

BENZIE COUNTY BOARD OF COMMISSIONERS

448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671
www.benzieco.net

MEETING AGENDA

April 26, 2016

Almira Township Hall, 7276 Ole White Drive, Lake Ann, Michigan

- 6:00 p.m. CALL TO ORDER
 ROLL CALL
 INVOCATION AND PLEDGE OF ALLEGIANCE
 APPROVAL OF AGENDA
 APPROVAL OF MINUTES – 4/12/2016
 PUBLIC INPUT
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 Tom Longanbach – Equalization Report
 COMMISSIONER REPORTS
 COUNTY ADMINISTRATOR’S REPORT – Jail Budget Update; B/G Consent
 FINANCE – Approval of Bills; Consent Calendar
 HR and PERSONNEL – Adoption of Staff Policy Manual
 COMMITTEE APPOINTMENTS – Resignations: BTA & EMS; Centra Wellness;
 Brownfield
 ACTION ITEMS – MDOC Staffing Analysis for Jail
 PRESENTATION OF CORRESPONDENCE
 NEW BUSINESS
7:00 **PUBLIC HEARING – Laura Galbraith, Venture North – Field Crafts/
 BookWear**
7:15
7:30
 PUBLIC COMMENT
8:00 p.m. ADJOURNMENT

Times Subject to Change

The County of Benzie will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or hearing upon thirty (30) days notice to the County of Benzie. Individuals with disabilities requiring auxiliary aids or services should contact the county by writing or calling the following:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH MI 49617
(231) 882-9671

This notice was posted by Dawn Olney, Benzie County Clerk, on the bulletin board in the main entrance of the Benzie County Governmental Center, Beulah, Michigan, at least 18 hours prior to the start of the meeting. This notice is to comply with Sections 4 and 5 of the Michigan Open Meetings Act (PA 267 of 1976).

PUBLIC INPUT

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 input during their meetings. It continually strives to receive input 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 Input. Generally, however, attendees wishing to speak will be informed how long they may speak by the chairman. 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.

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

Board Response: Generally, as this is an “Input” 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 more lengthy understanding of an issue or topic and may be referred to a committee appropriate to address those issues.

Public Input 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 --	Lisa Tucker (Almira East of Reynolds Road).....	
District II --	Vance Bates (Almira Twp West of Reynolds Road, Platte and Lake Townships).....	
District III -	Roger Griner (Crystal Lake, Frankfort).....	651-0757
District IV -	Coury Carland (Benzonia).....	231-930-7560
District V -	Frank Walterhouse (Homestead).....	325-2964
District VI -	Evan Warsecke (Colfax, Inland).....	640-2319
District VII --	Gary Sauer (Blaine, Gilmore, Joyfield, Weldon).....	651-0647

THE BENZIE COUNTY BOARD OF COMMISSIONERS

April 12, 2016

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, April 12, 2016, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Roger Griner at 9:00 a.m.

Present were: Commissioners Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke

The invocation was given by Commissioner Griner followed by the pledge of allegiance.

Agenda:

Motion by Walterhouse, seconded by Tucker, to approve the agenda as amended, adding Bench Marking II as the end of the day and Comm Sauer would like to discuss the Planning Commission following the first Public Input. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Minutes:

Motion by Bates, seconded by Sauer, to approve the regular session minutes of March 22, 2016 as presented. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Bates, seconded by Tucker, to approve the closed session minutes of March 22, 2016 as presented. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

9:04 a.m. Public Input – None

Comm Sauer inquired regarding the Planning Commission and how long the terms would continue to be extended; he understands that they would like to continue until the Master Plan is completed in June; he is willing to wait until June but would like an update and focus as to where we are going with this. All we need a planning commission for is for a Master Plan update every five years.

Comm Carland stated that now it is the end of June for a complete document.

Comm Warsecke agrees with Gary – we need to be updated.

Comm Carland stated that with the update of the Master Plan, it will have a focus of the planning commission – what is their role.

Comm Sauer stated he would like to see something as to where we will go.

County Administrator stated that we need to be sure of the statutes; we are talking about restructure not eliminating; the Planning Commission is also working on the capital improvement plan; you might want to hold off for now until the end of June when that document is done.

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Jaime Croel, Animal Control Officer, introduced the new Animal Control Clerk – Dianna Johnson; she also provided the March 2016 ACO report.

Marlene Wood, Recycling Coordinator, stated that the SWAC met last week; she is finishing up with giving the annual reports to the township; she will attend the Expo on April 19; free shredding date on April 20 from 9 a.m. – 12 noon at the Resource Center; Latex Paint collection on April 23 at the Habitat ReStore -- \$1.00 charge per can; clean-up days will begin in May with the township; will

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contact American Waste to schedule a BOC tour; the new County Recycling Coordinator was hired last week – David Schaeffer; she has been nominated for the NEMEAC award again this year.

Craig Johnson, EMS Director, Station 6 Rescue had a cardiac arrest save last week; call volume has been above normal; he has provided the medical examiner comparison report to you in your packet and will discuss further at finance.

Bob Roelofs, Veterans Affairs, has provided the Veterans Administration contract in your packet for renewal with Grand Traverse County; Veterans Memorial will break ground with Gillison Excavating.

Motion by Walterhouse, seconded by Sauer, to enter into three-year Agreement for Veterans' Services with Grand Traverse County as presented, authorizing the Chairman to sign. Roll call.

Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Steve Houghton, Building Dept., provided the first quarterly report for January, February and March 2016; he also talked about the sign issue in Joyfield Twp and the King Road issue is at the Prosecutor's Office.

Dan Smith, Jail Administrator, introduced the new Chaplain at the Benzie County Jail, Robert Wickham; he will be at the jail 3 days per week; he reported on the jail budget – there is a shortfall and they are trying to fix it; they have made several cuts without anyone losing their job. He is projecting a \$161,522 savings this FY 15-16 and \$204,187 next FY 16-17; they will be down 3-1/2 people for the next two years.

Frank Post, Emergency Management, provided January, February and March 2016 monthly reports; he is proposing to separate the LEPT and the LEPC meetings.

Received the February 2016 Benzie Home Health Care monthly report.

COMMISSIONER REPORTS

Comm Carland reported on the Broadband Summer held in Frankfort – the RSVP was exceeded, the venue worked well. He reported on worker retraining with the Networks Northwest. He is going to Cadillac on Friday to have discussions regarding water issues with the Village of Beulah. He attended the Airport Authority meeting and stated that Ken Laurence, Chair, submitted a proposal to fund a part time Airport Administrator.

Comm Bates stated that he was busy last month so Comm Tucker attended the Platte and Almira Township meetings for him; he stated that the building in Lake Township approved their fire budget with Frankfort; there is significant amount of building going on in Lake Township.

Comm Walterhouse stated that he attended the Park & Rec meeting – there was not a quorum present; Homestead Township adopted their budget for all departments.

Comm Tucker reported that she attended the Platte Twp meeting for Vance and stated they will be a stop for the Benzie Bike tour; Benzie Bus meets next week – Jessica Carland has been hired by the

COMMISSIONERS

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April 12, 2016

BTA; attended the Almira Twp meeting last night – Levi Cedarquist proposed a retired flag box; she has been getting a lot of pot hole complaints.

Comm Warsecke attended the SWAC meeting last week; Marlene's retirement party April 22 5:30 p.m. – 11:00 p.m.; Inland Township will hold a community yard sale May 21 – 21; Propane tank refill for \$7.00 at Beechcraft Saw Mill.

Comm Sauer stated that the Broadband Summit was excellent; Village of Thompsonville last night; went on a Meals on Wheels ride along; attended Roger's pancake breakfast – thank you again; Coast Guard meeting – there is a big concern about them moving everything to Manistee.

Comm Griner reported regarding the firemen in Frankfort – Lake Twp, Elberta, Frankfort, Gilmore – all fund the fire department; Coast Guide meeting – the room was full, water rescue is a concern, Wisconsin said they could do it – this is not a money saver. The Broadband meeting was outstanding – there was a lot of cooperation with the vendors; we should have a study done. Technology – the County, Health Dept, Road Commission, Maples – all are paying for IT; we should think about perhaps hiring someone for all of these entities; the time has come. Roger asks Coury to give a report at the next meeting and use the technology committee to gather information and talk to those people to see if we could put something together. He met with Marcia Smith regarding the cruise ship business. Building Authority – you have received a letter from Mr. Figura – asks the board to read it and he will call each of you and discuss it.

10:08 a.m. Ken Talsma, Anderson, Tackman & Company, CPA

Mr. Talsma presented the FY 2015 Audit Report.

Motion by Walterhouse, seconded by Warsecke, to accept the FY 2015 Audit Report and place on file. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None
Motion carried.

10:26 a.m. Break – Chairman Griner excused to attend a funeral.

10:34 a.m. Reconvene

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Budget Packets have gone out to all departments.
- Jail Update – reviewed by Dan Smith earlier in the meeting.
- New recycling coordinator has been hired – David Schaeffer.
- Attorney opinion regarding the Maples – really not an attorney opinion on the Maples – it is what the BOC has what authority over the Building Authority
- Brownfield Authority – continues to work with the Corey's at the former Bud's Property regarding redevelopment.
- Benchmarking Phase II will be presented later in the meeting.
- Comm Tucker asked about the jail budget deficit.
- Technology Consent Calendar – 1 item. Motion by Sauer, seconded by Warsecke, to approve item 1 of the Technology Committee Consent Calendar from the March 22, 2016 meeting as presented. Roll call. Ayes: Bates, Carland, Sauer, Tucker, Walterhouse and Warsecke
Nays: None Exc: Griner Motion carried.

COMMISSIONERS

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April 12, 2016

FINANCE

Bills: Motion by Carland, seconded by Warsecke, to approve payment of the bills from March 18 through April 7, 2016 in the amount of \$3,307,171.05, as presented. Roll call. Ayes: Bates, Carland, Sauer, Tucker, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

County Treasurer, Michelle Thompson, reported that foreclosure of the 2013 taxes was March 31 @ 5 p.m.; we had 10 foreclosures, one occupied and perhaps six structures total.

HR AND PERSONNEL

Motion by Bates, seconded by Warsecke, to approve the HR Consent Calendar item 1 from the March 23, 2016 meeting, as presented. Roll call. Ayes: Bates, Carland, Sauer, Tucker, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

COMMITTEE APPOINTMENTS

Motion by Bates, seconded by Sauer, to appoint Flint Watt as the Primary Trail Care Coordinator and John Rothaar as the Alternate Trail Care Coordinator to the Betsie Valley Trail, as the presented. Ayes: Bates, Carland, Sauer, Tucker, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

ACTION ITEMS

Letter of Understanding: Motion by Warsecke, seconded by Bates, to accept the Letter of Understanding for the Undersheriff Position as requested, authorizing the chairman to sign.

Comm Bates feels there is going to be negative impacts financially with the other non-union non-elected have. This will be detrimental. The greater issue is that we currently have four sergeants and no U/S and it is not allowed for in the appropriations Act. By holding the line at the fact that we won't approve this resolution for the U/S, then we have four sergeants and someone will have to bump back. There is no urgency with this; Kyle has the 180 day right to bump back; this should be done in the budget process.

Comm Sauer says he attempted to talk to a couple chief deputies and did talk with the chief deputy register, we are not attempting to take anything away from those folks because they never had it; I'm all on board with this, doesn't see any issue with this.

Roll call. Ayes: Carland, Sauer, Walterhouse and Warsecke Nays: Bates and Tucker Exc: Griner Motion carried.

Resolution 2016-007: Motion by Bates, seconded by Warsecke, to adopt resolution 2016-007 recognizing Telecommunications Week, authorizing the chair to sign. Roll call. Ayes: Bates, Carland, Sauer, Tucker, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

Resolution 2016-008: Motion by Bates, seconded by Sauer, to adopt resolution 2016-008 authorizing the EMS millage for the August 2, 2016 ballot, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Sauer, Tucker, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

Comm Tucker excused.

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Medical Examiner information only – no discussion today.

Recycling Surcharge Appeal: Motion by Sauer, seconded by Bates, to deny the request of James Coombs for waiver of the recycling surcharge as requested, with County Treasurer to send a letter of denial. Roll call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

CORRESPONDENCE

- Marquette County letter to Governor Rick Snyder.
- MMRMA notice of RAP funds award to the Jail Administrator.
- Road Commission minutes of March 10, 2016 received.
- Letter received from NACo regarding membership.
- Copy of letter received from DEQ regarding Westcott property.
- Kalkaska resolution regarding Right of Ways.
- Kalkaska resolution regarding EPA and Army Corp of Engineers
- Health Dept minutes of March 24, 2016 received.
- Veterans Affairs minutes of March 14, 2016 received.
- Letter received from the League of Women Voters regarding the Enbridge Pipeline.

NEW BUSINESS – None

11:29 a.m. Public Input

Tom Longanbach, Chair of the Building Authority, spoke regarding the Maples, that on the advice of Ed Hale, Fire Inspector, he has contacted two fire inspection specialists and will have a phone conversation with one today; he will keep you informed as things move along.

11:32 a.m. Public Input Closed

County Administrator Mitch Deisch; Equalization Director Tom Longanbach and Kurt Schindler with MSUE present Phase II of the Benchmarking presentation.

Motion by Warsecke, seconded by Bates, to adjourn until the April 26, 2016 Regular meeting or the call of the chair. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Nays: None Motion carried

Frank F. Walterhouse – Vice Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as amended, adding Bench Marking II as the end of the day and Comm Sauer would like to discuss the Planning Commission following the first Public Input.
2. Approved the regular session minutes of March 22, 2016 as presented.
3. Approved the closed session minutes of March 22, 2016 as presented.
4. Approved to enter into three-year Agreement for Veterans' Services with Grand Traverse County as presented, authorizing the Chairman to sign.

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April 12, 2016

5. Accepted the FY 2015 Audit Report and placed on file.
6. Approved item 1 of the Technology Committee Consent Calendar from the March 22, 2016 meeting as presented.
7. Approved payment of the bills from March 18 through April 7, 2016 in the amount of \$3,307,171.05, as presented.
8. Approved the HR Consent Calendar item 1 from the March 23, 2016 meeting, as presented.
9. Appointed Flint Watt as the Primary Trail Care Coordinator and John Rothaar as the Alternate Trail Care Coordinator to the Betsie Valley Trail, as the presented.
10. Accepted the Letter of Understanding for the Undersheriff Position as requested, authorizing the chairman to sign.
11. Adopted resolution 2016-007 recognizing Telecommunications Week, authorizing the chair to sign.
12. Adopted resolution 2016-008 authorizing the EMS millage for the August 2, 2016 ballot, authorizing the chairman to sign.
13. Denied the request of James Coombs for waiver of the recycling surcharge as requested.

TECHNOLOGY

March 22, 2016

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Motion by Sauer, seconded by Warsecke, to approve the Technology Consent Calendar as follows:

1. Victor Geha, from Wyant submit their proposal for a new Government Center server to the Finance committee for review and recommendation.

Motion by Bates, seconded by Warsecke, to adopt the HR Consent Calendar are follows:

1. Extend Jade Adams and her family's health insurance until the end of April 2016 to review all pertaining information and documents.

Elected Officials and Department Head Comments

Personal and Real Property - TOTALS

L-4024

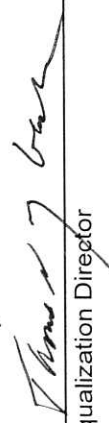
BENZIE County

Statement of acreage and valuation in the year 2016 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township or City	Number of Acres Assessed (Col. 1)	Total Real Property Valuations			Personal Property Valuations			Total Real Plus Personal Property	
		(Col. 2) Assessed Valuations	(Col. 3) Equalized Valuations	(Col. 4) Assessed Valuations	(Col. 5) Equalized Valuations	(Col. 6) Assessed Valuations	(Col. 7) Equalized Valuations		
ALMIRA TOWNSHIP	14,602.64	181,875,400	181,875,400	2,952,000	2,952,000	184,827,400	184,827,400		
BENZONIA TOWNSHIP	15,249.88	305,147,989	305,147,989	7,796,500	7,796,500	312,944,489	312,944,489		
BLAINE TOWNSHIP	10,430.93	65,260,991	65,260,991	748,700	748,700	66,009,691	66,009,691		
COLFAX TOWNSHIP	11,460.16	29,254,800	29,244,489	1,127,100	1,127,100	30,381,900	30,371,589		
CRYSTAL LAKE TOWNSHIP	6,761.24	209,840,800	209,840,800	2,464,000	2,464,000	212,304,800	212,304,800		
GILMORE TOWNSHIP	4,027.67	53,353,900	53,353,900	8,136,400	8,136,400	61,490,300	61,490,300		
HOMESTEAD TOWNSHIP	14,738.99	75,676,915	75,880,114	2,239,700	2,239,700	77,916,615	78,119,814		
INLAND TOWNSHIP	11,033.09	70,877,675	70,877,675	1,601,800	1,601,800	72,479,475	72,479,475		
JOYFIELD TOWNSHIP	12,597.40	32,845,900	32,845,900	3,179,200	3,179,200	36,025,100	36,025,100		
LAKE TOWNSHIP	4,967.82	343,799,500	343,799,500	3,718,400	3,718,400	347,517,900	347,517,900		
PLATTE TOWNSHIP	9,152.43	26,870,700	26,870,700	649,200	649,200	27,519,900	27,519,900		
WELDON TOWNSHIP	7,726.48	92,069,700	92,069,700	3,274,100	3,274,100	95,343,800	95,343,800		
CITY OF FRANKFORT	597.95	110,475,400	110,475,400	3,417,600	3,417,600	113,893,000	113,893,000		
Totals for County	123,346.68	1,597,349,670	1,597,542,558	41,304,700	41,304,700	1,638,654,370	1,638,847,258		

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BENZIE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 199 of 1974; P.A. 385 of 1994; P.A. 224 of 1995; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the

Dated April 26, 2016
Equalization Director

Clerk of the Board of Commissioners

Chairperson of Board of Commissioners

Equalized Valuations - REAL

L-4024

BENZIE County

Statement of acreage and valuation in the year 2016 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Real Property Equalized by County Board of Commissioners							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
ALMIRA TOWNSHIP	2,964,100	2,460,600	164,700	176,286,000	0	0	181,875,400
BENZONIA TOWNSHIP	2,349,400	28,760,425	818,500	273,133,264	86,400	0	305,147,989
BLAINE TOWNSHIP	6,368,200	2,765,900	0	56,126,891	0	0	65,260,991
COLFAX TOWNSHIP	0	269,300	0	28,682,800	292,389	0	29,244,489
CRYSTAL LAKE TOWNSHIP	695,500	2,336,200	0	206,809,100	0	0	209,840,800
GILMORE TOWNSHIP	625,200	5,715,500	0	47,013,200	0	0	53,353,900
HOMESTEAD TOWNSHIP	834,800	7,236,964	0	67,734,750	73,600	0	75,880,114
INLAND TOWNSHIP	675,600	4,119,100	0	66,082,975	0	0	70,877,675
JOYFIELD TOWNSHIP	5,663,700	1,222,300	2,168,500	23,184,700	606,700	0	32,845,900
LAKE TOWNSHIP	906,300	5,738,500	0	337,154,700	0	0	343,799,500
PLATTE TOWNSHIP	2,814,000	304,800	0	23,120,400	631,500	0	26,870,700
WELDON TOWNSHIP	243,800	10,784,500	0	80,943,600	97,800	0	92,069,700
CITY OF FRANKFORT	0	17,544,100	1,496,800	91,434,500	0	0	110,475,400
Total for County	24,140,600	89,258,189	4,648,500	1,477,706,880	1,788,389	0	1,597,542,558

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BENZIE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 199 of 1974; P.A. 385 of 1995; P.A. 224 of 1992 or Section 5 of Article IX of the Constitution of the

Dated April 26, 2016

Thomas J. but

Equalization Director

Clerk of the Board of Commissioners

Chairperson of Board of Commissioners

Assessed Valuations - REAL

L-4024

BENZIE County

Statement of acreage and valuation in the year 2016 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Real Property Assessed Valuations Approved by Boards of Review							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
ALMIRA TOWNSHIP	2,964,100	2,460,600	164,700	176,286,000	0	0	181,875,400
BENZONIA TOWNSHIP	2,349,400	28,760,425	818,500	273,133,264	86,400	0	305,147,989
BLAINE TOWNSHIP	6,368,200	2,765,900	0	56,126,891	0	0	65,260,991
COLFAX TOWNSHIP	0	269,300	0	28,682,800	302,700	0	29,254,800
CRYSTAL LAKE TOWN	695,500	2,336,200	0	206,809,100	0	0	209,840,800
GILMORE TOWNSHIP	625,200	5,715,500	0	47,013,200	0	0	53,353,900
HOMESTEAD TOWNSH	834,800	7,033,765	0	67,734,750	73,600	0	75,676,915
INLAND TOWNSHIP	675,600	4,119,100	0	66,082,975	0	0	70,877,675
JOYFIELD TOWNSHIP	5,663,700	1,222,300	2,168,500	23,184,700	606,700	0	32,845,900
LAKE TOWNSHIP	906,300	5,738,500	0	337,154,700	0	0	343,799,500
PLATTE TOWNSHIP	2,814,000	304,800	0	23,120,400	631,500	0	26,870,700
WELDON TOWNSHIP	243,800	10,784,500	0	80,943,600	97,800	0	92,069,700
CITY OF FRANKFORT	0	17,544,100	1,496,800	91,434,500	0	0	110,475,400
Total for County	24,140,600	89,054,990	4,648,500	1,477,706,880	1,798,700	0	1,597,349,670

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BENZIE COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 - 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 199 of 1974; P.A. 385 of 1994; P.A. 224 of 1995; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the

Dated April 26, 20 16

Thomas J. Boer

Equalization Director

Clerk of the Board of Commissioners

Chairperson of Board of Commissioners

TOWNSHIPS	AGRICULTURAL		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		TIMBER-CUTOVER		DEVELOPMENTAL		PERSONAL PROP	
	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR
ALMIRA TOWNSHIP	49.66	1.00000	49.63	1.00000	49.63	1.00000	49.61	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
BENZONIA TOWNSHIP	49.20	1.00000	49.79	1.00000	49.96	1.00000	49.74	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
BLAINE TOWNSHIP	49.98	1.00000	49.90	1.00000	50.00	1.00000	49.29	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
COLEFAX TOWNSHIP	50.00	1.00000	49.98	1.00000	50.00	1.00000	49.68	1.00000	51.76	0.96600	50.00	1.00000	50.00	1.00000
CRYSTAL LAKE TOWNSHIP	49.74	1.00000	49.91	1.00000	50.00	1.00000	49.71	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
GILMORE TOWNSHIP	49.98	1.00000	49.95	1.00000	50.00	1.00000	49.31	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
HOMESTEAD TOWNSHIP	49.35	1.00000	48.60	1.02881	50.00	1.00000	49.88	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
INLAND TOWNSHIP	49.91	1.00000	49.78	1.00000	50.00	1.00000	49.64	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
JOYFIELD TOWNSHIP	49.95	1.00000	49.19	1.00000	49.35	1.00000	49.19	1.00000	49.85	1.00000	50.00	1.00000	50.00	1.00000
LAKE TOWNSHIP	49.24	1.00000	49.04	1.00000	50.00	1.00000	49.22	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
PLATE TOWNSHIP	49.06	1.00000	49.68	1.00000	50.00	1.00000	49.16	1.00000	49.82	1.00000	50.00	1.00000	50.00	1.00000
WELDON TOWNSHIP	49.99	1.00000	49.21	1.00000	50.00	1.00000	49.07	1.00000	49.18	1.00000	50.00	1.00000	50.00	1.00000

CITIES

CITY OF FRANKFORT	50.00	1.00000	49.58	1.00000	49.63	1.00000	49.54	1.00000	50.00	1.00000	50.00	1.00000	50.00	1.00000
COUNTY AVERAGES	50.21	1.00000	49.91	1.00222	49.71	1.00000	47.45	1.00000	50.47	0.99738	50.00	1.00000	50.00	1.00000

**Benzie County Solid Waste Department
Coordinator's Report
APRIL 2016**

ACTION

General Administration:		Status:
Mobile Home Parks	Recycling Fees are charged to Park Owners / Past Delinquent Taxes are forgiven for Inland and Benzonia Townships	COMPLETED
HHW and Electronics Collections Planned for 2016	Two events planned	REPORT
DNR Illegal Dumpsites Project	8 more sites to clean up - Requested a 30 yard dumpster from DNR to 669 property	ONGOING
Recycling Brochures & HHW Brochures	Website Updated / Townships have new information on hand	New Brochures are out
Current Financial Report	Report provided to SWAC today	Revenue and Expenditures
Recycling Coordinator hired to replace current coordinator	Adopted by Human Relations Committee	
New Fiscal Year Budget Preparation Process to begin in June	Need to set for 2017	ACTION NEEDED
Lease Agreements with Site Hosts are updated and in place until December 31, 2017		ON FILE
Certificate of Coverage through MMRMA are updated according to Lease Agreements and in place		ON FILE
Recycle Site Updates:		Status:
Signage	Surveillance / Violations signs for all sites	Signs are up at all recycling sites
Lighting / Cameras at Frankfort, Thompsonville & Almira	In place and operational	
School Cardboard Trailers	Coordinator is keeping track during Spring Break	ONGOING
Expanded Recycling Sites in Frankfort and Thompsonville		COMPLETE
New Location in Almira		
Thompsonville Requesting Snow Fence Installation	Coordinator will install to catch flying debris	STILL NEEDED
Glass Only Bins Removed - All Single Stream Recyclables in One Bin	NEW DECALS IN PLACE ON BINS	
Public Relations / Education:		Status:
Educational Article and Advertising in Record Patriot	Public Education being Addressed	RECYCLING RULES
Newsletter included in winter tax bills where allowed		
Annual Report for 2015	Accepted by the BOC and Coordinator is presenting to all villages, city and townships	
COMMUNITY INVOLVEMENT	Coordinator involved in B-PAC, Benzie Composts, Upcoming Township Clean Up Events	
FESTIVALS AND COMMUNITY	Coordinator involved in Business Expo, Showcase, Rotary Presentation, Library Events	
Upcoming Events	Paper Shredding Event / Latex Paint Collection /	
Compost Drop Off Site at Grow Benzie	Cooperative	Will Expand in 2016
TIRE CLEAN UP Events in 2015 - DEQ Grant Award of \$15,000.00	Coordinator applied for grant funding	Award to be announced mid-April
Regional Initiatives :		Status:
Regional SWAC Meeting	10 Counties in N. MI	Meets in T.C. Regularly
MRC Conference and Governor's Summit	M May 3-5 in Plymouth MI	SWAC approved Coordinator to attend
Miscellaneous:		Status:
Food Security Presentation by Sunrise Rotary	Feed the hungry in 5 counties by 2020	
Battery Solutions continues to pick up batteries 'on call' basis		\$.45 per pound / \$100 transportation charge
ReConnect continues to accept UPS shipped rechargeable batteries		NO CHARGE
Local/State/National Legislation:		Status:
Excess Equipment	National Park Service purchased two bins @ \$500 each for use at Platte River Campground	COMPLETED
Governor Snyder's Recycling Council		Data Measurement
ReTrac Data Tracking System	All Counties will be required to use this data tracking system	Benzie County Data is being entered

RECEIVED

APR 20 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY
SOLID WASTE ADVISORY COMMITTEE
APRIL 6, 2016
MINUTES

MEMBERS PRESENT: Brianne Lindsay, Todd Warren,
Dennis Fischgrabe, David Schaffer and Evan Warsecke

ABSENT: Jane Schultz

ALSO PRESENT: Marlene Wood – Recycling Coordinator

GUEST: Sarah Archer, Iris Waste Diversion Specialists, Inc.

Call to Order: Chairman Lindsay called the meeting to order at 5:00 p.m.

Approval of the Agenda: **Motion** by Warsecke, seconded by Fischgrabe to accept the Agenda as presented. All aye.

Approval of the Minutes of January 6, 2016: **Motion** by Warsecke, seconded by Fischgrabe to approve the minutes as presented. All aye.

Public Input: None

The board welcomed Manistee County Recycling Coordinator, Sarah Archer, who was present to provide information to the SWAC on several issues.

The SWAC had been asked to write a letter of support for a USDA Rural Development Grant to be submitted by the AES for a multi-county regional recycling strategy. This request came to the SWAC on Thursday, February 25th with the deadline for submitting the grant being Sunday, February 28th. The SWAC did not provide a letter of support because they were not clear as to details of the grant. Sarah explained that Manistee County paid the Alliance for Economic Success, working with her as project coordinator, \$5,000 to write a grant for \$50,000 designed to determine interest in developing a regional recycling strategy to support a sustainable public / private regional recycling initiative for the counties of Manistee, Mason, Wexford, Benzie and Grand Traverse. If funded, leadership from these counties would develop a more definitive scope of work. The SWAC took no action and thanked Sarah for providing this information.

Sarah announced that, under her leadership, Iris Waste Diversion Specialists, Inc. entered into a three year contract to provide recycling education and coordination services with Grand Traverse County.

RECEIVED

APR 20 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Sarah announced that the Manistee County recycling site located at Betsie Valley School will be moved to Springdale Township Hall in April. The PCA recycling trailer will remain at the school location. Benzie County Recycling Program has been asked to take over responsibility of this PCA trailer since this is a Benzie Central School and Manistee County no longer has obligations at this location. **Motion** by Warsecke, seconded by Lindsay to resume responsibility of the recycling trailer located at Betsie Valley Elementary School. All Aye. Motion Carried. One good point is that paper / cardboard tonnage recycled at this location will now contribute to the overall county's recycling volume. Oversight of the trailer will fall under the scope of site monitoring duties of the recycling coordinator.

Sarah was very informative and the SWAC thanked her for taking the time to be present at tonight's meeting to answer questions and address concerns.

Business:

- a. **Vacancies and Appointments:** Chairman, Lindsay announced there will be two vacancies in the 7 member committee because SWAC member, David Schaffer was recently hired as the new Recycling Coordinator to replace Marlene Wood. Wood stated she would apply to the SWAC upon her retirement.
- b. **Financial Report for Fiscal Year 2015/16:** An up to date Revenue / Expenditures Report was available for the committee to review.
- c. **Expansion of Frankfort and Thompsonville Recycling Sites:** The recycling program has enough bins to grow with the demand for drop off services to county residents. In January, it was recommended that the coordinator research expansion of recycling services in the Frankfort vicinity. It is the recommendation of the Recycling Coordinator, and approved by property owner, Rick Rineer that we add a 4th single stream container to the current Frankfort site rather than developing another location within the city. It is the recommendation of the Recycling Coordinator and approved by the Village of Thompsonville that we add a 2nd single stream container to the Thompsonville DPW site. **Motion** by Lindsay, seconded by Fischgrabe to make these changes to the Frankfort and Thompsonville sites effective immediately. It is noted, there are 4 containers remaining for switching out of bins as needed.
- d. **Annual Report for 2015:** SWAC members had received the completed report via US mail upon its completion. They were given the opportunity to review and ask questions at tonight's meeting. Coordinator Wood reported that she has been making public presentations at board and council meetings since it was accepted by the BOC in late February. She is nearly done getting it to all municipalities.

- e. **Set Recycling Fee Surcharge for 2017:** Benzie County is in year three of a five year contract with American Waste, Inc. Based on the contractual transportation and processing charges and the not to exceed clause, the SWAC feels the program can operate at the same per household fee of \$22 annually. **Motion** by Warsecke, seconded by Warren to recommend to the Board of Commissioners that the annual surcharge remain at \$22 per household for 2017 and the fiscal year budget projections be based on that proposed revenue. All Aye. Motion Carried.
- f. **2016 / 2017 Fiscal Year Budget Planning:** Coordinator Wood will work with David Schaffer to prepare the proposed budget for Solid Waste based on the proposed revenue of \$22 per household.
- g. **June Meeting Date Change:** Discussion took place about rescheduling the quarterly meeting which falls close to the 4th of July. **Motion** by Lindsay, seconded by Fischgrabe to reschedule that meeting from Wednesday, June 29th to Wednesday, July 13th at 5:00 pm in the BOC room of the government center. All Aye. Motion Carried.
- h. **Statewide Recycling Initiative / Recycle by Design:** Coordinator Wood announced the Governor's Recycle by Design program is on hold mostly due to the focus on the Flint water crisis. She reported Benzie County data is being entered into the State's online tracking program of choice, ReTrac Connect.
- i. **DNR Illegal Dumpsites:** Coordinator Wood received authorization to get a 30 yard industrial dumpster placed at the 669 property with the DNR funding the cost. She will work with David Schaffer to resume illegal dumpsite clean-up efforts on the remaining 8 identified locations.
- j. **B-Pac: Benzie Plastics Awareness Committee:** Coordinator Wood announced involvement in this committee to educate the public in reuse practices when it comes to shopping bags. She reported some plastics collected in the recycling program are used as processed engineered fuel, not marketed as a recyclable product. She recapped one significance of public education is to offer alternative practices to 'use once & throw away' habits. Wood also reported microbeads in products are now banned and the Conservation District will act as a collection source who will then pass them on to the Inland Seas Educational Program.

Coordinator Wood announced involvement in Benzie Community Fest that will take place in downtown Beulah in August. This is a rescheduling of the Benzie Showcase that was canceled last year. One purpose of the coordinator's involvement is to promote good reduce, reuse and recycling practices to the community. Wood will work with the Conservation

District to apply for grant funding of reusable bags as a promotional tool at this event. **Motion** by Fischgrabe, seconded by Warren to allow use of public relations funds, not to exceed \$500.00 in case grant money does not cover a portion of these bags. All Aye. Motion Carried.

COORDINATOR REPORT: A report of coordinator's activities and program updates was available to the committee for review and discussion.

OTHER BUSINESS: None

CORRESPONDENCE: Letter from the Benzie County Planning Commission requesting information on Capital Improvement Projects.

ADJOURN: Chairman, Lindsay adjourned the meeting at 6:45 p.m.

The next quarterly meeting of SWAC will be held on Wednesday, July 13, 2016.

Minutes are respectfully submitted by Marlene Wood, Recycling Coordinator

Jane Schultz, Secretary



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

April 6, 2016

Sheriff Ted Schendel
Benzie County Sheriff's Office
505 S. Michigan Ave.
Beulah, MI 49617

Dear Sheriff Schendel,

I've recently joined MMRMA as a Risk Control Consultant (RCC) specializing in corrections. As the jail administrator at Livingston County for the last 13 years, I have met many MMRMA member corrections personnel at conferences and via other professional interactions.

My hope is to visit your jail in the coming weeks to reacquaint myself with your sheriff's staff, including your jail administrator. I have a great passion for corrections and understand the needs and challenges in these facilities.

The purpose of my visit is, in part, to help put faces to names, as well as to offer my services to your organization. As we all know, relationships are important in this business. It is my hope that, over time, my experience and resources may provide assistance to you. Our interaction will not hinder the relationship you have with your assigned liaison at MMRMA; in fact, it will only enhance the services available to you.

If you have any questions or concerns, please don't hesitate to contact me or your organization's RCC liaison.

Sincerely,



Tom Cremonte

Risk Control Consultant
734-245-7745
Cell 313-601-3594
tcremonte@mmrma.org

cc: Dawn Olney, County Clerk
Glomar, Inc.

RECEIVED

APR 08 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY COUNCIL ON AGING, INC.
BOARD OF DIRECTORS MEETING
APRIL 20, 2016
THE GATHERING PLACE SENIOR CENTER, HONOR
4:30 p.m. – 6:00 p.m.

Please turn off your cell phones and any other electronic devices

Call to Order
Prayer of Invocation
Pledge of Allegiance
Roll Call

Approval of Agenda

Approval of Minutes of Previous Meeting - 03/16/2016

Finance Committee Report - Approval of Financial Statements for March 2016

Suggestion Box Contents

Public Input (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)

Information Items

- A. Directors Report – March 2016/April 2016
- B. Program/Services Report – March 2016
- C. Senior Center Update – March 2016/April 2016
- D. Board of Commissioners Update

Action Items

- A. Board Resolution of the proposed BHHC and BCCOA Merger

New Business

- A. Older Michiganians Day
- B. MiCafe Contract (Bridge Card for Seniors)
- C. Updated Draft of Organizational Chart
- D. Executive Director's Evaluation

Old Business

- A. Fund Development Committee Update
 - 1. Antique Appraisal Clinic – May 14th
- B. March for Meals Final Update
- C. Update on HDM Clients Discharge Survey

Public Comment

(Limit of 3 minutes for individual presentation and 15 minutes for group presentation)

Board Round Table Discussion/Evaluation of Meeting

- A.

Adjourn

BCCOA Mission Statement - To provide programs for Senior Citizens 60 years of age and older of Benzie County that promote and encourage opportunities for socialization, education, health, safety, welfare, and independent living with dignity while enabling seniors to remain in their own homes.

NEXT MEETING
Wednesday, May 18, 2016 at 4:30 p.m.
The Gathering Place Senior Center
Honor, MI 49640

RECEIVED

APR 15 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY COUNCIL ON AGING, INC.
BOARD OF DIRECTORS MEETING
March 16, 2016

Chair Beverly Holbrook called the meeting to order at 4:30pm. Prayer of invocation was given by Ron, and the Pledge of Allegiance was said by all.

Roll Call: Present: Beverly Holbrook, Rosemary Russell, Jane Elizerman, Ann Dawe, Sylvia Bennett, Denise Favreau, Ron Dykstra, and Niel Haugen. Absent and excused are: Donna Malecki, and, Bob McQuilken. Also present are Sabra Boyle and Douglas Durand.

Agenda

- Add under new business we want to add C Business Expo.
- Motion to approve the agenda with additions was made by Sylvia and seconded by Ron. Ayes being heard, the motion to approve the agenda was made.

Minutes

- A motion to approve the minutes of the previous meeting with correction a correction to a last name being spelled wrong was made by Neil and seconded by Denise. All ayes being heard, the motion was carried to approve the previous minutes with corrections.

Finance Committee

Doug reviewed the financial report. We are at 42% of our budget. Revenues were up by 8% this was due to grants, medicaid waver program for HDM, charges for services, volunteer hours in kind and revenue from deposits related to the upcoming overnight trips. Categories that are down were: Donations (down due to 2 days of closures at the gathering place related to inclement weather) and Fund raising. Our expenses were up by 1.7% largely due to payroll tax expense, dues and subscriptions, supplies, postage, food and insurance. It was anticipated that BCCOA would end the month with a deficit of \$10,560. We ended the month with a deficit of \$4,192.57 which was less than ½ of what was anticipated. Looking ahead to March we will be having 3 Payroll runs that month, increased expenses related to the upcoming volunteer recognition event.

Public Input-

- There was no public in attendance and the suggestion box was empty.

Information Items

A. Directors Report: February 2016

- A copy was submitted by Douglas Durand and received by the board.
- The Benzie County Senior Essential Needs fund We have 3 active cases, we have provided a furnace for one person and we have 2 more applications. It is successful and is assisting our seniors.

- March for meals is underway and we are getting some media coverage. TV 9&10 News did a nice article and an e blast was sent out in benzie county. The record Patriot did a nice article as well. We have 12 community champions scheduled for ride alongs on a meal route, and six local restaurants donating a percentage of their evening sales to BCCOA HDM program.
- The kitchen continues to try out new recipes. Steakhouse burgers, Hot beef sandwiches and pasties were among the most popular this month. Next month chicken scampi and homemade lasagna will be on the menu. This program is being well received and some of the recipes will be “tweaked” per senior suggestions.
- We have lost 3 lawn chore providers so if anyone knows a professional lawn person who may be interested in our program please give them information an add was also placed in the Record Patriot for letters of interest.
- The Volunteer Recognition event will be at Trinity Lutheran Church in Frankfort, Kudos to Trinity Lutheran for providing our venue this year.
- We hired a new part time homemaker to meet the needs of increased services.
- We are working with our area hospital to provide a Senior Expo. The tentative date is scheduled for Friday, June 17, 2016. More information to come.
- We are currently working with a group of professionals to provide educational sessions such as Ask a Doctor, Dementia, Advanced Directives, The goal is to start this in May and June and to expand this to the Frankfort area as well.
- Two Diamond Tours are being planned June 6-8 to Mackinac Island and Sault Ste. Marie. November 13-19 Tunic and Memphis.
- March 10 Grand Parents raising Grand Kids program, Meal was provided by us.

C. Program Report for February 2016

- Nutritional Programming
 - HDM (Home Delivered Meals) has an increase of **72%** since 2014 and a 44% increase since February of 2015.
 - Congregate Meals has a 30% increase since 2014 and a 17% increase when compared to Feb 2015.
 - Through the first 5 months we have served 4,035 additional meals than last year.
- Other Services
 - Dining out increased by 40%
 - Homemaker Program 326 service units were provided for February. That is up 19%
 - Guardian Medical Monitoring. We have 25clients and 15 on a waiting list.
 - Benzie Bus-99 bus passes were given to clients
 - Information and assistance there were 881 calls in February 2016.
 - Foot Clinic 20 people were seen.
 - Income Tax clinic 115 individuals received assistance with tax preparation
 - The Gathering Place-Activities are up 77% when compared to February 2015. 454 people participated in the 13 core activities.
 - The Senior Companion program continues, and we are sponsoring 3 Benzie County

Residents.

D. Senior Center Coordinator's Report for January 2016

- Busy, Busy, Busy
- Our activities are up by 77% when compared to the same time last year.
- 13 core activities continue and are well attended.
- Miracle are came for lunch and offered free hearing tests with results in 5 min. We are looking at having this free service quarterly..
- We have added adult coloring into our Monday schedule, Tech support on Wednesday, and Walk fit on Friday.
- March has many special dates including peanut butter lovers day, popcorn day, Johnny Appleseed day, and Coca cola day. Our kitchen staff make sure we have something for all of our dates that make them special.

E. County Commissioner, No County Commissioners present today.

Action Items

A. Approval of the FY'2015 financial audit

After some discussion, an agreement within the board that this is a sound audit. This audit is following a good 2015 year, A motion to approve the audit was made by Sylvia and seconded by Denise. All ayes being heard, the motion to approve the FY' 2015 was carried.

New Business

A. Area Agency on Aging will be performing an audit of our program/financial on April 28,2016 this is a big audit and they will be looking at our total operations.

B. Executive Director Upcoming 3 year review is due on April 8, 2016. Beverly has given the board members a packet to fill out to assist with this review. The packet is due back to Beverly in two weeks. Emails containing the packet and the directions have been sent to those board members who are absent. This is to be an anonymous evaluation of our director from the board members. Please do not put your names on it and if you are concerned about someone recognizing your hand writing please have someone else write it for you. Beverly and Neil will be reviewing and compiling this information, They will wright a report of their findings and make recommendations for Doug's annual review to the board of directors.

C. Business Expo

Crystal Mountain will be hosting a business expo on April 18,2016. Board members have signed up for one hour shifts to man this expo and ensure that BCCOA information gets out to the community. Also Doug is working with POMH for a Health Fair. The tentative date is June 17, 2016 more information will follow.

Old Business

A. Fund Development

- March for Meals in in full swing.
- Sip and Dab will be in June
- Ride A long we have 12 community champions who are riding along on our HDM route.

B. Update from BCCOA and BHHC committee meetings.

Meetings are continuing and a presentation will be given to the Benzie County Commissioners next Tuesday at 1:30 pm. This is a collaborative presentation between BCCOA and BHHC offering ideas to better service the seniors of Benzie County. During the presentation the Commissioners will hear the ideas, have a chance for questions and offer their input and suggestions. Beverly shared the presentation with the board.

ROUND TABLE DISCUSSION

There was no round table discussion.

ADJOURNMENT

A Motion to adjourn the meeting made by Ron and seconded by Rosemary. The meeting was adjourned at 6:00 pm.

Respectfully Submitted,

Rosemary Russell, RNC, DONA, LTC
Secretary BCCOA

Next Meeting
Wednesday, April 20, 2016 at
4:30pm The Gathering Place
Honor, MI

Benzie County Council on Aging, Inc.

Executive Directors Report March 2016 – April 2016

- We are working on getting the Hoop House at Platte River Elementary set up. The goal is to plant more herbs and cherry tomato plants this year. We might also have the services of a Master Gardener to assist us!
- We continue to collaborate with Red Cross on giving them names of clients that need smoke alarms installed in their homes. This service has become part of new efforts for home safety checklist for the clients we serve. To date we have provided Red Cross with twelve clients that have given permission for Red Cross to install them. Jeff also continues to change the batteries to the smoke detectors when he is doing assessments.
- Through our fundraising efforts, we now have met our target to purchase the retractable awning for the patio at The Gathering Place.
- Last month we celebrated a new collaboration with the Foster/Adoption/Kinship Support Group by providing a meal for their monthly meetings. There are ninety-one identified family households in Benzie County that have Grandparents Raising Grandchildren. The upside to this collaboration is that we have already helped a family with our Senior Essential Needs Funds in purchasing a new furnace with other agencies also providing financial assistance.
- The Snow Removal Program has officially ended and due to the mild winter; the cost to the agency was reduced by 42%. Some of the savings will be transferred to the Lawn Chore Program to provide an additional 2 more mows over the season and add a fall yard clean-up. The remaining funds will be used for the food cost expense due to the double digit increase in HDM meals and congregate meals.
- A grant has been submitted to Meals on Wheels America related to our participation in the March for Meals Campaign and how we promoted the event through social media, provided marketing templates and outreach. Last year we received a \$2,500 grant for our efforts.
- The Homemaker Program is anticipating the usual spring and summer increase in services and we have hired a part-time extra homemaker to handle the influx of services.
- March saw the continuation of redefining our menu with offering new entrée's. Based on comment cards, the new meals were a big hit, especially the homemade Lasagna. So far we have served an additional 955 meals to date and I want to say that these new entrées are part of the reason. Our Congregate Meal sites continue to go against the state and national trends of declining participation.
- It's hard to believe we need to start planning for the Senior Project Fresh Program. Our allotments of coupons have arrived. The allotment for this year is down some from the state as compared to last year. I had budgeted to purchase an additional fifty \$20 coupons. We may have to take a look at about 20 more coupon booklets to get us to last year's numbers of participants.
- The Senior Essential Needs Fund is in a go mode. We have and along with 5 other agencies helped a couple with a water well replacement. BCCOA and two other agencies helped a client with severe dental needs. We provided financial assistance to help pay the client's cost share for cataract surgery. We also had another agency help financially for the surgery. We also helped another client with severe dental needs along with two other agencies. We also assisted along with another agency to help with a furnace replacement.

➤It has been a challenge getting Lawn Chore Contractors signed up for the Lawn Chore Program. We continue to reach out to the community for help in seeking interested individuals/companies.

Program Report for March 2016

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 3,781 meals were provided to 136 clients in March 2016. **This represents an increase of 42% as compared to March 2014 and a 18% increase as compared to March 2015.**

Congregate Meals

The Gathering Place and Thompsonville served a total of 2,164 in March 2016. **This represents an increase of 15% as compared to March 2014 and a 10% increase as compared to March 2015.**

Through the first 6 months we have served 4,813 additional meals than last year at this time.

Other Programs/Services

Dining Out Program – A total of 149 customers purchased 503 vouchers in March 2016. **This represents an increase of 58% as compared to March 2014 and a 23% increase as compared to March 2015.**

Homemaker Program – 256 service units were provided in March. For the last 3 months, the HM program has been stable. We expect increases for the next few months as a group of our clients return home from their southern residence.

Snow Removal Program – 125 clients took part this year in the Snow Removal Program. In March we paid out for 201 plows and many of these were the contractors collecting these vouchers from previous plows in January and February. At this time all vouchers have been turned in and for the season, services declined by 42% than what was budgeted for.

MMAPS – The counselors saw 10 clients for 22 hours of assistance in March 2016.

Guardian Medical Monitoring – 25 Clients receive this no charge service in March 2016 and currently we have 15 on the waiting lists for this free service.

Benzie Bus Passes – 98 bus passes were given to clients in March 2016. These numbers have remained consistent for the past 4 months.

Senior Companion Program - We currently are sponsoring 3 Benzie County residents in the Senior Companion Program.

Information & Assistance - The agency handled 791 calls in March 2016 regarding Information and Assistance for services and questions related to older adults.

Foot Care Clinic – 17 individuals came in for foot care at no cost to them in March 2016.

Hearing Clinic – 6 individuals had a hearing evaluation completed in March 2016 at no cost.

Income Tax Clinic – 133 individuals received assistance with their income tax returns in March 2016. So far 248 individuals have had their income taxes done at no cost.

Benzie COA Senior Dental Program – Four new clients were signed up in March 2016.

The Gathering Place Senior Center – In March 2016, The Gathering Place Senior Center offered a total of twelve core activities that 494 folks participated in. The top 5 attended activities for February

2016 were Card Games, Music Programs, Bingo, Exercise and Day Trips. **This is a 26% increase over March 2015.**

Respectfully submitted,

Douglas Durand

BENZIE COUNTY COUNCIL ON AGING, INC.
Statement of Financial Position
As of March 31, 2016

	<u>Mar 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Accounts Payable	157,560.97
003 · CENTRAL STATE BANK HRA	1,062.13
005 · CSB - FUNDRAISING	2,223.17
006 · CENTRAL STATE BANK CD	<u>13,182.32</u>
Total Checking/Savings	174,028.59
Accounts Receivable	
1200 · Accounts Receivable	<u>186.84</u>
Total Accounts Receivable	186.84
Other Current Assets	
109 · INVENTORY	<u>9,155.25</u>
Total Other Current Assets	<u>9,155.25</u>
Total Current Assets	183,370.68
Fixed Assets	
150 · BUILDING	330,375.70
151 · VEHICLES	79,769.00
152 · EQUIPMENT	79,787.12
157 · LAND IMPROVEMENTS	1,800.00
159 · LAND	150,000.00
160 · ACCUMULATED DEPRECIATION	<u>(176,118.14)</u>
Total Fixed Assets	<u>465,613.68</u>
TOTAL ASSETS	<u>648,984.36</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>14,243.33</u>
Total Accounts Payable	14,243.33
Other Current Liabilities	
Total 2100 · Payroll Liabilities	7,389.99
222 · MERS 457 PAYABLE	<u>409.56</u>
Total Other Current Liabilities	<u>7,799.55</u>
Total Current Liabilities	22,042.88
Long Term Liabilities	
250 · MORTGAGE PAYABLE	<u>151,088.95</u>
Total Long Term Liabilities	<u>151,088.95</u>
Total Liabilities	173,131.83
Equity	
380 · CONTINGENCY	0.00
390 · FUND BALANCE - PROGRAMS	570,978.00
3900 · Retained Earnings	(138,579.64)
401 · MEALS ON WHEELS	4,641.06
Net Income	<u>38,813.11</u>
Total Equity	<u>475,852.53</u>
TOTAL LIABILITIES & EQUITY	<u>648,984.36</u>

BENZIE COUNTY COUNCIL ON AGING, INC.
Statement of Financial Income and Expense - Monthly
March 2016

	<u>Mar 2016</u>	<u>Budget</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	5,631.75	5,627.00	4.75
519.04 · FEDERAL USDA	0.00	0.00	0.00
519.05 MIPPA (MMAF)	0.00	0.00	0.00
540 · GRANTS	0.00	1,250.00	(1,250.00)
561 · STATE ALTERNATIVE CARE	516.00	771.00	(255.00)
642 · CHARGES FOR SERVICES/CONT	2,510.00	1,965.00	545.00
642.01 · FEE FOR SERVICE/CHORE	0.00	0.00	0.00
642.02 · FEE FOR SERVICE/HOMEMAKER	1,906.00	1,820.00	86.00
642.03 · FEE FOR SERVICE/SNOW REMOVAL	(248.00)	600.00	(848.00)
673 · NEWSLETTER SUB	60.00	0.00	60.00
675 · DONATIONS	9,193.89	7,450.00	1,743.89
676 · MILLAGE	58,706.66	58,706.00	0.66
677 · FUNDRAISING INCOME	1,089.03	1,500.00	(410.97)
680 · VOLUNTEER WAGES (IN-KIND).	13,041.00	7,500.00	5,541.00
681 · DONATIONS-INKIND	213.66	0.00	213.66
690 · TRIPS	4,684.00	0.00	4,684.00
691 · MISC INCOME	0.00	0.00	0.00
Total Income	<u>97,303.99</u>	<u>87,189.00</u>	<u>10,114.99</u>
Gross Profit	97,303.99	87,189.00	10,114.99
Expense			
700 · ACCOUNTING FEES	610.00	0.00	610.00
705 · SALARY AND WAGES	37,558.91	38,137.00	(578.09)
708 · PAYROLL TAX EXPENSE	3,869.49	3,277.00	592.49
709 · EDUCATION/TRAINING	0.00	63.00	(63.00)
710 · EVENTS	504.71	243.00	261.71
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	244.00	0.00	244.00
720 · BAD DEBT	0.00	0.00	0.00
721 · COMPUTER EXPENSES	149.99	236.00	(86.01)
725 · FRINGE BENEFITS	8,779.97	10,108.00	(1,328.03)
727 · SUPPLIES	1,672.55	1,665.00	7.55
727.2 · OFFICE EXP	374.83	662.00	(287.17)
727.3 · POSTAGE	42.16	100.00	(57.84)
727.4 · ADVERTISING	256.80	150.00	106.80
740 · FOOD	11,023.16	11,500.00	(476.84)
819 · CONTRACTUAL	20,501.49	15,043.00	5,458.49
820 · VOLUNTEER WAGES (IN-KIND)	13,041.00	7,500.00	5,541.00
825 · VOLUNTEER EXPENSES	369.27	419.00	(49.73)
850 · TELEPHONE	297.13	220.00	77.13
861 · TRAVEL/MILEAGE/GAS	750.00	200.00	550.00
900 · INTEREST EXPENSE	476.43	0.00	476.43
910 · INSURANCE	1,672.00	1,370.00	302.00
915 · PROJECTS	4,500.00	0.00	4,500.00
920 · UTILITIES	1,718.68	2,875.00	(1,156.32)
930 · TGP LOAN	0.00	1,035.00	(1,035.00)
940 · DEPRECIATION EXPENSE	1,804.26	1,875.00	(70.74)
980 · EQUIPMENT/REPAIRS	2,279.37	1,195.00	1,084.37
980.1 · OUTDOOR MAINTENANCE	1,289.00	537.00	752.00
981 · HDM VEHICLE MAINT/GAS	407.14	1,187.00	(779.86)
	0.00	0.00	0.00
Total Expense	<u>114,192.34</u>	<u>99,597.00</u>	<u>14,595.34</u>
Net Ordinary Income	(16,888.35)	(12,408.00)	(4,480.35)
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	10.79	9.00	1.79
999 - Other Income	4,504.00	0.00	4,504.00
Total Other Income	<u>4,514.79</u>	<u>9.00</u>	<u>4,505.79</u>
Other Expense			
999.1 · Other Expense	24.39	0.00	24.39
Total Other Expense	<u>24.39</u>	<u>0.00</u>	<u>24.39</u>
Net Other Income	<u>4,490.40</u>	<u>9.00</u>	<u>4,481.40</u>
Net Income	<u>(12,397.95)</u>	<u>(12,399.00)</u>	<u>1.05</u>

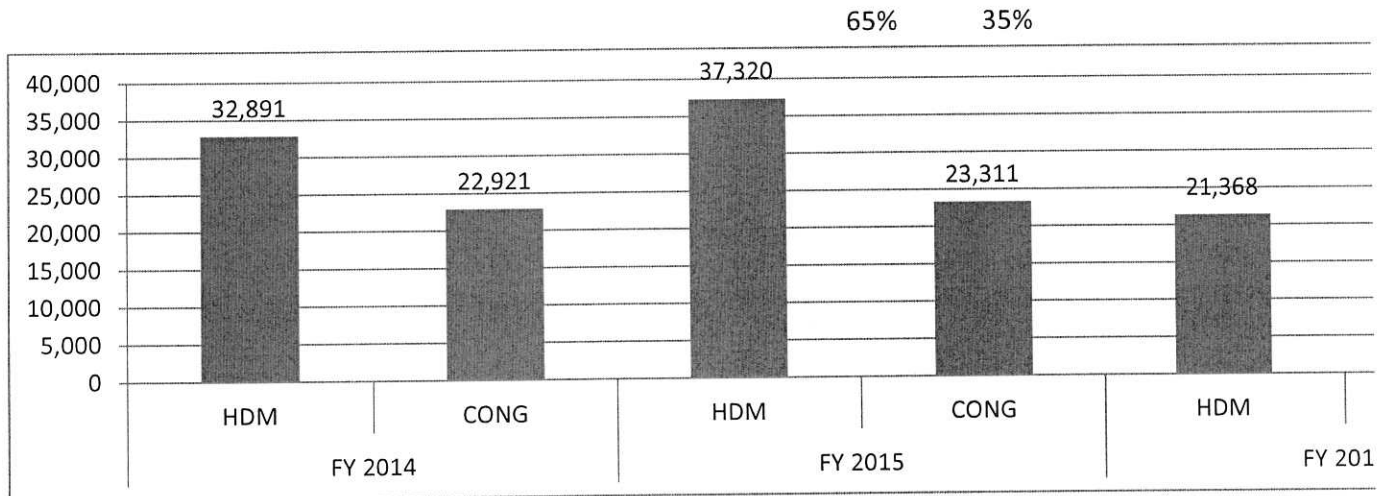
BENZIE COUNTY COUNCIL ON AGING, INC.
Statement of Financial Income and Expense - YTD
October 1, 2015 - March 31, 2016

	Oct-Mar 2016	Budget	\$ Change
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	33,790.50	33,761.00	29.50
519.04 · FEDERAL USDA	18,800.86	18,438.00	362.86
519.05 MIPPA (MMAP)	1,500.00	1,100.00	400.00
540 · GRANTS	12,800.00	7,500.00	5,300.00
561 · STATE ALTERNATIVE CARE	5,436.00	4,624.00	812.00
642 · CHARGES FOR SERVICES/CONT	13,329.00	11,529.00	1,800.00
642.01 · FEE FOR SERVICE/CHORE	(376.00)	0.00	(376.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	9,600.00	10,970.00	(1,370.00)
642.03 · FEE FOR SERVICE/SNOW REMOVAL	11,212.00	17,235.00	(6,023.00)
673 · NEWSLETTER SUB	200.00	0.00	200.00
675 · DONATIONS	46,272.91	44,699.00	1,573.91
676 · MILLAGE	352,239.96	352,239.00	0.96
677 · FUNDRAISING INCOME	8,632.79	9,000.00	(367.21)
680 · VOLUNTEER WAGES (IN-KIND).	62,640.00	40,700.00	21,940.00
681 · DONATIONS-IN-KIND	425.92	0.00	425.92
690 · TRIPS	6,995.00	0.00	6,995.00
691 · MISC INCOME	0.00	0.00	0.00
Total Income	583,498.94	551,795.00	31,703.94
Gross Profit	583,498.94	551,795.00	31,703.94
Expense			
700 · ACCOUNTING FEES	3,710.00	3,800.00	(90.00)
705 · SALARY AND WAGES	159,889.32	179,347.00	(19,457.68)
708 · PAYROLL TAX EXPENSE	15,547.27	15,748.00	(200.73)
709 · EDUCATION/TRAINING	0.00	375.00	(375.00)
710 · EVENTS	1,483.33	1,450.00	33.33
715 · CLOTHING ALLOWANCE	156.75	90.00	66.75
717 · DUES/SUBSCRIPTIONS	729.00	445.00	284.00
720 · BAD DEBT	0.00	0.00	0.00
721 · COMPUTER EXPENSES	8,565.38	3,744.00	4,821.38
725 · FRINGE BENEFITS	51,429.42	60,944.00	(9,514.58)
726 · FUNDRAISING EXPENSE	887.09	0.00	887.09
727 · SUPPLIES	10,881.23	9,990.00	891.23
727.2 · OFFICE EXP	4,385.30	3,967.00	418.30
727.3 · POSTAGE	1,058.67	1,425.00	(366.33)
727.4 · ADVERTISING	511.80	1,065.00	(553.20)
740 · FOOD	67,861.58	67,500.00	361.58
819 · CONTRACTUAL	90,865.11	117,950.00	(27,084.89)
820 · VOLUNTEER WAGES (IN-KIND)	62,640.00	40,700.00	21,940.00
825 · VOLUNTEER EXPENSES	2,773.84	3,142.00	(368.16)
850 · TELEPHONE	1,472.39	1,320.00	152.39
861 · TRAVEL/MILEAGE/GAS	1,544.87	1,300.00	244.87
900 · INTEREST EXPENSE	3,015.34	0.00	3,015.34
910 · INSURANCE	11,377.50	9,600.00	1,777.50
915 · PROJECTS	5,706.32	0.00	5,706.32
920 · UTILITIES	11,490.92	12,155.00	(664.08)
930 · TGP LOAN	0.00	6,210.00	(6,210.00)
940 · DEPRECIATION EXPENSE	10,825.56	11,250.00	(424.44)
980 · EQUIPMENT/REPAIRS	12,616.74	6,615.00	6,001.74
980.1 · OUTDOOR MAINTENANCE	4,054.25	4,737.00	(682.75)
981 · HDM VEHICLE MAINT/GAS	7,887.64	7,116.00	771.64
	0.00	0.00	0.00
Total Expense	553,366.62	571,985.00	(18,618.38)
Net Ordinary Income	30,132.32	(20,190.00)	50,322.32
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	71.21	53.00	18.21
999 · Other Income	8,895.67	0.00	8,895.67
Total Other Income	8,966.88	53.00	8,913.88
Other Expense			
999.1 · Other Expense	286.09	0.00	286.09
Total Other Expense	286.09	0.00	286.09
Net Other Income	8,680.79	53.00	8,627.79
Net Income	38,813.11	(20,137.00)	58,950.11

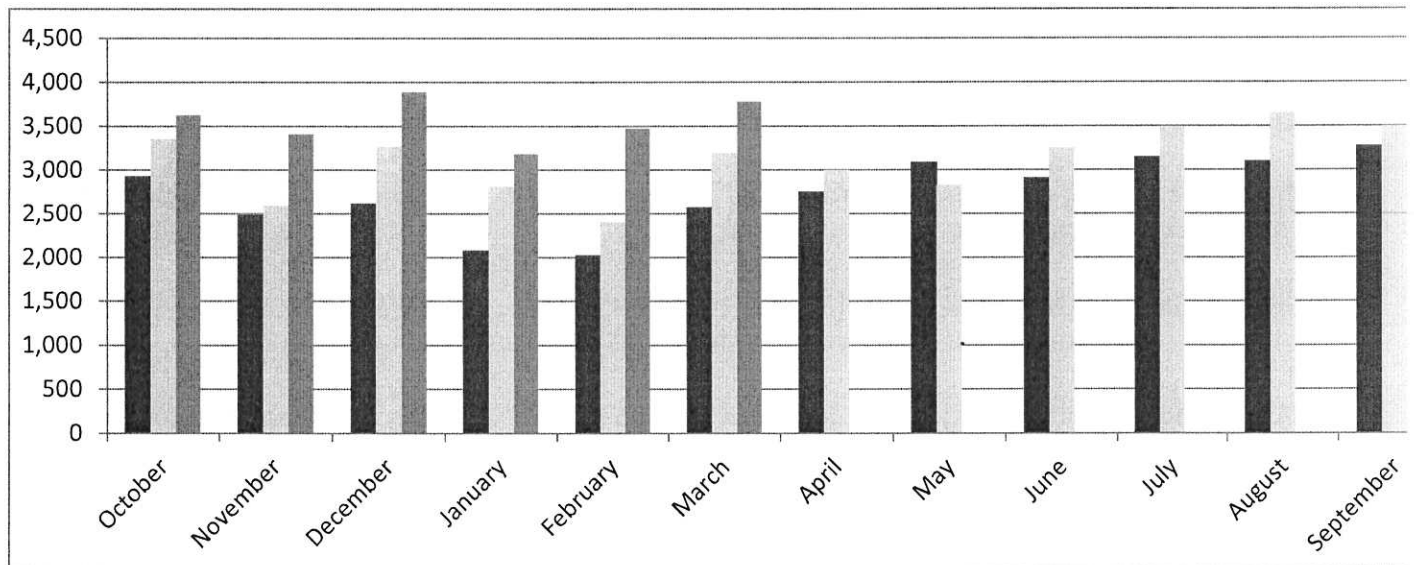
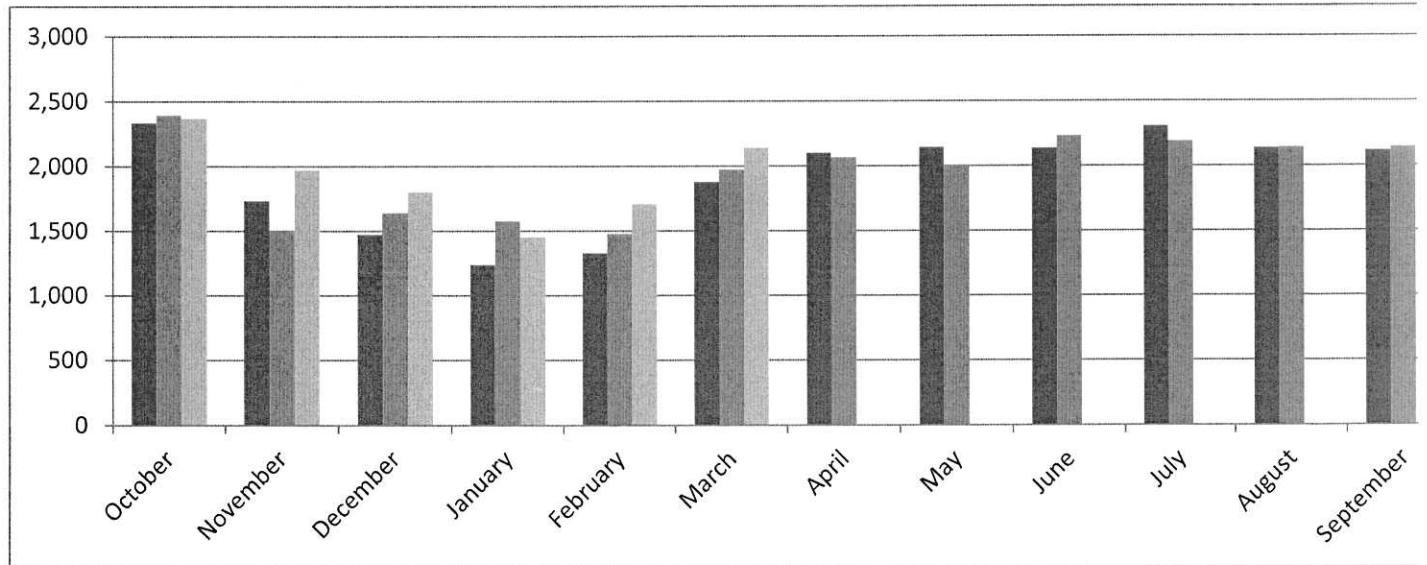
Benzie County Council on Aging
HDM/Cong comparison

Benzie County Council on Aging
Units Served 2014-2015-2016

	FY 2014		FY 2015		FY 2016	
	HDM	CONG	HDM	CONG	HDM	CONG
October	2,919	2,335	3,356	2,394	3,627	2,370
November	2,478	1,732	2,590	1,491	3,410	1,972
December	2,609	1,471	3,265	1,640	3,891	1,800
January	2,073	1,237	2,816	1,576	3,186	1,452
February	2,018	1,328	2,405	1,476	3,473	1,706
March	2,567	1,876	3,196	1,971	3,781	2,140
April	2,746	2,102	3,001	2,065		
May	3,083	2,144	2,824	1,996		
June	2,902	2,137	3,250	2,231		
July	3,141	2,306	3,478	2,188		
August	3,091	2,137	3,644	2,140		
September	3,264	2,116	3,495	2,143		
total meals	32,891	22,921	37,320	23,311	21,368	11,440



Benzie County Council on Aging HDM/Cong comparison



Senior Center Coordinator's Report

April 20, 2016 meeting

Regular Happenings:

Tuesday Music and Dancing	Ol' Time Gathering	Spinning
Blood Pressure Clinic	Chair Yoga	Thompsonville Meal
Bingo	Stay Fit with Doris	Wii Bowling
Zumba	Bunco	Yoga
Bible Study	Little River Casino	Birthday celebrations
Dining Out Day	Cards	Hearing Clinic

Recent Events

Tech Support with Dustin Wolpoff began in March and has been received well. He has helped with smart phones, ipads, tablets and laptops. Appointments are made at TGP front desk for scheduled Wednesdays.

We have a new program starting this month—Essential Estate Planning. Every 4th Tuesday of the month from 9:00 a.m. to 4:00 p.m. (off for lunch from noon-1:00 p.m.) at the Administration Office. Appointments are approximately one hour with Attorney Courtney Marshall of Swogger, Bruce & Millar Law Firm. This new program offers a free consultation with an experienced estate planning attorney to review, update and/or create an estate plan. Once a review is complete, a quote will be given (at a reduced rate) for any service needed.

Social Security office will be here on April 13 to help people create an online account and familiarize themselves with the website. Learn how to get a benefit verification letter; change address and phone number; start or change direct deposit; view earnings record and check benefit and payment information all online.

Medicare 101 seminar on Tuesday, April 19. 5:30 p.m.—7:00 p.m. Certified MMAP counselors Marla Dykstra and Meg Tackett will be here to present the “A’s”, “B’s”, “C’s” and “D’s” associated with Medicare.

Michelle Leines with Benzonia Public Library will be here Friday, April 8 from 11 a.m.—1:00 p.m. She’ll be here to share information about what the library has to offer and answer any questions.

All About Me class on Monday, April 11 from 1:00 p.m.—2:30 p.m. Presentation on the process of gleaning information from ourselves and our family members using specific questions to ensure that we are fully aware of our/their history and our/their present activity level. Each attendee will also receive a booklet to fill out during the presentation.

Friday, April 15 we welcome Blanche Price, Director of Project Read Northwest. She will be here during lunch to share information about this important project.

Wednesday, April 20 we have Occupational Therapist Karen Getz, O.T.R. from Paul Oliver here during and after lunch. She’ll share ways to accommodate your home and what to expect if you find yourself seeing an O.T.

Happy Earth Day! Marlene Wood will be here during lunch on April 22 to discuss the latest recycling options in Benzie County.

Wednesday, April 27 at 1:15 We have another Laughter Workshop with Kate Withington-Edwards, Activity Director at Paul Oliver Living and Rehabilitation Center. Come and enjoy the many positive benefits of laughter. Please sign up by calling 231-525-0601

Thursday, April 21. Our friends from Paul Oliver will be here for a Blood Pressure Clinic during lunch and will have information on medication disposal.

Benzie Home Health Care
Monthly Service Statistics YTD 2016
March 2016

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Beginning Caseload	44	44	41										
New Admissions	4	5	1										10
Discharges	5	8	4										17
On-Hold	1	2	2										
Referrals	4	5	0										9
Present Caseload	44	41	38										123
# Home Visits RN	23	22	19										64
# Home Visits Aide	412	290	354										1,056
	435	312	373	0	0	0	0	0	0	0	0	0	1,120
Hours Aide PC *	481	367	454										1,302
Hours Aide Respite*	435	288	214										937
	916	655	668	0	0	0	0	0	0	0	0	0	2,239

RECEIVED

APR 12 2016

DAWN OLNEY
 BENZIE COUNTY CLERK
 BEULAH, MI 49617

Commissioner Report

Dawn Olney

From: Marlene Wood
Sent: Monday, April 18, 2016 9:25 AM
To: Dawn Olney
Subject: AW Tour

Hi Dawn

We are all set for the AW tour on Wednesday April 27th at 2pm. Reminder, No open toe shoes.

Thanks,

Marlene Wood

Marlene Wood

Benzie County Recycling Coordinator

448 Court Place, Beulah, MI 49617

231-882-0554 www.benzieco.net

280 Hughes Drive, Traverse City
Behind Culligan off of Hammond Road

County Administrator's Report

BUILDINGS & GROUNDS COMMITTEE

April 13, 2016

9:00 a.m.

Members present: Gary Sauer, Coury Carland and Frank Walterhouse
Others Present: Dawn Olney, Mitch Deisch, Maridee Cutler, Rick Morris, Shelley Thompson and Dan Smith

Meeting called to order by Commissioner Gary Sauer at 9:00 a.m.

Pledge of allegiance was given.

Motion by Walterhouse, seconded by Carland, to approve the agenda as amended, adding Lower Level Entrance Exterior Lights under Other. Ayes: All Nays: None Motion carried.

Motion by Walterhouse, seconded by Carland, to approve the minutes of February 10, 2016 as presented. Ayes: All Nays: None Motion carried.

Public Input – None

Child Care Office Changes: Mitch presented information which Cameron has requested for space to be used for attorneys to meet with clients. The committee felt there are sufficient rooms available for attorneys to use to meet with their clients. Mitch will let Cameron know that it would be up to him to keep track of his clients and which rooms they are in.

Tenurgy – Coury Carland: Dan Katzman, Senior Consultant with Tenurgy, located in Petoskey, spoke to the committee and stated they are utility reduction company to lower consumption; consumption is 100% on the billing side; works with several schools and now beginning to work with hospitals and medical care facilities, including the Maples. They would need one month of utility bills and a letter of authorization to begin research. They then pull the last 18 months of historical data. If they find an error in that 18 months of review, then they can go back as far as the company allows them. Sometimes 4 or 2 years. They look at wherever they can find savings; nothing they recommend is mandated. They share in the savings 50/50 with a 36 month contract. The county would receive the refund and 30 days later Tenurgy would send us a bill for the 50%. They do not work for the utility companies, they work for us and continue to monitor it. This company has been in business for 12 years.

Motion by Carland, seconded by Walterhouse, to recommend to the Board of Commissioners to start the process with Tenurgy to review energy bills and enter into a 36-month contract, authorizing the chairman to sign. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.

Other:

Lower Level Exterior Lights: Comm Carland spoke regarding the need for better lighting in the lower level parking area. Rick Morris stated that he has already talked with Dave Packer, Glen Lake Electric, and they are waiting on a lift.

Public Input

Mitch asks that Rick get the following quotes for the budget:

- Clean duct work

BUILDINGS & GROUNDS

April 13, 2016

Page 2 of 3

- Options for landscaping
- Baby changing stations in all restrooms

Rick stated that he has talked with Northern Tile and the carpet for the DHHS office has been ordered; they are waiting for Spring to install. Supplies for repair in the downstairs has been ordered – 32” wainscoting. Carpet projects for the building will be prioritized.

10:04 a.m. Public Input Closed

Schedule of meetings for 2016: 2nd Wednesday each month at 9:00 a.m.

Motion by Carland, seconded by Walterhouse, to adjourn at 10:05 a.m. Ayes: All Nays: None Motion carried.

Dawn Olney
Benzie County Clerk

BUILDINGS & GROUNDS

April 13, 2016

Page 3 of 3

Motion by _____ seconded by _____, to approve the Buildings and Grounds Consent Calendar as follows:

1. To start the process with Tenurgy to review energy bills and enter into a 36-month contract, authorizing the chairman to sign.

DRAFT

FINANCE REPORT

**Finance Committee
Meeting Notes
April 12, 2016**

A Special Meeting of the Finance Committee was called to order by Frank Walterhouse at 1:00 p.m.

Present: Coury Carland, Gary Sauer and Frank Walterhouse

Staff Present: Dawn Olney, Mitch Deisch, Michelle Thompson, Maridee Cutler, Ron Berns, Frank Post, Cameron Clark, Dan Smith, Kyle Rosa, Sherry Taylor, Jaime Croel, Pat Heins

Pledge of allegiance given.

Agenda: Motion by Sauer, seconded by Carland, to approve the agenda as amended, adding server issue under Other. Ayes: All Nays: None Motion carried.

Minutes: Motion by Sauer, seconded by Walterhouse, to approve the minutes of March 8, 2016 as corrected by correcting transposition of numbers under G on page 2 changing page numbers. Ayes: All Nays: None Motion carried.

Public Input: None

Sheriff Dept – Ted Schendel:

- A. Update on Jail Budget: Dan Smith provides information which they are asking to reduce out of their budget at this time – \$20,217.46. Michelle Thompson stated that she told them that if they didn't intend to spend it, then let's reduce it out of the budget so they aren't tempted to spend.

Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to reduce the jail budget by \$20,217.46 as follows:

Reduce:

213-265-723.00	Maintenance Overtime	\$ 1,000.00
213-265-751.00	Maintenance Uniforms	\$ 200.00
213-351-742.00	Kitchen Supplies	\$ 500.00
213-351-748.00	Gas, Oil and Grease	\$ 1,000.00
213-351-751.00	Corrections Uniforms	\$ 2,000.00
213-351-752.00	Prisoner Laundry	\$1,500.00
213-351-834.00	Prisoner Medical	\$ 9,000.00
213-351-940.00	Corrections Leased Vehicle	\$ 17.46
213-351-961.00	Corrections Training & Schools	\$ 2,000.00
213-351-970.20	Equipment Capital	<u>\$ 3,000.00</u>
		\$20,217.46

Ayes: All Nays: None Motion carried.

- B. Budget Amendment – Justice Training Fund: **Motion by Walterhouse, seconded by Sauer, to recommend to the Board of Commissioners to amend the 2015-16 budget as follows:**

Increase:

263-362-961.00 Justice Training Fund Expenditures \$3,140.00
Decrease:
263-000-691.00 Budgeted Use of Fund Balance \$3,140.00
Ayes: All Nays: None Motion carried.

Cameron Clark – Child Care Fund: Cameron gives the committee an update on the Child Care Fund to date; In-Home Care – 37% spent so far; Foster Care – 26% spent so far; Institutional Care – 32% spent so far. He asks to create a rainy day fund -- with a cap on it.

Frank Post:

- A. Purchase of Galaxy Note Tablets: Funds used for this project will be from the award of the 2% tribal grant award. **Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to approve the purchase of six tablet computers and cases from Jack Pine Business Services in Manistee at a cost of \$4,079.94. Ayes: All Nays: None Motion carried.**
- B. Purchase of Cert Radio Equipment: Funds from 2% tribal grant award. **Motion by Walterhouse, seconded by Sauer, to recommend to the Board of Commissioners to approval the purchase of five handheld, five mobiles, rapid charge and battery cases from Amateur Electronics Supply of Cleveland Ohio in the amount of \$5,099.00. Ayes: All Nays: None Motion carried.**
- C. Hazardous Materials Emergency Preparedness Grant: **Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to authorize the Office of Emergency Management to apply for the maximum of \$1,490.00 for the Hazardous Materials Emergency Preparedness Grant, authorizing the chair to sign. Ayes: All Nays: None Motion carried.**
- D. Radio Gateway Purchase: **Motion by Sauer, seconded by Walterhouse, to recommend to the Board of Commissioners to approve the purchase of radio gateway and related hardware as well as the installation from Grand Travers Mobile of Traverse City in the amount of not to exceed \$4,635.00. Ayes: All Nays: None Motion carried.**

Michelle Thompson:

- A. Amendment – Maples: **Motion by Walterhouse, seconded by Sauer, to recommend to the Board of Commissioners to amend the 2015-16 budget as follows:**
- Increase:**
- | | | |
|-----------------------|------------------------------------|---------------------|
| 412-000-699.00 | Transfer In | \$400,000.00 |
| Increase: | | |
| 412-000-810.00 | Legal/Professional Services | \$ 50,000.00 |
| 412-000-967.00 | Project Expenses | \$350,000.00 |
- Ayes: All Nays: None Motion carried.**

Administrator – Mitch Deisch:

- A. Fund Balance Policy: Fund balance is about 27% but below due to recent spending; the Budget Appropriations Act set fund balance at 24%; Fund Balance policy at 25%; the question is do we want to discuss it this year; auditors recommend 10-15%; our neighbors are at 10 – 20%; he will provide copies of the Fund Balance Policy to everyone and talk about it at the next meeting.
- B. Budget Update: Mitch reviews the budget update – issues will be: MERS: We have issues we need to address and there are not a lot of option. Health Care: 7-9% increase is what is proposed for this next FY. Taxable value – 1-1/2% increase in taxable value this year; this could be about \$40-60,000 in increased tax revenue and will not be finalized until the end of May. Mitch would like to see a budget process that the citizens can pick up and ready and understand it. Draft and executive summary with charts and focus on very specific issues.
- C. Centra Wellness: Mitch stated that he received an email from Chip Johnston regarding the March 8 discussions and the 40% portion that Benzie County would pay – that is not something we owe them – they will take it out of their budget.
- D. Phone Update: Maridee stated that the bids that we done first were not accepted; they are now working with two firms to get an estimate for them to come in and help us know what we need: 1) Imperic and 2) Abilita. We are looking at an estimated cost of \$50,000 - \$60,000.
- E. Taxable Value Estimates: We expect a 1 – 1-1/2% increase and will know at the end of May.

Other:

- A. Credit Card Fees: Comm Sauer stated that during his review of the bills for payment, he is seeing a lot of service charges; there is no excuse for us to pay them; we need to contact other companies and options. Shelley Thompson will look for other companies.
- B. Server: Wyant has proposed \$20,000 – \$25,000; Mitch feels we need a second opinion; this needs to go back to the Technology Committee.

Mitch also stated that by June he would like to streamline the Board of Commissioner meetings.

Sheriff talked about Dodge Ball Game to raise money for the Benzie Kids program 5:00 p.m. on April 16 @ Frankfort School.

Sherry Taylor stated we need to amend the budget for this program. **Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to amend the 2015-16 budget as follows:**

Increase:

212-000-967.00	BC Kids Project Expenses	\$600.00
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Increase:

212-000-691.00	Budgeted Use of Fund Balance	\$600.00
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Ayes: All Nays: None Motion carried.

Motion by Sauer, seconded by Carland, to adjourn at 2:34 p.m. Ayes: All Nays: None Motion carried.

Dawn Olney

Benzie County Clerk

Motion by _____, seconded by _____, to approve the Finance Consent Calendar items as follows:

1. To reduce the jail budget by \$20,217.46 as presented.
2. To amend the 2015-16 budget for 263 Justice Training Fund in the amount of \$3,140.00.
3. To approve the purchase of six tablet computers and cases from Jack Pine Business Services in Manistee at a cost of \$4,079.94 for Emergency Management.
4. To approval the purchase of five handheld, five mobiles, rapid charge and battery cases from Amateur Electronics Supply of Cleveland Ohio in the amount of \$5,099.00, for Emergency Management.
5. To authorize the Office of Emergency Management to apply for the maximum of \$1,490.00 for the Hazardous Materials Emergency Preparedness Grant, authorizing the chair to sign.
6. To approve the purchase of radio gateway and related hardware as well as the installation from Grand Travers Mobile of Traverse City in the amount of not to exceed \$4,635.00 for Emergency Management.
7. To amend the 2015-16 budget for fund 412 Maples as presented in the amount of \$400,000.00.
8. To amend the 2015-16 budget for fund 212 Benzie Kids as presented in the amount of \$600.00.

65-66

BENZIE COUNTY SHERIFF'S OFFICE
Corrections Division

Memo

To: Finance Committee
From: Lt. Daniel S. Smith, Jail Administrator
CC: Sheriff Ted Schendel, Kyle Rosa
Date: March 4, 2016
Re: Budget Reduction

The Sheriff's Office is requesting to reduce the following money's and amounts from the jail budget.

213-265-723.00	\$1,000	Maintenance Overtime
213-265-751.00	\$200	Maintenance Uniforms
213-351-742.00	\$500	Kitchen Supplies
213-351-748.00	\$1,000	Gas, Oil and Grease
213-351-751.00	\$2,000	Corrections Uniforms
213-351-752.00	\$1,500	Prisoner Laundry
213-351-834.00	\$9,000	Prisoner Medical
213-351-940.00	\$17.46	Corrections Leased Vehicle
213-351-961.00	\$2,000	Corrections Training and Schools
213-351-970.20	\$3,000	Equipment Capital

Total Reduction: \$20,217.46

BUDGET AMENDMENT REQUEST

DATE: 4/7/2016

Request to Amend the 2015/16 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
263-362-961.00	Justice Training Fund Expenses	3,140.00

Total \$ 3,140.00

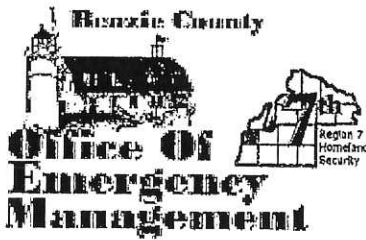
Account to be Decreased:

Line Number	Account Name	Amount
263-000-390.00 691.00	Budgeted Use of Fund Balance	3,140.00

Total \$ 3,140.00

SIGNED: _____





Memorandum

To: Finance Committee
From: Frank Post, Emergency Management Coordinator
Date: March 15th, 2016
Subject: Purchase Request – Six (6) Computer Tablets and Cases

This is a request to purchase six (6) Samsung Galaxy Note Pro 12.2 Tablet Computers. If you will recall the Board of Commissioners approved a 2% Tribal Grant Request that included this purchase to be used for a countywide firefighter personnel accountability system. The grant was approved for \$5,500.

Attached are 2 quotes for the purchase of the tablets. One is from Jack Pine in Manistee for \$649.99. The other is from Amazon for the same price. The total price for the tablets is \$3,899.94.

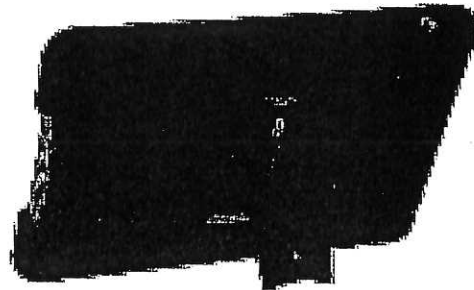
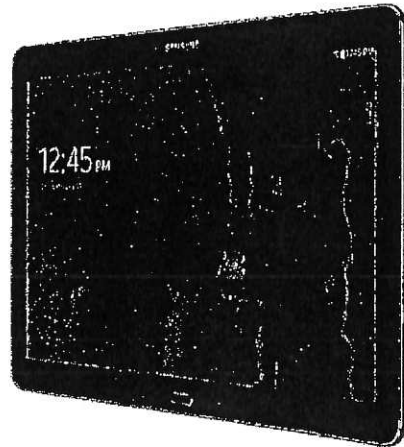
CASES

We are also proposing to purchase cases for each of the tablets at a cost of \$30.00 each; for a total case cost of \$180.00.

RECOMMENDATION

I recommend that the Finance Committee recommend to the full County Board of Commissioners the approval of the purchase of the six (6) tablet computers and cases from Jack Pine Business Services in Manistee at a cost of \$4,079.94.

We will be making some additional purchases of software and other hardware items in the near future to complete this project.



Benzie County

Agenda Request Form

3/7/2016

Date

4/26/16

Commission Meeting Date

Office of Emergency Management

Department

Frank [Signature]

Signature

Title: Consideration of Purchase Request-CERT Radio Equipment

Description: 5 Handheld and 5 Mobile radios as well as radio components that are requested for communications for our CERT program.

Action Item: At this time the Commission could take action to I am recommending the Finance Committee recommend to the Board of Commissioners the approval of the purchase of the 5 handheld, 5 mobiles, rapid charger and battery cases from Amateur Electronics Supply of Cleveland Ohio for \$5,099.

Bids and Quotes:

Is it a budgeted item: ☒ Yes ☐ No How many bids were received 1 2 ☒ 4

Is the bid/quote recommendation the lowest bid/quote?: ☒ Yes ☐ No

If no, why aren't you recommending the lowest bid/quote? _____

Contracts/Agreements/Certificates of Insurance

Is there a contract/agreement that needs to be signed?: ☐ Yes ☒ No

If Yes, has the County Attorney reviewed and approved?: ☐ Yes ☒ No

Does this project require a certificate of insurance?: ☐ Yes ☒ No

If Yes, please submit certificate to the County Clerk's office prior to start of the project.

Boards and Commissions

Was the agenda items presented to the required ☒ Yes ☐ No Commission?:

If yes, which one? ☒ Finance ☐ Personnel ☐ Buildings ☐ Technology Committee Committee and Grounds

Do they recommend approval (date of Commission meeting?: ☐ Yes ☐ No



Memorandum

To: Finance Committee

From: Frank Post, Emergency Management Coordinator

Date: March 29th, 2016

Subject: Purchase Request-CERT Radio Equipment

Attached are several quotes for various radio components that are requested for communications for our CERT program. If you will recall, the Board of Commissioners approved a grant proposal for the CERT radio equipment in December of 2015 for \$5,800 and once approved by the GTB; again approved accepting the \$5,800 at the last Board of Commissioners meeting. The CERT program is asking to purchase the equipment outlined on the quotation from Amateur Electronic Supply for \$5,099. I have attached some other quotes for the equipment for comparison purposes. Because of lousy timing, a manufacturer rebate expired on March 31st that would have meant \$100 off for each of the 5 radios.

RECOMMENDATION

I am recommending the Finance Committee recommend to the Board of Commissioners the approval of the purchase of the 5 handheld, 5 mobiles, rapid charger and battery cases from Amateur Electronics Supply of Cleveland Ohio for \$5,099.

Michigan State Police

Emergency Management and
Homeland Security Division



Grant Agreement

FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	CFDA NUMBER
County of Benzie	Hazardous Materials Emergency Preparedness Grant Program	20.703
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
38-6004838	HM-HMP-0471-15-01-00	09/11/2015
SUBRECIPIENT DUNS NUMBER	SUBAWARD PERFORMANCE PERIOD	FROM TO
151930012	10/01/2015	09/30/2016
RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	\$1,490.00
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$1,490.00
None on file	Total Amount of Federal Award	\$517,954.00

FEDERAL AWARD PROJECT DESCRIPTION

FY 2015 Hazardous Materials Emergency Preparedness Planning Program Grant

DETAILS

The Subrecipient must be prepared to match all funds received through this contract (which equates to 25% of any federal funds received), as noted in Section III, D of the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* that are attached to this grant agreement. The match amount is located in part III.A of this grant agreement.

FEDERAL AWARING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME
U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration 1200 New Jersey Avenue, SE, E21-316 Washington DC 20590-0001	Michigan State Police Emergency Management & Homeland Security Division PO Box 30634 Lansing, MI 48909

State of Michigan Fiscal Year 2015 Hazardous Materials Emergency Preparedness Planning Program Grant Agreement

October 1, 2015 to September 30, 2016

CFDA Number: 20.703 Grant Number: HM-HMP-0471-15-01-00

This Fiscal Year (FY) 2015 Hazardous Materials Emergency Preparedness (HMEP) Planning Program grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (hereinafter called the Recipient), and the

COUNTY OF BENZIE
(hereinafter called the Subrecipient)

I. Purpose

The purpose of this grant agreement is to provide federal funds to the Subrecipient for the development of new Superfund Amendments and Reauthorization Act (SARA), Title III, Section 302, hazardous materials emergency response plans, as well as for the updating of previously submitted plans. This grant agreement provides financial assistance to first responders (fire, law enforcement, emergency medical services, etc.) for allowable costs in the following areas:

- A. Provision of assistance to public sector employees through planning grants to states, territories, and Native American tribes for emergency response.
- B. Increased state, territorial, tribal, and local effectiveness in implementation of the federal Emergency Planning and Community Right-to-Know Act of 1986.
- C. Encouragement of a comprehensive approach to emergency planning by incorporating the unique challenges of response to transportation situations.

II. Statutory Authority

Funding for the FY 2015 HMEP is authorized by the Federal Hazardous Materials Transportation Law (49 U.S.C. Section 5101 et. seq.).

The Subrecipient agrees to comply with all FY 2015 HMEP program requirements and the most recent version of:

- A. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>.
- B. 49 CFR, Part 110 *Hazardous Materials Public Sector Training and Planning Grants*.
- C. 49 U.S.C. 5116 et seq. located at <https://www.gpo.gov/fdsys>

III. Award Amount and Restrictions

- A. The **County of Benzie** is awarded **\$1,490.00** under the FY 2015 HMEP Planning Program Grant Agreement. This funding will be awarded as described in *Hazardous Materials Emergency Preparedness Planning Grant Instructions* attached to this grant agreement, and is based on information provided in the HMEP grant application submitted for the FY 2015 grant year. This allocation is dependent upon the level of federal funding and may be reduced if federal funding is reduced. Any unused grant funds remaining at the end of the grant year will be used to increase the reimbursement for accepted new SARA Title III plans submitted by participating Local Emergency Planning Committees (LEPCs). The Subrecipient's payment per new plan will be recalculated using these funds and the award to the

Subrecipient for the number of new plans submitted will be adjusted. This may affect the match amount required for this grant.

Based on the Subrecipient's application, a match amount of **\$373.00** required. However, the Subrecipient must be prepared to match all funds received through this contract (which equates to 25% of any federal funds received), as noted in Section III, D of the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* that are attached to this grant agreement.

- B. The United States Pipeline and Hazardous Materials Safety Administration (PHMSA) reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes:
 - 1. The copyright in any work developed under this grant, subaward, or contract under a grant or subaward; and
 - 2. Any rights of copyright to which the Recipient, Subrecipient, or a contractor purchases ownership with grant support.

IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. The Subrecipient may be required to supply documentation certifying that it did not reduce non-federal funds because of receiving federal funds. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
 - 1. HMEP Planning Grant Agreement In-Kind Match form (EMD-063)
 - 2. Standard Assurances
 - 3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
 - 4. Audit Certification (EMD-053)
 - 5. Request for Taxpayer Identification Number and Certification (W-9)
 - 6. SARA Title III Hazardous Materials, Off-site Emergency Response Plan Update List. This form is located on the MSP/EMHSD website at <http://www.michigan.gov/emhsd>. The Plan Update List does not need to be completed and returned with the FY 2015 HMEP Planning Program grant agreement. This form is to be used if and when a list of updated plans is submitted for your grant. The Plan Update List form can be submitted directly to the SARA Title III Planner at the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) when plan updates have been completed for the grant year.
 - 7. Other documents that may be required by federal or state officials
- C. The Subrecipient agrees to comply with all applicable federal and state regulations, including, but not limited to, the following:
 - 1. Meet the LEPC eligibility requirements, as stated in the attached *Hazardous Materials Emergency Preparedness Planning Grant Instructions*, Section II.
 - 2. Submit new SARA Title III (Section 302) community hazardous materials emergency response plans to the MSP/EMHSD no later than July 1, 2016. Support grant documentation must meet the requirements stated in the attached *Hazardous Materials Emergency Preparedness Planning Grant Instructions*, Section IV.B., or forfeit that portion of the grant award.

3. Submit a list of updated SARA Title III (Section 302) community hazardous materials emergency response plans to MSP/EMHSD no later than July 1, 2016. The form for submitting these updates is available on the MSP/EMHSD website located at <http://www.michigan.gov/emhsd>. Support grant documentation must meet the requirements stated in the attached *Hazardous Materials Emergency Preparedness Planning Grant Instructions*, Section IV.B., or forfeit that portion of the grant award.
4. Comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds. NIMS information is available at <http://www.fema.gov/national-incident-management-system>. More information on complying with NIMS is available from the State NIMS Coordinator.
5. Integrate individuals with disabilities into emergency planning in compliance with Executive Order 13347 and the *Rehabilitation Act of 1973*.
6. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
 - a. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
 - b. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
 - c. Non-federal organizations which expend \$500,000 or more in federal funds during their current fiscal year or expend \$750,000 or more in federal funds in a fiscal year beginning on or after December 26, 2014, are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and Office of Management and Budget (OMB) Circular A-133 or 2 CFR, Part 200 after December 26, 2014.
7. Comply with the Department of Transportation's policy for contracting with small and minority businesses, women-owned business enterprises, veteran owned, and HubZone business firms. The Recipient and any of the Recipient's subrecipients are encouraged to take all necessary affirmative steps to assure that small, women-owned, minority disadvantaged businesses, veteran, and HubZone business firms are used when possible.
8. Complete federally-mandated reporting requirements, including, but not limited to, requirements related to the *Federal Funding Accountability and Transparency Act of 2006* (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the *Government Funding Transparency Act of 2008* (Public Law 110-252) and program specific reporting requirements.

V. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

VI. Reporting Procedures

Submit new and updated SARA Title III (Section 302) community hazardous materials emergency response plans, and identify which facility plans were updated on the attached *Plan Update List* form as stated in the FY 2015 application to MSP/EMHSD, no later than July 1, 2016. Complete instructions on how and where to submit required reports can be found in the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* that are attached to this grant agreement.

If a support grant was requested, the LEPC must meet the requirements stated in the attached *Hazardous Materials Emergency Preparedness Planning Grant Instructions*, Section IV.B., or forfeit that portion of the grant award.

VII. Payment Procedures

Upon receipt, review, and acceptance of all work products and other requirements, as referenced in this contract, the Recipient will calculate the payment to be made to the Subrecipient and will forward this information to the Subrecipient. See the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* document attached to this grant agreement for further information.

All Subrecipients in the HMEP grant program must submit documentation on the associated costs being charged to the \$1,000.00 HMEP support grant. The eligible expenses are laid out in the HMEP \$1,000.00 Support Grant Certification Form, which will be mailed to each LEPC at the close of the federal fiscal year. When a LEPC enters information into this form, the cost will need to be supported by a receipt, time sheet (reflecting hours worked on SARA related planning issues), purchase order or a paid invoice. The support grant form and attachments must be returned to MSP/EMHSD by the assigned due date.

VIII. Employment Matters

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient must comply with 2 CFR, Part 1200, *Nonprocurement Suspension and Debarment*, located at <http://www.ecfr.gov>. The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Active Exclusions list on the System for Award Management (SAM) website located at <http://www.sam.gov> (previously this search was performed in the Excluded Parties List System – EPLS).

The Subrecipient must comply with regulation 49 CFR, Part 21, *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of the Title VI of the Civil Rights Act of 1964* (see related certification form contained in this grant agreement package).

The Subrecipient must comply with regulation 49 CFR, Part 20, *New Restrictions on Lobbying* (see related certification form contained in this grant agreement package).

IX. Limitation of Liability

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

This is not to be construed as a waiver of governmental immunity for either party.

X. Third Parties

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

XI. Grant Agreement Period

This grant agreement is in full force and effect from October 1, 2015 to September 30, 2016. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement package consists of two identical grant agreements, simultaneously executed; each is considered an original having identical legal effect. This grant agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

XII. Entire Grant Agreement

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to follow grant agreement requirements or special conditions.
- D. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other report or document.
- G. Failure to adequately manage, monitor or direct the grant funded activities of its subrecipients.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

XIII. Business Integrity Clause

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

XIV. Freedom of Information Act (FOIA)

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

XV. Official Certification

For the Subrecipient

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

Benzie County
Subrecipient Name

15-193-0112
Subrecipient's DUNS Number

Roger Griner
Printed Name

Benzie County
Chair Board Of Commissioners
Title

Signature

Date

For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)

Chris A. Kelenske, Captain
Printed Name

Deputy State Director of Emergency
Management and Homeland Security
Title

Chris A. Kelenske
Signature

3/18/2016
Date

Benzie County

Agenda Request Form

4/8/2016

Date

4/26/16

Commission Meeting Date

Office of Emergency Management

Department

Signature

Title: Consideration of Purchase Request-Radio Gateway

Description: A radio gateway is a piece of electronic hardware that interfaces incompatible radio systems and allows the agencies to communicate via radio

Action Item: At this time the Commission could take action to I am recommending the Finance Committee recommend to the Board of Commissioners the approval of the purchase of radio gateway and related hardware as well as the installation from Grand Traverse Mobile of Traverse City in the amount of not to exceed \$4,635.

Bids and Quotes:

Is it a budgeted item: ☒ Yes ☐ No How many bids were received 1 2 3 4

Is the bid/quote recommendation the lowest bid/quote?: ☒ Yes ☐ No

If no, why aren't you recommending the lowest bid/quote? Telemet of TC did not

Submit a bid.

Contracts/Agreements/Certificates of Insurance

Is there a contract/agreement that needs to be signed?: ☐ Yes ☒ No

If Yes, has the County Attorney reviewed and approved?: ☐ Yes ☒ No

Does this project require a certificate of insurance?: ☐ Yes ☒ No

If Yes, please submit certificate to the County Clerk's office prior to start of the project.

Boards and Commissions

Was the agenda items presented to the required ☒ Yes ☐ No Commission?:

If yes, which one? ☒ Finance ☐ Personnel ☐ Buildings ☐ Technology
Committee Committee and Grounds

Do they recommend approval (date of Commission meeting?: ☐ Yes ☐ No



Memorandum

To: Finance Committee
From: Frank Post, Emergency Management Coordinator
Date: April 8th, 2016
Subject: Purchase Request-Radio Gateway

I apologize for the late notice, however, on Thursday I received the go ahead for some of our grant projects. These are grant close out projects and require that the project be completed, invoices paid and cancelled checks submitted to MSP-EMHSD no later than the end of May.

Attached is a quote from Grand Traverse Mobile for the purchase of a Cross Patch radio gateway, audio delay module and various other pieces of support equipment and the installation thereof. We also requested a quote from Telerad of Traverse City, however, they declined to submit anything. The cost of the radio gateway and other items listed also includes the installation in the COM Van.

A radio gateway is a piece of electronic hardware that interfaces incompatible radio systems and allows the agencies to communicate via radio. The unit we are requesting is capable of interfacing 4 different radios. The only similar product to what is being proposed is the Raytheon JPS ACU-1000. This unit will interface up to 12 different communications platforms, which is quite a bit more than we require and the price is significantly higher. This unit cost \$9,051.95 and would require the purchase of several patch cables, antennas and other ancillary equipment.

RECOMMENDATION

I am recommending the Finance Committee recommend to the Board of Commissioners the approval of the purchase of radio gateway and related hardware as well as the installation from Grand Traverse Mobile of Traverse City in the amount of not to exceed \$4,635.

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: 3/23/2016

Request to Amend the 2015/16 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
412 000 699.00	Transfer in	400,000.00

Total \$ 400,000.00

Account to be Increased:

Line Number	Account Name	Amount
412 000 810.00	Legal/Professional Services	50,000.00
412 000 967.00	Project Expenses	350,000.00

Total 400,000.00

SIGNED: _____



BUDGET AMENDMENT REQUEST

DATE: 4/12/2016


Request to Amend the 2015/16 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
212-000-967.00 	BC Kids Project Expenses	346.27 600
Total \$		<u><u>346.27</u></u>

Account to be Decreased:

Line Number	Account Name	Amount
212-000-390.00 606.00	Fund Balance	346.27 600
Total \$		<u><u>346.27</u></u> 600

SIGNED: 

Human Resources (HR) Report



Benzie County

Staff Policy Manual

RECEIVED

APR 19 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

4/7/2016

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Elected Officials Signature Page

_____ All policies contained herein, and as amended by the Board of Commissioners.

_____ All policies contained herein, with the following exceptions:

_____ Only economic policies and those listed below:

ELECTED OFFICIAL'S SIGNATURE

DATE

Introduction to Employment

The Board of Commissioners wants Benzie County to be a good employer with progressive personnel policies and working conditions. The County wants to fully utilize the skills, abilities and efforts of employees.

Employees must conduct themselves as responsible business people engaged in an effort of great importance to the people they serve.

The County expects employees to take advantage of opportunities to become better informed about County business, keep up with professional developments, make constructive suggestions for increased productivity, seek self-improvement in their work, and perform duties in accordance with professional standards. The County expects employees to bring problems and suggestions to their department head's attention promptly in order to minimize their disruption.

Employment with the County is at will. Either party may end the relationship at their discretion with or without cause or notice. Only the Board of Commissioners may enter into a written agreement for employment with the County or any of its departments.

Staff whose jobs require a license (including driver's license), certification or registration must maintain that license, certification or registration, and must notify the Administrator's Office in writing immediately upon its loss. Failure to maintain these may result in improvement action, discipline and/or termination.

The policies contained herein apply to full-time and part-time staff in all departments and positions with the following exceptions:

- Employees of elected officials (other than commissioners) are only subject to economic policies unless the elected official has agreed in writing, in whole or part, to the remaining non-economic policies.
- Union employees are only subject to non-economic policies that are NOT covered by the union contract.
- Commissioners, elected department heads (Clerk, Treasurer, Register of Deeds, Prosecuting Attorney, Sheriff, Surveyor, Drain Commissioner) and Judges of the Circuit, District, and Probate Courts.
- Component units, such as Medical Care Facility, Benzie-Leelanau District Health Department, Frankfort/Benzie Airport Authority, Benzie Transportation Authority, and the Benzie County Road Commission.
- Where an elected official or department head has established a written (non-economic) policy more restrictive than the policies contained herein.

Policies referring to hours of work, sick, personal time, and funeral leave do not apply to salaried employees. Salaried personnel may take leave according to their position's requirements and their personal needs. The County shall decide who is salaried.

This Manual shall not be construed as creating a contract between the County and any employees. The interpretation and operation of the benefits noted herein are within the sole discretion of the County Board of Commissioners. Benefits outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the County Board of Commissioners. Any modifications in the manual shall be solely within the discretion of the County Board. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties and obligations of the Employer shall in any way whatsoever be abridged by the terms of this manual.

The fact that these policies may have been applied differently in the past does not affect their current or future applications. The policies included in this Staff Manual supersede, replace and control any prior staff manuals, policies, representations, contracts, or practices.

Section 1: Adoption and Administration

- 1.1** The Board of Commissioners shall adopt Staff Policies and any amendments.
- 1.2** The H.R. Committee shall administer the Staff Policies.
- 1.3** Department heads shall be familiar with the Staff Policies, implement them, and make copies available to their staff.
- 1.4** The Board of Commissioners reserves the right to add to, modify and/or rescind policies at any time.
- 1.5** Every employee shall be provided a copy of this Manual and shall sign a receipt which will be kept in the official personnel record.
- 1.6** The policies contained herein supersede previous policies contained in the 8/16/11 version of the Personnel Policy. Updates will be issued as replacement pages and will be updated on the website.

Section 2: Equal Employment Opportunity

2.1 Equal Employment Opportunity

The County does not discriminate in recruitment, employment, training, promotion, wages, or discipline because of race, color, sex, age, religion, national origin, marital status, sexual orientation, height, weight, or disability, in accordance with all federal, state or local laws.

Handicapped employees who feel accommodation is needed to perform their job shall notify the County Administrator's Office and the elected official or department head in the office which the employee works in writing of the need for reasonable

accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. Failure to properly notify the County will preclude any claim that the County failed to accommodate the handicapped employee. The County will make accommodations that do not pose an undue hardship to the County.

2.2 Sexual Harassment

The County's Equal Employment Opportunity Policy against discrimination and harassment prohibited by law includes a prohibition against sexual harassment.

The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when either:

1. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting the individual, for example the individual obtaining employment; OR
2. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or create an intimidating, hostile or offensive employment environment. This includes, but is not limited to:
 - a. Sexually-oriented jokes, gestures, noises, remarks or comments about a person's sexuality or sexual experience directed at or made in the presence of an employee;
 - b. Sexual or discriminatory displays or publications; and
 - c. Retaliation for sexual harassment complaints.

The foregoing policies require that each individual exhibit, in his or her conduct and communications, sound judgment and respect for the feelings and sensibilities of each employee.

2.3 Reporting Illegal Discrimination or Harassment

It is the policy of the County that any employee who in good faith believes he or she has been subjected to illegal discrimination or harassment prohibited by law, or who believes in good faith he or she has observed discrimination or harassment prohibited by law, must report that fact immediately in writing to :

1. The Administrator's Office, elected official or the department head in the office in which the employee works; or

2. If the individual does not feel comfortable with the above, the individual should feel free to file a written complaint directly with the Board of Commissioners.

A report or complaint will be promptly investigated and remedial action, up to and including immediate discharge, will be undertaken as appropriate. To the extent possible, the investigation will be conducted in a manner calculated to protect the privacy of the individuals involved. If a report of discrimination or harassment prohibited by law is made in good faith, the County will protect the reporting individual from retaliation or any other detrimental impact on his or her employment.

Section 3: Safe Workplace Policy

3.1 Safe Workplace

The County is committed to providing a safe workplace for the public and its employees, customers, and contractors. Recent national studies report an increase in workplace violence. In an effort to prevent the possibility of violence in our workplace, the County has implemented this Safe Workplace Policy. Benzie County strictly prohibits and will not tolerate any threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around the work environment:

1. Threatening injury or damage against a person or property;
2. Fighting or threatening to fight with another person;
3. Threatening to use a firearm or any other weapon;
4. Having unauthorized possession of a firearm or any other weapon while on County premises or County business;
5. Abusing or injuring another person;
6. Abusing or damaging property;
7. Using obscene or abusive language or gestures in a threatening manner;
8. Raising voices in a threatening manner;
9. Harassing behavior inconsistent with normal work relationship or stalking.

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

3.2 Reporting And Investigation

Any person who exhibits unsafe behaviors will be removed from County's premises as quickly as safety permits, and shall remain off County premises pending the outcome of an investigation. Employees will cooperate in authorized investigations, and failure to cooperate may result in a disciplinary action, up to and including discharge. If the investigation substantiates that a violation has occurred, the County will take immediate corrective action. Corrective action may include immediate discipline, up to and including termination, at the County's sole discretion. Additionally, the County may, in its discretion, pursue criminal or civil remedies which may be available.

All employees, temporary employees, contractors and any other personnel are responsible for notifying the County of any threats which they have witnessed, received, or have been told that another person has witnessed or received. A report or complaint will be promptly investigated if a report is made in good faith from retaliation or any other detrimental impact on his or her employment.

In order to provide a safe workplace and protect our employees from threats to their safety, the County must know if a court has ordered an individual to stay away from County locations. Therefore, this policy requires all individuals who obtain a protective or restraining order which lists County locations as being protected areas, to provide the Administrator's Office or the elected official for whom the employee works a copy of such protective or restraining order.

Section 4: Social Security Number Privacy Policy

Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate employment reasons consistent with this Privacy Policy. It is the Policy of the County that the following acts are prohibited:

- A. Displaying more than four sequential digits of a Social Security number. This includes, but is not limited to display of such numbers on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.
- B. Utilizing more than four sequential digits of a Social Security number as a primary account number for an individual.
- C. Storing, using or transmitting more than four sequential digits of a Social Security number on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
- D. Mailing County documents containing more than four sequential digits of a Social Security number except in such cases where state or federal law, rule, regulation, or court order or rule authorizes permits or requires that a Social Security number appear in the document. Documents containing more than four sequential digits of a Social Security number that are sent through the mail shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.
- E. Releasing any document under the Freedom of Information Act which contains more than four sequential digits of a Social Security number. The Social Security

number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Only staff who have legitimate business reasons to know, will have access to records containing Social Security numbers.

Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding or burning. Records awaiting disposal will be kept in a secured area, such as a locked file cabinet. Records containing Social Security numbers or confidential information should not be retained beyond their destruction date (unless a Freedom of Information Act (FOIA) request has been received for a particular record or the County's legal counsel directs otherwise.)

The County shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The County will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains uses or discloses Social Security numbers through the County for unlawful purposes.

Section 5: Other Policies

5.1 Tobacco/Smoke Free Workplace

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, and in the interest of providing a safe and healthy environment for employees, vendors and visitors, and in accordance with the Michigan Clean Indoor Air Act, as amended, as well as other public health policies, it shall be the policy of Benzie County, effective upon the date of adoption, to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors to Benzie County facilities.

Smoking, as well as the use of any tobacco products, indoors is prohibited in all County buildings and facilities. An Individual shall not smoke or use any other tobacco product at a meeting of any County board, commission, or agency, or in any enclosed, indoor area owned or operated by the County, including County facilities not open to the public or

available only to County staff. There is no exception for private functions held at County facilities or for County functions held at private facilities.

The County shall clearly and conspicuously post “no smoking or other tobacco use” signs or the international “no smoking” symbol at the entrances to, and in every County building, and shall remove ashtrays and other tobacco paraphernalia from indoor County facilities, and shall not permit the placement of ashtrays or tobacco paraphernalia inside any County facility.

a. ENFORCEMENT

The success of this policy will depend on the thoughtfulness, consideration and cooperation of tobacco users and non-users. All employees share in the responsibility for adhering to and enforcing this policy.

Persons observing a violation of this policy should bring it to the attention of their supervisor. All complaints received shall be investigated as soon as possible. All staff are expected to cooperate fully with any such investigation.

Employees who are found violating this policy will be considered to be in violation of the Benzie County staff policy and will be subject to discipline in the same manner and magnitude as violations of other staff policies.

Further, there shall be no smoking or use of other tobacco products in County owned vehicles or in personal vehicles when transporting persons on authorized Benzie County business.

In addition, per MCL 333.126-1 *et seq*, civil fines may be imposed for smoking in violation of the law.

Retaliation against individuals for reporting violations of this policy or for exercising their rights under the law will not be tolerated. If you believe you are being retaliated against, immediately report it to your immediate supervisor or his/her supervisor.

b. PERMISSIONS

Smoking and other tobacco use is only permitted in designated areas outside County buildings. For the Government Center, a smoking area is provided at the west end of the building and is identified with appropriate signage. Cigarette butts and tobacco packaging shall not be left on the grounds and shall be disposed of only in designated containers.

Receptacles for disposal of smoking/tobacco materials will be placed at least 50 feet from the entrance to any County facility, with signage that conveys the County’s smoking/tobacco policy.

5.2 Substance Abuse Policy

It is the intent of the County to provide a drug-free, safe and secure work environment for employees. To ensure a safe and efficient work place, the County will strictly enforce the following Rules:

1. No employee shall possess, distribute, use or be impaired by alcohol or illegal prohibited drugs on County property, while on County business, or during working hours, including rest and meal periods. "Illegal prohibited drugs" are those substances that are illegal to sell or possess.
2. Where management has reason to believe that an employee may be under the influence of drugs or alcohol, the County, at its discretion, may require the employee to submit to breath, urine or blood testing, at the County's expense, to determine the presence of drugs or alcohol. Refusal to submit to such testing may result in immediate dismissal.
3. Employees subject to the Drug-Free Work Place Act who are convicted of any criminal drug violation occurring in the workplace must report such conviction to their supervisor within five (5) days of the conviction.

The County sincerely desires to help employees who have alcohol or drug-related problems. It is the employee's responsibility to seek assistance. Requests for such a leave of assistance will be considered confidential. However, seeking assistance after disciplinary action has begun or is imminent will not preclude disciplinary action.

Employees with drug or alcohol problems which have not resulted in, or are not the immediate subject of, disciplinary action may request approval to take unpaid leave to participate in an approved rehabilitation or treatment program. Requests for such a leave of absence will be considered confidential. The cost of participating in the program may be covered by the health insurance provided by the County, as outlined in your summary plan description (SPD). The County will require the employee to demonstrate satisfactory completion of the program before he or she returns to work.

5.3 Outside Employment

While outside or supplemental employment is discouraged, employees may engage in outside or supplemental employment in accordance with the following limitations. In no case shall outside or supplemental employment conflict with or impair responsibilities to the County.

Any employee desiring to participate in outside or supplemental employment must obtain permission of his/her department head in writing prior to engaging in outside or supplemental employment. In the case of outside or supplemental employment by a department head, the department head must receive written permission to engage in

outside or supplemental employment in advance from the County Board of Commissioners. All employees engaged in outside or supplemental employment shall:

- a. not use County facilities as a source of referral for private customers or clients,
- b. not be engaged in outside employment during the employee's regularly scheduled working hours,
- c. not use the name of the County or any County agency as a reference or credential in advertising or soliciting customers or clients,
- d. not use County supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice,
- e. maintain a clear separation of outside or supplemental employment from activities performed for the County, and
- f. not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of employee's duties.

The County shall not be liable, either directly or indirectly for any activities performed during outside or supplemental employment.

If the County determines that an employee's outside or supplemental employment interferes with their County job, they may ask the employee to quit the other job if they want to keep working for the County. The County has sole discretion to decide if the other job interferes. Denials shall be sent to the County Administrator for review.

5.4 Political Activity

Every employee has the right to freely express his or her views as a citizen and to cast a vote as he or she may wish. Coercion for political purposes is strictly prohibited.

Employees of federally aided programs are, however, prohibited from participation in partisan political activity under the Federal Hatch Political Activities Act.

No employee shall engage in any partisan political activity or campaigning for an elective office during scheduled working hours or while on duty or while off duty wearing a uniform or other identifying insignia of County office or employment. Solicitation of signatures or contributions or nominating petitions is prohibited during working hours. No employee shall be required to engage in a campaign for election of any candidate.

5.5 Nepotism

Members of the immediate family or those in a close personal relationship shall not be hired nor remain employed if:

- a. The individual would have the primary authority to supervise, hire, remove or discipline the other;
- b. The individual would have the responsibility of auditing the work of the other; or,
- c. The individual would have access to confidential material of the other.

A close personal relationship may be, but is not limited to, natural, adoptive, step, foster, or by marriage including spouse, child, parent, brother, sister, grandparent, grandchild, first cousin, aunt, uncle, niece, nephew, or other member of household.

If two employees are in such positions, one of the employees will be, where possible, transferred to another department. If such transfer cannot be accomplished due to the unavailability of an open position or a lack of qualifications, one of the employees must resign. The decision on which employee will transfer or resign will initially be left to the employees. However, if after thirty (30) days, no such decision is made, the employee with the least seniority will be transferred or will resign.

5.6 Dating in the Workplace

Supervisors may not retain their position while dating a subordinate employee.

In that event, the County will try to transfer one of the employees to another department. If that is not possible, the employees involved may choose which one will resign their employment. If they do not choose or do not agree, both employees shall be terminated. The employee in the higher-level position must disclose the relationship to the department head and to the Human Resources Committee.

5.7 Reporting Illegal and Unethical Activity

Any employee who, during the course of employment, believes that he or she has been **requested** or required to engage in an illegal or unethical act, or to engage in otherwise improper activity, must report that fact immediately in writing. The Department Head will promptly investigate the allegations and take remedial action, if necessary. If the Department Head is the individual who is the subject of the complaint, the employee shall notify the Board Chair. If such a report is made in good faith, the County will protect the reporting employee from any retaliation or other detrimental impact upon his or her employment.

5.8 Information and Technology Policy

This policy sets forth the County's policies with regards to information technology ("IT") resources (e.g., e-mail, electronic voice and video communication, facsimile, the Internet and future technologies), including County access to, review or disclosure of electronic files, electronic mail and electronic voice and video communications through or stored on

any part of the IT resources systems. The Chief Judge or Prosecutor reserves the exclusive right to access, review or disclose electronic files for his/her respective employees and IT resources. This policy also sets forth the policies on the proper use of the IT resources systems. These policies do not constitute a contract. The County reserves the right to change them at any time.

5.8.1 General Policy

The IT resources are intended to assist in the efficient and effective day to day operations of County departments and agencies, including collaboration and exchange of information within and between County departments/agencies, other branches of government and outside contacts. These resources also provide public access to certain public information.

The IT resources are to be used for County-related purposes only. The County treats all information transmitted through or stored in these systems including, but not limited to, voice communication and e-mail messages, as County information.

The County has the capability to access, review, copy, modify and delete any information transmitted or stored in the system, including voice and e-mail messages. The County Prosecutor or Chief Judge reserves the right to access, review, copy, modify or delete all such information for any purpose and to disclose it to any party if legally compelled to do so, or if the County otherwise deems it appropriate.

Voice and IT resources files containing personal information of an employee as a result of an employee's making incidental use of the IT resources system for personal purposes, including the transmission of personal voice and e-mail messages, will be treated no differently than other files, i.e., the County reserves the right to access, review, copy, modify, delete or disclose them for any purpose required by law, or which the County deems appropriate in its discretion. Accordingly, employees should not use the IT resources system to send, receive or store any information that they wish to keep private. Employees should treat the IT resources system like a shared file system -- the files or messages sent, received or stored anywhere in the respective systems will be available for review by authorized representatives of the County and, may be disclosed to third parties.

5.8.2 Prohibited Uses of IT Resources

The following uses of the IT resources are strictly prohibited and violation of these policies may result in discipline, up to and including immediate discharge and, where appropriate, civil and/or criminal liability. The list of prohibited uses of IT resources is for illustration purposes only and is not intended to be all-inclusive. Individuals may be disciplined, or subject to civil or criminal liability for:

- a. Distribution of offensive or harassing statements.
- b. Transmission of defamatory, obscene, offensive messages that disclose personal information without authorization.

- c. Distribution of incendiary statements which may incite violence or describe or promote the use of weapons or devices associated with terrorist activities.
- d. Distribution or solicitation of sexually oriented messages or images.
- e. Use of County-provided IT resources for illegal purposes or in support of such activities.
- f. Use of IT resources for commercial purposes, product advertisement or “for-profit” personal activity.
- g. Duplicating, transmitting or using software which is not in compliance with software licensing agreements and/or unauthorized use of copyrighted materials or other person’s original writings.
- h. Wasting IT resources, for example:
 - i. Placing a program in an endless loop;
 - ii. Printing unnecessary amounts of paper;
 - iii. Disrupting the use or performance of County-authorized IT resources or any other computer system or network;
 - iv. Storing information or software on County-provided IT resources which are not authorized by the Information Services Department.
- i. Security violations including, but not limited to:
 - i. Accessing accounts within or outside the County’s computers and communication facilities for which you are not authorized;
 - ii. Copying, disclosing, transferring, examining, renaming, or changing information or programs belonging to another user unless you are given express permission to do so by the person responsible for the information program;
 - iii. Knowingly or inadvertently spreading computer viruses;
 - iv. Distributing “junk mail” such as chain letters, advertisements or unauthorized solicitations;
 - v. Transmitting confidential information without proper security and authority.

NO GAMES ARE PERMITTED TO BE LOADED UPON, OR UTILIZED ON COUNTY COMPUTERS

5.9 Fraud Policy

Benzie County hereby adopts a zero tolerance policy regarding fraud and misuse of County assets. No employee of Benzie County, contractor or sub-contractor working for the County or member of the public shall engage in fraud, embezzlement,

misappropriation, theft or misuse of and County assets. An individual who violates this policy will be subject to any or all of the following: civil action, restitution, and/or criminal charges. In addition to the above listed remedies, employees who violate this policy will be subject to disciplinary action up to and including discharge.

5.10 Credit Card Use Policy

The use of credit cards will only be for the purchase of goods and services for official Benzie County business.

A. Authorized Users:

1. Only County Commissioners, Elected Officials, County employees and committee members of the Government Credit cards will be limited to twelve budget managers: County Prosecutor, County Clerk, Registrar, County Treasurer, County Administrator, EMS Manager, 911/Dispatch Manager, Animal Control Manager, Equalization Manager, Emergency Operations Manager, Recycle/Solid Waste manager, and Probate Court Administrator.
2. Only employees and Reserve Officers of the Sheriff's Office are authorized to use credit cards issued to the Benzie County Sheriff.

B. Required Documentation:

1. Department Heads are responsible for all documentation which must be submitted for payment in a timely manner to avoid being charged late fees and penalties by the Credit Card Company.
2. For all credit card transactions, the authorized budget managers will submit to the Administrator's Office documentation sufficient to satisfy Internal Revenue Service requirements for employee business expenses. This documentation will include a receipt of invoice from the vendor that documents the goods or services purchased. Each receipt will also indicate the official County business for which the expense was incurred. Each receipt will be submitted with the credit card bill.
3. Credit card statements or invoices will be subject to existing internal accounting controls related to purchasing and the disbursement of County funds.

C. Payment Processing:

1. Credit card invoices will be processed for payment by the Administrator's Office upon receipt of proper documentation referenced in Section 5.10 D.
2. Credit card balances, including interest due on an extension of credit, shall be paid when due as indicated per the statement.

3. Delay in presenting proper documentation that results in interest charges incurred will be charged to the general ledger line number presented on the voucher.
 4. Credit card invoices must be approved by the Finance Committee prior to payment, and within 60 days of the initial statement date.
- D. Lost or Stolen Cards:
1. The official issued a County credit card is responsible for its protection and custody, and shall immediately notify the County Treasurer and issuing bank.
- E. Unauthorized Use or Failure to Comply with this Policy:
1. Unauthorized or duplication of credit card data or excessive use of a county credit card will subject the employee or official to disciplinary measures including termination consistent with County policy and applicable statutes. Failure to comply with the credit card policy will result in the immediate withdrawal of authorization to use a County credit card.

5.11 Weapons in the Workplace Policy

The County of Benzie believes it is important to establish a clear policy that specifically addresses and prohibits weapons in the workplace.

- A. Policy: This policy applies to all County employees, contract and temporary employees, visitors on County property and customers and contractors on County property, regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy are law enforcement officers. This policy prohibits weapons at any County sponsored functions such as parties or picnics.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, knives or other weapons covered by the law. (Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy.) If you have a question about whether an item is covered by this policy, please call Human Resources. You are responsible for making sure that items you possess are not prohibited by this policy.

“County property” covered by this policy includes, without limitation, all County owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County’s ownership or control. County vehicles are covered by this policy at all times regardless of whether they are on County property at the time.

- B. Searches: The County reserves the right to conduct searches of any person, vehicle or object that enters onto County property consistent with the law. No

employee shall have an expectation of privacy in lockers, desks, agency vehicles, or other areas of County property where a weapon may be hidden.

- C. Violations: Failure to abide by all terms and conditions of the policies described above may result in discipline up to and including termination. Further, carrying a weapon onto County property in violation of the policy will be considered an act of criminal trespass and will be grounds for immediate removal from the County property, and may result in prosecution.

THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATION ON THE PART OF THE COUNTY TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

REPORT OF THREATS OR INCIDENTS OF VIOLENCE

Name of Victim: _____

Name of Perpetrator: _____

If Name not known, what was business with County? _____

Date of Incident: _____ Time: _____

Where Incident Occurred (Place): _____

What happened immediately prior to incident? _____

Specific Language of Threat: _____

Specific Act of Violence (can include property damage) : _____

Names of Others Directly Involved – Witnesses: _____

Name of Supervisor Involved: _____

What Led up to Incident? _____

How Incident Ended: _____

Specific Actions Taken after Incident: _____

Suggestions for Prevention of Violence in Future: _____

Employee

Date

5.12 Travel Policy

- A. **Out of State.** All out of state travel must be approved by the Board of Commissioners, if reimbursement is expected.
- B. **Lodging.** Benzie County will pay the actual cost of lodging for employee traveling on County business. Reimbursement for lodging costs must be supported by receipts. A tax exempt form is required for all expenses and may be obtained for the County Administrator's office. Department Heads are to determine when overnight stays are necessary based on such factors as distance, travel time, length of stay, budget and weather conditions.
- C. **Meals.** Benzie County will reimburse employees for the actual cost of meals when traveling on County business, not to exceed the following amounts:

<u>Meals:</u> Breakfast:	\$8.75
Lunch:	\$8.75
Dinner:	\$21.00
<u>Group Meetings:</u>	
Breakfast:	\$5.75
Lunch: \$	11.50
Dinner:	\$14.50

Out of State

<u>Meals:</u> Breakfast:	\$10.25
Lunch: \$	10.25
Dinner:	\$23.50

These costs will be reimbursed to employees upon submission of the itemized travel and meal expense receipts at the next scheduled accounts payable week. There will be times when employees are involved in group meetings where they are required to purchase lunch. They may not have a menu choice and the cost may exceed the \$11.50 lunch allocation. In these cases, the County will reimburse up to \$14.50 for lunch. In no case will any employee be reimbursed more than the \$14.50 and without documentation, they will be reimbursed at the \$11.50 rate.

Allowable meal times for out of town travel:

Employees will not be paid per diem, nor will they be reimbursed for meals based on the following time schedule:

<u>Departure Date:</u>	Breakfast –	Unless required to leave prior to 6:00 a.m.
	Lunch -	Unless required to leave prior to 11:30 a.m.
	Dinner -	Unless required to leave prior to 4:30 p.m.
<u>Return Date:</u>	Lunch -	Unless arriving back after 2:00 p.m.
	Dinner -	Unless arriving back after 7:00 p.m.

Gratuities & Alcoholic Beverages:

All meal rates above include gratuities.

Alcoholic beverages are not allowable costs.

Mileage:

Benzie County will reimburse employees for actual mileage at a rate that complies with the State of Michigan mandated rates. See: http://www.michigan.gov/documents/dtmb/Travel_Rates_Jan_2016_509155_7.pdf.

Mileage will only be paid for approved county and court business. Mileage will not be paid for driving to or from work. When you are requested to report to work at a location other than your normal work location the difference between where you work and where you have to go will be payable.. The county will not honor requests for advanced mileage reimbursement.

All employees requesting reimbursement for travel-related expenses must submit a travel expense statement. Travel expense statements must be filled out properly and signed by the employee and their supervisor. Travel expense statements will be processed on a timely basis as a part of the normal accounts payable process. Approval of the Board of Commissioners is required.

This policy and all of the above rates are consistent with the Federal Office of Management and Budget Circular A-87 Cost Principals for State and Local Governments and the Michigan Department of Management and Budget Schedule of Travel Rates. The rates included in the policy will be reviewed on an annual basis to remain consistent with state schedules.

5.13 Vehicle Use Policy

- A. Purpose: Benzie County owns and maintains vehicles which are available solely for the purpose of assisting employees in the day to day functions of performing County business. This policy has been developed to ensure the appropriate use of County owned vehicles. This policy does not cover vehicles used by the Sheriff's Office or Jail. Use of those vehicles is under the sole discretion of the Elected Official. ALS/EMS staff may have additional responsibilities.
- B. Use of Vehicles: Driver Responsibilities include the following:
 - Perform a pre-start inspection of the vehicle. Note any problems or concerns and report these to the department head;
 - Report any mechanical defects that arise during the use of the vehicle to the department head;
 - Ensure that all safety devices, including seat belts, are used by all vehicle occupants;

- Maintain a valid U.S. driver's license, and notify the County Administrator promptly of any changes in the license status;
- Operate vehicles in accordance with Federal, state and local regulations, traffic laws, and ordinances;
- Use safe driving practices at all times. Drivers must not exceed the posted speed limit;
- Report unsafe vehicle conditions or concerns promptly to the department head;
- Report all accidents, license suspensions, and traffic violations (including parking violations) to the driver's direct supervisor as well as to the County Administrator;
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash, etc., in the vehicle;
- Return the vehicle to its designated parking area on County property at the end of each business day or when use of the vehicle is finished;
- Purchase of fuel within the County will always be from the County Road Commission. Fuel cards issued by the Road Commission have been assigned to each vehicle. These fuel cards are for County use only. When outside of the County, fuel purchases may be placed on the County credit card. Drivers will be responsible for the purchase of fuel from their own budgets.
- Drivers are personally responsible for the payment of all fines or traffic violations (including parking violations) associated with the use of County vehicles. County funds may not be used for payment. Use of a county vehicle may be denied to a person who has outstanding traffic or parking fines.

Use of vehicles includes the following:

- County vehicles are to be used to conduct official County business only;
- County vehicles are not to be used for personal errands or social activities;
- Damage/restoration cost resulting from unauthorized or illegal use of County vehicles will be the complete personal responsibility of the driver
- The use of alcohol or drugs in the vehicles is strictly prohibited at all times;
- No smoking in County vehicles;

- No weapons may be unlawfully transported or carried in the vehicle;
- No eating while driving;
- No unauthorized passengers. No picking up hitchhikers;
- No use of cell phones and/or texting while driving the vehicles. Drivers are required to pull off the road to accept or make phone calls.

5.14 Dress and Hygiene

All employees are expected to look neat and professional while at their work area during normal work periods. Your supervisor will inform you of what attire is appropriate. Some jobs may have additional restrictions for safety reasons. Exceptions will not be granted without written permission from your supervisor. For a first offense, employees who appear for work inappropriately attired or without proper hygiene will be sent home and directed as to the appropriate hygiene or attire. Under such circumstances, employees will not be compensated for time away from work. For subsequent occurrences, disciplinary action may result.

If you believe a certain manner of dress, personal appearance or hygiene is necessary because of religious beliefs, medical condition or an otherwise legally protected reason, you must notify your Department Head of this reason, in writing, before you report to work. The County may require you to provide appropriate proof of this belief, condition or otherwise protected reason.

5.15 Other Work Prohibitions

All County employees are expected to adhere to the following prohibition of conduct as well as the rules and policies previously mentioned. The list is not intended to be an all-inclusive list of rules of conduct expected of employees. Further, the list may be added to, modified or supplemented by the County Board of Commissioners or your department head. The purpose of the work rules is to set forth some guidelines for conduct, violation of which will result in disciplinary action, including possible discharge. Other types of behavior can subject an employee to disciplinary action including discharge. Further, all employees serve at will and may be terminated at any time with or without cause. The following are some of the County's work rules:

1. Unexcused absence from work or from your working station. In addition, absences of three (3) working days without notifying management will be considered a voluntary quit.
2. Repeated tardiness, not at work station and ready to work promptly at starting time.

3. Failure of an employee to report to work upon expiration of a leave of absence or layoff.
4. Engaging in gainful employment while on any authorized leave of absence unless the Employer has granted the employee, in writing, permission to engage in employment while on a leave of absence.
5. Improper use of leaves of absences or falsification of information to secure a leave.
6. Failing to be professional and helpful when dealing with the public and co-workers.
7. Accepting gifts or gratuity from any person or agency that may appear to influence an employee. Employees may not use their position of employment for personal gain or to receive income for anything produced while doing County work.
8. Unauthorized disclosure of personal or confidential information. Some positions give employees access to personal information about employees or the public. Employees shall treat such information confidentially and discuss it only when required for business.
9. The County is not responsible for loss or damage to personal items, valuables, or vehicles.
10. Employees may only use County phones for personal long-distance calls in emergencies. Department heads may require employees to log phone calls. Personal calls shall be short, local only, and kept to a minimum. **Personal cell phones shall be turned off or on no sound during working hours.**
11. Possession of or consuming any alcoholic beverage on County property or in a County vehicle at any time.
12. Reporting to work under the influence of alcohol, or in an unsafe condition.
13. Verbally abusing or threatening, intimidating, coercing, physically attacking, other improper treatment or interfering with customers, clients, inmates, visitors or County personnel.
14. Illegal activity on County premises (misdemeanor or felony) (including gambling) during work or non-work hours.
15. Conduct disruptive to the work of other employees.

16. Theft, misappropriation or negligent use of property or funds including property or funds of the County, inmates, patients, or client of any County Department.
17. Abuse, misuse and negligent or deliberate destruction of County property, equipment, or the property of others on County premises.
18. Personal or unauthorized use of County property including telephones for toll calls or charge calls; paid postage for personal correspondence; use of tools, vehicles or equipment,
19. Insubordination, including abusive language to a co-employee or supervisor.
20. Refusal or failure to do a job assignment, or refusal to obey orders of your supervisor.
21. Inefficiency, incompetency, neglect of duty or failure to satisfactorily perform job functions.
22. Falsifying records, including personnel records, time cards, or other records.
23. Unlawful discrimination, harassment, or sexual harassment.
24. Carelessness, negligence or disregard of safety rules or safety procedures.
25. Instigating, aiding, or participating in illegal strikes or work stoppages or slowdowns at the County.

As stated above, these rules are not all inclusive. The County reserves the right to change, modify, add to, or delete from such rules and will provide reasonable notice of these changes to their employees; to apply other standards of conduct; or to impose disciplinary action for other matters not specifically listed above. The inclusion of these rules is not meant to either create an employment contract or alter the employees' status. Non-union employees and/or union employees who have negotiated at will status, are at will employees and may be terminated at any time, with or without cause.

5.16 Break Time for Nursing Mothers Policy

In compliance with federal law which requires the provision of unpaid, reasonable break time for a non-exempt employee to express breast milk, the County subscribes to the following policy:

- A non-exempt employee who intends to express breast milk during the work day must submit her notice to department head in writing.
- A non-exempt employee will be provided a reasonable break time to express breast milk for her nursing child for the first year of the child's life. These break periods will be given each time the employee has need to express breast milk. Break periods for

expressing milk are paid.

- Upon receipt of notice, the department head will confer with the employee to designate a suitable, private location, other than a bathroom, which is located in close proximity to the employee's work area for such breaks. An employee may use her private office area for milk expression if she prefers.
- An employee may use her own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees are expected to appropriately maintain the refrigerator and clearly label expressed milk.
- Management and staff are expected to provide an atmosphere of support for breastfeeding employees.

Section 6: Pre-Employ

6.1 Employee Medical Examinations

After making a conditional offer of employment, the County may require the prospective employee to get a medical exam (which may include a drug test) at the County's expense by a health professional of the County's choice. The offer of employment or assignment to duties may be withdrawn based on the results of the exam. The County alone decides whether the results of the exam disqualify the person for employment.

6.2 Background Checks

Background record checks may be required of all personnel, including but not limited to employees, students, volunteers, interns, independent contractors, candidates, and other providers. The County may take action based on the results, including withdrawal of the job offer. The County decides what action is appropriate and their decision is final.

In addition, the County may conduct background checks and act on the results at any time during an individual's employment, contract, or professional relationship with the County.

6.3 Driver's Record

Any staff member whose responsibilities include driving must provide a copy of a valid driver's license to the County Administrator's Office, and must provide updated copies upon request of the County Administrator or the person's department head. No one may drive a county vehicle without a valid driver's license.

Anyone whose responsibilities include driving may be subject to corrective action, discipline or termination if they commit driving violations, driving violations appear on their MVR, if they are not insurable or the cost of such insurance is prohibitive, or if they are no longer able to drive. The County has sole discretion to determine if and what action is appropriate.

Section 7: Classifications

7.1 Regular Full-Time Employee

Employees who are budgeted to work and regularly work thirty-five (35) hours or more per week, who are not Temporary Employees are Regular Full-Time employees. Regular Full-Time employees are currently eligible for fringe benefits except when indicated otherwise.

7.2 Part-Time Employees

Part-Time Employees regularly scheduled to work less than thirty (30) hours per week are not entitled to any fringe benefits, unless required by law.

Part-Time Employees working thirty (30) regularly scheduled hours or more per week (up to 35 hours), including salaried employees, earn pro-rated sick and vacation time. Such Part-Time Employees (30 to 35 hours) are eligible for employee single subscriber health insurance only and shall pay 20% above of the premium paid by regular full time employee.

7.3 Temporary Employees

Temporary employees have appointments of definite, limited duration or who are hired to fill in for an employee on leave. Continuation beyond the end date of such appointments shall be only by written action of the County. Temporary Employees are covered only by social security and workers' compensation. They are not eligible for any fringe benefits, including, but not limited to, pension, health, life, or disability insurance as governed by their part-time /full-time status noted above.

7.4 Exempt and Non-Exempt Employees

Positions will be classified as "exempt", or "non-exempt". The determination as to exempt or non-exempt status will be made by the County Administrator based upon the actual duties of the position as applied to the standards set forth in the Fair Labor Standards Act. Full-time employees who are considered executive, administrative and professional, and are in classifications exempt from the overtime provisions of the Federal Fair Labor Standards Act are not entitled to overtime or compensatory time. Non-exempt employees are entitled to overtime or, in the discretion of the Employer and under the terms and conditions set forth in this manual, compensatory time.

Section 8: Pay

8.1 Pay Period

The County payroll shall be prepared bi-weekly and payroll checks issued by 4:00 p.m. on the Thursday following the close of the payroll period, unless it is a holiday. When an emergency makes this impossible or impracticable, the paycheck shall be issued as soon as possible.

8.2 Overtime Pay

The County will compensate employees eligible for overtime pay under the Fair Labor Standards Act (FLSA) as follows: Work in excess of forty (40) hours in one week is overtime work. It shall be compensated at a rate of one and one-half (1 ½) times the employee's base hourly rate. It shall be paid in the payroll period in which it is earned.

Overtime must be approved by the employee's department head in advance. Employees who do not receive advance approval will be subject to discipline, up to and including discharge.

8.3 Salaried Employees

Salaried employees shall not receive overtime pay.

8.4 Time Sheets

All employees (except elected officials) will sign a time recording which shall be used as the basis for payroll and deductions from leave. Each time recording shall be reviewed, approved by the employee's department head and submitted by 10:00 a.m. the first work day following the pay period.

The payroll administrator and supervisor shall reconcile discrepancies and irregularities on time recordings with the employee. If reconciliation is unsuccessful, the department head and/or Human Resources Committee shall assist in reconciliation and shall make a determination as to what is recorded on the time record.

8.5 Compensatory Time

The Department Head or Elected Official may designate compensatory time instead of overtime pay. Such time off shall be earned and paid at overtime rates. Department Heads shall document employee compensatory time on the time sheets. Compensatory time may be accumulated up to a maximum of forty (40) hours. The use of compensatory time is to be determined by department supervisor. An employee, who has requested the use of such compensatory time, shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time is approved by the department supervisor and does not unduly disrupt the operations of the County. However, all earned compensatory time must be used within 60 days after it is earned.

An employee who has accrued compensatory time shall upon termination of employment, be paid for the unused compensatory time at the regular rate earned by the employee at the time the employee receives such payment.

Payment of overtime rates shall not be duplicated for the same hours worked. Hours compensated for at overtime rate shall not be counted further for any purpose in determining overtime liability under the same or any other provision.

Hours paid for but not worked (vacation, sick leave, holidays) shall not be counted in determining overtime or compensatory time liability.

8.6 Position Change

Hourly employees who terminate their position to accept a salaried position with the County will be paid for accumulated sick time and personal time at their hourly rate at the next regular payday.

8.7 Per Diem

Employees serving on County boards or committees, whether pursuant to statute or by appointment by the Board of Commissioners, shall not receive per diem compensation, unless they are non-exempt and outside normal working hours.

Section 9: Normal Workweek

9.1 Workweek

The normal workweek shall be set by the Board of Commissioners from Monday 12:00 a.m. through Sunday 11:59 p.m., inclusive. However, nothing contained herein shall constitute a guarantee of forty (40) hours a week.

9.2 Working Hours

Department Heads/Elected Officials will advise employees of their individual work schedules. Staffing and operational needs may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

9.3 Lunch Period

Non-exempt employees have an unpaid lunch break as determined by the Department Head.

Section 10: Legal Holidays

10.1 Holiday Pay

All regular full-time employees shall receive one (1) day of pay at their regular rate of pay, exclusive of all premium pay, for each recognized holiday, if eligible under the rules established in this policy.

10.2 Recognized Holidays

The following holidays are observed as legal holidays by all departments except the Sheriff's Office:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veterans Day	Thanksgiving Day	Day after Thanksgiving
Day before Christmas	Christmas Day	Day before New Year's

Should any of the above-noted holidays fall on a Saturday, it shall be recognized on the preceding Friday. Should a holiday fall on a Sunday, it shall be recognized on the following Monday.

If New Year's and Christmas Eve are on Friday, they shall be recognized on the Thursday before. If they are on Sunday, they shall be recognized on the Friday before.

Non-exempt employees working on a holiday will be paid straight time for all hours worked in addition to regular pay for the holiday.

10.3 Holiday Eligibility

- a. To qualify for holiday pay, the employee must be a regular full-time employee on the date of the holiday.
- b. The employee must ordinarily work on such a day if it were not a holiday.
- c. The employee must be in a paid status (working, vacation, sick leave, etc.) the day before and the day after the holiday.
- d. An employee who is scheduled to work on a holiday, or who otherwise agrees to work on such holiday, but fails to report for work unless otherwise excused for a reason satisfactory to the Department Head, shall not be entitled to holiday pay.

Section 11: Vacation, Sick Leave and Other Leaves of Absence

11.1 Vacation Time

1. **Eligibility:** An employee must work at least 1,800 hours in the year before their anniversary date in order to be eligible for a full vacation benefit. If the employee works less than 1,800 hours in that period, he/she shall only be entitled to prorated vacation. For purposes of this section only, hours not worked due to recognized holidays, vacations, personal or sick leave count as hours worked.
2. **Vacations:** Currently, employees employed before 01/01/92 accumulate vacation time according to the following schedule:

Years of Service	Days of Vacation
After one (1) year	10 Days
After four (4) years	15 Days
After ten (10) years	20 Days

Employees employed after 12/31/91 currently accumulate vacation time according to the following schedule:

After one (1) year	10 Days
After five (5) years	15 Days
After fifteen (15) years	20 Days

3. Scheduling: The employee's department head must approve all vacation leave in writing. Vacation leave shall be scheduled as far in advance as possible.
4. Accumulation: The vacation year is a twelve (12) month period, beginning with the employee's last hire date. Vacation time shall not accumulate from year to year but shall be taken or lost. Max accrual extensions will only be granted by the Human Resource Committee with a signed plan to use the within six month. Vacation time shall not accumulate during an unpaid leave of absence. Vacation time may not be taken before it is earned. Legal holidays occurring while an employee is on vacation shall not be deducted from their vacation time.

11.2 Sick Leave

1. Eligible regular full time employees currently are eligible to accrue sick leave at the rate of two-thirds (2/3) of one (1) day for each full month of employment for a maximum of 64 hours earned a year. Employees with more than one hundred twenty-eight (128) hours of sick time to their credit may not accumulate more sick time. Eligible regular full time employees may elect annually to cash in at their then effective rate of up to eighty (80) hours of sick leave providing that a minimum balance of sixty-four (64) accumulated sick hours are maintained. The election shall be made each December 1st and shall be paid that month.
2. Sick leave days may be used for temporary absence due to sickness or medical appointments in the employee's immediate family or household.
3. Employees using sick leave should notify their department head as soon as possible. The department head must be contacted on each day of absence.
4. The department head may require a physician's statement verifying eligibility for sick leave as a condition to receiving sick leave.
5. An employee who terminates employment with at least two (2) weeks written notice shall be paid for accumulated sick leave up to 128 hours at 100% of regular pay, as described in this Policy.
6. An employee who retires or dies shall be paid for accumulated sick leave up to fifteen days (15) 100% of regular pay, as described in this Policy.

11.3 Family and Medical Leave

The County shall comply with the Family and Medical Leave Act of 1993 (FMLA) as amended. An eligible employee who has completed twelve (12) months of employment and worked at least 1250 hours in the past twelve (12) months may request a leave of

absence for a period not to exceed twelve (12) weeks in any twelve (12) month period measured forward from the date the employee's FMLA leave first begins.

11.4 Personal Leave

Non-exempt regular full time employees currently are eligible for two (2) days personal leave each year. Personal days shall be scheduled as far in advance as possible and approved by the department head. Employees are eligible on January 1st of each year. Non-exempt regular full time employees will be paid for personal time not used in the calendar year in January of the following year.

11.5 Unpaid Personal Leave:

For reasons other than illness, all regular full-time and part-time employees may request an unpaid personal leave of absence. Requests must be in writing, state the reason for the request, and state the expected duration of the leave. If the absence is for thirty (30) calendar days or less, the absence must be approved by the department head. If the absence is for more than thirty (30) calendar days, it must be approved by the Board of Commissioners. Personal leaves of absence shall be without pay or benefits.

11.6 Funeral Leave:

1. Funeral leave is a paid absence from work due to death of the Employee's relative or member of the employee's immediate household.
2. An employee must notify their department head immediately if they want funeral leave.
3. Employees shall be paid for up to three (3) consecutive days of funeral leave.
4. If the funeral is held five hundred (500) miles or more away from Beulah, Michigan, one (1) additional day will be granted.
5. Additional days that are needed will be charged to the employee's sick leave bank.
6. Funeral leave will not be deducted from sick leave and/or personal leave.
7. The department head may require verification of death before the employee receives funeral leave pay.

11.7 Military Leave

The County shall comply with all laws pertaining to military leaves of absence.

11.8 Leave for Jury or Court Duty

An employee serving on a jury or appearing in court by subpoena for a County related matter shall receive their regular pay and benefits. If they get paid for such service, the employee shall surrender those fees to the County. The employee shall return to work if one (1) or more hours remain in the work day. An employee missing work to appear in

court as a private party shall not receive regular pay or benefits under this section, but must take vacation, personal leave, or request an unpaid leave of absence.

Section 12: Employee Benefits

12.1 Health, Dental, and Vision Insurance

Non Exempt/Exempt and elected officials, and regular full-time employees currently receive health, dental, and vision insurance. The employee shall pay the difference by payroll deduction if they choose higher coverage than the County provides. The terms of the insurance policies control the benefits provided thereunder and the employee's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control.

12.2 Retiree Insurance

Upon retirement from the County, former Regular, Full-Time employees are currently eligible to purchase health insurance under programs offered by the County. The terms of the insurance policies control the benefits provided thereunder and the employee's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control.

12.3 Health Insurance Declination

Employees currently eligible to receive health insurance but who have coverage under some other policy (such as a spouse's policy) may decline health insurance. They must provide proof of other coverage to the County Administrator's Office. A monthly payment as established by the Board of Commissioners, may be paid in lieu of health coverage. The County is not responsible for restrictions the insurance companies may place on re-entry into any plan, or for losses that result because the employee's insurance does not cover what the County's insurance covers.

If a married couple are both employed by the County, neither may receive a payment under this subsection.

12.4 Short/Long Term Disability

The County currently provides short and long term sickness and accident disability insurance to eligible employees. The terms of the insurance policies control the benefits provided thereunder and the employee's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control. The County currently pays the premiums.

1. **Short Term:** The employee who is eligible for short-term disability currently receives sixty-six and two-thirds percent (66 2/3%) of their normal weekly wages

for the first ninety (90) days after becoming eligible. Employees must pay any applicable taxes. Employees must use accrued leave time for the first 7 days while Short Term disability is established.

2. **Long Term:** The employee who is eligible for long-term disability currently is eligible to receive sixty percent (60%) of their normal weekly wages starting on the ninety-first (91st) day after becoming eligible under paragraph three (3) of this subsection to age sixty-five (65), pursuant to County policy with the Long Term Disability carrier. Employees must pay any applicable taxes.
3. **Eligibility:** Sickness and accident benefits are currently payable from the first (1st) day of disability due to accident and from the eighth (8th) day of disability due to illness. Determination as to eligibility for benefits shall be governed by the terms of the applicable insurance policies and the insurance carriers' determination shall be controlling. Employees shall not be eligible for disability benefits for any periods for which they are eligible for benefits under a retirement plan, the Social Security Act or Workers' Compensation.
4. **Benefits:** The County currently pays its portion of health insurance premium for up to twelve (12) months if an employee is on disability. The employee must continue to pay their portion of coverage after the (12) months to keep insurance enforced. The twelve (12) month maximum includes FMLA leave time.
5. **Continuation of Benefits:** The employee will continue to receive all benefits while on short-term disability (90 days) the same as if the employee were still working, including, but not limited to, sick time, vacation time, and retirement contributions.
6. **Employment Relationship:** The employee's seniority freezes and the employment relationship continues for twenty-four (24) months from the start of an employee receiving disability benefits or Worker's Compensation. After that, the County may end the employment relationship.
7. **Bridge:** Employees must use accumulated sick, holiday, vacation, personal, or other leave before taking short-term disability. The employee may not get both leave and disability benefits for the same missed work.

12.5 Life Insurance

The County currently provides a twenty-five thousand (\$25,000) group term life insurance coverage for eligible full-time employees. Full-time employees may purchase additional life insurance at their own cost through payroll deduction if the County's group term life carrier offers it. The terms of the insurance policies control the benefits provided thereunder and the employee's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control.

12.6 Deferred Compensation

Regular Full Time Employees may be eligible to participate in a Deferred Compensation Plan as offered by the County.

12.7 Workers Compensation

Any employee suffering a work-related accident or injury must report it to their department head and the Administrator's Office as soon as possible and fill out the necessary paperwork. Failure to properly report may disqualify an employee for Workers' Compensation benefits.

An employee receiving Workers' Compensation shall not earn vacation, personal, sick or holiday leave. The County shall pay the premiums on health, dental, vision and life insurance for up to three hundred and sixty-five (365) days from the date of injury. This time shall count toward FMLA. Thereafter, the employee may pay the premiums to continue those insurances, if the insurance carrier allows it. All other benefits shall cease. The above benefits are supplemental and are not intended to supersede or adjust any primary coverage.

12.8 Retirement

The County currently provides a pension plan for eligible regular full time employees covered by this Staff Manual. The plans are described in detail in the plan statement which is available from MERS (Michigan Employee's Retirement System). The terms of the plan statement control the benefits provided thereunder and the employee's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. An employee's benefits are governed by the plan description and plan documents. In the event any conflict between this summary and the plan documents, the plan documents control.

Employees with a history of part-time employment with the County of Benzie will be given consideration for part-time retirement credit if the part-time service qualifies under MERS guidelines. When an employee enters (or re-enters) MERS creditable service, the County Administrator's office will contact MERS and supply them with the necessary information for MERS for consideration of the part-time service credit. If qualified, MERS will provide employer and employee costs. The employee will be notified with regard to his/her cost and asked to accept or reject the service credit. If accepted, the employer portion will then be considered in the normal budget process for the upcoming fiscal year.

If there is no budget approval for the employer's portion of the part-time credit cost, consideration will automatically roll over into the next year's budget process. It is NOT possible for the employee to pay both the employee and employer portions.

In the budget process, should the Finance Committee approve the funding request, it would be included in the recommendation to the Board of Commissioners for the regular budget cycle approval. Such approval typically occurs in August or September, in

advance of the new fiscal year which begins October 1. Once the final budget is approved by the Board, the employee and employer costs may be submitted to MERS anytime on or after October 1st.

Assuming the employee accepts the service credit and is willing to pay their portion, the employee will be notified by the County Administrator's Office when the Board acts to approve the budget for the upcoming fiscal year. The employee may then contact the County Administrator's office to arrange payment for transmittal to MERS.

12.9 Longevity Payments

This only applies to employees hired on or before July 1, 2011. Full-time employees who work a minimum of 1820 hours within the preceding twelve months are currently eligible to receive longevity payments in the first pay period following the employee's anniversary date as follows:

After five (5) years - \$300.00

After eight (8) years - \$500.00

Starting the ninth (9th) year of service, \$500.00 plus \$30.00 for each year of service over eight (8) years.

Section 13: Educational Assistance

The County may, if budgeted by the Board of Commissioners, provide educational assistance to all otherwise eligible, Regular Full-Time employees who have completed twelve (12) months of employment in an eligible employment classification. Employees must remain on the active payroll and perform their job satisfactorily during their education.

Study must be at a fully accredited institution and be related to the employee's current job duties, or a foreseeable-future position with the County. The County has the sole discretion to determine whether study relates to an employee's current job duties or a foreseeable-future position. Educational assistance must be preapproved by the employee's department head and the Board of Commissioners.

Prior to being reimbursed for tuition expenses, the employee must present to the department a receipt for payment and proof of a grade B (its equivalent) or higher.

Employees eligible for education compensation under a scholarship, the Veterans G.I. Bill or other government sponsored programs, i.e. Pell Grant, Michigan Tuition Grant, and any other form of financial aid, will have to exhaust their other benefits prior to being eligible for County education benefits.

Reimbursement is for tuition only and shall not include registration, books, lab fees, etc.

Reimbursement is subject to and conditioned upon money being appropriated in the employee's Department budget for this specific purpose.

Tuition reimbursement is subject to all IRS required tax withholdings.

Repayment to the County in one lump sum will be required by an employee who voluntarily resigns or is discharged from employment within three (3) years following completion of course work. In the event the employee does not continue employment for the prescribed period, the employee will be required to reimburse the County on a prorated basis for tuition reimbursement received as follows:

1. Return 100% of tuition reimbursement if **ceases employment** within 1 year
2. Return 67% of tuition reimbursement if **ceases employment** within 2 years
3. Return 33% of tuition reimbursement if **ceases employment** within 3 years

The County cannot guarantee that formal education will lead to advancement.

Section 14: Complaint Procedure

14.1 General

Complaints of employees who are not covered by a collective bargaining agreement may be considered under this procedure if such elected official requests it in writing to the Board. This complaint procedure is not applicable to elected officials or County employees who receive direct appointments by the Board of Commissioners, such as appointed department heads.

14.2 Procedure

Step 1: An employee with a complaint shall submit the complaint in writing to the appropriate department head. It shall state the facts giving rise to the complaint, the sections of this policy allegedly violated, the remedy requested, and must be signed by the employee.

Complaints must be made within seven (7) working days from the date of the situation giving rise to the complaint, or within seven (7) working days after the employee should have known of the situation.

Step 2: Any complaint not resolved in Step 1 may be submitted to the appropriate committee of the Board of Commissioners within three (3) working days after receipt of the disposition in Step 1. The committee may investigate and shall make recommendations to the Board of Commissioners. The Board of Commissioner's decision shall be final and binding.

14.3 Time and Procedural Limitations

If the time limits and procedures are not followed by the employee, the complaint shall be dropped.

Section 15: Termination/Separation

15.1 Resignation

Any employee resigning from the County shall submit their resignation at least two weeks in advance in writing to their department head, with a copy to the County Administrator. They must state the effective date and the reason for leaving. Failure to comply may bar the person from future employment with the County.

15.2 Layoff and Recall

A layoff is a reduction in personnel. When layoffs are necessary, the employee with the least service in the affected department and classification affected shall be laid off first, provided the senior employee is qualified to do the work. Recall of an employee to his/her former department and classification shall be made first to the employee with the greatest service provided they are qualified to do the work. The period of recall eligibility shall be twelve (12) months or length of individual service, whichever is less. Notice of recall shall be sent to the employee at his/her last known address by certified mail. If the employee does not reply within ten (10) working days, it will be assumed that they declined the recall and they shall have no further recall rights.

15.3 Retirement

Employees who want to retire under the Municipal Employees' Retirement System must notify their department head in writing, with a copy to the County Administrator, at least thirty (30) calendar days before their last day of work.

15.4 Return of Property

Employees are responsible for property, materials, or information issued to them or in their possession or control. All County property must be returned as required or by the employee's last day of work. If permitted by law, the County may deduct the cost of unreturned items from the employee's final paycheck. The County may take action to recover or protect its property.

15.5 Final Paycheck

The final paycheck will be paid on the normal pay date, and shall contain all pay due the employee, including leave, personal leave, prorated longevity bonus if eligible, and 100% of sick leave for the number of days eligible. For FLSA-exempt employees, the annual salary shall be pro-rated based on the final day at work, and any balance owed shall be paid on the final check. Any funds owed to the County will be deducted from final pay.

Section 16: Building Closure

This section shall not apply to employees who provide emergency service or who are called in to work by their supervisor. Conditions may occur that affect the ability of Benzie County Government Center to be open for business during regularly scheduled hours of operation. The primary reason will usually be weather conditions that prevent or delay employees traveling to and from work. Power outages, climate threats, bomb threats, active shooter threats, or other stated emergencies may also affect whether the Government Center can be opened or can remain open.

This policy does NOT apply to staff who are considered emergency responders or corrections staff (EMS, 911/Dispatch, Emergency Operations Manager, Sheriff's Department, and Jail).

1. When closing conditions materialize (regardless of time of day), the County Administrator or the County Clerk will be notified, usually by one of the following: the State Police, the Benzie County Sheriff's Department, the Emergency Operations Manager, the Government Center Maintenance Coordinator, a Benzie County Elected Official, or a Benzie County management member.
2. The County Administrator (or Clerk in the Administrator's absence) will contact the Benzie County Sheriff, the Chief Judge, the Emergency Operations Manager, the Benzie County Road Commission and any other knowledgeable source to gain as much information as possible about potential closing conditions.
3. The County Administrator will then contact the Chair of the Benzie County Board of Commissioners (or vice-chair in his/her absence) to make a recommendation. The chair or vice-chair will make a decision whether to delay the opening of the Government Center or close the Center for the day or remaining part of the day.
4. If the decision is to delay opening or to close the Government Center, the County Administrator will contact the County Clerk and relay the decision from the chair/vice-chair. The Clerk and Administrator will notify the appropriate persons/organizations, as determined by a separate call list which is updated annually.

This procedure shall be reviewed annually by the County Administrator in January for personnel changes and contact updates.

Once notified, it is the responsibility of each Elected Official and department head to notify their staff members of any closing actions being taken.

Section 17: Other Policies

The County may adopt other policies. This manual and any additional policies will be posted on the County's website and will be maintained at the most current set of applicable policies. Employees will be notified of new or revised policies and are

required to read and abide by all posted policies. Employees must be familiar with all policies. Failure to abide by County policies could result in discipline or termination.

ACKNOWLEDGMENT

I received a copy of the **Staff Policy Manual**:

Employee Signature

Date

Committee Appointments

Dawn Olney

From: Jessica Carland <jessica.s.carland@gmail.com>
Sent: Wednesday, April 20, 2016 9:03 AM
To: Dawn Olney
Subject: BTA Resignation

Good Morning, Dawn!

Apologies for not getting this to you sooner, as promised. The week got away from me. Please consider this my notice of resignation from the BTA Board of Directors, effective April 18, 2016. I have accepted a position as Mobility & HR Manager at the Benzie Bus.

Regards,

Jessica Carland

To: EMS Advisory Commitee

From: Sam Miller

Date: 4/19/2016

Subject: Resignation



After serving 10 plus years on the committee I am tendering my resignation. It is something I have been debating since last summer and I support the committee in it's continued efforts. It has been a pleasure serving and being part of this body.

RECEIVED

APR 19 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



Manistee/Benzie Community Health Board Interviews

Office of the County Administrator

April 18, 2016

The interview committee (Frank Walterhouse, Coury Carland and Maridee Cutler) for appointments to the Manistee/Benzie Community Health Board met to interview for one appointment to the Manistee/Benzie Community Health Board.

On April 18, 2016 two applicants were interviewed for one opening on the Manistee/Benzie Community Health Board.

The two applicants interviewed were well qualified and brought various skills sets to the Manistee/Benzie Community Health Board.

Recommended:

Frank Walterhouse motioned and Coury Carland seconded to recommend a motion to approve the appointments of:

Don Smeltzer to the Manistee/Benzie Community Health Board effective April 1, 2016 for a term ending March 31, 2019.

Maridee Cutler
Deputy County Administrator

RECEIVED

APR 19 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



Brownfield Authority Interviews

Office of the County Administrator

April 18, 2016

The interview committee (Gary Sauer, Ed Kowalski and Maridee Cutler) for appointments to the Brownfield Authority met to interview for one appointment to the Brownfield Authority.

On April 18, 2016 one applicant was interviewed for one opening on the Brownfield Authority.

The one applicant interviewed was well qualified and brought various skills sets to the Brownfield Authority.

Ed Kowalski recommends to the Board of Commissioners to hold appointment until the County Board can make a decision on the size of the Authority, seconded by Gary Sauer.

Maridee Cutler
Deputy County Administrator

RECEIVED

APR 19 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

ACTION ITEMS



Benzie County Sheriff's Office

505 S. MICHIGAN AVE., BEULAH, MI 49617
(231) 882-4484 FAX (231) 882-5814

Ted Schendel
SHERIFF

Kyle Rosa
UNDERSHERIFF

April 14, 2016

Benzie County Board of Commissioners
448 Court Place
Beulah, MI 49617

RE: Staffing Analysis

This letter serves as a request to the Board of Commissioner's to authorize an MDOC Staffing Analysis of the Benzie County Jail. This independent staffing analysis will be done by Larry Abraham, Regulation Agent for County Jail Services of the Michigan Department of Corrections.

Your signature below, authorizes this request for Staffing Analysis by the MDOC.

Thank you for your prompt attention to this request.

Lt. Dan Smith, Jail Administrator
Benzie County Sheriff's Office

Roger Griner, Chairman
Benzie County Board of Commissioners

RECEIVED

APR 15 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

CORRESPONDENCE

Michelle M. Stevenson

Roscommon County Clerk / Register of Deeds
clerk@roscommoncounty.net

1

Jamie Paille, Chief Deputy
Kari Hopkins, Chief Deputy
Cherie Schaeffer, Deputy
Nichole Massara, Deputy
Kristy Muszynski, Deputy



500 Lake St.
Roscommon, MI 48653
Clerk: 989-275-5923
Register: 989-275-5931
Fax: 989-275-8640

April 6, 2016

At the March 23, 2016 meeting of the Roscommon County Board of Commissioners, the following Resolution was offered:

Resolution in Support of SB 703, By Bob Schneider, seconded by Marc Milburn

WHEREAS, SB 703 would amend 976 PA 388, entitled "Michigan Campaign Finance Act" by amending section 57 (MCL 169.257), as amended by 2015 PA 269; and

WHEREAS, the proposed amendment would remove the unreasonable restriction that was included in 2015 PA 269, that being the inability to discuss ballot questions during the period of 60 days before the election in which the ballot question will appear; and

WHEREAS, SB 571 as it was presented to Governor Snyder, which included that a public body shall not discuss local ballot issues during the period 60 days prior to the election in which the issue appears on the ballot; and

WHEREAS, in signing the bill, Governor Snyder called for a "trailer" measure to clarify what is proper and improper communications; now

THEREFORE, BE IT RESOLVED, that the Roscommon County Board of Commissioners support SB 703 to remove this restriction on how County Officials communicate with their constituents about local ballot questions; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Michigan Counties, Representative Bruce Rendon, Senator Darwin Booher, Governor Snyder, and the Michigan Association of Counties.

On Roll Call:

Ayes: Russo, Schneider, Milburn, Melvin

Nays: None

Absent: Stefanko

Resolution Adopted

State of Michigan }
County of Roscommon }

I, Michelle M. Stevenson, Clerk of the Board of County Commissioners for the County of Roscommon do hereby certify that the above is a true and correct copy of a resolution adopted by the Roscommon County Board of Commissioners at a regular session held on March 23, 2016. That I have compared the same with the original and it is a copy transcript therefrom, and of the whole thereafter.

RECEIVED

APR 11 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

In testimony whereof, I have
hereunto set my hand and affixed
the official seal at Roscommon,
Michigan on April 6, 2016.

Michelle M. Stevenson
Clerk of the Board of County Commissioners

Michelle M. Stevenson

Roscommon County Clerk / Register of Deeds
clerk@roscommoncounty.net

(12)

Jamie Paille, Chief Deputy
Kari Hopkins, Chief Deputy
Cherie Schaeffer, Deputy
Nichole Massara, Deputy
Kristy Muszynski, Deputy



500 Lake St.
Roscommon, MI 48653
Clerk: 989-275-5923
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BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Michigan Counties, Representative Bruce Rendon, Senator Darwin Booher, Governor Snyder, and the Michigan Association of Counties.

On Roll Call:

Ayes: Russo, Schneider, Milburn, Melvin

Nays: None

Absent: Stefanko

Resolution Adopted

State of Michigan }
County of Roscommon}

I, Michelle M. Stevenson, Clerk of the Board of County Commissioners for the County of Roscommon do hereby certify that the above is a true and correct copy of a resolution adopted by the Roscommon County Board of Commissioners at a regular session held on March 23, 2016. That I have compared the same with the original and it is a copy transcript therefrom, and of the whole thereafter.

RECEIVED

APR 12 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

In testimony whereof, I have
hereunto set my hand and affixed
the official seal at Roscommon,
Michigan on April 6, 2016.

A handwritten signature of Michelle M. Stevenson in blue ink.
Michelle M. Stevenson
Clerk of the Board of County Commissioners

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at their offices in Honor, Michigan on Thursday, March 24, 2016 at 9:30 AM.

Present: Chairman Rosa
Vice Chairman Nuske
Comm Mick
Manager Skeels
Superintendent Schaub
Clerk Jordan

Motion by Comm Nuske and supported by Comm Mick to accept the agenda as amended, Nostwick bridge update, Marshall Rd, PK Contracting request to use yard. Ayes: Rosa, Nuske and Mick. Motion carried.

The minutes of 3/10/16 were accepted as presented.

Motion by Comm Nuske and supported by Comm Mick to pay bills # 42817 to # 42843 for the amount of \$ 84,022.99 and Payroll #6-16 for \$ 48,884.70. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Nuske and supported by Comm Mick to pay the EFT for Brenner Oil for \$ 13,840.29. Ayes: Rosa, Nuske and Mick. Motion carried.

Superintendent's report: The salt shed roof needs repair; Tree work is almost done for this summer's projects; We should have our mower and excavator by the end of the month.

Public Input: Bill Robinson-Sutter Rd.

Standing Guest: Gary Sauer - County Commissioner Liaison-Brought the Commissioners up to date on the county business.

New Business:

Rock Tub Trailer Bids - Motion by Comm Nuske and supported by Comm Mick to accept the low bid from Lakeshore Utility for purchase of a 24' East brand rock tub trailer. Ayes: Rosa, Nuske and Mick. Motion carried.

Inland Twp contract for Fewins Rd tree clearing - Motion by Comm Nuske and supported by Comm Rosa to enter into a contract with Inland Twp for right-of-way clearing on Fewins Rd between Lake Ann Rd and Reynolds Rd. Ayes: Rosa, Nuske and Mick. Motion carried.

Policy 127 Payment Authorization - Motion by Comm Mick and supported by Comm Nuske to adopt Policy 127-Payment Authorization. Ayes: Rosa, Nuske and Mick. Motion carried.

Correspondence/Information/Discussion:

Nostwick Rd bridge - Brad Link is putting together bid specifications for the bridge repair. We would like to get the bids out by Monday, March 28.

Marshall Rd - Reconstruction is set for 2018. Drawings and bid docs are due by 8/1/17.

RECEIVED

APR 18 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Page 2. Benzie CRC mtg 03/24/16

PK Contracting - They would like to use the yard for paint storage (for state highway painting). They have furnished insurance.

Gilmore Township letter re: Sliverville/Forrester Rds intersection and Graceland's driveway. The board will tour the Sliverville/Forrester Rd intersection at the next meeting along with Mollineaux Rd.

Public Input - None

Building tour - All present were invited to tour the building. Gary Sauer attended.

Meeting adjourned at 12:03 PM.

Approved 4/14/16

Robert Rosa, Chairman

Kathleen A. Jordan, Clerk

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 12, 2016

RESOLUTION

- BY: BAY COUNTY BOARD OF COMMISSIONERS
- WHEREAS, The Michigan Tax Tribunal has interpreted the law for tax assessments in a way that dramatically reduces the property tax liabilities of major "big box" retailers by assessing currently used buildings as though they are empty and dark; and
- WHEREAS, Under the "dark store" theory, big box stores are appealing their property tax assessments to the Michigan Tax Tribunal (MTT), arguing that the fair market value of their operating store should be based on comparisons to sales of similar properties that are vacant and abandoned, or are now used for a different, less valuable purpose; and
- WHEREAS, The Michigan Tax Tribunal has upheld this theory and cut property tax assessments by as much as 50 percent and, as a result, townships and local units are losing millions of dollars, impacting services to their residents; and
- WHEREAS, Additionally, big box stores are putting deed restrictions on their properties that severely limit how the building can be used once it's vacant resulting in buildings being kept empty and adding to the blight problem in Michigan townships; and
- WHEREAS, The issue is already spreading to restaurants, apartment complexes, auto part stores and many other businesses and, without action, the problem will only get worse; and
- WHEREAS, The reduction of property tax liabilities creates huge cuts in the funding to state and local units of government like cities, counties, townships and school districts; and
- WHEREAS, The decisions of the Michigan Tax Tribunal are a catastrophic departure from the tax assessment process required by law and all precedents in the matter, once again reducing the rightful tax to businesses and the wealthy, thus, once again, placing the tax burden on the poor and middle class; Therefore, Be it
- RESOLVED That the Bay County Board of Commissioners strongly supports a legislative fix that addresses three issues:
- All properties, including big box stores, must be assessed at their highest and best use.
 - Deed restrictions should not be a factor in determining a property's true cash value.
 - The Michigan Tax Tribunal should be required to consider all three methods of assessing—cost minus depreciation, sales comparison and income—when determining a property's true cash value. Be It Further
- RESOLVED That a copy of this resolution be forwarded to Governor Rick Snyder and our area representatives in the House and Senate urging their support of legislation to correct the law that allows the "Dark Store" interpretation by the Tax Tribunal for tax assessments; Be It Further
- RESOLVED That a copy of this resolution be forwarded to all the Michigan counties and to the Michigan Association of Counties.

ERNIE KRYGIER, CHAIR
AND BOARD

Dark Store Assessing

Resolution sponsored by Commissioner Donald J. Tilley, 6th District, and Commissioner Michael E. Lutz, 7th District

MOVED BY COMM. COONAN

SUPPORTED BY COMM. HEREK

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNIE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			DONALD J. TILLEY	X						

VOTE TOTALS:

ROLL CALL: YEAS 7 NAYS 0 EXCUSED 0
VOICE: X YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED WITHDRAWN
AMENDED CORRECTED REFERRED

RECEIVED

APR 19 2016

- 52 -

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

(5)

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 12, 2016

RESOLUTION

- BY:** BAY COUNTY BOARD OF COMMISSIONERS (4/12/16)
- WHEREAS,** In 2015, the Center of Public Integrity and Global Integrity conducted a national study of state ethics and transparency laws and safeguards, in which the State of Michigan was ranked last; and
- WHEREAS,** Some of the reasons cited for the State's poor ranking was weak public-records laws and the absence of laws requiring personal financial disclosures by lawmakers and top state officials; and
- WHEREAS,** Another glaring issue cited was the exemption of the governor and the legislature from state open-records laws; and
- WHEREAS,** The State has required transparency from local municipalities through Economic Vitality Incentive Program (EVIP) and Customer Identification Program (CIP), yet the State has chosen to not take the opportunity to lead by example; and
- WHEREAS,** The Bay County Board of Commissioners feels it is time that State lawmakers and top officials stop exempting themselves from the laws that they expect others to follow; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners urges State lawmakers and top officials to stop the hypocrisy of exempting themselves from the laws that they enact for the governance of the State of Michigan, of which they are included; Be It Further
- RESOLVED** That a copy of this resolution be forwarded to all Michigan counties, Senator Mike Green, Representatives Brunner and Glenn, Governor Rick Snyder and the Michigan Association of Counties.

ERNIE KRYGIER, CHAIR
AND BOARD

Legislature - Exemption from Laws

Resolution sponsored by Commissioner Michael E. Lutz, 7th DistrictMOVED BY COMM. TILLEYSUPPORTED BY COMM. LUTZ

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNIE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			DONALD J. TILLEY	X						

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: X YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

RECEIVED

APR 19 2016

DAWN CLINEY -67-
 BENZIE COUNTY CLERK
 BEULAH MI 49617

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

PURE MICHIGAN®

7:00

Home

My Profile

Project Information

MEDC Programs

My Applications

My Awards

The yellow question marks contain help text for most fillable fields. Hover over those question marks to see details on what is required for that field. If you have any outstanding loans they must be entered in the "Add Loan Information" section. To access that section save your work at the top of the form, then click the "Add Loan Information" button. This will allow you to add loan information one loan at a time.

✓ CDBG RLF Progress Report

Metrics Number M-0000091508
Community Name Benzie County
Reporting Period Start 1/1/2016
Due Date 4/30/2016

Status Submitted
Contact Laura Galbraith
Reporting Period End 3/31/2016

✓ Quarterly Financial Reporting Form for Revolving Loan Funds.

Beginning RLF Cash on Hand 943,618.46
Program Income in Period 183.51
Funds Transferred 4,650.75
Administrative Expenses 7,321.66
Loan Distributions 205,000.00
Prior Period Adjustments
Ending RLF Cash on Hand 736,131.06

Potentially Defederalized Cash

Notes

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

✓

✓ Loan Information Reporting

Loan Recipient	Current Principal Balance	Is Loan Current?	If loan is not current, what steps have been taken to bring loan current?
----------------	---------------------------	------------------	---

Upload Attachments

Add Attachment

File size cannot be larger than 25 MB

Name

Date Uploaded

03.31.2016 bank statement Benzie.pdf

4/13/2016 9:37 AM

michiganbusiness.org

Michigan Economic Development Corporation, 300 N. Washington Sq., Lansing MI 48913 Phone: 888.522.0103

RECEIVED

APR 14 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



**STATE OF MICHIGAN
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

Business Development Part I Application

For eligible activities administered by the Michigan Economic Development Corporation (MEDC)
on behalf of the Michigan Strategic Fund (MSF)

Michigan Strategic Fund
c/o Michigan Economic Development Corporation
Community Development Block Grant
300 North Washington Sq., Lansing, MI 48913
CDBG@michigan.org | www.michiganbusiness.org
July 2014

RECEIVED

APR 06 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Unit of General Local Government (UGLG) IDENTIFICATION Summary			
Identification of UGLG		Funding Sources Totals (if multiple properties, include all)	
Unit of General Local Government (UGLG)	Benzie County	CDBG/ CDBG	\$105,000.00
Street/PO Box	448 Court Place	UGLG	
City	Beulah	Private	
County	USA	Other	\$
State/Zip	MI 49617	Other	\$
Chief Elected Official Name	Roger Griner	Other	\$
Chief Elected Official Title	Chairman	Total	\$105,000.00
Chief Elected Official Email			
UGLG Project Contact (PC) Name	Michelle Thompson	<u>UGLG's SAM/Cage Code# (SAM#)</u>	
UGLG PC Title	Grant Administrator/County Treasurer	5N5B9	
UGLG PC Address	448 Court Place	<u>UGLG's DUNS Number (DUNS#)</u>	
UGLG PC Telephone Number	231.882.0011	151930112	
UGLG PC Fax Number	231.882.4844	UGLG's Federal Identification Number	
UGLG PC E-Mail Address	mthompson@benzieco.net	38-6004838	
state Government representation			
Senator Name	Darwin L. Boohar	Senate District	35
Representative Name	Ray A Franz	House District	101
federal Government representation			
Representative Name	Dan Benishek	Congressional District	1
UGLG Capacity and Conflict of Interest			
<p>1. If known, identify consultants who will be responsible for administering the proposed project (include names and contact information):</p> <p>N/A, consultant not yet known <input type="checkbox"/></p> <p>N/A, consultant not anticipated <input type="checkbox"/></p> <p>Contact information provided: <input checked="" type="checkbox"/></p> <p>Name: Laura Galbraith, Venture North Funding & Development</p> <p>Business Address: 202 E Grandview Parkway, Traverse City MI 49684</p> <p>Phone #: 231-995-7110</p> <p>E-mail: laura@venturenorthfunding.org</p> <p>Please Note: Refer to Application Guide for guidance on Administrative Costs.</p>			

2. Has the UGLG received CDBG grants in the past five years and/or have any open CDBG grants? This includes CDBG grants provided by the MSF/MEDC and all MSHDA CDBG programs.

☒ Yes ☐ No

If yes, identify the projects and identify/describe all findings regarding those projects:

MSHDA CDBG, grant completed. We did not reapply.

3. Does the applicant have any outstanding CDBG grants that have not been drawn down?

☐ Yes ☒ No

If yes, describe:

4. Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds?

☐ Yes ☒ No

If yes, describe:

5. Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter?

☐ Yes ☒ No

If yes, describe:

6. Please indicate below whether or not the **UGLG** has a contractual relationship with one of more of the following entities:

Michigan Economic Development Corporation

☒ Yes ☐ No

Michigan Association of Realtors

☐ Yes ☒ No

Michigan Department of Licensing & Regulatory Affairs

☒ Yes ☐ No

Michigan Department of Treasury

☐ Yes ☒ No

Greenstone Financial

☐ Yes ☒ No

Michigan Regional Council of Carpenters

☐ Yes ☒ No

PNC Financial Services Group

☐ Yes ☒ No

Springfield Commercial Roofing

☐ Yes ☒ No

Grand Angels

☐ Yes ☒ No

Honigman, Miller, Schwartz and Cohn

☐ Yes ☒ No

If yes to any of the above, please describe the nature of relationship.

MEDC - Subrecipient Agreement for Regionalization. LARA/OLSR Contract for Remonumentation.

Project screening guidelines

7. Describe the company's expansion plans. Include all work activities, including but not limited to, leases, property/easement acquisitions, demolition, building construction or improvements, and machinery and equipment purchase/installation for which matching funds will be used.

Field Craft Inc. has sold its patented BookWear® product to hundreds of colleges over the past fifteen years. The company is now exhibiting and selling through sales representatives all over the country who sell to other industries, such as: healthcare, non profits, and for profit industries. Field Craft is seeking a \$105,000 loan from the Benzie County CDBG Loan Fund for additional working capital. The specific use of the fund will be as follows: \$70,000 for marketing, sales, & production; \$9000 for a CRM Software and Training; and \$26,000 Printing Press. Field Craft will continue to impact the local area economy by adding a total of three (3) additional full time equivalents over the next two years.

8. Provide the history of the problems associated with this project and explain how this project will help alleviate those problems.

Benzie County is a community that is an economically underserved area. BookWear is a fast growing company, located in an extremely rural setting in Benzie County.

9. Identify the impact the proposed project will have on the diversification of local and state economies and the significance of added value the project carries, including financial value added through sales, use of existing local and state suppliers and secondary jobs created.

10. **For Job Training Projects Only:** Does the proposed project involve vendor training costs using CDBG funds?

☐ Yes ☒ No

If yes, are multiple cost estimates or a certification attached?

☐ Yes ☐ No

11. **For Job Training Projects Only:** Describe the type of training NEW employees need in order for the company to expand. Include the following:

a. The type of training

Vendor - NA

b. The number of new employees to be trained

Vendor - NA

c. The number of training hours needed per employee

Vendor - NA

d. The training cost per employee

Vendor - NA

e. Describe how the training cost per employee was determined

Vendor - NA

f. Who will be responsible for conducting the training

Vendor - NA

12. For Job Training Projects Only: Describe the type of training EXISTING employees need in order for the company to expand. Include the following:

a. The type of training

On the Job -

Vendor -

b. The number of new employees to be trained

On the Job -

Vendor -

c. The number of training hours needed per employee

On the Job -

Vendor -

d. The training cost per employee

On the Job -

Vendor -

e. Describe how the training cost per employee was determined

On the Job -

Vendor -

f. Who will be responsible for conducting the training

On the Job -

Vendor -

Project scope

13. Provide a clear and concise description of the overall proposed project including all work activities. Include the number of businesses/properties involved, the type of assistance needed and why:

Field Craft is seeking \$105,000 in additional working capital for continue to grow its BookWear operations. Field Craft will increase its marketing efforts all over the country at ASI and PPAI sponsored shows. They will utilize CDBG Loan funds to also purchase a screen print, production, and sales software and new screen printer for the operations within its current location at 9930 Honor Highway in Honor, MI. They need \$105,000 in financing for additional working capital.

14. Provide the history of the problems associated with this project and explain how this project will help alleviate those problems.

Answered in question 8

15. What is the square footage of public space being improved or reactivated?

No public space being improved

Check here if Not Applicable: ☒

16. Describe the specific work activities to be completed on UGLG or publicly owned property with CDBG funds and match funds (use bullets).

NA

Complete Attachment C for work activities to be completed on privately owned property. Check here to indicate if Attachment C is needed: ☐

17. Describe the location and boundaries of the project, including the street address and property ownership (i.e. UGLG property, other public property, private property) where all project activities will occur.

Description:

993 Honor Highway, Honor MI 49640

18. Provide a detailed map showing all project activities and any district they are located within (i.e. LDFA).

Attached: ☐ Yes ☒ No

19. Historic Property Screening: Is the property? (check all that apply):

Listed in the National Register of Historic Properties ☐

Potentially eligible to be listed in the National Register of Historic Properties ☐

Listed in a state or local inventory of historic places ☐

Designated as a state or local landmark or historic district ☐

None of the above ☒

Comments, if needed:

20. Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant?

☐ Yes ☒ No

21. Will the project result in special fees (i.e., tap in / hookup fees, special assessments)?

☐ Yes ☒ No

22. Provide architectural renderings or pictures in color illustrating what the building will look like after project completion.

Attached: ☐ Yes ☐ No ☒ Not Applicable

23. In addition to all prior questions, Planning Projects must answer the following (Not Applicable for Other Projects):

a. Describe the specific objectives and outcomes of the planning project.

NA

b. Describe the local and regional impact the planning project will have. Identify the development value and expected impact that the planning project will have on the community in six months, two years, and five years. Explain how the proposed planning project supports related local, regional and state community and economic development strategies.

NA

c. If the planning project is implemented in the future, what is the anticipated number of jobs created?

NA

d. What is the estimated number of low and moderate jobs created?

NA

24. Other than the preliminary cost estimates, describe the status of any engineering plans or specifications. If engineering plans or specifications have been completed, please provide copies.

If completed, are they attached? ☐ Yes ☒ N/A

PLEASE NOTE: Costs for engineering and/or architectural plans to be funded with non-CDBG funds may be incurred at the UGLG's own risk with written authorization from the MSF and may be included in the project budget as match.

Costs for engineering and/or architectural plans to be funded with CDBG funds may be incurred with written authorization from the MSF once the Grant Agreement has been executed and may be included in the project budget. CDBG Procurement requirements apply to all CDBG funded CDBG funds may be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing an engineering and/or architectural contract for expenses other than the preliminary costs for completing the Part I Application.

25. Describe all temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed in order to complete the project. Include the address, names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants.

Not applicable, if completing Attachment C, check here to indicate: ☒

26. Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Include the anticipated seller, buyer, property description/location and cost.

NA

PLEASE NOTE: Costs for acquiring real property, to be fully funded with non-CDBG monies, may be included in the project budget as match and may be incurred at the UGLG's own risk once the environmental review and Uniform Act requirements have been completed and written authorization to incur these costs has been provided by the MSF.

Costs for acquiring real property, to be partially or fully funded with CDBG monies, may be included in the project budget and may be incurred with written authorization from the MSF once the environmental review and Uniform Act requirements have been completed and the Grant Agreement has been executed by all parties.

CDBG funds will be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing option/purchase/lease/easement agreements.

27. List and describe the status of any local, state and federal permits required for implementation of the proposed project.

28. In the below space, provide an overall project schedule that includes the anticipated start and completion dates (attachments are not acceptable).

Activities	Start Date	End Date
Engineering and/or design	NA	NA
Property acquisition, if applicable	NA	NA
Bidding, if applicable	NA	NA
CDBG funded activities	5/1/2016	4/30/2018
UGLG funded activities	NA	NA
Other funded activities	NA	NA
Job Creation	5/1/2016	4/30/2018

PLEASE NOTE: When completing the schedule, please refer to Application Guide with regard to when project costs can be incurred. The attached schedule will be incorporated into the Grant Agreement with the UGLG.

Project budget (All projects)

29. Complete Attachment A (Project Budget). Include all funding sources and identify all project activities. There must be separate line items for: Architecture and/or Engineering; Construction/Contingency; Planning; Demolition/Contingency; Administration; and Acquisition. Have you attached either three cost estimates or an independent third party quote for all CDBG funded costs (including administration)? **PLEASE NOTE: An appraisal is required for CDBG funded acquisitions.**

☒ Yes ☐ No

PLEASE NOTE: Costs for preparing independent cost estimates may be incurred at the UGLG's own risk without written authorization, but may not be included in the project budget as match. Refer to Application Guide for guidance on administrative costs.

30. List the specific source (i.e., DDA, Water & Sewer Fund, General Fund, Private Donation) and dollar amount of any local, state, or other federal funding associated with this project including grants and/or loans. Tax incentives should NOT be included on the project budget, but should be listed here.

NA

31. Identify any program income from previously awarded CDBG grants that the UGLG has available.

NA

PROJECT BUDGET
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1. Applicant: Field Crafts, Inc			2. Project Title: Field Craft, Inc CDBG Benzie County Loan Fund			
3. Project Cost Elements		4. Project Funding Sources (identify all other funding sources).				
Activities	CDBG	Local	Private	Other	Other	TOTAL
Architecture and/or Engineering						\$0.00
Job Training						\$0.00
Infrastructure Improvements						\$0.00
Building Improvements						\$0.00
Demolition						\$0.00
Acquisition						\$0.00
Planning						\$0.00
Administration						\$0.00
Working Capital	\$105,000.00					\$105,000.00
Furniture/Fixtures						\$0.00
Machinery & Equipment						\$0.00
TOTALS	\$105,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105,000.00

ATTACHMENT B3 (if applicable)

PROJECT IS BEING QUALIFIED BASED ON JOB CREATION NATIONAL OBJECTIVE: WHERE AT LEAST 51% OF THE PROJECT BENEFICIARIES ARE LOW AND MODERATE INCOME PERSONS

1. Complete Attachments D1 and D2 (if applicable) to explain how the business will meet the National Objective of benefitting low and moderate income persons. Include the anticipated number of jobs to be created and the anticipated number of jobs to be held by low and moderate income persons.

Attachment D1 and D2 Attached: ☒es ☐o

2. Explain how the business intends to target low and moderate income persons for employment. This explanation or Employment Plan may include use of a Michigan Works! Agency for targeting low and moderate income persons for employment (Attachment D3).

Attachment D3 Attached: ☒Yes ☐No

If not providing Attachment D3, please provide an explanation of the plan here:

ATTACHMENT C	
project details for business/private property driven projects	
(signature bldg, façade, infrastructure, blight) Complete one for EACH Property	
1. Describe the project to be completed at this property. Include the following:	
a. Property address:	
b. Current owner(s):	Jack Gyr
c. Future ownership:	Jack Gyr
d. Background on business locating / or that is located at property:	Field Crafts, Inc is the primary tenant, which manufacturers its BookWear product line within the facility
2. Check all statements that apply regarding occupancy:	
<input type="checkbox"/> The property does not have occupants (tenants, property owners, etc.). Therefore, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 will not apply.	
<input checked="" type="checkbox"/> The property does have occupants (tenants, property owners, etc.). However, the occupants will not be permanently displaced. Please provide the following for each occupant:	
•Property owner or tenant?: •Name: •Address: •Phone Number: •E-mail Address:	Field Crafts, Inc. 9930 Honor Highway Honor, MI 49640
•Property owner or tenant?: •Name: •Address: •Phone Number: •E-mail Address:	Benzie Democratic Committee 9930 Honor Highway Honor, MI 49640
3. What is the square footage of private space being improved or reactivated?	
NA	
4. Have CDBG funds been used at this property and/or business address in the past?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, explain:	
5. Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Please identify all parties involved and any estimated costs associated with these activities	
NA	

PLEASE NOTE: Incurring costs; including CDBG, local, and private costs prior to authorization and/or completion of the environmental review could jeopardize the proposed CDBG funding.

6. Are there tenants at this property address? ☒ **Yes** ☐ **No**

If so, are they residential or business?

☐ **Residential** ☒ **Business** ☐ **N/A**

Please provide the following for each tenant:

Name: Field Craft, Inc

Business Address: 9930 Honor Highway, Honor, MI 49640

Phone #: 231-325-1122

E-mail:

Name: Benzie Democratic Committee

Business Address: 9930 Honor Highway, Honor, MI 49640

Phone #:

E-mail:

PLEASE NOTE: Additional guidance on property acquisition and tenant relocation can be found in the Application Guide

7. Describe the specific work activities to be completed with CDBG funds and match funds (use bullets).

Operations/Marketing

23 Rep Shows throughout Country:

\$24,994 Booth Fees

\$2,796 Advertising

\$6115 Hotel

\$11,550 Staff Expense

\$4,950 Staff Time Prep

\$4,450 Meals

\$5,605 Airfare/Travel

\$9,540 Samples

\$70,000 Subtotal Operations/Marketing

\$9,000 Price It Software (production software, includes computer, & training)

\$26,000 Automatic Screen Printer

\$105,000 Total

8. Describe the source of the private funding and the status of any necessary approvals for financing:

Name:

9. Will the project relocate jobs from one labor market area to another? ☐ Yes ☒ No

ATTACHMENT D1

ESTIMATED EMPLOYMENT CREATION AND/OR RETENTION FORM

County	Benzie	Project Name:	CDBG Loan Fund
Business Entity Legal Name	Field Crafts, Inc	Business Contact Name:	Jack Gyr
Street Address	9930 Honor Highway	Contact's Title	President
City, State, Zip	Honor, MI 49640	Telephone Number	231-325-1122
Company DUNS# (DUNS#)	01 1028057	Fax Number	231-325-1123
SIC#		E-mail Address	jack@fieldcrafts.com

Employment Category	Present Number of Permanent FT and	Average hourly	Permanent FT and FTE Jobs to be	New Hires Lowest Starting Hourly Wage	New Hires Average Starting Hourly
Managerial	2	\$17.00			
Professional					
Technical	1	\$17.00	1	\$11.00	\$14.00
Sales	2	\$16.00	1	\$10.00	\$14.00
Clerical					
Craftsmen*	3	\$15.00	1	\$10.00	\$14.00
Operators**					
Laborers***					
Service Worker					
Totals	8		3		

*Skilled **Semi-Skilled *** Unskilled

List of Fringe benefits to be provided for created jobs:

Authorized Company Official

Certification is made that the above data is the most accurate available based on current information and knowledge.

Signature:

Name: Jack Gyr	Title: President	Date:
----------------	------------------	-------

Signature:

Name:	Title:	Date:
<p align="center">DEFINITIONS AND INSTRUCTIONS FOR COMPLETION OF ESTIMATED EMPLOYMENT CREATION/RETENTION FORM</p>		
<p>For purposes of the Downtown Façade Job Creation Program, the following definitions apply:</p> <p>Full-Time Job (FT) - An employee who has 2080 hours of paid employment on an annual basis or one that is paid for 35 or more hours per week.</p> <p>Full-Time Equivalent Job (FTE) - A combination of employees that individually have less than 2080 hours of</p> <p>New Job - A new FT or FTE permanent job that did not exist prior to this project and came about as a result of this project. The jobs are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project will not be considered.</p> <p>Instructions for completing Attachment D1:</p> <p>Present Number of Permanent FT & FTE Jobs (#/\$) - Identify the present number of all FT and FTE permanent private sector jobs and the average hourly pay rate of existing jobs.</p> <p>Permanent FT & FTE jobs to be created during the project period (#) - Identify the number of new FT or FTE jobs that did not exist prior to this project and came about as a result of this project. The jobs to be created are intended to be permanent and sustainable. Jobs that exist prior to the start of the project or result independently from the project should not be considered.</p> <p>ONLY NEEDED FOR RETENTION PROJECTS- Permanent FT & FTE jobs to be retained during the project period Identify the number of FT and FTE jobs to be retained as a result of the CDBG funded project that would not otherwise exist in the absence of the project.</p> <p>Lowest Starting and Average Starting Hourly Wage Rates (\$/\$) - Identify the lowest starting hourly wage rate and the average hourly wage rates of the jobs to be created/retained.</p> <p>Employment Categories are defined as follows:</p> <p>a) Managerial - occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies and direct individual departments of special phases of a firm's operations.</p> <p>b) Professional - occupations requiring either college graduation or experience of such kind and amount as to provide a comparative background.</p> <p>c) Technical - occupations requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of post high school education, such as is offered in many technical</p> <p>d) Sales - occupations engaging wholly or primarily in sales.</p> <p>e) Clerical - includes all clerical-type work regardless of level of difficulty, where the activities are primarily non-manual.</p> <p>f) Craftsman (skilled) - manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work; exercise independent judgment and usually require extensive training.</p> <p>g) Operators (semi-skilled) - workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require limited training.</p>		

- h) Laborers (unskilled) – workers in manual occupations which generally require no special training.
- i) Service worker – all workers in service type industries.

ATTACHMENT D2 (IF APPLICABLE)**DOCUMENTATION OF BENEFIT TO LOW AND MODERATE INCOME PERSONS FORM**

Benzie County and Field Crafts, Inc. agree that 3 jobs will be created as a result of this project and that at least 51% of the jobs will be held by low and moderate income persons (income limits). Each party recognizes that the purpose for making an application for a CDBG grant is to create employment opportunities benefiting low and moderate income persons. Each party recognizes that should job creation goals for low and moderate income persons not be met, the project shall fail to qualify under the low and moderate income national objective. Each party recognizes that the State retains the right to require the applicant or the company to repay the full amount of any grant funds awarded should the project fail to qualify under this national standard.

Authorized Official of UGLG (Community)

UGLG: Benzie County

Signature:

Name: Vance Bates

Title: Chair

Date:

Telephone Number:

Email Address:

Authorized Representative of Company

Legal Business Name: Field Crafts, Inc.

Street Address:

City, State and Zip Code:

Signature:

Name: Jack Gyr

Title:

Telephone Number:

Email Address:

ATTACHMENT D3 (IF APPLICABLE)

EMPLOYMENT AGREEMENT

The Unit of General Local Government, Benzie County (hereinafter the "UGLG"), the company, Field Crafts, Inc., (hereinafter the "Employer") agree to be bound by the following hiring guidelines as required by the terms of the Michigan Community Development Block Grant (CDBG) Program Grant Agreement.

1. GENERAL TERMS

- A. These guidelines shall take effect when the UGLG and the Employer sign this agreement.
- B. The UGLG and the Employer wish to assure continuing employment opportunities for economically disadvantaged and low and moderate-income persons in the local area.
- C. The Employer commits to making at least 51 percent of the jobs available to low and moderate income persons and will provide training for any jobs requiring special skills and education.

2. RECRUITMENT AND SCREENING

- A. Hiring will be initiated by a classified advertisement in one or more of the following places so that the job(s) are advertised and made available to low and moderate income persons:

- i. a local newspaper
- ii. internet job sites
- iii. company website
- iv. Michigan Works! Agencies
- v. other sources that may result in identifying prospective low and moderate income applicants

- B. All applicants (including those who are not hired) will be required to complete an Income Certification Form and the form will be kept in the Employer's file.

3. RECORDKEEPING

- A. A listing of the permanent jobs filled will be kept by the Employer – this includes full time and part time jobs.
- B. A listing of the jobs to be filled that require special skills or education will be kept by the Employer.
- C. A list of all of all low/mod and non-low/mod people interviewed will be kept by the Employer.
- D. A list of all of the low/mod and non-low/mod people who were hired will be kept by the Employer.
- E. A description of the hiring process will be kept by the Employer.
 - i. this description must include an explanation of how low and moderate income people were given first consideration for the job openings.
 - ii. the job openings must be advertised in the media within a reasonable commuting distance of the work location and be held open a minimum of 30 days after starting to recruit low/mod people.

The UGLG and the Employer hereby consent to abide by these guidelines.

Signature: _____

Date: _____

Name and Title of Authorized UGLG Official: _____

Signature:

Date: _____

Name and Title of Authorized Representative Employer: _____