

# **BENZIE COUNTY BOARD OF COMMISSIONERS**

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448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671  
[www.benzieco.net](http://www.benzieco.net)

## **MEETING AGENDA February 23, 2016**

Commissioners Room, Governmental Center, Beulah, Michigan

**PLEASE TURN OFF ALL ELECTRONIC DEVICES**

9:00 a.m.      CALL TO ORDER  
                    ROLL CALL  
                    INVOCATION AND PLEDGE OF ALLEGIANCE  
                    APPROVAL OF AGENDA  
                    APPROVAL OF MINUTES – 2/9/2016  
                    PUBLIC INPUT  
                    ELECTED OFFICIALS & DEPT HEAD COMMENTS  
                    COMMISSIONER REPORTS  
                    COUNTY ADMINISTRATOR’S REPORT  
                    FINANCE – Approval of Bills; Consent Calendar  
                    HR and PERSONNEL –  
                    COMMITTEE APPOINTMENTS  
                    ACTION ITEMS – Recycling Surcharge Appeal; B/G Consent Calendar  
                    PRESENTATION OF CORRESPONDENCE  
                    NEW BUSINESS –  
10:00            Marlene Wood – Solid Waste Annual Report  
10:15  
10:30  
10:45  
  
                    PUBLIC COMMENT  
                    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

February 9, 2016

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, February 9, 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 pledge of allegiance was led by Comm Sauer and the invocation was given by Chairman Griner.

### **Agenda:**

Motion by Walterhouse, seconded by Bates, to approve the agenda as presented. 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 January 26, 2016 as presented. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Bates, to approve the closed session minutes of January 26, 2016 as presented. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

9:03 a.m. Public Input

Betsy Evans, Benzonia, spoke regarding her support for AES for economic development services in Benzie County; they do not come in with their own ideas, they would be here to help facilitate the process.

Mary Carroll, Honor, President of the Chamber of Commerce and Vice President of EDC – EDC has seen the presentation from AES and does support them; EDC has no paid staff to do the work; they do support the AES proposal.

Art Jeannot, Lake Township, also speaks regarding the potential partnership with AES – he is curious to know what AES will do for the price tag; is there any consideration for pay for progress; what do you expect from AES; what accomplishments that they have assisted in and what would be the expectation with respect to what we would get for the \$40,000 price tag.

9:08 a.m. Public Input Closed

### **ELECTED OFFICIALS & DEPT HEAD COMMENTS:**

Craig Johnson, Emergency Services, stated that BACN is holding their annual food drive next week and on Friday, the 19<sup>th</sup> from 10 a.m. – 6 p.m. Benzie EMS will be at Honor Family Market; Thursday the 11<sup>th</sup> from 6 – 9 p.m. they will be holding a Community CPR class in Thompsonville; had a really busy January 2016 with 180 calls; he will set up another trip to visit the Mecosta County morgue.

Bert Gale, Building Dept, presented the December 2015 Building Department report together with the 2015 Annual report for the department; the enforcement action regarding the Joyfield Township billboard has been turned over to the Prosecuting Attorney, he is confident that the Prosecutor will

## COMMISSIONERS

Page 2 of 5

February 9, 2016

not hesitate to ask for additional information if needed; we are concerned that we now have something built without permits.

Mitch stated that he feels the county needs to be more familiar with the township ordinances – we need to assist them.

Motion by Walterhouse, seconded by Bates, to adopt the 2015 Annual Report for the Building Code and Safety Enforcement Department, as presented. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Jaime Croel, Animal Control, presented the January 2016 report; the shelter is doing fine; they are posting for a part-time animal care clerk in the Record Patriot; they do not have a truck at this time – one is having a topper put on and the other is in the repair shop.

Frank Post, Emergency Management, stated regarding the on-going issues with Flint, the reports are that it was Emergency Management – when in fact it is the Emergency Financial Management (which was changed in 2012) – you now have two different functions under the same name; asks the board to table the budget amendment regarding revenue sharing request at this time, until after the presentations are made tomorrow.

Benzie Transportation Authority November 2015 report received.

Buildings & Grounds meeting for tomorrow has been moved to 3:30 p.m.

### COMMISSIONER REPORTS

Comm Carland stated that he attended Networks Northwest last night with Comm Griner for their legislative session; he also attended the Council of Governments earlier yesterday – they had election of officers and he is now the Secretary/Treasurer; Charlevoix County is working on broadband that is the same type of thing that he would like to see here.

Comm Bates stated that he attended the Almira Township meeting last evening and they have set their tentative budget; they also discussed an issue of excessive noise at the Lake Ann Camp in the summer; on the 12<sup>th</sup> the fire department is holding a spaghetti dinner from 5 – 8 p.m. – any donation would go to the food pantry or baby pantry you would get \$1.00 off the price of the ticket; Lake Township meet last week – Lisa attended for him.

Comm Walterhouse said he went to Big Rapids on the 27<sup>th</sup> regarding the medical examiner; attended the Homestead Township meeting on February 1 where they worked on their budget and set the salaries at the 2014-15 rate except for the fire chief; February 1 there was a special finance meeting where they discuss the AES contract – there is no money for AES but they are still working on it.

Comm Tucker said she did attend the Lake Township meeting for Vance and they were discussing swimmers itch study; she also attended the Benzie Bus – Bill Kennis does a good job – they do their budget a year ahead and will finalize it toward the end of the summer; they will be reviewing Bill's contract.

Comm Warsecke attended the Inland Township meeting and they have now moved their meetings from 7 p.m. to 6 p.m. and they also have set their tentative budget with no raises except the fire chief;



## **COMMISSIONERS**

**Page 3 of 5**

**February 9, 2016**

Levi Cedarquist will be doing an Eagle Scout project for flag retirement station; chili cook off; tomorrow he will attend Colfax Twp.

Comm Sauer stated that the Village of Elberta is allowing Gilmore Township to use their building on First Street; Veterans Affairs has received a 2% grant from the Grand Traverse Band for the Memorial; proposal to change the Board Rules.

Motion by Bates, seconded by Carland, to add #11 to the Board Practices portion of the Board Rules as follows: All requests must go thru committees, HR, Finance or Buildings & Grounds, unless determined by the Chair and/or County Administrator to require immediate action by the board. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Comm Griner reported that he attended the Council of Governments meeting with the Legislators and talked with Marcia Smith, President of Rotary Charities; closing of the building last week due to sewer issues; Broadband could benefit the work here; he asks the Board of Commissioners all go to Big Rapids and look at the system there – they would like us to be a part of their organization; concerns with AES and getting return on our investment. Maridee Cutler says the sewer issue is all fixed and Rick Morris did a great job.

9:58 a.m. Break

10:05 a.m. Reconvene

### **COUNTY ADMINISTRATOR'S REPORT** – Mitch Deisch

- Sewer backup – thank you to Maridee and Rick.
- Coury and Roger talked about broadband – that is something that AES can help us with.
- Mileage rate will be discussed this afternoon at finance.
- Benchmarking will be presented on February 23.
- Big Rapids visit to the morgue – important for the Sheriff and Prosecuting Attorney.

### **FINANCE**

Bills: Motion by Carland, seconded by Walterhouse, to approve payment of the bills from January 17, 2016 to February 9, 2016 in the amount of \$321,623.38, as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Walterhouse, seconded by Tucker, to approve the February 1, 2016 Finance Committee Consent Calendar item 1 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

### **HR AND PERSONNEL**

Comm Bates removes item #4.

Comm Tucker removes item #3.

Motion by Sauer, seconded by Warsecke, to approve the January 26, 2016 HR Consent Calendar items 1 and 2 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

## **COMMISSIONERS**

**Page 4 of 5**

**February 9, 2016**

#3: Motion by Tucker, seconded by Warsecke, to approve item 3 as follows: To allow Animal Control to hire a Part Time Animal Care Clerk for 20-hours per week as requested. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

#4: Comm Bates inquired regarding section 5.13 Vehicle Use Policy – does the Sheriff have a policy on this; Sheriff Schendel indicated that they do have a policy.

Comm Bates asks the Sheriff to provide a copy of that policy.

Comm Tucker indicated that she would like to bring this back to the February 23 meeting and that the Sheriff Vehicle policy should be made a part of this Staff Policy.

The manual will also update the mileage rate portion.

## **COMMITTEE APPOINTMENTS**

Betsie Valley Trail: Motion by Walterhouse, seconded by Sauer, to reappoint William Olsen to the Betsie Valley Trail Committee for a three-year term to expire on April 15, 2019. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

EDC: Motion by Carland, seconded by Walterhouse, to reappoint Ron Harrison and William Merry to the EDC Board for a six-year term, to expire on January 31, 2022. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

## **ACTION ITEMS**

Proclamation 2016-005: Motion by Bates, seconded by Sauer, to adopt 2016-005 Proclamation Proclaiming March 2016 as March for Meals Month, as amended, authorizing the Chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

## **CORRESPONDENCE**

- Road Commission minutes of January 13, 2016 received.
- Parks & Recreation minutes of December 14, 2015 received.
- Veterans Affairs minutes of January 4, 2016 received.
- Benzie-Leelanau Health Dept minutes of January 28, 2016 received.

## **OLD BUSINESS**

Comm Tucker inquired regarding the MERC issue and who signed for the separation of one union into two and the issue of undersheriff being added.

Mitch stated that we do not know who would or did sign off on it. Peter Cohl is researching who signed it.

Comm Tucker asked the Undersheriff if he knows who added the language to include the interim U/S after the vote was taken – he answered no.

Comm Tucker asked the Sheriff if he knew – he answered no.

They are still without a contract and having to pay any additional costs of health insurance.

Comm Tucker would like to know who it got added and asked to continue to investigate this and report back to the board. How did the additional language get added and by who.

**NEW BUSINESS** – None

## COMMISSIONERS

Page 5 of 5

February 9, 2016

10:44 a.m. Public Input

Art Jeannot stated that the questions he had from earlier regarding AES have been answered.

Ed Kowalski comment on the Consent Calendar items and not knowing what is being voted on.

10:49 a.m. Public Input Closed

Motion by Bates, seconded by Warsecke, to adjourn until the February 23, 2016 Regular meeting or the call of the chair. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke

Nays: None Nays: None Motion carried

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Roger L. Griner – Chair

Dawn Olney, Benzie County Clerk

### INDEX

1. Approved the agenda as presented.
2. Approved the regular session minutes of January 26, 2016 as presented.
3. Approved the closed session minutes of January 26, 2016 as presented.
4. Adopted the 2015 Annual Report for the Building Code and Safety Enforcement Department, as presented.
5. Approved payment of the bills from January 17, 2016 to February 9, 2016 in the amount of \$321,623.38, as presented.
6. Approve the February 1, 2016 Finance Committee Consent Calendar item 1 as presented.
7. Approved the January 26, 2016 HR Consent Calendar items 1 and 2 as presented.
8. Approved item 3 as follows: To allow Animal Control to hire a Part Time Animal Care Clerk for 20-hours per week as requested.
9. Reappointed William Olsen to the Betsie Valley Trail Committee for a three-year term to expire on April 15, 2019.
10. Reappointed Ron Harrison and William Merry to the EDC Board for a six-year term, to expire on January 31, 2022.
11. Adopted 2016-005 Proclamation Proclaiming March 2016 as March for Meals Month, as amended, authorizing the Chairman to sign.

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

1. To authorize Jaime Croel to receive 39 hours of sick leave as her 2015 earned amount.
2. To approve based on the contingency that, on reviewing with MMRMA that the county isn't exposed to additional liability with the Animal Control and Sheriff Dept volunteers.
3. Removed from Consent Calendar.
4. Removed from Consent Calendar.

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

1. To continue to pursue funds to enter into a contract with Alliance for Economic Success.



# Elected Officials and Department Head Comments

**BENZIE COUNTY COUNCIL ON AGING, INC.  
BOARD OF DIRECTORS MEETING  
FEBRUARY 17, 2016  
THE GATHERING PLACE SENIOR CENTER, HONOR  
4:30 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 - 01/20/2016**  
**Finance Committee Report** - Approval of Financial Statements for January 2016  
Suggestion Box Contents  
Public Input (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)

**Information Items**

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

**Action Items**

- A. Approval of the BCCOA Senior Essential Needs Fund Policy

**New Business**

- A. Feeding America Statistics for 2015 (Food Cost Savings)
- B. Adding a 4<sup>th</sup> Contracted Homemaker

**Old Business**

- A. Update from the Fund Development Committee
- B. Update on calling donors
- C. Invitation to ride – a – long on a HDM Meal Route

**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, March 16, 2016 at 4:30 p.m.  
The Gathering Place Senior Center  
Honor, MI 49640

**RECEIVED**

**FEB 17 2016**

**DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617**

BENZIE COUNTY COUNCIL ON AGING, INC.  
BOARD OF DIRECTORS MEETING  
January 20,2016

Chair Beverly Holbrook called the meeting to order at 4:36pm. Ron gave the Prayer of Invocation; the Pledge of Allegiance was said by all. Roll Call: Present: Beverly Holbrook, Bob McQuilken (leaving early), Ron Dykstra, Rosemary Russell, Jane Elizerman, Donna Malecki, Ann Dawe, Niel Haugen. Sylvia Bennett absent and excused, Denise Favreau, absent and excused. Also present are Sabra, Doug, and Frank Walterhouse Commissioner.

Public Input-public suggestion box is empty and no public members are present at this time.

### **Agenda**

- Add under new business we want to add B to action Items Committee Planning collaboration with Benzie Home care. Under New Business add B. Planning Cards
- Motion to approve the changed agenda was made by Ron seconded by Jane. Ayes being heard motion approved.

### **Minutes**

- A motion to approve the minutes of the previous meeting with corrections was made by Donna with Ron supporting, All ayes, motion carried to approve the previous minutes with corrections.

### **Finance Committee**

Jane reviewed the minutes from the finance committee. A copy of the narrative was given to the board for review. We are currently at 25% of our annual budget. It was noted that our revenues were up by 2.6% which is impressive due to our allotment from the State being withheld due to the Federal Budget. Now that the Federal Budget has passed moneys will be reimbursed January 2016 Payments. The Grant Line was up 8,000 from two grants, and our year end appeal donations are now coming in. Recommendations from the board members to once again make thank you calls to our donors. A motion to approve the financial report was made by Bob and Seconded by Rosemary. All ayes being heard and the motion was carried and approved.

### **Public Input-**

- No public input
- Public input box is empty.

## **Information Items**

### **A. Directors Report: December 2015**

**A copy was submitted by Douglas Durand and received by the board.**

- All Programming continues to increase across the board by double digits.
- BCCOA has been in the news twice and in an article for prime time news. The word is getting out on the street BCCOA is a happening place. Great Job!!!
- Questions from the board included what will happen with our HDM program is saturated? will there be a waiting list? Doug reported that a route assessment is being done at least bi-weekly to ensure that the routes are less than 3.5 hours. I was noted that if the routes go above this time frame that that routes are adjusted. Doug assured the board that there would not be a waiting list for this programming. Making accommodations to the program including adding another route if necessary.
- Snow Removal programming is growing.
- Our 3 MMAPS counselors saved Benzie county individuals just over \$34,500.
- Dental grant was approved for 4,000. This grant will be for increased outreaching and education components.
- The insurance package was up for renewal, Doug reviewed proposals. Cincinnati insurance was able to offer additional benefits with a small cost saving. New insurance took effect January 1, 2016.
- Our county administrator, Mitch Deisch, came for lunch and got to know us. We at BCCOA are looking forward to continued collaborations with the board of commissioners on how to better serve our senior population.

### **C. Program Report for November 2015**

- Nutritional Programming
  - HDM (Home Delivered Meals) has an increase of 19% since last year
  - Congregate Meals has a 22% increase since last year
- Other Services
  - We are continuing to see a rise in all programming by double digits.
  - Guardian Medical Monitoring. We have 25 clients and 13 on a waiting list. We are looking into a monitoring system at Walmart that uses a GPS system. This would allow our clients increased mobility (out of their homes) and still have their medical monitoring in place. Doug and Jeff are working on the details.
  - Benzie Bus-98 bus passes were given to clients
  - Information & Assistance 605 calls were handled in December 2016.
  - Dental Program- 3 new clients were signed up for the service in December.
  - The Gathering Place-Activities are up 17.5%
  - The township report was submitted 144 were seen this month.

### **D. Senior Center Updates:**

- BUSY, BUSY, BUSY! Dawn's report was received and our seniors continue to be very busy. The activities are well attended.
  - Benzie bucks auction was held on Friday December 18. Over 30 seniors were bidding for prizes.
  - Our annual Christmas lunch was a hit with Santa (Bonnie Fast) handing out candy canes.
  - Movie day complete with free popcorn was well attended.
  - Our new Years Eve pot luck was a hit with almost 60 seniors ringing in the new year.
  - A new genealogy class was introduced and is a huge success. This 3 week class was double booked and was a giant hit. More of these classes are anticipated.
  - Our upcoming calendar is packed once again. With Snowflake, winter crafts, Hat day, and national puzzle day we will continue to be even busier.

#### **E. County Commissioner, Frank Walterhouse.**

- There will be a rotation of commissioners so that all may get to know BCCOA including newly elected Lisa Pepper and Evan Warsecke.
- Benzie County Health Department has new clinic open now for underinsured or non insured individuals in our area. Physicians, Dental, and Mental Health.
- Maples they are placing a sprinkler system and are trying to get a waiver to get the building open.
- New laws on how you can campaign came out of Lansing. Frank stated that our current budget is set for the next year so we may not have to go to the polls and ask for a millage increase this year.

#### **Action Items**

- Motion to approve the BCCOA Senior essential needs fund policy was made by Ron and seconded by Jane all ayes being heard motion carried forward.
- Committee Appointment
  - Policy/ Bi law committee: Niel, Rosemary and Sylvia
  - Personnel and planning: Donna, Ann, Rosemary and Sylvia
  - Fund Development: Bob and Ron
  - Finances Committee: Donna and Jayne
  - Denise will choose when she gets back.

#### **New Business**

- Board Members Providing thank you calls to Donors.  
Doug will provide a list to each board member.
- Comment cards gathered to review of meals  
175 cards reviewed (scoring 1-5 with 5 the highest.  
Flavor 3.9 Appearance 4.4 Temp. 4.2 staff 4.9 clean 4.9 and comfort 4.9



## OLD BUSINESS

### A. Fund Development

- Sip and Dab
- meal sponsorship
- March for Meals
- Ride A long
- Senior Expo

### B. Update from BCCOA and BHHC committee meeting.

Meetings are continuing as scheduled and board members and/or representatives from both entities are working together on future collaboration.

## ROUND TABLE

There was some discussions as to how to move forward with placing an appeal to the community on the ballot requesting a millage increase. Doug, and Beverly are planning to check with Shelly Rosa to get ideas as to how to move forward.

Motion to adjourn the meeting made by Donna, seconded by Jayne, the meeting was adjourned at 6:19

Respectfully Submitted,,

Rosemary Russell, RN, Secretary

Next Meeting

February 17,2016

4:30pm

The Gathering Place

Honor, Michigan 49640

## Benzie County Council on Aging, Inc.

### Executive Directors Report January 2016 – February 2016

- The Benzie-Leelanau District Health Department conducted their semi-annual inspection of The Gathering Place and no violations were found during the inspection. Great job by the Kitchen Department!
- With the \$3,000 grant award from Benzie County Community Chest and another grant award from the Grand Traverse Area Regional Foundation and designated funds from the year-end appeal, we have now officially launched our new program called, Benzie County Senior Essential Needs Fund.
- TV 9 & 10 News came out and did a nice article on our new Benzie County Senior Essential Needs Fund on Thursday, 2/4. I have officially launch this program through the Record Patriot, Record Eagle, Benzie COA Facebook Page, TV 9&10 and the upcoming March Edition of the BCCOA Senior Scoop Newsletter.
- During the month of February the kitchen staff is trying out 5 new recipes and will be seeking completed comment cards from our customers for their opinion on the new recipes. So far the comment cards that we are encouraging our consumers to fill are have been positive to the new entrée's. The cooks will look over some of the suggestions to see if they can incorporate them into the recipes.
- In our continuing effort to provide more healthy cooking methods, the use of deep frying some foods has been switched over to baking. Very few of our offerings are deep-dried.
- The Benzie Senior Oral Dental Health Program has already spent over 50% of the budget in the first 4 months of the FY'2016. We are now using the extra funds from the Delta Dental Grant. The amount of new clients is increasing, but also the financial needs are increasing. Again this shows the crisis that many older adults are facing for dental care.
- My January 2016 visit to Lansing went well. I meet with several legislators and their staff and they were welcoming to my visit. The Silver Key Coalition and Michigan Senior Advisory Council will be advocating for additional funds in the state budget for FY'2017 to deal with the increase need for services in the Medicaid Waiver Program, Nutritional Program, Caregiver Support and Elder Abuse Programs.
- I have been busy putting together events regarding the March for Meals celebration. The primary goal is to raise awareness about a serious struggle many older adults face each day--fighting senior isolation and hunger. Our hope is for several area restaurants to sponsor a time period to donate a percentage of their take to our Home Delivered Meals Program. So far Storm Cloud Brewery has signed on for March 19<sup>th</sup>. Invitations have gone out to have community leaders ride a long on a route to deliver meals to the clients of the Home Delivered Meals Program. So far we have three community leaders signed up. The Benzie County Board of Commissioners voted and approved to have Board Chair, Roger Griner sign a March for Meals Proclamation and that was accomplished on February 9<sup>th</sup>.
- Tax Season is in full swing at our offices. We have partnered with Northwest Michigan Community Action Agency Tax Program volunteers to be out in Benzie County on Monday, Thursday and Friday's through April 15<sup>th</sup>. They will help low income residence of Benzie County.

## Program Report for January 2016

### **Nutritional Programs**

#### ***Home Delivered Meals***

Home Delivered Meals – 3,163 meals were provided to 146 clients in January 2016. **This represents an increase of 53% as compared to January 2014 and a 12% increase as compared to January 2015.**

#### ***Congregate Meals***

The Gathering Place and Thompsonville served a total of 1,452 in January 2016. **This represents an increase of 17% as compared to January 2014 and an 8% decrease as compared to January 2015. We were open 3 days less in January 2016 as compared to January 2015. We experienced more closures to snow days.**

*Through the first 4 months we have served 2,718 additional meals than last year at this time.*

### **Other Programs/Services**

**Dining Out Program** – A total of 136 customers purchased 443 vouchers in January 2016. **This represents an increase of 58% over both January 2014 and January 2015.**

**Homemaker Program** – 244 service units were provided to 106 clients that participated in the Homemaker Program in January 2016. **This is 14 more clients as compared to last year.**

**Snow Removal Program** – We have 120 clients signed up for the Snow Removal Program and we paid for 215 snow plows in January 2016. **Services were up 17% as compared to January 2015.**

**MMAPS** – The counselors saw 5 clients for 10 hours of assistance in January 2016.

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

**Benzie Bus Passes** – 80 bus passes were given to clients in January 2016.

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

**Information & Assistance** - The agency handled 831 calls in January 2016 regarding Information and Assistance for services and questions related to older adults.

**Foot Care Clinic** – 18 individuals came in for foot care at no cost to them in January 2016.

**Hearing Clinic** – 4 individuals had a hearing evaluation completed in January 2016 at no cost.

**Benzie COA Senior Dental Program** – Six clients were signed up in January 2016.

**The Gathering Place Senior Center** – In January 2016, The Gathering Place Senior Center offered a total of thirteen core activities and a new Genealogy Program that 383 folks participated in. The top 5 attended activities for December 2015 were Card Games, Musical Programs, Bingo, Day Trips and Exercise Groups. **This is a 28% increase over January 2015.**

Respectfully submitted,

*Douglas Durand*

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

|                                   | <u>Jan 31, 16</u>        |
|-----------------------------------|--------------------------|
| <b>ASSETS</b>                     |                          |
| <b>Current Assets</b>             |                          |
| Checking/Savings                  |                          |
| 001 · CENTRAL STATE BANK CHECKING | 170,591.50               |
| 003 · CENTRAL STATE BANK HRA      | 1,332.13                 |
| 005 · CSB - FUNDRAISING           | 2,222.99                 |
| 006 · CENTRAL STATE BANK CD       | <u>13,186.02</u>         |
| Total Checking/Savings            | 187,332.64               |
| Accounts Receivable               |                          |
| 1200 · Accounts Receivable        | <u>106.25</u>            |
| Total Accounts Receivable         | 106.25                   |
| Other Current Assets              |                          |
| 109 · INVENTORY                   | <u>8,106.47</u>          |
| Total Other Current Assets        | <u>8,106.47</u>          |
| <b>Total Current Assets</b>       | 195,545.36               |
| <b>Fixed Assets</b>               |                          |
| 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>(172,509.62)</u>      |
| Total Fixed Assets                | <u>469,222.20</u>        |
| <b>TOTAL ASSETS</b>               | <u><u>664,767.56</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>   |                          |
| <b>Liabilities</b>                |                          |
| <b>Current Liabilities</b>        |                          |
| Accounts Payable                  |                          |
| 2000 · Accounts Payable           | <u>17,601.08</u>         |
| Total Accounts Payable            | 17,601.08                |
| Other Current Liabilities         |                          |
| 2100 · Payroll Liabilities        | 2,113.65                 |
| 222 · MERS 457 PAYABLE            | <u>259.73</u>            |
| Total Other Current Liabilities   | <u>2,373.38</u>          |
| Total Current Liabilities         | 19,974.46                |

|                                | <u>Jan 31, 16</u>            |
|--------------------------------|------------------------------|
| Long Term Liabilities          |                              |
| 250 · MORTGAGE PAYABLE         | <u>152,171.48</u>            |
| Total Long Term Liabilities    | <u>152,171.48</u>            |
| <br>Total Liabilities          | <br>172,145.94               |
| Equity                         |                              |
| 390 · FUND BALANCE - PROGRAMS  | 570,978.00                   |
| 3900 · Retained Earnings       | (138,579.64)                 |
| 401 · MEALS ON WHEELS          | 4,641.06                     |
| Net Income                     | <u>55,582.20</u>             |
| Total Equity                   | <u>492,621.62</u>            |
| <br>TOTAL LIABILITIES & EQUITY | <br><u><u>664,767.56</u></u> |



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

|                                       | Jan 2016   | Budget     | \$ Change   |
|---------------------------------------|------------|------------|-------------|
| Ordinary Income/Expense               |            |            |             |
| Income                                |            |            |             |
| 519.03 · TITLE III C2 INCOME          | 11,263.50  | 5,627.00   | 5,636.50    |
| 519.04 · FEDERAL USDA                 | 18,800.86  | 18,438.00  | 362.86      |
| 519.05 MIPPA (MMAP)                   | 0.00       | 100.00     |             |
| 540 · GRANTS                          | 800.00     | 1,250.00   | (450.00)    |
| 561 · STATE ALTERNATIVE CARE          | 816.00     | 771.00     | 45.00       |
| 642 · CHARGES FOR SERVICES/CONT       | 2,401.50   | 1,865.00   | 536.50      |
| 642.01 · FEE FOR SERVICE/CHORE        | (24.00)    | 0.00       | (24.00)     |
| 642.02 · FEE FOR SERVICE/HOMEMAKER    | 2,150.00   | 1,820.00   | 330.00      |
| 642.03 · FEE FOR SERVICE/SNOW REMOVAL | 4,030.00   | 5,500.00   | (1,470.00)  |
| 673 · NEWSLETTER SUB                  | 30.00      | 0.00       | 30.00       |
| 675 · DONATIONS/FUNDRAISING           | 7,926.24   | 8,951.00   | (1,024.76)  |
| 676 · MILLAGE                         | 58,706.66  | 58,706.00  | 0.66        |
| 680 · VOLUNTEER WAGES (IN-KIND).      | 7,942.50   | 6,500.00   | 1,442.50    |
| 691 · MISC INCOME                     | 0.00       | 0.00       | 0.00        |
| Total Income                          | 114,843.26 | 109,528.00 | 5,315.26    |
| Gross Profit                          | 114,843.26 | 109,528.00 | 5,315.26    |
| Expense                               |            |            |             |
| 700 · ACCOUNTING FEES                 | 3,100.00   | 2,800.00   |             |
| 705 · SALARY AND WAGES                | 25,413.13  | 25,768.00  | (354.87)    |
| 708 · PAYROLL TAX EXPENSE             | 3,002.72   | 2,297.00   | 705.72      |
| 709 · EDUCATION/TRAINING              | 0.00       | 63.00      | (63.00)     |
| 710 · EVENTS                          | 169.17     | 241.00     | (71.83)     |
| 715 · CLOTHING ALLOWANCE              | 0.00       | 0.00       | 0.00        |
| 717 · DUES/SUBSCRIPTIONS              | 0.00       | 135.00     | (135.00)    |
| 720 · BAD DEBT                        | 0.00       | 0.00       | 0.00        |
| 721 · COMPUTER EXPENSES               | 3,143.65   | 236.00     | 2,907.65    |
| 725 · FRINGE BENEFITS                 | 11,058.94  | 10,108.00  | 950.94      |
| 726 · FUNDRAISING EXPENSES            | 160.00     | 0.00       | 160.00      |
| 727 · SUPPLIES                        | 1,438.67   | 1,665.00   | (226.33)    |
| 727.2 · OFFICE EXP                    | 782.60     | 660.00     | 122.60      |
| 727.3 · POSTAGE                       | 43.10      | 160.00     | (116.90)    |
| 727.4 · ADVERTISING                   | 228.00     | 315.00     | (87.00)     |
| 740 · FOOD                            | 10,185.87  | 11,400.00  | (1,214.13)  |
| 819 · CONTRACTUAL                     | 18,187.50  | 28,198.00  | (10,010.50) |
| 820 · VOLUNTEER WAGES (IN-KIND)       | 7,942.50   | 6,500.00   | 1,442.50    |
| 825 · VOLUNTEER EXPENSES              | 248.93     | 994.00     | (745.07)    |
| 850 · TELEPHONE                       | 291.64     | 220.00     | 71.64       |
| 861 · TRAVEL/MILEAGE/GAS              | 75.69      | 200.00     | (124.31)    |
| 900 · INTEREST EXPENSE                | 2,027.87   | 0.00       | 2,027.87    |
| 910 · INSURANCE                       | 0.00       | 2,060.00   | (2,060.00)  |
| 915 · PROJECTS                        | 0.00       | 0.00       | 0.00        |
| 920 · UTILITIES                       | 2,441.07   | 1,930.00   | 511.07      |
| 930 · TGP LOAN                        | (3,105.00) | 1,035.00   | (4,140.00)  |
| 940 · DEPRECIATION EXPENSE            | 1,706.76   | 1,875.00   | (168.24)    |
| 980 · EQUIPMENT/REPAIRS               | 5,646.38   | 995.00     | 4,651.38    |
| 980.1 · OUTDOOR MAINTENANCE           | 585.00     | 1,500.00   | (915.00)    |
| 981 · HDM VEHICLE MAINT/GAS           | 590.09     | 1,187.00   | (596.91)    |
|                                       |            | 0.00       | 0.00        |
| Total Expense                         | 95,364.28  | 102,542.00 | (7,177.72)  |
| Net Ordinary Income                   | 19,478.98  | 6,986.00   | 12,492.98   |
| Other Income/Expense                  |            |            |             |
| Other Income                          |            |            |             |
| 990 · INTEREST/DIVIDEND INCOME        | 21.20      | 9.00       | 12.20       |
| 999 · Other Income                    | 35.00      | 0.00       | 35.00       |
| Total Other Income                    | 56.20      | 9.00       | 47.20       |
| Other Expense                         |            |            |             |
| 999.1 · Other Expense                 |            | 0.00       | 0.00        |
| Total Other Expense                   | 0.00       | 0.00       | 0.00        |
| Net Other Income                      | 56.20      | 9.00       | 47.20       |
| Net Income                            | 19,535.18  | 6,995.00   | 12,540.18   |

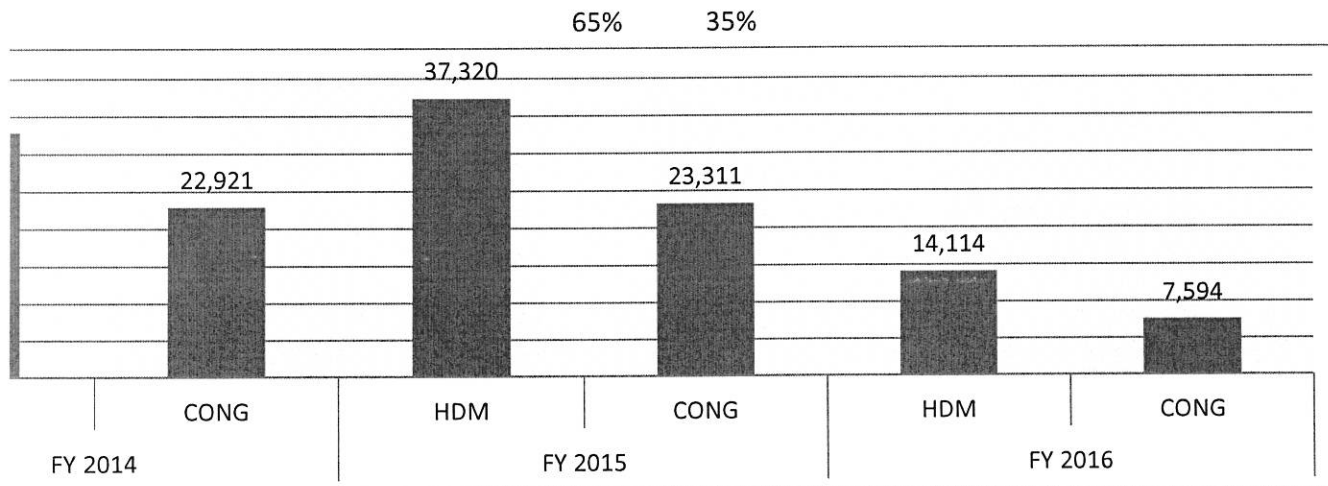
**BENZIE COUNTY COUNCIL ON AGING, INC.**  
**Statement of Financial Income and Expense - YTD**  
**October 1, 2015 - January 31, 2016**

|                                       | Oct-Jan 16 | Budget     | \$ Change   |
|---------------------------------------|------------|------------|-------------|
| Ordinary Income/Expense               |            |            |             |
| Income                                |            |            |             |
| 519.03 · TITLE III C2 INCOME          | 22,527.00  | 22,507.00  | 20.00       |
| 519.04 · FEDERAL USDA                 | 18,800.86  | 18,438.00  | 362.86      |
| 519.05 MIPPA (MMA)                    | 1,500.00   | 1,100.00   |             |
| 540 · GRANTS                          | 9,800.00   | 5,000.00   | 4,800.00    |
| 561 · STATE ALTERNATIVE CARE          | 3,438.00   | 3,082.00   | 356.00      |
| 642 · CHARGES FOR SERVICES/CONT       | 8,727.00   | 7,698.00   | 1,029.00    |
| 642.01 · FEE FOR SERVICE/CHORE        | (306.00)   | 0.00       | (306.00)    |
| 642.02 · FEE FOR SERVICE/HOMEMAKER    | 6,066.00   | 7,330.00   | (1,264.00)  |
| 642.03 · FEE FOR SERVICE/SNOW REMOVAL | 10,268.00  | 14,500.00  | (4,232.00)  |
| 673 · NEWSLETTER SUB                  | 90.00      | 0.00       | 90.00       |
| 675 · DONATIONS/FUNDRAISING           | 37,532.65  | 35,799.00  | 1,733.65    |
| 676 · MILLAGE                         | 234,826.64 | 234,826.00 | 0.64        |
| 680 · VOLUNTEER WAGES (IN-KIND).      | 39,389.00  | 27,700.00  | 11,689.00   |
| 691 · MISC INCOME                     | 0.00       | 0.00       | 0.00        |
| Total Income                          | 392,659.15 | 377,980.00 | 14,679.15   |
| Gross Profit                          | 392,659.15 | 377,980.00 | 14,679.15   |
| Expense                               |            |            |             |
| 700 · ACCOUNTING FEES                 | 3,100.00   | 2,800.00   |             |
| 705 · SALARY AND WAGES                | 96,877.43  | 115,442.00 | (18,564.57) |
| 708 · PAYROLL TAX EXPENSE             | 8,841.03   | 10,172.00  | (1,330.97)  |
| 709 · EDUCATION/TRAINING              | 0.00       | 250.00     | (250.00)    |
| 710 · EVENTS                          | 916.01     | 966.00     | (49.99)     |
| 715 · CLOTHING ALLOWANCE              | 156.75     | 90.00      | 66.75       |
| 717 · DUES/SUBSCRIPTIONS              | 285.00     | 445.00     | (160.00)    |
| 720 · BAD DEBT                        | 0.00       | 0.00       | 0.00        |
| 721 · COMPUTER EXPENSES               | 8,175.70   | 3,272.00   | 4,903.70    |
| 725 · FRINGE BENEFITS                 | 33,402.47  | 40,728.00  | (7,325.53)  |
| 726 · FUNDRAISING EXPENSES            | 887.09     | 0.00       | 887.09      |
| 727 · SUPPLIES                        | 6,680.90   | 6,660.00   | 20.90       |
| 727.2 · OFFICE EXP                    | 3,428.26   | 2,645.00   | 783.26      |
| 727.3 · POSTAGE                       | 431.61     | 1,230.00   | (798.39)    |
| 727.4 · ADVERTISING                   | 255.00     | 740.00     | (485.00)    |
| 740 · FOOD                            | 44,228.70  | 46,500.00  | (2,271.30)  |
| 819 · CONTRACTUAL                     | 49,636.83  | 73,820.00  | (24,183.17) |
| 820 · VOLUNTEER WAGES (IN-KIND)       | 39,389.00  | 27,700.00  | 11,689.00   |
| 825 · VOLUNTEER EXPENSES              | 2,137.84   | 2,279.00   | (141.16)    |
| 850 · TELEPHONE                       | 933.11     | 880.00     | 53.11       |
| 861 · TRAVEL/MILEAGE/GAS              | 716.94     | 900.00     | (183.06)    |
| 900 · INTEREST EXPENSE                | 2,027.87   | 0.00       | 2,027.87    |
| 910 · INSURANCE                       | 4,746.50   | 6,860.00   | (2,113.50)  |
| 915 · PROJECTS                        | 1,206.32   | 0.00       | 1,206.32    |
| 920 · UTILITIES                       | 7,985.78   | 7,305.00   | 680.78      |
| 930 · TGP LOAN                        | 0.00       | 4,140.00   | (4,140.00)  |
| 940 · DEPRECIATION EXPENSE            | 7,217.04   | 7,500.00   | (282.96)    |
| 980 · EQUIPMENT/REPAIRS               | 9,243.46   | 4,425.00   | 4,818.46    |
| 980.1 · OUTDOOR MAINTENANCE           | 585.00     | 2,700.00   | (2,115.00)  |
| 981 · HDM VEHICLE MAINT/GAS           | 6,915.11   | 4,744.00   | 2,171.11    |
|                                       | 0.00       | 0.00       | 0.00        |
| Total Expense                         | 340,406.75 | 375,193.00 | (34,786.25) |
| Net Ordinary Income                   | 52,252.40  | 2,787.00   | 49,465.40   |
| Other Income/Expense                  |            |            |             |
| Other Income                          |            |            |             |
| 990 · INTEREST/DIVIDEND INCOME        | 49.83      | 35.00      | 14.83       |
| 999 · Other Income                    | 3,291.67   | 0.00       | 3,291.67    |
| Total Other Income                    | 3,341.50   | 35.00      | 3,306.50    |
| Other Expense                         |            |            |             |
| 999.1 · Other Expense                 | 11.70      | 0.00       | 11.70       |
| Total Other Expense                   | 11.70      | 0.00       | 11.70       |
| Net Other Income                      | 3,329.80   | 35.00      | 3,294.80    |
| Net Income                            | 55,582.20  | 2,822.00   | 52,760.20   |

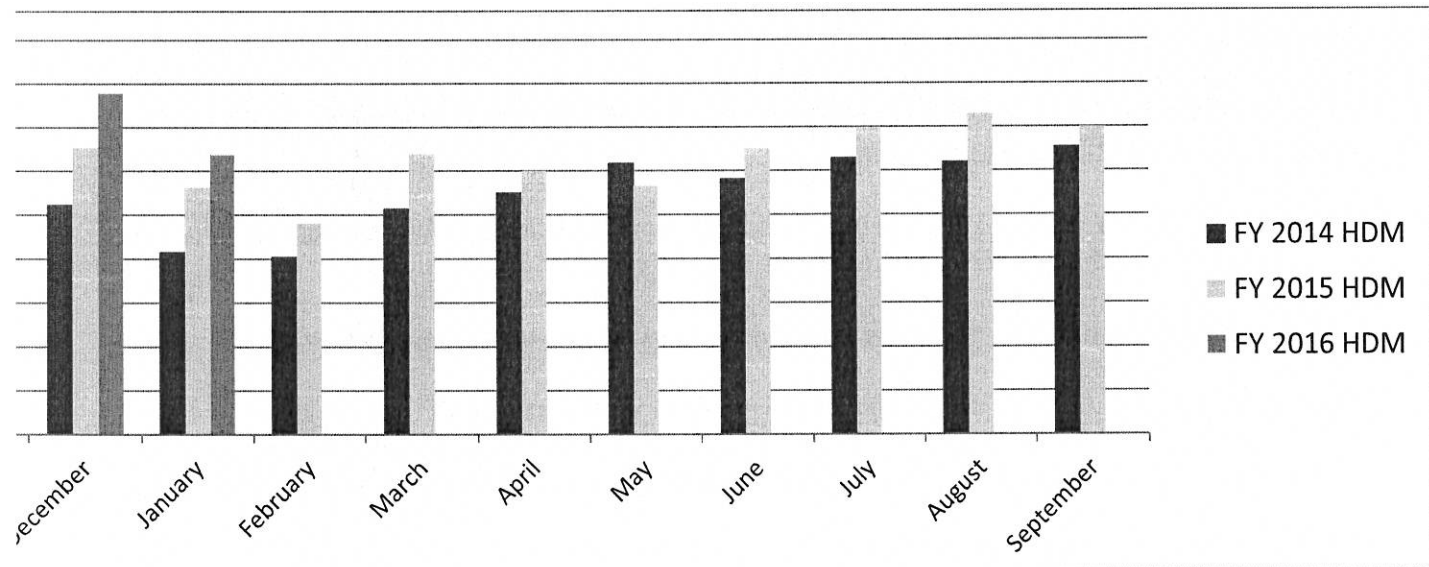
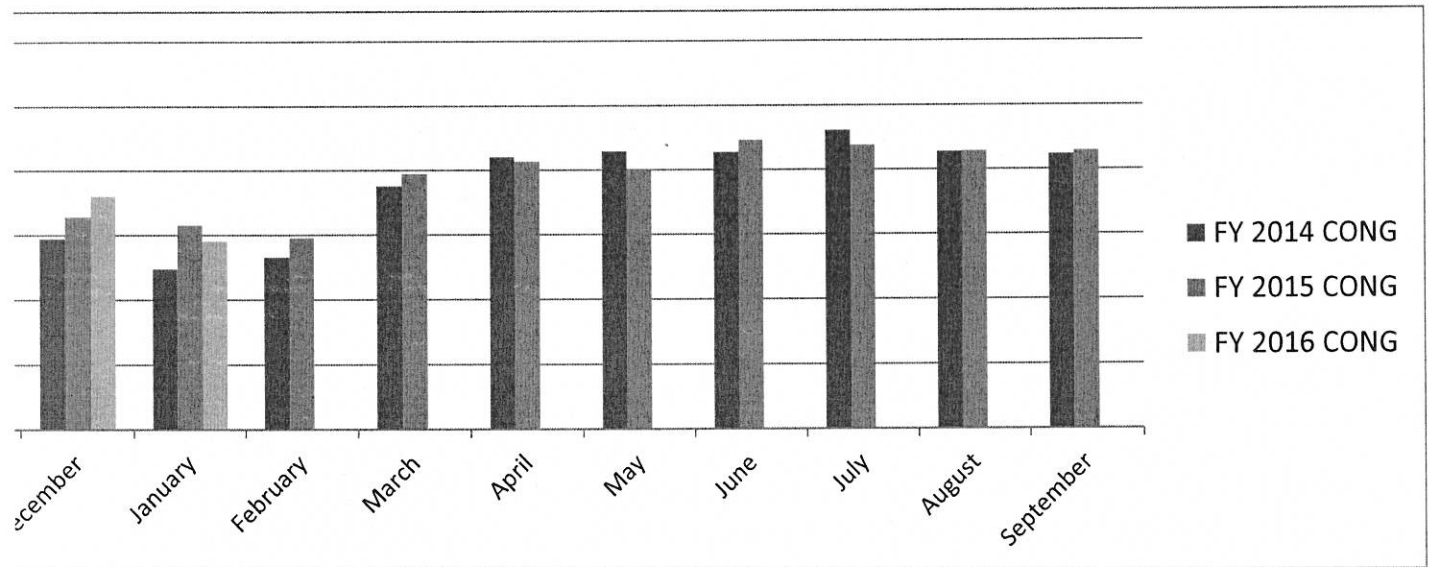
Benzie County Council on Aging  
HDM/Cong comparison

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

| FY 2014 |        | FY 2015 |        | FY 2016 |       |
|---------|--------|---------|--------|---------|-------|
| HDM     | CONG   | HDM     | CONG   | HDM     | CONG  |
| 2,919   | 2,335  | 3,356   | 2,394  | 3,627   | 2,370 |
| 2,478   | 1,732  | 2,590   | 1,491  | 3,410   | 1,972 |
| 2,609   | 1,471  | 3,265   | 1,640  | 3,891   | 1,800 |
| 2,073   | 1,237  | 2,816   | 1,576  | 3,186   | 1,452 |
| 2,018   | 1,328  | 2,405   | 1,476  |         |       |
| 2,567   | 1,876  | 3,196   | 1,971  |         |       |
| 2,746   | 2,102  | 3,001   | 2,065  |         |       |
| 3,083   | 2,144  | 2,824   | 1,996  |         |       |
| 2,902   | 2,137  | 3,250   | 2,231  |         |       |
| 3,141   | 2,306  | 3,478   | 2,188  |         |       |
| 3,091   | 2,137  | 3,644   | 2,140  |         |       |
| 3,264   | 2,116  | 3,495   | 2,143  |         |       |
|         |        |         |        |         |       |
| 2,891   | 22,921 | 37,320  | 23,311 | 14,114  | 7,594 |



Benzie County Council on Aging  
HDM/Cong comparison



## **Senior Center Coordinator's Report**

### **February 17, 2016 meeting**

#### **Regular Happenings:**

|                           |  |                    |
|---------------------------|--|--------------------|
| Tuesday Music and Dancing | Ol' Time Gathering                             | Spinning           |
| Blood Pressure Clinic     | Chair Yoga                                     | Thompsonville Meal |
| Bingo                     | Stay Fit with Doris (taking Feb and March off) |                    |
| Wii Bowling               | Zumba (off until April)                        | Winter Crafts      |
| Bunco                     | Yoga   | Bible Study        |
| Little River Casino       | Birthday celebrations                          | Dining Out Day     |
| Cards                     | Hearing Clinic                                 |                    |

#### **Events since last BOD meeting**

Every fourth Monday of each month at 1:00 p.m. our new Spinning class meets. This group is happy to share their knowledge and welcomes new spinners.

Wednesday, January 27 at 1:15 p.m. Winter Craft. We created cinnamon and coffee bean candles. It's easier than you think! They turned out GREAT! Just ask Bev and check out the pictures on our facebook page. [www.facebook.com/benziecoa](http://www.facebook.com/benziecoa)

Friday, January 29 was National Puzzle Day. Bonnie Fast brought in several Elvis puzzles and we had fun putting them together.

Tuesday, February 2 was Groundhog Day. We were going to show the movie "Groundhog Day" starring Bill Murray but no one stayed due to the incoming storm.

Thursday, February 4 was our "Wear Red Day". February is American Heart Month. We handed out red dress pins which are a symbol of spreading awareness about heart disease in women.

Friday, February 5. In anticipation of The Superbowl we are wearing our favorite team's jersey.

Tuesday, February 9. Mardi Gras / FAT TUESDAY! Beads and Pazckis from Wesco!

Wednesday, February 10—Winter Craft Heart-shaped bird feeder craft. Fun to create plus it'll feed the birds

Friday, February 12—Valentine's Day Party! Chocolate & Strawberry Shortcake!

Monday, February 15—1:00 p.m. National Park Presentation. Retired National Park Ranger Jim Dal Sasso shares images, stories, and insights from his nearly 40 years with the National Park Service. Jim has worked in more than 20 park areas including Denali, Yellowstone, Grand Canyon, Acadia and many others before retiring from Sleeping Bear Dunes National Lakeshore.

Thursday, February 25—Dining Out Day! We're heading to Platte River Inn. Help us welcome them back after their devastating fire. Grab your dining out certificates from our office for only \$3. They are worth \$6 at participating restaurants. Leaving at 11:15 a.m. Sign up required. Call (231) 525-0601

Thursday, February 18—National Battery Day. Bring in your dead batteries and we'll take care of the recycling for you. Remember you can actually do this here all year. The battery recycling box is always located behind our front desk!

Monday, February 29—Leap Day! Happens once every four years. And since those born on February 29 only age every four years it seemed like a good day to have our February Birthday Party!





## Memorandum

RECEIVED

JAN 28 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**To:** Roger Griner, Chair  
Benzie County Board of Commissioners  
**From:** Frank Post, Emergency Management Coordinator  
**Date:** January 27, 2016  
**Subject:** Revenue Sharing Grants

Just to let you know, we were notified that we received funding in the amount of **\$22,930**. for the revenue sharing grants we submitted to the Grand Traverse Band of Ottawa and Chippewa Indians at the end of December 2015. Below is a short synopsis of the project we requested funding for;

### CONTINUATION OF EMERGENCY AUXILLARY RADIO IMPROVEMENTS

This was a grant request for completion of our emergency communications equipment improvements that the GTB approved partial funding for back in February of 2015. This application is requesting funding for our ARES (Amateur Radio Emergency Services)/ RACES (Radio Amateur Civil Emergency Services) equipment we utilize in emergencies in the amount of **\$11,630**.

### COMMUNICATIONS EQUIPMENT FOR OUR CITIZENS EMERGENCY RESPONSE TEAM (CERT)

Our second application requested funding the same communications equipment that is identified above for our Citizens Emergency Response Team (CERT) members in the amount of **\$5,800**. This equipment will bring all of our emergency volunteer groups onto the same communications platform, thus streamlining emergency communications.

### COUNTYWIDE FIREFIGHTER PERSONNEL ACCOUNTABILITY SYSTEM

Finally, this grant application was for a countywide system of firefighter accountability. I work very closely with all the fire departments in Benzie County and our goal is to make firefighting as safe as possible by providing accountability at a fire scene. Because it is a countywide initiative, I was asked to administer this grant on behalf of all the counties fire departments. The request was for **\$5,500** for this project.

### BUDGET ADJUSTMENT

I have discussed the receiving of these grants with the Treasurer and I have attached a budget amendment form reflecting the receipt of the funds and the expenditure of the funds. All purchases utilizing these funds will require compliance to Benzie County Purchasing Policies.

### RECOMMENDATION

1. It is my recommendation that the Benzie County Board of Commissioners accept the aforementioned grant awards of;
  - A. \$11,630 for ARES/RACES Amateur Radio Communications Equipment
  - B. \$5,800 for the Citizens Emergency Response Team (CERT) for Communications Equipment
  - C. \$5,500 for the purchase of Firefighter Personnel Accountability tablets and software for the fire departments in Benzie County.
2. It is my recommendation that the Benzie County Board of Commissioners approve the following budget amendments by increasing revenues in the following budget lines;

**Revenue Sharing Grants Continued:**

Page 2

|                |                                      |                    |
|----------------|--------------------------------------|--------------------|
| 425-426-539.04 | GT Band Grants-Fire Accountability   | \$5,500.00         |
| 425-426-674.00 | Contributions to CERT and ARES/RACES | <u>\$17,430.00</u> |
|                | Total                                | \$22,930.00        |

And increasing expenditures in the following budget lines;

|                |                                       |                    |
|----------------|---------------------------------------|--------------------|
| 425-426-967.00 | Project Expenses-Fire Accountability  | \$5,500.00         |
| 425-426-967.01 | Project Expenses-GT ARES/RACES & CERT | <u>\$17,430.00</u> |
|                | Total                                 | \$22,930.00        |

**RECEIVED**

JAN 28 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## 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: 1/27/2016

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

### Account to be Increased:

| Line Number    | Account Name                         | Amount    |
|----------------|--------------------------------------|-----------|
| 425-426-539.04 | GT Band Grants                       | 5,500.00  |
| 425-426-674.00 | Contributions to CERT and ARES/RACES | 17,430.00 |

Total \$ 22,930.00

Grant Funding will be increased also

### Account to be Increased/Decreased:

| Line Number    | Account Name                    | Amount    |
|----------------|---------------------------------|-----------|
| 425-426-967.00 | Project Expenses                | 5,500.00  |
| 425-426-967.01 | Project Expenses-GT Band Grants | 17,430.00 |

Total \$ 22,930.00

SIGNED: \_\_\_\_\_





## The Grand Traverse Band of Ottawa and Chippewa Indians

### Legal Department

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7601 • FAX 231-534-7600

### FAX

To: 2% Recipient of GTB's 2nd half 2015 Two Percent Grant  
Vance Bates, Chair, Benzie County Board of Commissioners, Fax: 231-882-0568  
Frank Post, Office of Emergency Management, Fax: 231-882-0568

From: Mary J. Kelley, Legal Affairs Administrator/2% Coordinator

Date: January 26, 2016

Re: Confirmation of 2% award and details of check presentation/Media Event

\*\*\*\*\*  
CONGRATULATIONS! Benzie County Board of Commissioners/Benzie County Office of Emergency Management will be receiving a 2% award from the Grand Traverse Band of Ottawa & Chippewa Indians (GTB) for the 2nd half 2015 2% cycle in the amount of \$5,800.00 "to purchase radio equipment to improve communications between the volunteer emergency response volunteers in Benzie County" as outlined in your 2% application.

Under the terms of the consent decree settling *Tribes v. Engler* (Case No. 1:90 CV 611 U.S. Dist. Ct. West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians agreed to pay 2% of its video gaming revenue as defined in the stipulation, no later than 60 days after October 1<sup>st</sup> and March 31<sup>st</sup> of each year. This payment schedule was modified with the consent of the State of Michigan to July 31<sup>st</sup> and January 31<sup>st</sup> of each year because the fiscal year of the Grand Traverse Band gaming operation is calendar-based.

GTB will be hosting a check presentation/Media Event:

**When:** February 10, 2016  
**Time:** 9:30 a.m. – 11:00 a.m.  
**Where:** Grand Traverse Resort, 17<sup>th</sup> Floor, Acme, Michigan

PLEASE CONFIRM your attendance at this event by calling 231-534-7601 (leave a message if I am not in) or by sending me an e-mail at [Mary.Kelley@gtbindians.com](mailto:Mary.Kelley@gtbindians.com). We look forward to seeing a representative from your organization at this event.

Please provide a short report one year from receipt of the 2% award; send the report to:

Attention: 2%  
GTB of Ottawa and Chippewa Indians  
2605 N.W. Bayshore Drive  
Peshawbestown, MI 49682

Thank you, and we will see you at the Media Event!



## The Grand Traverse Band of Ottawa and Chippewa Indians

### Legal Department

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7601 • FAX 231-534-7600

FAX

To: 2% Recipient of GTB's 2nd half 2015 Two Percent Grant  
Vance Bates, Chair, Benzie County Board of Commissioners, FAX: 231-882-0568  
Frank Post, FAX: 231-882-0568

From: Mary J. Kelley, Legal Affairs Administrator/2% Coordinator

Date: January 26, 2016

Re: Confirmation of 2% award and details of check presentation/Media Event

\*\*\*\*\*  
CONGRATULATIONS! Benzie County Board of Commissioners/Benzie County Office of Emergency Management will be receiving a 2% award from the Grand Traverse Band of Ottawa & Chippewa Indians (GTB) for the 2nd half 2015 2% cycle in the amount of \$11,630 for "additional emergency communication equipment to finish the improvement of the ARES/RACES equipment utilized in emergencies", as outlined in your 2% application.

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# Benzie Transportation Authority - Jan 2016 Statement of Activities

|   | Jan 2016          |                   | Oct 2015 - Jan 2016 |                   | 2016                |                   | Jan 2015 |                   | Oct 2014 - Jan 2015 |        |
|---|-------------------|-------------------|---------------------|-------------------|---------------------|-------------------|----------|-------------------|---------------------|--------|
|   | Actual            | Budget            | Actual              | Budget            | Annual Budget       | Actual            | Actual   | Actual            | Actual              | Actual |
| <b>Income</b>                           |                   |                   |                     |                   |                     |                   |          |                   |                     |        |
| 40100 - Passenger Fares                 | 9,831.63          | 7,310.00          | 35,486.42           | 36,660.00         | 107,500.00          | 7,078.12          |          | 35,728.04         |                     |        |
| 40200 - Contract Fares                  | 1,192.50          | 420.00            | 4,807.50            | 1,680.00          | 5,000.00            | 0.00              |          | 8,025.00          |                     |        |
| 40615 - Advertising Income              | 1,700.00          | 0.00              | 2,000.00            | 0.00              | 0.00                | 0.00              |          | 0.00              |                     |        |
| 40710 - Sale of Maintenance Services    | 1,893.72          | 1,375.00          | 6,120.07            | 5,500.00          | 16,500.00           | 1,581.39          |          | 3,620.76          |                     |        |
| 40800 - Taxes Levied Directly for/by TA | 214,730.62        | 190,300.00        | 270,678.67          | 288,700.00        | 559,844.00          | 186,442.34        |          | 264,040.11        |                     |        |
| 41101 - State Operating Assistance      | 41,153.00         | 41,020.00         | 271,765.00          | 271,231.00        | 492,238.00          | 43,686.00         |          | 336,837.00        |                     |        |
| 41301 - Section 5311                    | 0.00              | 0.00              | 0.00                | 0.00              | 220,982.00          | 66,714.00         |          | 66,714.00         |                     |        |
| 41398 - RTAP                            | 0.00              | 375.00            | 669.21              | 1,500.00          | 4,500.00            | 205.95            |          | 1,807.76          |                     |        |
| 41400 - Interest Income/Other Revenue   | 22.09             | 7.00              | -15.29              | 25.00             | 75.00               | 103.21            |          | 403.66            |                     |        |
| <b>Total Income</b>                     | <b>270,523.56</b> | <b>240,807.00</b> | <b>591,491.58</b>   | <b>585,296.00</b> | <b>1,406,640.00</b> | <b>305,811.01</b> |          | <b>717,176.33</b> |                     |        |
| <b>Expense</b>                          |                   |                   |                     |                   |                     |                   |          |                   |                     |        |
| 50101 - Operators' Salaries and Wages   | 32,697.77         | 36,802.00         | 158,588.71          | 165,609.00        | 478,430.00          | 33,273.09         |          | 157,703.17        |                     |        |
| 50102 - Other Salaries and Wages        | 18,533.42         | 18,744.00         | 88,446.46           | 88,448.00         | 243,668.00          | 16,692.94         |          | 80,766.87         |                     |        |
| 50103 - Dispatchers' Salaries and Wages | 12,124.29         | 10,734.00         | 57,371.42           | 48,303.00         | 139,537.00          | 10,794.87         |          | 52,196.81         |                     |        |
| 50200 - Fringe Benefits                 | 13,271.52         | 14,297.00         | 52,363.21           | 65,941.00         | 201,054.00          | 12,439.55         |          | 60,248.32         |                     |        |
| 50310 - Board Compensation              | 140.00            | 333.00            | 455.00              | 666.00            | 2,000.00            | 210.00            |          | 840.00            |                     |        |
| 50399 - Service Expense                 | 12,894.61         | 11,275.00         | 29,877.37           | 30,637.00         | 68,635.00           | 14,249.19         |          | 65,210.65         |                     |        |
| 50401 - Fuel and Lubricants             | 4,740.61          | 6,400.00          | 25,041.77           | 36,150.00         | 97,000.00           | 6,955.66          |          | 40,293.64         |                     |        |
| 50402 - Tires and Tubes                 | 2,020.80          | 1,000.00          | 5,678.63            | 4,600.00          | 11,000.00           | 1,439.52          |          | 2,920.72          |                     |        |
| 50404 - Major Purchase                  | 0.00              | 250.00            | 0.00                | 1,000.00          | 3,000.00            | 0.00              |          | 0.00              |                     |        |
| 50405 - Office Supplies                 | 977.53            | 575.00            | 1,612.66            | 2,300.00          | 6,600.00            | 796.67            |          | 3,301.28          |                     |        |
| 50406 - Parts Revenue Vehicles          | 897.66            | 3,500.00          | 13,194.07           | 15,500.00         | 44,000.00           | 7,228.53          |          | 15,493.77         |                     |        |
| 50407 - Parts for Non Revenue Vehicles  | 26.52             | 50.00             | 822.32              | 200.00            | 600.00              | 280.50            |          | 540.40            |                     |        |
| 50499 - Other Materials and Supplies    | 1,574.31          | 1,510.00          | 9,621.14            | 7,340.00          | 23,500.00           | 2,660.38          |          | 13,001.71         |                     |        |
| 50500 - Utilities & Insurance           | 7,028.58          | -13,529.00        | 3,046.59            | 21,801.00         | 71,616.00           | -13,312.93        |          | 15,857.76         |                     |        |
| 50700 - Taxes and Fees                  | 90.00             | 120.00            | 104.00              | 480.00            | 1,400.00            | 200.00            |          | 227.30            |                     |        |
| 50902 - Travel, Meetings & Training     | 262.90            | 250.00            | 1,877.28            | 1,000.00          | 3,000.00            | 158.40            |          | 1,113.85          |                     |        |
| 50903 - Association Dues and Subscript  | 329.88            | 75.00             | 4,164.62            | 4,025.00          | 4,500.00            | 19.99             |          | 4,142.54          |                     |        |
| 50999 - Other Miscellaneous Expenses    | 0.00              | 0.00              | 0.00                | 0.00              | 0.00                | 0.00              |          | 0.00              |                     |        |
| 51102 - Interest on Short-Term Debt     | 0.00              | 0.00              | 0.00                | 0.00              | 100.00              | 0.00              |          | 0.00              |                     |        |
| 51205 - Sharp Copies/Dispatch Lease     | 207.80            | 208.00            | 831.20              | 832.00            | 2,500.00            | 207.80            |          | 831.20            |                     |        |
| 57402 - Ineligible RTAP                 | 135.00            | 375.00            | 804.21              | 1,500.00          | 4,500.00            | 125.00            |          | 1,463.73          |                     |        |
| <b>Total Expense</b>                    | <b>107,953.20</b> | <b>92,969.00</b>  | <b>453,700.66</b>   | <b>496,132.00</b> | <b>1,406,640.00</b> | <b>94,419.16</b>  |          | <b>516,153.72</b> |                     |        |
| <b>Change in Net Assets</b>             | <b>162,570.36</b> | <b>147,838.00</b> | <b>137,790.92</b>   | <b>89,164.00</b>  | <b>0.00</b>         | <b>211,391.85</b> |          | <b>201,022.61</b> |                     |        |

Honor Bank Savings \$201,399.88  
 Honor Bank Checking \$39,883.11  
 Cash Reserve \$55,000.00

RECEIVED

FEB 11 2016

DAWN OLNEY  
 BENZIE COUNTY CLERK  
 BEULAH, MI 49617



**Benzie Home Health Care**  
**Monthly Service Statistics YTD 2016**  
**January 2016**

| Month               | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | YTD |
|---------------------|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----|
| Beginning Caseload  | 44  |     |       |       |     |      |      |     |      |     |     |     |     |
| New Admissions      | 4   |     |       |       |     |      |      |     |      |     |     |     | 4   |
| Assessments         | 4   |     |       |       |     |      |      |     |      |     |     |     | 4   |
| Discharges          | 5   |     |       |       |     |      |      |     |      |     |     |     | 5   |
| On-Hold             | 1   |     |       |       |     |      |      |     |      |     |     |     |     |
| Referrals           | 4   |     |       |       |     |      |      |     |      |     |     |     | 4   |
| Present Caseload    | 44  |     |       |       |     |      |      |     |      |     |     |     | 44  |
|                     |     |     |       |       |     |      |      |     |      |     |     |     |     |
|                     |     |     |       |       |     |      |      |     |      |     |     |     |     |
| # Home Visits RN    | 23  |     |       |       |     |      |      |     |      |     |     |     | 23  |
| # Home Visits Aide  | 412 |     |       |       |     |      |      |     |      |     |     |     | 412 |
|                     | 435 | 0   | 0     | 0     | 0   | 0    | 0    | 0   | 0    | 0   | 0   | 0   | 435 |
|                     |     |     |       |       |     |      |      |     |      |     |     |     |     |
|                     |     |     |       |       |     |      |      |     |      |     |     |     |     |
| Hours Aide PC *     | 481 |     |       |       |     |      |      |     |      |     |     |     | 481 |
| Hours Aide Respite* | 435 |     |       |       |     |      |      |     |      |     |     |     | 435 |
|                     | 916 | 0   | 0     | 0     | 0   | 0    | 0    | 0   | 0    | 0   | 0   | 0   | 916 |
|                     |     |     |       |       |     |      |      |     |      |     |     |     |     |
|                     |     |     |       |       |     |      |      |     |      |     |     |     |     |
|                     |     |     |       |       |     |      |      |     |      |     |     |     |     |
|                     |     |     |       |       |     |      |      |     |      |     |     |     |     |
| Volunteer Hours     |     |     |       |       |     |      |      |     |      |     |     |     |     |

**RECEIVED**

FEB 16 2016

DAWN OLNEY  
 BENZIE COUNTY CLERK  
 BEULAH, MI 49617

# Commissioner Report



## 2nd Half 2015 Two Percent Media Event

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February 10, 2016

9:30 – 11:00 a.m.

Grand Traverse Resort & Spa, Acme, Michigan  
17<sup>th</sup> Floor

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### Itinerary

- ❖ Welcome by Acting Chairperson/Vice Chair JoAnne Cook
  - ❖ Welcome song by GTB Tribal Member Drum
  - ❖ Distribution of 2% checks
  - ❖ Opportunity for 2% recipients to speak
  - ❖ Closing song by GTB Tribal Member Drum
  - ❖ Adjournment
- 

RECEIVED

FEB 12 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



**FOR IMMEDIATE  
RELEASE**

**Contact: Mary J. Kelley  
231-534-7601**

**[Mary.Kelley@gtbindians.com](mailto:Mary.Kelley@gtbindians.com)**

**THE GRAND TRAVERSE BAND ANNOUNCES \$883,309.90 IN LOCAL 2% FUNDS**

*Organizations Receive Funds via Tribe's Twice Per Year 2 Percent Allocation*

PESHAWBESTOWN, MICHIGAN, FEBRUARY 10, 2016 -- The Grand Traverse Band of Ottawa & Chippewa Indians is pleased to announce the distribution of \$883,309.90 of gaming revenue allocation to local units of government. The dollars have been allocated to 39 local applicants as part of the Tribe's "2 percent allocation," which takes place twice per year.

Under the terms of a consent decree settling *Tribes v. Engler* (Case no. 1:90-CV-611, U.S. District Court, Western District Michigan), the Grand Traverse Band allocates 2 percent of its video gaming revenue to local units of government, as defined in the stipulation, no later than 60 days after October 1<sup>st</sup> and March 31<sup>st</sup> of each year. This payment schedule was modified with the consent of the State of Michigan to July 31<sup>st</sup> and January 31<sup>st</sup> of each year because the fiscal year of the Grand Traverse Band's gaming operation is calendar-based.

Since the 2 percent allocation began in 1994, the Grand Traverse Band has allocated **\$33,970,613.30** to hundreds of local organizations.

"The test for determining the distribution standards, as outlined in *Tribes v. Engler* are: "Each tribe shall determine which local unit or units of government shall receive payments and the amounts thereof; provided however, the guidelines governing the tribes in making said determinations shall be based upon compensating said local units of government for governmental services provided to the tribes and for impacts associated with the existence and location of the tribal casino in its vicinity; and provided further, however...each local unit of government shall receive no less than an amount equivalent to its share of ad valorem property taxes..."

On January 20, 2016, the Tribal Council voted to determine which organizations would receive allocations. Of the 84 applications received, totaling \$2,317,508.06 in requests, the Tribal Council awarded 39 for a total of \$883,309.90.

The Grand Traverse Band will make its decision regarding the first 2016 Two Percent allocation in July 2016.

It is with great pleasure that the Grand Traverse Band of Ottawa & Chippewa Indians is able to provide all citizens of Northern Michigan with these services that are furnished solely by gaming revenues.

| NAME OF APPLICANT (Alphabetical)   | AMOUNT       |
|--|--------------|
| <u>Gov't to Gov't Agreement - Antrim County</u><br>Prisoner Housing Contract.  | \$ 12,775.00 |
| <u>Gov't to Gov't Agreement - Benzie County</u><br>Prisoner Housing Contract.  | \$ 19,162.50 |
| <u>Gov't to Gov't Agreement - Charlevoix County</u><br>Prisoner Housing Contract.  | \$ 12,775.00 |
| <u>Gov't to Gov't Agreement - Leelanau County</u><br>Prisoner Housing Contract.  | \$ 63,875.00 |
| <u>Antrim County</u><br>Funding to support 58 athletes with intellectual to attend the Special Olympics Michigan 2016 State Summer Games, June 2-4, 2016, to be held at Central Michigan University in Mount Pleasant.   | \$ 5,000.00  |
| <u>Beaver Island Emergency Services Authority</u><br>Funding will provide a working channel for emergency communications for fire, EMS, and law enforcement on Beaver Island independent of the dispatch channel.  | \$ 3,320.00  |
| <u>Bellaire Public Library</u><br>Funding for a Multi-Media Resource Center (MRC) that will turn our meeting room into a presentation studio by providing a complete audio-visual package of a designated computer and cart/projector/screen/sound system/ and seating.  | \$ 4,000.00  |
| <u>Benzie County Board of Commissioners</u><br>Funding on behalf of all of the fire departments in Benzie County to improve our on-scene "Firefighter Accountability System." The departments participating in this county-wide revenue sharing application include: Almira Township Fire Dept., Benzonia Township Fire Dept, Frankfort Fire Dept, Homestead Township Fire Dept, Inland Township, and Thompsonville Fire Dept. | \$ 5,500.00  |



|  |              |
|--|--------------|
| <u>Benzie County Board of Commissioners</u><br><br>Funding for the Benzie County Office of Emergency Management to purchase radio equipment to improve communications between our volunteer emergency response volunteers in Benzie from our CERT Program and our AREA (Amateur Radio Emergency Services)/RACES (Radio Amateur Civil Emergency Services).  | \$ 5,800.00  |
| <u>Benzie County Board of Commissioners</u><br><br>Funding for the Benzie County Office of Emergency Management that will allow us to finish the modernization of radio communications equipment to support the BCEO Center and Mobile Emergency Services Command and Communications Van, both of which are the alternate emergency communications system for all operations for law enforcement, fire/paramedic, and the road commission should natural communications be unavailable | \$ 11,630.00 |
| <u>Benzie County Board of Commissioners</u><br><br>Partial funding award for the Benzie County Veterans Affairs Committee for the creation of a Veteran's Memorial to honor all local veterans.  | \$ 20,000.00 |
| <u>Benzie County Central Schools</u><br><br>Funding for the SEEDS Youth Conservation Corps for job training, focused on the Benzie County youth attending Benzie County Central High School and Benzie Academy. Student Corps members that participate will be required to maintain their grades and attendance during the school year and be offered the opportunity for summer credit recovery in order to participate in the program.   | \$ 18,000.00 |
| <u>Benzie County Sheriff's Office</u><br><br>Funding will be used to purchase defibrillators to be placed in each of the Benzie County Sheriff's vehicles with the goal of enhanced response time for citizens in need. At this time, the Benzie County Sheriff's office budget does not allow for such a purchase.  | \$ 24,843.00 |
| <u>Benzonia Public Library</u><br><br>Funding to purchase "Hearing Assistive Technology" for our elderly and hard of hearing community. The hearing assistive devices are mobile and easy to use and will give those with difficulty in hearing the ability to enjoy the programs.   | \$ 2,625.00  |

|  |                     |
|--|---------------------|
| <p><u>Blair Township Fire Department</u></p> <p>Funding to replace 13 Self Contained Breathing Apparatus "SCBA." The Blair Township Fire Department originally purchased used SCBA from a local fire department; the manufactured date on these units date back to 1999. The age of these SCBA units create a great concern for the safety of our Firefighters who use them.</p>                           | <p>\$ 20,000.00</p> |
| <p><u>Boyne City Public Schools</u></p> <p>Funding for the Youth Advisory Committee of Boyne City Middle School Rambler Wellness, to purchase and install four new water fountains throughout the school. These fountains will benefit the student population for years to come for their health and hydration, productivity, in school, and efforts to minimize their waste and environmental impact.</p> | <p>\$ 5,608.90</p>  |
| <p><u>City of Charlevoix</u></p> <p>Funding for "Colorado Challenge," which is a week-long adventure camp located in the Rocky Mountains; developed to allow teenagers the opportunity to learn team building skills, foster new friendships, and "step out of the box" in adventure activates to instill self-confidence.</p>   | <p>\$ 5,000.00</p>  |
| <p><u>City of Charlevoix</u></p> <p>Funding for the Joppa House Ministries/Joppa House Women's Transitional Home, which is a 6-18 month mentoring program for women and children; addressing the issue of homelessness and under-employment among women. The home empowers residents to successfully sustain independent housing and become gainfully employed members of the community.</p>               | <p>\$ 15,500.00</p> |
| <p><u>City of Traverse City</u></p> <p>Funding to provide four (4) sets of rescue swimmer personnel protective equipment (PPE) for the Traverse City Fire Department (TCFD). The fire department has been severely challenged with consolidation issues and budget priorities that have directed funds away from the fire department.</p>  | <p>\$ 9,771.80</p>  |
| <p><u>Elk Rapids Public Schools</u></p> <p>Funding for "Project Graduation," which is an annual event that provides a safe, drug-and alcohol-free way for the graduating class to celebrate together. It will take place following graduation on June 5, 2016.</p>   | <p>\$ 5,200.00</p>  |



|   |              |
|---|--------------|
| <u>Fife Lake EMS</u><br><br>Partial funding towards the purchase of 5 Motorola APX7000XE 800 MHz/VHF radios with home chargers, 5 Impress XE speaker mics, 5 Impress ear mics, 5 spare batteries and 1 station radio charging system. Grand Traverse County is upgrading their radio system and EMS agencies will need to switch their current radios with new compatible radios. | \$ 28,349.38 |
| <u>Grand Traverse County Board of Commissioners</u><br><br>Funding for the Grand Traverse Child & Family Services (CFS) "Safe Haven Supervised Visitation and Exchange Program," which assures the safety, security, and dignity of all members of families that have experienced domestic violence, sexual assault, stalking, or high conflict.                                  | \$ 40,000.00 |
| <u>Grand Traverse County Board of Commissioners</u><br><br>Funding to help the Conservation Resource Alliance complete over 65 priority projects on a dozen watersheds in 2016. By mobilizing local support, CRA is able to leverage public investment in natural resource conservation projects on a scale that will impact this region for future generations.                  | \$ 50,000.00 |
| <u>Grand Traverse County Board of Commissioners</u><br><br>Funding for "Dann's House" where research suggests that 25% of the people experiencing homelessness in the Grand Traverse area have substance-use disorders. Until Dann's House opened in August 2014, there was no facility in the area that would admit people in active addiction.                                  | \$ 50,000.00 |
| <u>Grand Traverse County Board of Commissioners</u><br><br>Funding for the Father Fred Foundation to meet the needs of our neighbors in three areas: food, utility assistance and housing. A recent collaborative report distributed by United Way reveals that 12% of Grand Traverse County households meet the definition of poverty.   | \$ 25,000.00 |
| <u>Grand Traverse County Board of Commissioners</u><br><br>Funding to help the homeless that are living on the streets, at the Goodwill Inn; and to help people secure permanent housing.   | \$ 70,000.00 |
| <u>Grand Traverse County Board of Commissioners</u><br><br>Funding for electrical upgrades to the Easling Pool at the Civic Center.   | \$ 5,525.00  |

|  |              |
|--|--------------|
| <u>Hayes Township</u><br><br>Funding for renovations of the Greensky Hill Indian Church, which plays a pivotal role in the culture and education of Native American heritage in Charlevoix County and beyond.  | \$ 53,000.00 |
| <u>Leelanau County Board of Commissioners</u><br><br>Funding for the Leelanau Christian Neighbors food pantry, the baby pantry and "blessings in backpack programs of LCN for the 2016 budget for the portion of the three programs that serve children of Leelanau County.  | \$ 22,000.00 |
| <u>Leland Township</u><br><br>Funding for Leland Harbor's annual maintenance dredging of its channel entrance.   | \$ 25,000.00 |
| <u>Northport Public School</u><br><br>Funding for the SEEDS Youth Conservation Corps to construct an outdoor classroom at Northport Public Schools. This structure will allow for students at Northport Public Schools to grow plants and food for cooking programs and for the school lunch programs. It will also provide for an outdoor science learning and classroom workspace. | \$ 22,600.00 |
| <u>Northwestern Michigan College</u><br><br>Funding to continue providing academic services that enhance educational opportunities for Native American students, and to ensure college involvement and academic success for those students.  | \$ 25,500.00 |
| <u>Suttons Bay Public Schools</u><br><br>Funding for the Anishinaabemowin language program; Michigan requires high school 2-year proficiency in a world language; and Anishinaabemowin is the indigenous language in this area, and it is crucial to the understand of the world view of the Anishinabek people, we feel the language must be part of our curriculum.                | \$ 48,564.00 |
| <u>Suttons Bay Public Schools</u><br><br>Funding for the SEEDS "Quest, Find Your Park!" program. The Quest is an annual program that helps youth explore a particular theme through music, art and food; and dovetails with our academic enrichment programs. The target audience for this proposal will be the Suttons Bay Middle and High School students.                         | \$ 15,000.00 |

|   |                      |
|---|----------------------|
| <u>Suttons Bay-Bingham Fire and Rescue Authority</u><br><br>Funding to purchase two (2) Stryker Power-PRO, which is a cot design with operator safety and patient comfort in mind. EMS personnel experience frequent spinal loading due to repetitive motions such as lifting, lowering, carrying, and bending. Use of the power-pro has been proven to reduce spinal loading, resulting in reduced injuries. | \$ 31,360.00         |
| <u>Traverse Bay Intermediate School District</u><br><br>Funding for Michael's Place for: (1) direct service to meet the growing demand for the Michael's Place grief programs and services, (2) volunteer coordination and training for grief support services, (3) In-school support groups in Antrim, Benzie, and Leelanau counties, and (4) grief education and training to the schools in our region.     | \$ 38,000.00         |
| <u>Traverse City Area Public Schools</u><br><br>Partial funding for the Anishinaabemowin Language Class, which is a successful part of the TCAPS Middle School Language Program. Both native and non-native students have enrolled in the course and after successful completion of the class students are able to attain high school world language credit in Anishinaabemowin I & II.                       | \$ 24,883.32         |
| <u>Traverse City Area Public Schools</u><br><br>Funding for the "Literacy Center" which is being developed to help students who are struggling with their reading by offering free tutoring to students after school and during the summer to foster growth in their reading abilities.   | \$ 20,000.00         |
| <u>Village of Bellaire</u><br><br>Funding for the Bellaire Youth Initiative Program (BYI), which provides free after school programs 2 days a week, available to both public and home-schooled students in Bellaire Public School system.   | \$ 18,142.00         |
| <b>Total 2% Funding for the 2<sup>nd</sup> Half 2015 Cycle</b>  | <b>\$ 883,309.90</b> |

# County Administrator's Report

# FINANCE REPORT

# ***Benzie County Remonumentation Program***

*Michelle Thompson, County Treasurer / Grant Administrator*

*John B. Smendzuik, County Surveyor/County Representative*

Christopher T. Beland, Director

February 9, 2016

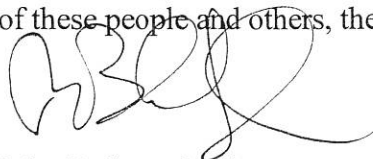
Page 2

In addition to the above corners, there are also attached 1 LCRC's for a duplicate corner. The State of Michigan also did 3 corners in Homestead Township. They brought the corners in for Peer Group Review and we paid for recording the corners. They also provided the Lat/Long for their corners.

I consider the 2015 program year a successful year. Other than spending a considerable amount of time in the swamp, most corners were easier to get to than in the past few years. Participation in the Benzie County Remonumentation Program by local surveyors again was excellent. We had 2 Peer Group Meetings with good attendance and lively discussion.

Updating our count of corners yet to do, we have approximately 307 corners yet to set in Benzie County. Of these corners 190 are Section and ¼ Corners and 117 are Meander Corners. This number is based on the GLO notes for Benzie County. A listing of the corners yet to set, per township, is being revised to get a more current count. The difficulty rating, and the expense, of these corners will be greater as a large number of these corners are in difficult to access areas, read this as meaning swamps and wet areas. As we are now required to provide Latitude and Longitude for each corner, these more difficult corners will get even more expensive. In addition, a lot of the Meander Corners are along Lake Michigan in difficult to access areas. We have left all of these until the latter stages of the program in order to expedite the work in our developed areas. One other area that has yet to be explored is the Sleeping Bear Dunes National Lakeshore. We have included corners in that Park in the count noted above. However, because of the changing laws and rules, we may be able to eliminate some of these corners. We will withhold all corners in the National Park until such a time as we have revised the County Plan and the States rules have been updated to address these areas.

As always, I would like to thank all those people who make the Benzie County Remonumentation Program a success. These include but are not limited to the following: The Benzie County Board of Commissioners, for their continuing financial support; Michelle Thompson, County Treasurer and Grant Administrator and the people in her department who help with administration; Amy Bissell, Register of Deeds, and her staff; all participating local surveyors, and the Benzie County Road Commission, for the coordination of efforts and expenses where possible. With the continuing support of these people and others, the Program will continue to move towards completion.



John B. Smendzuik

Benzie County Surveyor / County Representative

**RECEIVED**

FEB 18 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**Finance Committee  
Meeting Notes  
February 9, 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 (Chair)

Staff Present: Dawn Olney, Mitch Deisch, Maridee Cutler, Amy Bissell, Craig Johnson, Sheriff Schendel, U/S Kyle Rosa, JA Dan Smith

Pledge of allegiance given.

Agenda: Motion by Sauer, seconded by Carland, to approve the agenda as amended, adding 7c – Jail Update on Spending, 9b – EMS Flooring Bids; and 10 Other – Sewer Backup. Ayes: All Nays: None Motion carried.

Minutes: Motion by Walterhouse, seconded by Sauer, to approve the minutes of January 12, 2016 as presented. Ayes: All Nays: None Motion carried.

Motion by Sauer, seconded by Carland, to approve the February 1, 2016 special meeting minutes as corrected. Ayes: All Nays: None Motion carried.

Public Input: None

Sheriff Dept – Ted Schendel:

- A. Copier Lease: They are requesting to lease three new copies for 5 years; there will be a huge savings (\$3,000 – \$4,000). Discussions held and it was decided to have the Sheriff provide additional information to the Administrator's Office and bring back next month.
- B. Budget Amendment/Adjustment (Snowmobile): U/S Rosa presented a request to set the snowmobile budget.

**Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to amend the snowmobile budget for 2015-16 as follows:**

**Revenues:**

|                |                    |                   |
|----------------|--------------------|-------------------|
| 217-332-539.00 | State/DNR Grant    | \$5,000.00        |
| 217-332-585.00 | Local Match (Twps) | <u>\$1,550.00</u> |
|                |                    | \$6,550.00        |

**Expenditures:**

|                |                        |                  |
|----------------|------------------------|------------------|
| 217-332-706.00 | Wages – Deputy Sheriff | \$5,300.00       |
| 217-332-748.00 | Gas-Oil-Grease         | \$ 600.00        |
| 217-332-749.00 | Vehicle Repair         | \$ 400.00        |
| 217-332-970.00 | Equipment              | <u>\$ 250.00</u> |
|                |                        | \$6,550.00       |

**Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**



- C. Jail Update on Spending: Dan provided the board with their savings strategies and stated that they have been meeting regularly with the administrator and treasurer and working on these strategies for savings to the jail. They will continue to keep the commissioners updated. He state that they are working to find different ways to save money in the jail. The new medical company is doing very well with a \$22,000 savings per year. Sheriff also indicated that they have a hiring freeze in place and no additional corrections officers will be hired until we get this under control.

Administrator – Mitch Deisch:

- A. Undersheriff Position: Mitch stated that there are more and more moving parts; the questions – how we set up MERS, there was a difference between COAM and NonUnion/NonElected (NU/NE) – the primary difference is age when they can retire – COAM is 25 years of service and out; NU/NE age 60; they are the only division that has that age requirement out of the 7 divisions we have. We are 73.1% funded – in order to enhance that division, you have to come up to 80% as a whole plus pay one year total liability to make that change. He then talked with Peter Cohl and Peter does not think there is a problem with keeping the U/S in the COAM division for MERS retirement only – MERS has not answered yet. Sheriff Schendel indicated that the simplest way is a Letter of Understanding. Mitch says there will not be one acceptable solution that is going to fix it for everyone.

The Appropriations Act for 2015-16 Position Control Roster has 3 Sgts and 1 U/S – at this time we have 4 Sgts, the Board of Commissioners can amend that for special rules and regulations.

**Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners that while in the process of researching other options associated with the U/S position, and in order to comply with the employee position roster, on a temporary basis, that the finance committee recommends that a fourth sergeant position be appointed in order to assure a balanced fiscal year budget. With the understanding that the fourth sergeant would be funded out of the U/S line number and with the caveat that this is until all information comes back from MERS. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

- B. Networks Northwest, Per Diem/Mileage: Bring back to this committee how many committees and where do we pay per diem/mileage from.
- C. AES Discussion: We need to talk about the \$20,000 with the long-term belief that the City of Frankfort will pony-up \$5,000. We would be a facilitator toward growth. We are not getting in the way of private businesses.

Maridee gave some options to pull the funds from last year:

Phone – could save \$3,800 with a expenses – if we change over

Equipment Repair -- \$10,000 not allocated

Drain Commissioner -- \$4,700 left in that account

Community Corrections -- \$5,000 – program no longer being used

Could change the Appropriations Act so it doesn't ready that way.

Or simply take it from Fund Balance –

Now she said these are fund from this year.

Frank says he and Shelley were at \$130,000 fund balance.

Mitch stated that Benzie County is woefully in need of Economic Development.

Maridee says we need \$12,790.75 for the County Administrator's wage.

Mitch says you should make some commitment here; this is 1 of the 3 or 4 most important things in Benzie County you need to keep our kids here.

Coury says maybe we should meet with the City of Frankfort.

Gary would prefer quarterly payments.

Mitch says they are looking for a 3 year contract with a 90-day termination; they are looking for the first year commitment; and would want to structure payments to quarterly.

**Motion by Sauer, seconded by Walterhouse, to recommend to the Board of Commissioners to support Alliance for Economic Success proposal in conjunction with the City of Frankfort, not to exceed \$20,000 from Fund Balance with a 60-day cancellation notice; the agreement will be brought back before the full board. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

D. Administrator Line Item: Reschedule for next month.

E. IRS Mileage: **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to set the mileage rate at the State mileage rate for everyone and continue to set the rate at the established rate set by the IRS policy as it changes. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

EMS – Craig Johnson:

- A. Millage: Craig stated that the current millage is at .5795 now and they are asking to put it to the voters for .8000 for six (6) years on the August 2016 ballot; this would generate an additional \$300,000 and would allow for station repairs and costs. They also have a \$230,000 loan out there to the DTRF. That would give them the extra funding so they would not have to borrow. The extra funds would be used for equipment updates and maintenance. **Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to authorize a ballot proposal for EMS on the August 2016 Primary of .8000 for six years. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**
- B. Flooring Bids: Craig stated that three bids have been received: Classic Interiors - \$6,200; Bodamer Brothers -- \$8,990; Bay View Flooring -- \$6,146.59. **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to accept the Classic Interiors bid of \$6,200 for flooring at the EMS station on 669 as presented. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

Other:

Sewer Backup: Mitch stated that he will work to gather all information related to the sewer backup issue which occurred on February 4, 2016 for submission to MMRMA.

Public Input: None

Next Meeting: Tuesday, March 8, 2016 at 1:00 p.m. following the Board of Commissioners meeting.

Motion by Carland, seconded by Sauer, to adjourn at 3:21 p.m. Ayes: All Nays: None Motion carried.

Dawn Olney  
Benzie County Clerk

DRAFT

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

1. To amend the snowmobile budget for 2015-16 as follows:

Revenues:

|                |                    |                   |
|----------------|--------------------|-------------------|
| 217-332-539.00 | State/DNR Grant    | \$5,000.00        |
| 217-332-585.00 | Local Match (Twps) | <u>\$1,550.00</u> |
|                |                    | \$6,550.00        |

Expenditures:

|                |                        |                  |
|----------------|------------------------|------------------|
| 217-332-706.00 | Wages – Deputy Sheriff | \$5,300.00       |
| 217-332-748.00 | Gas-Oil-Grease         | \$ 600.00        |
| 217-332-749.00 | Vehicle Repair         | \$ 400.00        |
| 217-332-970.00 | Equipment              | <u>\$ 250.00</u> |
|                |                        | \$6,550.00       |

2. That while in the process of researching other options associated with the U/S position, and in order to comply with the employee position roster, on a temporary basis, that the finance committee recommends that a fourth sergeant position be appointed in order to assure a balanced fiscal year budget. With the understanding that the fourth sergeant would be funded out of the U/S line number and with the caveat that this is until all information comes back from MERS.
3. To support Alliance for Economic Success proposal in conjunction with the City of Frankfort, not to exceed \$20,000, funds to come from Fund Balance with a 60-day cancellation notice; the agreement will be brought back before the full board.
4. To set the mileage rate at the State mileage rate for everyone and continue to set the rate at the established rate set by the IRS policy as it changes.
5. To authorize a ballot proposal for the August 2016 Primary for EMS of .8000 for six years.
6. To accept the Classic Interiors bid of \$6,200 for flooring at the EMS station on 669 as presented.

Revised

FW-CC

BCSO Snowmobile Budget 2015/2016

Revenues

|                |                     |                                     |
|----------------|---------------------|-------------------------------------|
| 217-332-539.00 | State/DNR grant     | 5600.00 ok<br><del>\$5,000.00</del> |
| 217-332-585.00 | Local Match (Twps.) | <u>\$ 1,550.00</u>                  |

---

\$6,550.00

Expenditures

|                |                      |            |
|----------------|----------------------|------------|
| 217-332-706.00 | Wages-Deputy Sheriff | \$5,300.00 |
| 217-332-748.00 | Gas-Oil-Grease       | \$ 600.00  |
| 217-332-749.00 | Vehicle Repairs      | \$ 400.00  |
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\$6,550.00

RECEIVED

JAN 10 2016

ADMINISTRATOR  
OFFICE

Memo To: Benzie County Commission  
From: Mitchell D. Deisch, Administrator   
Date: February 17, 2016  
Subject: Finance Committee recommendation to amend 15/16 Appropriation Act  
Position Control Roster regarding number of Sergeant Positions

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Attached are the draft February 9, 2016 minutes from the Benzie County Finance Committee.

Continued discussions regarding the Undersheriff position continued among the Finance Committee as it related to the Appropriation Act for FY 2015/2016 Position Control Roster (PCR).

The current PCR identifies 3 Sergeants and 1 Undersheriff, which at this time we currently have 4 Sergeant positions, based upon the Undersheriff not officially being sworn in. The County Commission has the discretion to amend the 2015/2016 FY Budget Appropriation Act. Thus the Benzie County Finance Committee made the following recommendation to the full County Board of Commissioners.

Motion by Commissioner Carland, Second by Commissioner Sauer to recommend to the Board of Commissioners that while in the process of researching other options associated with the Undersheriff position, and in order to comply with the employee position roster, on a temporary basis, that the Finance Committee recommends that a fourth sergeant position be appointed in order to assure a balanced fiscal year budget. With the understanding that the fourth sergeant would be funded out of the Undersheriff line number and with the caveat that this is until all information comes back from MERS. Motion was unanimously passed.

**Requested Action**

The Benzie County Commissioners are being requested to support the motion by the Benzie County Finance Committee at their February 9, 2106 meeting.

RECEIVED

FEB 17 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



strategies for savings to the jail. They will continue to keep the commissioners updated. He state that they are working to find different ways to save money in the jail. The new medical company is doing very well with a \$22,000 savings per year. Sheriff also indicated that they have a hiring freeze in place and no additional corrections officers will be hired until we get this under control.

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**BENZIE COUNTY  
GENERAL APPROPRIATIONS ACT  
FOR FISCAL YEAR 2015-2016**

A meeting of the Benzie County Board of Commissioners was held in the Commissioner's Room at the Government Center, 448 Court Place, Beulah, Michigan, in Benzie County, on the 8<sup>th</sup> day of September, 2015, scheduled at 9 a.m.

The meeting was called to order by Chair Vance Bates at \_\_\_\_\_.

Members Present:

Members Absent:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
to adopt this resolution appropriating monies and approving all fiscal year (FY) 2015-16 Benzie County Operating and Debt Budgets and the Several Special Revenue Budgets, as listed hereunder and as contained within the FY 2015-16 Budget Book.

**WHEREAS**, in accordance with the provisions of the Uniform Budgeting and Accounting Act for Local Government (Public Act 2 of 1968 and Public Act 621 of 1978), which requires that each local unit of government adopt a balanced budget for all required funds; and

**WHEREAS** the Government Finance Officers Association (GFOA) recommends governments establish a formal policy on the level of unrestricted fund balance for emergencies, unanticipated situations, prevention of severe service cuts, prevention of tax hikes, maintenance of creditworthiness; and County auditors recommend that unrestricted fund balance to be 24%; and

**WHEREAS** GFOA recommends establishing a restricted fund balance to address deferred maintenance costs; and those costs for the Government Center are estimated in excess of \$200,000; this 2015-16 Budget contains a restricted fund balance (earmarked contingency) for the retirement of these deferred liabilities or other unaccounted for mandated services; and

**WHEREAS** the County Administrator and Benzie County Finance Committee were presented with extensive information from each department for the various operational funds and have reviewed, discussed and considered the information from those presentations; and

**WHEREAS** the Benzie County Finance Committee has taken into consideration that there are required functions of county government and operations which must be budgeted at serviceable levels in order to provide statutory and constitutionally required services and programs; and

**WHEREAS** the County Administrator and the Benzie County Finance Committee have requested, received, heard testimony from, reviewed and considered proposed line-item budgets for each County department; and, including the courts, recommends adoption of the recommended FY 2015-16 Fund and Departmental Budgets to the full Board of Commissioners;

**WHEREAS** notice of a public hearing on the recommended FY2015-16 Budget was published in a newspaper of general circulation on 2 September 2015, and was held on 8 September 2015; and

**WHEREAS** the Board of Commissioners has reviewed the Finance Committee's recommended FY 2015-16 Budget and believe the same to contain funds sufficient to finance mandatory County funded services at or above a serviceable level.

**NOW THEREFORE BE IT RESOLVED** that the FY 2015-16 Benzie County Budgets are hereby adopted on an activity (departmental) basis for the General Fund, and on a fund basis for all other funds, as contained in the Budget Book.

**BE IT FURTHER RESOLVED** that the approved employee positions on the Position Control Roster contained in the 2015-16 Budget, shall limit the number of employees who can be employed. Funds are not appropriated for any position or employee that is not on the approved Position Control Roster. Further, there may be a need to increase or decrease various positions with the Budget and/or impose a hiring freeze and/or impose layoffs due to unforeseen financial changes; therefore, the approved Position Control Roster may be changed from time to time by the Board and/or the Board may impose a hiring freeze. The County elected officials and County department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the approved Position Control Roster; and

**BE IT FURTHER RESOLVED** that the authorized positions in the Position Control Roster contained in each budget indicates the authorized maximum number of employees in their respective classifications for that budget. Any deviations from said list must be specifically approved by the Board; and

**BE IT FURTHER RESOLVED** that certain positions contained in the Position Control Roster which are supported in some part by a grant, cost sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said position(s) shall be considered unfunded and removed from the Position Control Roster; and

**BE IT FURTHER RESOLVED** that the County Administrator is authorized upon request of the respective elected official or department head to transfer persons from certain positions contained in the Position Control Roster which are supported in some part by grant, cost sharing, child care reimbursement or other source of outside funding, to another grant funded position in order to reduce County cost; and

**BE IT FURTHER RESOLVED** that an elected official or department head is authorized to transfer monies (make a budget adjustment) from one non-personnel related category to another within their own budget, when he/she deems it necessary. Budget amendments represent a change in the budget allocation and must be requested of and approved by the Board; and

**BE IT FURTHER RESOLVED** that the funds set forth in the overall budget adopted by the Board of Commissioners are hereby appropriated for the use by departments for the purposes of paying all costs and expenses incurred, as follows:

|  |              |
|--|--------------|
| TOTAL ESTIMATED REVENUES:                    | \$29,000,792 |
| BUDGETED USE OF PRIOR GENERAL FUND BALANCE:  | \$ 144,222   |
| TOTAL ESTIMATED EXPENDITURES:                | \$28,871,646 |
| TOTAL RESTRICTED GENERAL FUND BALANCE: (24%) | \$ 1,632,897 |
| TOTAL EARMARKED GENERAL FUND RESERVES        | \$ 50,000    |

**BE IT FURTHER RESOLVED** that the Board of Commissioners reserves the right to transfer monies between funds on the basis of need, as determined by cash balances, and

**BE IT FURTHER RESOLVED** that the County Administrator is authorized to audit and determine the appropriateness of any and all expenditures, referring unresolved issues to the Finance Committee for final determination. The County Administrator is hereby appointed "Budget Administrator", pursuant to the Uniform Budget and Account Act, MCLA 141.421 et seq., with power to administer such duties in connection with the 2015-16 budget, as may be from time to time, delegated to the County Administrator by this Board; and

**BE IT FURTHER RESOLVED** that all County elected officials and County department heads shall abide by the Purchasing Guidelines and Staff Policy Manual, as adopted and amended by this Board and that the budgeted funds are appropriated contingent upon compliance with said Purchasing Guidelines and Staff Policy Manual; and

**BE IT FURTHER RESOLVED** that in the event a department finishes the fiscal year with unrestricted, non-personnel General Funds available in an account, one-half (50%) of that amount would be set aside specifically dedicated to department future uses. This option does not apply to one-time budget appropriations or mandated service lines. This option does apply to the following budget categories only: Office Supplies, Travel, Printing & Publications, Dues and Registrations, Conferences and Meetings, Staff Development, Training and Schools, Cellphones, Postage, Uniforms, Dry Cleaning, Resource Materials, Record Storage, and Paper Supplies. The amount shall be established and available only after completion of the annual audit and may be used in future years by the department to cover cost overruns, departmental services, equipment or programs. The amount would accrue from year to year to the benefit of the departments. The other half (50%) of any annual budget underrun would revert to the General Fund balance for use at the discretion of the County Board of Commissioners. The Board resolves to implement this program subject to modifications which may be required and subject to elimination if the plan does not provide the anticipated benefits.

**BT IT FURTHER RESOLVED** that the Finance Committee is hereby authorized to approve the payment of all financial claims against the County.

**BE IT FURTHER RESOLVED** the Benzie County Board of Commissioners, for the purposes of the Truth in Budget Act, does hereby authorize to be levied for the 2015 tax year (FY 2015-16 Budget), a total County levy of 8.5033 for the purpose of operations and authorized debt service, as summarized below:

#### **2015 Authorized Taxation Rates for FY 2015-16 Budget**

| <u>Fund</u>                | <u>Authorized<br/>Millage Rate</u> | <u>Purpose</u>   |
|----------------------------|------------------------------------|--|
| General                    | 3.5144                             | <i>General government operations</i>   |
| Jail Operations            | .9000                              | <i>Jail operations and maintenance</i>   |
| Emergency Medical Services | .5795                              | <i>Advanced life support/ambulance</i>   |
| Veteran's Services         | .0600                              | <i>Assistance to veterans</i>  |
| Commission on Aging        | .6536                              | <i>Services to aging citizens</i>  |
| Benzie Transit Authority   | .4912                              | <i>Transportation services</i>   |
| Soil Conservation          | .1000                              | <i>Soil conservation services</i>  |
| Animal Control             | .0982                              | <i>Animal control operations</i>   |
| TNT Officer                | .1000                              | <i>TNT Officer</i>   |
| Road Commission            | 1.0000                             | <i>Road operations, repair and equipment</i>   |
| Medical Care Facility      | .3650                              | <i>Medical Care Facility</i>   |
| Medical Care Debt          | .6350                              | <i>MCF debt levy for expansion project;<br/>pay bonds through the Building Authority</i> |

TOTAL FOR  
OPERATIONS  
AND DEBT SERVICE                      8.5033

**BE IT FURTHER RESOLVED** that the Benzie County Board of Commissioners hereby authorizes a 911 Operating Surcharge be assessed to each 911 service user, a monthly surcharge of up to \$3.00 in a monthly billing of landline, wireless and Voice Over Internet Protocol (VOIP) service suppliers within the geographic boundaries of Benzie County, to cover the costs of 911 Dispatch Service for FY 2015-16.

**BE IT FURTHER RESOLVED** that the Benzie County Board of Commissioners hereby authorizes a per-household fee of \$22.00 to be charged to each residential parcel for the purposes of providing recycling and solid waste reduction services to residents.

**BE IT FURTHER RESOLVED** that all resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are hereby rescinded.

ROLL CALL VOTE:                                      AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_

MOTION DECLARED: \_\_\_\_\_

# Memo:

To: County Board of Commissioners

From: Craig Johnson, Ems Director

Re: EMS Millage Proposal

Date: February 16, 2016

The EMS millage expires at the end of 2016. There has been much discussion about EMS's financial future with myself, the county administrator, treasurer and EMS Advisory Board. As many of you know this fund has struggled for years to meet its financial needs. Benzie EMS is currently collecting 0.5795 mills and proposing to go to 0.8 mills. The excess funds that would be collected would go toward paying off debt and establish a pre-funded capital improvement replacement program. Over the last year we have increased our fees and reduced our expenditures but it is still not enough to meet our needs financially.

The EMS Advisory Board and Finance Committee voted to recommend a millage of 0.8 mills for the August Elections.

Attached to this memo is a financial summary and a list of capital assets that will need to be replaced over the next few years.

If you have any questions, please feel free to contact me at 231-325-0035.

CLJ/cls

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FEB 16 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# EMS Financial Discussion

## Introduction

Over the past decade the Benzie County Emergency Medical Services Dept. (EMS) has been running a deficit budget each year with the Delinquent Tax Revolving Fund (DTRF) fill the void each year with anywhere from tens of thousands of dollars to hundreds of thousands of dollars of DTRF being used to cover the cost the cost at the end of the fiscal year. Over the past two fiscal years \$200,000 in FY 14/15 and \$180,000 in FY 13/14 was loaned to the EMS budget from the DTR, of which \$150,000 was paid back leaving a balance of \$30,000. This amount needs to be paid back to the DTRF.

## Issue

Even with the EMS increasing revenues projections this fiscal year through increased fees (\$120,000) and reducing expenditures in this fiscal year (\$130,000), they are still spending expending more than revenue coming in.

Cost for operating the EMS system have escalated over the past decade with increased operating costs, personnel costs (health insurance, retirement, etc.) and costs for replacing ambulances.

## Fiscal Picture

The current voted millage for the EMS is .575, which expires the end of December 2016. Revenue generated from the .5795 mills is approximately \$671,000, based upon the 2015 Benzie County taxable value of \$1,158,456,881. Current service insurance fees are budgeted at \$875,000 and \$44,000 for an arrangement with Paul Oliver Hospital.

### **2015/2016 Revenue**

|             |                       |
|-------------|-----------------------|
| \$671,000   | millage               |
| \$875,000   | Insurance fees        |
| \$ 44,000   | Paul Oliver agreement |
| \$1,590,000 | Projected Revenue     |

### **2015/2016 Budgeted Expenditures**

\$1,585,112

Everything looks fine until you consider that the EMS owes \$230,000 to the DTRF and several ambulances need to be purchased/refurbished in the upcoming years.

## Fiscal Conclusion

The bottom line in order for the EMS to meets its financial obligations, pay back the \$230,000 loan to the DTRF and to start to the process of pre-funding the refurbishment of ambulances (ambulance have an estimated life expectancy of 8 years/400,000+ miles. Cost to purchase new \$225-250,000. Cost to refurbish existing ambulance \$125,000. Once refurbished they are good for another 8 years. You can only refurbish an ambulance once) is to add an additional 250-300,000 in revenue to the EMS budget.

**RECEIVED**

FEB 16 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## Options

1. Decrease expenditures by an additional \$250-300,000. With the removal of approximately \$130,000 in this FY budget, this can only be accomplished by service reductions or closing of one station. Employees and equipment are the EMS major expenditures and both would need to be reduced.
2. Increase Service Fees – This was addressed in the current fiscal year, but could be looked at once again. It is very unlikely that we could increase fees to make up the additional revenue needed.
3. Increase millage rate - With the current millage rate expiring the end of December 2016, it will be necessary for the voters of Benzie County to reaffirm the millage rate. An argument could be made to increase the current millage rate from .575 to .8 mills. The additional revenue generated by the additional .225 would be approximately \$260,000. This would bring the total millage revenue to approximately \$920,000.

If this option was sought, the next two elections would be August 2016 (ballot language due by April 2016) or November 2016.

Another important thing to consider is the new state law that prohibits governmental units from educating citizens about ballot proposal 60 days before the election. Thus with an August 2016 election, the County would have to decrease all discussions about a millage election by June 2016.

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FEB 16 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617





**7313 Crystal Ave., P.O. Box 660, Beulah, MI 49617**  
**231.882.5881 fax 231.882.2310**

December 8, 2015

Benzie County EMS  
Contact: Craig Johnson  
cjohnson@benzieco.net  
Fire station on 669 behind Jodi's

### **FLOORING ESTIMATE**

**Living room, kitchen with attached entry hall/laundry area and bath, dining room with attached hall and bath:**

Shaw New market 12ml vinyl planks #0146V-214 Tribeca installed with new underlayment, ¼ round at entry and sliding door.

Vinyl planks priced at \$2.99 per sq. ft., adhesive, tax, freight and labor to install  
**\$6,200**

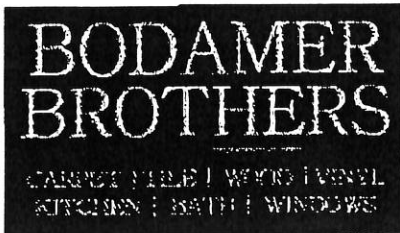
Owner must move all furniture. Owner will pull old base trim and replace it with new trim after our installation. We do not unhook or reconnect water or gas lines; we will move the appliances. We do not pull or reset stools. We will caulk edge joint at tubs, we will patch seam where structure joint comes together in manufactured homes but will guarantee that the new flooring will not show wear or open requiring repair or metal bar at that joint.

Thank you for considering Classic Interiors & Design,

Dennis, Denise and Marianne

Estimated prices include materials, tax, freight and labor to install.

All work will be supervised by our licensed organization as required by building code. We do not pull or reset toilets.



Bodamer Brothers  
3000 N. Garfield Rd.  
Traverse City, MI.  
49686  
231-941-8446  
Fax 231-941-1034  
kurtis.tuppo@gmail.com

## Estimate

Ref #: 000261

Date: Feb 9th 2016

To:

Benzie County (Craig Johnson)

Install Shaw (Tribeca 0146V-214) Vinyl Plank on Underfloor over wood sub-floor.

| Item          | Description   | Unit Cost | Quantity | Cost (USD) |
|---------------|---|-----------|----------|------------|
| LVP INSTALLED | Shaw (Tribeca 0146V-214) Vinyl Plank -<br>INSTALLED | 8.99      | 1000     | 8,990.00   |

|                    |            |
|--------------------|------------|
| Sub Total          | 8,990.00   |
| Total Amount (USD) | 8,990.00   |
| Paid to Date       | 0.00       |
| Balance            | \$8,990.00 |

\*Based on customer measurements. Bid was figured site unseen. Any unforeseen job complications or additional materials needed could incur additional cost. On-site inspection required before ordering materials.

Powered by Invoiceable. Create invoices for free!

## Proposal

12/31/2015 11:15:32 AM

Page 1

Bay View Flooring  
 274 N Hwy US 31 South  
 Traverse City MI 49685  
 231-944-1920  
 231-944-1921  
 www.BayViewFlooring.com



Proposal 10190  
 Sale Date: 12/30/2015  
 Next Install:  
 Sales Rep: Jeffery Peckens

## SOLD TO:

Laura Gleason Benzle EMS Station  
 1901 Thompsonville HWY  
 Thompsonville MI 49683

## SHIPPED TO

Laura Gleason Benzle EMS Station  
 1901 Thompsonville HWY  
 Thompsonville MI 49683  
 231-882-0035

| MATERIALS |                         | COMMENTS              | TOTAL |
|-----------|-------------------------|-----------------------|-------|
| 1         | New Market 12-53.93     | Tribeca Insurance Job |       |
| 2         | Fiber Rock 1/4" Blakely | Underlayment          |       |
| 4         | Maple Eco 360           |                       |       |

| LABOR |                 | COMMENTS      | TOTAL |
|-------|-----------------|---------------|-------|
| 1     | Vinyl - Regular | Insurance Job |       |
| 2     | Underlayment    | Underlayment  |       |

Comments:

SubTotal: \$5,920.17  
 Sales Tax: \$228.42  
 Total: \$6,146.59  
 Payments: \$0.00  
 Balance: \$6,146.59

Signature

Date

Returns accepted within 30 days of purchase. Return must be full cartons only and in saleable condition. Returns only on in stock purchases. NO returns on special order materials. 25% restocking fee may be applicable to returns. Buyer shall examine all goods delivered immediately upon buyers receipt for defect.

We appreciate your business!!

Memo To: Benzie County Commission  
From: Mitchell D. Deisch, Administrator   
Date: February 17, 2016  
Subject: Finance Committee Recommendation on Supporting AES 3 year Proposal

---

Attached are the February 9, 2016 draft minutes from the Benzie County Finance Committee that identifies a motion by Commissioner Sauer, second by Commissioner Walterhouse to support the Alliance for Economic Success three year proposal to provide economic development services to Benzie County. The motion also includes a not to exceed \$20,000 from Fund Balance for the first year of the contract, work in conjunction with the City of Frankfort and include a 60 day termination clause.

The motion by the full County Commission could read as follows:

"To accept the Benzie County Finance Committee recommendation to support the Alliance for Economic Success three year proposal in conjunction with the City of Frankfort for a not to exceed amount of \$20,000 from Fund Balance with a 60 day cancellation notice. The commission further directs the County Administrator to work cooperatively with AES to develop an agreement between Benzie County and AES, reviewed and approved by County legal counsel, which will be brought back before the full County Commission for approval."

Benzie County needs to take a leadership role and assist our Townships, Villages and City with economic development. Taking the leadership role is the key.

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FEB 17 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**Finance Committee  
Meeting Notes  
February 9, 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 (Chair)

Staff Present: Dawn Olney, Mitch Deisch, Maridee Cutler, Amy Bissell, Craig Johnson, Sheriff Schendel, U/S Kyle Rosa, JA Dan Smith

Pledge of allegiance given.

Agenda: Motion by Sauer, seconded by Carland, to approve the agenda as amended, adding 7c – Jail Update on Spending, 9b – EMS Flooring Bids; and 10 Other – Sewer Backup. Ayes: All Nays: None Motion carried.

Minutes: Motion by Walterhouse, seconded by Sauer, to approve the minutes of January 12, 2016 as presented. Ayes: All Nays: None Motion carried.

Motion by Sauer, seconded by Carland, to approve the February 1, 2016 special meeting minutes as corrected. Ayes: All Nays: None Motion carried.

Public Input: None

Sheriff Dept – Ted Schendel:

- A. Copier Lease: They are requesting to lease three new copies for 5 years; there will be a huge savings (\$3,000 – \$4,000). Discussions held and it was decided to have the Sheriff provide additional information to the Administrator's Office and bring back next month.
- B. Budget Amendment/Adjustment (Snowmobile): U/S Rosa presented a request to set the snowmobile budget.

**Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to amend the snowmobile budget for 2015-16 as follows:**

**Revenues:**

|                |                    |                   |
|----------------|--------------------|-------------------|
| 217-332-539.00 | State/DNR Grant    | \$5,000.00        |
| 217-332-585.00 | Local Match (Twps) | <u>\$1,550.00</u> |
|                |                    | \$6,550.00        |

**Expenditures:**

|                |                        |                  |
|----------------|------------------------|------------------|
| 217-332-706.00 | Wages – Deputy Sheriff | \$5,300.00       |
| 217-332-748.00 | Gas-Oil-Grease         | \$ 600.00        |
| 217-332-749.00 | Vehicle Repair         | \$ 400.00        |
| 217-332-970.00 | Equipment              | <u>\$ 250.00</u> |
|                |                        | \$6,550.00       |

**Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

- C. Jail Update on Spending: Dan provided the board with their savings strategies and stated that they have been meeting regularly with the administrator and treasurer and working on these

strategies for savings to the jail. They will continue to keep the commissioners updated. He state that they are working to find different ways to save money in the jail. The new medical company is doing very well with a \$22,000 savings per year. Sheriff also indicated that they have a hiring freeze in place and no additional corrections officers will be hired until we get this under control.

Administrator – Mitch Deisch:

- A. Undersheriff Position: Mitch stated that there are more and more moving parts; the questions – how we set up MERS, there was a difference between COAM and NonUnion/NonElected (NU/NE) – the primary difference is age when they can retire – COAM is 25 years of service and out; NU/NE age 60; they are the only division that has that age requirement out of the 7 divisions we have. We are 73.1% funded – in order to enhance that division, you have to come up to 80% as a whole plus pay one year total liability to make that change. He then talked with Peter Cohl and Peter does not think there is a problem with keeping the U/S in the COAM division for MERS retirement only – MERS has not answered yet. Sheriff Schendel indicated that the simplest way is a Letter of Understanding. Mitch says there will not be one acceptable solution that is going to fix it for everyone.

The Appropriations Act for 2015-16 Position Control Roster has 3 Sgts and 1 U/S – at this time we have 4 Sgts, the Board of Commissioners can amend that for special rules and regulations.

**Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners that while in the process of researching other options associated with the U/S position, and in order to comply with the employee position roster, on a temporary basis, that the finance committee recommends that a fourth sergeant position be appointed in order to assure a balanced fiscal year budget. With the understanding that the fourth sergeant would be funded out of the U/S line number and with the caveat that this is until all information comes back from MERS. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

- B. Networks Northwest, Per Diem/Mileage: Bring back to this committee how many committees and where do we pay per diem/mileage from.
- C. AES Discussion: We need to talk about the \$20,000 with the long-term belief that the City of Frankfort will pony-up \$5,000. We would be a facilitator toward growth. We are not getting in the way of private businesses.

Maridee gave some options to pull the funds from last year:

Phone – could save \$3,800 with a expenses – if we change over

Equipment Repair -- \$10,000 not allocated

Drain Commissioner -- \$4,700 left in that account

Community Corrections -- \$5,000 – program no longer being used

Could change the Appropriations Act so it doesn't ready that way.

Or simply take it from Fund Balance –

Now she said these are fund from this year.

Frank says he and Shelley were at \$130,000 fund balance.



Mitch stated that Benzie County is woefully in need of Economic Development.

Maridee says we need \$12,790.75 for the County Administrator's wage.

Mitch says you should make some commitment here; this is 1 of the 3 or 4 most important things in Benzie County you need to keep our kids here.

Coury says maybe we should meet with the City of Frankfort.

Gary would prefer quarterly payments.

Mitch says they are looking for a 3 year contract with a 90-day termination; they are looking for the first year commitment; and would want to structure payments to quarterly.

**Motion by Sauer, seconded by Walterhouse, to recommend to the Board of Commissioners to support Alliance for Economic Success proposal in conjunction with the City of Frankfort, not to exceed \$20,000 from Fund Balance with a 60-day cancellation notice; the agreement will be brought back before the full board. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

D. Administrator Line Item: Reschedule for next month.

E. IRS Mileage: **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to set the mileage rate at the State mileage rate for everyone and continue to set the rate at the established rate set by the IRS policy as it changes. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

EMS – Craig Johnson:

A. Millage: Craig stated that the current millage is at .5795 now and they are asking to put it to the voters for .8000 for six (6) years on the August 2016 ballot; this would generate an additional \$300,000 and would allow for station repairs and costs. They also have a \$230,000 loan out there to the DTRF. That would give them the extra funding so they would not have to borrow. The extra funds would be used for equipment updates and maintenance. **Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to authorize a ballot proposal for EMS on the August 2016 Primary of .8000 for six years. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

B. Flooring Bids: Craig stated that three bids have been received: Classic Interiors - \$6,200; Bodamer Brothers -- \$8,990; Bay View Flooring -- \$6,146.59. **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to accept the Classic Interiors bid of \$6,200 for flooring at the EMS station on 669 as presented. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

Other:

Sewer Backup: Mitch stated that he will work to gather all information related to the sewer backup issue which occurred on February 4, 2016 for submission to MMRMA.

Public Input: None

Next Meeting: Tuesday, March 8, 2016 at 1:00 p.m. following the Board of Commissioners meeting.

Finance Committee

February 9, 2016

Page 4 of 5

Motion by Carland, seconded by Sauer, to adjourn at 3:21 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 amend the snowmobile budget for 2015-16 as follows:

Revenues:

|                |                    |                   |
|----------------|--------------------|-------------------|
| 217-332-539.00 | State/DNR Grant    | \$5,000.00        |
| 217-332-585.00 | Local Match (Twps) | <u>\$1,550.00</u> |
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Expenditures:

|                |                        |                  |
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| 217-332-749.00 | Vehicle Repair         | \$ 400.00        |
| 217-332-970.00 | Equipment              | <u>\$ 250.00</u> |
|                |                        | \$6,550.00       |

2. That while in the process of researching other options associated with the U/S position, and in order to comply with the employee position roster, on a temporary basis, that the finance committee recommends that a fourth sergeant position be appointed in order to assure a balanced fiscal year budget. With the understanding that the fourth sergeant would be funded out of the U/S line number and with the caveat that this is until all information comes back from MERS.
3. To support Alliance for Economic Success proposal in conjunction with the City of Frankfort, not to exceed \$20,000, funds to come from Fund Balance with a 60-day cancellation notice; the agreement will be brought back before the full board.
4. To set the mileage rate at the State mileage rate for everyone and continue to set the rate at the established rate set by the IRS policy as it changes.
5. To authorize a ballot proposal for the August 2016 Primary for EMS of .8000 for six years.
6. To accept the Classic Interiors bid of \$6,200 for flooring at the EMS station on 669 as presented.

Memo to: Finance Committee

From: Mitch Deisch, County Administrator

Date: January 27, 2016

Subject: AES Financing

---

At the 1/25/16 Commission meeting it was agreed upon that the Finance Committee should review the AES proposal, specifically where funds could come from in the FY 2016/2017 budget.

The AES proposal that was attached to your 1/26/16 Agenda calls for a \$40,000 (50/50 split with the private sector/private foundations) commitment from Benzie County for the first year of a three year agreement. The second and third years of the agreement would be determined at the end of the first year, which will be seen as a transitional year allowing for Benzie County and the AES to get to know each other better and determine how Benzie County fits into the AES Strategic Plan. Thus Benzie County will need to look for \$20,000 in this fiscal year.

During the Commission meeting, several funding options were identified, including the fact that the City of Frankfort City Supt. Josh Mills will support inclusion of approximately \$5,000 into the City of Frankfort budget that starts July 1, 2016. Whereas Josh Mills cannot commit these funds without the approval of City Council, he feels confident that funds will be available for this purpose and completely supports Benzie County entering into this agreement with the AES to provide economic development services.

Funding options are as follows:

1. Any unused funds in FY 15/16.
2. General Fund balance. Currently at approximately 24%.
3. Contingency Fund \$50,000. No funds have yet been spent out of this line item.
4. Medical insurance fund (101-871-687.00). \$40,000 budgeted revenue. Actual revenue amount \$45,468, leaving an extra \$5,468 to be used.

It is clear to both me and the Benzie County EDC Board that we need the assistance of a professional organization to assist and drive economic development in Benzie County. Currently the AES is already working on projects in Benzie County (City of Frankfort, Sleeping Bear Apiaries, etc.) without a formal agreement with Benzie County.

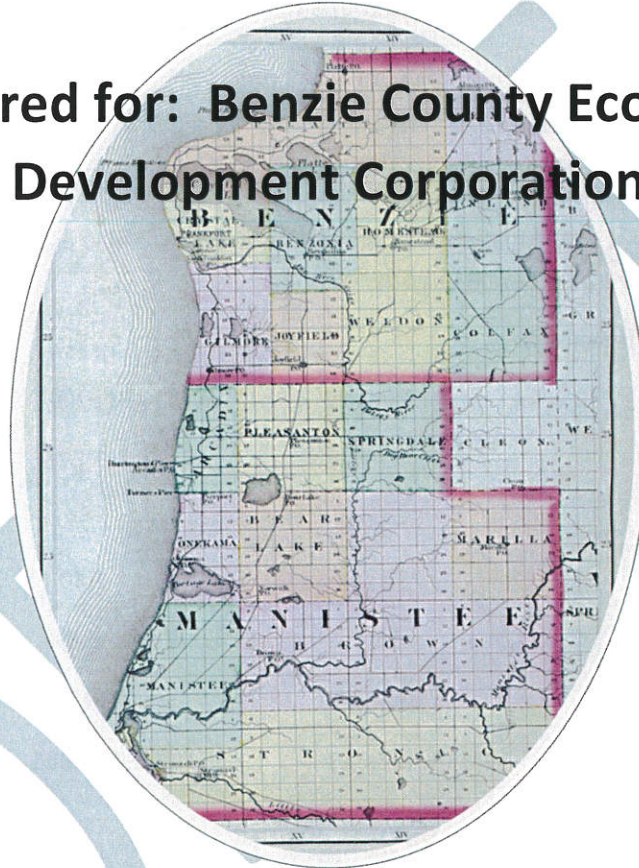
My perspective on economic development is to use contractual professional firms (AES, Networks Northwest, and Venture North) to assist Benzie County municipalities drive economic development forward.

Benzie County needs to take a leadership role and assist our Townships, Villages and City with economic development. Taking a leadership role is the key.

## **Proposal**

### **Expanding Economic and Community Development Services to Benzie County**

**Prepared for: Benzie County Economic  
Development Corporation**



**Alliance for Economic Success**  
395 Third Street  
Manistee, Michigan 49660  
231-723-4325 Fax: 231-723-3710

**January 2016**



## Background

On December 18, 2015, the Economic Development Corporation for Benzie County unanimously supported a motion to request that the Alliance for Economic Success (AES) present a three-year proposal to provide its services in Benzie County.

There are a number of common factors that support this alliance. The two counties share:

- Similar natural resources and topography
- The Lake Michigan coastline and a bounty of water resources
- Economies that support recreation and tourism, agriculture, hospitality and service businesses and health care
- Major vehicular corridors, including US 31 and M-22
- Similar priorities identified through the Lakes to Land Regional Initiative such as: trails; blight removal; farms and agriculture; water and watersheds and others.
- The same regional planning agency
- Strong, independent municipal units of government that are also active collaborators
- Businesses that have a presence in both counties

The Counties also have differences:

| Factor                  | Manistee        | Benzie          |
|-------------------------|-----------------|-----------------|
| Population              | 24,733          | 17,525          |
| Land Acreage            | 542 sm          | 320             |
| Water Acreage           | 738 sm          | 540             |
| Pop Growth 2000 to 2010 | .8%             | 9.5%            |
| Median Household Income | \$34,208        | \$37,350        |
| Taxable Value           | \$1,114,882,633 | \$1,158,456,881 |

With this in mind, the following presents:

1. A summary of the origin, missions, accomplishments and structure of the AES.
2. A proposal that offers a three-year phased approach for providing AES services to Benzie County.



## **AES Origin, Missions and Accomplishments**

The AES was formed in 2008 in part as a result of the first-ever Manistee County visioning initiative that called for an updated economic development strategy. The AES was founded as a 501 c 3 nonprofit with the following best practice conclusions:

- Rural communities do not have sufficient internal capacity to carry out most community and economic development functions such as business development, infrastructure development and fund development and management. A central hub for these services that works in partnership with communities will be of great benefit.
- Implementation and positive transformation happen most often as a result of decisions made through “bottoms up” processes that reflect full engagement. An organization that has neutral facilitation skills can help communities achieve this framework for decision making.
- Communities can benefit from an organization that is objective and able to bring all interests together to build collaboration and partnerships.
- Community and economic development are inextricably interwoven. An organization that partners with community interests to focus on both will achieve long term positive outcomes.

The missions of AES are summarized as follows accompanied by examples of results for each mission.

### **Mission: Business Development**

- Development of funding for revitalization of Vogue Theatre. Currently facilitating completion of three year business plan for Theatre.
- Support for the start-up several businesses, including the recent start up of Iron Fish Distillery.
- Coordinating agency, academia and incentive support for the revitalization of Portage Point Inn, expected to create 100-130 new jobs.
- Market research and development assistance leading to the new Meijer Store, supporting 225 jobs, including 50 full time jobs.
- Completion of Farm and Food Assessment that established agricultural/grower business priorities. Will fund initiative to improve connections among and between grower, distribution and end users early in 2016.
- Manufacturing Strategy. Just beginning USDA funded project focused on defining and leveraging assets and incentives to generate new manufacturing opportunities and jobs.

### **Mission: Community Development**

AES secures and provides resources for master plan updates, watershed plan development, recreation plans, ordinance development and other services. AES has near 50 years of community development experience. Examples include:

- Facilitated completion and update of City of Manistee’s Strategic Plan since 2007 and facilitated completion of the Manistee County Board of Commissioners Strategic Plan for 2015-2017 in 2015
- 10 Master Plan Updates for Manistee and Benzie County governments as part of Lakes to Land Regional Initiative

- Completion in partnership with Manistee County Planner of the first county-wide recreation plan, also adopted by all county governing units.
- Developed funding and provide coordination assistance for Portage Lake Watershed Forever Plan, Greater Bear Watershed Plan, Arcadia-Pierport Watershed plan and, currently, Little Manistee River Watershed Plan.
- Facilitated development of strategic plans for Manistee County Council on Aging, Manistee County Library System, and Blacker Airport
- Provided coordination and facilitation services leading to multi-party agreement and development of sewer infrastructure by the Little River Band of Ottawa Indians for the Manistee Township commercial district. Now serving in similar capacity for Onkama Township and LRBOI.
- Assisted in convening and facilitating solutions for harbor maintenance involving U.S. Army Corps of Engineers, DNR Waterways Division and others.

#### **Mission: Resource Development**

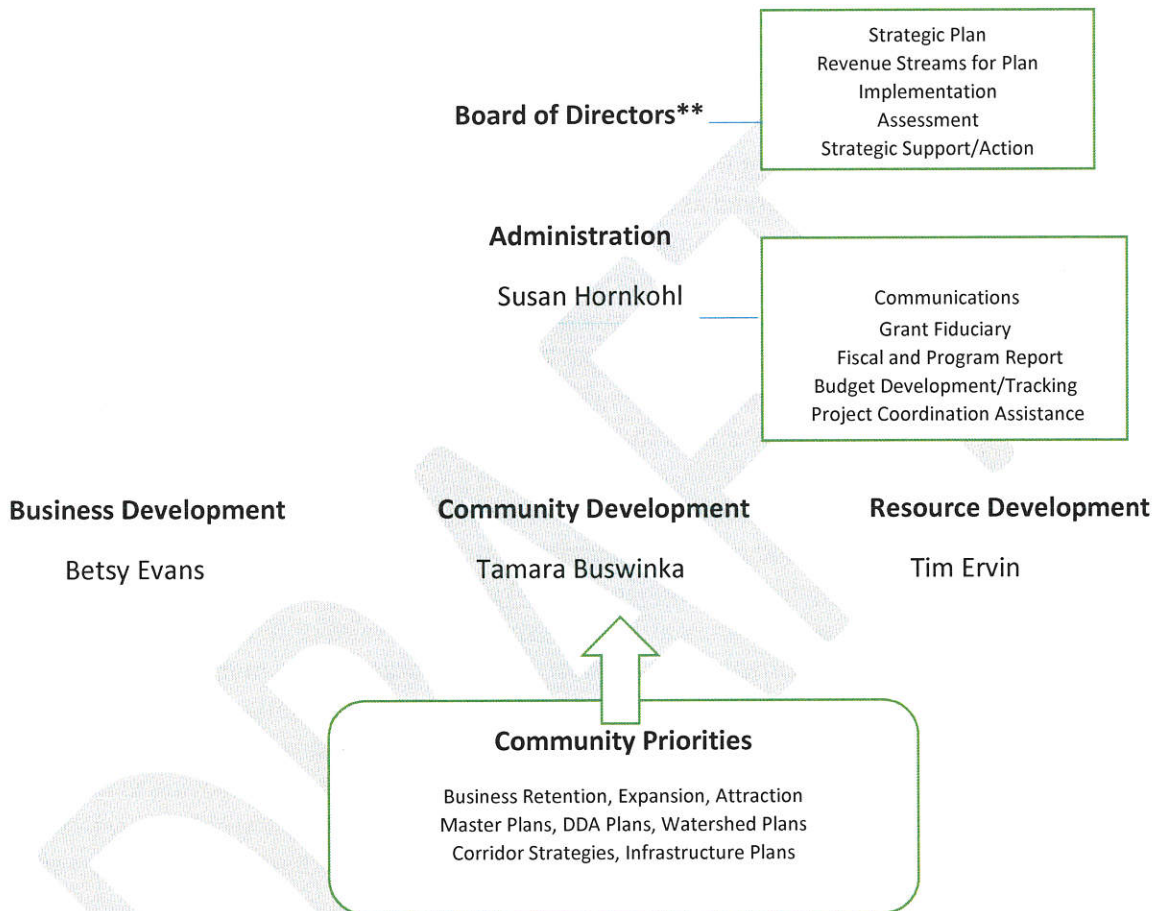
AES seeks, secures and manages grants from federal and state agencies, private foundations and others to support implementation of community priorities. AES has over 40 years of fund development experience. Examples include:

- Vogue Revitalization. Raised \$1.6 million of \$2.1 million total: MEDC, Oleson Foundation, Consumers Energy Foundation, Frey Foundation, Others.
- Explore the Shores – development of access sites to water for people of all ages, needs and abilities. Raised \$9 million to date: DNR Natural Resources Trust Fund; Great Lakes Fishery Trust; USDA Rural Development; Oleson Foundation; Manistee Co. Community Foundation; US Forest Service; others.
- Launch Manistee – supporting the success of children and students from pre-school to college/postsecondary program completion. Raised over \$600,000: Frey Foundation, Consumers Foundation, Oleson Foundation and others.
- Infrastructure. Wastewater systems; ports; water supplies. Raised over \$5 million: US Corps of Engineers; USDA Rural Development; MDEQ; DNR Waterways; and others.
- Lakes to Land Regional Initiative, a cooperative multi-jurisdictional effort to update master plans and develop regional priorities. Raised over \$220,000 from CS Mott Foundation and Mich. Dept of Treasury and following up funding from Rotary Charities of Traverse City and others.



## AES Organization

The AES has a flat organization focused on results and productivity, supported by a strategic plan and streamlined decision making. The organizational structure is as follows:



### Current Board Members include:

Beth McCarthy (Chair) Owner, MacBeth & Co.  
 Bob Wangbichler (V. Chair) Retired Business Exec.  
 Alan Marshall (Secretary) County Commissioner  
 Burton Parks, (Treasurer) Fmr. Medical Center CEO  
 Eric Gustad (Trustee) City Council Member and  
 Consumers Energy Public Affairs  
 Sarah Alden (Trustee) Attorney  
 James Barker (Trustee) Medical Center CEO

Tom St. Dennis (Trustee) Assistant to LRBOI Ogema  
 Scott Ward (Trustee) V.P. West Shore Comm. College  
 Kelly Smith (Trustee) President, Baker College Cadillac  
 Manufacturer's Council (Trustee) Morton Salt, Martin  
 Marietta, Fab Lite  
 Tim Ervin (Trustee)  
 Tamara Buswinka (Trustee)  
 Betsy Evans (Trustee)

## AES Personnel

**Tamara Buswinka**, Community Development Director concentrates on community development, helping communities with planning, zoning and other tools to help achieve their goals. She has worked

in community planning positions with Beckett & Raeder, the City of Novi and the Charter Township of Superior. She has also served as a planning and zoning administrator for Arcadia Township and Crystal Lake Township and a Downtown Development Director for Filer Township. Tamara has been instrumental in completing Phase 1 of the Lakes to Land Regional Initiative, Manistee County Park & Recreation Plan, strategic plans for the Manistee Council on Aging, Blacker Airport, as well as the recently adopted Strategic Plan of the Manistee County Board of Commissioners. She has a Bachelor's Degree from the University of Michigan in Environmental Policy and Behavior and a Master's Degree in Urban and Regional Planning from Michigan State University. She is certified by the American Institute of Certified Planners and has also received a certification from the Form Based Code Institute.

**Betsy Evans, Business Development** Director centers efforts on retaining, expanding and attracting businesses and jobs. She recently served as a consultant for the Small Business Development Center for Manistee and Benzie Counties, providing business planning and financing advisory services. She also serves as Board Trustee of the Paul Oliver Memorial Hospital and chair of the Joyfield Township Planning Commission. She has owned both a retail (Nugent Ace Hardware) and service business (Fortress Security). She has Bachelor's degrees from Michigan Technological University in Biology along with a Teaching Certification and in Environmental Engineering. She is also a member of the Board of the Child Advocacy Center for the Grand Traverse Area that encompasses Benzie County.

**Tim Ervin, Resource Development** Director focuses on resource development functions of the organization, working with public and private organizations to secure financial and technical resources to achieve community and economic development goals. He has also served as chair and trustee on the Manistee County Community Foundation Board and Trustee on the Board of Directors of Crystal Mountain. He is a consultant for NorthSky Nonprofit Network, an organization managed by Rotary Charities of Traverse City. He has assisted several northern Michigan communities, nonprofits and businesses with fund/capital development and strategic planning, including large scale projects involving health care, economic development and natural resource management. Prior to moving to northern Michigan, he was president, CEO and Board Chair of a corporation in southeast Michigan involved with industrial distribution and manufacturing and robotic systems integration. Before that, he worked in various positions in State Government and as a gubernatorial appointee in areas involving natural resources, environmental protection, youth training and development, economic development and labor.

**Susan Hornkohl, Office Manager** handles management, accounting and fiscal agent services of the organization as Office Manager. She is a lifelong Manistee County resident with years of experience in bookkeeping and office administration. She is particularly skilled with a variety of accounting software and with customer service. She has held positions in banking, retail, distribution and marina businesses and has volunteered at local schools in library and reading programs. She attended West Shore Community College.

**AES "Fellows"** The AES also has individuals that become involved with AES projects or activities on a case-by-case basis. These individuals have skills and expertise in such areas as: facilitation; downtown and community development; ordinance development; grant writing; housing; banking and others.



## **Phased Proposal to Encompass Benzie and County**

### **Missions and Services**

Beginning in 2016, AES would begin to phase the same services from the AES in Benzie County as are currently provided to Manistee County within the same three missions: Business Development; Community Development; and Resource Development. Within those missions, Benzie County would receive the following services once the AES's strategic plan is completed (see strategic plan later in this text):

#### **Business Development**

- Assistance to businesses in preparing business plans and financial projections.
- Financial analysis and capital development to support businesses, including prequalifying businesses for assistance through Venture North.
- Assistance to businesses in analyzing markets and market potential.
- Assistance in connecting businesses to sources of financial and technical assistance.
- Participation in workforce development and training initiatives to support business employment objectives.
- Assistance to business in streamlining and coordinating regulatory/permit processes
- Other activities associated with business and job retention, expansion and attraction.

#### **Community Development**

- Facilitation of the development of community and organization strategies and plans with an emphasis on implementation.
- Collaboration within the county and elsewhere, where appropriate, in order to generate solutions to common problems.
- Development of vitality measurement factors and a system to assess impacts and progress.
- Assistance in updating required plans, including master plans, recreation plans and others.

#### **Resource Development**

- Assistance in developing funding options for priority community infrastructure.
- Identification, development and management of grants identified as high priority by communities.
- Support for bringing academic, training and educational resources to the County to support the needs of business.
- Development of collective impact funding initiatives for projects involving or serving multiple jurisdictions.

It should be noted that AES may require additional financial resources for special initiatives or projects that are beyond the capacity of the organization. Examples may include:

- Administration of special grants, such as community development block grants or other forms of financial incentives where the AES assumes a lead role in developing or negotiating a grant agreement and performing fiduciary responsibilities for program and financial reporting.

- Cases where AES is asked to complete or provide extensive research involving market potential or appropriate organizational structures for expanding or developing a business.
- Development or implementation of complex plans for municipal unit to develop the tools, infrastructure, strategy and marketing approach for attracting new businesses and jobs.
- Coordination of capital campaigns.
- Serving as fiscal agent for grants, such as Land Trust Fund Grants, that do not provide resources for administration.

### **Phase In of Services to Benzie County**

Assuming a three-year commitment, the AES would propose the following steps to fully phase in the core services of AES in Benzie County as follows:

#### **2016**

##### **Continuation of Services**

AES would continue, in a formal way, to provide services related to the following initiatives that are underway involving Benzie County:

- Implementation of Lakes to Land Regional Initiative
  - Cooperative Zoning Initiative, voluntarily encompassing three townships, funded through Rotary Charities of Traverse City.
- Completion of financing through Venture North to support Benzie County winery (approx. \$200,000).
- Financing of acquisition through Venture North within City of Frankfort and assistance to Frankfort in seeking/securing grants for site development.
- Continued support to DNR and related local interests to seek acquisition for public recreation purposes of acreage on Platte River.

##### **Due Diligence and Related Services**

AES would conduct a preliminary, 30-45-day due diligence process to assess existing plans and strategies and convene key stakeholders to understand priorities and immediate needs. Based on this assessment, AES will begin to deploy services in 2016 within its three missions and financial capability: 1) Job Development; 2) Community Development and 3) Resource Development based upon identified priorities.

##### **2016 - Potential Joint Projects**

AES will also assess local/county interest and cost implications of expanding certain existing initiatives to Benzie County, including:

- Manufacturing Strategy
- Explore the Shores Site Identification, Rating and Fund Development
- Corridor Strategies for US 31 and M 22
- Other potential cooperative initiatives

##### **2017-2019 Strategic Plan**



For the update of the AES Strategic Plan for the 2017-2019 period, the AES will fully incorporate Benzie County needs and priorities. This will be done in the fourth quarter of 2016. The intent of AES is to update its strategic plan by being focused on measures or indicators that can be used to track and assess the progress of the AES service area as well as the effectiveness of AES in “moving the needle” toward prosperity. These measures will be developed through a participatory process and, ultimately, we will strive to develop indicators which form a common agenda for the AES as well as other organizations involved with economic and community development.

### **2016 Benzie County Funding Commitment**

The total 2015 revenue base of the AES was over \$180,000, including:

\$46,518 – City of Manistee

\$90,768 – Manistee County

\$40,000 – Administrative/Grants Management Fees

\$5,100 – Rent and Miscellaneous

We believe it is reasonable to use 2016 as a phase in and ramp up year for AES to understand and more accurately estimate the workload and costs of providing services to meet economic and community development needs. As noted above, a strategic plan and budget for 2017 – 2019 will be prepared in the fourth quarter of 2016. That plan will identify the costs of providing programs and services based upon the 2016 transition year.

The AES Board of Directors is, therefore, proposing the following funding approach for encompassing Benzie County into the service area of AES during the 2016 transition year:

**During 2016, sources of the funding from Benzie County would provide a total of \$40,000 to cover AES programs and services during the transition year. Of that total, to reflect commitment, we propose that half of that amount be provided from governmental entities with the remainder provided from other sources which could include but not be limited to private foundations and/or corporations or through charitable donations since AES is a tax exempt 501 c 3 entity. Benzie County entities will be responsible for achieving the revenues. If services are requested or required of AES that exceed existing capacity, the AES would seek added funding for those services on a cost plus 15 percent basis.**

For 2017, it is the goal of the AES Board to have a much more diverse revenue base than it has had in the past, with broader and more equitable support from the geographical region it serves. We expect that the revenue streams for AES may encompass government, business, private foundation, academic and other revenue streams, including fee for service and project management.

### **Governance**

Board of Directors. Beginning with 2016, the AES board will be expanded to include Benzie County representatives based on an analysis of skills, expertise, and overall board diversity.

By-Laws. We will also review and make amendments, as needed, to bylaws of the organization to fully integrate Benzie County into the service delivery of AES.

# Human Resources (HR) Report

# Committee Appointments

| Committee Name | Date Appointed | Date term Expires |
|----------------|----------------|-------------------|
|----------------|----------------|-------------------|

**1-Airport Authority 4yr term -- 1st Thursday @ 9:30 a.m.**

|                     |                       |          |          |
|---------------------|-----------------------|----------|----------|
| Coury Carland       | (Commissioner)        | 01/26/16 | 12/31/16 |
| Pat Storrer         | (Frankfort Appointee) | 06/17/14 | 06/17/17 |
| Kenneth J. Laurence |                       | 02/18/15 | 03/01/19 |

**1-Benzie-Leelanau Health Department -- Last Thursday of Odd Months @ 3:30**

|                    |                |          |          |
|--------------------|----------------|----------|----------|
| Gary Sauer         | (Commissioner) | 01/27/15 | 12/31/16 |
| Dr. George Ryckman | 2/18/14        | 02/18/14 | 12/31/16 |
| Roger Griner       | (Commissioner) | 01/27/15 | 12/31/16 |

**1-Benzie-Leelanau Health Dept Bd of Appeals - 2year terms; 1 BOC & 2 Citizens**

|              |              |          |          |
|--------------|--------------|----------|----------|
| Gary Sauer   | Commissioner | 01/26/16 | 12/31/16 |
| Donna Clarke |              | 05/26/15 | 12/31/16 |
| Mary Pitcher | 02/01/11     | 05/26/15 | 12/31/16 |

**1-Benzie Transportation Authority -- formed 4/18/2006 -- 1st Thursday @ Noon**

|                        |                 |                 |                        |
|------------------------|-----------------|-----------------|------------------------|
| <b>Eugene Allen</b>    | <b>06/17/14</b> | <b>06/17/14</b> | <b>04/30/16</b>        |
| Amy Herczak            | 02/18/14        | 04/15/14        | 04/30/17               |
| <b>Jessica Carland</b> | <b>02/18/14</b> | <b>02/18/14</b> | <b>04/30/16</b>        |
| John Nuske             | 9/7/2010        | 04/15/14        | 04/30/17               |
|                        |                 | <b>04/16/13</b> | <b>04/30/15 Vacant</b> |
| Irene Nugent           | 4/15/2014       | 04/15/14        | 04/30/17               |
| Susan Kirkpatrick      |                 | 04/28/15        | 04/30/18               |
| Eric VanDussen         | 04/15/2014      | 04/15/14        | 04/30/17               |
| Joshua Stoltz          | 4/17/12         | 04/14/15        | 04/30/18               |
| Lisa Tucker -- Liaison |                 | 01/27/15        | 12/31/16               |

**1-BVTMC Board 3yr terms 6 member -- 1st Monday @ 4 p.m.**

|  |                 |                 |                 |
|--|-----------------|-----------------|-----------------|
| <b>Gary Pallin (Beulah)</b>                  |                 | <b>01/21/14</b> | <b>04/15/16</b> |
| <b>Robert Bishop Alt (CLPRA)</b>             | <b>12/16/97</b> | <b>04/15/11</b> | <b>04/15/14</b> |
| Paul Bare (CLPRA)                            | 3/18/14         | 03/18/14        | 04/15/17        |
| Dan Schoonmaker (CLPRA)                      | 4/15/11         | 03/18/14        | 04/15/17        |
| Linda Manville (Elberta)                     |                 | 07/16/13        | 08/01/16        |
| Frank Walterhouse (Comm/P& R Rep)            |                 | 01/21/14        | 12/31/16        |
| Charles Kehr ( Alt for Co Reps)              |                 | 06/19/07        |                 |
| <b>Ed Butt (FBVT Rep)</b>                    |                 | <b>01/21/14</b> | <b>04/15/16</b> |
| <b>Michael Foust (Thompsonville) 6/19/07</b> |                 | <b>04/02/13</b> | <b>04/20/16</b> |
| William R. Olsen                             |                 | 02/09/16        | 04/15/19        |

**2-Board of Canvassers 4yr terms -- Day After Each Election @ 1:00 p.m.**

|                      |          |          |          |
|----------------------|----------|----------|----------|
| Donna Clark (REP)    |          | 10/01/15 | 11/01/17 |
| Jane Purkis (DEM)    | 11/01/12 | 11/01/12 | 11/01/17 |
| Janice Mick (REP)    |          | 10/13/15 | 11/01/19 |
| Ronald Dykstra (DEM) |          | 10/20/15 | 11/01/19 |

**2-Brownfiled Authority - Est 6/19/2012 - 7 members - 3 years; No BOC appointment**

|                          |                 |                          |
|--------------------------|-----------------|--------------------------|
| <b>Ron Evitts</b>        | <b>04/02/13</b> | <b>04/01/16</b>          |
| <b>Michelle Thompson</b> | <b>04/02/13</b> | <b>04/01/16 Resigned</b> |
| Bill Merry               | 07/14/15        | 12/31/18                 |
| Art Jeannot              | 02/18/15        | 04/01/18                 |

|  |          |          |          |
|--|----------|----------|----------|
| Marcia Stobie                          |          | 04/01/14 | 04/01/17 |
| Don Tanner                             |          | 04/15/14 | 04/01/17 |
| Edward Kowalski                        | 11/18/14 | 02/18/15 | 04/01/18 |
| Nina Bonderenko, Alt if Statute Allows |          | 04/02/13 |          |

**1-Building Authority 3yr Term 4 member -- As Needed**

|                                |          |          |          |
|--------------------------------|----------|----------|----------|
| Marcia Stobie                  | 08/20/13 | 02/18/15 | 12/31/17 |
| Norm Campbell                  | 11/19/02 | 02/18/15 | 12/31/17 |
| Tom Longanbach                 | 6/5/2012 | 02/18/15 | 12/31/17 |
| Michelle Thompson - by statute | 06/01/12 | 01/17/12 |          |
| Dawn Olney - by statute        | 01/01/00 | 01/17/12 |          |

**1-CDBG/Community Development Block Grant 5yr Term -- 4th Thursday @ 10:30 a.m.**

|                                  |          |          |          |
|----------------------------------|----------|----------|----------|
| Jean Bowers                      | 01/18/00 | 02/18/15 | 12/31/19 |
| Carol Dye                        |          | 08/12/14 | 02/01/19 |
| Dawn Olney                       | 01/18/00 | 02/18/15 | 12/31/19 |
| Frank Walterhouse (Commissioner) |          | 01/26/16 | 12/31/16 |
| Amy Bissell                      | 8/18/09  | 02/18/15 | 12/31/19 |

**1-Construction Board of Appeals 2 yr term**

|                |         |          |          |
|----------------|---------|----------|----------|
| Roger Papineau | 5/26/15 | 05/26/15 | 12/31/16 |
| Randy Olsen    | 1/16/07 | 04/14/15 | 12/31/16 |
| Rodney Moore   | 1/16/07 | 04/14/15 | 12/31/16 |
| Caleb Luibrand | 1/16/07 | 04/14/15 | 12/31/16 |
| Richard Krupp  | 1/16/07 | 04/14/15 | 12/31/16 |

**County Library Board 5yr term -- Dissolved 8/21/2007**

**1-Economic Development Corp 6yr term -- Alt Mondays @ 10:30 a.m.**

|                                      |                 |                 |                          |
|--------------------------------------|-----------------|-----------------|--------------------------|
| Karen Roberts                        | 2/15/11         | 02/07/12        | 01/31/18                 |
| Roger Griner (Commissioner)          |                 | 01/26/16        | 12/31/16                 |
| Coury Carland (Commissioner)         |                 | 01/26/16        | 12/31/16                 |
| <b>Michelle Thompson (Treasurer)</b> |                 | <b>08/21/12</b> | <b>01/31/16 Resigned</b> |
| William Merry                        | 9/8/2015        | 02/09/16        | 01/31/22                 |
| Mike Worden                          | 03/17/09        | 06/18/13        | 01/31/19                 |
| Mary Carroll                         | 11/1/11         | 03/04/14        | 01/31/20                 |
| <b>Rick Schmitt</b>                  | <b>03/17/09</b> | <b>02/16/10</b> | <b>01/31/16</b>          |
| Blake Brooks                         | 12/21/10        | 01/22/11        | 01/31/17                 |
| Ron Harrison                         | 9/8/2015        | 02/09/16        | 01/31/22                 |

Alt for Special Projects

**2-EMS -- renamed from ALS 7/2006 -- Monthly; 3/19/08 Reduced to 7 members**

**8/21/2012 -- Increased to 9 members -- 3 Years**

|                                     |                |                 |                              |
|-------------------------------------|----------------|-----------------|------------------------------|
| Gaylord Jowett - At Large           | 09/24/13       | 01/21/14        | 12/31/16                     |
| Martha Bates - Almira               |                | 11/18/14        | 12/31/16                     |
| Jim Franke - Tville                 |                | 12/16/14        | 12/31/17                     |
| Vance Bates -- voting member        | 11/14/05       | 01/27/15        | 12/31/16                     |
| Charlie Thompson -- Fire Chief Rep  |                | 03/24/15        | 12/31/16                     |
| Neal Nye - At Large                 | 01/04/05       | 05/26/15        | 12/31/17                     |
| <b>Rory Heckman - At Large</b>      |                | <b>11/18/14</b> | <b>12/31/17 Resigned 6/1</b> |
| <b>Mike Mead - ALS - Non Voting</b> | <b>8/21/12</b> | <b>08/21/12</b> | <b>12/31/15</b>              |
| Sam Miller - Paramedic - Non Voting |                | 04/14/15        | 12/31/18                     |

|                                 |          |
|---------------------------------|----------|
| Michelle Thompson -- Ex Officio | 09/21/12 |
| Ted Schendel -- Ex Officio      | 01/15/13 |
| Undersheriff (?) -- Ex Officio  | 01/15/13 |

**2-Fee Committe 3 yr term -- As Needed**

|                   |                |          |          |
|-------------------|----------------|----------|----------|
| Evan Warsecke     | (Commissioner) | 01/27/15 | 12/31/15 |
| Michelle Thompson | 9/4/12         | 03/26/13 | 02/20/16 |
| Tom Longanbach    | 2/20/07        | 03/26/13 | 02/20/16 |
| Dawn Olney        | 2/20/07        | 03/26/13 | 02/20/16 |
| Amy Bissell       | 2/20/07        | 03/01/13 | 02/20/16 |

**1-Human Services (was FIA) 3yr term -- Monthly**

|                 |                   |          |          |
|-----------------|-------------------|----------|----------|
| Tom Hart        | State Appointment | 11/01/12 | 10/31/18 |
| Darleen Hoffert | 10/21/14          | 10/21/14 | 10/31/17 |
| Jean Bowers     | 12/2013           | 11/08/13 | 10/31/16 |
| Roger Griner    | (Commissioner)    | 01/27/15 | 12/31/16 |

**FOC Citizens Advisory Committee 3yr term -- Dissolved 10/18/05**

**2-Jury Board 6yr term -- quarterly**

|                      |           |          |          |
|----------------------|-----------|----------|----------|
| Nancy J. VanderLinde | 5/17/2011 | 05/01/11 | 05/01/17 |
| Jean Bowers          | 05/01/01  | 04/02/13 | 05/01/19 |
| Gail Nugent          | 02/18/03  | 04/28/15 | 05/01/21 |

**1-Land Bank Authority - 3 year term**

|                                     |        |          |               |
|-------------------------------------|--------|----------|---------------|
| County Treasurer                    |        | 04/05/11 | No Expiration |
| Frank Walterhouse - Co Comm Liaison |        | 01/21/14 | 12/31/16      |
| Mark E. Roper                       | 4/5/11 | 03/24/15 | 04/05/18      |
| Terry Money                         | 4/5/11 | 03/24/15 | 04/05/18      |
| Amy Bissell                         | 4/5/11 | 03/26/13 | 04/05/18      |
| Tom Longanbach                      | 4/5/11 | 03/26/13 | 04/05/16      |

**Medical Examiner 5yr Term**

|                  |          |          |      |
|------------------|----------|----------|------|
| Dr. Nicole Fliss | 10/21/14 | 10/21/14 | None |
|------------------|----------|----------|------|

**1-Manistee-Benzie CMH - 3yr term -- 2nd Thursday @ 10:00**

|                           |                |          |          |
|---------------------------|----------------|----------|----------|
| Donald C. Smeltzer (B)    | 1/2007         | 03/26/13 | 03/31/16 |
| Donald R. Tanner (B)      | 5/12/2016      | 05/12/16 | 03/31/18 |
| Coury Carland (B)         | (Commissioner) | 01/26/16 | 12/31/16 |
| Frank Walterhouse (B)     | (Commissioner) | 01/26/16 | 12/31/16 |
| Mary O'Connor Heitjan (B) |                | 05/26/15 | 03/31/18 |

**1-Parks and Recreation Commission 3yr term -- Alt Months As Needed**

|  |          |          |                     |
|--|----------|----------|---------------------|
| Tad Peacock                              | 02/18/14 | 02/18/14 | 12/31/16            |
| Sean Duperron                            | 01/2011  | 02/18/13 | 12/31/16            |
| Barbara K. Skurdall                      | 4/17/07  | 03/04/14 | 12/31/16            |
| Marjorie Pearsall-Groenwald              |          | 12/22/15 | 12/31/18            |
| Ann E. Bourne                            |          | 12/22/15 | 12/31/18            |
| Cathy Demitroff                          | 02/20/07 | 12/22/15 | 12/31/18 Chair 2015 |
| Walter Roch von Rochsburg (Planning Rep) |          | 01/01/15 | 09/15/17            |
| Christy Anderson (Drain Commissioner)    |          | 01/01/13 | No Expiration Date  |
| Frank Walterhouse (Commissioner)         |          | 01/27/15 | No Expiration Date  |



|          |                       |          |                    |
|----------|-----------------------|----------|--------------------|
| Ted Mick | (Road Commission Rep) | 01/01/13 | No Expiration Date |
|----------|-----------------------|----------|--------------------|

**1-Planning Commission 3yr term -- 1st Wed** 10th person reduced to 9 -- 5/17/05; back to 11 mem 5/20/08 back to 9 members; 11 with new ordinance 5/2009; 7 new ord 2/2011

|   |                          |                |                 |                 |
|---|--------------------------|----------------|-----------------|-----------------|
| Nina Bondarenko                         | Busi/Econ Dev            | 12/21/10       | 11/05/13        | 09/30/16        |
| Coury Carland                           | Ex Officio -- BOC        |                | 01/27/15        | 12/31/16        |
| Evan Warsecke                           | Exc Officio -- BOC       |                |                 | 12/13/16        |
| <b>Lori Cota</b>                        | <b>Educ (School Rep)</b> |                | <b>02/05/13</b> | <b>09/15/15</b> |
| <b>Margaret (Peg) Minster</b>           |                          | <b>9/15/09</b> | <b>01/15/13</b> | <b>09/15/15</b> |
| Walter Roch von Rochsburg               | - Citizen @ Large        |                | 09/16/14        | 09/15/17        |
| <b>Susan Zenker - Ag &amp; Land Use</b> |                          | <b>2/7/12</b>  | <b>09/18/12</b> | <b>09/15/15</b> |

**Public Safety Committee 3yr term -- Dissolved 7/18/2006**

**Remonumentation Peer Group -- Appted by BOC 9/2/2014**

|                  |          |
|------------------|----------|
| Christy Andersen | 09/02/14 |
| John Korr, Jr.   | 09/02/14 |
| Craig McVean     | 09/02/14 |
| Pat Bentley      | 09/02/14 |
| Wendy Papineau   | 09/02/14 |

**Road Commission 6yr term -- 2 Times per Month - Elected Positions beginning 2010**

**2 -Technology Committee -- 2 years -- meet quarterly**

|               |          |          |
|---------------|----------|----------|
| Evan Warsecke | 01/27/15 | 12/31/16 |
| Coury Carland | 01/26/16 | 12/31/16 |
| Lisa Tucker   | 01/26/16 | 12/31/16 |

**2-Veterans Affairs Committee (8/21/12) 5 members; 3yr term -- Appted by BOC formerly Soldiers & Sailors Relief**

|                        |           |          |          |
|------------------------|-----------|----------|----------|
| Dale Ginzel            |           | 12/22/15 | 12/31/18 |
| Lawrence "Camp" Bailey | 01/21/14  | 01/21/14 | 12/31/16 |
| Arthur Melendez        | 9/4/2012  | 12/16/14 | 12/31/17 |
| Robert Roelofs         | 9/4/2012  | 12/01/15 | 12/31/18 |
| Kirt A. Giddis         | 2/19/2013 | 12/16/14 | 12/31/17 |

**2-Solid Waste Advisory 3yr term -- increased to 11 members 12/19/06 -- Qtly 1st Wed @ 5 p.m. 2009 reduced to 10 members; 2015 reduced to 7 members 2 year terms**

|                        |              |                 |                 |
|------------------------|--------------|-----------------|-----------------|
| Todd Warren            | 3/21/06      | 04/14/15        | 12/31/18        |
| Dennis Fischgrabe      | 2/19/13      | 12/16/14        | 12/31/17        |
| Evan Warsecke          | Commissioner | 01/27/15        | 12/31/16        |
| Brianne L. Lindsay     | 11/18/14     | 11/18/14        | 12/31/17        |
| Jane Schultz           | 12/21/2004   | 02/18/14        | 12/31/16        |
| <b>Lindsay Withrow</b> |              | <b>02/19/13</b> | <b>12/31/15</b> |
| David Schaffer         |              | 01/26/16        | 12/31/17        |

**2-Veterans Trust Fund 3yr term -- State appointed**

|                              |          |          |                    |
|------------------------------|----------|----------|--------------------|
| Robert Roelofs, DAV          | 2/4/14   | 02/04/14 | 12/31/16           |
| William J. Huhnke, Sr. Unaff | 4/6/2010 | 03/03/15 | 12/31/17           |
| Art Melendez -               | 8/1/2012 | 08/01/12 |                    |
| Chuck Lerchen                | (Agent)  |          | No Expiration Date |

**2-Workforce Development Board 2yr term -- COG POB 506, TC 49685-0506**

|               |            |          |          |
|---------------|------------|----------|----------|
| Art Jeannot   | 01/20/09   | 01/26/16 | 12/31/17 |
| Betty Workman | 12/18/2012 | 02/01/15 | 12/31/16 |

**Zoning Board of Appeals; Dissolved 5/4/2010**

**Zoning Terminated 3/31/2010**

Updated 1/26/2016

# ACTION ITEMS

**RECYCLING SURCHARGE APPEAL FORM**

Date: Jan 20, 2016  
Name: Richard A Barclay  
Address: 407 Shorewood Drive  
Frankfort MI 49635

Parcel# 05-001-014-01 Classification Residential

Reason for Appeal I believe this is a fee  
and not a tax. Therefore, it is  
voluntary. I choose not to pay it.

Signature of Parcel Owner

Richard A Barclay

Form must be filed with Michelle Thompson-County Treasurer, 448 Court Place Beulah, MI 49617  
and a copy forwarded to Chairman of Solid Waste Advisory Committee.

County Treasurer will forward to County Board of Commissioners for Appeal.

**RECEIVED**

FEB 16 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## **BUILDINGS & GROUNDS COMMITTEE**

**February 10, 2016**

**3:30 p.m.**

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

Meeting called to order by Commissioner Gary Sauer at 3:30 p.m.

Pledge of allegiance was given.

Motion by Carland, seconded by Walterhouse, to approve the agenda as amended, adding sewer back-up. Ayes: All Nays: None Motion carried.

Motion by Walterhouse, seconded by Carland, to approve the minutes of January 13, 2016 as presented. Ayes: All Nays: None Motion carried.

Public Input – None

Carpet – DHS: The quote is now \$18,810 which is about \$3,000 more than last year; Maridee indicated that it has been budgeted for in this fiscal year.

**Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to move forward and purchase the carpet for the DHS office and store it until Spring for installation at that time. Ayes: All Nays: None Motion carried.**

Lower Level Evergreens: Evergreens were removed with the sewer replacement; will look into purchasing and replanting some shrubs in the Spring. Frank Post indicated that it is helpful not having them there from a security camera issue.

Light Sensor – Lower Level Women’s Bathroom: Rick stated that he has checked it out and doesn’t feel there is a problem.

Other: Sewer Back-up: Mitch stated that he has not looked at the MMRMA policy, but Dawn indicated that that seems to be an exclusion; he and Rick will work up the costs when invoices are received – Moore Mechanical, Serve Pro, Roto-Rooter, Kerby’s Backhoe – and will keep the board apprised.

Frank Walterhouse stated that they asked Tim Gonyon to look at some options that we have downstairs.

Rick Morris said perhaps some wainscoting.

They also tore apart the retaining wall and there will be sidewalk work to do too – in the Spring.

Public Input

Frank Post, Emergency Management: Frank discusses building security which is the common theme throughout the building. The next step he would like to see if bring people to the table – DHS, Rick, Courts with their certain needs. For them to say “these are our needs, this is the financing and what we can bring to assist”; we need a strategy here. There is an active shooter training scheduled later this month; if this were to happen, we need to have a plan to act.

Mitch will coordinate a meeting.

Dan Smith asks that the Sheriff Dept be included in security discussions.

**BUILDINGS & GROUNDS**

**February 10, 2016**

**Page 2 of 3**

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

March 9, 2016 @ 9:00 a.m.

April 13, 2016 @ 9:00 a.m.

May 11, 2016 @ 9:00 a.m.

June 8, 2016 @ 9:00 a.m.

July 13, 2016 @ 9:00 a.m.

August 10, 2016 @ 9:00 a.m.

September 14, 2016 @ 9:00 a.m.

October 12, 2016 @ 9:00 a.m.

November 9, 2016 @ 9:00 a.m.

December 14, 2016 @ 9:00 a.m.

Motion by Walterhouse, seconded by Carland, to adjourn at 4:27 p.m. Ayes: All Nays: None  
Motion carried.

Dawn Olney  
Benzie County Clerk



**BUILDINGS & GROUNDS**

**February 10, 2016**

**Page 3 of 3**

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

1. To move forward and purchase the carpet for the DHS office and store it until Spring for installation at that time.

DRAFT

# CORRESPONDENCE

①

**BENZIE COUNTY  
PARKS AND RECREATION COMMISSION**

**Cathy Demitroff - CHAIR  
Sean Duperron - VICE CHAIR  
Frank Walterhouse - SECRETARY  
Marjorie Pearsall-Groenwald  
Walter Roch Von Rochsburg**

**Barb Skurdall  
Christy Andersen  
Ann Bourne  
Tad Peacock  
Ted Mick**

**Regular Meeting  
January 25, 2016  
Benzie County Government Center**

Vice-Chair, Duperron welcomed new member, Marjorie Pearsall-Groenwald, to the commission. She acquainted herself with the members and they, in turn, introduced themselves to her.

Vice-Chair, Duperron called the meeting of Parks and Recreation Commission to order at 5:15 p.m.

Present: Sean Duperron, Frank Walterhouse, Walter Roch Von Rochsburg, Barbara Skurdall, Ann Bourne, Christy Andersen, Tad Peacock and Marjorie Pearsall-Groenwald

Absent: Ted Mick, Cathy Demitroff,

Others Present: Marlene Wood, Recording Secretary  
Roger Dewey, F.O.P.B.L. Secretary  
Barb Ikens, public citizen

Guests: None

Vice-Chair, Duperron announced the first order of business being election of officers. Motion by Bourne, seconded by Roch Von Rochsburg, to nominate the same slate of current officers for all positions: Chairman, Cathy Demitroff, Vice-Chairman, Sean Duperron, Secretary, Frank Walterhouse. Vice-Chair, Duperron called for nominations three times. Hearing none, he called for a vote of the above listed people and positions. A unanimous vote of All Ayes was given. Motion Carried.

Motion by Peacock, seconded by Andersen to approve the agenda with additions. All Aye. Motion Carried.

**RECEIVED**

**FEB 08 2016**

**DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617**

Motion by Bourne, seconded by Walterhouse to approve the minutes of December 14, 2015 Meeting. All Aye. Motion Carried.

Public Input: Roger Dewey, Secretary of Friends of Point Betsie Lighthouse, reported this has been a very successful season showing 756 hours of operation with over 8,000 paying visitors and additional children & school tours at no charge.

### **Committee Reports:**

Railroad Point: Bourne reported that the Wortleboer property has been purchased by the Grand Traverse Regional Land Conservancy and is now part of the Railroad Point property. The FEMA grant has been changed to show new ownership.

Point Betsie Light House: Bourne reported that Douglas Burden turned in all Point Betsie records.

Trail Report: Duperron reported on the meeting with local DNR representatives to explore corridor work on the trail from Thompsonville to Mesick. He stated the DNR will manage that corridor. He reported some of the Thompsonville to Bendon trail is a seasonal road authorized for snowmobile use. He discussed possible single track motorcycle only trail in Benzie.

Recreational facilities & Access: Bourne reported the Platte River property swap out involving the DNR is moving forward. Bourne reported making headway to bring forward a water trail plan. Discussion clarified the need of getting a cost proposal in order to move forward with money needs. Motion by Bourne, seconded by Walterhouse that the Benzie County Parks and Recreation Commission, working in cooperation with the Michigan Department of Natural Resources, requests Networks Northwest provide a cost proposal for development of a Betsie River Water Trail Plan as part of the Benzie County Recreation and Cultural Plan. All Aye. Motion Carried.

Zada Price Property: No Report

Recreational Programs: Skurdall reported the ice rink is in full swing for the winter season. Three elementary schools have possession of 2 dozen nerf balls at each school. She stated the Beulah streetscape and new pickle ball court will be included in the Village of Beulah Master Plan.

Master Plan: Bourne reported slow progress moving forward with the Master Plan at the DNR level due to change of duties in that department but all is still on track.

Old Business: Vice-Chair, Duperron addressed the letter P & R was to send to Bill Olsen acknowledging his retirement from the B.V. Trail Management Council. It was decided to revise the letter thanking Mr. Olsen for his commitment and service.

New Business:

Platte River Mouth Maintenance: Parks and Recreation Commission members discussed this topic in length. Motion by Duperron, seconded by Skurdall to recommend to the full County Board of Commissioners and to the Benzie County Road Commission an appropriate course of action stated in Alternative #1: Recreational boat access via the Platte River by continuing or allowing dredging and placement of the spoils on the eastern riverbank. All Aye. Motion Carried. It is determined to restate by letter from the Benzie County Commissioners, Road Commission and Parks & Recreation Commission to the National Park Service to continue keeping the mouth of the Platte River open as committed in their original agreement to maintain road end river mouth access.

Meeting Schedule for 2016: Motion by Andersen, seconded by Pearsall-Groenwald to set the meeting schedule for 2016 to be the fourth Monday of every month, with the exceptions of no meeting in November and December's meeting will be on the second Monday. All Aye. Motion Carried. All meetings will be at 5:00 pm in the Board of Commissioners room of the government center.

Public Input: None

Correspondence: Confidential letter from Attorney, Richard Figura regarding the Cole Case vs Benzie County was distributed to P & R Commission members.

Request for review and comments on the Manistee County Recreation Plan received from Peg Minster, Chair of the Benzie County Planning Commission.

Other Business to come before the Board: Review of sub-committees will be addressed at next month's meeting.

Vice-Chair, Duperron declared the meeting adjourned at 6:25 p.m.

The next meeting is scheduled for Monday, February 22, 2016, at 5:00 p.m.

Minutes were respectfully submitted by Marlene Wood, Recording Secretary

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Frank Walterhouse, Secretary

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, January 28, 2016 at 9:30 AM.

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

Absent:

The agenda was approved as presented

Motion by Comm Nuske and supported by Comm Rosa to accept the minutes of the regular and organizational meeting on January 13, 2016. Ayes: Rosa and Nuske. Absent: Mick. Motion carried.

Motion by Comm Mick and supported by Comm Nuske to pay bills # 42664 to # 42696 for the amount of \$ 89,583.66 and Payroll #2-16 for \$ 56,722.07. Ayes: Rosa and Nuske. Absent: Mick. Motion carried.

Nuske

Motion by Comm Rosa and supported by Comm Mick to pay the EFT for Brenner Oil for \$ 20,353.94. Ayes: Rosa and Nuske. Absent: Mick. Motion carried.

**Superintendent's report:** Collaborate with Benzonia and Crystal Lk Townships on local road projects funded by their townships; Received back up salt order for state and county; Still training new employees.

**Public Input:** Ron Evitts - Brine

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

**New Business:**

**Certification maps** were signed by the Chairman.

**CenturyTel permit for Deadstream Rd** - Motion by Comm Nuske and supported by Comm Rosa to waive the permit fee to move telephone boxes due to the construction last year on Deadstream Rd. Ayes: Rosa and Nuske. Absent: Mick. Motion carried.

**County Road Association** - Motion by Comm Nuske and supported by Comm Rosa to vote for Larry Orcutt as the Representative for Northern Michigan. Ayes: Rosa and Nuske. Absent: Mick. Motion carried.

**Correspondence/Information/Discussion:**

**Nostwick Rd Bridge** - Several options are available depending on the amount of funding. Matt will meet with the property owners at the March Colfax Twp meeting.

**Cole vs Benzie County** - Appeal hearing is scheduled for 2/3/16.

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FEB 11 2016

67

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



**Page 2. Benzie CRC mtg 01/28/16**

**Rural Task Force update** - We will be able to do all of Marshall Rd in 2018.

**Correspondence/Information/Discussion, continued:**

- **Radio Tower** - Staff is looking at other tower locations
- **2016 Millage** distribution and 5 year millage project plan was discussed.
- **2015 Annual audit** was performed by Phil Wolfe of Anderson Tackman & Co, CPA

**Durapatcher and Crack- Sealer** - Wexford CRC may have a durapatcher and a crack-sealer for sale. Motion by Comm Nuske and supported by Comm Rosa to authorize staff to spend up to \$10,000 for each piece of equipment. Ayes: Rosa and Nuske. Absent: Mick. Motion carried.

**Volvo Excavator** - Volvo has verified the 5 year buy-back provision.

**Public Input:** None.

Meeting adjourned at 11:12 AM.

Minutes approved 02/11/16

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Robert Rosa, Chairman

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Kathleen A, Jordan, Clerk



3

RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

NICK LYON  
DIRECTOR

January 21, 2016

Donald Tanner  
c/o County Clerk's Office  
448 Court Place  
Beulah, MI 49617

Dear Commissioner Tanner:

Your 2015-16 annual plan and budget for Child Care Fund (CCF) expenditures is approved for state reimbursement. This approval reflects the \$340,662.00 gross amount of your County/Tribe's In Home Care components and anticipated placement costs, which will be eligible for 50% reimbursement.

Additionally, Benzie is approved to receive \$15,000 in Basic Grant monies at 100% reimbursement.

This brings the total approved budget amount to \$355,622.00 with an anticipated State reimbursement amount of \$185,331.00.

Acceptance and use of FY 2016 CCF reimbursement certifies that, to the best of the County/Tribe's knowledge and belief, the data contained in the reports are correct and in accordance with the instructions and definitions established by Child Care Fund-related statute, administrative rules, policy, and the net reimbursable expenditures represent no cost for capital outlay. Appropriate documentation will be required and maintained to support costs reported. Monthly reimbursements are approved subject to further fiscal and program review. By accepting reimbursement, the County/Tribe agrees to accept responsibility for any exception or other payment irregularity in the program found after fiscal and program review.

Any claim for State monies from the Child Care Fund to cover expenditures incurred between October 1, 2015 and September 30, 2016, will signify acceptance of the terms of this approval letter.

Please contact me at (517) 241-4780 with any questions or concerns.

Sincerely,

  
Kelly Walters, Manager  
Child Care Fund Monitoring Unit

RECEIVED

FEB 04 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

Attachment: CCF Approval Detail

cc: The Honorable James M. Batzer, Family Court Judge, Benzie County  
Connie Krusniak, Court Administrator, Benzie County  
Kristine Lagios, Director, Benzie County MDHHS  
Keith Schafer, Child Care Fund Chargeback Unit



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

NICK LYON  
DIRECTOR

Re: Benzie County  
Child Care Fund (CCF) Annual Plan & Budget Approval Detail  
FY 2016 (October 1, 2015 – September 30, 2016)

The following **In Home Care components** are authorized for CCF reimbursement (50%):

| <b>Expenditure</b>   | <b>Admin. Unit</b> | <b>Gross Amt.</b> |
|--|--------------------|-------------------|
| Caseworker and Social Worker Salaries/<br>Benefits and Support Services 15 | MDHHS              | \$ 150,422.00     |

The following **Basic Grant** components are authorized for CCF reimbursement (100%):

| <b>Expenditure</b>               | <b>Admin. Unit</b> | <b>Gross Amt.</b> |
|----------------------------------|--------------------|-------------------|
| Caseworker Salary and Support 15 | Basic Grant        | \$ 15,000.00      |

Additionally, the following **Anticipated Placement Expenditures** have been reported:

| <b>Expenditure</b> | <b>Admin. Unit</b> | <b>Gross Amt.</b> |
|--------------------|--------------------|-------------------|
| Family Foster Care | Court              | \$ 97,200.00      |
| Institutional Care | Court              | \$ 93,000.00      |

Act 87, P.A. 1978 prohibits the state from reimbursing county Child Care Fund expenditures which exceed a county's approved budget.

If expenditures exceed your original approved budget it is necessary to submit an amended budget no later than September 1, 2016, with the three required signatures.

**RECEIVED**

FEB 04 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



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

4

February 10, 2016

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

Sheriff Schendel,

As I indicated at our meeting at the Amway Grand on Thursday, February 4, 2016, I am sending you a training video, enclosed. In this video, produced by the Public Agency Training Council, Jack Ryan discusses the United States Fourth Circuit Court of Appeals case of *Armstrong v. Village of Pinehurst*.

Jack has given MMRMA permission to disseminate this training video to our law enforcement members. This case has caused a significant amount of discussion within the law enforcement community. It is important to remember that Michigan is in the jurisdiction of the Sixth Circuit Court of Appeals.

I encourage you to show this training video to your department. While it is a Fourth Circuit Court of Appeals decision, Jack does a very good job of recapping the U.S. Supreme Court case *Graham v. Connor* and reminding us all of the "three-part test" outlined in that decision.

In addition to the thumb drive containing Jack's training video, I've also enclosed his written summary of the *Armstrong v. Village of Pinehurst* case.

If you have any questions or need additional information, please contact myself or Kevin Denecke.

Warm regards,

Mike Berthā  
Senior Risk & Liability Consultant

MB/sp

Enclosure

cc: Dawn Olney, County Clerk  
Glomar, Inc.

RECEIVED

FEB 16 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

5

BENZIE TRANSPORTATION AUTHORITY  
AUDIT REPORT  
SEPTEMBER 30, 2015



James M. Anderson, P.C.  
CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 255 • Roscommon, MI 48653  
Phone: (989) 821-8601  
Fax: (989) 563-3471

RECEIVED

FEB 12 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk  
101 COURT STREET, MUNISING, MI 49862

**RESOLUTION #2016-04**

**WHEREAS**, in August 2015, the U.S. Environmental Protection Agency (EPA) and the Army Corps of Engineers (Corps) implemented a regulation for the Definition of Waters of the U.S. under the Clean Water Act, which has since been temporarily halted by the 6<sup>th</sup> U.S. Circuit Court of Appeals; and

**WHEREAS**, both agencies are seeking a rule change to give the federal government more authority by expanding the definition of "navigable waters" in the Clean Water Act; and

**WHEREAS**, the rule change would subject almost all physical areas with a connection to downstream navigable waters, including features such as ditches, natural or man-made ponds and flood plains, to the jurisdiction of the Clean Water Act; and

**WHEREAS**, that under the rule change, Michigan's Wetlands Law will be in violation of the Clean Water Act; and

**WHEREAS**, if Michigan loses delegated authority and must work directly with the Corps, the agency can take months or years to answer a permit application, and can even deny permits with impunity; and

**WHEREAS**, the change will cause significant harm to local farmers, stall the development of businesses, take control of land used for sustainable food production out of our local providers' hands, and negatively impact county-owned and maintained infrastructure such as roadside ditches and county drains; and

**WHEREAS**, Michigan has robust programs to protect water quality in our state; and

**WHEREAS**, the rule change would bring enormous costs to our farms, municipalities and taxpayers.

**THEREFORE**, in consideration of the foregoing, BE IT RESOLVED that the Alger County Board of Commissioners of Alger County wholly support preventing the furtherance of the U.S. Environmental Protection Agency and the Army Corps of Engineers proposed rule expanding the definition of "Waters of the United States" and requiring these agencies to work with state and local governments on rule development; and

**BE IT FURTHER RESOLVED** that copies of this Resolution be provided to all Michigan counties, Gov. Rick Snyder, the Michigan Association of Counties and members of the Michigan congressional delegation.

Approved at a meeting of the Alger County Board of Commissioners held in compliance with Act 267, Public Acts of Michigan, 1976, as amended, on the 16<sup>th</sup> day of February, 2016.

RECEIVED

FEB 18 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

  
Jerry Doucette, Chairman  
Alger County Board of Commissioners



STATE OF MICHIGAN)

County of Alger )

I, Mary Ann Froberg, Clerk of the County of Alger and of the County Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board at a regular meeting on February 16, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County of Alger, this February 17, 2016 at Munising, Michigan.

  
\_\_\_\_\_  
Mary Ann Froberg, Clerk

⑦

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk  
101 COURT STREET, MUNISING, MI 49862

**RESOLUTION #2016-05**

**WHEREAS**, in 2015, the Center for 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 EVIP and CIP, yet the State has chosen to not take the opportunity to lead by example; and

**WHEREAS**, this Board feels it is time that State lawmakers and top officials stop exempting themselves from the laws that they expect others to follow; now

**THEREFORE, BE IT RESOLVED** that the Alger 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; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to all Michigan counties, Senator Tom Casperson, Representative John Kivela, Governor Rick Snyder, and the Michigan Association of Counties.

Dated: February 16, 2016



Jerry Doucette, Chairman  
Alger County Board of Commissioners

**RECEIVED**

FEB 18 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

STATE OF MICHIGAN)

County of Alger )

I, Mary Ann Froberg, Clerk of the County of Alger and of the County Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board at a regular meeting on February 16, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County of Alger, this February 17, 2016 at Munising, Michigan.

  
\_\_\_\_\_  
Mary Ann Froberg, Clerk

8

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk  
101 COURT STREET, MUNISING, MI 49862

**RESOLUTION #2016-06**

**WHEREAS**, HB 5016 would amend Section 13 of Public Act 368 of 1925, which regulates the use of public right of ways along roads by requiring local governments and the Michigan Department of Transportation (MDOT) to give a one year notice to entities licensed under the Michigan Telecommunications Act (MTA) of any plan to relocate any in ground or above ground utilities or transmission lines; and

**WHEREAS**, these licensed entities already benefit from the free use of public right of ways that would cost them a significant amount of money if they were required to purchase use of said public right of ways; and

**WHEREAS**, requiring local governments and MDOT to notify the entities one year in advance of any relocation of utilities or transmission lines is unnecessary, burdensome, potentially costly, and punitive to the extent that it levies a fine in the form of paying for relocation costs for failure to timely notify the entities; now

**THEREFORE, BE IT RESOLVED** that the Alger County Board of Commissioners firmly opposes HB 5016 and respectfully asks the support of Senator Casperson and Representative Kivela in our opposition; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to all Michigan counties, Senator Tom Casperson, Representative John Kivela, Governor Rick Snyder, and the Michigan Association of Counties.

Dated: February 16, 2016

  
Jerry Doucette, Chairman  
Alger County Board of Commissioners

RECEIVED

FEB 18 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

STATE OF MICHIGAN)

County of Alger )

I, Mary Ann Froberg, Clerk of the County of Alger and of the County Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board at a regular meeting on February 16, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County of Alger, this February 17, 2016 at Munising, Michigan.

  
\_\_\_\_\_  
Mary Ann Froberg, Clerk