

**MINUTES OF THE CLARE COUNTY  
BOARD OF COMMISSIONERS**

**Harrison, Michigan 48625**

*Am 4-19-17*  
**Unapproved Minutes  
March 15, 2017**

**Meeting was called to Order at 9:00 a.m.**

**PLEDGE OF ALLEGIANCE**

**Present:** Commissioners: District 1: Dale Majewski, District 2: Samantha Pitchford, District 3: Leonard Strouse, District 4: Jack Kleinhardt, District 5: Sandra Bristol, District 6: Karen Lipovsky

**Absent:** District 7: Jim Gelios

**Others Present, Signing In:** None

**APPROVAL OF AGENDA**

It was moved by Commissioner Strouse, seconded by Commissioner Pitchford, to approve the agenda with changes as noted below. Motion carried.

**8. Public Hearings/Special Presentation**

9:15 a.m. Kathy Methner/Jim McBryde, MMDC- 2016 Accomplishments

**A. Justice Committee**

1. Animal Control request to hire part time kennel worker.

**C. Physical Resources and Economic Development Committee**

1. Resolution #17-12

Motion: To adopt Resolution #17-12. The Clare County Board of Commissioners waive their right to review documents allowing Lincoln Township to move forward with pursuing the rebuilding of their community center.

**D. Finance and Administration Committee**

2. Budget Adjustments

Motion: To approve Budget Adjustment #17-76 & #17-77 in the amount of \$10,550.00 & #6380.66 to be distributed.

**4. Tax Anticipation Note**

Motion: To adopt Resolution #17-11 authorizing the county to Borrow \$1,000,000 in anticipation of collection of taxes, "Tax Anticipation Note" and approve all required parties to sign as specified.

Tax Anticipation Note in the amount of \$ 1,000,000.00- Board Chair and County Clerk

Closing Certificate – County Clerk

Nonarbitrage and Tax Compliance Certificate – Administrator

Form 8038-G, Information for Tax-Exempt Governmental Obligations – Administrator

Receipt of Treasurer – County Treasurer

**APPROVAL OF MINUTES**

It was moved by Commissioner Kleinhardt, seconded by Commissioner Majewski, to approve the Minutes of the February 15, 2017 meeting. Motion carried.

It was moved by Commissioner Majewski, seconded by Commissioner Pitchford, to approve the Minutes of the February 10, 2017 meeting. Motion carried.

**APPROVAL OF MINUTES – continued**

It was moved by Commissioner Majewski, seconded by Commissioner Strouse, to approve the Minutes of the September 6, 2016 meeting that were not previously approved. Motion carried.

**GENERAL PUBLIC COMMENT**

Marty Johnson discussed the successful fundraiser, the Gateway Affair, the Friends of Parks and Recreation held on March 4, 2017.

Rick Outman is the newly appointed District Liaison for Senator Judy Emmons. Mr. Outman is a former State Representative for Montcalm and Northern Gratiot Counties. He thanked the Board for allowing him to attend the meeting and introduce himself.

Kathy Methner was here to give an update on Middle Michigan Development Corporation and Michigan Works. Ms. Methner handed out the annual report for Middle Michigan Development Corporation, which outlined in 2016 \$28,250,550.00 were invested along with \$658,422.00 in grants received (most of grant money was for skilled trade training funds, some was for road construction), 702 new jobs, and 84 companies visited. Also pointing out an article from Money Magazine and U.S. News & World Report that interviewed them regarding some of the projects they had in Clare and Isabella Counties.

Ms. Methner highlighted the Grand Opening of the Harrison City Market in October of 2016. It is doing very well with a number of vendors that are there every single week along with events every single week. Unified Brands expanded into the Farwell Enterprise Park and are planning more expansion with 75 more new jobs. The City of Harrison moved into their new facility. Cops & Doughnuts has expanded into a fourth location and they have assisted them on a number of occasions with their expansion. The last thing she wanted to mention is the Village of Farwell was named the Employer of the Year by Michigan Works Region 7B – Clare County. Michigan works had the opportunity to work with the Village of Farwell when they lost most of their employees and she was pleased to say the City of Harrison and the City of Clare came together and helped the Village of Farwell while they looked to hire new people. Ms. Methner has never seen 3 communities in the same county come together and work together like that before.

Commissioner Kleinhardt asked how new businesses plan to staff their businesses. He noted that his business friends tell him how they can't find help, that they feel there is a shortage of workers. Ms. Methner hears that every day that there are not enough people to work at the businesses. The people they are working with at Michigan Works are people that have part time jobs and are seeking full time positions.

Commissioner Strouse talked about the marijuana dispensary and grow factory that people from Chicago are wanting to put in if the Clare City Commissioners approve it. Commissioner Strouse stated marijuana is against the law on a federal level and wanted to know if Middle Michigan Development and Michigan Works were going to get involved in this. Ms. Methner indicated that Michigan Works could not because it is against federal law. Middle Michigan Development could because they do not accept federal funding.

Commissioner Majewski asked Ms. Methner how unemployment can be at a record low, everyone is working and employers can't find workers, but yet the State of Michigan has broken records issuing EBT cards and broken records with government assistance, how does that happen? Ms. Methner explained the unemployment records are determined by the number of workers that are registered for work and by whether people are receiving unemployment. There are thousands and thousands of jobs open where they can't find employees to fill them, state wide. Clare County has a lot of jobs open. Part of the problem is the different levels of education and skill level of the people that are seeking jobs verses the education and skill level required by employers.

**COMMUNICATIONS LIST** None

**ADMINISTRATOR'S REPORT**

Administrator Tracy Byard received a pamphlet from the Michigan Association of Counties on the 2016 legislative review and 2017 priorities if anyone is interested in looking at that. She also attended the MAC Health and Human Services meeting in which there was a presentation by Ed Benning, General Manager/CEO of the Flint Mass Transportation Authority regarding a medical transportation program, and how it is expanding to take people to get their groceries and pick up prescriptions. Zachary Branigan was at their EMCOG meeting and touched on the Saginaw Basin Land Conservancy and provided them with a field guide if the Board is interested in looking at that. Dr. Quinn from Kirkland Community College provided a presentation on a student housing study.

In regard to the RFP's discussed in the last board meeting, Administrator Byard stated, most of our insurance contracts go from October to September with the exception of worker's compensation, that one is in July and she is working on a quote for that one. Administrator Byard expressed concern about changing carriers for the liability insurance. She has been in contact with many different Administrator's throughout the State of Michigan and found that everyone she talked with is using one of two liability companies and they are MMRMA and MML, she found that they are pretty much the same thing. They run the same way and both give reimbursements back. The County Attorney advised her that if she were to use an outside company it would end up costing much more than is currently being paid. Ms. Byard then asked the Board if they still wanted her to pursue quotes from outside companies. After a short pause there was no response.

  
March 15, 2017**ADMINISTRATOR'S REPORT - continued**

Administrator Byard offered a reminder that the strategic planning meeting is scheduled for April 4, 2017 and April 5, 2017 at 9:30 a.m. at the Neithercut Woodland in Farwell.

The Airport meeting was held on Monday and Administrator Byard reported the Easter egg hunt is scheduled for April 15, 2017 at 11:00 a.m. Volunteers are needed. The Airport Board is also talking about having two fly-ins this year, possibly one during fair week.

The County Master Gardner is planning on retiring and gave notice that this will be her last year, as reported by Administrator Byard.

Administrator Byard stated she did not put the Planning Commission back on the agenda because she and Clerk/Register Lori Martin have been searching trying to compile information on the Planning Commission and past ordinances. She is sending the information Clark/Register Martin found to the County Attorney for review and will have the Planning Commission back on the April agenda.

Lastly Administrator Byard pointed out the new sign directing the public to all the office/department locations.

**COMMITTEE REPORTS****Justice Committee**

Fee Schedule – Administrator Byard stated the fee schedule was presented by Administrative Assistant Kim Davis with a request to increase Sheriff Department fees as noted on the attached fee schedule labeled as attachment A. Chairperson Lipovsky commented the increase was not a horrible amount. Commissioner Majewski questioned if any of these fees were collected by inmates. Undersheriff Miedzianowski replied that these were not inmate fees, but rather day to day operation fees and even with the increase they are below the amount allowed to charge by the State of Michigan. It was moved by Commissioner Pitchford and seconded by Commissioner Bristol to approve the increase of fees as presented in the fee schedule. Motion carried after discussion.

**Sheriff Department/Jail Discussion**

Undersheriff Miedzianowski stated that he and Sheriff Wilson have been looking at operational costs for their future so they have a projection for the next 3-5 years. There are a few things they are hoping the Board will look at. First is the infamous wall at the cost of approximately \$80,000.00 in which he strongly recommends the Board approve. This is a big safety issue because of the "open dorm" concept that the corrections officers have to walk through (approximately 60-70 inmates). Undersheriff Miedzianowski also asked for approval to purchase a transport van. They found a used van for around \$25,000.00, but to install the cage and everything it would be around \$35,000.00. These are the immediate needs and he stressed the wall as the highest priority. This would be about \$115,000.00 or with a brand new van \$140,000.00. The proposal would be a possible bond issue with payments of about \$10,000.00 a month taken from the revenue the jail brings in, or just set aside \$10,000.00 per month for anything needed for the jail. Undersheriff Miedzianowski proceeded to stress the importance of the transport van, the federal inmates that are transported with that van, and the large portion of revenue that is received from the federal inmates. Commissioner Bristol talked about the visit she made to the jail and the obvious need for the wall. Moved by Commissioner Strouse and Seconded by Commissioner Pitchford to begin installation of a wall in the jail, after April 1, 2017, at a cost not to exceed \$85,000.00. Chairperson Lipovsky asked for discussion. Motion carried.

Commissioner Kleinhardt asked what the Sheriff's Department needs will be in the coming 2 years for transportation vans. Undersheriff Miedzianowski stated they will need to replace 2 transportation vans in the next 2 years. He proceeded to describe the used van he is asking to purchase, it has 87,000 miles on it. Commissioner Kleinhardt stated he would prefer to wait a couple months and purchase a new van. Undersheriff Miedzianowski highly recommended the used van he is proposing, but action would need to be taken now or it would be sold to someone else. Moved by Commissioner Strouse and Seconded by Commissioner Kleinhardt to approve Sheriff Department to purchase a used transport van. Chairperson Lipovsky asked for discussion. Undersheriff Miedzianowski suggested that the Board do the same thing with the corrections vans that they did with the road fleet, to pay that gradually over 3 years

Roll call vote revealed:

Yeas: (3) being Commissioners Strouse, Kleinhardt, and Lipovsky

Nays: (3) Pitchford, Bristol, and Majewski

Absent: (1) Commissioner Gelios

Tie vote, motion died.

Undersheriff Miedzianowski asked the Commissioner's what their concerns were. Commissioner Bristol indicated she would rather wait so they can purchase a new van instead of a used van. Commissioner Majewski wants to get a handle on what is being spent and what is there for revenue. Commissioner Pitchford would rather purchase a new van. Undersheriff Miedzianowski then proposed that if the Commissioner's allow the Sheriff Department to enter into a finance program for over the course of 3 years they can purchase a new van right now. It would be \$15,000.00 - \$16,000.00 a year for the next 3 years if 2 vans that would be doubled. Commissioner Bristol asked for explanation on the finance program they

are talking about. Undersheriff Miedzianowski explained it is a lease with no mileage restrictions and at the end of the 3 year lease the County would purchase the vehicle for \$1.00. Commissioner Majewski expressed concern that they just spent \$85,000.00 for a new wall, now they are looking at new vehicles, and hiring more court security.

Moved by Commissioner Strouse and Seconded by Commissioner Kleinhardt to allow the Sheriff's Department to lease a new transport van, stipulating they set up the payments with Treasurer Jenny Beemer-Fritzingler.

Roll call vote revealed:

Yeas: (5) being Commissioners Strouse, Kleinhardt, Bristol, Pitchford and, Lipovsky

Nays: (1) Commissioner Majewski

Absent: (1) Commissioner Gelios

Motion carried

Moved by Commissioner Bristol to approve the Sheriff's Department to hire more part time Court Security Deputies yet not exceed the hours to be worked in conjunction with health care and retirement program needs. Undersheriff Miedzianowski stated the problem they are running into is that when there is a jury trial and the court security has to work until 9:00 p.m. they run over their hours. If they work more than 10-7.5 hour days in a 30 day period or over 30 hours a week they will be required to pay for health insurance and retirement on part time employees. Commissioner Kleinhardt was concerned because of the increase in the number of court security over the past few years and it appears the court docket has decreased. Commissioner Bristol wanted to confirm that at the last board meeting the Board Members agreed no more new hires and now they are again considering new hires. Chairperson Lipovsky called for a second to the motion. Commissioner Strouse seconded the motion. Chairperson Lipovsky asked for more discussion, hearing none a roll call vote was asked for.

Roll call vote revealed:

Yeas: (2) being Commissioners Strouse and Lipovsky

Nays: (4) Commissioners Bristol, Kleinhardt, Pitchford, and Majewski

Absent: (1) Commissioner Gelios

Motion failed

Recess: 10:38 a.m.

Back in Session: 10:49 a.m.

**Health and Human Services Committee** None

**Physical Resources and Economic Development Committee** None

**Finance and Administration Committee**

Resolution #17-12

Moved by Commissioner Majewski and Seconded by Commissioner Kleinhardt to adopt Resolution #17-12, the Clare County Board of Commissioners waive their right to review of documents allowing Lincoln Townships right to review Lincoln Township ordinances and amendments. Chairperson Lipovsky asked for discussion. Hearing none motion carried.

Roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Kleinhardt, Bristol, Strouse, Pitchford, and Lipovsky.

Nays: (0)

Absent: (1) Commissioner Gelios

Resolution adopted

Statutory Finance Committee

It was moved by Commissioner Pitchford and seconded by Commissioner Bristol to approve Statutory Finance Committee meeting minutes of February 14, 2017 in the amount of \$222,810.15 and February 28, 2017 in the amount of \$59,220.02. Motion carried.

Monthly Expenditures

Moved by Commissioner Strouse and seconded by Commissioner Majewski to approve the expenditures for the month of February 2017 in the amount of \$3,106,644.69 with the General Fund expenditures totaling \$952,252.49. Motion carried.

Budget Adjustments

Moved by Commissioner Kleinhardt and Seconded by Commissioner Majewski to approve Budget Adjustment #17-57, #17-61, #17-63, #17-66, #17-67, #17-71, #17-76, and #17-77 in the amount of \$10,000.00, \$1,165.00, \$3,625.00, \$164,123.40, \$520,118.56, \$25,000.00, \$10,550.00 and \$6,380.66 to be distributed. Motion carried.

Tax Anticipation Note

Moved by Commissioner Majewski and Seconded by Commissioner Pitchford to adopt Resolution #17-11 authorizing the county to borrow \$1,000,000.00 in anticipation of collection of taxes, "Tax Anticipation Note" and approve all required parties to sign as specified. Chairperson Lipovsky asked for discussion.

**COMMITTEE REPORTS - Finance and Administration Committee -continued**

Roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Pitchford, Kleinhardt, Bristol, Strouse, and Lipovsky.

Nays: (0)

Absent: (1) Commissioner Gelios

Resolution adopted

**CLERK'S REPORT**

Clerk Lori Martin reported she has met with all 3 vendors to see demonstrations of their voting equipment and is now meeting with all 3 vendors for software demonstrations. A decision will be made soon.

Clerk Martin also reported that while reviewing outstanding fines and restitution her employees discovered over \$3,000,000.00 in uncollected fines and restitution that is due to offended parties and the county. Commissioner Majewski stated that this is not a new issue for counties. Isabella County reported a couple weeks ago that they were only able to collect about 7% of these funds. Clerk Martin stated that even if only 7% of \$3,000,000.00 is collected they will be ahead.

She then asked for approval to move the mail room across the hall into her conference room, and she would take over the mail room, install a window between that room and her court clerk office, which would allow for the now mail room to be used as a lobby for Circuit Court so that there would be some level of privacy for individuals that need the services of Circuit Court and would bring them out of the hallway to do their business. The bids for this job came in between \$600.00 - \$850.00. The funds for this would come from grounds and maintenance by budget adjustments made today. Moved by Commissioner Bristol and Seconded by Commissioner Strouse to approve the Clerk to install the window and take over the mail room to turn into a Circuit Court lobby and move the mail room across the hall, not to exceed \$850.00.

Roll call vote revealed:

Yeas: (6) being Commissioners Bristol, Strouse, Kleinhardt, Pitchford, Majewski, and Lipovsky

Nays: (0)

Absent: (1) Commissioner Gelios

Motion carried

**TREASURER'S REPORT**

Treasurer Jenny Beemer-Fritzinger confirmed she has been extremely busy collecting taxes. The last foreclosure deadline is approaching quickly. They are seeing a lot of taxes being paid by credit cards.

**COMMUNITY SERVICES DIRECTOR REPORT**

Email report attached (attachment B).

**CHAIRPERSON REPORT**

Chairperson Lipovsky attended her meetings. After much discussion with Commissioner Pitchford she has confirmed only one commissioner is needed on the Parks and Recreation committee and she will excuse Commissioner Pitchford from that committee.

**VICE CHAIRPERSON REPORT**

Vice Chairperson Kleinhardt spent some time in Lansing and there has been talk about county budgets. What happens with the Affordable Care Act will have an impact on the county budget. In 2016 the Federal Government spent \$587 billion dollars more than it took in.

**COMMISSIONER REPORT**

Commissioner Majewski has been attending his meetings. Had a lot of conversations about the unfunded mandates that the government hands down and how that trickles down to the township level. Lincoln Township took a \$40,000,000.00 taxable cut as far as taxable income. It has happened all over.

Commissioner Bristol has been attending most of her township meetings. She has been asking what the townships want Parks and Recreation to do with their funds, and asking what departments the people can live without as they are working on the budget.

Commissioner Pitchford has been attending her meetings. Surrey Township is moving toward a rental property ordinance.

Commissioner Strouse has been attending his meetings. Every other month he attends a meeting in Lansing called Mid State Health Network Regional Oversight Policy and Advisory Board. He meets with 21 counties. These counties that he has talked to all have a Business Manager in addition to their Administrator.

**PUBLIC COMMENT**

None

**UNFINISHED BUSINESS**

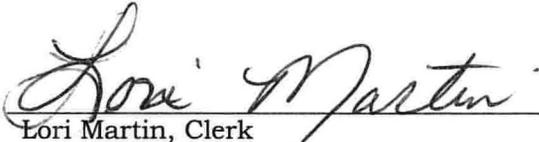
None

  
March 15, 2017

**NEW BUSINESS**

Chairperson Lipovsky confirmed the meeting at Neithercut will be the County Commissioners in the morning, Department Heads in the afternoon and all parties come together the next morning. This will be April 4 & 5, 2017. Public is allowed to attend but will not be permitted to speak.

Meeting adjourned at 11:38 a.m.

  
Lori Martin, Clerk  
Clare County Board of Commissioners

  
Karen Lipovsky, Chairperson  
Clare County Board of Commissioners

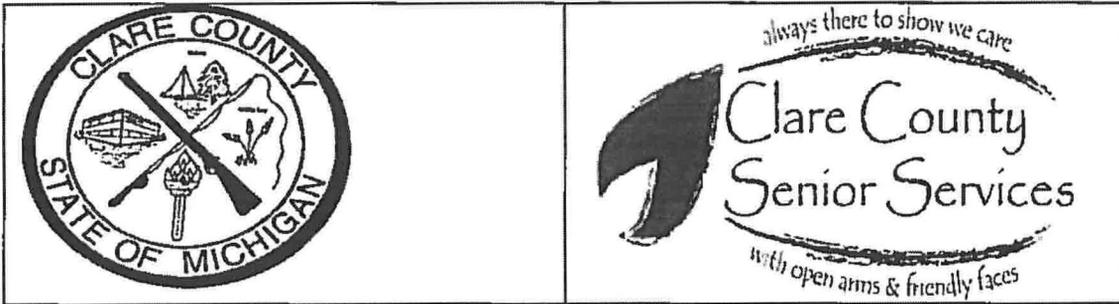
Attachment A

Paper Type/Service	Current Fees	Proposed Fees
Notice of Abandonment	10.00	13.00
Adjournment of Mortgage	8.00	
Affidavit of Account/Statement	21.00	26.00
Civil Bench Warrant	35.00	40.00
Default Judgment	35.00	40.00
Demand for Non-payment	18.00	23.00
Exparte Restraining Order	21.00	26.00
Evictions	35.00	40.00
Executions	35.00	40.00
Forfeiture Notice L/C	18.00	23.00
Garnishment	18.00	23.00
Incorrect Address	10.00	13.00
Levy under Writ of Execution	35.00	40.00
Mot/Possession Pending Judgment	21.00	26.00
Notice to Quit/Terminate	18.00	23.00
Note of Sale/Execution	21.00	26.00
Orders - Miscellaneous	21.00	26.00
Order to Show Cause	21.00	26.00
Post of Prop-Mortgage Sale	18.00	23.00
Personal Protection Orders	25.00	
Request & Order to Seize Property	35.00	40.00
Summons & Complaint	21.00	26.00
Sheriff's Sale	50.00	
Seizure/Delivery of Goods	35.00	40.00
Seizure of Property	35.00	40.00
Subpoena	21.00	26.00
Claiming Title Under Tax Deed	18.00	23.00
Writ, Affidavit, and Bond	21.00	26.00
Restitution of Premises	32.00	40.00

Civil Process fees are set by Michigan Legislature Section 600.2559

We are currently below the allowable rates and are asking to increase the rates as prop

Attachment B



Clare County Senior Services/Community Development

Lori Ware

February, 2017

Community Development:

Grants Recently Received:

Animal Shelter- \$10,000

City of Harrison- \$17,000 for the Parks and Recreation Master Plan

Senior Services- \$3,500 new kitchen equipment (Good Job Carol)

Emergency Shelf Stable- \$9,000 (Good Job Carol)

Grants Submitted and Pending:

I recently assisted with a grant submitted to the Michigan Department of Agriculture (MDARD) for Business Development for the Harrison City Market for \$75,000. The Harrison City Market, owned and operated by the City of Harrison, a Rising Tide Community, is a four season farmer's market with a community kitchen and retail incubator. The purpose of the market not only is to provide greater access of healthy locally grown and/or produced products for the region, but to attract local farmers/producers to the four season market where they can sell, add value and grow to meet the demand of the consumer. This project has been four years in the making. With the infrastructure in place, the project must move forward with the actual creation of marketable products. To achieve this, the project must raise \$75,000 to recruit farmers/producers, provide assistance to them to take their land based product from the four season market, to the kitchen to add value then to the incubator to start a business and sell the end product. This farmers market not only provides a place to buy and sell produce, of which we all know, but it is a working project that provides technical assistance in the area of business development, possible financing vehicles, and education in growth and sustainability.

**Grants Currently Writing:**

**Recycle Grant from the DEQ- \$50,000**

The city of Harrison constructed an area for future growth relative to a recycle site when they constructed their new facility. The City will be the facilitators of this recycle program for the City of Harrison residents.

**Michigan Trust Fund Grant- \$300,000**

This year the Michigan Trust Fund has put an emphasis on funding nature trails which fits perfect with local goals and objectives for residents and tourists. It is the intent of this funding to pay for a nature trail that encompasses the entire city. I have attached a map.

**Recreational Passport Grant-\$45,000 and \$15,000**

There are two requests. One is for an ice skating rink in the new town square coming in the spring in the city of Harrison and the other is for handicap accessibility for Bertha Lake Park in Lincoln Township.

**Chemical Bank Foundation- \$10,000**

This is for the adult day care that is currently under construction. See attached photos. The collaboration with the RESD Building Trades Program has been a great partnership. Monday thru Friday, the high school students from the skilled trades program come to the senior center and learn their choice of trade under professional supervision.

**Michigan Economic Development Corporation-\$262,000**

This is to fund the Town Square located on the corner of Main and Second across from the Harrison City Market. This will have a band shell, splash pad, dog fountain, and restrooms.

**Consumers Energy Foundation-\$10,000**

This funding request is also for the adult day care.

**Strosacker Foundation-\$20,000**

This funding request is also for the adult day care.

**Boards and Committees**

Clare County Community Collaborative

Harrison City Market Board

Harrison Area Economic Development Corporation

Michigan Community Development Association Board of Directors

Regional Development Directors Association

Middle Michigan Development Corporation (only attend meetings)

Strategic Regional Management Team

Michigan Aging Directors Association  
Parks and Recreation Committee for the City of Harrison

The abovementioned meetings are one time per month. Additionally, there are several meetings I am asked to attend however not on a regular basis but require a great deal of my time,( i.e Lions Club, local planning commissions, neighborhood watch meetings, township meetings, construction board of appeals, etc.)

I recently assisted the City of Harrison with the development of their Parks and Recreation Master Plan. The plan is completed and will be submitted to the DNR for approval March 1, 2017.

The state has not found a new site for the Secretary of State Office as of February 24, 2017. We have requested the state re bid the request for qualifications relative to securing that office. We have found an investor that will purchase the Rural Water Building in Harrison which is one block away from the court house for the Secretary of State Office. Hopefully we can align all of the players for this and make it happen by summer if at all. Work in progress

Baruch Ministries have signed the purchase agreement for 22 acres of the Weldon properties which as you know is part of the Brownfield. This has been a huge work in progress....two years....for this senior assisted living facility. Financing is being taken care of thru Jackie Morgan.

Senior Services:

I was asked to speak to a group of other service providers for senior services at the state level. Additional requirements relative to program policies and procedures have been implemented by Clare County Senior Services and we were asked to present those to the other service providers. I am in the process of updating all of our policies and procedures and adding to our manual. We will be the first senior service organization to be monitored by the state on our policies in the spring.

We have recently hired a new head cook. Keven Franko has come to us with over 15 years experience as a head cook from a state prison. He is familiar with all of the federal requirements as well as diet limitations. We are pretty excited about the knowledge he brings to assist in enhancing our program.

Currently we are overserved in every service we provide for our senior population. This means we are serving more units than what we served in the previous fiscal year at this time. A unit of In Home service is equal to one hour. A unit for the Nutrition Program is equal to one meal. There continues to be an increase in the number of people that need Respite Care as well as the number of needed hours. In an effort to serve all

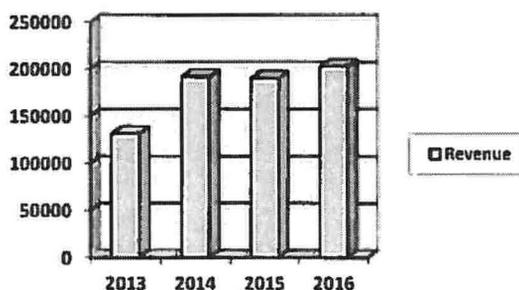
people, we have had to cut back the hours of service. When this is done, the number of hours per person that is cut is then added to a waiting list which we report to the state quarterly. It is the hope that keeping these statistics accurate and current will increase funding for the service in our area. We have been successful in attaining additional funding toward the end of our fiscal years in for the past four years as we have reported such need. These funds, however are not guaranteed.

The Adult Day Care "Good Company with Clare County" is under construction. This is a slow construction project however to be expected considering we are using the Construction Trades Program thru the RESD. This has been a fantastic joint venture. It is our expectation that many of the people receiving respite care will be taking part in the adult day care program. I am also in the process of securing operation funds for the adult day care program. This will be ongoing until opened and then each fiscal year.

February 1<sup>st</sup> we had a staff wide training/ inservice. MMR generously donated three employees and their entire day to provide CPR and First Aid training to all of Senior Service/Community Development staff. We are out on the front line doing direct service in this community and I feel it vitally important for everyone to be versed in CPR.

### Building Department

We continue to see an increase in revenue and permits in the building department which is a definite sign that the local economy is turning around for the positive. Please see graph below.



This graph shows a 65% increase in revenue since 2013. My goal has been to increase the fund balance of the building department so we can purchase the needed materials and equipment to better serve the public.

Our new inspector started on December 1<sup>st</sup>. It turns out to have been a great move as predicted. We are seeing a cost savings a \$1,000 per month by having our own inspector as opposed to contracting with Isabella County. We were able to purchase the BS&A Software and still see a substantial fund balance. I am now working on a

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equipment rotation and upgrade schedule so we can become more efficient and keep quality updated tools to work with.

We have ended our year with approximately 67,000 fund balance in the building department. I have been very successful being able to bill hours of staff to other programs due to number of hours worked in those programs. Each year I do a time study of all staff which assists me in formulating all of my various budgets and the amount of wages out of each one. All of the programs under Community Development would not be able to be self sustaining (with the exception of Senior Services) without the other. This is one of the reasons I have been a huge proponent of cross training.

The Rental Rehabilitation project is almost complete. There will be an open house in May. I will get the details to you once I know for sure.

It looks as though we may have found interest in investors for the Hotel project. We are scheduling a meeting.

I know I may be skipping around a little bit in this report but what you may not realize is that it takes me almost an entire day to put a report together due to interruptions, schedule, etc. and by the time I get back to it, something usually changes or updates. I will try and do a better job at keeping all of you informed.

Thanks,

Lori Ware