Finance Agenda
Missaukee County Board of Commissioners
Finance Committee
105 S. Canal St. Lake City, MI
January 9, 2020 @ 4:00 PM

4:00 PM  Opening and Roll Call
           Public Comment**

4:05 PM  Treasurer – Lori Cox
         a. Financial Reports
         b. Depository Approval Resolution

4:25 PM  Administrator – Precia Garland
         a. EMS Policy & Procedure Manual – Revisions
         b. FY20 Budget Amendment #1
         c. District Library Property Transfer

Public Comment**
**Public Comment Rules authorized by the Missaukee County Board of Commissioners: Each person recognized by the Chairman shall state their name for the record and will have a limit of 3 minutes to state an opinion. All opinions will be duly noted by the board & if requiring an answer will be addressed by the chairman first or his designee or in writing. The audience is asked not to interrupt at any time during public comment.
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**TOTAL - ALL FUNDS**

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<th>Ending Balance</th>
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**BANK: FF**

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**TOTAL - ALL FUNDS**

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**BANK: FF**

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**CASH ACCOUNTS DECEMBER 2019**
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Marketing Year: 2016

December

Missaukee County Investments
January 8, 2020

DEPOSITORY AND INVESTMENT RESOLUTION FOR MISSAUGEE COUNTY

At a Regular meeting of the board of Commissioners of the County of Missaukee, State of Michigan, held at Lake City, Michigan, on the ______ day of January, 2020.

PRESENT: 

ABSENT: 

___________ offered the following resolution and moved its adoption.

The motion was seconded by ________________.

WHEREAS, under the laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12), this Board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County, or other political units coming into the hands of the County Treasurer, in one or more banks, savings and loan associations or credit unions within the State.

THEREFORE BE IT RESOLVED as follows:

(1) The Missaukee County Board of Commissioners hereby directs Lori Cox, Missaukee County Treasurer, to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, coming into her hands as Treasurer in any bank, savings and loan association or credit union within the State which is a legal depository as defined by State and/or Federal law.

(2) The Treasurer is authorized to invest funds with these institutions or any institution legally permitted by State statute Act No. 20 of the Michigan Public Acts of 1943, as Amended (MCL 120.91) or Federal law or regulation within the limits set therein, and

(3) The Treasurer is authorized to enter into and execute on behalf of the County any contracts with any bank or trust company for the safekeeping or third party custodianship of any of the County’s securities as well as any contracts or repurchase terms and conditions as the County Treasurer shall require, and
(4) The County Treasurer is authorized to rely on the continuing effect of these Resolutions until amended or repealed by a subsequent resolution of this or a successor Board of Commissioners, and

(5) The County Treasurer requests the Missaukee County Board of Commissioners to authorize the following financial institutions as depository accounts FY 2020.

1. Chemical Bank as the main depository.
2. Fifth Third
3. Morgan Stanley
4. Chase
5. Independent Bank
6. Michigan Class
7. Mercantile Bank
8. Huntington Bank
9. Cantella & Co., Inc.

AYES ________________________________

NAYS ________________________________

ABSTENTIONS ________________________________

ABSENT ________________________________

County of Missaukee
State of Michigan

I, Jessica Nielsen, the undersigned duly qualified and acting Clerk of the Board of Commissions of the County of Missaukee, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a Regular meeting of the Board of Commissioners of said Missaukee County held on the _______ day of January, 2019, insofar as the same relates to the Depository and Investment Resolution for the County of Missaukee, the original of which is on file in my office. Public notice of such meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed by official signature this _______ day of January, 2020.
January 14, 2020

To: Missaukee County Board of Commissioners – Finance Committee

From: Precia Garland, Administrator

RE: Missaukee County EMS Policy and Procedure Manual – January 2020 Revision

A review of the Missaukee County EMS Policy and Procedure Manual was recently undertaken in association with the annual State of Michigan inspection of the department. As part of that review, the following revisions/additions were suggested:

- Revise Policy – 2010 Documentation and Paperwork to revise run reporting requirements to the State of Michigan
- Add Policy – 2023 Medical Waste

All revised/new policies follow this communication for your review. All other policies remain unchanged from their original approval by the Missaukee County Board of Commissioners on October 9, 2018.

Requested Action
It is requested that the Missaukee County Board of Commissioners consider approving the updated Missaukee County EMS Policy and Procedure Manual as presented.
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POLICY – 2010

SUBJECT
DOCUMENTATION AND PAPERWORK

PURPOSE
This policy shall provide guidelines for proper completion of the necessary forms and
documentation required in EMS.

RUN SHEETS
In order to maintain accurate records on all EMS runs it is extremely important to
thoroughly document every run by completely filling out a run sheet for all calls. These runs will
be recorded into the RUN LOG. This includes all disregards, non-transport and dead on arrival
(DOA) calls as well as emergency runs and transfers. In the case where more than one patient is
transported in one ambulance, a separate run sheet must be completed for each patient.

A. RUN FORMS - All information will be completed immediately, or during one's
next regularly scheduled shift, but no later than 72 hours following the run. This
includes times and all patient information. A witness signature is required for
waste of all narcotics, along with a physician's signature. This will be
documented in the field notes and a copy placed in the drug box.

B. DISREGARD CALLS - A disregard is a run that is aborted by dispatch or an
officer on scene and no patient contact was made. In this case, a non-transport
sheet will be completed with "disregard" written across the top. As much
information as possible should be filled in on the form including all times,
complaint number, person who disregarded the call for service and why.

C. NON-TRANSports - Once you arrive on scene and make patient contact, a
patient refusal form must be completed and signed if the person does not wish to
be transported. Witness signatures should be obtained from family members or
someone closely associated with this patient. The EMT should not sign as a
witness. If the patient refuses to sign the form, a witness signature is vital.
Remember to document everything well, along with names of any and all
personnel and witnesses on scene.

D. TRANSFERS - All transfers should have the same information recorded as an
emergency run sheet. A transfer slip must also be completed and signed
by the attending physician on ALL transfers.

E. Dead on Arrival (DOA) Trips - Any DOA that is transported to a funeral home will
have a run sheet completed. The run sheet should include officer(s) names,
the medical examiner information provided to you by the officer, and a list
of any and all items transported on or with the body (i.e. wallet, clothing,
jewelry, dentures, etc.).

F. ROUND-TRIPS – A round trip occurs when a patient is picked up, taken for X-
rays, etc. and then returned to the pickup point. Each way is considered a run,
therefore each must have a run sheet, transfer slip, and a bill completed. Run
sheets must be as complete/accurate as possible, as they will become part of the
patient's chart and department records for any future court or legal proceedings.

BILLING FORMS
A billing form must be completed on each run where a patient is transported. When the
patient is treated and turned over to an air unit, or when extrication is procured, a billing form must
also be completed. For any call that involves cardiac area or diabetic assistance (D50), it is the
responsibility of the crew to obtain insurance information. If more than one person is cared for
and transported in the same ambulance, a separate bill will be completed for each patient. Billing
forms shall record the following information:

A. Date, complaint number, and all times must be documented on the bill sheet.
B. Complete patient information must be obtained, and responsible person if applicable.
C. Reasons for transport must BOTH be filled in.
D. Patient's signature is a must. If the patient is unable to sign, have a family member sign the form and indicate their relationship to the patient.

E. If a patient was treated at the scene by Missaukee EMS and then turned over to a helicopter crew for transport, this should be billed at the base rate. If the patient was transported any distance to meet with an air crew, this mileage should also be noted.

F. If a patient was extricated, this should be noted on the bill form. If Missaukee EMS performed the extrication and the patient was transported via ground EMS from another department, a bill noting extrication only should be submitted along with the completed run sheet.

G. A copy of the hospital face sheet should also be obtained and turned in with each bill. The information from this face sheet eliminates EMTs from having to copy this information to the bill form.

Billing forms are a very important part of the paperwork that must be completed for each run. Without complete and accurate information, we cannot bill the patient or their insurance company for our services. If the billing forms are not completely and accurately filled out and submitted along with a proper and complete run form, progressive discipline up to and including termination will be utilized to correct employee performance.

DISPOSITION OF PAPERWORK
When returning from a run, the completed paperwork (run sheet, bill, transfer slip, hospital face sheet, etc.) will be placed either in the EMS Director’s mailbox or in a location designated for this purpose.

REPORTING / UPLOADING DATA TO THE STATE OF MICHIGAN
Runs will be uploaded to the Michigan website on a monthly basis. These runs should be uploaded NO later than the 15th of each month. A log will be kept which shows when the data is uploaded and initials for the person completing.
POLICY 2023

SUBJECT
MEDICAL WASTE / BIOHAZARDS

PURPOSE
The purpose of this policy is to establish procedures for the collection and disposal of medical waste in order to safeguard the health of employees and students. The procedures are in compliance with the Medical Waste regulatory Act of Michigan, Part 138, sections 333.1101 to 333.25211 of the Michigan Compiled Laws.

POLICY
This policy shall be followed by ALL Missaukee County EMS employee or students who may generate or dispose of medical waste as defined in this plan.

DEFINITIONS
Medical Waste

- Cultures and stocks of infectious agents and associated biologicals, including laboratory waste, biological production wastes, discarded live and attenuated vaccines, related devices.
- Liquid human waste, including blood / products, and body fluids.
- Sharps, needles, scapels, med vials, etc.
- Body parts; teeth, organs, skin, etc...

PROCEDURE
1. ALL medical waste will be packaged in "bio" bag or container that is sealed.
2. Medical waste will be taken to Cadillac ER to be disposed of properly.
3. Medical waste in sharps containers or waste in "bio" red bags will be placed in the soiled utility closest at Cadillac or Traverse ER.
4. NO medical waste will be disposed of in landfills.

The EMS Director shall be responsible for the overall administration of this policy and shall perform periodic inspections to ensure safe medical waste handling.
POLICY 2024
RESPONSE TO HAZARDOUS MATERIALS INCIDENTS

PURPOSE
The purpose of this policy is to establish procedures for responding to hazardous materials incidents by establishing proper incident classification and related response actions.

DEFINITIONS
Hot Zone – The perimeter surrounding the immediate hazard area.

Warm Zone – The perimeter adjacent to and upwind of the hot zone. The area where decontamination and support activities take place.

Cold Zone – Adjacent to the warm zone. The cold zone is where the command post and staging area would be located.

Transportation Incident – Incidents involving transport vehicles that carry hazardous materials as cargo.

Fixed Site Incident – Incidents involving hazardous materials at a site used for storage, manufacturing, processing, or handling of a hazardous material.

Hazardous Material Incident – A sudden, unexpected spill, leak, fire, explosion, accident, or similar occurrence which involves the transportation, storage, handling, manufacturing, sale, use, disposal or processing of a hazardous material.

Sheltering In-Place – Is used when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed.

Evacuation – Removal of occupants from an area to protect them from a life safety threat, such as a vapor cloud or explosion. For protection from toxic vapors, evacuation routes should be made from a cross wind direction if possible.

Incident Classification
1. Minor Incident
   a. Transportation
      i. No evidence of a container leaking.
      ii. Transport vehicle not overturned.
      iii. Product transfer not required.
      iv. Traffic not rerouted.
   b. Fixed Site
      i. No outside assistance required.
      ii. No evacuation outside of incident site.

2. Alert
   a. Transportation
      i. Vehicle carrying hazardous materials has overturned.
      ii. Transfer is necessary.
      iii. Traffic rerouted.
   b. Fixed Site
      i. No outside assistance required.
      ii. No evacuation outside of incident site.

3. Site Emergency
   a. Transportation – site evacuation necessary.
b. Fixed Site — evacuation/sheltering in-place required for entire facility, with or without fire.

4. Community Emergency
   a. Transportation — evacuation of affected community is required.
   b. Fixed Site — evacuation of affected community required.

PROCEDURE
1) Incident Response
   In order to function effectively and limit danger to responding personnel, the following shall be considered when responding to a reported hazardous material incident:
   a. Confirm dispatch information.
   b. Stage upwind, uphill, upstream and out of any smoke, liquid or vapor of the incident.
   c. Keep a safe distance away with apparatus and personnel until product is identified.
   d. Monitor any additional information or changes in the situation.

2) Arrival at an Incident
   Several primary objectives must be met by the first arriving unit(s) at an entry control point hazardous material emergency:
   a. Establish command.
   b. Stage all responding unit(s) and personnel in a safe area.
   c. Determine the location and status of victims.
   d. Identify the material(s) involved.
   e. Contact the shipper, CHEMTREC, etc. for assistance.

   If the Incident Commander determines the need exists for defensive mitigation actions by fire personnel, the Incident Commander may need to ask Central Dispatch for a reactivation for a full company response of all available personnel.

3) Scene Actions
   Upon arrival on the scene and based on the information that is available, the Incident Commander, Operations Officer and Safety Officer, shall develop and implement an action plan. This action plan shall be consistent with the goal of protecting our own personnel first, along with the citizens and visitors in our jurisdiction, while attempting to contain property and environmental damage. The action plan shall address the following areas as required:
   a. Establish a perimeter using information from the DOT Emergency Response Guidebook and current weather conditions.
   b. Evacuate or shelter in-place of persons at risk.
   c. Maintain maximum possible safety of responding personnel.
   d. Identification of hazardous materials that meet one or more of the following criteria:
      i. Flash point less than 100 degree F
      ii. Toxic
      iii. Explosive
      iv. pH less than 2.0 (acid)
      v. pH greater than 11.0 (base)
      vi. Reactive
      vii. Oxidizers
      viii. Etiological
      ix. Radioactive
      x. Or any other material placarded or labeled.
Personnel should use the "Hazardous Materials Reminder" sheet along with the "Haz-Mat Incident Notification Form" – Bulletin 21 Fire Marshal Division, while commanding a Hazardous Material Incident. Specifically, fire department personnel shall:

1. Understand what constitutes a hazardous material and what are the risks associated with them at an incident.

2. Understand potential outcomes associated with an emergency incident when hazardous materials are present.

3. Be able to recognize the presence of a hazardous material.

4. Be able to identify a hazardous material.

5. Be able to understand the role of fire department personnel included in this procedure.

6. Be able to implement appropriate site control measures.

7. Be able to use the United States DOT Emergency Response Guidebook.

8. Be able to recognize the necessity of additional resources required for mitigation. (See attachments A)

Hazardous material spills or releases shall be handled by qualified firms and personnel. The incident commander will determine the appropriate mitigation request in any event actions are taken.
January 14, 2020

To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator

RE: FY20 – Budget Amendment #1 – First Quarter

Attached please find the proposed first quarterly Budget Amendment for fiscal year 2020.

Proposed amendments to special funds:

- **Concealed Pistol Licensing Fund** — Revenues and expenditures were adjusted by $1,000 to reflect purchase of a new CPL permit printer.
- **CDBG Project Income** — Revenues and expenditures were adjusted by $3,000 to reflect activities associated with a mortgage foreclosure.
- **Capital Projects Fund** — Revenues and expenditures were adjusted by $32,800 to reflect four projects that were originally scheduled in FY19 but were not completed until FY20. Projects include a new exterior sign for the Annex Building, an enclosed trailer for facilities (on order), bullet-proof vests and a prisoner transport van.

**Requested Action**

It is requested that the Board of Commissioners consider amending the FY20 Missaukee County Budget — Special Funds as specified above.
### 263 - CONCEALED PISTOL LICENSING FUND

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<td>293-000-676.00 Reimbursements</td>
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<td>$27,558.00</td>
<td>$3,000.00</td>
<td>Foreclosure proceeds</td>
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<td><strong>Total</strong></td>
<td>$24,558.00</td>
<td>$27,558.00</td>
<td>$3,000.00</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
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<tr>
<td>293-000-800.00 Services &amp; Charges</td>
<td>$700.00</td>
<td>$3,700.00</td>
<td>$3,000.00</td>
<td>Foreclosure expenses</td>
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<tr>
<td><strong>Total</strong></td>
<td>$700.00</td>
<td>$3,700.00</td>
<td>$3,000.00</td>
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### 401 - CAPITAL PROJECTS FUND

<table>
<thead>
<tr>
<th>Item</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
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<tr>
<td><strong>Revenue</strong></td>
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<tr>
<td>401-000-699.01 Approp Fund Balance</td>
<td>$ -</td>
<td>$26,000.00</td>
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<td>401-000-699.05 Transfer In from Jail</td>
<td>$ -</td>
<td>$6,800.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>$ -</td>
<td>$32,800.00</td>
<td>$32,800.00</td>
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<tr>
<td><strong>Expenditures</strong></td>
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<tr>
<td>401-000-970.02 Cap Outlay - Facilities</td>
<td>$15,000.00</td>
<td>$19,000.00</td>
<td>$4,000.00</td>
<td>FY19 projects into FY20</td>
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<td>401-000-970.03 Cap Outlay - Sheriff</td>
<td>$388,500.00</td>
<td>$417,300.00</td>
<td>$28,800.00</td>
<td>FY19 projects into FY20</td>
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<td><strong>Total</strong></td>
<td>$403,500.00</td>
<td>$436,300.00</td>
<td>$32,800.00</td>
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</table>

* Carry-over projects include Annex Building Signage, enclosed trailer, bullet-proof vests and transport van.
December
To: Missaukee County Board of Commissioners
From: Precia Garland, Administrator for BOC Building & Grounds Committee
RE: Transferring ownership of Missaukee District Library property to Missaukee District Library

Introduction and Background:
Missaukee County facilitated the gift of the current Missaukee District Library from Dr. Ardis approximately 20 years ago and since that time, has owned the building and real estate on which the library is situated. The county has researched this issue and determined the time has come for the Missaukee District Library to take possession of its land and facility by deeding it to the Library for $1.

The library's attorney, David McCurdy, has prepared a proposed transfer agreement (see attached), consistent with the recommendation of the BOC Buildings & Grounds Committee, which incorporates the agreed-up recommendations:

1. Transfer of the Missaukee District Library Board site, which includes Lots 2, 3, 4, 13, 14, 15, and 16, Block 4, Original Plat of Lake City, Missaukee County, Michigan (see attached site drawing). The library will give a permanent easement to Missaukee County for any Veterans’ Park improvements that encroach on Lot 2. This appears to include the Veterans’ Park monument sign, and limited seating wall and sidewalk improvements.

2. Provision of a title insurance policy by the County to the Library consistent with its insured property value. The estimated cost of such a policy is $2,563, based on the $1,562,776 insured value of the library.

3. The Library will honor the restrictions contained in the original Deed to the County of Missaukee dated May 21, 1999, except the reversion provision that was removed by a subsequent Deed from the Cadillac Area Community Foundation (CACF).

4. Because irrigation and electrical systems are combined for the library and the Veterans’ Memorial Park, it is more cost effective for the county to pay an annual share of these utilities expenses than to rework the systems. The library proposes a $500 annual payment from the county to cover such expenses.

5. Transfer the Ardis or other donor funds held by the CACF to maintain or assist in development of the Library or the Veterans’ Park so that the benefits of those endowment funds will be received by the Library.

6. The county shall be relieved of any future expenses on behalf of the library property, except those provided by statute, or the agreed sharing of utility expenses for the Veterans’ Memorial Park.

Requested Action:
In order to accomplish transfer of the Library property from the County to the Library Board, it is requested the Board of Commissioners adopt a resolution approving the above actions, consistent with the proposed Transfer Agreement.
TRANSFER AGREEMENT

THIS AGREEMENT, is made this ___ day of January, 2020, by and between the County of Missaukee, of 111 South Canal Street, Lake City, Michigan 49651, and the Missaukee District Library Board, 210 South Canal Street, Post Office Box 340, Lake City, Michigan 49651:

WHEREAS, the County received a gift from the Cadillac Area Community Foundation (funded by Dr. Charles Ardis) for a District Library and for a Veteran’s Park;

WHEREAS, the gift from the Cadillac Area Community Foundation contains certain restrictions to ensure that the parcels would be used for as long as possible as a District Library (and Lots 1 and 2 to be used for a Veteran’s Park and a District Library addition); and

WHEREAS, Missaukee County and the Missaukee District Library Board are agreeable to transferring ownership of the lots to the Library under the following conditions:

NOW, THEREFORE, IT IS AGREED as follows:

1. The Library agrees to take ownership of Lots 2, 3, 4, 13, 14, 15 and 16, Block 4, Original Plat of Lake City, Missaukee County, Michigan. The Library will grant a permanent easement to Missaukee County over Lot 2 to the extent necessary to keep and maintain the Veteran’s Park improvements, which may encroach on Lot 2.

2. Missaukee County will provide title insurance from Missaukee Title Company in an amount equal to the insurance value currently placed on the Library building and parcel. Missaukee County will cause a Policy of Title Insurance to be issued in favor of the Library, and pay the cost of such policy.

3. The Library will honor the restrictions contained in the Deed to the County of Missaukee, dated May 21, 1999, except the reversion provision which was removed by a subsequent Deed from the Cadillac Area Community Foundation.

4. Missaukee County and the Library will take such steps as are necessary to separate the irrigation and electrical usage for the benefit of Lot 1, Block 4, Original Plat of Lake City, Missaukee County, Michigan, or to arrange for an expense sharing for the water and electricity. Water and electricity are used for the lighting and irrigation of the existing Veteran’s Park.
5. This Agreement is subject to approval by the Cadillac Area Community Foundation for any donor advised funds or other funds held by the Foundation for the benefit of the Library and/or Missaukee County, to be used solely for the benefit of the Library (for the property which is the subject of this Agreement).

6. Upon consummation of this Transfer Agreement, any further expenses that have been paid in the past by Missaukee County will cease and Missaukee County shall be relieved from any future expenses on behalf of the Library, except those expenses that are provided for by statute (i.e. sharing of court fines for the benefit of the Library), or if there is cost sharing of electricity or water pursuant to paragraph 4.

This Transfer Agreement has been approved by proper resolution by the Missaukee County Board of Commissioners

SIGNED:
Missaukee County Board of Commissioners

By:

_____________________
Its Chairperson

Missaukee District Library Board

By:

_____________________
Brenda Morrissey
Its Chairperson

APPROVED:
Cadillac Area Community Foundation

By

_____________________
Doreen Lanc
Its Executive Director

Prepared by:
David S. McCurdy
McCURDY, WOTILA & PORTEOUS Professional Corporation
Attorneys at Law
120 West Harris Street
Cadillac, Michigan 49601
(231) 775-1391
City of Lake City

Lots 5, 6, 7, 8, 9, 10 - Purchased by City of Lake City from Lake City Public Library on 2-24-82 for $18,000.

City of Lake City

Lots 15, 16 - Purchased by City of Lake City from Charlotte Sawyer Sherman on 9-18-82 for $19,500.

County

Lots 3, 4, 13, 14 - Purchased by City of Lake City from Joseph, Co. etc. on 2-16-82 for $13,500.

From Original Plat of Lake City

105, 110, 115, 120, 125, 130, 135, 140, 145, 150, 155, 160, 165, 170, 175, 180, 185, 190


305, 310, 315, 320, 325, 330, 335, 340, 345, 350, 355, 360, 365, 370, 375, 380, 385, 390

Map Street

Prospect St.

Main St.

Union St.