

Times Subject to Change

PUBLIC COMMENT

Purpose: The Benzie County Board of Commissioners is a public policy setting body and subject to the Open Meetings Act (PA 267 of 1976). The Board also operates under a set of “Benzie County Board Rules (section 7.3)” which provides for public comment during their meetings. It continually strives to receive comment from the residents of the county and reserves two opportunities during the monthly scheduled meeting for you the public to voice opinions, concerns and sharing of any other items of common interest. There are, however, in concert with meeting conduct, certain rules to follow.

Speaking Time: Agenda items may be added or removed by the Board but initially at least two times are devoted to Public Comment. Generally, however, attendees wishing to speak will be informed how long they may speak by the Chair. All speakers are asked to give their name, residence and topic they wish to address. This and the statements/comments will be entered into the public record (minutes of the meeting). Should there be a number of speakers wishing to voice similar opinions, an option for a longer presentation may be more appropriate for the group and one or more speakers may talk within that time frame. The Board will not be accepting public comment via zoom/online.

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

Board Response: Generally, as this is a “Comment” option, the Board will not comment or respond to presenters. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board. However, should the Board individually or collectively wish to address the comments of the speaker(s) at the approval of the Chair and within a time frame previously established, responses may be made by the board. Additionally, the presenter may be in need of a lengthier understanding of an issue or topic and may be referred to a committee appropriate to address those issues.

Public Comment is very important in public policy settings and is only one means for an interchange of information or dialogue. Each commissioner represents a district within the county, and he/she may be individually contacted should greater depth or understanding of an issue be sought. Personal contact is encouraged and helpful to both residents and the Board.

Commissioner Contacts:

- District I – Bob Roelofs (Almira East of Reynolds Road).....231-645-1187
- District II - Art Jeannot (Almira Twp West of N. Reynolds Road, Platte Twp, Lake Twp East of Sutter Rd, and Inland Twp section 1-6, section 7 lying west of Maple City Hwy, north of US-31)231-920-5028
- District III – Christina Trigg (Crystal Lake, Frankfort and Lake Twp, at Sutter Road going West)517-290-6458
- District IV – Rhonda Nye (Benzonia Twp, except for sections 31, 36 and 35 East of Case Road).....231-510-8804
- District V – Tim Markey (Homestead and Benzonia Twp sections 31, 36 and 35 West of Case Road).....231-822-4066
- District VI – David Davis (Colfax, Inland except sections 1-6, section 7 lying west of Maple City Hwy and North of US-31).....231-640-9040
- District VII - Gary Sauer (Blaine, Gilmore, Joyfield, Weldon)231-651-0647

THE BENZIE COUNTY BOARD OF COMMISSIONERS
July 22, 2025

The Benzie County Board of Commissioners met in a regular session on Tuesday, July 22, 2025, in the Frank Waltherhouse Board of Commissioners Room, Government Center, 448 Court Place, Beulah, Michigan.

The meeting was called to order by Chair Jeannot. He announced that we are cancelling the afternoon Study Session. We had one item that was moved to this morning's meeting.

Present were: Commissioners Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg

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

Agenda:

Motion by Sauer, seconded by Trigg, to approve the agenda as presented. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

Minutes:

Chair Jeannot requested that on page 2 under Closed Session, he would like the word "written" added prior to legal opinion, to the motion to go into Closed Session. Motion by Trigg, seconded by Davis, to approve the regular session minutes of July 8, 2025, as amended. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

Motion by Trigg, seconded by Nye, to approve the closed session minutes of July 8, 2025, as presented. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

9:04 a.m. Public Comment

Valerie Rissi, 4529 Crystal Drive, Beulah. She is here to discuss a significant event that happened with the water levels of Crystal Lake this June. She has 197 feet of frontage on Crystal Lake, and all 197 feet of it has eroded. I contacted the Drain Commissioner, and he said he would get me the lake levels for June. I never received them, but I ended up coming to Katelyn and FOIA them. I am a year-round resident and have lived here for 10 years and have never had damage done like this. I am calling to have an investigation done because of the damage to my house. I want the Drain Commissioner to come out and look at it.

Comm Nye request that the photo be passed around for the Commissioners to review and then returned to the commentor.

Valerie Rissi stated she would send more photos for the Commissioners to show the current condition of the property.

9:05 a.m. Public Comment closed.

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Bert Gale, Building Official was present and went over the April, May and June 2025 Quarterly Report. He will be getting with Katie regarded making Nick the Building Official, as well as a proposal with fee increases.

Comm Nye ask that we discuss the proposal for new fee increases during the Budget discussion later in the agenda.

COMMISSIONERS

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Brigit Hassig, Benzie Senior Resources Director, was present and stated that they just completed the garage sale event, and they raised about \$2,500. The next event is the Blueberry Dash, which is a 5K run or walk. Working on getting the whole staff trained in CPR. We are working with BACN and the Red Bag program.

Jon Throop, Conservation District, was present and gave any update. We had a great field work week. We have done River Clean Sweeps on the Betsie River and the Platte River. Participated in the Crystal Lake Walkabout. So far this year we have engaged more than 600 people. We have been successful with a couple of small grants. One from the Benzie Audubon Society, for which we were able to buy 10 binoculars, next we need waders. We have ongoing work with the Platte River Watershed update, and our Watershed Coalition has been busy.

FINANCE

Bills: Motion by Sauer, seconded by Davis, to approve payment of the bills from July 3, 2025, through July 17, 2025, in the amount of \$506,658.92, as presented. Roll call. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

OLD BUSINESS

Discussion regarding Parks and Recreation Plan Survey: Sara Kirk was present to go over the Benzie County Joint Recreation and Cultural Plan and was available to answer any question. There is a public survey she would like people to do to get feedback on what the public is looking for in this plan. There is a link to the survey on the Benzie County website.

Discussion regarding investment income: Kelly Long, County Treasurer, presented a report regarding investment income and was available to answer any questions.

NEW BUSINESS:

Discussion regarding designated assessor and an opt-out clause: Brianne Lindsay was present to answer any questions. Motion by Nye, seconded by Markey, to authorize an interlocal agreement with the Townships to opt out of appointment of a Designated Assessor, and authorizes the Chair and Clerk to sign. Roll call. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

Consider authorizing the county's participation in opioid class action settlement: Motion by Trigg, seconded by Davis, to elect to participate in the nationwide settlement, Rubris Reference Number: CL 1766143, and authorizes the County Administrator to sign necessary documentation. Roll call. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

Consider declaring MDT computers' surplus, authorizing their ownership transfer to respective agencies, and consider allocation of funding: Cory Ellis, Steve Adams, and Mike MacGirr were present. Motion by Markey, seconded by Nye, to declare MDT devices as described in the communication from 911 Director Cory Ellis dated July 15, 2025, as surplus and authorizes the transfer of ownership of each devices to their respective agencies, and further, directs Administration to budget a one-time allocation of general fund dollars in the Fiscal Year 2025-26 budget to be allocated to the individual fire agencies in Benzie County upon proof of purchase of a MDT for reimbursement, for a total budgeted allocation of \$3,000. Roll call. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

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Chair Jeannot wants the record to reflect that Commissioner Markey indicated that his Fire Department will get direct benefit.

Consider amending employee roster to include a Deputy County Administrator: Motion by Markey, seconded by Davis, to amend the 2024-2025 Employee Roster to replace the Human Resources Manager position with the Deputy County Administrator position. Roll call. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

Discussion regarding the Fiscal Year 2025-2026 draft budget: Discussion was held regarding the remaining outstanding issues with the 2025-2026 fiscal year budget. It was the consensus of the Board of Commissioners that we do not pay extra to MERS. This is the first we have heard of the Building Department proposing an increase in fees. Investment interest is projected at 3 %. Use General Fund dollars to balance the Central Dispatch budget if needed. We budgeted a 12% increase for Health Insurance, and it came in at 9.8%. Advanced Benefit Group will be at August 12, 2025, Board of Commissioners meeting to discuss employee benefits.

COMMISSIONER REPORTS

Comm Sauer attended the Weldon Township meeting, the Gilmore Township meeting, the Seabury event at the Garden Theater, the TART groundbreaking in Thompsonville, the Conservancy event in Elberta, the Benzie Transportation Authority meeting, the Village of Elberta meeting, and the Building and Grounds meeting.

Comm Davis attended the Benzie Transportation Authority meeting, the Inland Township meeting, and the Village of Thompsonville meeting. Benzie Central Soccer Team is having a fund raiser this Friday and Saturday.

Comm Markey attended the Homestead Township meeting, the Centra Wellness Board meeting, the Village of Honor meeting, the LEPC/LPT meeting, and the Building and Grounds meeting.

Comm Roelofs attended AP Review, the Village of Lake Ann meeting, the Disabled American Veterans Group Annual Car Show at Culver's, and the Salute to Services Football game will be August 28, 2025.

Comm Nye attended the Village of Beulah meeting, the Benzonia Township meeting, the Centra Wellness meeting, the Building and Grounds meeting, Agenda Review, and Interviews for the Executive Administrative Assistant position.

Comm Trigg attended the Northwest Michigan Community Action Agency Visioning session, AP Review, the City of Frankfort Council meeting, the Crystal Lake Township meeting, and the Crystal Lake Watershed Association Annual meeting.

Chair Jeannot attended the Crystal Lake Watershed Association Annual meeting, the Northwest Michigan Community Action Agency Visioning session, and provided a written report. Benzie County has received three 2% tribal grants and would like Commissioners to attend the ceremony. It was the consensus of the Board of Commissioner that the Drain Commissioner be summoned to attend a meeting with the Board of Commissioners to explain his duties and why he is not responding to the public.

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COUNTY ADMINISTRATOR'S REPORT – Katie Zeits

The Commissioners' tour of Benzie Central Schools is August 14, 2025, at 10:00 a.m. If there are any special requests that you want to see or discuss, please let her know and she will pass it along to Amiee.

Committees with opening are: EDC, Benzie Transportation Authority, Benzie Leelanau Health Department Board of Appeals, the Maples, and Veterans Affairs. We also have various employment opportunities on our website.

She is presenting the Benzie County Annual Report at the Frankfort Rotary tomorrow.

Provided HR Update: 1 individual out on admin leave, and no work comp claims.

We received three 2% tribal grants for: a maintenance tractor, BACN for their program, and Mid-Michigan Honor Flight for Veterans.

The MAC Conference is September 30, Oct 1, and Oct 2, 2025, let her know if you want to attend.

Will be discussing the employee and employer MERS delegate at the August 12, 2025, Board of Commissioners meeting.

I have received information that the Henry family lawsuit has been dismissed.

PRESENTATION OF CORRESPONDENCE

- Benzie Leelanau Health Department minutes of May 28, 2025.
- Benzie Leelanau Health Department July 23, 2025, agenda.

11:50 a.m. Public Comment

Annie Browning, Frankfort is excited that you are discussing Parks and Recreation. Involved in the Zoning Board of Appeals for the City of Frankfort. Went to her first meeting last Wednesday. It was for the Frankfort Area Community Land Trust, and as she owns a house with the Land Trust, she was asked to ~~refuse~~ recuse herself from voting. But she was still able to share her opinion on the situation. Also, glad you are all talking about zoning and planning.

Comm Nye stated that in the meeting we had with legal counsel regarding conflict of interest, it was explained, if you were not invested monetarily, you should be able to vote. Just wondering if Annie would have been able to vote.

Valerie Rissi asks when the Drain Commissioner is called in, will it be a public or closed meeting.

Chair Jeannot stated it would be an open meeting.

11:56 a.m. Public Comment closed.

Motion by Roelofs, seconded by Davis, to adjourn at 11:56 a.m. Ayes: Davis, Jeannot, Markey, Nye, Roelofs, Sauer, and Trigg Nays: None Motion carried.

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1. Approve the agenda as presented.
2. Approve the regular session minutes of July 8, 2025, as amended.
3. Approve the closed session minutes of July 8, 2025, as presented.
4. Approve payment of the bills from July 3, 2025, through July 17, 2025, in the amount of \$506,658.92, as presented.
5. Authorize an interlocal agreement with the Townships to opt out of appointment of a Designated Assessor and authorize the Chair and Clerk to sign.
6. To elect to participate in the nationwide settlement, Rubris Reference Number: CL 1766143, and authorizes the County Administrator to sign necessary documentation.
7. To declare MDT devices as described in the communication from 911 Director Cory Ellis dated July 15, 2025, as surplus and authorizes the transfer of ownership of each devices to their respective agencies, and further, directs Administration to budget a one-time allocation of general fund dollars in the Fiscal Year 2025-26 budget to be allocated to the individual fire agencies in Benzie County upon proof of purchase of a MDT for reimbursement, for a total budgeted allocation of \$3,000.
8. To amend the 2024-2025 Employee Roster to replace the Human Resources Manager position with the Deputy County Administrator position.
- 9.

Art Jeannot
Commissioner Report
District 2
July 22, 2025

- **7/16 – Agenda Review**
 - Completed. Discussed staffing issues and priorities of assigned tasks for the next 4 months.
- **7/21 – Northern MI Counties Association**
 - I will update you on any relevant information at the BOC meeting.
- **Other –**
 - I participated in several discussions regarding County business with elected officials and local area leaders.
 - Attended by zoom the “taxation board” meeting.
 - On July 9th, the Northern MI Community Action Agency held a community meeting at their new location in Honor. The event was to discuss possible usage for that location beyond HeadStart. I invited Katie and Commissioner Trigg to join me.
 - Working with the Benzie Chamber on organization and funding of economic development.
 - In my capacity as Vice President for Northern MI Counties Association, I participated in the selection of the next organizational facilitator. MAC has agreed to provide staff for this activity.
 - Benzie County was awarded 3 grants from the 2% fund. I anticipate Katie will discuss this in her report.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **CDBG Funding**

Benzie County works closely with the Community Action Agency (CAA) to manage Community Development Block Grant funding as it relates to home repairs. The CAA administers these funds in accordance with Federal requirements related to income status and payment defaults and grants or loans funding to homeowners for home repairs, etc. When a county receives more than \$35,000.00 in payoffs/interest in a year, the money falls under the federally regulated funding model and to be used within the guidelines attached. Benzie County has received in excess of \$35,000 for the program year.

After the public hearing on Tuesday, the Board is asked to certify the funding as well as adopt the guidelines for the use of the funding.

As a reminder, however, only \$14,000 of this funding would be eligible for use because of prior granting which was overbudget.

Recommendation:

That the Board of Commissioners certifies the fiscal year 2024 program income for the Benzie County Community Development Block Grant and adopts the related program guidelines.

PY2024 BENZIE COUNTY CDBG Program Income Program Guidelines

Mission Statement

This Program is intended to provide assistance to very low to moderate income households who reside within Benzie County in order to improve their standard of living. The Program promotes safe, decent and sanitary housing for county residents and helps to maintain and improve the housing stock within the county. The homes shall be owner occupied, single family residential units. Total household incomes must not exceed 80% of Area Median Income (AMI) per HUD's guidelines for Benzie County. Funding for the above activities is being provided from recaptured Community Development Block Grants (CDBG) referred to as Program Income (PI) and allocated to Northwest Michigan Community Action Agency (NMCAA) to administer for housing repair.

General Guidelines and Provisions

These guidelines set forth general procedures, although the Benzie County Housing Committee, acting in an advisory position, may modify the requirements in individual cases based upon specific circumstances. The Administrator may also recommend changes to the parameters in this document as recommended by the Benzie County Board of Commissioners.

Each improvement/repair must conform to HUD Housing Quality Standards (HQS) and applicable local zoning and ordinances and State code requirements when a permit is required. Households must have an ownership interest by deed, land contract, Life Estate or be subject to a mortgage. They must have occupied the home for at least one full year and must continue to occupy and maintain the property as their permanent residence for the length of their Mortgage and Note term, as applicable. If the total CDBG PI assistance does not exceed \$2,500, funds are provided as a grant and no lien is required. CDBG PI funding assistance that exceeds \$2,500 will be given as a 0% interest loan with Benzie County as the mortgagee. The loan is deferred (no monthly payment) until there is a change of ownership by sale, transfer, conveyance or if the owner no longer occupies the home as their principal residence. At such time the loan would be due and payable within 45 days following the transfer of ownership. The lien and repayment terms are explained in further detail on Page 6.

All assisted units must receive at least \$1,000 of funding assistance. Matching funds are used in many instances in order to cover the cost of the improvement and are sought out on a case-by-case basis. These leveraging resources must be identified when PI funds are committed and prior to the start of the project. If the homeowner is providing matching funds, these will be in the form of a money order / certified check or placed in escrow prior to contract signing.

Commented [TS1]: This is self-imposed...should we remove minimum assistance amount?

Emergency Rehabilitation

The CDBG Program Income Emergency Repairs are being performed to safeguard against imminent danger to human life, health, or safety, or to protect the property from further structural damage due to natural disaster, fire, or structural collapse, which typically bring the property up to local codes and standards.

Commented [TS2]: I updated this to match the MSHDA policy manual language

Emergency repair programs that provide for the repair of certain elements of a housing unit in emergency situations, such as:

1. Repairs to a roof that is leaking, but the whole house is not rehabilitated.
2. Malfunctioning hot water equipment resulting in total lack of running hot water in the household.
3. Plumbing repairs in cases where water supply or drainage lines have ruptured, and the house is without running water.
4. Wells and Septic tank is overflowing, or the drain field has deteriorated.
5. Electrical or gas repairs in electrical fire or gas hazard situations and or cases where the faulty electrical wiring has resulted in total lack of illumination in the household or inability to use such necessary major appliances as the refrigerator or range or furnace or water heater.

6. Structural damage that creates an emergency safety situation.
7. Emergency handicapped accessibility improvements, such as installation of a ramp can be approved with an emergency health, triggering event.
8. Other emergency items not listed above will need approval by the CDBG Program Specialist

Fair Housing & Equal Opportunity Procedure

Benzie County complies with MSHDA's CDBG program's policy manual for Fair Housing and Equal Opportunity requirements. In compliance with Fair Housing requirements, Benzie County will maintain a Fair Housing Log which discloses information regarding any and all fair housing concerns and their outcomes, as well as Affirmative Fair Housing actions taken to further fair housing.

Persons wishing to file a housing related complaint or concern will be referred to the Michigan Department of Civil Rights, HUD, and the Fair Housing Center in Michigan. Persons wishing to file a complaint or concern that is employment related will be referred to the Equal Employment Opportunity Commission and the Michigan Department of Civil Rights.

Benzie County will notify MSHDA if a complaint or concern is filed.

Applicant Criteria

Applications will be accepted as funding sources become available. Once resources are allocated, the Program Administrator may limit the type and scope of applications accepted based upon the resources available. Eligibility determination and funding awards will be made from the information presented in the application package. Applicants must complete all required forms and return them along with proof of income and assets, valid deed to the property, proof of insurance and paid property taxes. Re-verification of income may be necessary if the project is delayed due to lack of funding or other required project components.

Applications will be processed on a first come, first served basis and in accordance with policies set by MSHDA. However, when a project presents an immediate threat to the health and well-being of the occupants, priority will be given to these applicants over previous applications.

Criteria for applying:

- a. Applicants must be an individual or family resident of Benzie County who has ownership and occupies the single family, residential dwelling, as a primary residence. The property may be under a mortgage, land sales contract or a life lease. The land sales contract or mortgage must be current and recorded.
- b. CDBG program recipients meet the HUD eligibility requirements. Benzie County will follow the HUD guidance for income calculations, using the Part 5 - Annual Gross Income as defined in accordance with 24 CFR Part 5.609. Household gross income must be at or below 80% AMI.
- c. Applicant must have occupied the premises for one (1) year prior to making application. Applicant must reside primarily in the premises for the period of the loan. Proof of home ownership must be provided i.e., a recorded warranty deed or title search back to last warranty deed.
- d. Applicant and all other joint owners of the property must agree to sign a mortgage and allow a lien to be placed on the property for the total amount of the loan, including all related costs of the loan. In the case of a land contract, the land contract holder must also sign all appropriate mortgage documents.
- f. Reverse mortgages will not be allowed.
- g. Applicant will be required to show proof of current loss payable insurance listing Benzie County on the property and maintain said insurance for the duration of the terms of the loan.

Commented [TS3]: Updated to match MSHDA language

- h. Applicant will be required to show proof of current property tax payments and will be required to keep property taxes current (showing proof annually) for the duration of the loan.
- i. Benzie County will follow the guidelines set out in MSHDA's CDBG Policy regarding Conflict of Interest.
- j. Applicants may re-apply for another CDBG loan anytime that an emergency repair is needed.
- k. APPEALS PROCEDURE - DENIAL OF ASSISTANCE
 1. Everyone who is denied benefits must receive written notice of the denial and the reason for the determination.
 2. The applicant may appeal the denial either orally or in writing to the Housing Program staff within 14 days of receipt of the denial.
 3. In the event that the applicant is not satisfied with the decision of the Housing Program staff, he/she may appeal to:
 Benzie County Administrator
 c/o Benzie County Clerk
 448 Court Place
 Beulah, Michigan 49617

Eligible Properties:

All units receiving CDBG assistance will have been owner occupied a minimum of one year and must be residential properties located within Benzie County boundaries. Eligible properties consist of single-family homes constructed on site or pre-manufactured. Mobile homes must be permanently affixed to the property with tongue removed and manufactured after June 1976. The home must be considered suitable for year-round occupancy with designated areas for sleeping, food preparation/storage and bathroom facilities.

To finance the cost of the repair, the homeowner may not mortgage more than 100% of the true market value of the property after improvement. In order to determine the true market value of the home after improvement the administrator will consider current State Equalized Value times two (standard industry measure), any existing professional property appraisal, consultation with area realtors regarding surrounding properties and future value, and any other information available to gain a confident projection of after rehabilitation value.

In the event that during the time of the home visit a dwelling is considered to be too "cluttered" to complete the inspection or to allow contractors to complete the project, a deadline will be imposed upon the client to empty the house enough to allow access to the areas in need of repair. Contractors must be able to safely work on the home. If the homeowner does not adhere to the deadline, the project will be denied and Third-Party Administrator will move to the next person on the waiting list.

Accommodations will be made, as is feasible, to expedite this process when the occupants are living in conditions that present a risk. Applicants will be encouraged to solicit their own bids from licensed and insured contractors for the needed repair. This will help to move the process along and also to determine a cost estimate.

Project Level of Improvement

The Program emphasis is to correct deficiencies with the home in order to provide safe, sanitary, and decent living conditions to the population in greatest need. All repairs requiring permits will meet all applicable local codes and ordinances and shall comply with all applicable State and Federal Codes and Laws. The permit fees will be included in project costs. Homeowner labor will not be allowed for any portion of a project which is funded with CDBG.

All materials, equipment and fixtures used will be new, moderately priced and of durable quality. Materials and fixtures are typically 'available stock' items, and no special order or designer features are allowed

unless a unique structural condition warrants a special order. The necessity of any special orders will be determined by the administrator/inspector and this determination must be completed before any purchase or special order is made. In certain instances, the client may be allowed to choose an item above the allowed cost if they can pay out of pocket for the difference.

A concerted effort must be made to use materials that reduce the environmental impact of these construction/rehab projects. Materials removed from the job site must be disposed of properly and/or recycled whenever possible. Green measures with the use of the following are highly encouraged:

- Low-VOC caulks, sealants, stains, paints & primers
- Low flow showerheads and faucets
- Energy Star appliances and electrical fixtures
- CFL or LED replacement lighting
- High Efficiency furnace, boiler, water heater replacements
- Low E thermopane windows

Eligible Improvements may include but are not limited to repair or replacement of defective furnaces and boilers, unsafe electrical components, leaking roofs, inadequate septic systems, well replacements, and other related costs necessary to bring the structure to minimum code. It shall include the provision of sanitation facilities, or the extension or finishing of space necessary to accommodate such facilities. Improvements may also include the construction of porches, ramps or accommodations to allow safe and necessary access to the home and living areas.

Unallowable Costs:

- a. New construction
- b. Expansion of structure, if not required by housing code
- c. Appliances such as air conditioners, water softeners, and garbage disposals
- d. Furnishings such as furniture and window coverings

Energy Efficiency:

For dwellings receiving assistance, energy conservation measures are encouraged and may include: 95% efficiency furnace/boiler replacements, water heaters, thermal window replacement, insulated doors and infiltration measures such as caulking and weather stripping as required by the appropriate rehabilitation standard. These measures will be coordinated with Northwest Michigan Community Action Agency's Weatherization Program whenever possible.

Handicap Accessibility:

Home improvements, modifications, and repairs, will to the greatest extent possible, take into consideration changes that will improve the accessibility, adaptability, and/or universal design of a home in anticipation of future needs of the homeowners. When current handicap accessibility is necessary, major structural improvements can be undertaken such as widening doorways, installing wheelchair ramps, installing walk-in showers, etc. The inhabitants must be able to use their homes for the primary functions of daily living including cooking, eating, dressing, personal hygiene, sleeping, personal recreation and socializing with friends and family. An attempt will be made to thoughtfully consider design-build remodels that will account for existing and future needs of homeowners as they "age in place."

Projects will be exempt from the HUD Lead-Based Paint Requirements due to their emergent nature, however all homeowners will be provided with the Renovate Right pamphlet published by the EPA in order to raise awareness and educate the public about these risks.

Contractor Requirements

Contractor Eligibility:

Eligible contractors shall be licensed by the State of Michigan. In addition, the contractor must provide evidence of Comprehensive Public Liability Insurance protecting the homeowner from bodily injury and property damage, and must furnish evidence of Worker's Compensation Insurance, or provide a signed Sole Proprietorship Affidavit. Finally, the contractor must fill out an application to participate which includes three past performance references and three supplier references. CDBG Program Administrator will review all of their documents including contacting references and will use due diligence in trying to ensure that all contractors added to our contractor list are both reputable and in good financial standing. Please note that although we primarily advertise and solicit locally for new contractors, we will accept applications from any contractor licensed throughout the State of Michigan. The Contractor will provide a Federal W-9 form and DUNS # for verification of non-debarment.

Contractor Selection Process:

Benzie County and its Administrator have developed a list of pre-qualified contractors in the Emergency Home Repair program. The list will be kept current and include enough qualified sources to ensure maximum open and free competition. Benzie County does not preclude potential bidders from qualifying during the bid solicitation period. If a homeowner has a contractor in mind, the contractor will be allowed to apply for inclusion in the prequalified list.

Commented [TS4]: Updated to match MSHDA language

Conflict Resolution and Mediation:

Benzie County will follow the guidelines set in the Conflict Resolution and Mediation Policy when addressing any complaint situations. Written complaint procedures will be given to all contractors and clients when they are selected to participate in the CDBG program. Conflict Resolution Services in Traverse City will be utilized for mediation services. The list will be updated on at least an annual basis.

Financing Mechanisms

Program Income (PI) is generated from principal and interest on loans made from CDBG funds granted to Benzie County. These Program funds are recaptured from monthly mortgage payments or from proceeds from the sale of property that was improved in whole or in part with CDBG funds. Interest accrued from these funds deposited in an interest-bearing account will also be treated as PI. These will be spent throughout the program term as outlined in MSHDA's CDBG Program Income policy.

Funds must be collected and not spent between the period of July 1 to June 30 of the year they were received. An accounting of all PI received will be provided to MSHDA on the Program Year Certification Form after June 30th and by July 31st. If the amount received is under \$35,000.00 during this time period, it is no longer federal money, and the County may choose to spend it on other activities not related to Emergency Repair or Home Rehabilitation. If PI received during the period is over \$35,000.00, it is considered federally restricted and is subject to federal compliance requirements. The County can choose to spend it on CDBG related activities and can begin spending it after July 1st (of the following fiscal year) and by June 30th to a \$0 balance. Any funds not spent must be returned to the State of Michigan.

If program income funds identified as federal money are not spent out by June 30 of the year following the year they were received, then they will be returned to MSHDA.

Benzie County will implement the following lien structure with the use of CDBG Program Income:

- All loans will be interest free through the life of the loan.
- The Mortgage and Note will be between homeowner and Benzie County.
- All loans will be deferred with no payment required in order to assist homeowners who do not have the fiscal ability to make monthly payments.

- If the homeowner no longer occupies the home as his/her principal residence, the loan is due and payable within 45 days, unless a good faith effort to sell the property is demonstrated.
- The entire loan will be due and payable within 30 days of title transfer unless an extension is granted.

Lien Requirements:

- a) If the total amount of CDBG assistance for a project does not exceed \$2,500, no lien is required on the property. Assistance of this type is considered granted to the homeowner, regardless of income (as long as they meet eligibility).
- b) Liens are required on all projects exceeding \$2,500.00 or more. All legal owners of the property must sign the mortgage, only the borrowers residing in the home will sign the mortgage note.

For land contracts, an enforceable lien requires the signatures of both the CDBG applicant and all holders of the land contract in the chain of title. Only the borrowers will sign the mortgage note. An alternative to the land contract sellers signing the lien agreement would be for them to sign a Land Contract Subordination Agreement. This document will be recorded.

For life estates, the person granting the life estate must sign the lien, and the remainder (the person(s) who would receive the property upon the death of the occupant) must also sign the lien. All liens remain with the property until they are paid in full.

- c) All loans will be secured by a mortgage and promissory note executed by all legal owners of the property. All liens will be filed with Benzie County Register of Deeds.

Should ownership occupancy change during the term of the mortgage, the balance owing becomes due and payable within 45 days after transfer of title. Homeowners will be required to demonstrate a good faith effort to sell the property if payment is not made within 45 days. If no good faith effort is demonstrated, Benzie County will pursue its right to foreclose and recapture the amount owing from the proceeds of the sale of the property.

If at the time that a loan becomes payable (death of borrower(s), sale or transfer of property), and the owner's equity in the house is not sufficient to repay all existing mortgages, liens, and the CDBG loan, the Benzie County may decide to forgive the remaining portion of the CDBG loan so as not to place undue burden on the heirs of the estate, or in some circumstances, the borrower. This would be initiated by a formal request in writing from the borrower, or the heirs of the borrower. Benzie County would conduct an evaluation of the case, to determine to what extent the deferred loan might be forgiven.

- d) Benzie County will determine if liens can be assumed by income-eligible heirs who will occupy the residence as their year-round residence.
- e) Subordination Policy. Subordination for better rate and term will usually be allowed with proper income and asset verification. Subordination of a lien where new debt is being incurred may be allowed by Benzie County only if the following criteria are met:
 - i. The new debt must be for home improvements, emergency medical, transportation needs, or education. The following criteria ii. through vii. below must also be met.
 - ii. Each subordination request and accompanying documentation must be reviewed and approved on a case-by-case basis by Benzie County.
 - iii. The total amount of all liens against the property (including the lien resulting from the Benzie County CDBG funding) cannot exceed 80% of the value of the property based on a current appraisal, except for rate and term only re-financing, which may be loaned out to 100% LTV.

- iv. The household must have current income below 80% AMI and provide documentation of such.
- v. A minimum of one year must have expired since the CDBG loan was received (completion of project).
- vi. The interest rate for the new loan and associated loan costs must be competitive with the lowest rates and costs available in the lending industry. A worksheet evaluating current loan rates and costs must be part of the approval process.
- vii. The proceeds of the loan to which Benzie County is subordinating must be disbursed by the lender for the stated purposes of the loan. Copies of the disbursement checks must be kept in the project file.
- viii. Loan Assumption. An heir or immediate family member may make application to the Program for continuance of the loan. If the administrator determines that the applicant meets the program eligibility requirements in effect at the time of request, the applicant may assume the loan with approval of Benzie County. A written agreement will be signed by Benzie County and the new owner as evidence of approval of the loan payoff requirements. A joint recipient or surviving spouse shall automatically receive a continuance of the loan until the survivor dies, sells the property or no longer occupies the property as their primary residence.

Administration Section

Time frames for activities:

Based on CDBG renewal guidelines, the proposed term of each grant is July 1st of the new Program Year to June 30th. Once Program Income receivables have been determined and certified by MSHDA, marketing for the new funding round will begin.

Procurement of administrative services:

Benzie County will contract out the administration of the CDBG Program Income to a third-party entity. The County expects to award the entire 18% administration allowance to the contracted entity, based on past grant experience.

Program implementation by the Third-Party Administrator will include the following:

- Preparation of the environmental review
- Outreach and public information about the program or project
- Processing applications for assistance
- Performance of property inspections and assessments
- Soliciting / Awarding project bids and contracts
- Supervising construction and project management
- Mortgage document preparation and processing
- Requesting resources and the financial tracking of these resources
- Reporting of project status and expenditures to County and MSHDA

All Equal Access issues have been addressed in the Program Guidelines above.

Benzie County will be responsible for:

- Providing monthly program income receivables reports to administrator
- Providing a Program Year receivables report to administrator each month (7/1 to date)
- Approving project expenditures of CDBG PI funds
- Certifying Environmental Requirements per project
- Reimbursement of project and administrative costs to administrator

Benzie County will conduct a financial review through an independent contracted agent annually, in compliance with the Single Audit Act of 1984 and its applicable amendments. The Third-Party Administrator will also comply with the Act and amendments and will conduct an annual financial review through an independent agent.

Elected Officials
And
Department
Heads

**Benzie County Materials Management Department
Coordinator's Report
July 2025**

General Administration:		Status:	ACTION
EGLE Scrap Tire Grant and others		2025 Grant Awarded. \$12,000 for 4 trailers at 3 Events. Frankfort Event went Great. Full Trailer	REPORT
HHW and Electronics Collections		The June Event was a huge success. Fully booked. Still waiting on the tonnage numbers.	REPORT
DNR Illegal Dumpsites Project		Seasonal. Ongoing.	ONGOING
Website and Brochures		The Website and brochures have been updated to reflect 2025 Information	ONGOING
Current Financial Report		Allways available upon request	REPORT
Lease Agreements with Site Hosts		New lease for the FF site. Will be working on new leases for all other sites over the coming months.	
Certificate of Coverage through MMRMA have been updated according to Lease Agreements		ON FILE	REPORT
Recycle Site Updates:		Status:	
<p>Frankfort site has been relocated. All of the sites are seeing record volume this year. New sinage is in place at most of the sites. We are running very low on site maintenance funds so I will be using my personal tractor and implements to perform a much overdue update to the Thompsonville site. We are also exploring cameras for all of the sites, starting with Frankfort. Several businesses have been caught (13 just through one agency) They have been notified that they can no longer use the residential recycling bins. I am working with them to find alternative solutions.</p>			
GFL Contract - Single Stream		Current Contract extended through 12/31/2026 -Existing Terms	
Public Relations / Education:		Status:	
Educational Articles and Advertising in Record Patriot		Letters to all businesses and Info Mailers to all residents, Record Patrio	ONGOING
COMMUNITY INVOLVEMENT		N/A	
FESTIVALS AND COMMUNITY		N/A	REPORT
COLLECTIONS CONDUCTED		N/A	REPORT
		2025 EVENTS: June 21, July 19 (TIRE ONLY), August 23	
		Frankfort HS, Thompsonville, Honor Road Commission	
Regional Initiatives :		Status:	
Regional MMAC Meeting 10 Counties in N. MI		Meets quarterly, No new meetings to report on.	REPORT
Michigan Recycling Coalition Conference		Did not attend	
MMP Update		MMAC and DPA in place. MMAC meets monthly, July meeting was canceled. Fishbeck has been hired as a consultant.	
Miscellaneous:			REPORT
Site attendants		In place until after Labor Day	
Battery Solutions continues to pick up batteries 'on call' basis		\$.75 per pound	REPORT
ReConnect continues to accept UPS shipped rechargeable batteries		NO CHARGE	ONGOING
eRecycle TC	Laptops/Desktops/Ink Toner	Roll-Away Bin	Monthly Pickups
			NO CHARGE
			ONGOING
Local/State/National Legislation:		Status:	
Governor Whitmer's Recycling Council		Bill Package Has Been Signed	Part 115, HB 5812-5817
ReTrac Data Tracking System		All Counties required to use this data tracking system	NA at this time



Ongoing Projects:

1. **Skydiving Event, Elberta Beach Improvement Celebration**
2. **Hangar Electrical Meter Consolidation**
3. **FAA Obstruction Removal**

Skydiving Event: Over 20 people reserved jumps for Monday, 11 August.

Hangar Electrical Meter Consolidation: Consumers Energy completed pre-project activities, FKS contractor will begin work soon.

FAA Obstruction Removal: An assessment, by MDOT, was conducted in June 2023 and FAA obstructions (trees) were identified. To maintain a safe environment, on the ground and in the sky surrounding the airport, tree removal efforts will begin in October 2025. This includes the trees at the Pines Assisted Living facility, a 5-acre airport property and 3 adjacent properties.

Upcoming Project:

A Michigan Aviation Program meeting is held annually for all federally obligated airports. FKS meets with MDOT on 3 Sept. The following projects will be discussed:

- Grants needed for payment of bond for purchase of aviation easements.
- Another assessment to determine new displaced thresholds. A displaced threshold is the portion of the runway not available for aircraft landing.
- Crack-sealing and updated markings for runways.
- Taxiway asphalt improvements.

Michigan Tourism: According to a recent study by Tourism Economics released by Travel Michigan, 1 in 17 Michigan jobs, 351,000 in total, was touched by tourism in 2024. Visitors traveling in Michigan in 2024 spent \$30.7 billion in the state, up from \$29.3 billion in 2023, which brought in about \$3.6 billion in tax revenue for state and local governments. The study found tourism contributed \$54.8 billion to the state's economy.

		2025	2024	
FKS AV fuel sold, gallons	May	361	901	down 60%
	June	796	930	down 15%
	July	1382	1097	up 20%
FKS AV operations	June	166	258	down 35%
	July	294	510	down 42%

Finance Report

BILLS TO BE APPROVED**Date: 8/12/2025****Motion to approve Vouchers in the amount of:**

\$	66,968.56	General Fund (101)
\$	19,444.07	Ambulance Fund & ALS (210)
\$	21,255.11	Jail (213)
\$	26,485.00	Fund 105-238
\$	28,175.91	Building (249)
\$	1,876.57	ACO Fund (251)
\$	4,361.78	Dispatch 911 Fund (261)
\$	5,838.47	Fund 239-292
\$	8,227.70	Fund 293-690
\$	80,038.23	Fund 701
\$	1,642.30	Fund 702-771
\$	264,313.70	

Payable July 18, 2025 - August 7, 2025

Date	Fund 101 General	Fund 210 EMS	Fund 213 Jail	Fund 105-238	Fund 249 Building	Fund 251 ACO	Fund 261 Dispatch	Fund 239-292	Fund 293-690	Fund 701 Trust/Agency	Fund 702-771	Totals
7/3/2025 Totals:	\$ 10,005.51	\$ 6,735.92	\$ 8,066.73	\$ 8,471.09	\$ -	\$ 327.71	\$ 822.38	\$ 2,223.24	\$ 52.58	\$ 15,171.82	\$ -	\$ 51,876.98
PHYSICAL CHECK	\$ 10,005.51	\$ 6,735.92	\$ 8,066.73	\$ 8,471.09	\$ -	\$ 327.71	\$ 822.38	\$ 2,223.24	\$ 52.58	\$ 15,171.82	\$ -	\$ 51,876.98
EFT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/17/2025 Totals:	\$ 28,446.00	\$ 6,875.69	\$ 4,663.55	\$ 17,708.58	\$ 114.91	\$ 1,015.08	\$ 3,044.54	\$ 855.15	\$ 5,079.06	\$ 1,233.07	\$ 1,642.30	\$ 70,677.93
PHYSICAL CHECK	\$ 28,446.00	\$ 6,875.69	\$ 4,663.55	\$ 17,708.58	\$ 114.91	\$ 1,015.08	\$ 3,044.54	\$ 855.15	\$ 5,079.06	\$ 1,233.07	\$ 1,642.30	\$ 70,677.93
EFT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5/8/2025 Totals:	\$ 28,517.05	\$ 5,832.46	\$ 8,524.83	\$ 305.33	\$ 28,061.00	\$ 533.78	\$ 494.86	\$ 2,760.08	\$ 3,096.06	\$ 63,633.34	\$ -	\$ 141,758.79
PHYSICAL CHECK	\$ 19,639.44	\$ 5,530.59	\$ 2,764.80	\$ 305.33	\$ 28,061.00	\$ -	\$ -	\$ 2,760.08	\$ 3,096.06	\$ 63,633.34	\$ -	\$ 125,790.64
EFT	\$ 8,877.61	\$ 301.87	\$ 5,760.03	\$ -	\$ -	\$ 533.78	\$ 494.86	\$ -	\$ -	\$ -	\$ -	\$ 15,968.15
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 66,968.56	\$ 19,444.07	\$ 21,255.11	\$ 26,485.00	\$ 28,175.91	\$ 1,876.57	\$ 4,361.78	\$ 5,838.47	\$ 8,227.70	\$ 80,038.23	\$ 1,642.30	\$ 264,313.70

201-Road Commisison
 207-Sheriff Reserve's
 214-Benzie Kids
 215- FOC
 216- Seasonal Road Patrol
 217-Snowmobile Patrol
 218- Marine Patrol
 220- Crystal Lake Rec Mngt
 221- Benzie/Lelanau- Health
 228- Solid Waste/Recycling

230-BVTMC
 232-K-9 Fund
 234- Dive Team
 236-School Resource Officer
 238- Community Development
 239/283- Land Bank Authority
 243- BRA
 244- E.D.C.
 245-Remonumentation
 253- MCOLES

254-Soil Erosion
 256- ROD Automation
 257- Justice Training
 258- Homeland Grants
 259- Dispatcher Training
 260- Indigent Defense
 262- Sheriff's Forfeiture
 263- CPL Clerk
 264- Corrections Officer Training
 265- TNT Officer

269- Law Library
 276- Commission on Aging
 281/284- Opiod Settlement
 282- Cares Act
 285- Pt. Betsie Lighthouse
 287- Family Court Grants
 292- Child Care Fund
 293- Veterans Relief
 295- Airport Authority
 296- Juvenile Justice

298- Veteran's Memorial
 310- Gov. Center Addition
 391- Maples Debt/Millage
 401- Capital Improvement
 425- Equipment Replacement
 507- Railroad Point
 508- Parks/Rec
 512- Medical Care Facility
 516- Delinquent Tax
 532- Tax Foreclosure

535- CDBG Housing Grant
 595- Comissary/Concessions
 616- Treasurer's Tax
 704- Payroll Clearing
 714- Sheriff's Inmate Trust
 721- Library Penal Fine

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 BOARD OF COMMISSIONERS					
101-101-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	20.14	98607
101-101-860.00	TRAVEL	CHRISTINA TRIGG	MILEAGE	74.90	98650
101-101-860.00	TRAVEL	CHRISTINA TRIGG	MILEAGE FOR JUNE 2025	75.60	98650
101-101-860.00	TRAVEL	GARY SAUER	MILEAGE FOR JULY 2025	279.30	98658
101-101-860.00	TRAVEL	JEANNOT, ART	MILEAGE FOR JULY 2025	198.80	98668
101-101-860.00	TRAVEL	NYE, RHONDA	MILEAGE FOR JULY	30.80	98702
Total For Dept 101 BOARD OF COMMISSIONERS				679.54	
Dept 172 ADMINISTRATOR					
101-172-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	75.82	98607
101-172-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	7.00	98607
Total For Dept 172 ADMINISTRATOR				82.82	
Dept 215 COUNTY CLERK					
101-215-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	127.78	98607
101-215-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	17.50	98607
101-215-727.00	OFFICE SUPPLIES	BENZIE COUNTY RECORD PATRI	SUBSCRIPTION FOR COUNTY CLERK'S OFFICE	34.50	98494
Total For Dept 215 COUNTY CLERK				179.78	
Dept 228 TECHNOLOGY					
101-228-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	35.21	98607
101-228-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	3.50	98607
101-228-853.00	CELLULAR PHONES	AT & T MOBILITY	FIRST NET PHONE BILL - VARIOUS PHONES -	86.23	98489
101-228-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, I	COMPUTER EQUIPMENT - CENTRAL DISPATCH	179.99	98558
101-228-970.00	EQUIPMENT	DELL MARKETING L.P.	PO: TREASURER-T20250418.0030	310.62	98571
Total For Dept 228 TECHNOLOGY				615.55	
Dept 233 CENTRAL SERVICES					
101-233-874.00	MEDICAL INSURANCE - RETIREES	FIDELITY SECURITY LIFE INSURANCE	RETIREE EYE INSURANCE MARCH - JULY 2025	106.72	98575
101-233-940.20	EQUIPMENT LEASE	APPLIED INNOVATION	CONTRACT PAYMENT DISPATCH COPIER	154.44	98560
101-233-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	CONTRACT PAYMENT - LEASED EQUIPMENT - P	375.75	98609
101-233-940.20	EQUIPMENT LEASE	WELLS FARGO VENDOR FIN SEF	MONTHLY LEASE CONTRACT # 450-0236145-00	155.51	98620
Total For Dept 233 CENTRAL SERVICES				792.42	
Dept 253 COUNTY TREASURER					
101-253-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	64.35	98607
101-253-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	10.50	98607
101-253-727.00	OFFICE SUPPLIES	DA DESIGNS	BUSINESS CARDS FOR BC TREASURERS OFFICE	142.50	98570
101-253-830.10	SERVICE CONTRACT (AC)	ALL ANIMAL VET CENTER	QTRLY PAYMENT FOR DOG LICENSE SALES	12.00	98556
101-253-830.10	SERVICE CONTRACT (AC)	NORTHWOOD ANIMAL HOSPITAL	QTRLY PAYMENT FOR DOG LICENSE SALES	83.00	98601
101-253-860.00	TRAVEL	LONG, KELLY	JULY MILEAGE FOR K LONG	31.71	98589
Total For Dept 253 COUNTY TREASURER				344.06	
Dept 257 EQUALIZATION DEPARTMENT					
101-257-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	57.97	98607
101-257-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	7.00	98607
Total For Dept 257 EQUALIZATION DEPARTMENT				64.97	
Dept 265 BUILDING & GROUNDS					
101-265-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	66.09	98607
101-265-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	7.00	98607
101-265-748.00	GAS, OIL & GREASE-BUILDING & GRO	BENZIE COUNTY ROAD COMMISSE	MAY 2025 FUEL CHARGES	55.74	98495
101-265-750.00	OPERATIONAL SUPPLIES	KSS	BALANCE OF SKID - WATER SOFTNER SALT	35.56	98522

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 265 BUILDING & GROUNDS					
101-265-820.00	GROUNDS MAINTENANCE	LAKE AND LIMB TREE COMPANY	TREE TRIMMING AND REMOVAL ON CAMPUS	3,700.00	98523
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	GOVERNMENT CENTER WATER SEWER	1,894.64	98615
101-265-923.00	FUEL /PROPANE-ROAD	DTE ENERGY	JULY 2025 GAS, SHERIFF, JAIL, GOV CENTE	273.28	205
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	JULY ELECTRIC, GOV CENTER, ACO, SHERIFE	8,604.33	204
101-265-935.00	BUILDING REPAIRS	AMAZON CAPITAL SERVICES, I	FAUCET FOR BATHROOM	26.98	98558
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	CONDENSATION PUMP - DHHS ADDITION	578.69	98584
Total For Dept 265 BUILDING & GROUNDS				15,242.31	
Dept 266 LEGAL & CONTRACTED SERVICES					
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	3,562.21	98568
Total For Dept 266 LEGAL & CONTRACTED SERVICES				3,562.21	
Dept 283 CIRCUIT COURT					
101-283-727.00	OFFICE SUPPLIES	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE FOR MAY/JUNE	501.32	98590
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	MCDONALD, PATRICK	COURT APPOINTED ATTY FOR VARIOUS NA CAS	502.50	98593
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	NICHOLAS BROWN LAW, PLLC	COURT APPOINTED ATTY FOR VARIOUS NA CAS	1,253.81	98598
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	NICOLE WESTFALL, ATTY.	COURT APPOINTED ATTORNEY WORK	232.50	98599
101-283-810.00	LEGAL FEES - COURT APPOINTED ATT	NORTH POINTE LEGAL, PLLC	COURT APPOINTED ATTY FOR VARIOUS NA CAS	1,335.00	98600
101-283-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CENTERS	PROBATION SUPPLIES	128.07	98586
101-283-813.00	PROBATION EXPENSES	JACKPINE BUSINESS CENTERS	SUPPLIES FOR PROBATION	10.95	98586
101-283-850.00	TELEPHONE/FAX/CELLULAR	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE FOR MAY/JUNE	32.01	98590
101-283-860.00	TRAVEL	AMANDA GILMAN	MILEAGE TO BENZIE COUNTY	220.40	98557
101-283-860.00	TRAVEL	FELICZAK, KAREN	MILEAGE TO BENZIE COUNTY FOR COURT SECT	47.60	98574
101-283-860.00	TRAVEL	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE FOR MAY/JUNE	294.08	98590
101-283-955.00	CONVENTIONS & DUES	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE FOR MAY/JUNE	24.00	98590
101-283-970.00	EQUIPMENT	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE FOR MAY/JUNE	684.00	98590
Total For Dept 283 CIRCUIT COURT				5,266.24	
Dept 286 DISTRICT COURT					
101-286-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	173.42	98607
101-286-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	28.00	98607
101-286-727.00	OFFICE SUPPLIES	ICLE	HON. JOHN D MEAD - CONTINUING EDUCATION	158.50	98517
101-286-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONIN	COURT WATER BOTTLES	35.00	98530
101-286-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDITIONIN	COOLER RENTAL	12.00	98689
101-286-727.00	OFFICE SUPPLIES	THOMSON REUTERS - WEST	MICH CRIMINAL & MOTOR VEH LAW V1 & V2	282.00	98723
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	KISH DYKSTRA & SCOTT	ATTORNEY FEES	95.00	98520
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	KRISTEN B. BROWN	ATTORNEY FEES	450.00	98521
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	KEHR, LINDA MOOREY ATTY	ODIN M DOKKEN	700.00	98588
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	SMITH & JOHNSON ATTORNEYS,	INV 151813, 151798, 151812,151811,15207	580.00	98606
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	CHARLES L CLAPP	NYE	105.00	98648
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	MELISSA VAINIK	STRATTON	175.00	98690
101-286-805.10	PROBATE CT APPOINTED ATTORNEY	NICHOLAS BROWN LAW, PLLC	HANSEN / REEVES / BANCROFT	400.00	98699
101-286-807.00	JURY FEES	AIMEE LYNES TOROK	PEOPLE V ANTHONY REED	78.75	98487
101-286-807.00	JURY FEES	GREGORY MICHAEL DZARA	PEOPLE V ANTHONY REED	76.25	98514
101-286-807.00	JURY FEES	LISA JO HAAS	PEOPLE V ANTHONY REED	85.00	98526
101-286-807.00	JURY FEES	MATTHEW ARTHUR FILCEK	PEOPLE V ANTHONY REED	71.25	98529
101-286-807.00	JURY FEES	ROBERT PAUL BURCH	PEOPLE V ANTHONY REED	80.00	98538
101-286-807.00	JURY FEES	SHEA RACHEL STALEY	PEOPLE V ANTHONY REED	105.00	98540
101-286-807.00	JURY FEES	WILLIAM EARL HAGGARD	PEOPLE V ANTHONY REED	105.00	98549
101-286-807.00	JURY FEES	AMANDA MINER	JURY DUTY	22.50	98624
101-286-807.00	JURY FEES	AMBERLE SMITH	JURY DUTY	26.25	98627
101-286-807.00	JURY FEES	ANNA PRIEST	JURY DUTY	21.25	98628
101-286-807.00	JURY FEES	BRIAN CARPENTER	JURY DUTY	42.50	98640

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
 EXP CHECK RUN DATES 07/18/2025 - 08/07/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 286 DISTRICT COURT					
101-286-807.00	JURY FEES	BRIAN KRAEFT	JURY DUTY	37.50	98641
101-286-807.00	JURY FEES	BRITTA Cicansky CECH	JURY DUTY	21.25	98642
101-286-807.00	JURY FEES	CASSIDY MUNN	JURY DUTY	37.50	98647
101-286-807.00	JURY FEES	DEBORAH SHAW	JURY DUTY	25.63	98652
101-286-807.00	JURY FEES	DEBRA SIERZPUTOWSKI	JURY DUTY	36.25	98653
101-286-807.00	JURY FEES	EMMA HOCKING	JURY DUTY	41.25	98654
101-286-807.00	JURY FEES	GREGORY SCOTT DEYAK	JURY DUTY	28.13	98660
101-286-807.00	JURY FEES	IAN KENGER	JURY DUTY	27.50	98664
101-286-807.00	JURY FEES	JACOB KALIS	JURY DUTY	47.50	98665
101-286-807.00	JURY FEES	JENNIFER MILLER	JURY DUTY	40.00	98669
101-286-807.00	JURY FEES	JENNIFER STERLING	JURY DUTY	23.75	98670
101-286-807.00	JURY FEES	JOSHUA DANTON	JURY DUTY	48.75	98673
101-286-807.00	JURY FEES	KAREN CUNNINGHAM	JURY DUTY	25.00	98676
101-286-807.00	JURY FEES	KAYLEE NOVOGRADAC	JURY DUTY	16.88	98677
101-286-807.00	JURY FEES	KIMBERLY LYONS	JURY DUTY	22.50	98679
101-286-807.00	JURY FEES	KRISTI PURCHASE	JURY DUTY	19.38	98680
101-286-807.00	JURY FEES	KYLE GUNDERSON	JURY DUTY	32.50	98681
101-286-807.00	JURY FEES	LINDA SIROSKY	JURY DUTY	35.00	98684
101-286-807.00	JURY FEES	LISA SCHROEDER-CONFER	JURY DUTY	24.38	98685
101-286-807.00	JURY FEES	LORI SYER	JURY DUTY	46.25	98686
101-286-807.00	JURY FEES	MACI LARSON	JURY DUTY	18.13	98687
101-286-807.00	JURY FEES	MARY TERWILLIGER	JURY DUTY	18.13	98688
101-286-807.00	JURY FEES	MICHAEL SOLEM	JURY DUTY	51.25	98693
101-286-807.00	JURY FEES	NED PATRICK MILNE III	JURY DUTY	37.50	98697
101-286-807.00	JURY FEES	NICHOLAS PETER ALT	JURY DUTY	18.13	98700
101-286-807.00	JURY FEES	PHILIP SIMPSON	JURY DUTY	41.25	98703
101-286-807.00	JURY FEES	RICHARD HORNER	JURY DUTY	28.75	98707
101-286-807.00	JURY FEES	ROGER RAY GANNON	JURY DUTY	40.00	98709
101-286-807.00	JURY FEES	RYAN STROM	JURY DUTY	27.50	98710
101-286-807.00	JURY FEES	SAM STACHON	JURY DUTY	40.00	98711
101-286-807.00	JURY FEES	SARA ALLEN	JURY DUTY	30.63	98712
101-286-807.00	JURY FEES	STEVEN KIRBACH	JURY DUTY	26.25	98720
101-286-807.00	JURY FEES	SUSAN MARK	JURY DUTY	21.25	98721
101-286-807.00	JURY FEES	TIMOTHY SOMERO	JURY DUTY	24.38	98724
101-286-807.00	JURY FEES	WILLIAM JOSLYN	JURY DUTY	24.38	98726
101-286-807.00	JURY FEES	ZACHARY GIPPS	JURY DUTY	42.50	98727
101-286-830.10	SERVICE CONTRACT	BUSINESS INFORMATION SYSTEM RENEWAL MAINTENANCE CONTRACT COURTROOM		773.00	98643
101-286-830.10	SERVICE CONTRACT	BUSINESS INFORMATION SYSTEM RENEWAL MAINTENANCE CONTRACT COURTROOM		510.50	98644
101-286-853.00	CELLULAR PHONES	VERIZON WIRELESS	VERIZON BILLING JUNE-JULY 2025	195.41	98613
101-286-860.00	TRAVEL	SHELBY MCCOLL	MILEAGE TO BENZIE COUNTY	423.20	98604
101-286-955.00	DUES & REGISTRATIONS	MADCPO	JAMES MONETTE MEMBERSHIP APPLICATION	25.00	98528
101-286-955.00	DUES & REGISTRATIONS	BENZIE COUNTY CLERK	NOTARY PUBLIC FEES: O'BRIEN / MONETTE	20.00	98562
101-286-955.00	DUES & REGISTRATIONS	MANISTEE COUNTY CLERK	NOTARY PUBLIC FEE: LONG-MILLER	10.00	98591
101-286-955.00	DUES & REGISTRATIONS	KIMBERLY LONG-MILLER	REIMB NOTARY BOND FILING FEE	10.00	98678
101-286-955.00	DUES & REGISTRATIONS	STATE OF MICHIGAN	NOTARY PUBLIC FEE: OBRIEN/MONETTE/LONG-	30.00	98718
101-286-956.20	EVALUATIONS	GAWLINSKI GUIDANCE & COUNSEL	DV ASSESSMENT - CASPIAN VOLAS	200.00	98509
Total For Dept 286 DISTRICT COURT				7,231.71	
Dept 289 FRIEND OF THE COURT					
101-289-964.10	REIMBURSEMENT TO MANISTEE	MANISTEE COUNTY FOC	FOC REIMBURSEMENT - MAY 2025	8,622.91	98592
Total For Dept 289 FRIEND OF THE COURT				8,622.91	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 296 PROSECUTING ATTORNEY					
101-296-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	145.45	98607
101-296-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	17.50	98607
101-296-808.00	WITNESS FEES	GREAT LAKES CIVIL SERVICES	BENZIE101065DL	20.00	98579
101-296-808.00	WITNESS FEES	GREAT LAKES CIVIL SERVICES	BENZIE 101655DL	193.50	98577
101-296-808.00	WITNESS FEES	MORGAN CIVIL PROCESS	CASE 09001568 BENZIE PAO	10.00	98595
101-296-808.00	WITNESS FEES	MORGAN CIVIL PROCESS	CASE 09001635 BENZIE PAO	40.70	98596
101-296-808.00	WITNESS FEES	STATE OF MI, DEPT OF ATTO	REIMBURSEMENT FOR SPECIAL PROSECUTION F	523.92	98608
101-296-814.00	DIRECT VICTIMS NEEDS - EXPENSES	GREAT LAKES CIVIL SERVICES	BENZIE 101655DL	88.50	98511
101-296-814.00	DIRECT VICTIMS NEEDS - EXPENSES	GREAT LAKES CIVIL SERVICES	BENZIE 101654DL	36.00	98512
101-296-814.00	DIRECT VICTIMS NEEDS - EXPENSES	GREAT LAKES CIVIL SERVICES	BENZIE 13001863	133.02	98513
101-296-814.00	DIRECT VICTIMS NEEDS - EXPENSES	GREAT LAKES CIVIL SERVICES	BENZIE 101654DL	46.25	98578
101-296-814.00	DIRECT VICTIMS NEEDS - EXPENSES	GREAT LAKES CIVIL SERVICES	BENZIE13001863	151.92	98580
101-296-853.00	CELLULAR PHONES	VERIZON WIRELESS	VERIZON BILLING JUNE-JULY 2025	87.38	98613
101-296-901.00		THOMSON REUTER	SENTENCING GUIDELINES 2025	164.00	98610
Total For Dept 296 PROSECUTING ATTORNEY				1,658.14	
Dept 301 SHERIFF					
101-301-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	511.36	98607
101-301-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	56.00	98607
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	DB OFFICE SUPPLIES/EVANS AND MAINTENANC	29.44	98488
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	OFFICE SUPPLIES-DB AND JAIL WINDOW	9.98	98558
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	OFFICE SUPPLIES	59.32	98626
101-301-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 6/16/2025 TO 7/15/2025	55.60	98547
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	20-1 ESSENTIAL CARE 2 YEARS 3 SERVICES	340.00	98618
101-301-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	22-1 ESSENTIAL CARE 2 YRS/3 SERVICES	340.00	98619
101-301-748.00	GAS, OIL & GREASE	CRYSTAL LAKE MARINA	MARINE GRADE GASOLINE -BOATS	66.89	98651
101-301-749.00	VEHICLE REPAIRS	MACDONALD MARINE, INC.	TRIUMPH REPAIRED - FUEL LINE/LABOR AND	1,363.82	98527
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, INC.	19-3 REAR PADS AND ROTORS AND AND FRONT	1,065.24	98582
101-301-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	22-1 WINDSHIELD NOZZLE REPLACED-MISFIRE	224.71	98617
101-301-751.00	UNIFORMS	GALL'S, LLC	SAMPLE SHIRTS FROM GALL'S-LOOKING FOR I	0.00	98657
101-301-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS, INC	DRY CLEANING AND PATCHES APPLIED	73.00	98708
101-301-800.00	CONTRACTED SERVICES	CHARTER COMMUNICATIONS	SHERIFFS OFFICE CABLE TV	66.92	98567
101-301-853.00	CELLULAR PHONES-ROAD PATROL	AT & T MOBILITY	FIRST NET PHONE BILL - VARIOUS PHONES -	579.84	98489
101-301-853.00	CELLULAR PHONES-ROAD PATROL	AT & T MOBILITY	BCSO CELL PHONE 6/25/2025 TO 7/24/2025	607.97	98630
101-301-961.00	TRAINING & SCHOOLS	DAVID SUHY	2 WEEK TRAINING TECHNICAL TRAFFIC CRASH	649.00	98503
101-301-970.00	EQUIPMENT	GALL'S, LLC	TASER DUTY HOLSTER	69.98	98657
Total For Dept 301 SHERIFF				6,169.07	
Dept 333 SECONDARY ROAD PATROL					
101-333-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	37.06	98607
101-333-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	3.50	98607
101-333-751.00	UNIFORMS	ROBBIE'S DRY CLEANERS, INC	DRY CLEANING AND PATCHES APPLIED	20.00	98708
Total For Dept 333 SECONDARY ROAD PATROL				60.56	
Dept 426 EMERGENCY MANAGEMENT					
101-426-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	37.86	98607
101-426-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	3.50	98607
101-426-850.00	TELEPHONE	AT & T MOBILITY	FIRST NET PHONE BILL - VARIOUS PHONES -	44.95	98489
101-426-957.00	MISCELLANEOUS	KSS	BALANCE OF SKID - WATER SOFTNER SALT	4.36	98522
101-426-957.00	MISCELLANEOUS	CHARTER COMMUNICATIONS	SHERIFFS OFFICE CABLE TV	22.30	98567
101-426-961.00	TRAINING & SCHOOLS	MICHIGAN EMERGENCY MANAGEM	HUBERS MEMA CONFERENCE 2025 REGISTRATIC	400.00	98533
101-426-970.00	EQUIPMENT	WHEN NATURE CALLS, LLC	PORTA SUPPORT FOR BENZIE AUX COMM FIELD	120.00	98621

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
 EXP CHECK RUN DATES 07/18/2025 - 08/07/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 426 EMERGENCY MANAGEMENT					
Total For Dept 426 EMERGENCY MANAGEMENT				632.97	
Dept 648 MEDICAL EXAMINER					
101-648-835.00	LAB FEES	RGS REMOVALS	REMOVAL SERVICES R KUERTH	75.00	98705
101-648-835.60	FORENSIC AUTOPSIES	GOSLINOSKI, LOIS R. DO	AUTOPSY FEE	6,000.00	98659
101-648-861.00	BURIAL TRANSITS	JOWETT FAMILY FUNERAL HOME	TRANSPORTS FOR DECEASED INDIVIDUALS	7,800.00	98674
Total For Dept 648 MEDICAL EXAMINER				13,875.00	
Dept 670 DHHS BOARD					
101-670-721.00	PER DIEM - DHHS BOARD	HARRISON, SCOTT	DHHS MAPLES BOARD PERDIEM	50.00	98662
101-670-721.00	PER DIEM - DHHS BOARD	JOWETT, GAYLORD	DHHS MAPLES BOARD PERDIEM	50.00	98675
101-670-721.00	PER DIEM - DHHS BOARD	SCHAFFER, DONALD E.	DHHS MAPLES PER DIEM	50.00	98714
101-670-860.00	TRAVEL - DHHS BOARD	SCHAFFER, DONALD E.	DHHS MAPLES PER DIEM	6.30	98714
Total For Dept 670 DHHS BOARD				156.30	
Dept 710 MSU EXTENSION					
101-710-800.00	CONTRACTED SERVICES	MSU EXTENSION BUSINESS OF	FISHERRY STAMP, WAGE & FRINGE	514.65	98696
Total For Dept 710 MSU EXTENSION				514.65	
Dept 711 REGISTER OF DEEDS					
101-711-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	62.65	98607
101-711-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	10.50	98607
101-711-800.00	CONTRACTED SERVICES - LAREDO	FIDLAR TECHNOLOGIES INC	LAREDO LIC FEE SUBSCRIPT JUNE 2025	1,144.20	98507
Total For Dept 711 REGISTER OF DEEDS				1,217.35	
Total For Fund 101 GENERAL FUND				66,968.56	
Fund 210 AMBULANCE FUND					
Dept 265 BUILDING & GROUNDS					
210-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 2 MIPEST	66.00	98532
210-265-750.00	MAINTENANCE SUPPLIES	MI PEST	PEST CONTROL AT ST 3	61.00	98691
210-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	TRUCK WASH MOP HANDLE AND SUPER GLUE	22.98	98701
210-265-850.01	INTERNET, PHONE, CABLE	DIRECT TV	ST 2 DIRECT TV	140.98	98504
210-265-853.00	PHONES/TABLETS	AT & T MOBILITY	FIRST NET PHONE BILL - VARIOUS PHONES -	262.39	98489
210-265-922.00	WATER & SEWER	MCCARDEL WATER CONDITIONIN	OUTSTANDING BALANCE	11.50	98689
210-265-922.00	WATER & SEWER	MCCARDEL WATER CONDITIONIN	WATER	63.50	98689
210-265-923.00	FUEL/PROPANE-EMS, PINE/TVILLE/PA	DTE ENERGY	JULY 2025 GAS, SHERIFF, JAIL, GOV CENTE	107.92	205
210-265-924.00	ELECTRIC	CONSUMERS ENERGY	JULY ELECTRIC, GOV CENTER, ACO, SHERIFE	193.95	204
210-265-967.00	PROJECT EXPENSES - GARAGE	TMF BUILDING & CONTRACTING	DOWNPAYMENT FOR EMS STATION 3 HOUSING E	5,000.00	98611
210-265-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES,	UNIFORMS AND MED EQUIPMENT	83.80	98488
Total For Dept 265 BUILDING & GROUNDS				6,014.02	
Dept 651 EMERGENCY MEDICAL TECHNICIANS					
210-651-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	59.42	98607
210-651-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	7.00	98607
Total For Dept 651 EMERGENCY MEDICAL TECHNICIANS				66.42	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
210-655-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	496.26	98607
210-655-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	49.00	98607
210-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	3,306.15	98635
210-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	882.09	98635
210-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	281.89	98635
210-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	648.61	98623

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 210 AMBULANCE FUND					
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
210-655-748.00	GAS, OIL & GREASE-EMS	BENZIE COUNTY ROAD COMMIS	MAY 2025 FUEL CHARGES	2,549.09	98495
210-655-748.00	GAS, OIL & GREASE	WEX BANK	EMS FUEL	219.09	98548
210-655-749.00	VEHICLE REPAIRS	AMAZON CAPITAL SERVICES, I	WIPIPER BLADES AND EMS PANTS	133.76	98488
210-655-749.00	VEHICLE REPAIRS	DA DESIGNS	AMBULANCE LOGO	140.00	98502
210-655-749.00	VEHICLE REPAIRS	EXPRESS LUBE & TIRE SERVIC	A32 OIL CHANGE	102.75	98506
210-655-749.00	VEHICLE REPAIRS	EXPRESS LUBE & TIRE SERVIC	A23 OIL	102.75	98655
210-655-749.00	VEHICLE REPAIRS	EXPRESS LUBE & TIRE SERVIC	A32 TIRE SWAP	37.00	98655
210-655-751.00	UNIFORMS	AMAZON CAPITAL SERVICES, I	UNIFORMS AND MED EQUIPMENT	1,854.82	98488
210-655-751.00	UNIFORMS	AMAZON CAPITAL SERVICES, I	WIPIPER BLADES AND EMS PANTS	160.00	98488
210-655-751.00	UNIFORMS	DA DESIGNS	EMS SHIRTS	958.00	98502
210-655-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	1,264.01	98568
210-655-860.00	TRAVEL	THOMAS KING	MILEAGE	65.24	98543
210-655-860.00	TRAVEL	THOMAS KING	MILEAGE	113.12	98722
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				13,363.63	
Total For Fund 210 AMBULANCE FUND				19,444.07	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-783.00	EQUIP. SERVICES & SUPPLIES	AMAZON CAPITAL SERVICES, I	DB OFFICE SUPPLIES/EVANS AND MAINTENANC	35.98	98488
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS	BALANCE OF SKID - WATER SOFTNER SALT	89.10	98522
213-265-783.00	EQUIP. SERVICES & SUPPLIES	LANSING SANITARY SUPPLY, I	JAIL PAPER PRODUCTS- JAIL KITCHEN / JAI	450.80	98524
213-265-783.00	EQUIP. SERVICES & SUPPLIES	NUGENT ACE HARDWARE	MAINTENANCE SUPPLIES -GLASS CLEANER	30.98	98535
213-265-783.00	EQUIP. SERVICES & SUPPLIES	NUGENT ACE HARDWARE	MAINTENANCE SUPPLIES	5.99	98701
213-265-853.00	CELLULAR PHONES	AT & T MOBILITY	BCSO CELL PHONE 6/25/2025 TO 7/24/2025	75.20	98630
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	JULY 2025 GAS, SHERIFF, JAIL, GOV CENTE	509.83	205
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	JULY ELECTRIC, GOV CENTER, ACO, SHERIFE	3,673.96	204
Total For Dept 265 BUILDING & GROUNDS				4,871.84	
Dept 351 JAIL - CORRECTIONS					
213-351-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	583.88	98607
213-351-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	58.28	98607
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	OFFICE SUPPLIES-DB AND JAIL WINDOW	6.48	98558
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	JAIL CONTROL ROOM COMPUTER SPEAKERS ANI	29.73	98558
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	INMATE MEALS WEEK 7/13/2025 TO 7/19/202	2,578.60	98498
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	INMATE MEALS WEEK 7/20/2025 TO 7/26/202	2,416.93	98564
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	INMATE MEALS WEEK 7/27/2025 TO 8/2/2025	2,262.34	98645
213-351-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 6/16/2025 TO 7/15/2025	36.51	98547
213-351-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	1,091.65	98568
213-351-834.00	PRISONER MEDICAL	CORRECTIONAL RECOVERY, LLC	CLAIMS DUE FORD II/MARTIN/PENYAK X2 ANI	4,512.76	98500
213-351-834.00	PRISONER MEDICAL	MUNSON MEDICAL CENTER	BLOOD COLLECTION -LEGAL DRAW PENYAK	25.00	98534
213-351-834.00	PRISONER MEDICAL	ALL ACCESS CARE PLLC	GRAND TRAVERSE INMATE MEDICAL SERVICES	794.06	203
213-351-834.00	PRISONER MEDICAL	ALL ACCESS CARE PLLC	GT BAND INMATES MEDICAL SERVICES JULY 2	782.18	203
213-351-940.20	EQUIPMENT LEASE - COPIER-4003142	TEAM FINANCIAL GROUP, INC.	CONTRACT PAYMENT - LEASED EQUIPMENT #4C	307.00	98542
213-351-940.20	EQUIPMENT LEASE - COPIER	NETLINK BUSINESS SOLUTIONS	3 MONTH MAINTENANCE COPY FEES X 3 COPY	421.27	98698
213-351-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, I	CYBERPOWER UPS BATTERY BACKUP/SURGE PRC	476.60	98558
Total For Dept 351 JAIL - CORRECTIONS				16,383.27	
Total For Fund 213 JAIL OPERATIONS FUND				21,255.11	
Fund 218 MARINE PATROL FUND					
Dept 000					
218-000-748.00	GAS, OIL & GREASE	CRYSTAL LAKE MARINA	MARINE GRADE GASOLINE -BOATS	123.60	98651

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 218 MARINE PATROL FUND					
Dept 000					
218-000-748.00	GAS, OIL & GREASE	CRYSTAL LAKE MARINA	MARINE GRADE GASOLINE -BOATS	36.91	98651
218-000-930.00	EQUIPMENT REPAIR	MACDONALD MARINE, INC.	TRIUMPH REPAIRED - FUEL LINE/LABOR AND	672.31	98527
Total For Dept 000				832.82	
Total For Fund 218 MARINE PATROL FUND				832.82	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-702.00	WAGES	MIKE MACKIN	SITE CLEAN UP - RECYCLING AND SORTING	420.00	98594
228-000-702.00	WAGES	MIKE MACKIN	SITE CLEAN UP - RECYCLING AND SORTING	327.00	98594
228-000-702.00	WAGES	OWEN BAUGHMON	SITE CLEAN UP - RECYCLING AND SORTING -	125.00	98603
228-000-748.00	GAS, OIL & GREASE- RECYCLING	BENZIE COUNTY ROAD COMMISS	MAY 2025 FUEL CHARGES	36.72	98495
228-000-800.00	CONTRACTED SERVICES	SCHAFFER COMPANY LLC	MATERIALS MANAGEMENT SERVICES MONTH 10	6,000.00	98539
228-000-800.00	CONTRACTED SERVICES-RECYCLING 20	GFL ENVIRONMENTAL	JUNE 2025 COUNTY RECYCLING SERVICE	16,202.58	98576
228-000-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	57.46	98568
228-000-850.00	TELEPHONE	VERIZON WIRELESS	VERIZON BILLING JUNE-JULY 2025	43.69	98613
Total For Dept 000				23,212.45	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				23,212.45	
Fund 232 SHERIFF'S K-9 FUND					
Dept 000					
232-000-967.00	PROJECT EXPENSES	HEIGES PERFORMANCE, INC.	23-4 BRAKES ROTARS/PADS X4 WITH LABOR	1,652.06	98516
232-000-967.00	PROJECT EXPENSES	AMAZON CAPITAL SERVICES,	1K-9 OMAR DOG BED AND LIGHT	64.58	98626
Total For Dept 000				1,716.64	
Total For Fund 232 SHERIFF'S K-9 FUND				1,716.64	
Fund 236 SCHOOL RESOURCE OFFICER					
Dept 000					
236-000-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	70.94	98607
236-000-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN	JUNE 2025 STANDARD INSURANCE	7.00	98607
236-000-748.00	GAS, OIL & GREASE	HEIGES PERFORMANCE, INC.	18-3 BATTERY TERMINAL LOOSE-FIXED	110.00	98516
236-000-748.00	GAS, OIL & GREASE	WATSON BENZIE LLC	18-3 SERVICE CONTACT 2 YEARS-3 SERVICES	340.00	98616
236-000-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	114.91	98568
236-000-957.00	MISCELLANEOUS	AT & T MOBILITY	BCSO CELL PHONE 6/25/2025 TO 7/24/2025	80.24	98630
Total For Dept 000				723.09	
Total For Fund 236 SCHOOL RESOURCE OFFICER				723.09	
Fund 249 BUILDING DEPARTMENT FUND					
Dept 000					
249-000-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	114.91	98568
Total For Dept 000				114.91	
Dept 371 BUILDING INSPECTOR					
249-371-800.00	BUILDING PERMITS	ASSOCIATED GOVERNMENT SER	PERMIT FEES	13,894.00	98629
Total For Dept 371 BUILDING INSPECTOR				13,894.00	
Dept 372 PLUMBING INSPECTOR					
249-372-800.00	PLUMBING PERMITS	ASSOCIATED GOVERNMENT SER	PERMIT FEES	2,231.00	98629
Total For Dept 372 PLUMBING INSPECTOR				2,231.00	
Dept 373 MECHANICAL INSPECTOR					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 249 BUILDING DEPARTMENT FUND					
Dept 373 MECHANICAL INSPECTOR					
249-373-800.00	MECHANICAL PERMITS	ASSOCIATED GOVERNMENT SERV	PERMIT FEES	4,949.00	98629
Total For Dept 373 MECHANICAL INSPECTOR				4,949.00	
Dept 375 ELECTRICAL INSPECTOR					
249-375-800.00	ELECTRICAL PERMITS	ASSOCIATED GOVERNMENT SERV	PERMIT FEES	6,987.00	98629
Total For Dept 375 ELECTRICAL INSPECTOR				6,987.00	
Total For Fund 249 BUILDING DEPARTMENT FUND				28,175.91	
Fund 251 ANIMAL CONTROL FUND					
Dept 265 BUILDING & GROUNDS					
251-265-853.00	CELLULAR PHONES	AT & T MOBILITY	FIRST NET PHONE BILL - VARIOUS PHONES -	81.19	98489
251-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	WATER BILL FOR BENZIE ANIMAL CONTROL	768.97	98614
251-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	JULY ELECTRIC, GOV CENTER, ACO, SHERIFF	488.27	204
251-265-924.00	ELECTRIC & HEATING	DTE ENERGY	JULY 2025 GAS, SHERIFF, JAIL, GOV CENTE	45.51	205
Total For Dept 265 BUILDING & GROUNDS				1,383.94	
Dept 430 ANIMAL CONTROL					
251-430-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	66.74	98607
251-430-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	7.00	98607
251-430-748.00	GAS, OIL & GREASE-ANIMAL CONTROL	BENZIE COUNTY ROAD COMMIS	MAY 2025 FUEL CHARGES	246.52	98495
251-430-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	172.37	98568
Total For Dept 430 ANIMAL CONTROL				492.63	
Total For Fund 251 ANIMAL CONTROL FUND				1,876.57	
Fund 254 SOIL EROSION (SESSC) FUND					
Dept 380 SOIL EROSION CONTROL					
254-380-800.00	SOIL EROSION PERMITS	ASSOCIATED GOVERNMENT SERV	PERMIT FEES	1,600.00	98629
Total For Dept 380 SOIL EROSION CONTROL				1,600.00	
Total For Fund 254 SOIL EROSION (SESSC) FUND				1,600.00	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 266 LEGAL & CONTRACTED SERVICES					
261-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	603.28	98568
Total For Dept 266 LEGAL & CONTRACTED SERVICES				603.28	
Dept 325 DISPATCH/COMMUNICATION					
261-325-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	267.72	98607
261-325-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	28.00	98607
261-325-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES, I	TAPE	21.42	98558
261-325-830.00	911 MAINTENANCE CONTRACT	ID NETWORKS, INC.	CAD LICENSE RENEWALS	524.00	98585
261-325-853.00	CELLULAR PHONES	AT & T MOBILITY	FIRST NET PHONE BILL - VARIOUS PHONES -	811.96	98489
261-325-954.10	RENT	KSS	BALANCE OF SKID - WATER SOFTNER SALT	10.42	98522
261-325-954.10	RENT	CHARTER COMMUNICATIONS	SHERIFFS OFFICE CABLE TV	22.30	98567
261-325-954.10	RENT	CONSUMERS ENERGY	JULY ELECTRIC, GOV CENTER, ACO, SHERIFF	434.63	204
261-325-954.10	RENT	DTE ENERGY	JULY 2025 GAS, SHERIFF, JAIL, GOV CENTE	60.23	205
261-325-956.00	EMPLOYEE PHYSICALS	MUNSON OCCUPTIONAL HEALTH	2 PRE EMPLOYMENT PHYSICALS	356.00	98597
261-325-961.00	TRAINING & SCHOOLS	DA DESIGNS	NEW EMPLOYEE TRAINING MANUALS-PHASE1	82.00	98570
261-325-970.00	EQUIPMENT	AMAZON CAPITAL SERVICES, I	COMPUTER EQUIPMENT - CENTRAL DISPATCH	1,139.82	98558
Total For Dept 325 DISPATCH/COMMUNICATION				3,758.50	

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
 EXP CHECK RUN DATES 07/18/2025 - 08/07/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 261 911 EMERGENCY SERVICE FUND					
Total For Fund 261 911 EMERGENCY SERVICE FUND				4,361.78	
Fund 265 TNT OFFICER MILLAGE FUND					
Dept 000					
265-000-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	37.06	98607
265-000-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	3.50	98607
265-000-748.00	GAS, OIL & GREASE	WEX BANK	BCSO FUEL 6/16/2025 TO 7/15/2025	117.24	98547
265-000-810.00	LEGAL FEES	COHL, STOKER, TOSKEY, P.C.	PROFESSIONAL SERVICES RENDERED MAY 2025	57.46	98568
265-000-853.00	CELLULAR PHONES-TNT	AT & T MOBILITY	BCSO CELL PHONE 6/25/2025 TO 7/24/2025	35.08	98630
Total For Dept 000				250.34	
Total For Fund 265 TNT OFFICER MILLAGE FUND				250.34	
Fund 269 LAW LIBRARY FUND					
Dept 000					
269-000-901.00	RESOURCE MATERIALS	MANISTEE COUNTY	REIMBURSEMENT TO MANISTEE FOR MAY/JUNE	478.80	98590
Total For Dept 000				478.80	
Total For Fund 269 LAW LIBRARY FUND				478.80	
Fund 283 LAND BANK AUTHORITY					
Dept 000					
283-000-800.00	CONTRACTED SERVICES	MLT SERVICES LLC	LB EXC DIRECTOR SERVICES FOR JUNE 2025	750.00	98695
283-000-800.00	CONTRACTED SERVICES	MLT SERVICES LLC	LB EXC DIRECTOR SERVICES FOR JULY 2025	375.00	98695
Total For Dept 000				1,125.00	
Total For Fund 283 LAND BANK AUTHORITY				1,125.00	
Fund 284 OPIOID SETTLEMENT FUND					
Dept 000					
284-000-967.00	PROJECT EXPENSES	GROW BENZIE	REIMBURSEMENT FOR COSTS RELATED TO OPIC	2,106.00	98515
284-000-967.00	PROJECT EXPENSES	CENTRA WELLNESS NETWORK	APRIL TO JUNE 2025 SUDHH GRANT	278.33	98566
Total For Dept 000				2,384.33	
Total For Fund 284 OPIOID SETTLEMENT FUND				2,384.33	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-718.00	SHORT/LONG TERM DISABILITY	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	35.56	98607
293-000-721.00	PER DIEM-VETERAN'S AFFAIRS COMM	BAILEY, LAWRENCE	VETERANS AFFAIRS COMMITTEE MEETING	50.00	98490
293-000-725.06	LIFE INSURANCE	STANDARD INSURANCE COMPAN\	JUNE 2025 STANDARD INSURANCE	3.50	98607
293-000-833.00	VETERANS BURIALS & MARKERS	CATHY YAGLE	VETERAN BURIAL BENEFIT - EUGENE YAGLE	300.00	98565
293-000-833.00	VETERANS BURIALS & MARKERS	HOLLY KURZMANN	VETERANS BURIAL BENEFIT - DAVID MOROSS	300.00	98583
293-000-839.10	VETERANS FINANCIAL AID	AMAZON CAPITAL SERVICES, 1	VETERANS LAPEL PIN/FLAGS/PENS/CANDY	501.15	98626
293-000-839.10	VETERANS FINANCIAL AID	AMAZON CAPITAL SERVICES, 1	VETERANS APPRECIATION GIFTS	57.34	98626
293-000-839.10	VETERANS FINANCIAL AID	AMAZON CAPITAL SERVICES, 1	VETERANS CAREGIVER 2025 EDITIONS	999.00	98626
293-000-839.10	VETERANS FINANCIAL AID	AMAZON CAPITAL SERVICES, 1	VETERANS MANILA FOLDERS	54.47	98626
293-000-839.10	VETERANS FINANCIAL AID	CHERRYLAND ELECTRIC	BILL FOR DANIEL EVANS - ACCOUNT #335820	95.45	98649
293-000-860.00	TRAVE-VETERAN'S AFFAIRS COMMITTE	BAILEY, LAWRENCE	VETERANS AFFAIRS COMMITTEE MEETING	2.58	98490
293-000-900.00	PRINTING & PUBLISHING	AMAZON CAPITAL SERVICES, 1	VETERANS - SHIPPING CREDIT	(2.03)	98626
293-000-900.00	PRINTING & PUBLISHING	AMAZON CAPITAL SERVICES, 1	VETERANS CAREGIVERS 2025 EDITION	1,382.68	98626
Total For Dept 000				3,779.70	
Total For Fund 293 VETERAN'S RELIEF FUND				3,779.70	

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 07/18/2025 - 08/07/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 000					
401-000-970.00	EQUIPMENT (VEHICLES)	AMERICAN ALUMINUM ACCESSOFK9 KENNEL UNIT IN DEPUTY PATROL CAR - C		4,270.00	98559
401-000-970.00	EQUIPMENT (VEHICLES)	DIGITAL-ALLY	PATROL CAR EQUIPMENT	170.00	98572
Total For Dept 000				4,440.00	
Total For Fund 401 CAPITAL IMPROVEMENT FUND				4,440.00	
Fund 516 DELINQUENT TAX REVOLVING FUND					
Dept 000					
516-000-689.00	CASH OVER/SHORT	BRADLEY TAYLOR	OVERPAID ON DLQ TAXES FOR 10-135-009-0C	8.00	98636
Total For Dept 000				8.00	
Total For Fund 516 DELINQUENT TAX REVOLVING FUND				8.00	
Fund 701 GENERAL AGENCY FUND					
Dept 215 COUNTY CLERK					
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT OF ST/NOTARY APPLICATION FOR JULY		2.00	98694
701-215-228.16	DUE STATE - PISTOL PERMITS	STATE OF MICHIGAN (#38-60C) JULY CPL APPLICATIONS		2,009.00	98719
701-215-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL FOR JULY	374.56	98715
701-215-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL FOR JULY	220.00	98715
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL FOR JULY	150.00	98715
701-215-228.57	DUE STATE - STATE JURY FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL FOR JULY	50.00	98715
701-215-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL FOR JULY	714.00	98715
701-215-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL FOR JULY	305.00	98715
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND COST TAKEN M DURIC	50.00	98493
701-215-265.00	CASH BONDS PAYABLE	MERCEDIES DURIC	BOND RETURNED M. DURIC	450.00	98531
701-215-271.00	RESTITUTIONS PAYABLE	BRENDA MURPHY	RESTITUTION 2011-2233-FH L BRIGHT	20.00	98497
701-215-271.00	RESTITUTIONS PAYABLE	FRIENDS OF POINT BETSIE L	RESTITUTION 2024-3023-FH C. OTTINGER	400.00	98508
701-215-271.00	RESTITUTIONS PAYABLE	AUTO OWNER'S INSURANCE COM	RESTITUTION 2024-3012-FH E. NEWSTEAD	18.48	98561
701-215-271.00	RESTITUTIONS PAYABLE	BRENDA MURPHY	RESTITUTION 2011-2233-FH L. BRIGHT	20.00	98563
701-215-271.00	RESTITUTIONS PAYABLE	SHIRLEY VILLENEUVE	RESTITUTION 2012-2272-FH T. MILLER	101.17	98605
701-215-271.00	RESTITUTIONS PAYABLE	TRAVERSE NARCOTICS TEAM	RESTITUTION 2024-3014-FH E. AGUERO	78.42	98612
701-215-271.00	RESTITUTIONS PAYABLE	BRENDA MURPHY	RESTITUTION 2011-2233-FH L BRIGHT	20.00	98639
701-215-271.00	RESTITUTIONS PAYABLE	FRIENDS OF POINT BETSIE L	RESTITUTION 2024-3023-FH C OTTINGER	400.00	98656
701-215-271.10	FAMILY DIVISION RESTITUTIONS	BENJAMIN & FRANCES DEMERLY	RESTITUTION 2024-3306-DL T DRAKE	100.00	98491
701-215-271.10	FAMILY DIVISION RESTITUTIONS	BENZIE COUNTY CENTRAL SCH	RESTITUTION 2018-2094-DL M. WILSON	40.00	98492
701-215-271.10	FAMILY DIVISION RESTITUTIONS	KEITH JEWELL	RESTITUTION 2009-1568-DL W ALLEN	99.94	98518
701-215-271.10	FAMILY DIVISION RESTITUTIONS	KENNEDY, KEVIN	RESTITUTION 2022-3211-DL H. BRONSON	400.00	98519
701-215-271.10	FAMILY DIVISION RESTITUTIONS	LATITUDE SUBROGATION SERV	RESTITUTION 2013-1863-DL C HOOGERHYDE	200.00	98525
701-215-271.10	FAMILY DIVISION RESTITUTIONS	VILLAGE OF BEULAH	RESTITUTION 2022-3211-DL H BRONSON	149.78	98545
701-215-271.10	FAMILY DIVISION RESTITUTIONS	BENZIE COUNTY CENTRAL SCH	RESTITUTION 2018-2094-DL M. WILSON	100.00	98631
701-215-271.10	FAMILY DIVISION RESTITUTIONS	HABITAT FOR HUMANITY INC	RESTITUTION 2011-1724-DL K MYERS	93.00	98661
701-215-271.10	FAMILY DIVISION RESTITUTIONS	LATITUDE SUBROGATION SERV	RESTITUTION 2013-1863-DL C HOOGERHYDE	100.00	98682
701-215-271.10	FAMILY DIVISION RESTITUTIONS	MICHAEL ALLEN	RESTITUTION 2011-1724-DL K MYERS	81.79	98692
701-215-271.10	FAMILY DIVISION RESTITUTIONS	RICHARD GARY	RESTITUTION 1999-0493-DL J. STEPHENSON	747.75	98706
Total For Dept 215 COUNTY CLERK				7,494.89	
Dept 253 COUNTY TREASURER					
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	BENZIE COUNTY TREASURER	PRE ADJ 2022,23,24 FOR 09-010-013-30	3,211.56	98496
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	GAYLE BUTTERY	2024 TAXABLE ADJ FOR 10-210-081-00	936.69	98510
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	PATRICIA MCKANE	2024 TAXABLE ADJ FOR 10-210-057-00	7,868.85	98537
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	AMANDA SHEPARD	JULY BOR PRE ADJ 2024 05-001-424-02	1,232.61	98625
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	BENZIE COUNTY TREASURER	PRE ADJ 2024 03-001-019-10 APPLY TO 202	528.77	98633
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	BENZIE COUNTY TREASURER	TAXABLE VALUE ADJ 2024 02-504-097-00 AF	2,733.48	98633

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 701 GENERAL AGENCY FUND					
Dept 253 COUNTY TREASURER					
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	BRANDON & HEATHER SAUER	JULY BOR TAXABLE ADJ 2024 FOR 02-102-03	640.44	98637
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	BRANDON COXE	JULY BOR 23/2024 TAXABLE VALUE ADJ FOR	2,703.23	98638
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	CARRIE & JERRY COREY	JULY BOR TAXABLE VALUE ADJ 2024 FOR 09-	1,994.37	98646
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	HONI GARVIN TRUST	JULY BOR 2024 TAXABLE ADJ FOR 02-250-00	21,940.30	98663
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	JANET HARRIS TRUST	JULY BOR TAXABLE VALUE ADJ 2024 FOR 02-	2,206.44	98667
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	JERRINE ANN MORAWITZ	JULY BOR 2024 TAXABLE VALUE ADJ FOR 02-	2,904.42	98671
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	JOSEPH VELTHUTSEN	JULY BOR 2024 TAXABLE VALUE ADJ FOR 51-	1,428.48	98672
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	LEE ALAN ZATKOVIC	JULY BOR 2024 TAXABLE VALUE ADJ FOR 51-	308.54	98683
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	RAW EGG LLC	JULY BOR TAXABLE VALUE ADJ 2024 FOR 02-	2,543.19	98704
701-253-274.19	APPEALS/CHARGEBACKS/REFUNDS	VALERIE MORGAN	JULY BOR 2024 TAXABLE VALUE ADJ FOR 51-	3,216.73	98725
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	COURTNEY STANCLIFF	OVERPAID ON DOG LICENSE	20.00	98501
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	ESCH, VICKI	OVERPAID ON DOG LICENSE	5.00	98505
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	BENZONIA TOWNSHIP TREASURER	QUALIFIED FOREST SENT BACK TO TWP TREAS	253.01	98634
Total For Dept 253 COUNTY TREASURER				56,676.11	
Dept 286 DISTRICT COURT					
701-286-214.01	DUE TO SHERIFF'S DEPT - OWI REIM	BENZIE COUNTY SHERIFF OFF	JULY 2025 OWI REIMBURSEMENT	120.00	98632
701-286-228.20	DUE STATE - DNR JUDGEMENT FEES	STATE OF MICHIGAN	JULY 2025 FEE TRANSMITTAL	20.00	98717
701-286-228.37	DUE STATE - CRIME VICTIM RIGHTS	STATE OF MICHIGAN	JULY 2025 FEE TRANSMITTAL	910.14	98717
701-286-228.42	DUE STATE - STATE COURT - MOTION	STATE OF MICHIGAN	JULY 2025 FEE TRANSMITTAL	190.00	98717
701-286-228.47	DUE STATE - OWI REIMBURSEMENT	STATE OF MICHIGAN	JULY 2025 FEE TRANSMITTAL	100.00	98717
701-286-228.56	DUE STATE - EFILING FEE DIST CO	STATE OF MICHIGAN	JULY 2025 FEE TRANSMITTAL	555.00	98717
701-286-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	JULY 2025 FEE TRANSMITTAL	2,730.00	98717
701-286-228.59	DUE STATE - JUSTICE SYSTEM FUND	STATE OF MICHIGAN	JULY 2025 FEE TRANSMITTAL	4,408.23	98717
701-286-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT - BENZIE	BOND FOR LARRY LEROY TABBERT JR 143-FY-	250.00	98485
701-286-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	055 ST 2, 6727, NORBERT WALTER HUBER	50.00	98486
701-286-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND/FINES PAYMENT - CHALLENGER, BRADLE	535.00	98486
701-286-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED: BICKLE / ELLIOTT	665.50	98555
701-286-265.00	CASH BONDS PAYABLE	EMILY ROSE BICKLE	BOND RETURN: BICKLE	4.50	98573
701-286-265.00	CASH BONDS PAYABLE	JAVIER RAMIRO MEDINA	BOND RETURN: MEDINA	250.00	98587
701-286-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND COSTS	50.00	98622
701-286-265.00	CASH BONDS PAYABLE	JAMES A. CANTRALL	BOND RETURN: CANTRALL	1,480.00	98666
701-286-265.00	CASH BONDS PAYABLE	SARA ELIZABETH MALECKI	BOND RETURN: MALECKI	450.00	98713
701-286-271.00	RESTITUTIONS PAYABLE	CONSUMERS ENERGY	RESTITUTION PAYABLE - CONSUMERS ENERG	20.00	98499
701-286-271.00	RESTITUTIONS PAYABLE	OLGA HORN	RESTITUTION - DAVE ALBRIGHT	50.00	98536
701-286-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE COMP	RESTITUTION WILLIAM FORTINE	20.00	98541
701-286-271.00	RESTITUTIONS PAYABLE	THOMAS STOLTMAN	RESTITUTION STEVEN PELL	75.00	98544
701-286-271.00	RESTITUTIONS PAYABLE	WESCO	RESTITUTION LUCINDA KAY DAVIS	220.00	98546
701-286-271.00	RESTITUTIONS PAYABLE	CONSUMER'S ENERGY	CLAIM #300022940534 (HIRTREITER)	20.00	98569
701-286-271.00	RESTITUTIONS PAYABLE	HEATHER SKIVER	RESTITUTION PAYMENT	25.00	98581
701-286-271.00	RESTITUTIONS PAYABLE	OLGA HORN	RESTITUTION PAYMENT	50.00	98602
Total For Dept 286 DISTRICT COURT				13,248.37	
Dept 294 PROBATE COURT					
701-294-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	JULY 2025 FEE TRASMITTAL	1,026.86	98716
701-294-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	JULY 2025 FEE TRASMITTAL	160.00	98716
701-294-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	JULY 2025 FEE TRASMITTAL	150.00	98716
701-294-228.58	DUE STATE - CIVIL FILING FEES	STATE OF MICHIGAN	JULY 2025 FEE TRASMITTAL	900.00	98716
Total For Dept 294 PROBATE COURT				2,236.86	
Dept 301 SHERIFF					
701-301-228.16	DUE STATE - FINGER PRINT FEES	STATE OF MICHIGAN (#38-60	FINGERPRINT FEES OWED TO STATE-COLLECTE	292.00	98719
701-301-228.63	DUE STATE - SEX OFFENDER'S REG.	STATE OF MICHIGAN (#38-60	SOR FEES MONEY COLLECTED JULY 2025 DUE	90.00	98719

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DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 07/18/2025 - 08/07/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 701 GENERAL AGENCY FUND					
Dept 301 SHERIFF					
		Total For Dept 301 SHERIFF		<u>382.00</u>	
		Total For Fund 701 GENERAL AGENCY FUND		<u>80,038.23</u>	
Fund 704 PAYROLL CLEARING FUND					
Dept 000					
704-000-231.70	ADDITIONAL LIFE & DISABILITY INS	STANDARD INSURANCE COMPANY	JUNE 2025 STANDARD INSURANCE	1,642.30	98607
		Total For Dept 000		<u>1,642.30</u>	
		Total For Fund 704 PAYROLL CLEARING FUND		<u>1,642.30</u>	

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User: KATELYN
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INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY
EXP CHECK RUN DATES 07/18/2025 - 08/07/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101	GENERAL FUND	66,968.56
Fund 210	AMBULANCE FUND	19,444.07
Fund 213	JAIL OPERATIONS	21,255.11
Fund 218	MARINE PATROL I	832.82
Fund 228	SOLID WASTE/REC	23,212.45
Fund 232	SHERIFF'S K-9 I	1,716.64
Fund 236	SCHOOL RESOURC	723.09
Fund 249	BUILDING DEPAR	28,175.91
Fund 251	ANIMAL CONTROL	1,876.57
Fund 254	SOIL EROSION (S	1,600.00
Fund 261	911 EMERGENCY S	4,361.78
Fund 265	TNT OFFICER MII	250.34
Fund 269	LAW LIBRARY FUN	478.80
Fund 283	LAND BANK AUTHC	1,125.00
Fund 284	OPIOID SETTLEME	2,384.33
Fund 293	VETERAN'S RELIE	3,779.70
Fund 401	CAPITAL IMPROVE	4,440.00
Fund 516	DELINQUENT TAX	8.00
Fund 701	GENERAL AGENCY	80,038.23
Fund 704	PAYROLL CLEARIN	1,642.30

Total For All Funds:	<u>264,313.70</u>
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Presentations

Benzie Area Youth Initiative Opioid Settlement Funds Grant 2025
Progress Report
Benzie County Commissioners' Meeting
Tuesday, August 12, 2025

Budget Update

Grant Approved 4/1/25: **\$14,448**

Amount Allocated as of 8/11/25: **\$12,703**

Balance: **\$1,745**

Accomplishments

1. STR8 TALK Prevention Speaker:

- Corey Warren & Jacque Liebner (mother/son duo spoke at both schools: FHS on April 24 and BCHS on April 25: <https://www.rrclansing.org/str8talk>)
- All 6th-12th graders and school staff were in attendance
- Shared a powerful message of addiction, recovery, and healing in a concert-like environment, his story included addiction to marijuana, heroin, alcohol and mental health challenges, his mom could share from her perspective the challenges of trying to help her son through these struggles
- Presentation was interactive with students and the music helped to hold the attention of the students
- Conducted pre and post surveys to measure impact of the event
- Survey findings: 90% of middle school students agreed that the presentation helped them better understand the reality of using drugs and alcohol and addiction, an increase of 22% in understanding of how one's choices impact others
- Student Comments:
 - Addiction doesn't only harm yourself, it also harms the people around you.
 - Don't depend on how others make you feel
 - That even if you start out great, you can still get addicted to drugs
 - Not loving yourself can lead to a bad path.
 - That friends can have a huge impact on the way you live your life.

2. Training: Stanford's REACH Lab Annual Teaching Cannabis and other Drugs Awareness & Prevention Conference

- 6 Benzie Prevention Workers attended: Sarah May, BAY, Elizabeth Merrill, FEAS School Nurse, Rudy Strickland, BC elementary School Nurse, Danielle Gray, BCCS School Nurse, Suzanne Maul, School Resource Officer, and Carmen Briggs, BCHS Health Teacher

- Virtual Conference held on April 9-10, but sessions are available for those registered for up to 1 year, over 70 sessions available covering vaping, cannabis, fentanyl, opioids, alcohol, and other related topics.
- Sessions attended include Just Say Know: New Approaches to Adolescent Drug Prevention, New curriculum: Fentanyl & Opioid Overdose Prevention, Support over Suspension: Building Bridges for Student Wellness, Empowered Conversations: Motivational Interviewing to Stop Teen Vaping
- Benzie participants reported learning from these sessions and appreciated the flexibility of viewing the sessions when it worked best with their schedules

3. Detera Drug Deactivation Systems

- Detera pouches offer individuals the convenience of safe prescription and over the counter drugs disposal at home, easy to use:
<https://deterasystem.com/>
- Safe disposal protects our environment and prevents prescription drug misuse
- 300 Detera bags were ordered in July
- BAY will distribute to community partners: BLDHD, Benzie Senior Resources, and Northwest Michigan Health Services, Inc

More to Do:

1. Complete the distribution of the Detera bags and reach out to funeral homes or other community partners.
2. NOT Training: funding has been allocated for 3 school-based staff to complete this training that equips them to lead students through a vaping cessation program.
Working to coordinate this training with the schools.

Thanks for your support of our county-wide prevention efforts!

Sarah May, Coordinator
Benzie Area Youth (BAY) Initiative
benziehsc@gmail.com
231-944-0656

The Benzie Area Youth Initiative is dedicated to improving the lives of young people in Benzie County by promoting healthy behaviors.

Old Business

Committee Appointments

Updated 08/07/2025

Commissioner	Current	Proposed	As needed	Municipalities
Jeannot	5	4	0	3
Markey	6	5	1	2
Nye	6	6	3	3
Roelofs	7	5	1	1
Sauer	9	6	2	6
Trigg	0	5	1	3
Davis	0	3	1	2
	33	34		

Standing Committees									
Committee	Commissioner Representative		Meeting Date & Time				Meeting Location	Contact Person	
	Current	2025 Assignments	Month	DoW	WoM	Time			
Joint Court	Sauer, Nye	Nye, Davis	As needed				Alternates Benzie (odd)	Karen Feliczak 231-398-3500	
Study Session	All BOC	All BOC	All	Tuesday	4	13:30	Commission Chambers	Tammy Bowers 882-0000	
Commission on Aging	All BOC	All BOC	First BOC meeting in December				Commission Chambers	Tammy Bowers 882-0000	
Building & Grounds	Roelofs, Markey, Nye	Markey, Sauer, Nye	As needed				Commission Chambers	Katie Zeits 882-0035	
County Commission Liaison (Non Voting Member)									
Liaison	Commissioner Representative		Meeting Date & Time				Meeting Location	Contact Person	
	Current	Proposed	Month	DoW	WoM	Time			
Benzie Transportation Authority	Sauer	TBD	Even	Tuesday	3	18:15	Benzie Bus Facility, Honor	Jessica Carland 231-251-9004	
Benzie County Road Commission	Sauer	TBD	All	Thrusday	2	09:30	Road Commission Office	Troy Hinds 882-6063	
Drain Commissioner		N/A	As needed				TBD	Mike Feibing	
Authorities and Agencies									
Member	Commissioner Representative		Meeting Date & Time				Meeting Location	Contact Person	
	Current	Proposed	Month	DoW	WoM	Time			
Central Dispatch	Roelofs	Roelofs	Bi-Monthly	Thursday	2	14:00	Commission Chambers	Cory Ellis 231-735-6280	
Area Agency on Aging	Roelofs	Roelofs	All Minus Jan, July & Dec	Thursday	1	10:00	Traverse City	Heidi Gustine gustineh@aaanm.org 231-947-8920	
Betsie Valley Trailways Management Council	Sauer	Sauer	Mar – Nov	Tuesday	2	16:30	Commissioner Room	TBD	
Benzie/Leelanau Health Dept.	Sauer, Jeannot	Sauer, Trigg	All	Wednesday	4	16:00	Alternates Benzie and Leelanau	Dodie Putney dputney@bldhd.org 882-2113	
Benzie/Leelanau Health Dept. Board of Appeals	Roelofs	Roelofs	As needed				Alternates Benzie and Leelanau	Eric Johnston, ejohnston@bldhd.org	
Centra Wellness Board	Nye, Markey	Markey, Nye	All	Thursday	2	09:00	Alternates	Nicole Warlin nwarlin@centrawellness.org 231-309-1729	
EDC/BRA	Jeannot	Jeannot, Trigg	All	Friday	3	09:00	Commission Room	Katie Zeits 882-0558	
Local Emergency Planning Committee & Local Planning Team	Markey	Davis	All	Tuesday	3	14:00	Emergency Management Office	Rebecca Hubers 882-0567	
MAC Health & Human Services	Nye	Nye	All	Monday	4	14:00	Zoom/Lansing, MI	N/A	
MAC Judiciary & Public Safety	Markey	Markey	All	Monday	4	10:00	Zoom/Lansing, MI	N/A	
MAC Finance and Governance	Jeannot	Jeannot	All	Friday	1	10:00	Zoom/Lansing, MI	N/A	
MAC Ag/Tourism/ Environment	Sauer	Trigg	6 Times a Year, As Needed				Zoom/Lansing, MI	N/A	
MAC Transportation	Roelofs	Davis	All	Friday	4	10:00	Zoom/Lansing, MI	N/A	
MI Assoc. Workers Comp	Sauer	Sauer	Quarterly				1068 Cross St, Gaylord	N/A	
Northern Michigan Regional Entity (SUD)	Markey	Markey	All	Monday	1	10:00	Conference Room, 1068 Cross St, Gaylord	Carol Balousek 231-758-2310	
Northern Mi Counties Assoc.	Jeannot	Jeannot	All	Monday	3	09:45	Roscommon County Building	John Amrhein amrhein@msu.org 231-922-4627	

Networks Northwest	Markey	Markey	Quarterly	TBD		14:00	Traverse City	Janie McNabb Direct: 231.929.5061 Mobile: 231.357.9330 janie.mcnabb@networksnorth west.org
Northwest Michigan Community Action Agency	Jeannot	Jeannot	All	Thursday	3	12:30	Traverse City	Kerry Baughman kbaughman@nmcaa.net 231-346-2161
Parks and Recreation	Sauer	Sauer	All	Monday	4	09:00	Commission Chambers	Katie Zeits
Regional Materials Management Planning Committee		Trigg	All	Friday	2	13:00	Rotating between three counties	Katie Zeits
Materials Management Advisory Committee		Trigg	Quarterly	Wednesday	2	16:00	Commission Chambers	Dave Schaffer recycle@benzieco.gov 231-383-1579
Veteran Affairs (Must be a Veteran, serving dual role)	Roelofs	Roelofs	All	Monday	2	09:00	Government Center	Bob Roelofs 231-645-1187
School and Youth Resource	Roelofs	Roelofs	Even	Monday	3	10:00	Emergency Management Office	Rebecca Hubers 231-882-0567
Water Smart Land Use	Nye	Nye					Conservation Office	Jon Troop 231-313-0232
Natural River ZBA	Sauer, Nye	Sauer, Nye	As needed	TBD			TBD	Brian Bury 989-370-7543
Work Groups / Ad Hoc Committees								

**Established as-needed

New Business

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **Set Public Hearing for 25/26 Fiscal Year Budget Adoption**

On Tuesday, we will be distributing the proposed budget books for the Fiscal Year 2024/2025. The proposed budget will be available on Benzie County's website after the meeting on Tuesday and on the counter of the County Clerk's Office.

Listed below is the anticipated timeframe for approving the fiscal year 2025/2026 budget.

At the August 12, 2025, Regular Board meeting, no discussion regarding the budget is anticipated. The Board of Commissioners will take action to schedule the public hearing for August 26, 2025.

At the August 26, 2025, Regular Board meeting, a public hearing will be held regarding the budget where members of the public can provide any comments for consideration. No action is anticipated during this meeting.

At the September 9, 2025, Regular Board meeting, the Board of Commissioners will consider the adoption of the 2025/2026 budget. If further discussion is required prior to adopting the 2025/2026 budget, approval may occur at the September 23, 2024 board meeting.

At the September 23, 2025, Regular Board meeting, the Board of Commissioners will consider the adoption of the 2025/2026 budget, *if it has not previously done so*.

Recommendation

That the Board of Commissioners schedules a public hearing regarding the fiscal year 2025/2026 budget on August 26, 2025.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **Contract for Services Extension – Recycling Coordinator**

A year ago, the Board chose to move forward with contracting services relating to recycling and materials management in Benzie County. At the time, the Board entered into a contract with Schaffer Company, LLC, owned by Dave Schaffer.

Over the last year, Dave has exceeded our expectations for providing this service as well as helped lead the regional materials management process to date. Dave continues to be an asset to the program. We appreciate what Dave has done for Benzie County and would like to extend his services for an additional year. The services provided will remain the same. In addition, Dave will continue to assist with the regional planning process. The change noted to the contract is the monthly service fee, which is increased by \$1000. However, Benzie County will continue to pay \$6000 as the additional fee will be covered by the State grant for materials management planning. This contract would be net zero for Benzie County.

Recommendation:

That the Board of Commissioners authorizes an extension to the one-year services agreement with Schaffer Company, LLC to provide Recycling Coordinator duties for Benzie County in the amount of \$7,000 monthly, with funds available in the 228 fund and through the State Materials Management Grant, such agreement subject to approval by legal counsel, and authorizes the Chair to sign.

**CONTRACT FOR MATERIALS MANAGEMENT COORDINATOR SERVICES
BETWEEN BENZIE COUNTY AND SCHAFFER COMPANY, LLC**

This Agreement is made by and between **BENZIE COUNTY**, of 448 Court Place, Beulah, MI (hereafter the "County"), and **SCHAFFER COMPANY, LLC**, 8760 Aylsworth Road, Benzonia, MI 49616 (hereafter the "Contractor").

RECITALS:

- A. The County is a Michigan Municipal Corporation that seeks to contract with the Contractor for Materials Management Coordinator Services;
- B. The Contractor has the expertise and experience to perform such services;
- C. The Contractor represents that it is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits and licenses of any kind that may be required to carry out said business and the tasks to be performed under this Agreement; and
- D. The Contractor agrees to enter into a contract with the County to perform Materials Management Coordinator services, subject to the terms and conditions contained in this Agreement.

TERMS:

The County and the Contractor agree as follows:

1. Services. The Contractor agrees to serve as the County's Materials Management Coordinator. The Materials Management Coordinator is responsible for overall waste management and reduction for the County, including coordinating with existing and new vendors of the County to ensure proper oversight of the recycling program.

2. Duties. The Contractor agrees to perform the duties and responsibilities set forth in the Scope of Work attached as Exhibit A to this Agreement. The parties agree to the following accountabilities:

A. **Contractor:** The Contractor agrees:

- i. To work cooperatively and collaboratively with the County and all other parties in order to fulfill expectations, goals and objectives.
- ii. To conduct business on behalf of Benzie County with integrity and the highest level of professionalism.
- iii. To maintain accurate records of activities and communications related to the projects and to provide reports in a timely manner.
- iv. To communicate regularly with Benzie County regarding project status.

B. **County:** The County agrees:

- i. To communicate regularly with the Contractor regarding project status, expectations and anticipated progress.
- ii. To make available all information having a bearing on the projects.
- iii. To provide all equipment, materials and files that may be required to perform the work described in this agreement.
- iv. To provide access to key individuals on mutually convenient dates.

3. **Compensation.** The County shall pay the Contractor on a monthly basis of \$7,000.00 per month beginning September 24, 2025, for all services performed during the term of this Agreement. The Contractor shall submit a monthly invoice to the County. Payment shall be made in accordance with the County's procedure for payment of Accounts Payable.

4. **Expenses.** The County shall not have any obligation to pay for or reimburse the Contractor for any expenses incurred in performing services under this Agreement. The County encourages the use of the county owned vehicle for services related to this Agreement. The County agrees to pay mileage outside of the 30-mile radius of 448 Court Place, Beulah, MI when using a personal vehicle in accordance with IRS Standard Mileage rates, upon preapproval by the County Administrator.

5. **Nonexclusive Agreement.** This is a nonexclusive Agreement. The County may contract and/or enter into any other agreements regarding materials management, as it deems appropriate.

6. **Third-Party Beneficiary.** This Agreement shall not create nor be construed to create any rights in any manner whatsoever in any other person or entity as a third-party beneficiary.

7. **Records.** Any records or other documents (including copies, summaries, or digital files or other such medium for electronic storage of information) prepared or acquired by the Contractor in performing services for the County shall belong to the County and shall be surrendered to it upon termination of this Agreement.

8. **Indemnification.** The Contractor shall indemnify, defend, pay on behalf of, and hold harmless the County, its elected and appointed officials, employees, and volunteers, and others working on behalf of the County, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the County by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with the Contractor's performance, or lack of performance, of services under this Agreement. This indemnification will survive the expiration or termination of this Agreement. By entering into this Agreement, the parties do not waive any immunity provided by law.

9. **Contract Status.** In performing the responsibilities pursuant to this Agreement, it is understood and agreed that the Contractor is at all times acting as independent contractor(s) of the County. The Contractor is not a partner, joint-venturer, or employee of the County. The parties recognize and agree that the County shall neither have nor exercise any control or direction over methods or manner by which the Contractor performs said work and functions under this Agreement.

The Contractor understands and agrees that:

- (a) The County will not pay any compensation other than as set forth in Paragraph 4 of this Agreement; and
- (b) The County will not withhold any sums for income tax, unemployment insurance, social security or any other withholding or make available any benefits afforded to the County's employees (including disability, life insurance, pension, annuity benefits, workers' compensation, health insurance, professional membership dues, sick, holiday, and vacation pay).

10. Authority of the Contractor. The Contractor will not hold out as having the authority, right, or power to contract, bind, or obligate the County.

11. Insurance. The Contractor shall maintain appropriate general liability insurance and policy limits and certifications of insurance upon request of the Customer. Both Parties agree that the Contractor is the sole owner of Schaffer Company LLC, with no employees, and thus exempt from carrying Workman's Comp insurance. The Contractor will submit a WC-337 Workman's Comp exclusion form upon request.

A. Commercial General Liability Insurance. Commercial General Liability Insurance only with limits of liability of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.

B. Additional Insured. The Commercial General Liability Insurance as described above shall include the following as "Additional Insured"; Benzie County, 448 Court Place, Beulah, Mi. 49617.

C. Deductibles. The Contractor shall be responsible for paying any deductibles in its insurance coverages.

D. Cancellation Notice. Commercial General Liability Insurance as described above, shall include on their certificates of insurance, which are to be submitted to the County as required below, an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Benzie County Administrator, 448 Court Place, Beulah MI 49617." In the event the Contractor's insurer refuses to provide such an endorsement the Contractor shall be responsible for providing the required notice.

E. Proof of Insurance. The Contractor shall provide to the County at the time this Agreement is returned by it for execution, with one (1) copy of certificates of insurance for each of the policies mentioned above. If so requested, certified copies of policies shall be furnished.

12. Jurisdiction. This Contract Agreement shall be subject to and governed by the laws of the State of Michigan.

13. Termination of Agreement. This Agreement shall be effective on September 24, 2025, and terminate no later than September 23, 2026, unless earlier terminated by occurrence of any of following events:

- (a) **60 Day Notice.** At any time upon 60 day written notice from either the County or the Contractor to the other party.
- (b) **For Cause.** By the County after delivery to the Contractor of a written notice stating that such termination has occurred for any of the following reasons:
 - (i) Professional or personal misconduct that brings discredit to the County.
 - (ii) Persistent disregard for the terms and conditions of this Agreement.
 - (iii) Demonstrated incompetence or persistent negligence in the performance of their duties.
 - (iv) Fraud, theft, or dishonesty.

14. Agreement Not Assignable. This Agreement shall be binding upon the County and its successors and upon the heirs, representatives, executors and administrators of the Contractor. This Agreement is not assignable by either party.

15. Notice. Whenever, under the terms of this Agreement, written notice is required to be given by any party to the other party, such notice shall be sufficiently given if personally delivered or if deposited in United States mail in a properly stamped envelope, certified mail, return receipt requested, the Contractor addressed to the party to whom it is to be given at the Contractor addresses set forth:

To **THE COUNTY:**

Katelyn Zeits, County Administrator
448 Court Place
Beulah, Michigan 49617

And to **THE CONTRACTOR:**

Dave Schaffer
8760 Aylsworth Rd.
Benzonia, Michigan 49616

16. Nondiscrimination. The Contractor agrees not to unlawfully discriminate against a person to be served, or any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, pregnancy, protected activity, or genetic information, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.

D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 *et seq.*), as amended, and regulations promulgated thereunder.

A breach of these provisions may be regarded as a material breach of this Agreement.

17. Compliance with the Law. The Contractor shall comply with all applicable federal, state and local laws, ordinances, rules, and regulations in the provision of services under this Agreement. The Contractor shall maintain all professional licenses and/or certifications necessary to provide the services under this Agreement, and shall provide the County with a copy of same. The Contractor shall immediately advise the County of any loss or surrender of such license or certification.

18. Miscellaneous.

- A. Each party to this Agreement agrees to perform any further acts and sign and deliver any documents that may be reasonably necessary to carry out the provisions of this Agreement.
- B. The provisions of this Agreement may be waived, altered, amended, or repealed, in whole or in part, only on the written consent of all parties to this Agreement.
- C. It is intended that each paragraph of this Agreement shall be viewed as separate and divisible, and in the event that any paragraph shall be held to be invalid, the remaining paragraphs shall continue to be in full force and effect.

*** SIGNATURE PAGE FOLLOWS**

IN WITNESS WHEREOF, the parties have fully executed this Agreement on the day and the year of the last party to sign.

THE COUNTY:

By: _____
Art Jeannot, Its Chairperson

Date

THE CONTRACTOR:

By: _____
Dave Schaffer, Its Owner

Date

APPROVED AS TO FORM FOR COUNTY OF BENZIE:
COHL, STOKER & TOSKEY, P.C.
By: Sarah K. Osburn
Date: August 27, 2024

N:\Client\Benzie Co\Agrs\Recycling Coordinator\Recycling Coordinator Contract - 8.27.2024.docx

DRAFT

EXHIBIT A

SCOPE OF WORK

The Contractor agrees to the following Scope of Work:

- A. Operate the recycling program with financial efficiency.
- B. Coordinate and maintain the collection and processing of recyclable materials.
- C. Maintain seven county sponsored drop-off sites, with the assistance of site attendants, including signage, monitoring, enforcement and management of all recycling sites, cleanup and maintenance.
- D. Coordinate public collection events, including up to two electronics and household hazardous waste events and up to three scrap tire events, when County/State funding is available.
- E. Expand the program's capabilities where able. Mediate, when necessary, in situations involving conflict resolution aspects of the recycling program.
- F. Coordinate with County Administration to complete grant applications, implement, and report.
- G. Prepare at a minimum, quarterly written reports for the Administrator, including progress reports related to materials management planning in the region.
- H. Participate in the drafting of the Materials Management Plan with designated regional partners.
- I. Promote recycling/waste reduction through news articles. Prepare advertisements and news releases for radio, newspapers and television.
- J. Establish and maintain cooperation, open communication, and good public relations with government officials and citizens.
- K. Analyze customer service satisfaction of recycling services and make recommendations for modifications and improvements.
- L. Present contracts for service to the County Administrator for Board of Commissioners approval.
- M. Represent and implement recommendations determined by the Materials Management Plan (MMP) and the materials Management Planning Committee (MMPC) to the Board of Commissioners on goals and objectives.
- N. Assist with training and overseeing volunteers and seasonal staff to carryout essential functions of the program.

DRAFT

Memorandum



To: Board of Commissioners

Copy: Brooke Popp, Manager

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **Release of Funds – Airport Authority**

During the FY 2024-25 budgeting process, the Board of Commissions allocated \$15,000 to the Airport Authority, an increase from the previous \$12,000 allocation. When this budget was made, it was with the understanding that the additional \$3,000 would be requested later.

The Airport Authority has improved its communication and relationship with the partnering agencies. In addition, there has been success in agreeing to an updated memorandum of agreement between the City, Crystal Lake and the County.

Because of these positive strides, the Airport Authority is requesting the \$3,000 budgeted allocation be released.

Recommendation

That the Board of Commissioners approves the release of funds in the amount of \$3,000 to the Airport Authority, as budgeted in the Fiscal Year 2024-25 budget.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **Employee Benefits Renewal – 2025/26**

Administration is recommending the renewal of benefits with all existing carriers for Benzie County staff. This recommendation includes no cost premiums for our staff and their dependents.

In 2024, Benzie County was able to obtain a rate guarantee with Priority Health. Dental services and disability and life insurance services were shopped on the market; however, the recommendation is to remain with Delta Dental and The Standard. Delta Dental was able to offer a renewed rate. The Standard also offered a renewed rate by adding on additional voluntary benefits for staff.

Priority Health was able to give a renewal rate of just under 10%, which was under the 12% max rate guarantee.

Administration also recommends an HSA contribution for staff again. However, the recommendation is to give two lump sum payments, rather than four. This recommendation derives from feedback obtained from numerous staff members. HSA contributions are pro-rated based on hire date and will continue to be. The HSA contribution would be 50% of the employees' plan deductible.

Jennifer Patterson, Northern Michigan Practice Leader and Employee Benefits Specialist from Advantage Benefits Group will present the recommended health insurance renewal with Priority Health and the planned HSA contribution structure and answer any questions from Commissioners.

RECOMMENDATION:

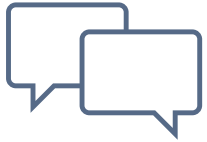
The Board of Commissioners approves the benefits renewal for Benzie County staff for the 2025/2026 benefits year, including Priority Health, Delta Dental and the Standard, and authorizes a health savings account contribution to eligible employees at a rate of 50% of the plan deductible, to be deposited in two lump sum payments with the first full pay period following October 1, 2025 and March 1, 2026 and authorizes the County Administrator's Office to sign the benefit provider agreements, and further, that the Board of Commissioners agrees to opt out of Public Act 152 hard cap limits.



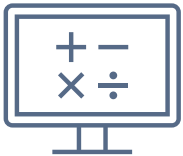
Benzie County

Benefits Committee

PURPOSE AND OVERVIEW



Create an open forum for employees to provide input and feedback on benefits and make suggestions for the future.



Stay informed about the challenging nature of employee benefits and the financial implications to Benzie County.



Partner with the HR team in promoting awareness and understanding of the benefits programs among employees.

WHAT IS MEDICAL AND PHARMACY TREND AND WHY IS IT IMPORTANT?



The cost trend is defined as the projected percentage increase in the cost to treat patients from one year to the next, assuming benefits remain the same. Insurance companies use the projection to calculate health plan premiums for the coming year.



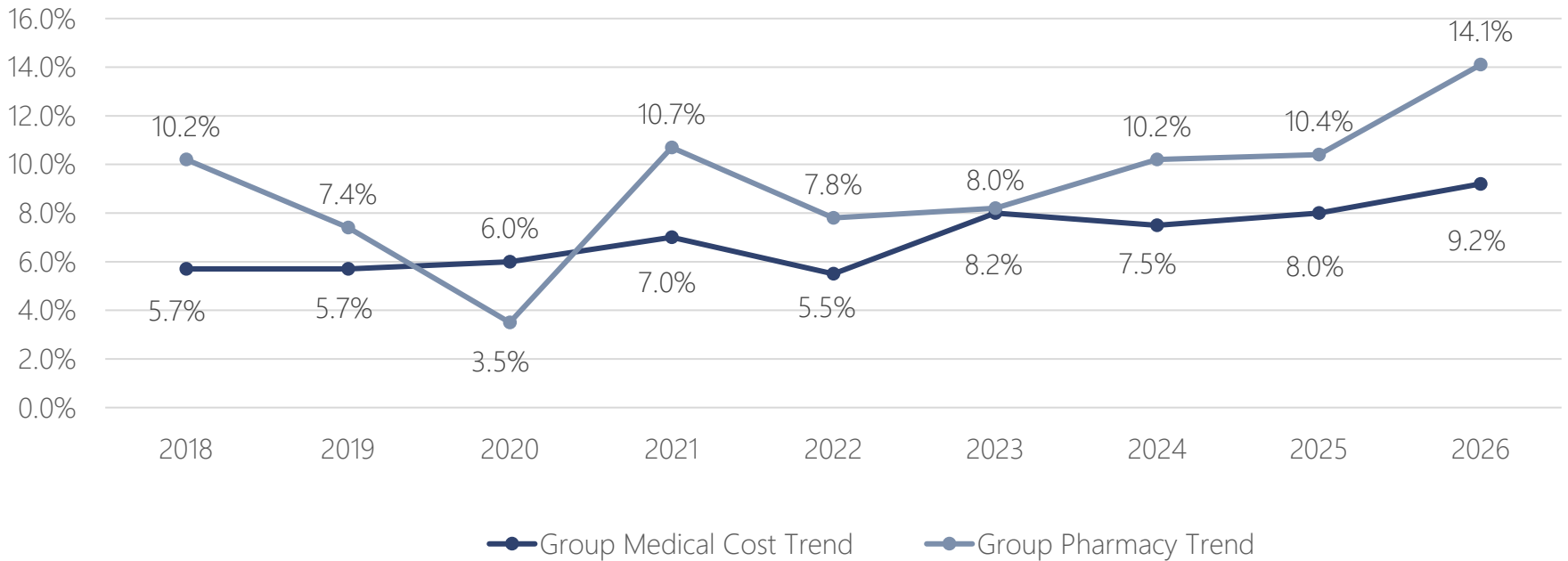
For example, a 5% trend means that a treatment that costs \$10,000 per member this year would cost \$10,500 next year.



The medical cost trend, or growth rate, is influenced primarily by changes in the price of medical products and services and prescription medications, known as unit cost inflation, and changes in the number or intensity of services used or changes in per capita utilization.

MEDICAL AND PHARMACY TREND

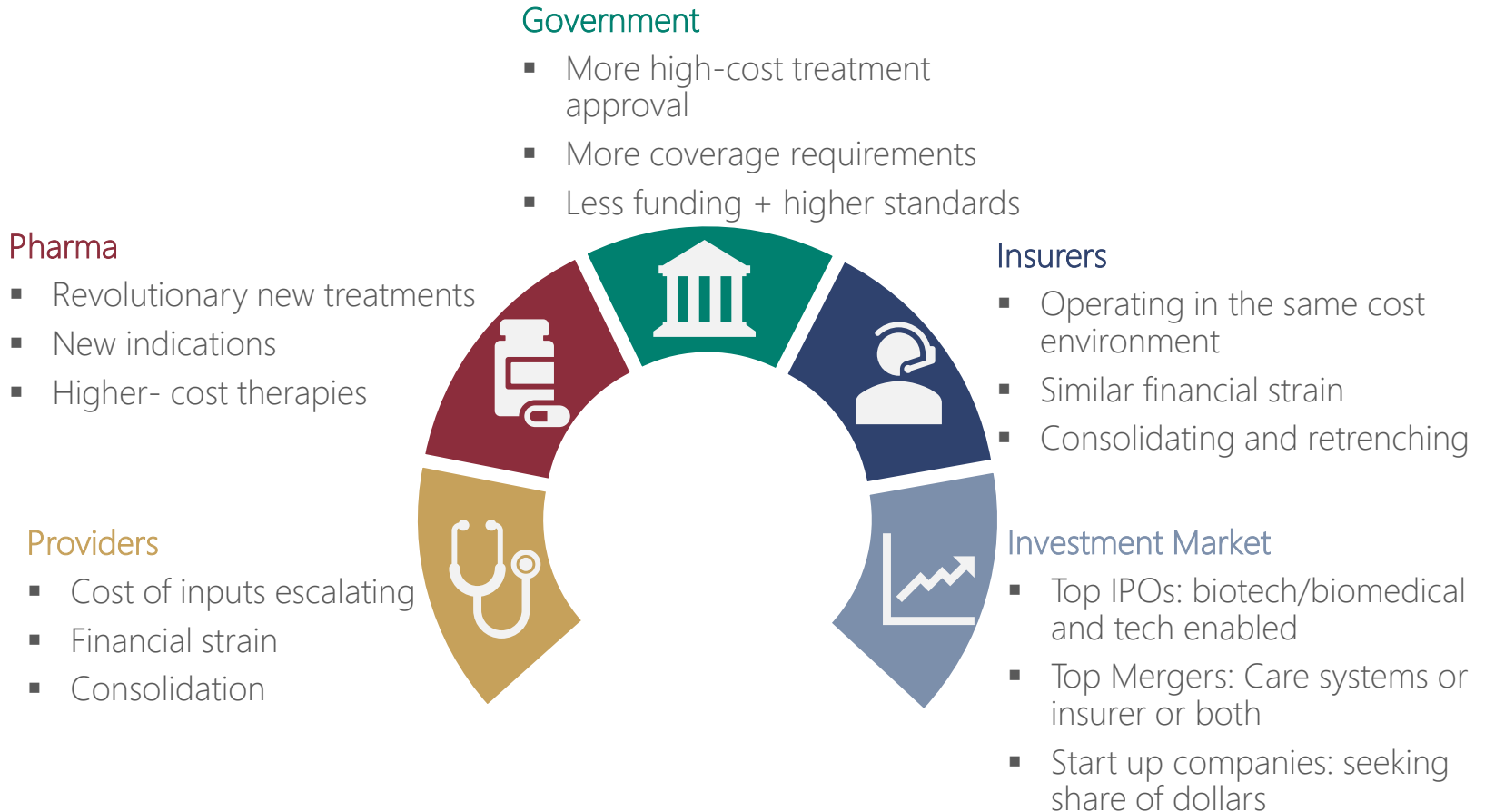
2026 trend is anticipated to be higher than 2025



Source: PwC analysis



EXTERNAL FACTORS INFLUENCING HEALTHCARE TREND



BENZIE COUNTY - RENEWAL HISTORY

Contract Year	Contracts Covered	Medical Carrier	Rate Action	Projected Premium
10/2025 – 09/2026	86	Priority Health	9.8%	\$1,262,262
10/2024 – 09/2025	99	BCBS / BCN Priority Health	41.8% 5.0%	\$1,464,362 \$1,212,867*
10/2023 – 09/2024	91	BCBS / BCN	3.8%	\$958,088
10/2022 – 09/2023	88	BCBS / BCN	-4.4%	\$978,084
10/2021 – 09/2022	86	BCBS / BCN	5.8%	\$912,376

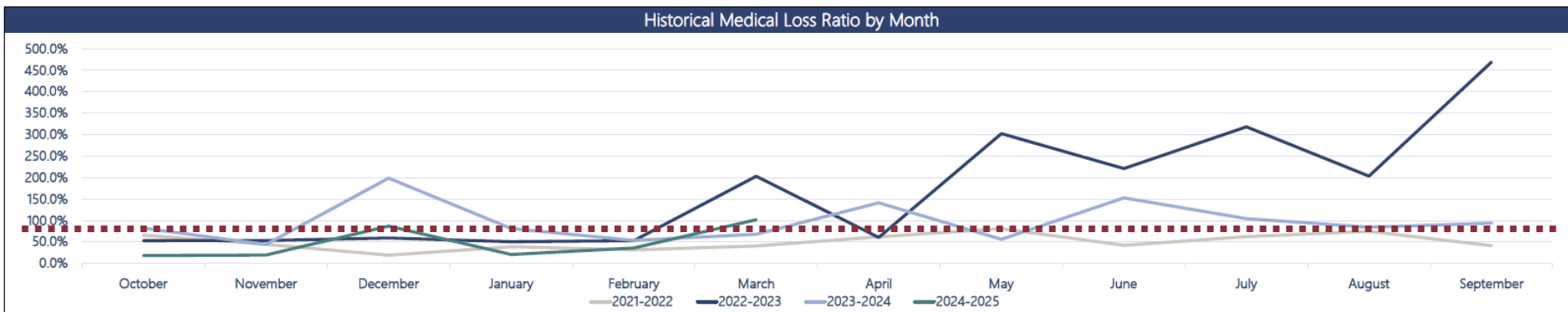
*Plan design changes contributed to projected premium savings.

REPORTING SUMMARY: MEDICAL LOSS RATIO

The Medical Loss Ratio (MLR) represents the percentage of premium dollars that a healthcare insurer spends on claims divided by the total premium it receives.

If the MLR exceeds 100% then Priority Health is spending more on claims than it is receiving in premium from the client.

Benzie County:



Target ratio <80%



MEDICAL PLAN BENCHMARKING

	Benzie County		Osceola County			Grand Traverse County	Roscommon County
Plan Type	HMO HDHP	PPO	PPO	HMO	HMO HDHP	HMO HDHP	HMO HDHP
Medical Benefits							
Deductible			<i>After HRA</i>	<i>After HRA</i>			
Individual	\$1,600	\$2,000	\$500	\$500	\$2,000	\$1,650	\$1,650
Family	\$3,200	\$4,000	\$1,000	\$1,000	\$4,000	\$3,300	\$3,300
Out of Pocket Maximum							
Individual	\$5,300	\$6,850	\$6,350	\$6,350	\$3,000	\$2,000	\$4,000
Family	\$10,600	\$13,700	\$12,700	\$12,700	\$6,000	\$4,000	\$8,000
Embedded Coinsurance Maximum	No	Yes	No	Yes	No	No	No
Medical Copay							
Coinsurance (Plan Pays)	20%	20%	10%	50%	0%	20%	50%
Virtual Visit	100% after deductible	Covered in full	\$20	\$20	0%	100% after deductible	100% after deductible
PCP Office Visit	20% after deductible	\$40	\$20	\$20	0%	20% after deductible	80% after deductible
Specialist Office Visit	20% after deductible	\$55	\$20	\$20	0%	20% after deductible	80% after deductible
Urgent Care	20% after deductible	\$70	\$20	\$20	0%	20% after deductible	80% after deductible
Emergency Room	20% after deductible	\$250	\$150	\$150	0%	20% after deductible	80% after deductible
Prescription Copay							
Tier 1	\$10	\$10	\$10	\$4	\$10	\$10	\$10
Tier 2	\$40	\$40	\$40	\$40	\$60	\$40	\$30
Tier 3	\$80	\$80	\$80	\$80	\$80	\$80	\$60
Tier 4	\$40	\$40	\$40	20% \$300	20% \$200	\$40	20% \$200
Tier 5	\$80	\$80	\$80	20% \$300	20% \$300	\$80	20% \$300

WHAT CAN YOU DO TO HELP MITIGATE COSTS?

We all have a role to play in helping to try and minimize claims costs:

- ✓ Ensure you have an established PCP relationship.
- ✓ Focus on preventative care and age-appropriate screenings – catching issues early helps reduce the need for expensive treatment down the line.
- ✓ Utilize the right providers at the right time - could you utilize a virtual visit or the urgent care instead of the ER?
- ✓ Engage in Priority Health's chronic condition management programs to help manage conditions such as diabetes and hypertension.
- ✓ Utilize Priority Health shopping tools – double check you are visiting higher quality / lower cost providers AND earn a Visa gift card for shopping for certain procedures!
- ✓ Manage drug costs – explore generics and shop for prescriptions.



ASSUMPTIONS AND DISCLAIMERS

Advantage Benefits Group prides ourselves on our experience, insight and skills of our consultants and support staff. This is our intellectual capital. ABG works diligently to ensure we are meeting all client expectations.

All information provided within this report and all associated materials is proprietary and confidential and is intended solely for use within your organization. Materials and additional information may not be shared with, copied or released to any individual or organization outside of your entity without written permission from you and Advantage Benefits Group.

Legal Disclaimer

The intent of this analysis is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It does not necessarily fully address all of your specific issues. It should not be construed as, nor is it intended to provide, legal advice. Questions regarding specific issues should be addressed by your general counsel or an attorney who specializes in this practice area.

Coverage Disclaimers

IMPORTANT: This analysis is an outline of the coverages proposed by the carrier(s), based on information provided by your company. It does not include all of the terms, coverages, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request.

Renewal/Financial Disclaimer

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

Benzie County: Priority Health (As Is Renewal with HSA Contributions)

		2024-2025	
PLAN DESIGNS		Priority Health HSA	BCBS PPO Buy-up Plan
Deductible		In-Network	In-Network
	Single	\$1,600	\$2,000
	Family	\$3,200	\$4,000
Coinsurance			
	Employee Portion	20%	20%
	Single Maximum	n/a	n/a
	Family Maximum	n/a	n/a
Out-of-Pocket Maximum			
	Single	\$5,300	\$6,850
	Family	\$10,600	\$13,700
Medical Copays			
	Online Visits	20% coinsurance after deductible	\$40 Copay
	PCP Office Visits	20% coinsurance after deductible	\$40 Copay
	Specialist Visits	20% coinsurance after deductible	\$55 Copay
	Urgent Care	20% coinsurance after deductible	\$70 Copay
	Emergency Room	20% coinsurance after deductible	\$250 Copay, After Deductible
Pharmacy Copays		Copays apply after deductible	
	Generic	\$10	\$10
	Brand Preferred	\$40	\$40
	Brand Non-Preferred	\$80	\$80
	Specialty Preferred	\$40	\$40
	Specialty Non-Preferred	\$80	\$80

Renewal: 2025-2026			
Priority Health HSA		Priority Health PPO Trad	
Plan ID 839902		Plan ID 839869	
	Single	\$1,650	\$2,000
	Family	\$3,300	\$4,000
Coinsurance			
	Employee Portion	20%	20%
	Single Maximum	n/a	n/a
	Family Maximum	n/a	n/a
Out-of-Pocket Maximum			
	Single	\$5,300	\$6,850
	Family	\$10,600	\$13,700
Medical Copays			
	Online Visits	20% coinsurance after deductible	\$40 Copay
	PCP Office Visits	20% coinsurance after deductible	\$40 Copay
	Specialist Visits	20% coinsurance after deductible	\$55 Copay
	Urgent Care	20% coinsurance after deductible	\$70 Copay
	Emergency Room	20% coinsurance after deductible	\$250, After Deductible
Pharmacy Copays		Copays apply after deductible	
	Generic	\$10	\$10
	Brand Preferred	\$40	\$40
	Brand Non-Preferred	\$80	\$80
	Specialty Preferred	\$40	\$40
	Specialty Non-Preferred	\$80	\$80

CARRIER RATES		Priority Health HSA		Priority Health PPO Trad	
Monthly Rates		Rates	Enrollment	Rates	Enrollment
	Single	\$478.88	29	\$628.05	0
	Double	\$1,149.31	23	\$1,507.32	0
	Family	\$1,436.64	32	\$1,884.15	0
	Annual Total	\$1,035,530	84	\$0	0

Priority Health HSA		Priority Health PPO Trad	
Rates	Enrollment	Rates	Enrollment
\$525.88	29	\$692.52	0
\$1,262.11	23	\$1,662.04	0
\$1,577.64	32	\$2,077.56	0
\$1,137,162	84	\$0	0

BENZIE COUNTY HSA CONTRIBUTION		HSA CONTRIBUTION		--	
Monthly Rates		Rates	Enrollment	Rates	Enrollment
	Single	\$75.00	29	\$0.00	0
	Double	\$150.00	23	\$0.00	0
	Family	\$150.00	32	\$0.00	0
	Annual Total	\$125,100	84	\$0	0

HSA CONTRIBUTION		--	
Rates	Enrollment	Rates	Enrollment
\$75.00	29	\$0.00	0
\$150.00	23	\$0.00	0
\$150.00	32	\$0.00	0
\$125,100	84	\$0	0

FINANCIAL ANALYSIS		Priority Health HSA		BCBS PPO Buy-up Plan	
Total Monthly Rates (Carrier Rate + HSA)		Rates	Enrollment	Rates	Enrollment
	Single	\$553.88	29	\$628.05	0
	Double	\$1,299.31	23	\$1,507.32	0
	Family	\$1,586.64	32	\$1,884.15	0
	Annual Total	\$1,160,630	84	\$0	0
Employee Monthly Contributions		EE Contributions	% of Cost	EE Contributions	% of Cost
	Single	\$0.00	0.0%	\$74.17	11.8%
	Double	\$0.00	0.0%	\$208.01	13.8%
	Family	\$0.00	0.0%	\$297.51	15.8%
	Annual Total	\$0	0%	\$0	
Benzie County Monthly Cost		Benzie County	% of Cost	Benzie County	% of Cost
	Single	\$553.88	100.0%	\$553.88	88.2%
	Double	\$1,299.31	100.0%	\$1,299.31	86.2%
	Family	\$1,586.64	100.0%	\$1,586.64	84.2%
	Annual Total	\$96,719	100%	\$0	

Priority Health HSA		Priority Health PPO Trad	
Rates	Enrollment	Rates	Enrollment
\$600.88	29	\$692.52	0
\$1,412.11	23	\$1,662.04	0
\$1,727.64	32	\$2,077.56	0
\$1,262,262	84	\$0	0
EE Contributions	% of Cost	EE Contributions	% of Cost
\$0.00	0.0%	\$91.64	13.2%
\$0.00	0.0%	\$249.93	15.0%
\$0.00	0.0%	\$349.92	16.8%
\$0		\$0	
Benzie County	% of Cost	Benzie County	% of Cost
\$600.88	100.0%	\$600.88	86.8%
\$1,412.11	100.0%	\$1,412.11	85.0%
\$1,727.64	100.0%	\$1,727.64	83.2%
\$1,262,262		\$0	

	Current	Renewal
Annual Benzie County Total Gross Cost	\$1,160,630	\$1,262,262
Annual Employee Contributions	\$0	\$0
Annual Total Net Cost to Benzie County	\$1,160,630	\$1,262,262
Annual Total Net Cost to Benzie County	--	\$1,262,262

Net \$ Annual Increase for Benzie County	\$101,633
Net % Annual Increase for Benzie County	8.8%



Benzie County
Summary of Employee Benefit Renewal Recommendations
Effective 10/1/2025

Coverage Line	Current Plans				Recommended Changes			
	Carrier	Current Annual Cost	Renewal Cost	Renewal Cost (Savings)/Increase to Current	Recommended Renewal Decision	Recommended Decision Cost	Recommended Cost (Savings)/Increase to Current	Changes to Coverage/Plan
Total Medical & Pharmacy Cost including HSA spend net of employee contributions	Priority Health/Health Equity	\$1,160,630	\$1,262,262	\$101,632	Priority Health/Health Equity	\$1,262,262	\$101,632	The Priority Health renewal rate cap for 25/26 was 12.9%. They issued a renewal less than the rate cap at 9.8%. The medical plan designs will remain the same and the only change is the IRS HDHP deductible increase from Single \$1,600/ Double & Family \$3,200 to \$1,650/\$3,300. An employer HSA contribution helps employees cover out of pocket medical expenses. We recommend to continue a contribution of \$900 for those enrolled in single coverage and \$1,800 for those enrolled in double and family to be provided in two equal employee HSA payments over the year. No change in the HSA contributions results in an overall renewal increase to 8.8% versus the 9.8% on medical cost only.
COBRA	iSolved	\$0	\$605	\$605	iSolved	\$605	\$605	The annual administration fee will be applicable, but as a valued client who remains both with Priority Health and isolved, you'll enjoy a reduced rate of just \$0.45 per insured employee per month, or a \$300 annual minimum
FSA	Flores	\$1,200	\$1,200	\$0	Flores	\$1,200	\$0	Renew as is
Enrollment System	ABG Employee Navigator	\$0		\$0	Employee Navigator	\$0	\$0	Renew with ABG's complimentary Employee Navigator
Dental	Delta Dental	\$77,379	\$77,379	\$0	Delta Dental	\$77,379	\$0	Renewal as is with rate guarentee through 10/01/2027
Vision	EyeMed	\$11,239	\$11,239	\$0	EyeMed	\$11,239	\$0	Renew with EyeMed - Rate Guarantee until 10/1/2026.
Group Life/ Vol Life/ Short-Term Disability/LTD	The Standard	\$40,716	\$40,716	\$0	The Standard	\$40,716	\$0	As is renewal with the addition of offering voluntary Accident/Critical Illness/Hospital (Voluntary Life is 100% employee paid)
Pet Insurance	Voluntary				Pets Best	Voluntary	\$0	(This benefit is 100% employee paid) - Currently no enrollments
Voluntary Critical Illness, Hospital	Aflac	\$0			Aflac	Voluntary	\$0	(This benefit is 100% employee paid)
HSA Spend/Premium Total		\$1,291,164	\$1,393,400	\$102,237		\$1,393,400	\$102,237	

Memorandum



To: Board of Commissioners

Copy: Sheriff Kyle Rosa
Undersheriff Greg Hubers

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **Jail Boiler Pump replacement**

Attached you will find an email from Sheriff Rosa as well as two proposals for replacement of the boiler pump and taco assembly unit in the Jail. This project was planned for and budgeted in the FY 2024/25 budget. The current unit within the Jail is well beyond its useful life, exceeding 30 years old.

This request was reviewed by the Buildings and Grounds subcommittee and recommended for approval by the Board of Commissioners.


Recommendation

That the Board of Commissioners accepts the proposal from Hurst Mechanical in the amount of \$6,903.12, for the replacement of the boiler pump and taco assembly, as recommended by the Buildings and Grounds subcommittee with funds available in the Capital Projects fund.



FW: TACO ASSEMBLY

From Kyle Rosa <KRosa@benzieco.gov>
Date Wed 7/16/2025 2:55 PM
To Katelyn Zeits <kzeits@benzieco.gov>
Cc Ken Bos <kbos@benzieco.gov>

 1 attachment (347 KB)
TACO ASSEMBLY.pdf;

Good afternoon, we are trying to keep our capital projects going and need to get approval for this attached TACO Assembly project. This is on our current 24/25 capital budget. This pump is one of two circulating pumps that are necessary to heat our facility. It is part of our boiler system. The other pump was replaced a couple of years ago.

Please see the two bids, and our recommendation is to go with **Hurst**. A third bid was asked for from Moore Mechanical, but they did not follow through. Also, the bids on their face are outdated already, but the companies have assured Ken they are still good.

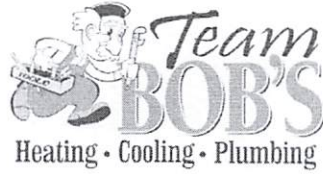
Will you please put this on the next available agenda for Board approval.

Sheriff Kyle Rosa
Benzie County Sheriff
Work 231-882-4494
Fax 231-882-5814



From: Brenda Miller-Gokey <bmillier2@benzieco.gov>
Sent: Wednesday, July 16, 2025 2:45 PM
To: Kyle Rosa <KRosa@benzieco.gov>
Subject: TACO ASSEMBLY

Brenda Miller-Gokey
Benzie County Sheriff's Office
Administrative Assistant
(231) 882-4484 X227



1797 Park Dr. Traverse City, MI 49684 phone (231) 941-4064 fax (231) 941-5299

PROPOSAL

Date: 06/20/25

Benzie County Sheriff Office
505 South Michigan Ave
Beulah, MI 49617
231-383-2959 (Ken)
Email: NIEMAIL@gmail.com

Price for Replacement of Boiler Pump with New Taco Assembly:

- Estimate includes the following:
 1. Removal and Replacement of large Boiler Circulator with New Taco Assembly. This is Pump and Motor
 2. Includes all necessary hardware to install Pump Assembly, Replace Gaskets, Swap Over Pressure Differential Gauge.
 3. All tax labor and materials included in price.

Total Price = \$8536.00

Parts- \$5936.00

Labor- \$2600.00

Price is subject to change dependent on additional materials that may be needed to additional labor required.

Prepared By:

AJ Tokie

ajtokie@teambobs.com

231-941-4064 or 231-463-8680

PLAN REVIEWS: General contractor is responsible for any mechanical plan reviews when required.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payments will be made as outlined above. This proposal may be withdrawn if not accepted within 14 days of the proposal's date.

Customer Signature: _____ **Date:** _____

Contractor Signature: _____ **Date:** _____



Outlook

Quote for Repair at Benzie County Sheriff's Dept ready for approval

From Frank Reed <servicetrade-noreply+8Zt@servicetrade.com>

Date Tue 5/13/2025 10:37 AM

To Ken Bos <kbos@benzieco.gov>

Hurst Mechanical Sent You a Quote

Hurst Mechanical submitted a quote for **Benzie County Sheriff's Dept** for your review and approval. Click here to view details, approve, or request changes to the quote.

Parts Only: Provide extra TACO sled system pump.

Quote: Quote for Repair at Benzie County Sheriff's Dept

Amount: \$6,903.12

Valid Until: 6/17/2025

Prepared By: Frank Reed

Address: 505 South Michigan Avenue, Beulah, MI 49686

[View and Respond to Quote](#)

If you have any questions or concerns about this quote or you have received this email in error, please contact Frank Reed at freed@hurstind.com or (231) 299-7332.

Thank you!

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **Work Agreement – Emergency Management Performance Grant**

Attached you will find a memo from Emergency Management Coordinator Rebecca Hubers requesting authorization to sign the Local Emergency Management Work Agreement for Fiscal Year 2026. You will recall this similar action is taken each year to ensure partial reimbursement for the duties performed by the Emergency Management Coordinator position. As referenced by Ms. Hubers, there are many moving parts to this program given the changes happening at the State and Federal level. Emergency Management ensures coordinated planning, response, and recovery efforts across agencies and communities. By preparing for events like severe weather, wildfires, or public health threats, emergency management helps reduce risks, improve response times and improve resilience. This planning includes planning for response to school incidents and well as other places of gathering. Ms. Hubers also helps to coordinate large events like Ironman.

I support Ms. Hubers recommendation to authorize signature of this agreement.

Recommendation:

That the Board of Commissioners approves the 2026 LEMP Work Agreement with the Michigan State Police – Emergency Management and Homeland Security Division and authorizes the Chair and Emergency Management Coordinator to sign.



Benzie County Office of Emergency Management

505 S. Michigan Ave Beulah, MI 49617

Telephone: 231-882-0567

Fax: 231-882-0568

Email: emd@benzieco.gov

To: Benzie County Board of Commissioners
Art Jeannot, Chairman of the County Board of Commissioners
From: Rebecca Hubers, Emergency Management Coordinator
Date: July 22, 2025

Authorization to sign the Local Emergency Management Program Work Agreement for Fiscal Year 2026

The Annual Work Agreement, previously titled EMPG (Emergency Management Performance Grant, for the grant source funding) is now titled Local Emergency Management Program (LEMP). The federal EMPG previously dictated the objectives of the Local Emergency Management Programs according to the current fiscal guidelines attached to the funding. It may have changed slightly every year based on FEMA and DHS goals.

It is my understanding that those objectives and goals have not yet been clearly identified by the federal agencies for FY 2026, nor has the EMPG been a verified source for funding for the local emergency management programs. So, the identifying title of this document has been altered to remove possible future inaccuracy.

The State of Michigan is continuing the timing and direction of the grant process regardless of the lacking federal direction, to make sure we do not become off track if or when funding may come available. The objectives listed in the agreement are consistent with the previous year's grant goals and objectives. Benzie County reports quarterly on the requested measurables to show we are meeting the objectives consistent with other Emergency Management Programs across the country. The objectives are defined in the sections of the full Work Agreement.

Administration and Finance
Laws and Authorities
Threat and Hazard Identification, Risk Assessment and Consequence Analysis
Hazard Mitigation
Prevention
Operational Planning
Incident Management
Resource Management, Logistics and Mutual Aid
Communications and Warning
Operations, Procedures and Facilities
Training
Exercises, Evaluations, and Corrective Actions
Crisis Communications, Public Education and Information
Other – Unscheduled Emergency Management Activities

It is my recommendation that the Board of Commissioners authorize the Chair of the Board of Commissioners and the Emergency Management Coordinator to sign on behalf of Benzie County the **FY2026 LEMP Work Agreement** with the Michigan State Police – Emergency Management and Homeland Security Division.

Jurisdiction Name: Benzie County

Fiscal Year (FY) 2026

Local Emergency Management Program (LEMP)**Work Agreement and Quarterly Report Outline** Work Agreement

Due: October 1, 2025

Purpose

The **LEMP Work Agreement and Quarterly Report Outline** defines the scope of work for a sustainable and effective emergency management (EM) program in the State of Michigan. The work agreement must be signed annually by the jurisdiction's Chief Elected Official (CEO), the Emergency Management Coordinator (EMC), the Michigan State Police (MSP) District Coordinator (DC), and the EM Program Manager, where applicable.

By signing the work agreement, the jurisdiction is certifying their commitment to maintaining the minimum standards of an effective EM program in the State of Michigan. The jurisdiction also agrees to comply with quarterly reporting requirements, providing details on the EM program's activities in relation to the standards outlined in the Quarterly Report Outline section of this document.

Quarterly reporting is completed in an online survey and will follow the format and schedule included in this work agreement. Quarterly reporting is required by EM programs that meet the criteria defined under the Administrative Rules for State Assistance to Counties and Municipalities to Public Act 390 of 1976, as amended, MCL 30.419 (P.A. 390). Specific activities included in the Quarterly Report Outline are required to be completed and are identified as required in the outline. Performance based activities that are not required, but serve as standards to enhance program effectiveness, are also labeled accordingly. Regardless of designation, all activities must be reported on in the quarterly reports. Activities for each standard were established by a group of local and state EM subject matter experts who maintain a baseline set of standards for EM programs in Michigan.

Note: Jurisdictions receiving Emergency Management Performance Grant (EMPG) funding must maintain all grant documentation, including a signed copy of the LEMP Work Agreement, for three years after the federal award is closed. The EMPG has a three-year period of performance. Please verify exact dates for specific grant years by contacting the MSP, Emergency Management and Homeland Security Division (EMHSD).

SIGNATURE OF CHIEF ELECTED OFFICIAL

DATE

SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR

DATE

SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER

DATE

SIGNATURE OF DISTRICT COORDINATOR

DATE

Michigan State Police
Emergency Management and
Homeland Security Division



EMHSD-031 Local EMP Work Agreement
Supplemental Guidance to Local EMP Work Agreement
Reports Submission Schedule
Document Submission Checklist

Fiscal Year (FY) 2026 Local Emergency Management Program Work Agreement (LEMP), Quarterly Report Outline, Supplemental Guidance, and Checklists

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Jurisdiction Name: _____

Fiscal Year (FY) 2026

**Local Emergency Management Program (LEMP)
 Work Agreement and Quarterly Report Outline**

Work Agreement

Due: October 1, 2025

Purpose

The **Local Emergency Management Program (LEMP) Work Agreement** and **Quarterly Report Outline** defines the scope of work for a sustainable and effective emergency management (EM) program in the State of Michigan. The work agreement must be signed annually by the jurisdiction’s Chief Elected Official, the Emergency Management Coordinator (EMC), the Michigan State Police (MSP) District Coordinator (DC), and the EM Program Manager, where applicable.

By signing the work agreement, the jurisdiction is certifying their commitment to maintaining the minimum standards of an effective EM program in the State of Michigan. The jurisdiction also agrees to comply with quarterly reporting requirements, providing details on the EM program’s activities in relation to the standards outlined in the Quarterly Report Outline section of this document.

Quarterly reporting is completed in an online survey and will follow the format and schedule included in this work agreement. Quarterly reporting is required by EM programs that meet the criteria defined under the Administrative Rules for State Assistance to Counties and Municipalities to Public Act 390 of 1976, as amended, MCL 30.419 (P.A. 390). Specific activities included in the Quarterly Report Outline are required to be completed and are identified as required in the outline. Performance based activities that are not required, but serve as standards to enhance program effectiveness, are also labeled accordingly. Regardless of designation, all activities must be reported on in the quarterly reports. Activities for each standard were established by a group of local and state EM subject matter experts who maintain a baseline set of standards for EM programs in Michigan.

Note: Jurisdictions receiving Emergency Management Performance Grant (EMPG) funding must maintain all grant documentation, including a signed copy of the LEMP Work Agreement, for three years after the federal award is closed. The EMPG has a three-year period of performance. Please verify exact dates for specific grant years by contacting the MSP, Emergency Management and Homeland Security Division (EMHSD).

SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	DATE
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER	DATE	SIGNATURE OF DISTRICT COORDINATOR	DATE

Section 1: Administration and Finance

The EMC shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their EM activities. Emergency Management (EM) activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

Section 1: Supplemental Guidance

Goal: Verify that the appropriate administration and financial documents are submitted on time to MSP/EMHSD.

Pub 206 Standard: Section 4.1

Metrics:

- See Quarterly Report Outline (below).

Notes:

- 1st Quarter Documents: EMHSD-007, EMHSD-31, EMD-065.
- 2nd Quarter Documents: EMHSD-007, EMHSD-31, EMD-065.
- 3rd Quarter Documents: EMHSD-007, EMHSD-31, EMD-065.
- 4th Quarter Documents: EMHSD-007, EMHSD-31, EMD-065, EMD-006, Current Position Description for EMPG funded personnel.
 - There is no form for position descriptions, information can be sent in any format.
 - The position descriptions are required to show that the duties being performed are in line with EMPG, especially for those who hold multiple positions. It is acceptable to submit the same position description with no changes each year if it is still current.
- The original Initial Work Agreement with signatures containing the Chief Elected Official and EM Program Manager are due by the deadline determined by the MSP/EMHSD.
- The EMHSD-31 and any/all supporting financial forms will be submitted electronically, electronic signatures are acceptable.

Contacts:

Mr. Jeremy Hagerman: EMPG and LEMP Work Agreement Coordinator

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517-224-6336

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517-388-8569

Section 1: Quarterly Report Outline

Quarterly Reporting: Administration and Finance			
Activity	Report Outline	Reporting Schedule	Designation
Submit 2026 LEMP work agreement documents to EMHSD by 10/01/25 .	EMHSD-31 Form Submitted: Yes/No Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No	Quarter 1	Required Required Required*
Complete the FY 26 Executive Compensation form by 10/01/25 .	Executive Compensation form was submitted: Yes/No	Quarter 1	Required*
Submit the EMPG quarterly expense report timely and with required signatures.	Emergency Management Performance Grant (EMPG) quarterly expense reports were submitted: Yes/No	Quarters 1, 2, 3, & 4	Required*
Submit for 2027 LEMP work agreement documents to EMHSD by 10/1/26 .	EMHSD-31 Form Submitted: Yes/No Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No	Quarter 4	Required Required* Required*
Complete the FY 27 Executive Compensation form by 10/1/26 .	Executive Compensation form was submitted: Yes/No	Quarter 4	Required*

NOTE: Items marked with an asterisk (*) are only required for emergency management programs that received EMPG funding.

Section 2: Laws and Authorities

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local EM resolution.

Section 2: Supplemental Guidance

Goal: Verify attendance at quarterly district meetings and other meetings related to EM, which may assist in the execution of EM activities within the jurisdiction. This objective will assist in identifying functional areas where additional coordination and communication efforts are needed.

Pub 206 Standard: Section 4.2

Metrics:

- See Quarterly Report Outline (below).

Notes:

- The federal Emergency Support Functions (ESFs) were chosen for the work agreement to organize meetings by type. The program/ Emergency Operation Center (EOC) does not need to be structured according to the 15 Federal ESFs to report in this format.
- Document meetings held with functional areas/annex heads regarding plan updates and other types of meetings.
- This objective will identify areas where more coordination and communication are needed, e.g., programs affected by flooding or disaster incidents should be participating in long term recovery meetings. The MSP/EMHSD can help bridge the gap if/when programs are not represented or included in State meetings.
- Difference between Regional and District meeting types:
 - Regional – Homeland Security Planning Board meetings.
 - District – District meetings and any additional meetings conducted by the DC.
- Do not track meetings in this area that are addressed elsewhere in the work agreement (e.g., Local Planning Team (LPT), Local Emergency Planning Committee (LEPC), etc.).
- If a meeting occurs with multiple functional areas, it can be counted in each appropriate ESF, e.g., an EOC planning meeting can include multiple functional areas at once. It can include transportation, communications, and firefighting if all were present at the meeting.
- The EMC does not need to attend all types of meetings.

Resources:

[National Response Framework Emergency Support Functions \(ESFs\)](#)

Contacts:

[District Coordinator \(DC\) Map](#)

Section 2: Quarterly Report Outline

Quarterly Reporting: Laws and Authorities			
Activity	Report Outline	Reporting Schedule	Designation
Attend quarterly district EM meetings	Quarterly meeting attended: Yes/No	Quarters 1, 2, 3, & 4	Perform
Report attendance at EM and ESF meetings	<i>Meeting Type / Focus, Number of Meetings per ESF</i> <ul style="list-style-type: none"><input type="checkbox"/> ESF #1 - Transportation<input type="checkbox"/> ESF #2 - Communications<input type="checkbox"/> ESF #3 - Public Works and Engineering<input type="checkbox"/> ESF #4 - Firefighting<input type="checkbox"/> ESF #5 - Information and Planning	Quarters 1, 2, 3, & 4	Perform

	<input type="checkbox"/> ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services <input type="checkbox"/> ESF #7 - Logistics <input type="checkbox"/> ESF #8 - Public Health and Medical Services <input type="checkbox"/> ESF #9 - Search and Rescue <input type="checkbox"/> ESF #10 - Oil and Hazardous Materials <input type="checkbox"/> ESF #11 - Agriculture and Natural Resources <input type="checkbox"/> ESF #12 - Energy <input type="checkbox"/> ESF #13 - Public Safety and Security <input type="checkbox"/> ESF #14 - Cross-Sector Business and Infrastructure <input type="checkbox"/> ESF #15 - External Affairs <input type="checkbox"/> Local <input type="checkbox"/> District <input type="checkbox"/> Regional <input type="checkbox"/> State <input type="checkbox"/> Federal		
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Section 3: Threat and Hazard Identification, Risk Assessment, and Consequence Analysis

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdiction’s governance.

Section 3: Supplemental Guidance

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction. This objective is more detailed than #4 Hazard Mitigation. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with them.

Number 4 Hazard Mitigation is a broad (5-year) view of mitigation objectives and action items. The activities identified in this standard may relate to the development of the Hazard Mitigation Plan (HMP) and may also support activities in #5 Prevention and #6 Operational Planning.

Pub 206 Standard: Section 4.3

Metrics:

- See Quarterly Report Outline (below).

Resources:

MSP/EMHSD Publications

- Pub 103 - Michigan Hazard Analysis.
- Pub 106 - Michigan Hazard Mitigation Plan.
- Pub 207 - Local Hazard Mitigation Planning Workbook.

Mitigation Planning Risk Assessments

Contacts:

Mr. Michael Sobocinski: Local Mitigation Planner

SobocinskiM@michigan.gov

517-881-2512

Section 3: Quarterly Report Outline

Quarterly Reporting: Threat and Hazard Identification, Risk Assessment, and Consequence Analysis			
Activity	Report Outline	Reporting Schedule	Designation
Document threat and hazard identification, risk assessment, or consequence analysis activities.	<i>Type of Risk Assessment Completed and Number of Assessments Reviewed/Completed:</i> <ul style="list-style-type: none"> <input type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Facilities <input type="checkbox"/> Special Events 	Quarters 1, 2, 3, & 4	Perform
Did you utilize the Cybersecurity and Infrastructure Security Agency's (CISA) Gateway tool for any of the hazard identification, risk assessment, or consequence analysis activities performed during the past 12 months?	Cybersecurity and Infrastructure Security Agency's (CISA) Gateway tool utilized: Yes/No	Quarter 4	Perform

Section 4: Hazard Mitigation

The EMC should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's HMP is developed and updated every five years.

Section 4: Supplemental Guidance

Goal: Document the status of the HMP, appropriate steps taken to create a new or updated expired plan, completed HMP objectives, and the dissemination of hazard mitigation grant information announcements and notices.

Pub 206 Standard: Section 4.4

Metrics:

- See Quarterly Report Outline (below).

Notes:

- Document any issues with hazard mitigation grants, e.g., difficulty filling out forms, unable to provide the 25% match, etc.
- When using the State HMP and the Michigan Hazard Analysis as references, users should use the most up to date document.

Resources:

[MSP/EMHSD Programs and Publications](#)

- Pub 103 - Michigan Hazard Analysis.
- Pub 106 - Michigan Hazard Mitigation Plan (HMP).
- Pub 207 - Local Hazard Mitigation Planning Workbook.

[Hazard Mitigation Assistance Grants](#)

[Local Mitigation Plan Review Guide](#)

[Local Mitigation Planning Handbook](#)

Contacts:

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Section 4: Quarterly Report Outline

Quarterly Reporting: Hazard Mitigation			
Activity	Report Outline	Reporting Schedule	Designation
Document whether your community has developed an HMP.	Hazard Mitigation Plan (HMP): Yes/No/Adopted County Plan	Quarter 1	Required
Confirm the date of the jurisdiction's HMP.	Plan is expired: Yes/No Expiration Date: ___ / ___ / ___	Quarter 1	Required
Schedule and host the required annual hazard mitigation planning committee meeting by September 30 .	Annual planning committee meeting was scheduled: Yes/No Annual planning committee meeting was held: Yes/No	Quarters 1, 2, 3, & 4	Required
Based on the current HMP, report the areas where local investments have been made during the past 12 months .	Investments made in the following areas: <input type="checkbox"/> Property Acquisitions <input type="checkbox"/> Culvert Upgrade <input type="checkbox"/> Berm Improvement <input type="checkbox"/> Backflow Preventer Installation <input type="checkbox"/> Conduit Installation <input type="checkbox"/> Detention/Retention Basin installation <input type="checkbox"/> Warning Systems <input type="checkbox"/> Utility Protection and/or relocation <input type="checkbox"/> Structure Elevation <input type="checkbox"/> Stream Bank Stabilization <input type="checkbox"/> Dune Stabilization <input type="checkbox"/> Community saferoom	Quarter 3	Perform

<p>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan during the past 12 months.</p>	<p>Check appropriate steps.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team. <input type="checkbox"/> Collect information about local hazard risks and impacts. <input type="checkbox"/> Identify vulnerabilities. <input type="checkbox"/> Review, verify, proofread, or edit the plan. <input type="checkbox"/> Offer the document for stakeholder or public review. <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions. <input type="checkbox"/> Describe the details of action item implementation. <input type="checkbox"/> Official plan adoption by participating jurisdictions. 	<p>Quarter 4</p>	<p>Perform</p>
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Section 5: Prevention

The EMP has a strategy among disciplines to coordinate prevention activities, monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk, and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Section 5: Supplemental Guidance

Goal: Identify strategies within the jurisdiction that coordinate prevention activities, monitor identified threats and hazards, adjust the level of prevention activity commensurate with the risk, and identify procedures for exchanging information between internal and external stakeholders to prevent incidents.

Pub 206 Standard: Section 4.5

Metrics:

- See Quarterly Report Outline (below).

Notes:

- Prevention activities were taken directly from Pub 206, standards 4.5.2 and 4.5.3.

Resources:

Contacts:

MSP/ [MIOC](#): 877-616-4677

Section 5: Quarterly Report Outline

Quarterly Reporting: Prevention			
Activity	Report Outline	Reporting Schedule	Designation
Identify prevention activities that the jurisdiction participated in during the past 12 months.	<p><i>Check all that apply.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Assigning prevention activities to each agency identified in the jurisdiction’s basic plan portion of the emergency plan. <input type="checkbox"/> Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities. <input type="checkbox"/> Participating in the Homeland Security Information Network. <input type="checkbox"/> Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities. <input type="checkbox"/> Utilizing the Michigan Critical Incident Management System (MI CIMS) or another monitoring system to identify and coordinate prevention activities within the EOC. <input type="checkbox"/> Establishing procedures that coordinate reporting with the MIOC regional liaison and MIOC. <input type="checkbox"/> Developing and implementing information sharing procedures. <input type="checkbox"/> Other: _____ 	Quarter 4	Perform

Section 6: Operational Planning

The EMC shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each

jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

Section 6: Supplemental Guidance

Goal: Document attendance of planning meetings, verify the status of EOP/EAG, annexes, support EOPs, and Superfund Amendments and Reauthorization Act (SARA) Title III plans. Document emergency management coordination and participation with schools.

Pub 206 Standard: Section 4.6

Metrics:

- See Quarterly Report Outline (below).

Resources:

MSP/EMHSD Publications

- Pub 201 Local Emergency Planning Workbook.
- Emergency Operations and EAP Templates.
- Pub 201a Review Guide for Local EOP and EAG.
- Pub 204 Local Support Plan Guide.
- Local Emergency Planning Committee Handbook.
- Guidance for Community Hazmat Response Plans.

FEMA Planning Guides

Michigan Student Tools for Emergency Planning

Contacts:

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HollaenderH@michigan.gov

517-898-4225

Mr. Thomas Matzke: HMEP/LEPC/SARA Title III

MatzkeT@michigan.gov

517-224-6349

Ms. Jane Troutman: Student Tools for Emergency Planning Coordinator

Section 6: Quarterly Report Outline

Quarterly Reporting: Operational Planning			
Activity	Report Outline	Reporting Schedule	Designation
Report the number of LPT meetings that occurred.	Attended/Hosted # _____ LPT meetings.	Quarters 1, 2, 3, & 4	Perform
Confirm if the jurisdiction's EOP/EAG is current and identify if the plan will expire within the current FY .	EOP/EAG is current: Yes/No Expiration Date: ___/___/____	Quarter 1	Required
Identify EOP/EAG annexes that were reviewed and/or updated during the quarter. Ensure any section/annex updates are in compliance with Pub 201a.	Total Annexes in the EOP/EAG: # _____ Reviewed Annexes: # _____ Annexes Updated: # _____	Quarters 1, 2, 3, & 4	Perform
Report participation in EM activities with school officials.	<i>School Activities/Number of Activities:</i> <input type="checkbox"/> Planning: # _____ <input type="checkbox"/> Seminars: # _____ <input type="checkbox"/> Outreach: # _____ <input type="checkbox"/> Special Events: # _____	Quarters 1, 2, 3, & 4	Perform
Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: # _____ Current plans: # _____ <input type="checkbox"/> Does Not Apply	Quarter 1	Required
Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.	EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No <input type="checkbox"/> Does not apply	Quarter 2	Required
Report the status of SARA Title III plans and report any noncompliant areas.	Total Sites: # _____ Total Plans: # _____ Noncompliant Areas: _____ <input type="checkbox"/> Does not apply	Quarter 3	Required
Host four Local LEPC meetings by September 30 (within the FY).	Hosted four LEPC meetings within the FY: Yes/No	Quarter 4	Required

Track and record receipt of each school's scheduled drill days for all school buildings operated by the school, school district, intermediate school district, or public academy for the 2025-2026 school year by September 15 . Distribute list to appropriate emergency response personnel and DC.	Scheduled drill dates were tracked and recorded: Yes/No Drill schedule dates were distributed: Yes/No	Quarter 4	Required*
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Section 7: Incident Management

The EMP shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

Section 7: Supplemental Guidance

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the NIMS.

Pub 206 Standard: Section 4.7

Metrics:

- See Quarterly Report Outline (below).

Notes:

- The EOC call list should be updated and submitted to the DC each year and this is listed in the 1st quarter of the work agreement. After the 1st quarter, the metric only asks for changes to be reported and sent to the DC.
- Emergency Operations Center (EOC) orientations can be integrated with EOC planning meetings or EOC call out drills.
- Emergency Operations Center (EOC) orientation may include orientation for new employees, training of new EOC technology/equipment, review of EOC procedures, etc.
- The EMHSD-071 is submitted electronically.

Resources:

[MSP/EMHSD NIMS](#)
[National Incident Management System](#)

Contacts:

[District Coordinator Map](#)

Mr. Henrik Hollaender: NIMS

HollaenderH@michigan.gov

517-898-4225

Section 7: Quarterly Report Outline

Quarterly Reporting: Incident Management			
Activity	Report Outline	Reporting Schedule	Designation
Update EOC call list, including the CEO, and submit a copy to the DC by the end of the quarter.	Emergency Operations Center (EOC) call list is updated: Yes/No Emergency Operations Center (EOC) call list has been sent to the DC: Yes/No	Quarters 1, 2, 3, & 4	Perform
Perform an EOC call out for a drill or an actual event by September 30 .	Emergency Operations Center (EOC) call out drill has been performed: Yes/No	Quarter 4	Perform
Conduct EOC orientation session by September 30 .	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No Emergency Operations Center (EOC) orientation was conducted: Yes/No	Quarter 4	Perform
Submit the EMHSD-071 NIMS Implementation Certification by September 30 .	EMHSD-071 submitted by September 30: Yes/No	Quarter 4	Required

Section 8: Resource Management, Logistics, and Mutual Aid

The EMC shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

Section 8: Supplemental Guidance

Goal: Ensure that MAAs and Memoranda of Understanding (MOUs) are developed and maintained, the MEMAC is promoted, and that the jurisdiction's NIMS typed resources are identified and inventoried.

Pub 206 Standard: Sections 4.8 & 4.9

Metrics:

- See Quarterly Report Outline (below).

Notes:

The National Qualification System (NQS) promotes interoperability by establishing a common language for defining job titles and by enabling jurisdictions and organizations to plan for, request, and have confidence in the capabilities of personnel deployed for disasters and emergencies from other entities through mutual aid agreements and compacts.

The Federal Emergency Management Agency requires the implementation of the NQS to qualify for EMPG funding. Recipients and subrecipients are deemed compliant if they are actively progressing toward NQS implementation. Only deployable personnel funded by EMPG must meet NQS certification requirements. Personnel not funded by EMPG or EMPG funded personnel who do not actively participate in incident responses beyond their regular duties (e.g., working in an EOC) are exempt from NQS certification requirements.

Resources:

[MSP/EMHSD NIMS](#)

[MEMAC](#)

[NIMS Implementation and Training | FEMA.gov](#)

Contacts:

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Section 8: Quarterly Report Outline

Quarterly Reporting: Resource Management, Logistics, and Mutual Aid			
Activity	Report Outline	Reporting Schedule	Designation
Train and track EMPG-funded personnel in accordance with the NQS.	Emergency Management Performance Grant (EMPG)-funded personnel are trained and tracked in accordance with the NQS? Yes/No	Quarter 1	Required*
Report new, updated, or current MAA/MOUs within the emergency management program during the past 12 months.	New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____	Quarter 4	Perform
Report any MEMAC membership additions that occurred during the past 12 months.	Michigan Emergency Management Assistance Compact (MEMAC) Member Name:	Quarter 4	Perform

Verify that the jurisdiction's NIMS typed resources are identified and inventoried and complete the resource portion of form EMHSD-071 NIMS Implementation Certification by September 30 .	NIMS typed resources are identified and inventoried: Yes/No	Quarter 4	Perform
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Section 9: Communications and Warning

The EMC shall ensure that the jurisdiction communicates both internally and externally with all EMP stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The EMP should have alert and warning plans and procedures that include analysis and decision-making protocols for sending an alert, public alert message writing best practices, procedures for coordination, review, and approval of message delivery, as well as plans for training on and exercising alert dissemination through Integrated Public Alert & Warning System (IPAWS), if available. Their communication systems should be interoperable with other communication systems.

Section 9: Supplemental Guidance

Goal: Verify that the jurisdiction maintains a primary and backup alert and warning system, participates in radio tests and MI CIMS drills/exercises, completes monthly IPAWS proficiency demonstrations, and is actively involved in exercising additional communication methods. Verify that the jurisdiction has alert and warning plans and procedures that include analysis and decision-making protocols for sending an alert, public alert message writing best practices, procedures for coordination, review, and approval of message delivery, as well as plans for training on and exercising alert dissemination through IPAWS, if available. Verify attendance at regional Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) meetings and review of regional plans.

Pub 206 Standard: Section 4.10

Metrics:

- See Quarterly Report Outline (below).

Notes:

- Additional communication drills may include members of the public health sector, the general public, airports, special teams, multiple counties or jurisdictions, etc. This may also include sirens activated, tone alerts with schools, EOC communications drills, etc.
- Additional communication drills may test social media, Auxiliary Communications (AUXCOMM), Ham Radio, Emergency Alert System (EAS), Wireless Emergency Alert (WEA), etc.
- State MI CIMS drills/exercises include any drill/exercise conducted by the state MI CIMS administrators e.g., Statewide load tests, quarterly exercises, etc.
- A password is required to access the State and local EAS plans on the MAB website.

- All regional EAS plans were approved and submitted to the Federal Communications Commission by MAB.
- All emergency managers are on their respective EAS region LECC. Membership includes the local broadcast stations, the MSP/EMHSD DC, every county emergency manager, and representatives of special interest groups. Notices of meetings will be issued by the MAB.

Resources:

[Integrated Public Alert & Warning System \(IPAWS\)](#)

[Area EAS Required Monthly Test Schedules](#)

[State EAS Plan](#) (EAS Forum, password required)

[Michigan Public Alerting Work Group](#)

Contacts:

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517-484-7444

Section 9: Quarterly Report Outline

Quarterly Reporting: Communications and Warning			
Activity	Report Outline	Reporting Schedule	Designation
Identify the primary and backup public alerting system used in the jurisdiction, (i.e., EAS and WEA, sirens, weather radio, etc.).	Primary Public Alerting System: _____ Backup Public Alerting System: _____	Quarter 1	Perform
Identify the primary and backup public opt-in mass notification systems used in the jurisdiction.	Primary Mass Notification System: _____ Backup Mass Notification System: _____	Quarter 1	Perform
Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab.	Integrated Public Alert & Warning System (IPAWS) Proficiency Demonstrations Completed: yes/no <input type="checkbox"/> Does not apply	Quarters 1, 2, 3, & 4	Required*
Participated in communications drills or exercises.	<i>Type of drills or exercises:</i> <input type="checkbox"/> None <input type="checkbox"/> 800 MHz <input type="checkbox"/> AUXCOMM <input type="checkbox"/> Other Radios	Quarters 1, 2, 3, & 4	Perform

	<input type="checkbox"/> Other communication tests / exercises		
Meet with LECC/MAB area representatives between by September 30 .	Local Emergency Communications Committee (LECC)/ MAB regional meetings were held: Yes/No	Quarter 4	Perform
Review and compare your jurisdiction's alert and warning plan for compliancy with the regional EAS plan by September 30 .	Jurisdiction has an alert and warning plan: Yes/No Jurisdiction's plan was compared with the regional EAS Plan: Yes/No	Quarter 4	Perform

Section 10: Operations, Procedures, and Facilities

The EMC shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The EMP shall have a primary facility EOC capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

Section 10: Supplemental Guidance

Goal: Verify that procedures for requesting a Governor's emergency or disaster declaration and state assistance are up to date in the jurisdiction's plans and that they are reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

Pub 206 Standard: Sections 4.11 and 4.12

Metrics:

- See Quarterly Report Outline (below).

Notes:

- Review with public officials can include a phone call, email, meeting, etc.

Resources:

MSP/EMHSD Publications

- Pub 901 Michigan Damage Assessment Handbook
 - Attachment C, page 23: Formatting for Declaring a local "State of Emergency."
 - Attachment D, Page 24: Format for Requesting a Governor's Emergency or Disaster Declaration and State Assistance.

Emergency Management Institute EMI IS 2200 Basic Emergency Operations Center Functions

[EOC References and Resources Tool Nov 2020](#)

Contacts:

[District Coordinator \(DC\) Map](#)

Mr. Thomas Weber: State and Local Planning Unit Manager

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517-242-3671

Section 10: Quarterly Report Outline

Quarterly Reporting: Operations, Procedures, and Facilities			
Activity	Report Outline	Reporting Schedule	Designation
Verify that the procedures for Requesting a Governor’s Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction’s plans or procedures by December 31 .	Procedures are up to date in plans or procedures: Yes/No	Quarter 1	Perform
Report updates to EOC activation procedures for the jurisdiction’s EOC and provide a copy to the DC by December 31 .	Emergency Operations Center (EOC) activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No	Quarter 1	Perform
Ensure that procedures for declaring a local “State of Emergency” and requesting a Governor’s Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction’s public officials by March 31 .	Procedures have been reviewed with public officials: Yes/No	Quarter 2	Perform
Report any major updates to EOC activation, operation, and deactivation procedures	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No	Quarters 2, 3, & 4	Perform

Section 11: Training

The EMC shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes the Professional Development Series, MI CIMS, DA, and NIMS training courses. The local emergency manager shall complete the **Quarterly Training and Exercise Reporting Worksheet (EMD-065) in Smartsheet** and promote available EM training courses for all personnel, including EOC staff, specific to their responsibilities.

Section 11: Supplemental Guidance

Goal: Verify that the jurisdiction is promoting emergency management courses.

Pub 206 Standard: Sections 4.13

Metrics:

- See Quarterly Report Outline (below).

Notes:

- All training is included in the EMD-065 Quarterly Training and Exercise Reporting Worksheet.
- The State provides the EM training course catalog each year.
- The EMI provides a list of federal training courses each year, including emergency operations center specific training.

Resources:

[MSP/EMHSD Training & Exercise Guidebook](#)

[MI-Train](#)

[Emergency Management Institute](#)

Contacts:

Mr. Jack Calhoun: State Training Officer

CalhounJ1@michigan.gov

517-897-6120

Section 11: Quarterly Report Outline

Quarterly Reporting: Training			
Activity	Report Outline	Reporting Schedule	Designation
Promote Michigan's Professional Emergency Manager program and related courses.	Emergency management (EM) course schedule has been promoted: Yes/No	Quarters 2 & 4	Perform

Section 12: Exercises, Evaluations, and Corrective Actions

The EMP shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the **EMD-065 Quarterly Training and Exercise Report form in Smartsheet**, including the type, grant funding, and number of participants. An **EMD-006 Annual Training and**

Exercise Plan Worksheet must be submitted by the local emergency manager by the end of the fiscal year to ensure that each EMP is meeting annual exercise requirements.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than one exercise in the 12-month FY. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation. The EMD-065 must be submitted by the local emergency manager by the end of each quarter to track the progress of this requirement.

No fewer than one exercise must be conducted within the funded jurisdiction and test the local program EOP. By authority conferred on the director of the department of state police by Section 19 of 1976 P.A. 390, as amended, MCL 30.419). Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the EOP at least once each FY (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise that tests the local jurisdiction or program's EOP must be submitted to EMHSD each FY. Efforts should be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

Section 12: Supplemental Guidance

Goal: Verify the jurisdiction submitted the EMD-065 Quarterly Training and Exercise Reporting Worksheet and the EMD-006 Annual Training and Exercise Planning Worksheet (multi-year training and exercise plan) and adhered to the required exercise participation listed in the LEMP Work Agreement.

Verify the participation in at least one exercise in the FY.

Verify the jurisdiction conducted at least one exercise that tested the EOP in the FY.

Verify the jurisdiction submitted at least one HSEEP After-Action Report/Improvement Plan (AAR/IP) for an exercise that tested the EOP in the FY.

Pub 206 Standard: Sections 4.1

Metrics:

- See Quarterly Report Outline (below).

Resources:

[MSP/EMHSD Training & Exercise Guidebook](#)

[HSEEP](#)

Contacts:

Ms. Deanna Johnston: State Exercise Officer
JohnstonD3@michigan.gov
517- 648-8689

Section 12: Quarterly Report Outline

Quarterly Reporting: Exercises, Evaluations, and Corrective Actions			
Activity	Report Outline	Reporting Schedule	Designation
Submit EMD-065 – Quarterly Training and Exercise Report.	EMD-065 has been submitted: Yes/No	Quarters 1, 2, 3, & 4	Perform
Develop and submit EMD-006 – Annual Training and Exercise Plan Worksheet by September 30 .	EMD-006 has been submitted: Yes/No	Quarter 4	Perform

Section 13: Crisis Communications, Public Education, and Information

The EMP provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and MIREADY campaigns.

Section 13: Supplemental Guidance

Goal: Document efforts to educate the public about preparedness activities and report Citizen Corps activities.

Pub 206 Standard: Sections 4.15

Metrics:

- See Quarterly Report Outline (below).

Resources:

[MIREADY](#)

[Ready Responder](#)

[MSP Signs of Terrorism](#)

[Ready.gov](#)

[FEMA National Preparedness](#)

[DHS See Something, Say Something](#)

Contacts:

Ms. Tammy Blackburn: Emergency Preparedness Unit Manager

BlackburnT2@michigan.gov

517-243-6071

[Michigan Intelligence Operations Center \(MIOC\)](#)

Signs of Terrorism, “If You See Something, Say Something” Campaign

877-616-4677

Section 13: Quarterly Report Outline

Quarterly Reporting: Crisis Communications, Public Education, and Information			
Activity	Report Outline	Reporting Schedule	Designation
Document efforts to educate the public about preparedness activities occurring. Reporting about outreach activities includes data presented in person and through the	<p><i>Outreach:</i> Estimated number of outreach activities: # _____</p> <p><input type="checkbox"/> Awareness Weeks</p> <p><input type="checkbox"/> Speaking Engagement</p>	Quarters 1, 2, 3, & 4	Perform

media (could include print, broadcast, social media, in-person, etc.).	<input type="checkbox"/> See Something/Say Something <input type="checkbox"/> Signs of Terrorism <input type="checkbox"/> Ok2Say <input type="checkbox"/> Social Media Campaigns <input type="checkbox"/> Other		
Report on Citizen Corps activity	<i>Participated in Citizen Corps Activities:</i> Training: yes/no Deployment/Activation: yes/no	Quarters 1, 2, 3, & 4	Perform

Section 14: Other - Unscheduled Emergency Management Activities

Section 14: Supplemental Guidance

None.

Section 14: Quarterly Report Outline

Quarterly Reporting: Other - Unscheduled Emergency Management Activities			
Activity	Report Outline	Reporting Schedule	Designation

Appendix

MSP/EMHSD Contacts for Assistance

The following is a list subject matter experts to assist with the information required on this report.			
First Name	Last name	Contact Information	Specialty
Ms. Jaclyn	Barcroft	BarcroftJ@michigan.gov 517-230-2379	Geographic Information Systems Specialist
Lt. Charles	Barker	BarkerC@michigan.gov 810-233-8466	District 3 Coordinator
Ms. Deborah	Bracy	BracyD@michigan.gov 517-388-1244	Auditor
Ms. Penny	Burger	BurgerP@michigan.gov 517-898-0551	Risk Reduction and Recovery Section Manager
Ms. Jack	Calhoun III	CalhounJ1@michigan.gov 517-897-6120	State Training Officer
Lt. Josh	Collins	CollinsJ1@michigan.gov 517-202-5545	District 5 Coordinator
Mr. Matt	Cook	CookM1@michigan.gov 517-730-1689	Operations Management Section Manager
F/Lt. Gabe	Covey	CoveyG@michigan.gov 517-927-5362	State and Local Support Section Manager
Lt. Michael	deCastro	DecastroM@michigan.gov 231-499-8266	District 7 Coordinator
Ms. Danica	Ewing	EwingD1@michigan.gov 517-285-9714	Training, Exercise, and Radiological Unit Manager
Mr. Jeremy	Hagerman	HagermanJ3@michigan.gov 517-224-6336	EMPG and LEMP Work Agreement Coordinator
Mr. Henrik	Hollaender	HollaenderH@michigan.gov 517-898-4235	Local Planner/NIMS
Lt. LaMarr	Johnson	JohnsonL30@michigan.gov 248-508-9171	District 2S Coordinator
Lt. Eric	Johnson	JohnsonE23@michigan.gov 906-298-1431	District 8 Coordinator

Ms. Deanna	Johnston	JohnstonD3@michigan.gov 517-648-8689	State Exercise Officer
Lt. Timothy	Ketvirtis	KetvirtisT@michigan.gov 517-202-5597	District 2N Coordinator
Ms. Amanda	Lung	LungA@michigan.gov 517-388-8569	Financial Analyst
Mr. Thomas	Matzke	MatzkeT@michigan.gov 517-224-6349	HMEP/LEPC/SARA Title III
Ms. Lauren	Phillips	phillipsl12@michigan.gov 517-216-0103	Public Information and Preparedness Section Manager
Ms. Kim	Richmond	RichmondK@michigan.gov 517-204-0221	Preparedness Grants Unit Manager
Ms. Brenna	Roos	RoosB@michigan.gov 517-582-2846	Training and Exercise Section Manager
Mr. Matt	Schnepf	SchnepfM1@michigan.gov 517-256-1512	Mitigation Unit Manager
Mr. Shane	Snyder-Hawke	SnyderHawkeS@michigan.gov 517-898-4769	MI CIMS Coordinator
Mr. Michael	Sobocinski	SobocinskiM@michigan.gov 517-881-2512	Local Mitigation Planner
Insp. Michele	Sosinski	SosinskiM1@michigan.gov 517-388-6726	MSP/EMHSD Assistant Commander
Mr. Larry	St. George	StGeorgeL@michigan.gov 517-449-0470	Emergency Operations Unit Manager
Capt. Kevin	Sweeney	SweeneyK@michigan.gov 517-719-1195	MSP/EMHSD Commander
Lt. Orville	Theaker	TheakerO@michigan.gov 269-953-6099	District 6 Coordinator
Ms. Tiffany	Vedder	VedderT@michigan.gov 517-284-3944	Recovery Unit Manager
Ms. Lynn	Wisley	WisleyL@Michigan.gov 517-216-0646	Financial Management and Audit Section Manager
Lt. Robert	Wolf	WolfR2@michigan.gov 517-927-0393	District 1 Coordinator

Emergency Management Reporting Submission Schedule

Initial Work Agreement Due: October 31, 2025

Crossover Documents Required Annually: September and October

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report:**
Electronically submit with original or e-signature to your DC.
- **EMHSD-17: Summary Request for Emergency Management Assistance Expenses:**
Electronically submit with original or e-signature to your DC.
- **Current Job Description:** EMPG-funded employee on EMHSD-17.
Electronically submit to your DC.
- **Executive Compensation Form**
Submit electronically using the link in the EMHSD-31.

First Quarter Report

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report: DUE: 1/10/26.**
Submit through the MSP/EMHSD electronic reporting platform.
- **EMD-065 Quarterly Training and Exercise Report: DUE: 1/10/26.**
Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-007: EMPG Quarterly Expenses Report: DUE: 1/20/26.**
Submit electronically to your DC.

Second Quarter Report

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report: DUE: 4/10/26.**
Submit through the MSP/EMHSD electronic reporting platform.
- **EMD-065 Quarterly Training and Exercise Report: DUE: 4/10/26.**
Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-007: EMPG Quarterly Expenses Report: DUE: 4/20/26.**
Submit electronically to your DC.

Third Quarter Report

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report: DUE: 7/10/26.**
Submit through the MSP/EMHSD electronic reporting platform.
- **EMD-065 Quarterly Training and Exercise Report: DUE: 7/10/26.**
Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-007: EMPG Quarterly Expenses Report: DUE: 7/20/26.**
Submit electronically to your DC.

Fourth Quarter Report

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report: DUE: 10/10/26.**
Submit through the MSP/EMHSD electronic reporting platform.
- **EMD-065 Quarterly Training and Exercise Report: DUE: 10/10/26.**
Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-007: EMPG Quarterly Expenses Report: DUE: 10/2026.**
Submit electronically to your DC.
- **EMD-006: Annual Training and Exercise Plan Worksheet for 2027-2029:**
Submit through the MSP/EMHSD electronic reporting platform **DUE: September 30, 2026.**

EMPG Document Submission Checklist

Annual Start of the Grant Cycle	Annual End of the Grant Cycle
<p>October 31, 2025</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial Work Agreement. <input type="checkbox"/> EMHSD-31 (EMPG Work Agreement/Quarterly Report). <input type="checkbox"/> EMHSD-17 (Summary Request for Emergency Management Assistance Expenses). <input type="checkbox"/> Current Job or Position Description. <input type="checkbox"/> Executive Compensation form (URL in Section 1 of the Local Work Agreement). 	<p>September 30, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMD-066 Annual Training and Exercises Plan Worksheet (Provide for the next cycle).
Quarter 1 (October - December)	Quarter 2 (January - March)
<p>January 10, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMHSD-31 (Work Agreement/Quarterly Report). <input type="checkbox"/> EMD-065 (Quarterly Training and Exercise Report). <p>January 20, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMHSD-007 EMPG Quarterly Expenses Report. 	<p>April 10, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMHSD-31 (EMPG Work Agreement/Quarterly Report). <input type="checkbox"/> EMD-065 (Quarterly Training and Exercise Report). <p>April 20, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMHSD-007 EMPG Quarterly Expenses Report.
Quarter 3 (April - June)	Quarter 4 (July - September)
<p>July 10, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMHSD-31 (EMPG Work Agreement/Quarterly Report). <input type="checkbox"/> EMD-065 (Quarterly Training and Exercise Report). <p>July 20, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMHSD-007 EMPG Quarterly Expenses Report. 	<p>October 10, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMHSD-31 (EMPG Work Agreement/Quarterly Report). <input type="checkbox"/> EMHSD-065 (Quarterly Training and Exercise Report). <p>October 20, 2026</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMHSD-007 EMPG Quarterly Expenses Report.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **Consideration of Appointing Officer Delegate & Employee Delegate for MERS Annual Business Meeting in October 2025**

The MERS Annual Business Meeting and Conference is scheduled for October 16-17, 2025, at the Grand Traverse Resort. In the past, Benzie County has selected and sent delegates to this event. This business meeting provides an opportunity for an Officer Delegate and Employee Delegate to vote for members of the MERS retirement board in addition to valuable insights on MERS plan information, investment education, plan funding practices, and opportunities to network with their peers.

Commissioner Gary Sauer and Vice Chair Rhonda Nye have expressed interest in attending to participate as Officer Delegate. The entire Board, all elected officials, and the Administrator are considered eligible as the Officer Delegate. The Board will need to select an Officer Delegate and an alternative Officer delegate in case the selected delegate is unable to participate.

The following employees volunteered for the opportunity to participate in an Employee Delegate capacity:

- Laurel Evans

After a secret ballot election, Laurel Evans was selected as the employee delegate.

Recommendation:

That the Board of Commissioners selects _____ as the Officer Delegate, and _____ as the Alternate Officer Delegate to attend the annual MERS conference in October 2025 and further affirms Laurel Evans as the Employee Delegate, to attend such conference.



2025 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | October 2025

Please print clearly • **Scan and attach this file when you register online** • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Officer Alternate name

Officer delegate and alternate listed above were appointed to serve during the 2025 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on _____, 2025.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Employee Alternate name

Employee delegate and alternate listed above were elected to serve during the 2025 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on _____, 2025.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
Employer address	Employer city		Employer state	Employer zip code
Printed name		Title of authorized authority*		
Authorized signature*			Date	

* Required field



1. Fill out a printed version, then scan and save it to your computer. Upload it when requested during the conference registration process. – OR –
2. Visit the conference website and download the form. Fill it out (an electronic signature is permissible), then save and upload it when requested during the conference registration process.



Retirement Conference Delegate FAQs

Delegate Selection

Where do the rules about delegate eligibility and selection come from?

The rules about who can be an officer or employee delegate are found in the Municipal Employees' Retirement Act (MERA) of 1984, specifically MCL 38.1545. These rules are also found in Section 78 of the MERS Plan Document.

The act reads: "The governing body of each participating municipality shall certify the names of two delegates to the annual meeting. One delegate shall be a member who is an officer of the participating municipality, selected by the governing body of the participating municipality. The other delegate shall be a member who is not an officer of the participating municipality, elected by the member employees of the participating municipality. The election shall be by secret ballot and shall be conducted by an officer of the participating municipality. The election shall be conducted in a manner that affords each member employee an opportunity to vote."

Who can be designated as delegates to the MERS Annual Business Meeting?

Municipalities and courts that participate in the MERS Defined Benefit, Defined Contribution or Hybrid plans can each name two delegates. One of these two delegates must be a participant who is an officer of the municipality/court (Officer Delegate). The other of these two delegates must be a participant who is not an officer of the municipality or court, and who was elected by the participating employees of the municipality (Employee Delegate).

Are any employees excluded?

Yes. A retiree who is rehired in any capacity by the same participating municipality or court from which he or she retired is excluded from eligibility to serve as a delegate.

Who can be an Officer Delegate?

An Officer Delegate must hold a department head position or above, exercise management responsibilities, and report directly to the legislative and/or executive branch of government.

Who can be an Employee Delegate?

An Employee Delegate must **not** be responsible for management decisions, must receive direction from management, and must **not** report directly to the legislative and/or executive branch of government.

How are Officer Delegates selected?

The governing body/chief judge of each participating municipality/court selects an Officer Delegate.



How are Employee Delegates selected?

An officer of the participating municipality or court conducts a secret ballot vote of participant employees so that each participant employee (whether employee or management) has the opportunity to vote for an Employee Delegate.

What if the employer fails to hold this vote or breaks one of the rules listed above?

The participating municipality or court will not have valid delegates eligible to vote at the MERS Annual Business Meeting.

How does MERS learn who the delegates are?

The municipality or court “certifies” (identifies in writing) to MERS on the enclosed MERS Delegate Form who its two delegates are for the Retirement Conference prior to the meeting. This form is uploaded at time of registration to the Retirement Conference site.

How does MERS know who is who at the Retirement Conference?

For an in-person conference, MERS pulls the attendee information from the Retirement Conference registration site which houses the submitted delegate form and creates name tags that identify each attendee’s municipality or court and their attendance status (e.g., officer delegate/employee delegate/non-voting member/guest). For a MERS virtual conference, attendees register for online sessions via the virtual presentation tool and attendee reports are pulled from that site.

Can a municipality or court name alternates in case the delegate cannot attend?

A municipality or court is permitted to include an alternate for each delegate by certifying the alternate on the same MERS Delegate Form. The alternate Delegate may only serve if the primary Delegate cannot attend. The alternate employee delegate must be elected in the same way as described above. MERA (the law establishing MERS) does not require or provide for alternate delegates to be named; MERS permits this as a service to its customers.

Delegate Certification

Who from the municipality or court is able to certify the delegate form?

The form is certified by a member of the governing body or chief administrative officer (ex: Board Chair, Mayor, Council President, City Manager, Executive Director) or the chief judge of a participating court.

Does the municipality or court need Board or Council approval before certifying the delegate form?

Yes, the governing body must certify the selection of delegates on the MERS Delegate Form.

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator

Date: August 6, 2025

Subject: **Budget Amendment – Jail Commissary**

Attached you will find a budget amendment to adjust the budget for the 595 Jail Commissary. There is cash to support this budget amendment request.

Recommendation:

That the Board of Commissioners authorizes a budget amendment in the amount of \$2000 to the 595 Commissary Fund.

BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 8/1/2025

Request to Amend the 2024/25 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
595-000-691.00	Budgeted use of fund balance	1,400.00
595-000-604.00	Charge for Services	600.00

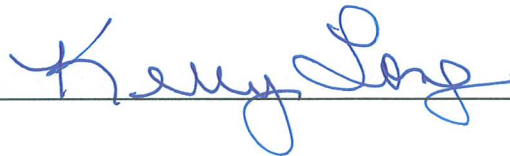
Total \$ 2,000.00

Account to be Increased:

Line Number	Account Name	Amount
595-000-800.00	Contracted Services	2,000.00

Total \$ 2,000.00

SIGNED: _____



Recongize xtra revenue for 24/25 and pull from fund Balance to cover rest of year expenses

Memorandum



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: August 6, 2025

Subject: **Campus Cleaning Services**

Attached you will find proposals received from various entities for cleaning services on our campus. These proposals were reviewed by the Buildings and Grounds subcommittee in March and a recommendation was made. Since March we have been working with the contracted vendor to ensure the campus was cleaned to the standard asked for in the RFP. After repeated interactions with little to no results, the decision was made to terminate the existing contract and consider other vendors. Staff contacted other vendors again and asked them to rebid and we were successful in getting three new proposals.

The Buildings and Grounds subcommittee reviewed the updated proposals and thoroughly discussed the pros and cons of each. After much discussion, the decision was made to move forward with Chris, etc., a local company. While this vendor is not the cheapest proposal, staff and the subcommittee believe this is the correct direction to move toward. This vendor is a local company and has a very positive reputation in the community; their staff are loyal, and the vendor was willing to bring her proposal down by \$1000 a month with a three-year contract rate guarantee.

The subcommittee considered the options of hiring internal staff for these duties, however at this time this is not the direction we're able to go.

Recommendation:

That the Board of Commissioners accepts the proposal and authorizes an agreement with Chris, etc. (Chris Tisch) for cleaning services of the campus in the not to exceed amount of \$8,233.33 per month for a period of three-years, as recommended by the Buildings and Grounds subcommittee, such agreement subject to its form by legal council and authorizes the Chair to sign, with funds available in the General, EMS/ALS, and Central Dispatch funds.

Chris Etc.
2100 S Scenic Hwy
Frankfort, Mi 49635
231-651-0600

July 14, 2025

To Whom it may concern,

I am submitting a bid to clean the Government Center and Sheriff's Dept.

My Name is Chris Tisch (Formerly Chris Aldridge), and I am a local company that has been servicing Benzie County for the last 12 yrs. I work along side my team in every way to meet our goals.

My company would supply all of the Cleaning supplies and Vacuums needed to do the Job. We do not supply Garbage Bags, Hand Soap, or Paper Products.

I would be happy to give references upon request. I also would be happy to come in and talk with anyone about our procedures and what Chris Etc can accomplish for the needs of both buildings

We thank you for the Consideration and if you have any questions please feel free to call.

Chris Tisch
Owner

1900 per week
x 52 weeks then
÷ by 12 months
#8233.33

CHRIS ETC.

QUOTE

231-399-0195
231-651-0600
chrissetc.16@yahoo.com

2100 Scenic Hwy
Frankfort, MI 49635

Name. Benzie Country Government Center & Sheriff's Office

Date: 07/14/25

Project Title: Janitorial

Project Description: Cleaning for the Government Center and Sheriff's Office

Job Duty's: Cleaning entry way & Glass including stairway, Office area's including Chair Mats, available area's for dusting, disinfecting Carpet floors, All Restrooms including Shower area's and Break room area's including Refrigerator, Microwaves & Coffee Maker areas , Trash and Recycle.

Description	Quantity(Hrs)	Unit Price Weekly	Cost
Government Center		1100	\$1100.00
Sheriff's Office		800	\$800.00
Windows Once a year TBD at time of service			
		Subtotal	1900.00
Weekly cost		Total	1900.00

Chris Etc. is Fully Insured, we appreciate the opportunity to go over and above your needs. Please feel free to give me a call with any questions. My Cell is 231-651-0600.

"Let us help get your to-do list done!"

Sincerely yours,

Christine Aldridge

Owner

PROPOSAL SHEET

TITLE: REQUEST FOR PROPOSAL: Campus Building Cleaning Services
DUE DATE: 2:00 p.m., February 28, 2025

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto. The undersigned certifies, as of the date of this proposal, not to be in arrears to the Benzie County for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the Benzie County. The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the County to supply this work. The undersigned understands that the County reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the County. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the County. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

REQUIRED SERVICES TO BE PERFORMED:

Not to Exceed Monthly Service Cost \$ 7,855.00
(Please include a detailed list of the daily, weekly, biweekly, and monthly tasks to be included in this cost)

Other Costs Associated with Service not included in Monthly Cost \$ 1,150.0
(Please include detailed list of services)

Submitted by:

Andrew Wilhelm
(Signature)

Andrew Wilhelm, Owner
(Name & Title - print)

Northern Michigan Janitorial Services
(Company Name)

720 N. Mitchell St.
(Company Address)

231-492-6321
(Telephone Number)

Cadillac, MI 49601
(City, State, Zip Code)



CLEANING SERVICES PROPOSAL

Submitted to: Benzie County Government
448 Court Place, Beulah, Michigan, 49617
Attn: Katelyn Zeits, County Administrator

Submitted by:

Andrew Wilhelm
Northern Michigan Janitorial Services
720 N. Mitchell St.
Cadillac, MI, 49601
231-492-6321
NorthernMiJanitorial@gmail.com

1. INTRODUCTION

Northern Michigan Janitorial Services is a local, family-owned, and veteran-owned business dedicated to providing top-quality cleaning services. We take pride in delivering professional, reliable, and detail-oriented janitorial services to ensure a clean and sanitary environment for the Benzie County Governmental Campus. NMJS has been in operation with the current owner for nearly a decade which has grown from small town operation to covering 5 counties and providing services to over 40 different locations throughout Northern Michigan. We are also proud to provide our services to the Benzie County Road Commission and the Benzie Leelanau District Health Department, further demonstrating our trusted reputation in the local community.

2. SCOPE OF WORK

Our cleaning services will cover the Governmental Center and the Sheriff's Office, ensuring all offices, common areas, meeting rooms, and lobbies are kept in pristine condition. Services will include:

Daily Cleaning Tasks:

- Empty wastebaskets, replace liners, and properly dispose of recyclables.
- Dust and disinfect furniture, windowsills, and common area surfaces.
- Vacuum all carpeted areas and runners.
- Damp mop tiled floors.
- Clean and sanitize restrooms, including sinks, mirrors, faucets, toilets, and urinals.
- Refill paper towel dispensers and restock toilet paper.
- Clean and disinfect drinking fountains and door handles.
- Wipe glass surfaces, including interior office windows and glass-topped furniture.
- Remove trash and recyclables to designated outdoor dumpsters.
- Inspect and secure the premises, ensuring doors are locked and lights are turned off as required.



Weekly Cleaning Tasks:

- Deep clean high-touch surfaces, including light switches and handrails.
- Sweep and mop all stairwells.
- Sanitize and polish additional high-use common areas.

Biweekly Cleaning Tasks:

- Clean baseboards and air vents.
- Wipe down and disinfect office chairs and other upholstered furniture.

Monthly Cleaning Tasks:

- Clean all interior windows, leaving them streak-free.
 - Conduct a thorough deep cleaning of break rooms, kitchens, and supply areas.
-

3. SCHEDULE OF SERVICES

- **Sheriff's Office:** Cleaning services will be performed daily **Monday through Friday (preferred to be done in the AM)**
 - **Governmental Center:** Cleaning services will be performed daily **after 5:00 PM Monday through Friday**
 - **Holidays Excluded:** Services will not be provided on county-observed holidays as specified in the RFP.
-

4. STAFFING & SECURITY COMPLIANCE

- A list of all assigned personnel, including names and addresses, will be submitted for security clearance.
 - All personnel will be carefully vetted and free of felony convictions.
 - Our team will strictly adhere to county policies, including maintaining confidentiality, not disturbing personal belongings, and avoiding unauthorized use of county telephones or equipment.
 - Scheduled cleaning hours may vary, initial plan is to have a single staff member begin at the sheriff's office from 8:00 AM to 10:30 AM M-F, the Governmental building will have two staff members cleaning from 5:30 PM to 9:30 PM M-F.
-

5. INSURANCE COVERAGE

Northern Michigan Janitorial Services carries full insurance coverage; a copy is attached to this email.



6. PRICING & COST ESTIMATE

Not to Exceed Monthly Service Cost:

- **Governmental Center:** \$6,075 per month
- **Sheriff's Office:** \$1,780 per month
- **Total Monthly Cost:** \$7,855 per month

Additional Services (if applicable):

- **Exterior Window Washing:** \$1,150 per visit (recommended twice per year, provided in-house)
 - **Carpet Cleaning, Tile Floor Special Care, Vent Cleaning, and Other Specialized Work:** Contracted out to specialists, prices vary.
-

7. EVALUATION CRITERIA & COMMITMENT

We are confident in our ability to meet Benzie County's needs with expertise, reliability, and cost-effective services. Our proposal aligns with the county's evaluation criteria, including:

- Proven experience and understanding of government facility cleaning.
 - Highly trained and security-compliant cleaning staff.
 - Competitive pricing with a commitment to high-quality service.
 - Local, family-owned, veteran-owned business dedicated to exceptional service.
 - Established relationships with local government entities, including the Benzie County Road Commission and the Benzie Leelanau District Health Department.
-

8. PROPOSAL ACCEPTANCE

If selected, we are prepared to enter into a formal agreement with Benzie County to commence services promptly. Please feel free to contact us with any questions about our services.

Submitted by:

Andrew Wilhelm

A handwritten signature in black ink, appearing to read "Andrew Wilhelm".

Owner

Northern Michigan Janitorial Services

02/27/2025

Thank you for the opportunity to submit our proposal. We look forward to the possibility of serving Benzie County.

PRESENTED TO

Katelyn Zeits

BID FOR

Benzie County
Campus Building Cleaning



**UNITED COMMERCIAL
SERVICES**

1330 Plainfield Avenue NE
Grand Rapids, MI 49505

UNITEDCOMMERCIALSERVICES.COM

Katelyn Zeits
County Administrator
Benzie County
448 Court Place, Beulah, MI 49617

Dear Katelyn,

Thank you for the invitation to bid on your custodial needs. UCS was founded on the idea that we could provide the best janitorial and value-add solutions to organizations spanning commercial, industrial, construction, medical, and educational fields. We pride ourselves on an established culture of transparency and a commitment to be better than the night before. We are an excellent janitorial service provider because of this honest culture and we are trusted to clean and maintain West Michigan's most elegant buildings, innovative facilities, and secure municipalities.

We are passionate about delivering the highest quality service and believe that "good enough" is never enough. We are constantly updating our training programs and processes to improve quality, and we share reports regularly to keep facility managers informed of project status and open issues. Our proprietary communication app provides quick support access, timely transparency, and holds us accountable for improvement opportunities, while enabling us to recognize our amazing team members for a job well done.

I take great pride in this company as does the entire team. We hope that we have an opportunity to demonstrate why many of our customers have called us "the most innovative janitorial company they have encountered." In the meantime, please visit our website at unitedcommercialservices.com to learn more about our unique team. We look forward to speaking with you.

Sincerely,

Amy TenBarge
Sales & Client Relations Manager

SCOPE OF SERVICES

TOTAL PROJECT COST

Monthly: \$6,500

Yearly: \$78,000

*Not to exceed annual cost for \$78,000 per year

“

We couldn't be more pleased with the quality of their service and their professionalism. We consider UCS a valued partner and look forward to working with them in the future.

”

Richard
Construction Management

REQUEST FOR PROPOSAL
Campus Building Cleaning Services

PROPOSAL SHEET

TITLE: REQUEST FOR PROPOSAL: Campus Building Cleaning Services
DUE DATE: 2:00 p.m., February 28, 2025

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto. The undersigned certifies, as of the date of this proposal, not to be in arrears to the Benzie County for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the Benzie County. The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the County to supply this work. The undersigned understands that the County reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the County. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the County. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

REQUIRED SERVICES TO BE PERFORMED:

Not to Exceed Monthly Service Cost \$ 6,500
(Please include a detailed list of the daily, weekly, biweekly, and monthly tasks to be included in this cost)

Other Costs Associated with Service not included in Monthly Cost \$ 0
(Please include detailed list of services)

Submitted by:

_____ (Signature)	_____ (Name & Title - print)
_____ (Company Name)	_____ (Company Address)
_____ (Telephone Number)	_____ (City, State, Zip Code)



United Commercial Services, Inc.

Business Organization

United Commercial Services, Inc. (UCS) is an S-Corporation, incorporated in the State of Michigan. Our office is located at 1330 Plainfield Ave NE, Grand Rapids MI 49504. The office phone line is 616-742-3844 and our website is unitedcommercialservices.com.

UCS began operations in 1996. Since that time, we have grown to over 10 million dollars in annual revenue. We have over 240 employees.

Our company operates around the idea that we are only successful if our people are successful. We strive to provide a work environment that is inclusive, team oriented, and productive. We speak to each new team member about their career goals. We work with them throughout their tenure to help them refine a career path at UCS as well as ensure that they are given ample opportunity to “learn more and earn more.”

UCS is extremely reserved in its approach to growth. We believe in controlled growth; we turn away more business that we take on. That helps to ensure that we are fully ready to start new accounts successfully.

UCS PRIORITIES: QUALITY & COMMUNICATION

THE PEOPLE

The most important part of our Quality program is the people. From their first day, team members are immersed in our comprehensive “1-7-30” training program, named for its training intervals. On Day 1, team members learn about UCS’s mission, begin hands-on training, and dive into important safety issues including chemical training and injury prevention. The first week is focused on broader hands-on training, then on Day 7, team members are re-trained on all UCS principles. At the end of Day 30, team members are officially certified. This program relays identical messages and demonstrates identical processes at each interval, with on-the-job training throughout.

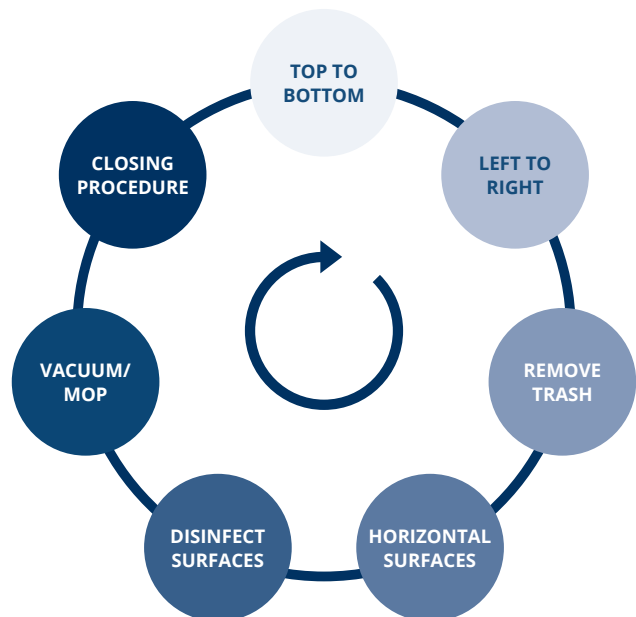


UCS leadership continues to support and lead ongoing training and development throughout each team member’s career. It is our goal to ensure that every entry-level team member receives the mentorship, direction, and opportunities required to grow within our organization. In fact, much of our supervisor and management team began at UCS as night time cleaners.

THE PROCESS

Collaboratively with the customer, we conduct an initial workflow analysis and develop an ideal cleaning workflow, ensuring that we are meeting the customer’s facility needs. Based on the workflow, we develop comprehensive reference and auditing materials for our team members including customized procedural details and checklists. The UCS contract manager leverages these auditing materials to verify we are delivering the highest quality service and outcome.

In addition to our refined management procedures, we utilize a proven “top to bottom, left to right, vacuum last” process to ensure the highest quality outcome:



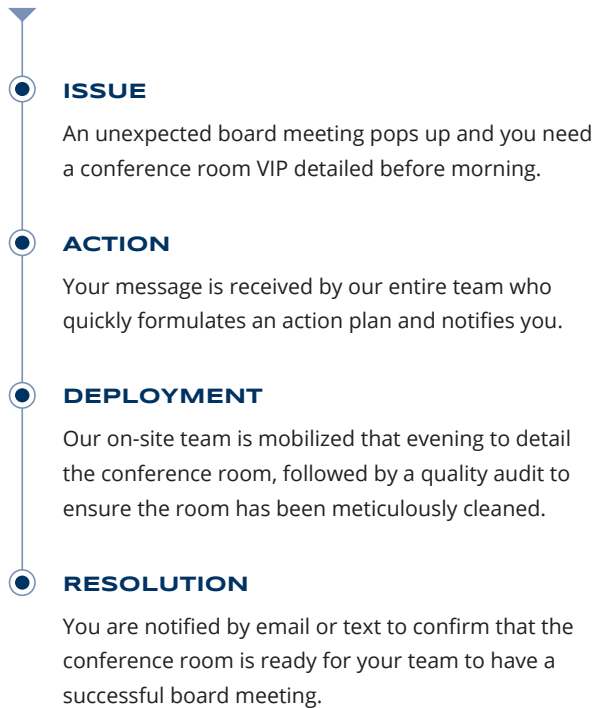
THE PROCESS (CONT'D)

At the end of each shift, supervisors conduct a nightly walk-through to verify all duties were performed, note any repair or supply needs, and respond to any information the customer has requested. In addition to understanding facility status, we utilize this detailed quality assurance process to ensure that our workflows are effective and to identify any additional team member training opportunities or provide recognition of excellent team member performance. Managers perform weekly job performance evaluations with our team members to support their continued development and success.

Finally, our Customer Service Manager and Quality Auditor conduct walk-throughs at least every 3 weeks, and we provide our customer the opportunity to attend. All findings from the walk-through are documented and sent to the customer and UCS stakeholders via a UCS Link ticket. If any issues are identified, the UCS manager has three days to resolve the issue and the Quality Auditor will verify the resolution and close the Link ticket.

THE TECHNOLOGY

We developed a proprietary, web-based quality tracking and communication tool called the *UCS Link* to provide transparency and expedite communications between the customer and UCS team members. *UCS Link* tickets can be used to share nightly walk-through notes, track customer service issues and successes, document supply ordering and maintenance needs, and schedule special requests. UCS Link allows us to permanently record and report our quality findings and resolutions, and help us continuously improve. We actively monitor ticket trends to adapt our training programs and correct systemic issues.



With UCS, I get exceptional work; on time and on budget. When I need something beyond the contract, they're my first call. Their quick response is one of the many reasons I've used them for over 15 years.



Mary
Automotive Supplier

THE TRUSTED COMMERCIAL CLEANING PROVIDER

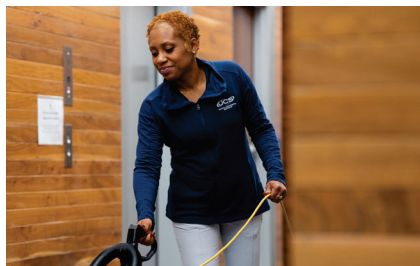
UCS has been providing janitorial service to a breadth of industries for over 25 years. Our team is over 200 strong and specializes in large facilities including schools, multi-tenant office buildings, industrial settings, and more. Our experience and innovative management style have made us a trusted resource for West Michigan's largest companies.

UNMATCHED TOOLS, TRAINING, AND TECHNOLOGY TO MAINTAIN CLEAN, ORGANIZED ENVIRONMENTS



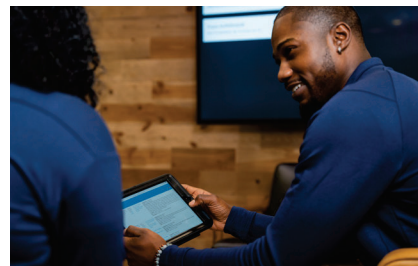
Systematic training.

Equipping our team members with the tools and expertise to tackle every job. We hire motivated team players that are eager to collaborate. Our intensive training program begins in the classroom, then moves to our innovative on-site shop for hands-on orientation before team members are paired with veterans and deployed to your facility.



Streamlined process.

Our process delivers consistent, high-quality cleaning and maintenance support. UCS's exceptional service quality is built upon ongoing procedural training. Our refined, standardized, and expertly sequenced janitorial processes always yield the same results: a pristine facility.



Innovative technology.

Proprietary communication technology allows us to continuously improve and grow. When onsite, teams and customers stay connected through our intuitive app, LINK, where we track and manage projects while quickly responding to questions, comments, or concerns.

VALUES



Staff that delivers.

Our team undergoes comprehensive onboarding and safety training, both in-house and on-site, to guarantee consistent and thorough service.



Promises kept.

We are committed to offering the best commercial cleaning services by continuously improving our technology, team development, and processes.



Sustainable commitment.

With Green Seal™ cleaning products, we provide excellent service without releasing harmful chemicals, ensuring the health and safety of all occupants.

TIMING & EXPECTATIONS

WEEK 1

TEAM & TOOLS

- Identification of supporting managers, supervisors, crew leaders, and cleaners
- Hiring of additional team members as needed to support facility requirements
- Classroom and hands-on training before teams are deployed to facilities
- Team structuring and pairing of new employees with veteran cleaner mentors
- Acquisition and delivery coordination of required specialty equipment

WEEK 2

FACILITY STRATEGY

- Schedule collaborative team facility walkthroughs
- Finalize and execute contract
- Present facility workflow concept for review
- "Keys and access" meeting with stakeholders, including LINK introduction

WEEK 3

TRAINING & PREPARATION

- Schedule collaborative team facility walkthroughs
- Finalize and execute contract
- Present facility workflow concept for review
- "Keys and access" meeting with stakeholders, including LINK introduction

WEEK 4

DAY 1: ONSITE KICKOFF

- Supplies and equipment delivered and janitor closets cleaned and set
- Keys and access credentials issued to onsite personnel
- Deployment of workflow by focusing on individual facility sections
- Day-end walkthrough audit to ensure quality standards were achieved

DAY 2-5: QUALITY

- Discussion to address questions, comments, or concerns from deployment night
- Two managers are on-site during entire week to refine workflow and support training
- Management conference to review week-end workflow and optimize processes

WEEK 5-12

TRAINING & PREPARATION

- Finalize workflow and staffing based on iterative feedback
- Continually evaluate facilities, review workflows, and modify as needed

REFERENCES

BUSINESS RELATIONSHIP REFERENCES

Andrew Ahearne

Facilities Operations Supervisor
Kent County Courthouse

180 Ottawa Ave NW
Grand Rapids, Michigan 49503
(616) 265-2305

Contact Type: Municipal

Chris Sieklucki

Operations Manager
Northwest Regional Airport
171 Monroe Ave NW STE 101
Grand Rapids, Michigan 49503
231-645-8600

Contact Type: Airport

David VanLente

Supervisor Field Operations
Consumers Energy
821 Hastings St
Traverse City, MI
(231-878-6778)

Contact Type: Office Building

FINANCIAL REFERENCE

Theron Barbour

VP, Commercial Banking
Independent Bank

77 Monroe Center NW Suite 1200
Grand Rapids Michigan 49503

(616) 233-7114
tbarbour@ibcp.com

INSURANCE REFERENCE

Berends Henricks Stuit Insurance Agency, Inc

3055 - 44th St SW
Grandville, Michigan 49418
(616) 531-1900

Commissioner Reports

Art Jeannot
Commissioner Report
District 2
August 12, 2025

- **7/24 – Accounts Payable Review**
 - Completed. No issues.
- **8/5 – Agenda Review**
 - Completed.
 - Vice Chair Nye and I discussed the turnover at the Administrators office with the Administrator. We are satisfied with the plan the Administrator has put forward.
 - BOC committee assignments were discussed.
- **8/11 – Almira Township**
 - I will share any relevant information at the BOC meeting.
- **Other –**
 - I participated in discussions regarding County business with elected officials and local area leaders.
 - Attended the 60th anniversary celebration at the Maples.
 - Attended by zoom the “taxation board” meeting.
 - Working with the Benzie Chamber on organization and funding of economic development.

**County
Administrator
Report**

Correspondence

CRYSTAL LAKE ELEVATION

LEGAL LEVELS JAN. 1 - APR. 30 & NOV. 1 - DEC. 31 599.75
 MAY 1 - OCT. 31 600.25
 B.M. N. SIDE BOAT RAMP ELEV. 601.87

NAME	DATE	DISTANCE TO WATER	ELEVATION	HIGH + LOW -	COMMENT
CD	4-1-25	4.5	597.37	-2.38	
CD	4-4-25	-	-	-	replaced padlock
CD	4-10-25	1.55	600.32	+0.57	
CD	4-17-25	1.55	600.32	+0.57	
CD	4-24-25	1.53	600.34	+0.59	
CD	4-30-25	1.65	600.22	+0.47	drop 3 boards
CD	5-1-25	1.6	600.27	+0.02	
CD	5-7-25	-	-	-	to rough
CD	5-15-25	1.5	600.37	+0.12	
CD	5-22-25	-	-	-	to rough
CD	5-29-25	1.42	600.45	+0.20	
CD	6-5-25	1.36	600.51	+0.26	
CD	6-12-25	1.24	600.63	+0.38	
CD	6-19-25	1.14	600.73	+0.48	
CD	6-26-25	1.15	600.72	+0.47	
CD	7-1-25	-	-	-	pull one board
CD	7-3-25	1.13	600.74	+0.49	
CD	7-7-25	-	-	-	pull one board only half-way
CD	7-10-25	1.28	600.59	+0.34	
CD	7-14-25	-	-	-	pull board all the way up
CD	7-17-25	-	-	-	to rough
CD	7-18-25	1.35	600.52	+0.27	
CD	7-19-25	-	-	-	pull one board
CD	7-21-25	-	-	-	drop one board
CD	7-24-25	1.48	600.39	+0.14	

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, June 25, 2025 2p.m.
Leelanau County Government Center
8527 E. Government Center
Suttons Bay, MI 49682**

Chairperson Gwenne Allgaier called the meeting to order at 2:03 p.m.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Gwenne Allgaier – Leelanau County Board of Commissioners
Dr. David Quimby – Leelanau County Member at Large
Mark Walter – Leelanau County Board of Commissioners

Members Excused: Dr. Mark Kuiper – Benzie County Member at Large
Christina Trigg – Benzie County Board of Commissioners

Members Absent: None

Staff Present: Eric Johnston – Director of Environmental Health
Michelle Klein - Director of Personal Health
Dan Thorell – Health Officer
Shelley Jablon – Director of Administrative Services

Staff Excused: Dr. Joshua Meyerson – Medical Director

Pledge of Allegiance

Approval of the May 28, 2025 Regular Board of Health Meeting Minutes:

Motion By: Walter to approve the May 28, 2025 BOH meeting minutes as presented.

Seconded By: Quimby

Voice Vote: 4 yeas 0 nay 2 excused 0 absent Motion carried

Approval of the Agenda:

Motion By: Sauer to approve the agenda as presented.

Seconded By: Walter

Voice Vote: 4 yeas 0 nay 2 excused 0 absent Motion carried

Public Comment: None

Health Officer Update- Dan Thorell

A report was distributed prior to the meeting. Please refer to it for details.

Accounts Payable

Motion By: Sauer to approve accounts payable and pay the bills in the amount of \$310,838.45.

Seconded By: Walter

Roll Call Vote: Allgaier- yea, Quimby - yea, Sauer - yea, Walter - yea

4 yeas 0 nay 2 excused 0 absent Motion carried

May Financial Statements

Motion By: Sauer to accept the financial statements as presented.

Seconded By: Walter

Roll Call Vote: Allgaier- yea, Quimby - yea, Sauer - yea, Walter - yea
4 yeas 0 nay 2 excused 0 absent Motion carried

Staff Reports:

Personal Health- Michelle Klein

A report was distributed at the beginning of the meeting. Please refer to it for details.

Environmental Health – Eric Johnston

A report was distributed at the beginning of the meeting. Please refer to it for details.

Administrative – Shelley Jablon

A report was distributed prior to the meeting. Please refer to it for details.


Public Comment – None

Board Comments – Dr. Quimby mentioned reading an article that came out in the New England Medical Journal about a new AIDS Prevention treatment they have been trying out in Africa. It is a series of 2 shots a year, 1 every 6 months. It has been 100% effective in preventing AIDS.

Adjourn

Motion By: Allgaier to adjourn the BOH meeting at 3:32 p.m.

Voice Vote: 4 yeas 0 nay 2 excused 0 absent Motion carried


Gwenne Allgaier, Chair


Sanna Johnson, Recording Secretary



**RESOLUTION OF THE COUNTY OF HOUGHTON
BOARD OF COMMISSIONERS**

**URGING ACTION TO OPPOSE PROPOSED CUTS TO
MEDICAID BY THE FEDERAL GOVERNMENT**

Resolution # 25-08

WHEREAS, the Houghton County Board of Commissioners recognizes that Michigan's public mental health system is facing a serious and escalating funding crisis, driven by several compounding factors, including the loss of Medicaid-covered lives, inflationary pressures, increasing demand for services, and expanding regulatory burdens; and

WHEREAS, the Michigan public health system funding increases for core behavioral health and intellectual/development disability services have not kept pace with medical inflation and have in fact, recognized flat funding for the last five (5) years, while medical inflation has increased by over 10% and Medicaid expenses have increased by nearly 25%; and

WHEREAS, the State of Michigan has lost nearly 700,000 Medicaid beneficiaries since the end of the Public Health Emergency (PHE), resulting in reduced capitation payments to CMHSPs despite continued or increasing demand for mental health services; and

WHEREAS, the proposed cuts to Medicaid would force impossible choices including-shrinking access to care, shifting costs onto the State budget and to local providers and threatening the coverage of people with disabilities who require daily support; and

WHEREAS, additional factors exacerbating this crisis include skyrocketing inpatient psychiatric and residential costs, AND Misclassification of Medicaid eligibility groups resulting in lost revenue; and

WHEREAS, failure to adequately fund the public behavioral health system undermines the ability of CMHSPs and the State of Michigan to meet the needs of the most vulnerable residents-including children, adults with serious mental illness, individuals with intellectual and developmental disabilities, and those with substance use disorders.

NOW, THEREFORE, BE IT RESOLVED, that the Houghton County Board of Commissioners urgently calls on the United States Legislature, and the President to:

1. Fully allocate Medicaid behavioral health funds to the State of Michigan in fiscal year 2025 and beyond.
2. Forego propose reductions to Medicaid through; Shifting to block grants, Per Capita Caps, reducing Medicaid expansion, or other suggested means of reducing the federal share for Medicaid spending which would transfer the financial burden to the State of Michigan.

BE IT FURTHER RESOLVED, that copies of this Resolution be transmitted to local Senate and House of Representatives of the U.S. Legislature and the Michigan Association of Counties.

BE IT FURTHER RESOLVED, that copies of this Resolution be transmitted to Michigan's members of the United States Senate and House of Representatives, as well as to the Michigan Association of Counties.

Upon a call of the roll, the vote was as follows:

Moved by Commissioner: Janssen


Supported by Commissioner: Anderson

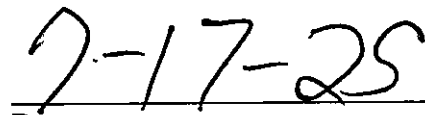
Roll Call Vote:

Yes: Janssen, Anderson, Britz (3).

No: Tikkanen, Keranen (2).

Motion carried.


 Tom Tikkanen, Chairman
 Houghton County Board of Commission


 Date

RESOLUTION DECLARED ADOPTED.

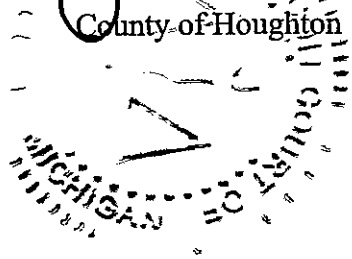
STATE OF MICHIGAN)
)ss.
 COUNTY OF HOUGHTON)

I, the undersigned, the duly qualified County Clerk of the County of Houghton, State of Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of the County of Houghton at its Regular meeting held on June 10, 2025, the original of which Resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ~~10th~~^{17th} day of ~~June~~, 2025.

July

Jennifer Kelly
Jennifer Kelly, County Clerk
County of Houghton



Quick Review of MDHHS August 2025 PIHP RFP

August 6, 2025

1. Unlawful Privatization of a Governmental Function

RFP Requirement: The RFP permits a new PIHP contractor to be a private nonprofit organization and mandates that it operate as a "payor-only" entity. Crucially, it forbids the delegation of core managed care functions (like utilization management, network development, and claims processing) to its contracted network providers, which would include the public Community Mental Health Services Programs (CMHSPs). This is explicitly reinforced in Schedule J, Question 11, which asks bidders to describe how they will ensure these functions are *not* delegated.

Potential Violation of Michigan Mental Health Code: The Mental Health Code, specifically in sections like MCL 330.1204 and 330.1206, establishes CMHSPs as the designated **public government authorities** responsible for managing and delivering the **full scope** of public mental health services. The Code envisions an integrated public system where the CMHSP is the PIHP.

The RFP appears to unlawfully privatize a core governmental function. The Legislature vested the authority and responsibility for managing the public mental health system in publicly created and controlled CMHSPs. By allowing a separate, private entity to take over the statutory duties of a CMHSP and prohibiting the CMHSP from performing its legislated role, the RFP's structure arguably exceeds the administrative authority of the Michigan Department of Health and Human Services (MDHHS). It attempts to contractually dismantle the integrated public system established by state law.

For example, on Page 4 of Schedule A statement of work, "Contractors are expected to provide managed care functions to beneficiaries. Those functions cannot be delegated to contracted network providers with the exception of Preadmissions screening for emergency intervention services per Mental Health Code MCL 330.1409 which shall be performed by the CMHSP with Contractor authorization of inpatient admissions as indicated by(sic) the preadmission screening unit." Strangely the CMHSP retains only this section of the Mental Health Code but the rest of Chapter 4 including involuntary admissions, follow-up, transition planning, etc... is removed? This could pose a public safety risk.

2. Contradiction of Statutory Governance Requirements

RFP Requirement: The RFP dictates a specific, private-style corporate governance structure for the PIHP contractor. It mandates a board of no more than 15 members that must be entirely separate from any provider entity. Schedule J, Question 12, requires bidders to explain in detail how they will meet these unique board requirements.

Potential Violation of Michigan Mental Health Code: Chapter 2 of the Code (e.g., MCL 330.1212, 330.1222) provides explicit and detailed requirements for the public appointment and composition of CMHSP boards. These are public bodies with members (primary and secondary consumers)

appointed by **county commissioners, making them directly accountable to the local government and public.**

RFP's governance rules directly and irreconcilably conflict with the Mental Health Code. The Code establishes a public governance model with local accountability, whereas the RFP mandates a private, corporate model. Any existing CMHSP, the statutorily designated PIHP, could not simultaneously comply with both the Code's requirements for its public board and the RFP's requirements for a new, separate, private board. This effectively writes the existing public entities out of their statutory role.

3. Improper Application and Weakening of Public Transparency Laws

RFP Requirement: The RFP contractually requires the winning contractor to adhere to the Michigan Open Meetings Act (OMA) and the Freedom of Information Act (FOIA). Schedule J, Question 12, specifically asks bidders to describe how they "intend to comply" with these public-body statutes, even though the RFP allows the contractor to be a private nonprofit organization.

Potential Violation of Michigan Mental Health Code & State Law: By law, the OMA and FOIA apply to **public bodies**. A private nonprofit corporation is not a public body.

This requirement creates a "transparency loophole." By privatizing what has been a public function, the RFP removes the PIHP from the statutory jurisdiction of the OMA and FOIA. While MDHHS can require a contractor to *act* transparently, this contractual obligation is a weak substitute for the force of law. Public remedies for violations are severely diminished, shifting from a citizen's statutory right to sue for enforcement under OMA/FOIA to rely on the State to pursue a breach of contract claim. This structure undermines the public accountability inherent in the CMHSP-led system established by the Mental Health Code.

4. Interference with the Statutory Recipient Rights System

RFP Requirement: The RFP requires the contractor to establish and manage its own internal grievance and appeals process for beneficiaries. Schedule J, Question 16, asks bidders to describe this internal process in detail.

Potential Violation of Michigan Mental Health Code: Chapter 7 of the Code (MCL 330.1700 et seq.) establishes a comprehensive and **independent** Recipient Rights system. This system includes a formal Office of Recipient Rights within each CMHSP and MDHHS, which has statutory power to investigate and remedy rights violations, separate from the entities making payment decisions.

The RFP's mandated internal grievance process, managed by the same entity that denies services, creates a confusing parallel system that could interfere with a beneficiary's statutory rights. A person denied a service may be funneled into the PIHP's internal process when the issue might actually be a violation of their statutory rights (e.g., the right to person-centered planning or appropriate treatment). This risks having statutory rights violations improperly handled as

contractual "grievances" by a biased party, thus denying beneficiaries the powerful protections and impartial review guaranteed by state law.

5. Contradiction of Stated Goals by Increasing Bureaucracy

RFP Requirement: Schedule J identifies "Simplify the system with reduced bureaucracy" as a core strategic pillar. Question 19 asks bidders to describe their plan to "reduce administrative burdens and increase efficiencies".

Potential Violation of Michigan Mental Health Code's Implied Fiscal Prudence: The Mental Health Code's design, which integrates the PIHP and CMHSP functions, is an efficient model intended to maximize the public funds available for direct clinical services.

The RFP's structure is in direct opposition to its own stated goal. By inserting a new, separate, private PIHP between MDHHS and the existing CMHSPs, the RFP **creates an entire layer of administration**, contracting, and oversight. This will inevitably increase administrative costs and divert public funds from clinical services to the overhead of a new, duplicative management entity. This contradicts the RFP's own pillar and violates the fiscal prudence implicit in the Mental Health Code, which is to structure the public system to best serve Michigan residents in the most efficient way possible.

6. Potential Violation of Michigan's Headlee Amendment

RFP Requirement: The RFP permits a new PIHP contractor to be a private nonprofit organization.

Potential Cost Implications by the removal of local funds per Michigan's Headlee Amendment: Currently funds provided through the MDHHS and through a county based governmental unit such as the Regional Entities per MCL 330.1204b to the local CMHSPs is considered local revenues.

Michigan Senate Fiscal Analysis of SB 597 & 598 "The Shirkey Bills" for Behavioral Health in 2021, "[Headlee Amendment Considerations](#). One of the most notable considerations relates to the requirement in the Michigan Constitution (under the so-called "Headlee Amendment") that the percentage of State Spending from State Resources paid to local units of government be at least as great as the percentage in FY 1978-79. **Shifting spending away from the local PIHPs to the new entities would reduce State payments to local units of government by at least \$1.2 billion by the time the population was shifted fully from the PIHPs to the SIPs.** This issue is further complicated by the July 2021 ruling by the Michigan Supreme Court in *Taxpayers for Michigan Constitutional Government v. State of Michigan*.^[2] In that case, the Court held that payments to public school academies (PSAs, also commonly known as charter schools) should not count as payments to local units of government but also instructed the Court of Appeals to consider whether payments to the subset of PSAs chartered by local school districts or community colleges should be counted as payments to local units of government." <https://www.legislature.mi.gov/documents/2021-2022/billanalysis/Senate/htm/2021-SFA-0597-G.htm>

7. RFP Violation of Medicaid Waiver Agreements with CMS

RFP Assertions: The RFP asserts that a move from 10 PIHPs to 3 and for the allowance of private non-profit organizations is approved in the various federal Centers for Medicare and Medicaid waivers, “Under approval granted by the Centers for Medicare and Medicaid Services (CMS), the Michigan Department of Health and Human Services (MDHHS) operates a 1115 Behavioral Health Demonstration. Through this authority, the Medicaid Managed Care system delivers selected Medicaid State plan specialty services related to mental health and developmental disability services, as well as certain covered Substance Use Disorder (SUD) services. These services have been “carved out” (removed) from Medicaid primary physical health care plans and arrangements.

CMS has also approved a 1115 Demonstration titled the Healthy Michigan Plan (HMP) which provides health care coverage for adults who become eligible for Medicaid under Section 1902(2)(10)(A)(i)(VIII) of the Social Security Act. In Michigan, the 1115 Behavioral Health Demonstration and the Healthy Michigan Plan are managed on a shared risk basis by specialty PIHP contractors, selected through a competitive procurement process, the details of which can be found on the Specialty Behavioral Health Services website:

[https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/specialty-behavioral-health-services.](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/specialty-behavioral-health-services)”

Direct Conflict with Current CMS/MDHHS Agreements:

1. “Pathway to Integration Original 1115 June 21, 2016

Michigan’s §1115 Waiver Proposal for Persons with Severe Mental Illness, Substance use Disorders, Intellectual and Developmental Disabilities and Children with Serious Emotional Disturbances

<https://www.medicaid.gov/Medicaid-CHIP-Program-Information/By-Topics/Waivers/1115/downloads/mi/mi-pathway-integration-pa.pdf>

This §1115 Waver will maintain the use of a managed care delivery structure using ten (10) recently procured PIHPs who contract for service delivery with forty-six (46) CMHSP’s and other non-for-profit providers. (Page 43)”

2. “NUMBER: 11-W-00305/5 July 5, 2022

TITLE: Michigan 1115 Behavioral Health Demonstration July 5th Amendment

<https://www.medicaid.gov/medicaid/section-1115-demonstrations/downloads/mi-behavioral-health-pa-08012022.pdf>

Ten regionalized PIHPs operate throughout the state and contract directly with MDHHS. All enrolled Medicaid beneficiaries are enrolled in a PIHP based on their county of residence. PIHPs, in turn, contract with SUD providers and CMHSPs to deliver public behavioral health services in Michigan. CMHSPs are publicly funded entities, created by county governments, that provide a comprehensive array of mental health services to meet local needs, regardless of an individual’s ability to pay. CMHSPs provide Medicaid, state, block grant, and locally funded services to children with serious emotional disturbances, adults with serious mental illness, and children and adults

with intellectual/developmental disabilities. CMHSPs provide these services either directly or through contracts with community-based providers. Some CMHSPs also contract to provide outpatient and other substance use disorder treatment services (residential, detoxification, and inpatient rehabilitation). (Page 54 & 55 of PDF).

Please indicate which Pre-paid Inpatient Health Plan(s) the program is currently contracted with or planning to contract with to provide services: (check all that apply)

Community Mental Health Partnership of Southeast Michigan

Detroit Wayne Mental Health Authority

Lakeshore Regional Entity

Macomb County Community Mental Health Services

Mid-State Health Network

Northcare Network

Northern Michigan Regional Entity

Oakland County Community Mental Health Authority

Region 10 Pre-paid Inpatient Health Plan

Southwest Michigan Behavioral Health”

(Page 132 of PDF and two more examples after of these 10 listed after)

3. “Michigan 1115 Behavioral Health Demonstration Application Request 4/11/24 (Amendment to bullet 3 above) AND NOT APPROVED, Delayed until March 2026

Project Number 11-W-00305/5

<https://www.medicaid.gov/medicaid/section-1115-demonstrations/downloads/mi-behavioral-health-demo-extn-appl-req-pa.pdf>

Delay letter: <https://www.medicaid.gov/medicaid/section-1115-demonstrations/downloads/mi-behavioral-health-cms-tmpry-extnsn-aprvl-06182025.pdf>

CAs were dissolved and incorporated into the PIHP management and governance structures. The PIHPs are now responsible for all SUD service and supports (except for certain medically monitored supports) regardless of severity of condition. Authority to operate PIHPs is granted through this demonstration. (Page 3)

Through this extension, the state also intends to continue operation of its prepaid inpatient health plan (PIHP) delivery system to manage specialty mental health and SUD treatment benefits. (Page 4)”

CMS **has not** required MDHHS to move off of the states Behavioral Health “Carve-Out” Exemption to competitive bidding since 1998, “Of central interest is the excerpt from that response (language bolded for emphasis by CMHA): “To the best of the Department’s knowledge, information, and belief, this Department does not possess or maintain records under the description you provided or by other names reasonably known to the Department. **CMS has not required that we change or halt our sole source process.**”

8. MDHHS Survey Results Omitted

RFP Survey Results/statement: MDHHS releases results of behavioral health care survey and details related to PIHP procurement requirements May 23, 2025, “In February 2025, [MDHHS solicited feedback](#) from Medicaid beneficiaries and their families, advocacy groups, community-based organizations, federally recognized tribal governments, health care providers and other interested parties via an online survey. MDHHS received more than 2,600 responses representing a variety of individuals and partners across Michigan.

Several themes emerged from survey feedback on topics including:

- Provider availability - patients and providers shared dissatisfaction with breadth of care options, suggesting too few providers may be driving limited access to care.
- Services - patients indicated need to advocate for their own care, referencing prior authorization requirements, burdensome paperwork and limited care settings were limiting their access.
- Structure - respondents requested more PIHP accountability to address bias and limitations on managing complaints.
- Input on potential program changes – all respondent types indicated increased provider availability and expanded care settings were of highest interest.

<https://www.michigan.gov/mdhhs/inside-mdhhs/newsroom/2025/05/23/pihp-2>

A vast majority of the comments were not highlighted: In May 2025, CMHA submitted a Freedom of Information Act (FOIA) request to receive the results of that survey. Upon receiving the responses from over 2,600 survey participants, in mid-July, the Community Mental Health Association of Michigan (CMHA) conducted a content analysis of these responses.

This content analysis identified the ten most frequent themes contained in the responses of the survey participants – responses to the three core questions of the survey. The content analysis outlined below identifies a number of concrete themes that provide guidance as to the areas for system improvement and strengthening. **Note that none of the themes most frequently contained in the survey responses call for the approach to system improvement and strengthening proposed by MDHHS** - bid-out of the contracts of the state’s Prepaid Inpatient Health Plans (PIHPs) nor for the management of the state’s Medicaid behavioral healthcare system/benefit by private non-profit health plans.

9. RFP Treats Governmental Entities Differently

RFP statement on Governmental Entities: “Capital Reserve Requirements,

4. Capital Reserve Limitations

- a. **There shall be no upper limit imposed** on capital reserves for Contractors whose governance structures meet the definition of a private nonprofit corporation or **public university** during the contract period.
- b. **MDHHS may impose an upper limit** on capital reserves, expressed as a percentage of annual revenue, to ensure appropriate stewardship of public funds, for **Contractors whose governance structure meets the definition of a public body or governmental entity**. If a Contractor subject to an upper reserve limit exceeds the State-imposed capital reserve threshold, the Contractor shall, upon direction from the State, either return excess reserves to the State or implement a State-approved corrective action plan to reinvest such reserves in alignment with Medicaid program goals. Specific requirements, including methods of return or allowable reinvestment strategies, will be defined by the State at a later time. Contractors will be required to comply with all instructions issued by the State to ensure alignment with financial accountability and public funding principles.

5. Disposition of Capital Reserves Upon Contract Termination

- a. Upon contract expiration, termination, or non-renewal, Contractors whose governance structure meets the definition of a private nonprofit corporation **or public university shall retain all capital reserves** after:
 1. Completion of claims run out and adjudication,
 2. Satisfaction of all outstanding financial liabilities, and
 3. Submission of final reconciliations and reports, as required by the Medicaid Agency.

b. Upon contract expiration, termination, or non-renewal, Contractors whose **governance structure meets the definition of a public body or governmental entity shall return any remaining capital reserves to the State within 90 days**, less amounts needed to satisfy outstanding liabilities and obligations. Final disposition of returned funds shall be determined by MDHHS.”

Differential treatment: It is unclear that a state agency (MDHHS) can treat governmental entities differently in a bid out process to conduct the same service. This would require a great deal of scrutiny.

10. Co-Employment Principle-Agent Violations

RFP states: “The State has the right to recommend and approve in writing the initial assignment, as well as any proposed reassignment or replacement, of any Key Personnel. Before assigning an individual to any Key Personnel position, Contractor will notify the State of the proposed assignment, introduce the individual to the State’s Project Manager, and

provide the State with a resume and any other information about the individual reasonably requested by the State. The State reserves the right to interview the individual before granting written approval. In the event the State finds a proposed individual unacceptable, the State will provide a written explanation including reasonable detail outlining the reasons for the rejection. The State may require a 30-calendar day training period for replacement personnel.” And “Contractor will not remove any Key Personnel from their assigned roles on this Contract without the prior written consent of the State. The Contractor’s removal of Key Personnel without the prior written consent of the State is an unauthorized removal (“Unauthorized Removal”). An Unauthorized Removal does not include replacing Key Personnel for reasons beyond the reasonable control of Contractor, including illness, disability, leave of absence, personal emergency circumstances, resignation, or for cause termination of the Key Personnel’s employment. Any Unauthorized Removal may be considered by the State to be a material breach of this Contract, in respect of which the State may elect to terminate this Contract for cause under the **Termination for Cause** section of the Standard Contract Terms. It is further acknowledged that an Unauthorized Removal will interfere with the timely and proper completion of this Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any Unauthorized Removal.” The Potential for fines will be imposed.

Potential violation of IRS Co-Employment laws and Principle-Agent: The above statements are a potential violation of IRS and contract law Principle-Agent considerations. Requiring a subcontractor to this level exposes MDHHS as a co-employer and to future litigation. One of the main reasons for the creation of the CMHSP system was to provide a layer of protection for the state for litigation related to the provision of direct service to a vulnerable citizenry.

Statement to the Benzie County Board of Commissioners

Joanne Manilla - 08/12/2025

Subject: Vacant Benzie Bus Board Seats and Board Governance Concerns

My name is Joanne Manilla. I am a Lake Township resident and while I am an applicant for a seat on the Benzie Bus Board, I am here as an invested citizen and voter.

I am here because, like all of you, I want to ensure that the Benzie Bus remains a value-add to county residents. I believe this is best accomplished through good governance as good governance is the foundation of public trust.

Benzie County voters have placed a high value on reliable transportation with the recently passed millage. They trust that there will be strong, accountable stewardship of their taxpayer dollars. A fully seated board is essential to that public trust.

At present, two Benzie Bus Board seats remain vacant. I was not able to attend, but did watch the most recent Board of Commissioner's meeting on YouTube. When discussed, the Benzie Bus Board vacancies were not a priority because of changes here at the county office making things busier than usual and because the board has a quorum. While the board does technically have a quorum, my direct observations at recent Benzie Bus board meetings raise concerns about the quality of its governance.

- Important calendar items - such as the timeline for the contractually mandated review of the Executive Director - are not being followed
- Inaccurate information has been presented as fact during meetings by board members
- Instances of open disrespect toward both staff and board members have occurred that do not represent professional standards and undermine healthy discussion and debate.

These are matters of process, respect and accountability. Leaving two seats unfilled:

- Reduces oversight during a period of increased funding
- Erodes public confidence in stewardship of taxpayer resources
- Limits diversity of perspectives and expertise

The Board of Commissioners is entrusted with ensuring that boards that are responsible for taxpayer funds operate with integrity and in the community's best interest. Filling the vacant Benzie Bus Board seats promptly will strengthen oversight and show a visible commitment to effective governance to the voters who approved the millage.

I respectfully urge you to make this a priority. Our community deserves a Benzie Bus Board that is fully equipped to govern responsibly, transparently and respectfully.

Finally, I encourage you to attend a Benzie Bus Board meeting and to listen to the audio recording of the August meeting. Both will give you great insight.