CALL TO ORDER
The meeting was called to order by Chairman Bill Shorter at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL
Members Present: Toni Drier, Neil Ahrens, Charlie MacInnis, Bill Shorter, Jim Kargol, Dave White, and Izzy Lyman.

APPROVAL OF AGENDA
Motion by Commissioner MacInnis and seconded by Commissioner Kargol to approve the agenda as presented. Motion passed by voice vote.
Yes - Ahrens, Drier, Kargol, Lyman, MacInnis, Shorter, White
No -

PUBLIC COMMENT
Judge Snyder updated the Board on new staff members hired in Probate Court. Matt Miller was hired as the Court Administrator and started on September 1, 2020. Miller has 15 years of experience with DHHS in child protective services. He was also the Safe and Drug Free School Coordinator for Mt. Pleasant Public Schools and is a graduate of Central Michigan University. Tia Lang was also hired as a new Probabon Officer. She came from the Saginaw area where she worked in the corrections system with adults. Finally, Aaron McPhearson was also hired as an in home care worker from Ohio and has been going great.

APPEARANCES
Construction Resources- 2019 Annual Report
Martie Van Berlo presented the Building Department 2019 Annual Report. Highlights included:

1) Pg 3: Staffing: Lost three people in 2019. Refilled the building inspector position with Casey Nowicki.
2) Pg 5: Department vehicles: Saved the County substantial money on mileage by using County vehicles.
3) Pg 6: Permits issued: Van Berlo noted a drop from 2018.
4) Pg 10: Inspection activity: reduced slightly just like the permits issued.
5) Pg 13: Revenue: Large revenue in 2019 due to the hospital project. That revenue will need to be spread over three years due to the length of the project.
6) Pg 16: Expenditures: Operating in the black since 2012. Van Berlo noted that unlike other departments the revenue brought in by the Building Department must stay within the department.

Lastly Van Berlo mentioned he and department staff have worked very hard to be responsible
with the use of department revenue.

MacInnis stated he was glad to hear that Van Berlo pointed out that hospital revenue must spread over three years. The funds are there but must be careful how they use them.

Shorter thanked Martie for his report and hard work.

Lyman asked about employees. Van Berlo informed the Board that they had one part time employee in 2019 that became fulltime in 2020. In addition there are three employees that are split between the Building Department and the Zoning Department.

**Networks Northwest- 2019 Annual Report**

Matt McCauley presented the Networks Northwest 2019 annual report. Highlights included the following:

1) Networks Northwest is a developmental organization that serves 190 units of government.
2) Michigan works program had over 41,000 customer visits in 2019.
3) Apprenticeship Program serves people who have a high school diploma but not a college degree and trains them for work in the trades.
4) Jobs for Michigan’s Graduates is a program for high school students to prepare them for a career after graduation.
5) Networks Northwest offers adult education to help adults make themselves more marketable by developing skills such as language training.
6) The Offender Success Program focuses on reducing the number of parolees that return to prison. Networks Northwest assists with housing, employment, and transportation to help this population be successful.
7) The Going Pro Program awarded $1,352,286.00 to employers to help train, develop, and retain employees.
8) Michigan Works talks with employers about what they need and play matchmaker between employers and potential employees. Michigan Works also provides training to get potential employees the skills they need to be successful.
9) Network Northwest offers business development by giving businesses resources to help them grow and learn.
10) Through the Global Trade Alliance Networks Northwest supports local businesses in there endeavors as exporters.
11) PTAC is a program that helps local businesses acquire government contracts. This helps bring taxpayer dollars back to the region.
12) Networks Northwest also works on community development by working with area units of government in many capacities, such as the housing needs in Emmet County.
13) Networks Northwest has been working with the TART trails and the Top of Michigan Trails network to connect to the Wheelway.
14) McCauley briefed the financial summary on page 27 of the report noting approximately 9 million in revenue.
15) Finally McCauley acknowledged the Networks Northwest Board members.

McCauley went on to note that in 2020 Networks Northwest partnered on many grant programs to help alleviate COVID-19 effects on businesses.
Drier requested more information on programs offered to high school students.

Lyman asked about the criteria for the money awarded money to 263 business applicants. McCauley responded that the criteria was listed on their website and noted that they were looking for the businesses with the biggest need meaning, the companies that were hardest hit. They awarded monies where they could save as many jobs as possible. Per statute 30% of the Restart Grant money must go to women, veterans, or minorities.

Lyman also asked what the plans are for the Beaver Island Lighthouse School. McCauley replied those discussions were put on hold until 2021 due to COVID-19. However he does anticipate it will continue to have an educational background.

Ahrens mentioned his disappointment about the lighthouse school no longer being operational as he was faculty there for two years. Noted that the opportunity to attend that school made a difference in the lives of many teenagers over the years.

ADMINISTRATOR'S REPORT

Administrator's Report 9-14-20

Reaves presented his administrator's report. (see attachment #1)

Shorter added his concerns about the spread of COVID-19 in Emmet County. He noted he had received multiple reports of some members of the public not complying with the Governor's Executive Order to wear a mask in all indoor spaces particularly in businesses in downtown Petoskey. Noted there have been instances of patrons spitting in the faces of store workers. Shorter informed the Board that at this time there are 127 cases of COVID-19 in Emmet County. Many of these cases involve essential workers. Shorter feels that essential workers are at an increased risk if people are not wearing masks. Also feels it is not just the elderly who are vulnerable. Stated over 100 million people suffer from high blood pressure. All of those people are at risk as well. Shorter emphasize how important it is to wear a mask and asked everyone to please tell those around them to wear a mask.

White asked Reaves if the Department of Treasury is putting any kind of watch on Emmet County due to the bond issue at Bay Bluffs. Reaves stated the only discipline is that the County is not allowed to issue a bond without Treasury approval for a period of one year.

UNFINISHED BUSINESS

NEW BUSINESS

Compensation Analysis- IT Director & Transfer Station Recycling Manager/ DPW Office Manager

Denise White, Human Resources Director, explained that the County is making an effort to ensure wages and benefits are sufficient for each job description. The IT Director position and the Transfer Stating and Recycling Manager are the positions being discussed here. White explained that both of these position descriptions needed updating to reflect current job duties.
White noted that salaries should be compared to similar jobs in the area and to statistics so that Emmet County salaries can be competitive to similar positions in the area. White also noted that these two positions require a different skill set than other similar positions in the area so that explains why the proposed salaries differ from the comparisons. Particularly the DPW position has taken on much more responsibility than initially intended.

Reaves stated that the County would like to retain the quality people currently working for the County. Especially in a time where it has been difficult to find quality employees.

White also offered that it was difficult to find similar comparisons in this area so she used information from the Bureau of Labor Statistics as well to come up with the salary figures presented.

Ahrens pointed out that the Board recently voted to defund EMGO, a resource that helped citizens get to their jobs. He noted there are Emmet County employees who have lost jobs, and now the Board is considering giving others raises. Ahrens is concerned how this will be perceived by the people of Emmet County. Reaves agreed that Ahrens had a valid point however he pointed out the importance of retaining the experience and knowledge of the employees currently in these important positions.

Lyman asked if these positions would be voted on separately. The consensus of the Board is that they would be.

David White requested a copy of the previous job description for the DPW position for the purpose of comparing it to the new description to note the changes.

MacInnis noted that in reference to the DPW position a one million dollar investment was made to automate the recycling line because the County cannot find people to work. Also noted that the responsibilities of this position were expanded due to the retirement of a long time employee.

Shorter asked if the DPW board has been involved in this process. Reaves informed the Board that they have and they agree the position needs to be competitive.

Drier would like recommendation from DPW board and noted she sees the value in a quality IT director and does not want to lose the one we have.

**Straits Regional Ride- Letter of Understanding**

Bob Engel informed the Board that this is the same Letter of Understanding that has been in place for approximately the last 20 years. It addresses the basic route agreement with Emmet County and Straits Regional Ride. This years Letter of Understanding has no reference to EMGO and the duration period was specified to read "January to December" as opposed to "one year".

**Construction Resources- School building Inspection authorizations**

Van Burlo briefed that four area schools are required by the State of Michigan to annually renew their school building inspection. Once he receives the signed copy back from schools he will submit them to the State.
Airport Small Water Heater Bids

Reaves noted this will be paid for with CARES Grand funding. Motion by Commissioner Ahrens and seconded by Commissioner White to award the water boiler bid at the Pellston Regional Airport to John E. Green Company in an amount not to exceed $54,570.00, that Civil Counsel be directed to prepare a contract incorporating the bid proposal, and that the Board Chair be authorized to sign the contract after Civil Counsel approval. Motion passed by roll call vote.
Yes - Ahrens, Drier, Kargol, Lyman, MacInnis, Shorter, White
No -

Review of Wawatam Area Senior Center guidelines for allocation of senior millage funds

Shorter informed the Board that several years ago a separate agreement was made for the allocation of senior millage funds for Wawatam Area Senior Center.

Engel briefed the Board on the history of this agreement by reading the following from the Board of Commissioners meeting minutes from July 5, 2004, "Atchison, a member of the Advisory Committee on Aging, asked members to consider designating about 80-84% of the funds generated from the Senior Millage in Bliss, Carp Lake and Wawatam Townships to the Cheboygan Council on Aging to cover the cost of providing services to the senior citizens in those townships, and he asked that this be done prior to the meetings of the Advisory Committee when they consider and make their recommendations. This would result in an appropriation to the CCA of about $37,000. Atchison further noted that 7.7% of the seniors in Emmet County live in Bliss, Carp Lake and Wawatam, and they get about 3 1/2 % of the millage." Engel also noted that there was never a formal vote of the Board on this matter, just a consensus. This is the only agency that follows this formula and is awarded money based on that formula no matter what.

Gibson explained the formula used to calculate the amount of the Senior Millage awarded to the Wawatam Area Senior Center.

Shorter suggested the same parameters used for all other agencies applying for Senior Millage funds be used for the Wawatam Area Senior Center as well. Shorter also noted that the Wawatam Area Senior Center also receives money from Cheboygan County.

Drier requested the minutes from the July 5, 2004 Board meeting be supplied to Board.

EMS - MDHHS COVID-19 PPE Grant Program

Shorter noted this is a "first come, first serve" grant. Due to the time sensitivity of the grant Reaves was instructed to apply. Motion by Commissioner White and seconded by Commissioner Lyman to affirms the actions taken by the County Administrator to apply for a PPE funding grant and directing the EMS Director to apply for the same. Motion passed by roll call vote.
Yes - Ahrens, Drier, Kargol, Lyman, MacInnis, Shorter, White
No -

ECSD - Purchase of TruNarc Portable Drug Testing Device

Reaves explained this is part of the 2019 Stone Garden Grant. The purchase is authorized by the grant but the Board must approve the sole source purchase. The County won't be spending
any additional money as the purchase is included in the grant.

**DPW - Proposed Increase in Garbage Rates**

Reaves briefed that the recommended rates were approved by the DPW board. DPW director, Andi Shepard and Reaves both agree with the rates. MacInnis clarified that these are the rates that get charged at the gate, not curbside rates.

Lyman and Shorter both questioned the start date of October 1, 2020 and why to start charging the new rate so quickly. MacInnis offered that the DPW Board recognized the need for additional funding prior to the end of the year and agreed this would be the best option. In addition, the current rates are substantially lower than other comparable facilities.

Drier noted the increase would bring in an additional $50,000k in 2021 but would like to know the increased revenue for October 1, 2020 through December 31, 2020.

White pointed out that if the Board approves the rate increase at the regular meeting on September 24, 2020 that gives the public less than one week notice of rate change.

MacInnis further explained that because DPW operated as an enterprise fund they must break even or close. This rate increase would be a solution to their deficit for the year. The decision for the rate increase was not taken lightly by the DPW Board. They are trying to protect facility.

**COMMUNICATIONS**

**PUBLIC COMMENT**

None

**ANNOUNCEMENTS**

A Regular Meeting of the Emmet County Board of Commissioners will be held on Thursday, September 24, 2020 at 6:00 p.m. via ZOOM.

The Board of Commissioners will have a Special Meeting jointly with the City of Petoskey and Resort Township via Zoom on Monday, September 21, 2020 at 7:00 p.m. Anyone interested should go to the City website to obtain information for the Zoom link

**ADJOURNMENT**

Motion by Commissioner MacInnis and seconded by Commissioner Drier to adjourn the meeting at 7:35 p.m. Motion passed by voice vote.

Yes - Ahrens, Drier, Kargol, Lyman, MacInnis, Shorter, White

No -
Dated: 9/24/2020

Suzanne R. Kanine
Emmet County Clerk

William L. Shorter
Chairman, Emmet County Board of Commissioners
EMMET COUNTY - Committee of the Whole
September 14, 2020 - 6:00 PM

Construction Resources- 2019 Annual Report

SUMMARY:
Attached is the 2019 Annual Report of the Building Department (Construction Resources) prepared by Martie Van Berlo.

ATTACHMENTS:

   Description
   2019 Building Department Annual Report
Customer Service Statement
"It is the goal of the Emmet County Planning, Zoning & Construction Resources staff to provide accurate and consistent plan reviews, timely inspections, uniform enforcement of the code, and overall customer service in an objective and helpful manner, using reasonable judgment to assure code compliance with construction projects in Emmet County."
Introduction...

The contents of this report detail the department's operation during the year 2019, with comparisons to the operation of the department through annual report information from past 7 years or more on some statistic tables. The comparison information includes various categories such as permits issued, permit revenue, valuation of construction, vehicle cost savings, employees, budget and expenses. As a reminder, Bear Creek Township issues and performs inspection in the building and electrical trades within the area of their township. The permit activity and inspections that are detailed in this report are reflective of this department only, and do not include any building and/or electrical permit activity for Bear Creek Township.

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Department Staff...

During 2019, three staffing changes occurred. In March of 2019, Mechanical Inspector Keith Olsen resigned from his position after 7 years of service to the department. In May of 2019 Building Inspector Michael McPherson resigned from his position after 3 years of service to the department. Both gentlemen left Emmet County employment to take inspector positions with other jurisdictions. In October of 2019, Electrical Inspector Mike Marszalec had to take a leave of absence for personal reasons for the remainder of 2019. These three departures left major gaps in the mechanical and building inspection area that had to be absorbed by remaining staff.

The vacated Building Inspector position was filled. Casey Nowicki was hired as a Building Inspector in September 2019. Casey brings vast knowledge and construction experience from both, a civilian as well time served for our country in the Air Force and as a member of the National Guard. Casey remains on active duty with the National Guard, which does require occasional leave time for training throughout the year. Casey has been a welcome addition to staff.

Department staff has continued to work diligently to maintain a high level of customer service and timely inspections. Permit activity in 2019, as is noted later in this report, continued to rise from previous years. The total number of inspections performed is reflective of the increased permit activity, which created additional workload for the staff on hand to perform the work associated with the increased permit activity. Adequate staffing and individual workload continues to be monitored, in an effort to provide quality and timely service to the public and the permit holders of Emmet County.

2019 Building Department Staff includes:

- Martin Van Berlo, Building Official/Building Inspector
- Sharon Wagar, Plan Review/Permit Processing/ Administrative Assistant
- Ken Cooper, Commercial Building Inspector/Plan Review
- Tom Doss, Building Inspector
- Joseph Richardson, Building Inspector
- Casey Nowicki, Building Inspector (started in September 2019)
- Andrew Kloss, Plumbing Inspector
- Gregg Griffin, Mechanical/Plumbing Inspector
- Mike Marszalec, Electrical Inspector (until October 2019)
- Carl Winters, Electrical Inspector
- Trish Conti, Administrative Assistant
- Becky Pettenger, Administrative Assistant (part time)

And assistance from Planning & Zoning Staff:

- Tammy Doernenburg, Planning & Zoning Director
- Monica Linehan, Administrative Assistant/Permit Processor
- Nancy Salar, Assistant Planner/Soil & Erosion Officer
Office Space...

During 2019 the department continued to operate in office space at the M-119 Complex, sharing space with Planning & Zoning and Veterans Affairs. This location continues to benefit the public in its location with free parking, close proximity to the Road Commission & Health Department plus the elimination of the need to come to the main County Building in Petoskey.

Community Outreach...

During 2019 the Department participated in community events in order to promote the purpose and functions of the department. The Department attended the Northern Michigan Home Builders Association Home Show, with a booth set up and staffed by the Building Official. This two-day event provides a way to be available to the public to discuss potential upcoming construction projects and answer general questions related to the codes and permit process.

The Department also held its annual “Coffee with the Inspectors” meeting in April. This event gives contractors the opportunity to meet with inspection staff in a group setting, discuss department policy and procedures, and be provided with any potential updates to the code and the operation of the department.

Through efforts by the department to promote building safety, in April 2019 the Emmet County Board of Commissioners once again approved a resolution recognizing the department for its role in public safety throughout the county.

Through outreach programs such as these events, the department is able to convey the important role that the Department has in providing public safety in the built environment within Emmet County. Proper enforcement of the codes is vital in that role. Educating contractors, permit holders and the general public on the purpose of the code through public outreach conveys a positive approach to that education and sharing of knowledge.
Vehicles...

The county fleet of vehicles continue to be used by the department staff in the process of conducting department business. Vehicles are used mainly for performing inspections around the county. Other uses of the fleet vehicles include travel to county and department related meetings, travel to continuing education programs and conferences, and travel to meetings of various code official organizations. During the course of 2019 inspection staff covered 108,189 miles in the process of conducting department business.

The Emmet County vehicle fleet used by the department in 2019 consisted of:

- 4 - 2014 Jeep Patriots, 2 – 2015 Jeep Patriots, 3 - 2016 Jeep Patriots,
- 2 - leased 2019 Jeep Cherokees in April 2019, replacing two 2014 Jeep Patriots

The department has maintained accurate records of mileage, fuel cost and typical vehicle maintenance expenses over the past ten years. Maintenance costs for 2019 are lower than the previous year, which is reflective of the addition of 3 new vehicles. Fuel and maintenance costs have fluctuated over the recorded years, however the overall cost of the County owned fleet vehicles compared to mileage paid at the IRS rate to staff for personal vehicle use, as was done in the past, continues to show a cost savings to the department, and in turn to the county. The original cost of each vehicle is broken down over a four-year period, though some vehicles have now been in use for 5 years. Vehicles are taken in for oil changes and normal maintenance as recommended by the vehicle manufacturer. Maintenance costs shown also include any non-warranty repair expenses. A complete breakdown of vehicle cost is shown in Table 1 below. Since 2010 the department has saved $69,279.72 in vehicle/travel related expenses when compared to the former practice of payment of the IRS mileage rate to employees for the use of their own personal vehicles.

<table>
<thead>
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<th>Table 1 - 2019 Fleet Vehicle Cost &amp; Savings</th>
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<td>Cost of Vehicles (1 Year)</td>
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<td>Additional Maintenance</td>
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<td>Total Cost</td>
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<td>IRS Cost Per Mile</td>
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<td>IRS X Miles Recorded</td>
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<td>Cost Savings</td>
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</table>

Total Savings with Fleet Vehicles over Paid IRS Rate Mileage = $69,279.72
As in recent years, the Department construction activity remained above the average for the past 12 years, but decreased slightly from the permits issued in 2018. The total number of permits issued was 4,545 permits, covering all trades including building, electrical, mechanical and plumbing. Total permits issued per trade can be found on the right in Table 2. Table 2 compares total permits issued in 2019 to the previous eleven years of annual permit activity. As detailed in Table 2, 2009 was the low year with construction activity slowly climbing through 2018 and leveling off in 2019.

A number of large projects were either started or completed in 2019. These types of projects typically span more than one year. Large projects seeing completion during 2019 include:

- The Manthei Veneer Mill – Resort Township
- Lanzen Manufacturing, formerly The Demmer Corporation – Little Traverse Township

Large project construction projects started in 2019 and continuing into 2020 or longer include:

- McLaren Hospital Addition and Renovation
- Take Two Condo Project – Mixed use commercial and residential – located on Main St – Harbor Springs
- Irish Boat Shop – New Office and Showroom building – Harbor Springs
- Harbor Hall Office and Residential Building – Rush St. Petoskey
- Major Alteration of the Bay Harbor Yacht Club building
The line charts shown on this page breakdown the total permits issued during 2019 into specific trades and compare the 2019 annual permit activity per trade to that of all years since 2008. As can be seen by all of these charts, 2009 was the low point over the past 10 years, with slow but steady increases occurring since then with a slight drop for 2019.
New residential construction consists of new site built homes, manufactured homes, HUD homes, new utility type detached buildings such as garages, sheds, etc. New residential construction permits have climbed annually since the low shown in the tables for 2011. Both Tables 3 and 4 indicate Alterations, Additions and Demolitions continue to be the dominant type of construction over new buildings, in both residential and commercial construction. The tables also indicate that residential construction overshadows commercial construction, though commercial construction has seen some increased activity over the past 10 years. These trends will likely continue into the foreseeable future. Table 5 shows similar trends for the sub trade permits, with more residential activity than commercial. Permit activity overall in the Sub Trades has also continued to climb since 2010.

The Tables on this page indicate that permit activity in all trades during 2019 is well above the averages for the past 10 years. This trend is linked to the effect of economic swings as they relate to the construction industry. As the economy improves, construction activity increases. When the economy slows, construction follows the same pattern, and permit activity is reduced.

As we see permit activity increase, the department also needs to closely monitor the workload of the inspection staff so that the quality of services being provided can be maintained by available staff. The increase in inspection staff levels over the past couple years should make a noticeable difference in the workload of each inspector, reducing loads to a more manageable level. Future staff needs will be based on information such as that shown in this report, with requests made for additional department staff when necessary.
The State Construction Codes dictate that inactive permits be considered as expired 6 months after issuance, or after the last inspection, whichever date is most recent. Expiration letters are sent approximately 30 days prior to the official date of expiration, reminding permit holders of their responsibility to see the permit process through to final approval. This policy was put into action in 2014 to aid in reducing the number of inactive files in our system, and it is working. The department continues to close permits in a much more efficient manner than was used previous to the current expired permit policy.

Additionally, current industry trends continue to drive the need for a certificate of occupancy or certificate of completion to be issued in order to have a closing on a property take place and/or property insurance policies issued. This trend is aiding the Department in the closure of permit files too, as permit holders are following through on their responsibility to arrange all required inspections, including the final inspection and approval, in order to have the certificate of occupancy/completion issued.

<p>| Table 6: BS&amp;A Database Active &amp; Open Permit Files at Year End 2019 |
|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|</p>
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<th>Year</th>
<th>Total Issued</th>
<th>Building Permits</th>
<th>Electrical Permits</th>
<th>Mechanical Permits</th>
<th>Plumbing Permits</th>
<th>Total Active &amp; Open</th>
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<td>1</td>
<td>0</td>
<td>0</td>
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<td>2015</td>
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<td>2016</td>
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<td>5</td>
<td>1</td>
<td>1</td>
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<td>2017</td>
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<td>6</td>
<td>2</td>
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<td>2018</td>
<td>4,798</td>
<td>45</td>
<td>24</td>
<td>14</td>
<td>15</td>
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<td>2019</td>
<td>4,578</td>
<td>156</td>
<td>127</td>
<td>76</td>
<td>71</td>
<td>430</td>
</tr>
<tr>
<td>Total</td>
<td>24,705</td>
<td>221</td>
<td>162</td>
<td>94</td>
<td>93</td>
<td>570</td>
</tr>
</tbody>
</table>

The Emmet County Building Department BS&A Permit Database contains all permits issued by the department since June of 2006. As shown in Table 6 above, at the end of 2019 the BS&A Permit Database contained 570 active permit files (all trades). This compares to 2078 active permits at the end of 2018. These active permit files are for projects still underway, and range from 2 remaining from 2014 up to 430 permits that were issued in 2019. A number of these active permits remain open through permit extensions requested by the permit holders. The code does allow permits to be extended as long as work on the project continues, a written request for extension is received, and the written request for extension has justifiable reason to support the extension request. When a permit extension is approved, the permit holder is provided a written confirmation of the extension approval for their records.

The line graph chart to the left provides a simple review of the open and active permits per year from 2010 - 2019. Since 2014, a total of 24,075 permits have been issued, with 570 of those remaining active at the end of 2019.

The majority of total open permits at the end of 2019 were permits actually issued in 2019. Based on this information, the Department has successfully closed out most permits within a year or two of the date of issuance, which is a vast improvement over the past 10 years.
Inspection Activity...

Through all of 2019, the inspection staff completed a total of 12,073 inspections. Chart 1 on the right shows the total number of inspections per trade for the year 2019.

The line graphs below labeled as Chart 2 represent a comparison of the increase of inspection activity annually since 2010. The year 2019 slightly less permits than 2018 which resulted in a slightly lower number of overall inspections. This is a typical trend for most years with inspections completed being higher when permit activity is on the rise.

Chart 2: Inspections By Trade Annual Comparison
Chart 3 on the right provides an overview of the total inspections performed per month by all trades combined, for each year since 2005. The number indicated alongside the year (in parenthesis) is representative of the number of inspectors employed by the department in that given year. The last column on the right shows the total inspection performed for each year. As indicated by this data, the department had 9 inspectors in 2005 that performed 12,604 inspections that year. In 2019 the total number of inspectors started at 9 but was reduced in April with the loss of a mechanical inspector, and reduced again with the loss of an Electrical Inspector.

Chart 3 - Total Number of Inspections Per Year Comparison 2005 - 2019

<table>
<thead>
<tr>
<th>YEAR (# of Insp.)</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005 (9)</td>
<td>897</td>
<td>663</td>
<td>990</td>
<td>970</td>
<td>1122</td>
<td>1188</td>
<td>1111</td>
<td>1313</td>
<td>1110</td>
<td>1101</td>
<td>1243</td>
<td>896</td>
<td>12604</td>
</tr>
<tr>
<td>2006 (7)</td>
<td>884</td>
<td>827</td>
<td>1026</td>
<td>769</td>
<td>1014</td>
<td>1216</td>
<td>1000</td>
<td>1052</td>
<td>919</td>
<td>952</td>
<td>931</td>
<td>737</td>
<td>11327</td>
</tr>
<tr>
<td>2007 (6)</td>
<td>917</td>
<td>518</td>
<td>562</td>
<td>564</td>
<td>722</td>
<td>665</td>
<td>604</td>
<td>662</td>
<td>552</td>
<td>730</td>
<td>599</td>
<td>455</td>
<td>7550</td>
</tr>
<tr>
<td>2008 (5)</td>
<td>592</td>
<td>449</td>
<td>478</td>
<td>637</td>
<td>672</td>
<td>664</td>
<td>771</td>
<td>641</td>
<td>601</td>
<td>625</td>
<td>585</td>
<td>406</td>
<td>7121</td>
</tr>
<tr>
<td>2009 (5)</td>
<td>339</td>
<td>354</td>
<td>357</td>
<td>415</td>
<td>505</td>
<td>517</td>
<td>436</td>
<td>535</td>
<td>534</td>
<td>478</td>
<td>489</td>
<td>306</td>
<td>5265</td>
</tr>
<tr>
<td>2010 (4)</td>
<td>282</td>
<td>358</td>
<td>392</td>
<td>384</td>
<td>456</td>
<td>541</td>
<td>506</td>
<td>510</td>
<td>453</td>
<td>521</td>
<td>631</td>
<td>419</td>
<td>5453</td>
</tr>
<tr>
<td>2011 (3)</td>
<td>412</td>
<td>369</td>
<td>427</td>
<td>402</td>
<td>513</td>
<td>587</td>
<td>438</td>
<td>619</td>
<td>529</td>
<td>511</td>
<td>495</td>
<td>464</td>
<td>5766</td>
</tr>
<tr>
<td>2012 (3)</td>
<td>378</td>
<td>378</td>
<td>485</td>
<td>483</td>
<td>555</td>
<td>607</td>
<td>543</td>
<td>627</td>
<td>535</td>
<td>691</td>
<td>585</td>
<td>480</td>
<td>6347</td>
</tr>
<tr>
<td>2013 (3)</td>
<td>428</td>
<td>387</td>
<td>439</td>
<td>530</td>
<td>665</td>
<td>749</td>
<td>697</td>
<td>681</td>
<td>726</td>
<td>815</td>
<td>658</td>
<td>498</td>
<td>7273</td>
</tr>
<tr>
<td>2014 (4)</td>
<td>618</td>
<td>489</td>
<td>551</td>
<td>600</td>
<td>764</td>
<td>813</td>
<td>813</td>
<td>739</td>
<td>757</td>
<td>903</td>
<td>596</td>
<td>654</td>
<td>8297</td>
</tr>
<tr>
<td>2015 (4/5)</td>
<td>703</td>
<td>512</td>
<td>554</td>
<td>659</td>
<td>762</td>
<td>923</td>
<td>970</td>
<td>926</td>
<td>873</td>
<td>1071</td>
<td>799</td>
<td>814</td>
<td>9566</td>
</tr>
<tr>
<td>2016 (6)</td>
<td>722</td>
<td>571</td>
<td>779</td>
<td>707</td>
<td>980</td>
<td>1253</td>
<td>946</td>
<td>1040</td>
<td>934</td>
<td>1073</td>
<td>942</td>
<td>783</td>
<td>10730</td>
</tr>
<tr>
<td>2017 (6-8)</td>
<td>845</td>
<td>844</td>
<td>816</td>
<td>818</td>
<td>1010</td>
<td>1154</td>
<td>806</td>
<td>1187</td>
<td>1027</td>
<td>1127</td>
<td>967</td>
<td>864</td>
<td>11465</td>
</tr>
<tr>
<td>2018 (8-9)</td>
<td>899</td>
<td>871</td>
<td>869</td>
<td>810</td>
<td>1224</td>
<td>1267</td>
<td>1163</td>
<td>1414</td>
<td>1092</td>
<td>1238</td>
<td>1027</td>
<td>960</td>
<td>12834</td>
</tr>
<tr>
<td>2019 (7-9)</td>
<td>869</td>
<td>756</td>
<td>750</td>
<td>907</td>
<td>1108</td>
<td>1060</td>
<td>1093</td>
<td>1184</td>
<td>1100</td>
<td>1304</td>
<td>1005</td>
<td>937</td>
<td>12073</td>
</tr>
</tbody>
</table>

The graph on the left provides a line bar comparison of the total inspections per year since 2005. The total inspections per month and per year declined between 2005 and 2009, with 2009 being the lowest number of inspections of the years shown. As permits and total inspections decreased, the number of inspectors on staff also decreased. Since 2009 inspections have steadily increased each year, with 2019 slightly lower than 2018.
Chart 4 on the right breaks down the total inspections per trade per year. The data includes the years 2012 – 2019. Chart 4 also totals all trades individually per year, as well as all trades per month, with the total per year in the bottom right corner of each year.

As can be seen on Chart 4 as well as other data provided in this report, inspection totals have risen significantly each year since 2012. Building Inspections continue to be the high number each year in comparison to the other trades.

In recent years the chart also shows certain months of the year being more active than others. The winter months continue to be the months with lower inspection numbers. These slower months are a welcome relief from the busier months and are a time used catch up on paperwork, research and education.

Changes in inspection staff numbers made to this department, as reflected in Chart 3, show the reduction of inspectors from nine (9) in 2005 to a low of 3 inspectors from 2011 through 2013, and then a slow increase in staff as permit activity increased.

Inspection staff in 2019 started out with the same number of inspectors as the year prior, however the year ended with 2 less inspectors on staff. 2019 Year end inspection staff included 3 sub-trade inspectors to cover all three sub-trades (1 - electrical, 1 - mechanical & plumbing, and 1- plumbing), one Building Official, four full time Building Inspector & Plan Reviewers, and one Plan Reviewer.

The department policy of performing inspections within a 24 - 48 hour turnaround time continued to be Strived for even during the busy times.

2019 Annual Emmet County Building Inspection Department Report
Financial Details...

Revenue...

Table 7 shows the permit revenue by trade for 2007 - 2019 for the purpose of comparison. The overall revenue from permits in 2019 was well above the twelve-year average for each trade. Changes in the Department Fee Schedule were proposed and approved in 2019 that included Page 3 of that Fee Schedule, The added page addressed a need to contract out plan reviews for fire suppression and fire alarm systems. The large increase in overall permit fee revenue in 2019 directly correlates to the McLaren Northern Michigan addition and alteration project in Petoskey. The data provided indicates the total permit revenue has continued to increase each year with similar increases in permit activity each year since 2011. In the year 2018 the Department started a Licensee Registration program, which generated $2,540 in revenue for 2019. Local registration of some trade specific licenses is required by the Skilled Trades Act of 2016, for electrical, mechanical and plumbing license holders. This program was started to keep the department in compliance with the Act.

What is common on permits for large projects or those being completed by owners, is the need to have permits open for more than one year. This means inspections being paid for through the original permit fees in the year the permit was issued, may extend into the inspection expenses of the following year or more. As such, excess permit revenue collected throughout the year on such projects should be reserved for the upcoming inspection years, as many construction projects throughout the county do extend beyond the year in which the permit was applied for, paid for and issued. The details provided in Table 6, located on page 9, list some examples of permits such as those described above.

Fees paid are for the complete permit process for the entire project, not just the year that the permit was applied for, paid for and issued. With projects that extend into multiple years, excess revenue needs to be set aside to support projects that may extend into the year(s) after the permit was issued.

<table>
<thead>
<tr>
<th>Year</th>
<th>Building</th>
<th>Electrical</th>
<th>Mechanical</th>
<th>Plumbing</th>
<th>Misc.</th>
<th>License Reg</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$276,496.05</td>
<td>$97,068.00</td>
<td>$84,608.00</td>
<td>$44,057.00</td>
<td>$5,422.22</td>
<td></td>
<td>$507,651.27</td>
</tr>
<tr>
<td>2008</td>
<td>$260,511.00</td>
<td>$110,299.00</td>
<td>$82,697.75</td>
<td>$44,567.00</td>
<td>$2,971.06</td>
<td></td>
<td>$501,045.81</td>
</tr>
<tr>
<td>2009</td>
<td>$140,829.00</td>
<td>$58,267.00</td>
<td>$60,678.00</td>
<td>$27,624.00</td>
<td></td>
<td></td>
<td>$288,205.45</td>
</tr>
<tr>
<td>2010</td>
<td>$310,320.79</td>
<td>$86,443.00</td>
<td>$86,730.00</td>
<td>$40,280.00</td>
<td>$1,847.70</td>
<td></td>
<td>$525,621.49</td>
</tr>
<tr>
<td>2011</td>
<td>$216,534.50</td>
<td>$88,707.00</td>
<td>$92,227.00</td>
<td>$42,553.00</td>
<td>$829.00</td>
<td></td>
<td>$440,850.50</td>
</tr>
<tr>
<td>2012</td>
<td>$343,069.31</td>
<td>$103,831.00</td>
<td>$89,669.15</td>
<td>$47,749.00</td>
<td>$1,139.68</td>
<td></td>
<td>$585,458.14</td>
</tr>
<tr>
<td>2013</td>
<td>$322,946.83</td>
<td>$108,931.00</td>
<td>$110,250.00</td>
<td>$55,906.00</td>
<td>$2,530.10</td>
<td></td>
<td>$600,563.93</td>
</tr>
<tr>
<td>2014</td>
<td>$359,695.00</td>
<td>$105,083.00</td>
<td>$125,521.00</td>
<td>$68,547.00</td>
<td>$1,988.00</td>
<td></td>
<td>$660,834.00</td>
</tr>
<tr>
<td>2015</td>
<td>$423,667.82</td>
<td>$142,658.00</td>
<td>$146,153.00</td>
<td>$90,322.00</td>
<td></td>
<td></td>
<td>$803,150.23</td>
</tr>
<tr>
<td>2016</td>
<td>$480,785.50</td>
<td>$161,090.39</td>
<td>$167,489.00</td>
<td>$96,126.00</td>
<td>$620.00</td>
<td></td>
<td>$906,110.89</td>
</tr>
<tr>
<td>2017</td>
<td>$517,599.09</td>
<td>$155,994.50</td>
<td>$172,305.00</td>
<td>$107,888.00</td>
<td>$800.00</td>
<td></td>
<td>$954,591.59</td>
</tr>
<tr>
<td>2018</td>
<td>$606,493.38</td>
<td>$214,268.00</td>
<td>$155,495.00</td>
<td>$213,950.05</td>
<td>$758.75</td>
<td></td>
<td>$1,196,505.18</td>
</tr>
<tr>
<td>2019</td>
<td>$954,509.00</td>
<td>$187,999.00</td>
<td>$210,028.00</td>
<td>$145,868.00</td>
<td>$845.00</td>
<td></td>
<td>$1,501,789.00</td>
</tr>
<tr>
<td>Average</td>
<td>$401,035.17</td>
<td>$124,664.53</td>
<td>$121,834.68</td>
<td>$78,864.39</td>
<td>$1,608.34</td>
<td></td>
<td>$728,644.42</td>
</tr>
</tbody>
</table>
A portion of the permit revenue collected by the department comes from persons failing to obtain permits prior to construction activity. When work is discovered by staff that has been started, or done without permits, additional permit fees, as prescribed by the Department Fee Schedule, do apply to these projects. The additional fees collected are used to cover the cost of additional investigation inspections, added follow up violation paperwork, and occasional court appearances when all else has failed in our communications with property owners and/or contractors in obtaining required permits. In 2019, 133 projects were identified throughout the county as having started, or being completed without the required permit(s). These projects brought in $14,900.00 in added revenue, in addition to the normal permit revenue associated with those permits. The additional revenue collected on those permits is calculated into the overall permit revenue shown in Table 7. More importantly, these projects were in violation of the codes and public acts that this department is required to enforce for the State of Michigan, as the projects were underway or completed without the required permits. Once permits are issued for these projects, the permit process is still required to be followed.

General Fund: Revenue and Expenses...

The Building Department is budgeted through the General Fund, and Building Department revenue is collected throughout the year to reimburse the General Fund for the Department expenses. Table 8 shows the Building Department’s approved budget amounts for the past 14 years. The goal of this department is to always remain fiscally responsible with the revenue dollars collected through permit fees. In some years, the Department has required some help from the general fund. Costs associated with operation of the department have continued to be at or below the approved budget amount.

<table>
<thead>
<tr>
<th>Year</th>
<th>Initial Budget</th>
<th>Adjusted Budget</th>
<th>Expenditures</th>
<th>Under(Over)</th>
<th>% - Adjusted Budget</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>$776,555.00</td>
<td>$776,555.00</td>
<td>$720,383.81</td>
<td>$56,171.19</td>
<td>92.80%</td>
<td>$507,651.27</td>
</tr>
<tr>
<td>2007</td>
<td>$604,020.00</td>
<td>$604,020.00</td>
<td>$548,828.75</td>
<td>$55,191.25</td>
<td>90.90%</td>
<td>$501,045.81</td>
</tr>
<tr>
<td>2008</td>
<td>$546,155.00</td>
<td>$546,055.00</td>
<td>$509,251.33</td>
<td>$36,803.67</td>
<td>93.30%</td>
<td>$288,205.45</td>
</tr>
<tr>
<td>2009</td>
<td>$550,495.00</td>
<td>$505,304.14</td>
<td>$435,554.80</td>
<td>$69,749.34</td>
<td>86.20%</td>
<td>$288,205.45</td>
</tr>
<tr>
<td>2010</td>
<td>$328,925.00</td>
<td>$385,886.26</td>
<td>$371,960.55</td>
<td>$13,925.76</td>
<td>96.40%</td>
<td>$525,621.49</td>
</tr>
<tr>
<td>2011</td>
<td>$340,220.00</td>
<td>$340,220.00</td>
<td>$386,516.99</td>
<td>($46,296.99)</td>
<td>113.6%</td>
<td>$440,850.50</td>
</tr>
<tr>
<td>2012</td>
<td>$380,090.00</td>
<td>$381,090.00</td>
<td>$382,540.28</td>
<td>($1,450.28)</td>
<td>101.0%</td>
<td>$585,458.14</td>
</tr>
<tr>
<td>2013</td>
<td>$389,810.00</td>
<td>$389,810.00</td>
<td>$396,914.45</td>
<td>($7104.45)</td>
<td>101.00%</td>
<td>$600,563.93</td>
</tr>
<tr>
<td>2014</td>
<td>$472,596.00</td>
<td>$472,596.00</td>
<td>$450,665.21</td>
<td>$21,930.79</td>
<td>95.00%</td>
<td>$660,834.00</td>
</tr>
<tr>
<td>2015</td>
<td>$472,485.00</td>
<td>$472,485.00</td>
<td>$540,067.03</td>
<td>($67,471.03)</td>
<td>114.00%</td>
<td>$803,150.23</td>
</tr>
<tr>
<td>2016</td>
<td>$685,896.00</td>
<td>$685,896.00</td>
<td>$593,356.11</td>
<td>$92,539.89</td>
<td>86.00%</td>
<td>$906,110.89</td>
</tr>
<tr>
<td>2017</td>
<td>$670,319.31</td>
<td>$670,319.31</td>
<td>$664,739.00</td>
<td>$5,580.31</td>
<td>99.03%</td>
<td>$954,591.59</td>
</tr>
<tr>
<td>2018</td>
<td>$994,819.87</td>
<td>$905,305.00</td>
<td>$855,034.33</td>
<td>$50,270.67</td>
<td>98.42%</td>
<td>$1,196,505.18</td>
</tr>
<tr>
<td>2019</td>
<td>$987,259.00</td>
<td>$969,055.00</td>
<td>$940,832.00</td>
<td>$28,223.00</td>
<td>97%</td>
<td>$1,533,941.35</td>
</tr>
</tbody>
</table>

Total expenditures during 2019 came in just under 97% of the approved amended budget amount. As shown in Table 7 on Page 13, the department’s permit revenue since 2010 has been sufficient to offset the increased expenditures each year, even if the approved budget was exceeded. Department staff closely monitored expenses throughout the year in an effort to remain within or below the amended 2019 budget.
Table 9 provides the total expenses including the expenditures from the approved budget and the indirect expenses for the years 2006 - 2017. Indirect expenses were shared costs among other departments for internal services provided. 2018 is the first year that indirect expenses were included within the approved budget line items and not added at the end of the year as an additional expense. For the years 2006 – 2017 the department expenditures (i.e. department costs) shown are added to the indirects (i.e. out of department support personnel costs), and then subtracted from the revenue to come up with the Annual Net (i.e. gains or losses). The indirect expense to the department fluctuated each year. As can be seen in Table 9, the lowest indirect expense for the 11-year period shown, occurred in 2012. Starting in 2012, indirect expenses increased annually.

The data in Table 9 indicates the total annual Department expenses, the total revenue collected thorough fees, and the resulting net excess revenue for 2019, with comparisons to previous years as far back as 2006. The excess revenue for 2019 directly relates to the McLaren Northern Michigan project, which will span multiple years. Table 10 on the following page provides information on how excess revenue has been used in the past. Also included with Table 10 is a narrative detailing the past use of excess department revenue.

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue (R)</th>
<th>Waived Fees (WF)</th>
<th>Total Revenue (R + WF)</th>
<th>Expenditures (E)</th>
<th>Indirects (I)</th>
<th>Total Expenditure</th>
<th>Annual Net (R - (E + I))</th>
<th>Annual Net Without Indirects ((R + WF) - E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>$640,591.50</td>
<td>$9,025.00</td>
<td>$649,616.50</td>
<td>$718,723.47</td>
<td>$95,553.96</td>
<td>$814,277.43</td>
<td>($173,685.93)</td>
<td>($69,106.97)</td>
</tr>
<tr>
<td>2007</td>
<td>$507,651.27</td>
<td>$13,729.00</td>
<td>$521,380.27</td>
<td>$547,016.03</td>
<td>$102,828.00</td>
<td>$649,844.03</td>
<td>($142,192.76)</td>
<td>($25,635.76)</td>
</tr>
<tr>
<td>2008</td>
<td>$501,045.81</td>
<td>$17,918.00</td>
<td>$518,963.81</td>
<td>$509,251.33</td>
<td>$103,164.00</td>
<td>$612,415.33</td>
<td>($111,369.52)</td>
<td>$9,712.48</td>
</tr>
<tr>
<td>2009</td>
<td>$288,205.45</td>
<td>$33,237.00</td>
<td>$321,442.45</td>
<td>$435,554.80</td>
<td>$126,984.00</td>
<td>$562,538.80</td>
<td>($274,333.35)</td>
<td>($114,112.35)</td>
</tr>
<tr>
<td>2010</td>
<td>$525,621.49</td>
<td>$2,136.00</td>
<td>$527,757.49</td>
<td>$371,960.55</td>
<td>$62,868.00</td>
<td>$434,828.55</td>
<td>$90,972.94</td>
<td>$155,796.94</td>
</tr>
<tr>
<td>2011</td>
<td>$440,850.50</td>
<td>$0.00</td>
<td>$440,850.50</td>
<td>$386,516.99</td>
<td>$70,833.12</td>
<td>$457,350.11</td>
<td>($16,499.61)</td>
<td>$54,333.51</td>
</tr>
<tr>
<td>2012</td>
<td>$585,458.14</td>
<td>$0.00</td>
<td>$585,458.14</td>
<td>$382,540.28</td>
<td>$32,456.16</td>
<td>$414,996.44</td>
<td>$170,461.70</td>
<td>$202,917.86</td>
</tr>
<tr>
<td>2013</td>
<td>$600,563.93</td>
<td>$0.00</td>
<td>$600,563.93</td>
<td>$396,914.45</td>
<td>$57,693.60</td>
<td>$454,608.05</td>
<td>$145,955.88</td>
<td>$203,649.48</td>
</tr>
<tr>
<td>2014</td>
<td>$660,834.00</td>
<td>$0.00</td>
<td>$660,834.00</td>
<td>$450,665.21</td>
<td>$68,851.68</td>
<td>$519,516.89</td>
<td>$141,317.11</td>
<td>$210,168.79</td>
</tr>
<tr>
<td>2015</td>
<td>$803,150.23</td>
<td>$0.00</td>
<td>$803,150.23</td>
<td>$540,067.03</td>
<td>$87,390.60</td>
<td>$627,457.63</td>
<td>$175,692.60</td>
<td>$263,083.20</td>
</tr>
<tr>
<td>2016</td>
<td>$906,110.89</td>
<td>$0.00</td>
<td>$906,110.89</td>
<td>$593,356.11</td>
<td>$100,068.36</td>
<td>$693,424.47</td>
<td>$212,686.42</td>
<td>$312,754.78</td>
</tr>
<tr>
<td>2017</td>
<td>$954,591.59</td>
<td>$0.00</td>
<td>$954,591.59</td>
<td>$664,739.00</td>
<td>$101,569.36</td>
<td>$766,308.36</td>
<td>$188,283.23</td>
<td>$289,852.59</td>
</tr>
<tr>
<td>2018</td>
<td>$1,196,505.18</td>
<td>$0.00</td>
<td>$1,196,505.18</td>
<td>$855,034.33</td>
<td>$0.00</td>
<td>$855,034.33</td>
<td>$341,470.85</td>
<td>$341,470.85</td>
</tr>
<tr>
<td>2019</td>
<td>$1,533,941.35</td>
<td>$0.00</td>
<td>$1,533,941.35</td>
<td>$940,832.00</td>
<td>$0.00</td>
<td>$940,832.00</td>
<td>$593,109.35</td>
<td>$593,109.35</td>
</tr>
</tbody>
</table>
Table 10 provides data on how annual excess permit revenue has been used by the county in the past. This table shows the revenue and expenditures for each year since the year 2000. The Annual Net column shows excess revenue or deficiencies in revenue to cover expenses for each given year. The amounts shown in red are years when General Fund aid was provided to aid in department funding. The amounts shown in black are years when revenue was in excess of expenses. The Cumulative Net column shows the balance of General Fund aid for the years in which additional funding was provided. The total General Fund aid has been reduced each year since 2012 with excess revenue being used to reduce that balance reduction each year. Excess revenue in 2018 was an amount sufficient to complete reimbursement of funds provided in those slow years since the year 2000. The excess revenue for 2019 has been added to the amount shown for 2018 in the Cumulative Net column box for 2019.

The information provided on Page 13 indicates that some projects extend over more than one year. These excess revenue funds need to be retained and used to cover the expenses of continued department involvement on multi-year projects such as those listed on Page 13, like the McLaren Northern Michigan project.

Public Act 230 of 1972, also known as the State Construction Code Act, states that the permit fees collected by a jurisdiction be used only for the operation of the enforcing agency and/or its Construction Board of Appeals.

Per PA 230 of 1972, Section 125.1522 Fees: “... The enforcing agency shall collect the fees established under this subsection. The legislative body of a governmental subdivision shall only use fees generated under this section for the operation of the enforcing agency, of the construction board of appeals, or both, and shall not use the fees for any other purpose.”

Based on the rules set forth by PA 230 of 1972, Section 125.1522, the excess fees collected shall be maintained for the Department use only. Such funds can be used to aid in covering expenses for years when annual department revenue may not be sufficient to cover all department expenses. Excess funds may not be placed in the general fund, and be used for or by other county departments.

With the Department operating without debt to the General Fund, the County, through the Administrator and the Finance Director, should maintain an account to provide a place to reserve the excess permit revenue from any year where permit revenue exceeds expenses. When revenue is not sufficient to cover expenses, the reserve funds can be used to supplement and cover excess expenses. In the past, experts have indicated that a fund balance be maintained that can support the operation of the department for a 2-year period. These funds can be used as necessary to aid in funding the department should revenue fall below expenditures for a given year. With such a fund, the Department can be self-supporting without the need to cover expenditures from the General Fund should the need arise in the future. In addition, if the department is audited by the State, verification of the location of the excess revenue funds from previous years would be necessary. An account holding excess revenue funds specifically for use in supporting the department would easily provide that verification.

Table 10: Annual Revenue vs Expenditures with General Fund Aid Accumulated 2000 to Year End 2019

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
<th>Expenditures</th>
<th>Annual Net (Gen Fund Aid)</th>
<th>Cumulative Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>$594,327.00</td>
<td>$576,791.84</td>
<td>$17,535.16</td>
<td>$17,535.16</td>
</tr>
<tr>
<td>2001</td>
<td>$544,784.00</td>
<td>$642,346.53</td>
<td>($97,562.53)</td>
<td>($80,027.37)</td>
</tr>
<tr>
<td>2002</td>
<td>$642,742.00</td>
<td>$652,650.79</td>
<td>($9,908.79)</td>
<td>($89,936.16)</td>
</tr>
<tr>
<td>2003</td>
<td>$625,192.00</td>
<td>$693,277.90</td>
<td>($68,085.90)</td>
<td>($158,022.06)</td>
</tr>
<tr>
<td>2004</td>
<td>$763,949.00</td>
<td>$738,920.17</td>
<td>$25,028.83</td>
<td>($132,993.23)</td>
</tr>
<tr>
<td>2005</td>
<td>$673,239.49</td>
<td>$798,733.85</td>
<td>($125,494.36)</td>
<td>($258,487.59)</td>
</tr>
<tr>
<td>2006</td>
<td>$640,591.50</td>
<td>$814,277.43</td>
<td>($173,685.93)</td>
<td>($432,173.52)</td>
</tr>
<tr>
<td>2007</td>
<td>$507,651.27</td>
<td>$749,844.03</td>
<td>($142,192.76)</td>
<td>($574,366.28)</td>
</tr>
<tr>
<td>2008</td>
<td>$501,045.81</td>
<td>$609,212.24</td>
<td>($108,166.43)</td>
<td>($682,532.71)</td>
</tr>
<tr>
<td>2009</td>
<td>$288,205.45</td>
<td>$564,350.13</td>
<td>($276,144.68)</td>
<td>($958,677.39)</td>
</tr>
<tr>
<td>2010</td>
<td>$525,621.49</td>
<td>$496,969.64</td>
<td>$28,651.85</td>
<td>($930,025.54)</td>
</tr>
<tr>
<td>2011</td>
<td>$440,850.50</td>
<td>$487,933.66</td>
<td>($47,083.16)</td>
<td>($977,108.70)</td>
</tr>
<tr>
<td>2012</td>
<td>$585,448.14</td>
<td>$443,131.56</td>
<td>$142,316.58</td>
<td>($834,792.12)</td>
</tr>
<tr>
<td>2013</td>
<td>$600,573.93</td>
<td>$451,891.79</td>
<td>$148,682.14</td>
<td>($686,109.98)</td>
</tr>
<tr>
<td>2014</td>
<td>$660,834.00</td>
<td>$548,541.46</td>
<td>$112,292.54</td>
<td>($573,817.44)</td>
</tr>
<tr>
<td>2015</td>
<td>$803,150.23</td>
<td>$638,656.51</td>
<td>$164,493.72</td>
<td>($409,323.72)</td>
</tr>
<tr>
<td>2016</td>
<td>$906,110.89</td>
<td>$693,424.47</td>
<td>$212,686.42</td>
<td>($196,637.30)</td>
</tr>
<tr>
<td>2017</td>
<td>$954,591.59</td>
<td>$771,889.00</td>
<td>$182,702.59</td>
<td>($13,934.71)</td>
</tr>
<tr>
<td>2018</td>
<td>$1,196,505.18</td>
<td>$855,034.33</td>
<td>$341,470.85</td>
<td>$327,536.14</td>
</tr>
<tr>
<td>2019</td>
<td>$1,533,941.35</td>
<td>$940,832.00</td>
<td>$593,109.35</td>
<td>$920,645.49</td>
</tr>
<tr>
<td>Total</td>
<td>$13,989,354.82</td>
<td>$13,068,709.33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Construction Valuation is the base number used by the Department to calculate building permit fees. Table 11 shows the valuation calculated for construction permits issued in 2019 and compares that total valuation with the past 12 years. The valuation figure for construction is based on a square footage calculation for new construction and additions, and a dollar value, as provided by the permit applicant, for alterations & demolition projects. Just as with the revenue increase, the increase in construction value can be directly related to the increased number of construction permits issued in over the past few years. Construction valuation for 2019 is well above the 13 year average. The total construction valuation has continued to climb for the last few years, with residential construction valuation being the dominant category.

Tables 12 and 13 provide a breakdown of construction values for Addition, Alteration and Demolition projects (Table 12) and New Construction projects (Table 13). These tables break down the total construction valuations and provide the number of permits issued for residential vs commercial, comparing that information to the previous years back to 2010. As can be seen in Tables 12 & 13, for the past few years, the majority of construction activity has been residential alterations and additions, with new construction projects making up about 19% of the total building permits issued during 2019.

**Table 11: Residential and Commercial Valuation (2007 - 2019)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Residential</th>
<th>Commercial</th>
<th>Total Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$43,084,534</td>
<td>$12,397,276</td>
<td>$55,481,810</td>
</tr>
<tr>
<td>2008</td>
<td>$36,165,523</td>
<td>$13,173,104</td>
<td>$49,338,627</td>
</tr>
<tr>
<td>2009</td>
<td>$17,305,970</td>
<td>$6,899,131</td>
<td>$24,205,101</td>
</tr>
<tr>
<td>2010</td>
<td>$27,446,742</td>
<td>$23,596,181</td>
<td>$51,042,923</td>
</tr>
<tr>
<td>2011</td>
<td>$22,543,920</td>
<td>$11,548,147</td>
<td>$34,092,067</td>
</tr>
<tr>
<td>2012</td>
<td>$33,012,615</td>
<td>$17,399,591</td>
<td>$50,412,206</td>
</tr>
<tr>
<td>2013</td>
<td>$40,645,286</td>
<td>$10,919,868</td>
<td>$51,565,154</td>
</tr>
<tr>
<td>2014</td>
<td>$41,771,251</td>
<td>$10,282,939</td>
<td>$52,054,190</td>
</tr>
<tr>
<td>2015</td>
<td>$42,810,585</td>
<td>$17,782,499</td>
<td>$60,593,084</td>
</tr>
<tr>
<td>2016</td>
<td>$43,678,135</td>
<td>$17,399,591</td>
<td>$68,077,726</td>
</tr>
<tr>
<td>2017</td>
<td>$40,645,286</td>
<td>$10,919,868</td>
<td>$51,565,154</td>
</tr>
<tr>
<td>2018</td>
<td>$41,771,251</td>
<td>$10,282,939</td>
<td>$52,054,190</td>
</tr>
<tr>
<td>2019</td>
<td>$42,810,585</td>
<td>$17,782,499</td>
<td>$60,593,084</td>
</tr>
</tbody>
</table>

Average $37,199,428 $19,773,225 $56,972,652

**Table 12: Addition, Alteration, Demolition Valuation (2010 - 2019)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Residential</th>
<th>Total B Permits</th>
<th>Commercial</th>
<th>Total B Permits</th>
<th>Total Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>$11,307,182</td>
<td>511</td>
<td>$9,544,893</td>
<td>113</td>
<td>$20,852,586</td>
</tr>
<tr>
<td>2011</td>
<td>$11,507,897</td>
<td>545</td>
<td>$8,005,801</td>
<td>99</td>
<td>$19,513,698</td>
</tr>
<tr>
<td>2012</td>
<td>$12,021,843</td>
<td>623</td>
<td>$13,954,646</td>
<td>133</td>
<td>$25,976,407</td>
</tr>
<tr>
<td>2013</td>
<td>$13,383,571</td>
<td>598</td>
<td>$6,128,088</td>
<td>117</td>
<td>$19,511,659</td>
</tr>
<tr>
<td>2014</td>
<td>$16,745,621</td>
<td>777</td>
<td>$7,642,131</td>
<td>128</td>
<td>$24,387,752</td>
</tr>
<tr>
<td>2015</td>
<td>$17,081,639</td>
<td>792</td>
<td>$5,517,649</td>
<td>152</td>
<td>$22,599,288</td>
</tr>
<tr>
<td>2016</td>
<td>$18,301,545</td>
<td>888</td>
<td>$9,652,438</td>
<td>146</td>
<td>$27,953,983</td>
</tr>
<tr>
<td>2017</td>
<td>$19,402,765</td>
<td>970</td>
<td>$11,425,780</td>
<td>152</td>
<td>$30,828,545</td>
</tr>
<tr>
<td>2018</td>
<td>$22,095,775</td>
<td>893</td>
<td>$17,648,230</td>
<td>143</td>
<td>$39,744,005</td>
</tr>
<tr>
<td>2019</td>
<td>$22,517,146</td>
<td>927</td>
<td>$25,564,177</td>
<td>171</td>
<td>$48,081,323</td>
</tr>
</tbody>
</table>

Average $16,436,498 $752 $11,508,375 $135 $27,944,925

<table>
<thead>
<tr>
<th>Year</th>
<th>Residential</th>
<th>Total B Permits</th>
<th>Commercial</th>
<th>Total B Permits</th>
<th>Total Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>$13,378,525</td>
<td>118</td>
<td>$16,572,735</td>
<td>22</td>
<td>$29,951,378</td>
</tr>
<tr>
<td>2011</td>
<td>$11,036,023</td>
<td>102</td>
<td>$3,542,373</td>
<td>31</td>
<td>$14,578,498</td>
</tr>
<tr>
<td>2012</td>
<td>$20,990,772</td>
<td>133</td>
<td>$13,954,646</td>
<td>25</td>
<td>$24,845,799</td>
</tr>
<tr>
<td>2013</td>
<td>$27,261,715</td>
<td>165</td>
<td>$4,791,780</td>
<td>10</td>
<td>$32,053,495</td>
</tr>
<tr>
<td>2014</td>
<td>$25,025,630</td>
<td>159</td>
<td>$2,640,808</td>
<td>21</td>
<td>$27,666,438</td>
</tr>
<tr>
<td>2015</td>
<td>$25,728,946</td>
<td>175</td>
<td>$5,517,649</td>
<td>152</td>
<td>$30,993,796</td>
</tr>
<tr>
<td>2016</td>
<td>$25,376,593</td>
<td>146</td>
<td>$9,652,438</td>
<td>21</td>
<td>$34,014,995</td>
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<tr>
<td>2017</td>
<td>$26,647,130</td>
<td>165</td>
<td>$15,951,248</td>
<td>30</td>
<td>$42,598,378</td>
</tr>
<tr>
<td>2018</td>
<td>$35,643,164</td>
<td>244</td>
<td>$35,643,164</td>
<td>43</td>
<td>$71,286,328</td>
</tr>
<tr>
<td>2019</td>
<td>$22,850,266</td>
<td>224</td>
<td>$11,040,604</td>
<td>26</td>
<td>$33,890,870</td>
</tr>
</tbody>
</table>

Average $23,393,876 $180 $12,066,199 $26 $33,153,087
Pages 20 through 22 show the Building Permit Fee Schedule and the Construction Valuation Table used by the Department to calculate building permit fees throughout 2019. An annual department review of the fee schedule typically occurs, with proposed changes, if any, brought before the commissioners for approval. The 2019 Building Permit Fee Schedule was revised and approved by the Emmet County board of Commissioners in May 2019 to include fire suppression and fire alarm plan review fees. This addition became necessary when department staff needed outside assistance to perform the necessary fire suppression and fire alarm system plan reviews on a number of complicated commercial projects. The fees shown on the table are equal to the county’s expense to have these plans reviewed externally. As such, the fees assessed offsets the expense associated with the review. This was the only adjustment made to the previous fee schedule that was approved by the Emmet County Board of Commissioners in 2017. The 2019 Building Department Permit Fee Schedule is provided on the following pages and can accessed and downloaded at the Department web page.

The building permit fees on new construction are assessed based on the “Building Permit Valuation”. Building Valuation is determined by calculating the total square footage of a new building or addition, and multiplying by the dollar value per square foot given to the category of construction type (residential, commercial, mercantile, etc.), as provided on the “Construction Valuation Table” found on page 21 of this report. The Construction Valuation Table is published twice annually by the International Code Council (ICC). The August 2017 fee schedule approval allowed an update to the dollar value per square foot to the ICC Table made available in February of 2017. The ICC Valuation Table previously used was from 2011. The increase to the 2017 ICC Table became effective October 1, 2017. The currently used Construction Valuation Table has not been changed since its 2017 approval.

The calculation of the building permit fee for new construction and additions is based on square footage of the area to be constructed. Dollar values per square foot are provided in the Fee Schedule Construction Valuation Table, and vary depending on use group and construction type. The square foot value is multiplied by the total square footage and the resulting construction value is multiplied by a factor of 0.00462 (R Factor) for Michigan Residential Code projects that include one and two family dwelling residential construction and their accessory structures, and a factor of 0.0060 (O Factor) for all projects that are regulated by the Michigan Building Code. The end result of that calculation plus a $65 administrative fee equals the majority of the building permit fee. For most residential and commercial construction projects and sub trade permits, a Plan Review fee is also added. The Plan Review fee varies based on the construction value. As the construction value increases, the project becomes more complicated, thus the time spent to review the plans for code compliance becomes more involved. As such the cost for plan review increases according to project size and value.

Alteration, remodeling and demolition building permit fees are based on the dollar value of the work being completed on a project. The dollar value for alteration, remodeling and demolition permits is provided by the permit applicant on the permit application. The dollar value provided is multiplied by a factor of 0.00462 (R Factor) for Michigan Residential Code construction and a factor of 0.0060 (O Factor) for all projects under the Michigan Building Code. Just as with new construction, the end result of that calculation plus a $65.00 administrative fee equals the building permit fee. In addition, for large residential and most commercial construction projects and sub trade permits, a Plan Review fee is also added. Just as with new construction and additions, as the construction value increases, the project becomes more complicated, and the time spent to review the plans for code compliance becomes more involved. Thus the cost for plan review increases according to project size and value.
All sub-trade permit fees are based on the categories of work being completed. The sub-trade permit applications are designed with line items that can apply in an installation for each trade, with a fee associated with each line item. This method of permit fee calculation for sub-trade permits is used by most jurisdictions around the State of Michigan, including the State of Michigan Bureau of Construction Codes. These sub-trade permit fees are parallel, or are slightly below those fees assessed by the State of Michigan - Bureau of Construction Codes on their State issued permits. Changes to the sub trade permit fees were last approved in August of 2017 and became effective by October 1, 2017. There were no changes proposed or made in 2019 to the sub trade permit fees.

New construction typically generates more permit revenue as the fees are calculated from a fixed square footage of the area of a structure being constructed. Alterations and remodeling are based on a dollar value provided by the permit applicant, and may not always reflect the actual value of the work to be done. The current trends in construction, as shown in Tables 11, 12 and 13 (page 17), clearly reflect a continuation in the construction industry from less new construction to more alterations and remodeling, while the increase in permit activity is reflected in the department's permit revenue. These factors both result in the increase in inspection activity that continues to climb from previous years.

Summary…

The Emmet County Building Inspection Department continues to remain fiscally responsible to the citizens of Emmet County by working within the limits of the approved budget. Through the assessment of permit fees for construction work in Emmet County, the Department continues to operate, as it has done in the past few years, without any assistance from the general fund. In other words, the Department operates as a user based system rather than relying on support by all of the property tax payers of the county. Using a user based system, at least for the past few years, has made the Building Inspection program self-sufficient.

The codes, required to be enforced by the State Construction Code Act, continue to be enforced locally, and in a fair and equitable manner. Local enforcement provides faster response times to inspection requests, quicker turnaround time for permit issuance, availability of staff to permit holders, contractors, designers, engineers, and the general public, for code questions and guidance, and keeping permit revenue in the local jurisdiction rather than sending the revenue to Lansing. All of this combined results in better service to those working locally on construction projects that require permits, and safer construction through verification of code compliance.

Construction activity in Emmet County continues to be strong, helping support our local economy. Staff continues to provide a high quality of service to the permit holders and general public, not only through the permit process, but also through positive support and education of those being served. Meetings are held yearly, and updates provided periodically via email, to provide those working in the construction industry with up to date information on the operation of the department and the codes being enforced.

Staff continues to participate in Code Official organizations, building strong relationships with other jurisdictions, not just locally but also with jurisdictions from around the State of Michigan. The Department is well known for being a leader in northern Michigan with its enforcement of the codes and operation of the department. The Department is often consulted by other jurisdiction for guidance, opinions and operating questions by other jurisdictions. The Department often reaches out to neighboring jurisdictions in an effort to create continuity in code enforcement in the northern Michigan region. All of this results in the residents of Emmet County and its local communities in having safe construction and buildings and structures in which our residents and visitors can live, work and play, in and around.
Emmet County Planning, Zoning & Construction Resources
2019 Building Permit Fee Schedule

Administrative Fee: An Administrative fee of $65.00 shall be applied to all Building and Sub-Trade Permit applications.

Permit Fee Refunds: Permit fee refunds must be requested in writing and shall only be considered if no construction activities or inspections have occurred. Administrative fees and Plan Review fees/costs shall be non-refundable, and any approved refund amount.

Minimum Permit Fee: The minimum Building Permit Fee shall be $30.00 except that the minimum Building Permit Fee for the foundation and set-up of a mobile home shall be a minimum of $200.00.

HUD Form 309 Completion: Completion by the Department of the HUD 309 Form, necessary for final approval of the installation of a new mobile home per HUD requirements, shall be assessed a fee of $100.00, and shall be paid by the mobile home installer prior to his/her receipt of the completed HUD Form 309.

New Construction Building Permits: One & Two Family Dwelling (R-1); Mobile Homes (MH); and Residential Utility or Accessory Building (Garage). (U): Building Permit Fee = $35.00 = (BPV x R Factor) (BPV calculated using Construction Valuation Data - ICC Table, page 2) All Other Use Groups: Building Permit Fee = $65.00 = (BPV x O Factor) (BPV calculated using Construction Valuation Data - ICC Table page 2)

Alterations, Change in Use, Demolition Permits: Permits shall be based upon the estimated construction value of the work provided by the applicant or the value based upon the specific change in use calculations for the areas involved with the minimum total Building Permit Fee being $90.00.

Amendment of Permits: Amendments to a building permit for revision of the scope of work under that permit, and no revised plans are required for the revisions, shall be subject to additional permit fees that will be based on the additional construction valuation (new construction based on the Construction Valuation Table, alteration construction valuation based on the value provided by the permit applicant). Additional fees shall be assessed to the permit with these fees to be paid prior to any further inspection approvals.

Amendments to a building permit for revision of the scope of work, where revised plans are required, shall include the completion and submittal of an additional building permit application, as well as revised plans. An Administrative Fee of $65.00, a plan review fee as per the Plan Review Fee Schedule (page 2) and permit fees based on the additional construction valuation (new construction based on the Construction Valuation Table, alteration construction valuation based on the value provided by the permit applicant). Additional fees shall be assessed to the permit with those fees to be paid prior to any further inspection approvals.

Fee Calculation using the Construction Valuation Table (CVT)
All new construction value shall be computed using the square foot value from the CVT.
Crawl spaces & slab on grade construction (all use groups), shall be computed at 10% of the square foot value from the CVT.
Unfinished basements (all use groups), shall be computed at 50% of the square foot value from the CVT.
Finished basements (all use groups), shall be computed at 60% of the square foot value from the CVT.
Exterior balconies, decks, porches, etc. shall be computed at 50% of the square foot value for types I & II construction and 40% of the square foot value for types III, IV, V construction from the CVT.

Towers: Communication Towers, radio towers, television towers, wind turbine towers (measured to the top of the blade in the vertical position), etc. shall be charged a flat fee of $200.00 for height up to 100 feet which includes the Administrative Fee. Towers exceeding 100 feet will be charged an additional $2.00 per linear foot for tower height that exceeds 100 feet in height.

Sub Trade Permits: Sub Trade permit fees shall be in accordance with those provided on page 2 of the sub trade permit applications.

Special Inspection Requests: Special inspections shall be conducted upon application with fees of $65.00 Administrative fee plus $65.00 per hour or fraction thereof.

Additional Inspections: Re-inspections or additional inspections will be billed $65.00 for each, where previous corrections have not been made. Inspections cannot be performed due to lack of access, or for inspections made prior to the permit being issued.

Work Started Without Permits / Investigation Inspections: Work started without a permit shall be assessed an additional fee of $200.00. This includes an additional administrative fee of $100.00 and a investigation inspection fee of $100.00.

At the discretion of the Building Official, up to 50% of the Additional Fee for work performed without a permit by a homeowner may be waived if the owner responds promptly to Violation One Letter, submits a completed permit application and all required supporting documentation and plans prior to issuance of Violation Letter 2. Additional fees shall not be waived for contractors.

Plan Review: Unless deemed work minor in nature by the Building Official, the Plan Review Schedule on page 2 shall be applied to all construction projects, including sub trade permits, where plans are required to be reviewed for code compliance. Plan Review Fee shall be calculated in accordance with the Plan Review Fee Schedule (see page 7).

Construction Board of Appeals: An appeal to the Building Inspection Department Board of Appeals shall be accompanied by a filing fee of $500.00.

Renewal of Expired Permits: Expired permits (all trades) renewed within 30 days of expiration shall be assessed a $65.00 renewal fee. Permits not renewed within 30 days shall require re-application, administrative fee of $65.00 plus $65.00 per inspection necessary to grant final approval of the construction. Renewal fees shall apply to each separate expired permit related to a construction project.

Contractor Registration Fee: All contractors licensed under PA 407 of 2016 and working in Emmet County shall register their license information with the Emmet County Building Department. Application shall be completed and submitted with an annual fee of $5.00 in accordance with PA 407 of 2016, and a copy of each license held submitted for department records. Renewal shall be required with every license annually. Any changes in contact or licensing information shall be reported to the Department as soon as possible to maintain accurate contact and licensing information in our files.
Construction Valuation Calculation:
The following building valuation data represents average valuations for most buildings. This data is used as an aid for the building official to determine if the permit valuation is underestimated. It should be noted that, when using this data, these are average costs based on typical construction methods for each occupancy group and type of construction. The average costs include structural and nonstructural building components, electrical, plumbing, mechanical and interior finish materials. Architectural fees, land cost and off site costs are not included. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Multipliers is subject to the authority having jurisdiction.

Notations:
The Building Permit Value (BPV) is computed using the adopted Construction Valuation Table, which is based upon the most recent construction valuation table published by ICC. "R" Factor = Residential. "O" Factor = Other. The O Factor is set at approximately 1.3 times the "R" Factor. These factors are reviewed by the Building Officials, changes determined, and reviewed and approved by the Emmet County Board of Commissioners.

Emmet County Building Department Construction Valuation Table
"R" Factor = 0.00462  "O" Factor = 0.0060

<table>
<thead>
<tr>
<th>Use Group</th>
<th>February 2017 ICC Construction Valuation Table</th>
<th>IA</th>
<th>IB</th>
<th>BA</th>
<th>IB</th>
<th>IB</th>
<th>IBA</th>
<th>OIB</th>
<th>IV</th>
<th>VA</th>
<th>VB</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1: Assembly, theaters, with stage</td>
<td>229.25</td>
<td>212.37</td>
<td>216.01</td>
<td>207.16</td>
<td>194.94</td>
<td>159.29</td>
<td>200.61</td>
<td>178.00</td>
<td>171.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-2: Assembly, theaters, without stage</td>
<td>210.11</td>
<td>202.22</td>
<td>198.86</td>
<td>189.01</td>
<td>176.94</td>
<td>170.29</td>
<td>181.64</td>
<td>186.99</td>
<td>182.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-3: Assembly, churches</td>
<td>179.26</td>
<td>174.52</td>
<td>169.68</td>
<td>162.81</td>
<td>153.49</td>
<td>145.24</td>
<td>157.08</td>
<td>138.57</td>
<td>134.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-4: Assembly, restaurants, bars, banquet halls</td>
<td>178.28</td>
<td>173.08</td>
<td>167.88</td>
<td>161.81</td>
<td>151.48</td>
<td>143.24</td>
<td>156.08</td>
<td>136.57</td>
<td>132.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-5: Assembly, churches</td>
<td>212.12</td>
<td>204.22</td>
<td>198.87</td>
<td>190.01</td>
<td>178.14</td>
<td>172.49</td>
<td>183.47</td>
<td>161.20</td>
<td>154.66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-6: Assembly, general, community halls, libraries, museums</td>
<td>176.94</td>
<td>169.04</td>
<td>162.69</td>
<td>154.83</td>
<td>141.96</td>
<td>137.30</td>
<td>148.28</td>
<td>125.01</td>
<td>119.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-7: Assembly, arenas</td>
<td>200.11</td>
<td>192.22</td>
<td>184.86</td>
<td>176.01</td>
<td>163.94</td>
<td>153.29</td>
<td>160.46</td>
<td>155.59</td>
<td>151.18</td>
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<td></td>
</tr>
<tr>
<td>B: Business</td>
<td>182.95</td>
<td>175.21</td>
<td>170.49</td>
<td>161.91</td>
<td>147.69</td>
<td>142.42</td>
<td>153.55</td>
<td>129.66</td>
<td>123.97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C: Educational</td>
<td>154.27</td>
<td>147.32</td>
<td>140.00</td>
<td>133.88</td>
<td>127.38</td>
<td>122.37</td>
<td>128.37</td>
<td>114.89</td>
<td>113.87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D: Factory and industrial, moderate hazard</td>
<td>109.64</td>
<td>104.60</td>
<td>96.57</td>
<td>94.77</td>
<td>85.03</td>
<td>81.17</td>
<td>90.78</td>
<td>71.30</td>
<td>66.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E: Factory and industrial, low hazard</td>
<td>109.64</td>
<td>104.60</td>
<td>96.57</td>
<td>94.77</td>
<td>85.03</td>
<td>81.17</td>
<td>90.78</td>
<td>71.30</td>
<td>66.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F: High Hazard, explosive</td>
<td>102.63</td>
<td>97.58</td>
<td>92.55</td>
<td>87.75</td>
<td>79.22</td>
<td>74.36</td>
<td>86.75</td>
<td>69.45</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G: High Hazard, flammable</td>
<td>102.63</td>
<td>97.58</td>
<td>92.55</td>
<td>87.75</td>
<td>79.22</td>
<td>74.36</td>
<td>86.75</td>
<td>69.45</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H: Institutional</td>
<td>109.64</td>
<td>104.60</td>
<td>96.57</td>
<td>94.77</td>
<td>85.03</td>
<td>81.17</td>
<td>90.78</td>
<td>71.30</td>
<td>66.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I: Institutional, supervised environment</td>
<td>153.95</td>
<td>177.72</td>
<td>172.57</td>
<td>165.30</td>
<td>152.29</td>
<td>145.15</td>
<td>165.39</td>
<td>136.43</td>
<td>132.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J: Institutional, hospitals</td>
<td>307.93</td>
<td>301.16</td>
<td>296.35</td>
<td>289.66</td>
<td>271.68</td>
<td>0.00</td>
<td>200.50</td>
<td>235.65</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K: Institutional, nursing homes</td>
<td>213.36</td>
<td>206.21</td>
<td>200.78</td>
<td>192.29</td>
<td>179.07</td>
<td>0.00</td>
<td>185.93</td>
<td>161.04</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L: Institutional, restricted</td>
<td>206.19</td>
<td>201.43</td>
<td>195.62</td>
<td>187.12</td>
<td>174.39</td>
<td>167.85</td>
<td>180.76</td>
<td>163.47</td>
<td>146.88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M: Institutional, day care facilities</td>
<td>183.95</td>
<td>177.72</td>
<td>172.57</td>
<td>165.30</td>
<td>152.29</td>
<td>145.15</td>
<td>165.39</td>
<td>136.43</td>
<td>132.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N: Mercantile</td>
<td>133.57</td>
<td>128.37</td>
<td>123.97</td>
<td>117.10</td>
<td>107.27</td>
<td>104.03</td>
<td>111.38</td>
<td>92.75</td>
<td>89.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O: Residential, hotels</td>
<td>185.63</td>
<td>179.39</td>
<td>174.24</td>
<td>166.97</td>
<td>153.72</td>
<td>145.58</td>
<td>167.06</td>
<td>137.86</td>
<td>133.61</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P: Residential, multiple family</td>
<td>155.74</td>
<td>149.49</td>
<td>143.36</td>
<td>137.09</td>
<td>124.57</td>
<td>117.23</td>
<td>130.43</td>
<td>109.71</td>
<td>104.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q: Residential, one- and two-family</td>
<td>145.23</td>
<td>141.28</td>
<td>137.64</td>
<td>134.18</td>
<td>129.27</td>
<td>123.87</td>
<td>131.94</td>
<td>120.96</td>
<td>113.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R: Residential, unassisted living facilities</td>
<td>183.95</td>
<td>177.72</td>
<td>172.57</td>
<td>165.30</td>
<td>152.29</td>
<td>145.15</td>
<td>165.39</td>
<td>136.43</td>
<td>132.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S: Storage, moderate hazard</td>
<td>101.63</td>
<td>96.58</td>
<td>90.55</td>
<td>85.75</td>
<td>77.28</td>
<td>73.36</td>
<td>82.76</td>
<td>63.48</td>
<td>58.94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T: Storage, low hazard</td>
<td>100.63</td>
<td>95.58</td>
<td>89.55</td>
<td>84.75</td>
<td>76.28</td>
<td>72.36</td>
<td>81.76</td>
<td>62.48</td>
<td>57.94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U: Utility, miscellaneous</td>
<td>78.63</td>
<td>74.24</td>
<td>69.76</td>
<td>66.20</td>
<td>59.84</td>
<td>55.88</td>
<td>63.23</td>
<td>47.31</td>
<td>45.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V: Utility, Residential</td>
<td>78.63</td>
<td>74.24</td>
<td>69.76</td>
<td>66.20</td>
<td>59.84</td>
<td>55.88</td>
<td>63.23</td>
<td>47.31</td>
<td>45.09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plan Review Schedule: All construction requiring plan submittal shall be subject to a plan review fee. Fees for plan review are based on a percentage of the construction valuation. The Construction Valuation Table shall be used for all new construction and change in use projects. The valuation of construction shall be provided on the Building Permit Application by the permit applicant and shall be used to determine the plan review fee cost for alterations. The Plan Review Fee shall be determined by: Construction Value divided by $1,000.00 x 0.25 = Plan Review Fee. The minimum Plan Review Fee shall be $25.00. Initial Plan Reviews prior to application for a building permit shall be subject to the same rates shown below, and shall be paid prior to completion of plans. Plan re-reviews, for substantial changes in planned construction, shall be subject to additional Plan Review fees at the Plan Review Rates below.

<table>
<thead>
<tr>
<th>Construction Value</th>
<th>Plan Review Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
<tr>
<td>Construction Value</td>
<td>Plan Review Fee</td>
</tr>
</tbody>
</table>

*Construction Value = $0 - $66,000.00*  
Sub Trade Plan Reviews when required.  
CV divided by 1,000 x 0.25 = Plan Review Fee  
Sub Trade Plan Review Fee with a minimum of $65.00.**
Fire Protection Systems Plan Review Fee Schedule

1. Sprinkler Systems
   a. The fee for Plan Review Services shall be based on the total number of sprinkler devices in the fire protection system, in accordance with the table below:

<table>
<thead>
<tr>
<th>Number of Sprinklers</th>
<th>Pipe Schedule Systems Review Fee</th>
<th>Hydraulically Calculated Systems Review Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 20</td>
<td>$185.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>21 to 100</td>
<td>$200.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>101 to 200</td>
<td>$240.00</td>
<td>$550.00</td>
</tr>
<tr>
<td>201 to 300</td>
<td>$275.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>301 to 500</td>
<td>$420.00</td>
<td>$850.00</td>
</tr>
<tr>
<td>Over 500</td>
<td>$420.00 plus $0.50 for each sprinkler over 500</td>
<td>$850.00 plus $0.95 for each sprinkler over 500</td>
</tr>
</tbody>
</table>

2. Fire Pumps
   a. Each Pump System = $200.00

3. Restaurant Wet or Dry Chemical System
   a. Restaurant System flat rate per hood system = $200.00
   b. Each additional system or hood reviewed at the same time and at the same building = $100.00

4. Restaurant Mechanical Hood and Duct System
   a. Flat rate per hood = $200.00
   b. Each additional hood system reviewed at the same time and at the same building = $75.00

5. Foam, Carbon Dioxide, Halon and Clean-agent Extinguishing Systems
   a. Each System = $200.00
   b. Each additional hood system reviewed at the same time and at the same building = $100.00

6. Automatic Water Mist System
   a. Each system = $200.00
   b. Each additional system reviewed at the same time and at the same building = $100.00

Fire Alarm Systems Plan Review Fee Schedule

Fire Alarm Plan Review Fee shall be based on the total number of alarms devices in the fire alarm system, in accordance with the table below:

<table>
<thead>
<tr>
<th>Number of Alarm Devices</th>
<th>Fire Alarm System Review Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>$250.00</td>
</tr>
<tr>
<td>26 to 50</td>
<td>$475.00</td>
</tr>
<tr>
<td>51 to 75</td>
<td>$675.00</td>
</tr>
<tr>
<td>76 to 100</td>
<td>$850.00</td>
</tr>
<tr>
<td>101 to 125</td>
<td>$1200.00 plus $5.00 for each device over 125</td>
</tr>
<tr>
<td>Over 125</td>
<td>$1200.00 plus $5.00 for each device over 125</td>
</tr>
<tr>
<td>Connected to Fire Suppression System</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
2019 Building Permits Issued - New Construction - End of Year

<table>
<thead>
<tr>
<th>Use Group</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>2019 Permits</th>
<th>2019 Fees</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Theater w/stage</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>$0</td>
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<tr>
<td>A-2 Night Club</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>A-2 Restaurant</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>A-3 Churches</td>
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<td>0</td>
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<td>1</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>$6,605</td>
<td>$0</td>
<td>$2,410</td>
</tr>
<tr>
<td>A-3 General</td>
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-37 / -73,064 / -14,325,349

Page 5

*2019 Annual Emmet County Building Inspection Department Report*
2019 Building Permits Issued - Alterations, Additions and Demolitions - End of Year

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2019 Annual Emmet County Building Inspection Department Report
## 2019 Sub Trade Permits Issued

### EMP SUBTRADE PERMIT REPORT 2019 - Year to Date - December

| TYPE      | Classification | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | 2019 Permits | 2018 Permits | % Change | 2019 Fees  | 2018 Fees  | % Change |
|-----------|----------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|---------------|---------------|-----------|------------|------------|-----------|----------|
| ELECTRICAL | Commercial     | 9   | 9   | 9   | 22  | 17  | 16   | 10   | 21  | 12   | 21  | 11  | 12  | 169           | 225           | -6%       | $27,690    | $38,769    | -7%       |
|           | Residential    | 43  | 39  | 36  | 46  | 79  | 60   | 96   | 70  | 103  | 91  | 73  | 86  | 822           | 832           | -1%       | $126,545   | $126,946   | -3%       |
|           | Total          | 52  | 48  | 45  | 68  | 96  | 76   | 106  | 91  | 115  | 112 | 84  | 98  | 991           | 1057          | -6%       | $154,235   | $165,715   | -7%       |

### MECHANICAL

| TYPE      | Classification | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | 2019 Permits | 2018 Permits | % Change | 2019 Fees  | 2018 Fees  | % Change |
|-----------|----------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|---------------|---------------|-----------|------------|------------|-----------|----------|
|           | Commercial     | 8   | 21  | 9   | 12  | 19  | 19   | 14   | 18  | 20   | 18  | 22  | 16  | 196           | 234           | -5%       | $41,689    | $40,885    | -4%       |
|           | Residential    | 78  | 80  | 39  | 87  | 83  | 80   | 94   | 123 | 132  | 150 | 122 | 88  | 1156          | 1195          | -4%       | $154,606   | $163,088   | -8%       |
|           | Total          | 86  | 101 | 48  | 99  | 102 | 99   | 108  | 141 | 152  | 168 | 144 | 104 | 1352          | 1429          | -77       | $196,295   | $203,973   | -4%       |

### PLUMBING

| TYPE      | Classification | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | 2019 Permits | 2018 Permits | % Change | 2019 Fees  | 2018 Fees  | % Change |
|-----------|----------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|---------------|---------------|-----------|------------|------------|-----------|----------|
|           | Commercial     | 3   | 9   | 5   | 15  | 8   | 10   | 10   | 12  | 11   | 10  | 5   | 9   | 107           | 164           | -10%      | $22,518    | $34,884    | -8%       |
|           | Residential    | 53  | 43  | 33  | 61  | 60  | 79   | 62   | 84  | 99   | 77  | 56  | 50  | 757           | 792           | -4%       | $111,907   | $111,676   | -3%       |
|           | Total          | 56  | 52  | 38  | 76  | 68  | 89   | 72   | 96  | 110  | 87  | 84  | 59  | 864           | 956           | -10%      | $134,425   | $146,560   | -8%       |

### Total Combined

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## 2019 Year End Inspections Report

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### TOTAL NUMBER OF INSPECTIONS PER MONTH PER TRADE 2015 - 2019

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### TOTALS

| TOTALS | 969,055.00 | 940,832.27 | 28,222.73 | 97.09 |
Public Act 230 of 1972 Excerpt  
Section 125.1522  Fees

the commission to each governmental subdivision. However, failure of the commission to comply with this requirement does not prevent or delay effectiveness of a certificate of acceptability. A certificate of acceptability issued by the commission pursuant to this section shall not be used for advertising purposes.


Popular name: Act 230

Popular name: Uniform Construction Code

125.1521a Installation or use of heating cable; application for approval; “heating cable” defined; construction of section.

Sec. 21a. (1) Beginning 1 year after the effective date of the amendatory act that added this section, heating cable shall not be installed or used in a building or structure in this state until approved by the commission pursuant to section 21. As provided in section 8, this section is effective throughout the state without local modification.

(2) An application for approval of heating cable submitted to the commission, which includes listing by a nationally recognized testing laboratory found to comply with established standards, shall be approved unless the commission finds it would endanger the public safety.

(3) For purposes of this section, “heating cable” means heating cable as defined in section 2 of the heating cable safety act, that is, cable designed to be secured to pipes and vessels to reduce their likelihood of freezing or to facilitate the flow of viscous liquids. Heating cable also includes products used for deicing on roofs and in gutters and downspouts. Heating cable intended for industrial and commercial use is connected to the supply system by a permanent wiring method or by an attachment plug for connection to a receptacle outlet. Heating cable intended for residential and mobile home use has an attachment plug for connection to a receptacle outlet. Heating cable is commonly known as heat tape.

(4) This section shall not be construed to limit the powers and duties granted pursuant to any other law to a state agency or official.


Popular name: Act 230

Popular name: Uniform Construction Code

125.1522 Fees; state construction code fund; fund for purchase and sale of codes and standards.

Sec. 22. (1) The legislative body of a governmental subdivision shall establish reasonable fees to be charged by the governmental subdivision for acts and services performed by the enforcing agency or construction board of appeals under this act, which fees shall be intended to bear a reasonable relation to the cost, including overhead, to the governmental subdivision of the acts and services, including, without limitation, those services and acts as, in case of an enforcing agency, issuance of building permits, examination of plans and specifications, inspection of construction undertaken pursuant to a building permit, the issuance of certificates of use and occupancy, and, in case of a board of appeals, hearing appeals in accordance with this act. The enforcing agency shall collect the fees established under this subsection. The legislative body of a governmental subdivision shall only use fees generated under this section for the operation of the enforcing agency or the construction board of appeals, or both, and shall not use the fees for any other purpose.

(2) To accomplish the objectives of this section and this act, a state construction code fund is created. The director, after approval by the commission and following a public hearing held by the commission, shall establish reasonable fees to be charged by the commission for acts and services performed by the commission including, without limitation, inspection of plans and specifications, issuance of certificates of acceptability, testing and evaluation of new products, methods and processes of construction or alteration, issuance of building permits, inspection of construction undertaken pursuant to a building permit, the issuance of certificates of use and occupancy, and hearing of appeals. Fees established by the department shall be intended to bear a reasonable relation to the cost, including overhead, of the service or act. Until the director establishes fees pursuant to this act, the fees established pursuant to this subsection shall remain in effect. The state treasurer shall be the custodian of the fund and may invest the surplus of the fund in investments as in the state treasurer's judgment are in the best interest of the fund. Earnings from those investments shall be credited to the fund. The state treasurer shall notify the director and the legislature of interest credited and the balance of the fund as of September 30 of each year. The director shall supervise and administer the fund. Fees received by the department and money collected under this act shall be deposited in the state construction code fund and shall be appropriated by the legislature for the operation of the bureau of
SUMMARY:
Matt McCauley will be presenting the attached 2019 Networks Northwest annual report.

ATTACHMENTS:
- Description
  - 2019 Networks Northwest Annual Report
To Partners, Stakeholders, and to all of Northwest Michigan,

We are pleased to present the 2019 Networks Northwest Annual Report. In it, you'll find information and highlights about our many accomplishments through this last year and our continued positive momentum.

We accomplished a lot in 2019 and are recognized in Michigan and nationally as an agency of best practices, but realize that much remains to be done.

The hallmark of this organization has always been its unwavering belief and confidence in the region. Northwest Michigan is a special place that is thriving, in large part, because it embraces its small towns, scenic lands, natural resources, and hardworking people. Our region inspires each Networks Northwest employee and board member to do more and give more.

In 2020, Networks Northwest will continue to be a leading talent, business, and community development agency. We will help job seekers find jobs and work-related skills. We continue to help businesses plan for growth, address workforce needs and reach new markets. And, we will always work with leaders to improve local economic conditions. Our governing board, consisting of the public and private sector, remains focused on building stronger communities and enhancing the quality of life in the 10 counties of Northwest Michigan.

Thank you for your continued support. Networks Northwest is proud to partner with you as we continue to build prosperity and resiliency in Northwest Michigan.

Sincerely,

Gary W. Fedus, Board Chair
Owner, Mitchell Graphics

Chris Christensen, Chief Elected Official
Charlevoix County Commissioner

Matt McCauley, Chief Executive Officer
TALENT DEVELOPMENT

The dedicated, experienced staff at Networks Northwest helps connect job seekers and workers to the employers who need talent. Northwest Michigan Works! is the signature program in an array of services that help people be job-ready in the areas that employers need most. Our unique services help our clients reach their goals, but the hard work is ultimately all theirs. In the following pages you will be inspired by people from all over Northern Michigan who have put in the effort to take the next big step in their careers.

**Talent Development**

**American Job Center — Job Seekers**

41,221

*Total Center Visits*

**Percentage of Customers by Residence County**

- **Grand Traverse**: 27%
- **Traverse**: 11%
- **Charlevoix**: 5%
- **Kalkaska**: 5%
- **Leelanau**: 3%
- **Manistee**: 10%
- **Missaukee**: 5%
- **Wexford**: 7%
- **Out of Region**: 17%
- **Benzie**: 6%
- **Antrim**: 4%

**Networks Northwest**

**NORTHWEST MICHIGAN WORKS!**

- **Job Seekers**
- **Jobs for Michigan's Graduates**
- **Employee Retention**
- **Apprenticeships**

- **Adult Education**
- **Offender Success**
- **Skilled Trades**
- **Business Services**
Talent Development
Veteran Services

657 Veterans Served

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<td>Career Connection</td>
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<td>Interviewing Assistance</td>
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Talent Development
Meet Javier Nuno

Javier Nuno served in the U.S. Navy for six years before being honorably discharged in the fall of 2018. Shortly after leaving the Navy, he started looking for a job in the civilian world. One of the first places he went was to the Northwest Michigan Works! American Job Center in Traverse City.

"Transitioning from military life to civilian life can be really hard," said Nuno. "Just going into Michigan Works! felt like a pretty smooth transition."

Nuno met with the Veterans Career Advisor and Northwest Michigan Works! Career Advisor. They helped him with his résumé and worked with him on the transferability of his military skills to the civilian workplace. In the Navy, Nuno had worked as a communications electrician. The Career Advisors worked with the Michigan Works! Business Services team to connect Nuno with a local electrical company that was looking for workers. He was hired by the company and qualified for the On-the-Job training program offered through Michigan Works! that covered part of the cost of his wages while he was being trained for his new job. Now he is working full-time and using the skills he learned in the military.

"Thank you to Michigan Works! and to all the personnel that helped me get to where I am right now."

"Transitioning from military life to civilian life can be really hard. Just going into Michigan Works! felt like a pretty smooth transition."
Talent Development

Meet Lori Bialik

When Lori Bialik came to Northwest Michigan Works! in Manistee, she was unemployed, had limited income, no internet at home, and was feeling distressed. Lori began using the Michigan Works! Resource Room for her job search and staff assisted her with her résumé, cover letter, and interview skills. Lori also attended Career Connection events and received job referrals and gas cards for her job search.

Lori said she became frustrated during her job search but the staff at Michigan Works! kept working with her and told her to stay positive. All the effort she put into her job search paid off when Lori was hired as an Executive Secretary for the Michigan Department of Corrections at the Oaks Correctional Facility in Manistee.

“I got the job I really wanted... and love my job,” said Bialik. "I just want to say thank you to everyone at Michigan Works! for all their help and encouragement because I could not have done this without them.”

Talent Development

Partnership. Accountability. Training. Hope. (PATH) & Workforce Innovation and Opportunity Act (WIOA)

6,389

Number of Employment Services participants employed 6 months after completion of services

66%

Average percentage of PATH program participants who met/exceeded their program participation requirements

95%

Average percentage of WIOA participants who were employed 6 months after completion of services

92%

Average percentage of WIOA participants who were employed a year after completion of services

88%

Average percentage of WIOA Adults and Dislocated Workers who received a credential

$16.07/hr

Average reported wage earned 6 months after completion of services by Employment Services, WIOA Adult, and WIOA Dislocated Worker participants
Meet Sandra Zeinog

Sandra Zeinog was alone, homeless and dealing with other personal challenges when she started working at Wojan Window and Door Corporation in Charlevoix. Spending $60 a night to stay in a hotel, making overly expensive car payments, and facing legal fees for an assault charge, Sandra was financially devastated. Everything she owned was in her car and she was without a support system of any kind. She felt hopeless.

"It can be very overwhelming, especially when you don't know where you're going to go," said Zeinog. "You're trying to work, and you get off work and you're like, where am I going to lay my head tonight? It's scary, especially when you don't feel like you've got anybody to turn to."

Wojan's HR Manager, Jill Harrell, learned about the challenges Zeinog was facing and referred her to a Business Resource Network (BRN) Success Coach. The BRN was developed by Northwest Michigan Works! in partnership with Char-Em United Way. The Success Coach visits participating employers on a weekly basis to provide community-based referrals and support to remove worker barriers and increase retention while reducing turnover.

"It was less than three weeks and the [Success Coach] had helped me find another place. She was on it like day and night, calling people, and finding me apartments and everything," said Zeinog. "I was very happy."

"It's such a load off to know that when you can't help somebody there's somebody else with so many more resources that I would never even think about in all of my years in HR that she can help with. It's amazing," said Harrell.

Moving into her new apartment, Sandra had limited possessions. The Success Coach continued helping her with household furnishing vouchers through community partners. The Success Coach also worked with Sandra on budgeting. She was able to get a lower cost vehicle and catch up on bills including her legal fees. She has now paid all her fines and is no longer on probation.

The financial and emotional support empowered Sandra to make the right decisions, take accountability, and reach her goal of becoming a stronger, more stable employee.

"It was very important. Not only does she help... she was a friend. She was a lifesaver."
Talent Development

Apprenticeships — Skills for In-Demand Jobs

Northwest Michigan Works! Sponsored Apprenticeships:

- Accounting Technician
- Bindery
- Certified Nursing Assistant
- Culinary
- Fiber Optic Lineworker
- Maintenance Repairer, Industrial
- Medical Assistant
- Numerical Control Machinist
- Offset Press Operator
- Soil Conservation Technician

Serving as a Department of Labor Registered Apprenticeship Sponsor, Northwest Michigan Works! added Apprenticeships for 11 different occupations, representing 12 employers including 33 newly registered apprentices.

Northwest Michigan Works! partnered with Boyne Highlands Resort, Boyne Mountain Resort, The Inn at Bay Harbor, American Culinary Association and North Central Michigan College to develop an innovative culinary program. Once the apprentices complete their training, three credentials will be achieved including a Sous Chef, Hospitality, and National Journeyworker certificates.

Talent Development

Business Resource Network Employee Retention Program

In partnership with Char-Em United Way, the Business Resource Network (BRN) comprises eight shareholder companies participating in an innovative employer retention program which includes an on-location Success Coach. In 2019, more than 200 individuals have worked with the Northwest Michigan Works! Success Coach to help remove barriers in their home and work lives.

The onsite Success Coach provides referrals and supportive services for:

- Transportation
- Childcare
- Health & Wellness
- Financial Management
- Housing
- Household Needs
- Work Clothing
- Utility Assistance

In collaboration with Char-Em United Way, Charlevoix State Bank and Chemical Bank, the BRN has launched an innovative loan and credit building program to help qualified individuals with emergent needs and credit history issues.

Together, the BRN Shareholders have saved over $500,000 in turnover costs through the success of this program.

“"We care about everybody that passes through these doors, that’s just the nature of our business. Now we’re able to take that extra step and really care for our employees a lot more.”

—Carol Timmer, Administrator, Grandvue Medical Care Facility, & BRN Member Employer
Talent Development

Jobs for Michigan’s Graduates (JMG)

We know we need to be centered on the success of young people in today’s job/economic market. With the significant skill gap and a talent pipeline shortage, Michigan’s future workforce depends on our current actions. Each moment is critical; every action matters. As a host for the Jobs for Michigan’s Graduates program, in 2019 we were able to equip 336 young people with the skills to overcome barriers and win in education, employment, and as citizens.

Highlights of the year:

- Northwest Michigan Works! continued its partnership with Char-Em ISD Career and Technical Education, the Traverse Bay Area ISD Career-Tech Center, and the Wexford Missaukee Career Tech Center; reaching a record enrollment of 336 JMG students.

- New programs were opened at Cadillac High School, Cadillac Innovations High School, and CASMAN Academy in Manistee.

- 13 out-of-school young adults are enrolled in JMG receiving high school completion and career preparation services.

- 15 JMG students participated in paid work experience and internship opportunities with 8 area employers.

- The Regional JMG Leadership Day held at Camp Hayo-Went-Ha in Antrim County drew 45 area students who participated in character building, teamwork, and leadership activities.

- 81 JMG students participated in 5 community service projects.

Students at Camp Hayo-Went-Ha participating in character building, teamwork, and leadership activities during the Regional JMG Leadership Day.

56 students participated in leadership development events at the regional, state, or national level.

For the fourth consecutive year, our program received the National Jobs for America’s Graduates “5 of 5 Award” for meeting or exceeding national standards in five categories measuring student success.

97% High School Graduation Rate
All JMG students receive:

- Barrier removal, drop-out prevention, career preparation
- One-on-one guidance counseling
- Student-led leadership development
- Community service projects
- Adult mentoring
- Work-based learning
- College preparation and transition
- 12 months of follow-up services

JMG students in the Char-Em ISD's Career and Technical Education Welding program at East Jordan High School display the certificates for committing to participate in the JMG program.

116 JMG students toured six post-secondary institutions

JMG students pursuing employment, military, or college after high school graduation 95%

111 JMG students participated in 23 employer talent tours

JMG students from the Wexford-Missaukee Career-Tech Center toured Rexair for Manufacturing Day in Cadillac.

Students pose outside the capitol building at the National Student Leadership Academy in Washington, D.C.
Talent Development

Career Navigators

In close partnership with our region’s four intermediate school districts, Career Navigators employed by Northwest Michigan Works! provided training, guidance, and classroom activities in support of the Educational Development Plans (EDP) required for K-12 students in our ten county area.

Beginning in elementary and continuing through high school, the EDP program creates an adaptive continuum of career awareness and exploration that culminates in students discovering successful in-demand career paths. Success is achieved by bringing together the collaborative efforts of workforce development specialists, educators and employers.

2019 Highlights

- Recruited schools and handled logistics for Manufacturing Day increasing participation to over 1,200 students, a 33% increase in students over 2018.
- Assisted with planning and provided support for career events reaching students in 27 school districts.
- Partnered with teachers and counselors to increase the amount of EDP lessons available to students by 25% going from 45 to 60 lessons.
- Presented at a Michigan School Board Association Conference

MiCareerQuest Northwest

May 22, 2019
Grand Traverse County Civic Center

37.5 million
Boomers will retire in the next decade

21 million
Emerging workers will enter the workforce to replace them

What are we, as a region, doing to encourage our youth to choose careers in Northwest Michigan’s high demand industries? MiCareerQuest Northwest is a hands-on career readiness event for 9th grade students created to inspire and direct young people to viable careers in high-demand occupations to address the need for future talent.

MiCareerQuest Northwest 2019 Stats

- 6 Industries represented-Manufacturing, Healthcare, Hospitality, IT, Agriculture, and Construction
- 50 Exhibitors
- 30 Schools/1,750 students
- 70 Volunteers
- 10 county participation

“I got to talk to actual people who have these jobs, not just look it up on the internet. I thought it was a great experience.”
—Participating Student
Talent Development

Adult Education

Total Number of Students: 267
Total Number of Attendance Hours: 18,600
Average Attendance per Student: 70 Hours
Total Distance Learning Hours: 7,076
38% of attendance Hours come from Distance Learning
Class of 2019: 65 Graduates (24 HSD; 41 GED)

ABE: Adult Basic Ed
ASE: Adult Secondary Ed
ESL: English as a Second Language
HSD: High School Diploma
HSE: High School Equivalency (GED)

Blended Learning Options at Northwest
Michigan Works! Learning Labs

Adult Education students have the option to complete some or all of their education online and outside of the learning lab. This is referred to as Distance Learning. With over 85% of our student population employed at the time of registration, this has proven to be a great option for students. Data shows that 78% of the students enrolled used distance learning options sometime during their enrollment.

Northwest Michigan Works! Learning Lab

Literacy Services

Utilizing federal grant funds and a bequest from a local patron, processes were initiated to develop a fuller range of literacy services in the learning labs. Literacy can be defined as the ability to functionally read, write, and speak in the English Language. Lab Literacy Services have expanded this definition to include computational skills. A Literacy Specialist was hired and work began on tutor training models. Literacy services can include the use of tutors and specialized materials to help promote educational gains.

ACT (Adult Career Training) and SUN (Skills Up North) Career Tech Training Grants

 Traverse Bay Area ISD (TBAISD) and Wexford-Missaukee ISD (WMISD) were two of eleven CTC programs that were awarded a state of Michigan Adult Education Grant for the 2018-2019 school year. The purpose of the grant is to provide skills training to adult education participants to increase employability and to meet the needs of local employers by filling the skills gap. WMISD’s Adult Career Training Program (ACT) provided training in Manufacturing, Healthcare and Hospitality during the Fall and Spring sessions. TBAISD’s Skills Up North (SUN) program was new to the grant this year and provided training in Automotive, Culinary and Welding. Students must be co-enrolled in Adult Education and one Career Tech Center course. Northwest Michigan Works! partnered with the programs to provide soft skills, resume writing training, and mock interview practice.

78% of students use Distance Learning as an option sometime during their educational time in the lab

Student Age Groups

16-18 19-24 25-44 45-54 55-59 60+

CONGRATULATIONS!
Class of 2019
Talent Development

Offender Success Program

The Michigan’s prison population experienced another year of decline in 2019, thanks in part to the Offender Success program. The Offender Success program aims to reduce crime by providing targeted services for those formerly incarcerated, with the goal of obtaining self-sufficiency. In Northwest Michigan, dedicated staff work one on one with participants to help them not only get a job, but keep a job.

Housing Navigation services are also offered for those individuals that would otherwise be homeless upon returning to the community.

The Offender Success program served 212 formerly incarcerated individuals. The majority of those individuals received assistance finding safe affordable housing and meaningful employment — two key factors in reducing the region’s recidivism rate (return to prison rate) and subsequently increasing community safety and reducing cost to taxpayers.

Residential Stability

- 121 individuals that would otherwise be homeless received assistance with finding and securing a place to stay
- 25% of the program budget was spent on providing residential stability services.

Job Placement

- 70 individuals were enrolled in job placement services and received employability skills training, job counseling, temporary work experience, On-the-Job Training, help with purchasing necessary work supplies and more from dedicated Offender Success job placement staff.

In addition to residential stability and job placement services, Offender Success participants also received help with basic needs such as obtaining identification, clothing, and transportation via bus passes and fuel cards. The Offender Success program also partners with area providers to ensure participants are connected with behavioral health services such as individual counseling and batterer intervention services as needed.

29% Recidivism — one of the lowest in the nation

38,005 MDOC prison population

56% Job placement rate
State average: 49%

57% Job retention rate*
State average: 38.2%

*Participants had to maintain employment for 12 consecutive months or until successfully completing parole term.
Talent Development

Offender Success Program — Meet Joe

In January of 2019, Offender Success (OS) participant Joe F. was released from prison after serving almost five years. Upon release, his parole agent referred him for Job Placement services, where OS staff worked one on one with him to get job ready.

Initially, Joe struggled with his adjustment back into the community. “There were a lot of up and downs,” said Joe. He engaged in treatment and focused on moving forward.

The OS Job Developer and Joe met weekly to problem-solve, build a résumé, practice interviewing skills and job search. In April of 2019, the OS program referred him to a position at Bill Marsh Auto Group. OS staff reached out to Bill Marsh and advocated for him. Joe successfully interviewed and with OS subsidizing his first 30 days with an On-the-Job Training contract, Joe was hired as a Lube Tech at one of the largest automotive dealerships in the area.

Having stable employment and continuing with treatment and rehabilitation has allowed Joe the chance to reunite with his children and family members, as well as gain the confidence to not give up. He’s learned that “rejection is normal, do not give up, keep on it, ‘no’ comes before ‘yes’”.

Today when asked how the OS program has been helpful to him, Joe says, “The OS program provides you with a map to success. When we come out from prison, people have no clue where we have been, OS understands. It provided me with the tools I had no access to, such as creating a résumé and interviews with employers. I believe the Networks Northwest Offender Success Job Developer put extra effort into helping me”.

Recently, Joe has been offered some additional training at work and after almost a full year of employment, he is looking forward to successfully completing his parole term in April of 2020 and continuing on his path toward bettering himself.
Talent Development

Special Activities — Business Services at a Glance

Missaukee/Wexford

- 16 Career Connection events with 68 attendees
- 33 "Employer of the Day" events with 231 attendees

327 high school students from 5 districts in Wexford and Missaukee schools attended a Mock Interview Day and were able to get real-world employer feedback on their résumés and interviewing skills.

Antrim/Kalkaska

- Seven employers along the US 131 corridor opened up their manufacturing facilities to area middle and high school students for tours on Manufacturing Day. Student participation increased by 1/3 over last year.
- Northwest Michigan Works! collaborated with Kalkaska Memorial Hospital in the development of a U.S. Department of Labor Medical Assistant Registered Apprentice Program to address the shortage of healthcare workers in the Kalkaska area. The program will be launched in 2020.

In the region, 75 employers opened their doors to over 2,000 students for Manufacturing Day!
Talent Development

Special Activities — Business Services at a Glance

**Benzie/Manistee**
- Provided 561 unique services to area employers
- 2 Career Expos at Benzie Central High School, 47 employers, 200 high school students

**Charlevoix/Emmet**
- 49 Career Connection events with 147 attendees
- 24 Employer of the Day events, 116 job seekers, 29 new hires

The Northern Michigan Regional Hiring Event is the largest hiring event in northern Michigan.

332 job seekers networked with 75 employers. Private interview rooms were available for employers and an average of 1.7 job offers were made per employer during the event.

**Grand Traverse/Leelanau**
- 43 Career Connection events with 280 attendees
- 71 Employer of the Day events, 310 job seekers, 35 new hires
- Staff from Northwest Michigan Works! conducted a résumé workshop for 63 students of the TBAISD Manufacturing Technology Academy

The following hiring events connecting employers with talent were hosted in Traverse City by Northwest Michigan Works! and Northwestern Michigan College.

Veterans and their spouses had the opportunity to meet with nearly 40 local employers and a variety of service providers at the Jobs for Vets Hiring Event. Employers recognize and value the skills Veterans bring from the military to the civilian sector. Besides bringing veterans and employers together, the event also raised over $1,800 for local veterans services.

The 2019 Technology Career Fair attracted over 120 job seekers and more than 30 businesses with positions to fill. The event featured employers in the fields of IT, Visual Communications, Engineering Technology, and Welding Technology.
Talent Development

Going PRO Impact 2019

Michigan’s Going PRO Talent Fund provides competitive awards to employers to assist in training, developing, and retaining current and newly hired employees. The Talent Fund helps to ensure employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs.

<table>
<thead>
<tr>
<th>County of Business</th>
<th># Awards</th>
<th>$ Amount Awarded</th>
<th># of Employees Receiving Training</th>
<th># of New Hires</th>
<th># of Apprentices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antrim</td>
<td>3</td>
<td>$61,959.00</td>
<td>48</td>
<td>15</td>
<td>0</td>
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<tr>
<td>Benzie</td>
<td>1</td>
<td>$6,000.00</td>
<td>2</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Charlevoix</td>
<td>7</td>
<td>$195,941.00</td>
<td>121</td>
<td>43</td>
<td>14</td>
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<tr>
<td>Emmet</td>
<td>9</td>
<td>$261,680.00</td>
<td>214</td>
<td>69</td>
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<tr>
<td>Grand Traverse</td>
<td>29</td>
<td>$533,157.00</td>
<td>374</td>
<td>32</td>
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<tr>
<td>Leelanau</td>
<td>1</td>
<td>$1,500.00</td>
<td>1</td>
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<td>0</td>
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<tr>
<td>Manistee</td>
<td>1</td>
<td>$33,639.00</td>
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<tr>
<td><strong>Region 2 Totals</strong></td>
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<td><strong>$1,352,286.00</strong></td>
<td><strong>987</strong></td>
<td><strong>188</strong></td>
<td><strong>42</strong></td>
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</tbody>
</table>

Talent Development

Cherryland Electric

Cherryland Electric Cooperative in Grawn serves customers in six northern Michigan counties. Cherryland has an ongoing need to train employees so they applied for a grant from the Going PRO Talent Fund. Northwest Michigan Work! assisted Cherryland with the Going PRO application process and the company received $27,500 for employee training. That training included lineman apprenticeship, staking, metering, safety, and drone pilot certifications.

That training has helped some of Cherryland’s apprentices gain journeyman status and is helping others advance through the apprenticeship. That is significant to their strategy of combating the competitive hiring environment for journeymen.

“The training for Certified Loss Control Professional, staking and metering certifications has allowed us to train employees for advancement, especially considering the many retirements happening in the next 1–5 years,” said Kerry Kalbfleisch, HR Director, Cherryland Electric Cooperative. “The ability to certify various employees to be drone pilots, has positioned us well to be much more efficient with patrolling lines and identifying outage causes resulting in significant cost savings. I would also like to recognize the assistance that we have received from Northwest Michigan Work! with respect to this program and our recruiting process. It has been invaluable.”
Talent Development

Going PRO Company Testimonials

"The Going Pro training grant provided a means of not only meeting our regulatory requirements but also supported training new employees and preparing our future leaders with the technical skills they need for growth and opportunity."

"This was the first year we participated in this program and we could not be happier with the results. We were able to send one of our engineers to get training on 3D CAD. This has decreased our engineering times immensely."

"Having this program available is a big difference maker for our growing business... providing resources to develop key skills of some of our high potential leaders to support our growth. We have great talent willing to take on new challenges and now we can provide the training and mentoring that will be career changing for them and so valuable for Iron Fish Distillery."

"These grants have had a positive impact within MR Products in many ways. The grants have allowed us to develop and implement a comprehensive training program that includes both classroom and on-the-job training for new Plastic Injection Machine Operators and employ a dedicated trainer for new hires."
### Talent Development

**Business Services**

<table>
<thead>
<tr>
<th>Industry</th>
<th>Antrim</th>
<th>Benzie</th>
<th>Charlevoix</th>
<th>Emmet</th>
<th>Grand Traverse</th>
<th>Kalkaska</th>
<th>Leelanau</th>
<th>Manistee</th>
<th>Missaukee</th>
<th>Wexford</th>
<th>Out of Region</th>
<th>Total</th>
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<td>8</td>
<td>6</td>
<td>1</td>
<td>8</td>
<td>3</td>
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<td>Mining, Oil and Gas Extraction</td>
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<td>9</td>
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<td>1</td>
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<td>4</td>
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<td>21</td>
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<td>Construction</td>
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<td>1</td>
<td>3</td>
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<td>16</td>
<td>67</td>
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<td>12</td>
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<td>Retail Trade</td>
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<td>30</td>
<td>100</td>
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<td>5</td>
<td>13</td>
<td>4</td>
<td>68</td>
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<td>Transportation and Warehousing</td>
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<td></td>
<td></td>
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<td>2</td>
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<td>10</td>
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<td>1</td>
<td>1</td>
<td>1</td>
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<td>Educational Services</td>
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<td>3</td>
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<td></td>
<td>3</td>
<td></td>
<td>5</td>
<td>3</td>
<td>36</td>
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<td>Health Care and Social Assistance</td>
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<td>13</td>
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<td>6</td>
<td>100</td>
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<tr>
<td>Arts, Entertainment, and Recreation</td>
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<td>10</td>
<td>13</td>
<td>3</td>
<td>4</td>
<td></td>
<td>6</td>
<td>1</td>
<td>25</td>
<td></td>
<td></td>
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<tr>
<td>Accommodation and Food Services</td>
<td>1</td>
<td>4</td>
<td>8</td>
<td>25</td>
<td>43</td>
<td>1</td>
<td>5</td>
<td>7</td>
<td>2</td>
<td>24</td>
<td>3</td>
<td>111</td>
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<tr>
<td>Other Services</td>
<td>9</td>
<td>7</td>
<td>13</td>
<td>50</td>
<td>2</td>
<td>6</td>
<td>2</td>
<td></td>
<td>10</td>
<td>7</td>
<td>80</td>
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<tr>
<td>Public Administration</td>
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<td>6</td>
<td>9</td>
<td>10</td>
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<td></td>
<td></td>
<td></td>
<td>2</td>
<td>1</td>
<td>31</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18</td>
<td>42</td>
<td>95</td>
<td>174</td>
<td>511</td>
<td>12</td>
<td>54</td>
<td>64</td>
<td>22</td>
<td>237</td>
<td>49</td>
<td>1,280</td>
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</tbody>
</table>

"Training is critical to our business. In order to grow and produce a quality product, we need our employees equipped with industry specific knowledge to grow wine grapes and produce wine. The employees are learning important information about wine chemistry and production techniques both in the vineyard and in the cellar, which will in turn give them skills needed to both grow in our company and in the industry."

— Petoskey Farms Vineyard & Winery
BUSINESS DEVELOPMENT

Networks Northwest has a broad sweep of unique services focused on helping businesses succeed. Ultimately, we help improve business results — sales growth, reduced costs, and higher profitability. Maybe that's why our business clients continue to work with us over many years. These clients impress us every day with their hard work and creativity as business leaders. As you read through the following client success stories, we hope you, too, are impressed.

Small Business Development Center
Northwest Michigan Procurement Technical Assistance Center
Global Trade Alliance

Business Development
Small Business Development Center (SBDC)
2019 Regional Program Impact

51% (179 clients) are considered "In Business". These businesses ranged in age from new start/less than one year to 51+ years having been in business — meaning the range of services provided to them varied greatly as well.

- The team's work impacted 1,542 full and part-time employees (averaging 4.4 employees per client).
- 40% of this group consists of online clients.
- 15% of this group comprises minority-owned small businesses.
- 48% (168 clients) consider themselves 'Not Yet in Business.' 12.5% of those clients successfully opened their doors for business, which is above the state average.
- Less than 1% of all clients were assisted through the process of dissolving their business, which was determined to be the most appropriate option.

Clients Served in 2019
347
Business Development

SBDC 2019 Regional Program Impact

Additionally, it continues to be a priority for the Northwest region to equitably service our 10-county Northwest footprint. This is a demonstration of how we were able to service clients region-wide in 2019:

<table>
<thead>
<tr>
<th>Northwest Clients by County</th>
<th>Customer Count</th>
<th>% Total of Companies Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antrim</td>
<td>21</td>
<td>6%</td>
</tr>
<tr>
<td>Benzie</td>
<td>21</td>
<td>6%</td>
</tr>
<tr>
<td>Charlevoix</td>
<td>34</td>
<td>10%</td>
</tr>
<tr>
<td>Emmet</td>
<td>21</td>
<td>6%</td>
</tr>
<tr>
<td>Grand Traverse</td>
<td>138</td>
<td>40%</td>
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<tr>
<td>Kalkaska</td>
<td>13</td>
<td>4%</td>
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<tr>
<td>Leelanau</td>
<td>27</td>
<td>8%</td>
</tr>
<tr>
<td>Manistee</td>
<td>26</td>
<td>7%</td>
</tr>
<tr>
<td>Missaukee</td>
<td>12</td>
<td>3%</td>
</tr>
<tr>
<td>Wexford</td>
<td>23</td>
<td>7%</td>
</tr>
<tr>
<td>Other</td>
<td>11</td>
<td>3%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>347</td>
<td>100%</td>
</tr>
</tbody>
</table>

- Assisted 33 clients by accessing $13,807,475 in capital formation (i.e. loans, private investment, personal investment, and grants). A 45% increase over 2018.
- Assisted 29 clients in increasing sales by a combined total of $11,591,471. A 460% increase over 2018.
- Provided 19 regional training events which attracted 231 participants. 63 individuals also attended 46 different training webinars.
- Provided 2,090 consulting hours to 347 clients.
- 56 jobs retained and 190 jobs created.

Business Development

Meet 1st Chance Garage

Dennis & Kristen Kenny embarked on their journey to entrepreneurship in 2015 when they sought assistance from SBDC to assist with their business plan development, obtain supporting market data, loan preparation and securing necessary capital to make the dream of 1st Chance Garage a reality. With Dennis’ background in Automotive Service Technology and Vocational Education Teaching and Kristen’s Business Management education and experience, the duo possessed the right recipe for success.

The Kennys have built the success of 1st Chance Garage on their commitment to customer service, superior workmanship, affordable service & repairs, and community engagement. Throughout their 4 years in business, Dennis & Kristen have demonstrated perseverance and never hesitated to continue their relationship with SBDC when faced with business decisions or challenges. In fact, when the Kennys were looking for a creative way to bring administrative office support on, through a referral to Michigan Works, they were able to utilize an apprenticeship program to help meet their personnel needs.

As 1st Chance Garage approaches 5 years in business, the Kennys are looking to expand the business with additional service bays, new equipment, and the addition of automotive service technicians. SBDC continues to support Dennis & Kristen in all aspects of the business, including financial, marketing, and personnel guidance.

1st Chance Garage, LLC
Business Development
Global Trade Alliance

Networks Northwest completed their second year of a five year contract as the Regional Export Network (REN) host for all of Northern Lower and the Upper Peninsula.

Operating under the auspices of the Global Trade Alliance, our charge is to support area businesses in their endeavors as exporters. We promote the international trade services of the MEDC and other local resource providers who provide exporting assistance.

In 2019, GTA helped organize six trainings and workshops throughout the region geared toward helping companies that are new to exporting and preparing businesses for international trade shows.

Global Trade Alliance also increased collaboration and information sharing among partners and resource providers in the region: Michigan Economic Development Corporation, Grand Traverse Area Manufacturing Council, International Affairs Forum, Northern Initiatives, Northern Michigan Chamber Alliance, Procurement Technical Assistance Center, Small Business Development Center, and Michigan Works! Business Services.

Through our close partnership with our regional MEDC International Trade Manager, we were able to connect area businesses with timely export resources to bolster their exporting activities.

Business Development
Global Trade Alliance Clients

 businesses served

 57

State Trade Export Program grants totaling
$280,103

Export sales
$92,310,376
Business Development

Northwest Michigan PTAC

The PTAC provides no cost assistance to area businesses who want to sell their products and/or services to the government.

The mission of the Procurement Technical Assistance Centers (PTAC) is to enhance national defense and the economic development of the State of Michigan by helping area business secure local, state, and federal government contracts.

The Northwest Michigan PTAC serves the entire Upper Peninsula and the 10 counties throughout Northwest Michigan.

Special Events

- Growing Northwest Michigan’s Share of Defense Contracts
- Arsenal of Innovation Event
- Michigan Aerospace Manufacturing Association Space Symposium
- How to do Business with the U.S. Forest Service Event
- Tribal Economic & Government Contracting Forum
- Defense Supply Chain Cybersecurity Resiliency Seminar

$115.5m in Client Contract Awards

“With PTAC’s assistance, Graceland Fruit bid on and successfully won a purchase award from the USDA for the purchase of dried fruit cherries in the amount of $4.5M. Graceland officials say “the peace of mind and ease of contacting PTAC relieved a lot of stress and PTAC service is a vital part of successfully being able to submit bids to the USDA.”
Business Development

Meet B&P Manufacturing

B&P Manufacturing in Cadillac, Michigan manufactures commercial material handling products used for food and beverage distribution. In recent years, they have focused on diversifying their company beyond commercial material handling products and have begun offering high-quality metal fabricated products, including missile containers, for the Department of Defense (DoD).

"We started really going after defense business as a diversification strategy about 10 years ago, at that time our DoD sales were almost non-existent," said Lia Lipar, B&P's Director of Defense Sales and Contracts. "We began working closely with the Northwest Michigan PTAC for guidance and training. Now, based on existing open orders, we anticipate DoD sales to account for roughly 50 percent of our business in FY 2020."

B&P attends PTAC training events and receives counseling and assistance from the PTAC on complex issues as they arise. B&P's defense and commercial business have continued to grow, and since 2016, the company has added 10 full-time employees.

In 2018, B&P won its third-largest single delivery order worth $1.66 million from the Department of the Navy. In 2019, B&P won its second-largest single order worth $2.58 million, also with the Department of the Navy. B&P has several ongoing contracts with the Navy, NASA, Air Force, Raytheon, and the Defense Logistics Agency. In 2019 alone, B&P received over $9 million in delivery orders and contracts with the DoD as a prime contractor.

B&P has recently been awarded defense contracts that extend into 2022 and the company currently has over $11 million in open orders with the Department of Defense. B&P projects their sales to continue to climb in the next few years, due in part to the continued success of its Defense Contracting Division that resulted from the direct involvement and training received from the PTAC.

"We hold up B&P as an example of how to be successful in the government marketplace," said the Northwest Michigan PTAC Regional Director. "Beyond the quality of their product and people, they have dedicated themselves to ongoing training and staying connected to their PTAC."

"We are fortunate to be able to reach out to PTAC for assistance whenever we have a question or a new situation arises. They have a great team of people and are a terrific resource for small businesses."
— Lia Lipar, Director of Defense Sales and Contracts

B&P has recently been awarded defense contracts that extend into 2022 and has over $11 million in open orders
COMMUNITY DEVELOPMENT

The role of the Community Development department is quite varied and involves many different partners. Throughout the year, Community Development periodically convenes more than six regional networks such as the Housing Solutions Network and a network of county administrators so that those in attendance can share ideas and learn from each other. As well as supporting local governments with assistance on their planning and zoning needs, master and recreation planning, and by providing educational opportunities on emerging issues, many state agencies such as Michigan Department of Transportation and the Michigan Infrastructure Council rely on Networks Northwest's Community Development team to implement some of their programs at the local and regional level.

Community Development
Beaver Island Acquisition

The Beaver Island Lighthouse is one of the oldest lighthouses in the Great Lakes and now has new owners. Charlevoix County partnered with Networks Northwest in 2019 to purchase the Beaver Island Lighthouse School property from Charlevoix Public Schools. The property had been used by Northwest Michigan Works! as an alternative education site for more than twenty-five years. That program was suspended in 2016 due to changes in federal regulations and funding.

The property includes the lighthouse and fog signal building, three residential cabins, a classroom building, a dining hall, and a woodshop. For 2020, Charlevoix County and Networks Northwest plan to work in conjunction with the Beaver Island Historical Society and island residents to identify potential future uses of the site that will increase the presence of the historical asset and surrounding property.

"Given the historical nature of the Beaver Head Lighthouse Property, its value as a regional recreational asset, and cultural significance the property holds to the residents of this county, we are very proud of this joint venture with Networks Northwest," Kevin Shepard, Charlevoix County Administrator.
Community Development

**Benchmarks Northwest**

A new and resourceful data portal went online this year. The website, benchmarksnorthwest.org, serves as a hub for important information that supports the data needs of businesses, governments, organizations, and citizens. It gives all these entities direct and quick access to information they may need. The website serves as both a dashboard of quick statistics on the region while offering additional links to specific sources for more drilled-down data.

In conjunction with the website, a printed synopsis of quick facts about the region was published, called "Benchmarks Northwest: A Collection of Data Resources for Northwest Michigan". This inaugural issue shows a snapshot of how the region is doing along various indicators that will help communities assess where they are and how they are doing in relationship to their neighbors. It can also be used by anyone considering options for living or conducting business in the region.

---

**Employers in the region**

8,670

**Percent of population with Bachelor's Degree as highest education level**

15%

**Regional poverty rate**

13.23%

---

Community Development

**Target Market Analysis Shows Housing Needs**

Networks Northwest worked with Housing North in conducting an update to the Target Market Analysis that shows the potential demand for new housing units in each county, city, and village in the region from 2019 through 2024. This information is used by local governments, developers, and housing organizations in addressing the critical demand and as an aid for properly planning for the types and locations of the additional housing units needed.

The analysis underscores just how far away we are from meeting the region's housing needs. While clearly indicating that the highest demand is for rental units, the analysis shows that in order to meet the demand for rental units in 2020 alone, an additional 10,880 new rental units are needed in the region. An additional 4,660 people are looking to purchase a home in 2020. The Target Market Analysis further breaks down these numbers into specific demand for 46 distinct locations in northwest Michigan.
Community Development

Traverse City to Charlevoix Trail

Work is underway to connect two regional trail networks through a 46-mile non-motorized, multi-use trail that links the communities of Traverse City, Acme, Elk Rapids, Eastport, Norwood and Charlevoix with nearly 300 miles of existing non-motorized transportation and recreation trails from Alpena to Suttons Bay. The newly named Nakwema (Ojibwe for ‘where one path joins another’) Trailway builds on the vision of more than a decade of locally-driven work to link the TART Trail system with the Top of Michigan Trail network with a trail that connects people of all ages and abilities to the communities, heritage, natural resources, and recreational assets along the US-31 corridor.

Creating these connections is a multifaceted, multi-jurisdictional, collective project and Networks Northwest is helping support these efforts through a partnership with TART Trails and Top of Michigan Trails Council. Communication, community engagement, and coordination are key, and Networks Northwest will continue to work alongside the three counties, seven townships, a village, three county road commissions, two tribes, numerous state agencies, and many, many other community stakeholders as the project progresses.

“The partnership with Networks Northwest has been an important part of the success of the Traverse City-Charlevoix Trail to date. Their extensive knowledge and relationships with local governments along the corridor and the staff’s understanding of the importance of engaging communities in the planning process has helped ensure active community involvement. Networks Northwest’s planners’ appreciation of and efforts to encourage meaningful community input was one of the reasons TART Trails was most excited to partner with them on the project. The incredible staff at Networks Northwest is another reason. The Project Manager brings exemplary leadership and experience to the effort and is a great example of the high caliber staff on the Networks Northwest team.”

— Julie Clark, Executive Director, TART Trails
Financial Summary

2019

Both of our legal entities, Networks Northwest and Northwest Michigan Works! Inc., received FY19 audits that contained no significant deficiencies of any kind.

Revenue by Source
Fiscal Year Ending 9/30/2019

Expenditures by Service Category
Fiscal Year Ending 9/30/2019
Total: $8,878,885

Expenditures by Function
Fiscal Year Ending 9/30/2019
Total: $8,878,885

Budget
2016 – 2019

*Reserve Fund; Leave Fund: Pass-through funds
# Networks Northwest
## Regional Prosperity Board Members in 2019

### PUBLIC SECTOR
- Ed Boettcher, Antrim County Commissioner
- Linda Farrell, Benzie County Commissioner
- Chris Christensen, Charlevoix County Commissioner
- Charlie MacInnis, Emmet County Commissioner
- Kohn Fisher, Kalkaska County Commissioner
- Bryce Hundley, Gr. Traverse County Commissioner
- Ty Wessell, Leelanau County Commissioner
- Richard Schmidt, Manistee County Commissioner
- Dean Smalley, Missaukee County Commissioner
- Ben Townsend, Wexford County Commissioner
- Michael Cain, Manager, City of Boyne City
- Josh Mills, Manager, City of Frankfort
- Caroline Kennedy, Assistant Village Manager/ Clerk, Village of Elk Rapids
- Doug Mansfield, M. Township Assoc.
- Alan Cooper, Manager, Wexford Co. Road Commission
- Chip Johnston, Executive Director, Centra Wellness
- Pat Lamb, Principal, TBAISD CTC
- Bill Kenis, Executive Director, Benzie Transportation Authority

### PRIVATE SECTOR
- Jim Barnard, Owner, Barnard Engineering, Bellaire
- Betty Workman, Owner, Vacation Trailer Park & Sales, Benzonia
- Lee Ballard, HR Director, Ebels Family Store
- Joe Moch, CEO, Acat Global, Charlevoix
- Gary Fedus, President & CEO, Mitchell Graphics, Petoskey & Traverse City
- Sue Peters, VP for HR, Munson Healthcare System, Traverse City
- Kelli Stepka, Human Resource Manager, Cherry Republic
- Kim Weckesser, Director Human Resources, West Shore Medical Center
- Tom Vine, Plant Manager, Viking Energy, McBain
- Ken Boldman, President, Sabre Tool, Cadillac
- Leslie Nowlin, HR Systems Administrator, Group Beneteau
- Chris Warren, General Manager, Midwestern Broadcasting Co., regional
- Nicole Sulak, CPA, Munson Healthcare, regional
- Mike Asciene, CEO, American Waste, regional
- Jamie Al-Shama, Bay Construction, regional
- Lisa Leedy, Owner, Sky Telecom
- Kent Wood, Director of Gov. Relations & Community Development, TC Chamber
- Stacie Bytwark, Executive Director, Manistee Area of Chamber of Commerce
- Mike Grofeau, Co-owner/Project Manager, RJG, Inc.
- Chuck Lombardo, Director of Marketing & Communications, Northern MI Chamber Alliance
- Kim Pontius, CEO, Traverse Association of Realtors
- Doug Rath, Graceland Fruit, Inc.
- Diane Allington, Owner, Master Craft Extrusion Tools, Inc
- Elizabeth Dewey, Human Resources Manager, Kalkaska Screw Products, Inc.

### OTHER SECTORS
- Tim Nelson, President, Northwestern Michigan College (post-secondary education)
- Andy Hayes, President, Northern Lakes Economic Alliance (economic development)
- Eric Bachmann, District Manager, Michigan Rehabilitation Services (rehabilitation)
- Bob Scheele, Vice President, Central Labor Council (labor)
- Clint Steele, Pipefitter, UAW Local 85 (labor)
- Kristine Lagios, Director, Manistee-Benzie Dept. of Human Services (human services)
- Jane Korthase, HR Director, Grandview Medical Care (community based organizations)
- Steve Perdue, President & CEO, Grand Traverse Industries (community based organizations)
- Jim Smith, Controls Designer, Tool North, Inc. (apprenticeships)
- Charles Welch, Parole Supervisor, MDOC (corrections)
- Scott LaDeur, Professor, North Central Michigan College

[Networks Northwest Logo]

NETWORKSNORTHWEST.ORG 231.929.5000
Administrator's Report 9-14-20

ATTACHMENTS:

Description

Administrator's Report 9-14-20
COVID-19 Update:

We continue to see staff, and their family members getting sick, and or being tested for COVID on a regular basis. We take very seriously our health screening process for all employees, and anyone that enters county owned facilities. Emmet County has been supportive of the North West Michigan Health Department in a collaborative effort to support additional COVID-19 testing sites within the county. We will continue to provide access to county properties for this purpose as we move forward.

As the County Administrator, and on behalf of the Emmet County Board of Commissioners I would like to continue to stress the use of safe guarding techniques, such as mask wearing, hand washing and sanitizing, along with social distancing. As our local electronic and print media continuously report, there have been recent upticks in COVID cases within Emmet County. As a center of tourism in Northern Michigan, we are well aware that we host many people from a variety of areas across the county and beyond. It is important that we remind ourselves that following the prescribed guidelines are one of the most effective ways to greatly reduce the possibilities of COVID. Lisa Peacock Health Department Officer stated, “There is no question that the areas with more tourism and visitors have seen the larger increases in cases throughout the summer. Many of our young people have been affected and many of our retail and food establishments have been affected. However, this disease continues to make its way to the vulnerable. We have had 4 new deaths in our surrounding region reported over the past week which reminds us again that it’s takes all of us to protect all of us.”

I know that there are those individuals that do not wish to wear a protective mask, or take the recommended safety steps within our community. I would encourage all however to be cognizant of each other’s health and safety, but most importantly respect one another. Strong-minded beliefs or feelings should never go beyond to scream, spitting, or confrontational acts. Our family members, friends, sons and daughters may work in those service industries that might be most affected. Sheriff Wallin has stated “Non-compliant store guests who do not leave when asked, may be prosecuted for trespassing or disorderly conduct under Michigan law.” I appreciate our grocery and store clerks, restaurant waiters and staff members, and others that sometimes unfortunately may feel the brunt of the public’s wrath or frustration. When we keep that perspective and believe that these times too will pass, it is for everyone’s benefit.

The leadership of the County of Emmet encourage all residents and visitors to Emmet County to follow the State and Local Public Health Officials’ statements regarding the wearing of a protective face covering when in enclosed public places and crowded outdoor spaces. Wearing of face coverings is encouraged to reduce the spread of COVID-19, and especially to reduce the risk to our most vulnerable population, the elderly. We encourage you to listen to our law enforcement community when they advise that they initially look to educate the public, but prosecution of violations may occur. Please see the statement of Emmet County Sheriff Pete Wallin found on the home page of the Emmet County website. Please also understand that other law enforcement agencies in the County may or may not take a different approach to the issues than Sheriff Wallin. While our number of cases continue to rise, this is to be expected with more testing. However, simple precautions will also help to reduce the spread of the virus.
**Personnel / Staffing Update:**

The Asst. County Administrators position was posted on 8/11/2020. We’ve received numerous applications and resumes for this position. H/R Director Denise White has been working to narrow down a list of qualified applicants for an initial screening, which will be conducted by Denise. After the initial screening has been completed, we will then decide on those that will be invited to a zoom meeting. The zoom meeting will include both the Chair and Vice Chairs of the BOC as observers. Eventually the process will help identify 1-3 potential candidates, which we will eventually interview in person.

We recently hired a few seasonal staffers for the P&R department. These new employees were added to the staff of the Headlands, Camp Petosega, and the fairgrounds. Other hiring is currently in the background or on-boarding process for other open positions. I want to commend two Emmet County employees who have volunteered their own personal time at Camp Petosega to help clean bathhouses and restrooms, and other duties. Brenda Harwood, our receptionist, and Priscilla Meyer, our legal assistant, both took it upon themselves to “volunteer” without pay or remuneration at Camp Petosega just to help on the weekends. The two are examples of what great employees we have here at Emmet County.

I would also like to recognize Val Budnik from the Treasurer’s office. Emmet County Treasurer Mary Mitchell says that Valerie is referred as her rock in the office. Her job is to receipt all monies collected for the County, cover the main line, tax certify deeds and process all incoming mail. She is dependable and consistent. Without comment or complaint, Valerie ensures that all incoming deeds, mail and monies are receipted before she leaves for the evening. On days when she is able to accomplish these functions early, she audits personal property tax collections and trust and agency accounts without being asked. She has worked for the County since 12/09/83 as a full-time employee and as a temporary employee for several years prior to being hired full-time. She is the “go-to” person for historical information and old property searches. She has been in the Treasurer’s Office through four different Treasurers and is a strong asset on the Emmet County team. We are blessed to have her in the Treasurer’s office.

Another Emmet County employee that requires recognition for her outstanding work is Jen Boyer. Jen Boyer has worked for the County since 2005, starting, as a legal secretary, and moving up to become the Office Manager for the Prosecutor’s Office in 2013. Jen has many skills and qualities that make her valued employee for the County, including her skill in drafting documents, in working with numbers for accounting and budgeting, and the ability to “troubleshoot” glitches in the Office computer programs. Most importantly, in addition to the ability to manage personnel and the complex case flow in the Prosecutor’s Office, Jen has the intuitive ability to see the big picture, think outside the box, and to anticipate future issues facing the Office. Overall, I believe that Jen is an exceptional County employee and she is certainly a key staff member of the Prosecutor’s Office.

**Parks & Recreation:**

The Crooked River Lock resolution has caught the attention of the Army Corp of Engineers Chief of Maintenance office in Detroit. ACOE Chief Cindy Jarema responded to our resolution and she is in the process of setting up a meeting to discuss our request, and to physically view the locks with members of her staff. We reviewed our request with Chief Jarema via telephone conference, where we discussed her budget, and some ideas relative to funding the study to determine the need/size of the generator at the locks. We have set a tentative date of 9/21/2020 to meet at the locks with the ACOE staff members.
The bidding for materials for the Camp Petosega pedestrian bridge has been completed. Some of the lumber quotes received were more than 120% higher than anticipated. I have asked that revised quotes with other potential bidders be done and see if any changes in the projects layout for completion would allow for significantly lower quotes. As you know we received bids in December, 2019 for the site work, including abutments, rpirap, and concrete sidewalk. Since then, the COVID 19 pandemic has affected many schedules; however, we are currently on track to complete the contracted site work per our original schedule.

We have been in contact with North Country Contracting and they plan on beginning at the end of September 2020 with completion date of November 1, 2020. We recently solicited quotes for the glulam stringers, which greatly exceeded our expected bid costs due to lumber pricing right now. Due to the COVID19 pandemic, lumber prices have risen, but we anticipate that prices will go down once demand decreases. If/when this occurs, we recommend resubmitting the quote solicitations and then ordering the glulam stringers. We are dividing the remaining bridge materials into separate packages so that they may be directly purchased by Emmet County from different vendors. These packages are divided into (Package #1) lumber, (Package #2) fasteners, hardware, cable railing and post toppers, (Package #3) galvanized cover plates, and (Package #4) glulam stringer brackets and are included as attached PDF material lists. We will be sending each one of these packages out to local vendors. Once we receive the estimates back from the vendors, we will move forward with the lowest cost bids for the items as specified. This will delay final completion of this project to the spring of 2021.

The Headlands Event center and guest house water erosion and drainage bid process was completed on 8-31-2020. No bids for this work were received, although several contractors expressed interest thru-out the process. After making contact with several different contractors in the area, and determining that their bids were not submitted due to high demand for work, we have put this project back out for a short re-bidding period. It is our hope to achieve some competitive bids on this project in the second bid process. The re-bid process will cease now on 9/14/2020 at 3:00 PM where any bids received will be opened and announced. If they are available, I will announce them at the COW meeting.

**Wheelway trail update:**

We recently received a draft copy of the Wheelway trail report by Baird Engineering. I have provided that report and a recent presentation on that report to the Commissioners for your review. In a recent meeting, it was decided that the best way to release the report upon its completion would be via a Zoom meeting that included all three entities (Petoskey, Resort Twp., and Emmet County) along with interested members of the public. We will coordinate this meeting between the Twp. Supervisor, City Manager and myself on selecting a date for the virtual electronic meeting to be held, along with a public release of the report upon its completion.

**Airport:**

The MDOT~ EGLE Aeronautics PFAS grant agreement was completed and we are preparing to begin our implementation of the PFAS investigative work plan. The grant allows for $250,000 dollars and has to be completed within 18 months time. The agreement was electronically completed and we held a kick-off meeting with our respective team members (Legal, M&H, LimnoTech, and Airport staff) on 9/10/2020. We will provide updates as the investigative work plan commences and continues on over the next 18-month period. The bid opening for the airport small boiler system occurred on 9-1-2020. As you are aware that item is on tonight’s agenda as an action item.
New Court Administrators:

The Probate Court and Friend of the Court recently welcomed new Court Administrators after their respectiveappings were handled by the judge in charge of those areas. Judge Johnson has appointed Amanda Guarisco as the Friend of the Court. Amanda came from DHHS—Children's Protective Services as an Investigator. She has a Bachelor’s in Social Work, and a Master’s of Science in Administration.

Judge Snyder appointed Matthew Miller as the Court Administrator for the Probate and family court. Matt comes to Emmet county with a wealth of experience in the Child Welfare services area, where he was widely known. Matt worked for DHHS for the past 12 years, and Child and Family Services as well. He also has experience from Gratiot County DHHS office, and as the coordinator with the Mount Pleasant Safe and Drug-free schools.

2019 Bay Bluffs Renovation revenue Bond issue:

We received notification from the State of Michigan Department of the Treasury that the Bay Bluffs renovation bond that the county had issued in 2019, The requirement was that a security report must be filed within fifteen (15) business days by the county for capital improvement bonds. The security report was filed by John Axe’s law firm was at least another fifteen days (15) late. The person responsible at the lawfirm was a paralegal, who has since left employment with the firm.

In our annual qualifying statement, we advised the state that all requirements had been met in a timely manner — not knowing that the law firm of John Axe did not file the paperwork in the required time limits. The MI Department of Treasury has advised that Emmet County is not authorized to issue municipal securities in the subsequent fiscal year (2020) without further approval from the Treasury department. There is no appeal of the Treasury Department review.

When the law firm of John Axe was contacted regarding the information from the state, they then advised us that they would pay any additional costs to the county IF we were to go for a bond in 2020. It did not appear that the response from John Axe firm was not exceedingly responsive for putting the county into this position. I believe that we will need to consider this incident in any future decisions regarding possible using the same bond counsel in the future. It has unfairly placed the county into a poor position with the State of MI. Treasury Department, due to no fault of it’s own. It does not appear to be punitive this year, as we plan no bond actions.

Budget Process for 2021:

We are nearing the completion of our preparations for the 2021 budget process. Pam Gibson has been diligently working with all county departments to get their respective budgets into the BS&A system. It is our hope that at the 9/24/2020 regular meeting of the BOC we will give a prelude of the up-coming budget process, and of our plans to conclude the 2020 budget process. We will also be slowing purchases down by each department going forward soon. This is to control spending in the last two quarters.
**Transit**

EMGO ridership has remained steady this summer, with 965 rides provided on one of the three EMGO expansion routes and an additional 432 rides in Emmet County provided on the original SRR route during the month of August 2020. Last month’s total was the first time since February when EMGO exceeded its overall monthly average.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>EMGO buses only (#11, #12, #13)</th>
<th>SRR in Emmet Co. (#2, #5)</th>
<th>Total Rides Provided in Emmet County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2019</td>
<td>481</td>
<td>328</td>
<td>809</td>
</tr>
<tr>
<td>Feb 2019</td>
<td>671</td>
<td>364</td>
<td>1,035</td>
</tr>
<tr>
<td>Mar 2019</td>
<td>986</td>
<td>428</td>
<td>1,414</td>
</tr>
<tr>
<td>Apr 2019</td>
<td>1,045</td>
<td>426</td>
<td>1,471</td>
</tr>
<tr>
<td>May 2019</td>
<td>1,007</td>
<td>520</td>
<td>1,527</td>
</tr>
<tr>
<td>Jun 2019</td>
<td>953</td>
<td>489</td>
<td>1,442</td>
</tr>
<tr>
<td>Jul 2019</td>
<td>1,167</td>
<td>638</td>
<td>1,805</td>
</tr>
<tr>
<td>Aug 2019</td>
<td>1,154</td>
<td>528</td>
<td>1,682</td>
</tr>
<tr>
<td>Sep 2019</td>
<td>1,233</td>
<td>415</td>
<td>1,648</td>
</tr>
<tr>
<td>Oct 2019</td>
<td>1,390</td>
<td>529</td>
<td>1,919</td>
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<tr>
<td>Nov 2019</td>
<td>1,218</td>
<td>438</td>
<td>1,656</td>
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<tr>
<td>Dec 2019</td>
<td>1,197</td>
<td>412</td>
<td>1,609</td>
</tr>
<tr>
<td>Jan 2020</td>
<td>1,453</td>
<td>511</td>
<td>1,964</td>
</tr>
<tr>
<td>Feb 2020</td>
<td>1,291</td>
<td>422</td>
<td>1,713</td>
</tr>
<tr>
<td>Mar 2020</td>
<td>1,004</td>
<td>308</td>
<td>1,312</td>
</tr>
<tr>
<td>Apr 2020</td>
<td>294</td>
<td>69</td>
<td>363</td>
</tr>
<tr>
<td>May 2020</td>
<td>298</td>
<td>238</td>
<td>536</td>
</tr>
<tr>
<td>Jun 2020</td>
<td>502</td>
<td>486</td>
<td>988</td>
</tr>
<tr>
<td>Jul 2020</td>
<td>962</td>
<td>415</td>
<td>1,377</td>
</tr>
<tr>
<td>Aug 2020</td>
<td>965</td>
<td>432</td>
<td>1,397</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>19,271</strong></td>
<td><strong>8,396</strong></td>
<td><strong>27,667</strong></td>
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<tr>
<td><strong>monthly average</strong></td>
<td><strong>963.6</strong></td>
<td><strong>419.8</strong></td>
<td><strong>1,383.4</strong></td>
</tr>
</tbody>
</table>

*EMGO bus service was suspended from May 16 thru June 15 so the May EMGO total is for 11 days (May 1-15) and the June EMGO total is for 12 days (June 15-30)*

*Schools closed March 16. Stay-at-home order was in place March 23 thru late May.*
EMMET COUNTY - Committee of the Whole
September 14, 2020 - 6:00 PM

Compensation Analysis- IT Director & Transfer Station Recycling Manager/ DPW Office Manager

SUMMARY:
Retaining valuable talent continues to be of top priority for the County. At least annually, positions are market comped for market and internal equity relevancy. As a result, two positions – Director of Information Technology and DPW Office Manager are being submitted with recommendations for adjusted compensation.

The DPW Office Manager, after updating the resume in collaboration with the incumbent and the Department Head, are suggesting a title change to Emmet County Transfer Station and Recycling Manager.

Attached is the analysis supporting a recommendation for both positions.

For discussion purposes at this meeting. These will be action items at the September 24th meeting.

ATTACHMENTS:
- Description
  - Job Description - IT Director
  - Market Analysis - IT Director
  - Job Description - Transfer Station and Recycling Manager
  - Market Analysis - Transfer Station and Recycling Manager
Emmet County
Job Description

POSITION: Information Technology Director
DEPARTMENT: Information Technology
FLSA CLASSIFICATION: Exempt
LOCATION: County Building

SUPervisor: Administrator
JOB CODE:
SALARY GRADE: NBU Grade 15
DATE: 9/8/2020

At Emmet County, we are a diverse group of team members who possess a friendly disposition, attention to detail and an unwavering dedication to providing outstanding services to our constituents. Understanding that our team members are our most valuable asset, Emmet County is committed to providing the best experience and working environment any team member can imagine.

POSITION SUMMARY:

Direct and coordinate the Information Technology Department of Emmet County. The Information Technology Department is responsible for all computer hardware and software, networking, video surveillance, and telecommunications. Does planning, implementation and maintenance of all aspects of Emmet County’s Information Technology operations insuring proper utilization of human resources and material.

ESSENTIAL FUNCTIONS:

Works with the County Administrator, elected officials, department heads and other areas assigned by the County Administrator to determine feasibility, requirements, and implementation plans for using information technology to meet their needs.

Establish the framework for the planning, development, procurement, provision, delivery, management, and maintenance of effective information technology solutions for Emmet County.

Manages the Information Technology Departmental staff by developing and maintaining a team-oriented atmosphere that utilizes all staff positions in an efficient manner with an emphasis on communication with the team, and valuing each staff member’s contribution. This includes developing and implementing training plans for all departmental staff.

Develops short-term and long-term budgets concerning operating and capital expenditures for the Information Technology Department and other Information Technology related areas. Reviews and approves expenditures and ensures compliance with the budget.

Regularly monitor emerging hardware, software, and communication technologies, assessing their relevance and potential value to Emmet County government.

Supervises and is responsible for the installation and maintenance of data and voice networks.
Supervises the generation of documentation of all information systems functions, including network infrastructures, hardware/software inventories, and the countywide software licensing compliance.

Is responsible for the performance of the Information Technology Department.

Develops and implements work standards, operating procedures, policies, security procedures, and disaster recovery procedures to ensure continuous and quality operation of all Information Technology related hardware and software to meet the needs of Emmet County.

Maintains knowledge of current Information Technology related hardware, software, policies, standards, and trends as they relate to the current and future needs of Emmet County.

Supervises all departmental staff, including training, making assignments, schedulring, reviewing performance.

Coordinates all Information Technology-related products or services purchased from vendors.

May require irregular hours and overtime. May require some travel in personal vehicle to other County facilities.

Any other duties commensurate with the grade and level of responsibility of this position for which the incumbent has the necessary experience and/or training.

**DESIGNED BEHAVIORAL TRAITS**

Able to multitask effectively, approachable for users, understand how to communicate technical concepts to non-technical consumers.

**KNOWLEDGE, SKILLS, & ABILITIES**

High level of accuracy and attention to detail, excellent communications skills. Demonstrable success in project management and time management a requirement. Proficient in leadership with demonstrated success in achieving results through people. Ability to resolve problems using a systematic approach. Ability to think and analyze data logically

**EDUCATION/EXPERIENCE**

BS Degree in Information Technology with 5 years enterprise-level Microsoft Windows systems administration in a multi-server, networked environment, including 3 years in management and leading a team in an administrative capacity.

Extensive knowledge of Microsoft Windows Server (most current and previous version), Microsoft Exchange, Active Directory, Windows Update Services, TCP/IP, Group Policy Objects, DNS, DHCP, VMWare vCenter, Rapid Recovery (or similar backup systems), Storage Area Networks, VLAN, and networking in Cisco/Dell environment. Knowledge of Microsoft IIS, web hosting, firewalls, load balancing, and SQL Server, print services; knowledge of and experience with Remote Desktop Services. Must possess a valid Michigan Driver’s License.

**CERTIFICATIONS/LICENSES REQUIRED**
### Market Analysis - Information Technology Director - Upper Northwest lower Peninsula

<table>
<thead>
<tr>
<th>Name</th>
<th>DOH</th>
<th>Salary</th>
</tr>
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<tbody>
<tr>
<td>Tatem Phelps</td>
<td>6/10/2019</td>
<td>$82,400.00</td>
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<table>
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<tr>
<th>BOL</th>
<th>Payscale</th>
<th>NCMC</th>
<th>Cheboygan</th>
<th>GT</th>
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<tbody>
<tr>
<td>$89,810.00</td>
<td>$89,000.00</td>
<td>$90,000.00</td>
<td>$57,362.00</td>
<td>$95,918.00</td>
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<table>
<thead>
<tr>
<th>Upper Northwest</th>
<th>Lower Peninsula</th>
<th>Midwest</th>
<th>Current Opening</th>
<th>Aged 2018</th>
<th>Aged 2018</th>
</tr>
</thead>
</table>

| Recommendation  | 10/1/2020 NBUM | Grade 15 | Step 2          | $87,256.00 |
| Optional        |                | Step 3   |                 | $90,601.00 |

If initial assignment is at Grade 15 Step 2, $90,601.00.

1/1/2021

If 3% increases are approved by the Board, $93,318.00.
EMMET COUNTY JOB DESCRIPTION

POSITION: Emmet County Transfer Station & Recycling Manager
DEPARTMENT: DPW
FLSA CLASSIFICATION: Exempt
LOCATION: Transfer Station

SUPERVISOR: DPW Director
JOB CODE:
SALARY GRADE: NBU Grade 9
DATE: 8/25/2020

POSITION SUMMARY:
The Emmet County Transfer Station & Recycling Manager oversees the operation of Emmet County’s Pleasantview Road Drop-off Center (DoC), which includes the recycling operations, under the direction of the DPW Director, including its solid waste transfer station, drivers and compost facility.

Manages operations personnel to ensure a positive workplace culture, compliance with all labor laws and union contracts, and efficient operation of the transfer station, trucks routes, material recovery facility (MRF), and compost operations.

ESSENTIAL JOB FUNCTIONS
Works with the director to interview, hire and manage team members. Is responsible for training team members; planning, assigning, and directing work; appraising performance; rewarding and disciplining team members; addressing complaints and resolving problems while working within all labor contracts, including the collective bargaining agreements.
Manages
a. Schedules and hours worked by team members. Assures overtime is within County parameters. Confirms payroll for Director to approve and submit.
b. Dispatching of curbside routes and hook-lift truck drivers.
c. Personnel, maintenance and daily station operational records.
d. Ensures staff is communicating with the Treasurer’s office with any deposit related questions.
Provides customer service for transfer station, curbside, drop-site and other relevant customers through addressing complaints and resolving problems.

Ensures compliance with safety standards and OHSA laws and the facility is up to date with fire and other safety systems.

Serve as the certified Supervisor for observation of Reasonable Suspicion incidents, an online certification system through OMS Compliance Services.
Analyze and enter data regarding volumes and weights of recyclables and garbage going through the DoC. Prepare reports from PC Scale to analyze number of customers, weights of shipments, number of bin pulls, fees and other operations data to accurately report to the DPW Board, report to the state, and to measure program success.

Analyze curbside, drop-site, and food scrap collection route data and coordinate with the truck drivers to ensure efficient routes in a seasonal community where demand is always changing.

Assists the office staff and operations SUPERVISOR to actively use the asset management software to accurately record and analyze maintenance and asset data to analyze maintenance costs, depreciation schedules, and replacement of equipment.

Assures accidents, injuries, and any other incidents are investigated, reported and all corrective measures are completed.

Ensures compliance with all local, state, and federal regulations.

**DESIRED BEHAVIORAL TRAITS**
Ability to multi-task, emotional intelligence, good listener, clear communicator, strong safety ethic, positive attitude, organized.

**KNOWLEDGE, SKILLS & ABILITIES**
- Must be able to communicate effectively with team members, service providers, and the general public.
- Must be able to perform mathematical computations and analyze data.
- Must be able to cultivate a team atmosphere.
- Computer competence- Word, Excel, database management.
- Knowledge of OSHA and other applicable safety laws.
- Ability to operate heavy equipment is preferred.

**EDUCATION AND EXPERIENCE**
- Associates Degree in business required, equivalent relevant experience considered in place of degree.
- Must be a high school graduate with 3-5 years of experience in the resource recovery (waste/recycling /organics processing), transportation, production and/or logistics operations industries.
- Must have 3-5 years of supervisory experience.
- Must have 3-5 years of customer service experience.

**REQUIRED CERTIFICATION/LICENSE**
WORKING CONDITIONS
The office environment is business casual and requires sitting, standing, and meeting. The facility environment may involve lifting up to 50 lbs, climbing, bending, reaching, and standing for prolonged periods. Driving DPW pick-up truck, curbside and drop site trucks also required. This environment may be cold, hot, dusty, noisy, smelly, dirty, and require working outdoors in all weather conditions. Must be available to work evenings and weekends on a regular basis, significantly more during high-season months. Off-site working conditions, at businesses and events, requires inspecting solid waste dumpsters, handling recyclables and sorting materials which may be wet, sticky, dirty, working in the sun and other weather elements.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EQUIPMENT USED
Standard office equipment such as a computer, printer, phone, adding machine, paper cutter, copier, and scanner is used. Also mobile phone used for on-the-go communication and texting of photos. Use of 2-way radio is required for communication at the facility and at events. Use of an asset management software such as Manager +.
Trucks, pay loaders, yard mule, skid steers, forklifts, compactors, densifiers, feed and sort conveyors,
### Internal & Market Analysis DPW Office Manager - Title change to Emmet County Transfer Station and Recycling Manager

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>DOH</th>
<th>Current Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Fought</td>
<td>DPW - Office Manager current title</td>
<td>7/22/2020</td>
<td>$43,639.00</td>
</tr>
</tbody>
</table>

#### Internal Equity Comparison

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>DOH</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ravyn Schneider</td>
<td>Chief Deputy Treasurer</td>
<td>3/18/2019</td>
<td>$60,260.00</td>
</tr>
<tr>
<td>Linda Cole</td>
<td>Payroll/Benefits Administrator</td>
<td>3/11/2019</td>
<td>$50,420.00</td>
</tr>
<tr>
<td>Mary Ellen Emery</td>
<td>Deputy Friend of the Court</td>
<td>2/6/2012</td>
<td>$53,148.00</td>
</tr>
<tr>
<td>David Clark</td>
<td>Asst. Maintenance Supervisor</td>
<td>5/9/2011</td>
<td>$51,878.00</td>
</tr>
</tbody>
</table>

| Mean       | $53,926.00 |
| Median     | $51,149.00 |

#### Other Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>DOH</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andi Shepherd</td>
<td>Director, DPW</td>
<td>11/14/2016</td>
<td>$61,500.00</td>
</tr>
<tr>
<td>Don Mapes</td>
<td>Superintendent DPW</td>
<td>7/24/1980</td>
<td>$61,545.00</td>
</tr>
</tbody>
</table>

#### Recommendation:

**Emmet County Transfer Station and Recycling Manager**

- Wendy Fought
  - Suggested title change

- **10/1/2020** $50,125.00 - NBUM Grade 9 Step 1
- **1/1/2021** $52,141.00 - NBUM Grade 9 Step 2 if no 3% increase is approved by the Board
- **1/1/2021** $53,705.00 - NBUM Grade 9 Step 2 3% increase approved by the Board
SUMMARY:
Emmet County has entered into annual agreements (referred to as a Letter of Understanding) with Cheboygan County and Presque Isle County since the early 2000’s to provide public transportation through Straits Regional Ride. This agreement is separate from the services being provided as part of EMGO.

This will be an action item at the September 24th meeting.

ATTACHMENTS:
- Description
- Letter of Understanding - Straits Regional Ride
I. Background

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

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

Entities:

Cheboygan County
Emmet County
Presque Isle County
(CEP)

III. Duration of Agreement

This Letter of Understanding will remain in effect for one year, beginning January 2, 2021 and ending December 31, 2021. With actions of each county board of commissioners, this agreement can be extended on a yearly basis.

IV. Purpose of Agreement

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

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

VI. Roles and Responsibilities of the Entities

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

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

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

VII. Indemnification

In addition to the Roles and Responsibilities of the Entities contained in Section VI and the protection afforded thereby, each Entity agrees to indemnify, defend and save harmless the other Entities, and all associated officers, agents, and employees thereof, from any and all claims, liabilities, judgments, costs,
damages, expenses and attorney fees that may arise from its performance under this Agreement. This indemnification will survive the termination or expiration of this Agreement. By entering into this Agreement, the Entities do not waive any immunity provided by law.

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

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

VIII. Funding Structure

The following funding structure will be used for the operation of the SRR for fiscal 2020-2021 State year:

A. The Straits Regional Ride will receive 36.7916% tentative revenue from State Funding (M.D.O.T) 18% tentative revenue from Federal for all eligible expenses for 2021 budget cycle. Federal Transportation CARES Act funding may also be received during the 2021 budget cycle.

B. The balance of operation expenses will be made up from fare boxes, contracts and local community match.

IX. Annual Reopening of Reimbursement

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

X. Withdrawal from Regional Transit System

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

Cheboygan County
By: ______________________
Title: ______________________
Date: ______________________

Emmet County
by: ______________________
Title: ______________________
Date: ______________________

Presque Isle County
By: ______________________
Title: ______________________
Date: ______________________
Construction Resources- School building Inspection authorizations

SUMMARY:
Pursuant to the School Building Act, 1937 PA 306, school districts may elect to have a plan review of school construction projects as well as inspections conducted by local building departments. For this to happen, both the school district and the unit of government(s) must complete, sign, and submit the application requesting annual delegation to LARA.
Completion of the approved application certifies that full-time code officials, inspectors, and plan reviewers registered under the Skilled Trades Regulation Act, 2016 PA 407, will conduct plan reviews and inspections of buildings.
This certification must be submitted and approved annually. Only those governmental jurisdictions which document full-time inspectors and plan reviewers to enforce the complete range of construction codes, which includes the building, electrical, mechanical, and plumbing codes, may qualify for delegation of school construction authority.
Absent approval of the completed application requesting annual delegation from a school district and local building department, the State of Michigan, Bureau of Construction Codes has responsibility for construction code enforcement of school buildings within that unit of government.
For a number of years, the Emmet County Building Department has maintained the school inspection agreement with Alanson, Pellston, and Harbor Springs Public Schools, and Harbor Light Christian School. The agreements are approved annually.

For discussion purposes at this meeting. It will be an action item at the September 24th meeting.

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Inspection Form - Alanson Schools</td>
</tr>
<tr>
<td>School Inspection Form - Harbor Light Schools</td>
</tr>
<tr>
<td>School Inspection Form - Harbor Springs Schools</td>
</tr>
<tr>
<td>School Inspection Form - Pellston Schools</td>
</tr>
</tbody>
</table>
Request for Annual Delegation of School Plan Review and Inspection Authority to a Local Unit of Government Enforcing Agency

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
Phone: 517-241-9303 / E-Mail: lara-bcc-asd@michigan.gov
www.michigan.gov/bcc

Authority: 2016 PA 407
Penalty: Failure to provide information may result in the denial of your request. LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

### SCHOOL DISTRICT

<table>
<thead>
<tr>
<th>NAME OF SCHOOL DISTRICT</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alanson Public School</td>
<td>Emmet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
<th>TELEPHONE NUMBER (Include Area Code)</th>
<th>FAX NUMBER (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7400 North St</td>
<td>Alanson</td>
<td>MI</td>
<td>49706</td>
<td>231-548-2261</td>
<td>231-548-2132</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIMARY CONTACT PERSON</th>
<th>TITLE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachelle Cook</td>
<td>Superinten</td>
<td><a href="mailto:rcook@alansonvikings.net">rcook@alansonvikings.net</a></td>
</tr>
</tbody>
</table>

Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application. (Attach additional sheets if necessary)

### LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY

<table>
<thead>
<tr>
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<th>TELEPHONE NUMBER (Include Area Code)</th>
<th>FAX NUMBER (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3434 Harbor Petoskey Rd Suite E</td>
<td>Harbor Springs</td>
<td>MI</td>
<td>49740</td>
<td>231-348-1735</td>
<td>231-439-8933</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIMARY CONTACT PERSON</th>
<th>TITLE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Van Berlo</td>
<td>Building Off.</td>
<td><a href="mailto:mvanberlo@emmetcounty.org">mvanberlo@emmetcounty.org</a></td>
</tr>
</tbody>
</table>

By checking the boxes below you are certifying the following:

- The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce this act and the code and all related acts and rules
- Pursuant to MCL 338.851(b)(5) this form is to certify that full-time code officials, inspectors and plan reviewers registered under the skilled trades regulation act, 2016 PA 407, MCL339.5101 to 339.6133, will conduct plan reviews and inspections of school buildings.
- Agency personnel are provided as necessary
- Timely field inspection services will be provided
- Administrative services are provided
- Plan review services are provided

**Certification by School District and Local Government Enforcing Agency** - In the sections below, provide the signature of the school board and the local government authorized to enforce construction codes in which school facilities are located. **Note:** A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

### SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

<table>
<thead>
<tr>
<th>NAME OF SCHOOL BOARD OFFICIAL (Please Print)</th>
<th>NAME OF LOCAL SCHOOL DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Babcock, School Board President</td>
<td>Alanson Public School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF SCHOOL BOARD OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
</table>

### SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

<table>
<thead>
<tr>
<th>NAME AND TITLE OF LOCAL UNIT OF GOVERNMENT OFFICIAL (Please Print)</th>
<th>NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Shorter, Chairman, Emmet County Board of Comm.</td>
<td>Emmet County</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF LOCAL UNIT OF GOVERNMENT OFFICIAL</th>
<th>DATE</th>
</tr>
</thead>
</table>

BCC-939 (Rev. 06/19)
Request for Annual Delegation of School Plan Review and Inspection Authority to a Local Unit of Government Enforcing Agency

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
Phone: 517-241-9303 / E-Mail: lara-bcc-asd@michigan.gov
www.michigan.gov/bcc

Authority: 2016 PA 407
Penalty: Failure to provide information may result in the denial of your request.
LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

SCHOOL DISTRICT
NAME OF SCHOOL DISTRICT
Harbor Light Christian School

ADDRESS
8333 Clayton Rd

CITY
Harbor Springs
STATE
MI
ZIP CODE
49470
TELEPHONE NUMBER (Include Area Code)
231-347-7859
FAX NUMBER (Include Area Code)
231-347-7703

PRIMARY CONTACT PERSON
Kelly Dutcher
TITLE
Superinten
e
E-MAIL ADDRESS
kdutcher@harborlight.org

Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application. (Attach additional sheets if necessary)

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY
NAME OF LOCAL UNIT OF GOVERNMENT
Emmet County

ADDRESS
3434 Harbor Petoskey Rd Suite E

CITY
Harbor Springs
STATE
MI
ZIP CODE
49740
TELEPHONE NUMBER (Include Area Code)
231-348-1735
FAX NUMBER (Include Area Code)
231-439-8933

PRIMARY CONTACT PERSON
Martin Van Berlo
TITLE
Building Off.
e
E-MAIL ADDRESS
mvvanberlo@emmetcounty.org

By checking the boxes below you are certifying the following:
☐ The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce this act and the code and all related acts and rules
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☐ Plan review services are provided

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SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

NAME OF SCHOOL BOARD OFFICIAL (Please Print)
Gary Kersting, School Board President

NAME OF LOCAL SCHOOL DISTRICT
Harbor Light Christian School

SIGNATURE OF SCHOOL BOARD OFFICIAL

DATE

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT
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NAME AND TITLE OF LOCAL UNIT OF GOVERNMENT OFFICIAL (Please Print)
William Shorter, Chairman, Emmet County Board of Comm.

NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency)
Emmet County

SIGNATURE OF LOCAL UNIT OF GOVERNMENT OFFICIAL

DATE

BCC-939 (Rev. 06/19)
SCHOOL DISTRICT
NAME OF SCHOOL DISTRICT
Harbor Springs Public School
ADDRESS
800 State St
CITY Harbor Springs
STATE MI
ZIP CODE 49740
TELEPHONE NUMBER (Include Area Code) 231-526-4545
FAX NUMBER (Include Area Code) 231-526-4544
PRIMARY CONTACT PERSON
Michael Behrmann
TITLE Superinten
E-MAIL ADDRESS mbehrmann@harborps.org

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY
NAME OF LOCAL UNIT OF GOVERNMENT
Emmet County
ADDRESS
3434 Harbor Petoskey Rd Suite E
CITY Harbor Springs
STATE MI
ZIP CODE 49740
TELEPHONE NUMBER (Include Area Code) 231-348-1735
FAX NUMBER (Include Area Code) 231-439-8933
PRIMARY CONTACT PERSON
Martin Van Berlo
TITLE Building Off.
E-MAIL ADDRESS mvanberlo@emmetcounty.org

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SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

NAME OF SCHOOL BOARD OFFICIAL (Please Print)
Gary Morse, School Board President
SIGNATURE OF SCHOOL BOARD OFFICIAL
NAME OF LOCAL SCHOOL DISTRICT
Harbor Springs Public School
DATE

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

NAME AND TITLE OF LOCAL UNIT OF GOVERNMENT OFFICIAL (Please Print)
William Shorter, Chairman, Emmet County Board of Comm.
SIGNATURE OF LOCAL UNIT OF GOVERNMENT OFFICIAL
NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency)
Emmet County
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Authority: 2016 PA 407
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SCHOOL DISTRICT
NAME OF SCHOOL DISTRICT
Pellston Public School
COUNTY
Emmet
ADDRESS
172 N. Park St
CITY
Pellston
STATE
MI
ZIP CODE
49769
TELEPHONE NUMBER (Include Area Code)
231-539-8682
FAX NUMBER (Include Area Code)
231-539-8838

PRIMARY CONTACT PERSON
Stephen Seelye
TITLE
Superintendent
E-MAIL ADDRESS
sseelye@pellstonschools.org

Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application. (Attach additional sheets if necessary)

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY
NAME OF LOCAL UNIT OF GOVERNMENT
Emmet County
COUNTY
Emmet
ADDRESS
3434 Harbor Petoskey Rd Suite E
CITY
Harbor Springs
STATE
MI
ZIP CODE
49740
TELEPHONE NUMBER (Include Area Code)
231-348-1735
FAX NUMBER (Include Area Code)
231-439-8933

PRIMARY CONTACT PERSON
Martin Van Berlo
TITLE
Building Officer
E-MAIL ADDRESS
mvanberlo@emmetcounty.org

By checking the boxes below you are certifying the following:
☐ The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce this act and the code and all related acts and rules
☐ Pursuant to MCL 338.851(b)(5) this form is to certify that full-time code officials, inspectors and plan reviewers registered under the skilled trades regulation act, 2016 PA 407, MCL339.5101 to 339.6133, will conduct plan reviews and inspections of school buildings.
☐ Agency personnel are provided as necessary
☐ Timely field inspection services will be provided
☐ Administrative services are provided
☐ Plan review services are provided

Certification by School District and Local Government Enforcing Agency - In the sections below, provide the signature of the school board and the local government authorized to enforce construction codes in which school facilities are located. Note: A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

NAME OF SCHOOL BOARD OFFICIAL (Please Print)
James Milbrandt, School Board President
NAME OF LOCAL SCHOOL DISTRICT
Pellston Public School
SIGNATURE OF SCHOOL BOARD OFFICIAL

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

NAME AND TITLE OF LOCAL UNIT OF GOVERNMENT OFFICIAL (Please Print)
William Shorter, Chairman, Emmet County Board of Comm.
NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency)
Emmet County
SIGNATURE OF LOCAL UNIT OF GOVERNMENT OFFICIAL

BCC-939 (Rev. 06/19)
EMMET COUNTY - Committee of the Whole
September 14, 2020 - 6:00 PM

Airport Small Water Heater Bids

SUMMARY:
Emmet County received two bids for the replacement of a water boiler unit at the Pellston Regional Airport. Bids were received from Ballard’s Plumbing and Heating in an amount of $58,704.00 and John E. Green Company in an amount of $54,570.00. A copy of each bid proposal is attached as well as the Bid Opening Sheet.

County Administrator Mike Reaves is recommending that the bid be awarded to John E. Green Company in an amount not to exceed $54,570.00, that Civil Counsel be directed to prepare a contract incorporating the bid proposal, and that the Board Chair be authorized to sign the contract after Civil Counsel approval.

This is an action item at this meeting so as to speed up the process for completing this project before cold weather sets in.

RECOMMENDATION:
I recommend Board approval as presented.
Michael Reaves, County Administrator

CIVIL COUNSEL REVIEW / RECOMMENDATION:
I have reviewed the attached document(s) and approve as to legal form.

MOTION:
I move that the Board award the water boiler bid at the Pellston Regional Airport to John E. Green Company in an amount not to exceed $54,570.00, that Civil Counsel be directed to prepare a contract incorporating the bid proposal, and that the Board Chair be authorized to sign the contract after Civil Counsel approval.

VOTE: Roll Call

ATTACHMENTS:
- Water Boiler at PLN - Bid Results
- John E. Green Company Bid Proposal
- Ballard’s Plumbing and Heating Bid Proposal
Present: Michael Reaves, Administrator; Kelley Atkins, Pellston Regional Airport Manager

All Requests for Quotations were received on time and in accordance with noticed procedure. The opening of Pellston Regional Airport Requests for Quotations for Hot Water Boiler Replacement was held on Tuesday, September 1, 2020, at 3:00 p.m., in the Emmet County Board of Commissioners Room, 200 Division Street, Petoskey, Michigan. Requests for Quotations were opened and read by Administrator Michael Reaves. All Requests for Quotations were opened and available for review. The County of Emmet reserves the right to accept any proposal, reject any proposal and waive irregularities in proposals.

The Pellston Regional Airport intends to purchase an AERCO Benchmark (BMK) water boiler. The work to be performed shall consist of that which is listed in section (D) of the Pellston Regional Airport Request for Quotations for Hot Water Boiler, RFQ# EC-08-12-2020, dated August 12, 2020.

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>DATE RCVD</th>
<th>TIME RCVD</th>
<th>BID AMOUNT</th>
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<tr>
<td>Ballards Plumbing &amp; Heating</td>
<td>09/01/20</td>
<td>2:04 p.m.</td>
<td>$58,704</td>
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<tr>
<td>John E. Green Company</td>
<td>09/01/20</td>
<td>1:00 p.m.</td>
<td>$54,570</td>
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September 1, 2020

Michael Reaves,
Emmet County Administrator

September 1, 2020

Priscilla Meyer,
Recording Secretary
REQUEST FOR QUOTATION
HOT WATER BOILER
PELLSTON REGIONAL AIRPORT
RFQ# EC – 08-12-2020

Emmet County
Suite G92
200 Division Street
Petoskey, Michigan 49770
A. Quotation Submittal Details and Due Date

Issuing Entity

The County of Emmet is the entity issuing the RFQ.

Deadline for Receipt of Quotations

The deadline for receipt is September 1, 2020 at 3:00 PM EDT.

Submission and Receipt of Quotations

Response to this RFQ MUST be clearly marked RFQ #EC-08-12-2020 - Pellston Regional Airport Hot Water Boiler Replacement

Submit three (3) hard copies and one PDF electronic copy on a flash drive in your SEALED bid and send to:

EMMET COUNTY
ATTN: Angela Carney – Purchasing Director
200 Division Street, Suite G92
Petoskey, MI 49770
Phone: 231-348-0627
Email: acarney@emmetcounty.org

- Late submittals WILL NOT BE ACCEPTED – NO EXCEPTION
- Fax submittals WILL NOT BE ACCEPTED – NO EXCEPTION
- Email submittals WILL NOT BE ACCEPTED – NO EXCEPTION
- This RFQ and any addendums will be posted on the Emmet County website at https://www.emmetcounty.org/ Official & Departments/Purchasing tab.

Timeline – Calendar of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>RFQ Released</td>
<td>August 12, 2020</td>
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<tr>
<td>Mandatory Site Visit</td>
<td>August 20, 2020 at 10:00 AM EDT</td>
</tr>
<tr>
<td>Deadline to Submit Written Questions</td>
<td>August 25, 2020 at 3:00 PM EDT</td>
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<tr>
<td>Response to Questions</td>
<td>August 28, 2020 at 3:00 PM EDT</td>
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<tr>
<td>Quotation Due Date and Public Bid Opening – BOC Room</td>
<td>September 1, 2020 at 3:00 PM EDT</td>
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<tr>
<td>Project Review and Award Date</td>
<td>September 14, 2020</td>
</tr>
<tr>
<td>Pending BOC Approval</td>
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</tr>
</tbody>
</table>

The County reserves the right, in its sole discretion, to reject any, and all quotes, or parts of any quote, for any reason whatsoever and waive technicalities.

The County will only accept quotes that are responsive to the RFQ and are prepared and submitted in compliance with the requirements set forth in this RFQ.
Emmet County will not award any quote to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State, or Local taxes, fees, and licenses.

B. Award

Quotes will be reviewed by an internal committee where quotes will be evaluated and ranked. Proposing bidders may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The bid will be awarded to the responsible, responsive firm whose quote, conforming to this solicitation, will be most advantageous to Emmet County, price and other factors considered.

The County of Emmet reserves the right to accept or reject any or all quotes, in part or whole and to waive informalities and minor irregularities in bids received.

Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Quality and comprehensiveness of response to RFQ requirements</td>
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<tr>
<td>Demonstrated understanding of and commitment to the full scope of work</td>
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</tr>
<tr>
<td>Capacity and availability to perform the contract</td>
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<tr>
<td>Specific qualifications of the key personnel to perform the scope of work</td>
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</tr>
<tr>
<td>Background and experience with similar projects</td>
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<tr>
<td>References and reputation</td>
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<tr>
<td>Cost</td>
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</tr>
<tr>
<td>Max Total</td>
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</table>

C. Statement of Purpose

Airport/Location: 1395 US-31, Pellston Michigan 49769

The County of Emmet intends to purchase an AERCO Benchmark (BMK) Water Boiler with Edge Controller.
D. Scope of Work & Specifications

AERCO Benchmark (BMK) water boiler with Edge Controller

Demo and disposal

Repair gas pipe and connect to existing chimney

Complete job in two (2) days, boiler needs to be operational within eight (8) hours of completion of the install

Bidder to obtain boiler permit and mechanical permit

Adherence to Master Specifications as written in Section B

E. Insurance Requirements

The successful firm/contractor must meet the following minimum insurance requirements and provide proof of coverage on a Certificate of Liability Insurance form submitted with proposal:

1. If Quote is awarded, Certificate of insurance must name Emmet County as a certificate holder.

2. Certificate of insurance must name as an additional insured Emmet County, its agents, officers, officials, employees are hereby named as additional insureds, as their interest may appear.

3. General Liability Coverage:
   a. $500,000 Each Occurrence
   b. $500,000 Property Damage
   c. $5,000 Medical Expenses
   d. $500,000 Personal & Advertising Injury
   e. $1,000,000 General Aggregate
   f. $1,000,000 Products & Completed Operations

4. Automobile Liability
   a. $1,000,000 Combined Single Limit; or
   b. $1,000,000 Bodily Injury
   c. $500,000 Property Damage

5. Workman’s Compensation Insurance as required State statutory limits. If any proprietor, partner, executive, officer, member, or employee is excluded from worker’s compensation or if the Workers Compensation policy is for certificate purpose only, it must be stated on the certificate.

6. Contractor’s Tools & Equipment: The Contractor shall be responsible for insuring all its tools, equipment and materials which it may leave at the Project’s work site. The County shall not be responsible for any loss or damage to the Contractor’s tools, equipment, and materials.

F. Bonds

Bid bond in the amount of 5% is required for any projects over $50,000. Bid bonds can be in the form of a bid bond, cashier’s check, or certified check for projects from $50,000-$100,000. Bid bonds for any projects over $100,000 need to be submitted as a bid bond only.

Failure to submit a bid bond, when required, will result in the automatic rejection of the bid.
Performance/Payment bonds are required for any projects over $50,000. This bind needs to be in an amount equal to 100% of the contract amount.

G. Submittals

For award consideration, proposals must contain the following:

- Cover letter addressing items in quotation above, identifying all participating firms/contractors, understanding of the project, and contact information (for questions on the proposal)
- Description of how the project will be accomplished, including identification of possible reuse items and any foreseen issues
- Evidence of licenses and/or permits to represent the proposed product brands and services
- Evidence of the ability to conduct business in Michigan
- Representative list of similar projects completed, with contact information and approval to request references and/or recommendations of work
- Resumes of key project personnel, including qualifications, experience, and responsibilities
- Itemized list of all items to be installed, with brand name, model number, serial number, and evidence of compatibility with existing systems
- Detailed list of services that Contractor will perform
- Items and/or services that the County will be expected to provide or perform
- Description of training to be conducted
- Warranties to be provided – length of warranty, limited or unlimited, what’s covered under the warranty
- Cost breakdown of services, equipment, warranty, and labor
- Number and nature of tests to be performed by licensed, independent test and balance firm

H. Iran Linked Business Clause

The respondent who is selected as Contractor shall certify to the County that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Contractor are an “Iran Linked Business” engaged in investment activities of $20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. It is expressly understood, and agreed, that the Contractor shall not become an “Iran Linked Business” during the term of this Agreement.

Note: IF a person or entity falsely certifies that it is not an Iran Linked Business as defined by Public Act 517 of 2012, it will be responsible for civil penalties of not more than $250,000.00 or two times the amount of the contract for which the false certification was made, whichever is greater, plus costs of investigation and reasonable attorney fees incurred. As more, fully set forth in section 5 of Act no. 517, Public Acts of 2012.
I. Certification

I hereby state that I have read, understand, and become thoroughly familiar with and understand the terms and scope of work contained in the RFQ.

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have authority to submit this RFQ, which will become the basis for a binding contract if accepted by the County of Emmet.

I hereby state that this quote will remain valid for six (6) months from this certification date.

Signature: [signature]

Print Name: Don Philion

Title: Branch Manager Date: 9-1-2020

Company Name: John E. Green Company

Address: 601 Porter Street

Petoskey, MI 49770

Contact Name: Timothy Coen

Contact Phone Numbers:

Office: 231-348-2875

Cell: 231-286-6515
J. RFQ Summary

From: John E. Green Company / Timothy Coen
Phone: 231-348-2875 / 231-286-6515
Email: timcoen@johnegreen.com

Purchase and Installation of One (1) AERCO Benchmark (BMK) Water Boiler with Edge Controller

<table>
<thead>
<tr>
<th>Description</th>
<th>Make/Model</th>
<th>Total Bid Price</th>
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<tbody>
<tr>
<td>One (1) AERCO Benchmark (BMK) Water Boiler with Edge</td>
<td>Aerco Benchmark</td>
<td>$ 54,570.00</td>
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<tr>
<td>Controller</td>
<td>1000 Modulating Condensing Boiler</td>
<td></td>
</tr>
</tbody>
</table>

Total Bid Price Written in Words:

Fifty-four thousand five hundred - seventy dollars and zero cents
K. Master Specifications

0.75-6 MMBTU Benchmark Standard Boiler Series with Edge [i] Control

SECTION 235216 –CONDENSING BOILERS

GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract apply to this Section, including General and Supplementary Conditions and Division 01 Specification Sections.

1.2 SUMMARY

A. This Section includes packaged, factory-fabricated and assembled, gas-fired, fire-tube condensing boilers, trim and accessories for generating hot water.

1.3 SUBMITTALS

A. Product Data: Include performance data, operating characteristics, furnished specialties and accessories. Prior to flue vent installation, engineered calculations and drawings must be submitted to Architect/Engineer to thoroughly demonstrate that size and configuration conform to recommended size, length and footprint for each submitted boiler.

B. Efficiency Curves: At a minimum, submit efficiency curves for 100%, 50% and 7% input firing rates at incoming water temperatures ranging from 80°F to 160°.

C. Pressure Drop Curve. Submit pressure drop curve for the following flow ranges per designated capacities below

- 750-1000 MBH: 12-175 GPM
- 1500-2000 MBH: 25-350 GPM
- 2500-3000 MBH: 25-400 GPM
- 4000 – 5000N MBH: 35 - 500 GPM
- 5000-6000 MBH: 75-600 GPM

D. Shop Drawings: For boilers, boiler trim and accessories include:

1. Plans, elevations, sections, details and attachments to other work
2. Wiring Diagrams for power, signal and control wiring
E. Source Quality Control Test Reports: Reports shall be included in submittals.

F. Field Quality Control Test Reports: Reports shall be included in submittals.

G. Operation and Maintenance Data: Data to be included in boiler emergency, operation and maintenance manuals.

H. Warranty: Standard warranty specified in this Section

I. Other Informational Submittals:

ASME Stamp Certification and Report: Submit "H" stamp certificate of authorization, as required by authorities having jurisdiction, and document hydrostatic testing of piping external to boiler.

1.4 QUALITY ASSURANCE

A. Manufacturer Qualifications: The manufacturer must have been regularly engaged in the manufacture of condensing hydronic boilers for not less than thirty (30) years. The manufacturer must be headquartered in North America and manufacture pressure vessels in an ASME-certified facility wholly owned by the manufacturer. The specifying engineer, contractor and end customer must have the option to visit the factory to witness test fire and other relevant procedures.

B. Electrical Components, Devices and Accessories: Boilers must be listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

C. AHRI Performance Compliance: Condensing boilers must be rated in accordance with applicable federal testing methods and is capable of achieving the energy efficiency and performance ratings within prescribed tolerances.

D. ASME Compliance: Condensing boilers must be constructed in accordance with ASME Boiler and Pressure Vessel Code, Section IV “Heating Boilers”.

Page 8 of 23
E. ASHRAE/IESNA 90.1 Compliance: Boilers shall have minimum efficiency according to "Gas and Oil Fired Boilers - Minimum Efficiency Requirements."

F. DOE Compliance: Minimum efficiency shall comply with 10 CFR 430, Subpart B, Appendix N, "Uniform Test Method for Measuring the Energy Consumption of Furnaces and Boilers."

G. UL Compliance: Boilers must be tested for compliance with UL 795, "Commercial-Industrial Gas Heating Equipment." Boilers shall be listed and labeled by a testing agency acceptable to authorities having jurisdiction.

H. NOx Emission Standards: When installed and operated in accordance with manufacturer's instructions, the following condensing boiler models shall comply with the NOx emission standards outlined in South Coast Air Quality Management District (SCAQMD), Rule 1146.1; and the Texas Commission on Environmental Quality (TCEQ), Title 30, Chapter 117, and Rule 117.465 or the NOx emissions referenced below:

- BMK750-2000, BMK4000-6000: 9 ppm NOx corrected to 3% oxygen at all firing rates when firing on natural gas
- BMK2500-3000: factory fired at 13 ppm NOx corrected to 3% oxygen at all firing rates when firing on natural gas

1.5 COORDINATION
A. Coordinate size and location of concrete bases. Cast anchor-bolt inserts into bases. Concrete, reinforcement and formwork requirements are specified in Division 03.

1.6 WARRANTY
A. Standard Warranty: Boilers shall include manufacturer's standard form in which manufacturer agrees to repair or replace components of boilers that fail in materials or workmanship within specified warranty period.

Warranty Period for Fire-Tube Condensing Boilers
- The pressure vessel/heat exchanger shall carry a 10 year from shipment, non-prorated, limited warranty against any failure due to condensate corrosion, thermal stress, mechanical defects or workmanship.

- Manufacturer labeled control panels are conditionally warranted against failure for (2) two years from shipment.
• All other components, with the exception of the igniter, flame detector and O_2 sensor, are conditionally guaranteed against any failure for (18) eighteen months from shipment.

PRODUCTS

1.8 MANUFACTURERS
A. This specification is based on the Benchmark Standard Series boilers as manufactured by AERCO International Inc. Equivalent units and manufacturers must meet all performance criteria, and will be considered upon prior approval.

B. Basis-of-Design Product: Subject to compliance with requirements, provide AERCO International, Benchmark or Benchmark Platinum Series Boiler Models:
   1. BMK 750, 1000, 1500, 2000, 2500, 3000, 4000, 5000N, 5000, and 6000 (750,000 to 6,000,000 BTU/hr input)
   2. Approved Equals:
      • AERCO Benchmark Platinum boilers BMK
      • Viessmann Vitocrossal
      • Superior Boiler - Creek Series
      • Simons Boilers - FTC Titan
      • Request for substitutions will be considered in accordance with provisions of Section 235216 - Condensing Boilers, in writing no less than 30 days prior to bid date.

1.9 CONSTRUCTION
A. Description: Boiler shall be either natural gas, propane or dual fuel (nat. gas/propane; BMK1500-6000 models only) fired, fully condensing, fire tube design. Power burner shall have full modulation, discharge into a positive or negative pressure vent and the minimum firing rate shall not exceed the following per model:
   • BMK750-1000: 50,000 BTU/hr input
   • BMK1500: 75,000 BTU/hr input
   • BMK2000: 100,000 BTU/hr input
   • BMK2500: 167,000 BTU/hr input
   • BMK3000: 200,000 BTU/hr input
   • BMK4000-5000N: 267,000 BTU/hr input
   • BMK5000-6000: 400,000 BTU/hr input

Boilers that have an input greater than what is specified above at minimum fire will not be considered. Boiler efficiency shall increase with decreasing load (output), while maintaining setpoint. Boiler shall be factory-fabricated, factory-assembled and factory-tested, fire-tube condensing boiler with heat exchanger sealed pressure-tight, built on a steel base, including insulated jacket, flue-gas vent, combustion-air intake connections, water supply, return and condensate drain connections, and controls.
B. Heat Exchanger: The heat exchanger shall be constructed of 439 stainless steel fire tubes and tubesheets, with a one-pass combustion gas flow design. The fire tubes shall be 1/2" or 5/8" OD, with no less than 0.049" wall thickness. The upper and lower stainless steel tubesheet shall be no less than 0.25" thick. The pressure vessel/heat exchanger shall be welded construction. The heat exchanger shall be ASME stamped for a working pressure not less than 150 psig. Access to the tubesheets and heat exchanger shall be available by burner and exhaust manifold removal. Minimum access opening shall be no less than 8-inch diameter.

C. Pressure Vessel: The pressure vessel shall have a maximum water volume per each model as listed below:

- BMK750: 16.25 gallons (61.5 liters)
- BMK1000: 14.25 gallons (54.9 liters)
- BMK1500: 44 gallons (166.6 liters)
- BMK2000: 40 gallons (151.4 liters)
- BMK2500: 58 gallons (219.6 liters)
- BMK3000: 55 gallons (208.2 liters)
- BMK4000-5000N: 75 gallons (284.0 liters)
- BMK5000/6000: 110 gallons (416.4 liters)

The boiler water pressure drop shall not exceed the following per model size:

- BMK750-1000: 3 psig @ 100 gpm
- BMK1500-2000: 3 psig @ 170 gpm
- BMK2500: 3 psig @ 218 gpm
- BMK3000: 3 psig @ 261 gpm
- BMK4000-5000N: 5 psig @ 475 gpm
- BMK5000/6000: 4 psig @ 500 gpm

The boiler water connections shall be flanged 150 pound, ANSI rated.

- BMK750 and 1000: 3 inch flange
- BMK1500 - 3000: 4 inch flange
- BMK4000 and 6000: 6 inch flange

The pressure vessel shall be constructed of ASME SA53 carbon steel, with a 0.25 inch thick wall and 0.50-inch thick upper head. Inspection openings in the pressure vessel shall be in accordance with ASME Section IV pressure vessel code. The boiler shall be designed so that the thermal efficiency increases as the boiler firing rate decreases.

D. Modulating Air/Fuel Valve and Burner: The boiler burner shall be capable of the following firing turndown ratios without loss of combustion efficiency or staging of gas valves. The turndown ratios shall be as follows and are based on BTU size:

- BMK750: 15:1
- BMK1000: 20:1
- BMK1500: 20:1
- BMK2000: 20:1
- BMK2500: 15:1
- BMK3000: 15:1
- BMK4000: 15:1
- BMK5000N: 20:1
- BMK5000: 12.5:1
- BMK6000: 15:1

The burner shall not operate above 7.5% oxygen level or 55% excess air. The burner shall produce less than 20 ppm of NOx, under standard calibration, corrected to 3% excess oxygen when firing on natural gas. The burner shall be metal fiber mesh covering a stainless steel body with spark or proven pilot ignition and flame rectification. All burner material exposed to the combustion zone shall be of stainless steel construction. There shall be no moving parts within the burner itself. A modulating air/fuel valve shall meter the air and fuel input. The modulating motor must be linked to both the gas valve body and air valve body with a single linkage. The linkage shall not require any field adjustment. A variable speed cast aluminum pre-mix blower shall be used to ensure the optimum mixing of air and fuel between the air/fuel valve and the burner.

E. Fuel: The boiler shall use one of the following gas train options:

Natural gas or propane: The unit gas train shall be specifically designed and calibrated for a single predetermined fuel. The gas train shall be a vent less gas train.

Dual Fuel Capability. Dual fuel boiler (natural gas/propane) shall include a combustion system capable of operating on both Natural Gas and Propane. The boiler efficiency and turndown shall remain unchanged regardless of fuel source. The dual fuel system shall incorporate independent natural gas and propane gas trains and a fuel selector switch.

This switching mechanism shall be such that it shall not be possible to flow both fuels simultaneously. The unit shall be calibrated to run on both fuel sources at start-up. No additional re-calibration shall be required when switching between fuel sources for a period of one year from the initial calibration.

F. Minimum boiler efficiencies shall be as follows at a 20 degree delta-T:

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<td>87%</td>
<td>87.5%</td>
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<tr>
<td>100 °F</td>
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<tr>
<td>80 °F</td>
<td>95.6%</td>
<td>96.8%</td>
<td>98.2%</td>
</tr>
</tbody>
</table>
G. Exhaust Manifold: The exhaust manifold shall be of corrosion resistant cast aluminum or 316 stainless steel with the following diameter flue connections:

- BMK750-1500: 6 inch
- BMK2000-3000: 8 inch
- BMK4000-5000: 12 inch
- BMK6000: 12 inch (<20 ppm NOx) or 14 inch (<9 ppm NOx)

The exhaust manifold shall have a collecting reservoir and a gravity drain for the elimination of condensation.

H. Blower: The boiler shall include a variable-speed, DC centrifugal fan to operate during the burner firing sequence and pre-purge the combustion chamber.

- Motors: Blower motors shall comply with requirements specified in Division 23 Section "Common Motor Requirements for HVAC Equipment."

  a. Motor Sizes: Minimum size as indicated. If not indicated, large enough so driven load will not require a motor to operate in the service factor range above 1.0.

I. Ignition: Ignition shall be via spark or proven pilot ignition with 100 percent main-valve shutoff and electronic flame supervision.

J. Combustion Air: The boiler shall be designed such that the combustion air is drawn from the inside of the boiler enclosure, decoupling it from the combustion air supply and preheating the air to increase efficiency.

K. Combustion Air Filter: The boiler shall be equipped with an automotive high flow air filter to ensure efficient combustion and unhindered burner components operation.

L. Enclosure: The plastic and sheet metal enclosure shall be fully removable, allowing for easy access during servicing.

M. O2 sensor located in the Combustion Chamber: The boiler shall be equipped with an Oxygen sensor. The sensor shall be located in the boiler combustion chamber. Boilers without Oxygen sensor or boilers with an Oxygen sensor in the exhaust shall not be acceptable due to measurement estimation and performance accuracy.

1.10 CONTROLS
Refer to Division 23, Section “Instrumentation and Control of HVAC.”

The boiler shall have an integrated boiler control that provides contact closure for its associated accessories including but not limited to pump, valve and air inlet damper.
• The control shall have a 5 inch color touch screen display as well as six function buttons that are separate from the display. User shall have the ability to navigate the menus via touchscreen or navigation buttons. Controls not equipped with navigation button options shall not be permitted.
• The control shall be equipped with a multi-color linear LED light to indicate the level of firing and/or air/fuel valve position.
• The control shall display two temperatures using two dedicated three-digit seven-segment displays.
• The control shall offer an Enable/Disable toggle switch as well as two buttons for Testing and Resetting the Low Water Cutoff.

The Manager designated boiler control shall be capable of the following functions without the need for additional external controls:

• Sequence up to 16 boilers,
  • Control boiler pumps and/or modulating motorized valves,
• Building Automation: The control shall be able to communicate to Building Management Systems using RS485 and communicate using Modbus RTU protocol.

The control system shall be segregated into three components: Edge [i] Control Panel, Power, Panel and Input/Output Connection Box. The entire system shall be Underwriters Laboratories recognized

The control panel shall consist of seven individual circuit boards using surface-mount technology in a single enclosure. Each board shall be individually field replaceable. These circuit boards shall include:

• A microcontroller board with integrated 5 inch touchscreen color display providing the user interface.
• A 7-segment display board. This board includes two 3-digit 7-segment displays. These displays shall be used to view a variety of temperature sensor values and operating and startup function status.
• An Interface board connects the microcontroller board to internal components using ribbon cables.
• An electric low-water cutoff board connects to the test and manual reset functions on the microcontroller board.
• A power supply board is designed to provide the different DC voltages to the rest of the boards. It also acts as voltage regulator and reduce power noise.
• An ignition and combustion board. This board controls the air/fuel valve and Safety Shutoff Valve, flame status and ignition transformer
• A connector board used to connect all external electrical connection.

Control settings transfer using USB: The control shall simplify and significantly lessen startup and boiler setting time by being able to use a USB flash drive to copy settings
from one boiler to another boiler. Installers shall use successfully preconfigured boiler settings in their portfolio to newly installed boilers.

Combustion calibration: The control shall offer at least 5 calibration points. The use of less than 5 calibration points is not permitted to improve overall system efficiency under all firing rates. Each combustion calibration point shall operate with 5 to 7% O2 levels to improve operating efficiency. Deviating away from these values shall not be acceptable.

Unit and Plant Status: The control shall provide a quick view of the unit status and plant status. The unit status screen shall provide temperature setpoint, all water inlet and outlet and supply air and exhaust temperature sensors’ values. It shall also provide unit current and target firing rates. Additional screens shall display unit run hours, cycle count and average cycles per hour. The plant status screens shall provide plant temperature setpoint, plant water supply and return temperatures, outdoor temperature. Additionally, a status screen shall show the boiler status of each plant unit, plant firing rate.

Unit and Plant event history: The manager control shall display the last 500 historical events per plant or 200 historical events for single unit installations.

Software update: The control shall be capable of field software updates without a need for hardware component(s) replacement. This shall be performed either using software on a USB flash drive or via Internet connection. The software update mechanism shall be performed by a trained technician. The software update menus shall be secured using a password level. After the software update, the control shall retain all of its prior field settings.

Copy settings from one boiler to the other: To significantly reduce installation time by reducing long repetitive work, the control shall have the capability of saving its settings to a USB flash drive. In addition, the control shall have the ability of copying new settings from a flash drive.

The controls shall annunciate boiler and sensor status and include extensive self-diagnostic capabilities.

The control panel shall incorporate three self-governing features designed to enhance operation in external control modes. When operating by an external control signal, the control panel can work to eliminate nuisance faults, such as over-temperature, resulting from improper external signal or loss of external signal. These features include:

- Setpoint High Limit: Setpoint high limit allows for a selectable maximum boiler outlet temperature and acts as temperature limiting governor. Setpoint limit is based on a PID function that automatically limits firing rate to maintain outlet
temperature within a 0 to 10 degree selectable band from the desired
maximum boiler outlet temperature.

- Setpoint Low Limit: Allow for a selectable minimum operating temperature.
- Failsafe Mode: Failsafe mode allows the boiler to switch its mode to operate
  from an internal setpoint if its external control signal is lost, rather than shut off.
  This is a selectable mode, enabling the control can to shut off the unit upon loss
  of external signal, if so desired.

The boiler control system shall incorporate the following additional features for
enhanced external system interface:

- System start temperature feature
- Pump delay timer
- Remote interlock circuit
- Delayed interlock circuit
- Delta-T Limiter
- Freeze protection
- Fault relay for remote fault alarm
- Warm-weather shutdown
- The control shall offer multi-level user security access using different passwords.
  For additional security, the passwords shall expire if control display was not
  touched for an extended period 30 minutes.

Each boiler shall include an electric, single-seated combination safety shutoff
valve/regulator with proof of closure switch in its gas train. Each boiler shall incorporate
dual over-temperature protection with manual reset, in accordance with ASME Section
IV and CSD 1.

Each boiler shall utilize a low cost reliable automotive O₂ sensor that measures and
monitors the oxygen content of the exhaust gases. The system shall adjust the blower
speed to maintain optimal air-fuel ratios in the event of air inlet temperature changes.
The system shall have the following capabilities:

The system shall provide warnings or alerts in the following cases:

- O₂ percentage out of range
- When O₂ sensor has fallen out of calibration

Output of O₂ information shall be displayed on the Edge [i] control panel.

The O₂ sensor shall be installed through the unit’s burner plate and measure the oxygen
content directly within the unit’s combustion chamber.

Boilers without an equivalent O₂ sensing system will be deemed unacceptable. Due to
the moisture content of flue gases from condensing boilers, placing the O₂ sensor in the
exhaust manifold or stack will be deemed unacceptable.
Each boiler shall be onAER ready with a standard Ethernet port and include a 5 year onAER subscription at no additional charge. AERCO’s onAER service grants the user online access to real time operation and status of their system plant from any computer, tablet or mobile device along with the following capabilities:

- Efficiency status and trends
- O2 levels
- Efficiency and performance optimization tips
- Preventative Maintenance alerts and scheduling
- Predictive Maintenance algorithms.
- Warning and error messages
- Weekly or monthly performance and status reports
- Manage multiple boiler plants or buildings
- Customizable dashboard
- Add email contacts for alerts and reports, including local AERCO trained technicians
- Manage and store startup, maintenance and service documentation

The boiler manufacturer shall be able to provide a network hub or a network switch to connect up 16 boilers to an online network.

Each boiler shall have integrated Boiler Sequencing Technology (BST), capable of multi-unit sequencing with lead-lag functionality and parallel operation. The system will incorporate the following capabilities:

- Efficiently sequence 2 to 16 units on the same system to meet load requirement.

Integrated control and wiring for seamless installation of optional isolation valve. When valves are utilized, the system shall operate one motorized valve per unit as an element of load sequencing. Valves shall close with decreased load as units turn off, with all opening under no-load conditions.

Automatically rotate lead/lag amongst the units on the chain and monitor run hours per unit and balance load in an effort to equalize run hours among active units.

Option to manually designate lead and last boiler

Designated manager control, used to display and adjust key system parameters.

Automatic bump-less transfer of manager function to next unit on the chain in case of designated manager unit failure; manager/client status should be shown on the individual unit displays.
For boiler plants greater than 16 units, the Boiler Manufacturer shall supply as part of the boiler package a completely integrated AERCO Control System (ACS) to control all operation and energy input of the multiple boiler heating plant. The ACS shall be comprised of a microprocessor based control utilizing the MODBUS protocol to communicate with the Boilers via the RS-485 port. One ACS controller shall have the ability to operate up to 32 AERCO boilers.

The controller shall have the ability to vary the firing rate and energy input of each individual boiler throughout its full modulating range to maximize the condensing capability and thermal efficiency output of the entire heating plant. The ACS shall control the boiler outlet header temperature within ±2°F. The controller shall be a PID type controller and uses Ramp Up/Ramp Down control algorithm for accurate temperature control with excellent variable load response. The ACS controller shall provide contact closure for auxiliary equipment such as system pumps and combustion air inlet dampers based upon outdoor air temperature.

The ACS shall have the following anti-cycling features:

- Manual designation of lead boiler and last boiler.
- Lead boiler rotation at user-specified time interval.
- Delay the firing/shutting down of boilers when header temperature within a predefined deadband.

When set on Internal Setpoint Mode, temperature control setpoint on the ACS shall be fully field adjustable from 50°F to 190°F in operation. When set on Indoor/Outdoor Reset Mode, the ACS will operate on an adjustable inverse ratio in response to outdoor temperature to control the main header temperature. Reset ratio shall be fully field adjustable from 0.3 to 3.0 in operation. When set on 4ma to 20ma Temperature Control Mode, the ACS will operate the plant to vary header temperature setpoint linearly as an externally applied 4-20 ma signal is supplied.

When set on MODBUS Temperature Control Mode, the ACS will operate the plant to vary header temperature setpoint as an external communication utilizing the MODBUS protocol is supplied via the RS-232 port. The ACS controller shall have a vacuum fluorescent display for monitoring of all sensors and interlocks. Non-volatile memory backup of all control parameters shall be internally provided as standard. The controller will automatically balance the sequence of operating time on each boiler by a first-on first-off mode and provide for setback and remote alarm contacts. Connection between central ACS system and individual boilers shall be twisted pair low voltage wiring, with the boilers ‘daisy-chained’ for ease of installation.

1.11 ELECTRICAL POWER
Controllers, Electrical Devices and Wiring: Electrical devices and connections are specified in Division 26 sections.

Single-Point Field Power Connection: Factory-installed and factory-wired switches, motor controllers, transformers and other electrical devices shall provide a single-point field power connection to the boiler.

Electrical Characteristics:

<table>
<thead>
<tr>
<th>Electrical Specifications</th>
<th>BMK750-2000</th>
<th>BMK2500-3000 &amp; 5000-6000</th>
<th>BMK2500-6000</th>
<th>BMK5000-6000</th>
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<td>60 Hz</td>
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<td>13-16 Amps</td>
<td>10-30 Amps</td>
<td>5-12 Amps</td>
<td>8 Amps</td>
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</table>

1.12 VENTING

The exhaust vent must be UL listed for use with Category II, III and IV appliances and compatible with operating temperatures up to 230°F, condensing flue gas service. UL listed vents of Polypropylene and Al 29-4C stainless steel must be used with boilers.

- PVC/CPVC is approved for use with BMK750-1000 models

The minimum exhaust vent duct size for each boiler is six-inch (BMK750-1500), 8-inch (BMK2000-3000), 12 inch (BMK4000-5000N) diameter or 12-inch (BMK5000-6000) diameter.

Combustion-Air Intake: Boilers shall be capable of drawing combustion air from the outdoors via a metal or PVC duct connected between the boiler and the outdoors.

The minimum ducted combustion air duct size for each boiler is six-inch (BMK750-1500), 8-inch (BMK2000-3000), 10 inch (BMK4000-5000N) diameter or 12-inch (BMK5000-6000) diameter.

Common vent and common combustion air must be an available option for boiler installation. Consult manufacturer for common vent and combustion air sizing.

Follow guidelines specified in manufacturer’s venting guide.

1.13 SOURCE QUALITY CONTROL
Burner and Hydrostatic Test: Factory adjust burner to eliminate excess oxygen, carbon dioxide, oxides of nitrogen emissions and carbon monoxide in flue gas, and to achieve combustion efficiency. Perform hydrostatic testing.

Test and inspect factory-assembled boilers, before shipping, according to ASME Boiler and Pressure Vessel Code.

If boilers are not factory assembled and fire-tested, the local vendor is responsible for all field assembly and testing.

Allow Owner access to source quality-control testing of boilers. Notify Architect fourteen days in advance of testing.

1.14 EXECUTION

1.15 EXAMINATION

A. Before boiler installation examine roughing-in for concrete equipment bases, anchor-bolt sizes and locations and piping and electrical connections to verify actual locations, sizes and other conditions affecting boiler performance, maintenance and operations.

Final boiler locations indicated on Drawings are approximate. Determine exact locations before roughing-in for piping and electrical connections.

Examine mechanical spaces for suitable conditions where boilers will be installed.

Proceed with installation only after unsatisfactory conditions have been corrected.

1.16 BOILER INSTALLATION

Install boilers level on concrete bases. Concrete base is specified in Division 23 Section "Common Work Results for HVAC," and concrete materials and installation requirements are specified in Division 03.

Install gas-fired boilers according to NFPA 54.
Assemble and install boiler trim.

Install electrical devices furnished with boiler but not specified to be factory mounted.

Install control wiring to field-mounted electrical devices.

1.17 CONNECTIONS

Piping installation requirements are specified in other Division 23 sections. Drawings indicate general arrangement of piping, fittings and specialties.
Install piping adjacent to boiler to permit service and maintenance.

Install piping from equipment drain connection to nearest floor drain. Piping shall be at least full size of connection. Provide an isolation valve if required.

Connect gas piping to boiler gas-train inlet with unions. Piping shall be at least full size of gas train connection. Provide a reducer if required.

Connect hot-water piping to supply and return boiler tappings with shutoff valve and union or flange at each connection.

Install piping from safety relief valves to nearest floor drain.

Boiler Venting
  • Install flue venting kit and combustion-air intake.

Connect venting full size to boiler connections. [Comply with requirements in Division 23 Section "Breechings, Chimneys and Stacks."]

Ground equipment according to Division 26 Section "Grounding and Bonding for Electrical Systems."

Connect wiring according to Division 26 Section "Low-Voltage Electrical Power Conductors and Cables."

1.18 FIELD QUALITY CONTROL

A. Perform tests and inspections and prepare test reports.
Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies and equipment installations, including connections, and to assist in testing.

B. Tests and Inspections
  • Perform installation and startup checks according to manufacturer's written instructions.
  • Perform hydrostatic test. Repair leaks and retest until no leaks exist.
  • Start units to confirm proper motor rotation and unit operation. Adjust air-fuel ratio and combustion.
  • Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
    a. Check and adjust initial operating set points and high- and low-limit safety set points of fuel supply, water level and water temperature.
b. Set field-adjustable switches and circuit-breaker trip ranges as indicated.

C. Remove and replace malfunctioning units and retest as specified above.

D. Occupancy Adjustments: When requested within 2 months of date of Substantial Completion, provide on-site assistance adjusting system to suit actual occupied conditions. Provide up to two visits to Project during other than normal occupancy hours for this purpose.

E. Performance Tests:

The boiler manufacturer is expected to provide partial load thermal efficiency curves. These thermal efficiency curves must include at least three separate curves at various BTU input levels. If these curves are not available, it is the responsibility of the boiler manufacturer to complete the following performance tests:

- Engage a factory-authorized service representative to inspect component assemblies and equipment installations, including connections, and to conduct performance testing.
- Boilers shall comply with performance requirements indicated, as determined by field performance tests. Adjust, modify, or replace equipment to comply.
- Perform field performance tests to determine capacity and efficiency of boilers.
  a. Test for full capacity.
  b. Test for boiler efficiency at [low fire, 20, 40, 60, 80, 100, 80, 60, 40 and 20] percent of full capacity. Determine efficiency at each test point.

- Repeat tests until results comply with requirements indicated.
- Provide analysis equipment required to determine performance.
- Provide temporary equipment and system modifications necessary to dissipate the heat produced during tests if building systems are not adequate.
- Notify Architect in advance of test dates.
- Document test results in a report and submit to Architect.
<table>
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<tr>
<th>Qty</th>
<th>Description &amp; Tag</th>
<th>Wt (lbs)</th>
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<td>Aerco Benchmark Model BMK1000 Modulating Condensing Boiler w/ CSD-1 - 1000MBH Input / 960MBH Max Output</td>
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<td></td>
<td>Boiler Turndown with 3in flg water connections 6in vent size 1 in gas connection Aerco Boilers require start up by factory trained and authorized start up contractor. Failure to complete start up as required by manufacturer may negatively affect operation of equipment and will void factory warranty.</td>
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<tr>
<td>1</td>
<td>Aerco BST Outdoor Air Sensor Kit</td>
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<td>1</td>
<td>Aerco OnBoard BST Header Sensor Kit</td>
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<td>1</td>
<td>BK1 Industries - Model BKJ-2000 Condensate Neutralizer - Up to 2000MBH</td>
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<td>Tag: BP-2</td>
<td>B&amp;G Std. Pump e-90 2AAB, (e9012S), 4.25&quot; Imp, BF, 0.5 HP, 115/208-230/1/60, 1725 RPM, 56J, 65 GPM, 15 TDH</td>
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<td>B&amp;G CB-2S FSWT Lead-Free Circuit Setter</td>
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<td>1</td>
<td>B&amp;G CB-3F Circuit Setter 3 IN. Flange</td>
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</table>

Note: Please note BP-1 is to add a pump and circuit setter to the existing system converting the heating system into a primary secondary system which will provide you with additional system control.
Technical Data Sheet

Benchmark 750-6000 with Edge Controller
High Efficiency Boilers

The AERCO Benchmark® (BMK) Water Boiler is designed for condensing application in any closed loop hydronic system. It delivers unmatched burner modulation to match energy input directly to fluctuating system. No other product packs as much capacity into such a small footprint that fits through a standard door and can be transported in a freight elevator.

Energy Efficient

To minimize emissions, the BMK Series is fitted with a low NOx burner whose emissions will meet the most stringent NOx and CO requirements. The fully modulating burner also maintains AERCO standards for energy efficiency, longevity, reliability and construction quality.

The BMK Series comes standard with AERCO’s Patent Pending, Oxygen Level [O2] monitoring system. This monitoring system, designed to display the O2 level directly on the unit in real time, can also be remotely monitored via Modbus giving the customer the ability to measure the emissions level and fuel economy of the boiler without traditional combustion calibration devices.

Application and Plant Design

The BMK boilers can be used as an individual unit or in modular arrangements and offers selectable modes of operation. In addition to controlling the boiler according to a constant set point, indoor/outdoor reset schedule or 4-20mA signal, one or more units can be integrated via Modbus communications protocol. For boiler plants ranging from 2-16 boilers, the AERCO Edge* built-in Boiler Sequencing Technology [BST]* can be utilized. The Benchmark can be easily integrated with a facility-wide Energy Management or Building Automation System.

Features

- Natural gas, propane, or dual fuel [model dependent]
- 20:1 turndown ratio [5%] depending on capacity
- Integrated O2 monitoring and alert for critical conditions
- 439 stainless steel fire tube heat exchanger
- Capable of variable primary flow installations
- NOx emissions capable of 9PPM or less @ all firing rates *depending on capacity
- Compact footprint, light weight, freight elevator friendly
- Ducted combustion air capable
- Easy open access for service
- Acceptable vent materials AL29-4C, Polypropylene, PVC, cPVC [model dependent]
- Reliable quiet operation
- Optional gas train with VPS (Value Proving System) for BMK Platinum 4000/5000/6000

Edge II

- Precise temperature control
- On-board Boiler Sequencing Technology [BST]
- Controls options: constant setpoint, indoor/outdoor reset, remote setpoint, 4-20mA signal or ModBus
## Specifications

<table>
<thead>
<tr>
<th>BMK</th>
<th>750</th>
<th>1000</th>
<th>1500</th>
<th>2000</th>
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<td>15:1(7%)</td>
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<td><strong>Vent/Air Intake Connections</strong></td>
<td>6 Inch</td>
<td>8 Inch</td>
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<td>12 Inch</td>
<td>12 Inch</td>
<td>12 Inch</td>
<td>12 Inch</td>
<td>12 Inch</td>
</tr>
<tr>
<td><strong>Vent Materials</strong></td>
<td>AL29-4C Polypropy, CPVC, PVC</td>
<td>AL29-4C Polypropy</td>
<td>AL29-4C Polypropy</td>
<td>AL29-4C Polypropy</td>
<td>AL29-4C Polypropy</td>
<td>AL29-4C Polypropy</td>
<td>AL29-4C Polypropy</td>
<td>AL29-4C Polypropy</td>
<td>AL29-4C Polypropy</td>
<td>AL29-4C Polypropy</td>
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<tr>
<td><strong>Type of Gas</strong></td>
<td>Natural Gas, Propane</td>
<td>Natural Gas, Propane, Dual Fuel, Natural Gas,</td>
<td>Natural Gas, Dual Fuel</td>
<td>Natural Gas, Dual Fuel</td>
<td>Natural Gas, Dual Fuel</td>
<td>Natural Gas, Dual Fuel</td>
<td>Natural Gas, Dual Fuel</td>
<td>Natural Gas, Dual Fuel</td>
<td>Natural Gas, Dual Fuel</td>
<td>Natural Gas, Dual Fuel</td>
</tr>
<tr>
<td><strong>NOx Emissions &lt;9ppm Capability</strong></td>
<td>✓</td>
<td>✓</td>
<td>&lt;13 ppm</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Temp. Control Range</strong></td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
<td>50°F to 190°F</td>
</tr>
<tr>
<td><strong>Ambient Temp. Range</strong></td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
<td>0°F to 100°F</td>
</tr>
<tr>
<td><strong>Standard Listings &amp; Approvals</strong></td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
<td>UL, CUL, CSD-1 ASME</td>
</tr>
<tr>
<td><strong>Gas Train Operations</strong></td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
<td>FM Compliant or Factory Installed DBB (IRI)</td>
</tr>
<tr>
<td><strong>Sound Rating dBA</strong></td>
<td>65</td>
<td>65</td>
<td>70</td>
<td>70</td>
<td>72</td>
<td>72</td>
<td>75</td>
<td>75</td>
<td>80</td>
<td>80</td>
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<tr>
<td><strong>Weight [dry] lbs.</strong></td>
<td>650</td>
<td>700</td>
<td>1406</td>
<td>1500</td>
<td>2000</td>
<td>2700</td>
<td>2200</td>
<td>2200</td>
<td>2200</td>
<td>2200</td>
</tr>
<tr>
<td><strong>Shipping Weight lbs.</strong></td>
<td>862</td>
<td>900</td>
<td>1606</td>
<td>1700</td>
<td>2200</td>
<td>2900</td>
<td>2400</td>
<td>2400</td>
<td>2400</td>
<td>2400</td>
</tr>
</tbody>
</table>

1. Values are for natural gas FM compliant gas trains only. See Benchmark Gas Components & Supply Design Guide GF-2030 for propane, DBB & dual fuel gas train minimum gas pressure requirements.
2. See Benchmark Electrical Power Guide GF-2060 for Service Disconnect Switch amperage requirements.
3. BMK5000/6000 operating at standard gas pressure (>14" W.C.) can achieve 9 ppm NOx.
4. BMK5000/6000 low gas pressure option is available as a different style number. It operates between 4" and 10" of gas pressure.
### Ratings

<table>
<thead>
<tr>
<th>BMK</th>
<th>Min Input MBH</th>
<th>Max Input MBH</th>
<th>Max Output MBH</th>
<th>Efficiency Range</th>
<th>Thermal Efficiency 80° to 180°F</th>
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</thead>
<tbody>
<tr>
<td>750</td>
<td>50</td>
<td>750</td>
<td>653-720</td>
<td>87%-98%</td>
<td>95.6%</td>
</tr>
<tr>
<td>1000</td>
<td>50</td>
<td>1000</td>
<td>870-960</td>
<td>87%-98%</td>
<td>96.8%</td>
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<tr>
<td>1500</td>
<td>75</td>
<td>1500</td>
<td>1305-1440</td>
<td>87%-98%</td>
<td>94.6%</td>
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<tr>
<td>2000</td>
<td>100</td>
<td>2000</td>
<td>1740-1920</td>
<td>87%-98%</td>
<td>94.6%</td>
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<tr>
<td>2500</td>
<td>167</td>
<td>2500</td>
<td>2175-2400</td>
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<td>92.5%</td>
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<tr>
<td>3000</td>
<td>200</td>
<td>3000</td>
<td>2610-2880</td>
<td>87%-98%</td>
<td>94.6%</td>
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<tr>
<td>4000</td>
<td>267</td>
<td>4000</td>
<td>3480-3840</td>
<td>87%-98%</td>
<td>94.1%</td>
</tr>
<tr>
<td>5000</td>
<td>250</td>
<td>4990</td>
<td>4341-4790</td>
<td>87%-98%</td>
<td>93.8%</td>
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<tr>
<td>6000</td>
<td>400</td>
<td>6000</td>
<td>5220-5760</td>
<td>87%-98%</td>
<td>94.5%</td>
</tr>
</tbody>
</table>

Max output dependent upon application – see efficiency curves.

### Dimensions

**750-4000**

Dim: Inches

**BMK Models**

<table>
<thead>
<tr>
<th>Width A</th>
<th>Depth B</th>
<th>Height C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
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<td>750</td>
<td>20&quot;</td>
<td>24.5&quot;</td>
<td>76&quot;</td>
<td>34&quot;</td>
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<td>9.6&quot;</td>
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<td>21&quot;</td>
<td>17.1&quot;</td>
<td>4.5&quot;</td>
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<tr>
<td>1000</td>
<td>28&quot;</td>
<td>25&quot;</td>
<td>78&quot;</td>
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<td>43.5&quot;</td>
<td>78&quot;</td>
<td>58.4&quot;</td>
<td>6.6&quot;</td>
<td>11.5&quot;</td>
<td>57.9&quot;</td>
<td>18&quot;</td>
<td>42&quot;</td>
<td>8.9&quot;</td>
<td>4.4&quot;</td>
</tr>
<tr>
<td>2000</td>
<td>28&quot;</td>
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<td>78&quot;</td>
<td>58.4&quot;</td>
<td>7&quot;</td>
<td>11.5&quot;</td>
<td>57.9&quot;</td>
<td>18&quot;</td>
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<tr>
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<td>78&quot;</td>
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<td>5.6&quot;</td>
<td>11.5&quot;</td>
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<td>18&quot;</td>
<td>42&quot;</td>
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<td>78&quot;</td>
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<td>57.9&quot;</td>
<td>18&quot;</td>
<td>42&quot;</td>
<td>6.4&quot;</td>
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<td>63.5&quot;</td>
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<td>5.5&quot;</td>
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<tr>
<td>5000N</td>
<td>34&quot;</td>
<td>63.5&quot;</td>
<td>78.2&quot;</td>
<td>80.6&quot;</td>
<td>6&quot;</td>
<td>12.4&quot;</td>
<td>56&quot;</td>
<td>21.4&quot;</td>
<td>44.4&quot;</td>
<td>9&quot;</td>
<td>5.5&quot;</td>
</tr>
</tbody>
</table>
PROPOSAL LETTER
PROPOSAL

Date: September 1, 2020
To: Emmet County
Attn: Angela Carney, Purchasing Department
From: Don Phillon
Project: Pellston Regional Airport
        Hot Water Boiler
        RFQ#EC-08-12-2020

Estimate No.: PM-20-107

JEG proposes to perform the scope of work described below for the subject project.

BASE BID TOTAL $54,570.00

Breakout:
Service (subcontractors) $4,742.00
Equipment $32,670.00
Warranty $1,000.00
Labor $7,300.00
Material $8,558.00
Permits $300.00

JEG's scope of work includes the following:

1. Per industry standards and RFQ #EC-08-12-2020
2. HVAC:
   a. Labor, material, tools and equipment to remove one (1) existing Aerco Benchmark 1000 water boiler
   b. Labor, materials, tools and equipment provide and install one (1) new AERCO Benchmark BMK 1000 Modulating Condensing Boiler w/CSD-1 with Edge Controller (serial number not available until after purchase). Work includes the following:
      i. Re-pipe both boilers making the system a true primary/secondary system by adding boiler pumps on both boilers
      ii. Repairing gas pipe and connecting to existing chimney

As an equal opportunity employer
EST 100302(4/01/2016)

SafetY • qualitY • inTerGrity • service
iii. Job to be completed in two (2) days, and boiler to be operational within eight (8) hours of completion of installation
iv. Adherence to Master Specification as written in Section B, 235216
v. 1000MBH Input / 960MBH Max Output
vi. 120/1/60 20:1 Boiler turndown with 3 inch flg water connections 6 in vent size 1 in gas connections
vii. Aero Edge BST Header Sensor Kit
viii. Aero BST Outdoor Air Sensor Kit
ix. BK1 Industries Model BK1-2000 Condensate Neutralizer – Up to 2000 MBH
x. B&G Pumps
xi. Aero Communication Gateway for boiler controller interface with building management system (Bacnet/Metasys N2)
xii. Insulation of piping installed for new boiler
xiii. Installing emergency stop for boiler replacement as per code
xiv. Boiler, mechanical and electrical (pulled by electrician) permits
xv. CSD-1 inspection completed upon installation
c. Standard labor hours
d. Insurance as required in Section E, naming Emmet County as a certificate holder along with sections 1-6 of Section E
e. Bid bond as required in Section F
f. Performance Bond as required in Section F
g. Testing per specifications 1.18. Start-up of boiler to be completed by Aerco
h. One-year warranty on labor, ten-year limited warranty on heat exchanger as stated in specification section 1.6
i. JEG's scope of work excludes the following:

1. Glycol if needed
2. Water treatment (provided by owner)
3. Test and balance of existing air handlers
4. Premium time labor
5. Fire Protection
6. Asphalt cutting and repair
7. Concrete work / pads/cutting
8. Seismic restraints
9. Water or sewer assessment or fees
10. Gas services, meter or fees
11. Temporary services or fees / heating & cooling
12. Architectural cut and patch of floors, walls, ceilings, and roofs
13. Hazardous material identification, testing, abatement or disposal
14. Undisclosed site conditions
15. All other work not specifically included above
16. Painting

Clarifications:
1. All isolation valves are assumed to be in good working order. Any repairs or replacements will be performed at current time and material rates.
2. It is not expected that the County will need to provide and items or services beyond the normal assurance of availability of work site accessibility, parking and unloading area and restrooms.
3. JEG certifies that neither it or any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Contractor are an "Iran Linked Business as stated in RQF.
4. Owner training to be completed upon project turn-over. Certified Technician to work with County’s designated employees to ensure knowledge of equipment, working conditions and maintenance.
5. Resumes of all key project personnel are attached
6. Licenses and evidence of ability to conduct business in Michigan are attached
7. List of similar projects is attached

Standard John E. Green Company payment terms are Net (30) days. Credit card payments must receive prior approval and are subject to additional fees, which are in addition to the above proposal.

This proposal remains firm for (30) calendar days.

John E. Green Company reserves the right to perform a final review of the contract for the subject project. This proposal is subject to that final review and agreement on revisions of the contract terms requested by John E. Green Company.

Thank you for your consideration. Please contact us if you have any questions regarding this proposal.
BID SECURITY BOND
THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we
John E. Green Company
220 Victor Avenue, Highland Park, Michigan 48203-3116
as Principal, hereinafter called the Principal, and
Liberty Mutual Insurance Company
175 Berkeley Street, Boston, Massachusetts 02116
a corporation duly organized under the laws of the State of Massachusetts
as Surety, hereinafter called the Surety, are held and firmly bound unto
Emmet County
200 Division Street, Suite G-70, Petoskey, MI 49770
as Obligee, hereinafter called the Obligee, in the sum of
Five Percent of Accompanying Bid
Dollars (5% of Bid ),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

WHEREAS, the Principal has submitted a bid for
Pellston Regional Airport Hot Water Boiler - RFQ # EC-08-12-2020

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding
or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty
hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract
with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain
in full force and effect.

Signed and sealed this 1st day of September, 2020

John E. Green Company
Principal
(Signature) (Seal)

Michael J. Green, President
Liberty Mutual Insurance Company
(Signature) (Seal)

Holly Nichols
Attorney-In-Fact
(Titile)
This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8196083-013068

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That the Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Nicholas Ashburn, Anne Barick, Robert D. Heuer, Paul M. Hurley, Michael D. Lechner, Mark Madden, Richard S. McGregor, Holly Nichols, Jason Rogers, all of the city of Troy, state of MI, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed hereunto this 30th day of November, 2018.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By:
David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY

On this 30th day of November, 2018 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

Teresa Pastella, Notary Public
COMMONWEALTH OF PENNSYLVANIA

By:
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Any officer of the Company authorized for that purpose in writing by the chairman or the President, and subject to such limitations as the chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, whenever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 1st day of September, 2020.

Renee C. Llewellyn, Assistant Secretary
REFERENCES
Great Lakes Center of Performing Arts
Trane 150 ton chiller
Brad Kranig-Senior Project Manager, Christman Company 231 758-0061

Bay Harbor Company
Delta Cooling Tower
Mike White-Maintenance Director, Bay Harbor Company 231-439-2518

McLaren Northern Michigan
Trane chiller
Greg Potter-Maintenance Director, McLaren Northern Michigan 231 373-6101

Trane Commercial Systems and Services
Trane uses JEG for all chiller installs from Traverse City North
Matt Bloem-Project Manager 616 813-7261
LICENSES
PETER GREEN
220 VICTOR AVE
HIGHLAND PARK, MI 48203

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Plumbing Contractor License

License No.: 8001578
Expiration Date: 04/30/2023

This document is only issued under the laws of the State of Michigan.
Certified Test & Balance Company
designation awarded to:

Integrity Test & Balance Inc.

for successfully meeting all requirements for certification as set forth in the NBC Certification Standards in the field of commercial HVAC air and hydronic testing and balancing,

Certified Since
June 24, 2006

as administered and recognized by the

National Balancing Council

Expires: 8/6/2018

NBC Certification #103658

Rob Falke, President
Certified Test & Balance Supervisor
designation awarded to:

Kevin P. Keikkila

for successful completion of all required coursework and examinations
in the field of commercial HVAC air and hydronic testing and balancing, and project management.

Certified Since
June 24, 2006

as administered and recognized by the

National Balancing Council

Expires: 8/6/2018

NBC Certification #105

Rob Falke, President
STATE OF MICHIGAN
VALIDITY
This is to Certify That

JOHN E. GREEN COMPANY

was validly incorporated on February 28, 1934 as a Michigan DOMESTIC PROFIT CORPORATION, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1972 PA 264 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to transact business and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 6th day of November, 2019.

Julia Dale, Director
Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission
Certificate Number: 19116630320

Verify this certificate at: URL to eCertificate Verification Search http://www.michigan.gov/corpperfectcertificate.
RESUMES
DON PHILON

PROJECT ROLE
Branch Manager, Mechanical Area Manager/Superintendent

Don has 31 years of experience in the mechanical industry. His experiences include, design, installation, monitor and assign field labor force, mechanical project management, and mechanical project estimating.

PROJECT EXPERIENCE
Odawa Casino, Petoskey, Michigan
Northern MI Regional Hospital, Petoskey, Michigan
Little River Casino, Manistee, Michigan
Northwestern Michigan College, Traverse City, Michigan
Charlevoix County Building, Petoskey, Michigan
Charlevoix East Park, Traverse City, Michigan
Weyerhaeuser NR Company, Grayling, Michigan
Kalkaska Public Schools, Kalkaska, Michigan
William Beaumont Hospital, Royal Oak, Michigan
Munson Medical Center, Traverse City, Michigan
Gaylord Community Schools, Gaylord, Michigan
Traverse City Public Schools, Traverse City, Michigan
St. Mary's Cement Plant, Charlevoix, Michigan
Houghton Lakes Community School, Houghton Lakes, Michigan
Burns Clinic, Petoskey, Michigan
Ford Wixom, Wixom, Michigan
Pontiac East Truck & Bus, Pontiac, Michigan
Ford Brownstown, Brownstown, Michigan
Fifth Third Bank – Gaylord, Gaylord, Michigan
Cooper Standard, Gaylord, Michigan

INDUSTRY/TRADE EXPERIENCE
2015 Present Branch Manager
2004 – Present Mechanical Area Manager and Estimator
1991 – 2004 Foreman
1996 – Present Pipe Fitters Local 85/636
1986 - 1991 Pipe Fitter Apprentice

EDUCATION
High School Graduate
Ferris State University courses
Plumbing License
Welding Certification
NORIS (MAC) MCADAMS

PROJECT ROLE
Foreman

Mac has 17 years of experience in the mechanical industry. His experiences include laborer, installation, supervision and assignment of field labor force and mechanical field management.

PROJECT EXPERIENCE
Charlevoix Area Hospital, Charlevoix, Michigan
Great Lakes Center for the Arts, Bay Harbor, Michigan
Houghton Lakes Community Schools, Houghton Lake, Michigan
Gaylord Community Schools, Gaylord, Michigan
Northwestern Michigan College, Traverse City, Michigan
Traverse City Area Public Schools (T-Caps), Traverse City, Michigan
Harbor Springs Area Sewage Authority, Harbor Springs, Michigan
Riverview Terrace (Traverse City Housing Commission), Traverse City, Michigan
Traverse City Alternative High, Traverse City, Michigan
Munson Data Center, Traverse City, Michigan
Odawa Casino, Petoskey, Michigan
Tendercare, Suttons Bay, Michigan
Northwestern Michigan College (Maritime & Culinary), Traverse City, Michigan
Northwestern Michigan College (Health & Science), Traverse City, Michigan
Grand Traverse Academy School, Traverse City, Michigan
Boyne Falls Middle Schools, Boyne Falls, Michigan
The Inn @ Bay Harbor, Bay Harbor, Michigan
Maritime, Bay Harbor, Michigan
Friendship Center, Emmet County, Petoskey, Michigan

INDUSTRY/TRADE EXPERIENCE
2019 to present Area Manager
2000 to 2019 Foreman
1997-2002 Apprentice
Certified in Brazing
Certified in Medical Brazing
Mechanical Contractor License
Boiler Installation License
Master Plumbing License
Plumbing Contractor License
Cross-Connection Control Certification
Ariel Work Platforms Certification
Confined Space Certification
CPR & First Aid Certification
Member of Pipefitters Local 85

EDUCATION
High School Graduate
UA-MCDA – Foreman Training
Various classes at Northwestern Michigan College
TIMOTHY J. COEN

PROJECT ROLE

Service Manager
Service Technician (Foreman)

PROJECT EXPERIENCE

Northern Michigan Regional Hospital, Petoskey, MI
St. Mary's Cement Plant, Charlevoix, MI
Harbor Industries, Charlevoix, MI 49720
Cheboygan Memorial Hospital, Cheboygan, MI 49720
Grayling Mercy Hospital, Grayling, MI
Thunder Bay Health Clinic, Atlanta, MI

INDUSTRY/TRADE EXPERIENCE

2009 – Present Service Manager, John E Green Company
Twenty-six years Local 85
Twelve years with John E Green Company

EDUCATION

High School Graduate – 1976
Ferris State University, HVAC 1979
STEFAN J. COEN

PROJECT ROLE
Foreman
Fitter/Apprentice
EPA technician certification types I & II

PROJECT EXPERIENCE
St. Mary's Cement Plant
Harbor Springs Public Schools
TCAPS- various jobs
Grandvue Medical Care Center
Boulder Park Terrace Nursing Home
Inland Lakes Public Schools
Munson Healthcare Kalkaska
Munson Healthcare Charlevoix
Northwestern Michigan College
Bay Bluffs Medical Facility
East Jordan Public Schools
McLaren – Northern Michigan
Weyerhaeuser NR Company
Petoskey Public Schools
Charlevoix Public Schools
UAW
Bay Harbor Company
American Spoon Foods
Independence Village
Maintenance /Service Work

INDUSTRY/TRADE EXPERIENCE
2011 – Present  John E Green Company
Foreman
2012  Service Department – Temperature Control (internship)

EDUCATION
High School Graduate
Ferris State University – Associates of Science and HVACR Engineering Technology, obtained Bachelor’s Degree
CUT SHEETS
Technical Data Sheet

Benchmark 750-6000 with Edge Controller

High Efficiency Boilers

The AERCO Benchmark® (BMK) Water Boiler is designed for condensing application in any closed loop hydronic system. It delivers unmatched burner modulation to match energy input directly to fluctuating system. No other product packs as much capacity into such a small footprint that fits through a standard door and can be transported in a freight elevator.

Energy Efficient

To minimize emissions, the BMK Series is fitted with a low NOx burner whose emissions will meet the most stringent NOx and CO requirements. The fully modulating burner also maintains AERCO standards for energy efficiency, longevity, reliability and construction quality.

The BMK Series comes standard with AERCO's Patent Pending, Oxygen Level (O₂) monitoring system. This monitoring system, designed to display the O₂ level directly on the unit in real time, can also be remotely monitored via Modbus giving the customer the ability to measure the emissions level and fuel economy of the boiler without traditional combustion calibration devices.

Application and Plant Design

The BMK boilers can be used as an individual unit or in modular arrangements and offers selectable modes of operation. In addition to controlling the boiler according to a constant set point, indoor/outdoor reset schedule or 4-20mA signal, one or more units can be integrated via Modbus communications protocol. For boiler plants ranging from 2-16 boilers, the AERCO Edge® built-in Boiler Sequencing Technology (BST) can be utilized. The Benchmark can be easily integrated with a facility-wide Energy Management or Building Automation System.

Features

- Natural gas, propane, or dual fuel (model dependent)
- 200 turndown ratio (5%) depending on capacity
- Integrated O₂ monitoring and alert for critical conditions
- 439 stainless steel fire tube heat exchanger
- Capable of variable primary flow installations
- NOx emissions capable of 9PPM or less @ all firing rates *depending on capacity
- Compact footprint, light weight, freight elevator friendly
- Ducted combustion air capable
- Easy open access for service
- Acceptable vent materials AL29-4C, Polypropylene, PVC, cPVC (model dependent)
- Reliable quiet operation
- Optional gas train with VPS (Value Proving System) for BMK Platinum 4000/5000/6000

Edge II

- Precise temperature control
- On-board Boiler Sequencing Technology (BST)
- Controls options: constant setpoint, indoor/outdoor reset, remote setpoint, 4-20mA signal or ModBus

*See BST System technical data sheet for additional system details and capabilities.
# Specifications

<table>
<thead>
<tr>
<th>Boiler Category</th>
<th>ASME Sect IV</th>
<th>1500</th>
<th>2000</th>
<th>2500</th>
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<th>4000</th>
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<td>2&quot;</td>
<td>3&quot;</td>
<td>2 / 3&quot;</td>
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<td>Max. Gas Pressure</td>
<td>14&quot;</td>
<td>2psig/10psig</td>
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<td></td>
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<tr>
<td>Min. Gas Pressure</td>
<td>4&quot;</td>
<td>14 / 4 psig</td>
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<tr>
<td>Max. Allowed Working Pressure</td>
<td>160 PSIG</td>
<td>80PSIG/150 PSIG Optional</td>
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<td>Electrical Req. 120V/1PH/60Hz</td>
<td>13 FLA</td>
<td>16 FLA</td>
<td>N/A</td>
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<td></td>
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<tr>
<td>Electrical Req. 208V/3PH/60Hz</td>
<td>N/A</td>
<td>10 FLA</td>
<td>N/A</td>
<td>19 FLA</td>
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<td>Electrical Req. 460V/3PH/60Hz</td>
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<td>N/A</td>
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<tr>
<td>Electrical Req. 575V/3PH/60Hz</td>
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<td>N/A</td>
<td>N/A</td>
<td>7 FLA</td>
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<tr>
<td>Water Connect. [Flanged]</td>
<td>3&quot;</td>
<td>4&quot;</td>
<td>6&quot;</td>
<td>6&quot;</td>
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<tr>
<td>Min. Water Flow [GPM]</td>
<td>12</td>
<td>25</td>
<td>35</td>
<td>75</td>
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<td>Max. Water Flow [GPM]</td>
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<td>500</td>
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<td>Water Volume Gallons</td>
<td>16.25</td>
<td>14.25</td>
<td>44</td>
<td>40</td>
<td>58</td>
<td>55</td>
<td>75</td>
<td>110</td>
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<tr>
<td>Water Pressure Drop</td>
<td>3.0 PSIG @100 GPM</td>
<td>3.0 PSIG @170 GPM</td>
<td>3.0 PSIG @218 GPM</td>
<td>3.0 PSIG @261 GPM</td>
<td>5.0 PSIG @475 GPM</td>
<td>4.0 PSIG @500 GPM</td>
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<tr>
<td>Turndown Ratio</td>
<td>15:1 (7%)</td>
<td>20:1 (5%)</td>
<td>20:1 (5%)</td>
<td>15:1 (7%)</td>
<td>15:1 (7%)</td>
<td>15:1 (7%)</td>
<td>20:1 (7%)</td>
<td>15:1 (7%)</td>
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</tr>
<tr>
<td>Vent/Air Intake Connections</td>
<td>6 Inch</td>
<td>8 Inch</td>
<td>12 Inch Vent/10 Inch Air Intake</td>
<td>14 Inch Optional/12 Inch Flue Venting</td>
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<td></td>
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<td>Vent Materials</td>
<td>AL29-4C Polypropylene, CPVC, PVC</td>
<td>AL29-4C Polypropylene</td>
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<tr>
<td>Type of Gas</td>
<td>Natural Gas, Propane</td>
<td>Natural Gas, Propane, Dual Fuel, Natural Gas, Dual Fuel</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NOx Emissions &lt;9ppm Capability</td>
<td>✓</td>
<td>✓</td>
<td>&lt;1ppm</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<tr>
<td>Temp. Control Range</td>
<td>50°F to 90°F</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ambient Temp. Range</td>
<td>0°F to 130°F</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Standard Listings &amp; Approvals</td>
<td>UL, CUL, CSA, ASME</td>
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<td></td>
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<tr>
<td>Gas Train Operations</td>
<td>FM Compliant or Factory Installed DBB, IRI</td>
<td>FM Compliant or Factory Installed DBB, IRI, VPS (Value Proving System)</td>
<td>FM Compliant, VPS (Value Proving System)</td>
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<td></td>
<td></td>
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<tr>
<td>Sound Rating dBA</td>
<td>65</td>
<td>65</td>
<td>70</td>
<td>70</td>
<td>72</td>
<td>72</td>
<td>75</td>
<td>79</td>
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<tr>
<td>Weight (dry) lbs.</td>
<td>669</td>
<td>700</td>
<td>1406</td>
<td>1500</td>
<td>2,000</td>
<td>2,170</td>
<td>2,200</td>
<td>3,000</td>
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<tr>
<td>Shipping Weight lbs.</td>
<td>842</td>
<td>900</td>
<td>1606</td>
<td>1700</td>
<td>2,200</td>
<td>2,300</td>
<td>2,350</td>
<td>3,800</td>
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</table>

1. Values are for natural gas. FM compliant gas trains only. See Benchmark Gas Components & Supply Design Guide GF-2030 for propane. DBB & dual fuel gas train minimum gas pressure requirements.
2. See Benchmark Electrical Power Guide GF-2060 for Service Disconnect Switch amperage requirements.
3. BMK5000/6000 operating at standard gas pressure [14" W.C.] can achieve 9 ppm NOx.
4. BMK5000/6000 low gas pressure option is available as a different style number. It operates between 4" and 10" of gas pressure.
Ratings

<table>
<thead>
<tr>
<th>BMK</th>
<th>Min Input MBH</th>
<th>Max Input MBH</th>
<th>Max Output MBH</th>
<th>Efficiency Range</th>
<th>Thermal Efficiency 80 to 180 F</th>
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<tbody>
<tr>
<td>750</td>
<td>50</td>
<td>750</td>
<td>653-720</td>
<td>87%-98%</td>
<td>95.6%</td>
</tr>
<tr>
<td>1000</td>
<td>50</td>
<td>1000</td>
<td>870-960</td>
<td>87%-98%</td>
<td>96.8%</td>
</tr>
<tr>
<td>1500</td>
<td>75</td>
<td>1500</td>
<td>1305-1440</td>
<td>87%-98%</td>
<td>94.6%</td>
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<tr>
<td>2000</td>
<td>100</td>
<td>2000</td>
<td>1740-1920</td>
<td>87%-98%</td>
<td>94.6%</td>
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<tr>
<td>2500</td>
<td>167</td>
<td>2500</td>
<td>2175-2400</td>
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<tr>
<td>3000</td>
<td>200</td>
<td>3000</td>
<td>2610-2860</td>
<td>87%-98%</td>
<td>94.6%</td>
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<tr>
<td>4000</td>
<td>267</td>
<td>4000</td>
<td>3480-3840</td>
<td>87%-98%</td>
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<tr>
<td>5000N</td>
<td>250</td>
<td>4990</td>
<td>4341-4790</td>
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<tr>
<td>5000</td>
<td>400</td>
<td>5000</td>
<td>4350-4800</td>
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<td>93.9%</td>
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<td>6000</td>
<td>400</td>
<td>6000</td>
<td>5220-5760</td>
<td>87%-98%</td>
<td>94.5%</td>
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</table>

Max output dependent upon application – see efficiency curves

Dimensions
750-4000
Dim: Inches

<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>750</td>
<td>28&quot;</td>
<td>24.5&quot;</td>
<td>78&quot;</td>
<td>34&quot;</td>
<td>10.2&quot;</td>
<td>9.6&quot;</td>
<td>53&quot;</td>
<td>21&quot;</td>
<td>17.1&quot;</td>
<td>4.5&quot;</td>
<td>5.1&quot;</td>
<td>51.5&quot;</td>
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<td>1000</td>
<td>28&quot;</td>
<td>25&quot;</td>
<td>78&quot;</td>
<td>34&quot;</td>
<td>10.2&quot;</td>
<td>9.6&quot;</td>
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<td>21&quot;</td>
<td>17.1&quot;</td>
<td>4.5&quot;</td>
<td>5.1&quot;</td>
<td>51.5&quot;</td>
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<td>1500</td>
<td>28&quot;</td>
<td>43.6&quot;</td>
<td>78&quot;</td>
<td>58.4&quot;</td>
<td>6.6&quot;</td>
<td>11.5&quot;</td>
<td>57.8&quot;</td>
<td>18&quot;</td>
<td>42&quot;</td>
<td>8.9&quot;</td>
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<td>19.1&quot;</td>
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<td>68.4&quot;</td>
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<td>42&quot;</td>
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<td>21.4&quot;</td>
<td>44.4&quot;</td>
<td>9&quot;</td>
<td>5.5&quot;</td>
<td>28.7&quot;</td>
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</table>
1. Certification

I hereby state that I have read, understand, and become thoroughly familiar with and understand the terms and scope of work contained in the RFQ.

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have authority to submit this RFQ, which will become the basis for a binding contract if accepted by the County of Emmet.

I hereby state that this quote will remain valid for six (6) months from this certification date.

Signature: 

Print Name: Jame A. Rand

Title: Project Manager 

Date: 9/1/20

Company Name: Ballenger's Plumbing and Heating

Address: 2111 E. Mitchell Rd 

            Petoskey, MI 49770

Contact Name: Jim Rand

Contact Phone Numbers:

Office: 231-753-2110

Cell: 231-326-1010
J. RFQ Summary

From: Ballard Plumbing + Heating
Phone: 311-755-2110
Email: jrano@ballardsply.com

Purchase and Installation of One (1) AERCO Benchmark (BMK) Water Boiler with Edge Controller

<table>
<thead>
<tr>
<th>Description</th>
<th>Make/Model</th>
<th>Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) AERCO Benchmark (BMK) Water Boiler with Edge Controller</td>
<td>BMK-1000</td>
<td>$ 58,704.80</td>
</tr>
</tbody>
</table>

Total Bid Price Written in Words:

Fifty Eight Thousand Seven Hundred and Four Dollars

- Add $8,455.xx if PLM Bond is requested
- Add $1682.xx for AERCO Communication Gateway, this was not in specification.
Per our certification, Ballard’s Plumbing and Heating will install a new Aerco Benchmark boiler with pumps per the specifications. Al Towne is the contact at Ballard’s Plumbing and Heating and can be reached at 231-753-2110.

Once submittals on equipment have been approved, we will order the boiler, pumps and miscellaneous supplies. When equipment arrives onsite, we will coordinate with the airport to schedule the replacement.

We include electrical work, pipe insulation and disposal of old materials.

Our boiler license and mechanical license are attached.

We installed 6 Aerco boilers at North Central Michigan College. Ernst Rusche is Head of Maintenance and his number is 231-348-6624.

We installed 3 Aerco boilers at the Emmet County Building. Jeff Summers is Head of Maintenance and his number is 231-348-1750.

Test and balance of hydronic water flows is included. This will be done by a licensed, independent test and balance firm. Emmet County needs to provide a piping diagram with water flow rates.
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Boiler Installer License

ALAN TOWNE
PO BOX 259
PETOSKEY, MI 49770

License No. 315927 3B
Expiration Date: 12/31/2020

This document is duly issued under the laws of the State of Michigan.
JAMES A RAND
2111 E MITCHELL, PO BOX 259
PETOSKEY, MI 49770

Classifications:
1 - Hydronic & Cooling and Process Piping
2 - HVAC Equipment
3 - Ductwork
4 - Refrigeration
6 - Unlimited Heating Service
8 - Unlimited Refrigeration and Air Conditioning Services
9 - Fire Suppression

License No. 710830
Expiration Date: 08/31/2022

This document is duly issued under the laws of the State of Michigan.
CONTRACTOR:
Name, legal status and address
Mechanical Contracting Services, LLC d/b/a Ballard's Plumbing and Heating
PO Box 259
Petoskey, MI 49770

OWNER:
(Name, legal status and address)
Emmet County

SURETY:
(Name, legal status and principal place of business)
United States Fire Insurance Company
305 Madison Avenue
Morristown, NJ 07962

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent of Bid (5% of Bid)

PROJECT: Hot Air Balloon Regional Airport
(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of the Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the amount, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety’s consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor’s bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of September, 2020.

(Witness)  

(Witness)  

[Signatures]

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POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

011294008920

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

John Foster, Dan Casenzo, James Stear, Heather Buonodono

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require; and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: Seven Million, Five Hundred thousand Dollars ($7,500,000).

This Power of Attorney limits the net of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2021.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfaction and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 22nd day of August 2019.

UNITED STATES FIRE INSURANCE COMPANY

Anthony R. Slimowicz, Executive Vice President

State of Pennsylvania |
County of Philadelphia )

On this 22nd day of August 2019, before me, a Notary public of the State of Pennsylvania, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

Commonwealth of Pennsylvania – Notary Seal
Tamara Watkins, Notary Public
Philadelphia County
My commission expires August 22, 2023
Commission number 1348843

Tamara Watkins (Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 1st day of September 2020

UNITED STATES FIRE INSURANCE COMPANY

Al Wright, Senior Vice President
SUMMARY:
The Advisory Committee on Aging annually meets to make recommendations to the Board of Commissioners on the expenditure of the funds received through the Senior Millage. The Committee announces to the public that applications will be received for distribution of those dollars and requires any applicant to fill out an application form detailing the use of senior millage dollars by that agency.

The Committee has made its recommendations for the 2021 calendar year which will be an action item to enter contracts with various agencies providing senior services at the Board’s meeting on September 24th. Civil Counsel will be preparing contracts for your review prior to that meeting. However, the Committee did have one particular area of concern.

A number of years ago, the Board of Commissioners determined to use a different method for funding of what is now the Wawatam Area Senior Center based on a percentage of the taxable value of the property in their service area. No other agency follows this process.

The Committee believes that all applicants should be treated the same. Therefore, the Committee recommends to the Board of Commissioners to review the guidelines used for the Wawatam Area Senior Center prior to funding decisions in September 2021 for the 2022 calendar year and make appropriate revisions as necessary.
SUMMARY:
Emmet County EMS has applied for PPE funding grant through the State of Michigan. Due to a timing requirement of filing an application by September 8, 2020, the County Administrator, after consultation with the Board Chair, authorized EMS Director Randy Weston to apply for this grant.

There is no match requirement by the County. Since this is a first come –first served grant process, it is believed that a delay until the Board’s meeting on September 14th could jeopardize funding.

A motion is presented to affirm the County Administrator’s action in authorizing the EMS Director to file the application.

This is not the grant agreement. Once received, the Board will be informed and further action will likely need to be taken.

RECOMMENDATION:
I recommend Board approval as presented.
Michael Reaves, County Administrator

CIVIL COUNSEL REVIEW / RECOMMENDATION:
I have reviewed the request and approve as to legal form.

MOTION:
I move that the Board affirms the actions taken by the County Administrator to apply for a PPE funding grant and directing the EMS Director to apply for the same.

VOTE: Roll Call

ATTACHMENTS:

- PPE Grant Program Information
- Terms and Conditions - PPE Grant Program
Emmet County EMS
1201 Eppler Rd
Petoskey, MI 49770

Phone: 231-776-1001
Fax: 231-776-1016

September 3rd, 2020

For the purpose of the Michigan Personal Protective Equipment Grant Program the following has been spent on equipment that can be reimbursed thru this grant.

Start period date  March 1st  2020  to December 30th 2020

Invoices total as of September 3rd is $18,635.83
Thank you for your application. We will be reviewing all applications after the deadline of September 8th. If awarded you will be notified. If you have any questions, please email PPEGrant@mihealth.org.

The schedule for key dates are as follows:
- Applications will be reviewed beginning September 9th, 2020.
- Awarded will be notified before September 21st, 2020.

Payments will begin to be issued as awardees execute agreement and submit supporting documentation and receipts.

Award criteria to be used is as follows:

Prioritization process (if demand exceeds supply)
- Awards will be made first to MDHHS contracted Child Caring Institutions where PPE is required to serve children in residential foster care placements and MDHHS contracted Supervised Independent Living settings where PPE is required to serve youth in the foster care system.
- Awards will next be made to all non-profit organizations, then for-profit businesses
- Within all nonprofit or for-profit providers, smaller providers will receive awards first, then larger
  - Applications will be placed into the following bands:
    - < 25 frontline employees
    - 25-49
    - 50-99
    - 100-249
    - >249
- Within these bands of similarly sized firms, then award will be made on a first-come first-served basis until funds are exhausted

Large provider organizations
- Large provider organizations that have multiple facility types (e.g., a hospital system that has a dialysis clinic, EMS services, on-site pharmacy, and outpatient centers) should submit a separate application for each facility type.
- Provider organizations with many sites but all of the same kind of facility should submit a single application adding together employees from all locations, and may list their facility location based on their state headquarters location or main location.
- During the review process, the total number of frontline employees across all settings will be added together to place the firm into a band to set the review priority order. If the firm is selected to receive an award, the award amount will be based on the sum of the Group 1 frontline FTEs times $1,000 plus the Group 2 frontline FTEs times $2,500, up to the cap of $250,000 per firm.

Awards made as a result of this RFP will require execution of an agreement with MPH. The terms and conditions for this program become the rights and responsibilities of the applicant if approved for funding. We reserve the right to discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and subsequent receipt and evaluation of an application does not commit MPH to award an agreement, even if all of the requirements in the RFP are met.
Michigan Personal Protective Equipment Grant Program

To assist health and human services providers impacted by COVID-19, the State of Michigan has allocated $25 million of CARES Act funding to implement the Michigan Personal Protective Equipment (PPE) Grant Program. Michigan providers may apply for grants to cover the cost of up to 90 days of PPE for frontline employees.

This Grant program is open to the following categories of providers, as defined in PA 123 of 2020:

Long-term care facilities, including nursing facilities, Adult Foster Care, Homes for the Aged, and assisted living facilities. Dialysis facilities. Outpatient facilities collecting diagnostic respiratory specimens. Dental facilities. Other outpatient facilities, including primary care, urgent care, specialty clinics, and any other clinician who is not attached to a hospital. Home health care, including home care provider agencies. Long-term acute care hospitals. Emergency medical service providers. Pharmacies. Funeral directors and mortuary services. Residential congregate facilities, including Child Caring Institutions and Supervised Independent Living. All firms must be located in Michigan. Firms headquartered or with operations outside Michigan may apply, but only for employees associated with facilities located in Michigan.

Grant funds may be used to reimburse purchases from medical suppliers of the following eligible products: surgical masks, filtering facepiece respirators, gloves, gowns, and eye protection. Grants funds awarded through the Michigan PPE Grant Program must be used for expenditures incurred by the Eligible Applicant between March 1, 2020 and December 30, 2020. Award amount is set by a formula per patient/client-facing FTE, adjusted for the typical amount and type of PPE needed in that setting. Group 1 facilities receive $1,000 per frontline FTE, and Group 2 facilities receive $2,500 per frontline FTE. These amounts are based on expected PPE cost for 90 days per frontline FTE. Total award amounts are capped at $250,000 per firm.

Facilities are placed into a group based on average volume of patients/clients seen per day and type of PPE typically needed (e.g., N95 masks vs surgical masks).

Group 1: Dialysis facilities, other outpatient facilities, pharmacies, funeral directors and mortuary services, residential congregate facilities, Child Caring Institutions, Supervised Independent Living. Group 2: Long term care facilities, outpatient facilities collecting diagnostic respiratory specimens, dental facilities, home health care, long-term acute care hospitals, emergency medical service providers. Applicants will be required to submit proof of purchase and proof of delivery showing actual expenses incurred prior to receiving reimbursement.

Additional information about the grant and frequently asked questions are available below.

Thank you!

Response was added on 09-03-2020 10:55.

[Attachment: "Frequently Asked Questions.docx"]

<table>
<thead>
<tr>
<th>What is the applicant business' legal name?</th>
<th>County of Emmet</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the applicant's doing business as (DBA) or Trade Name? (if applicable)</td>
<td>Emmet County EMS</td>
</tr>
<tr>
<td>What is the applicant's Employer Identification Number (EIN)?</td>
<td>38-6004848</td>
</tr>
<tr>
<td>What is the business owner's name? For non-profits, enter the name of the CEO.</td>
<td>Randall Weston</td>
</tr>
<tr>
<td>What is the business owner's email address? For non-profits enter CEO email.</td>
<td><a href="mailto:rweston@emmetcounty.org">rweston@emmetcounty.org</a></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>What is the business owner's direct phone number? For non-profits, enter the CEO's direct phone number.</td>
<td>(231) 776-1008</td>
</tr>
<tr>
<td>Does the applicant organization have multiple locations?</td>
<td>☒ No</td>
</tr>
<tr>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td>What is the organization's physical address?</td>
<td>200 Division St</td>
</tr>
<tr>
<td>(Please only include street number and name, as well as any suite or unit number.)</td>
<td></td>
</tr>
<tr>
<td>What is the organization's physical address CITY?</td>
<td>Petoskey</td>
</tr>
<tr>
<td>What is the organization's physical address COUNTY?</td>
<td>Emmet</td>
</tr>
<tr>
<td>What is the organization's physical address STATE?</td>
<td>☒ Michigan</td>
</tr>
<tr>
<td>☐ Outside Michigan</td>
<td></td>
</tr>
<tr>
<td>What is the organization's physical address ZIP CODE?</td>
<td>49770</td>
</tr>
<tr>
<td>Is your billing address different from the physical address listed above?</td>
<td>☒ Yes</td>
</tr>
<tr>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>What is the organization's billing address?</td>
<td>200 Division St</td>
</tr>
<tr>
<td>(Please only include street number and name, as well as any suite or unit number.)</td>
<td></td>
</tr>
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</tr>
<tr>
<td>What is the organization's billing address COUNTY?</td>
<td>Emmet</td>
</tr>
<tr>
<td>What is the organization's billing address STATE?</td>
<td>Michigan</td>
</tr>
<tr>
<td>What is the organization's billing address ZIP CODE?</td>
<td>49770</td>
</tr>
<tr>
<td>How many full time equivalent (FTE) employees, including independent contractors, does the organization have as of August 1st, 2020?</td>
<td>34</td>
</tr>
<tr>
<td>(Please only enter a number)</td>
<td></td>
</tr>
<tr>
<td>Note: This number should ONLY INCLUDE independent contractors that the organization provides PPE for and NOT independent contractors that provide their own PPE.</td>
<td></td>
</tr>
<tr>
<td>How many full time equivalent (FTE) frontline/client-facing employees and independent contractors, does the organization have as of August 1st, 2020?</td>
<td>32</td>
</tr>
<tr>
<td>(Please only enter a number)</td>
<td></td>
</tr>
<tr>
<td>Note: This number should include only employees and independent contractors required to wear full PPE provided by the organization, in order to conduct close contact, client-facing job functions. This number would not include employees such as receptionists who may wear a face mask to speak with members of the public but are not in close contact with them.</td>
<td></td>
</tr>
<tr>
<td>Is this business for-profit or non-profit?</td>
<td>Business</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>What kind of provider is this organization?</td>
<td>Long-term care facilities (includes NFs, AFCs, HFAs and ALFs)</td>
</tr>
</tbody>
</table>

Please download and review the Terms and Conditions document which is available through the link below. After reading you will be asked to acknowledge consent of the terms and conditions therein.

[Attachment: "PPE Terms and Conditions.pdf"]

Provide your signature to indicate you have read and accept the Terms and Conditions.

By checking the boxes, I acknowledge and agree to the terms and conditions listed below.

- Use of funds in approved manner
- Timeline for incurring expenses and submitting paperwork
- Submission of required forms
- Certification that the number of employees and frontline employees is accurate, that all operations included in the application are facilities located in the state of Michigan
1. **Term of Agreement:** Obligations under this Agreement shall begin on April 1, 2020, ("Start Date") or the Effective Date, whichever is later, and shall continue through December 30, 2020 or the date of termination, whichever occurs first. Notwithstanding the start and end date, actual, allowable costs/expenditures shall only be reimbursed if incurred between March 1, 2020 and December 30, 2020.

2. **Termination Without Cause.** Either party may terminate this Agreement at any time without cause by giving thirty (30) days advance written notice to the other party. Termination under this section shall not prejudice either party's remedies for any breach occurring before termination. No costs to MPH will be incurred after the date of termination or End Date, whichever occurs first.

3. **Termination for Cause.** MPH may terminate this Agreement, in whole or in part, at any time for cause in the event Grantee fails to comply with any of these terms, including, without limitation, late delivery or performance, the delivery of defective or non-conforming Deliverables, or failure to provide MPH with reasonable assurances of future performance. In the event of termination for cause, MPH will not be liable to Grantee for any amount. If the termination for cause is due to Grantee being reimbursed for unallowable costs known to Grantee at the time of reimbursement, Grantee shall return said unallowable amounts paid by MPH.

4. **System for Award Management (SAM) Registration.** Each eligible applicant must not be barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from providing any services with the Federal System for Award Management (SAM). The SAM website is: https://www.sam.gov/SAM/

5. **Payment.** Payments to Grantee shall be paid according to the terms provided here and attached to final Agreement. Grantee shall also follow the Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments, Updated June 30, 2020 for guidance on allowable costs/expenditures found here https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf.

   The CARES Act provides that payments may only be used to cover costs that—
   a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
   b. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
   c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. Use of purchases made under this award may occur after December 30, 2020 but must be purchased and received by Grantee by December 30, 2020.

   Payments from this award shall not be used to cover expenses that have been billed to insurance and/or patients. Additionally, payments shall not be requested or used for expenditures for which the Grantee has received any other federal funds or emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for the same expense.

   Payments shall not be requested or used as revenue replacement for lower than expected tax or other revenue collections.

   All invoices shall include the following signed statement:

   I understand and agree on behalf of __________________________ (Grantee Name) that any funds received under this Grant and incurred in any manner that does not comply with the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136 or Uniform Guidance 2 CFR 200, as applicable shall be returned to MPH. Any funds that are provided by this grant Program that are found to be based on inaccurate, nonqualifying, or fraudulent information will be returned to MPH immediately upon request. Funds provided under this grant must adhere to official Federal guidance issued or to be issued on what constitutes a necessary expenditure as described in the guidance for the U.S. Treasury Coronavirus Relief Fund at https://home.treasury.gov/policy-issues/coronavirus/state-and-local-governments. I reviewed the guidance prior to completing this request for reimbursement.

6. **Return of Funds by Grantee.** Any funds received under the authorizing legislation for this program expended by the Grantee in a manner that does not comply with the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136 or Uniform Guidance 2 CFR 200, as applicable, shall be returned to MPH. If it is determined that the Grantee receiving funds under this act expends any funds under this act for a purpose that is not consistent with the requirements of the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, or Uniform Guidance 2 CFR 200, MPH is authorized to withhold payment of grant funds, in part or in whole, payable from any state appropriation.

   All Grantees are subject to future audits and eligible Grantee's must allow MPH and the State of Michigan, and any of its duly authorized representatives and/or State of Michigan's Office of the Auditor General access to the Grantee's records and financial statements to ensure compliance with Federal statutes, regulations and the terms and conditions of the grant award.

7. **Records, Reporting, and Access.** Grantee shall maintain records relating to grant activities under this Agreement in accordance with generally accepted accounting practices and in accordance with reasonable requirements of MPH and the Funding Source Agreement, and in a form sufficient to permit MPH and the State of Michigan to verify the Grantee's costs, expenditures and other activities incurred pursuant to this Agreement. MPH and any funding sources identified in the Funding Source Agreement, shall have access to all of Grantee's records relating to its services under this Agreement within 10 calendar days of providing notification at reasonable times, including but not limited to canceled checks, invoices, vouchers, purchase orders, subcontracts, time sheets, mileage records and all other records relating to services and expenditures. MPH and the funding source shall be entitled to perform audits of all of Grantee's records described in this section.
Grantee shall maintain records relating to the services provided under this Agreement until five (5) years after termination of this Agreement, whichever occurs first.

8. **Compliance with Laws, Regulations, and MPHIC Policies and Assurances.**

A. **Nondiscrimination.** This grantee and grantee shall abide by the requirements of 41 CFR Part 60. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime grantees and grantees take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

The Grantee shall adhere to all other applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

1. The Elliott Larsen Civil Rights Act, 1976 PA 453, as amended.
3. Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended
4. Title VI of the Civil Rights Act of 1964 (P.L. 88-352)
5. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683 and 1685-1686)
8. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended
9. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended
10. §§523 and 527 of Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records;

The Grantee shall not discriminate against minority-owned and women-owned businesses and businesses owned by persons with disabilities in subcontracting.

Grantee acknowledges that discrimination is a material breach of this agreement.

B. **Byrd Anti-Lobbying Act.** A Grantee that requests or receives an award of $100,000 or more shall file the required certification in Exhibit I - Byrd Anti-Lobbying Certification below. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

C. **Clean Air Act and the Federal Water Pollution Control Act.** If this Contract is in excess of $150,000, the Grantee must comply with all applicable standards, orders, and regulations issued under the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act (33 USC 1251-1387), and during performance of this Contract the Grantee agrees as follows:

**Clean Air Act**

1. The Grantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Grantee agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Grantee agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

**Federal Water Pollution Control Act**

1. The Grantee agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Grantee agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Grantee agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.
D. **Trafficking Victims Protection Act.** The Grantee will comply with the Trafficking Victims Act of 2000, as amended. This agreement and anyone working on this agreement will be subject to the Trafficking Victims Protection Act and must comply with all applicable standards, orders or regulations issued pursuant to this Act. Violations must be reported to MPH.

E. **Mandatory Disclosures.** The grantee must disclose to MPH, in writing within 10 days of receiving notice of any litigation, investigation, arbitration, or other proceeding involving grantee, or an officer or director of Grantee or subcontract, or that arises during the term of this Agreement including:

1. All violations of federal and state criminal law involving fraud, bribery, or gratuity violations potentially affecting this Agreement.
2. A criminal proceeding;
3. A parole or probation proceeding;
4. A proceeding under the Sarbanes-Oxley Act;
5. A civil proceeding involving:
   a. A claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or
   b. A governmental or public entity's claim or written allegation of fraud; or
   c. A proceeding involving any license that Grantee is required to possess in order to perform under this Agreement.

F. **Conflict of Interest and Code of Conduct Standards.**

1. The Grantee is subject to the provisions of Michigan 1968 PA 317, Michigan 1973 PA 196, and Title 2 CFR, Section 200.318(o)(1) and (2).
2. The Grantee will uphold high ethical standards and is prohibited from:
   a. Having an interest that would conflict with this Agreement;
   b. Doing anything that creates an appearance of impropriety with respect to the award or performance of this Agreement;
   c. Attempting to influence or appearing to influence any MPH or state employee by direct or indirect offer of anything of value; or
   d. Paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of this Agreement.
3. The Grantee must immediately notify MPH of any violation or potential violation of these standards. This Section applies to Grantee and any of its grantees.

G. **Confidentiality.** Grantee shall not use MPH's name in any way without MPH's prior written consent. Other than in the performance of this Agreement, grantee shall not disclose, publish or use at any time, either before or after termination of this Agreement, any confidential information concerning MPH or any other person or entity.

H. **Other Laws.** Grantee shall comply with all other applicable federal, state and local laws, ordinances, guidelines, rules and regulations in carrying out the terms of this Agreement, including, but not limited to, the following clauses incorporated by reference, with the same effect as if they were given in full text:


9. **Independent Grantee.** The Grantee is an independent grantee for MPH and neither the Grantee nor any of its employees or agents shall be treated as employees of MPH. Grantee will not represent either itself or any of its employees or agents as employees of MPH. Grantee shall be responsible for all compensation, fringe benefits, and other obligations due to its employees, including but not limited to the withholding and payment of all applicable employment, income and social security taxes to federal, state and local governments. Grantee shall also comply with all workers' compensation laws applicable to its business and will provide to MPH proof of its compliance with this section upon request by MPH.

10. **Representations and Warranties by Grantee.** Grantee represents and warrants to MPH that each of the following are true and will remain true during the term of this Agreement:

   A. Grantee has the authority to enter into this Agreement and to perform all of its obligations under this Agreement.
   B. Grantee is not a local unit of government or already a subrecipient of CARBS funding.
   C. Grantee's by execution and performance of this Agreement shall not create a breach or default in any other agreement or court order to which Grantee is a party or by which it is bound.
   D. Neither Grantee nor any of its employees or agents is currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from providing any services under this Agreement and listed in the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
E. Grantee has not and will not provide any grant funds to agents or subgrantees that are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from providing any services under this Agreement and listed in the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

F. Grantee has not within a 5-year period preceding this Agreement been convicted of or had a civil judgment rendered against it or any of its officers for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.

G. Neither Grantee nor any of its officers are presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated above.

H. Grantee has not within a 5-year period preceding the date of this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

I. Grantee is current and up-to-date on all state and local taxes and will provide documentation if requested or necessary.

J. No actual or potential conflict of interests exists between Grantee or any of its employees, agents or any of their respective business interests, financial interests or family members, and MPHI or any other entity that would create a conflict of interest. Grantee will immediately notify MPHI if any conflict of interest arises during the term of this Agreement.

K. Grantee will immediately notify MPHI of any act or circumstance that would create a breach of any of these representations or warranties either immediately or with the mere passage of time.

11. **Notices.** Any notice required or permitted to be given to either party under this Agreement shall be deemed given on the date of personal delivery to a representative of the party at its business address, or on the next business day after being sent either via facsimile (with a hard copy mailed the same day via regular mail) or via overnight mail service, or three (3) business days after being mailed regular mail, postage prepaid, in the U.S. mail service or other comparable mail service, to the following addresses:

   If to MPHI:
   Sharon Simmons, Grants and Contracts Administrator
   Michigan Public Health Institute
   2436 Woodlake Circle, Suite 300
   Okemos, MI 48864
   ssimmons@mph.org

   If to the Grantee:
   Name:
   Address:

Either party may, by written notice, designate a different address other than a post office box to which notices may be sent.

12. **General Provisions.**

   A. **Waivers.** No failure or delay on the part of MPHI in exercising any right under this Agreement shall operate as a waiver, nor shall a single or partial exercise of any right preclude any other or further exercise of that right or any other right.

   B. **Entire Agreement and Amendment.** This Agreement and any documents to which it refers contain all of the terms of the Agreement between the parties with respect to its subject matter and all Exhibits are incorporated by reference. This Agreement supersedes any previous discussions, writings, or other communications with respect to its subject matter. Any amendment or waiver of any term in this Agreement shall be enforceable only if it is in writing and signed by both parties.

   C. **No Assignment or Subgranting.** The Grantee shall not assign, subcontract or otherwise transfer any of its rights or duties without the prior written consent of MPHI.

   D. **Invalid Provisions.** If any term of this Agreement is held to be invalid, the remainder of the Agreement shall nevertheless be enforced to the maximum extent permitted by law.

   E. **Third Party Beneficiaries.** No third party shall have the right to enforce any term in this Agreement against either party, except that any funding source identified in the Funding Source Agreement shall be entitled to enforce any of MPHI's rights under this Agreement.

   F. **Individual Authority.** Any persons signing on behalf of the Grantee represent and warrant that they are who they are representing themselves to be and are duly authorized to sign this Agreement on behalf of the Grantee and that this Agreement has been authorized by the Grantee.

   G. **Governing Law.** This Agreement shall be governed by the laws of the State of Michigan.
13. **Stop Work Order.** The funder, MDHHS, may suspend this Agreement at any time, as detailed in Exhibit C. Upon receiving notice from the funder to suspend activities under this Agreement, MPHl will provide the Grantee with a written stop order detailing the suspension. Grantee must comply with the stop work order upon receipt. MPHl will not pay for any Activities, Grantee’s lost profits, or any additional compensation during a stop work period.

**Exhibit - Byrd Anti-Lobbying Certification**

Grantee must complete this certification if the award will be paid for in whole or in part with funds obtained from the federal government and the purchase is greater than $100,000.

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Grantee, ___ County, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Grantee understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

[Signature]

Signature of Grantee’s Authorized Official

[Randall Weston, EMS Director]

Name and Title of Grantee’s Authorized Official

[9-3-2020]

Date
ECSD - Purchase of TruNarc Portable Drug Testing Device

SUMMARY:
The Emmet County Sheriff’s Department is requesting the purchase of a TruNarc portable drug testing device in an amount not to exceed $25,996.00. Fund for this purchase will come from the 2019 Operation Stone Garden Grant previously approved in an amount of up to $26,005.00.

See the attached letter of Undersheriff Mike Keiser for details on the device and its use.

This is for discussion at this meeting with action requested at the September 24th meeting.

ATTACHMENTS:

- Letter from Undersheriff Mike Keiser
- Sales Quotation and Terms of Agreement
- Sole Source Form
Date: 9-1-2020

To: Administrator Mike Reaves

From: Undersheriff Mike Keiser

Re: TruNarc Purchase

Administrator Reaves,

The Emmet County Sheriff’s Office is requesting the purchase of one portable drug testing devices for the Sheriff’s Office from Thermo Scientific Portable Analytical Instruments, Inc. for $25,996.00. The TruNarc device is only available through the manufacture, Thermal Scientific Portable Analytic Instruments Inc.

This purchase will be funded through the Operation Stone Garden Grant, which approved the purchase for up to $26,005.00. The Sheriff’s Office requested a quote from the O.E.M. for the TruNarc devices, including a two-year unlimited warranty program; and on-site training, the quote and sole source justification is attached.

Utilizing laser technology for substance identification, the TruNarc portable drug testing device will allow for on-the-spot field testing of suspected narcotics, without exposing officers to the dangers of opening packages (such as fentanyl commonly found in street drugs). The on-the-spot field-testing will also provide immediate results, rather than suspected packages being sent to the MSP lab for testing, which normally takes a few weeks for the results to be verified.

The TruNarc device and technology is accepted by the Emmet County Prosecutor’s Office as a valid field-testing device. The TruNarc is utilized at the Michigan State Police at the Crime Lab and in the field. The TruNarc is the current industry standard for portable drug testing devices.

Respectfully Submitted,

[Signature]

Mike Keiser

Undersheriff / Emmet County
## Sales Quotation

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<td>ARO</td>
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**Inco Terms**
- Net 30
- 10/30/2020

- **Shipping Method**
  - Fed Ex 2nd Day

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**Submitted To:**

Michael Kelser  
Emmet County Sheriff's Office  
450 Bay St.  
Petoskey, Michigan 49770  
United States

Phone: 231-348-1789  
Email: mkeiser@emmetcounty.org

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**THANK YOU FOR YOUR INTEREST IN THERMO SCIENTIFIC INSTRUMENTATION**

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**To Place an Order:**

- **Contact:** Michael Nagle  
- **Phone:** (617) 718-8831  
- **Fax:**  
- **Email:** michael.nagle@thermofisher.com

*Additional instructions, terms & conditions on last page*

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<td>1.00</td>
<td>800-01042-01</td>
<td>TruNarc, Unlimited, Warranty - 2 Yrs, Train-12</td>
<td>3.00%</td>
<td>USD 25,996.00</td>
<td>1.00</td>
<td>USD 25,996.00</td>
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List Price: USD 26,800.00

TruNarc Unlimited Model with 2 years of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.

| 2.00 | 810-01462-01 | TruNarc Solution Kit (Type H) - 100, English | 100.00% | USD 0.00 | 1.00 | USD 0.00 |

List Price: USD 553.00

TruNarc Solution Kit (Type H) for identification of Heroin and other special narcotics. Kit includes 100 Test Sticks and 100 Solution Vials with Ethanol. Note that because of the Ethanol, this product ships as a Hazardous Goods shipment. The shelf life for Type H-sticks is approximately one year from shipment.

Total Discount: USD 1,357.00  
Total: USD 25,996.00

**Excludes Taxes and Import Fees**

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When applicable, commodities, technology, or software to be provided in furtherance of this order shall be exported from the United States in accordance with applicable U.S export laws or regulations. Diversion contrary to US law prohibited. Unless otherwise agreed to in writing, Thermo Scientific Portable Analytical Instruments Inc. terms and conditions shall apply and take precedence.
Fully Insured 2nd Day Federal Express delivery in U.S., Canada, and Puerto Rico

Important Note: Please issue POs to Thermo Scientific Portable Analytical Instruments Inc
Federal Tax ID No.: 01-0650031
CAGE CODE: 392A9
DUNS #: 11-289-3131
Bank of America ABA# for Wire Payments: 026 009 593
Bank of America ABA# for ACH Payments: 111 000 012
Beneficiary Account Number: 4426843850

When applicable, commodities, technology, or software to be provided in furtherance of this order shall be exported from the United States in accordance with applicable U.S. export laws or regulations. Diversion contrary to US law prohibited. Unless otherwise agreed to in writing, Thermo Scientific Portable Analytical Instruments Inc. terms and conditions shall apply and take precedence.
Acceptance of Purchase

By signing below, you (I) warrant that you are an authorized representative of your company, (II) agree that the Thermo Scientific Portable Analytical Instruments Inc. Terms and Conditions of Sale attached hereto (the "Terms and Conditions") shall supersede any preprinted terms and conditions, in their entirety, contained in any purchase order that your company issues and (III) the Terms and Conditions shall exclusively govern the transaction(s) contemplated hereby.

_________________________________  ________________  __________________
Signature of authorized company representative  Date  Phone#

____________________________   __________________
Print Name  Title  Email

________________________  __________________
Model #  Amount + S&H  Purchase Order Number

E-mail to: pai.sales.ops@thermofisher.com  Fax to: 1-877-680-2568

Order Processing Address:
michael.nagle@thermofisher.com
Thermo Scientific Portable Analytical Instruments Inc
2 Radcliff Road
Tewksbury, MA 01876

Remit check Payment To:
Thermo Scientific Portable Analytical Instruments Inc
PO Box 415918
Boston, MA 02241-415918

Payment Details

Method of Payment
☐ Net 30 (Attach Credit Application & Credit References)
☐ Credit Card
☐ Check
☐ Wire Transfer

Sales Tax Application
☐ Yes Apply Sales Tax
☐ No

- If no, you must provide a copy of your tax exemption certificate along with your purchase order.

**Please contact your customer service representative with your credit card information. (Do not send any credit card info via email or fax.)**

Address Verification

Please make corrections if necessary below:

Bill to:  
450 Bay St.
Petokey, Michigan 49770
United States

Ship to:  

Additional Options / Accessories

Please use the space below to note any additional options and/or accessories you wish to add from the attached sheets that are not included in the above quotation.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

When applicable, commodities, technology, or software to be provided in furtherance of this order shall be exported from the United States in accordance with applicable U.S. export laws or regulations. Diversion contrary to US law prohibited. Unless otherwise agreed to in writing, Thermo Scientific Portable Analytical Instruments Inc. terms and conditions shall apply and take precedence.
1. **GENERAL.** Thermo Scientific Portable Analytical Instruments Inc ("Seller") hereby offers for sale to the buyer named on the face hereof ("Buyer") the products listed on the face hereof (the "Products") on the express condition that Buyer agrees to accept and be bound by the terms and conditions set forth herein. Any provisions contained in any document issued by Buyer are expressly rejected and if the terms and conditions in this agreement (the "Agreement") differ from the terms of Buyer's offer, this document shall be construed as a counter offer and shall not be effective as an acceptance of Buyer's document. Buyer's receipt of Products or Seller's commencement of the services provided hereunder will constitute Buyer's acceptance of this Agreement. This is the complete and exclusive statement of the contract between Seller and Buyer with respect to Buyer's purchase of the Products. No waiver, consent, modification, amendment or change of the terms contained herein shall be binding unless in writing and signed by Seller and Buyer. Seller's failure to object to terms contained in any subsequent communication from Buyer will not be a waiver or modification of the terms set forth herein. All orders are subject to acceptance in writing by an authorized representative of Seller.

2. **PRICE.** All prices published by Seller or quoted by Seller's representatives may be changed at any time without notice. All prices quoted by Seller or Seller's representatives are valid for thirty (30) days, unless otherwise stated in writing. All prices for the Products will be as specified by Seller or, if no price has been specified or quoted, will be Seller's price in effect at the time of shipment. All prices are subject to adjustment on account of specifications, quantities, raw materials, cost of production, shipment arrangements or other terms or conditions, which are not part of Seller's original price quotation.

3. **TAXES AND OTHER CHARGES.** Prices for the Products exclude all sales, value added and other taxes and duties imposed with respect to the sale, delivery, or use of any Products covered hereby, all of which taxes and duties must be paid by Buyer. If Buyer claims any exemption, Buyer must provide a valid, signed certificate or letter of exemption for each respective jurisdiction. Buyer shall be solely responsible for obtaining any and all necessary licenses, registrations, certificates, permits, approvals or other authorizations required by federal, state or local statute, law or regulation pertaining to the use or possession of the products contemplated herein that include radioactive isotopes, or x-ray tubes if any.

Buyer shall pay Seller such surcharges, or other fees, in respect of the sale of Products hereunder as Seller deems necessary and appropriate (in Seller's sole, good-faith, reasonable discretion) to account for changes in the cost to product, develop, market, or sell the Products to Buyer hereunder (whether as the result of the imposition of tariffs or otherwise). All such surcharges must be paid by Buyer in accordance with the payment terms set forth herein. Buyer shall notify Seller immediately if such surcharges are required or any termination thereof. Buyer shall provide Seller with evidence of such surcharges within ten days of the receipt of such surcharges. Buyer shall be required to pay said surcharges to Seller. In the event that Seller's quote and/or order acknowledgement set forth surcharges, those documents shall be considered adequate written notice to Buyer that said surcharges are Buyer's responsibility. Any such surcharges shall not constitute an increase in the Price(s) of any Products or Services sold under this Agreement.

4. **TERMS OF PAYMENT.** Seller may invoice Buyer upon shipment for the price and all other charges payable by Buyer in accordance with the terms on the face hereof. If no payment terms are stated on the face hereof, payment shall be net thirty (30) days from the date of invoice. If Buyer fails to pay any amounts when due, Buyer shall pay Seller interest thereon at a periodic rate of one and one-half percent (1.5%) per month (or, if lower, the highest rate permitted by law), together with all costs and expenses (including without limitation reasonable attorneys' fees and disbursements and court costs) incurred by Seller in collecting such overdue amounts or otherwise enforcing Seller's rights hereunder. Seller reserves the right to require from Buyer full or partial payment in advance, or other security that is satisfactory to Seller, at any time that Seller believes in good faith that Buyer's financial condition does not justify the terms of payment specified. All payments shall be made in U.S. Dollars.

5. **DELIVERY CANCELLATION OR CHANGES BY BUYER.** The Products will be shipped to the destination specified by Buyer, F.O.B. shipping point. Seller will have the right, at its election, to make partial shipments of the Products and to invoice each shipment separately. Seller reserves the right to stop delivery of Products in transit and to withhold shipments in whole or in part if Buyer fails to make any payment to Seller when due or otherwise fails to perform its obligations hereunder. All shipping dates are approximate only, and Seller will not be liable for any loss or damage resulting from any delay in delivery or failure to deliver which is due to any cause beyond Seller's reasonable control. In the event of a delay due to any cause beyond Seller's reasonable control, Seller reserves the right to terminate the order or to reschedule the shipment within a reasonable period of time, and Buyer will not be entitled to refuse delivery or otherwise be relieved of any obligations as the result of such delay. Products as to which delivery is delayed due to any cause within Buyer's control may be placed in storage by Seller at Buyer's risk and expense and for Buyer's account. Orders in process may be canceled only with Seller's written consent and upon payment of Seller's cancellation charges. Orders in process may not be changed except with Seller's written consent and upon agreement by the parties as an appropriate adjustment in the purchase price therefor. Credit will not be allowed for Products returned without prior written consent of seller.

6. **RETURN OF PRODUCTS/RESTOCKING CHARGE.** Buyer must obtain permission from Seller prior to returning Products. The request must be received within ten (10) days of receipt of the Products. Older items, service parts, and discontinued items cannot be returned for credit. In order to obtain a RMA number, Buyer must contact Seller's customer support. Seller, in its discretion, may impose a twenty (20%) percent restocking charge of the price paid for any item authorized for return for credit.

7. **TITLE AND RISK OF LOSS.** Notwithstanding the trade terms indicated above and subject to Seller's right to stop delivery of Products in transit, title to and risk of loss of the Products will pass to Buyer upon delivery of possession of the Products by Buyer to the carrier irrespective of which Party's carrier is used for the transport or the manner of payment ascribed to the transport; provided, however, that title to any software incorporated within or forming a part of the Products shall at all times remain with Seller or the licensor(s) thereof, as the case may be.

8. **WARRANTY.** Seller warrants that the Products will operate or perform substantially in conformance with Seller's published specifications and be free from defects in material and workmanship, when subjected to normal, proper and intended usage by properly trained personnel, for the period of time set forth in the product documentation, published specifications or package inserts. If a period of time is not specified in Seller's product documentation, published specifications or package inserts, the warranty period shall be one (1) year from the date of shipment to Buyer for equipment and ninety (90) days for all other products (the "Warranty Period"). During the Warranty Period, Seller agrees, in its sole discretion, to repair or replace, Products and/or provide additional parts or services as reasonably necessary to cause the same to perform in substantial conformance with said published specifications; provided that Buyer shall (a) promptly notify Seller in writing upon the discovery of any defect, which notice shall include the product model and serial number (if applicable) and details of the warranty claim; and (b) after Seller's review thereof, provide Buyer with service data and/or a Return Material Authorization ("RMA"), which may include biohazard decontamination procedures and other product-specific handling instructions; then, if applicable, Buyer may return the defective Products to Seller with all costs prepaid by Buyer. Replacement parts may be new or refurbished, at the election of Seller. All replaced parts shall become
the property of Seller. shipment to Buyer of repaired or replacement products shall be made in accordance with the delivery provisions of the Seller's terms and conditions of sale. Consumables are expressly excluded from this warranty. if Seller elects to repair defective device instruments, Seller may, in its sole discretion, provide a replacement loaner instrument to Buyer as necessary for use while the instruments are being repaired. notwithstanding the foregoing, products supplied by Seller that are obtained by Seller from an original manufacturer or third party supplier not warranted by Seller, but Seller agrees to assign to Buyer any warranty rights in such product that Seller may have from the original manufacturer or third party supplier, to the extent such assignment is allowed by such original manufacturer or third party supplier. in no event shall Seller have any obligation to make repairs, replacements or corrections required, in whole or in part, as the result of (i) normal wear and tear, (ii) accident, disaster or event of force majeure, (iii) misuse, fault or negligence of or by Buyer, (iv) use of the products in a manner for which they were not designed, (v) causes external to the products such as, but not limited to, power failure or electrical power surges, (vi) improper storage and handling of the products or (vii) use of the products in combination with equipment or software not supplied by Seller. if Seller determines that products for which Buyer has requested warranty service are not covered by the warranty hereunder, Buyer shall pay or reimburse Seller for all costs of investigating and responding to such request at Seller's then prevailing time and materials rates. if Seller provides repair services or replacement parts that are not covered by this warranty shall pay Buyer therefor at Seller's then prevailing time and materials rates.

ANY INSTALLATION, MAINTENANCE, REPAIR, SERVICE, RELOCATION OR ALTERATION TO OR OF, OR OTHER TAMPERING WITH, THE PRODUCTS PERFORMED BY ANY PERSON OR ENTITY OTHER THAN SELLER WITHOUT SELLER'S PRIOR WRITTEN APPROVAL, OR ANY USE OF REPLACEMENT PARTS NOT SUPPLIED BY SELLER, SHALL IMMEDIATELY VOID AND CANCEL ALL WARRANTIES WITH RESPECT TO THE AFFECTED PRODUCTS. THE OBLIGATIONS CREATED BY THIS WARRANTY STATEMENT TO REPAIR OR REPLACE A DEFECTIVE PRODUCT SHALL BE THE SOLE REMEDY OF BUYER IN THE EVENT OF A DEFECTIVE PRODUCT. EXCEPT AS EXPRESSLY PROVIDED IN THIS WARRANTY STATEMENT, SELLER DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE PRODUCTS, INCLUDING WITHOUT LIMITATION ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. SELLER DOES NOT WARRANT THAT THE PRODUCTS ARE ERROR-FREE OR WILL ACCOMPLISH ANY PARTICULAR RESULT.

9. INDEMNIFICATION

9.1. By Seller. Seller agrees to indemnify, defend and save Buyer, its officers, directors, and employees from and against any and all damages, liabilities, actions, causes of action, suits, claims, demands, losses, costs and expenses (including without limitation reasonable attorney's fees) ("Indemnified Items") for (i) injury to or death of persons or damage to property to the extent caused by the negligence or willful misconduct of Seller, its employees, agents or representatives or contractors in connection with the performance of services at Buyer's premises under this agreement and (ii) claims that a Product infringes any valid united states patent, copyright or trade secret; provided, however, Seller shall have no liability under this section to the extent any such indemnified items are caused by either (i) the negligence or willful misconduct of Buyer, its employees, agents or representatives or contractors, or (ii) by any third party, (iii) use of a Product in combination with equipment or software not supplied by Seller where the Product would not itself be infringing, (iv) compliance with Buyer's designs, specifications or instructions, (v) use of the Product in an application or environment for which it was not designed or (vi) modifications of the Product by anyone other than Seller without Seller's prior written approval. Buyer shall provide Seller prompt written notice of any third party claim covered by Seller's indemnification obligations hereunder. Seller shall have the right to assume exclusive control of the defense of such claim or, at the election of the Seller, to settle the same. Buyer agrees to cooperate reasonably with Seller in connection with the performance by Seller of its obligations in this section.

Notwithstanding the above, Seller's infringement related indemnification obligations shall be extinguished and relieved if Seller, at its discretion and at its own expense (a) procures for Buyer the right, at no additional expense to Buyer, to continue using the Product; (b) replaces or modifies the Product so that it becomes non-infringing, provided the modification or replacement does not adversely affect the specifications of the Product; or (c) in the event (a) and (b) are not practical, refund to Buyer the amortized amounts paid by Buyer with respect thereto, based on a five (5) year amortization schedule. THE FOREGOING INDEMNIFICATION PROVISION STATES SELLER'S ENTIRE LIABILITY TO BUYER FOR THE CLAIMS DESCRIBED HEREIN.

9.2. By Buyer. Buyer shall indemnify, defend with competent and experienced counsel and hold harmless Seller, its parent, subsidiaries, affiliates and divisions, and their respective officers, directors, shareholders and employees, from and against any and all damages, liabilities, actions, causes of action, suits, claims, demands, losses, costs and expenses (including without limitation reasonable attorney's fees and disbursements and court costs) to the extent arising from or in connection with (i) the negligence or willful misconduct of Buyer, its agents, employees, representatives or contractors; (ii) use of a Product in combination with equipment or software not supplied by Seller where the Product itself would not be infringing; (iii) Seller's compliance with designs, specifications or instructions supplied to Buyer by Seller; (iv) use of a Product in an application or environment for which it was not designed; or (v) modifications of a Product by anyone other than Seller without Seller's prior written approval.

10. SOFTWARE. With respect to any software products incorporated in or forming a part of the products hereunder, Seller and Buyer intend and agree that such software products are being licensed and not sold, and that the words "purchase", "sell" or similar or derivative words are understood and agreed to mean "license", and that the word "buyer" or similar or derivative words are understood and agreed to mean "licensor". notwithstanding anything to the contrary contained herein, Seller or its licensor, as the case may be, retains all rights and interest in software products provided hereunder. Seller hereby grants to Buyer a royalty-free, non-exclusive, non-transferable license, without power to sublicense, to use software provided hereunder solely for Buyer's own internal business purposes on the hardware products provided hereunder and to use the related documentation solely for Buyer's own internal business purposes. this license terminates when Buyer's lawful possession of the hardware products provided hereunder ceases, unless earlier terminated as provided herein. Buyer agrees to hold in confidence and not to sell, transfer, license, loan or otherwise make available in any form to third parties the software products and related documentation provided hereunder. Buyer may not disassemble, decompile or reverse engineer, copy, modify, enhance or otherwise change or supplement the software products provided hereunder without Seller's prior written consent. Seller shall be entitled to terminate this license if Buyer fails to comply with any term or condition herein. Buyer agrees, upon termination of this license, immediately to return to Seller all software products and related documentation provided hereunder and all copies and portions thereof.

11. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, THE LIABILITY OF SELLER UNDER THESE TERMS AND CONDITIONS (WHETHER BY REASON OF BREACH OF CONTRACT, TORT, INDEMNIFICATION, OR OTHERWISE, BUT EXCLUDING LIABILITY OF SELLER FOR BREACH OF WARRANTY (THE SOLE REMEDY FOR WHICH SHALL BE AS PROVIDED UNDER SECTION 8 ABOVE)) SHALL NOT EXCEED AN AMOUNT EQUAL TO THE LESSER OF (A) THE TOTAL PURCHASE PRICE THEREOF OR (B) GIVING RISE TO SUCH LIABILITY OR (B)
12. EXPORT RESTRICTIONS. Buyer acknowledges that each Product and any related software and technology, including technical information supplied by Seller or contained in documents (collectively "Items"), is subject to export controls of the U.S. government. The export controls may include, but are not limited to, those of the Export Administration Regulations of the U.S. Department of Commerce (the "EAR"), which may restrict or require licenses for the export of Items from the United States and their re-export from other countries. Buyer shall comply with the EAR and all other applicable laws, regulations, laws, treaties, and agreements relating to the export, re-export, and import of any Item. Buyer shall not, without first obtaining the required license to do so from the appropriate U.S. government agency; (i) export or re-export any Item, or (ii) export, re-export, distribute or supply any Item to any country or to any person or entity to whom an export license or restriction in exports has been denied or restricted by the U.S. government. Buyer shall, if requested by Seller, provide information on the end user and end use of any Item exported by the Buyer or to be exported by the Buyer. Buyer shall cooperate fully with Seller in any official or unofficial audit or inspection related to applicable export or import control laws or regulations, and shall indemnify and hold Seller harmless from, or in connection with, any violation of this Section by Buyer or its employees, consultants, or agents.

13. HAZARDOUS MATERIALS. Some Products may require special packaging, labeling, marking and handling. Carriers may add additional freight charges for the handling or transporting of these materials. The consigning of such material with other Products may be prohibited. Additional freight charges will be billed per Seller's shipping terms. Be sure to advise Seller of shipping instructions for these hazardous materials to reduce your freight costs.

14. MISCELLANEOUS. (a) Buyer may not delegate any duties nor assign any rights or claims hereunder without Seller's prior written consent, and any such attempted delegation or assignment shall be void. (b) The rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Seller's manufacturing location, without reference to its choice of law provisions. Each party hereby irrevocably consents to the exclusive jurisdiction of the state and federal courts located in the county and state of Seller’s manufacturing location, in any action arising out of or relating to this Agreement. (c) Both parties waive any right they may have under applicable law or otherwise to a right to a trial by jury. Any action arising under this Agreement must be brought within one (1) year from the date that the cause of action arose. (d) The application to this Agreement of the U.N. Convention on Contracts for the International Sale of Goods is hereby expressly excluded. (e) In the event that any one or more provisions contained herein shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall remain in full force and effect, unless the revision materially changes the bargain. (f) Seller's failure to enforce, or Seller's waiver of a breach of, any provision contained herein shall not constitute a waiver of any other breach of or such provision. (g) Unless otherwise expressly stated on the Product or in the documentation accompanying the Product, the Product is intended for non-clinical, non-diagnostic, non-therapeutic use only and is not to be used for any other purpose, including without limitation, unauthorized commercial uses, in vitro diagnostic uses, ex vivo or in vivo therapeutic uses, or any type of consumption by or application to humans or animals. (h) Buyer agrees that all pricing, discounts and technical information that Seller provides to Buyer are the confidential and proprietary Information of Seller. Buyer agrees to (1) keep such information confidential and not disclose such information to any third party, and (2) use such information solely for Buyer's Internal purposes and in connection with the Products supplied hereunder. Nothing herein shall restrict the use of Information available to the general public. (i) Any notice or communication required or permitted hereunder shall be in writing and shall be deemed received when personally delivered or three (3) business days after being sent by certified mail, postage prepaid, to a party at the address specified herein or at such other address as either party may from time to time designate to the other (j) Seller hereby rejects and disclaims any rights of Buyer contained, or obligations imposed upon Seller, in any document provided, referenced or otherwise submitted by Buyer, in each case, that Seller has not expressly included in these [terms and conditions] or a writing manually executed by Seller [including, without limitation, any rights of Buyer in respect of designs, specifications, source code or intellectual property, owned, created, developed or licensed, by Seller; any rights to Items or services not specifically identified in Seller's quotation; any audit rights or financial offset rights of Buyer; any penalties or liquidated damages imposed upon Seller; any obligation by Seller to comply with Health Insurance Portability and Accountability Act of 1996 (as amended), Current Good Manufacturing Practice regulations (as amended), the requirements, as amended, of the Customs-Trade Partnership Against Terrorism or any code of conduct, quality program, information security program, background or drug screening program or other guidelines, programs or policies, in each case, promulgated or required by Buyer; any obligation that Seller comply with any law that, under law, would not otherwise apply to Seller in respect of the transaction(s) contemplated hereby; any right of Buyer to withhold all, or any portion, of the purchase price of any products or services provided hereunder for any period of time; any right of Buyer, itself or through any third party, to remediate any defects in, replace or re-perform, any products or services provided hereunder at Seller's cost or expense; any obligation of Seller to waive, or require its insurers to waive, any rights of subrogation; any right to gratuitously assign or sublet the Agreement to any person or entity whose privilege to participate in the business with any person or in any geography or market; any early payment, or other, discount; any obligation of Seller to maintain a supply of spares, or otherwise make any services available, for any particular period of time; any representation, warranty or other obligation of Seller to provide pricing comparable to, or more favorable than, the pricing that Seller provides to any others; any restriction of, or prohibition on, Seller's ability to modify, change or discontinue any of its products, processes or services; or any waiver by Seller of any right to enforce any of the terms hereof).

15. SOFTWARE-AS-A-SERVICE TRANSACTIONS. IF YOU ARE PURCHASING ANY PRODUCTS PROVIDED BY SELLER HEREUNDER AND DESCRIBED IN THE RELEVANT QUOTATION OR PURCHASE ORDER AS A SUBSCRIPTION TO ANY THERMO FISHER SOFTWARE-AS-A-SERVICE OFFERING (ANY SUCH PRODUCT, HEREAFTER, A 'SUBSCRIPTION'), THEN IN RESPECT OF SUCH SUBSCRIPTION(S) ONLY

(a) The following terms and conditions of this Agreement shall not apply: Sections 6-7, 9.1, and 13.

(b) The following terms and conditions of this Agreement shall be modified as set forth below:

(i) Section 5 shall be replaced in its entirety with the following:

CANCELLATION OR CHANGES BY BUYER. Seller reserves the right to suspend or terminate the Buyer's Subscription(s), in whole or in part, if Buyer fails to make any payment to Seller when due, otherwise fails to perform its obligations hereunder, or fails to comply with the Seller's Terms of Use agreement agreed to by Buyer and governing Buyer's use of the Subscription(s), as in effect from time to time (the "Terms of Use"). Seller will not be liable for any loss or damage resulting from any delay in activation of the Subscription(s) or failure to activate the Subscription(s) which is due to any cause beyond Seller's reasonable control. In the event of a delay due to any cause beyond Seller's reasonable control, Seller reserves the right to terminate the order or to reschedule the activation of the Subscription(s) within a reasonable period of time, and Buyer will not be entitled to refuse payment or otherwise be relieved of any obligations as the result of such delay. Orders in process may be canceled only with Seller's written consent and upon
payment of Seller's cancellation charges. Orders in process may not be changed except with Seller's written consent and upon agreement by the parties as an appropriate adjustment in the purchase price therefor.

(ii) Section 8 shall be replaced in its entirety with the following:

8. **WARRANTY.** BUYER AGREES AND ACKNOWLEDGES THAT THE SUBSCRIPTIONS ARE SOLD "AS-IS", WITH NO WARRANTIES EXPRESSED OR IMPLIED. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, ORAL OR WRITTEN, WITH RESPECT TO THE SUBSCRIPTIONS, INCLUDING WITHOUT LIMITATION ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

(iii) Section 10 shall be replaced in its entirety with the following:

10. **SOFTWARE.** This Agreement shall not be construed to grant to Buyer any patent license, know-how license or any other rights except as specifically provided herein. Buyer agrees and acknowledges that, by virtue of its purchase of the Subscriptions hereunder, it does not acquire any intellectual property rights (whether by license, assignment, or otherwise) of Seller, including without limitation any rights to the Subscriptions or related software or hardware systems (except for the limited right to use the Subscription subject to the terms and conditions set forth herein). Buyer shall not reverse engineer or copy the design, algorithms, or code, or any components thereof, or any information related to the Subscriptions for any purpose.

(iv) In Section 11, the language "ONE MILLION DOLLARS ($1,000,000)" shall be replaced with "TEN THOUSAND DOLLARS ($10,000)".

(c) The following additional terms and conditions shall apply

TERMS OF USE. Buyer hereby acknowledges and agrees that it shall comply with all terms and conditions of the Terms of Use, and that Buyer's use of the Subscription in violation of any such terms and/or conditions shall entitle Seller, without prejudice to any other remedies that may be available to Seller at law or in equity, to terminate Buyer's use of the Subscription(s) effective immediately. Buyer further agrees and acknowledges that it shall not be entitled to any refund of any portion of the purchase price paid in respect of Subscription(s) cancelled by Seller pursuant to Seller's rights under this Section and/or the Terms of Use. Buyer's rights to use these Subscription will begin upon Seller's transmission to Buyer of Subscription link and end 12 months from this date unless otherwise terminated by Seller. In the event of any conflict between this Agreement and the Terms of Use, the Terms of Use shall control.
Emmet County - Sole-Source Non-Compete Justification Form

Please explain why the recommended vendor is the only vendor that can meet the required needs. Are there other vendors who can do this job? What conditions exist so that the recommended vendor has a significant advantage over any other vendor who can do this job? It is important to sufficiently justify awarding an order without soliciting competitive bids/quotes. The justification must be specific, clear, supported and convincing.

Item or Service Requested: TruNarc portable laser substance identification device

Vendor Name: Thermo Scientific Portable Analytic Instruments

Complete the Following Checklist – Check all that apply for why a specific vendor is the only source for the item or service.

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Attach all relevant supporting documentation such as, a clearly written explanation for the justification(s) selected above; documentation showing that in good faith market research or a thorough review was conducted to otherwise exhaust the viability of any other sources; reference checks on vendors considered; any other written information gathered in making this determination.

Comments: __________________________________________________________

Signature of Requesting Department Head ____________________________ Date 2-2-2020

Signature of Purchasing Director ____________________________ Date

County Administrator Signature Required In the Event of an Emergency:

County Administrator Signature ____________________________ Date
Thermo Scientific Portable Analytical Instruments, Inc.
2 Radcliff Rd.
Tewksbury, MA 01876
978-657-5555 phone
978-657-5921 fax

February 2020

RE: Request for Sole Service / Sole Brand Justification

To whom it may concern,

The purpose of this letter is to provide additional justification for why Thermo Scientific Portable Analytical Instruments Inc. ("Manufacturer") is the sole source service provider for its Thermo Scientific™ handheld chemical analyzers ("Safety and Security Products"). Such Safety and Security Products deliver rapid, field-based identification of unknown chemicals, explosives, and chemical weapons, as well as narcotics directly from within the hazard zone and provide specific, actionable data—enabling first responders, national security, and military organizations to act quickly and decisively.

Thermo Scientific Portable Analytical Instruments Inc. is the sole manufacturer of the FirstDefender RMX, RM, TruDefender FTX, FTXi, FTi, Gemini and TruNarc (with TruNarc Kit, Test Stick, Type H) from its sole manufacturing location at 2 Radcliff Rd Tewksbury, Massachusetts USA. These devices utilize the proprietary chemometrics and DecisionEngine 2.0 MX analysis software also produced solely by Manufacturer. No other device of this kind on the market can make use of this software as it would be a violation of intellectual property protections held by Manufacturer. Manufacturer also is the sole provider of software and library updates. Additionally, Manufacturer has developed a rugged handheld chemical identification system for solids and liquids that uses both FTIR and Raman technologies known as Gemini. Gemini is the first and only handheld that offers both Raman & FTIR technologies as well as scan delay for both Raman & FTIR.

Due to their mission critical applications Manufacturer utilizes the expertise of its trained technicians and engineering staff to perform all necessary repairs. Additionally, the technicians must utilize proprietary software, intellectual property (technical documentation), calibration files and algorithms, as well as specialty tooling designed by Manufacturer in order to properly repair the Safety and Security Products in accordance with published specifications. For those reasons, coupled with complexity and overall safety, Manufacturer, is the sole service provider for our Safety and Security Products possessing unique qualifications and/or specialized capabilities or expertise that is not available in the marketplace.

Matthew Quinn
Thermo Scientific Portable Analytical Instruments Inc.
Government Contracts Manager
Thermo Fisher Scientific
SUMMARY:
The DPW Board, at its September 3rd board meeting, made a recommendation to the Board of Commissioners on an increase in rates on bagged garbage and loose trash.

The increases for the bag rate would be fifty cents ($0.50) per standard 30-gallon bag, going from $2.50 per bag to $3.00 per bag; and for loose trash going from $16.00 per cubic yard to $17.00 per cubic yard.

The DPW Board is recommending that these rate increases take effect on October 1, 2020.

Attached is a spreadsheet of historical rate increases in Emmet County for reference. Also, attached is a spreadsheet showing other counties' rates.

This is for discussion purposes at this meeting and will likely be an action item at the meeting on September 24th.

ATTACHMENTS:

- History of Rates for Emmet County
- Comparison of Rates with Other Counties
## Emmet County Transfer Station

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### Percent Changes History

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### % Increase Annualized

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<td>1.72%</td>
<td>9.20%</td>
<td>19.05%</td>
<td>19.05%</td>
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<tr>
<td>2003</td>
<td>1.78%</td>
<td>9.52%</td>
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<td>9.86%</td>
<td>19.87%</td>
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<td>1.91%</td>
<td>10.21%</td>
<td>20.30%</td>
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<td>1.98%</td>
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<tr>
<td>2007</td>
<td>2.04%</td>
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<tr>
<td>2008</td>
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<tr>
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<tr>
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<td>13.04%</td>
<td>23.54%</td>
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<td>2.51%</td>
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<td>24.04%</td>
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<td>2.60%</td>
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<tr>
<td>2015</td>
<td>2.69%</td>
<td>14.48%</td>
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<td>2016</td>
<td>2.79%</td>
<td>14.99%</td>
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<tr>
<td>2019</td>
<td>2.88%</td>
<td>15.62%</td>
<td>26.17%</td>
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<tr>
<td>2020</td>
<td>2.98%</td>
<td>16.07%</td>
<td>26.73%</td>
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</table>

### Other Transfer Station in the Region

<table>
<thead>
<tr>
<th>Station</th>
<th>Rate</th>
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<tbody>
<tr>
<td>GFL</td>
<td>$30.00</td>
</tr>
<tr>
<td>Kalkaska</td>
<td>$20.00</td>
</tr>
<tr>
<td>American</td>
<td>$30.00</td>
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</tbody>
</table>

### Notes

- By increasing bagged garbage to $3.00, we would bring in an additional $50,000 in 2021.
<table>
<thead>
<tr>
<th>Location</th>
<th>Owner</th>
<th>Bagged</th>
<th>Loose Trash</th>
<th>Compacted Trash</th>
<th>C&amp;D</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emmet County DOC</td>
<td>Emmet County</td>
<td>$2.50 (30 gal)</td>
<td>$16 cy</td>
<td>$26 cy</td>
<td>$29 cy</td>
<td>M-F 8:00-4:00 Sat</td>
<td>8:00-3:00</td>
</tr>
<tr>
<td>Cheboygan County</td>
<td>GFL</td>
<td>$30 cy</td>
<td></td>
<td></td>
<td></td>
<td>M-F 8:00-5:00</td>
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<tr>
<td>Kalkaska</td>
<td>Area Waste Services</td>
<td>$1.50(13 gal) $2.00</td>
<td>$30 cy</td>
<td></td>
<td></td>
<td>M-F 8:00-4:00</td>
<td></td>
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<tr>
<td></td>
<td>(30 gal) $5.00 (contractor)</td>
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<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Kalkaska</td>
<td>American Waste</td>
<td>$2.50 (13 gal) $3.00</td>
<td>$28 cy</td>
<td></td>
<td>$28/cy</td>
<td>M-F 8:00-4:00 Sat</td>
<td>Brick/Shingle/Concrete $32/cy</td>
</tr>
<tr>
<td></td>
<td>(30 gal) $4.50 (45 gal)</td>
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<tr>
<td>Montcalm County</td>
<td>Republic Waste</td>
<td>$5.00/bag</td>
<td>N/A</td>
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<td>5:00</td>
<td>$54.75/small pick up truck</td>
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<td>Elmira</td>
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<td>$4.00/bag</td>
<td>$30/cy</td>
<td></td>
<td>$30/cy</td>
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<tr>
<td>Elk Run (Onaway)</td>
<td>GFL</td>
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</tr>
</tbody>
</table>
SUMMARY:
A Regular Meeting of the Emmet County Board of Commissioners will be held on Thursday, September 24, 2020 at 6:00 p.m. via ZOOM.
EMMET COUNTY - Committee of the Whole
September 14, 2020 - 6:00 PM

Special Meeting

SUMMARY:
The Board of Commissioners will have a Special Meeting jointly with the City of Petoskey and Resort Township via Zoom on Monday, September 21, 2020 at 7:00 p.m. Anyone interested should go to the City website to obtain information for the Zoom link.