

# BENZIE COUNTY BOARD OF COMMISSIONERS

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448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671

[www.benzieco.net](http://www.benzieco.net)

## MEETING AGENDA

**May 24, 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 – 5/10/2016  
                    PUBLIC INPUT  
                    ELECTED OFFICIALS & DEPT HEAD COMMENTS  
                    COMMISSIONER REPORTS  
                    COUNTY ADMINISTRATOR'S REPORT – B/G Consent; AES Resolution for  
                    Village of Beulah  
                    FINANCE – Approval of Bills; Consent Calendar  
                    HR and PERSONNEL –  
                    COMMITTEE APPOINTMENTS – SWAC; BVT  
                    ACTION ITEMS – Remonumentation Contract  
                    PRESENTATION OF CORRESPONDENCE  
                    NEW BUSINESS –  
                    **Closed Session** – Evans vs BC & BC Planning Comm and VanDussen vs BC Board  
                    of Commissioners & Benzie County Sheriff

10:00  
10:15

                    Mitch Deisch – Benchmarking Part C: Benefits  
                    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

May 10, 2016

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, May 10, 2016, 448 Court Place, Government Center, Beulah, Michigan.

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

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

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

## Agenda:

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

9:02 a.m. Public Input

Sheriff Schendel says a prayer for Roger Griner for the procedure he is having done tomorrow.

9:03 a.m. Public Input Closed

## ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Animal Control report for April 2016 received.

Benzie Transportation Authority financial reports for February and March 2016 received.

## COMMISSIONER REPORTS:

Comm Carland reported that he attended both the Village of Beulah and Village of Benzonia meetings last week; Benzonia is discussing increasing the water rates which have not been adjusted in several years; the Traverse Avenue repaving project is complete; Beulah continues to pursue the water issues; attended the Airport Authority meeting last week.

Comm Bates reported that he attended the Lake and Almira Township meetings – Lake Township Planning Commission is talking about the possibility of a road millage to address repairs to their local roads; Almira Township clean-up day was last Saturday; the pancake breakfast went well, they had a good turn out; the township is looking to make improvements to sidewalks in front of the old fire barn in the Village of Lake Ann; foreclosed property on Clay Road – the township will be opting out of that property.

Comm Walterhouse reported that he attended the Homestead Township meeting on May 2; their clean-up day is scheduled for May 21.

Comm Sauer reported that the Veterans Memorial will hold a ceremony on Memorial Day at 12:00 noon with a flag raising ceremony; the Elberta Farm Market is trying to get an agriculture grant to build a restroom facility where the farm market is.

## COMMISSIONERS

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May 10, 2016

Comm Warsecke reported that he attended the Inland Township meeting last night; May 20 & 21 they will hold a garage sale and blood drive at the township hall; May 20 will be propane refill at Beechcraft Sawmill; inquired of the Medical Examiner contract.

Comm Griner reported that we have great department heads ---- Matt Skeels with the Road Commission; Kathy Dube with the Maples; Doug Durand with Council on Aging; Bill Kennis with Benzie Bus; Craig Johnson with EMS and Marlene Wood (now David Schaffer) with Recycling;

### COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Mitch asks the board to select one person to attend the mediation regarding the Evans complaint – Evan Warsecke will be the Commissioner Representative.
- The Budget review has started with all departments.
- He has a meeting scheduled with Frankfort and Ludington regarding the Coast Guard stations which are being downgraded from full time to part time status – both cities will be effected.
- Medical Examiner – he is seeking direction from the board as to how to move forward; we have gone to the Mecosta/Newaygo site; we are looking for opportunities for some financial savings -- not to draw criticism on Grand Traverse County. This is what is in the best interest in Benzie County; last week the Manistee County Administrator, Tom Kaminski, asked to consider a three-way program with Manistee County; do we stay with Grand Traverse or start the negotiations with Mecosta/Newaygo to allow Craig and me to move forward.
- Craig – the County has to have a Medical Examiner for questionable deaths where they have to sign a medical certificate; medics are doing some of this now but there needs to be more training to some staff for this; there should be a quicker decision as to where the body is going – funeral home or the morgue.
- Wendy Trute, Grand Traverse Health Dept, stated that the \$3,250 is all inclusive; anything over that is contractual; last year Benzie County had 35 Medical Examiner cases; it was the intent with Dr. Pliss that her being the ME was temporary and they are actively pursuing a forensic pathologist to be housed in Traverse City; there are a lot of questions you need to ask before you make this decision.
- Mitch asked Wendy if Grand Traverse has thought about joining Mecosta/Newaygo – we are not ruling anything out.
- Evan feels we should maybe not move too fast to see if they will hire a forensic pathologist.
- Motion by Bates, seconded by Griner, to direct the County Administrator and Craig Johnson to start more in depth talking with Mecosta County and direct the County Administrator to pursue an agreement, regarding cost effective, with Manistee County bringing on board a forensic pathologist. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke  
Nays: None    Exc: Tucker    Motion carried.

Jail Budget Update: Dan Smith, Jail Administrator, stated that he had no additional information at this time; one person has resigned and they are in the process of hiring two positions, one full time corrections officer and one part time assistant for the Jail Administrator.

### FINANCE

Bills: Motion by Walterhouse, seconded by Warsecke, to approve payment of the bills from April 22, 2016 to May 9, 2016 in the amount of \$426,243.58, as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke    Nays: None    Exc: Tucker    Motion carried.

## **COMMISSIONERS**

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Michelle Thompson, County Treasurer, reported that they have been working on a new credit card company and it is not possible to get what we are looking for; this issue was discussed at the Leadership Forum and department heads will use different procedures to seek timely payment. She is therefore asking to rescind the resolution 2016-014 which was adopted last meeting.

Motion by Bates, seconded by Sauer, to rescind Resolution 2016-014, Credit Cards, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke  
Nays: None Exc: Tucker Motion carried.

10:05 a.m. Kyle Rosa, Under Sheriff, requests authorization to donate items from the Sheriff's storage room to the TNT for auction.

Motion by Sauer, seconded by Warsecke, to authorize Sheriff Dept items presented to the board to be donated to TNT for auction. Roll call. Ayes: Carland, Griner, Sauer, Walterhouse and Warsecke  
Nays: Bates Exc: Tucker Motion carried.

10:17 a.m. David Schaffer, Recycling Coordinator, requested approval of a DEQ grant for tire cleanup in the amount of \$15,000.

Motion by Walterhouse, seconded by Bates, to enter into a Scrap Tire Cleanup Grant with the Department of Environmental Quality in the amount of \$15,000, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

### Finance Consent Calendar

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

### HR AND PERSONNEL

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

### COMMITTEE APPOINTMENTS

BTA: Motion by Bates, seconded by Walterhouse, to appoint Nicholas Olson to the Benzie Transportation Authority for a three-year term expiring April 30, 2019 and re-appoint Eugene Allen to the Benzie Transportation Authority for a three-year term expiring April 30, 2019. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

Land Bank: Motion by Bates, seconded by Griner, to reappoint Tom Longanbach to the Land Bank Authority for a three-year term expiring April 5, 2019. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Motion carried.

### ACTION ITEMS

Resolution 2016-015: Motion by Bates, seconded by Carland, to adopt resolution 2016-015 in support of the designation of M-22 highway as a Pure Michigan Byway, authorizing the chairman to

## COMMISSIONERS

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

### CORRESPONDENCE

- Iron County resolution regarding State Transparency received.
- Wexford County resolution regarding the Clean Water Act received.
- Wexford County resolution regarding opposing HB 5016 Regulation of Public Right of Ways received.
- Parks & Recreation minutes of March 28, 2016 received.
- Road Commission minutes of April 14, 2016 received.
- EDC Revolving Loan funds report ending March 31, 2016 received.

### NEW BUSINESS – None

10:47 a.m. Public Input

Craig Johnson mentioned that he gave out a couple of life saving awards and will be giving another too.

Shelley Thompson commented regarding the tire grant and Thompsonville – there is a lack of vehicles equipped to haul tires.

John Zirkel, Lake Township, stated regarding the additional road millage that Lake Township may consider – it was only a comment made, it will not happen.

Amy Bissell provided pipeline information – it is vital to our economy.

10:56 a.m. Public Input Closed

Motion by Bates, seconded by Carland, to adjourn until the May 24, 2016 Regular meeting or the call of the chair. Ayes: Bates, Carland, Griner, Sauer, Walterhouse and Warsecke Nays: None Exc: Tucker Nays: None Motion carried

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Roger L. Griner – Chair

Dawn Olney, Benzie County Clerk

### INDEX

1. Approved the agenda as presented.
2. Approved the regular session minutes of April 26, 2016 as presented.
3. Directed the County Administrator and Craig Johnson to start more in depth talking with Mecosta County and direct the County Administrator to pursue an agreement, regarding cost effective, with Manistee County bringing on board a forensic pathologist.
4. Approved payment of the bills in the amount of \$426,243.58, as presented.
5. Rescinded Resolution 2016-014, Credit Cards, authorizing the chairman to sign.
6. Authorized Sheriff Dept items presented to the board to be donated to TNT for auction.
7. Approved to enter into a Scrap Tire Cleanup Grant with the DEQ in the amount of \$15,000.
8. Approved the April 26, 2016 Finance Committee Consent Calendar items 1 and 2 as presented.

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**May 10, 2016**

9. Approved the April 26, 2016 HR Committee Consent Calendar items 1 and 2 as presented.
10. Appointed Nicholas Olson to the Benzie Transportation Authority for a three-year term expiring April 30, 2019 and re-appoint Eugene Allen to the Benzie Transportation Authority for a three-year term expiring April 30, 2019.
11. Reappointed Tom Longanbach to the Land Bank Authority for a three-year term expiring April 5, 2019.
12. Adopted resolution 2016-015 in support of the designation of M-22 highway as a Pure Michigan Byway, authorizing the chairman to sign.

**DRAFT**

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

1. To enter into contract with Abilita for up to \$7,500 for a telephone consulting contract and to assist with and review a request for proposal.
2. To support the volunteer program on a trial basis for up to 18 months and leave the door open if the judge changes his mind or the volunteer program fails.



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

1. That the Jade Adams grievance number 16-90 be designated and turned over to the County Administrator to complete step 3.
2. That the County Administrator's evaluation be presented to the full board.

# Elected Officials and Department Head Comments

**BENZIE COUNTY COUNCIL ON AGING, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MAY 18, 2016**  
**THE GATHERING PLACE SENIOR CENTER, HONOR**  
**4:30 p.m. – 6:00 p.m.**

Please turn off your cell phones and any other electronic devices

Call to Order  
Prayer of Invocation  
Pledge of Allegiance  
Roll Call

**Approval of Agenda**

**Approval of Minutes of Previous Meeting - 04/20/2016**

**Finance Committee Report** - Approval of Financial Statements for April 2016

Suggestion Box Contents

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

**Information Items**

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

**Action Items**

- A. Board Resolution of the Pre-Merger and MOU

**New Business**

- A. Square Dance Fundraiser – June 10<sup>th</sup> 7pm-9pm
- B. 2017 Budget Meeting with Mitch Deisch and Maridee Cutler
  - 1. Budget-June
  - 2. New contract-August 1st

**Old Business**

- A. Fund Development Committee Update
- B. Update on HDM Clients Discharge Survey

**Public Comment**

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

**Board Round Table Discussion/Evaluation of Meeting**

- A.

**Adjourn**

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

**NEXT MEETING**

Wednesday, June 15, 2016 at 4:30 p.m.  
The Gathering Place Senior Center  
Honor, MI 49640

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

Chair Beverly Holbrook called the meeting to order at 4:35 pm. Prayer of invocation was given by Bob, and the Pledge of Allegiance was said by all.

Roll Call: Present: Beverly Holbrook, Rosemary Russell, Jane Elzerman, Ann Dawe, Bob McQuilken Denise Favreau, Ron Dykstra, and Niel Haugen. Absent and excused are: Donna Malecki and Sylvia Bennett. Also present are Sabra Boyle and Douglas Durand. Frank Walterhouse County Commissioner came into the meeting after public comment.

### Agenda

- Add under action items add B 2016 Budget Revision.
- Motion to approve the agenda with additions was made by Niel and seconded by Denise. All ayes being heard, the motion to approve the agenda was made.

### Minutes

- A motion to approve the minutes of the previous meeting, with several corrections, was made by Bob and seconded by Rosemary. All ayes being heard, the motion was carried to approve the previous minutes with corrections.

### Finance Committee:

Doug reviewed the financial report. We are at 50% of our budget. Revenues were up by 11% this was due to charge for services, an increase in Dining out voucher purchases, donations including a large donation, volunteer wage in kind has increased as well as the activity leaders hours are now placed into volunteer wage in kind as well. We are receiving deposits for the planned trips. Some revenues that showed a minor decrease were minimal and nothing to be concerned with. Expenses were up by 14.7% this was mostly due to Payroll taxes, unemployment insurance, workman's compensation had a double payment, and accounting fees which were all anticipated. Dues, subscriptions and advertising also went up. The annual food service license for the health department was placed into the dues and subscriptions category. Advertisement was up due to seeking a kitchen assistant as well as contractors for the lawn chore programming. There were some increases in contractual services such as snow removal, some equipment repairs, and some pending projects such as Northsky. Overall we ended March with a deficit of \$12,398 which was budgeted for.

### Public Input-

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

## Information Items

### A. Directors Report: March/ April 2016

**A copy was submitted to the board and Doug reviewed the highlights.**

- The Hoop house: The students of Platte River have been planting in the hoop house this year. Jeff is now looking at utilizing the area behind the gathering place to plant some herbs and cherry tomato plants. The menus continue to be redefined with input from our seniors via comment cards. Some of the latest additions include homemade lasagna. There has been an increase of 955 meals to date and the new entrees are a big part of that. Our senior project fresh coupons have arrived, but we may need to purchase more to meet the needs this year when based on last year's participation.
- March for Meals was a great success this year. We are seeing increased business and community support! Many of our local businesses graciously donated a percentage of their proceeds to BCCOA. Senator Booher, Peter Marinoff, and many of our local celebrities went for ride a-longs. Another grant was submitted to continue support for this program.
- We continue work with the Red Cross for provisions of smoke detectors and/or batteries for our seniors.
- The Foster/ Adoption/ Kinship program is underway and we are already seeing this collaborative effort in the works. There are 91 identified families in our area, We continue to provide a cold supper for their meetings.
- Essential Needs Funds:
  - This last month we helped provide a senior family a new furnace for their home. This was a collaborative effort between our senior essential needs funds and funds obtained from other Benzie county community agencies. The senior essential needs funds also assisted with cost sharing for a resident to have cataract surgery, a client with severe dental needs, as well as water well replacement for another area senior.
- Snow Removal: This program has ended for the year,. Due to the mild winter the cost was reduced by 42%. Some of the savings will be transferred to lawn chore programs, to provide 2 additional mows over the season, and add a fall yard clean up. The remaining funds if any will be used for the increased food expenses due to the double digit increases in HDM and congregate meals. The retractable awing for the patio has been ordered!
- The Volunteer Recognition event will be at Trinity Lutheran Church in Frankfort.

### B. Programming Report March 2016

- Nutritional Programming
  - HDM (Home Delivered Meals) 3781 meals were provided to 136 clients. This is an increase of 42% since 2014 and an 18 % increase from last year.
  - Congregate Meals has a 15% increase since 2014 and a 10% increase when compared to last year. Through the first six months 4,813 more meals were served than last year at this time.
- Other Services
  - The homemaker program serviced 256 units, this was stable from last month but increases are expected over the next few months due to our snowbirds returning.
  - Dining out increased by 58%,

- 125 seniors took part in our snow removal program.
- MMAPS have seen 10 clients,
- 248 Benzie Seniors were provided with free tax preparation,
- 17 seniors received foot care,
- 98 bus passes were provided,
- 6 seniors received hearing evaluations,
- 25 clients have guardian medical monitoring,
- 4 Benzie seniors were signed up for dental services.
- Benzie county seniors enjoyed senior companion programming,
- 791 calls for information and services were handled.

**C. Senior Center Coordinator's Report for March/ April 2016**

**A report was submitted to the board. Doug Durand gave highlights.**

- Our activities are up by 26% when compared to the same time last year. 12 core activities were offered in March 2016. 494 folks participated in those activities.
- Tech support is now being offered at the Gathering place. Appointments are being scheduled on Wednesdays for help with Smart phones, I pads, I pods, tablets and laptops
- A new program is starting in April. Essential Estate Planning it will be held every 4<sup>th</sup> Tuesday of the month from 9-4 at the administration office. Attorney, Courtney Marshall, experienced in estate law, will be available for a free consultation and review of your current estate planning. Once the review is done, a quote at a reduced rate, will be given for any services needed for the creation, revision and/ or updated estate plans.
- The Social Security administration came in and assisted our seniors with the online process.
- MMAPS counselors came in and gave a Medicare 101 seminar.
- All about me Class was held,
- Karen Getz, OTR from POMH, presented ways to accommodate your home and what to expect from occupational therapy. POMH also held a blood pressure clinic and discussed how to dispose of medications.
- Earth Day brings Marlene Wood, for lunch to discuss recycling for Benzie County.
- Another laughter workshop is being held on April 27<sup>th</sup>.

**D. County Commissioner, Frank Walterhouse, joined us after public comment.**

- His update included the upcoming November election openings for the commissioners.
- County budgets/ suggestions to be in by First of May.
- Update on the Maples Medical care facility. The facility is hoping to be open by June or July, however, the roof issues continue to be problematic.

**Action Items**

**A. Board resolution of the proposed BHHC and BCCOA merger.**

Beverly read the proposal to the board. Doug will forward a copy to all board members.

After the reading; Roll call of the board members was taken. All yes being heard. The board approved unanimously to approve the resolution as written.

**B. 2016 Budget revisions**

A copy of the revised budget was given to the board members. Doug gave highlights for the necessary revisions and the justifications. Roll call was taken. All Ayes being heard the revisions to the budgets were approved by the board of directors.

**New Business**

**A. Older Michiganians Day**

"A voice for Michigan Aging" BCCOA will be going to Lansing on May 11, 2016 to celebrate this day with over 1,000 older adults from across the state. It will include a tour of the capital building, free lunch, a rally on the east lawn, key speakers, and a presentation of senior citizen of the year awards. State legislators, Boohar and Schmidt will be there, and Governor Snyder has also been invited. Let Doug know if you're interested in this trip.

**B. MI Cafe Contract (Bridge Card for Seniors):** this will allow us to assist our seniors on line to sign up for a bridge card. We will receive 20.00 for each new sign up and 15 dollars for each renewal.

**C. The Updated Organizational chart** was sent via e mail to the board members for review.

Beverly reviewed this chart with the board members. A motion to approve it was made by Robert and Seconded by Denise. All ayes being heard. The motion to approve the organization chart was made.

**D. Executive Directors evaluation**

Beverly and Niel reviewed the comments for Doug's evaluation. The general census gathered by the evaluation forms was his scores were mostly 5 and 4s with a couple of 3s. It was also noted that there was concern that he is working too hard and needs to make sure that he is taking time off so he does not burn out. The recommendations included: Doug is to receive an increase his annual salary by 5.5% based on this review. Another evaluation of his position will be addressed when the merger is finished and his wage will be based on his new job description and duties at that time. A motion to increase Doug's wage by 5.5% was made by Beverly and seconded by Jane. Roll call was done with all members voting yes. The motion was made to increase Doug's wage by 5.5% with a reevaluation of his salary being done after the merger is complete.

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### Old Business

#### A. Fund Development

- Antique Appraisal
- Square Dance at PRA hall.
- Sip and Dab will be in June

#### B. March for meals

Was a great year totals are not fully in.

#### C. Update on HDM clients discharge survey tabled to next meeting

#### D. Advocacy news:

Good news for seniors in 2017. Funding is coming through and it should be a good year for our seniors.

### ROUND TABLE DISCUSSION

There was no round table discussion

### ADJOURNMENT

A Motion to adjourn the meeting made by Ron and seconded by Rosemary. The meeting was adjourned at 6:45pm.

Respectfully Submitted,

Rosemary Russell, RNC  
Secretary BCCOA

Next Meeting  
Wednesday, May 18, 2016 at 4:30pm  
The Gathering Place  
Honor, Michigan 49640



## Benzie County Council on Aging, Inc.

### Executive Directors Report

April 2016 – May 2016

- Our annual Area Agency on Aging compliance visit occurred on April 28<sup>th</sup>. This visit lasted the entire day. Areas of review included staff and volunteer files, new volunteer and staff orientation program, review of all of our policies and procedures, complete review of the kitchen procedures for home delivered & congregate meals, Medicaid Waiver client billing, assessment process from the initial contact to getting a meal to final completion of the client needs assessment and how we track the meals given on the route sheets. One reviewer went on a Home Delivered Meals Route to visit the clients. At the exit interview, the staff of Area Agency on Aging reported that our operation is in compliance with them and Michigan Department on Aging and Adult Services Agency. This success of this review is a reflection of the entire staff of BCCOA and I commend them for a job well done!
- With the assistance of Board Members and staff, we participated in the Benzie County Chamber of Commerce Business Expo. Many folks came up to our booth to seek out some services offered by our agency and also it was very gratifying to hear many kind words about how helpful our agency has been to them or someone they know that benefits from our services.
- The Lawn Chore Program is now officially up and running as of May 1<sup>st</sup>. We have secured 4 contractors to provide spring clean-up and lawn mowing services throughout the summer and early fall. We were able to increase the number of lawn mowings due to the mild winter which in turn allowed less snow plowing.
- We hired a new part-time Kitchen Assistant, John Ryan to our excellent staff over at The Gathering Place. Welcome John!
- Our Volunteer Recognition Event Celebration and Dinner was held on May 12<sup>th</sup>. We had a wonderful turnout of volunteers and their guests. I am extremely grateful to the many community businesses that have once again supported this event through sponsorships, door prize gifts and in-kind supplies/donations to make this event such a special occasion to our 135 volunteers! This year's theme was, "A Night with the Stars."
- Senior Project Fresh is moving along nicely. Letters have been sent out to all of the participants from last year. We have purchased additional coupon booklets to get us to the same amount as last year.
- The retractable awning was purchased from the last years fundraising efforts. It will be installed yet this month. We have some left over funds and will be purchasing new plant containers for The Gathering Place.
- On Wednesday, May 11<sup>th</sup> a group of 6 went to Lansing to celebrate Older Michigianians Day. We were joined by over 800 folks from around Michigan to celebrate the achievements of senior volunteers and to encourage our legislators to focus more funding for senior programs such as; nutrition, Alzheimer's Support, Caregiver support, Elder Abuse, etc. Lisa Robitshek and I presented to Senator Darwin Booher and House of Representatives Larry Inman and Phil Potvin on the Meals on Wheels Programs of NW Michigan and the need for an additional \$5,000,000 in nutritional funding for State Budget for Fiscal Year 2017.

## **Program Report for April 2016**

### **Nutritional Programs**

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

Home Delivered Meals – 3,528 meals were provided to 128 clients in April 2016. **This represents an increase of 29% as compared to April 2014 and a 17% increase as compared to April 2015.**

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

The Gathering Place and Thompsonville served a total of 2,166 in April 2016. **This represents an increase of 3% as compared to April 2014 and a 3.7% increase as compared to April 2015.**

*Through the first 7 months we have served 5,417 additional meals than last year at this time.*

### **Other Programs/Services**

**Dining Out Program** – A total of 182 customers purchased 589 vouchers in April 2016. **This represents an increase of 63% as compared to April 2014 and a 59% increase as compared to April 2015.**

**Homemaker Program** – 290 service units were provided 100 clients in April. This is an increase of 13% over March 2016. Eight more clients are being seen as compared to April 2015.

**MMAPS** – The counselors saw 23 clients for 23 hours of assistance in April 2016.

**Guardian Medical Monitoring** – 25 Clients receive this no charge service in March 2016 and currently we have 12 on the waiting lists for this free service.

**Benzie Bus Passes** – 119 bus passes were given to clients in April 2016. These numbers have remained consistent for the past 5 months.

**Information & Assistance** - The agency handled 692 calls in April 2016 regarding Information and Assistance for services and questions related to older adults.

**Foot Care Clinic** – 22 individuals came in for foot care at no cost to them in April 2016.

**Hearing Clinic** – 6 individuals had a hearing evaluation completed in April 2016 at no cost to the client.

**Income Tax Clinic** – 48 individuals received assistance with their income tax returns in April 2016. This tax season the 3 volunteers saw 296 individuals who had their income taxes done at no cost for the individuals.

**Benzie COA Senior Dental Program** – Three new clients were signed up in April 2016.

**The Gathering Place Senior Center** – In April 2016, The Gathering Place Senior Center offered a total of thirteen core activities that 613 folks participated in. The top 5 attended activities for April 2016 were Music Programs, Card Games, Exercise, Day Trips and Bingo. **This is a 18% increase over April 2015.**

Respectfully submitted,

*Douglas Durand*

BENZIE COUNTY COUNCIL ON AGING, INC.  
Statement of Financial Position  
As of April 30, 2016

	<u>Apr 30, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
001 · CENTRAL STATE BANK CHECKING	153,357.28
003 · CENTRAL STATE BANK HRA	1,062.13
005 · CSB - FUNDRAISING	2,223.26
006 · CENTRAL STATE BANK CD	13,185.89
Total Checking/Savings	<u>169,828.56</u>
Accounts Receivable	
1200 · Accounts Receivable	180.00
Total Accounts Receivable	<u>180.00</u>
Other Current Assets	
109 · INVENTORY	8,309.10
Total Other Current Assets	<u>8,309.10</u>
<b>Total Current Assets</b>	<b>178,317.66</b>
<b>Fixed Assets</b>	
150 · BUILDING	330,375.70
151 · VEHICLES	79,769.00
152 · EQUIPMENT	79,787.12
157 · LAND IMPROVEMENTS	1,800.00
159 · LAND	150,000.00
160 · ACCUMULATED DEPRECIATION	(177,922.40)
Total Fixed Assets	<u>463,809.42</u>
<b>TOTAL ASSETS</b>	<b><u>642,127.08</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	6,592.53
Total Accounts Payable	<u>6,592.53</u>
Other Current Liabilities	
2100 · Payroll Liabilities	4,328.87
222 · MERS 457 PAYABLE	273.16
Total Other Current Liabilities	<u>4,602.03</u>
Total Current Liabilities	11,194.56
Long Term Liabilities	
250 · MORTGAGE PAYABLE	150,561.36
Total Long Term Liabilities	<u>150,561.36</u>
<b>Total Liabilities</b>	<b>161,755.92</b>
<b>Equity</b>	<u>480,371.16</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>642,127.08</u></b>

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

	Apr 2016	Budget	\$ Change
<b>Ordinary Income/Expense</b>			
Income			
519.03 · TITLE III C2 INCOME	5,631.66	5,627.00	4.66
519.04 · FEDERAL USDA	10,921.78	10,922.00	(0.22)
519.05 MIPPA (MMAF)	-	100.00	(100.00)
540 · GRANTS	-	1,533.00	(1,533.00)
561 · STATE ALTERNATIVE CARE	678.00	894.00	(216.00)
642 · CHARGES FOR SERVICES/CONT	2,895.50	2,805.00	90.50
642.01 · FEE FOR SERVICE/CHORE	1,383.00	660.00	723.00
642.02 · FEE FOR SERVICE/HOMEMAKER	1,614.00	2,065.00	(451.00)
642.03 · FEE FOR SERVICE/SNOW REMOVAL	(1,352.00)	(650.00)	(702.00)
673 · NEWSLETTER SUB	40.00	-	40.00
675 · DONATIONS	8,604.92	8,283.00	321.92
676 · MILLAGE	58,706.66	58,707.00	(0.34)
677 · FUNDRAISING INCOME	273.30	1,061.00	(787.70)
680 · VOLUNTEER WAGES (IN-KIND).	10,450.00	11,227.00	(777.00)
681 · DONATIONS-INKIND	278.49	-	278.49
690 · TRIPS	2,376.00	-	2,376.00
691 · MISC INCOME	-	-	-
<b>Total Income</b>	<b>102,501.31</b>	<b>103,234.00</b>	<b>(732.69)</b>
<b>Gross Profit</b>	<b>102,501.31</b>	<b>103,234.00</b>	<b>(732.69)</b>
Expense			
700 · ACCOUNTING FEES	-	-	-
705 · SALARY AND WAGES	25,315.11	28,085.00	(2,769.89)
708 · PAYROLL TAX EXPENSE	2,226.67	2,332.00	(105.33)
709 · EDUCATION/TRAINING	-	62.00	(62.00)
710 · EVENTS	182.53	241.00	(58.47)
715 · CLOTHING ALLOWANCE	-	-	-
717 · DUES/SUBSCRIPTIONS	1,383.22	1,325.00	58.22
720 · BAD DEBT	-	-	-
721 · COMPUTER EXPENSES	1,441.74	865.00	576.74
725 · FRINGE BENEFITS	11,151.80	16,165.00	(5,013.20)
726 · FUNDRAISING EXPENSE	-	400.00	(400.00)
727 · SUPPLIES	1,643.21	1,936.00	(292.79)
727.2 · OFFICE EXP	259.07	652.00	(392.93)
727.3 · POSTAGE	-	290.00	(290.00)
727.4 · ADVERTISING	-	100.00	(100.00)
740 · FOOD	12,638.46	10,200.00	2,438.46
819 · CONTRACTUAL	11,349.00	11,455.00	(106.00)
820 · VOLUNTEER WAGES (IN-KIND)	10,450.00	11,227.00	(777.00)
825 · VOLUNTEER EXPENSES	1,240.07	1,152.00	88.07
850 · TELEPHONE	225.83	480.00	(254.17)
861 · TRAVEL/MILEAGE/GAS	227.28	200.00	27.28
900 · INTEREST EXPENSE	507.41	463.00	44.41
910 · INSURANCE	1,682.00	1,437.00	245.00
915 · PROJECTS	-	-	-
920 · UTILITIES	2,508.71	1,918.00	590.71
930 · TGP LOAN	-	-	-
940 · DEPRECIATION EXPENSE	1,804.26	1,804.00	0.26
980 · EQUIPMENT/REPAIRS	3,511.17	689.00	2,822.17
980.1 · OUTDOOR MAINTENANCE	191.50	157.00	34.50
981 · HDM VEHICLE MAINT/GAS	442.67	1,185.00	(742.33)
991 · TRIP EXPENSE	8,276.00	-	8,276.00
<b>Total Expense</b>	<b>98,657.71</b>	<b>94,820.00</b>	<b>3,837.71</b>
<b>Net Ordinary Income</b>	<b>3,843.60</b>	<b>8,414.00</b>	<b>(4,570.40)</b>
<b>Other Income/Expense</b>			
Other Income			
990 · INTEREST/DIVIDEND INCOME	10.03	10.00	0.03
999 - Other Income	1,250.00	-	1,250.00
<b>Total Other Income</b>	<b>1,260.03</b>	<b>10.00</b>	<b>1,250.03</b>
Other Expense			
999.1 · Other Expense	-	583.00	(583.00)
<b>Total Other Expense</b>	<b>-</b>	<b>583.00</b>	<b>(583.00)</b>
<b>Net Other Income</b>	<b>1,260.03</b>	<b>(573.00)</b>	<b>1,833.03</b>
<b>Net Income</b>	<b>5,103.63</b>	<b>7,841.00</b>	<b>(2,737.37)</b>

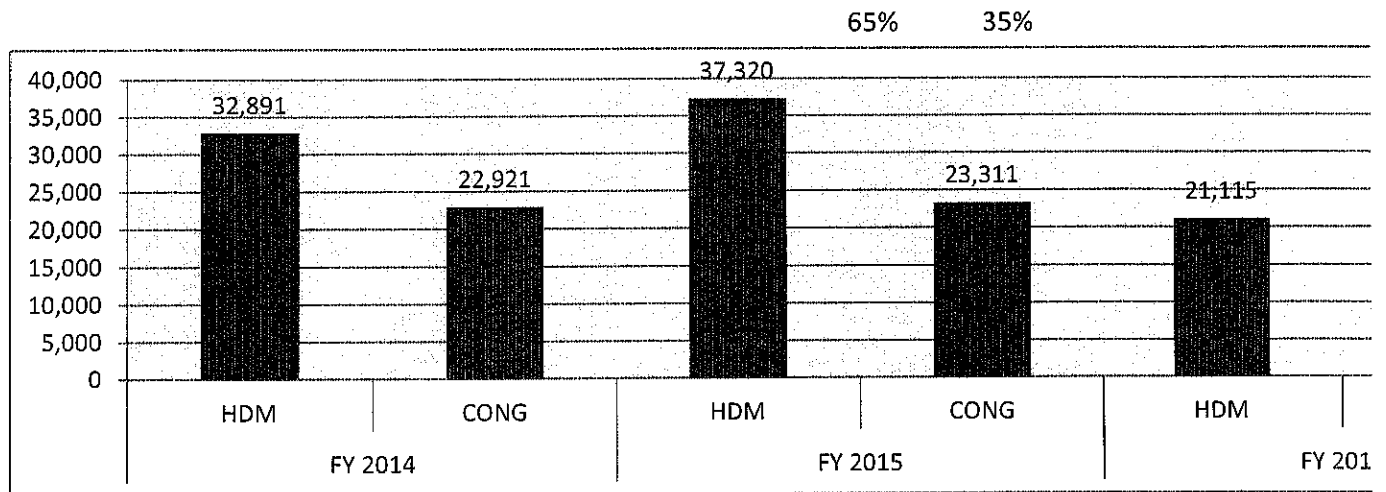
BENZIE COUNTY COUNCIL ON AGING, INC.  
Statement of Financial Income and Expense - YTD  
October 1, 2015 - April 30, 2016

	Oct-Apr 2016	Budget	\$ Change
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	39,422.16	39,388.00	34.16
519.04 · FEDERAL USDA	29,722.64	29,360.00	362.64
519.05 MIPPA (MMAP)	1,500.00	1,200.00	300.00
540 · GRANTS	12,800.00	9,033.00	3,767.00
561 · STATE ALTERNATIVE CARE	6,114.00	5,518.00	596.00
642 · CHARGES FOR SERVICES/CONT	16,224.50	14,334.00	1,890.50
642.01 · FEE FOR SERVICE/CHORE	1,007.00	660.00	347.00
642.02 · FEE FOR SERVICE/HOMEMAKER	11,214.00	13,035.00	(1,821.00)
642.03 · FEE FOR SERVICE/SNOW REMOVAL	9,860.00	16,585.00	(6,725.00)
673 · NEWSLETTER SUB	240.00	-	240.00
675 · DONATIONS	54,877.83	52,982.00	1,895.83
676 · MILLAGE	410,946.62	410,946.00	0.62
677 · FUNDRAISING INCOME	8,906.09	10,061.00	(1,154.91)
680 · VOLUNTEER WAGES (IN-KIND)	73,090.00	51,927.00	21,163.00
681 · DONATIONS-IN-KIND	704.41	-	704.41
690 · TRIPS	9,371.00	-	9,371.00
691 · MISC INCOME	-	-	-
Total Income	686,000.25	655,029.00	30,971.25
Gross Profit	686,000.25	655,029.00	30,971.25
Expense			
700 · ACCOUNTING FEES	3,710.00	3,800.00	(90.00)
705 · SALARY AND WAGES	185,204.43	207,432.00	(22,227.57)
708 · PAYROLL TAX EXPENSE	17,773.94	16,085.00	1,688.94
709 · EDUCATION/TRAINING	-	437.00	(437.00)
710 · EVENTS	1,665.86	1,691.00	(25.14)
715 · CLOTHING ALLOWANCE	156.75	90.00	66.75
717 · DUES/SUBSCRIPTIONS	2,112.22	1,770.00	342.22
720 · BAD DEBT	-	-	-
721 · COMPUTER EXPENSES	10,007.12	4,609.00	5,398.12
725 · FRINGE BENEFITS	62,581.22	77,109.00	(14,527.78)
726 · FUNDRAISING EXPENSE	887.09	400.00	487.09
727 · SUPPLIES	12,524.44	11,926.00	598.44
727.2 · OFFICE EXP	4,644.37	4,619.00	25.37
727.3 · POSTAGE	1,058.67	1,715.00	(656.33)
727.4 · ADVERTISING	511.80	1,165.00	(653.20)
740 · FOOD	80,500.04	77,700.00	2,800.04
819 · CONTRACTUAL	102,214.11	129,405.00	(27,190.89)
820 · VOLUNTEER WAGES (IN-KIND)	73,090.00	51,927.00	21,163.00
825 · VOLUNTEER EXPENSES	4,013.91	4,294.00	(280.09)
850 · TELEPHONE	1,698.22	1,800.00	(101.78)
861 · TRAVEL/MILEAGE/GAS	1,772.15	1,500.00	272.15
900 · INTEREST EXPENSE	3,522.75	3,553.00	(30.25)
910 · INSURANCE	13,059.50	11,037.00	2,022.50
915 · PROJECTS	5,706.32	-	5,706.32
920 · UTILITIES	13,999.63	14,073.00	(73.37)
930 · TGP LOAN	-	-	-
940 · DEPRECIATION EXPENSE	12,629.82	13,054.00	(424.18)
980 · EQUIPMENT/REPAIRS	16,127.91	7,304.00	8,823.91
980.1 · OUTDOOR MAINTENANCE	4,830.75	4,894.00	(63.25)
981 · HDM VEHICLE MAINT/GAS	8,330.31	8,301.00	29.31
991 · TRIP EXPENSE	8,276.00	-	8,276.00
Total Expense	652,609.33	661,690.00	(9,080.67)
Net Ordinary Income	33,390.92	(6,661.00)	40,051.92
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	81.24	63.00	18.24
999 · Other Income	10,145.67	4,504.00	5,641.67
Total Other Income	10,226.91	4,567.00	5,659.91
Other Expense			
999.1-Other Expense	11.70	-	11.70
99999-LEGAL EXPENSE	274.39	583.00	(308.61)
Total Other Expense	286.09	583.00	(296.91)
Net Other Income	9,940.82	3,984.00	5,956.82
Net Income	43,331.74	(2,677.00)	46,008.74

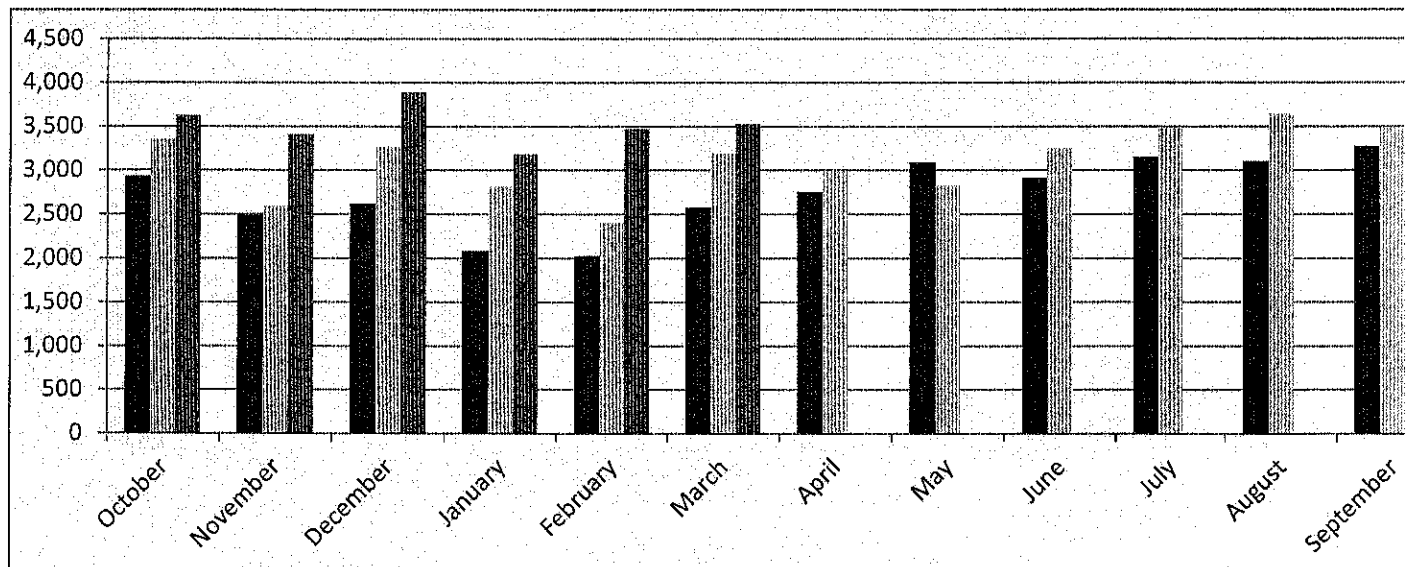
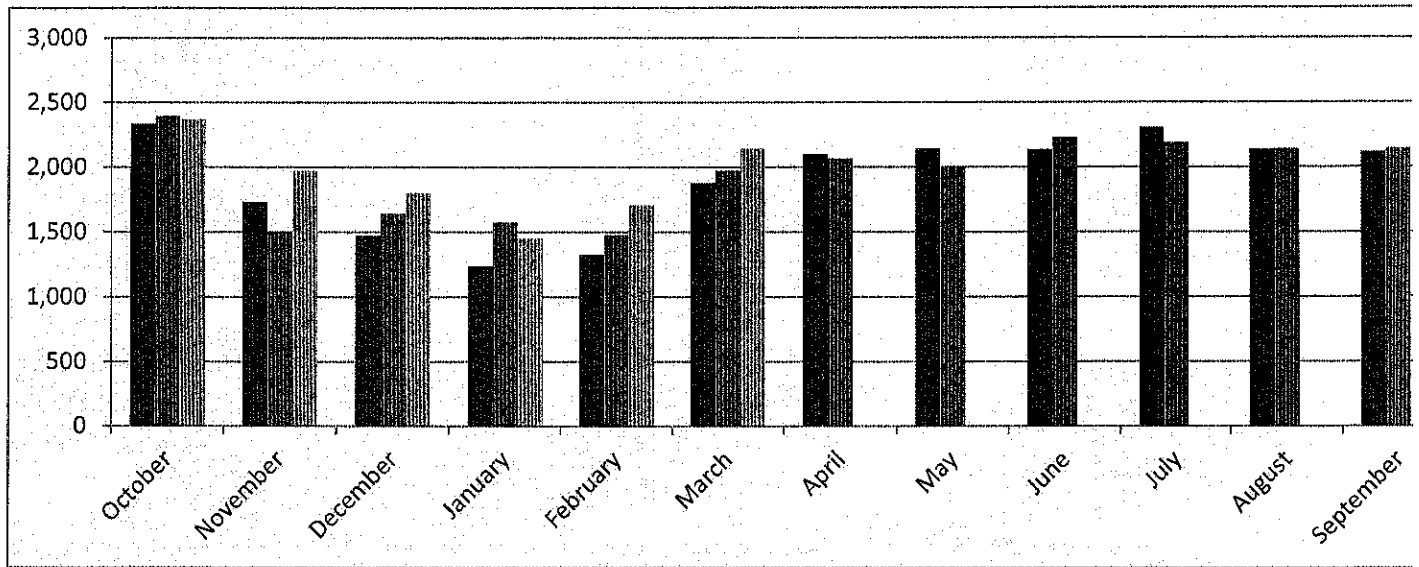
Benzie County Council on Aging  
HDM/Cong comparison

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

	FY 2014		FY 2015		FY 2016	
	HDM	CONG	HDM	CONG	HDM	CONG
October	2,919	2,335	3,356	2,394	3,627	2,370
November	2,478	1,732	2,590	1,491	3,410	1,972
December	2,609	1,471	3,265	1,640	3,891	1,800
January	2,073	1,237	2,816	1,576	3,186	1,452
February	2,018	1,328	2,405	1,476	3,473	1,706
March	2,567	1,876	3,196	1,971	3,528	2,144
April	2,746	2,102	3,001	2,065		
May	3,083	2,144	2,824	1,996		
June	2,902	2,137	3,250	2,231		
July	3,141	2,306	3,478	2,188		
August	3,091	2,137	3,644	2,140		
September	3,264	2,116	3,495	2,143		
total meals	32,891	22,921	37,320	23,311	21,115	11,444



Benzie County Council on Aging  
HDM/Cong comparison



## Senior Center Coordinator's Report

### May 13, 2016 meeting

#### Regular Happenings:

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

#### Recent Events

Friday, May 6<sup>th</sup> was our Mother's Day Luncheon. Each lady on the meal routes and that came in to The Gathering Place received a flower. Integrity Home Health and Skilled Care brought mini cupcakes and the kitchen went all out!

Square Dance-- Carter Creek String Band with caller Pat Heokje will help us kick up our heels on Friday, June 10<sup>th</sup> at The Platte River Association Hall from 7:00 p.m.—9:00 p.m. This dance is a fundraiser for our agency and Integrity Health is generously paying for our hall rental. All ages are welcome! Cost is \$10 per person or \$15 per couple. Questions? Call Dawn at 231-525-0601. I will have posters for everyone to put up around town! Thank you in advance for your help.

On May 4<sup>th</sup> during lunch, Josh Stoltz, Grow Benzie Executive Director was here to share what's new with Grow Benzie!

We were honored to be chosen by the Coho Festival folks to judge a drawing contest for their marketing materials. Platte River Elementary 6<sup>th</sup> grade students created drawings for the Coho Festival. We hung those at the center for a week and our seniors voted for their favorites. The 1<sup>st</sup> place winner received a \$50 giftcard.

Our Wii bowlers won 1<sup>st</sup> place at the tournament at Incredible Mo's! Check out our trophy and their pic on our mantle.

Mary Orth with Talking Book Library was here during lunch on May 5. She shared information on the free National Library Service for the Blind and Physically Handicapped.

Wednesday, May 11<sup>th</sup> we went to Lansing for Older Michiganians Day. Thank you to Doug for arranging the opportunity for our group to sit down with local state Reps and Senators. We enjoyed touring the Capital building as well. It is a long day but definitely worth the time.

Wednesday, May 18 we're heading to the State Theater for their 25 cent matinee. *Rebel Without A Cause* starring James Dean. Leave The Gathering Place at 9:30 a.m. Cost for the movie is only one quarter. We'll have lunch out afterwards. No trip fee but you are responsible for your lunch.

Wednesday, May 25 is our Dining Out Day! We are heading to The Stone Oven in Lake Ann for lunch. Grab dining out certificates from our office for only \$3. They are worth \$6 at participating restaurants. Leaving at 11:15 a.m. Sign up required. Call (231) 525-0601.

Dawn S. and I are starting a Matter with Balance session again today for the next eight Wednesdays at Homestead Township Hall from 1pm-3pm. It's okay to still join even if you've missed the first class. Just call the office and join our class.



## Benzie Transportation Authority - April 2016 Statement of Activities

	April 2016		Oct 2015 - April 2016		2016	April 2015		Oct 2014 - April 2015
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual	Actual
Income								
40100 - Passenger Fares	7,361.70	9,780.00	60,354.83	65,150.00	107,500.00	9,514.09	63,484.34	
40200 - Contract Fares	430.00	420.00	5,344.00	2,940.00	5,000.00	232.50	11,227.50	
40615 - Advertising Income	100.00	0.00	2,900.00	0.00	0.00			
40710 - Sale of Maintenance Services	2,206.97	1,375.00	11,569.71	9,625.00	16,500.00	818.21	7,190.90	
40760 - Gains from Sale Capital Assets	1,601.26	0.00	5,757.82	0.00				
40800 - Taxes Levied Directly for/by TA	35,740.30	39,144.00	576,363.79	559,844.00	559,844.00	44,368.40	561,420.33	
41101 - State Operating Assistance	27,759.00	27,626.00	355,042.00	354,109.00	492,239.00	23,424.00	407,109.00	
41301 - Section 5311	0.00	0.00	62,933.00	55,245.00	220,982.00	0.00	66,714.00	
41398 - RTAP	549.00	375.00	2,851.32	2,625.00	4,500.00	500.00	2,802.38	
41400 - Interest Income/Other Revenue	10.62	6.00	168.19	45.00	75.00	52.04	389.08	
Total Income	75,758.85	78,726.00	1,083,264.66	1,049,583.60	1,406,640.00	78,909.24	1,120,337.53	
Expense								
50101 - Operators' Salaries and Wages	49,530.50	55,203.00	279,815.62	294,416.00	478,430.00	32,444.96	255,467.64	
50102 - Other Salaries and Wages	29,544.71	28,116.00	155,724.39	154,052.00	243,668.00	17,780.53	134,458.76	
50103 - Dispatchers' Salaries and Wages	16,865.66	16,101.00	96,327.49	85,872.00	139,537.00	11,982.51	88,436.65	
50200 - Fringe Benefits	17,545.43	17,049.00	105,962.66	117,582.00	201,054.00	12,850.48	107,619.73	
50310 - Board Compensation	210.00	333.00	945.00	1,332.00	2,000.00	140.00	1,610.00	
50399 - Service Expense	9,516.80	4,514.00	51,044.00	45,881.00	88,635.00	7,123.01	87,742.26	
50401 - Fuel and Lubricants	5,625.02	6,690.00	41,505.52	58,510.00	97,000.00	7,327.27	51,863.96	
50402 - Tires and Tubes	179.23	800.00	7,387.90	7,000.00	11,000.00	925.96	3,623.62	
50404 - Major Purchase	0.00	250.00	0.00	1,750.00	3,000.00	1,343.00	3,130.51	
50405 - Office Supplies	1,411.35	575.00	3,503.38	4,025.00	6,600.00	32.87	4,040.10	
50406 - Parts Revenue Vehicles	1,749.91	3,500.00	19,724.76	26,000.00	44,000.00	2,695.20	24,331.26	
50407 - Parts for Non Revenue Vehicles	16.70	50.00	1,658.68	350.00	600.00	263.28	803.68	
50499 - Other Materials and Supplies	1,846.32	1,500.00	16,409.92	11,840.00	23,500.00	1,608.01	21,416.69	
50500 - Utilities & Insurance	3,835.80	4,055.00	22,557.01	45,691.00	71,616.00	3,009.50	34,251.45	
50700 - Taxes and Fees	0.00	120.00	374.00	840.00	1,400.00	118.36	435.66	
50902 - Travel, Meetings & Training	302.50	250.00	2,697.68	1,750.00	3,000.00	715.20	2,638.10	
50903 - Association Dues and Subscript	50.94	75.00	4,265.44	4,250.00	4,500.00	24.94	4,214.41	
50999 - Other Miscellaneous Expenses	0.00	0.00	3.00	0.00	0.00	0.00	0.00	
51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	0.00	0.00	
51205 - Sharp Copier/Dispatch Lease	207.80	208.00	1,454.60	1,456.00	2,500.00	207.80	1,454.60	
57402 - Ineligible RTAP	463.62	375.00	2,015.94	2,625.00	4,500.00	345.00	2,352.22	
Total Expense	138,902.31	139,754.00	814,277.19	865,222.00	1,406,640.00	100,937.88	829,891.30	
Change in Net Assets	-53,143.46	-61,028.00	269,007.47	184,361.60	0.00	-22,028.64	290,446.23	

Honor Bank Checking \$35,261.24

Honor Bank Savings \$55,000.00  
 Cash Reserve \$35,000.00  
 Rotary Grant Funds \$351,699.21  
 General Total \$441,699.21

RECEIVED

MAY 19 2016

 DAWN OLNEY  
 BENZIE COUNTY CLERK  
 BEULAH, MI 49617

# Benzie Home Health Care

## Monthly Service Statistics YTD 2016

**April 2016**

[illegible]

# Commissioner Report

# County Administrator's Report

## **BUILDINGS & GROUNDS COMMITTEE**

**May 11, 2016**

**9:00 a.m.**

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

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

Pledge of allegiance was given.

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

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

Public Input – None

Air Duct Bids: Rick has received two bids – Stanley Steamer (\$8,000) and Grand Traverse Carpet Cleaners (\$7,954.36). The ducts in this building have never been cleaned and it is recommended to have them cleaned every 10 years; they have strongly suggested it.

**Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners to include this expense in the 2016-17 budget. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

Project List – 16/17 Budget: The project list was updated June 5, 2015 and contains 14 items; discuss is held on the items and Rick will get some pricing for the items to allow the committee to better prioritize; some painting is still on schedule; window shades from some offices; HVAC filters removed. To be placed on the next agenda.

Village of Beulah Water Tower: Mitch stated that Beulah is still having issues with their water tower and needs to find property to build a new one.

He asks what can Benzie County do to assist; Is there a long-term benefit to offer property to them?

- 1) He stated that the jail is the #1 customer to the Village of Beulah.
- 2) Towers = revenue for telecommunications.

All committee members agree that this would be a good thing to pursue.

**Motion by Carland, seconded by Walterhouse, to recommend to the Board of Commissioners to have Mitch pursue discussions with the Village of Beulah for a water tower. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

Rick Morris:

- a. DHHS Carpet Update: Rick contacted Waterland Tile today and they will get it scheduled with their installers; the DHHS carpet being removed can be re-used as needed in the building.
- b. Update on downstairs damage: Rick stated that the contractor was in yesterday and cut more hallway to size – all boards are here.

**BUILDINGS & GROUNDS**

**January 13, 2016**

**Page 2 of 3**

- c. Update Baby Changing Stations: Rick will order one every couple of weeks and install; will order as needed.

Other: The retaining wall is complete; no shrubs will be planted at the lower level entrance. Rick will look into the cost of a bottle filling station.

Public Input – None

Motion by Walterhouse, seconded by Carland, to adjourn at 9:58 a.m. Ayes: All Nays: None  
Motion carried.

Dawn Olney  
Benzie County Clerk

## **BUILDINGS & GROUNDS**

**January 13, 2016**

**Page 3 of 3**

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

1. To include the expense for duct cleaning in the 2016-17 budget.
2. To have Mitch pursue discussions with the Village of Beulah for a water tower.

## **Dawn Olney**

---

**From:** Mitch Deisch  
**Sent:** Friday, May 20, 2016 7:29 AM  
**To:** Dawn Olney  
**Cc:** frankwalterhouse@yahoo.com; Evan Warsecke; Vance Bates; lisatuckerbenzie1@gmail.com; Coury Carland; garysauer53@yahoo.com; Tim Ervin; Betsy Evans; Maridee Cutler; Phil Downs; Daniel L. Smith  
**Subject:** Village of Beulah infrastructure grant resolution

Good Morning Dawn,

I wanted to let you know that Betsy Evans contacted me yesterday afternoon regarding a potential resolution that the County is going to be asked to approve to support a Michigan Economic Development Corporation (MEDC) Community Development Block Grant (CDBG) Infrastructure Capacity Enhancement grant for the Village of Beulah regarding upgrading their public infrastructure. The deadline for the grant I believe is late May (May 27, 2016?), which means that the resolution would be most helpful to the Village application if it was approved at the next Commission meeting on May 24, 2016.

The AES is working with the Village of Beulah on this grant application and will be preparing the required resolution, which I am hoping to get sometime today. It is my understanding that you will be finalizing the agenda this morning for the May 24, 2016 meeting. I will do my very best to get you the resolution as soon as I get it.

If it is not received in time, I will be asking the Commission to amend the agenda on May 24, 2016 to consider this resolution.

I just wanted to give you a heads up on this issue. Thanks for all of your assistance. Have a great day.

Mitch Deisch, BC Administrator



# **FINANCE REPORT**

**Finance Committee  
Meeting Notes  
May 10, 2016**

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

Present: Coury Carland, Gary Sauer and Frank Walterhouse

Staff Present: Dawn Olney, Michelle Thompson, Maridee Cutler, Mitch Deisch, Kyle Rosa, Jaime Croel, Ted Schendel, Frank Post, Craig Johnson, Ron Berns and Amy Bissell

Pledge of allegiance was given.

Agenda: Motion by Sauer, seconded by Carland, to approve the agenda as amended, adding 9 Other: Contractual Positions and 911 Surcharge discussion. Ayes: All Nays: None Motion carried.

Minutes: Motion by Carland, seconded by Sauer, to approve the minutes of April 26, 2016 as presented. Ayes: All Nays: None Motion carried.

Public Input: None

Budget Calendar: Mitch stated that the budgets were due from departments yesterday and most of them are in; they will now set appointments with the department heads; he does not see much difference of a challenge to this year; he will meet with Peter Coal on May 12 to start preliminary talks regarding the six union contracts that are up for negotiation this year.

Fund Balance Policy: Mitch asks if there is any interest in discussing a new fund balance policy; he is not familiar with restricted fund balance; the auditors say we need a basement amount in our fund balance of 10 – 15%; Mitch feels that is too low but that is their recommendation.

Shelley stated that fund balance is a % of your budget – which is cash.

We are \$4.1 million unfunded with MERS.

Coury stated that if the general fund was different, he'd be all for it – not now.

Mitch stated that currently we will be over the 25% -- shall we use the excess to pay on unfunded MERS liability.

We should allocate a portion of the unrestricted to MERS.

Health Insurance is another issue – we will just come under the hard cap. If we go over that hard cap, the employees will be required to contribute 20% toward their health insurance.

**Motion by Carland, seconded by Sauer, to use a portion of the unrestricted fund balance above 25% to assist with funding the new MERS projected contribution in FY 16-17. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

Other:

Contractual Positions: The HR committee will talk regarding who is responsible with committees and consolidation of committees. With Marlene's retirement, she as a private citizen was secretary to the Parks & Rec commission; should the Parks & Rec be able to replace that position.

Gary says he has a problem with the committee running the ad; we need consistency; also as contractual employees are they using their own equipment – was she using county equipment. Mitch says she probably used county equipment.

Shelley says she used a recorder.

Mitch stated that Sharon May uses her own equipment for the Planning Commission.

Is there any problem with the P/R getting another recording secretary?

Gary says it should be posted, our employees should be offered the opportunity first.

Mitch asked what you want to see – contract, LOU, no liability insurance.

**Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners to establish a Letter of Understanding to standardize contractual employment with Benzie County. Ayes: Carland, Sauer and Walterhouse Nays: None Motion carried.**

Sheriff Schendel fear is that we will get into the budget process and the day to day stuff of our county – we need to start talking about this issue. In 1982 the commission voted on 5.29 fixed tax rate, then in 1994 Headlee kicked in and our millage rate continues on a downward.

Shelley stated that there are a couple of avenues and she and Mitch are talking about it. At some point we will have to address our millage rate and how we will fix it. Several scenarios – some favorable some are not. They are gathering the data and do not have enough to talk about it yet.

911 Surcharge: Ron Berns, 911 Director, talked about the surcharge – there is a fund balance of \$433,630 at this time; the annual surcharge is set at \$3.00 per device that can access 911 per month.

Gary says we shouldn't be building up funds; I know there are things that you are planning for, but we shouldn't be building the fund up at someone else's expense.

Ron explains the program and updates that are expected in the future.

Craig Johnson, Chair of the 911 Advisory Board, stated that they will be spending some of that money too.

Frank Post, Emergency Manager, stated that a recent grant of \$531,000 had a 10% local match – Ron picked up the bulk of that amount and funded \$35,000 of that match.

Public Input: None

Motion by Carland, seconded by Sauer to adjourn at 2:42 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 establish a Letter of Understanding to standardize contractual employment with Benzie County.

DRAFT

# Human Resources (HR) Report

# Committee Appointments

To:  
Dawn Olney,

May 19, 2016

Please accept my completed application, resume' and letter of interest as I seek an appointment to the Benzie County Solid Waste Advisory Committee.

Sincerely,  
Maureen Wood

RECEIVED

MAY 19 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES**

**APPLICATION**

DATE: May 19, 2016

Name: Marlene Wood

Address (including PO Box): PO Box 203 184 S. Benzie Blvd.  
Beulah, MI 49617

County District: Benzie / Benzonia Home Telephone: 323-3658  
Twp.

Occupation: Retired Business Telephone: \_\_\_\_\_

Please list the Board, Commission or Agency you are applying for:

1. Solid Waste Advisory Committee

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

I would like to continue to be  
involved in the County Solid Waste /  
Recycling Program. I feel I have  
a lot to offer from <sup>nearly</sup> 12 years of  
experience as the Benzie County  
Recycling Coordinator.

Marlene Wood

**PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST**

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK  
448 COURT PLACE  
BEULAH, MI 49617

**RECEIVED**

MAY 19 2016

1/8/14

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



Marlene Wood  
184 S. Benzie Blvd.  
Beulah, MI 49617

231-383-0118 3658

Email: [marlenewood23strings@gmail.com](mailto:marlenewood23strings@gmail.com)

**OBJECTIVE:** Please accept this resume as application for the position of Recycling/Resource Recovery Coordinator for Benzie County. I have been an employee of Benzie County for nine years; eight years of which I worked as the Recycling Coordinator and as a deputy clerk in the County Clerk's office for the last year.

This updated resume reflects current qualifications and references that apply to duties required by the Solid Waste Department Recycling Resource Recovery Coordinator position.

**QUALIFICATIONS:**

- Department Head of Benzie County Solid Waste Department for 8 years
- Recycling Coordinator for Benzie County's 24/7 Recycling Program for 8 years
- Cleon Township Clerk for 10 years
- President of Manistee County Clerk's Association for 8 years
- President of the Betsie Valley District Library Board for 8 years
- Past member of Manistee County Brownfield Re-development Authority
- Past member of Manistee and Benzie County's Green Team Committees
- Recording Secretary for Benzie County Parks & Recreation commission

**KNOWLEDGE, SKILLS, ABILITIES:**

- Current deputy clerk responsibilities include maintaining voter registration files, accounts receivable, public relations via telephone and personal service, organizational office skills, entering computer data, filing, and other miscellaneous office duties. I am trusted with confidential and public record keeping and also serve as court clerk in Benzie County court sessions.
- As Recycling Coordinator I have developed all contracts, agreements, RFP's, budgets, and invoicing for the department. Organization and implementation of all community events and collections, public speaking, research of solid waste regulations & public education were among my duties. Physical ability for heavy lifting and working outside in adverse weather were duties performed outside of my office environment. I've always considered the outside monitoring and site maintenance and public visibility a very important aspect of the program.

**BUSINESS REFERENCES:**

Mark Bevelhymmer, General Manager of American Waste, Inc. 231-943-8088  
Andy Gale, Owner Bay Area Recycling for Charities, 231-360-1231

**SUMMARY:** I have accomplished the task of creating, implementing and maintaining a successful, respectful, model recycling program for Benzie County through dedication, passion, positive attitude, and perseverance over my eight years of service to that department. I appreciate the opportunity to re-enter the department with the work ethic and attitude that I've displayed in the past to continue the successful program now in place.

**RECEIVED**

MAY 19 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH MI 49617

*copy*

Roger Griner

Betsie Valley Trail

County Commissioner

448 Court Place

Beulah Mi. 49617

Mr. Griner:

The Village of Elberta would like Jennifer Whiting to serve on the Betsie Valley Trail Board as our representative and Bill O Dwyer to serve as the alternate.

The continuation of the Beach to Beach trail in Elberta remains to be completed. The clarity of the exact trail is not clear and hopefully can be resolved. If a map could be produced with clear MDNR rails to trails easements it would be helpful. The village has limited resources but is willing to continue the trail as far as legally possible.

Thank you for your consideration on this matter. If you have any questions or concerns and I can help please do not hesitate to call me or email me.

Diane Jenks [shear.class@yahoo.com](mailto:shear.class@yahoo.com) or 231 735 1773 cell.

Respectfully,

Diane Jenks

President Village of  
Elberta

**RECEIVED**

**MAY 13 2016**

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

# ACTION ITEMS

## REMONUMENTATION CONTRACT

### 1. This Agreement

A. This is an agreement made between the County of Benzie, a Michigan municipal corporation (hereinafter "Benzie County") and Crystal Surveying, L.L.C. (hereinafter "the surveyor").

B. Benzie County intends to secure the basic surveying services as outlined in section 3 of this Agreement. The surveyor shall perform professional services in accordance with P.A. 123 of 1915, as amended, (particularly as amended by P.A. 345 of 1990, being the State Survey and Remonumentation Act), the Administrative Rules, and other regulations promulgated by the State Survey and Remonumentation Commission, and the approved Benzie County Remonumentation Plan.

### 2. Professional Standards

The standard of care for all surveying services furnished by the surveyor under this agreement will be for the care and skill ordinarily used by members of the surveyor's profession practicing under similar conditions at the same time and in the same locality.

### 3. Work Program

Upon written authorization to proceed, the surveyor will complete the services listed in section 3.B of this agreement by November 30, 2016, unless granted an extension by Benzie County.

A. The specific monuments, by location, to be established or re-established, shall be determined on an annual basis by mutual consent between the county and the surveyor, and listed on "Exhibit A" (attached).

B. For each corner listed in section 3.A of this agreement, the following shall be done:

1. Corners shall be researched in detail by the surveyor, both on the ground at the site and through review of paper records according to the Benzie County Remonumentation Plan and accepted and proper practices of professional surveyors.

2. The surveyor attends Peer Review for corners that are likely to receive immediate Peer Group Ratification.

a. The surveyor should submit the following items:

(1) Supporting documentation required by the Peer Group.

(2) The prepared (under P.A. 74 of 1970, as amended, guidelines) Corner Recordation Certificate(s), including four witnesses.

b. If all is in order, action by the Peer Group is to pass a motion of ratification (by majority).

3. After the Peer Group has reviewed and ratified a corner, the following steps should occur:
  - a. The Peer Group shall make a motion of ratification, enter it in the Peer Group minutes, and keep on file. The files are located at the Benzie County Government Center, Benzie County Treasurer's Office.
  - b. The surveyor shall place the monument, provided by Benzie County, in the field. A copy of the ratification, with a copy of all supporting documents, check lists, etc. shall be filed in the Peer Group's file, located in the Benzie County Government Center, Benzie County Treasurer's Office.
  - c. After a monument meeting and the specifications of the Benzie County Remonumentation Plan is in place, the surveyor should record the P.A. 74 of 1970 Corner Recordation Certificate(s). It shall be notated on the form (a Benzie County stamp) that the corner has been ratified by the Peer Group under P.A.345 of 1990, and the date of the Peer Group meeting when the corner was ratified.
  - d. The surveyor submitting the corner may bill Benzie County for reimbursement of recording fees.
4. The surveyor shall be responsible to perform any additional paper work or documentation as may be required by Benzie County or the State Survey and Remonumentation Commission.

- C. For each corner listed in section 3.A of this agreement that meets the definition of "incidental" corner, the following shall be done:

**Definition of terms:** An incidental corner is one that is voluntarily presented to the Peer Group by a surveyor for ratification. This presumes that all work necessary for ratification by the Peer Group is complete, in the process of carrying out a private contract between the surveyor and client.

1. The surveyor attends Peer Review for corners, which are likely to receive immediate Peer Group Ratification.
  - a. The surveyor will submit the following items:
    - (1) Supporting documentation required by the Peer Group.
    - (2) The prepared (under P.A. 74 of 1970, as amended, guidelines) Corner Recordation Certificate(s), including four witnesses.
  - b. If all is in order, action by the Peer Group is to pass a motion of ratification (by majority).
2. After the Peer Group has reviewed & ratified a corner, the following should occur:
  - a. A motion of ratification shall be made and entered into the minutes of the Peer Group by Benzie County and kept on file in Peer Group files

(Benzie County Government Center, Benzie County Treasurer's Office).

b. The surveyor shall place the monument, provided by Benzie County, in the field. A copy of the ratification, with a copy of all supporting documents, check lists, etc... shall be filed in the Peer Group's file (Benzie County Government Center, Benzie County Treasurer's Office).

c. After a monument meeting and the specifications of the Benzie County Remonumentation Plan is in place, the surveyor should record the P.A. 74 of 1970 Corner Recordation Certificate(s). There shall be a notation on the form (a Benzie County stamp) that the corner has been ratified by the Peer Group under P.A.345 of 1990, and the date of the Peer Group meeting when the corner was ratified.

d. The surveyor submitting the corner may bill Benzie County for reimbursement.

3. The surveyor shall be responsible to perform any additional paper work or documentation as may be required by Benzie County or the State Survey and Remonumentation Commission.

#### 4. Work Performance

At a minimum, the surveyor shall comply with:

- A. Fieldwork shall be performed in accordance with "Michigan Manual of Uniform Traffic Control Devices (Part VI-Construction and Maintenance)" and any additional requirements of the Benzie County Road Commission, if any.
- B. Obtain and pay for all necessary permits, if applicable, and comply with all requirements of those permits.
- C. Field traversing for determining mathematical relationships.
- D. Setting, restoring, and perpetuating physical monumentation for government corners under the requirements of P.A. 74 of 1970, as amended.
- E. The establishment of acceptable accessories for all monumented Section corners.
- F. Record keeping of all field activities and corner research, in accord with acceptable County Remonumentation Plan standards. Provide Benzie County with a copy of such records.

#### 5. Insurance

The surveyor shall provide Benzie County an irrevocable statement showing the surveyor has the following insurance:

- A. Workers compensation & employers liability; and
- B. Not less than \$500,000 per occurrence and/or aggregate combined single limit for Personal Injury, Bodily Injury and Property Damage for general liability with the following coverage including broad form general liability endorsement, or equivalent, if not included in policy proper, Benzie County named as Additional Insured, and
- C. Not less than \$500,000 per occurrence and/or aggregate combined single limit for vehicle liability, including Michigan No-Fault Coverage including all owned, non-owned, and hired vehicle coverage.

All insurance certificates shall include a requirement Benzie County is to be notified thirty (30) days prior to cancellation of any coverage.

6. Assignment and Cooperation

Subcontracting: Nothing contained in this contract shall prevent surveyor from employing such independent professional associates as contractor to assist in the performance of services hereunder. The contractor is an independent contractor. In such regard, any and all officers, employees, servants and agents of the contractor shall be deemed employees, servants and agents of the contractor and not that of the county.

The surveyor is required to share data, notes, knowledge, and anything else pertinent to performing work for the Benzie County Remonumentation Program with:

- A. Other surveyors contracted to perform work in Benzie County's Remonumentation Program,
- B. The Benzie County Surveyor,
- C. The firm or individual contracted by the county for purposes of establishing Global Positioning System (GPS), latitude and longitude as required by the SOM.
- D. The Benzie County Surveyor's Office, acting as the depository for Peer Review ratified corners,
- E. And, any member of the Benzie County Peer Group.

The intent, here, is for this contract to require cooperative working relationships and mutual assistance to all contractors, the surveyor, and Benzie County officials involved in the Benzie County Remonumentation program.

7. Payment

- A. The schedule of payments to the surveyor for basic services, additional services, and reimbursable expenses shall be a lump sum, paid within 45 days of the last of the following, which is completed:
  - 1. Benzie County receiving a bill from the surveyor and Benzie County confirming services have been completed, or
  - 2. The State of Michigan provides cash under the Remonumentation Program Grant.
- B. The amount of payment shall be the amount listed in the most recently dated Exhibit "A" to this agreement.
- C. Benzie County certifies the funds to meet the terms of this contract currently are in the Treasury of Benzie County, or are in the process of being collected, subject to the same terms and conditions as is, or may be, imposed by the State of Michigan for Remonumentation Grants.

8. Obligation of Benzie County

- A. Benzie County will provide, if requested:
  - 1. Criteria and information made available from the State Survey and Remonumentation Commission,

2. Access to and copies of documentation pertinent to the assignment, subject to normal fees,
    3. A Benzie County monument and monument box, if necessary,
    4. And, payment of Corner recording fees.
  - B. Benzie County designates Michelle Thompson, Remonumentation Grant Administrator, as Benzie County's representative.
9. Miscellaneous
  - A. The Laws of the State of Michigan govern this Agreement.
  - B. All work done under this agreement, including all materials (regardless if stored electronically, magnetically, photographically, on paper and any other means) including but not limited to notes, forms, data, documentation, corner recordation certificates, surveys, copies of other records, shall become the property of Benzie County.
10. Amendments

If the services proposed or conditions associated with the project significantly change, the parties shall notify each other, meet to arrive at a mutually satisfactory amendment to the agreement, in ink, on signed copies of this agreement, and shall be initialed by the persons signing this agreement.
11. Termination

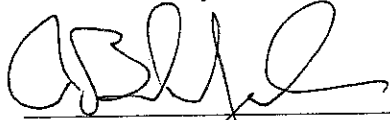
The surveyor may cancel this agreement, or Benzie County, provided written notification is given at least thirty days prior to the date of termination. If terminated, all work in progress shall remain the property of the surveyor. In the event of any termination, the surveyor will not be paid for any services rendered to the date of termination.
12. Signatories

In witness whereof, Benzie County and the surveyor agree to the terms and conditions above described and each binds itself, its partners, and representatives to the other party. This Agreement supersedes all prior written or oral understandings between them. This Agreement and Exhibits may only be amended, supplemented, modified, or canceled by a duly executed, written instrument.

This Agreement is signed this 24<sup>th</sup> day of May 2016 by:



Kenneth V Bates, Chairman  
Benzie County Board of Commissioners

A handwritten signature in black ink, appearing to read 'J. Smendzuik', written over a horizontal line.

John B. Smendzuik, Professional Surveyor No. 30895  
Crystal Surveying, LLC

EXHIBIT "A"  
OF AGREEMENT BETWEEN THE SURVEYOR AND BENZIE COUNTY  
[Date: January 15, 2016]

Up to a total of \$15,600 for as many of the following as possible:

<u>27N-14W</u>	<u>26N-16W</u>	<u>25N-15W</u>	<u>25N-14W</u>	<u>27N-15W</u>
H-5	H-11	C-3	F-5	M-9
I-5	G-10		G-5	M-10
J-5			G-6	
K-5				
L-5				
A-9				
A-10				

*YMS*

RECEIVED

JAN 29 2016

Office of Land Survey &  
Remonumentation

# CORRESPONDENCE

**BENZIE COUNTY VETERANS AFFAIRS COMMITTEE**

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

①

**MEETING MINUTES  
Monday April 4, 2016, 9:05 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, Chuck Lerchen

Special guests: Christine Torrey of Swensen Memorials

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 March 14, 2016 committee meeting minutes. The motion was approved unanimously.

**Public Comment:** None

**Swensen Memorials presentation:** Christine Torrey brought in some granite proofs of the memorial monument design, and explained the details of the samples. A discussion ensued on the details and merits of the samples.

A motion was made to approve the first proofs. Motion approved.

Also noted in the discussion was it takes one hundred and twenty days from the time the granite is ordered and delivered.

A motion was made and roll called to approve the contract with a \$9,000 down payment for the ordering of the granite stones. Motion approved. Final proofs to be supplied before engraving the granite.

**Parsons' family granite bench finalization contract:** Kirt made a motion to approve the contract of \$1,495.00 with a deposit to Swensens of \$750.00 for a engraved granite bench. Balanced to be paid upon delivery. Roll call motion was made and all approved.

**County Counselor Report:** Chuck Lerchen

**Administrative input:**

Michelle Thompson gave the financial report as of April 4: The Veteran's Relief Fund (293) has an end balance of \$111,344.34. The Veterans Trust Fund (294) End Balance is \$8,759.81.

Memorial Fund (Fund 701) End Balance is \$34,978.29.

**Old Business:** Sunrise Rotary application was filled out and submitted (by Bob Roelofs).

**501(3)(C):** We need a name for the organization by our next meeting.

**New Business:**

Dale Ginzel was asked if he would represent our committee at the Grand Traverse Area Veterans' Coalition. He agreed to.

2016 Traverse City Veterans office three year contract: A motion was made and approved for a three year contract not to exceed \$32,000.00 with a 2% per year increase.

Bob will be putting up our large fund raiser poster at the question mark property on 31 in Honor.

Mileage, bills and per diem requests were turned in voted on and roll called, all approved.

The meeting was adjourned at 10:26 am

**Memorial day is Monday May 30, 2016**

The next Veterans Affairs Committee meeting will occur on Monday, May 2, 2016 at 9:00 am.

**RECEIVED**

MAY 05 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

2

## **Frankfort City County Airport Authority**

**May 5, 2016: 9:30 a.m.**

On Thursday, May 5, 2016, the Frankfort City- County Airport Authority (FCCAA) met in a regular session at the Frankfort City Hall Council Chamber, Frankfort, Michigan. Vice Chairman Les Poggemeyer called the meeting to order at 9:30 a.m.

Roll Call of Members Present: Les Poggemeyer, Ken Laurence, Bruce Harwood, Coury Carland, Paul Luedtke, Pat Storrer, Dave VanHammen.

Others Present: Michelle Thompson, Jim Brouwer, Andrea Frost, Thelma Rieder, Tony Appleyard, Jeff Nielson, and Assistant Airport Manager Leroy Reed (substituting for Airport Manager Doug Kirk).

### **Approval of Agenda**

Motion to approve Agenda, unanimously approved.

### **Approval of Minutes (March 3, 2016)**

Motion to approve Minutes: Moved Storrer, seconded VanHammen, Yeas: All. Motion Passed.

### **Public Input**

Received input on easements.

### **Correspondence**

Inspection re. hazardous waste certified (2/18/16).

MDOT letter (2/22/16) to be covered later in meeting by Ken Laurence.

MDOT letter (3/23/16 re. Pavement Management Report.

MDOT letter (4/20/16) re. ALP.

**RECEIVED**

**MAY 11 2016**

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

**FCCAA Regular Meeting 5/5/2016: Draft Minutes****Correspondence (continued)**

MDOT letter (5/3/16) re. MAP meeting.

Baker invoice (4/27/16) re. ALP.

Jay Darling letters (3/15/16, 3/18/16, and 4/5/16).

**Financial Reports****6.1 FCCAA Balance Sheet**

Treasurer Michelle Thompson presented the FCCAA Balance Sheet current as of April 30, 2016. Motion to approve the Balance Sheet; Moved by Storrer, seconded by Harwood. Yeas: All. Motion passed.

**6.2 FCCAA Check Detail**

Ms. Thompson presented details of checks drawn on behalf of the FCCAA for the time period of March 4, 2016 through May 5, 2016 (checks #2456 - #2476). Motion to approve: Moved by Carland, seconded by Laurence. Roll Call Vote: Yeas: All. Motion passed.

**Airport Manager's Report**

Airport Manager Doug Kirk provided a written report for March and April 2016. (LeRoy Reed substituted for Kirk in the FCCAA meeting). Motion to accept: Moved by Laurence, seconded by Storrer. Yeas: All. Motion passed.

**Advisory Committees****8.1 Finance**

No report was filed; no Committee meetings were held.

**8.2 Operations**

Ken Laurence offered kudos to Assistant Airport Manager Leroy Reed for his removal of 300 trees from the Airport property and discussed the disposition of an abandoned vehicle which was found in an Airport hangar. He then presented an update from the Operations Committee on those items from the Committee's "To Do List" which have been completed and those which remain outstanding. No meetings were held. Motion to accept the Operations Committee report. Moved by Storrer, seconded by Carland.

**FCCAA Regular Meeting 5/5/2016: Draft Minutes****8.3 Technical**

No report was filed, and no Committee meetings were held.

**Old Business**

Interim Chairman Ken Laurence reviewed the current status of the proposed business plan for establishing an Airport Administrator's position. Following a series of meetings in March with city, county and township authorities outlining the need to hire a person to oversee FCCAA and Airport Manager activities and soliciting their financial support, no responses have been received from the authorities. The FCCAA Board will continue to pursue support for implementation of this plan.

The ALP was approved. However, in the meeting with MDOT representatives there was no discussion of ACIP.

**New Business**

A draft 2016-2017 annual budget was presented to the FCCAA Board by the Finance Committee for review and adoption at the June 2, 2016 FCCAA meeting.

A draft 2016-2017 FCCAA meeting schedule was distributed to the Board for review and comment. The 2016-2017 meeting schedule will be adopted at the June 2, 2016 FCCAA Board meeting.

A Credit Card Policy was presented and approved by the Board. Use of the FCCAA credit card will be limited to three Board members and the account will have a \$2,000 limit.

A proposal to update and refurbish airport signage will be presented to the Board at the June Board Meeting.

**Public Input** – There was a question from the public on anticipated easement charges.

**Next Meeting Time/Location: June 2, 2016, 9:30 AM, Frankfort City Hall**

**Adjournment**

Respectfully submitted,

Susan K. Tonner, Secretary to the FCCAA

## BAY COUNTY BOARD OF COMMISSIONERS

MAY 10, 2016

## RESOLUTION

## EPA AND ARMY CORP OF ENGINEERS IMPLEMENTATION FOR REGULATION FOR DEFINED WATERS OF THE US UNDER THE CLEAN WATER ACT

BY: BAY COUNTY BOARD OF COMMISSIONERS (5/10/16)

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

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

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

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

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

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

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

WHEREAS, The rule change would bring enormous costs to our farms, municipalities and taxpayers; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners wholly supports preventing the furtherance of the U.S. Environmental Protection Agency and the Army Corps of Engineers proposed rule expanding the definition of "Waters of the United States" and requiring these agencies to work with state and local governments on rule development; Be It Further

RESOLVED That a copy of this resolution be forwarded to Gov. Rick Snyder, our State and Federal Legislators, the Michigan Association of Counties and the other Michigan counties.

ERNIE KRYGIER, CHAIR  
AND BOARD

RECEIVED

Krigier - Clean Water Act

Resolution sponsored by Commissioner Ernie Krygier, 2<sup>nd</sup> District

MOVED BY COMM. TILLEY

SUPPORTED BY COMM. COONAN

MAY 11 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

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

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: XX YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

- 23 -



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, April 28, 2016 at 9:30 AM.

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

Motion by Comm Nuske and supported by Comm Mick to accept the agenda as amended adding request to work in the Thompson Pit to New Business. Ayes: Rosa, Nuske and Mick. Motion carried.

The minutes of 4/14/16 were accepted as presented.

Motion by Comm Nuske and supported by Comm Mick to pay bills # 42900 to # 42934 for the amount of \$ 207,296.20 and Payroll #8-16 for \$ 47,245.95. Ayes: Rosa, Nuske and Mick. Motion carried.

**Superintendent's report:** We have filled two truck driver positions and have one more to replace a retiree. Paving has started in Crystal Lk and Almira Townships and also our primary paving.

**Public Input:** Craig Meredith-Aylsworth west of Pioneer needs grading; Ron Evitts-Milnichol and Deer Track Tr need grading; The ditch needs cleaning on Long Rd north of the river.

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

#### **New Business:**

**Thomasma** request for driveway-Mr. & Mrs. Thomasma want to buy a parcel of land on Banktson Rd. An easement runs along the north property line that accesses four other parcels. They have 330' of road frontage (south of the easement) and would like to build to the south side of the parcel, a considerable distance from the easement. They are requesting permission to access their property from their own personal driveway and not via the easement. Motion by Comm Rosa and supported by Comm Nuske that even though this goes against our Policy #118 Lot Splits/Private Road Access, we would allow the Thomasmas to have a private driveway on Banktson Rd because it is a low volume, gravel road. The permit is contingent upon approval of the zoning administrator of Gilmore Twp. Ayes: Rosa, Nuske and Mick. Motion carried.

**Resolutions 2016-04, 2016-05, 2016-06** Support for Critical Bridge Grant - Motion by Comm Nuske and supported by Comm Mick to adopt Resolutions 2016-04, 05 and 06 supporting the r Critical Bridge grant application. Ayes: Rosa, Nuske and Mick. Motion carried.

**Employee Assistance Program**-Motion by Comm Nuske and supported by Comm Mick to enter into a contract for employee assistance services with Catholic Human Services from May 1, 2016-April 30, 2017. Ayes: Rosa, Nuske and Mick. Motion carried.

**Page 2. Benzie CRC mtg 04/28/16**

**Benzonia Township paving agreements** - Motion by Comm Nuske and supported by Comm Mick to enter into an agreement with Benzonia Twp that they will pay 100% of paving costs of Fairway Dr and Timber Lane and 50% of paving costs of Ingleston Dr. Ayes: Rosa, Nuske and Mick. Motion carried.

**Almira Township paving agreement** - Motion by Comm Nuske and supported by Comm Mick to enter into an agreement with Almira Twp that they agree to pay 100% of the paving costs for Sugar Maple from CR610 to Red Pine Dr, Hardwood Dr from CR610 to Red Pine Dr and Maple Grove from Reynolds Rd to E. Sanford Lake Dr. Ayes: Rosa, Nuske and Mick. Motion carried.

**Report from Ron Wohlford.** We are on track with the budget. Adjustments will come at the next review (July).

**Thompson Pit** - We have been approached by a person with a wood processor to go into our pit and process the downed trees (for profit). Motion by Comm Rosa and supported by Comm Nuske to table this until May 12th meeting so that staff can do further research. Ayes: Rosa, Nuske and Mick. Motion carried.

**Correspondence/Information/Discussion:**

**Forrester Rd and Sliverville Rd intersection** - We are awaiting the engineer's report and may do the traffic counts again. We are also trying to get Jerry Hillborn from the MSP to come in and talk to the board.

**Manager's report from the Parks & Recreation meeting** - The Parks & Rec board agreed that a gate and signs should go up on the park property. The Conservancy may want the trees to be planted on their property, if we don't have a place for them.

**Nostwick Rd Bridge update** - We have a verbal agreement with Ellen Knudson to allow ingress and egress for the residents north of the bridge while the bridge is being repaired. Repair will begin in 3-4 weeks. Once the bridge is repaired Ms. Knudson's property will not be accessible to the residents.

**Miss Dig** - The County Road Association has determined that Road Commissions are not obligated to belong to the Miss Dig system. Motion by Comm Rosa and supported by Comm Mick to terminate our membership with Miss Dig. Ayes: Rosa, Nuske and Mick. Motion carried. We are still obligated to call Miss Dig when performing road maintenance, such as ditching, culvert replacements, etc. alongside the roads.

**Public Input:** Gary Sauer - Damage by loggers on Wallaker Rd.

The Board, Manager, Superintendent and Clerk left to tour Weldon Rd and the Carter Creek crossing.

Meeting was adjourned at 11:55 AM.

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Robert Rosa, Chairman

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Kathleen A. Jordan, Clerk

## MOTION TO GO INTO CLOSED SESSION

Motion by \_\_\_\_\_ to go into closed session to consult with our attorney regarding trial strategy in connection with the cases of *Evans v Benzie County and Benzie County Planning Commission*, File No. 15-10285-CZ, and *VanDussen v Benzie County Board of Commissioners and Benzie County Sheriff Ted Schendel*, File No. 16-10329-CZ, pending in the Circuit Court for the County of Benzie pursuant to Section 8(e) of the Open Meetings Act since discussion in an open meeting will have a detrimental financial effect on the litigating position of the County.

Supported by \_\_\_\_\_

2/3 roll call vote required to go into closed session.

**RECEIVED**

MAY 18 2016

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617