

BENZIE COUNTY BOARD OF COMMISSIONERS

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

MEETING AGENDA

July 24, 2018

Frank F. Walterhouse Meeting Room, Governmental Center, 448 Court Place, Beulah, Michigan

PLEASE TURN OFF ALL ELECTRONIC DEVICES

- 9:00 a.m. CALL TO ORDER
 ROLL CALL
 INVOCATION AND PLEDGE OF ALLEGIANCE
 APPROVAL OF AGENDA
 APPROVAL OF MINUTES – 7/9/18; 7/10/18
 PUBLIC INPUT
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 COMMISSIONER REPORTS –
 COUNTY ADMINISTRATOR’S REPORT –
 FINANCE – Approval of Bills
 COMMITTEE OF THE WHOLE – Consent
 COMMITTEE APPOINTMENTS – Parks & Rec
 ACTION ITEMS – Financial Review Agreement; 2018-022 School Resource
 Officer
 PRESENTATION OF CORRESPONDENCE
 UNFINISHED BUSINESS
 NEW BUSINESS
- 10:00 Bob Schlueter, Area Agency on Aging Annual Report
- 10:15 Matt Olson, Benzie Central Superintendent & Jeff Tousley, Frankfort-Elberta
 Superintendent – School Resource Officer Millage Request
- 10:30 Pursuant to Section 8(d) of the Open Meetings Act [MCL 15.268(d)] the Benzie
 County Board of Commissioners is requested to go into a closed session to consider
 the purchase of real property
 PUBLIC COMMENT
 ADJOURNMENT

Times Subject to Change

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

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

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

PUBLIC INPUT

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

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

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

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

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

Commissioner Contacts:

District I – Bob Roelofs (Almira East of Reynolds Road).....	231-645-1187
District II - Art Jeannot (Almira Twp West of Reynolds Road, Platte and Lake Townships).....	231-920-5028
District III - Roger Griner (Crystal Lake, Frankfort).....	231-651-0757
District IV - Coury Carland (Benzonia).....	231-930-7560
District V - Terry Money (Homestead).....	231-510-2400
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

July 9, 2018

The Benzie County Board of Commissioners met in a special-joint session on Monday, July 9, 2018, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Gary Sauer.

Present were: Commissioners Carland, Jeannot, Money, Sauer and Warsecke

Excused: Commissioner Roelofs

Absent: Commissioner Griner

Building Authority Roll Call:

Present: James Clark and Eric VanDussen

Absent: Thor Goff, Jeff Johnson and Lisa Vogler

DHHS Board:

Present: Tom Hart and Gaylord Jowett

Kathy Dube, Maples Administrator, is also present

Absent: Ann Loveless

The Pledge of Allegiance was recited.

Agenda:

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

Public Input: None

Building Authority Update:

Eric VanDussen, Chair, the BA appointed two individuals – a construction liaison, Mr. Clark, to meet with engineer and Comstock; Jeff Johnson has been appointed so serve as liaison between the Building Authority (BA) and Department of Health & Human Service (DHHS) board.

Mr. Clark talked about the exterior, the previous plan was to pile drive more steel into the ground and it was determined that it was not a good idea. Abatement is schedule to begin in August. The architectural engineer drawings are nearing completion and Comstock is planning to do some exterior work prior to abatement. Preliminary schedule is that Comstock Construction is looking to complete the project by the end of December 2018. There are some open contracts with the contractors and Comstock is looking to renegotiate with them and others will be rebid.

Comm Money asked if they considered auguring rather than pile driving? They are looking at now using gravity blocks.

Eric VanDussen commented that the engineer we met with the other day is a landscape engineer and is designing the footing structures and the design of the blocks, not constructing it. Then bids will go out and back to the BA.

Eric VanDussen stated the BA has approved incorporating the DHHS plans for Phase III; does Mr. Burley have the authority to speak for the DHHS board for everything relating to the construction.

Tom Hart stated that he has been given fairly free reign and we rely on him fully for that.

Eric VanDussen stated that the asbestos abatement contractor can't start until late August or early September according to Comstock.

COMMISSIONERS

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July 9, 2018

Comm Jeannot inquired regarding the A/C compressors on the roof – where were they before, they weren't there, there was no air distribution in that area. Compressors will now be on the ground. Comm Jeannot asked if at some point will we have an update as to where we stand on the budget. Mitch asked who would put out the bids?

Eric VanDussen stated Comstock is using the same contractors will update bids and then they will go back to the BA.

Comm Jeannot memorialized for the minutes that the DHHS board has acknowledged that Dave Burley does not need DHHS board approval unless using DHHS fund.

Jim Clark concern of Dave was removal of the flooring and asbestos abatement, he is closely involved in that coordination. The Old galvanized pipe that was discovered in the utility room will be removed, but when you touch an old galvanized pipe, it starts to fall apart.

Eric asked about the pipes and water lines from the old portion of the building that is not being demolished.

Tom the money set aside by the county for Phase III should be used for those issues. If there is not enough money, where do we go from there? The project isn't complete until it is completed.

Karen stated that the millage allows for updates to equipment and upgrades – she says that includes the old building.

Jim Clark stated it would be helpful to have a wish list if there is extra money, now is the time to do it.

Comm Carland asked what percentage of the building is on the new generator? Tom and Kathy both stated not much. Kathy stated that each room has a red outlet that is wired to the generator. The freezers in the individual kitchens are not on the generator.

Tom stated the freezers should be a part of emergency support to be on the generator.

Eric stated this should be discussed with Comstock to talk with the electrical contractor about getting a separate bid for integrating the generator through the rest of the building.

Mitch says to think about leaving some space on the generator for any future needs.

Eric inquired if the Dykema report to the state has been updated? Kathy stated that it is done, the other report is March 2019.

Comm Money stated regarding the electric that he agrees with Comstock contracts being held, but the other issues should be opened up for bid to others.

Comm Jeannot inquired of Mr. Clark regarding a time frame for the wish list; the sooner the better.

The next couple of weeks would be the best – Kathy agreed. At least by July 25.

Mitch inquired as to when the next State of Michigan inspection is. Kathy stated any day now.

Eric VanDussen gave an arbitration update – the attorney is nearly done with the review and document production.

Comm Jeannot asked about the statute of limitations. Eric stated that it is still an issue.

Kathy was asked about the census and stated they are at about 93%.

Kathy stated that the Maples used to get a full 1 mill to operate. She would like the excess millage money after the bond payment is made to go to the Maples when the construction is fully completed.

Eric stated your fund balance initially allowed the Maples to accumulate \$4.5 million for this project.

At this point, your fund balance has another accumulation of \$1 million, is that correct.

Kathy it is recommended that you should have 3 months of revenue in the bank at all times, so we should have \$2 or \$2.5 million in the bank. We are also paying on the pension fund which is underfunded, so we are dumping a lot into that fund and we are also contributing to the depreciation account.

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July 9, 2018

Comm Sauer stated to Kathy – you have \$1 million in your fund balance now, are you increasing the fund balance now? Kathy responded slightly.

Eric inquired regarding warranties? Karen stated several have expired.

Comm Carland inquired of Kathy -- you said once that a facility like the Maples should operate with no millage – how do we get there? Drastic changes would have to be made.

Update on the Facility Operation – Kathy stated they are concerned with just getting through Phase 3 and that the facility is secure. The general operation of the facility is good.

Comm Carland stated that perhaps in the future we might sequester bond money into the Building Authority account for projects to the facility for the duration of the bond. Then you would go to the Building Authority for those projects.

Comm Jeannot the operating agreement will help to take care of the specifics.

Mitch spoke regarding the operating agreement – Mr. Figura wants ~~to~~ it to be a Use Agreement rather than an Operating Agreement. And the Use Agreement should be with the BOC and the DHHS, not including the BA. He has one agreement that is a decent template and should have a working draft by the end of July.

Comm Jeannot the agreement would be with DHHS and the BA with successor in interest. The DHHS board when they have an issue, they would come to us. The agreement is just documenting what is happening.

Mitch indicated to Tom Hart that their attorney should review the Use Agreement when it is done.

10:43 a.m. Public Input

Comm Money stated regarding the wish list, do it in a timely fashion with the BA; if there is more left over, we can then discuss. There is nothing else we can do with that money.

Comm Sauer asked Kathy if coordination is better, do you feel you are getting input from the BA? She indicated Yes, both ways.

Meeting adjourned at 10:45 a.m.

Gary G. Sauer, Chair

Dawn Olney, Benzie County Clerk

THE BENZIE COUNTY BOARD OF COMMISSIONERS

July 10, 2018

The Benzie County Board of Commissioners met in a regular session on Tuesday, July 10, 2018, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Gary Sauer.

Present were: Commissioners Griner, Jeannot, Money, Roelofs, Sauer and Warsecke

Excused: Commissioner Carland

The invocation was given by Commissioner Griner and the Pledge of Allegiance was recited.

Agenda:

Motion by Roelofs, seconded by Warsecke, to approve the agenda as amended, adding discussion regarding Financial Review RFP. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke
Nays: None Exc: Carland Motion carried.

Minutes:

Motion by Jeannot, seconded by Roelofs, to approve the regular session minutes of June 26, 2017 as corrected. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Carland Motion carried.

Motion by Roelofs, seconded by Warsecke, to approve the closed session minutes of June 26, 2018 reference collective bargaining with Attorney Matt Nordford, as presented. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Carland Motion carried.

Motion by Roelofs, seconded by Money, to approve the closed session minutes of June 26, 2018 reference Benzie County et al vs Cole with Attorney Richard Figura, as presented. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Carland Motion carried.

9:06 a.m. Public Input – None

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Sheriff Schendel informed the board that they are at a crisis level at the jail; 2 years ago they were at minimum staffing; they are taking in boarders now and have 10 from Grand Traverse so we are over 40 with 47 being maximum capacity. They have various issues with corrections officers (8 of the 13) – retirement, left the facility, medical issues. One corrections officer was assaulted by an inmate last week and will be out for two weeks. Road patrol is picking up the slack. They will be interviewing next week but only received 3 applications and stated that surrounding counties are also hiring. He asks for suggestions from the board and said you might want to look at the starting salary and bump it up to make it competitive. We can't operate the way we are.

Comm Jeannot stated that he appreciates you bring this to us but would say send the inmates back to Grand Traverse County.

Comm Griner suggests that you make connection with some retired military personnel in the area.

County Administrator Mitch Deisch stated that the officers are in collective bargaining units too.

Bert Gale, Building Official, provided the 2nd quarter building safety report. Bert introduces Jason Flores, the new Building & Soil Erosion Inspector. Bert stated that we had a slow start this year but feels we will end up the same as last year.

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Comm Jeannot commented that building permits are up over last year. How long are builders waiting for inspections? 2 days top – if they call by 3:30 p.m., they will be done the next day.

Comm Roelofs asked about when plumbing inspections are done. Tuesday and Thursday every week. Comm Roelofs also reminded Bert that we need to address the records retention.

COMMISSIONER REPORTS

Comm Jeannot reported that he saw Comm Roelofs on the news as being recognized as the Veteran Volunteer of the Year for the 7-county area. He also stated that he attended the HARP meeting in Honor, Sexual Harassment training for employees. Lake Township – Anna Grobe has been appointed Supervisor until 2020, replacing the retiring Bill Robinson. Almira Township continues to elevate the need for staffing for fire and EMS. Regarding the housing project that he is involved in, a public hearing was held at Crystal Lake Township but has no idea where they are at with it.

Comm Roelofs reported that Veterans Affairs has been busy; there was an event at the Garden Theater with Congregational Summer Assembly and they made a \$500 donation to the Memorial. Lake Ann Homecoming event raised another \$400 for the Veterans Memorial. He will attend the Village of Lake Ann meeting tonight.

Comm Warsecke reported that the Solid Waste scrap tire event will be held in Thompsonville July 14 from 9 a.m. – 12:00 noon. He attended Inland Township meeting last night and will be at Colfax tonight. There were no Conservation District or school board meetings.

Comm Griner stated that he went and toured the Pentagon, a lady from Holland gave the tour. They took everything away from them – phones, cameras, etc --- before they went in. The most impressive was the memorial outside.

Comm Money reported that he made a presentation to the Village of Thompsonville regarding the Land Bank. Homestead Township is doing repairs on their building. He attended the Grow Benzie event at St. Ambrose last Friday – there were 1,400 people there and 4 bands – it was not noisy or out of control. It was a very nice event.

Chairman Sauer reported that Blaine Township will have a renew/restore fire millage on the November ballot; he attended the sexual harassment workshop – none of us are experts; a joint meeting with the BOC-DHHS-BA was held yesterday and there was a lot of good information and the project is moving forward. Road Commission – Marshall Road work was started yesterday and there were other local road projects that are being worked on as well.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Provided his written report dated July 3, 2018.
- Health Insurance – 44North will make a presentation at the July 24, 2018 COTW.
- EMS – Jim Henderson has resigned with August 2 being his last day; a press release went out yesterday; we need to identify an interim director.
- Comm Jeannot asked about the 1% change in the MERS liability. The market went up and 13.07% was their rate of return, thought we would have a better percentage change.
- Ad hoc committee for Financial Review RFP will be discussed later in the meeting.

COMMISSIONERS

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July 10, 2018

- Comm Money stated that we need an exit interview with Jim Henderson with the BOC – also anyone that has left in the last year.

FINANCE

Bills: Motion by Warsecke, seconded by Griner, to approve payment of the bills in the amount of \$278,262.92 as presented. Roll call. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke
Nays: None Exc: Carland Motion carried.

COMMITTEE OF THE WHOLE – Consent

Motion by Jeannot, seconded by Griner, to approve items 1-3 of the June 26, 2018 Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Carland Motion carried.

COMMITTEE APPOINTMENTS – None

ACTION ITEMS

2018-020: Motion by Jeannot, seconded by Roelofs, to adopt Resolution 2018-020 Fair Housing resolution as presented, authorizing the chairman to sign. Roll call. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Carland Motion carried.

2018-021: Motion by Roelofs, seconded by Warsecke, to adopt Resolution 2018-021 Area Agency on Aging of Northwest Michigan FY 2019 Annual Implementation Plan as presented. Roll call. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Carland Motion carried.

PRESENTATION OF CORRESPONDENCE

- MMRMA RAP grant notification for EMS Stair Chair received.
- Parks & Recreation minutes of May 21, 2018 received.
- Kalkaska County Resolution in Opposition to HB 6049 and SB 1025 received.
- Wexford County Resolution Opposing HB 6049 and SB 1025 received.

UNFINISHED BUSINESS

Motion by Jeannot, seconded by Roelofs, to support selecting the Financial Review RFP from Municipal Analytic & Vettraino Consulting as recommended by the Ad Hoc Financial Review Committee to perform the Benzie County Financial Review Report and direct the County Administrator to prepare a contract to be brought back to the full Board of Commissioners. Roll call. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Carland Motion carried.

NEW BUSINESS -- None

10:35 a.m. Public Input

Sherry Taylor stated she was glad to see you will do exit interviews with department heads, but you also need to do exit interviews with employees.

Comm Griner stated we need to come up with some money to keep employees here.

Comm Jeannot stated that the information from the Sheriff was a plea for help.

COMMISSIONERS

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July 10, 2018

Chairman Sauer stated that he was caught off guard; 2 years ago he took a position out of the jail and put another on the road. He said the position wasn't needed. I don't want to do things with a knee jerk reaction.

Comm Jeannot says we need to go to the Sheriff and let him know that we want to help.

Comm Warsecke is the liaison to the Sheriff and will talk with him today.

10:44 a.m. Public Input Closed

Motion by Roelofs, seconded by Warsecke, to adjourn at 10:45 a.m. Ayes: Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Exc: Carland Motion carried.

Gary G. Sauer, Chair

Dawn Olney, Benzie County Clerk

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Committee of the Whole

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June 26, 2018

Motion by Jeannot, seconded by Griner, to approve the Committee of the Whole Consent Calendar as follows:

1. To amend the 2017-18 budget for Fund 256 ROD Automation Fund in the amount of \$10,000 as presented.
2. To amend the 2017-18 Budget for Fund 425 Equipment Replacement for Sheriff Office in the amount of \$12,793 as presented.
3. To authorize Mitch Deisch to act on the Robert Hawkins grievance on behalf of the Board of Commissioners.

Elected Officials and Department Head Comments

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
JULY 18, 2018
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 the July 18, 2018 Agenda
Approval of Minutes from the previous meeting – June 20, 2018
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 June 2018

Information Items

- A. Meet Sherrie Moseler, RN – Director of Home Healthcare Services
- B. Directors Report – June/July 2018
- C. Program/Services Report – June 2018
- D. Senior Center Update – June/July 2018
- E. Board of Commissioners Update – by Commissioner Roger Griner

Action Items

- 1. Opportunity to have a lot donated to BSR (West corner of Riverside & US131 in Honor)
- 2. Offer to consider for the 2002 Bus

New Business

- A. Sign up for Walk-a-Thon Duties-August 4th

Old Business

- 1. MERS Update
- 2. Walk-a-Thon Update
 - a. Yard Signs
- 3. Senior Needs Survey Update

Public Comment

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

Board Round Table Discussion/Evaluation of Meeting

Adjourn

RECEIVED

JUL 19 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

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

NEXT MEETING

Wednesday, August 15, 2018 at 4:30 p.m.
The Gathering Place Senior Center
Honor, MI 49640

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING**

June 20, 2018

Chair Beverly Holbrook called the meeting to order at **4:35** pm. Ron gave prayer of invocation, and the Pledge of Allegiance was said by all.

Roll Call: Members Present: Beverly Holbrook, Barbara Johnson, Ron Dykstra, Rosemary Russell and Shirley Robert

Absent and excused: Ned Edwards, Denise Favreau, Nancy Mullen-Call, Donna Malecki, Jane Elzerman,

Also present are Sabre Boyle, Douglas Durand, county commissioner Roger Griner and Chuck Mueller.

Approval of Agenda

- Beverly added under Action Items-Approval of transmission replacement for the 2008 Grand Caravan. Motion to approve the agenda with additions was made by Barb and seconded by Ron. Ayes being heard, the motion to approve the agenda was made.

Minutes

- A motion to approve the minutes of the previous meeting was made by Ron and seconded by Barbara. All ayes being heard, the motion was carried to approve the previous minutes was carried.

Public Input-

- A. Chuck Mueller, came to the meeting today and told a story of his family who just started on the meals on wheels program, he expressed much gratitude and wanted to let everyone know that his family is thankful to the meals on wheels staff for providing not only meals but going above and beyond during an emergent situation. He gave a card to Doug addressed to Jeff, Bill and Sharon.
- B. The suggestion box was empty, a new key and lock are now on the suggestion box

Finance Committee

A statement of financial income and expense was submitted to the board by Doug. A review of the financials was given by Doug to the board members. We are at 67% into our budgeted year. For the month of May: Revenues are down by 2.8%, and expenses are up by 7%. Overall, we ended May with a net loss of \$3,600.00 A motion to accept the finance committee report was made by Rosemary and Seconded by Barb, all Ayes being heard the motion was carried.

Information Items

- A. Directors Report: May/June 2018

A copy was submitted by Douglas Durand and received by the board. Doug gave some highlights of this report including the start of project senior fresh, the senior expo was a success, and the senior needs assessment has started with good results back. Legislative updates 2019 fiscal budget includes a \$2.5 million dollar increase. Federal appropriations processes are underway for 12 spending bills including meals on wheels.

- B. Program Services report for May/June 2018

A program services report was submitted and accepted by the board. Most services and activities are up for the month the only reduction was in congregate meals down by 5.4% when compared to last year.

- C. Senior Center Coordinator's Report for May/ June 2018

A senior center report was submitted to the board by Dawn and activities are well attended. Zumba is back and the class is growing.

D. Board of Commissioners Update presented by Roger Griner

1. Budgeting for county is occurring and Roger is working on the budget for 2019. Lansing is looking at mandating a pathologist for the county and potentially requiring a clinical criminal pathologist, this will be extremely costly for the county.
2. The register of Deeds is able to provide passport service in about 2 weeks from start to finish.
3. Childcare is needed in the county. There is a migrant daycare that is 100% federally funded and he would like to see if that daycare could be available for use.
4. Frank Walterhouse retirement party was nice.

Action Items

- A. One of our vans was towed to Watson auto. The van will need a new transmission.
 - a. Watson gave estimate of \$2,600 with a 3 yr or 125,000 mile warranty.
 - b. Northern Auto gave an estimate of \$1,800 with only a one-year warranty. The price jumped to \$2,900 with a 3-year warranty.
 - c. TNT Auto gave estimate of \$2,400 with a 3-year warranty.Rosemary made a motion to have the transmission fixed at Watson, considering the expense to tow the van to another location the cost savings would be minimal and the warranty is similar. Roll Call: Beverly Holbrook: Yes, Rosemary Russell: Yes, Ron Dykstra: Yes, Shirley Robert: Yes, Ann Dawe: Yes
The motion to have Watson fix the transmission was passed by board vote.

New Business

- A. Senior Needs Survey four copies were distributed to the board with request to hand it out to people over 60.
- B. Frankfort and Beulah 4th of July parade signup sheets were reviewed. Frankfort is at 10 and Beulah at 1:30.
- C. Board member resignation was read by Beverly. The board suggested that a card of appreciation be sent to Scott Harrison for all of his work.
- D. Board Member requirement was discussed among the members.

Old Business

- A. Fundraising - Doug gave information.
 1. Walk a Thon pamphlet was handed out.
 2. Sponsor sheets were handed to the board with request to contact last year's sponsors.
- B. MERS Update

PUBLIC COMMENT

Roger Griner said he would be going to the pentagon for a tour and he is excited.

ROUND TABLE DISCUSSION

No round table discussion.

ADJOURNMENT

The meeting was adjourned at 5:55pm.

Respectfully Submitted,

Rosemary Russell, RN, Board Secretary and Board Member

Next Meeting: Wednesday, July 18, 2018 Benzie Senior Resources The Gathering Place.

Benzie Senior Resources

Executive Directors Report June 2018 – July 2018

- The Walk-a-Thon is coming up in 3 weeks. We have secured 21 business sponsors. We have two additional churches for the paper shoe campaign. The Gathering Place Senior Center has a set a goal for the paper shoe campaign. We have 2 volunteers that will be at Family Fair on Friday, July 20th from 10am – 2pm to sell the paper shoes and bring awareness to the Walk-a-Thon.
- On August 22, Area Agency on Aging of Northwest Michigan will be conducting their annual Nutritional Review site visit.
- Just under 180 Community Senior Assessment Survey have been returned. We are starting Phase 2 & 3 with homebound seniors from the HDM, Home Healthcare and Homemaking clients. Total surveys going out is just over 300. Phase 3 is the distribution of The Gathering Place Senior Center Survey. Soon dates will be setup for the community focus groups meetings around the Benzie County.
- We had good turnout of staff and several Board of Directors participated in both the Frankfort and Beulah 4th of July Parades. The Subaru is getting great recognition in the community as the face of the Home Delivered Meals Program. The shout outs from folks when they saw our banner and the Subaru was a great experience.
- The transition with Sherrie moving from part-time to the full-time Director of Home Care Services took place on July 2. Barb has transition into the part-time RN position working Monday, Tuesday and Thursday. Pat has agreed to work an additional 1 day a week to help get caught up with HDM and Homemaking re-assessments. Sherrie is working on updating the Home Health Care and Home Delivered Meals policies and procedures.

Legislative Updates

State of Michigan

The FY 2019 Budget has been signed by Governor Snyder with a \$2.5 million dollar increase for

Federal Funding

On the heels of the significant increases for many OAA and other key aging programs that were secured in FY 2018, House and Senate Labor-HHS appropriators—working from mostly level overall funding—protected and maintained those increases and kept most programs' funding the same in FY 2019. Both House and Senate committees also rejected the stringent cuts included in President Trump's proposed budget.

In what can be considered a win for advocates in this incredibly difficult political environment, the following programs received level funding: OAA Title III B Home and Community-Based Supportive Services (\$385 million), III C Nutrition Services (\$490 million for C1 Congregate Meals and \$246 million for Home-Delivered Meals).

While the House and Senate are efficiently moving through the FY 2019 appropriations process so far, there is a possibility that these negotiations could stall in the near future as the election approaches. A late-September continuing resolution (CR) to keep funding flowing until after ballots are cast remains likely.

Volunteer Programs

We continue to average 1-2 new volunteers a month. The number of volunteers available fluctuates with the volunteers taking time off for vacations or family/friends visiting.

Program Report for May 2018

Nutritional Programs

Home Delivered Meals

Home Delivered Meals – 4,832 meals were provided to 156 clients in June 2018. **For year to date, this is an increase of 17% as compared to the same period in FY'2017.**

Congregate Meals

The Gathering Place and Thompsonville served 2,099 meals in June 2018. **For year to date this is a 6% reduction in number of meals served as compared to FY'2017.**

Through the first six-month (October 2017-June 2018) we have served 4,982 additional meals as compared to the same period last year.

Other Programs/Services

Dining Out Program – 237 customers redeemed 809 vouchers in June 2018. **Year to date the program is up 1.8% compared to 2017 and up 31.4% as compared to 2016.**

Homemaker Program – 360 service units were provided to 118 clients in June 2018. **Year to date the program is up 11.8% compared to 2017 and up 29% as compared to 2016.**

Guardian Medical Monitoring – 32 customers receive this service at no cost to them. Nine clients are currently on the waiting list.

Benzie Bus Punch Cards – 145 bus passes were issued to customers in June 2018. This represents 1,740 rides for the month. **Year to date the program is up 15.8% compared to 2017 and up 28.6% as compared to 2016.**

Information & Assistance - The agency handled 971 calls in June 2018 regarding Information and Assistance for services and questions related to older adults. **Year to date the number of phone calls received is up 3.5% compared to 2017 and up 36% as compared to 2016.**

MMAPS – Seven individuals received 11.25 hours of service to assist them in their Medicare needs in June 2018.

Hearing Clinic – Five individuals had a hearing evaluation completed in June 2018 at no cost to the client.

Estate Planning – Three individuals were provided estate-planning counseling in June 2018 at no cost to the clients.

Foot Care – 51 individuals were provided foot care at the clinic and 5 clients were seen in their homes in June 2018.

Benzie Senior Dental Program – Three clients received financial assistance for dental care in June 2018.

Emergency Senior Essential Needs Fund – Two individuals received financial assistance in June 2018. One client was assisted with a new septic system and altogether five agencies worked together to meet this need.

Senior Project Fresh – 165 \$20 coupon booklets were process. The remaining balance of coupon booklets still available as of 6/30/18 is 59.

The Gathering Place Senior Center – In June 2018, The Gathering Place Senior Center offered eighteen core activities that 697 cumulative number of individuals participated in. The top five attended activities for June 2018 were: Music Programs, Exercise Groups, Card Games, Health & Educational Programs and Day Trips. **Year to date, this is an increase of 11% as compared to the same period in FY'2017.**

In-Home Services – Number of Home Health Clients is up 6% as compared to June 2017. Total Client hours is up 8% as compared to June 2017.

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	23	36	4	63
December 2017	21	42	3	66
January 2018	22	40	2	64
February 2018	25	39	3	67
March 2018	23	37	3	63
April 2018	24	38	8	70
May 2018	24	42	9	75
June 2018	21	43	10	74
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	1322.25
November 2017	578.25	553	47.25	1178.5
December 2017	510	502	28	1040
January 2018	599.75	511	20.75	1131.50
February 2018	587.5	453.75	12.5	1053.75
March 2018	622.75	560.25	15	1198
April 2018	576	504.5	79.5	1160
May 2018	596.5	680	111.75	1388.25
June 2018	539.75	649.25	129.25	1318.25
July 2018				
August 2018				
September 2018				

Respectfully submitted,

Douglas Durand

BENZIE SENIOR RESOURCES
Statement of Financial Position
As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · CENTRAL STATE BANK CHECKING	308,144.11
003 · CENTRAL STATE BANK HRA	371.22
006 · CENTRAL STATE BANK CD	13,277.46
009 · CENTRAL STATE BANK MM CHECKING	148,039.11
Total Checking/Savings	<u>469,831.90</u>
Accounts Receivable	
1200 · Accounts Receivable	17,571.35
Total Accounts Receivable	<u>17,571.35</u>
Other Current Assets	
109 · INVENTORY	7,451.59
Total Other Current Assets	<u>7,451.59</u>
Total Current Assets	<u>494,854.84</u>
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	126,727.00
152 · EQUIPMENT	79,787.12
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(291,653.60)
Total Fixed Assets	<u>397,036.22</u>
TOTAL ASSETS	<u>891,891.06</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	16,037.70
Total Accounts Payable	<u>16,037.70</u>
Other Current Liabilities	
2100 · Payroll Liabilities	6,771.58
238 · AFLAC PAYABLE	120.90
Total Other Current Liabilities	<u>6,892.48</u>
Total Current Liabilities	<u>22,930.18</u>
Long Term Liabilities	
250 · MORTGAGE PAYABLE	135,795.51
260 · NET PENSION LIABILITY	410,473.00
Total Long Term Liabilities	<u>546,268.51</u>
Total Liabilities	<u>569,198.69</u>
Equity	
3000 · Opening Bal Equity	160,329.63
390 · FUND BALANCE - PROGRAMS	(570,978.00)
3900 · Retained Earnings	537,006.37
Net Income	196,334.37
Total Equity	<u>322,692.37</u>
TOTAL LIABILITIES & EQUITY	<u>891,891.06</u>

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
June 2018

	<u>June 2018</u>	<u>Budget</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	9,165.17	6,833.00	2,332.17
519.04 · FEDERAL USDA	35,719.28	24,000.00	11,719.28
519.05 MIPPA (MMAP)	200.00	150.00	50.00
540 · GRANTS	0.00	6,500.00	(6,500.00)
561 - HDM Waiver	1,320.00	704.00	616.00
642 · CHARGES FOR SERVICES/CONT	3,125.00	3,505.00	(380.00)
642.01 · FEE FOR SERVICE/CHORE	1,296.00	1,800.00	(504.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	2,330.00	2,400.00	(70.00)
642.03 · FEE FOR SERVICE/SNOW REMOVAL	(51.00)	0.00	(51.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	6,891.00	3,340.00	3,551.00
642.05 - FEE FOR PRIVATE PAY & INS	2,261.00	3,700.00	(1,439.00)
670 - Client Income	10,686.05	7,485.00	3,201.05
673 · NEWSLETTER SUB	60.00	40.00	20.00
675 · DONATIONS	11,082.61	9,133.00	1,949.61
676 · MILLAGE	85,836.57	85,836.00	0.57
680 · VOLUNTEER WAGES (IN-KIND).	5,845.00	6,500.00	(655.00)
677 - Fundraising	2,250.00	1,000.00	1,250.00
681 - In-Kind (non-volunteer)	780.41	334.00	446.41
690 - Trip Income	1,445.00	5,250.00	(3,805.00)
691 - MISC INCOME	25.00	0.00	25.00
Total Income	<u>180,267.09</u>	<u>168,510.00</u>	<u>11,757.09</u>
 Gross Profit	 180,267.09	 168,510.00	 11,757.09
 Expense			
700 - ACCOUNTING FEES	0.00	0.00	0.00
705 · SALARY AND WAGES	58,829.66	54,910.00	3,919.66
708 · PAYROLL TAX EXPENSE	5,704.37	5,692.00	12.37
709 · EDUCATION/TRAINING	4,695.00	0.00	4,695.00
710 · EVENTS	1,123.74	242.00	881.74
715 · CLOTHING ALLOWANCE	0.00	0.00	0.00
717 · DUES/SUBSCRIPTIONS	600.00	200.00	400.00
721 · COMPUTER EXPENSES	1,396.98	800.00	596.98
725 · FRINGE BENEFITS	7,055.57	11,965.00	(4,909.43)
726 - FUNDRAISING/MARKETING EXP	525.78	1,000.00	(474.22)
727 · SUPPLIES	3,362.55	2,165.00	1,197.55
727.2 · OFFICE EXP	857.58	700.00	157.58
727.3 - POSTAGE	621.91	600.00	21.91
727.4 - ADVERTISING	1,056.65	400.00	656.65
740 · FOOD	18,647.13	15,100.00	3,547.13
819 · CONTRACTUAL	15,771.46	22,912.00	(7,140.54)
820 · VOLUNTEER WAGES (IN-KIND)	5,845.00	6,500.00	(655.00)
825 · VOLUNTEER EXPENSES	1,020.59	567.00	453.59
850 · TELEPHONE	346.67	350.00	(3.33)
861 · TRAVEL/MILEAGE/GAS	2,678.01	2,330.00	348.01
900 · INTEREST EXPENSE	458.54	475.00	(16.46)
910 · INSURANCE	2,456.00	6,700.00	(4,244.00)
915 · PROJECTS	1,948.38	2,750.00	(801.62)
920 · UTILITIES	1,702.24	1,677.00	25.24
940 · DEPRECIATION EXPENSE	2,610.10	2,708.00	(97.90)

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
June 2018

	June 2018	Budget	\$ Change
980 · EQUIPMENT/REPAIRS	2,003.00	1,375.00	628.00
980.1 - OUTDOOR MAINTENANCE	45.04	95.00	(49.96)
981 · HDM VEHICLE MAINT/GAS	3,278.19	1,040.00	2,238.19
980.2 - INDOOR MAINTENANCE	119.29	175.00	(55.71)
TRIP EXPENSE	0.00	0.00	0.00
Total Expense	144,759.43	143,428.00	1,331.43
Net Ordinary Income	35,507.66	25,082.00	10,425.66
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	15.80	25.00	(9.20)
995 REALIZED GAIN (LOSS)	0.00	0.00	
999 - Other Income	200.00	80.00	120.00
Total Other Income	215.80	105.00	110.80
Other Expense			
999.1 · Other Expense	0.00	0.00	0.00
99999 - LEGAL EXPENSE	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	215.80	105.00	110.80
Net Income	35,723.46	25,187.00	10,536.46

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
75% of Fiscal Year 2018
Oct 2017 - June 2018

	<u>Oct-June 2018</u>	<u>Budget</u>	<u>\$ Change</u>	<u>Percent Expended</u>
Ordinary Income/Expense				
Income				
519.03 · TITLE III C2 INCOME	62,954.51	61,497.00	1,457.51	76.8%
519.04 · FEDERAL USDA	52,260.29	48,000.00	4,260.29	109.0%
519.05 MIPPA (MMAP)	2,300.00	750.00	1,550.00	207.0%
540 · GRANTS	88,629.53	58,500.00	30,129.53	113.0%
561 - HDM Waiver	7,644.00	6,336.00	1,308.00	90.0%
642 · CHARGES FOR SERVICES/CONT	23,679.02	23,345.00	334.02	73.0%
642.01 · FEE FOR SERVICE/CHORE	7,152.00	8,000.00	(848.00)	73.0%
642.02 · FEE FOR SERVICE/HOMEMAKER	20,562.00	17,900.00	2,662.00	83.0%
642.03 - FEE FOR SERVICE/SNOW REMOVAL	17,295.00	21,700.00	(4,405.00)	80.0%
642.1 - FEE FOR SLIDING SCALE CLIENTS	41,666.01	29,990.00	11,676.01	104.2%
642.05 - FEE FOR PRIVATE PAY & INS	9,521.00	31,100.00	(21,579.00)	23.0%
670 - Client Income	85,893.50	67,355.00	18,538.50	95.7%
673 · NEWSLETTER SUB	540.00	360.00	180.00	108.0%
675 · DONATIONS	83,350.54	75,347.00	8,003.54	82.0%
676 · MILLAGE	772,529.12	772,528.00	1.12	75.0%
680 · VOLUNTEER WAGES (IN-KIND).	54,023.20	50,500.00	3,523.20	77.0%
677 - Fundraising	55,535.16	48,000.00	7,535.16	76.0%
681 - In-Kind (non-volunteer)	35,231.84	2,998.00	32,233.84	880.0%
690 - Trip Income	24,790.00	21,000.00	3,790.00	78.7%
691 - MISC INCOME	1,350.00	0.00	1,350.00	0.0%
Total Income	<u>1,446,906.72</u>	<u>1,345,206.00</u>	<u>101,700.72</u>	<u>81.0%</u>
Gross Profit	1,446,906.72	1,345,206.00	101,700.72	
Expense				
700 - ACCOUNTING FEES	7,450.00	6,300.00	1,150.00	118.0%
705 · SALARY AND WAGES	505,303.86	521,645.00	(16,341.14)	71.0%
708 · PAYROLL TAX EXPENSE	52,732.24	54,074.00	(1,341.76)	71.3%
709 · EDUCATION/TRAINING	5,011.50	6,570.00	(1,558.50)	62.6%
710 · EVENTS	3,480.67	2,174.00	1,306.67	120.0%
715 · CLOTHING ALLOWANCE	0.00	600.00	(600.00)	0.0%
717 · DUES/SUBSCRIPTIONS	2,928.31	2,750.00	178.31	100.0%
721 · COMPUTER EXPENSES	28,046.61	9,800.00	18,246.61	230.0%
725 · FRINGE BENEFITS	54,417.10	107,685.00	(53,267.90)	38.0%
726 - FUNDRAISING/MARKETING EXP	3,442.81	5,500.00	(2,057.19)	33.0%
727 · SUPPLIES	22,765.27	19,485.00	3,280.27	87.6%
727.2 · OFFICE EXP	9,020.97	6,300.00	2,720.97	107.4%
727.3 - POSTAGE	2,759.50	2,350.00	409.50	86.3%
727.4 - ADVERTISING	6,780.42	3,600.00	3,180.42	141.0%
740 · FOOD	125,565.72	120,000.00	5,565.72	77.0%
819 · CONTRACTUAL	197,346.52	224,772.00	(27,425.48)	66.3%
820 · VOLUNTEER WAGES (IN-KIND)	54,023.20	50,500.00	3,523.20	77.0%

BENZIE SENIOR RESOURCES
Statement of Financial Income & Expense
75% of Fiscal Year 2018
Oct 2017 - June 2018

	<u>Oct-June 2018</u>	<u>Budget</u>	<u>\$ Change</u>	<u>Percent Expended</u>
825 · VOLUNTEER EXPENSES	7,395.74	9,549.00	(2,153.26)	64.4%
850 · TELEPHONE	3,171.08	3,150.00	21.08	75.5%
861 · TRAVEL/MILEAGE/GAS	21,162.03	21,470.00	(307.97)	74.3%
900 · INTEREST EXPENSE	3,976.39	4,275.00	(298.61)	69.8%
910 · INSURANCE	22,100.00	25,100.00	(3,000.00)	69.0%
915 · PROJECTS	7,506.14	14,750.00	(7,243.86)	40.0%
920 · UTILITIES	19,683.03	18,900.00	783.03	78.0%
940 · DEPRECIATION EXPENSE	23,490.90	24,372.00	(881.10)	72.2%
980 · EQUIPMENT/REPAIRS	22,372.99	12,375.00	9,997.99	135.6%
980.1 - OUTDOOR MAINTENANCE	6,791.11	5,775.00	1,016.11	112.0%
981 · HDM VEHICLE MAINT/GAS	14,090.41	9,360.00	4,730.41	113.0%
980.2 - INDOOR MAINTENANCE	1,573.05	1,575.00	(1.95)	75.0%
TRIP EXPENSE	17,146.00	15,000.00	2,146.00	57.0%
Total Expense	<u>1,251,533.57</u>	<u>1,309,756.00</u>	<u>(58,222.43)</u>	<u>70.6%</u>
Net Ordinary Income	195,373.15	35,450.00	159,923.15	
Other Income/Expense				
Other Income				
990 · INTEREST/DIVIDEND INCOME	120.48	200.00	(79.52)	44.4%
995.1 REALIZED GAIN (LOSS)	(172.51)	0.00	(172.51)	-172.0%
999 - Other Income	4,310.45	720.00	3,590.45	431.0%
Total Other Income	<u>4,258.42</u>	<u>920.00</u>	<u>3,338.42</u>	
Other Expense				
999.1 · Other Expense	2,331.94	0.00	2,331.94	2332.0%
99999 - LEGAL EXPENSE	967.26	2,500.00	(1,532.74)	39.0%
Total Other Expense	<u>3,299.20</u>	<u>2,500.00</u>	<u>799.20</u>	
Net Other Income	<u>959.22</u>	<u>(1,580.00)</u>	<u>2,539.22</u>	
Net Income	<u>196,332.37</u>	<u>33,870.00</u>	<u>162,462.37</u>	

	June 2018	Budget	\$ Change
861 · TRAVEL/MILEAGE/GAS	2,678.01	2,330.00	348.01
900 · INTEREST EXPENSE	458.54	475.00	(16.46)
910 · INSURANCE	2,456.00	6,700.00	(4,244.00)
915 · PROJECTS	1,948.38	2,750.00	(801.62)
920 · UTILITIES	1,702.24	1,677.00	25.24
940 · DEPRECIATION EXPENSE	2,610.10	2,708.00	(97.90)
980 · EQUIPMENT/REPAIRS	2,003.00	1,375.00	628.00
980.1 - OUTDOOR MAINTENANCE	45.04	95.00	(49.96)
981 · HDM VEHICLE MAINT/GAS	3,278.19	1,040.00	2,238.19
980.2 - INDOOR MAINTENANCE	119.29	175.00	(55.71)
TRIP EXPENSE	0.00	0.00	0.00
Total Expense	144,759.43	143,428.00	1,331.43
Net Ordinary Income	35,507.66	25,082.00	10,425.66
Other Income/Expense			
Other Income			
990 · INTEREST/DIVIDEND INCOME	15.80	25.00	(9.20)
995. REALIZED GAIN (LOSS)	0.00	0.00	
999 - Other Income	200.00	80.00	120.00
Total Other Income	215.80	105.00	110.80
Other Expense			
999.1 · Other Expense	0.00	0.00	0.00
99999 - LEGAL EXPENSE	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	215.80	105.00	110.80
Net Income	35,723.46	25,187.00	10,536.46

June 2018 Financial Narrative of FY'2018

We are 75% into our budgeted year through June 2018.

For June 2018, it was projected that Benzie Senior Resources would end the month with a net gain of \$25,187.

Revenue Highlights for June 2018:

Revenues increased \$11,867 or 7% than anticipated. State and Federal Programs led the way with net gains related to increases in funding allocated from state and federal budgets.

Expenses:

Expenses for June 2018 were up by \$1,331 or less than 1% than what was projected.

Expenses that came in over budget for the month of June 2018 were Salary & Wages, Education/Training, Events, Dues & Subscriptions, Computer, Supplies, Office Expense, Advertising, Volunteer Expense, Food, Travel/Mileage, Equipment/Repairs, and Home Delivered Meals Vehicle Expense.

Justification for expenses over budget for June 2018:

Salary & Wages (+7.1%) – Restructure of the three RN's and increase hours for Home Health Aides (HHA) due to increase client numbers. However, YTD Salary & Wages is down 3%.

Education/Training – Contracted 21 hours for staff and volunteer training for 2018 & 2019.

Events (+364%) – Much of the increase was related to the expenses paid out to the Senior Expo which was paid for by vendor registration fees and sponsorship dollars.

Dues & Subscriptions (+200%) – Several yearly renewals were paid.

Computer (+75%) – Monthly cost of network/server/work stations security protocols.

Supplies (55%) – Inventory adjustments and Home Healthcare medical supplies.

Office Supplies Expense (+22%) – Purchase of remittance envelopes.

Advertising (+164%) – Job postings in the Record Eagle and Record Patriot.

Volunteer Expense (+80%) – Expenses related to the volunteer recognition event which was held this year in June and not the usual month of May.

Food (+23%) – Related to inventory adjustment.

Travel/Mileage (+15%) – Due to increase in number of clients in the Home Healthcare Department.

Equipment/Repairs (+45.7%) – Installation of new drinking fountain/bottle refill. Semi-annual preventative maintenance to the walk-in freezer/cooler.

Home Delivered Meals Vehicle Maintenance (+215%) – \$2,600 for a remanufactured transmission for a HDM vehicle.

Overall, we ended June 2018 with a net gain of \$35,723.

Third Quarterly Year to Date Budget Narrative

It was projected that by the end of the third quarter, Benzie Senior Resources would have a net gain of \$33,870.

Revenues are up 7.8% through the end of the 3rd quarter.

All Federal and State reimbursement programs have seen an increase due to increases in both Older American's Act and Older Michigan's Act program funding. This is especially evident in the nutritional programs and our double-digit increase in Home Delivered Meals. The increase revenue in sliding scale fee & client income for home healthcare services has help to offset the loss in private pay/LTC insurance revenue.

The award of the Subaru accounts for \$28,958 of other in-kind.

Overall, many key revenue line items are at or above their anticipated budgeted amounts at the end of the 3rd quarter.

Expenses are down 4.4% through the end of the 3rd quarter.

Expenses that is over budget at the end of the third quarter are:

Accounting Fees (18%) – The Fiscal Year 2017 was the first full year of the merger and a full/complete audit was done by Anderson, Tackman & Co.

Events (60%) – Expense related to the Staff/Volunteer full day training in January 2018. Senior Expo expenses occurred but this was offset by the vendor registration fees and sponsorship revenue.

Computer (+186) – Much of this is related to the unexpected failure of the server and the need to purchase of a new server. The switch over to a new IT Company and the necessary upgrades to our anti-virus software to secure encrypted emails that meet the E-HIPAA requirements has added additional costs.

Supplies (+17%) – New electric totes for the Subaru and Oliver Tray supplies related to the increase in HDM meals.

Office Supplies (+43%) – Large purchase of letterhead, assortment of envelopes, increase costs with background checks on new staff, volunteers and contractors.

Postage (+17%) – Timing of purchase of postage and postage costs related to the Senior Needs Survey.

Advertising (+88%) – Job posting ads have driven up the costs.

Food (+4.6%) – Increases related to additional 6,066 Home Delivered Meals produced.

Equipment/Repairs (81%) – Spent \$2,500 on new kitchen equipment that was funded through a grant. Paint supplies for painting the interior of the Gathering Place, which an individual volunteered to paint at no cost. Numerous repairs and updates to the Gathering Place building. Preventative maintenance on the walk-in cooler/freezer, ice machine and heating and cooling, hood vent cleaning, etc.

Outdoor Maintenance (17.6%) – Due to April snowplowing at both locations and a price increase per plow.

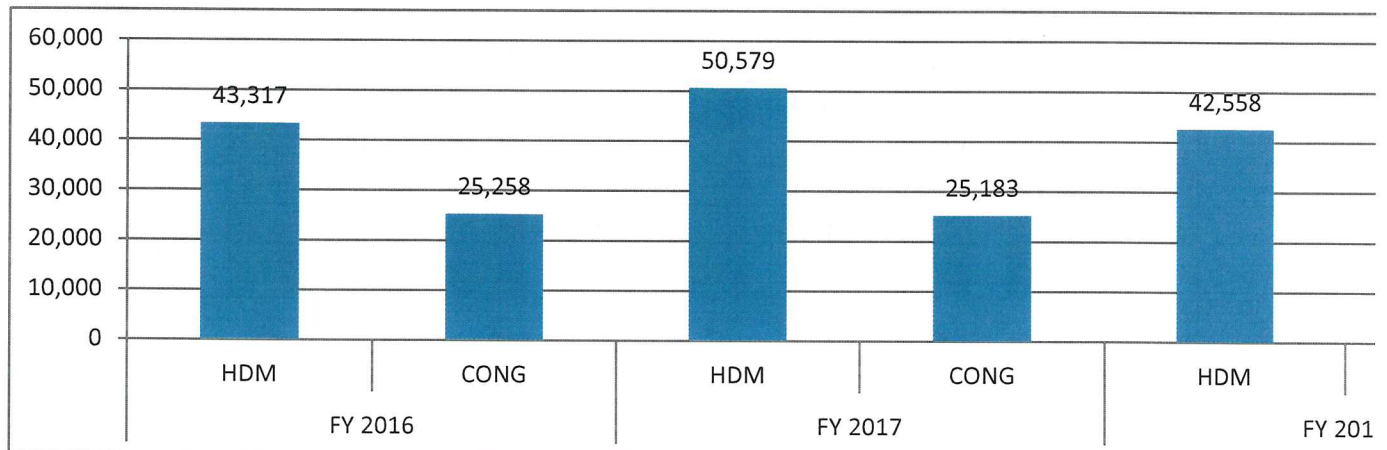
HDM Vehicle Maintenance and Gas (51%) – Costly year so far for repairs to the fleet. Remanufactured transmission, two front bumper replacements, brakes, axle, etc.

Through June 30, 2018 we have a net gain of \$196,332. Out of this amount \$28,958 is an in-kind related to the Subaru. Just under \$40,000 would have been paid in to MERS. There may also be a potential liability to MERS from last year of \$26,000 when we were instructed to stop paying into MERS from May 2017 through September 2017. Even with these taken into account, the net gain is still \$101,374.

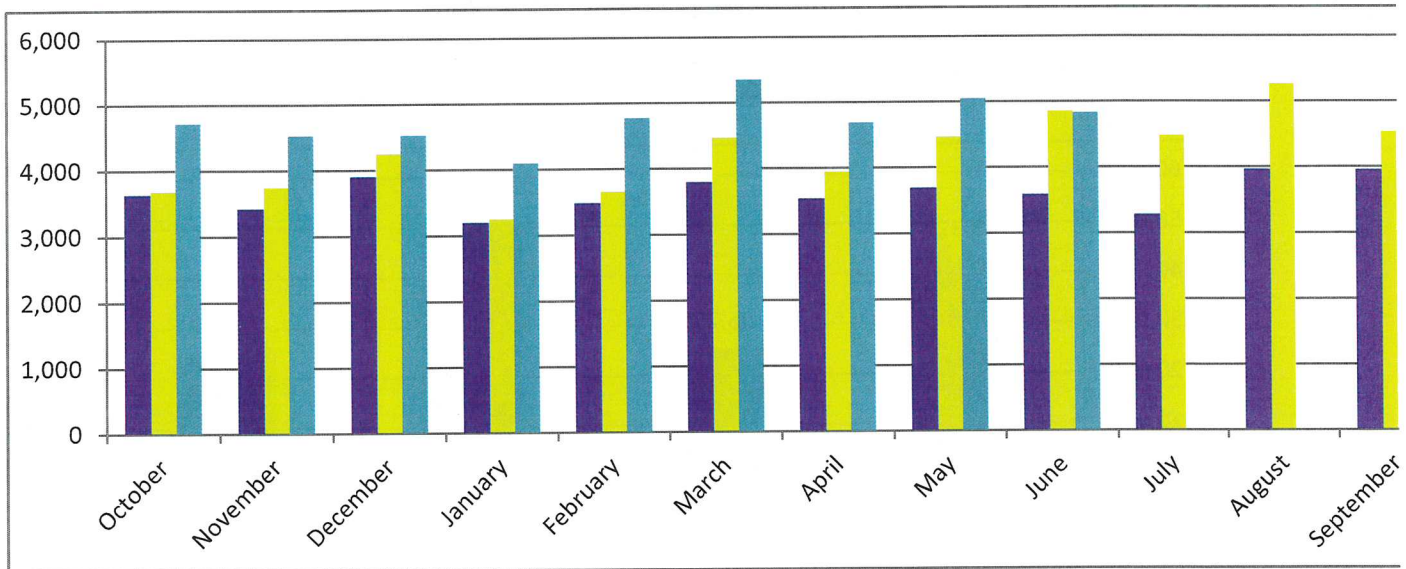
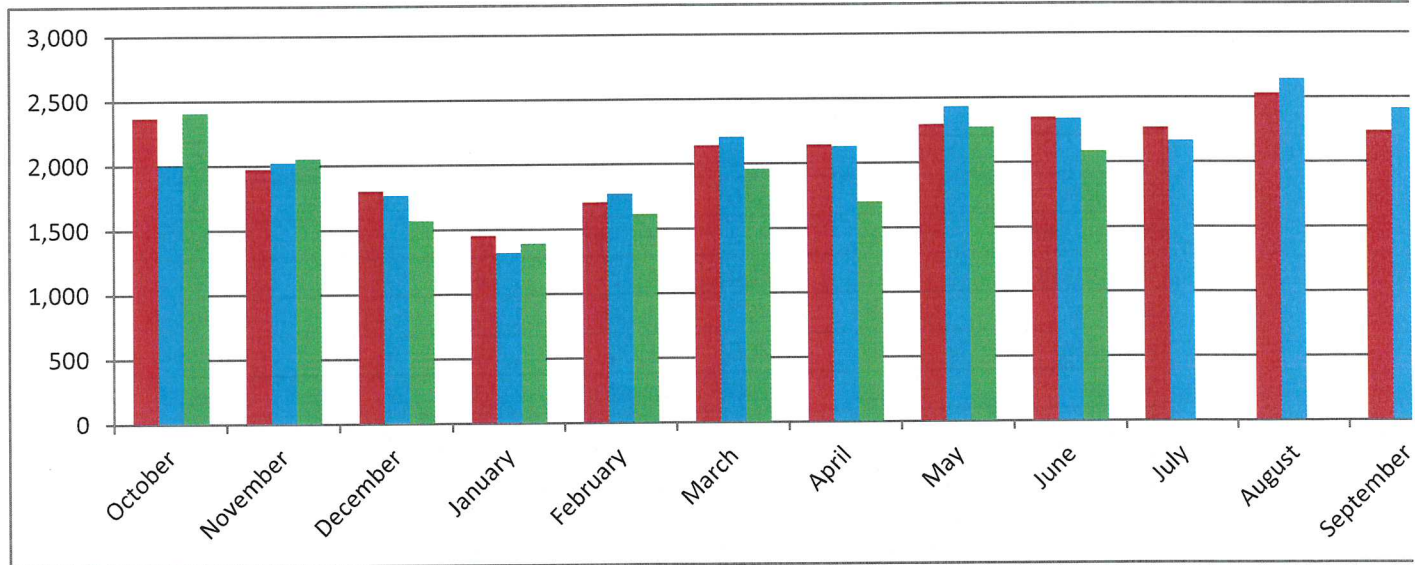
Respectfully submitted,
Douglas Durand

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	4,531	2,049
December	3,891	1,800	4,252	1,764	4,527	1,566
January	3,186	1,452	3,248	1,318	4,096	1,388
February	3,473	1,706	3,653	1,769	4,771	1,610
March	3,781	2,140	4,470	2,203	5,351	1,955
April	3,528	2,144	3,941	2,129	4,690	1,698
May	3,682	2,295	4,463	2,430	5,046	2,271
June	3,575	2,347	4,853	2,337	4,832	2,084
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	42,558	17,026



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



Senior Center Coordinator's Report July 6, 2018

Regular Happenings:

Tuesday Music and Dancing
Chair Yoga
Stay Fit with Doris
Bunco
Little River Casino
Hearing Clinic

Ol' Time Gathering
Thompsonville Meal
Wii Bowling
Yoga
Birthday celebrations
Essential Estate Planning

Blood Pressure Clinic
Bingo
Zumba
Plarn
Cards
Tech Support

Events:

Honor All School Reunion Meeting in our Activity Room on Thursday, July 12th at 10:00 a.m.

TASTE TEST TIME! The Gathering Place is working with Taste the Local Difference to improve our meals. Thanks to funds from the Building Healthy Communities grant, this partnership is catering meals to meet nutritional needs of older adults while simultaneously incorporating fresh local produce into our meals.

What do we mean by nutritional needs of older adults? Chronic diseases like heart disease become an increasing concern as we age, and the nutrients we put into our bodies can either contribute to or reduce our risk. High sodium diets can increase blood pressure, risk of hypertension, and heart disease. On the other hand, potassium can help offset the effects of sodium on blood pressure. Therefore, we've altered some menu items to lower the sodium content and raise the potassium content. Sodium is commonly found in high concentrations in processed foods and seasonings while potassium is high in fruits and vegetables. This means these adjustments are also raising the content of other important nutrients such as fiber. It's a win-win!

What about local produce? The Gathering Place is buying local salad greens from Grow Benzie. We are also sourcing other items from Cherry Capital Foods Hub. By buying local goods, we are supporting the local economy and providing fresh produce for our seniors!

Because we want feedback on the changes that were made, we are holding a taste test on July 13th in the dining room at The Gathering Place. Please join us, let us know your thoughts, and ask any questions!

MUSIC--Cliff Shelder Concert on Friday, July 20th at 1:00 p.m. An award-winning singer, songwriter and record producer, Cliff has performed at fairs, festivals, and restaurants, including the Bluebird Cafe in Nashville, and at corporate and social events in several states. He sings Classic and Traditional Country music from the 1940's through the present. His show includes songs from such artists as Ernest Tubb; Alan Jackson; Merle Haggard; Hank Williams; Jim Reeves; George Strait; Randy Travis and Willie Nelson. What a great way to start your weekend! Donations are appreciated to cover the cost of Cliff's performance. Mark your calendars and bring a friend!



Benzie County Office of Emergency Management Emergency Management Activities June 2018

Below are outlined many of the activities I have been involved in for the month of June 2018.

- 1. Meeting with Elberta Village Officials Regarding Independence Day Activities**
On Friday June 1st, 2018 I met with the elected officials of the Village of Elberta and law enforcement officials regarding planning for the upcoming Independence Day Activities. There is a concern that there will be a repeat of the severe injuries a person suffered because of an assault that occurred in 2017 during the fireworks festivities.
- 2. Leelanau County Full Scale Exercise**
On Wednesday June 6th, 2018 Dispatch Director Ron Berns and I participated as Controllers and Evaluators for a full scale exercise that was a simulated bombing and jail escape at the Leelanau County Governmental Complex.
- 3. Region 7 Homeland Security Planning Board Meeting**
On Thursday June 7th, 2018 I attended the Region 7 Homeland Security Planning Board Meeting in Grayling.
- 4. Benzie County Senior Expo**
On Friday June 8th, 2018 I had a table at the Benzie County Senior Expo at the Trinity Lutheran Church in Frankfort. I covered Emergency Management issues as well as exposed the public to our CERT Program.
- 5. Active Shooter Training for Government Center Employees**
On Wednesday June 13th, 2018 at 10:00am and again at 1:00pm we held two (2) Employee Response to an Active Shooter Event trainings for the Government Center employees. The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny, Defend (ADD) strategy, provides strategies, guidance and a proven plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, civilian response options, medical issues, and considerations for conducting drills.
- 6. Meeting with Elberta Village Officials Regarding Independence Day Activities**
On Thursday June 14th, 2018 I met with the Village of Elberta elected officials and presented the Incident Action Plan that was created for the upcoming Independence Day Activities. As with the elected officials of the City of Frankfort, we were not looking for approval of the plan but to allow them to ask questions and otherwise familiarize themselves with the plan to assure they could answer questions the public might have regarding deployment of emergency first responders.

I did ask the Village Council to approve a resolution to provide for a closure permit for M-22 on the evening of July 4th for the purposes of directing and controlling traffic. They Village Council did approve a resolution.
- 7. School Officials and the Emergency First Responder Meeting**
On Monday June 18th, 2018 the Superintendents of Frankfort-Elberta Area Schools, Benzie Central Schools had another meeting with members of law enforcement and myself to discuss progress since our last emergency response to schools.

We continue to make progress with the language the millage ballot might contain. There was a consensus to forward a first draft to the Benzie County Board of Commissioners that one of their June 2018 Committees of the Whole. While we were not looking for approval at that meeting, we were looking to get it on their radar.

RECEIVED

JUL 12 2018

DAWN OLNEY
BENZIE COUNTY CLERK



8. Meet with FEMA Officials Regarding 2016 AFG Grant Review

On June 19th, 2018 I, along with Almira Township Officials met with FEMA officials regarding the paperwork and status of the Assistance to Firefighter Grant to upgrade our Fire and EMS communications network. The purpose of the meeting was to assure we were in compliance with the Code of Federal Regulations or CFR's that apply to federal purchasing and paperwork. We spent several hours going through the various areas of compliance and were advised that we are in very good shape as it pertains to our compliance and paperwork. We have until September 30th to complete the grant purchasing and closeout.

9. Benzie County Fire and EMS Association Meeting

On Tuesday June 19th, 2018 I attended the Benzie County Fire and EMS Association Meeting that was held at Homestead Township Fire Department.

- **EMR Training**
It was reported that a person to act as Course Coordinator had been found. Jeff Alexander has agreed to act as Course Coordinator for \$6,500. The plan is to start the EMR Classes in September and they will be held in Thompsonville at the Fire Department.
- **Training Officers Report**
 - There was discussion that on July 23rd at 7:00pm there will be County Wide Training at the Fire Training House operated by Benzonia Township Fire Department. All county fire personnel are encouraged to attend.
 - There was discussion regarding the necessary and required ongoing or recurring training for all firefighters.
 - There was discussion regarding the value of Joint Training between departments.
 - MI CIMS Training June 27th, 2018 12n-4pm and 6p to 10pm
 - Flashover Training – Update – Scheduled to begin Saturday September 15th and Sunday September 16th 2018 at Almira Township Fire Department
 - Initial Fire Investigation for First Responders – Scheduled on Saturday September 22nd and Sunday September 23rd 2018
 - ICS 300 Training Friday September 28th, Saturday September 29th and Sunday September 30th, 2018 at the Benzie County Government Center
 - ICS 400 Training Saturday February 9th and Sunday February 10th, 2019
- **Mutual Aid Agreement** – The Mutual Aid Agreement is awaiting only one signature
- **Chief Tim Markey** of Homestead Township Fire Department was appointed to the Local Emergency Planning Committee replacing Chief Charles Thompson.
- **Chief Tim Markey** was also appointed at the Emergency Operations Center Alternate, again replacing Chief Charles Thompson.

10. MI CIMS Training

On Wednesday June 20th, 2018 I conducted a 4 hour MI CIMS New User Training. The Michigan Critical Incident Management System or MI CIMS is a system set up to meet the needs of emergency management and homeland security partners in Michigan for emergency and event planning, response, recovery, and mitigation. It is a system we routinely use in emergencies such as storms, large accident events or even for planned events like fireworks. Personnel are trained in the use of the system as well as how to navigate it many boards.

11. Final Frankfort Independence Day Activities Planning Meeting

On Thursday June 21st, 2018 we held our final Planning meeting prior to the 4th of July in Frankfort.

12. MI CIMS Training

On Wednesday June 27th, 2018 again, I conducted two 4 hour MI CIMS New User Training. The first was from 12:00noon to 4:00pm and a second from 6:00pm to 10:00pm.

13. Aircraft Accident After Action Review

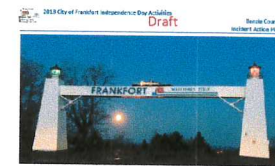
On June 29th, 2018 we held an After Action Review regarding a wheels up landing at the Frankfort-Dow Memorial Airport. Representatives of the State of Michigan, FAA, Airport Board Members and the emergency first responder community were present to discuss the crash and how the response could be better handled. Ranger Lachowski of the Sleeping Bear Dunes NL moderated the discussion. We reviewed the current Emergency Response Plan and compared it to the actual response. We then discussed how the response could have been improved.

14. Plan Presentation to the City of Frankfort Independence Day Activities

On Friday June 29th, 2018 I presented the Incident Action Plan for the upcoming Independence Day Activities. We were not looking for approval of the plan but to allow them to ask questions and otherwise familiarize themselves with the plan to assure they could answer questions the public might have regarding deployment of emergency first responders.

The purpose of the Incident Action Plan for the 2018 City of Frankfort Area Independence Day Activities is to reduce the risk to life, health, and safety of attendees, participants, spectators, staff, volunteers, and emergency services personnel. This plan sets forth the procedures and planning guidelines for responding to an incident during the 2018 City of Frankfort Area Independence Day Activities.

The goal of the Incident Action Plan is to provide for the safety and security of participants, spectators, staff, volunteers, and the public during the activities and affiliated events.



2018
City of Frankfort Area
Independence Day Activities
Incident Action Plan
JULY 4, 2018

This document outlines the safety plan for the 2018 City of Frankfort Area Independence Day Activities.
OFFICIAL USE ONLY

15. Upcoming Events

I have scheduled the following for the next two months;

July 4st – Frankfort Independence Day Activities-All day in Downtown Frankfort

July 10th - MEMA Board Meeting (Lansing MI)

July 11th – CERT Monthly Meeting and Training in the EOC

July 12th – Government Center Safety and Security Meeting 12:00 noon

July 16th – School Safety Planning Committee 10:00am in the EOC

July 16th – Local Emergency Planning Committee 2:00pm in the EOC

July 17th – Benzie County Fire/EMS Association Meeting

July 26th – Local Planning Team Meeting 7:00pm in the EOC

July 28th – ARES/RACES Meeting Downtown Beulah

August 2nd – R7HSPB Meeting Grayling

August 8th – Damage Assessment Training, Benzie County Government Center will be held in conjunction with CERT Monthly Meeting

August 9th – Government Center Safety and Security Meeting 12:00 noon

August 20th – School Safety Planning Meeting 10:00am in the EOC

August 20th – Local Emergency Planning Committee 2:00pm in the EOC

August 21st – Benzie County Fire/EMS Association

August 22nd – EXERCISE Mason County-non-conventional hydroelectric dam plans

August 23rd – Local Planning Team Meeting 7:00pm in the EOC

August 25th – ARES/RACES Meeting Downtown Beulah



Memorandum

RECEIVED

JUL 12 2018

To: Gary Sauer, Chairman of the Benzie County Board of Commissioners
From: Frank Post, Emergency Management Coordinator
Date: July 11, 2018
Subject: Authorization to Sign 2019 Emergency Management Program Grant (EMPG) Work Agreement

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Listed below are the 13 requirements that we must meet in order to receive funding of the grant funding for the Emergency Management position. It appears that funding this year of emergency management wages and benefits will be around 37% which is a similar percentage in years past.

GRANT PROCESS

The approval of 2019 Work Agreement is required prior to the beginning of the First EMPG Quarter (October 1). This puts MSP EMHSD on notice that we will be applying for funding for our Emergency Management Position as well as putting the County on notice as to the performance requirements for funding.

Every quarter throughout the year I submit reports to the District Emergency Management Coordinator for the Michigan State Police. They review the progress of compliance and approve the document going forward.

Toward the end of the performance period we receive a Grant Agreement which outlines specifically what the funding is expected to be a formal agreement that the county will substantially achieve the goals outlined in the Work Agreement. This is the document that specifically request reimbursement for the wages and benefits of the Emergency Management Coordinator Position paid during the performance period.

In January or February we have received supplemental funding under this program of 3% to 5% of the Emergency Management Coordinators wages and benefits because on unused dollars. These dollars come from programs that requested funding but did not follow through. FEMA will pay up to 50% of a positions wages and benefits.

ANNUAL WORK AGREEMENT

The annual Work Agreement is a document for the local emergency management programs to ensure that Michigan has a consistent, measurable, and effective emergency management system. Objectives are determined yearly based on Emergency Management (EM) priorities nationally and within the state.

(1) ADMINISTRATION & FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM)

activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

Goal: Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures.

(2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws, regulations, and have a local Emergency Management (EM) resolution.

Goal: Verify attendance at quarterly district emergency management meetings and other meetings related to emergency management, which may assist in the execution of emergency management activities within the jurisdiction.

(3) HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for vulnerable hazards to consider the impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and, infrastructure; the environment; the economic condition of the jurisdiction and public confidence in the jurisdictions governance.

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction.

(4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

Goal: Document the progress of hazard mitigation plan updates, completion of hazard mitigation plan objectives, and the dissemination of hazard mitigation grant information announcements and notices.

(5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk, and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Goal: Identify prevention training attended and potential training needs. Identify how jurisdictions are gathering and disseminating information to and from the Michigan Intelligence Operation Center (MIOC) and Critical Infrastructure and Key Resources (CIKR) sectors, and identify other methods used to deter or prevent hazards.

(6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

Goal: Document attendance of planning meetings, verify status of Emergency Operation Plans (EOP)/Emergency Action Guidelines (EAG), annexes, and supplemental plans, report new or updated SARA Title III plan, and emergency management participation with schools.

(7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HS GP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the National Incident Management System (NIMS).

(8) RESOURCE MANAGEMENT, LOGISTICS & MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including; identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

Goal: Ensure that Mutual Aid Agreements (MAAs) are developed and maintained, MEMAC is promoted, and that the jurisdiction's NIMS typed resources are current in the Michigan Critical Incident Management System (MI CIMS).

(9) COMMUNICATIONS & WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC

staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

Goal: Verify that the jurisdiction has a primary and secondary warning system, and that they participate in radio tests, MI CIMS drills, and are actively involved in exercising additional communication methods.

(10) OPERATIONS AND PROCEDURES & FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

Goal: Verify that procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans and that they were reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

(11) TRAINING

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

Goal: Verify that jurisdictions are submitting Quarterly Training Reports (QTR), and are receiving necessary Damage Assessment (DA) and MI CIMS trainings. Verify that the jurisdiction is aware of and promotes additional emergency management related trainings.

(12) EXERCISES, EVALUATIONS & CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal

year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of State Police by Section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

Goal: Document participation by EMPG funded personnel in exercises using HSEEP guidance and the submittal of After Action Reports (AAR). Verify that the jurisdiction has submitted Quarterly Exercise Reports (QER), updated their Improvement Plans (IPs) and training plans, as well as the multi-year training and exercise plan. Verify receipt and distribution of scheduled drill days.




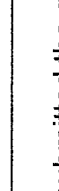
(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION & INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as "Do 1 Thing."

Goal: Document efforts to educate the public about preparedness activities and report the jurisdiction's Citizen Corps activities.

RECOMMENDATION

It is my recommendation that the Board of Commissioners authorize the Chair of the BOC and the Emergency Management Coordinator sign on behalf of Benzie County the 2019 Work Agreement with the Michigan State Police – Emergency Management and Homeland Security Division.

EWHSD-31 Michigan State Police Emergency Management and Homeland Security Division	Benzie County Emergency Management Fiscal Year 2019				<input checked="" type="checkbox"/> Initial Work Agreement
Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report					
<input type="checkbox"/> 1st Quarter SIGNATURE OF CHIEF ELECTED OFFICIAL 	<input type="checkbox"/> 2nd Quarter DATE 7-24-18	<input type="checkbox"/> 3rd Quarter SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR 	<input type="checkbox"/> 4th Quarter DATE 7/11/18		
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER 	DATE 7/11/18	SIGNATURE OF DISTRICT COORDINATOR 			

Purpose

This survey functions as the 2019 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

(1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

Planned Activities	Action Taken (Local EM Status Report)
1st Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 1/11/19.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No

2 nd	<ul style="list-style-type: none"> Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 4/12/19. 	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
3 rd	<ul style="list-style-type: none"> Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 7/12/19. 	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
4 th	<ul style="list-style-type: none"> Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 10/11/19. Submit documents for 2019 EMPG work agreement to EMHSD financial staff by 9/27/19. 	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No Position Description Submitted: Yes/No EMD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No

(2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations, and have a local Emergency Management (EM) resolution.

Planned Activities		Action Taken (Local EMC Status Report)
1 st	<ul style="list-style-type: none"> Attend quarterly district EM meetings held between 10/1/18-12/31/18. Report attendance at other EM related meetings held between 10/1/18-12/31/18. 	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____

		ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 - Long-Term Recovery # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
2 nd	<ul style="list-style-type: none"> ▪ Attend quarterly district EM meetings held between 1/1/19-3/31/19. ▪ Report attendance at other EM related meetings held between 1/1/19-3/31/19. 	Quarterly meeting attended: Yes/No _____ <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____ ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____

		ESF #14 – Long-Term Recovery # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
3 rd	<ul style="list-style-type: none"> Attend quarterly district EM meetings held between 4/1/19-6/30/19. Report attendance at other EM related meetings held between 4/1/19-6/30/19. 	Quarterly meeting attended: Yes/No _____ <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____ ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 – Long-Term Recovery # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____

<p>4th</p>	<ul style="list-style-type: none"> ▪ Attend quarterly district EM meetings held between 7/1/19-9/30/19. ▪ Report attendance at other EM related meetings held between 7/1/19-9/30/19. 	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation # _____</p> <p>ESF #2 - Communications # _____</p> <p>ESF #3 - Public Works and Engineering # _____</p> <p>ESF #4 - Firefighting # _____</p> <p>ESF #5 - Information and Planning # _____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____</p> <p>ESF #7 - Logistics # _____</p> <p>ESF #8 - Public Health and Medical Services # _____</p> <p>ESF #9 - Search and Rescue # _____</p> <p>ESF #10 - Oil and Hazardous Materials # _____</p> <p>ESF #11 - Agriculture and Natural Resources # _____</p> <p>ESF #12 - Energy # _____</p> <p>ESF #13 - Public Safety and Security # _____</p> <p>ESF #14 - Long-Term Recovery # _____</p> <p>ESF #15 - External Affairs # _____</p> <p>Local # _____</p> <p>District # _____</p> <p>Regional # _____</p> <p>State # _____</p> <p>Federal # _____</p>
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(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and, infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdictions governance.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/18-12/31/18. Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/18-12/31/18? 	<p><i>Type of Risk Assessment/Number Completed:</i> County: # _____ Municipal: # _____ Facilities: # _____ Special Events: # _____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
2 nd	<ul style="list-style-type: none"> Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/19-3/31/19. Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/19-3/31/19? 	<p><i>Type of Risk Assessment/Number Completed:</i> County: # _____ Municipal: # _____ Facilities: # _____ Special Events: # _____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
3 rd	<ul style="list-style-type: none"> Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/19-6/30/19. 	<p><i>Type of Risk Assessment/Number Completed:</i> County: # _____ Municipal: # _____ Facilities: # _____ Special Events: # _____</p>

	<ul style="list-style-type: none"> ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/19-6/30/19? 	I.P. Gateway tool utilized: Yes/No
4 th	<ul style="list-style-type: none"> ▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/18-9/30/19. ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/19-9/30/19? 	<p><i>Type of Risk Assessment/Number Completed:</i></p> <p>County: # _____</p> <p>Municipal: # _____</p> <p>Facilities: # _____</p> <p>Special Events: # _____</p> <p>I.P. Gateway tool utilized: Yes/No</p>

(4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> • Document whether your community has developed a hazard mitigation plan. • Confirm the date of the jurisdiction's hazard mitigation plan. • Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/18-12/31/18. ▪ Report how many action items listed in the hazard mitigation plan have been completed between 10/1/18-12/31/18. 	<p>HM plan: Yes/No/Adopted County Plan</p> <p>Plan is expired: Yes/No Expiration Date: ____/____/____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder and public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions <p>Total action items: # ____ Action items completed: # ____</p>
2 nd	<ul style="list-style-type: none"> ▪ Report how many action items listed in the hazard mitigation plan have been completed between 1/1/19-3/31/19. 	<p>Total action items: # ____ Action items completed: # ____</p>

	<ul style="list-style-type: none"> ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/19-3/31/19. 	<p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder or public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions
3rd	<ul style="list-style-type: none"> ▪ Report how many action items listed in the hazard mitigation plan have been completed between 4/1/19-6/30/19. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/19-6/30/19. 	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder and public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions
4th	<ul style="list-style-type: none"> ▪ Report how many action items listed in the hazard mitigation plan have been completed between 7/1/19-9/30/19. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/19-9/30/19. 	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document

	<ul style="list-style-type: none">▪ Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.	<ul style="list-style-type: none"><input type="checkbox"/> Offer the document for stakeholder and public review<input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions<input type="checkbox"/> Describe the details of action item implementation<input type="checkbox"/> Official plan adoption by participating jurisdictions <p>Information Was Disseminated: Yes/No Does not apply: _____</p>
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(5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk, and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities

- Identify prevention activities that the jurisdiction participated in between 10/1/18-9/30/19.

Action Taken (Local EM Status Report)

Check all that apply

- ☐ Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan.
- ☐ Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities.
- ☐ Participating in the Homeland Security Information Network (HSIN).
- ☐ Developing a Critical Infrastructure Protection Plan, and identifying roles and responsibilities.
- ☐ Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC.
- ☐ Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC.
- ☐ Conducting information sharing procedures.
- ☐ Other: _____

(6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/18-12/31/18. Attend or host four LEPC meetings by 9/30/2019. Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/18 - 9/30/19. Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/18 - 12/31/18. Ensure that any section/annex updates are still in compliance with Pub 201a. Report participation in EM activities with school officials that took place between 10/1/18-12/31/18. Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/18-12/31/18. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator, (DC). 	<p># _____ LPT meetings.</p> <p>Attend/Hosted # _____ LEPC meetings.</p> <p>EOP/EAG is current: Yes/No Expiration Date: ____/____/____</p> <p>Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____</p> <p>School Activities/Number of Activities: Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____</p> <p>Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____</p>

<p>2nd</p>	<ul style="list-style-type: none"> ▪ Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/19-3/31/19. ▪ Attend or host four LEPC meetings by 9/30/2019. ▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC. ▪ Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/19 - 3/31/19. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 1/1/19-3/31/19. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 1/1/19-3/31/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. 	<p>Attended/Hosted # _____ LPT meetings.</p> <p>Attend/Hosted # _____ LEPC meetings.</p> <p>EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply _____</p> <p>Reviewed Annexes: Yes/No Total Annexes: # _____ Annexes Updated: # _____</p> <p>School Activities/Number of Activities: Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____</p> <p>Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____</p>
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<p>3rd</p> <ul style="list-style-type: none"> ▪ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/19-6/30/19. ▪ Attend or host four LEPC meetings by 9/30/2019. ▪ Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/19 - 6/30/19. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 4/1/19-6/30/19. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 4/1/19-6/30/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. ▪ Report the status of SARA Title III plans Report any problem areas. 	<p># _____ LPT meetings.</p> <p>Attend/Hosted # _____ LEPC meetings.</p> <p>Reviewed Annexes: Yes/No Total Annexes: # _____ Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____</p> <p>Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____</p> <p>Total Sites: # _____ Total Plans: # _____ Problem Areas: _____ Does not apply: _____</p>
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<p>4th</p> <ul style="list-style-type: none"> ▪ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/19-9/30/19 ▪ Attend or host four LEPC meetings by 9/30/2019. ▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/19 - 9/30/19. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 7/1/19-9/30/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. ▪ Report participation in EM activities with school officials that took place between 7/1/19-9/30/19 and supply any planning guidance/templates that are available. ▪ Verify receipt by 9/15/19 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2019-2020 school year. 	<p>#___ LPT meetings</p> <p>Attend/Hosted #___ LEPC meetings.</p> <p>Reviewed Annexes: Yes/No Total Annexes: #___ Annexes Updated: #___</p> <p>Total Support Plans: #___ Current plans: #___ Does Not Apply: ___</p> <p>School Activities/Number of Activities: Planning: #___ Seminars: #___ Outreach: #___ Special Events: #___</p> <p>Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No</p>
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(7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSPG-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/18. 	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2 nd	<ul style="list-style-type: none"> Update EOC call list and submit a copy to the DC by 3/31/19, only if changes have been made. 	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3 rd	<ul style="list-style-type: none"> Update EOC call list and submit a copy to the DC by 6/30/19, only if changes have been made. 	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4 th	<ul style="list-style-type: none"> Perform an EOC call-out for a drill or an actual event between 10/1/18 and 9/30/19. Update EOC call list and submit a copy to the DC by 9/30/19, only if changes have been made. Conduct EOC orientation session between 10/1/18 and 9/30/19. Submit the EMD-70 NIMS Training Progress report by 9/30/19. Submit the EMD-71 NIMS Certification Form by 9/30/19. 	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No Changes have been made: Yes/No Changes have been sent to the DC: Yes/No EOC orientation was conducted: Yes/No EMD-70 has been Submitted: Yes/No EMD-71 has been submitted: Yes/No

(8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including: identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

Planned Activities		Action Taken (Local EM Status Report)
1 st		
2 nd		
3 rd		
4 th	<ul style="list-style-type: none"> Report new, updated or current MAA/MOUs within the emergency management program. Report any MEMAC membership additions that occurred between 10/1/18 and 9/30/19. Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS and submit the EMD-003 Resource Certification form by 9/30/19. Does your Emergency Management program maintain Logistics plans and procedures that can be activated during incident response, e.g. donations management, establishment of Points of Distribution, management of warehouses, activation of Mutual Aid Agreements, etc.? 	<p>New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____</p> <p>MEMAC Member Name: _____</p> <p>EMD-003 has been submitted: Yes/No _____</p> <p>Emergency Management program maintains Logistics procedures: Yes/No _____</p>

(9) COMMUNICATIONS AND WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Identify the primary and secondary public alerting and notification systems used in the jurisdiction function as designed. Verify if the jurisdiction is IPAWS compliant. If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant. If jurisdiction is not working towards IPAWS compliance, indicate reason. Participate in district and/or statewide radio testing between 10/1/18-12/31/18. Participate in district and/or statewide MI CIMS drills between 10/1/18-12/31/18. Document the jurisdiction's participation in any additional communication tests between 10/1/18-12/31/18. 	<p>Primary Notification: _____ Secondary Notification: _____</p> <p>Jurisdiction is IPAWS compliant: Yes/No/IPAWS on County Level.</p> <p>Jurisdiction is in the process of becoming IPAWS compliant: Yes/No/IPAWS on County level.</p> <p>Reason why jurisdiction is not working towards IPAWs compliance: _____</p> <p>Radio Test Type/Number of Radio Tests: District: # _____ State: # _____ Other: # _____</p> <p>MI CIMS Drill Type/Number of MI CIMS Drills: District: # _____ State: # _____</p> <p>Communication tests Type/Number of Communication tests: Communication tests: _____, # _____</p>

<p>2nd</p>	<ul style="list-style-type: none"> ▪ Participate in district and/or statewide radio testing between 1/1/19-3/31/19. ▪ Participate in district and/or statewide MI CIMS drills between 1/1/19-3/31/19. ▪ Document the jurisdiction's participation in any additional communication tests between 1/1/19-3/31/19. 	<p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i> District: # _____ State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____</p>
<p>3rd</p>	<ul style="list-style-type: none"> ▪ Participate in district and/or statewide radio testing between 4/1/19-6/30/19. ▪ Participate in district and/or statewide MI CIMS drills between 4/1/19-6/30/19. ▪ Document the jurisdiction's participation in any additional communication tests between 4/1/19-6/30/19. 	<p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i> District: # _____ State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____</p>
<p>4th</p>	<ul style="list-style-type: none"> ▪ Participate in district and/or statewide radio testing between 7/1/19-9/30/19. ▪ Participate in district and/or statewide MI CIMS drills between 7/1/19-9/30/19. ▪ Document the jurisdiction's participation in any additional communication tests between 7/1/19-9/30/19. ▪ Meet with local EAS/MAB region representatives between 10/1/18-9/30/19. 	<p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i> District: # _____ State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____</p> <p>Attended: # _____ Regional MAB/EAS Meeting.</p>

	<ul style="list-style-type: none"> Review and compare your jurisdiction's warning capabilities with the regional MAB, EAS plan by 9/30/19. 	Capabilities were compared with regional MAB/EAS Plan: Yes/No
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(10) OPERATIONS, PROCEDURES, AND FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures by 12/31/18. Report updates to EOC activation for the jurisdiction's EOC, provide a copy to the DC by 12/31/18. 	<p>Procedures are up to date in plans or procedures: Yes/No</p> <p>EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No</p>
2 nd	<ul style="list-style-type: none"> Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration and state assistance are reviewed with the jurisdiction's public officials by 3/31/19. Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/19 and 3/31/19. 	<p>Procedures have been reviewed with public officials: Yes/No</p> <p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>
3 rd	<ul style="list-style-type: none"> Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/19 and 6/30/19. 	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>
4 th	<ul style="list-style-type: none"> Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/19 and 9/30/19. 	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>

(11) TRAINING

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none">Promote emergency management courses between 10/1/18-12/31/18.	Emergency management course schedule has been promoted: Yes/No
2 nd	<ul style="list-style-type: none">Promote emergency management courses between 1/1/19-3/31/19.	Emergency management course schedule has been promoted: Yes/No
3 rd	<ul style="list-style-type: none">Promote emergency management courses between 4/1/19-6/30/19.	Emergency management course schedule has been promoted: Yes/No
4 th	<ul style="list-style-type: none">Promote emergency management courses between 7/1/19-9/30/19.	Emergency management course schedule has been promoted: Yes/No

(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of State Police by Section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Submit EMD-065 – Quarter Training and Exercise Report by 1/11/19. 	EMD-065 has been submitted: Yes/No
2 nd	<ul style="list-style-type: none"> Submit EMD-065 – Quarter Training and Exercise Report by 4/12/19. 	EMD-065 has been submitted: Yes/No
3 rd	<ul style="list-style-type: none"> Submit EMD-065 – Quarter Training and Exercise Report by 7/12/19. 	EMD-065 has been submitted: Yes/No

4 th	<ul style="list-style-type: none"> ▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/11/19. ▪ Develop and submit multi-year training and exercise plan for FY2019 – FY2021 by 9/30/18. 	<p>EMD-065 has been submitted: Yes/No</p> <p>Multi-year training and exercise plan has been submitted: Yes/No</p>
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(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as "Do 1 Thing."

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Document efforts to educate the public about preparedness activities occurring between 10/1/18-12/31/18. Report the data presented and the media by which this was accomplished. Document any Citizen Corps activity that occurred between 10/1/18-12/31/18. 	<p><i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of Terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>
2 nd	<ul style="list-style-type: none"> Document efforts to educate the public about preparedness activities occurring between 1/1/19-3/31/19. Report the data presented and the media by which this was accomplished. Document any Citizen Corps activity that occurred between 1/1/19-3/31/19. 	<p><i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of Terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>

3 rd	<ul style="list-style-type: none"> Document efforts to educate the public about preparedness activities occurring between 4/1/19-6/30/19. Report the data presented and the media by which this was accomplished. Document any Citizen Corps activity that occurred between 4/1/19-6/30/19. 	<p><i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 Signs of Terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>
4 th	<ul style="list-style-type: none"> Document efforts to educate the public about preparedness activities occurring between 7/1/19-9/30/19. Report the data presented and the media by which this was accomplished. Document any Citizen Corps activity that occurred between 7/1/19-9/30/19. 	<p><i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 Signs of Terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>

(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.	
	Activities
1 st	Action Taken
2 nd	
3 rd	
4 th	

MSP/EMHSD CONTACT INFORMATION FOR ASSISTANCE

The following is a list of Subject Matter Experts (SME) to assist with the information required in this report.

Name of SME	Contact Information	Specialty
Lt. Richard Martin	MartinR13@michigan.gov 517-322-1918 (office), 989-245-3154 (cell)	District 1 Coordinator
Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov 586-726-6709 (office), 517-202-5597 (cell)	District 2N Coordinator
Lt. Nate McQueen	McQueenN@michigan.gov 734-287-5044 (office), 248-210-0672 (cell)	District 2S Coordinator
Lt. Billie Jo Roach	RoachB@michigan.gov 989-777-0650 (office), 517-819-0841 (cell)	District 3 Coordinator
Lt. Kenneth High	HighK@michigan.gov 269-657-6081 (office), 269-332-3475 (cell)	District 5 Coordinator
Lt. Orville Theaker	Theakero@michigan.gov 616-866-6666 (office), 269-953-6099 (cell)	District 6 Coordinator
Lt. Michael de Castro	DecastroM@michigan.gov 231-946-3005 (office), 231-499-8266 (cell)	District 7 Coordinator
Lt. Steven Derusha	DerushaS1@michigan.gov 906-293-8061 (office Newberry); 906-227-7504 (office Marquette); 517-898-5055 (cell)	District 8 Coordinator
F/Lt. Gabe Covey	CoveyG@michigan.gov 517-284-3989 (office), 517-927-5362 (cell)	State and Local Support Section Manager
Penny Burger	BurgerP@michigan.gov 517-284-3991 (office)	Grants and Financial Management Section Manager
Kim Richmond	RichmondK@michigan.gov 517-284-3952 (office)	Grants Unit Manager
Amanda VanKoeveering	VanKoeveeringA@michigan.gov 517-284-3978 (office)	Financial Administration/EMPG
Matt Schneppe	SchneppeM1@michigan.gov 517-284-3950 (office)	Hazard Mitigation Project Grants Manager
Eric Pratt	PrattE2@michigan.gov 517-284-3987 (office)	Hazard Mitigation Project Grants
Tom Weber	WeberT1@michigan.gov 517-284-3941 (office)	State and Local Planning Manager
Mike Sobocinski	SobocinskiM@michigan.gov 517-284-3947 (office)	Hazard Mitigation Planning

	Mackenzie Angus	<u>AngusM@michigan.gov</u> 517-284-3696 (office)	State Planning
	Henrik Hollaender	<u>HollaenderH@michigan.gov</u> 517-284-3970 (office), 517-898-4225 (cell)	Local Planning/NIMS
	Brenna Hartner	<u>HartnerB@michigan.gov</u> 517-284-3727 (office)	HMEP/LEPC/ SARA Title III
	Michelle Kuzera	<u>KuzeraM@michigan.gov</u> 517-284-3965 (office)	Operations Management Section Manager
	Brianna Briggs	<u>BriggsB3@michigan.gov</u> 517-284-3992 (office)	Emergency Operations Unit Manager
	Jaclyn Barcroft	<u>BarcroftJ@michigan.gov</u> 517-284-3996 (office)	MI CIMS Coordinator
	Don Bouffard	<u>BouffardD@michigan.gov</u> 517-284-3995 (office)	Communication Specialist
	Jackie Hampton	<u>HamptonJ@michigan.gov</u> 517-284-3973 (office)	Training and Exercise Section Manager
	Lt. Michele Sosinski	<u>SosinskiM1@michigan.gov</u> 517-284-3819 (office)	Training Unit Manager
	Carly Georgopoulos	<u>GeorgopoulosC@michigan.gov</u> 517-284-3993 (office)	State Exercise Officer/HSEEP
	Stephenie Perkins	<u>PerkinsS3@michigan.gov</u> 517-284-3982 (office)	Exercise Officer
	Alex Abdun-Nabi	<u>Abdun-NabiA@michigan.gov</u> 517-284-3957 (office)	State Training Officer
	Sherrie Loader	<u>LoaderS@michigan.gov</u> 517-284-3656 (office)	Audit
	Dale George	<u>GeorgeD5@michigan.gov</u> 517-284-3962 (office)	State Public Information Officer
	Insp. Chris Bush	<u>BushC3@michigan.gov</u> 517-284-3967 (office)	MSP/EMHSD Assistant Commander
	Capt. Emmitt McGowan	<u>McGowanE1@michigan.gov</u> 517-284-3699 (office)	MSP/EMHSD Commander

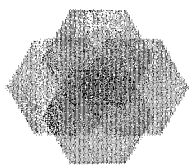
Commissioner Report

2018 Activities

1. AIP - 3 year of 3 year planning cycle. No significant changes in what we have been working on.

Priorities include:

2. Strengthening and partnering with COA's to ensure No Wrong Door (one page handout)
3. Building partnerships with the medical community to educate about home and community based services and improve coordination of health care and community services.
4. The direct care workforce shortage continues to significantly impact the ability of older adults to have care and service in the home. We are supporting statewide efforts to develop strategies to address this issue.
5. The 10 county COAs and AAANM (along with others) have partnered to conduct a community needs assessment for older adults. The final report will be available early winter. The first step is a survey of older adults to understand their needs and priorities. COAs are taking the lead in each county to get the survey out to older adults. We are very grateful for all of their efforts and the energy they are putting into this project.



BENZIE SENIOR RESOURCES

10542 Main Street, Honor, MI 49640
(231) 525-0600 • Fax: (231) 325-4855
Website: www.benzieseniorresources.org

AREA AGENCY ON AGING

— of Northwest Michigan —

1609 Park Drive, Traverse City, MI 49686
(231) 947-8920 • (800) 442-1713 • Fax: (231) 947-6401
Website: www.aaanm.org • E-mail: info@aaanm.org

No matter which agency you call, we help older adults (60+), family members and caregivers!

NAVIGATING COMMUNITY RESOURCES AND OPTIONS

Information & Assistance

Connects older adults, family members and caregivers with a wide range of resources and services to support aging needs.

Options Counseling (Area Agency on Aging)

Offers individuals, family members and caregivers unbiased support to discuss complex aging needs, explore options for assistance, and create a plan. There is no cost for this service.

Navigating family dynamics • Identifying long term care support services • Advanced care planning

Medicare / Medicaid Assistance Program (MMAP)

Provides free health-benefit counseling services to help Medicare beneficiaries find their way through the health benefits maze. May be able to help beneficiaries with medication costs and other Medicare-related assistance.

SUPPORT LIVING AT HOME & IN THE COMMUNITY (Benzie Senior Resources)

Services at Home

- Homemaking (light housekeeping)
- Personal Care (assistance bathing, dressing, and toileting)
- Respite Care
- Lawn Chore/Snow Removal
- Medication Management

Health & Safety

- Project Lifesaver (wander alerts for persons with dementia) & Personal Emergency Response Systems (alarm buttons)
- Medical Equipment Loan Closet
- Senior Oral Health Program
- Foot Care, Blood Pressure, & Hearing Clinics
- A Matter of Balance Workshops

Meals & Food

- Home Delivered Meals
- Community Meals / Dining Out Vouchers
- Senior Project FRESH (fresh produce coupons)

Other Support

- Senior Center Activities, Events and Trips
- Senior Transportation
- Volunteer Opportunities
- Senior Companion Program / Telephone Reassurance
- Tax Preparation Assistance
- Essential Needs Fund

ALTERNATIVES TO NURSING HOME PLACEMENT (Area Agency on Aging)

MI Choice Waiver Program

Provides individuals with resources to live in the community rather than a nursing facility. Must be 18 years or older, eligible for nursing home admission and eligible for Medicaid to pay for long term care. Funding is provided by the Michigan Department of Health and Human Services and the Centers for Medicare and Medicaid Services.

Care Management Program

Coordinates services for individuals to live at home rather than a nursing facility. Must be 60 years of age or older, have difficulties performing activities of daily living, be at risk of nursing home placement, and need assistance coordinating with community resources.

Nursing Facility Transition Services

Assists individuals in developing a plan to move from a nursing facility back into the community. Must be eligible to have Medicaid pay for long term care services.

Area Agency on Aging of Northwest Michigan Funding Report FY2017

Benzie County

	Regional Dollars	Benzie Dollars	Benzie Clients	Meals
Community Services [1]	\$332,595	\$26,088	403	
Michigan Office of Services to the Aging - Care Management Client Services [2]	\$860,259	\$87,771	36	
Michigan Office of Services to the Aging - Care Management Support	\$539,327	\$50,041	36	
Mich. Dept. of Community Health MI Choice Waiver Program. Support and Services [3]	\$9,397,050	\$628,774	30	
Home Delivered Meals	\$894,431	\$81,628	249	49,016
Congregate Meals	\$564,228	\$53,738	1401	21,389
Administration/Support/Planning	\$291,275	\$29,128	N/A	
Other (In House Programs) [4]	\$250,905	\$25,091	N/A	
Program Development	\$64,315	\$6,432	N/A	
Totals	\$13,194,385	\$988,689		
Total % of funding/region		7%		

Service Providers receiving contract funding and/or purchase of service funding for Benzie County residents:

Bella Senior Care, Benzie Senior Resources, Butler's Dock and Hoist, Catholic Human Services, Choices, Inc., Comfort Keepers, Compassionate Care HHS, Child & Family Services of Northwestern Michigan, Critical Signal Technologies, Frankfort Pines Assisted Living, Friends Who Care, Grand Traverse Pavilions, GT Independence, Guardian Medical Monitoring, Harbor Care Associates, Hometown Pharmacy, In-Home Health Services, Legal Services of Northern Michigan, Mark Ayers Plowing, Mom's Meals Nourishcare, Monarch Home Health, Munson Home Services, Nugent Maintenance Services, Northwest Michigan Community Action Agency, Nugent Maintenance Services, Phillips Lifeline, Real Life Living Services, Inc., Stuart Wilson CPA, VRI, West Michigan Home Care, Inc.

[1] Community Services Include: Information & Assistance, Michigan Medicare/Medicaid Assistance Program, Long-Term Care Ombudsman, Elder Abuse Prevention, T-Care, Creating Confident Caregivers Program, Personal Action Toward Health Program, Matter of Balance Program, Contracted Adult Day Health, Kinship Caregiver Supplemental, Legal Assistance

[2] Care Management Client Services Include: Adult Day Health, Personal Care, Respite Care, Homemaking, Private Duty Nursing, Foot Care, Medication Management, Nutritional Supplements, Personal Emergency Response Units, Transportation, Senior Companion

[3] MI Choice Waiver Services Include: Care Management Support, Adult Day Health, Nursing Facility Transition Services, Respite Care, Private Duty Nursing, Nutritional Supplements, Personal Emergency Response Units, Home Modifications, Chore Services, Non-Medical Transportation, Counseling, Community Living Supports, Nursing Services

[4] Other (In house programs) include: Durable Medical Equipment, Nutritional Supplements, VA Self directed Care, MIPPA ADRC, Dementia Capable

Note: This report summarizes State and Federal grant funding made available to the community through the Area Agency on Aging of Northwest Michigan. Contact your local COA for local and program income information.

FY2017

BENZIE SR RESOURCES

Homemaker	\$4,176.50
Med Management	\$8,494.50
In-Home Respite	\$17,356.50
Personal Care	\$37,884.15
Footcare	\$220.50
Care Mgmt Services	<u>\$68,132.15</u>
 MMAF Performance Award	 \$2,500.00
 Congregate Meals	 \$47,280.01
 Home Delivered Meals	 \$81,628.44
 Waiver Services	 <u>\$33,614.23</u>
	 \$233,154.83

AREA AGENCY ON AGING

of Northwest Michigan

2017 Annual Report

For Fiscal Year October 1, 2016—September 30, 2017

Thinking back over my career in the aging network, it is clear to me that 2017 was like no other year. Thank goodness for i-Phones! There were many points during 2017 that had us glued to our little screens for moment-to-moment coverage of the quickly changing headlines. And the headlines kept coming - potential repeal of the Affordable Care Act, overhaul of the tax code, restructuring of governmental services, potential nuclear war with North Korea, and dialogue about who we are as human beings and what is important to us. We are in the midst of significant social change.

Advocacy is a core responsibility of Area Agencies on Aging and other entities in the aging network. Throughout 2017, it seemed like funding to provide care, services and assistance to vulnerable populations – the young, the old, the poor, the disabled, the mentally ill, the homeless – was continually at risk in one way or another. It was a year of continuous advocacy at every level in an ever-changing environment!

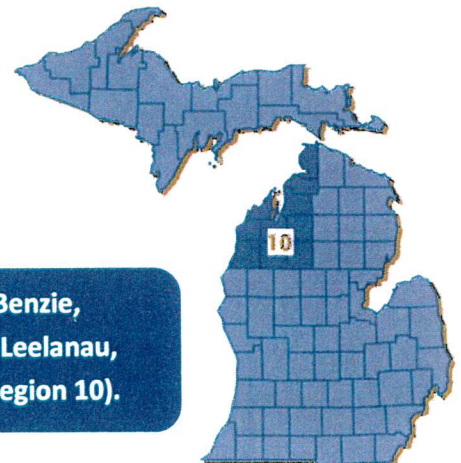
However, 2017 was a year of many advocacy successes! Because of strong advocacy efforts, many fundamental funding sources and programs are still in place to support vulnerable populations. While the future of Medicaid and the health insurance exchange market is uncertain, many in Michigan (who would otherwise be uninsured) maintain coverage through these expanded options. Others who may have been left struggling with the proposed elimination of critical social service funds and programs (Community Development Block Grants, the State Health Insurance Program and the Children's Health Insurance Program, to name a few), will continue to receive support and services. It took tremendous advocacy, from individuals to organized networks, to accomplish this.

The mission of AAANM is to serve and advocate for older adults, persons with disabilities and caregivers by supporting their independence, dignity and quality of life. We take this to heart and do this in many ways. To each and everyone one of you who signed a petition, called or wrote a letter to your legislator, or even participated in one of the many peaceful protest marches across our country in 2017, I applaud and thank you. Moreover, I challenge you to do even more in 2018.



Robert Schlueter
Executive Director,
AAANM

An Area Agency on Aging serving Antrim, Benzie,
Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau,
Manistee, Missaukee and Wexford counties (Region 10).



AREA AGENCY ON AGING OF NORTHWEST MICHIGAN

(AAANM) is a private, non-profit corporation, designated as an Area Agency on Aging in 1974 by the Michigan Aging and Adult Services (AASA), formerly Michigan Office of Services to the Aging (OSA).

As one of more than 670 Area Agencies on Aging nationwide, AAANM is responsible for developing, managing and funding a comprehensive system of services for older adults in ten counties of northwestern lower Michigan.

DIRECT SERVICES

	Units	Clients
Creating Confident Caregivers Program (hours)	737	60
Elder Abuse Prevention (hours)	83	n/a
Information and Assistance (contacts)	1,956	n/a
Long-Term Care Ombudsman (contacts)	n/a	52
Medicare / Medicaid Assistance Program (contacts)	7,837	n/a
Personal Action Toward Health Program (hours)	1,976	183
Tailored Caregiver Assessment (T-Care) (hours)	4	1
A Matter of Balance (hours)	1,536	135

CONTRACTED SERVICES

	Units	Clients
Adult Day Health (hours)	3,015	28
Adult Day Transportation (trips)	1,894	22
Kinship Caregiver Supplemental Services	n/a	21
Congregate Meals (meals)	163,750	6,812
Home Delivered Meals (meals)	339,449	2,316
Legal Assistance (hours)	620	218

The mission of
AAANM is to
**SERVE AND
ADVOCATE** for
older persons,
adults with
disabilities and
caregivers by
supporting their
**INDEPENDENCE,
DIGNITY and
QUALITY OF LIFE.**

AAANM contracts Federal Older Americans Act and State Older Michiganians Act funding to organizations serving Region 10. The following organizations received contracted funding in FY2017:

Antrim County Commission on Aging

Benzie Senior Resources

Charlevoix County Commission on Aging

Child & Family Services of Northwestern Michigan

Friendship Centers of Emmet County

Kalkaska County Commission on Aging

Legal Services of Northern Michigan

Northwest Michigan Community Action Agency

McLaren Adult Day

CARE CONNECTIONS

Care Connections is a program that offers individuals the supports they need to remain living in the community. Support Coordinators (nurses and social workers) help individuals understand and access the care options available to them.



Care Management Services	387	people
Caregiver Respite Services	3	people
MI Choice Waiver Services	472	people
Nursing Home Transition Services	34	people
Veterans Services	3	people

PURCHASED SERVICES

	Care Management	MI Choice Waiver
Adult Day Health (hours)	1,387	1,887
Community Living Supports (hours)	n/a	422,046
Home Delivered Meals (meals)	n/a	25,672
Homemaking (hours)	14,320	n/a
Personal Care (hours)	15,203	n/a
Personal Emergency Response Systems (clients)	156	195
Private Duty Nursing / Training (hours)	2,246	6,096
Respite Care (hours)	9,860	1,615
Transportation (clients)	104	201

CARE MANAGEMENT - Guides adults 60 years and older who have long term care needs to resources that help support care in the community.

MI CHOICE WAIVER - Coordinates a plan that supports adults 18 years and older who are eligible to have Medicaid pay for their long term care in a community setting.

NURSING HOME TRANSITION SERVICES - Assists Medicaid eligible adults to develop a plan for returning to community living.

To view client testimonial videos for Care Management, MI Choice Waiver or Nursing Home Transition Services, or to view a video about Creating Confident Caregivers and Personal Action Toward Health (PATH), please visit www.aaanm.org.

Area Agency on Aging of Northwest Michigan
1609 Park Drive, PO Box 5946, Traverse City, Michigan 49696-5946
231.947.8920 - 1.800.442.1713

FY2017 Highlights

Improving Non-Emergency Medical Transportation

In October 2016, AAANM became one of seven MI Choice Waiver Agents to pilot the provision of non-emergency medical transportation. Prior to this, MI Choice participants were required to access rides to medical appointments through the Michigan Department of Health and Human Services. This often led to delays in authorizations as well as a duplication of case management services. At the end of the pilot, participants overwhelmingly reported that it was easier to arrange rides, that they missed fewer medical appointments and that the quality of the transportation was better. AAANM provided transportation to 201 MI Choice Waiver participants in FY2017 by utilizing 35 different providers.

Developing Dementia Dexterity

AAANM is proud to be part of an Administration on Community Living (ACL) grant to AASA. Funding from this grant has allowed AAANM to increase awareness about dementia in northwest Michigan.

- Training was provided to AAANM staff and other agencies that support older adults to administer the AD8 screening tool. The AD8 tool helps to identify changes in cognition which can then be used to encourage a more formal evaluation by a healthcare provider. It may also identify those who are in the early stages which is ideal for planning purposes and the provision of support to the caregiver.
- Using the AD8, AAANM piloted a protocol to screen individuals or caregivers contacting AAANM.
- Additional training was provided to AAANM staff and interested agencies to better understand and work with individuals who have dementia.

Community trainings about brain health are available, thanks to continued funding from this grant. If your community group or organization is interested, please contact AAANM at 231-947-8920.

FY2017 Audited Financial Summary

EXPENSES	Dollars
Community Services	\$1,192,854
MI Choice Waiver	\$9,397,050
Home Delivered Meals	\$894,431
Congregate Meals	\$564,228
Care Management Support	\$539,327
Administration/Support/Planning	\$291,275
Other (in house programs)	\$250,905
Program Development	\$64,315
Total	\$13,194,385

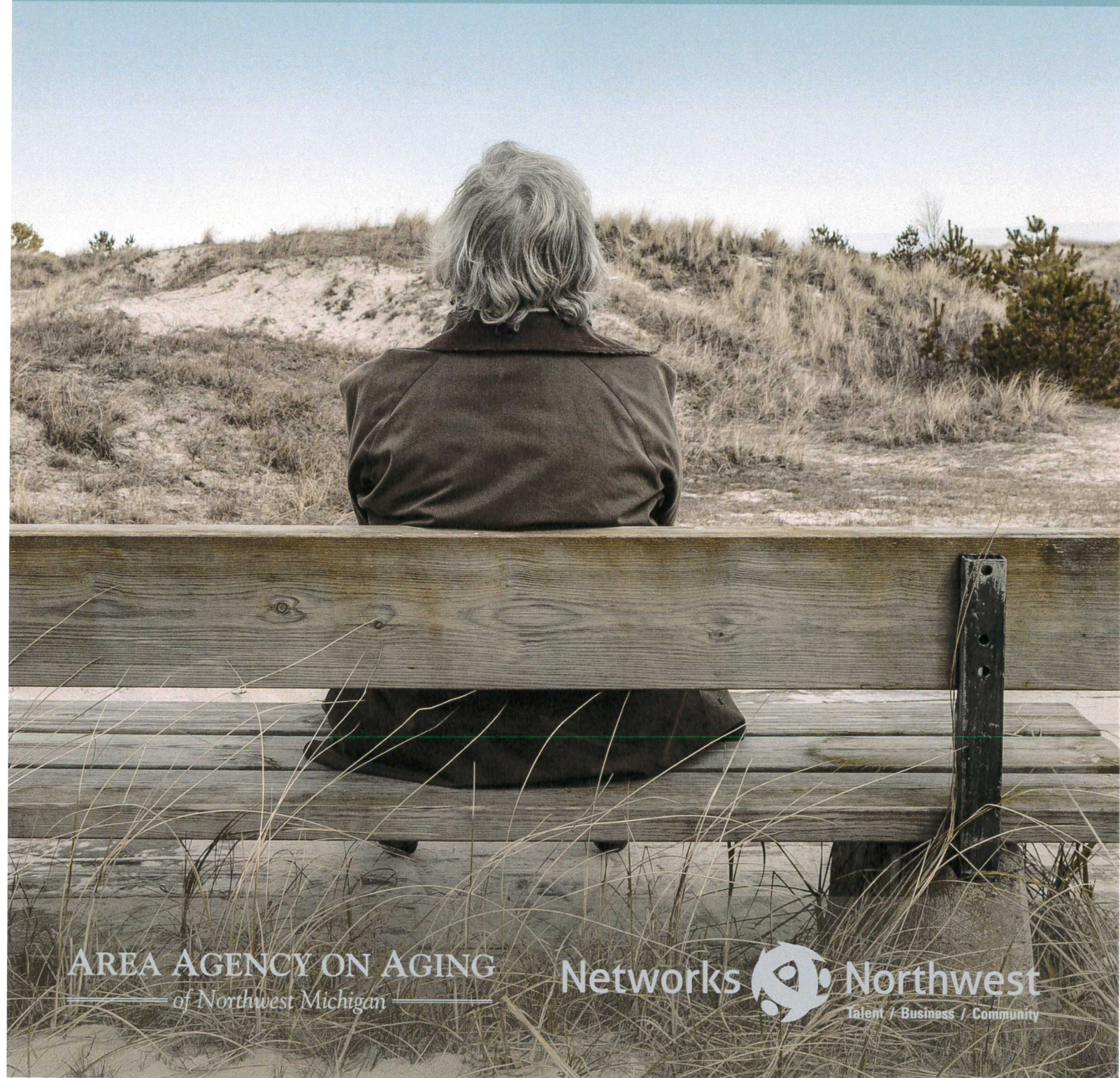
REVENUES	Dollars
MI Choice Waiver	\$9,397,050
Local Cash	\$43,000
Federal Support	\$1,919,738
State Support	\$1,630,253
Care Management	\$63,450
Other	\$140,894
Total	\$13,194,385

AAANM receives federal and state dollars through agreements with the Michigan Department of Health and Human Services/Aging and Adult Services Agency.

AAANM also appreciates funds from each of the ten county government units, as well as contributions/memorial gifts from clients, caregivers and the general public.

Area Agencies on Aging:

Service Costs & Difficulties in Rural Michigan



AREA AGENCY ON AGING
of Northwest Michigan

Networks  Northwest
Talent / Business / Community

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The Area Agency on Aging of Northwest Michigan (AAANM) provides services to the region in rural northwestern lower Michigan that covers the ten counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties. The mission of AAANM is to serve and advocate for older persons, adults with disabilities and caregivers by supporting their independence, dignity and quality of life.

AAANM is funded by the Older Americans Act and the Older Michiganians Act. In order for Michigan to receive funds under the Older Americans Act (OAA) for programs for senior residents, aged 60 and older, it must periodically develop a State Plan for providing services to seniors. In conjunction with development of the State Plan, Michigan must:

In consultation with area agencies, in accordance with guidelines issued by the [federal Assistant Secretary for Aging], and using the best available data, develop and publish for review and comment a formula for distribution within the State of funds received under this subchapter that takes into account:

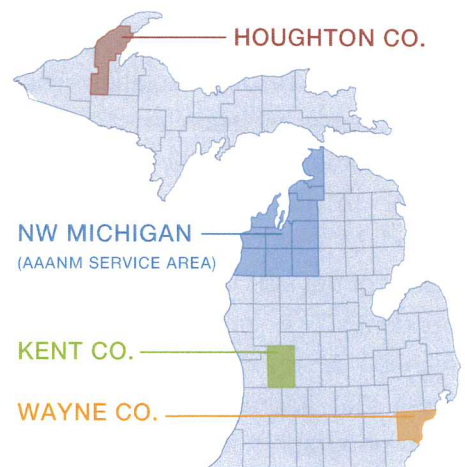
(i) The geographical distribution of older individuals in the State;

(ii) The distribution among planning and service areas of older individuals with greatest economic need and older individuals with greatest social need, with particular attention to low-income minority older individuals...

Under the current State Plan, 7.5% of the total OAA funds are set aside to be distributed to each PSA according to its share of Michigan's total geographic area. The remaining OAA funds are allocated to the PSAs according to a weighted formula of three factors: (i) the population of individuals aged 60 and older, which is given a weight of 1.0; (ii) the number of seniors with incomes at or below 150% of the poverty threshold, which is given a weight of .5; and (iii) and the number of minority seniors, which is given a weight of .5.

Northwestern Lower Michigan, and many other rural areas of the state, consist of small, homogenous populations. Lower-than-average poverty rates and small minority populations mean that these regions are primarily funded by the geographic and population set-

asides in the State's current funding plan. Yet, despite lower overall funding levels, the AAANM and other rural regions contend with numerous challenges in service provision arising from the difficulties of serving a population that is widely dispersed over vast geographies. As the State reviews current funding allocations and works to develop a State Plan, the AAANM requests consideration of factors specific to the geographic distribution of older individuals in the state. This document identifies a number of issues and considerations necessary to providing services to senior citizens in larger rural areas, to aid in discussions on geographic set-aside issues. For the sake of comparison, data from the state's larger counties of Kent and Wayne is included, along with data from Houghton County.



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AREA AGENCY ON AGING
of Northwest Michigan

Networks  Northwest
Talent / Business / Community

OVERVIEW

AAANM has one centrally-located office in a region that covers nearly 5,000 square miles, with the majority of the region's population distributed in low densities across the region. The agency provides a variety of services that support the independence, dignity, and quality of life of older adults in the region, with programs addressing such needs as transportation, caregiver support, nutrition, and personal care.

The region's low population densities, along with its sheer geographic size, create some fundamental difficulties in meeting day-to-day needs of seniors.

First, rural residential development patterns can result in isolation. The OAA defines isolation as a factor that "restricts the ability of an individual to perform normal daily tasks" or that "threatens the capacity of the individual to live independently." A primary focus of AAANM is the provision of services that address issues arising from geographic isolation, as well as social and emotional isolation. According to County Health Rankings data from the Robert Wood Johnson Foundation, many residents – as many as 27% of residents in some counties in the region – report inadequate social and emotional support.

Additionally, three-quarters of the region's residents live in rural areas,

far from medical facilities, grocery stores, or other basic services – a form of geographic isolation with substantial consequences for seniors in meeting daily needs. Because public transit is extremely limited, the distance to basic services forces a reliance on private vehicles; and for those who can't or don't drive, finding transportation to meet daily needs can become a significant challenge. Community health assessments conducted throughout the region found that issues such as "access to care" and "transportation to medical needs" for rural residents are some of the region's most pressing health needs. And, for those who do drive, distances between homes and services can result in long travel times and costs. Northwestern Lower Michigan has some of the highest transportation costs in Michigan, with typical households spending, on average, about \$14,250 per year on transportation costs. Seniors without access to either a car or to reliable, efficient public transportation have a greater need for social services that can help them meet their daily needs.

Other issues in the AAANM region arise from its seasonal resort character, which has made the region popular as a retirement destination over the years. The number of seniors in the region is increasing faster than the State as a whole, as existing residents age and new retirees continue to move to the area. Meanwhile, as the numbers of older residents increase, young families and children leave the re-

27%

RESIDENTS REPORTING
INADEQUATE SOCIAL AND
EMOTIONAL SUPPORT (IN SOME AREAS)

75%

OF THE REGION'S POPULATION
LIVES IN RURAL AREAS

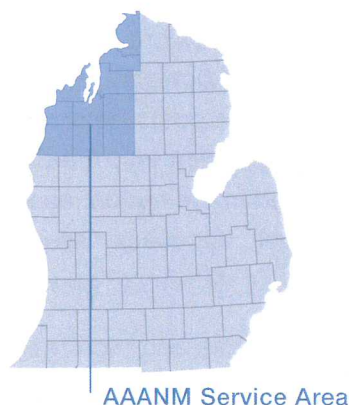
gion to find work or attend school. While those age 44 and younger are decreasing both in numbers and as a percent of the population, the numbers of those over aged 60 continue to grow in numbers and proportion of the population; with even larger increases in those aged 75 and older, a demographic with greater needs for services. This growing senior population creates an ever-increasing demand for services related to health, transportation, and other basic needs. As the region's service providers work to meet demand over a large region with limited capacity and resources, these population changes present significant challenges in accommodating increasing demand for services.

To illustrate these issues, this document provides data relative to factors that create challenges in rural service provision, including:

- Geography and population density
- Transportation costs
- Transit obstacles
- Population trends
- Poverty

AAANM GEOGRAPHY & POPULATION DENSITY

The AAANM region covers approximately 4,722 square miles. The scale of the region alone presents numerous operational and service provision challenges from one centrally located office.



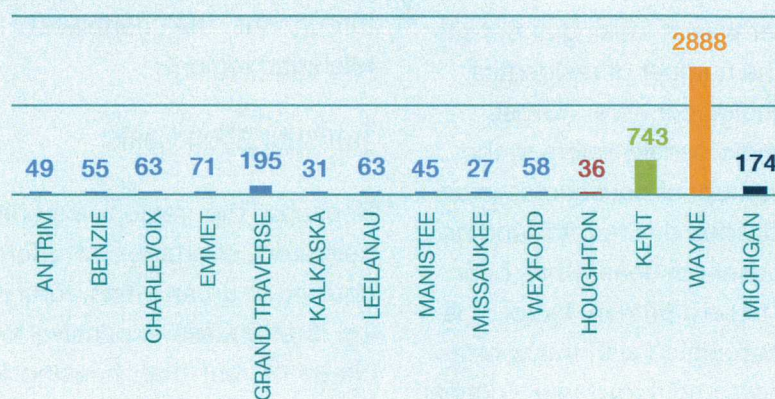
However, exacerbating the geographic obstacles associated with providing services over such a large area is the fact that the major-

POPULATION DENSITY

The population density of the AAANM region is considerably lower than Michigan's average population density: in Northwest Lower Michigan, there about 66 people per square mile, compared to an overall statewide density of 174 persons per square mile. Population density in the region ranges from about 27 residents per square mile in Missaukee County, to a high of 195 people per square mile in Grand Traverse County, which functions as the population center for the region (Figure 1).

Figure 1. Persons Per Square Mile, by Selected Michigan County

Source: 2016 American Community Survey



Low population densities and scattered development patterns can result in isolation, high travel costs, and difficulty in accessing services.

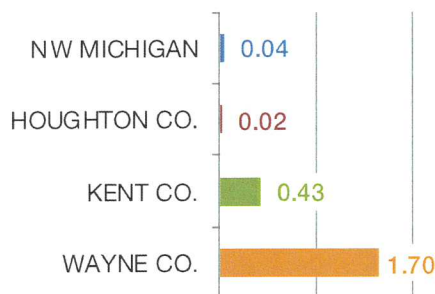
ity of the population is distributed in low densities across the region. Low residential densities equate to greater distances to travel in providing services, and also reflect the separation of many households from convenient access (i.e. via walking or transit) to services. Low population densities and scattered development patterns can result in isolation, high travel costs, and difficulty in accessing services.

Nine of the ten lowest population densities in Michigan are found in the Upper Peninsula, which consists of over 16,400 square miles

and is served by one Area Agency on Aging with five satellite offices. Population densities in the Upper Peninsula average about 18 persons per square mile, ranging from a low of 4 persons per square mile in Keewawaw County to a high of 37 persons per square mile. In Houghton County, which covers about 1000 square miles, the population density is about 36 people per square mile. These extremely low population densities, combined with vast service areas, create numerous logistical issues associated with transportation and service delivery.

Doctor's offices, grocery stores, hospitals, and other basic services are almost exclusively located in urban clusters, such as cities and villages. However, in Northwest Lower Michigan, only 25% of residents live in an urban cluster, with the remaining 75% of the region's population living in rural areas, as classified by the U.S. Census. (An "urban cluster" consists of a central core and adjacent densely settled territory that together contains between 2,500 and 49,999 people. Typically, the overall population density is at least 1,000 people per square mile).

Figure 2. Gross Household Density, by Selected Region



Source: 2017 Housing + Transportation Affordability Index, Center for Neighborhood Technology

Another way of looking at density is by the number of residential households per acre. Gross household density refers to the total number of households in an area, divided by the total land area. Household density has been found to be a primary factor in issues associated with transportation costs and transit use – critical issues to seniors in meeting daily needs. Of four selected regions in Michigan, Northwest Michigan and Houghton County in the Upper Peninsula have the lowest gross household densities (Figure 2). Low gross household densities result in many obstacles, such as a reliance on personal vehicle for daily needs and difficulties in providing or accessing transit service, that present challenges in service delivery.

TRANSPORTATION CHALLENGES

Because of large geographic areas and low population densities, the fuel costs, duration of travel times per client, and total miles traveled to serve rural clients create significant challenges for rural service providers. Travel expenses and transportation difficulties are issues cited by residents, service providers, businesses, and others throughout the northwest lower Michigan region.

Transportation Costs

Because the region experiences persistent shortages of affordable housing in urban areas, rural housing is often less expensive to purchase or rent than housing in villages or cities. As such, many of the region's most economically distressed residents have little choice but to live in rural areas far from services. The distances traveled to access employment, services, schools, or recreation in

Northwest Lower Michigan, particularly for those living in the most rural areas of the region, create significant cost burdens for many residents and limit access to a wide variety of services.

Data relative to transportation costs is available from the Housing and Transportation Affordability Index (htaindex.cnt.org) for all counties in Michigan. Household transportation costs data can provide some insight into the distances traveled in the region, as well as the travel expenses associated with service delivery (Figure 3).

Long distances and high transportation costs in the region mean that the average household spends about 40% of its income on transportation alone. When combined with the costs of housing and medical expenses, these high transportation costs create enormous financial burdens for residents throughout the region. The combined costs of housing and transportation consume 58% or more of a household's income

\$12,765

ANNUAL TRANSPORTATION
COST FOR AN AVERAGE
HOUSEHOLD IN MICHIGAN

\$14,252

ANNUAL TRANSPORTATION
COST FOR AN AVERAGE
HOUSEHOLD IN NW MICHIGAN

2.3%

MICHIGAN RESIDENTS WHO USE
PUBLIC TRANSPORTATION TO
GET TO WORK

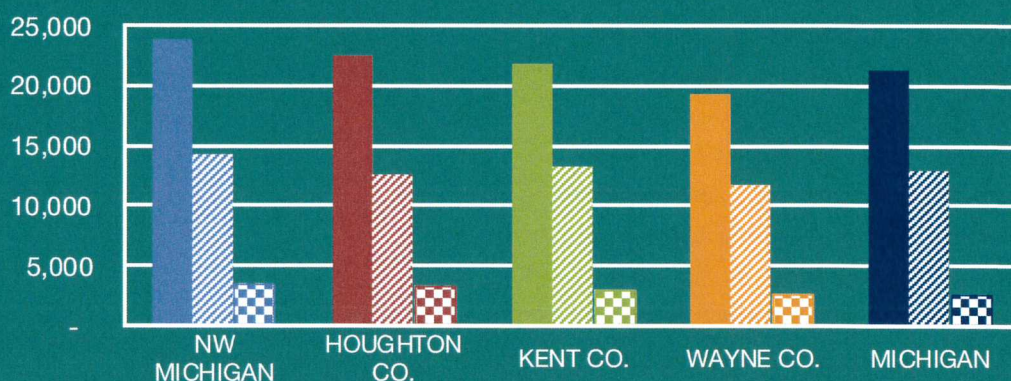
0.8%




NW MICHIGAN RESIDENTS WHO
USE PUBLIC TRANSPORTATION
TO GET TO WORK

HOUSEHOLD TRANSPORTATION COSTS

Figure 3. **Vehicle Miles Traveled and Annual Transportation Costs by Household for Selected Regions**

Source: 2017 Housing + Transportation Affordability Index, Center for Neighborhood Technology



 Vehicle Miles Traveled Annually by a Typical Household in the Region	23,709	22,414	21,809	19,157	21,289
 Annual Transportation Costs for a Typical Household in the Region	\$14,252	\$12,469	\$13,145	\$11,726	\$12,769
 Annual Vehicle Miles Traveled Cost	\$3,356	\$3,173	\$3,087	\$2,711	\$2,684

Vehicle miles traveled annually by a typical household in the region represent the average annual auto travel for a typical household. It includes commute travel as well as all other daily auto trips. The average household in Northwest Michigan travels over 23,000 miles per year – the highest of selected regions in Michigan.

Annual transportation costs represent the average total cost of a household's transportation. Transportation costs are defined as the sum of auto ownership costs, auto use costs, and public transit costs for the typical household. The average household in Northwest Michigan spends an average of \$14,252 per year – again, the highest of selected areas.

Annual vehicle miles traveled costs are based on annual vehicle miles traveled per household, and factor in only the variable costs associated with the amount a vehicle is driven, not the fixed cost of auto ownership. In Northwest Michigan, an average of \$3,356 is spent per household, per year, on the costs associated with vehicle miles traveled.

in Northern Michigan, leaving little left in the budget for medical expenses or other basic needs. For lower- and moderate-income households, the economic burden is even heavier: moderate-income households in these regions spend more than 70% of their income solely on the combined costs of housing and transporta-

tion. These untenable financial situations create dire need for additional services from agencies such as AAANM.

Transit

In many areas, when individuals can't afford the costs associated with owning a vehicle, alternative

modes of transportation are available to help residents meet their daily needs. For those that live in urban areas near services, walking may be an important option that can help residents maintain their independence. However, when populations live primarily in rural, low-density areas, far from medical services, groceries, or recrea-

tional activities, the only alternative for those without a vehicle is transit. Yet, transit access is extremely limited in rural areas. Large geographies, limited funds, and low residential densities restrict the services that are provided by transit providers in rural regions. Most counties in Northwest Lower Michigan and the Upper Peninsula are able only to provide dial-a-ride service, which allows residents to call the transit agency to be picked up at one location and taken to another. Dial-a-ride service, while an important transportation option, typically comes with lengthy service times and requires 24-hour advance notification, making it a poor option for many residents and many circumstances. Fixed-route bus service, while available in some cities and villages, is limited both in the number of destinations and the hours that the service is available; and service time for fixed routes is often lengthy. Further, a lack of coordinated bus service across county boundaries can create obstacles for transit riders that need to travel to neighboring communities. Cross-county service is critical, as many important medical services, such as cancer centers, may only be available in neighboring counties. Lack of transit access across county boundaries can thus present a significant health concern for many older residents.

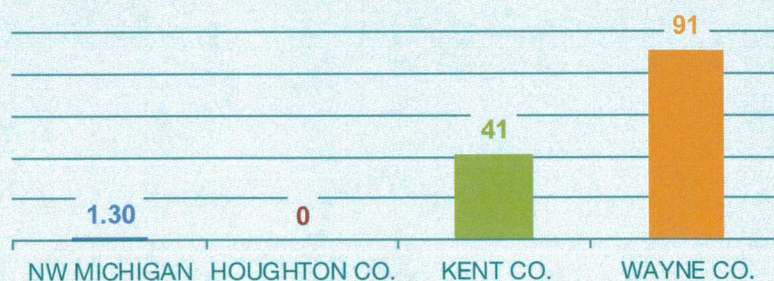
When seniors can't afford a car or the transportation costs associated with travel in the region, and when efficient, reliable transporta-

TRANSIT OBSTACLES

Lengthy service times, limited routes, and lack of coordinated routes across counties act as obstacles that prevent or discourage many residents from using transit services:

Figure 4. Transit Access Shed for Selected Regions

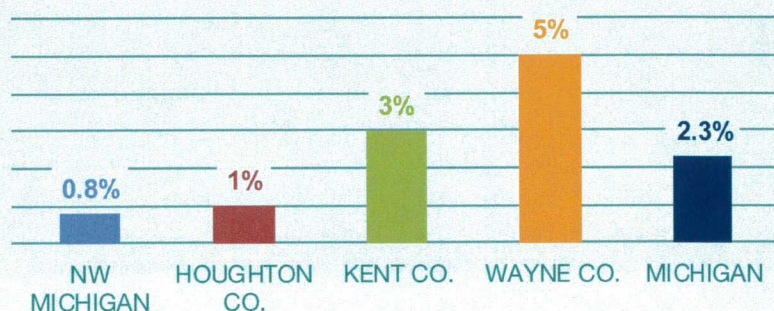
Source: 2017 Housing + Transportation Affordability Index, Center for Neighborhood Technology



The **transit access shed**, which is defined as the area accessible from any block group within 30 minutes by public transportation, scaled by the frequency of service. Data indicate that there are less than two Census block groups within the boundaries serviced by AAANM that provide access to other block groups within 30 minutes (Figure 4).

Figure 5. Transit Ridership Percent of Workers for Selected Regions

Source: 2017 Housing + Transportation Affordability Index, Center for Neighborhood Technology



The **transit ridership percent of workers** represents the percentage of workers in a block group who use public transportation as their primary mode of transportation to work. Note that while this reflects the labor force only, it's illustrative of broader transit trends and access. Data from the Housing and Transportation Affordability Index (htaindex.cnt.org) indicates that less than one percent (.8%) of workers in Northwest Michigan use transit to access employment, compared to 5% in Wayne County (Figure 5).

tion is unavailable, there is a greater need for the provision of social services that can help them meet their daily needs. These transportation needs are a primary focus for the AAANM, which devotes significant staff time and funds in helping seniors meet transportation needs and in travel time for service provision to individual clients. Long travel distances for both seniors and staff are compounded by issues such as the region's weather and terrain. In many of the region's most rural areas, physical terrain can be impassable by all but four-wheel drive vehicles, while weather conditions often prevent staff from accessing a client's home. Some clients cannot be reached physically many times during the year due to weather and road conditions; in these circumstances, special efforts need to be put into place to make sure that the individual is safe and secure, i.e., working with local authorities to keep the providers updated as to the personal needs of the client.

These transportation difficulties represent a significant cost burden for service providers, as well as a constant challenge in providing services, limiting capacity and ability to expand or enhance services to seniors in need.

AGING POPULATION

Rural areas in Michigan tend to have higher concentrations of older residents. Lack of employment or higher education opportunities in many rural areas result in out-migration of younger individuals and families, while many new retirees relocate to rural or shoreline areas post-retirement, resulting in a higher proportion of older resi-

28%

HOUSEHOLDS WITH SOMEONE
65+ IN MICHIGAN

34%

HOUSEHOLDS WITH SOMEONE
65+ IN NW MICHIGAN

**Over the long term, this population imbalance
[growing high proportion of older residents] can
result in population and economic decline.**

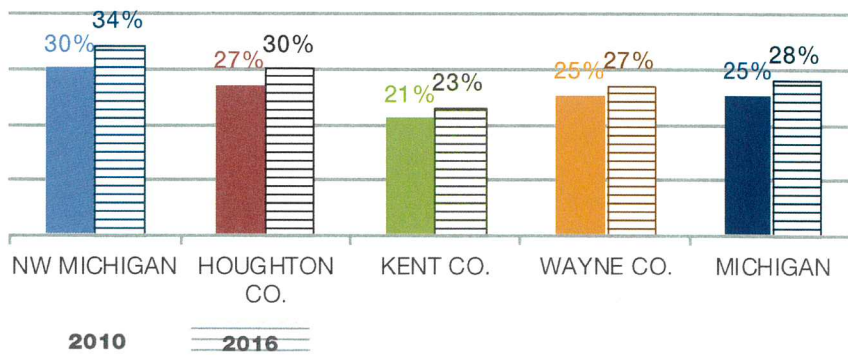
dents in these areas. Over the long term, this population imbalance can result in population and economic decline. In northern and rural Michigan, these demographic and settlement patterns have resulted in a population decline stemming from a greater number of deaths than births – a “natural decrease” (Figure 6). Population decline results in fewer customers for local economies, leading businesses to close or relocate; and new investment or business will

locate or re-locate in areas with a larger workforce base. The loss of investment and business exacerbates economic challenges already facing many rural communities. And, as demographic trends in northern Michigan point to continued increase in senior populations, this cycle is likely to continue.

Many of the young families and individuals leaving the region over the last ten years represent im-

Figure 6. Households with One or More Persons Aged 65+ for Selected Counties, 2010 - 2016

Source: US Census, 2010; 2016 American Community Survey

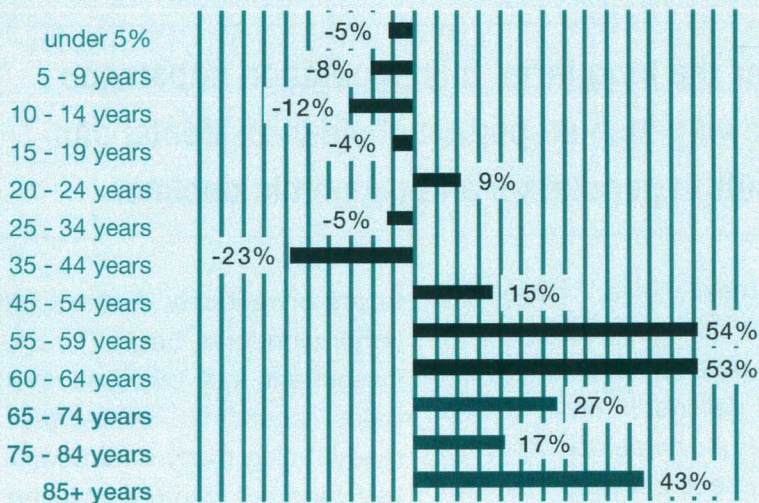


POPULATION IMBALANCE

Northwestern Lower Michigan's population is older than Michigan's population as whole – and is increasing in age faster than the rest of the State. Statewide, about 35% of households include one or more people aged 60 or over. Over 40% of Northwest Lower Michigan's population is aged 60 and older; and nearly a third of the region's households include individuals aged 65 or over (Figure 7).

Figure 7. Change in Population by Age Cohort for Northwest Lower Michigan, 2000–2010

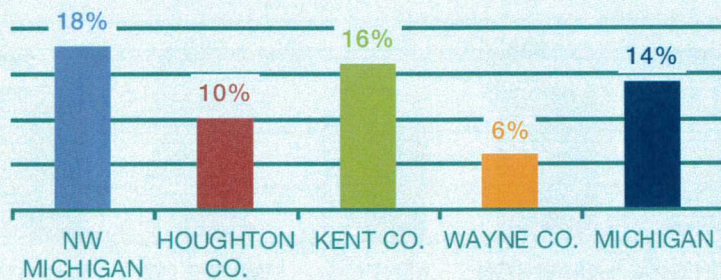
Source: US Census, 2010



As the region loses significant amounts of younger residents, the concentration of seniors as a percentage of the population will continue to grow. Between 2000-2010, Northwest Michigan lost population in all age groups under the age of 19, as well as those aged 25-44. Meanwhile, the number of those aged 60 and over grew by 35% (Figure 9).

Figure 8. Percent Change in 65+ Households, 2010 - 2016, for Selected Counties

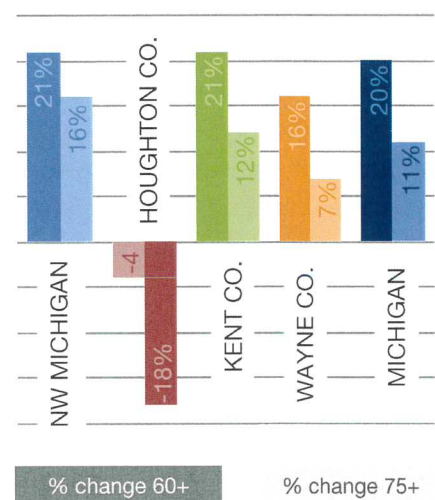
Source: US Census, 2010; 2016 American Community Survey



portant family support for seniors. As younger family members leave the region, many seniors no longer have family support present to provide much of the day to day support for these seniors, leaving an increased demand for services from agencies such as AAANM.

Between 2000 and 2010, the number of households with one or more people aged 75 and older increased at twice the rate of households with those aged 75 and older throughout Michigan. In Northwestern Lower Michigan, there was an increase, on average, of about 26%. In some counties, increases in these households ranged up to 50%. In Michigan, meanwhile, the increase was 14% (Figure 9). Those aged 75 and older are typically more likely to have greater service needs; growing numbers of this age cohort represent an increasing demand for AAANM services and strains on existing service capacity.

Figure 9. Percent Change in Older Households, 2000 - 2010, for Selected Counties



Source: US Census, 2010

HEALTH CARE ACCESS

Living in a rural region presents specific difficulties related to accessing health care. Fewer primary care physicians, as well as fewer specialty clinics, are available in Northwest Michigan than in more urban or developed areas of Michigan. Residents, service providers, and community health assessments report that residents of the region, particularly those in rural areas, must travel long distances to access medical care; and for those that need specialty clinics or Veteran's Administration hospitals, travel must frequently be made outside of the region to Southern Michigan to access needed care. Rural, medically underserved residents have difficulty in accessing needed care, and both seniors and service providers encounter additional challenges in transportation and expense.

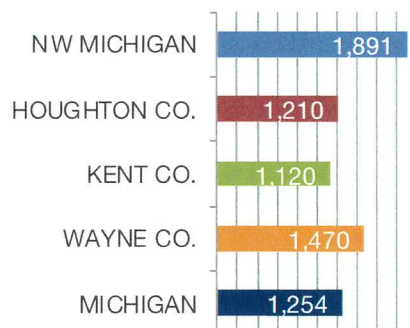
+ 51%

DIFFERENCE IN RESIDENTS
PER PHYSICIAN BETWEEN
NW MICHIGAN AND THE REST
OF THE STATE

Data from the Robert Wood Johnson Foundation indicates that State of Michigan has 1,254 residents for each primary care physician in the State. However, rural areas tend to have a far higher ratio of residents-per-physician, with doctors, clinics, and hospitals located primarily in urban clusters that require lengthy travel times for many rural residents.

On average, there 1,891 residents for every primary care physician in Northwest Lower Michigan, well

Figure 10. # Residents per Physician



Source: Robert Wood Johnson Foundation,
County Health Rankings, 2018

above the statewide ratio. However, many counties in Northwestern Lower Michigan operate at even higher resident-per-physician ratios, with several counties in the region ranking near the bottom in terms of access to physicians and/or health care (Figure 10).

One primary challenge identified in region-wide community health assessments, directly linked to that of limited health access or services, is that of transportation, particularly for those in rural areas. When areas are medically underserved, residents must travel long distances to meet health needs. Lengthy travel times to access needed health care results in difficulties and barriers to health care. As noted, transportation is a primary health concern in the region, in that many residents have to travel long distances to hospitals, clinics, or doctors.

ACCESS AND HEALTH ISSUES

Community health assessments for medical facilities throughout the region identified a number of challenges related to accessing health care in the region. "Access to health care" was identified a primary concern region-wide, with several counties indicating that access to care, including lack of health insurance for 55-64 age group, were high-priority issues and concerns, with other major concerns including lack of primary care providers and specialty medical services. Community health assessments identified additional access and health issues including:

- Fragmented behavioral health system
- Difficulty accessing services for those with mild to moderate behavioral health issues
- Lack of providers for some specialized services
- Lack of providers accepting new Medicaid patients
- Inability to afford medications
- Increased need for preventive care services
- Lack of access to dental care for people in poverty
- Increasing senior population
- Likelihood of increasing chronic disease as population ages

POVERTY

Northwestern Lower Michigan has a growing population of seniors below the Federal Poverty Level (FPL). Within AAAAM's service area, seven out of ten counties are experiencing growth among their 65+ impoverished residents, even in counties where the overall poverty population has decreased or increased at a much slower rate (Figure 11).

The ALICE (Asset Limited, Income Constrained, Employed) threshold serves as a indicator of those residents that have incomes above the FPL, but still struggle to afford basic household necessities. The United Ways of Michigan compiles annual data on ALICE households in an effort to gain a more comprehensive understanding of the total population struggling to afford basic needs. For all Northern Michigan counties, the percentage of senior households below the ALICE Threshold (AT) is higher than the percentage of all households below the AT. In Wexford County, for example, the percentage of ALICE seniors is almost twice as high as the rest of the ALICE population (Figure 12).

As each individual ages, he or she typically spends more of their income on healthcare and this can be especially taxing for those below the poverty level. There is a higher demand for services in areas with below-FPL seniors including meal transportation services (Meals on Wheels, for example) and assisted living facilities, as well as greater pressure for small-

Figure 11. Percent Change in Population Below Federal Poverty Level for All Residents and Residents 65+

Source: American Community Survey, 2016

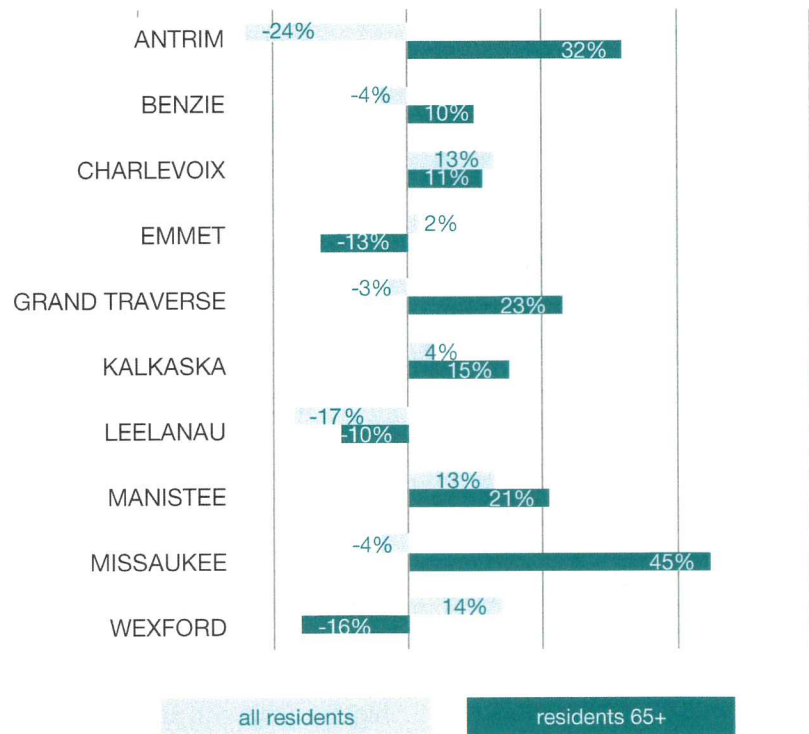
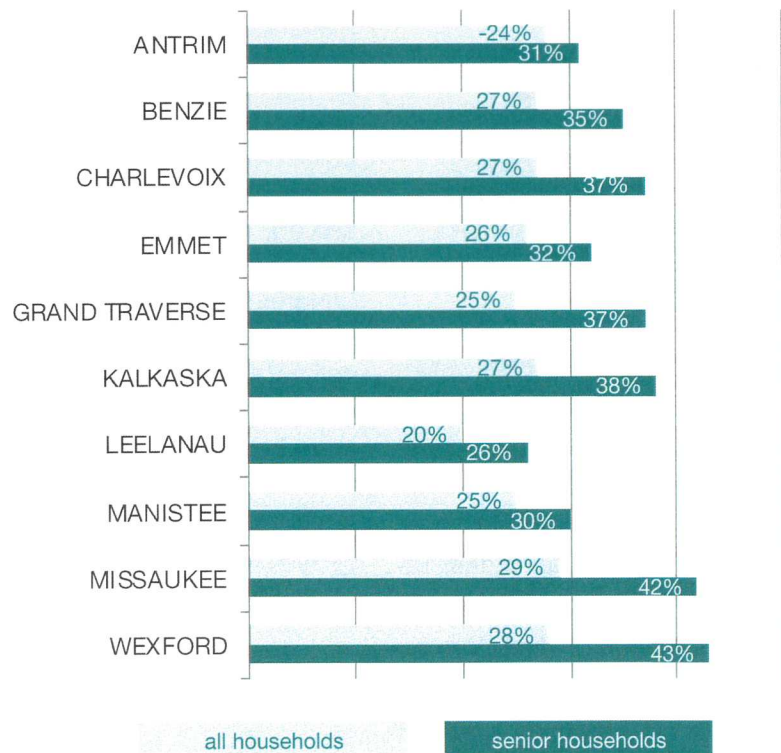


Figure 12. Percent Below ALICE Threshold for All Households and Senior Households

Source: United Ways of Michigan ALICE Report, 2017



er, affordable rental units. Northern Michigan communities have a lot of work to do to fully support seniors aging in place and provide for residents at all income levels.

CONCLUSION

While other measures of need are important considerations in funding decisions, data shows that geographic challenges, population trends, and other factors also play considerable roles in the demand for and provision of services across the State. As Michigan prepares to review its State Plan for funding in the coming months, AAANM requests consideration of all factors in decisions on future funding allocation plans.



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: July 17, 2018
Subject: School Resource Officer Ballot Language and Resolution

Attached is the revised School Resource Officer (SRO) ballot language resolution that have been prepared by County Attorneys Cohl, Stoker and Toskey.

The primary revision of the ballot language was based upon the attached budget which identifies necessary funds to hire and equip two (2) School Resource Officers will require 0.1800 mills, which generates approximately \$226,526 based upon the current taxable value of Benzie County.

If approved by the BOC to be placed on the November 6, 2018 election and if approved by the voters of Benzie County, funds to implement the SRO program would be available early 2019.

The proposed ballot language is for a four (4) year millage.

Requested Action

The Benzie County Board of Commission take action to approve the ballot language and attached resolution prepared by Benzie County legal counsel Cohl, Stoker and Toskey and direct the County Clerk to place the ballot proposal on the November 6, 2018 election, to fund two (2) School Resource Officers and all required equipment for a four (4) year period up to 0.1800 mills, 2018-2021.

FILED

JUL 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Benzie County
Resolution No. 2018-022

**RESOLUTION AUTHORIZING MILLAGE ELECTION FOR BENZIE COUNTY
SCHOOL RESOURCE OFFICERS PROGRAM OPERATING MILLAGE PROPOSAL
AND CERTIFYING BALLOT LANGUAGE**

WHEREAS, School Resource Officer services are of substantial benefit to the citizens of Benzie County and to both the Benzie County Central Schools (BCCS) and the Frankfort-Elberta Area Schools (FEAS); and

WHEREAS, with the rash of violent acts that have been occurring in schools throughout the nation, the Board of Commissioners of the County of Benzie deem it necessary for the protection of the public to have full time School Resource Officers in both school districts within Benzie County, to ensure law enforcement presence is active in both school districts; and

WHEREAS, the Board of Commissioners of Benzie County has determined that it is appropriate to submit a millage request to the electors of the County to determine whether or not they desire to support a millage of up to 0.1800 mills (\$0.1800 per \$1,000 of taxable value) for a period of four (4) years, 2018 through 2021, inclusive, for the purpose funding two School Resource Officers (1 in BCCS, 1 in FEAS) and other equipment necessary to equip the School Resource Officers, and training required for School Resource Officers, school and county staff.

NOW, THEREFORE BE IT RESOLVED that the following questions shall be submitted to the vote of the electorate of Benzie County at the election to be held on Tuesday, November 6, 2018.

BENZIE COUNTY SCHOOL RESOURCE OFFICER PROGRAM
OPERATING MILLAGE PROPOSAL

For the purpose of paying the cost of enhancing law enforcement presence in both school districts in Benzie County, specifically for funding two (2) School Resource Officers, and necessary equipment and training, to be provided in both

Benzie County school districts, shall the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on the general ad valorem taxes within the County of Benzie, Michigan, be increased, and shall the County be authorized to levy up to 0.1800 mills (\$0.1800 per \$1,000 of taxable value) for a period of four (4) years (2018-2021), inclusive?

If approved and levied in full, this millage would raise an estimated \$226,526 for two School Resource Officers operating purposes in the first calendar year.

As required by State law, a small portion of the millage may be captured by and disbursed to the City of Frankfort Downtown Development Authority and Benzie County Brownfield Redevelopment Authority.

☐ YES

☐ NO

BE IT FURTHER RESOLVED that this question is hereby certified to the County Clerk; and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized and directed to take all necessary actions to cause the above ballot proposal to be placed on the Tuesday, November 6, 2018 election ballot, and to be prepared and distributed in the manner required by law.

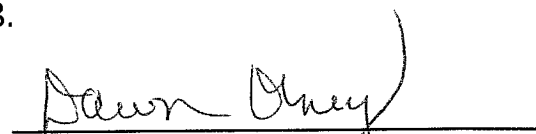
Dated: July 24, 2018



Gary Sauer, Chairman

CERTIFICATION

I Dawn Olney, Clerk to the Benzie County Board of Commissioners, hereby certify that the above Resolution was adopted by the Benzie County Board of Commissioners on the 24th day of July, 2018.



Dawn Olney, Benzie County Clerk

Benzie County SRO Budget
Vehicles Financed
7/16/2018

Expense	Year 1	Year 2	Year 3	Year 4
Equipment:				
AED	\$5,000			
Portable radio	5,000			
Gun safe in school	4,000			
Kevlar duty vest	3,000			
Active shooter kit	3,000			
Taser	3,200			
Patrol rifle	2,400			
Hand gun	2,000			
PBT/Breathalyzer	800			
Duty belt/equipment	600			
Total Initial Equipment Purchase	29,000			
Operating Expenses:				
Wages	95,600	98,468	101,422	104,465
Overtime	10,000	10,300	10,609	10,927
Benefits	48,576	50,033	51,534	53,080
Vehicle payments/interest	24,025	24,025	24,025	24,019
Training	5,000	5,000	5,000	5,000
Uniforms	800	824	849	874
Vehicle fuel/maintenance	3,000	3,150	3,308	3,473
Supplies	5,000	5,250	5,513	5,788
Miscellaneous	5,525	5,801	6,091	6,396
Total costs	\$226,526	\$202,851	\$208,350	\$214,023

Required Millage:

Taxable Value (2018)	\$1,258,482,126
Estimated millage rate	0.1800

County Administrator's Report



Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: July 17, 2018
Subject: Administrator Update 7/24/18 Meeting

1. **August 2018 Calendar** – Attached is the draft August 2018 calendar.
2. **School Resource Officer** - Included on the 7/24/18 BOC agenda is the ballot proposal and resolution language to ask the voters of Benzie County if they support a 4-year millage to hire and equip 2 School Resource Officers. Superintendents from both Frankfort/Elberta Public Schools and Benzie County Central Public Schools will be present at the meeting and discussing how this program will impact their schools and to discuss the investments both schools are making to increase safety for students. The deadline for approving the ballot language and resolution is August 14, 2018 at 4:00 pm.
3. **EMS Director Update** – EMS Director Jim Henderson's last day is August 2, 2018. EMS Chairperson Gaylord Jowett, BOC Liaison Bob Roelofs, Deputy County Administrator Maridee Cutler and myself are meeting with a potential interim Director prior to the July 17, 2018 EMS Advisory Committee meeting. Ultimately this decision is the responsibility of the County Administrator, however I want to get as much input as possible to ensure that a decision that is made will be in the best interest of Benzie County. Once the Interim EMS Director is assigned, they will work closely with current EMS Director Jim Henderson until his last day of work. Starting next week, I will be starting the process of filling this position permanently. More to follow.
4. **Union Negotiations** – The first round of negotiations has been scheduled. The negotiation team of Labor Counsel Matt Nordfjord, Commissioner Bob Roelofs, elected or appointed Directors and myself are starting the process meeting with TPOAM, COAM Road and COAM Corrections on Thursday August 16, 2018. I am still in the process of scheduling opening meetings with POAM Corrections and POAM 911. More to follow.
5. **Michigan Indigent Defense Commission Update** – Yesterday I meet with officials from Manistee County to discuss our response to the MIDC regarding upfront funds to be requested to start the Regional Public Defenders Office. In meeting with the MIDC earlier this month, it was perfectly clear that they would not be fronting all the requested money to counties, rather were requesting the County's identify needed funds to start implement the first 4 standards of the plan. We are going to be requesting 100% of all capital investments (desks, computers, etc.)

RECEIVED

JUL 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

required to set up the two offices, 40% of personnel costs to begin the hiring process of the Chief Regional Public Defender in 2018 and 25% of all remaining costs. More to follow.

6. **Budget Update** – As of Tuesday July 16, 2018 the proposed budget shortfall is approximately \$17-18,000. My office is diligently looking for opportunities (enhancing revenues or decreasing appropriations) to close this shortfall before the final budget is presented to the BOC in August or September 2018.

One area that BOC direction is needed is regarding wage increases in the Register of Deeds office. Register of Deeds Director Amy Bissel made a request to the full BOC during the Committee of the Whole budget meetings to increase wages for all three positions by \$1.00 per hour for handling passports in their office.

The Deputy Register of Deeds is a TPOAM union employee, thus any changes to this positions wages would need to be accomplished through collective bargaining. However, both the Chief Deputy Register of Deeds and the Register of Deeds are both non-union and thus the decision to raise their wages will need to be made by the BOC. Assuming the \$1.00 per hours increase would equate to \$2,080 per year (Register of Deeds is a salaried position), which would equate to \$4,160.

This additional wage is not incorporated into the current draft FY 18-19 budget.

August 2018

***Please note that all scheduled meeting dates, times and locations are subject to change. Last Updated 7/16/18.**

August 2018							September 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
							2	3	4	5	6	7	8
1	2	3	4	5	6	7	9	10	11	12	13	14	15
8	9	10	11	12	13	14	16	17	18	19	20	21	22
15	16	17	18	19	20	21	23	24	25	26	27	28	29
22	23	24	25	26	27	28	30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 29	30	31	Aug 1	2 9:30am Area Agency on Aging	3	4
5	6 9:00am Veterans Council 10:00am NMRE SUD	7	8 1:30pm Animal Welfare	9 9:00am Centra Wellness 9:30am Road Comm. 10:00am MAC WC Fund 3:00pm 911 Advisory 6:00pm Planning Comm.	10	11 9:30am Point Betsie
12	13 5:00pm Networks Northwest	14 9:00am BOC 1:30pm COTW (HR & Technology) 4:30pm BVT	15 8:00am Chamber 8:30am Land Bank 1:00pm NW MI Act. 4:00pm Cons. District 4:30pm BSR	16 9:00am BA 12:30pm NW MI Comm. Act. Agency (TC) 3:00pm Joint Court 7:00pm FCCAA	17 11:00am BRA/EDC	18
19	20 9:45am Northern MI Counties (Grayling) 2:00pm Local Emerg. Plan. Comm.	21 3:30pm EMS Advisory	22 9:30am HSCB 4:00pm AES	23 8:00am GT Vet. Affairs (TC) 9:30am Road 4:00pm Health Dept. 7:00pm Local Planning	24	25
26	27 5:00pm Park and Rec	28 9:00am BOC 10:00am DHHS 1:30pm COTW (B&G /Finance)	29	30	31	Sep 1

FINANCE REPORT

Finance Issues:

Approval of the payment of bills from July 10, 2018 to June 23, 2018 in the amount of \$293,765.61.

I missed your last meeting to attend a press conference regarding the Land Bank Impact Study, in which we were a case study. It is important to understand the impact land banks have on communities, and that includes the calculation of values for the land, for wages and FTEs, and for the increase in value that has been added not only to the parcel directly affected, but also the surrounding properties as well. Let me know if you would like the link to this document. I'd be happy to share. We are improving Benzie County one parcel at a time.

Last week I hosted an investment luncheon for schools, villages, townships and the city, so they could learn about investing and statutory guidelines that we are governed by. It was not well attended, but summer is a difficult time to do this, and I did not have the flexibility to accommodate the speaker, who was from Michigan Class, a governmental investment pool, who was in the area for another meeting, and wanted to meet with our treasurers. She also met with treasurers from Leelanau and Grand Traverse in the same week.

Reminder: Foreclosed Land sale is scheduled for Friday, August 17, 2018 at noon at the Little River Casino in Manistee. We are bundled with 5 other shoreline counties from Grand Traverse all the way down to Oceana. Benzie County has 5 parcels on the sale this year.

CASH SUMMARY BY FUND FOR BENZIE COUNTY

FROM 10/01/2017 TO 07/23/2018

FUND: ALL FUNDS

CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 07/23/2018
101	GENERAL FUND	1,320,969.13	7,053,528.52	9,540,070.98	(1,165,573.33)
201	BENZIE COUNTY ROAD COMMISSION	1,186,944.38	6,088,959.17	4,534,691.32	2,741,212.23
205	TNT OFFICER MILLAGE FUND	41,544.01	205,441.87	169,254.69	77,731.19
206	SHERIFF'S K-9 FUND	16,726.35	18,539.93	16,529.86	18,736.42
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	1,736.17	0.00
212	BENZIE KIDS	1,502.38	2,112.17	152.00	3,462.55
213	JAIL OPERATIONS FUND	95,783.42	2,490,014.35	2,536,458.81	49,338.96
214	EMERGENCY MEDICAL SERVICES (EMS) FUN	130,256.30	3,329,021.36	2,967,112.16	492,165.50
215	FRIEND OF THE COURT FUND	72,290.04	4,363.24	0.00	76,653.28
216	SEASONAL ROAD PATROL FUND	24,519.78	19,448.35	13,380.10	30,588.03
217	SNOWMOBILE PATROL FUND	10,936.81	13,399.88	19,812.69	4,524.00
218	PARKS & REC - ICE RINK	16.69	2,500.00	2,500.00	16.69
219	AIRPORT AUTHORITY FUND	1,490.54	69,784.32	75,157.52	(3,882.66)
220	MARINE PATROL FUND	1,659.99	17,324.68	13,752.86	5,231.81
221	BENZIE-LEELANAU DIST HEALTH DEPT FUN	179,705.39	2,223,651.79	2,315,431.54	87,925.64
228	SOLID WASTE/RECYCLING FUND	83,145.58	486,872.89	359,092.70	210,925.77
230	BETSIIE VALLEY TRAIL MANAGEMENT FUND	5,309.38	19,084.56	22,908.81	1,485.13
231	SOIL EROSION (SESSC) FUND	30,570.00	24,257.00	21,724.00	33,103.00
235	CDBG GRANTS	0.00	130,419.00	130,419.00	0.00
241	LAND BANK AUTHORITY FUND	56,752.80	61,302.73	9,529.06	108,526.47
243	BROWNFIELD REDEVELOPMENT AUTHORITY F	21,315.93	3,128.39	3,724.50	20,719.82
244	E.D.C. ENTERPRISE FUND	2,430.71	33,091.65	34,714.57	807.79
245	REMONUTATION/SURVEY GRANT FUND	27,478.47	54,200.60	53,618.00	28,061.07
246	GIS INFORMATION SYSTEM	6,993.28	50.00	0.00	7,043.28
247	ANIMAL CONTROL FUND	169,560.82	297,385.20	275,983.93	190,962.09
249	BUILDING DEPARTMENT FUND	71,178.93	530,708.06	538,653.98	63,233.01
256	REG OF DEEDS AUTOMATION FUND	150,038.16	61,631.05	79,258.75	132,410.46
258	HOMELAND SECURITY GRANTS	1,629.99	0.00	0.00	1,629.99
260	CPL CLERK TECHNOLOGY FUND	19,738.57	8,898.76	791.98	27,845.35
261	911 EMERGENCY SERVICE FUND	414,266.94	1,174,562.13	1,213,796.07	375,033.00
262	DISPATCHER TRAINING FUND	18,031.41	13,224.92	11,213.84	20,042.49
263	LOCAL CORRECTION OFFICER'S TRAINING	16,117.72	10,532.08	13,864.16	12,785.64
264	SHERIFF FORFEITURE FUND	4,582.79	1,826.22	2,421.24	3,987.77
265	JUSTICE TRAINING (302) FUND	7,415.24	8,072.32	9,806.20	5,681.36
269	LAW LIBRARY FUND	1,375.75	30,337.70	31,945.40	(231.95)
276	COMMISSION ON AGING MILLAGE FUND	328,311.12	2,263,590.60	2,092,705.54	499,196.18
284	REVENUE SHARING RESERVE FUND	0.00	0.00	0.00	0.00
285	POINT BETSIE LIGHHOUSE FUND	3,246.36	0.00	0.00	3,246.36
292	CHILD CARE FUND	36,210.59	414,372.71	447,237.87	3,345.43
293	VETERAN'S RELIEF FUND	71,083.78	97,405.97	93,751.03	74,738.72
294	VETERANS TRUST FUND	5,019.63	5,019.63	10,039.26	0.00
295	VETERAN'S MEMORIAL FUND	0.00	62,452.49	1,536.30	60,916.19
296	JUVENILE JUSTICE FUND	746.17	25,070.28	27,155.96	(1,339.51)
310	GOVERNMENT CENTER ADDITION DEBT FUND	34,660.13	82,026.35	2,927.50	113,758.98
312	MAPLES DEBT/MILLAGE FUND	514,023.08	780,342.42	296,187.28	998,178.22
371	JAIL RESERVE FUND	238,205.78	283,250.38	448,651.98	72,804.18

FUND: ALL FUNDS
CASH ACCOUNTS

Fund	Description	Beginning Balance 10/01/2017	Total Debits	Total Credits	Ending Balance 07/23/2018
401	CAPITAL IMPROVEMENT FUND	6,744.62	0.00	0.00	6,744.62
412	MCF RENOVATIONS FUND	141,441.09	547,010.85	680,398.66	8,053.28
415	RAILROAD POINT	10,199.12	9,583.10	7,296.20	12,486.02
425	EQUIPMENT REPLACEMENT FUND	121,483.67	241,698.25	297,884.94	65,296.98
512	MEDICAL CARE FACILITY FUND	1,290,631.62	8,039,585.51	8,323,570.94	1,006,646.19
516	DELINQUENT TAX REVOLVING FUND	4,494,666.88	3,941,321.55	3,983,532.36	4,452,456.07
532	TAX FORECLOSURE FUND	829,387.05	124,706.72	121,758.41	832,335.36
535	CDBG HOUSING GRANT FUND	97,971.54	169,864.71	202,580.40	65,255.85
569	BUILDING AUTHORITY	9,957.94	4,319.48	8,360.69	5,916.73
595	COMMISSARY/CONCESSION FUND-JAIL	2,135.55	4,336.40	5,048.29	1,423.66
616	TREASURER'S TAX ADMINISTRATION FUND	54,360.25	1,100.00	2,200.00	53,260.25
701	GENERAL AGENCY FUND	2,294,638.65	6,504,524.26	8,066,718.33	732,444.58
704	PAYROLL CLEARING FUND	21,039.19	2,092,034.55	1,990,707.68	122,366.06
721	LIBRARY PENAL FINE FUND	40,361.24	53,609.22	32.66	93,937.80
764	SHERIFF'S INMATE TRUST FUND	347.85	191,687.76	109,976.21	82,059.40
775	SUMMER TAX COLLECTION FUND	0.00	0.00	0.00	0.00
	TOTAL - ALL FUNDS	14,842,280.39	50,426,588.08	52,239,765.38	13,029,103.09

BILLS TO BE APPROVED July 24, 2018

Motion to approve Vouchers in the amount of:

\$	82,120.83	General Fund (101)
\$	10,611.62	Jail Fund (213)
\$	6,407.19	Ambulance Fund & ALS (214)
\$	19,646.75	Funds 105-238
\$	2,426.75	ACO Fund (247)
\$	39,114.48	Building (249)
\$	73,740.10	Dispatch 911 Fund (261)
\$	17,677.73	Funds 239-292
\$	16,152.64	Funds 293-640
\$	25,867.52	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<u>\$</u>	<u>293,765.61</u>	

RECEIVED

JUL 20 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

[illegible]

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	ROELOFS, ROBERT	MILEAGE REIMBURSEMENT	JUNE 2018	07/12/18	66.49	65921
101-101-860.00	TRAVEL	JEANNOT, ART	MILEAGE	JUNE 2018	07/19/18	130.80	65992
101-101-860.00	TRAVEL	SAUER, GARY	MILEAGE JUNE 2018	JUNE 2018	07/19/18	177.13	66016
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BOC/PUBLIC HRG/CLOSE OF REG	43100200	07/12/18	334.53	65915
101-101-955.00	CONVENTIONS & MEETINGS	VISA-MITCHELL DEISCH	PHONE CASE, OFFICE SUPPLIES, REGIS	0231	07/12/18	100.00	65953
Total For Dept 101 BOARD OF COMMISSIONERS						808.95	
Dept 131 CIRCUIT COURT							
101-131-702.00	CIR CT JUDGE	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,524.13	65899
101-131-702.03	CIR CT ADMIN SAL	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,791.83	65899
101-131-704.00	WAGES-COURT REPORTER	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,731.76	65899
101-131-704.01	WAGES - ADR CLERK	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,299.63	65899
101-131-704.02	WAGES-CLERICAL ASSISTANT	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,027.69	65899
101-131-712.00	WAGES - RESEARCH ATTORNE	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	967.73	65899
101-131-725.00	COST OF FRINGE BENEFITS	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	5,802.71	65899
101-131-804.00	RECORDING SERVICES	TOOLEY, JILL	RECORDING FAMILY DIV	06/29/18	07/12/18	180.00	65945
101-131-805.00	COURT APPOINTED ATTORNEY	SPILLAN, JOHN	MILEAGE	MAY-JUNE	07/12/18	181.90	65931
101-131-805.00	TRAVEL	HEINS, PATRICIA	MILEAGE REIMBURSEMENT MANISTEE TO	REIMBURSEMENT	07/12/18	162.41	65871
101-131-860.00	TRAVEL	KELLEY, CLAYTON	MILEAGE AND LUNCH REIMBURSEMENT	JUNE 2018	07/12/18	153.68	65891
101-131-962.00	JIS RELATED COSTS	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	638.08	65899
Total For Dept 131 CIRCUIT COURT						15,461.55	
Dept 136 DISTRICT COURT							
101-136-702.07	SPECIAL JUDGE	HON. ALLEN L. GARBREC	DOCKET ASSIGNMENT	DC158	07/12/18	350.00	65873
101-136-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDIT	4 BOTTLED WATER AND DELIVERY FEE	07/16/2018	07/19/18	15.50	65996
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	INK/LETTER OPENER	160073725001	07/19/18	77.48	66004
101-136-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	MCANULTY	DC156	07/19/18	500.00	65979
101-136-805.00	COURT APPOINTED ATTORNEY	GRAFF, JACOB	WALTON / PELKY	DC157	07/19/18	500.00	65989
101-136-853.00	CELLULAR PHONES	CENTURYLINK	800# TELEPHONE PURCHASE	1444577469	07/19/18	8.29	65977
101-136-900.00	PRINTING & PUBLISHING	ASSANTE, NEIL	MICROSOFT	040517	07/12/18	317.98	65824
101-136-955.00	STAFF DEVELOPMENT/CONFER	VISA-KIM NOWAK	CER RENEWALS (NOWAK & O'BRIEN)	07/16/2018	07/19/18	30.00	66029
101-136-970.00	EQUIPMENT	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	448.28	65899
101-136-970.00	EQUIPMENT	TREND WINDOW & DESIGN	SHARED COURT EXPENSES JUNE 2018	22326	07/12/18	571.00	65947
Total For Dept 136 DISTRICT COURT						2,818.53	
Dept 141 FRIEND OF THE COURT							
101-141-850.00	TELEPHONE	CENTURYLINK	800# TELEPHONE	1444577469	07/19/18	4.18	65977
Total For Dept 141 FRIEND OF THE COURT						4.18	
Dept 142 JUVENILE DIVISION							
101-142-704.01	SALARY-JV DIRECTOR SALAR	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	2,091.85	65899
101-142-725.00	JV FRINGE BENEFITS - RIC	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	37.53	65899
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	WATER COOLER	7/1	07/19/18	11.66	66010
101-142-860.00	TRAVEL	CAMERON CLARK	REIM FOR TRAVEL, PHONE	JULY 11	07/12/18	1,336.82	65843
101-142-860.00	TRAVEL	BENZIE TRANSPORTATION	BUS PASSES	1949	07/19/18	105.00	65971
101-142-957.40	NON REIMBURSABLE EXPENSE	NORTHERN FAMILY INTER	INTENSIVE COUNSELING FOR JH FAMILY	7/1/18	07/12/18	2,500.00	65908
Total For Dept 142 JUVENILE DIVISION						6,082.86	
Dept 148 PROBATE COURT							
101-148-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDIT	4 BOTTLED WATER AND DELIVERY FEE	07/16/2018	07/19/18	15.50	65996
101-148-805.00	COURT APPOINTED ATTORNEY	BAILEY LAW OFFICE PLL	M BRADEN	817	07/12/18	50.00	65829
101-148-805.00	COURT APPOINTED ATTORNEY	HUFF, DAVID G.	ATTY P CLARK	14-0045	07/12/18	100.00	65875
101-148-805.00	COURT APPOINTED ATTORNEY	KEHR, LINDA MOOREY	T DOUGHERTY	17-0007	07/12/18	200.00	65890

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 148 PROBATE COURT							
101-148-805.00	COURT APPOINTED ATTORNEY	MENINGA LAW PLC	C JESTILA, MI	18-0090	07/19/18	182.00	65999
101-148-805.00	COURT APPOINTED ATTORNEY	SMITH, MICHAEL LAWRE	PENFOLD/STOOPS/MORRELL	PCI90	07/19/18	295.00	66019
101-148-860.00	TRAVEL	AMANDA M O'BRIEN	REIMBURSEMENT FOR PROGRAM/REVIEW T	07/11/2018	07/12/18	48.71	65821
101-148-860.00	TRAVEL	HON. ALLEN L. GARBREC	DOCKET ASSIGNMENT	DC158	07/12/18	27.25	65873
101-148-955.10	DUES & REGISTRATIONS	VISA-KIM NOWAK	CER RENEWALS (NOWAK & O'BRIEN)	07/16/2018	07/19/18	30.00	66029
101-148-963.00	COMPUTER SUPPORT	AMANDA M O'BRIEN	REIMBURSEMENT FOR PROGRAM/REVIEW T	07/11/2018	07/12/18	105.99	65821
			Total For Dept 148 PROBATE COURT			1,054.45	
Dept 172 ADMINISTRATOR							
101-172-703.06	WAGES-SECRETARY	SWANDER, CANDICE	P/T HELP WITH A/P & P/R 6/18-6/20	A/P-P/R	07/09/18	63.75	65811
101-172-727.00	OFFICE SUPPLIES	VISA-MITCHELL DEISCH	PHONE CASE, OFFICE SUPPLIES, REGIS	0231	07/12/18	202.16	65953
101-172-955.10	DUES & REGISTRATIONS	MICH ASSOC OF COUNTY	FULL MEMBERSHIP/MITCHELL DEISCH	2019 DUES	07/12/18	190.00	65903
			Total For Dept 172 ADMINISTRATOR			455.91	
Dept 215 COUNTY CLERK							
101-215-727.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	156084689001	07/12/18	517.42	65912
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD PER DIEM	7/16/2018	07/19/18	35.00	65975
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD MILEAGE	7/16/2018	07/19/18	1.08	65975
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD PER DIEM	7/16/2018	07/19/18	35.00	66002
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD MILEAGE	7/16/2018	07/19/18	7.56	66002
101-215-807.00	JURY BOARD FEES	SHRAKE, ELIZABETH	JURY BOARD PER DIEM	7/16/2018	07/19/18	35.00	66017
101-215-807.00	JURY BOARD FEES	SHRAKE, ELIZABETH	JURY BOARD MILEAGE	7/16/2018	07/19/18	3.82	66017
			Total For Dept 215 COUNTY CLERK			634.88	
Dept 253 COUNTY TREASURER							
101-253-830.10	SERVICE CONTRACT (AC)	ALL ANIMAL VET CENTER	DOG LICENSE SALES FOR 2ND QTR	2ND QTR 2018	07/12/18	5.00	65819
101-253-830.10	SERVICE CONTRACT (AC)	BETSIE RIVER VETERINA	DOG LICENSE SALES 2ND QTR	2ND QTR 2018	07/12/18	171.00	65838
101-253-830.10	SERVICE CONTRACT (AC)	NORTHWOOD ANIMAL HOSP	DOG LICENSE SALES 2ND QTR	2ND QTR	07/12/18	10.00	65909
101-253-830.10	SERVICE CONTRACT (AC)	PLATTE LAKE VETERINAR	DOG LICENSE SALES 2ND QTR	2ND QTR 2018	07/12/18	32.00	65917
101-253-900.00	PRINTING & PUBLISHING	PIONEER GROUP	ACCT# 43100328	063018	07/19/18	150.20	66008
			Total For Dept 253 COUNTY TREASURER			368.20	
Dept 261 MSU EXTENSION							
101-261-800.00	CONTRACTED SERVICES	MSUE BUSINESS OFFICE	4TH QUARTER MOA FEE	4 BENZIE 2018	07/12/18	10,052.25	65905
			Total For Dept 261 MSU EXTENSION			10,052.25	
Dept 262 ELECTIONS							
101-262-727.00	OFFICE SUPPLIES - BALLOT	MICHIGAN ELECTION RES	ICX NUMBERED BALLOT STOCK	40028	07/19/18	376.16	66000
101-262-905.00	PRINTING & PUBLISHING -	PIONEER GROUP	BOC/PUBLIC HRG/CLOSE OF REG	43100200	07/12/18	727.50	65915
101-262-930.00	EQUIPMENT REPAIR	ELECTION SOURCE	SMART CARD READER ICX	2018-39725	07/12/18	26.00	65859
101-262-930.00	EQUIPMENT REPAIR	ELECTION SOURCE	CASE/FAMOUS NAMES DEMO KIT	2018-39617	07/12/18	843.71	65859
			Total For Dept 262 ELECTIONS			1,973.37	
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	CRYSTAL GARDENS	FLOWERS/FRONT WALKWAY	21091	07/12/18	98.47	65852
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	WIRE CONNECTOR FOR TRAILER	151410	07/12/18	6.99	65910
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	BATTERIES & ROUNDUP	151149	07/12/18	32.98	65910
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0232823-IN	07/19/18	387.59	65987
101-265-800.00	CONTRACTED SERVICES	GOTTSCALK CLEANING S	JUNE SERVICE	735	07/12/18	1,975.00	65867
101-265-800.00	CONTRACTED SERVICES	KOORSEN FIRE AND SECU	ANNUAL FIRE ALARM INSPECTION	4477030	07/12/18	663.20	65892
101-265-821.00	GARBAGE DISPOSAL	AMERICAN WASTE	JULY SERVICE	2559309	07/12/18	175.00	65822
101-265-850.00	TELEPHONE	AT&T	BILLING DATE 06/19/18	171-800-2423001	07/12/18	1,021.33	65826
101-265-850.00	TELEPHONE	PACIFIC TELEMANAGEMENT	JUNE 2018 PAYPHONE	989851	07/12/18	50.00	65913

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 265 BUILDING & GROUNDS							
101-265-850.00	TELEPHONE	PACIFIC TELEMAGEMENT	JULY 2018 PAYPHONE	995079	07/12/18	55.00	65913
101-265-850.00	TELEPHONE	PACIFIC TELEMAGEMENT	MAY 2018 PAYPHONE	984737	07/12/18	50.00	65913
101-265-850.00	TELEPHONE	CENTURYLINK	800# TELEPHONE	1444577469	07/19/18	56.73	65977
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	#61319	140253	07/19/18	463.11	66023
101-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	3RD QUARTER WATER BILL	3RD QUARTER	07/19/18	961.97	66027
101-265-930.00	EQUIPMENT REPAIR	NAPA AUTO SUPPLY, INC	BELTS FOR HEATING/COOLING SYSTEMS	5366-415939	07/19/18	172.82	66003
101-265-970.00	EQUIPMENT	NAPA AUTO SUPPLY, INC	WORKSHOP COMPRESSOR	5366-416079	07/19/18	384.99	66003
			Total For Dept 265 BUILDING & GROUNDS			6,555.18	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-815.20	CIRCUIT, JUV, & DC ADMIN	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,166.67	65899
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			1,166.67	
Dept 268 REGISTER OF DEEDS							
101-268-800.00	CONTRACTED SERVICES - LA	FIDILAR TECHNOLOGIES I	JUNE 2018 LAREDO USAGE FEE	0220938-IN	07/19/18	952.97	65984
			Total For Dept 268 REGISTER OF DEEDS			952.97	
Dept 285 CENTRAL SERVICES							
101-285-800.00	CONTRACTED SERVICES	PITNEY BOWES GLOBAL F	POSTAGE METER RENTAL 4/30/18 TO 7/	3306600910	07/12/18	471.99	65916
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	COPIER LEASE FOR EQUALIZATION/COPI	166532	07/12/18	279.35	65939
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	ADMINISTRATORS COPIER	166501	07/12/18	106.80	65939
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP,	ADMIN COPIER	167144	07/19/18	126.51	66022
			Total For Dept 285 CENTRAL SERVICES			984.65	
Dept 286 TECHNOLOGY SUPPORT							
101-286-963.00	COMPUTER SUPPORT	I.T. RIGHT	JULY SERVICE	20155906	07/12/18	1,669.92	65877
			Total For Dept 286 TECHNOLOGY SUPPORT			1,669.92	
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	VISA-TED SCHENDEL	K9LGTS & FD/RETRMNT BDGS/OFF SUP	06292018 VISA	07/12/18	140.06	65955
101-301-727.00	OFFICE SUPPLIES	TRAVERSE CITY AREA PU	BUS CARDS SHF/US/DEPUT/JA/DB/CIVIL	145334	07/19/18	360.00	66026
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	OC 17 DODGE JOURNEY	34856	07/19/18	59.95	66032
101-301-800.00	CONTRACTED SERVICES	I.T. RIGHT	JULY SERVICE	20155906	07/12/18	498.05	65877
101-301-850.00	TELEPHONE	VISA-TSCHENDEL 7161	MSA CONF/PHONE BATTERIES	JUNE 18	07/12/18	74.97	65956
101-301-955.00	CONVENTIONS & DUES	VISA=ROSA KYLE	MSA CONFERENCE/18-3 LIGHTS	JUNE18	07/12/18	406.35	65954
101-301-955.00	CONVENTIONS & DUES	VISA-TED SCHENDEL	K9LGTS & FD/RETRMNT BDGS/OFF SUP	06292018 VISA	07/12/18	(15.78)	65955
101-301-961.00	TRAINING & SCHOOLS	VISA-TSCHENDEL 7161	MSA CONF/PHONE BATTERIES	JUNE 18	07/12/18	582.80	65956
101-301-970.06	EQUIPMENT - COMPUTERS	I.T. RIGHT	DOCK STAT THINK PAD	20156190	07/12/18	142.20	65877
			Total For Dept 301 SHERIFF			2,248.60	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	37.66	65856
101-333-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	25.46	65967
101-333-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	GROUP COBRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	18.40	65967
101-333-725.00	FRINGE BENEFITS	TRAVERSE CITY AREA PU	BUS CARDS SHF/US/DEPUT/JA/DB/CIVIL	145334	07/19/18	60.00	66026
			Total For Dept 333 SECONDARY ROAD PATROL			141.52	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	39.34	65856
101-426-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	9.83	65967
101-426-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	GROUP COBRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	18.40	65967
101-426-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	COMPUTER MOUSE (6) FOR NEW LAPTOPS	430694-0	07/19/18	71.94	65991
101-426-850.00	TELEPHONE	VERIZON WIRELESS	ACCOUNT #786787479-00001	981018776	07/12/18	48.90	65949
101-426-860.00	TRAVEL	POST, FRANK	MILEAGE REIMBURSEMENT ENDING 7-14-	MILEAGE 7-14-18	07/19/18	43.60	66009

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Fund 101 GENERAL FUND							
Dept 426 EMERGENCY MANAGEMENT							
101-426-970.00	EQUIPMENT	JACKPINE BUSINESS CEN	3 MSI LAPTOPS (EMHSD GRANT)	430022-0	07/19/18	2,699.97	65991
101-426-970.00	EQUIPMENT	JACKPINE BUSINESS CEN	6 LEVONEX LAPTOP COMPUTERS (EMHSD	430024-0	07/19/18	2,608.80	65991
			Total For Dept 426 EMERGENCY MANAGEMENT			5,540.78	
Dept 648 MEDICAL EXAMINER							
101-648-800.00	CONTRACTED SERVICES	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,922.82	65899
101-648-861.00	BURIAL TRANSITS	JOWETT FAMILY FUNERAL	JUNE 2018	06/30/18	07/12/18	900.00	65886
101-648-959.00	FORENSIC AUTOPSIES	GOSLINOSKI, LOIS R. D	BNZ 18-013 & BNZ 18-014	JUNE 2018	07/12/18	2,400.00	65866
101-648-959.00	FORENSIC AUTOPSIES	BOUND TREE MEDICAL, L	BIOHAZARD BAGS FOR MEDICAL EXAMINE	82911678	07/19/18	60.00	65974
			Total For Dept 648 MEDICAL EXAMINER			5,282.82	
Dept 649 MENTAL HEALTH							
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	MONTHLY APPROPRIATION JULY 2018	000612	07/19/18	9,584.88	65976
			Total For Dept 649 MENTAL HEALTH			9,584.88	
Dept 670 DHHS BOARD							
101-670-721.00	PER DIEM - DHS BOARD	ANN LOVELESS	DHHS PER DIEM JUNE 2018	JUNE 2018	07/12/18	35.00	65823
101-670-721.00	PER DIEM - DHS BOARD	HART, THOMAS	DHSS JUNE 18 PER DIEM	JUNE 2018	07/12/18	35.00	65869
101-670-860.00	TRAVEL - DHS BOARD	HART, THOMAS	DHHS MILEAGE 06/18	JUNE 2018	07/12/18	16.35	65869
			Total For Dept 670 DHHS BOARD			86.35	
Dept 751 PARKS & RECREATION DEPARTMENT							
101-751-800.00	CONTRACTED SERVICES	SEEDS	CONSERVATION CORPS/ZADA PRICE PARK	900-1018	07/12/18	250.00	65927
			Total For Dept 751 PARKS & RECREATION DEPARTMENT			250.00	
Dept 851 INSURANCE & BONDS							
101-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	209.10	65856
101-851-828.00	INSURANCE & BONDS	LIBERTY MUTUAL INSURA	BONDING FOR SUMMER TAXES	0713108	07/19/18	3,206.00	65994
			Total For Dept 851 INSURANCE & BONDS			3,415.10	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	865.30	65967
101-852-717.01	MEDICAL INSURANCE TO MAN	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,401.93	65899
101-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	1,233.41	65856
101-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	GROUP COBRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	991.75	65967
101-852-874.00	MEDICAL INSURANCE - RET	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	33.87	65967
			Total For Dept 852 MEDICAL INSURANCE			4,526.26	
			Total For Fund 101 GENERAL FUND			82,120.83	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	39.18	65856
205-000-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	25.46	65967
205-000-725.00	FRINGE BENEFITS	ADVANCED BENEFIT SOLU	GROUP COBRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	22.90	65967
			Total For Dept 000			87.54	
			Total For Fund 205 TNT OFFICER MILLAGE FUND			87.54	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	PLATTE LAKE VETERINAR	06/15/2018 STATEMENT	274994	07/12/18	154.50	65917
206-000-967.00	PROJECT EXPENSES	VISA=TED SCHENDEL	K9LGTS & FD/REFRMT BDGS/OFF SUP	06292018 VISA	07/12/18	44.99	65955

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Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
			Total For Dept 000			199.49	
			Total For Fund 206 SHERIFF'S K-9 FUND			199.49	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-783.00	EQUIP. SERVICES & SUPPLI	G.T. PACKAGING & JANI	MOP HANDLE	0232569-IN	07/12/18	22.70	65863
213-265-783.00	EQUIP. SERVICES & SUPPLI	G.T. PACKAGING & JANI	PAPER ROLL/HAND CLNR/FACIAL CLNSR	0232520-IN	07/12/18	391.12	65863
213-265-850.00	TELEPHONE	CHARTER COMMUNICATION	CABLE AUGUST 2018	0010078071218	07/19/18	30.92	65978
213-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCOUNT #786787479-00001	981018776	07/12/18	3.43	65949
213-265-922.00	WATER & SEWER	VILLAGE OF BEULAH	W&S 04/2018 TO 07/16/18	07162018W&S	07/19/18	4,817.18	66027
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	W/021646 WATER HEATER - KITCHEN	S20353	07/12/18	185.05	65876
213-265-935.00	JAIL REPAIRS	VISA=ROSA KYLE	MSA CONFERENCE/18-3 LIGHTS	JUNE18	07/12/18	50.90	65954
			Total For Dept 265 BUILDING & GROUNDS			5,501.30	
Dept 351 JAIL - CORRECTIONS							
213-351-727.00	OFFICE SUPPLIES	TRAVERSE CITY AREA PU	BUS CARDS SHE/US/DEPUT/JA/DB/CIVIL	145334	07/19/18	30.00	66026
213-351-751.00	UNIFORMS	VISA=TED SCHENDEL	K9LGTS & FD/RETRMNT BDGS/OFF SUP	06292018 VISA	07/12/18	227.52	65955
213-351-751.00	UNIFORMS	SIERRA BATES	REIMB BOOTS 2018	BOOTS 071620108	07/19/18	135.15	66018
213-351-834.00	PRISONER MEDICAL - BENZI	ADVANCED CORRECTIONAL	2QTR RECONCILIATION 2018	77291	07/12/18	343.07	65817
213-351-956.00	EMPLOYEE PHYSICALS	THE WALK IN CLINIC	PREEMPL PHYSICAL	195547WALTER	07/19/18	137.00	66024
213-351-961.00	TRAINING & SCHOOLS	WEST SHORE COMMUNITY	CORRECTIONS ACADEMY 2018	11469 061418	07/12/18	2,400.00	65959
213-351-961.00	TRAINING & SCHOOLS	FORTUNE, KRISTI	SUPRVSR TRNG MACOMB CO.	071318	07/19/18	59.66	65985
213-351-963.00	COMPUTER EQUIPMENT	I.T. RIGHT	JULY SERVICE	20155906	07/12/18	908.20	65877
			Total For Dept 351 JAIL - CORRECTIONS			4,240.60	
Dept 851 INSURANCE & BONDS							
213-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	38.25	65856
			Total For Dept 851 INSURANCE & BONDS			38.25	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	260.17	65967
213-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	332.50	65856
213-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	GROUP COBRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	238.80	65967
			Total For Dept 852 MEDICAL INSURANCE			831.47	
			Total For Fund 213 JAIL OPERATIONS FUND			10,611.62	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0231779-IN	07/12/18	285.70	65863
214-265-750.00	MAINTENANCE SUPPLIES	VISA=JAMES HENDERSON	MAY AND JUNE CREDIT CARD STATEMENT	JUNE CREDIT CAR	07/12/18	113.52	65950
214-265-850.00	TELEPHONE	CENTURYLINK	PHONE AND INTERNET ST 2	JUNE 2018	07/12/18	265.53	65846
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCOUNT #786787479-00001	981018776	07/12/18	53.53	65949
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ST2 ELECTRIC	JULY 2018	07/12/18	144.37	65848
214-265-970.00	EQUIPMENT & REPAIR	NUGENT HARDWARE	ST 2 SPARE KEYS	150966	07/12/18	4.98	65910
			Total For Dept 265 BUILDING & GROUNDS			867.63	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-721.00	PER DIEM	DAGNEAU-BATES, MARTHA	EMS ADVISORY MEETING 07/17/2018	PER DIEM	07/19/18	35.00	65981
214-655-721.00	PER DIEM	FRANKE, JIM	EMS ADVISORY MEETING 07/17/2018	PER DIEM	07/19/18	35.00	65986
214-655-721.00	PER DIEM	JOWETT, GAYLORD	EMS ADVISORY MEETING 07/17/2018	PER DIEM	07/19/18	35.00	65993
214-655-721.00	PER DIEM	MEAD, MICHAEL	EMS ADVISORY MEETING 07/17/2018	PER DIEM	07/19/18	35.00	65997
214-655-727.00	OFFICE SUPPLIES	SHOP AND SAVE	ST 2 SUPPLIES	25374	07/12/18	5.99	65930

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EXP CHECK RUN DATES 07/09/2018 - 07/19/2018

DB: Benzie County

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	82911679	07/12/18	71.46	65841
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	82911680	07/12/18	27.20	65841
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	82914030	07/12/18	298.60	65841
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MEDICAL SUPPLIES	82914031	07/12/18	160.66	65841
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9954129194	07/12/18	22.20	65818
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	OXYGEN	9954129195	07/12/18	22.20	65818
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	A21 OIL CHANGE	34363	07/12/18	45.93	65962
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	E61 OIL CHANGE	34569	07/12/18	24.88	65962
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	A31 OIL CHANGE	33760	07/12/18	40.94	65962
214-655-748.00	GAS, OIL & GREASE	XPRESS LUBE	A33 OIL CHANGE	34713	07/12/18	60.88	65962
214-655-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE	A32 SIREN REPAIR	50150	07/12/18	430.82	65868
214-655-749.00	VEHICLE REPAIRS	JUST TRUCKS INC	A32 HVAC REPAIR	1029407	07/12/18	436.58	65888
214-655-749.00	VEHICLE REPAIRS	THRILBY AUTO - ALS/EM	A22 BATTERY	131157	07/12/18	483.87	65941
214-655-751.00	UNIFORMS	PARRISH, CHRIS	BOOT ALLOWANCE	BOOT ALLOW	07/12/18	150.00	65914
214-655-751.00	UNIFORMS	TELE-RAD, INC.	ORIGINAL INVOICE AND INTEREST 88585	885261	07/12/18	150.28	65940
214-655-860.00	TRAVEL	DAGNEAU-BATES, MARTHA	EMS ADVISORY MEETING 07/17/2018	MILEAGE	07/19/18	18.86	65981
214-655-860.00	TRAVEL	FRANKE, JIM	EMS ADVISORY MEETING 07/17/2018	MILEAGE	07/19/18	5.45	65986
214-655-860.00	TRAVEL	MEAD, MICHAEL	EMS ADVISORY MEETING 07/17/2018	MILEAGE	07/19/18	7.63	65997
214-655-961.00	TRAINING & SCHOOLS	DLG EDUCATING	PHYLS CLASS	PHYLS 18	07/12/18	1,575.00	65857
214-655-961.00	TRAINING & SCHOOLS	VISA=JAMES HENDERSON	MAY AND JUNE CREDIT CARD STATEMENT	JUNE CREDIT CAR	07/12/18	171.81	65950
214-655-963.00	COMPUTER SUPPORT	I.T. RIGHT	JULY SERVICE	20155906	07/12/18	87.89	65877
214-655-970.00	EQUIPMENT	VISA=JAMES HENDERSON	MAY AND JUNE CREDIT CARD STATEMENT	JUNE CREDIT CAR	07/12/18	119.99	65950
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			4,559.12	
Dept 851 INSURANCE & BONDS							
214-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	59.50	65856
			Total For Dept 851 INSURANCE & BONDS			59.50	
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	244.89	65967
214-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	406.30	65856
214-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	GROUP CORRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	269.75	65967
			Total For Dept 852 MEDICAL INSURANCE			920.94	
			Total For Fund 214 EMERGENCY MEDICAL SERVICES (E			6,407.19	
Fund 220 MARINE PATROL FUND							
Dept 000							
220-000-748.00	GAS, OIL & GREASE	CITY OF FRANKFORT	MARINE FUEL 07102018	2672 INV	07/19/18	81.20	65980
			Total For Dept 000			81.20	
			Total For Fund 220 MARINE PATROL FUND			81.20	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-703.05	WAGES-ATTENDANT	BOY SCOUTS OF AMERICA	HHW/ELECTRONICS COLLECTION	07102018	07/12/18	270.00	65842
228-000-703.05	WAGES-ATTENDANT	STEFFES, MELONIE	SITE ATTENDANT	07112018	07/12/18	30.00	65937
228-000-703.05	WAGES-ATTENDANT	ZYLSTRA, MARTIN	SITE ATTENDANT	07112018	07/12/18	90.00	65963
228-000-703.05	WAGES-ATTENDANT	DIANE BURNETT	SITE ATTENDANT	07182018	07/19/18	30.00	65982
228-000-703.05	WAGES-ATTENDANT	STEFFES, MELONIE	SITE ATTENDANT	07182018	07/19/18	15.00	66021
228-000-703.05	WAGES-ATTENDANT	ZYLSTRA, MARTIN	SITE ATTENDANT	07172018	07/19/18	135.00	66033
228-000-721.00	PER DIEM	DAVE ZEMPEL	PER DIEM	07112018	07/12/18	35.00	65854
228-000-721.00	PER DIEM	FISCHGRABE, DENNIS	PER DIEM	07112018	07/12/18	35.00	65861

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Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000	PER DIEM	ROGER SCHULTZ	PER DIEM	07112018	07/12/18	35.00	65922
228-000-721.00	PER DIEM	SCHULTZ, JANE	PER DIEM	07112018	07/12/18	35.00	65926
228-000-721.00	PER DIEM	WARREN, TODD	PER DIEM	07112018	07/12/18	35.00	65957
228-000-721.00	PER DIEM	WOOD, MARLENE	PER DIEM	07122018	07/12/18	35.00	65960
228-000-800.00	CONTRACTED SERVICES	AMERICAN WASTE	JUNE RECYCLING SERVICE	2610706	07/19/18	13,730.44	65968
228-000-821.50	HAZARDOUS WASTE	BATTERY SOLUTIONS	BATTERIES	A275424	07/12/18	439.90	65831
228-000-850.00	TELEPHONE	VISA=JESSE ZYLSTRA	PUBLIC RELATIONS/PHONE	07102018	07/12/18	28.61	65951
228-000-860.00	TRAVEL	DAVE ZEMPEL	MILEAGE REIMBURSEMENT	07112018	07/12/18	8.64	65855
228-000-860.00	TRAVEL	FISCHGRABE, DENNIS	MILEAGE REIMBURSEMENT	07112018	07/12/18	2.16	65861
228-000-860.00	TRAVEL	SCHULTZ, JANE	MILEAGE REIMBURSEMENT	07112018	07/12/18	10.08	65925
228-000-860.00	TRAVEL	WARREN, TODD	MILEAGE REIMBURSEMENT	07112018	07/12/18	7.56	65957
228-000-860.00	TRAVEL	WOOD, MARLENE	MILEAGE REIMBURSEMENT	07112018	07/12/18	1.08	65960
228-000-900.00	PUBLIC RELATIONS - PRINT	VISA=JESSE ZYLSTRA	PUBLIC RELATIONS/PHONE	07102018	07/12/18	24.16	65951
228-000-900.00	PUBLIC RELATIONS - PRINT	VISA=JESSE ZYLSTRA	PUBLIC RELATIONS	07172018	07/19/18	8.99	66028
228-000-963.00	COMPUTER SUPPORT	I.T. RIGHT	JULY SERVICE	20155906	07/12/18	29.30	65877
228-000-970.00	EQUIPMENT	XPRT FULFILLMENT	SURPLUS BIN STORAGE	07102018	07/12/18	270.00	65961
			Total For Dept 000			15,340.92	
Dept 851 INSURANCE & BONDS							
228-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	4.25	65856
			Total For Dept 851 INSURANCE & BONDS			4.25	
Dept 852 MEDICAL INSURANCE							
228-852-717.00	MEDICAL/DENTAL/VISION	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	9.83	65967
228-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	29.62	65856
228-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	GROUP COBRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	17.45	65967
			Total For Dept 852 MEDICAL INSURANCE			56.90	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			15,402.07	
Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND							
Dept 000	LANDSCAPE/TRAIL MAINTENA	DORNBOSS SIGN, INC	SIGNS FOR BETSIE VALLEY TRAIL	INV38947	07/19/18	166.45	65983
230-000-957.30	LANDSCAPE/TRAIL MAINTENA	GILLISON EXCAVATING	REPAIR TO BIKE TRAIL - BETSIE VALL	42379	07/19/18	1,510.00	65988
			Total For Dept 000			1,676.45	
			Total For Fund 230 BETSIE VALLEY TRAIL MANAGEMENT			1,676.45	
Fund 231 SOIL EROSION (SESSC) FUND							
Dept 723 SOIL EROSION CONTROL	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	JUNE PERMITS/INSPECTIONS	1575	07/12/18	2,200.00	65825
231-723-800.00			Total For Dept 723 SOIL EROSION CONTROL			2,200.00	
			Total For Fund 231 SOIL EROSION (SESSC) FUND			2,200.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS	MAINTENANCE SUPPLIES	NUGENT HARDWARE	SINK REPAIR PARTS FOR BACK ROOM	149781	07/12/18	36.21	65911
247-265-782.00	MAINTENANCE SUPPLIES	VISA=KYLE MAURER	SUPPLIES FOR CABINET/ROSA BUS. CAR	5251	07/12/18	276.73	65952
247-265-850.00	TELEPHONE	AT&T	PHONE BILL FOR JUNE	231882950506	07/12/18	100.19	65827
247-265-850.00	TELEPHONE	UWC	LONG DISTANCE SERVICE	2318829505	07/12/18	3.53	65948
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	ELECTRIC BILL FOR JUNE	206255741455	07/12/18	182.67	65850
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	GAS BILL FOR JUNE PLUS MAY	910020929329	07/12/18	245.59	65858

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Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
Total For Dept 265 BUILDING & GROUNDS							844.92
Dept 430 ANIMAL CONTROL							
247-430-748.00	GAS, OIL & GREASE	HEIGES PERFORMANCE IN	FIX OF BRAKES FOR 2012 RAM	011824	07/12/18	347.21	65870
247-430-748.00	GAS, OIL & GREASE	VISA-KYLE MAURER	SUPPLIES FOR CABINET/ROSA BUS. CAR	5251	07/12/18	85.87	65952
247-430-835.20	VET & DRUG FEES	BETSYE RIVER VETERINAR	36-18C NEUTER 38-18C SPAY 37-18C S	49213	07/12/18	270.00	65838
247-430-835.20	VET & DRUG FEES	PLATYE LAKE VETERINAR	SOPHIE SPAY "DOG" IN HEAT	272892	07/19/18	337.42	65917
247-430-945.20	DISPOSALS & BURIALS	AMERICAN WASTE	TRASH BILL FOR JULY	2559770	07/12/18	16.00	65822
247-430-963.00	COMPUTER SUPPORT	I.T. RIGHT	JULY SERVICE	20155906	07/12/18	87.89	65877
247-430-970.00	EQUIPMENT	VISA-KYLE MAURER	SUPPLIES FOR CABINET/ROSA BUS. CAR	5251	07/12/18	331.73	65952
Total For Dept 430 ANIMAL CONTROL							1,476.12
Dept 851 INSURANCE & BONDS							
247-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	8.50	65856
Total For Dept 851 INSURANCE & BONDS							8.50
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	25.46	65967
247-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	53.35	65856
247-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	GROUP COBRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	18.40	65967
Total For Dept 852 MEDICAL INSURANCE							97.21
Fund 249 BUILDING DEPARTMENT FUND							
Total For Fund 247 ANIMAL CONTROL FUND							2,426.75
Dept 371 BUILDING INSPECTOR							
249-371-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	JUNE PERMITS/INSPECTIONS	1575	07/12/18	21,276.00	65825
249-371-963.00	COMPUTER SUPPORT	I.T. RIGHT	JULY SERVICE	20155906	07/12/18	146.48	65877
Total For Dept 371 BUILDING INSPECTOR							21,422.48
Dept 372 PLUMBING INSPECTOR							
249-372-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	JUNE PERMITS/INSPECTIONS	1575	07/12/18	4,805.00	65825
Total For Dept 372 PLUMBING INSPECTOR							4,805.00
Dept 373 MECHANICAL INSPECTOR							
249-373-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	JUNE PERMITS/INSPECTIONS	1575	07/12/18	5,835.00	65825
Total For Dept 373 MECHANICAL INSPECTOR							5,835.00
Dept 375 ELECTRICAL INSPECTOR							
249-375-800.00	CONTRACTED SERVICES	ASSOCIATED GOVERNMENT	JUNE PERMITS/INSPECTIONS	1575	07/12/18	7,052.00	65825
Total For Dept 375 ELECTRICAL INSPECTOR							7,052.00
Total For Fund 249 BUILDING DEPARTMENT FUND							39,114.48
Fund 260 CPL CLERK TECHNOLOGY FUND							
Dept 000							
260-000-727.00	OFFICE SUPPLIES	IDENTISYS	CPL CARDS	394912	07/12/18	119.12	65879
Total For Dept 000							119.12
Total For Fund 260 CPL CLERK TECHNOLOGY FUND							119.12
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-727.00	OFFICE SUPPLIES	VISA-RON BERNS	OFFICE SUPPLIES	AUG 2018	07/19/18	384.65	66030
261-325-830.00	911 MAINTENANCE CONTRACT	ID NETWORKS, INC.	ANNUAL SUPPORT	273511	07/12/18	6,208.00	65878

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Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-830.00	911 MAINTENANCE CONTRACT	WESTEL INTERNATIONAL	AUG 2018 SUPPORT	846	07/19/18	900.00	66031
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	ACCOUNT #786787479-00001	981018776	07/12/18	(57.23)	65949
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	911 DISPATCH CELLULAR PHONES	9810034313	07/12/18	114.37	65949
261-325-930.00	EQUIPMENT REPAIR	GRAND TRAVERSE MOBILE	BOATS TEMPLATE	50115	07/12/18	170.00	65868
261-325-930.00	EQUIPMENT REPAIR	GRAND TRAVERSE MOBILE	FUSE BLOCK REPAIR	50029	07/12/18	47.90	65868
261-325-930.00	EQUIPMENT REPAIR	GRAND TRAVERSE MOBILE	FRK REPEATER REPAIR	49942	07/19/18	297.50	65990
261-325-963.00	COMPUTER SUPPORT	I.T. RIGHT	JULY SERVICE	20155906	07/12/18	322.27	65877
261-325-970.00	EQUIPMENT	GRAND TRAVERSE MOBILE	DISPATCH PORTABLES	49338	07/12/18	5,028.40	65868
261-325-970.03	EQUIPMENT - RADIO UPGRAD	GRAND TRAVERSE MOBILE	FIRE X RADIOS	50087	07/12/18	59,783.10	65868
			Total For Dept 325 DISPATCH/COMMUNICATION			73,198.96	
Dept 851 INSURANCE & BONDS							
261-851-725.06	LIFE INSURANCE	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	34.00	65856
			Total For Dept 851 INSURANCE & BONDS			34.00	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION IN	ADVANCED BENEFIT SOLU	GROUP VISION INSURANCE FOR JULY 20	179651	07/19/18	104.45	65967
261-852-718.00	SHORT/LONG TERM DISABILI	DEARBORN NATIONAL	AUGUST 2018	EAB2G00093-1	07/12/18	254.94	65856
261-852-800.00	CONTRACTED SERVICES - CA	ADVANCED BENEFIT SOLU	GROUP COBRA/FLEX/HRA FEES JULY 201	JULY 2018	07/19/18	147.75	65967
			Total For Dept 852 MEDICAL INSURANCE			507.14	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			73,740.10	
Fund 269 LAW LIBRARY FUND							
Dept 000							
269-000-800.00	CONTRACTED SERVICES	SWANDER, CANDICE	LAW LIBRARY JAN 2018-JUNE 2018	LAW LIBRARY	07/09/18	750.00	65811
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WES	LIBRARY PLAN CHARGES	838563867	07/12/18	712.64	65942
269-000-901.00	RESOURCE MATERIALS	RELX INC. DBA LEXISNE	JUNE 2018	3091534744	07/19/18	520.00	66012
			Total For Dept 000			1,982.64	
			Total For Fund 269 LAW LIBRARY FUND			1,982.64	
Fund 292 CHILD CARE FUND							
Dept 000							
292-000-704.02	CHILD CARE CASHWORKER- 7	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	3,034.21	65899
292-000-725.00	FRINGE BENEFITS - SOCIAL	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	728.30	65899
292-000-725.06	CHILD CARE CASHWORKER FR	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	1,409.03	65899
292-000-840.00	CONTRACTED SVCS - VOL CO	HOUSTON, KATHI	VOL COORDINATION & REIM FOR INCENT	7/1/18	07/12/18	2,083.33	65874
292-000-840.50	F.C. PRIVATE - ROOM/BOAR	LISTENING EAR CRISIS	28 DAYS FOSTER CARE FOR JH	7/5/18	07/12/18	2,660.00	65896
292-000-840.50	F.C. PRIVATE - ROOM/BOAR	BETHANY CHRISTIAN SER	30 DAYS FOSTER CARE FOR KJ	7/7/17	07/19/18	517.20	65972
292-000-840.70	INSTITUTIONAL ROOM & BOA	MUSKEGON RIVER YOUTH	DETENTION FOR JH 2 DAYS	18242	07/12/18	395.48	65906
292-000-840.70	INSTITUTIONAL ROOM & BOA	OTTAWA COUNTY	6 DAYS DETENTION FOR BR	66176	07/19/18	930.00	66005
292-000-840.90	INDEPENDENT LIVING	CHARLES CULBERTSON	INDEPENDENT LIVING C.C.	JULY 1	07/12/18	638.10	65847
292-000-840.95	IN HOME CARE MISC.	EMS TETHER	TETHER FOR J.H.	7/10	07/12/18	130.00	65860
292-000-850.00	TELEPHONE	CAMERON CLARK	REIM FOR TRAVEL, PHONE	JULY 11	07/12/18	50.00	65843
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	REIM MILEAGE, PHONE & INCENTIVES	7-1	07/12/18	50.00	65920
292-000-860.00	TRAVEL/GAS CARDS	BENZIE TRANSPORTATION	BUS PASSES FOR EN & MY	1946	07/12/18	70.00	65836
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	REIM MILEAGE, PHONE & INCENTIVES	7-1	07/12/18	885.82	65920
292-000-862.00	MENTORING/TUTORING	COTE, PATRICIA	TUTORING SUMMER PROGRAM	7/1/18	07/12/18	1,290.43	65851
292-000-862.00	MENTORING/TUTORING	KATHLEEN LEACH	PIANO LESSONS FOR EN	7/11/18	07/12/18	100.00	65889
292-000-862.01	INCENTIVES	HOUSTON, KATHI	VOL COORDINATION & REIM FOR INCENT	7/1/18	07/12/18	56.13	65874
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	REIM MILEAGE, PHONE & INCENTIVES	7-1	07/12/18	64.19	65920
292-000-862.02	DRUG TESTING	REDWOOD TOXICOLOGY LA	DRUG TESTING	01044720186	07/19/18	8.75	66011

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Fund 292 CHILD CARE FUND							
Dept 000							
292-000-862.03	SUBSTANCE ABUSE COUNSEL	CATHOLIC HUMAN SERVIC	SUB ABUSE COUNSELING	7/1/18	07/12/18	250.50	65844
292-000-862.03	SUBSTANCE ABUSE COUNSEL	CATHOLIC HUMAN SERVIC	SUB ABUSE COUNSELING	7/1/18	07/12/18	224.50	65844
			Total For Dept 000			15,575.97	
			Total For Fund 292 CHILD CARE FUND			15,575.97	
Fund 293 VETERAN'S RELIEF FUND							
Dept 000							
293-000-721.00	PER DIEM	BAILEY, LAWRENCE	VA PER DIEM FOR JUNE	VA063018	07/12/18	35.00	65830
293-000-721.00	PER DIEM	GIDDIS, KIRT	VA PER DIEM FOR JUNE	VA063018	07/12/18	35.00	65864
293-000-721.00	PER DIEM	GINZEL, DALE J.	VA PER DIEM FOR JUNE	063018VA	07/12/18	35.00	65865
293-000-721.00	PER DIEM	KOWALSKI, ED	VA PER DIEM FOR JUNE 2018	VA063018	07/12/18	35.00	65893
293-000-721.00	PER DIEM	ROELOFS, ROBERT	VA PER DIEM FOR JUNE	VA063018	07/12/18	35.00	65921
293-000-721.00	PER DIEM	STOBIE, TOM	VA PER DIEM FOR JUNE	VA063018	07/12/18	35.00	65938
293-000-839.00	VETERANS BURIALS & MARKE	RICHARD JENSEN	VETERANS BURIAL BENEFITS - WILLIAM	7/12/2018	07/19/18	300.00	66013
293-000-860.00	TRAVEL	BAILEY, LAWRENCE	MILEAGE FOR JUNE 2018	063018M	07/12/18	2.01	65830
293-000-860.00	TRAVEL	GIDDIS, KIRT	MILEAGE FOR JUNE 2018	063018M	07/12/18	17.34	65864
293-000-860.00	TRAVEL	GINZEL, DALE J.	MILEAGE FOR JUNE 2018	063018M	07/12/18	15.81	65865
293-000-860.00	TRAVEL	KOWALSKI, ED	MILEAGE FOR JUNE 2018	063018M	07/12/18	3.27	65893
293-000-860.00	TRAVEL	ROELOFS, ROBERT	MILEAGE FOR JUNE 2018	063018M	07/12/18	18.32	65921
293-000-860.00	TRAVEL	STOBIE, TOM	MILEAGE FOR JUNE 2018	063018M	07/12/18	8.72	65938
			Total For Dept 000			575.47	
			Total For Fund 293 VETERAN'S RELIEF FUND			575.47	
Fund 296 JUVENILE JUSTICE FUND							
Dept 000							
296-000-975.00	MISC EXPENSE - WAGES	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	958.17	65899
296-000-975.01	MISC EXPENSE - BENEFITS	MANISTEE COUNTY - ADM	SHARED COURT EXPENSES JUNE 2018	JUNE 2018	07/12/18	444.96	65899
			Total For Dept 000			1,403.13	
			Total For Fund 296 JUVENILE JUSTICE FUND			1,403.13	
Fund 312 MAPLES DEBT/MILLAGE FUND							
Dept 000							
312-000-831.00	BANK FEES	BANK OF NEW YORK MELL	PAYING AGENT FEE	252-2121018	07/19/18	250.00	65969
			Total For Dept 000			250.00	
			Total For Fund 312 MAPLES DEBT/MILLAGE FUND			250.00	
Fund 425 EQUIPMENT REPLACEMENT FUND							
Dept 301 SHERIFF							
425-301-967.05	PROJECT EXPENSES - K-9 R	VISA=ROSA KYLE	MSA CONFERENCE/18-3 LIGHTS	JUNE18	07/12/18	1,527.51	65954
425-301-967.05	PROJECT EXPENSES - K-9 R	VISA=TED SCHENDEL	K9LGTS & FD/RETRMT BDGS/OFF SUP	06292018 VISA	07/12/18	1,077.00	65955
			Total For Dept 301 SHERIFF			2,604.51	
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			2,604.51	
Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
532-253-800.05	OTHER CONTRACTED SERVICE	TITLE CHECK LLC	PROPERTY INSPECTIONS	PIV 180710-1	07/12/18	5,460.00	65944
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	1/12 ANNUAL FEE 2016 FORFEITURE CY	1807-38	07/19/18	968.61	66025
532-253-801.00	CONTRACTED SERVICES	TITLE CHECK LLC	TITLE SEARCHES NEW 52 REPEAT 94	18TS-21	07/19/18	4,890.92	66025

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Fund 532 TAX FORECLOSURE FUND							
Dept 253 COUNTY TREASURER							
Total For Dept 253 COUNTY TREASURER						11,319.53	
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT -	BOND TRANSFER - C CAPE	18-072	07/12/18	1,000.00	65812
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED - S SLADE	17-064	07/12/18	500.00	65814
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND REVOKED - VANHORN/JOHNSON	07/09/2018	07/12/18	300.00	65815
701-136-265.00	CASH BONDS PAYABLE	BADOWSKI, SARA	BOND RETURN - BADOWSKI	16-386	07/12/18	1,000.00	65828
701-136-265.00	CASH BONDS PAYABLE	BECKOWITZ, TRAVIS	BOND - BECKOWITZ	16-060	07/12/18	100.00	65832
701-136-265.00	CASH BONDS PAYABLE	LEATHERMAN, JAKE	BOND RETURN - LEATHERMAN	17-132	07/12/18	25.00	65895
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT -	DAVIS	18-204	07/19/18	5,000.00	65964
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND REVOKED - BLANKENSHIP	17-228	07/19/18	1,000.00	65965
701-136-265.00	CASH BONDS PAYABLE	PELKY, MARIAH	BOND RETURN	18-094	07/19/18	200.00	66007
701-136-265.00	CASH BONDS PAYABLE	ROETERS, MARY	BOND RETURN (P ROETERS)	14-009	07/19/18	100.00	66015
701-136-271.00	RESTITUTIONS PAYABLE	CENTRAL STATE BANK	RESTITUTION FROM TODD VOICE	18-107	07/12/18	1,800.00	65845
701-136-271.00	RESTITUTIONS PAYABLE	MACKENZIE, VICKI	RESTITUTION FROM HEATHER MCPHERSON	18-069	07/12/18	45.00	65897
701-136-271.00	RESTITUTIONS PAYABLE	MAGEE, MARK	RESTITUTION FROM EUGENE PLONSKI	17-402	07/12/18	89.00	65908
701-136-271.00	RESTITUTIONS PAYABLE	MEREDITH, SUE	RESTITUTION FROM TAYLOR TINCH	16-075	07/12/18	225.00	65902
701-136-271.00	RESTITUTIONS PAYABLE	RAMIREZ, REBECCA	RESTITUTION FROM ALICIA LOVELY	16-355	07/12/18	27.00	65919
701-136-271.00	RESTITUTIONS PAYABLE	SENA, JEFFREY	RESTITUTION FROM MARSHA PUTNEY	16-300	07/12/18	100.00	65928
701-136-271.00	RESTITUTIONS PAYABLE	TIMBERLINE SHELL	RESTITUTION FROM ANDRE RAPHAEL	16-400	07/12/18	17.37	65943
701-136-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY ANIMAL	RESTITUTION FROM COURTNEY SHAWNOSK	17-310	07/19/18	10.00	65970
701-136-271.00	RESTITUTIONS PAYABLE	MACKENZIE, VICKI	RESTITUTION FROM HEATHER MCPHERSON	18-069	07/19/18	50.00	65995
701-136-271.00	RESTITUTIONS PAYABLE	PACKER, DAVID	RESTITUTION FROM STEVEN BRENT SMIT	08-054	07/19/18	325.00	66006
701-136-271.00	RESTITUTIONS PAYABLE	ROBIN WHITNEY DVM LAK	RESTITUTION FROM COURTNEY SHAWNOSK	17-310	07/19/18	10.00	66014
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM INSURANCE	RESTITUTION FROM WILLIAM FORTINE	11-089	07/19/18	20.00	66020
Total For Dept 136 DISTRICT COURT						11,943.37	
Dept 141 FRIEND OF THE COURT							
701-141-222.04	DUE MANISTEE - STATUTORY	MANISTEE COUNTY TREAS	FEE COLLECTIONS	JUNE 2018	07/12/18	833.32	65900
701-141-222.05	DUE MANISTEE - PROCESSIN	MANISTEE COUNTY TREAS	FEE COLLECTIONS	JUNE 2018	07/12/18	105.55	65900
Total For Dept 141 FRIEND OF THE COURT						938.87	
Dept 148 PROBATE COURT							
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	MAY 2018 FEE TRANSMITTAL	05/2018	07/12/18	392.70	65932
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	MAY 2018 FEE TRANSMITTAL	05/2018	07/12/18	175.50	65932
701-148-228.56	DUE STATE - EFLING FEE	STATE OF MICHIGAN	MAY 2018 FEE TRANSMITTAL	05/2018	07/12/18	175.00	65932
701-148-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	MAY 2018 FEE TRANSMITTAL	05/2018	07/12/18	1,050.00	65932
701-148-275.00	REFUNDS	85TH DISTRICT COURT -	R L MORT (MANISTEE COUNTY CASE)	17-598	07/19/18	150.00	65966
Total For Dept 148 PROBATE COURT						1,943.20	
Dept 215 COUNTY CLERK							
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT O	NOTARY FEES	JUNE 2018	07/12/18	10.00	65904
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	CPL FOR JUNE 2018	551-519274	07/12/18	1,619.00	65936
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT FEES	JUNE 2018	07/12/18	140.40	65933
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT FEES	JUNE 2018	07/12/18	180.00	65933
701-215-228.56	DUE STATE - EFLING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEES	JUNE 2018	07/12/18	275.00	65933
701-215-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	CIRCUIT COURT FEES	JUNE 2018	07/12/18	25.00	65933
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT FEES	JUNE 2018	07/12/18	1,309.00	65933
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT FEES	JUNE 2018	07/12/18	221.00	65933
701-215-271.00	RESTITUTIONS PAYABLE	AAA MICHIGAN SUBRUGAT	RESTITUTION FROM BRANDON COLBY	11-2245-FH	07/12/18	10.00	65816
701-215-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE - FRAN	RESTITUTION FROM MICHAEL REED	02-1795-FC	07/12/18	37.50	65840

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 215 COUNTY CLERK							
701-215-271.00	RESTITUTIONS PAYABLE	JACOB VON BUSKIRK	RESTITUTION FROM DAWN RUCKI	14-2350-FH	07/12/18	15.00	65880
701-215-271.00	RESTITUTIONS PAYABLE	JENNIFER MACKEY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	07/12/18	50.00	65882
701-215-271.00	RESTITUTIONS PAYABLE	JENNIFER MACKEY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	07/12/18	30.00	65883
701-215-271.00	RESTITUTIONS PAYABLE	JENNIFER MACKEY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	07/12/18	30.00	65884
701-215-271.00	RESTITUTIONS PAYABLE	JENNIFER MACKEY	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	07/12/18	30.00	65885
701-215-271.00	RESTITUTIONS PAYABLE	MATHEW STAPLETON	RESTITUTION FROM KELLI STAPLETON	13-2344-FC	07/12/18	114.34	65901
701-215-271.00	RESTITUTIONS PAYABLE	SHANE SHEPHERD	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	07/12/18	40.00	65929
701-215-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE	RESTITUTION FROM BAILEY BORTON	16-2469-FH	07/19/18	4.00	65973
701-215-271.00	RESTITUTIONS PAYABLE	MEMBERS CREDIT UNION	RESTITUTION FROM JENNY KETZ	12-2274-FH	07/19/18	50.00	65998
Total For Dept 215 COUNTY CLERK						4,190.24	
Dept 253 COUNTY TREASURER							
701-253-274.09	COMMERCIAL FOREST	ALMIRA TOWNSHIP TREAS	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	14.58	65820
701-253-274.09	COMMERCIAL FOREST	BENZIE CONSERVATION D	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	11.10	65833
701-253-274.09	COMMERCIAL FOREST	BENZIE COUNTY CENTRAL	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	274.18	65834
701-253-274.09	COMMERCIAL FOREST	BENZIE SHORES DISTRIC	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	9.50	65835
701-253-274.09	COMMERCIAL FOREST	BENZIE TRANSPORTATION	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	55.56	65836
701-253-274.09	COMMERCIAL FOREST	BENZONTA TOWNSHIP TRE	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	108.41	65837
701-253-274.09	COMMERCIAL FOREST	COLFAX TOWNSHIP	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	4.78	65849
701-253-274.09	COMMERCIAL FOREST	CRYSTAL LAKE TOWNSHIP	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	4.94	65853
701-253-274.09	COMMERCIAL FOREST	FRANKFORT-ELBERTA SCH	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	4.44	65862
701-253-274.09	COMMERCIAL FOREST	HOMESTEAD TOWNSHIP	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	33.36	65872
701-253-274.09	COMMERCIAL FOREST	JOYFIELD TOWNSHIP	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	19.98	65887
701-253-274.09	COMMERCIAL FOREST	LAKE TOWNSHIP TREASUR	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	12.10	65894
701-253-274.09	COMMERCIAL FOREST	PLATTE TOWNSHIP TREAS	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	94.80	65918
701-253-274.09	COMMERCIAL FOREST	STATE OF MICHIGAN	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	2,804.72	65934
701-253-274.09	COMMERCIAL FOREST	TRAVERSE BAY AREA INT	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	329.16	65946
701-253-274.09	COMMERCIAL FOREST	WELDON TOWNSHIP TREAS	2016 COMMERCIAL FOREST DISTRIBUTIO	FOREST 17	07/12/18	9.20	65958
701-253-274.09	COMMERCIAL FOREST	WELDON TOWNSHIP TREAS	2017 COMMERCIAL FOREST DISTRIBUTIO	2017CF	07/12/18	9.28	65958
701-253-280.00	P.R.E. DENIAL INTEREST	ROY MOXLEY AND JUDITH	PRE INTEREST REFUND MTT	070518	07/12/18	2,492.75	65923
Total For Dept 253 COUNTY TREASURER						6,292.84	
Dept 261 MSU EXTENSION							
701-261-235.00	DUE TO MSU	4-H LEADERS ASSOCIATI	SOLD 10 PLAT BOOKS	070918	07/12/18	300.00	65813
Total For Dept 261 MSU EXTENSION						300.00	
Dept 301 SHERIFF							
701-301-228.16	DUE STATE - FINGER PRINT	STATE OF MICHIGAN (#3	LIVESCAN JUNE 208	551-519610	07/12/18	84.00	65935
701-301-228.63	DUE STATE - SEX OFFENDER	MICHIGAN STATE POLICE	DUE STATE SOR FEES JUNE 18	551-519351 INV	07/19/18	150.00	66001
Total For Dept 301 SHERIFF						234.00	
Dept 430 ANIMAL CONTROL							
701-430-282.02	SPAY/NEUTER DEPOSITS/REF	BILL & MOLLY FROSTIC	SPAY AND NEUTER FEE REFUND	272613	07/12/18	25.00	65839
Total For Dept 430 ANIMAL CONTROL						25.00	
Total For Fund 701 GENERAL AGENCY FUND						25,867.52	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 101 GENERAL FUND			82,120.83	
			Fund 205 TNT OFFICER MILLAGE FUND			87.54	
			Fund 206 SHERIFF'S K-9 FUND			199.49	
			Fund 213 JAIL OPERATIONS FUND			10,611.62	
			Fund 214 EMERGENCY MEDICAL SERVICES			6,407.19	
			Fund 220 MARINE PATROL FUND			81.20	
			Fund 228 SOLID WASTE/RECYCLING FUND			15,402.07	
			Fund 230 BETSIE VALLEY TRAIL MANAGEM			1,676.45	
			Fund 231 SOIL EROSION (SESSC) FUND			2,200.00	
			Fund 247 ANIMAL CONTROL FUND			2,426.75	
			Fund 249 BUILDING DEPARTMENT FUND			39,114.48	
			Fund 260 CPL CLERK TECHNOLOGY FUND			119.12	
			Fund 261 911 EMERGENCY SERVICE FUND			73,740.10	
			Fund 269 LAW LIBRARY FUND			1,982.64	
			Fund 292 CHILD CARE FUND			15,575.97	
			Fund 293 VETERAN'S RELIEF FUND			575.47	
			Fund 296 JUVENILE JUSTICE FUND			1,403.13	
			Fund 312 MAPLES DEBT/MILLAGE FUND			250.00	
			Fund 425 EQUIPMENT REPLACEMENT FUND			2,604.51	
			Fund 532 TAX FORECLOSURE FUND			11,319.53	
			Fund 701 GENERAL AGENCY FUND			25,867.52	
			Total For All Funds:			293,765.61	

Committee Of The Whole

THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
July 10, 2018

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, July 10, 2018, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Vice Chair Evan Warsecke at 1:30 p.m.

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

The Pledge of Allegiance was recited.

Agenda:

Motion by Roelofs, seconded by Money, to approve the agenda as amended, adding 8f. School Resource Officer and 8g. Property Acquisition. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Minutes:

Motion by Jeannot, seconded by Sauer, to approve the Committee of the Whole minutes of June 26, 2018 as presented. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Roelofs, seconded by Jeannot, to approve the Budget minutes of June 19, 2018 as presented. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Roelofs, to approve the Budget minutes of June 22, 2018 as presented. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Roelofs, to approve the Budget minutes of June 25, 2018 as presented. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Public Input – None

Budget Discussion:

Revenue increases above \$2,000 from 17/18 or 18/19 FY budget:

Appropriation increases above \$2,000 from 17/18 to 18/19 FY budget:

Changes made in either revenue or appropriations during the 3 budget meetings in the General Fund:

General Fund balance discussion:

Changes made in all of the enterprise funds (911, EMS, Animal Control, etc):

Susan Boyd, Finance Manager, presented information regarding 18/19 budget over \$2,000.

Discussions were held regarding allocation of administration fees for 18/19 to funds not funded with general fund dollars. She presented information on three different scenarios for charging those funds. Comm Jeannot recommends striking the Jail operations – or use only the amount generated from the millage.

Committee of the Whole

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July 10, 2017

Comm Sauer asked if the administration fee is based on the number of employees or how was it calculated? Revenue increases above \$2,000 from 17/18 or 18/19 FY budget:

What about the Airport Authority -- \$200 administration fee is charged now.

Motion by Griner, seconded by Jeannot, to recommend to the Board of Commissioners to use allocation of .75% of budget plus the minimum of \$500.

Motion by Griner, seconded by Jeannot, amend to recommend to the Board of Commissioners to use the allocation of .75% of the budget + minimum of \$500 with some negotiations.

Comm Carland stated that he doesn't feel we should charge for mandated services.

Ayes: Griner Nays: Carland, Jeannot, Money, Roelofs, Sauer and Warsecke Motion fails.

Comm Warsecke agrees with Comm Carland regarding Veterans and Jail -- those are mandated services.

Motion by Carland, seconded by Roelofs, to recommend to the Board of Commissioners to recommend a 1% administration fee + \$500 minimum for non-General Fund funds, not including the Jail or Veterans Relief funds. Ayes: Carland, Money, Roelofs, Sauer and Warsecke Nays: Griner and Jeannot Motion carried.

Jail Amendments:

Motion by Jeannot, seconded by Roelofs, to recommend to the Board of Commissioners to amend the 2017-18 Jail Budget as follows:

Increase:

213-265-782.00	Maintenance Supplies	\$1,000.00
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Decrease:

213-000-691.00	Budgeted Use of Fund Balance	\$1,000.00
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Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Jeannot, seconded by Roelofs, to recommend to the Board of Commissioners to amend the 2017-18 Jail Budget as follows:

Increase:

213-265-865.00	Prisoner Transfer	\$600.00
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Decrease:

213-351-632.10	Prisoners Board Reimbursement	\$600.00
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Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Warsecke, seconded by Money, to recommend to the Board of Commissioners to amend the 2017-18 Jail Budget as follows:

Increase:

213-265-935.00	Jail Repairs	\$5,000.00
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Decrease:

213-000-691.00	Budgeted Use of Fund Balance	\$5,000.00
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Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Committee of the Whole

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July 10, 2017

School Resource Officer: Handout is provided showing that if the vehicles were purchased outright in the first year, 0.2300 would be the millage requested. If vehicles are financed over 4 years, 0.1756 would be the millage requested.

Sheriff stated he would prefer the 0.2300.

Comm Jeannot asked that when the millage comes in, where does it go?

Mitch stated we will need an Interlocal Agreement between Benzie County and the City of Frankfort.

Comm Carland stated we need to look at Presque Isle County and how they fund 3 officers on \$233,000.

Frankfort Police Chief Rob Lozowski stated that the wages would be based on union contracts.

Comm Jeannot stated that he has been hearing that Frankfort Elberta Schools and Benzie Central Schools need to pony up and pay a portion, they could pay for the \$119,000 equipment needs.

Comm Warsecke stated that the committee meets on Monday and they will talk about it then.

Comm Griner asked if they are used as a SRO, how can you use in the summer?

Rob stated that the focus will be on the kids. The SRO will be a relationship with the kids during the school and it will continue into the summer.

Budget discussions – continued:

Summary of Capital Expenditures – these have not been incorporated into the budget.

Mitch stated that if there is a safety related issue with the elevator, then it should be taken care of now.

We need to revise where we are with the Administration Fees.

We are close to a balanced budget.

What next?

Comm Jeannot stated you should plug in the changes and find the amount to balance the budget.

Motion by Sauer, seconded by Jeannot, to recommend to the Board of Commissioners to adopt the proposed General Fund changes as presented. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Property Acquisition Information:

Comm Carland stated this property is South of the ACO and has an easement that goes through the ACO parking lot to get to it. Space review committee to look at this property and come back with a recommendation.

3:23 p.m. Public Input

Terry Money stated that he is providing the Clerk with the name and phone number of Sgt. Dan Bigger, Conservation Officer, and asks that she contact Sgt Bigger to schedule a time to come and talk with this committee.

3:24 p.m. Public Input Closed

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

Committee of the Whole

Page 4 of 4

July 10, 2017

Motion by EW, seconded by RG, to approve the Committee of the Whole Consent Calendar as follows:

- 966
1. That a 1% administration fee + \$500 minimum for non-General Fund funds, not including the Jail or Veterans Relief funds.
 2. To amend the 2017-18 Jail Budget in the amount of \$1,000.00.
 3. To amend the 2017-18 Jail Budget in the amount of \$600.00.
 4. To amend the 2017-18 Jail Budget in the amount of \$5,000.00.
 5. To adopt the proposed General Fund changes as presented.

BUDGET AMENDMENT REQUEST

*Fixed
6/28/18*

DATE: 6/28/2018

Request to Amend the 2017/18 Budget for the following:
(AMENDED REQUEST OF 06/21/2018)

Account to be Increased:

Line Number	Account Name	Amount
213-265-782.00	Maintenance Supplies	1,000.00

Total \$ 1,000.00

Account to be Decreased:

Line Number	Account Name	Amount
213-000-691.00	Budgeted Use Of Fund Balance	1,000.00

Total \$ 1,000.00

SIGNED: _____

[Signature]
Ray Sauer

BUDGET AMENDMENT REQUEST

*Faxed
6/28/18*

DATE: 6/28/2018

Request to Amend the 2017/18 Budget for the following:
(Amended from 06/20/2018 request)

Account to be Increased:

Line Number	Account Name	Amount
213.351.865.00	Prisoner Transfer	600.00

Total \$ 600.00

Account to be Decreased:

Line Number	Account Name	Amount
213-351-865.40 632.10	Prisoners Board Reimbursement	600.00

Total \$ 600.00

SIGNED: _____

R. O. S. O.
Greg Gauer

BUDGET AMENDMENT REQUEST

F 6/28

DATE: 6/28/2018

Request to Amend the 2017/18 Budget for the following:
(Amended from 06/21/2018 Request)

Account to be Increased:

Line Number	Account Name	Amount
213-265-935.00	Jail Repairs	5,000.00

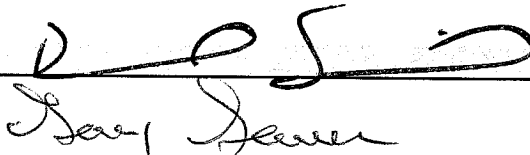
Total \$ 5,000.00

Account to be Decreased:

Line Number	Account Name	Amount
213-000-691.00	Budgeted Use of Fund Balance	5,000.00

Total \$ 5,000.00

SIGNED: _____


Gary Seaver

Committee Appointments



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitch Deisch, Administrator
Date: July 16, 2017
Subject: Park and Recreation Appointment

On Tuesday July 10, 2018 the Park and Recreation Appointment Committee (Cory Carland, Terry Money, Evan Warsecke and Cathy Demitroff) interviewed Susan Zenker and Ed Kowalski to serve on the Park and Recreation Committee.

After considerable discussion with each candidate a motion was made by C. Carland, seconded by T. Money to appoint Susan Zenker to the unfilled Park and Recreation Commission seat until December 31, 2018. The motion was unanimously supported.

RECEIVED

JUL 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

ACTION ITEMS



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator *M Deisch*
Date: July 17, 2018
Subject: Financial Review Report Recommendation

Attached you will find the revised proposal from Municipal Analytics/Vettraino Consulting (MAVC) to develop a financial assessment and long-term finance strategy for Benzie County.

This proposal and attached professional service agreement are a direct response to the Benzie County Board of Commissioners 2017-2018 Strategic Plan that created an action item to contract with a firm to prepare a financial review report for Benzie County.

Two requests for proposal were received by contractors. They are as follows:

1. Municipal Analytics/Vettraino Consulting - \$34,175 (not to exceed)
2. Rehmann \$50,000 (not to exceed)

Based upon the price difference a request was made to MAVC to look for creative ways to reduce their not to exceed cost that would not negatively impact the quality of the final report. Thus, they presented two revised proposals, with the last proposal that brought their not to exceed price down to \$27,400.

The Financial Review Ad Hoc Committee (Commissioners Carland, Roelofs and Jeannot, John Melcher, Troy Terwilliger, Finance Manager Susan Boyd and the County Administrator) met on July 9, 2018 to review both RFP's. The Ad Hoc Committee after considerable discussion made the decision to recommend to the BOC to select MAVC to prepare the Benzie County Finance Review Report.

County legal counsel is currently reviewing the professional service agreement. General fund balance will be used to pay for the report.

Recommended Action

The Benzie County Board of Commission take action to select Municipal Analytics and Vettraino Consulting to prepare the Benzie County Financial Review Report and authorize the Chairperson to sign the professional service agreement in the not to exceed amount of \$27,400.

RECEIVED

JUL 17 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2018 by and between the COUNTY OF BENZIE, Michigan, (hereinafter called "COUNTY"), presently of 448 Court Place, Beulah, MI 49617, and MUNICIPAL ANALYTICS., (hereinafter called "CONSULTANT"), presently of 1550 Westfield Ave., Ann Arbor, MI 48103.

WHEREAS, the COUNTY desires CONSULTANT to assist with Developing a Financial Assessment and Long-Term Finance Plan, and

WHEREAS, CONSULTANT has prepared the attached proposal, in response to the COUNTY's Request for Proposal, "Options and Implications: Identification and Recommendations on Revenue Enhancement Options and Improved Efficiencies to Ensure Both Short Term and Long Term Fiscal Health for Benzie County Government", and COUNTY has determined the CONSULTANT's proposal best meets the requirements of the RFP, and

WHEREAS, CONSULTANT has extensive knowledge and expertise in assisting governmental entities in evaluating finances and operations, and in preparing forward-looking multi-year financial forecasts to better understand and manage finances.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED as follows:

ARTICLE 1

Services To Be Provided By CONSULTANT

CONSULTANT shall provide professional services, as detailed in the attached proposal and summarized below:

1. Coordinate project and maintain open communication with COUNTY personnel
2. Collect, review, and analyze pertinent documentation
3. Meet with COUNTY administration and department heads to discuss financial conditions, policies and priorities, as well as assumptions for future revenue and expenditure estimates
4. Develop an in-depth understanding of COUNTY finances, operations and trends
5. Conduct an external evaluation and benchmark report
6. Identify opportunities for new or enhanced revenue sources
7. Develop a financial forecast for the COUNTY

8. Conduct internal and external evaluation of COUNTY financial conditions, economic factors impacting COUNTY revenues and expenditures, and legislation which may impact COUNTY finances
9. Prepare a framework for capital improvement planning
10. Develop a 3-year budget framework
11. Prepare recommendations which may help to improve the financial outlook and operational efficiencies, for consideration by COUNTY administration and policymakers
12. Prepare a detailed final report summarizing our findings and recommendations. The report will address the findings of the financial forecast.
13. Present the final report at a meeting of the County Board, no later than December 2018
14. Present the study findings and recommendations at a public forum, if so desired by the COUNTY.

ARTICLE 2

Duration and Termination of Agreement

CONSULTANT shall commence performance of the services and obligations required of it hereunder on the _____ day of _____, 2018. This Agreement shall remain in full force and effect until completion of the project which is anticipated by December 2018.

If CONSULTANT fails to fulfill in a timely and proper manner its obligations under this Agreement, or shall violate any of the covenants, agreements and stipulations herein, the COUNTY shall give CONSULTANT written notice of such breach, and in the event that CONSULTANT has not remedied such breach within thirty (30) days, the COUNTY, within its sole discretion, shall have the right to terminate this Agreement. Such termination shall take immediate effect upon receipt of written notice by CONSULTANT. Notice of such termination may be given by email, in which case, such termination shall take effect within 24 hours after such email is sent to CONSULTANT. It is expressly understood and agreed by CONSULTANT that in the event of a breach of this Agreement and its termination by the COUNTY, the COUNTY reserves the right to seek any other remedies available at law and/or in equity.

ARTICLE 3

Compensation

CONSULTANT shall be compensated in the amount of \$27,400, which amount includes professional services and project-related expenses. The COUNTY will be invoiced monthly for work completed in the prior month. Final invoice will be held until project is complete and presentation has been made to the Board. Otherwise, Invoices are payable within thirty (30) days of submission. Invoices will be emailed to Mitch Deisch, County Administrator, MDeisch@benzieco.net.

The attached proposal includes expenses associated with three (3) trips to the COUNTY. Should the COUNTY desire additional on-site CONSULTANT time, the costs associated with such additional travel will be:

For one (1) consultant: \$1,000

For two (2) consultants: \$1,800

Should the additional travel require more than one overnight stay, the expenses will be an additional \$200 per consultant per night.

The total compensation to be paid to CONSULTANT by the COUNTY shall not, however, exceed \$27,400 without the further written approval of the Board of Commissioners of the COUNTY.

ARTICLE 4 COUNTY's Responsibilities

The COUNTY will make available such reasonable information as required for CONSULTANT to conduct its services. Such data will be made available as promptly as possible. COUNTY personnel will be made available to meet with and respond to inquiries of the CONSULTANT in a timely manner. The COUNTY will make timely payments of the service fees as set forth elsewhere in this Agreement.

ARTICLE 5 Compliance With the Law

CONSULTANT shall provide all the services to be performed under this Agreement in complete compliance with all applicable Federal, state and local laws, ordinances, rules and regulations.

ARTICLE 6 Independent Contractor

It is understood and agreed that CONSULTANT is engaged by The COUNTY to perform services under this Agreement as an independent contractor. CONSULTANT shall use its best efforts to follow written, oral, or electronically transmitted (i.e., sent via facsimile or e-mail) instructions from the COUNTY as to policy and procedure.

ARTICLE 7 Indemnification and Hold Harmless

CONSULTANT shall, at its own expense, protect, defend, indemnify and save harmless the COUNTY, its elected and appointed officers, employees, servants and agents from any and all liability resulting from any acts, omissions or negligence of CONSULTANT, its employees, agents or subcontractors that may arise out of the services to be provided by CONSULTANT under this Agreement.

ARTICLE 8 Insurance

CONSULTANT shall maintain, for the duration of this contract, insurance policies, including Automobile, Worker's Compensation, Professional Liability and General Business Liability. CONSULTANT agrees to name the COUNTY as Additional Insured, at the request of the COUNTY, and to provide the COUNTY with written evidence of same prior to commencing performance under this Agreement. If there are any changes in such policies, CONSULTANT shall notify COUNTY forthwith. If any such changes would result in lessening the coverage in effect for the COUNTY'S protection, said change shall not be made without the prior written approval of the COUNTY.

ARTICLE 9

Modifications, Amendments or Waivers of Provisions of the Agreement

All modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

ARTICLE 10

Assignment or Subcontracting

CONSULTANT shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, beyond the limits described in the attached proposal, unless expressly approved in writing by the COUNTY.

ARTICLE 11

Disregarding Titles

The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

ARTICLE 12

Completeness of the Agreement

This Agreement, and any additional or supplementary documents incorporated herein by specific reference, contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

ARTICLE 13

Invalid Provision

If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

ARTICLE 14

Non-Beneficiary Contract

This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.

ARTICLE 15
Certification

The persons signing below on behalf of CONSULTANT and COUNTY certify by said signatures that they are duly authorized to sign this Agreement on behalf of CONSULTANT or COUNTY and that CONSULTANT and COUNTY have authorized this Agreement.

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

On behalf of the COUNTY OF BENZIE

By _____

Name: Gary Sauer

Title: Chairperson, Board of Commissioners

On behalf of MUNICIPAL ANALYTICS, LLC

By _____

John Kaczor

Principal

Proposal

TO DEVELOP A FINANCIAL ASSESSMENT AND LONG-TERM FINANCE STRATEGY

Prepared for

**Benzie County,
Michigan**



Submitted

June 2018 [UPDATED AND REVISED JULY 2018]

by



Insights and applications for better financial management

In partnership with

Vettraino Consulting, LLC

Contact person:

John Kaczor, Principal
Municipal Analytics
1550 Westfield Avenue
Ann Arbor, MI 48103
734-277-4454



Insights and applications for better financial management

1550 Westfield Avenue
Ann Arbor, MI 48103
Phone: 734.277.4454
Fax: 206.984.2798
www.MunicipalAnalytics.com

June 12, 2018 [UPDATED AND REVISED JULY 12, 2018]

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

Dear Mr. Deisch and Project Team:

Municipal Analytics and Vettraino Consulting are pleased to submit this proposal to assist Benzie County (the "County") with developing a financial assessment and long-term finance strategy to position the County for a sustainable future. The following proposal outlines our understanding of the need, our approach to undertaking the study, our qualifications to perform the work, client references from similar projects completed in the past few years, and a cost proposal to undertake the proposed scope of services. It is our understanding the County may choose to reduce, refine or expand the scope, after reviewing the submitted proposals. We are open to working with the County to modify our proposal to best meet the County's needs, should that be necessary.

We believe we are highly qualified to undertake this study. Municipal Analytics has conducted dozens of similar financial forecasting and analysis projects for Michigan municipalities, including nine counties. Vettraino Consulting and Municipal Analytics have partnered on three similar projects in the past two years.

After reviewing the County's RFP, budgets, audits, strategic plan, benchmarking study, "budgeted tax dollars at work" dashboard, and other documents, we have developed the following proposal, with the goal of providing a comprehensive evaluation of Benzie County's finances:

Our Understanding of the Project Need and Deliverables

Benzie County, located in Michigan's northwestern Lower Peninsula, is the state's smallest county by geographic size (316 square miles), and its 19th smallest size by population. The county is home to approximately 17,500 year-round residents, with a high percentage (18%) of senior citizens. Due to the plentiful shoreline access along the county's western border with Lake Michigan and its many inland lakes, dunes, nature preserves, game areas, forests, and skiing and golfing opportunities, the County attracts many seasonal visitors and vacation home owners.

Within the county there are nineteen local units of government, including 1 city, 6 villages and 12 townships. Neighboring counties include Leelanau, Grand Traverse, Wexford and Manistee. Benzie County has partnered with other local governments to share services and keep costs down. Examples of such intergovernmental cooperation include joint courts, a shared medical examiner office, health

department and mental health services. The County continues to actively pursue opportunities to strategically partner with other governments and private businesses, such as the agreement to outsource the Building Department functions.

Unlike many areas of the state and country, Benzie County saw only modest (3.4%) loss of taxable value during the economic recession of 2008-2012. Currently, taxable value is almost 13% higher than pre-recession values. Over the past twelve years, the County has seen an average annual increase in taxable value of about 2.8%. During the same time period, the general operating millage of the County has decreased 0.1233 mills or 3.5%. Overall, the maximum allowable millage is less than 60% of the initial millage approved by voters in 1982.

Despite the relative stability of the County's tax base, concerns about the long-term financial sustainability of the General Fund persist. This concern is driven in part by relatively stagnant tax revenues, the rising costs of employee pensions and healthcare, increasing deferred capital maintenance, insufficient capital planning, and the anticipated need for higher levels of service to support the County's aging population. The County's special revenue funds appear to be more stable than the General Fund.

It is our understanding that Benzie County desires to engage a third party skilled in municipal financial analysis, strategic budgeting, capital improvement planning, operational assessment and revenue enhancement. Municipal Analytics, in partnership with Vettraino Consulting, have the requisite skills and experience to undertake this study.

Our proposal is designed to provide the following deliverables at the conclusion of the study:

- **A budget forecasting tool that will enable the County to test different assumptions and scenarios related to the General Fund and other funds, as determined by the County**
- **A well-conceived process and model of a 3-year budget, to help focus the County Board, administration and department heads on both short- and long-term financial needs**
- **A means to easily update budgeted revenue and expenditure estimates based on historical trend analysis and current year-to-date receipts and outlays, allowing the County to make mid-year budget adjustments as needed**
- **A framework, policies and procedures to develop a capital improvement plan for at least a 5-year period, including a means of prioritizing and identifying potential funding sources for each proposed improvement or purchase**
- **Updated policy guidelines for minimum fund reserves, based on an evaluation of fund needs**
- **A strategic approach to funding the County's pension obligations**
- **Revenue enhancement opportunities, beyond millage increases, to help diversify and stabilize revenues**
- **Recommendations for operational efficiency to help control costs**
- **Benchmark analysis of comparable counties, focused on key metrics identifying areas where Benzie County is a leader in service delivery and where the County could focus its efforts to increase efficiencies, improve services, increase revenues, and strategically invest in infrastructure, technology, staffing or process redesign**
- **A final report and presentations to the Board and community about the fiscal health and outlook of the County, based the above noted deliverables**

Our Approach to the Project

To successfully achieve the project goals, our approach to undertaking this work will be multi-faceted and streamlined to provide the greatest benefit at the lowest cost. We will work closely with the County to identify the most critical needs, and we will use our knowledge of municipal operations and finance to identify issues that may not be at the forefront of the County's thinking at this time.

Throughout the course of the study, we will work to gain an understanding of historic, current and anticipated revenues and expenditures, as well as desired levels of service (both mandated and elective). This project will require regular communications with County personnel, data queries and information requests. To the greatest extent possible, we will utilize technology to simplify and expedite communications and to share data. It will be our objective to formulate findings and recommendations that help management and the Board make well-informed short-term and longer-term financial decisions.

In regard to specific work tasks, the project activities can be summarized as follows:

COLLECT INITIAL DOCUMENTATION

Following award of the project, we will prepare an initial request for information and establish lines of communication with County personnel for purposes of project coordination and data gathering. Initial discussions will focus on:

- Further defining project methodology, timing, goals and key contacts
- Coordinating and scheduling project activities
- Collecting data such as historic budgets and financial reports, trial balances, debt schedules, financial policies, budget calendar, wage and benefits information, labor contracts, actuarial reports, organization charts, intergovernmental agreements, strategic plans, equalization reports, fee schedules, and other pertinent data.

GAIN IN-DEPTH UNDERSTANDING OF COUNTY FINANCES, OPERATIONS AND TRENDS

Having reviewed initial documentation, we will meet with department managers and other selected officials to review finances on a line-item by line-item basis. This may require several discussions and on-going requests for additional data and information. The discussions will focus on:

- Gaining an in-depth understanding of financial issues and systems
- Eliciting input concerning specific financial and operational issues, including levels of service, opportunities for improved efficiencies, resource requirements and other needs
- Collecting additional information required to fully understand the operations and finances of each major department

Our meetings with Equalization will include an in-depth discussion of tax captures, property tax based economic incentives, historical growth trends in property values, and other topics necessary to understand the taxable value upon which the County's tax revenues are based.

Meetings with Human Resources will include discussion of labor contracts, general employee wages and benefits, pension benefits, employee turnover rates and related topics.

Discussions with Finance will focus on understanding the interaction between the General Fund and other funds, debt obligations, budget strategies, financial policies, actuarial estimates for pensions, and a host of other issues. We anticipate regular communication with Finance personnel throughout the course of the project. We understand the Finance Manager is a newly created position. For this reason, we will rely on the County Administrator for information that is not fully known by the new Finance Manager.

CONDUCT EXTERNAL EVALUATION AND BENCHMARK REPORT

We will work to gain insights on economic and legislative issues pertaining to revenue forecasts, cost trends, inflationary growth, community demographics and all other issues which may impact County's finances and operating requirements. Any pending legislation that may impact County finances will be reviewed with the County, and assumptions will be built into the financial forecast to test the impact of significant policy considerations.

On a more local level, we will develop a list of comparable counties to Benzie, and collect information related to finances, operations, service levels, staffing and other metrics important to understanding how Benzie is performing relative to comparable counties. As we move through the project, this information will help inform recommendations and identify opportunities for improvement.

DEVELOP A FINANCIAL FORECAST

The optimal mechanism to best understand the financial outlook for the County is a financial forecast. Historically, forecasts were developed in a spreadsheet, custom built for each organization. Municipal Analytics has developed more Michigan municipal forecasts in spreadsheets than any other firm. However, the ideal format, and current best practice, for forecasting and analyzing data is a robust database. For this reason, we propose the County subscribe to Forecast5 Analytics' 5Cast Plus software. The subscription cost is less than half of what it would cost to build a custom spreadsheet model, yet the capabilities far exceed what Excel can do. Furthermore, a custom model would take months to develop, while with 5Cast Plus, the entire general ledger can be uploaded and ready for use in a matter of a few days. The State has offered 50% reimbursement to municipalities and schools that subscribe to 5Cast, so this could bring the cost down even further (no reimbursement is available for custom spreadsheet forecasting tools).

Another significant advantage of this software is its ability to easily digest and analyze monthly cash flow data, directly from the County's accounting software. This level of detail provides an incredibly accurate current year forecast, so the County can make adjustments to its budget based on actual data rather than guesswork.

We will work with the County to build the forecast in 5Cast, using assumptions developed in cooperation with County administration. Based on all collected data and analysis, we will develop specific assumptions for forecasting future finances. In performing this task, we will clearly document each assumption regarding rationale. We anticipate working closely with the County during this process, thereby assuring consensus on forecasting methodology.

As the project progresses, we would build different scenarios in 5Cast to test different assumptions for MERS funding, revenue alternatives, capital investments, compensation and benefits, and any other variables we want to explore. 5Cast provides the capability to instantly prepare comparison charts and tables of different scenarios, so we would be able to save multiple scenarios (no limit to the number we can work with) and produce visual results of the different forecasts.

With 5Cast the County will also have the ability to automate budget reports, including a three-year budget. Monthly or quarterly reporting can also be automated, which will save significant time and create an easy way to keep the Board updated on the budget outlook.

Finally, 5Cast provides the ability to easily improve transparency. The County can decide which information is shared with different constituents (internal for department heads only, Board members, public, etc.). Data can be shared on the County's website, through an internal portal, or other means.

PREPARE A FRAMEWORK FOR CAPITAL IMPROVEMENT PLANNING

A stated goal of this project is the development of a capital improvement plan (CIP). We will prepare a document outlining a proposed CIP process, including a capital budget calendar, sample forms, an Excel template, policies and procedures, including the role of department heads, administration and the Board. We will review the proposed strategies, policies and procedures with the County, and modify specific items to best meet the needs of Benzie County.

Related to the capital improvement plan, if desired by the County, we will prepare a template for a ten-year equipment replacement schedule. This tool has been used in other communities to create an amortization payment schedule to prefund selected equipment purchases. The use of an equipment replacement schedule is a more pro-active strategy than the traditional capital improvement plan, as funds are budgeted and set aside for anticipated future replacements.

The developed CIP will include pro-forma debt service schedules, based on specific debt terms. Estimated debt service schedules, amortized cost schedules, lease payment schedules, and cash-funded capital expenditures will be summarized in a single document, which can be uploaded into 5Cast for integration into the financial forecast.

DEVELOP A 3-YEAR BUDGET FRAMEWORK

Similar to the CIP, we will prepare a document outlining the process of developing, maintaining and updating a 3-year budget. Based on experience in other communities and research into best practices, we envision creating a document that outlines the roles of different departments, timing and frequency of budget proposals, a review and amendment process, and how the budget will be integrated with the County's accounting and budgeting software, as well as with 5Cast. Budget narrative requirements will also be addressed.

We will also propose a budget format which will include some actual historical data, current budget and estimated year-end, proposed budgets for years 1-3, and 2 additional years of forecasts. The multi-year budget can be built in 5Cast. The Board would only appropriate funds for the year 1 budget.

Moving from a single-year to a multi-year budget format can cause some operational challenges, as people change their thinking to include a longer time horizon. We encourage the County to allow the transition several years, during which time changes to the process may be required to best align with the needs of the County. We will elicit input from department heads, administration and the Board, to identify the perceived needs and challenges of a multi-year budget. The goal will be to develop a framework that works to accomplish the greatest number of goals as possible, without being overly burdensome.

ANALYZE FORECAST FOR POTENTIAL IMPROVEMENT OPPORTUNITIES

Throughout the course of the project, we will elicit input from departments and administrators regarding the financial challenges and opportunities facing the County. The final forecast will further help identify where improvements could be made to make the General Fund (and other funds) more sustainable for the long-term. We anticipate using the forecasting model to test the impact of possible changes to financial management strategies and report our findings to the Board in the final report.

Examples of possible opportunities might include more robust financial policies, containment of benefit costs, restructuring debt, service level modifications, millage options, user fee charge levels, grant funding, internal cost recovery, other revenue options, intergovernmental cooperation/shared services, operating cost reductions, etc. We will not know the opportunities available to the County until our analysis is complete.

DEVELOP FINAL REPORT AND SUPPORT DOCUMENTATION AND PRESENT THE REPORT

At the conclusion of the above tasks, we will proceed to prepare a draft final report. The report will include an executive summary describing the project goals and methods, assumptions, identified trends and other factors influencing County finances. Additionally, we will present summary financial information in tables and charts that are easy to understand and highlight the findings of the project, and we will include narrative regarding any findings, conclusions and recommendations related to improving long-term finances. The benchmark data will be presented in way that highlights the areas in which Benzie County is a leader, and the areas where opportunities exist for improvement. Information related to the CIP and 3-year budget process will be included in the report, as well as other deliverables noted earlier in this proposal.

After review of the draft report by the County, we will respond to questions and feedback, and complete the final report.

At the conclusion of the study, we will present our findings to the Board for consideration. The presentation will include a summary of the methodology used in the development of the forecast, the assumptions used in the analysis, the findings of the study, and a discussion of any alternative scenarios that were tested during the project. We will take direction from County staff regarding the length and detail of the presentation desired.

At the request of the County, we will also present the project findings to the public in a separate meeting. We will work with the County to identify the best format and the level of detail to be presented at this meeting.

Our Firms and Qualifications

Municipal Analytics is a specialty management consulting firm providing municipal clients with a broad range of financial analysis, fiscal forecasting, strategic financial solutions, capital improvement planning, rate setting, cost allocation and feasibility study services, designed to improve local government fiscal management and understanding. As municipal specialists, we are able to provide our clients with the right information needed to make effective fiscal decisions.

Municipal Analytics provides professional consulting services to cities, villages, townships, counties, libraries, authorities and other public entities. We have completed more than 50 municipal financial analysis projects over the prior five-year period. More information is available at www.municipalanalytics.com.

For this project, Municipal Analytics will partner with Jaymes Vettraino of **Vettraino Consulting, LLC**. Jaymes provides municipal management consulting services to communities. His focus is on assisting with operational management, financial planning, community relations and economic development. In addition, through a partnership with GovHR USA, Jaymes provides executive recruitment and employee classification and compensation study services.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager. Most recently, as the City Manager of Rochester, MI, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the “great recession.” During his tenure at Rochester, Jaymes utilized a comprehensive financial forecasting model to assist with budgeting, communications and strategic management. As such, he has a deep understanding and appreciation of long-range financial planning from the position of a municipal manager.

Jaymes currently serves Rochester College as its first Director of the Center for Social Entrepreneurship and as an Assistant Professor, where he is accelerating the College’s development of students that have a passion for working in the social and community service sector.

As a result of the combined experience of Municipal Analytics and Vettraino Consulting, we are confident that we will provide Benzie County with the level of expertise required of this project. See Appendix A for the proposed project leadership team resumes.

Prior Related Experience

Listed below are past and current projects completed by Municipal Analytics and Vettraino Consulting, which demonstrate our capacity to assist Benzie County with its contemplated study. Mr. Kaczor has significant experience conducting financial analysis for all levels of local government, while Mr. Vettraino is well-versed in municipal management, staffing needs and Board and community engagement. Both consultants have extensive experience with municipal operations and finance, including strategic assessment of funding alternatives, evaluation of operational efficiencies and formulation of long-term financial policies and procedures.

Municipal budget forecasting and strategic budgeting projects:

- | | |
|-------------------------------|--|
| • Muskegon County | Five-year financial forecast and strategic analysis of solutions |
| • Saginaw County | Five-year financial forecast and 3-year budget development |
| • City of Northville | Five-year financial forecast |
| • Livingston County | Five-year financial model and cash flow forecast |
| • Midland County | Five-year financial forecast |
| • Monroe County | Five-year financial forecast and personnel cost model |
| • Calhoun County | Five-year financial forecast |
| • Cass County | Five-year financial forecast |
| • Newaygo County | Five-year financial model and cash flow forecast |
| • City of Hillsdale | Five-year financial forecast and budget development tool |
| • City of Battle Creek | Five-year financial forecast |
| • City of Centerline | Five-year financial forecast |
| • City of Ecorse | Seven-year financial forecast |
| • City of Iron Mountain | Five-year financial forecast |
| • City of Lathrup Village | Five-year financial forecast |
| • City of Marysville | Five-year financial forecast |
| • City of Milan | Five-year financial forecast |
| • City of Montague | Five-year financial forecast |
| • City of North Muskegon | Five-year financial forecast |
| • City of Portage | Cash flow forecast |
| • City of Rochester | Five-year financial forecast and personnel cost model |
| • City of St. Johns | Five-year financial forecast |
| • City of Sturgis | Five-year financial forecast |
| • City of Wayland | Five-year financial forecast |
| • City of Williamston | Five-year financial forecast |
| • City of Wyoming | Five-year financial forecast |
| • City of Ypsilanti | Five-year financial forecast |
| • Michigan Municipal League | Five-year financial forecast |
| • Pittsfield Charter Township | Five-year financial forecast |
| • Village of Chelsea | Five-year financial forecast |
| • Village of Dexter | Five-year financial forecast |
| • Loutit District Library | Five-year financial forecast |

- | | |
|-------------------------------|--------------------------------|
| • Ypsilanti District Library | Five-year financial forecast |
| • Brighton District Library | Five-year financial forecast |
| • Cass County Road Commission | Five-year financial forecast |
| • Chelsea District Library | Cash flow forecast |
| • Charter Township of Delta | Five-year financial forecast |
| • Charter Township of Shelby | Five-year financial forecast |
| • Charter Township of Saginaw | Twenty-year financial forecast |
| • Township of Kochville | Five-year budget forecast |
| • Saginaw Count 911 | Five-year budget forecast |

Municipal Analytics is also a Certified Analytics Partner with Forecast5 Analytics. In this role, we support Michigan municipalities who have subscribed to 5Cast budget forecasting software. Clients we currently support include:

- | | |
|-------------------|--------------------|
| • Saginaw County | • City of Marshall |
| • Monroe County | • City of Burton |
| • City of Jackson | |

Municipal operations, shared services, capital improvement planning and revenue analysis projects:

- | | |
|-------------------------------|---|
| • City of Northville | Strategic financial plan, including revenue options |
| • City of Dearborn | Consolidated dispatch operations shared services analysis |
| • City of Novi | Dispatch operations shared services analysis |
| • Communities of Kent County | Multi-jurisdictional parks and recreation analysis |
| • Communities of Kent County | Public safety shared services analysis |
| • County of Oakland | Feasibility analysis of new sewer system service facility |
| • County of Oakland | Consolidation of Water Resources Commissioner operations |
| • Saginaw County 911 | Operational efficiency and long-term sustainability study |
| • Saginaw Charter Township | Police operations efficiency study |
| • Saginaw Charter Township | Analysis of 20-year police millage requirements |
| • Saginaw Charter Township | Strategic analysis of MERS and OPEB funding |
| • Shelby Charter Township | Strategic analysis of Act 345 pension and OPEB funding |
| • Shelby Charter Township | Feasibility of new court, library and community center building |
| • Shelby Charter Township | 6-year capital improvement plan |
| • Shelby Charter Township | Central services cost allocation plan |
| • City of Royal Oak | Central services cost allocation plan |
| • County of Wayne | Central services cost allocation plan |
| • Pittsfield Charter Township | 6-year capital improvement plan |
| • Watervliet City/Township | Feasibility study of consolidating two municipalities |
| • Muskegon Chamber | Evaluation of regional water collaboration |
| • City of Sturgis | Operational study of fleet management operations |
| • City of New York | Administrative restructuring and implementation plan |
| • City of Dearborn | Market analysis and revenue opportunities for Camp Dearborn |
| • City of Ypsilanti | Strategic revenue analysis and debt restructuring |
| • County of Muskegon | Water utility rate analysis |
| • County of Monroe | Water utility rate analysis & evaluation of source alternatives |

References (related reports & documents available upon request)

1. Muskegon County (2017)

Beth Dick, Director of Finance/Assistant County Administrator
231.724.6520

DickBe@co.muskegon.mi.us

Reference: John Kaczor & Jaymes Vettraino

Five-year financial forecasting model. Identification of strategic financial priorities and development of recommendations for a sustainable financial future.

2. City of Northville (2018)

Pat Sullivan, City Manager
(248) 349-1300

psullivan@ci.northville.mi.us

Reference: Jaymes Vettraino & John Kaczor

A detailed assessment of the City's current finances, and identification of opportunities to position the City for long-term financial sustainability. Included the development of a five-year budget forecasting model, assessment of unfunded liabilities, capital improvement funding strategies and recommendations for improved financial management.

3. Saginaw County (2006-present)

Robert Belleman, County Administrator
989-790-5578

rbelleman@saginawcounty.com

Reference: John Kaczor & Jaymes Vettraino

Five-year financial forecasting model. Initially developed in 2006 to include General Fund only. Updated and expanded in 2014 to include 9 additional funds, all of which have a significant impact on the General Fund. Currently assisting with a 3-year budget format.

4. Shelby Charter Township (2007-present)

Rick Stathakis, Supervisor
586-731-5154

rstathakis@shelbytwtp.org

Reference: John Kaczor

Five-year financial forecasting model. Initially developed in 2008 to include General Fund, Police and Fire Funds. Updated and expanded over past 8 years to allow detailed analysis of pension bonding, ability-to-pay analysis for labor arbitration, millage proposals, and numerous other analyses. Capital improvement plan, cost allocation plan, feasibility studies.

5. Southeast Michigan Council of Governments (SEMCOG)

David Boerger, Director of Local Government Effectiveness and Collaboration
248-875-7120

boerger@semcog.org

Reference: Jaymes Vettraino

Project Timing

We are prepared to commence work at a mutually agreeable point-in-time, most likely September 2018. We anticipate the project will require 90-120 days to complete. Development of the financial forecast, using 5Cast software, is expected to require 2-4 weeks, including testing assumptions and creating report templates. We would aim to develop the forecast framework immediately upon award of the contract, which will allow us to use the analytics tool's capabilities throughout the course of the project.

Cost Proposal

Professional Consulting Services

We estimate the project will require about 238 hours of professional time. Professional fees are estimated at a not-to-exceed amount of \$24,825.

Project Expenses

Expenses are estimated to be \$2,575, assuming 3 trips for on-site meetings and presentations.

Additional on-site meetings would increase expenses \$1,000 for one consultant or \$1,800 if two consultants travel together. Should additional travel require more than one overnight, expenses will increase \$200 per consultant per night.

Total not-to-exceed consultant fees and expenses: \$27,400.

Multi-year financial model subscription through Forecast5 Analytics

1-year subscription: \$9,000

3-year subscription: \$8,300/year

It is possible the County could be reimbursed for up to 50% of the cost of the subscription, if the State renews legislation for such reimbursement.

Estimated net cost for initial year of 5Cast subscription: \$4,150 - \$4,500.

* * * * *

We appreciate the opportunity to propose our services to Benzie County. Please do not hesitate to contact me at 734-277-4454, if you have questions or wish to discuss this proposal.

Very truly yours,

John Kaczor
Principal



Knowledgeable municipal management consultant with over 23 years of professional consulting experience. Trained and experienced in utility financial management and ratemaking, public policy analysis, strategic financial evaluation, budget forecasting, capital improvement planning, feasibility analysis and cost allocation. Experienced in working with local governments and public entities of all sizes. Motivated to find the most appropriate solution for the given challenge, and to provide local managers with the tools necessary to improve analysis and decision-making on an on-going basis.

Areas of Consulting Expertise

Fiscal Management – Reviewed and recommended improvements to financial policies including budgeting, cash management, investments, financial controls and fund reserves. Evaluated and made recommendations for financial software and employee training to improve information reporting required by management and policy makers. Conducted indirect central service cost allocation studies, in compliance with Federal guidelines.

Financial Modeling – Developed numerous spreadsheet-based financial models for municipalities that simulate the interaction within and between a variety of governmental and proprietary funds. Produced comprehensive revenue and expenditure estimates for future years, and analyzed multi-year financial implications of various assumptions and economic conditions.

Utility Rate Setting – Calculated appropriate water and sewer rates for small and large utility systems. Estimated revenue requirements using the cash needs-basis and the utility-basis for cost of service ratemaking. Recommended rate structures, financial policies and implementation strategies. Created multi-year, interactive spreadsheets that simplify annual rate recalculations.

Economic and Tax Analysis – Conducted feasibility studies of local income tax and public safety funding options. Evaluated the impact of proposed major commercial developments on the local and state economies. Identified alternatives to traditional economic development approaches for municipalities. Educated elected officials and managers in the complexities of Michigan's property taxation system.

Employee Compensation and Human Resources – Performed comprehensive analyses of employee classifications and compensation systems. Developed position descriptions and performance evaluation tools. Evaluated the scope and value of employee benefits. Designed comprehensive compensation systems based on detailed analyses of the labor market and internal equity considerations. Developed employer-specific personnel policies manuals and workplace safety manuals.

Operational Reviews – Evaluated the structure and operations of municipal functions including public safety, human services, utility billing, motor pool, utility operations and public works. Developed recommendations for improved service provision, customer focus and operational efficiency. Researched appropriate benchmarks and measured performance of operations.

Data Collection and Analysis – Designed complex, project-specific data collection and analysis tools involving research methodology, statistical evaluation and data interpretation. Synthesized diverse information for management decision-making.

John F. Kaczor, MPP

Municipal Financial Strategist &
Analytics Specialist

Summary of Consulting Expertise

- Financial Forecasting & Five-year Financial Models
- Utility Rate Setting Analysis
- City Income Tax Feasibility Studies
- Administrative Cost Allocation Plan Development
- Municipal Budget Analysis
- Personnel Cost Modeling & Forecasting
- Shared Services Feasibility Studies
- User Fee Studies
- Capital Improvement Planning
- Municipal Operational Analysis

Education

University of Michigan - Master of Public Policy Studies

Western Michigan University - Bachelor of Arts (Economics and Sociology)

Years of Relevant Experience: 23

Registrations and Certifications

American Water Works Association
Cost of Service Utility Ratemaking and Financial Management

Certified Analytics Partner with Forecast5 Analytics

Professional Affiliations

International City/County Management Association

American Water Works Association

Water for People

Energy Reduction Coalition

Jaymes Vettraino

Vettraino Consulting, LLC

Summary of Relevant Expertise

- Full-service municipal management
- Budget development and administration
- Community development
- Budget forecasting
- Public sector strategic financial management

Contact Information

Phone: 248-379-8923

Email: VettrainoConsulting@gmail.com

Current Positions

- President of Vettraino Consulting, LLC, which focuses on municipal operational management, financial planning, community relations and economic development.
- Director of the Center for Social Entrepreneurship and Assistant Professor of Business at Rochester College.

Experience

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager. Most recently as the City Manager of Rochester, MI, where he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the "great recession." Additionally, Jaymes served as City Manager of Kutztown, PA and Pen Argyl, PA.

In his current roles, Jaymes applies his years of experience in managing people, budgets and municipal operations to meet the needs of his clients and students. His approach to projects is efficient, yet in-depth, seeking to gain an understanding of operations and costs through interviews and data analysis. He is proficient at eliciting the necessary information to make meaningful recommendations.

Education

Master of Business Administration, Lehigh University

Bachelor of Arts in Political Science, Michigan State University

Personal Mission Statement

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

Correspondence

①

**ST. JOSEPH CHARTER TOWNSHIP
BERRIEN COUNTY, MICHIGAN**

RESOLUTION 2018-16

**OPPOSE SENATE BILL 1031
UTILITY PERSONAL PROPERTY TAX EXEMPTION**

At a regular meeting of the St. Joseph Charter Township Board on the 2nd day of July, 2018, commencing at 6:00 p.m., the following resolution was offered by: Ed Meny and seconded by Melissa Hahn.

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act;; and

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on St. Joseph Charter Township, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018; and

NOW, THEREFORE BE IT RESOLVED that St. Joseph Charter Township opposes SB 1031.

BE IF FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, Michigan House Representatives Pagel and LaSata, Senator John Proos, Governor Rick Snyder, and the Michigan Townships Association.

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JUL 09 2018

Page 1 | 2

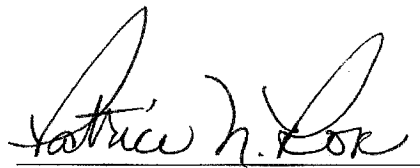
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Roll Call Vote:	Yeas	Nay	Abstain	Absent
Ronald Griffin, Trustee	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Melissa Hahn, Trustee	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Edward Meny, Trustee	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Thomas Milnikel, Trustee	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Patrice Rose, Clerk	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Roger Seely, Supervisor	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
David Vonk, Treasurer	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

The Supervisor declared the Resolution adopted.

Attested by:

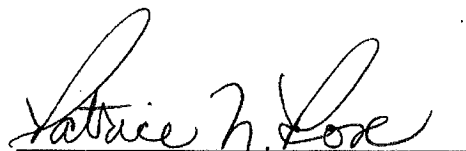
Dated: July 2, 2018


 Patrice Rose, Township Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of St. Joseph Charter Township at a regular meeting held on July 2, 2018, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meeting Act, Act 267 of the Public Acts of Michigan 1976, (MCL 15.261 *et seq*).

Dated: July 2, 2018


 Patrice Rose, Township Clerk

Page 2, Benzie CRC mtg 6/28/18

2018 Engineering Reimbursement – MDOT Form was signed by Commissioners.

Retirement Waiver Filing – Motion by Comm Mick and supported by Comm Bowers to approve the Application for Waiver and Plan to be submitted to Michigan Department of Treasury. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Homestead Road/669 – 2019 v's 2020 project – Manager Skeels gave brief summary of pros and cons of doing Homestead project in 2019 v's 2020. Board decided to wait till skip paving on Homestead Road is done before making a decision.

Mi Cat Grader Lease Resolution - Motion by Comm Bowers and supported by Comm Mick to enter into a five-year lease agreement with Mi Cat Financial for grader, serial #0N9B00649, and appointing Manager Skeels to sign all related documentation. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Truck Engine – Cat Financing – Truck engine repairs are going to be approximately \$26,000. Mi Cat Financial does offer a 0% financing option for 12 months. However, 100% of the expenditure would still be recorded in this fiscal year. Clerk Kolinske stated that she did not think it was necessary to finance, we have the cashflow to pay the bill.

Public Input: Homestead candidate Sherry Taylor asked about percentage of general fund balance in relation to our annual budget.

Begold Road Fieldtrip – N/A – removed from agenda – not needed at this time. Board may do fieldtrip in July.

Meeting Adjourned at 11:52 AM.

Minutes approved 7/12/18.

Robert Rosa, Chairman

Jennifer L. Kolinske, Clerk

Benzie Transportation Authority - June 2018 Statement of Activities

P 002

	June 2018		Oct 2017 - June 2018		2018	June 2017		Oct 2016
	Actual	Budget	Actual	Budget	Annual Budget	Actual	Actual	June 2017
Income								
40100 - Passenger/Contract Fare	10,204.73	12,300.00	103,917.58	97,100.00	125,000.00	10,489.93		94,238.54
40615 - Advertising Income	450.00	300.00	12,250.00	6,600.00	8,000.00	75.00		4,750.00
40710 - Sale of Maintenance Services	0.00	1,500.00	569.58	14,500.00	19,000.00	0.00		6,647.95
40760 - Gains from Sale Capital Assets	0.00	0.00	4,433.00	0.00	0.00	0.00		13,612.00
40800 - Taxes Levied Directly for/by TA	-64.31	0.00	600,480.77	591,355.00	591,355.00	0.00		585,352.22
41101 - State Operating Assistance	52,940.00	52,940.00	476,460.00	476,460.00	638,211.00	51,066.00		464,050.00
41301 - Section 5311	64,320.00	75,165.00	193,803.00	225,495.00	300,660.00	0.00		95,451.00
41398 - RTAP	0.00	200.00	1,838.50	4,500.00	4,500.00	0.00		3,990.33
41400 - Interest Income/Other Revenue	444.66	80.00	1,386.44	540.00	750.00	246.26		691.46
Total Income	128,295.08	142,485.00	1,395,138.87	1,416,550.00	1,687,476.00	61,877.19		1,268,783.50
Expense								
50101 - Total Labor Expense	70,596.65	79,700.00	672,493.52	757,600.00	1,037,000.00	69,686.35		645,382.67
50200 - Fringe Benefits	23,266.07	24,673.00	175,929.82	188,961.00	251,600.00	19,190.73		139,930.54
50310 - Board Compensation	240.00	340.00	1,040.00	2,160.00	2,500.00	80.00		1,705.00
50399 - Service Expense	4,897.55	7,220.00	57,660.12	78,020.00	101,060.00	7,670.99		97,639.39
50401 - Fuel and Lubricants	10,091.68	5,400.00	77,316.62	59,710.00	78,000.00	9,904.75		58,284.26
50402 - Tires and Tubes	0.00	800.00	1,846.25	8,000.00	10,000.00	0.00		8,008.95
50404 - Major Purchase	0.00	320.00	0.00	2,540.00	3,500.00	0.00		2,114.90
50405 - Office Supplies	358.83	650.00	6,452.53	7,700.00	11,100.00	508.76		5,933.15
50406 - Parts Revenue Vehicles	1,896.26	2,600.00	11,236.18	22,200.00	30,000.00	1,942.25		21,762.51
50407 - Parts for Non Revenue Vehicles	0.00	80.00	0.00	760.00	1,000.00	0.00		467.22
50499 - Other Materials and Supplies	2,035.36	1,700.00	16,662.21	15,620.00	21,200.00	2,248.10		21,083.92
50500 - Utilities & Insurance	3,182.84	3,130.00	65,111.56	67,111.00	43,360.00	2,553.35		53,365.44
50700 - Taxes and Fees	380.00	125.00	1,200.00	1,000.00	34,366.00	105.00		914.00
50902 - Travel, Meetings & Training	697.81	845.00	4,918.11	7,460.00	10,000.00	4,246.94		11,003.38
50903 - Association Dues and Subscript	27.24	360.00	4,056.01	5,380.00	6,500.00	27.24		4,711.15
51205 - Sharp Copier/Dispatch Lease	207.80	290.00	1,916.57	2,250.00	3,000.00	207.80		1,868.20
57402 - Ineligible RTAP	1,202.45	1,400.00	4,500.00	4,500.00	4,500.00	0.00		4,034.98
Total Expense	119,080.54	128,393.00	1,102,339.50	1,230,972.00	1,648,686.00	118,371.26		1,078,209.66
Change in Net Assets	9,214.54	14,092.00	292,799.37	185,578.00	38,790.00	(56,494.07)		190,573.84

Honor Bank Checking 32,653.96

Honor Bank Savings and Money Market 82,000.00
 Cash Reserve 2015 & 2013 389,913.95
 General
Total 471,913.95

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JUL 13 2018

DAWN OLNEY
 BENZIE COUNTY CLERK
 BEULAH, MI 49617

3

7/13/2018

JUL/13/2018/FRI 10:58 AM

FAX No.



MICHELLE L. CROCKER
Leelanau County Clerk
Clerk of the Circuit Court

Leelanau County Resolution #2018-010

**Resolution in Opposition to Senate Bill 1031, A bill to amend 1893 PA 206, entitled,
"The general property tax act," (MCL 211.1 to 211.155)
by adding section 9p**

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Leelanau County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Leelanau County Board of Commissioners does hereby oppose SB 1031.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, State Representative Curt Vanderwall, State Senator Darwin Booher, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

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JUL 16 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

#152-06262018 – Special Session

MOTION BY WESSELL TO APPROVE LEELANAU COUNTY RESOLUTION #2018-010, RESOLUTION IN OPPOSITION TO SENATE BIL 1031, a BILL TO AMEND 1893 pa 206, ENTITLED, "The general property tax act," (MCL 211.1 to 211.155) by adding section 9p. SECONDED BY SOUTAS-LITTLE.

Discussion.


ROLL CALL: WESSELL – YES; BUNEK – YES; LAUTNER – ABSTAIN; NOONAN – YES; RUSHTON – YES; SOUTAS-LITTLE – YES.

AYES – 5 (Wessell, Bunek, Noonan, Rushton, Soutas-Little)

NO – 0 ABSTAIN – 1 (Lautner) ABSENT – 1 (Ansorge) MOTION CARRIED.

State of Michigan
County of Leelanau

I, Michelle L. Crocker, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office and of the whole thereof. In Testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the 26th day of June 2018.


Michelle L. Crocker, Leelanau County Clerk



BENZIE COUNTY VETERANS AFFAIRS COMMITTEE
Meeting Minutes
Monday, June 11, 2018, 9:00 a.m.
Conference Room 206, Governmental Center, Beulah, Michigan

5

Committee members present: Bob Roelofs (Chair), Tom Stobie (Vice-Chair), Camp Bailey, Ed Kowalski, Kirt Giddis, and Dale Ginzel (Secretary). Also present were Gary Sauer, Michelle Thompson, and Doreen Carter.

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

A motion was made by Ed and supported by Camp to approve agenda with amendment to add discussion regarding the hiring of a Benzie County VSO and committee meeting schedule change to Committee Action Items. Motion approved unanimously.

Minutes from May committee meeting were unavailable. Will be available at July committee meeting.

Public Comment:

- a. Gary Sauer, County Commissioner, expressed appreciation for efforts during Memorial Day event at Benzie County Veterans Memorial.
- b. Doreen Carter proposed that a facebook page be created for the Benzie County Veterans Memorial. Discussion topics included: viewers can't make direct posts, Administrator can edit comments prior to posts, seek out comments from veterans' families for recognition, and include updates regarding events taking place at the Memorial.
- c. Doreen Carter purchased a table for the Memorial site pavilion on behalf of her late husband Ed Carter.

Outside Veterans Meetings: None

County Veterans Director Report: Bob shared that all Grand Traverse VSOs are Nationally Accredited.

Finance update: Michelle Thompson provided finance update. The Veterans' Relief Fund (293) has a balance of \$80,276.51. The Veterans' Memorial Fund (295) balance is \$58,220.70.

Committee Action Items:

- a. Tom made a motion and supported by Bob for Doreen to create a facebook page titled "Benzie County Veterans Memorial" after seeking clarity from Benzie County Administrator to ensure no county social media policies would be violated. Motion approved unanimously.
- b. Bob shared that Leelanau County was not interested in contracting with Benzie County to provide services to Leelanau County veterans. Kirt made a motion and supported by Ed for Benzie County Commissioners to explore and discuss the hiring of a part-time Benzie County Veteran Services Officer. Motion approved unanimously.
- c. Kirt made a motion with support from Tom to move committee meetings to second Monday of each month. Motion approved unanimously.
- d. Ed made a motion with support from Tom to seek commissioners' approval to amend bylaws allowing for change of committee meeting schedule. Motion was approved unanimously

Old Business:

- a. Request for Pavilion project bids to be announced soon.

New Business:

- a. Bob shared that the Coho Festival will take place August 24 – 25. Committee will have a presence.

Mileage, bills and per diem requests:

- a. Camp made a motion and supported by Kirt to approve mileage and per diem for May committee meeting. Roll call: Kirt – yes, Ed – yes, Tom – yes, Camp – yes, Dale – yes, Bob – yes. Motion approved unanimously.
- b. Kirt made motion and supported by Tom to purchase grave markers not to exceed \$4,000.00. Roll call: Kirt – yes, Ed – yes, Tom – yes, Camp – yes, Dale – yes, Bob – yes. Motion approved unanimously.
- c. Kirt made a motion and supported by Ed to pay Bob \$323.78 for personal expenditures related to committee business. Roll call: Kirt – yes, Ed – yes, Tom – yes, Camp – yes, Dale – yes, Bob – abstained. Motion approved unanimously.

Meeting was adjourned at 10:30 a.m.

RECEIVED

JUL 16 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

June 18, 2018

Chairperson
Benzie County Board of Commissioners
P.O. Box 377
Beulah, MI 49617

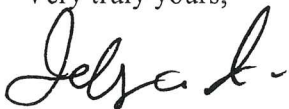
Dear Sir or Madam:

You will find enclosed an annual accounting for the Benzie County 9-1-1 Service District. Section 405 of Senate Bill No. 303 of 1986 requires that telephone service providers of each service district prepare an annual accounting of the 9-1-1 technical (network) revenues and expenses.

We have been retained by the service providers listed on the attached statement to compile this information. This report provides your district's information for each listed provider of 9-1-1 service in your district. The over (under) collection amount may result in a change in the 9-1-1 technical rate. Rate changes are generally done annually in May to be effective July 1.

If you have any questions regarding the information, please contact our office.

Very truly yours,



Jeffery A. Irwin, CPA
Principal

JAI:kp
Enclosures
cc: 911 coordinator

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JUL 13 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY
E911 TECHNICAL SURCHARGE POOL
FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2017 AND 2016

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Financial statements	
Statements of trust assets and liabilities	4
Statements of trust additions and deductions	5
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ACCOUNTANT'S DISCLAIMER REPORT

To the Telephone Service Suppliers of
Benzie County E911 Technical Surcharge Pool

The accompanying financial statements of Benzie County E911 Technical Surcharge Pool as of and for the years ended December 31, 2017 and 2016, were not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

We are not independent with respect to the Benzie County E911 Technical Surcharge Pool.

Maner Costerisan PC

May 21, 2018

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL
(AN ASSOCIATION)
STATEMENTS OF TRUST ASSETS AND LIABILITIES
DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
ASSETS		
Accounts receivable - service suppliers	\$ 14,322	\$ 5,847
Deficit	<u>-</u>	<u>2,148</u>
Total assets	<u><u>\$ 14,322</u></u>	<u><u>\$ 7,995</u></u>
LIABILITIES		
Amounts due to common funds	\$ 10,246	\$ 5,263
Accounts payable - service suppliers	2,736	2,732
Surplus	<u>1,340</u>	<u>-</u>
Total liabilities	<u><u>\$ 14,322</u></u>	<u><u>\$ 7,995</u></u>

See notes to financial statements.

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL
(AN ASSOCIATION)
STATEMENTS OF TRUST ADDITIONS AND DEDUCTIONS
YEARS ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
ADDITIONS - technical surcharges	\$ 24,487	\$ 13,683
DEDUCTIONS - provision of service costs	<u>20,999</u>	<u>17,348</u>
SURPLUS (DEFICIT)	3,488	(3,665)
SURPLUS (DEFICIT), beginning of year	<u>(2,148)</u>	<u>1,517</u>
SURPLUS (DEFICIT), end of year	<u><u>\$ 1,340</u></u>	<u><u>\$ (2,148)</u></u>

See notes to financial statements.

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL
(AN ASSOCIATION)
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting - These financial statements are prepared on the accrual basis of accounting. Additions are recorded when billed and deductions are recorded based upon the provisions of Michigan Public Act 32. Since the statute mandates cost recoveries, there is no income, loss or corresponding fund balance.

Classification of assets and liabilities - The financial activities of the Pool do not generally involve a business cycle since the recognition of assets and the payment of liabilities are based on specific circumstances. Accordingly, the classification of assets and liabilities between current and long-term is not used.

Common funds - The service suppliers utilize a common bank account for the seventy-nine service districts within the State of Michigan (the Pool). All funds within the Pool are held in trust solely for participating service suppliers. Cash and cash equivalents consist of cash on deposit and short-term investments with maturities of twelve months or less. Interest earnings, generally immaterial, are credited to the various service districts to reduce reported costs.

Accounts receivable - Accounts receivable are reported at the amount management expects to collect on balances outstanding at year-end. Receivable amounts are charged to bad debt expense when they are determined to be uncollectible based upon a periodic review of the accounts by management. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

Federal income tax - Due to the nature of the Pool, taxes on income are not applicable. Accordingly, these financial statements do not reflect a provision for income taxes and the Pool has no other tax positions which must be considered for disclosure.

Amounts due to or from common funds - represents the service district's cash and cash equivalents or advances from the Pool bank account.

Accounts payable and receivable - service suppliers - represents the amounts due to or from the emergency telephone service suppliers within the service district. Accounts receivable do not bear interest.

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL
(AN ASSOCIATION)
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Concluded)

Additions - represent the monthly billings of technical surcharges to end users by the service suppliers. These amounts are determined in accordance with the provisions of Michigan P.A. 32 and are subject to maximum caps as stipulated by that statute.

Deductions - represent the costs of providing the emergency telephone network, switching, billing and collection, and similar amounts by the service suppliers to end users in the service district.

Surplus or deficit - represents future refunds or billings to adjust for the over or under collection of surcharges from the service end users.

NOTE 2 - NATURE OF ORGANIZATION, RISKS, AND UNCERTAINTIES

The Benzie County E911 Technical Surcharge Pool is an unincorporated association of suppliers of emergency (911) telephone service within Benzie County, in the State of Michigan. It was formed to provide for the settlement of costs between service suppliers as required by Public Act 32 (P.A. 32) of 1986, as amended.

The service suppliers for this service district are Ace Telephone Company, CenturyTel of Michigan, CenturyTel Midwest, CenturyTel of Northern Michigan, Charter Communication, AT&T, Sprint and TelNet Worldwide. In accordance with Michigan P.A. 32, these service suppliers are entitled to recovery of costs as defined by the statute. In addition, the statute requires uniform billing on a geographic basis. Each service supplier reports its billings and costs. These amounts are then pooled and settlements for over or under collections are made.

The Pool is required to disclose significant concentrations of credit risk regardless of the degree of such risk. Financial instruments that potentially subject the Pool to concentrations of credit risk consist principally of temporary cash investments. The Pool places its temporary cash investments with FDIC insured financial institutions. Although such investments and cash balances may exceed the federally insured limits at certain times during the year, they are, in the opinion of management, subject to minimal risk.

Management evaluates events and transactions that occur after year end for potential recognition or disclosure in the financial statements. These subsequent events have been considered through May 21, 2018, which is the date the financial statements were available to be issued.

In the preparation of tax returns, tax positions are taken based on interpretation of federal, state and local income tax laws. Management periodically reviews and evaluates the status of uncertain tax positions and makes estimates of amounts, including interest and penalties, ultimately due or owed. No amounts have been identified, or recorded, as uncertain tax positions. Federal, state and local tax returns generally remain open for examination by the various taxing authorities for a period of three to four years.

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL
(AN ASSOCIATION)
NOTES TO FINANCIAL STATEMENTS**

NOTE 2 - NATURE OF ORGANIZATION, RISKS, AND UNCERTAINTIES (Concluded)

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions that affect the reported amounts of assets, and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from estimated amounts.

NOTE 3 - SURCHARGE RATES

P.A. 32 permits the recovery of both recurring and nonrecurring charges. Recurring charges are defined as the amounts necessary for the ongoing operation of the system. Nonrecurring charges are for the initial setup and non-operational installation of trunks, circuits and similar items. Depending on the date of commencement of service, the nonrecurring charges are subject to various amortization rates and periods of up to ten years. At December 31, the Benzie County billed access-facility monthly rates were:

	<u>2017</u>	<u>2016</u>
Recurring	\$ 0.53	\$ 0.42
Nonrecurring	<u>0.01</u>	<u>0.00</u>
Total	<u>\$ 0.54</u>	<u>\$ 0.42</u>

NOTE 4 - SUBSEQUENT EVENT

On March 6, 2018, Michigan Senate Bill 400 was signed into law. This law is a comprehensive rewrite of the 911 funding mechanism. Included in the law are changes in the way 911 technical surcharges for recurring and non-recurring costs are recovered from subscribers. There will now be one statewide technical recurring rate and one statewide non-recurring rate. The new monthly rate will be \$0.53 for recurring costs and \$0.02 for non-recurring costs for a total 911 technical surcharge of \$0.55 per month. This new rate is effective May 5, 2018.

MICHIGAN STATE UNIVERSITY | Extension

7

Greetings from Michigan State University Extension!

Our Government and Public Policy team is here to support you and your community with educational programming and technical assistance. We provide strong, evidence-based information that can help with sound governance and management. Our team of educators have expertise in issues such as economics, fiscal management, boardsmanship, parliamentary procedure, land use planning and zoning, and public policy.

We are excited to share information about our educational opportunities. Included in this letter are brochures about **Citizen Planner**, a land use education program for locally appointed and elected planning officials and interested residents throughout Michigan. This non-credit course leads to a certificate of completion awarded by MSU Extension. Advanced training through the Master Citizen Planner (MCP) credential is also available. The Citizen Planner Program is offered in a classroom or via video conference setting, or through a convenient self-paced opportunity called Citizen Planner Online.

We ask that you please take a look at the enclosed brochure and share the extra copies with members of your boards and commissions who may like to learn more.

Below is a map with each educator on our team who is available to assist in arranging a Citizen Planner Program near you. Please reach out to the educator closest to you with any questions about land use policy or governance.

Thank you for your service, we look forward to working with you.

Sincerely,

Your friends at MSU Extension



MSU EXTENSION

Attn: Janean Danca
Citizen Planner
801 Hazen St., Suite D
Paw Paw, MI 49079

269-657-8213
269-657-8212
cplanner@msu.edu
msue.msu.edu

RECEIVED

JUL 19 2018

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

