

# **Arenac County Veterans Affairs Committee (ACVAC) Capital Assets and Expendables Upkeep, Maintenance and Replenishment**

**Reviewed, approved for posting:** 09 April 2026 ACVAC meeting

**Purpose:** Establishes written description, procurement concepts, usage and replenishment practices for capital assets and consumables.

**Primary Executer:** Arenac County Veterans Affairs Committee and Veteran Service Officer

**Veteran Benefit:** Community visibility and community pride. Community outreach. Public exposure.

## **Capital Assets**

### **Arenac County Veterans Trailer**

Procurement: In September 2023, ACVAC procured a 6 x 12 single axel, aluminum, enclosed, lockable trailer. Further. In January 2024, it was vinyl wrapped with decals and identifiable veteran related advertising signage. Procurement for trailer and wrap was made in 2023 using Millage funds for the trailer and Grant funds for the wrap. A one-time purchase, life of the trailer State of Michigan license was secured. The trailer is registered to Arenac County. Insurance coverage (trailer, external wrap, and content) is included in the County policy.

Usage: The trailer is a proud presence at Standish parades, community events, county fairs, and school functions. When not in use, it is stored at Arenac County Building rear parking lot. The trailer door and tow hitch locks are maintained by the VSO and an identified ACVAC Committee member.

Maintenance: Prior to departing for an event, the driver is responsible for examining and determining that all lights are in working order. After each event, the trailer is wiped down or washed to remove any dirt and road grime that may have been picked up in transit. After use, the driver returns the cleaned and dried trailer to its designated storage area. Tire pressure is checked prior to each use. Tire maintenance is performed in accordance with manufacturers' recommendations as noted on the trailer spec plate, e.g., rotated every 5,000 miles; inspect 6-month intervals or 6,000 miles and inspect and service wheels bearings every 12 months or 12,000 miles.

### **Tables, Chairs, Banners, Pop-Up Tent**

Procurement: The ACVAC procured 2 – 6-foot folding tables, 2 - folding chairs and a 3' x 7' vinyl Arenac County Veterans banner and a 10' x 10' pop-up tent and weighted pole supports for use at scheduled events. Procurement for tables, chairs, banner, and pop-up tent was made in 2023 using grant funds. Insurance for the above hard goods is provided under the trailer's content coverage.

Use: The pop-up tent and banner provide an inviting display that welcomes other veterans, community members, visitors to gather, exchange experiences, ask questions laugh, remember and sit a spell. In between events the tables and chairs, banner and pop-up tent are stored and secured in the Veteran trailer for next use.

Maintenance: A simple wipe down of the chairs and tables during and after an event is often all that is needed. The banner should be wiped down and gromets examined to determine if repairs are needed. The pop-up tent should be dry before folding away and storing.

### **Consumable Goods**

Procurement: The ACVAC procures veteran focused promotional items, e.g., magnets, stickers, pens, note pads, markers, key chains, lapel/hat pins, stress balls to cite a few examples. Procurement as well as refurbishment is funded through milage funds. In addition to promotional items, local flyers may be created, veteran information publications and brochures are secured from VA state or federal government or vendor organization for display and distribution.

Use: Promotional items, giveaways, and handouts are used to advertise our veterans services and draw in a crowd to share our message. Display tables displaying these items are set up at coffees, gatherings, benefit fairs, county fairs, community events.