



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, May 6, 2020 beginning at 4:00 p.m. in the 28th Circuit Court Room of the Historic Courthouse in Cadillac, MI, 49601.

In accordance with the Governor's executive orders regarding shelter in place and social distancing to prevent further spread of the COVID-19 virus and allowing public meetings to be conducted remotely, this meeting can be attended remotely by Wexford County Commissioners, staff, and the general public. There are three ways to participate:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 6307060616#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on "Join a Meeting." Join using Meeting ID 6307060616.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 6307060616.

Instructions for virtual meeting participation will be available at <https://wexfordcounty.org/> before the meeting date. This notice is given pursuant to and in accordance with the provisions of the Public Act 267 of the Public Acts of the State of Michigan, as amended, and as authorized by Michigan Executive Order No. 2020-15.

- **YouTube Viewing.** Go to <https://wexfordcounty.org/> circuit court page and click on the link or click on https://www.youtube.com/channel/UCo0cqCPLYsPS7c5O1dlOmNA?view_as=subscriber. You will need to make sure you click on the "go live on You Tube" when in the Zoom meeting.

In the event that you require assistance due to a disability, please follow the instructions at the bottom of the page.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENTS

The Board welcomes all public input.

I. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.

- 1. Approval of the April 14, 2020, Regular Meeting Minutes 1

J. AGENDA ITEMS

Finance Items

- 1. Monthly R & E Report *(no action)* 8
- 2. AT&T Centrex Service Agreement..... 10
- 3. MERS Carve Out Agreements 16
- 4. Approval of the Claims 65
- 5. Budget Amendment(s) 66

HR/Public Safety Items

- 6. Monthly Reports *(no action)*..... 69
- 7. COVID-19 Preparedness and Response Plan 80
- 8. COVID-19 Grants, Eligibility, Deadlines *(no action)*..... 94
- 9. Personnel Changes - Circuit Court..... 95

Recreation and Building Items

- 10. Monthly Reports *(no action)*..... 112
- 11. Prime Professional for the HVAC Unit – Civic Center 116

Executive Committee

- 12. Monthly Report *(no action)* 125
- 13. Discussion on Time Change for Board Meetings

Committee of the Whole – Dispatch Center

- 14. Orshal Construction Change Order #008 & Change Order #009 126

K. ADMINISTRATOR’S REPORT

L. CORRESPONDENCE

M. PUBLIC COMMENTS

N. LIAISON REPORTS

O. BOARD COMMENTS

P. CHAIR COMMENTS

Q. ADJOURN

WEXFORD COUNTY BOARD OF COMMISSIONERS
Regular Meeting * Tuesday, April 14, 2020

Meeting called to order at 3:00 p.m. by Chairman Taylor.

Roll Call: Present- Commissioners Mike Musta, Ben Townsend, Mike Bengelink, Mike Bush, Gary Taylor, Julie Theobald, Judy Nichols, and Brian Potter.

Absent- Commissioner Joe Hurlburt.

Pledge of Allegiance.

Additions/Deletions to the Agenda-

1. **Delete: J.10.** Proposed Policy B-12.6
2. **Delete: J.11.** Proposed Policy B-12.7
3. **Delete: J.12.** COVID-19 Temporary Leave Options
4. **Delete: J.14.** Request for Proposals - Historic Courthouse Windows
5. **Add: J.20.** COVID-19 First Responder Pay
6. **Add: L.3.** Recognition Letter, Certificate & Resolution – State 911 Committee
7. **Add: J21** Request for Proposals-Historic Courthouse Windows

Approval of the Agenda

MOTION by Comm Bengelink, seconded by Comm Theobald to approve the agenda, as amended.

All in favor.

Employee Recognition- *None.*

Presentation and Reports- *None.*

Public Comment- *None.*

Consent Agenda

1. Approval of the March 18, 2020, Regular Meeting Minutes
2. Reappointments to the Northern Lakes CMHB

MOTION by Comm Musta, seconded by Comm Bengelink to approve the Consent Agenda.

All in favor.

Agenda Items

1. Equalization Report-L4024

MOTION by Comm Nichols, seconded by Comm Potter to approve the 2020 Equalization Reports and Form L-4024 and authorize the Chairman, Clerk and Equalization Director to sign Form L-4024, as presented.

Roll Call: Motion passed 8-0.

2. Assessment Roll Certification-L4037's
MOTION by Comm Musta, seconded by Comm Townsend to approve the State Tax Commission Assessment Roll Certification, form L-4037 for tax year 2020 and authorize the Chairman and County Clerk to sign said 4037 forms.

Joe Porterfield, Equalization Director, explained this report is an annual report done every year. There was a slight increase in taxable value so there will be a slight reduction in county renewal millages.

Roll Call: Motion passed 8-0.

3. USDA 2020 Annual Operating and Financial Plan
MOTION by Comm Bengelink, seconded by Comm Musta to approve the 2020 Annual Operating and Financial Plan for the agreement between Wexford County and the USDA Forest Service in a reimbursable amount of up to \$4,500 and authorize the Chairman and Sheriff to sign the agreement on behalf of the County.

Roll Call: Motion passed 8-0.

4. Resolution 20-12 Animal Control Millage
MOTION by Comm Potter, seconded by Comm Theobald to approve Resolution 20-12 Authorizing Election for a Wexford County Animal Control Fund Millage Renewal Proposal and Certifying Ballot Language.

Roll Call: Motion passed 8-0.

5. Resolution 20-13 MSUE Millage
MOTION by Comm Theobald, seconded by Comm Musta to approve Resolution 20-13 Authorizing Election for a Wexford County Michigan State University Extension Millage Renewal Proposal and Certifying Ballot Language.

Roll Call: Motion passed unanimously.

6. Code Red Purchase
MOTION by Comm Bengelink, seconded by Comm Musta to approve a 5-year contract with Onsolve for a CodeRED system in the amount of \$4,990 annually with funds being used from Fund Balance to cover FY 2020.

Roll Call: Motion passed unanimously.

7. MGT Cost Allocation Plan
MOTION by Comm Bush, seconded by Comm Musta to approve a two-year extension to the Consulting Services Contract with MGT of America with no increase in cost for the development of the 2019 and 2020 Cost Allocation Plan for \$7,000 annually.

Roll Call: Motion passed unanimously.

8. Approval of the Claims
MOTION by Comm Musta, seconded by Comm Theobald to approve the Claims in the amount of \$203,200.94.

Clerk Nyman explained that there were not any bills added to the report after it was emailed the day prior.

Roll Call: Motion passed 8-0.

9. Monthly Reports
MOTION by Comm Bengelink, seconded by Comm Potter to accept the HR/Public Safety Reports from March 2020 into the record.

Roll Call: Motion passed 8-0.

10. Proposed Policy B-12.6-*Deleted.*

11. Proposed Policy B-12.7- *Deleted.*

12. COVID-19 Temporary Leave Options-*Deleted.*

13. Rec & Building Reports-March 2020
MOTION by Comm Theobald, seconded by Comm Musta to accept the Recreation and Building Reports for March 2020 into the record.

Roll Call: Motion passed 8-0.

14. Request for Proposals-Historic Courthouse Windows-*Deleted.*

15. Infrastructure Alternative Inc. (IAI) Report- March 2020
MOTION by Comm Musta, seconded by Comm Bengelink to accept the IAI Report from March 2020 into the record.

Roll Call: Motion passed unanimously.

16. Morgue Dissolution

MOTION by Comm Bengelink, seconded by Comm Potter to approve the withdrawal of Wexford County from the West Michigan Forensic Pathology Services Authority, under Section 8.02 of the Intergovernmental agreement creating the authority and direct the County Clerk to send notification of such to each participating County Clerk via certified mail, as required in Section 9.04 of the agreement.

Comm Bengelink explained that the Big Rapids Morgue is being leased out. There will not be a morgue authority anymore. All other members are doing the same.

Roll Call: Motion passed 8-0.

17. Resolution 20-14 Extension of Resolution 20-11

MOTION by Comm Nichols, seconded by Comm Musta to approve Resolution 20-14 Wexford County Board of Commissioners COVID-19 Response.

Roll Call: Motion passed 8-0.

18. Committee and Board Meetings Cancelled/Rescheduled

MOTION by Comm Theobald, seconded by Comm Potter to approve the cancellation of the Finance Committee meeting scheduled for April 22, the cancellation of the Rec. & Building Committee and the HR/Public Safety Committee meetings scheduled for April 28.

Roll Call: Motion passed unanimously.

19. Committee of the Whole-Central Dispatch- 911 Center

MOTION by Comm Bengelink, seconded by Comm Potter to form a Committee of the Whole for the purposes of discussing the Central Dispatch 911 Center.

Roll Call: Motion passed 8-0.

Administrator Koch stated that everything was getting close to the end. There were just a few landscaping projects that needed to be finished. Orshal Construction received a letter stating they are essential to finishing these projects.

MOTION by Comm Theobald, seconded by Comm Bengelink to rise and report the findings for the Committee of the Whole.

All in favor.

MOTION by Comm Bengelink, seconded by Comm Musta to approve the request for payment #7 to Orshal Construction in the amount of \$107,722.70.

Roll Call: Motion passed unanimously.

20. **COVID-19 First Responder Pay**

MOTION by Comm Potter, seconded by Comm Theobald to approve a one-time payment of \$750.00 to each of the county's first responder employees which include all Active Sheriff Deputies, Active Correction Officers, Active Sheriff Department Command Staff and Active Animal Control staff. This additional payment will be made on the first pay date of May 2020 with funds to be paid out of 2019 surplus funds.

Roll Call: Motion passed unanimously.

21. **Request for Proposals-Historic Courthouse Windows**

MOTION by Comm Theobald, seconded by Comm Bengelink to approve an RFP to replace the windows for the Historic Courthouse with the bid being valid for 90 days.

Comm Theobald explained why this was on the agenda, taken off and then added back on. She was unsure where the funds were going to come from. It was her impression that there was a fund in place for these windows but learned there was not. The windows qualify to use the money from the tax foreclosures. The added stipulation of the 90 days was to ensure that price is good after the closures are lifted.

Roll Call: Motion passed unanimously.

Administrator's Report-

Administrator Koch informed the Board that the MERS carve out data was completed. There is a conference call set up to review that information.

The final changes to the Dispatch Union Contract have been submitted and are now waiting on signatures.

She also pointed out that our revenues could be cut tremendously, but are unknown at this time as to what they will be. She thanked all elected officials and department heads for their help during all of these changes.

Correspondence-

1. Infrastructure Alternative Pandemic Response Plan
2. Notice to Create a Joint Master Rec. Plan-Fife Lake
3. Recognition Letter, Certificate & Resolution-State 911 Committee

Public Comments-None.

Liaison Reports-

Comm Theobald attended a DHHS virtual meeting. They are going through the COVID experience just like everyone else. They have seen an increase in the food assistance applications. Overall they are doing fairly well.

Board Comments

Comm Bush congratulated Duane Alworden on the Certificate and hoped everyone takes care of themselves.

Comm Theobald thanked employees for going above and beyond to make things run smoothly.

Comm Nichols didn't realize that Commissioners could attend the meeting in person. She congratulated Joe Porterfield on his report and Duane Alworden on his certificate.

Comm Potter thanked everyone for working through everything. He hoped that by May 6th's meeting we will be back in person.

Comm Townsend thanked Comm Potter for the work put into the First Responder's Pay.

Chairman's Comments

Comm Taylor commended Comm Potter on the First Responder's pay and thanked everyone for coming.

Adjourn

MOTION by Comm Theobald, seconded by Comm Bengelink to adjourn at 3:26 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

Finance Items
Agenda Items
J.1. through J.5.

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR MONTH 03/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
		2020 AMENDED BUDGET	03/31/2020 NORMAL (ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
UNCLASSIFIED	Unclassified	13,932,347.00	1,527,079.54	749,639.21	12,405,267.46		10.96
TOTAL REVENUES		13,932,347.00	1,527,079.54	749,639.21	12,405,267.46		10.96
Expenditures							
101	COMMISSIONERS	67,537.00	13,757.21	6,841.43	53,779.79		20.37
131	CIRCUIT COURT	338,599.00	76,270.95	23,372.00	262,328.05		22.53
136	DISTRICT COURT	652,175.00	152,564.02	50,317.17	499,610.98		23.39
141	FRIEND OF THE COURT	888,449.00	192,395.35	67,625.95	696,053.65		21.66
147	JURY COMMISSION	3,550.00	45.46	42.47	3,504.54		1.28
148	PROBATE COURT	637,235.00	139,171.31	47,232.83	498,063.69		21.84
151	PROBATION AND PAROLE	2,730.00	101.77	101.77	2,628.23		3.73
166	CIRCUIT COURT FAMILY COUNS.	75,319.00	16,517.18	6,064.61	58,801.82		21.93
168	PUBLIC DEFENDER	246,340.00	46,184.98	14,728.42	200,155.02		18.75
172	COUNTY ADMINISTRATION	202,912.00	40,637.26	15,669.00	162,274.74		20.03
191	ELECTIONS	53,800.00	9,805.18	134.55	43,994.82		18.23
215	COUNTY CLERK	295,782.00	61,476.41	22,710.90	234,305.59		20.78
225	EQUALIZATION	438,590.00	95,698.06	42,429.95	342,891.94		21.82
229	PROSECUTING ATTORNEY	485,173.00	107,556.97	38,586.46	377,616.03		22.17
230	PROS ATTN Y CO-OP REIMB	50,940.00	10,321.41	3,546.77	40,618.59		20.26
236	REGISTER OF DEEDS	261,541.00	53,130.90	18,919.28	208,410.10		20.31
245	STATE SURVEY & REMONUMENTATION	42,737.00	0.00	0.00	42,737.00		0.00
253	COUNTY TREASURER	335,451.00	78,475.62	23,336.25	256,975.38		23.39
265	BUILDING AND GROUNDS	414,972.00	76,613.72	29,545.55	338,358.28		18.46
266	HUMAN SERVICES BLDG	45,600.00	16,274.49	6,922.79	29,325.51		35.69
268	DISTRICT HEALTH DEPARTMENT	38,200.00	14,825.13	8,447.28	23,374.87		38.81
270	JAIL - BLDG/GRDS	164,000.00	43,344.97	26,078.15	120,655.03		26.43
271	JAIL - BLDG/GRDS CARMEL ST	2,935.00	0.00	0.00	2,935.00		0.00
272	MAINT/STORAGE - BLDG/GRDS	5,150.00	857.75	641.66	4,292.25		16.66
275	DRAIN COMMISSION	40,105.00	4,361.58	1,661.03	35,743.42		10.88
282	DEPT OF AGRICULTURE	144,000.00	0.00	0.00	144,000.00		0.00
290	GEN SERVICES ADMINISTRATION	696,600.00	364,102.64	120,762.64	332,497.36		52.27
301	SHERIFF	2,410,735.00	464,460.66	166,187.05	1,946,274.34		19.27
302	SHERIFF COURT SECURITY	30,000.00	4,280.43	969.98	25,719.57		14.27
315	SECONDARY ROAD PATROL	100,172.00	12,410.71	6,929.14	87,761.29		12.39
331	MARINE	24,848.00	0.00	0.00	24,848.00		0.00
333	FEDERAL FOREST	4,500.00	0.00	0.00	4,500.00		0.00
334	SNOWMOBILE	25,250.00	10,958.48	4,593.05	14,291.52		43.40
335	ORV GRANT	25,396.00	0.00	0.00	25,396.00		0.00
351	JAIL	2,715,414.00	487,044.49	197,338.53	2,228,369.51		17.94
426	EMERGENCY MANAGEMENT	74,708.00	16,000.32	6,064.47	58,707.68		21.42
526	SANITARY LANDFILL	76,650.00	5,744.00	353.00	70,906.00		7.49
605	CONTAGIOUS DISEASES	600.00	0.00	0.00	600.00		0.00
648	MEDICAL EXAMINER	95,400.00	23,597.94	11,939.70	71,802.06		24.74
681	VETERANS BURIAL	10,000.00	4,200.00	0.00	5,800.00		42.00
861	FRINGE BENEFITS	0.00	19,814.96	(7,173.99)	(19,814.96)		100.00
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00		0.00
965	TRANSFERS	1,089,898.00	265,029.87	13,149.57	824,868.13		24.32
966	APPROPRIATIONS	568,354.00	223,958.70	91,960.57	344,395.30		39.40
TOTAL EXPENDITURES		13,932,347.00	3,151,990.88	1,068,029.98	10,780,356.12		22.62

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 03/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 225 - ANIMAL CONTROL						
Fund 225 - ANIMAL CONTROL:						
TOTAL REVENUES		217,502.00	184,561.99	55,278.05	32,940.01	84.86
TOTAL EXPENDITURES		217,461.00	40,252.81	13,622.40	177,208.19	18.51
NET OF REVENUES & EXPENDITURES		41.00	144,309.18	41,655.65	(144,268.18)	
Fund 243 - COURT SECURITY FUND						
Fund 243 - COURT SECURITY FUND:						
TOTAL REVENUES		123,485.00	22,696.17	8,120.04	100,788.83	18.38
TOTAL EXPENDITURES		123,485.00	23,561.17	10,601.95	99,923.83	19.08
NET OF REVENUES & EXPENDITURES		0.00	(865.00)	(2,481.91)	865.00	
Fund 249 - BUILDING INSPECTIONS DEPT.						
Fund 249 - BUILDING INSPECTIONS DEPT.:						
TOTAL REVENUES		199,625.00	15,939.28	4,260.71	183,685.72	7.98
TOTAL EXPENDITURES		222,892.00	49,456.19	16,550.05	173,435.81	22.19
NET OF REVENUES & EXPENDITURES		(23,267.00)	(33,516.91)	(12,289.34)	10,249.91	
Fund 259 - INDIGENT DEFENSE FUND						
Fund 259 - INDIGENT DEFENSE FUND:						
TOTAL REVENUES		981,484.00	29,535.90	14,748.27	951,948.10	3.01
TOTAL EXPENDITURES		981,484.00	191,396.50	58,744.34	790,087.50	19.50
NET OF REVENUES & EXPENDITURES		0.00	(161,860.60)	(43,996.07)	161,860.60	
Fund 260 - COMMUNITY ALTERNATIVE PROG.						
Fund 260 - COMMUNITY ALTERNATIVE PROG.:						
TOTAL REVENUES		338,185.00	62,716.10	22,494.29	275,468.90	18.54
TOTAL EXPENDITURES		338,184.00	61,436.46	20,096.97	276,747.54	18.17
NET OF REVENUES & EXPENDITURES		1.00	1,279.64	2,397.32	(1,278.64)	
Fund 261 - 911-WIRELESS						
Fund 261 - 911-WIRELESS:						
TOTAL REVENUES		920,000.00	7,297.22	2,810.58	912,702.78	0.79
TOTAL EXPENDITURES		919,358.00	256,356.01	155,205.67	663,001.99	27.88
NET OF REVENUES & EXPENDITURES		642.00	(249,058.79)	(152,395.09)	249,700.79	
Fund 292 - CHILD CARE FUND						
Fund 292 - CHILD CARE FUND:						
TOTAL REVENUES		527,600.00	6,458.73	2,152.84	521,141.27	1.22
TOTAL EXPENDITURES		357,000.00	33,093.34	4,182.20	323,906.66	9.27
NET OF REVENUES & EXPENDITURES		170,600.00	(26,634.61)	(2,029.36)	197,234.61	

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, Administrator
FOR MEETING DATE: May 6, 2020
SUBJECT: AT&T Centrex Service

SUMMARY OF ITEM TO BE PRESENTED:

Our current AT&T Centrex agreement will expire May 14, 2020. The new agreement, which is for one year, is presented for consideration. The past agreement is attached for comparison.

The Centrex service provides phone service for the lines that feed to AT&T's central office; this supplies phone service for the lines between the county offices and buildings.

It's my understanding that the James Street address noted on the contract is the physical locator used by AT&T for their equipment.

RECOMMENDATION:

The Administrator recommends the full board approve the contract.



AT&T ILEC CENTREX SERVICE
Confirmation of Service Order
Pursuant to Standard Service Publication Rates and Terms

Customer	AT&T
Wexford County Street Address: 730 James St City: Cadillac State/Province: MI Zip Code: 49601 Country: USA	AT&T ILEC Service-Providing Affiliate
Customer Contact (for notices)	AT&T Sales Contact Information and for Contract Notices <input type="checkbox"/> Primary Contact AT&T
Name: Gary Taylor Title: Chairman, Board of Commissioners Street Address: 437 E Division St City: Cadillac State/Province: MI Zip Code: 49601 Country: USA Telephone: 231-779-9453 Fax: Email: gtaylor@wexfordcounty.org Customer Account Number or Master Account Number: 231 779 9212 305	Name: Marie McClellan Street Address: 3656 Massillon Rd City: Uniontown State/Province: OH Zip Code: 44685 Country: USA Telephone: 330-576-1809 Fax: Email: mm228p@att.com Sales/Branch Manager: Cindy Klumb SCVP Name: Dino Perone Sales Strata: LED Sales Region: East <u>With a copy to:</u> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) <input type="checkbox"/>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

Customer agrees to purchase Service according to the prices, terms and conditions set forth in this Service Agreement, as well as the AT&T Business Service Agreement ("BSA") http://www.corp.att.com/agreement/docs/serviceagreement_2009.pdf, which is incorporated herein by this reference.

The order of priority of the documents is: the applicable Service Publication(s), this Service Agreement, and then the BSA.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name: Gary Taylor	Printed or Typed Name:
Title: Chairman, Board of Commissioners	Title:
Date:	Date:

AT&T ILEC CENTREX SERVICE
Confirmation of Service Order
Pursuant to Standard Service Publication Rates and Terms

1. SERVICE, SERVICE PUBLICATION and SERVICE PROVIDER(S)

Service	Centrex Service
Service Provider	The Michigan Bell Telephone Company d/b/a AT&T Michigan
Service Publications	AT&T Michigan Guidebook: http://www.atf.com/gen/public-affairs?pid=9700

2. SERVICE TERM, EFFECTIVE DATES AND LINE COMMITMENT

Minimum Payment Period (Service Term)	the minimum period for which Customer is required to pay recurring charges for the applicable Service component and is subject to early termination liability
Start Date of Minimum Payment Period	Effective Date of this Confirmation of Service Order
Effective Date of Rates	Start Date of the Minimum Payment Period
Rate Stabilization per Service Component	Rates as specified for each Service Component are stabilized until the end of its Minimum Payment Period.
Rates Following end of Minimum Payment Period	applicable Service Publication rates then in effect
Line Commitment* and Line Commitment Start Date	2 following Start Date of Minimum Payment Period
*Does not apply for 12 and 24 month Service Term	

3. MINIMUM PAYMENT PERIOD

Service Components	Percentage of Monthly Recurring Rate Applied for Calculation of Early Termination Charges*	Minimum Payment Period
All Service components	80% of the Line Commitment x the Monthly Recurring Rate* x the number of remaining months in the Service Agreement Term x 50%	12 months
*The early termination charge will be equal to the stated percentage of the Monthly Recurring Rates for the terminated Service multiplied by the number of months remaining in the Minimum Payment Period at the date of termination.		
**Monthly Recurring Rate" is the sum of network access monthly price and contracted monthly Centrex Line charge.		

4. UNDER UTILIZATION CHARGE

Under Utilization Charge	If the number of lines billed in a month is fewer than the Line Commitment, Customer shall pay: Under Utilization Charge = contracted monthly Centrex Line price x (Line Commitment quantity – actual lines billed).
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5. LOCATION OF SERVICE

Service Location (if different than Customer address): 730 James St, Cadillac, MI 49601

AT&T ILEC CENTREX SERVICE
Confirmation of Service Order
Pursuant to Standard Service Publication Rates and Terms

6. RATES

Rates:	Applicable Service Publication rates on Effective Date for selected Term
Rate Stabilization:	The Monthly Recurring Rate, and the Optional System Feature/Optional Line Feature rates as shown for 36 and 60 month Term Payment Plans in the Service Publication, may vary during the Service Agreement Term, but will not exceed applicable rates on the Effective Date.

<i>For internal use only</i>	
Billing Telephone Number for Existing service, if applicable:	(231) 779 – 9212
Program Code:	
Order Type:	<input type="checkbox"/> New Install <input type="checkbox"/> Conversion from Month-to-Month <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Recast

End of Document



ORIGINAL

**UNIVERSAL EXTENSION – 5 STATES
AMENDMENT TO SERVICE AGREEMENT
FOR AT&T ILEC CENTREX SERVICE
PROVIDED PURSUANT TO STANDARD TERMS**

CNUM# / ECATS# / AT&T Contract ID# of pre-existing Contract (must be included): 20171214-8891
Case Number# / SPP# (if applicable):
Billing Telephone Number(s) (BTNs) / Account Telephone Number(s) (ATNS) (required): 231 779-9212 305

Customer ("Customer")	AT&T ("AT&T")
WEXFORD COUNTY	AT&T means the applicable Service Provider identified in the Agreement

This amendment ("Amendment") modifies the parties' pre-existing Confirmation of Service Order, Letter of Election, Pricing Schedule or other service agreement referenced above ("Service Agreement") and is effective on the date on which the last party signs this Amendment ("Effective Date"). This Amendment extends the term for the existing Service Agreement ("Service Agreement Term"), and minimum term or commitment for each of the Services ("Minimum Payment Period"), regardless of how such terms are referred to in the Service Agreement, but only for the services set forth in Section 1 of this Amendment ("Services"). If any other services are covered by the Service Agreement, such services shall not be affected by this Amendment.

This Amendment is available to existing customers with an unexpired Service Agreement Term or with a Service Agreement Term which expired less than 6 months prior to the Effective Date of this Amendment. Where the Service Agreement term is unexpired, this Amendment extends the existing Service Agreement Term and Minimum Payment Period. Where the Service Agreement Term is expired, this Amendment establishes a new Service Agreement Term and Minimum Payment Period. This Amendment is not available to Customers who seek E-rate funding for the Services provided under the Service Agreement, as modified by this Amendment.

Except as expressly set forth below, all other terms and conditions of the Service Agreement (including any associated master agreement or Business Services Agreement) apply.

1. SERVICE

States	Service Name
Illinois, Michigan, Ohio, Wisconsin	Centrex Service
Indiana	Advanced Centrex Service

2. EXTENSION PERIOD

Service Agreement Term and Minimum Payment Period Extension	Additional 12 months following the existing Service Agreement Term, or, if Service Agreement Term is expired, the Effective Date of this Amendment
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3. EARLY TERMINATION CHARGES

Early Termination Charges do not apply if migrating to qualifying AT&T Service, as set forth in the applicable Service Publication.

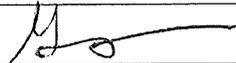
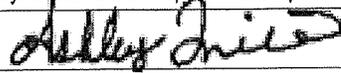
**AMENDMENT TO SERVICE AGREEMENT
FOR AT&T ILEC CENTREX SERVICE**

4. CUSTOMER'S EXISTING SERVICE COMPONENTS, QUANTITIES AND RATES

The existing Services covered by this Amendment shall be the Service Components and quantities that were covered by the Customer's Service Agreement and were still in service as of the Effective Date of this Amendment, and the rates for such Services as specified in the Customer's Service Agreement will apply during the Service Agreement Term.

Rates in the Customer's Service Agreement for the Services identified in this section will be deemed to be applicable to such Services during the period, if any, between the expiration of the applicable Minimum Payment Period and the earlier of (i) the Effective Date of this Amendment or (ii) the date Customer's rates for the Services were increased to month-to-month Service Publication rates. No credit will be granted with respect to any Service Publication rates charged to Customer between the expiration of the applicable Minimum Payment Period and the Effective Date of this Amendment.

New system common blocks are not permitted under the Service Agreement, as modified by this Amendment.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By: 	By: 
Printed or Typed Name: Gary Taylor	Printed or Typed Name: Ashley Trevino
Title: Chairman, Board of Commissioners	Title: Contract Specialist CGI
Date: April 17, 2019	Date: 14 May 2019 ig0874

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, Administrator
FOR MEETING DATE: May 6, 2020
SUBJECT: MERS Carve Out Agreements

SUMMARY OF ITEM TO BE PRESENTED:

Following are a number of attachments: the carve out report, titled “Wexford Co (8302) – Divisions 01, 02, 14, and 23 Retirement Plan Options, and five different adoption agreements. These look very similar; the titles of the new divisions are at the top of the second page of each agreement. Though the date of these documents is mid-March, preliminary rate data was not received until recently.

Two agreements are needed for the building department as there are employees who are vested in the defined benefit pension from two different divisions. Since divisions have different benefit details, employees from different divisions cannot be combined.

While the individual employee costs for the pension carve outs are not yet available, this morning I received the final departmental numbers. Below are the results for the Building Department and Community Corrections, along with a comparison of the current budget line items. This information has already been provided to those department heads. (Note: DB is defined benefit; DC is defined contribution.)

FY20 Bldg. Dept pension budget	\$43,000
Bldg Dept DB pension cost post carve-out	\$24,576
Bldg Dept DC pension cost	<u>\$2,671</u>
Annual Reduction	\$15,753
FY20 Comm. Corrections pension budget	\$71,660
Comm. Corrections DB cost post carve-out	<u>\$30,996</u>
Annual Reduction	\$40,664

If the adoption agreements are approved, they will be submitted to MERS and the final rate sheet from MERS will be provided. Once the final individual rates have been obtained, the budget amendment calculations will begin and, if all goes well, will be presented to the BOC at the next meeting. Please note that the budget amendments will adjust the departmental budgets for all of 2020, not just from this point forward.

RECOMMENDATION:

That the Board of Commissioners approve the five defined benefit plan adoption agreements.

Municipal Employees' Retirement System of Michigan

Wexford Co (8302) – Divisions 01, 02, 14, and 23
Retirement Plan Options



March 16, 2020

In care of:

Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

The purpose of this report is to show the financial implications to the employer of different retirement plan design options for Wexford Co (8302) – Divisions 01, 02, 14, and 23. The report consists of separate sections that correspond to the different plan options under consideration. Each section contains the following additional detail:

- An executive summary that describes the plan provisions and provides a brief explanation of the results.
- An exhibit showing the short-term impact of the proposed benefit change – that is, the net impact on the applicable fiscal year's contribution.

This report was prepared at the request of MERS on behalf of the municipality and is intended for use by the municipality and those designated or approved by the municipality. **The report may be provided to parties other than the municipality only in its entirety.** GRS is not responsible for unauthorized use of this report.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The valuation was based upon information furnished by MERS staff, concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by the municipality and MERS staff.

The Plan Document Article VI sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. This report was prepared using certain assumptions approved by the Board. The MERS Board adopted the actuarial assumptions based on the recommendations of the prior actuary. A description of these assumptions and methods can be found as follows:

- Plan Document, v03152018,
- Actuarial Policy, DOC 8062 (2019-04-25), and
- 2018 Appendix.

On February 28, 2019, the Board adopted new economic assumptions for use beginning with the December 31, 2019 annual valuation report. These assumptions are a 7.35% investment rate of return and a 3.00% wage inflation assumption. The Board has a review of the demographic assumptions scheduled during 2019-2020. Changes resulting from these studies will have an impact on the level of calculated employer contributions, which are not reflected in this report.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the municipality as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices and in conformity with the Actuarial Standards of Practice issued by the Actuarial Standards Board.

Kurt Dosson and Mark Buis are Members of the American Academy of Actuaries (MAAA) and meet the Academy's Qualification Standards to render the actuarial opinions contained herein.

The signing actuaries are independent of the plan sponsor.

Sincerely,



Kurt Dosson, ASA, MAAA



Mark Buis, FSA, EA, FCA, MAAA

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Executive Summary

Executive Summary

The purpose of this report is to show the impact on the liabilities and contributions of the proposed benefit changes for Wexford Co (8302) – Divisions 01, 02, 14, and 23. The following proposed benefit changes have been considered:

Exhibit	Division	Proposed Change in Benefit
1	General (01)	Carve-Out
2	New	Carve-To (From 01)
3	Sheriff 312 (02)	Carve-Out
4	New	Carve-To (From 02)
5	Tech&Prof Asso. (14)	Carve-Out
6	New	Carve-To (From 14)
7	Sheriff/Non 312 (23)	Carve-Out
8	New	Carve-To (From 23)

The results of our calculations are shown as follows:

- The exhibits on pages 2 through 9 show the short-term impact of the proposed benefit change (i.e., the change in the Actuarial Accrued Liability [AAL] as of December 31, 2018 and the change in the employer contribution for the fiscal year beginning January 1, 2020).

Please note the following regarding these calculations:

- The proposed change may affect the risk profile of the Plan. At this time we do not believe additional risk assessment is necessary.

Supplemental Valuation Results

Wexford Co (8302) – General (Division 01)
Employer Computed Contributions
Based on the 12/31/2018 Annual Actuarial Valuation
Exhibit 1

	Current Benefits		Proposed Option 1		Difference from Current	
Benefits						
a) Benefit Multiplier	2.25% Multiplier (80% max)		2.25% Multiplier (80% max)			
b) Normal Retirement Age	60		60			
c) Vesting	10 years		10 years			
d) Early Retirement (Unreduced)	-		-			
e) Early Retirement (Unreduced)	-		-			
f) Early Retirement (Reduced)	50/25		50/25			
g) Early Retirement (Reduced)	55/15		55/15			
h) Final Average Compensation	5 years		5 years			
i) COLA for Future Retirees	-		-			
j) COLA for Current Retirees	-		-			
k) Normal Form of Payment	-		-			
l) Death and Disability (D-2)	-		-			
m) Member Contribution Rate	5.00%		5.00%			
n) Other	-		-			
o) Census Change	-		-			
Participant Summary						
a) Active	5		5		0	
b) Vested Former Members	4		4		0	
c) Retired	<u>23</u>		<u>22</u>		<u>(1)</u>	
d) Total	32		31		(1)	
e) Annual Payroll	\$155,495		\$155,495		\$0	
Results						
1. Determination of Unfunded Accrued Liabilities and Funded Percent						
a. Present Value of Future Benefits (Active) ¹	\$495,015		\$495,015		\$0	
b. Present Value of Future Normal Costs (Active) ²	\$104,073		\$104,073		0	
c. Accrued Liability ³						
i. Active Employees [1.a. - 1.b.]	\$390,942		\$390,942		\$0	
ii. Vested Former Employees	149,316		149,316		0	
iii. Retirees and Beneficiaries	1,627,981		1,528,605		(99,376)	
iv. Pending Refunds	<u>4,291</u>		<u>4,291</u>		<u>0</u>	
v. Total	\$2,172,530		\$2,073,154		(\$99,376)	
d. Actuarial Value of Assets	\$1,444,260		\$1,378,197		(\$66,063)	
e. Unfunded Accrued Liability (UAL) [1.c.v. - 1.d.]	\$728,270		\$694,957		(\$33,313)	
f. Division Percent Funded [1.d. / 1.c.v.]	66.5%		66.5%		0.0%	
2. Employer Contribution Development ⁴						
	As an	As a % of	As an	As a % of	As an	As a % of
	Annual \$	payroll	Annual \$	payroll	Annual \$	payroll
a. Total Normal Cost ⁵	\$14,928	10.91%	\$14,928	10.91%	\$0	0.00%
b. Employee Contribution Rate	<u>6,840</u>	<u>5.00%</u>	<u>6,840</u>	<u>5.00%</u>	<u>0</u>	<u>0.00%</u>
c. Employer Normal Cost [2.a - 2.b.]	8,088	5.91%	8,088	5.91%	0	0.00%
d. Amortization of UAL ⁶	<u>53,580</u>	-	<u>51,144</u>	-	<u>(2,436)</u>	-
e. Employer Contribution ⁷ [2.c. + 2.d., not less than 0]	\$61,668	-	\$59,232	-	(\$2,436)	-
Miscellaneous and Technical Assumptions						
1. Increase in Final Compensation	3.00 %		3.00 %			
2. Withdrawal Rate Scaling Factor	100 %		100 %			

¹ The total value, in today's dollars, of benefits expected to be earned by the current active population and paid in the future.
² The portion of the present value of future benefits for current active members, expected to be earned after the valuation date.
³ The portion of the present value of future benefits earned through the valuation date.
⁴ Percentages of pay are not developed for a closed division.
⁵ The total normal cost is the ongoing cost of the plan under the applicable benefit structure.
⁶ Refer to the valuation Appendix, on the MERS website, for a description of the amortization policy.
⁷ Note that the results shown are based on the December 31, 2018 assumptions without any phase-in.

This report may be provided to parties other than the municipality only in its entirety.

Wexford Co (8302) – New (from Division 01)
Employer Computed Contributions
Based on the 12/31/2018 Annual Actuarial Valuation
Exhibit 2

Benefits	Current Benefits		Proposed Option 1		Difference from Current	
a) Benefit Multiplier	-		2.25% Multiplier (80% max)		2.25% Multiplier (80% max)	
b) Normal Retirement Age	-		60		60	
c) Vesting	-		10 years		10 years	
d) Early Retirement (Unreduced)	-		-		-	
e) Early Retirement (Unreduced)	-		-		-	
f) Early Retirement (Reduced)	-		50/25		50/25	
g) Early Retirement (Reduced)	-		55/15		55/15	
h) Final Average Compensation	-		5 years		5 years	
i) COLA for Future Retirees	-		-		-	
j) COLA for Current Retirees	-		-		-	
k) Normal Form of Payment	-		-		-	
l) Death and Disability (D-2)	-		-		-	
m) Member Contribution Rate	-		5.00%		5.00%	
n) Other	-		-		-	
o) Census Change	-		-		-	
Participant Summary						
a) Active	0		0		0	
b) Vested Former Members	0		0		0	
c) Retired	0		1		1	
d) Total	0		1		1	
e) Annual Payroll	\$0		\$0		\$0	
Results						
1. Determination of Unfunded Accrued Liabilities and Funded Percent						
a. Present Value of Future Benefits (Active) ¹	\$0		\$0		\$0	
b. Present Value of Future Normal Costs (Active) ²	\$0		\$0		0	
c. Accrued Liability ³						
i. Active Employees [1.a. - 1.b.]	\$0		\$0		\$0	
ii. Vested Former Employees	0		0		0	
iii. Retirees and Beneficiaries	0		99,376		99,376	
iv. Pending Refunds	0		0		0	
v. Total	\$0		\$99,376		\$99,376	
d. Actuarial Value of Assets	\$0		\$66,063		\$66,063	
e. Unfunded Accrued Liability (UAL) [1.c.v. - 1.d.]	\$0		\$33,313		\$33,313	
f. Division Percent Funded [1.d. / 1.c.v.]	0.0%		66.5%		66.5%	
2. Employer Contribution Development ⁴						
	As an Annual \$	As a % of payroll	As an Annual \$	As a % of payroll	As an Annual \$	As a % of payroll
a. Total Normal Cost ⁵	\$0	0.00%	\$0	0.00%	\$0	0.00%
b. Employee Contribution Rate	0	0.00%	0	0.00%	0	0.00%
c. Employer Normal Cost [2.a - 2.b.]	0	0.00%	0	0.00%	0	0.00%
d. Amortization of UAL ⁶	0	0.00%	2,448	-	2,448	-
e. Employer Contribution ⁷ [2.c. + 2.d., not less than 0]	\$0	0.00%	\$2,448	-	\$2,448	-
Miscellaneous and Technical Assumptions						
1. Increase in Final Compensation	3.00 %		3.00 %			
2. Withdrawal Rate Scaling Factor	100 %		100 %			

¹ The total value, in today's dollars, of benefits expected to be earned by the current active population and paid in the future.
² The portion of the present value of future benefits for current active members, expected to be earned after the valuation date.
³ The portion of the present value of future benefits earned through the valuation date.
⁴ Percentages of pay are not developed for a closed division.
⁵ The total normal cost is the ongoing cost of the plan under the applicable benefit structure.
⁶ Refer to the valuation Appendix, on the MERS website, for a description of the amortization policy.
⁷ Note that the results shown are based on the December 31, 2018 assumptions without any phase-in.

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Wexford Co (8302) – Sheriff 312 (Division 02)
Employer Computed Contributions
Based on the 12/31/2018 Annual Actuarial Valuation
Exhibit 3

	Current Benefits		Proposed Option 1		Difference from Current	
Benefits						
a) Benefit Multiplier	2.50% Multiplier (80% max)		2.50% Multiplier (80% max)			
b) Normal Retirement Age	60		60			
c) Vesting	10 years		10 years			
d) Early Retirement (Unreduced)	55/25		55/25			
e) Early Retirement (Unreduced)	-		-			
f) Early Retirement (Reduced)	50/25		50/25			
g) Early Retirement (Reduced)	55/15		55/15			
h) Final Average Compensation	5 years		5 years			
i) COLA for Future Retirees	-		-			
j) COLA for Current Retirees	-		-			
k) Normal Form of Payment	-		-			
l) Death and Disability (D-2)	-		-			
m) Member Contribution Rate	4.00%		4.00%			
n) Other	-		-			
o) Census Change	-		-			
Participant Summary						
a) Active		16		12		(4)
b) Vested Former Members		8		8		0
c) Retired		<u>15</u>		<u>15</u>		0
d) Total		39		35		(4)
e) Annual Payroll		\$898,938		\$686,671		(\$212,267)
Results						
1. Determination of Unfunded Accrued Liabilities and Funded Percent						
a. Present Value of Future Benefits (Active) ¹		\$3,837,080		\$2,998,365		(\$838,715)
b. Present Value of Future Normal Costs (Active) ²		\$856,375		\$647,615		(208,760)
c. Accrued Liability ³						
i. Active Employees [1.a. - 1.b.]		\$2,980,705		\$2,350,750		(\$629,955)
ii. Vested Former Employees		639,354		639,354		0
iii. Retirees and Beneficiaries		3,069,021		3,069,021		0
iv. Pending Refunds		<u>164</u>		<u>164</u>		0
v. Total		\$6,689,244		\$6,059,289		(\$629,955)
d. Actuarial Value of Assets		\$4,450,199		\$4,031,105		(\$419,094)
e. Unfunded Accrued Liability (UAL) [1.c.v. - 1.d.]		\$2,239,045		\$2,028,184		(\$210,861)
f. Division Percent Funded [1.d. / 1.c.v.]		66.5%		66.5%		0.0%
2. Employer Contribution Development ⁴	As an	As a % of	As an	As a % of	As an	As a % of
	Annual \$	payroll	Annual \$	payroll	Annual \$	payroll
a. Total Normal Cost ⁵	\$101,580	10.94%	\$77,220	10.88%	(\$24,360)	(0.06%)
b. Employee Contribution Rate	<u>37,140</u>	<u>4.00%</u>	<u>28,392</u>	<u>4.00%</u>	<u>(8,748)</u>	<u>0.00%</u>
c. Employer Normal Cost [2.a - 2.b.]	64,440	6.94%	48,828	6.88%	(15,612)	(0.06%)
d. Amortization of UAL ⁶	<u>163,008</u>	-	<u>147,648</u>	-	<u>(15,360)</u>	-
e. Employer Contribution ⁷ [2.c. + 2.d., not less than 0]	\$227,448	-	\$196,476	-	(\$30,972)	-
Miscellaneous and Technical Assumptions						
1. Increase in Final Compensation		3.00 %		3.00 %		
2. Withdrawal Rate Scaling Factor		100 %		100 %		

¹ The total value, in today's dollars, of benefits expected to be earned by the current active population and paid in the future.
² The portion of the present value of future benefits for current active members, expected to be earned after the valuation date.
³ The portion of the present value of future benefits earned through the valuation date.
⁴ Percentages of pay are not developed for a closed division.
⁵ The total normal cost is the ongoing cost of the plan under the applicable benefit structure.
⁶ Refer to the valuation Appendix, on the MERS website, for a description of the amortization policy.
⁷ Note that the results shown are based on the December 31, 2018 assumptions without any phase-in.

This report may be provided to parties other than the municipality only in its entirety.

Wexford Co (8302) – New (from Division 02)
Employer Computed Contributions
Based on the 12/31/2018 Annual Actuarial Valuation
Exhibit 4

Benefits	Current Benefits		Proposed Option 1		Difference from Current	
a) Benefit Multiplier	-		2.50% Multiplier (80% max)		2.50% Multiplier (80% max)	
b) Normal Retirement Age	-		60		60	
c) Vesting	-		10 years		10 years	
d) Early Retirement (Unreduced)	-		55/25		55/25	
e) Early Retirement (Unreduced)	-		-		-	
f) Early Retirement (Reduced)	-		50/25		50/25	
g) Early Retirement (Reduced)	-		55/15		55/15	
h) Final Average Compensation	-		5 years		5 years	
i) COLA for Future Retirees	-		-		-	
j) COLA for Current Retirees	-		-		-	
k) Normal Form of Payment	-		-		-	
l) Death and Disability (D-2)	-		-		-	
m) Member Contribution Rate	-		4.00%		4.00%	
n) Other	-		-		-	
o) Census Change	-		-		-	
Participant Summary						
a) Active	0		4		4	
b) Vested Former Members	0		0		0	
c) Retired	0		0		0	
d) Total	0		4		4	
e) Annual Payroll	\$0		\$212,267		\$212,267	
Results						
1. Determination of Unfunded Accrued Liabilities and Funded Percent						
a. Present Value of Future Benefits (Active) ¹	\$0		\$838,715		\$838,715	
b. Present Value of Future Normal Costs (Active) ²	\$0		\$208,760		208,760	
c. Accrued Liability ³						
i. Active Employees [1.a. - 1.b.]	\$0		\$629,955		\$629,955	
ii. Vested Former Employees	0		0		0	
iii. Retirees and Beneficiaries	0		0		0	
iv. Pending Refunds	0		0		0	
v. Total	\$0		\$629,955		\$629,955	
d. Actuarial Value of Assets	\$0		\$419,094		\$419,094	
e. Unfunded Accrued Liability (UAL) [1.c.v. - 1.d.]	\$0		\$210,861		\$210,861	
f. Division Percent Funded [1.d. / 1.c.v.]	0.0%		66.5%		66.5%	
2. Employer Contribution Development ⁴						
	As an	As a % of	As an	As a % of	As an	As a % of
	Annual \$	payroll	Annual \$	payroll	Annual \$	payroll
a. Total Normal Cost ⁵	\$0	0.00%	\$24,408	11.15%	\$24,408	11.15%
b. Employee Contribution Rate	0	0.00%	8,760	4.00%	8,760	4.00%
c. Employer Normal Cost [2.a - 2.b.]	0	0.00%	15,648	7.15%	15,648	7.15%
d. Amortization of UAL ⁶	0	0.00%	15,348	-	15,348	-
e. Employer Contribution ⁷ [2.c. + 2.d., not less than 0]	\$0	0.00%	\$30,996	-	\$30,996	-
Miscellaneous and Technical Assumptions						
1. Increase in Final Compensation	3.00 %		3.00 %			
2. Withdrawal Rate Scaling Factor	100 %		100 %			

¹ The total value, in today's dollars, of benefits expected to be earned by the current active population and paid in the future.
² The portion of the present value of future benefits for current active members, expected to be earned after the valuation date.
³ The portion of the present value of future benefits earned through the valuation date.
⁴ Percentages of pay are not developed for a closed division.
⁵ The total normal cost is the ongoing cost of the plan under the applicable benefit structure.
⁶ Refer to the valuation Appendix, on the MERS website, for a description of the amortization policy.
⁷ Note that the results shown are based on the December 31, 2018 assumptions without any phase-in.

This report may be provided to parties other than the municipality only in its entirety.

Wexford Co (8302) – Tech&Prof Asso. (Division 14)
Employer Computed Contributions
Based on the 12/31/2018 Annual Actuarial Valuation
Exhibit 5

Benefits	Current Benefits		Proposed Option 1		Difference from Current	
a) Benefit Multiplier	Bridged Benefit (See below)		Bridged Benefit (See below)			
b) Normal Retirement Age	60		60			
c) Vesting	10 years		10 years			
d) Early Retirement (Unreduced)	-		-			
e) Early Retirement (Unreduced)	-		-			
f) Early Retirement (Reduced)	50/25		50/25			
g) Early Retirement (Reduced)	55/15		55/15			
h) Final Average Compensation	5 years		5 years			
i) COLA for Future Retirees	-		-			
j) COLA for Current Retirees	-		-			
k) Normal Form of Payment	-		-			
l) Death and Disability (D-2)	-		-			
m) Member Contribution Rate	5.00%		5.00%			
n) Other	-		-			
o) Census Change	-		-			
Participant Summary						
a) Active	3		0		(3)	
b) Vested Former Members	0		0		0	
c) Retired	8		5		(3)	
d) Total	11		5		(6)	
e) Annual Payroll	\$163,882		\$0		(\$163,882)	
Results						
1. Determination of Unfunded Accrued Liabilities and Funded Percent						
a. Present Value of Future Benefits (Active) ¹	\$610,400		\$0		(\$610,400)	
b. Present Value of Future Normal Costs (Active) ²	\$96,118		\$0		(96,118)	
c. Accrued Liability ³						
i. Active Employees [1.a. - 1.b.]	\$514,282		\$0		(\$514,282)	
ii. Vested Former Employees	0		0		0	
iii. Retirees and Beneficiaries	1,806,167		1,296,749		(509,418)	
iv. Pending Refunds	0		0		0	
v. Total	\$2,320,449		\$1,296,749		(\$1,023,700)	
d. Actuarial Value of Assets	\$880,645		\$492,136		(\$388,509)	
e. Unfunded Accrued Liability (UAL) [1.c.v. - 1.d.]	\$1,439,804		\$804,613		(\$635,191)	
f. Division Percent Funded [1.d. / 1.c.v.]	38.0%		38.0%		0.0%	
2. Employer Contribution Development ⁴						
	As an	As a % of	As an	As a % of	As an	As a % of
	Annual \$	payroll	Annual \$	payroll	Annual \$	payroll
a. Total Normal Cost ⁵	\$14,364	9.39%	\$0	0.00%	(\$14,364)	(9.39%)
b. Employee Contribution Rate	7,644	5.00%	0	0.00%	(7,644)	(5.00%)
c. Employer Normal Cost [2.a - 2.b.]	6,720	4.39%	0	0.00%	(6,720)	(4.39%)
d. Amortization of UAL ⁶	105,192	-	58,788	-	(46,404)	-
e. Employer Contribution ⁷ [2.c. + 2.d., not less than 0]	\$111,912	-	\$58,788	-	(\$53,124)	-
Miscellaneous and Technical Assumptions						
1. Increase in Final Compensation	3.00 %		3.00 %			
2. Withdrawal Rate Scaling Factor	100 %		100 %			

- ¹ The total value, in today's dollars, of benefits expected to be earned by the current active population and paid in the future.
- ² The portion of the present value of future benefits for current active members, expected to be earned after the valuation date.
- ³ The portion of the present value of future benefits earned through the valuation date.
- ⁴ Percentages of pay are not developed for a closed division.
- ⁵ The total normal cost is the ongoing cost of the plan under the applicable benefit structure.
- ⁶ Refer to the valuation Appendix, on the MERS website, for a description of the amortization policy.
- ⁷ Note that the results shown are based on the December 31, 2018 assumptions without any phase-in.

Bridged Benefit Description:

Benefit Multiplier To Bridge Date:	2.50% Multiplier (80% max)
Benefit Multiplier On/After Bridge Date:	2.25% Multiplier (80% max)
Bridge Date:	September 30, 2011
FAC Type:	Frozen FAC
Bridge Benefit Max:	80% of FAC at Termination of Employment

This report may be provided to parties other than the municipality only in its entirety.

Wexford Co (8302) – New (from Division 14)
Employer Computed Contributions
Based on the 12/31/2018 Annual Actuarial Valuation
Exhibit 6

	Current Benefits		Proposed Option 1		Difference from Current	
Benefits						
a) Benefit Multiplier	-	-	Bridged Benefit (See below)		Bridged Benefit (See below)	
b) Normal Retirement Age	-	-	60		60	
c) Vesting	-	-	10 years		10 years	
d) Early Retirement (Unreduced)	-	-	-		-	
e) Early Retirement (Unreduced)	-	-	-		-	
f) Early Retirement (Reduced)	-	-	50/25		50/25	
g) Early Retirement (Reduced)	-	-	55/15		55/15	
h) Final Average Compensation	-	-	5 years		5 years	
i) COLA for Future Retirees	-	-	-		-	
j) COLA for Current Retirees	-	-	-		-	
k) Normal Form of Payment	-	-	-		-	
l) Death and Disability (D-2)	-	-	-		-	
m) Member Contribution Rate	-	-	5.00%		5.00%	
n) Other	-	-	-		-	
o) Census Change	-	-	-		-	
Participant Summary						
a) Active	0		3		3	
b) Vested Former Members	0		0		0	
c) Retired	0		3		3	
d) Total	0		6		6	
e) Annual Payroll	\$0		\$163,882		\$163,882	
Results						
1. Determination of Unfunded Accrued Liabilities and Funded Percent						
a. Present Value of Future Benefits (Active) ¹	\$0		\$610,400		\$610,400	
b. Present Value of Future Normal Costs (Active) ²	\$0		\$96,118		\$96,118	
c. Accrued Liability ³						
i. Active Employees [1.a. - 1.b.]	\$0		\$514,282		\$514,282	
ii. Vested Former Employees	0		0		0	
iii. Retirees and Beneficiaries	0		509,418		509,418	
iv. Pending Refunds	0		0		0	
v. Total	\$0		\$1,023,700		\$1,023,700	
d. Actuarial Value of Assets	\$0		\$388,509		\$388,509	
e. Unfunded Accrued Liability (UAL) [1.c.v. - 1.d.]	\$0		\$635,191		\$635,191	
f. Division Percent Funded [1.d. / 1.c.v.]	0.0%		38.0%		38.0%	
2. Employer Contribution Development ⁴						
	As an	As a % of	As an	As a % of	As an	As a % of
	Annual \$	payroll	Annual \$	payroll	Annual \$	payroll
a. Total Normal Cost ⁵	\$0	0.00%	\$14,364	9.39%	\$14,364	9.39%
b. Employee Contribution Rate	0	0.00%	7,644	5.00%	7,644	5.00%
c. Employer Normal Cost [2.a - 2.b.]	0	0.00%	6,720	4.39%	6,720	4.39%
d. Amortization of UAL ⁶	0	0.00%	46,404	-	46,404	-
e. Employer Contribution ⁷ [2.c. + 2.d., not less than 0]	\$0	0.00%	\$53,124	-	\$53,124	-
Miscellaneous and Technical Assumptions						
1. Increase in Final Compensation	3.00 %		3.00 %		3.00 %	
2. Withdrawal Rate Scaling Factor	100 %		100 %		100 %	

- ¹ The total value, in today's dollars, of benefits expected to be earned by the current active population and paid in the future.
² The portion of the present value of future benefits for current active members, expected to be earned after the valuation date.
³ The portion of the present value of future benefits earned through the valuation date.
⁴ Percentages of pay are not developed for a closed division.
⁵ The total normal cost is the ongoing cost of the plan under the applicable benefit structure.
⁶ Refer to the valuation Appendix, on the MERS website, for a description of the amortization policy.
⁷ Note that the results shown are based on the December 31, 2018 assumptions without any phase-in.

Bridged Benefit Description:
Benefit Multiplier To Bridge Date: 2.50% Multiplier (80% max)
Benefit Multiplier On/After Bridge Date: 2.25% Multiplier (80% max)
Bridge Date: September 30, 2011
FAC Type: Frozen FAC
Bridge Benefit Max: 80% of FAC at Termination of Employment

This report may be provided to parties other than the municipality only in its entirety.

Wexford Co (8302) – Sheriff/Non 312 (Division 23)
Employer Computed Contributions
Based on the 12/31/2018 Annual Actuarial Valuation
Exhibit 7

Benefits	Current Benefits		Proposed Option 1		Difference from Current	
a) Benefit Multiplier	Bridged Benefit (See below)		Bridged Benefit (See below)			
b) Normal Retirement Age	60		60			
c) Vesting	10 years		10 years			
d) Early Retirement (Unreduced)	55/25		55/25			
e) Early Retirement (Unreduced)	-		-			
f) Early Retirement (Reduced)	50/25		50/25			
g) Early Retirement (Reduced)	55/15		55/15			
h) Final Average Compensation	5 years		5 years			
i) COLA for Future Retirees	-		-			
j) COLA for Current Retirees	-		-			
k) Normal Form of Payment	-		-			
l) Death and Disability (D-2)	-		-			
m) Member Contribution Rate	5.00%		5.00%			
n) Other	-		-			
o) Census Change	-		-			
Participant Summary						
a) Active	8		8		0	
b) Vested Former Members	1		1		0	
c) Retired	9		8		(1)	
d) Total	18		17		(1)	
e) Annual Payroll	\$378,758		\$378,758		\$0	
Results						
1. Determination of Unfunded Accrued Liabilities and Funded Percent						
a. Present Value of Future Benefits (Active) ¹	\$1,391,984		\$1,391,984		\$0	
b. Present Value of Future Normal Costs (Active) ²	\$311,665		\$311,665		0	
c. Accrued Liability ³						
i. Active Employees [1.a. - 1.b.]	\$1,080,319		\$1,080,319		\$0	
ii. Vested Former Employees	57,800		57,800		0	
iii. Retirees and Beneficiaries	1,970,298		1,773,973		(196,325)	
iv. Pending Refunds	8,505		8,505		0	
v. Total	\$3,116,922		\$2,920,597		(\$196,325)	
d. Actuarial Value of Assets	\$2,311,390		\$2,165,803		(\$145,587)	
e. Unfunded Accrued Liability (UAL) [1.c.v. - 1.d.]	\$805,532		\$754,794		(\$50,738)	
f. Division Percent Funded [1.d. / 1.c.v.]	74.2%		74.2%		0.0%	
2. Employer Contribution Development ⁴						
	As an	As a % of	As an	As a % of	As an	As a % of
	Annual \$	payroll	Annual \$	payroll	Annual \$	payroll
a. Total Normal Cost ⁵	\$39,504	10.25%	\$39,504	10.25%	\$0	0.00%
b. Employee Contribution Rate	19,272	5.00%	19,272	5.00%	0	0.00%
c. Employer Normal Cost [2.a - 2.b.]	20,232	5.25%	20,232	5.25%	0	0.00%
d. Amortization of UAL ⁶	58,860	-	55,140	-	(3,720)	-
e. Employer Contribution ⁷ [2.c. + 2.d., not less than 0]	\$79,092	-	\$75,372	-	(\$3,720)	-
Miscellaneous and Technical Assumptions						
1. Increase in Final Compensation	3.00 %		3.00 %			
2. Withdrawal Rate Scaling Factor	100 %		100 %			

- ¹ The total value, in today's dollars, of benefits expected to be earned by the current active population and paid in the future.
² The portion of the present value of future benefits for current active members, expected to be earned after the valuation date.
³ The portion of the present value of future benefits earned through the valuation date.
⁴ Percentages of pay are not developed for a closed division.
⁵ The total normal cost is the ongoing cost of the plan under the applicable benefit structure.
⁶ Refer to the valuation Appendix, on the MERS website, for a description of the amortization policy.
⁷ Note that the results shown are based on the December 31, 2018 assumptions without any phase-in.

Bridged Benefit Description:

Benefit Multiplier To Bridge Date:	2.50% Multiplier (80% max)
Benefit Multiplier On/After Bridge Date:	2.25% Multiplier (80% max)
Bridge Date:	September 30, 2011
FAC Type:	Frozen FAC
Bridge Benefit Max:	80% of FAC at Termination of Employment

This report may be provided to parties other than the municipality only in its entirety.

Wexford Co (8302) – New (from Division 23)
Employer Computed Contributions
Based on the 12/31/2018 Annual Actuarial Valuation
Exhibit 8

Benefits	Current Benefits		Proposed Option 1		Difference from Current	
a) Benefit Multiplier	-		Bridged Benefit (See below)		Bridged Benefit (See below)	
b) Normal Retirement Age	-		60		60	
c) Vesting	-		10 years		10 years	
d) Early Retirement (Unreduced)	-		55/25		55/25	
e) Early Retirement (Unreduced)	-					
f) Early Retirement (Reduced)	-		50/25		50/25	
g) Early Retirement (Reduced)	-		55/15		55/15	
h) Final Average Compensation	-		5 years		5 years	
i) COLA for Future Retirees	-					
j) COLA for Current Retirees	-					
k) Normal Form of Payment	-					
l) Death and Disability (D-2)	-					
m) Member Contribution Rate	-		5.00%		5.00%	
n) Other	-					
o) Census Change	-					
Participant Summary						
a) Active	0		0		0	
b) Vested Former Members	0		0		0	
c) Retired	0		1		1	
d) Total	0		1		1	
e) Annual Payroll	\$0		\$0		\$0	
Results						
1. Determination of Unfunded Accrued Liabilities and Funded Percent						
a. Present Value of Future Benefits (Active) ¹	\$0		\$0		\$0	
b. Present Value of Future Normal Costs (Active) ²	\$0		\$0		0	
c. Accrued Liability ³						
i. Active Employees [1.a. - 1.b.]	\$0		\$0		\$0	
ii. Vested Former Employees	0		0		0	
iii. Retirees and Beneficiaries	0		196,325		196,325	
iv. Pending Refunds	0		0		0	
v. Total	\$0		\$196,325		\$196,325	
d. Actuarial Value of Assets	\$0		\$145,587		\$145,587	
e. Unfunded Accrued Liability (UAL) [1.c.v. - 1.d.]	\$0		\$50,738		\$50,738	
f. Division Percent Funded [1.d. / 1.c.v.]	0.0%		74.2%		74.2%	
2. Employer Contribution Development ⁴						
	As an Annual \$	As a % of payroll	As an Annual \$	As a % of payroll	As an Annual \$	As a % of payroll
a. Total Normal Cost ⁵	\$0	0.00%	\$0	0.00%	\$0	0.00%
b. Employee Contribution Rate	0	0.00%	0	0.00%	0	0.00%
c. Employer Normal Cost [2.a - 2.b.]	0	0.00%	0	0.00%	0	0.00%
d. Amortization of UAL ⁶	0	0.00%	3,708	-	3,708	-
e. Employer Contribution ⁷ [2.c. + 2.d., not less than 0]	\$0	0.00%	\$3,708	-	\$3,708	-
Miscellaneous and Technical Assumptions						
1. Increase in Final Compensation	3.00 %		3.00 %			
2. Withdrawal Rate Scaling Factor	100 %		100 %			

¹ The total value, in today's dollars, of benefits expected to be earned by the current active population and paid in the future.
² The portion of the present value of future benefits for current active members, expected to be earned after the valuation date.
³ The portion of the present value of future benefits earned through the valuation date.
⁴ Percentages of pay are not developed for a closed division.
⁵ The total normal cost is the ongoing cost of the plan under the applicable benefit structure.
⁶ Refer to the valuation Appendix, on the MERS website, for a description of the amortization policy.
⁷ Note that the results shown are based on the December 31, 2018 assumptions without any phase-in.

Bridged Benefit Description:
Benefit Multiplier To Bridge Date: 2.50% Multiplier (80% max)
Benefit Multiplier On/After Bridge Date: 2.25% Multiplier (80% max)
Bridge Date: September 30, 2011
FAC Type: Frozen FAC
Bridge Benefit Max: 80% of FAC at Termination of Employment

This report may be provided to parties other than the municipality only in its entirety.



Important Comments

Important Comments

1. The liabilities were calculated using the actuarial assumptions and methods adopted by the MERS Retirement Board and do not assume 100% retirement when first eligible. Actuarial assumptions and methods do not determine the cost of the benefits provided; they only impact the pattern of employer contributions. If future experience is unfavorable compared to the assumptions used, employer contribution rates will increase in future years, and vice versa. For example, if members retire when first eligible, the actual liabilities would be higher than calculated resulting in higher employer contributions.
2. The actuarial value of assets used to determine both the funded ratio and the required employer contribution is based on a smoothed value of assets. Only a portion of each year's investment market gain or loss is recognized in the current actuarial value of assets; the remaining portions of gains and losses will be reflected in future years' actuarial value of assets. This reduces the asset volatility impact on the determined required employer contribution and funded ratio. The smoothed actuarial rate of return for 2018 was 3.80%.

As of December 31, 2018, the actuarial value of assets is 110% of market value. This means that there is a net outstanding asset loss that is not yet recognized in the actuarial value of assets. Absent future asset gains offsetting the net outstanding asset loss, the net outstanding asset loss will be recognized in future actuarial valuations and is expected to decrease funded ratios and increase employer contribution requirements.

3. Unless otherwise indicated, a funded status measurement is based upon the actuarial accrued liability and the actuarial value of assets. The measurement is:
 - a. Inappropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations.
 - b. Inappropriate for assessing benefit security for the membership.
 - c. Dependent upon the actuarial cost method which, in combination with the amortization policy and asset valuation method, affects the timing and amounts of future contributions. The amounts of future contributions will differ from those assumed due to future actual experience differing from assumed.

A funded status measurement of 100% is not synonymous with no required future contributions. If the funded status were 100%, the Plan would still require future normal cost contributions (i.e., the cost of the active membership accruing an additional year of service credit).

4. This report describes the financial effect of the proposed benefit plan. No statement contained within is a recommendation in favor of or in opposition to the proposed benefit plan.
5. The funded status shows the relationship of the assets to the amount needed to fund past service benefits, the actuarial accrued liability, under valuation assumptions.

Important Comments (Continued)

6. Contribution requirements take into consideration prior service with other MERS entities (for eligibility service only), reflected in the difference between benefit and vesting service. If members have service not reflected on the results page (e.g., prior MERS or Act 88 service), the unfunded liabilities and employer contributions may be understated.
7. The actuaries' understanding of the default invoicing procedure is that a percent of pay employer contribution is applied for open divisions and a dollar amount is applied for closed divisions.
8. Employer contributions are based on a percentage of members' reported pay for open divisions. If actual reported payroll is substantially lower than the payroll used in this report, the actuaries recommend a minimum contribution of the dollar developed in the "Results," item 2.e.
9. The results do not show the potential impact on other post-employment benefits (such as retiree health care insurance) or ancillary benefits (such as life insurance).
10. The results of separate actuarial valuations generally cannot be added together to produce a correct estimate of the employer contributions. The total can be considerably greater than the sum of the parts due to the interaction of various plan provisions and assumptions used.
11. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of this supplemental actuarial valuation does not include an analysis of the potential range of such future measurements.
12. The calculations are based upon assumptions regarding future events, which may or may not materialize and proposed plan provisions. The actual impact of the proposed plan change(s) will change over time as actual experience emerges. Contact your MERS representative at 800-767-MERS if you believe that:
 - a. The assumptions are unreasonable,
 - b. The plan provisions are missing or incorrectly described,
 - c. Conditions have changed since the calculations were made,
 - d. The information provided in this report is inaccurate or is in any way incomplete, or
 - e. You need further information to make an informed decision.

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name _____ **Municipality #:** _____

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number _____), the effective date shall be the first day of _____, 20____. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to **separate employees** from an existing Defined Benefit division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

In a collective bargaining unit (attach cover page, retirement section, signature page)

Subject to the same personnel policy

To receive one month of service credit (check one):

An employee shall work 10 _____ hour days.

An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

Probationary Periods are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the

_____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

Termination Final Average Compensation (calculated over the members entire wage history)

Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years

4. Vesting (5 -10 yrs, increments of 1 yr) _____ years

5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. Required employee contribution (Increments of 0.01%) _____ %

7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

Compensation including all items as allowed in the MERS Plan Document (Section 14).

If anything varies, specify here:

Included: _____

Excluded: _____

Base wages only.

If any items should be included, specify here:

Included: _____

Medicare taxable wages as reported on W2.

Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	<input type="checkbox"/> Future retirees who retire after effective date
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

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2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the _____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Defined Benefit Plan Adoption Agreement



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www.mersofmich.com

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I. Employer Name _____ **Municipality #:** _____

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

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Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

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(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

In a collective bargaining unit (attach cover page, retirement section, signature page)

Subject to the same personnel policy

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Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
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Authorized signature: _____

Title: _____

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- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	<input type="checkbox"/> Future retirees who retire after effective date
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the _____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name _____ **Municipality #:** _____

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number _____), the effective date shall be the first day of _____, 20____. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to **separate employees** from an existing Defined Benefit division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

In a collective bargaining unit (attach cover page, retirement section, signature page)

Subject to the same personnel policy

To receive one month of service credit (check one):

An employee shall work 10 _____ hour days.

An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

Probationary Periods are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the

_____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

Termination Final Average Compensation (calculated over the members entire wage history)

Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years

4. Vesting (5 -10 yrs, increments of 1 yr) _____ years

5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. Required employee contribution (Increments of 0.01%) _____ %

7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

Compensation including all items as allowed in the MERS Plan Document (Section 14).

If anything varies, specify here:

Included: _____

Excluded: _____

Base wages only.

If any items should be included, specify here:

Included: _____

Medicare taxable wages as reported on W2.

Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
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<input type="checkbox"/> All current retirees as of effective date	<input type="checkbox"/> Future retirees who retire after effective date
<input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
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3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
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Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the _____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Alaina Nyman, County Clerk
FOR MEETING DATE: May 6, 2020
SUBJECT: Approval of Claims

SUMMARY OF ITEM TO BE PRESENTED:

With the Stay at Home Order, these claims are being presented to the Board of Commissioners due to lack of Finance Committee proceedings.

RECOMMENDATION:

A motion to approve the claims.

5/6/2020

J.5.

**Wexford County Board of Commissioners
Amendments to the 2020 Budget**

Adj #	Acct	Acct Description	Revenue	Expense
20200501	101.301.702.03	Perm. Employee		\$ 5,309
	101.301.719.00	Social Security		413
	101.301.720.00	Retirement		1,622
	101.301.721.00	Health Insurance		1,815
	101.301.722.00	Workers Comp		374
	101.301.725.00	Sick & Accident Ins.		67
	101.315.543.03	Secondary Road Patrol	\$9,600	
	Additional Revenue received for Secondary Road Patrol			
20200502	101.315.932.00	Vehicle Maintenance/Operations		\$1,500
	101.315.543.03	Secondary Road Patrol	\$1,500	
	Additional Revenue received for Secondary Road Patrol			

HR/Public Safety Items

Agenda Items

J.6. through J.9.



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

March

2020

Received by Wexford County

APR 15 2020

Administration Office

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 26 sworn Officers; the Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 15 Deputies and 2 Court Bailiff's.

In March, the Law Enforcement Division received 554 calls for service. Of those calls, 158 reports were taken. As a result of those complaints taken, 40 arrests were made, and 81 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	554
Total Complaints Taken	158
Felony/Misdemeanor Arrests	40
Citations Issued	81

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	8
---------------	---

TNT:

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports	4
Intelligence Reports	22
Arrests	2
Assist Other Agencies	5

CIVIL PROCESS:

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Offices.

Total Civil Papers Received	61
Total Civil Papers Completed	43

ADDITIONAL SERVICES:

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	7	Permits/Sales Records entered	160
Concealed Pistol Licensing	9	Indiv. Sales registered	165
Other	8		
Total Prints.....	24		

ANIMAL CONTROL DIVISION:

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has many volunteers that assist in taking care of the animals and advocating for their adoptions. In March, the shelter took in 26 animals, adopting 18 and reuniting 8 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	31
Total Complaints/Reports	3
Animal Bites	5
Citations Issued	0
Animals Lodged in Pound	26
Animals Adopted Out	18
Animals Transferred to Rescue	0
Animals Claimed By Owners	8
Animals Euthanized	1

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of, 4 Sergeants, 20 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	87
Total number of inmates Booked	90
Total Inmates Booked –Year to date	406
Total Number of Inmates Released	127
Number Released-Year to date	425
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- March 4, 2020-Det/Sgt. Piskor, Sgt. Rood, Deputy Quiggin and Deputy Owens attended an evidence technician update at Camp Grayling. The training was presented by the Michigan State Police Crime Lab.
- March 10th and 12th, the entire Law Enforcement Division participated in the annual PPCT and Defensive Tactics training at the WCSO. The training was presented by instructor, Deputy Stanley.
- March 13, 2020-ACO Geeseman and ACO Tharp attended Bestiality Investigation Training hosted by the Livonia Animal Control. The training was presented by the Chandler Edwards Group.
- March 17, 2020 The Wexford County Sheriff's Office and Jail closed to the public until further notice due to the COVID-19 Pandemic.
- CO Mckinley, and CO Jobin were both in the Corrections Academy at West Shore College, this was cancelled due to COVID-19.
- CO Otberg was attending Dewolf and Associates, CTO Supervision School, at Livingston County. He completed 1 of 3 scheduled days of training. This training was cancelled due to COVID-19.



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

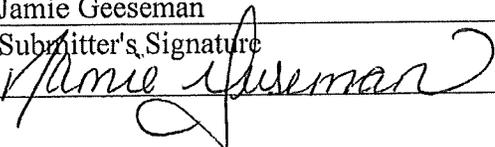
Richard R. Doehring
Undersheriff

DARE Report March 11, 2020 through April 11, 2020

- Student have completed most of the DARE lesson plan, but due to COVID-19, school has been cancelled, so students are unable to officially graduate. Before this occurred all students were scheduled to graduate on April 22 and 24th.

Deputy C. Lipar

Wexford County Animal Shelter				Reporting Month March 2020					
The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners with 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287, Section 9(a) but on a reporting month basis.									
Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	1	17	18	6	7	13	0	0	0
Cats	0	8	8	1	4	5	0	1	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		90.00	105.00		195.00
Sterilization Deposits	0.00	100.00		0.00	175.00		275.00
Ordinance Fee Refunds							
Reclaim Fees	8 animals reclaimed						115.00
Donations Received							
References:							
1. MCL 287.338.8a Sec (1)							
2. MCL 287.388							
3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations							
Printed Name of Person Submitting the Report Jamie Geeseman				Date Submitted 04-07-2020			
Submitter's Signature 				Phone 231-779-9530			



To: Wexford County Board of Commissioners
From: Paul Owens, General Manager
Date: April 20, 2020
SUBJECT: 911 Requests/Response Time Average Report

Attached is the *911 Requests/Response Time Average Report* for March 2020.

Operations: There were no concern reports for March 2020.

Financials for March 2020:

- Year-to-date total unrestricted revenue was \$1,894,068. The budgeted amount was \$1,910,886, which resulted in a variance of (\$16,818.)
- The total "requests for service" for March was 365. Prior year requests was 455.
- The total "billable requests for service" for March was 311. This total, compared with the budgeted total of 389, resulted in a decrease of (78) calls. "Requests for service" for the prior year was 394.

Miscellaneous for March:

- (1) MEI: City of Cadillac
- (1) Intercept: Mesick

Rationale Current Month Data
Jan to March 2020

911 Requests by Township/City and 911 Response Time Avg

Response Times		
Township	Requests	Minutes
Antioch	0	0
Boon	7	16.2
Cadillac	419	4.49
Cedar Creek	47	8.48
Cherry Grove	51	12.55
Clam Lake	71	6.61
Colfax	13	12.3
Greenwood	7	11.3
Hanover	0	0
Haring	125	6.55
Henderson	3	12.65
Liberty	15	8.87
Manton	32	6.45
Selma	56	11.8
Slagle	0	0
South Branch	39	20.77
Springville	0	0
Wexford	0	0

Wexford County

Central Dispatch

Public Safety

Report

March 2020

Received by Wexford County

APR 16 2020

Administration Office

CENTRAL DISPATCH

Total LEIN Responses 23454

CAD GENERATED: INCIDENTS:

Sheriff Department	421
Animal Control	29
Michigan State Police	551
Cadillac Police Department	698
Manton Police Department	12
EMS Calls	466
Fire Calls	86
Support Services Calls	15
Central Dispatch	50
911 Hang up/Text Back	129

TOTAL CALLS FOR SERVICE 2457

TELEPHONE CALLS RECEIVED:

9-1-1 calls	1078
Administrative Calls	3495
TOTAL CALLS RECEIVED:	4573



Monthly Report
Wexford County

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	FY2020	% +/-	FY2019	FY2018
# Cases Investigated	16	7	9										32	29.3%	99	78
Scene/Phone	8/8	4/3	5/4													
Cremation	21	17	24										62	14.3%	217	241
Manner																
Homicide	0	0	0										0		0	0
Suicide	1	1	0										2	14.3%	7	9
Accident	2	4	1										7	-6.7%	30	16
Natural	13	2	5										20	31.1%	61	53
Pending	0	0	3										3		1	0
COVID-																
COVID Cases Reviewed													0			
Cases M.E. Tested in Field													0			
Confirmed Cases M.E. pronounced													0			
Suspected Drug Re-																
Suspected Drug Re-	0	1	0										1	-63.6%	11	14
Special																
UnClaimed	0	0	0										0	-	1	1
Unidenti-	0	0	0										0		0	0
Exhuma-	0	0	0										0		0	0
Ordered																
Toxicolo-	2	1	2										5	-4.8%	21	14
Autopsy	1	0	0										1	-20.0%	5	6
Remaining Prepaid	4/10	4/10														
Dona-																
Whole	1	0	0										1		2	3
Eyes/	1	0	0										1		2	1

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, County Administrator
FOR MEETING DATE: May 6, 2020
SUBJECT: COVID-19 Preparedness and Response Plan

SUMMARY OF ITEM TO BE PRESENTED:

Section 11 of Executive Order 2020-59, the current “Stay Home” order states that:

Businesses, operations, and government agencies that remain open for in-person work must adhere to sound social distancing practices and measures, which include but are not limited to:

- (a) Developing a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. Such plan must be available at company headquarters or the worksite.

County Administrators from across the state asked Michigan Municipal Risk Management Authority (MMRMA), our liability insurance carrier, to create a template preparedness and response plan that all counties could use. Less than a week later, an attorney-vetted template was indeed provided. Travis Baker, Emergency Manager, and I modified the template to fit the needs and circumstances of Wexford County.

Please note that it is likely this document will need to be amended as the information regarding COVID-19 shifts and expands.

Commissioner Mike Bengelink has suggested that a document such as this be developed at a later time that could be used for situations other than COVID-19. I agree wholeheartedly with this idea and Travis and I are already making notes on what to include.

RECOMMENDATION:

That the Board of Commissioners approve the Wexford County COVID-19 Preparedness and Response Plan.



**Wexford County
COVID-19 Preparedness and Response Plan**

Date Implemented: _____, 2020

Wexford County
COVID-19 Preparedness and Response Plan
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Wexford County COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Wexford County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-59 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers and categories of workers who perform resumed activities as identified by Governor Whitmer in Executive Order 2020-59.

Under Executive Order 2020-59, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Wexford County’s applicable policies or protocols. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Protective Safety Measures (continued)

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using products containing EPA-approved disinfectants. Employees will be provided with access to appropriate cleaning supplies so that any commonly used surfaces can be wiped down before each use. In the event that an employee who has been in the workplace in the past 14 days tests positive for COVID-19, the Center for Disease Control guidelines for “Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility” will be followed as closely as practicable.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. The screening questionnaire in Appendix D should be utilized to decide if the visitor is allowed to enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or

- In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then Wexford County will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then Wexford County will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

The Wexford County Emergency Services Manager will function as the COVID-19 Workplace Coordinator, and will work with the County Administrator to:

1. Provide assistance to supervisors for the cross-training of employees to perform essential functions so the workplace can operate even if key employees are absent;
2. Identify alternate supply chains for critical goods and services in the event of disruption; and
3. Develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS & RESUMED ACTIVITY WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors:

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-59, critical infrastructure workers also include¹:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- b. Workers at suppliers, distribution centers, or service providers, as described below.
 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

¹ Under Executive Order 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-59. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
 - d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
 - e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
 - f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
 - g. Workers at laundromats, coin laundries, and dry cleaners.
 - h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
 - i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

For purposes of Executive Order 2020-59, workers who perform resumed activities are defined as follows:

- a. Workers who process or fulfill remote orders for goods for delivery or curbside pick-up.
- b. Workers who perform bicycle maintenance or repair.
- c. Workers for garden stores, nurseries, and lawn care, pest control, and landscaping operations, subject to the enhanced social-distancing rules described in section 11(h) of Executive Order 2020-59.
- d. Maintenance workers and groundskeepers who are necessary to maintain the safety and sanitation of places of outdoor recreation not otherwise closed under Executive Order 2020-43 or any order

that may follow from it, provided that the places and their workers do not provide goods, equipment, supplies, or services to individuals, and subject to the enhanced social-distancing rules described in section 11(h) Executive Order 2020-59.

- e. Workers for moving or storage operations, subject to the enhanced social-distancing rules described in section 11(h) of Executive Order 2020-59.

APPENDIX B

EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

1. Have you experienced any of the following symptoms in the last 3 days?

- Fever
- Atypical Cough
- Atypical shortness of breath

If YES to any, you are restricted from entering the building. In order to return to work, you must be both 3 symptom-free for 3 days *and* 7 days must have passed since your symptoms first appeared.

If NO, proceed to question #2.

2. Have you been in close contact (being within approximately six feet for a prolonged period of time) with anyone who has been diagnosed with COVID-19 or who has exhibited the above symptoms in the last 14 days?

- Yes
- No

If YES, you are restricted from entering the building.

If NO, proceed to question #3.

3. Does you have a fever above 100.4 degrees Fahrenheit?

- Yes
- No

If YES, you are restricted from entering the building.

If NO, you may enter the building.

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX D

**CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING**

Security Officer or Employee Performing Screening:

1. Ask each visitor the following:

In the past 24 hours, have you experienced any of the following symptoms:

- | | | |
|---|-------------------------------------|------------------------------------|
| a. Fever of 100.0°F or above? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Atypical Cough? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Atypical Shortness of Breath? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Ask each visitor the following:

In the past 14 days, have you:

- | | | |
|--|-------------------------------------|------------------------------------|
| a. Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Traveled via airplane internationally or domestically? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Take the visitor's temperature. Is it above 100.0°F?

4. If "yes" was a response to any of the questions, do not allow the visitor access to building. Offer the visitor a CDC handout regarding prevention of the spread of COVID-19.

5. Contact the court/office with which the visitor had the appointment and inform them that the visitor was not allowed into the building.

APPENDIX E
OTHER RESOURCES

Governor Whitmer's Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

APPENDIX F

**WEXFORD COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the Wexford County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

- 1.) It complies with Michigan Executive Order #2020-59 dated Thursday, April 24, 2020.
- 2.) The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
- 3.) The plan is available on the Wexford County website (<https://wexfordcounty.org/>) and at each Wexford County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Signature: _____

Name of Official: _____

Title: _____

Date: _____

In accordance with section 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"), eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of FEMA's Public Assistance program. FEMA will not duplicate assistance provided by the U.S. Department of Health and Human Services (HHS), to include the Centers for Disease Control and Prevention (CDC), or other federal agencies. State, territorial, tribal, and local government entities and certain private non-profit organizations are eligible to apply for Public Assistance.

FEMA assistance will be provided at a 75 percent federal cost share. This assistance will require execution of a FEMA-State/Tribal/Territory Agreement, as appropriate, and execution of an applicable emergency plan. Local governments and other eligible PA applicants will apply through their respective state, tribal or territorial jurisdictions.

Eligible Assistance

Under the COVID-19 Emergency Declaration described above, FEMA may provide assistance for emergency protective measures including, but not limited to, the following, if not funded by the HHS/CDC or other federal agency. While some activities listed may be eligible for funding through HHS/CDC, final reimbursement determinations will be coordinated by HHS and FEMA. FEMA will not duplicate any assistance provided by HHS/CDC):

Just few listed below

- o Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
- o Use of specialized medical equipment
- o Emergency medical transport
- o Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- o Movement of supplies and persons
- o Security and law enforcement
- o Communications of general health and safety information to the public
- o Search and rescue to locate and recover members of the population requiring assistance
- o Reimbursement for state, tribe, territory and/or local government force account overtime costs

There is a Webinar set for May 12th at 10:30 and 2pm, for Region 7 I will be attending in regard to this assistance, more guidance will be available as we move closer to assistance money start coming in. As you know this is an extremely fluid event and subject, things often change several times a day, we are doing our best to keep up with the changes and requirements. Wexford County has an account pending with FEMA and the State of Michigan in Grants Portal, this account takes a day or two to be approved just waiting on that, at the time on me writing this letter were still waiting on FEMA to approve.

Thank you

Travis Baker

Wexford Emergency Management Coordinator

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, Administrator
FOR MEETING DATE: May 6, 2020
SUBJECT: Personnel Changes – Circuit Court

SUMMARY OF ITEM TO BE PRESENTED:

Due in large part to the pending retirement of the Court Recorder, Circuit Court Judge William Fagerman is requesting a number of personnel changes for his staff; reclassifications of three positions and two new job descriptions. None of these positions are union positions. In addition, the changes will slightly reduce the court's expenditures.

On the following pages, per the County's Policy B-6.4 Reclassification and Position Description Review Procedure, you will find Judge Fagerman's justification statement describing the need for the changes, position classification work sheets, the current position descriptions, and the proposed position descriptions.

Per policy, this request should be directed to the Human Resources Committee. However, the chair of the HR Committee, Commissioner Bengelink, has agreed that due to the combination of the current pandemic situation and time limitations, that this request be sent directly to the Board of Commissioners.

RECOMMENDATION:

That the Board of Commissioners approve Judge Fagerman's requests regarding personnel in the Circuit Court.

THE CIRCUIT COURT

TWENTY - EIGHTH JUDICIAL CIRCUIT

STATE OF



MICHIGAN

COUNTIES OF MISSAUKEE AND WEXFORD

WILLIAM M. FAGERMAN
CIRCUIT JUDGE

COUNTY COURTHOUSE
437 E. DIVISION
CADILLAC, MICHIGAN 49601
PHONE: (231) 779-9490
FAX: (231) 779-9230

May 1, 2020

Ms. Janet Koch
Wexford County Administrator
437 E. Division Street
Cadillac, MI 49601

RE: REQUEST FOR STAFFING LEVEL REASSIGNMENTS

Dear Ms. Koch:

Enclosed herewith please find the details of a request for changing in staffing levels for the 28th Circuit Court. I am making this request in the middle of the budget cycle because of the imminent retirement of Mrs. Kelly. Adjustments to the staffing levels reflect an overall savings to the County, but I believe that it's appropriate for those to be authorized by the funding unit. We have also attached the position level analysis that was recommended as well as updated job descriptions for the ADR Clerk and Court Reporter. The ability to expedite a decision would be appreciated in light of Mrs. Kelly's imminent retirement. Further, I expect that upon lifting of the emergency orders there will be a substantial workload that will require full staffing.

The proposed changes involve reducing a M-3 position to L-6, increasing a M-2 position to M-3, and increasing a L-4 position L-6. The net financial effect is to reduce the combined salary for circuit court staff by \$5.04 per hour at the rate for maximum longevity. If you require any additional information or believe that I appear for any meetings, I will be happy to cooperate.

Yours very truly,

A handwritten signature in black ink that reads "William M. Fagerman".
William M. Fagerman
Circuit Judge

WMF/nc

**REQUEST FOR STAFF POSITION REASSIGNMENTS
FOR THE 28TH CIRCUIT COURT**

CURRENT STAFFING

The current staffing for the 28th Circuit Court is as follows:

Court Administrator – M2 Level – currently staffed by Flora Grundy
ADR Clerk/Judicial Secretary – Level 4 Level – currently staffed by Nancy Creed
Court Reporter – M3 Level – currently staffed by Janet Kelly.

The above staffing levels have been in existence for in excess of fifteen years.

REASON FOR REQUESTED STAFFING LEVEL CHANGES

The request for change in staffing levels is being made in the middle of the budget cycle because of the impending retirement of the Court Reporter at the end of May of this year. Mrs. Kelly will be retiring, and she has served as the 28th Circuit Court's Court Reporter in excess of twenty-eight years. Mrs. Kelly is a stenographic reporter, which means that she takes down court proceedings on her stenograph machine in a short-hand form and produces transcripts therefrom. At the time that Mrs. Kelly began her service to the County, stenographic reporting was the standard for circuit courts within the State of Michigan. Since that time, stenographic reporting has regularly been replaced by electronic reporting throughout the State of Michigan, to the extent that there are no available stenographic replacements for Mrs. Kelly. Several years ago, the County invested in electronic recording equipment for the circuit courtroom to allow for substitutes to record in Mrs. Kelly's absence. Going forward, electronic recording will be the standard for court reporting for the 28th Circuit Court. Electronic recording and transcript production does not require the unique skills and training of a stenographic reporter, and an adjustment to the compensation level is appropriate.

Because of substantial changes in the responsibilities for the two other positions in the 28th Circuit Court, it is requested that there be an adjustment in the levels for those employees to reflect the additional responsibilities of those positions.

PROPOSED STAFFING LEVELS

COURT ADMINISTRATOR – Reclassified from M2 to M3.

The request to increase the level for Court Administrator is made because of the additional responsibilities required of the Court Administrator and to make it compatible to other positions within the County. The current level for Court Administrator has been in existence for in excess of thirteen years while the responsibilities for the Court Administrator have expanded since its level was set. The Court Administrator is responsible for supervision of the circuit court staff as well as all scheduling of court proceedings and reporting to the State Court Administrative Office. The administrative duties involve all circuit court activities for Wexford and Missaukee Counties. Additional responsibilities have been added to that position because of the implementation of the Family Court and because of a concurrent jurisdiction plan established for the 28th Circuit Court, the 84th District Court and the Wexford and Missaukee Probate Courts. As a result of those changes, the Court Administrator for the 28th Circuit Court is required to schedule domestic relations matters for three judges, and personal protection matters for four judges. The duties have further expanded as a result of requirements of the Supreme Court, through the State Court Administrative Office, to provide substantial reporting regarding court performance and case management. These activities have regularly increased over the years and involve a substantial portion of the duties of the Court Administrator.

Because the State Court Administrative Office has encouraged multiple courts to be served by one chief judge, additional duties have been required of the Court Administrator. The Judge of the 28th Circuit Court has acted as the chief judge for four courts in the two-county area for several years and the administrative duties involved with those responsibilities have to be discharged by the Circuit Court Administrator. Although those duties may change in the future because of the current Chief Judge's retirement, it is likely in the future that the circuit court judge will be called upon to be the Chief Judge for the four courts.

Changes in technology have substantially increased the responsibilities for the Court Administrator. Expanded use of electronic participation in judicial proceedings, as well as the upcoming conversion to electronic filing in all Michigan courts will further increase those responsibilities. Further, a change of level would make the new level comparable with the Administrator for the 84th District Court.

ADR CLERK/ASSISTANT COURT ADMINISTRATOR – Current Level L4 – Proposed Level L6

The responsibilities of the ADR Clerk/Assistant Court Administrator that relate to being an Assistant Court Administrator involve being a back-up to the Court Administrator. Because the 28th Circuit Court is a one-judge circuit, staffing levels are low and it is necessary for cross-training to occur. The work load of the Court Administrator requires regular assistance from the person in this position. In the Court Administrator's absence, it is important for this person to have the ability to appropriately administer the responsibilities of the Court Administrator. The responsibilities are substantial and require appropriate training and skill.

The role of this position as an ADR Clerk, which stands for Alternative Dispute Resolution, involves managing civil cases to insure that both mediation and case evaluation are completed. Mediation and case evaluation are mandated by court rules and involve extensive interaction with litigants and primarily with their attorneys. Approximately ten years ago the involvement of the ADR Clerk was substantially expanded because mediation became mandatory in the 28th Circuit for domestic relations matters. Those additional responsibilities require that the ADR Clerk insure that mediation occurs in appropriately assigned domestic relations cases involving the judges in both Wexford and Missaukee Counties. It is believed that the level for this position was established when it was a part-time position and involved only ADR activities as opposed to assisting the Court Administrator.

COURT REPORTER/ADMINISTRATIVE ASSISTANT – Current Level M3 – Proposed Level L6

It is requested that there be a reduction in the level for the Court Reporter because of the change in the method of court reporting. The new Court Reporter will be required to be a Certified Court Reporter responsible for recording and preparation of all transcripts for the 28th Circuit Court and the Family Division as assigned. Further, it is anticipated that this person will act as an Administrative Assistant to the Court Administrator and the Assistant Court Administrator as staffing workloads require. The reduction is required to make the position appropriate in light of the training and background necessary and also to make it be comparable with other positions within the two counties. It is worthy of note that a substantial responsibility exists for the Court Reporter to file transcripts with the Court of Appeals. It is incumbent upon the Court Reporter to meet all appropriate deadlines and standards for the filing of transcripts and other documents necessary for processing of those appeals. It is believed that the proposed level is appropriate.

FINANCIAL IMPACT

CURRENT SALARIES

M3 - \$27.96 per hour
M2 - \$24.69 per hour
L4 - \$17.49 per hour
TOTAL: \$70.14 per hour for all three staff members

PROPOSED STAFFING LEVELS

M3 - \$27.96 per hour
L6 - \$18.57 per hour
L6 - \$18.57 per hour
TOTAL: \$65.10 per hour for all three staff members

It is important to point out that the above pay rates reflect the current staffing levels with the maximum pay rates based upon longevity. Further, by agreement, the above salaries are shared with Missaukee County at approximately 25% Missaukee/ 75% Wexford, based upon the prior year case filing ratio.



Position: **28th Circuit Court Administrator**
Date: **May 1, 2020**

Category	
1) Education	72
2) Work Experience	120
3) Freedom of Action	100
4) Complexity/Problem Solving	80
5) Accountability/Error Potential	80
6) Contacts	100
7) Responsibility for Others	78
8) Number of Personnel Supervised	12
9) Environmental Factors	40
10) Technical Knowledge	100
Total	782
Compensation Level	M3

Review Level: **Department Head**
Approved? Y/N **Y**
Review Level: **County Administrator**
Approved? Y/N **Y**

Signature 

CIRCUIT COURT REPORTER

SUMMARY

As official court reporter for Circuit Court actions, makes verbatim transcripts of all proceedings in accordance with statutory requirements. In turn, prepares a typed transcript within designated time limits.

SUPERVISION RECEIVED

Supervision is direct, received from the Circuit Court Judge.

SUPERVISION EXERCISED

None.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- 1. Assigned a designated location within the Courtroom, sets up equipment, arranges materials necessary for taking absolutely accurate record of proceedings.*
- 2. Takes a verbatim record of arraignments, show cause hearings, trials, motion matters, Judge's charge, sentencings and other Court proceedings using stenograph machine, manual shorthand or other methods approved by the Judge. May record proceedings as verification.*
- 3. Promptly and efficiently reads and rereads testimony of individuals past testimony as instructed by the Judge.*
- 4. May interrupt proceedings to seek clarifications where responses are unclear or not audible.*

5. On a contractual basis, personally types to final form or employs typist. In either event, proofreads transcripts for complete accuracy and certifies to accuracy of transcript.
6. Marks exhibits introduced into evidence as a matter of record. May oversee security/storage and safety of such exhibits.
7. Marks and retains all stenographic notes, indexing and filing for rapid retrieval.
8. Refers to Court Reporter's Manual on occasional use of forms and procedures.

IRCUIT COURT REPORTER (Cont'd)

9. Keeps a daily of all proceedings held in Court. Retains skills and capacity necessary for certified standards.

May provide routine clerical supportive assistance as part of normal Court processes.

May attend seminars on procedure, new forms and statewide reporting changes.

May categorize actions by type of action and summarize by category, the services of the Court.

Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

All of the following functions, qualifications, KSA's and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Considerable knowledge of the principles and practices of support services. Knowledge of the legal system and the Michigan Court system. Ability to see, hear and speak effectively and without limitation. Ability to reason and process numbers effectively. Ability to type and data input a minimum of 70 WPM. Able to stand or sit in one spot for long periods of time, moving arms, hands, back and entire body.

Certification as a Court Reporter.

A two year college degree and at least three years of experience as a certified court reporter is required.

Wexford County-i
t 1992

Circuit Court Reporter/Judicial Assistant

Summary: Serves as official court reporter for Circuit Court actions for Wexford/Missaukee Counties. Makes verbatim transcripts of all proceedings in accordance with statutory requirement and prepares a typed transcript within designated time limits. Taking and transcribing legal dictation. Performs legal clerical functions for the Judge and other administrative/clerical support activities as needed.

Supervision: Work is performed under general supervision of the Circuit Court Administrator and Circuit Judge.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: The employee in this position may be called upon to do any or all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform).

1. Responsible for assigned designated location in the courtroom, setting up running and maintaining recording equipment. Arranging materials necessary for taking absolutely accurate record of proceedings.
2. Required to perform court reporting duties in the 28th Circuit Court and Family Court in Wexford and Missaukee Counties.
3. Recording and maintaining verbatim record of arraignments, show cause hearings, trials, motion matters, Judge's charge, sentencings and other court proceedings using digital recording or stenograph equipment.
4. Promptly and efficiently prepares accurate transcripts of proceedings in accordance with statutory requirements and designated time limits. As well as, certifying accuracy of the transcript, filing the original with the court and distributing copies to all parties.
5. Ability to interrupt proceedings to seek clarification where responses are unclear or are not audible; play back testimony when instructed by the Judge.
6. Marks exhibits introduced into evidence as a matter of record.
7. Maintain skills and capacity necessary for keeping certification current. Staying informed on changes rules and statues regarding court reporting, per the Court Reporter's Manual.
8. Provide clerical supportive assistance as part of normal court proceedings.
9. Prepare notices and orders for Circuit and Family Court matters, as needed.
10. Type legal and confidential material, transcribing legal dictation. Drafting correspondence and legal documents for judicial review and signature, as needed. Compose correspondence in response to a problem or routine inquiry as authorized and directed.
11. Provides information and assistance to attorneys, law enforcement personal, organizations, agencies, officials, and the general public regarding court policies and

- procedures. Responds to inquires within scope of authority and refers others to the proper source.
12. Develops and maintains office filing system for court reporting matters, transcripts, digital recordings of court proceedings, as well as, primary responsibility for security and proper destruction and disposal of such files per court statue.
 13. Answer phone calls, be proficient with Microsoft Office, BIS recording software, JIS (Judicial Information Systems) and ZOOM.
 14. Process and drop mail off to post office daily.
 15. Perform related duties and tasks to assist in everyday operations of the Circuit Court.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- a. CER Certification
- b. Ability to type minimum 70 words per minute
- c. Ability to see well, hear well and speak effectively
- d. Ability to sit in one spot for long periods of time
- e. Must possess considerable knowledge of the principles and practices of the legal system and the Michigan Court System.
- f. Must possess professionalism
- g. Must be proficient with BIS Digital Recording system, Microsoft Office and have the ability to learn the JIS system and ZOOM video conferencing.
- h. Must have general knowledge of the judicial system and court procedures
- i. Two (2) years legal secretarial/record processing experience required in a court or closely related setting.
- j. Two (2) years of experience as a certified court reporter is required
- k. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field *.

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.

Updated 04/30/20



Position: **28th Circuit Court Reporter/Judicial Assistant**

Date: **May 1, 2020**

Category	
1) Education	48
2) Work Experience	90
3) Freedom of Action	100
4) Complexity/Problem Solving	60
5) Accountability/Error Potential	80
6) Contacts	80
7) Responsibility for Others	52
8) Number of Personnel Supervised	12
9) Environmental Factors	40
10) Technical Knowledge	60
Total	622
Compensation Level	L6

Review Level: **Department Head**

Approved? Y/N **Y**

Review Level: **County Administrator**

Approved? Y/N **Y**

Signature

A handwritten signature in blue ink that reads "Janet Koch".



WEXFORD COUNTY POSITION DESCRIPTION

Position: Judicial Secretary-Case Evaluation/ADR Clerk

Adopted:

- A. Summary. Under general supervision, performs legal secretarial functions for the Judge. Includes: scheduling, maintaining and coordinating the docket, taking and transcribing legal dictation, screening callers visitors, scheduling appointments and other administrative/clerical support activities. Also prepares and processes documentation related to Court ordered mediation. Performs related work as required.
- B. Supervision Received. Work is performed under the general supervision of the Judge.
- C. Supervision Exercised. None.
- D. Responsibilities, Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform).
1. Serves as secretary to the Judge, typing legal and confidential material, organizing, coordinating and processing information, maintaining Court files and records, scheduling appointments, taking and transcribing legal dictation, drafting correspondence and legal documents for judicial review and signature. Compose correspondence in response to a problem or routine inquiry as authorized and directed.
 2. Provides information and assistance to attorneys, law enforcement personnel, organizations, agencies, officials and the general public regarding Court policies and procedures. Receives calls and visitors, determining amount and type of information to provide and whether the judge's attention to a matter is required. Responds to inquiries within scope of authority and refers others to the proper source.
 3. Develops and maintains office filing system. Includes creating individual files for cases heard by Judge with copies or orders, opinions, correspondence and other documentation. Also has primary responsibility for security of such files.
 4. Schedules all matters and proceedings coming before the Court, considering the number and type of cases that may be processed in a given time period. Ensure that files are present and ready for Court action; coordinates scheduling with attorneys, law enforcement authorities and other participants. Also responds to inquiries regarding the Court schedule and related matters.
 5. Assists in courtroom procedures by completing proper documents, marking court files, maintaining accurate case activity records. Operates computer terminal, entering an updating court actions on all case files and performing

other duties and required.

6. Prepares and reviews all orders entered by the Court prior to judicial signature to ensure that all necessary requirements have been met. Forwards copies to attorneys represented in the case and makes appropriate docket entries.
7. Maintains records on Court appointed attorneys. Includes: attorney notification, Court ordered true copy preparation, compensation and submission of vouchers. Also prepares monthly report of fees paid.
8. Responsible for all civil cases evaluations and mediation.
9. Responsible for notification of jurors and maintaining accurate jury list. Responsible for security of such names. Responds to all jury correspondence as directed by Judge. Prepares Orders for Jury Commission. Notifies absent jurors of possible punishment.
10. Responsible for compiling weekly court schedule and distributing to county offices, attorneys, parties, etc.
11. Responsible for maintaining law library and submitting bills for payment.
12. Perform related duties as required.

E. Essential Functions, Qualifications, and KSAs for Employment. All of the following functions, qualification, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Ability to type 60 WPM to complete duties 1, 5, and 8.

Ability to see well to complete duties 1 and 3.

Ability to hear well to complete duties 2, 4, and 5.

***Graduation from an** accredited community college or Associates Degree in Business Administration, Administrative Assistant, Legal Assistant or related field.

One year legal secretarial/record processing experience required in a court or closely related legal setting.

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.

Assistant Court Administrator/ADR Clerk

Summary: Prepare and process all matters relating to Court ordered mediation and case evaluation. Perform legal secretarial functions for the Judge and assisting the court administrator including, scheduling, maintaining and coordination the docket, screening calls and visitors, scheduling appointments, preparing court notices, filing documents, preparing reports, and other administrative/clerical support activities as required.

Supervision: Work is performed under general supervision of the Circuit Court Administrator and Circuit Judge.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: The employee in this position may be called upon to do any or all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform).

1. Perform Circuit Court Administrator duties in the absence of the Court Administrator.
2. Responsible for all civil cases evaluations and mediations.
3. Responsible for notification of jurors and maintaining accurate jury list and security of such names. Responds to all jury correspondence as directed by the Judge. Prepares orders for Jury Commission. Notifies absent jurors of possible punishment.
4. Maintain law library contracts and submit bills for payment.
5. Prepare notices and orders for Circuit and Family Court matters.
6. Compile weekly court schedule and distribute to county offices, attorneys and parties.
7. Serve as administrative assistant to the Judge, typing legal and confidential material, organizing, coordination and processing information. Taking and transcribing legal dictation. Maintaining court files and records, scheduling appointments, arranging meetings, drafting correspondence and legal documents for judicial review and signature. Compose correspondence in response to a problem or routine inquiry as authorized and directed.
8. Provides information and assistance to attorneys, law enforcement personal, organizations, agencies, officials, and the general public regarding court policies and procedures. Receives calls and visitors, determining the amount and type of information to provide and whether the judge's attention to matter is required. Responds to inquires within scope of authority and refers others to the proper source.
9. Develops and maintains office filing system. Including, creating individual files for cases heard by judge with copies or orders, opinions, correspondence and other documentation. Also has primary responsibility for security and proper destruction and disposal of such files.
10. Schedules all matters and proceedings coming before the Circuit and Family Courts for Wexford and Missaukee Counties considering the number and type of cases that

may be processed in a given time period. Ensure the files are present and ready for court action; coordinates scheduling with attorneys, law enforcement authorities and other participants. Also responds to inquiries regarding the court schedule and related matters.

11. Assists in courtroom procedures by completing proper documents, marking court files, maintaining accurate case activity records. Operates computer terminal, entering and updating court actions on all case files and performing other duties as required.
12. Must get and maintain a CEO and/or CER certification and perform court reporter duties on an as needed basis.
13. Prepares and reviews all orders entered by the court prior to judicial signature to ensure that all necessary requirements have been met. Forward copies to attorneys and/or parties represented in the case and make appropriate docket entries.
14. Process all new cases bound over from the District court and prepare court journal sheets and enter notes into the computer daily per the journal sheets.
15. Order all supplies for the office.
16. Maintain bail bonding list and related orders and documents.
17. Monitor all active bond conditions for criminal matters and extend and/or remove conditions as directed by the court.
18. Answer phone calls, be proficient with Microsoft Office, JIS (Judicial Information Systems) and ZOOM.
19. Update and manage Circuit Court web page.
20. Perform related duties as required.
- 21.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- a. Ability to type minimum 60 word per minute
- b. Ability to see well and hear well
- c. Must possess professionalism
- d. Must be proficient with Microsoft Office and have the ability to learn the JIS system and ZOOM video conferencing.
- e. Must have general knowledge of the judicial system and court procedures
- f. Two (2) years legal secretarial/record processing experience required in a court or closely related setting.
- g. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field *.

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.

Updated 04/30/20

Recreation and Building Items

Agenda Items

J.10. and J.11.

Wexford County Civic Center
Profit & Loss
 May 2019 through March 2020

J.10.

	May '19 - Mar 20
Ordinary Income/Expense	
Income	
4000 · General Admission	19,284.26
4001 · Wexford County Payment	45,833.00
4002 · Adult Hockey Under 40	17,679.00
4003 · Adult Hockey Over 40	14,400.00
4005 · Drop-In Hockey/Drop-In Stick	2,114.00
4011 · Open Skating	12,135.00
4016 · Private Ice Rental	3,931.00
4017 · Contracted Ice Rental	92,004.50
4020 · Tournament	18,228.10
4054 · Advertising Revenue	944.00
4056 · Birthday Party Revenue	6,639.00
4058 · Arcade Vending Revenue	2,725.28
4059 · Vending Commission	701.80
4064 · Sponsorship Revenue	19,225.00
4101 · Sign Rental	30.00
4551 · Auditorium Rental	47,929.50
4800 · Concession Revenue	38,238.12
4900 · Pro-Shop Revenue	3,440.50
4901 · Skate Sharpening/Repai	4,397.00
Total Income	349,879.06
Cost of Goods Sold	
5000 · Cost of Goods Sold	23,696.95
Total COGS	23,696.95
Gross Profit	326,182.11
Expense	
6000 · Payroll	88,195.81
6001 · Employer Fica Expense	6,706.65
6002 · FUTA	305.49
6003 · SUTA	779.99
6115 · Business Licenses and Permits	635.48
6120 · Bank Service Charges	425.21
6160 · Dues and Subscriptions	695.00
6165 · Certifications for Training	335.00
6180 · Insurance	6,237.49
6200 · Interest Expense	68.70
6235 · Uniforms/Sfaff Attire	673.38
6240 · Miscellaneous	1,094.12
6250 · Postage and Delivery	194.00
6260 · Printing and Reproduction	188.39
6261 · Advertising	821.95
6270 · Professional Fees	11,808.00
6300 · Repairs	19,360.09
6340 · Telephone	3,231.25
6350 · Travel & Ent	900.58
6390 · Utilities	77,534.00
6440 · Snow Removal	2,530.00
6560 · Payroll Expenses	1,545.00
6700 · Supplies	34,772.79
Total Expense	259,038.37
Net Ordinary Income	67,143.74

Wexford County Civic Center
Profit & Loss
May 2019 through March 2020

	<u>May '19 - Mar 20</u>
Other Income/Expense	
Other Expense	
8010 - Other Expenses	<u>12,292.55</u>
Total Other Expense	<u>12,292.55</u>
Net Other Income	<u>-12,292.55</u>
Net Income	<u><u>54,851.19</u></u>

Wexford County Civic Center
Profit & Loss
 March 2020

	Mar 20
Ordinary Income/Expense	
Income	
4000 · General Admission	904.81
4001 · Wexford County Payment	4,167.00
4002 · Adult Hockey Under 40	250.00
4005 · Drop-In Hockey/Drop-In Stick	75.00
4011 · Open Skating	84.00
4016 · Private Ice Rental	682.00
4017 · Contracted Ice Rental	-1,240.00
4020 · Tournament	-165.90
4054 · Advertising Revenue	519.00
4056 · Birthday Party Revenue	515.00
4058 · Arcade Vending Revenue	574.00
4551 · Auditorium Rental	5,220.00
4800 · Concession Revenue	2,531.00
4900 · Pro-Shop Revenue	355.99
4901 · Skate Sharpening/Repai	413.00
Total Income	14,884.90
Cost of Goods Sold	
5000 · Cost of Goods Sold	2,589.29
Total COGS	2,589.29
Gross Profit	12,295.61
Expense	
6000 · Payroll	9,559.19
6001 · Employer Fica Expense	731.30
6002 · FUTA	32.17
6003 · SUTA	121.62
6115 · Business Licenses and Permits	450.00
6120 · Bank Service Charges	88.34
6180 · Insurance	554.59
6261 · Advertising	32.95
6270 · Professional Fees	5,259.00
6300 · Repairs	2,046.38
6340 · Telephone	535.82
6350 · Travel & Ent	21.98
6390 · Utilities	11,414.63
6440 · Snow Removal	740.00
6560 · Payroll Expenses	100.00
6700 · Supplies	4,124.46
Total Expense	35,812.43
Net Ordinary Income	-23,516.82
Net Income	-23,516.82

Maintenance Report

4-28-20

Recap

1. Painted elevator doors and stairway door next to elevator doors at the Court house
2. Installed new tv in training room at the sheriff's dept.
3. Relocated 3 tv's with in the Sheriff's dept.
4. Helped move Dispatch and cleaned up trash pile in parking lot
5. Started repairing drywall and painting Lake street lobby
6. Cleaned out old Sheriff's dept. garage with help from Lt. Denison
7. Cleaned out old Sheriff's dept. stuff that was not move or wanted
8. Assisted plumber with Dental clinic remodel as needed
9. Completed work request from all depts. As needed

Goals

1. Finish paint at Lake street
2. Repair damaged water main for lawn irrigation and repair lawn damage from running fiber line to Dispatch at the Sheriff's dept.
3. Start up lawn irrigation system and repair winter damage
4. Dethatch lawn and fertilize lawn
5. Repaint lines in parking lots if weather and time permit
6. Meet with City glass to review installing some type of window on counters as a sneeze guard

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, Administrator
FOR MEETING DATE: May 6, 2020
SUBJECT: Wex Civic Center – DNR Grant Requirement

SUMMARY OF ITEM TO BE PRESENTED:

On March 20, 2019, the Board of Commissioners unanimously approved a resolution that supported the submission of an application titled, “RP19-0079 The Wex HVAC System” to the DNR Passport Grant Program for development of the HVAC system at the Wexford Civic Arena.” The resolution included the statement that “if the grant is awarded the applicant commits its local match and donated amounts from Boon Sports Management in the total amount of \$35,000.”

The grant application, prepared in large part by Lisa Leedy, Alliance for Economic Success, was submitted to the DNR by County staff. In late 2019, the County was notified that the application was approved to receive the full grant request of \$95,000. In early 2020, the DNR provided a grant agreement, which the BOC approved on February 19, 2020.

One of the grant requirements is the hiring of a “Prime Professional” for any project with a total cost more than \$15,000. The DNR requires that this Prime Professional be a licensed architect, licensed professional engineer, or licensed landscape architect. The Prime Professional is responsible for preparing the bid documents, contract, and inspections.

Boon Sports Management (BSM) would like Scott Peedle, PE, to act as Prime Professional for the project. (See following for verification of Mr. Peedle’s license number and his resume.) Mr. Peedle is willing to donate his services. Mike Figliomeni of BSM notes that Mr. Peedle is one of the many BSM community volunteers who have donated their time and energy to make sure the Wex thrives and remains a valuable recreation asset for Wexford County.

RECOMMENDATION:

That the Board of Commissioners approve Scott Peedle as the Prime Professional for the Wex Capital Improvements project.


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Bureau of Professional Licensing / Corporations, Securities & Commercial Licensing Bureau

VERIFY A LICENSE/REGISTRATION

Licensee Information

Name: PEEDLE, SCOTT THOMAS
Address: Cadillac MI 49601
County: Wexford

License Information

License Type: Professional Engineer
License Number: 6201052572
Specialties:
Status: Active
Limitations:
Issue Date: 07/13/2005
Expiration Date: 10/31/2020

Employed/Managed By

Employer/Manager:
License Number:
Address:
County:

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Objective

Obtain a challenging leadership position within the USDA Forest Service that will utilize my education, skills, experiences and capabilities to benefit mutual growth and success.

Professional Experience

USDA Forest Service, Huron-Manistee National Forests 1755 South Mitchell Street, Cadillac, MI 49601

8/2019 – Present: Currently serving 120 day detail as *Operations Staff Officer, GS-0801-13*

Supervisor: Leslie Auriemmo (leslie.auriemmo@usda.gov), Phone: 231-942-4990

Operations Staff Officer for Huron-Manistee National Forests, responsible for overall planning, coordination, and direction of the operations program on the Forest. Participates as a member of the Forest Leadership Team in the formulation of Forest policies, objectives and program of work. Exercises the full range of supervisory duties for four subordinate employees in various programs including: lands, recreation, boundary management, and engineering. Provides advice and counsel to workers related to work and administrative matters. Coordinates with other resource areas to ensure integration with other activities. Provides overall administrative leadership, coordination, and direction. Provides recommendations, for consideration by the Forest Supervisor, involving significant issues affecting the accomplishment of the Forest-wide Program of Work, the availability of resources and funding, controversial projects/issues, and program and budget forecasts.

USDA Forest Service, Washington Office Sidney R. Yates Federal Building, 201 14th Street, SW, Washington, DC 20024 (virtual)

7/2018 – 11/2018: Served 120 day detail as *Assistant Director – Technical Applications and Support (Assistant National Transportation Program Manager), GS-0801-13*

Supervisor: David Payne (david.b.payne@usda.gov), Phone: 202-205-0963

Served detail as Assistant National Transportation Program Manager for the Washington Office. Primary duty of the position was to provide national level technical support and direction to Regional and Forest engineering staff regarding transportation infrastructure, consisting of over 370,000 miles of system roads throughout National Forest Lands.

One primary assignment during this detail was to analyze and develop recommendations for the modernization of current processes related to roadway deferred maintenance data collection and road inventory protocols. Formulated multiple options with pros and cons related to each scenario. Also participated as a primary member of Long-Range Transportation Planning workgroup in the development of documents supporting the reauthorization of Title 23 Transportation Funding Programs from Federal Highway Administration. Was responsible for the preparation of reports, data analysis, and briefing papers in response to congressional subcommittee requests regarding road closures throughout Regions 1-6.

**USDA Forest Service, Huron-Manistee National Forests
650 N. Michigan Avenue, Baldwin, MI 49304**

1/2017 – 4/2017: Served 90 day detail as *District Ranger, GS-0340-13*

Supervisor: Leslie Auriemmo (leslie.auriemmo@usda.gov), Phone: 231-942-4990

Served detail as District Ranger at Baldwin Ranger District of Huron-Manistee National Forests, responsible for all resources, goods, and services of the District. Directly responsible for the administration of all land management activities and public services across approximately 250,000 acres (ecosystem restoration, endangered species management, fish and wildlife habitat, recreation, timber, fire, non-native species, lands and special uses). Supervised three Assistant District Rangers (Timber, Wildlife and Recreation/Lands) and an Administrative Officer. Also served as member of Forest Leadership Team.

While on detail coordinated organizational chart change adjustments involving supervisory change of a GS 9 Botanist. Also analyzed current NEPA processes and worked with district staff to implement a standardized methodology of planning NEPA projects in order to maximize efficiency and eliminate unnecessary work. Also coordinated Connect Effect event with local high school students in an effort to help introduce and engage students with work that the USFS does and how it impacts the local community.

**USDA Forest Service, Huron-Manistee National Forests
107 McKinley Road, Mio, MI 49647**

1/2016 – 5/2016: Served 120 day detail as *District Ranger, GS-0340-13*

Supervisor: Leslie Auriemmo (leslie.auriemmo@usda.gov), Phone: 231-942-4990

Served detail as District Ranger at Mio Ranger District of Huron-Manistee National Forests, responsible for all resources, goods, and services of the District. Directly responsible for the administration of all land management activities and public services across approximately 250,000 acres (ecosystem restoration, endangered species management, fish and wildlife habitat, recreation, timber, fire, non-native species, lands and special uses). Supervised four Assistant District Rangers (Silviculture, Timber, Wildlife and Recreation/Lands), a Realty Specialist, an Administrative Officer, and a Heritage Program Manager. Also served as member of Forest Leadership Team.

While on detail was directly involved with filling 3 critical positions including a GS 8/9 Assistant Fire Management Officer, a GS 9/11 NEPA Coordinator, and a GS 5/7/9 Realty Specialist. Also performed a comprehensive program review of the Forest Timber program in regards to zone cost comparison and succession planning.

**USDA Forest Service, Huron-Manistee National Forests
1755 South Mitchell Street, Cadillac, MI 49601**

4/2013 – Present: Permanent position - *Forest Engineer (Supervisory Civil Engineer), GS-0810-12*
10/2012 – 1/2013 & 1/2010 – 4/2010: Served 2 - NTE 120 day details

Supervisor: Shannon Rische (shannon.rische@usda.gov), Phone: 231-394-1052

Forest Engineer for Huron-Manistee National Forests, responsible for overall coordination of forest engineering department and supervision of 3 civil engineers, 2 civil engineering technicians, and a zone fleet manager. Duties include preliminary project planning, programming and budgetary elements for both operational and developmental projects within engineering. Projects involve the maintenance and/or development of facilities, roads, bridges, dams, water systems, wastewater systems. Responsible for the development of annual project plans as well as long term plans and analysis. A heavy emphasis is placed on collaborative work with multiple partners including several local county road commissions, Michigan Department of Natural Resources, and non-profit conservation organizations including Huron Pines and Conservation Alliance Resource in an effort to accomplish common goals.

Responsible for developing technical and administrative documentation related to engineering activities for presentation to the forest leadership team and/or regional counterparts. Also responsible for the formulation and review of engineering related sections of appropriate NEPA documentation including Categorical Exclusions, Environmental Assessments, or Environmental Impact Statements. Projects are completed for all Forest resource areas including recreation, wildlife, timber, fire, and heritage.

Specific project accomplishments include:

Forest Engineer responsible for the administration and oversight of the design and construction of the new Cadillac/Manistee Ranger District Administrative Office located at Chittenden Nursery in Wellston, Michigan. This project included full renovations of an existing 10,000 sft facility into the new district office, which is scheduled for employee transfer in the spring of 2020. This project also included full reconstruction of the site including a new center turn lane at the main entrance from the state highway, 1200' of new asphalt driveway, and a new asphalt parking lot to accommodate approximately 60 vehicles. The total construction cost for this project will be approximately \$2.2 million. This project had been in the planning stages for approximately 10 years and the original construction estimate was over \$6.0 million. Since funding of this magnitude was extremely uncertain, the plans were heavily scaled back to an adaptive reuse approach rather than demolition and reconstruction, which resulted in a savings of several million dollars in construction costs. Once complete, the project will result in \$250k+ per year savings in lease and fleet/salary costs.

Forest Engineer responsible for the administration and oversight of the design and construction of the new Baldwin/White Cloud Ranger District Administrative Office in Baldwin, Michigan. This project included the demolition of 6 existing facilities which were replaced with a new 9100 sft office building. This project also included the construction/upgrades of the visitor and employee parking lots as well as all associated civil site and drainage work. This project was substantially completed in November 2014 and will be fully completed early in spring 2015. The construction cost of this project was approximately \$3.5 million. Significant project coordination was required with the Regional Office regarding project funding issues and engineering staff was relied upon heavily to complete project in a creative and cost effective manner.

Forest Engineer responsible for the administration and oversight of the design and construction of the renovations of the Huron Shores Ranger District Administrative Office in Oscoda, Michigan. This project was designed to eliminate several health and safety issues by replacing interior/exterior walls, eliminating rodent issues, replacing roof, and redesigning exterior visitor entrance. This project also increased building and energy efficiency by adding 10KW photovoltaic system to offset energy usage, replacing/upgrading insulation, installing energy efficient windows, and retrofitting bathroom/kitchen features with EPA water sense devices. This project was substantially completed in December 2014 and

will be fully completed early in spring 2015. This project was completed as a fast track design-build with a cost of approximately \$600K.

**USDA Forest Service, Huron-Manistee National Forests
1755 South Mitchell Street, Cadillac, MI 49601**

6/2008 – 4/2013: *Civil Engineer (Transportation), GS-0810-11*

Supervisor: Shannon Rische (shannon.rische@usda.gov), Phone: 231-394-1052

Transportation Engineer responsible for design and construction engineering, as well as overall program management of the Huron-Manistee National Forests' complex transportation system consisting of nearly 3100 miles of roadway situated within approximately 1 million acres. Responsible for the development and implementation of integrated transportation system plans based upon forest needs and budgetary constraints. Duties include preparation of designs and specifications for a variety of projects including roads, bridges, culverts, parking areas, boat ramps, pathways, trails, retaining walls, and other appurtenances. Also responsible for the monitoring of contractor performance during construction by serving as Contracting Officer's Representative.

Specific project accomplishments include:

Forest Service liaison/project coordinator responsible for oversight of the planning, design and construction of Forest Highway 37 within Wexford County, Michigan. This project consisted of 11.2 miles of roadway reconstruction, the installation of a 3 sided concrete arch culvert, and the removal of an existing snowmobile tunnel. This project was administered through Michigan Department of Transportation Local Agency Program and Eastern Federal Lands Highway Division. The project was funded through the Forest Highway program designated under SAFETEA-LU. This project was completed in July 2012. Total construction cost was approximately \$3.2 million.

Contracting Officer's Representative (COR) for A&E project on FR4121 within Alcona County, Michigan responsible for providing technical guidance to the A&E consultant as well as contract administration of the A&E contract and design review of the calculations, plans and specifications. The roadway and structure design was a coordinated effort of USFS staff and the A&E consultant. This project consisted of the design of a 50' total length 3 span timber road bridge (HL-93 modified) as well as approximately 1600' of crush and shape reconstruction. Also served as the construction COR responsible for complete project administration and oversight of the construction phase of this project. Construction of this project was completed in fall 2011. Total project value was approximately \$440K.

Contracting Officer's Representative (COR) on A&E project for Warfield Road over Peterson Creek within Manistee County, Michigan, responsible for providing technical guidance to the A&E consultant as well as contract administration of the A&E contract and design review of the calculations, plans and specifications. The design was a coordinated effort of USFS staff and the A&E consultant. This project consisted of the design of a 62' length 3 span timber road bridge (HL-93) and associated approach work. Extensive in channel work was also designed to eliminate a man-made rock weir and to restore channel to natural gradient through utilization of stream simulation design theories. Also served as project coordinator for the construction of this crossing with Manistee County Road Commission. Assisted with preparation of proposal packages for funding of this project through Forest Service Great Lakes Restoration Initiative (GLRI) funds as well as FHWA GLRI funds. Construction of this project was completed in fall 2012. Total project value was approximately \$440K.

Wilcox Professional Services, LLC
8502 E. Princess Drive, Scottsdale, AZ 85455

2/2006 – 5/2008 *Director of Land Management / Project Manager*

Supervisor: David Gilbertson (dave.gilbertson01@gmail.com), Phone: 602-228-3751

Director of Land Management / Project Manager responsible for the oversight and supervision of a team of 8-12 people within the land development department. Full project management duties included responsibility of all technical design and construction elements of projects as well as being the primary client point of contact. Also responsible for preparing project proposals, scope of services, project budgets and team staffing as well as the mentoring, professional development and evaluation of employees.

Development projects with construction budgets ranging from \$300k - \$600 million were completed for a multitude of market segments including heavy industrial, automotive, residential and commercial. Most projects required extensive coordination with several jurisdictional agencies including Arizona Department of Transportation, US Bureau of Land Management, Maricopa County Planning and Development, and City of Scottsdale.

Specific project accomplishments include:

104th and Bell Project - Windgate Ranch (2006 -2008), City of Scottsdale, AZ: responsible for preliminary and final engineering of a 406 acre subdivision project within North Scottsdale's Environmentally Sensitive Lands Overlay district for Toll Brothers, Inc. This included vertical and horizontal geometry for lots, streets, utilities, and drainage structures. Responsible for final quality control and quality assurance of improvement plans as well as assuring that each individual lot conforms to local codes and design standards. Also responsible for construction coordination by means of weekly progress meetings, plan review and adjustments as necessary to assist as issues rise. This project also included developing improvement plans, construction documents, and an engineer's estimate for a 1 mile portion of major collector roadway that was built to facilitate this project as well as the City of Scottsdale. This project included the hydrologic and hydraulic analysis associated with the development of the property as well as the design of drainage training walls to protect improvements against alluvial overland flows. The project also included the design of several con-span structures.

Nissan Arizona Proving Grounds – Durability Road Improvements (2007-2008), Stanfield, AZ: responsible for preliminary topographic surveying, civil design, and survey layout of two new low speed test surfaces, a new splash through trough, and renovations to an existing facility to provide accommodations for vehicle washing. This project included a new cosine wave course and a rough road course which was a direct replicate of an existing course in Guadalajara, Mexico.

Wildcat Hill Project (2006-2008), City of Scottsdale, AZ: project Manager responsible for final plat and civil design of a 360 acre subdivision project within North Scottsdale's Environmentally Sensitive Lands Overlay district. This included vertical and horizontal geometry for lots, streets, utilities, and drainage structures. This project also required close coordination pertaining to water system design with outside consultants and the City of Scottsdale as a portion of this parcel was dedicated to the City for the construction of a new water booster pump station.

Driesenga and Associates, LLC
805 N. Mitchell Street, Cadillac, MI 49601

8/2004 – 2/2006 *Survey Group Manager*

Survey Group Manager responsible for the oversight and supervision of multiple surveyors, technicians and survey crews within the survey department. Duties included overall responsibility for the completion of projects and servicing as the primary client point of contact. Also responsible for preparing survey project proposals, scope of services, project budgets, and team staffing/scheduling.

Served as a consultant on an as-needed basis to the Michigan Department of Transportation, Cadillac Transportation Service Center for all construction related engineering and surveying needs.

Wilcox Professional Services, LLC
1 Madison Avenue, Cadillac, MI 49601

5/1995 – 8/2004 *Project Manager / Staff Professional*

Project manager / staff professional responsible for the overall completion of projects, including project budgeting, crew and equipment assignments, data collection and processing, and report generation. Duties included project field survey, design, construction inspection, and bridge inspection. This included a split of field and office time on both large and smaller construction and design projects. Projects were primarily transportation improvements, including roads and bridges for Michigan Department of Transportation and local agencies.

Educational History

Ferris State University, Big Rapids, MI

8/1992 – 5/1997

Bachelor of Science in Surveying Engineering earned 5/1997

GPA: 3.7 of a maximum 4.0

Central Michigan University, Mt. Pleasant, MI

8/1992 – 5/1993

Pre-Engineering coursework

GPA: 3.3 of a maximum 4.0

Pine River High School, LeRoy, MI

8/1988 – 5/1992

GPA: 3.6 of a maximum 4.0

Additional Information

Professional Surveyor Michigan License #47970, 2001

Professional Engineer Michigan License #52571, 2005

Executive Items

Agenda Items

J.12. and J.13.

Monthly Operations & Maintenance Report

May 12, 2020

Report for Month: April, 2020
Location: Wexford County
Facilities: Cedar Creek Water Plant & Distribution System
Operator in Charge: Bob Polanic, Project Manager

Emergency Call-outs/Customer Complaints

- ❑ 4-13-20 – Called out for low Well House temp. Turned heater up – OK.

Significant Events:

- ❑ 4-9-20 – Replaced chlorine feed pump.
- ❑ 4-16-20 – Fixed Auto Flusher #1.
- ❑ 4-23-20 – Submitted Annual Consumer Confidence Report to EGLE for review.
- ❑ 4-29-20 – Annual Review of water system with Scott Conradson of EGLE.

Preventive Maintenance:

- ❑ 4-9-20- Replaced quill for chlorine injection.
- ❑ IAI staff continues to regularly check chlorine residuals throughout the water system.

Facilities Data for the Month

Production at Well House	401,160 gallons
Metered Usage (Includes Flushing Hydrants)	362,200 gallons
Metered Reversal Flow at Well House	18,555 gallons
Metered Flushing	18,200 gallons
Difference (% Loss)	2,205 gallons (0.55%)



BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Janet Koch, Administrator
FOR MEETING DATE: May 6, 2020
SUBJECT: Orshal Construction Change Orders #8 & #9

SUMMARY OF ITEM TO BE PRESENTED:

Orshal Construction requested a change order be initiated for the sweep of the parking lot for the asphalt prep, scheduled for Monday, May 4. According to Policy C-5.0 Construction Project Change Order, B.1-5 below states:

1. The need for a change order will be brought to the attention of the Administrator. The Administrator or his/her designee will work with the contractor, engineer, or architect to determine if the change order needs immediate action.
2. Once it is determined the change order needs immediate action, the Administrator or his/her designee will contact the Chair of the Board of Commissioners and the Chair of the Finance Committee to inform them of the needed change order.
3. If both the Chair of the Board of Commissioners and the Chair of the Finance Committee agree that the change order needs immediate action, the Administrator or his/her designee will communicate to the necessary parties that approval has been granted to begin implementation of the change order.
4. Although work can begin immediately, a change order will be prepared by the contractor, engineer, or architect and submitted for formal approval at the next Board of Commissioners' meeting. Any necessary budget adjustments shall be approved at the same meeting.
5. The approved change order document shall be filed with the plans and contract for the project.

Change Order #8 was approved by both the Board Chair and the Finance Chair and is attached for the Board's final approval.

Change Order #9 is also attached for consideration and approval. This change order is due to the steep slope between the upper and lower drive and parking area. Mr. Alworden is concerned with runoff. This change order will address this need by laying a blanket of mulch on the slope.

Remaining contingency after the cost of these change orders is subtracted is \$17,253.19.

RECOMMENDATION:

The Board of Commissioners approve change orders #8 & #9.



AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Wexford County 911 Facility 1015 Lincoln St. Cadillac, MI 49601	CONTRACT INFORMATION: Contract For: General Construction Date: July 3, 2019	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: April 30, 2020
OWNER: <i>(Name and address)</i> Wexford County 437 E. Division St. Cadillac, MI 49601	ARCHITECT: <i>(Name and address)</i> The DK Design Group 1104 S. Mitchell Cadillac, MI 49601	CONTRACTOR: <i>(Name and address)</i> Orshal Construction PO Box 458 1759 E. Lake Mitchell Drive Cadillac, MI 49601

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Power sweep parking lot for asphalt prep (top coat layer). Add \$500.00.

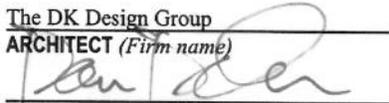
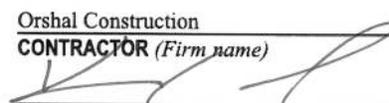
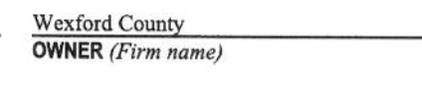
Install mulch blankets on the steep slope between upper drive and lower parkign are to prevent erosion. Add \$800.00.

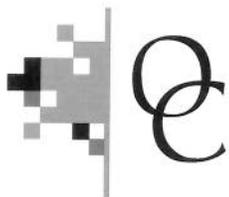
The original Contract Sum was	\$	1,095,396.00
The net change by previously authorized Change Orders	\$	7,501.00
The Contract Sum prior to this Change Order was	\$	1,102,897.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,300.00
The new Contract Sum including this Change Order will be	\$	1,104,197.00

The Contract Time will be increased by Sixty (60) days.
The new date of Substantial Completion will be May 15, 2020

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

The DK Design Group ARCHITECT <i>(Firm name)</i>  SIGNATURE Dean DeKryger, President PRINTED NAME AND TITLE 4.30.20 DATE	Orshal Construction CONTRACTOR <i>(Firm name)</i>  SIGNATURE Ken Orshal, Owner PRINTED NAME AND TITLE 4/30/20 DATE	Wexford County OWNER <i>(Firm name)</i>  SIGNATURE Gary TaylorChair, Wexford County Board of Commissioners PRINTED NAME AND TITLE DATE
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ORSHAL CONSTRUCTION

Construction & Construction Mgt.

Contract Change Order

To: Wexford County

Date: 4/29/20

Job: Wexford 911

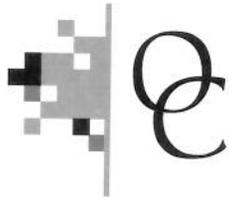
Order Number: #008

Prepared by: Ken Orshal

Re: Power sweep parking lot for asphalt prep

Changes Approved by

	Additional Cost to Contract	\$ 500.00
By	Credits to the Contract	\$
By	Total Cost of Contract Change	\$ 500.00



ORSHAL CONSTRUCTION

Construction & Construction Mgt.

Contract Change Order

To: Wexford County

Date: 4/30/20

Job: Wexford 911

Order Number: #009

Prepared by: Ken Orshal

Re: Install mulch blankets on steep slope between the upper drive and lower and parking area
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Changes Approved by

	Additional Cost to Contract	\$ 800.00
By	Credits to the Contract	\$
	Total Cost of Contract Change	\$ 800.00
By		