

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA

January 10, 2017

Commissioners Room, Governmental Center, 448 Court Place, 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 – 12/19/16; 12/20/16; 1/3/17
 PUBLIC INPUT
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 COMMISSIONER REPORTS – 2017 Meeting Dates; Board Rules
 COUNTY ADMINISTRATOR’S REPORT – Strategic Planning Minutes
 FINANCE – Approval of Bills
 HR and PERSONNEL –
 COMMITTEE APPOINTMENTS –
 ACTION ITEMS – Amend Resol 2017-001; Payroll Services Agreement - FCCAA
 PRESENTATION OF CORRESPONDENCE
 NEW BUSINESS –

10:00
10:15
10:30
10:45

 PUBLIC COMMENT
 ADJOURNMENT

Times Subject to Change

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

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

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

PUBLIC INPUT

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

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

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

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

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

Commissioner Contacts:

District I –	Bob Roelofs (Almira East of Reynolds Road).....	231-645-1187
District II --	Art Jeannot (Almira Twp West of Reynolds Road, Platte and Lake Townships).....	231-920-5028
District III -	Roger Griner (Crystal Lake, Frankfort).....	231-651-0757
District IV -	Coury Carland (Benzonia).....	231-930-7560
District V -	Frank Walterhouse (Homestead).....	231-325-2964
District VI -	Evan Warsecke (Colfax, Inland).....	231-275-3375
District VII –	Gary Sauer (Blaine, Gilmore, Joyfield, Weldon).....	231-651-0647

THE BENZIE COUNTY BOARD OF COMMISSIONERS
December 19, 2016

The Benzie County Board of Commissioners met in a joint special meeting on Monday, December 19, 2016, at The Maples, 210 Maple Street, Frankfort, Michigan.

The meeting was called to order by Chairman Roger Griner at 10:00 a.m.

This was a joint meeting with the Board of Commissioners, Building Authority and DHHS Board.

County commissioner roll call:

Present were: Commissioners Bates, Carland, Griner, Sauer, Tucker (arrived at 10:05), Walterhouse and Warsecke

Building Authority roll call:

Present: Marcia Stobie

Excused: Tom Longanbach

Chairman of the DHHS Board, Tom Hart, stated that this is not a meeting for them and therefore did not have roll call taken, however all members were present at the table.

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

Agenda:

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

10:04 a.m. Public Input – the following individuals spoke regarding the Maples:

JoAnn Holwerda, Frankfort, concerns to consider: cost to replace the roof; cost of a waiver if one is needed; cost to move patients; liability if having to move the patients.

Deb Lindgren, Benzonia, asked if there would be two times for public input.

Kathy Gordon, Beulah, her concerns relate to employees.

Roger Papineau, Beulah, stated that CMS requires that the building be built to the life safety code; you have a certificate of occupancy now, a waiver shouldn't be needed.

Carolyn Lalas, Frankfort, have great hope as she attends this meeting today; hopes the state will provide us with a good report and hope for no waiver.

10:25 a.m. Public Input Closed

Informational Discussions with James Scott

Mr. Scott is the manager for the Health Facilities Engineering section and stated that he is here to answer questions and provide information on the procedure.

Mr. Scott stated what code the building was built under – 2003 CMS adopted the 2000 life safety code. From that time forward the buildings were to be maintained under 2000 LSC. Michigan did adopt a 2006 LSC in 2009 for construction in the SOM; and in 2014 they adopted the 2014 LSC. With the timing when the building was built would have been inspected under 2009 LSC but for purposes of LSC would have to comply with 2003. As of 7/5/2016 CMS has adopted the 2012 LSC for certification of new and existing facilities. Because this facility is building, it would fall under existing for future certifications.

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Marcia Stobie asked that he explain what the process is that your department does and what triggers a deficiency. There are two separate processes – 1) to build a health care facility; and 2) also required to get a permit for construction Licensing and Regulatory Affairs. Those are Michigan regulations required to build a facility in Michigan. The separate piece is to comply with CMS and that is a separate set of regulations.

There has been concern about a K12 deficiency – that since we have a final inspection on this building and we were not cited for that, does that ever come into play? The building was approved for occupancy by the SOM and they say the building meets the state requirements as license and to operate a nursing home in the SOM. That is what the approval is for. The new facility will need to be certified when you come up for recertification next year. When you come up for recertification in 9 – 15 months, it will come up under the LSC, if there is anything that does not comply, it will be cited. Under the 2012 LSC there will be a different K tag K161 – a different citation. That would deal with the construction. The code still has a requirement for a roof deck that would only allow pressure treated roof material, but work approved by the SOM is approved. Since the roof deck was not pressure treated, you will be cited for that and as a plan of correction the steps that were taken and then CMS would grant the waiver.

Jean Bowers, DHHS Board, stated to Mr. Scott that you talk nursing homes – we are skilled care, are they the same? Yes – there is one set of regulations that cover nursing homes. There is no difference.

Vance Bates, County Commissioner, asked Mr. Scott that if your inspector cited K12 deficiency and that is reported to CMS, do they send someone out to inspect. Does CMS rely on your office to say if it is safe or not. The State of Michigan is the designated review area for CMS.

Your history with the SOM, if there were any facilities that had citations, have you ever seen CMS come back and say this is not going to fly, and deny it? No, once waivers are granted they continue to be granted year after year.

Frank Walterhouse, County Commissioner, on our license, did you pass this on to CMS? I have not personally passed it on to CMS, they would have copied that information on to CMS, expires July 2017. The license is an annual license but the CMS requires every facility be inspected.

Vance Bates – how many facilities do you inspect? 450 in the State of Michigan
Inspect all? Yes CMS component in them? 17 are state license only the rest are certified for Medicare and Medicare

Tom Hart, Chair, DHHS Board, stated that the inspectors have failed us from the beginning; the concern is, if these inspections are susceptible to possible denial in the future, sometimes waivers are given to existing buildings, this is a new building and there is concern that the inspector comes along and says it is not good enough; will we fight every year? Mr. Scott stated that he can't speak for CMS. But yearly? Yes

Lisa Tucker, County Commissioner, additional costs with that each year? No, part of the inspection process.

Gaylord Jowett, DHHS Board, modification to the building, when we have to make them, are these buildings classified as one? The original building was built in 1965; addition in 2003 or 2004.

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Because of the time frames of those, under the 2000 LSC, one building was considered existing and one new. All three buildings will be considered one – however modification, each will be looked at separately.

Roger Griner, Chair, Board of Commissioners, 20-30 years from now, will we be required to have the proper sheeting on. That would be the logical thing to do. Would we be required, you said it is logical. Second, the new building had a discrepancy due to sprinklers, that waiver was revoked – we were told to put in a new sprinkler system? Why would a waiver not mean something different. Everyone in the nation had to sprinkle their buildings.

Gary Sauer, County Commissioner, stated the FSES report that was equivalency on the roof, we will have to put forward to get a waiver. If this was your building, would you move in? Representing myself and not the State of Michigan – Yes I would move into the building.

Jean Bowers said if you stopped to think about it, everyone dropped the ball here; Kathy knew – the Building Authority had to know; we need to bite the bullet and do what's right.

Evan Warsecke, County Commissioner, stated if a waiver is granted, say 5 years we are good; then they say you have to replace the roof, how long would we have or does everything stop? The State of Michigan has the ability to grant a temporary waiver which would extend your time to comply from 60 days to something less than 1 year.

Tom Hart stated that there is a citizens group and the base of that lawsuit was accountability and a number of people that are demanding a new roof; if we have people in this building, is there any way to replace a roof that can keep the people from being displaced? Yes, it happens all the time.

Roger Griner asks if he is aware that we have metal truss system? Yes, today would be cheaper than 20 years down the road.

Art Jeannot stated that when you responded to Roger Griner about the roof being replaced in 20 years, were you talking shingles or entire roof? At the time of removing shingles and exposing decking, that would be the time to replace the decking. If just reroofing of existing shingles, then you would continue requesting waiver.

Tom Hart – you started to speak about replacing roof with patients there, it is done all the time? Yes, replace a small area at a time so that area can be done all in one day.

Gaylord Jowett – reference to Art's question, is reroof or shingle considered a modification to the building? No, it is maintenance – not a modification.

Vance Bates – if correct roof installed & time came to reshingle or reroof, it would be the same situation if we did it now – move people out or keep people in.

Roger Griner asked regarding the new code – does every new facility that is built will have sprinkled and sprayed? Certain things do not need to be sprinkled.
Does response time to the Fire Department come in? No bearing on this.

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Marcia Stobie – asked if there are other facilities dealing with this or are we unique? Unique Does this affect the ability to get Insurance on the building? Can's speak to this. Why wasn't this found when you did plan review? No idea

Coury Carland, County Commissioner – how many waivers did CMS approve on your recommendation? Don't recall any being denied. Did CMS advocate that we get a waiver? They could or could not grant a waiver.

Mitch Deisch, County Administrator – SOM met or exceed state requirements? The state, thru BFS, found that with the roof decking installed it didn't meet the requirements. Are there any other strategical things we could do absent replacement of the roof, that could take the deficiency off or other steps we could take? Not aware other than replacing roof decking.

Coury Carland we had the BA architect explain to us that evening of we are sited for a the deficient, we will ultimately not need a waiver; Mr. Scott knows one done under 2003 LSC with the promulgation of 2012 LSC there is a different version of the FSCS regulations in place..

Tom Hart – when it was determined to add sprinkler and fire retardant coating, is that a subjective opinion to be equivalent? Approved to be done by the staff at BFS. No reason to believe their determination would be overturned.

Marcia Stobie – at the last Building Authority meeting, Mr. Hart mentioned guarantees, assurances, something in writing, are you the closest to that? You will only get a paper that says approved.

Kathy Dube, Administrator at the Maples, stated that one of her fear is that we will get a waiver and then they will say fix your issue; and that she will lose staff and patients; there is also a liability issue – why would the county want to subject themselves to that – it is a fire issue. Mr. Scott stated that it can be done a piece at a time.

Vance Bates asked in the standard of what you are required to enforce, are there things such as if they take off shingles, and put a layer of the existing layer or put on steel? Are there alternatives? Is taking the roof off the only option? The other option is what you have done.

Dave Burley, Maintenance at the Maples, says we all live day to day with rules and regulations and we all know things change daily; he reiterates what Kathy said.

11:24 a.m. Public Input

Doc Henry, did a very good job explain meet and exceeds.

Steve Stephens, question relation to waiver – how often have you seen waivers on new buildings, what effect on patients? Waiver has not been issued on new facilities.

Kurt Luedtke stated that Comstock and Edmond London have some liability here; hold them responsible; they need to step up with a plan; state inspectors had to be here many times; why didn't Ed Hale speak up – he waited until the very end.

JoAnn Holwerda said thank you for the dialect; thank you to the director of the Maples; she is spot on; and thank you to Jean Bowers.

pim Dodge said you need to make up your mind and let's get it fixed.

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Thelma Rider Novak stated when the comment was made regarding layers of shingles on the roof – you can't keep stacking them up on there – do it now.

Deb Lindgren stated if there were a waiver, we will always get it; we don't have one now.

Ann Loveless asked when the decking comes off, will it damage the trusses.

Lisa Vogler, appreciate Mr. Scott coming up here – Questions: as long as combustible material is on the building it will be K tagged; License meets the state requirements only -- didn't hear you say that this license is for 1) this structure and 2) certified by CMS. Also Buildings are separate – does CMS view buildings the same way? FSES came up two points short in the fire area? Does this building have two hour separation in 2012 code.

- This structure as long as there is combustible material will be K tagged? Yes
- Equivalency or hardship waiver? Equivalency waiver
- Is CMS final word on any waiver? Yes
- Does license from the State refer to this building? Yes
- Does is reference a certification from CSM? No
- In your 34 years, have you ever seen waiver granted for structure like this? No
- Ever seen a waiver where they have 22 months to fix the problem?
- What are the criteria to qualify for a hardship waiver?

Katie Condon, Frankfort, stated you need to make a decision – its time.

Bill Olson says you need to look at the numbers – what is recoverable; it is time for us to find out how much that is; where will we get the money.

Dylan Sauer says thank you for coming out – you cleared up a lot for him; thank you to Mr. Scott for making the trip up here.

Roger Papineau asked the code is not retroactive until the adoption it specifically states retroactive. Over the years there have been times when new codes came out, alternative systems; if we are dealing with the 2000 LSC, this is not a valid citation, we don't need a waiver, we have equivalent compliance.

Lisa Vogler asked what communication by document or form number goes from your office to CMS? 2587 he believes. 2786R?

Mary Hoyt stated that it is evident if we are going to satisfy the community, we do have 1500 signatures, awe are receptive to a resolution; would be nice to have this type of a forum; people are entitled to have answers. This should have been dealt with before.

Public Input Closed

Roger Griner, Chairman of the Board of Commissioners, stated that there will be no decision made today; we meet tomorrow for our regular meeting; until we place the roof, there will be no peace in the valley.

Gary Sauer, stated it has been said that we don't appreciate you – we do, thank you for coming.

Motion by Sauer, seconded by Walterhouse, to adjourn until December 20, 2016 regular meeting, or the all of the chair. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

THE BENZIE COUNTY BOARD OF COMMISSIONERS
December 20, 2016

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, December 20, 2016, 448 Court Place, Government Center, Beulah, Michigan.

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

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

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

Agenda:

Motion by Sauer, seconded by Walterhouse, to approve the agenda as amended, adding Resolution 2016-027 regarding High Speed Fiber and Retired K-9 to Action Items. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Minutes:

Motion by Bates, seconded by Warsecke, to approve the regular session minutes of December 6, 2016 as presented. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Warsecke, to approve the closed session minutes of December 6, 2016 as presented. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Chairman Griner stated that discussions regarding the Maples will not be held today or at the organizational meeting on January 3, but will be an agenda item at the first regular meeting of the New Year.

Comm Tucker stated that she would like to discuss a portion of the meeting from yesterday.

There were a lot of things brought up yesterday; this board asked to have the roof replaced a year ago and that hasn't happened.

Motion by Tucker, seconded by Bates, to form a task force, a temporary committee, to look at all options to replace the Maples roof correctly and in a timely fashion, to include up to 7 members from the Board of Commissioners, DHHS Board, Building Authority and citizens to be chaired by Comm Gary Sauer and have a plan of action to come back to the full board no later than April 1, 2017 to include cost and process.

Comm Sauer stated that there has been formed a Citizens group to look at these issues, of which he is chair to that group; it is kind of in the works now.

Comm Tucker stated it is important to get this concrete moving forward.

Comm Carland says remember that we voted twice to recommend and encourage the DHHS to get the building ready and move them in.

Comm Sauer says we also made a recommendation to the Building Authority to replace the roof.

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

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9:22 a.m. Public Input

Eric VanDussen, Benzonia, commented on his FOIA lawsuit and the redactions on the document – he stated that if this letter isn't provided, we will go to court; he also spoke regarding the redacted invoices; you need to go back to your attorneys – this is needless.

Steve Stephens, Benzonia, stated that the county is losing \$4,800 per day; justice takes a nap in Benzie County; please fix the roof.

Thelma Rider Novak, Crystal Lake Township, stated that she has observed the attendance at Board of Commissioner meetings by Board members; there has been 25 meetings so far this year and one commissioner has been in attendance for 13, absent 12; of the 13, this commissioner left early six times and arrived late two times.

Kathy Howland, Thompsonville, says thank you to the ambulance crew; The Maples building has sat empty over 2 years; the appliance warranties have expired.

Dylan Sauer, Blaine Township, says congratulations the new commissioners that were sworn in today and thank you to Vance and Lisa. Thank you for being the only group to make three decisions on the Maples.

Dick Bayer, Frankfort, introduced himself as the new Airport Administrator hired by the Airport Authority. It looks like we are on the right track.

9:39 a.m. Public Input Closed

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Craig Johnson, EMS Director, reported that the call volume is around same as last year; POMH has received a trauma grant for pediatrics; EMS will apply for the grant that POMH received for education toward elderly trauma and falls; car seat safety program as well.

Doug Durand, Benzie Senior Resource, provided a written report and stated that they received a \$3,000 grant from the Regional Foundation; 207 Christmas bags were prepared this year; Medicare open enrollment; they purchased a van yesterday to help with their aging fleet; November showed an increase in the meal program; snow removal had 134 plows so far.

David Schaffer, Recycling Coordinator, reported that he attended a conference in Grand Rapids to learn about some changes on the state-level with regard to the Solid Waste plan – will keep you posted; he is still trying to find a location for a mini recovery site and has met with the Road Commission regarding property at the gravel pit in Honor; worked with the Treasurer's office on the M-115 house demo; put out RFPs for the 2017 HHW and Electronics collections; a complaint was made to the DEQ regarding the transfer station in Inland Township; he has also been in touch with the schools regarding education.

COMMISSIONER REPORTS

Comm Carland reported that he was in Lansing during that last board meeting for the Michigan Airport Planning meeting; he attended the Networks Northwest meeting last week and stated that Elaine Wood will be retiring at the end of 2017 and Matt McCauley will be the new Executive

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Director; they also had a presentation on New Road – step education for kids; EDC presentation from Matt Olson, Benzie Central Superintendent; AES gave a 9-month update in terms of what they are doing for economic development in Benzie County; there is a new supervisor for Benzonia Township.

Comm Bates stated that he attended the Almira and Lake Township meetings; new Trustee in Almira Township and a new Clerk in Lake Township; he also attended all four of the strategic planning sessions and have a good basis to start with and plan to work with and move forward.

Comm Walterhouse reported that the strategic planning sessions were good; he attended Buildings & Grounds on December 14; Maples meeting in Frankfort which was good; provided the estimate for Point Betsie Lighthouse road end -- \$869,214.84.

Comm Tucker welcomed Bob and Art and wish them the best of luck; thank you to everyone over the last few years.

Comm Warsecke said thank you to Vance and Lisa for their contributions to the county and to welcome our two new commissioners; Inland Township has a new clerk; the Fire Association will be hosting a chili cook off near Super Bowl time.

Comm Sauer also said thank you to Lisa and Vance; he reported that John Nuske with the Road commission is done on the board after 18 years; thank you to all employees for their professionalism and everything their do for the public – this is more of a family; survey for the Betsie Valley Community Center need to be turned in to him by the 22nd.

Motion by Sauer, seconded by Walterhouse, to nominate Ken Holmes to the Brownfield Redevelopment Authority as the representative for the Village of Elberta. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Griner, to reappoint George Ryckman to the Benzie-Leelanau District Health Dept board for a 2-year period, expiring December 31, 2018. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Comm Griner reported that we are told think globally and act locally; shows a picture of refugees coming to America – they have left everything behind; Thank you to Vance and Lisa for their contributions.

10:17 a.m. Break

10:22 a.m. Reconvene

Walter Roch von Roschburg, Parks and Recreation

Reported that there are three groups, Parks & Rec, Point Betsie, Road Commission -- getting together to determine how to improve the road at Point Betsie; they will begin with grant applications in 2017; the cost will be \$800 – 900,000 to construct; the Friends of Point Betsie have funds to commit to this project.

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Wendy Trute, Grand Traverse Health Dept, spoke regarding the Medical Examiner Agreement with Grand Traverse, Benzie and Leelanau Counties; the current ME is retiring and Ms. Trute is asking for a 90-day extension agreement.

Motion by Walterhouse, seconded by Bates, to adopt a 90-day agreement with the Grand Traverse Health Dept for Medical Examiner services with Western Michigan University School of Medicine, Joyce L. deJong, D.O., effective January 1, 2017, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch -- None

Buildings & Grounds Consent:

Motion by Bates, seconded by Warsecke, to approve the December 14, 2016 Buildings and Grounds Consent Calendar items 1 and 2 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

FINANCE

Bills: Motion by Carland, seconded by Tucker, to approve payment of the bills from December 7 to December 20, 2016 in the amount of \$568,121.03, as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Finance Consent Calendar:

Comm Sauer removes item 4.

Comm Carland removes item 1.

Motion by Walterhouse, seconded by Warsecke, to approve the December 6, 2016 Finance Committee Consent Calendar items 2 and 3 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Walterhouse, to authorize that a Trust and Agency (T & A) line be set up for the Recovery Court. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

HR AND PERSONNEL

Motion by Tucker, seconded by Bates, that if any county employee is to be given a benefit, pay or time off increase, that it be reviewed by the HR and Finance Committees with final approval by the full board. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

COMMITTEE APPOINTMENTS

Veterans Affairs: Motion by Bates, seconded by Walterhouse, to accept the resignation of Bob Roelofs from the Veterans Affairs with regrets. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

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Workforce Development: Motion by Bates, seconded by Carland, to reappoint Betty Workman to the Workforce Development board for a two year term, expiring December 31, 2018. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

ACTION ITEMS

2% Application: Motion by Bates, seconded by Walterhouse, to approve the application to the Grand Traverse Band for Senior Resources, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

2% Application: Motion by Bates, seconded by Carland, to approve the application to the Grand Traverse Band for the Benzie Recreation Winter Sports Fund, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

44North: Motion by Warsecke, seconded by Sauer, to approve the Master Administrative Agreement with 44North as presented, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Commission on Aging/Benzie Senior Resources: Motion by Walterhouse, seconded by Sauer, to approve the Services Agreement between the Benzie County Commission on Aging and Benzie Senior Resources thru September 30, 2017, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Village of Beulah: Motion by Carland, seconded by Bates, to approve the Water Tower Space Lease Agreement between the Village of Beulah and Benzie County, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Village of Beulah: Motion by Carland, seconded by Warsecke, to approve the Easement Agreement between the Village of Beulah and Benzie County, authorizing both the chairman and county clerk to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

2016-027: Motion by Bates, seconded by Carland, to adopt resolution 2016-027 Resolution of Support for High Speed Fiber Internet Connectivity as presented, authorizing the chairman to sign. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

K-9: Motion by Bates, seconded by Tucker, to encourage the Sheriff to cover any and all expenses of the retired K-9 Dasty's life, with funds to come from the K-9 fund. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

CORRESPONDENCE

- Road Commission agenda for December 15, 2016 received.
- Road Commission minutes of November 16, 2016 received.

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NEW BUSINESS – None

11:27 a.m. Public Input

Eric VanDussen stated he does not want to go to trial, but just want what I'm entitled to; regarding Strategic Planning meetings – why is the normal course being deviated from; why is the administrator's office responsible for noticing and taking minutes; who is recording; Dawn and Tammy take good minutes and appreciate the job they do; is there going to be an audio recording available for these meetings. This is extremely worrisome to have the county administrator doing this without coordinating with the county clerk.

Dawn Olney, County Clerk, stated that the Organizational Meeting will be scheduled for January 3, 2017 at 9:00 a.m. Packets will be handed out to all board of commissioner members.

Dan Smith, President of the Village of Beulah, says Thank You to the Board of Commissioners and the County Administrator for assisting with the water tank issue.

Vance Bates, this has been a learning experience, it has had its ups and downs; we owe our gratitude to our employees; thank you to Dawn who is the glue that holds this board together.

11:33 a.m. Public Input Closed

Motion by Bates, seconded by Tucker, to adjourn until the January 3, 2017 Organizational meeting or the call of the chair. Ayes: Bates, Carland, Griner and Walterhouse Nays: None Exc: Sauer, Tucker and Warsecke Nays: None Motion carried

Roger L. Griner – Chair

Dawn Olney, Benzie County Clerk

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1. Approved the agenda as amended, adding Resolution 2016-027 regarding High Speed Fiber and Retired K-9 to Action Items.
2. Approved the regular session minutes of December 6, 2016 as presented.
3. Approved the closed session minutes of December 6, 2016 as presented.
4. Approved to form a task force, a temporary committee, to look at all options to replace the Maples roof correctly and in a timely fashion, to include up to 7 members from the Board of Commissioners, DHHS Board, Building Authority and citizens to be chaired by Comm Gary Sauer and have a plan of action to come back to the full board no later than April 1, 2017 to include cost and process.
5. Appointed Ken Holmes to the Brownfield Redevelopment Authority as the representative for the Village of Elberta.
6. Reappointed George Ryckman to the Benzie-Leelanau District Health Dept board for a 2-year period, expiring December 31, 2018.

COMMISSIONERS

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December 20, 2016

7. Adopted a 90-day agreement with the Grand Traverse Health Dept for Medical Examiner services with Western Michigan University School of Medicine, Joyce L. deJong, D.O., effective January 1, 2017, authorizing the chairman to sign.
8. Approved the December 14, 2016 Buildings and Grounds Consent Calendar items 1 and 2 as presented.
9. Approved payment of the bills from December 7 to December 20, 2016 in the amount of \$568,121.03, as presented.
10. Approved the December 6, 2016 Finance Committee Consent Calendar items 2 and 3 as presented.
11. Authorized a Trust and Agency (T & A) line be set up for the Recovery Court.
12. Approved that if any county employee is to be given a benefit, pay or time off increase, that it be reviewed by the HR and Finance Committees with final approval by the full board.
13. Accepted the resignation of Bob Roelofs from the Veterans Affairs with regrets.
14. Reappointed Betty Workman to the Workforce Development board for a two year term, expiring December 31, 2018.
15. Approved the application to the Grand Traverse Band for Senior Resources, authorizing the chairman to sign.
16. Approved the application to the Grand Traverse Band for the Benzie Recreation Winter Sports Fund, authorizing the chairman to sign.
17. Approved the Master Administrative Agreement with 44North as presented, authorizing the chairman to sign.
18. Approved the Services Agreement between the Benzie County Commission on Aging and Benzie Senior Resources thru September 30, 2017, authorizing the chairman to sign.
19. Approved the Water Tower Space Lease Agreement between the Village of Beulah and Benzie County, authorizing the chairman to sign.
20. Approved the Easement Agreement between the Village of Beulah and Benzie County, authorizing both the chairman and county clerk to sign.
21. Adopted resolution 2016-027 Resolution of Support for High Speed Fiber Internet Connectivity as presented, authorizing the chairman to sign.
22. Authorized to encourage the Sheriff to cover any and all expenses of the retired K-9 Dasty's life, with funds to come from the K-9 fund.

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

1. Removed from Consent Calendar.
2. To go out for a 3-year RFP for audit services with dates to be set later.
3. To approve amending the Child Care Fund Budget and approving a budget amendment, authorizing the chairman to sign.
4. Removed from Consent Calendar.

BUILDINGS & GROUNDS

December 14, 2016

Page 3 of 3

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

1. To replace the carpet in the Dispatch Center in the amount of \$8,407.00 with Lakeshore Construction, with funds to come from the 911 fund.
2. To proceed with installation of one water bottle filling station to be installed on the upper level of the Government Center near the Veterans Office, authorizing the chairman to sign.

THE BENZIE COUNTY BOARD OF COMMISSIONERS

January 3, 2017

The Benzie County Board of Commissioners met in an organizational meeting on Tuesday, January 3, 2017, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by County Clerk Dawn Olney at 9:00 a.m.

Present were: Commissioners Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke

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

Election of Chair:

Commissioner Walterhouse nominates Coury Carland

Commissioner Sauer nominates Roger Griner

No further nominations; Nominations are closed.

Secret ballot is used for election; tallied by clerk.

Commissioner Carland received 4 votes

Commissioner Griner received 3 votes

Motion by Walterhouse, seconded by Warsecke, to recognize Coury Carland as the elected Chair for 2017. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Agenda:

Motion by Walterhouse, seconded by Roelofs, to approve the agenda as amended, adding Board of Commissioner appointment to the Ad Hoc committee following payment of bills. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

9:06 a.m. Public Input – None

Election of Vice Chair:

Commissioner Jeannot nominates Gary Sauer

Commissioner Roelofs nominates Frank Walterhouse

No further nominations; Nominations are closed.

Voice vote for Vice Chair: Griner – Sauer; Jeannot – Sauer; Roelofs – Walterhouse; Sauer – Sauer; Walterhouse – Walterhouse; Warsecke – Sauer; Carland – Walterhouse

Motion by Carland, seconded by Griner, to recognize Gary Sauer as the elected Vice Chair for 2017. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Meeting Dates:

Motion by Walterhouse, seconded by Sauer, to adopt the regular meetings for 2017 on the 2nd and 4th Tuesdays of each month, with the exception of one meeting in November on the 14th and the December meetings will be held on the 1st and 3rd Tuesday. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

BOARD OF COMMISSIONERS

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January 3, 2017

Meeting Times: Motion by Warsecke, seconded by Sauer, to hold the first meeting of the month at 9:00 a.m. and the second meeting of the month at 4:00 p.m. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Board Rules:

Comm Jeannot suggests two changes: 5.11 – amend the ...shall mail... we should modernize them. Page 10 items 2 and 3: per diems – should include city/village/township meetings. Mileage – should add board meetings as well.

Comm Roelofs suggests – 5.11 and 7.2 – have them both be that information is provided to the Clerk by 5:00 p.m. on the Wednesday prior to the meeting the following week.

Comm Sauer has concern on page 3 with 4.1271 – when a commissioner is no longer a commissioner then they should lose their seat on a committee.

Motion by Walterhouse, seconded by Carland, to approve the Board Rules as amended. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Commissioner Appointments:

Chairman Carland asks that we create a Building Authority appointment as liaison only.

Motion by Jeannot, seconded by Warsecke, to add to Committee Appointments a liaison to the Building Authority. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Chairman Carland asks that the requests be back to him by January 17, 2017 and provide information of when committees meet to the Clerk.

Commissioners that are currently sitting on a committee continue until appointments are finalized.

Resolutions:

Depositories: Motion by Walterhouse, seconded by Roelofs, to adopt resolution 2017-001 setting the County Depositories as amended, adding Sun Trust Robinson Humphrey, and authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

ACH: Motion by Sauer, seconded by Griner, to adopt resolution 2017-002 ACH (Automatic Clearing House) Electronic Transfer Transactions as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Commissioner Jeannot recommends the documenting of internal controls for finances. It is difficult to audit against something that is not documented.

Payment of Bills:

Motion by Griner, seconded by Warsecke, to approve the bills from December 21, 2016 to January 3, 2017, in the amount of \$228,167.65 as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Ad Hoc Committee Appointment for the Maples:

Comm Griner nominates Comm Roelofs to be appointed to the committee and he accepts.

9:47 a.m. PUBLIC INPUT

Thelma Rider Novak asks that Dawn remind everyone to speak into the microphones; she inquires as to who is on the Ad Hoc committee: Vice Chair Gary Sauer, Commissioner Bob Roelofs, Bill Olson, Gaylord Jowett, Kurt Luedtke, Roger Papineau and Marcia Stobie; asks that you make the Building Appointment soon; when bills from the Maples project are presented to you, do you get copies from the vendors of those bills – Michelle Thompson says they do not come to the BOC they go to the BA; Ms. Novak then inquired regarding Change Orders.

Kathy Howland, Thompsonville, also agrees with Thelma regarding hearing the board; she is very concerned with the building at the Maples.

9:53 a.m. Public Input Closed

Comm Griner stated that in December he had the county administrator prepare a calendar for the board with all committees that the commissioners are appointed to.

Mr. Deisch stated that we need to keep it current on a routine basis.

Comm Griner stated that he would like the Maples added to every agenda and ask every commissioner to respond.

Mr. Deisch stated that his office will be send thank you notes to all of those that are speaking during public input.

Motion by Griner, seconded by Roelofs, to adjourn until January 10, 2017 Regular Meeting or the call of the chair. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke

Nays: None Motion carried.

Coury Carland -- Chairman

Dawn Olney – Benzie County Clerk

INDEX

1. Elected Coury Carland as the Chair for 2017.
2. Approved the agenda as amended, add Board of Commissioner appointment to the Ad Hoc committee following payment of bills.
3. Elected Gary Sauer as the Vice Chair for 2017.
4. Adopted the regular meetings for 2017 on the 2nd and 4th Tuesdays of each month, with the exception of one meeting in November on the 14th and the December meetings will be held on the 1st and 3rd Tuesday.
5. Approved to hold the first meeting of the month at 9:00 a.m. and the second meeting of the month at 4:00 p.m.
6. Approved the Board Rules as amended.
7. Added to Committee Appointments a liaison to the Building Authority.
8. Adopted resolution 2017-001 setting the County Depositories.
9. Adopted resolution 2017-002 ACH (Automatic Clearing House) Electronic Transfer Transactions.

10. Approved the bills from December 21, 2016 to January 3, 2017, in the amount of \$228,167.65 as presented.

DRAFT

Elected Officials and Department Head Comments

Dawn Olney

From: Michelle Thompson
Sent: Friday, December 23, 2016 3:42 PM
To: Dawn Olney
Subject: FW: Letter to BC Bd of Commissioners dated October 18, 2016

Please add to the commissioner packet, for their information only. No action required.

Thank you,

Michelle Thompson

Benzie County Treasurer
Benzie County Land Bank Authority Chairman
www.benzieco.net
231.882.0011

From: Michelle Thompson
Sent: Thursday, December 22, 2016 1:31 PM
To: desmond.berry@gtbindians.com
Subject: Letter to BC Bd of Commissioners dated October 18, 2016

Dear Mr. Berry:

I am writing in response to the above-mentioned letter. Thank you for your interest in the property formerly known as 669 Salvage. As the Chairman of the Benzie County Land Bank Authority, who currently owns that property, I'd like to share with you the present condition, and how we got to where we are regarding cleanup of this property.

In 2008, the County Treasurer foreclosed on the several parcels collectively known as 669 Salvage, for unpaid property taxes, pursuant to statute. The County Treasurer formed a committee to clean up the property that became county-owned after that foreclosure. With the aid of the Michigan Department of Natural Resources, and the Michigan Department of Environmental Quality, in the form of grants and liens, Benzie County was able to clean up the former junk yard on the surface. Test wells have been in place on that property for many years prior to foreclosure, and have been regularly monitored since, by the State, to ensure that nothing under the surface is leaching into the local watershed. That monitoring has shown us and them that this property is not contaminating the watershed.

Since that foreclosure, Benzie County has created the Benzie County Land Bank Authority (LBA) to aid in rehabilitation and development of this and other properties in Benzie County needing a hand up to become productive properties and increase values on the tax roll. This property was transferred from Benzie County to the LBA in 2012. Pursuant to Land Bank statute, all properties owned by the LBA are automatically Brownfield Redevelopment-eligible properties. (Benzie County established a county Brownfield Redevelopment Authority (BRA) in 2013, in order to incentivize reclamation and redevelopment of less fortunate properties that would otherwise be overlooked in an open market situation.)

Currently, this property has been surveyed to become two parcels; one 17+ acre parcel, including the hilltop overlooking the Platte River valley, and the lower portion, 5+ acres, which holds the majority of underground refuse. The 17 acre parcel is currently for sale by the LBA, as it is not encumbered by underground refuse or clean up liens. By getting that property back on the tax roll it will help all LUG's involved. The remaining 5 acres will remain under ownership of the LBA, at least for the near future, and projects are currently being discussed for this property.

Your letter stated that there are visible signs of debris, etc... however, what you may have observed is not located on this property. The property has, in fact, been properly abandoned as a junk yard, and as long as the surface is not disturbed, according to MDEQ, we are in compliance with their guidelines regarding such matters.

The Benzie County Land Bank Authority is a willing partner in redevelopment of Benzie County parcels and are always open to partnering with other local units of government, non-profits, or the Grand Traverse Band of Ottawa and Chippewa Indians. Our meetings are held the third Wednesday of each month at 8:30 a.m. in the lower level of the Government Center. All are encouraged to attend. If you would like to be added to an agenda for an upcoming meeting, please let me know and I'll make sure to add you.

If you have any questions, please feel free to reach out to me.

Sincerely,

Michelle Thompson

Benzie County Treasurer
Benzie County Land Bank Authority Chairman
www.benzieco.net
231.882.0011

Commissioner Report

BENZIE COUNTY BOARD OF COMMISSIONERS

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

December 7, 2016

Dear Planning Commissioners:

With the contracting of professional planning services through Networks Northwest, it is the hope of the Benzie County Board of Commissioners (BCBoC) to create a new voluntary Benzie County Planning Commission (BCPC) that is representative of our entire county. To ensure geographic and industry diversity and representation, we are asking for applicants from each planning commission in Benzie County.

The role of the BCPC would be advisory to the Networks Northwest planners and the BCBoC in accordance with PA33 and to support intergovernmental communication and cooperation. It is anticipated that the BCPC would meet monthly initially at a date and time determined by the BCPC and Networks Northwest. Terms would be 3 years with staggered expirations.

If interested in serving on the BCPC, please submit your application to Dawn Olney, Benzie County Clerk, 448 Court Place, Beulah, MI 49617. Applications will be reviewed and members will be appointed by the Chair of the Benzie County Board of Commissioner with full board approval.

Thank you for your consideration of this request and service to our community.

Sincerely,



Roger L. Griner, Chair
Board of Commissioners

Cc: Township Supervisors
Village Presidents

2017
BENZIE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETINGS

Regular meetings of the Benzie County Board of Commissioners will be held in the Commissioners Room, Government Center, Beulah, Michigan.

The meetings will be held on the 2nd and 4th Tuesdays of each month **with the exception** of November (only one meeting) and December (being the 1st and 3rd Tuesday) and unless changed by the Board of Commissioners.

The Benzie County Board of Commissioners will follow "Robert's Rules of Order as Revised."

January	3	9:00 a.m.	Organizational Meeting
	10	9:00 a.m.	
	24	4:00 p.m.	
February	14	9:00 a.m.	Building Department Annual Report
	28	4:00 p.m.	
March	14	9:00 a.m.	DHS Annual Meeting MAC Legislative Conf (March 27-29), Lansing Center/Radisson
	28	4:00 p.m.	
April	11	9:00 a.m.	Equalization Report
	25	4:00 p.m.	
May	9	9:00 a.m.	
	23	4:00 p.m.	
June	13	9:00 a.m.	Summer Tax Hearing
	27	4:00 p.m.	
July	11	9:00 a.m.	
	25	4:00 p.m.	
August	8	9:00 a.m.	
	22	4:00 p.m.	
September	12	9:00 a.m.	Public Hearing to Set 2017 Budget Accept L 4029 – 2017 Millage report Adopt 2017-18 Budget MAC Conference (Sept 24-26, Grand Hotel, Mackinac Island)
	26	4:00 p.m.	
October	10	9:00 a.m.	Apportionment Report Set Elected Official Salaries
	24	4:00 p.m.	
November	14	9:00 a.m.	
December	5	9:00 a.m.	Commission on Aging Annual Meeting
	19	4:00 a.m.	

HOLIDAYS: The Government Center will be closed the following days:

January	16	Martin Luther King Jr Day
February	20	President's Day
May	29	Memorial Day
July	4	Independence Day
September	4	Labor Day
November	10	Veteran's Day
November	23-24	Thanksgiving (Thursday/Friday)
December	25-26	Christmas (Monday/Tuesday)
January	1-2	New Year's (Monday/Tuesday, January 1 & 2, 2018)

BOARD RULES
Adopted: January 3, 2017

1. MEETINGS

1.1 Regular Schedule. Regular meetings of the board of commissioners are held on the second and fourth Tuesday of each month with the exception of November and December. Any regular or adjourned meeting of the board which falls upon a legal holiday (Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, Christmas Day, the day before New Years, and New Years Day) shall automatically be set over to the next regular day following that is not a legal holiday at the same time and place indicated for the regularly scheduled meeting, unless the board, in session, determines otherwise.

1.2 Time. The regular meetings of the board of commissioners shall be held on the second Tuesdays at 9:00 a.m. and the fourth Tuesday at 4:00 p.m. with the exception of November having one meeting on the 14th and December meetings will be held on the 1st Tuesday at 9:00 a.m. and the 4th Tuesday at 4:00 p.m.

1.3 Place. The board shall meet in the Benzie County Government Center.

1.4 Change in Schedule. Changes in the meeting schedule, including time and place, additional meetings, and meetings adjourned or recessed to a specific time and place, may be made by majority vote of the board of commissioners, such change to be recorded in the minutes of the meeting in which the change is made. Meetings may be adjourned or recessed "at the call of the chair" by majority vote of the board of commissioners present and constituting a quorum. Meetings adjourned or recessed for more than 48 hours "at the call of the chair" unless the board provides otherwise may be reconvened upon telephonic or other communication at least 24 hours before the time of the reconvening and upon giving the public notice.

1.5 Special Meetings.

1.51 Petition and Notice. A special meeting of the board of commissioners shall be held only when requested by one-third of the members, which request shall be in writing, addressed to the county clerk and specifying the time, place and purpose of the meeting. When possible some evening meetings may be held. Upon receipt of the requests, the clerk shall immediately give notice to each board member personally, by leaving the notice at the residence of the commissioners or by letter with at least 18 hours notice before the time of such meeting, complying with the Open Meetings Act.

1.52 Emergency. The chairman, at any time upon finding and proclamation by him of the peacetime or civil disaster or an attack by a foreign enemy, may call a special meeting of the board at a time and place designated by him and give notice to the members by the best available means of communication. The vice chairman of the board, in the chairman's incapacity or absence from the county, may call such a meeting.

1.6 Public Notice of Meetings. The clerk of the board of commissioners each year shall give public notice of the regular schedule of time and place in one or more newspapers circulated in the county, and by posting the schedule in the Benzie County Government Center in compliance with the Open Meetings Act. Public notice of special or rescheduled meetings, and reconvening of meetings which have been adjourned or recessed for more than 48 hours "at the call of the chair" and not to "a time certain" shall be given by informing the newspaper in the county and posting notice in the courthouse at least 18 hours prior to the time of such a meeting.

1.7 Public Meetings. The meetings of the board of commissioners shall be open and accessible to the public and all persons may attend its meetings.

2. QUORUM

Quorum. A majority of commissioners shall constitute a quorum for the transaction of the ordinary business of the county.

Absence of Quorum. Upon the absence of a quorum, the members present may recess from time to time or to a time certain. Public notice is not required if the time set for reconvening is less than 48 hours, but should be posted.

3. VOTING

Majority Vote. All questions which shall arise at the meetings of the board of commissioners shall be determined by the votes of a majority of the members present, except (1) upon the final adoption of any measure of resolution, or the allowance of any claim against the county, which matters shall be determined by a majority of all the members elected and serving, and (2) upon the final adoption of any matters which by statute require a greater majority.

Roll Call Votes. The names and votes of members shall be recorded on an action which is taken by the board of county commissioners if the action is on an ordinance, resolution, expenditure of funds, or appointment or election of an officer, except that for the election of a board chairman the vote may be by secret ballot.

Secret Ballot Voting. No vote may be taken by secret ballot on any matter except on the question of election of the chairman of the board.

Voting Mandatory. Each member present shall be required to vote on every question unless excused by the chairman upon good cause shown.

Reconsideration of Vote. When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move reconsideration thereof. On all voice votes any member may move reconsideration. However, no motion for reconsideration shall be in order unless it is made in the same meeting or the meeting next succeeding the meeting on which the vote to be reconsidered was taken. No matter may be twice reconsidered. For purposes of this rule, the term "meeting" shall mean any session which proceeds uninterrupted by an adjournment or recess of greater than three hours.

4. ORGANIZATION

Chairman

4.11 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as chairman of the board for a one-year term, effective January 1. He/She shall take office and assume the duties immediately upon election.

4.12 Duties.

4.121 The chairman, if present, shall preside at all meetings of the board of commissioners, preserve order, and decide questions of order subject to appeal to the board.

4.122 The chairman shall be the agent for the board in the signing of contracts, orders, resolutions, determinations, and minutes of the board and in the certification of the tax rolls.

4.123 The chairman shall serve in such capacities and make appointments as the law shall require.

4.124 The chairman shall serve ex officio on all board committees. He/She shall not have a right to vote in committee unless he/she is expressly named a member of that committee.

4.125 The chairman when he/she is present shall preside at all meetings of the committee of the whole.

- 4.126 The chairman, for purposes of representing the county in various functional or ceremonial capacities, shall be considered as the chief elected official of the county.
- 4.127 Upon his/her election and subject to the approval of a majority of all members of the board, the chairman shall proceed to appoint the members of all board standing committees, and shall designate the chairperson of each committee. The term of each appointee to a board standing committee shall be for one (1) year, but shall terminate as of the date such person ceases to be a member of the board of commissioners.

In addition, the chairperson shall, subject to the approval of all members of the board, appoint all board members who are designated to serve as a board liaison to those boards and commissions listed in section 4.4, below, as well as to any similar such board or commission where the appointee is to act as a liaison between said board or commission and the board of commissioners, and where such appointee serves as a member of such other board or commission by virtue of his or her board of commissioners membership. Such appointments shall be for one (1) year, but shall terminate as of the date such person ceases to be a member of the board of commissioners.

Further, the chairperson shall, subject to the approval of all members of the board, appoint all those board members who are appointed to serve on various authorities and other agencies. Except as may be required by statute or bylaw of such authority or other agency, such appointment shall be for one (1) year, but shall terminate as of the date such person ceases to be a member of the board of commissioners.

- 4.1271 All appointments assigned to sitting Commissioners are annual, except where dictated or mandated by statute.
- 4.1272 County Commissioners appointed to serve on boards and commissions shall be deemed to serve by virtue of their position as a County Commissioner. For such Commissioners, said appointment shall continue only so long as the commissioner continues in office, unless otherwise dictated or mandated by statute. At the point a Commissioner so appointed vacates the office of County Commissioner, all appointments enjoyed by virtue of that office shall also terminate.
- 4.128 The chairman of the board shall have the power to administer an oath to any person concerning any matter submitted to the board of commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses and to compel their attendance in the same manner as courts of law.
- 4.129 The chairman of the board, when appropriate, shall refer matters coming before the board to one of the committees of the board and he/she shall arbitrate all jurisdictional disputes between committees, decisions over which shall be subject to these rules and subject to appeal to the board.

Vice-Chairman.

- 4.21 Election. During the first meeting in each calendar year, the board of commissioners shall select, by majority vote of all the members, one of its members to serve as vice-chairman of the board. He/She shall take office and assume the duties immediately upon his election.
- 4.22 Duties.
- 4.221 The vice-chairman shall preside over meetings of the board if the chairman is absent.

Clerk.

- 4.31 Designation. The clerk of the county shall be ex officio, clerk of the board. He/She, or his/her appointed deputy, shall perform all duties pertaining to such office.
- 4.32 Duties. The clerk's duties include the following:
 - 4.321 To record all the proceedings of the board in a book provided for that purpose.
 - 4.322 To make regular entries of all the board's resolutions and decisions upon all questions.
 - 4.323 To record the vote of each commissioner on any question submitted to the board.
 - 4.324 To preserve and file all accounts acted upon by the board and for no reason allow such accounts to be taken from his/her office.
 - 4.325 To certify, under Seal of the Circuit Court, without charge, copies of any and all resolutions or decisions on any of the proceedings of the board of commissioners, when required by the board or any of its members; or when required by any other person upon payment of fifty cents (\$.50) per folio.
 - 4.326 To preside, until a chairman or temporary chairman is elected, during the first meeting of the board of commissioners in every calendar year.
 - 4.327 To perform such other and further duties as the board, by resolution, may require.
- 4.33 Absence. In the event the clerk or his or her duly appointed deputy is absent from a meeting of the board, the chairman, with approval of a majority of the commissioners present and voting, shall appoint another person to act as temporary clerk until the clerk or the duly appointed deputy arrives.

In the absence of both chairman and vice chairman, the following commissioners will be delegated to be in charge, in the following order: Chairman, Vice Chairman, Board member seniority and then alphabetical order.

Parliamentarian. The county clerk of the county shall advise the chairman and the board of commissioners regarding questions of parliamentary procedures.

- 4.4 Committees. The board of commissioners shall have the following committees:

STANDING COMMITTEES

EMS

Courts – 3

Budget/Finance/Accounts Payable

Commission on Aging

Fee Committee

Interview Committee

HR Committee (to include Labor, Grievance & Health Ins)

Buildings & Grounds Committee

Technology Committee

COUNTY COMMISSION LIAISON

Building Authority

Chamber of Commerce

Conservation District

Human Services Department (DHHS, Maples)

MSU Extension

Road Commission

Sheriff/Jail
911 Central Dispatch
Transportation

APPOINTMENTS TO AUTHORITIES AND OTHER AGENCIES

Airport Authority
Animal Welfare League/Advisory Board
Area Agency on Aging
Benzie Housing Committee (county)
Benzie Senior Resources (formerly Council on Aging & Benzie Home Health Care)
Betsie River Watershed
Betsie Valley Trailway Mgt Council
Benzie-Leelanau Public Health
Benzie-Leelanau Public Health Board of Appeals
Brownfield Authority
Centra Wellness -- CMH
 Central Dispatch Advisory
Domestic Violence Task Force
EDC/Benzie
Human Services Collaborative Body – HSCB
Land Bank Authority
LEPC
Manistee-Benzie Comm Corrections – PA 511
MAC Worker's Comp Fund
Networks North/Council of Government
Northern Michigan Regional Entity
Northern Michigan Counties
Natural Scenic Rivers
Northwest Michigan Community Action Agency
ORV
Parks & Recreation Commission
Planning Commission
Platte River Watershed Committee
Point Betsie Lighthouse
Soil Erosion Board of Appeals
Solid Waste Advisory Committee
Township Association & Local Municipalities
Veterans Affairs

- 4.51 Duties: Each committee shall:
- 4.511 Report to the board.
 - 4.512 Review all appropriation requests most directly related to its own functions and make recommendations thereon for referral to and consideration by the board.
 - 4.513 Report and recommend allowance or disallowance of all claims relating to the jurisdiction of the committee as prescribed by these rules.
 - 4.514 Act as liaison between the board of commissioners and the several county officers, boards, commissions and agencies respecting matters under the jurisdiction of the committee as prescribed by these rules, except as the board shall otherwise direct.
 - 4.515 Have and perform such other duties as the board may direct.

- 4.52 Meetings. Meetings of a committee may be convened by its chairman or by a majority of its members at any time upon reasonable written or telephonic notice to its members.
- 4.53 Committee Voting. The names and votes of members shall be recorded on an action which is taken by a committee of the board.
- 4.54 Special Committees. Subject to the approval of the board of commissioners, the chairman of the board may establish special committees and designate commissioners to serve thereon. The membership of special committees shall automatically be terminated upon the succession to office of a new chairman of the board.

5. CONDUCT OF MEETINGS

Order of Business

- 5.11 Regular Order. The regular order shall be as follows:

Call to Order
Roll Call
Invocation and Pledge of Allegiance
Approval of Agenda
Approval and/or Correction of Minutes
Public Input
Elected Officials & Dept Head Comments
Commissioner Reports
County Administrator Report
Finance -- Approval of Bills
HR - Personnel
Action Items
Committee Appointments
Presentation of Correspondence
New Business
Public Input
Adjournment

Agenda. On the fourth day before each regular and adjourned regular meeting of the board, the clerk shall provide to each member an agenda for the meeting, by placing in their mailbox at the Government Center or by placing said agenda on the county web site. Contained therewith shall be a brief description of all matters to be considered and arranged in accordance with the order specified above. All information to be placed on the agenda must be received by the clerk of the board no later than 5:00 p.m. on the Wednesday immediately preceding said regular or adjourned regular meeting. Only with majority consent of the members present may any committee report, other than reports on routine claims, be acted upon by the board of commissioners at any regular or adjourned regular meeting.

- 5.21 Agenda Priorities. All matters to be placed on the agenda under one of the specific categories above shall be given priority of order on the basis of date and time received by the clerk of the board.

6. RIGHTS AND DUTIES OF COMMISSIONERS

Speaking Priorities and Limits

- 6.11 Each member desiring to speak shall address the chairman and, when recognized, speak from his or her place. If two or more members at the same time wish to speak, the chairman shall designate the order in which they shall speak.

- 6.12 No members, while addressing the board, shall be interrupted, except to be called to order; and thereupon he/she shall immediately cease speaking and be seated.
- 6.13 The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, not appearing on the agenda for the meeting, shall have the right to speak for a time not longer than three minutes after the formal introduction but prior to any discussion on the matter on the floor. When a measure has more than one sponsor, the chairman of the board shall determine which person shall first speak under this rule.

Commentary: Matters brought up which are not on the agenda almost always are referred to committee and, of course, a motion to refer is not debatable. This rule guarantees the sponsor the right to explain the matter briefly, before its referral.

7. NON-MEMBERS ADDRESSES TO COMMISSION – Only members of the board of commissioners shall be given the floor to speak during any board meeting except: County officials who may speak after receiving recognition from the chairman of the board.

7.1 Any person who, with the consent of the chairman of the board or a majority of any board committee, has been given permission to be listed in an appropriate place on the agenda for the purpose of addressing the commission.

7.2 In compliance with the Open Meetings Act: The County Board will operate under the following rules. To allow for public input – There will be fifteen (15) minutes for visitors to be heard. Each person wishing to speak may have up to three (3) minutes to make a statement or an address (this does not include the right to question members or individuals present). If persons know they will need more time, they should contact the County Clerk **by 5:00 p.m. on the Wednesday prior to said meeting** so that time may be allotted them on the agenda.

If it develops during the initial time allotted for input that more time is needed there will also be fifteen (15) minutes allotted for visitor input prior to the end of the County Board meeting. The three (3) minute limit will prevail and each speaker will speak once before any visitor may speak a second time.

7.3 Time has been allotted in the above schedule so that people may be heard without interrupting the County Board agenda and conduct of essential business.

8. PARLIAMENTARY AUTHORITY AND PROCEDURE

Authority. “Robert’s Rules of Order Revised” shall govern all questions of procedures which are not otherwise provided by these rules or state law.

Procedure.

- 8.21 Motions, Resolutions, Committee Reports. No motion shall be debated or voted upon unless seconded. It shall then be stated by the chairman before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. Discussion does not constitute a second to a motion.
- 8.22 Motion to Clear the Floor. If in the judgment of the chairman, procedural matters have become confused, the chairman may request a “motion to clear the floor”. Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate, or if carried, to a motion to reconsider. The motion to clear the floor, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.
- 8.23 Order of Precedence of Motions. When a motion is seconded and is before the board, no other motion shall be received except the following:
To fix the time to which to adjourn
To adjourn
To move the previous question

To lay on the table
To postpone indefinitely
To postpone to a time certain
To refer
To amend

These motions shall have precedence in the order as named above.

- 8.24 Suspension of the Rules. These rules may be temporarily suspended only by a majority vote of all the members of the board in order to facilitate the accomplishment of any legal objective of the board in a legal matter.
- 8.25 For any future grant applications, the county board shall receive them in a timely manner so that the Commissioners can read, understand and render informed decisions pertaining to any grant applied for, effective January 4, 2002.

9. ADOPTION AND AMENDMENT OF RULES

These rules having been adopted by not less than a majority of all the members of the board may be amended or rescinded by majority vote of all the members of the board. They shall remain in effect until amended or rescinded. Any proposed amendment to these rules, properly presented to the board of commissioners, shall take immediate effect when adopted, unless the board at the time of adoption stipulates otherwise.

10. ETHICAL PRINCIPLES OF CONDUCT RELATING TO THE PROCESS AND MANAGEMENT OF CONFIDENTIAL MATTERS

It is imperative from time to time that matters will come before the county that require confidential management. Matters and/or opinions sought require the action and direction of the Corporate Counsel or other properly retained Legal Advisory.

Those matters which come before the Benzie County Board of Commissioners that are subject to the attorney-client privilege or are protected by the attorney work product doctrine are considered confidential matters. Confidential matters include written opinions protected by the attorney-client privilege and/or communications between the Benzie County Board of Commissioners and its Corporate Counsel or other Legal Advisory retained by the Benzie County Board of Commissioners. Nothing in this rule shall be construed to be contrary to Michigan's Open Meetings Act or should be construed to prohibit the disclosure or dissemination of material that is subject to disclosure under Michigan's Freedom of Information Act.

- 10.1 Those services (tasks) of the Corporate Counsel, or other properly retained Legal Advisory, retained by the Benzie County Board of Commissioners, shall be discussed by the Board of Commissioners in open session and subject to a motion authorizing the Corporate Counsel or other Legal Advisory to perform legal services on behalf of the Benzie County Board of Commissioners, prior to said services (tasks) being performed whenever possible. When legal services are required prior to the Board of Commissioners meeting or in preparation for that meeting, then the County Administrator, after conferring with the Chairman or Vice Chairman, is authorized to obtain and task for such legal services.

- 10.1.1 Once the Benzie County Corporate counsel or other Legal Advisory has been properly retained by the Benzie County Board of Commissioners and provided a detailed explanation of the services sought, the Chairman of the Benzie County Board of Commissioners, or the County Administrator will communicate with the Benzie County Corporate Counsel or other outside Legal Advisory with regard to the

status of the project and shall be the recipient of written Status Reports and other communications from the Benzie County Corporation Counsel or outside Legal Advisors.

- 10.1.2 Any party (Commissioner) seeking information or query prior to final disposition or legal opinion will be referred to section 10.3 of the Board Rules.
- 10.2 The Administrator for the County of Benzie shall maintain a separate file for those communications with the Benzie County Corporate Counsel and/or other Legal Advisory which are subject to the attorney-client privilege. Upon request, any member of the Benzie County Board of Commissioners may review said materials but shall not disseminate or discuss to any third party the contents of communication subject to the attorney-client privilege.
- 10.3 In the event that a member of the Benzie County Board of Commissioners has questions regarding a confidential matter including, but not necessarily limited to, a communication that is subject to the attorney-client privilege, that Commissioner or party shall prepare a written communication to the Benzie County Administrator and Board Chair outlining any issues or questions regarding the confidential matter or communication. Responses to those written communications then will be processed by the Chairman of the County Board of Commissioners and in most situations simultaneously shared with the entire Board of Commissioners.
- 10.4 One set of documents or related materials submitted to the Administrator or Chairman will be kept and on file. Files are not to be copied nor leave the Administrator's office. Also, sharing or communicating any information related to the confidential work, including conversations, in progress or content of the documents (file) will be considered a breach of the "Board's" trust.
- 10.5 Members of the Benzie County Board of Commissioners may, by majority roll call vote, move for entry into a closed session for those purposes authorized under the Michigan Open Meetings Act.

Section 10.1 amended – 10/18/2005

Section 4.11 amended – 1/10/2006

Section 4.1271 amended – 1/10/2006

Section 4.1272 amended – 1/10/2006

Sections 1.1, 1.2, 4.33, 4.51, 5.11 amended – 1/19/2010

Sections 1.2, 4.4 amended – 1/4/2011

Sections 1.2, 4.4 and 5.11 amended – 1/4/2012

Section 1.1, 1.2, 4.4 and 5.11 amended – 1/2/2013

Section 1.1, 1.2, 4.4 and 5.11 amended – 1/15/2013

Section 1.2 and 5.11 – 1/7/2014

Section 4.4 – 1/6/2015

Section 4.127 – 2/10/2015

Sections 5.11, 7.2, page 10 items 2 and 3 – 1/3/2017

POLICY ON COMPENSATION

1. A motion by Knox, seconded by Smith, effective January 1, 1995, per diem be set at \$35.00 for each meeting four hours or less, meetings lasting longer than four hours is considered two meetings (\$70.00) and after eight hours will be considered 3 meetings (\$105.00) for per diem.
2. Per diem shall not be paid for attending scheduled regular or reconvened county board meetings. However, per diem shall be paid for attending village, city and township board meetings of the district they represent, special board meetings, committee meetings, and special assignment meetings. Special assigned meetings are meetings attended at the direction of the Board of Commissioner or by the Chairman of the Board of Commissioners and may also be paid per diem. Proper documentation can be obtained and filed with the County Administrator.
3. Mileage will be authorized for attending reconvened or special county board meetings, village, city and township meetings of the district they represent, committee meetings, special assignment meetings, functions benefiting Benzie County, or meetings attended at the direction of the Board of Commissioners or by the Chairman of the Board of Commissioners, at the rate established by the Board of Commissioners.
4. Living expenses will be paid while attending special assignments, functions or meetings attended by the direction of the Board of Commissioners or by the chairman of the Board of Commissioners that are held outside of Benzie County.
5. Per diem to be paid for weekly Accounts Payable (A/P) review by a designated board member.
(Added 1/12/2016)

County department heads will be expected to administer their yearly budgets in a reasonable and prudent manner, and should not expect supervision from the county board or its finance committee except:

- (a) When unexpected changes in county financing make it necessary, by board action, to request or impose adjustments in all departmental appropriations.
- (b) When, due to unforeseen circumstances or an emergency, it is necessary for a department head to request a supplemental appropriation not included in his or her original departmental budget.
- (c) When, in the judgment of a majority of the members of the county board, a department head demonstrates clear inability to administer public funds in a reasonable and prudent manner.
- (d) When the county board, through the chairman and vice-chairman, is reviewing budgetary requirements for the upcoming year.

BOARD PRACTICES

1. Decisions shall be made by a majority vote of all commissioners present at board meetings.
2. No one individual commissioner has any authority to advise Government Center employees what to do or what not to do. This applies to any chairman of a committee.
3. The services of Corporate Counsel will be coordinated through the County Board Chair and the County Administrator.
4. Individual commissioners should not write memos to Department Heads without going through the full board.
5. Commissioners who write and sign individual letters may not imply that the letter is by board decision and may not use Board of Commissioners letterhead.
6. Department liaison positions are only to take information from the board of commissioners to a department and vice versa, not to advise those departments how they should or should not be run.
7. Alternates on committees will not be paid unless they are filling in for an assigned member. Commissioners who attend committee meetings to which they have not been assigned will not be reimbursed for that attendance.
8. The Board is encouraged to present motions in writing to the Clerk prior to the meeting, if possible.
9. Effort should be made to car pool to out-of-town meetings.
10. Every effort should be made to have members of the Board of Commissioners submit per diems on a monthly basis.
11. All requests must go thru committees, HR, Finance or Buildings & Grounds, unless determined by the Chair and/or County Administrator to require immediate action by the board. (Added 2/9/2016)

County Administrator's Report

Benzie County Administrator

Mitch Deisch, County Administrator

Maridee Cutler, Deputy Administrator

Date: 12/8/16

5:10pm

BENZIE COUNTY

Strategic Planning Meeting Notice

to be held on

December 9th, 14th & 15th, 2016

at 3:00 p.m.

Held in the Commissioners Room

Government Center

Beulah, MI 49617

**The intent of the meeting is to work on
Strategic Planning for Benzie County**

****There may be a quorum of the Board of Commissioners Present.**

Benzie County Administrator

Mitch Deisch, County Administrator

Maridee Cutler, Deputy Administrator

Date: 12/9/16 2:50 p.m.



BENZIE COUNTY

Strategic Planning Meeting Notice to be held on

December 9, 2016 at 3:00 p.m.

December 14th & 15th, 2016 at 4:00 p.m.

Held in the Commissioners Room

Government Center

Beulah, MI 49617

**The intent of the meeting is to work on
Strategic Planning for Benzie County**

****There may be a quorum of the Board of Commissioners Present.**

Benzie County Strategic Planning Meeting

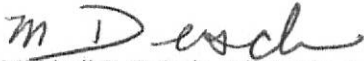
December 8, 2016 4:00 pm

Present: Art Jeannot, Bob Roelofs, Coury Carland, Roger Griner, Frank Walterhouse, Vance Bates, Gary Sauer, Evan Warsecke, Michelle Thompson.

Also Present: Mitch Deisch, Tim Ervin, Betsy Evans and Susan Zenker.

The meeting was cancelled due to the fact that the meeting had not been properly posted in accordance with the Open Meeting Act. County Administrator Mitch Deisch, confirmed with County Attorney Dick Figura that the meeting should be cancelled.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "M Deisch".

Mitchell D. Deisch, Administrator
Benzie County

Benzie County Strategic Planning Meeting

December 9, 2016

Present: Art Jeannot, Bob Roelofs, Coury Carland, Roger Griner, Frank Walterhouse, Vance Bates, Gary Sauer and Amy Bissel.

Also Present: Mitch Deisch, Tim Ervin and Susan Zenker.


The meeting was called to order by Roger Griner. It was identified that the meeting had been posted in advance of 18 hours in accordance with the Open Meeting Act.

The meeting consisted of discussion among the participants regarding a strategic plan for Benzie County. Specific assignments for development of a draft mission statement was to be developed by Art Jeannot and Coury Carland. Development of a draft vision statement was to be developed by Mitch Deisch and Gary Sauer.

Both the draft vision statement and mission statement will be presented and discussed at the next strategic planning meeting scheduled for December 14, 2016.

Meeting adjourned at 5:30 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "M Deisch".

Mitchell D. Deisch, Administrator
Benzie County

Benzie County Strategic Planning Meeting
December 14, 2016 4:00 pm

Present: Art Jeannot, Bob Roelofs, Coury Carland, Roger Griner, Frank Walterhouse, Vance Bates, Gary Sauer and Evan Warsecke.

Also Present: Dylan Sauer, Mitch Deisch, Sarah Lucas and Tim Ervin.

Motion by V. Bates, seconded F. Walterhouse to accept both the December 8 and 9th Benzie County Strategic Planning minutes as corrected. Motion carried. A. Jeannot and B. Roelofs abstained from voting, based upon the fact that they have not been sworn in as County Commissioners.

T. Ervin went over the 12/9/16 discussion.

S. Lucas presented information regarding the Benzie County Master Plan as it related to the Strategic Planning process. The key areas that were addressed in the Master Plan are as follows:

1. Housing
2. Transportation
3. Natural Resources
4. Economic Development
5. Increase Food Access
6. Intergovernmental Cooperation

A. Jeannot and C. Carland presented the draft mission statement. The word "steward" was added to the draft mission statement. This revision was supported.

M. Deisch and G. Sauer presented the vision statement. The word "Drive" was replaced with "Steer". The revision was supported.

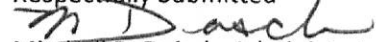
T. Ervin went over the 6 areas of focus. The areas of focus are as follows:

1. Creating an environment to support Businesses and Job Creating.
2. Financial Health of County Government
3. Improved Institutional Capacity
4. Credibility of the County Board and Building Trust
5. Collaboration & Partnerships to Achieve Shared Goals and Create Efficiencies
6. Enhancing and Protecting Natural Resources of the County

Action items were discussed for several of the focus areas. The remaining focus areas will be discussed at the 12/15/16 meeting. T. Ervin will present a draft Strategic Plan after the 12/15/16 meeting.

Meeting adjourned at 6:00 pm

Respectfully Submitted



Mitchell D. Deisch, Administrator
Benzie County

Benzie County Strategic Planning Meeting
December 15, 2016 4:00 pm

Present: Art Jeannot, Bob Roelofs, Coury Carland, Roger Griner, Frank Walterhouse, Vance Bates, Gary Sauer and Evan Warsecke.

Also Present: Dylan Sauer, Mitch Deisch, Susan Zenker and Tim Ervin.

Motion by G. Sauer second by V. Bates to approve the December 14, 2016 minutes. Motion carried. A. Jeannot and B. Roelofs abstained from voting, based upon the fact that they have not been sworn in as County Commissioners.

T. Ervin reviewed the progress made at the two previous meetings and handed out a preliminary draft of the strategic plan.

Significant time was spent identify and discussing strategic goals for each of the six (6) focus areas. T. Ervin will compile all of the information that was captured and incorporate into the updated draft strategic plan.

A specific request was made for the creation of a Benzie County governmental flow chart. M. Deisch will work on this request.

Meeting adjourned at 5:45 pm

Respectfully Submitted,

Mitchell D. Deisch, Administrator
Benzie County

FINANCE REPORT

BILLS TO BE APPROVED January 10, 2016

Motion to approve Vouchers in the amount of:

\$	40,448.36	General Fund (101)
\$	9,281.11	Jail Fund (213)
\$	1,854.34	Ambulance Fund & ALS (214)
\$	583.65	Funds 105-238
\$	-	ACO Fund (247)
\$	-	Building (249)
\$	697.00	Dispatch 911 Fund (261)
\$	72,067.57	Funds 239-292
\$	2,100.04	Funds 293-640
\$	95,839.01	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<u>\$</u>	<u>222,871.08</u>	

RECEIVED

JAN 06 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Payables January 4, 2016 - January 6, 2016

DATE	FUND 101 GENERAL	FUND 213 JAIL	FUND 214 ALS	FUND 105-238	FUND 247 ACO	FUND 249 BUILDING	FUND 261 DISPATCH	FUND 239-292	FUND 293-690	FUND 701 TRUST/ AGENCY	FUND 702-771	TOTALS
1/5/2017	\$ 40,448.36	\$ 9,281.11	\$ 1,854.34	\$ 583.65			\$ 697.00	\$ 72,067.57	\$ 2,100.04	\$ 95,839.01		\$ 222,871.08
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Totals	\$ 40,448.36	\$ 9,281.11	\$ 1,854.34	\$ 583.65	\$ -	\$ -	\$ 697.00	\$ 72,067.57	\$ 2,100.04	\$ 95,839.01	\$ -	\$ 222,871.08

206-K-9 Fund	230-BVTMC	269-Law Library	310-Gov't Ctr Addition-Debt
207-Sheriff Reserve's	232-Planning/Zoning	270-Platte River Bridge	315-Benzie Leelanau Health
208-Dive Team	235-CBDG	271-Housing Grant	321-Jail Bond
209-Resource Officer	238-EDC	276-Council on Aging	371-Jail Bldg Debt Millage
210-Benzie Kids	245-Remonumentation	285-Pt. Betsie Lighthouse	425-Equipment Replace
211-D.A.R.E. Fund	256-Reg of Deeds	292-Child Care Fund	
215-FOC	262-911-Training	293-Soldiers Relief Fund	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-860.00	TRAVEL	BATES, KENNETH V. II	OCT, NOV, DEC MILEAGE COUNTY COMMI	12312016	01/05/17	347.54	58111
101-101-860.00	TRAVEL	CARLAND, CORY	COUNTY COMMISSIONER MILEAGE	12312016	01/05/17	77.22	58125
101-101-860.00	TRAVEL	JEANNOT, ART	2016 COUNTY COMMISSIONER MILEAGE	2016	01/05/17	138.24	58159
101-101-860.00	TRAVEL	JEANNOT, ART	COUNTY COMMISSIONER MILEAGE	JAN2017	01/05/17	34.56	58159
101-101-860.00	TRAVEL	SAUER, GARY	COUNTY COMMISSIONERS MILEAGE DECEM	12302016	01/05/17	180.90	58183
Total For Dept 101 BOARD OF COMMISSIONERS						778.46	
Dept 131 CIRCUIT COURT							
101-131-802.00	TRANSCRIPTS	LYSTER, CHRISTINE M.	COURT REPORTING SERVICES	122316	01/05/17	451.25	58167
101-131-804.00	RECORDING SERVICES	LYSTER, CHRISTINE M.	COURT REPORTING SERVICES	122316	01/05/17	525.00	58167
101-131-805.00	COURT APPOINTED ATTORNEY	GRANT, WILLIAM	MILEAGE TO BENZIE-FELONY CONTRACT	121616	01/05/17	207.36	58152
101-131-810.00	LEGAL FEES	CICCHELLI, ANTHONY	MONTHLY COURT APPT ATTNRN FOR 2016	JANUARY 2017	01/05/17	1,623.23	58129
101-131-810.00	LEGAL FEES	GRAFF, JACOB	MONTHLY COURT APPT ATTNRN FOR 2016	JANUARY 2017	01/05/17	1,623.23	58146
101-131-810.00	LEGAL FEES	GRANT, WILLIAM	MONTHLY COURT APPT ATTNRN FOR 2016	JANUARY 2017	01/05/17	1,125.61	58151
101-131-810.00	LEGAL FEES	HUFT, DAVID G.	MONTHLY COURT APPT ATTNRN FOR 2016	JANUARY 2017	01/05/17	1,623.23	58153
101-131-810.00	LEGAL FEES	MAS, MARY ELIZABETH	MONTHLY COURT APPT ATTNRN FOR 2016	JANUARY 2017	01/05/17	1,623.23	58169
101-131-810.00	LEGAL FEES	SMITH, MICHAEL LAWRE	MONTHLY COURT APPT ATTNRN FOR 2016	JANUARY 2017	01/05/17	1,623.23	58184
101-131-810.00	LEGAL FEES	SWAIN, DENNIS	MONTHLY COURT APPT ATTNRN FOR 2016	JANUARY 2017	01/05/17	1,125.61	58188
101-131-860.00	TRAVEL	LANTIS, MICHELE	TRAVEL/LU NCH REIMBURSEMENT TO BEN	12212016	01/05/17	136.92	58166
101-131-860.00	TRAVEL	LYSTER, CHRISTINE M.	COURT REPORTING SERVICES	122316	01/05/17	183.60	58167
101-131-970.20	EQUIPMENT - CAPITAL	BUSINESS INFORMATION	INSTALL COMPLETE	71614	01/05/17	5,431.05	58122
Total For Dept 131 CIRCUIT COURT						17,302.55	
Dept 136 DISTRICT COURT							
101-136-801.00	CONTRACTED SERV-RECORDIN	JUST FOR THE RECORD	CONTRACTED SERVICES CRT RCRD	JANUARY 2017	01/05/17	1,958.33	58160
101-136-805.00	COURT APPOINTED ATTORNEY	GRAFF, JACOB	COURT APPOINTED ATTY FEES	010317	01/05/17	250.00	58147
101-136-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G.	COURT APPOINTED ATTY FEES	010317	01/05/17	250.00	58154
101-136-805.00	COURT APPOINTED ATTORNEY	MAS, MARY ELIZABETH	COURT APPOINTED ATTY FEES	010317	01/05/17	250.00	58170
101-136-806.00	SCREENING FEES	OPEN DOOR ASSESSMENTS	ASSESSMENTS	010317	01/05/17	20.00	58176
101-136-860.00	TRAVEL	BRUNNER, THOMAS N	VISITING JUDGE FEE	010317	01/05/17	35.10	58121
101-136-900.00	PRINTING & PUBLISHING	JACKPINE BUSINESS CEN	OFFICE SUPPLIES	408269-0	01/05/17	156.21	58158
101-136-900.00	PRINTING & PUBLISHING	PIONEER GROUP	CLERICAL SUPPORT AD	010317	01/05/17	30.75	58177
101-136-955.00	STAFF DEVELOPMENT/CONFER	CICANSKY, HOPE	MAGISTRATE CONFERENCE	010317	01/05/17	305.26	58128
101-136-963.00	COMPUTER SUPPORT	BUSINESS INFORMATION	CONTRACT RENEWAL NOVEMBER 6, 2016	010317	01/05/17	870.00	58123
Total For Dept 136 DISTRICT COURT						4,125.65	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	OFFICE SUPPLIES	DEC 2016	01/05/17	32.47	58157
101-142-860.00	TRAVEL	CAMERON CLARK	MILEAGE, PHONE, AND CONFERENCE EX	DECEMBER 2016	01/05/17	635.50	58124
Total For Dept 142 JUVENILE DIVISION						667.97	
Dept 148 PROBATE COURT							
101-148-727.00	OFFICE SUPPLIES	VISA=KIM NOWAK	SECURITY; DECO	12/28/2016	01/05/17	18.82	58194
101-148-830.10	SERVICE CONTRACT	VISA=KIM NOWAK	SECURITY; DECO	12/28/2016	01/05/17	95.39	58194
Total For Dept 148 PROBATE COURT						114.21	
Dept 172 ADMINISTRATOR							
101-172-727.00	OFFICE SUPPLIES	VISA=MITCHELL DEISCH	OFFICE SUPPLIES	12292016	01/05/17	240.45	58196
101-172-860.00	TRAVEL	DEISCH, MITCH	COUNTY ADMINISTRATOR TRAVEL EXPENS	DEC 2016	01/05/17	186.30	58136
Total For Dept 172 ADMINISTRATOR						426.75	
Dept 215 COUNTY CLERK							
101-215-955.10	DUES & REGISTRATIONS	MI ASSOC. OF COUNTY C	REGISTRATION FOR NEW CLERK TRAININ	1/23 & 1/24	01/05/17	50.00	58171

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 215 COUNTY CLERK							
Dept 262 ELECTIONS							
101-262-860.00	TRAVEL	OLNEY, DAWN	MILEAGE LAKE TWP POST ELECTION AUD	12/28/2016	01/05/17	50.00	58175
Total For Dept 215 COUNTY CLERK						8.64	
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	BENZIE APPLIANCE & TV	NEW PHONE- PROBATION & PAROLE	10167509	01/05/17	33.99	58113
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	JANITORIAL SUPPLIES	0212266-IN	01/05/17	379.62	58142
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	BATTERIES & POWER STRIP	133589	01/05/17	29.98	58174
101-265-800.00	CONTRACTED SERVICES	CUMMINS BRIDGEWAY, LL	MAINTENANCE AGREEMENT	015-94341	01/05/17	518.33	58134
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9776956512	01/05/17	146.79	58193
101-265-939.00	CAPITAL IMPROVEMENTS	ABILITA	SERVICE TELECOM SYSTEMS	161222	01/05/17	350.00	58105
Total For Dept 265 BUILDING & GROUNDS						1,458.71	
Dept 267 PROSECUTING ATTORNEY							
101-267-808.00	WITNESS FEES	ALBERT BRANCH	WITNESS FEE	122916	01/05/17	6.00	58107
101-267-808.00	WITNESS FEES	ANGEL HOCKETT	WITNESS FEE/CASE # 16-380-FY	122916	01/05/17	6.00	58109
101-267-808.00	WITNESS FEES	CRAIG WATERS	WITNESS FEE & MILEAGE (45 MILES@ \$	010417	01/05/17	10.50	58133
101-267-808.00	WITNESS FEES	GAIL MARTINEZ	WITNESS FEE & MILEAGE (62 MILES @	122916	01/05/17	12.20	58143
101-267-808.00	WITNESS FEES	KRISTINE ELLIOTT	WITNESS FEE & MILEAGE (92.5 MILES	122916	01/05/17	15.25	58164
101-267-808.00	WITNESS FEES	TIMOTHY CAMPEAU	WITNESS FEE & MILEAGE (109 MI@ \$.1	122916	01/05/17	16.90	58190
101-267-808.00	WITNESS FEES	TINA DAY	WITNESS FEE & MILEAGE (11.5MILES@	122916	01/05/17	7.15	58191
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9776956512	01/05/17	39.39	58193
Total For Dept 267 PROSECUTING ATTORNEY						113.39	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA	JANUARY 2017	01/05/17	333.33	58138
Total For Dept 275 DRAIN COMMISSION						333.33	
Dept 285 CENTRAL SERVICES							
101-285-730.00	POSTAGE	RESERVE ACCOUNT	POSTAGE BY PHONE FOR POSTAGE METER	46789160	01/05/17	2,500.00	58180
101-285-930.00	EQUIPMENT REPAIR	NETLINK BUSINESS SOLU	MONTHLY MAINTENANCE	133827	01/05/17	478.49	58173
Total For Dept 285 CENTRAL SERVICES						2,978.49	
Dept 286 TECHNOLOGY SUPPORT							
101-286-963.00	COMPUTER SUPPORT	WYANT COMPUTER SERVIC	COMPUTER SERVICES	MS20511	01/05/17	2,725.00	58197
Total For Dept 286 TECHNOLOGY SUPPORT						2,725.00	
Dept 301 SHERIFF							
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE 14-1	22004	01/05/17	39.95	58198
101-301-749.00	VEHICLE REPAIRS	PRECISION COLLISION O	WINDSHIELD REPAIR	2446	01/05/17	50.00	58179
101-301-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	DRYCLEANING	2217	01/05/17	40.00	58182
101-301-800.00	CONTRACTED SERVICES	WYANT COMPUTER SERVIC	COMPUTER SERVICES	MS20511	01/05/17	200.00	58197
101-301-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES	9776956512	01/05/17	218.72	58193
101-301-940.00	LEASED PATROL & SHERIFF	GRAND TRAVERSE MOBILE	17-1 EQUIP INSTALL	46768	01/05/17	4,640.29	58149
101-301-940.00	LEASED PATROL & SHERIFF	MICHIGAN SHERIFFS ASS	DECALS 17-1	20161273	01/05/17	400.58	58172
101-301-978.00	RADIO EQUIPMENT - PATROL	GRAND TRAVERSE MOBILE	RADIO INSTALL TRUCK	46915	01/05/17	908.40	58149
Total For Dept 301 SHERIFF						6,497.94	
Dept 426 EMERGENCY MANAGEMENT							
101-426-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES	9776956512	01/05/17	69.85	58193
Total For Dept 426 EMERGENCY MANAGEMENT						69.85	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 648 MEDICAL EXAMINER							
101-648-800.00	CONTRACTED SERVICES	GRAND TRAVERSE COUNTY	MONTHLY CONTRACTED SERVICES FOR RM	JANUARY 2017	01/05/17	2,272.42	58148
			Total For Dept 648 MEDICAL EXAMINER			2,272.42	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	CONQUEST, JEFF	MONTHLY RETIREE HEALTHCARE SUPPLEM	JANUARY 2017	01/05/17	175.00	58131
101-852-717.00	MEDICAL/DENTAL/VISION IN	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	JANUARY 2017	01/05/17	175.00	58163
101-852-717.00	MEDICAL/DENTAL/VISION IN	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEM	JANUARY 2017	01/05/17	175.00	58192
			Total For Dept 852 MEDICAL INSURANCE			525.00	
			Total For Fund 101 GENERAL FUND			40,448.36	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	CELL PHONES	9776956512	01/05/17	40.01	58193
			Total For Dept 000			40.01	
			Total For Fund 205 TNT OFFICER MILLAGE FUND			40.01	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	PLATTE LAKE VETERINAR	EUTHANASIA - DASTY	261749	01/05/17	217.31	58178
			Total For Dept 000			217.31	
			Total For Fund 206 SHERIFF'S K-9 FUND			217.31	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-783.00	EQUIP. SERVICES & SUPPLI	NUGENT HARDWARE	SURGE PROTECTOR	133482	01/05/17	45.99	58174
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9776956512	01/05/17	55.12	58193
213-265-935.00	JAIL REPAIRS	GRAND TRAVERSE REFRIG	WALK IN COOLER REPAIR	114345	01/05/17	321.25	58150
			Total For Dept 265 BUILDING & GROUNDS			422.36	
Dept 351 JAIL - CORRECTIONS							
213-351-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	DRYCLEANING	2217	01/05/17	318.50	58182
213-351-834.00	PRISONER MEDICAL - BENZI	ADVANCED CORRECTIONAL	INMATE HEALTHCARE	61967	01/05/17	6,176.00	58106
213-351-940.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUP,	COPIER LEASES	143536	01/05/17	461.25	58189
213-351-963.00	COMPUTER EQUIPMENT	WYANT COMPUTER SERVIC	COMPUTER SERVICES	MS20511	01/05/17	1,393.00	58197
213-351-963.00	COMPUTER EQUIPMENT	WYANT COMPUTER SERVIC	DATTO BACKUP	MB20531	01/05/17	510.00	58197
			Total For Dept 351 JAIL - CORRECTIONS			8,858.75	
			Total For Fund 213 JAIL OPERATIONS FUND			9,281.11	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	FOLDED PAPER TOWEL, ROLLED PAPER T	0212267-IN	01/05/17	80.10	58142
214-265-820.00	SNOW REMOVAL	A J'S EXCAVATING LLC	10 SNOWBLOWS	6540	01/05/17	350.00	58104
214-265-850.00	TELEPHONE	CENTURYLINK	PHONE AND INTERNET AT STATION 2	404669354	01/05/17	139.61	58126
214-265-850.00	TELEPHONE	CHARTER COMMUNICATION	PHONE, INTERNET AND CABLE AT STATI	824512145001601	01/05/17	31.95	58127
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATION	CABLE AT 448 COURT PLACE	824512142001011	01/05/17	90.10	58127
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATION	PHONE, INTERNET AND CABLE AT STATI	824512145001601	01/05/17	175.05	58127
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ALS CELL PHONES	9776956513	01/05/17	263.11	58193
			Total For Dept 265 BUILDING & GROUNDS			1,129.92	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	URINALS	82364075	01/05/17	1.62	58120
214-655-749.00	VEHICLE REPAIRS	COREY'S BIG DOG TOWIN	TOWING OF E61 TO WILLIAMS CHEVROLE	5718	01/05/17	130.00	58132
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	UNIFORM FOR ROSE, KENT, RUDY,	50417	01/05/17	376.85	58112
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	UNIFORM FOR JAMES	50265	01/05/17	99.95	58112
214-655-751.00	UNIFORMS	GALL'S, AN ARAMARK CO	BOOTS FOR KENT ADAMS	006613348	01/05/17	116.00	58144
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			724.42	
			Total For Fund 214 EMERGENCY MEDICAL SERVICES (E			1,854.34	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-703.05	WAGES-ATTENDANT	ZYLSTRA, JESSE	SITE MONITOR	1317	01/05/17	115.00	58199
228-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	TRUCK FUEL	0071216	01/05/17	120.22	58116
228-000-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES	9776956512	01/05/17	65.12	58193
228-000-957.00	MISCELLANEOUS	NUGENT HARDWARE	WORK GLOVES	3040	01/05/17	25.99	58174
			Total For Dept 000			326.33	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			326.33	
Fund 244 E.D.C. ENTERPRISE FUND							
Dept 000							
244-000-800.00	CONTRACTED SERVICES	ALLIANCE FOR ECONOMIC	1ST QTR PYMT FOR CONTRACTED SERVIC	824	01/05/17	7,500.00	58108
			Total For Dept 000			7,500.00	
			Total For Fund 244 E.D.C. ENTERPRISE FUND			7,500.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9776956512	01/05/17	39.39	58193
			Total For Dept 265 BUILDING & GROUNDS			39.39	
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	VISA=KYLE MAURER	BILL FOR 01/10/2017	444014286000059	01/05/17	132.64	58195
			Total For Dept 430 ANIMAL CONTROL			132.64	
			Total For Fund 247 ANIMAL CONTROL FUND			172.03	
Fund 260 CPL CLERK TECHNOLOGY FUND							
Dept 000							
260-000-727.00	OFFICE SUPPLIES	IDENTIPHOTO	DATA CARD RIBBON (CPL PRINTER)	0211508-IN	01/05/17	109.71	58155
			Total For Dept 000			109.71	
			Total For Fund 260 CPL CLERK TECHNOLOGY FUND			109.71	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-963.00	COMPUTER SUPPORT	WYANT COMPUTER SERVIC	COMPUTER SERVICES	MS20511	01/05/17	697.00	58197
			Total For Dept 325 DISPATCH/COMMUNICATION			697.00	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			697.00	
Fund 276 COMMISSION ON AGING MILLAGE FUND							
Dept 000							
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURC	MMNTHLY PYMT FOR CONTRACTED SERVICE	JANUARY 2017	01/05/17	64,285.83	58119

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 276 COMMISSION ON AGING MILLAGE FUND Dept 000						64,285.83	
			Total For Dept 000			64,285.83	
Fund 292 CHILD CARE FUND Dept 000							
292-000-840.95	IN HOME CARE MISC.	BENZIE BUS	BUS PASSES FOR IHC CLIENTS	DEC 2016	01/05/17	30.00	58114
292-000-840.95	IN HOME CARE MISC.	KATHI HOUSTON	VOLUNTEER COORDINATOR CONTRACT	DECEMBER 20	01/05/17	800.00	58161
			Total For Dept 000			830.00	
Fund 294 VETERANS TRUST FUND Dept 000						830.00	
294-000-839.10	VETERANS FINANCIAL AID	LAKE ANN HARDWOODS IN	3 LOADS CORD WOOD FOR G LONG	23736	01/05/17	1,224.00	58165
			Total For Dept 000			1,224.00	
			Total For Fund 294 VETERANS TRUST FUND			1,224.00	
Fund 532 TAX FORECLOSURE FUND Dept 253 COUNTY TREASURER						46.04	58118
532-253-687.00	REFUNDS/REBATES	BENZIE COUNTY TREASUR	REFUND FOR UNSOLD FORECLOSURE	10-12-501-116-0	01/05/17	46.04	
			Total For Dept 253 COUNTY TREASURER			46.04	
			Total For Fund 532 TAX FORECLOSURE FUND			46.04	
Fund 701 GENERAL AGENCY FUND Dept 136 DISTRICT COURT							
701-136-214.01	DUE TO SHERIFF'S DEPT -	BENZIE COUNTY SHERIFF	OWI REIMBURSEMENT	010317	01/05/17	300.00	58117
701-136-228.20	DUE STATE - DNR JUDGE	STATE OF MICHIGAN	FEE TRANSMITTAL	010317	01/05/17	240.00	58186
701-136-228.30	DUE STATE - D. L. REINS	STATE OF MICHIGAN	FEE TRANSMITTAL	010317	01/05/17	60.00	58186
701-136-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	FEE TRANSMITTAL	010317	01/05/17	2,219.40	58186
701-136-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	FEE TRANSMITTAL	010317	01/05/17	90.00	58186
701-136-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	FEE TRANSMITTAL	010317	01/05/17	1,001.00	58186
701-136-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	FEE TRANSMITTAL	010317	01/05/17	60.00	58186
701-136-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	FEE TRANSMITTAL	010317	01/05/17	545.00	58186
701-136-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	FEE TRANSMITTAL	010317	01/05/17	2,751.50	58186
701-136-230.00	DUE OTHER UNITS - ORDINA	CITY OF FRANKFORT	ORDINANCES	010317	01/05/17	25.00	58130
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BONDS TO BE APPLIED	010317	01/05/17	2,391.00	58103
701-136-265.00	CASH BONDS PAYABLE	ARNOLD, RICHARD	BOND TO BE RETURNED	010317	01/05/17	109.00	58110
701-136-265.00	CASH BONDS PAYABLE	KENNEDY, DAVID	BOND TO BE RETURNED	010317	01/05/17	100.00	58162
			Total For Dept 136 DISTRICT COURT			9,891.90	
Dept 141 FRIEND OF THE COURT 701-141-222.04	DUE MANISTEE - STATUTORY	MANISTEE COUNTY TREAS	STATUTORY AND PROCESSING FEES	01042016	01/05/17	404.82	58168
701-141-222.05	DUE MANISTEE - PROCESSIN	MANISTEE COUNTY TREAS	STATUTORY AND PROCESSING FEES	01042016	01/05/17	55.66	58168
			Total For Dept 141 FRIEND OF THE COURT			460.48	
Dept 215 COUNTY CLERK 701-215-271.00	RESTITUTIONS PAYABLE	FLORENCE STONE	RESTITUTION FROM GARRETT TONN	15-2429-FC	01/05/17	24.50	58141
701-215-271.00	RESTITUTIONS PAYABLE	RICHARD VETTER SR.	RESTITUTION FROM JESSE SPRINGFIELD	13-2300-FH	01/05/17	50.00	58181
701-215-271.10	FAMILY DIVISION RESTITUT	ELAINE NEWBOLD	RESTITUTION FROM TREVOR MILLER	06-1377-DL	01/05/17	10.00	58139
			Total For Dept 215 COUNTY CLERK			84.50	
Dept 253 COUNTY TREASURER							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 253 COUNTY TREASURER							
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	CYNTHIA M MASON	OVERPAYMENT ON DOG LICENSE	122716	01/05/17	2.50	58135
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	DIANE CATTON	OVERPAYMENT OF DOG LICENSE	122916	01/05/17	10.00	58137
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	ELLEN HEIT	OVERPAYMENT OF DOG LICENSE	122916	01/05/17	7.50	58140
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	GORDON AND CAROL KELL	OVERPAYMENT OF DOG LICENSE	122916	01/05/17	5.00	58145
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	JACKIE AND BARRY OLSH	OVERPAYMENT OF DOG LICENSE	122816	01/05/17	5.00	58156
			Total For Dept 253 COUNTY TREASURER			30.00	
Dept 261 MSU EXTENSION							
701-261-235.00	DUE TO MSU	BENZIE COUNTY ADVISOR	SOLD 10 PLAT BOOKS	122916	01/05/17	300.00	58115
			Total For Dept 261 MSU EXTENSION			300.00	
Dept 268 REGISTER OF DEEDS							
701-268-228.40	DUE STATE - REMONUMENTAT	STATE OF MICHIGAN	2016 4TH QUARTER REMONUMENTATION	12/31/2016	01/05/17	4,735.88	58185
701-268-228.44	DUE STATE - STATE TRANSF	STATE OF MICHIGAN	DECEMBER 2016 STATE TRANSFER TAX	12/31/2016	01/05/17	80,336.25	58187
			Total For Dept 268 REGISTER OF DEEDS			85,072.13	
			Total For Fund 701 GENERAL AGENCY FUND			95,839.01	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:							
			Fund 101 GENERAL FUND			40,448.36	
			Fund 205 TNT OFFICER MILLAGE FUND			40.01	
			Fund 206 SHERIFF'S K-9 FUND			217.31	
			Fund 213 JAIL OPERATIONS FUND			9,281.11	
			Fund 214 EMERGENCY MEDICAL SERVICES			1,854.34	
			Fund 228 SOLID WASTE/RECYCLING FUND			326.33	
			Fund 244 E.D.C. ENTERPRISE FUND			7,500.00	
			Fund 247 ANIMAL CONTROL FUND			172.03	
			Fund 260 CPL CLERK TECHNOLOGY FUND			109.71	
			Fund 261 911 EMERGENCY SERVICE FUND			697.00	
			Fund 276 COMMISSION ON AGING MILLAGE			64,285.83	
			Fund 292 CHILD CARE FUND			830.00	
			Fund 294 VETERANS TRUST FUND			1,224.00	
			Fund 532 TAX FORECLOSURE FUND			46.04	
			Fund 701 GENERAL AGENCY FUND			95,839.01	
Total For All Funds:						222,871.08	

Human Resources (HR) Report

Committee Appointments

ACTION ITEMS

DEPOSITORIES
2017 – 001 (AMENDED)

- (1) The depositories for County funds shall be: Honor Bank, State Savings Bank, ~~West Michigan National Bank~~, **West Shore Bank**, Bank One/Chase, Michigan Class, Hastings City Bank, Flagstar Bank, Multi Bank Securities, Morgan Stanley, Independent Bank, Bank of Northern Michigan and Sun Trust Robinson Humphrey. Further, that the County Treasurer be authorized to invest funds with any bank, banker or trust company in the State of Michigan and that she be authorized to invest funds with any agency of the U.S. Government.
- (2) The Benzie County Board of Commissioners hereby authorizes the County Treasurer to invest the idle funds of the County of Benzie in accordance with Act 20 of the Public Acts of 1943, as amended. Be it further resolved that all such investments heretofore made are hereby ratified and validated.
- (3) The County Treasurer is authorized to sign on behalf of the Benzie County Board of Commissioners any documents pertaining to the Housing Block Grant Program also known as the Benzie County Housing Committee.
- (4) The Benzie County Board of Commissioners hereby authorizes the County Treasurer to sign all applications, documents, etc with the Federal Government and the State of Michigan as Chief Finance Officer for the County of Benzie.
- (5) The Benzie County Board of Commissioners hereby authorizes the use of electronic banking at the discretion of the County Treasurer.

WHEREAS, under the laws of this State of Michigan, Act 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12) this board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County or other political units coming into the hands of the County Treasurer, in one or more banks, savings and loan associations or credit unions within the state.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

- (1) The Benzie County Board of Commissioners hereby directs the County Treasurer, to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, coming into his/her hands as County Treasurer in any bank, savings and loan association or credit union within the State which is a legal depository as defined by State and/or Federal law,
- (2) The County Treasurer is authorized to invest funds with these institutions or any institution legally permitted by State statute Act No. 20 of the Michigan Public Acts of 1943, as amended (MCL 129.91) or Federal Law or regulation within the limits set therein; and

- (3) The County Treasurer is authorized to enter into and execute on behalf of the County any contracts with any bank or trust company for the safekeeping or third party custodianship of any of the County's securities as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the County Treasurer shall require; and
- (4) The County Treasurer is authorized to rely on the continuing effect of this Resolution until amended or repealed by a subsequent resolution of this or a successor Board of Commissioners.

Motion:

Ayes:

Nays:

Absent:

Dated: January __, 2017

Cory Carland, Chairman

Certification

I, Dawn Olney, Benzie County Clerk and Clerk to the Benzie County Board of Commissioners, do hereby certify that the above resolution was adopted by the Benzie County Board of Commissioners on January __, 2017.

Dawn Olney, Benzie County Clerk

PAYROLL SERVICES AGREEMENT BETWEEN THE FRANKFORT CITY-
COUNTY AIRPORT AUTHORITY AND BENZIE COUNTY

This Agreement made this ___ day of _____, 2016, by and between the Frankfort City-County Airport Authority, a Michigan airport authority, of _____, Michigan (the "FCCAA") and the County of Benzie, a Michigan county (the "County").

WHEREAS, the FCCAA desires to retain the services of the County to provide payroll services under the terms and conditions contained herein and has the requisite power and authority to retain such services; and

WHEREAS, the County desires to provide payroll services for the FCCAA under the terms and conditions contained herein and has the necessary skill and ability to provide such services; and

WHEREAS, this Agreement is authorized by the Intergovernmental Contracts between Municipal Corporations Act, MCL 124.1 *et seq*;

NOW THEREFORE, the FCCAA and the County agree as follows:

1. Scope of Services. The County agrees to provide services to the FCCAA to administer the FCCAA's payroll for FCCAA's employees. Such services shall include the following:
 - Provide a time and labor recording system consistent with FLSA that can accurately account for the following employees categories:
 - General employees non-exempt from the overtime rules in FLSA that requires payment of overtime worked in excess of 40 hours in a seven-day work week.
 - General employees exempt from the FLSA overtime rules.
 - Perform year-end corrections/adjustments as needed to cut-off time for year end.
 - W-2 generation.
 - Perform one-time, recurring or term (specified number of pay periods).
 - Make benefit deductions as directed by the FCCAA.
 - Maintain payroll files for FCCAA employees including items such as personal information (i.e., name, SSN, address, telephone number, emergency contact), and also payroll elections related to withholding (W-4), allotments, deductions and the like.
 - Accurately and timely process 26 (or 27) bi-weekly payrolls based on timeframe and hours worked to be designated and approved by the FCCAA.
 - Make all required payroll withholdings.
 - Distribute W-2 forms to FCCAA employees no later than second pay date in January
 - Prepare required quarterly/annual forms and submit to the federal and state agencies by required deadlines.

- Remit all payroll and unemployment taxes to federal and state agencies on bi-weekly basis within prescribed time frames.
 - Remit required workers compensation premiums for the FCCAA.
 - Prepare special checks or accept manual checks for payroll error correction purposes.
 - Prepare and remit garnishments and tax levies as may be required as part of each payroll cycle.
 - Prepare monthly payroll reports for the FCCAA.
2. Compensation and Method of Payment. The FCCAA shall pay to the County as compensation for its services under this Agreement the sum of \$_____ per year for the scope of the services as listed in paragraph 1. Such payment shall be provided at _____ and will be reviewed at least 30 days prior to the beginning of each calendar year and may be increased on an annual basis as agreed by the County and the FCCAA in writing.
 3. Term. The term of this Agreement shall begin on the date first above written and shall continue until terminated as set forth herein.
 4. Independent Contractor. The relationship of the County to the FCCAA is that of an independent contractor and in accordance therewith, the parties agree to conduct themselves consistent with such status and that neither the parties nor their employees, officers, or agents will claim to be an officer, employee, or agent of the other except as otherwise provided in the FCCAA's Bylaws or make any claim, demand of application to or for any rights or privileges applicable to any officer or employee of the parties including, but not limited to, workers' compensation coverage, unemployment insurance benefit, social security coverage, or retirement membership or credit.
 5. Joint Employer. The FCCAA and the County are not joint employers of FCCAA employees under this Agreement. The County shall have no authority to select and engage any FCCAA employee, pay wages to an FCCAA employee except as determined and approved by the FCCAA, terminate an FCCAA employee, or control the FCCAA employee's conduct, including the method by which the employee carries out the work.
 6. Insurance. The County shall maintain General Liability Insurance in an amount not less than \$1,000,000 with the FCCAA named as an additional insured.
 7. Non-discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges or employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, weight, handicapped status, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

8. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.
9. Entire Agreement. The Agreement, together with all items incorporated herein by reference, constitutes the entire Agreement of the parties and there are no valid promises, conditions, or understandings which are not contained herein.
10. Amendments. The parties agree to modifications of this Agreement as appropriately needed, but such modifications shall be in writing and signed by both parties.
11. Assignment. The parties agree that there shall be no assignment of this Agreement or any part thereof unless mutually agreed to in writing by both parties.
12. Dispute Resolution. If any party has a dispute with the other party regarding the meaning, operation, or enforcement of any provision of this Agreement, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. They further agree that if they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.
13. Venue. Any and all suits for any and every breach of the Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Benzie, State of Michigan.
14. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Agreement was drafted at the joint direction of the parties. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in the Agreement on behalf of the parties, such words shall be interpreted to be in the plural, masculine, or feminine as the sense requires.
15. Workers Compensation. The parties agree to maintain at all times while work is being performed under this agreement suitable workers compensation insurance pursuant to Michigan law and will upon execution of this Agreement provide a certificate of insurance or copy of state approval for self-insurance to the FCCAA's Secretary and the County Clerk.
16. Authority to Execute. The parties agree that the signatories appearing below have the authority and are duly authorized to execute the Agreement on behalf of the party to the Agreement.
17. Termination.

- a. **FOR FAULT.** If either party determines that the other party has failed to perform or will fail to perform all or any part of the services, obligations, or duties required by the Agreement, the party may terminate or suspend this Agreement in whole or in part upon written notice to the other party specifying the portions of the Agreement the party has failed to perform, and in the case of suspension, shall specify a reasonable period not more than thirty (30) days, nor less than (15) days from receipt of notice, during which time the breaching party shall correct the violations referred to in the notice. If the breaching party does not correct the violations during the period provided for in the notice, this Agreement shall be terminated upon expiration of such time.
- b. **NOT FOR FAULT.** Whenever the FCCAA or the County determines that termination of this Agreement in whole or in part is in the best interest of the FCCAA or the County or in the event that termination is required by the State or Federal agency, the FCCAA or the County may terminate this Agreement by written notice to the other party specifying the services terminated and the effective date of such termination.

18. Force Majeure. If because of Force Majeure either party is unable to carry out any of its obligations under this contract (other than obligations of such party to pay or expend money for or in connection with the performance of this agreement), and if such party promptly gives to the other party concerned written notice of such force majeure, then the obligations of the party giving such notice will be suspended to the extent made necessary by such force majeure and during its continuance, provided the effect of such force majeure is eliminated insofar as possible with all reasonable dispatch. "Force Majeure" means unforeseeable events beyond a party's reasonable control and without such party's fault or negligence, including, but not limited to, acts of God, acts of public enemy, acts of the federal government, acts of another party to this agreement, fire, flood, inclement weather, epidemic, quarantine restrictions, strikes and embargoes, labor disturbances, the unavailability of raw materials, legislation, charger amendments or referendum, orders or acts of civil or military authority, injunctions, or other causes of a similar nature which wholly or substantially prevent performance.

19. Remedies. Upon any termination of the Agreement, the County shall return part of the last paid fiscal year payment prorated on a monthly basis from the date of the termination until the end for the period covered and shall deliver over to the FCCAA all the books, papers, money and effects of the FCCAA in its custody.

IN WITNESS WHEREOF the parties hereto have executed this agreement this __ day of _____, 2016.

FRANKFORT CITY-COUNTY AIRPORT
AUTHORITY

, Chair

, Secretary

COUNTY OF BENZIE

, Chair

, Clerk

CORRESPONDENCE



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

①

December 1, 2016

Frank Post
Benzie County
448 Court Place
Beulah, MI 49617

RE: RAP

Dear Mr. Post:

In accord with your RAP application and documentation for your Government Center Security project, I am pleased to enclose our payment in the amount of \$4,691.75.

I commend Benzie County and yourself for taking this risk management initiative.

Sincerely,

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Dawn Olney
MMRMA Risk Manager

Enclosure

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



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

2

December 5, 2016

Frank Post
Benzie County
505 South Michigan Ave
Beluah, MI 49617

RE: RAP

Dear Mr. Post,

In accord with your RAP application and documentation for your Nova RACC Vest project, I am pleased to enclose our payment in the amount of \$725.

I commend Benzie County and yourself for taking this risk management initiative.

Sincerely,

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Dawn Olney
MMRMA Risk Manager

Enclosure

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DEC 16 2016

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

3

**BENZIE COUNTY
PARKS AND RECREATION COMMISSION**

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

**Regular Meeting
October 24, 2016
Benzie County Government Center**

Chair, Demitroff called the meeting of Parks and Recreation Commission to order at 5:01 p.m.

Present: Cathy Demitroff, Sean Duperron, Frank Walterhouse, Marjorie Pearsall-Groenwald, Walter Roch Von Rochsburg, Barb Skurdall, Christy Andersen, Tad Peacock,

Absent: Ted Mick , Ann Bourne

Others Present: Patt, Recording Secretary
Visitors: Gerald Wilgus, Chris Sullivan, Ed Hoogterp, Dick Figura

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

Motion by Duperron, seconded by Peacock to approve the minutes of the September 26, 2016 Regular Meeting as presented. All Aye. Motion Carried.

Motion by Walterhouse, seconded by Pearsall-Groenwald to Adjourn for Closed Meeting. Motion carried by unanimous Roll Call Vote.

Motion by Pearsall-Groenwald, seconded by Peacock to Reconvene Regular Meeting. All Aye. Motion Carried.

Public Input: None

Guests: None

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BENZIE COUNTY CLERK
BEULAH, MI 49617

Committee Reports:

Railroad Point: No Report from Walterhouse.

Point Betsie Light House: Roch Von Rochsburg reported Plan #7 will be updated to include drop off zone and extension of sidewalk. Construction cost estimate and updated survey should be completed by 12/31/16. Grant application due 2/1/2017. Motion by Roch Von Rochsburg, seconded by Andersen to include Public Hearing on Pt. Betsie in the regular P & R meeting to be held 12/12/16. All aye. Motion Carried.

Trail Report: No Report from Duperron.

Betsie Valley Trail Management Council: No Report from Walterhouse.

Recreational Facilities & Access: No Report from Bourne. Peacock reported owners of the Hanley Property are willing to sell and the Conservancy is pursuing funding. Duperron will be attending future meetings.

Zada Price Property: Peacock reported looking for a source for picnic tables. Has not yet been able to connect with dock owner re: dock veering over onto county property. He will continue to reach out to this person.

Recreational Programs: Skurdall reported connecting with other Tennis Programs in the area via conference call. Due to substantial donation there are funds available to supply equipment to interested students via the Principals at the various schools.

Old Business: None

New Business: None

Public Input: None

Correspondence: None

Motion by Walterhouse and seconded by Skurdall to Adjourn.
Chair, Demitroff declared the meeting adjourned at 5:54 p.m.

The next meeting is scheduled for Monday, December 12, 2016, at 5:00 p.m.

Minutes were respectfully submitted by Patt Hudson, Recording Secretary

Frank Walterhouse Frank Walterhouse, Secretary



The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at their offices in Honor, Michigan on Wednesday, November 16, 2016 at 9:30 AM.

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

Motion by Comm Nuske and supported by Comm Rosa accept the agenda as amended, adding a tree cutting permit. Ayes: Rosa and Nuske. Excused: Mick. Motion carried.

The minutes of the 10/27/16 meeting were accepted as presented.

Motion by Comm Rosa and supported by Comm Nuske to pay bills # 43501 to # 43560 for the amount of \$ 199,222.30. and Payrolls # 22 & #23 for \$ 93,668.91. Ayes: Rosa and Nuske. Excused: Mick. Motion carried.

Motion by Comm Nuske and supported by Comm Rosa to approve the EFT for MERS for \$44,937.42. Rosa and Nuske. Excused: Mick. Motion carried.

Superintendent's report: Working on estimates for the Local Road Comm meeting on 12/1; estimates for Crystal Lk Twp's millage; Taking trees down in the yard to make way for the new fuel tanks.

Public Input: Ron Evitts - Tube replacement on Long Rd.

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

New Business:

10:00 AM Dave Schaffer - Benzie County Recycling Coordinator: Dave asked if it would be possible to stage a transfer station in the Honor Pit. It would take about an acre of land from the SE corner of the pit. The board asked that an area be marked to show how much area would be needed. We will look for other possible locations in the county also. This will be addressed again at the meeting on 12/15/16.

Michigan State Police Motor Carrier - The board did not want to contract with the MSP to patrol the county roads during spring weight restrictions in 2017.

MDOT maintenance contract - Motion by Comm Nuske and supported by Comm Rosa to adopt Resolution 2016-12 State Trunkline Maintenance Contract and authorize Comm Rosa and Manager Skeels to sign. Ayes: Rosa and Nuske. Excused: Mick. Resolution adopted.

Inland Twp - Kent St & Second St - Motion by Comm Nuske and supported by Comm Rosa to share the cost of paving Kent St and Second St in Bendon with Inland Twp with a maximum contribution by the Road Commission of \$12,500. Ayes: Rosa and Nuske. Excused: Mick. Motion carried.

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Page 2, Benzie CRC mtg 11/16/16

Administrative wages - Motion by Comm Nuske and supported by Comm Rosa to approve a 2% wage for administrative employees with the exception of the Payroll Clerk. The Payroll Clerk will receive \$1.00/hour. The wage increase is effective immediately. Ayes: Rosa and Nuske. Excused: Mick. Motion carried.

Burnham & Flowers Group-GASB Administrative Services Contract - Motion by Comm Nuske and supported by Comm Rosa to contract with Burnham & Flowers to perform the calculation of the Annual Required Contribution for Other Post Employment Benefits (OPEB) as required by GASB 45. and authorizing Manager Skeels to sign the agreement. Cost of the actuarial is \$1,876. Ayes: Rosa and Nuske. Excused: Mick. Motion carried.

Manager's Contract - Motion by Comm Nuske and supported by Comm Rosa to approve the contract between the Road Commission and Manager Skeels for a period of 2 years. Ayes: Rosa and Nuske. Excused: Mick. Motion carried.

ROW Permit - A resident has asked for a permit to remove dead and/or downed trees from the ROW of seasonal roads. The board agreed to waive the permit fee, but requires that the Road Commission is held harmless or named as additional insured on their policy. The permit holder must also obtain permission to remove trees from the adjoining landowner.

Correspondence/Information/Discussion:

- Joint meeting with the Parks and Recreation on December 12, 2016 at 5:00 PM at Gov't Center.
- Seasonal drivers - New hires are at \$16/hr. Returning drivers are at \$16.50/hr.
- Grant applications are almost ready for FLAP/Esch Rd and GT Band for Pt Betsie and Lk - - Michigan Rds.
- Tree Project update.

Public Input:

None

Meeting was adjourned at 11:25 AM.

Minutes approved 12/15/16

Robert Rosa, Chairman

Kathleen A, Jordan, Clerk

5

Dawn Olney

From: Dick Figura <rfigura@figuralaw.com>
Sent: Sunday, December 25, 2016 12:48 PM
To: zoning.clt@gmail.com; David Neiger; Timothy Cypher; Dawn Olney; Karl Sparks; Sheets Jim; sue carpenter; Amy Ferris; Diana Heller; Anna Grobe; Tammy Clous; clerk at CLT; Amy Cross; Carol Merrill; Benz village clerk; Rhonda Nye; Darlene Friend; Christine Neiswonger; Stein Tim; Jan Nowak; Richard Bahle; Sandy Vanhuystee; Bonnie Quick; John Soderholm; Mark Roper; Ron Hitesman; paul
Subject: RLUIPA
Attachments: RLUIPA Letter 12.15.16.pdf

See the message below from U.S. Attorney Barbara L. McQuade and the attached letter regarding the Religious Land use and Institutionalized Persons Act (RLUIPA).

Dear Colleagues and Municipal Leaders:

In an effort to provide guidance and assistance to municipalities and community leaders, the U.S. Department of Justice has recently issued the attached letter outlining the provisions of the Religious Land Use and Institutionalized Persons Act (RLUIPA), which imposes certain obligations regarding local land use and zoning decisions. It's been our experience that many municipal officials are not familiar with the land use provisions of RLUIPA and so can inadvertently run afoul of this federal civil rights law. Hopefully, with this additional information, communities may better collaborate together on issues of religious land use.

The letter provides background on the concerns that led Congress to pass RLUIPA, and provides an overview of RLUIPA's protections, including those against substantial burdens on religious exercise and unequal treatment and unreasonable limitation for religious assemblies and institutions. It further explains that the protections apply widely to religious schools, religious camps, religious retreat centers, and religious social service facilities such as group homes, homeless shelters, and soup kitchens. ***Please share this letter with your colleagues and organizational members.***

If you have any questions, or would like further guidance on RLUIPA, please contact my office's Civil Rights Unit Chief, Susan DeClercq, at 313.226.9149 or susan.declercq@usdoj.gov.

Very truly yours,

Barbara L. McQuade
United States Attorney
Eastern District of Michigan
211 West Fort Street, Suite 2001
Detroit, Michigan 48226
Office 313-226-9501
Mobile 313-980-4412
barbara.mcquade@usdoj.gov

RICHARD J. FIGURA, PC
Richard J. Figura, Esq.
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Timothy J. Figura, Esq.
Attorney at Law (also admitted in Pennsylvania)
tfigura@figuralaw.com

11470 S. Leelanau Hwy, Ste. 105
PO Box 447
Empire, MI 49630
231-326-2072

Working for a better community through law

Of counsel to Simen, Figura & Parker, PLC, Flint, MI



U.S. Department of Justice

Civil Rights Division

Office of the Assistant Attorney General

Washington, D.C. 20530

December 15, 2016

Re: The Religious Land Use and Institutionalized Persons Act

Dear State, County, and Municipal Officials:

I am writing to you today to highlight the obligation of public officials to comply with the various provisions of the Religious Land Use and Institutionalized Persons Act (RLUIPA), and to inform you about documents previously issued by the Department of Justice (Department) that may be of assistance to you in understanding and applying this important Federal civil rights law.

The freedom to practice religion according to the dictates of one's conscience is among our most fundamental rights, written into our Constitution and protected by our laws. In our increasingly diverse nation, the Department continues to steadfastly defend this basic freedom and ensure that all people may live according to their beliefs, free of discrimination, harassment, or persecution.

Over the years Congress has passed a number of laws that protect the religious liberties of those who live in America, including the landmark Civil Rights Act of 1964 and the 1996 Church Arson Prevention Act. In 2000 Congress, by unanimous consent, and with the support of a broad range of civil rights and religious organizations, enacted the Religious Land Use and Institutionalized Persons Act. 42 U.S.C. § 2000cc et seq. In enacting RLUIPA, Congress determined that there was a need for Federal legislation to protect religious individuals and institutions from unduly burdensome, unreasonable or discriminatory zoning, landmarking, and other land use regulations.¹ Congress heard testimony that houses of worship, particularly those of minority religions and start-up churches, were disproportionately affected, and in fact often were actively discriminated against, by local land use decisions. Congress also found that, as a whole, religious institutions were treated worse than secular places of assembly like community centers, fraternal organizations, and movie theaters, and that zoning authorities frequently violated the United States Constitution by placing excessive burdens on the ability of congregations to exercise their faiths.

¹ RLUIPA also contains provisions that prohibit regulations that impose a "substantial burden" on the religious exercise of persons residing or confined in an "institution," unless the government can show that the regulation serves a "compelling government interest" and is the least restrictive way for the government to further that interest. 42 U.S.C § 2000cc-1.

RLUIPA includes a private right of action, which allows private individuals to enforce its provisions. Congress also gave the U.S. Attorney General the authority to enforce RLUIPA, and the Department of Justice has been active in enforcing this important civil rights law since its enactment. To date, the Department has opened nearly 100 formal investigations and filed nearly 20 lawsuits related to RLUIPA's land use provisions.² Through these efforts, as well as those by private parties, RLUIPA has helped secure the ability of thousands of individuals and institutions to practice their faiths freely and without discrimination.

Yet, sixteen years after RLUIPA's enactment, far too many people and communities remain unaware of the law, or do not fully understand the scope of its provisions. Earlier this year, the Department's Civil Rights Division launched *Combating Religious Discrimination Today*, an initiative bringing together community leaders around the country to discuss challenges regarding religious discrimination, religion-based hate crimes, and religious freedom, and to discuss possible solutions. One of the issues raised repeatedly from participants was that municipal, county, and other state and local officials are insufficiently familiar with the land use provisions of RLUIPA and their obligations under this Federal civil rights law. Participants also reported that houses of worship, particularly those from less familiar religious traditions, often face unlawful barriers in the zoning and building process. Additionally, participants explained that, in their experience, litigation frequently was avoided when the communities informed local officials of their obligations under RLUIPA early in the process. Participants recommended that the Department take proactive measures to ensure that state and local officials are properly educated about RLUIPA's land use provisions.³

In light of this, we are sending this letter to you and other officials throughout the country to remind you about the key provisions of RLUIPA. Ensuring that our constitutional protections of religious freedom are protected requires that Federal, state, and local officials work together, and to that end, we encourage you to share this letter with your colleagues. We hope that you will continue to work with the Department of Justice going forward and view us as a partner and ally in ensuring that no individuals in this country suffer discrimination or unlawful treatment simply because of their faiths.

² This work is detailed in reports on enforcement issued in September 2010 (available at https://www.justice.gov/crt/rluipa_report_092210.pdf) and July 2016 (available at <https://www.justice.gov/crt/file/877931/download>).

³ The *Combating Religious Discrimination Today* report is available at https://www.justice.gov/Combating_Religious_Discrimination.

1. RLUIPA provides broad protections for religious individuals and institutions.

RLUIPA's land use provisions provide a number of protections for places of worship, faith-based social service providers and religious schools, and individuals using land for religious purposes. Specifically, RLUIPA provides for:

- *Protection against substantial burdens on religious exercise:* Section 2(a) of RLUIPA prohibits the implementation of any land use regulation that imposes a "substantial burden" on the religious exercise of a person or institution except where justified by a "compelling government interest" that the government pursues using the least restrictive means.⁴
- *Protection against unequal treatment for religious assemblies and institutions:* Section 2(b)(1) of RLUIPA provides that religious assemblies and institutions must be treated at least as well as nonreligious assemblies and institutions.
- *Protection against religious or denominational discrimination:* Section 2(b)(2) of RLUIPA prohibits discrimination "against any assembly or institution on the basis of religion or religious denomination."
- *Protection against total exclusion of religious assemblies:* Section 2(b)(3)(A) of RLUIPA provides that government must not totally exclude religious assemblies from a jurisdiction.
- *Protection against unreasonable limitation of religious assemblies:* Section 2(b)(3)(B) of RLUIPA provides that government must not unreasonably limit "religious assemblies, institutions, or structures within a jurisdiction."

While the majority of RLUIPA cases involve places of worship such as churches, synagogues, mosques, and temples, the law is written broadly to cover a wide range of religious uses. The "substantial burden" provision in Section 2(a) of the statute applies to burdens on "a person, including a religious assembly or institution." The remaining provisions apply to any religious "assembly or institution." Thus, RLUIPA applies widely not only to diverse places of worship, but also to religious schools, religious camps, religious retreat centers, and religious social service facilities such as group homes, homeless shelters, and soup kitchens, as well as to individuals exercising their religion through use of property, such as home prayer gatherings or Bible studies.

To be clear, RLUIPA does not provide a blanket exemption from local zoning or landmarking laws. Rather, it contains a number of safeguards to prevent discriminatory, unreasonable, or unjustifiably burdensome regulations from hindering religious exercise. Ordinarily, before seeking recourse from RLUIPA, those seeking approval for a religious land

⁴ Section 2 of RLUIPA is codified at 42 U.S.C § 2000cc.

use will have to apply for permits or zoning relief according to the regular procedures set forth in the applicable ordinances, unless doing so would be futile, or the regular procedures are discriminatory or create an unjustifiable burden. While zoning is primarily a local matter, where it conflicts with Federal civil rights laws such as the Fair Housing Act or RLUIPA, Federal law takes precedence.

Each of the aforementioned protections in RLUIPA are discussed in greater detail below.⁵

2. RLUIPA protects against unjustified burdens on religious exercise.

Land use regulations frequently can impede the ability of religious institutions to carry out their mission of serving the religious needs of their members. Section 2(a) of RLUIPA bars imposition of land use regulations that create a “substantial burden” on the religious exercise of a person or institution, unless the government can show that it has a “compelling interest” for imposing the regulation and that the regulation is the least restrictive way for the government to further that interest. A mere inconvenience to the person or religious institution is not sufficient, but a burden that is substantial may violate RLUIPA. For example, in a case in which the United States filed a friend-of-the-court brief in support of a Maryland church’s challenge to a rezoning denial, a Federal appeals court ruled that the church had “presented considerable evidence that its current facilities inadequately serve its needs,” and that the “delay, uncertainty and expense” in looking for a different property may create a substantial burden on the church’s religious exercise in violation of RLUIPA.⁶ The court relied on facts including that the church had to hold multiple services, turn away worshipers, and curtail a number of important activities at its current location, and that it had a reasonable expectation that it could develop its new property. Similarly, the Department of Justice filed suit in a California Federal district court alleging that a city’s denial of zoning approval for a mosque to take down the aging and inadequate structures in which it had been worshipping and construct a new facility imposed a substantial burden on the congregation.⁷ The mosque, which was grandfathered for its current use, consisted of a group of repurposed buildings for its various activities and a large tent for overflow from the prayer hall. However, the city prohibited the mosque from replacing the buildings and tent with a single building. The case was resolved by a consent decree in Federal court.

If imposition of a zoning or landmarking law creates a substantial burden on religious exercise, such imposition is invalid unless it is supported by a compelling governmental interest pursued through the least restrictive means. RLUIPA does not define “compelling interest,” but

⁵ Further information may be found in the *Statement of the Department of Justice on Land Use Provisions of the Religious Land Use and Institutionalized Persons Act* (available at https://www.justice.gov/crt/rluipa_q_a_9-22-10.pdf), and at the Department of Justice Civil Rights Division RLUIPA information page (<https://www.justice.gov/crt/religious-land-use-and-institutionalized-persons-act>).

⁶ *Bethel World Outreach v. Montgomery Cnty. Council*, 706 F.3d 548, 557-558 (4th Cir. 2013).

⁷ *United States v. Lomita*, No. 2:13-CV-00707 (E.D. Cal. filed March 3, 2013).

the U.S. Supreme Court has previously explained that compelling interests are “interests of the highest order.”⁸

3. RLUIPA protects equal access for religious institutions and assemblies.

Section 2(b)(1) of RLUIPA – known as the “equal terms” provision – mandates that religious assemblies and institutions be treated at least as well as nonreligious assemblies and institutions. For example, a Federal appeals court ruled that zoning restrictions that a city applied to places of worship but not to lodges, union halls, nightclubs, and other assemblies, violated the equal terms provision.⁹ This included a requirement that places of worship, but not other assembly uses, obtain the permission of 60% of neighbors in a 1,300-foot radius. The Department of Justice filed a friend-of-the-court brief arguing that the distinction violated RLUIPA. Similarly, the Department brought suit under RLUIPA’s equal terms provision against a town in Illinois that permitted clubs, lodges, meeting halls, and theaters in its business districts, but excluded places of worship.¹⁰ The case was prompted after the town served notice of violation on four small churches operating in locations where these nonreligious assembly uses were permitted. The case was resolved by consent decree.

4. RLUIPA protects against religious discrimination in land use.

Section 2(b)(2) of RLUIPA bars discrimination “against any assembly or institution on the basis of religion or religious denomination.” Thus if an applicant is treated differently in a zoning or landmarking process because of the religion represented (e.g., Christian, Jewish, Muslim), or because of the particular denomination or sect to which the applicant belongs (e.g., Catholic, Orthodox Jewish, or Shia Muslim), then RLUIPA will be violated. The Department of Justice filed suit alleging that a mosque in Georgia was discriminated against in violation of Section 2(b)(2), based on statements by city officials indicating bias, evidence that the city sought to appease citizens who had expressed bias, and evidence that the city had previously approved numerous similarly sized and located places of worship of other faiths.¹¹ The case was resolved by consent decree. Similarly, the Department filed suit in order to challenge a zoning change enacted by a New York municipality that prevented the construction of a Hasidic Jewish boarding school.¹² The case was resolved by consent decree.

⁸ *Church of the Lukumi Babalu Aye, Inc. v. City of Hialeah*, 508 U.S. 520, 546 (1993).

⁹ *Opulent Life Church v. City of Holly Springs*, 697 F.3d 279 (5th Cir. 2012).

¹⁰ *United States v. Waukegan*, No. 08-C-1013 (N.D. Ill. filed February 19, 2008).

¹¹ *United States v. City of Lilburn* 1:11-CV-2871 (N.D. Ga. filed August 29, 2011).

¹² *United States v. Village of Airmont*, 05 Civ. 5520 (S.D.N.Y. filed June 10, 2005).

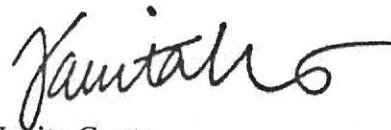
5. RLUIPA protects against the total or unreasonable exclusion of religious assemblies from a jurisdiction.

Under section 2(b)(3) of RLUIPA, a zoning code may not completely, or unreasonably, limit religious assemblies in a jurisdiction. Thus, if there is no place where houses of worship are permitted to locate, or the zoning regulations looked at as a whole deprive religious institutions of reasonable opportunities to build or locate in the jurisdiction, this provision will be violated. For example, a Federal district court in Florida granted summary judgment to a synagogue on its unreasonable limitations claim, holding that RLUIPA was violated where “there was limited availability of property for the location of religious assemblies, religious assemblies were subject to inflated costs in order to locate in the City, and religious assemblies were subject to more stringent requirements than other similar uses.”¹³

* * * *

The Department of Justice is committed to carrying out Congress’s mandate and ensuring that religious assemblies and institutions do not suffer from discriminatory or unduly burdensome land use regulations. We look forward to working collaboratively with you and all other stakeholders on these important issues. Should you have questions about the contents of this letter, or other issues related to RLUIPA, I encourage you to contact Eric Treene, Special Counsel for Religious Discrimination, at 202.514.2228 or Eric.Treene@USDOJ.gov.

Sincerely,



Vanita Gupta
Principal Deputy Assistant Attorney General
Civil Rights Division

¹³ *Chabad of Nova, Inc. v. City of Cooper City*, 575 F. Supp. 2d 1280, 1290 (S.D. Fla. 2008).

LITTLE PLATTE LAKE ELEVATION

LEGAL LEVEL 586.7

B.M. L IRON NE ABUTMENT ELEV. 589.44

(u)

NAME	DATE	DISTANCE TO WATER	ELEVATION	HIGH + LOW -	COMMENT
CD	8-3-16	2.55	586.89	+1.19	
CD	8-11-16	2.58	586.86	+1.16	
CD	8-18-16	2.52	586.92	+1.22	
CD	8-22-16	-	-	-	pull one board
CD	8-25-16	2.45	586.99	+1.29	
CD	9-1-16	2.5	586.94	+1.24	
CD	9-8-16	2.5	586.94	+1.24	
CD	9-14-16	-	-	-	pull one board
CD	9-15-16	2.65	586.79	+1.09	
CD	9-22-16	2.8	586.64	-.06	
CD	9-29-16	2.82	586.62	-.08	
CD	10-2-16	-	-	-	put board in (1)
CD	10-6-16	2.78	586.64	-.04	
CD	10-13-16	2.65	586.79	+1.09	
CD	10-19-16	-	-	-	pull 2 boards
CD	10-20-16	2.82	586.62	-.08	
CD	10-27-16	2.96	586.48	-.22	
CD	11-3-16	3.1	586.24	-.36	
CD	11-10-16	3.21	586.23	-.47	
CD	11-17-16	3.37	586.07	-.63	
CD	11-25-16	3.26	586.18	-.52	
CD	12-1-16	3.02	586.42	-.28	
CD	12-7-16	3.07	586.37	-.33	
CD	12-15-16	-	-	-	snow on walls

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

⑦

599.75

MAY 1 - OCT. 31	600.25
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B.M. N. SIDE BOAT RAMP ELEV. 601.87

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BENZIE COUNTY CLERK
BEULAH, MI 49617



8

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

NICK LYON
DIRECTOR

November 17, 2016

Roger Griner
448 Court Place
Beulah, MI 49617

Dear Commissioner Griner:

Your 2016-17 annual plan and budget for Child Care Fund (CCF) expenditures is approved for 50% state reimbursement of CCF reimbursement-eligible items. Please see the DHS-2091 form that was approved with the CCF annual plan and budget for a breakdown of the approved amounts.

Acceptance and use of FY 2017 CCF reimbursement certifies that, to the best of the County/Tribe's knowledge and belief, the data contained in the reports are correct and in accordance with the instructions and definitions established by Child Care Fund-related statute, administrative rules, policy, and the net reimbursable expenditures represent no cost for capital outlay. Appropriate documentation will be required and maintained to support costs reported. Please see the attached *CCF Reimbursement Documentation Job Aid* for further details on what must be submitted with monthly reimbursement requests. Monthly reimbursements are approved subject to further fiscal and program review. By accepting reimbursement, the County/Tribe agrees to accept responsibility for any exception or other payment irregularity in the program found after fiscal and program review.

Any claim for State monies from the Child Care Fund to cover expenditures incurred between October 1, 2016 and September 30, 2017, will signify acceptance of the terms of this approval letter.

Sincerely,


Kelly Walters, Manager
Child Care Fund Unit

Attachments: CCF Reimbursement Documentation Job Aid
Cost Allocation Plan Budget Amendment Directions
Budget Summary Analysis

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

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BENZIE COUNTY CLERK
BEULAH, MI 49617

MDHHS Child Care Fund Reimbursement Documentation Job Aid

Monthly reimbursement requests (DHS-206b/207s) MUST be accompanied by the following information at the time of the reimbursement request's submission. Failure to provide required documentation will result in delays and/or nonpayment.

Upload the documentation below within MiSACWIS at the *Documents* hyperlink associated with the corresponding monthly reimbursement line. See illustration below.

- 1) Official Summary General Ledger
- 2) Official Detailed General Ledger

Spreadsheets and/or JIS reports may accompany, but not replace the required General Ledger documentation.

- 3) Monthly Case Listing for each Child Care Funded program: Foster Care, Institutional Care, In-Home Care, and Independent Living
 - Information provided on case listing must be sufficient to track expense back to the individual child (e.g. - case number or first initial and last name)
 - Service provider, dates in and out of the program, and caseworker must be identified within Monthly Case Listing.
 - MDHHS reimburses for the first day of placement, but **not** for the last day.¹
- 4) Non Scheduled Payments (Case Services Payments²) - expenditures should be identifiable to a specific child/family. Documentation must include:
 - Information to track expense back to individual child
 - Reason for Non Scheduled Payment (e.g. – initial clothing allowance, psychological evaluation, etc.)

Budget Attachments

Monthly Report On Foster Care Under The Family Division of the Circuit Court (DHS-207)

Reporting Period	Modified Date	Modified By	Status	Currently Assigned To	
select report September	09/21/2016 01:04 PM		In Progress		documents

Monthly Report On Foster Care Under the State of Michigan DHHS (DHS-206b)

Reporting Period	Modified Date	Modified By	Status	Currently Assigned To	
select report September	10/05/2016 07:58 AM	Schafer, Keith	Approved		documents
select report August	09/09/2016 01:39 PM	Schafer, Keith	Approved		documents

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BENZIE COUNTY CLERK
BEULAH, MI 49617

¹ Foster Care Manual (FOM) 903-01

² In 2014 the term Non Scheduled Payment was changed to *Case Services Payment* in FOM 903-09



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

NICK LYON
DIRECTOR

In a letter dated August 31, 2016 Children's Services Agency director Steve Yager provided an extension of the deadline to provide a county court-specific cost allocation plan to January 31, 2017 via the budget amendment process.

The following steps should be followed for this type of amendment:

- 1) An official county court-specific cost allocation plan must be uploaded to the *Budget Attachments* section of the county's CCF-MiSACWIS summary screen. Drafts or uncertified cost allocation plans will not be accepted.
- 2) DHS-2094/In-Home Care components should be updated in MiSACWIS with the associated indirect cost information and then "Task Review and Routed" to Kelly Walters in the system.
- 3) The person who created the DHS-2094 will receive notification via email once the DHS-2094(s) has been approved by MDHHS in MiSACWIS.
- 4) If this update will change anything on the DHS-2091, a new DHS-2091 must be created in the MiSACWIS system and new signatures obtained on the updated DHS-2091.
 - 4a) If a new DHS-2091 is required, follow the directions on page 2 of the *Amending CCF Budgets Job Aid*, under the Amend a DHS-2091 section.
 - 4b) Upload the updated and signed DHS-2091 in the Budget Attachments section of the county's CCF-MiSACWIS summary screen.
- 5) Once MDHHS approves the amended DHS-2091 in MiSACWIS, the cost-allocation charges can be retroactively applied to the beginning of FY2017 with the county's next 207 submission.
- 6) For step-by-step directions on how to Amend a CCF Budget or Submit a DHS-207, job aids specific to these topics may be found at: www.michigan.gov/mdhhs > Doing Business With MDHHS > Child Care Fund > MiSACWIS Job Aids.
- 7) If additional technical assistance is needed, please contact MDHHS-CCFMU@michigan.gov.

Mid-year cost allocation plan budget amendments due to a change in county/tribe fiscal year change are not allowed. Amendments are accepted for modification in budgets/planned spending and for the exception noted here, to allow for more time to procure a revised COURT-SPECIFIC cost allocation plan per MDHHS instruction in summer 2016 trainings.

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RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

NICK LYON
DIRECTOR

Re: Benzie County FY17 Annual Plan & Budget
Summary Analysis

In review of your county's fiscal year (FY) 2017 Child Care Fund (CCF) annual plan and budget, there were proposed In-Home Care expenditures that warrant further attention in future FYs. For this budget cycle we will allow your budget the flexibility to accommodate these areas. While the correction of these areas for your FY17 annual plan and budget is not required, please take note of the following areas for future fiscal years. Please contact MDHHS-CCFMU@michigan.gov if questions arise regarding this summary.

Contractual Services

Rates and units associated with proposed contract expenditures do not appear susceptible to being invoiced as case-specific services, identifiable to a specific child.

In the event of a future site review, please be prepared to indicate how the expenditure is tracked to a specific child. Proposed expenditures for services that are not case-specific or identifiable to a child should be listed as a *Program Support* cost and not as a *Contractual Service* cost.

Non Scheduled Payments

The units and costs associated with the proposed Non Scheduled Payment expenditures do not appear susceptible to being invoiced for goods or services that are case specific or identifiable to a child.

In the event of a future site review, please be prepared to indicate how the expenditure is tracked to a specific child.

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DAWN CLINEY
BENZIE COUNTY CLERK
BEULAH, MI 49617