

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA

June 13, 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 – 5/23/17
 PUBLIC INPUT

PUBLIC HEARING – 2017 Tax Rate

ELECTED OFFICIALS & DEPT HEAD COMMENTS
COMMISSIONER REPORTS – B/G Minutes
COUNTY ADMINISTRATOR’S REPORT –
FINANCE – Approval of Bills
HR and PERSONNEL – Minutes of 5/23/17
COMMITTEE APPOINTMENTS – Airport; EMS; Jury Board
ACTION ITEMS – 2 Sheriff Patrol Contracts; BACN 2% Request; Boilers;
Resol 2017-019 – BTA Amend Bylaws & Articles; Resol 2017-020 – QC Deed
& Affidavit; Resol 2017-021 – Mental Health
PRESENTATION OF CORRESPONDENCE
UNFINISHED BUSINESS
NEW BUSINESS –

10:00 Elaine Wood, Networks NW – Annual Report

10:15 Ron Gillison – Mystery Spot

10:30 Chip Johnston, Centra Wellness

10:45

11:00 Gregg Grant – Closed Session re Update of Woods vs Benzie County

PUBLIC COMMENT

ADJOURNMENT

Times Subject to Change

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

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

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

PUBLIC INPUT

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

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

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

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

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

Commissioner Contacts:

District I – 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

May 23, 2017

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, May 23, 2017, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Coury Carland at 4:02 p.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.

Comm Jeannot states that we suspended the rules at the last meeting. Motion by Jeannot, seconded by Carland to re-instate the Board Rules. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Agenda:

Motion by Roelofs, seconded by Griner, to approve the agenda as amended, removing Consent from Technology and putting it after Buildings/Ground, also removing Consent Calendar from HR and Personnel. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Minutes:

Motion by Warsecke, seconded by Sauer to approve the regular session minutes of May 9, 2017 as presented. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Warsecke to approve the closed session minutes of May 9, 2017 as presented. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

4:05 p.m. Public Input - None

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Craig Johnson, EMS Director: Medical Examiner is doing well. Had their first Benzie County autopsy, and everything went well. There will be training for our Medical Examiner Investigators. There will be some changes at the state level to the Medical Examiner process, but we are ahead of the game. Waiting for Comm. Carland to sign the paperwork for the new truck. It will be about two weeks before it will go in service, as it needs to be inspected. Went to Livingston County last week to look at their Paramedic program and got a lot of good ideas.

Discussion was held regarding the Thompsonville ALS Intercept Agreement and Mutual Aid Emergency Medical Service Agreement. The current agreements need to be terminated July 1, 2017 and new ones be drafted with Thompsonville to service Weldon and Colfax Townships. Currently with the way it is right now we are responding to calls in Cleon and Springdale Township, which is taking us away from responding to Benzie County residents.

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Motion by Sauer, seconded by Warsecke to terminate the Mutual Aid Emergency Medical Service Agreement with Village of Thompsonville effective July 1, 2017, authorizing chairman to sign. Roll Call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke
Nays: None Motion carried.

Motion by Sauer, second by Warsecke to terminate the Benzie County EMS ALS Intercept Agreement with Thompsonville Ambulance Service, effective July 1, 2017 authorizing chairman to sign. Roll Call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke
Nays: None Motion carried.

Doug Durand, Benzie Senior Resources: presented written reports: We have joined the Grand Traverse Regional Oral Healthcare Coalition. This consists of the Health Department of Northwest Michigan, Northwest Michigan Health Services, Manistee Community Dental Clinic, Leelanau County Senior Services and Grand Traverse County Commission on Aging.

Judge John D Mead, Probate Judge: Manistee has approved the appointment of Walter Armstrong as Benzie County Magistrate. Hoping to have the local Administrative Order approved from State Court Administrator Office within the next 24 hours.

Frank Post, Emergency Management: Has three requests for 2% grant funding from the Grand Traverse Band of Ottawa & Chippewa Indians.

Motion by Warsecke, seconded by Griner to approve the 2% grant application for Fire Extinguisher Training Equipment, authorizing Chairman to sign. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Warsecke, seconded by Griner to approve the 2% grant application for Chest Compression Units for EMS, authorizing Chairman to sign. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Warsecke, seconded by Roelofs to approve the 2% grant application for Flashover Training for County Fire Department authorizing Chairman to sign. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

David Schaffer, Recycling Coordinator: Next Wednesday the Honor recycling site will be moved to 10791 Main Street from the Benzie County Road Commission. We will have to put in a gravel pad. Motion by Warsecke, seconded by Carland to approve the Benzie County Recycling Site Lease in Honor, authorizing chairman to sign. Roll Call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

COMMISSIONER REPORTS

Comm Jeannot: attended Friends of Point Betsie Lighthouse. They would like to make a formal presentation to the Board of Commissioners in the upcoming months. It has been 15 years that they have been organized and they are needing additional board members. The Lighthouse and gift shop will be opening on May 27, 2017 and will remain open until October. Attended Northern Michigan Counties Association. There was continuing discussion regarding existing freight lines for trains and how they might apply for passage travel. Legislative update regarding the physical presents of a Commissioner for voting at the County level. Currently a Commissioner can vote by phone and they

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are looking to remove that. There is a bill proposing grants to fund Sheriff staffing shortages due to economic conditions.

Comm Roelofs: attended Village of Lake Ann meeting. There will be asphalt paving in the village. There is a long-term plan for street maintenance as Asphalt prices are down 50 %. 911 Advisory talked about Dispatcher activity and training. Building and Grounds discussed the need for boilers in both buildings; Technology Committee; Grand Traverse Veterans Affairs; Timeline for Troops in Manistee. Had to cancel the Veterans Memorial Day service as there has been problems with the brick.

Comm. Walterhouse: attended Joint meeting with Inland and Homestead Zoning. They are looking at improving Turtle Lake Campground. EMS meeting discussed about what is happening with Thompsonville EMS. Land Bank meeting; Senior Resource; and Park and Recreation.

Comm. Griner: Made a trip to New Orleans. There is a museum there regarding World War II veterans that is something you must see if you are down there. Attended Building and Grounds and we need new boilers at the Sheriff Department and Government Center.

Comm Warsecke: Last week was Police Memorial week; Inland Township had two fund raisers, Propane sale and Blood donation. HR committee meeting today. Thanks Comm. Roelofs for what he has done with the Veterans.

Comm Sauer: On the 27th they are having a commemoration for Joseph William Dilly at the Thompsonville Cemetery. Issue at the Road Commission: The County Road Association is working on it, it has to do with DAS (wireless antennas). There is a ruling that they can put towers in the road right way from 45 to 120 feet high. Elberta Clerk has resigned. Discussed Mr. Barnes project in Elberta at the Brownfield meeting. Issues at The Maples with paint splatter on the floor; problems with the tile grout; they are not happy with the cleaning company that was hired by the Building Authority. Received a phone call yesterday from Senator Booher, on our SWD resolution. The Senate has approved a 2% increase from the extension service.

Comm Carland: spent last week in Dearborn attending two conferences. Michigan Community Mental Health Conference are concerned about what is happening at the Federal and State level regarding Medicaid. Also concerned with two bills making their way through the House and Senate that are being view by some as a backdoor way of privatizing the mental health system. Merit Network Conference, topic of the conference was Cyber Security. Would like to have a joint meeting with the Building Authority regarding Phase Three of the Maples Building. There are two prior members on the DHHS Boards that would be helpful at this meeting.

Will have a joint meeting with the Building Authority and DHHS Board on June 13, 2017, after the Board of Commissioner regular meeting.

Mitch stated that Maridee has started the process with Wyant for the Public Wi-Fi.

Motion by Warsecke, seconded by Griner, to approve the May 10, 2017 Building and Grounds consent calendar Item #1 as presented. Roll Call. Ayes: Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: Carland Motion carried.

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5:33 p.m. Break

5:38 p.m. Reconvene

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Presented County Administrator updates written report
- Will be attending the County Administrative Officer Conference at Crystal Mountain May 25 through May 27, 2017.
- Presented the Finance/Information Technology Director job description to the HR Committee.

FINANCE

Bills: Motion by Carland, seconded by Warsecke, to approve payment of the bills from May 9, 2017 to May 23, 2017 in the amount of \$339,887.67, as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer: she is preparing for the sale of tax foreclosed properties on Tuesday, August 15, 2017 at noon at the Little River Casino in Manistee. The Condominium units have been bundled as one sale item, the Cottages have been bundled as one sale item, and the buildable lots are being sold individually. Actively involved in the budget process right now.

Comm Jeannot requested Item # 7 be removed from the Finance Committee Consent Calendar.

Motion by Jeannot, seconded by Walterhouse to approve the May 9, 2017 Finance Consent Calendar items 1 through 6, and item 8 as presented, authorizing chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried

Discussion held regarding #7.

Motion by Jeannot, seconded by Warsecke to authorize payment of \$54.00 per month to Coury Carland, as Board Chair, for use of his own cell phone for company business. Roll call. Ayes: Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Abstain: Carland Motion carried

HR AND PERSONNEL – None

COMMITTEE APPOINTMENTS – Motion by Jeannot, seconded by Warsecke to appoint Elizabeth Shrake to the Benzie County Jury Board for the six-year term commencing immediately and continuing until April 30, 2023. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried

ACTION ITEMS

US Coast Guard Letter: Comm Carland stated that there is not a museum in Frankfort, so that will have to be removed from the proposed letter. Motion by Warsecke, seconded by Carland to approve a letter to the US Coast Guard as amended, regarding the Fresnel lens, authorizing the chairman to sign. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried

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Remonumentation Contract: Motion by Warsecke, seconded by Griner to approve the Remonumentation Contract as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried

MMRMA RAP Grant for surveillance equipment. Motion by Griner, seconded by Warsecke to approve the MMRMA RAP for surveillance equipment in the amount of \$3,779.45 as presented, authorizing the County Clerk to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried

CORRESPONDENCE

- Benzie County Road Commission minutes of April 27, 2017

UNFINISHED BUSINESS - None

NEW BUSINESS – None

6:04 p.m. Public Input - None

Motion by Warsecke, seconded by Walterhouse, to adjourn until the June 13, 2017 Regular meeting or the call of the chair. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried

Coury Carland – Chair

Tammy Bowers, Benzie County Chief Deputy Clerk

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1. Approved the agenda as amended.
2. Approve the regular session minutes of May 9, 2017 as presented.
3. Approve the closed session minutes of May 9, 2017 as presented.
4. Terminate the Mutual Aid Emergency Medical Service Agreement with Village of Thompsonville effective July 1, 2017.
5. Terminate the Benzie County EMS ALS Intercept Agreement with Thompsonville Ambulance Service, effective July 1, 2017.
6. Approve the 2% grant application for Fire Extinguisher Training Equipment.
7. Approve the 2% grant application for Chest Compression Unites for EMS.
8. Approve the 2% grant application for Flashover Training for County Fire Department.
9. Approve the Benzie County Recycling Site Lease in Honor.
10. Approve the May 10, 2017 Building and Grounds consent calendar Item #1 as presented.
11. Approve payment of the bills from May 9, 2017 to May 23, 2017 in the amount of \$339,887.67, as presented.
12. Approve the May 9, 2017 Finance Consent Calendar items 1 through 6, and item 8 as presented.

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13. Authorize payment of \$54.00 per month to Coury Carland, as Board Chair, for use of his own cell phone for company business
14. Appoint Elizabeth Shrake to the Benzie County Jury Board for the six-year term.
15. Approve a letter to the US Coast Guard as amended, regarding the Fresnel lens.
16. Approve the Remonumentation Contract as presented.
17. Approve the MMRMA RAP for surveillance equipment in the amount of \$3,779.45 as presented.

DRAFT

BUILDINGS & GROUNDS

May 10, 2017

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

1. To proceed with the Sheriff Dept camera project as presented.

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

1. To purchase a recumbent bike with allocated POLC funds.
2. To allow the use of \$16,000 from fund 371 for the jail camera project as requested.
3. To allow the Undersheriff to move forward with the Fuelman Cards as requested.
4. To authorize Ron Berns to purchase three radio console computers and upgrade to the newest version of radio console software for \$7,050.00; and to purchase a computer tablet, modem and tablet mounting equipment for newest EMS unit for \$5,424.17.
5. To transfer \$20,000 to the Brownfield Redevelopment Authority from the DTRF to allow it to stand on its own.
6. To transfer \$9,000 to Seasonal Road Patrol from contingency, to make it whole.
7. Removed from Consent Calendar.
8. To authorize the use of 10% of the reserve funds from the Building Dept budget to pay the mileage and per diem to the Construction Board of Appeals.

BENZIE COUNTY
NOTICE TO THE PUBLIC

A PUBLIC HEARING WILL BE HELD ON THE COUNTY'S RESOLUTION IMPOSING 2017 SUMMER PROPERTY TAX LEVY AS IT APPLIES TO THE 2017-18 FISCAL YEAR BUDGET AT THE GOVERNMENT CENTER IN BEULAH, BEGINNING AT:

9:00 a.m. Tuesday, June 13, 2017

AS REQUIRED BY THE TRUTH IN TAXATION ACT, THE COUNTY GENERAL OPERATING MILLAGE RATE PROPOSED TO BE LEVIED WILL BE A SUBJECT OF THIS HEARING.

Benzie County 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 upon twenty-four (24) hours notice to Benzie County. Individuals with disabilities requiring auxiliary aids or services should contact the Benzie County Clerk by calling as follows:

Dawn Olney
Benzie County Clerk
(231) 882-9671

Posting Date: 5-30-2017

Posting Time: 12:30 pm

TRUTH IN TAXATION NOTICE

INSTRUCTIONS TO LOCAL GOVERNMENTS

This notice is not required if the local taxing unit complies with section 16 of the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, being section 141.436 of the Michigan Compiled Laws. If a local taxing unit does not comply with Section 16 of the Uniform Budgeting and Accounting Act, the following instructions still apply.

Section 211.24E MCL requires that notice of public hearing be published by a local taxing unit which proposes to increase operating tax levied over the maximum amount allowed to be levied without a hearing. Notice may be published alone or included with the notice of public hearing on a unit's budget held pursuant to Section 141.412 MCL. The model notice at right fulfills the requirements under Section 211.24E MCL. It can be completed with all the information provided for, detached from these instructions and provided to the appropriate newspaper for publication.

Other pertinent information can be included in the notice. This sample notice form meets minimum legal requirements.

In addition to publishing requirements, the notice must be posted at the principal office of the taxing unit.

The notice must be published in a newspaper of general circulation in the taxing unit. Publication must occur six or more days before the public hearing.

The proposed additional millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts the public hearing.

Not more than ten days after public hearing, a taxing unit may approve the levy of an additional millage rate equal to or less than the proposed additional millage rate that was published and on which a public hearing has been held.

INSTRUCTIONS TO NEWSPAPER

The following notice is required by Section 211.24E MCL which provides:

1. The body of the notice must be set in 12 point type or larger.
2. The headline "Notice of Public Hearing on Increasing Property Taxes" must be set in 18 point type or larger.
3. The notice cannot be smaller than 8 column inches by 4 horizontal inches.
4. The notice cannot be placed in the portion of the newspaper reserved for legal notices or classified advertising.

Notice of Public Hearing on Increasing Property Taxes

The Board of Commissioners
name of governing body
of the County of Benzie
name of taxing unit

will hold a public hearing on a proposed
increase of .1119 mills in the operating
rate
tax millage rate to be levied in 2017
year

The hearing will be held on Tuesday,
day
June 13, 2017 at 9:00 a.m.
date time a.m./p.m.
at 448 Court Place
Beulah, Michigan
place - address

The date and location of the meeting to take action on the proposed additional millage will be announced at this public meeting.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 3.33 % over such revenues generated by levies permitted without holding a hearing. If the proposed additional millage rate is not approved the operating revenue will decrease by 1.48 % over the preceding year's operating revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by:

Benzie County Board of Commissioners
name of taxing unit

448 Court Place
address

Beulah, MI 49617
address

telephone

*Sent email
6-30-17
12:30 PM*

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Departments(s)
COPY TO: Each township of city clerk

2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS	
County	2017 Taxable Value of ALL Properties in the Unit as of 5-22-17
BENZIE	1,208,978,276
Local Government Unit	
BENZIE COUNTY	1,199,224,010
	For LOCAL School Districts: 2017 Taxable Value of Non-Homestead and Non-Qualified Agricultural Properties If a millage is Levied Against Them

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2017 tax roll.

- (1)
- (2)
- (3)
- (4)
- (5)**
- (6)
- (7)
- (8)
- (9)
- (10)
- (11)
- (12)

[illegible]

Prepared by

Thomas N. Longanbach

Telephone Number

231-882-0015

Title of Preparer

Equalization Director

Date

June 13, 2017

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 37), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which have a Supplemental (Harmless) Millage, 380.121(13).

<input checked="" type="checkbox"/> Clerk <input type="checkbox"/> Secretary	Signature	Type Name Dawn Olney	Date June 13, 2017
<input checked="" type="checkbox"/> Chairperson <input type="checkbox"/> President	Signature	Type Name Custer Carlund	Date June 13, 2017

* Under Truth in Taxation MCI Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9.

Truth in Taxation:

MCL 211.24e provides that a local taxing unit can

approve the levy of a millage rate for operating purposes in

excess of the Base Tax Rate (BTR) after **one** of the following :

Providing a notice of public hearing in a newspaper, establishing the proposed additional millage rate by a resolution, holding the public hearing and approving the levy of the additional millage rate.

Your unit's meeting was held

Date: _____ Time: _____

Signature of Clerk

Or by complying with Section 16 of the Uniform Budgeting

and Accounting Act (MCL 141.436)

If your unit complies with Section 16:

Signature of Clerk

Date _____

If neither of the following have been complied with

and your unit levies more than one mill of operating

the following formula applies:

Prior Year Operating Millage 3.4919

Base Tax Rate Fraction

Base Tax Rate / Fraction			
0.00	-	-	-
6.10	-	-	-

RECEIVED

JUN 07 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Summer Levy

Base Tax Rate adjusted for Convention & Cigarette Revenue

Counties BTR

$$3.4919 \times 0.9846 = 3.4381$$

- Convention Facilities Tax Revenue / current year Taxable Value x 1000

$$\$96,960 / 1,199,224,010 = 0.0808$$

- cigarette tax revenue / current year Taxable Value x 1000

$$\$0 / 1,199,224,010 = 0.0000$$

Adjusted BTR **3.3573**

96960

Section 1.)

Millage the Unit Proposs to Levy in 2017 3.4692

- Adjusted Base Tax Rate 3.3573

Proposed Increase **0.1119** Millage

Section 2.)

Proposed Increase in Millage	0.1119	x	100	=	3.33%	% increase in Millage Rate
Adjusted Base Tax Rate	3.3573					

Section 3.)

Adjusted BTR x Current Years TV	3.3573	x	1,199,224,010	=	\$4,026,154.77
Prior Yr Op Millage x Prior Yr TV	3.4919	x	1,170,367,636	=	<u>\$4,086,806.75</u>
					-\$60,651.98

Difference	-\$60,651.98	=	-1.48%	% increase/decrease
Prior Yr Revenue	<u>\$4,086,806.75</u>			in operating revenue

Current Yr Rev Est. \$4,160,348 1.80%

RECEIVED

JUN 07 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Truth in Taxation only applies to the General Operating Millage, not the Maples, Jail, ALS, etc.

The operating millage the county levied last year will be the same or less this year, due to Headlee millage reduction.

The state limits each taxing authority to the revenue that was generated in the prior year, without a public hearing.

For the County, convention and cigarette tax revenue must be deducted from the tax revenue collected the year before.

That Adjusted Revenue is the maximum allowable without a tax hearing.

The purpose of this meeting is to notify the public of the County's intent to levy the maximum allowable under Headlee.

2016 Tax Value (T.V.)	1,170,367,636
2017 Losses	5,549,672
2017 Additions	16,190,736
2017 Taxable Value (T.V.)	1,199,224,010

Prev Yr Tax Rate	T.V.		Mills		Tax	Revenue Limit without tax hearing
County (TV-LOSSES+ADDs)	1,181,008,700	x	3.4919	=	\$4,123,964.28	\$4,123,964.28
Property Owner	50,000	x	3.4919	=	\$174.60	2016 Property Tax

Base Tax Rate	T.V.		Mills		Tax	2017 Tax Bill Decrease
County	1,199,224,010	x	3.4381	=	\$4,123,052.07	
Property Owner	50,000	x	3.4381	=	\$171.91	-\$2.69

Adj Base Tax Rate	T.V.		Mills		Tax	2017 Tax Bill Decrease
County	1,199,224,010	x	3.3573	=	\$4,026,154.77	
					Convention Facilities Tax Revenue:	
					Cigarette Tax Revenue:	
					\$96,960.00	
					\$0.00	
					\$4,123,114.77	
Property Owner	50,000	x	3.3573	=	\$167.87	-\$4.04

Headlee Tax Rate	T.V.		Mills		Tax	2017 Tax Bill
County	1,199,224,010	x	3.4692	=	\$4,160,347.94	
					Convention Facilities Tax Revenue:	
					Cigarette Tax Revenue:	
					\$96,960.00	
					\$0.00	
					\$4,257,307.94	
Property Owner	50,000	x	3.4692	=	\$173.46	-\$1.13

Revenue from Adj Base Tax Rate:	\$4,123,114.77
Revenue from Headlee Tax Rate:	\$4,257,307.94
Lost Revenue:	-\$134,193.17

Prev Yr Tax Rate Revenue Adjusted for Losses & Additions:	\$4,123,964.28
Base Tax Rate Revenue:	\$4,123,052.07
	-\$912.21

Prev Yr Revenue	1,170,367,636	x	3.4919	=	\$4,086,806.75
Current Yr Revenue	1,199,224,010	x	3.4692	=	\$4,160,347.94
					Taxable Value Revenue:
					\$73,541.19
					Convention Facilities Tax Revenue:
					\$96,960.00
					Cigarette Tax Revenue:
					\$0.00
					Net increase in revenue:
					\$170,501.19

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JUN 07 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Elected Officials and Department Head Comments

Benzie Transportation Authority - July 2016 Statement of Activities

P. 002

FAX No.

MAY/25/2017/THU 01:27 PM

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MAY 25 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Income	40100 - Passenger Fares	8,418.64	9,800.00	87,063.17	90,110.00	107,500.00	9,292.00	86,028.68
	40200 - Contract Fares	551.00	410.00	8,809.00	4,180.00	5,000.00	1,320.00	11,347.50
	40615 - Advertising Income	100.00	0.00	4,496.00	0.00	0.00	0.00	0.00
	40710 - Sale of Maintenance Services	1,408.20	1,375.00	17,587.91	13,750.00	16,500.00	1,458.00	12,787.98
	40760 - Gains from Sale Capital Assets	0.00	0.00	5,757.82	0.00	559,844.00	0.00	561,981.13
	40800 - Taxes Levied Directly for/by TA	0.00	0.00	572,559.88	559,844.00	492,239.00	23,424.00	598,394.09
	41101 - State Operating Assistance	27,759.00	27,528.00	438,819.00	438,807.00	220,982.00	65,000.00	192,077.00
	41301 - Section 5311	0.00	0.00	121,251.00	365,738.00	4,500.00	375.00	3,181.83
	41388 - RTAP	0.00	375.00	2,851.32	3,750.00	75.00	6.25	352.81
	41400 - Interest Income/Other Revenue	6.54	6.00	360.66	63.00	1,405,640.00	108,865.25	1,468,150.82
Total Income		38,243.38	39,592.60	1,257,055.76	1,274,420.00			
Expense								
	50101 - Operators' Salaries and Wages	42,777.25	36,803.00	390,853.77	404,824.00	478,430.00	35,848.00	383,810.75
	50102 - Other Salaries and Wages	22,178.02	13,923.00	224,371.11	195,822.00	243,688.00	18,616.00	200,380.23
	50103 - Dispatchers' Salaries and Wages	14,007.50	14,733.00	131,225.80	130,071.00	138,537.00	11,240.00	131,970.58
	50200 - Fringe Benefits	12,588.20	14,294.00	163,720.65	166,487.00	201,064.00	14,050.00	160,180.05
	50310 - Board Compensation	0.00	0.00	1,155.00	1,665.00	2,000.00	417.00	2,205.00
	50399 - Service Expense	5,813.25	4,413.00	67,716.70	59,821.00	68,635.00	3,466.00	103,586.43
	50401 - Fuel and Lubricants	1,426.40	8,210.00	44,878.12	82,480.00	97,000.00	13,167.00	79,091.17
	50402 - Tires and Tubes	588.48	800.00	8,211.68	9,400.00	11,000.00	978.00	8,805.59
	50404 - Major Purchase	0.00	250.00	0.00	2,750.00	3,000.00	500.00	3,130.51
	50405 - Office Supplies	723.88	500.00	5,291.97	5,650.00	8,600.00	708.00	5,740.84
	50408 - Parts Revenue Vehicles	1,805.68	3,600.00	27,077.15	36,800.00	44,000.00	2,750.00	37,335.48
	50407 - Parts for Non Revenue Vehicles	129.93	50.00	1,809.68	500.00	600.00	42.00	1,049.44
	50499 - Other Materials and Supplies	3,360.94	2,335.00	25,680.53	18,880.00	23,500.00	1,383.00	29,158.39
	50500 - Utilities & Insurance	2,825.04	2,865.00	43,246.24	66,006.00	71,616.00	3,120.00	53,980.87
	50700 - Taxes and Fees	140.00	110.00	644.00	1,100.00	1,400.00	125.00	1,093.66
	50902 - Travel, Meetings & Training	887.74	250.00	4,114.47	2,500.00	3,000.00	409.20	4,072.65
	50902 - Association Dues and Subscript	1,106.94	50.00	5,474.26	4,400.00	4,500.00	91.00	4,669.23
	50935 - Other Miscellaneous Expenses	10.00	0.00	13.00	0.00	0.00	250.00	28.15
	51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	0.00	734.29
	51206 - Sharp Copier/Dispatch Lease	207.60	208.00	2,078.00	2,082.00	2,500.00	208.00	2,078.00
	57402 - Ineligible RTAP	2,498.00	375.00	5,784.94	3,750.00	4,500.00	375.00	3,396.07
Total Expense		112,878.02	103,760.00	1,153,147.07	1,195,008.00	1,406,540.00	108,743.20	1,214,297.36
Changes in Net Assets		-74,734.64	-64,168.00	-163,908.89	-79,412.00	0.00	-7,877.95	253,863.46

Unaccounted

Honor Bank Checking \$12,945.67

Honor Bank Savings \$55,980.00

Cash Reserve \$35,980.00

Rotary Grant Funds \$180,370.71

General

Total \$270,870.71

Prepared 8/17/2016 MB
Corrected 9/9/2016

Benzie Transportation Authority - Statement of Activities *August 2016*

	August 2016		Oct 2015 - August 2016		2016	August 2015	October 2014 - Sept 2015
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual
Income							
40100 - Passenger Fares	9,466.80	9,300.00	95,730.07	99,910.00	107,500.00	7,445.13	95,473.81
40200 - Contract Fares	1,171.50	410.00	7,980.50	4,590.00	5,000.00	480.00	11,827.50
40515 - Advertising Income	700.00	0.00	5,196.00	0.00	0.00	0.00	0.00
40710 - Sale of Maintenance Services	1,072.06	1,375.00	18,659.87	15,125.00	16,500.00	928.67	13,716.65
40760 - Gains from Sale Capital Assets	0.00	0.00	5,757.82	0.00			0.00
40800 - Taxes Levied Directly for/by TA	60.00	0.00	572,619.96	559,844.00	559,844.00	69.37	561,775.50
41101 - State Operating Assistance	27,759.00	27,626.00	486,078.00	464,813.00	462,239.00	14,824.00	492,305.00
41301 - Section 5311	63,678.00	0.00	185,129.00	165,736.00	220,982.00	0.00	192,077.00
41398 - RTAP	0.00	375.00	2,851.32	4,125.00	4,500.00	463.00	3,644.63
41400 - Interest Income/Other Revenue	13.39	6.00	374.05	69.00	75.00	9.39	637.20
Total Income	104,120.83	\$9,692.00	1,360,376.69	1,314,012.00	1,406,640.00	24,319.56	1,371,457.29
Expense							
50101 - Operators' Salaries and Wages	33,863.84	36,803.00	424,317.61	441,627.00	478,450.00	36,813.77	420,424.52
50102 - Other Salaries and Wages	22,317.07	19,923.00	246,898.18	209,745.00	243,668.00	19,082.41	219,452.84
50103 - Dispatchers' Salaries and Wages	11,778.87	14,733.00	143,004.67	144,804.00	139,537.00	12,521.88	144,492.44
50200 - Fringe Benefits	13,383.94	14,284.00	177,104.59	180,761.00	201,054.00	18,689.79	179,879.84
50310 - Board Compensation	140.00	333.00	1,295.00	1,998.00	2,000.00	70.00	2,275.00
50399 - Service Expense	7,324.98	4,413.00	75,041.00	64,234.00	68,635.00	6,308.77	109,996.18
50401 - Fuel and Lubricants	3,758.44	8,210.00	48,636.58	90,700.00	97,000.00	9,112.48	88,203.65
50402 - Tires and Tubes	1,304.08	800.00	9,515.76	10,200.00	11,000.00	0.00	6,805.58
50404 - Major Purchase	0.00	250.00	0.00	3,000.00	3,000.00	0.00	3,190.51
50405 - Office Supplies	1,158.68	500.00	8,450.65	8,150.00	6,600.00	423.75	6,164.58
50406 - Parts Revenue Vehicles	1,033.84	3,600.00	26,110.99	40,400.00	44,000.00	5,040.26	42,375.74
50407 - Parts for Non Revenue Vehicles	0.00	50.00	1,809.88	550.00	600.00	0.00	1,049.44
50499 - Other Materials and Supplies	1,366.14	2,335.00	27,046.67	21,185.00	23,500.00	1,818.97	30,977.36
50500 - Utilities & Insurance	2,987.72	2,855.00	48,233.96	68,881.00	71,816.00	2,983.22	58,947.09
50700 - Taxes and Fees	70.00	110.00	714.00	1,290.00	1,400.00	275.00	1,318.66
50902 - Travel, Meetings & Training	612.34	250.00	4,796.81	2,750.00	3,000.00	374.55	4,447.20
50903 - Association Dues and Subscript	50.94	50.00	5,525.20	4,450.00	4,500.00	24.94	4,894.17
50939 - Other Miscellaneous Expenses	0.00	0.00	13.00	0.00	0.00	-28.15	0.00
51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	0.00	0.00
51205 - Sharp Copier/Dispatch Lease	207.80	206.00	2,285.80	2,281.00	2,500.00	207.80	2,285.80
57402 - Ineligible RTAP	262.50	375.00	6,047.44	4,125.00	4,500.00	909.45	4,379.81
Total Expense	101,421.18	104,093.00	1,264,568.25	1,295,101.00	1,406,848.00	115,602.87	1,329,900.23
Change in Net Assets	2,699.75	-4,501.00	105,808.44	14,911.00	0.00	-91,283.31	41,557.06

Honor Bank Checking \$56,923.19

Honor Bank Savings \$55,000.00

Cash Reserve \$36,000.00

Rotary Grant Funds \$116,870.71

General \$206,870.71

Total \$206,870.71

Benzie Transportation Authority - September 2016 Statement of Activities

	Sept 2016		Oct 2015 - Sept 2016		2016	Sept 2015		Oct 2014-Sept 2015	
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual	Actual	Actual
Income									
40100 - Passenger Fares	8,210.33	9,760.00	103,855.40	107,500.00	107,500.00	9,776.58	105,250.39		
40200 - Contract Fares	83.00	410.00	9,486.00	5,000.00	5,000.00	120.00	11,947.50		
40615 - Advertising Income	900.00	0.00	6,096.00	0.00	0.00	100.00	100.00		
40710 - Sale of Maintenance Services	1,247.80	1,375.00	19,907.77	16,500.00	16,500.00	1,128.13	14,548.56		
40760 - Gains from Sale Capital Assets	0.00	0.00	5,757.82	0.00	0.00	0.00	0.00		
40800 - Taxes Levied Directly for/by TA	-84.74	0.00	572,535.22	559,844.00	559,844.00	0.00	561,775.50		
40810 - Donations	0.00	0.00	2.00	0.00	0.00	0.00	9,979.80		
41101 - State Operating Assistance	27,762.00	27,826.00	493,840.00	492,239.00	492,239.00	56,877.00	549,282.00		
41301 - Section 5311	55,246.00	55,246.00	240,375.00	220,982.00	220,982.00	70,896.00	263,019.00		
41395 - RTAP	0.00	375.00	2,851.32	4,500.00	4,500.00	1,159.28	4,803.91		
41400 - Interest Income/Other Revenue	7.95	6.00	379.80	75.00	75.00	-6,875.81	114,797.70		
Total Income	93,371.94	94,798.00	1,455,068.13	1,406,640.00	1,406,640.00	142,300.78	1,534,771.16		
Expense									
50101 - Operators' Salaries and Wages	50,637.57	36,803.00	474,955.18	478,430.00	478,430.00	38,521.80	458,948.32		
50102 - Other Salaries and Wages	30,020.77	13,823.00	276,482.93	243,668.00	243,668.00	23,434.82	242,887.46		
50103 - Dispatchers' Salaries and Wages	16,230.20	14,733.00	159,234.87	139,537.00	139,537.00	12,980.61	157,473.05		
50200 - Fringe Benefits	16,215.51	20,284.00	192,546.15	201,054.00	201,054.00	11,506.68	191,386.52		
50310 - Board Compensation	0.00	0.00	1,295.00	2,000.00	2,000.00	175.00	2,450.00		
50399 - Service Expense	20,282.59	4,361.00	91,172.00	68,635.00	68,635.00	3,026.74	113,022.92		
50401 - Fuel and Lubricants	5,455.06	6,470.00	58,890.58	97,000.00	97,000.00	6,982.59	85,196.24		
50402 - Tires and Tubes	3,008.32	800.00	12,525.08	11,000.00	11,000.00	0.00	6,805.59		
50404 - Major Purchase	0.00	250.00	0.00	3,000.00	3,000.00	0.00	3,130.51		
50405 - Office Supplies	1,735.08	450.00	8,185.73	6,600.00	6,600.00	83.80	6,248.39		
50406 - Parts Revenue Vehicles	8,785.95	3,600.00	36,882.22	44,000.00	44,000.00	-0,708.01	95,867.73		
50407 - Parts for Non Revenue Vehicles	0.00	50.00	1,809.88	600.00	600.00	0.00	1,049.44		
50499 - Other Materials and Supplies	1,714.77	2,335.00	28,691.32	23,500.00	23,500.00	-2,268.15	28,711.21		
50500 - Utilities & Insurance	2,992.75	2,805.00	49,226.71	71,816.00	71,816.00	2,980.87	59,908.06		
50700 - Taxes and Fees	20.00	110.00	734.00	1,400.00	1,400.00	230.66	1,549.32		
50902 - Travel, Meetings & Training	788.93	250.00	5,513.74	3,000.00	3,000.00	1,002.39	5,449.59		
50903 - Association Dues and Subscript	96.93	50.00	5,800.14	4,500.00	4,500.00	-25.06	4,689.11		
50999 - Other Miscellaneous Expenses	20.00	0.00	33.00	0.00	0.00	358.20	358.20		
51102 - Interest on Short-Term Debt	172.00	100.00	172.00	100.00	100.00	91.00	91.00		
51205 - Sharp Copier/Dispatch Lease	207.80	208.00	2,493.60	2,500.00	2,500.00	207.80	2,493.60		
55912 - Other Ineligible Expenses	0.00	0.00	0.00	0.00	0.00	0.00	734.29		
57402 - Ineligible RTAP	0.00	375.00	6,047.44	4,500.00	4,500.00	260.76	4,506.28		
Total Expense	157,382.86	107,985.00	1,412,231.37	1,406,640.00	1,406,640.00	92,834.60	1,422,734.83		
Change in Net Assets	-64,010.92	-13,170.00	42,834.76	0.00	0.00	49,466.18	272,036.33		

Honor Bank Checking \$37,357.80

Honor Bank Savings \$55,000.00

Cash Reserve \$35,000.00

Rotary Grant Funds \$128,419.71

General

Total \$218,419.71

Benzie Transportation Authority - October 2016 Statement of Activities

	Oct 2016		Oct 2016 - Sept 2017		2017		Oct 2015		Oct 2015-Sept 2016	
	Actual	Budget	Actual	Budget	Annual Budget		Actual		Actual	
Income										
40100 - Passenger Fares	7,584.48	10,186.00	7,584.48	10,186.00	107,500.00		9,850.46		9,850.46	
40200 - Contract Fares	1,386.00	1,069.00	1,386.00	1,069.00	15,000.00		937.50		937.50	
40615 - Advertising Income	100.00	500.00	100.00	500.00	6,600.00		100.00		100.00	
40710 - Sale of Maintenance Services	1,621.11	925.00	1,621.11	925.00	15,000.00		1,043.69		1,043.69	
40800 - Taxes Levied Directly forby T/A	69.73	0.00	69.73	0.00	565,443.00		0.00		0.00	
41101 - State Operating Assistance	50,164.00	50,164.00	50,164.00	50,164.00	606,743.00		148,306.00		148,306.00	
41301 - Section 5311	0.00	0.00	0.00	0.00	291,552.00		0.00		0.00	
41398 - RTAP	1,648.68	375.00	1,648.68	375.00	4,500.00		0.00		0.00	
41400 - Interest Income/Other Revenue	110.91	10.00	110.91	10.00	125.00		6.05		6.05	
Total Income	62,664.91	63,229.00	62,664.91	63,229.00	1,612,463.00		150,243.70		150,243.70	
Expense										
50101 - Operators' Salaries and Wages	34,741.20	33,646.00	34,741.20	33,646.00	523,811.00		54,764.22		54,764.22	
50102 - Other Salaries and Wages	22,128.18	21,422.00	22,128.18	21,422.00	333,281.00		28,050.76		28,050.76	
50103 - Dispatchers' Salaries and Wages	10,421.43	12,460.00	10,421.43	12,460.00	176,618.00		18,841.10		18,841.10	
50200 - Fringe Benefits	18,965.31	13,550.00	18,965.31	13,550.00	238,348.00		16,661.66		16,661.66	
50310 - Board Compensation	70.00	335.00	70.00	335.00	2,500.00		315.00		315.00	
50399 - Service Expense	7,785.87	6,061.00	7,785.87	6,061.00	82,190.00		2,680.63		2,680.63	
50401 - Fuel and Lubricants	7,534.51	9,763.00	7,534.51	9,763.00	76,325.00		7,550.06		7,550.06	
50402 - Tires and Tubes	47.50	1,000.00	47.50	1,000.00	9,000.00		1,699.11		1,699.11	
50404 - Major Purchase	0.00	0.00	0.00	0.00	3,500.00		0.00		0.00	
50405 - Office Supplies	575.57	400.00	575.57	400.00	7,100.00		426.39		426.39	
50406 - Parts Revenue Vehicles	5,159.48	2,886.00	5,159.48	2,886.00	44,000.00		2,320.38		2,320.38	
50407 - Parts for Non Revenue Vehicles	38.96	24.00	38.96	24.00	600.00		46.74		46.74	
50409 - Other Materials and Supplies	3,583.04	1,575.00	3,583.04	1,575.00	22,800.00		2,222.25		2,222.25	
50500 - Utilities & Insurance	2,968.56	2,690.00	2,968.56	2,690.00	69,390.00		2,815.89		2,815.89	
50700 - Taxes and Fees	70.00	100.00	70.00	100.00	1,400.00		0.00		0.00	
50902 - Travel, Meetings & Training	329.47	152.00	329.47	152.00	8,000.00		214.15		214.15	
50903 - Association Dues and Subscript	1,833.94	2,608.00	1,833.94	2,608.00	6,500.00		1,422.99		1,422.99	
50999 - Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00		3.00		3.00	
51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00		0.00		0.00	
51205 - Sharp Copies/Dispatch Lease	207.80	210.00	207.80	210.00	2,500.00		207.80		207.80	
55012 - Other Ineligible Expenses	0.00	0.00	0.00	0.00	0.00		0.00		0.00	
57402 - Ineligible RTAP	622.77	375.00	622.77	375.00	4,500.00		189.00		189.00	
Total Expense	117,082.59	115,057.00	117,082.59	115,057.00	1,612,463.00		140,431.13		140,431.13	
Change in Net Assets	-54,417.68	-51,828.00	-54,417.68	-51,828.00	0.00		19,812.57		19,812.57	

\$27,639.55

Honor Bank Checking

\$55,000.00

Honor Bank Savings

\$27,000.00

Cash Reserve 2015

\$35,000.00

Cash Reserve 2016

\$41,590.54

Rotary Grant Funds

Total \$158,590.54

General

Benzie Transportation Authority - November 2016 Statement of Activities

	Nov 2016		Oct 2016 - Nov 2016		2017	Nov 2015	Oct 2015-Nov 2015
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual
Income							
40100 - Passenger Fares	11,573.63	9,182.00	18,998.01	19,368.00	107,096.00	9,460.94	19,311.40
40200 - Contract Fares	1,515.00	2,000.00	2,901.00	3,069.00	15,404.00	1,395.00	2,272.50
40615 - Advertising Income	100.00	500.00	1,000.00	1,000.00	6,600.00	300.00	200.00
40710 - Sale of Maintenance Services	1,783.16	1,060.00	3,404.27	1,825.00	15,000.00	2,006.44	3,060.13
40800 - Taxes Levied Directly for/by TA	0.00	0.00	69.73	0.00	565,443.00	5.55	5.55
41101 - State Operating Assistance	50,164.00	50,164.00	100,328.00	100,328.00	806,174.00	41,153.00	189,459.00
41301 - Section 5311	0.00	0.00	0.00	0.00	291,552.00	0.00	0.00
41398 - RTAP	620.29	375.00	2,268.97	750.00	4,500.00	413.97	413.97
41400 - Interest Income/Other Revenue	10.09	10.00	121.00	20.00	125.00	9.06	15.13
Total Income	65,766.07	63,281.00	126,250.98	126,360.00	1,612,463.00	54,483.96	214,727.68
Expense							
50101 - Operators' Salaries and Wages	33,248.87	35,645.00	67,990.07	69,291.00	506,792.00	35,788.86	90,553.08
50102 - Other Salaries and Wages	22,388.72	23,422.00	44,517.90	44,844.00	333,283.00	18,876.33	46,927.09
50103 - Dispatchers' Salaries and Wages	11,644.02	12,980.00	22,065.45	25,420.00	175,618.00	14,060.74	32,901.84
50200 - Fringe Benefits	11,640.70	16,876.00	30,506.01	36,228.00	238,348.00	8,632.73	25,294.39
50310 - Board Compensation	0.00	0.00	70.00	335.00	2,500.00	0.00	315.00
50399 - Service Expense	1,802.11	5,995.00	9,587.98	12,055.00	82,190.00	7,184.57	9,865.20
50401 - Fuel and Lubricants	5,391.33	6,055.00	12,925.84	15,638.00	76,325.00	6,659.03	14,209.08
50402 - Tires and Tubes	0.00	700.00	47.50	1,700.00	9,000.00	914.72	2,613.83
50404 - Major Purchase	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00
50405 - Office Supplies	404.26	200.00	908.55	600.00	7,100.00	135.49	561.88
50496 - Parts Revenue Vehicles	237.37	5,324.00	5,486.85	7,980.00	44,000.00	7,020.16	9,340.54
50407 - Parts for Non Revenue Vehicles	366.29	153.00	236.25	177.00	600.00	46.74	93.48
50499 - Other Materials and Supplies	1,600.80	1,738.00	5,183.64	3,313.00	22,800.00	2,456.85	4,679.10
50500 - Utilities & Insurance	3,272.85	18,568.00	6,239.41	21,256.00	69,390.00	26,586.71	29,402.60
50700 - Taxes and Fees	65.00	100.00	195.00	200.00	1,400.00	14.00	14.00
50902 - Travel, Meetings & Training	38.50	1,649.00	367.97	1,801.00	8,000.00	1,057.58	1,271.73
50903 - Association Dues and Subscript	1,489.33	2,572.00	3,333.27	5,180.00	6,500.00	2,386.81	3,809.80
50999 - Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	-4,582.50	-4,579.50
51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	0.00	0.00
51205 - Sharp Copies/Dispatch Lease	242.80	210.00	450.60	420.00	2,500.00	207.80	415.80
55012 - Other Ineligible Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57402 - Ineligible RTAP	285.56	375.00	868.33	750.00	4,500.00	224.97	413.97
Total Expense	93,379.31	132,340.00	210,894.82	247,396.00	1,595,446.00	127,671.59	268,102.72
Change in Net Assets	-26,113.24	-69,059.00	-82,599.64	-121,036.00	17,017.00	-73,187.61	-53,375.04

Honor Bank Checking \$13,183.02

Honor Bank Savings \$55,000.00
Cash Reserve 2015 \$27,000.00
Cash Reserve 2016 \$35,000.00
Rotary Grant Funds \$41,590.54
General Total \$158,590.54

Benzie Transportation Authority - December 2016 Statement of Activities

	Dec 2016		Oct 2016 - Dec 2016		2017	Dec 2015		Oct 2015-Dec 2015	
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual	Actual	
Income									
40100 - Passenger Fares	6,519.28	7,775.00	25,517.29	27,143.00	107,096.00	6,293.39	25,604.79		
40200 - Contract Fares	1,260.00	2,250.00	4,161.00	5,319.00	15,404.00	1,342.50	3,615.00		
40510 - Advertising Income	100.00	500.00	300.00	1,500.00	8,600.00	100.00	300.00		
40710 - Sale of Maintenance Services	2,605.52	825.00	6,009.79	2,650.00	15,000.00	1,091.84	4,226.35		
40800 - Taxes Levied Directly for/by TA	81,437.96	65,000.00	81,507.69	65,000.00	565,443.00	55,944.50	55,948.05		
41101 - State Operating Assistance	50,164.00	50,164.00	150,492.00	150,492.00	606,743.00	41,153.00	230,612.00		
41301 - Section 5311	20,098.00	0.00	20,098.00	0.00	291,552.00	0.00	0.00		
41398 - RTAP	246.50	375.00	886.76	1,125.00	4,500.00	255.24	669.21		
41400 - Interest Income/Other Revenue	76.18	10.00	197.18	30.00	125.00	29.86	-37.39		
Total Income	162,507.44	126,399.00	289,149.74	253,259.00	1,612,463.00	106,210.33	320,938.01		
Expense									
50101 - Operators' Salaries and Wages	33,347.45	35,645.00	101,337.52	104,936.00	508,792.00	35,337.86	125,890.94		
50102 - Other Salaries and Wages	26,199.87	23,422.00	70,717.77	68,266.00	333,283.00	22,985.95	69,913.04		
50103 - Dispatchers' Salaries and Wages	12,063.42	12,960.00	34,128.67	28,380.00	176,618.00	12,345.29	45,247.13		
50200 - Fringe Benefits	14,855.30	16,676.00	45,361.31	52,902.00	238,348.00	13,766.27	39,082.66		
50310 - Board Compensation	920.00	335.00	990.00	670.00	2,500.00	0.00	315.00		
50399 - Service Expense	8,901.53	5,985.00	19,457.52	18,050.00	82,190.00	6,277.56	16,782.76		
50401 - Fuel and Lubricants	6,311.46	6,017.00	19,237.30	21,855.00	76,325.00	6,092.07	20,301.16		
50402 - Tires and Tubes	8,620.43	700.00	8,667.98	2,400.00	9,000.00	1,044.00	3,657.83		
50404 - Major Purchase	0.00	875.00	0.00	875.00	3,500.00	0.00	0.00		
50405 - Office Supplies	628.94	1,000.00	1,537.49	1,800.00	7,100.00	73.25	499.64		
50406 - Parts Revenue Vehicles	-96.87	3,062.00	5,339.98	11,052.00	44,800.00	3,022.16	12,296.41		
50407 - Parts for Non Revenue Vehicles	126.39	100.00	362.64	277.00	800.00	636.03	795.80		
50499 - Other Materials and Supplies	3,041.24	3,173.00	8,224.88	6,486.00	22,800.00	3,367.73	7,767.71		
50500 - Utilities & Insurance	24,792.62	3,350.00	31,032.03	24,606.00	69,390.00	-33,384.59	-3,981.99		
50700 - Taxes and Fees	0.00	100.00	135.00	300.00	1,400.00	0.00	14.00		
50902 - Travel, Meetings & Training	251.98	883.00	619.95	2,684.00	8,000.00	342.65	1,614.38		
50903 - Association Dues and Subscript	24.94	150.00	3,358.21	5,330.00	6,500.00	24.94	3,834.74		
50999 - Other Miscellaneous Expenses	852.61	0.00	852.61	0.00	0.00	0.00	0.00		
51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	0.00	0.00		
51205 - Sharp Copier/Dispatch Lease	207.80	210.00	658.40	630.00	2,500.00	207.80	623.40		
55012 - Other Ineligible Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
57402 - Ineligible RTAP	0.00	375.00	886.33	1,125.00	4,500.00	255.24	669.21		
Total Expense	142,049.16	115,038.00	352,907.79	362,424.00	1,595,446.00	72,416.21	345,323.82		
Change in Net Assets	20,458.28	11,371.00	-63,758.05	-109,165.00	17,017.00	33,794.12	-24,385.81		

\$23,108.48

Honor Bank Checking

Honor Bank Savings

\$55,000.00

Cash Reserve 2015

\$27,000.00

Cash Reserve 2013

\$35,000.00

Rotary Grant Funds

\$98,098.25

General

Total \$215,096.25

Benzie Transportation Authority - Jan 2017 Statement of Activities

	Jan 2017		Oct 2016 - Jan 2017		2017	Jan 2016	Oct 2015
	Actual	Budget	Actual	Budget	Annual Budget	Actual	- Jan 16 Actual
Income							
40100 • Passenger Fares	10,204.84	9,200.00	35,718.63	36,343.00	107,096.00	9,831.63	35,466.42
40200 • Contract Fares	1,592.00	1,300.00	5,756.50	6,619.00	15,404.00	1,192.50	4,807.50
40615 • Advertising Income	500.00	860.00	800.00	2,350.00	6,800.00	1,700.00	2,000.00
40710 • Sale of Maintenance Services	603.53	1,360.00	6,613.32	4,000.00	15,000.00	1,893.72	6,120.07
40800 • Taxes Levied Directly for/by TA	213,534.70	202,000.00	285,642.39	267,000.00	565,443.00	214,730.62	270,678.67
41101 • State Operating Assistance	50,164.00	50,164.00	200,856.00	200,856.00	806,743.00	41,153.00	271,765.00
41301 • Section 5311/Federal Capital Funding	0.00	72,868.00	20,098.00	72,868.00	297,552.00	0.00	0.00
41398 • RTAP	0.00	375.00	868.79	1,500.00	4,500.00	0.00	689.21
41400 • Interest Income/Other Revenue	50.62	10.00	247.80	40.00	125.00	22.09	-15.29
Total Income	276,549.69	338,137.00	565,799.43	591,366.00	1,612,463.00	270,523.56	591,491.58
Expense							
50101 • Total Labor Expense	73,710.18	72,027.00	279,894.34	283,809.00	1,015,893.00	63,355.48	304,406.59
50200 • Fringe Benefits	13,253.03	16,676.00	58,614.34	69,578.00	236,348.00	13,271.52	52,363.21
50310 • Board Compensation	0.00	335.00	990.00	1,005.00	2,500.00	140.00	465.00
50399 • Service Expense	26,261.68	13,095.00	45,719.20	31,145.00	82,190.00	12,894.61	29,677.37
50401 • Fuel and Lubricants	7,919.49	6,002.00	27,156.79	27,857.00	76,325.00	4,740.61	25,041.77
50402 • Tires and Tubes	1,503.89	360.00	10,171.87	2,750.00	9,000.00	2,020.80	5,678.63
50404 • Major Purchase	0.00	0.00	0.00	875.00	3,500.00	0.00	0.00
50405 • Office Supplies	1,152.32	478.00	2,689.61	2,078.00	7,100.00	977.53	1,612.66
50406 • Parts Revenue Vehicles	3,994.50	4,419.00	9,334.48	15,471.00	44,000.00	897.66	13,194.07
50407 • Parts for Non Revenue Vehicles	0.00	100.00	362.64	377.00	500.00	26.52	822.32
50499 • Other Materials and Supplies	5,145.09	1,713.00	13,369.97	8,199.00	22,800.00	1,574.31	9,621.14
50500 • Utilities & Insurance	(15,347.97)	5,051.00	16,684.06	29,657.00	69,390.00	7,028.58	3,046.59
50700 • Taxes and Fees	240.00	100.00	375.00	400.00	1,400.00	90.00	104.00
50902 • Travel, Meetings & Training	807.07	333.00	2,279.63	3,017.00	8,000.00	262.90	1,877.28
50903 • Association Dues and Subscript	224.94	190.00	3,583.15	5,520.00	6,500.00	329.88	4,164.62
51102 • Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	0.00	0.00
51205 • Sharp Copier/Dispatch Lease	207.80	210.00	886.20	840.00	2,500.00	207.80	831.20
57402 • Ineligible RTAP	0.00	375.00	888.33	1,500.00	4,500.00	135.00	804.21
Total Expense	119,072.02	121,454.00	471,979.81	483,878.00	1,595,446.00	107,953.20	453,700.66
Change in Net Assets	157,577.67	216,683.00	93,819.62	107,518.00	17,017.00	162,570.36	137,790.92
Honor Bank Checking	37,243.15						
Honor Bank Savings							
Cash Reserve 2015	55,000.00						
Cash Reserve 2013	27,000.00						
Rotary Grant Funds	35,000.00						
General	236,656.44						
TOTAL	353,656.44						

Benzie Transportation Authority - Feb 2017 Statement of Activities

	Feb 2017		Oct 2016 - Feb 2017		2017	Feb 2016		Oct 2015 - Feb 2016
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual	
Income								
40100 - Passenger Fares	10,758.04	8,800.00	46,476.67	45,143.00	107,096.00	8,255.97	43,722.39	
40200 - Contract Fares	1,260.00	1,300.00	7,016.50	7,919.00	15,404.00	225.00	5,032.50	
40615 - Advertising Income	100.00	100.00	900.00	2,450.00	6,600.00	100.00	2,100.00	
40710 - Sale of Maintenance Services	163.18	1,050.00	5,976.50	5,050.00	15,000.00	1,251.60	7,371.67	
40800 - Taxes Levied Directly for/by TA	134,808.71	187,943.00	489,851.10	454,943.00	565,443.00	201,847.60	472,526.27	
41101 - State Operating Assistance	50,842.00	50,164.00	251,498.00	250,820.00	606,743.00	27,759.00	299,524.00	
41301 - Section 5311	0.00	0.00	20,098.00	72,888.00	291,552.00	62,933.00	62,933.00	
41398 - RTAP	0.00	375.00	866.79	1,875.00	4,500.00	1,833.11	2,302.32	
41400 - Interest Income/Other Revenue	10.87	10.00	259.67	50.00	125.00	6.14	-9.16	
Total Income	257,942.80	249,742.00	822,942.23	841,138.00	1,612,463.00	304,011.42	895,502.99	
Expense								
50101 - Total Labor Expense	96,812.81	72,027.00	346,706.95	355,636.00	1,016,693.00	86,701.09	369,682.93	
50200 - Fringe Benefits	13,578.84	18,114.00	72,204.39	87,692.00	238,348.00	14,048.15	66,036.13	
50310 - Board Compensation	0.00	335.00	990.00	1,340.00	2,500.00	280.00	735.00	
50399 - Service Expense	6,845.65	7,070.00	52,561.85	38,215.00	82,190.00	5,839.86	34,662.23	
50401 - Fuel and Lubricants	5,805.60	5,702.00	32,962.39	33,559.00	76,325.00	5,398.67	30,440.44	
50402 - Tires and Tubes	479.84	350.00	7,587.95	3,100.00	9,000.00	923.84	6,602.47	
50404 - Major Purchase	0.00	0.00	0.00	875.00	3,500.00	0.00	0.00	
50405 - Office Supplies	430.95	280.00	3,409.17	2,358.00	7,100.00	479.37	2,092.03	
50406 - Parts Revenue Vehicles	1,472.99	3,968.00	13,871.23	19,440.00	44,000.00	2,367.55	15,627.91	
50407 - Parts for Non Revenue Vehicles	0.00	50.00	362.64	427.00	600.00	0.00	758.03	
50499 - Other Materials and Supplies	1,380.28	1,673.00	14,750.23	9,872.00	22,900.00	2,141.56	11,172.70	
50500 - Utilities & Insurance	4,140.15	11,871.00	19,824.21	41,528.00	69,390.00	11,853.99	14,900.58	
50700 - Taxes and Fees	88.00	100.00	463.00	500.00	1,400.00	0.00	104.00	
50902 - Travel, Meetings & Training	783.21	393.00	3,062.84	3,410.00	8,000.00	363.55	1,991.13	
50903 - Association Dues and Subscript	24.94	190.00	3,608.09	5,710.00	6,500.00	24.94	4,189.56	
51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	0.00	0.00	
51205 - Sharp Copier/Dispatch Lease	207.80	210.00	1,074.00	1,050.00	2,500.00	207.80	1,039.00	
57402 - Ineligible RTAP	1,095.00	375.00	1,983.33	1,875.00	4,500.00	1,498.11	2,302.32	
Total Expense	103,145.84	122,709.00	575,122.27	606,587.00	1,595,446.00	112,128.48	562,334.46	
Change in Net Assets	154,796.96	127,033.00	247,819.86	234,551.00	17,017.00	191,882.94	333,168.53	

Honor Bank Checking	\$23,238.19
Honor Bank Savings	\$55,000.00
Cash Reserve	\$35,000.00
Rotary Grant Funds	\$428,423.83
General	
Total	\$518,423.83

Benzie Transportation Authority - March 2017 Statement of Activities

	March 2017		2017		March 2016		Oct 2015	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Actual
Income								
40100 - Passenger Fares	7,067.76	8,500.00	53,544.43	53,643.00	107,096.00	107,096.00	9,270.74	52,993.13
40200 - Contract Fares	609.50	1,200.00	7,626.00	9,119.00	15,404.00	15,404.00	-118.50	4,914.00
40515 - Advertising Income	1,400.00	700.00	2,300.00	3,150.00	6,500.00	6,500.00	700.00	2,800.00
40710 - Sale of Maintenance Services	194.91	1,500.00	6,171.41	6,800.00	15,000.00	15,000.00	1,991.07	9,362.74
40760 - Gains from Sale Capital Assets	10,012.00	0.00	13,612.00	0.00	0.00	0.00	4,156.56	4,156.56
40800 - Taxes Levied Directly forby TA	55,076.97	82,000.00	545,928.07	536,943.00	565,443.00	565,443.00	68,087.22	540,623.48
41101 - State Operating Assistance	50,164.00	50,164.00	301,662.00	300,984.00	606,743.00	606,743.00	27,759.00	327,283.00
41301 - Section 5311	64,010.00	0.00	84,108.00	72,888.00	291,562.00	291,562.00	0.00	62,933.00
41398 - RTAP	1,095.00	375.00	1,961.79	2,250.00	4,500.00	4,500.00	0.00	2,302.32
41400 - Interest Income/Other Revenue	201.42	10.00	418.77	60.00	125.00	125.00	166.73	157.57
Total Income	190,831.56	144,498.00	1,017,332.47	985,637.00	1,612,463.00	1,612,463.00	112,022.82	1,007,525.81
Expense								
50101 - Total Labor Expense	103,833.71	108,041.00	451,707.09	463,677.00	1,016,893.00	1,016,893.00	86,243.68	435,926.61
50200 - Fringe Benefits	23,430.37	24,310.00	95,840.28	112,002.00	238,346.00	238,346.00	21,305.88	88,417.23
50310 - Board Compensation	0.00	335.00	890.00	1,875.00	2,500.00	2,500.00	0.00	735.00
50399 - Service Expense	9,775.70	6,095.00	62,712.02	44,310.00	82,190.00	82,190.00	7,484.97	41,527.20
50401 - Fuel and Lubricants	6,535.30	7,002.00	39,497.69	40,581.00	76,325.00	76,325.00	5,440.06	35,880.50
50402 - Tires and Tubes	574.00	360.00	8,161.95	3,450.00	9,000.00	9,000.00	606.20	7,208.67
50404 - Major Purchase	1,229.39	875.00	1,229.39	1,750.00	3,500.00	3,500.00	0.00	0.00
50405 - Office Supplies	989.75	860.00	4,075.92	3,238.00	7,100.00	7,100.00	0.00	2,092.03
50406 - Parts Revenue Vehicles	2,654.98	2,269.00	16,528.21	21,709.00	44,000.00	44,000.00	2,346.96	17,974.87
50407 - Parts for Non Revenue Vehicles	0.00	50.00	362.64	477.00	600.00	600.00	885.95	1,541.98
50499 - Other Materials and Supplies	1,330.29	1,893.00	16,080.62	11,765.00	22,800.00	22,800.00	2,800.90	14,563.60
50500 - Utilities & Insurance	14,347.83	3,611.00	34,172.04	45,138.00	69,390.00	69,390.00	3,820.63	18,721.21
50700 - Taxes and Fees	206.00	100.00	689.00	600.00	1,400.00	1,400.00	270.00	374.00
50902 - Travel, Meetings & Training	7.96	533.00	2,974.69	3,943.00	8,000.00	8,000.00	404.25	2,385.38
50903 - Association Dues and Subscript	919.94	25.00	4,531.03	5,735.00	6,500.00	6,500.00	24.84	4,214.50
50999 - Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00
51205 - Sharp Copier/Dispatch Lease	207.80	210.00	1,281.80	1,260.00	2,500.00	2,500.00	207.80	1,246.80
57402 - Ineligible RTAP	896.71	375.00	3,030.04	2,250.00	4,500.00	4,500.00	150.00	2,452.32
Total Expense	166,919.73	156,954.00	743,842.21	763,541.00	1,585,445.00	1,585,445.00	111,952.22	675,374.90
Change in Net Assets	23,911.83	(12,456.00)	273,490.26	222,096.00	17,017.00	17,017.00	30.60	332,150.91
Honor Bank Checking	2,995.19							
Honor Bank Savings								
Cash Reserve	55,000.00							
Rotary Grant Funds	35,000.00							
Network North - JARC - Rotary approved	(3,000.00)							
General	484,630.88							
Total	551,630.88							

Benzie Transportation Authority - April 2017 Statement of Activities

	April 2017		Oct 2016 - April 2017		2017 Annual Budget	April 2016		Oct 2015	
	Actual	Budget	Actual	Budget		Actual	Budget	Actual	Budget
Income									
40100 - Passenger Fares	9,929.60	9,100.00	613,474.03	62,743.00	107,096.00	7,361.70		60,354.83	
40200 - Contract Fares	245.00	1,000.00	7,871.00	10,119.00	15,404.00	430.00		5,344.00	
40615 - Advertising Income	0.00	100.00	2,300.00	3,250.00	6,500.00	100.00		2,900.00	
40710 - Sale of Maintenance Services	476.54	1,350.00	6,647.95	7,950.00	15,000.00	2,206.97		11,569.71	
40760 - Gains from Sale Capital Assets	0.00	0.00	13,612.00	0.00	0.00	1,601.26		5,757.82	
40800 - Taxes Levied Directly for/by TA	39,419.88	28,500.00	585,347.95	585,443.00	565,443.00	35,740.30		576,363.79	
41101 - State Operating Assistance	56,483.00	50,164.00	358,145.00	351,148.00	606,743.00	27,758.00		355,042.00	
41301 - Section 5311	0.00	72,888.00	84,108.00	145,776.00	291,552.00	0.00		62,933.00	
41398 - RTAP	1,330.59	375.00	3,292.38	2,825.00	4,500.00	549.00		2,851.32	
41400 - Interest Income/Other Revenue	15.40	11.00	434.17	71.00	125.00	10.62		168.19	
Total Income	107,900.01	163,488.00	1,125,232.48	1,149,125.00	1,612,463.00	75,758.85		1,083,284.66	
Expense									
50101 - Total Labor Expense	67,758.61	85,091.00	519,465.70	548,758.00	1,016,893.00	95,940.89		531,887.50	
50200 - Fringe Benefits	13,833.49	17,480.00	109,673.77	129,482.00	238,348.00	17,545.43		105,962.66	
50310 - Board Compensation	315.00	350.00	1,305.00	2,025.00	2,500.00	210.00		945.00	
50399 - Service Expense	25,964.27	6,400.00	96,001.52	50,710.00	82,190.00	9,516.90		51,044.00	
50401 - Fuel and Lubricants	6,082.47	8,402.00	45,580.16	46,983.00	76,325.00	5,825.02		41,505.52	
50402 - Tires and Tubes	0.00	200.00	8,161.95	3,650.00	9,000.00	179.23		7,387.90	
50404 - Major Purchase	885.51	0.00	2,114.90	1,750.00	3,500.00	0.00		0.00	
50405 - Office Supplies	846.01	395.00	4,821.93	3,633.00	7,100.00	1,411.35		3,503.38	
50406 - Parts Revenue Vehicles	378.47	2,369.00	17,022.29	24,078.00	44,000.00	1,749.81		19,724.76	
50407 - Parts for Non Revenue Vehicles	104.58	23.00	467.22	500.00	800.00	16.70		1,658.88	
50499 - Other Materials and Supplies	1,856.75	1,823.00	17,879.66	13,588.00	22,800.00	1,846.32		16,409.92	
50500 - Utilities & Insurance	3,596.67	3,361.00	37,768.71	48,500.00	69,390.00	3,835.80		22,557.01	
50700 - Taxes and Fees	70.00	230.00	739.00	830.00	1,400.00	0.00		374.00	
50902 - Travel, Meetings & Training	471.92	492.00	6,321.51	4,435.00	8,000.00	302.50		2,697.88	
50903 - Association Dues and Subscript	124.84	40.00	4,665.97	5,775.00	6,500.00	50.94		4,265.44	
50999 - Other Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00		3.00	
51102 - Interest on Short-Term Debt	0.00	0.00	0.00	0.00	100.00	0.00		0.00	
51205 - Sharp Copier/Dispatch Lease	207.80	210.00	1,489.80	1,470.00	2,500.00	207.80		1,454.80	
57402 - Irreliable RTAP	879.84	375.00	4,034.98	2,625.00	4,500.00	463.62		2,915.94	
Total Expense	123,376.43	125,231.00	877,603.37	888,772.00	1,595,445.00	138,902.31		814,277.19	
Change in Net Assets	(15,476.42)	38,257.00	247,628.61	260,353.00	17,017.00	-63,143.46		269,007.47	

Honor Bank Checking 21,425.77

Honor Bank Savings 55,600.00

Cash Reserve 13,814.81

Rotary Grant Funds 463,552.91

General

Total 532,367.72



Benzie County Office of Emergency Management

Emergency Management Activities

April 2017

Below are outlined many of the activities I have been involved in for the month of April 2017.

- 1. Incident Safety Officer (ISO) for the Fire Service**
On Saturday April 1st and Sunday April 2nd, 2017 I assisted in teaching a Fire Officer Series Class to Benzie County Fire Officers. Incident Safety Officer for the Fire Service is a 16 hour course on safety practices, policies and procedures for fire departments.
- 2. Meeting with Organizers of the Frankfort Independence Day Activities**
On April 3rd, 2017 we had a meeting with all the groups that will be involved in the upcoming Frankfort Independence Day activities to cover any changes to the current Incident Action Plan or IAP. An IAP is a documents that describes how the activities are organized and contact information of all individuals with responsible positions for any of the activities. It also covers how emergency first responders will deploy in the event of a foreseeable emergency.
- 3. Elected Officials Conference**
On April 5th, 2017 we conducted an Elected Officials Conference in the Board of Commissioners Chambers. We had 2 speakers, the first was Lt. Michael deCastro of the Michigan State Police-Emergency Management and Homeland Security Division (MSP-EMHSD) who discussed large scale emergencies and disasters and the role of elected officials in those events. Our second speaker was Lisa Peacock of the Benzie Leelanau Health Department who spoke on community health emergencies and the role of the Health Department, working with the emergency first responder community and local governments. This training was very well attended by almost 30 elected officials from cities, villages, townships and the county government.
- 4. Region 7 Homeland Security Planning Board**
On April 6th, 2017 I chaired the Region 7 Homeland Security Planning Board Meeting in Grayling.
- 5. Attendance of the CERT Monthly Meeting**
On April 12th, 2017 I attended the monthly meeting of Citizens Emergency Response Team (CERT).
- 6. Preparation for Initial Company Operation**
On April 14th, 15th and 16th, 2017 I assisted in teaching another Fire Officer Series Class to Benzie County Fire Officers. Preparation for Initial Company Operations is a 20 hour course on developing training emerging leaders in the local fire department in strategies, tactics and decision-making for Incident Commanders at fire operations.
- 7. National Weather Service Spotter**
On Monday April 17th, we hosted the National Weather Service Weather Spotter Training in the Board of Commissioners Chambers. For this training we had 29 in attendance. The training covered what to expect regarding spring and summer storms, cloud formations, flooding and other prevailing weather events in Northern Michigan.
- 8. Attendance at the Benzie County Fire/EMS Association Meeting**
On Tuesday April 18th, 2017 I attended the Benzie County Fire/EMS Association Meeting at the Homestead Township Fire Department. The training schedule for this spring is set and includes Fire Officer Prerequisite Classes were continuing the final class will be Strategies and Tactics (STICO) (5/20 and 21).
- 9. Volunteer Reception Center Training Overhaul**
On April 19th, 2017 I attended a meeting at the Michigan Department of Community Health regarding the overhaul of Volunteer Reception Center Training. At that meeting I did offer information we had developed and are covering within our local CERT programs.

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10. MI CIMS Training

On Friday April 21st, 2017 I partnered with Leelanau and Grand Traverse County to provide MI CIMS Training at the Leelanau County Government Center. Last month it took the MI CIMS Train the Trainer Program and as such, I was required to teach a class within 6 months. I took the opportunity to teach the New User Class and was evaluated by a EMHSD Staff member.

MI CIMS is a web-based, secure, electronic information management system that supports: Michigan Critical Incident Management System (MI CIMS)

11. Managing Company Tactical Operations-Decision-making

On April 22nd and 23rd, 2017 I assisted in teaching another Fire Officer Series Class to Benzie County Fire Officers. Managing Company Tactical Operation-Decision-making is a 12 hour course on specific firefighting operations and tactics for midlevel firefighting personnel.

12. Local Planning Team Meeting

On Thursday April 27th, 2017 we held our monthly LPT Meeting in the EOC. Some of the highlights of this meeting included the approval of 3 applications for 2% Tribal Funding:

- i. Benzie County Firefighters Association Application for Flashover Training (\$10,050)
- ii. Benzie County EM – Four (4) Manual Chest Compression Units (\$94,850)
- iii. Benzie County EM - Fire Extinguisher Trainer (\$9,900)

we also discussed upcoming training including Strategies and Tactics (STICO) (5/20 and 21) and PER-213 Wide Area Search-Camp Grayling April 28th, 29th and 30th, 2017

13. Wide Area Search Training

On April 28th, 29th and 30th, 2017 I, along with 12 members of our CERT Program attended Wide Area Search Training at Camp Grayling in Crawford County. There were approximately 100 persons registered for this course. There were 2 phases to the training including Urban Search and Rescue Techniques and Wilderness Search Techniques. We covered some of the practical search methods and skills to perform systematic searches over a large affected area. The training also included exercises that mirror real life scenarios.

14. Upcoming Events

I have scheduled the following for the next two months;

May 4th – R7HSPB Meeting Grayling

May 6th – Emergency Vehicle Driver Training Train the Trainer Class – Potterville

May 7th through 13th – National Emergency Management Advanced Academy – Emmetsburg, MD.

May 8th through 11th – Great Lakes Homeland Security Conference – Grand Rapids

May 10th – CERT Monthly Meeting and Training in the EOC

May 15th – LEPC Meeting in the EOC

May 16th – Benzie County Fire/EMS Association Meeting

May 25th – LPT Meeting in the EOC

June 1st – R7HSPB Meeting Grayling

June 6th – Wildland Fire Suppression Training-Benzie County Board of Commissioners Chambers.

June 14th – CERT Monthly Meeting and Training in Bear Lake

June 19th – LEPC Monthly Meeting in the EOC

June 20th – Benzie County Fire/EMS Association

June 22th – LPT Meeting in the EOC

June 24th – ARES/RACES Meeting Downtown Beulah



Benzie County Office of Emergency Management

Emergency Management Activities

May 2017

Below are outlined many of the activities I have been involved in for the month of May 2017.

1. Region 7 Homeland Security Planning Board	On May 4 th , 2017 I chaired the Region 7 Homeland Security Planning Board Meeting in Grayling.
2. VFIS Emergency Vehicle Driver Training	On Saturday May 5 th and 6 th , 2017 I attended VFIS Emergency Vehicle Driver Instructor Training in Pottsville, MI. This is an 12 hour class that allows me to instruct Emergency Vehicle Driving for Fire and EMS Personnel.
3. National Emergency Management Advanced Academy (NEMAA)	From Sunday May 7 th , to Saturday May 13 th , 2017 I attend the weeklong National Emergency Management Advanced Academy in Emmitsburg MD. This was the third of four trips to Emmitsburg I will be making. The Course Outline included; <ul style="list-style-type: none"> A. Building a Team B. Leading the Whole Community C. Leading Organizational Development D. Organizational Balance E. Administration and Policy Business F. Financial Planning for Disasters
4. Attendance at the Benzie County Fire/EMS Association Meeting	On Tuesday May 16 th , 2017 I attended the Benzie County Fire/EMS Association Meeting at the Inland Township Township Fire Department.
5. Leelanau County Exercise	On May 17 th , 2017 Ronald Berns and I assisted in evaluating a Mass Causality Exercise in Leelanau County at their Government Center. The exercise was a bombing with several casualties and response of law enforcement, fire and EMS.
6. Strategies and Tactics for Company Officers	On May 20 th and 21 st , 2017 I assisted in teaching final prerequisite Fire Officer Series Class to Benzie County Fire Officers. Strategies and Tactics for Company Officers is a 16 hour course on developing strategies, tactics and decision-making for Incident Commanders at fire operations.
7. Managing Company Tactical Operations-Decision-making	On April 22 nd and 23 rd , 2017 I assisted in teaching another Fire Officer Series Class to Benzie County Fire Officers. Managing Company Tactical Operation-Decision-making is a 12 hour course on specific firefighting operations and tactics for midlevel firefighting personnel.
8. Local Planning Team Meeting	On Thursday May 25 th , 2017 we held our monthly LPT Meeting in the EOC. On the agenda was the second draft of a Mass Causality Plan and proposed Task books for the unit leaders at such an incident, including: <ul style="list-style-type: none"> • MCI Medical Branch Director Task book • MCI Transportation Supervisor Task book • MCI Treatment Supervisor Task book • MIC Triage Supervisor Task book <p>We also set a tentative date for a Mass Casualty Exercise in September or October and established an Exercise Design Team.</p>

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9. Upcoming Events

I have scheduled the following for the next two months;

- June 1st – R7HSPB Meeting Grayling
- June 6th – Wildland Fire Suppression Training-Benzie County Board of Commissioners Chambers.
- June 14th – CERT Monthly Meeting and Training in Bear Lake
- June 19th – LEPC Monthly Meeting in the EOC
- June 20th – Benzie County Fire/EMS Association
- June 22th – LPT Meeting in the EOC
- June 24th – ARES/RACES Meeting Downtown Beulah
- July 4th – Frankfort Independence Day Activities
- July 6th – R7HSPB Meeting Grayling
- July 12th – CERT Monthly Meeting and Training in the EOC
- July 17th – LEPC Meeting in the EOC
- July 18th – Benzie County Fire/EMS Association Meeting
- July 27th – LPT Meeting in the EOC
- July 29th – ARES/RACES Meeting Downtown Beulah

Animal Control Monthly Report

Animal	Admitted	Surrendered	Released to Owner	Stray	Euthanized Temper/Uncure	Adopted	Rescue/Foster	In House	Year to Date
Dogs	28	13	8	14	0/0	13	0/1	8	81
Puppies	6	6	0	0	0/0	6	0/7	0	14
Cats	6	3	1	2	0/0	10	0/1	9	51
Kittens	4	0	0	4	0/0	0	0/4	0	0
Other	0	0	0	0	0/0	0	0/0	0	0

Calls for Service: 26 Total Adopted: Dogs-35 / Puppy-9 / Cat-36 / Kitten-0 Returned Adoptions: Dogs-2 / Cats-0

Total Number of After Hours Calls: 6

Total Number of Miles Driven: 1018

- 2012 Dodge 2500: 566
- 2015 Dodge 1500: 452

Total Gallons of Gasoline use: 130.14

- 2012 Dodge 2500: 66.65
- 2015 Dodge 1500: 63.49

Current Truck Mileage:

- 2012 Dodge 2500: 35,935
- 2015 Dodge 1500: 12,255

Total Phone Calls for the Month: 256

Total Numbers of Visitors in the Shelter: 102

Total Man Hours of Cleaning Time: 115.5

Report written by: ACO Kyle Maurer, Department Head, Benzie County Animal Control
Please Call (231)882-9505 for any questions or stop by the shelter

Report for the Month of May, 2017

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BEULAH MI 49717

Commissioner Report

BUILDINGS & GROUNDS COMMITTEE

June 7, 2017

9:00 a.m.

Members present: Roger Griner and Gary Sauer
Members excused: Bob Roelofs
Others Present: Dawn Olney, Mitch Deisch, Maridee Cutler, Rick Morris, Ted Schendel,
Bob Hawkins

Meeting called to order by Commissioner Roger Griner at 9:00 a.m.

Pledge of allegiance was given.

Motion by Sauer, seconded by Griner, to approve the agenda as presented. Ayes: Griner and Sauer Nays: None Exc: Roelofs Motion carried.

Public Input – None

Open Bids for Boiler Replacement:

D & W -- \$157,475

Hurst Mechanical -- \$145,988

Sherren -- \$128,500

Motion by Sauer, seconded by Griner, refer the bids to Mitch, Rick Morris, Bob Hawkins and Roger Griner for review and comparison to the RFP and bring a recommendation to the full Board of Commissioners on June 13, 2017. Ayes: Griner and Sauer Nays: None Exc: Roelofs Motion carried.

Public Input – None

Motion by Sauer, seconded by Griner, to adjourn at 8:33 a.m. Ayes: All Nays: None Exc: Roelofs Motion carried.

Dawn Olney
Benzie County Clerk

County Administrator's Report



Memo To: Board of Commissioners
From: Mitchell D. Deisch, County Administrator
Date: June 7, 2017
Subject: Administrators Update June 13, 2017 Meeting

1. **Mecosta/Newaygo Morgue Use of Space Agreement** – The final draft Mecosta/Newaygo Morgue Use of Space Agreement was sent to both Mecosta and Newaygo County Administrator's last week. This document will be presented to the Mecosta/Newaygo Morgue Authority on June 28, 2017. County Attorney's Dick and Tim Figura have reviewed and approved this draft agreement that was nearly identical to the Use of Space Agreement that was approved by the Benzie County Board of Commission and Jowett Family Funeral Home to allow Benzie County autopsies to be performed at the Benzie County morgue. This agreement will be placed on the June 27, 2017 Board of Commission agenda.
2. **IT Report** – Attached is the IT report prepared by consultants Abilita regarding the needs of Benzie County for IT services. The Technology Committee will also be reviewing the draft IT RFQ/RFP that was prepared by Abilita at the 6/9/17 meeting.
3. **Phone System Update** – The 12 fax lines are still not working under the Voice over Internet Protocol (VOIP) system that is now operating our new phone system. Every interested party (Benzie County, ATT, Millennia and Abilita) have spent countless hours to get this system to work, to no avail. The current direction is to discuss moving all fax lines back to traditional phone lines. There will be a monthly cost for these traditional phone lines, thus this will be discussed with the Commission Technology Committee meeting on Friday June 9, 2017. On Friday June 2, 2017 the new phone system had a glitch, where incoming calls were not being received, however outgoing calls were still being able to be made. This glitch was corrected by ATT at approximately 5:30 pm Friday evening.
4. **Attorney Opinions** – The County Administrator's office is going to be researching various departments as well as attorney firms to compile a comprehensive file of Attorney opinions received by Benzie County. Currently there is not a comprehensive list of Attorney Opinions compiled in the Government Center. More to follow.

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5. **Benzie County Strategic Plan** – Just a quick follow up, I am going to be posting the Commission approved 2-17-2018 Benzie County strategic plan and incorporated action items onto the Benzie County website. This should be completed by the Friday June 9, 2017.
6. **Strategic Plan Financial Review** – Incorporated into the 17-18 Benzie County Strategic Plan was an action item regarding preparing a RFP/RFQ for a consultant to conduct a comprehensive review of the County's short term and long term financial health. I am starting the process of working with Tim Ervin of the AES to develop the RFP/RFQ. More to follow.
7. **Finance Director / IT Job Description** – Also incorporated into the 17-18 Strategic Plan was the need for hiring a Finance Director/IT for Benzie County. The first step is creation of a job description, which the first draft was presented to the HR Committee at their May 2017 meeting. I am still working with both County Treasurer Michelle Thompson and Deputy Administrator Maridee Cutler. The Finance Director portion of the job descriptions will have potential impacts upon both the Deputy Administrator job description and certain functions that are currently being performed by the County Treasurer. We are currently working through these issues. My goal is to present the final draft of the job description to the HR Committee at their June 27, 2017 meeting. **This position will be incorporated into the County Administrator's 17/18 proposed budget.**
8. **Benzie County Government Center Safety Committee** – Emergency Management Coordinator Frank Post and I have been working on setting up a safety committee to deal with safety related issues in the Govt. Center. The first meeting is scheduled for June 8, 2017. Attached is the information related to the first meeting. Please let either Frank or I know if you have questions or comments.
9. **Michigan Indigent Defense Commission (MIDC) Report** – On May 25, 2017 Benzie County was officially notified that the MIDC and Licensing and Regulatory Affairs (LARA) have approved the first set of minimum standards for indigent criminal defense services. The first set has 4 standards. The first 4 standards are as follows:

1. **Education and Training of Defense Counsel Standards**
2. **Initial Interview Standards**
3. **Investigation and Experts Standards**
4. **Counsel at First Appearance and other Critical Stages Standards**

We now have 180 days to complete a report on behalf of Benzie County identifying how we are adequately addressing these first 4 standards. The deadline for filing the report is November 20, 2017. The ultimate penalty for not filing the report is that Benzie County will not be eligible for potential (will need to be budgeted in future State budgets) funds to assist with implementing the standards. The key here is that we do not need to implement any standards until the funds are budgeted for and provided by the State, thus we may create this report and no funds are budgeted by the State, thus we will not be required to implement.

I am working with the 19th Circuit Court, Prosecuting Attorney's Office and Manistee County to draft the MIDC report. Since this does not fit neatly into any of the 4 standing BOC committees, I will be presenting the information to the full BOC at their meetings. Attached is the materials we received from the State. Our first joint County is on June 20, 2017, both PA Sara Swanson and I will be in attendance.

10. **POLC Arbitration** – POLC arbitration dates are set for June 15-16, 2017 in the Govt. Center.
11. **17-18 Fiscal Year Budget Update** – By June 9, 2017 we should have met with all the individual departments regarding their draft budgets. We are trying to schedule the Finance Department review of the individual department budgets the week of June 19, 2017. Deputy Administrator Maridee Cutler will be scheduling these meetings.
12. **USEPA BRA Assessment Grant Application** – Earlier this year the Benzie County BRA applied for a USEPA BRA Assessment Grant to assist Benzie County with assessing potential BRA properties and assisting potential developers with environmental assessment costs. We were informed this week that Benzie County was not selected to receive an assessment grant. This information will be presented to the Benzie County BRA at their next meeting on Friday June 16, 2017. Attached is the letter from the USEPA.

USE OF SPACE AGREEMENT

This agreement is made this _____ day of _____, 2017, between the County of Benzie, 448 Court Place, Beulah, MI 49617 (County) and the Mecosta – Newaygo Morgue _____ Big Rapids, MI (Morgue).

WHEREAS, Benzie County has appointed a county medical examiner (CME); and

WHEREAS, the CME often has to perform an autopsy on the body of a deceased person; and

WHEREAS, the performance of an autopsy requires a room of suitable size and suitably equipped for the performance of said autopsy; and

WHEREAS, the County requires that the room is able to be secured, and that sufficient space is available for the County's use of a secured mortuary refrigerator unit; and

WHEREAS, the Morgue has the space suitable for the performance of an autopsy by the CME and for County's use of a secured mortuary refrigerator unit; and

WHEREAS, the Morgue is willing to make suitable space available to the CME for the performance by said county medical examiner of an autopsy and for County's use of a secured mortuary refrigerator unit; and

WHEREAS, the County desires to secure suitable space from the Morgue for the CME to perform an autopsy when necessary to do so and for County's use of a secured mortuary refrigerator unit;

NOW, THEREFORE, the County and the Morgue AGREE AS FOLLOWS:

1. The Morgue will make suitable space available to the CME to enable the CME to perform an autopsy at such times when requested by the CME.
2. The CME will have access to all of the equipment located at the Morgue in order to perform autopsies.
3. Benzie County or the CME will make contact with the Morgue as soon as possible that we will be needing to perform an autopsy at the Morgue.
4. Following the performance of each autopsy, the Morgue will invoice the County in the amount of \$700.0 for the use of the Morgue Facility including restocking fees and the County shall pay same within 30 days.
5. The Morgue will provide 24 hour access to the facility including the use of secured mortuary refrigeration unit.

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BEULAH, MI 49617

6. The purpose of this agreement is to provide suitable space and equipment for the CME to perform an autopsy on those occasions when the CME is required or requested to perform one. This agreement is not a lease and does not guarantee use of any specific space throughout the agreement's term.

7. Use of the Morgue for performing an autopsy shall be within the discretion of the CME and nothing herein shall obligate the CME to perform any specific number of autopsies at the Morgue.

8. The Morgue shall maintain a policy of general liability insurance for damages to property or injuries to persons while on the Morgues premises. Likewise, the County shall maintain a policy of general liability insurance covering damages to property or injuries to persons caused by the acts of its officers, employees, agents and/or appointees. Both policies shall be in such amount as shall be acceptable to the chief administrative officer of the County and the Mecosta/Newaygo Morgue Authority.

9. Nothing in this agreement shall be construed to establish a partnership or joint venture between the parties.

10. This agreement shall continue in effect until such time that it is terminated. This agreement may be terminated by either party by providing 90 days written notice of such termination sent to the other party at the address first listed above. Any termination notice to the County shall be sent to the attention of the county administrator. Any termination notice to the Morgue shall be sent to the attention of the Mecosta/Newaygo Morgue Authority.

11. This agreement is the entire and only agreement between the parties relative to its subject matter and any changes or amendments to this agreement shall be in a written document signed by both parties.

BENZIE COUNTY

Custer C. Carland, Chairperson

Date

MECOSTA/NEWAYGO MORGUE AUTHORITY

Authorized Signatory

Date

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Benzie County

Managed IT Services Requirements - Summary of Management Meeting and Technical Requirements



May 24, 2017

Presented by:

Dan Aylward, Paul Anker



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BENZIE COUNTY CLERK
BEULAH, MI 49617

EXECUTIVE SUMMARY

Benzie County retained the services of Abilita to evaluate Managed IT services needs with the plan to eventually engage a new provider for the County. As part of this project, the first step was to gather departmental needs/wants from each of the departments to document the following items:

- Likes and dislikes of the current Managed IT services provider
- Requirements and Options ("Nice to Haves")

This document provides the County insight into the requirements / "nice to haves" for services provided to support the County's IT needs. Once approved, this document becomes the foundation for creating the RFP to be issued to potential vendors.

USER REQUIREMENTS

Summary of User Requirements Meetings

Based on meetings with Administrative staff, collection of "Managed IT Services Requirements Survey" documents, and the Departmental meeting of April 27th, the following information was obtained

Department Surveys Received (Summary Results are attached):

19th Circuit Court Family Division	Equalization
85th Circuit Court Family Division	Maintenance
Administration	MSU extension
Animal Control	Probate Court
Building Dept.	Prosecutor
Central Dispatch 911	Register of Deeds
County Clerk	Sheriff
Emergency Management	Solid Waste / Recycling
EMS	Treasurer

County IT Support Needs

- 1) More responsive organization – A consistent theme heard from all departments (in the meeting and from the surveys) was that current provider support has declined significantly over the years and the trust in their expertise and timeliness has eroded to the reason the County is undertaking this process. This manifest itself in the following ways:
 - a. Lack of trust in expertise and accuracy
 - b. Lack of trust in getting tasks done on-time (i.e. when they say they will get something done)
 - c. Inexperienced lower level staff providing support
 - d. Lack of proactive support – concern about security of data and backups
 - e. Lack of communication about the effects that software patches and updates (Microsoft and other software) have on County IT services. This negatively affects the ability to deliver service to residents - examples were given of patches being applied resulting in County staff having to come in to reboot computers over the weekend because of lack of communication about this issue.
- 2) A critical criterion in the selection of the next IT services organization will be developing trust in the organization and keeping the lines of communication open so that the relationship is a two-way process.
- 3) Centralized cost information – we encourage a standardized approach to providing the services that are above and beyond support hours, as well as hardware/software prices. It seems to us that cost for services are provided directly to the departments and variable pricing may occur.
- 4) Next organization should have and maintain LIEN certification

- 5) Documentation – the County must have the capability to access passwords (In a secure format) – the current organization has not been forthcoming about passwords on IT services. While it is understood that it needs to be clearly documented of the ramifications of password getting stolen or County personnel accessing systems incorrectly and either damaging or erasing critical information, the data is still the “owner” of the information. As long as safeguards are in place and documentation of all the possible costs involved, The county and the next IT organization should have a mutually agreed upon policy for password information.
- 6) Critical software for the County has been detailed in the surveys. BS&A knowledge and long term expertise in Local Government computing is a must for the next IT services organization.
- 7) Support for Mobile applications and devices is growing. We have identified the number of tablets (iPad and Windows based). Also, understanding of WiFi security will be critical for the next IT services organization, as well as having an idea of “what is on the horizon” for Local Government IT needs and how they can support it.
- 8) Obviously, “cyber security” is at the top of the list of critical issues the future organization must address malware, ransomware, phishing, email exposure, USB intrusions, domain spoofing, etc. No organization is immune and proactive steps must be taken by the future IT services organization, both to prevent data breaches and what to do when they occur. We can include questions in the RFP that address this topic

CONCLUSIONS AND NEXT STEPS

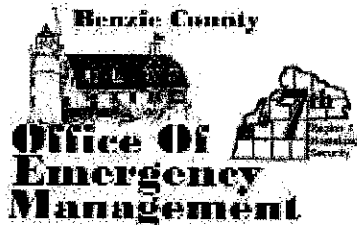
Based on the above information, Benzie County project stake holders need to inform Abilita on any discrepancies and/or misrepresentation in this document. Once this document is finalized, it then becomes the basis of the request for proposal and the Managed IT Services provider evaluation process.

Benzie County Managed IT Survey Results

Department	Devices to Support			Other (iPad, etc.)	Business Hours	Daily Applications					Infrequent Applications		Staff Size (Future)	Comments
	Desktop	Laptop / Notebook	Departmental Servers			SS&A	JIS	Word	StarPdesk					
19th Circuit Court Family Division	3	1	0	1	"After Hours"	SS&A							3-4	
SS&A Circuit Court Family Division	3	1	0	1	8am - 5pm plus Judge on call 24/7	SS&A	JMS (Judicial Management System)	Epson / HP / Adobe (scanning)					3	
Administration	3	0	0	0	8am - 5pm	SS&A	A/P	Payroll	GL				One additional member - CFO	Better management of the IT system, better management of the hardware services, and management of hardware is: letting us know what we should be preparing for.
Animal Control	2	0	0	0	7am - 4pm plus "After Hours" as required	SS&A	PAW Trax						3	WiFi
Building Dept.	5	0	0	0	8am - 5pm	SS&A	Edi net	Microsoft Office	StarPdesk				No	
Central Dispatch 911	7	1	1	0	24/7	Windows 8	Windows 8	SS&A Account Payable - General Ledger (Weekly)					9	Protection from automatic Windows updates that disrupt the servers when the update requires a reboot
County Clerk	8	1	1	0	8am - 5pm	SS&A	Microsoft Office	MICJIN	JIS	Diketo	Cherrylin	PaperVision Enterprise/PaperFlow	5	Timeliness and accuracy. Currently when something gets fixed, something else goes wrong.
Emergency Management	3	11				Adobe	EDRS w/ Fingerprint Scanner	Acrobat Reader DC	Priostar Software Scanner Software			Circuit Court Historical Data - Access	1 (25 to 30 volunteers that utilize computers in emergencies and disasters)	Only 4 of the computers have are currently covered under the counties maintenance agreement. The rest only access the Internet to run State of Michigan Software systems.
EMS	2	2	0	0	7am - 7pm	SS&A	Microsoft Office	MICJMS (WEBEDC)	ES&A Vision	Entrappas	Ident (Weekly)	CAMEO	No Changes	Prompt service
Equalization	3	0	0	0	8am - 5pm	SS&A	Microsoft Office	Imagetrax (web based) (24 hour/day)	EMS Manager (Aladric scheduler) (24 hour/day)			Python 2.7	3	
Maintenance	1	0	0	0	7am - 3:30pm	StarPdesk	Google Earth Pro	ES&I ArcGIS 10.3.1	Apex v4 pro	Microsoft Office 2010		DWG Trueview 2015		

Benzle County Managed IT Survey Results

MSU extension	1	4		8am - 5pm with After Hours as well	Epson Print / Scan Google Chrome	Acrobat Reader DC Internet Explorer	Microsoft Office 2013 and 2016	Malwarebytes	Zoom 3.5 and Zoom 4.0.2.115.0123				Cell phone services are difficult / inaccessible in their offices most days, better reception would improve workflow with campus & co-workers
Probate Court	3	1	0	8am - 5pm plus Probate Register on call	BS&A	AS	Microsoft Office 2010	Sharpdesk	Corel Word Perfect X5	GovToll		2	Would be awesome to have an IT individual present in the building on a specific day weekly so that any questions and/or issues we have could be addressed in person
Prosecutor	2	4		8am - 5pm	Firefox	Printer Software	Digital Court Recorder & Player (RBS)	MICSES				5	None additional
Register of Deeds	8	1	1	8am - 5pm 24/7 for Title Companies and others with Monthly Subscriptions	Idoc & Laredo by Fidar	BS&A						same	Monthly Subscribers (Title companies, etc) need 24/7 access from their offices via web to system (needs to be monitored), as well as back-ups and secure - also, updates to Windows can adversely affect system, need notification when they may occur - rely on backups - accountability on invoicing, honesty on bidding hardware needs (not confident currently)
Sheriff	20	15	2	24/7 (Microsoft Tablets)	Core Technologies Talon	30MS Premier One (Motorola)	Id Networks RMS	Id Networks Mobile	Core Technologies Multi-Bridge (Weekly)				LEIN Audit, non compliant with several areas. Current IT Vendor not up on LEIN Training.
Solid Waste / Recycling	0	1	0	8am - 5pm	Sharpdesk	A/P	Payroll	GL		Re-TRAC			No
Treasurer	3	2			BS&A Tax	BS&A Deliquent	BS&A G/L	BS&A Animal License	Microsoft Office 2013				Need support when setting up iPhones with the Exchange server, syncing calendar and VPN for outside access to the server on home/work laptop - 2 printers that are utilized daily
Totals	77	45	5	6									
All these number should be confirmed to make sure there isn't duplication													



Memorandum

To: Members of the Proposed Government Center Safety/Security Committee
From: Frank Post, Emergency Management Coordinator
Date: May 30, 2017
Subject: Establishment of a Government Center Safety and Security Committee

Attached is an agenda for an organizational meeting to address safety and security issues in the Benzie County Government Center. The purpose of this group is to develop some strategies in dealing with some of the security and safety concerns in the building. I do not want to identify specific issues but to develop a forum for these issues to be brought forward and a group tasked with addressing them.

Initial members of the committee as suggested by administration are

- Representative of the County Administration
- Emergency Management
- Representative of the Clerk's Office
- Representative of the Treasurer's Office
- Representative of the Register of Deeds
- Representative of the Prosecutors Office
- Representative of the Courts and Associated Offices
- Representative of DHS
- Maintenance Department
- Representative of the Sheriff's Office
- Representative of the Emergency Medical Services

We have set an organizational Meeting for 12 noon June 8th, 2017 in Room 134. If you or one of your staff cannot make this meeting, please e-mail me of who would receive e-mail correspondence for your organization. You can e-mail me at fpost@benzieco.net or call me at Ext. 555.

RECEIVED

JUN 07 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Benzie County
Security and Safety Committee
Meeting Agenda

Meeting Date: June 8th, 2017

Meeting Time: 12:00 Noon

Meeting Location: Room 134

1. Roll Call
2. Minutes of Prior Meeting
3. Introductions
4. New Business
 - A. Committee Purpose, Goals and Objectives
5. Committee Members Comments
6. Adjournment



MICHIGAN INDIGENT
DEFENSE COMMISSION

RECEIVED

MAY 25 2017

ADMINISTRATOR
OFFICE

May 23, 2017

Mr. Mitch Deisch
Benzie County Administrator
448 Court Place
Beulah MI 49617

**RE: APPROVAL OF MINIMUM STANDARDS FOR INDIGENT DEFENSE
REQUIREMENT FOR FUNDING UNITS TO SUBMIT COMPLIANCE PLANS**

Dear Mr. Deisch:

Pursuant to the Michigan Indigent Defense Commission (MIDC) Act, the Department of Licensing and Regulatory Affairs (LARA) has approved a first set of minimum standards for indigent criminal defense services. MCL 780.985(3-4).

I have enclosed a copy of these first four standards which involve education and training of defense counsel, the initial client interview, access to investigation and experts, and counsel at first appearance and other critical stages. Local funding units of the trial court now have 180 days from the date of LARA's **May 22, 2017** order approving standards to submit compliance plans to the MIDC. MCL 780.993(3). These compliance plans will be due to the MIDC **no later than November 20, 2017**.

To help implement these compliance plans, the MIDC has six Regional Managers assigned to different parts of the state Regional Manager to assist in the development of compliance plans. Regional Manager I have also enclosed a map with contact information for each Regional Manager.

To begin planning for compliance and projecting costs, please designate one person from the funding unit to serve as a point of contact (POC) for the MIDC. That POC should contact your assigned Regional Manager (see map) as soon as possible.

The MIDC Act is clear that implementation of these compliance plans is conditioned upon state funding. MCL 780.997(2). Local funding units do not need to pay any money above their average annual spending for the three fiscal years prior to July 1, 2013, and compliance costs above this amount **must be paid by the state**. MCL 780.993(6-7). The Regional Managers can help with the calculation of the local share and with projecting costs for compliance. Please be prepared to provide our Regional Managers the names of the attorneys accepting assigned cases for your court. A packet with answers to frequently asked questions is enclosed as a starting point for compliance planning.

There is a lot more detailed information on the MIDC website, including White Papers to help guide development of compliance plans and a guide to reforms of indigent defense delivery systems, www.michiganidc.gov. Please contact me if you have any other questions. The MIDC looks forward to working with you.

Sincerely,

Jonathan Sacks
Executive Director

Regional Manager Assignments

Contact: Marla McCowan
of Training, Outreach & Support
mmccowan@michiganidc.gov
(517) 388-6702



Jane Mathieu
jmathieu@nich.gov
(231) 492-2427

Barbara Klimaszewski
bklimaszewski@michiganidc.gov
 (989) 280-9498

Christopher Dennie
cdennie@michiganidc.gov
(616) 446-4080

Ashley Carter
acarter@nichd.nih.gov
(517) 582-2427

kmcdoniel@michiganidc.gov

Tanya Grillo
tgrillo@michiganidc.gov
(586) 638-6546



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

In the matter of:
The Michigan Indigent Defense Commission Proposed Minimum Standards

Issued and entered this 22nd day of May, 2017.

NOTICE AND ORDER APPROVING STANDARDS

1. MCL 780.985 outlines the procedure for the Michigan Indigent Defense Commission (MIDC) to propose minimum standards for the local delivery of indigent criminal defense services and for the Department of Licensing and Regulatory Affairs (LARA) to approve or reject those standards.
2. MCL 780.985(4) requires the MIDC to convene a public hearing on the standards. Following a public comment period, the MIDC held a public hearing on a first set of proposed minimum standards on August 18, 2015.
3. After the hearing and public comment, the MIDC submitted these first four proposed standards to the Michigan Supreme Court for consideration on January 4, 2016.
4. The Michigan Supreme Court accepted written comments on the standards beginning January 11, 2016 through May 1, 2016, and held a public hearing on the standards on May 18, 2016.
5. On June 1, 2016, the Michigan Supreme Court issued an order conditionally approving the proposed standards, subject to legislative amendments to the MIDC Act.
6. The legislative amendments went into effect January 4, 2017, shifting the MIDC from an independent agency housed within the Judicial Branch to one within LARA.
7. Pursuant to MCL 780.985(4), the MIDC submitted the standards to LARA for approval or rejection on February 7, 2017.
8. The MIDC Act as amended gave LARA the authority to prescribe a manner for interested parties to voice opposition to the proposed minimum standards. LARA published notice of a 30-day comment period, which ended March 9, 2017.
9. MCL 780.985(4) provides that the proposed minimum standards are final once they are approved by LARA.

IT IS THEREFORE ORDERED THAT

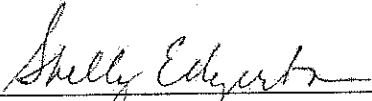
Following review of the standards and public comment, the MIDC's Proposed Minimum Standards 1 – 4 are hereby **APPROVED** by LARA.

The MIDC shall mail notice to indigent criminal defense systems pursuant to MCL 780.985(5). Indigent criminal defense systems shall have 180 days from the date of this order to submit compliance plans to the MIDC pursuant to MCL 780.993(3).

Petition for Review

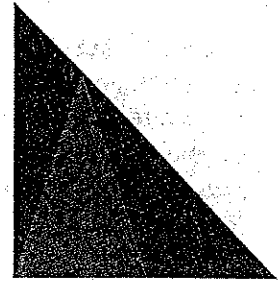
MCL §780.985(5) gives indigent criminal defense systems the ability to file a petition for review to determine whether the approved minimum standard is authorized by law. This petition must be filed in the Court of Claims within 60 days after the date of mailing notice of this Order on the recommended minimum standards.

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS



Shelly Edgerton, Director

May 22, 2017
Date



Minimum Standards for Indigent Criminal Defense Services

SET 1 - APPROVED BY THE DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS

May 22, 2017

Compliance plans and cost projections due November 20, 2017

Michigan Indigent Defense Commission

200 N. WASHINGTON SQUARE, 3RD FLOOR, LANSING, MICHIGAN, 48913 | INFO@MICHIGANIDC.GOV
(517) 657-3066
WWW.MICHIGANIDC.GOV

Standard 1 Education and Training of Defense Counsel

The MIDC Act requires adherence to the principle that "[d]efense counsel is required to attend continuing legal education relevant to counsel's indigent defense clients." MCL 780.991(2)(e). The United States Supreme Court has held that the constitutional right to counsel guaranteed by the Sixth Amendment includes the right to the effective assistance of counsel. The mere presence of a lawyer at a trial "is not enough to satisfy the constitutional command." *Strickland v. Washington*, 466 US 668, 685; 104 S Ct 2052, 2063; 80 L Ed 2d 674 (1984). Further, the Ninth Principle of The American Bar Association's *Ten Principles of a Public Defense Delivery System* provides that a public defense system, in order to provide effective assistance of counsel, must ensure that "Defense counsel is provided with and required to attend continuing legal education."

The MIDC proposed a minimum standard for the education and training of defense counsel. The version conditionally approved by the Court and submitted by the MIDC and approved by the department is as follows:

A. Knowledge of the law. Counsel shall have reasonable knowledge of substantive Michigan and federal law, constitutional law, criminal law, criminal procedure, rules of evidence, ethical rules and local practices. Counsel has a continuing obligation to have reasonable knowledge of the changes and developments in the law. "Reasonable knowledge" as used in this standard means knowledge of which a lawyer competent under MRPC 1.1 would be aware.

B. Knowledge of scientific evidence and applicable defenses. Counsel shall have reasonable knowledge of the forensic and scientific issues that can arise in a criminal case, the legal issues concerning defenses to a crime, and be reasonably able to effectively litigate those issues.

C. Knowledge of technology. Counsel shall be reasonably able to use office technology commonly used in the legal community, and technology used within the applicable court system. Counsel shall be reasonably able to thoroughly review materials that are provided in an electronic format.

D. Continuing education. Counsel shall annually complete continuing legal education courses relevant to the representation of the criminally accused. Counsel shall participate in skills training and educational programs in order to maintain and enhance overall preparation, oral and written advocacy, and litigation and negotiation skills. Lawyers can discharge this obligation for annual continuing legal education by attending local trainings or statewide conferences. Attorneys with fewer than two years of experience practicing criminal defense in Michigan shall participate in one basic skills acquisition class. All attorneys shall annually complete at least twelve hours of continuing legal education. Training shall be funded through compliance plans submitted by the local delivery system or other mechanism that does not place a financial burden on assigned counsel. The MIDC shall collect or direct the collection of data regarding the number of hours of continuing legal education offered to and attended by assigned counsel, shall analyze the quality of the training, and shall ensure that the effectiveness of the training be measurable and validated. A report regarding these data shall be submitted to the Court annually by April 1 for the previous calendar year.

Comment:

The minimum of twelve hours of training represents typical national and some local county requirements, and is accessible in existing programs offered statewide.

Standard 2 Initial Interview

The MIDC Act requires adherence to the principle that "[d]efense counsel is provided sufficient time and a space where attorney-client confidentiality is safeguarded for meetings with defense counsel's client." MCL 780.991(2)(a). United States Supreme Court precedent and American Bar Association Principles recognize that the "lack of time for adequate preparation and the lack of privacy for attorney-client consultation" can preclude "any lawyer from providing effective advice." See *United States v Morris*, 470 F3d 596, 602 (CA 6, 2006) (citing *United States v Cronin*, 466 US 648; 104 S Ct 2039; 80 L Ed 2d 657 (1984)). Further, the Fourth Principle of The American Bar Association's Ten Principles of a Public Defense Delivery System provides that a public defense system, in order to provide effective assistance of counsel, must ensure that "Defense counsel is provided sufficient time and a confidential space within which to meet with the client."

The MIDC proposed a minimum standard for the initial client interview. The version conditionally approved by the Court and submitted by the MIDC and approved by the department is as follows:

A. Timing and Purpose of the Interview: Counsel shall conduct a client interview as soon as practicable after appointment to represent the defendant in order to obtain information necessary to provide quality representation at the early stages of the case and to provide the client with information concerning counsel's representation and the case proceedings. The purpose of the initial interview is to: (1) establish the best possible relationship with the indigent client; (2) review charges; (3) determine whether a motion for pretrial release is appropriate; (4) determine the need to start-up any immediate investigations; (5) determine any immediate mental or physical health needs or need for foreign language interpreter assistance; and (6) advise that clients should not discuss the circumstances of the arrest or allegations with cellmates, law enforcement, family or anybody else without counsel present. Counsel shall conduct subsequent client interviews as needed. Following appointment, counsel shall conduct the initial interview with the client sufficiently before any subsequent court proceeding so as to be prepared for that proceeding. When a client is in local custody, counsel shall conduct an initial client intake interview within three business days after appointment. When a client is not in custody, counsel shall promptly deliver an introductory communication so that the client may follow-up and schedule a meeting. If confidential videoconference facilities are made available for trial attorneys, visits should at least be scheduled within three business days. If an indigent defendant is in the custody of the Michigan Department of Corrections (MDOC) or detained in a different county from where the defendant is charged, counsel should arrange for a confidential client visit in advance of the first pretrial hearing.

B. Setting of the interview: All client interviews shall be conducted in a private and confidential setting to the extent reasonably possible. The indigent criminal defense system shall ensure the necessary accommodations for private discussions between counsel and clients in courthouses, lock-ups, jails, prisons, detention centers, and other places where clients must confer with counsel.

C. Preparation: Counsel shall obtain copies of any relevant documents which are available, including copies of any charging documents, recommendations and reports concerning pretrial release, and discoverable material.

D. Client status:

1. Counsel shall evaluate whether the client is capable of participation in his/her representation, understands the charges, and has some basic comprehension of criminal procedure. Counsel has a continuing responsibility to evaluate, and, where appropriate, raise as an issue for the court the client's capacity to stand trial or to enter a plea pursuant to MCR 6.125 and MCL 330.2020. Counsel shall take appropriate action where there are any questions about a client's competency.

2. Where counsel is unable to communicate with the client because of language or communication differences, counsel shall take whatever steps are necessary to fully explain the proceedings in a language or form of communication the client can understand. Steps include seeking the appointment of an interpreter to assist with pretrial preparation, interviews, investigation, and in-court proceedings, or other accommodations pursuant to MCR. 1.111.

Comments:

1. The MIDC recognizes that counsel cannot ensure communication prior to court with an out of custody indigent client. For out of custody clients the standard instead requires the attorney to notify clients of the need for a prompt interview.

2. The requirement of a meeting within three business days is typical of national requirements (Florida Performance Guidelines suggest 72 hours; in Massachusetts, the Committee for Public Counsel Services Assigned Counsel Manual requires a visit within three business days for custody clients; the Supreme Court of Nevada issued a performance standard requiring an initial interview within 72 hours of appointment).

3. Certain indigent criminal defense systems only pay counsel for limited client visits in custody. In these jurisdictions, compliance plans with this standard will need to guarantee funding for multiple visits.

4. In certain systems, counsel is not immediately notified of appointments to represent indigent clients. In these jurisdictions, compliance plans must resolve any issues with the failure to provide timely notification.

5. Some jurisdictions do not have discovery prepared for trial counsel within three business days. The MIDC expects that this minimum standard can be used to push for local reforms to immediately provide electronic discovery upon appointment.

6. The three-business-day requirement is specific to clients in "local" custody because some indigent defendants are in the custody of the Michigan Department of Corrections (MDOC) while other defendants might be in jail in a different county from the charging offense.

7. In jurisdictions with a large client population in MDOC custody or rural jurisdictions requiring distant client visits compliance plans might provide for visits through confidential videoconferencing.

8. Systems without adequate settings for confidential visits for either in-custody or out-of-custody clients will need compliance plans to create this space.

9. This standard only involves the initial client interview. Other confidential client interviews are expected, as necessary.

Standard 3 Investigation and Experts

The United States Supreme Court has held: (1) "counsel has a duty to make reasonable investigations or to make a reasonable decision that makes particular investigations unnecessary." *Strickland v Washington*, 466 US 668, 691; 104 S Ct 2052, 2066; 80 L Ed 2d 674 (1984); and (2) "[c]riminal cases will arise where the only reasonable and available defense strategy requires consultation with experts or introduction of expert evidence, whether pretrial, at trial, or both." *Harrington v Richter*, 562 US 86, 106; 131 S Ct 770, 788; 178 L Ed 2d 624 (2011). The MIDC Act authorizes "minimum standards for the local delivery of indigent criminal defense services providing effective assistance of counsel..." MCL 780.985(3).

The MIDC proposed a minimum standard for investigations and experts. The version conditionally approved by the Court and submitted by the MIDC and approved by the department is as follows:

- A. Counsel shall conduct an independent investigation of the charges and offense as promptly as practicable.
- B. When appropriate, counsel shall request funds to retain an investigator to assist with the client's defense. Reasonable requests must be funded.
- C. Counsel shall request the assistance of experts where it is reasonably necessary to prepare the defense and rebut the prosecution's case. Reasonable requests must be funded as required by law.
- D. Counsel has a continuing duty to evaluate a case for appropriate defense investigations or expert assistance. Decisions to limit investigation must take into consideration the client's wishes and the client's version of the facts.

Comments:

- 1. *The MIDC recognizes that counsel can make "a reasonable decision that makes particular investigations unnecessary" after a review of discovery and an interview with the client. Decisions to limit investigation should not be made merely on the basis of discovery or representations made by the government.*
- 2. *The MIDC emphasizes that a client's professed desire to plead guilty does not automatically alleviate the need to investigate.*
- 3. *Counsel should inform clients of the progress of investigations pertaining to their case.*
- 4. *Expected increased costs from an increase in investigations and expert use will be tackled in compliance plans.*

Standard 4 Counsel at First Appearance and other Critical Stages

The MIDC Act provides that standards shall be established to effectuate the following: (1) "All adults, except those appearing with retained counsel or those who have made an informed waiver of counsel, shall be screened for eligibility under this act, and counsel shall be assigned as soon as an indigent adult is determined to be eligible for indigent criminal defense services." MCL 780.991(1)(c); (2) "A preliminary inquiry regarding, and the determination of, the indigency of any defendant shall be made by the court not later than at the defendant's first appearance in court. MCL 780.991(3)(a); (3) "...counsel continuously represents and

personally appears at every court appearance throughout the pendency of the case." MCL 780.991(2)(d)(emphasis added).

The MIDC proposed a minimum standard on counsel at first appearance and other critical stages. The version conditionally approved by the Court and submitted by the MIDC and approved by the department is as follows:

A. Counsel shall be assigned as soon as the defendant is determined to be eligible for indigent criminal defense services. The indigency determination shall be made and counsel appointed to provide assistance to the defendant as soon as the defendant's liberty is subject to restriction by a magistrate or judge. Representation includes but is not limited to the arraignment on the complaint and warrant. Where there are case-specific interim bonds set, counsel at arraignment shall be prepared to make a de novo argument regarding an appropriate bond regardless of and, indeed, in the face of, an interim bond set prior to arraignment which has no precedential effect on bond-setting at arraignment. Nothing in this paragraph shall prevent the defendant from making an informed waiver of counsel.

B. All persons determined to be eligible for indigent criminal defense services shall also have appointed counsel at pre-trial proceedings, during plea negotiations and at other critical stages, whether in court or out of court.

Comments:

1. The proposed standard addresses an indigent defendant's right to counsel at every court appearance and is not addressing vertical representation (same defense counsel continuously represents) which will be the subject of a future minimum standard as described in MCL 780.991(2)(d).

2. One of several potential compliance plans for this standard may use an on-duty arraignment attorney to represent defendants. This appointment may be a limited appearance for arraignment only with subsequent appointment of different counsel for future proceedings. In this manner, actual indigency determinations may still be made during the arraignment.

3. Among other duties, lawyering at first appearance should consist of an explanation of the criminal justice process, advice on what topics to discuss with the judge, a focus on the potential for pre-trial release, or achieving dispositions outside of the criminal justice system via civil infraction or dismissal. In rare cases, if an attorney has reviewed discovery and has an opportunity for a confidential discussion with her client, there may be a criminal disposition at arraignment.

4. The MIDC anticipates creative and cost-effective compliance plans like representation and advocacy through videoconferencing or consolidated arraignment schedules between multiple district courts.

5. This standard does not preclude the setting of interim bonds to allow for the release of in-custody defendants. The intent is not to lengthen any jail stays. The MIDC believes that case-specific interim bond determinations should be discouraged. Formal arraignment and the formal setting of bond should be done as quickly as possible.

6. Any waiver of the right to counsel must be both unequivocal and knowing, intelligent, and voluntary. People v Anderson, 398 Mich 361; 247 NW2d 857 (1976). The uncounseled defendant must have sufficient information to make an intelligent choice dependent on a range of case-specific factors, including his education or sophistication, the complexity or easily grasped nature of the charge, and the stage of the proceeding.

Frequently Asked Questions and Answers **for Funding Units Planning Compliance** **with the MIDC Act and MIDC's Standards**

Where do I find.....

The MIDC's website: www.michiganidc.gov

Information about the Commission:

<http://michiganidc.gov/michigan-indigent-defense-commission/>

Regional Manager Contact Information (attached and here):

<http://bit.ly/MIDCRMmap>

The MIDC Act (PA 93 of 2013, M.C.L. §780.981 et seq effective July 1, 2013, amended January 4, 2017):

<http://michiganidc.gov/wp-content/uploads/2017/02/mcl-Act-93-of-2013-amended.pdf>

The MIDC's standards for indigent defense delivery systems:

<http://michiganidc.gov/standards/>

White papers to help guide implementation of the first four standards:

http://michiganidc.gov/wp-content/uploads/2017/03/White-Papers_Complete-Set-with-Standards.pdf

An overview of the compliance process:

Where does it say in the MIDC Act...



That a "system" means the funding unit...

"'Indigent criminal defense system' or 'system' means either of the following: (i) The local unit of government that funds a trial court. (ii) If a trial court is funded by more than 1 local unit of government, those local units of government, collectively." M.C.L. §789.983(g).

That systems don't have to pay...

"An indigent criminal defense system shall not be required to provide funds in excess of its local share." M.C.L. §780.993. Further, "A system's duty of compliance ... is contingent upon receipt of a grant in the amount contained in the plan and cost analysis approved by the MIDC." M.C.L. 780.997(2).

That systems have to comply...

All indigent defense delivery systems must submit a plan for compliance with the standards enacted by the MIDC. M.C.L. §780.993.

When systems have to submit a compliance plan (initially and yearly requirements)...

"No later than 180 days after a standard is approved by the department, each indigent criminal defense system shall submit a plan to the MIDC for the provision of indigent criminal defense services in a manner as determined by the MIDC and shall submit an annual plan for the following state fiscal year on or before February 1 of each year." M.C.L. §780.993(3).

That Judges are encouraged to participate...

"The delivery of indigent criminal defense services shall be independent of the judiciary but ensure that the judges of this state are permitted and encouraged to contribute information and advice concerning that delivery of indigent criminal defense services." M.C.L. §780.991(1)(a).

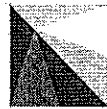
That Defense attorneys are equal partners in the criminal justice system...

"The MIDC shall be mindful that defense attorneys who provide indigent criminal defense services are partners with the prosecution, law enforcement, and the judiciary in the criminal justice system." M.C.L. §780.989(4).

Compliance planning process

1. Create a workgroup with local stakeholders. This includes the funding unit, court staff and/or judges, current or future attorneys providing indigent defense services, and prosecutors.
2. Evaluate the local delivery method for compliance with the first set of standards: training and education, initial interviews, use of experts and investigators, and counsel at first appearance and other critical stages.
3. Determine the local share, or funding that must be maintained for the system. A worksheet is attached.
4. Consider the second set of standards proposed by the MIDC, including: independence from the judiciary, caseload capacities, economic incentives and disincentives, and qualification and review of assigned counsel.
5. Weigh the pros and cons of large scale delivery system reform. The MIDC published a guide called *DELIVERY SYSTEM REFORM MODELS: PLANNING IMPROVEMENTS IN PUBLIC DEFENSE* (December 2016), which is available online at <http://bit.ly/midcguide>.
6. Identify a project manager for the workgroup, or point person for questions, concerns and compliance plan submission to the MIDC.
7. Identify and list all attorneys the funding unit intends to provide indigent defense, with contact information, Michigan license (P#) and years of experience practicing criminal defense in Michigan.
8. Draft ideas for compliance with the standards and consult with the MIDC Regional Manager for ideas about compliance models.

Local Share Calculation



MICHIGAN INDIGENT
DEFENSE COMMISSION

"Local share' or 'share' means an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC [Act on July 1, 2013]..., excluding money reimbursed to the system by individuals determined to be partially indigent." M.C.L. §780.983.

Note: the local share calculation does not include indirect costs to systems for indigent defense.

Expenditures

- Payments to criminal defense attorneys (contracts, public defenders, appointed systems, hybrid systems) for providing indigent adult criminal defense services
- Payments to experts and private investigators
- Expenses paid to defense counsel related to indigent criminal defense services provided (office supplies, postage, mileage)
- Indigent criminal defense services for adult drug court and counsel for specialty courts (as long as counsel is paid for providing indigent criminal defense services)
- Indigent criminal defense services for criminal contempt
- Indigent criminal defense services for juveniles waived into adult court
- Indigent criminal defense services for appeals from District Court to Circuit Court or interlocutory appeals to the Court of Appeals (rule of thumb: if not SADO or MAACS, it likely qualifies as an expense)

Services Not Included as Expenditures

- Post-sentencing appeals
- Probate
- Abuse and Neglect
- Juvenile delinquency
- Civil Contempt
- Counsel at lineup (pre-charges filed)

Reimbursements

- Fees that indigent defendants pay back to a court for indigent criminal defense services
- Michigan Department of Corrections payment for indigent criminal defense services to indigent MDOC prisoners
- Exclude any other reimbursements or fees levied upon indigent individuals other than those fees and/or costs for indigent criminal defense services

Totals and Baseline Amount

- The sum totals of expenses and reimbursements are calculated. Reimbursements are subtracted from the expenses. The sum totals for the three fiscal years [typically, years 2010, 2011, and 2012] are divided by three (3) to determine the baseline amount.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
SOLID WASTE AND
EMERGENCY RESPONSE

NOW THE
OFFICE OF LAND AND
EMERGENCY MANAGEMENT

May 31, 2017

Mr. Mitchell D. Deisch
Benzie County Administrator
Benzie County Brownfield Redevelopment Authority
448 Court Place
Beulah, MI 49617

Dear Mr. Deisch:

Thank you for submitting a grant proposal to the Environmental Protection Agency's (EPA) National Brownfields Program Grant competition. I regret to inform you that your proposal was not selected because it did not score high enough on the ranking criteria established in the FY17 Proposal Guidelines for Brownfields Assessment and Cleanup Grants. EPA received over 500 proposals requesting over 740 grants for consideration and had funds to award approximately 200 grants from the highest ranking proposals.

Your proposal was evaluated along with other proposals received by the deadline as part of the FY17 National Brownfields Program Grant competition. All of the proposals were evaluated by panels consisting of EPA staff, as well as other federal representatives. These panels assessed how well the proposals met the criteria outlined in the proposal guidelines.

Although your proposal was unsuccessful this round, we encourage you to consider reapplying in the FY18 grant competition cycle should funding become available. In addition, if you have questions as to why you were not selected for funding, you may request a debriefing from your EPA Regional Brownfields Contact within fifteen calendar days of receiving this letter. For further information about the debriefing process and any dispute rights with respect to competition-related issues under this announcement, please refer to Section VI.F. of the proposal guidelines.

If you have questions regarding the next Assessment, Revolving Loan Fund, and Cleanup Grant competition, please contact your EPA Regional Brownfields Contact, Matt Didier, at 312-353-2112 or didier.matthew@epa.gov.

I commend your efforts and appreciate the time and energy you put into preparing your grant proposal. Although your proposal was not selected, we thank you for your continued efforts to return brownfields to productive reuse.

Sincerely,

A handwritten signature in dark ink, appearing to read "David R. Lloyd", is written over a faint, circular official stamp.

David R. Lloyd, Director
Office of Brownfields and Land Revitalization

cc: Matt Didier

FINANCE REPORT

LAND SALE PROCEEDS ACCOUNTS: NET PROCEEDS CALCULATIONS:

Categories of claims against Land Sale Proceeds and Contingent Liabilities are specified in MCL 211.78m(8). To simplify, those categories are:

- (a) Pay all taxes, interest and fees to the Delinquent Tax Revolving Fund.
- (b) Pay all costs of advertising and running the auction.
- (c) Pay all costs of the forfeiture and/or foreclosure proceedings for the year, such as, costs of mailing, publication, personal service, and outside contractors, etc.
- (d) Reimburse any shortfalls from previous years.
- (e) Reimburse any maintenance costs including clean up, demolition, and/or environmental remediation.
- (f) If the foreclosing governmental unit is not the State, any of the following apply:

Proceeds from subsequent years can be used to reimburse shortfalls from current year.

Pay any cost for the defense of title actions.

Pay any other administrative costs of forfeiture, foreclosure and/or property sale and/or management.

Land Sale Proceeds from the 2015 auction for delinquent 2012 taxes.

Parcel #	Delinquent taxes	Sale Amount
10-01-080-032-00	10,421.83	10,421.83 to LBA
10-01-140-035-00	1,156.30	1,248.12
10-01-210-024-00	9,104.10	12,746.44
10-01-501-001-00	556.10	556.10 to LBA
10-01-501-002-00	556.10	556.10 to LBA
10-01-501-003-00	556.10	556.10 to LBA
10-01-501-021-00	556.10	556.10 to LBA
10-01-501-022-00	556.10	556.10 to LBA
10-01-501-023-00	556.10	556.10 to LBA
10-01-501-024-00	556.10	556.10 to LBA
10-01-501-025-00	556.10	556.10 to LBA
10-01-506-002-41	712.51	712.51 to LBA
10-01-506-002-42	502.52	502.52 to LBA
10-01-506-002-43	502.52	502.52 to LBA
10-02-516-053-00	945.91	25,050.95
10-06-501-003-00	1,489.23	11,600.54
10-07-011-016-10	1,923.15	14,144.31
10-07-501-043-30	347.44	100.00
10-07-508-012-00	717.00	717.00 to LBA
10-07-508-013-00	1,730.11	1,730.11 to LBA
10-08-027-005-00	4,356.79	37,631.96
Totals	38,358.21	121,557.61

Less Delinquent Taxes	38,358.21
Less Attorney Fees	1,662.00
Less Publication & Postage	-
Shortfall from previous years	-
Less maintenance costs	-

Available for transfer to General Fund: \$ 81,537.40

RECEIVED

JUN 05 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Human Resources (HR) Report

**HR Committee
Meeting Notes
May 23, 2017**

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

Present: Art Jeannot, Gary Sauer and Evan Warsecke
Others Present: Mitch Deisch, Maridee Cutler, Tammy Bowers, Michelle Thompson,
Ted Schendel, David Schaffer, Kyle Rosa, Ron Berns, Amy Bissell

The pledge of allegiance was given.

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

Minutes: No minutes were in the packet.

2:31 p.m. Public Input - None

Ron Berns, 911 Director: Presented the Rules of Conduct 17-00017 Policy for his personnel. The County Administrator stated that this is information for the HR Committee. **Motion by Jeannot, seconded by Sauer, to acknowledge that the Rules of Conduct 17-00017 Policy regarding Benzie County Central Dispatch was brought before the HR Committee. Ayes: All Nays: None Motion carried.**

Ted Schendel, Sheriff and Kyle Rosa, Undersheriff: Discussion was held regarding the lateral transfer of the court bailiff/court officer. Marty Blank put himself through the Academy and is now M.C.O.L.E.S. certified. This will be a benefit to the County. Now that he is M.C.O.L.E.S certified he can take action anywhere, be it in the courtroom or serving civil process. There will be an increase to his salary of \$500.00 for the remainder of this fiscal year and \$1,500.00 a year thereafter. **Motion by Jeannot, seconded by Sauer, that the record reflect the Sheriff and Undersheriff report this to the HR committee. Ayes: All Nays: None. Motion carried.**

Mitch Deisch, County Administrator: Presented the Finance/Information Technology Director job description. He is still planning on sitting down with other County Administrators and Financial personnel in the surrounding counties for more information. Looking for direction from the HR Committee. No action is needed at this time.

Comm. Jeannot stated he is not looking at this person acting as an auditor and some of the duties are currently being done by the Deputy County Administrator.

Michelle Thompson stated that duties under 12, 13, 14 and 15 are currently being done in her office.

Compensation Plan Spreadsheet: Maridee Cutler handed out spreadsheets regarding employee wage and benefits. Next step is to work with Networks Northwest to obtain information from the surrounding counties. No action needed at this time.

Other: None

Public Input: None

Motion by Warsecke, seconded by Jeannot, to adjourn at 3:31 p.m. Ayes: Jeannot, Sauer and Warsecke Nays: None Motion carried.

Tammy Bowers
Benzie County Chief Deputy Clerk

DRAFT

Committee Appointments

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: 5-17-17

Name: KENNETH J. LAURENCE

Address (including PO Box): 3154 BANCROFT RD HONOR, MI 49640

County District: 2 CELL Home Telephone: (248) 310-0871

Occupation: RETIRED Business Telephone: —

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

1. AIRPORT AUTHORITY BOARD

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

SEE ATTACHED RESUME

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

RECEIVED

1/8/14

MAY 18 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Kenneth J Laurence Sr.

3154 Bancroft Road
Honor, MI 49640-9717

Cell: (248) 310-0871

Email: kjlaurence@aol.com

DOB: 12/19/1946

Objective

Serve on the Frankfort City County Airport Authority as the Benzie County representative to help oversee, manage and improve the overall operations of the airport while increasing its value and benefits to the citizens of Benzie County.

Experience

Frankfort City County Airport Authority

2014 – 2016

- Served as the chairman of the operations committee. Had to step down due to personal family issues which are now resolved

Orange Lake Resort and Country Club, Kissimmee, FL.

2002 – Present

- Presently the President of the Orange Lake Condominium Owners Association.
- Oversee and manage the operations and maintenance of the largest time - share operation in the US with 3,500 condominiums. The current Operations and Reserve budgets exceed \$75 million dollars a year.

Chrysler Corporation - Auburn Hills, MI

1969 -2001

- Spent 35 years at Chrysler serving in many different capacities of Sales and Marketing. Retired in 2001 as Director of Global Marketing overseeing and managing marketing and media operations in over 200 countries with a budget of \$2.2 Billion Dollars.

RECEIVED

MAY 18 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

AdCraft Club of Detroit – Detroit, MI

1990 – 2001

- Member Board of Directors

Detroit Advertising Association – Detroit, MI

1990 – 2001

- Lifetime Member
- Board of Directors

Education

B.S Degree in Business Management & Education

Northern Illinois University DeKalb, IL

1969

Graduation Diploma

McHenry Community High School

McHenry, IL

1965

Interests

- Flying - Private & Instrument Rated Pilot
- Golf
- Family time
- Traveling

RECEIVED

MAY 18 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: 5-23-17

Name: Keith O'Neil

Address (including PO Box): 4904 S. Manor Dr, Cedar, MI 49621

County District: Leelanau

Home Telephone: 231-835-1106

Occupation: Paramedic Firefighter

Business Telephone: _____

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

1. EMS - Paramedic

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

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

RECEIVED

MAY 25 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

1/8/14

Keith Paul O'Neil

4904 South Manor Dr. Cedar MI 49621 Cell: 231-835-1106

Work Experience:

Cedar Area Fire & Rescue

- Full-time March 16, 2017 – Present
- Part-time / Paid on Call hire date May 2014
- Captain Firefighter / Paramedic – respond to 911 calls within Solon / Centerville / Cleveland / Kasson Townships, and other townships when mutual-aid is requested. As a Captain, I am responsible for supervising & disciplining members under direction of the fire chief. I have also implemented change within CAFR SOP, and Daily Operations.
- Captain / Fire Training Officer (January 2016 – Present) – schedule & coordinate fire training for 19 members, to follow CAFR training SOP & the State of Michigan Part 74 Firefighters training requirements. This training involves on-line, didactic, practical, and scheduling guest instructors. I also track CAFR new employees training making sure they are keeping up with CAFR Training PQS Manual; then I report to the chief on their progression, and supported the findings with documentation. I track all 19 members training, and make sure all training records are filled appropriately.
- April 21, 2017, I submitted paperwork to the State of Michigan to make Cedar Area Fire & Rescue a EMS Continuing Education Sponsorship Site.

Leland Township Fire & Rescue:

- Part-time May 1, 2017 – Present
- Fulltime April 2013 – April 2017
- Firefighter / Paramedic – respond to all 911 calls within Leland Township, and other townships when mutual-aid is requested. I have been Incident Command on structure fires / motor vehicle collision / Lake Michigan water rescue utilizing multiagency involvement. As a Paramedic, I also take all responsibility over patient care when working with lower licensed medical providers on all EMS calls. I am also involved with completing station duties, and other task assigned by the chief.
- Fire Training Officer (July 2013 – February 2017) – schedule & coordinate fire training for 25 members, to follow LTFR training SOP & the State of Michigan Part 74 Firefighters training. This training involves on-line, didactic, practical, and scheduling guest instructors. I also track LTFR new employees training making sure they are keeping up with LTFR Training PQS Manual; then I report to the chief on their progression, and supported the findings with documentation. I track all 25 members training, and make sure all training records are filled appropriately. Resigned from the Training Officer position February 1, 2017.

Keith Paul O'Neil

4904 South Manor Dr. Cedar MI 49621 Cell: 231-835-1106

- 2015 Firefighter of the Year Award
- July 2013, I obtained LTFR State of Michigan approval to teach EMS Continuing Education within LTFR Department. I then obtained LTFR State approval for an EMS Consortium which allowed Northport EMS (Leelanau Emergency Services) to teach EMS continuing education at their station.

Kalkaska EMS

- August 2013 – December 2015, Pool Paramedic
- I worked as a Paramedic covering all 911 and transfer calls within Kalkaska County.

Huron Valley Ambulance

- December 2001 – September 2013, Senior Paramedic
- I worked as a Paramedic that covered 911 calls / transfers / special events
- Senior Paramedic – responsible for training new employees, supervising new employees while they were on your assigned ambulance, reporting any issues or concerns to the Road Supervisor.
- MICU (Mobile Intensive Care Unit) Paramedic – managing critical patients during transfers via IV Pump, Ventilator, IV Drip Medications (Norepinephrine, Propofol, Dopamine Drips, etc.)
- Specialized Teams: HazMAT, Washtenaw County Technical Rescue Team, Bike Team)
- Proctored EMS National Registry Testing (Airway, Static & Dynamic Cardiology, IV Station)

Jackson Community College

- August 2008 – April 2013, EMS Adjunct Instructor
- Taught 7 EMT Basic classes, and 1 MFR class as the Primary Instructor
- Coordinated American Heart Association classes, BLS HCP / Heart Saver / ACLS / PALS
- Assisted with Clinical Instruction for Paramedic students.

Education

- Siena Heights University (7 classes shy of a Bachelor Degree in Public Safety Studies)
- Jackson Community College (Paramedic Certificate)
- Kellogg Community College (UMBC CCMT-P Certificate & Paramedic IC)
- Holiness Christian School (Diploma 1989)

Keith Paul O'Neil

4904 South Manor Dr. Cedar MI 49621 Cell: 231-835-1106

License

- Paramedic # 3201009762
- Paramedic Instructor Coordinator # 3205002094

Certificate

- Fire Instructor 1
- Company Officer 1 & 2
- NIMS 100 / 200 / 300 / 400 / 700 / 800
- Firefighter 1 & 2
- HazMat Operations Level

References

- Dan Petroskey, CAFR Fire Chief, 231-633-5296
- Don McMullen, CAFR EMS Captain, 231-499-5820

THE CIRCUIT COURT

HONORABLE DAVID A. THOMPSON
CHIEF JUDGE

PATRICIA A. HEINS
CIRCUIT COURT ADMINISTRATOR

MICHELE LANTIS, CSR
OFFICIAL COURT REPORTER

KAREN FELICZAK
ADR CLERK



STATE OF MICHIGAN
19TH JUDICIAL CIRCUIT
MANISTEE AND BENZIE COUNTIES

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

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

June 8, 2017

Board of Commissioners
Benzie County
448 Court Place
Beulah, MI 49617

Re: Jury Board Recommendation

Dear Commissioners:

I have been advised by Dawn Olney, Benzie Clerk, that Benzie County Jury Board member Gail Nugent is no longer a resident of Benzie County and thus unable to continue her service on the jury board.. I have also been advised by Ms.Olney that Janice A. Robinson Mick has expressed an interest in the vacancy. Therefore, it is my recommendation that Janice A. Robinson Mick be appointed to the Benzie County Jury Board to fill the remainder of Ms. Nugent's Jury Board term.

Sincerely yours,

Hon. David A. Thompson
19th Circuit Judge

DAT/pah

Cc: D. Olney, Benzie County Clerk
File

ACTION ITEMS

SHERIFF PATROL AGREEMENT

Revised

AGREEMENT, made this 26th day of May, 2017, between the County of Benzie (hereinafter designated "County"), the Benzie County Sheriff (hereinafter designated "Sheriff"), and, Crystal Beach Cottager's Association, Benzie County, Michigan (hereinafter designated "C.B.C.A.").

WITNESSETH

WHEREAS, Public Act 40 of 1967, as amended (MSA 5.916) (MCL 45.406) (CL=29 Section 1351) authorizes the Sheriff to appoint Deputy Sheriffs to protect private interests.

AND WHEREAS, PA 486, 1978, MCLA 45.401 CL=29 Section 1346, MSA 5.911 Section 1346, MSA 5.911 Section 1, provides that Counties pay the salaries of Sheriff Deputies in lieu of fees,

AND WHEREAS, PA 237.1919, MCLA 45.401: MSA 5.911 provides that all fees collected by the Sheriff shall be paid to the County,

AND WHEREAS, MCLA 45.3 CL 29 Section 1101, MSA 5.283, provides Counties may make all necessary contracts in relation to the property and concerns of the County.

AND WHEREAS, the C.B.C.A. desires to enter into an agreement with the County for additional police protection by the Sheriff on its premises.

NOW, THEREFORE, in consideration of the promises and covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties as follows:

1. The County, under the authority of the aforementioned Public Acts and Michigan Statutes, hereby calls upon the Sheriff to furnish additional special police protection from 1851 S. Shore East to 2744 S. Shore East, for enforcement of all State Laws, subject to the terms and conditions hereinafter contained.

Along the aforesaid route to be patrolled, the Sheriff shall have discretion in deciding the portions of the total patrol time to be spent on the route based on where, in his professional judgment, the greatest hazards exist.

2. Within the limitations of available manpower, the Sheriff shall provide one Deputy Sheriff up to five (5) hours per week patrol time, the exact hours per day of the week to be decided by the Sheriff on the basis of his best professional judgment as regards hazard times.
 - 2a. The Sheriff agrees that the C.B.C.A. patrol shall be assigned at least 90% of available time in assignment of random stationary radar traffic enforcement where speeding is most likely to occur when not responding or investigating complaints generated in patrol area.
3. All deputy patrols shall be between the hours of 8:00 AM and 9:00 PM unless needs demand additional time changes.

4. The C.B.C.A. agrees to give the Sheriff a one (1) week notice of any additional time or change needed, subject to the limitation in paragraph 7.
5. All deputy patrols shall be maintained by a deputy who is a certified police officer in accordance with the MI Commission on Law Enforcement Standards (MCOLES).
6. All deputy patrols shall be operated by a sworn Deputy Sheriff in full uniform.
7. The C.B.C.A. shall reimburse the County of Benzie Forty-Five Dollars (\$45.00) for each hour or part thereof for fractional hours; provided, however, the total amount required to be paid shall not exceed: (1,530.00) the amount required for a total of 34 hours. C.B.C.A. agrees to pay fifty percent (50%) \$765.00 of the total proposed contract before service commences on July 1, 2017.
8. The patrols shall commence on July 1, 2017 and continue through August 13, 2017, or sooner, subject to the needs of the C.B.C.A.
9. The normal Sheriff's police protection shall be continued throughout the County and shall not be reduced as a result of the agreement contained herein, or as a result of additional police services provided herein.
10. The Deputy Sheriffs shall not be utilized by the C.B.C.A. for functions or duties other than those of a law enforcement or police protection nature.
11. All Deputies shall be full-time Deputy Sheriffs, and be directly accountable to the Sheriff.
12. The Sheriff shall provide to the C.B.C.A. biweekly accounting of the hours, which the deputies have worked in accordance with this agreement. These biweekly reports shall include the applicable stationary radar hours so performed and in addition tickets and warnings issued. Billing for 2nd half shall be on or about August 31st 2017.
13. The C.B.C.A. shall draft a check payable to the County of Benzie and shall forward that document to the Benzie County Sheriff's Department, 505 S. Michigan Ave, Beulah, Michigan 49617, after services have been rendered to the C.B.C.A.

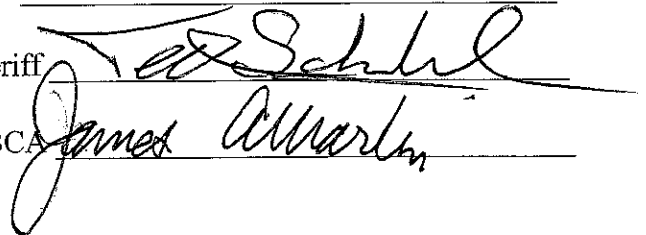
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written.

County of Benzie:

Custer C. Carland, Chair

Ted Schendel, Sheriff

James A. Martin - Chair, CBCA

The block contains two handwritten signatures. The first signature, in dark ink, is "Ted Schendel" and is written over a horizontal line. The second signature, in lighter ink, is "James A. Martin" and is also written over a horizontal line.

Revised

SHERIFF PATROL AGREEMENT

AGREEMENT, made this 24th day of May 2017, between the County of Benzie (hereinafter designated "County"), the Benzie County Sheriff (hereinafter designated "Sheriff") and Lake Township, Benzie County, Michigan (hereinafter designated "Lake Twp.").

WITNESSETH

WHEREAS, Public Act 40 of 1967, as amended (MSA 5.916) (MCL 45.406) (CL=29 Section 1351) authorizes the Sheriff to appoint Deputy Sheriffs to protect private interests.

AND WHEREAS, PA 486, 1978, MCLA 45.401 CL=29 Section 1346, MSA 5.911 Section 1346, MSA 5.911 Section 1, provides that Counties pay the salaries of Sheriff Deputies in lieu of fees,

AND WHEREAS, PA 237.1919, MCLA 45.401: MSA 5.911 provides that all fees collected by the Sheriff shall be paid to the County,

AND WHEREAS, MCLA 45.3 CL 29 Section 1101, MSA 5.283, provides Counties may make all necessary contracts in relation to the property and concerns of the County.

AND WHEREAS, the Lake Twp., Benzie County, Michigan desires to enter into an agreement with the County for additional police protection by the Sheriff in the Twp. of Lake.

NOW, THEREFORE, in consideration of the premises and covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties as follows:

1. The County, under the authority of the aforementioned Public Acts and Michigan Statutes, hereby calls upon the Sheriff to furnish additional special patrol protection in the Township of Lake for enforcement of all State laws, subject to the terms and conditions hereinafter contained.

In the aforesaid area to be patrolled, the Sheriff shall have discretion in deciding the portions of the total patrol time to be spent on the various route portions based on where, in his professional judgment, the greatest hazards exist or as requested by the Lake Twp. Supervisor.

2. Within the limitations of available manpower, the Sheriff shall provide one Deputy for extra patrol.
3. The extra patrol shall be from as needs demand. The area of patrol shall be: M-22 Platte River Bridge and Birch Trail Rd. (Illegal parking in No Parking Zones and parking with two wheels on the road of Birch Trail impeding traffic.) Lake Michigan Road including drive through Lake Twp. Parking lot. Deadstream Road from M-22 to Township limit near Miller's Resort Sign. Sutter Rd. and the complete Township.
4. Lake Twp., agrees to give the Sheriff a one (1) week notice of any additional time or change needed, subject to the limitation in paragraph 7.
5. All deputy patrols shall be supervised by a Command Officer.

6. A sworn Deputy Sheriff in full uniform shall operate all deputy patrols.
7. Lake Twp. shall reimburse the County of Benzie the sum Forty Five Dollars (\$45.00) for each hour or part thereof for fractional hours; provided, however, the total amount of contract shall be three hundred ten hours (310) bringing the final total due to Thirteen Thousand Nine Hundred Fifty Dollars (\$13,950.00). Lake Township agrees to pay 50% of the total agreement amount before services commence on June 16, 2017 and final payment by September 15, 2017.
8. The patrols shall begin on Memorial Day Weekend May 27th, 28th and 29th, 2017 then commencing for the summer on June 16th, 2017 through September 5th, 2017 weekends, or sooner, subject to the needs Lake Township.
9. The normal Sheriff's police protection shall be continued throughout the County and shall not be reduced as a result of the agreement contained herein, or as a result of additional police services provided herein.
10. The Deputies shall not be utilized by Lake Twp. for functions or duties other than those of a law enforcement or police protection nature.
11. All Deputies shall be sworn Deputy Sheriffs and be directly accountable to the Sheriff.
12. The Sheriff shall provide to Lake Twp. a periodic accounting of the hours, which the deputies have worked in accordance with this agreement.
13. Lake Twp. shall draft a check payable to the County of Benzie for Fifty Percent (50%) and shall forward that document to the Benzie County Sheriffs Office, 505 S. Michigan Ave, Beulah, Michigan 49617, after services have been rendered to Lake Township.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written.

County of Benzie:


Custer C Carland , Chair

Ted Schendel, Sheriff



Lake Township

Bill Robinson, Supervisor



PLEASE NOTE:

ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.

7. Brief Description (purpose of funding); include statement of need:

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(b) Recommendation from Parent Committee: _____ YES _____ NO

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

Revised 2% form - approved at the March 25, 2009, Tribal Council Special Session

9. What are the start and completion dates of the proposed project?

Start 7/1/2017 Completion 12/31/2017

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

☒ YES ☐ NO. If yes, please list the start and end dates and amount:

January	-	June, 2012	7,500
July	-	December, 2012	10,000
January	-	June, 2013	10,500
July	-	December, 2013	15,000
January	-	June, 2014	15,360
July	-	December, 2015	15,500
August	-	December, 2016	8,850.86

Also:
Feb., 2017 - June, 2017
Amount \$5,000.00

11. Are all of the previous allocations expended? ☐ YES ☒ NO.

If no, what are the start and end dates and amounts:

February, 2017	-	June, 2017	and amounts:	BACN is in the process of expending the final \$1,000 of the previous allocation. This will be expended by the end of June, 2017, and a full report will be submitted at that time.
	-			
	-			
	-			

12. Is the proposed project new ☐ or a continuation project ☒?

If this is a continuation project, please explain why there is a need to continue funding:

35-43% of Benzie and Manistee County residents continue to struggle with meeting their basic needs of food, clothing and transportation. BACN will continue educational outreach with the Benzie tribal satellite office, understanding that they are also dealing with funding cuts. BACN continues to discover and create programs to address new community needs, such as the Youth in Transition, and also new food initiatives through the BACN food pantry that serve both the area's senior citizens and school kids who are not getting free breakfast and lunch this summer at local schools.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Although the Benzie and Manistee residents are at enough of a distance to not have much direct impact from the Leelenau Sands Casino activity, this area certainly deals with the impact of the tens of thousands of visitors that come to this region in the months between Memorial and Labor Day each year. A large portion of those visitors are, in part, in this area to enjoy some time at the Casinos. Were it not for the seasonal job opportunities in this area, BACN would be serving a much higher number of people who would be unable to meet their basic needs.

14. How will the success of the project be assessed (evaluation plan)? BACN will continue to collect and evaluate data which will help us learn the impact on Neighbors (BACN's clients) who need food, clothing, financial and transportation assistance. The data, as well as ongoing conversations with the tribal satellite office and local school counselors will help us monitor our youth partnerships and ensure those youth needing educational services and/or help for Youth in Transition are having their needs met. Beyond this, BACN will be evaluating their ongoing data from services that have been offered annually for the past 34 years. As much as needs remain constant--such as the need for food--sometimes the service vehicles need to change to ensure the Neighbors are getting the exact help they need.

15. If new staff is required, will preference be given to Native American applicants?
 XX YES NO Although BACN works hard to keep staff small (to spend the least possible on administrative costs) Native Americans would be encouraged to apply for any openings
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget. Included

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.** BACN will be providing a final report on the expenditure of funds that will happen by June 30, 2017.

BEFORE YOU MAIL PLEASE REMEMBER TO:

- 1) Execute authorized signature
- 2) Attach 1-page budget
- 3) Submit **before the deadline from the cover letter you received**

Proposed Budget for Application of 2% Funding

Grand Traverse Band of Ottawa and Chippewa Indians

Program: Benzie County in support of Benzie Area Christian Neighbors (BACN)

June 7, 2017

Program Activity	Total Budget for 2017	Amount Requested from Tribe	Amount Provided from BACN via other requests
Food Pantry—Each household may visit twice per month, receiving 3 days' worth of food for entire household during each visit	97,600	2,000	95,600
Clothing Center—Each household may visit once each week and take as much clothing as needed	4,000		4,000
GED and Adult Literacy and WOW (Women on their Way)—Certified teaching staff on site at BACN twice each week, with computer lab being open to public Monday through Thursday of each week	22,800	2,000	18,800
Direct Financial Assistance for Transportation—Financial assistance available through direct assistance for car maintenance, gas cards and bus passes	12,000	1,000	11,000
Direct Financial Assistance for Utilities and Weatherization of homes	58,700	2,000	56,700
Direct Financial Assistance for Medical and Prescription Needs	6,300		6,300
Direct Financial Assistance for Rent, Telecommunications and Youth in Transition and Misc. Needs	12,000	2,000	12,000
Total Assistance Costs of Assistance being offered in Tribal Outreach Focus Programs	213,400	9,000	204,400



448 Court Place • Beulah, MI 49617

Memo To: Benzie County Board of Commission

From: Mitch Deisch, County Administrator

Rick Morris, Maintenance Coordinator

Bob Hawkins, Sherriff Jail Maintenance Coordinator

Mitch Deisch
Rick Morris
Bob Hawkins

Date: June 7, 2017

Subject: Govt. Center and Sherriff Dept. Boiler RFP

The Buildings and Ground Committee opened bids at their Wednesday June 7, 2017 meeting to replace the boilers for both the Government Center and Sherriff Department.

Three bids were received, which are as follows:

D&W Mechanical	\$157,475
Hurst Mechanical	\$145,988 (1 yr. preventive maintenance \$5,800)
Sheren	\$133,108 (1 yr. preventive maintenance \$4,608)

Please see the attached boiler cost comparison between Sheren and Hurst Mechanical.

The recommendation of the B&G Committee was to have staff conduct further research on the comparisons between the two quotes and bring back a recommendation to the full Board of Commission at their June 13, 2017 meeting. In addition it was the recommendation of the B&G that Commissioner Roger Griner be consulted with the recommendation to the full Board of Commission.

The recommendation is to award to Sheren for the installation of four new boilers (two in Govt. Center and two in Sherriff/Jail), as identified in the RFP for a not to exceed cost of \$128,500 and to recommend to award to Hurst Mechanical the annual preventive maintenance agreement in the amount of \$5,800.

Rational for awarding the preventive maintenance agreement of the RFP to Hurst Mechanical was based upon their knowledge of both systems.

RECEIVED

JUN 07 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Boiler/ Preventative Maintenance Cost Comparison

	<u>Hurst Mechanical</u>	<u>Sheren</u>
Correctional Facility		
Boiler Replacement:	\$106,426.00	\$85,000.00
Corr. Facility Annual		
<u>Service Contract:</u>	<u>\$2,920.00</u>	<u>\$2,304.00</u>
Total:	\$109,346.00	\$87,304.00
Cost Differential:		\$19,042.00
Government Center		
Boiler Replacement:	\$33,762.00	\$43,500.00
Govt. Center Annual		
<u>Maintenance Contract:</u>	<u>\$2,880.00</u>	<u>\$2,304.00</u>
Total:	\$36,642.00	\$45,804.00
Cost Differential:		\$9,162.00
Combined Total:	\$145,988.00	\$133,108.00
Combined Cost		
Differential:		\$12,880.00

REQUEST FOR PROPOSAL

Benzie County Sheriff's Office and the Government Center
505 S. Michigan Avenue/448 Court Place, Beulah,
Michigan 49617

Proposed Project: Correctional Facility/Government Center Boiler Replacement

The Benzie County Sheriff's Office (aka: BCSO)/Benzie County Government Center (aka: BCGC) is accepting Sealed Proposals for replacement of **two** Hi-efficiency Hot Water Boilers at their Correctional Facility and **two** Hi-efficiency boilers Hot Water Boilers at the Government Center. All proposals submitted for consideration must be received by the Benzie Counties Administrators office by the time and date specified under "Submission Deadline" below.

Submission Deadline: 5:00PM, Friday June 2, 2017

Questions may be submitted by phone call or Email no later than Tuesday, May 30, 2017 to: Robert Hawkins, BCSO Maintenance (correctional facility) or Rick Morris, BSGC (Government Center).

Phone: 231-882-4484 Ext: 247 Email: corrections or
government center.

Mailing Address for submission of Sealed Proposals: Benzie County Administrators Office, 448 Court Place, Beulah, MI 49617 Attn: Mitch Deisch, County Administrator.

Project Objective:

The objective and ultimate goal of this project is to replace four (4) 25 year old conventional Hot Water Boilers with four High Efficiency boilers and update the control systems.

Project Proposal Expectations:

The Benzie County Administrators Office shall award the contract to the proposal that best accommodates the various project requirements and goals. The Benzie County Administrators Office reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to any Bidder offering or submitting a proposal.

Project Scope and Specifications (Corrections Facility):

- Demolish and remove the existing boilers.
- Remove existing boiler exhaust piping and provide and install new boiler exhaust piping through existing roof stack.
- Extend concrete pad to accommodate the new boilers.
- Provide and install two _____ with associated controls for operation.
- Provide and install the near boiler water piping while retaining the existing circulation pumps (if compatible with new control system) and creating a primary/secondary system.
- Replace/ repair defective or incompatible valves/ pumps/ tanks that presently exist in the near boiler plumbing.
- Provide and install gas piping to the new boilers from the existing main gas line.
- Provide and install combustion air piping for the new boiler through the Southwest exterior wall.
- Modify existing louvered air intake to provide adequate combustion air for existing water heaters.
- Provide and install new electrical conduit overhead for new boilers, controls and existing pumps.
- Provide product specification sheets and warranty information.
- Provide training to BCSO Maintenance staff on boiler control usage including boiler maintenance and inspection.
- The Contractor will broom clean all surfaces and remove construction debris from the work area at the conclusion of each work day.

Project Scope and Specification (Government Center):

- Demolish and remove the existing boilers in mechanical room.
- Remove existing boiler exhaust piping and reconfigure near boiler piping through existing roof stack.
- Extend concrete pad to accommodate the new boilers.
- Provide and install two _____ with associated controls for operation.
- Provide and install the near boiler water piping while retaining the existing circulation pumps (if compatible with new control system) and creating a primary/secondary system.
- Replace/ repair defective or incompatible valves/ pumps/ tanks that presently exist in the near boiler plumbing.
- Provide and install gas piping to the new boilers from the existing main gas line.
- Provide and install combustion air piping for the new boiler through the exterior wall.

- Provide and install new electrical conduit overhead for new boilers, controls and pumps.
- Provide product specification sheets and warranty information.
- Provide training to BCSO/BCGC Maintenance staff on boiler control usage including boiler maintenance and inspection.
- The Contractor will broom clean all surfaces and remove construction debris from the work area at the conclusion of each work day.

The Contractor is responsible for any Permits and Inspections required during all phases of the Project. The Contractor will provide copies of all permits and inspections upon request to the BCSO/BCGC Maintenance Department within 48 hours of permit/inspection issuance.

Scheduled Timeline:

The following timeline has been established to ensure that the project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by the Administrators Office.

Milestone Schedule:

- Submission of Proposals: 5:00pm, 6/2/2017.
- Proposal Acceptance: Upon authorization to proceed.
- Project Commencement: 15 days after Acceptance of Proposal.
- Project Completion: 10 days after Project Commencement.

Service Contract (Corrections):

Service Contract (Government Center):

Dawn Olney

From: Jessica <Jessica@benziebus.com>
Sent: Friday, June 02, 2017 8:34 AM
To: Dawn Olney
Subject: RE: BTA Bylaws

Thanks, Dawn. Both look good

From: Dawn Olney [mailto:DOlney@benzieco.net]
Sent: Thursday, June 01, 2017 4:54 PM
To: Jessica Carland <Jessica@benziebus.com>
Subject: BTA Bylaws

Jessica:

I just made the couple of changes in Article III Section 4 Part 3.
Please take a look and see if I did that correctly and let me know.
It was just as easy for me to make those changes.

Let me know.

Dawn Olney

Dawn Olney
Benzie County Clerk
448 Court Place
Beulah, MI 49617
231-882-9671

BENZIE COUNTY, MICHIGAN

2017 - _____ 019

WHEREAS, pursuant to Public Act 196 of 1986 (MCL 124.451, et seq.), as amended, and pursuant to the Michigan Constitution of 1963, Article 7, Section 28, and 1967 PA 7, as amended, MCL 124.501 et seq., the duly elected Commissioners of Benzie County, State of Michigan, has hereby established a public entity to be known as the Benzie Transportation Authority.

WHEREAS, the purpose of the Benzie Transportation Authority is to plan, promote, purchase, acquire, establish, own, lease, operate, or cause to be operated, maintained, improved, enlarged, or modernized, public transportation facilities and systems within and outside the territorial limits of Benzie County, pursuant to 1986 PA 196, as amended, MCL 124.451, et seq.

WHEREAS, The Benzie Transportation Authority has amended the Articles of Incorporation and Bylaws in the following areas: **Article I – removed the name of the Executive Director; Article V – Establishment of the Board - reducing the membership of the board from nine (9) members to seven (7) members; and Article VII – Board Duties – Separating duties of Secretary and Treasurer.**

NOW, THEREFORE, BE IT RESOLVED, that the Benzie County Board of Commissioners approves the Amended Articles of Incorporation and Bylaws of the Benzie Transportation Authority.

BE IT FURTHER RESOLVED, that a copy of this Resolution, and the attached Amended Articles of Incorporation and Bylaws shall be filed and published as required by law.

Dated: _____, 2017

Custer C. Carland, Chairman

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

Dawn Olney, Benzie County Clerk

**ARTICLES OF INCORPORATION
OF THE
BENZIE TRANSPORTATION AUTHORITY**

Amended June 2015

Amended June 2017

ARTICLE I – ESTABLISHMENT

Pursuant to Public Act 196 of 1986 (MCL 124.451, et seq.), as amended, and pursuant to the Michigan Constitution of 1963, Article 7, Section 28, and 1967 PA 7, as amended, MCL 124.501 et seq., the duly elected Commissioners of Benzie County, State of Michigan, hereby establish a public entity to be known as the Benzie Transportation Authority.

The Incorporator of the Benzie Transportation Authority is the County of Benzie, 448 Court Place, Beulah, Michigan 49617.

The Benzie Transportation Authority is empowered to do anything authorized by 1986 PA 196, as amended, and to do any other lawful act reasonable and/or necessary, proper, suitable or convenient for the achievement or furtherance of the purposes above stated, except as may be expressly limited or restricted by this Agreement. The registered agent and address for the Benzie Transportation Authority address will be:

~~William Kennis, Executive Director,~~

Benzie Transportation Authority

14150 U.S. Highway 31

Beulah, Michigan 49617.

Phone: 231-325-3000

Fax: 231-325-3007

E-mail: Bill@BenzieBus.com

ARTICLE II – DEFINITIONS

The following terms for this Agreement shall have the meanings attached to them:

“Authority” means the Benzie Transportation Authority.

“Authority Board” means the Benzie Transportation Authority Board of Directors.

“Board of Commissioners” means Benzie County Board of Commissioners.

“County” means Benzie County.

ARTICLE III – PURPOSE OF THE AUTHORITY

The purpose of the Benzie Transportation Authority is to plan, promote, purchase, acquire, establish, own, lease, operate, or cause to be operated, maintained, improved, enlarged, or modernized, public transportation facilities and systems within and outside the territorial limits of Benzie County, pursuant to 1986 PA 196, as amended, MCL 124.451, et seq.

ARTICLE IV – AREA SERVED

The service area of the “Authority” shall include, but not be limited to, Benzie County.

ARTICLE V – ESTABLISHMENT OF THE BOARD

The County hereby establishes a Benzie Transportation Authority Board of Directors. The Board shall set policy and procedures governing the operation of the Benzie Transportation Authority and shall have ultimate authority regarding the exercise of the Benzie Transportation Authority powers. The Board shall be composed of ~~nine (9)~~ **seven (7)** Directors and one (1) Benzie County Commissioner as an ex-officio member who does not count for purposes of quorum and is not a voting member, who must be at least 18 years of age and a resident of a county that Benzie Bus serves. The Benzie County Board of Commissioners shall appoint all ~~nine (9)~~ **seven (7)** persons to the Benzie Transportation Authority Board, of which a majority of five (5) must reside in Benzie County. The appointed Authority Board Directors may, but are not required to, come from the following general categories:

- Benzie County Road Commission
- Benzie County Government
- Benzie County Council on Aging Senior Resources
- Benzie County Human Services Collaborating Body
- Benzie County Public School or Public School District
- Benzie County Business
- Benzie County City or Village
- ~~Benzie County Citizen at Large (2)~~

**ARTICLE VI – TERM OF BOARD MEMBERSHIP, VACANCIES,
REMOVAL FROM OFFICE**

All Authority Board Directors shall serve at the pleasure of the appointing Board of Commissioners and may be removed, before completing their full term, in the same manner by which they were appointed. All Authority Board Members, once appointed, shall continue to serve until reappointed, removed, replaced, or they resign.

The original Authority Board Directors shall be appointed at or after such time as this Agreement is approved by the Board of Commissioners.

The term of the office of three (3) original appointed Authority Board Directors shall expire on April 30, 2007, the term of the office of an additional four (4) original appointed Authority Board Directors shall expire on April 30, 2008, and the term of the office of the remaining three (3) original appointed Authority Board Directors shall expire on April 30, 2009.

In all cases, after completion of an original (one- (1) to three- (3) year) term, the successive term shall be fixed for a period of three (3) years, in perpetuity, and the terms of office shall expire on the thirtieth day of April. However, an appointee shall be deemed to have resigned in the event he or she ceases to maintain residency in Benzie County, if appointed as one of the five designated Benzie County residents. All persons appointed to fill a vacancy created by the death, resignation, or removal of an appointed and serving Board Director shall serve to fill only the remaining term of the Director they replaced.

ARTICLE VII – BOARD DUTIES

A. The Authority Board shall hold an initial meeting at a time and place selected and agreed to by the Authority Board Directors for the purpose of electing officers, adopting bylaws, and taking any other action the Authority Board deems necessary.

B. The Authority Board shall meet at least six (6) times per year at places and times fixed by the Authority Board.

C. The Benzie Transportation Authority shall hold an annual meeting and elect a Chairperson and Vice-Chairperson, who shall be members of the Authority Board. A Secretary-Treasurer shall be elected, who need not be a member of the Authority Board. At the annual meeting the Authority Board shall fix the date, time, and place of its regular

meetings for the year, as practicable, and the Authority Board shall conduct other business as may be necessary.

1. Election of Officers. The election of the Chairperson and Vice-Chairperson shall be conducted upon the completion of appointments or reappointments of the Authority Board Directors by the Board of Commissioners. Elections are to be held by the Authority Board at the annual meeting. This nomination shall be made by the Directors present.
2. Duties. Chairperson of the Authority Board shall have the following powers and duties:
 - a) He/She shall preside, when present, at all meetings of the Authority Board and shall consult with the Executive Director on the agenda for Regular and Special Authority Board meetings.
 - b) In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and when so acting, shall have all the powers of, and be subject to all the restrictions upon the Chairperson. Furthermore, the Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Authority Board. In the absence of the Chairperson and Vice-Chairperson, the Authority Board may appoint a temporary Chairperson to serve only for the meeting at which such temporary Chairperson is appointed.
 - c) Secretary and Treasurer. The Secretary/~~Treasurer~~ shall keep an accurate record of all Regular and Special meetings of the Authority Board and submit such records for approval through the Authority Board. All accounting shall be done in accordance with Public Act 51 of 1951 (MCL 247.651, et seq.), as amended. The ~~Secretary/Treasurer~~, shall cause to be conducted an annual audit, the results of which shall be forwarded to the Board of Commissioners.

D. The Authority Board shall keep a written or printed record of every meeting, which record shall be subject to the provisions of the Open Meetings Act, Public Act 276 of 1976 (MCL 38.581, et seq.), as amended, and the Michigan Freedom of Information Act, MCL 15.231, et seq.

E. The Authority Board shall adopt a system of accounts to conform to the system required by law and shall provide for the auditing of all accounts in accordance with Public Act 51 of 1951 (MCL 247.651, et seq.), as amended.

F. The Authority Board shall provide the Board of Commissioners with a financial report, and shall obtain an annual audit once a year by a certified public accountant in accordance with Public Act 51 of 1951 (MCL 247.651, et seq.), as amended, and shall forward a copy of the annual audit, when completed, to the Board of Commissioners.

G. The Authority Board shall adopt rules, regulations, and/or policies governing the employees, property, and facilities under its jurisdiction as the Authority Board deems reasonably necessary or proper for the conduct of Authority operations.

H. The Authority Board shall prepare or have prepared an annual report regarding the operation and financial condition of the Authority. The report shall be made available to the public and provided to the County Board of Commissioners.

I. The Authority Board shall review, approve, and submit the annual program application required pursuant to Public Act 51 of 1951 (MCL 247.651, et seq.), as amended; and review and evaluate the quality, effectiveness, and efficiency of services being provided by its program.

J. The Authority Board shall take all actions, authorized by statute, to secure private, as well as Federal, State, and other public funds, to support the annual program and budget as adopted.

K. The Authority Board shall audit all claims against the Benzie Transportation Authority; and approve and authorize all contracts in accordance with State and Federal statutes.

L. The Authority Board shall review and evaluate the quality, effectiveness, and efficiency of services being provided by its programs.

M. The Authority Board shall not violate the provisions of the Michigan Handicappers' Civil Rights Act, Public Act 220 of 1976 (MCL 37.1101, et seq.), as amended, or the Elliot-Larsen Civil Rights Act, Public Act 453 of 1976 (MCL 37.2100, et seq.), as amended, and specifically agrees and covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, gender, sexual orientation, height, weight, marital status, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

N. The Authority Board shall purchase and maintain general liability and errors and omissions insurance, with policy limits reasonable in light of the Authority Board's responsibilities to protect against losses incurred or realized in the discharge of its functions. The Authority Board shall provide the County with evidence of such insurance coverage upon request. The Authority Board shall secure surety bonds for those employees and/or contractors designated by the Authority Board to directly handle and process state, federal, and other funds received by the Authority

ARTICLE VIII – POWERS OF THE BOARD

The Authority Board shall have all the rights, powers, duties, and obligations set forth in the 1986 PA 196, as amended, and shall have the following powers and duties in addition to the other powers and duties stated under this Agreement, except as may be expressly limited or restricted by this Agreement:

A. To enter into contracts, including contracts for the purchase of transportation services with private persons and/or entities or public agencies.

B. To acquire ownership, custody, operation, maintenance, lease, or sale of real or personal property, subject to any limitation on the payment or funding therefore now or subsequently imposed by law.

C. To dispose of, divide, and distribute property.

D. To accept gifts, grants, assistance, funds, or bequests.

E. To incur debts, liabilities, or obligations, subject to any limitations thereon that are now or hereafter imposed by law. The Benzie Transportation Authority shall not have any authority to appropriate, spend, or obligate the funds or credit of the County. The County shall not be liable for the debts and obligations of the Benzie Transportation Authority.

F. To, in its own name, employ employees and agents, which employees or agents shall be considered employees or agents of the Authority Board. The Authority Board shall have the powers, duties and responsibility for establishing policies, guidelines, and procedures for employees and shall have the power, duty, and responsibility to establish wages and fringe benefits such as, but not limited to, sick leave, vacation leave, holidays, health insurance, pension and life insurance; to provide for workers' compensation and for any and all other terms and conditions of employment of an employee of the Authority Board.

G. The Authority Board shall have the power to establish and collect rents, charges, fees, or fares from users of public transportation services or public transportation facilities.

ARTICLE IX – EXECUTIVE DIRECTOR

Authority Board of Directors. The Authority Board shall employ an Executive Director, by written contract for a term no longer than three (3) years, but which can be renewed or extended any number of terms, each term being no more than three (3) years, or may contract with a private firm to provide management or other services as it deems appropriate. The written contract shall identify the Executive Director's duties and responsibilities, as shall be determined by the Authority Board, which shall include the day-to-day operations of the Benzie Transportation Authority.

Executive Director. The Executive Director shall have the control and management of the bus system and shall be responsible for the business of the bus system and the employees. The Executive Director shall direct the enforcement of all resolutions, rules, and regulations adopted by the Authority Board. The Executive Director shall be responsible for all purchases on behalf of the bus system and exercise the powers of management as directed by the Board and its policies. The Executive Director shall serve at the will and pleasure of the Authority Board, subject to any conditions that the Authority Board may establish.

ARTICLE X – FUNDING AND DISSOLUTION

A. The Benzie Transportation Authority is to be financed by grants of money or property from the federal and state governments, other revenues from federal and state governments and government agencies, ridership fees, contract user fees, advertising fees, private donations, taxes authorized by the voters of Benzie County, voluntary contributions from federal, state, and local governmental units, usual bus authority operations, and other means as authorized by statute.

B. The Authority Board shall have the budgetary and financial control over the Benzie Transportation Authority, which shall operate on an October 1st through September 30th fiscal year.

C. The Benzie Transportation Authority shall cease operations if a local mileage approved in calendar year 2006 is not maintained or renewed at any amount for any 18-month period.

D. Should the Benzie Transportation Authority cease operations under Subsection C or D of this Article X, the Transportation Authority shall, upon winding down of its affairs, be deemed dissolved. The Authority Board, upon the cessation of operations under Subsection C or D of this Article X, shall hold a formal meeting for the purpose of dissolution and winding down the Authority's affairs, and shall prepare a final report, including a financial report, and transmit the same to the Board of Commissioners. Upon the termination of the Transportation Authority, the County shall receive from the Authority Board such real and personal property as is then held by the Transportation Authority after the payment by the Transportation Authority of all outstanding debts and obligations, including the return to the Federal and/or State governments, or other governmental entities, such real and/or personal property as those entities have a legitimate legal claim to receive. If deemed necessary to fully effectuate the dissolution of the Benzie Transportation Authority, a request shall be made, by either the Board of Commissioners or the Authority Board, on behalf of the Benzie Transportation Authority to the Michigan Legislature for dissolution of the Authority.

ARTICLE XI - INFORMATION

The Authority Board on a timely basis shall provide to Benzie County, as requested, any and all information related to the operations of the Authority Board.

ARTICLE XII - NOTICES

Any notices required by these Articles of Incorporation shall be deemed made when mailed certified mail, return receipt requested, to the Benzie County Clerk, to the Chairperson of the Board of Commissioners, and the Executive Director of the Benzie Transportation Authority.

ARTICLE XIII – DURATION OF THIS AGREEMENT

These Articles of Incorporation shall continue indefinitely unless the Authority is dissolved as provided for herein.

ARTICLE XIV – STATUS OF THE BOARD

The Benzie Transportation Authority and Authority Board established pursuant to these Articles of Incorporation shall be a separate legal public entity with the power to sue and be sued.

ARTICLE XV – AMENDMENT PROCEDURES

These Articles of Incorporation may be amended only by agreement of the County, pursuant to resolution authorization by the Board of Commissioners and entered into in writing, and approved as may be required by Public Act 196 of 1986 (MCL 124.451, et seq.), as amended.

ARTICLE XVI – PUBLICATION

These Articles of Incorporation shall be published by the Benzie County Clerk at least once in the Benzie County Record-Patriot, which circulates within the area proposed to be served by the Benzie Transportation Authority. The Benzie County Clerk shall file one (1) printed copy of these Articles of Incorporation each with the Michigan Secretary of State, the Benzie County Clerk, and the director of the Michigan Department of Transportation, as provided in Public Act 196 of 1986 (MCL 124.451, et seq.), as amended, and Act 7 of the Public Acts of 1967, as amended, MCL 124.501 et seq.

ARTICLE XVII – EFFECTIVE DATE

These Articles of Incorporation shall become effective and the Benzie Transportation Authority operative on the date duly signed below. The validity of the incorporation shall be conclusively presumed unless questioned in a court of competent jurisdiction within 60 days after the publication of the Articles of Incorporation.

ARTICLE XVIII – EFFECTUATION OF ARTICLES

The adoption of these Articles of Incorporation shall be evidenced by an endorsement on these Articles of Incorporation by the Chair of the Benzie County Board of Commissioners and the Benzie County Clerk.

The foregoing Articles of Incorporation were adopted by resolution, attached herein, by an affirmative vote of a majority of the members serving on the Benzie County Board of Commissioners at a meeting duly held on the _____ day of June, A.D., 2017.

Effectuated By:

Custer C. Carland, Chairman
Benzie County Board of Commissioners

Date:

Dawn Olney, Benzie County Clerk

Date:

Benzie Transportation Authority, Inc.
BYLAWS AND RULES OF PROCEDURE

Adopted May 9, 2006
Amended October 9, 2007
Amended July 27, 2010
Amended December 2011
Amended June 2015
Amended June 2017

PREAMBLE

This public body corporate, having been created pursuant to Act 196 of 1986, as amended, Public Acts of the State of Michigan (the "Act") is named BTA (the "Authority"), and pursuant to the Act, power is granted to the Board of Directors of the Authority (the "Board") to make such rules and bylaws for its government as it may deem appropriate, not inconsistent with the Act and Articles of Incorporation creating the Authority. The bylaws of the board are as follows:

ARTICLE I - OFFICES

Section 1. Office

The physical location of the Benzie Transportation Authority office and vehicle maintenance shall be 14150 U.S. Highway 31, Beulah, Michigan, 49617

ARTICLE II – BOARD OF DIRECTORS

Section 1. General Powers

The property, affairs, and business of the Authority shall be managed by the Board to the extent of the powers and authority delegated to the Board by the Act and Articles of Incorporation. No person shall be entitled to exercise a proxy vote for any Board member.

Section 2. Number, Tenure and Qualifications

The governing body of the Authority is the Board. The Board shall consist of ~~nine (9)~~ seven (7) Directors and one (1) Benzie County Commissioner as an ex-officio member who does not count for purposes of quorum and is not a voting member, who shall be appointed as provided in the Articles of Incorporation. The Board shall exercise all of the powers and duties set forth under the provisions of said Act and Articles of Incorporation.

Section 3. Regular Meeting

Regular meetings of the Board shall be held at least six times per year on such dates and at such times and places as determined by resolution of the Board at its annual meeting. If the date fixed for any such regular meeting be a legal holiday under the laws of the State of Michigan, then the same shall be held at such other time within the month as may be determined by resolution of the Board. At such meetings the Board may transact such business as may be brought before the meeting.

Section 4. Order of Business

Conduct of a regular meeting shall include the following items.

Welcome and call to order by Chairperson
Roll call to determine quorum
Amendments/Additions to Agenda
Public Comment
Approval of Agenda
Action on minutes of prior regular and/or special Board meetings
Financial Report
Executive Director's Report
Committee Reports
Old Business
New Business
Public Comment
Next Meeting
Adjournment

Section 5. Agenda Materials

Preparation of agenda materials for annual, regular, and special Board meetings shall be the responsibility of the Executive Director.

Section 6. Special Meetings

The Chairperson or Executive Director at his/her discretion may call a special meeting of the Board at any time. The Executive Director shall also call special meetings after having received a written request by two (2) Directors of the Board. Within forty-eight (48) hours of written request by two (2) members of the Board, the Executive Director shall schedule the special meeting within ten

(10) calendar days from the date of receipt of the second written request. Notice of special meetings stating the purpose shall be given to each Director of the Board not less than forty-eight (48) hours prior to the day named for the meeting.

Section 7. Meeting by Telephone or Similar Equipment.

A Director may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

Section 8. Minutes of Meetings

The Board shall keep minutes of each meeting of the Board showing the date, time, place, Directors present, Directors absent, and any decisions made at the meeting. The minutes shall be public records open to public inspection and shall be available for public inspection not later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the Board.

Section 9. Open Meetings.

The Board shall follow the Open Meetings Act, Public Act 276 of 1976 (MCL 38.581, et seq.) as amended, at the Michigan Freedom of Information Act, MCL 15.231, et seq.

Section 10. Quorum.

A simple majority of the duly appointed and serving Directors of the Board shall be necessary to constitute a quorum for a meeting.

Section 11. Voting

All official action by the Board shall be taken in public session and shall be by resolution or motion. The affirmative vote of a majority of Directors present and qualified to vote shall be necessary for the adoption of any resolution or motion. All votes of the Board shall be taken and recorded by the Secretary. A roll call vote shall be taken when called for by any Director of the Board.

Section 12. Vacancies

The Board may declare a vacancy occurring among its Directors by reason of death, resignation, disqualification, incapacity to serve, removal from office in accordance with law, or otherwise. A vacancy shall be filled in the manner provided for appointment in the Articles of Incorporation. No vacancies on the Board shall impair the power of the Board to transact any and all business of the Authority and perform all its duties as provided for by the Act.

Section 13. Compensation

Each Director of the Board may receive reimbursement for expenses incurred in the discharge of his/her duties as a Board Director. Each

Director of the Board may receive compensation per the Board Compensation Policy.

Section 14. Issue Policy Memoranda

The Board shall from time to time, issue policy memoranda, the purpose of which is to maintain continuity, coherence, and consistency in the policies of the Board for the benefit of all Board members and for the guidance of the Executive Director and staff.

ARTICLE III – EXECUTIVE DIRECTOR AND OFFICERS

Section 1. Executive Director

The Board of Directors shall employ an Executive Director, by written contract to be the Chief Executive of the Authority. The Board's contract with the Executive Director shall be for no longer than three (3) years but may be renewed or extended for any number of terms, each term being no longer than three (3) years. Alternatively, the Board may contract with a private firm to provide management or other services as it deems appropriate. The Executive Director shall have day to day control and management of the system and shall be responsible for the business of the system and the employees thereof. The Executive Director shall direct the enforcement of all resolutions, rules, policies and regulations adopted by the Board. The Executive Director shall attend all meetings of the Board. During the absence or disability of the Executive Director the Operations Manager shall perform the duties and exercise the power of the Executive Director. The Executive Director shall be responsible for all pur-

chases on behalf of the system. The Executive Director under the general policy of the Board shall exercise all of the above powers.

Section 2. Officers of the Board.

The Board shall have a Chairperson and a Vice Chairperson, to be selected from among the Directors by plurality vote. These officers shall be elected annually and shall hold office until that officer's successor is elected and qualified, or until that officer's resignation or removal by the Board for any reason. The Chairperson shall be the Chief Elected Officer of the Board, shall preside at all Board meetings, and shall be an ex-officio Director of all Board Committees. The Vice Chairperson shall perform the duties and exercise the power of the Chairperson during the absence or disability of the Chairperson. The Secretary-Treasurer shall be elected and may or may not be a member of the Board. Terms shall be for one (1) year with elections held annually at the annual meeting.

Section 3. Vacancies

Should any office described above become vacant, the Board shall elect a successor from among its members, except Secretary-Treasurer can be a non-member, at a regular or special meeting of the Board and such election shall be for the unexpired term of said office. Regular attendance at all meetings will be expected. Numerous absences will call for recommendation of termination to Benzie County Board of Commissioners.

Section 4. Duties - Board Director Officers

1. Chairperson. The Chairperson of the Board shall have the following powers and duties:
 - a. Preside when present, at all meetings of the Board and shall consult with the Executive Director on the agenda for regular and special Board meetings.
 - b. Propose and discuss motions resolutions and motions, but the Chairperson shall vacate the chair when participating in discussions or when proposing motions.

- c. Together with the Executive Director and with the authority of the Board, execute and acknowledge in the name of the Authority all mortgages, bonds and other instruments of indebtedness.
 - d. Appoint members of committees with concurrence of the Board.
 - e. Be a member ex-officio without voting authority of all committees.
 - f. Perform all such other duties as from time to time shall be assigned by the Board.
2. Vice-Chairperson. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and when so acting, shall have all the powers of, and be subject to all the restrictions upon the Chairperson.
3. Secretary and Treasurer. The Secretary shall cause minutes to be kept of all meetings and shall attend to the giving and receiving of all notices of the Authority and the Board. The Treasurer shall also have such powers and perform such duties regarding the financial operation of the Authority as shall be determined from time to time by the Board.

Section 5. Registered Agent

The Executive Director shall be the registered agent, and the principle office the registered address.

ARTICLE IV – COMMITTEES

Section 1. Committees

The Board may by resolution establish committees which shall consist of members of the Board as may be appointed by the Chair-person, with the concurrence of the Board. The Board shall determine the instructions, procedures and scope of the committee's responsibility.

ARTICLE V – CONFLICT OF INTEREST AND DISCLOSURE

Section 1. Conflict of Interest

No Director, Officer or employee of the Authority shall have any financial interest, directly or indirectly, in any contract or other dealing with the Authority, unless all material facts relating to that interest are disclosed to the Board and the Board authorizes the contract or other dealings.

For purposes of a Board vote, the presence of the interested Director, who has a conflict of interest at the meeting where the vote is taken shall not count toward establishing a quorum for that vote. The interested Director shall not be entitled to vote on the matter.

ARTICLE VI – PURCHASING

Section 1. Executive Director

The Executive Director may purchase materials, supplies or services without Board approval as long as such purchases are within the established budget categories and limits.

Section 2. Checks

All checks are to be signed by two person(s) designated by the Board.

ARTICLE VII – FISCAL YEAR

Section 1. Fiscal Year

The fiscal year of the Authority shall be a fiscal year beginning in the first day of October of each year and ending on the 30th day of September the next ensuing year.

RESOLUTION NO. 2017-020

BENZIE COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ACCEPTANCE OF QUIT CLAIM DEED FROM
THE BENZIE COUNTY BUILDING AUTHORITY AND AUTHORIZING OF A
RELATED AFFIDAVIT AFFECTING REAL PROPERTY**

WHEREAS, in December, 2016, Benzie County (County) granted an easement to the Village of Beulah (Village) for the construction of a water tower on said easement; and

WHEREAS, the land over which the easement was granted was previously owned by the County; and

WHEREAS, in 1990, the County conveyed said land to the Authority in support of a financing bond issue; and

WHEREAS, in 2009, the Authority re-conveyed title to said land to the County as said land was no longer tied to an outstanding bond issue; and

WHEREAS, the legal description utilized in the 2009 re-conveyance mistakenly did not include all of the said land; and

WHEREAS, the error in the legal description was subsequently discovered, and the Authority has executed a quit claim deed to the County which effectively results in all the land being re-conveyed to the County as originally intended; and

WHEREAS, in order to validate the easement granted by the County to the Village in 2016 it is necessary for the County to accept the title conveyed by quit claim deed from the Authority; and

WHEREAS, in order to validate the easement granted by the County to the Village in 2016 it is also necessary for the County to execute an Affidavit Affecting Real Property in the form of that attached as Exhibit A hereto in order to affirm the County's grant of the easement to the Village;

NOW, THEREFORE, BE IT RESOLVED that the Benzie County Board of Commissioners hereby accepts the title granted to the County by the quit claim deed executed by the Authority and dated May 31, 2017; and

BE IT FURTHER RESOLVED that the chairperson of the Benzie County Board of Commissioners is hereby authorized to execute on behalf of the County the Affidavit Affecting Real Property in the form of that attached as Exhibit A hereto.

Adoption of the foregoing resolution was moved by Commissioner _____ and seconded by Commissioner _____.

Voting for:

Voting against:

Absent:

The Board Chairperson declared the resolution adopted.

Dated: June 13, 2017

Custer C. Carland, Chairman
Benzie County Board of Commissioners

CERTIFICATION

The foregoing is a true copy of Resolution No. 2017-020 which was adopted by the Benzie County Board of Commissioners at a regular meeting held on June 13, 2017.

Dawn Olney
County Clerk

AFFIDAVIT AFFECTING REAL PROPERTY

STATE OF MICHIGAN)
)
COUNTY OF BENZIE)

Benzie County, a Michigan municipality, submits this Affidavit Affecting Real Property regarding an Easement document entered into by and between Benzie County and the Village of Beulah, and recorded at the office of the Benzie County Register of Deeds Document No. 2017R-00153, on January 12, 2017, and re-recorded as Document No. 2017R-00403, on February 1, 2017, in order to affirm Benzie County's grant of the Easement as set forth in the referenced Document, following the recording and receipt of a Quit Claim Deed for a portion of the property over which the easement was granted from the Benzie County Building Authority by Benzie County.

Benzie County has knowledge of the relevant facts set forth in this Affidavit and would be competent to testify concerning these facts in open court.

Dated: _____, 2017

Benzie County

By: _____

Its: Chair

By: _____

Its: Clerk

STATE OF MICHIGAN)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this _____ day of _____, 2017, by _____ the Chair of Benzie County, Affiant herein, and who acknowledged and executed same on behalf of Benzie County.

Notary Public

_____ Co., MI
Acting in _____ Co., MI
My Commission Expires: _____

STATE OF MICHIGAN)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this _____ day of _____, 2017, by _____ the Clerk of Benzie County, Affiant herein, and who acknowledged and executed same on behalf of Benzie County.

Notary Public

_____ Co., MI
Acting in _____ Co., MI
My Commission Expires: _____

Prepared by:

Karrie A. Zeits, Esq.
Smith Haughey Rice & Roegge
101 N. Park St., Ste. 200
Traverse City, MI 49684

When recorded, return to:

Karrie A. Zeits, Esq.
Smith Haughey Rice & Roegge
101 N. Park St., Ste. 200
Traverse City, MI 49684

QUIT CLAIM DEED

The Grantor, **Benzie County Building Authority**, a Michigan authority permitted under Public Act 31 of 1948, whose address is 448 Court Place, Beulah, Michigan 49617 (the Grantor), conveys and quit claims to **Benzie County**, a Michigan municipality, whose address is 448 Court Place, Beulah, Michigan 49617 (the Grantee), the following described premises situated in the Village of Beulah, Benzie County, Michigan:

See Attached Exhibit A.

Subject to easements, restrictions, and reservations of record, *if any*.

Consideration: Less than One Hundred Dollars (\$100.00).

The Grantor grants to the Grantee all available divisions, *if any*, under Section 108 of the Land Division Act, Act No. 288 of Public Acts of 1967.

This property may be located within the vicinity of farmland or farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Exempt from County Transfer Tax: MCL 207.505(a) and (h)(i).

Exempt from State Transfer Tax: MCL 207.526(a) and (h)(i).

Executed this 31 day of MAY, 2017.

Benzie County Building Authority

By: Thomas N. J. [Signature]

Its: CHAIRMAN

By: _____

Its: _____

STATE OF MICHIGAN)
COUNTY OF Benzie)

The foregoing instrument was acknowledged before me on this 31st day of May, 2017, by Thomas Longanbach the Chairman of the Benzie County Building Authority, Grantor herein, and who executed same on behalf of Grantor.

Lucy Burns
Notary Public
Benzie Co., MI
Acting in Benzie Co., MI
My Commission Expires: 11-23-2018

STATE OF MICHIGAN)
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this _____ day of _____, 2017, by _____ the _____ of the Benzie County Building Authority, Grantor herein, and who executed same on behalf of Grantor.

Notary Public

Co., MI
Acting in _____ Co., MI
My Commission Expires: _____

Prepared by:

Karrie A. Zeits, Esq.
Smith Haughey Rice & Roegge
101 North Park Street, Ste. 200
Traverse City, Michigan 49684
(231) 929-4878

Send subsequent tax bills to: Grantee

EXHIBIT A

LEGAL DESCRIPTION

Land in the Village of Baulah, Benzie County, Michigan, described as follows:

Part of Lot One (1), Block One (1), Village of Benzonia, Benzie County, Michigan, bounded as follows: Beginning at the Northeast corner of said Block 1, thence South 01 degrees 36'30" West 143.30 feet along East line of said Block, thence North 89 degrees 58'10" West 264.00 feet; thence South 01 degrees 36'30" West 165.00 feet to the south line of Lot 1; thence North 89 degrees 58'10" West 482.24 feet along said South line to the Southwest corner of Lot 1; thence North 01 degrees 15'35" East 321.16 feet to the Northwest corner of Block 1; thence South 88 degrees 58'50" East 747.95 feet along the North line of said block to the point of beginning. Subject to right-of-way of Ann Arbor Railroad. EXCEPTING a parcel described as commencing at the South quarter corner of Section 26, thence North 01 degrees 36'30" East on the North and South quarter line 2591.72 feet; thence North 88 degrees 58'50" West 607.45 feet along the South line of North St. to the point of beginning; thence South 01 degrees 15'35" West 152.94 feet; thence North 89 degrees 58'10" West 180.50 feet to the West line of Lot 1; thence North 25 degrees 30'40" East 171.60 feet to the South line of North St.; thence South 88 degrees 58'50" East 110.00 feet to the point of beginning.

AND

Part of Lots One (1), Two (2), Eight (8), Block Two (2), Village of Benzonia, Benzie County, Michigan bounded as follows: Beginning at the Northeast corner of said Block Two (2), thence South 01 degrees 15'35" West 320.36 feet to the Southeast corner of Lot Eight (8); thence South 89 degrees 41'45" West 898.52 feet; thence North 30 degrees 48'30" East 55.90 feet; thence North 38 degrees 55'00" West 33.29 feet; thence South 86 degrees 56'00" West 149.35 feet to the right-of-way of Highway U.S. 31; thence North 43 degrees 49'30" East 4.43 feet along said right-of-way thence continuing along said right-of-way North 47 degrees 13'30" East 396.40 feet to the North line of block 2, thence South 88 degrees 58'50" East 753.01 feet along the North line of Block 2 to the point of beginning. Subject to a private easement that is 66 feet wide the centerline of which is described as follows: Commencing at the Northeast corner of Block 2 of the Village of Benzonia, thence North 88 degrees 58'50" West 696.56 feet along the North line of Block 2 to the point of beginning; thence South 35 degrees 35'35" West 163.11 feet; thence South 48 degrees 44'40" West 107.46 feet; thence South 23 degrees 09'00" West 65.16 feet to the point of beginning, all being in Section 26, Town 26 North, Range 15 West.

ALSO

That part of North Street lying Easterly of Highway US-31 right-of-way commencing at intersection of North line Lot 8 Block 2 & Easterly right-of-way of Highway US-31 Easterly 1620.96 feet more/less to north/south quarter line Section 26 running Northerly 40 feet more/less to South line of Beulah Village limits except any part lying in Killdale Street, Ann Arbor Railroad & East Street right-of-ways.

Refer to recorded survey in Benzie County Register of Deeds Office in Liber 248, page 132.

2017-021

BENZIE COUNTY, MICHIGAN

RESOLUTION TO PRESERVE THE PUBLIC MENTAL HEALTH SYSTEM

WHEREAS, Benzie's public mental health system provides one of the broadest array of cutting edge, community-based mental health services and supports throughout Benzie County; and

WHEREAS, Community Mental Health Service Programs (CMHSPs) were created by County Boards of Commissioners as duly authorized under 330.1205 of the Michigan Mental Health Code; and

WHEREAS, All five CMHSPs in the Northern Michigan region (AuSable Valley CMHA, North Country CMHA, Northeast CMHA, and Northern Lakes CMHA) support the preservation of the current public mental health system delivery and management; and

WHEREAS, Section 298/234 of the Executive Budget recommendations for 2018 have no accountability to the Benzie County Board of Commissioners; and

WHEREAS, County Boards of Commissioners oppose any involvement in a privately held pilot program in the counties of Manistee; and

WHEREAS, Section 298/234 of the Executive Budget recommendation for 2018 will result in the elimination of public specialty mental health services that are accountable to the communities of persons residing in Manistee County;

THEREFORE BE IT RESOLVED,

That the Benzie County Board of Commissioners opposes Section 298/234 of the Executive Budget recommendation for 2018 and encourages the Governor, State Senate, and State House of Representatives to prevent it from becoming law.

Dated: June 13, 2017

Custer C. Carland, Chairman

I, Dawn Olney, Clerk to the Benzie County Board of Commissioners, do hereby certify that the above resolution was adopted by the Benzie County Board of Commissioners at its regular meeting held on May 9, 2017.

Dated: June 13, 2017

Dawn Olney, Benzie County Clerk

May 31, 2017

Erin King, LMSW
Manistee Benzie Community Mental Health Organization dba Centra Wellness
Network
310 North Glocheski Drive
Manistee, MI 49660

Dear Ms. King:

It is my pleasure to inform you that Manistee Benzie Community Mental Health Organization dba Centra Wellness Network has been issued CARF accreditation based on its recent survey. The Three-Year Accreditation applies to the following program(s)/service(s):

Assertive Community Treatment: Integrated: AOD/MH (Adults)
Case Management/Services Coordination: Integrated: AOD/MH (Adults)
Case Management/Services Coordination: Integrated: AOD/MH (Children and Adolescents)
Case Management/Services Coordination: Integrated: IDD/Mental Health (Adults)
Case Management/Services Coordination: Integrated: IDD/Mental Health (Children and Adolescents)
Community Integration: Integrated: AOD/MH (Adults)
Community Integration: Integrated: AOD/MH (Children and Adolescents)
Community Integration: Integrated: IDD/Mental Health (Adults)
Community Integration: Integrated: IDD/Mental Health (Children and Adolescents)
Crisis Intervention: Integrated: AOD/MH (Adults)
Crisis Intervention: Integrated: AOD/MH (Children and Adolescents)
Crisis Intervention: Integrated: IDD/Mental Health (Adults)
Crisis Intervention: Integrated: IDD/Mental Health (Children and Adolescents)
Outpatient Treatment: Integrated: AOD/MH (Adults)
Outpatient Treatment: Integrated: AOD/MH (Children and Adolescents)
Outpatient Treatment: Integrated: IDD/Mental Health (Adults)
Outpatient Treatment: Integrated: IDD/Mental Health (Children and Adolescents)
Prevention: Integrated: IDD/Mental Health (Children and Adolescents)
Child and Youth Services

This accreditation will extend through May 31, 2020. This achievement is an indication of your organization's dedication and commitment to improving the quality of the lives of the persons served. Services, personnel, and documentation clearly indicate an established pattern of conformance to standards.

The survey report is intended to support a continuation of the quality improvement of your organization's program(s)/service(s). It contains comments on your organization's strengths as well as any consultation and recommendations. A Quality Improvement Plan (QIP) demonstrating your organization's efforts to implement the survey recommendation(s) must be submitted within the next 90 days to retain accreditation. The QIP form is posted on Customer Connect (customerconnect.carf.org), CARF's secure, dedicated website for accredited organizations and organizations seeking accreditation. Please log on to Customer Connect and follow the guidelines contained in the QIP form.

SURVEY SUMMARY

Manistee Benzie Community Mental Health Organization dba Centra Wellness Network (MBCMHO) has many strengths.

- The clinical director and supervisors are some of the most competent, compassionate, ambitious, energetic, highly intelligent employees found in organizations throughout the United States and Canada. They work collaboratively with one another, are respectful and professional, and yield positive results and outcomes that exceed what one would expect.
- MBCMHO offers a comprehensive and robust personal and professional development and training for staff members. This clearly gives staff members the message that they are valued and that the organization takes pride in having highly credentialed staff members who are knowledgeable in the most up-to-date, evidence-based programs and interventions.
- MBCMHO employs a full array of highly credentialed staff members. This includes a psychiatrist, nurse practitioner, psychologist, occupational therapist, nurses, master's- and bachelor's-level clinicians, and other interns and personnel who provide a full complement of disciplines to meet all the needs of the persons served.
- MBCMHO is commended for its commitment to offering full-time employment to persons who had previously served as peer support specialists. These persons provide such a valuable connection through experience and a desire to be of service to others.
- Assertive community treatment is a set of intensive clinical, medical, and psychological services offered through a multidisciplinary treatment team. Although small in size, this team is committed, is extremely supportive of one another, and often goes above and beyond to support clients involved with their team.
- Case management services are provided in collaboration with other healthcare providers in a responsive, coordinated, and efficient manner to ensure an inclusive quality of life in their communities for clients. The gifted team of cross-trained, well-educated, and highly motivated individuals supports one another and sets an example of respectful and dignified relations between one another and the clients.
- The crisis intervention program provides services 24 hours a day, 7 days a week to persons with significant challenges during urgent and emergency situations. The organization has very positive collaborative relationships with other providers, including law enforcement and emergency room personnel. This service helps the client improve functioning and is delivered by a competent and capable team of caring professionals.
- The organization provides services in two locations, and each is co-located with medical, dental, and substance abuse services, providing a single-entry experience to an array of services. The lobbies and check-in areas are designed to promote rights to privacy by offering no wrong check-in windows and large, spacious waiting areas. Facilities are professionally decorated with client services rooms all having windows, being well lighted, and providing an atmosphere conducive to wellness and services.
- MBCMHO strives to form and maintain high-quality, collaborative relationships with community partners. Community partner meetings offer opportunities to collaborate, communicate, and provide quarterly trainings. Documented meeting minutes demonstrate a variety of community partners and strategies for collaborative services and activities. MBCMHO

CORRESPONDENCE

BENZIE COUNTY VETERANS' AFFAIRS COMMITTEE
MEETING MINUTES
Monday, April 3, 2017, 9:00am
Conference Room 206, Governmental Center, Beulah, Michigan

①

Committee Members present: Kirt Giddis, Camp Bailey, Phil Hoyt, and Dale Ginzel (Secretary)

Also present: Michelle Thompson, Bob Roelofs, and Ed Kowalski

Absent: Tom Stobie

A moment of silence was followed by the Pledge of Allegiance.

A motion was made by Kirt and supported by Camp to add an acknowledgement of a donor to new business on the agenda. Motion was approved unanimously.

A motion was made by Phil and supported by Camp to approve March 6th and March 27th Special Meeting committee meeting minutes. Motion was approved unanimously.

Public Comment: None

Outside Veterans Meetings: Chuck Lerchen informed the committee that Dave Mikowski of Project Cherry Tree has resigned. A new chairman has been identified and that Bob R. will be meeting the new chairman in April.

County Veterans Counselor Report: Chuck Lerchen informed the committee that as of April 1, 2017 the Michigan Veterans Affairs Agency (MVAA) will have administrative oversight of the Michigan Veterans Trust Fund (MVTF). He also shared that Grand Traverse County has hired a website developer in order to be able to communicate with computer savvy veterans. It will be an interactive system for veterans requesting services. Benzie County will need to approve the addition of a link on the its VA website to link to the Grand Traverse County VA website.

Administrative input: Michelle Thompson gave the financial report as of April 3, 2017: The Veteran's Relief Fund (293) has an end balance of \$114,802.90. The Veterans Trust Fund (294) End Balance is \$5,019.63. Memorial Fund (Fund 701) End Balance as of April 28th is \$7,601.54.

Old Business:

- a. Hardscaping efforts continue.
- b. Kirt has invoice from Belden Brick and Supply for a total of \$6,038.78.
- c. Bob Roelofs' and Ed Kowalski's appointments to the committee are effective April 4, 2017.

New Business: Phil made a motion and supported by Dale to move forward with Kirt's recommendation to purchase a plaque for no more than \$60 for Dr. Dee Thornwell. Kirt's intentions are to present Dr. Dee with the plaque while he is vacationing in Alaska this summer. Roll call: Dale – yes, Camp – yes, Kirt – yes, Phil - yes

Mileage, bills and per diem requests: Phil made a motion and supported by Camp to approve mileage and per diem. Roll call: Dale - yes, Camp – yes, Kirt – yes, Phil - yes

Meeting was adjourned at 10:10am

RECEIVED

MAY 25 2017

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

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING MINUTES**



**Thursday, May 25, 2017
Connie Binsfeld Resource Center
7401 E. Duck Lake Road
Lake Leelanau, Mi 49653**

Tentative minutes to be acted upon at the August 3, 2017 meeting.

The meeting was called to order by Chairperson Lautner at 4:00 pm

Roll call showed those present:

Melinda Lautner Chairperson, Leelanau County Board of Commissioners - present
Roger Griner, Benzie Board of Commissioners – present
Casey Noonan, Leelanau Board of Commissioners - present
Carolyn Rentenbach, Leelanau County Member at Large - present
Dr. George Ryckman, Benzie County Member at Large - present
Gary Sauer, Benzie County Board of Commissioners - present

Public in attendance –

Lisa Vogler, Attorney at Law, and employees; Clay McNitt, Bill Crawford, Autumn Jurek, Tom Rademacher, Ruth Griner. Via telecom Marc Grossnickle.

Pledge of Allegiance

Approval of Minutes:

Regular Board of Health Meeting of March 23, 2017

Motion by Rentenbach to approve the minutes of the regular Board Health Meeting of January 26, 2017 as presented. Seconded by Griner.

Voice vote. yea: 6 nay: 0 Motion carried.

Approval of the Agenda

Motion by Sauer to approve the agenda as presented. Seconded by Noonan.

Voice vote: 6 yeas 0 nays Motion carried.

Public Comment Period

Clay McNitt, representing the BLDHD Employee Committee, shared with the Board employee concerns regarding changes to the Personnel Policy. Bill Crawford submitted a letter to the Board explaining his concerns. (both letters are attached to these minutes). Ruth Griner voiced concerns over the changes in the proposed Personnel Policy and requested the Board table a decision pending further discussion. Autumn Jurek, also representing the BLDHD Employee Committee, shared the view of other employees who have no concerns with the proposed changes and trust in the culture of the organization.

RECEIVED

MAY 30 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

1. Northern Michigan Public Health Alliance Update:

The Northern Michigan Public Health Alliance was awarded a \$70,000, 20-month Implementation and Impact Grant Program in 2016 from the Robert Wood Johnson Foundation. Of the four funded sites in the country, Michigan is the only one focused on community health assessment. The regional community health needs assessment process is being evaluated to quantify cost savings and describe quality enhancements that are achieved when local health departments collaborate on community health assessment:

- Cost savings measure compares actual cost for regional product compared to estimates for conducting five assessments
- Quality measure describes health department perceptions of quality they can produce versus that of regional product
- Quality measure defines community partner perceptions of benefits of regional community health assessment

Health Department of Northwest Michigan received a \$50,000 award on behalf of the Alliance to increase outreach for family planning, STD and HIV services across the region. This project will include increasing the marketing activities of the beforeplay.org campaign as well as a regional condom distribution program.

Lastly the NMPHA will be holding a stakeholder meeting on August 29 at the Otsego Club in Gaylord and all BOH members are invited to attend. There will be a review of the past year, a guest speaker on the topic of Public Health 3.0 as well as a facilitated strategic planning session.

- 2. American Health Care Act/Prevention and Public Health Fund Update:** Under the current version of the American Health Care Act (HR 1628) which was passed by the U.S. House of Representatives on May 4, 2017, the Prevention and Public Health Fund is repealed at the end of fiscal year 2018. Although there are a lot of steps to the process, it remains true that there are a number of concerns that relevant to public health and our district. The repeal of the Prevention and Public Health Fund results in the elimination of funding for many public health services including funding for over 49% of the vaccines provided in our country. This action also greatly decreases funding for other crucial activities such as cancer screening and lab testing for communicable diseases. These are basic functions of public health which have been funded since the early 1980's. A series of education and advocacy efforts continue to educate and inform legislators about this consequence which may not be clear or intended. This legislation will now go to the Senate and may very well end up back in the House again so the sustained message of the importance of protecting the Prevention and Public Health Fund is imperative. I have attached updated talking points, a description of the financial impact to Michigan Public Health as well as a sample letter that could be sent as an individual or as a Board of Health, should you decide to take action.

Motion by Rentenbach to send the letter to Senator Bergmann. Seconded by Sauer
Voice vote: 4 yeas 2 nays Motion carried.

3. State Innovation Model (SIM): Northern Michigan Community Health Innovation Region:

The scale up of the regional navigation HUB's is ongoing. Staffing is underway and several of our Public Health Technicians are participating in a regional training to become certified Community Health Workers. Ruth Griner, as well as other regional techs, were recognized as participating in the health working training hosted by this project.

- 4. Benzie Resource Center:** Now that construction is finished and all staff have been returned to their work areas, it is time to plan on open house for the public. We will be working with our building partners on a plan for this so that we can promote the services within the Benzie Resource Center.

Personnel and Finance Committee Report

Accounts Payable

Motion by Sauer to pay the bills in the amount of \$219,664.84. Seconded by Rentenbach.

Voice vote: 6 yeas 0 nays Motion carried.

April 2017 Financial Statements

Motion by Sauer, seconded by Noonan to place the financials on file.

Voice vote: 6 yeas 0 nays Motion carried.

2017 Family Planning Fees

Motion by Rentenbach, seconded by Noonan to accept the fees schedule as presented, effective June 1, 2017.

Voice vote: 6 yeas 0 nays Motion carried.

Adoption of Personnel Policy

Lisa Vogler explained the proposed Personnel Policy was changed/updated/clarified based on recent court decisions. Vogler recommended adoption of the Personnel Policy without exception. Following Board discussion, a

Motion by Sauer, seconded by Rentenbach to approve the Personnel Policy as presented.

Voice vote: 5 yeas 1 nays Motion carried.

County Appropriation Budget Request - Dodie Putney

Since both counties have June deadlines in sending in budget requests, the Board of Health needs to approve an amount to be asked of both counties at this meeting. Historically we ask each County for a 3 percent increase to help cover increases in providing services to the residents of the counties. Last year, we decided not to ask for an increase and keep the FY 2016 funding levels. This year, Putney would recommend that the Board of Health approve a request for 3 percent in local appropriations. This increase request helps cover increased costs in providing services.

Motion by Griner Seconded by Noonan to request appropriations

Voice vote: 6 yeas 0 nays Motion carried.

Staff Reports

Administrative – Dodie Putney – nothing more to add

Environmental Health Director – Tom Fountain

The Department's attorney, Jim Young, has drafted a settlement statement for the Bahia Vista Condominium issue (Elmwood Twp.). Mr. Young will be meeting with the other attorney soon.

Our annual beach e. coli monitoring will be commencing soon, however, due to the inadequate funding the inland lake sites will not be included at this point. Six sites along Lake Michigan and West Grand Traverse Bay will be sampled weekly this summer.

Fountain and Jim Reardon will be attending the National Environmental Health Association annual education conference in Grand Rapids, Michigan. The July meeting is located in Michigan for the first time in many years.

Leelanau Clean Water has mailed several thousand post cards to riparian owners. The post card is an educational tool to help promote health choices on our waterfront properties. Leelanau Clean Water is hosting an evening workshop on June 21st at the Governmental Center to focus on safe/healthy beach use.

The M.D.E.Q. will be visiting the Department in June to conduct the annual accreditation for our drinking water program. The non-community public water (T-2) and residential/public (Type 3) water supply programs will be audited.

Fountain mentioned it is tick season and residents and visitors should be aware and educated about ticks and Lyme disease. The M.D.H.S.S. website has good information available.

Personal Health - Michelle Klein

The Benzie-Leelanau District Health Department provides reproductive health services to approximately 180 women and men each year. Reproductive Health Services include:

- Clinical reproductive health exams and education/counseling
- Cervical cancer screening (pap smears)
- STD testing and treatment, partner notification and treatment
- HIV testing: Free rapid testing (results in 20 minutes)
- Pregnancy Testing
- Testing and treatment for other reproductive tract related conditions, such as bacterial vaginosis and Urinary Tract infections
- Contraception: Birth control pills, IUDs, Nexplanon, condoms, Nuvaring, Depo Provera
- BCCCNP: Cervical and breast cancer screening (pap smears and mammograms) for women ages 40-64 with incomes \leq 240% of poverty and uninsured or have high deductibles. Also covers diagnostic testing as follow up to abnormal screening results regardless of age, and assists women in accessing a health insurance program to cover treatment if cancer is detected.
- Wise Woman/Wise Choices: Health screening and lifestyle support to reduce the risk of conditions such as high blood pressure, heart disease, and diabetes.
- Tobacco cessation support: Nicotine Replacement Therapy and cessation counseling
- Assistance in developing a Reproductive Life Plan
- Referrals to dental, primary care, mental health and other resources

Funding for Reproductive Health Services:

- Title X: Federal funding to provide quality, family planning and related preventive health services. The purpose is to promote positive birth outcomes and healthy families.
- Private insurance billing.
- Cash payment on a sliding scale based on income
- Per participant reimbursement for BCCCNP clients
- Per participant reimbursement for Wise Woman/Wise Choices
- Medicaid cost-based reimbursement
- Grant funding for tobacco cessation support and purchase of NRTs.

Snapshot of our clients:

- 32% of clients are teenagers (under age 20), 22% are between ages 20-24, and 47% are over age 25
- 90% have incomes below 150% of poverty
- 49% are on Medicaid, 12% have private insurance, 33% are uninsured
- Approximately 6% are Spanish speaking

- 11% of our clients use IUDs for birth control, 29% use Depo Provera, 30% use oral contraceptive pills, and 5% use Nuvarings
- We conduct approximately 50 pap tests/year. 10% have abnormal results.

Medical Director - Dr. Joshua Meyerson - excused

Public Comment Period – Bill Crawford thanked the Board for listening to the employees.

Board Comments

Adjourn

The meeting was adjourned by Chairperson Lautner at 5:23 p.m.

Melinda Lautner, Chair

Kristine Malkowski, Recording Secretary

3

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

(5)

**BENZIE COUNTY
PARKS AND RECREATION COMMISSION**

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

**Regular Meeting
April 24, 2017
Benzie County Government Center**

Chair, Cathy Demitroff called the meeting of Parks and Recreation Commission to order at 5:06 p.m.

Present: Frank Walterhouse, Marjorie Pearsall-Groenwald, Barb Skurdall, Ed Hoogterp, Tad Peacock, Ted Mick, Walter Roch Von Rochsburg, Ann Bourne, and Marjorie Pearsall-Groenwald

Absent: Sean Duperron

Others Present: Jeanne McPherson, Recording Secretary

Guest: Dick Figura- Motion by Bourne, seconded by Walterhouse to go into close session @ 5:11pm. Roll call taken. All Aye. Motion Carried.

Motion by Bourne, seconded by Walterhouse to open session @ 5:29 pm. Roll call taken. All Aye. Motion Carried.

Motion by Walterhouse, seconded by Peacock to approve Agenda. All Aye. Motion Carried.

Motion by Hoogterp, seconded by Walterhouse to approve the Regular Meeting Minutes of the February 27, 2017 meeting as presented. All Aye. Motion Carried.

Motion by Hoogterp, seconded by Bourne to approve the Regular Meeting Minutes of the February 27, 2017 meeting as presented. All Aye. Motion Carried

Public Input: None.

Committee Reports:

RECEIVED

JUN 02 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Railroad Point: Bourne shared maps with other Board members to show the layout. She thanks Frank, Ed, and Tad for meeting with the signage people and worked out signage for the whole property. Signs will be placed on 115 and Mollineaux Road. Additional signage for season road. A kiosk will be placed in parking lot with additional maps. All signs will be sent in for approval.

Point Betsie Light House: Chair thanks Chuck, Due Wensley, Ann, Sean and Rocky for their due diligence in getting the grant in. Von Rochsburg shared that Sean did a great presentation and that Chuck had great PowerPoints. Chuck shared that they are working on a timeline. They are looking at two other grant opportunities.

Trail Report: No Report.

B.V. Trail Management- Walterhouse shares that there is a lot of things going on at Betsie Valley trail. Looking to do some repair from Mollineaux to Beulah and from Beulah to County Farm Road. They are getting four bids and presenting them at their July meeting. Bourne shared they are using a surface that has been used in the National Park, that it is a harder surface being used. Bourne says she talked with DNR and they will send out letters to each property owner, so that they are aware of what's going on. Ed shared that Lake Association wants to work with the Property owners. The big issue is that there is so much water coming down the hills and very little way to process it. Walterhouse states there is a special meeting May 23 at 4:00 beginning at the Government Center then probably to visit the site. Walterhouse states he has a Board meeting that day and needs someone from Parks and Rec to sit in. Hoogterp commits. Walterhouse will get the Minutes to Hoogterp.

Recreational Facilities & Access: Bourne shared that everyone should have received Cathy's notification on the survey going out regarding the Betsie River. The deadline is May 28th she encourages everyone to take the survey and to get the website information out to others.

Zada Price Property: Motion by Walterhouse, seconded by Hoogterp to approve total cost of two picnic tables from Kay Park for \$1,485.60. Roll call taken. All Aye. Motion Carried. Peacock said he included an anchor for the one picnic table. Tables should arrive before Memorial Day. SEEDS will be helping with the hauling of tables up the hill. He shows signage estimates.

Recreational Programs: Skrudall shares she has sit in on the Beulah Village meeting they are looking at 5 Fridays, starting June 23rd and holding clinics in Beulah Park. Nets are up in Benzonia, and will soon be up soon in Beulah.

Old Business: None

New Business:

Chair Demitroff felt with the new additions to the Board that Bylaws and History should be handed out and discussed. Chair will be sending out copies via email and Board members will discuss at tail end of every meeting.

MDNR Crystal Lake Outlet Property: Bourne shares that the Board should let it take its course, Hoogterp asked if this was something the Board wanted to take on or just let the DNR?

2017 Committee Chairs:

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

Public Input: None

Correspondence: Magazine

Motion by Walterhouse, seconded by Pearsall-Groenwald to Adjourn.
Chair, Demitroff declared the meeting adjourned at 6:54 p.m.

The next meeting is scheduled for Monday, June 26, 2017, at 5:00 p.m.

Minutes were respectfully submitted by Jeanne McPherson, Recording Secretary

Frank Walterhouse Frank Walterhouse, Secretary



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

6

May 19, 2017

Lt. Dan Smith
Benzie County
505 S. Michigan Ave
Beulah, MI 49617

RE: RAP/CAP Grant Application – Officer Safety Body Cameras

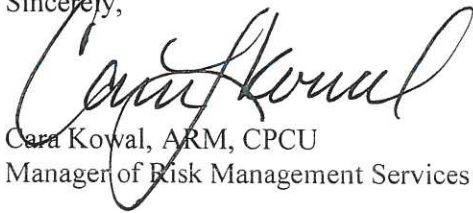
Dear Lt. Smith,

On Tuesday, May 16, 2017, the Membership Committee met to review current grant submissions and conduct a strategic planning session for the upcoming 2018 fiscal year. The committee took no formal action regarding current funding requests at this meeting.

The Membership Committee will next meet in July to continue its strategic planning discussions and make formal decisions regarding all pending grant applications. Your application is still under consideration and I will update you when we have further information about its status.

As always, please feel free to contact me if you have any questions or concerns.

Sincerely,



Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Dawn Olney
MMRMA Risk Manager

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MAY 24 2017

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



Networks Northwest

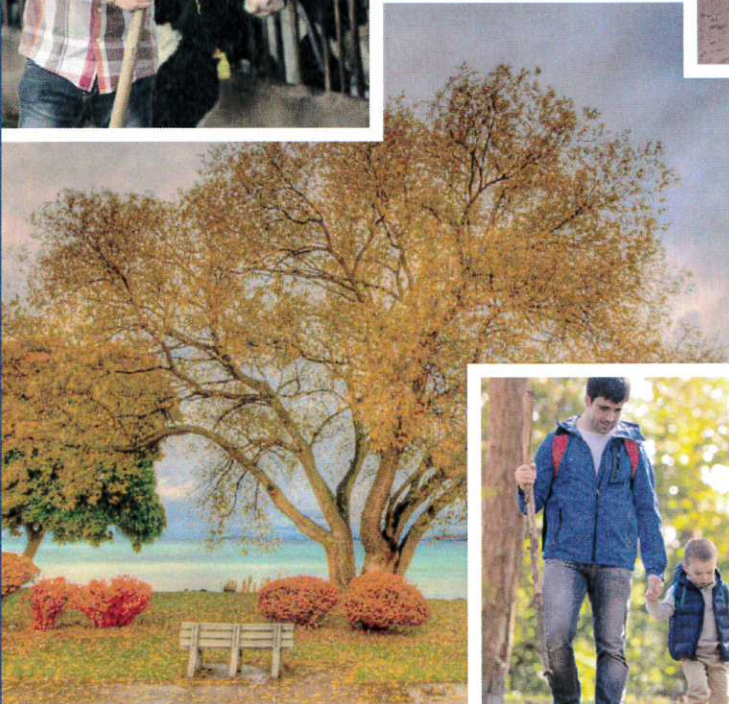
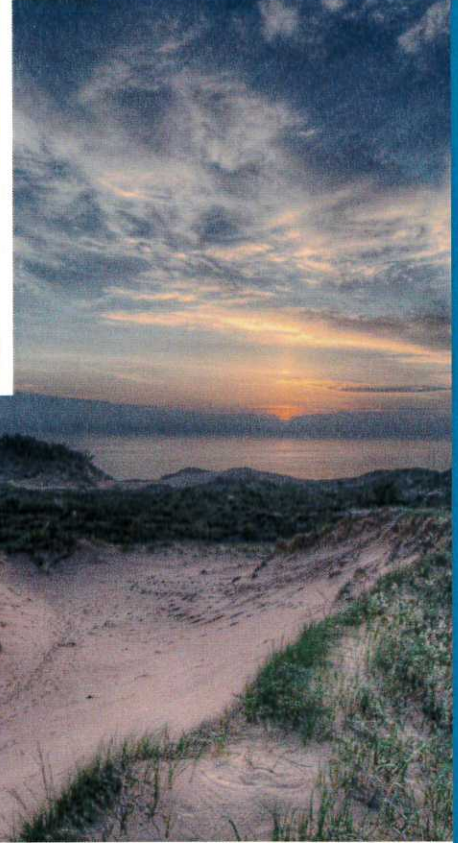
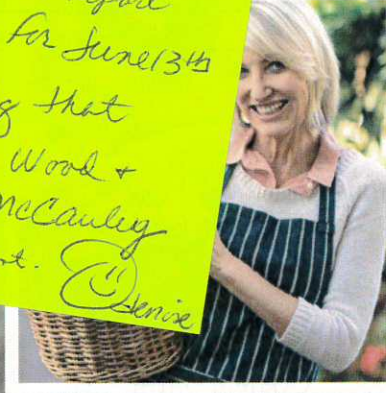
/ Business / Community

10:00

ANNUAL REPORT

FY 2016

Annual Report
Copies for June 13th
meeting that
Elaine Wood +
Matt McCauley
will present. Denise

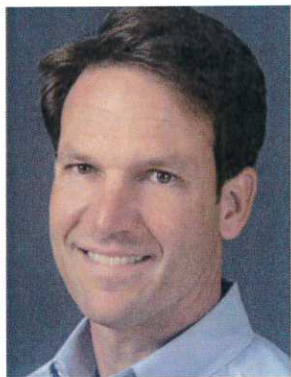


networksnorthwest.org

The four, large scenic photos of Northwest Michigan were taken by Networks Northwest employee, Jason Lome.

ANNUAL REPORT

FY 2016



To the communities of the Northwest Michigan Region:

What a year we all had in 2016! We saw continued business growth and diversification, many local efforts to preserve natural resources while promoting recreation, and several small communities working together successfully to keep their villages vital. We saw abundant employment opportunities and rising wages. And mostly, we saw growing evidence of the proactive, creative, and influential activities that have made our region well known around the state.

Every day we experience the interdependent forces among **Talent, Business** and **Community**. With pride, we note that Northwest Michigan is exemplary in these sectors coming together to solve problems. Our Networks Northwest Regional Prosperity Board is an example of that collaborative, bigger picture approach to community well-being.

Networks Northwest plays an important role in all three of these arenas, sometimes with direct service delivery to a business, individual or community, and sometimes through the convening and facilitation of multiple partners toward a common goal. It's all about our region's economic health and we are committed to providing the leadership and services that assist in these important endeavors.

This report contains a summary of our primary activities during Fiscal Year 2016 which ended September 30, 2016. We hope you find it useful and interesting. Feel free to contact us any time!

Sincerely,

Gary W. Fedus,
Board Chair

Chris Christensen,
Chief Elected Official

Elaine Wood,
Chief Executive Officer





Michigan Works! Helps Single Mom Find Full-Time Job

Rena Weinert was labeled as "Special Ed" when she was in high school. She has reading and learning difficulties and has never been able to earn her high school diploma. Rena is a single mother of two young children and receives no financial support from her ex-husband. She is frequently frustrated at job sites and has issues maintaining employment. In May of 2015, she came to Northwest Michigan Works! in Cadillac for help. Rena attended employability skills workshops, received assistance with her resume, job search and interview skills, and received help with transportation expenses. She also received intensive counseling and guidance from her PATH worker. With the help from Michigan Works! in April of 2016 Rena was able to find a full-time job with Spectrum Community Services, Inc. caring for Alzheimer and dementia patients.

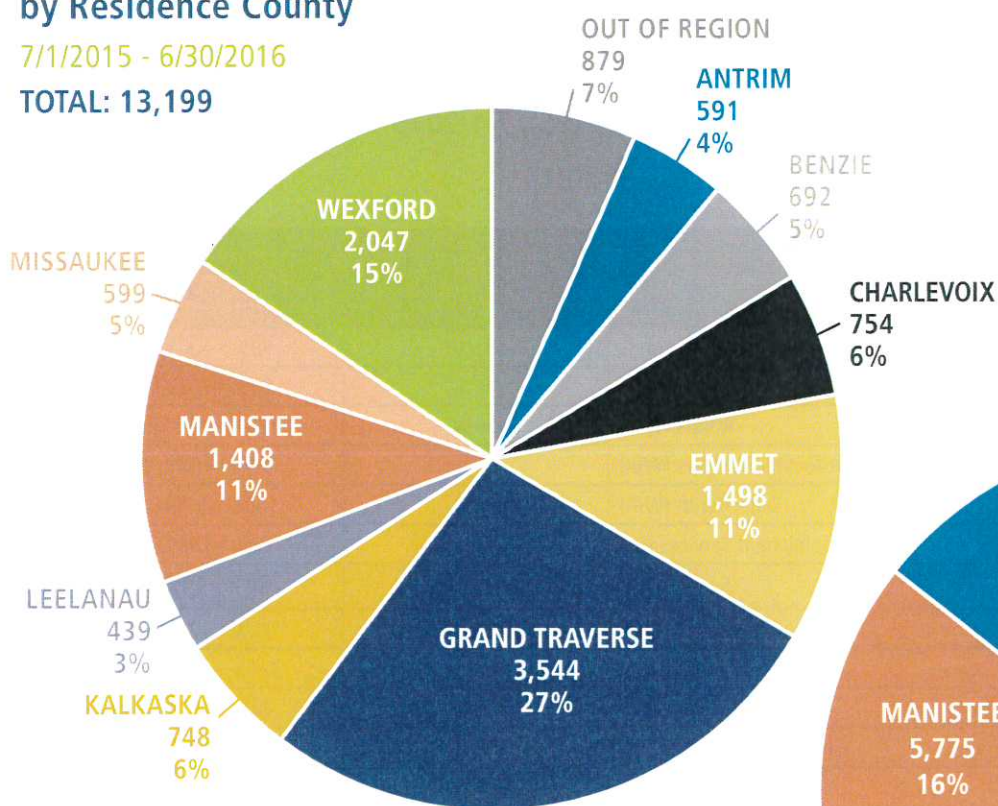
"I'm very thankful to finally have a job I like," said Weinert. "I owe my success to the encouragement and support I received from Northwest Michigan Works!."



Number of Visitors by Residence County

7/1/2015 - 6/30/2016

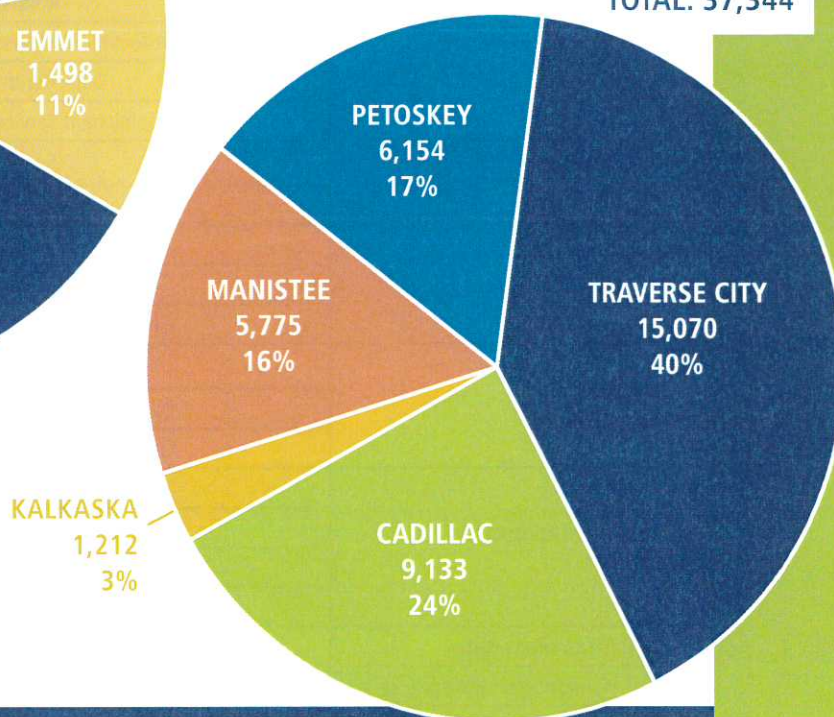
TOTAL: 13,199



Number of Visits by Center

7/1/2015 - 6/30/2016

TOTAL: 37,344





Northwest Michigan Works! Helps Job Seeker Find the "Perfect Job"

Kayla Francis was a 19-year-old single mother and college student when she enrolled in the PATH program at Northwest Michigan Works! in August of 2016. Kayla's ultimate employment goal is to own a car dealership, so a job posting for a Caller/Greeter at Northpointe Motors appeared to be a great fit for her. The staff at Michigan Works! helped Kayla create a targeted resume and cover letter and apply for the job, and after an interview she was hired. The on-the-job training program offered through Michigan Works! covered Kayla's wages for four weeks while she was being trained for the new job. Michigan Works! also provided Kayla with gas cards to defray her transportation costs and helped her purchase some professional clothing to expand her wardrobe for work.

"I had never filled out a resume before or looked for a job other than in the serving business," said Francis. "When I went to Michigan Works! they helped me not only fill out the application and make my resume, but they helped me find the perfect job at Northpointe Motors. This is not just a job. This is building my future for the career I want to begin."

Performance Data for Past Full Year:

Workforce Investment Act (WIA), 7/1/2015 - 6/30/2016

Wagner Peyser Act Employment Services (ES), 7/1/2015 - 6/30/2016

PATH, 10/1/15 – 9/30/16

Performance Standards		Performance Standard/Goal	Northwest Performance: Actual Performance and % of Goal Achieved
Customer Satisfaction	Program Participants	93%	99% - 106% of goal
	Employers	86%	88% - 102% of goal
Entered Employment Rate	Adults (WIA)	90%	100% - 111% of goal
	Dislocated Workers (WIA)	95%	99% - 104% of goal
	Older Youth (WIA)	84%	100% - 119% of goal
	Employment Services (ES)	54%	58% - 108% of goal
Retention Rate	Adults (WIA)	92%	90% - 98% of goal
	Dislocated Workers (WIA)	92%	96% - 104% of goal
	Older Youth (WIA)	90%	100% - 111% of goal
	Younger Youth (WIA)	86%	96% - 111% of goal
	Employment Services (ES)	79%	85% - 108% of goal
6-Month Avg. Earnings	Adults (WIA)	\$15,200	\$13,359 - 88% of goal
	Dislocated Workers (WIA)	\$14,000	\$16,670 - 119% of goal
	Employment Services (ES)	\$13,800	\$14,226 - 103% of goal
Credential/Diploma Rate	Adults (WIA)	81%	91% - 112% of goal
	Dislocated Workers (WIA)	83%	95% - 115% of goal
	Older Youth (WIA)	80%	80% - 100% of goal
	Younger Youth (WIA)	91%	92% - 101% of goal
Skill Attainment Rate	Younger Youth (WIA)	96%	100% - 104% of goal
Met Participation Requirements	Adults, Cash Assistance Recipients (PATH)	50%	73% - 146% of goal

Overall: Met or Exceeded All Performance Standards*

*Federal definitions: Did not meet = < 80% of performance standard / Met = 80-99% of performance standard / Exceeded = 100% or greater of performance standard



Local Businesses Receive Statewide Recognition for Talent Development

MR Products in Copemish and Sleeping Bear Apiaries in Beulah have received Michigan Works! Association Impact Awards for their leadership in providing local employment and training opportunities. Networks Northwest and Northwest Michigan Works! nominated the businesses for the awards after each of them used a variety of programs offered through Michigan Works! to hire and train employees.

MR Products is a family-owned manufacturer of plastic chain. Michigan Works! assisted the company with Skilled Trades Training Fund applications, employee wellness development projects, and on-the-job training contracts. The training included employee Carol Mathias who was also recognized at the Impact Awards event.

"Since 2009, we have more than doubled the number of employees here in Copemish, and we consider Michigan Works! to be an invaluable partner contributing to our future growth," said MR Products President, Maree Mulvoy.

Sleeping Bear Apiaries is the parent company of St. Ambrose Cellars and Sleeping Bear Farms.

Michigan Works! helped the company develop a Winemaker Apprentice program. The company also received a Skilled Trades Training Fund grant, and training assistance for employees including Susan Kile who was recognized along with the company.

"The support has provided the increased workforce and skill set needed to meet the demand of our continued growth," said Sleeping Bear owner, Kirk Jones. "We are forever grateful for all of the support we have received from Northwest Michigan Works!."



Above: MR Products Maree Mulvoy and Carol Mathias.



Above: Sleeping Bear Apiaries Susan Kile and Kirk Jones.

Talent / Business / Community

Michigan Works! Helps Job Seeker Overcome Challenges and Start New Career

Heather Woods entered the PATH program at Northwest Michigan Works! after she and her family moved back to Michigan from Florida due to income problems and a death in the family.

When she came to Michigan Works! Heather's husband was disabled, she had a five-year-old child, and was expecting her second child.

Heather was hired at LOVE, INC (Love in the Name of Christ) in Manistee. She was eligible for the on-the-job training program offered through Michigan Works! which paid for part of her wages while she learned the new job. Michigan Works! also assisted her with funds for work clothes and gas cards for transportation as she made the transition into her new position.

"If it was not for meeting Mary Szwed, my Michigan Works! Career Advisor, I really don't know where I would be," said Heather. "She has believed in me since day one. She is an absolutely amazing person. She goes way above and beyond her job title. Without her support and encouragement I know there is no way I could have made it through some of the darkest times of my life. I am truly grateful for Michigan Works!."



OCCUPATIONAL AREA	# TRAINED
AGRICULTURE	12
BOOKKEEPING/ACCOUNTING	5
BUSINESS/ADMINISTRATIVE	27
CONSTRUCTION	68
COSMETOLOGY	1
CUSTOMER SERVICE	4
ENERGY	2
ENGINEERING	19
HEALTHCARE	194
INFORMATION TECHNOLOGY	28
MANUFACTURING	981
REMEDIAL	7
SALES/MANAGEMENT	5
SECURITY/LAW ENFORCEMENT	1
TRUCK DRIVING	31
WELDING	6

**TOTAL
1,391**

Northwest Michigan Works! Occupational Training Provided

In response to employers' needs, we provided training to 1,391 people.

In all cases, the training was tied to employment.

Nearly all training involves a combination of classroom work and on-the-job learning.

We utilized all our various funding sources to pay for the training, depending on each participant's eligibility. This included WIOA Adult, WIOA Dislocated Worker, Trade Act, Skilled Trades Training Fund (STTF), Offender Success, and PATH.



networksnorthwest.org

Special Activities for Veterans



Launched a Veterans Facebook page related to employment and other services for vets.



Participated in the Veterans Expo in the Cadillac Armory, focusing on veteran employment opportunities.



Undertook the responsibility of "employment relations lead" for the regional Veterans Community Action Team.



Took on the position of co-chair for the Jobs and Education committee for Project Cherry Tree, a local non-profit that advocates for veterans' services related to housing, health care, employment and education.



Opened a unique Veterans Resource Area in the Traverse City Michigan Works! Center. The grand opening was attended by 200 people and 12 veterans' service providers. The event included local military representation, therapy animal demonstrations, and a VFW flag ceremony.



Facebook proves to be a great communication avenue for Veterans employment services.



Celebrating the opening of our new Veterans Resource Area at the Traverse City Michigan Works! Center.



JMG's Vision:

That every young adult is Educated, Employed, and Career Bound.

JMG's Mission:

To equip young adults with the skills to overcome barriers and win in Education, Employment, and as Citizens.

All JMG students receive:

- Barrier removal and drop-out prevention
- One-on-one employability coaching
- Student-led leadership development
- Community service projects
- Adult mentoring
- Work experience
- College preparation and transition
- 12 months of follow-up services

Highlights of the year:

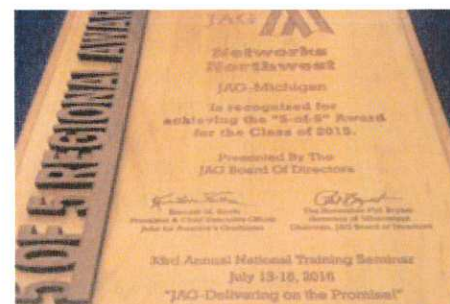
- Northwest Michigan Works! entered into formal partnerships with three Intermediate School Districts for delivery of the JMG program, and enrolled 196 students. Our program is one of 55 across the state, with a high school graduation rate of 98%.
- Our program received the national Jobs for America's Graduates (JAG) "5 of 5 Award" for meeting or exceeding national standards in five categories measuring student success.
- At the Wexford-Missaukee Career Tech Center, the students were from the Agriscience and Natural Resources program, and the Hospitality, Retailing and Entrepreneurship program.
- At the Traverse Bay Area Career Tech Center, the students were from the Automotive Technology program.
- At the Char Em Career Tech System, the students were from the Welding program at both Pellston High School and East Jordan High School. Others were from the Crooked Tree Alternative High School.
- Students participated in 13 company tours to learn about career options.



Northwest Michigan Works! JMG Specialist, Dana Venhuizen (6th from left), accepts the 5-of-5 Award at the JAG National Training Seminar.



Two students in the Jobs for Michigan's Graduates (JMG) program coordinated by Northwest Michigan Works! attended the Jobs for America's Graduates (JAG) National Student Leadership Academy November 10-12 in Washington D.C. Clara Clark (third from left), a senior in the Wexford-Missaukee Career Tech Center Hospitality, Retailing, and Entrepreneurship program, and Ryan Memberto (second from left), a senior in the Traverse Bay Area Career Tech Center Automotive Technology program, attended the event which attracted nearly 700 students from around the country.



98%
HIGH SCHOOL
GRADUATION
RATE

196
STUDENTS
ENROLLED

Offender Success Program

We served 242 individuals during FY16 who were paroled from state prison to their home communities within our region, after serving their sentences. Parolees are assigned to the program by the Parole Board or by the local Parole Supervisor.



The program's goals are:

- Increased community safety
- Reduced recidivism
- Increased economic productivity
- Reduced costs to taxpayers

Residential Stability

126 received Residential Stability services.

- Temporary housing assistance, in the form of rent subsidies for parolees that would otherwise be homeless.
- 56% of the annual program budget was spent on Residential Stability.
- 64% resulted in a successful outcome, meaning they secured stable, unsubsidized housing.

Social Support

147 received Social Support services.

- Provides assistance with obtaining basic needs such as identification, clothing, and bus passes.
- 5% of the annual program budget was spent on Social Supports.

Health & Behavioral Health

43 received Health and Behavioral Health services.

- Provides assistance with addressing mental health and/or behavioral health issues impacting successfully re-entry, such as batterer intervention services and individual mental health counseling.
- 4% of the annual program budget was spent on Health and Behavioral Health services.

Employment Readiness

56 received Employment Readiness services.

- Individual employment-based case management, focused on employability skills and transitioning into the workforce successfully.
- Provides temporary work experience for some participants by offering incentives for employers in the form of wage subsidies.
- 93% of temporary work experience contracts resulted in unsubsidized employment for the ex-offender.
- Average wage for unsubsidized employment was \$10.12 an hour.
- Provides assistance with necessary work supplies, such as work tools, specialized clothing, testing fees, etc.
- Resulted in a 81% unsubsidized employment rate (compared to 25% statewide employment rate for all former inmates).

Here is a listing, by sector, of the different types of jobs parolees obtained in FY16:

Manufacturing

- Assemblers
- Machinists
- Press machine operators
- Laborer

Energy, Transportation, & Construction

- Truck drivers
- Skilled trades (carpentry)
- Construction laborer
- HVAC technicians
- Auto service technicians

Hospitality

- Cooks & food prep workers
- Servers
- Restaurant manager
- Landscaping
- Housekeeping

78%

**DECREASE IN
RECIDIVISM**

310%

**RETURN ON
INVESTMENT**

Statewide recidivism percentage for all parolees is 29.8% (nearly 1 in 3), down from over 50% before this program was started 10 years ago. Northwest MI tracks its own recidivism percentage for parolees who are assigned to our program, and had a 11% recidivism rate at year-end FY 2015, reflecting a 78% decrease in recidivism from the original State average. The Offender Success Program in Northwest Michigan has a 310% Return on Investment in the first year alone following an ex-offender's parole.



Adult Education

Main service used:

• Adult Basic Education	145
• English as a Second Language	31
• GED Preparation	304
• High School Diploma	139
• Workplace Literacy	37

23,248
INSTRUCTIONAL
HOURS

Student ages:

• 16-18	104
• 19-24	213
• 25-44	225
• 45-59	92
• 60+	22

656
STUDENTS

Five Learning Labs continue to operate in the Michigan Works! Service Centers in:

- Petoskey
- Kalkaska
- Cadillac
- Manistee
- Traverse City

Satellite sites operate in 3 locations through collaboration with local organizations, at:

- Benzie Area Christian Neighbors Center
- Northwestern Michigan College
- Ellsworth Moms and Tots Center



Students utilizing the distance learning options continue to grow. In FY16, 64 participants were served through this educational delivery system. In an effort to eliminate barriers to education, 30 Chromebooks were purchased to lend out to students so that they can study at home.



The Grand Traverse Area Literacy Council began operating as a program of Northwest Michigan Works! in partnership with our Adult Education Learning Labs. These joint efforts and resources of are now being used collaboratively.



Adult Education graduation ceremony, May 2016.



Diplomas and GEDs are conferred by our adult education partner, Traverse Bay Area Intermediate School District.



Special Activities to Help Companies Find the People They Need

- 1) Hosted 80 "Employer of the Day" events at our Michigan Works! Centers.
- 2) Sponsored the networking event Rise Up! Cadillac that brought over 85 local business people together.
- 3) Collaborated with Michigan trade unions (sheet metal, electrical, plumber/pipefitter, heavy equipment operators) to hold a Skilled Trades Hiring Event.
- 4) Conducted five targeted job fairs which included 216 companies and were attended by over 600 job seekers.
- 5) Conducted special outreach efforts in Kalkaska, Boyne City, Northport, and Petoskey to find people to connect with job opportunities.



Avon Automotive captures job applicants on-site at the Cadillac Michigan Works! Center.



216 companies and over 600 job seekers utilized our job fair.

networksnorthwest.org



Dislocated workers from Pugsley Correctional Facility receiving career counseling from NW Michigan Works! staff in Kingsley.



On-site job fair at Antolin Corp. for dislocated workers in Benzie County.

Special Activities in Response to Business Closings

- 1) In response to the closing of the Pugsley Correctional Facility and subsequent job loss at the Oaks Correctional Facility, applied for and received a fully funded State Adjustment Grant for \$420,000. Conducted an aggressive and innovative outreach program that utilized the Michigan Works! Mobile One Stop Center and on-site registrations. Served over 200 customers providing a variety of supportive, relocation, training, and employment services.
- 2) Provided rapid response services during local Antolin plant closure in Benzie County. Assisted 141 employees. Collaborated with Antolin and 26 local employers for an on-site job fair for displaced employees.
- 3) Assisted Oleson's and its employees during store closure in Manistee. Career Facilitator staff met with displaced employees on three separate occasions leading up to the store closure, and followed up with an organized event at the Manistee Michigan Works! Center for those employees that did not find immediate employment.





Skilled Trades Training Fund

Our region has 3.7% of the state's businesses and contributes 2.5% of the state's GDP. However, we had 9.5% of all the companies in Michigan that received STTF grants, representing 9.6% of all the STTF funds that were given out in FY16.

Northwest MI - FY16 STTF Awards

County of the Business	# Awards	\$ Amount Awarded	# of Employees Receiving Training	# of New Hires
Antrim	1	\$17,600.00	41	0
Benzie	1	\$18,489.00	10	5
Charlevoix	4	\$160,010.00	61	32
Emmet	2	\$38,890.00	80	4
Grand Traverse	17	\$382,988.00	274	1
Kalkaska	2	\$141,108.00	128	8
Manistee	1	\$28,890.00	22	1
Wexford	9	\$495,850.00	563	59
Region 2 Totals	37	\$1,283,825.00	1179	110

Michigan Works! Business Services Unique Companies Served by County, by Industry

Industry (NAICS Code)	Ant.	Ben.	Char.	Em.	G.T.	Kal.	Lee.	Man.	Mis.	Wex.	Out of Region	Grand Total
11 Agriculture, Forestry, Fishing	4		2	2	9	1	4	2	4	6	1	35
21 Mining, Oil and Gas Extraction		1			2	2	1			1		7
22 Utilities			1		4				1	3		9
23 Construction	4	1	2	8	26	1	7	2	4	4	3	62
31-33 Manufacturing	11	3	25	15	64	5	10	10	4	23	6	176
42 Wholesale Trade	1		2		14				1	1	1	20
44-45 Retail Trade	3	1	6	12	53	2	9	10	4	61	4	165
48-49 Transportation and Warehousing			3	2	11		1		1	6	2	26
51 Information				1	9		1	1		5		17
52 Finance and Insurance	3	2			10			1		11	1	28
53 Real Estate and Rental and Leasing		2		2	2		1	1		2		10
54 Professional, Tech Services	1	2	5	2	41	3	3	1		18		76
55 Management of Companies				1	3							4
56 Admin, Support, Waste Management		2		1	8	1	1			2		15
61 Educational Services			1		9		4	1		5	1	21
62 Health Care and Social Assistance	3	1	7	8	34	2	4	5	5	24	2	95
71 Arts, Entertainment, and Recreation	1	1	1	3	7		2	1		2		18
72 Accommodation and Food Services	1	4	4	12	26		10	7	4	16	2	86
81 Other Services	2	4	1	3	36	1	3	2	2	6	2	62
92 Public Administration	1		1		12	1	3	2	2	8		30
TOTAL	35	24	61	72	380	19	64	46	32	204	25	962



NEWTON'S ROAD

MISSION OF NEWTON'S ROAD

Provide exposure to STEM-related careers and hands-on STEM learning activities for students.

Promote and build the workforce pipeline for economic vitality in sectors requiring STEM proficiencies.

STUDENTS

Exposures Through Presentations/Events: **418 STUDENTS**

Classroom Exposure: **1144 STUDENTS**

Number of 3-D Printers in Classrooms: **40**

Number of Teachers: **38 INVOLVED**

SCHOOLS SERVED: 21

- Kalkaska Middle School
- Elk Rapids Cherryland Middle School
- Glen Lake Schools
- Benzie Central High School
- Bellaire Schools
- Grand Traverse Academy
- Mancelona Schools
- Pathfinder School
- TBAISD Career Tech Center
- TCAPS Eastern Elementary
- TCAPS Cherry Knoll Elementary
- TCAPS Willow Hill Elementary
- TCAPS Silver Lake Elementary
- TCAPS Central Grade School
- TCAPS Blair Elementary
- TCAPS Long Lake Elementary
- TCAPS Westwoods Elementary
- TCAPS West Middle School
- TCAPS East Middle School
- TCAPS Central High School
- TCAPS West Senior High

COUNTIES SERVED TO DATE:

- Benzie
- Kalkaska
- Leelanau
- Antrim
- Grand Traverse

Images of Newton's Road in Action below





Small Business Development Center (SBDC) 2016

REGIONAL ECONOMIC IMPACT

The SBDC provides a variety of business consulting, training, and research services to both start-ups and growth companies.

1,528

HOURS OF
COUNSELING

52

JOBS
RETAINED

21

NEW BUSINESS
START-UPS

130

NEW JOBS
CREATED

TRAININGS

277 people attended 29 in-person regional trainings that included:

- Starting a Business Workshops
- Know Your Numbers
- How to Buy or Sell a Business

19 individuals and business owners from the northwest region participated in 22 online webinars – these trainings included topics such as Social Media 101, Crowdfunding, Entrepreneurial Operating System (EOS) Series, Cyber-security, Get Your Business Online with Google, Getting Started with QuickBooks, What's Hot in Hiring, Starting a Business, Business Planning, and more.

Participated in other special trainings with partnering organizations:

- USDA Value-Added Producer Grant Information Session
- SBA's AARP Encore Entrepreneur
- ASID Annual Meeting

LOCATION OF BUSINESSES	% TOTAL COMPANIES SERVED
ANTRIM	6%
BENZIE	5%
CHARLEVOIX	5%
EMMET	7%
GRAND TRAVERSE	42%
KALKASKA	3%
LEELANAU	9%
MANISTEE	9%
MISSAUKEE	3%
WEXFORD	10%
OTHER	<1%
TOTAL COMPANIES SERVED	224

\$5,876,203

NEW CAPITAL
INVESTED

\$5,029,061

ANNUAL SALES
GROWTH

THANK YOU
to our contributing
partners!



Regional SBDC Business of the Year

Kris Rockwood began her relationship with SBDC in late 2013 after she moved back to Traverse City with the interest in starting or purchasing an existing business. In early 2014 Kris focused her efforts on launching a small product line of cold-pressed juices by renting kitchen space from another local food producer. SBDC assisted Kris in developing her business plan, connecting with resources, and working through start up challenges. Kris began test marketing her products by selling at farmers markets throughout the region. After experiencing increased customer demand and sales growth, Kris recognized the need for her own production and retail space. In 2015, Kris purchased and relocated the business to her existing location. She continues to sell her products through farmers markets as well, especially to test market new products. Kris has added smoothies, salads, and other local healthy products to her offerings. Press on Juice continues to work with SBDC as her business grows and she strategizes for the future.





NorthwestMichigan

PTAC

GovernmentContractingExpertise



**Networks
Northwest**

Talent / Business / Community

FY 2016
Northwest Michigan Procurement
Technical Assistance Center



**2 OFFICES,
SERVING 25 COUNTIES**
in the Northwestern Lower Peninsula
& the Entire Upper Peninsula.



\$165.6 MILLION
Client Federal,
State & Local Contract Award Dollars



828 JOBS
Created or Sustained from
Client Contract Award Dollars
\$200,000 in Contract Awards Equates to 1 Job



\$435 : \$1
Client Contract Award
Dollars for Every Dollar of PTAC
Program Funding

The mission of the Procurement Technical Assistance Center (PTAC) is to enhance national defense and the economic development of the State of Michigan by helping area businesses secure local, state and federal government contracts.



Global Trade Alliance



Our team at the UK-Ireland Trade Mission

Left to right: Jeanne Broad (Director of the MEDC International Trade Management); Tonya McNeal-Weary (Managing Director for IBS Global Consulting, Inc.); Tony Edwards (Director of Sales for Fluxtrol Inc.); Michigan's Lt. Governor Brian Calley; Scott Gest (Networks Northwest Research Analyst); Chris Bosio (MEDC & Networks Northwest International Trade Manager).



Michigan's group at the Arab Health Trade Mission, including Chris Bosio, International Trade Manager for the Global Trade Alliance of Northern Michigan (far right).



Versus Technologies of Traverse City, booth at the Arab Health Trade Mission.



GLOBAL TRADE ALLIANCE

of Northern Michigan

NORTHERN MICHIGAN GLOBAL TRADE ALLIANCE (GTA) 2016 DATA

REGION	# COUNSELED
REGION 1 (UPPER PENINSULA)	44
REGION 2 (NORTHWEST MI)	73
REGION 3 (NORTHEAST MI)	7
TOTAL	124

*The 124 companies received \$325,513 in direct state and federal financial assistance.

**DIRECT
EXPORTING
ASSISTANCE***
\$325,513

REGION 2 BUSINESSES COUNSELED BY COUNTY

LOCATION OF BUSINESSES	# COUNSELED
ANTRIM	3
BENZIE	3
CHARLEVOIX	8
EMMET	4
GRAND TRAVERSE	41
KALKASKA	1
LEELANAU	6
MANISTEE	2
MISSAUKEE	1
WEXFORD	4
TOTAL	73

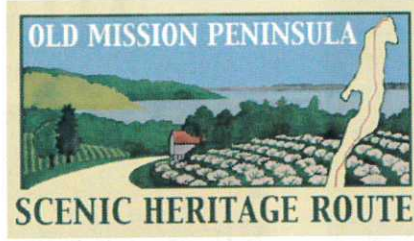
**FY16 EXPORT
SALES RESULTS**
\$68,009,452



Transportation Activities

Tunnel of Trees Scenic Heritage Routes

Provided support to 4 local heritage route committees:



Asset Management

Provided an assessment and report on road conditions in 10 counties, with extensive data and maps.



TTCI (Traverse Transportation Coordinating Initiative)

Provided committee support for transportation stakeholders in the urbanized Traverse City area.

Rural Task Force

Conducted regional meetings of stakeholders to determine road funding and improvements.





Community Planning, Development, and Technical Assistance

- Kalkaska Master/Rec/Library Plan - Five Interconnected Community Plans
- Mancelona Master/Rec Plan - Joint Twp/Village Master/Rec Plan
- Empire Master/Rec Plan - Village Master Plan and Rec Plan
- Benzie County - Master Plan & Recreation Plan
- City of Charlevoix - Staff Support to Charlevoix City Planning Commission and Council
- Village of Northport – Updated Master Plan
- Updated 10 County Guides to Permitting and Zoning
- Conducted a Feasibility Study and Began Implementation for a Regional Housing Partnership to Assist Communities and Developers
- Framework for Our Future – Researched, Coordinated and Developed a New Regional Prosperity Plan Chapter for Community Health, Safety, and Welfare Resources to Identify Linkages Between Community Development and Social Needs/Issues
- US-131 Economic Development Plan – On-going Leadership, Group Convening, Support, and Educational Series for Implementation of the Plan
- Held a Regional Housing Summit



Regional Housing Summit.



"Benzie County has a long-standing relationship with Networks Northwest utilizing their expertise to provide needed services to County residents. Most recently Networks Northwest assisted Benzie County on the completion of our Park and Recreation Master Plan and the County Master Plan. The completion of these two documents are essential to help plot Benzie's future. Whether it is through planning, economic development or simply assisting Benzie County take advantage of amazing natural resources, Networks Northwest is there to help us implement our goals."

-Mitchell D. Deisch, Benzie County Administrator



"Elise, Sarah and Elizabeth of Networks Northwest really made the Speak-Up Kalkaska event successful, and we look forward to our continued partnership in completing the cooperative Master Plan process."

- Cash Cook, Kalkaska DDA Director



Recreation

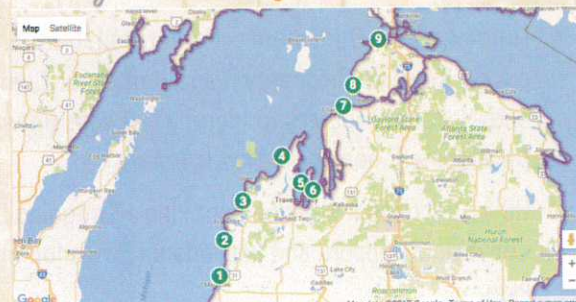
- Betsie River – Water Trail Plan
- Kalkaska County & Village Of Kalkaska – Joint County & Village Recreation Plan
- Mancelona – Joint Township And Village Recreation Plan
- Village Of Ellsworth – Recreation Plan
- Upnorthtrails.org – Trail Directory Updates (Image Below)

[Find your Trail](#)[About](#)[Trail Events](#)[Other Tours and Trails](#)

Explore **MORE THAN 5,300 miles** of Northern Michigan Trails
Motorized and Non-Motorized



Try the **Lake Michigan Water Trails**



1. Manistee-Frankfort Trail
The water trail covers Manistee County and the southern half of Benzie County
2. Frankfort-Empire Trail
3. Sleeping Bear Trail
4. Leelanau Trail
5. West Grand Traverse Bay Trail
6. East Grand Traverse Bay Trail
7. Little Traverse Bay Trail
8. Crooked Tree Trail
9. Wilderness State Park and Mackinaw City Trail

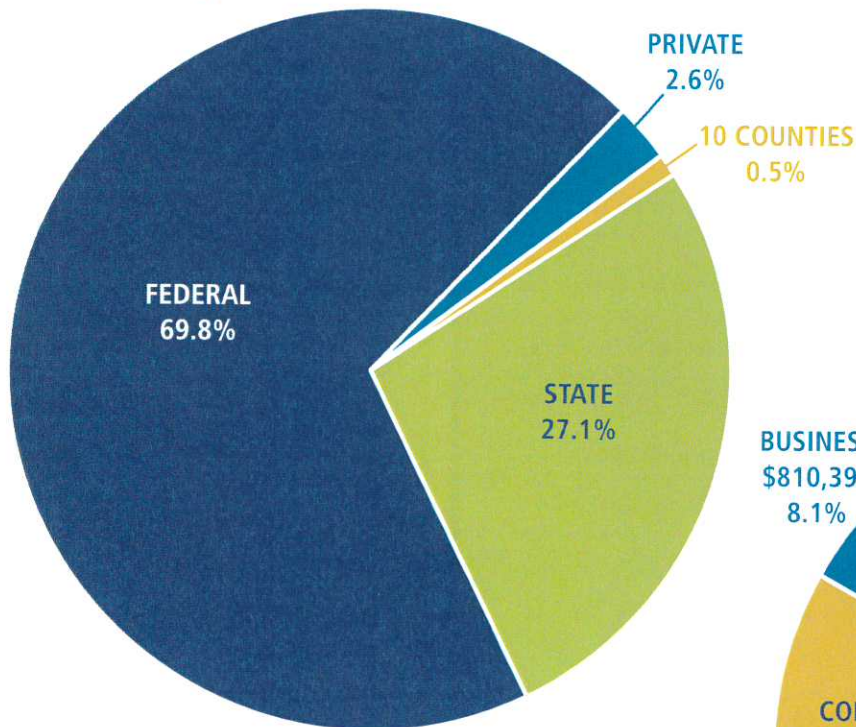
Network Support

- Regional Planners' Review & Advisory Committee – Quarterly Educational Events & Meetings
- Regional Arts & Culture Network – Staff & Organizational Support
- Regional Housing Solutions Network – Staff & Organizational Support; Monthly Educational Series
- Regional Food & Farming Network – 10 Cents A Meal Program – Reporting & Administration for School Lunch Program Promoting use of Local Foods
- Regional Solid Waste Advisory Council – Reporting/Admin for School Lunch Program
- Northern MI Health Coalition – Staff & Organizational Support

Both of our legal entities, Networks Northwest and Northwest Michigan Works!, Inc. received FY16 audits that contained no findings of any kind.

Revenue by Source

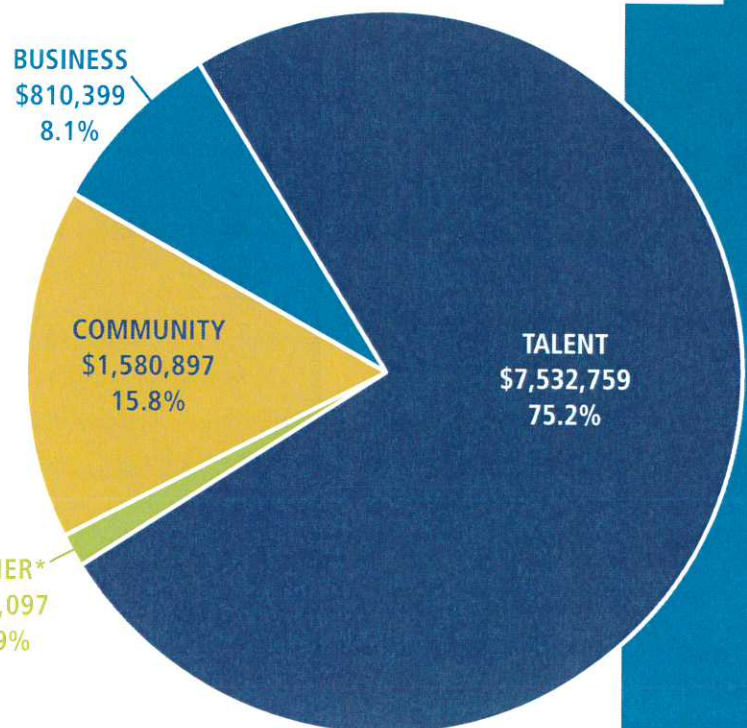
FY 2016, ending 9/30/2016



Expenditures by Service Category

FY 2016, ending 9/30/2016

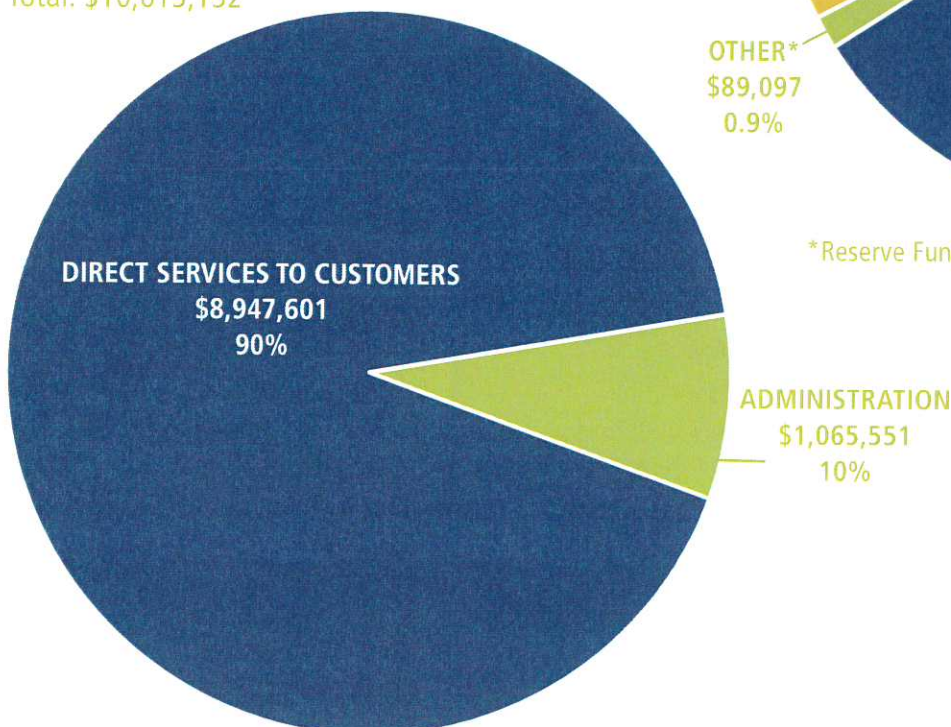
Total: \$10,013,152



Expenditures by Function

FY 2016, ending 9/30/2016

Total: \$10,013,152



* Reserve Fund; Leave Fund; Pass-Through Funds

NETWORKS NORTHWEST

Regional Prosperity Board Members in FY16

PUBLIC SECTOR

Mike Crawford, Antrim County Commissioner

Coury Carland, Benzie County Commissioner

Chris Christensen, Charlevoix County Commissioner

Jim Tamlyn, Emmet County Commissioner

Stuart McKinnon, Kalkaska County Commissioner

Christine Maxbauer, Grand Traverse County Commissioner

Ty Wessell, Leelanau County Commissioner

Richard Schmidt, Manistee County Commissioner

Pam Niebrzydowski, Missaukee County Commissioner

Les Housler, Wexford County Commissioner

Michael Cain, Manager, City of Boyne City

Josh Mills, Manager, City of Frankfort

Barb VonVoightlander, Manager, Village of Northport

Jan Bassett, Director, DDA, Elk Rapids

Doug Mansfield, MI Township Association

Alan Cooper, Manager, Wexford County Road Commission

Jim Cook, Manager, Grand Traverse County Road Commission

Bill Kennis, Executive Director, Benzie Transportation Authority

PRIVATE SECTOR

Jim Barnard, Owner, Barnard Engineering, Bellaire

Paul Hresko, Human Resources Director, Armor Express, Central Lake

Betty Workman, Owner, Vacation Trailer Park & Sales, Benzonia

Art Jeannot, Owner, Jeannot Development Company, Beulah

Joe Moch, CEO, Acat Global, Charlevoix

Amanda Haworth, HR Director, Boyne Resorts, Boyne City

Gene Kaminski, VP for HR, McLaren Northern Michigan Hospital, Petoskey

Gary Fedus, President & CEO, Mitchell Graphics, Petoskey & Traverse City

Sue Peters, VP for HR, Munson Healthcare System, Traverse City

Ken Osborne, Vice President, Boride Engineered Abrasives, Traverse City

Tracey Peal, Vice President, Hague Equipment, Kalkaska

Joe Williams, Owner, President, Williams Pumping Service, Lake Leelanau

Kelli Stepka, HR Manager, Cherry Republic, Glen Arbor

Doug Parkes, Co-Owner, Kellie's Hallmark Shop, Manistee

Kim Weckesser, Director of HR, West Shore Medical Center, Manistee

Tom Vine, Plant Manager, Viking Energy, McBain

Ken Bollman, President, Sabre Tool, Cadillac

Leslie Nowlin, HR Director, Rec Board Holdings, Cadillac

Mike Powers, Energy Solutions Consultant, Keene Technical Solutions, Regional

Bill Tencza, President of Cadillac Chamber of Commerce; Northern MI Chamber Alliance, Regional

Doug Luciani, President of TC Area Chamber of Commerce; Northern MI Chamber Alliance, Regional

Chris Warren, General Manager, Midwestern Broadcasting Company, Regional

Deborah Fellows, Owner, My North Media, Regional

Tom Johnson, Partner, Landmark Development, Regional

Nicole Sulak, CPA, Munson Healthcare, Regional

Mike Ascione, CEO, American Waste, Regional

Jamie Al-Shama, Bay Construction, Regional

Beth Holmes-Bozung, Co-owner, SafetyNet, Inc., Regional

Rachel Johnson, Public Affairs, Cherryland Electric, Regional

OTHER SECTORS

Jeff Jennette, Superintendent, Wexford-Missaukee and Manistee ISDs (K-12 Education)

Tim Nelson, President, Northwestern Michigan College (Post-Secondary Education)

Mike Hill, Superintendent, TBAISD (Adult Education)

Andy Hayes, President, Northern Lakes Economic Alliance (Economic Development)

Eric Bachmann, District Manager, Michigan Rehabilitation Services (Rehabilitation)

Bob Scheele, Vice President, Central Labor Council (Labor)

Clint Steele, Pipefitter, UAW Local 85 (Labor)

Kristine Lagios, Director, Manistee-Benzie Department of Human Services (Human Services)

Jane Korthase, HR Director, Grandview Medical Care (Community Based Organizations)

Steve Perdue, President & CEO, Grand Traverse Industries (Community Based Organizations)

John Stephenson, Executive Director, Northwest MI Community Action Agency (Community Based Organizations)

Marsha Smith, Executive Director, Rotary Charities and NorthSky Non-Profit Network (Community Based Organizations)

Jim Smith, Controls Designer, Tool North, Inc. (Apprenticeships)

Charles Welch, Parole Supervisor, MDOC (Corrections)



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