.00
262 Dive Equipment Fund	0.00
263 Sheriff's Office Forfeited Assets Fund	0.00
264 Family Counseling Services Fund	0.00
265 Juvenile Drug Court Fund.....	0.00
266 Law Enforcement Training Fund.....	0.00
267 Concealed Pistol Licensing Fund.....	0.00
268 Homeland Security Grant Fund	0.00
269 Law Library Fund	1,549.97
270 Corrections Officer Training Fund	0.00
271 County Library Fund.....	0.00
272 County Library Trust Fund	0.00
274 OHSP Grant Funds	0.00
275 Dial-A-Ride Fund	0.00
276 Forestry Fund	0.00
277 Air Photo Fund.....	0.00
278 LEPC Grant Fund	0.00
279 Economic Development - Housing Fund.....	0.00
280 MSHDA Grant Fund.....	0.00

281 Law Enforcement Technology Fund	0.00
282 Care Act Fund	0.00
283 F.I.A. Benzie County	0.00
284 Community Corrections Fund	0.00
285 Drunk Driving Case Flow Fund.....	0.00
286 Juvenile Intervention Fund	0.00
287 Juvenile Accountability Fund	0.00
290 Department of Human Services Fund.....	0.00
292 Child Care Fund.....	7,686.17
293 Soldiers & Sailors Relief Fund	0.00
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund.....	87,530.12
296 Juvenile Justice Fund	1,250.00
297 Compensated Services Fund	127,321.07
298 County Employee Separation Fund	0.00
299 Unemployment Fund	60.00
356 Fair Board Debt Fund	0.00
360 9-1-1 Expansion Construction Fund	0.00
361 Jail Expansion Construction Fund	0.00
362 Jail Building Bond	0.00
368 Library Loan Fund	0.00
369 Building Authority Debt Fund.....	0.00
370 County Road Building Debt Fund	0.00
461 Building Authority Construction Fund	0.00
462 County Road Construction Fund	0.00
512 Medical Care Facility Fund	0.00
516 Delinquent Tax Revolving Fund.....	564.37
606 Tax Revolving Fund	0.00
609 2009 Tax Revolving Fund	0.00
610 2010 Tax Revolving Fund	0.00
611 2011 Tax Revolving Fund	0.00
612 Delinquent Taxes	0.00
613 2013 Tax Revolving Fund	0.00
614 2014 Tax Revolving Fund	0.00
615 2015 Tax Revolving Fund	0.00
616 2016 Tax Revolving Fund	0.00
617 2017 Tax Revolving Fund	0.00
618 2018 Tax Revolving Fund	0.00
618 2018 Tax Revolving Fund	0.00
619 2019 Tax Revolving Fund	0.00
620 Foreclosure Fund	150.77
701 Trust and Agency	22,066.76
702 OPEB Trust Fund.....	0.00
801 Drain Fund	0.00

Total: \$792,845.57

(includes 2 acct. payable runs; on demand checks): \$137,800.11

Payroll for the period of Jan 6, 2021 thru Feb 1, 2021 + \$578,968.77
(incl. 2 payrolls) and also includes:
Personal Hours Payout - \$34,423.45

Employee Separation

Brian Gutowski (Sheriff's Office) \$11,980.24
James Frost (Jail) \$ 2,204.68
Susan Almy (Prosecuting Attorney) \$ 1,254.43

Total to be Claimed and allowed February 2, 2021 \$1,371,814.34

Moved by Batzer, seconded by Gustad to recommend the approval of the on-demand checks, bills and payroll, be accepted in the amount of \$1,371,814.34; and that the same be placed on file. Ayes: All. Motion Carried.

PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL HOURS

Payment of unused accumulated vacation and personal hours to Tad Schmeling, former Sheriff's Deputy, who resigned from the Sheriff's Office effective January 16, 2021 = \$2,522.36 (Appendix B).

Moved by Batzer, seconded by Gustad to recommend the approval of payment for unused accumulated vacation and personal hours to Tad Schmeling, former Sheriff's Deputy, who resigned from the Sheriff's Office effective January 16, 2021 = \$2,522.36; to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.

COUNTY ADMINISTRATOR CONTIGENCY FUND TRANSFER

Lisa Sagala, Controller/Administrator requested a transfer of funds not to exceed \$14,000 from the County Contingency Fund line item (line item #216 000 390.025) to the Contracted Services-Audit line item # 101 103 800.002, to pay for the OPEB Actuarial Valuation. Sagala explained these funds are for an actuarial funding valuation of the retiree health care benefits. (APPENDIX C)

Moved by Batzer, seconded by Gustad to recommend the approval of a transfer of funds not to exceed \$14,000 from the County Contingency Fund line item (line item #216 000 390.025) to the Contracted Services-Audit line item #101 103 800.002, to pay for the OPEB Actuarial Valuation. Ayes: All. Motion Carried.

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

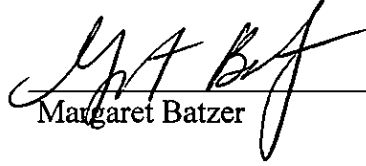
The meeting was adjourned at the Call of the Chair at 9:15 a.m.



Richard Schmidt, Chairperson



Eric Gustad



Margaret Batzer

APPENDIX A

FUND #	FUND NAME	01/06/2021 THRU 02/01/2021	ON DEMAND	TOTAL
101	GENERAL FUND	\$ 231,272.94	\$ 8,075.00	\$ 239,347.94
220	LOCAL REVENUE SHARING GRANT FUND	\$ 9,092.79		\$ 9,092.79
236	MAINTENANCE OF EFFORT FUND	\$ 10,266.81		\$ 10,266.81
238	LAND BANK AUTHORITY FUND	\$ 159.90		\$ 159.90
242	BEAR LAKE IMPROVEMENT FUND	\$ 4,175.00		\$ 4,175.00
251	CAPITAL IMPROVEMENT FUND	\$ 106,115.00		\$ 106,115.00
253	REMONUMENTATION FUND	\$ 15,688.68		\$ 15,688.68
256	REGISTER OF DEEDS AUTOMATION FUND	\$ 387.00		\$ 387.00
259	INDIGENT DEFENSE FUND	\$ 2,316.28		\$ 2,316.28
260	HEALTH INSURANCE FUND	\$ 154,712.90	\$ 2,404.04	\$ 157,116.94
269	LAW LIBRARY FUND	\$ 1,549.97		\$ 1,549.97
292	CHILD CARE FUND	\$ 7,686.17		\$ 7,686.17
295	AIRPORT AUTHORITY FUND	\$ 87,530.12		\$ 87,530.12
296	JUVENILE JUSTICE FUND	\$ 1,250.00		\$ 1,250.00
297	COMPENSATED SERVICES FUND		\$ 127,321.07	\$ 127,321.07
299	UNEMPLOYMENT FUND	\$ 60.00		\$ 60.00
516	DELINQUENT TAX REVOLVING FUND	\$ 564.37		\$ 564.37
620	FORECLOSURE FUND	\$ 150.77		\$ 150.77
701	TRUST AND AGENCY FUND	\$ 22,066.76		\$ 22,066.76

TOTALS \$ 655,045.46 \$ 137,800.11 \$ 792,845.57
 (Includes 2 accounts payable runs; on demand checks)

TOTAL PAYROLL FOR 01/06/21 THRU 02/01/21
 (Includes 2 payrolls) and also includes:
 Personal Hours Payout - \$34,423.45

\$ 578,968.77

Employee Separation

Brian Gutowski (Sheriff's Office) \$11,980.24
 James Frost (Jail) \$2,204.68
 Susan Almy (Prosecuting Attorney) \$1,254.43

GRAND TOTAL

\$ 1,371,814.34

A-2

056203

Vendor: 9999 GRANDVILLE TRAILER

Check #: 00000056203 01/20/21

Date	Invoice	Description/Detail	Amount
	101-682-955.003	CVSF GRANT - EXPENDITURES (TRAILER)	3,850.00

Total: 3,850.00

Vendor: 9999 GRANDVILLE TRAILER

Check #: 00000056203 01/20/21

Date	Invoice	Description/Detail	Amount
	101-682-955.003	CVSF GRANT - EXPENDITURES (TRAILER)	3,850.00

Total: 3,850.00

COUNTY OF MANISTEE - Manistee County Courthouse - Manistee, Michigan 49660

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK



COUNTY OF MANISTEE
MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660

WEST SHORE BANK
LUDINGTON, MICHIGAN
74-829/724

056203

NOT VALID 90 DAYS FROM DATE

Date: 01/20/21

AMOUNT
\$3,850.00

Three Thousand Eight Hundred Fifty and NO/100 Dollars**

PAY

TO THE ORDER OF GRANDVILLE TRAILER
3319 28TH STREET SW
GRANDVILLE MI 49418

COUNTY CLERK

NOT NEGOTIABLE UNLESS SIGNED BY COUNTY TREASURER

COUNTY TREASURER

WARNING: DO NOT CASH UNLESS "ORIGINAL DOCUMENT" APPEARS ON BACK OF CHECK

A-3

056042

Vendor: 9999 NITRO WRAPS

Check #: 00000056042 01/20/21

Date	Invoice	Description/Detail	Amount
	101-682-955.003	CVSF GRANT - EXPENDITURES (TRUCK WRAP)	4,200.00

Total: 4,200.00

Vendor: 9999 NITRO WRAPS

Check #: 00000056042 01/20/21

Date	Invoice	Description/Detail	Amount
	101-682-955.003	CVSF GRANT - EXPENDITURES (TRUCK WRAP)	4,200.00

Total: 4,200.00

COUNTY OF MANISTEE • Manistee County Courthouse • Manistec, Michigan 49660

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK



COUNTY OF MANISTEE
MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660

WEST SHORE BANK
LUDINGTON, MICHIGAN
74-829/724

056042

NOT VALID 90 DAYS FROM DATE

Date: 01/20/21

AMOUNT
\$4,200.00

Four Thousand Two Hundred and NO/100 Dollars**

PAY

TO THE ORDER OF NITRO WRAPS
1238 GARFIELD, SUITE D
TRAVERSE CITY MI 49684

COUNTY CLERK

COUNTY TREASURER

NOT NEGOTIABLE UNLESS SIGNED BY COUNTY TREASURER

WARNING: DO NOT CASH UNLESS "ORIGINAL DOCUMENT" APPEARS ON BACK OF CHECK

A-4

056205

Vendor: 9999 MASON COUNTY CLERK

Check #: 00000056205 01/21/21

Date	Invoice	Description/Detail	Amount
	101-131-606.000	JURY FEES	25.00

Total: 25.00

Vendor: 9999 MASON COUNTY CLERK

Check #: 00000056205 01/21/21

Date	Invoice	Description/Detail	Amount
	101-131-606.000	JURY FEES	25.00

Total: 25.00

COUNTY OF MANISTEE • Manistee County Courthouse • Manistee, Michigan 49660

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK



COUNTY OF MANISTEE
MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660

WEST SHORE BANK
LUDINGTON, MICHIGAN
74-829724

056205

NOT VALID 90 DAYS FROM DATE

Date: 01/21/21

AMOUNT
\$25.00

Twenty-Five and NO/100 Dollars**

PAY

TO THE ORDER OF MASON COUNTY CLERK
304 E. LUDINGTON AVE
LUDINGTON MI 49431

COUNTY CLERK

NOT NEGOTIABLE UNLESS SIGNED BY COUNTY TREASURER

WARNING: DO NOT CASH UNLESS "ORIGINAL DOCUMENT" APPEARS ON BACK OF CHECK

A-5

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 COMMISSIONERS					
101-101-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	COMMISSIONERS LETTER HEAD W/2% DISCOU	97.02	56125
101-101-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	BUSINESS CARDS	79.00	56234
101-101-901.000	ADVERTISING	PIONEER GROUP	CLS BORADS & COMMISSIONS - ADVERTISIH	1,080.00	56129
101-101-901.000	ADVERTISING	LUDINGTON DIALY NEWS,	ADVERTISING - OFFICE/CLERICAL	250.67	56134
101-101-901.000	ADVERTISING	WEST SHORE BANK	ZOOM / INDEED ADVERTISING	68.06	56286
		Total For Dept 101 COMMISSIONERS		1,574.75	
Dept 103 GENERAL SERVICES/CONTINGENCIES					
101-103-727.010	CENTRAL SUPPLY	JACKPINE BUSINESS CENTER	ENVELOPES W/2% DISCOUNT	20.20	56125
101-103-727.010	CENTRAL SUPPLY	JACKPINE BUSINESS CENTER	CENTRAL SUPPLIES W/2% DISCOUNT	46.80	56234
101-103-733.000	COPY SUPPLIES	JACKPINE BUSINESS CENTER	COPY PAPER W2% DISCOUNT	565.51	56125
101-103-800.002	CONTRACTED SERVICES - AUDIT	GABRIDGE & COMPANY, PLC	SINGLE AUDIT YEAR ENDING 09/30/2020	3,000.00	56288
101-103-806.000	ATTORNEY FEES	COHL, STOKER & TOSNEY, P	LEGAL RE: UNION, M.E. ECT. NOV 2020	323.00	56094
101-103-806.000	ATTORNEY FEES	COHL, STOKER & TOSNEY, P	LEGAL RE: UNION, M.E., ECT, DEC 20.20	855.65	56217
101-103-806.000	ATTORNEY FEES	GABRIEL ROBERT MATTICE	CRT APPT ATTY	278.54	56255
101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	CONFLICT ATTORNEY FEES	6,383.75	56104
101-103-806.001	CONFLICT ATTORNEY FEES	GRAFF, GRAFT T HELVESTON	CONFLICT ATTORNEY FEES	5,025.00	56117
101-103-806.001	CONFLICT ATTORNEY FEES	WILLIAM GRANT	CONFLICT ATTORNEY FEES	1,127.50	56119
101-103-806.001	CONFLICT ATTORNEY FEES	GABRIEL ROBERT MATTICE	CONFLICT ATTORNEY FEES	1,617.00	56141
101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	CRT APPT ATTY	522.75	56225
101-103-806.001	CONFLICT ATTORNEY FEES	GRAFF, GRAFT T HELVESTON	CRT APPT ATTY	550.01	56230
101-103-850.000	TELEPHONE	A T & T	231 398-3249 8 ALARM SYSTH	153.22	56258
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	CIRCUIT CRT NOV 20 - BASE &/OR PRINTS	85.82	56200
101-103-930.001	COPIER LEASE PAYMENT	XEROX CORPORATION	BASE &/OR COPIES - PLANNING DEC 20	1,698.29	56289
101-103-930.002	POSTAGE METER LEASE	PITNEY BOWES	LEASE 10/30/20 - 01/29/2021	1,152.51	56162
101-103-967.000	DRAIN PROJECT COST	MANISTEE CO. TREASURER	MCGUINEAS DRAIN ASSESSMENT	664.93	56249
101-103-967.000	DRAIN PROJECT COST	MANISTEE TOWNSHIP	MCGUINEAS DRAIN ASSESSMENT	565.15	56251
		Total For Dept 103 GENERAL SERVICES/CONTINGENCIES		24,635.63	
Dept 131 CIRCUIT COURT					
101-131-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	SUPPLIES	59.99	56079
101-131-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	TONER	233.40	56125
101-131-727.000	OFFICE SUPPLIES	PROFILE	OFFICE SUPPLIES	80.00	56155
101-131-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	SUPPLIES	483.46	56234
101-131-727.001	OFFICE SUPPLIES - PROBATION	XEROX CORPORATION	SUPPLIES - PROBATION	36.69	56200
101-131-736.002	CESF - GRANT EXPENSE	AMAZON CAPITAL SERVICES	IPAD	299.00	56079
101-131-736.002	CESF - GRANT EXPENSE	BENZIE COUNTY	PO# Q-8016012	7,299.00	56080
101-131-802.000	TRANSCRIPTS	JILL M. TOOLEY	TRANSCRIPTS.	66.50	56194
101-131-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	WILLIAM GRANT	COURT APPT ATTORNEY (DECEMBER 2020)	2,642.50	56119
101-131-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	NORTH POINTE LEGAL PLLC	COURT APPT ATTORNEY (DECEMBER 2020)	3,735.00	56178
101-131-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	JOHN SPILLAN	COURT APPT ATTORNEY (DECEMBER 2020)	3,087.50	56187
101-131-805.003	CT. APPT. ATTY. - NEGLECT/ABUSE	JOHN R. BRAKORA, PC	CT. APPT. ATTY	1,975.00	56212
101-131-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	90.29	56202
		Total For Dept 131 CIRCUIT COURT		20,088.33	
Dept 136 DISTRICT COURT					
101-136-603.000	COURT COSTS	MANISTEE CITY POLICE	QUIL/QUID REIMBURSEMENT	270.00	56280
101-136-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	ENVELOPES	278.56	56125
101-136-727.000	OFFICE SUPPLIES	TARGET INFORMATION MANAG	REQUEST & WRIT GARNISHMENTS	113.70	56192
101-136-727.000	DISTRICT COURT	PURE WATER WORKS	RENTAL COOLER/WATER	38.00	56269
101-136-728.000	POSTAGE	RESERVE ACCOUNT	ACCT# 34575944POSTAGE FOR POSTAGE NET	1,000.00	56171
101-136-729.000	BOOK & PERIODICALS	I.C.L.E.	HI MODEL CRIMINAL JURY INSTRUCTIONS	277.00	56124
101-136-729.000	BOOK & PERIODICALS	THOMSON REUTERS - WEST	MONTHLY ASSURED PRINT PRICING CHARGES	563.70	56198

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 136 DISTRICT COURT					
101-136-130.000	EQUIPMENT	REDWOOD TOXICOLOGY	TESTING SUPPLIES	84.24	56272
101-136-804.000	RECORDING SERVICES	LTB COURT RECORDING & TR	RECORDING SERVICES	1,936.54	56132
101-136-804.000	RECORDING SERVICES	LTB COURT RECORDING & TR	COURT RECORDING AND TRANSCRIPTION SER	1,936.54	56244
101-136-811.000	INTERPRETING SERVICES	FIDELITY LANGUAGE RESOUR	INTERPRETING SERVICES	60.00	56108
101-136-811.000	INTERPRETING SERVICES	MAURICIO FERNANDEZ DE CO	TRANSLATION SERVICES	120.00	56152
101-136-811.002	INDIGENT SCREENING FEES	OPEN DOOR ASSESSMENTS, L	INDIGENT CRT SCREENINGS	300.00	56164
101-136-811.002	INDIGENT SCREENING FEES	OPEN DOOR ASSESSMENTS, L	INDIGENT SCREENING FEES	75.00	56268
101-136-850.000	TELEPHONE	HON. THOMAS BRUNNER	CELLPHONE REIMBURSEMENT	45.00	56213
101-136-850.000	TELEPHONE	CLAYTON KELLEY	CELLPHONE/EFAX REIMBURSEMENT	70.27	56241
101-136-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	67.72	56282
101-136-955.001	MISC EXP-DWI SOBRIETY COURT	HOUSE ARREST SERVICES, I	SOBER LINK SERVICES	1,220.00	56122
101-136-955.001	MISC EXP-DWI SOBRIETY COURT	AMANDA KOON	SOBRIETY COURT PEER COACH	176.25	56173
101-136-955.001	MISC EXP-DWI SOBRIETY COURT	AMANDA KOON	SOBRIETY CRT PEER COACH	191.25	56274
101-136-955.001	MISC EXP-DWI SOBRIETY COURT	SMART START	BREATH CHECK SERVICES	247.50	56281
Total For Dept 136 DISTRICT COURT				9,071.27	
Dept 141 FRIEND OF THE COURT					
101-141-727.000	OFFICE SUPPLIES	MANISTEE CO. CLERK	NOTARY - CAROL BENITEZ	20.00	56138
101-141-727.000	OFFICE SUPPLIES	MCCARDEL WATER CONDITION	OCTOBER BOTTLED WATER	75.75	56149
101-141-727.000	FRIEND OF THE COURT	PURE WATER WORKS	WATER COOLER RENTAL	10.50	56168
101-141-727.000	OFFICE SUPPLIES	STATE OF MICHIGAN	NOTARY - RACHEL WITTLIEFF	10.00	56188
101-141-727.000	OFFICE SUPPLIES	STATE OF MICHIGAN	NOTARY - CAROL BENITEZ	10.00	56189
101-141-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	BINDERS AND DIVIDERS	110.30	56234
101-141-728.000	POSTAGE	BENZIE COUNTY CLERK	BENZIE FOC POSTAGE DECEMBER 2020	148.20	56081
101-141-728.000	POSTAGE	RACHEL WITTLIEFF	REIMBURSEMENT FOR POSTAGE	27.95	56199
101-141-801.000	FAMILY COUNSEL(CUSTODY/VISITATI	MICHAEL C. ELMORE	MEDIATION SERVICES	600.00	56106
101-141-801.000	FAMILY COUNSEL(CUSTODY/VISITATI	SUSANNE E. GLYNN	DECEMBER 2020 - MEDIATION SERVICES	550.00	56115
101-141-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	101.58	56282
101-141-860.000	TRAVEL	COHIE KRUSHIAK	MILEAGE REIMBURSEMENT	193.38	56131
101-141-931.000	EQUIPMENT REPAIRS & MAINTENANCE	XEROX CORPORATION	METER USAGE 11/21/20 - 12/21/20	261.96	56289
Total For Dept 141 FRIEND OF THE COURT				2,119.62	
Dept 142 CIRCUIT COURT - JUVENILE DIVISION					
101-142-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	158.01	56282
101-142-860.000	TRAVEL	CAMERON CLARK	DECEMBER REIMBURSEMENTS MILEGE/PHONE	301.89	56086
101-142-861.000	STAFF DEVELOPMENT	M.A.F.C.A.	2021 MEMBERSHIP - CAMERON CLARK	150.00	56145
Total For Dept 142 CIRCUIT COURT - JUVENILE DIVISION				609.90	
Dept 144 JURY COMMISSION					
101-144-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	JURY BOARD ENVELOPES	182.00	56125
101-144-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	IMAGING UNIT - LIRDSEY	82.97	56234
Total For Dept 144 JURY COMMISSION				264.97	
Dept 148 PROBATE COURT					
101-148-729.000	BOOK & PERIODICALS	I.C.L.E.	BOOKS AND PERIODICALS	138.50	56124
101-148-805.000	COURT APPOINTED ATTORNEYS	NICHOLAS BROWN LAW, PLLC	JAN 2021 - CONTRACT	700.00	56089
101-148-805.000	COURT APPOINTED ATTORNEYS	WILLIAM GRANT	JAN 2021 - CONTRACT	700.00	56119
101-148-805.000	COURT APPOINTED ATTORNEYS	GABRIEL ROBERT MATTHEW	JAN 2021 - CONTRACT	700.00	56141
101-148-805.003	CT. APPT. ATTY. - NON CONTRACT	KRISTAH A. NENHOUSE	ATTORNEY FEES	110.00	56175
101-148-805.003	CT. APPT. ATTY. - NON CONTRACT	NICHOLAS BROWN LAW, PLLC	APPT. ATTY NON CONTRACT	447.18	56214
101-148-809.002	DD EVALUATIONS	CENTRA WELLNESS NETWORK	PSYCHOLOGICAL TESTING	350.00	56139
101-148-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	79.00	56282



GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 148 PROBATE COURT					
Total For Dept 148 PROBATE COURT				3,224.68	
Dept 172 ADMINISTRATOR/CONTROLLER					
101-172-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	3' & 2' RING BINDERS	89.55	56079
101-172-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	BINDERS W24 DISCOUNT	134.45	56125
101-172-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	PRINTER	265.97	56234
101-172-728.000	POSTAGE	RESERVE ACCOUNT	POSTAGE METER REIMBURSEMENT	3,082.20	56270
101-172-729.000	PERIODICALS & PRINTING	JACKPINE BUSINESS CENTER	TIME SHEETS W24 DISCOUNT	339.08	56125
101-172-800.012	CONTRACTED - MMOO EXPENSES	DISTRICT HEALTH DEPARTMENT	MMOO GRANT EXPENSES 10/01/20 - 12/31/	27.55	56247
101-172-810.000	COMPUTER PROGRAMMING	WEST SHORE BANK	ZOOM / INDEED ADVERTISING	190.19	56286
101-172-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	169.29	56282
Total For Dept 172 ADMINISTRATOR/CONTROLLER				4,298.28	
Dept 215 COUNTY CLERK					
101-215-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	BD SESSION NOTEPADS	52.00	56125
101-215-727.000	COUNTY CLERK	PURE WATER WORKS	WATER COOLER RENTAL	21.00	56168
101-215-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	OFFICE SUPPLIES	89.89	56234
101-215-728.000	POSTAGE	RESERVE ACCOUNT	ACCT# 34575944POSTAGE FOR POSTAGE NET	1,000.00	56171
101-215-812.000	DUES AND FEES	MICHIGAN ASSOC. OF COUNT	MACC SPRING REGISTRATION FEE	50.00	56257
101-215-812.000	DUES AND FEES	UNITED COUNTY OFFICERS A	UCOF 2021 MEMBERSHIP DUES	110.00	56283
101-215-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	45.14	56282
101-215-860.000	TRAVEL	LINDSEY MARQUARDT	MILEAGE REIMBURSEMENT	21.84	56157
Total For Dept 215 COUNTY CLERK				1,389.87	
Dept 228 INFORMATION TECHNOLOGY					
101-228-730.000	EQUIPMENT	CIVICPLUS	REDESIGN COUNTY WEBSITE	6,267.69	56093
101-228-730.000	EQUIPMENT	PROVANTAGE LLC	REPLACEMENT SPARE DRIVE FOR COMPUTER	426.84	56167
101-228-730.000	EQUIPMENT	CDW-G	NETWORK ADAPTER FOR REMOTE WORK	549.84	56215
101-228-800.000	CONTRACTED SERVICES	GORDON MCLELLAN, III.	CONTRACTED SERVICES 12/14/20 - 01/08/	2,205.00	56142
101-228-800.000	CONTRACTED SERVICES	GORDON MCLELLAN, III.	CONTRACTED SERVICES 1/11/21 - 01/22/2	2,030.00	56256
101-228-831.001	SOFTWARE CONTRACTS - COURTS	JUDICIAL MANAGEMENT SYST	ANNUAL SOFTWARE SUPPORT FEE (DISTRICT	15,081.00	56240
101-228-850.000	TELEPHONE	A T & T	231 398-2831 240 5 PANIC BUTTON	46.51	56258
101-228-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	79.00	56282
Total For Dept 228 INFORMATION TECHNOLOGY				26,685.88	
Dept 253 TREASURER					
101-253-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	STAPLER, CALENDARS	93.43	56125
101-253-728.000	POSTAGE	RESERVE ACCOUNT	ACCT# 34575944POSTAGE FOR POSTAGE NET	1,000.00	56171
101-253-812.000	DUES AND FEES	MICHIGAN ASSOC. COUNTY T	2021 MACT MEMBERSHIP DUES	200.00	56143
101-253-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	33.86	56282
101-253-861.000	STAFF DEVELOPMENT	MICHIGAN STATE UNIVERSIT	PROPERTY VALUE 01/10/21 WEBINAR	135.00	56147
101-253-861.000	STAFF DEVELOPMENT	WEST SHORE BANK	TRUCK TOPPER/BOOKS & GUIDES/ ADOBE	165.80	56286
Total For Dept 253 TREASURER				1,628.09	
Dept 257 EQUALIZATION					
101-257-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	OFFICE SUPPLIES	69.97	56125
101-257-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	100.89	56209
101-257-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	OFFICE SUPPLIES	67.40	56234
101-257-728.000	POSTAGE	RESERVE ACCOUNT	ACCT# 34575944POSTAGE FOR POSTAGE NET	1,000.00	56171
101-257-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	56.43	56282
101-257-861.000	STAFF DEVELOPMENT	N.W. MICHIGAN ASSESSORS	HMMA DUES	50.00	56158
101-257-861.000	STAFF DEVELOPMENT	STATE OF MICHIGAN	MCAO DEPOSIT CLASS-SOBASKI / MALKOWSK	100.00	56191
Total For Dept 257 EQUALIZATION				1,443.69	

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Fund 101 GENERAL FUND					
Dept 262 ELECTIONS					
101-262-727.000	OFFICE/ELECTION SUPPLIES	ELECTION SOURCE	ELECTION SUPPLIES - ARCADIA TWP	10,393.25	56227
101-262-727.000	OFFICE/ELECTION SUPPLIES	PRINTING SYSTEMS, INC	ELECTION SUPPLIES	201.40	56230
Total For Dept 262 ELECTIONS				10,594.65	
Dept 265 BUILDING AND GROUNDS					
101-265-743.000	GAS AND OIL	FUELMAN	BG167973, FLEET #171260 DEC 2020	33.44	56110
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES	GILL-ROY'S HARDWARE	MAN016 - SUPPLIES	66.92	56111
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES	MARK'S PLUMBING PARTS	NEW MOP SINK (PLANNING)	397.08	56153
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES	STAFFORD-SMITH, INC.	REPAIR PARTS FOR KITCHEN SINK	113.37	56186
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES	WARR HARDWARE	#675 SUPPLIES	9.16	56196
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES	MARK'S PLUMBING PARTS	NEW MOP SINK FOR PLANNING BUILDING	237.03	56267
101-265-776.000	CUSTOMER #881446	RICHOLS PAPER & SUPPLY C	CLEANING SUPPLIES / DISINFECTANT	218.08	56156
101-265-776.000	CUSTODIAL SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES	337.76	56166
101-265-830.000	SHOW REMOVAL SERVICES	GRIMM'S SHOW REMOVAL, LL	DEC 2020 - PLOWING & SALTING @ HEALTH	1,355.00	56120
101-265-850.000	TELEPHONE	JAMES APPELDOORN IV	JAN 2021 - PHONE REIMBURSEMENT	25.00	56208
101-265-850.000	TELEPHONE	DANIEL JONES	JAN 2021 - PHONE REIMBURSEMENT	25.00	56224
101-265-850.000	TELEPHONE	BRIAN RICHMOND	PHONE REIMBURSEMENT	25.00	56273
101-265-860.000	TRAVEL	BRUCE A. SCHINKE	JAN 2021 - PHONE REIMBURSEMENT	25.00	56278
101-265-920.000	UTILITIES	CONSUMERS ENERGY	1000 0006 7197 - JAN 2021	32.72	56097
101-265-920.000	UTILITIES	CONSUMERS ENERGY	1000 0010 7761 JAN 2021	2,944.94	56099
101-265-920.000	UTILITIES	DTE ENERGY	9100 211 9823 9	3,598.25	56144
101-265-920.000	UTILITIES	CONSUMERS ENERGY	1000 0010 7761 - JAN 2021	3,313.76	56219
101-265-920.000	UTILITIES	DTE ENERGY	1000 282 2469 9 AIRPORT 01/2021	417.35	56262
101-265-920.001	UTILITIES-HEALTH DEPARTMENT	DTE ENERGY	9100 2119836 1 (385 3RD ST)	327.38	56144
101-265-920.001	UTILITIES-HEALTH DEPARTMENT	REPUBLIC SERVICES #239	ACCT# 3-0239-0034399 - DUMPSTER	60.71	56184
101-265-920.001	UTILITIES-HEALTH DEPARTMENT	CONSUMERS ENERGY	1000 3998 1175 HEALTH DEPT. JAN 2021	513.84	56220
101-265-920.002	UTILITIES (395 THIRD)	CONSUMERS ENERGY	1030 0626 8637 (395 3RD ST) JAN 2021	25.26	56096
101-265-920.002	UTILITIES (395 THIRD)	CONSUMERS ENERGY	1030 0626 8454 (395 3RD ST) JAN 2021	331.49	56096
101-265-920.002	UTILITIES (395 THIRD)	DTE ENERGY	9100 343 3424 3 (395 3RD ST)	265.97	56144
101-265-920.002	UTILITIES (395 THIRD)	REPUBLIC SERVICES #239	ACCT# 3-0239-0034399 - DUMPSTER	60.71	56184
101-265-920.002	UTILITIES (395 THIRD)	CONSUMERS ENERGY	1030 0626 8454 (395 3RD ST) JAN 21	406.41	56219
101-265-930.001	COURTHOUSE CONTRACTUAL REPAIRS	ALLEN SUPPLY	PD FRONT DOOR LOCK REPLACEMENT	540.10	56073
101-265-930.001	COURTHOUSE CONTRACTUAL REPAIRS	CUSTOM SHEET METAL & HEA	MAINTENANCE AGREEMENT - HEATING OUTLI	1,101.13	56101
101-265-930.001	COURTHOUSE CONTRACTUAL REPAIRS	PARADIGM ELECTRIC	CHANGE 15 AMP TO 20AMP	150.00	56182
101-265-930.002	JAIL CONTRACTUAL REPAIRS	GUENTHER CONSTRUCTION LL	REC. CENTER CEILING REPAIR (SHERIFF'S	2,245.00	56105
101-265-930.002	JAIL CONTRACTUAL REPAIRS	PARADIGM ELECTRIC	REPAIR TO BLOCK DOOR MOTOR	360.00	56182
101-265-930.002	JAIL CONTRACTUAL REPAIRS	HURST MECHANICAL	REPLACE & LABOR FOR NEW GARBAGE DISPO	4,582.96	56183
101-265-930.002	JAIL CONTRACTUAL REPAIRS	CUSTOM SHEET METAL & HEA	S/C CALL - REPLACE BAD T-STAT AT JAIL	387.16	56221
101-265-930.002	JAIL CONTRACTUAL REPAIRS	GHR SERVICE	SERVICE #2 DRYER	272.80	56229
101-265-930.005	HEALTH DEPT. CONTRACTUAL REPAIR	BARREY'S SEWER & DRAIN C	SEWER INSPECTION @ 385 3RD STREET	250.00	56107
101-265-930.009	ENERGY SAVING IMPROVEMENTS	PARADIGM ELECTRIC	NEW LED LIGHTS OUTSIDE HEALTH DEPT	567.00	56182
Total For Dept 265 BUILDING AND GROUNDS				23,722.80	
Dept 267 PROSECUTING ATTORNEY					
101-267-727.000	OFFICE SUPPLIES	JACKPIHE BUSINESS CENTER	OFFICE STAMP	79.95	56125
101-267-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	BLUE FOLDERS	115.19	56209
101-267-727.000	OFFICE SUPPLIES	JACKPIHE BUSINESS CENTER	FELONY FOLDERS	46.99	56234
101-267-736.002	CESF - GRANT EXPENSE	PROVANTAGE LLC	HP LASER JET PRO	597.00	56167
101-267-800.001	PROFESSIONAL SERVICES	REIX INC. DBA LEXISNEXIS	PERIOD CHARGES FOR DECEMBER 2020	132.00	56084
101-267-802.000	TRANSCRIPTS	LTB COURT RECORDING & TR	DISTRICT CRT TRANSCRIPT	42.30	56132
101-267-812.000	DUES AND FEES	PNM	2021 ELECTRONIC VERSION OF WARRANT MA	100.00	56271
101-267-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #3945	158.01	56282
101-267-850.000	TELEPHONE	WORLDWIDE	MOBILE BUNDLES	157.70	56282

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Fund 101 GENERAL FUND					
Dept 267 PROSECUTING ATTORNEY					
101-267-931.000	EQUIPMENT REPAIRS & MAINTENANCE	XEROX CORPORATION	LEASE JANUARY 2021	146.18	56289
Total For Dept 267 PROSECUTING ATTORNEY				1,571.32	
Dept 268 REGISTER OF DEEDS					
101-268-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	33.86	56287
Total For Dept 268 REGISTER OF DEEDS				33.86	
Dept 301 SHERIFF					
101-301-716.018	LEGAL REPRESENTATION PLAN	POLC LEGAL SERVICE PLAN	LEGAL SERVICE PLAN - JANUARY 2021 (32	160.00	56170
101-301-727.000	OFFICE SUPPLIES	GILL-ROY'S HARDWARE	SINGLE/DOUBLE CUT KEY	6.97	56112
101-301-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	NEW SHERIFF STATIONARY	846.07	56125
101-301-727.000	OFFICE SUPPLIES	WEST SHORE BANK	BUSINESS CARDS/CARD COVERS/GALL'S	222.72	56286
101-301-736.002	CESE - GRANT EXPENSE	CHARN-TEX	DIAL SOAP	188.80	56092
101-301-736.002	CESE - GRANT EXPENSE	BOB BARKER COMPANY, INC.	GLOROX WIPES/HAND SANITIZER	540.47	56210
101-301-736.002	CESE - GRANT EXPENSE	DASH MEDICAL GLOVES	VITALGARD NITRILE EXAM GLOVES	1,089.50	56226
101-301-742.000	UNIFORMS - OFFICERS & DEPUTYS	WEST SHORE BANK	BUSINESS CARDS/CARD COVERS/GALL'S	24.59	56286
101-301-743.000	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	DEC 2020 - FUEL	1,055.99	56211
101-301-743.000	GASOLINE AND OIL	WEST SHORE BANK	FUEL/MEALS/WIPER BLADES	37.26	56286
101-301-850.000	TELEPHONE	A T & T	JAN 2021 - 1498 FAX	111.68	56258
101-301-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	578.98	56282
101-301-851.000	RADIO MAINTENANCE	VERIZON WIRELESS	ACCT# 683748977-0001	262.73	56285
101-301-862.000	OFFICER AND DEPUTY MEALS	TELE-RAD, INC.	REMOVE RADIO FROM FORMER SHERIFF'S TR	240.00	56193
101-301-931.001	AUTO REPAIRS & MAINTENANCE	WEST SHORE BANK	FUEL/MEALS/WIPER BLADES	21.67	56286
101-301-931.001	AUTO REPAIRS & MAINTENANCE	AUTO-WARES GROUP	RAIN X2 18" 1	97.92	56076
101-301-931.001	AUTO REPAIRS & MAINTENANCE	WEST SHORE BANK	FUEL/MEALS/WIPER BLADES	29.66	56286
Total For Dept 301 SHERIFF				5,515.01	
Dept 331 MARINE PATROL					
101-331-931.001	AUTO REPAIRS & MAINTENANCE	MANISTEE TIRE SERVICE	5116 - 4 NEW TIRES	592.90	56250
101-331-956.000	PATROL CRAFT EXPENDITURES	ONEKAMA MARINE, INC.	REMOVE & REPLACE STREBRO OSCILLATING F	86.00	56161
Total For Dept 331 MARINE PATROL				678.90	
Dept 332 SHOWMOBILE PATROL					
101-332-743.000	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	DEC 2020 - FUEL	139.54	56211
Total For Dept 332 SHOWMOBILE PATROL				139.54	
Dept 335 K-9 UNIT					
101-335-743.000	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	DEC 2020 - FUEL	181.91	56211
Total For Dept 335 K-9 UNIT				181.91	
Dept 351 JAIL					
101-351-727.002	MISC. SUPPLIES	AUTO-WARES GROUP	DISP RESP / BANICKI	37.29	56076
101-351-727.002	MISC. SUPPLIES	GLOBAL EQUIPMENT CO. INC	REPLACEMENT SWING GATE LOCKS	150.40	56116
101-351-760.000	PRISONER MEDICAL	ALL ACCESS CARE PLLC	INMATE HEALTHCARE CONTRACT 12/01-12/3	11,367.29	56071
101-351-760.000	PRISONER MEDICAL	CORRECTIONAL RECOVERY	PAID CLAIMS - JAIL RECOVER FEES	375.42	56218
101-351-810.000	COMPUTER PROGRAMMING	ID NETWORKS	ANNUAL SERVICE MAINTENANCE FEE	4,495.00	56121
101-351-810.000	COMPUTER PROGRAMMING	ID NETWORKS	ANNUAL SERVICE MAINTENANCE FEE	2,482.00	56232
101-351-814.000	PRISONER MEALS	CAITEEN SVCS. OF NORTHER	INMATE MEALS 11/29/20-12/05/20	5,926.68	56148
101-351-814.000	PRISONER MEALS	CAITEEN SVCS. OF NORTHER	INMATE MEALS 1/03/21 - 1/09/21	2,510.46	56265
101-351-830.000	SNOW REMOVAL	GRIMM'S SNOW REMOVAL, LL	DEC 2020 - PLOWING & SALTING @ JAIL	920.00	56120
101-351-850.000	TELEPHONE	VERIZON WIRELESS	ACCT# 683748977-0001	37.15	56285
101-351-920.000	UTILITIES	CONSUMERS ENERGY	1000 1826 8558 - HCSO SIGH	50.42	56160
101-351-920.000	UTILITIES	MANISTEE TOWNSHIP	11/14/20-12/14/20 - BILLING ACCT# 003	1,402.19	56140

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Fund 101 GENERAL FUND					
Dept 351 JAIL					
101-351-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES - JAIL	3,887.97	56219
101-351-920.000	UTILITIES	OTE ENERGY	UTILITIES 12/8/20 - 01/07/21	1,514.18	56261
101-351-930.005	GARBAGE COLLECTION	REPUBLIC SERVICES #239	3-0239-0000437 - DECEMBER 2020	495.61	56195
		Total For Dept 351 JAIL		35,652.10	
Dept 421 EMERGENCY MANAGEMENT					
101-421-850.000 TELEPHONE					
		AT&T MOBILITY	ACCT# 287297517274	49.19	56260
		Total For Dept 421 EMERGENCY MANAGEMENT		49.19	
Dept 430 ANIMAL CONTROL					
101-430-728.000	POSTAGE	RESERVE ACCOUNT	ACCT# 34575944POSTAGE FOR POSTAGE MET	109.00	56171
101-430-743.000	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	DEC 2020 - FUEL	143.49	56211
101-430-850.000	TELEPHONE	A T & T	JAN 2021 - ACO PHONE	48.74	56258
101-430-850.000	TELEPHONE	A T & T LONG DISTANCE	231-723-1498 - TELEPHONE	1.01	56259
101-430-850.000	TELEPHONE	VERIZON WIRELESS	ACCT# 683748977-0001	36.01	56285
101-430-940.000	REHT	MANISTEE CO. HUMANE SOCI	FEB 2021 - CONTRACT	3,416.67	56248
		Total For Dept 430 ANIMAL CONTROL		3,745.92	
Dept 648 MEDICAL EXAMINER					
101-648-727.000	MISC. SUPPLIES	JACKPINE BUSINESS CENTER	INK CARTRIDGES W21 DISCOUNT	156.76	56125
101-648-837.000	AUTOPSY/TOXIC./LAB FEES	NCLAREN MEDICAL LABORATO	LAB FEES	2,121.00	56254
		Total For Dept 648 MEDICAL EXAMINER		2,277.76	
Dept 682 VETERANS AFFAIRS					
101-682-955.003	CVSF GRANT - EXPENDITURES	WEST SHORE BANK	TRUCK TOPPER/BOOKS & GUIDES/ ADOBE	1,919.00	56286
		Total For Dept 682 VETERANS AFFAIRS		1,919.00	
Dept 721 PLANNING					
101-721-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	BUSINESS CARDS	147.46	56234
101-721-800.000	CONTRACTED SERVICES (SOIL EROSI	MICHAEL J. SOLOMON	CONTRACT SOIL EROSION WORK	743.19	56279
101-721-810.000	COMPUTER PROGRAMMING	WEST SHORE BANK	TRUCK TOPPER/BOOKS & GUIDES/ ADOBE	180.13	56286
101-721-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT #9945	56.43	56282
		Total For Dept 721 PLANNING		1,127.21	
Dept 851 INSURANCE AND BONDS					
101-851-911.000	LIABILITY INSURANCE	M.N.R.-M.A.	PROP/LIAB. GENERAL FUND CONTRIBUTION	461.00	56264
		Total For Dept 851 INSURANCE AND BONDS		461.00	
Dept 957 APPROPRIATIONS					
101-957-969.002	APPROPRIATIONS - DISTRICT HEALT	DISTRICT HEALTH DEPARTME	JANUARY 2021 - APPROPRIATIONS	13,088.83	56247
101-957-969.006	APPROPRIATIONS - CENTRA WELLES	CENTRA WELNESS NETWORK	JAN 2021 - APPROPRIATIONS	14,337.58	56246
101-957-969.014	APPROPRIATIONS-SUBSTANCE ABUSE-	NORTHERN MICHIGAN REGION	CFD FUNDS - LIQUOR TAX 4TH QRT 2020	10,763.40	56159
101-957-969.026	APPROPRIATIONS - NETWORKS NORT	NETWORKS NORTHWEST	FY 20/21 APPROPRIATION	4,174.00	56160
101-957-969.028	APPROPRIATIONS - AREA AGENCY ON	AREA AGENCY ON AGING ON	2021 LOCAL SUPPORT	4,203.00	56293
		Total For Dept 957 APPROPRIATIONS		46,566.81	
Fund 225 RECYCLING FUND					
Dept 000 GENERAL					
225-000-800.000	CONTRACTED SERVICES	AREA 31 RECYCLING & DISP	RECYCLING SERVICES - DECEMBER 2020	4,688.39	56075
225-000-800.000	CONTRACTED SERVICES	THE F.P. HORAK COMPANY	BIN LABELS	459.40	56202
225-000-800.000	CONTRACTED SERVICES	KEMWELL PRINT & MARKETIN	RAUNER	65.00	56292
225-000-800.000	RECYCLING STFF MONITOR - MADIE	MARISSA SMITH	RECYCLING STFF MONITOR - DICKSON	40.00	56081
		Total For Fund 101 GENERAL FUND		231,272.94	

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Fund 225 RECYCLING FUND					
Dept 000 GENERAL					
225-000-800.001	RECYCLING SITE MONITOR - MAPLE	ERSIE SCHMIDT	RECYCLING SITE MONITOR - MAPLE GROVE	80.00	56103
225-000-800.001	PROFESSIONAL SERVICES	IRIS WASTE DIVERSION SPE	RECYCLING EDUCATION (11/29-01/02/21)	3,000.00	56137
225-000-800.001	RECYCLING SITE MONITOR - SPRING	MICHAEL J. LONGO	RECYCLING SITE MONITOR - SPRINGDALE &	80.00	56175
225-000-800.001	RECYCLING SITE MONITOR - ARCADI	JAMES M. ROBINSON	RECYCLING SITE MONITOR - CHEKAMA/ARCA	200.00	56177
225-000-800.001	RECYCLING SITE MONITOR - BROWN	MICHELLE PIENTA	RECYCLING SITE MONITOR - BROWN TWP	40.00	56216
225-000-800.001	PROFESSIONAL SERVICES	CARLISSA SMITH	RECYCLING SITE MONITOR - DICKSON	40.00	56223
225-000-800.001	PROFESSIONAL SERVICES	ERSIE SCHMIDT	RECYCLING SITE MONITOR - MAPLE GROVE	80.00	56245
225-000-800.001	RECYCLING SITE MONITOR - SPRING	MICHAEL J. LONGO	RECYCLING SITE MONITOR - CLEOM/SPRING	80.00	56275
225-000-800.001	RECYCLING SITE MONITOR - ARCADI	JAMES M. ROBINSON	RECYCLING SITE MONITOR - CHEKAMA/ARCA	200.00	56277
225-000-800.001	RECYCLING SITE MONITOR - BROWN	MICHELLE PIENTA	RECYCLING SITE MONITOR - BROWN TWP	40.00	
		Total For Dept 000 GENERAL		9,092.79	
		Total For Fund 225 RECYCLING FUND		9,092.79	
Fund 236 MAINTENANCE OF EFFORT FUND					
Dept 000 GENERAL					
236-000-995.000	MISC. EXPENSE		MOE 12/01/2020-12/31/2020	10,266.81	56190
		Total For Dept 000 GENERAL		10,266.81	
		Total For Fund 236 MAINTENANCE OF EFFORT FUND		10,266.81	
Fund 238 LAND BANK AUTHORITY FUND					
Dept 000 GENERAL					
238-000-995.000	MISC. EXPENSE		BEAR LAKE TOWNSHIP TREAS WINTER 2020 TAXES	159.90	56097
		Total For Dept 000 GENERAL		159.90	
		Total For Fund 238 LAND BANK AUTHORITY FUND		159.90	
Fund 242 BEAR LAKE IMPROVEMENT FUND					
Dept 000 GENERAL					
242-000-800.001	PROFESSIONAL SERVICES		RESTORATIVE LAKE SCIENCE PROF. SERVICES 1ST QRT	3,375.00	56172
242-000-995.000	MISC. EXPENSE		PLM LAKE & LAND NAVAGENE 2021 PERMIT APPLICATION	800.00	56174
		Total For Dept 000 GENERAL		4,175.00	
		Total For Fund 242 BEAR LAKE IMPROVEMENT FUND		4,175.00	
Fund 251 CAPITAL IMPROVEMENT FUND					
Dept 000 GENERAL					
251-000-969.011	MISC. RENOVATIONS		LAKESHORE CONSTRUCTION G SHORING & FOUNDATION REPAIR AT 385 JR	106,115.00	56243
		Total For Dept 000 GENERAL		106,115.00	
		Total For Fund 251 CAPITAL IMPROVEMENT FUND		106,115.00	
Fund 253 REMONUMENTATION FUND					
Dept 000 GENERAL					
253-000-825.001	CONTRACTED SERVICES - RESEARCH	PAPIHEAU P.C. - LAND SUR	LAND SUR SURVEY RESEARCH	15,688.68	56197
		Total For Dept 000 GENERAL		15,688.68	
		Total For Fund 253 REMONUMENTATION FUND		15,688.68	
Fund 256 REGISTER OF DEEDS AUTOMATION FUND					
Dept 000 GENERAL					
256-000-800.000	CONTRACTED SERVICES	COTT SYSTEMS INC	SITE MAINTENANCE	150.00	56109
256-000-800.000	CONTRACTED SERVICES	MICHIGAN ASSOC. OF REG.	MEMBERSHIP DUES 2021	237.00	56145

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 DB: Manistee

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY
 EXP CHECK RUN DATES 01/05/2021 - 02/01/2021
 BOTH JOURNALIZED AND UNJOURNALIZED

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Amount Check #

Vendor Invoice Description

Invoice Line Desc

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 256 REGISTER OF DEEDS AUTOMATION FUND					
Dept 000 GENERAL					
Total For Dept 000 GENERAL				387.00	
Fund 259 INDIGENT DEFENSE FUND					
Dept 000 GENERAL					
Total For Fund 256 REGISTER OF DEEDS AUTOMATION FUND				387.00	
259-000-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	CALENDARS / SCISSORS	52.75	56125
259-000-727.000	OFFICE SUPPLIES	MCCARDEL WATER CONDITION	BOTTLED WATER	98.25	56149
259-000-727.000	OFFICE SUPPLIES	MANAGON CAPITAL SERVICES	FLASH DRIVES	80.88	56209
259-000-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	LABELS/FACE MASKS/LEGAL PADS	343.58	56234
259-000-727.000	OFFICE SUPPLIES	XEROX CORPORATION	METER USAGE 12/01/20 - 01/01/21	214.37	56289
259-000-728.000	POSTAGE	BENZIE COUNTY CLERK	BENZIE POSTAGE	44.65	56081
259-000-728.000	POSTAGE	JULIE MODJESKI	PRIORITY POSTAGE	31.20	56151
259-000-729.000	BOOK & PERIODICALS	THOMSON REUTERS - WEST	JANUARY 21 - MI COURT RULE 4 SENTENCI	102.60	56198
259-000-733.000	COPY SUPPLIES	JANE JOHNSON	FILLING FEE FOR COA	375.00	56239
259-000-735.000	SOFTWARE PURCHASES	JUSTICE WORKS	7-USERS NOVEMBER 2020	175.00	56130
259-000-800.000	CONTRACTED SERVICES-INVESTIGATO	GRAND SLAM INVESTIGATION	INVESTIGATION	90.00	56118
259-000-800.000	CONTRACTED SERVICES-INVESTIGATO	GRAND SLAM INVESTIGATION	INVESTIGATION	370.80	56231
259-000-850.000	TELEPHONE	VERIZON WIRELESS	4-CELLULAR PHONES	203.28	56195
259-000-860.000	TRAVEL	JULIE MODJESKI	MILEAGE REIMBURSEMENT	73.92	56266
259-000-861.000	STAFF DEVELOPMENT	DAVID HUFT	REIMBURSEMENT FOR WEBINAR	60.00	56233
Total For Dept 000 GENERAL				2,316.28	
Total For Fund 259 INDIGENT DEFENSE FUND				2,316.28	
Fund 260 HEALTH INSURANCE FUND					
Dept 000 GENERAL					
260-000-716.004	LIFE INSURANCE	MADISON NATIONAL LIFE IN	LIFE INS./STD/ADD - FEBRUARY 2021	314.91	56253
260-000-716.005	STD INSURANCE	MADISON NATIONAL LIFE IN	LIFE INS./STD/ADD - FEBRUARY 2021	4,998.22	56253
260-000-717.000	HEALTH INSURANCE PREMIUMS - ADM	44 NORTH	JAN 2021 - VSP, HRA/FLEX, COBRA ECT BU	6,246.92	56206
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	AMA INSURANCE AGENCY, IN	RETIREE'S MEDICAL INSURANCE - JAN 202	7,117.00	56072
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	BLUE CROSS BLUE SHIELD O	007016448710 0004 - FEBRUARY 2021	129,651.85	56088
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	AMA INSURANCE AGENCY, IN	FEB 2021 - RETIREE'S MEDICAL INSURANC	6,186.00	56207
260-000-717.004	LIFE INSURANCE PREMIUM	TGG SOLUTIONS	LIFE INS. PREMIUM 02/01-02/28/21	298.00	56165
Total For Dept 000 GENERAL				154,712.90	
Total For Fund 260 HEALTH INSURANCE FUND				154,712.90	
Fund 269 LAW LIBRARY FUND					
Dept 000 GENERAL					
269-000-729.000	BOOK & PERIODICALS	BANKS & JORDAN LAW PUBLI	LAW LIBRARY	232.25	56077
269-000-729.000	BOOK & PERIODICALS	RELX INC. DBA LEXISNEXIS	LAW LIBRARY	572.00	56082
269-000-729.000	BOOK & PERIODICALS	RELX INC. DBA LEXISNEXIS	LAW LIBRARY	264.00	56083
269-000-729.000	BOOK & PERIODICALS	RELX INC. DBA LEXISNEXIS	LAW LIBRARY	204.72	56085
269-000-729.000	BOOK & PERIODICALS	I.C.L.E.	LAW LIBRARY	277.00	56124
Total For Dept 000 GENERAL				1,549.97	
Total For Fund 269 LAW LIBRARY FUND				1,549.97	
Fund 292 CHILD CARE FUND					
Dept 000 GENERAL					
292-000-832.000	IHC - CONTRACTUAL	LORI REESE MADE	JANUARY 2021 - SOCIAL WORK SERVICES	1,250.00	56132
292-000-832.005	PRIVATE INSTITUTIONAL CARE	MUSKOGON RIVER YOUTH HOM	INSTITUTIONAL CARE	4,745.76	56154

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GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 292 CHILD CARE FUND					
Dept 000 GENERAL					
292-000-840.000	NON SCHEDULED PAYMENTS	CARLY BAILEY	DECEMBER REIMBURSEMENTS MILEAGE/SUPPL	137.06	56074
292-000-840.000	NON SCHEDULED PAYMENTS	CATHOLIC HUMAN SERVICES,	MANISTEE ASSESSMENTS	486.00	56090
292-000-840.000	NON SCHEDULED PAYMENTS	FRANK LARGER, PH.D.	PSYCHOLOGICAL TESTING	600.00	56135
292-000-840.000	NON SCHEDULED PAYMENTS	AMBER BEAUMONT	REIMBURSEMENT MILEAGE/SUPPLIES	89.10	56169
292-000-850.000	TELEPHONE	CAMERON CLARK	DECEMBER REIMBURSEMENTS MILEAGE/PHONE	50.00	56086
292-000-850.000	TELEPHONE	AMBER BEAUMONT	REIMBURSEMENT MILEAGE/SUPPLIES	150.00	56169
292-000-860.000	TRAVEL	CARLY BAILEY	DECEMBER REIMBURSEMENTS MILEAGE/SUPPL	29.90	56074
292-000-860.000	TRAVEL	AMBER BEAUMONT	REIMBURSEMENT MILEAGE/SUPPLIES	148.35	56169
		Total For Dept 000 GENERAL		7,686.17	
		Total For Fund 292 CHILD CARE FUND		7,686.17	
Fund 295 AIRPORT AUTHORITY FUND					
Dept 000 GENERAL					
295-000-727.002	MISC. SUPPLIES	ORCHARD BEACH AVIATION,	MARKETING & SUPPLIES	382.39	56163
295-000-801.000	CONTRACTED SERVICES - MANAGEMENT	BARRY LIND	AIRPORT MANAGEMENT 12/2020	4,000.00	56135
295-000-801.001	CONTRACTED SERVICES - MAINT.	ORCHARD BEACH AVIATION,	12/20 AIRPORT MAINTENANCE/PART 139 LA	22,253.26	56163
295-000-880.000	TELEPHONE	A T & T	231 723-4351 182 4 AIRPORT 01/2021	46.47	56258
295-000-901.000	ADVERTISING	RIGHTSIDE DESIGN, LLC	MARKETING 11/2020	850.00	56102
295-000-901.000	ADVERTISING	ORCHARD BEACH AVIATION,	MARKETING & SUPPLIES	216.73	56163
295-000-901.000	ADVERTISING	RIGHTSIDE DESIGN, LLC	MARKETING 12/2020	850.00	56222
295-000-901.000	ADVERTISING	MANISTEE AREA CHAMBER OF	2021 ANNUAL DUES	300.00	56252
295-000-911.000	LIABILITY INSURANCE	AUTO-OWNERS INSURANCE	COMMERCIAL AUTO 01/2021	10,773.01	56078
295-000-920.000	UTILITIES	CONSUMERS ENERGY	1000 1891 6138 AIRPORT 12/2020	742.43	56095
295-000-920.000	UTILITIES	DTE ENERGY	1000 1891 5668 AIRPORT 01/2021	2,030.42	56219
295-000-920.000	UTILITIES	GILL-ROY'S HARDWARE	9100 200 6285 5 AIRPORT 01/2021	567.55	56253
295-000-931.000	REPAIRS & MAINTENANCE	GILL-ROY'S HARDWARE	MAN018 - STATEMENT CREDIT	(10.67)	56111
295-000-931.000	REPAIRS & MAINTENANCE	GILL-ROY'S HARDWARE	MAN018 SUPPLIES	48.62	56113
295-000-931.000	REPAIRS & MAINTENANCE	GILL-ROY'S HARDWARE	MAN018 - SUPPLIES	225.95	56114
295-000-931.000	REPAIRS & MAINTENANCE	STRAIGHT FENCE	REPAIRS ON WOVEN WIRE FENCE	2,263.00	56201
295-000-931.000	REPAIRS & MAINTENANCE	GILL-ROY'S HARDWARE	MAN018 - SUPPLIES	96.96	56228
295-000-995.001	MISC EXPENSES - STATE REIMBURSE	PREIN & HENHOFF	2200659 MBL PEAS INVESTIGATION	41,894.00	56276
		Total For Dept 000 GENERAL		87,530.12	
		Total For Fund 295 AIRPORT AUTHORITY FUND		87,530.12	
Fund 296 JUVENILE JUSTICE FUND					
Dept 000 GENERAL					
296-000-800.000	CONTRACTED SERVICES	LORI RENEE WADE	JANUARY 2021 - SOCIAL WORK SERVICES	1,250.00	56133
		Total For Dept 000 GENERAL		1,250.00	
		Total For Fund 296 JUVENILE JUSTICE FUND		1,250.00	
Fund 299 UNEMPLOYMENT FUND					
Dept 000 GENERAL					
299-000-716.010	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INSURANCE A	ACCT4 0805035 000 (QRT 2020)	60.00	56284
		Total For Dept 000 GENERAL		60.00	
		Total For Fund 299 UNEMPLOYMENT FUND		60.00	
Fund 515 DELINQUENT TAX REVOLVING FUND					
Dept 000 GENERAL					
516 000-995.005	MISC. EXPENSE - FORFEITURES	PIONEER GROUP	FORCLOSURE INSERTS / PRINTING FEE	584.37	56237

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GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 516 DELINQUENT TAX REVOLVING FUND
 Dept 000 GENERAL

Total For Dept 000 GENERAL 564.37
 Total For Fund 516 DELINQUENT TAX REVOLVING FUND 564.37

Fund 620 FORECLOSURE FUND
 Dept 000 GENERAL

COPIER LEASE PAYMENT XEROX CORPORATION BASE &/OR COPIES - TREASURER DEC 20 562.69
 Total For Dept 000 GENERAL 150.77
 Total For Fund 620 FORECLOSURE FUND 150.77

Fund 701 TRUST AND AGENCY FUND

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
701-000-275.000	CASH REFUNDS	KAISER JOEL	DEC 2020 BOR Granted 100% PRE for 201	1,495.04	48099
701-000-275.000	CASH REFUNDS	MURRAY CHAD OR MELISSA	DEC 2020 BOR GRANTED VETERAN EXEMPT 2	2,909.21	48100
701-000-275.000	CASH REFUNDS	SILSKI GERARD OR CAROLYN	2019 Sum Tax Refund 12-023-375-01	215.02	48101
701-000-275.000	CASH REFUNDS	LIJESKI MARK	DEC 2020 BOR Granted Veteran Exempt 2	2,371.69	48102
701-000-275.000	CASH REFUNDS	MADEVILLE THERESA OR GL	DEC 2020 BOR Granted 100% PRE for 201	3,345.12	48103
701-000-275.000	CASH REFUNDS	MAKOWSKI STEVE	DEC 2020 BOR Granted 100% PRE for 201	7,503.73	48104
701-000-275.000	CASH REFUNDS	MCCLAIN CJ	DEC 2020 BOR GRANTED POVERTY EXEMPTIO	239.93	48105
701-000-275.000	CASH REFUNDS	HOLLAND ANJA	DEC 2020 BOR GRANTED 100% PRE FOR 201	532.67	48106
701-000-275.000	CASH REFUNDS	SIERRA ROBERTO OR MARIA	DEC 2020 BOR GRANTED 100% PRE FOR 201	761.74	48107
701-000-275.000	CASH REFUNDS	FAIRCHILD ROBERT & HELEN	2020 Dec BOR granted 100% PRE for 201	1,442.46	48108
701-000-275.000	CASH REFUNDS	GIELCZYK MICHAEL OR	DEC 2020 BOR Granted 100% PRE for 201	1,256.15	48132
Total For Dept 000 GENERAL				22,066.76	
Total For Fund 701 TRUST AND AGENCY FUND				22,066.76	

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY
 EXP CHECK RUN DATES 01/05/2021 - 02/01/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPER AND PAID

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GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund Totals:

Fund 101	GENERAL FUND			231,272.94	
Fund 225	RECYCLING FUN			9,092.79	
Fund 236	MAINTENANCE O			10,266.81	
Fund 238	LAND BANK AUT			159.90	
Fund 242	BEAR LAKE IMP			4,175.00	
Fund 251	CAPITAL IMPRO			106,115.00	
Fund 253	REMNUMENTATI			15,688.68	
Fund 256	REGISTER OF D			387.00	
Fund 259	INDIGENT DEFE			2,316.28	
Fund 260	HEALTH INSURA			154,712.90	
Fund 269	LAW LIBRARY F			1,549.97	
Fund 292	CHILD CARE FU			7,686.17	
Fund 295	AIRPORT AUTHO			87,530.12	
Fund 296	JUVENILE JUST			1,250.00	
Fund 299	UNEEMPLOYMENT			60.00	
Fund 516	DELINQUENT TA			564.37	
Fund 620	FORECLOSURE F			150.77	
Fund 701	TRUST AND AGE			22,066.76	

Total For All Funds: 655,045.46

APPENDIX B



OFFICE OF
CONTROLLER/
ADMINISTRATOR

231-398-3500 • Fax: 231-723-1795
www.manisteecountymi.gov

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

MEMORANDUM

TO: Manistee County Board of Commissioners
FROM: Lisa Sagala, Controller/Administrator *LS*
DATE: February 2, 2021
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name: Tad Schmeling
Department: Sheriff
Employee #: 1413
Hourly Rate: \$21.77
Resignation Date: January 16, 2021

2021 Unused Vacation Hours:	80.00
2022 Earned Vacation Hours:	4.46
2021 Unused Accumulated Sick Hours:	0.0
2021 Unused Personal Day Hours:	48.00
2021 Unused Vacation Payment:	\$1,741.60
2022 Earned Vacation Payment:	\$97.09
2021 Unused Sick Time Payment:	\$0.00
2021 Unused Personal Day Payment:	\$1,044.96
2021 Unused Cleaning Allowance Due County:	-\$382.80
2021 Shift Differential Due Employee:	\$21.51
Total Amount Due:	<u>\$2,522.36</u>

Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners on Tuesday,
February 16, 2021

Jeffrey Dontz, County Board Chairperson



May 4, 2020

Ms. Lisa Sagala
HR Manager/Assistant Administrator
Manistee County
Retiree Health Care Plan
415 Third Street
Manistee, Michigan 49660

Re: Proposed Fees for the December 31, 2019 Actuarial Funding Valuation of the Manistee County Retiree Health Care Plan and September 30, 2020 and September 30, 2021 GASB Accounting Reports

Dear Ms. Sagala:

Gabriel, Roeder, Smith & Company (GRS) would be pleased to provide actuarial and consulting services for the Manistee County Retiree Health Care Plan. This engagement letter describes the scope of services and fees for preparing an actuarial funding valuation of the retiree health care benefits and two GASB accounting reports. Also included is a list of data items that will be needed to complete the actuarial funding valuation.

GRS Background in Health Care Consulting

GRS specializes in assessing complex health care and benefit issues. GRS has extensive experience in the design, evaluation, pricing, financing, and implementation of retiree health care benefit programs, particularly retiree health care plans sponsored by state and local governments. We have a thorough understanding and hands-on experience with the health care marketplace, both nationally and regionally. Our expertise and insight into public employee retirement systems are highlighted by the fact that our consultants and actuaries have experience in benefit design, managed care strategies, plan administration and legislative issues, as well as valuation related services.

Ms. Lisa Sagala
Manistee County
May 4, 2020
Page 2

Scope of Services

Actuarial Funding Valuation

In order to prepare the necessary information we will need to prepare an actuarial funding valuation of the retiree health care benefits for the Manistee County Retiree Health Care Plan, as of December 31, 2019. The actuarial funding valuation will encompass the phases indicated below:

- Determination of the:
 - Actuarial present value of projected benefits
 - Actuarial accrued liability
 - Actuarial value of assets
 - Unfunded actuarial accrued liability
 - Normal cost
 - Actuarially Determined Contribution for the fiscal years ending September 30, 2021 and September 30, 2022.
- The actuarial retiree health care valuation will be based on an "intermediate" health care trend assumption, and include the following:
 - Seven contribution rates plus a grand total without assets
 - General
 - Sheriff/POAM
 - Executive Employees
 - Elected Officials
 - AFSCME
 - Court Employees
 - Sheriff/Administration
 - Grand Total
 - One set of initial per capita costs based on up to six distinct retiree medical plans.
 - The retiree medical, prescription drug, and dental plans are fully insured. In addition, the post-65 plan is a Medicare Advantage plan.
 - We will prepare our calculations using one set of assumptions which is approved by the Plan Sponsor after consultation with the actuary. This includes the potential use of assumptions compliant with the most recent PA 202 uniform assumptions.
- Our fees do not include any meetings, additional studies for changes in benefits, or any other items not detailed in this letter. If the County would like to meet to discuss the results of the valuation, GRS will charge for the meetings based on time and expense. The standard hourly rate for this would range from \$236-\$420 per hour.



Ms. Lisa Sagala
Manistee County
May 4, 2020
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GASB Accounting Report

In order to prepare the necessary information for the fiscal years ending September 30, 2020 and September 30, 2021 for GASB Statement No. 75, we will need to prepare additional accounting reports of the retiree health care benefits for the Manistee County Retiree Health Care Plan. The accounting reports will be provided following the availability of the necessary information and the end of the applicable fiscal year. The GASB Statement No. 75 reports will include, but are not limited to, the following information:

GASB Statement No. 75 Reporting

- A Single Discount Rate equal to the applicable municipal bond rate, since the Plan does not have any assets;
- Statement of Changes in the Net OPEB Liability and Related Ratios, using the Single Discount Rate as determined above;
- Schedule of Net OPEB Liability;
- Schedule of Actuarially Determined Contributions (and notes);
- Statement of Fiduciary Net Position and Changes in Fiduciary Net Position;
- A sensitivity analysis providing the Net OPEB Liability based on a 1% higher and 1% lower discount rate and a 1% higher and 1% lower health care trend assumption;
- A description of the types of benefits provided by the plan;
- The number and classes of employees covered by the benefit terms;
- OPEB Expense calculation which separately tracks annual gains and losses due to demographic experience, asset experience, assumption changes, and plan changes; and
- Deferred Outflows and Inflows of Resources related to OPEBs.

Note that there is still other information not listed above that will be required in the Plan's financial statements and/or the CAFR to fully comply with GASB Statement No. 75. This additional information will need to be provided by the Plan's investment consultant and its accountants or other financial statement preparers.



Ms. Lisa Sagala
Manistee County
May 4, 2020
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Adjust Blended Fully-Insured Premium Rate

In fully-insured ratings, actives and non-Medicare retirees are often assigned the same rate. Since health risk and utilization of medical services increases with age, this practice produces an implied subsidy to the retiree population. The Society of Actuaries' Actuarial Standards of Practice require the use of "true" retiree cost in retiree health care valuations. GRS will develop the retiree premiums associated with each individual age by adjusting the blended fully-insured rates with the ratio of the expected cost at that age and the expected cost at the average age of the blended active and non-Medicare eligible population.

Professional Consulting Staff

The GRS team assigned to the actuarial valuation of the retiree health care benefits for the County has extensive experience and expertise in retirement plans, health care benefits, and their associated costs. The team will include members with the following credentials listed below:

- A qualified health actuary who is either an Associate of the Society of Actuaries (ASA), or a Fellow of the Society of Actuaries (FSA). This individual will be responsible for analyzing your premiums and/or claims experience, determining a per person health care cost appropriate for your Plan, and determining the appropriate health inflation assumption to be used in your actuarial valuation.
- A qualified OPEB actuary who is either an Associate of the Society of Actuaries (ASA), a Fellow of the Society of Actuaries (FSA), or an Enrolled Actuary (EA). This individual will be responsible for calculating the liabilities and the Actuarially Determined Contribution.

The Actuarial Standards require that any actuary providing a Statement of Actuarial Opinion (SAO) be qualified to do so. The actuaries certifying the County's actuarial valuation must be qualified to provide the SAO. The GRS actuaries assigned to the project satisfy the above requirements.



Ms. Lisa Sagala
 Manistee County
 May 4, 2020
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Consulting Fees

Gabriel, Roeder, Smith & Company's professional consulting fees are based on the time spent by our associates in performing these services for you. The table below shows our proposed fees broken down Fiscal Year for each Valuation Project:

Valuation Project	Fees ¹
1. Actuarial Funding Valuation as of 12/31/2019	\$14,000
2. GASB Report (based on 12/31/2019 actuarial funding valuation) In accordance with GASB Statement No. 75 for FYE 9/30/2020 ²	7,000
3. GASB Report (based on 12/31/2017 actuarial funding valuation) In accordance with GASB Statement No. 75 for FYE 9/30/2021 ²	7,000
4. PA 202 – Uniform Assumption Results ³	2,500
Timing: Projected delivery 12-16 weeks after receiving clean and complete data for Item 1 and 4-6 weeks for Items 2 and 3. Item 4 is included as part of Items 2 and 3.	

- ¹ The fees above will be charged following the completion of each project listed.
- ² Additional fees may apply if there have been significant changes to the Plan since the Actuarial Funding Valuation was completed or there are component units.
- ³ Please note that due to Public Act 202, all Local Units of Government must provide figures for uniform reporting on Form 5572 submissions for the State of Michigan. In order to generate the information necessary for PA 202 uniform assumption reporting, the County could consider using the uniform assumptions as the funding valuation assumptions. If the County would prefer to use funding valuation assumptions which differ from the PA 202 uniform assumptions, a supplemental calculation for uniform assumption reporting purposes would be necessary. The cost for this additional calculation is noted above for each valuation cycle, absent changes in the uniform assumptions and benefit provisions.

The fees provided above are based on a biennial valuation cycle where roll-forward techniques will be applied to the December 31, 2019 funding valuation for the purpose of preparing the information for GASB Statement No. 75 for the fiscal years ending September 30, 2020 and September 30, 2021.

A high-quality valuation must be based on accurate member data, benefit cost data and plan design information. We base all of our calculations on this information which is supplied by the Plan Sponsor and their designees. If, after commencement of the valuation, it is determined that some of the information is inaccurate or incomplete requiring re-work on our part, we will increase our fees based on actual time spent on the additional work.



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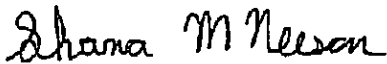
Ms. Lisa Sagala
Manistee County
May 4, 2020
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Project Timing

We are prepared to initiate the December 31, 2019 funding valuation upon receipt of the data and following your approval of the proposal. We project that an actuarial funding valuation will be delivered twelve to sixteen weeks after receipt of clean and complete data. The consulting fees included in this engagement letter are guaranteed for one year.

Please do not hesitate to contact us at 1-248-799-9000 should you need additional information or clarification. We look forward to assisting Manistee County in the valuation of its retiree health care benefits.

Respectfully submitted,



Shana M. Neeson, ASA, FCA, MAAA

SMN:dj
Enclosure



Acceptance of Letter of Engagement

The undersigned hereby authorizes Gabriel, Roeder, Smith & Company to commence work on the selected items below as outlined in the proposal dated May 4, 2020.

Acceptance for: **Manistee County Retiree Health Care Plan**

By: _____
Printed Name: _____
Title: _____
Date: _____

Please indicate which services Manistee County would like to approve.

- December 31, 2019 Actuarial Funding Valuation
- September 30, 2020 GASB Statement No. 75 Report
- September 30, 2021 GASB Statement No. 75 Report
- PA 202 Uniform Assumption Calculation