

**THE BENZIE COUNTY BOARD OF COMMISSIONERS**  
**December 12, 2023**

The Benzie County Board of Commissioners met in a regular session on Tuesday, December 12, 2023, in the Frank Walterhouse Board of Commissioners Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

Present were: Commissioners Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke

The invocation was given by Commissioner Roelofs and the Pledge of Allegiance was recited.

**Agenda:**

Motion by Nye, seconded by Warsecke, to approve the agenda as amended, placing accept amended apportionment report first under Action Items. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**Minutes:**

Motion by Markey, seconded by Warsecke, to approve the regular session minutes of November 28, 2023, as presented. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:06 a.m. Public Comment

Karen Mallon, Homestead Township, wants to wish everyone a Merry Christmas. As an employee she is excited about how the year has been going, thanks to Katie and her crew.

John Throop, Conservation District, presented the Benzie Conservation District Annual Report 2022-2023. He provided a handout and was available to answer any questions.

9:13 a.m. Public Comment closed.

**FINANCE**

Bills: Motion by Sauer, seconded by Cunningham, to approve payment of the bills from November 28, 2023, through December 11, 2023, in the amount of \$900,052.29, as presented. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer reported that demolition is slated to occur at two locations in the Village of Thompsonville, as part of the Round 1 funding of the Blight Elimination Grant. One house has been demolished. Auditors were here last week, and it is going well so far.

**ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS**

Rebecca Hubers, Emergency Management, gave an update on the lower-level construction project at the Sheriff Department. We are on schedule and budget. Looking at the end of January 2024 as a move in date. The City of Frankfort approved the site description for the tower.

Sheriff Rosa stated that Northwest Michigan College has a 16-week Police Academy program. The first class graduated on Saturday. Benzie County had sponsored one individual, Morgan Cook. She will start her field training on Wednesday. Target date for 24-hour road patrol in Benzie County is slated to start in May 2024.

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Doug Durand, Benzie Senior Resource Director presented the Benie Senior Resources 2023 Annual Report and was available to answer any questions.

Bert Gale, Building Department provided the July, August, and September 2023, Quarterly Report regarding Benzie County Building Code and Safety Enforcement.

9:27 a.m. Rebecca Hubers, Emergency Management, wanted to recognize Citizens Emergency Response Team (CERT) individuals Dave and Deb Hanchett. Their dedication and commitment to community safety has been above and beyond. David just stepped down from his role as coordinator. His strategic vision and organizational skills played a crucial role in enhancing the team's capabilities, ensuring they were well prepared to respond to various emergencies and disasters. Deb has provided amazing commitment to her community. She is at every training and deployment. She is trained in search and rescue management.

9:37 a.m. Tim Maylone, Cherry Capital Connection LLC, gave an update on the Internet for All of Benzie County. He provided a handout and was available to answer any questions.

9:50 a.m. 103<sup>rd</sup> State Representative Betsy Coffia, provided an update on what they are working on in Lansing. They have been working on the Septic Ordinance, repeal of the retirement tax, earn income credit, Brownfield Redevelopment funding be allowed for housing, missing middle housing bill, short term rentals, speed limits and public safety, who can be elected as Sheriff, Guardianship and Conservatorship, and access to mental health programs.

10:25 a.m. Break

10:33 a.m. Reconvene

## ACTION ITEMS

Accept amended Apportionment Report: Brianne Lindsey, Equalization Director, provided an amended apportionment report and was present to answer any questions. Motion by Sauer, seconded by Warsecke, to approve the amended apportionment report as presented. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider approving the software agreement to enhance delivery of information to Fire and EMS First Responders: Motion by Markey, seconded by Nye, to accept the proposal from Chief Technologies to enhance the delivery of information to First Responders in Benzie County in the annual amount of \$3,922 for a period of five years, subject to approval from legal counsel, with funds available in the Central Dispatch Fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider accepting the proposal for Crystal Lake Universal Access Park improvements: Ed Hoogterp and Shaun Johnson were present to answer any questions. Motion by Jeannot, seconded by Warsecke, to concur with the Parks and Recreation Commission and accept the proposal from Spicer Group in the not to exceed amount of \$89,500 for design and engineering services related to Crystal Lake Universal Access Park with funds available from the ARPA Fund and General Fund Parks and Recreation Department Fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

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Consider approving replacement hardware of sallyport overhead doors in jail: Sheriff Rosa was present to answer any questions. Motion by Warsecke, seconded by Markey, to accept the proposal from Precise Door Company in the not to exceed amount of \$5,500, with funds available in the Jail Capital Fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider purchase of Tru Narc device: Sheriff Rosa was present to answer any questions. Motion by Sauer, seconded by Jeannot, that the purchasing policy be waived and that the purchase of a Tru Narc Unlimited Model Device from Thermo Scientific Portable Analytics Instruments, Inc. in the amount of \$29,900, be approved with funds available in the Capital Fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider the purchase of one vehicle for jail operations: Sheriff Rosa was present to answer any questions. Motion by Warsecke, seconded by Jeannot, to purchase a new jail van, to not exceed \$60,000, with funds coming from the Capital Improvement Fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Approval of budget amendment to recognize revenue and expenditures related to funded Opioid Proposals: Motion by Cunningham, seconded by Markey. that the budget amendment recognizing an additional \$100,000 in Opioid Funding revenues in fund 281, be approved. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Discussion regarding pay scales/reclassification and consider approving proposed pay scales: Jackie Palfey was present to answer any questions. Motion by Nye, seconded by Cunningham, to adopt the proposed pay scales as presented in the December 12, 2023, communication with employees being added to the new pay scale based on the results of the reclassification process. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Approval of budget amendment to recognize revenue and expenditures for Blight Elimination Grant.: Motion by Sauer, seconded by Nye, that the budget amendment recognizing an additional \$125,000 in Land Bank Authority Fund revenues and expenditures, be approved. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Consider approving a one-year extension to the Colligo agreement for GIS services related to Central Dispatch and Equalization : Motion by Cunningham, seconded by Warsecke, to authorized a one-year extension to the services agreement with Colligo GIS for GIS services, including parcel data and aerial mapping maintenance and central dispatch mapping, in the not to exceed amount of \$8,500, with option to renew annually by the County Administrator for up to five years, and that the Chair be authorized to sign with agreement subject to approval by legal counsel, with funds available in the Equalization Department Fund and the Central Dispatch Fund. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Adopting amended Time Off Policy: Jackie Palfey was present to answer any questions. Motion by Markey, seconded by Sauer, to adopt the amended Paid Time Off Policy to replace the October 24, 2023, policy. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

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Consider accepting the Michigan Trails Fund Grant transfer: Motion by Sauer, seconded by Warsecke, to accept the transfer of the Michigan Trails Fund Grant and authorizes the Board Chair and County Administrator to sign any related documents and the grant application documents as needed. Roll call. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, and Sauer Nays: Warsecke Motion carried.

Presentation and discussion regarding MMP with Networks Northwest: Rob Kurts, Matt Cooke and Jesse Zylstra were present to give a brief overview of the Material Management Plan (MMP) responsibilities and program.

### **COMMISSIONER REPORTS**

Chair Roelofs attended the MAC Transportation and Infrastructure meeting, Agenda Review meeting, Buildings and Grounds meeting, and Veterans Affairs meeting. Will be attending the Village of Lake Ann meeting tonight.

Comm Jeannot attended the Platte Township meeting, Lake Township meeting, Almira Township meeting, Northwest Michigan College Listening sessions, and Housing North meeting. A written report was provided.

Comm Cunningham attended Ad Hoc SWAC interviews, Lake Township meeting, and MAC Environment Regulatory Committee meeting. A written report was provided.

Comm Nye attended the Benzie Leelanau Health Department meeting, Village of Benzonia meeting, Centra Wellness Executive meeting, Land Bank meeting, and Buildings and Grounds meeting. A written report was provided.

Comm Markey attended the Village of Honor meeting.

Comm Warsecke attended the Parks and Recreation meeting, Inland Township meeting, and Ad Hoc SWAC interviews.

Comm Sauer attended the Joyfield Township meeting, Blaine Township meeting, Buildings and Grounds meeting and Village of Thompsonville meeting. A written report was provided.

### **COUNTY ADMINISTRATOR'S REPORT – Katie Zeits**

Passed out Benzie County Budget at a Glance Sheet. Please look it over and see if there are any changes you would like to see. Please let Rose know by Friday, as after that they will be printed. Will need to look at what millages are expiring and needs to be put on the ballot for 2024. Yesterday the e-mail migration started. We are officially .gov e-mail. The .net e-mail will work for about a year. VC3 and Karhu Cyber were onsite yesterday to help with the transition. Received an e-mail from the State of Michigan stating that about \$17,000 has been awarded to Benzie County, related to education of marijuana.

**STUDY SESSION - None**

**COMMITTEE APPOINTMENTS:**

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Motion by Warsecke, seconded by Cunningham, to appoint Cory Brown to a three-year term expiring December 31, 2025, on the Solid Waste Advisory Committee. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**UNFINISHED BUSINESS** -None

**NEW BUSINESS** -None

## PRESENTATION OF CORRESPONDENCE

- Benzie Leelanau Health Department October 25, 2023, minutes
- Benzie Leelanau Health Department November 29, 2023, agenda

12:24 p.m. Public Comment

Paula Eberhart, Register of Deeds, stated that the remodeling of the Register of Deeds office is needed. Statue requires that a place be provided to individuals for research. Want to make a little room within their office where they can do research. Also, there was an incident about six months ago, with the roof leaking in the vault.

Annie Browning, Village of Beulah, stated that she loved all the presentations this morning. Village of Beulah is moving ahead with the storm water settling pond. Thank you for all you do.

12:27 p.m. Public Comment closed.

Motion by Nye, seconded by Markey, to adjourn at 12:28 p.m. Ayes: Cunningham, Jeannot, Markey, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

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Bob Roelofs, Chair

Tammy Bowers, Benzie County Clerk

## INDEX

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6. To concur with the Parks and Recreation Commission and accept the proposal from Spicer Group in the not to exceed amount of \$89,500 for design and engineering services related to Crystal Lake Universal Access Park with funds available from the ARPA Fund and General Fund Parks and Recreation Department Fund.
7. To accept the proposal from Precise Door Company in the not to exceed amount of \$5,500, with funds available in the Jail Capital Fund.

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8. That the purchasing policy be waived and that the purchase of a Tru Narc Unlimited Model Device from Thermo Scientific Portable Analytics Instruments, Inc. in the amount of \$29,900, be approved with funds available in the Capital Fund.
9. To purchase a new jail van, to not exceed \$60,000, with funds coming from the Capital Improvement Fund.
10. That the budget amendment recognizing an additional \$100,000 in Opioid Funding revenues in fund 281, be approved.
11. To adopt the proposed pay scales as presented in the December 12, 2023, communication with employees being added to the new pay scale based on the results of the reclassification process.
12. That the budget amendment recognizing an additional \$125,000 in Land Bank Authority Fund revenues and expenditures, be approved.
13. To authorized a one-year extension to the services agreement with Colligo GIS for GIS services, including parcel data and aerial mapping maintenance and central dispatch mapping, in the not to exceed amount of \$8,500, with option to renew annually by the County Administrator for up to five years, and that the Chair be authorized to sign with agreement subject to approval by legal counsel, with funds available in the Equalization Department Fund and the Central Dispatch Fund.
14. To adopt the amended Paid Time Off Policy to replace the October 24, 2023, policy.
15. To accept the transfer of the Michigan Trails Fund Grant and authorizes the Board Chair and County Administrator to sign any related documents and the grant application documents as needed.
16. To appoint Cory Brown to a three-year term expiring December 31, 2025, on the Solid Waste Advisory Committee.

**Art Jeannot**  
**Commissioner Report**  
**December 12, 2023**

- **12/6- MI Association of Counties**
  - The “renewable energy” bills were discussed (PA 233-234). It has been suggested that based on the language that defines the State ordinance, our local townships are unlikely to be impacted.
  - An overview of the proposed State septic bills was presented.
- **12/7- Platte Township**
  - It is anticipated that the board will act on the Headlee resolution at their quarterly meeting in January.
- **12/7- Lake Township**
  - The board approved the Headlee resolution at their December 7<sup>th</sup> meeting.
  - The Ironman contract for September 2024 was approved for 1 year.
- **12/11- Almira Township**
  - I will discuss any relevant information at our meeting.
- **Other –**
  - I attended a meeting with Housing North. There were updates regarding local projects and legislation that has passed that gives local municipalities the tools to encourage housing developments to meet workforce housing. We will be discussing this at our study session in the afternoon.
  - Northern MI College held several “listening sessions” regarding Benzie County being annexed into Grand Traverse County for the assessment of a new millage to subsidize tuition at the college. I attended the December 9<sup>th</sup> session in Almira Township.



- 12 Dec 23 Commissioner Cunningham
- 28 Nov BoC Ad Hoc, SWAC board member interview.
- 7 Dec Lake Twp, update as needed.
- 11 Dec MAC Environment Regulatory Committee, Zoom. Presenter Koffi Kpachavi, Exec. Dir. Grand Traverse Conservancy, topic: sustainable farming with biochar. Benefits of biochar, increases yield, replenishes the soil, purifies heavy metal out of water and it is made out of waste wood decreasing volume in landfills.

### **Community**

- 4 Dec NMC Listening Session, Nick Nissley, president, NMC presented. Considering need, desire and possibility of in district tuition. Best Benzie County advocate, Maggie discovered that the Michigan Re-connect money, to pay tuition at community colleges only if students are in district. Pres. Nissley described rural Michigan residents as being in, "a community college desert, like the described "food deserts". There are 6500 Benzie residents lack post high school training. In January NMC will summarize the Listening Sessions and report back to Benzie County.
- Dec Assorted meetings, Frankfort Land Trust, Benzie Conservation, community openings and holiday events, calls with constituents, common concerns, trusting elected officials and measurable accountability.



Rhonda Nye  
District IV – Benzonia Township  
Commissioner Report  
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November 29 – Benzie Leelanau District Health Department

- WIC Presentation – BLDHD has 690 WIC participants who spent 286k of benefits in local community last year.
- Board approved security system replacement in Benzie building.
- COVID WFD Funding Request – Board approved 2k payment to full time employees as one-time benefit for retention.
- Board continues to explore options to have more input regarding Health Officer and Medical Director contracted with the Northwest Board.
- January is ‘give a can, get a radon kit’ at the health department.

December 4 – Village of Benzonia

- Board approved road projects to be in compliance with Act 51 expenditure requirements:
  - 3 year plan will include Walker Street, Benzie Street, and Lake Street.
- Non-motorized improvements will be identified as 1% of Act 51 monies received over ten years needs to be spent in this area.
- Board approved staff bonuses and the purchase of 12 chairs for the office.

December 5 – Centra Wellness Executive Committee

- Approved agenda for next board meeting.
- Reviewed a recipients rights issue.
- Discussed adding presentation to a future meeting ‘Creating a Value-Added Role through Board Governance’

December 6 – Land Bank

- Demo begun on Judson Ave and Brooklyn Ave.
- Two letters of interest received on the Thompson Road lots; no action taken to determine grant eligibility to address removal of items buried on lots.
- 7440 River Street will not be demolished, Serv Pro has determined the mold can be remediated.

December 8 – Building & Grounds

- Discussed Register of Deeds remodel and Prosecutor Office remodel.
- Reviewed Probation & Parole Site Plans and options to move forward.
- Discussed approximate life of roof on campus buildings.
- Second floor carpet update given.
- R. Hubers gave security update and identified areas needing attention.

## Tammy Bowers

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**From:** Gary Sauer <gsauer@Benzieco.net>  
**Sent:** Sunday, December 10, 2023 2:16 PM  
**To:** Tammy Bowers  
**Subject:** County commissioner report district 7

12-6-2023 Joyfield Township

No action on Headlee reset. Got 3 bids on a camera for ballot box went with company that did not have a monthly fee. Believe they will be reimbursed by state. Appointed Ted Wood as deputy supervisor.

12-7-2023 Blaine Township

Voted to not pursue Headlee override entire board was against this. Working on billing Road Commission for the November Election. This meeting was a joint meeting with Planning Commission, gave an update on what they have worked on all year. Discussed election issues going forward and hope the state will honor their obligations. Was given a letter from MDARD concerning a local farm market fell with in GAAMPs and right to farm act. Decision should end the dispute.

12-8-2023 BUILDING AND GROUNDS

Discussed Probation remodel will have recommendations at BOC meeting. Trying to stay ahead of possible roof needs at government center trying to be proactive. Also discussed remodel of Register of Deeds and Prosecutor office ROD have their own funding.

Commissioner report District 7

Gary Sauer