BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA February 9, 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 – 1/26/2016 (Open & Closed)

PUBLIC INPUT

ELECTED OFFICIALS & DEPT HEAD COMMENTS

COMMISSIONER REPORTS - Amendment to Board Rules

COUNTY ADMINISTRATOR'S REPORT – Mileage Rate; Benchmarking

FINANCE – Approval of Bills; Consent Calendar

HR and PERSONNEL - Consent Calendar

COMMITTEE APPOINTMENTS – Betsie Valley Trail, EDC ACTION ITEMS – 2016-005 Proclamation – March for Meals

PRESENTATION OF CORRESPONDENCE

NEW BUSINESS -

10:00

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 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 January 26, 2016

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, January 26, 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, Walterhouse and Warsecke

Excused: Commissioner Tucker

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

Agenda:

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

Minutes:

Motion by Carland, seconded by Sauer, to approve the regular session minutes of January 12, 2016 as presented. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

9:02 a.m. Public Input

Eric VanDussen, Benzonia, spoke regarding his FOIA appeal; closed sessions and listing on the agenda; Comm Tucker recusing herself from the closed session was only stated by Chairman Bates. Curt VanderWall, Ludington, introduced himself as a candidate for the 101st State Representative District.

Betsy Evans, Benzonia, spoke supporting this Board entering into agreement with the Alliance for Economic Success of which she is Director of Business Development – this would be very exciting for EDC and Benzie County.

Mike Worden, Chair of the EDC and supports the proposal before you today and would encourage you to support the agreement with the Alliance for Economic Success.

9:10 a.m. Public Input Closed

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

<u>Ted Schendel</u>, <u>Sheriff</u>, received a letter yesterday which requires a signature of the Chairman for the termination of health care for the jail – they will be switching carriers effective February 1, 2016.

<u>Doug Durand, Council on Aging</u>, presented the December 2015 Directors' report; he wrote four grant for senior needs and the last one was successful; they are looking out for the health, safety and welfare of the seniors; they are working with churches in the Frankfort area to better serve the seniors – community dinners, evening events, etc.

<u>Frank Post, Emergency Management,</u> provided the December 2015 activity report; the final figures for the Fire Chief's grant application is \$531,000; they are working with the National Park Service in Empire for storage of 50,000 sandbags for use in an emergency; completed an after-action review following a small hazardous materials spill at a business in Gilmore Township; LPT and LEPT will meet Thursday at 7 p.m. in the EOC; he has reapplied to MMRMA for a building security grant; purchase requests for an 800 MHz Bi Directional Amplifier and Cellular Bi-Direction Amplifier for the Sheriff Office – Region 7 has approved it.

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Motion by Bates, seconded by Carland, to amend the 2015-16 budget for Emergency Management as follows:

Increase:

101-426-539.06

Homeland Security Grant

\$10,998.00

Increase:

101-426-967.00

Region 7 Homeland Security Grants

\$10,998.00

Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc:

Tucker Motion carried.

Motion by Bates, seconded by Walterhouse, to adopt the Updated Emergency Action Guidelines Certification, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

Motion by Bates, seconded by Walterhouse, to authorize the purchase of the Cellular and 800MHz Bi-Directional Amplifier System from Grand Traverse Mobile of Traverse City in the amount of \$10,998.00 as requested. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

Tom Longanbach, Chair of the Building Authority, gave an update on the Maples – the intumescent undercoating is complete; January 11, 2016 they started the dry sprinkler system; after that, they will be scheduling inspections; hopefully looking at the end of March for occupancy; Edmund London is back on track working with us.

Benzie Home Health Care report for December 2015 received.

COMMISSIONER REPORTS

Comm Carland stated that he attended the Airport Authority meeting and they are pursuing a part time administrative assistant, he informed the interim chairman that he would organize a meeting with the township of Crystal Lake, City of Frankfort and the county for those discussions; he attended the Road Commission meeting for Gary – there was a public hearing regarding Haze Road near Thompsonville and the road commission has reversed itself and put Haze Road back to a public road and will be plowed; he met with Sarah Lucas at Networks Northwest and discussed the internet program for April.

Comm Bates said that his townships meet the first part of the month except Platte that only meets quarterly; he stated he just returned from Boston from seeing his third grandchild.

Comm Walterhouse stated that he has attended the Buildings & Grounds meeting and heard a presentation on the public health dept building; attended the 911 meeting; Animal Control Advisory meeting; had a good meeting with the Land Bank; Council on Aging and Parks & Rec.

Comm Sauer reported that he attended the Weldon Township and the Village of Elberta meetings; Elberta has cleaned up the library from the mold and will try and sell it; he attended the second VCAT meeting in Traverse City at Michigan Works one speaker talked about the opportunity for veterans looking for work having preferential treatment to seek jobs; in March they will hold a job fair for veterans at the Hagerty Center; he attended a program sponsored by the Historical Society

COMMISSIONERS Page 3 of 7 January 26, 2016

with Bill Kennis from the Benzie Bus as the moderator; they are looking for ideas for future programs; there was a good turnout at the event; they have about 60 volunteers at the Historical Society and work at different times.

Comm Warsecke had nothing to add.

Comm Griner stated that he will comment on the Benzie Health Dept & EDC issues when they come up later in the meeting; there will be a session on the National Geographic Chanel at 9:00 tonight on The Boonies on Beaver Island.

9:44 a.m. Break 9:52 a.m. Reconvene

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Will hold off doing the benchmark presentation until the end of the meeting.
- IRS mileage rate change; to be carried over to February 9 to follow up with Manistee.
- Three and six month goals review at your leisure.
- Alliance for Economic Success broadband would fit; Brownfield; Township Zoning; they are now assisting the City of Frankfort on projects so they are already in Benzie County and doing work on our behalf; this agreement would formalize it; a 3 year agreement is proposed; the contribution from Benzie County would be \$40,000 50% from the private sector or non-profits and 50% from Benzie County governmental entities.

Betsy Evans stated that she has been working with Venture North on the Sleeping Bear Apiaries project.

Mike Worden, Chair of EDC, stated that we need to try and do something different. Chairman Griner says he is very excited and they would give us seats on their board. Comm Carland says he still has questions; this is the first time some of the commissioners have been briefed on it.

Motion by Bates, seconded by Walterhouse, to refer the Alliance for Economic Success Agreement to the Finance Committee to determine funding. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc. Tucker Motion carried.

Lisa Peacock, Benzie Resource Center Building

Lisa requests a resolution to turn the building back over to NMHSI; and stated that they have had an architect come into the building and have three options for the proposed renovation to add the dental services to the building and for potential growth; they will look for the best interest rate and financing terms; the building will continue to be managed by Benzie Leelanau Health Dept as it has been in the past 20 years; funds will be set aside for maintenance; they will have a contingency/capital improvement fund and spread out to the renters; the cost will be spread across all renters depending on the space they have; security of the loan is based on non-cancellable leases to bear the risk of the financing.

Kirk Myers, Chair of NMHSI, says thank you to the Board for allowing them to come here; it is the intent to become a long-term partner here and to have a long-term lease; they are not planning on going anywhere; the mission is to give quality health and dental care to the under- and non-insured.

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Ingemar Johansen, Centra Wellness, says they are excited to have dental services in the building.

Motion by Sauer, seconded by Walterhouse, to adopt the January 13, 2016 Buildings & Grounds Consent Calendar items 1 and 2 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

Motion by Sauer, seconded by Bates, to adopt Resolution 2016-004 to Approve Sale of the Benzie Family Resource Center as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nay: None Exc: Tucker Motion carried.

Motion by Warsecke, seconded by Sauer, to enter closed session to discuss pending litigation Cole vs Benzie County with legal counsel as discussions in open session would have an adverse impact the County, to include County Clerk Dawn Olney, County Administrator Mitch Deisch, Attorneys Richard Figura and Timothy Figura. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

10:41 a.m. Enter Closed Session 11:25 a.m. Re-Enter Open Session

Motion by Sauer, seconded by Carland, to authorize legal counsel to proceed in accordance with the recommendation discussed in closed session. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

FINANCE

Bills: Motion by Carland, seconded by Warsecke, to approve payment of the bills from January 13, 2016 to January 26, 2016 in the amount of \$403,241.19, as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

Michelle Thompson, County Treasurer, provided a list of Land Bank Properties and the status of each.

Budget Amendment: Motion by Walterhouse, seconded by Bates, to amend the 2015-16 budget for the Betsie Valley Trail as follows:

Increase:

230-000-539.00 230-000-691.00	State Grants Budgeted Use of Fund Balance	\$10,000.00 \$ 8,316.00
Increase: 230-000-957.30	Landscape/trail maintenance	\$18,316.00

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

Motion by Walterhouse, seconded by Warsecke, to approve the January 12, 2016 Finance Committee Consent Calendar items 1, 2 and 3 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker

HR AND PERSONNEL - None

COMMISSIONERS
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January 26, 2016

COMMITTEE APPOINTMENTS

Motion by Walterhouse, seconded by Sauer, to adopt the Commissioner Committee Appointments as presented. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

<u>SWAC</u>: Motion by Carland, seconded by Walterhouse, to appoint David Schaffer to the Solid Waste Advisory Board for a two-year term expiring December 31, 2017. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

Motion by Sauer, seconded by Bates, to accept the resignation of Michelle Thompson from the EDC and the Brownfield Redevelopment Authority committees as requested. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc. Tucker Motion carried.

<u>Workforce Development</u>: Motion by Carland, seconded by Warsecke, to reappoint Art Jeannot to the Workforce Development board at the request of Networks Northwest, for a two-year term expiring December 31, 2017 and refer the mileage issue to the finance committee. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

ACTION ITEMS

<u>Postage Meter Lease</u>: Motion by Sauer, seconded by Carland, to approve the Lease Agreement with Pitney Bowes for lease of the postage meter for a five-year period, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

<u>FOIA Appeal</u>: Motion by Sauer, seconded by Walterhouse, to deny the FOIA Appeal of Eric VanDussen in part and grant in part. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc. Tucker Motion carried.

<u>Jail Camera</u>: Motion by Bates, seconded by Warsecke, to approve the expenditure to ASC in the amount of \$18,271.96, to be offset by \$3,347.50 grant from MMRMA, for a final cost of \$14,924.46 as requested. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

Marine Grant: Motion by Walterhouse, seconded by Warsecke, to approve the Marine Safety Grant Application for 2016, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

Benchmarking presentation to be rescheduled.

CORRESPONDENCE

- Solid Waste Advisory minutes of October 7, 2015 received.
- Road commission minutes of December 17, 2015 received.
- 1st quarter Child Care Fund Report provided.

NEW BUSINESS – None

COMMISSIONERS Page 6 of 7 January 26, 2016

12:03 p.m. Public Input – None

Motion by Sauer, seconded by Carland, to adjourn until the February 9, 2016 Regular meeting or the call of the chair. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Nays: None Motion carried

Roger L. Griner - Chair

Dawn Olney, Benzie County Clerk

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- 1. Approved the agenda as presented.
- 2. Approved the regular session minutes of January 12, 2016 as presented.
- 3. Amended the 2015-16 budget for Emergency Management as presented.
- 4. Adopted the Updated Emergency Action Guidelines Certification, authorizing the chairman to sign.
- 5. Authorized the purchase of the Cellular and 800MHz Bi-Directional Amplifier System from Grand Traverse Mobile of Traverse City in the amount of \$10,998.00 as requested.
- 6. Referred the Alliance for Economic Success Agreement to the Finance Committee.
- 7. Adopted the January 13, 2016 Buildings & Grounds Consent Calendar items 1 and 2 as presented.
- 8. Adopted Resolution 2016-004 to Approve Sale of the Benzie Family Resource Center as presented.
- 9. Entered closed session to discuss pending litigation Cole vs Benzie County with legal counsel as discussions in open session would have an adverse impact the County, to include County Clerk Dawn Olney, County Administrator Mitch Deisch, Attorneys Richard Figura and Timothy Figura.
- 10. Authorized legal counsel to proceed in accordance with the recommendation discussed in closed session.
- 11. Approved payment of the bills in the amount of \$403,241.19, as presented.
- 12. Amended the 2015-16 budget for the Betsie Valley Trail as presented.
- 13. Approved the January 12, 2016 Finance Committee Consent Calendar items 1, 2 and 3 as presented.
- 14. Adopted the Commissioner Committee Appointments as presented.
- 15. Appointed David Schaffer to the Solid Waste Advisory Board for a two-year term expiring December 31, 2017.
- 16. Accepted the resignation of Michelle Thompson from the EDC and the Brownfield Redevelopment Authority committees as requested.
- 17. Reappointed Art Jeannot to the Workforce Development board at the request of Networks Northwest, for a two-year term expiring December 31, 2017 and refer the mileage issue to the finance committee.
- 18. Approved the Lease Agreement with Pitney Bowes for lease of the postage meter for a five-year period, authorizing the chairman to sign.

COMMISSIONERS Page 7 of 7 January 26, 2016

- 19. Approved to deny the FOIA Appeal of Eric VanDussen in part and grant in part.
- 20. Approved the expenditure to ASC in the amount of \$18,271.96, to be offset by \$3,347.50 grant from MMRMA, for a final cost of \$14,924.46 as requested.
- 21. Approved the Marine Safety Grant Application for 2016, authorizing the chairman to sign.



BUILDINGS & GROUNDS January 13, 2016 Page 4 of 4

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

- 1. To proceed to turn the Resource Center building over to the Northern Health Foundation and add a clause to revert back to the county at the end of the term.
- 2. To have evergreens removed in the Spring and get a work crew from the jail to assist with removal.

Finance Committee January 12, 2016 Page 4 of 4

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

1. To the Board of Commissioners to amend the 2015-16 Budget as follows:

Increase:

101-862-725.01

FICA Social Security

\$2,488.97

Increase:

101-852-687.00

Refunds & Rebates

\$2,488.97

2. To schedule the finance meetings on the 2nd Tuesday of each month in the commissioners' room at 1:00 p.m. following the Board meeting.

3. To create a budget for the Ice Rink fund 218 as follows:

Increase:

218-751-674.00

Contributions & Donations

\$4,000

218-751-585.00

Local Match

\$1,000

Increase:

218-751-800.00

Contracted Services

\$5,000

Destroy Date:

DAWN OLNEY
BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MICHIGAN 49617

Closed Session

January 26, 2016

Cole vs Benzie County et al

Elected Officials and Department Head Comments

	Animal Control Repo	ort		
	1/1/2016 - 1/31/2010	6		
	Dogs	Cats	Cal YTD	Cal YTD
			Dogs	Cats
Admitted	13	7	13	7
Released	7	0	7	0
Euthanized	1	2	1	2
Adopted	12	3	12	3
Rescue/Foster	2	1	2	1
Animal in shelter	4	8		
Other animals admitted		0		
Calls for Service			8	
Total Number of After Ho	ours Calls	TOTAL CONTRACTOR OF THE STREET	0	
Total Number of Miles Dr				
Total Gallons of Gas				
Current Truck Mileage			31,200	
Phone Calls			140	
Visitors			183	
Cleaning Time			158.5 hrs	

Truck miles are approximately for this month because it is currently being repaired

Report Written by: Jaime Croel
Please call (231) 882-9505 or stop by if you have any questions



FEB 02 2016

DAWN OLNEY BENZIE COUNTY CLERK BEULAH, MI 49617

Benzie Transportation Authority - Nov 2015 Statement of Activities

	Nov 2015 Actual B	015 Budget	Oct 2015 - Nov 2015 Actual Budge	ov 2015 Budget	2016 Annual Budget	Nov 2014 Actual	Oct 2014 - Nov 2014 Actual
Income							
40100 · Passenger Fares	9,460.94	9,140.00	19,311.40	19,890.00	107,500.00	8,902.46	19,424.00
40200 · Contract Fares	1,335.00	420.00	2,272,50	840.00	5,000,00	2,730.00	4.867.50
40615 - Advertising Income	100.00	0.00	200.00	0.00	00.0	000	00:0
40710 . Sale of Maintenance Services	2,090.82	1,375.00	3,134,51	2,750.00	16,500.00	375,67	1,180.66
40800 . Taxes Levied Directly for/by TA	5.55	0.00	5,55	0.00	559,844.00	-150.30	-125.51
41101 - State Operating Assistance	41,153.00	41,020.00	189,459,00	189,191,00	492,239.00	43,686.00	249,465.00
41301 · Section 5311	0.00	0.00	0.00	00'00	220,982.00	0.00	0:00
41398 · RTAP	413.97	375.00	413.97	750.00	4,500.00	1,113.14	1,417.05
41400 · Interest Income/Other Revenue	-75,30	6.00	-69.25	12.00	75.00	17.50	175.45
Total Income	54,483.98	52,336.00	214,727.68	213,433.00	1,406,640.00	56,674.47	276,404.15
Expense							
50101 · Operators' Salaries and Wages	35,788.86	36,802.00	90,553.08	92,005.00	478,430.00	36,001.15	88,725.76
50102 · Other Salaries and Wages	18,876.33	18,744.00	46,927.09	46,860,00	243,668.00	19,156.30	47,533.91
50103 · Dispatchers' Salaries and Wages	14,060.74	10,734.00	32,901.84	26,835.00	139,537.00	12,044.03	29,761.46
50200 - Fringe Benefits	8,632.73	20,297.00	25,294.39	37,347.00	201,054.00	8,574.22	32,079.46
50310 · Board Compensation	0.00	0.00	315.00	333.00	2,000.00	140.00	490.00
50399 . Service Expense	6,935.71	8,165.00	9,616.34	13,447.00	68,635.00	17,745,74	24,283.32
50401 · Fuel and Lubricants	6,146.09	9,220.00	13,696.15	19,800.00	97,000.00	10,368.92	22,488.80
50402 · Tires and Tubes	914.72	1,100.08	2,613.83	2,600.00	11,000.00	460.00	460.00
50404 · Major Purchase	00.00	250.00	0.00	500.00	3,000.00	0.00	0.00
50405 · Office Supplies	00.00	575.00	426.39	1,150.00	6,600.00	401.95	990.76
50406 · Parts Revenue Vehicles	7,020.16	4,000.00	9,340.54	8,000.00	44,000.00	2,889.37	5,901.68
50407. Parts for Non Revenue Vehicles	46.74	50.00	93,48	100.00	600.00	259.90	259.90
50499 · Other Materials and Supplies	2,177.89	1,735.00	4,400.14	3,470.00	23,500.00	1,235,26	3,033.47
50500 · Utilities & Insurance	26,586.71	27,530.00	29,402.60	30,700.00	71,616.00	2,178.78	3,641.77
50700 · Taxes and Fees	14.00	120.00	14.00	240.00	1,400.00	00.00	12.00
50902. Travel, Meetings & Training	977.83	250.00	1,191.98	500.00	3,000.00	459,25	548.45
50903 - Association Dues and Subscript	2,386.81	2,375.00	3,809.80	3,875.00	4,500.00	00'0	3,792.57
50999 · Other Miscellaneous Expenses	000	00.0	00'0	0.00	0.00	00'0	0.00
51102 · Interest on Short-Term Debt	0.00	00.0	00'0	0.00	100.00	00'0	0.00
51205 · Sharp Copier/Dispatch Lease	207.80	208.00	415.60	416.00	2,500.00	207.80	415.60
57402 · Ineligible RTAP	224.97	375,00	413.97	750.00	4,500.00	1,008.64	1,298.42
Total Expense	130,998.09	142,530.00	271,426.22	288,928.00	1,406,640.00	113,131.31	265,717.33
Change in Net Assets	-76,514.11	-90,194.00	-56,698.54	-75,495.00	0.00	-56,456.84	10,686.82
Honor Bank Savings	\$90,703,28		Grant Pmts Rec'd Through 11/30/15:	Through 11/30/	15:		
Honor Bank Checking	\$31,693,17		10/5/2015 MCWCF 11/30/2015 Bus Shelters	1CWCF us Shelters	\$339.85 \$1,150.00	T C	
					\$1,489.85	S Remain	Annual W denomination

RECEIVED

DAWN OLNEY BENZIE COUNTY CLERK BEULAH, MI 49617

Benzie Transportation Authority - Dec 2015 Statement of Activities

	Dec 2015 Actual B	015 Budget	Oct 2015 - Dec 2015 Actual Budge	ec 2015 Budget	2016 Annual Budget	Dec 2014 Actual	Oct 2014 - Dec 2014 Actual
Income							
40100 · Passenger Fares	6,293,39	9,460,00	25.604.79	29.350.00	107 500 00	9 225 92	28 649 92
40200 · Contract Fares	1,342,50	420.00	3 615 00	1260.00	5 000 00	3.157.50	8 025 00
40615 - Advertising Income	100.00	0.00	300.000	000	000	00.00	00.0
40710 . Sale of Maintenance Services	1.091.84	1.375.00	4 226 35	4 125 00	46 500 00	858 71	2000
40800 . Taxes Levied Directly forfby TA	55,942,50	78,400,00	55.948.05	78 400 00	559 844 NO	77 773 28	77 500.00
41101 · State Operating Assistance	41 153 00	41 020 00	230,512,50	230 211 00	00.440,000	43 686 AD	202 151 00
41301 · Section 5311	000	00.0	0.210,522	000	220 982 00	00.000	00.0
41398 - RTAP	255 24	375.00	20.00	1 125 00	4 500 00	104 7E	0.00
41400 · Inferest Income/Other Revenue	31.86	6.00	-37.39	18.00	75.00	125.00	300.45
Total Income	106.210.33	131,056.00	320.938.01	344.489.00	1.406.640.00	134 961.17	411.365.32
Expense	•						
50101 · Operators' Salaries and Wages	35,337.86	36,802.00	125,890.94	128,807.00	478,430,00	35,704.32	124,430.08
50102 · Other Salaries and Wages	22,985.95	22,844.00	69,913,04	69,704.00	243,668.00	16,540.02	64,073.93
50103 · Dispatchers' Salaries and Wages	12,345.29	10,734.00	45,247.13	37,569.00	139,537.00	11,640.48	41,401.94
50200 · Fringe Benefits	13,788.27	14,297.00	39,082.66	51,644.00	201,054.00	15,729.31	47,808.77
50310 · Board Compensation	00:0	0.00	315.00	333.00	2,000.00	140.00	630.00
50399 . Service Expense	6,277.56	5,915.00	16,782.76	19,362.00	68,635.00	5,036.59	19,989,25
50401 · Fuel and Lubricants	6,092.07	9,950.00	20,301.16	29,750.00	97,000.00	10,849.18	33,337,98
50402 · Tires and Tubes	1,044.00	1,000.00	3,657.83	3,600.00	11,000.00	1,021.20	1,481.20
50404 · Major Purchase	00.0	250.00	0.00	750.00	3,000.00	00:00	0.00
50405 - Office Supplies	73.25	575.00	499.64	1,725.00	6,600.00	1,513.85	2,504.61
50406 · Parts Revenue Vehicles	2,955.87	4,000.00	12,296.41	12,000.00	44,000.00	2,363.56	8,265.24
50407. Parts for Non Revenue Vehicles	702.32	50.00	795.80	150.00	600.00	00.D	259.90
50499 · Other Materials and Supplies	3,367.73	2,360.00	7,767.71	5,830.00	23,500.00	7,307.86	10,341.33
50500 · Utilitles & Insurance	-33,384.59	4,430.00	-3,981.99	35,130.00	71,616.00	25,528.92	29,170.69
50700 · Taxes and Fees	00.0	120.00	14.00	360.00	1,400.00	15.30	27.30
50902 . Travel, Meetings & Training	342.65	250.00	1,614.38	750.00	3,000.00	407.00	955.45
50903 · Association Dues and Subscript	24.94	75.00	3,834,74	3,950.00	4,500.00	329.98	4,122.55
50999 · Other Miscellaneous Expenses	00.00	00'0	00'0	00.0	00:00	0.00	0.00
51102 · Interest on Short-Term Debt	00'0	00.0	00.00	00.0	100.00	00.00	0.00
51205 · Sharp Copier/Dispatch Lease	207.80	208,00	623.40	624.00	2,500.00	207.80	623.40
57402 · Ineligible RTAP	255.24	375.00	669.21	1,125.00	4,500.00	40.31	1,338.73
Total Expense	72,416.21	114,235.00	345,323.82	403,163.00	1,406,640.00	134,375.68	390,762.35
Change in Net Assets	33,794.12	16,821.00	-24,385.81	-58,674.00	00.0	585.49	20,602.97
Honor Bank Savings	\$106,869.28		Grant Pmts Rec'd Through 12/30/15:	Through 12/30/1	<u>[2</u>		
Honor Bank Checking	\$42,952.74	(f)	10/5/2015 MCWCF	ACWCF	\$339.85		
			11/30/2015 Bus Shelters	sus Shelters	\$1,150.00	Sho	Comment of the second of the
			12/22/2013 BUS SHELLES FOR	ous orienter's Total	\$15,807,35		
						100	S Creams And Renard II to Superin Barrel

DAWN OLNEY BEVLAH, MI 49617



Memorandum

RECEIVED

JAN 2 8 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 be 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;

425-426-539.04 425-426-674.00	GT Band Grants-Fire Accountability Contributions to CERT and ARES/RACES		\$5,500.00 \$17,430.00	
		Total	\$22,930.00	
And increasing exp	enditures 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 & CER	T _	\$17,430.00	
		Total	\$22,930.00	



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:



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 1st and March 31st of each year. This payment schedule was modified with the consent of the State of Michigan to July 31st and January 31st 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, 17th 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. 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%

GRAND TRAVERSE

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!

BENZIE



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

GTB LEGAL

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

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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 1st and March 31st of each year. This payment schedule was modified with the consent of the State of Michigan to July 31st and January 31st of each year because the fiscal year of the Grand Traverse Band gaming operation is calendar-based.

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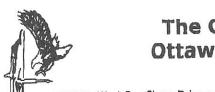
GRAND TRAVERSE

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!

BENZIE



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

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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!

Commissioner Report

BOARD PRACTICES

- 1. Decisions shall be made by a majority vote of all commissioners present at board meetings.
- 2. No one individual commissioner has any authority to advise Government Center employees what to do or what not to do. This applies to any chairman of a committee.
- 3. The services of Corporate Counsel will be coordinated through the County Board Chair and the County Administrator.
- 4. Individual commissioners should not write memos to Department Heads without going through the full board.
- 5. Commissioners who write and sign individual letters may not imply that the letter is by board decision and may not use Board of Commissioners letterhead.
- 6. Department liaison positions are only to take information from the board of commissioners to a department and vice versa, not to advise those departments how they should or should not be run.
- 7. Alternates on committees will not be paid unless they are filling in for an assigned member. Commissioners who attend committee meetings to which they have not been assigned will not be reimbursed for that attendance.
- 8. The Board is encouraged to present motions in writing to the Clerk prior to the meeting, if possible.
- 9. Effort should be made to car pool to out-of-town meetings.
- 10. Every effort should be made to have members of the Board of Commissioners submit per diems on a monthly basis.
- 11. 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.

proposed Adding

County Administrator's Report

Memo To:

From:

Mitch Deisch, County Administrator

January 19, 2012

Date:

January 19, 2016

Subject:

IRS Mileage Rate

Attached is the IRS standard mileage rates for 2016. The rate has decreased from \$.575 to \$.54 per mile. It would be my recommendation to the Benzie County Commission that we accordingly set the Benzie County mileage reimbursement rate at \$.54 per mile.



JAN 1 9 2016

DAWN OLNEY BENZIE COUNTY CLERK BEULAH, MI 49617



Tax Professionals Topics

- Basic Tools for Tax Pros
- News & Events
- Circular 230 Tax Pros
- · Code, Regs & Guidance
- e-Services for Tax Pros
- Appeals
- Appeals
 Tax Professionals Home

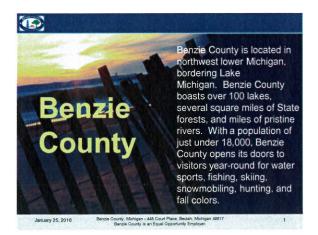
Standard Mileage Rates

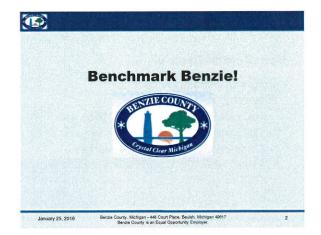
The following table summarizes the optional standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

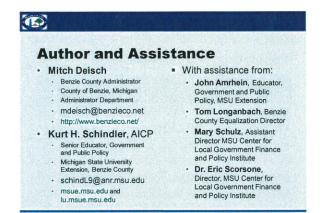
	Rate	s in cents per	mile	
Period	Business	Charity	Medical Moving	Source
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-95
2012	55.5	14	23	IRB-2012-02
July 1 - Dec. 31, 2011	55.5	14	23.5	IR-2011-69
Jan. 1 - June 30, 2011	51	14	19	IR-2010-119
2010	50	14	16.5	IR-2009-111
2009	55	14	24	IR-2008-131
July 1 - Dec. 31, 2008	58.5	14	27	IR-2008-82
Jan. 1 - June 30, 2008	50.5	14	19	IR-2007-192
2007	48.5	14	20	<u>IR-2006-168</u>
2006	44.5	14	18	IR-2005-138
2005	40.5	14	15	IR-2004-139 Pub. L. 109-73 IR-2005-99
2004	37.5	14	14	IR-2003-121
2003	36	14	12	Rev. Proc. 2002-61
2002	36.5	14	13	Rev. Proc. 2001-54
2001	34.5	14	12	2000-2 C.B. 570
2000	32.5	14	10	Rev. Proc. 99-38 1999-2 C.B. 525
1999	31	14	10	Announcement 99- 1999-1 C.B. 306 Rev Proc. 98-63 1998-2 C.B. 818
1998	32.5	14	10	Rev. Proc. 97-58 1997-2 C.B. 587
1997	31.5	12	10	Rev. Proc. 96-63 1996-2 C.B. 420

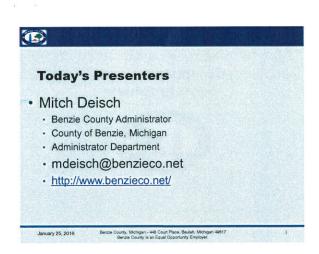
Page Last Reviewed or Updated: 29-Dec-2015

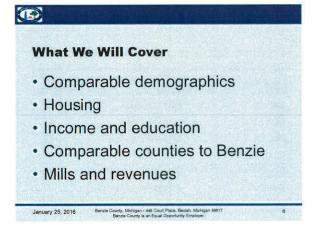


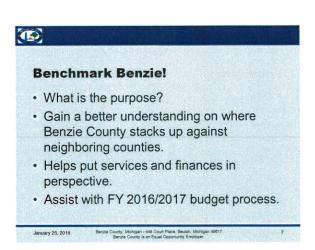


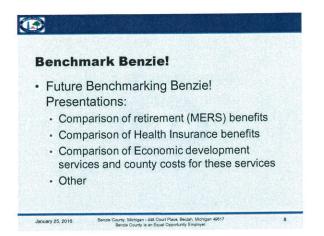


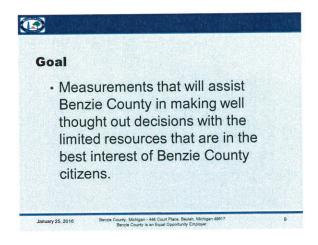


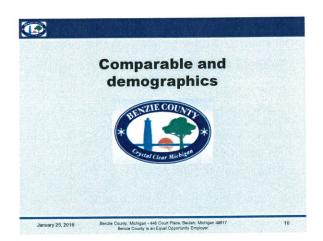


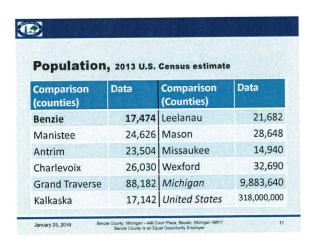


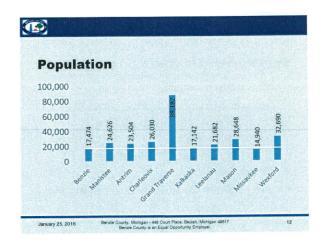


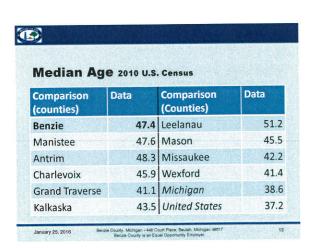


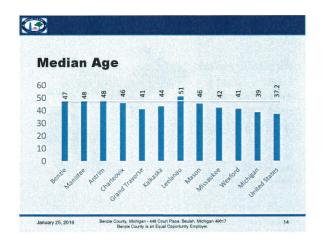


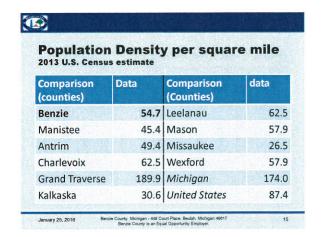


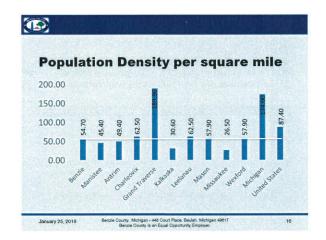


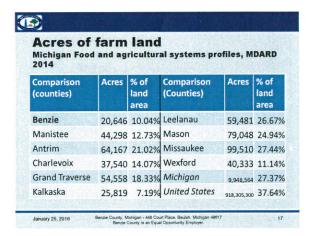


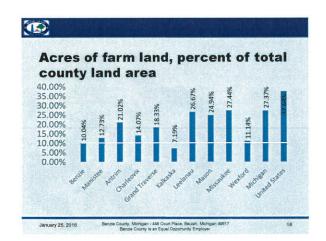


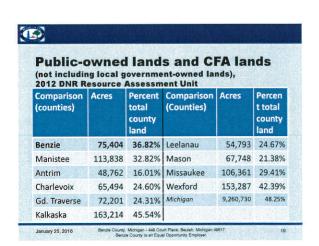


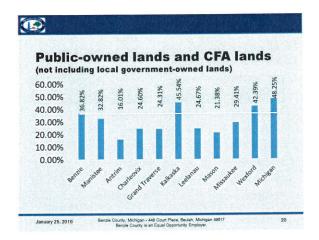




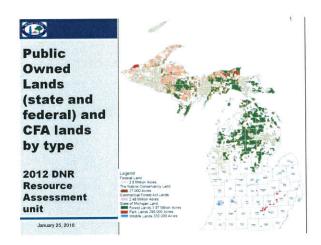


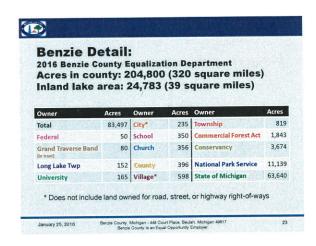


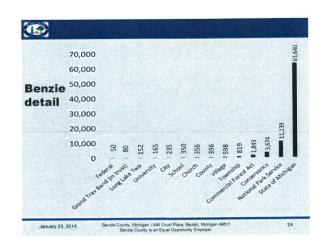


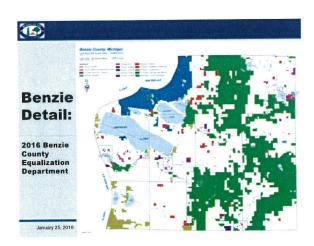








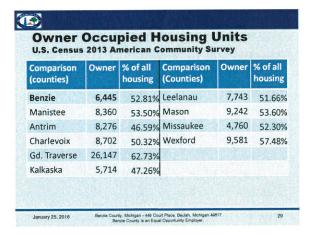


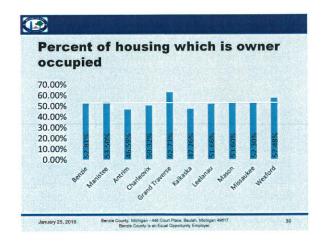




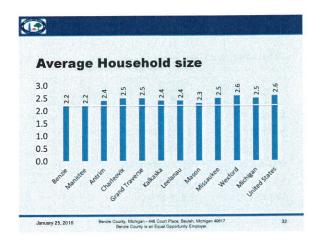
Housing units J.S. Census 2013 American Community Survey				
Comparison (counties)	Data	Comparison (Counties)	data	
Benzie	12,205	Leelanau	14,988	
Manistee	15,625	Mason	17,241	
Antrim	17,764	Missaukee	9,101	
Charlevoix	17,294	Wexford	16,668	
Grand Traverse	41,680			
Kalkaska	12,091			

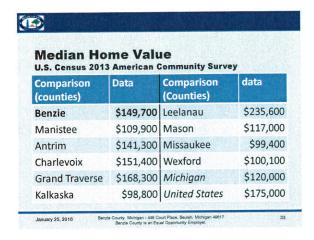


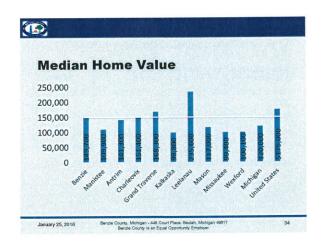


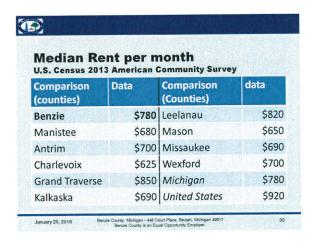


Average Household size U.S. Census 2013 American Community Survey				
Comparison (counties)	Data	Comparison (Counties)	data	
Benzie	2.2	Leelanau	2.4	
Manistee	2.2	Mason	2.3	
Antrim	2.4	Missaukee	2.5	
Charlevoix	2.5	Wexford	2.6	
Grand Traverse	2.5	Michigan	2.5	
Kalkaska	2.4	United States	2.6	



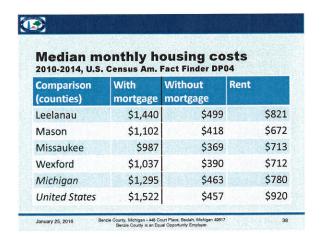


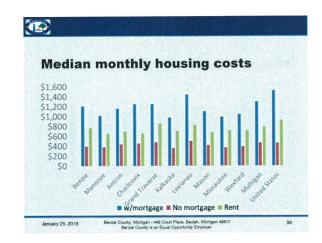


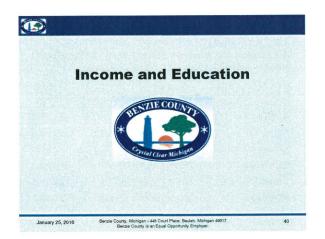


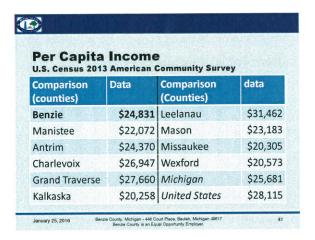


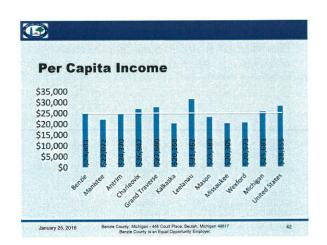




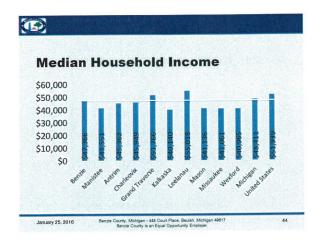


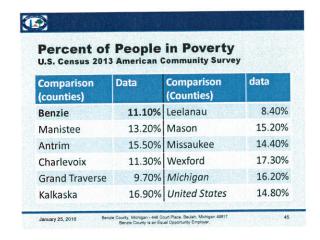


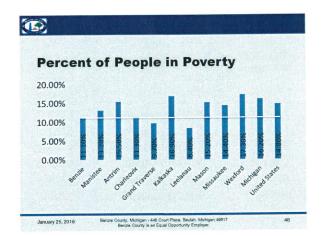


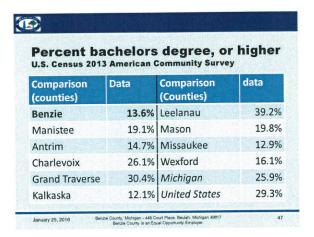


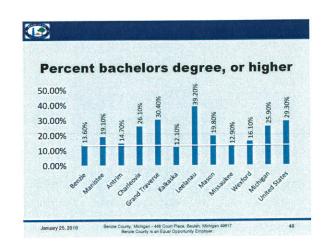
Median Household Income U.S. Census 2013 American Community Survey				
Comparison (counties)	Data	Comparison (Counties)	data	
Benzie	\$47,366	Leelanau	\$55,018	
Manistee	\$41,551	Mason	\$41,146	
Antrim	\$45,362	Missaukee	\$41,061	
Charlevoix	\$45,949	Wexford	\$40,965	
Grand Traverse	\$51,766	Michigan	\$48,411	
Kalkaska	\$40,140	United States	\$51,939	



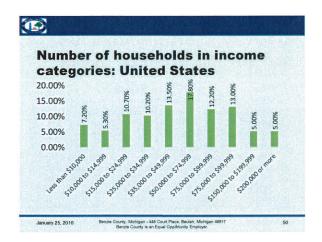


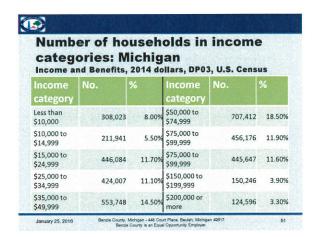


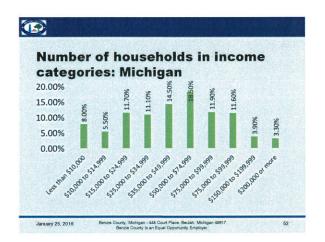


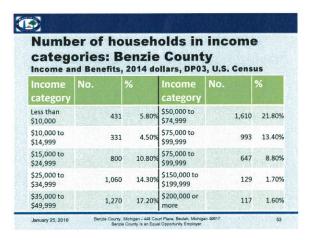


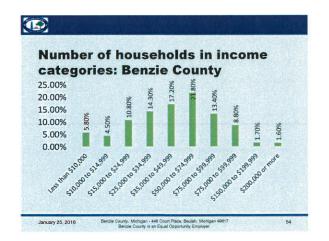
Number of households in income categories: United States Income and Benefits, 2014 dollars, DP03, U.S. Census					
Income category	No.	%	Income category	No.	%
Less than \$10,000	8,395,338	7.20%	\$50,000 to \$74,999	20,719,319	17.80%
\$10,000 to \$14,999	6,189,386	5.30%	\$75,000 to \$99,999	14,125,429	12.209
\$15,000 to \$24,999	12,402,928	10.70%	\$75,000 to \$99,999	15,123,755	13.009
\$25,000 to \$34,999	11,870,709	10.20%	\$150,000 to \$199,999	5,857,717	5.009
\$35,000 to \$49,999	15,681,133	13.50%	\$200,000 or more	5,845,378	5.009

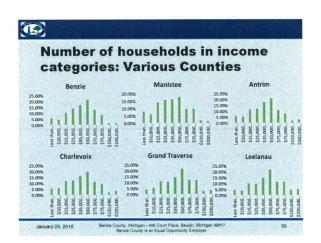


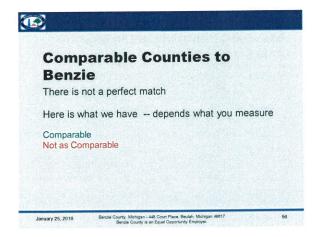


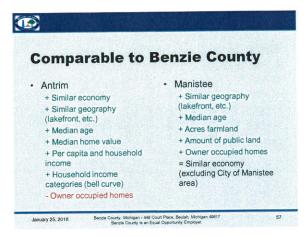


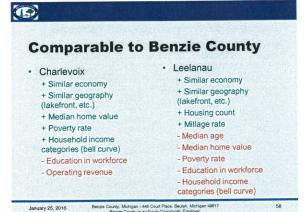




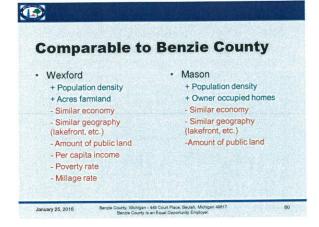


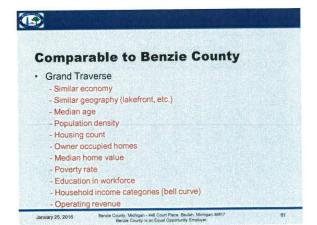


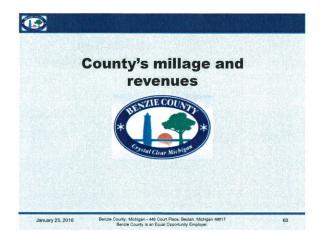






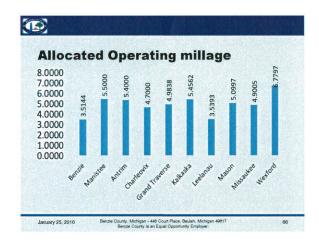


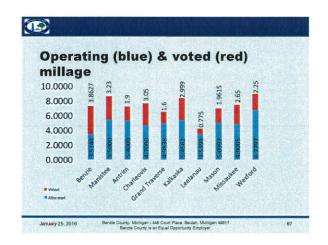


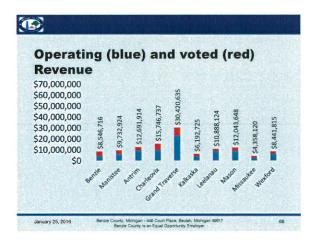


Taxable Value, millage, revenue 2015 Benzie Equalization Dept. & state tax commission				
Comparison (counties)	Taxable Value	Operating millage	Voted millage	Allocated Operating revenue
Benzie	\$1,158,456,881	3.5144	3.8627	\$4,071,597
Manistee	\$1,114,882,633	5.5000	3.2300	\$6,131,854
Antrim	\$1,738,618,499	5.4000	1.9000	\$9,388,539
Charlevoix	\$2,031,837,198	4.7000	3.0500	\$9,549,634
Grand Traverse	\$4,620,528,695	4.9838	1.6000	\$23,027,790

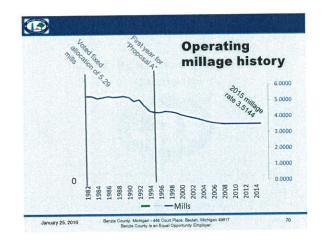
Taxable Value, millage, revenue 2015 Benzie Equalization Dept. & state tax commission				
Comparison (counties)	Taxable Value	Operating millage	Voted millage	Operating revenue
Kalkaska	\$732,416,220	5.4562	2.9990	\$3,996,209
Leelanau	\$2,523,729,240	3.5393	0.7750	\$8,932,234
Mason	\$1,705,609,433	5.0997	1.9615	\$8,698,096
Missaukee	\$571,235,162	4.9005	2.6500	\$2,828,550
Wexford	\$934,894,362	6.7797	2.2500	\$6,338,303

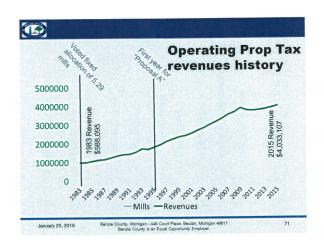


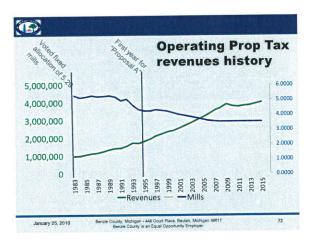


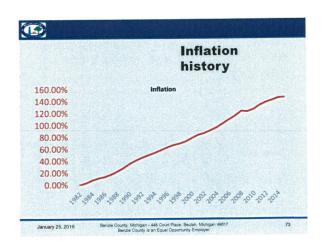


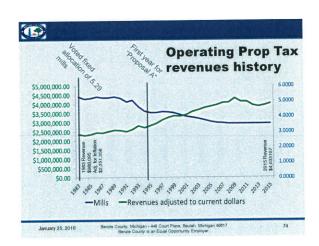
Benzie County Operating Millage 2015, Benzie County Equalization Department					
Year *Estimated	Operating (allocated) Millage	Revenue generated	Incr. / decr. from previous 4 years		
Your 1983	5.2900	988,095	n/a		
1986*	5.2900	1,131,173	143,078		
1990*	5.2048	1,419,198	288,024		
1994	4.3431	1,700,703	281,505		
1998*	4.2805	2,251,417	550,714		
2003	3.8473	2,858,978	497,588		
2007	3.5485	3,565,198	706,220		
2011	3.5144	3,779,321	214,123		
2015	3.5144	4,033,107	253,785		

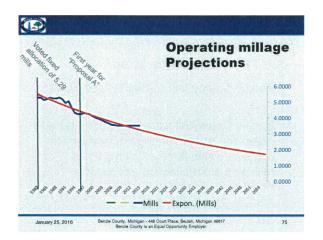


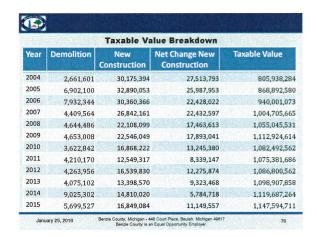


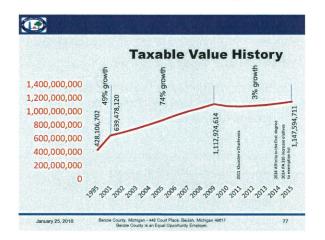


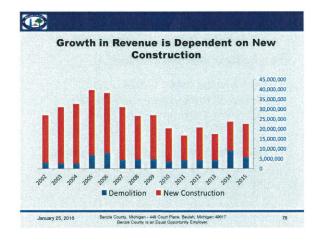


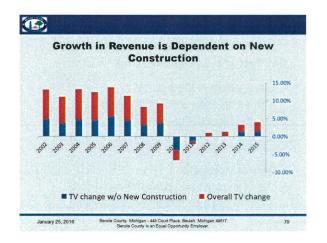


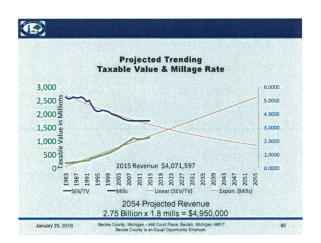














What we covered

- Comparable demographics
- Housing
- · Income and education
- · Comparable counties to Benzie
- · Mills and revenues
 - · Declining millage rate
 - Property tax revenues not keeping up with inflation

January 25, 2016

lenzie County, Michigan - 448 Court Place, Beulah, Michigan 49

ERE



For Future Consideration

- · Benzie County has a solid Taxable Value.
- Benzie County Allocated Operating millage rate is the lowest among the benchmark counties, while Benzie County voted millage's are the highest among the benchmark counties.

January 25, 2016

lenzie County, Michigan - 448 Court Place, Beulah, Michigan 4961

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For Future Consideration

- Taxable Value, while stable is not anticipated to rise more than the rate of inflation for the next several years.
- New development is the only true growth sector for Benzie County general fund revenue.

January 25, 2016

Senzie Courty, Michigan - 448 Court Place, Beulah, Michigan 498 Benzie County is an Equal Opportunity Employer. 83



For Future Consideration

- Inflationary increases (MERS, Health Insurance, etc.)will continue to outpace general fund revenue.
- Absent substantive changes, Benzie County should anticipate continued financial pressures on the general fund budget.

January 25, 2016

enzie County, Michigan - 448 Count Place, Beulah, Michigan 4961

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For Future Consideration

- Balanced Budget
 - Proposed budget vs Estimated budget needs
 Desired new revenue funding
- Declining Revenue Stream
 - Tax Allocation Board vs. Extra voted general operating millage

January 25, 2016

izie County, Michigan - 448 Court Place, Beulah, Michigan 4981

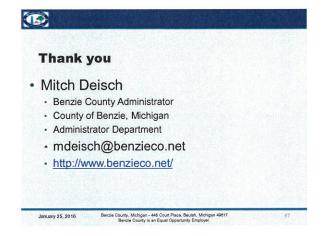
For Future Consideration

- Extra Voted Millage's
 - · Does the Millage cover all operating cost?
 - Is the General Fund subsidizing operations that are covered under extra voted millage.
- Services provided
 - · Best bang for tax dollars? Privatization?
 - · Authorities and inter county agreements.

January 25, 2016

Senzie Courty, Michigan - 448 Court Place, Beulah, Michigan

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FINANCE REPORT

Finance Committee Meeting Notes February 1, 2016

A Special Meeting of the Finance Committee was called to order by Frank Walterhouse at 11:00 a.m.

Present: Coury Carland, Gary Sauer and Frank Walterhouse

Staff Present: Dawn Olney, Michelle Thompson, Maridee Cutler, Amy Bissell

Pledge of allegiance given.

Agenda: Motion by Carland, seconded by Sauer, to approve the agenda as amended, removing items 6 and 8. Ayes: All Nays: None Motion carried.

Public Input: None

Administrator Line Item funding: Removed – to be handled at the February 9 regular finance meeting.

<u>AES/EDC Proposal:</u> Discussions held \leftarrow they are proposing a 3 year contract; the county contribution would be \$40,000 in the first year; we need to raise \$20,000.

Michelle Thompson stated that there is \$50,000 in earmarked contingency and the Appropriations Act says what you can and cannot do with that money; she also stated that we need \$13,000 for Mitch's salary line – we have already committed to it; the only place we can come up with it is fund balance. Coury stated that he is not opposed to the EDC.

Frank suggests putting it on hold until the final audit is complete.

Coury asks what the urgency is here. Perhaps we wait for the next budget.

Gary says we have to pay Mitch – we are committed to that; he doesn't feel we are getting the whole story with AES.

Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners to continue to pursue funds to enter into a contract with Alliance for Economic Success. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.

<u>IRS Mileage Reset:</u> Removed – to be handled at the February 9 regular finance meeting.

Other: None

Public Input: None

Next Meeting: Tuesday, February 9, 2016 at 1:00 p.m.

Motion by Sauer, seconded by Walterhouse, to adjourn at 11:58 a.m. Ayes: All Nays: None Motion carried.

Dawn Olney

Benzie County Clerk

Finance Committee February 1, 2016	
Page 2 of 2	

Motion by	, seconded by	, 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.

Human Resources (HR) Report

HR Committee Meeting Notes January 26, 2016

The meeting was called to order by Commissioner Gary Sauer at 2:30 pm

Present: Coury Carland, Gary Sauer and Evan Warsecke

Others Present: Mitch Deisch, Maridee Cutler, Dawn Olney, Michelle Thompson,

Paula Eberhart, Jaime Croel, Sherry Taylor, Frank Walterhouse,

Kyle Rosa, Amy Bissell

The pledge of allegiance was given.

Agenda: Motion by Sauer, seconded by Carland, to approve the agenda as presented. Ayes: All Nays: None Motion carried.

Minutes: Motion by Sauer, seconded by Carland, to approve the November 24, 2015 minutes as presented. Ayes: All Nays: None Motion carried.

Public Input - None

Jaime Croel:

Sick Time/Personal Time: When Jaime was converted to hourly from salary, the sick and personal leave time was not prorated; she asks for it to be reinstated. Motion by Warsecke, seconded by Sauer, to recommend to the Board of Commissioners to authorize Jaime Croel to receive 39 hours of sick leave as her 2015 earned amount. Ayes: Carland, Sauer and Warsecke Nays: None Motion carried.

18 & Under Help: Jaime asks for approval to allow volunteers 18 years of age and younger to volunteer in the shelter; Mitch stated that this needs to be discussed with MMRMA regarding liability – for both Animal Control and the Sheriff Dept. Motion by Sauer, seconded by Warsecke, to recommend to the Board of Commissioner to approve contingent on reviewing with MMRMA that the county isn't exposed to additional liability with both the Animal Control and the Sheriff Dept. Ayes: Carland, Sauer and Warsecke Nays: None Motion carried.

Part-time Animal Care Clerk: Jaime requests approval to hire a part time animal care clerk; this position has been budgeted at \$8,000 for at 20 hours per week, front desk and kennel work. Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to allow the Animal Control to hire a Part Time Animal Care Clerk for 20 hours per week as requested. Ayes: Carland, Sauer and Warsecke Nays: None Motion carried.

<u>Petition for MERC (Split COAM Union)</u>: A petition has been filed with MERC to remove the Undersheriff from the COAM union which is to be non-union based on the constitution; COAM is working with MERC to split into two different units.

<u>Contract Negotiations:</u> Mitch feels we need to get moving now and notify the five or six unions in the March or April time frame; the main items usually are wages, health insurance and retirement. He would not bring in Cohl, Stoker & Toskey at the beginning of contract negotiations, however they are involved just not sitting at the table in the beginning.

HR COMMITTEE Page 2 of 3 January 26, 2016

MERS Update: Mitch stated that they had a meeting with the MERS representative and requested of him 1) the cost to bring the non-union non-elected division within the 55 year retirement age; and 2) the cost to improve our program from 73.1% to 80% funded. In order to any enhancement, we need to be at least 80% funded. Mitch added that there are discussions ongoing trying to determine if the Undersheriff position can remain in the COAM division for MERS – for a retirement purpose only.

Staff Policy Manual: Maridee lets the committee know about the changes the committee came up with some of them were formatting, grammatical or spelling; changed County Clerk to County Administrator; personal time; sick time payout; vacation time; and seeks approval from this committee to take to the full board. Motion by Sauer, seconded by Warsecke, to recommend to the Board of Commissioners to adopt the new Staff Policy Manual as presented. Ayes: Carland, Sauer and Warsecke Nays: None Motion carried.

Annual Meeting Schedule: 4th Tuesday of each month @ 1:00 p.m. - Commissioners Room.

Other: None

Public Input: None

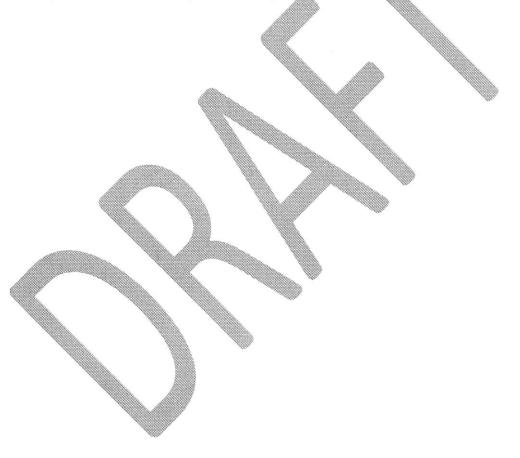
Motion by Carland, seconded by Sauer, to adjourn at 1:47 p.m. Ayes: Carland, Sauer and

Warsecke Nays: None Motion carried.

Dawn Olney Benzie County Clerk

Motion by	, seconded by	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. To allow the Animal Control to hire a Part Time Animal Care Clerk for 20 hours per week as requested.
- 4. To adopt the new Staff Policy Manual as presented.





Benzie County

Staff Policy Manual

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All policies contained herein, and as amended by the Board of Commissioners. All policies contained herein, with the following exceptions: Only economic policies and those listed below: DATE **ELECTED OFFICIAL'S SIGNATURE**

Elected Officials Signature Page

Introduction to Employment

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

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

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

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

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

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

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

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

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

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

Section 1: Adoption and Administration

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

Section 2: Equal Employment Opportunity

2.1 Equal Employment Opportunity

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

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

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

2.2 Sexual Harassment

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

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

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

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

2.3 Reporting Illegal Discrimination or Harassment

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

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

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

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

Section 3: Safe Workplace Policy

3.1 Safe Workplace

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

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

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

3.2 Reporting And Investigation

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

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

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

Section 4: Social Security Number Privacy Policy

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

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

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

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

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

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

Section 5: Other Policies

5.1 Tobacco/Smoke Free Workplace

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

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

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

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

a. ENFORCEMENT

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

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

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

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

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

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

b. PERMISSIONS

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

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

5.2 Substance Abuse Policy

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

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

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

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

5.3 Outside Employment

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

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

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

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

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

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

5.4 Political Activity

Every employee has the right to freely express his or her views as a citizen and to cast a vote as he or she may wish. Coercion for political purposes is strictly prohibited. Employees of federally aided programs are, however, prohibited from participation in partisan political activity under the Federal Hatch Political Activities Act.

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

5.5 Nepotism

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

a. The individual would have the primary authority to supervise, hire, remove or discipline the other;

b. The individual would have the responsibility of auditing the work of the other;

c. The individual would have access to confidential material of the other.

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

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

5.6 Dating in the Workplace

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

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

5.7 Reporting Illegal and Unethical Activity

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

5.8 Information and Technology Policy

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

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

5.8.1 General Policy

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

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

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

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

5.8.2 Prohibited Uses of IT Resources

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

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

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

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

5.9 Fraud Policy

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

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

5.10 Credit Card Use Policy

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

A. Authorized Users:

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

B. Required Documentation:

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

C. Payment Processing:

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

- 3. Delay in presenting proper documentation that results in interest charges incurred will be charged to the general ledger line number presented on the voucher.
- 4. Credit card invoices must be approved by the Finance Committee prior to payment, and within 60 days of the initial statement date.

D. Lost or Stolen Cards:

- 1. The official issued a County credit card is responsible for its protection and custody, and shall immediately notify the County Treasurer and issuing bank.
- E. Unauthorized Use or Failure to Comply with this Policy:
 - 1. Unauthorized or duplication of credit card data or excessive use of a county credit card will subject the employee or official to disciplinary measures including termination consistent with County policy and applicable statutes. Failure to comply with the credit card policy will result in the immediate withdrawal of authorization to use a County credit card.

5.11 Weapons in the Workplace Policy

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

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

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

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

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

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

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

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

REPORT OF THREATS OR INCIDENTS OF VIOLENCE

Name of Victim:				
Name of Perpetrator:				
Where Incident Occurred (Place):				
What happened immediately prior to incident?				
Specific Language of Threat:				
Specific Act of Violence (can include property				
Names of Others Directly Involved – Witnesses	5:			
Name of Supervisor Involved:				
What Led up to Incident?				
How Incident Ended:				
Specific Actions Taken after Incident:				
Suggestions for Prevention of Violence in Futu	ıre:			
	Date			
Employee	Date			

5.12 Travel Policy

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

Meals: Breakfast: \$8.75 Lunch: \$8.75 Dinner: \$21.00

Group Meetings:

Breakfast: \$5.75 Lunch: \$ 11.50 Dinner: \$14.50

Out of State

Meals: Breakfast: \$10.25 Lunch: \$ 10.25 Dinner: \$23.50

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

Allowable meal times for out of town travel:

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

<u>Departure Date:</u> Breakfast – Unless required to leave prior to 6:00 a.m.

Lunch - Unless required to leave prior to 11:30 a.m.

Dinner - Unless required to leave prior to 4:30 p.m.

Return Date: Lunch - Unless arriving back after 2:00 p.m.

Dinner - Unless arriving back after 7:00 p.m.

Gratuities & Alcoholic Beverages:

All meal rates above include gratuities. Alcoholic beverages are not allowable costs.

Mileage:

Benzie County will reimburse employees for actual mileage at a rate established by the Board of Commissioners separately.

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

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

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

5.13 Vehicle Use Policy

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

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

Use of vehicles includes the following:

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

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

5.14 Dress and Hygiene

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

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

5.15 Other Work Prohibitions

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

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

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

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

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

5.16 Break Time for Nursing Mothers Policy

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

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

a suitable, private location, other than a bathroom, which is located in close proximity to the employee's work area for such breaks. An employee may use her private office area for milk expression if she prefers.

- An employee may use her own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees are expected to appropriately maintain the refrigerator and clearly label expressed milk.
- Management and staff are expected to provide an atmosphere of support for breastfeeding employees.

Section 6: Pre-Employ

6.1 Employee Medical Examinations

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

6.2 Background Checks

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

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

6.3 Driver's Record

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

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

Section 7: Classifications

7.1 Regular Full-Time Employee

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

7.2 Part-Time Employees

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

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

7.3 Temporary Employees

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

7.4 Exempt and Non-Exempt Employees

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

Section 8: Pay

8.1 Pay Period

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

8.2 Overtime Pay

The County will compensate employees eligible for overtime pay under the Fair Labor Standards Act (FLSA) as follows: Work in excess of forty (40) hours in one week is

overtime work. It shall be compensated at a rate of one and one-half (1 ½) times the employee's base hourly rate. It shall be paid in the payroll period in which it is earned.

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

8.3 Salaried Employees

Salaried employees shall not receive overtime pay.

8.4 Time Sheets

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

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

8.5 Compensatory Time

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

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

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

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

8.6 Position Change

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

8.7 Per Diem

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

Section 9: Normal Workweek

9.1 Workweek

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

9.2 Working Hours

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

9.3 Lunch Period

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

Section 10: Legal Holidays

10.1 Holiday Pay

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

10.2 Recognized Holidays

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

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

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

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

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

10.3 Holiday Eligibility

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

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

11.1 Vacation Time

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

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

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

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

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

11.2 Sick Leave

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

11.3 Family and Medical Leave

The County shall comply with the Family and Medical Leave Act of 1993 (FMLA) as amended. An eligible employee who has completed twelve (12) months of employment and worked at least 1250 hours in the past twelve (12) months may request a leave of absence for a period not to exceed twelve (12) weeks in any twelve (12) month period measured forward from the date the employee's FMLA leave first begins.

11.4 Personal Leave

Non-exempt regular full time employees currently are eligible for two (2) days personal leave each year. Personal days shall be scheduled as far in advance as possible and approved by the department head. Employees are eligible on January 1st of each year. Days not used in each year are lost after December 31st.

11.5 Unpaid Personal Leave:

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

11.6 Funeral Leave:

- 1. Funeral leave is a paid absence from work due to death of the Employee's relative or member of the employee's immediate household.
- 2. An employee must notify their department head immediately if they want funeral leave.
- 3. Employees shall be paid for up to three (3) consecutive days of funeral leave. Additional days needed will be charged to the employees sick leave bank.
- 4. Funeral leave will not be deducted from sick leave and/or personal leave.
- 5. The department head may require verification of death before the employee receives funeral leave pay.

11.7 Military Leave

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

11.8 Leave for Jury or Court Duty

An employee serving on a jury or appearing in court by subpoena for a County related matter shall receive their regular pay and benefits. If they get paid for such service, the employee shall surrender those fees to the County. The employee shall return to work if one (1) or more hours remain in the work day. An employee missing work to appear in court as a private party shall not receive regular pay or benefits under this section, but must take vacation, personal leave, or request an unpaid leave of absence.

Section 12: Employee Benefits

12.1 Health, Dental, and Vision Insurance

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

12.2 Retiree Insurance

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

12.3 Health Insurance Declination

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

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

12.4 Short/Long Term Disability

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

- 1. Short Term: The employee who is eligible for short-term disability currently receives sixty-six and two-thirds percent (66 2/3%) of their normal weekly wages for the first ninety (90) days after becoming eligible. Employees must pay any applicable taxes. Employees must use accrued leave time for the first 7 days while Short Term disability is established.
- 2. **Long Term:** The employee who is eligible for long-term disability currently is eligible to receive sixty percent (60%) of their normal weekly wages starting on the ninety-first (91st) day after becoming eligible under paragraph three (3) of this

subsection to age sixty-five (65), pursuant to County policy with the Long Term Disability carrier. Employees must pay any applicable taxes.

- 3. *Eligibility:* Sickness and accident benefits are currently payable from the first (1st) day of disability due to accident and from the eighth (8th) day of disability due to illness. Determination as to eligibility for benefits shall be governed by the terms of the applicable insurance policies and the insurance carriers' determination shall be controlling. Employees shall not be eligible for disability benefits for any periods for which they are eligible for benefits under a retirement plan, the Social Security Act or Workers' Compensation.
- 4. **Benefits:** The County currently pays its portion of health insurance premium for up to twelve (12) months if an employee is on disability. The employee must continue to pay their portion of coverage after the (12) months to keep insurance enforced. The twelve (12) month maximum includes FMLA leave time. Benefits, such as vacation and sick pay, and seniority do not accrue while an employee is on a disability leave.
- 5. *Employment Relationship:* The employee's seniority freezes and the employment relationship continues for twenty-four (24) months from the start of an employee receiving disability benefits or Worker's Compensation. After that, the County may end the employment relationship.
- 6. **Bridge:** Employees must use accumulated sick, holiday, vacation, personal, or other leave before taking short-term disability. The employee may not get both leave and disability benefits for the same missed work.

12.5 Life Insurance

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

12.6 Deferred Compensation

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

12.7 Workers Compensation

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

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

12.8 Retirement

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

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

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

In the budget process, should the Finance Committee approve the funding request, it would be included in the recommendation to the Board of Commissioners for the regular budget cycle approval. Such approval typically occurs in August or September, in advance of the new fiscal year which begins October 1. Once the final budget is approved by the Board, the employee and employer costs may be submitted to MERS anytime on or after October 1st.

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

12.9 Longevity Payments

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

After five (5) years - \$300.00 After eight (8) years - \$500.00 Starting the ninth (9th) year of service, \$500.00 plus \$30.00 for each year of service over eight (8) years.

Section 13: Educational Assistance

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

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

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

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

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

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

Tuition reimbursement is subject to all IRS required tax withholdings.

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

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

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

Section 14: Complaint Procedure

14.1 General

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

14.2 Procedure

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

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

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

14.3 Time and Procedural Limitations

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

Section 15: Termination/Separation

15.1 Resignation

Any employee resigning from the County shall submit their resignation at least two weeks in advance in writing to their department head, with a copy to the County

Administrator. They must state the effective date and the reason for leaving. Failure to comply may bar the person from future employment with the County.

15.2 Layoff and Recall

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

15.3 Retirement

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

15.4 Return of Property

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

15.5 Final Paycheck

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

Section 16: Building Closure

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

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

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

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

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

By action of the Board of Commissioners, wages may be paid for assigned hours missed building closure.

Section 17: Other Policies

The County may adopt other policies. This manual and any additional policies will be posted on the County's website and will be maintained at the most current set of applicable policies. Employees will be notified of new or revised policies and are required to read and abide by all posted policies. Employees must be familiar with all policies. Failure to abide by County policies could result in discipline or termination.

ACKNOWLEDGMENT

I received a copy of the Staff Policy Man	nual:
Employee Signature	Date

Committee Appointments

William R. Olsen M.D.

3387 Herron Rd. Frankfort, MI 49635 231-352-4815 wmrols@wildblue.net

January 8, 2016

Mr. Vance Bates, Chairman Benzie County Board of Commissioners Government Center Beulah, MI 49617

Dear Mr. Bates,

I received a letter from Dawn Olney stating that the position on the BVTMC Council, to which you appointed me in December, expires on April 15, 2016.

There are several unresolved BVTMC issues and with changes in appointments, especially with a new Trail Care Coordinator, I think it would be helpful if I remained on BVTMC for another season or two to help facilitate the transition.

I therefore write to indicate that I would like to be reappointed as At Large member of BVTMC so that I can continue on BVTMC when my appointment expires in April.

I respectfully ask that the Board of Commissioners consider my request.

Sincerely,

William R. Olsen

1-Economic Develpment 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
Michelle Thompson	(Treasurer)	08/21/12	01/31/16 Resigned
William Merry	9/8/2015	09/08/15	01/31/16
Mike Worden	03/17/09	06/18/13	01/31/19
Mary Carroll	11/1/11	03/04/14	01/31/20
Rick Schmitt	03/17/09	02/16/10	01/31/16
Blake Brooks	12//21/10	01/22/11	01/31/17
Ron Harrison	9/8/2015	09/08/15	01/31/16

Alt for Special Projects

Ron Harrison PO Box 698 Beulah, MI 49617

January 19, 2016

RE: Board Appointments

Dawn Olney Benzie County Clerk 448 Court Place Beulah, MI 49617

Dawn:

I wish to be considered for an appointment to the Economic Development Corporation Committee. As a business owner and employer of 12 years in Beulah, I am concerned and interested in economic development issues and opportunities in our County.

In the past, I was also a community action representative for the Northwest Michigan Community Action Agency. Therefore, I have robust knowledge of the demographic and economic character of our County. I am presently engaged in starting workforce housing and other private enterprise initiatives as a grant producer.

I have lived in Benzie County for 23 years and hope to remain while developing new business ideas and contributing as a volunteer. My resume should reveal the range and depth of my experience. I also continue to update and expand my knowledge through courses in project management, fundraising and grant writing.

Thank you for considering my interest in serving on the Economic Development Corporation Committee.

Respectfully,

Ron Harrison

Contact:

ron-harrison@sbcglobal.net 231.871-1393 RECEIVED

JAN 22 2016

Project Coordinator Grant Producer

PROFESSIONAL EXPERIENCE

General Manager

Sugar Moon Inc. Beulah, MI

2003-2015

Guided all aspects of daily operation including human resources, inventory control, marketing and fiscal management.

Grant Producer/Project Manager

Grand Traverse Region

1994-Present

Produced funding for and administer all aspects of Federal, State, Foundation, Corporate and local partnership projects:

- Northwest MI Community Action Agency Federal, State and local grants
- Michigan State University Department of Zoology National Institutes of Health (NIH)
- Grand Traverse, Benzie and Manistee Counties Michigan Department of Environmental Quality,
 EPA and Great Lakes Commission grants

Successfully perform all duties of project management including

- Project planning, budgeting, timelines, reporting and project evaluation
- Bolstered stakeholder collaboration through genuine personal interaction and collaborative leadership

EDUCATION

Michigan State University

B.S., College of Natural Sciences, Department of Zoology

1992-1994

- · Genetics, animal husbandry, research lab assistant and grants producer
- . Second author, Journal, Genomics (1996)

Northwestern Michigan College

Business and Marketing/Science and math

1990-1992

Project Management /Advanced Grant Writing

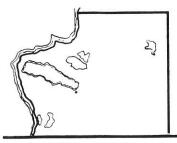
2015

OTHER EXPERIENCE

- Tangible and intangible sales; met and exceeded sales quotas
- Committee member, Benzie County Economic Development Corporation

RECEIVED

JAN 22 2016



BENZIE COUNTY BOARD OF COMMISSIONERS

GOVERNMENT CENTER • 448 COURT PLACE •

• BEULAH, MICHIGAN 49617 • (231) 882-9671 • FAX (231) 882-5941

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: 12.29.15	
Name: William R. Merr	
Address (including PO Box): 2767 Ru	unway Rd., Frankfort
County District:	Home Telephone: 352 · 7953
Occupation: Retired	Business Telephone:
Please list the Board, Commission or Agency	you are applying for:
1. Econ. Dev. Corp.	
Please state your interest, experience and/or edabove-named organizations.	ducation that would relate to your serving on the
Places see atta	ched resume.
PIEMSE SEE DITTA	

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK 448 COURT PLACE BEULAH, MI 49617 RECEIVED

DEC 3 0 2015

William R. Merry 2767 Runway Road Frankfort, Michigan 49635

williamrmerry@gmail.com

231-352-7953

<u>OBJECTIVE</u>: Obtain a part-time or consulting position with a forward looking non-profit or forprofit company where my project and program development and administrative experience can contribute to the organizations growth and success.

CORE COMPETENCIES

- Organizational operations including strategic planning, financial management, staff supervision, board and committee support and community relations.
- Program planning, development, funding, administration and compliance.
- Project planning, development, financing, management and compliance.
- Funds development including grant writing, annual giving, major gifts, openial appeals, special events and maintaining strong, productive relationships with donors.
- Skilled at taking projects/programs from concept to completion.
- Excellent presentation, writing and editing skills.
- Excellent organizational, time management and problem solving skills.
- Proficient with Word, Excel, Outlook and Explorer.

EMPLOYMENT EXPERIENCE

Executive Director, HomeStretch Nonprofit Housing Corporation, 1998 - 2014

Cerved as the first Executive Director of HomeStretch Nonprofit Housing Corporation, a MSHDA designated Community Housing Development Organization (CHDO) that develops affordable housing throughout the Grand Traverse Region.

Constructed, acquired and sold 60 single-family homes. Total Development Cost. \$0.1 million. Projects were financed with grants and loans from the Michigan State Housing Development Authority, Opportunity Resource Fund, Rotary Charities of Traverse City, National City Bank and Fifth Third Bank.

Constructed and managed 38 apartment units. Total Development Cost; \$5.3 million. Projects were financed with grants and loans from the Michigan State Housing Development Authority, Opportunity Resource Fund, Federal Home Loan Bank of Indianapolis, Great Lakes Capital Fund and Fifth Third Bank.

Partnered with Habitat for Humanity-Grand Traverse Region to co-develop the Depot Neighborhood a 21-unit site condominium project. Acquired the land, developed site plans

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DEC 3 0 2015

conducted due diligence tasks, formed the Depot Neighborhood, LLC and obtained Phase I financing. Total Development Cost: \$1 million, financed with grants and loans from the Opportunity Resource Fund, Grand Traverse County Land Bank Authority, Rotary Charities of Traverse City, Lagina Family Foundation and the PNC Foundation.

Appointed to the first board of directors of the Community Economic Development Association of Michigan and to the Federal Home Loan Bank of Indianapolis Affordable Housing Advisory Council. Served several terms on both boards.

Director of Development, Grand Traverse County Medical Care Facility, 1991 – 1997

Created and directed a multi-faceted funds development program that included an annual campaign, special events, memorial gifts, major gifts, grant writing and special appeals. Planned and supported the activities of a twenty-member Development and Community Relations Board.

Formed the Stewardship Society, a major gifts club that raised \$130,000 in its first annual appeal. Created the Medieval Fair and Feast, a special event that raised over \$75,000. Conducted several special appeals that raised \$90,000 for the purchase of a 24-passenger bus that provides transportation to community events.

Manager, Business Retention and Expansion, Traverse Bay Economic Development Corporation, 1989 – 1991

Planned and managed business retention, expansion and attraction activities. Coordinated the delivery of local, state and federal economic development assistance to businesses located within the corporation's five-county service area. Assistance included business planning and financing, community planning and design, employment and training services. Assisted with the development of Traversefields Industrial Park.

Executive Director, Benzie County Economic Development Corporation and Associate Director, Day Area Economic Growth Alliance (positions held concurrently), 1983 – 1989

Directed all business retention, expansion and attraction activities for Benzie and Leelanau Counties. Established a \$500,000 Revolving Loan Fund for Benzie County. Obtained a \$600,000 Michigan Department of Commerce loan for the Graceland Fruit expansion and \$500,000 from a variety of sources to finance several business start-ups and expansions.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Arts (Cum Laude), Saginaw Valley State University, University Center, Michigan.

Professional development includes Michigan Department of Commerce sponsored business planning, financing and marketing workshops; funds development courses provided by the Fund Raising School, Indiana University; and real estate development training sponsored by the Michigan State Housing Development Authority, Community Economic Development Association of Michigan and the Development Training Institute.

DEC 3 0 2015

COMMUNITY SERVICE

Currently serving on the Benzie County Brownfield Authority and Economic Development Corporation.

MILITARY SERVICE

U.S. Army veteran. Served with the 3rd Recon Squadron, 14th Armored Cavalry in West Germany and B Battery, 7th Battalion, 13th Field Artillery in Vietnam.



DEC 3 0 2015

ACTION ITEMS

2016 - 005 BENZIE COUNTY, MICHIGAN PROCLAMATION PROCLAIMING MARCH 2016 AS MARCH FOR MEALS MONTH

WHEREAS, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

WHEREAS, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

WHEREAS, the 2016 observance of March for Meals provides an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

WHEREAS, Meals on Wheels program – both congregate and home-delivered, in Benzie County have served the Benzie County communities admirably for more than 37 years; and

WHEREAS, volunteers for Meals on Wheels program in Honor are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels program in Honor provide nutritious meals to seniors throughout Benzie County that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels program in Honor provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation; and

WHEREAS, Meals on Wheels program in Honor deserve recognition for the contributions they have made and will continue to make to local communities, or State and our Nation.

NOW, THEREFORE, BE IT RESOLVED, that I Roger L. Griner, as Board Chair of Benzie County Commissioners do hereby proclaim March 2016 as March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels program of Benzie County Council on Aging, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2016 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated: February 9, 2016	Roger L. Griner, Chair
I, Dawn Olney, Clerk to the Benzie County Board proclamation was adopted by the Benzie County Board	ard of Commissioners, hereby do certify that the above of Commissioners on the day of February, 2016.
Dawn	Olney, Benzie County Clerk

CORRESPONDENCE



The organizational meeting of the Board of County Road Commissioners of Benzie County was called to order by Clerk Jordan at their offices in Honor, Michigan on Wednesday, January 13, 2016 at 9:30 AM.

Present:

Commissioner Nuske Commissioner Rosa Commissioner Mick Manager Skeels

Superintendent Schaub

Clerk Jordan

Election of Chairman - Motion by Comm Nuske and supported by Comm Mick to nominate Comm Rosa as Chairman. Ayes: Nuske, Rosa and Mick. Motion carried.

Election of Vice Chairman - Motion by Comm Mick and supported by Comm Rosa to nominate Comm Nuske as Vice-Chairman. Ayes: Nuske, Rosa and Mick. Motion carried.

The meeting was turned over to Chairman Rosa.

Meeting schedule - Motion by Comm Mick and supported by Comm Nuske to adopt the 2016 meeting schedule as it was presented. Ayes: Nuske, Rosa and Mick. Motion carried.

Resolution 2016-01 Bank Depositories was presented by Comm Nuske and supported by Comm Mick. Ayes: Nuske, Rosa and Mick. Nays: None. Resolution adopted.

Resolution 2016-02 ACH Electronic Transfer Transactions was presented by Comm Nuske and supported by Comm Mick. Ayes: Nuske, Rosa and Mick. Nays: None. Resolution adopted.

The organizational meeting was adjourned at 9:38 AM.

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 Wednesday, January 13, 2016 at 9:38 AM.

Motion by Comm Nuske and supported by Comm Mick to accept the agenda adding the request for the extension of the 2015 brine bid from Beckman Production for one year. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Nuske and supported by Comm Mick to accept the minutes of the regular meeting on December 17, 2015 with the correction. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Mick and supported by Comm Nuske to pay bills # 42609 to # 42663 for the amount of \$ 54,784.25 and Payroll 26-15 & 1-16 for \$ 102,681.11. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Rosa and supported by Comm Mick to pay the EFT for Brenner Oil for \$27,195.30. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Rosa and supported by Comm Mick to pay the EFT for MERS for \$58,958.52. Ayes: Rosa, Nuske and Mick. Motion carried.

JAN 28 2016

Page 2. Benzie CRC mtg 01/13/16

Superintendent's report – One of our 1-ton trucks needed a transmission; New drivers are learning their routes.

Public Input: John Schor - Logging and weighmaster; Doug Holmes - State has massive assets.

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

New Business:

Seasonal Road Public hearing - Motion by Comm Mick and supported by Comm Nuske to open the Seasonal Road Public Hearing at 10:00. Ayes: Rosa, Nuske and Mick. Motion carried.

Many felt that this was put on seasonal status in error. Haze Rd provides easier and shorter access to CR 669 from Landis Rd, and is much more convenient. Those who are in favor of removing Haze Rd between Landis Rd and Wallin Rd from seasonal road status are: R. Chambers; J. Schor; K & J Jelemensky; R. Evitts; M. Bancroft; R. Hitesman. No one in the audience was opposed.

The loggers damaged Haze Rd a couple of years ago and should be held responsible for repair. The Road Comm does not have a logging policy. We will review the Local Road Policy to shift the cost of repairs to roads damaged from logging, construction, etc., to the company causing the damage and not the Road Comm or the townships. Comm Rosa told the group to get signatures on a petition to hold loggers responsible for damage to roads and return it to us by March 1st. We will forward it to the County Road Association and the state.

Motion by Comm Nuske and supported by Comm Mick to remove Haze Rd - T25N, R14W, Sec 13 & 14 - Wallin Rd south to Landis Rd - 1.0 miles from the Seasonal Road System, effective immediately. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Rosa and supported by Comm Nuske to close the Public Hearing at 10:38 AM. Ayes: Rosa, Nuske and Mick. Motion carried.

County Road Association amendments and bylaws change. Motion by Comm Mick and supported by Comm Nuske to vote in favor of Amendment #1. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Nuske and supported by Comm Mick to vote in favor of Amendment #2. Ayes: Rosa, Nuske and Mick. Motion carried.

Patterson Rd encroachment permit - Robert Messick has installed a fence on the west side of Patterson Rd for the length of the road. The fence is approximately 16'-18' off the center of the road. This is a one lane road at best, and this fence prohibits being able to turn around. The fence connects to a fence at the end of the road, at the Betsie River, behind our guardrail, prohibiting river access. This fence was installed by Mr. Watts and has been referred to Mike Edwards for clarification. Mr. Messick was contacted by the Road Comm to remove the fence on the west side of the road and to remove the "No Trespassing, Private Property" signs just past his home. Mr. Messick has applied for a permit to allow the encroaching fence. Motion by Comm Nuske and supported by Comm Rosa to deny the permit and have Mr. Messick move the fence out of the road right-of-way. Ayes: Rosa, Nuske and Mick. Motion carried.

Page 3. Benzie CRC mtg 01/13/16

Mileage - Motion by Comm Rosa and supported Comm Nuske to adjust the standard mileage rate to \$ 0.54 per mile. Ayes: Rosa, Nuske and Mick. Motion carried.

Brine bid extension - Motion by Comm Rosa and supported by Comm Nuske to extend Beckman Production's bid from 2015 for dust control and winter brine, for one year. Ayes: Rosa, Nuske and Mick. Motion carried.

Correspondence/Information/Discussion Cole vs Benzie County - Hearing on 2/3/16 and trail access
Rural Task Force projects
CRA - Haze Rd/Red Creek; Nostwick bridge; Weldon Rd/Carter Creek.

Public Input - Jelemensky - Thank you for removing Haze Rd from seasonal status; Schor - Nostwick Rd bridge; Co Comm Carland - Thanks for fixing M-22 and would like to help with the logging issues on the county level; R. Evitts - Local Road Committee meeting date.

Meeting adjourned at 11:35 AM.	
Minutes approved 01/28/16	
Robert Rosa, Chairman	Kathleen A, Jordan, Clerk



BENZIE COUNTY PARKS AND RECREATION COMMISSION

Cathy Demitroff - CHAIR Sean Duperron - VICE CHAIR Frank Walterhouse - SECRETARY **Barb Skurdall** Walter Roch Von Rochsburg

Ted Mick **Christy Andersen** Ann Bourne Tad Peacock Douglas Burden

Regular Meeting December 14, 2015 **Benzie County Government Center**

Chairman, Demitroff called the regular meeting of Parks and Recreation Commission to order at 5:00 p.m.

Present: Cathy Demitroff, Sean Duperron, Frank Walterhouse, Walter Roch Von Rochsburg, Douglas Burden, Barbara Skurdall, Ann Bourne, Ted Mick

Absent:

Christy Andersen, Tad Peacock

Others Present: Marlene Wood, Recording Secretary

Guests:

None

Motion by Bourne, seconded by Roch Von Rochsburg to approve the agenda as presented. All Aye. Motion Carried.

Motion by Walterhouse, seconded by Burden to approve the minutes of October 26, 2015 Meeting. All Aye. Motion Carried.

Public Input: None

Committee Reports:

Railroad Point: Bourne reported a representative from the Conservancy walked the property with a rep. from Consumers Energy to make sure their trimming practices on that property were consistent with the RRPT policy for clearing of trees.

Point Betsie Light House: Burden reported that he spoke with Benzie County Road Commission Manager, Matt Skeels about any future plans for the Point Betsie Road. Any work will stop at approximately 400 ft. prior to the road end so as not to overlap any road end projects.

<u>Trail Report:</u> Duperron reported he collected valuable information from the Benzie County Summit, including having made contact with a private property holder along the trail corridor. Duperron reported trail corridor advancement is being addressed by many different entities. He will stay connected with all entities involved. He shared that Cherry Republic did a fundraising event for trail planning of the TART Trail.

Recreational facilities & Access: Bourne reported the money has been raised and the Conservancy is ready to close on the Wortelboer property by the end of the year. The Commission reviewed a Memorandum of Understanding outlining the Partnership Agreement between the Grand Traverse Regional Land Conservancy and Benzie County. Motion by Walterhouse, seconded by Roch Von Rochsburg to approve the language of the MOU and make the recommendation to the Board of Commissioners to approve the MOU at their December 22nd meeting. All Aye. Motion Carried.

Bourne reported on dredging at the mouth of the Platte River at the Lake Michigan access site. She explained the DNR last dredged it in 2004. The DNR Fisheries Division and the Parks & Recreation Division support the investment in maintaining this access site. Bourne wants to bring in Matt Skeels, B.C. Road Commission Manager, and Tom Ulrich, acting director of the NPS. Motion by Mick, seconded by Walterhouse to allow Bourne to continue work on this project. All Aye. Motion Carried.

Bourne reported on the Water Trails. A planning session will take place in January 2016, as to how to move forward. This meeting will be facilitated by Elizabeth Calcutt of Networks Northwest and will include the Recreational Facilities and Access subcommittee members, Emily Myerson, DNR Trail Coordinator for the upper & lower peninsulas, and Todd Niece of the DNR Cadillac office.

Bourne will write a letter of support of the Hanley property on the Platte River to Heather Hettinger of the DNR Fisheries Division.

Zada Price Property: No Report

<u>Recreational Programs:</u> Skurdall reported resurfacing of the tennis courts in the Beulah Park and new knee wall look good. Three out of four elementary schools are getting actively involved in Tennis for Kids program.

Master Plan: Bourne reported Lansing says we can expect approval in January of 2016.

Old Business: None

<u>New Business:</u> Organizational Meeting Date was set for January 25th, 2016 at 5:00 p.m. in the Board of Commissioners Room of the government center. The regular meeting will immediately follow.

Public Input: None

Correspondence:

Other Business to come before the Board: Walterhouse announced the retirement of Bill Olsen from the B.V. Trail Management Council and Friends of the B.V. Trail. Chairman, Demitroff will write a letter of thanks to Mr. Olsen for his years of service.

Demitroff stated three appointments to the Parks and Recreation Commission will be interviewed at 3:00 pm on December 17th.

Discussion took place about correspondence reaching the P & R Commission.

Chairman, Demitroff declared the meeting adjourned at 6:05 p.m.

The next meeting is scheduled for Monday, January 25, 2016, at 5:00 p.m.

Lank Walterhouse, Secretary

Minutes were respectfully submitted by Marlene Wood, Recording Secretary

3

BENZIE COUNTY VETERANS AFFAIRS COMMITTEE

448 COURT PLACE - BEULAH, MI 49617 - (231) 882-0011

MEETING MINUTES Monday January 4, 2016, 9:03 AM

Conference Room 206, Government Center, Beulah, Michigan

Present were Committee Members: Chair Bob Roelofs, Members: Art Melendez, Camp Bailey, Kirt Giddis

Absent: Dale Ginzel

Also present were: Gary Sauer, Chuck Lerchen, Michelle Thompson

A moment of silence was followed by the pledge of allegiance.

A motion was made to approve the agenda and approved.

A motion was made to approve (with a small change) the December 7, 2015 committee meeting minutes. The motion was approved unanimously.

Public Comment: None

County Counselor Report: No report.

Administrative input:

Michelle Thompson gave the financial report as of January 4: The Veteran's Relief Fund has an end balance of \$49,783.24. The Veterans Trust Fund Balance is \$7, 564.16.

Memorial Fund balance is \$11,443.49. • Michelle will put together a spread sheet to show items that have been paid for and our cash balance.

Old Business: Art had applied for a grant from the Daughters of the American Revolution. The process was cut short because we are not a 501(c) (3). Not having the 501(c) (3) may short change us when applying for other grants. Michelle talked about the need for assembling the "Friends" of our project as a separate fund raising entity. This idea was discussed last year, but nothing was done on this. We did come up with three "consultants" but no commitments to act as fund raisers.

Michelle suggested that our committee can be a 501(c) (3) (Friends of). We discussed the process and we will need an accountant and a lawyer. Kirt said he would ask for assistance in finding someone and Bob stated he would ask his accountant.

Bob read a letter from Korean War veteran Chuck Mange, our guest at our December meeting. This in in regard to an invitation to their meeting on June 14, 2016 meeting at the Arcadia Post for a presentation regarding the Veteran's Memorial.

Bob is also going to the Sunrise Rotary on February 2 to present on the Memorial.

New Business:

Camp and Bob agreed to construct a sign to promote the Memorial. This sign is intended to be transported to various areas throughout the county.

Bob stated he spoke with Al Brown, who will be donating materials for the Memorial, and he is ready to proceed as planned.

Mileage, bills and per diem requests were turned in. Contributions were made by Bayside Printing toward these accounts. The total bills for Bayside were \$417.16. A motion was made and approved unanimously for mileage, bills and per diem requests.

The meeting was adjourned at 10:00am

The next Veterans Affairs Committee meeting will occur on Monday, February 1, 2016 at 9:00 an ECE IVED

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT BOARD OF HEALTH MEETING

(H)

January 28, 2016 4:00 p.m.

Tentative minutes to be acted upon at the March 24, 2016 meeting. Meeting called to order at 4:00 p.m. by Chair Griner

A Quorum Was Present With the Following Members in Attendance:
Gary Sauer, Benzie County Board of Commissioners

Dr. George Ryckman, Benzie County Member at Large
Roger Griner, Benzie County Board of Commissioners
Marge McCulloch, Leelanau County Member at Large
Carolyn Rentenbach, Leelanau County Board of Commissioners

Pledge of Allegiance

Administration Present:

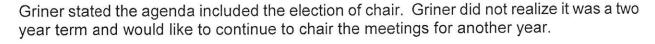
Lisa Peacock, Health Officer Dodie Putney, Director of Administrative Services Tom Fountain, Environmental Health Director Michelle Klein, Personal Health Director Dr. Joshua Meyerson, Medical Director

Staff:

Bill Crawford Clay McNitt

Guests:

John Popa
Larry Fleis
Amy Hubbell
Nick Fleezanis
Larry Kabot
Chloe Willetts
Jim Kobberstad
Hugh Farber
Frank Clements
David McCulloch
Lisa Vogler, Attorney



Approval of the Agenda:

Motion: by Sauer, seconded by Rentenbach to approve the amended agenda with the

removal of Election of Chair.

Voice vote: 5 ayes Motion carried

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Approval of Minutes:

Motion: by Rentenbach, seconded by Sauer to approve the minutes of the

November 19, 2015 meeting.

Voice vote: 5 ayes Motion carried

Motion: by McCulloch, seconded by Sauer to approve the minutes of the December 15,

2015 special meeting.

Voice vote: 5 ayes Motion carried

Public Comments:

Nick Fleezanis, Lake Leelanau Lake Association, stated in 2010 the association sent a letter to the board stating the need to approve the disposal of wastewater. Feels there are many septic systems and holding tanks on the lake not doing what they are supposed to do. Urges the board to make the necessary changes to the code to allow mound systems.

Jim Kobberstad, Sunset Shores on North Lake Leelanau, stated the mound systems that are approved throughout the state and are approved in Leelanau County was brought to the board at prior meetings. Would like to reiterate the need for mound systems, especially for those properties on holding tanks. Only going up two feet. Other areas are at four feet, such as Muskegon area and Saginaw Bay. Wish this would be pushed to the forefront so people can upgrade their systems.

Clay McNitt, Sanitarian stated a 2010 review of the 465 holding tanks at that time in Leelanau County, showed that of 255 newly constructed holding tanks, roughly 11% which would be 29 residences, would be candidates for a possible mounded system under the two foot proposed code change. It's misleading to think this code change is going to impact the vast majority of holding tanks when in reality it's only about a 10% number. The same review showed that 172 holding tanks installed for existing residences, which means they had some type of existing onsite system in place at the time of the permit issuance, roughly 10% (17 residences), are already candidates for a mounded system where two foot of natural soils are present. In 2007 the board changed the code to allow two foot of fill on sites that had two foot of native soils, so that is already in place. McNitt stated in his opinion this code change is misleading, knows John's purpose is to find a solution to holding tanks, but the reality is this code change will have very little impact on a very limited number of people. McNitt stated he does not support the code change. It's going to allow greater development in sensitive areas and have a greater impact on our environment. We have a good code and a responsible code. The other areas in Michigan that allow mound systems such as the Muskegon area and Saginaw Bay simply do not have the same soils as we do, and that is why they do not have the same codes that we do. We have a very precious resource in our area that I feel is our job to protect. (Handout provided by McNitt on file with the minutes).

Hugh Farber, Lake Leelanau Association and Lake Leelanau Clean Water, stated he has been a member of both associations for a long time and therefore very interested in septic systems and effluents into the lake. Stated if you have a good designed mound and appropriate materials in the mound, you can end up with a better system than many that are being permitted now.

Preston Lewis, Sunset Shores, stated he would support a mound system on his lot. As Mr. Farber stated, mound systems will work, they just have to be given a chance.

Tim Cypher, resident of Leland Township, stated he does zoning and planning for four other townships and headed a sewer options task force for Leland Township a number of years ago promoting community drainfields. Would like to have the board consider the two feet but with some guidelines. Not for new land divisions as this is just creating additional parcels that are going to get the benefit of something that a lot of other property owners didn't have that right in the past. Stated the county, the board of health and the townships need to look at adopting point of sale inspections. Cypher works for Glen Arbor Township where point of sale has been adopted and it has been found to be very beneficial for the buyer, seller and the water quality.

Chris Fry stated he would like to add support to the comment just made on the point of sale inspection and would like to see the board be more pro-active about it. Benzie County has a county wide point of sale in place. Proud the Village of Empire has the point of sale and Glen Arbor Township recently passed it. It makes no sense to not be pushing forward with a county wide structure on this subject.

Lautner, Leelanau County Board of Commissioners arrived at 4:20 p.m.

Griner asked Fountain or Crawford to explain what is out there at this point for the point of sale in both Leelanau and Benzie County.

Fountain stated Benzie County adopted the ordinance in 1990 and it has been a success. Fountain explained in Leelanau County there is a modified ordinance that was passed five or six years ago in the Village of Empire and they have private contractors doing the inspections, not just the health department. In July, 2014 Glen Arbor Township adopted a mandatory ordinance and contracted with the Benzie-Leelanau District Health Department to perform those inspections.

Griner stated as far as jurisdiction, the Benzie County Board of Commissioners passed the ordinance, not the health board. So to have a county wide ordinance in Leelanau, it needs to be passed by the Leelanau County Board of Commissioners.

Environmental Health Proposed Code Change -

Popa submitted a one page document with his comments and requests prior to the meeting to Tom Fountain which is on file with the minutes.

John Popa stated there may be some confusion as to what he is proposing. The code already permits a mound system; we are just asking to get rid of the section that says the date the house was built. That is what is discriminatory. None of the other counties that allow mound systems have a cutoff date. Mound systems are good systems. Leave that in the code but strike the date. Popa went on to explain his reasons for proposing this code change. Popa responded to Fountain's response to Popa's comments and requests from the one page document submitted. Fountain's response is on file with the minutes.

Ryckman requested Fountain explain the change in 2007. Fountain went on to explain the code change in 2007 to allow alternative treatment systems.

Fountain read his response to Popa's comments and requests. Fountain commented he received a letter today that was passed out to the board members before the meeting from the Watershed Center Grand Traverse Bay urging the board to not change the code to allow mound systems. (Letter on file with the minutes)

Lautner commented she was not on the board when this proposal was first presented. Lautner stated ATS systems are not working for summer homes. Feels the board should go with the change as recommended.

Sauer stated there is an appeals process in place. Questioned if any of these parcels have been brought to the appeals board. Sauer stated he is in favor of community septic systems. Fountain stated in the three years he has been the Environmental Health Director, not once has this been brought to the appeals board.

Rentenbach stated she believes we have a good code in place, to keep the code as it is as she feels science supports the current code.

McNitt and Crawford both commented on the 2007 code change.

Discussion followed.

Motion: by Sauer, seconded by Rentenbach to continue with the way the code currently exists.

Ayes: Ryckman, Griner, Sauer, McCulloch and Rentenbach Nays: Lautner

Bill Crawford -

Crawford read a letter he had written to the board. (On file with the minutes)

Health Officer Update-

Peacock commented on the following programs.

- 1. Northern Michigan Public Health Alliance: Two new projects are underway:
 - District Health Department #10 is taking the lead on a Regional Immunization Improvement project; the goal of which is to improve immunization coverage of adults and children across the northern region. Each participating health department will likely receive a small amount of funding to work on a specific immunization issue they feel could be improved in their area.
 - Health Department of Northwest Michigan is taking the lead on a Tobacco Dependence Health Systems Change project aimed at incorporating a strategy around identifying and treating tobacco dependence in clients seen in the family planning clinics. The goal is to have an impact on tobacco use specifically during the preconception period – before a woman is pregnant – which would ultimately result in better maternal/child outcomes. Again, each

- health department will likely receive a small amount of funding to participate in this regional project.
- Environmental Health Directors have met as a group to discuss potential opportunities for agency support and collaboration.
 Personal Health Directors have been meeting regularly to improve the quality of the MIHP program.
- The NMPHA met with MDHHS staff overseeing the State Innovation Model (SIM) project to further explore their capacity assessment. No final decision has been made at this point to identify the entities that will serve as the Community Health Innovation Region.
- 2. Public Health Emergency Planning (PHEP): This project has moved into the implementation phase. The steering committee, which consists of the Health Officers of each Health Department, has been meeting with the Finance Directors to establish a final budget which includes each agency retaining base funding for PHEP activities and contributing a percentage to regional planning and exercising activities. There are two large scale regional exercises being planned this year one in June and one in October. The first will be a "tabletop" exercise which will involve staff representation meeting together and discussing the steps of regional response. The second will be a full-scale exercise with all staff from all agencies involved and will likely be centered around community flu clinics to practice all elements of a large response effort.
- 3. Community Health Needs Assessment (CHNA): This regional collaborative process is well underway across the region. The 8 counties at the tip of the mitt have completed data collection and identification of priorities. BLDHD is collaborating with Grand Traverse County Health Department and Munson Medical Center to complete data collection for our counties. County-level community conversations have taken place in both Benzie and Leelanau counties and were well attended. A community conversation is scheduled in Grand Traverse County in February. In addition to these conversations, we will be distributing a "What Matters to You?" survey to the community in both hard copy and electronic format. Wide distribution is the goal and we will be engaging staff, clients, partner agencies as well as social media sharing. Munson has also been distributing a health care provider survey. Once the data has been collected it will be reviewed for identification of community priorities. This information will guide health departments, hospitals and other community partners in making resource decisions.
- 4. Regional Insight Software Project: The Northern Michigan Public Health Alliance (NMPHA) secured 2 mini-grants from MDHHS in 2015 to pursue opportunities to secure efficiencies and effectiveness in purchasing and implementation of Insight Electronic Medical Record software and connectivity to the Health Information Exchange. Insight is used by 5 of the 6 local health departments to support their personal health services. During this exploration, we became aware that the Netsmart Insight software is

being replaced with Mylnsight, a web-based and more efficient upgraded version. Through much exploration and negotiation with Netsmart, we have negotiated a plan which results in significant cost savings and efficiencies for the NMPHA partner health departments. Because of this agreement between 4 local health departments and grant funding received by Health Department of Northwest Michigan and District Health Department #4 which covers upfront costs, we are able to realize significant savings for annual maintenance cost – collectively a decrease of \$94,000/year. In addition to significant ongoing cost savings this arrangement will allow for:

- A common data base which enables us to benefit from efficiencies in implementation and maintenance of the software.
- Positions health departments to share data across MyInsight and the Health Information Exchange to better link clients to services and more efficiently serve their needs.
- Implementation of population health strategies to improve the health of our population.
- 5. Northwest Michigan Health Services Inc.(NMHSI): The exploration of the concept of the BRC refinance/renovation by the Benzie Board of Commission has continued steadily. Dodie and I attended the Board of Commission meeting on 12/22/15 and presented the same options to consider that we had previously presented to the BOH. The Benzie commissioners were receptive to exploring the concept and want to carefully consider all of the options for this project. They advised us to present the information at the upcoming Building and Grounds committee which we did on 1/13/2016 and this committee made a recommendation to the full Board of Commission to move forward with the plan to waive upcoming reversionary rights and transfer ownership to the Northern Health Foundation who would proceed with refinance and remodel project.

Their recommendation included reversion of ownership to Benzie County at the completion of the term of financing. The full Board of Commission meets on 1/26/2016 and a draft resolution has been submitted with their agenda for consideration.

Peacock stated the Benzie County Board of Commissioners voted to waive their reversionary rights to the Benzie Community Resource Center building and allow the Northern Health Foundation to go forward with refinancing and renovation of the building. Met with an architect prior to the meeting and he mapped out three viable options and are working on numbers to bring back to us. There may be a need to call a special board meeting before our March meeting if we do get an estimate so we can continue to move forward. The partnership is very strong, all entities have agreed to non-cancellable leases for the term of the financing so there is a lot of security with that plan.

6. Additional Collaborations HDNWM: Welcome to our new Medical Director, Dr. Joshua Meyerson! Dr. Meyerson officially began his duties for the BLDHD as of January 1, 2016 and brings a great deal of skill and experience as a Pediatrician and Health Officer for many years! A warm thank you to Dr. Michael Collins for his many years of leadership at BLDHD. **Healthy Futures/Munson**: Healthy Futures has received one of the grants they applied for which will enhance the program through expanded use of technology and focused efforts to identify and engage eligible pregnant women. Partner health departments may be involved in piloting additional methods of outreach and engagement.

7. BLDHD Program Highlight: In response to BOH members request for increased information about services provided we will continue to highlight 1-2 programs per meeting to provide the program details without causing the meetings to become too lengthy. This month we will focus on the Immunization program and the impact widespread immunization coverage has on health of our community.

Peacock stated it was announced today that immunization waiver rates have gone down by 39% across the state since the rule was enacted in 2015. However, two House Bills (5126 and 5127) threaten to overturn the waiver rule. Klein stated Leelanau County has seen a 38% decrease in waivers. Discussion followed. Peacock passed out two Immunization handouts on file with the minutes.

8. Flint Water Crisis: I would like to acknowledge the important work carried out by our colleagues at the Genesee County Health Department. The Health Officer, Environmental Health and Personal Health Directors and staff, and County Commissioners have been standing up for the health and safety of their community along with their community partners since the first concerns about water safety arose. Since this has not been the focus of media attention I wanted you to be aware of the efforts of Local Public Health to alert the public to the potential and then proven danger through public health advisories and emergency alerts as well as their work with United Way, U of M Flint, and other donors and volunteers to coordinate efforts to get safe water to the community, including WIC moms so they could mix formula for their babies. Additionally, they have been working with local doctors and health professionals from Hurley Hospital and MSU College of Human Medicine to assist the community in mitigating the risk of lead exposure through prevention efforts that increase Flint resident's access to nutrition, education and health care which can significantly reduce the risk of long-term adverse effects of lead exposure. Their call to action for all of us is the reminder to be vigilant advocates for a "Health in All Policies" approach, keeping health as a top priority in all efforts and initiatives.

Fountain commented on the Flint Water Crisis and passed out a letter from the Kettering University's office of the President, to the parents of students and alumni. (On file with the minutes) Discussion followed. Ryckman stepped out of the meeting.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by Sauer, seconded by McCulloch to approve the accounts payable in the amount

of \$175,084.55

Voice vote: 5 ayes Motion carried

B. December 2015 - Financial Statements-

Motion: by Lautner, seconded by Sauer to place the December 2015 financial statements on file.

Ayes: Griner, Sauer, McCulloch, Rentenbach and Lautner Nays: None

C. Adoption of Family Planning Fees -

Klein reported every year we are required to go through our family planning fees and Dodie does a cost study. For the most part the fees have stayed the same, however, there are a few increases as when we start billing commercial insurances we cannot charge less than what they will reimburse. We do use a sliding fee scale so anyone that comes through the door is charged based on their income and will serve them regardless of their ability to pay. The new fees will go into effect February 15, 2016. Discussion followed.

Motion: by Sauer, seconded by Ryckman to approve the family planning fees.

Ayes: Griner, Sauer, McCulloch, Rentenbach and Lautner Nays: None

D. 2016 Board of Health Meeting Dates -

Motion: by McCulloch, seconded by Lautner to approve the 2016 meeting dates.

Voice vote: 5 ayes Motion carried

Ryckman returned to meeting.

3. Staff Reports:

A. Administrative- Dodie Putney

Putney reported this past week we had our financial audit by Anderson, Tackman. Ken Talsma will be at our March meeting to report on the audit. Before he left he didn't cite anything unusual and his report will be coming soon.

Putney stated her and Heidi are working with the new financial software. The financial statements you see now will be changing in format, but the same information will be available.

Putney thanked Lisa Peacock for doing an amazing job, the health department is going places and it is a direct result of Lisa's hard work and dedication to the agency.

Putney reported on January 15, 2016 we were notified of the result of the hearing of the Federal District Court. Lisa Vogler is here to answer any questions. We didn't know if she could be here or not so she was not put on the agenda.

Vogler stated she is happy to answer questions, however, because of a re-hearing or potential appellate hearing still viable and pending, that we should go into closed session if you have any questions about how it was resolved.

Ryckman inquired if all of the health department employees are at-will employees. Vogler stated the current employee policy, particularly the Sexual Harassment section need to be revised. Putney stated we will probably bring a formal request to revise the policy at the March meeting.

Vogler stated in general comment; this was clearly the right result. Our position was very well received.

B. Environmental Health- Tom Fountain

Fountain reported for 2016 the public beach e-coli monitoring has been approved and distributed. Fountain stated the summer sampling program will be the same as 2015 using composite sample results vs. the geometric means of three individual samples. The one day a week samples will start around Memorial Day and run through Labor Day. Great Lakes sites include Frankfort, Empire, Northport, Suttons Bay Marina. Suttons Bay Park and Greilickville. Inland lake sites will include Lake Ann, Beulah Beach, Crystal Lake, Bellows Beach Crystal Lake, South Bar, Nedows Beach Lake Leelanau.

Fountain reported January is Radon Action Month in Michigan and the Health Department has been offering free Radon test kits. Thanks to the press and Benzie Chamber "blast" we have distributed nearly 70 radon kits this month. A twelve dollar charge is required the remainder of the year for the test kit. Generally speaking, radon is not a big problem in our region of Michigan but without testing you will not know your home may have elevated levels.

Fountain reported he and Eric Johnston attend a two day DEQ workshop in Mt. Pleasant. The Revised Total Coliform Rules (RTCR) goes into effect April 1, 2016 and the meeting provided additional training for the implementation of the new rules. These rule changes as reported previously will impact the Health Department as well as the water supply owners. The EPA rule change requires more aggressive sampling and reporting.

Fountain stated the new EH software Healthspace is moving forward. The practice modules should be available to staff soon and the data transfer from CMHC to Health Space is in the works. The Health Department of Northwest Michigan currently houses our EH data (CMHC) and will assist in the transfer. Fountain stated he has assigned Eric Johnston to be the lead employee during this transition.

Fountain stated the Well Driller Advisory Committee will be meeting on January 29, 2016 in Lansing. The group is led by Jim Sygo, Chief Deputy Director for the DEQ. Sygo replaced Dan Wyant who recently left the DEQ. The key topic for the next meeting revolves around the Draft Geothermal Statute proposed in Michigan.

Fountain mentioned the Micro bead-Free Waters Act recently signed by President Obama. These tiny plastic scrubbing beads found in many products end up in the environment and water system causing havoc. The law will prevent the manufacture of these beads in 2017.

C. Personal Health- Michelle Klein

Klein reported a new nurse was hired and will start February 16, 2016. Klein passed out the three year communicable disease case report.

D. Medical Director- Dr. Joshua Meyerson, MD, MPH

Dr. Meyerson introduced himself to the board. Meyerson reported he is also the Medical Director for The Health Department of Northwest Michigan and District 4 since 2000. Meyerson stated he also has a clinical practice in Petoskey and is there on Monday's seeing patients.

Meyerson stated the Zika Virus is spreading. It's a virus that was transmitted in Africa and Asia but has found its way to Brazil. It's spreading throughout Central America, the Caribbean, it's in Puerto Rico and Mexico. This mosquito goes up into Florida and Texas, but unless we get a lot of global warming we are probably not at risk in Northern Michigan. Discussion followed.

Public Comments:

Nick Fleezanis stated the Lake Association's primary issue this year is Swimmer's Itch and this is a public health problem. Crystal Lake, Higgins Lake, Glen Lake and Lake Leelanau are part of a pilot program and are going to the state asking for \$900,000.00. Fountain stated this department could write a letter of support to the Association. Fountain will write the letter of support and Griner will sign it. Griner suggested Dr. Meyerson sign as well.

Chloe Lewis introduced herself. She is a new resident of Leelanau County, just moved here from Chicago. She is a student pursuing a Masters in Public Health and is here on assignment and wanted to introduce herself as we will probably see more of her at future meetings.

Board Comments:

Griner encouraged the board members to talk to Tom Fountain about the discussion regarding the code change from earlier.

Rentenbach stated she supports the point of sale ordinance.

	seconded by Ryckman to adjourn the meeting
Voice vote: 6 ayes	Motion carried

Chair Griner adjourned the meeting at 6:30 p.m.

Roger Griner, Chai	r
Heidi Roper, Recor	ding Secretary