

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

Commissioners Room, Governmental Center, 448 Court Place, Beulah, Michigan

9:00 a.m. CALL TO ORDER
ROLL CALL
INVOCATION AND PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
APPROVAL OF MINUTES – 10/24/2017 (open & closed)
PUBLIC INPUT
ELECTED OFFICIALS & DEPT HEAD COMMENTS
COMMISSIONER REPORTS – B/G Consent 11/8/17
COUNTY ADMINISTRATOR’S REPORT –
FINANCE – Approval of Bills
HR and PERSONNEL – Consent Calendar 10/24/2017; 11/7/2017
COMMITTEE APPOINTMENTS – DHHS; EMS; SWAC; BVTMC; Planning Commission
ACTION ITEMS –
1) BSR Contract
2) Planning Commission Ordinance
3) Michigan Indigent Defense Plan
4) IT Right Contract
5) 2% Grant Application – Jail
PRESENTATION OF CORRESPONDENCE
UNFINISHED BUSINESS
NEW BUSINESS –
10:00 Jennifer Berkey, MSUE Agreement for Services
10:15 Tony Radjenovich, MERS
10:30 Bill Kennis, Benzie Bus Annual Report
10:45 Ed Roy – Building Authority
CLOSED SESSION – Richard Figura – Discuss two written legal opinions regarding proposed charges for removal of two BA members and issues related thereto.
PUBLIC COMMENT
ADJOURNMENT

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:

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

October 24, 2017

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, October 24, 2017, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Coury Carland at 4:00 p.m.

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

Excused: Commissioner Griner

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

Agenda:

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

Minutes:

Motion by Walterhouse, seconded by Warsecke, to approve the regular session minutes of October 10, 2017 as presented. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

4:02 p.m. Public Input

Jordan Florian, Thompsonville, reads a letter provided by Ed Roy, attorney for the Building Authority.

4:07 p.m. Public Input Closed

ELECTED OFFICIALS & DEPT HEAD COMMENTS:

Doug Durand, Benzie Senior Resources, provided a written report; he stated that they have set records in every facet of our organization for 2017 for services; they now have nine snowplow contractors signed up; 5-Day Emergency Meal boxes will be delivered on Thursday; the Subaru is in Traverse City waiting for an executive from Subaru to come up and hand him the keys and they will have an event on November 17 at the Gathering Place at that time; when they went to Benzie Senior Resources, MERS looked at their bylaws and they no longer qualify for their program, so they are looking at being self-funded for retirement purposes.

Tom Longanbach, Equalization Director, presented the 2017 Apportionment Report which details tax values by jurisdiction.

Motion by Walterhouse, seconded by Roelofs, to accept the 2017 Apportionment Report as presented. Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

Sheriff Schendel stated that you will have a recommendation from the technology committee later in the meeting for an IT provider; he supports the recommendation and stated that the Sheriff Dept is not in compliance with the State of Michigan on certain items and this will take care of it.

David Schaffer, Recycling Coordinator, reported that the October 4, 2017 SWAC minutes are in the packet; they set the dates for next years' special collections – June 16 in Frankfort and August 4 in Honor and if the scrap tire grant is fully funded, they would add July 14 in Thompsonville for tires.

COMMISSIONERS

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October 24, 2017

Richard Bayer, Airport Administrator, provided a written report; the Frankfort Airport is now compliant with MDOT and they have received the General Utility license back. Comm Jeannot says he appreciates the effort and thank you to Dick and Coury. Comm Sauer has concern about the used car – Mr. Bayer explains the procedure and users for this vehicle; it has worked well.

Jim Henderson, Interim EMS Director, says thank you to Joe Send last Wednesday, all five ambulances in Benzie County were all busy, two calls were at the same place and he was amazing to the patient and family and have heard nothing but compliments on this; we received a new ambulance in April 2017 and sent it to Holland last week for some warranty retrofitting; we will be utilizing the emergency purchase in the next month – Station 2 stairs are unsafe and he has quotes out for contractors and will give buildings/grounds an update when the bids come in; all shifts are filled and he is in the office more.

Frank Post, Emergency Manager, gave a quick update on the weather we are dealing with and the potential for flooding; they are monitoring the river gauges; we will continue to see rain thru tomorrow; we do have 100,000 sandbags available to us at the National Park Service in Empire if needed.

COMMISSIONER REPORTS

Buildings & Grounds Consent: Motion by Sauer, seconded by Roelofs, to adopt the one item of the October 13, 2017 Buildings and Grounds Consent Calendar as presented. Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

Technology Consent: Motion by Jeannot, seconded by Roelofs, to adopt the one item of the October 17, 2017 Technology Consent Calendar as presented. Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

Comm Roelofs reported on the Village of Lake Ann – the street paving is complete; EMS had a good meeting, they are moving forward toward the EMS Director position; Ceremony at the Veterans Memorial in Benzonia on November 11 at 2:00 p.m.

Comm Walterhouse reported that he attended the Animal Control meeting on October 11 and all is going well, they have a part time person there as well while one is off on sick leave; he attended Centra Wellness on October 12; attended Homestead/Inland Zoning meeting on October 16; October 18 the Benzie Resource Center had a good meeting; Joint Court on October 19; Parks & Rec on October 23; Carrie Corey is having issues with the Village of Honor zoning regarding the old Bud's in Honor site.

Comm Sauer attended the Land Bank Focus Group and stated it was interesting, we need to lead people in the right direction; he attended the Housing Summit in Traverse City – they need a cooperative effort with the public and private sector to make it work; Buildings & Grounds – the jail is working on new water valves, ICON water valves and shower heads to regulate the amount of water that is used; EDC/BRA said XPert Fulfillment has some great ideas – this will be a cooperative effort, the possibilities are super, just be sure to work together; Fall Fest in Thompsonville this Saturday October 28 from 2 - 4 pm put on by the Webber Foundation; the Village of Elberta Life Saving Station will be on the History Channel in the next couple of years.

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Comm Jeannot attended the Platte Township meeting and there were discussions regarding the Zoning Administrator – to share or be on their own. EDC activity XPert Fulfillment – Planned Industrial Park about 36 acres, do they call it a Commerce Park or Industrial Park – this would be a public/private partnership. Almira Township has a new fire truck and expect it to be in service at the end of October. Technology Committee. Friends of Point Betsie – he is impressed with the growth they have had out there as a tourist destination. Attended the Housing Summit – need to get things done and get the right people at those meetings. Attended the OMA/FOIA training. EDC is updating their Bylaws after the merger with BRA. Housing Committee met yesterday – we contract with NMCAA to manage the program for us.

Comm Warsecke reported that he attended the Colfax Township meeting on October 11. There was no Conservation District meeting and HR met today.

Comm Carland reported that he attended the Benzonia Township Joint Planning Commission with Platte Township; Technology met and decided on an IT provider; LEPC; Benzie Transportation Authority -- they are working on a revision of their policies, looking at purchasing two new buses to replace a couple they have and they are buying tablets for all of their buses; Joint Court; Streetscape in Beulah is nearing completion.

Comm Walterhouse asks if the Benzie Senior Resources contract will be coming forward. Mitch indicated that they have a meeting to discuss on November 1.

5:06 p.m. Nancy Weir, current President of Friends of Point Betsie Lighthouse

Ms. Weir presented a written report and stated that the Friends have spent 15 years producing improvements out there; all buildings have been renovated inside the gate; the old garage is now a new Boat House which has been built and houses the gift shop, restrooms and a museum. We are up to the less fun projects, solving the problems of the road end. Also will create a walkway to keep people off the roadway. One other thing is we are up to six days per week, paid personnel and volunteers (40 – 50) are working at the lighthouse.

Comm Jeannot asks how you market the community and how you are funded: Ourselves, apartment rent, sales in gift shop, those are up 25 – 30%.

Road end project – funded by grants and we have \$300,000 set aside. There are also smaller grants that will go out for specific things.

5:15 p.m. Break

5:25 p.m. Reconvene

Lisa Vogler – Building Authority Change Orders

Ms. Vogler stated she is the newest member of the Building Authority and had talked to this board numerous times regarding her concerns about the change order procedure, particularly in regard to Comstock. She provided the board with items from the web site and talked about those items. No contingency in the GMP budget, also there are four categories wholly paid to Comstock. She says things have been mishandled. After we get in the building, we need to hold the culpable parties accountable. G702 page 5 doesn't match with 8 on the first page. All change orders presented were printed from the web site. She asks the Board of Commissioners to review the change orders and ask questions of her. She stated that there are different types of change order forms which are being used

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and they are confusing. This is gross mismanagement. This is important stuff, you voted me on the BA to get some understanding.

Comm Jeannot asked if there was no architect stamp for the roof, how did they pull permits? No idea Does it appear that there was a close out audit and was retainage held back; Ms. Vogler said she has no knowledge of a construction audit or punch list.

Comm Jeannot has seen a punch list.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Administrator Update dated October 18, 2017.
- Thank you to Doug – appreciate the opportunity to participate in Soup Night.
- Letter dated October 23, 2017 from Tom Longanbach, Chairman of the Building Authority.
- Revised November 2017 calendar.
- Letter dated October 24, 2017 from Ed Roy.
- Joint Benzie/Manistee Counties Public Defenders Office Compliant Plan 2017.
- Comm Jeannot asked regarding EMS if there has been any improvement in tracking ambulance runs and billing collections. Yes
- Comm Jeannot asked regarding the AES relationship with City and County of Manistee? City is going out for RFQ for Economic Development services, Manistee County voted to stay with AES.

FINANCE

Bills: Motion by Warsecke, seconded by Walterhouse, to approve payment of the bills from October 10, 2017 to October 24, 2017 in the amount of \$229,500.96, as presented. Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke. Nays: None. Exc: Griner. Motion carried.

Finance Consent:

Comm Jeannot removes item #1.

Motion by Jeannot, seconded by Warsecke, to adopt items 2-6 of the October 10, 2017 Finance Consent Calendar as presented. Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke. Nays: None. Exc: Griner. Motion carried.

#1: Discussion – Sheriff has requested to increase the limit on the three credit cards assigned to the Sheriff Dept. The current limits are 2 cards with \$3,000 and 1 card with \$5,000. He would like to increase them to \$5,000 and \$8,000.

Comm Jeannot recommends to Sheriff Schendel that he get his own card. By increasing credit lines just increases the risk. There should be a 4th card for the Sheriff only.

HR AND PERSONNEL – No Report.

COMMITTEE APPOINTMENTS – According to the Appointment Policy, the interview committees consist of 3 Commissioners, County Administrator and Chairman of the Committee. Commissioners appointed to the interview committees as follows:

Building Authority: Carland, Warsecke, Jeannot
Planning Commission: Carland, Sauer, Warsecke
SWAC: Warsecke, Carland, Roelofs
Betsie Valley Trail: Sauer, Walterhouse, Griner

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ACTION ITEMS

Planning Commission Ordinance: Motion by Sauer, seconded by Warsecke, to adopt the New Planning Commission Ordinance 2017-001 as presented.

Chair Carland is concerned about the 11 members and possibly not having a quorum to hold meetings.

Comm Jeannot asked about wording like not less than 7 but no more than 11. Majority would be those appointed.

Motion by Sauer, seconded by Warsecke, to add "minimum of 7 but not to exceed 11", contingent upon compliance with the Planning Enabling Act.

Vote on Amendment: Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke

Nays: None Exc: Griner Motion carried.

Vote on original motion as amended: Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

Resolution 2017-034: Motion by Jeannot, seconded by Warsecke, to adopt Resolution 2017-034 Approving Grant of a Water Line Easement to the Village of Beulah as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

6:26 p.m. Motion by Carland, seconded by Warsecke, to enter closed session in accordance with the Open Meetings Act Section X, MCL 15.268(a) the County Administrator Mitch Deisch is requesting that his annual evaluation be conducted in closed session. There is the possibility of a board action taking place after returning to open session. Roll call. Ayes: Carland, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner Motion carried.

7:03 p.m. Re-enter open session

CORRESPONDENCE

- Otsego County Resolution re Elimination of Federal Funding for the Great Lakes restoration Initiative received.
- Email received from Lisa with AES giving an update.
- Road Commission minutes of September 28, 2017 received.
- Solid Waste minutes of October 4, 2017 received.
- Livingston County resolution re Elimination of Federal Funding for the Great Lakes Restoration Initiative received.
- Alger County resolution Supporting Michigan Senate bill 400 and House Bill 4651 to amend the Emergency Telephone Services Enabling Act received.
- Alger County resolution re Elimination of Federal Funding for the Great Lakes Restoration Initiative received.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

Michelle Thompson, County Treasurer, spoke regarding the Sheriff credit cards – are all cards tied together or separate? They are all one account with separate credit limits and separate account

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numbers with one master account. She did not know that Sheriff Schendel and U/S Rosa do not have their own cards, she will see that two additional cards get set up.

7:09 p.m. Public Input

Thelma Novak asked regarding the BA amendment so that it is now a 5 member board, how many to be present for a quorum? 3

She also stated that you need to continue with the hearing process. Frank is the only one on the board now that was on the board when Tom and Marcia were appointed and Mr. Longanbach didn't want to be on the board because he was an employee and she stated that Marcia violated OMA when she was on the BOC. You need to ask the applicants why they want to be on the board.

7:14 p.m. Public Input Closed

All items on the agenda having been taken care of, the chairman declared this meeting adjourned

Custer C. Carland – Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as presented.
2. Approved the regular session minutes of October 10, 2017 as presented.
3. Accepted the 2017 Apportionment Report as presented.
4. Adopted the October 13, 2017 Buildings and Grounds Consent Calendar as presented.
5. Adopted the October 17, 2017 Technology Consent Calendar as presented.
6. Approved payment of the bills in the amount of \$229,500.96, as presented.
7. Adopted items 2-6 of the October 10, 2017 Finance Consent Calendar as presented.
8. Adopted the New Planning Commission Ordinance 2017-001 as amended.
9. Adopted Resolution 2017-034 Approving Grant of a Water Line Easement to the Village of Beulah as presented, authorizing the chairman to sign.
10. Entered closed session for the County Administrator Mitch Deisch annual evaluation.
11. County Treasurer to see that two additional credit cards get set up for the Sheriff and U/S.

BUILDINGS & GROUNDS

October 13, 2016

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

1. To adopt the Benzie County Government Center Quick Reference Guide for Building Emergencies as presented.

Motion by Jeannot, seconded by Roelofs, to approve the Technology Consent Calendar items as follows:

1. To approve negotiating a contract with IT Right for the purpose of IT services to Benzie County.

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

Destroy Date: _____

Closed Session

October 24, 2017

County Administrator's Evaluation

Elected Officials and Department Head Comments

Copied 7

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
NOVEMBER 15, 2017
THE GATHERING PLACE SENIOR CENTER, HONOR
4:30 P.M.**

Agenda

Please turn off your cell phones and any other electronic devices

Call to Order
Prayer of Invocation
Pledge of Allegiance
Roll Call

Approval of November 15, 2017 Agenda
Approval of Minutes from the previous meeting – October 18, 2017
Suggestion Box Contents
Public Input (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)
Finance Committee Report - Approval of BSR Financial Statements for September 2017

Information Items

- A. Directors Report – October 2017/November 2017
- B. Program/Services Report – October 2017
- C. Senior Center Update – October/November 2017
- D. Board of Commissioners Update

Action Items

A.

New Business

- A. Benzie Senior Resources Contract with Benzie County Commission on Aging/County
- B. Annual Meeting on December 13, 2017
- C. Annual BoD Christmas Dinner on December 13, 2017

Old Business

- 1. Fundraising/Marketing Committee Update
- 2. MERS Update
- 3. Holiday Christmas Bag Program Update
- 4. West Shore Christmas Open House with BSR as the host

Public Comment

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

Board Round Table Discussion/Evaluation of Meeting

Adjourn

Benzie Senior Resources Mission Statement – To provide exceptional services, resources and trusted care to support Benzie senior

NEXT MEETING
Wednesday, December 13, 2017 at 4:30 p.m.
The Gathering Place Senior Center
Honor, MI 49640

RECEIVED

NOV 13 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

**Benzie Senior Resources
Board of Directors Meeting
October 18, 2017**

Meeting was called to order by Beverly Holbrook at 4:35 pm

Prayer of invocation was given by Ned.

Pledge of Allegiance was said by all.

ROLL CALL:

Present: Beverly Holbrook, Ned Edwards, Anne Dawe, Jane Elzerman, Donna Malecki, Denise Favreau, Barbara Johnson, Rosemary Russell, Scott Harrison, and Nancy Mullen Call. Absent and excused are Kate Withington- Edwards, and Ron Dykstra.

Also present are Douglas Durand, Sabra Boyle, Frank Walterhouse.

Approval of Agenda

The agenda was reviewed. A motion to approve the agenda was made by Rosemary and Seconded by Denise. All ayes being heard the motion was carried.

Approval of Previous Minutes

A motion to approve the minutes was made by Ned and seconded by Donna. All ayes being heard the motion was approved.

Public Input

Suggestion box was checked and found to be empty.
No public input

Finance Committee Report

A report was passed along to the board. Jane gave highlights and passed questions on to Doug. We ended the month with a Surplus of \$2312.00. Revenues were up by 1.5% this was better than anticipated. The expenses were up by 4%, this increase has to do with employee new hires, food costs, and health care costs for our new hires. Doug gave an update on MERS and that finance committee and MERS are still looking at ways to move forward. A motion was made to accept the financial committee report by Scott Harrison and accepted by Nancy. All ayes being heard the motion was carried.

Information Items

A. Executive Director's Report

Program report was submitted to the board of directors by Doug and he highlighted areas of improvement. All of the programs except congregate meals continue to show increases in services. Congregate meals had a 1% decrease. We have 8 contractors for snow removal this season, MAAPS open enrollment is coming up, The new lawn chore client survey has been sent out, and the Senior essential needs program is increasing.

B. Program Services Report

Most services were up, the largest increase was in home services with a total of 59% increase followed closely by lawn chore services showing an increase of 58% when compared to the same time last year.

C. Senior Center Update

A report was included for board review.

1. There was a 75% increase in attendance when compared to September 2016. This is the highest amount of participation ever recorded.
2. A total of 820 cumulative individuals participated in programs for the month.

D. Board of Commissioners Report

Review of board of commissioners was given by Frank Walterhouse.

1. Budget was adopted
2. Committees are working well
3. County is on task
4. Honor Village had a surplus so they are going to black top Link Dr, and Riverside Drive to help with roads.

Action Items:

- A. No action items today

New Business:

1. Senior Essential Needs Update
 - a) In 2015 we started this grant program. This program is a coordination of local charities including BACN, Fr. Fred, DHHS, Churches, etc. It consists of helping seniors with things like furnace repairs, dentures, hearing aids, and other essential needs to keep them in their homes.
 - b) The program started out with \$3,500 grant in 2015 and last year we had combined shared expenses of \$56,000 to assist 58 people.
 - c) We look forward to continuing the program in 2018.
2. Kate Withington-Edwards gave written notice to step down from the board of Directors. She has graciously offered to handle the upcoming bank open house for BSR. It is with regret that the board of directors accepts this resignation

Old Business

1. Fundraising update by Ned
 - a. Walk A Thon raised \$20,214.00
 - b. We budgeted \$77,000 for fundraising and we got a total of \$75,700.
 - c. Letters and Christmas cards are being finalized by the committee. These letters and Cards will go out November 6th.
2. MERS Update

Doug gave an update on MERS and that finance committee and MERS are looking at ways to move forward.

Public Comment: None
Round Table: None

Adjourn:

A motion to adjourn the meeting was made by Denise and Seconded by Ned
Meeting was adjourned at 5:35pm

Respectfully submitted,

Rosemary Russell, RNC, DONA, LTC
Secretary, BSR

Next Meeting

Wednesday November 15th 2017 @ 4:30 pm
The Gathering Place Senior Center
Honor, Michigan 49640

Benzie County Council on Aging, Inc.

Executive Directors Report October 2017 – November 2017

- Provided two outstanding staff trainings from Direct Care Professional Training. The training on "Professional Issues & Healthy Boundaries" was for the Home Health Care Staff and the training on "Challenges in Senior Centers and Services" was for The Gathering Place & Administration Staff. Working on the upcoming All-Day Staff and Volunteer Training on January 15, 2018.
- To date we are rapidly approaching 100 clients for the snow removal program.
- A meeting was held with our liability insurance carrier for a review of our current and future insurance needs. This will be the final year of our locked in guaranteed rate with our current carrier.
- The month of November is Home Care & Hospice Month. The 3rd week of November is Home Care Aide Week and BSR will be celebrating with our staff.
- The complete Home Delivered Meals vans have been prepped for winter. The snow tires are on. Winter wipers are on. Shovels and buckets of sand are placed in each vehicle. Let it Snow!
- Phase 2 of the Christmas Holiday Gift Bags is being implemented with the area grocery stores to allow BSR Board Members and staff to pass out a slip of paper of the items in need to customers as they go shopping. We will have our vehicles present to receive the donated items.
- It's official that the Subaru is now with us! Serra Subaru helped to celebrate the exchange of the keys to BSR on 11/2/18. There are many pictures on our Facebook page. As planned we will be adding a 5th route with the target date of 11/20/2017. Our own celebration for the Subaru will be Friday, November 17th at 1:30 pm at The Gathering Place.
- On October 24th I attend the Betsie Valley Community Center Group. I learned what this dedicated group has accomplished and still hopes to accomplish in regards to a community center for Northern Manistee and Thompsonville area. The potential of offering senior services would be a win win opportunity for Benzie Senior Resources.

Program Report for October 2017

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 4,714 meals were provided to 151 clients in October 2017. **This represents an increase of 25% as compared to October 2015 and a 28% increase as compared to October 2016.**

Congregate Meals

The Gathering Place and Thompsonville served a total of 2,429 meals in October 2017. **This represents a 2.5% increase as compared to October 2015 and a 20% increase as compared to October 2016.**

One month into the new Fiscal Year we are up 1,435 meals as compared to FY'2016.

Other Programs/Services

Homemaker Program – 452 service units were provided to 98 clients in October 2017. **This represents an increase of 17% as compared to year-to-date 2015 and a 15% increase as compared to year-to-date 2016. A record of 4,262 service hours were provided to a record number of clients. The number of clients in the Homemaker Program increased 26% over 2016.**

Dining Out Program – A total of 215 customers purchased 704 vouchers in October 2017. **Compared to October 2015; the number of vouchers purchased increased 39%. There was no change compared to October 2016.**

Guardian Medical Monitoring – 32 customers now receive this service at no cost to them. Budget is set to pay for up to 35 clients.

Benzie Bus Punch Cards – 125 bus passes were given to customers in October 2017. **Compared to October 2015, the number of bus passes were down 7%. Compared to October 2016 the number of bus passes increased 13%. A total of 1,500 rides were provided at no cost to the clients.**

Information & Assistance - The agency handled 763 calls in October 2017 regarding Information and Assistance for services and questions related to older adults. **Compared to October 2015, the number of calls increased 10%. Compared to October 2016 the number of calls decreased 9%.**

MMAPS – 35 individuals were provided 41.35 hours of service to assist them in their Medicare, Part D and Medicaid questions for October 2017.

Hearing Clinic – 7 individuals received services through the hearing clinic in October 2017 at no cost.

Foot Care – 41 clients were seen at the Foot Care Clinic and 11 seen in-home for a total of 53 clients provided this service in October 2017.

Lawn Chore – 27 individuals signed up for the Fall Cleanup Program in October 2017. 14 Lawn mowings were provided in October 2017.

Estate Planning – 7 individuals received estate consultation service in October 2017 at no cost.

Benzie Senior Dental Program – 4 individuals signed up for the Dental Voucher in October 2017.

Emergency Senior Essential Needs Fund – We have 3 pending projects, but no one received assistance in October 2017.

The Gathering Place Senior Center – In October 2017, The Gathering Place Senior Center offered a total of nineteen core activities that 932 cumulative number of individuals participated in. The top 5 attended activities for October 2017 were Music Programs, Exercise Groups, Cards & Board Games, Health & Educational Services (Blood Pressure Clinics, Foot and Hearing Clinics, Tech Class & MMAP's) and Day Trips. **Compared to October 2015, attendance increased by 69%. Compared to October 2016, attendance increase of 70%.**

In-Home Services – Number of in-home care service clients is up 46% as compared to October 2016. With the largest increase occurring in sliding scale fee clients up 100%. Total Client hours is up

73% as compared to October 2016. Total number of in-home care service visits increased 68% as compared to October 2016.

Number of Home Health Care Clients

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Clients
October 2017	24	38	5	67
November 2017				
December 2017				
January 2018				
February 2018				
March 2018				
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				

Client Total Hours

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Hours
October 2017	643.75	513.25	165.25	1322.75
November 2017				
December 2017				
January 2018				
February 2018				
March 2018				
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				

Respectfully submitted,

Douglas Durand

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of October 31, 2017

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CENTRAL STATE BANK CHECKING	141,038.27
003 · CENTRAL STATE BANK HRA	1,994.52
005 · CSB - FUNDRAISING	2,418.88
006 · CENTRAL STATE BANK CD	13,249.43
007 · CSB - Checking	140,289.56
008 · SAVINGS - A. HOLLENBECK	6,369.10
Total Checking/Savings	<u>305,359.76</u>
Accounts Receivable	
1200 · Accounts Receivable	112.99
Total Accounts Receivable	<u>112.99</u>
Other Current Assets	
109 · INVENTORY	8,356.55
Total Other Current Assets	<u>8,356.55</u>
Total Current Assets	<u>313,829.30</u>
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	97,769.00
152 · EQUIPMENT	79,787.12
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(270,553.72)
Total Fixed Assets	<u>389,178.10</u>
TOTAL ASSETS	<u><u>703,007.40</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	13,454.57
Total Accounts Payable	<u>13,454.57</u>
Other Current Liabilities	
2100 · Payroll Liabilities	9,603.52
238 · AFLAC PAYABLE	18.60
Total Other Current Liabilities	<u>9,622.12</u>
Total Current Liabilities	<u>23,076.69</u>
Long Term Liabilities	
260 · NET PENSION LIABILITY	410,473.00
250 · MORTGAGE PAYABLE	140,557.92
Total Long Term Liabilities	<u>551,030.92</u>
Total Liabilities	<u>574,107.61</u>
Equity	
301 · PRIOR PERIOD ADJUSTMENT	(48,750.00)
3000 · Opening Bal Equity	157,279.63
390 · FUND BALANCE - PROGRAMS	0.00
3900 · Retained Earnings	17,695.45
Net Income	2,674.71
Total Equity	<u>128,899.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>703,007.40</u></u>

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
October 2017

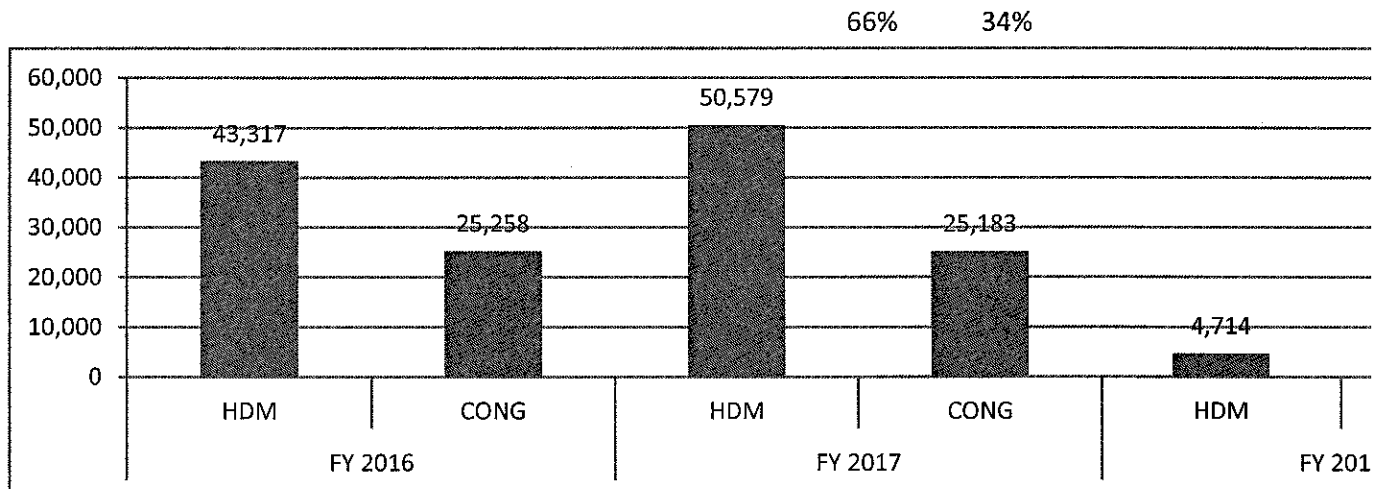
	<u>Oct 2017</u>	<u>Budget</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	6,723.67	6,833.00	(109.33)
519.04 · FEDERAL USDA	0.00	0.00	0.00
519.05 MIPPA (MMAF)	0.00	150.00	(150.00)
540 · GRANTS	0.00	6,500.00	(6,500.00)
561 - HDM Waiver	0.00	704.00	(704.00)
642 · CHARGES FOR SERVICES/CONT	3,454.00	1,905.00	1,549.00
642.01 · FEE FOR SERVICE/CHORE	(520.00)	0.00	(520.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	2,338.00	1,800.00	538.00
642.03 - FEE FOR SERVICE/SNOW REMOV/	1,754.00	1,000.00	754.00
642.1 - FEE FOR SLIDING SCALE CLIENTS	0.00	3,330.00	(3,330.00)
642.05 - FEE FOR PRIVATE PAY & INS	0.00	3,300.00	(3,300.00)
670 - Client Income	0.00	7,485.00	(7,485.00)
673 · NEWSLETTER SUB	40.00	40.00	0.00
675 · DONATIONS	11,461.68	8,153.00	3,308.68
676 · MILLAGE	64,285.83	85,836.00	(21,550.17)
680 · VOLUNTEER WAGES (IN-KIND).	6,118.50	5,166.00	952.50
677 - Fundraising	405.00	1,000.00	(595.00)
681 - In-Kind (non-volunteer)	526.16	333.00	193.16
690 - Trip Income	0.00	0.00	0.00
691 - MISC INCOME	0.00	0.00	0.00
Total Income	<u>96,586.84</u>	<u>133,535.00</u>	<u>(36,948.16)</u>
Gross Profit	96,586.84	133,535.00	(36,948.16)
Expense			
700 - ACCOUNTING FEES	0.00	0.00	0.00
705 · SALARY AND WAGES	40,968.19	54,910.00	(13,941.81)
708 · PAYROLL TAX EXPENSE	3,622.20	5,692.00	(2,069.80)
709 · EDUCATION/TRAINING	115.00	120.00	(5.00)
710 · EVENTS	85.38	242.00	(156.62)
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	0.00	0.00	0.00
721 · COMPUTER EXPENSES	396.98	800.00	(403.02)
725 · FRINGE BENEFITS	(4,573.89)	11,965.00	(16,538.89)
726 - FUNDRAISING/MARKETING EXP	115.21	500.00	(384.79)
727 · SUPPLIES	1,859.14	2,165.00	(305.86)
727.2 · OFFICE EXP	966.12	700.00	266.12
727.3 - POSTAGE	765.03	800.00	(34.97)
727.4 - ADVERTISING	273.72	400.00	(126.28)
740 · FOOD	16,815.01	16,000.00	815.01
819 · CONTRACTUAL	13,025.00	14,912.00	(1,887.00)
820 · VOLUNTEER WAGES (IN-KIND)	6,118.50	5,166.00	952.50
825 · VOLUNTEER EXPENSES	48.00	566.00	(518.00)
850 · TELEPHONE	373.34	350.00	23.34
861 · TRAVEL/MILEAGE/GAS	2,285.62	2,330.00	(44.38)

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
October 2017

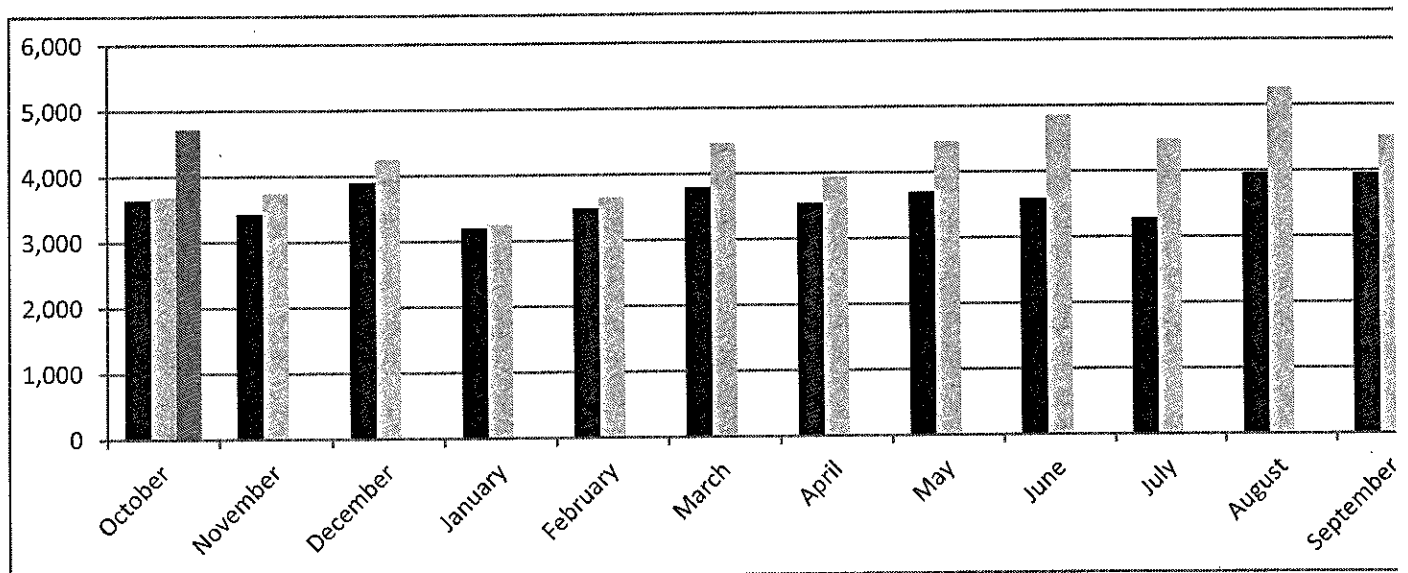
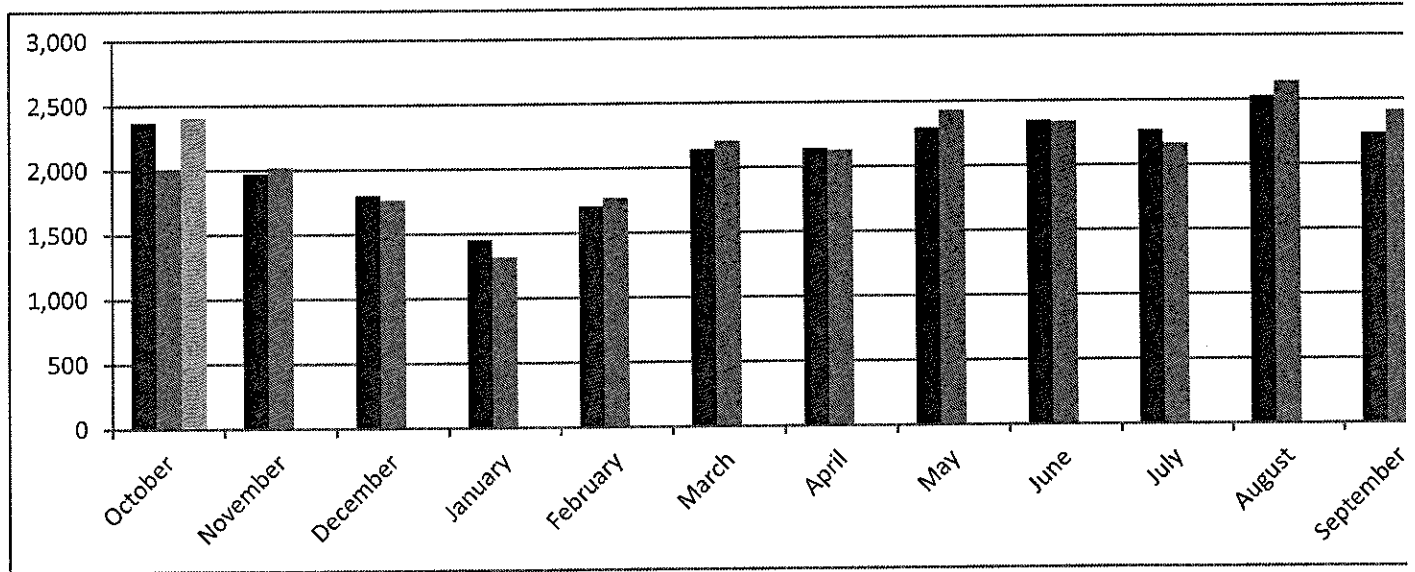
	<u>Oct 2017</u>	<u>Budget</u>	<u>\$ Change</u>
900 · INTEREST EXPENSE	458.80	475.00	(16.20)
910 · INSURANCE	2,312.00	2,300.00	12.00
915 · PROJECTS	0.00	1,250.00	(1,250.00)
920 · UTILITIES	2,992.11	2,947.00	45.11
940 · DEPRECIATION EXPENSE	2,391.02	2,708.00	(316.98)
980 · EQUIPMENT/REPAIRS	1,281.22	1,375.00	(93.78)
980.1 - OUTDOOR MAINTENANCE	70.00	75.00	(5.00)
981 · HDM VEHICLE MAINT/GAS	974.94	1,040.00	(65.06)
OPERATIONS RESERVE	0.00	1,240.00	(1,240.00)
980.2 - INDOOR MAINTENANCE	316.26	175.00	141.26
			0.00
Total Expense	<u>94,054.90</u>	<u>131,203.00</u>	<u>(37,148.10)</u>
Net Ordinary Income	2,531.94	2,332.00	199.94
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	10.45	20.00	(9.55)
999 - Other Income	2,268.06	80.00	2,188.06
Total Other Income	<u>2,278.51</u>	<u>100.00</u>	<u>2,178.51</u>
Other Expense			
999.1 · Other Expense	2,135.74	0.00	2,135.74
99999 - LEGAL EXPENSE	0.00	500.00	(500.00)
Total Other Expense	<u>2,135.74</u>	<u>0.00</u>	<u>2,135.74</u>
Net Other Income	<u>142.77</u>	<u>100.00</u>	<u>42.77</u>
Net Income	<u>2,674.71</u>	<u>2,432.00</u>	<u>242.71</u>

Benzie Senior Resources
HDM/Cong comparison
Units Served 2016-2017-2018

	FY 2016		FY 2017		FY 2018	
	HDM	CONG	HDM	CONG	HDM	CONG
October	3,627	2,370	3,684	2,000	4,714	2,405
November	3,410	1,972	3,744	2,018		
December	3,891	1,800	4,252	1,764		
January	3,186	1,452	3,248	1,318		
February	3,473	1,706	3,653	1,769		
March	3,781	2,140	4,470	2,203		
April	3,528	2,144	3,941	2,129		
May	3,682	2,295	4,463	2,430		
June	3,575	2,347	4,853	2,337		
July	3,272	2,267	4,481	2,162		
August	3,949	2,528	5,262	2,641		
September	3,943	2,237	4,528	2,412		
total meals	43,317	25,258	50,579	25,183	4,714	2,405



Benzie Senior Resources
HDM/Cong comparison
Units Served 2016-2017-2018



Senior Center Coordinator's Report November 6, 2017

Regular Happenings:

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

Events:

Tai Chi is back at The Gathering Place! See the Calendar of Events in the Senior Scoop for dates and times.

You might find this hard to believe but it is time again for the Benzie Bucks Auction. Friday, December 15th beginning at 1:00 p.m. The auction will end by 3:00 p.m. Benzie Bucks will be given out daily to those who join us for lunch or an activity. Please see Dawn if you didn't receive your Bucks when you were at The Gathering Place. Toss out your old bucks or give them to me. We are starting fresh so that it is fair to everyone.

We are now collecting items for the Benzie Bucks Auction. Time to send your unwanted items our way!

Stretching and Strengthening the leg and core for lifting on Monday, November 6th at 1:00 p.m. with Dawn Edgley, Physical Therapist at POMH. Learn how to prevent injuries with simple exercises and stretches.

Veterans Day Lunch on Friday, November 10th. A brief program begins at 11:20 a.m. with students from Benzie Central High School Band coming to play TAPS and The Star Spangled Banner. Please join us in thanking our local men and women for their service. All Veterans eat free regardless of age. I also have a commemorative pin for each Veteran who comes for lunch.

Tiffany is back from her maternity leave and we'd like to throw her a baby shower! Please join us for cake and to meet baby Jonathon on Monday, November 13th at 1:00 p.m.

PLARN meets on Wednesdays at 1:15 p.m. Crochet plastic mats to donate for the homeless. For more information, please call Dawn at 231-525-0601. No experience is necessary.

Tech Support every Friday at 1:00 p.m. Get help navigating the tech world. Please call in advance to schedule your appointment with Robert. 15 and 30 minute appointments are available, and if you have your own device, please bring it.

Ol' Time Gathering is on Friday, November 24th. Please bring a dish to pass. All ages are welcome. No charge to attend and donations are accepted. Music starts at 6:00 p.m. with a potluck dinner at 7:00 p.m.



BENZIE
SENIOR RESOURCES

10542 Main Street, Honor, MI 49640



Please come and celebrate with us!

Why? *We are celebrating the arrival of our 2018 Subaru Outback!*

When? *Friday, November 17th at 1:30 p.m.*

Where? *The Gathering Place Senior Center.*

Hors d'oeuvres, beverages and cupcakes will be served.

Help us “Name the Subaru” and win a prize basket!
Everyone is encouraged to participate in the contest;
the winning name will be announced during this event.

We also have a great photo opportunity for anyone who owns a Subaru. Meet us at Platte River Elementary School at 1:20 p.m. for a group Subaru photo. We will take a pic of our new Subaru surrounded by the other Subarus and their owners.

DAWN OLNEY
BENZIE COUNTY CLERK

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

November 8, 2017

ELECTED OFFICIALS COMMENTS

MMRMA Renewal has come through and I wanted to give you an update before I sign and return the documents. Upon return of the renewal documents, our asset distribution payment will be processed.

We have been a member of MMRMA since April 1, 1984 – 33 years.

MMRMA has been very good to and for us.

We have in excess of \$26 million in building value and contents insured.

We have 32 vehicles insured.

We have received in excess of \$626,940 in net asset distributions and this year it will be \$103,450.

We have received in excess of \$87,469 in RAP Grants.

These grant funds have been used for items for the jail, EMS, Courthouse, Emergency Management.

Our premium for 2018 will be \$154,613 and our net asset distribution which we will receive upon their receipt of our renewal documents is \$103,450.

Commissioner Report

BUILDINGS & GROUNDS COMMITTEE

November 08, 2017

9:00 a.m.

Members present: Roger Griner, Gary Sauer and Bob Roelofs
Others Present: Tammy Bowers, Mitch Deisch, Maridee Cutler, Kim Nowak,
Dan Smith, Amy Bissell, Michelle Thompson

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

Pledge of allegiance was given.

Motion by Sauer, seconded by Roelofs, to approve the agenda as amended, adding Doorway in Hallway to Item 8 and Update to Water Valve after Item 5. Ayes: All Nays: None
Motion carried.

Motion by Roelofs, seconded by Sauer to approve the minutes of October 13, 2017, as presented. Ayes: All Nays: None Motion carried.

Comm Sauer gave an update on the Water Valves: Last gentleman that he spoke to was from Ottawa County who have seen a 42% decrease in usage; they are on a five-year payback, but are on track to pay it off in four years.

9:05 am Public Input

Mitch Deisch spoke regarding the contract with IT Right. It will be in front of the Board of Commissioners at the November 14, 2017 meeting for approval. It will be a three-year contract and all locations of Benzie County will have Cloud backup storage at no charge. Want to have IT Right here the week of November 27th. Will have to give current vendor a 30-day notice once that is done.

9:08 am Public Input -Closed

Dan Smith – Bob Hawkins updates:

There are issues with the new boilers so Bob was not present for updates.
Exterior LED Lights for Sheriff Department: will not be done until spring
Epoxy Floor Project: waiting for pricing from the contractor, will bring it back next meeting.
Water Valve quotes: Bob is looking for a contractor to give prices for the installation; will bring back next meeting.

Kim Nowak – District Court updates: Thanked Rick Morris for all of his hard work with moving things around. Frank Post is helping with the grant for the bullet proof window and doors. Law library is being set up outside the Prosecutor's office. Need to know what you would like to do with the books that are remaining. Pat Heins and Karen Felicazak are researching what books are needed.

Commissioner Griner would like to see if the museum or the library would like them.

Presented a quote from Tag Construction for the window and painting for \$1700.00.

A quote from Waterland Title Company for Carpeting for \$2,265.00.

A quote from Tag Construction for doors and installation for \$3,800.00.

Looking for approval for the Carpeting, with funds coming from the General Fund.

May be able to pay for the other items out of the District and Probate court funds and grant money.

BUILDINGS & GROUNDS

November 08, 2017

Page 2 of 3

Comm Griner stated that we need to have the Fire Marshall come and see if we are up to code with the changes that have been going on.

Mitch stated that he will get in contact with Steve in the Building Department.

Motion by Sauer, seconded by Roelofs to recommend to the Board of Commissioners to authorize the carpet in the District and Probate Court offices with Waterland Title Co for \$2,265.00 from the Building and Grounds. Ayes: Sauer, Griner and Roelofs Nays; None Motion Carried.

Frank Post -- Safety Committee update -- Re-schedule

9:35 am Public Input - None

Meeting adjourned at 9:35 a.m.

Tammy Bowers
Benzie County Chief Deputy Clerk

DRAFT

BUILDINGS & GROUNDS

November 08, 2017

Page 3 of 3

Motion by KJ, seconded by RG, to approve the Buildings and Grounds Consent Calendar as follows:

1. To authorize the carpet in the District and Probate Court offices with Waterland Title Co for \$2,265.00 from the Building and Grounds.

DRAFT

FILED

Proposal

Page No. 1 of 1 Pages

Benzie Co. Probate Court

NOV - 7 2017

KIMBERLY D. NOWAK
Probate Register/Court Adm.

WATERLAND TILE CO.

Flooring Contractors
807 Lake Ave.
TRAVERSE CITY, MICHIGAN 49684
(231) 946-5700
FAX (231) 946-0910

PROPOSAL SUBMITTED TO		PHONE	DATE
STREET BENZIE COUNTY		JOB NAME 882-9675	11/07/17
CITY, STATE and ZIP CODE		JOB LOCATION PROBATE COURT	
ARCHITECT	DATE OF PLANS	JOB PHONE	
	1249		

We hereby submit specifications and estimates for:

Remove and dispose of the existing carpet in
three offices as outlined by Kim Nowak & Rick Morris.
Provide and install the same commercial carpet tile
as was installed in other offices on that floor.
This does not include any cove base.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ _____).

Payment to be made as follows:

TWO THOUSAND TWO HUNDRED SIXTY-FIVE DOLLARS ----- 2,265.00

HALF DOWN AT SIGNED CONTRACT, REMAINDER AT COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
SignatureNote: This proposal may be
withdrawn by us if not accepted within _____ days.DANIEL J KLOOSTERMAN
30

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

DAWN OLNEY
BENZIE COUNTY CLERK

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

November 8, 2017

Chairman Carland and Board of Commissioners:

It has come to our attention that two of the dates the Government Center is closed for Christmas and New Year's is incorrect. Well sort of.

When the meeting dates were set at the beginning of the year, I always put the dates that the Government Center is closed on the bottom. Ever since I have been preparing this document, we have always said that if the holiday falls on Saturday, it is recognized on Friday and if it falls on Sunday it gets recognized on Monday. (Well so we thought). We are dealing with Christmas Eve and New Year's Eve.

Looking at MCR 8.110(D), says: "When Christmas Eve or New Year's Eve falls on Saturday or Sunday, the preceding Friday shall be the holiday."

My question to you is: Do you want to change the schedule to be closed on Friday, December 22 and Friday, December 29 and open on December 26 and January 2?

If not, the building will need to be open to the public on Tuesday, December 26 and Tuesday, January 2, 2018 and the court offices (County Clerk, Juvenile, Friend of the Court, District/Probate Court, Prosecuting Attorney) will be open as well.

Home → Courts → Michigan Supreme Court →

About the Court

Court Holidays



Court Holidays are in accordance with MCR 8.110(D). See rule below.

The Court will be closed, and therefore unable to accept or docket filings, on the following dates in calendar year 2017:

2017 Court Holidays:

- **New Year's Holiday**, Monday, January 2, 2017
- **Martin Luther King, Jr. Day**, Monday, January 16, 2017
- **Presidents' Day**, Monday, February 20, 2017
- **Memorial Day**, Monday, May 29, 2017
- **Independence Day**, Tuesday, July 4, 2017
- **Labor Day**, Monday, September 4, 2017
- **Veterans' Day**, Friday, November 10, 2017
- **Thanksgiving Holiday**, Thursday, November 23 and Friday, November 24, 2017
- **Christmas Holiday**, Friday, December 22 and Monday, December 25, 2017
- **New Year's Eve**, Friday, December 29, 2017

Clerk of the Court
Michigan Supreme Court

Mailing Address
PO Box 30052
Lansing, MI 48206

Street Address:
Michigan Hall of Justice
925 W. Ottawa
Lansing, MI 48206

Phone: (517) 376-3000
Driving Directions
FAQs

Court Holidays are in accordance with MCR 8.110(D):

(D) Court Hours; Court Holidays; Judicial Absences.

1. (1) Court Hours. The chief judge shall enter an administrative order under MCR 8.112(B) establishing the court's hours.
2. (2) Court Holidays; Local Modification.
 - (a) The following holidays are to be observed by all state courts, except those courts which have adopted modifying administrative orders pursuant to MCR 8.112(B):
 - New Year's Day, January 1;
 - Martin Luther King, Jr., Day, the third Monday in January in conjunction with the federal holiday;
 - Presidents' Day, the third Monday in February;
 - Memorial Day, the last Monday in May;
 - Independence Day, July 4;
 - Labor Day, the first Monday in September;
 - Veterans' Day, November 11;
 - Thanksgiving Day, the fourth Thursday in November;
 - Friday after Thanksgiving;
 - Christmas Eve, December 24;
 - Christmas Day, December 25;
 - New Year's Eve, December 31;
 - (b) When New Year's Day, Independence Day, Veterans' Day, or Christmas Day falls on Saturday, the preceding Friday shall be a holiday. When New Year's Day,

Independence Day, Veterans' Day, or Christmas Day falls on Sunday, the following Monday shall be a holiday. When Christmas Eve or New Year's Eve falls on Friday, the preceding Thursday shall be a holiday. When Christmas Eve or New Year's Eve falls on Saturday or Sunday, the preceding Friday shall be a holiday.

- (c) Courts are encouraged to promulgate a modifying administrative order if appropriate to accommodate or achieve uniformity with the holiday practices of local governmental units regarding local public employees.
- (d) With the prior approval of the chief judge, a judge may continue a trial in progress or dispose of judicial matters on any of the listed holidays if he or she finds it to be necessary.
- (e) Any action taken by a court on February 12, Lincoln's birthday, or on the second Monday in October, Columbus Day, shall be valid.

MICHIGAN STATE
UNIVERSITY

Extension

10:00

October 16, 2017

Mitch Diesch
448 Court Place
Beulah, MI 49617

Dear Mitch,

Please find attached a copy of the Agreement for Extension Services provided by MSU to Benzie County for Fiscal Year 2017-2018. This annual plan of work outlines the contributions by each partner, MSU Extension and Benzie County. This document reflects the costs for MSU Extension programs and services which was included in the annual county budgeting process that just concluded. I am requesting time on the Board of Commissioners agenda to present this to them for their review and approval.

Please convey our deep gratitude for the continued partnership between Benzie County and MSU Extension. We appreciate the continued support to be able to provide education and resources to the residents of Benzie County. Feel free to contact me with any questions at (231) 922-4821.



District Office

520 W. Front St., Ste. A
Traverse City, MI 49684

231-929-4821
Fax: 231-947-6783
www.msue.msu.edu

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer Berkey".

Jennifer Berkey
District Coordinator
MSU Extension

RECEIVED

OCT 16 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Benzie County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 0.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

RECEIVED

OCT 16 2017
FY 2018
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

Optional:

4. Funding for additional Extension educators at \$0.
5. Funding for additional 4-H program capacity 0 FTE
6. Funding for additional paraprofessional(s) at 0 FTE

7. Total Annual Assessment in the amount of **\$40,209.**

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary

A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) **\$40,209.**

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU \$0.

C. 0 FTE Educator (Program Area:) \$0.

D. 0 FTE Additional 4-H Program Coordination \$0.

E. 0 FTE Additional paraprofessional staff \$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2018: \$40,209.

I. Term and Termination

The obligations of the parties under this Agreement will commence on October 1, 2017 the first day of the County budget year 2018 and shall terminate on the last day of such County budget year 2018. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Benzie County, 448 Court Place, Beulah, MI 49617, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of

this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.

5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

Benzie COUNTY

By: _____

Print name: _____

Its: _____
(title)

Date: _____

Appendix A

Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange 35.8.0.0 - 35.9.255.255

CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935,443) (authentication)
35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
35.9.83.132 (all) (vpn.msu.edu)
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.9.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
35.8.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP - 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L - Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu – 35.8.201.199

MSUE.anr.msu.edu – 35.8.201.199

Events.anr.msu.edu – 35.8.200.220

web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220

Expression Engine – 35.8.201.215

Web Hosting environment (other ANR websites) – 35.8.201.217

Master Gardener (External) – 128.120.155.54

Extension.org (External) – 152.46.27.147

Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.



MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN
ANNUAL ACTUARIAL VALUATION REPORT DECEMBER 31, 2016
BENZIE CO (1003)



Spring, 2017

Benzie Co

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

This report presents the results of the Annual Actuarial Valuation, prepared as of December 31, 2016. The report includes the determination of liabilities and contribution rates resulting from the participation of Benzie Co (1003) in the Municipal Employees' Retirement System of Michigan ("MERS"). MERS is a nonprofit organization, independent from the State, that has provided retirement plans for municipal employees for 70 years. Benzie Co is responsible for the employer contributions needed to provide MERS benefits for its employees and former employees under the Michigan Constitution and the MERS Plan Document.

The purpose of the December 31, 2016 annual actuarial valuation is to:

- Measure funding progress
- Establish contribution requirements for the fiscal year beginning October 1, 2018
- Provide actuarial information in connection with applicable Governmental Accounting Standards Board (GASB) statements

This valuation report should not be relied upon for any other purpose. Reliance on information contained in this report by anyone for anything other than the intended purpose could be misleading.

The valuation uses financial data, plan provision data, and participant data as of December 31, 2016 furnished by MERS. In accordance with Actuarial Standards of Practice No. 23, the data was checked for internal and year to year consistency as well as general reasonableness, but was not otherwise audited. CBIZ Retirement Plan Services does not assume responsibility for the accuracy or completeness of the data used in this valuation.

The actuarial assumptions and methods are adopted by the MERS Retirement Board, and are reviewed every five years in an Experience Study. The most recent study was completed in 2015. Please refer to the division-specific assumptions described in table(s) in this report, and to the Appendix on the MERS website at:

www.mersofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2016AnnualActuarialValuation-Appendix.pdf.



The actuarial assumptions used for this valuation produce results that we believe are reasonable.

To the best of our knowledge, this report is complete and accurate, was prepared in conformity with generally recognized actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and is in compliance with Act No. 220 of the Public Acts of 1996, as amended, and the MERS Plan Document as revised. All of the undersigned are members of the American Academy of Actuaries (MAAA), and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein. The Retirement Board of the Municipal Employees' Retirement System of Michigan confirms that the System provides for payment of the required employer contribution as described in Section 20m of Act No. 314 of 1965 (MCL 38.1140m).

This information is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting or investment advice.

This report was prepared at the request of the Retirement Board and may be provided only in its entirety by the municipality to other interested parties (MERS customarily provides the full report on request to associated third parties such as the auditor for the municipality). CBIZ Retirement Plan Services is not responsible for the consequences of any unauthorized use.

You should notify MERS if you disagree with anything contained in the report or are aware of any information that would affect the results of the report that have not been communicated to us. If you have reason to believe that the plan provisions are incorrectly described, that important plan provisions relevant to this valuation are not described, that conditions have changed since the calculations were made, that the information provided in this report is inaccurate or is in anyway incomplete, or if you need further information in order to make an informed decision on the subject matter in this report, please contact your Regional Manager at 1.800.767.MERS(6377).

Sincerely,

Cathy Nagy, MAAA, FSA
Jim Koss, MAAA, ASA
Curtis Powell, MAAA, EA

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Executive Summary

Actuarial Assumptions and Methods Adopted with the December 31, 2015 Valuations

The actuarial assumptions and methods are adopted by the MERS Retirement Board, and are reviewed every five years in an Experience Study. The Experience Study is a comprehensive, detailed analysis that reviews MERS' funding policy and compares actual experience with the current actuarial assumptions; the study recommends adjustments as necessary. The most recent study was completed in 2015 and changes to the assumptions and methods based on the 2015 Experience Study were first reflected in the December 31, 2015 valuations. The impact of these changes is being phased-in over a 5 year period. The phase-in allows the employer to spread the impact of the new assumptions over 5 fiscal years. This report continues to provide contributions both with and without the phase-in adjustments.

The assumptions and methods are described in the Appendix on the MERS website.

As part of the recent Experience Study, the following changes are first reflected in the December 31, 2016 annual valuation:

- The asset smoothing was changed from 10 to 5 years. The gain (loss) recognized each year will be 20% of the current year's gain (loss) plus 20% of the gain (loss) from each of the 4 preceding years. The cumulative difference between the market value and valuation assets as of December 31, 2015 will be recognized over 4 years.
- Annual changes in Unfunded Accrued Liability (UAL) will be amortized over fixed periods, creating "layers" of UAL. This will require removing and creating "layers" of UAL on an annual basis.
 - o Once the amortization period drops below 15 years (10 years for closed divisions), any future liability and asset gains or losses will be spread over a 15-year fixed period for open divisions and a 10-year fixed period for closed divisions — creating "layers" of UAL on an annual basis.
 - o This transparent method allows tracking of what changed your UAL, and sets a fixed period in time in which that UAL change will be fully funded.

MERS created a dedicated resource page on their website for additional information on these topics (<http://www.mersofmich.com/Employer/Work-Scenarios/Unfunded-Liability>).

Funded Ratio and Required Employer Contributions

The MERS Defined Benefit Plan is an agent multiple-employer plan, meaning that assets are pooled for investment purposes but separate accounts are maintained for each individual employer. Each municipality is responsible for their own plan liabilities; MERS does not borrow from one municipality's account to pay for another.

The funded ratio of a plan is the percentage of the dollar value of the accrued benefits that is covered by the actuarial value of assets.

Your Funded Ratio:

	12/31/2016	12/31/2015
Funded Ratio	67%	67%

Michigan Law requires that pension plans be pre-funded, meaning money is set aside now to pay for future benefits. Pension plans are usually funded by employer and employee contributions, and investment income.

How quickly a plan attains the 100% funding goal depends on many factors such as:

- The current funded ratio
- The future experience of the plan
- The amortization period

It is more important to look at the trend in the funded ratio over a period of time than at a particular point in time.

Your Required Employer Contributions:

Your computed employer contributions are shown in the following table. Employee contributions, if any, are in addition to the computed employer contributions. Changes to the assumptions and methods based on the 2015 Experience Study were first reflected in the December 31, 2015 valuations. The impact of these changes is being phased-in over a 5 year period. The phase-in allows the employer to spread the impact of the new assumptions over 5 fiscal years. This valuation reflects the second year of the phase-in.

Your minimum required contribution is the amount in the "Phase-in" columns. By default, MERS will invoice you the phased-in contribution amount, but strongly encourages you to contribute more than the minimum required contribution. If for 2017 your municipality is making employer contributions based on rates without the phase-in applied, contact MERS to ensure this rate is used again for 2018 and not the defaulted phase-in rates.

	Percentage of Payroll				Monthly \$ Based on Projected Payroll			
	Phase-in	No Phase-in	Phase-in	No Phase-in	Phase-in	No Phase-in	Phase-in	No Phase-in
Valuation Date:	12/31/2016	12/31/2016	12/31/2015	12/31/2015	12/31/2016	12/31/2016	12/31/2015	12/31/2015
Fiscal Year Beginning:	October 1, 2018	October 1, 2018	October 1, 2017	October 1, 2017	October 1, 2018	October 1, 2018	October 1, 2017	October 1, 2017
Division								
01 - Courthouse Empls	-	-	-	-	\$ 2,127	\$ 2,526	\$ 2,427	\$ 2,959
02 - Sheriff Dept.	-	-	-	-	5,882	6,818	10,242	11,558
10 - Elctd Officials	32.17%	34.68%	34.10%	37.64%	9,042	9,747	9,062	10,002
11 - Commissioners	24.85%	27.85%	23.16%	26.07%	1,145	1,283	1,463	1,647
12 - NonUnion&NonElct	12.27%	13.33%	14.25%	15.84%	13,307	14,456	15,735	17,267
13 - Courthouse ee's after	4.26%	4.57%	7.12%	7.45%	668	716	1,396	1,460
20 - COAM	-	-	-	-	13,904	14,870	13,219	14,567
21 - Sheriff Dept after 10/	3.26%	3.33%	7.24%	7.36%	2,295	2,343	4,506	4,582
Municipality Total					\$ 48,370	\$ 52,759	\$ 58,050	\$ 64,042

Employee contribution rates reflected in the valuations are shown below:

Valuation Date:	Employee Contribution Rate	
	12/31/2016	12/31/2015
Division		
01 - Courthouse Empls	6.00%	2.30%
02 - Sheriff Dept.	6.00%	1.84%
10 - Elctd Officials	6.00%	2.08%
11 - Commissioners	6.00%	0.00%
12 - NonUnion&NonElct	6.00%	2.07%
13 - Courthouse ee's after	6.00%	2.30%
20 - COAM	6.00%	2.00%
21 - Sheriff Dept after 10/	6.00%	1.84%

The employer may contribute more than the minimum required contributions, as these additional contributions will earn investment income and may result in lower future contribution requirements. **MERS strongly encourages employers to contribute more than the minimum contribution shown above.**

Assuming that experience of the plan meets actuarial assumptions:

- To accelerate to a 100% funding ratio in 10 years, estimated monthly employer contributions for the entire employer would be \$ 80,015, instead of \$ 52,759.
- To accelerate to a 100% funding ratio in 20 years, estimated monthly employer contributions for the entire employer would be \$ 55,006, instead of \$ 52,759.

If you are interested in making additional contributions, please contact MERS and they can assist you with evaluating your options.

How and Why Do These Numbers Change?

In a defined benefit plan contributions vary from one annual actuarial valuation to the next as a result of the following:

- Changes in benefit provisions (see Table 2)
- Changes in actuarial assumptions and methods (see the Appendix)
- Experience of the plan (investment experience and demographic experience); this is the difference between actual experience of the plan and the actuarial assumptions. For example:
 - o Lower actual investment returns would result in higher required employer contributions, and vice-versa.
 - o Smaller than assumed pay increases would lower required employer contributions.
 - o Reductions in the number of active employees would lower required contribution dollars, but would usually increase the contribution rate expressed as a percentage of (the now lower) payroll.
 - o Retirements at earlier ages than assumed would usually increase required employer contributions.
 - o More non-vested terminations of employment than assumed would decrease required contributions.
 - o More disabilities or survivor (death) benefits than assumed would increase required contributions.
 - o Longer lifetimes after retirement than assumed would increase required employer contributions.

Actuarial valuations do not affect the ultimate cost of the plan; the benefit payments (current and future) determine the cost of the plan. Actuarial valuations only affect the timing of the contributions into the plan. Because assumptions are for the long term, plan experience will not match the actuarial assumptions in any given year (except by coincidence). Each annual actuarial valuation will adjust the required employer contributions up or down based on the prior year's actual experience.

Comments on Asset Smoothing

The actuarial value of assets, used to determine both your funded ratio and your required employer contribution, is based on a smoothed value of assets (10-year smoothing prior to 2016; 5-year smoothing beginning in 2016). A smoothing method reduces the volatility of the valuation results, which affects your required employer contribution and funded ratio. The smoothed actuarial rate of return for 2016 was 5.14%.

As of December 31, 2016 the actuarial value of assets is 108% of market value. This means that meeting the actuarial assumption in the next few years will require average annual market returns that exceed the 7.75% investment return assumption.

If the December 31, 2016 valuation results were based on market value on that date instead of smoothed funding value: i) the funded percent of your entire municipality would be 62% (instead of 67%); and ii) your total employer contribution requirement for the fiscal year starting October 1, 2018 would be \$ 701,040 (instead of \$ 633,108).

The asset smoothing method is a powerful tool for reducing the volatility of your required employer contributions. **However, if the current 8% difference between the smoothed value and the market value of assets is not made up, the result would be gradual increases in your employer contribution requirement over the next few years (to around the levels described above).**

Risk Characteristics of Defined Benefit Plans

It is important to understand that Defined Benefit retirement plans, the plan sponsor, and the plan participants are exposed to certain risks. While risks cannot be eliminated entirely, they can be managed through various strategies. Below are a few examples of risk (this is not an all-inclusive list):

- Economic - investment return, wage inflation, etc.
- Demographic - longevity, disability, retirement, etc.
- Plan Sponsor and Employees - contribution volatility, attract/retain employees, etc.

The MERS Retirement Board adopts certain assumptions and methods to manage the economic and demographic risks, and the contribution volatility risks. For example, the investment risk is the largest economic risk and is managed by having a balanced portfolio and a clearly defined investment strategy. Demographic risks are managed by preparing special studies called experience studies on a regular basis to determine if the assumptions used are reasonable compared to the experience. Risk may be managed through a plan design that provides benefits that are sustainable in the long run. An Experience Study is completed every five years to review the assumptions and methods. The next Experience Study will be completed in 2020.

Alternate Scenarios to Estimate the Potential Volatility of Results ("What If Scenarios")

The calculations in this report are based on assumptions about long-term economic and demographic behavior. These assumptions will never materialize in a given year, except by coincidence. Therefore the results will vary from one year to the next. The volatility of the results depends upon the characteristics of the plan. For example:

- Open divisions that have substantial assets compared to their active employee payroll will have more volatile employer contribution rates due to investment return fluctuations.
- Open divisions that have substantial accrued liability compared to their active employee payroll will have more volatile employer contribution rates due to demographic experience fluctuations.
- Small divisions will have more volatile contribution patterns than larger divisions because statistical fluctuations are relatively larger among small populations.
- Shorter amortization periods result in more volatile contribution patterns.

The analysis in this section is intended to review the potential volatility of the actuarial valuation results. It is important to note that calculations in this report are mathematical estimates based upon assumptions regarding future events, which may or may not materialize. Actuarial calculations can and do vary from one valuation to the next, sometimes significantly depending on the group's size.

Many assumptions are important in determining the required employer contributions. In the table below, we show the impact of varying one actuarial assumption: the future annual rate of investment return. Lower investment returns would result in higher required employer contributions, and vice-versa.

The relative impact of each investment return scenario below will vary from year to year, as the participant demographics change. The impact of each scenario should be analyzed for a given year, not from year to year. The results in the table are based on the December 31, 2016 valuation, and are for the municipality in total, not by division. These results do not reflect a 5-year phase in of the impact of the new actuarial assumptions.

12/31/2016 Valuation Results	Assumed Future Annual Smoothed Rate of Investment Return			
	Lower Future Annual Returns		Valuation Assumption	Higher Returns
	5.75%	6.75%	7.75%	8.75%
Accrued Liability	\$ 22,838,712	\$ 20,232,533	\$ 18,053,107	\$ 16,221,278
Valuation Assets	\$ 12,118,595	\$ 12,118,595	\$ 12,118,595	\$ 12,118,595
Unfunded Accrued Liability	\$ 10,720,117	\$ 8,113,938	\$ 5,934,512	\$ 4,102,683
Funded Ratio	53%	60%	67%	75%
Monthly Normal Cost	\$ 38,276	\$ 27,039	\$ 18,498	\$ 11,988
Monthly Amortization Payment	\$ 54,212	\$ 44,157	\$ 34,261	\$ 23,206
Total Employer Contribution¹	\$ 92,488	\$ 71,196	\$ 52,759	\$ 35,194

¹ If assets exceed accrued liabilities for a division, the division's amortization payment is negative and is used to reduce the division's employer contribution requirement. If the overfunding credit is larger than the normal cost, the division's full credit is included in the municipality's amortization payment above but the division's total contribution requirement is zero. This can cause the displayed normal cost and amortization payment to not add up to the displayed total employer contribution.

Projection Scenarios

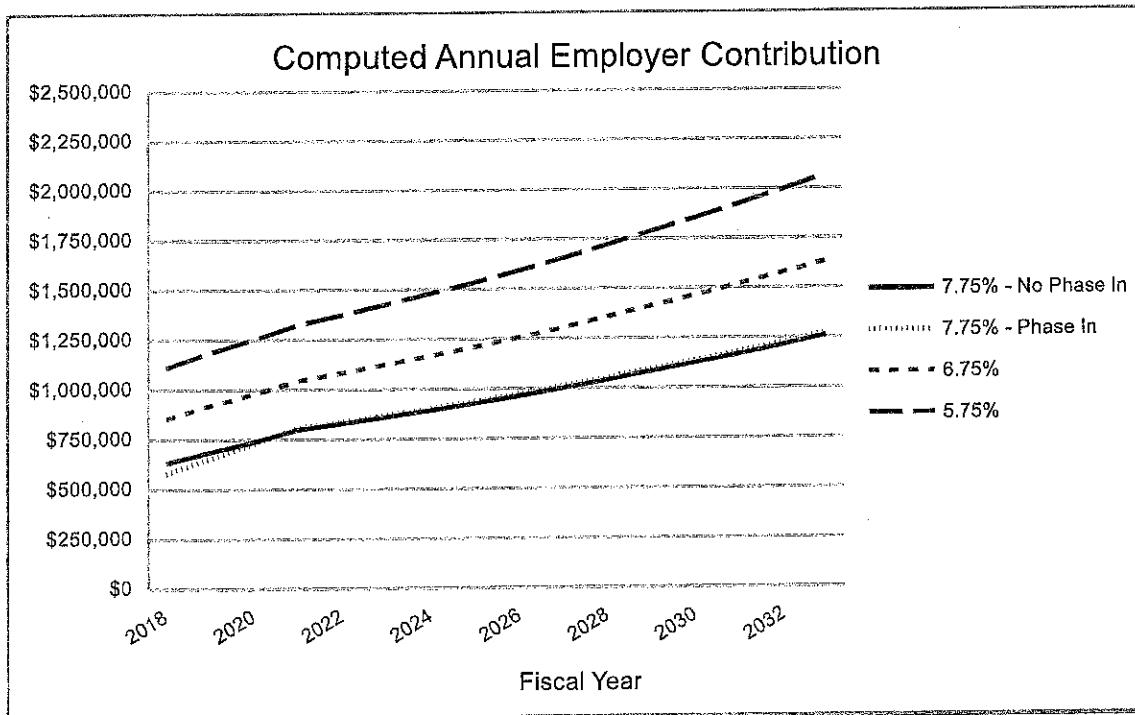
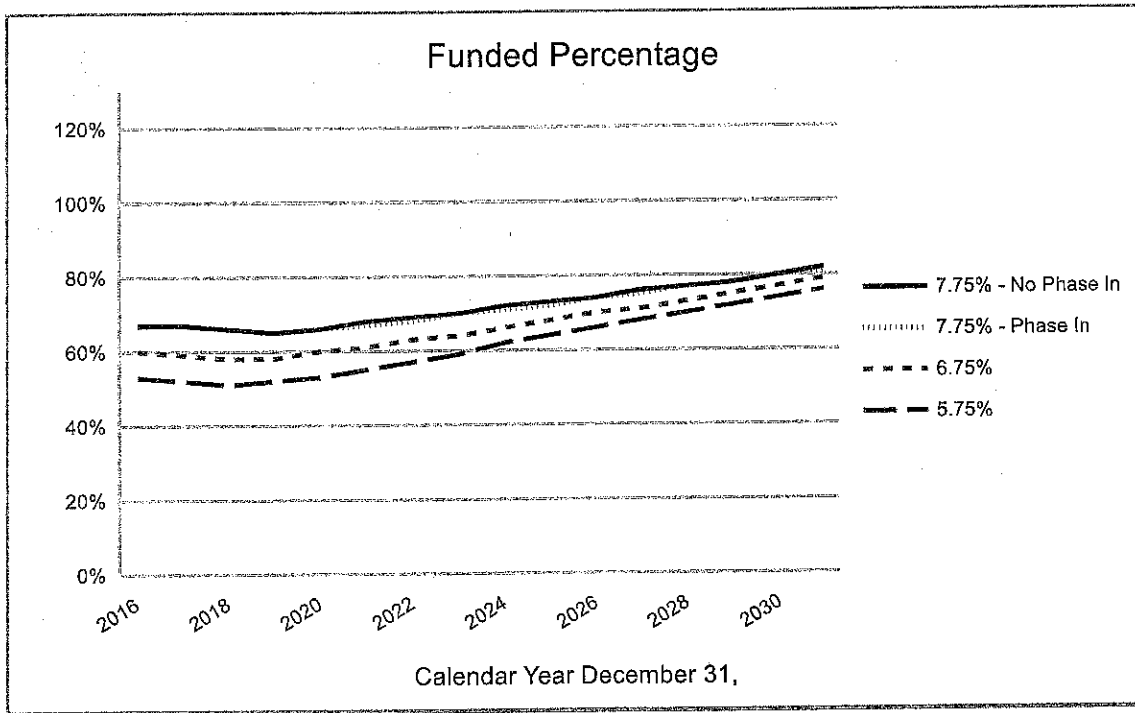
The next two pages show projections of the plan's funded ratio and computed employer contributions under the actuarial assumptions used in the valuation and alternate assumed long-term investment return scenarios. All four projections take into account the past investment losses that will continue to affect the smoothed rate of return in the short term. Under the 7.75% scenarios, two sets of projections are shown:

- Based on the phase-in over 5 fiscal years (beginning in 2017) of the increased contribution requirements associated with the new actuarial assumptions. This projects your minimum required contribution.
- Based on no phase-in of the increased contribution requirements.

The 7.75% scenarios provide an estimate of computed employer contributions based on current actuarial assumptions, and a projected 7.75% market return. The other two scenarios may be useful if the municipality chooses to budget more conservatively, and make contributions in addition to the minimum requirements. The 6.75% and 5.75% projections provide an indication of the potential required employer contribution if MERS were to realize investment returns of 6.75% and 5.75% over the long-term.

The projections are shown both in tabular and graphical form in total for the employer. The tables show projections for six years. The graphs show projections for fifteen years.

Valuation Year Ending 12/31	Fiscal Year Beginning 10/1	Actuarial Accrued Liability	Valuation Assets	Funded Percentage	Computed Annual Employer Contribution
7.75% Assumed Interest Discount Rate and Future Annual Market Rate of Return WITH 5-YEAR PHASE-IN					
2016	2018	\$ 18,053,107	\$ 12,118,595	67%	\$ 580,440
2017	2019	18,800,000	12,500,000	67%	656,000
2018	2020	19,600,000	13,000,000	66%	728,000
2019	2021	20,400,000	13,300,000	65%	807,000
2020	2022	21,300,000	14,000,000	66%	838,000
2021	2023	22,200,000	14,800,000	67%	869,000
NO 5-YEAR PHASE-IN					
2016	2018	\$ 18,053,107	\$ 12,118,595	67%	\$ 633,108
2017	2019	18,800,000	12,500,000	67%	687,000
2018	2020	19,600,000	13,000,000	66%	739,000
2019	2021	20,400,000	13,300,000	65%	799,000
2020	2022	21,300,000	14,100,000	66%	829,000
2021	2023	22,200,000	15,000,000	68%	860,000
6.75% Assumed Interest Discount Rate and Future Annual Market Rate of Return NO 5-YEAR PHASE-IN					
2016	2018	\$ 20,232,533	\$ 12,118,595	60%	\$ 854,352
2017	2019	21,100,000	12,400,000	59%	921,000
2018	2020	22,000,000	12,800,000	58%	979,000
2019	2021	22,800,000	13,300,000	58%	1,040,000
2020	2022	23,800,000	14,100,000	60%	1,080,000
2021	2023	24,700,000	15,100,000	61%	1,120,000
5.75% Assumed Interest Discount Rate and Future Annual Market Rate of Return NO 5-YEAR PHASE-IN					
2016	2018	\$ 22,838,712	\$ 12,118,595	53%	\$ 1,109,856
2017	2019	23,800,000	12,300,000	52%	1,190,000
2018	2020	24,700,000	12,600,000	51%	1,250,000
2019	2021	25,700,000	13,200,000	52%	1,320,000
2020	2022	26,700,000	14,200,000	53%	1,370,000
2021	2023	27,700,000	15,300,000	55%	1,430,000



Employer Contribution Details For the Fiscal Year Beginning October 1, 2018

Table 1

Division	Employer Contributions ¹			Computed Employer Contribut. With Phase-In	Blended ER Rate No Phase-In ⁵	Blended ER Rate With Phase-In ⁵	Employee Contribut. Rate	Employee Contribut. Conversion Factor ²
	Normal Cost	Payment of the Unfunded Accrued Liability ⁴	Computed Employer Contribut. No Phase-In					
Percentage of Payroll								
01 - Courthouse Empls	-	-	-	-	10.89%	9.39%	6.00%	
02 - Sheriff Dept.	-	-	-	-	8.80%	7.85%	6.00%	
10 - Elctd Officials	5.99%	28.69%	34.68%	32.17%			6.00%	0.79%
11 - Commissioners	6.44%	21.41%	27.85%	24.85%			6.00%	0.85%
12 - NonUnion&NonElct	6.84%	6.49%	13.33%	12.27%			6.00%	0.88%
13 - Courthouse ee's af	4.34%	0.23%	4.57%	4.26%	10.89%	9.39%	6.00%	0.82%
20 - COAM	-	-	-	-			6.00%	
21 - Sheriff Dept after	3.56%	-0.23%	3.33%	3.26%	8.80%	7.85%	6.00%	0.80%
Estimated Monthly Contribution³								
01 - Courthouse Empls	\$ 989	\$ 1,537	\$ 2,526	\$ 2,127				
02 - Sheriff Dept.	2,177	4,641	6,818	5,882				
10 - Elctd Officials	1,683	8,064	9,747	9,042				
11 - Commissioners	297	986	1,283	1,145				
12 - NonUnion&NonElct	7,420	7,036	14,456	13,307				
13 - Courthouse ee's af	680	36	716	668				
20 - COAM	2,744	12,126	14,870	13,904				
21 - Sheriff Dept after	2,508	(165)	2,343	2,295				
Total Municipality	\$ 18,498	\$ 34,261	\$ 52,759	\$ 48,370				
Estimated Annual Contribution³	\$ 221,976	\$ 411,132	\$ 633,108	\$ 580,440				

¹ The above employer contribution requirements are in addition to the employee contributions, if any.

² If employee contributions are increased/decreased by 1.00% of pay, the employer contribution requirement will decrease/increase by the Employee Contribution Conversion Factor. The conversion factor is usually under 1%, because employee contributions may be refunded at termination of employment, and not used to fund retirement pensions. Employer contributions will all be used to fund pensions.

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- ³ For divisions that are open to new hires, estimated contributions are based on projected fiscal year payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts. For divisions that will have no new hires (ie closed divisions), invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the Appendix.
- ⁴ If projected assets exceed projected liabilities as of the beginning of the October 1, 2018 fiscal year, the negative unfunded accrued liability is treated as overfunding credit and is used to reduce the contribution. This amortization is used to reduce the employer contribution rate. Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions to not add across.
- ⁵ For linked divisions, the employer will be invoiced the Computed Employer Contribution with Phase-in rate shown above for each linked division (a contribution rate for the open division; a contribution dollar for the closed-but-linked division), unless the employer elects to contribute the Blended Employer Contribution rate shown above, by contacting MERS at 800-767-2308.

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

Benefit Provisions

Table 2

01 - Courthouse Emplys: Closed to new hires, linked to Division 13

	2016 Valuation	2015 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	8 years	8 years
Early Retirement (Unreduced):	-	-
Early Retirement (Reduced):	50/25 55/15	50/25 55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	6%	2.30%
Act 88:	Yes (Adopted 4/18/2000)	Yes (Adopted 4/18/2000)

02 - Sheriff Dept.: Closed to new hires, linked to Division 21

	2016 Valuation	2015 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	8 years	8 years
Early Retirement (Unreduced):	25 and Out	25 and Out
Early Retirement (Reduced):	55/15	55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	6%	1.84%
Act 88:	Yes (Adopted 4/18/2000)	Yes (Adopted 4/18/2000)

10 - Elctd Officials: Open Division

	2016 Valuation	2015 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	8 years	8 years
Early Retirement (Unreduced):	55/25	55/25
Early Retirement (Reduced):	50/25 55/15	50/25 55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	6%	2.08%
Act 88:	Yes (Adopted 4/18/2000)	Yes (Adopted 4/18/2000)

Table 2 (continued)

11 - Commissioners: Open Division

	2016 Valuation	2015 Valuation
Benefit Multiplier:	2.25% Multiplier (80% max)	2.25% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	8 years	8 years
Early Retirement (Unreduced):	-	-
Early Retirement (Reduced):	50/25 55/15	50/25 55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	6%	0%
Act 88:	Yes (Adopted 4/18/2000)	Yes (Adopted 4/18/2000)

12 - NonUnion&NonElct: Open Division

	2016 Valuation	2015 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	8 years	8 years
Early Retirement (Unreduced):	-	-
Early Retirement (Reduced):	50/25 55/15	50/25 55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	6%	2.07%
Act 88:	Yes (Adopted 4/18/2000)	Yes (Adopted 4/18/2000)

13 - Courthouse ee's after 10/01/12: Open Division, linked to Division 01

	2016 Valuation	2015 Valuation
Benefit Multiplier:	2.00% Multiplier (no max)	2.00% Multiplier (no max)
Normal Retirement Age:	60	60
Vesting:	10 years	10 years
Early Retirement (Unreduced):	55/25	55/25
Early Retirement (Reduced):	50/25 55/15	50/25 55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	6%	2.30%
Act 88:	Yes (Adopted 4/18/2000)	Yes (Adopted 4/18/2000)

20 - COAM: Closed to new hires, linked to Division 22

	2016 Valuation	2015 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	8 years	8 years
Early Retirement (Unreduced):	25 and Out	25 and Out
Early Retirement (Reduced):	55/15	55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	6%	2%
Act 88:	Yes (Adopted 4/18/2000)	Yes (Adopted 4/18/2000)

Table 2 (continued)

21 - Sheriff Dept after 10/01/2011: Open Division, linked to Division 02

	2016 Valuation	2015 Valuation
Benefit Multiplier:	2.00% Multiplier (no max)	2.00% Multiplier (no max)
Normal Retirement Age:	60	60
Vesting:	10 years	10 years
Early Retirement (Unreduced):	55/25	55/25
Early Retirement (Reduced):	50/25	50/25
	55/15	55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	6%	1.84%
Act 88:	Yes (Adopted 4/18/2000)	Yes (Adopted 4/18/2000)

Participant Summary

Table 3

Division	2016 Valuation		2015 Valuation		2016 Valuation		
	Number	Annual Payroll ¹	Number	Annual Payroll ¹	Average Age	Average Benefit Service ²	Average Eligibility Service ²
01 - Courthouse Empls							
Active Employees	7	\$ 235,492	7	\$ 236,868	59.2	15.3	15.3
Vested Former Employees	6	16,900	7	17,780	51.6	6.6	18.6
Retirees and Beneficiaries	13	83,624	12	82,822	70.4		
02 - Sheriff Dept.							
Active Employees	9	\$ 416,940	14	\$ 643,548	42.5	14.4	14.4
Vested Former Employees	12	96,403	10	74,560	47.4	9.0	12.5
Retirees and Beneficiaries	15	204,712	14	181,494	67.6		
10 - Elctd Officials							
Active Employees	5	\$ 304,738	5	\$ 288,110	50.5	16.7	16.7
Vested Former Employees	1	26,394	1	26,394	51.4	17.0	17.0
Retirees and Beneficiaries	7	183,701	7	183,701	74.7		
11 - Commissioners							
Active Employees	5	\$ 49,937	7	\$ 68,505	59.6	9.0	13.7
Vested Former Employees	3	12,517	2	6,762	55.4	11.4	11.4
Retirees and Beneficiaries	4	26,342	3	6,003	67.7		
12 - NonUnion&NonElct							
Active Employees	27	\$ 1,176,231	29	\$ 1,197,147	47.8	7.8	11.5
Vested Former Employees	13	110,037	13	100,220	50.9	9.6	15.5
Retirees and Beneficiaries	24	221,969	23	208,554	68.3		
13 - Courthouse ee's afte							
Active Employees	3	\$ 87,264	5	\$ 139,598	38.9	3.0	4.1
Vested Former Employees	1	586	0	0	36.0	1.3	1.9
Retirees and Beneficiaries	1	6,917	0	0	67.0		
20 - COAM							
Active Employees	9	\$ 510,696	9	\$ 497,910	45.3	18.1	18.3
Vested Former Employees	0	0	1	12,636	0.0	0.0	0.0
Retirees and Beneficiaries	9	227,617	7	194,291	59.8		
21 - Sheriff Dept after 1							
Active Employees	18	\$ 712,206	15	\$ 595,479	32.9	3.3	3.8
Vested Former Employees	0	0	0	0	0.0	0.0	0.0
Retirees and Beneficiaries	0	0	0	0	0.0		
Total Municipality							
Active Employees	83	\$ 3,493,504	91	\$ 3,667,165	45.2	9.7	11.4
Vested Former Employees	36	262,837	34	238,352	49.8	9.0	14.3
Retirees and Beneficiaries	73	954,882	66	856,865	68.1		
Total Participants	192		191				

¹ Annual payroll for active employees; annual deferred benefits payable for vested former employees; annual benefits being paid for retirees and beneficiaries.

² Description can be found under Miscellaneous and Technical Assumptions in the [Appendix](#).

Reported Assets (Market Value)**Table 4**

Division	2016 Valuation		2015 Valuation	
	Employer and Retiree ¹	Employee ²	Employer and Retiree ¹	Employee ²
01 - Courthouse Empls	\$ 1,234,128	\$ 58,185	\$ 1,154,553	\$ 52,594
02 - Sheriff Dept.	2,606,036	130,921	2,445,880	158,010
10 - Elctd Officials	1,020,861	68,091	989,511	60,774
11 - Commissioners	270,866	2,223	232,992	2,205
12 - NonUnion&NonElct	2,844,705	240,319	2,601,899	223,584
13 - Courthouse ee's after 10/01/12	80,439	7,637	61,706	9,947
20 - COAM	2,291,522	142,643	2,096,584	94,379
21 - Sheriff Dept after 10/01/2011	174,309	78,299	114,330	30,123
Municipality Total	\$ 10,522,866	\$ 728,318	\$ 9,697,455	\$ 631,616
Combined Reserves	\$ 11,251,184		\$ 10,329,071	

¹ Reserve for Employer Contributions and Benefit Payments² Reserve for Employee Contributions

The December 31, 2016 valuation assets are equal to 1.077095 times the reported market value of assets (compared to 1.135382 as of December 31, 2015). The derivation of valuation assets is described, and detailed calculations of valuation assets are shown, in the Appendix.

Flow of Valuation Assets

Table 5

Year Ended 12/31	Employer Contributions		Employee Contributions	Investment Income	Benefit Payments	Employee Contribution Refunds	Net Transfers	Valuation Asset Balance
	Required	Additional						
2006	\$ 392,382		\$ 46,870	\$ 493,940	\$ (341,090)	\$ (1,287)	\$ 0	\$ 6,628,113
2007	414,017		61,305	539,990	(362,691)	(2,192)	0	7,278,542
2008	418,180		62,954	356,566	(388,721)	(593)	86,180	7,813,108
2009	472,778		66,528	467,849	(401,370)	(1,186)	0	8,417,707
2010	456,891		63,751	521,508	(433,510)	(3,129)	0	9,023,218
2011	464,128	\$ 0	63,452	504,812	(513,157)	(127)	0	9,542,326
2012	449,227	0	63,371	476,669	(578,294)	0	59,078	10,012,377
2013	470,045	0	64,058	614,605	(632,176)	(12,426)	(1)	10,516,482
2014	570,851	100,000	75,158	629,083	(656,895)	(455)	0	11,234,224
2015	643,589	0	86,788	578,905	(813,875)	(2,189)	0	11,727,442
2016	486,587	60,827	105,809	615,774	(901,659)	(3,438)	27,253	12,118,595

Notes:

Transfers in and out are usually related to the transfer of participants between municipalities, and to employer and employee payments for service credit purchases (if any) that the governing body has approved.

Additional employer contributions, if any, are shown separately starting in 2011. Prior to 2011, additional contributions are combined with the required employer contributions.

In the actuarial valuation additional employer contributions are combined with required contributions and used to reduce computed future required employer contributions.

The investment income column reflects the recognized investment income based on the smoothed value of assets. It does not reflect the market value investment return in any given year.

Actuarial Accrued Liabilities and Valuation Assets **As of December 31, 2016**

Table 6

Division	Actuarial Accrued Liability	Valuation Assets¹	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
01 - Courthouse Empls				
Active Employees	\$ 821,643	\$ 562,606	68.5%	\$ 259,037
Vested Former Employees	77,515	77,515	100.0%	0
Retirees And Beneficiaries	751,823	751,823	100.0%	0
Pending Refunds	0	0	0.0%	0
Total	\$ 1,650,981	\$ 1,391,944	84.3%	\$ 259,037
02 - Sheriff Dept.				
Active Employees	\$ 1,237,078	\$ 370,924	30.0%	\$ 866,154
Vested Former Employees	484,280	484,280	100.0%	0
Retirees And Beneficiaries	2,083,779	2,083,779	100.0%	0
Pending Refunds	8,980	8,980	100.0%	0
Total	\$ 3,814,117	\$ 2,947,963	77.3%	\$ 866,154
10 - Elctd Officials				
Active Employees	\$ 1,020,047	\$ 43,902	4.3%	\$ 976,145
Vested Former Employees	145,647	18,878	13.0%	126,769
Retirees And Beneficiaries	1,389,121	1,104,814	79.5%	284,307
Pending Refunds	5,311	5,311	100.0%	0
Total	\$ 2,560,126	\$ 1,172,905	45.8%	\$ 1,387,221
11 - Commissioners				
Active Employees	\$ 78,311	\$ 5	0.0%	\$ 78,306
Vested Former Employees	91,420	2,218	2.4%	89,202
Retirees And Beneficiaries	294,468	291,920	99.1%	2,548
Pending Refunds	0	0	0.0%	0
Total	\$ 464,199	\$ 294,143	63.4%	\$ 170,056
12 - NonUnion&NonElct				
Active Employees	\$ 1,705,291	\$ 492,728	28.9%	\$ 1,212,563
Vested Former Employees	668,083	668,083	100.0%	0
Retirees And Beneficiaries	2,148,164	2,148,164	100.0%	0
Pending Refunds	13,889	13,889	100.0%	0
Total	\$ 4,535,427	\$ 3,322,864	73.3%	\$ 1,212,563
13 - Courthouse ee's after 10/01/12				
Active Employees	\$ 30,938	\$ 22,648	73.2%	\$ 8,290
Vested Former Employees	1,013	1,013	100.0%	0
Retirees And Beneficiaries	71,024	71,024	100.0%	0
Pending Refunds	181	181	100.0%	0
Total	\$ 103,156	\$ 94,866	92.0%	\$ 8,290

Table 6 (continued)

Division	Actuarial Accrued Liability	Valuation Assets ¹	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
20 - COAM				
Active Employees	\$ 2,025,897	\$ 140,550	6.9%	\$ 1,885,347
Vested Former Employees	0	0	0.0%	0
Retirees And Beneficiaries	2,626,406	2,481,277	94.5%	145,129
Pending Refunds	0	0	0.0%	0
Total	\$ 4,652,303	\$ 2,621,827	56.4%	\$ 2,030,476
21 - Sheriff Dept after 10/01/2011				
Active Employees	\$ 270,815	\$ 270,100	99.7%	\$ 715
Vested Former Employees	0	0	0.0%	0
Retirees And Beneficiaries	0	0	0.0%	0
Pending Refunds	1,983	1,983	100.0%	0
Total	\$ 272,798	\$ 272,083	99.7%	\$ 715
Total Municipality				
Active Employees	\$ 7,190,020	\$ 1,903,463	26.5%	\$ 5,286,557
Vested Former Employees	1,467,958	1,251,987	85.3%	215,971
Retirees and Beneficiaries	9,364,785	8,932,801	95.4%	431,984
Pending Refunds	30,344	30,344	100.0%	0
Total Participants	\$ 18,053,107	\$ 12,118,595	67.1%	\$ 5,934,512
The following results show the combined accrued liabilities and assets for each set of linked divisions. These results are already included in the table above.				
Linked Divisions 13, 01				
Active Employees	\$ 852,581	\$ 585,254	68.6%	\$ 267,327
Vested Former Employees	78,528	78,528	100.0%	0
Retirees and Beneficiaries	822,847	822,847	100.0%	0
Pending Refunds	181	181	100.0%	0
Total	\$ 1,754,137	\$ 1,486,810	84.8%	\$ 267,327
Linked Divisions 21, 02				
Active Employees	\$ 1,507,893	\$ 641,024	42.5%	\$ 866,869
Vested Former Employees	484,280	484,280	100.0%	0
Retirees and Beneficiaries	2,083,779	2,083,779	100.0%	0
Pending Refunds	10,963	10,963	100.0%	0
Total	\$ 4,086,915	\$ 3,220,046	78.8%	\$ 866,869

¹ Includes both employer and employee assets.

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

See Section 46 of the Plan Document for MERS Fiscal Responsibility policy, on the MERS website at:
<https://employerportal.mersofmich.com/SharePointFormsService/Default.aspx?Publication=MERSPlanDocument.pdf>.

Actuarial Accrued Liabilities - Comparative Schedule

Table 7

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2002	\$ 6,064,300	\$ 4,815,948	79%	\$ 1,248,352
2003	6,211,553	5,128,385	83%	1,083,168
2004	7,346,552	5,622,450	77%	1,724,102
2005	7,722,034	6,037,298	78%	1,684,736
2006	8,836,410	6,628,113	75%	2,208,297
2007	9,802,199	7,278,542	74%	2,523,657
2008	10,625,475	7,813,108	74%	2,812,367
2009	11,337,965	8,417,707	74%	2,920,258
2010	12,148,043	9,023,218	74%	3,124,825
2011	13,158,904	9,542,326	73%	3,616,578
2012	13,812,904	10,012,377	73%	3,800,527
2013	14,360,023	10,516,482	73%	3,843,541
2014	15,367,430	11,234,224	73%	4,133,206
2015	17,502,712	11,727,442	67%	5,775,270
2016	18,053,107	12,118,595	67%	5,934,512

Notes: Actuarial assumptions were revised for the 2004, 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Division 01 - Courthouse Emplys

Table 8-01: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2006	\$ 998,340	\$ 987,159	99%	\$ 11,181
2007	1,116,690	1,069,013	96%	47,677
2008	1,172,711	1,087,691	93%	85,020
2009	1,258,117	1,148,196	91%	109,921
2010	1,346,342	1,176,827	87%	169,515
2011	1,439,247	1,231,481	86%	207,766
2012	1,536,509	1,307,879	85%	228,630
2013	1,533,203	1,295,294	85%	237,909
2014	1,476,705	1,336,738	91%	139,967
2015	1,610,281	1,370,573	85%	239,708
2016	1,650,981	1,391,944	84%	259,037

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Table 9-01: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2006	11	\$ 289,763	9.56%	2.30%
2007	13	349,857	10.21%	2.30%
2008	12	345,897	11.00%	2.30%
2009	12	369,625	10.99%	2.30%
2010	10	297,361	12.41%	2.30%
2011	9	273,973	13.39%	2.30%
2012	9	278,578	14.52%	2.30%
2013	7	222,434	\$ 2,611	2.30%
2014	7	217,558	\$ 1,987	2.30%
2015	7	236,868	\$ 2,959	2.30%
2016	7	235,492	\$ 2,526	6.00%

¹ For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

² For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above. The contribution requirements including the 5-year phase-in are shown on page 7.

See the Benefit Provision History on page 43 for past benefit provision changes.

Division 02 - Sheriff Dept.

Table 8-02: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2006	\$ 2,381,526	\$ 1,841,789	77%	\$ 539,737
2007	2,680,745	2,045,259	76%	635,486
2008	3,101,911	2,246,591	72%	855,320
2009	3,435,976	2,568,886	75%	867,090
2010	3,714,111	2,791,734	75%	922,377
2011	4,003,148	2,959,371	74%	1,043,777
2012	4,243,819	3,154,290	74%	1,089,529
2013	4,170,912	3,163,845	76%	1,007,067
2014	4,296,601	3,277,788	76%	1,018,813
2015	4,096,194	2,956,410	72%	1,139,784
2016	3,814,117	2,947,963	77%	866,154

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Table 9-02: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2006	28	\$ 937,941	11.51%	1.84%
2007	28	1,028,892	11.80%	1.84%
2008	27	1,020,901	14.09%	1.84%
2009	29	1,220,035	13.50%	1.84%
2010	25	1,040,570	14.43%	1.84%
2011	25	1,071,218	15.06%	1.84%
2012	25	1,098,679	15.76%	1.84%
2013	21	924,089	\$ 11,915	1.84%
2014	18	814,342	\$ 11,407	1.84%
2015	14	643,548	\$ 11,558	1.84%
2016	9	416,940	\$ 6,818	6.00%

¹ For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

² For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above. The contribution requirements including the 5-year phase-in are shown on page 7.

See the Benefit Provision History on page 43 for past benefit provision changes.

Division 10 - Elctd Officials

Table 8-10: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2006	\$ 1,669,261	\$ 922,708	55%	\$ 746,553
2007	1,746,066	945,637	54%	800,429
2008	1,807,279	1,014,374	56%	792,905
2009	1,923,968	1,036,874	54%	887,094
2010	1,996,989	1,059,839	53%	937,150
2011	2,100,575	1,094,173	52%	1,006,402
2012	2,326,622	1,155,147	50%	1,171,475
2013	2,280,390	1,060,110	47%	1,220,280
2014	2,330,276	1,169,721	50%	1,160,555
2015	2,514,310	1,192,475	47%	1,321,835
2016	2,560,126	1,172,905	46%	1,387,221

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Table 9-10: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2006	4	\$ 203,521	25.83%	2.08%
2007	4	210,199	26.92%	2.08%
2008	4	186,270	32.34%	2.08%
2009	6	310,064	24.08%	2.08%
2010	5	274,039	27.74%	2.08%
2011	5	275,249	29.26%	2.08%
2012	3	153,487	55.74%	2.08%
2013	5	272,645	34.13%	2.08%
2014	5	280,221	31.86%	2.08%
2015	5	288,110	37.64%	2.08%
2016	5	304,738	34.68%	6.00%

¹ For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

² For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above. The contribution requirements including the 5-year phase-in are shown on page 7.

See the Benefit Provision History on page 43 for past benefit provision changes.

Division 11 - Commissioners

Table 8-11: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2006	\$ 130,577	\$ 69,510	53%	\$ 61,067
2007	143,133	77,533	54%	65,600
2008	147,517	83,237	56%	64,280
2009	160,215	90,628	57%	69,587
2010	163,344	97,450	60%	65,894
2011	175,884	103,524	59%	72,360
2012	181,774	109,989	61%	71,785
2013	381,356	214,768	56%	166,588
2014	397,345	236,760	60%	160,585
2015	437,073	267,038	61%	170,035
2016	464,199	294,143	63%	170,056

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Table 9-11: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2006	4	\$ 36,093	20.01%	0.00%
2007	6	52,464	16.81%	0.00%
2008	6	53,105	16.76%	0.00%
2009	6	65,553	15.76%	0.00%
2010	4	41,357	19.18%	0.00%
2011	6	57,789	16.97%	0.00%
2012	2	23,309	29.69%	0.00%
2013	6	59,581	27.25%	0.00%
2014	6	59,212	26.08%	0.00%
2015	7	68,505	26.07%	0.00%
2016	5	49,937	27.85%	6.00%

¹ For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

² For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above. The contribution requirements including the 5-year phase-in are shown on page 7.

See the Benefit Provision History on page 43 for past benefit provision changes.

Division 12 - NonUnion&NonElct

Table 8-12: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2006	\$ 2,177,811	\$ 1,645,659	76%	\$ 532,152
2007	2,497,703	1,896,433	76%	601,270
2008	2,691,712	2,060,596	77%	631,116
2009	2,703,060	2,294,673	85%	408,387
2010	3,022,664	2,539,986	84%	482,678
2011	3,352,500	2,710,126	81%	642,374
2012	3,301,642	2,749,254	83%	552,388
2013	3,640,437	3,062,593	84%	577,844
2014	4,046,398	3,225,346	80%	821,052
2015	4,322,468	3,208,003	74%	1,114,465
2016	4,535,427	3,322,864	73%	1,212,563

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Table 9-12: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2006	31	\$ 1,138,745	11.80%	2.07%
2007	32	1,227,277	12.02%	2.07%
2008	29	1,147,496	11.87%	2.07%
2009	26	1,068,753	10.84%	2.07%
2010	26	1,073,505	11.53%	2.07%
2011	28	1,161,882	12.09%	2.07%
2012	26	984,631	12.69%	2.07%
2013	27	1,069,405	12.04%	2.07%
2014	29	1,199,447	12.91%	2.07%
2015	29	1,197,147	15.64%	2.07%
2016	27	1,176,231	13.33%	6.00%

¹ For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

² For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do not reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above. The contribution requirements including the 5-year phase-in are shown on page 7.

See the Benefit Provision History on page 43 for past benefit provision changes.

Division 13 - Courthouse ee's after 10/01/12

Table 8-13: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2013	\$ 50,360	\$ 48,981	97%	\$ 1,379
2014	65,189	64,071	98%	1,118
2015	91,366	81,354	89%	10,012
2016	103,156	94,866	92%	8,290

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Table 9-13: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2013	4	\$ 88,757	7.55%	2.30%
2014	5	128,052	7.02%	2.30%
2015	5	139,598	7.45%	2.30%
2016	3	87,264	4.57%	6.00%

¹ For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

² For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above. The contribution requirements including the 5-year phase-in are shown on page 7.

See the Benefit Provision History on page 43 for past benefit provision changes.

Division 20 - COAM

Table 8-20: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2006	\$ 1,478,895	\$ 1,161,288	79%	\$ 317,607
2007	1,617,862	1,244,667	77%	373,195
2008	1,704,345	1,320,619	77%	383,726
2009	1,856,629	1,278,450	69%	578,179
2010	1,904,593	1,357,382	71%	547,211
2011	2,087,550	1,443,651	69%	643,899
2012	2,222,538	1,535,818	69%	686,720
2013	2,084,770	1,455,287	70%	629,483
2014	2,706,146	1,882,276	70%	823,870
2015	4,231,825	2,487,580	59%	1,744,245
2016	4,652,303	2,621,827	56%	2,030,476

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Table 9-20: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2006	8	\$ 338,033	12.81%	1.28%
2007	8	363,228	13.42%	1.28%
2008	8	366,569	14.18%	1.28%
2009	8	417,391	16.57%	2.00%
2010	8	398,906	16.42%	2.00%
2011	8	414,245	17.65%	2.00%
2012	8	426,407	18.93%	2.00%
2013	7	366,417	\$ 5,519	2.00%
2014	9	453,600	\$ 7,740	2.00%
2015	9	497,910	\$ 14,567	2.00%
2016	9	510,696	\$ 14,870	6.00%

¹ For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

² For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above. The contribution requirements including the 5-year phase-in are shown on page 7.

See the Benefit Provision History on page 43 for past benefit provision changes.

Division 21 - Sheriff Dept after 10/01/2011

Table 8-21: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2013	\$ 14,780	\$ 9,576	65%	\$ 5,204
2014	48,770	41,524	85%	7,246
2015	199,195	164,009	82%	35,186
2016	272,798	272,083	100%	715

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012 and 2015 actuarial valuations.

Table 9-21: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2013	9	\$ 323,686	6.85%	1.84%
2014	10	362,285	6.81%	1.84%
2015	15	595,479	7.36%	1.84%
2016	18	712,206	3.33%	6.00%

¹ For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

² For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above. The contribution requirements including the 5-year phase-in are shown on page 7.

See the Benefit Provision History on page 43 for past benefit provision changes.

Division 01 - Courthouse Emplys

Table 10-01: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance	Original Amortization Period**	Amounts for Fiscal Year Beginning 10/1/2018		
				Outstanding UAL Balance*	Amortization Period**	Amortization Payment
Initial	12/31/2015	\$ 239,708	23	\$ 265,281	22	\$ 18,096
Gain/Loss	12/31/2016	9,719	22	11,075	22	756
Plan Amendments	12/31/2016	(5,305)	22	(6,045)	22	(408)
Total				\$ 270,311		\$ 18,444

* This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

** Please see the [Appendix](#) on the MERS website for a description of the amortization policy.

The unfunded accrued liability as of December 31, 2016 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2016 valuation to take into account the expected future contributions that are based on past valuations. The projected unfunded accrued liability is amortized over the appropriate period.

Division 02 - Sheriff Dept.

Table 10-02: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance	Original Amortization Period**	Amounts for Fiscal Year Beginning 10/1/2018		
				Outstanding UAL Balance*	Amortization Period**	Amortization Payment
Initial	12/31/2015	\$ 1,139,784	23	\$ 1,169,154	22	\$ 79,728
Gain/Loss	12/31/2016	(290,184)	22	(330,677)	22	(22,548)
Plan Amendments	12/31/2016	(19,153)	22	(21,826)	22	(1,488)
Total				\$ 816,651		\$ 55,692

* This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

** Please see the [Appendix](#) on the MERS website for a description of the amortization policy.

The unfunded accrued liability as of December 31, 2016 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2016 valuation to take into account the expected future contributions that are based on past valuations. The projected unfunded accrued liability is amortized over the appropriate period.

Division 10 - Elctd Officials

Table 10-10: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance	Original Amortization Period**	Amounts for Fiscal Year Beginning 10/1/2018		
				Outstanding UAL Balance*	Amortization Period**	Amortization Payment
Initial	12/31/2015	\$ 1,321,835	23	\$ 1,384,139	22	\$ 94,392
Gain/Loss	12/31/2016	35,239	22	40,156	22	2,736
Plan Amendments	12/31/2016	(4,563)	22	(5,200)	22	(360)
Total				\$ 1,419,095		\$ 96,768

* This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

** Please see the [Appendix](#) on the MERS website for a description of the amortization policy.

The unfunded accrued liability as of December 31, 2016 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2016 valuation to take into account the expected future contributions that are based on past valuations. The projected unfunded accrued liability is amortized over the appropriate period.

Division 11 - Commissioners

Table 10-11: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance	Original Amortization Period**	Amounts for Fiscal Year Beginning 10/1/2018		
				Outstanding UAL Balance*	Amortization Period**	Amortization Payment
Initial	12/31/2015	\$ 170,035	23	\$ 174,232	22	\$ 11,880
Gain/Loss	12/31/2016	495	22	564	22	36
Plan Amendments	12/31/2016	(1,120)	22	(1,276)	22	(84)
Total				\$ 173,520		\$ 11,832

* This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

** Please see the [Appendix](#) on the MERS website for a description of the amortization policy.

The unfunded accrued liability as of December 31, 2016 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2016 valuation to take into account the expected future contributions that are based on past valuations. The projected unfunded accrued liability is amortized over the appropriate period.

Division 12 - NonUnion&NonElct

Table 10-12: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance	Original Amortization Period**	Amounts for Fiscal Year Beginning 10/1/2018		
				Outstanding UAL Balance*	Amortization Period**	Amortization Payment
Initial	12/31/2015	\$ 1,114,465	23	\$ 1,212,350	22	\$ 82,680
Gain/Loss	12/31/2016	56,088	22	63,915	22	4,356
Plan Amendments	12/31/2016	(33,548)	22	(38,229)	22	(2,604)
Total				\$ 1,238,036		\$ 84,432

* This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

** Please see the [Appendix](#) on the MERS website for a description of the amortization policy.

The unfunded accrued liability as of December 31, 2016 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2016 valuation to take into account the expected future contributions that are based on past valuations. The projected unfunded accrued liability is amortized over the appropriate period.

Division 13 - Courthouse ee's after 10/01/12

Table 10-13: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance	Original Amortization Period**	Amounts for Fiscal Year Beginning 10/1/2018		
				Outstanding UAL Balance*	Amortization Period**	Amortization Payment
Initial	12/31/2015	\$ 10,012	23	\$ 11,206	22	\$ 768
Gain/Loss	12/31/2016	(990)	22	(1,128)	22	(72)
Plan Amendments	12/31/2016	(3,440)	22	(3,920)	22	(264)
Total				\$ 6,158		\$ 432

* This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

** Please see the [Appendix](#) on the MERS website for a description of the amortization policy.

The unfunded accrued liability as of December 31, 2016 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2016 valuation to take into account the expected future contributions that are based on past valuations. The projected unfunded accrued liability is amortized over the appropriate period.

Division 20 - COAM

Table 10-20: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance	Original Amortization Period**	Amounts for Fiscal Year Beginning 10/1/2018		
				Outstanding UAL Balance*	Amortization Period**	Amortization Payment
Initial	12/31/2015	\$ 1,744,245	23	\$ 1,945,929	22	\$ 132,708
Gain/Loss	12/31/2016	177,626	22	202,412	22	13,800
Plan Amendments	12/31/2016	(12,763)	22	(14,544)	22	(996)
Total				\$ 2,133,797		\$ 145,512

* This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

** Please see the [Appendix](#) on the MERS website for a description of the amortization policy.

The unfunded accrued liability as of December 31, 2016 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2016 valuation to take into account the expected future contributions that are based on past valuations. The projected unfunded accrued liability is amortized over the appropriate period.

Division 21 - Sheriff Dept after 10/01/2011

Table 10-21: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance	Original Amortization Period**	Amounts for Fiscal Year Beginning 10/1/2018		
				Outstanding UAL Balance*	Amortization Period**	Amortization Payment
Gain/Loss	12/31/2016	(19,527)	15	(22,252)	15	(1,980)
Total				\$ (22,252)		\$ (1,980)

* This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

** Please see the [Appendix](#) on the MERS website for a description of the amortization policy.

The unfunded accrued liability as of December 31, 2016 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2016 valuation to take into account the expected future contributions that are based on past valuations. The projected unfunded accrued liability is amortized over the appropriate period.

GASB 68 Information

The following information has been prepared to provide some of the information necessary to complete GASB Statement No. 68 disclosures. Statement 68 is effective for fiscal years beginning after June 15, 2014. Additional resources, including an Implementation Guide, are available at www.mersofmich.com.

Actuarial Valuation Date:	12/31/2016
Measurement Date of Total Pension Liability (TPL):	12/31/2016

At 12/31/2016, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits:	73
Inactive employees entitled to but not yet receiving benefits:	36
Active employees:	<u>83</u>
	192

Total Pension Liability as of 12/31/2015 measurement date:	\$ 17,025,851
Total Pension Liability as of 12/31/2016 measurement date:	\$ 17,565,274
Service Cost for the year ending on the 12/31/2016 measurement date:	\$ 367,231

Change in the Total Pension Liability due to:

- Benefit changes ¹ :	\$ (110,144)
- Differences between expected and actual experience ² :	\$ (153,120)
- Changes in assumptions ² :	\$ 0

¹ A change in liability due to benefit changes is immediately recognized when calculating pension expense for the year.

² Changes in liability due to differences between actual and expected experience, and changes in assumptions, are recognized in pension expense over the average remaining service lives of all employees.

Average expected remaining service lives of all employees (active and inactive):	4
Covered employee payroll: (Needed for Required Supplementary Information)	\$ 3,493,504

Sensitivity of the Net Pension Liability to changes in the discount rate:

	1% Decrease (7.00%)	Current Discount Rate (8.00%)	1% Increase (9.00%)
Change in Net Pension Liability as of 12/31/2016:	\$ 2,085,971	-	\$ (1,754,920)

Note: The current discount rate shown for GASB 68 purposes is higher than the MERS assumed rate of return. This is because for GASB 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.

Benefit Provision History

The following benefit provision history is provided by MERS. Any corrections to this history or discrepancies between this information and information displayed elsewhere in the valuation report should be reported to MERS. All provisions are listed by date of adoption.

01 - Courthouse Empllys

12/1/2016	Service Credit Purchase Estimates - Yes
10/1/2016	Participant Contribution Rate 6%
1/1/2008	E 2% COLA Adopted (01/01/2008)
1/1/2007	E 2% COLA Adopted (01/01/2007)
5/1/2006	Benefit B-4 (80% max)
5/1/2006	Member Contribution Rate 2.30%
1/1/2006	E 2% COLA Adopted (01/01/2006)
1/1/2005	E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	Benefit B-3 (80% max)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2001	E 2% COLA Adopted (01/01/2001)
4/18/2000	Covered by Act 88
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/1/1999	Benefit B-2
1/1/1998	E 2% COLA Adopted (01/01/1998)
11/1/1997	Temporary 20 Years & Out (11/01/1997 - 01/03/1998)
11/1/1997	Temporary Benefit B-3 (80% max) (11/01/1997 - 01/03/1998)
6/1/1997	Temporary Benefit B-2 (06/01/1997 - 08/02/1997)
8/1/1994	Benefit FAC-5 (5 Year Final Average Compensation)
8/1/1994	8 Year Vesting
8/1/1994	Benefit C-1 (New)
8/1/1994	Member Contribution Rate 0.00%
8/1/1994	Fiscal Month - January

02 - Sheriff Dept.

12/1/2016	Service Credit Purchase Estimates - Yes
11/1/2016	Participant Contribution Rate 6%
10/1/2014	Participant Contribution Rate 3.17%
10/1/2013	Participant Contribution Rate 2.47%
1/1/2008	E 2% COLA Adopted (01/01/2008)
1/1/2007	E 2% COLA Adopted (01/01/2007)
1/1/2006	E 2% COLA Adopted (01/01/2006)
1/1/2005	Member Contribution Rate 1.84%
1/1/2005	E 2% COLA Adopted (01/01/2005)
1/1/2005	Benefit B-4 (80% max)
2/1/2004	25 Years & Out
1/1/2004	E 2% COLA Adopted (01/01/2004)

02 - Sheriff Dept.

1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2001	E 2% COLA Adopted (01/01/2001)
4/18/2000	Covered by Act 88
1/1/2000	Benefit B-3 (80% max)
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/3/1998	Benefit B-2
1/1/1998	E 2% COLA Adopted (01/01/1998)
11/1/1997	Temporary 20 Years & Out (11/01/1997 - 01/03/1998)
11/1/1997	Temporary Benefit B-3 (80% max) (11/01/1997 - 01/03/1998)
6/1/1997	Temporary Benefit B-2 (06/01/1997 - 08/02/1997)
8/1/1994	Benefit F55 (With 25 Years of Service)
8/1/1994	Member Contribution Rate 0.00%
8/1/1994	Benefit FAC-5 (5 Year Final Average Compensation)
8/1/1994	8 Year Vesting
8/1/1994	Benefit C-1 (New)
8/1/1994	Fiscal Month - January

10 - Elctd Officials

12/1/2016	Service Credit Purchase Estimates - Yes
12/1/2016	Participant Contribution Rate 6%
1/1/2008	E 2% COLA Adopted (01/01/2008)
1/1/2007	E 2% COLA Adopted (01/01/2007)
4/1/2006	Benefit B-4 (80% max)
4/1/2006	Member Contribution Rate 2.08%
1/1/2006	E 2% COLA Adopted (01/01/2006)
1/1/2005	E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2001	E 2% COLA Adopted (01/01/2001)
4/18/2000	Covered by Act 88
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/1/1998	E 2% COLA Adopted (01/01/1998)
11/1/1997	Temporary 20 Years & Out (11/01/1997 - 01/02/1998)
9/1/1997	Benefit B-3 (80% max)
6/1/1997	Temporary Benefit B-2 (06/01/1997 - 08/02/1997)
1/1/1997	Benefit B-2
8/1/1994	Benefit FAC-5 (5 Year Final Average Compensation)
8/1/1994	8 Year Vesting
8/1/1994	Benefit C-1 (New)
8/1/1994	Benefit F55 (With 25 Years of Service)
8/1/1994	Member Contribution Rate 0.00%
8/1/1994	Fiscal Month - January

11 - Commissioners

12/1/2016	Service Credit Purchase Estimates - Yes
12/1/2016	Participant Contribution Rate 6%
1/1/2008	E 2% COLA Adopted (01/01/2008)
1/1/2007	E 2% COLA Adopted (01/01/2007)
1/1/2006	E 2% COLA Adopted (01/01/2006)
1/1/2005	E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2001	E 2% COLA Adopted (01/01/2001)
4/18/2000	Covered by Act 88
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/1/1998	E 2% COLA Adopted (01/01/1998)
11/1/1997	Temporary 20 Years & Out (11/01/1997 - 01/02/1998)
9/1/1997	Benefit B-3 (80% max)
6/1/1997	Temporary Benefit B-2 (06/01/1997 - 08/02/1997)
1/1/1997	Benefit FAC-5 (5 Year Final Average Compensation)
1/1/1997	8 Year Vesting
1/1/1997	Benefit C-1 (New)
1/1/1997	Member Contribution Rate 0.00%
8/1/1994	Fiscal Month - January

12 - NonUnion&NonElct

12/1/2016	Service Credit Purchase Estimates - Yes
12/1/2016	Participant Contribution Rate 6%
1/1/2008	E 2% COLA Adopted (01/01/2008)
1/1/2007	E 2% COLA Adopted (01/01/2007)
4/1/2006	Benefit B-4 (80% max)
4/1/2006	Member Contribution Rate 2.07%
1/1/2006	E 2% COLA Adopted (01/01/2006)
1/1/2005	E 2% COLA Adopted (01/01/2005)
6/1/2004	Benefit B-3 (80% max)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2001	E 2% COLA Adopted (01/01/2001)
4/18/2000	Covered by Act 88
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/1/1998	E 2% COLA Adopted (01/01/1998)
11/1/1997	Temporary 20 Years & Out (11/01/1997 - 01/03/1998)
11/1/1997	Temporary Benefit B-3 (80% max) (11/01/1997 - 01/03/1998)
6/1/1997	Temporary Benefit B-2 (06/01/1997 - 08/02/1997)
1/1/1997	Benefit B-2
7/1/1996	Benefit FAC-5 (5 Year Final Average Compensation)

12 - NonUnion&NonElct

7/1/1996	8 Year Vesting
7/1/1996	Benefit C-1 (New)
7/1/1996	Member Contribution Rate 0.00%
8/1/1994	Fiscal Month - January

13 - Courthouse ee's after 10/01/12

12/1/2016	Service Credit Purchase Estimates - Yes
10/1/2016	Participant Contribution Rate 6%
10/1/2012	Day of work defined as 8 Hours a Day for All employees.
10/1/2012	Benefit FAC-5 (5 Year Final Average Compensation)
10/1/2012	Non Standard Compensation Definition
10/1/2012	10 Year Vesting
10/1/2012	Benefit B-2
10/1/2012	Benefit F55 (With 25 Years of Service)
10/1/2012	Member Contribution Rate 2.30%
4/18/2000	Covered by Act 88
8/1/1994	Fiscal Month - January

20 - COAM

12/1/2016	Service Credit Purchase Estimates - Yes
11/1/2016	Participant Contribution Rate 6%
10/1/2014	Participant Contribution Rate 4%
10/1/2013	Participant Contribution Rate 3%
3/1/2009	25 Years & Out
3/1/2009	Member Contribution Rate 2.00%
1/1/2008	E 2% COLA Adopted (01/01/2008)
1/1/2007	E 2% COLA Adopted (01/01/2007)
1/1/2006	E 2% COLA Adopted (01/01/2006)
4/1/2004	Benefit FAC-5 (5 Year Final Average Compensation)
4/1/2004	8 Year Vesting
4/1/2004	Benefit B-4 (80% max)
4/1/2004	Benefit F55 (With 25 Years of Service)
4/1/2004	Member Contribution Rate 1.28%
4/18/2000	Covered by Act 88
8/1/1994	Fiscal Month - January

21 - Sheriff Dept after 10/01/2011

12/1/2016	Service Credit Purchase Estimates - Yes
11/1/2016	Participant Contribution Rate 6%
10/1/2014	Participant Contribution Rate 3.17%
10/1/2013	Participant Contribution Rate 2.47%
10/1/2011	Day of work defined as 8 Hours a Day for All employees.
10/1/2011	Benefit FAC-5 (5 Year Final Average Compensation)
10/1/2011	10 Year Vesting
10/1/2011	Benefit B-2

21 - Sheriff Dept after 10/01/2011

10/1/2011	Benefit F55 (With 25 Years of Service)
10/1/2011	Member Contribution Rate 1.84%
4/18/2000	Covered by Act 88
8/1/1994	Fiscal Month - January

Plan Provisions, Actuarial Assumptions, and Actuarial Funding Method

Details on MERS plan provisions, actuarial assumptions, and actuarial methodology can be found in the Appendix. Some actuarial assumptions are specific to this municipality and its divisions. These are listed below.

Increase in Final Average Compensation

Division	FAC Increase Assumption
All Divisions	2.00%

Withdrawal Rate Scaling Factor

Division	Withdrawal Rate Scaling Factor
All Divisions	100%

Miscellaneous and Technical Assumptions

Loads – None.



*Benzie Bus Staff & Board of Directors
are grateful for the opportunity to serve
over 807,346 rides over the past 11 years!
Thank You*

Local Advisory Committee

Matt Goodlin - Chairman • Douglas Durand - Vice Chair • Mary Carroll
Richard Heniser • Ingemar Johansson • Beverly Popp • Dorene Strang
Ruth Ann Taylor

Benzie Transportation Board of Directors

Joshua Stoltz - Chairman • Susan Kirkpatrick - Vice Chair • Eugene Allen
Amy Herczak • Jennifer Kolinske • Anne Noah • Eric VanDussen
Corry Carland (Ex Officio County Commissioner)

Management Team

Bill Kennis - Executive Director • Chad Hollenbeck - Operations Manager
Jessica Carland - HR & Mobility Manager • Wendy Wedemeier - Financial
Manager



BENZIE BUS

Benzie Transportation Authority

Connecting People to Community

231.325.3000 office

231.325.3007 fax

www.BenzieBus.com

14150 US Highway 31

Beulah, Michigan 49617



2017 ANNUAL REPORT



BENZIE BUS

CONNECTING PEOPLE TO COMMUNITY

Why National Rural Transit of the Year?

- ✓ MAYBE IT'S OUR BUSINESS PHILOSOPHY. We embrace every rider, offer exceptional customer service, and strive for efficiency (moving buses to where they're needed most)
- ✓ MAYBE IT'S OUR CREATIVITY. Increasing revenue by using our buses as mobile billboards for local organizations, partnering with the Benzie Area Historical Museum to provide unique tours of Benzie County, and involving local students in the design of two bus wraps.
- ✓ MAYBE IT'S FOR LEADING CHANGE. By providing free non-emergency medical transportation, improving services for commuters, and partnering with BATA, Crystal Mountain, and Rotary Charities to do things better.
- ✓ PERHAPS IT'S THE GREAT PEOPLE INVOLVED EVERY STEP OF THE WAY. We have the friendliest drivers, dispatchers, and volunteer Board members guiding change, and a management team that is customer and taxpayer conscious, striving to provide the best service, every day.



Operational Goals

- Total ridership grew 12%. Rides to work and medical appointments grew 18%. Trips to school grew 7%.
- ✓ DID YOU KNOW out-of-county trips accounted for 13% of all rides in 2017?
- Benzie Bus has set the standard for servicing the community's needs: Nite Owl, Career Tech Students to TC & Shuttles for festivals are some examples.
- ✓ DID YOU KNOW we have 6 Ford Transit vans and 2 Dodge Caravans we use to service lower volume routes?
- We continue to right-size our fleet to improve fuel efficiency and provide a more comfortable ride.
- ✓ DID YOU KNOW that vehicle tablets help us optimize routes and ensure on-time performance?
- Improve safety, accuracy, and have fewer wasted miles and less idle time by implementing electronic driver communication via tablets.



Financial Goals

9,109 more rides with the same bus hours and less fuel - 11% improvement from last year. The farebox grew by 9%, or over \$10,000.

INCOME		EXPENSE	
Total Farebox Revenue	\$123,287*	Labor & Benefits	\$1,083,517
Non-Transportation Revenue	\$24,762	Service Expense	\$136,743
Local Taxes	\$585,531	Materials & Supplies	\$150,730
State Formula Match	\$578,907	Utilities, Insurance, Training & Dues	\$95,802
Federal Match	\$271,000	Total Expenses	\$1,466,792
Training Support	\$4,500		
Total Revenue	\$1,587,987	Estimated Net Income	\$121,195

* 9% increase from 2016. Note: Over the past 3 years Benzie Bus has saved nearly \$300,000 in reserves to cover almost 3 months of expenses for a "rainy day" (as recommended by auditor).

Community Goals

- More Outreach = More Riders
- ✓ MAGICAL HISTORY TOURS grew from 228 riders @ \$5 fare to 415 riders @ \$15 fare = 5x's growth. All advertising was paid for by local sponsors.
- ✓ NON-EMERGENCY MEDICAL RIDES into Manistee and Grand Traverse counties continue to be a growing need, and we have an efficient plan that works.
- ✓ MOBILITY MANAGER is dedicated to communicating with residents and helping new riders feel comfortable with our services because someday we might all need a little help getting around town.
- ✓ MORE TRAINING FOR STAFF and a cheaper yet better health plan has made Benzie Bus one of the best places to work in the region.



Visionary Goals

Met with community leaders to strategize what Benzie Bus should look like for the next 10 years and some ideas were...

- ✓ GOOGLE MAPS (which shows Benzie Bus options)
- ✓ CONNECTIONS WITH INDIAN TRAILS to Grand Rapids
- ✓ TC CHERRY CAPITAL AIRPORT CONNECTIONS are already underway

Dawn Olney

From: Dick Figura <rfigura@figuralaw.com>
Sent: Wednesday, November 08, 2017 8:05 AM
To: Dawn Olney
Cc: Mitch Deisch; Timothy Figura; Traci
Subject: Text for motion to enter closed session

Dawn,

Below is proposed language for the motion to go into closed session at the November 14 BOC meeting relative to two opinions we are submitting to the BOC under the Attorney-Client privilege:

I move that, pursuant to Section 8(h) of the Michigan Open Meetings Act, we go into a closed session to discuss two written legal opinions submitted by legal counsel dealing with proposed charges for removal of two members of the Benzie County Building Authority Commission and issues related thereto.

We are finalizing both opinions and will submit them to you before noon tomorrow. Is that timing OK?

Thanks.

Dick

RICHARD J. FIGURA, PC

Richard J. Figura, Esq.

Attorney, Mediator and Arbitrator

rfigura@figuralaw.com

Timothy J. Figura, Esq.

Attorney at Law (also admitted in Pennsylvania)

tfigura@figuralaw.com

11470 S. Leelanau Hwy, Ste. 105

PO Box 447

Empire, MI 49630

231-326-2072

Working for a better community through law

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

County Administrator's Report

December 2017

*Please note that all scheduled meeting dates, times and locations are subject to change. Last Updated 11/14/17.

December 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 26	27	28	29	30	Dec 1	2
3	4 9:00am Veterans Council 10:00am NMRE SUD	5 9:00am BOC 1:00pm Finance Committee	6	7 9:30am Area Agency on Aging	8 8:00am Technology Committee	9 9:30am Point Betsie
10	11 5:00pm Networks Northwest	12 9:30am Road Comm. 4:30pm BVT	13 9:00am Buildings and Grounds (Commission Room) 1:30pm Animal Welfare	14 9:00am Centra Wellness 9:30am Road 10:00am MAC WC Fund 12:30pm NW MI Comm 4:11 PM Hwy 3:00 PM	15 11:00am BRA/EDC	16
17	18 9:45am Northern MI Counties (Grayling) 2:00pm Local Emerg. Plan. Comm.	19 2:00pm HR Committee 3:30pm EMS Advisory 4:00pm BOC	20 8:00am Chamber 8:30am Land Bank 1:00pm NW MI Act. 4:00pm Cons. District	21 3:00pm Joint Court 7:00pm FCCAA	22	23
24	25 5:00pm Park and Rec	26 10:00am DHHS 4:00pm AES	27 8:30am BA 9:30am HSCB	28 8:00am GT Vet. Affairs 9:30am Road 4:00pm Health Dept. 7:00pm Local Planning	29	30
31	Jan 1, 18	2	3	4	5	6

EMS Director Hiring Process

Interview Team: Gary Sauer, Art Jeannot, Evan Warsecke, Gaylord Jowett, Mike Mead, Neal Nye, Daryl Case and Mitch Deisch

EMS Posting/Advertisement of Position: November 10 – 24, 2017

Benzie Record Patriot: 11/15 & 22/2017

Manistee News Advocate: 11/10, 17, 24/2017

TC Record Eagle 11/10, 17, 24/ 2017

Applications due Monday November 27, 2017.

Resumes out to Interview Committee Tuesday November 28, 2017.

Possible Interview Team meeting to select candidates to interview on Monday December 4, 2017.

Schedule Interviews December 11-15, 2017.

Select Candidate by December 15, 2017, pending an acceptable back ground check.

Hire date for new EMS Director early January 2018.

EMS Director Posting

Benzie County is looking for a highly skilled, motivated and energetic individual to supervise and lead all aspects of the County wide EMS/ALS department in Benzie County. This position will directly oversee all aspects of the EMS Department including working with Paramedics, EMT's and Medical Control to ensure the highest level of patient care is delivered to Benzie County residents. This position reports directly to the County Administrator and works closely with the Board of Commission and the EMS Advisory Committee. The ideal candidate will possess excellent written and communication skills along with being able to handle all aspects of the fast paced environment providing the required EMS services to County residents.

To be considered for this position the ideal candidate will have at least 5 years of progressive experience in Advanced Life Support, have a Bachelor's degree in a related medical field and have a current valid Paramedic certification. Must have or recently had (within 1 year) full level of function as a full time paramedic in a transporting ALS service. Current Advanced Life Support Instructor/Coordinator certification is preferred.

Compensation will include a competitive salary range of \$54,000-58,000 (DOQ) and strong benefit package including both health insurance and retirement.

Applications are to be submitted to the Benzie County Administrator's office, Benzie County Governmental Center, 448 Court Place, Beulah, MI 49617 no later than Monday November 27, 2017.

For more information about the EMS Director position or to receive a job description, please contact Benzie County Administrator Mitchell Deisch at 231-882-0558 or mdeisch@benzieco.net.

Benzie County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability or age.

Benzie County EMS

EMS Director Job Description

SUMMARY OF DUTIES:

The Director is responsible for the day-to-day operations and administration of the Benzie County Emergency Medical Services. Plan, organizes, coordinates and evaluates functioning of ambulance service; conducts training and supervision of staff in order to insure delivery of consistent high quality care; develops written protocols, policies and procedures; organizes, coordinates and evaluates all functions of the ambulance service; represents the department and county at local and regional meetings; prepares and manages the budget; prepares and presents regular reports to the Benzie County Commissioners; overall responsibility for clinical care, staffing, program planning, maintenance of vehicles, equipment and facilities.

SUPERVISED BY:

Works under the direct supervision of the Benzie County Administrator.

SUPERVISES:

Directly supervises all EMS operations and staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure patient and employee safety in all areas of operations
- Respond to calls involving emergency medical, fire and hazmat incidents, and may have command and control responsibilities; respond to non-emergency calls to assist the public and other response agencies.
- Oversee staff issues to include disciplining and coaching of employees, encouraging continuing education and professional development; providing work-related training.
- Recommendations to the Benzie County Board of Commissioners for purchase or acquisition of ambulances and other large capital investments.
- Provide public relation information and training for the citizens of Benzie County
- Ensure all Benzie County EMS protocols, policies, and procedures are followed by all staff members.
- Oversee training and mentoring for new employees in the areas of essential duties and responsibilities as outlined in the EMS position job descriptions.
- Develop and update policies and procedures
- Oversee and ensure on-going education, training and mentoring of EMS staff.
- Coordinate the review patient reports and billing forms to assure adequate and accurate documentation of services.

- Maintain patient confidentiality and oversee HIPAA laws and regulations.
- Maintain and secure staff records
- Maintain up-to-date knowledge of federal and State laws, rules and regulations related to aspects of EMS.
- Prepare, monitors and works within the approved budget
- Ensure all licenses, certifications, and documents are current and in place.
- Maintain certifications, skills and knowledge needed to function at the Paramedic level.
- Represent Benzie County in a variety of local, county, state and other meetings.
- Maintain positive working relationships with Paul Oliver and Munson Hospital physicians and staff, law enforcement, public works, fire, volunteer agencies, and any other agency as deemed necessary.
- Maintain station facilities, grounds, ambulances and equipment by performing light and heavy general cleaning, mowing and maintenance.
- Maintain knowledge of county geography, streets, roads and buildings.
- Ensure compliance with all Medical Control rules, policies and directives.
- Must have or recently had (within 1 year) full level of function as a full time paramedic in a transporting ALS service.
- Ensure compliance for the entire EMS operation in regards to the State of Michigan Department of Health and Human Services/EMS Inspection Division.
- Ensure all run reports filed by personnel are completed within the required time period to ensure full revenue is received.
- Must possess strong communication skills that will allow effective communication with staff, EMS Advisory Board, Board of Commission, Administration, Department Heads and citizens.
- Other duties and assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's in Business or related medical field.
- Five (5) years of experience in Advanced Life Support or an equivalent combination of education and experience is preferred
- Current valid Michigan Paramedic Certification
- Current valid Michigan Certified EMS Instructor/Coordinator
- Current valid Michigan driver's license
- Current Emergency Vehicle Drivers Training Certification
- Current Advanced Life Support Certification, instructor/coordinator certification preferred
- Current trauma training required (ITLS, PHTLS, or equivalent), instructor certification preferred
- Current pediatric training required (EPC, PEPP, or equivalent), instructor certification preferred
- Supervisory experience a plus

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed while intermittently sitting, standing, walking, bending, crouching, kneeling, climbing and descending stairs, balancing, stooping, and reaching. The work is often performed while wearing PPE and could be while carrying additional equipment. The ability to use hands to operate objects, tools or controls is necessary. The employee will be able to complete the department's approved physical agility assessment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed in an office, stockroom, outdoors and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with EMS operations.



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator *m Deisch*
Date: November 8, 2017
Subject: Administrator Update BOC meeting 11/14/17

1. **December 2017 Calendar** – Attached is the draft December 2017 calendar.
2. **EMS Director Position Update** – The process of posting the EMS Director position and permanently filling the position are moving forward. The interview team/selection committee has been set and consists of the HR Committee (Sauer, Warsecke & Jeannot), EMS Advisory Executive Committee (Gaylord Jowett, Mike Mead & Neil Nye), Daryl Case, North Flight EMS Ground Division Director and Mitch Deisch, Benzie County Administrator.

Attached is the EMS Director posting that will be advertised in the Benzie County Record Patriot, Manistee News Advocate and TC Record Eagle. In addition to the newspapers, the position will also be posted on Indeed.com (free service) and the County Website. Also attached is the approved Job Description and the timeline/process that is going to be followed to permanently replace the EMS Director position.

3. **Medical Examiner Investigator Training** – For the past year we have been discussing the need to reorganize our Medical Examiner program, that would include have Benzie County EMS Paramedics also serve as Medical Examiner Investigators. Early this year we formed the Regional Medical Examiner Office with Manistee County and appointed Dr. Lois Goslinoski as the Medical Examiner.

The second part of creating the Regional Medical Examiner Office was to ensure that we have trained Medical Examiner Investigators to assist Dr. Goslinoski with death investigation and evidence recovery. Currently 3 Benzie County EMS employees are taking the MEI training at the Oakland County Morgue. The goal is to have these employees trained as MEI's, so that they will be able to train other EMS employees on becoming a MEI. More to follow.

4. **COAM Grievance/Arbitration** – The COAM Command Union has filed for Arbitration regarding an unsettled grievance regarding the granting of previous MERS part time service credits. Matt Nordfjord, Cohl, Stoker and Toskey is working with Michigan Employment Relations Commission (MERC) and the COAM union on selecting the Arbitrator. Both Matt Nordfjord and I believe that this is not a collective bargaining issue and will be working to dismiss this arbitration based upon this belief. The HR Committee has been kept up to speed on this issue and has appointed Commissioner Gary Sauer to serve as the Commission liaison to this situation.

RECEIVED

NOV 08 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

5. **Opioid Litigation** – Each BOC member has been provided with a packet of materials regarding possible pending litigation against large pharmaceutical companies and their distributors based upon providing false/misleading information regarding the addictive nature of opioids. Benzie County and numerous other counties and municipalities both in Michigan and nationwide are being requested to join the lawsuit. The primary reason for municipalities to join the lawsuit would be based upon our increased costs to provide services to those who have had their lives negatively impacted by opioid addiction. These services/costs would include, but not be limited to EMS services, Sheriff's Dept., Jail, Courts, etc.

I have forwarded the document to County legal counsel and Prosecuting Attorney Sarah Swanson for their legal review. If formal action is required to join the lawsuit, this could be done in December 2017. More to follow.

6. **Veterans Day** – Non Emergency County Offices will be closed on Friday November 10, 2017 in observance of Veteran Day Saturday November 11, 2017. **Thank you to all of our veterans!**

FINANCE REPORT

Finance Issues:

Approval of bills from October 25, 2017 to November 13, 2017 in the amount of \$833,360.03.

FUND: ALL FUNDS
CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 11/13/2017
101	GENERAL FUND	1,332,969.13	1,262,531.35	1,467,116.74	1,128,383.74
201	BENZIE COUNTY ROAD COMMISSION	1,186,944.38	792,354.39	911,663.13	1,067,635.64
205	TNT OFFICER MILLAGE FUND	41,544.01	12,024.97	24,581.10	28,987.88
206	SHERIFF'S K-9 FUND	16,726.35	2,700.99	5,443.96	13,983.38
207	SHERIFF'S RESERVES FUND	11.64	0.00	0.00	11.64
208	SHERIFF'S DIVE TEAM FUND	1,382.00	0.00	0.00	1,382.00
211	D.A.R.E. FUND	1,736.17	0.00	0.00	1,736.17
212	BENZIE KIDS	1,502.38	0.00	0.00	1,502.38
213	JAIL OPERATIONS FUND	95,783.42	202,146.68	362,124.34	(64,194.24)
214	EMERGENCY MEDICAL SERVICES (EMS) FUN	130,256.30	350,081.22	329,310.96	151,026.56
215	FRIEND OF THE COURT FUND	72,290.04	400.00	0.00	72,690.04
216	SEASONAL ROAD PATROL FUND	24,519.78	2,331.64	3,133.28	23,718.14
217	SNOWMOBILE PATROL FUND	10,936.81	315.65	347.66	10,904.80
218	PARKS & REC - ICE RINK	16.69	0.00	0.00	16.69
219	AIRPORT AUTHORITY FUND	1,490.54	5,218.45	10,436.90	(3,727.91)
220	MARINE PATROL FUND	1,659.99	175.00	400.00	1,434.99
221	BENZIE-LEELANAU DIST HEALTH DEPT FUN	179,705.39	222,247.55	299,011.80	102,941.14
228	SOLID WASTE/RECYCLING FUND	83,145.58	26,384.82	56,301.05	53,229.35
230	BETSIE VALLEY TRAIL MANAGEMENT FUND	5,309.38	4,361.81	8,783.58	887.61
231	SOIL EROSION (SESSC) FUND	30,570.00	4,720.00	3,200.00	32,090.00
235	CDBG GRANTS	0.00	0.00	0.00	0.00
241	LAND BANK AUTHORITY FUND	56,752.80	5,233.49	0.00	61,986.29
243	BROWNFIELD REDEVELOPMENT AUTHORITY F	21,315.93	0.00	1,862.25	19,453.68
244	E.D.C. ENTERPRISE FUND	2,430.71	25,807.79	2,429.55	25,808.95
245	REMONUTATION/SURVEY GRANT FUND	27,478.47	0.00	0.00	27,478.47
246	GIS INFORMATION SYSTEM	6,993.28	50.00	0.00	7,043.28
247	ANIMAL CONTROL FUND	169,560.82	22,525.91	39,167.89	152,918.84
249	BUILDING DEPARTMENT FUND	71,178.93	79,826.10	61,990.01	89,015.02
256	REG OF DEEDS AUTOMATION FUND	150,038.16	3,520.00	0.00	153,558.16
258	HOMELAND SECURITY GRANTS	1,629.99	0.00	0.00	1,629.99
260	CPL CLERK TECHNOLOGY FUND	19,738.57	1,298.00	0.00	21,036.57
261	911 EMERGENCY SERVICE FUND	414,266.94	253,378.82	130,971.81	536,673.95
262	DISPATCHER TRAINING FUND	18,031.41	0.00	0.00	18,031.41
263	LOCAL CORRECTION OFFICER'S TRAINING	16,117.72	0.00	965.21	15,152.51
264	SHERIFF FORFEITURE FUND	4,582.79	1,094.08	1,471.80	4,205.07
265	JUSTICE TRAINING (302) FUND	7,415.24	1,437.15	0.00	8,852.39
269	LAW LIBRARY FUND	1,375.75	842.47	1,684.94	533.28
276	COMMISSION ON AGING MILLAGE FUND	328,311.12	64,285.83	214,438.51	178,158.44
284	REVENUE SHARING RESERVE FUND	0.00	0.00	0.00	0.00
285	POINT BETSIE LIGHTHOUSE FUND	3,246.36	0.00	0.00	3,246.36
292	CHILD CARE FUND	26,210.59	71,120.64	70,305.34	27,025.89
293	VETERAN'S RELIEF FUND	71,083.78	1,020.21	2,316.49	69,787.50
294	VETERANS TRUST FUND	5,019.63	0.00	0.00	5,019.63
296	JUVENILE JUSTICE FUND	(1,253.83)	1,277.83	2,555.66	(2,531.66)
310	GOVERNMENT CENTER ADDITION DEST FUND	34,660.13	0.00	0.00	34,660.13
312	MAPLES DEBT/MILLAGE FUND	514,023.08	0.00	29.33	513,993.75
371	JAIL RESERVE FUND	238,205.78	45,820.00	91,640.00	192,385.78
401	CAPITAL IMPROVEMENT FUND	6,744.62	0.00	0.00	6,744.62

FROM 10/01/2017 TO 11/13/2017

FUND: ALL FUNDS

CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 11/13/2017
412	MCF RENOVATIONS FUND	141,441.09	50,650.35	87,834.20	104,257.24
415	RAILROAD POINT	10,199.12	2,813.10	5,626.20	7,386.02
425	EQUIPMENT REPLACEMENT FUND	121,483.67	16,026.94	53,268.58	84,242.03
512	MEDICAL CARE FACILITY FUND	1,290,631.62	1,267,816.70	1,295,579.24	1,262,869.08
516	DELINQUENT TAX REVOLVING FUND	4,494,666.88	142,474.39	95,535.28	4,541,605.99
532	TAX FORECLOSURE FUND	829,387.05	10,285.37	4,710.74	834,961.68
535	CDBG HOUSING GRANT FUND	97,971.54	25,705.00	210.00	123,466.54
569	BUILDING AUTHORITY	9,957.94	630.00	1,260.00	9,327.94
595	COMMISSARY/CONCESSION FUND-JAIL	2,135.55	0.00	0.00	2,135.55
616	TREASURER'S TAX ADMINISTRATION FUND	54,360.25	0.00	0.00	54,360.25
701	GENERAL AGENCY FUND	2,294,638.65	1,270,469.43	2,619,869.33	945,238.75
704	PAYROLL CLEARING FUND	21,039.19	287,889.13	229,996.23	78,932.09
721	LIBRARY PENAL FINE FUND	40,361.24	7,365.87	0.00	47,727.11
764	SHERIFF'S INMATE TRUST FUND	347.85	30,551.34	15,360.51	15,538.68
775	SUMMER TAX COLLECTION FUND	0.00	0.00	0.00	0.00
TOTAL - ALL FUNDS		14,842,280.39	6,579,210.46	8,512,933.60	12,908,557.25

BILLS TO BE APPROVED November 14, 2017

Motion to approve Vouchers in the amount of:

\$	269,131.53	General Fund (101)
\$	36,447.92	Jail Fund (213)
\$	31,315.27	Ambulance Fund & ALS (214)
\$	9,326.04	Funds 105-238
\$	4,180.17	ACO Fund (247)
\$	32,772.01	Building (249)
\$	7,759.57	Dispatch 911 Fund (261)
\$	102,059.58	Funds 239-292
\$	190,755.92	Funds 293-640
\$	149,612.02	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<hr/>		
\$	833,360.03	

October 25, 2017 - November 09, 2017

[illegible]

206-K-9 Fund
207-Sheriff Reserve's
208-Dive Team
209-Resource Officer
210-Benzie Kids
211-D.A.R.E. Fund
215-FOC

230-BVTMC
232-Planning/Zoning
235-CBDG
238-EDC
245-Remonumentation
256-Reg of Deeds
262-911-Training

269-Law Library
270-Platte River Bridge
271-Housing Grant
276-Council on Aging
285-Pt. Betsie Lighthouse
292-Child Care Fund
293-Soldiers Relief Fund

310-Gov't Ctr Addition-Debt
315-Benzie Leelanau Health
321-Jail Bond
371-Jail Bldg Debt Millage
425-Equipment Replace

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-860.00	TRAVEL	GRINER, ROGER	MILEAGE FOR 10/10/17 - 10/24/17	MILEAGE	10/26/17	249.31	62311
101-101-860.00	TRAVEL	ROELOFS, ROBERT	MILEAGE FROM 10/2/17 - 10/26/17	MILEAGE	10/26/17	154.08	62378
101-101-860.00	TRAVEL	WALTERHOUSE, FRANK	MILEAGE 10/16-10/25/2017	MILEAGE	11/02/17	53.50	62478
101-101-860.00	TRAVEL	CARIAND, COURY	OCTOBER 2017 MILEAGE	OCTOBER 2017	11/09/17	116.63	62514
101-101-860.00	TRAVEL	JEANNOT, ART	OCTOBER 2017 MILEAGE	OCTOBER 2017	11/09/17	102.72	62544
101-101-860.00	TRAVEL	SAUER, GARY	MILEAGE FOR 10/3/17 - 10/30/17	MILEAGE	11/09/17	168.53	62581
101-101-860.00	TRAVEL	WARSECKE, EVAN	MILEAGE FOR OCTOBER 2017	OCTOBER 2017	11/09/17	17.66	62614
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BOC AND ELECTION NOTICE	43100200	11/09/17	268.75	62575
Total For Dept 101 BOARD OF COMMISSIONERS						1,131.18	
Dept 131 CIRCUIT COURT							
101-131-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	CASE #'S 17-2049-DL, 16-2021-NA, 1	OCTOBER 2017	11/02/17	326.75	62437
101-131-805.00	COURT APPOINTED ATTORNEY	GRANT, WILLIAM	MILEAGE IN PEOPLE VS SANFORD #17-2	#17-2515-FC	11/09/17	34.24	62540
101-131-807.00	JURY FEES	ABBY BEALE	PER DIEM \$15; MILEAGE \$9.72	JURY DUTY	10/26/17	24.72	62251
101-131-807.00	JURY FEES	ASHLEY KOCHIS	PER DIEM \$15; MILEAGE \$16.20	JURY DUTY	10/26/17	31.20	62263
101-131-807.00	JURY FEES	BRANDON SCOTT	PER DIEM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62272
101-131-807.00	JURY FEES	BRIAN NUGENT	PER DIEM \$30; MILEAGE 6.48	JURY DUTY	10/26/17	36.48	62273
101-131-807.00	JURY FEES	CASEY JOHNSON	PER DIEM \$15; MILEAGE \$8.64	JURY DUTY	10/26/17	23.64	62275
101-131-807.00	JURY FEES	CHRISTIAN STRETLIEN	PER DIEM \$15; MILEAGE \$11.88	JURY DUTY	10/26/17	26.88	62280
101-131-807.00	JURY FEES	CHRISTINA STEELE	PER DIEM \$15; MILEAGE 21.60	JURY DUTY	10/26/17	36.60	62281
101-131-807.00	JURY FEES	CHRISTINE JONES	PER DIEM \$15; MILEAGE \$16.20	JURY DUTY	10/26/17	31.20	62282
101-131-807.00	JURY FEES	CHRISTOPHER KITCHEN	PER DIEM \$15; MILEAGE \$21.60	JURY DUTY	10/26/17	36.60	62283
101-131-807.00	JURY FEES	CHUCK BEALE	PER DIEM \$15; MILEAGE \$9.72	JURY DUTY	10/26/17	24.72	62284
101-131-807.00	JURY FEES	DANIEL MUNSELL	PER DIEM \$15; MILEAGE 17.28	JURY DUTY	10/26/17	32.28	62289
101-131-807.00	JURY FEES	DARYL POFF	PER DIEM \$30; MILEAGE \$10.80	JURY DUTY	10/26/17	40.80	62290
101-131-807.00	JURY FEES	DAVID FORTINE	PER DIEM \$15; MILEAGE \$5.40	JURY DUTY	10/26/17	35.40	62291
101-131-807.00	JURY FEES	DAVID GUM	PER DIEM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62292
101-131-807.00	JURY FEES	DERICK SALENSKI	PER DIEM \$15; MILEAGE \$1.08	JURY DUTY	10/26/17	16.08	62297
101-131-807.00	JURY FEES	DIANNA JOHNSON	PER DIEM \$15; MILEAGE \$3.24	JURY DUTY	10/26/17	18.24	62298
101-131-807.00	JURY FEES	DOROTHEA TOMAN	PER DIEM \$15; MILEAGE \$2.16	JURY DUTY	10/26/17	17.16	62299
101-131-807.00	JURY FEES	ELEENNA CALENTINE	PER DIEM \$15; MILEAGE \$1.08	JURY DUTY	10/26/17	16.08	62303
101-131-807.00	JURY FEES	ELIZABETH FAFETTE	PER DIEM \$15; MILEAGE \$5.40	JURY DUTY	10/26/17	20.40	62304
101-131-807.00	JURY FEES	ERIC NESS	PER DIEM \$30; MILEAGE 8.64	JURY DUTY	10/26/17	38.64	62305
101-131-807.00	JURY FEES	HOLLIESUE WICKSALL	PER DIEM \$15; MILEAGE \$21.60	JURY DUTY	10/26/17	36.60	62312
101-131-807.00	JURY FEES	HOLLY ODYER	PER DIEM \$15; MILEAGE \$8.64	JURY DUTY	10/26/17	23.64	62313
101-131-807.00	JURY FEES	HOLLY ZIRKEL	PER DIEM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62314
101-131-807.00	JURY FEES	HOPE KOCH	PER DIEM \$15; MILEAGE \$3.24	JURY DUTY	10/26/17	18.24	62316
101-131-807.00	JURY FEES	HOPE SMELTZER	PER DIEM \$15; MILEAGE 9.72	JURY DUTY	10/26/17	24.72	62317
101-131-807.00	JURY FEES	INGER MONEY	PER DIEM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62319
101-131-807.00	JURY FEES	JAMIE VANPOORTLIET	PER DIEM \$30; MILEAGE \$5.40	JURY DUTY	10/26/17	35.40	62323
101-131-807.00	JURY FEES	JEFFREY MILLER	PER DIEM \$15; MILEAGE \$5.40	JURY DUTY	10/26/17	20.40	62324
101-131-807.00	JURY FEES	JERAMY WALKER	PER DIEM \$15; MILEAGE \$5.40	JURY DUTY	10/26/17	20.40	62326
101-131-807.00	JURY FEES	JESSICA TORREY	PER DIEM \$15; MILEAGE \$16.20	JURY DUTY	10/26/17	31.20	62327
101-131-807.00	JURY FEES	JIMMY BEVIS	PER DIEM \$30; MILEAGE 4.86	JURY DUTY	10/26/17	34.86	62328
101-131-807.00	JURY FEES	JOHN FISCHER	PER DIEM \$15; MILEAGE \$9.72	JURY DUTY	10/26/17	24.72	62329
101-131-807.00	JURY FEES	JORDAN JOHNSON	PER DIEM \$15; MILEAGE \$8.64	JURY DUTY	10/26/17	23.64	62330
101-131-807.00	JURY FEES	JUSTIN STACEY	PER DIEM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62332
101-131-807.00	JURY FEES	KATRINA GERACI	PER DIEM \$15; MILEAGE \$16.20	JURY DUTY	10/26/17	31.20	62333
101-131-807.00	JURY FEES	KELLEY ZYWICKI	PER DIEM \$15; MILEAGE \$21.60	JURY DUTY	10/26/17	36.60	62335
101-131-807.00	JURY FEES	KENDRA SHEIFFELE	PER DIEM \$30; MILEAGE \$5.40	JURY DUTY	10/26/17	30.54	62336
101-131-807.00	JURY FEES	KIMBERLY MAIN	PER DIEM \$30; MILEAGE \$5.40	JURY DUTY	10/26/17	35.40	62338
101-131-807.00	JURY FEES	KRYSTIE BERG	PER DIEM \$15; MILEAGE \$16.20	JURY DUTY	10/26/17	31.20	62339
101-131-807.00	JURY FEES	KYLE INGLEDON	PER DIEM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62341

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 131 CIRCUIT COURT							
101-131-807.00	JURY FEES	LEVI MCMULLEN	PER DEIM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62342
101-131-807.00	JURY FEES	LISA SAUER	PER DEIM \$30	JURY DUTY	10/26/17	30.00	62343
101-131-807.00	JURY FEES	LISA SAUER	MILEAGE \$4.32	JURY DUTY	10/26/17	4.32	62344
101-131-807.00	JURY FEES	LORI CLINE	PER DEIM \$15; MILEAGE \$4.32	JURY DUTY	10/26/17	19.32	62345
101-131-807.00	JURY FEES	MARK VANIL	PER DEIM \$30; MILEAGE \$11.88	JURY DUTY	10/26/17	41.88	62346
101-131-807.00	JURY FEES	MARY RAY	PER DEIM \$15; MILEAGE \$21.60	JURY DUTY	10/26/17	36.60	62347
101-131-807.00	JURY FEES	MARY SALENSKI	PER DEIM \$15; MILEAGE 1.08	JURY DUTY	10/26/17	16.08	62348
101-131-807.00	JURY FEES	MARY SMELTZER	PER DEIM \$15; MILEAGE \$1.54	JURY DUTY	10/26/17	15.54	62349
101-131-807.00	JURY FEES	MATTHEW PETERSON	PER DEIM \$15; MILEAGE \$12.96	JURY DUTY	10/26/17	27.96	62350
101-131-807.00	JURY FEES	MEGAN COLE	PER DEIM \$30; MILEAGE \$16.20	JURY DUTY	10/26/17	46.20	62352
101-131-807.00	JURY FEES	MEGAN JONES	PER DEIM \$15; MILEAGE \$10.26	JURY DUTY	10/26/17	25.26	62353
101-131-807.00	JURY FEES	PAUL HUNT	PER DEIM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62362
101-131-807.00	JURY FEES	PAULA BASEY	PER DEIM \$15; MILEAGE \$12.96	JURY DUTY	10/26/17	27.96	62363
101-131-807.00	JURY FEES	PAULA CARRIER	PER DEIM \$15; MILEAGE 1.08	JURY DUTY	10/26/17	16.08	62364
101-131-807.00	JURY FEES	PHYLLIS MORAVEC	PER DEIM \$15; MILEAGE 12.96	JURY DUTY	10/26/17	27.96	62366
101-131-807.00	JURY FEES	RACHELE BOYLAN	PER DEIM \$15; MILEAGE \$2.16	JURY DUTY	10/26/17	17.16	62371
101-131-807.00	JURY FEES	RICHARD GARNAT	PER DEIM \$15; MILEAGE \$5.94	JURY DUTY	10/26/17	20.94	62373
101-131-807.00	JURY FEES	ROBERT PELLOW	PER DEIM \$15; MILEAGE \$16.20	JURY DUTY	10/26/17	31.20	62374
101-131-807.00	JURY FEES	ROBIN KENNEDY	PER DEIM \$15; MILEAGE \$6.48	JURY DUTY	10/26/17	21.48	62376
101-131-807.00	JURY FEES	SAMANTHA DELLICKER	PER DEIM \$30; MILEAGE \$1.08	JURY DUTY	10/26/17	31.08	62379
101-131-807.00	JURY FEES	SARAH DILLEY	PER DEIM \$15; MILEAGE \$21.60	JURY DUTY	10/26/17	36.60	62380
101-131-807.00	JURY FEES	STEPHANIE HUTCHINSON	PER DEIM \$15; MILEAGE \$14.04	JURY DUTY	10/26/17	29.04	62388
101-131-807.00	JURY FEES	SUSAN HENSLEY	PER DEIM \$15; MILEAGE \$7.56	JURY DUTY	10/26/17	22.56	62391
101-131-807.00	JURY FEES	SUSAN NEERING-SCOTT	PER DEIM \$15; MILEAGE \$16.20	JURY DUTY	10/26/17	31.20	62392
101-131-807.00	JURY FEES	WAYNE DURGA	PER DEIM \$15; MILEAGE \$22.68	JURY DUTY	10/26/17	37.68	62408
101-131-807.00	JURY FEES	WILLIAM LANGE	PER DEIM \$15; MILEAGE \$8.64	JURY DUTY	10/26/17	23.64	62409
101-131-807.00	JURY FEES	WILLIAM SHARP	PER DEIM \$15; MILEAGE \$18.36	JURY DUTY	10/26/17	33.36	62410
101-131-807.00	JURY FEES	ALFRED CLARK	PER DEIM \$30; MILEAGE \$9.72	JURY DUTY	11/02/17	39.72	62420
101-131-807.00	JURY FEES	DOYLE BERG III	PER DEIM \$15; MILEAGE \$16.20	JURY DUTY	11/02/17	31.20	62442
101-131-807.00	JURY FEES	CICCHELLI, ANTHONY	MONTHLY COURT APTT ATTRNY FOR 2017	NOVEMBER 2017	11/09/17	2,094.16	62520
101-131-810.00	LEGAL FEES	GRAFF, JACOB	MONTHLY COURT APTT ATTRNY FOR 2017	NOVEMBER 2017	11/09/17	1,110.75	62537
101-131-810.00	LEGAL FEES	HUFT, DAVID G.	MONTHLY COURT APTT ATTRNY FOR 2017	NOVEMBER 2017	11/09/17	2,094.16	62542
101-131-810.00	LEGAL FEES	SMITH, MICHAEL LAWRE	MONTHLY COURT APTT ATTRNY FOR 2017	NOVEMBER 2017	11/09/17	2,094.16	62585
101-131-810.00	LEGAL FEES	SPILLAN, JOHN	MONTHLY COURT APTT ATTRNY FOR 2017	NOVEMBER 2017	11/09/17	1,110.75	62587
101-131-810.00	LEGAL FEES	OCEANA HISPANIC CENTE	INTERPRETING SERVICE	16-10556-DM	10/26/17	75.00	62360
101-131-811.00	INTERPRETER FEES	QUAGLIA, VINCENT	OCTOBER 2017 MILEAGE	MILEAGE	11/02/17	243.92	62464
101-131-860.00	TRAVEL	BUSINESS INFORMATION	COMPUTER SUPPORT - REMOTE SUPPORT	73382	11/02/17	290.00	62434
101-131-963.00	COMPUTER SUPPORT		Total For Dept 131 CIRCUIT COURT			11,362.27	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	INVOICES 963383016001/972679417001	972679417001/96	11/09/17	19.33	62569
101-136-801.00	CONTRACTED SERV-SOBIETY	COURTAD, JOSHUA C.	MONTHLY CONTRACT FOR SOBIETY COUR	NOVEMBER 2017	11/09/17	650.00	62523
101-136-801.00	CONTRACTED SERV-SOBIETY	COURTAD, JOSHUA C.	CONTRACTED SERVICES FOR OCT 16 - 3	OCTOBER 2017	11/09/17	300.00	62523
101-136-805.00	COURT APPOINTED ATTORNEY	GRAFF, JACOB	ATTY FEES FOR BUCKNER & CONNELL	102617	11/09/17	500.00	62538
101-136-805.00	COURT APPOINTED ATTORNEY	GRAFF, JACOB	ATTY FEES WILLIAMS X 2	110217	11/09/17	500.00	62539
101-136-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G.	ATTY FEES FOR H CARRIER 16-190-SM	101917	11/09/17	250.00	62543
101-136-805.00	COURT APPOINTED ATTORNEY	MAS, MARY ELIZABETH	ATTY FEES FOR SOPER AND HENRY	110317	11/09/17	500.00	62554
101-136-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	ATTY FEES MORDEN, PULASKIX2, HARRI	102617	11/09/17	1,250.00	62586
101-136-805.00	COURT APPOINTED ATTORNEY	STIG-NIELSON, FREDERI	ATTY FEES FOR SHEFFIELD 17-290-SD	101217	11/09/17	250.00	62592
101-136-805.00	COURT APPOINTED ATTORNEY	STIG-NIELSON, FREDERI	ATTY FEES FOR YANG	110317	11/09/17	250.00	62593
101-136-805.00	COURT APPOINTED ATTORNEY	WILLIAMS, JESSE	ATTY FEES FOR LYONS 17-311-SM	102617	11/09/17	250.00	62616
101-136-805.00	COURT APPOINTED ATTORNEY	WILLIAMS, JESSE	ATTY FEES GOORHOUSE, SCHNEIDER & H	110217	11/09/17	750.00	62617
101-136-806.00	SCREENING FEES	OPEN DOOR ASSESSMENTS	ALCOHOL SCREENING FOR K BARRINGER	101917	11/09/17	55.00	62571

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 136 DISTRICT COURT							
101-136-860.00	TRAVEL	JADE ADAMS	P.O. STUDY CLASS 142.8 MILES @.535	10/24/17	10/26/17	76.40	62321
101-136-955.10	DUES & REGISTRATIONS	STATE OF MICHIGAN	T WARSECKE NOTARY	10/25/2017	10/26/17	10.00	62387
101-136-955.10	DUES & REGISTRATIONS	BENZIE COUNTY CLERK	T WARSECKE NOTARY PUBLIC BOND	11/06/2017	11/09/17	10.00	62500
101-136-955.10	DUES & REGISTRATIONS	VISA=KIM NOWAK	T WARSECKE, CEO CLASS/EXAM	11/06/2017	11/09/17	200.00	62612
101-136-970.00	EQUIPMENT	BUSINESS INFORMATION	COURTROOM #1 RECORDING MACHINE	73382	10/26/17	290.00	62274
101-136-970.00	EQUIPMENT	OFFICE DEPOT	MONITORS	967105585001	10/26/17	359.98	62361
Total For Dept 136 DISTRICT COURT						6,470.71	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	WATER COOLER	NOV 7	11/09/17	20.66	62577
101-142-860.00	TRAVEL	CAMERON CLARK	REIMBURSE FOR TRAVEL & CELL PHONE	NOV 1	11/02/17	449.42	62435
101-142-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLU	QUARTERLY CONTRACT FOR PRINTERS	135561	11/09/17	59.99	62564
101-142-957.40	NON REIMBURSABLE EXPENSE	KATHI HOUSTON	REIMBURSE FOR MENTOR TRAININGS	11/1/17	11/02/17	27.69	62454
101-142-970.00	EQUIPMENT	ROBINSON, KELLIE	REIMBURSE TRAVEL, OFFICE SUPPLY, C	NOV 1	11/02/17	178.38	62469
Total For Dept 142 JUVENILE DIVISION						736.14	
Dept 148 PROBATE COURT							
101-148-727.00	OFFICE SUPPLIES	AMANDA M O'BRIEN	REIMBURSEMENT JUDGE'S ROBE	11/06/2017	11/09/17	12.75	62490
101-148-805.00	COURT APPOINTED ATTORNEY	KEHR, LINDA MOOREY	I WILSON, LII & A TIFF, PP	10/24/2017	10/26/17	450.00	62334
101-148-805.00	COURT APPOINTED ATTORNEY	SMITH & JOHNSON	D WATERS, PP	123115	10/26/17	65.00	62384
101-148-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	A BRANCH, PP	16-0134-CA	11/09/17	100.00	62520
101-148-830.10	SERVICE CONTRACT	BUSINESS INFORMATION	COURTROOM #1 RECORDING MACHINE	73382	10/26/17	290.00	62274
101-148-955.10	DUES & REGISTRATIONS	BENZIE COUNTY CLERK	N BURNS NOTARY BOND	11/06/2017	11/09/17	10.00	62500
101-148-955.10	DUES & REGISTRATIONS	VISA=KIM NOWAK	N BURNS CEO CLASS/EXAM	11/06/2017	11/09/17	200.00	62612
101-148-956.20	EXAMINATIONS - DEV DISAB	CENTRA WELLNESS NETWO	M ROSA, DDI	000509	10/26/17	350.00	62277
101-148-970.00	EQUIPMENT	NUGENT HARDWARE	CABLE COVERS	143534	10/26/17	29.98	62359
101-148-970.00	EQUIPMENT	OFFICE DEPOT	KEYBOARD/MOUSE	967505353001	10/26/17	57.05	62361
101-148-970.00	EQUIPMENT	OFFICE DEPOT	MONITORS	967105585001	10/26/17	179.99	62361
Total For Dept 148 PROBATE COURT						1,744.77	
Dept 172 ADMINISTRATOR							
101-172-860.00	TRAVEL	DELSCH, MITCH	MILEAGE FOR JULY, AUG, SEPT, OCT 2	MILEAGE	10/26/17	239.15	62293
101-172-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	BS&A SFTWR ANML CNT, CSH RCPT, ASS	114487	11/09/17	3,187.00	62512
Total For Dept 172 ADMINISTRATOR						3,426.15	
Dept 215 COUNTY CLERK							
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	PER DIEM - 2018 WINTER DRAW	11/6/2017	11/09/17	35.00	62510
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	MILEAGE	JURY BOARD	11/09/17	1.08	62510
101-215-807.00	JURY BOARD FEES	ELIZABETH SHRAKE	PER DIEM - 2018 WINTER DRAW	11/6/2017	11/09/17	35.00	62528
101-215-807.00	JURY BOARD FEES	ELIZABETH SHRAKE	MILEAGE	JURY BOARD	11/09/17	3.78	62528
101-215-807.00	JURY BOARD FEES	MICK, JANICE	PER DIEM - 2018 WINTER DRAW	11/6/2017	11/09/17	35.00	62560
101-215-807.00	JURY BOARD FEES	MICK, JANICE	MILEAGE	JURY BOARD	11/09/17	7.56	62560
101-215-860.00	TRAVEL	BOWERS, TAMMY	MILEAGE TO MPJRA CONF IN MT PLEASA	10/20/2017	10/26/17	120.91	62271
101-215-955.00	CONVENTIONS & MEETINGS	OLNEY, DAWN	MANISTEE - ELECTION (DAWN AND TAMM	11/7/2017	11/09/17	21.18	62570
101-215-955.10	DUES & REGISTRATIONS	UCOA	2018 UCOA MEMBERSHIP DUES - DAWN O	11/8/2017	11/09/17	110.00	62602
101-215-961.00	TRAINING & SCHOOLS	VISA=DAWN OLNEY	CEO EXAM FOR LUCY BURNS	11/8/2017	11/09/17	60.00	62611
101-215-961.00	TRAINING & SCHOOLS	VISA=DAWN OLNEY	CEO EXAM FOR TAMMY BOWERS	11/8/2017	11/09/17	60.00	62611
101-215-961.00	TRAINING & SCHOOLS	VISA=DAWN OLNEY	CEO EXAM FOR KIMBERLY CHILDS	11/8/2017	11/09/17	60.00	62611
Total For Dept 215 COUNTY CLERK						549.51	
Dept 253 COUNTY TREASURER							
101-253-860.00	TRAVEL	LONG, KELLY	MILEAGE FOR AIRPORT MEETING 10/26/	OCT 2017	11/09/17	7.49	62551
101-253-860.00	TRAVEL	THOMPSON, MICHELLE	MILEAGE OF OCTOBER 2017	OCT MILEAGE	11/09/17	6.26	62597

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Fund 101 GENERAL FUND							
Dept 253 COUNTY TREASURER							
101-253-955.10	DUES & REGISTRATIONS	MICHIGAN ASSOC OF COU	2018 MEMBERSHIP DUES	110117	11/09/17	200.00	62557
101-253-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	BS&A SFTWR ANML CNT, CSH RCPT, ASS	114487	11/09/17	5,884.00	62512
			Total For Dept 253 COUNTY TREASURER			6,097.75	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	BS&A SFTWR ANML CNT, CSH RCPT, ASS	114487	11/09/17	3,175.00	62512
			Total For Dept 257 EQUALIZATION DEPARTMENT			3,175.00	
Dept 261 MSU EXTENSION							
101-261-900.00	PRINTING & PUBLISHING	PIONEER GROUP	RECORD PATRIOT RENEWAL	10/26/17	11/02/17	39.00	62462
101-261-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLU	QUARTERLY CONTRACT FOR PRINTERS	135561	11/09/17	84.70	62564
			Total For Dept 261 MSU EXTENSION			123.70	
Dept 262 ELECTIONS							
101-262-721.00	PER DIEM	BANCROFT, LAURA	PER DIEM	BOARD OF CANVAS	11/09/17	35.00	62498
101-262-721.00	PER DIEM	DYKSTRA, RONALD	PER DIEM	BOARD OF CANVAS	11/09/17	35.00	62526
101-262-721.00	PER DIEM	MICK, JANICE	PER DIEM	BOARD OF CANVAS	11/09/17	35.00	62560
101-262-721.00	PER DIEM	NICHOLS, RAY	PER DIEM	BOARD OF CANVAS	11/09/17	35.00	62565
101-262-727.00	OFFICE SUPPLIES - BALLOT	VISA=DAWN OLNEY	ACCT 0025	10/26/17	10/26/17	74.19	62402
101-262-860.00	TRAVEL	BANCROFT, LAURA	11/8/2017	11/09/17	11/09/17	13.91	62498
101-262-860.00	TRAVEL	DYKSTRA, RONALD	11/8/2017	11/09/17	11/09/17	7.81	62526
101-262-860.00	TRAVEL	MICK, JANICE	11/8/2017	11/09/17	11/09/17	7.49	62560
101-262-860.00	TRAVEL	NICHOLS, RAY	11/8/2017	11/09/17	11/09/17	8.56	62565
101-262-860.00	TRAVEL	OLNEY, DAWN	MANISTEE - ELECTION (DAWN AND TAMM	11/7/2017	11/09/17	37.08	62570
101-262-905.00	PRINTING & PUBLISHING -	PIONEER GROUP	BOC AND ELECTION NOTICE	43100200	11/09/17	259.00	62575
			Total For Dept 262 ELECTIONS			548.04	
Dept 265 BUILDING & GROUNDS							
101-265-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	BRAKES, BALL JOINTS AND EXHAUST ON	142563	11/02/17	2,588.09	62479
101-265-749.00	VEHICLE REPAIRS	NAPA AUTO SUPPLY, INC	NEW BATTERY FOR 2009 DODGE TRUCK	5366-402864	11/09/17	114.85	62563
101-265-749.00	VEHICLE REPAIRS	WATSON BENZIE LLC	DIAG SCAN	142707	11/09/17	158.40	62615
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0223523-IN	10/26/17	251.80	62309
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	2 - SCREW DRIVERS	143800	11/02/17	16.98	62459
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0224018-IN	11/09/17	285.06	62533
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0224035-IN	11/09/17	68.00	62533
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	CHAIN, BATTERIES, SCREW EYE, SNAP	144138	11/09/17	32.21	62568
101-265-821.00	GARBAGE DISPOSAL	AMERICAN WASTE	8YD AND 4YD DUMPSTERS	2212420	11/09/17	175.00	62496
101-265-850.00	TELEPHONE	AT&T	PRI CIRCUIT FOR OCTOBER 2017	171-800-2423-00	11/02/17	1,065.40	62425
101-265-853.00	CELEBRAR PHONES	VERIZON WIRELESS	CELL PHONES ACO,ADMIN,DIS CRT,EMD,	9794452094	10/26/17	144.19	62400
101-265-930.00	EQUIPMENT REPAIR	ASCOM, INC. OF NORTHE	REPAIR AUDIO IN COMMISSIONERS ROOM	3267	10/26/17	236.48	62262
101-265-930.00	EQUIPMENT REPAIR	WYANT COMPUTER SERVIC	PROJECTOR AC ADAPTER INSTALL	CW22091	10/26/17	90.00	62412
101-265-935.00	BUILDING REPAIRS	BLUE WATER ELECTRIC	REPLACE OUTLET IN PROBATION PAROLE	10/31/17	11/02/17	74.00	62432
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	INSTALLED NEW CURRENT SENSOR AT DH	S14948	11/02/17	632.16	62450
101-265-939.00	CAPITAL IMPROVEMENTS	SHEREN PLUMBING, HEAT	GVMT CENTER BOILER REPLACEMENT REM	59796	10/26/17	21,750.00	62383
			Total For Dept 265 BUILDING & GROUNDS			27,682.62	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	RETAINER SERVICES FOR SEPT 2017	SEPT 2017	11/09/17	1,833.34	62521
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	PHOTOCOPIES FOR SEPTEMBER 2017	SEPTEMBER 2017	11/09/17	13.45	62521
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			1,846.79	
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	CALENDARS/PLANNER	419982-420142	10/26/17	95.43	62320

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Fund 101 GENERAL FUND							
Dept 267 PROSECUTING ATTORNEY							
101-267-727.00	OFFICE SUPPLIES	SWANSON, SARA	LUNCH FOR DV TASK FORCE	102517	11/02/17	21.55	62472
101-267-808.00	WITNESS FEES	CHELSEA POPOUR	WITNESS FEE&MILEAGE (45 MILES @ \$.	101817	10/26/17	10.50	62279
101-267-808.00	WITNESS FEES	ROBERT STREETER	WITNESS FEE & MILEAGE(8.6 MILES @	101917	10/26/17	6.86	62375
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES ACO,ADMIN,DIS CRT,EMD,	9794452094	10/26/17	39.39	62400
101-267-860.00	TRAVEL	SONYA POTTS	MILEAGE TO GAYLORD TRAINING (224 M	81717	10/26/17	119.84	62385
101-267-860.00	TRAVEL	SONYA POTTS	MILEAGE TO CONFERENCE-HARBOR SPRIN	101317	10/26/17	129.47	62386
101-267-901.00	RESOURCE MATERIALS	THOMPSON REUTERS-WEST	MI CRIM LAWS&RULES 2017	0836647231	11/02/17	382.00	62475
101-267-955.00	CONVENTIONS & MEETINGS	VISA-SARA SWANSON	LODGING FOR TRAINING/S. POTTS	101617	10/26/17	242.26	62406
101-267-955.10	DUES & REGISTRATIONS	PROSECUTING ATTY ASS	2018 MEMBERSHIP DUES/PAAM LICENSIN	DUES0601-81	10/26/17	3,201.00	62370
Total For Dept 267 PROSECUTING ATTORNEY						4,248.30	
Dept 268 REGISTER OF DEEDS							
101-268-955.10	DUES & REGISTRATIONS	UCOA	UCOA DUES 2018	11/3/2017	11/09/17	110.00	62601
Total For Dept 268 REGISTER OF DEEDS						110.00	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA	NOVEMBER 2017	11/09/17	333.33	62525
Total For Dept 275 DRAIN COMMISSION						333.33	
Dept 285 CENTRAL SERVICES							
101-285-727.10	PAPER SUPPLIES	OFFICE DEPOT	10 CASES OF PAPER	973048980001	11/02/17	395.00	62460
101-285-727.10	PAPER SUPPLIES	OFFICE DEPOT	30 CASES OF PAPER	973073453001	11/02/17	1,185.00	62460
101-285-730.00	POSTAGE	RESERVE ACCOUNT	POSTAGE FOR METER	46789160	11/02/17	2,500.00	62467
101-285-730.00	POSTAGE	NUGENT HARDWARE	UPS DEEDS	144156	11/09/17	20.82	62568
101-285-930.00	EQUIPMENT REPAIR	NETLINK BUSINESS SOLU	QUARTERLY CONTRACT FOR PRINTERS	135561	11/09/17	2,752.67	62564
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	ADMIN COPIER	156303	11/09/17	106.80	62595
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	EQUALIZATION COPIER/PRINTER ROOM C	156330	11/09/17	279.35	62595
Total For Dept 285 CENTRAL SERVICES						7,239.64	
Dept 286 TECHNOLOGY SUPPORT							
101-286-963.00	COMPUTER SUPPORT	ABILITA	TRAVEL, LODGING/MEALS, HOURLY CONS	171010	11/02/17	2,703.56	62417
101-286-963.00	COMPUTER SUPPORT	WYANT COMPUTER SERVIC	WE CARE SILVER AGREEMENT, NOVEMBER	MS22110	11/02/17	2,725.00	62481
101-286-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	BS&A SFTWR ANML CNT, CSH RCPT, ASS	114487	11/09/17	1,320.00	62512
Total For Dept 286 TECHNOLOGY SUPPORT						6,748.56	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	FILE HOLDERS	1DDY-TCDN-WMPF	11/09/17	43.44	62495
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE 12-1	28962	10/26/17	48.90	62413
101-301-748.00	GAS, OIL & GREASE	SHELL FLEET PLUS	OCTOBER 2017	065281271	11/02/17	41.49	62470
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE 14-1 TAHOE	29141	11/02/17	48.90	62482
101-301-748.00	GAS, OIL & GREASE	ZACK'S TIRE AND OFFRO	WHITE TAURUS & 13-2 TIRE CHG OUT	29, 30	11/02/17	80.00	62483
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	002-1017	11/09/17	1,973.52	62503
101-301-748.00	GAS, OIL & GREASE	ZACK'S TIRE AND OFFRO	TIRE CHANGE OUTS	32,33,34 & 39	11/09/17	160.00	62619
101-301-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	DRYCLEANING	2335	11/02/17	58.60	62468
101-301-800.00	CONTRACTED SERVICES	CORE TECHNOLOGY CORPO	ANNUAL CORE MAINTENANCE	MN3000204	11/02/17	3,486.00	62438
101-301-800.00	CONTRACTED SERVICES	WYANT COMPUTER SERVIC	WE CARE SILVER AGREEMENT, NOVEMBER	MS22110	11/02/17	200.00	62481
101-301-800.00	CONTRACTED SERVICES	MICHIGAN STATE POLICE	ANNUAL SRMS	551-496754	11/09/17	3,600.00	62558
101-301-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES ACO,ADMIN,DIS CRT,EMD,	9794452094	10/26/17	711.83	62400
101-301-850.00	TELEPHONE	VISA-DAN SMITH	VARIOUS TRAINING,CINR,CAB	6858	11/09/17	108.22	62610
101-301-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	MARTY BLANKS CAMERA REPAIR	48717	11/02/17	271.50	62445
101-301-940.00	LEASED PATROL & SHERIFF	WATSON BENZIE LLC	2018 CHARGER REPLACEMENT FOR TOTAL	PO BSC0505	10/26/17	13,180.00	62407
101-301-940.00	LEASED PATROL & SHERIFF	HONOR BANK	2017 PMT CORR VAN, FINAL PMT	LETTER	11/02/17	42,022.78	62448
101-301-961.00	TRAINING & SCHOOLS	DELTA COLLEGE	MAN TRACKING PROC - K2	3764904	10/26/17	195.00	62294

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Fund 101 GENERAL FUND							
Dept 301 SHERIFF							
101-301-961.00	TRAINING & SCHOOLS	JAMES KOSIBOSKI	MILEAGE TO TRAINING 150 MILES @ .5	EXP REPORT	10/26/17	80.25	62322
101-301-961.00	TRAINING & SCHOOLS	JAMES KOSIBOSKI	1/2 OF MILEAGE PREVIOUSLY PAID, RE	MILEAGE	11/02/17	81.00	62452
101-301-961.00	TRAINING & SCHOOLS	VISA=TED SCHENDEL	TRNG, DOG, PAPER, PARTS	6866	11/09/17	65.45	62613
101-301-970.06	EQUIPMENT - COMPUTERS	EXCEL OFFICE INTERIOR	CHAIRS, DESK	91861	11/09/17	1,121.00	62530
101-301-980.00	VEHICLE EQUIPMENT	ZACKS TIRE AND OFFROA	4 POWER KING TIRES MOUNT/BALANCE & 17		11/02/17	270.00	62484
			Total For Dept 301 SHERIFF			67,847.88	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	NOVEMBER 2017 BCN HEALTHCARE COVER	172860036626	10/26/17	1,156.85	62269
101-333-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	120.61	62295
101-333-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	002-1017	11/09/17	275.22	62503
101-333-961.00	TRAINING & SCHOOLS	VISA=TED SCHENDEL	TRNG, DOG, PAPER, PARTS	6866	11/09/17	500.00	62613
			Total For Dept 333 SECONDARY ROAD PATROL			2,052.68	
Dept 334 ZERO TOLERANCE, BAILIFF							
101-334-961.00	TRAINING & SCHOOLS	KENNEDY, HOWARD	PPO FOR DAUGHTER B. GIRVEN/J. GIRV	3897	10/26/17	60.00	62337
			Total For Dept 334 ZERO TOLERANCE, BAILIFF			60.00	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	36.87	62295
101-426-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	OFFICE SUPPLIES	421168-0	10/26/17	43.57	62320
101-426-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	USB TO VGA ADAPTER	421335-0	10/26/17	19.99	62320
101-426-727.00	OFFICE SUPPLIES	VISA=FRANK POST	VISA BILL ENDING 10-01-17	ENDING 10-01-17	10/26/17	192.51	62403
101-426-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	USB TO VGA MONITOR ADAPTER (PRICE	421393-0	11/02/17	44.00	62451
101-426-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES ACO, ADMIN, DIS CRT, END,	9794452094	10/26/17	62.72	62400
101-426-850.00	TELEPHONE	MILLENNIA TECHNOLOGIE	SATELLITE MICROPHONE FOR CONFERENCE	12225	11/09/17	158.00	62561
101-426-860.00	TRAVEL	POST, FRANK	MILEAGE REINBURSEMENT FROM 10-04-1	MILEAGE 10-21-1	10/26/17	139.64	62368
101-426-860.00	TRAVEL	POST, FRANK	MILEAGE AND MEAL REINBURSEMENT FRO	MILLAGE ENDING	11/09/17	420.00	62576
101-426-961.00	TRAINING & SCHOOLS	VISA=FRANK POST	VISA BILL ENDING 10-01-17	ENDING 10-01-17	10/26/17	121.43	62403
101-426-967.00	PROJECT EXPENSES	VISA=FRANK POST	VISA BILL ENDING 10-01-17	ENDING 10-01-17	10/26/17	834.96	62403
			Total For Dept 426 EMERGENCY MANAGEMENT			2,073.69	
Dept 648 MEDICAL EXAMINER							
101-648-800.00	CONTRACTED SERVICES	UNIVERSITY OF MICHIGA	MEDICOLEGAL DEATH CERTIFICATE COUR	00012	10/26/17	475.00	62397
101-648-800.00	CONTRACTED SERVICES	UNIVERSITY OF MICHIGA	MEDICOLEGAL DEATH CERTIFICATE COUR	00012	10/26/17	475.00	62398
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	BOUND TREE MEDICAL, L	ME GLOVES, ORAL NASAL, BAG, DEFIB	82665409	11/02/17	177.53	62433
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	BOUND TREE MEDICAL, L	BAG WITH ID TAGS	82888113	11/02/17	16.29	62433
101-648-970.00	EQUIPMENT- MEDICAL EXAMI	STERICYCLE, INC.	CONTAINERS FOR FLUID DISPOSAL	4007435953	11/09/17	343.50	62591
			Total For Dept 648 MEDICAL EXAMINER			1,487.32	
Dept 649 MENTAL HEALTH							
101-649-800.00	CONTRACTED SERVICES	CENTRA WELLNESS NETWO	JAIL SERVICES FOR 10/1/17 - 9/30/1	519	11/09/17	47,648.00	62515
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	OCTOBER 2017 MONTHLY APPROPRIATION	522	11/09/17	9,584.88	62515
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	NOVEMBER 2017 MONTHLY APPROPRIATIO	517	11/09/17	9,584.88	62515
			Total For Dept 649 MENTAL HEALTH			66,817.76	
Dept 670 DHHS BOARD							
101-670-721.00	PER DIEM - DHS BOARD	ANN LOVELESS	MEETING ON 10/27/17	10/27/17	11/02/17	35.00	62422
101-670-721.00	PER DIEM - DHS BOARD	HART, THOMAS	DHHS MEETING 10/27/17	10/27/17	11/02/17	35.00	62446
101-670-860.00	TRAVEL - DHS BOARD	HART, THOMAS	DHHS MEETING MILEAGE 10/27/17	10/27/17	11/02/17	16.05	62446
			Total For Dept 670 DHHS BOARD			86.05	
Dept 721 PLANNING DEPARTMENT							
101-721-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLU	QUARTERLY CONTRACT FOR PRINTERS	135561	11/09/17	26.96	62564

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Fund 101 GENERAL FUND							
Dept 721 PLANNING DEPARTMENT							
Total For Dept 721 PLANNING DEPARTMENT						26.96	
Dept 751 PARKS & RECREATION DEPARTMENT							
101-751-721.00	PER DIEM	DEMITROFF, CATHY	PER DIEM FOR PARKS & REC MEETING 1	10/23/17	10/26/17	35.00	62296
101-751-721.00	PER DIEM	DUPERRON, SEAN	PER DIEM FOR PARKS & REC MEETING 1	10/23/17	10/26/17	35.00	62301
101-751-721.00	PER DIEM	HOOGERP, EDWARD	PER DIEM FOR PARKS & REC MEETING 1	10/23/17	10/26/17	35.00	62315
101-751-721.00	PER DIEM	PEARSALL-GROENWALD, M	PER DIEM FOR PARKS & REC MEETING 1	10/23/17	10/26/17	35.00	62365
101-751-721.00	PER DIEM	ROCH VON ROCHSBURG, W	PER DIEM FOR PARKS & REC MEETING 1	10/23/17	10/26/17	35.00	62377
101-751-804.00	RECORDING SERVICES	MCPHERSON, JEANNE KAY	PER DIEM FOR PARKS & REC MEETING 1	10/23/17	10/26/17	75.00	62351
101-751-860.00	TRAVEL	DEMITROFF, CATHY	MILEAGE FOR PARKS & REC MEETING FR MILEAGE	10/26/17	10/26/17	5.35	62296
101-751-860.00	TRAVEL	DUPERRON, SEAN	MILEAGE FOR PARKS & REC MEETING FR MILEAGE	10/26/17	10/26/17	9.10	62301
101-751-860.00	TRAVEL	HOOGERP, EDWARD	MILEAGE FOR PARKS & REC MEETING FR MILEAGE	10/26/17	10/26/17	1.16	62315
101-751-860.00	TRAVEL	MCPHERSON, JEANNE KAY	MILEAGE FOR PARKS & REC MEETING FR MILEAGE	10/26/17	10/26/17	5.89	62351
101-751-860.00	TRAVEL	PEARSALL-GROENWALD, M	MILEAGE FOR PARKS & REC MEETING FR MILEAGE	10/26/17	10/26/17	8.03	62365
101-751-860.00	TRAVEL	ROCH VON ROCHSBURG, W	MILEAGE FOR PARKS & REC MEETING FR MILEAGE	10/26/17	10/26/17	8.56	62377
Total For Dept 751 PARKS & RECREATION DEPARTMENT						288.09	
Dept 851 INSURANCE & BONDS							
101-851-828.30	INSURANCE CLAIMS	PRECISION COLLISION O	KASTL CAR DEER ACCIDENT	RO#19065	10/26/17	1,946.35	62369
Total For Dept 851 INSURANCE & BONDS						1,946.35	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	NOVEMBER 2017 BCN HEALTHCARE COVER	172860036626	10/26/17	38,408.17	62269
101-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	3,732.51	62295
101-852-717.00	MEDICAL/DENTAL/VISION IN	CONQUEST, JEFF	MONTHLY RETIREE HEALTHCARE SUPPLEMENT	NOVEMBER 2017	11/09/17	175.00	62522
101-852-717.00	MEDICAL/DENTAL/VISION IN	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	NOVEMBER 2017	11/09/17	175.00	62548
101-852-717.00	MEDICAL/DENTAL/VISION IN	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEMENT	NOVEMBER 2017	11/09/17	175.00	62600
101-852-725.02	MT CLAIMS TAX ASSESSMENT	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	59.55	62295
101-852-874.00	MEDICAL INSURANCE - RET	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	145.06	62295
Total For Dept 852 MEDICAL INSURANCE						42,870.29	
Total For Fund 101 GENERAL FUND						269,131.53	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	NOVEMBER 2017 BCN HEALTHCARE COVER	172860036626	10/26/17	1,156.85	62269
205-000-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	120.61	62295
205-000-748.00	GAS, OIL & GREASE	SHELL FLEET PLUS	OCTOBER 2017	065281271	11/02/17	22.70	62470
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	002-1017	11/09/17	316.57	62503
205-000-840.00	INTELL/INVESTIGATIONS	COVERTRACK GROUP INC	RENEWAL COVERT TRACK	4385	11/02/17	600.00	62440
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK AND A	TLO- INVESTIGATIVE	939561	11/09/17	210.00	62599
205-000-853.00	CELLULAR PHONES-TNT	VERIZON WIRELESS	CELL PHONES ACO,ADMIN,DIS CRT,EMD,	9794452094	10/26/17	40.01	62400
Total For Dept 000						2,466.74	
Total For Fund 205 TNT OFFICER MILLAGE FUND						2,466.74	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	PLATTE LAKE VETERINAR	APOQUEL TABLETS JULY & OCTOBER	269472	10/26/17	269.00	62367
206-000-967.00	PROJECT EXPENSES	VISA-TED SCHENDEL	TRNG,DOG,PAPER,PARTS	6866	11/09/17	41.98	62613
Total For Dept 000						310.98	
Total For Fund 206 SHERIFF'S K-9 FUND						310.98	

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Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-751.00	UNIFORMS	VISA=DAN SMITH	VARIOUS TRAINING,CINR,DET	6858	11/09/17	76.44	62610
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVIC	13W CFL BULBS	1FRW-6TH9-QF73	10/26/17	53.00	62261
213-265-782.00	MAINTENANCE SUPPLIES	SHOP AND SAVE	SOAP,CALK,	STATEMENT	11/09/17	66.17	62584
213-265-782.00	MAINTENANCE SUPPLIES	VISA=TED SCHENDEL	TRNG,DOG,PAPER,PARTS	6866	11/09/17	127.57	62613
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	TOILET BOWL CLEANER	1FM1-JNFH-CJMP	10/26/17	47.99	62256
213-265-783.00	EQUIP. SERVICES & SUPPLI	NUGENT HARDWARE	OCTOBER 2017	1444	11/02/17	209.20	62459
213-265-783.00	EQUIP. SERVICES & SUPPLI	ORKIN	PEST CONTROL	ANNUAL RENEWAL	11/02/17	62.61	62461
213-265-783.00	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	PAPER TOWEL, LINERS, WIPES	1783037	11/02/17	242.90	62465
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	BETCO TOP FLITE CLEANER	16LQ-34QF-DDK7	11/09/17	78.44	62491
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	TOILET PAPER	1PR1-NJYD-PYTK	11/09/17	38.97	62492
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	TOILET PAPER	1DDY-TCDN-EVTC	11/09/17	38.97	62493
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	BETCO CITRUS CLEANER	1P4Q-NJYD-R7YT	11/09/17	79.89	62494
213-265-783.00	EQUIP. SERVICES & SUPPLI	NORTHWEST LOCK INC	2007 TAURUS LOST KEYS	108725	11/09/17	80.00	62566
213-265-783.00	EQUIP. SERVICES & SUPPLI	THRILBY AUTO - ALS/EM	WATER PUMP GENERATOR	903211	11/09/17	53.57	62596
213-265-783.00	EQUIP. SERVICES & SUPPLI	VISA=DAN SMITH	VARIOUS TRAINING,CINR,DET	6858	11/09/17	109.55	62610
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMERICAN WASTE	TRNG,DOG,PAPER,PARTS	6866	11/09/17	79.82	62613
213-265-784.00	GARBAGE PICK-UP	VERIZON WIRELESS	GARBAGE PICKUP	2215218	11/09/17	95.00	62496
213-265-853.00	CELLULAR PHONES	WOLVERINE POWER	CELL PHONES ACO,ADMIN,DIS CRT,EMD,	9794452094	10/26/17	55.26	62400
213-265-935.00	JAIL REPAIRS	GNR SERVICE	HTR BLOCK,WATER PUMP GENERATOR	0139418-IN	10/26/17	800.91	62411
213-265-935.00	JAIL REPAIRS		WASHER RELAY POINT ADJ	1792	11/02/17	157.50	62444
Total For Dept 265 BUILDING & GROUNDS						3,143.76	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	3 RING BINDER - JAIL INSPECTION	1FM1-JNFH-9RJR	10/26/17	18.84	62257
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	DRY ERASE BOARD	1FRW-6TH9-9NWF	10/26/17	39.10	62258
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	DRY ERASE BOARD	19MR-47QC-9K1W	10/26/17	29.00	62259
213-351-727.00	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	BLACKBOARD GRIDDING TAPE	1YH6-R4TT-VN3N	10/26/17	8.99	62260
213-351-727.00	OFFICE SUPPLIES	QUILL CORPORATION	PADS,MARKERS,FILE HANGERS	1936713	11/02/17	83.31	62466
213-351-740.00	FOOD SUPPLIES	CANTREX SERVICES	INMATE MEALS	IYC26764	11/09/17	8,966.70	62513
213-351-748.00	GAS, OIL & GREASE	SHELL FLEET PLUS	OCTOBER 2017	065281271	11/02/17	162.37	62470
213-351-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	002-1017	11/09/17	169.23	62503
213-351-749.00	VEHICLE REPAIRS	HONOR BANK	2017 PMT CORR VAN, FINAL PMT	LETTER	11/02/17	103.71	62448
213-351-752.00	PRISONERS LAUNDRY	VISA=DAN SMITH	VARIOUS TRAINING,CINR,DET	6858	11/09/17	138.35	62610
213-351-752.00	DRY CLEANERS	ROBBIE'S DRY CLEANERS	DRYCLEANING	2335	11/02/17	206.50	62468
213-351-834.00	PRISONER MEDICAL - BENZI	ADVANCED CORRECTIONAL	MEDICAL SERVICES	70478	11/02/17	6,176.00	62419
213-351-834.00	PRISONER MEDICAL - BENZI	NORTHWEST MICHIGAN HE	INMATE DENTIST	MOODY - DENTAL	11/09/17	170.00	62567
213-351-865.00	PRISONER TRANSFER	FORTINE, KRISTI	MEAL TRANSPORT LUNCH	864	11/09/17	8.75	62531
213-351-940.00	LEASED VEHICLE	HONOR BANK	2017 PMT CORR VAN, FINAL PMT	LETTER	11/02/17	7,500.00	62448
213-351-940.20	EQUIPMENT LEASE - COPIER	NETLINK BUSINESS SOLU	COPIER SERVICE AGREEMENT	135475	11/02/17	347.12	62458
213-351-940.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUP,	COPIER LEASES	156215	11/09/17	461.25	62595
213-351-961.00	TRAINING & SCHOOLS	VISA=DAN SMITH	VARIOUS TRAINING,CINR,DET	6858	11/09/17	144.72	62610
213-351-961.04	PRISONERS SCHOOLING	HEIMAN, BARBARA	SEPT GED	HOURS	11/02/17	260.00	62447
213-351-961.04	PRISONERS SCHOOLING	HEIMAN, BARBARA	OCTOBER GED	HOURS	11/02/17	450.00	6244
213-351-963.00	COMPUTER EQUIPMENT	WYANT COMPUTER SERVIC	WE CARE SILVER AGREEMENT, NOVEMBER	MS22110	11/02/17	1,393.00	62481
213-351-963.00	COMPUTER EQUIPMENT	WYANT COMPUTER SERVIC	DATTO BACKUP	NB22132	11/02/17	510.00	6248
213-351-980.01	BIO-HAZARDS EQUIPMENT	LOU'S GLOVES	GLOVES	020398	11/09/17	228.00	62552
Total For Dept 351 JAIL - CORRECTIONS						27,574.94	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	NOVEMBER 2017 BCN HEALTHCARE COVER	172860036626	10/26/17	4,644.12	62266
213-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	1,085.10	62299
Total For Dept 852 MEDICAL INSURANCE						5,729.22	

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Fund 213 JAIL OPERATIONS FUND							
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND				Total For Fund 213 JAIL OPERATIONS FUND			
Dept 265 BUILDING & GROUNDS				36,447.92			
214-265-750.00	MAINTENANCE SUPPLIES	MT PEST	SEASONAL PEST CONTROL FOR STATION	10/20/17	10/26/17	50.00	62355
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	KEY TAGS AND KEY ORGANIZER	143100	10/26/17	24.98	62359
214-265-750.00	MAINTENANCE SUPPLIES	HONOR BUILDING SUPPLY	PLIER SET, PLASTIC TAPE RULE, GROO	1710-227003	11/02/17	33.47	62449
214-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	CLOREX WIPES, GLAD TRASH BAGS, CAR	143924	11/02/17	80.90	62459
214-265-850.00	TELEPHONE	CHARTER COMMUNICATION	CABLE, INTERNET AND PHONE STATION	00160111022217	11/02/17	39.99	62436
214-265-850.00	TELEPHONE	CENTURYLINK	TELEPHONE AND INTERNET AT STATION	404669354	11/09/17	284.14	62518
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATION	CABLE, INTERNET AND PHONE STATION	00160111022217	11/02/17	181.96	62436
214-265-850.01	INTERNET SERVICE	CHARTER COMMUNICATION	CABLE AT 448 COURT PLACE	0010110102217	11/02/17	96.56	62436
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ALS WIRELESS BILLING FOR FOUR PHON	9794452095	10/26/17	44.83	62400
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES ACO,ADMIN,DIS CRT,EMD,	9794452094	10/26/17	20.04	62400
Total For Dept 265 BUILDING & GROUNDS				856.87			
Dept 655 ADVANCED LIFE SUPPORT (ALS)				155993			
214-655-727.00	OFFICE SUPPLIES	TEAM FINANCIAL GROUP,	COPIER LEASE	155993	11/02/17	198.34	62473
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	4X4 GAUZE PADS, EMESIS BAGS, T CON	82657098	10/26/17	162.27	62270
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	T CONNECTORS AND-O2 BAG	82658572	10/26/17	192.49	62270
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	ET TUBES, ELECTRODES, IV CATHS, SU	82660071	10/26/17	549.89	62270
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	DISPOSABLE BLADES	82660070	10/26/17	253.36	62270
214-655-735.00	MEDICAL SUPPLIES	MUNSON HOME MEDICAL E	IV LINE AND IV FLUIDS	375384	10/26/17	658.84	62358
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	NEW CARDIAC SCIENCE AED FOR BACN	82666889	11/02/17	1,375.99	62433
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	HALF SET IV PUMP TUBING	82668112	11/09/17	71.90	62509
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	TRAINING MOUTH PIECES, SMA SPLINTS	82670905	11/09/17	82.87	62509
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9068827123	10/26/17	169.53	62252
214-655-748.00	GAS, OIL & GREASE	SHELL FLEET PLUS	FUEL	79423216710	10/26/17	658.17	62382
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE ON A33	29247	11/09/17	69.90	62618
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	OIL CHANGE ON A32	29148	11/09/17	98.95	62618
214-655-749.00	VEHICLE REPAIRS	JUST TRUCKS INC	A21 NEW BATTERIES	1028233	10/26/17	1,087.56	62331
214-655-749.00	VEHICLE REPAIRS	JUST TRUCKS INC	A21 INSTALL LATCH	1028234	10/26/17	239.93	62331
214-655-749.00	VEHICLE REPAIRS	HONOR BUILDING SUPPLY	KEY	1710-232127	11/02/17	3.98	62449
214-655-751.00	UNIFORMS	TRACIE HAUGEN	WORK BOOTS P/T EMPLOYEE TRACIE HAU	AMAZON	10/26/17	71.99	62395
214-655-800.05	CONTRACTED SERVICES - TH	BENZIE COUNTY FIRE/EM	BENZIE COUNTY FIRE/EMS ASSOCIATION	108	10/26/17	1,000.00	62267
214-655-800.05	CONTRACTED SERVICES - TH	THOMPSONVILLE AMBULAN	3 PATIENTS AT \$250.00 EACH	10/24/17-3	10/26/17	750.00	62393
214-655-800.05	CONTRACTED SERVICES - TH	THOMPSONVILLE AMBULAN	9 PATIENTS @\$250.00-2250.00	10/24/17	10/26/17	2,250.00	62393
214-655-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	MOVE COMPUTER FROM 2011 CHEVY TO 2	48694	11/02/17	694.00	62445
214-655-961.00	TRAINING & SCHOOLS	UNIVERSITY OF MICHIGA	MEDICOLEGAL DEATH CERTIFICATE COUR	REG. CLASS	10/26/17	475.00	62399
214-655-970.01	EQUIPMENT- AMBULANCE	CENTRAL STATE BANK	2014 AMBULANCE PYMT, OCTOBER 2017	OCTOBER 2017	10/26/17	3,479.86	62278
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				14,594.82			
Dept 852 MEDICAL INSURANCE				172860036626			
214-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	NOVEMBER 2017 BCN HEALTHCARE COVER	172860036626	10/26/17	14,344.94	62269
214-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	1,518.64	62295
Total For Dept 852 MEDICAL INSURANCE				15,863.58			
Fund 220 MARINE PATROL FUND				31,315.27			
Dept 000				3774			
220-000-930.00	EQUIPMENT REPAIR	CRYSTAL LAKE MARINA	WINTERIZE SEA PRO	3774	10/26/17	65.00	62287
220-000-930.00	EQUIPMENT REPAIR	CRYSTAL LAKE MARINA	WINTERIZE - MAKO	3842	10/26/17	110.00	62287
220-000-930.00	EQUIPMENT REPAIR	CRYSTAL LAKE MARINA	WINTERIZATION TRIUMPH	3875	11/09/17	50.00	62524

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Fund 220 MARINE PATROL FUND							
Dept 000						225.00	
			Total For Dept 000			225.00	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000						230.00	62485
228-000-703.05	WAGES-ATTENDANT	ZYLSTRA, JESSE	SITE MONITOR	11117	11/02/17	115.00	62620
228-000-703.05	WAGES-ATTENDANT	ZYLSTRA, JESSE	SITE MONITOR	11617	11/09/17	142.12	62427
228-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	TRUCK FUEL	0071017	11/02/17	59.92	62532
228-000-748.00	GAS, OIL & GREASE	FOX GRAND TRAVERSE	TRUCK OIL CHANGE AND TIRE ROTATION	106883	11/09/17	3,412.60	62496
228-000-800.00	CONTRACTED SERVICES	AMERICAN WASTE	AMERICAN WASTE CONTRACT SERVICE	2222129	10/26/17	65.26	62400
228-000-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES ACO,ADMIN,DIS CRT,EMD,	9794452094	11/09/17	16.39	62564
228-000-900.00	PUBLIC RELATIONS - PRINT	NETLINK BUSINESS SOLD	QUARTERLY CONTRACT FOR PRINTERS	135561	11/09/17	87.50	62574
228-000-900.00	PUBLIC RELATIONS - PRINT	PIONEER GROUP	HONOR SITE RELOCATION AD	39321	11/09/17	47.10	62401
228-000-970.00	EQUIPMENT	VISA=DAVID SCHAFFER	FENCE POSTS HOMESTEAD SITE	101917	10/26/17	64.98	62449
228-000-970.00	EQUIPMENT	HONOR BUILDING SUPPLY	LIGHT POSTS FOR THE HONOR SITE	1710-397968	11/02/17	4,240.87	
			Total For Dept 000			385.62	62269
Dept 852 MEDICAL INSURANCE						36.87	62295
228-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	NOVEMBER 2017 BCN HEALTHCARE COVER	172860036626	10/26/17	422.49	
228-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	4,663.36	
			Total For Dept 852 MEDICAL INSURANCE			59.96	62564
Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND							
Dept 000						59.96	
230-000-957.30	LANDSCAPE/TRAIL MAINTENANCE	NETLINK BUSINESS SOLU	QUARTERLY CONTRACT FOR PRINTERS	135561	11/09/17	59.96	
			Total For Dept 000			59.96	
Fund 231 SOIL EROSION (SESSC) FUND							
Dept 723 SOIL EROSION CONTROL						1,600.00	62424
231-723-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	BUILDING, PLUMBING, MECH, ELECTRIC SEPTEMBER 2017		11/02/17	1,600.00	
			Total For Dept 723 SOIL EROSION CONTROL			1,600.00	
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Dept 000						1,432.50	62529
243-000-967.00	PROJECT EXPENSES	ENVIRONMENTAL CONSULT	ELBERTA SITE DISCUSSIONS/REVIEW MD	17251	11/09/17	429.75	62529
243-000-967.00	PROJECT EXPENSES	ENVIRONMENTAL CONSULT	BUDS IN HONOR PLAN/BRA MEETING	173061	11/09/17	1,862.25	
			Total For Dept 000			1,862.25	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS						245.25	62477
247-265-782.00	MAINTENANCE SUPPLIES	VISA=KYLE MAURER	BOOTS PUSH LAWN MOWER AND 1.5 GAL	5964	11/02/17	102.00	62264
247-265-850.00	TELEPHONE	AT&T	BILL FOR OCT	231882950510	10/26/17	4.35	62603
247-265-850.00	TELEPHONE	UWC	LONG DISTANCE FOR ANIMAL CONTROL	2318829505	11/09/17	57.06	62400
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES ACO,ADMIN,DIS CRT,EMD,	9794452094	10/26/17	198.70	62286
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	ELECTRIC BILL FOR OCT	2055454519906	10/26/17	45.75	62300
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	BILL FOR OCT	910020929329	10/26/17		

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Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
Total For Dept 265 BUILDING & GROUNDS							
						653.11	
Dept 430 ANIMAL CONTROL							
247-430-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL FOR SEPTEMBER	0050917	10/26/17	69.58	62268
247-430-751.00	UNIFORMS	VISA-KYLE MAURER	BOOTS PUSH LAWN MOWER AND 1.5 GAL	5964	11/02/17	150.00	62477
247-430-800.00	CONTRACTED SERVICES	UNIFI EQUIPMENT FINAN	PAYMENT FOR PRINTER	332984	10/26/17	61.16	62396
247-430-835.20	VET & DRUG FEES	MIDWEST VETERINARY SU	CAT CARRIERS	8489851-050	10/26/17	217.34	62357
247-430-835.20	VET & DRUG FEES	BETTSIE RIVER VETERINA	133-17C SPAY	44501	11/02/17	126.00	62429
247-430-835.20	VET & DRUG FEES	BETTSIE RIVER VETERINA	193-17D SPAY 204-17D NEUTER	44673	11/02/17	290.50	62429
247-430-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLU	QUARTERLY CONTRACT FOR PRINTERS	135561	11/09/17	105.88	62564
247-430-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	BS&A SETWR ANML CNT, CSH RCPT, ASS	114487	11/09/17	513.00	62512
Total For Dept 430 ANIMAL CONTROL						1,533.46	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	NOVEMBER 2017 BCN HEALTHCARE COVER	172860036626	10/26/17	1,850.96	62269
247-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	142.64	62295
Total For Dept 852 MEDICAL INSURANCE						1,993.60	
Total For Fund 247 ANIMAL CONTROL FUND						4,180.17	
Fund 249 BUILDING DEPARTMENT FUND							
Dept 371 BUILDING INSPECTOR							
249-371-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	BUILDING, PLUMBING, MECH, ELECTRIC	SEPTEMBER 2017	11/02/17	10,783.00	62424
249-371-900.00	PRINTING & PUBLISHING	NETLINK BUSINESS SOLU	QUARTERLY CONTRACT FOR PRINTERS	135561	11/09/17	420.01	62564
249-371-963.00	COMPUTER SUPPORT	BS & A SOFTWARE	BS&A SETWR ANML CNT, CSH RCPT, ASS	114487	11/09/17	3,134.00	62512
Total For Dept 371 BUILDING INSPECTOR						14,337.01	
Dept 372 PLUMBING INSPECTOR							
249-372-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	BUILDING, PLUMBING, MECH, ELECTRIC	SEPTEMBER 2017	11/02/17	4,006.00	62424
Total For Dept 372 PLUMBING INSPECTOR						4,006.00	
Dept 373 MECHANICAL INSPECTOR							
249-373-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	BUILDING, PLUMBING, MECH, ELECTRIC	SEPTEMBER 2017	11/02/17	6,365.00	62424
Total For Dept 373 MECHANICAL INSPECTOR						6,365.00	
Dept 375 ELECTRICAL INSPECTOR							
249-375-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	BUILDING, PLUMBING, MECH, ELECTRIC	SEPTEMBER 2017	11/02/17	8,064.00	62424
Total For Dept 375 ELECTRICAL INSPECTOR						8,064.00	
Total For Fund 249 BUILDING DEPARTMENT FUND						32,772.01	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-727.00	OFFICE SUPPLIES	VISA-RON BERNIS	NOVEMBER 2017 PYMT	NOV2017	10/26/17	71.68	62405
261-325-751.00	UNIFORMS	LAMERSON, NICOLE	SHOES REIMBURSEMENT	53716	11/09/17	99.95	62550
261-325-830.00	911 MAINTENANCE CONTRACT	CORE TECHNOLOGY CORPO	ANNUAL SUPPORT	MN3000205	11/02/17	3,486.00	62439
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL	DEC SUPPORT 2017	613	11/02/17	900.00	62480
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELLULAR PHONES FOR DISPATCH, FIRE	9794425005	10/26/17	1,248.47	62400
261-325-955.10	DUES & REGISTRATIONS	APCO INTERNATIONAL	2018 MEMBERSHIP DUES	471153	11/02/17	92.00	62423
261-325-955.10	DUES & REGISTRATIONS	PRIORITY DISPATCH	CARDSET SUPPORT	SIN062879	11/02/17	49.00	62463
261-325-961.00	TRAINING & SCHOOLS	BERNIS, RONALD	TRAV REIMBURSEMENT	TEROCT2017	11/02/17	308.36	62428
261-325-963.00	COMPUTER SUPPORT	WYANT COMPUTER SERVIC	WE CARE SILVER AGREEMENT, NOVEMBER	MS22110	11/02/17	697.00	62481
261-325-963.00	COMPUTER SUPPORT	WYANT COMPUTER SERVIC	BLOCK TIME CREDIT WORK NOT COMPLET	BT20694	11/02/17	(1,440.00)	62481
261-325-963.00	COMPUTER SUPPORT	WYANT COMPUTER SERVIC	WE CARE BACKUP XL3000 2TB CLOUD	MB21489	11/02/17	510.00	62481

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Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-970.00	EQUIPMENT	EXCEL OFFICE INTERIOR	USED OFFICE FURNITURE	91745	11/02/17	980.00	62443
			Total For Dept 325 DISPATCH/COMMUNICATION			7,002.46	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	NOVEMBER 2017 BCN HEALTHCARE COVER	172860036626	10/26/17	343.96	62269
261-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	NOVEMBER 2017 DENTAL INSURANCE	RIS0001641426	10/26/17	413.15	62295
			Total For Dept 852 MEDICAL INSURANCE			757.11	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			7,759.57	
Fund 263 LOCAL CORRECTION OFFICER'S TRAINING FUND							
Dept 362 OTHER CORRECTIONS ACTIVITIES							
263-362-961.00	TRAINING & SCHOOLS	VISA-DAN SMITH	VARIOUS TRAINING, CLNR, DET	6858	11/09/17	965.21	62610
			Total For Dept 362 OTHER CORRECTIONS ACTIVITIES			965.21	
			Total For Fund 263 LOCAL CORRECTION OFFICER'S TR			965.21	
Fund 276 COMMISSION ON AGING MILLAGE FUND							
Dept 000							
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURC	MONTHLY PYMT FOR CONTRACTED SERVICE	NOVEMBER 2017	11/09/17	85,836.56	62506
			Total For Dept 000			85,836.56	
			Total For Fund 276 COMMISSION ON AGING MILLAGE F			85,836.56	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-840.00	CONTRACTED SVCS - VOL CO	KATHI HOUSTON	VOLUNTEER PROGRAM COORDINATION	NOV 1, 2017	11/02/17	2,083.33	62453
292-000-840.70	INSTITUTIONAL ROOM & BOA	GREAT LAKES RECOVERY	SUB ABUSE TREATMENT E.MILLIRON 31	NOV 7	11/09/17	8,680.00	62541
292-000-840.70	INSTITUTIONAL ROOM & BOA	MUSKOGON RIVER YOUTH	DETENTION J.HALLUMS 4 DAYS	NOV 7	11/09/17	790.96	62562
292-000-840.95	IN HOME CARE MISC.	UNIFI EQUIPMENT FINAN	PRINTER/COPIER LEASE	333440	10/26/17	78.15	62396
292-000-850.00	TELEPHONE	CAMERON CLARK	REIMBURSE FOR TRAVEL & CELL PHONE	NOV 1	11/02/17	75.00	62435
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	REIMBURSE TRAVEL, OFFICE SUPPLY, C	NOV 1	11/02/17	75.00	62469
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	REIMBURSE TRAVEL, OFFICE SUPPLY, C	NOV 1	11/02/17	1,320.12	62469
292-000-862.00	MENTORING/TUTORING	PATRICIA COTE	TUTORING OF B.RAMEY	NOV 7	11/09/17	200.00	62572
292-000-862.03	SUBSTANCE ABUSE COUNSELI	CATHOLIC HUMAN SERVIC	DRUG ASSESSMENTS AND COUNSELING	OCT 23, 2017	10/26/17	93.00	62276
			Total For Dept 000			13,395.56	
			Total For Fund 292 CHILD CARE FUND			13,395.56	
Fund 293 VETERAN'S RELIEF FUND							
Dept 000							
293-000-721.00	PER DIEM	BAILEY, LAWRENCE	PER DIEM FOR VETERANS	OCT 2017	11/09/17	35.00	62497
293-000-721.00	PER DIEM	GIDDIS, KIRT	PER DIEM FOR VETERANS	OCT 2017	11/09/17	35.00	62534
293-000-721.00	PER DIEM	GINZEL, DALE J.	PER DIEM FOR VETERANS	OCT 2017	11/09/17	35.00	62535
293-000-721.00	PER DIEM	KOWALSKI, ED	PER DIEM FOR VETERANS	OCT 2017	11/09/17	35.00	62549
293-000-721.00	PER DIEM	ROELOFS, ROBERT	PER DIEM FOR VETERANS	OCT 2017	11/09/17	35.00	62579
293-000-721.00	PER DIEM	STOBIE, TOM	PER DIEM FOR VETERANS	OCT 2017	11/09/17	35.00	62594
293-000-839.00	VETERANS BURIALS & MARKE	RANDALL KOCEVAR	VETERANS BURIAL BENEFITS - MARGARE	OCT 2017	10/26/17	300.00	62372
293-000-860.00	TRAVEL	BAILEY, LAWRENCE	MILEAGE FOR OCT 2017	OCT MILE	11/09/17	1.96	62497
293-000-860.00	TRAVEL	GIDDIS, KIRT	MILEAGE FOR VETERANS	OCT MILE	11/09/17	17.01	62534
293-000-860.00	TRAVEL	GINZEL, DALE J.	MILEAGE FOR OCT 2017	OCT MILE	11/09/17	15.51	62535
293-000-860.00	TRAVEL	KOWALSKI, ED	MILEAGE FOR OCT 2017	OCT MILE	11/09/17	3.21	62549
293-000-860.00	TRAVEL	ROELOFS, ROBERT	MILEAGE FOR OCT 2017	OCT MILE	11/09/17	17.97	62579
293-000-860.00	TRAVEL	STOBIE, TOM	MILEAGE FOR OCT 2017	OCT MILE	11/09/17	8.56	62594

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Fund 293 VETERAN'S RELIEF FUND Dept 000			Total For Dept 000			574.22	
			Total For Fund 293 VETERAN'S RELIEF FUND			574.22	
Fund 371 JAIL RESERVE FUND Dept 000							
371-000-970.00	CAPITAL OUTLAY - EQUIPME	EXCEL OFFICE INTERIOR	OFFICE FURNITURE	91746	10/26/17	1,420.00	62306
371-000-970.00	CAPITAL OUTLAY - EQUIPME	SHEREN PLUMBING, HEAT	SHERIFF DEPT BOILER REPLACEMENT RE	59797	10/26/17	42,500.00	62383
			Total For Dept 000			43,920.00	
			Total For Fund 371 JAIL RESERVE FUND			43,920.00	
Fund 412 MCF RENOVATIONS FUND Dept 000							
412-000-810.00	LEGAL FEES	STRAUB, PETTIT, YAST	SERVICES FOR MAPLES PROJECT THRU S	26	10/26/17	600.00	62389
412-000-810.00	LEGAL FEES	AMERICAN ARBITRATION	CASE #01-17-0004-7196 BUILDING AUT	#01-17-0004-719	10/26/17	6,200.00	62414
412-000-810.00	LEGAL FEES	KUHN ROGERS PLC	SERVICES FROM SEPT 26 THUR OCT 19,	8394-1 OCT	10/26/17	7,266.50	62415
			Total For Dept 000			14,066.50	
			Total For Fund 412 MCF RENOVATIONS FUND			14,066.50	
Fund 415 RAILROAD POINT Dept 000							
415-000-800.00	CONTRACTED SERVICES	IMAGE360	SIGN FOR RAILROAD POINT	65022	10/26/17	2,813.10	62318
			Total For Dept 000			2,813.10	
			Total For Fund 415 RAILROAD POINT			2,813.10	
Fund 425 EQUIPMENT REPLACEMENT FUND Dept 301 SHERIFF							
425-301-749.00	PATROL CAR EXPENSES	WATSON BENZIE LLC	2018 CHARGER REPLACEMENT FOR TOTAL	PO BSC0505	10/26/17	13,450.00	62407
425-301-967.02	PROJECT EXPENSES - G.T.	CENTRAL LAKE ARMOR EX	HARD BALL HELMETS	0114489-IN	11/09/17	14,094.00	62516
425-301-967.02	PROJECT EXPENSES - G.T.	CENTRAL LAKE ARMOR EX	HARD BALL HELMETS	1144898-IN	11/09/17	8,925.00	62517
			Total For Dept 301 SHERIFF			36,469.00	
Dept 426 EMERGENCY MANAGEMENT 426-426-967.02	PROJECT EXPENSES - CERT	ABSOLUTE SAFETY, INC	BOMBER JACKET, RAIN PANTS, HATS, B	CERT311017	11/02/17	512.30	62418
			Total For Dept 426 EMERGENCY MANAGEMENT			512.30	
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			36,981.30	
Fund 516 DELINQUENT TAX REVOLVING FUND Dept 000							
516-000-230.00	DUE OTHER UNITS - SETTLE	VILLAGE OF BENZONIA	2017 DELINQUENT TAX DISBURSEMENT	2017 TAX	11/09/17	26,556.54	62604
516-000-230.00	DUE OTHER UNITS - SETTLE	VILLAGE OF BEULAH	2017 DELINQUENT TAX DISBURSEMENT	2017 TAX	11/09/17	22,349.51	62605
516-000-230.00	DUE OTHER UNITS - SETTLE	VILLAGE OF ELBERTA	2017 DELINQUENT TAX DISBURSEMENT	2017 TAX	11/09/17	10,827.82	62606
516-000-230.00	DUE OTHER UNITS - SETTLE	VILLAGE OF HONOR	2017 DELINQUENT TAX DISBURSEMENT	2017 TAX	11/09/17	12,837.39	62607
516-000-230.00	DUE OTHER UNITS - SETTLE	VILLAGE OF LAKE ANN	2017 DELINQUENT TAX DISBURSEMENT	2017 TAX	11/09/17	1,369.45	62608
516-000-230.00	DUE OTHER UNITS - SETTLE	VILLAGE OF THOMPSONVI	2017 DELINQUENT TAX DISBURSEMENT	2017 TAX	11/09/17	17,805.06	62609
516-000-694.00	CASH OVER/SHORT	FLASKA, MARILYN & CHA	#04-503-003-10 OVRPYMT DELINQ TAXE	04-503-003-10	10/26/17	141.28	62307
516-000-999.00	CONTINGENCY	SUNTRUST BANK	BANK FEES FOR JULY 2017 THRU SEPT	347000120	10/26/17	33.75	62390
			Total For Dept 000			91,920.80	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			91,920.80	

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Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-800.00	CONTRACTED SERVICES - RE	BENZIE COUNTY REGISTE	TO RECORD 16 REDEMPTIONS	110117	11/02/17	480.00	62426
Total For Dept 253 COUNTY TREASURER						480.00	
Total For Fund 532 TAX FORECLOSURE FUND						480.00	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-214.01	DUE TO SHERIFF'S DEPT -	BENZIE COUNTY SHERIFF	OWI REIMBURSEMENT	110617	11/09/17	563.00	62504
701-136-228.20	DUE STATE - DNR JUDGE	STATE OF MICHIGAN	FEE TRANSMITTAL FOR OCTOBER	110617	11/09/17	1,650.00	62588
701-136-228.30	DUE STATE - D. L. REINS	STATE OF MICHIGAN	FEE TRANSMITTAL FOR OCTOBER	110617	11/09/17	195.00	62588
701-136-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	FEE TRANSMITTAL FOR OCTOBER	110617	11/09/17	3,015.00	62588
701-136-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	FEE TRANSMITTAL FOR OCTOBER	110617	11/09/17	90.00	62588
701-136-228.47	DUE STATE - OWI REIMBURS	STATE OF MICHIGAN	FEE TRANSMITTAL FOR OCTOBER	110617	11/09/17	4.00	62588
701-136-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	FEE TRANSMITTAL FOR OCTOBER	110617	11/09/17	440.00	62588
701-136-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	FEE TRANSMITTAL FOR OCTOBER	110617	11/09/17	1,673.00	62588
701-136-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	FEE TRANSMITTAL FOR OCTOBER	110617	11/09/17	4,969.00	62588
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BONDS TO BE APPLIED	110117	11/09/17	4,435.00	62486
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BONDS TO BE REVOKED	110117	11/09/17	400.00	62487
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BONDS TO BE APPLIED	110317	11/09/17	2,085.00	62488
701-136-265.00	CASH BONDS PAYABLE	BISHOP, KATIE	BOND TO BE RETURNED	110117	11/09/17	415.00	62507
701-136-265.00	CASH BONDS PAYABLE	CHRISTUNAS, DALTON	BONDS TO BE RETURNED	110117	11/09/17	15.00	62536
701-136-265.00	CASH BONDS PAYABLE	GONZALEZ, MEAGAN	BOND TO BE RETURNED	110317	11/09/17	250.00	62519
701-136-265.00	CASH BONDS PAYABLE	RAFFERTY, ROBERT	BOND TO BE RETURNED	110117	11/09/17	200.00	62578
701-136-265.00	CASH BONDS PAYABLE	SCHNEIDER, THOMAS	BOND TO BE RETURNED	110317	11/09/17	500.00	62582
701-136-265.00	CASH BONDS PAYABLE	SCHOR, JOHN	BOND TO BE RETURNED	110117	11/09/17	200.00	62583
701-136-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE	RESTITUTION FROM AUTUMN PARISH PAI	110317	11/09/17	37.50	62508
701-136-271.00	RESTITUTIONS PAYABLE	MARSHALL, FERGUSON	RESTITUTION FROM MYLES MURPHY	110317	11/09/17	300.00	62553
701-136-271.00	RESTITUTIONS PAYABLE	PAUL OLIVER MEMORIAL	RESTITUTION FROM IAN HICKEY 00333	110317	11/09/17	225.00	62573
701-136-271.00	RESTITUTIONS PAYABLE	ROHN, MICHAEL	RESTITUTION FROM ADAM WALTON	110317	11/09/17	40.00	62580
701-136-271.00	RESTITUTIONS PAYABLE	STATE OF MICHIGAN/BEN	RESTITUTION FROM BRIAN BOUGHNER 10	110317	11/09/17	50.00	62590
701-136-272.00	RECOVERY COURT	VISA-KIM NOWAK	SOBRIETY COURT GIFT CARD	10/24/2017	10/26/17	25.00	62404
701-136-272.00	RECOVERY COURT	JOSH COURTAD	REIMBURSEMENT: CONFERENCE/TRAVEL/M	11/07/2017	11/09/17	308.76	62547
Total For Dept 136 DISTRICT COURT						22,085.26	
Dept 141 FRIEND OF THE COURT							
701-141-222.04	DUE MANISTEE - STATUTORY	MANISTEE COUNTY TREAS	OCTOBER 2017 STAT FEES AND PROC FE	OCTOBER 2017	11/02/17	666.71	62456
701-141-222.05	DUE MANISTEE - PROCESSIN	MANISTEE COUNTY TREAS	OCTOBER 2017 STAT FEES AND PROC FE	OCTOBER 2017	11/02/17	85.51	62456
Total For Dept 141 FRIEND OF THE COURT						752.22	
Dept 215 COUNTY CLERK							
701-215-222.01	DUE COUNTY - CDBG CO ADM	BENZIE COUNTY REGISTE	DISCHARGE OF LEIN - TOWNSEND	11/3/2017	11/09/17	30.00	62502
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	CPL FOR OCTOBER 2017	551-499527	11/09/17	2,404.00	62589
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND APPLIED GENE HOSEIT	17-2506-FH	10/26/17	258.00	62266
701-215-265.00	CASH BONDS PAYABLE	CRYSTAL PUTNEY	BOND MONEY RETURNED - CRYSTAL PUTN	17-2509-FH	10/26/17	270.00	62288
701-215-265.00	CASH BONDS PAYABLE	GENE HOSEIT	BOND MONEY RETURNED FOR GENE HOSEI	17-2506-FH	10/26/17	192.00	62310
701-215-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	CASE REMANDED - BOND FOR MICHAEL M	17-2525-FH	11/09/17	100.00	62489
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND APPLIED - BRANDON LINK	13-9660-DS	11/09/17	200.00	62501
701-215-265.00	CASH BONDS PAYABLE	BRANDON LINK	BOND MONEY RETURN - CRANE V LINK	13-9660-DS	11/09/17	50.00	62511
701-215-271.00	RESTITUTIONS PAYABLE	AAA MICHIGAN SUBRUGAT	RESTITUTION FROM DILLON COLLINS	11-2232-FH	10/26/17	25.00	62250
701-215-271.00	RESTITUTIONS PAYABLE	AMANDA CARPETNER	RESTITUTION FROM PATRICK KUHLMAN	13-2315-FH	10/26/17	25.00	62255
701-215-271.00	RESTITUTIONS PAYABLE	AUTO OWNERS INS, ATTN	RESTITUTION FROM JOSEPH MALOOF	12-2246-FH	10/26/17	1,320.00	62265
701-215-271.00	RESTITUTIONS PAYABLE	FLORENCE STONE	RESTITUTION FROM GARRETT TONN	15-2429-FC	10/26/17	200.00	62308
701-215-271.00	RESTITUTIONS PAYABLE	JENNIFER MACKEY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	10/26/17	50.00	62325

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
	Fund 101 GENERAL FUND					269,131.53
	Fund 205 TNT OFFICER MILLAGE FUND					2,466.74
	Fund 206 SHERIFF'S K-9 FUND					310.98
	Fund 213 JAIL OPERATIONS FUND					36,447.92
	Fund 214 EMERGENCY MEDICAL SERVICES					31,315.27
	Fund 220 MARINE PATROL FUND					225.00
	Fund 228 SOLID WASTE/RECYCLING FUND					4,663.36
	Fund 230 BETSIE VALLEY TRAIL MANAGEM					59.96
	Fund 231 SOIL EROSION (SESSC) FUND					1,600.00
	Fund 243 BROWNFIELD REDEVELOPMENT AU					1,862.25
	Fund 247 ANIMAL CONTROL FUND					4,180.17
	Fund 249 BUILDING DEPARTMENT FUND					32,772.01
	Fund 261 911 EMERGENCY SERVICE FUND					7,759.57
	Fund 263 LOCAL CORRECTION OFFICER'S					965.21
	Fund 276 COMMISSION ON AGING MILLAGE					85,836.56
	Fund 292 CHILD CARE FUND					13,395.56
	Fund 293 VETERAN'S RELIEF FUND					574.22
	Fund 371 JAIL RESERVE FUND					43,920.00
	Fund 412 MCF RENOVATIONS FUND					14,066.50
	Fund 415 RAILROAD POINT					2,813.10
	Fund 425 EQUIPMENT REPLACEMENT FUND					36,981.30
	Fund 516 DELINQUENT TAX REVOLVING FU					91,920.80
	Fund 532 TAX FORECLOSURE FUND					480.00
	Fund 701 GENERAL AGENCY FUND					149,612.02
Total For All Funds:						833,360.03

Human Resources (HR) Report

**HR Committee
Meeting Notes
October 24, 2017**

The meeting was called to order by Commissioner Gary Sauer at 2:00 pm

Present: Gary Sauer (Chair), Art Jeannot and Evan Warsecke
Others Present: Dawn Olney, Mitch Deisch, Maridee Cutler, Kim Nowak, Wally Armstrong, Judge Mead, Ted Schendel, Troy Lamerson, 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: Motion by Warsecke, seconded by Jeannot, to approve the September 26, 2017 minutes as presented. Ayes: All Nays: None Motion carried.

Public Input - None

Maridee – Reorganization and Deputy County Administrator Position: Motion by Jeannot, seconded by Warsecke, to table. Ayes: All Nays: None Motion carried.

Mitch:

Interim EMS Wage Discussion: Last HR meeting the HR committee set the interim director salary at \$54,000; currently he is hourly and with the \$54,000 he would go backwards slightly, so we couldn't do that. There are two options: 1) if the current interim director is appointed, it would be fair to negotiate a salary retro to September 5, 2017; and 2) if the interim director chooses not to apply or is not selected, Mitch would like to see a stipend issued to him for the additional work for the 3-4 months he has served as the interim director.

Art – we need to breakdown into two discussions; Art is seldom in favor of retroactive pay, you need to look at it separately for paying the individual for the work he is performing and the time they are being asked to do it. You don't wait for the outcome of a job posting. Art would approach it as keeping the hourly wage and add a supplemental line with the additional pay. Then if the person is not appointed to the position, you would simply take that line away.

Mitch would ask that this issue be put on the November HR agenda and will bring back after a conversation with the individual and then Mitch and Maridee talk about a proposed wage to act as supplemental.

Evan and Gary both agree.

Special meeting set for this issue: Tuesday, November 7, 2017 at 10:00 a.m.

Job Description of EMS Director position: Mitch stated that this is a new job description and has been approved by the EMS Advisory Board following some changes.

Art asked if we have ever considered outsourcing this activity. I think we need to discuss it. There are a couple of things missing from the job description – audits, billings, include immediate staff.

Motion by Jeannot, seconded by Warsecke, to recommend to the Board of Commissioners to approve the EMS Director job description with the agreed upon changes. Ayes: Jeannot, Sauer and Warsecke Nays: None Motion carried.

Posting of EMS Director position: Mitch stated that this was presented to the EMS Advisory Board. We acknowledge the Advisory Committee posting.

We need to name an interview team: Executive board of the EMS Advisory Members; HR Committee as a whole; County Administrator and an outside expert who is knowledgeable in the EMS operations – he has asked Daryl Case, current ground manager of North Flight and a former part time employee of the Benzie EMS.

Salary Range: Currently the salary is \$58,000; if we are going to attract a qualified individual, we need to be in that area.

Motion by Warsecke, seconded by Jeannot, to recommend to the Board of Commissioners to set the salary range for the EMS Director position at \$54,000 - \$58,000. Ayes: Jeannot, Sauer and Warsecke Nays: None Motion carried.

Coykendall Grievance: CO Sgt Coykendall has filed for arbitration; we need one HR member to sit thru arbitration – Gary Sauer is selected.

Non Union Compensation Plan: Mitch stated that he asked that a proposal be sent to us, he was just asked what the cost would be to do a classification study -- \$650.00 per classification. This is information only.

Kim Nowak – Position Changes: Kim stated that the Probate Court and District Court merger has been positive; they are reconfiguring positions and combining duties and everyone will be cross-trained; we are not asking for more money, but these are hybrid positions and they need to be compensated for their work.

Judge Mead stated that we are the first in the state to do this.

Motion by Jeannot, seconded by Warsecke, to recommend to the Board of Commissioners to approve the proposed changes by the 85th District Court – Probate Court, Benzie County as presented. Ayes: Jeannot, Sauer and Warsecke Nays: None Motion carried.

Other: Sheriff Schendel – K-9 Grant: He stated he has talked with Maridee and this is go to finance not HR. He also stated that he will be applying for a 2% tribal grant from the Grand Traverse Band to replace the K9 vehicle and will be looking for funds to do that.

Evan stated regarding his comment about outsourcing EMS – he doesn't want to scare employees, he just asked to see how the millage would work if that were done.

Public Input: None

Motion by Jeannot, seconded by Warsecke, to adjourn at 3:24 p.m. Ayes: Jeannot, Sauer and Warsecke Nays: None Motion carried.

Dawn Olney
Benzie County Clerk

DRAFT

Motion by GH, seconded by GW, to adopt the HR Consent Calendar as follows:

1. To approve the EMS Director job description with the agreed upon changes.
2. To set the salary range for the EMS Director position at \$54,000 - \$58,000.
3. To approve the proposed changes by the 85th District Court – Probate Court, Benzie County as presented.

DRAFT

**85TH DISTRICT COURT - PROBATE COURT
BENZIE COUNTY
STAFFING CONSOLIDATION PLAN**

<u>POSITION</u>	<u>BUDGETED</u>	<u>NEW POSITION</u>	<u>NEW</u>
Magistrate/ Deputy Adm	\$ 45,900	n/a	\$ 45,900
Probate Reg/ Court Adm	\$ 51,134	n/a	\$ 51,134
Probation Officer	\$ 18,158	Probation Officer/ Criminal Clerk	\$ 39,500
Court Recorder	\$ 33,660	Court Recorder/ Judicial Secretary	\$ 34,500
Criminal Clerk	\$ 36,152	n/a	0
Dep Probate Reg	\$ 32,085	Dep Probate Reg/ Civil Clerk/CEO	\$ 32,500
Civil Clerk	\$ 27,496	Court Clerk/ CEO	\$ 29,500
TOTALS:	\$ 244,585		\$ 233,034

Surplus within the current budget that can only be utilized for wages \$ 11,551

2017/2018 BUDGET YEAR ONLY!

Sobriety Court Program Coordinator

2 days / week (10 hrs/week) = 520 hrs/yr = \$ 15.00/hr = \$ 7,800

\$ 3,751

**HR Committee -- Special
Meeting Notes
November 7, 2017**

The meeting was called to order by Commissioner Gary Sauer at 10:00 am

Present: Gary Sauer (Chair) and Art Jeannot
Excused: Evan Warsecke
Others Present: Dawn Olney, Mitch Deisch, Maridee Cutler, Amy Bissell, Michelle Thompson

The pledge of allegiance was given.

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

Public Input - None

Mitch – Interim EMS Wage discuss: Charged to come back following Art's recommendation to obtain an hourly rate for the individual in the interim position; looked at the responsibilities to what the individual is now doing; prepared a matrix; recommend the rate be \$3.00 more than the hourly rate. We are striving for an early January 2018 flip for the new director.

Art has 3 questions: 1) How did you arrive at \$3.00 per hour? Mitch responded that he looked at what he is doing; what is fair and equitable; for the level of responsibility, was thinking on \$2.00 and felt that wasn't enough compensation; this is still less than if we were paying the full salary for the EMS director position.

2) How will it appear on his pay advice? Mitch stated he will leave that up to Maridee – it will be a separate line.

3) Impact to the budget is positive since September.

**Motion by Jeannot, seconded by Sauer, to recommend to the Board of Commissioners to approve the County Administrator's recommendation on interim pay for the EMS Interim Director as noted with the changes on the work sheet of \$31.02 OT rate to \$32.52. Ayes: All
Nays: None Exc: Warsecke Motion carried.**

Other: None

Public Input: None

10:13 a.m. Meeting adjourned.

Dawn Olney
Benzie County Clerk

Motion by _____, seconded by _____, to adopt the HR Consent Calendar as follows:

- Removed*
1. To approve the County Administrator's recommendation on interim pay for the EMS Interim Director as noted with the changes of the work sheet of \$31.02 OT rate to \$32.52.

DRAFT

Jim Henderson - 9/5/17 - 1/5/18

Corrected sheet

Hourly Rate

Pay period	Pay date	Hourly Rate	O/T Rate	Hours		Gross
				Worked	O/T	
9/4-9/9	9/15/2017	18.68	28.02	52		22 \$ 1,587.80
9/10-9/23	9/29/2017	18.68	28.02	80		17 \$ 1,970.74
9/24-10/7	10/13/2017	18.68	28.02	80		16 \$ 1,942.72
10/8-10/21	10/27/2017	18.68	28.02	80		17.5 \$ 1,984.75
10/22-11/4	11/10/2017	18.68	28.02	80		18 \$ 1,998.76
11/5-11/18	11/24/2017	18.68	28.02	80		18 \$ 1,998.76
11/19-12/2	12/8/2017	18.68	28.02	80		18 \$ 1,998.76
12/3-12/16	12/22/2017	18.68	28.02	80		18 \$ 1,998.76
12/17-12/30	1/5/2018	18.68	28.02	80		18 \$ 1,998.76
				692	162.5	\$ 17,479.81

Assume \$3.00/hr for additional duties

Pay period	Pay date	Hourly Rate	O/T Rate	Hours		Gross
				Worked	O/T	
9/4-9/9	9/15/2017	21.68	32.52	52		22 \$ 1,842.80
9/10-9/23	9/29/2017	21.68	32.52	80		17 \$ 2,287.24
9/24-10/7	10/13/2017	21.68	32.52	80		16 \$ 2,254.72
10/8-10/21	10/27/2017	21.68	32.52	80		17.5 \$ 2,303.50
10/22-11/4	11/10/2017	21.68	32.52	80		18 \$ 2,319.76
11/5-11/18	11/24/2017	21.68	32.52	80		18 \$ 2,319.76
11/19-12/2	12/8/2017	21.68	32.52	80		18 \$ 2,319.76
12/3-12/16	12/22/2017	21.68	32.52	80		18 \$ 2,319.76
12/17-12/30	1/5/2018	21.68	32.52	80		18 \$ 2,319.76
				692	162.5	\$ 20,287.06
diff						\$ 2,807.25

Committee Appointments

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES**APPLICATION**DATE: OCT.30,2017Name: GAYLORD M. JOWENAddress (including PO Box): P.O. Box 626 FRANKFORT MI 49635County District: _____ Home Telephone: 231-352-4121Occupation: FUNERAL DIRECTOR Business Telephone: 231-352-4121

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

1. DHHS BOARD

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

Re-Appointment**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

1/8/14

RECEIVED

OCT 30 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: 10/3/17

Name: Michael C Mead

Address (including PO Box): 2241 Valley rd PO BOX 41 HONOR 49640

County District: Homestead

Home Telephone: 231 325 3341

Occupation: RETIRED / FIRE FIGHTER Business Telephone: 231 383 5127

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

1. EMS Advisory

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

WOULD LIKE TO REFILL MY SPOT ON EMS ADVISORY

RETIRED AFTER 40 YEARS BENZIE EMS AS VENDOR MANAGER

HOMESTEAD AREA AMBULANCE

49 YEARS HOMESTEAD FIRE RESCUE STILL ACTIVE

4 YEARS US ARMY

LIFE LONG BENZIE COUNTY

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

OCT 04 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617



Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: November 7, 2017
Subject: Solid Waste Advisory Committee Appointments

On Monday November 6, 2017 the interview team of Commissioners Carland, Warsecke and Roelofs interviewed candidates for a two year appointment (expiring 12/31/19) to the Solid Waste Advisory Committee (SWAC). There were 4 openings to the SWAC.

The four applicants interviewed by the interview team were as follows:

Roger Shultz
David Zempel
Marlene Woods
Dennis Fischgrabe

After interviewing each candidate and discussion by the interview team a motion was made by Carland, seconded by Warsecke to appoint Roger Schultz, David Zempel, Marlene Woods and Dennis Fischgrabe to two year terms to the SWAC with their terms to expire on December 31, 2019. Motion carried unanimously.

RECEIVED

NOV 07 2017

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



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator *M Deisch*
Date: November 7, 2017
Subject: Betsie Valley Trail Committee Appointments

On Monday November 6, 2017 the interview team of Commissioners Griner, Sauer and Walterhouse interviewed John Rothhaar to fill an unexpired seat on the Betsie Valley Trail Committee.

After interviewing the candidate and discussion by the interview team a motion was made by Sauer, seconded by Walterhouse to appoint John Rothhaar to the Betsie Valley Trail Committee to a term to expire on April 15, 2019. Motion carried unanimously.

RECEIVED

NOV 07 2017

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



Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: November 7, 2017
Subject: Planning Commission Appointments

On Monday November 6, 2017 the interview team of Commissioners Carland, Sauer and Warsecke interviewed applicants to fill vacancies on the Benzie County Planning Commission. Planning Commission Vice-Chair Lori Hill also participated in the interviews, however did not have a vote in selection of candidates.

The six applicants interviewed by the interview team were as follows:

Walter H. Roch Von Rochsburg – City of Frankfort
Gerald Wilgus – Joyfield Township
Chuck Beale – Blaine Township
Jim Clark – Inland Township
Vince Edwards – Village of Lake Ann
Betsy Evans – Joyfield Township

After interviewing each candidate and discussion by the interview team which included extensive dialog about the need to diversify Planning Commission geographical representation throughout the County and scheduling terms that would ultimately have 1/3 of the Planning Commission terms expiring every year the following the following individuals were approved by the interview team.

Walter H. Roch Von Rochsburg	2 year term	unanimously approved
Jim Clark	3 year term	unanimously approved
Vince Edwards	2 year term	unanimously approved
Chuck Beale	1 year term	unanimously approved
Betsy Evans	1 year term	approved on a 2-1 vote, Carland opposing

Based upon the new ordinance which will require an odd number of Planning Commissioners not less than 7 and no more than 11, only 5 recommendations were made, which will bring the Planning Commission total to 7 members with the two existing members (Commissioner Carland and Education Representative Lori Hill).

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NOV 07 2017

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

ACTION ITEMS

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Benzie County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 0.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.

5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

Benzie COUNTY

By: Custer Carland

Print name: Custer Carland

Its: Chairman
(title)

Date: 11/14/17

Appendix A

Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange 35.8.0.0 - 35.9.255.255
CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935,443) (authentication)
35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
35.9.83.132 (all) (vpn.msu.edu)
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.9.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
35.8.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP - 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

Dawn Olney

From: Doug Durand <durandd@benzieseniorresources.org>
Sent: Thursday, November 02, 2017 11:41 AM
To: Dawn Olney
Cc: Mitch Deisch; Maridee Cutler; Beverly Holbrook
Subject: Action Item for the November 14th Benzie County BoC Meeting
Attachments: BSR and BCCOM contract memo 11-2-17.docx; Draft Contract for October 1 2017 through September 30 2020.docx

Hi Dawn,

I had a meeting with Mitch and Maridee yesterday afternoon regarding the contract between Benzie County/Benzie County Commission on Aging and Benzie Senior Resources. I would like to request that the contract between Benzie County/Benzie County Commission of Aging and BSR be placed under Action Items for the November 14, 2017 Board of Commissioners Meeting to be approved.

Attached is the proposed contract and a memo to the Board of Commissioners for them to review prior to the meeting.

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

Thanks and take care,

Douglas Durand
Executive Director
Benzie Senior Resources
10542 Main Street
Honor, MI 49640
durandd@BenzieSeniorResources.org
231.525.0600
231.325.4855 (Fax)
www.benzieseniorresources.org
www.facebook.com/benzieseniorresources - Like us on Facebook!

Confidentiality Statement:

This electronic message contains information from Benzie Senior Resources, and is confidential and privileged. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify us by telephone 231.525.0600 immediately. Thank you for your cooperation.

Memorandum

To: Benzie County Board of Commissioners

From: Douglas Durand

Date: 11/2/2017

Re: Contract between Benzie County Commission on Aging and Benzie Senior Resources

Hello,

I am asking for your approval regarding the contract between Benzie County/Benzie County Commission on Aging and Benzie Senior Resources to provide services to older citizens 60 years and older in Benzie County.

The contract is the same as the one that was approved on December 20, 2016, with 3 minor changes.

Section I Program to be operated by Benzie Senior Resources

I removed the wording in reference to the merger between Benzie County Council on Aging and Benzie Home Health Care. The merger was completed on October 1, 2016 and is now into the year 2 as Benzie Senior Resources.

Section III (a) Agreement Period and Termination

I would like this contract to follow the dates of the Senior Millage and be extended to 3 years. This period would be the 1st day of October, 2017 and share continue through the 30th day of September, 2020. It would simplify the agreement between the two parties.

Section IV (a) – Compensation

The change is in the total compensation to be paid by the County to Benzie Senior Resources. This new rate reflects the change in the levy amount from .66 mil1 to .85 mill. The estimated amount of \$1,030,038.81 for services in the first year to older citizens 60 years and older in Benzie County.

Other considerations to approve the contract include;

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NOV 02 2017

BENZIE COUNTY CLERK
BENZIE, MI 49617

November 2, 2017

The contract was reviewed by the County's attorney.

There are options for early termination of the contract for both parties if that is deemed necessary and it does state in the contract what those scenarios would consist of.

I am looking forward to our mutual agreement between Benzie County/Commission on Aging and Benzie Senior Resources. Benzie Senior Resources is honored to be helping Benzie seniors navigate the aging process through education, enrichment with affordable quality care in their homes.

Sincerely,

Douglas Durand

SERVICES AGREEMENT

Between

BENZIE COUNTY COMMISSION ON AGING

And

BENZIE SENIOR RESOURCES

(An Independent 501(c)3 Nonprofit Entity)

This agreement is made and entered into on October 1, 2017, by and between the County of Benzie/Benzie County Commission on Aging (hereafter referred to as the "**County**" or "**Commission**") and Benzie Senior Resources (hereinafter referred to as "**BSR**"), located at 10542 Main Street, Honor Michigan.

WHEREAS, the Parties agree that this Agreement supersedes any and all prior contracts between the parties.

- I. **Program to be operated by BSR.** BSR shall develop and operate a Program to provide the services set forth in the attached Service Plan Scope of Work, labeled Exhibit "A", which is incorporated by reference into this Agreement (hereinafter referred to as the "Program").
- II. **Duties of BSR.** BSR, in accordance with the general purposes and objectives of this Agreement as herein specified, shall:
 - A. Develop, administer, and operate the Program.
 - B. Submit reports as hereinafter required.
 - C. Provide the necessary administrative, professional and technical staff and outside contractors for the operation of the Program, and be responsible for the hiring, management and payment of such staff members.
 - D. Upon request, **BSR** shall provide the **County's** designee with proof of its possession of any fidelity bonds as required herein, and shall notify the **County** of any cancellation or termination of such bonds.
 - E. The County Treasurer (or a designee of the County Treasurer) or a representative selected by the **County** Board of Commissioners shall remain as a non-voting liaison to the **BSR** Board to provide input to **BSR** regarding **County** business and perspective on **BSR** activities; and to report to the **County** Board regarding activities of the **BSR** and how the **County** can work with **BSR** to improve services

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to seniors in the County. The liaison to **BSR's** Board can participate in open sessions concerning **BSR** business related to the Program.

III. Agreement Period and Termination.

- A. **BSR** shall commence performance of the services and obligations required of it on the 1st day of October, 2017, and shall continue said services through the 30th day of September, 2020. The parties acknowledge that this Agreement may be renewed by mutual agreement of the parties for an additional five-year period or such other period as agreed upon by the parties in writing.
- B. If **BSR** fails to fulfill in a timely and proper manner its obligations under this Agreement, or violates any of the covenants, agreements and stipulations herein, the **County** shall give **BSR** written notice of such breach and **BSR** shall take reasonable steps necessary to remedy such breach within fifteen (15) days, and **BSR** shall fully remedy such breach within thirty (30) days, or the period of time in which the breach can reasonably be cured. If the breach results in a significant disruption or decline in the quality of services provided under the Program as a result of the action or inaction of **BSR**, the **County**, within its sole discretion, shall have the right to terminate this Agreement. Such termination shall then take immediate effect upon receipt of written notice by **BSR**. In the event of any breach that **BSR** fails to remedy as provided in this paragraph, the **County** may withhold payment of future amounts under this Agreement until the applicable breach has been cured. It is expressly understood and agreed by **BSR** that in the event of a breach of this Agreement and its termination by the **County**, the **County**, in addition to the recovery of funds as provided herein, reserves the right to seek any other remedies available by law and/or equity.
- C. In the event of an early termination of the Agreement pursuant to paragraph B ("**Early Termination**"), the parties shall promptly coordinate and convene a joint special public meeting for the parties to address all urgent senior needs in good faith, and **BSR** shall make reasonable efforts to provide information reasonably necessary to assist other organizations in meeting the needs of seniors, to the extent consistent with applicable laws and its status as a 501(c)(3) tax-exempt organization.

IV. Compensation

- A. (1) It is expressly understood and agreed that in no event will the total compensation to be paid by the **County** to **BSR** under this Agreement from the Senior Citizens Millage Fund exceed the amount levied on the annual December property tax bill, unless this Agreement is formally amended. The total amount as submitted is \$1,030,038.81, which shall be paid in advance monthly installments of \$85,836.57, payable at the beginning of each month. In the event that payment to **BSR** is reduced for reasons outside the control

of **BSR** or the **County**, it is understood that **BSR** in its discretion shall adjust delivery of Program services in the manner necessary to accommodate the reduced payment, with input and advice from the **County**.

(2) Payments for other services for senior citizens also come from the dedicated millage levied by the **Commission**. These include, but are not limited to the Area Agency on Aging of Northwest Michigan and other such dues, programs, and/or services that are determined to be necessary, essential and/or beneficial by the **Commission**.

- B. For the time period in which the Senior Citizen Services Agreement remains in effect between the parties, as it may be extended or renewed, and **BSR** leases from the **County** the premises located at 10542 Main Street, Honor, Michigan 49640, **BSR** shall provide compensation in the amount of \$1.00 annually to the **County**. This in kind additional compensation shall cease immediately upon the termination of the parties' lease agreement, or upon the termination of **BSR's** occupancy of such leased premises, or the termination of this Agreement at the option of the **County**.
- C. It is further agreed between the **County** and **BSR**, upon **BSR's** application and demonstration of need to fund additional senior services and Programs, and contingent on the availability of funds, that the parties may amend this compensation section of the Senior Citizens Services Agreement to provide **BSR** with additional supplemental funding to cover authorized activities as may be specified in any amended Agreement.
- D. In the event that the funds granted in this Agreement or any portion thereof are found to be unauthorized by either the laws of the State of Michigan, an opinion issued by the Michigan Attorney General, a Michigan Court Decision, or in any future audit of the **County**, **BSR** shall reimburse the **County** for all such required funds found to be unauthorized, to the extent such funds have not previously been utilized by **BSR** within the provisions of this Agreement. The **County** shall make reasonable efforts to reimburse **BSR** for returned funds to the extent authorized and permitted by law.
- E. The failure of **BSR** to provide Program services in accord with this Agreement due to a reduction or elimination of funding shall not be considered a breach of this Agreement.

- V. **Return or Use of Excess Funds.** Any unused and unobligated funds provided under this Agreement and in **BSR's** possession at the end of a fiscal year shall be rolled into the fund balance of **BSR's** account. The **County** shall not have the right to unobligated funds from other sources. If or when this Agreement terminates, unused and unobligated funds shall be returned to the **County** or used in accordance with the instructions provided by the **County**. **BSR** shall not be required to return

funds that came from other sources as determined by **BSR** based its discretion on its reasonable accounting methods.

- VI. **Accounting Procedures.** **BSR's** accounting procedures and internal financial controls shall conform to generally accepted accounting practices in order that the costs allowed by this Agreement can be readily ascertained and expenditures verified.

- VII. **Capital Expenditures**
Any significant capital improvements, expenditures for equipment, vehicles, fixed assets or property will be approved/disapproved at the discretion of **BSR** Board of Directors.

- VIII. **Reports.** **BSR** shall prepare and submit to the **County** the following reports:

A. **Annual**

- i. *Annual budget/appropriation request*, including available programmatic and financial data, the planned activities of **BSR** and the services to be provided during the upcoming fiscal year, and **BSR's** anticipated costs shall be submitted in accordance with the timetable established by the **County**. Sixty (60) days notice of the established timetable shall be provided to **BSR**.
- ii. *Annual report*. The focus will be operational in nature with revenue and expense figures used as appropriate to discuss operations. A written report shall be provided no later than the 1st scheduled Board of Commissioners Meeting in December under the "Commission on Aging."
- iii. *Audit report*. **BSR** shall conduct an annual financial audit of its activities and submit a copy of the audit report to the **County** after **BSR's** receipt of such audit report, and after such report has been reviewed and approved by **BSR's** Board.

- B. **Monthly:** All information submitted to **BSR** Board members as part of the monthly Board member information packet related to the Program, including, without limitation:

- i. Minutes of prior month's meeting;
- ii. Statement of Financial Condition (including breakdown of assets and liabilities compared to previous year);
- iii. Statement of Financial Income and Expense, both monthly and YTD (including breakdown of income/expenses for the applicable month as compared to previous year;

- iv. Budget vs. Actual Income/Expenses YTD (including comparison between budgeted amounts and amounts actually expended or received for the applicable calendar year); and
 - v. Current or reasonably anticipated legal/financial risks, if any (including Workers Comp, employee disability claims, claims by recipients of services, and/or other risks that could affect the ability of BSR to meet its obligations under this Agreement).
- C. Other: In addition to the foregoing, BSR shall provide additional information and reports as may be reasonably requested by the **County** from time to time, within a commercially reasonable time of such request. If the information or report is not already produced by BSR in the ordinary course of business, the **County** will pay the cost of producing the report.

IX. **Access to Books, Documents, Papers and Records.** Within the limitations of HIPPA or other confidentiality and/or privacy statutes, regulations, duties, or other best practices, including those applicable to a 501(c)(3) tax-exempt organization, BSR shall provide financial and operational transparency to the **County** on matters related to the Program. Subject to the foregoing limitations, at reasonable times and places and with reasonable notice to BSR, all books, documents, papers and records related to the funds allocated under this Agreement, including but not limited to monthly bank or other financial institution statements; canceled checks; invoices; vouchers; salary and fringe benefit records; purchase orders; inventory statements; grant, federal, state or other agency paperwork; and contracts of BSR related to the funding provided in this Agreement shall be open to inspection during regular working hours by the **County** through the Benzie **County** Board of Commissioners or its designee. Refusal to allow the **County** or its representative's access to said records shall constitute a material breach of this Agreement and grounds for termination.

X. **Maintenance of Records.** BSR shall keep and maintain records in accordance with the Records Retention Schedule in Exhibit B or for a period of seven (7) years after termination of this Agreement or until a final audit has been performed by the **County**, whichever occurs later. In the event the **County** has not performed a final audit within said seven (7) year period, BSR may dispose of the records within the limitations of except as may be prohibited by HIPPA or other confidentiality and/or privacy statutes that otherwise apply to BSR.

XI. **Open Meetings Act/Freedom of Information Act.** BSR shall comply with the Open Meetings Act and Freedom of Information Act respectively, with respect to the **County**, for matters related to the Program.

- XII. **Meeting Attendance/Participation.** A representative of **BSR** shall attend at least one regular monthly meeting of the **County** to provide reports, updates and schedules of activities and to answer questions.
- XIII. **Nondiscrimination.** **BSR** shall not discriminate against a person to be served or an employee or applicant for employment, and shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations.
- XIV. **Applicable Laws and Regulations.** All funded programs and services shall be subject to all applicable provisions of the Older Americans Act as amended and the Act's regulations and policies; to all applicable operating standards of the Michigan Aging & Adults Services Agency; and all applicable Federal, State and Local laws, ordinances, rules and regulations.
- XV. **Independent Contractor.** It is expressly understood and agreed that **BSR** is an independent contractor. The employees and agents of **BSR** shall in no way be deemed to be and shall not hold themselves out as the employees or agents of the **County**. **BSR's** employees and agents shall not be entitled to any fringe benefits of the **County** such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. **BSR** shall be responsible for paying any salaries, wages, or other compensation due its employees for services performed pursuant to this Agreement and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. **BSR** shall carry Workers' Compensation coverage for its employees, as required by law, and shall provide the **County** with proof of said coverage upon request.
- XVI. **Indemnification and Hold Harmless.** **BSR** shall, at its own expense, indemnify, protect, defend and hold harmless the **County**, its elected and appointed officers, employees and agents from all third party claims, damages, lawsuits, costs, and expenses, including but not limited to all costs from administrative proceedings, court costs and attorney fees that it may incur to the extent they are the result of any acts, omissions or negligence of **BSR**, its employees, agents or subcontractors that may arise out of this Agreement and/or its prior Agreements.
- XVII. **Insurance.** **BSR** shall procure, pay the premium, keep and maintain during the term of this Agreement, comprehensive general and professional liability insurance with contractual liability coverage in an amount of not less than Two Million and No/100 (\$2,000,000.00) per occurrence, and/or aggregate, combined single limit covering all personal and bodily injuries, death, and/or property damage arising from the Program operated pursuant to this Agreement. **BSR** shall provide the **County** with a certificate of insurance proper to the commencement of this Agreement upon request. **BSR** shall maintain such other insurances as it deems appropriate for its own protection. Premises liability insurance in the amount of One Million and

No/100 (\$1,000,000.00) shall be provided by BSR. Benzie County is to be named as an additional insured and loss payee on BSR's liability policy.

XVIII. In the event that BSR's insurance coverage, including Workers' Compensation insurance required under this Agreement is at any time reduced or terminated during the duration of the Agreement, BSR's insurer shall provide the County with at least thirty (30) days prior written notification of such reduction or termination.

XIX. **Notice**

Any notices permitted or required under this Agreement shall be made to the parties as follows:

To the County: Chair, County Commission
448 Court Place
Beulah MI 49617

County Administrator
448 Court Place
Beulah MI 49617

To BSR: Chairperson, Benzie Senior Resources
10542 Main Street
Honor MI 49640

Executive Director, Benzie Senior Resources
10542 Main Street
Honor MI 49640

XX. **Modifying the Agreement.** This Agreement may be modified only by a writing signed by both parties.


XXI. **Applicable Law.** This Agreement will be governed by the laws of the State of Michigan.

XXII. **Successors and Assigns.** All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, if any, successors, and assigns.

XXIII. **No Third Party Beneficiaries.** This Agreement is for the sole benefit of the parties and their respective successors and permitted assigns, and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

The authorized representatives of the parties hereby have fully executed this Agreement on the day and year first above written.

Dated: 11/14/17


Benzie County Chairperson, with authority

Dated: _____

Benzie Senior Resources Board President,
with authority (or other person with legal
authority)

Attachments: Exhibit A – Program Services
Exhibit B – Records Retention Schedule

Exhibit A

Benzie Senior Resources Programs and Services

- Home Delivered Meals. Hot nutritious meals with milk Monday through Friday, breakfast for the week, frozen meals for the weekend and a cold meal for dinner.
- Home Health Care – Assistance with personal care, meal preparation, light housekeeping, exercise, errands and companionship, based upon an assessment and care plan developed by a registered nurse.
- Senior Centers – The Gathering Place in Honor operates Monday – Friday and the Community Building in Thompsonville operates on the first Friday of each month. These sites connect older adults to vital community services, which support a healthy, independent lifestyle. These services include: health, fitness and wellness programs, and social and recreational activities.
- Respite – Much needed time off with peace of mind for family caregivers.
- Homemaker - Light housekeeping every other week for up to two hours per visit.
- Medication Management – Help with medication management by a registered nurse.
- Guardian Medical Monitoring - A hands-free, personal help button designed to get help when needed most.
- Congregate Meal Sites –Congregate meals promote good physical and mental health for older adults through nutritious meals and opportunities for social interaction.
- Information and Assistance - Linking individuals with the services and programs that best address their needs.
- Snow Removal – Shoveling and plowing to ensure that seniors are able to get in and out of their homes and driveways in winter.
- Benzie Senior Oral Health Program - Up to a \$300 voucher to assist a limited number of older adults in obtaining much needed dental care.
- Project Lifesaver™ - A system of personnel, training and equipment providing an effective way to keep individuals who might wander safe.
- Senior Essential Needs Fund - Assisting those in desperate need of shelter repairs, utilities, food and medical needs.

- Lawn Chore - Outdoor maintenance intended to increase the safety of individuals living in their own home.
- Equipment Loan Closet - Free loans of gently used medical equipment.
- Medicare/ Medicaid Assistance Program (MMAAP) – Objective and confidential health insurance counseling by trained volunteers.
- Dining Out Program – Vouchers at participating restaurants to give seniors more nutritional choices.
- Senior Transportation – Free Benzie Bus passes for all Benzie County residents age 60 and older.
- Senior Companion – Connecting homebound Benzie seniors with a companion that visits and provides caring friendship.
- Hearing Clinic – Free hearing tests and free hearing aid checks and servicing.
- Foot Clinic – Nail trimming and overall foot assessment by a trained registered nurse every 6 weeks.
- Blood Pressure Clinic – Twice monthly.
- Estate Planning – A free monthly opportunity for seniors to speak with an experienced estate planning attorney to review, update and/or create an estate plan.
- Tax Preparation - Free tax return preparation by volunteer preparers throughout the tax season.
- Senior Project Fresh – Coupon booklets to provide older adults who qualify with unprocessed, Michigan-grown products from authorized farmers markets and roadside stands.
- Matter of Balance – An 8 week, 2 hour/ week class taught by two certified coaches that emphasizes practical strategies to reduce fear of falling and increase activity levels.

Exhibit B***Benzie County Council on Aging - Document Preservation Schedule***

The following table provides the minimum requirements of document retention and periodic destruction of documents pertaining to the operation of Benzie County Council on Aging.

TYPE OF DOCUMENT	MINIMUM RETENTION REQUIREMENT
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Checks (for important payments and purchases)	Permanently
Client Files	7 years
Contracts, mortgages, notes and leases (expired)	7 years
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment, Board and Volunteer Applications	3 years
Expense Analyses/expense distribution schedules	7 years
FEMA	4 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

2004 National Council of Nonprofit Associations, www.ncma.org

Adopted by Council on Aging Board of Directors July 20, 2012



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator *MD Deisch*
Date: November 8, 2017
Subject: Revised Planning Commission Ordinance

The Benzie County Board of Commission approved revisions to the Planning Commission ordinance at their October 24, 2017 meeting.

During the discussions of the Planning Commission ordinance the Board had discussion about changing the language to allow for no fewer than 7 members and no more than 11 members.

These changes were discussed with County Attorney, who proposed the following language to be incorporated into the Planning Commission ordinance:

A. Number of Members: The Planning Commission shall consist of an odd number of not less than 7 and not more than 11 members, as determined from time to time by the Benzie County Board of Commissioners, and appointed by the Benzie said County Board of Commissioners; except that if the Board of Commissioners decides to reduce the number of members of the Planning Commission, such reduction shall not result in the termination of the term of an existing member, but instead shall take effect upon the expiration of said member's term. To be qualified to be a member and remain a member of the Planning Commission, the individual shall meet the qualifications set out below.

This new language has been incorporated into the Planning Commission ordinance. It was the opinion of the County Attorney that this change was beyond a mere clerical adjustment and that the Board of Commission would need to re-approve the Planning Commission ordinance with the changes.

Requested Action

The Benzie County Board of Commission could take action to approve the revised Planning Commission ordinance with the County Attorney provided language regarding number of members serving on the Planning Commission and authorize the Clerk to post the new ordinance as required to become effective.

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BENZIE COUNTY, MICHIGAN ORDINANCE NUMBER ##

BENZIE COUNTY PLANNING COMMISSION ORDINANCE

AN ORDINANCE TO AMEND ORDINANCE NUMBER 2012-001, THE BENZIE COUNTY PLANNING COMMISSION ORDINANCE, TO INCREASE THE NUMBER OF COUNTY BOARD OF COMMISSIONER MEMBERS WHO MAY BE APPOINTED, AND TO ADD LANGUAGE REGARDING LOCAL UNIT OF GOVERNMENT MEMBERSHIP.

The County of Benzie hereby ordains:

Section 1. Repeal of Ordinance No. 2009-002; Continuation Planning Commission.

Ordinance No. 2009-002 which established a planning commission for the County of Benzie under 2008 PA 33, the Michigan Planning Enabling Act (MPEA), is hereby repealed, but the planning commission for the County of Benzie established thereby shall be continued as provided for in this ordinance. The planning commission shall be and remain constituted in accordance with and shall have all of the powers and duties set forth in the MPEA and in this ordinance. No matter pending before the planning commission as of the effective date of this ordinance shall be affected in any way by the fact that the planning commission is being reconstituted by this Ordinance. All such pending matters shall be carried forward under the planning commission at the same status as existed prior to the effective date of this ordinance.

Section 2. Membership.

A. Number of Members: The Planning Commission shall consist of an odd number of not less than 7 and not more than 11 members, as determined from time to time by the Benzie County Board of Commissioners, and appointed by said Board of Commissioners; except that if the Board of Commissioners decides to reduce the number of members of the Planning Commission, such reduction shall not result in the termination of the term of an existing member, but instead shall take effect upon the expiration of said member's term. To be qualified to be a member and remain a member of the Planning Commission, the individual shall meet the qualifications set out below.

B. Conditions of Membership:

1. Members of the Planning Commission shall be qualified electors of the county.
2. Appointed members of the Planning Commission shall attend educational programs designed for training members of Michigan planning commissions if the adopted Benzie County budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for such training. Nothing in this paragraph shall prevent a member who has not had training from finishing his or her term of office unless the member resigns or is otherwise removed by action of the County Board of Commissioners as provided by law. Unless the County Board of Commissioners finds that such member has special skills desired for service on the Planning Commission, a member who fails to attend any

training made available shall be ineligible for reappointment at the conclusion of his or her term.

3. Training programs which qualify to meet this requirement shall be designed to maintain or increase the skill level of Planning Commission members in the area of planning, zoning and/or the law relative thereto and shall include:

- a. educational programs presented by established educational institutions such as universities, colleges or community colleges;
- b. educational programs presented by an established association of governmental units or governmental officials, such as the Michigan Association of Counties, the Michigan Townships Association, the Michigan Municipal League or the Michigan Association of Municipal Attorneys;
- c. educational programs presented by experienced planning and/or legal consultants, or associations thereof, such as the Michigan Association of Planners or the Michigan Bar Association.

C. Ex Officio Member: The County Board of Commissioners may, but is not obligated to, appoint up to two of its members to serve as an ex officio member of the Planning Commission with full voting rights.

D. Terms of Members: Members of the Planning Commission, other than the ex officio member, shall be appointed to 3-year terms as specified in section 15 of the MPEA. However, of the members of the Planning Commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all members shall expire each year. Each member, including ex officio members, shall hold office until his or her successor is appointed. Ex officio members qualify as members as long as they hold membership in the organization that authorizes their ex officio membership on the Planning Commission. Qualified members may hold successive terms.

The term of an ex officio member of a planning commission shall be as specified in the Michigan Planning Enabling Act which currently provides as follows:

- (1) The term of a chief elected official shall correspond to his or her term as chief elected official.
- (2) The term of a member of the legislative body shall expire with his or her term on the legislative body.

E. Planning Commissioner Appointments to Other Boards and Commissions. As provided in Section 1 of the County and Regional Parks and Recreation Commissions Act, Public Act 261 of 1965 [MCL 46.351], the chairperson of the Planning Commission shall serve on the county Parks and Recreation Commission. At the request of the chairperson, the Planning Commission may designate one of its members to serve on the Parks and Recreation Commission in place of the chairperson.

F. Vacancy: If a vacancy occurs on the Planning Commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment.

G. Removal: Pursuant to section 15, paragraph 9 of the MPEA, The Benzie County Board of Commissioners may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges prepared by or directed to be prepared by the board of commissioners and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office. Repeated failure to attend Commission meetings shall be considered nonfeasance of office. The secretary of the Planning Commission shall report any member who has missed three regular meetings in a row to the Benzie County Board of Commissioners.

H. Compensation: All members of the Planning Commission may be compensated at such rate as may be determined from time to time by resolution of the county board of commissioners. Members of the Planning Commission may be reimbursed for actual, reasonable and necessary expenses incurred in the discharge of their duties to the extent provided for by actual appropriation of money for said purposes.

I. Appointment of Members: The Chairman of the Benzie County Board of Commissioners shall, with the approval of the Board, appoint the members of the planning commission. Members shall be representative of important segments of the community such as the economic, governmental, educational, and social development of the county, in accordance with the major interests as they exist from time to time in the county such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. Members shall also, to the extent possible, be representative of the entire geography of the county.

J. Education Member: The Benzie County Board of Commissioners shall make every effort to appoint *an elected*, or an administrative employee of a school district included, in whole or in part within Benzie County.

K. Local Unit of Government Members: The Benzie County Board of Commissioners shall make every effort to appoint a member of a township, village, city planning commission or elected board, or a member of a joint planning commission located within Benzie County.

L. Transition from Previous Ordinance: If necessary to reduce the number of members of the planning commission from that number of persons appointed under 4 prior Ordinance No. 2009-002 to the number required by this ordinance, the board of commissioners, in its sole discretion, but mindful of the representation guidelines set forth in the MPEA and section 2 of this ordinance, may remove any members necessary to reduce the planning commission membership to the number of members authorized by section 2 of this Ordinance. In doing so, the Board of Commissioners may also re-align the terms of members so that, except for the ex officio member, the terms of no more than one-third of the members will expire in each year.

Section 3. Organization and Procedures.

A. The Planning Commission shall elect a chairperson, vice chairperson, and secretary from its members and fill other offices, as it considers advisable. An ex officio member is not eligible to serve as an officer. The term of each officer shall be 1 year, with opportunity for reelection as specified in the Planning Commission's bylaws.

B. *Bylaws.* The Planning Commission shall adopt bylaws for the transaction of its business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

C. *Advisory Committees.* The Planning Commission may appoint advisory committees whose members need not be members of the Planning Commission.

D. *Annual Report.* No later than the 1st day of June of each year, the Planning Commission shall submit an annual written report, including a work program for the coming year, and a budget request for the commission and planning department to the county board of commissioners concerning its operations and the status of planning activities. The report may also make recommendations to the legislative body regarding planning and development. Once the annual report is done, or concurrently, the planning commission may prepare a detailed budget of its operations for the coming year. This should be accompanied by a work program describing each proposed activity and the budget to go with it. The legislative body may approve or disapprove the budget, but in any event the planning commission must operate within the funds appropriated by the legislative body to cover its operations.

E. *Meetings.* The Planning Commission shall hold not less than 4 regular meetings each year. The time and place of the meetings shall be established by resolution. Unless the bylaws provide otherwise, a special meeting of the Planning Commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws provide otherwise, the secretary shall send written notice of a special meeting to Planning Commission members not less than 48 hours before the meeting.

F. *Open Meetings Act.* The business that the Planning Commission may perform shall be conducted at public meetings held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by that act.

G. *Freedom of Information Act.* A document prepared, owned, used, in the possession of, or retained by the Planning Commission and staff members in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, 1976 PA442, and MCL 15.231 to 15.246.

Section 4. Conflict of Interest.

A. Conflict of interest shall be defined as a situation in which a planning commissioner has competing professional or personal interests in the outcome of a vote. Such competing interests include but are not limited to financial reward or the involvement of employers or immediate family members. Such competing interests can make it difficult to fulfill his or her impartiality. A conflict of interest exists even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the conduct of

Planning Commission business. "Immediate family" shall include a member's spouse, children, other dependents, parents, siblings and a spouse's parents and a spouse's siblings.

B. In accordance with MPEA Section 15. (9), failure of a Planning Commission member to disclose a potential conflict of interest constitutes malfeasance in office.

C. Before joining in deliberation, fact finding, or casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. Following such disclosure, unless a majority of the remaining members of the Planning Commission excluding the member with the potential conflict, finds that no conflict exists, the member with the conflict is disqualified from fact finding, deliberation, and voting on the matter.

Section 5. Duties and powers.

A. *Master Plan.* The Planning Commission shall make and approve a master plan as a guide for development within the county and shall adopt same in accordance with the requirements of Sections 31 through 51 of the MPEA.

B. *Capital Improvements.* No work shall be initiated on any project involving the expenditure of money by a county board, department, or agency for the acquisition of land, the erection of structures, or the extension, construction, or improvement of any physical facility by any county board, department, or agency unless a full description of the project, including, but not limited to, its proposed location and extent, has been submitted to the Planning Commission and the report and advice of the Planning Commission on the proposal has been received by the county board of commissioners, all in the manner provided for in sections 61 and 63 of the MPEA.

C. *Capital Improvements Program.* To further the desirable future development of the county under the master plan, the Planning Commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements. All procedures in the preparation and processing of such capital improvements plan shall be in accordance with sections 65 and 67 of the MPEA.

D. *Subdivision Regulations and Plat Approval.* The Planning Commission may recommend to the County Board of Commissioners provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105, and shall review and make recommendations on plats before action thereon by the County Board of Commissioners under section 112 of the land division act, 1967 PA 288, MCL 560.112, all in accordance with the provisions of section 71 of the MPEA.

E. *Education; Consultation.* To promote public interest in and understanding of the master plan, the Planning Commission may publish and distribute copies of the master plan or of any report, and employ other means of publicity and education. The Planning Commission shall consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens concerning the promotion or implementation of the master plan pursuant to the MPEA, section 51.

F. Consultants: Upon request by the planning commission or upon its own initiative, the board of commissioners may retain the services of a professional planner or other professional consultant to assist the planning commission in any matter within the planning commission's jurisdiction. Before retaining such consultant, however, the board of commissioners shall consider any consultants recommended by the planning commission.

G. Management:

a. The County Board of Commissioners may, but is not obligated to, appoint a county planner. If, however, the Board does appoint a county planner, the management of planning staff, if any, shall be supervised by the county planner.

b. The planning commission shall manage and direct the county planner, if one is appointed, for purposes of prioritization of projects, planning policy, annual work plan, subdivision review, capital improvement program and reviews, other matters of business which come before or are assigned to the planning commission, and evaluation of performance in these areas.

c. The management of the county planner, if one is appointed, shall be under the general supervision and control of the Board of Commissioners, or its designee, for purposes of being the sole employer, including but not limited to payroll, benefits, department head administrative and managerial duties, budget, other non-planning duties that may be assigned (e.g., EDC, Remonumentation, Recreation/Parks, Brownfield Board, etc.), compliance with Benzie County employee policies and evaluation of performance in these areas.

d. The management of the county planner, if one is appointed, shall be under the general supervision and control of the Board of Commissioners. Only the Board of Commissioners may hire or fire the county planner.

e. The Board of Commissioners, and its designee, shall carry out its general supervision of the county planner with full consultation with the Planning Commission which shall be afforded the opportunity to consult on any planning staff management decision.

Section 6. Amendments to the MPEA.

If there is any conflict between this Ordinance and any provision of the MPEA, as amended, the provisions of the MPEA shall control.

Section 7. Repeal of Inconsistent Ordinances or Resolutions.

Any prior ordinances or resolutions addressing the same subject matter as this ordinance and any amendments thereto are hereby repealed. Section 8. Effective Date. This ordinance shall be effective on the day following the day when notice of its adoption is published in a newspaper of general circulation in the county.



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, County Administrator
Date: November 8, 2017
Subject: Michigan Indigent Defense Commission Compliance Plan

M D Deisch

For the past year Benzie County has known that it will need to prepare a compliance plan for the newly developed first four (4) requirements of the Michigan Indigent Defense Commission (MIDC) compliance plan. The intent of the MIDC is to ensure that the indigent population receives an appropriate legal defense in the County Court systems.

To this end, the Benzie/Manistee Joint Court committee assigned myself and Manistee County Administrator/Controller Tom Kaminski to draft the MIDC report that would create a Regional Public Defender's Office in order to comply with the first four (4) requirements.

Attached is the Benzie/Manistee MIDC compliance plan that was approved by the Benzie/Manistee Joint at their Thursday October 19, 2017 meeting.

The MIDC compliance plan is due on November 20, 2017.

Requested Action

The Benzie County Board of Commission is requested to approve the Benzie/Manistee Counties Michigan Indigent Defense Commission compliance plan and to submit the Michigan Indigent Defense Commission compliance plan to the State prior to the November 20, 2017 deadline.

RECEIVED

NOV 06 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Benzie /Manistee Counties
Michigan Indigent Defense Commission
First Four Requirements Compliance Plan

**Joint Benzie /Manistee Counties Public
Defenders Office Compliance Plan**

2017

Overview

Benzie and Manistee Counties currently utilize a Joint Court Committee to deal with the 19th Circuit Court administrative issues. It was through discussions with the Joint Court Committee that it was decided to draft the Michigan Indigent Defense Commission (MIDC) Compliance plan jointly using the Joint Court Committee to oversee the compliance plan preparation.

It was the direction of the Joint Court for the purposes of this MIDC compliance plan to transition to a Regional Public Defenders Office (RPDO) to serve both Benzie and Manistee Counties.

This system will transition from a traditional assigned counsel system to a blended system with a RPDO and a roster of contractual/assigned attorneys. The RPDO will handle all indigent felony cases, while the contractual/assigned attorneys will handle all indigent misdemeanor cases.

The RPDO will coordinate training, assignments, experts and investigators and appointments for all adult criminal cases assignments in the circuit court and district courts in both counties.

Description of the indigent defense delivery system

Per MCL 124.501, Benzie and Manistee counties will establish a RPDO with a public defender's office and managed assigned counsel.

The newly created RPDO will consist of a Chief Defender, one Chief Assistant Defender, three staff attorneys and one Administrator for a total of 6 new salaried joint county employees. The investigator will be a contractual arrangement used on an as needed basis. The RPDO office will represent clients in all felony cases and counsel first appearances. One attorney will be assigned to each of the Circuit Courts, two attorney will handle first appearances and assigned to assist with indigent felony cases and the fifth attorney will function as the Director/Chief Defender, with a partial case load.

The Administrator in the RPDO will serve as the assigned counsel coordinator and will assign contractual counsel in all misdemeanors cases and will approve expert and investigator requests for these attorneys.

The RPDO will be structured to meet future standards through qualifications for assignments, supervision of defenders and review of roster attorneys.

Manistee County will provide office space for the Director/Chief Defender, Administrator and two attorneys. Benzie County will provide adequate office space for two attorneys and office space for either the Court Administrator/Chief Defender as needed. This compliance plan includes funding for new office supplies and work station.

Compliance Plan

Standard 1 – Education and Training

Attorneys with fewer than two years of experience practicing criminal defense in Michigan shall participate in one basic skills acquisition class. It is anticipated that at least one public defender and at least one assigned counsel attorney will have fewer than two years of experience.

All RPDO and assigned attorney will annually complete at least twelve hours of continuing legal education.

The Chief Defender and the Administrator will work together to create and implement a training program that will incorporate both the skills training for new attorney's and the continuing legal education for remaining attorney's. The training program will serve the entire RPDO, both the public defenders side and the assigned counsel side. The program will be conducted by in-house staff and members of the assigned counsel roster. The MIDC's Director of Training, Outreach and Support will be consulted during the creation and implementation of the program to ensure compliance.

The RPDO will provide any relevant documentation for attendance at the courses to the MIDC for data collection purposes, pursuant to Michigan Supreme Court Order 2016-2. Documentations will be submitted to the MIDC no later than 30 days after completion of the course(s).

Standard 2 – Initial Interview/Representation

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.

The RPDO will receive an email notification from the Circuit Court Administrator with the Order of Assignment form that includes complete contact information for the defendant. The RPDO Administrator will then assign felony cases to an attorney within the RPDO and on a rotating bases all misdemeanors to the attorneys on the contractual regional assigned counsel list.

RPDO staff or assigned contractual counsel attorneys will conduct the interview for their respective clients. An initial interview will be part of the job responsibilities for the assigned RPDO attorney and the contracting requirements of the assigned attorney.

Both the Benzie County and Manistee County have appropriate confidential spaces in their jails that will be used for attorney client interviews. Both counties will be proposing adding poly com systems in both confidential jail rooms and in the RPDO.

Manistee County has adequate space within the government center complex for attorney-client interview rooms. Benzie County has limited space, but will designate one room to only be used for attorney-client interviews.

Standard 3 – Experts and Investigators

The MIDC standard requires counsel to conduct an independent investigation when necessary. When appropriate, counsel shall request funds to retain an investigator to assist with the client's defense. Counsel shall request the assistance of experts where it is reasonably necessary to prepare the defense and rebut the prosecution's case. Counsel has the continuing duty to evaluate a case for appropriate defense investigations or expert assistance.

The RPDO will secure the contractual services of several investigators for their indigent defense clients. It is anticipated that up to 200 hours will be necessary to provide independent investigations in both Counties. Expert witnesses will need

to be retained as needed by the public defender and assigned counsel, approved by the Public Defender, through a budget item not to exceed the hourly rates published by the MIDC, for a combined (conflict investigator and expert witness) maximum of \$20,00 in the compliance year.

Standard 4 – Counsel at First Appearance and Other Critical Stages

Counsel shall be appointed to provide assistance to the defendants as soon as the defendant's liberty is subject to restriction by a judge or magistrate. 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.

One or two public defender and the already existing polycom systems in each courthouse, and the new polycom system in both RPDO locations and new polycom's located in both jails will provide representations to all clients at arraignments. After arraignments, indigent clients will receive appointments to either the regional defenders office or assigned counsel through the RPDO Administrator.

Indigent Defense Three Year Average

Benzie County

Circuit Court	\$84,250
<u>District Court</u>	<u>\$28,609</u>
Total	\$112,859

Manistee County

Circuit Court	\$167,118
<u>District Court</u>	<u>\$19,098</u>
Total	\$187,098

System Costs

Category	Calculation Method	Total
Assigned Counsel will be contracted for all indigent District Court/Misdemeanors		
• Manistee County (248 cases per year x \$300 per case)		\$74,400
• Benzie County (140 cases per year x \$300 per case)		\$42,000
1 Director/Public Defender	\$85,000/yr. + FB (50%)	\$127,500
1 Chief Assistant Defender	\$75,000/yr. + FB (50%)	\$112,500
3 Associate Public Defenders	\$50,000/yr. +FB (50%)	\$225,000
1 Administrator	\$30,000/yr. + FB (50%)	\$45,000
4 polycom systems	\$5,000 / each	\$20,000
Expert Witnesses	As needed	\$20,000
Investigators	200 hours x \$50/hr.	\$10,000
Office Supplies	Postage, dues, legal references	
	Materials	\$5,000
Technology	Computers, printers, faxes	
	Phones, cell phones, copiers.	\$15,000
Office Furniture	Desks, chairs, tables, etc.	\$15,000
Attorney Training	Travel and training	\$25,000
Total		\$736,400

Cost Sharing

Manistee County (67%)	\$493,338
(\$736,400 x 67% = \$493,338)	
<u>Less certified local shares</u>	<u>\$187,098</u>
Grant Requested Funds	\$306,290

Benzie County (33%)	\$243,012
(\$736,400 x 33% = \$243,012)	
<u>Less certified local shares</u>	<u>\$112,859</u>
Grant Requested Funds	\$130,153

Total Requested Grant Funds	\$436,443
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448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, County Administrator *M D Deisch*
Date: November 8, 2017
Subject: 3 year contract with IT Right to provide IT services to Benzie County

Benzie County has been working with IT consultant Abilita to develop a RFP for providing IT services for the County. The RFP was developed and 4 vendors submitted applications by the August 31, 2017 deadline. After review of the 4 RFP responses, it was determined to interview the two firms. The Commission Technology Committee conducted interviews on October 13, 2017 and finalized their selection of IT Right at a Special Technology Committee meeting on October 17, 2017.

The October 17, 2017 Technology Committee Special Meeting minutes and consent agenda selecting IT Right as the IT vendor was approved by the full Board of Commission at their October 24, 2017 meeting.

Since this time, Administration has been working with IT Right, Technology Committee members and IT consultants Abilita to prepare a contract between IT Right and Benzie County. Attached is the proposed 3 year contract with IT Right. Legal counsel has reviewed and approved this contract.

On Monday November 7, 2017, IT Right also agreed to the terms of the 3 year contract.

Several contract highlights are as follows:

- **November 14, 2017 start date.**
- **3 year contract at \$45,000 each year.**
- **45 day termination clause.**
- **IT Right will provide cloud data backup at all County locations at no additional charge.**
- **Inclusion of both a confidentially section and indemnification section.**
- **Inclusion of both the RFP (Appendix A) and IT Right Response (Appendix B).**

Requested Action

The Benzie County Board of Commission is requested to approve the 3 year contract with IT Right to provide IT related services in the amount of \$45,000 annually and authorize the Benzie County Chairperson to sign the agreement.

RECEIVED

NOV 07 2017

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

**SERVICE AGREEMENT BETWEEN BENZIE COUNTY
AND IT RIGHT FOR INFORMATION TECHNOLOGY
SERVICES**

This Agreement is made effective as of November 14, 2017, by and between **Benzie County**, 448 Court Place, Beulah, Michigan 49617 and **I.T. Right** of 5815 East Clark Road, Bath, Michigan 48808.

In this Agreement, the party who is contracting to receive services shall be referred to as "The County", and the party who will be providing the services shall be referred to as "I.T. RIGHT". I.T. RIGHT has a background in computer technology and is willing to provide services to The County based on this background. The County desires to have services provided by I.T. RIGHT.

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES.

A. I.T. RIGHT shall provide the following products and services beginning November 14, 2017 as outlined in the County's Request for Proposal dated July 28, 2017 and attached as Appendix A and the proposal submitted by I.T. Right to the County on or before August 30, 2017 attached as Appendix B.

1. Repair and maintenance of computer equipment and the computer network. This includes the existing computers and related network equipment within The County offices as well as new equipment or software is obtained for use by the county during the period of this Agreement.
2. Setup of computers, creation of images, repair of hardware if applicable and correction of software and Windows operating systems errors and problems.
3. Proactive managed antivirus coverage, including monitoring, patch management, scheduled maintenance, predictive hardware failure, and intrusion detection for workstations and servers.
4. The technical support provided by I.T. Right will be provided by phone, remote access or by the onsite support technician mentioned in paragraph 3, Staffing. This technical support will cover all hardware components including but not limited to computers, laptops, IPads, smart phones, scanners, printers (any printing device) and other computer peripherals.

B. Sites of Service. Services under this Agreement shall be provided at all of the County work sites. Currently, those include:

1. Benzie County Courthouse
2. Sheriff's Office and County Jail
3. Animal Shelter
4. MSU Extension office
5. Parks and Recreation office

6. Benzie County Annex
7. Drain Commission
8. Central Dispatch/Emergency Operations Center
9. Emergency Medical Services at 669

C. Documentation.

1. All moves, adds or changes to any computer shall be documented, as well as new work processes and procedures.
2. All passwords shall be documented and saved in the password list maintained by the designated Director of Information Technology and the County Administrator.

2. SERVICES NOT COVERED. County will be responsible for the purchase of any hardware or software items. Replacement of Servers, and Wiring services are considered new technology, are not covered under this contract and will be billed separately. County will be notified of any extra charges involved before the work is started.

3. STAFFING.

- A. IT Right shall provide a level II technician to manage your account. Presently that is Senior Manager, Caleb Eifert. IT Right will in advance notify the County if the Senior Manager assigned to the County changes.
- B. At a minimum, a level 1 technician shall have an Associate's degree or higher, or Industry Certifications such as CompTIA A+ or Microsoft Certified Professional, or 2+ years' experience in the industry. Appropriate duties at this level include PC Installation and maintenance including:

1. Operating system installation and configuration
2. Line of Business Software Installation and Configuration
3. Security Best practices and implementation
4. Hardware Repair/parts replacement
5. Printer Installation and configuration.
6. Printer maintenance (cleaning and maintenance kit installation)
7. Network Connectivity (TCP/IP) configuration and troubleshooting.
Including Wireless and Mobile devices
8. Basic Server Administration (file permissions and user

administration) C. Any IT Right staff assigned to work under this Agreement shall be:

1. LEIN certified or capable of being LEIN certified.
2. Have no criminal convictions, including convictions that may have been expunged.

D. Staff that shall be available to The County under this Agreement are listed in Appendix C. IT Right shall make available these individuals or other persons of comparable qualification.

4. FEES/PAYMENT. The County will pay a fee to I.T. Right for the services as indicated in the schedule below. . The County will be invoiced monthly at \$3,750. This fee shall be payable within 30 days unless otherwise notated in this document.

Year 1	November 14, 2017	November 13, 2018	\$45,000
Year 2	November 14, 2018	November 13, 2019	\$45,000
Year 3	November 14, 2019	November 13, 2020	\$45,000

Any work performed for services not covered under this Agreement shall be provided at the rate of \$135 per hour.

IT Right agrees to provide cloud data backup on all County locations that require the service at no additional charge.

5. PERFORMANCE OF SERVICES. I.T. RIGHT shall determine the manner in which the Services are to be performed and the specific hours to be worked by I.T. RIGHT. The County will rely on I.T. RIGHT to work as many hours as may be reasonably necessary to fulfill I.T. RIGHT's obligations under this Agreement.

6. NEW PROJECT APPROVAL. I.T. RIGHT and The County recognize that I.T. RIGHT's Services will include working on various sensitive projects for The Client. To ensure maximum IT system security, prior to beginning any move or change, or new hardware or software implementation project, IT Right and The County representative, the Director of Information Technology, shall consult on the project plan.

7. TERM/TERMINATION. This Agreement shall be effective for a period of three (3) years. Either party reserves the right to terminate this contract at any time provided 45 days written notice is given. The remaining time will be prorated and paid to the client.

8. EMPLOYEES. I.T. RIGHT's employees, if any, who perform services for The County under this Agreement shall also be bound by the provisions of this Agreement.

9. INDEPENDENT CONTRACTOR. It is expressly understood and agreed that I.T. Right is an independent contractor. The employees, servants and agents of the I.T. Right shall in no way be deemed to be and shall not hold themselves out as the employees, servants or agents of The County. I.T. Right's employees, servants and agents shall not be entitled to any fringe benefits of The County, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. I.T. Right shall be responsible for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. I.T. Right shall carry workers' compensation and unemployment compensation coverage for its employees, as required by law.

10. NON-DISCRIMINATION. I.T. RIGHT shall comply with all laws, rules, and regulations involving civil rights, the handicapped/disabled, and equal opportunity, including but not limited to Title VII of the federal Civil Rights Act of 1964, Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, and Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended. Breach of this section by either I.T. RIGHT or a subcontractor shall constitute a material breach of this Contract.

11. ASSIGNMENT OR SUBCONTRACTING. Neither of the parties to this Agreement shall assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, without the prior written consent of the other party.

12. COMPLIANCE WITH THE LAW. The parties to this Agreement shall perform all their respective duties and obligations hereunder in complete compliance with all applicable Federal, State and local statutes, laws, ordinances, rules and regulations.

13. CONFIDENTIALITY. IT Right agrees to take all reasonable steps to ensure that confidential information obtained from or about Benzie County connection with this agreement will remain confidential and will not be disclosed or revealed to outside sources.

14. INSURANCE. IT Right shall provide proof of insurance as specified in Appendix D.

15. INDEMNIFICATION. To the extent permitted by law and without any waiver of entitlement to the defense of governmental immunity which may apply, each of the parties will indemnify and hold each other harmless against all losses, damages, costs, and expenses, including reasonable attorney fees, resulting from any breach of any warranty, representation, or covenant in this agreement.

16. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

Service contract:

If for The County:

County Administrator
Benzie County
448 Court Place
Beulah, Michigan 49617

If for I.T. RIGHT:

I.T. Right
Dan Eggleston
5815 East Clark Road Suite
G Bath Michigan 48808

17. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

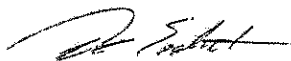
18. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

For The
County:

Benzie County

Date

For IT Right:



Appendix A



Request for Proposal
for an
IT Managed Services Provider
For
Benzie County
Beulah, MI

July 28, 2017

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Request for Proposal

IT Managed Services Provider

Proposals are due by 4:00 PM, August 31, 2017

1.0 Introduction

Benzie County is located in Northwest Michigan approximately 35 miles southwest of Traverse City. It provides all normal county services including clerk, sheriff, building, jail, courts, fiscal departments, and administrative & support functions. The county employs approximately 120 people and has an annual total fund budget of approximately \$ 31,000,000, which includes a general fund budget of approximately \$6,100,000.

Since 2008, the County had contracted for IT services utilizing a regional firm to manage day to day activities including client (employee) support, and some application support. In 2017, the Board of County Commissioners determined that the county was better served by reviewing this contract and seeking bids for another "managed services" firm. Currently, there are minimal internal staff dedicated to IT operations. The selected provider will provide professional IT staff, as well as assist training several County employees to help provide "basic" support to other County employees.

2.0 RFP Objective

This Request will be used to obtain proposals from qualified IT managed service providers. This information will allow Benzie County to review proposals and enter into negotiations with the vendor whose proposal is most advantageous to the County with price and other factors considered.

Following negotiation, the successful proposer will be asked to enter into a contract with Benzie County. The length of that contract is proposed to be 2 years, renewable to a maximum of 6 years.

3.0 Project Description

Benzie County currently outsources the management of their IT infrastructure and applications to an outside vendor. It is the desire of the Board of County Commissioners to enter into a new partnership agreement with a qualified firm or group to support the entire IT environment.

This support includes:

- Network
- Internet
- Email
- Application Management
- Infrastructure Support
- Network Security
- Disaster Recovery
- On Site and Remote Client Service
- 24/7 System Monitoring and Response
- Development of "Basic" line level IT skills
(minimal level of self- sufficiency)
- All external connectivity needs

In addition to the above-mentioned items, the County wishes to significantly decrease the reliance on paper documents and wishes the awarded IT Services provider to assist Benzie County with the goal of a "paperless" environment. (To include the Board of Commissioner meetings, etc.)

4.0 Submittal of Proposals

Proposals should be submitted following the guidelines listed in this RFP. Additional information, options, fee alternatives, and materials are welcome, but should be submitted following the specifics listed in this RFP. Proposals become public record, so Proposing firms should be careful when submitting proprietary information.

Proposal Format: Responses must be provided in hard copy (6 copies) and soft copy as MS Word or Acrobat documents. Attachments are allowed as a supplement to the formatted response described above.

Proposals are to be submitted to:

Maridee Cutler
Deputy County Administrator
448 Court Place
Beulah, MI 49617

(231) 882-0035
email to: mcutler@benzieco.net

Please put **"Proposal for IT Managed Services Provider"** in the subject line.

All proposals shall include a statement indicating that the submitter is authorized to offer this proposal by his/her company and may bind the company under contract if selected.

5.0 Timeline

Benzie County intends to finalize the vendor selection process according to the following schedule. Any changes in this schedule will be at the sole discretion of Benzie County.

RFP available	July 28
Site Visit for Proposing firms	August 8 3:00 pm
Submission of questions by providers are due	August 11
Responses to vendor questions	August 16
Proposals due	August 31 4:00 pm
Proposals evaluated/negotiation with selected firm	To be Determined
Award by Board of County Commissioners	To be Determined
Begin Work	To be Determined

6.0 Selection

The acceptance of a proposal does not obligate Benzie County to purchase services from any bidding vendor, nor is Benzie County obligated to accept the lowest bid. All costs for proposal preparation are the responsibility of the bidder. After receipt of the proposal and prior to entering into any agreement, Benzie County reserves the right to modify the system requirements. Bidders should use their knowledge and creativity to recommend a solution that will meet or exceed Benzie County's requirements. This creativity may extend to suggesting an alternative approach to specific requirements, if the alternative is supported by solid rationale.

Benzie County is using a competitive process to award a contract to the successful bidder. Although cost is a significant criterion for selection, the County will be awarding based upon a number of criteria evaluated based upon the proposal.

7.0 IT Environment

The successful bidder will have experience and/or knowledge with the components of Benzie County's technical environment.

7.1 Standalone Servers:

Sheriff's Office Servers:

Total: approximately 13 servers

- Computer-aided dispatch (ID Networks)
- LEIN
- Domain Controller (2)
- "Integrated Justice Information System" for info-sharing with other jurisdictions (ID Networks)
- Car computer inbound access, similar to DirectAccess (ID Networks)
- Remote-access related (ID Networks)
- Records Management System (ID Networks)
- Server used for 2 factor authorization
- New Smart 911 app
- SQL server
- File and print servers

Government Center

Total: approximately 10 Servers

- Domain Controller (2)
- File and print server
- BS&A applications
- Clerks office apps and files
- Deeds applications and Lardeo
- Exchange (2)
- Physical host running Hyper V
- Prosecuting attorney files apps and print

- **7.2 Firewall:**

Cisco PIX

- **7.3 Desktop/Laptop User environment:**

Approximately 120 +/- PC/Laptops running Windows 8 and 10

- **7.4 Printers/Scanners/Multifunction Devices:**

Approximately 19 printers throughout the Government Center

While this list is not comprehensive, it is representative of the Printers/Scanners/Multifunction Devices that would need to be supported:

Xerox Workcentre 5330 (Friend of the Court)
 Samsung ProXpress M3370FD (Register of Deeds)
 Sharp MX-2615 (Prosecutors Office)
 Sharp Mx-M264N
 Samsung SCX-4729FD (Clerks Office)
 Brother MFC-8220 (Probation & Parole)
 Sharp MX-3050 (multiple departments including Administration)
 HP Officejet Pro 8600 Plus (Probate Court)

- **7.5 HP VMware**

- **7.6 UPS and Generator Backup for Server Rooms (Government Center and County Sherriff's offices)**

- **7.7 Managed switches:**

Cisco 2950 and 2960x

- **7.8 Datto Backup**

- **7.9 Phone Systems:**

ShoreTel phone system at Government Center (approximately 75 phones) and Cisco phone system at Sherriff's locations, with four digit dialing between them

- **7.10 Software (main programs, list is not meant to be all inclusive)**

ACT / JCT	Deketo
Ahoha	Digital Court Recorder & Player (BIS)
Apex v4 pro	DWG Trueview 2015
Avigilon Control (Video camera and Interrogation room video)	EDRS w/ Fingerprint Scanner
Bdi net	EMS Manager (Aladtec scheduler)
BS&A (Suite of products)	Entrappas
CAMEO	ESRI ArcGIS 10.3.1
Cherrylan	Exaq Vision
Core Technologies Multi-Bridge	GovTell
Core Technologies Talon	Id Networks Dispatch
Corel Word Perfect X5	Id Networks JMS (Jail management system)
	Id Networks Mobile

Id Networks RMS	Net Motion encryption software
Ident	PAW Trax
Imagetrend	Python 2.7
JIS	Schedule Anywhere
JMS (Judicial Management System)	Schlage lock software
Lexus Nexis (Crash reports and citations)	Securus Technologies (Jail phone call system)
MICIMS (WEBEOC)	Sharpdesk
MiCJIN (Michigan Criminal Justice Information Network) – LEIN –	SRMS Premier One (Motorola)
OffenderWatch	Warrant Manual
MiCSES	Zoom 3.5 and Zoom 4.0.22115.0123
Microsoft Office Suite	
Windows 8 and 10	
WinZip	
Antivirus	

8.0 Certifications, Licenses, Experience and Security Clearance

Vendor should have staff who possesses VMware certification. Please provide detail what level of certification is maintained by the personnel assigned to the County. Proposer should also employ a MCITP (Microsoft Certified IT Professional).

Please provide detail regarding your Firm's LEIN certification as well as individual employees that will be assigned to the County. Per the Michigan State Police (MSP) website, IT personnel that are not County employees must sign a Management Control Agreement (MCA). Also, each employee must read and sign a CJIS Security Addendum. Both the MCA and the CJIS Security Addendum can be found on the MSP LEIN website.

Proposing firms should have any licenses or registrations required to do business in the Village of Beulah and in the State of Michigan.

Proposing firms should have experience with VMware, and with county operations and requirements.

All staff working on Sheriff's Department information systems shall complete a full NCIC background check to satisfy CJIS security policy.

9.0 General Terms & Conditions and Insurance Requirements

9.1 Ownership of Materials: All material prepared or completed during the performance of services specified in this RFP, including but not limited to, network diagrams, and documents shall become the property of Benzie County and shall not be copyrighted by the Contractor. Also, the same material shall not be released or made available to any third party or used for other purposes at any time without the written approval of Benzie County.

9.2 Federal Tax Identification Number: The following information should also be included with your proposal: Your form of business entity (i.e., corporation, partnership, joint venture, sole proprietorship, etc.), and your Taxpayer Identification Number. If submitted as a joint venture, a separate number for each member of the venture is required if one number has not been obtained for the venture. A Taxpayer Identification Number is required for entities other than a sole proprietorship.

9.3 Joint Ventures or Subcontractors: Joint Ventures are permissible. However, one organization must be clearly defined as the party having primary responsibility and the remaining organization(s) as having secondary responsibilities. The Primary party will submit his/her proposal as outlined in the specifications with the secondary party being a sub-contractor to the proposal. No part of this Contract shall be subcontracted without the prior knowledge and written approval of Benzie County. If subcontractors are requested and approved, the Respondent shall retain full responsibility to Benzie County for all work completed by the Subcontractor.

9.4 Independent Contractor Status/Responsibilities: The Respondent shall be and remain an independent contractor with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions of taxes for social security, worker's compensation premiums, unemployment insurance, or old age benefits, pensions, or annuities or hereafter imposed under any Local, State or Federal Law, which are measured by the wages, salaries, or other remuneration paid to persons employed by the Respondent for work performed under the terms of this contract, and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are not now or hereafter may be issued or promulgated under said respective laws by any duly authorized Local, State or Federal officials; and said Respondent also agrees to indemnify and save harmless Benzie County from any such contributions or taxes or liability.

9.5 Fee Payments: The contract awarded pursuant to this RFP document will be based upon a fixed fee basis, with payments negotiated upon acceptance of the vendor's cost proposal. Payments, as approved by Benzie County shall be made monthly to the Contractor based on the proportion of work completed, less twenty percent (20%) retention. This retention shall be released to the Contractor within sixty (60) days after Benzie County has accepted and approved the contract as completed. In the event the work specified herein is not successfully completed within the time provided, unless otherwise allowed, the Contractor shall to pay the sum of \$200.00 per day as liquidated damages, not as penalty, for each additional day required for the completion of the work, legal banking days considered.

9.6 The Contractor, or any of their Subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Benzie County. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

9.7 The Contractor shall procure and maintain the following insurance coverage:

1. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.

3. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. Additional Insured: Liability coverage, as described above, shall name Benzie County as an additional insured
5. Cancellation Notice: All policies, as described above, shall include an endorsement stating that is it understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to Benzie County
6. Proof of Insurance Coverage: The Contractor shall provide Benzie County, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to Benzie County at least ten (10) days prior to the expiration date.

10.0 Questions concerning RFP and/or site visits

Proposing firms may attend a site visit and briefing **TBD** at the Benzie County Government Center. Please call (231) 882-0035 and indicate that you plan to attend this meeting.

11.0 Questions for Vendors

Please respond to the following in your proposal. Please use the same order and titles to help facilitate scoring your proposal.

11.1 General Company Information

Provide a profile of your company, including background and history, size, locations, certifications, credentials, etc. Please provide details of your company's practices for staying current on regulations, legislation, certifications, and compliance especially as it relates to CJIT, public records, and government. Describe all staff that will be utilized to perform contractual duties under your proposal, and their certifications, experience, and duties.

Provide references of similar sized or larger agencies that proposer is currently managing or has managed.

11.2 Security

Describe your strategy for securing your clients data. Include your company's policies as well as any security certificates that you possess. Explain how you will insure that the security clearances required for CJIT are adhered to.

Describe your company's security certification and expertise.

11.3 Client Relationship Management

Describe how you would manage customer relationship within the county “clients.” (Departments)

- Please provide Resumes (including dates of all relevant experience) of all staff expected to support Benzie County and an organization chart explaining the reporting relationships.
- Describe how you will propose changes in technicians assigned to the contract and seek approval to such changes from the county.
- Describe your training program
- Describe all support staff that would be expected to serve Benzie County, including executive, project, and account staff
- Describe the responsibilities of each individual proposed to be assigned to Benzie County’s account
- Describe the hours of operation for on-site staff as well as help desk staff.
- Describe how afterhours support would be available
- Describe how you would report to county contacts and users about status of systems, elicit needs of users, needs for change, etc.

11.4 Service Levels

Describe service levels you will provide to Benzie County. Note that penalties will be assessed for not meeting service level response times identified.

- Describe your work order/trouble ticket system
- Describe availability of key staff during normal business hours
- Describe how staff is available 24/7
- Provide your guaranteed response time for issues dependent upon severity and time of day
- Provide your average response time for after hours issues
- Scheduled down times for routine maintenance
- How are scheduled down times determined; how communicated?
- How do you propose that the service level agreement be enforced?
- Describe your communication strategy for keeping clients informed of system conditions and changes. (specifically address Microsoft Patch management and Updates)
- Describe how you would assist Benzie County’s elected officials and top management strategically plan to insure that the County’s IT system retains its usefulness, viability, compatibility, and dependability.
- Describe your plans for disaster recovery.
- Describe how your on-site support representative would work and describe any special requirements that would need to be filled by the county.
- Describe how major software upgrades would be applied and what upgrades would require additional fees.

11.5 Change Control

Benzie County requires preapproval by the County Administrator or Deputy County Administrator of any changes made to the computing environment.

- Please demonstrate how you would institute change control in Benzie County's computing environment.

11.6 Monitoring

- Describe your monitoring tools and strategies to monitor and insure the stability of the computing environment in Benzie County.
- Describe how these monitoring results would be communicated to Benzie County.

11.7 Documentation and Records

- Describe how you would document and record maintenance, installation, performance, and changes to the system.
- Describe the documentation that you would make available to Benzie County at the end of the contract period.
- Describe how you would maintain confidentiality in strict conformance with confidentiality laws and regulations.
- Describe procedures for maintaining password security? What are your procedures for sharing these with the County upon request by authorized Benzie County management personnel?
- Describe your process for testing password strength and network penetration

11.8 Fees

Please provide all fees associated with the proposed contract for services. The following should be included in your base bid:

- Fees for service initiation
- Ongoing monthly fees and what is included and excluded.
- Fees for connectivity to support site

11.9 Optional fees:

- Extra work which is outside the proposal
- Optional ongoing services
- Ad-hoc services
- Escalation fees
- Off site disaster recovery
- Response and emergency fees
- Additional item: Please provide a separate quote to clean-up the Government Center Server Room and wiring.

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RFP/Information Packet

Information



**Secure IT Solutions for
Benzie County**

OK



Appendix B

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Letter of Introduction

RE: Introduction

Thanks for inquiring about I.T. Right. I just wanted to take a moment to outline who we are and what we do as an organization.

IT Right is a Michigan Based "C" cooperation headquartered in Bath Michigan (just north of East Lansing). We were founded in 1998 and have grown steadily, focusing on providing technology services to local government.

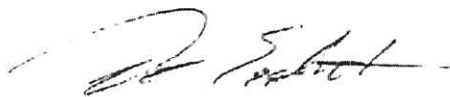
IT Right has read, acknowledged and agrees with the scope of work, terms, and conditions as outlined in the Township's RFP and all quotes contained herein will be valid for 30 days.

Our director of operations and technical manager is:

Randal Allen, MCSE
Technical Manager
RAllen@itright.com
855.487.4448 xt. 205

Randy manages the technicians and coordinates the daily schedule. He also handles all new customer onboarding. He will be able to answer any questions you might have.

Thank you again for your time and consideration of I.T. Right.



Dan Eggleston, MCSE+I

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General Company Information

We are your Information Technology support staff.

- We focus on Local Government IT needs (accounting for over 95% of our business)
- We are fingerprinted and background checked/cleared to work on LEIN and MICJN
- We have over 500 municipal customers.
- We are a Microsoft Certified Partner and have been in business since 1998.
- We have 30 people on staff, about double what we had five years ago

IT Right is the primary source of contracted IT Services for local government in Michigan. At over 450 governmental customers, no other vendor has close to our knowledge of local government business processes. Our interaction with the industry and knowledge of emerging technologies is unparalleled. We are unique in our ability to evaluate new technologies and implement them in a way consistent with the special laws/rules/requirements of being a Michigan Township. We pride ourselves on timely attention and a strong commitment to resolving the computer needs of our clients. We know that IT done right can benefit everyone. Our fees are \$135.00 per hour. We do not charge for drive time or mileage. Annual Service Contracts are available upon request.

Thank you for your interest in I.T. Right.

We welcome the opportunity to speak with you about your computer needs.



History/Biography

Founded in 1998 By Dan Eggleston and Richard Brewer, IT Right began as the independent consulting division of a Lansing-based technology school. By the year 2000, company operations had taken a significant turn away from the traditional teaching roles.

Early ties with BS&A Software brought township and municipal business that required travel throughout the state. While successful, the consulting division was not symbiotic with the technical school. Consequently, Mr. Eggleston decided he would purchase all outstanding shares of the business; and thus become its sole owner.

Between 2000-2006 experienced steady growth within Michigan. In 2006 IT Right began offering Hosted Services including Website, Email, Email filtration and Offsite/managed Backup.

From 2007-2016 IT Right has experienced double-digit year over year growth, still focusing almost exclusively on Michigan Local Government. Currently at 25 employees with plans to move to 30 by Q4 2016.

2016 and beyond. With the growth of BS&A Software into the fund accounting market and their plans to expand to Indiana and Ohio; We are expecting to continue our current pace of double-digit growth for the foreseeable future. Within 5 Years we will be servicing the Ohio and Indiana Markets. We anticipate having around 35 people on staff by 2017

Fiscal Summary: IT Right is a Michigan Based "C Corporation." Its growth is funded exclusively by revenue/profits. Except for a couple of revolving lines of credit from its hardware vendors, IT Right has no debt. IT Right is fully insured with Auto, workers comp, and a million-dollar umbrella liability policy. Employees enjoy paid vacation, H.S.A. Health insurance, company matched 401k plan and other benefits.

Identifying Information

IT Right, Inc. maintains one office:

IT Right, Inc.
5815 East Clark Rd Suite G
Bath MI 48808
1-855-ITRIGHT
517-318-0350

Mailing address
IT Right, Inc.
Box 160
Bath MI 48808

Dan Eggleston, MCSE
Owner
deggleston@itright.com

Qualifications

IT Right is the leading local government network consultant in Michigan. A Microsoft Certified Partner with 17 years' experience. We have over 400 Municipal customers, #1 in the state. Each member of our staff is an individually certified networking specialist (specifics listed in staff biography). All of our Technicians are Finger Printed and Background and certified to work on MICJN and LEIN. IT Right is the only Authorized BS&A Software Network consultant; and will work with any vendor or contractor required to get the job done. IT Right has no known relationship to or conflict of interest with the Customer or any of its staff.

Office Tech Staff/Staffing Plan



Daniel Eggleston B.A. MCSE+I; Owner

Dan is the founder of our company. All those letters stand for Microsoft Certified Systems engineer+ Internet. Dan's degree is actually in Literature. He is real picky about his coffee (Starbucks knows him by name) and should not be left alone in a room with a bucket of cashews.



Randy Allen; MCSE; Director of Information Technology

Randy has been with IT Right since 2007, and is responsible for most of the day to day operations of the company. He has over 18 years of experience in the industry and is an MCSE. Before becoming a network engineer, Randy was a United States Army Paratrooper. A much less picky coffee drinker Randy keeps up stocked up on flavored creamers.



Jarud Koenigsknecht, B.S., MCSE; Senior Network Engineer and Help Desk Manager

Jarud has been with our company since 2006! This makes him our honorary senior team member. Jarud has his bachelor's degree in Computer Science and is an MCSE. Jarud is newly married and does not yet drink coffee. But he is one of 10 children, so we suspect his parents will teach him about coffee when the time comes.



Caleb Eifert MCP; Technical Manager, Northern Regional Manager (Road)

Caleb has been with I.T. Right for since 2009. Caleb is a Microsoft Certified Professional. Caleb has recently married as well. Like Jarud, Caleb grew up on a dairy farm. He sneaks a cup of whatever is brewing from time to time and has brought us some interesting regionally roasted beans from his new home in Traverse City.



Paul Trink, BS; CGCIO Senior Account Manager

Paul brings a wealth of experience to the team. He is the retired IT Director and Fire Chief from the City of Adrian. He is a Certified Government Chief Information Officer (University of North Carolina). As one could expect his experience with Emergency Management combined with Information Systems makes him an invaluable member of the team. Only decaf after Noon.

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Introduction Packet

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Steven Brooks, AS; Network Technician (Hosted Services)

Steve has been with us since 2011. Steve has also become a well-known voice to many of you. He is quick with a smile and a crucial member of our phone support team. Steve always has one of those Gatorade Power drinks on his desk but would probably drink coffee if we could find bacon flavored creamers.



Nathan Feldpausch, BS, CCNA, Senior Network Engineer (Road)

Nathan has been with us since 2011. Nathan's prior experience was with a local telecommunications firm, and a local municipality. Before that, he worked on his parents' (wait for it...) dairy farm. He doesn't seem to drink coffee, but that may be because he is too polite to help himself and nobody has brought him a cup.



Chad Quintanilla, dSSE; Senior Network Engineer (Road)

Chad joined IT Right in 2012. He has 10+ years' experience in technology and technology management with EDS and AT&T. In his spare time, he is active in his community including serving as a trustee on his village council. He appears to avoid Coffee in favor of Mountain Dew.



Victor Arden, MCP; Senior Network Engineer (Help Desk)

Victor joined us in 2007. He left for a little while but was welcomed back enthusiastically two years ago. He normally drinks his coffee black but cut back recently when he joined cross fit. Victor takes calls from his home office in North Carolina.



Devin Chambers, BS Computer Science, MCP Senior Network Engineer (Help Desk)

Devin has been with us since 2011. He has his degree in computer science. Devin has become a familiar voice to many, and an integral part of our help desk team. Coffee preference, Black.

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Ken Young, Network Technician (Road)

Ken joined us in 2013. He has over five years' experience in IT and a great addition. He has an enthusiastic attitude and an infectious laugh. He drinks an insane caffeine thing called a "Rock Star." We think this might (in part) account for his enthusiasm.



Todd Lyman, MS, dSSE; Senior Network Technician (Road)

Todd joined us in 2012. He holds a Master's Degree in Communications from BGSU. Todd has proven himself a quick study and eager team member but seems to prefer a good cup of cocoa



Paul Xiong, BS Network Technician (Hosted Services)

Paul has been with us since 2012 and received his Bachelor's degree computer stuff...blah blah blah. Do you want to know the cool thing about Paul? In his spare time, he's been in several movies as an extra and has his own IMDB page. Most recently he was an extra in "Oz The great and powerful" and was on screen at least twice as attested to by the several members of the team that held a premiere/screening party for him. His coffee loyalty can be bought by anybody that wants him to do their commercials.



Shawn Dyer, Network Technician (Help Desk)

Shawn joined us in 2016. He is currently studying web design and has already made himself valuable to our in-house helpdesk team.



Andrew Konen, BS Network Technician (Help Desk)

Andrew is new to IT Right 2016. He has a BS in Computer Science.

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Barry Buchholz, BS, MCSE Senior Network Engineer (Road)

Barry worked with Dan even before the founding of the company, when they taught computer repair and networking at a local technical school. Like Dan, he remembers when monitors were fat and heavy, and the internet screeched hello using something called a modem over something called a phone line.



Will Jones, Network Technician (Help Desk)

Will joined us in 2014 and has quickly been demonstrating himself to be a serious technician and a serious coffee drinker. Even Cajoling the rest of the staff with one of our favorite exclamations "If you Kill the Jo, you make some mo!" We think he reads technical manuals for fun.



Patrick Bumbalough, BS, Network Technician (Road)

Patrick joined us in 2016. He has a BS in computer science.



Jacob VanAtta, AS, Network Technician (Help Desk)

Jacob joined us in 2015. Jacob has an Associate's degree and two years' experience at a local help desk.

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Bradley Duck, Network Technician (Road)

Shawn joined us in 2016. He is currently studying web design and has already made himself valuable to our field department.



Joshua Vanderstow, Network Technician (Help Desk)

Josh joined IT Right in 2015.



Mike Hiland, Network Technician (Help Desk)

Mike joined us in 2016. He is currently studying web design and has already made himself valuable to our in-house helpdesk team.



Austin Eggleston, Network Technician (Road Tech)

Austin is in his third year of a college internship with IT Right. You'll see him a lot more in the summer than other times because of his schedule.



Paul Harrison, Network Technician (Help Desk)

Paul joined us in 2016. He is currently studying web design and has already made himself valuable to our in-house helpdesk team.

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Office Roster/Administrative Staff



Melissa Eggleston, Administration

Yup, this is Dan's wife. In her previous life, she was a preschool teacher with a Child Development degree from the University of Maine. Then Dan convinced her to work with him. Over the years she has worn a number of different hats around here. These days Melissa is involved in Marketing, HR and any other administrative work that needs to be attended to around the office. She prefers her coffee with lots of milk and chocolate.



Ellen Eggleston, Administration

Three days a week, Dan's mom comes into the office to help with paperwork. She also cooks for the entire office every Wednesday (no small task at this point!) and is I.T.Right's official baker. If you ever want a recipe for peanut butter sheet cake, give her a call. Ellen always has a pot of fresh coffee on the burner. Traditionally she has been a Maxwell House girl, but Dan has spoiled her with the Starbucks beans.



Monique Allen, Administration

Monique works with Randy to deliver quotes and track orders & inventory. She has her bachelor's degree in Civil Engineering and a Master's Degree in not taking Guff from Randy. She prefers Dave's Tea (various flavors) and being Canadian is naturally a monster big Hockey fan!



Sarah Little, Accounting

We can't tell you how thrilled we are to have Sarah on Board. Sarah has a Bachelor's degree in Accounting WMU (Go Broncos!) and is also a huge Hockey fan.

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Security

IT Right utilizes a layered approach to security, which includes but is not limited to the following:

- Strong border/perimeter security (usually Cisco).
- Industry best practices and policies. With over 500 Michigan Municipal networks under our Managed Services, we are more uniquely positioned to pass along and help develop relevant policies.
- FIPS 140-2 compliant encryption enforced on all authorized remote access.
- 2Factor authentication where ever possible.
- Remotely monitored Operating System and Third Party Patching for performance and security.
- Comprehensive Disaster Recovery planning including the use of hybrid cloud technology (FIPS 140-2 compliant).
- Industry best practice network policies and restrictions including user and password audits that ensure just in time and just enough access is granted to accomplish the require work without unnecessarily increasing the County's attackable footprint.
- Password audits that test to ensure that strong passwords are also smart passwords and not easily guessed.
- Appropriate audit trail and logging.
- End user training and testing to reduce the incidence of "Ransomware" "CEO Fraud", and other common Cyber threats.

Service Level Agreement (SLA)

IT Right utilizes Autotask a leading cloud based CRM/PSA Ticketing system designed explicitly for Managed Solution Providers. A client based web portal is available to monitor individual or organization wide ticket flow. Tickets may be opened from the web console, by emailing (support@itright.com) or by calling (855-487-4448—AKA 855-ITRIGHT).

IT Right staffs it's helpdesk from 7:45 AM to 5:00 PM. On any given day there are between 10-15 people answering the phones and fixing as many issues as possible remotely. Our level two helpdesk support averages over 10 years with IT Right and is available any time tickets need to be escalated.

After-hours support is on an "On-Call" basis, with phone calls being returned within an hour until midnight and within 2 hours after midnight.

During business hours Guaranteed Response time is within 30 minutes, After Business Guarantee is within 2 hours. Guaranteed Onsite Emergency Response is 4 Hours as dispatched from Traverse City, 6 hours as Dispatched from Lansing. We are comfortable with monetary penalties being enforced by the County to support/guarantee this effort.

Planned downtime will always be scheduled with affected parties/departments, and will only be performed with the Counties approval and at their discretion.

A disaster recovery plan will be developed with County Officials and Department heads. Determinations will be made as to the tolerance for anticipated down time vs. tolerance for increased costs; and solutions will be developed and implemented that achieve the county's stated budgetary and redundancy goals. Generally, IT Right recommends a hybrid solution of local off-site backup & block level imaging. This managed solution gives the flexibility and quick restore times of local backup with the layered security of offsite storage. Standard data retention with this system is 6 months, although longer is available. All solutions utilize FIPS 140.2 compliant encryption, and are certified as such by NIST.

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Onsite support works at the discretion of the County Administration. In the event of conflicting requests, onsite staff will ask the administration to establish or alter priorities accordingly. Other than that, we're here to serve you!

PC Installations, Software installations and upgrades are covered under the standard maintenance plan. Server installations and migrations and other new projects (especially those spanning multiple days) will be quoted and approved at an agreed upon flat rate before work starts. There will be no incremental, or surprise invoices.

Response Time/Technology Used

Remote repair services are provided from our location in Bath MI. We have 10-15 technicians on staff during regular business hours and an on-call tech after hours. Our Network is a redundant fiber-optic network with generator backup that services BS&A Software as well as IT Right. We use a combination of VPN Secured RDP (Cisco AnyConnect) and Bomgar remote access software to service customers remotely. Both of these technologies use FIPS 140.2 certified compliant encryption.

Remote response during business hours: 95% of our calls are answered immediately by a tech, with the average "call-back" occurring with 30 minutes.

On-site response time: Our current maximum on-site response time in an emergency should be no more than 4 hours.

Change Control

The Project Manager for the City will be Paul Trinka. Paul is a Certified with Government CIO with over 20 years' industry experience as a Government IT Director and First Responder. Paul is our Senior Account Manager. His contact information is as follows:

Paul Trinka
Box 160 Bath MI 48808
855.487.4448
pgtrinka@itright.com

Paul will communicate with and advocate for the county, serving both as a project planner and overall ombudsman for the account. He will verify that a change review board is established in Autotask which prevents tickets/projects from being scheduled without the prior approval of the board members. Membership of this change/approval board will be entirely at the discretion of County Administration.

Monitoring

IT Right uses Solar Winds (American Company out of Texas) MSP software for Remote Monitoring and Management (RMM). Our RMM dashboard is monitored daily by senior support technicians, with more urgent events creating tickets automatically in Autotask for quicker response time and . Patching, Antivirus, Performance Monitoring and General System Health can be summarized and reported to the County weekly, monthly or quarterly.

Documentation and Records

All work including requests for work and approvals will be documented in our PSA (Autotask) and will be available for both historical context and to calculate SLA performance. Sensitive documents including network diagrams, and network administrative information are recorded in separate in-house systems (not on the cloud) which require two factor authentication.

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All documentation pertaining to IT Right's work on and knowledge of the county network are the property of IT Right, inc. IT Right will treat all such information as strictly confidential, and will not be disclosed to third parties without the explicit direction of appropriate County Officials. This will be outlined in appropriate Non-Disclosure Agreements and Corresponding Management Control Agreements as require for CJIS certification.

IT Right will not share the administrative passwords. IT Right will create administrative access accounts upon the request/direction of appropriate administrative staff. Maintaining separate administrative accounts is required by certain regulations, and is a best practice for monitoring and auditing changes made to the network.

At the end of the contract, or at any time during the contract, IT Right will provide full enterprise administrative access to County designated personnel. All IT Right staff recognize the County as the primary and final owner of the network; control of which ultimately resides with those Officials (elected and otherwise) who have been entrusted with its management by the board.

In the event of conflicting instructions that cannot otherwise be resolved, IT Right will look to the board or it's appointed Technology Coordinator for written direction. Failing that, or in the case of sensitive Legal matters IT Right will look to the County Attorney for explicit direction.

Security Audits can be performed at the County's discretion. See Enclosed security brochure.

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Customer Reference List

The following references are Municipalities that hire us for various network engineering and administrative work.

Clare, City of Steve Kingsbury	City of Clare, 202 W. Fifth Street Clare MI 48617 989-386-4508
Sparta, Village Julius Suchy	Village of Sparta, 156 E Division Sparta MI 49345 616-887-8251
Cascade Township Brian Wilson	Cascade Charter Township, 2865 Thornapples SE, Grand Rapids MI 48546 616-949-3765
Caledonia Village Matt Wright	Village of Caledonia, 8196 Broadmoor Ave Caledonia, MI 48847 989-875-3811
Lake County John Kovalcik	Lake County, 800 10 th Street Baldwin MI 49034 231-745-6059
Fruitland Township Karolyn Rillema	Fruitland Township, 4545 Neistrom Road White Hall MI 49461 231-766-3208
Casnovia Township John Gort	Casnovia Township, 245 Canada Road Casnovia MI 49318 616-675-4064
Crawford Sheriff Jim Baker	Crawford Sheriff Department 200 W. Michigan Ave. Grayling, MI 49738 989-344-3205
Pere Marquette Township, 49431 Rachel Enbody	Pere Marquette Township, 1699 S. Pere Marquette Highway Ludington MI 231-845-1277
Cadillac, City Owen Roberts	City of Cadillac, 200 North Lake Street, Cadillac MI 49601 231-779-7363

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Customers List

41B District Court	Bridgeport Township	Collaboration Systems Group
Account Receivable Solutions,	Brighton Township	Columbia Township
Ada Township	Brooklyn, Village	Comstock Township
Addison Township	Brown Deer, Village	Comstock Township FD
Addison, Village of	Brownstown Township	Concord, Village of
Adrian Public Library	BS&A Software	Convis Township
Adrian, City of	Buchanan Township	Cooper Township
Alaiedon Township	Burns Township	Core Technology
Almont, Village	Burr Oak Township	Corunna, City
AMG Appraisal Services	Cadillac, City	Cottrellville Township
Arcada Township	Caledonia Township Kent	Crawford County
Architects Design Group	Caledonia Township Shiawassee	Crawford Sheriff Department
Armada Township	Caledonia, Village of	CSZ Services
Ashley, Village	Cambridge Township	Dalton Township
Auburn, City	Cannon Township	Dan P Eggleston
Aurelius Township	Career Quest Learning Center	Davison, City of
Ausable Charter Township	Carson City	Davison, City of DPW
Auto Owners	Cascade Charter Township	Decatur, Village
Bad Axe, City	Casnovia Township	Delhi Township
Barry, Township	CCTC	Detroit, City
Beaver Creek Township	Century Glass	Dewitt Area Recreation Author
Bellevue, Village	Cheboygan City	Dewitt DDA
Benton Charter Township	Cherry Grove Township	Dewitt Library
Bernard Risdon	Chesaning, Village	Dewitt, City of
Big Rapids Township	China Township	Dewitt, Township
Big Rapids, City	Chippewa County	Dexter, Village
Bingham Township	Clam Lake Township	DMC Service Group
Birmingham, City	Clare PD, City of	Dornbos Sign & Safety
Blackman Township	Clare, City of	Douglas PD
Blissfield Police Department	Clark Township	Douglas, City of the Village
Blissfield, Village	Clinton County	Dundee Township
Bloomfield Hills, City	Clinton County Road	Dundee, Village
Blue Water Area Humane Society	Clio Fire Department	Durand City of
Bois Blanc Township	Clio, City	Eagle Township
Boyne Library	Clyde Township	East China Township
Brady Township	cocm.org	Eaton Township

Information Technology Solutions that Work for Local Government

Eau Claire, Village	HFA	Leoni Township
Egelston Township	HFA Southfield	Leoni Utility Authority
Elsie Public Library	Hope Township	Leroy Township
Elsie, Village of	Hopkins Township	Leslie Township
Erie Township	Houghton Lake Ambulance Authority	Liberty Township
Evart, City	Houghton Lake Building Agency	Libertyville
Farwell, Village	Houghton Lake Sewer Authority	Litchfield, City Of
Fennville, City	Huron County Road Commission	Livonia, City
Flint Township	Huron PD	Locke Township
Flint Twp PD	Huron Township	London Township
Flushing, City	Imlay City	Luna Pier, City of
Fowler Public Schools	Imlay City PD	Lyon Township
Fowlerville, Village	Independence Township	Lyons Twp District Library
Frederic Township	Ingham County	Lyons, Village
Fruitland Township	Ingham Township	Madison Twp
Fulton Township	Ionia, City	Manistee, City
Gaines Township	Isabella County Road Commission	Maple Forest Township
Galesburg, City	Ithaca, City	Marion Township
Garfield Township	Jackson, City	Markey Township
Georgetown Township	Jasper Township	Marquette, City
Gladwin County	Johnstown Township	Martin, Village
Golden Township	Jonesfield Township	Michigan Coalition Against H
Goodrich, Village	KABA	Mecosta Township
Grand Blanc, City	Kalamazoo Township	Memphis Police Department
Grant Township	Kimball Fire	Memphis, City
Grass Lake Charter Township	Kimball Township	Michigan Petroleum Associati
Gratiot Agricultural	Kotchville Township	Michigan State Fireman's Ass
Gratiot County Child Advocacy	Lake County	Middleville, Village
Gratiot County Road Commission	Laketon Township	Millington Township
Grayling Housing Commission	Laketown Township	Monroe Charter Township
Grayling, City of	Lakewood Club, Village of	Monroe Charter Township FC
Grosse Pointe Farms, City of	Lansing Catholic	Montrose Township
Gull Lake Sewer	Lansing Charter Township	Moorland Township
Hamilton Township	Lansing Charter Township Polic	Morenci Library
Hampton Charter Township	Lansing, city	Morenci, City
Hanover Township	Lansing Glass	Mulder Company
Haring, Township	LaSalle Township	Mundy Township
Hartland Township	Leighton Township	Mundy Township Fire
Henrietta Township	Lenawee Humane Society	Mundy Township Police Dep
Hesperia, Village	Lenox Township	Municipal Inspection Services

Information Technology Solutions that Work for Local Government

Muskegon Township
MWEA
New Haven Township
Newaygo County
North Branch Township
North Oakland County Fire Authority
North Star Township
Northfield Township
Oakland Township
Orion Township
Oceola Township
OCMAA.ORG
Olive Township
One-to-OneInstitute
Onondaga Township
Ortonville, Village of
Oscoda
Oshtemo
Oskaloosa
Otisco Township
Otsego
Ovid Township
Ovid, Village of
Pac 2 Library Cooperative
Pere Marquette Charter Township
Perry, City of

Petersburg, City
Pewamo, Village
Pinckney Library
Pinckney, Village of
Pinconning Township
Pine Lake Fire Department
Pine River Township
Pittsfield Township
Plymouth Housing Commission

Plymouth, City

Port Huron DDA
Port Huron Township
Port of Monroe
Port Sanilac Village
Pottersville, City
Prairieville Township
Putnam Fire
Raisin Township
Redford Township
Richfield Township
Richland Township
Riley Township
Risdon Rigs
Rives Township
Rochester, City
Rochester, City PD
Roseville, City of
Ross Township
Saline, City
Sand Lake Village
Sandusky, City
Sanilac County
Saugatuck, City of
Sault Ste. Marie, City
SCCAFC
Schoolcraft Township

Scio Township

Shelby, Village
Sheridan Township
Shorewood Village
Signature Appraisal
SLC Meter
Sodus Township
Somerset Township
South Branch Township
Southern Clinton County Municipal Utility Authority

Spring Arbor Township
St. Ignace, City
St. Martha School
Sterling Heights
Stockbridge Area Ambulance
Stockbridge Township
Stockbridge, Village
Summit Township
Surrey Township
Suwanee, City
SWBCWS
Tecumseh, City
Texas Township
Thornapple Township
Torch Lake Township
Tyrone Township
Vassar, City
Vernon Township
Vernon, Village
Victor Township
Walker, City of
Waterloo Township
Wayne County
WCA Assessing
Webberville, Village of
Webster Township

West Side Water
Wexford County
Wheatfield Township
White Lake Township
Whiteford Township
Williamston PD
Williamston, City of
Woodland Township

How Can I.T. Right Help You?

Flexible IT Solutions for Your Business Needs

- Complete Network Management
- Document Lookup Solutions
- Online Backup Services
- Website and Email Solutions
- Phone Systems

IT Support Solutions for Local Government Since 1998

- Microsoft Certified Partner
- On-Site Support, No Charge for Drive Time
- 400+ Government Customers
- Toll-Free Remote Support

Contact I.T. Right

- Toll-Free 855-ITRIGHT (487-4448)
- support@itright.com
- www.itright.com

Fees Contract Optional

Service Contract:

Service Contracts are a flat rate agreement for labor and networking services. Service contracts cover all labor and maintenance related to the network, both on-site and remote. The cost of equipment, software, or cloud services is not included. Large projects including server installations will be quoted and billed at a separate rate.

Bundle with Proactive Maintenance, Remote Backup,

A bundled quote including, backup, software patching, anti-virus and Remote Backup is available. It offers a two-tiered approach as outlined in the enclosed flyer. This software covers anti-virus, Microsoft and 3rd party patch management, predictive hardware failure, network inventory, and Intrusion Detection.

Billing procedure:

IT Right bills parts as they upon delivery. Unless otherwise agreed upon, service contracts and renewals are billed annually and sent out one month before the renewal date.

Appendix A Quotes:

I.T. RIGHT

**Information Technology Solutions that
Work for Local Government**

5815 East Clark Rd Suite G
Box 160
48808 Bath
United States

Q U O T E

Number RQ6718-01

Date Aug 30, 2017

Sold To

Benzie County
Mitch Deisch
448 Court Place
49617 Beulah
United States

Phone 231-882-0558
Fax 231-882-7072

Ship To

Benzie County
Mitch Deisch
448 Court Place
49617 Beulah
United States
231-882-0558
231-882-7072

Phone
Fax

From The Desk Of



RAllen
855-487-4448 ext 5
rallen@itright.com

Terms

P.O. Number

Ship Via

Line	Qty	Description	Unit Price	Ext. Price
1		Service Bundle Offer:		
2	1	Service Contract: Unlimited Labor plan (offsite and onsite) of existing County equipment including vendor management of phones ystems and printers. Solar Winds proactive monitoring and antivirus package. Barracuda Email Filter and Online Security Training and End User Testing.	\$45,000.00	\$45,000.00
			SubTotal	\$45,000.00
			Tax	\$0.00
			Shipping	\$0.00
			Total	\$45,000.00

APPENDIX C

IT Staff available to provide service to The Client under this Agreement include the following individuals or others of comparable certification and qualification:

	Title	Certs	Industry Experience	Years with ITRight
Allen, Randall	Director	MCSE	15	11
Arden, Victor	Hosted Services	MCP	12	11
Chambers, Devin	Help Desk II	MCP	6	6
Duck, Bradley	Road Tech I	MCP	5	1
Dyer, Shawn	Hosted Services	AS	1	1
Eggleston, Daniel	Owner	MCSE + I	20	20
Eifert, Caleb	Road Manager	MCP	8	8
Harold, Colby	Road Tech II	MCP	10	3
Harrison, Paul	Help Desk I	BA	1	1
Hiland, Michael	Help Desk I	BS	1	1
Jones, William	Help Desk II		5	3
Koenigsknecht, Jarud	Help Desk Manager		12	12
Konen, Andrew	Help Desk I	BS	1	1
Lambert, Alex	Help Desk I	BS	0	0
Lyman, Todd	Road Tech II	MA	5	5
Nicholas, Juliana	Road Tech I	BS	0	0
Nicholson, Myles	Help Desk I	AS	0.5	0.5
Stone, Gavin	Road Tech I		0.5	0.5
Tiltman, Mark	Road Tech I	BS	1	1
	Senior Account			
Trinka, Paul	Manager	MA	25	2
Van Atta, Jacob	Help Desk I	BS, CCNA	2	2
Vanderstow, Joshua	Road Tech I		2	2
Xiong, Paul	Hosted Services	BS	5	5
Young, Ken	Road Tech II	MCP	7	4

APPENDIX D

INSURANCE REQUIREMENTS

The Contractor shall procure and maintain the following insurance coverage:

Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate.

Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.

Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Cyber Liability covering loss or disclosure of confidential information in an amount not less than \$1,000,000 per occurrence and aggregate, including coverage for fraudulent or dishonest acts committed by an employee or agent of the applicable party, acting alone or in collusion with other.

Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts by IT Right with limits of liability not less than \$1,000,000.

Additional Insured: Liability coverage, as described above, shall name Benzie County, including all elected and appointed officials, all employees, all Boards, Commissions as an additional insured. Coverage afforded is considered to be primary and any other insurance The Client may have in effect shall be considered secondary and/or excess. If this policy is claims made form, then IT Right shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of three years after the termination of this contract.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that is it understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to Benzie County

Proof of Insurance Coverage: The Contractor shall provide Benzie County, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to Benzie County at least ten (10) days prior to the expiration date.

CORRESPONDENCE



United States Department of the Interior

NATIONAL PARK SERVICE
Sleeping Bear Dunes National Lakeshore
9922 Front St. (Hwy M-72)
Empire, Michigan 49630-9797

IN REPLY REFER TO:

October 18, 2017

10.A.(SLBE)

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OCT 23 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Dear Friends:

Sleeping Bear Dunes National Lakeshore (National Lakeshore) is requesting your input on our plan to increase both entrance and camping fees beginning January 1, 2018. You likely saw the news release we sent out back in June requesting comment, and/or the subsequent coverage in the media. We have analyzed the comments received from that notice and well over half were in support of the fee increases. We wanted to make certain you had an opportunity to provide your thoughts as well, especially in light of the comments we received. A summary of the proposed increases and an analysis of public comment are provided below.

The National Lakeshore is a "Group 2" park in the four-tier system established by the Department of the Interior and we are planning to increase entrance fees to our assigned structure: 7-day Entrance Pass of \$20, Annual Entrance Pass of \$40, Motorcycle Entrance Pass of \$15, and Individual Entrance Pass of \$10 (\$20/40/15/10). Although this structure was supposed to have been implemented back in 2009, we received approval to delay the increase and to phase it in two increments. The first increase was in 2016 – from \$10/20/5/5 to \$15/30/10/7. Now, all fee collecting parks have been instructed to raise entrance fees to their assigned level by January 1, 2018. Camping fees at Platte River and D. H. Day Campgrounds will also increase by \$4 per night, as shown in the table below. Camping fees are set using comparability reviews with similar camping facilities in the local area.

	Current Fee	Proposed Fee
Park Entrance Pass – Per Private Vehicle Valid for 1-7 days from date of purchase	\$15	\$20
Park Entrance Pass – Motorcycle Valid for 1-7 days from date of purchase	\$10	\$15
Sleeping Bear Dunes Annual Park Entrance Pass Valid for one year from month of purchase	\$30	\$40
Per Person Entrance Pass Visitors 16 years of age or older who enter on foot, bicycle, or as part of an organized group not involved in a commercial tour	\$7	\$10
	Current Fee	Proposed Fee
Camping – D. H. Day Campground First come – first served	\$16	\$20
Camping – D. H. Day Group Campground Group size up to 25 people	\$40	\$40
Camping – Platte River Campground – Non-Electric Up to 6 people or one family	\$22	\$26
Camping – Platte River Campground – Electric Up to 6 people or one family	\$27	\$31

Camping – Platte River Campground – Walk-in Up to 6 people or one family	\$18	\$22
Camping – Platte River Campground – Group Group size up to 25 people	\$50	\$50
Camping – Backcountry Permit – Mainland & Manitou Islands First come – first served, Up to 4 people and 2 tents	\$10	\$10
Camping – Backcountry Group - South Manitou Island Group size 9 to 20 people	\$30	\$30
Camping – Backcountry Group – North Manitou Island First come – first served, Group size up to 10 people	\$20	\$20

Entrance fees are not charged to persons under 16 years of age or holders of the America the Beautiful National Parks and Federal Recreation Annual, Senior, Access or Military Passes. These passes may be obtained at the park and their cost will not increase under this proposal.

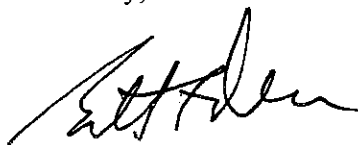
The Federal Lands Recreation Enhancement Act (FLREA) is the legislation under which the National Lakeshore collects entrance and camping fees. This law allows parks to retain 80% of the fees collected for use on projects that directly benefit visitors. The remaining 20% is distributed throughout the National Park System. The revenue is used to enhance visitor services, including maintenance of park facilities, rehabilitation of historic features, park interpretive programs, and increased protection of the outstanding resources within the National Lakeshore. Sleeping Bear Dunes National Lakeshore is a strong economic engine for the surrounding area. In 2016, a National Park Service report showed that 1,683,554 visitors to the National Lakeshore spent \$183 million in communities near the park. That spending supported 2,872 jobs in the local area.

After the public comment period concluded last summer, we began to analyze the comments. Responses ran almost two to one in support of a fee increase. A total of 52 comments were received through our planning website; 27 in favor of the increases, 14 opposed, and 11 expressing additional views about the fee increases, but not fully supporting or opposing the package of increases one way or the other. A smaller number of commenters were posted on our Facebook site in similar proportions.

Proposing to increase fees in the National Lakeshore is done only with a great deal of consideration, but the simple fact is the park depends on the fees to provide basic services that people expect. We are committed to keeping the park affordable, but we also want to be able to provide visitors the best possible experience. We feel the proposed fee changes are still an incredible value when considering the other family and recreation opportunities in the local area. Plus, 80% of the funds stay right here at the National Lakeshore to benefit our visitors.

We are seeking any thoughts you may have about the proposed fee schedule. By October 27, please provide your comments via email to sleepingbearinfo@nps.gov or by mail to: Superintendent, Sleeping Bear Dunes National Lakeshore, 9922 Front Street, Empire, MI 49630. For more information, please contact Merrith Baughman, Chief of Interpretation and Visitor Services, at (231) 326-4725.

Sincerely,



Scott Tucker
Superintendent

2

Minutes of a regular meeting of the Missaukee County Board of Commissioners, held at the Missaukee County Courthouse, 111 South Canal Street, Lake City, Michigan on the tenth day of October, 2017, at 2:00 p.m.

PRESENT: Frank Vanderwal, Ian Bridson, Pam Niebrzydowski, Roger Ouwinga, Star Hughston and Hubert Zuiderveen

ABSENT: Dean Smallegan

The following preamble and resolution were offered by Commissioner Niebrzydowski and supported by Commissioner Hughston:

**RESOLUTION 17-18
IN SUPPORT OF THE
GREAT LAKES RESTORATION INITIATIVE**

WHEREAS, the Great Lakes are a critical resource for our nation, supporting the economy and a way of life in Michigan and the other seven states within the Great Lakes region. The Great Lakes hold 20 percent of the world's surface freshwater and 90 percent of the United States' surface freshwater. This globally significant freshwater resource provides drinking water for more than 30 million people and directly supports 1.5 million jobs, generating \$62 billion in wages; and

WHEREAS, the Great Lakes Restoration Initiative (GLRI") provides essential funding to restore and protect the Great Lakes. This funding has supported long overdue efforts to clean up toxic pollution, reduce runoff from cities and farms, combat invasive species, and restore fish and wildlife habitat. Since 2010, the federal government has partnered with public and private entities and invested more than \$2 billion in over 2,900 projects throughout the region. Over its first six years, the GLRI has provided more than \$425 million for more than 500 projects in Michigan alone. The Brookings Institution has estimated that every dollar invested in the Great Lakes produces two dollars in long-term economic benefits; and

WHEREAS, GLRI projects are making a significant difference. They have restored more than 150,000 acres of fish and wildlife habitat; opened up fish access to more than 3,400 miles of rivers; helped implement conservation programs on more than 1 million acres of farmland; and accelerated the cleanup of toxic hotspots. In Michigan, GLRI funding has been instrumental in removing contaminated sediments from Muskegon Lake, the River Raisin, and the St. Mary's River; in restoring habitat along the St. Clair River, Cass River, Boardman River, and the Keweenaw Peninsula; and in the delisting of White Lake in Muskegon County and Deer Lake in the Upper Peninsula as areas of concern; and

WHEREAS, while a significant investment, past GLRI funding represents only a small portion of

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OCT 26 2017

BENJAMIN J. JONES
CLERK
OCT 26 2017

the amount needed to restore and protect the Great Lakes. Toxic algal blooms, beach closings, fish consumption advisories, and the presence of contaminated sediments continue to limit the recreational and commercial use of the Great Lakes; and
WHEREAS, any cuts to GLRI funding would jeopardize the momentum from over a decade of unprecedented regional cooperation. Draft federal budgets have proposed a 97 percent reduction in GLRI funding. These cuts would be a short-sighted, short-term cost-saving measure with long-term implications. Restoration efforts will only become more expensive and more difficult if they are not addressed in the coming years.

NOW, THEREFORE, BE IT RESOLVED, that this Board of County Commissioners of Missaukee County, Michigan, opposes slashing federal funding for the Great Lakes Restoration Initiative.

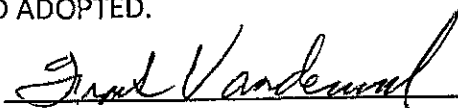
BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to the President of the United States, the President of the United States Senate, the Speaker of the United States House of Representatives, and the members of the Michigan congressional delegation as well as the other 82 Michigan counties.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

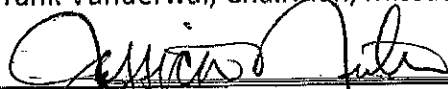
AYES: Ouwinga, Vanderwal, Zuiderveen, Niebrzydowski, Bridson, Hughston

NAYS: None

RESOLUTION DECLARED ADOPTED.



Frank Vanderwal, Chairman, Missaukee County Board of Commissioners



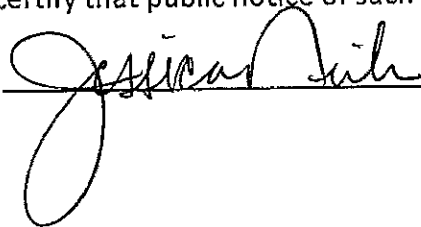
Jessica Nielsen, County Clerk

STATE OF MICHIGAN)

) ss

COUNTY OF MISSAUKEE)

I hereby certify that the forgoing is a true and complete copy of Resolution 17-18 adopted by the County Board of Commissioners of Missaukee County at a regular meeting held on October 10, 2017, and I further certify that public notice of such meeting was given as provided by law.



Jessica Nielsen, County Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, October 12, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice Chair Phil Hoyt
Ted Mick, Member

Manager Skeels
Clerk Jordan
Financial Manager Kolinske
Superintendent Schaub

The agenda was accepted with the addition of CRA Contract, KPM Contract, Potential New Hires and Deadstream Berm under new business. Motion by Comm Hoyt and supported by Comm Mick to approve the amended agenda. Ayes: Rosa, Hoyt and Mick. Nays: none

The minutes of the 09/28/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 44418 to # 44478 for the amount of \$492,054.10 and Payroll #20 for \$51,895.28. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Motion by Comm Mick and supported by Comm Hoyt to do the EFT transfer for MERS in the amount of \$44,841.49. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Superintendent's report: Contract work completed for this year. If time allows will be doing some patch work on Homestead Road. Elmer's currently working in Thompson pit will then move over to Honor pit. County salt should be arriving today, waiting on purchase order process for state salt. It was discussed that a "Danger" sign should be posted at the Thomson pit.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level. OMA & FOIA training at the Government center on 10/19/17 at 5:00 p.m.

Public Input: Ron Evitts, Colfax Township- Mr. Evitts voiced his concerns regarding timber hauling and the potential damage it is doing to our roads.

New Business:

Timber Sale Agreement - Motion by Comm Hoyt and supported by Comm Mick to enter into a contract with Northwest Hardwoods for timber harvesting at the Nessen pit. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Bank Depositories Resolution 2017-09 - Motion by Comm Mick and supported by Comm Hoyt to adopt Bank Depositories Resolution 2017-09. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

CRA Contract - Motion by Comm Hoyt and supported by Comm Rosa to enter into a contract with CRA for culvert engineering work. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

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OCT 27 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Page 2, Benzie CRC mtg 10/12/2017

KPM Contract - Motion by Comm Hoyt and supported by Comm Rosa to enter into a contract with KPM for culvert engineering work. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Potential New Hires - The Board agreed with Management to hire two new full-time driver positions this fall.

Deadstream Berm - Motion by Comm Rosa and supported by Comm Hoyt to reaffirm the board's decision on the Deadstream Road berm and to send a letter to Mr. Chahbazi stating he has thirty days to correct the issue. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Correspondence/Information/Discussion:

Winter night schedule - Eliminated the night greaser position and have replaced it with a mechanic's helper position. Drivers must pre-check their own trucks before going out each morning. Will try having drivers load their trucks at the end of their shift instead of beginning to save time in the morning.

Head-start request for emergency meeting place - Platte River pre-school will be listing us as their emergency gathering place.

Set RTF local meeting date - RTF meeting will be scheduled for beginning of December 2017 and will cover planning for years 2021 & 2022.

Engineering Tech employment extension - Engineering Tech position will be seasonal position April through September and then part-time October through March.

November meeting dates - November meeting date is on the 9th, canceling the meeting on the 22nd. Staff to research possibility of teleconferencing for board meetings.

Public Input: Ron Evitts, Colfax Township - Mr. Evitts mentioned the need for guard rail posts on the entrance to the Knudson property and asked about the possible leveling of the Wallin pit.

Closed Session - Union Negotiations - Motion by Comm Hoyt and supported by Comm Mick to enter into closed session at 10:48 a.m. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Meeting was adjourned at 11:10 AM.

Minutes Approved on 10/26/17

Robert Rosa, Chairman

Jennifer L Kolinske, Clerk

DEBBIE STABENOW
MICHIGAN

United States Senate
731 HART SENATE OFFICE BUILDING
WASHINGTON, DC 20510-2204

COMMITTEES:
AGRICULTURE, NUTRITION, AND FORESTRY
BUDGET
ENERGY AND NATURAL RESOURCES
FINANCE

4

November 1, 2017

Benzie County
448 Court Place
PO Box 337
Beulah, MI 49617

Dear Friend,

As we commemorate Veterans Day this year, I want to thank you for your service and share with you and those you represent the comments I made on the floor of the United States Senate. I will personally be participating in the Great Lakes National Cemetery annual Veterans Day ceremony in Holly on Veterans Day. As you participate in other ceremonies across the state, please feel free to share this letter or the attached statement from the Congressional Record.

This year was especially meaningful to me. After leading the effort to make Vietnam Veteran Jim McCloughan eligible for our nation's highest military honor, I was privileged to be at the White House in July as he was finally awarded the Medal of Honor by President Donald Trump. This fall, I also was honored to welcome 75 Michigan World War II, Korean War, and Vietnam War veterans who came to Washington from the Upper Peninsula. As we participate in commemorative events this Veterans Day across the state, we honor these and all generations of those who have served.

Whether addressing the needs of our unemployed or homeless veterans or working to fix our VA health care system, I recognize the solemn responsibility we have to keep the promises made to our nation's veterans and their families.

As always, I am honored to be your partner in this effort. Thank you for your service and for your dedication to Michigan's veterans.

Sincerely,



Debbie Stabenow
United States Senator

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NOV 06 2017

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

221 W. LAKE LANSING RD.
SUITE 100
EAST LANSING, MI 48823

719 GRISWOLD ST.
SUITE 700
DETROIT, MI 48226

432 N. SAGINAW ST.
SUITE 301
FLINT, MI 48502

3335 S. AIRPORT RD. W.
SUITE 6B
TRAVERSE CITY, MI 49684

3280 BELTLINE CT.
SUITE 400
GRAND RAPIDS, MI 49525

1901 W. RIDGE
SUITE 7
MARQUETTE, MI 49855



United States
of America

Congressional Record

PROCEEDINGS AND DEBATES OF THE 115th CONGRESS, FIRST SESSION

Vol. 163

WASHINGTON, THURSDAY, OCTOBER 26, 2017

No. 173

Senate

VETERANS DAY

Senator Debbie Stabenow rose to make the following statement:

Mr. President: I rise today to reflect on Veterans Day and the debt of gratitude each of us owes those who are willing to serve our country in our armed forces.

Each year I have the honor of attending Veterans Day events across Michigan. And at each parade, commemoration, and solemn ceremony, I am struck not only by the profound patriotism of our veterans, but by their deep humility and lasting dedication to serving others.

One amazing example of this is Jim McCloughan of South Haven. In May of 1969, he was 23 years old and far from home, serving as a medic in Vietnam after being drafted into the Army.

The orders were to attack Nui You Hill. However, Private First Class McCloughan and his company were surrounded by more than 2,000 enemy fighters. Over two days of battle, PFC McCloughan put himself in danger time and time again in order to rescue his fallen brothers.

His head and arm were bloodied by shrapnel and small-arms fire. Yet he refused to stop. When the battle was over, he had saved the lives of 10 members of his company.

PFC McCloughan received the Combat Medical Badge, two Purple Hearts, two Bronze Stars with "V" device for valor, and The U. S. Army Valorous Unit Citation, among other awards. He was a hero in every sense of the word. However, he remained focused on only one thing: How he could best serve others. And that's just what he did.

Jim McCloughan returned home and taught and coached at South Haven High School until retiring in 2008. That might have been where his story ended

had it not been for his one-time platoon leader, Lt. Randall J. Clark.

Lt. Clark never forgot about PFC McCloughan's heroism and worked tirelessly to get him the recognition he had earned. In 2016, I passed a bill to make PFC McCloughan eligible for our nation's highest military honor. And in July, I was honored to be at the White House as PFC McCloughan was finally awarded the Medal of Honor by President Donald Trump.

Jim McCloughan's story is extraordinary, but he's not alone. Across our nation—and throughout our history—people of common backgrounds and uncommon courage have put their lives on the line in defense of our nation. And time and again, these brave men and women have come home only to continue serving—in our schools, churches, elected offices, and civic organizations.

Veterans like Jim owe us nothing and keep giving us everything. It's our solemn duty to keep our promises to them. Like Lt. Clark, we must continue working to provide them all that they've earned, whether it's health care, education, the chance at a good job, or the Medal of Honor.

"I'm humbled, very humbled," Jim McCloughan said about receiving his award. "And, of course—as many individuals who are blessed to receive something like this—I'm receiving it for all of my men."

The spirit of service lives on in Jim McCloughan, in Lt. Clark, and in our veterans in Michigan and across this nation. On this Veterans Day, we remember them, we thank them, and we renew our commitment to serving them.

Thank you, Mr. President. I yield the floor.

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