

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA

March 22, 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 – 3/08/2016; 3/16/2016
 PUBLIC INPUT
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 COMMISSIONER REPORTS
 COUNTY ADMINISTRATOR'S REPORT – Undersheriff Letter of Understanding
 FINANCE – Approval of Bills
 HR and PERSONNEL –
 COMMITTEE APPOINTMENTS –
 ACTION ITEMS – Defined Benefit Plan Adoption Agreements;
 AES Agreement; Resolution Hanley Trust Property
 PRESENTATION OF CORRESPONDENCE
 NEW BUSINESS –
10:00 Dr. Rob Sirrine, MSUE
10:15 Mitch Deisch – Benchmarking Phase II
10:45 Closed Session – Dick Figura – Cole v Benzie County
 PUBLIC COMMENT
 ADJOURNMENT

Times Subject to Change

THE COUNTY OF BENZIE WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING OR HEARING UPON THIRTY (30) DAYS NOTICE TO THE COUNTY OF BENZIE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING THE FOLLOWING:

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

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

PUBLIC INPUT

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

Speaking Time: Agenda items may be added or removed by the board but initially at least two times are devoted to Public Input. Generally, however, attendees wishing to speak will be informed how long they may speak by the chairman. All speakers are asked to give their name, residence and topic they wish to address. This and the statements/comments will be entered into the public record (minutes of the meeting). Should there be a number of speakers wishing to voice similar opinions, an option for a longer presentation may be more appropriate for the group and one or more speakers may talk within that time frame.

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

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

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

Commissioner Contacts:

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

THE BENZIE COUNTY BOARD OF COMMISSIONERS

March 8, 2016

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, March 8, 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
Absent: Excused: Commissioner Tucker

The pledge of allegiance was led by Commissioner Sauer following by the invocation given by Commissioner Griner.

Agenda:

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

Minutes:

Motion by Bates, seconded by Walterhouse, to approve the regular session minutes of February 23, 2016 as corrected on page 2. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

9:03 a.m. Public Input – None

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Marlene Wood, Recycling Coordinator, reported that she has been going to all townships with the annual report which was presented to you last meeting; the Record Patriot did a nice job reporting, however the fee is per household not per person as reported; a tour of American Waste will be set up after March 14 – let her know if you are interested and when; businesses can pay an amount to recycle, but this is a residential program; all of business cardboard has to go to a cardboard trailer.

Craig Johnson, EMS Director, stated that they have received the new AEDs – 17 of them; the grant was for 12 but they were able to get some additional ones; the millage wording is being prepared; March 21 will be the date to visit the Mecosta County Morgue; Craig would like to schedule AED trainings for the employees.

Jaime Croel, Animal Control Officer, provided the February 2016 report; and stated that interviews are being scheduled for the part time clerk position; they have the truck back with a new topper.

COMMISSIONER REPORTS

Comm Carland reported that he attended the MAC conference last week which was good, a lot of discussions were dominated by the Flint issue; there are no state ballot proposals approved yet; he attended a session on lobbying – and he inquired about term limits.

Comm Bates also attended the MAC conference and he and Comm Sauer attended an active shooter presentation; they had time to network with Darwin Booher and Ray Franz; he agreed that the Flint issues dominated discussions; Lake Township met and their building permits are going up; the clerk is not seeking re-election out there; Almira Township meets next week; Platte Township meets next month.

COMMISSIONERS

Page 2 of 3

March 8, 2016

Comm Walterhouse stated with regard to the MAC conference that it was the smallest one ever; Homestead Township is still finalizing their budget; Coho Festival will be in August.

Comm Sauer stated that he attended the Road Commission meeting two weeks ago and their audit is now final, the MERS issue continues to pop up – just so everyone knows, he will not take something from anyone, but we need to fix this; Road Commission has awarded bids on the local road projects; he attended the Building Authority meeting and it looks like Comstock Construction may be 2 -3 weeks longer; the MAC conference was very enlightening.

Comm Warsecke has nothing to add.

Comm Griner read a thank you note from Linda Farnsworth for working with kids at risk; the funds for this program come from the liquor tax money and it is based on the Catholic Human Services.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

Echos the comments made regarding the MAC conference; the real thing regarding MERS and the OPEB is that Benzie County doesn't offer post-employment health insurance; we need to have a plan to bring the program up to 100% funding which means we will need to increase the contributions.

EDC: Motion by Walterhouse, seconded by Warsecke, to appoint Courtney Gillison and Ed Kowalski to the EDC for a six-year term to expire on January 31, 2022. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke. Nays: None Exc: Tucker Motion carried.

OMA Violation: the opinion of Mr. Figura is presents and he feels there is no violation.

Technology minutes are presented.

FINANCE

Bills: Motion by Carland, seconded by Sauer, to approve payment of the bills from February 19, 2016 – March 3, 2016 in the amount of \$241,558.38, as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke. Nays: None Exc: Tucker Motion carried.

Michelle Thompson, County Treasurer, presented a cash summary by fund report and stated that she transferred funds yesterday to make the jail and EMS whole to the DTRF. She is working on settlements with the townships; Forfeiture of the 2014 taxes began March 1 and foreclosure of the 2013 taxes is March 31.

HR AND PERSONNEL

Consent Calendar: Motion by Walterhouse, seconded by Sauer, to approve the February 23, 2016 HR Consent Calendar items 1 – 7 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke. Nays: None Exc: Tucker Motion carried.

COMMITTEE APPOINTMENTS -- Done

ACTION ITEMS -- None

CORRESPONDENCE

COMMISSIONERS

Page 3 of 3

March 8, 2016

- Antrim County resolution regarding Center of Public Integrity and Global Integrity received.
- Antrim County resolution regarding SB 703 Michigan Campaign Finance Act received.
- Parks & recreation minutes of January 25, 2016 received.
- Bay County resolution regarding opposition to Section 298 of the FY 2017 Budget received.
- Road Commission minutes of February 11, 2016 received.

NEW BUSINESS – None

9:37 a.m. Comm Bates excused.

Benchmarking Phase 1 presented by County Administrator Mitch Deisch, Kurt Schindler, MSUE and Tom Longanbach, Equalization Director.

10:15 a.m. Presentation completed.

Comm Sauer stated that the EDC plan may be a way to get out of this.

Comm Carland stated the operating and voted millage by county shows we have more voted millage, and that is due to the jail.

Comm Griner stated that during the EDC interviews, one candidate challenged us the Board of Commissioners and the County Administrator to tap into residents at Crystal Downs; we need to address the MERS situation.

10:18 a.m. Public Input

Deb Lindgren, Joyfield Township, stated that at the Special Meeting on March 16 for AES to make a presentation, she would like someone to explain what the EDC is or does; why do we need AES.

Jim Evans, Joyfield Township, says thank you to Mitch, Kurt and Tom for the presentation.

10:21 a.m. Public Input Closed

Motion by Sauer, seconded by Carland, to adjourn until the March 16, 2016 Special 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

INDEX

1. Approved the agenda as presented.
2. Approved the regular session minutes of February 23, 2016 as corrected on page 2.
3. Appointed Courtney Gillison and Ed Kowalski to the EDC for a six-year term to expire on January 31, 2022.
4. Approved payment of the bills from February 19, 2016 – March 3, 2016 in the amount of \$241,558.38, as presented.
5. Approved the February 23, 2016 HR Consent Calendar items 1 – 7 as presented.

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

1. To authorize Al Blattner to carry over 40 hours of vacation time for 90 days.
2. To change to: Benzie County will reimburse employees for actual mileage at a rate that complies with the State of Michigan mandated rates. See: <http://www.michigan.gov/wca/>
3. To change 11.2 (1) as follows: Eligible regular full time employees currently are eligible to accrue sick leave at the rate of two-thirds (2/3) of one (1) day for each full month of employment for a maximum of 64 hours earned a year. Employees with more than one hundred twenty-eight (128) hours of sick time to their credit may not accumulate more sick time. Eligible regular full time employees may elect annually to cash in at their then effective rate of up to eighty (80) hours of sick leave providing that a minimum balance of sixty-four (64) accumulated sick hours are maintained. The election shall be made each December 1st and shall be paid that month.
4. To change 11.4 as follows: 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 1 of each. Non-exempt regular full time employees will be paid for personal time not used in the calendar year in January of the following year.
5. To change 11.6(4) as follows: If the funeral is held five hundred miles or more away from Beulah, Michigan one (1) additional day will be granted.
6. To change to: Continuation of Benefits: The employee will continue to receive all benefits while on short-term disability (90) days the same as if the employee were still working, including, but not limited to, sick time, vacation time and retirement contributions.
7. To change: By action of the Board of Commissioners, wages shall be paid for assigned hours missed due to building closure.

THE BENZIE COUNTY BOARD OF COMMISSIONERS

March 16, 2016

The Benzie County Board of Commissioners met in a special meeting on Wednesday, March 16, 2016, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Griner at 6:00 p.m.

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

The invocation was given by Chairman Griner

The pledge of allegiance was given by Commissioner Sauer.

Agenda:

Amend the agenda to allow questions and discussion from the Public during the 2nd Public Input. Motion by Bates, seconded by Sauer, to approve the agenda as amended. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

6:03 p.m. Public Input - None

AES Presentation with Commissioner Discussions: Tim Ervin – Director, Resource Development for AES gave the presentation via telephone polycom. Other member present were: Tamara Buswinka, Director Community Development
Susan Hornkohl, Administration & Management
Eric Gustad, City Council/Consumers Energy

6:36 p.m. Public Input – Discussion and Questions from Arthur Jeannot, Dave Long, Mary Carol, Ed Kowalski and Nena Bondarenko

7:42 p.m. Comm Bates excused

7:55 p.m. Public Input closed

Motion by Sauer, seconded by Warsecke, to adjourn until the March 22, 2016 Regular meeting or the call of the chair. Ayes: Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None
Exc: Bates Nays: None Motion carried

Roger L. Griner – Chair

Tammy Bowers, Benzie County Chief Deputy Clerk

Elected Officials and Department Head Comments

BENZIE COUNTY COUNCIL ON AGING, INC.
BOARD OF DIRECTORS MEETING
MARCH 16, 2016
THE GATHERING PLACE SENIOR CENTER, HONOR
4:30 p.m.

Please turn off your cell phones and any other electronic devices

Call to Order
Prayer of Invocation
Pledge of Allegiance
Roll Call

Approval of Agenda

Approval of Minutes of Previous Meeting - 02/17/2016

Finance Committee Report - Approval of Financial Statements for February 2016

Suggestion Box Contents

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

Information Items

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

Action Items

- A. Approval of the FY'2015 Financial Audit

New Business

- A. Area Agency on Aging Annual Program/Financial Audit Visit – April 28, 2016
- B. Executive Director Upcoming 3 Year Review (4/08/16)

Old Business

- A. Update on March for Meals Events

Public Comment

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

Board Round Table Discussion/Evaluation of Meeting

- A.

Adjourn

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

NEXT MEETING

Wednesday, April 20, 2016 at 4:30 p.m.
The Gathering Place Senior Center
Honor, MI 49640

RECEIVED

MAR 16 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY COUNCIL ON AGING, INC.
BOARD OF DIRECTORS MEETING
February 17, 2016

Chair Beverly Holbrook called the meeting to order at 4:32 pm. We had a moment of silence and the Pledge of Allegiance was said by all.

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

Agenda

- Add under new business we want to add C: 2015 audit review.
- Motion to approve the changed agenda was made by Sylvia and seconded by Donna. Ayes being heard, the motion to approve the agenda was made.

Minutes

- A motion to approve the minutes of the previous meeting with corrections was made by Denise and supported by Donna. All ayes being heard, the motion was carried to approve the previous minutes with corrections.

Finance Committee

Doug reviewed the financial we are at 33% of our budget. Revenues were up by 4.8%, this was due to a double payment for December and January from the State of Michigan. Charges for services were up due to dining out vouchers. Our fees from snow removal were down. Donations were also down some due to the gathering place being closed 3 times for the month.

Our expenses were down by 7%, the majority of this was due to less snow plowing and changes in our insurance carrier. Some increases in our expenses included: Payroll tax expenses, Computer expenses, fringe benefits, office expenses, volunteer wages, utilities and equipment repairs. Justification for each of these expenses was given and accepted. January ended with a net surplus of \$19,535. It should be noted that this includes a \$18,880 Federal Older Americans Nutrition Funds that are now sent out twice per year. That \$18,880 must carry through until July until our next scheduled payment. Motion to accept the financial report by Jane, supported by Donna. All ayes being heard and the motion was carried and approved.

Public Input-

- One note was in the public input box. The note was a complaint from an anonymous person that stated that "Nasty floor mats should not be cleaned during lunch." Doug answered this complaint and assured the board that the cleaning of the gathering place was scheduled after the lunch period was over. Doug also wondered aloud if maybe the snow was being removed off the mat during the lunch rush to prevent accidents. The complaint was anonymous so no further follow up is necessary.

February 17, 2016

Information Items

A. Directors Report: January 2016

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

- The Benzie-Leelanau District Health Department conducted their inspection of the Gathering place and no violations were found. Great Job!
- The Benzie County Senior Essential Needs fund has been launched due to two grants and generous donations designated from the year end appeal. 9&10 News did a nice article about the new program. Upcoming editions of the BCCOA will outline it as well.
- The kitchen continues to try out new recipes. The kitchen staff asked for reviews and there were several comment cards in the public input box reflecting positive feedback.
- The Kitchen continues to strive for healthier cooking. The use of the deep fryer has been decreasing so fried foods are now being converted to baked instead.
- All Programming continues to increase across the board by double digits.
- The senior oral dental health program has already spent over 50% in the first 4 months. The Dental grant that was approved for \$4,000 is now being used and those funds are assisting our new clients.
- March for meals is now underway and a schedule of events has been included.
- Community leaders have been sent invitations to ride along on the HDM route.
- BCCOA Board Members are also being encouraged to ride along as well.
- Tax season is upon us and our offices have partnered with Northwest Michigan Community Action Agency Tax Program. Volunteers are here on Mondays, Thursdays, and Fridays through April 15th to assist in tax preparation. They will help seniors and low income residence of Benzie County.

C. Program Report for January 2016

- Nutritional Programming
 - HDM (Home Delivered Meals) has an increase of 53% since 2014 and a 12% increase since January of 2015.
 - Congregate Meals has a 17% increase since 2014 and an 8% decrease when compared to Jan 2015. (we were closed 3 days in January due to weather)
 - Through the first 4 months we have served 2,718 additional meals than last year.
- Other Services
 - Dining out increased by 58%
 - We are continuing to see a rise in all programming by double digits.
 - Guardian Medical Monitoring. We have 25 clients and 15 on a waiting list. We continue to look into a monitoring system at sold at Wal-mart. The system uses a GPS which would allow our clients increased mobility (out of their homes) and still have their medical monitoring in place. Doug continues to look into the reviews for this program.
 - Benzie Bus-80 bus passes were given to clients
 - Information and assistance there were 831 calls in January 2016

- The Gathering Place-Activities are up 28% over January 2015.
- The Senior Companion program continues, however one of our volunteers was killed in a car accident this month.

D. Senior Center Coordinator's Report for January 2016

- Regular happenings continue and are well attended.
- New Spinning Class will meet every 4th Monday. New spinners are welcome.
- National puzzle day was celebrated. Winter crafting occurred including making cinnamon and coffee bean candles. We were going to show Ground Hog the Movie but with the snow storm it was not shown as no one wanted to stay.
- A new genealogy class was introduced and was a huge success. This class was double booked and was a giant hit. More of these classes are anticipated in the next few months. .
- Our upcoming calendar is packed once again. With our Leap day birthday party, our National battery day, and dining out is heading to Platte River Inn to help welcome them after their fire.

E. County Commissioner, Lisa Tucker

- Welcome to our board meeting.
 - Commissioners meetings are on task with Frank Walterhouse..
 - Bill Olsen has been Reappointed to Benzie Trail.
 - Marlene in recycling is retiring and the position will be replaced. Marlene will be around for a while to assist with training the new person.
 - The Government center was closed due to a sewage backup but that has been all cleaned up.
 - Lisa will be leaving early at some meetings as she also attends the Benzie Bus Board of Directors meetings.
 - Maples
 - Sprinklers are in and they are pending an inspection. It is anticipated that they will fail that inspection, but are looking at getting a waiver from the State so they may open
 - Tentative opening April 1, 2016.
- Benzie County Health Department clinic
 - Open now for under insured or non insured individuals in our area.
 - Physicians, Dental, and Mental Health. There is not a dentist there yet but a hygienist is available.

Action Items

A. Committee Appointment

- Policy/ Bi law committee: Niel, Rosemary, Sylvia and Denise.
- Personnel and planning: Donna, Ann, Rosemary and Sylvia.

Page 4

February 17, 2016

- Fund Development: Bob and Ron.
- Finances Committee: Donna and Jane.
- The Chair attends all meetings.

New Business

- A. Feeding America statistics savings of \$13,000 over the year. Food Rescue donated a pallet of apple sauce. We look forward to continuing to work with them.
- B. Adding a 4th homemaker. Interviewing is occurring and background checks are to include all of the USA not just Michigan.
- C. The 2015 Audit Review was submitted to the board for review.

Old Business

- A. Fund Development
 - Sip and Dab in June
 - meal sponsorship
 - March for Meals Schedule attached
 - Ride A long invitations were sent out to community leaders and also to the BCCOA board of directors were encouraged to ride along.
- B. Update from BCCOA and BHHC committee meeting.

Meetings are continuing as scheduled and board members and/or representatives from both entities are working together on future collaboration.
- C. Board Members provided thank you calls to Donors and reported success with those calls.

Our year end appeal was up by 28% over last year.

ROUND TABLE DISCUSSION

There was discussion of the Audit and how the laws have changed to keep the CPA from adding into the journal. This information will be useful when reviewing the audit. Donna is hoping to be on vacation for the next two months. Her absences will be excused.

ADJOURNMENT

A Motion to adjourn the meeting made by Denise and seconded by Jane. The meeting was adjourned at 5:57 pm

Respectfully Submitted,

Rosemary Russell, RN,
Secretary BCCOA

Next Meeting
Wednesday, March 16, 2016 at 4:30pm
The Gathering Place
Honor, Michigan 49640

Benzie County Council on Aging, Inc.

Executive Directors Report February 2016 – March 2016

- Older Michiganders Day is scheduled for Wednesday, May 11th in Lansing. The goal is to have around 1,000 older adults from around the state of Michigan on the lawn at the Capital Building under a tent. I have been working on setting up a meeting in the Senate Building with Senators Boohar and Schmidt. An invite has been sent to Representatives Franz, Potvin, Inman, Cole, Rendon & Chatfield. Additional information will follow. The goal is to take 8-12 folks from Benzie down to the event. Lunch is provided. For further information visit www.oldermichigandersday.com
- March for Meals is well underway and I have been busy planning out the media coverage. TV 9&10 News interviewed me regarding March for Meals, an e-blast was sent out through the Benzie County Chamber of Commerce, an article was in the Record Patriot, article in the Senior Scoop Newsletter, BCCOA webpage and the Facebook page with updates to the page. We have 12 community champions scheduled to do a ride a long on a meal route. Six local area restaurants have graciously signed up to donate a percentage of their evening sales to BCCOA Home Delivered Meals Program.
- We have been collaborating with Paul Oliver Hospital/LRC regarding a Senior Expo. A tentative date has been set for Friday, June 17th. The event will be held at POH. Additional information will be coming soon.
- The new entrée's served in February were well received based on comment cards. Steakhouse Burgers, Hot Beef Sandwich, Beef Pasties and Pork Potstickers were big hits and will be added to future months. Vegetable Strata will be tweaked by some of the suggestions and will be added. For March the new entrées include Chicken Scampi, Homemade Lasagna, Chicken Parmesan, Peanut Chicken and back by popular demand Beef Stroganoff.
- We have hired a new part-time homemaker to help with the increase in clients for this service.
- I completed our first Senior Essential Needs Fund client. It was a great collaboration between BACN, Father Fred and us. We have 3 active cases that I am working on and 2 more applications have been sent out. This program is demonstrating the fact that many seniors need help!
- Trinity Lutheran Church in Frankfort has graciously provided their community room for our Volunteer Recognition Event that is scheduled for May 12th.
- Dawn and I have been working with a group of folks to provide Caregiver Topics, Retirement Planning, Social Security questions, Dementia Education Series, Advanced Directives and a series of "Ask a Doctor." The goal is to start offering these sessions in May and June and expand to the Frankfort area. We are looking at some of these sessions to be in the late afternoon or early evening.
- We are sponsoring 2 overnight trips through Diamond Tours. June 6-8, Mackinac Island and Sault Ste. Marie. November 13-19, Tunica and Memphis Trip.
- We received another distribution of donated pet food from Animal Welfare League of Benzie County to distribute pet food to our Home Delivered Meals clients that require assistance in helping them with pet food costs. I also took part in a webinar regarding applying for grants related to veterinarian care for those who can't afford the costs associated with the care of their little companions. The grant opportunity will be available in mid-April and due for submission on April 30th.

➤An ad was placed in the Record Patriot regarding Request for Letters of Interest regarding the upcoming Lawn Chore Program. If we don't receive any unexpected large amounts of snows in March, we can offer spring clean-up to our seniors that are in need of this service. Due to the mild winter, we have spent about 35-40% less on snow plowing than what was budgeted for.

Program Report for February 2016

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 3,473 meals were provided to 134 clients in February 2016. **This represents an increase of 72% as compared to February 2014 and a 44% increase as compared to February 2015.**

Congregate Meals

The Gathering Place and Thompsonville served a total of 1,725 in February 2016. **This represents an increase of 30% as compared to February 2014 and a 17% increase as compared to February 2015.**

Through the first 5 months we have served 4,035 additional meals than last year at this time.

Other Programs/Services

Dining Out Program – A total of 113 customers purchased 354 vouchers in February 2016. **This represents an increase of 40% as compared to February 2014 and a 30% increase as compared to February 2015.**

Homemaker Program – 326 service units were provided to 105 clients that participated in the Homemaker Program in February 2016. **Service units are up 19% as compared to both February 2014 and February 2015. There is 13 more clients being provided this service as compared to February 2015.**

Snow Removal Program – We have 125 clients signed up for the Snow Removal Program and we paid for 371 snow plows in February 2016. **Services were down 40% as compared to February 2015.**

MMAPS – The counselors saw 16 clients for 22.5 hours of assistance in February 2016.

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

Benzie Bus Passes – 99 bus passes were given to clients in February 2016.

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

Information & Assistance - The agency handled 881 calls in February 2016 regarding Information and Assistance for services and questions related to older adults.

Foot Care Clinic – 20 individuals came in for foot care at no cost to them in February 2016.

Hearing Clinic – 2 individuals had a hearing evaluation completed in February 2016 at no cost.

Income Tax Clinic – 115 individuals received assistance with their income tax returns in February 2016.

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

The Gathering Place Senior Center – In February 2016, The Gathering Place Senior Center offered a total of thirteen core activities that 454 folks participated in. The top 5 attended activities for February 2016 were Card Games, Exercise, Musical Programs, Day Trips & Bingo. **This is a 77% increase over February 2015.**

Respectfully submitted,

Douglas Durand

BENZIE COUNTY COUNCIL ON AGING, INC.
Statement of Financial Position
As of February 29, 2016

	<u>Feb 29, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
001 - CENTRAL STATE BANK CHECKING	159,620.14
003 - CENTRAL STATE BANK HRA	1,317.13
005 - CSB - FUNDRAISING	2,223.08
006 - CENTRAL STATE BANK CD	<u>13,189.46</u>
Total Checking/Savings	176,349.83
Accounts Receivable	
1200 - Accounts Receivable	<u>917.34</u>
Total Accounts Receivable	917.34
Other Current Assets	
109 - INVENTORY	<u>7,708.13</u>
Total Other Current Assets	<u>7,708.13</u>
Total Current Assets	184,975.30
Fixed Assets	
150 - BUILDING	330,375.70
151 - VEHICLES	79,769.00
152 - EQUIPMENT	79,787.12
157 - LAND IMPROVEMENTS	1,800.00
159 - LAND	150,000.00
160 - ACCUMULATED DEPRECIATION	<u>(174,313.88)</u>
Total Fixed Assets	<u>467,417.94</u>
TOTAL ASSETS	<u><u>652,393.24</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	<u>8,955.54</u>
Total Accounts Payable	8,955.54
Other Current Liabilities	
2100 - Payroll Liabilities	3,108.80
222 - MERS 457 PAYABLE	<u>263.90</u>
Total Other Current Liabilities	<u>3,372.70</u>
Total Current Liabilities	12,328.24
Long Term Liabilities	
250 - MORTGAGE PAYABLE	<u>151,647.52</u>
Total Long Term Liabilities	<u>151,647.52</u>
Total Liabilities	163,975.76
Equity	
380 - CONTINGENCY	0.00
390 - FUND BALANCE - PROGRAMS	570,978.00
3900 - Retained Earnings	(138,579.64)
401 - MEALS ON WHEELS	4,641.06
Net Income	<u>51,378.06</u>
Total Equity	<u>488,417.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>652,393.24</u></u>

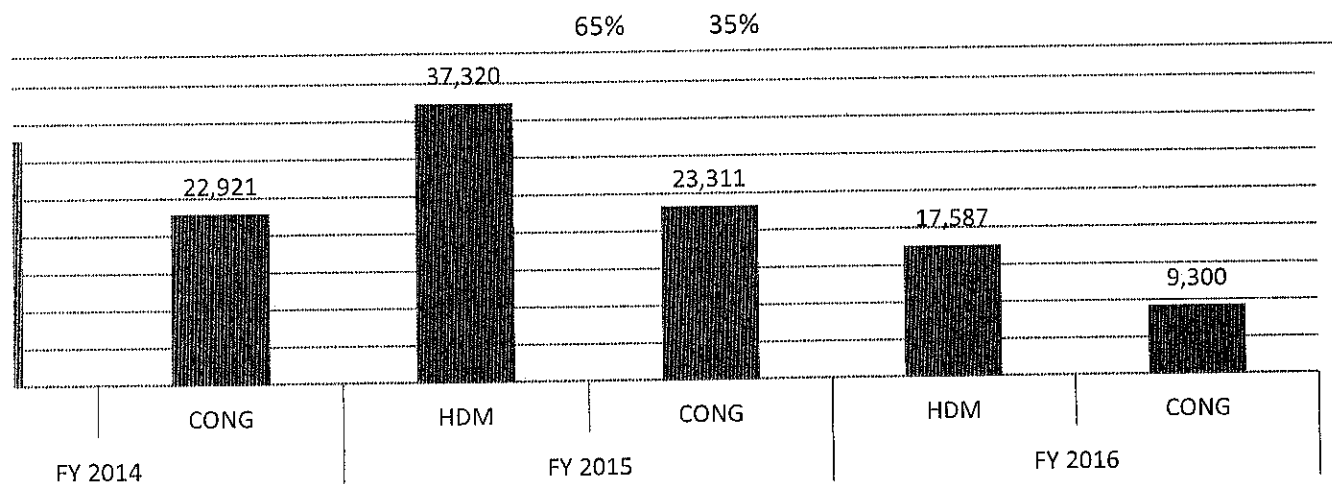
BENZIE COUNTY COUNCIL ON AGING, INC.
Statement of Financial Income and Expense - Monthly
February 2016

	Feb 2016	Budget	\$ Change
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	5,631.75	5,627.00	4.75
519.04 · FEDERAL USDA	0.00	0.00	0.00
519.05 MIPPA (MMAF)	0.00	0.00	0.00
540 · GRANTS	3,000.00	1,250.00	1,750.00
561 · STATE ALTERNATIVE CARE	1,482.00	772.00	710.00
642 · CHARGES FOR SERVICES/CONT	2,092.00	1,868.00	226.00
642.01 · FEE FOR SERVICE/CHORE	0.00	0.00	0.00
642.02 · FEE FOR SERVICE/HOMEMAKER	1,634.00	1,820.00	(186.00)
642.03 · FEE FOR SERVICE/SNOW REMOVAL	1,192.00	2,135.00	(943.00)
673 · NEWSLETTER SUB	50.00	0.00	50.00
675 · DONATIONS/FUNDRAISING	6,947.83	7,450.00	(502.17)
676 · MILLAGE	58,706.66	58,706.00	0.66
677 · FUNDRAISING INCOME	136.30	1,500.00	(1,363.70)
680 · VOLUNTEER WAGES (IN-KIND).	10,210.00	5,500.00	4,710.00
681 · DONATIONS-IN-KIND	212.26	0.00	212.26
690 · TRIPS	2,311.00	0.00	2,311.00
691 · MISC INCOME	0.00	0.00	0.00
Total Income	93,605.80	86,626.00	6,979.80
Gross Profit	93,605.80	86,626.00	6,979.80
Expense			
700 · ACCOUNTING FEES	0.00	1,000.00	(1,000.00)
705 · SALARY AND WAGES	25,452.98	25,768.00	(315.02)
708 · PAYROLL TAX EXPENSE	2,836.75	2,298.00	538.75
709 · EDUCATION/TRAINING	0.00	62.00	(62.00)
710 · EVENTS	62.61	241.00	(178.39)
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	200.00	0.00	200.00
720 · BAD DEBT	0.00	0.00	0.00
721 · COMPUTER EXPENSES	239.69	236.00	3.69
725 · FRINGE BENEFITS	9,246.98	10,108.00	(861.02)
727 · SUPPLIES	2,401.52	1,665.00	736.52
727.2 · OFFICE EXP	696.94	660.00	36.94
727.3 · POSTAGE	584.90	95.00	489.90
727.4 · ADVERTISING	0.00	175.00	(175.00)
740 · FOOD	12,601.14	9,500.00	3,101.14
819 · CONTRACTUAL	20,796.79	29,087.00	(8,290.21)
820 · VOLUNTEER WAGES (IN-KIND)	10,210.00	5,500.00	4,710.00
825 · VOLUNTEER EXPENSES	266.73	444.00	(177.27)
850 · TELEPHONE	242.15	220.00	22.15
861 · TRAVEL/MILEAGE/GAS	77.93	200.00	(122.07)
900 · INTEREST EXPENSE	511.04	0.00	511.04
910 · INSURANCE	4,959.00	1,370.00	3,589.00
915 · PROJECTS	0.00	0.00	0.00
920 · UTILITIES	1,782.00	1,975.00	(193.00)
930 · TGP LOAN	0.00	1,035.00	(1,035.00)
940 · DEPRECIATION EXPENSE	1,804.26	1,875.00	(70.74)
980 · EQUIPMENT/REPAIRS	939.91	995.00	(55.09)
980.1 · OUTDOOR MAINTENANCE	2,180.25	1,500.00	680.25
981 · HDM VEHICLE MAINT/GAS	565.39	1,185.00	(619.61)
	0.00	0.00	0.00
Total Expense	98,656.96	97,194.00	1,464.96
Net Ordinary Income	(5,053.16)	(10,568.00)	5,514.84
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	10.59	9.00	1.59
999 · Other Income	1,100.00	0.00	1,100.00
Total Other Income	1,110.59	9.00	1,101.59
Other Expense			
999.1 · Other Expense	250.00	0.00	250.00
Total Other Expense	250.00	0.00	250.00
Net Other Income	860.59	9.00	851.59
Net Income	(4,192.57)	(10,559.00)	6,366.43

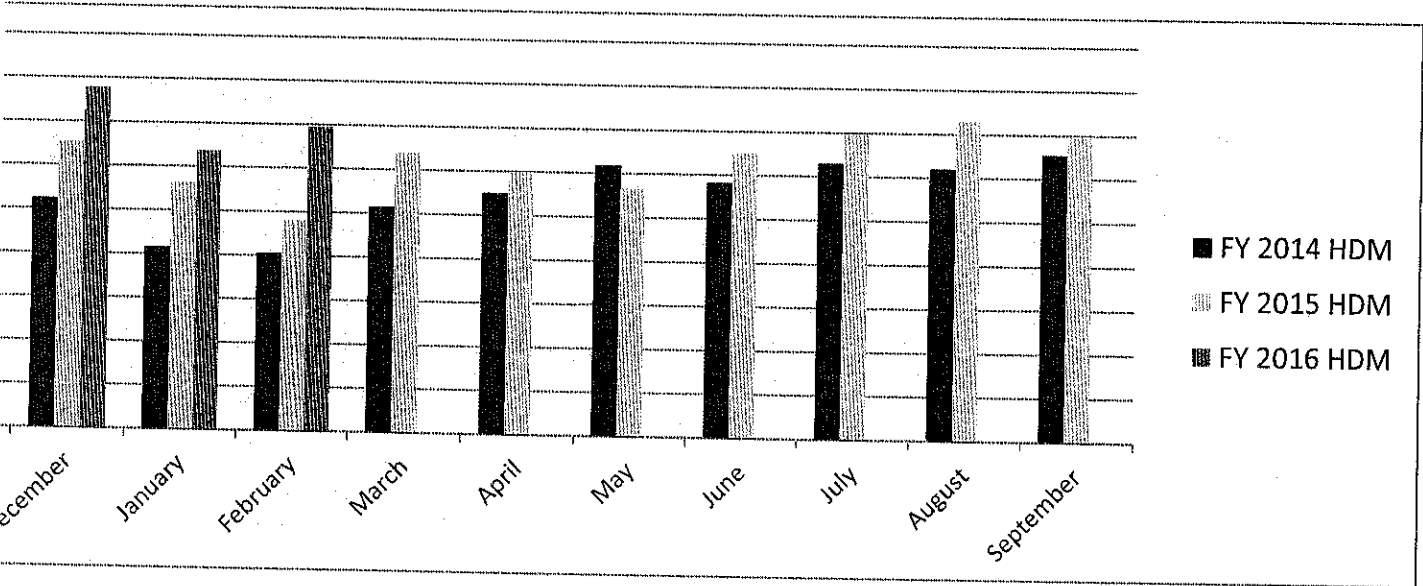
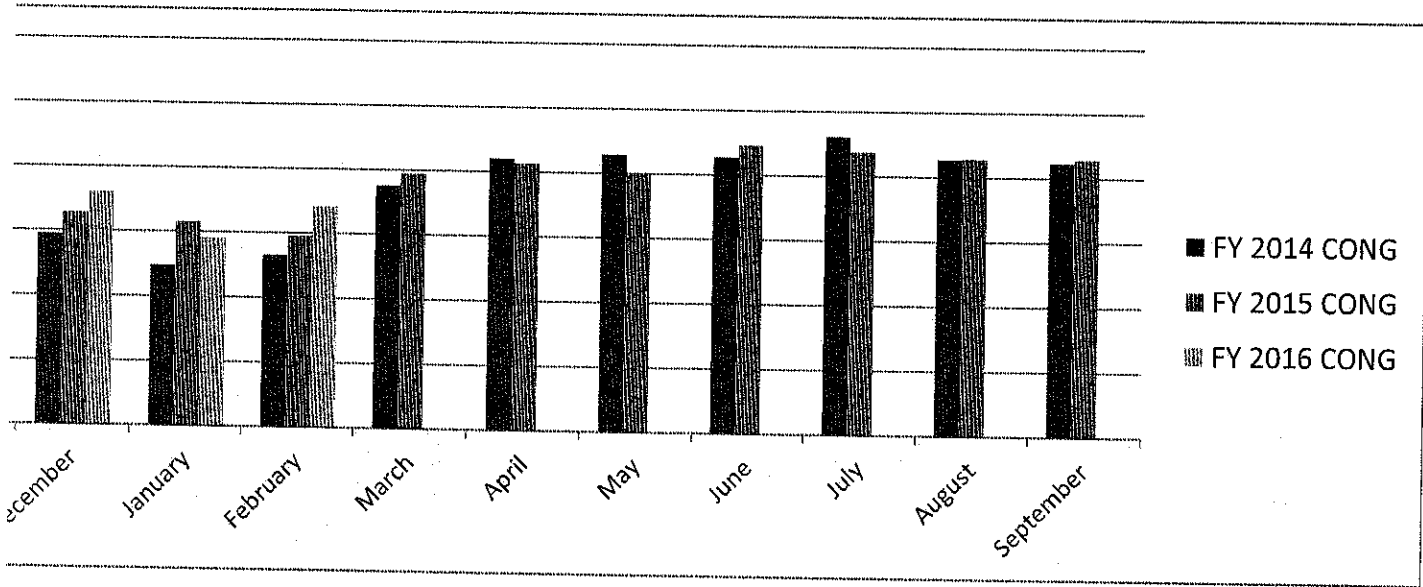
BENZIE COUNTY COUNCIL ON AGING, INC.
Statement of Financial Income and Expense - YTD
October 1, 2015 - February 29, 2016

	Oct-Feb 2016	Budget	\$ Change
Ordinary Income/Expense			
Income			
519.03 - TITLE III C2 INCOME	28,158.75	28,134.00	24.75
519.04 - FEDERAL USDA	18,800.88	18,438.00	362.88
519.05 MIPPA (MMAP)	1,500.00	1,100.00	400.00
540 - GRANTS	12,800.00	8,250.00	6,550.00
551 - STATE ALTERNATIVE CARE	4,920.00	3,853.00	1,067.00
642 - CHARGES FOR SERVICES/CONT	10,819.00	9,564.00	1,255.00
642.01 - FEE FOR SERVICE/CHORE	(376.00)	0.00	(376.00)
642.02 - FEE FOR SERVICE/HOMEMAKER	7,694.00	9,150.00	(1,456.00)
642.03 - FEE FOR SERVICE/SNOW REMOVAL	11,460.00	16,635.00	(5,175.00)
673 - NEWSLETTER SUB	140.00	0.00	140.00
675 - DONATIONS/FUNDRAISING	37,079.00	37,249.00	(170.00)
676 - MILLAGE	293,533.30	293,533.00	0.30
677 - FUNDRAISING INCOME	7,543.78	7,500.00	43.78
680 - VOLUNTEER WAGES (IN-KIND)	49,599.00	33,200.00	16,399.00
681 - DONATIONS-IN-KIND	212.28	0.00	212.28
690 - TRIPS	2,311.00	0.00	2,311.00
691 - MISC INCOME	0.00	0.00	0.00
Total Income	486,194.95	464,606.00	21,588.95
Gross Profit	486,194.95	464,606.00	21,588.95
Expense			
700 - ACCOUNTING FEES	3,100.00	3,800.00	(700.00)
705 - SALARY AND WAGES	122,350.41	141,210.00	(18,859.59)
708 - PAYROLL TAX EXPENSE	11,677.78	12,471.00	(793.22)
709 - EDUCATION/TRAINING	0.00	312.00	(312.00)
710 - EVENTS	878.62	1,207.00	(228.38)
715 - CLOTHING ALLOWANCE	158.75	90.00	66.75
717 - DUES/SUBSCRIPTIONS	485.00	445.00	40.00
720 - BAD DEBT	0.00	0.00	0.00
721 - COMPUTER EXPENSES	8,415.39	3,508.00	4,907.39
725 - FRINGE BENEFITS	42,649.45	50,836.00	(8,186.55)
726 - FUNDRAISING EXPENSE	897.09	0.00	897.09
727 - SUPPLIES	9,208.68	8,325.00	883.68
727.2 - OFFICE EXP	3,999.97	3,305.00	694.97
727.3 - POSTAGE	1,016.51	1,325.00	(308.49)
727.4 - ADVERTISING	255.00	915.00	(660.00)
740 - FOOD	58,838.42	56,000.00	838.42
819 - CONTRACTUAL	70,363.62	102,907.00	(32,543.38)
820 - VOLUNTEER WAGES (IN-KIND)	49,599.00	33,200.00	16,399.00
825 - VOLUNTEER EXPENSES	2,404.57	2,723.00	(318.43)
850 - TELEPHONE	1,175.26	1,100.00	75.26
861 - TRAVEL/MILEAGE/GAS	794.87	1,100.00	(305.13)
900 - INTEREST EXPENSE	2,538.91	0.00	2,538.91
910 - INSURANCE	9,705.50	8,230.00	1,475.50
915 - PROJECTS	1,206.32	0.00	1,206.32
920 - UTILITIES	9,769.74	9,280.00	489.74
930 - TGP LOAN	0.00	5,175.00	(5,175.00)
940 - DEPRECIATION EXPENSE	9,021.30	9,375.00	(353.70)
980 - EQUIPMENT/REPAIRS	10,183.37	5,420.00	4,763.37
980.1 - OUTDOOR MAINTENANCE	2,765.25	4,200.00	(1,434.75)
981 - HDM VEHICLE MAINT/GAS	7,480.50	5,928.00	1,551.50
Total Expense	439,007.28	472,356.00	(33,380.72)
Net Ordinary Income	47,187.67	(7,782.00)	54,969.67
Other Income/Expense			
Other Income			
990 - INTEREST/DIVIDEND INCOME	60.42	44.00	16.42
999 - Other Income	4,391.67	0.00	4,391.67
Total Other Income	4,452.09	44.00	4,408.09
Other Expense			
999.1 - Other Expense	261.70	0.00	261.70
Total Other Expense	261.70	0.00	261.70
Net Other Income	4,190.39	44.00	4,146.39
Net Income	51,378.06	(7,738.00)	59,116.06

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



Benzie County Council on Aging
HDM/Cong comparison



Senior Center Coordinator's Report

March 16, 2016 meeting

Regular Happenings:

Tuesday Music and Dancing
Blood Pressure Clinic
Bingo
Wii Bowling
Bunco
Little River Casino
Cards

Ol' Time Gathering
Chair Yoga
Stay Fit with Doris
Zumba (off until April)
Yoga
Birthday celebrations
Hearing Clinic

Spinning
Thompsonville Meal
Walk Fit
Winter Crafts
Bible Study
Dining Out Day

Recent Events

We enjoyed lunch at The Platte River Inn on February 25 for our monthly Dining Out Day.

Lindy with Miracle Ear was in during lunch on Friday March 4. She set up a Hearing Kiosk and offered a free hearing test with results in five minutes. In addition to the hearing test, Lindy also had with her information on a phone system that is completely free for those over the age of 60. It has a screen that types word-for-word what the person on the other line is saying. Lindy was able to sign up a number of people for this free service while she was here. We are planning on making this a quarterly event.

New to The Gathering Place

We have our set programs but we also tend to have something new here each month. In March that includes Adult Coloring Pages on Mondays, Tech Support on Wednesday afternoons and Walk Fit on Friday mornings.

March

There are a lot of "special" days in March that we are celebrating. March 1 was Peanut Butter Lover's Day and we had peanut butter cookies, of course! March 10 was Popcorn Lover's Day so in addition to our delicious air-popped popcorn we also had caramel corn. Johnny Appleseed Day was March 11 and the kitchen baked us a delicious apple treat. March 23 is National Chip and Dip Day and we are anticipating delicious homemade dips from the kitchen. March 24 is National Chocolate Covered Raisin Day and we'll be sure to have those scattered about. March 29 is the day Coca Cola was invented and we're planning on enjoying a Coke with a friend during lunch.

Dining Out Day is in the evening this month. We are heading to The Roadhouse Mexican Bar & Grill for dinner on Tuesday, March 29. We'll leave The Gathering Place at 4:00 p.m. The Roadhouse doesn't open until 4:00 p.m., but they are a part of our Dining Out program and it's a shame to leave them out of the mix.

Kate Worthington-Edwards is back for another much anticipated Laughter Workshop on the Monday, March 14 at 1:00 p.m. immediately following lunch.

The State Theater Trip is March 16 and we're seeing Death Takes a Holiday. The cost of the movie is only one quarter and we always enjoy a great lunch afterwards (typically at The Grand Traverse Pie Company).

Thursday, March 17 is St. Patrick's Day and we know what that means—corned beef and cabbage! Guaranteed a VERY BUSY day at TGP. Our kitchen knows what they are doing and this popular meal won't disappoint.

Friday, March 18 an Elizabeth C Hosick Dialysis Center representative will be here during lunch to share information on the dialysis center. March is National Kidney Awareness Month.

Friday, March 25 we'll have our Easter Dinner at lunch. Ham, sweet potatoes, chocolate, jelly beans and probably a bunny!

Commissioner Report

County Administrator's Report

Memo To: Benzie County Commission
From: Mitchell D. Deisch, Administrator
Date: March 14, 2016
Subject: Undersheriff Letter of Understanding

M D Deisch

On November 9, 2015 the former Undersheriff resigned and returned to their position as Sgt. in the COAM union. Since this time Sgt. Kyle Rosa has been performing the responsibilities of the Undersheriff position, while not being officially sworn in by Sheriff Ted Schendel.

As we have discussed on several occasions, the reason for Sgt. Rosa not being sworn in as Undersheriff is the negative impact on his MERS retirement plan as a result on moving from the MERS COAM plan to the MERS non-elected/non-union plan.

At their March 8, 2016 meeting the Benzie County Finance Committee made a motion to unanimously support recommending the Letter of Understanding to the full County Commission for their review and approval. This motion was contingent upon MERS and the COAM supporting the Letter of Understanding. Both MERS and COAM have informed Benzie County that they support the Letter of Understanding.

The Letter of Understanding will be included in the Finance Committee consent agenda.

RECEIVED

MAR 16 2016

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

Letter of Understanding

Effective _____, 2016 an employee of the Sheriff's Office who was previously employed by Benzie County and the Sheriff in a position which is eligible for pension benefits pursuant to the Benzie County Sheriff Office, MERS Division 20 ("MERS Div. 20") and who is subsequently appointed by the Sheriff to the office of Benzie County Undersheriff will remain in the MERS Div. 20 plan for retirement purposes only. The current MERS Div. 20 retirement benefits are B-4, V-8, F-25 (25 years of service no age) with a total employee contribution at the same amount as other Benzie County employees who are in the Benzie County MERS Division 20 plan.

The Parties agree that, pursuant to PERA MCL 423.201 et seq., the Benzie County Undersheriff position is a non-bargaining unit/non-union position.

COAM Representative

Date

Ted Schendel, Sheriff

Date

Roger Griner Benzie County Chairperson

Date

Mitchell D. Deisch, Benzie County Administrator

Date

**Finance Committee
Meeting Notes
March 8, 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, Mitch Deisch, Amy Bissell,
Frank Post, Dan Smith, Kyle Rosa, Craig Johnson and Ron Berns

Pledge of allegiance was given.

Agenda: Motion by Carland, seconded by Sauer, to approve the agenda as amended, adding 9. Other: Emergency Management. Ayes: All Nays: None Motion carried.

Minutes: Motion by Walterhouse, seconded by Carland, to approve the minutes of February 9, 2016 as presented. Ayes: All Nays: None Motion carried.

Public Input: None

Sheriff Dept – Ted Schendel:

B. Update on Jail Spending: Dan Smith, Jail Administrator, updated the committee regarding the meetings that have been held regarding the jail spending issues; Dan indicated that this is not a final draft but rather this is where we are looking at and working toward savings; the proposal is to cut 4 full-time corrections office and replace with 2 part-time – this is with the concurrence of the courts and we are changing how we do things; cut the full-time secretary to part-time; these cuts are following retirements; they expect about \$15,000 from the old medical contract for refunds & rebates; the new copier contract will save about \$3,000. He is also requesting budget reductions totaling \$22,217.46. Total proposal is a rough estimate of \$200,118. He asked how the finance committee feels about this move – all three members indicated they were good moves.

A. Copier Lease: Kyle Rosa, U/S presented information for a new copier lease with a savings of \$1,817.39; for a 5 year lease. **Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to enter into a five-year lease for 3 copiers (MX M356N, MX C312, MX B402) for the Sheriff Office as requested.** Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.

Administrator – Mitch Deisch:

A. MERS Update (Undersheriff): Mitch stated that this agreement has been approved by Cohl, Stoker & Toskey, COAM and twice by MERS. **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners that contingent upon MERS and COAM approval, to approve the Letter of Understanding authorizing the Undersheriff to remain in the COAM division for retirement purposes only.** Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.

FINANCE REPORT

Finance Committee

Meeting Notes

March 8, 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, Mitch Deisch, Amy Bissell,
Frank Post, Dan Smith, Kyle Rosa, Craig Johnson and Ron Berns

Pledge of allegiance was given.

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Minutes: Motion by Walterhouse, seconded by Carland, to approve the minutes of February 9, 2016 as presented. Ayes: All Nays: None Motion carried.

Public Input: None

Sheriff Dept – Ted Schendel:

B. Update on Jail Spending: Dan Smith, Jail Administrator, updated the committee regarding the meetings that have been held regarding the jail spending issues; Dan indicated that this is not a final draft but rather this is where we are looking at and working toward savings; the proposal is to cut 4 full-time corrections office and replace with 2 part-time – this is with the concurrence of the courts and we are changing how we do things; cut the full-time secretary to part-time; these cuts are following retirements; they expect about \$15,000 from the old medical contract for refunds & rebates; the new copier contract will save about \$3,000. He is also requesting budget reductions totaling \$22,217.46. Total proposal is a rough estimate of \$200,118. He asked how the finance committee feels about this move – all three members indicated they were good moves.

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Administrator – Mitch Deisch:

A. MERS Update (Undersheriff): Mitch stated that this agreement has been approved by Cohl, Stoker & Toskey, COAM and twice by MERS. **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners that contingent upon MERS and COAM approval, to approve the Letter of Understanding authorizing the Undersheriff to remain in the COAM division for retirement purposes only. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

- B. Networks Northwest, Per Diem/Mileage: Mitch is to research this further and determine what line number this amount would be taken from.
- D. Centra Wellness: information provided only regarding the possible cost to house an individual convicted of murder but was found Not Guilty by Reason of Insanity. Benzie County would be obligated to 40% of these costs.
- E. Medical Examiner: Mitch stated that they are continuing down the road of discussions regarding our medical examiner; another site visit is scheduled for March 21; he asked Craig to put together a list of comparable costs for Grand Traverse and Mecosta/Newaygo; with a 90-day termination of our Grand Traverse agreement we may be able to pull the trigger in June.
- F. Deborah McGraw: She is a retired District Court employee and is due \$6,420.24. **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to authorize payment of Deborah McGraw in the amount of \$6,420.24 for unused sick, vacation and personal leave payout. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**
- G. Sewer Back-Up Invoices: Bills to date are: ServePro -- \$5,015.90 and Kerby's Backhoe -- \$2,962.50. **Motion by Carland, seconded by Walterhouse, to recommend to the Board of Commissioners to authorize payment of \$7,879.40 from the Buildings & Grounds Contingency. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**
- H. Council on Aging Mixer Purchase - Sears Estate: The Council on Aging has requested reimbursement for the purchase of a 30-quart mixer. **Motion by Walterhouse, seconded by Sauer, to recommend to the Board of Commissioners to reimburse the Council on Aging the amount of \$4,504.00 from the Sears Estate funds for the cost of a 30-quart mixer. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**
- C. Administrator Line Item: Shelley came up with a list totaling \$64,000 and we have \$42,000 to work with. **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to amend the Budget Appropriations Act to remove the use of contingency fund balance for Buildings & Grounds only, allowing to be used for expenses assumed by Benzie County contingency account, with the remainder of funds needing to come from the General Fund. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

Other:

Emergency Management Grants: Frank Post – 4 Grants:

MMRMA: **Motion by Carland, seconded by Walterhouse, to recommend to the Board of Commissioners to accept the MMRMA grant and obligate funds of \$4,730.24 which is 50% of the total project and amend the 2015-16 Budget as follows:**

Increase:

425-265-967.01	Project Expenses – Building Improvements	\$4,730.24
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Increase/Decrease:

425-265-539.01	State Grants (MMRMA)	\$4,730.24
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Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.

Grand Traverse Band Acceptance: Motion by Walterhouse, seconded by Sauer, to recommend to the Board of Commissioners to accept the grants and amend the 2015-16 budget as follows:

Increase:

425-426-539.04	GT Band Grants	\$ 5,500.00
425-426-674.00	Contributions to CERT and ARES/RACES	\$17,430.00

Increase/Decrease:

425-426-967.00	Project Expenses	\$ 5,500.00
425-426-967.01	Project Expenses – GT Band Grants	\$17,430.00

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

Conference Expenses: Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to authorize \$2,400.00 for conference expenses which will be reimbursed for Sheriff Schendel, EMS Director Craig Johnson and Emergency Management Director Frank Post and amend the 2015-16 budget as follows:

Increase:

101-426-539.06	Homeland Security Grant	\$2,400.00
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Increase/Decrease:

101-426-967.00	Region 7 Homeland Security Grants	\$2,400.00
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Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.

AUX COMM Conference: Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to adopt the 2015-16 budget amendment as follows:

Increase:

101-426-539.06	Homeland Security Grant	\$150.00
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Increase/Decrease:

101-426-967.00	Region 7 Homeland Security Grants	\$150.00
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Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.

Public Input: None

Motion by Carland, seconded by Sauer, to adjourn at 2:43 p.m. Ayes: All Nays: None Motion carried.

Dawn Olney
Benzie County Clerk

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

1. To enter into a five-year lease for 3 copiers (MX M356N, MX C312, MX B402) for the Sheriff Office as requested.
2. That contingent upon MERS and COAM approval, to approve the Letter of Understanding authorizing the Undersheriff to remain in the COAM division for retirement purposes only.
3. To authorize payment of Deborah McGraw in the amount of \$6,420.24 for unused sick, vacation and personal leave payout.
4. To authorize payment of \$7,879.40 from the Buildings & Grounds Contingency.
5. To reimburse the Council on Aging the amount of \$4,504.00 from the Sears Estate funds for the cost of a 30-quart mixer.
6. To amend the Budget Appropriations Act to remove the use of contingency fund balance for Buildings & Grounds only, allowing to be used for expenses assumed by Benzie County contingency account, with the remainder of funds needing to come from the General Fund.
7. To accept the MMRMA grant and obligate funds of \$4,730.24 which is 50% of the total project and amend the 2015-16 Budget as follows:
8. Increase:

425-265-967.01	Project Expenses – Building Improvements	\$4,730.24
Increase/Decrease:		
425-265-539.01	State Grants (MMRMA)	\$4,730.24
9. To accept the grants and amend the 2015-16 budget as follows:

Increase:		
425-426-539.04	GT Band Grants	\$ 5,500.00
425-426-674.00	Contributions to CERT and ARES/RACES	\$17,430.00
Increase/Decrease:		
425-426-967.00	Project Expenses	\$ 5,500.00
425-426-967.01	Project Expenses – GT Band Grants	\$17,430.00
10. To authorize \$2,400.00 for conference expenses which will be reimbursed for Sheriff Schendel, EMS Director Craig Johnson and Emergency Management Director Frank Post and amend the 2015-16 budget as follows:

Increase:		
101-426-539.06	Homeland Security Grant	\$2,400.00
Increase/Decrease:		
101-426-967.00	Region 7 Homeland Security Grants	\$2,400.00
11. To adopt the 2015-16 budget amendment as follows:

Increase:		
101-426-539.06	Homeland Security Grant	\$150.00
Increase/Decrease:		
101-426-967.00	Region 7 Homeland Security Grants	\$150.00



NJPA Sharp Contract Purchase Order

Sharp Contract # 100312-SEC

Effective 11-14-12

Installing Dealer	Netlink Business Solutions	City	Traverse City	Email	bschaub@netlinkbus.com
Acct #		State	MI		
Dealer Information			Customer Information		
Dealership	Netlink Business Solutions	Account Name	Benzie County Sheriff		
Account #		Contact			
Address	6005 E Traverse Hwy	Physical Addr	505 S. Michigan		
City, State Zip	Traverse City, MI 49684	City State Zip	Beulah, MI 49617		
Phone	231946 8808	Phone	231 882 4494		
Email	bschaub@netlinkbus.com	Email	staylor@benzieco.net		
Lease Information					
Lease Compar		Contact Person			
Phone/Extensi		Bill Lease Company	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO		
Customer Purchase Order					
Customer PO					
Model/Description/Package	Quantity	Unit Price	Price Extension		
Sharp MX B402 Digital Copier	1		Lease		
Sharp MX C312 Color Copier	1				
Sharp MX CSX1 paper Drawer	2				
Sharp MX DS14 Cabinet	4				
Sharp MXDS13 Base Plate	2				
Sharp MX FXX3 Fax Kit	2				
Sharp MX M356N Digital Copier	1				
Sharp MX CS13 Paper Drawer	1				
Sharp MX CS12 Paper Drawer	1				
Sharp MX DS20	1				
Total:					

Customer Acceptance

contracts, programs and services. NJPA Participating Members do not claim any NJPA organizational proprietary interest and are indemnified and held harmless of all organizational claims, liabilities or actions. For contract procurement files, contract supporting documents and NJPA online membership registration, go to www.njpacoop.org. Terms Net 45, 18% per annum.

DEALER & CUSTOMER SIGNATURE REQUIRED PRIOR TO ORDER PLACEMENT

Dealer Printed Name

X _____
Dealer Signature & Date

Dealer Acct. #

Customer Printed Name

X _____
Customer Signature & Date



Benzie County Agenda Request Form

3/7/2016

Date

3/22/16

Commission Meeting Date

Office of Emergency Management

Department

Frank

Signature

Title: Consideration of Budget Amendment for Great Lakes Homeland Security Conference

Description: approval of the Revenue and Expenditure line increases of \$2,400

Action Item: At this time the Commission could take action to

It is my recommendation that the Finance Committee recommend to the Benzie County Board of Commissioners the approval of the budget line increase of \$2,400 to allow the attendance of the EMS Director Craig Johnson, Sheriff Ted Schendel and Emergency Management Coordinator Frank Post at the 2016 Great Lakes Homeland Security Conference in Grand Rapids, MI.

Further, to authorize the Emergency Management Coordinator to seek reimbursement from the Region 7 Homeland Security Planning Board for up to \$2,400. For reimbursement for the aforementioned registrations and accommodations.

101-426-539.06	Homeland Security Grant	\$2,400.00
		Total
		\$2,400.00

And increasing expenditures in the following budget lines;

101-426-967.00	Region 7 Homeland Security Grants	\$2,400.00
		Total
		\$2,400.00

Bids and Quotes:

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

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

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

Contracts/Agreements/Certificates of Insurance

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

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

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

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

Boards and Commissions

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

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

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

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

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

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

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

Boards and Commissions

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

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

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



Memorandum

To: Finance Committee

From: Frank Post, Emergency Management Coordinator

Date: March 7th, 2016

Subject: Budget Amendment for Great Lakes Homeland Security Conference

This is a request to amend my budget to allow for attendance of EMS Director Craig Johnson, Sheriff Ted Schendel and I at the Annual Great Lakes Homeland Security Conference to be held in Grand Rapids from May 3rd through May 5th, 2016. The costs for the conference registration and hotel accommodations will be reimbursed by Region 7 Homeland Security Planning Board on a reimbursement basis.

For the ease of accounting, I will be paying for the registrations and hotels for the three of us from my budget and will seek reimbursement thereafter.

RECOMMENDATION

It is my recommendation that the Finance Committee recommend to the Benzie County Board of Commissioners the approval of the budget line increase of \$2,400 to allow the attendance of the EMS Director Craig Johnson, Sheriff Ted Schendel and Emergency Management Coordinator Frank Post at the 2016 Great Lakes Homeland Security Conference in Grand Rapids, MI.

Further, to authorize the Emergency Management Coordinator to seek reimbursement from the Region 7 Homeland Security Planning Board for up to \$2,400. For reimbursement for the aforementioned registrations and accommodations.

101-426-539.06	Homeland Security Grant	\$2,400.00
	Total	\$2,400.00

And increasing expenditures in the following budget lines;

101-426-967.00	Region 7 Homeland Security Grants	\$2,400.00
	Total	\$2,400.00

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: 3/7/2016

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

Account to be Increased:

Line Number	Account Name	Amount
101-426-539.06	Homeland Security Grant	2,400.00

Total \$ 2,400.00

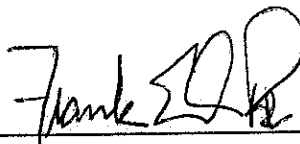
Grant Funding will be increased also

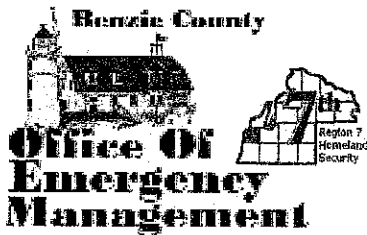
Account to be Increased/Decreased:

Line Number	Account Name	Amount
101-426-967.00	Region 7 Homeland Security Grants	2,400.00

Total \$ 2,400.00

SIGNED: _____





Memorandum

To: Finance Committee
From: Frank Post, Emergency Management Coordinator
Date: March 7th, 2016

Subject: Acceptance of MMRMA Government Security Improvement Grant

I have received notification that our request for funding of \$4,730.24 for improvements to Government Center Security has been approved. If you will recall all MMRMA Grants require a 50% match from the county. Our grant application was for the following work to be completed;

- The installation of security locks on stairwell doors as well as alarms when the doors are used by unauthorized personnel.
- The installation of a door access monitor system that will allow the Probation and Parole Department to allow entry of probationers at specific times and monitor their progress to their office.
- The addition of additional digital cameras, three (3) of which will monitor the outside of the building at or near the entrances, as well as the adjacent parking lots.
- The forth will be a digital 360° camera installed in the interior of the building to monitor the main area at the intersection of 2 cross halls.

RECOMMENDATION

I have discussed the options on how the funds are to be accepted and budgeted. It is my recommendation that the Finance Committee recommend to the Benzie County Board of Commissioners the acceptance of the aforementioned grant awards of \$4,730.24 from the Michigan Municipal Risk Management Authority.

It is my recommendation that the Finance Committee recommend to the Benzie County Board of Commissioners the approval of the following budget amendments by increasing revenues in the following budget lines;

ASSIGN ACCOUNT NUMBERS BELOW

425-265-967.01	Project Expenses-Building Improvements	\$4,730.24
	Total	\$4,730.24

And increasing expenditures in the following budget lines;

425-265-539.01	State Grant MMRMA	\$4,730.24
	Total	\$4,730.24

I have attached the required Budget Amendment Request and Agenda Request Form for the Committees Review.

Benzie County Agenda Request Form

3/7/2016

Date

3/22/16

Commission Meeting Date

Office of Emergency Management

Department

Frank [Signature]

Signature

Title: Consideration of Acceptance of MMRMA Government Security Improvement Grant

Description: \$4,730.24 for improvements to Government Center Security

Action Item: At this time the Commission could take action to

I have discussed the options on how the funds are to be accepted and budgeted. It is my recommendation that the Finance Committee recommend to the Benzie County Board of Commissioners the acceptance of the aforementioned grant awards of \$4,730.24 from the Michigan Municipal Risk Management Authority.

It is my recommendation that the Finance Committee recommend to the Benzie County Board of Commissioners the approval of the following budget amendments by increasing revenues in the following budget lines;

ASSIGN ACCOUNT NUMBERS BELOW

425-265-967.01	Project Expenses-Building Improvements	\$4,730.24
	Total	\$4,730.24

And increasing expenditures in the following budget lines;

425-265-539.01	State Grant MMRMA	\$4,730.24
	Total	\$4,730.24

Bids and Quotes:

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

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

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

Contracts/Agreements/Certificates of Insurance

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

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

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

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

Boards and Commissions

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

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

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

BUDGET AMENDMENT REQUEST

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

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

DATE: 3/7/2016

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

Account to be Increased:

Line Number	Account Name	Amount
425-265-967.01	Project Expenses-Building Improvements	4,730.24

Total \$ 4,730.24

Grant Funding will be increased also

Account to be Increased/Decreased:

Line Number	Account Name	Amount
425-265-539.01	State Grants (MMRMA)	4,730.24

Total \$ 4,730.24

SIGNED: _____



Memorandum

To: Finance Committee
From: Frank Post, Emergency Management Coordinator
Date: March 5th, 2016
Subject: Acceptance of Revenue Sharing Grants

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

CONTINUATION OF EMERGENCY AUXILLARY RADIO IMPROVEMENTS

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

COMMUNICATIONS EQUIPMENT FOR OUR CITIZENS EMERGENCY RESPONSE TEAM (CERT)

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

COUNTYWIDE FIREFIGHTER PERSONNEL ACCOUNTABILITY SYSTEM

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

BUDGET ADJUSTMENT

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

RECOMMENDATION

1. It is my recommendation that the Finance Committee recommend to the Benzie County Board of Commissioners the acceptance of 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 Finance Committee recommend to the Benzie County Board of Commissioners the approval of the following budget amendments by increasing revenues in the following budget lines;

Revenue Sharing Grants Continued:

Page 2

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

And increasing expenditures in the following budget lines;

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

BUDGET AMENDMENT REQUEST

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

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

DATE: 1/27/2016

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

Account to be Increased:

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

Total \$ 22,930.00

Grant Funding will be increased also

Account to be Increased/Decreased:

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

Total \$ 22,930.00

SIGNED: _____



The Grand Traverse Band of Ottawa and Chippewa Indians

Legal Department

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

FAX

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

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

Date: January 26, 2016

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

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

Under the terms of the consent decree settling *Tribes v. Engler* (Case No. 1:90 CV 611 U.S. Dist. Ct. West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians agreed to pay 2% of its video gaming revenue as defined in the stipulation, no later than 60 days after October 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%
GTB of Ottawa and Chippewa Indians
2605 N.W. Bayshore Drive
Peshawbestown, MI 49682

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



The Grand Traverse Band of Ottawa and Chippewa Indians

Legal Department

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

FAX

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

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

Date: January 26, 2016

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

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

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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PLEASE CONFIRM your attendance at this event by calling 231-534-7601 (leave a message if I am
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representative from your organization at this event.

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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!



The Grand Traverse Band of Ottawa and Chippewa Indians

Legal Department

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

FAX

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

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

Date: January 26, 2016

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

CONGRATULATIONS! Benzie County Board of Commissioners/Benzie County Office of
Emergency Management will be receiving a 2% award from the Grand Traverse Band of Ottawa &
Chippewa Indians (GTB) for the 2nd half 2015 2% cycle in the amount of \$5,500.00 "to improve on-
scene Firefighter Accountability System", 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%
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 County

Agenda Request Form

3/7/2016

Date

3/22/16

Commission Meeting Date

Office of Emergency Management

Department

Signature

Title: Consideration of Budget Amendment Conference Attendance

Description: Budget Amendment to pay for Director Berns to attend the AUX COMM conference.

Action Item: At this time the Commission could take action to
I recommend that the Board of Commissioners approve the Budget Amendment;
Increasing - 101-426-539.06 - Homeland Security Grant \$150.00
Increasing - 101-426-967.00 - Region 7 Homeland Security Grants \$150.00

Bids and Quotes:

Is it a budgeted item: ☐ Yes ☐ No How many bids were received 1 2 3 4
Is the bid/quote recommendation the lowest bid/quote?: ☐ Yes ☐ No
If no, why aren't you recommending the lowest bid/quote? _____

Contracts/Agreements/Certificates of Insurance

Is there a contract/agreement that needs to be signed?: ☐ Yes ☒ No
If Yes, has the County Attorney reviewed and approved?: ☐ Yes ☒ No
Does this project require a certificate of insurance?: ☐ Yes ☒ No
If Yes, please submit certificate to the County Clerk's office prior to start of the project.

Boards and Commissions

Was the agenda items presented to the required ☒ Yes ☐ No
Commission?:
If yes, which one? ☒ Finance ☐ Personnel ☐ Buildings ☐ Technology
Committee Committee and Grounds
Do they recommend approval (date of Commission meeting?: ☐ Yes ☐ No



Memorandum

To: Finance Committee
From: Frank Post, Emergency Management Coordinator
Date: March 7, 2016
Subject: Budget Amendment Conference Attendance

Region 7 Homeland Security Planning Board has approved the sending of 2 persons from each county to the 2015 AUX COMM Conference in Traverse City. Director Ron Berns and I will be attending the 4 day conference on February 22nd through the 25th. Because of my distance from home, I will be staying in Traverse City. Ron is commuting to the conference.

AUX COMM is covering all of my costs and Region 7 Homeland Security Planning Board has approved Director Berns to go. We will have to pay for the training and then get reimbursement from Region 7. To this end, I am requesting a Budget Amendment to pay for Director Berns to attend the conference.

I have attached the Budget Amendment Request for \$150. for conference registration fees for Director Ronald Berns.

RECOMMENDATION

I recommend that the Board of Commissioners approve the Budget Amendment;

Increasing - 101-426-539.06 - Homeland Security Grant	\$150.00
Increasing - 101-426-967.00 -- Region 7 Homeland Security Grants	\$150.00

All of the aforementioned will be paid through my budget.

BUDGET AMENDMENT REQUEST

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

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

DATE: 3/7/2016

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

Account to be Increased:

Line Number	Account Name	Amount
101-426-539.06	Homeland Security Grant	150.00

Total \$ 150.00

Grant Funding will be increased also

Account to be Increased/Decreased:

Line Number	Account Name	Amount
101-426-967.00	Region 7 Homeland Security Grants	150.00

Total \$ 150.00

SIGNED: _____

Frank [Signature]

BUDGET AMENDMENT REQUEST

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

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

DATE: 3/8/2016

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

Account to be Increased:

Line Number	Account Name	Amount
276-000-957.00	Miscellaneous	4,504.00

Total \$ 4,504.00

Account to be Decreased:

Line Number	Account Name	Amount
276-000-691.00	Budgeted use of fund balance (mixer)	4,504.00

Total \$ 4,504.00

SIGNED: _____



Supporting Seniors Today, Tomorrow & the Future

Benzie County Council on Aging, Inc.

February 12, 2016

Mitch Deisch
Benzie County Administrator
448 Court Place
Beulah, MI 49617

RECEIVED
FEB 18 2016
ADMINISTRATOR
OFFICE

Dear Mitch,

Enclosed are copies of bills w/proof of payment for the purchase of the 30 quart mixer for The Gathering Place. I am submitting the following bill for your review and authorization for reimbursement to Benzie County Council on Aging.

- Hospital Purchasing Service \$4,504.00

Thank you,

Douglas Durand
Executive Director

276-080-957.00
OK to pay to
BCCOA per
finance
committee

10542 Main Street • Honor, MI 49640
Telephone: 231.525.0600 • Toll Free: 888.893.1102 • Fax: 231.325.4855
www.benziecoa.org

INVOICE



8275 N. M-37 Highway | P.O. Box 247
 Middleville, MI 49333-0247
 P: (269) 795-3308 or (800) 632-4572
 F: (269) 795-1169
 www.hpsnet.com

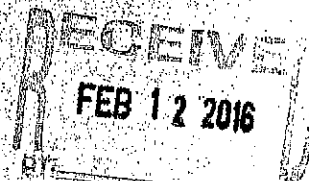
Invoice No.	Page	Invoice Date	Total Amount
110102	1	February 08, 2016	4,504.00

B
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BENZIE COUNTY COA
 10542 MAIN ST
 HONOR MI 49640

S
H
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P
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BENZIE COUNTY COA
 10579 MAIN ST
 HONOR MI 49640



Cust. No.	Cust. Srv. Rep.	Order No.	Order Date	Ship Via	P.O. No.	Terms
2856	JANET NICHOLSON	110102	01/19/16	PREPAID	D DURAND	NET 30

Qty Order	Qty Ship	Qty B/O	Unit	Product ID	Description	Unit Price	Extended Price
1.00	1.00	0.00	EA	SP30	30 QUART MIXER - GLOBE	4,379.00	4,379.00
					* CALL BEFORE DELIVERY: DOUG DURAND PH: 231-525-0600		
					* LIFT GATE DELIVERY REQUIRED LIFTGATE		125.00

APPROVED
 Date 2/15/16
DO

COMMENTS:	Subtotal	4,504.00
	Sales Tax	0.00
	Total	4,504.00

PLEASE REMIT PAYMENT TO HPS, LLC

ACKNOWLEDGEMENT



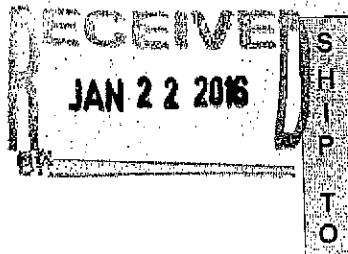
3275 N. M-37 Highway | P.O. Box 247
 Middleville, MI 48333-0247
 P: (269) 795-3308 or (800) 632-4572
 F: (269) 795-1189
 www.hpsnet.com

HPS Order No.	Page	Order Date	Total
110102	1	01/19/2016	4,379.00

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BENZIE COUNTY COA
 10542 MAIN ST
 HONOR MI

49640



BENZIE COUNTY COA
 10542 MAIN ST
 HONOR MI

49640

Cust. No.	Cust. Srv. Rep.	Contact	Ship Via	PO No.	Terms
2856	JANET NICHOLSON	DOUG DURAND	PREPAID	D DURAND	NET 30

Qty Order	Unit	Item Number	Description	Unit Price	Extended Price
1.00	EA	SP30	30 QUART MIXER - GLOBE * CALL BEFORE DELIVERY: DOUG DURAND PH: 231-525-0600 * LIFT GATE DELIVERY REQUIRED APPROVED Date 1/26/16 <i>[Signature]</i>	4,379.00	4,379.00

FREIGHT TERMS:
☐ FOB Dest.
☐ FOB Factory
 Prepaid & Added
 to the Invoice

ATTENTION: Please review this acknowledgement for accuracy and advise the HPS immediately if there is a discrepancy.
 Questions pertaining to this acknowledgement should be directed to an HPS customer service representative by calling (800) 632-4572.

Sales Tax	0.00
Total	4,379.00

NOTE FOR PUBLIC SCHOOLS: Quotations from HPS need to be part of a formal bid and/or competitive pricing analysis to meet local school board or state bidding thresholds.

DISCLAIMER OF WARRANTY AND LIABILITY

HPS will pass on to the purchasing Member any standard warranty offered by the manufacturer of the goods described above. HOWEVER, HPS MAKES NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. FURTHER, HPS WILL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST REVENUES AND PROFITS.

DO NOT PAY
 THIS ACKNOWLEDGEMENT

Member Copy

BENZIE COUNTY COUNCIL ON AGING

10542 MAIN ST.
HONOR, MI 49640
(231) 525-0600



74-574/724

2/12/2016

PAY TO THE
ORDER OF

HOSPITAL PURCHASING SERVICE

\$ **4,504.00

Four Thousand Five Hundred Four and 00/100*****

DOLLARS

HOSPITAL PURCHASING SERVICE
3275 N M-37 HWY.
P.O. BOX 247
MIDDLEVILLE, MI 49333

TWO SIGNATURES REQUIRED

[Signature: Douglas Deuel]
[Signature: Sabra L. Bayle]
AUTHORIZED SIGNATURE

MEMO

⑈010691⑈ ⑈072405743⑈ 0024100701⑈

BENZIE COUNTY COUNCIL ON AGING

10694

HOSPITAL PURCHASING SERVICE

2/12/2016

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
1/19/2016	Bill	110102	4,379.00	4,379.00		4,379.00
2/8/2016	Bill	110102	125.00	125.00		125.00
Check Amount						4,504.00

CENTRAL STATE BA

4,504.00

Human Resources (HR) Report

Committee Appointments

ACTION ITEMS

Memo To: Dawn Olney
From: Maridee Cutler, Deputy County Administrator
Date: 3/10/16
Re: Defined Benefit Plan Adoption Agreements

Purpose of Memo:

To add the attached Defined Benefit Plan Adoption Agreements as an Action Item at the next County Board Meeting, scheduled for March 22, 2016.

This is clean-up from prior changes in the MERS Defined Benefit Plans, where during contract negotiations in 2013, former County Administrator Chris Olsen, negotiated that employees of the POLC Unit, POAM Corrections Unit and COAM Unit would pay an additional "employee" contribution. This additional employee contribution was never entered into the Defined Benefit Plan Adoption Agreement.

The four Defined Benefit Plan Adoption Agreements are for years 2013, and 2014 for division numbers 02, 21, 20 & 22.

The purpose of the Adoption Agreements is to set the correct employee rate within MERS so that when benefits are calculated on MERS end, no additional adjustments need to be made.

Maridee Cutler
Deputy County Administrator

RECEIVED

MAR 10 2016

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

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Benzie County **Municipality #:** 1003

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

- ☐ All prior service from date of hire
- ☐ Prior service proportional to assets transferred; all service used for vesting
- ☐ Prior service and vesting service proportional to assets transferred
- ☐ No prior service but grant vesting credit
- ☐ No prior service or vesting credit

☐ Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. ☒ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 20 & 22), the effective date shall be the first day of October, 2013. *Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.*

C. ☐ If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month

*Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.*

D. ☐ If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

E. ☐ If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

Division 20 & 22

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

☐ Only retirees will be in this division.

These employees are (check one or both):

☒ In a collective bargaining unit (attach cover page, retirement section, signature page)

☐ Subject to the same personnel policy

To receive one month of service credit (check one):

☐ An employee shall work 10 _____ hour days.

☐ An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

☐ **Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

☐ **Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

☐ Our MERS representative presented and explained the valuation results to the

_____ on _____
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

☐ As an authorized representative of this municipality, I _____ (Name)

_____ (Title) waive the right for a presentation of the results.

Defined Benefit Plan Adoption Agreement

2. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.
3. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.
4. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

☐ Check here if multiplier will be effective for existing active members' future service only
(Bridged Benefit as of effective date on page 1)

If checked, select one below:

- ☐ Termination Final Average Compensation (calculated over the members entire wage history)
- ☐ Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

5. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years
6. Vesting (5 -10 yrs, increments of 1 yr) _____ years
7. Required employee contribution (Max 10%, increments of 0.01%) 3.00% %
8. Compensation, for retirement purposes, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages:
 - ☐ Longevity pay
 - ☐ Overtime pay
 - ☐ Shift differentials
 - ☐ Pay for periods of absence from work by reason of vacation, holiday, and sickness
 - ☐ Workers' compensation weekly benefits (if reported and are higher than regular earnings)
 - ☐ A member's pre-tax contributions to a plan established under Section 125 of the IRC
 - ☐ Transcript fees paid to a court reporter
 - ☐ A taxable car allowance
 - ☐ Short term or long term disability payments
 - ☐ Payments for achievement of established annual (or similar period) performance goals
 - ☐ Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
 - ☐ Lump sum payments attributable to the member's personal service rendered during the FAC period
 - ☐ Other: _____
 - ☐ Other 2: _____

Defined Benefit Plan Adoption Agreement

9. Early Normal Retirement with unreduced benefits

- ☐ Age 50 with 25 years of service ☐ Age 50 with 30 years of service
☐ Age 55 with 15 years of service ☐ Age 55 with 20 years of service
☐ Age 55 with 25 years of service ☐ Age 55 with 30 years of service
☐ Any age with (20-30 yrs, in 1 yr increments) ____ years of service
☐ _____

10. Other

- ☐ Surviving Spouse will receive ____% of Straight Life benefit without a reduction to the participant's benefit
☐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
☐ Deferred Retirement Option Program (DROP)
☐ Annuity Withdrawal Program (AWP)
 Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
☐ Interest rate for employee contributions as determined by the Retirement Board, or
☐ MERS' assumed rate of return as of the date of the distribution.

11. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between ____/01/____ and ____/01/____ <small>(one time increase only)</small>	<input type="checkbox"/> Future retirees who retire after effective date
Increase of ____% or \$____ per month	Increase of ____% or \$____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired ____ months (6-12 months, increments of 1 month)	Employees must be retired ____ months (6-12 months, increments of 1 month)

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Defined Benefit Plan, the provisions of the Plan Document control.

Defined Benefit Plan Adoption Agreement

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Benzie County Board of Commissioners on
(Name of Approving Employer)
the ____ day of _____, 20____.

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

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I. Employer Name Benzie County Municipality #: 1003

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

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B. ☒ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 20 & 22), the effective date shall be the first day of October, 20 14. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ____/01/____ through ____/____/____ for Defined Benefit division number _____.
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Defined Benefit Plan Adoption Agreement

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(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

☐ Only retirees will be in this division.

These employees are (check one or both):

☒ In a collective bargaining unit (attach cover page, retirement section, signature page)

☐ Subject to the same personnel policy

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(Board, Finance Cmte, etc.) (mm/dd/yyyy)

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Defined Benefit Plan Adoption Agreement

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Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

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3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
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Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Benzie County Board of Commissioners on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Defined Benefit Plan Adoption Agreement



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www.mersdetroit.com

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Month Month

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- ☐ No prior service or vesting credit

☐ Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. ☒ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 02 & 21), the effective date shall be the first day of October, 2014. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
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Defined Benefit Plan Adoption Agreement

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(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

☐ Only retirees will be in this division.

These employees are (check one or both):

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☐ An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

☐ **Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

☐ **Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

☐ Our MERS representative presented and explained the valuation results to the

_____ on _____
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

☐ As an authorized representative of this municipality, I _____ (Name)

_____ (Title) waive the right for a presentation of the results.

Defined Benefit Plan Adoption Agreement

2. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.
3. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.
4. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

☐ Check here if multiplier will be effective for existing active members' future service only
(Bridged Benefit as of effective date on page 1)

If checked, select one below:

- ☐ Termination Final Average Compensation (calculated over the members entire wage history)
- ☐ Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

5. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years
6. Vesting (5 -10 yrs, increments of 1 yr) _____ years
7. Required employee contribution (Max 10%, increments of 0.01%) 3.17% %
8. Compensation, for retirement purposes, is defined as base wages and all of the following.
Check applicable boxes to *exclude* these types from your MERS reported wages:
 - ☐ Longevity pay
 - ☐ Overtime pay
 - ☐ Shift differentials
 - ☐ Pay for periods of absence from work by reason of vacation, holiday, and sickness
 - ☐ Workers' compensation weekly benefits (if reported and are higher than regular earnings)
 - ☐ A member's pre-tax contributions to a plan established under Section 125 of the IRC
 - ☐ Transcript fees paid to a court reporter
 - ☐ A taxable car allowance
 - ☐ Short term or long term disability payments
 - ☐ Payments for achievement of established annual (or similar period) performance goals
 - ☐ Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
 - ☐ Lump sum payments attributable to the member's personal service rendered during the FAC period
 - ☐ Other: _____
 - ☐ Other 2: _____

Defined Benefit Plan Adoption Agreement

9. Early Normal Retirement with unreduced benefits

- | | |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Age 50 with 25 years of service | <input type="checkbox"/> Age 50 with 30 years of service |
| <input type="checkbox"/> Age 55 with 15 years of service | <input type="checkbox"/> Age 55 with 20 years of service |
| <input type="checkbox"/> Age 55 with 25 years of service | <input type="checkbox"/> Age 55 with 30 years of service |
| <input type="checkbox"/> Any age with (20-30 yrs, in 1 yr increments) _____ years of service | |
| <input type="checkbox"/> _____ | |

10. Other

- ☐ Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the participant's benefit
- ☐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- ☐ Deferred Retirement Option Program (DROP)
- ☐ Annuity Withdrawal Program (AWP)
Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
- ☐ Interest rate for employee contributions as determined by the Retirement Board, or
- ☐ MERS' assumed rate of return as of the date of the distribution.

11. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between _____/01/ and _____/01/_____ <small>(one time increase only)</small>	<input type="checkbox"/> Future retirees who retire after effective date
Increase of _____ % or \$_____ per month	Increase of _____ % or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Defined Benefit Plan, the provisions of the Plan Document control.

Defined Benefit Plan Adoption Agreement

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Benzie County Board of Commissioners on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersomich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Benzie County **Municipality #:** 1003

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

- ☐ All prior service from date of hire
- ☐ Prior service proportional to assets transferred; all service used for vesting
- ☐ Prior service and vesting service proportional to assets transferred
- ☐ No prior service but grant vesting credit
- ☐ No prior service or vesting credit

☐ Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. ☒ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 02 & 21), the effective date shall be the first day of October, 2013. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ____/01/____ through ____/____/____ for Defined Benefit division number _____.
Last day of month

Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. ☐ If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.

E. ☐ If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

Division 02 & 21

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

☐ Only retirees will be in this division.

These employees are (check one or both):

☒ In a collective bargaining unit (attach cover page, retirement section, signature page)

☐ Subject to the same personnel policy

To receive one month of service credit (check one):

☐ An employee shall work 10 _____ hour days.

☐ An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

☐ **Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

☐ **Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

☐ Our MERS representative presented and explained the valuation results to the

_____ on _____
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

☐ As an authorized representative of this municipality, I _____ (Name)

_____ (Title) waive the right for a presentation of the results.

Defined Benefit Plan Adoption Agreement

2. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.
3. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.
4. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

☐ Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- ☐ Termination Final Average Compensation (calculated over the members entire wage history)
- ☐ Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

5. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years
6. Vesting (5 -10 yrs, increments of 1 yr) _____ years
7. Required employee contribution (Max 10%, increments of 0.01%) 2.47% %
8. Compensation, for retirement purposes, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages:
 - ☐ Longevity pay
 - ☐ Overtime pay
 - ☐ Shift differentials
 - ☐ Pay for periods of absence from work by reason of vacation, holiday, and sickness
 - ☐ Workers' compensation weekly benefits (if reported and are higher than regular earnings)
 - ☐ A member's pre-tax contributions to a plan established under Section 125 of the IRC
 - ☐ Transcript fees paid to a court reporter
 - ☐ A taxable car allowance
 - ☐ Short term or long term disability payments
 - ☐ Payments for achievement of established annual (or similar period) performance goals
 - ☐ Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
 - ☐ Lump sum payments attributable to the member's personal service rendered during the FAC period
 - ☐ Other: _____
 - ☐ Other 2: _____

Defined Benefit Plan Adoption Agreement

9. Early Normal Retirement with unreduced benefits

- ☐ Age 50 with 25 years of service ☐ Age 50 with 30 years of service
☐ Age 55 with 15 years of service ☐ Age 55 with 20 years of service
☐ Age 55 with 25 years of service ☐ Age 55 with 30 years of service
☐ Any age with (20-30 yrs, in 1 yr increments) _____ years of service
☐ _____

10. Other

- ☐ Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the participant's benefit
☐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
☐ Deferred Retirement Option Program (DROP)
☐ Annuity Withdrawal Program (AWP)
 Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
☐ Interest rate for employee contributions as determined by the Retirement Board, or
☐ MERS' assumed rate of return as of the date of the distribution.

11. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between _____/01/_____ and _____/01/_____ <small>(one time increase only)</small>	<input type="checkbox"/> Future retirees who retire after effective date
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Defined Benefit Plan, the provisions of the Plan Document control.

Defined Benefit Plan Adoption Agreement

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Benzie County Board of Commissioners on
(Name of Approving Employer)
the ____ day of _____, 20____.

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Memo To: Benzie County Commission
From, Mitchell D. Deisch, County Administrator
Date: March 15, 2016
Subject: Alliance for Economic Success Agreement

M D Deisch

On December 22, 2015 the Benzie County Economic Development Commission (EDC) were presented a proposal and presentation by he the Alliance for Economic Success for providing economic development services to Benzie County. The EDC voted to support the AES proposal at their January 21, 2016 meeting. Minutes are attached.

The AES Proposal was then placed on the County Finance Committee agenda at their February 9, 2016 meeting where it was unanimously supported. Minutes are attached.

At the February 23, 2016 Benzie County Commission meeting a motion was approved on a 5-1 vote to support the (AES) proposal in conjunction with the City of Frankfort, not to exceed \$20,000, funds to come from Fund Balance with a 60 day cancelation notice. The agreement to be brought back to the full board for approval.

Attached is the 3 year agreement with the AES that lays out the terms, conditions and responsibilities of both parties.

The agreement has been reviewed and approved by the AES and by County Legal Counsel Dick Figura.

RECEIVED

MAR 16 2016

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

**SERVICE CONTRACT BETWEEN THE ALLIANCE FOR ECONOMIC SUCCESS AND THE
COUNTY OF BENZIE**

1. This contract dated March 22, 2016 is by and among the ALLIANCE FOR ECONOMIC SUCCESS (AES), 395 Third Street, Manistee, Michigan 49660, and the COUNTY OF Benzie, 448 Court Place, Beulah, MI 49617 (referred to as "Governmental Unit"), and is made with reference to the following facts and circumstances:
 - A. The Governmental Unit is authorized by Michigan Law to undertake economic and community development activities; and
 - B. The Alliance for Economic Success is a 501 C3 independent private non-profit corporation that was created to provide economic and community development services to the Governmental Units, nonprofit organizations, businesses and other organizations.
2. In consideration of the mutual covenants and agreements contained in this contract, it is agreed as follows:
 - A. General Agreement: The Governmental Unit hereby contracts with the Alliance for Economic Success to provide economic and community development services, including, but not limited to projects, programs and services related to industrial, commercial, retail, financial, tourism and agriculture and other developments that support economic wellbeing. The Governmental Unit may utilize the services of other economic development firms. The Alliance for Economic Success shall assist these economic development firms as directed by the Governmental Unit.
 - B. Payment for Services: In payment of the economic development services to be provided pursuant to this contract, the Governmental Unit shall pay the amounts as follows:

DATE	COUNTY OBLIGATION
3/22/16 - 3/21/17	\$20,000
3/22/17 - 3/21/18	TBD
3/22/18 - 3/21/19	TBD

Amounts due to the Alliance for Economic Success from the Governmental Unit pursuant to this contract shall be due quarterly on the first day of January, April, July and October of each year.

C. Additional Service Payment Process: From time to time the Governmental Unit may request special initiatives or projects that are beyond the organizational capacity of the AES, which may require additional financial resources beyond the annual payment.

When these requests are made by the Governmental Unit, the AES will notify the Governmental Unit that the request is beyond the organizational capacity of the AES and will provide a proposal to provide the additional work. All proposals for additional service payments beyond the annual payment for services will require approval by the Benzie County Commissioners.

3. Term: This contract shall have a three (3) year term from March 22, 2016 through March 21, 2019. This contract may be renewed by mutual written agreement of all parties for an additional term or terms, the duration of which shall be specified in such agreement. The scopes of work for the contract will be annually revised and based primarily upon the strategic plans of the County and the City.
4. Termination: The mutual obligations of both the Governmental Unit and the AES shall continue for a period of 60 days following the giving of the termination notice.
5. Independent Contractor: In the performance of the services to be provided pursuant to this contract, it is mutually agreed that the Alliance for Economic Success shall be and at all times is acting and performing as an independent contractor.
6. Effective Date: This contract shall be effective on March 22, 2016 through March 21, 2019, subject to rights being exercised by any party under the termination clause under this agreement.
7. Entire Agreement: This contract represents the entire agreement of the parties. All prior agreements or understandings between the parties are merged in this agreement. It is contemplated that this contract will be executed in multiple counterparts, all of which together shall be one contract. The captions in this contract are for convenience only, and shall not be considered as part of this contract in any way to amplify or modify the terms and provisions hereof.
8. Non-Assignability: This contract and all rights and obligations hereunder shall not be assignable unless all parties agree in writing to such assignment. This contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.
9. Notices: All notices and other documents to be served or transmitted under this agreement shall be in writing and delivered to the parties at the following addresses:

AES Executive Committee: 395 Third Street, Manistee, Michigan 49660
Benzie County: 448 Court Place, Beulah, MI 49617

Such notices sent to Benzie County shall be sent "to the attention of the County Administrator". Such notices or documents may be served or transmitted in person

or by ordinary mail properly addressed with sufficient postage.

10. Non-Waiver: The waiver by any party hereto of a breach or violation of this agreement shall not constitute a waiver of any subsequent breach or violation of the same provision or any other provision of this contract.
11. Survivability: This contract has been executed in the State of Michigan and shall be governed by Michigan Law. If any provision of this agreement shall be declared to be invalid as a matter of law, the remaining provisions of this agreement will remain in full force and effect.
12. Reporting: Benzie County will have a representatives on the Alliance for Economic Success (AES) Board of Directors. AES will hold regularly scheduled board meetings in accordance with its Bylaws and policies. Information, i.e. Activity Reports, Minutes, Committee Reports, and other pieces of information reported at the AES monthly board meetings may be shared by the Benzie County representative with other Governmental Unit board members. The Governmental Unit shall receive an annual compiled financial statement within six months of the end of each fiscal year. Twice each year the Alliance for Economic Success shall make formal presentations to the Governmental Unit on a pre-established date and time set by the Governmental Unit on a pre-established date and time set by the Governmental Unit regarding the previous six (6) months specific economic development activities and plans for the future.
13. Economic Development Activity Reporting: One or more AES Director(s) will meet monthly with the Benzie County Administrator. Where it is determined in these monthly meetings that sharing of economic development opportunity information will be helpful, the Benzie County Administrator can share information with other governmental representatives.
14. Evaluation: The performance of economic development services provided under this contract shall be based upon the goals set by Benzie County annually and attached to this agreement. At the conclusion of each fiscal year, each Governmental Unit will participate in the evaluation of the AES in accord with annual evaluation provisions in the AES by-laws.
15. Scope of Work: Attached to this contract and incorporated by reference thereof, is the initial scope of work for the Benzie County. The AES shall perform functions involving the following missions of the AES: business and job development; community development; and resource development. Specifically the scope of work will consider and focus on the following documents to provide guidance on program and service priorities:
 - A. Benzie County Economic Development Action Plan March 1, 2015
 - B. Benzie County Planning Commission Master Plan Summer/Fall 2016 as well as master plans, recreation plans and other strategic plans in Benzie County.
 - C. Future documents that will be mutually agreed upon by the AES and Benzie County, which at a minimum will include a new Benzie County Strategic Plan facilitated by the AES.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS CONTRACT.

Dated: _____, 2016

Signed in the Presence of:

Alliance for Economic Success

By: Beth McCarthy, Board Chair

By: _____

Dated: _____, 2015

Signed in the Presence of:

County of Benzie, Michigan

By: Roger Griner, Chairman
Benzie County Board of Commissioners

By: Dawn Olney, Benzie County Clerk

COMMISSIONERS

Page 4 of 7

February 23, 2016

back to bite us; don't understand why we continuing to play this revolving game; let's get the sheriff's budget in control; why do we continue to go down this road.

Comm Sauer stated that we were under the impression there was four positions there; hesitant to do this; concern is contract issues; the Sergeant without the Undersheriff being an Undersheriff, the Sergeants are run by seniority; there could be one Sergeant overseeing the Undersheriff; we had status quo during contract negotiations; still not sure of this.

Sheriff Schendel stated the reason we are in this position is because of a promotion with a reduction in benefits; one of six surrounding counties have an outside Undersheriff – not hired from within; the Undersheriff is not a union position; other counties are doing what we are asking.

Comm Tucker says you have been violating; you have the leverage that allows you to put the U/S back in the union and he would not lose his time.

Mitch Deisch says we are stuck in this endless game of a temporary scenario; a continuous cycle of Undersheriff – Sergeant – Undersheriff. We are waiting for a decision from MERS regarding leaving the Undersheriff in the bargaining unit for retirement purposes only.

Comm Bates asks what the cost is; we have a budget and need to live within that budget; we are back to making exceptions.

Comm Warsecke says that until we get it straightened out, how will anyone want to promote, they will make less money.

Vice Chair Walterhouse says we will put this issue on hold and bring back at a later date; get all of the questions asked.

* #3: Comm Bates asks how the board make-up at ASE will be. Yes, Benzie County will be added to the board, but we don't know yet how many – we will look at a total restructuring of the board. Comm Tucker stated that she hasn't been involved in a lot of the committee presentations, and doesn't fully understand it; Deb has some good questions; can you get it on an agenda for a full presentation.

Comm Bates says he concurs with the length of the contract and is happy with the 60-day out; How many will be on the board from Benzie.

Beth McCarthy indicated that they are looking at a 15 – 18 member board but we are open to what you feel is fair representation.

Vice Chair Walterhouse says EDC should be two of the people on it together with a Commissioner. Comm Sauer asks if you provide reports to the City and County of Manistee now.

Ms. McCarthy stated yes, they used to have an annual meeting and have increased it to twice per year; they also send a monthly update to them.

Comm Tucker inquired – is this a 3-year agreement; and with a 60-day out in the first year only? Yes three year, no not only 60-day out in the first year.

Mitch Deisch says he will start finalizing the agreement.

Motion by Bates, seconded by Warsecke, to support the Alliance for Economic Success proposal in conjunction with the City of Frankfort, not to exceed \$20,000, funds to come from Fund Balance with a 60-day cancellation notice; the agreement to be brought back before the full board for approval.

COMMISSIONERS

Page 5 of 7

February 23, 2016

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

10:41 a.m. Marlene Wood, Recycling Coordinator, presented the 2015 Annual Report.
Motion by Bates, seconded by Carland, to accept the 2015 Annual Report from the Recycling
Coordinator, as presented. Ayes: Bates, Carland, Sauer, Tucker, Walterhouse and Warsecke Nays:
None Exc: Griner Motion carried.

10:50 a.m. Comm Bates discusses a possible OMA violation with regard to the closed session which
was held on December 22, 2015 and the contents of that closed session has been compromised on
February 18, 2016; information has been made public; what are we going to do about it. If we sit
back as a board and do nothing, someone else will take care of the violation that we have done
nothing about. Do the board intend to do anything about the potential violation?

Comm Walterhouse stated that Mitch brought it to his attention last week that one person gave a
statement to the paper; it is on record.

Mitch suggested to ask legal counsel if information is provided to the paper, the information was
discussed at the closed session; he would like to contact Mr. Figura regarding this issue to see if it is a
violation.

Motion by Sauer, seconded by Bates, to authorize the County Administrator to contact Mr. Figura to
investigate a potential OMA violation of the December 22, 2015 closed session meeting with the
potential violation which happened on February 18, 2016. Roll call. Ayes: Bates, Carland, Sauer,
Tucker, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

HR AND PERSONNEL — None

COMMITTEE APPOINTMENTS

Comm Tucker inquired regarding applicants that are reapplying, do they still need to go through the
interview process if there are not more applicants than there are positions available – yes they will,
that is the way the policy reads.

ACTION ITEMS

Recycling Surcharge Appeal: Motion by Tucker, seconded by Carland, to deny the Recycling
Surcharge Appeal of Richard A. Barclay, as presented. Roll call. Ayes: Bates, Carland, Sauer,
Tucker, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

Buildings & Grounds Consent Calendar

Motion by Bates, seconded by Warsecke, to approve the February 10, 2016 Buildings and Grounds
Consent Calendar item 1 as presented. Roll call. Ayes: Bates, Carland, Sauer, Tucker, Walterhouse
and Warsecke Nays: None Exc: Griner Motion carried.

CORRESPONDENCE

- Parks & Recreation minutes of January 25, 2016 received.
- Road Commission minutes of January 28, 2016 received.

Maridee Cutler

From: Mitch Deisch <mitchdeisch@gmail.com>
Sent: Friday, January 29, 2016 9:06 AM
To: Maridee Cutler
Subject: Benzie County EDC Meeting

EDC minutes

Benzie County EDC Meeting
1/21/16

Present: Bill Merry, Rick Schmidt, Mike Worden, Mary Carroll, Michelle Thompson, Ron Harrison, Coury Carland, Roger Griner

Also Present, Mitch Deisch, Betsy Evans and Tim Ervin (phone)

Meeting called to order by Chair M. Worden. Roll call was taken and a quorum was present for the meeting.

Pledge of allegiance.

M. Carroll asked that by-laws be added to the meeting agenda.

Minutes from the 12/18/15 meeting was approved on a motion by R. Schmidt, second by Bill Merry.

No public input.

AES representative Tim Ervin went over the AES proposal to provide economic development services to Benzie County. The proposal, which is attached to these minutes would set forth a 3 year agreement between the AES and Benzie County with the first year payment of \$40,000. The AES is proposing the payment be split 50/50 between governmental entities and private sector/private foundations. If approved Benzie County would be incorporated into the AES Strategic Plan and be given voting rights on the AES Governing Board. The final two years of payment would be determined after the AES Strategic plan was officially approved.

Felt that 2016 would be a transition year for Benzie County and that AES staff would need to spend considerable time in Benzie County to get a full understanding on how they would be incorporated into the AES plans.

Believes that in 2016 the existing personnel of AES would be able to handle the increased work load with very specific professionals being brought in as needed to deal with specific projects.

Multiple questions were asked by Benzie County EDC Board members and were answered by both Tim Ervin and Betsy Evans.

Specific questions focused on the following:

1. Benzie Land Bank and BRA fit within this agreement. T. Ervin felt that the Land Bank would be a great asset to both Benzie County and Manistee County economic development. Great potential with both the Land Bank and BRA.
2. Discussed corridor studies along US-31 and M-22. Question asked how M-115 would fit into these studies. AES felt that the importance of M-115 within Benzie County would dictate that it be included in the corridor studies.

3. Question if the AES might have any ideas on where we might be at with financial contributions in year 2 and 3? AES indicated that it would be hard to determine without finalizing how Benzie County would fit within the AES Strategic Plan along with the need to spend considerable time in Benzie County understanding from their point where economic development needs to go. Did feel that around \$30,000 of governmental contributions would a good place holder for budget discussions.

R. Schmidt believes that the County has to look beyond just the initial financial contribution and recognize the need of having people focusing on economic development as their full time job. Not realistic for a board of directors of governmental officials with other responsibilities to focus full time on economic development. This is a great opportunity to obtain the services of a successful organization for the same cost as it would a PT County employee.

Motion was made by Bill Merry, second by Ron Harrison to recommend that the Benzie County Board of Commissioners enter into an agreement with the AES to provide economic development services as identified in the January 21, 2016 proposal.

Will be placed on 1/26/16 Commission agenda.

R. Schmidt discussed the fact that the EDC Board need to work cooperatively to assist with raising funds to support this agreement.

With no further discussion, motion was unanimously approved by the EDC Board.

Discussed 4 EDC Board members have their terms expiring the end of January 2016, R. Schmidt, M. Thompson, B. Merry and R. Harrison. Both B. Merry and R. Harrison indicated that they were reapplying. M. Thompson indicated that she was resigning from the EDC Board with R. Schmidt still considering if he wanted to continue to serve the EDC Board.

Discussed by laws. M. Deisch, M. Carroll and M. Cutler will meet to review compatibility of the Articles of incorporation and by laws.

Next meeting was scheduled for February 18, 2016 at 9:00 am, in the Commission Chambers.

Meeting adjourned at 10:30 am.

Respectfully Submitted,

Mitch Deisch, Benzie County Administrator

Mitchell D. Deisch

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

Administrator – Mitch Deisch:

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

The Appropriations Act for 2015-16 Position Control Roster has 3 Sgts and 1 U/S – at this time we have 4 Sgts, the Board of Commissioners can amend that for special rules and regulations. **Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners that while in the process of researching other options associated with the U/S position, and in order to comply with the employee position roster, on a temporary basis, that the finance committee recommends that a fourth sergeant position be appointed in order to assure a balanced fiscal year budget. With the understanding that the fourth sergeant would be funded out of the U/S line number and with the caveat that this is until all information comes back from MERS. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

- B. Networks Northwest, Per Diem/Mileage: Bring back to this committee how many committees and where do we pay per diem/mileage from.

- C. AES Discussion: We need to talk about the \$20,000 with the long-term belief that the City of Frankfort will pony-up \$5,000. We would be a facilitator toward growth. We are not getting in the way of private businesses.

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

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

Equipment Repair -- \$10,000 not allocated

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

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

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

Or simply take it from Fund Balance –

Now she said these are fund from this year.

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

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

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

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

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

Gary would prefer quarterly payments.

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

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

D. Administrator Line Item: Reschedule for next month.

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

EMS – Craig Johnson:

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

Other:

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

BENZIE COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUPPORTING THE BENZIE COUNTY PARK AND RECREATION COMMISSION
RECOMMENDATION THAT THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PURCHASE THE HANLEY TRUST PROPERTY ON THE PLATTE RIVER**

RESOLUTION # _____

WHEREAS, Benzie County is located in Northwest Michigan and is the home of phenomenal natural resources including Lake Michigan shoreline and both the Platte and Betsie Rivers; and

WHEREAS, both the Benzie County Board of Commissioners and the Benzie County Park and Recreation Commission are both committed to providing access to public property; and

WHEREAS, the Hanley Trust Property is 52 acres with 1,550 feet of undeveloped frontage on the Platte River.

THEREFORE BE IT RESOLVED, the Benzie County Board of Commissioners support the recommendation of the Benzie County Parks and Recreation Commission for the Michigan Department of Natural Resources to purchase the 54 acre Hanley Trust property located on the Platte River.

Roger Griner
Benzie County Chair

Date

ATTESTED:

Tammy Bowers, Deputy County Clerk

RECEIVED

MAR 16 2016

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

Benzie County Parks & Recreation Commission

448 Court Place, Beulah, MI 49617

March 5, 2016

Heather Hettinger, Fisheries Management Biologist
Michigan Department of Natural Resources
Traverse City Field Office
970 Emerson Road
Traverse City, MI 49686

Dear Ms. Hettinger,

Last year, after learning of local efforts, the Benzie County Parks and Recreation Commission passed a unanimous motion of support for the potential purchase by the MDNR of the Hanley Trust property on the Platte River. We understand the Hanley Trust land is a 52 acre parcel with 1,550 feet of undeveloped frontage on the river.

Given that water access is critical to various recreational activities that are attractive to both Benzie County citizens and visitors it has remained a top priority for nearly two decades. Our recreation plans have consistently called for Benzie County to increase access to public lands and water. We have encouraged the Benzie County Board of Commissioners, the Planning Commission, the Road Commission, the Parks and Recreation Commission, local jurisdictions and the Department of Natural Resources to refine comprehensive plans for each jurisdiction that establishes appropriate locations for access sites.

Our current County Plan, adopted and with Trust Fund approval, calls for:

Action 3.19

Continue to work with partners to protect and manage natural areas and scenic corridors for outdoor recreation.

Action 3.20

Explore opportunities to create, expand or enhance natural areas/preserves and scenic corridors for outdoor recreation.

Action 3.24

Develop a program for public or conservation organization purchase of open space and other wildlife habitat lands or easements, as well as improved opportunities for public access to water.

Action 3.26

Encourage and preserve State and Federal Lands for hunting and fishing.

Action 3.27

Develop educational programs regarding hunting, fishing and boating safety, invasive species control, shoreline and near-shore habitat protection, and private property rights.

The heavy recreational use of the Platte River is a testament to its value to the public. However, the development and maintenance of access sites has not kept pace with the intensity of the recreational use. Destructive trespass from fisherman and others

accessing the river has resulted in eroding and collapsing streambanks. Creation of new access sites, decommissioning unsafe and/or destructive unofficial sites, and directing people to proper launch sites is critical to preserving the character of the river. The site, being considered, will encourage opportunities for ecosystem stewardship activities to be undertaken by both public and private stakeholders. It will encourage people to help maintain the quality of our shared waters and outdoor environment.

The Platte River represents one of the highly prized public recreation areas in Michigan. It is a significant economic asset for both Homestead Township and Benzie County. Funding for this parcel on the Platte River is extremely important to Benzie County, and we appreciate your efforts to secure the necessary monies for this purchase. We look forward to working with you and the Department of Natural Resources on this project, and will take a memorandum of understanding to the Benzie County Board of Commissioners, when the next steps are determined, for their signature.

Sincerely,

Ann E. Bourne
Benzie County Parks and Recreation Commission
Facilities and Access Committee, Chair

**BENZIE COUNTY
PARKS AND RECREATION COMMISSION**

Cathy Demitroff - CHAIR	Ted Mick
Sean Duperron - VICE CHAIR	Christy Andersen
Frank Walterhouse - SECRETARY	Ann Bourne
Barb Skurdall	Tad Peacock
Walter Roch Von Rochsburg	Douglas Burden

**Regular Meeting
August 24, 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, Frank Walterhouse, Barbara Skurdall, Walter Roch Von Rochsburg, Ann Bourne, Douglas Burden, Ted Mick, Christy Andersen

Absent: Tad Peacock, Sean Duperron,

Others Present: Marlene Wood, Recording Secretary
Barb Ikens
Jim Radabaugh

Guests: Ingemar Johansson

Motion by Walterhouse, seconded by Walterhouse to approve the agenda as presented.
All Aye. Motion Carried.

Motion by Bourne, seconded by Walterhouse to approve the minutes of July 27, 2015.
All Aye. Motion Carried.

Public Input: None

Guest, Ingemar Johansson spoke on behalf of Bruce Wildie, representing HARP (Honor Area Restoration Project). He explained the group's interest in the MDNR potential purchase of 52 acres of land on Indian Hill Road, Honor, with 1,500' of Platte River frontage which could be beneficial for public use and recreation and asked for Parks and Recreation support of this acquisition. It is the consensus of the P & R Commission that we are in support of MDNR acquisition of this property as it is consistent with the Parks and Recreation Cultural Master Plan Mission as it applies to Recreational Facilities &

Access, including water trails. Motion by Walterhouse, seconded by Skurdall to write a letter of support to the MDNR for acquisition of the property. All Aye. Motion Carried.

Committee Reports:

Railroad Point: Bourne announced the historic sign about lowering of Crystal Lake in the past is being handled by the MDNR.

Point Betsie Light House: No Report. Chairman, Demitroff thanked the P & R members who were involved in removal of a deer carcass that had washed up on the beach from the recent storm.

Trail Report: No Report

Recreational facilities & Access: Bourne reported the meeting was postponed due to storm related clean up and will be rescheduled.

Zada Price Property: No Report.

Recreational Programs: Skurdall announced a line on the Platte River Elementary School wall was approved and painted outside the gym wall. There is a 60' court marked and a net will go up soon. She reported involvement in BCCHS track expansion and pickle ball lines will be placed on the older tennis court in Benzonia.

Master Plan: Bourne announced all required documents have been submitted and the Plan should be moving through for approval.

Old Business: None

New Business: None

Public Input: Barb Ikens asked what is 'carry in' access and Ann Bourne addressed this question, explaining it enhances the natural state of the property.

Correspondence:

An email of concern regarding Point Betsie use and conditions was recognized. Chairman, Demitroff passed it on to County Administrator, Karl Sparks, who then distributed it to Sheriff Schendel and BOC Chairman Vance Bates for further follow through. Demitroff stated Karl Sparks will write a letter of response to the originator of the email.

Current Financial Report was available to the Commission.

Other Business to come before the Board: Walterhouse announced that County Administrator, Karl Sparks would be retiring as of December 1, 2015. The Board of Commissioners will interview three finalists on September 1, 2015, for that position.

Chairman, Demitroff declared the meeting adjourned at 5:56 p.m.

The next meeting is scheduled for Monday, September 28, 2015, at 5:00 p.m.

Minutes were respectfully submitted by Marlene Wood, Recording Secretary

Frank Walterhouse, Secretary

CORRESPONDENCE

①

**BENZIE COUNTY
PARKS AND RECREATION COMMISSION**

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

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

**Regular Meeting
February 22, 2016
Benzie County Government Center**

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

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

Absent: Ann Bourne, Cathy Demitroff,

Others Present: Marlene Wood, Recording Secretary
Jim Radabaugh, F.O.P.B.L.

Guests: Tom Longanbach, Benzie County Equalization Director

Motion by Walterhouse, seconded by Peacock to approve the agenda as presented. All Aye. Motion Carried.

Motion by Walterhouse, seconded by Pearsall-Groenwald to approve the minutes of January 25, 2016 Meeting as amended with a correction to the wording of Skurdall's report under Recreational Programs. All Aye. Motion Carried.

The minutes will now state: The Beulah streetscape is hoping to include a new pickle ball court in the Village of Beulah Master Plan.

Public Input: None

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MAR 03 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Committee Reports:

Railroad Point: No Report

Point Betsie Light House: No Report

Trail Report: No Report

Recreational facilities & Access: Confidential letter from Richard Figura regarding the Cole case was read by the members.

Zada Price Property: Peacock reported he will be contacting the SEEDS youth group to be involved in trail building this spring.

Recreational Programs: Skurdall reported that Homestead Township Supervisor, Jessica Wooten, is seeking grant funding for asphalt improvements at Platte River School, with the tennis area being addressed in the upgrade project.

Pearsall-Groenwald reported that she is collecting data on properties in Benzie County that could serve as a possible aquatic center location. Equalization Director, Tom Longanbach assisted her in answering questions about the properties identified as having potential recreational opportunities. She explained the importance of public access to a community pool for health reasons, lifesaving education, pleasure swimming, etc.

Walterhouse distributed documentation collected from County Administrator, Mitch Deisch, regarding Manistee County's aquatic center for information only.

Master Plan: No Report

Old Business: None

New Business: Vice-Chairman Duperron announced sub-committee chair appointments for 2016 based on input received from Chairman Demitroff:

Railroad Point:	Walterhouse
Point Betsie Lighthouse:	Von Rochsburg
Trail Reports:	Duperron
Trail Management Council:	Walterhouse
Recreational Facilities & Access:	Bourne
Zada Price Property:	Peacock
Recreational Programs:	Skurdall
Endowment Committee:	Bourne, Thompson, Demitroff
Budget Committee:	Officers plus one
Executive Committee:	Officers plus one

Sub-Committee Chairs are asked to report back next month as to who will serve as members on the specific sub-committees.

Public Input: Tom Longanbach expressed appreciation for the many recreational opportunities throughout the county.

Correspondence: Current Financial Report
Modified letter of thanks to Bill Olsen

Other Business to come before the Board: Discussion took place as to who is in charge of keeping the P & R webpage updated and is the master plan on it.

Vice-Chair, Duperron declared the meeting adjourned at 6:05 p.m.

The next meeting is scheduled for Monday, March 28, 2016, at 5:00 p.m.

Minutes were respectfully submitted by Marlene Wood, Recording Secretary

Frank Walterhouse, Secretary

2

LAKE COUNTY BOARD OF COMMISSIONERS
Resolution #1342 02/24/16

**RESOLUTION IN OPPOSITION TO HOUSE BILL 5232 AND SENATE BILL 0720,
LEGISLATION TO AMEND THE MICHIGAN LOCAL HISTORIC DISTRICTS ACT**

WHEREAS, Historic preservation is a public purpose, and as so, it has value to the entire community, driving economic development, attracting businesses, drawing tourists and new residents, creating a sense of place, and enhancing a community's quality of life;

WHEREAS, Michigan's historic resources rely on Michigan's current state law, PA 169 of 1970 (hereinafter, "the Act"), which provides critical protection enabling local governments to choose to safeguard their historic resources within local historic districts across the state;

WHEREAS, the positive benefits of historic districts on the economic development, quality of life, and general welfare of the people of the state of Michigan are well established; and

WHEREAS, under the current Act, the process of establishing a historic preservation district is in the hands of the local legislative body from start to finish, including appointing the study committee and deciding whether to establish a district or not, setting the final district boundaries in the local ordinance, and performing substantial outreach to members of the affected communities, including statutory public hearings, and final consideration and enactment; and

WHEREAS, local legislative bodies in Michigan have been designating and administering historic districts for several decades, beginning in 1970, and historic districts previously established retain equal, or have attained greater, significance over the intervening years and preservation of those districts has had a total economic impact of \$3.9 billion and the creation of 44,250 jobs;

WHEREAS, House Bill 5232 of 2016, and the identical legislation Senate bill 0720 of 2016, introduced to the legislature of the State of Michigan on January 26, 2016, propose to amend the Act to place additional and significant restrictions on the ability of a local unit of government to designate and regulate historic districts, jeopardizing the efficient and fair process in place; and

WHEREAS, House Bill 5232 of 2016, and the identical legislation Senate Bill 0720 of 2016, would additionally amend the Act such that existing historic districts will expire unless "renewed" every ten years; and

WHEREAS, a report from the House Fiscal Agency suggests that the legislation as written would "increase the costs of local units of government attempting to set up new or modify existing historic districts;" **NOW, THEREFORE BE IT**

RESOLVED, that the Lake County Board of Commissioner's hereby urges the House Committee on Local Government, the Senate Committee on Local Government, and the entire state legislature to reject House Bill 5232 of 2016, and Senate Bill 0720 of 2016, as written,
AND BE IT FINALLY

RECEIVED

MAR 03 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

RESOLVED, that a copy of this resolution shall be transmitted to the House committee on Local Government, the Senate Committee on Local Government, all members of the Michigan legislature, and the Governor of the State of Michigan.


STATE OF MICHIGAN)

) SS

COUNTY OF LAKE)

I, Lisa Williams, Clerk of the Board of Commissioners for the County of Lake, State of Michigan, do hereby certify that the above and foregoing is a true and correct copy of a resolution passed by the Lake County Board of Commissioners, at a regular meeting held on February 24, 2016.

IN TESTOMONY WHEREOF, I have hereunto set my hand and affixed the official seal at Baldwin, Michigan, this 24th day of February, 2016.



Lisa Williams, Clerk to the Board

LAKE COUNTY BOARD OF COMMISSIONERS
Resolution #1342 02/24/16

③

**RESOLUTION IN OPPOSITION TO HOUSE BILL 5232 AND SENATE BILL 0720,
LEGISLATION TO AMEND THE MICHIGAN LOCAL HISTORIC DISTRICTS ACT**

WHEREAS, Historic preservation is a public purpose, and as so, it has value to the entire community, driving economic development, attracting businesses, drawing tourists and new residents, creating a sense of place, and enhancing a community's quality of life;

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WHEREAS, local legislative bodies in Michigan have been designating and administering historic districts for several decades, beginning in 1970, and historic districts previously established retain equal, or have attained greater, significance over the intervening years and preservation of those districts has had a total economic impact of \$3.9 billion and the creation of 44,250 jobs;

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AND BE IT FINALLY

RECEIVED

MAR 04 2016

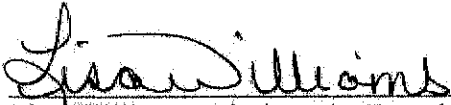
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

RESOLVED, that a copy of this resolution shall be transmitted to the House committee on Local Government, the Senate Committee on Local Government, all members of the Michigan legislature, and the Governor of the State of Michigan.

STATE OF MICHIGAN)
COUNTY OF LAKE) SS

I, Lisa Williams, Clerk of the Board of Commissioners for the County of Lake, State of Michigan, do hereby certify that the above and foregoing is a true and correct copy of a resolution passed by the Lake County Board of Commissioners, at a regular meeting held on February 24, 2016.

IN TESTOMONY WHEREOF, I have hereunto set my hand and affixed the official seal at Baldwin, Michigan, this 24th day of February, 2016.



Lisa Williams, Clerk to the Board

Dawn Olney

From: Maridee Cutler
Sent: Monday, March 07, 2016 2:54 PM
To: Dawn Olney
Subject: FW: Hop and Barley Meet and Greet - March 16th
Attachments: Hops Meet and Greet invitation.pdf

(4)

I don't know if Jennifer shared this with you, but you may want to distribute with the packet when her Hops guys presents.

From: Berkey, Jennifer [mailto:berkeyj@anr.msu.edu]
Sent: Wednesday, March 02, 2016 10:56 AM
To: Maridee Cutler
Cc: Mitch Deisch
Subject: Hop and Barley Meet and Greet - March 16th

Maridee,

Can you help me distribute this to the Benzie Board of Commissioners? If there is someone else that can help me, please let me know who would be the better point of contact and I will follow up with that person.

Also, I would like to invite you and Mitch as well.

Thank you for your help.

Jennifer

Benzie County Board of Commissioners:

Last year, following the sold-out inaugural 2015 [Great Lakes Hop and Barley Conference](#), multiple municipalities vied to host this conference. The conference committee selected Northern Michigan as the 2016 site given the strong connection between this new industry and our local growers. The conference will be held at the Grand Traverse Resort and Spa from March 16th – 17th. There will be a meet and greet with brewers, growers and researchers from the region and beyond. I would like to personally invite you to attend this meet and greet on March 16th from 4:30 – 6:30 p.m. if you are interested in learning more about the newest industry in our region.

If you are interested in attending, please let me know so I can have a name tag for you at the event.

Thank you,

Jennifer Berkey

Jennifer Berkey MS

District Coordinator – District 3

Michigan State University Extension

Serving Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau and Manistee Counties

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Fax - (231) 947-MSUE
Email - berkeyj@anr.msu.edu
Website – <http://msue.anr.msu.edu/>

GREAT LAKES HOP & BARLEY CONFERENCE

Meet & Greet with
Brewers, Growers & Researchers

Sponsored by the Michigan Brewers Guild

Network and learn more about the
growing hops & barley industry in
Northern Michigan

Wednesday, March 16th

4:30pm - 6:30pm

Grand Traverse Resort & Spa



AgBio**Research**

MICHIGAN STATE
UNIVERSITY | Extension



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MAR 07 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY VETERANS AFFAIRS COMMITTEE

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

5

**MEETING MINUTES
Monday February 1, 2016, 9:00 AM**

Conference Room 206, Government Center, Beulah, Michigan

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

Also present were: Gary Sauer, Michelle Thompson

Absent: Chuck Lerchen

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 the January 4, 2016 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 February 1: The Veteran's Relief Fund (293) has an end balance of \$75,530.67. The Veterans Trust Fund (294) Balance is \$9,468.16.

Memorial Fund balance is \$13,001.66.

We reviewed a detailed breakdown of the veterans Memorial Fund (701). Made some minor corrections which did not affect our balance.

Old Business:

- Tribal Grant: We received a notice from The Grand Traverse Band of Ottawa and Chippewa Indians that they approved a grant for \$20,000.00 for The Veterans' Memorial of Benzie County. Our committee will attend the presentations of the grants on February 10, 9:30 am, Grand Traverse Resorts, Acme, MI.
- Our large outdoor fund raising sign will make its debut at the end of March-early April. It will display at different locations.
- 501(C)(3) progress: Bob researched the process and recommended an accounting company. A motion was made and a roll call made and approved to apply for a 501(C)(3). Funds not to exceed \$1,200.
- Art and Kirt will meet at Swensens to review the memorial stone design Tuesday February 2.
- Bob and Art will make a memorial project presentation to the Benzie Sunrise Rotary at 7:30 am in Honor.

New Business:

Rolling Thunder asked if we could set up at Benzonia Shop n Save like we did last year with a flag line on Saturday June 18 (Thunder at the River event). Also set up a flag line near the Frankfort boat launch.

Mileage, bills and per diem requests were turned in. Roll calls and motions were approved for Britton Banner bill of \$300, And Arts mileage/per diem \$198.12.

The meeting was adjourned at 10:00am

Memorial day is May 30, 2016

The next Veterans Affairs Committee meeting will occur on Monday, March 7, 2016 at 9:00 am.

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



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

6

March 9, 2016

Frank Post
Benzie County
448 Court Place
Beulah, MI 49617

RE: RAP

Dear Mr. Post:

I am pleased to inform you that the RAP application for your Digital Cameras and Security project was approved. The Committee authorized 50% funding up to a maximum of \$4,730.25 for your project.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Benzie County of their payment of the project in full. **Please send proof of payment along with invoice copies or other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds is contingent upon Benzie County remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cara Kowal".

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Dawn Olney, County Clerk
Glomar, Inc.

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

THE CIRCUIT COURT

2

HONORABLE DAVID A. THOMPSON
CHIEF JUDGE

PATRICIA A. HEINS
CIRCUIT COURT ADMINISTRATOR

MICHELE LANTIS, CSR
OFFICIAL COURT REPORTER

KAREN FELICZAK
ADR CLERK



STATE OF MICHIGAN
19TH JUDICIAL CIRCUIT
MANISTEE AND BENZIE COUNTIES

MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660
231-723-6664
231-723-1645 (FAX)

BENZIE COUNTY GOVERNMENT CENTER
448 COURT PLACE
BEULAH, MICHIGAN 49617
231-882-9671
1-800-315-3593
231-882-5941 (FAX)

March 14, 2016

Mr. Ted Schendel, Sheriff
Benzie County
505 S. Michigan Ave
Beulah, MI 49617

Dear Sheriff Schendel:

After further consideration of the issues regarding court house security discussed in the meeting on February 16, 2016, I feel that it is in the best interest of both the public and all employees to have security present in all court proceedings for the 19th Circuit Court including referee hearings, the 85th District Court, and the Benzie County Probate Court. I agree that all inmates scheduled for the criminal call for Circuit Court may be transported at the same time and placed in the "jury box" in the Circuit Courtroom under the supervision of your department. I will also continue to utilize the poly com system for arraignments when appropriate.

If you should have any further questions or concerns, please feel free to contact me.

Sincerely,

Hon. David A. Thompson, Chief Judge

DAT/pah

Cc: Hon. John D. Mead, Probate Judge
Connie Krusniak, Director Family Services 19th Circuit Court
Mitch Deisch, Benzie County Administrator
Roger Griner, Benzie County Chairman of the Board

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MAR 17 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at their offices in Honor, Michigan on Thursday, February 25, 2016 at 9:30 AM.

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

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

The agenda was accepted as presented.

The minutes of 2/11/16 were accepted as presented.

Motion by Comm Mick and supported by Comm Nuske to pay bills # 42738 to # 42779 for the amount of \$ 103,395.69 and Payroll #4-16 for \$ 56,339.42. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Nuske and supported by Comm Mick to pay the EFT for Brenner Oil for \$ 11,174.07. Ayes: Rosa, Nuske and Mick. Motion carried.

Superintendent's report: The new patcher is working well.

Public Input: None

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

New Business:

9:45 - Phil Wolfe - Anderson Tackman-Phil reviewed the 2015 Audit with the board and explained the required reporting of the MERS UAL and how it changes the report. Motion by Comm Mick and supported by Comm Nuske to accept the 2015 Audit report from Anderson Tackman. Ayes: Rosa, Nuske and Mick. Motion carried.

CRASIF - Motion by Comm Nuske and supported by Comm Mick to renew our membership with CRASIF for Workers Compensation coverage. Ayes: Rosa, Nuske and Mick. Motion carried.

Engineer of Record - Motion by Comm Nuske and supported by Comm Mick to accept management's recommendation to contract with Gourdie Fraser for Engineer of Record. Ayes: Rosa, Nuske and Mick. Motion carried.

Paving Bids - Motion by Comm Nuske to award both bid packages to ATP Precision Paving. The motion was not considered due to lack of support.

Motion by Comm Rosa and supported by Comm Mick to award Package A-Millage Wedge & Overlay bid to ATP Precision Paving for \$774,631.95. Ayes: Rosa, Nuske and Mick. Motion carried.

Motion by Comm Rosa and supported by Comm Mick to award Package B-Primary Road Wedge & Overlay bid to Elmers for \$311,997.80. Ayes: Rosa, Nuske and Mick. Motion carried.

Page 2. Benzie CRC mtg 02/25/16

Act 51 Report for FY 2015 - Motion by Comm Nuske and supported by Comm Mick to certify the Act 51 Report as presented. Ayes: Rosa, Nuske and Mick. Motion carried.

Correspondence/Information/Discussion:

Letter from Lynne Rochet regarding Weldon Rd washing into her driveway.

Patterson Rd - Right-of-way encroachment. Send letters to both property owner telling them to remove their fences.

Flees Logging - Flees Logging is bidding on a project on private property on Joyfield Rd. Motion by Comm Nuske and supported by Comm Mick to enter into an agreement with Flees Logging allowing them to cross Wallaker Rd at Joyfield Rd if they are awarded the project. Ayes: Rosa, Nuske and Mick. Motion carried.

Crystal Mountain North Mitten Race, Sunday, May 29 at 8:00 AM - Motion by Comm Rosa and supported by Comm Nuske to allow Crystal Mountain to use King Rd, Dair Mill, Joyfield, Longstreet, Lowden, Stone Rd and N. Manistee Co Line Rd for the race in May. Ayes: Rosa, Nuske and Mick. Motion carried.

Public Input: - Ron Evitts- There is a sign missing at Dair Mill and King Rd.

Meeting adjourned at 11:30 AM.

Approved 03/10/16

Robert Rosa, Chairman

Kathleen A, Jordan, Clerk